

ASSOCIATED STUDENTS OF WWU

# Student Enhancement Fund

Fiscal Year 2018-2019 Summary Report



# Report Outline

## 5 Point Rundown

- SEF Genesis
- The Numbers
- The Students
- The Places
- Proposed Motion



# The WHY behind creating the Student Enhancement Fund

## *Created in May, 2016*

The AS President, Belina Seare, wanted to create a fund that would be able to directly use student dollars for students in a highly impactful way.

## *Enhance Student Experiences*

Whether it be for transportation, lodging, registration, and/or per diem expenses, SEF could provide grants to students to attend incredible events.

## *Provide Student-at-Large Resources*

There were many (funding) resources available for AS-affiliated individuals; therefore, SEF would principally serve students in the general population.

# THE NUMBERS

## Starting Amount

- Initially allocated \$35,000 from reserves
- Requested a rollover of \$9,242.33
- Started with \$44,242.33

## Fun Mathematics

- Average: \$261.79
- Median: \$635.07
- Range: \$35.00-\$2,302.48

## Applicants Funded

- Funded a total of 169 students
- 124 individuals or two-person groups
- 10 groups of three or more

## Ending Amount

- The SEF account currently sits at \$188.33
- This near exhaustion shows great use of the Student Enhancement Fund

# THE STUDENTS

## *Departmental*

Since not many departments have money to grant for attending events, SEF served to make those opportunities accessible.

## *Graduate*

In conjunction with the Ross Travel Grant, SEF was able to provide funding for graduate students to present research.

## *AS Clubs*

Some individuals and/or groups were allocated SEF grants, however Activities Council is where they should go first.

## *AS Employees*

Trickiest category; for the Student Development Fund is the more appropriate place to seek funding.

**Where did  
SEF grant  
recipients  
go this  
year?**

## **THE PLACES**

*Within Washington:*

Bellingham, Seattle, Tacoma, and Spokane

*Domestically:*

Florida, Louisiana, Oregon, New York, California,  
Pennsylvania, Texas, Oklahoma, Massachusetts,  
Utah, Illinois, Georgia, Washington DC, and Montana

*Internationally:*

Germany, Sweden, and Austria

# Actionable Item

**Incorporate the  
SEF into the AS  
Reserves  
Policy as  
presented**

*Funded Yearly: 15% of  
remaining residual  
dollars, up to \$50,000,  
after all other targets have  
been reached*

**Thank you AS Board of Directors!**



**POLICY**

Effective Date: June 8, 2016  
 Revised Date: (ASB-19-S-\_\_)  
 Approved By: AS Board of Directors

~~Cancels: AS Reserves Policy - 5/29/13, ASB-13-S-40~~

See Also: [POL-AS-FIN-03](#) Funding from AS Discretionary Reserves  
[PRO-AS-FIN-01](#) Distributing Funds to AS Reserves

**POL-AS-FIN-02      DEFINING AS RESERVES**

*This policy describes funding in AS Reserve accounts.*

**Definitions:**

Associated Students (AS) - All currently enrolled students at Western Washington University.

AS Funds - Funds allocated to the AS by the Service & Activities Fee and any revenue generated by AS Organizations.

AS Operating Budget - AS Funds allocated by the AS Board of Directors for the current fiscal year.

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational accounts established to ensure the continuous, safe, and efficient operation of Associated Student functions, funded from Residual Dollars.

Designated Reserves - Reserve funds for specific areas. Not available for AS Organization funding requests.

Discretionary Reserves - Reserve funds allocated at the discretion of specified groups, general AS Organization funding requests can be made of these accounts.

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Financial Fund Manager - Position granted financial authority over the monies allocated to a fund; may delegate further to Budget Authorities.

