

Incidental Fee Committee
Enhancement Request

Date 1/12/2016

Department Campus Recreation

Index DOS 967

Amount Requested \$ 42,374.19

FY 17

Contact Information:

Name Rip Horsey

Position Campus Recreation Director

E-mail horseyr@wou.edu

Phone 503-838-9535

One-time S&S Travel Personnel Capital/Other

Purpose of request:

This request is to convert the .5 FTE Classified Accounting Technician position to 1.0 FTE (Unclassified) Membership and Student Development position. This converted position would allow the Campus Recreation Department to dedicate an individual to oversee the HWC Front Desk financial training and POS system, provide the student staff with a trainer to ensure guest service, access issues and membership concerns are handles quickly and accurately as well as continuing with the previous business and accounting duties specified in the Accounting Technician job description.

In addition to student staff receiving necessary additional training, students, faculty, staff and, members would have direct access to a Campus Recreation Administrator who can assist them immediately with access and membership issues. The conversion of the .5 FTE Classified Accounting Technician position would reduce time constraints on current Campus Recreation Administration allowing the Campus Recreation Department to increase revenue and participation through enhancing current programs, creating new student activities, and reinforcing positive WOU involvement in the local community.

Attach all applicable documentation including a detailed breakdown of the request.

DO NOT INCLUDE ADMINISTRATIVE OVERHEAD

Approved _____ Denied _____ Amount \$ _____

Campus Recreation Department
FY 17 Enhancement Request
DOS 967 - HWC
CR1

Conversion of (.5 FTE) to (1.0 FTE)
Assistant Director Membership and
Student Development

Current Salary	\$16,594.00
Proposed Salary	\$42,700.00
Total Salary Increase	\$26,106.00
Current OPE	\$12,482.00
Proposed OPE	\$28,750.19
Total OPE Increase	\$16,268.19
Total compensation increase	\$42,374.19



RESEARCH
ASSOCIATE
David Bevevino

RESEARCH
MANAGER
Sarah Moore

The Next Five Years: Areas of Focus for Student Affairs Leaders

Custom Research Brief

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- I. Research Methodology
- II. Executive Overview
- III. Student Engagement and Development
- IV. Recreation and Intramurals
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II. EXECUTIVE OVERVIEW

Key Observations:

- ❖ Recreation, intramurals, and club sports attract large portions of student populations, though these activities remain understaffed. No contact institution employs more than five dedicated staff for these activities, though some contacts report that 40 percent of students participate. The lack of staff has become a greater concern among contacts as they attempt to manage liabilities and provide leadership development through these popular activities.

