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Intellectual House

Services & Activities Fee

Fiscal Year 2027 Budget Request

Unit Leads

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Contributors

Budget Request Highlights

In this section, please list all line items for any changes in request amount greater than $1000, along with a short description of each line item and the amount requested. For all other changes under $1000, please list the total summed figures in a final "miscellaneous expenses" item at the bottom. Please ensure that all the SAF funded line items below and previous SAF allocation total add up to the requested amount. Our goal with this section is to provide an overview of the current financial state, along with any changes in SAF funding that are being requested this year.

Each unit's FY27 request may only represent a maximum increase of 6% or $38,000 over the unit's allocation for FY26 (whichever is higher in context of the unit's FY26 allocation).

While we would love to fund everyone's full request, SAF is financially constrained by the Washington State Legislature. RCW 28B.15.069 limits the amount that the Services and Activities Fee (SAF) is allowed to increase each year. For FY27, the SAF amount can be increased by a maximum of 4%. Requests beyond the maximum increase will be returned to units for corrections/updates.

Our unit's request in FY23 was **$201,009.00** and our award was **$201,009.00.**
Our unit's request in FY24 was **$225,409.00** and our award was **$225,409.00.**
Our unit's request in FY25 was **$243,441.72** and our award was **$224,856.00.**
Our unit's request in FY26 was **$240,419.20** and our award was **$234,159.00.**
Our request for FY27 is **$272,158.82**, which represents an increase of 16% ($38,000) from FY25.

In this section, please break each increase into its own sections (e.g. wage & benefits changes, increases in current employee hours/FTE, funding new positions, etc.). Example sections have been provided (you may delete the example sections).

Wage & Benefits Increases **$37,999.82**

We are giving our Student Assistants and Student Leads a 2% wage increase. This amount covers the wage increase to meet minimum wage and the increase in benefits costs for these positions.

The hiring process and market research determined an increase from the original $85,000 proposed in the SAF FY26 application. After hiring and salary negotiation, the salary was determined at $90,000. Our request seeks to meet as much of that salary as possible.

Full Budget Overview & Justification

In this section, you will have the opportunity to explain your request in greater detail via the guiding question(s) below. You are encouraged to use graphs, charts, or other visual tools. Your goal for this section is to provide the SAF committee (and the public) with sufficient (and substantive) context and justification for the use of these funds.

1. **How are expenditures distributed across the programs and/or services your unit offers? Please provide a general overview of how much spending is allocated to each category of expense, such as staffing, materials, etc., as is applicable.**

In years past, we've been able to build out a more detailed spreadsheet for you. This year, the earlier budget request document due date conflicts with our Fiscal Team's deadlines, and we were not able to get one. The following is educated guessing from what we can pull from Workday reports on our own. For SAF-funded budget items, we will spend $111,215.70 on student wages, $90,494.80 on the Assistant Director's salary, $27,036.10 and $25,812.22 respectively on benefits for those SAF-related positions, $15,000.00 on student-focused events, and $2,600.00 on student assistants traveling with us to Tribal Relations-related conferences and meetings.

Of other services and activities non-SAF:

- IH Director - about $102,379.52 (from OMAD funding) + $31,696.40 in benefits and retirement
- Administrative Supervisor – about $76,715.22 + $26,390.03 in benefits and retirement (from OMAD funding).
- Program Operations Specialist - About $27,540 salary/benefits. This person is building a mentorship alumni/student program for us, funded by a grant.
- Tribal Relations Traveling - $8,000
- Supplies – We are considering an update to our kitchen equipment. This may be about $10,000.00.
- IH Farm – CSF has funded our farm project for $8,000.00. We hire with this a Food Sovereignty Liaison to handle organizing volunteers, ordering seed, planning harvest/planting/etc., distributing harvest, reapplying for the CSF grant, and other farm related tasks. What costs go beyond this $8,000.00 we supplement as needed with revenue funds.
- Yehawli Coordinator - $11,000 salary and benefits (Short term grant). We requested this to be covered by SAF last year and found a grant that will cover the position in the short term but we will be requesting funding for the Yehawli Coordinator with FY27 budget request. For FY25, FY26, and FY27 the Yehawli Coordinator will be covered by the Cargill Grant (see the Budget Breakdown section for more about grant).