Residual Dollars - Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

**I. DESIGNATED RESERVES****A. Bookstore**

- ~~1. Purpose: To improve the operation and services of the Bookstore to the student body; or to establish/improve interaction between the AS Organizations, AS Clubs and the Bookstore.~~
- ~~2. Source: Funded in AS Reserves Distribution.~~
- ~~3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.~~

**Commented [CM1]:** DOS Business Manager recommends disillusion of this account as no funds available since FY'18

**B. Child Development Center (CDC)**

- ~~1. Purpose: For fundraising and training opportunities not funded by the CDC Operating Budget.~~
- ~~2. Source: Any positive balance remaining from all of the CDC Operating Budgets at year-end.~~
- ~~3. Approval: Child Development Center Manager in consultation with Financial Fund Manager.~~

**Commented [CM2]:** The CDC is now managed at the ESS Dept Level.





## POLICY

### **C-A. Computer Repair and Replacement**

1. Purpose: For consistent repair and replacement of computer equipment for the organization.
2. Source: Funded in AS Reserves Distribution.
3. Approval: Information Technology Manager in consultation with Financial Fund Manager.

### **D-B. Operating**

1. Purpose: a safety net for sudden, unforeseen and catastrophic reductions in revenue (such as those caused by drops in enrollment).
2. Source: Funded in AS Reserves Distribution.
3. Approval: Authorized by the Financial Fund Manager, then brought to the next Board Meeting as a Consent Item.

### **E-C. Outdoor Center (OC) Rental Equipment**

1. Purpose: For replacing rental equipment for rental in the OC in accordance with the amortization plan.
2. Source: 40% of equipment rental fees, fees from rentals to OC employees, fees collected for un-returned rental equipment, and revenue from the liquidation of used rental equipment.
3. Approval: Assistant Director for Outdoor Recreation in consultation with Financial Fund Manager.

### **F-D. AS Vehicle Replacement**

1. Purpose: For replacing vehicles or repairing major system failures.
2. Source: Allocation by the Board of Directors and proceeds from the sale of surplus vehicles.
3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

### **G-E. AS Vehicle Repair**

1. Purpose: For expenses beyond normal wear or maintenance (e.g. accidents or minor system failures).
2. Source: Any positive balance remaining from in Motorpool Operations FXXVEH at year-end/year-end.
3. Approval: Assistant Director of VU Facilities & Services in consultation with Financial Fund Manager.

### **F. OC Vehicle Reserve**

1. Purpose: For expenses beyond normal wear or maintenance (e.g. accidents or minor system failures).
2. Source: Any balance remaining in FXXQVH at year-end.
3. Approval: Assistant Director for Outdoor Recreation in consultation with Financial Fund Manager.

**Commented [CM3]:** Fund created after vehicles purchased, but not added to policy.

### **H-G. Viking Union Organization**

1. Purpose: For unique opportunities such as professional development, speakers, etc. or for items unforeseen in the budgeting process such as statewide-required salary increases.
2. Source: Funded in AS Reserves Distribution.
3. Approval: Associate Dean of Student Engagement/Director of the Viking Union with consent from the AS Board of Directors for expenditures over \$3,300.

## **II. DISCRETIONARY RESERVES**



## POLICY

### A. Grants

1. Purpose: For pilot programs lasting a set length of time (to allow assessment before becoming part of the AS Operating Budget) or onetime expenses unrelated to or in excess of other Reserve areas.
2. Source: Funded in AS Reserves Distribution.
3. Approval: The AS Board of Directors reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

### B. Equipment

1. Purpose: For repairing, replacing, or purchasing new Equipment (as defined above).
2. Source: Funded in AS Reserves Distribution.
3. Approval: Repair & Replacement requires approval of the Financial Fund Manager; New Equipment requires the approval of AS Facilities & Services Council.

### C. Large Events

1. Purpose: For funding events that will enhance the Western Student experience and are beyond the scope of the organization's allocated Operating Budget.
2. Source: Funded in AS Reserves Distribution.
3. Approval: AS Activities Council reviews requests as Information Items and may take action no earlier than the next regularly scheduled meeting.