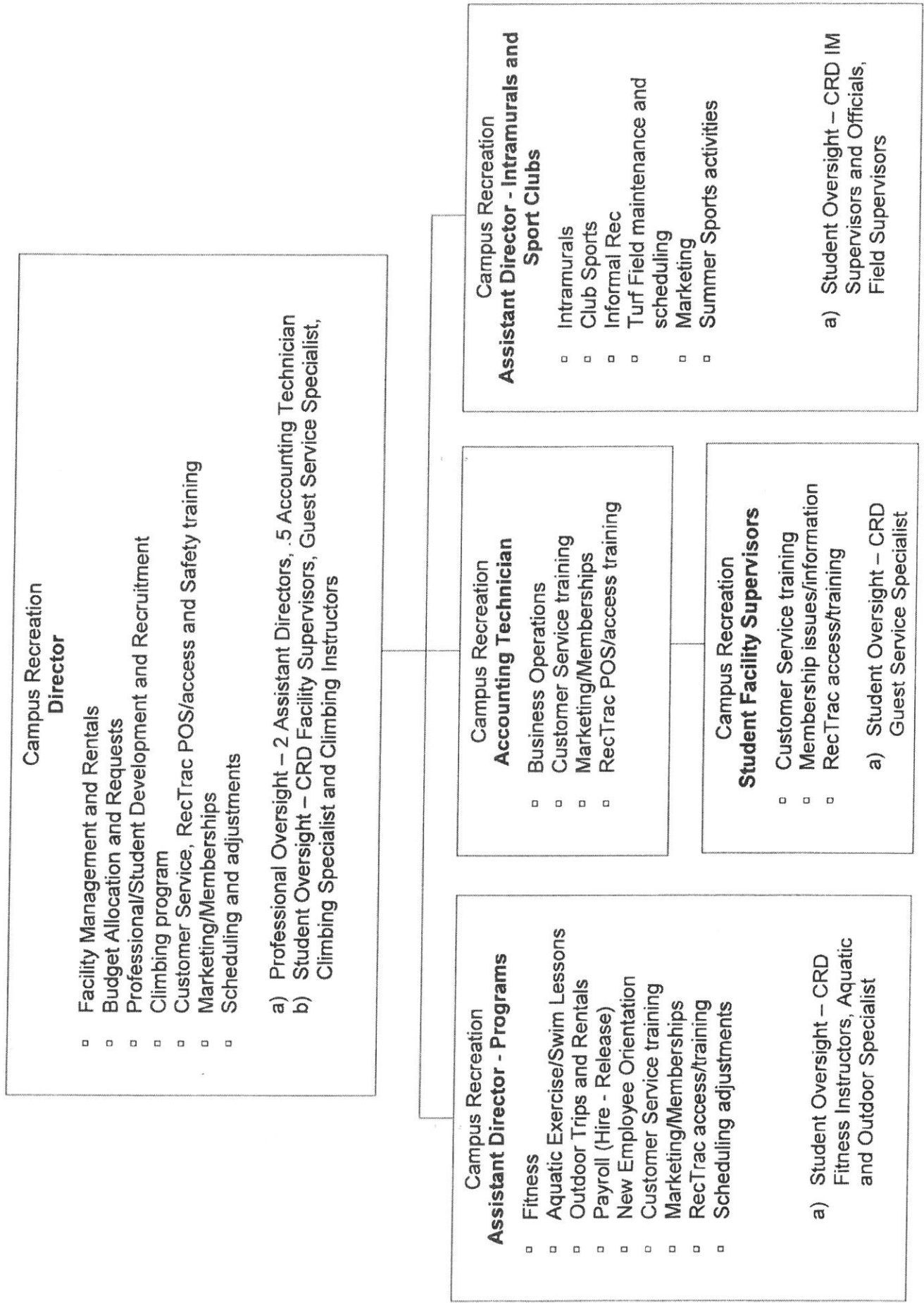
Alternative Indoor and Outdoor Recreational Activities Require new Staff, Facilities, and Liability Management

According to contacts at **University A**, student interest has grown in several new activities:

