

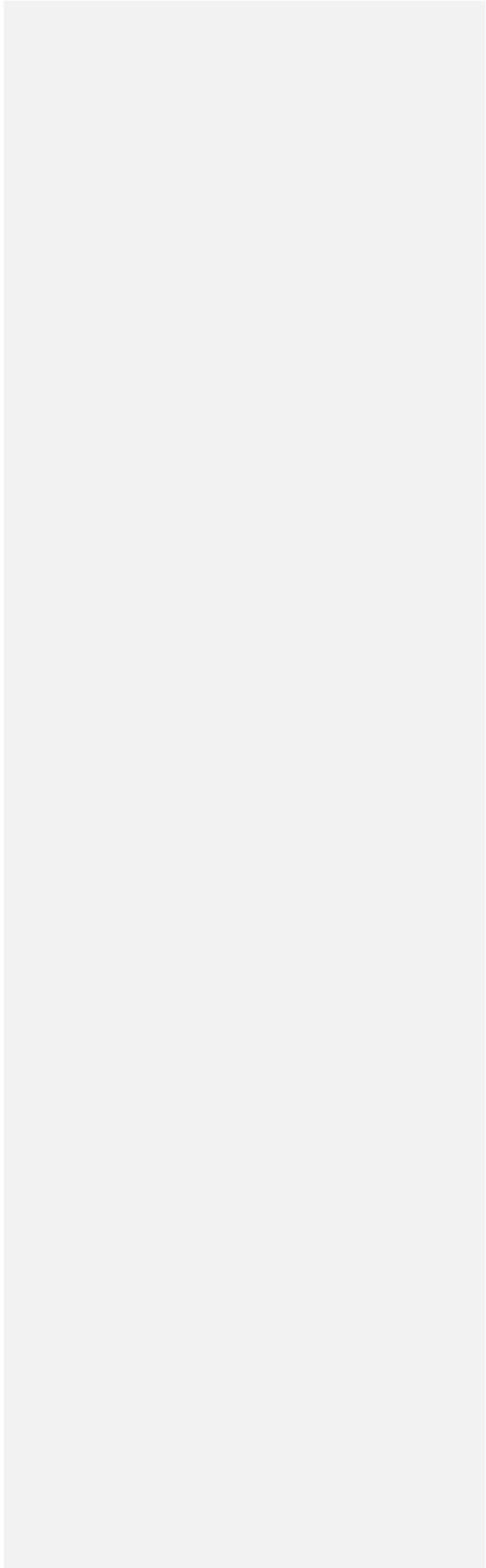
BUDGET COMMITTEE RECOMMENDATIONS
FISCAL YEAR 2016-2017



WESTERN WASHINGTON UNIVERSITY
ASSOCIATED STUDENTS

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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

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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 Targe, 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, that were not mandatory salary increases, 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, new positions, and new expenses and many speaker fees as areas that fluctuated significantly on a yearly

basis in spending. ~~These were seen as~~ areas ideal for AS Reserve Funding in light of the approved restructure of this policy. 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:

11 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~~ reallocations of these funds were recommended. These ~~reductions~~ reallocations 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

~~the S & A Committee has voted to increase the fee by 4.7% for FY 17. This aggressive budgeting by the S & A committee resulted in the ability to allocate an additional \$67,185.~~

Commented [CM1]: This was last year's process and was not followed this year.

Services & Activities Fee Committee

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 cover.

