

Incidental Fee Committee
FY17 Enhancement Request

Date: 10-22-15

Department: WUC

Index: WUC902

Amount Requested: \$3,725

FY: 17

Contact Information

Name: Chelsee Blatner

Position Assistant: Assistant Director for Operations

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Purpose of request:

We are requesting increased Student employment payroll and OPE funds in the amount of \$3,725. This enhancement would be for student staff hours to help turn conference rooms, run Audio Visual Equipment, light cleaning duties of the WUC and help support and plan WUC specific programming-specifically WOU Mania and Premiere Night. The need was produced by increased usage of building and services by students, clubs, and organizations. A full study of our student payroll projections for FY17 (see attached documentation) demonstrates that we are not currently funded to the anticipated building operational needs and facilities requests. We were able to move \$3,500 to account for a portion of the labor increase, but are seeking the remaining balance through this enhancement to maintain FY17 operational needs.

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

DO NOT INCLUDE ADMINISTRATIVE OVERHEAD

Approved _____ Denied _____ Amount \$ _____

**Werner University Center Student Employee Wages
2016-2017**

<u>Summary</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Building Manager	3653	\$ 10.75	\$ 39,269.75	\$ 1,581.97	\$ 40,851.72
Information Desk	3780	\$ 9.75	\$ 36,855.00	\$ 1,237.28	\$ 38,092.28
FSA	600	\$ 9.50	\$ 5,700.00	\$ 114.00	\$ 5,814.00
Student Custodian	806	\$ 9.25	\$ 7,455.50	\$ 193.51	\$ 7,649.01
Special Events	2205	\$ 9.25	\$ 20,396.25	\$ 407.93	\$ 20,804.18
A/V Technician	450	\$ 9.75	\$ 4,387.50	\$ 87.75	\$ 4,475.25
Leadership PA	330	\$ 10.00	\$ 3,300.00	\$ 66.00	\$ 3,366.00
Major Event PA	495	\$ 9.75	\$ 4,826.25	\$ 96.53	\$ 4,922.78
Web Assistant	330	\$ 9.75	\$ 3,217.50	\$ 64.35	\$ 3,281.85
	12,649		\$ 125,407.75	\$ 3,849.31	\$ 129,257.06
Fall Term	11 Weeks				
Winter Term	11 Weeks				
Spring Term	11 Weeks				
	19 Weeks Summer & Breaks				
	52 Weeks/Year				

Building Manager - Student Employee 3, Step 5 (start)

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	56	11	616	\$ 10.75	\$ 6,622.00	\$ 132.44	\$ 6,754.44
Winter	56	11	616	\$ 10.75	\$ 6,622.00	\$ 132.44	\$ 6,754.44
Spring	56	11	616	\$ 10.75	\$ 6,622.00	\$ 132.44	\$ 6,754.44
Summer/Breaks	65	19	1235	\$ 10.75	\$ 13,276.25	\$ 1,062.10	\$ 14,338.35
Special Events Hours	570		570	\$ 10.75	\$ 6,127.50	\$ 122.55	\$ 6,250.05
			3653	Total:	\$ 39,269.75	\$ 1,581.97	

Building Manager TOTAL PAY

\$ 40,851.72

Information Desk - Student Employee 2, Step 2 (start)

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	85	11	935	\$ 9.75	\$ 9,116.25	\$ 182.33	\$ 9,298.58
Winter	85	11	935	\$ 9.75	\$ 9,116.25	\$ 182.33	\$ 9,298.58
Spring	85	11	935	\$ 9.75	\$ 9,116.25	\$ 182.33	\$ 9,298.58
Summer/Breaks	45	19	855	\$ 9.75	\$ 8,336.25	\$ 666.90	\$ 9,003.15
Special Events Hours	120		120	\$ 9.75	\$ 1,170.00	\$ 23.40	\$ 1,193.40
			3780	Total:	\$ 36,855.00	\$ 1,237.28	

Information Desk TOTAL PAY

\$ 38,092.28

Facility Scheduling Assistant - Student Employee 2, Step 1 (start)

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	20	10	200	\$ 9.50	\$ 1,900.00	\$ 38.00	\$ 1,938.00
Winter	20	10	200	\$ 9.50	\$ 1,900.00	\$ 38.00	\$ 1,938.00
Spring	20	10	200	\$ 9.50	\$ 1,900.00	\$ 38.00	\$ 1,938.00
			600	Total:	\$ 5,700.00	\$ 114.00	

Facility Scheduling Assistant TOTAL PAY

\$ 5,814.00

Student Custodian - Student Employee 1, Step 1 (start)

