

BUDGET COMMITTEE RECOMMENDATIONS
FISCAL YEAR 2016-2017



WESTERN WASHINGTON UNIVERSITY
ASSOCIATED STUDENTS

Table of Contents

Associated Students Budget Committee Members	3
Introduction	4
Budget Process	4
Services & Activities Fee Committee	6
What is the AS? Budget Summary	7
Notable Changes	8
Increases to the AS Budget	9
Grants	12
Challenges	13
Conclusion	13
Fiscal Year '16-17 Allocation Summary	14

AS Budget Committee Members 2016-2017

Staff Advisors

Raquel Wilson, *Business Manager*

Eric Alexander, *Assistant Dean of Student Engagement*

Support Staff

Cindy Monger, *Program Assistant*

Voting Members

Osman Olivera, *AS Business Director*

Chair

Hannah Brock, *AS Vice President for Business & Operations*

Vice-Chair

Student At-Large Voting Members

Nathan Nguyen Junior in Business Administration & Marketing

Chelsea Ghant Senior in Manufacturing & Supply Chain Management

Mason Hawk Masters in Business Administration

Introduction

The Fiscal Year 2016-2017 Associated Students (AS) Operational Budget is the culmination of a two-quarter process. This year there was new leadership in many areas, which effected the timeline for the budget process. The stakeholders that were involved were the AS Board of Directors, Budget Authorities, Employees, Students at Large, and the Services & Activities Fee Committee. The objective of the process was to be transparent, fiscally responsible, and maintain a budget confined within the aggressive Service & Activities estimated revenue.

Budget Process

Philosophical Structure: The Budget Process this year began with a base budget philosophy as well as very open to considerations to decision packages. Offices were asked to examine their past spending and look for areas to save on funding. All requested increases above \$150 were submitted in a decision package format. This format required extensive justification for any new expenses requested by offices.

Business Committee: This year Business Committee took a stronger role in reviewing budgets for accuracy and clarity. They asked questions of the Budget Authorities and advisors to ensure that the budgets were understandable when presented to Budget Committee. At this level, discussion began about what expenses were appropriate to be included in an operating budget and which expenses could be spent from AS Reserves. The Business Committee decided that expenses that were inconsistent from year to year should be spent out of Reserves dollars. They identified Operating Enhancement, New Equipment and many speaker fees as areas that fluctuated significantly on a yearly basis in spending as areas ideal for AS Reserve Funding. The new thing about this year is that Business Committee actually reviewed decision packaged as well as SPAC recommendations before it even went to the Budget Committee.

Budget Committee Budget Priorities List: In past years the Board of Directors have drawn up a Budget Priorities List to give the AS Budget Committee direction and to hold both parties more accountable on their decisions. No list was identified by the current Board since there was miscommunication in the Budget committee's first meeting brainstorm of the budget process. Budget Committee instead utilized past priorities- including mandatory increases, Structure & Program Advisory Committee (SPAC) Recommendations and prioritizing student representation. They took strongly under advisement any recommendations from the Board on individual requests. The Budget Committee kept in mind that:

19) The AS values every student dollar. This means that allocations should reflect actual costs, this allowed Budget Committee to use historical context to compare proposals to past uses of budgets.

21) The AS values current operations. This means the Budget Committee will fund current obligations to levels of spending the past three years, before considering new ones. This allowed budget committee to carry forward many budgets.

Increasing Transparency in the Budget Process: Offices that did not participate in the SPAC process this year were allowed to submit decision package requests for any new needs in their offices. The Budget Committee reviewed spending for the past three years. If there were consistently a large percentage of unspent funds remaining in office accounts, then reductions were recommended. These reductions were based on the highest level of spending for that office and contained some cushion on top of that level. The total number for the allocation was the recommendation from Budget Committee, because most budgets did not contain enough justification for the committee to know which specific line items to reduce. At this point, the Budget Committee decided on a new process of sending recommendations back to the directors and advisors. They requested offices review the recommendation, provide new numbers for individual line items, and any additional justifications they felt necessary. After this Budget Committee reviewed these revised proposals and in all cases moved forward with office recommendations.

IV. OPERATIONAL BUDGET SUMMARY

The Services & Activities (S & A) Fee Committee revised area allocation estimates to be based on actuals from the current year. This aggressive budgeting by the S & A committee resulted in the ability to allocate an additional \$67,185.

WWU Enrollment is expected to be the same in FY 17 as it was this year. The S & A Fee Committee has voted already on a 4.7% increase on the fee. This will have an impact of a little above \$8 per quarter per full time student. The AS representatives voted in favor of this increase due to mandatory state salary increases that needed to be covered.