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

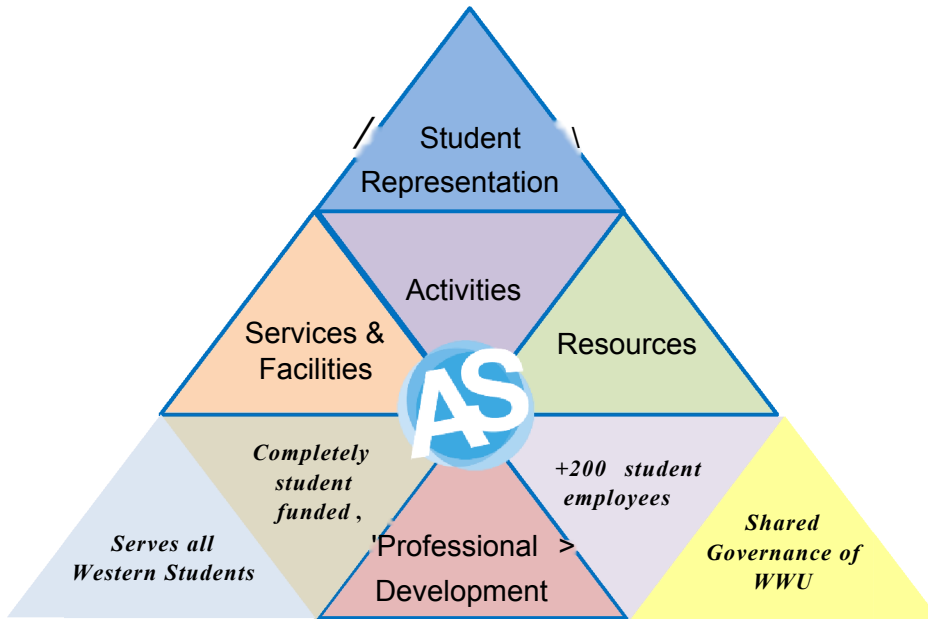
	2015-2016 Estimated Revenue	2015 2016 2016-2017 Estimated Revenue	
	Actuals		

FY 2016-'17 Budget Committee Recommendations

S & A Fee Summer Quarter	163,515 142,925	171,989.59 <u>163,515</u>
S & A Fee Academic	2,655,160 <u>2,479,814</u>	2,753,955 <u>2,540,940</u>
Bookstore Profit Share	50,000	50,000
TOTAL REVENUE	2,596,121 2,672,739	2,754,455 2,663,306

Increase in estimated revenue Increase requested from S & A \$67,185 81,716

What is the AS? Budget Summary



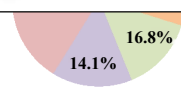
1 Student Representation (7.8%)	1,214,814
AS Board of Directors	149,275
Representation & Engagement Programs	65,539
1 Services & Facilities (20.6%)	1,568,245
Centralized Services	338,873
The Outdoor Center	85,022

FY 2016-'17 Budget Committee Recommendations

Partial AS Funded Services	144,350
Resources (16.8%)	1,461,774
Resources & Outreach Program	174,131
Environmental & Sustainability Programs	52,567
Ethnic Student Center	235,076
Activities (4.1%)	1,388,135
Club Activities	81,359
AS Productions	190,317
Media Outreach	116,459
Professional Development (40.7%)	1,120,987
Professional Advisement & Leadership Development	1,033,899
Student Administration	87,088
Total Operational Budget	\$2,753,955

This pyramid structure was crafted by the Mission Statement of the Associated Students and the foundations set forth by its guiding documents:

- Charter
- Bylaws
- Program Standards
- Strategic Plan



Notable Changes

Mandatory Salary Increases

- o Professional staff estimated increase budgeted at 3.5%
- o Classified Staff increased 1.83% 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 \$9.17.1 remained the same due to no increase in minimum wage. Student wages were recalculated to show more efficient actuals so there may be changes reflected.

Budgets Recommended for Discontinuation

FY 2017-17 Budget Committee Recommendations

- o FXXSBR-ASBSDfC The funding for the New York times has been contested for the last few years by students at-large. The Budget 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.
- o FXXMIC- The Pop Music Conference has been discontinued and the Information Fair style replacement has costs that are low enough to be absorbed in the FXXASP budget. Commented [CM2]:

This was a rough summary, if you feel there is a better way to explain please let me know.

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.

Budget Committee Reflected Revisions

- o FXXAMP- Revenue for the poster sale has been reflected at \$1,500 less than received, it was felt by the Budget Committee that the revenue for the poster sale could support the marketing for the organization at \$2,500. FXXASP was reduced in training monies that should be requested from the central Student Development Fund.
- o FXXAVL- Upon consultation with the advisor the funding for the ASP Volunteer Program of \$800 has been moved into the FXXASP account.

SPAC Requested Increases

SPAC Related Request = \$30,260. Budget Committee Recommend: \$25,000.

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

Priority Level 1- This position increase was included in the base level budget so no decision package needed.

<u>Budget</u>	<u>Request</u>	<u>B C Rec</u>	<u>Explanation</u>
FXXACT	\$3,050	fund at 13 hours (included in base)	Club Support specialist position has switch from having 3 positions to 4 and that is why there will be this increase.