- Facilities related charges – maintenance, repairs, and utilities related charges are usually around $20,000 and fall under “Other Contract Services” in the table below.

2. **Please give a summary elaborating on how SAF Funding has been used to support students** (*Please refer to dollar amounts in this discussion when possible*).

    a. In what ways has SAF funding been essential to supporting your unit’s on-going services and role in the university? Please provide at least one specific example of a program/service.

SAF funding has been vital to our student services and staffing. SAF funds pay for the wages of ten to twelve Student Assistants. Each employee plans and executes a minimum of one event and as many as three events centered on UW student community. They may be scheduled during regular hours of operations while professional staff are on site. However, we have found more success by offering events after regular business hours between 5 PM – 9 PM Monday through Friday and Saturdays from 9 AM to 7 PM. Additionally SAF funds pay for our Assistant Director to provide direction to Student Assistants regarding their programming and to lead our unit’s student facing services.

    b. How have your unit’s services and programming changed over time, and how have you adapted the use of SAF funding?

Over time we have added more student employees and have requested funding to supplement the AD position. The increase of student employees allows us the opportunity to provide more student-focused events and programming. The current level of funding for the AD position has alleviated us from relying upon generating revenue through rentals and has opened more time to host students. One of our more recent changes was reserving the Conference Room as a student only space for studying, meeting, and collaborating. We also reduced the number of billable events each week that we allow. Our SAF-funded student events are also 100% subsidized by us, which opens us up to funding more events and programs for our target student population. We have lowered our self-generated revenue in favor of keeping the space available for students to use. Without SAF funding the Assistant Director position we would pivot our focus back to renting space – displacing students.

Our newest change has been supplementing support for the peer mentorship program Yehawli that brings together 10-20 AI/AN students to promote their academic and personal success at the University. This program has been covered by a grant from AES for the last 15+ years but has become insufficient. For more than a year we’ve been picking up the slack. We are now seeing about 20-30 students at Yehawli Meetings consistently. Last year we were denied a request to fund a Yehawli Coordinator via SAF, and we have found a temporary fund to pay for this position in the Cargill Grant for this year and the next 2 years. With the growth of Yehawli, we will be continuing to pursue funding for this position starting in FY28.

c. Are there programs/services that SAF has funded in the past that your unit no longer provides?

Although not a SAF funding program, as stated above we formerly rented out the space as many as 150+ times a year and have reduced rentals significantly to about 65-70 times per year in favor of keeping space available for students. This has impacted our self-generated revenue; however, Assistant Director position funding has made up for this.

The purpose and mission of the entire Intellectual House is to support students, provide a gathering space, and a space for American Indian/Alaska Native students, staff, and faculty to be seen, understood and wanted. We are fundraising for Phase 2 currently. Phase 1 has always been intended to be the gathering and community-focused space, while Phase 2 will be the student-focused space. Until we have Phase 2, Phase 1 will continue to perform all these objectives to the best of our ability.

d. Are you currently using your unit's allocation for new programs or services that were not originally requested as an item in your SAF budget request?

This year we increased the size of our Student Assistant pool from 2 Leads and 8 Student Assistants to 2 Leads and 11 Student Assistants. This has made it easier to build the schedule in a way that doesn't leave portions of the week short staffed.

3. **What is the nature of your reserves/fund balances? For what purposes do you hold reserves? How were they accrued?** (Reserves/Fund balances are termed and considered differently in every unit. If you are unsure of what these terms mean or would like clarification on anything, please reach out and ask.)

Our reserves are expected to be spent down to a maintainable level of reserves in SAF. We would like to keep our reserves low and spend what we are allocated each year. We will use the reserves if we underestimate student hours, which is the most volatile SAF-related line item we manage. After depleting our reserves, we cover our overages using revenue budget, as we do with our other budgets.

