



**Proposed Motion: To approve \$433**

**Sponsor:** Mary Moeller, AS VP for Business & Operations

**Persons of Contact:** Tiffany Ng and Marya Rybalka

**Date:** 5/2/2017

**Attached Document**

Attached is the \_\_\_\_\_.

**Background & Context**

The Student Enhancement Fund (SEF) was established in the academic year of 2016-2017, with a pool of \$70,000 minus the Student Enhancement Fund (SEF) Facilitator's salary, to be allocated to student applicants in financial need to travel to academic conferences, workshops, etc. The fund was approved for a two-year period starting Fall Quarter of the academic year of 2016-2017, and ending in Spring Quarter of the academic year of 2017-2018. The job description of the SEF Facilitator states that one of the job responsibilities includes active outreach and advertising of the SEF Fund, so that all WWU students become aware of the existence and availability of the fund. Advertising is also necessary to increase the size and diversity of the applicant pool for the SEF. Another job requirement of the SEF Facilitator is to host a conference fair, with previous SEF applicants showcasing their events and experiences. In addition, the SEF Facilitator seeks to reward the SEF committee volunteers for their time and dedication to the SEF Fund and its establishment, as well as their hard work over the course of the academic year to ensure SEF applicants are evaluated fairly and thoroughly.

Currently, there is no existing budget for the SEF Facilitator to use in order to conduct the necessary outreach, including ordering posters, handbills and other types of physical advertising, as well as paying for set up/break down costs of the SEF conference fair (to be hosted in Fall Quarter of 2017-2018). As of the current academic year, the SEF Facilitator withdrew outreach funds (for poster costs) directly from the SEF Budget (FXXRES), reducing the overall amount of SEF funding available for student applicants. If the SEF Facilitator seeks to conduct volunteer recognition for members of the SEF committee, she will have to withdraw funds directly from the SEF Budget as well, further reducing available SEF funding.

The SEF Facilitator finds it unreasonable to take money from funds meant for student opportunities, to advertise the SEF, conduct volunteer recognition, and host the SEF Conference Fair only to reduce the amount of money available to students. The SEF Facilitator is asking for a budget of \$433 to cover advertising/outreach and event planning costs for the following academic year of 2017-2018.

**Summary of Proposal**

The SEF Fund Facilitator is asking for to \$510 be made available for use for the following academic year of 2017-2018.

Outreach/Advertising Breakdown (Total of \$193):

- \$16 for 30 posters x 2 (quarters) = \$48
- 250 brochures x 1 (quarter) = \$145

Conference Fair Breakdown (Total of \$340):

- \$80 for VU room rental x 3 (hours) = \$240
- Music cart w/speakers x 1 = \$100

Volunteer Recognition (Total of \$77):

- \$11 for Per Diem Breakfast allowance x 7 (people) = \$77

**Fiscal Impacts**

If the proposal is not approved, \$510 will be taken from the SEF budget. This will take away funding for potential student applicants, who may utilize that \$510.

*If financial impacts occur:*

What do you need to happen?

- Transfer \$510 from **FXXENH** (budget) to **FXXBUS** (budget).
- Board's approval to spend \$ \_\_\_\_\_ from \_\_\_\_\_ and no other steps needed.
- 

**Alternative Solutions**

Options (Please provide multiple options for the same proposal if alternatives are available).

| Option | Financial Impact of Option | Services or Outcome of Option |
|--------|----------------------------|-------------------------------|
| A      |                            |                               |
| B      |                            |                               |
| C      |                            |                               |

**Rationale**

This budget proposal should be approved in order to preserve the original intention of the SEF fund, which is to provide funding to students in financial need. This budget will redirect expenses unrelated to student funding, avoiding the reduction of the SEF budget.