Priority Level 3- Four positions funded at 13 hours a week for the first year in base budget. After that assess need for 15 hours.

<u>Budget Request</u>	<u>B C Rec</u>	<u>Explanation</u>
FXXROP	\$25,000	\$25,000
		<p><u>Priority Level 1- The need for the new position and the significant increases made in the ROP to help lessen the financial needs were appreciated and approved by Budget Committee</u></p> <p>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.</p>

Discretionary Reserve Decision Package Requests Grants

Decision Packages request = \$88,770 Budget Committee Recommends: \$6,765
Reserves Grants 2 years: \$20,150

<u>Budget Request BC Rec</u>	<u>Explanation</u>
FXXCMP \$10,800 Reser/e Grant 2 years	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.

Priority Level 2- Additional computer maintenance would be good if there is funding, given the high level of need.

<u>Budget</u>	<u>Request</u>	<u>BC Rec</u>	<u>Explanation</u>
<u>SBR- ASBSCT \$13,200</u>	<u>continue as grant</u>		
<u>This was approved by the Budget Committee as part of the base budget.</u>			<p>We need adequate, stable funding to ensure our students can be here 35 hours/week during the summer (when they are the most productive in their design and development) and for the full 19 hours/week during the other terms. For this reason, we are asking that the supplemental funding for these positions that is currently provided by a grant be converted to a permanent allocation to the appropriate operating budget.</p> <p>Establishing this funding as part of the standard operating allocation for Web Design and Development would add \$13,200 to FXXSBR-ASBSCT</p>

<u>Budget</u>	<u>Request</u>	<u>BC Rec</u>	<u>Explanation</u>
<u>FXXGRN \$3,000</u>	<u>Reserve Grant 2 years</u>		
<u>Business Committee recommends funding from reserves for the first two years to assess the need for this funding before adding to the budget.</u>			<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>

<u>Budget</u>	<u>Request</u>	<u>BC Rec</u>	<u>Explanation</u>
<u>SBR-ASBDIV \$3,350</u>	<u>Reserve Grant 2 years</u>		
<u>Business Committee recommends funding from reserves first to assess the need for this funding before adding to the budget.</u>			<p>Sending students to conferences is difficult. The problem that is occurring however is the funding. Because we don't have a designated fund for conferences, funding for conferences through this position has been wildly complicated. It has had to be cut up into three different budgets, through three different departments just to be able to send students. With increasing the budget for this position to allocate those funds towards sending delegates to more conferences, the process will save time and errors.</p>

Budget Request BC Rec

Explanation

FXXFV RRR add up

This was approved by the Budget Committee as part of the base budget.

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.

Budget Request B C Rec Explanation

FXXESP \$+4,000 Reserve Grant 2 years at \$3,000 per year

Business Committee recommends funding from reserves for the first two years to assess the need for this funding before adding to the budget.

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.

Budget Reauest B C Rec Explanation

FXXOUT \$1,100 \$0

Priority level 3 there were originally no programming hours included in the proposal for the new assistant coor.

The Forest Garden and Native Habitats Assistant Coordinator for the Outback O.E.L.P. (Outdoor Educational Learning Program) has been hired for the 2016 academic year with rehiring to occur annually. This new position is contracted to work 15 hours a week for 4 academic quarters. Previously the forest garden and other native habitat areas in the Outback have hosted a handful of opportunities for student involvement including independent studies, class projects, workshops, and volunteer work parties. Although, without proper facilitation from a specialized overseer these have been few and far between. Historically the Outback O.E.L.P. has spent near to, or the entirety of, its annually allocated funds from the Associated Students. Therefore, the existing budget is insufficient to support an expansion of events or educational opportunities tailored specifically toward student interest in perennial and forest garden techniques.