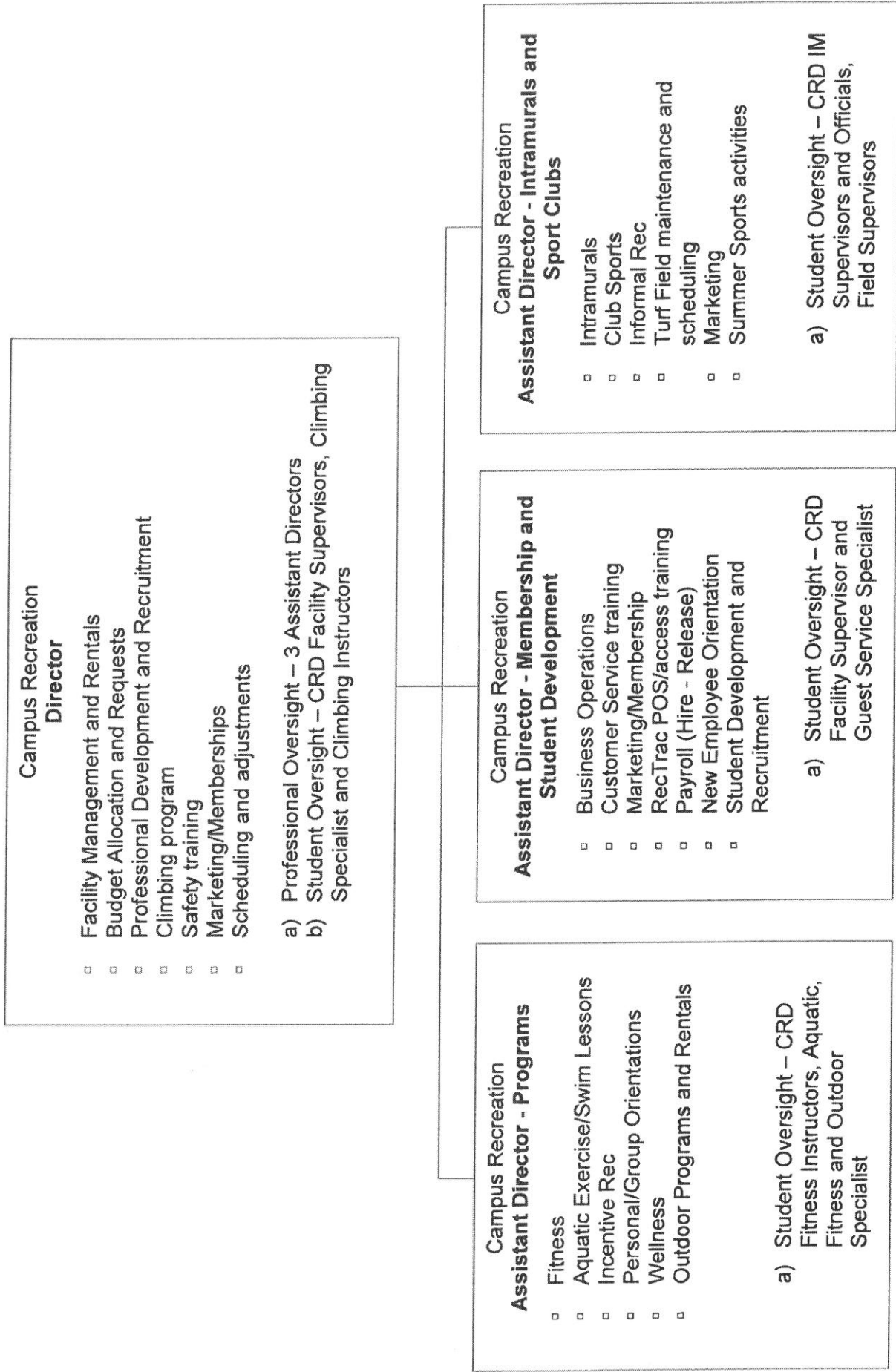
- Dodgeball teams
- Hiking
- Orienteering
- Formal outdoor pre-orientation camping and hiking experiences
- Outdoor experiences organizations

Though dodgeball can be played in existing facilities, the other activities require travel and planning as well as liability coverage if the university provides official sponsorship or oversight.

CAMPUS RECREATION DEPARTMENT CURRENT ORGANIZATIONAL FLOW



CAMPUS RECREATION DEPARTMENT FUTURE ORGANIZATIONAL FLOW



WESTERN OREGON UNIVERSITY

Unclassified Professional Staff Position Description

Initial Date: Revised Date:

Purpose of the Position Description

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Status

Incumbent's Name: _____
Position Title: Assistant Director - Membership and Student Development
Position Number: _____
Department/Division: Campus Recreation/Student Affairs
Type of Appointment: 12 mo. 9 mo. _____ Other _____
Contract Period: _____ to _____
Supervisor: Campus Recreation Director

Program Information

Program Purpose: The Campus Recreation Department (CRD) provides recreational, sports, health and fitness opportunities for students, faculty and staff. This position supports all of the financial transactions and budget oversight related to the operation of the Campus Recreation Department.

Program Mission: The CRD structures opportunities to facilitate active campus involvement focused on improving intellectual and social competencies necessary to assume a productive role in society. We partner with others in the Western Oregon University community to help students establish a strong sense of belonging and enrich their overall educational experience. The core value is healthy mind, healthy body: mens sana in corpora sano.