Budget Breakdown

In this section, please include a breakdown of your requested revenues/expenses for FY27 your unit's budget for FY26, and your unit's actuals for FY25.

The template and instructions can be found here: SAF FY27 Budget Breakdown.xlsx

Budget Breakdown

Operating Revenues	FY27 Request	FY26 Budgeted	FY25 Actuals	Notes
SAF Funds	$ 272,159	$ 234,159	$ 224,856	
Core Funds	$ 264,851	$ 249,627	$ 271,953	
Grants	$ 91,333	$ 91,333	$ 91,333	
Other Student Fees				
Auxiliary Revenues	$ 60,000	$ 60,000	$ 60,699	
Total Revenue	**$ 688,343**	**$ 635,119**	**$ 648,841**	
Change From Previous FY (%)	**8.38%**	**-2.11%**		

Operating Expenses	FY27 Request	FY26 Budgeted	FY25 Actuals	Notes
Salaries & Wages				
Permanent	$ 270,895	$ 265,387	$ 239,966	
Student/Temporary	$ 147,805	$ 144,907	$ 96,341	
Retirement & Benefits				
Permanent	$ 85,123	$ 80,508	$ 74,262	
Student/Temporary	$ 34,220	$ 33,549	$ 22,328	
Supplies and Materials	$ 17,205	$ 17,205	$ 72,558	
Professional & Purchased Services	$ 41,391	$ 51,721	$ 52,808	$10.3k in FY26 is cost spend from Revenue to update reservable equipment in the space
Travel	$ 10,600	$ 10,600	$ 1,522	
Utilities	$ 16,465	$ 16,465	$ 16,465	
External Funding Allocations			$ 2,025	
Capital Projects/Expenditures				
Other Operating Expenses	$ 73,446	$ 73,446	$ 75,091	$73446.41 for FY25 is from charges to the Cargill Grant. We used this to populate years moving forward and expect to spend more.
Total Expenses	**$ 697,149.11**	**$ 693,788.48**	**$ 653,366.41**	As a not for the FY2025 Actuals, Michael expects we do not know all of our Worktags afterall. The SAF, Revenue, and staffing components of our actuals are accounted for.
Change From Previous FY (%)	**0.48%**	**6.19%**		

Fund Balance	FY27 Request	FY26 Budgeted	FY25 Actuals	Notes
Unallocated	$ 444,597	$ 465,940	$ 422,447	Our unallocated funds are mostly from our revenue budget. Over the last 10 years, this has grown to be over $350,000. At the request of our VP we've been advised to hold this above $300,000 to be ready to pivot should an emergency arise, such as the AV tech failing on us and having to spend nearly $200,000 to replace it all. We also found that our carryover in SAF is about $60,000 and dropping.
Allocated				
Restricted				
Total Fund Balance	**$ 444,597.04**	**$ 465,940.00**	**$ 422,447.00**	
Change From Previous FY (%)	**$ (0.05)**	**$ 0.10**		

Total Change From Previous FY ($)	**$ 28,520.23**	**$ (10,650.74)**		
Total Change From Previous FY (%)	**107.00%**	**97.45%**		

Information on Other Revenues:
State funds

- Director
  - Directs professional and classified staff team
  - Oversees long-term picture of Phase 1
  - Works across programs to find ways to best support student success
  - Fundraising for Phase 2
  - Delegates opportunities and tasks to team
- Administrative supervisor
  - Supervises student employees
  - Tracks budget to ensure alignment to long-term goals
  - Operates the facility's day-to-day function
  - Seeks opportunities to maintain/upgrade/update facility
- Utilities/supplies
  - Mitigate facility-related costs.
- Revenue
  - Generated from renting the space out 100 times per year.
  - Revenue goes to fill needs unfulfilled by budgeted funds.
  - Unused revenue is used to upgrade/update/maintain facility in future years.

