

S&A Report – University Centers 53487000

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A) Detailed explanation of how allocated funds were spent.

The University Centers' S&A Budget covers events, activities, and needs specific to University Center students. These include:

- Lease payments for Xerox coin-op machines at CWU-Des Moines, CWU-Lynnwood, CWU-Pierce County, and CWU-Wenatchee.
- Light refreshments at new student orientations at all Centers
- End of the year celebrations, Welcome Back celebrations, and partnership events (with host community colleges) at CWU-Moses Lake, CWU-Wenatchee, and CWU-Yakima
- Mid-year events for students, such as: seminars, workshops, special advising sessions
- CWU paraphernalia
- Signage and other materials that provide for enhanced student services.

A detailed report that includes dates, locations, description, costs, purpose, outcomes, and number of students served is attached.

B) Disclosure of non-S&A funding that supports S&A funded activities, programs, and services.

The University Centers receive an annual allocation through the Division of Academic Affairs and Student Life to cover staff salaries and operating costs for each of the eight University Centers.

C) Detailed explanation of student centered programming provided, i.e., type of program, location of program, number of students who directly and indirectly benefited from the program and how they benefited.

See attached spreadsheet

D) Detailed explanation of any fund transfers from one services and activities fund budget to another

No funds were transferred

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7/18/11	In house accounting	All Centers	safari journal entry		-\$136.75			
7/18/11	In house accounting	All Centers	journal entry		-\$405.00			
7/1/11	Student interns	any	Labor charge	----	\$865.78			
Date	Vendor	Center	Description	PO#	Actual	Purpose	Outcome	Students Served
9/13/11	Haglund's Trophys	Centers	compressed t-shirts, set up	38468	\$180.00	T-shirts for students admitted through dual admissions program	T-shirts for students admitted through dual admissions program	300
9/13/11	Haglund's Trophys	Centers	compressed t-shirts	38468	\$3,672.16	T-shirts for students admitted through dual admissions program	T-shirts for students admitted through dual admissions program	300
9/13/11	Haglund's Trophys	Centers	Center ball point pens	38301	\$1,853.92	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	700
7/25/11	Chartwells Catering	Des Moines	CWU-Des Moines fall orientation	37938	\$397.03	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departments on how to receive services on-site or at a distance; have their	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	60

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						connection card pictures taken; and assist in fall enrollment of courses.	
11/16/11	Chartwells Catering	Des Moines	Winter new student orientation	38947	\$383.19	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.
3/17/11	Highline Community College	Des Moines	Spring Orientation	36551	\$147.57	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.
							100
							40

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12/9/11	Highline Community College	Des Moines	Winter Orientation	35752	\$158.64	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	40
7/18/11	Xerox	Des Moines	Coin-op copier	37799	\$1,189.45	To provide students with an accessible way to copy assignments and paperwork necessary for coursework at Centers where other coin-op machines are not accessible.	Easy access for better student experience.	
8/3/11	CC Culinary Arts	Lynnwood	CWU-Lynnwood fall orientation	38053 or 56	\$420.92	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	100

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						taken; and assist in fall enrollment of courses.		
11/14/11	CC Culinary Arts	Lynnwood	Winter new student orientation	38954	\$302.76	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	60
3/16/11	Edmonds Comm College	Lynnwood	Spring Orientation	36549	\$195.42	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	40

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12/8/11	Edmonds Comm College	Lynnwood	Winter Orientation	35754	\$299.10	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	60
7/1/11	Xerox	Lynnwood	Student Copier Lease	38197	\$821.99	To provide students with an accessible way to copy assignments and paperwork necessary for coursework at Centers where other coin-op machines are not accessible.	Easy access for better student experience.	
10/1/11	canopy	Moses Lake	Tailgate party		\$104.66	To provide an activity for CWU-Moses Lake student to attend as a group and enhance student involvement and interaction.	Provided an opportunity for students to connect away from their studies and form interpersonal relationships and memories that will last a lifetime and provide a sense of school pride and affinity.	80
5/12/11	Sodexo	Moses Lake	Aviation Ice Cream Social	37072	\$161.85	To provide a fun activity and encourage aviation students to attend an	Faculty interacted with students in a fun, welcoming atmosphere while providing	20