Purpose of position: This position works full-time in the CRD to receive, match and consolidate facility and equipment billing for journal vouchering or invoicing. It prepares all PO's and JV's for the CRD; and reconciling and maintaining the petty cash fund. It prepares budget requests for the

CRD including the Health and Wellness Center (HWC), Aquatic Center (AC), Intramurals (IM), Club Sports (CS) and Outdoor Programs (OP) under the direction of the Campus Recreation Director and prepares monthly reports using Banner FIS. This position is also responsible for reconciling the CRD's accounts. This position provides training and oversight to Guest Service Specialist and Facility Supervisors student positions regarding scheduling and scheduling alterations, hiring/releasing, new employee orientation, customer service, cash handling and RecTrac sales and memberships.

Position Information and Qualifications

A. Description of Duties/Responsibilities:

30% CAMPUS RECREATION – Training/Supervision/RecTrac (EF)

- A. Hire, recruit, interview, evaluate and retain student employees for long term professional growth
- B. Conduct new employee orientation to cover all the Western Oregon University policies for their position(s).
- C. Develop, plan, and execute one/all student staff in-service training sessions.
- D. Continue informal training sessions with employees and answers any RecTrac or sales inquiries from student and professional staff.
- E. Schedule Guest Service Specialist for term work; adjust and cover for shift as needed
- F. Process payroll of student employees as required by the Payroll Office
- G. Enter all data and information into RecTrac
- H. Create all sales processes in RecTrac
- I. Resolve any RecTrac issues
- J. Train CRD staff on refund policies
- K. Develop, test, and implement new RecTrac sale and rental procedures.

25% CAMPUS RECREATION – Accounts, Budget and Record Keeping (EF)

- A. Initiate and maintain record of expenditures for all programs in the CRD. This is done using a computer spreadsheet software program and the Financial Information System
- B. Compare monthly general ledger statement with office spending records for accuracy of charges
- C. Inform Director of inaccuracies
- D. Keep records of funds received and dispersed from budget account.
- E. Prepare annual and monthly reports of actual expenditures utilizing FIS reports and spreadsheet programs.
- F. Prepare budget request and annual report under direction of Director.
- G. Provide current and historical budget data.
- H. Maintain major accounting files; to include: Filing of journal vouchers, invoices, and backup materials; send copies to all accounts debited and credited; compare with General Ledger, Werner University Center Dining Services invoice numbers, catering orders and facility use charges (waived and non-waived).
- I. Keep track of any additional billing of outstanding catering invoices, conference billings, and facility use invoices.
- J. Extract requested information for periodic and special reports from the accounting system.
- K. Communication with ITC regarding issues with RecTrac and Banner systems.

25% CAMPUS RECREATION – General Office/Secretarial Support (EF)

- A. Receive, match and consolidate charges for facility, equipment rental and labor.
- B. Receive, match and consolidate receipts from Business Office with pending invoices.
- C. Process billing to all organizations using CRD Services.
- D. Determine charges and accounts to be debited and credited from established guidelines. These charges are journal vouchered or invoiced into the office accounting system.

- E. Reconcile Department petty cash fund.
- F. Collect, document, and deposit all CRD revenue (cash and other) into the appropriate accounts.
- G. Work with all CRD professionals to assess fees
- H. Review all CRD refund requests for legitimacy and prepare and submit refund documentation to the Business Office.
- I. Create and implement CRD refund policies with the assistance of Director
- J. Respond to all refund inquiries from patrons

15% CAMPUS RECREATION – Membership and Marketing (EF)

- A. Assist in coordinating and implementing marketing materials for entire departments including brochures, newsletters, flyers, professional publications.
- B. Develop and maintain marketing material to recruit and retain membership for additional revenue.
- C. Assume responsibility for public contact for media relations with approval of Director.
- D. Collaborates with other departments within the University and surrounding community.
- E. Assist with the coordination and presentation of campus and divisional leadership endeavors including retreats, conference attendance, forums, and workshops.
- F. Develop and implement assessment tools for conducting regular surveys, assess data, analyze data and create reports for departments.
- G. Assist CRD professionals in development of the operative budget for the Event, Marketing and Student Development.
- H. Assist CRD market research and assessment efforts, to include the development of strategies for promoting departmental sales and services to a diverse clientele.
- I. Collaborate with facility/program directors to assess and evaluate student learning outcomes and customer satisfaction.
- J. Participating in facility and programs for purpose of evaluation.
- K. Coordinate and oversee HWC and AC membership services
- L. Account for all membership sales.
- M. Market recreational memberships. Track and resolve all HWC access issues.
- N. Record issue patterns to improve HWC access and customer service morale
- O. Encode all Aquatic Center and HWC ID cards & verify that ID cards are correctly encoded and functioning.
- P. Verify that appropriate waivers and policies are adhered to prior to patron access
- Q. Work proactively on public relations with the university community in an effort to ensure that their experience in these facilities is positive.