FY 2017-17 Budget Committee Recommendations

<u>Budget</u>	<u>Request</u>	<u>BC Rec</u>	<u>Explanation</u>
<u>FXXOEX</u>	<u>\$32,494</u>	<u>\$0</u>	
<p><u>Priority level 3. This is a larger conversation than just a decision package and should be looked at as part of the SPAC process.</u></p>			<p>As we are revamping our hiring and training practices our focus is on consistency and overall safety for our trip leaders and our student participants. The level of training we feel necessary requires several weekend trainings and workshops throughout the year as well as a week-long field training with all new hires. These new trainings and workshops will require a significant increase to our annual budget.</p>

<u>Budget Request B C Rec</u>	<u>Explanation</u>
<u>FXXOPO \$2,000 \$0</u>	
<p><u>Priority level 3. Funding this marketing at a higher level than other areas is not a high priority.</u></p>	<p>Next year there is a significant need to increase the allocated budget for the AS OC Marketing Coordinator. Recently the Marketing Coordinator position has taken more responsibility in not only promoting all aspects of the Outdoor Center, but the Challenge Course, Lakewood, Viqueen Lodge and WOOT as well. This means higher expense for publicity and events for the marketing coordinator. Also, next year the Outdoor Center is looking to update materials in our library. A number of our resources in our library are outdated making it challenging for the WWU community to find data for their adventures.</p>

<u>Budget Request B C Rec</u>	<u>Explanation</u>
<u>FXXCHL \$18,356 \$0</u>	
<p><u>Priority level 3: there are many parts to this: the Assistant Coor was not approved by the Board, the high ropes would need to go as an Equipment Reserves request and the additional training funds should be requested</u></p>	<p>The justification for this FX code is broken down and dispersed between 7 areas. 1) Education and Training: \$1,500. The request for \$1,500 is for the Challenge Program's coordinator and potential assistant coordinator to both attend a level 1 industry standard training with Synergo.</p> <p>2) Convention Fees and Registration: \$600. This request is based upon 2 facilitators and/or coordinators to attend an industry standard convention</p> <p>3) Other Goods and Services: \$2,000. The request of \$2,000 is for purchasing a new game bag and other small non-consumable items to expand the Challenge Program by improving programming.</p> <p>4) Out of State Lodging: \$1,500. This requested amount is for staff to attend industry conventions and have adequate lodging.</p> <p>5) Out of State Airfare: \$2,000. Depending on the location of the conventions attended by staff, this request would give the staff the ability to travel in order to attend the most applicable and up-to-date conventions that would benefit our program.</p> <p>6) Assistant Coordinator Position: \$5,756. We are proposing that there should be an assistant coordinator position for the Challenge Program.</p>

FY 2016-'17 Budget Committee Recommendations

from the Student Development Fund and not funded at the dept. level.

Budget Request **BC Rec Explanation**

FXXREP **Alt.1) \$977 or \$977**

Alt.2) \$869

Business Committee Recommends funding this change as this issue has been brought up for several years. At the Alt 2 rate.

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

The cumulative effects of these increased responsibilities has been an unreasonable workload for both positions, especially leading up to Viking Lobby Day

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.)

Alternative 2: (5hr/week increase Fall Qtr.) + (10 Summer Qtr. hrs.)

Budget Request B C Rec

FXXPTR **\$2,000 \$0**

Priority level 3: it was felt that this budget fluctuates from year to year based on student employees needs, if additional speakers are

Explanation

The personnel office is requesting \$2,000 be allocated for this speaker/performer expenses. Historically, presenters have volunteered to complete trainings for free, however already this year (fall quarter) it was difficult and nearly impossible to find presenters who would come to campus, or were already on campus, who would present free of charge. This fund is drawn from pre-winter, pre-spring, pre-summer, as well as all of the midquarters throughout the year (there are general anywhere from 2-6 of these). Every year in the Personnel office we find it very challenging, and nearly impossible to find relevant speakers to train AS Employees who do not require some form of compensation. Allocating this amount of money to pay presenters would allow us to find speakers/presenters relevant to our campus and compensate them. This amount will be used for both mid-quarter and pre-quarter trainings.

FY 2016-17 Budget Committee Recommendations

needed the funds should be requested from the AS Board on a yearly basis.

