TO: Patrick Spanner, ASEWU Finance VP / Services and Activities Fee Committee Chair
FROM: Carol Vines, Women’s Empowerment Consortium
DATE: February 8, 2011
SUBJECT: Budget Meeting and Questionnaire

The following questions should be submitted to the Services and Activities Fee Committee 48 hours prior to your budget meeting. EMAIL them to asewufinancevp@ewu.edu or deliver them in hard copy to the Dean of Students Office in PUB 320.

These questions provide the basic information for the Committee to evaluate the request. All questions should be answered to the best of your ability and as completely as possible. Please answer each question individually. Programs may also submit an additional narrative outlining their proposal as well as any materials which will assist the Committee in its deliberations.

This is an event to gather a diverse group of EWU faculty, staff and students, as well as potential female mentors from the cities of Spokane and Cheney, to strengthen the “inter-woven” bond amongst multicultural university women through an evening of joyful **empowerment and networking**. We want to introduce successful campus and community women, and particularly women of color, to our diverse population of women students. This year the evening will begin with a brief workshop on networking, provided by EWU’s own Career Services and be followed by an opportunity to “practice” the art of networking during an informal reception. The evening will culminate with a keynote presentation by a woman who has seen career and personal success and will speak to the power of networking. The 2011 event is tentatively scheduled for Wednesday, April 13, 2011, 5:30 to 7:30 pm in the Hargreaves Reading Room. We are also making arrangement to provide daycare so all students will be able to attend and fully participate. We are advertising heavily among the women students of color populations and well as other diverse populations including sexual orientation, disability, and women international students. Each committee member is inviting successful women from the community to meet our students.
Budget Questions

1. Please provide an explanation of how the program plans to spend the budget in each line item of the SAF Allocation Budget Request Form, including an explanation of increases or decreases from the previous year’s request. Items that are vague, such as “contact services” should be clearly explained.

- Personal Service Contracts—honorarium for a keynote speaker
- Travel—travel and per diem for keynote speaker
- Supplies—invitations, advertising supplies
- Hospitality—food, beverages, tablecloths, and delivery from dining services

2. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics on graduate, undergraduate, male, female or other categories you believe important and relevant to your unit.

Our goal is to serve between 150-200 students. We are primarily targeting women of color and women from other diverse populations. This is a new event so we have not done any tracking. However we are working with the staff of Africana Ed., Chicano Ed., Indian Studies, McNair Scholars, Academic Support Center, AUAP, English Language Institute, disability services, and the Pride Center, in an effort to target a diverse group of women students.

3. Does your program provide employment opportunities for students? Please explain the nature of student employment within your unit, including total FTE and number of students employed.

No employment opportunities for students.

4. How do you gauge the effectiveness of the services and activities you provide to students? Is student input collected and used in this process? If your unit has an advisory committee, in what capacity is it involved in your budgeting process?

In order to attend the event, students must preregister. We will use the preregistration list to re-contact the students via e-mail and to survey students regarding the effectiveness. A student is on the planning committee.

The advisory committee, which includes one student, is completely involved in the budgeting process.

5. How do you ensure that student fees do not subsidize non-student uses? If previous requests have included statistical analysis on this point, please provide similar analysis using this year’s demographics.
The event is designed to benefit only students.

6. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. To what extent does your unit rely on earned income?

   How much of that revenue is obtained directly from students?

In order to make sure those who sign up are committed to attending after they register, there is a $5.00 nonrefundable fee charged to students. Faculty and staff attending will pay $10.00. For the 2011 function, we pursued money from each of the academic deans, ASEWU, grants, residential life, Itron, and various campus departments and other campus budgets.

7. Are there any long-term obligations associated with this funding request?

No, however, we would like to make this an annual event.

8. Was your 2010-2011 S&A Fee allotment increased, decreased or unchanged from the 2009-10 budget? What was the overall impact on your organization and its ability to serve students? How closely did your actual expenditures align with the budget presented to last year’s Committee?

Spring of 2011 is the first year for this event. For this year we have had to find creative ways to collaborate and share resources to benefit our students. This inaugural year we are piecing together funding from as many sources as we can find. Our vision is to see this become an annual event that is widely anticipated and well attended. We would like to request funding in making this innovative and student-centered event a successful reoccurring event. Stable funding will help supplement the cost of the event while keeping the cost affordable to encourage enthusiastic student participation.

So the increase is from 0 to $4750. The event date is scheduled for mid-April and a lot is unknown at this point in time. We are still in the process of asking for money from groups on campus for the 2011 event. Without financial support from the campus, the event could not exist. The children’s studies student organization and one of the women’s athletic teams will provide childcare for no charge.

We will continue to charge the attendees a small amount because: 1] we believe the nominal amount helps prevent no shows; 2] making a commitment is a part of being a [future] professional; 3] the fee helps us cover expenses.

9. What is the impact to service to students if your request is not funded or lowered?

We believe it is important to make this affordable to all students, including low-income students. This event would not exist without financial support.

10. What are three new initiatives for future years?
1] If the event is successful this year—meaning well attended and with positive evaluations—we would like to expand it to a formal sit-down dinner.  

2] Unfortunately this year we have had to change the date because our first date conflicted with the very popular Drag Show. Next year, we will have more people at the table and on the committee so we know more about dates to avoid.  

3] Door prizes.  

4] tabling available for future employers

Our committee members:

Terrie Ashby-Scott, Office of Transitions and Inclusion and Undergraduate Advising  
Vandana Asthana, Government, College of Social and Behavioral Sciences and Social Work  
Telitha Bean-Thompson, Academic Support Center  
Krista Benson, Career Services  
Lynn Burks-Herres, Africana Education Program  
Guadalupe Cannon, Chicano Education Program  
Christina Torres-Garcia, McNair and Chicano Education Program  
Virginia Hinch, Career Services  
Shantell Jackson, Residential Life  
Pui-Yan Lam, Sociology, College of Social and Behavioral Sciences and Social Work  
Carmen Perez-Frayne, Academic Support Center  
Carol Vines, Women’s & Gender Studies, College of Social and Behavioral Sciences and Social Work  
Kathleen Warren, American Indian Studies  
Sandra Williams, Pride Center  
Shana Yamanaka, ASEWU Diversity Outreach Representative