5% CAMPUS RECREATION – Travel (EF)

- A. Arranges travel itinerary and accommodations for both professionals and student clubs
- B. Prepares and submits travel and expenses claims
- C. Coordinates and arranges motor pool vehicles
- D. Verify that appropriate waivers, DOT and travel policies are completed before travel occurs

B. Required Qualifications:

- Bachelor's degree in Accounting, Business, Marketing or related field.
- Compliance with accounting policies and procedures
- Strong spreadsheet/computer skills
- Has knowledge of commonly used concepts, practices, and procedures within the accounting field
- Proficient in Microsoft Office Suite (Word, Excel, etc.)
- Must be detail oriented and have good communication skills

C. Preferred Qualifications:

- RecTrac Experience

- Banner Experience
- Master's Degree

D. Knowledge Areas:

- Preparing transactions to be recorded in records of original entry;
- Preparing journal entries, posting from journals to general ledger, or preparing original general ledger entries;
- Summarizing data from a ledger to a trial balance;
- Closing accounts at the end of an accounting period;
- Applying PC spreadsheet, database, and word processing software;
- Processing data using a computer.
- Employee works primarily in an indoor office environment.
- Each office has several employees and requires the employee to deal with multiple tasks and multiple publics while maintaining good customer service.
- May encounter hostile vendors or Departmental personnel.
- Work against constant deadlines set by vendors for payment and daily /monthly deadlines.

E. Budget Authority:

- Develops, monitors*, and controls* \$ _____
- Delegated authority to monitor budget \$ _____
- Limited approval authority for purchase \$ 25,000 _____
- Purchase only with higher level approval \$ _____

*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level.

F. Supervisory Authority:

- Trains Discipline Conduct performance assessments Give direction
- Assigns work

G. Positions supervised:

Student Employees (average per term) 45 Total FTE: _____

H. Decision-Making Authority:

Campus Recreation Department: Determine if billing needs to be invoiced or journal vouchered. Determine budget projections both expenditures and revenue. Determine lower level account code budget tracking for NSF. Failure to accurately budget and monitor will result in Department's inability to purchase and provide accurate reports to the Incidental Fee Committee.

State of Oregon Higher Education Coordinating Commission (HECC) OUS Fiscal Policy Manual policy and procedures referred to as Financial Administration Standard Operating Manual (FASOM), FIS and HRIS Policies and procedures for system utilization and

instructions, Campus Recreation Department Procedures Manual, Campus Facility Reservation Policy and Procedures Handbook and Business Office Policies and Procedures are utilized to ensure accurate and logical follow through in establishing sound decisions when performing duties as assigned or when developing new and renewing current policies and procedures.

In addition the OUS Fiscal Policy Manual provides guidelines to assure that financial disbursements are adequately documented, coded, and properly possessed. WOU Budget and Accounting Policies and Procedures provide standards and guidelines. Department procedures manuals provide guidance and standard for reservation and use of University facilities (academic and non-academic). Desk manuals provide documentation of the position's responsibilities and to assist training and cross-training.

I. Additional Information:

The person must be able to organize and prioritize work effectively. Must have excellent customer service skills and an ability to work with diverse population.

Must have the ability to utilize campus computer network (Banner) to perform job functions and have a working knowledge/skill in the operation of a personal computer for word processing and spreadsheet software.

Must have experience working with budgets, projections, and reconciling accounts.

Employee Date Supervisor Date

Human Resources Use Only:

Date Received: _____ HRS Signature: _____

FLSA Status: Exempt from overtime Eligible for overtime
 Executive
 Administrative
 Professional

Comment: _____

Western Oregon University reserves the right to change this position description at any time.