### D. Student Enhancement Fund

1. Purpose: For Funding educational or professional development for students.
2. Source: Funded in AS Reserves Distribution.
3. Approval: Student Enhancement Fund reviews requests.

Commented [CM4]: Addition to Reserves requested after pilot Grant ended



## POLICY

Effective Date: April 8, 2016

Revised Date: (ASB-19-S-\_\_)

Approved By: AS Board of Directors

~~Cancels:~~ ~~AS Reserves Policy 5/29/13, ASB-13-S-40~~  
~~AS Large Event Opportunity Fund 5/20/15, ASB-15-S-27~~

See Also: POL-AS-FIN-02 Defining AS Reserves  
PRO-AS-FIN-01 Distributing Funds to AS Reserves

### **POL-AS-FIN-03      FUNDING FROM AS DISCRETIONARY RESERVES**

*This policy applies to all requests for funding from AS Reserve accounts included in this policy.*

#### **Definitions:**

Associated Students (AS) - All currently enrolled students at Western Washington University.

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AS Operating Budget - The amount allocated by the AS Board of Directors for the current fiscal year.

AS Organization - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - Non-operational accounts established to ensure the continuous, safe, and efficient operation of Associated Student functions, funded from Residual Dollars.

Contracted Hospitality Activity - An activity involving a personal services contract to provide food, beverages and/or transportation (e.g. personal services contract for performers).

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Funding Request Forms – forms for specific accounts are available at [win.wvu.edu/forms](http://win.wvu.edu/forms):

~~Equipment:~~

~~Grants:~~

~~Large Events:~~

~~Student Enhancement Fund:~~

Grant - A sum of money given for a particular purpose (repayment not required). In the case of AS Reserves: a Grant is AS Reserve dollars designated for discretionary use by the AS Board of Directors. Funding may be allocated for one time use or pilot programs for a designated time period and amount.

Large Event - An event with an expected attendance of 100 or more.

Loan - A sum of money borrowed with the intent of repayment.

Professional Development Opportunities: Include but are not limited to: professional conferences, workshops, webinars, speakers, trainings, retreats, etc.

Repair – any restorative work which is estimated at more than 10% of the replacement value.

Replacement – purchase of new or used equipment/furniture to restore existing items. (Replacement shall not include new purchases or simply upgrading existing items.)

**Commented [CM1]:** As all forms have not been created, directing to the webpage will result in the least broken links.



## POLICY

**Residual Dollars** - Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

**Underwrite** - A sum of money given for a particular purpose. All unused ~~funding~~, ~~funding~~ or revenue must be returned up to the initial amount.

### I. Approved Funds Must be spent in Accordance with AS Policies and Procedures

### II. All Requests Must Fall Within the Mission of the AS Organization

### III. Equipment

*For repairing, replacing or purchasing new Equipment (as defined above).*

#### A. New Equipment Requests Reviewed by the ~~Facilities & Services Council~~ Viking Union Programming Board

**Commented [CM2]:** These changes were suggested by the Assistant Director for Student Representation & Governance.

##### 1. Completed Requests Must Be Received at Least 5 Weeks Before Equipment Needed

Submit requests using the New Equipment Request Form. The AS VP for ~~Business & Operations~~ ~~Activities~~ will review the form for completion. The ~~Facilities & Services Council~~ ~~will~~ ~~Viking Union Programming Board~~ will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

Exception to the timeline: may be granted by ~~Facilities & Services Council~~ ~~VU Programming Board~~ under special circumstances.

#### B. Repair & Replacement Requests Reviewed by the Financial Fund Manager

Requests should be submitted directly to the Financial Fund Manager, currently the Associate Dean for Student Engagement/Director of the Viking Union Organization.

### IV. Grants

*For pilot programs lasting a set length of time (to allow for assessment before becoming part of the AS Operating Budget) or onetime expenses not related to other reserve accounts.*

#### A. Completed Requests Must be Received at Least 5 Weeks Before Funding Required

Submit requests using the Grant Request Form. The AS VP for Business & Operations will review the form for completion. The AS Board will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

Exception: may be granted by the AS Board under special circumstances.

