



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

Campus Recreation Shuttle Bus

Submitted By: Travis Allen, tallen16@ewu.edu on 1/29/2021 11:19:43 AM

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

Campus Recreation Shuttle Bus

Requester's Contact Information

Name

First & Last Name
Travis Allen

Phone Number

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Email

TAllen16@ewu.edu

Mailing Address

Administrative Office (Street, City, State, Zip)
201 URC, 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.

Campus Recreation (CRec) is stewards of a fleet of vehicles, all purchased with S&A funds, that are used to transport various student groups to events and activities. The fleet consists of 1 coach style bus, 2 shuttle buses (23 passenger), 3 shuttle buses for EPIC use (14 passenger, 2 SUV and a number of tow-behind equipment trailers. The 23-passenger shuttles and the coach bus are used primarily by our club sport groups with increased use each year by other on-campus groups. EPIC maintains their own driver training program while the other three units are driven by professional drivers hired from the local school districts and STA. These drivers are part-time non-student hourly employees and are paid an hourly rate, depending on the unit they are driving. If we did not have these units, student groups would be paying a charter company rate, much higher than we charge, and they would be at the mercy of those charter companies for availability and cost.

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.

The amount requested is only for basic/general maintenance required to keep the units in safe operational condition. This is the same amount allocated in 2019-2020, no increase.

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

No

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

Impact From Funding

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

Be specific, and respond in <200 words.

We have many on-campus groups that utilize the shuttle bus operations to travel locally as well as regionally. The Club Sport Federation teams are the top user group with SAIL, RHA, OCE and many other campus units using the service. These groups can save thousands of dollars each time they use one of these units as charter companies charge very high rates to charter buses.

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

Be specific, and respond in <200 words.

As we are funded entirely through S&A Fees and student group users fees, the shuttle buses are not used by off-campus groups.

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

Be specific, and respond in <200 words.

Though we cannot rent the units to groups not affiliated with the university, they are all easily identifiable as they carry the EWU Campus Rec logo on the sides and become a recruiting tool when seen by people in their vehicles as the buses go on the road. We refer to them as moving billboards promoting EWU and we often receive comments about how much of a statement this makes of a school that supports their students safe travel needs.

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.

We felt it has a huge impact for all the reasons mentioned above but most importantly, it's a statement to our student groups that S&A funds are used to transport our groups in a safer manner while giving those user groups pride in their university. The schools we compete with have to either charter buses that have not identifiable school logo or drive vans, not the safest mode of transportation with students driving students, especially after a competition or event when fatigue might set in.

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

Be specific, and respond in <200 words.

Each trip Travel Leader is offered an opportunity to provide input on how the trip went with options for comments on the vehicle and driver. All trips have a post-trip inspection of the vehicle and a place for comments is offered to the trip travel leader. Since the vehicles were purchased, student sport clubs and other groups have saved more than the cost of purchasing the vehicles, making them a solid investment in travel safety and image for the university.

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

Be specific, and respond in <200 words.

We keep basic mileage, fuel costs and MPG for all vehicles. Maintenance is handled primarily by the EWU Automotive shop unless approved to go off-campus for any major type repairs

Financial Responsibility

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

Be specific, and respond in <200 words.

1) Keep all vehicles in safe condition through a program of regular planned maintenance 2) Fix any vehicle issues that might involve student safety immediately and without sending the vehicle out until the problem is fixed 3) Continue to offer the fleet to other campus groups to allow them to take advantage of the substantial savings over renting /chartering units

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.

No

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

Be specific, and respond in <200 words.

The Shuttle Bus Operation uses a solid model of funding so that we do not need to go back to S&A every year for additional

funding, other than this request for basic maintenance. We continue to work on increasing the fund balance to assure funds are always available for vehicle replacement and major repairs, without going back to S&A.

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

Be specific, and respond in <200 words.

Only student groups are allowed to rent the units. If a student group or club has a Facility/Staff Advisor or Coach, they are allowed to travel with the group.

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"

1000

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

If zero, type "0"

10

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

If zero, type "0"

10

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

If zero, type "0"

0

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"

0

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.

Yes

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.

[eb500a1f-7b07-4855-8982-387eb6620eb6.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 that reads "Travis Allen". The signature is written in a cursive style and is enclosed within a large, hand-drawn oval shape.