Incidental Fee Committee
Enhancement Request

Date 1/12/2016

Department Campus Recreation

Index DOS 982

Amount Requested \$ 1,582.58

FY 17

Contact Information:

Name Rip Horsey

Position Campus Recreation Director

E-mail horseyr@wou.edu

Phone 503-838-9535

One-time S&S Travel Personnel Capital/Other

Purpose of request:

The WOU Outdoor Program provides students, Faculty and Staff an opportunity to leave the stresses of life behind and get outdoors to enjoy the "Oregon outdoor experience." Oregon has much to offer in the great outdoors and exposing WOU creates a more aware, conscious community to further build a connection with each other and the environment. Our common adventurer style places students in leadership roles who are willing to share experiences and educate participants about Leave No Trace principles. Each participant is considered a common adventurer and is encouraged to share their knowledge and perspectives to enhancing each program. Participants are expected to conduct themselves in a manner that is courteous and considerate of the diverse group of individuals that may also be participating in the activity and with respect to Mother Nature.

The number of participants is dictated by transportation and equipment availability. The more trips we are able to offer the more participants we can expose to Oregon's beautiful scenery. Reducing the financial barrier opens these opportunities to more students. Some of us are comfortable working and playing in the great outdoors while others aren't really sure where to begin; these programs offer activities for each level of interest, involvement and experience. Our previous trips have greatly appealed to our international and out of state students. (Increasing exposure to the state they are currently living). Each experience can be connected to a wide variety of majors and future career paths which entices a variety of interactions across academia and the WOU community.

Attach all applicable documentation including a detailed breakdown of the request.

DO NOT INCLUDE ADMINISTRATIVE OVERHEAD

Approved _____ Denied _____ Amount \$ _____

Snowshoe/Hike - White River Sno Park

We will depart from the HWC at 9:00 am, for White River Sno Park. This is a fun, adventure filled day with multiple options: snowshoes will be provided for those interested in snowshoeing (and assuming there is snow), there are a variety of trails to hike and there are hills if sledding is what piques your interest. Being at a higher elevation the day is bound to be chilly but this also allows us a better opportunity to enjoy more Mother Nature has to offer before returning to WOU.

Whale Watching - Depoe Bay

We will depart from the HWC at 9:00 am and meet up with a charter boat at the "Whale Watching Capital of the Oregon Coast." While December through February is migrating season for pods of Gray Whales heading south from Alaska, sightings are not guaranteed. Start practicing your "Thar she blows!!!"

Snowshoe/Hike - Opal Creek Falls

We will depart from the HWC at 9:00 am for Opal Creek State Park. This is a stimulating day for snowshoeing or hiking. The views of the ancient forest are quite dramatic under snow. Snowshoes will be provided for those interested in snowshoeing (and assuming there is snow). This is a moderately easy 7 mile (round trip) loop including waterfalls, an old mining town and remains of a former sawmill site.

Hike - Cascade Head Trail

We will depart from the HWC at 9:00 am for Cascade Trailhead. This is a fun, relaxing day hike with three options: the one mile to Cascade Head, the 4.2 miles to the Nature Conservancy, or the 5.4 miles to Harts Cove. Throughout the year there are sea lions barking and lounging in a cove, a view of the Salmon River estuary and wildflower meadows for your viewing pleasure. Being north of Lincoln City the hike is bound to be foggy but this also allows us the opportunity to spend a little time on the beach before returning to WOU.

Wildlife Safari - Winston, OR

Join us for a guided drive through the Wildlife Safari Park while we get up close and personal with over 600 animals from Africa, Asia and the Americas. Then enjoy some free time to explore the park Village before entering the petting zoo or listening to a cheetah keeper talk. Depart from the HWC at 9:00 am.