Budget	Request	BC Rec	Explanation
FXXSBR ASBSDL	\$200	\$200	<p>The personnel office is requesting \$200 to be allocated for off campus rental/leases for the end of the year banquet which for the past two years has taken place off campus. This increase is off-set by repurposing some of the \$500 decrease requested in the Personnel Admin budget. This total is \$200 higher than it was the previous year, but this budget has taken a cut over the past three years. Much of the additional activities and giveaways is supplemented by local donation. Increasing the budget by \$200 specifically in building rentals would allow the coordinator more time to focus on planning the event, than spending time supplementing food/donations from the community.</p>

Priority level 1 this is a low request and a Rood use of funds

Budget Request	BC Rec	Explanation
FXXSDV \$500 \$0		<p>This fund has been more publicized and in more demand than it has been in previous years, and so this has caused it to be used more than it has in previous years. Right now, we have a little over \$1000 left in this fund to allocate to requests from winter quarter, which in previous years is when a lot of the requests/allocations have been made. Some requests made to this fund have also been denied to conserve this fund because of how many requests have been made. This is an increase of \$500 from last year, which is off-set by the amount of \$100 due to the \$500 decrease in the Personnel Admin budget request, (the other \$400 is offset through other budget proposal increases. This increase would allow us to fund 1-2 more professional development opportunities next year than we are currently able to do.</p>

This project was funded by reallocation of other personnel monies not used at the level budReted in the past.

SPAC Related Requests

SPAC-Related Bæquest = \$30,260

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

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.wvu.edu/up/2013/05/Doc.%20.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.

		Total			
Grants		Allocation		FY'17 Allocation	
FXXRES-ASBEAW	International Student Program (2017)	\$ 9,500	4	\$	\$ 9,500
FXXRES-ASBEQD	Orrgsync 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 Habitats Asst Coord ends FY'17 (FY'16 fundat \$3,771, FY'17 fund at \$6,729)	\$ 10,500			\$ 6,729

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Challenges

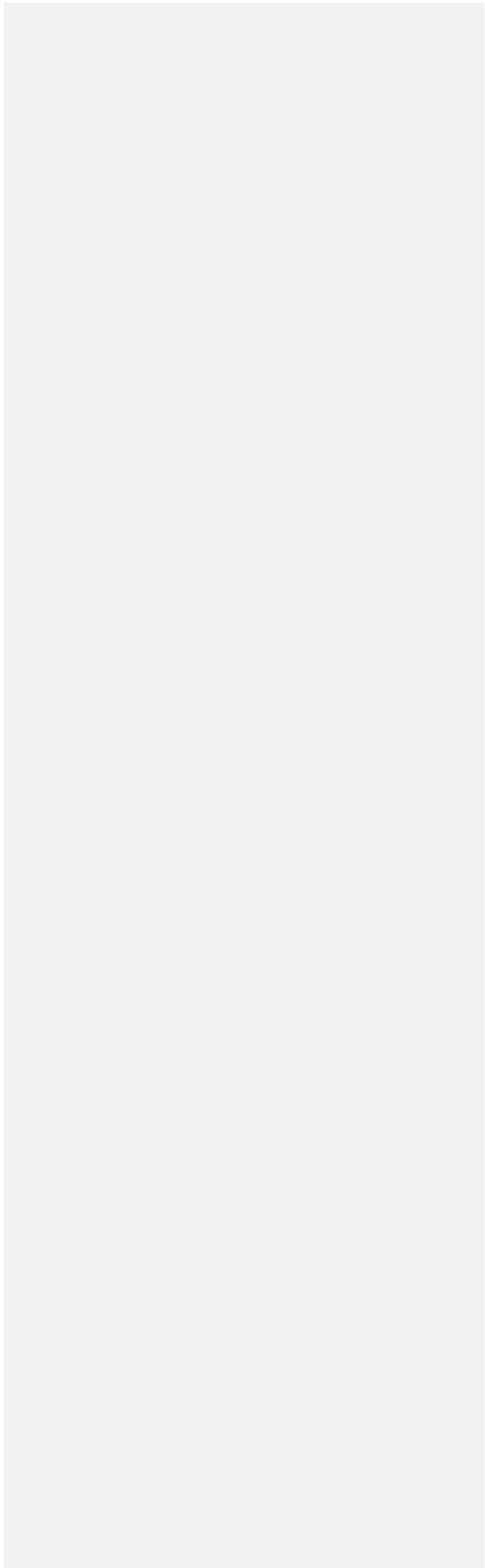
Schedule: Budget committee had a lot of discussion on certain budget therefore we lost some unexpected time on explanation. Explanation of each budget was necessary for next year, new ideas were proposed during the last budget committee session that we will be working on with the next Business Director 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 year's 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.

Commented [CM3]: Did this happen this year?

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.



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