PURE 2019 Annual Activities Report

Program for Undergraduate Research Experiences

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Introduction

This year's annual report provides summary of key points in PURE's activities and growth. We have accomplished a great deal, particularly around efficiency in our processes, outreach, and strengthening AES's participation. Our shortcomings are an overspending, weak marketing, and gaps of support processes in case of personnel shortages or emergencies.

If you'd like further details or discussion on any particular points, or would like to see additional documentation, please contact us at: pure@mail.wou.edu.

Personnel

This past year, the PURE Board opted to revise board membership by adding an additional CoE seat as well as a seat specifically for staff. All board positions have been filled except for the At-Large/Community seat; this has been vacant for several years. Below are this past year's board as well as this coming year's board.

PURE's Executive Committee 2018-19

REPRESENTATIVE	AREA	Discipline/Program
Emily Lilo	COE	Health and Ex. Sci.
Xiaopeng Gong	COE	DEL
Joshua Daniels	CLAS	Hum: English
Rebecca McCannell	CLAS	Creative Art: Art
Mike Baltzley	CLAS	NSM: Biology
Margaret Manoogian	CLAS	Behavioral Sciences: Gerontology
Sue Kunda	LMS	Library
Adry Clark	At-Large/ Community	Service Learning & Career Development
Gavin Keulks	Honors Program Director	Honors (English)
Paula Baldwin	Managing Editor, PURE Insights	Communication Studies
Greg Zobel	Director	PURE/AES; DEL
Ava Howard	Immediate PAST COORDINATOR	

PURE's Executive Committee 2019-2020

REPRESENTATIVE	AREA	Discipline/Program
Emily Lilo	COE	Health and Ex. Sci.
Xiaopeng Gong	COE	DEL
Andrea Emerson	COE (2018 ByLaw adjustment)	DEL

Joshua Daniels	CLAS	Hum: English
Rebecca McCannell	CLAS	Creative Art: Art
Feier Hou	CLAS	NSM: Chemistry
Margaret Manoogian	CLAS	Behavioral Sciences: Gerontology
Sue Kunda	LMS	Library
Eric Dickey	STAFF (2018 ByLaw adjustment)	
VACANT	At-Large/ Community	
Adry Clark	At-Large/ Community	Service Learning & Career Development
Gavin Keulks	Honors Program Director	Honors (English)
Paula Baldwin through Dec 2019; Maren Anderson Jan 2020-forward	Managing Editor, PURE Insights	Communication Studies; English
Greg Zobel	Director	PURE/AES; DEL

Student Workers

In 2018-19 PURE was supported by two students. One was a student worker, Chloe Miller, who was our CiP student intern from 2017-2018. She provided support and outreach from Fall through Spring terms. We also had this year's CiP intern, Kranti Bodhitaki, who supported PURE in Winter and Spring term. He engaged in outreach, infrastructure support, content creation, and coordinating with MARCOM, the print shop, and faculty.

Student activities included, but were not limited to:

- Promoting student participation via class visits
- Participating in and promoting both Sharing Undergraduate Research Experiences (SURE) presentations in Fall and Winter
- Technical support for faculty and students submitting to AES with open office hours
- Recruiting student volunteers
- Coordinating student volunteers (25 volunteers for 80 hours of work)
- Writing, proposing, and revising content
- Content and data sorting, filing, and communication tasks
- Public relations
- AES set-up, tear down

Costs

SLCD's CiP program compensated $2,252.13 for Kranti (207.5 hours).

PURE paid $1.240.57 was paid to Chloe for (115 hours). The Associate Provost's office was to have contributed $1,000 to help cover Chloe's pay—thus PURE paid out $240.57. Unfortunately, as of 15 July 2019, this transfer was not made in time to cover the 2018-19 budget.

Other Support for PURE

SDLC's CiP program paid $2,252.13 directly to Kranti during his internship with PURE.
Interim Associate Provost, Academic Programs and Effectiveness $1,000

Non-financial support:

- Camila Gabaldon with technology/registration changes;
- Stewart Baker and Sue Kunda helping with *PURE Insights;*
- AES Organizing Committee with representatives from multiple departments;
- MarCom.

PURE Insights Journal Activities

PURE Insights (*PI*) has achieved a good deal this past year under Paula Baldwin's leadership. Achievements include, but are not limited to:

- Publication of our first article in Spanish;
- Streamlining of publication and review processes;
- Increased outreach to student authors and faculty mentors;
- Effective recruitment and publication of student artwork;
- Increased engagement with humanities via publication of prize-winning poetry;
- Timely publication of issues;
- Active coordination and promotion with PURE and AES events;
- Revision of *PI* website;
- Recruiting section editors and reviewers.

Academic Excellence Showcase Activities

AES is not possible without the support of multiple departments across campus with the AES Planning Committee. Membership and representations are shown below.

AES Planning Committee

AES Planning Committee Members
Stewart Baker: Digital Commons Administrator; technical support
Chrys Burcham: Staff Interpreter and Scheduling Manager, Human Services
Lisa Catto: Media Relations and Social Media Manager
Camila Gabaldon: Technical engineer and support
Brent King: PURE Assessment Coordinator
Sue Kunda: Scholarly Communications Librarian
Sarah Lockwood: Facilities Scheduling Manager
Stacey Rainey: Deaf & Hard of Hearing Services Coordinator, Disability Services

Nathan Sauer: Equipment Systems Specialist
Denise Visuano: Director of Publications & Creative Services
Gregory Zobel: AES Coordinator; Director, PURE

Student Registration and Session Request Technology Revision

After several years of developing a Google-based registration system for students and faculty for AES, it became clear in 2018 that the system was unduly complex and had outgrown its usefulness. Additionally, after 2018's AES, we learned directly from multiple support staff that the system had required at least 120 hours of labor—often simply copy/paste between spread sheets—from faculty and staff who have terminal degrees. This was a waste of time and talent.

