



Annual FY22 EWU S&A Budget Request (Dept/Prog/Unit)

Student Accounting

Submitted By: Judith Miller, jmillier62@ewu.edu on 1/28/2021 4:24:32 PM

[DRAFT]

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget spreadsheet (available [HERE](#)) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to respond to questions that will explain the impact your unit has on the student community, and what you intend to use the requested funds for.

Here are the budget requests currently being accepted for consideration to receive funding.

- FY2022 (July2021-June2022)
- FY2021 Supplemental Budget Request - NOT AVAILABLE

All funding requests must be received by:

Friday, January 29th, 2021 at 5pm

Estimated S&A Fee Committee Schedule:

- End of Jan. | General Committee Introductions and Process Orientation
- End of Jan | Training
- 1st week Feb | Review Fee Increase Proposal
- 3rd - 4th week Feb | Initial Review of FY22 Requests
- 1st - 3rd week Mar | Scheduled Budget Presentations
- 4th week Mar - 1st week Apr | Recommendations
- 2nd week Apr | Finalize Recommendations
- TBD | Funding Proposals Issued to BOT
- 7/15/21 | Funding Award Letters Sent

General Guidelines for Requesting & Spending Funds Awarded:

- S&A Fees are collected from students for the express purpose of funding non-academic student activities and programs.
- Purchases supported by fees must conform to the organization's approved objectives and expenditure plan submitted to the 2020-21 S&A Fee Committee. If you plan to deviate from your approved expenditures, it is required that you notify and request the ability to spend differently from the 2021-22 request and the funds awarded to you based on this request, you will need to come back to the S&A Fee Committee to request permission to re-allocate the funds you were awarded.
- The S&A Fee Committee considers how the last allocation was managed and spent. A well-documented history of prudent expenditures improves the organization's chances for continued funding.
- Expenditures should clearly promote and conform to the University's mission and goals. All purchases should be reasonable and prudent.
- Purchases may not directly or indirectly result in personal material benefit.
- An organization is to discuss all purchases with their designated expenditure or budget authority prior to purchasing items or services. Individuals with budget authority can outline what is allowable and appropriate or indicate a University office for resolution of questions.
- S&A Fees are considered public monies of the State of Washington. Each purchase from an organization's account must be allowable, authorized, recorded, and appropriately used.
- Individual students may not unilaterally make purchases.
- Individuals may not make purchases with personal money and seek reimbursement without prior approval. All University paperwork must be complete and signed by the expenditure authority before purchases occur.
- Contract that require an expenditure of S&A fee monies must be processed through EWU Procurement and Contracts. The organization must not commingle S&A Fee Monies with other types of funds.
- The organization must not overspend S&A fee accounts. The organization must carefully monitor expenditures and allocations.

As you plan and deliver your budget plans for FY21 and FY22, please use these assumptions and considerations.

- Classified base wage increase FY22 0%
- Public Service Employees (PSE-Exempt) base wage increase estimated July 1 for FY22 is 0%
- Faculty general salary adjustment FY22 is 2%
- Exempt base wage increase on July 1st of each year estimated for FY22 at 0%
- Benefit increase is planned for FY22 at 4%
- Direct Expense increase FY22 is 2.4% Historical Analysis

Additional Information

- Judy Miller in Student Accounting can provide you with a breakdown of what you have spent in YTD in each budget category. Additionally, she is happy to work

with you to review your spending trends from years past.

- Consider the accuracy of your budget and changes experienced/planned for your unit.
- Be sure to take into account any cyclic expenditure patterns unique to your index such as quarterly expenditure patterns, or cyclic employee costs.
- Classified positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE. The department is responsible for funding step increases AND general salary adjustments.
- PSE exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE. Exempt positions – General salary adjustment increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE. Benefit increases – Increases ARE NOT centrally funded and you will need to plan for these increases in DIRECT EXPENSE
- Anticipated position and benefit increased based on the expenditure assumptions should be reflected as an increase to the direct expense budget. Do not change the total in the individual positions.

Other Budget Considerations

- Minimum wage increases to \$13.69 on Jan. 2021
- Starting in Sept 2020, L&I will make a cost of living adjustment to min. wage earners and clerical worker. This minimum wage will be announced Sept 30, and take effect on Jan. 2021, and yearly thereafter.

Contacts

- Emily Fitzgerald (ASEWU) – asewufinancevp@ewu.edu
- Judy Miller (Student Accounting) – jmiller62@ewu.edu
- Sam Armstrong Ash (Dean of Students) – samstrong@ewu.edu

For the complete S&A Fee Guidelines, click [HERE](#).