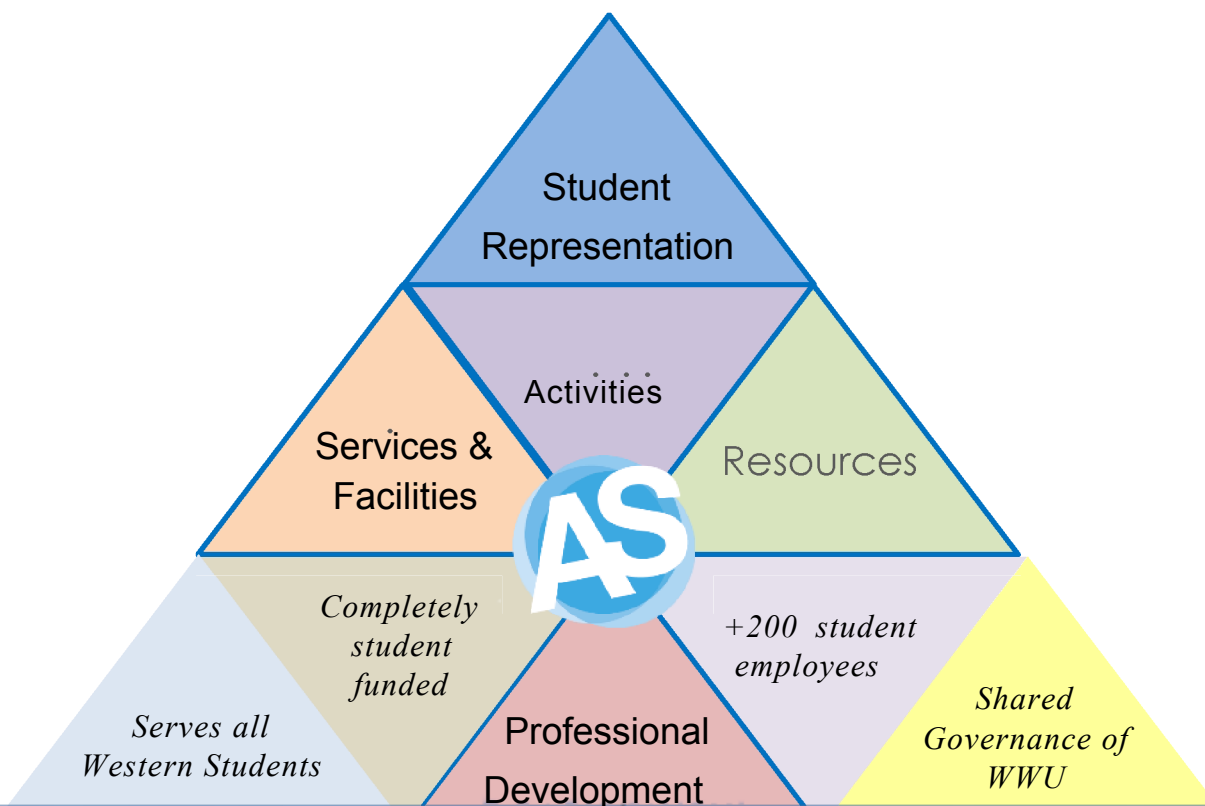
Historically the Services & Activities Fee Committee has been very conservative with their projections of income from students. This would typically mean that there were additional funds collected each year that were not allocated through the budgeting process. When the financial crisis happened, the committee asked the budgeting office to look at the numbers again and come up with a more realistic estimation. This was requested in order to keep the fee down while allowing for increased costs. The committee this year is recommending that departments take this a step further and use the actuals from this past year (see below) as the numbers for budgeting.

Services & Activities New Budget Estimations

	2015-2016 Estimated Revenue	2015-2016 Estimated Revenue
S & A Fee Summer Quarter	163,515	171,989.59
S & A Fee Academic	2,655,160	2,753,955
Bookstore Profit Share	50,000	50,000
TOTAL REVENUE	2,596,121	2,663,306

Increase in estimated revenue \$67,185

What is the AS? Budget Summary



Notable Changes

Mandatory Salary Increases

- o Professional & Classified Staff increased 3% as mandated by the state of Washington,
- o Student salaries increased based on the Salary Determination Policy Base Rate of 3.5% above minimum wage (currently at \$9.47.)

Budgets Discontinued

- o FXXSBR-ASBSDK
 - o The funding for the New York times has been contested for the last few years by students at large. The committee has recommended to not fund it. If the Board disagrees, the committee recommends to make it a 3 year grant with the contingency of recollecting data through survey to see if students are picking it up and want to keep funding this.

Significant Decreases

- o Budget Committee did not have significant decreases besides the ones that the offices themselves recommended, which should be reflected in the budgets.

