

S&A Annual Financial Report Questionnaire

- 1. Please provide an explanation of how the program plans to spend the budget in each line item of the Annual Financial Report. Items that are vague, such as "contract services" should be clearly explained. Please include an explanation of increases or decreases from the previous year's expenses.**

There are two major categories of expenses in the Sarah Spurgeon Gallery's budget: 1) classified staff and student employee wages and benefits, 2) expenses that support the gallery's programs (exhibits, opening receptions, artist talks, and workshops) and basic operations:

CWU-Goods Design, printing, mailing, and advertising of gallery publicity through the Publicity Center.

CWU Services Honoraria for visiting artists and speakers to assist with their travel and art shipping expenses. Note: this amount was less in FY19 than in previous and subsequent years because the gallery used 148 funds from the College of Arts and Humanities to fund some of the honoraria.

CWU Supplies Paint, lumber, LED light bulbs, art hanging hardware, etc.

CWU Rentals and Leases Equipment rentals for special events

CWU Insurance State of Washington fine arts insurance

CWU Program Catering for receptions

CWU Travel On campus lodging for visiting artists and speakers

CWU Equipment Occasional purchases to replace outdated equipment

- 2. What was your fund balance at the end of the year? If positive or negative, please provide a detail explanation.**

There was a positive fund balance of \$12,229. In FY18 payroll transferred \$8800 into the fund for classified staff benefits. It was money that had been previously been taken out for benefits, but was never spent. It took until September 2019 to reconcile the transfer and confirm that those funds could indeed be spent by the gallery. Plans to spend the positive balance are included in the FY21 forecast.

- 3. Have alternative (non-S&A Fee) funding sources been pursued to the fullest possible extent? If yes, please elaborate. Please list all funding received for this program and the source(s) of the funding.**

College of Arts and Humanities (148) \$3750 annually

Catherine Nisbet Foundation \$2710

Sarah Spurgeon Memorial Foundation \$980

The gallery has been exploring alternative fund raising sources. An effort to sell artwork through the gallery and charge commission was halted because a \$5000 annual insurance policy would be required for state liability purposes. However, the gallery does plan to apply for more outside grants and look into creating a "Friends of the Gallery" fundraising group.

- 4. Are there any long-term obligations or contracts associated with this funding request?**

At any given time there are open contracts with artists who will be exhibiting their artwork and giving public lectures at a future date. The gallery's programs are planned one to two years in advance.

5. 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.

The gallery employs work-study student gallery attendants who are essential to the functions of the gallery. They handle and install artwork, assist visiting artists, and greet visitors and keep the gallery secure while exhibitions are on public display. There are currently 2 part-time students employed (1 FTE), with plans to hire a third student. The gallery manager also supervises interns who receive credit for working in the gallery through the Museum Studies program.

6. How many students utilize the services and activities provided by your program? Describe how statistics are obtained and provide demographics as applicable.

In FY19 4,032 visits were made to the gallery by students, faculty, staff, community members, and out-of-town guests. Student gallery attendants keep a daily tally of visitors, and record class visits, but don't track student versus non-student visitors.

7. How do you assess the effectiveness of the services and activities you provide to students? Is student input collected and used in this process?

The Department of Art + Design faculty provide feedback on how well the gallery's programs support their learning objectives in the classroom. Faculty also serve on the gallery advisory committee (see question 8) where they help select artwork and programs that they can incorporate into their lesson plans.

Gallery attendance has increased steadily for the past five years. Classroom visits from students in disciplines other than the visual arts have also increased, compared to past attendance records. In recent years the gallery has placed greater emphasis on interdisciplinary programs that support diversity and encourage participation from students and faculty in other academic areas. For example, the gallery collaborated with students in MECHa, and hosted an exhibition about the Black Panther civil rights movement that included artwork by contemporary black artists.

8. Does your program have an advisory committee? If so, in what capacity is it involved in your budgeting process?

The VASE (Visiting Artist and Speakers) committee includes the Gallery Manager and a rotating committee of two professors from the Department of Art + Design. The committee selects artists and programs, and then drafts a schedule that is sent to the full faculty in the Department of Art + Design for discussion and approval. The gallery budget is the responsibility of the Gallery Manager and the Department Chair; however, the committee must choose programs that can reasonably be accomplished using the existing budget.

9. What would be the impact to students if this program's funding were increased by 15-20%?

Funding ends this fiscal year for the Department of Art + Design's interdisciplinary arts lecture series. An increase in gallery funding would make it possible to continue the program, which benefits a wide array of students.

What would be the impact to students if this program's funding were decreased by 15-20%?

Gallery exhibitions and programs would need to be cancelled, providing fewer opportunities for the campus community to experience art exhibits first hand.

10. What are your program goals or learning/operational objectives? How are you assessing the effectiveness of your program in achieving those targets?

Mission Statement: The mission of the Sarah Spurgeon Gallery is to offer the campus of Central Washington University and the community at large the opportunity to view and experience art first hand. The Gallery's exhibitions and related outreach programs are designed to support the Department's educational objectives as well as to enhance, engage, and challenge the viewer's knowledge and understanding of art + design. The Gallery also presents artists and viewers alike with opportunities to explore culturally diverse ideas in an academic environment.

The effectiveness of the gallery's programs are assessed through gallery committee and faculty feedback, attendance, and tracking the numbers and types of classroom visits that occur in the gallery.