Requesting Organization

Student Accounting

Requester's Contact Information

Name

First & Last Name

Judy Miller/Presence/Eagle Sync Platform

Phone Number

(555)555-5555

5093597891

Email

jmiller62@ewu.edu

Mailing Address

Administrative Office (Street, City, State, Zip)

SHW125

Budget Request and History

Please complete and submit this narrative along with the budget spreadsheet found [HERE](#). The spreadsheet must be completed and uploaded at the end of

this form.

Please select which represents your request best?

To ensure that you are completing the right process, please select from the drop down menu. If you are requesting both, you will need to submit two separate budget requests (spreadsheet and narrative).

Annual Funding for FY22

Please provide a summary of your dept/prog/unit.

This section should be <200 words.

Since 2012, individual departments and requested S&A support to fund an online platform (OrgSync/EagleSync) that serves as a central hub for student engagement. Last year, the departments came together to fund this centrally and remove the funding from their individual budgets. This effort was a part of an attempt to identify a new and improved system to serve as a hub for student engagement. The new service we signed a contract with last year is called Presence, and hence we now have Eagle Sync 2.0. this platform had hoped to cover the things listed below: To serve as a central hub for the various aspects of student's campus organization involvement - including member communication, calendaring/scheduling, financial management, event planning, and tracking involvement and participation. The platform would also provide the ability for Student Affairs administrators and campus partners to more effectively manage, track, assess, archive, and coordinate the recognition and engagement of more than 200 campus organizations.

How does your dept/prog/unit plan to spend the awarded funds.

It is important to note any increases or decreases for FY22, and the reason for these.

Our request would typically be to cover the current contract of the platform we had purchased last year. Unfortunately when we started with this new platform, we found many concerns with what were expecting and then what we actually got. Because of the many discrepancies we had encountered we went back to the company with our dissatisfaction. this leads to the company to give us 6 months free for the coming year. With that being said our commitment effective January 2022 is \$19,700 for the platform. We are currently reviewing our contract with them with the possibility to exit, and search out a different platform. Our proposal to the committee is to ask for a total of \$50,000 with \$30,000 to held in supplemental earmarked for this "IF" we are able to find a new platform and help with the cost of that platform. All the while the \$20,000 will be available to pay the contract in January 2022.

Did your dept/prog/unit receive funds in 2020-21 (FY2021)?

Yes

If you answered yes to the previous question, please submit the total received funding.

Please enter a number (without any characters) that represents the total funding received for FY2021 (July 2020 - June 2021)

29000

Salaries, Benefits, & Wages

Does your request include any staff salaries/benefits, and/or student wages?

No

If you are requesting money for salary/wages/benefits, how many CLASSIFIED STAFF do you expect to support with the allocation you are requesting?

if zero, type "0"

0

How does your dept/prog/unit collaborate with departments, programs, units?

Be specific, and respond in <200 words.

This is a campus-wide collaboration. While the use of the platform is campus-wide, the primary departments involved in running and supporting the platform are Student Accounting, Student Activities, Involvement and Leadership, the Office of Community Engagement, and Campus Recreation. Additionally, we work with IT, Scheduling and Events, and MarCom to help ensure the platform is integrated with campus systems.

How does your dept/prog/unit collaborate with outside stakeholders?

Be specific, and respond in <200 words.

In particular, this platform helps us work with community partners (non-profit organizations) to advertise volunteer and community engagement opportunities. It also allows off-campus advisors access to help advise and monitor student group activities

How does your dept/prog/unit contribute to the local/regional community?

Be specific, and respond in <200 words.

The platform is tied to the campus calendar and enables us to promote events that student groups/departments register. Student volunteer opportunity promotion and sign-ups. Ability to promote to in-coming students the number of involvement opportunities on-campus in a central location.

What impact(s) does this dept/prog/unit has on campus? Briefly describe the need for your dept/prog/unit. How does your dept/prog/unit support the mission and/or goals of EWU?

Respond in <200 words.

This is not a specific departmental request. The objective of this platform is to provide one central hub for the various aspects of student's campus organization involvement including member communication, calendaring/scheduling, financial management, event planning, and tracking involvement. The platform would also provide the ability for Student Affairs administrators and campus partners to more effectively manage, track, assess, archive, and coordinate the recognition and engagement of more than 200 campus organizations. Robust registration process for student organizations that is easy to navigate. Event registration and approval process for student organizations and campus partners. Card swipe or equivalent system to track attendance at events/meetings, assign hours of participation and involvement to members/attendees. User friendly form builder system using form logic. Ability to easily create and customize online forms that can be set to follow a multi-level approval/review process. Campus-wide umbrella calendar that includes all events created by all campus organizations and allows events to be promoted to the EWU calendar. Fully functioning mobile interface that allows most (if not all) platform features to be operable from a smartphone including management of members within the student organizations, event requests, finances, and forms. Ability for students to request club funds and electronically submit receipts. Ability for student organizations to see and review their club accounts/budgets. Community partner service communication. Student co-curricular service opportunity notification and sign up. Ability for all service/volunteer opportunities, whether from internal or external groups, to be published on the campus-wide umbrella calendar and designated as service. Ability for students, faculty, and community partners to track and approve/verify service-learning and community service participation.