Hike - Multnomah Falls

We will depart from the HWC at 9:00 am for the 611 foot tall waterfall known as Multnomah Falls. You will be amazed at the beauty and power this waterfall displays. This awe inspiring sight can be viewed in a variety of ways. Tier 1 is located at the misty base of the falls while Tier 2 is located at Benson Bridge, just a couple hundred feet further up a paved trail. Tier 3 is only available if weather permits and is another mile past Benson Bridge, up a very steep path but is a rewarding view of the Columbia Gorge. A gift shop/lodge is available for exploration at the base as well. The option to hike a half mile out to a second falls is available. Known as the "most beautiful" (in Yakima language) is the Wahkeena falls trail. This trail is steep and about one mile but the views are worth it!!!

Campus Recreation Department
FY 17 Enhancement Request
DOS 982 - Programs
CR2

Expanding Outdoor Programs

Number of additional trips	5
Transportation cost	\$1,242.10
Projected revenue	\$500.00
Student staff hours	80
Salary rate per hour	\$10.30
OPE per hour	\$0.21
Total Rate of Pay increase	\$824.00
Total OPE increase	\$16.48
Requested increase	\$1,582.58

Incidental Fee Committee
Enhancement Request

Date 1/12/2016

Department Campus Recreation

Index DOS 982

Amount Requested \$ 2,521.44

FY 17

Contact Information:

Name Rip Horsey

Position Campus Recreation Director

E-mail horseyr@wou.edu

Phone 503-838-9535

One-time S&S Travel Personnel Capital/Other

Purpose of request:

The Campus Recreation Department is requesting an increase in student labor to provide a service to WOU students who have body image challenges and would like more information on how to workout within the Health and Wellness Center. This would provide an educated and trained fitness coach individual to spend 8 hours per week during the regular academic term working with WOU students.

There are many reasons why individuals will not come to the Health and Wellness Center, so we are being proactive to allow individuals an opportunity to be presented with information and education on how to better utilize the resources the Health and Wellness Center has for their needs.

Attach all applicable documentation including a detailed breakdown of the request.

DO NOT INCLUDE ADMINISTRATIVE OVERHEAD

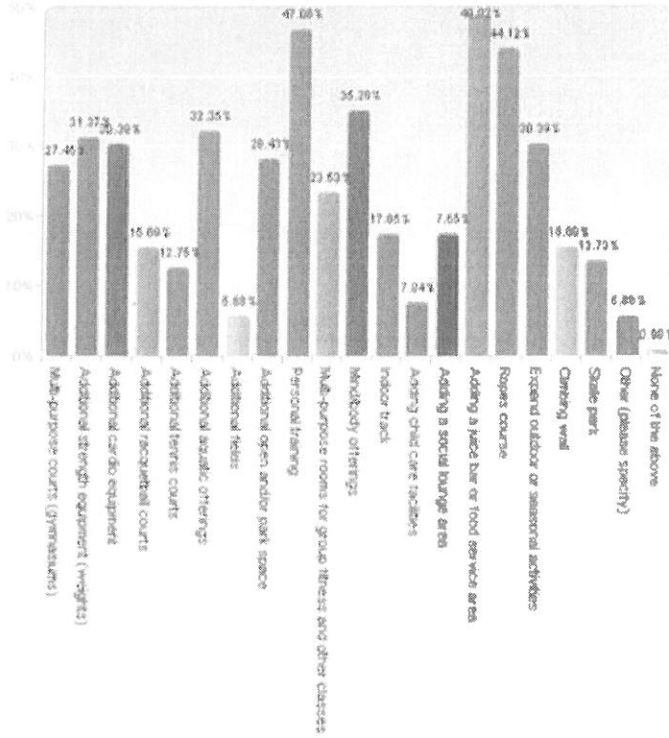
Approved _____ Denied _____ Amount \$ _____

Campus Recreation Department
FY 17 Enhancement Request
DOS 982 - Programs
CR3

Fitness Specialist

Student staff hours per term	80
Salary rate per hour	\$10.30
OPE per hour	\$0.21
Total Rate of Pay increase	\$824.00
Total OPE increase	\$16.48
Requested increase	\$2,521.44

important to you? (Check all that apply)



Frequency Graph Cross Tab

Q126. If you were improving/expanding recreation facilities, which of the following would be important to you? (Check all that apply)

Count Resident Response %

Table with 2 columns: Count Resident, Response %

Response %