#### B. Funding Requests are Limited

1. Each AS Organization may only request funding twice per year.



## POLICY

Exception: the AS Board may approve one waiver per year under special circumstances.

2. The AS Board should not allocate over \$50,000 in Pilot Programs that would end in the same academic year. This will help keep the amount needed in the Operating Budget the following year to a more reasonable amount.

### V. Large Events

*For funding events that will enhance the Western Student experience and are beyond the scope of the organization's allocated Operating Budget.*

#### A. Requests are Limited to AS Organizations Seeking \$500 or More for an Event

Amounts of \$500 or more may be requested for Large Events by the AS organization serving as primary sponsor for the event.

#### B. Completed Requests Must be Received at Least 5 Weeks Before Funding Required

Submit requests using the Funding Request Form. The AS VP for Activities (or designee) will review the form for completion. Activities Council will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting. Requests over \$10,000 should be brought to the Board as a Consent Item.

Exception: may be granted by Activities Council under special circumstances.

#### C. Activities Using AS Large Event Reserve Funds Must Be Open to Campus Community

Exception: The AS Board may approve as a targeted event; after approval the office may apply.

#### D. Funding Requests are Limited

1. Each AS Organization may only request funding twice per year.

Exception: The Activities Council may approve one waiver per year under special circumstances. Waivers must be approved as a Consent Item by the AS Board.

2. Professional Development Opportunities are not eligible for funding.

3. No Food or Beverages may be funded by the Large Event Reserve.

Exception: If required by a Contracted Hospitality Activity.

#### E. Excess Revenue or Unspent Funds from Events Must Be Repaid first to Large Event Reserve up to the Original Amount Funded

### VI. Student Enhancement Fund

**Commented [CM3]:** Addition to Reserves requested after pilot Grant ended



## POLICY

**A. Requests must adhere to Student Enhancement Fund Guidelines (linked to request form)**

**B. Completed Requests Must be Received at Least 5 Weeks Before Funding Required**

Submit requests using the Student Enhancement Fund Request Form. The AS Student Enhancement Fund Coordinator will review the form for completion. The Student Enhancement Fund Committee will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

Exception: may be granted by the Student Enhancement Fund Committee under special circumstances.

**C. Funding Requests are Limited**

SEF Funds should be requested after other university resources.

1. All travel must adhere to WWU and AS Travel policies.

2. Funds are not available for AS Employees, Faculty, non-student employees, persons not affiliated with WWU, or contracted guests, speakers, etc.

3. Funds are not available for Per diem, Administrative Costs, Core Academic Costs, Academic Credit related activities, property or equipment rentals.



## PROCEDURE

Effective Date: June 8, 2016  
 Revised Date: (ASB-19-S-\_\_\_)  
 Approved By: AS Board of Directors

~~Cancels: AS Reserves Policy – 5/29/13, ASB-13-S-40~~  
~~AS Bookstore Net Revenue Distribution – 5/31/12, ASB-12-S-49~~  
 See Also: POL-AS-FIN-02 Defining AS Reserves  
POL-AS-FIN-03 Funding from AS Discretionary Reserves

### PRO-AS-FIN-01 DISTRIBUTING FUNDS TO AS RESERVES

*This procedure describes of distribution of dollars to AS Reserves.*

#### Definitions:

Accrual Period- Transactions for June posted after the cutoff date, corrections, or transfers that need to happen for the previous Fiscal Year are processed, this is completed by the end of July.

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Designated Reserves - Reserve funds for specific areas. Not available for AS Organization funding requests.

Discretionary Reserves - Reserve funds allocated at the discretion of specified groups, general funding requests can be made of these accounts.

Equipment - All items not considered basic building infrastructure or covered by other designated areas.

Fiscal Year - Western's fiscal year runs July 1 - June 30.

Peripherals- All computer accessories and network-based devices, including Monitors, Printers, and Mobile Devices, deemed necessary for the operations of AS programs and services.