Requested Increases

SPAC Related Requests = \$30,260

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<u>Budget</u>	<u>Request</u>	<u>Explanation</u>
FXXACT	\$2,210	Position change from Assistant to a Director level plus 40 hours in the summer.

<u>Budget Request</u>	<u>Explanation</u>
FXXACT \$3,050	Club Support specialist position has switch from having 3 positions to 4 and that is why there will be this increase.

<u>Budget Request</u>	<u>Explanation</u>
FXXROP \$25,000	The whole ROP is submitting one unified decision package because it is making significant changes that are interdependent and intertwined. All the ROP offices are proposing significant decreases in their funding for programming. These decreases are intended to be used to partially fund the hiring of a new full-time professional staff member to oversee and support the ROP areas. The AS Board recently voted to make the funding of a new professional staff member to advise and direct the ROP a priority.

Decision Packages Request Approved

Budget Request	Explanation
FXXCMP \$10,800	<p>The support ratios are 275:1 for user and 194:1 for devices, well outside the best practice targets of 60:1 for students and 60:1 to 120:1 for devices. The total number of managed devices in the AS has increased 32% since 2005 (from 107 to 141). Increased web and application development in the AS has required a change a full time position from 50% support, 50% development to now be a 100% development. An additional position funded by the AS to provide additional support.</p>

Budget	Request	Explanation
FXXGRN	\$3,000	<p>The requests coming in from clubs have increased in the last few years and this budget no longer can cover the basic needs of what clubs want to be able to do. This year specifically we also had clubs come in requesting some big one-time costs that we weren't able to fully cover. For example, both Mariachi de WWU and Viking Vocal Jazz came in with significant start up needs that we weren't able to fully fund. Clubs used to be able to get some basic startup funds but that was cut as this budget was shrunk over time. This budget is also used when our Club Conference budget is depleted. That budget has also seen significant costs increases (it costs more and more to travel) and I've decided to request an increase from this budget and not that one because I know budget increases are hard to achieve</p>

Budget	Request	Explanation
FXXESC	\$5,588	<p>ADDING 2 POSITIONS TO HELP AT THE ESC. CURRENTLY THE ESC HAS GONE THROUGH SOME MAJOR JOB DESCRIPTION CHANGES TO ACCOMMODATE THE HIGH DEMAND FOR STUDENT SUPPORT, BOTH PROGRAMMATICALLY AND SPATIALLY. THE TWO STUDENT POSITIONS ARE NOW FOCUSED ON PROVIDING EDUCATIONAL PROGRAMS FOR ESC STUDENTS AND OVERSIGHT ON THE DAY TO DAY WORKLOAD IN THE CENTER. TWO PRIMARY ROLES ARE IN NEED OF MORE SUPPORT IN THE ESC; ESC CLUBS PUTTING ON LARGE EVENTS ON CAMPUS AND THE MARKETING FOR THE CENTER. TO REMEDY THESE GAPS, THE ESC IS REQUESTING TWO POSITIONS. ONE POSITION WILL BE CALL THE ESC ASSISTANT COORDINATOR FOR MARKETING AND THE OTHER IS ESC ASSISTANT COORDINATOR FOR CLUB EVENTS.</p>

<u>Budget</u>	<u>Request</u>	<u>Explanation</u>
FXXESP	\$+4,000	<p>CURRENTLY THE ESC STEERING COMMITTEE IS ALLOCATED \$30,000 FOR EACH YEAR TO DIVIDE BETWEEN 15 CLUBS. THIS YEAR ALREADY WE HAVE ACCEPTED A NEW CLUB INTO THE ESC AND ARE EXPECTED TO ADD IN TWO MORE NEW CLUBS, WHICH WOULD BE A TOTAL OF 18 CLUBS FOR THE ESC NEXT YEAR. IF WE WERE TO DIVIDE EACH CLUB WITH EQUAL AMOUNTS OF MONEY, EACH WOULD ONLY RECEIVE ROUGHLY AROUND \$1,670. THE ESC CLUBS PUT ON NUMEROUS LARGE SCALED EVENTS THROUGHOUT THE YEAR FOR THE ENTIRE CAMPUS AND UNIVERSITY AND ARE LOOKING AT HOSTING AND CREATING CONFERENCES.</p>