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						important advising information for aviation students.	important program information.	
5/18/11	Sodexo	Moses Lake	Open House	37071	\$300.00	Open House is an opportunity for students to connect with faculty, staff, and fellow students. Also an opportunity for center students. Students receive information on new services and relevant changes to the programs. The open house is arranged to provide a welcoming atmosphere to instill pride and vested interest in the center.	Students are able to meet faculty, staff and fellow students in a fun celebratory environment	80
7/19/11	Sodexo	Moses Lake	CWU-Moses Lake fall orientation	37709	\$61.69	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departments on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	8

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9/30/11	Sodexo	Moses Lake	Moses Lake Tailgate party	38611	\$94.00	To provide an activity for CWU-Moses Lake student to attend as a group and enhance student involvement and interaction.	Provided an opportunity for students to connect away from their studies and form interpersonal relationships and memories that will last a lifetime and provide a sense of school pride and affinity.	80
3/15/11	Sodexo	Moses Lake	End of Quarter celebration	36514	\$118.50	To provide food and refreshments at the end of the quarter and provide some time for students to network at a CWU sponsored activity.	Student engagement in CWU sponsored activity boosts school pride and affinity.	20
11/15/11	Sodexo	Moses Lake	Quarter finals celebration	38919	\$31.54	To provide food and refreshments at the end of the quarter and provide some time for students to network at a CWU sponsored activity.	Student engagement in CWU sponsored activity boosts school pride and affinity.	6
6/2/11	Sodexo	Moses Lake	End of the year celebration	37540	\$313.18	Honoring students who cannot travel to Ellensburg for graduation ceremonies.	This event helped student feel special after much hard work. It was great to celebrate their accomplishments with friends and family.	35

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7/25/11	Canteen Vending	Pierce	CWU-Pierce fall orientation	37930	\$217.58	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	40
7/18/11	Xerox	Pierce	Coin-op copier	37795	\$530.73	To provide students with an accessible way to copy assignments and paperwork necessary for coursework at Centers where other coin-op machines are not accessible.	Easy access for better student experience.	
7/1/11	Admin fee - - 1% reduction	Wenatchee	Budget reduction	----	\$228.86			
2/14/11	Alley Café	Wenatchee	Spring Open House	36115	\$216.20	Open House is an opportunity for students to connect with faculty, staff, and fellow students. Also an opporutniy for center students. Students	Students are able to meet faculty, staff and fellow students in a fun celebratory environment	50

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						receive information on new services and relevant changes to the programs. The open house is arranged to provide a welcoming atmosphere to instill pride and vested interest in the center.		
6/24/11	Alley Café	Wenatchee	End of Year Celebration	37397	\$567.53	Honoring students who cannot travel to Ellensburg for graduation ceremonies.	Students and their family and friends are able to celebrate their graduation in a CWU environment and create memories for a lifetime as they become alumni.	30
7/19/11	Alley Café	Wenatchee	CWU- Wenatchee fall orientation	37843	\$108.10	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	50

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9/23/11	Alley Café	Wenatchee	Wenatchee open house	38555	\$216.00	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departements on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	125
11/4/11	Alley Café	Wenatchee	Holiday celebration	38948	\$37.84	To provide cookies and coffee during finals week while the community college cafeteria is closed.	Allows for a celebration of the holiday and student networking.	75
10/1/11	balloons	Wenatchee	Wenatchee open house	procard	\$6.70	Decorations for Wenatchee Open House	Improved student and faculty engagement.	60
6/1/11	CWU Budget Transfer	Wenatchee	Student Liaison	n/a	\$540.00	Coverage of student summer hours		1
6/24/11	Diana Haglund	Wenatchee	End of Year Celebration décor	procard	\$25.94	Honoring students who cannot travel to Ellensburg for graduation ceremonies.	Students and their family and friends are able to celebrate their graduation in a CWU environment and create memories for a lifetime as they become alumni.	