After multiple consultations with different units, users, AES staff, and the PURE board, it was determined that we would revise the entire student and faculty registration system. We agreed that we should design a system that could be used for the next 3-5 years and require only minimal revisions and changes. We collaborated with multiple impacted departments, such as the library digital commons and MarCom, to make sure that the exported files would easily fit their work flow.

After multiple months collaborating with Camila Gabaldon, who completed the coding side of this project completely on her own, along with ongoing testing and user feedback, AES has a new registration system. This would not have been possible without Gabaldon's efforts.

Based on observations of user problems, support requests, and ongoing Google-tech problems, we estimate that this changed not only saved staff at least 100 hours, it saved the PURE Director 40-60 hours of email and tech support. Additionally, Camila Gabaldon confirmed that this new system saved her at least 40 hours of labor—calculated after all the hours she put into building the new registration system.

As I result, creation of the new system saved professional faculty and staff on campus at least 180 hours of labor—this labor savings will continue on into 2020 and 2021.

We anticipate minimal revisions to the registration system in the coming two years. Again, I expect this will save Gabaldon scores of hours of labor. We also expect users to become more accustomed to the system, thereby improving their experience.

Student Abstracts Gone Digital

After conducting a campus-wide survey about possible changes to AES, including extending due dates to provide faculty more time, we learned that faculty would be willing to have their students' abstracts be posted digitally in exchange for having more time to organize and submit abstracts as well as register sessions.

This also helped save MarCom many hours of work because they did not have to organize and include all the abstracts in the hard copy of the program; this enabled us to push deadlines to a later time. Digital abstracts also reduced the printed program costs by about 40 cents per program.

Thus, in collaboration with library staff and MarCom, we initiated publishing students abstracts digitally at WOU's digital commons. Instead of only being published in hard copy programs, abstracts are posted online, with a permanent link, at WOU. Students will be able to link to their abstract after they graduate and include their presentation in their CV.

Employing Digital Session Scheduler, SCHED, for ease of use during event

Stewart Baker led efforts to include SCHED, a digital conference scheduling app, in this year's AES. SCHED was meant to augment and support the traditional program—not replace it. We anticipate continuing and improving SCHED so that it can help us move to a low- or no-paper conference.

Primary Communication via Website not Email

We focused on placing on important and necessary information about AES and PURE activities on the PURE and AES websites. Rather than putting information in emails that are easily ignored or lost, we simply reminded people to go to the website and search for the information. This was in direct response to faculty comments that they lost or could not find instructions in the different emails. While this system worked, it can be improved.

Willamette Promise at AES

Greg Zobel, Rob Findtner, Kathy Cassity (CLAS Dean), and Kristin Mahoney (admissions) partnered with Adam Whalen of Willamette ESD to continue an initiative to invite Willamette Promise high school juniors to campus for AES as a recruitment tool for WOU. This built on similar efforts for AES 2018. The partnership resulted in a small number of high school students attending, and we learned this just days before the event. Given that the ROI of our labor was low, this project needs to be reviewed and perhaps revised or eliminated.

Website

We built on the existing PURE website, added a blog, and treated the AES site as the central location for all AES information. While we did a reasonable job, the process needs to be formalized and streamlined. MarCom was very helpful in supporting this work.

Print/proceedings Publication

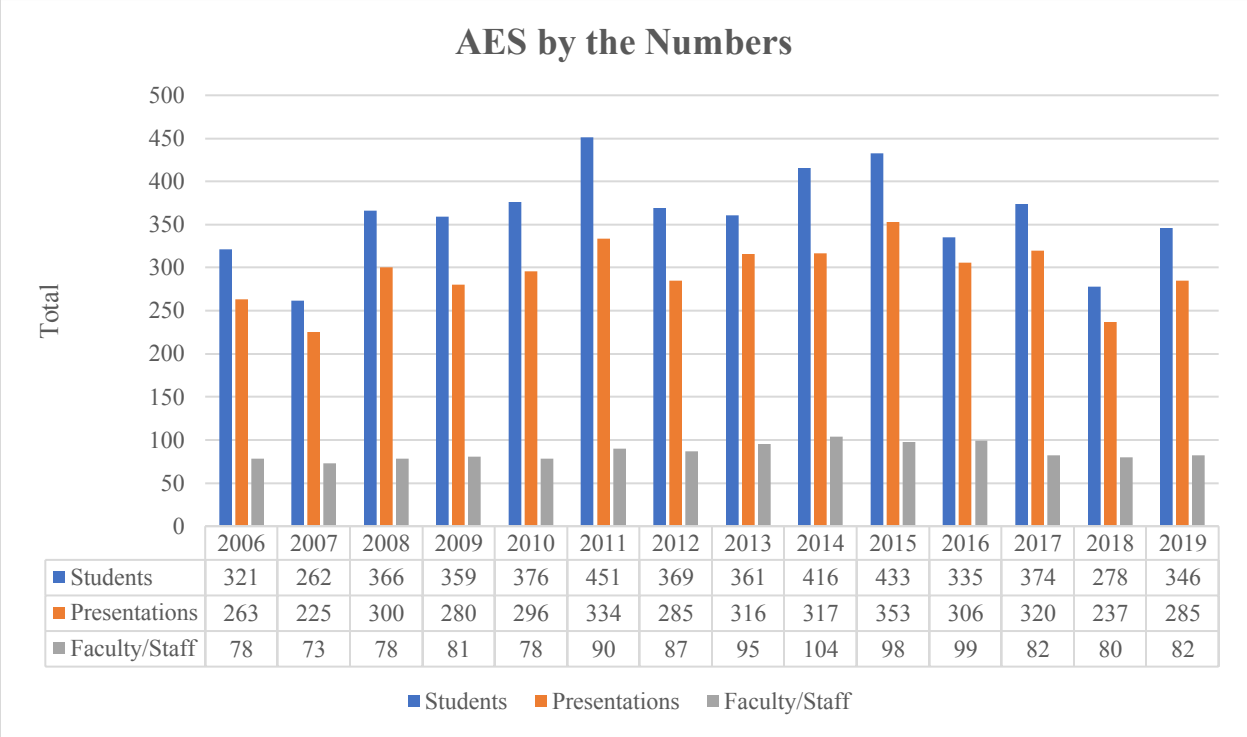
Given the expense of printing proceedings and having literally hundreds of leftover programs in prior years, this year we printed 700 instead of one thousand programs. We still have boxes of leftover programs. The PURE board voted to support moving to printing ever fewer programs over the coming three to five years in order to support responsible use of resources, both financial and environmental. We are considering other program distribution plans so that there is less waste.

