

Services and Activities Fee Committee
Base Funding Request for FY2010-FY2013

Name of Program,
 Activity, or Service

Manastash

S&A
 Project ID

5-34270-00

Submitted By

Katharine Whitcomb
 whitcomk@cwu.edu

Total Annual Base
 Funding Requested \$ **4,835**

ADDITIONAL INFORMATION INCLUDED AT END OF REQUEST

BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE

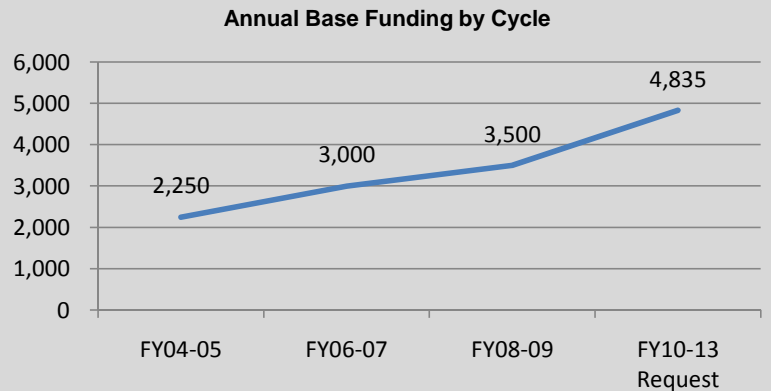
Manastash, Central Washington University's student-run literary magazine, showcases creative work from the entire university student body. Manastash is housed in the English Department and has been published annually for over 40 years.

Manastash provides a forum for dialogue not only between students and the academic community, but between students and alumni, prospective students and the town of Ellensburg. The advisors and structural support for this activity function within the Writing Specialization program in the English Department. Associate Professor Katharine Whitcomb is the current coordinator for this program.

S&A funds are requested to provide the ongoing support the editing and production of tManastash. The goal of Manastash is to recognize the diverse creative student university community and to celebrate the achievements of that community through a quality publication. The Manastash is distributed campus-wide and to the centers, and is a source of pride to a wide variety of CWU students.

ANNUAL BASE FUNDING REQUEST SUMMARY

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ -
Civil Service Payroll	-
Student Payroll	-
Employee Benefits	-
Goods & Services	4,035
Travel	-
Equipment	800
Annual Base Expenses	4,835
<i>Less: Annual Other Funding Sources</i>	-
Annual Base Funding Request	\$ 4,835



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ANNUAL BASE EXPENSES

BASE ADMIN / EXEMPT PAYROLL EXPENSE

Admin/Exempt Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
NA	-	per Year	1.0	1	30.0%	-
BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL						-

BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE

Civil Service/Temp Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
NA	-	per Month	12.0	1	35.0%	-
BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOT/						-

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BASE STUDENT PAYROLL EXPENSE

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
NA	-	per Hour	627.0	1	3.0%	-
BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL						-

BASE EMPLOYEE BENEFITS EXPENSE

Payroll Category	Overall Benefits %	Annual Base Amount
Admin/Exempt	N/A	-
Civil Service	N/A	-
Student	N/A	-
BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL		-

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BASE GOODS & SERVICES EXPENSE

Description of Goods & Services Expense	Annual Base Amount
off-campus printing costs	2,800
light refreshments	200
two visiting professional editors (\$500 ea.)	1,000
room fee for publication reading event	35
BASE <u>GOODS & SERVICES</u> EXPENSE TOTAL	4,035

BASE TRAVEL EXPENSE

Description of Travel Expense	Annual Base Amount
	-
BASE <u>TRAVEL</u> EXPENSE TOTAL	-

BASE EQUIPMENT EXPENSE

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
Adobe software upgrades for production	8.0	300.00	2,400	600
jump-drives for document storage	8.0	75.00	600	150
printer cartridges for manuscript printing	8.0	25.00	200	50
BASE <u>EQUIPMENT</u> EXPENSE TOTAL				800

ANNUAL BASE EXPENSES - TOTAL

4,835

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ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)

BASE OTHER FUNDING SOURCES (Revenues & Transfers In)

Description of Other Funding Source (Revenues & Transfers In)	Annual Base Amount
	-
BASE <u>OTHER FUNDING SOURCES</u> TOTAL	-

USE OF CARRY FORWARD (RESERVES)

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
	-	-	-	-
USE OF <u>CARRY FORWARD (RESERVES)</u> TOTAL				-

ANNUAL BASE OTHER FUNDING SOURCES - TOTAL

-

ANNUAL S&A BASE FUNDING REQUEST

\$4,835

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DISCLOSURE OF NON-S&A FUNDING SOURCES

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Description of Non-S&A Funding Source	Year 1 FY 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
					-
DISCLOSURE OF NON-S&A FUNDING SOURCES TOTAL	-	-	-	-	-

DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL

Manastash SA Base Funding Request FY 2010-2013

We appreciate the support that SA has given us in the past. Manastash continues to be a source of pride for the student body, the alumni, and the whole community. The President and the Dean of CAH both use Manastash to recruit prospective students because it is such an effective and impressive showcase of our talented students.

We anticipate off-campus printing costs to go up a bit due to the use of color in the cover and the need for a larger page count in the book. We have been printing 400 copies and have run out of the previous year's issue for the last two years. Manastash is distributed so widely that we would like to increase the print run to at least 500. The new printing cost is estimated at \$2800.

We will need to upgrade the software packages for the editing and production advisors and for the use of the classes in the computer labs. This additional upgrade amount is approximated at \$300 for each advisor (Katharine Whitcomb and Lisa Norris) for each year.

One addition to the budget that is of substantial benefit to the students involved with Manastash is the plan for visiting professional editors in the winter and spring. The winter visiting editor will speak with and give a presentation to the literary editing group and the spring visiting editor will speak with and present to the production group. This plan heightens the professionalism and career preparation potential for our student editors.

The equipment requests include jump drives and printer cartridges for managing the manuscript pre-production.

Each year in the spring we host a publication reading, open to the public, which features all the writers in the issue reading their pieces. We provide a reception with light refreshments for the audience and readers.

The students involved with editing and production number around 30. The number of writers and artists featured in each issue from the student body equal around 20. The issues given away to students and prospective students equals 400. We always attract an audience of around 80 people at the publication reading.