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	22	11	242	\$ 9.25	\$ 2,238.50	\$ 44.77	\$ 2,283.27
Winter	22	11	242	\$ 9.25	\$ 2,238.50	\$ 44.77	\$ 2,283.27
Spring	22	11	242	\$ 9.25	\$ 2,238.50	\$ 44.77	\$ 2,283.27
Summer/Breaks	10	8	80	\$ 9.25	\$ 740.00	\$ 59.20	\$ 799.20
			806	Total:	\$ 7,455.50	\$ 193.51	

Student Custodian TOTAL PAY

\$ 7,649.01

Special Events Staff - Student Employee 1, Step 1 (start)

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	735		735	\$ 9.25	\$ 6,798.75	\$ 135.98	\$ 6,934.73
Winter	735		735	\$ 9.25	\$ 6,798.75	\$ 135.98	\$ 6,934.73
Spring	735		735	\$ 9.25	\$ 6,798.75	\$ 135.98	\$ 6,934.73
			2205	Total:	\$ 20,396.25	\$ 407.93	

Special Events Staff TOTAL PAY**\$ 20,804.18****Audio Visual Technician - Student Employee 2, Step 2 (start)**

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	150		150	\$ 9.75	\$ 1,462.50	\$ 29.25	\$ 1,491.75
Winter	150		150	\$ 9.75	\$ 1,462.50	\$ 29.25	\$ 1,491.75
Spring	150		150	\$ 9.75	\$ 1,462.50	\$ 29.25	\$ 1,491.75
			450	Total:	\$ 4,387.50	\$ 87.75	

Audio Visual Technician TOTAL PAY**\$ 4,475.25****Leadership Programming Assistant - Student Employee 3, Step 2 (start)**

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	10	11	110	\$ 10.00	\$ 1,100.00	\$ 22.00	\$ 1,122.00
Winter	10	11	110	\$ 10.00	\$ 1,100.00	\$ 22.00	\$ 1,122.00
Spring	10	11	110	\$ 10.00	\$ 1,100.00	\$ 22.00	\$ 1,122.00
			330	Total:	\$ 3,300.00	\$ 66.00	

Leadership Programming Assistant TOTAL PAY**\$ 3,366.00****Major Events Programming Assistant- Student Employee 3, Step 1 (start)**

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	15	11	165	\$ 9.75	\$ 1,608.75	\$ 32.18	\$ 1,640.93
Winter	15	11	165	\$ 9.75	\$ 1,608.75	\$ 32.18	\$ 1,640.93
Spring	15	11	165	\$ 9.75	\$ 1,608.75	\$ 32.18	\$ 1,640.93
			495	Total:	\$ 4,826.25	\$ 96.53	

Major Events Programming Assistant TOTAL PAY**\$ 4,922.78****Web Assistant - Student Employee 2, Step 2 (start)**

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Fall Term	10	11	110	\$ 9.75	\$ 1,072.50	\$ 21.45	\$ 1,093.95
Winter	10	11	110	\$ 9.75	\$ 1,072.50	\$ 21.45	\$ 1,093.95
Spring	10	11	110	\$ 9.75	\$ 1,072.50	\$ 21.45	\$ 1,093.95
			330	Total:	\$ 3,217.50	\$ 64.35	

Web Assistant TOTAL PAY**\$ 3,281.85****Facility Scheduling Assistant (Summer Conferences)- ENHANCEMENT student employee 2, step 1**

	<u>Hours/Week</u>	<u># Weeks</u>	<u>Total Hours</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>OPE</u>	<u>Grand Total</u>
Winter Term	15	2	30	\$ 9.50	\$ 285.00	\$ 5.70	\$ 290.70
Spring	15	11	165	\$ 9.50	\$ 1,567.50	\$ 31.35	\$ 1,598.85
Summer	15	10	150	\$ 9.50	\$ 1,425.00	\$ 114.00	\$ 1,539.00
			345	Total:	\$ 3,277.50	\$ 151.05	

Facility Scheduling Assistant TOTAL PAY**\$ 3,428.55**

Incidental Fee Committee
FY17 Enhancement Request

Date: 1-21-16

Department: WUC

Index: WUC902

Amount Requested: \$1,852

FY: 17

Contact Information

Name: Patrick Moser

Position Assistant: Director, Werner University Center

E-mail: mosep@wou.edu

Phone: 503-838-8063

Purpose of request:

The Vice President of Student Affairs (VPSA) office purchased a new Wolfie mascot suit this Summer. The cost of mascot suits are a substantial investment. The suit and accessories cost approximately \$5000 and the new mascot has received very positive feedback. The Werner University Center and Student Leadership and Activities has managed the mascot program for years. The previous program allowed student groups and campus departments to reserve, check out, and wear the mascot for events on or off campus. A campus committee, that included students, was formed to assist in the selection of the new mascot and give feedback on how the Wolfie program should be managed with the new suit. It was determined by campus stakeholders that the best practice would be to create a program where we hired students to serve as the mascot and maintain the suit so that the new mascot would have a consistent personality and reliable suit maintenance. Currently, Athletics pays the student who works as Wolfie at athletic events and will continue to do so. VPSA has been funding the pay for students to serve as Wolfie at campus events as requested by students, staff, and faculty. However, the money from VPSA is not a sustainable source of funding, so we are requesting an enhancement that would pay a student to be the mascot for 50 hours a term for campus events as requested by students, staff, and faculty. The budget would also allow for a small budget for maintenance and cleaning of the mascot suit.

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

DO NOT INCLUDE ADMINISTRATIVE OVERHEAD

Approved _____ Denied _____ Amount \$ _____



Wolfie Mascot Program Position Description

Responsibilities:

- Perform as "Wolfie" while wearing "Wolfie" costume at community appearances and Western Oregon University athletic events abiding by the Wolfie Mascot Program Policy and Guidelines.
- Pick up and drop off "Wolfie" costume from the Werner University Center.
- Assist in the maintenance of the "Wolfie" costume.
- Act as an escort to "Wolfie" when needed.
- Personally interact with campus and community members, including children.
- Work events throughout your employment as part of the Wolfie Mascot Program.

Requirements:

- Must be between the height of 5'9" and 6'1" in order to meet the height requirements of the "Wolfie" costume.
- Must be able to stand for extended periods of time, up to 5 hours.
- Must be able to attend the provided Mascot Training.
- Must be able to comply with Western Oregon University's student employee code of conduct.
- Must be able to lift up to 25lbs.
- Must be able to pass a background check due to involvement with minors.
- Must be in good academic standing and have a GPA of 2.5 or higher throughout your duration as an employee of the "Wolfie" Mascot Program.
- Although "Wolfie" has built in cooling features such as a head fan and ice vest, employees of the "Wolfie" Mascot Program must be able to handle being hot for long periods of time.

Preferences:

- Currently have and obtain a valid driver's license.
- Have a positive, energetic personality with a willingness and desire to have fun.
- Have a flexible schedule to accommodate the "Wolfie" Mascot Program schedule.
- Ability to interact well with children.

Looking to bring a little something extra to your Western Oregon University event or community event? Well stop your hunt and have Wolfie make an appearance. Whether it's for a selfie campaign (Wolfie loves selfies), to assist with a departmental activity or have Wolfie promote your upcoming event, complete the Wolfie Mascot Appearance Request Form. Please acknowledge that requests are taken on a first-come, first-serve basis.

Once the form is completed, you will receive a message from our offices to fulfill your request. If Wolfie is available and assigned to your event, we will send you an email with their contact information (name and phone number).

NOTE: Wolfie loves to socialize but know that Wolfie may not be available during scheduled academic breaks, during finals week, or on days where there may be an athletic event (ie. WOU football or WOU basketball).

Mascot Rental Agreement

I agree and acknowledge that Wolfie will be rented out on a first-come, first-serve basis. I know that Wolfie will need a mature, full-time handler to ensure the mascot's safety and appearance remain friendly. Wolfie may be accompanied by an appointed escort from the University if an escort is not available. Wolfie escorts will be appointed if organizations/departments /groups are not able to serve in this capacity and there will be a charge for the handler.

Wolfie cannot be required to be in the suit for longer than a maximum of one (1) hour - thirty (30) minutes at a time before taking a break. If the appearance is outdoors, please allow extra breaks during that allotted time. Appearances in severe weather (determined by our Office) are not permitted.

Wolfie Request Form- Off-Campus Use

Full Name: _____

Group/Organization (if applicable): _____

Phone Number: _____

Email Address: _____

Address (personal or organizations): _____

Event Name: _____

Event Type: _____

Event Location: _____

Reservation Date: _____

Reservation Start Time: _____

Reservation End Time: _____

Total Hours: _____

Amount Due: \$ _____

Payment Type (circle one): **Cash** **Check** (make payable to WOU)

Mascot Rental Agreement: Wolfie cannot be required to be in the suit for longer than a maximum of one (1) hour - thirty (30) minutes at a time before taking a break. If the appearance is outdoors, please allow extra breaks during that allotted time. Appearances in severe weather (determined by our Office) are not permitted. Payment for use of the mascot are required before the event.

I agree and acknowledge that the above-mentioned event will adhere to the terms listed.



Name (print)

Signature