Showcase Held 30 May 2019

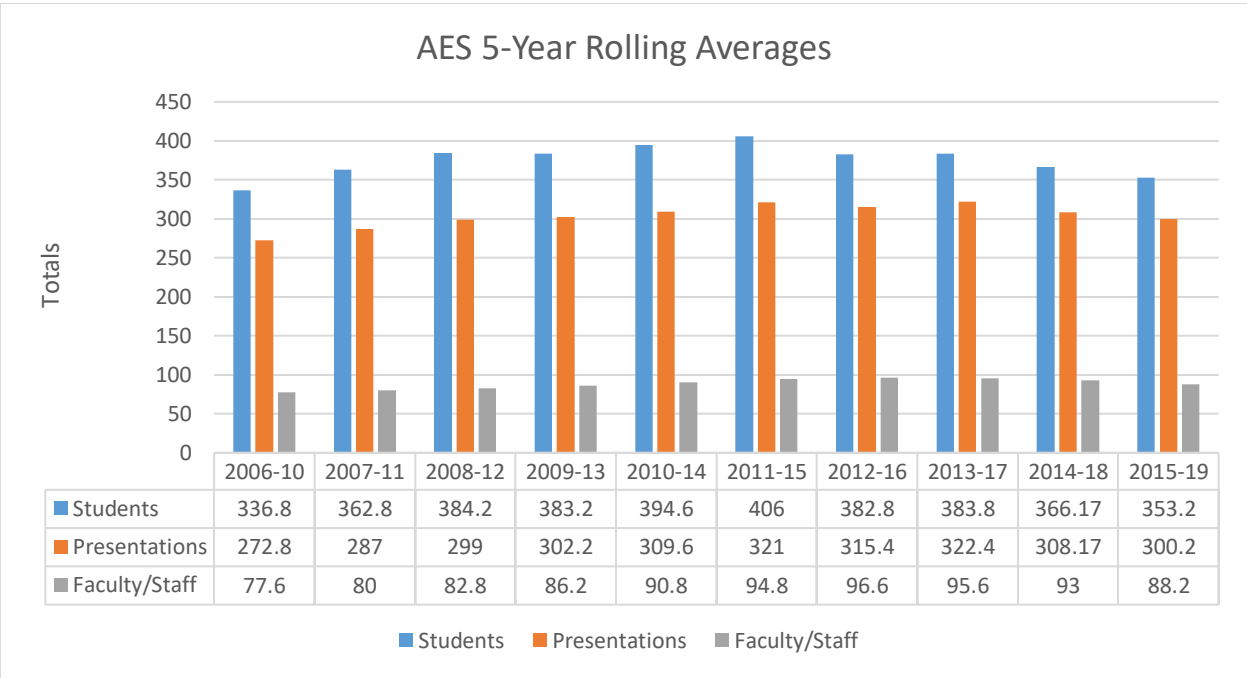
The showcase was held, with Plenary, on 30 May 2018. Below are some relevant touchpoints.