Residual Dollars - Unspent and Unallocated AS Funds remaining in the AS Operating Budget at the end of the year, interest income, revenue generated by the sale of surplus equipment not required by any departmental Reserves, or funds specifically allocated for Reserves.

#### I. Designated Reserve Distributions are Performed by the Business Manager

Prior to use of Residual Dollars, designated Reserve areas should be funded as described below.

##### 1. ~~Bookstore Net Revenue Distribution~~

~~The Bookstore Manager will work with the Business Manager to perform the distribution. The Western Associated Students Bookstore shall retain the first \$25,000 from net revenue and will be placed into the designated funds (Reserves) within the Bookstore Operating Budget. Not~~

**Commented [CM1]:** Remove from this procedure. Will be rewritten as memorandum of understanding.



## PROCEDURE

~~revenue above \$25,000 shall be distributed evenly between the Bookstore operating budget and the Associated Students budgets.~~

### 2. Child Development Center (CDC)

~~Any positive remaining balance from all of the CDC Operating Budgets will be transferred to the CDC Reserves.~~

**Commented [CM2]:** The CDC is now managed at the ESS Dept Level

### 3-1. Vehicle Repair

a) Any positive remaining balance in FXXVEH will be transferred to the AS Vehicle Repair Reserves.

b) ~~any positive remaining balance in FXXOVH will be transferred to the OC Vehicle Reserve.~~

**Commented [CM3]:** Fund created after vehicles purchased, but not added to policy.

### 4-2. Outdoor Center (OC)

The Assistant Director of the Viking Union for Outdoor Recreation should ensure that 40% of Equipment Rental Fees, any fees from rentals to OC Employees, fees collected for unreturned rental equipment, and revenue from the liquidation for used rental equipment were automatically deposited from Operating to the OC Reserves.

## **II. Distribution of Residual Dollars is Performed by the Business Manager**

After the closing of the Accrual Period, the Business Manager begins the process of distribution, in consultation with the Associate Dean of Student Engagement/Director of the Viking Union.

Funds are distributed in the following priority order and to the levels stated for each fund:

### **1. Board Approved Grants**

**Funded Yearly/Cap:** Equivalent amount needed to fund all grants approved by the Board for the entirety of pilot programs and the total amount of one time purchases not fulfilled.

### **2. Computer Repair & Replacement**

**Funded Yearly:** ~~\$35,000 for replacement cost of all AS computers and peripherals. Equivalent to the value of 20% of the number of computers and peripherals of the current inventory owned by the AS.~~

**Carry Forward:** Any amount left in this account should carry forward to the next year.

**Cap:** This fund is capped at twice the yearly funded amount ~~(or 40%)~~.

**Commented [CM4]:** After consultation with the IT Manager, a flat-rate was decided upon as inventory is time consuming and difficult to keep accurate.

### **3. Equipment**

**Funded Yearly/Cap:** \$50,000 to be reviewed annually for value of inventory or anticipated need.

### **4. Large Events**

**Funded Yearly/Cap:** \$65,000

### **5. Operating**

**Funded Yearly:** Equivalent to 10% of operating expenses for the AS (e.g. salaries, benefits, utilities, contractual, etc.), to be determined on an annual basis by the Business Manager.

### **6. Student Enhancement Fund**

**Funded Yearly:** 15% of remaining residual dollars, up to \$50,000, after all other targets have been reached.

**Commented [CM5]:** Addition to Reserves requested after pilot Grant ended

### 6-7. Viking Union Organization





## PROCEDURE

**Funded Yearly:** 15% of the remaining residual dollars, after all other target amounts have been reached.

### 7.8. **Grants**

**Funded Yearly:** Remaining Residual Dollars, after all other target amounts have been reached.

**Special Condition:** If Residual and/or Carry Forward dollars are unable to fill the previous priority Reserves, then these dollars may "backfill" those reserves until target balances reached.

**Cap:** There is no cap on this Reserve.