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1/7/11	GPA Embroidery	Wenatchee	T-shirts for Cohort	36118	\$277.01	The shirts will be worn by the group during but not limited to practicum, student teaching and other volunteer opportunities as a way to identify the cohort	Student feel a sense of identity with their degree program. The cohort wore these shirts when they hosted a volunteer science project a local park for Elementary students. CWU students where clearly visible	25
4/7/11	Haglund's	Wenatchee	Messenger Bags - Graduation	procard	\$604.28	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	50
10/1/11	Haglund's Trophys	Wenatchee	carry bags forecast side centers orientations	38156	\$1,348.55	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	
10/27/11	Haglund's Trophys	Wenatchee	Master teach plaque	38879	\$16.16	A congratulatory plaque for students who complete their masters at CWU-Wenatchee	A positive reminder of their time spent at the Wenatchee center. Teachers can hang this plaque in their offices or classrooms.	1
10/1/11	Public Affairs	Wenatchee	Open house banner - art work	Charge credit	\$147.17	Graphics required for event signage.	Attractive signage for increased student awareness and engagement.	

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10/1/11	sweatshirts, flags, decals	Wenatchee	ML and Wen open houses	procard	\$273.34	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	200
7/18/11	Xerox	Wenatchee	Coin-op copier	37796	\$497.20	To provide students with an accessible way to copy assignments and paperwork necessary for coursework at Centers where other coin-op machines are not accessible.	Easy access for better student experience.	
7/14/11	CDX Dining services	Yakima	CWU-Yakima new student orientation	38038	\$88.50	To acclimate students to the University Center and its resources; meet with key staff and faculty; hear presentations from student services departments on how to receive services on-site or at a distance; have their connection card pictures taken; and assist in fall enrollment of courses.	Students are prepared and understand the expectations of major requirements with their degree confirming departments and become acclimated to resources and technology available to them on their campus.	30
10/10/11	CDX Dining services	Yakima	Yakima education open house	38653	\$111.71	To provide an opportunity for students to meet faculty and receive academic	Improved student and faculty engagement.	125

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						adivising and ask questions.		
5/10/11	Haglund's Trophys	Yakima	Messenger Bags - Graduation	procard	\$604.28	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	100
9/14/11	Haglunds Trophys	Yakima	Yakima Center ballpoint pens	38450	\$414.80	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	200
9/14/11	Haglunds Trophys	Yakima	Yakima Center staplers	38450	\$433.86	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	200
9/14/11	Haglunds Trophys	Yakima	Yakima Center mini flashlights	38450	\$416.74	To provide students with CWU logo item that promotes the university and demonstrates school pride and affinity.	Students often feel disconnected with main campus; these items remind them that they are CWU Wildcats and affirm their school affiliation.	200
10/23/11	Schells produce	Yakima	Pumpkin patch	procard	\$764.00	Event for center students and their families to get a pumpkin and wonder through the corn maze	Built community within the yakima student group. Students where able to get to know eachother.	50

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6/4/11	Yakima Grill	Yakima	Graduation Celebration	37406	\$451.99	Honoring students who cannot travel to Ellensburg for graduation ceremonies.	Students and their family and friends are able to celebrate their graduation in a CWU environment and create memories for a lifetime as they become alumni.	200
6/21/11	YVCC	Yakima	Graduation - Yakima	37402	\$405.00	Honoring students who cannot travel to Ellensburg for graduation ceremonies.	Students and their family and friends are able to celebrate their graduation in a CWU environment and create memories for a lifetime as they become alumni.	200
					\$21,218.42			