AES by the Numbers

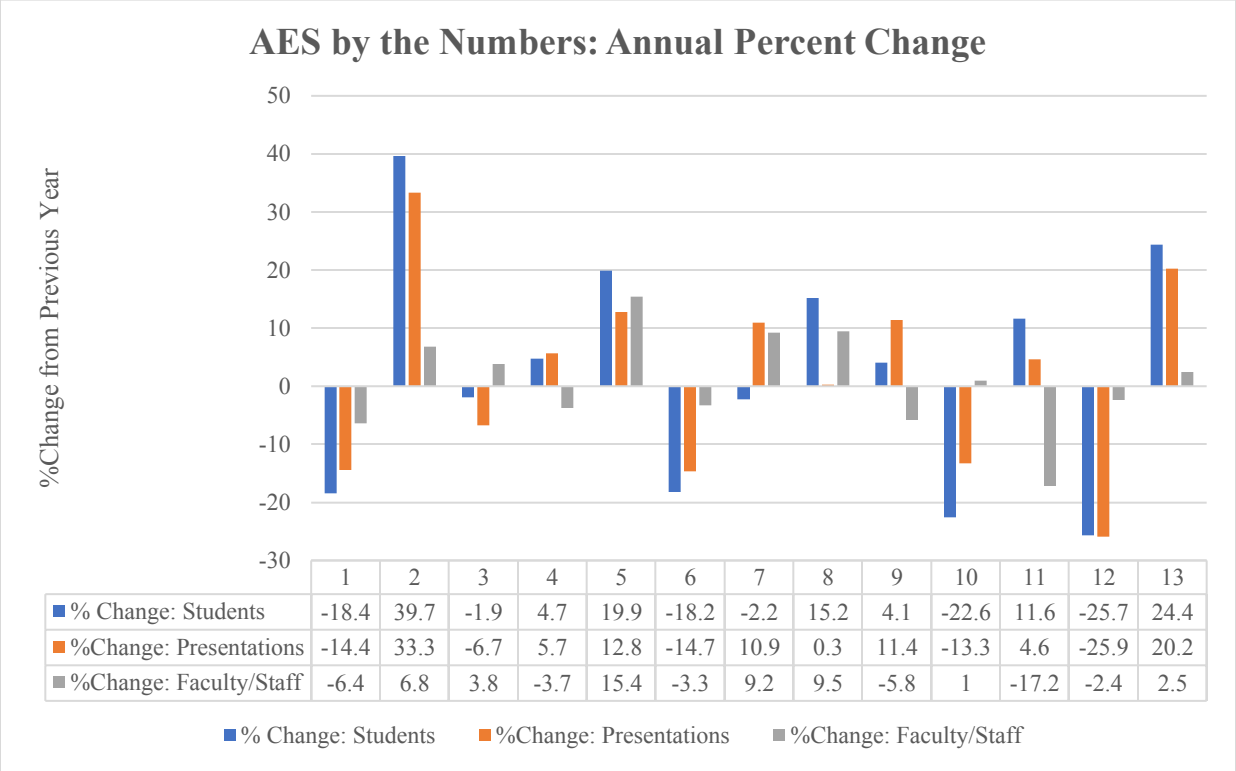
Below are the results of a holistic review of AES compared to all previous years. The tables below show the strong growth over 2018 and our closing in on earlier years' levels of participation and engagement.



	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Students	321	262	366	359	376	451	369	361	416	433	335	374	278	346
Presentations	263	225	300	280	296	334	285	316	317	353	306	320	237	285
Faculty/Staff	78	73	78	81	78	90	87	95	104	98	99	82	80	82



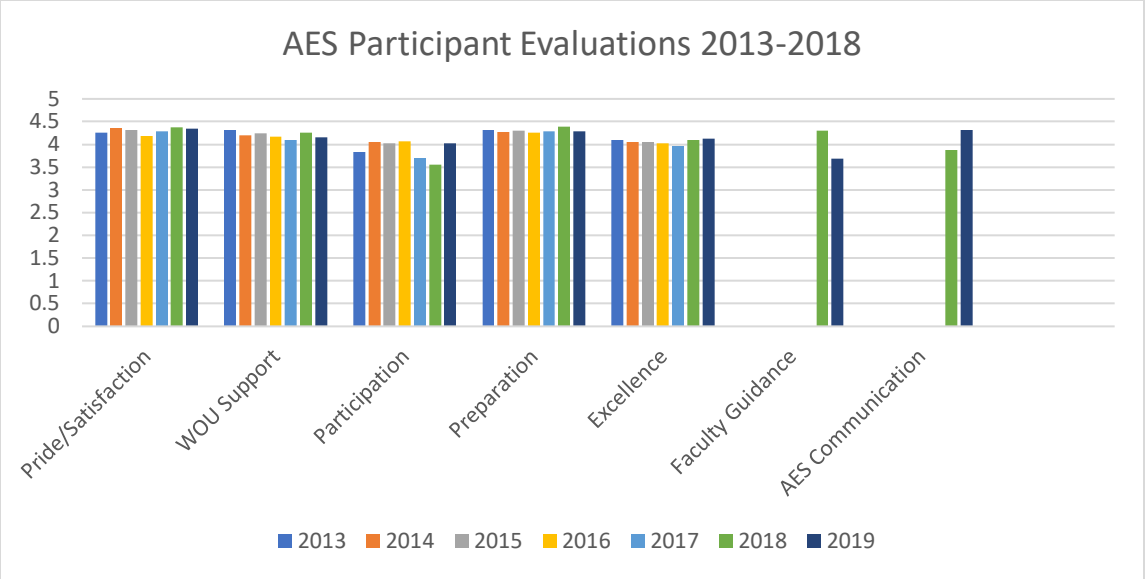
	2006-10	2007-11	2008-12	2009-13	2010-14	2011-15	2012-16	2013-17	2014-18	2015-19
Students	336.8	362.8	384.2	383.2	394.6	406	382.8	383.8	366.17	353.2
Presentations	272.8	287	299	302.2	309.6	321	315.4	322.4	308.17	300.2
Faculty/Staff	77.6	80	82.8	86.2	90.8	94.8	96.6	95.6	93	88.2



AES Experience Evaluation

Since 2013, PURE has surveyed student participants about their experience. Here are two key results from an n=68. The full survey results are available upon request. The results indicate that AES 2019 has remained consistently strong, with a bit of change, when compared to prior years.

Subscale	2013	2014	2015	2016	2017	2018	2019
Pride/Satisfaction	4.26 (.74)	4.36 (.57)	4.32 (.55)	4.18 (.73)	4.29 (.70)	4.38 (.59)	4.34 (.63)
WOU Support	4.32 (.65)	4.20 (.49)	4.25 (.55)	4.17 (.65)	4.10 (.70)	4.26 (.90)	4.16 (.92)
Participation	3.84 (.73)	4.05 (.62)	4.03 (.56)	4.07 (.72)	3.70 (.66)	3.56 (.74)	4.02 (.70)
Preparation	4.31 (.58)	4.27 (.68)	4.30 (.57)	4.26 (.74)	4.29 (.61)	4.39 (.62)	4.28 (.60)
Excellence	4.09 (.71)	4.05 (.78)	4.06 (.68)	4.03 (.78)	3.96 (.85)	4.09 (1.05)	4.12 (.74)
Faculty Guidance						4.3 (.70)	3.69 (1.03)
AES Communication						3.88 (1.07)	4.32 (.94)



Additionally, we piloted several additional user experience surveys for both AES the event as well as for the technology changes. Unfortunately, survey response participation was so low that the numbers are not reliable. These instruments will be revised and reviewed, and we will attempt better timing and planning in 2020 to ensure more robust participation.