How does your dept/progr/unit assesses the effectiveness of your programs/services?

Be specific, and respond in <200 words.

We regularly work with students and partners across campus and in the community to evaluate the system and how we can improve. Additionally, this system does allow us to track the number of events and volunteer opportunities directed at students and involvement through scanning into events etc.

What service indicators (data) are tracked & how is this information collected?

Be specific, and respond in <200 words.

The number of events/activities we have The number of involved students and what they are involved in The number of clubs/organizations How many students, faculty, and staff use the platform The number of community engagement opportunities and involvement hours The platform has built in data collection and allows us to pull reports/engagement directly from the system based on engagement.

Financial Responsibility

What are the top funding priorities for your dept/prog/unit?

Be specific, and respond in <200 words.

Ultimately, we need the full contract funded. If we are unable to do this, it will hinder our ability to serve students. This said, there will be opt-in features we can remove. For instance, we can remove the integration with the room reservation system and students will need to work externally to reserve rooms on campus. We can remove the Budget integration and students will need to complete in-person paper processes/meetings to review their funds. These are all options to reduce the cost. Reductions in cost will simply reduce our ability for students to engage remotely and add in layers to what they need to do to host events on campus/engage in their club/co-curricular activities.

Are there any long-term contracts/obligations associated with this funding request?

If yes, please list each obligation and the amount associated with it. If no, please note NA. Be specific, and respond in <200 words.

Yes. This would be an on-going contract with a vendor. We project that we would sign a five-year contract to reduce costs and ensure service levels. Students will be part of providing feedback on the solution selected.

How does your dept/prog/unit track and manage your budgets to ensure financial sustainability?

Be specific, and respond in <200 words.

All funds awarded go to support the contract. If we receive more funding to support the contract, it is not spent, it will return to S&A.

How will you ensure that student fees do not subsidize non-student use?

Be specific, and respond in <200 words.

This platform is single-sign-on and directly tied to student engagement and involvement. Use of the platform is grounded in providing students with enriching co-curricular involvement opportunities. Access to non-students is for those that advise student groups and/or provide student engagement opportunities.

Engagement

Based on the data/utilization numbers you collect, please share the number of STUDENTS your dept/prog/unit serves annually:

If zero, type "0"

9500

Based on the data/utilization numbers you collect, please share the number of FACULTY your dept/prog/unit serves annually:

If zero, type "0"

85

Based on the data/utilization numbers you collect, please share the number of STAFF your dept/prog/unit serves annually:

If zero, type "0"

85

Based on the data/utilization numbers you collect, please share the number of ALUMNI your dept/prog/unit serves annually:

If zero, type "0"

30

Based on the data/utilization numbers you collect, please share the number of EXTERNAL STAKEHOLDERS your dept/prog/unit serves annually:

If zero, type "0"

175

Confirm and Submit Budget Request

Is your dept/prog/unit interested in presenting to the S&A Fee Committee

Please select the answer that fits best. Note: While we value all interest in presenting to the S&A Fee Committee, time for all requests to be presented may not be possible. The Committee will schedule dept/prog/units where there are outstanding questions/concerns regarding the funding proposal and, if time permits, schedule dept/prog/units who would like to present where there are no outstanding questions based on their proposal.

No

Submission Process

1. Upload your budget spreadsheet below.
2. Click [HERE](#) to access and download the budget spreadsheet.
3. Sign this form (below), confirming that the information you've entered is accurate to the best of your knowledge.
4. Scroll to the top of the form, and click the "Submit" button on the upper right corner of the form.
5. The Student Accounting staff will send you a copy of this submitted form (it may take up to a week).

Upload your dept/prog/unit final budget spreadsheet here.*

See link to spreadsheet above.

[640cd1e2-123d-43c1-84c2-ffd6fad8f52.xlsx](#)

Requester Confirmation

By signing, you confirm that the details included in this budget request are accurate to the best of your knowledge, and are fully aware of EWU's S&A Fee regulations

A handwritten signature in black ink, appearing to read "Judy Miller". The signature is written in a cursive style with a large loop at the end of the first name.