<u>Budget</u>	<u>Request</u>	<u>Explanation</u>
FXXREP	\$977.06	<p>OVER THE YEARS THE INVOLVEMENT OF THE ASWWU WITH BOTH THE WSA AND THE STATE LEGISLATURE HAS INCREASED DRAMATICALLY ON TOP OF OTHER INCREASES IN JOB DESCRIPTION-RELATED DUTIES FOR BOTH POSITIONS, INCLUDING INCREASES IN: 1) LOBBY DAY QUANTITY AND COMPLEXITY; 2) FACILITATION OF STUDENT INVOLVEMENT IN THE AS AGENDA-SETTING PROCESS; 3) COMMITTEE RESPONSIBILITIES; 4) COORDINATION OF STUDENT INVOLVEMENT WITH THE UNITED STATES STUDENT ASSOCIATION (USSA) CONFERENCES, LOBBYING EFFORTS, AND CAMPUS ORGANIZING CAMPAIGNS</p> <p>Alternative 1: Increasing the hours of the AS Legislative Advocacy Coordinator for Fall quarter would allow for more of this pre-lobby day work to occur in the fall and would alleviate the burden of this position for winter quarter. (5 hr/week increase Fall Qtr.) + (20 Summer Qtr. hrs.)</p> <p>Alternative 2: (5hr/week increase Fall Qtr.) + (10 Summer Qtr. hrs.)</p>

Total Increase Requests: \$24,365.06

Discretionary Reserve Grants

New grants being proposed:

FXXSBR Computer Maintenance ASBSCT Student	This an entirely new position for computer maintenance as well as computer technology support.
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Total Request: \$10,800

FXXEVS Additional Activities Council Funding Additional funding for the Activities Council budget due to high increase of activity among clubs.

Total Request \$3,000

FXXESP Additional ESC Club Funding (2018) This is additional funding for the ESC club funding, there was two new clubs added, and there is a third one that has potential to join as an ESC club

Total Request \$3,000

FXXCMP	Computer Maintenance Student(2018)	\$ 21,600		\$ 10,800	
FXXGRN	Additional Club Funding (2018)	\$ 6,000		\$3,000	
FXXESP	Additional ESC Club Funding (2018)	\$ 6,000		\$ 3,000	
				New Proposals Total	\$16,800

The Grants that are being continued to the 15-16 Fiscal year are:

Orrgsync (ends FY'18)

Purpose: Website fees

Terms: Balance carries forward yearly

Total allocation

International Student Program (ends FY'17)

Purpose: To partially fund the expansion of the International Student Program.

Terms: \$9,500 per year, no renewal at the end of term (Winter 2017).

Total allocation: \$28,500

Motion: [ASB-13-S-28](#)

Proposal: [http : / /media, as .wwwu.edu/up/2013 /05/Doc. %202 .pdf](http://media.as.wvu.edu/up/2013/05/Doc.%202.pdf)

Notes: Approved Spring '13. This program is expected to be self-sufficient by 2015-2016.

Board Assistant for Academic Shared (ends FY'17)

Purpose: To provide an assistant for the VP for academic affairs

Terms: \$5,500 per year.

Total allocation: \$11,000

Proposal: This was approved by personnel committee and the board, therefore we did not discuss it a lot.

Forest Garden and Native Habitats (ends FY'17)

Purpose: Assistant coordinator

Terms: \$3,771

Total allocation: \$6,729

Proposal: This was a grant for two years of help of the assistant coordinator. This will need to be renewed next year.

It is important to keep track of grants in this Budget Allocation Report for accounting & updating purposes. Grants are approved through the “Discretionary Reserve Funds” and expended /held in “Pre-approved Grants” in the AS Reserves.

	Grants	Total Allocation				FY'17 Allocation
FXXRES-ASBEAW	International Student Program (2017)	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	
FXXRES-ASBEQD	Orgsync until 2018			Balance carries forward yearly		
FXXRES-ASBSCT	Website Developer ends FY'17 (two year grant \$9,186 per year)	\$ 18,372			\$ 9,186	
FXXRES-ASB	Board Assistant for Academic Shared Governance (two year- FY'16 3,750, FY'17 5,500)	\$ 9,250			\$ 5,500	
FXXRES-ASBRFG	Forest Garden and Native Flabitats Asst Coor ends FY'17 (FY'16 fund at \$3,771, FY'17 fund at \$6,729)	\$ 10,500			\$ 6,729	

Challenges

Schedule: Budget committee had a lot of discussion on certain budget therefore we lost some unexpected time on explanation. Explanation of each budget was necessary for next year, new ideas were proposed during the last budget committee session that we will be working on with the next Business Director to implement. The rest of Spring Quarter deliberation on individual budget proposals, SPAC recommendations, decision packages, revised office budgets and final recommendations occurred. The recommendations and budget deliberation were student-driven, based on the justifications provided in the budget proposals and context from the previous years spending.

Position Changes: Overall, the process took longer than intended but each budget was given due diligence and the appropriate amount of time and consideration during the deliberation process. The Budget Committee thanks offices who revised their budget requests within a shorter timeline.

Conclusion

The recommendations being presented are a collaborative work that represents being fiscally responsible with student dollars. The funds being requested are a closely budgeted process that represents actual spending and actual revenue received in the past. The Budget Committee is proud to present this completed budget.