Hit by the Bus Plan

Unfortunately, two weeks before AES took place, the PURE Director had a family medical emergency. Several months earlier, knowing this might occur, I worked with Dr. Baumgartner and the PURE Board to establish a rough hit by the bus plan in case of emergency. Dr. Gong volunteered to act in my stead should this take place, and both student workers knew they would have significant levels of responsibility and autonomy to make AES happen. It must be noted that without the student workers, AES would have been a problematic mess—especially Chloe, who has keen operational and systemic awareness of all moving parts and their relationships during the event itself. In collaboration with Dr. Gong's guidance and strong decision making, this made the event much smoother than it would have been. The PURE Board and multiple other individuals pitched in to fill most of the gaps.

There were several negative impacts, though. First, there was confusion with catering orders. Post-event, that was clarified. Second, advertising and outreach leading up to the event was negligible; we had not planned for that adequately enough. Third, some errors got into the program and there were communication bumps. All that said, the event came off incredibly well—even with these errors. These errors also impacted the budget—at least as it concerns catering costs.

Regardless, 2019 made it clear that we need a more explicit and documented approach for running AES so that when, not if, staff and volunteers have emergencies or problems, the event can continue with minimal disruption.

Theme for 2020 Selected

The theme for 2020 has been selected: *Things Falling Apart: Collapse, Change, Growth, Renewal*.

PURE General Program Activities

SURE Fall & Winter

In order to build on PURE's mission to promote undergraduate research experiences, PURE collaborated with SLCD, STEM Scholars, IRB, and SEP to pilot and promote two events where student/faculty collaborative research teams shared and discussed their experiences. The goal was to help students know that research collaborations were possible, and so that students could learn what it was like.

The November 26th event had five student/faculty presentation teams and approximately 25 attendees. MarComm supported the event with food and they recorded the presentations.

The March 19th event had five presentation teams and approximately 12 attendees. IRB supported the event with food.

We plan to continue co-sponsoring similar events with our allies; however, we also plan to schedule earlier in the term with more publicity so that student engagement is increased.

Board Member Searches Conducted

Based on Revised Bylaws, as well as Board members rotating out, we held a call for interested Board Members. All seats, except the Community/At-Large seat, were filled.

PI Replacement Editor Search Conducted

Due to her taking on important Divisional responsibilities, Paula Baldwin is stepping down as *PI* Editor effective 12/31/2019. She plans to guide *PI* through publication of the forthcoming issue in Fall.

Intern Hired; Former Intern Retained as Student Employee

CiP Intern Kranti Budhatoki was hired and helped support PURE and AES programming and outreach throughout Winter and Spring terms.

Former CiP intern Chloe Miller was hired for minimal hours through Fall and Winter to help promote PURE/AES and to plan for AES. She worked a lot during AES and helped make the event happen. Chloe's contributions and knowledge are significant to AES, and she plays a strong, positive role in AES.

Proposals Submitted

PURE Board member, and SLCD Director, Adry Clark spearheaded a budgetary request centered on Experiential Learning; a portion of this request was to help fund PURE-related activities. While the request was partially funded, none of it went to PURE.

PURE plans to submit a request for funding to support student travel to conferences in the coming year.

PURE Office Space

Thanks to support from Dr. Baumgartner, PURE has a physical office in the ITC 205 suite. This will be relocated to the old CoE for 2020. Having office space makes it easier for interns to have a workspace and differentiate the Director's office from his academic office. As PURE's scope grows, having a physical location makes it easier for students to find us.

Revised ByLaws

The PURE Board has actively engaged with the ByLaws in terms of keeping them current, relevant, or more inclusive. The Board updated some of the language as well as the membership this past year. ByLaws are available upon request.

On-campus Partnerships

We have strong relationships with SLCD, IRB, and STEM Scholars. We collaborate well with SEP, library staff, and MarCom. We hope to expand upon these relationships and develop more events in the coming years.

PURE 2018-19 Budget Overview

The PURE budget shows as being over-spent $2,645.99. As it sits on 15 July 2019, this balance does not show the $1,000 funds to support Chloe's student employment—an agreement made during Summer of 2018. In spite of multiple requests to transfer the funds, the deadline was missed. As such, our planned budget should have an overspend of $1,645.99 as opposed to the current showing overspend of $2,645.99. This was the result of multiple factors. One root cause, though, is the PURE Director's lack of knowledge about WOU's budgetary process, billing, and tracking mechanisms. As it takes significant time for items to clear, and costs of university services are not always predictable, this created additional confusion.

Additional contributing factors:

- First, this year, we ordered customized lanyards for 2019 AES—the goal was to make sure that all participants had something to remember the event.
- Second, we ordered name tag ribbons for board members, presenters, guests, etc.—while these were costly, we opted to order enough to last for 2-3 years and save by buying in bulk and save on shipping rather than to reorder each year. The saving should be reflected in lower costs in the coming year.
- Third, I had budgeted, and received support from the Board, to reduce catering significantly this year. However, due to my last-minute absence, those costs were not cut nearly as much as planned.
- Finally, program travel, $1,706.03, that took place in 2017-18 was, due to issues last year, placed on this year's budget. I had agreed to this, and I was aware of this at the start of the year. Thus, while there was an overrun, if we operate on this same budget in 2019-2020, and we don't travel, we should not have any overrun. This contributed to the budget overrun.

