



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

## The Easterner

Submitted By: Jeffrey Bunch, [jbunch@ewu.edu](mailto:jbunch@ewu.edu) on 1/28/2021 8:38:57 PM

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](mailto:asewufinancevp@ewu.edu)
- Judy Miller (Student Accounting) – [jmiller62@ewu.edu](mailto:jmiller62@ewu.edu)
- Sam Armstrong Ash (Dean of Students) – [sarmstrong@ewu.edu](mailto:sarmstrong@ewu.edu)

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

## Requesting Organization

The Easterner

## Requester's Contact Information

### Name

First & Last Name

Jeff Bunch

### Phone Number

(555)555-5555

(509) 270-0119

### Email

[jbunch@ewu.edu](mailto:jbunch@ewu.edu)

### Mailing Address

Administrative Office (Street, City, State, Zip)

102 Isle Hall Cheney, WA 99004

## 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.

The Easterner is the student-run publication and website for EWU news. Students employed by The Easterner provide a valuable service to the community and campus and in return learn about the fundamentals of journalism while also earning a small stipend. Note: Operation has continued throughout COVID-19, although printing was suspended. The Easterner has been fully online since March.

### 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.

S&A funds go directly toward the expense of publishing (online and in print) and paying our staff. Funds are also used for operational supplies and training opportunities. Although print was suspended due to COVID-19, it is the intention of The Easterner to resume print publication in the Fall of 2021, at least every other week. So, our budget will include both estimated expenses and revenue for print. We have implemented significant budget cuts, including in this proposal, which greatly lessen our impact on the S&A fund which has been negatively affected.

### 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)

85000

## Salaries, Benefits, & Wages

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

Yes

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

If zero, type "0".

10

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

If zero, type "0".

0

**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

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

If zero, type "0".

1

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

If zero, type "0".

0

**Please confirm that you have budgeted for all salary increases, according to the Budget Assumptions outlined, and that number will be included in your direct expense figure when you build your budget**

Yes

## Impact From Funding

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

Be specific, and respond in <200 words.

The Easterner is a conduit between crucial audiences: students, staff, faculty and the greater Cheney community. However, its focus is on what issues affect students. In order to tell its stories, reporters and editors thoughtfully reach out to fellow students, faculty members, and departments across campus to tell their stories. Examples include: ASEWU (e.g. elections), Athletics, Theater, academic departments and student activities. The results are stories that connect EWU.

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

Be specific, and respond in <200 words.

In this crucial time, with so many issues affecting our students, The Easterner collaborates with political entities, public health officials, businesses, and elected student and community leaders to better inform the students and give voice to them on a platform that expresses the students' unique viewpoint at EWU.

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

Be specific, and respond in <200 words.

The Easterner is a respected news source in the community, including having its stories serving as the source for mainstream media sources. The Cheney Free Press and others regularly cite reporting from The Easterner in their stories. The stories also tell how EWU students enjoy themselves in settings like the outdoors. Reporters routinely interview local business owners and community members.

**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.

The operation of a fully independent publication and news website run by students for students, in a time when the freedom of the

press is being threatened, cannot be overstated. The Easterner addresses crucial societal and lifestyle issues for EWU students in every aspect of their lives - representing a wide range of diverse voices.

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

Be specific, and respond in <200 words.

First and foremost, the student staff (reporters, editors and leadership) hold themselves to professional standards. The Easterner is dedicated to accurate, balanced, informative and public-service reporting for the EWU students and those who interact with them. Quality is what matters and all feedback is welcomed.

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

Be specific, and respond in <200 words.

In a year when we don't publish a print edition, engagement with content on the website and on social media are key metrics. The Easterner has thousands of viewers of its articles every month and has seen its social media engagement increase greatly since COVID-19, as more readers get news on digital platforms.

## **Financial Responsibility**

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

Be specific, and respond in <200 words.

First and foremost is the funding of up to 10 student stipends for the 2021-22 year. These positions range from Editors to Reporters to Design and Advertising Sales. This expense is the largest and also covers the part-time role of Director, whose position is mandated by The Easterner's structure. Print is the next major outlay.

### **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.

The Easterner has to sign annual website maintenance contracts to publish online. In addition, it has entered into printing contracts in the past, and intends to do so in the upcoming year. Those contracts are now limited to one year at a time. The other obligations are for annual services such as professional memberships.

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

Be specific, and respond in <200 words.

The Director works closely with Student Accounting to estimate its budgets, pay only minimally necessary expenses, and return any savings back to the S&A fund. This has been a high priority since the onset of COVID, when a print contract was suspended in the last year, restoring \$10,000 to the fund. In addition to travel, all training was also eliminated this year. The staff was reduced by half due to COVID.

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

Be specific, and respond in <200 words.

S&A fees go directly toward the production of the student newspaper by students. The funding request does include money to pay a Director, as required by the Student Newspaper Policy. The students take their financial stewardship seriously and The Director and Student Accounting ensure there are no improper expenses.

## **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"

3000

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

If zero, type "0"

50

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

If zero, type "0"

50

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

If zero, type "0"

25

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"

50

## 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.

[d1f78064-f94c-465b-8029-ecc0e9881cd5.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

Debb. Bunch