Grants

- N8V Garden
  - Formerly CSF Grant is fund to pay our Food Sovereignty Liaison who manages a UW Farm plot overseen primarily by the Farm Manager.
- Cargill Grant
  - Awarded for FY25, FY26, and FY27 in the amount of $250,000. This grant is to connect students to the network of community made up of alumni. Our Program Operations Specialist is creating a cohort-based mentorship program that solidifies a group of alumni as mentors and connects them to students who are seeking to be mentored. This kind of mentorship program has not existed for the Native Community on UW Campus and is shaping up to be an impactful program.

Additional Questions

1. **The following questions will help us understand your unit's priorities.**
   a. **How would you adjust your operations if you did not receive your full FY27 request? Please elaborate on the potential impact on staffing and services.**

If our request was not met in full, we would need to rent the facility out more (from 3 events per week to 4); therefore, we would need to displace our student population from using the space as freely as they can now.

b. **What if you received 4% less than your FY26 allocation? Please elaborate on the potential impact on staffing and services.**

If we receive less than we were allocated FY26, we'll need to dial up our billable events to rely more on self-generated revenue. This will likely result in us lifting the limit on weekly billable events. This will make the space far less accessible to students.

c. **What student services/programs are integral to your mission that you would not cut even if you received an amount less than your FY26 allocation? Why?**

We will keep providing space for our AI/AN/I students to have a space to gather and be as a home-away-from-home. We'll also have a team of student employees to support the space, but the team may be forced to decrease in size and focus more on supporting events than providing SAF funded student-focused events to their peers.

2. **If you are projecting a net deficit for your overall FY27 budget, please provide additional context for this net deficit (e.g. reallocation of carryover funds from previous fiscal years, extraordinary expenses necessary to meet operational needs, etc.) and how this might impact your operations.** *(Optional – Answer "N/A" if not relevant to your unit)*

N/A

3. **What is one program/service your unit would like to work towards building to enhance students' out-of-class experience at the University? How much would it cost?**

We would make available opportunities for students to travel for ceremonies, celebrations, internship opportunities, etc. While UW offers many things students need to succeed, we do recognize that for some students a little extra is needed. We have had grants available to us in the past that have helped with getting students to ceremony where they were from.

4. **How does your unit ensure that student fees do not subsidize non-student, academic, research, and other costs that are the primary responsibility of the University and its colleges?**

For all of our student focused events we use a Google Forms RSVP that requires a UWnetID. To ensure they are students and not staff/faculty, we ask for a student number as well. We do not allow statistics or surveys from our office to be used from these events by anyone outside of our office to avoid them being part of a study.

5. **What active roles do students and their views play in your unit's decision making?**

We have established a wəɬəbʔaltxʷ Student Advisory Board to engage with on our current initiatives that include creating Native Affinity Housing and a cross-campus smudging policy. Our wSAB provides input and advice for these initiatives and helps provide student leadership and advocacy.

6. **How are you utilizing the SAF logo? In what ways do you spread awareness of your affiliation with SAF? Attach an example if applicable.**

We use it in our physical and digital flyers and posts where SAF funding is behind the event or program. We have had 4 SAF events so far this quarter, with 13 more events planned for the rest of the year.

7. **When projecting out 1-3 fiscal years, what challenges, if any, do you foresee for your unit (policy changes, financial, etc.)? How could SAF be helpful in navigating these challenges?** *(Optional – Answer "N/A" if not relevant to your unit)*

In FY25, we sought funding from SAF to cover our Yehawli Coordinator wages and benefits, and we were not awarded funding. We were awarded the Margaret A. Cargill Philanthropies Grant that covered those costs, including funding for Yehawli food. The Cargil grant is anticipated to end in July 2027. We anticipate seeking SAF support for FY28 to cover the wage and benefit costs for the Yehawli Coordinator. Yehawli is our most regular and consistent programming, offering weekly dinners, peer mentorship, and study space for students. In addition, the Cargill grant supports our Program Operations Specialist, who implements the Indigenous Mentorship Program. When the grant ends, we will seek support to cover wage & benefit costs and supply costs for the Indigenous Mentorship Program. A long-term (2-3 year) financial opportunity includes completing Phase 2 construction and seeking support for the additional staffing the building will require. SAF would help support an increase in our wages and benefits to cover the cost of hiring additional professional staff and students for the new building.