I have attached both budget statements for easy reference under Appendix B.

PURE Goals from 2018-19: Status

Please see Appendix A for the PURE Goals listed in the 2018 Annual report. They are provided for easy reference.

> 1. Continuation of publication of PURE Insights and expansion of its visibility as a high-quality undergraduate peer-review journal on and off campus – see continuing funding request item (c).
> 2. Revisit online presence (PURE website) as well as AES submissions process and interface for roll out in 2019-2020.
> 3. Increase direct outreach to students through presentations, workshops, and learning opportunities. Examples: New Student Week session, class visits, and campus presentations about research and becoming a researcher. Developing a FYE course for roll out in 2019-2020.

We met our first goal without a doubt. We have revised our online presence as well as the submissions process. The online presence, however, needs ongoing work and support. We did increase our outreach on campus with SURE; however, we need to continue working on this part.

PURE Goals for 2019-20

1. Apply for travel funding for students to attend conferences.
2. Continue streamlining AES organization, procedure, and event management.
3. Promote research awareness on campus in collaboration with campus partners and allies.
4. Prepare multiple significant requests for funding from external sources with Grants Office.

PURE Ongoing Efforts

Please see Appendix A for the Ongoing Efforts listed in the 2018 Annual report. They are provided for easy reference.

In order to make progress, we need to have fewer and more focused goals. For 2019-2020, we will continue focusing on smoothing out the AES process, collaborating with allies and partners on campus for smaller, research-oriented presentations, and applying for funding.

Requests for continued and new funding support

In 2019, PURE will likely apply for university-supported funding to help students to travel to and present at academic conferences. Additionally, we will work with Eric Dickey of the Grants Office and seek out funding to support additional undergraduate research programs at WOU for the coming three to five years. We are in the brainstorming and discussion phases.

SWOT Analysis

Strengths

- Increased efficiency and time-saving for both PURE and AES staff and students, faculty, staff, and students on campus interested or engaged in AES.
- Personalized outreach to faculty and programs on campus.
- Relationship and alliance building across campus.

Weaknesses

- Marketing and promotion of PURE, AES, and related programs.
- Budgetary planning and process awareness for PURE Director.
- Backup plans in case of personnel shortage.

Opportunities

- Collaborations with allies across campus to create undergraduate research opportunities.
- Collaborating with Grants office to find funding.

Threats

- Budget cuts.
- Misperceptions of AES and PURE, their role, and what they offer.

Appendices

Appendix A

PURE Goals from 2017 for 2018-19

1. Continuation of publication of PURE Insights and expansion of its visibility as a high quality undergraduate peer-review journal on and off campus – see continuing funding request item (c).
2. Revisit online presence (PURE website) as well as AES submissions process and interface for roll out in 2019-2020.
3. Increase direct outreach to students through presentations, workshops, and learning opportunities. Examples: New Student Week session, class visits, and campus presentations about research and becoming a researcher. Developing a FYE course for roll out in 2019-2020.

PURE Ongoing Efforts from 2017 for 2018-19

1. Travel support: Explore paths to provide students future support with equitable opportunity to present their work at the national and international level though competitive financial support to travel to present – see new funding request items (d) and (e).
2. Research materials support: Strengthen support for students to engage in undergraduate research and academic scholarship though offering competitive financial support for materials and equipment – see new funding request items (d) and (e).
3. Equity in opportunity: Make undergraduate research opportunities equitable and eliminate potential economic bias by providing funded research internships in partnership with SLCD to build on their successful CiP model – see new funding request items (d) and (e).
4. Building out and developing the Willamette Promise outreach program with local high schools.
5. Provide organization and transparency by centralizing initiatives with a staffed PURE office that can administer, promote and assess student research initiatives at WOU (e.g., AES, PURE Insights, STEM Scholars, student travel to present awards, research internships, etc.) – see new funding request items (e).
6. Collaborate with other programs (e.g., Research Institute, Service Learning & Career Development, Student Enrichment Program, STEM Scholars, and IRB) to support existing programs, develop new initiatives, and coordinate student outreach aligned to institutional priorities and the WOU Strategic Plan.
7. Make AES a destination event for off campus people. Start with Alumni in partnership with Tony Crawford, President of Alumni Board, and Erin McDonough to help.
8. More detailed tracking of on and off campus engagement through Digital Commons statistics, AES attendance and participation data, TK-20, and future integration with WOU's Data Warehouse.

Appendix B

Please find the budgetary documents as provided by Hilary Holman-Kidd.

Budget Status Report - By Index

Western Oregon University

Year: 2019
Periods: Between Beginning Balance and Accrual
Index: PRO977

Fund Code: 001001

Organization Code: 201255

Program Code: 15001

Fund	Fund Type Level 2	Org	Org Level 2 Code	Program	Program Level	Acct Type Level 2	Accounted Budget	Actuals	Encumbrances	Available Balance
001001 - General Fund	11	PRO Undergraduate Research	200000	Project Research	3	Student Pay	0.00	1,240.57	0.00	-1,240.57
						Other Payroll Expenses	0.00	10.15	0.00	-10.15
						Service & Supplies	8,000.00	9,395.27	0.00	-1,395.27

FOAPAL SUMMARY

Fund	Fund Level	Org	Org Level	Program	Program Level	Acct Type Level 1	Accounted Budget	Actuals	Encumbrances	Available Balance
001001 - General Fund	4	PRO Undergraduate Research	5	Project Research	3	Labor	0.00	1,250.72	0.00	-1,250.72
						General Expense	8,000.00	9,395.27	0.00	-1,395.27

FOAPAL TOTAL (Revenue - Labor - General Expense - Transfers)

Accounted Budget	Actuals	Encumbrances	Available Balance
8,000.00	10,645.99	0.00	-2,645.99

BY ACCOUNT

Click on an Account Code to see the Transaction Details behind the Actuals

Account Code	Account Code Description	Accounted Budget	Actuals	Encumbrances	Available Balance
10501	Student Pay - Regular Pay	0.00	1,240.57	0.00	-1,240.57
10988	OPE Student Other	0.00	10.15	0.00	-10.15
20000	Services & Supplies Expense	8,000.00	0.00	0.00	8,000.00
20101	Office & Administrative Supplies	0.00	179.97	0.00	-179.97
20102	General Operating Supplies	0.00	171.15	0.00	-171.15

Budget Status Report - By Index

Western Oregon University

Year: 2019
Periods: Between Beginning Balance and Accrual
Index: PRO977

FOAPAL SUMMARY

FOAPAL TOTAL (Revenue - Labor - General Expense - Transfers)

BY ACCOUNT

Click on an Account Code to see the Transaction Details behind the Actuals

Account Code	Account Code Description	Accounted Budget	Actuals	Encumbrances	Available Balance
22502	Postage	0.00	37.00	0.00	-37.00
23501	Equipment Maintenance & Repairs	0.00	338.50	0.00	-338.50
24602	Duplicating & Copying Expense	0.00	2,973.55	0.00	-2,973.55
24612	Advertising-Inst Promo/Pub Relation	0.00	37.97	0.00	-37.97
24999	Miscellaneous Fees & Services	0.00	127.50	0.00	-127.50
28611	Refreshments & Food - Departmental	0.00	881.18	0.00	-881.18
28612	Hosting Groups & Guests	0.00	1,098.72	0.00	-1,098.72
28699	Other Conference/Entertainment Exp	0.00	963.70	0.00	-963.70
28901	Dues & Memberships -Program Related	0.00	880.00	0.00	-880.00
39515	Out-St Empl Program Travel	0.00	1,706.03	0.00	-1,706.03

Monthly Transactions Report - Index Specific — Western Oregon University

Index: PRO977 - Undergraduate Research

Fund: 001001 - General Fund

Org: 201255 - PRO Undergraduate Research

Prog: 15001 - Project Research

Actv: <NONE> - <NONE>

Account	Transaction Date	Rule Code	Document Code	Transaction Description	Budget Activity	Transaction Activity	Encumbrance Activity
10501 - Student Pay - Regular Pay	2018-10-31	6HGR	V0008887	HR Payroll 2018 MO 10 0		123.63	
	2018-11-30	6HGR	V0008956	HR Payroll 2018 MO 11 0		220.38	
	2018-12-31	6HGR	V0009014	HR Payroll 2018 MO 12 0		149.43	
	2019-02-28	6HGR	V0009135	HR Payroll 2019 MO 2 0		108.58	
	2019-03-29	6HGR	V0009194	HR Payroll 2019 MO 3 0		124.70	
	2019-04-30	6HGR	V0009262	HR Payroll 2019 MO 4 0		96.75	
	2019-05-31	6HGR	V0009335	HR Payroll 2019 MO 5 0		83.85	
	2019-06-05	6HGR	V0009342	HR Payroll 2019 MO 6 1		333.25	
10501 - Student Pay - Regular Pay - Summary						**1,240.57**	
10988 - OPE Student Other	2018-10-31	6ERE	V0008888	HR Payroll 2018 MO 10 0		1.02	
	2018-11-30	6ERE	V0008957	HR Payroll 2018 MO 11 0		1.83	
	2018-12-31	6ERE	V0009015	HR Payroll 2018 MO 12 0		1.23	
	2019-02-28	6ERE	V0009136	HR Payroll 2019 MO 2 0		0.88	
	2019-03-29	6ERE	V0009195	HR Payroll 2019 MO 3 0		1.01	
	2019-04-30	6ERE	V0009263	HR Payroll 2019 MO 4 0		0.79	
	2019-05-31	6ERE	V0009336	HR Payroll 2019 MO 5 0		0.69	
	2019-06-05	6ERE	V0009342	HR Payroll 2019 MO 6 1		2.70	
10988 - OPE Student Other - Summary						**10.15**	
20000 - Services & Supplies Expense	2018-08-01	1BUD	JZ000401	CEC - initial FY19 budget load	8,000.00		
20000 - Services & Supplies Expense - Summary					**8,000.00**		
20101 - Office & Administrative Supplies	2019-05-02	IPNI	Z0026396	AMZN MKTP US*MZ5WI5HV0 AM		179.97	
20101 - Office & Administrative Supplies - Summary						**179.97**	
20102 - General Operating Supplies	2019-05-01	3SSJ	J0114620	mal-bookstore 042419 dept charges		171.15	
20102 - General Operating Supplies - Summary						**171.15**	
22502 - Postage	2019-03-31	3JV1	J0113992	la:Bulk Mail March 2019		37.00	

Account	Transaction Date	Rule Code	Document Code	Transaction Description	Budget Activity	Transaction Activity	Encumbrance Activity
22502 - Postage - Summary						**37.00**	
23501 - Equipment Maintenance & Repairs	2019-05-31	3SSJ	J0114694	19-11889 Academic Excell Showc LT		230.50	
	2019-06-30	3JV1	J0115030	19-11889 Academic Excellence Event		108.00	
23501 - Equipment Maintenance & Repairs - Summary						**338.50**	
24602 - Duplicating & Copying Expense	2019-02-26	3SSJ	J0113584	cd-Print Invoice 19-1147		4.70	
	2019-03-08	3SSJ	J0113716	Print Invoice 19-1284		147.00	
	2019-03-29	3SSJ	J0113927	Print Invoice 19-1313		7.06	
	2019-03-29	3SSJ	J0113927	Print Invoice 19-1362		94.50	
	2019-04-26	3SSJ	J0114210	cd-Print Invoice 19-1543		36.00	
	2019-04-26	3SSJ	J0114210	cd-Print Invoice 19-1561		21.00	
	2019-04-26	3SSJ	J0114210	cd-Print Invoice 19-1562		36.00	
	2019-05-31	3SSJ	J0114600	cd-Print Invoice 19-1360		870.00	
	2019-05-31	3SSJ	J0114600	cd-Print Invoice 19-1799		180.72	
	2019-05-31	3SSJ	J0114605	cd-Print Invoice 19-1814		7.92	
	2019-05-31	3SSJ	J0114605	cd-Print Invoice 19-1823		304.13	
	2019-06-13	3SSJ	J0114752	cd-Print Invoice 19-1888		1,219.80	
	2019-06-21	3SSJ	J0114840	cd-Print Invoice 19-1912		39.78	
	2019-06-21	3SSJ	J0114840	cd-Print Invoice 19-1929		4.94	
24602 - Duplicating & Copying Expense - Summary						**2,973.55**	
24612 - Advertising-Inst Promo/Pub Relation	2019-05-01	INNI	I0514299	Zobel, Gregory B.		16.97	
	2019-05-01	INNI	I0514305	Zobel, Gregory B.		21.00	
24612 - Advertising-Inst Promo/Pub Relation - Summary						**37.97**	
24999 - Miscellaneous Fees & Services	2019-06-03	3SSJ	J0114558	SW-WUC Labor: AES Rehearsal & Event		127.50	
24999 - Miscellaneous Fees & Services - Summary						**127.50**	
28611 - Refreshments & Food - Departmental	2019-05-31	3SSJ	J0114587	bls:E07762 Academic Excellence		134.75	
	2019-05-31	3SSJ	J0114587	bls:E07763 Academic Excellence		256.25	
	2019-05-31	3SSJ	J0114587	bls:E07764 Academic Excellence		292.50	
	2019-05-31	3SSJ	J0114587	bls:E07765 Academic Excellence		97.50	
	2019-05-31	3SSJ	J0114587	bls:E07766 Academic Excellence		249.50	

Account	Transaction Date	Rule Code	Document Code	Transaction Description	Budget Activity	Transaction Activity	Encumbrance Activity
28611 - Refreshments & Food - Departmental	2019-05-31	3SSJ	J0114587	bls:E07767 Academic Excellence		81.00	
	2019-05-31	3SSJ	J0114587	bls:E07768 Academic Excellence		116.75	
	2019-05-31	3SSJ	J0114587	bls:E07769 Academic Excellence		465.30	
	2019-05-31	3SSJ	J0114587	bls:E07770 Academic Excellence		318.75	
	2019-05-31	3SSJ	J0114587	bls:E07771 Academic Excellence		92.25	
	2019-05-31	3SSJ	J0114587	bls:E07772 Academic Excellence		102.68	
	2019-06-13	3SSJ	J0114749	bls:E07764 Refund Acad Showcase		(292.50)	
	2019-06-13	3SSJ	J0114749	bls:E07766 Refund Acad Showcase		(249.50)	
	2019-06-13	3SSJ	J0114749	bls:E07769 Refund Acad Showcase		(465.30)	
	2019-06-13	3SSJ	J0114749	bls:E07770 Refund Acad Showcase		(318.75)	
28611 - Refreshments & Food - Departmental - Summary						**881.18**	
28612 - Hosting Groups & Guests	2019-03-27	3SSJ	J0113867	bls:E07480 Academic Excellence		41.72	
	2019-05-31	3SSJ	J0114584	bls:E07740 AES		259.00	
	2019-05-31	3SSJ	J0114584	bls:E07741 AES Coffee		798.00	
28612 - Hosting Groups & Guests - Summary						**1,098.72**	
28699 - Other Conference/Entertainment Exp	2019-03-30	IPNI	Z0025591	4imprint Inc		724.15	
	2019-05-30	IPNI	Z0027060	4imprint Inc		239.55	
28699 - Other Conference/Entertainment Exp - Summary						**963.70**	
28901 - Dues & Memberships - Program Related	2018-12-31	3SSJ	J0113013	cd-2018 CCAS Semnar Reg I0496743		880.00	
28901 - Dues & Memberships -Program Related - Summary						**880.00**	
39515 - Out-St Empl Program Travel	2018-07-09	IPNI	Z0020703	HYATT REGENCY CRYSTAL CI		38.22	
	2018-07-09	IPNI	Z0020704	HYATT REGENCY CRYSTAL CI		505.21	
	2018-08-13	3JV1	J0111736	hhk-Gong's CUR conference expenses		1,162.60	
39515 - Out-St Empl Program Travel - Summary						**1,706.03**	

Account	Transaction Date	Rule Code	Document Code	Transaction Description	Budget Activity	Transaction Activity	Encumbrance Activity
Revenue Total					**0.00**	**0.00**	**0.00**
Expense Total					**8,000.00**	**10,645.99**	
PRO977 - Undergraduate Research - Net Total					*-8,000.00*	*-10,645.99*	