



## Request for 2024 Funding Services and Activities Fee Committee

### BUDGET PROPOSAL CONTACT INFORMATION

Department Name:

Create Date:

Due Date:

Submitter Name:

UW Email Address:

Phone Number:

Department Head Approval:

Department Head:

Requested Amount:

## Departmental Information

### STUDENT UTILIZATION

Working with student groups such as the Associated Students of the University of Washington Tacoma (ASUWT), Student Activities Board (SAB), Childcare Assistance Program, Registered Student Organizations (RSOs), Student Publications (Ledger, Tahoma West), Center for Service and Leadership (CSL), Husky Sustainability Fund, The Giving Garden, Hendrix the Husky and the University Y Student Center takes many hours of dedicated attention from supervisors, advisors, and student staff. Programs such as these are recognized as playing a significant role in student retention and building campus community. We aim to provide students with a well-rounded college experience that includes activities and programs outside of the classroom to support their academic learning and personal interests. The professional staff that are funded through this request are completely dedicated to supporting the work of students on campus; we truly take pride in putting students first. Students are our number one priority, and it is not lost on any of the professional staff that it is student fees that support our wages. We know how hard every student works to be here, and it is our duty to ensure the programs and services being offered through the Center for Student Involvement and Department of Student Life are focused on their needs. This budget also supports student staff positions, and funding for the annual OSCARS awards ceremony, the pinnacle event of the year that highlights the amazing work being done by students.

### CORE VALUES/MISSION ALIGNMENT

Student Life strives to empower students to change the world while changing themselves. We provide students with opportunities & programs that inspire personal transformation, campus connection, & social responsibility. This is our mission statement that guide & informs our work. Our services are focused on empowering student leaders: through training that develops their skills and understanding, advising students as they navigate policies & procedures, providing resources to students to pursue & enact their vision for the campus. Students have the opportunity to get involved in our campus community and have the ability to shape & determine what that campus experience is.

#### Goal: Students

Create institutional teams with shared responsibility for student retention & success: Student Life understands the effect that high quality programming, services & opportunities can have on a student's academic success. Ensure every student has opportunities to engage in high impact practices: We know through research that students involved in high impact practices (HIPs) will have better persistence to graduation & educational success. The Association of American Colleges and Universities has developed a list of 10 experiences that are considered HIPs. Student Life is engaged with First Year Seminars & Experiences (Welcome Days), Service Learning/Community Based Learning (Center for Service & Leadership programs), Learning Communities (Leadership Living-Learning Community with Court 17 this year).

Goal: Strengthen Collaborative Community Partnerships with an Emphasis on Diverse Communities Enhance, incentivize & recognize collaborative community engagement: The CSI encourages students to get involved with our community through service. They plan group service events open to all students; students are also encouraged to serve on their own, & log/report their hours to the CSL to illustrate the areas in which students

Goal: Intentionally Create Spaces, Programs & Activities that Encourage Engagement with our Campus Create & expand opportunities to activate our campus: The CSI team hosts events weekly across our various programs. Expand & create campus-wide celebrations & recognitions: This spring the CSI will host the 20th annual OSCARS - Outstanding Student Ceremony for Awards & Recognition. This event has been the primary venue to celebrate students at the end of each year.

**SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES**

1. Student Life has gone through an evolutionary process this year, especially in staffing. With the departure of the Director of Student Involvement and Leadership in January 2023, the Assistant Director for Student Involvement filled an interim capacity throughout the Winter and Spring Quarters of 2023. Within the Winter Quarter, the Program Assistant became vacant and within the Spring Quarter, the Student Civic Engagement Specialist position also became vacant. In the office's realm of responsibility, this meant the possibility of some areas not being as supported as they usually are. It is because of our office's dedication to the student experience that kept any programs and activities associated with these positions from going unsupported. Leadership programming, such as NSLS, advisement of ASUWT, support the RSOs, development of Husky Volunteers, and more were maintained through the passion of the entire team. Our team is excited to add more team members and decisions were made to benefit the student experience to hire a Program Assistant as soon as possible (completed in Autumn 2023), hire a temporary Student Civic Engagement Specialist (Completed in winter 2024), conduct a search for the Assistant Director (to be completed before end of Winter 2024), and confirm the Director search (completed in Summer 2023).
2. Foster a more connected campus community through expanding Registered Student Organizations. This is a standard goal in our office, accentuated by our continuing transition back to in-person operations and navigating the current needs of our students. We know students are eager to reengage with campus and find spaces where they can make friends, learn, and have positive interactions. Initiatives are designed to support and develop both professional and student staff to actualize their potential, and transform goals into action. The Center for Student Involvement is focused on increasing support and resources for Registered Student Organizations, and connecting students to involvement opportunities across campus.
3. Promote a connected learning community. Starting with Welcome Days each quarter, it is pivotal for Student Life to enact community focused initiatives to foster collaboration, intercultural competence, and social responsibility among students, and expand the concept of community beyond the campus. Comprehensive programming initiatives will include diverse programs, and the department aims to develop and publish a comprehensive programming calendar on a quarterly basis.
4. Demonstrate student learning that occurs through the campus experiences. We continue to learn about NACE (National Association of Colleges and Employers) standards, and incorporate these competencies into our work with student leaders. This alignment helps us ensure that students are gaining valuable skills through involvement with our office that will set them up for successful careers as they leave UW Tacoma. Innovative programs and services will be based on appropriate theories, and implemented in line with best practices. Students who participate in unit programs and services will demonstrate learning and achievement in identified learning outcomes. Outcome data related to these goals is reported in the individual budget proposals of Student Life affiliated programs and services.

**STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)**

The annual OSCARs (Outstanding Student Ceremony for Awards and Recognition) is funded through this budget, and the event is held at the end of Spring Quarter. In 2023, we welcomed over 100 students, staff and faculty in UWY 303/304, and the video of the event has over 600 views. Twenty seven awards and recognition certificates were presented to 53 unique recipients. The majority of recipients were students (47), and the remaining award went to Registered Student Organizations (3), and faculty/staff (3).

This fall, Student Leader Training was hosted on one day in UWY 303/304 to an audience of 83 students who participated in workshops around communication, sustainable leadership, and how to develop strong partnerships. 83 students participated from across campus, including Career Development & Education, Pack Advisors, VMRC, Resident Assistants, Center for Student Involvement areas, International Student Services, Center for Equity and Inclusion, and more .

Student Life supports a number of comprehensive student programs and spaces, including the oversight of the Conference and Event Fund, Associated Students of UW Tacoma, Student Activities Board, Registered Student Organizations, Childcare Assistance Program, Hendrix the Husky, University Y Student Center, Dawghouse Student Lounge, Dawg Bones Incentive Program, Center for Service and Leadership, Tahoma West, The Ledger, Husky Sustainability Fund and the Giving Garden. Specific user data is reported in the individual budget proposals of these Student Life affiliated programs and services.

**COLLECTION OF FEEDBACK & IMPROVEMENTS**

Every associated program utilizes a diverse evaluation methods to assess our services. In Winter 2022, we received approval from the Student Technology Fee Committee to explore a new provider for this service. We began the contracting process with a new company, but unfortunately both parties could not come to agreements on sections of the contract, so the first search failed. We quickly contacted another company that could provide this service, and began the second contracting process last summer. DUBNET was introduced to the campus in September 2023 and the system has a lot of different offerings to help track student participation, event attendance, and also allows students to define a great deal more of what they might be interested in participating in, whether it's attached to the CSI or somewhere else on campus. DUBNET has allowed us to collect data on individual attendance as well as how much a student may be involved (or not involved) in different areas. The system also does allow for surveys to be dispatched for different events and for surveys to be created with the mind of collecting student input, which multiple Student Life areas have done to help enhance their programs and activities this year.

More detailed information on feedback collection efforts can be found in each program's proposals, but a few examples of ways we use feedback to improve our efforts include pre and post surveys or reflections with participants of training & service events. Any data that we collect is utilized by the staff to evaluate programs & services, make necessary adjustments, & allocate resources to support critical areas.

**SERVICE BENEFITS TO STUDENTS**

There are a number of ways that the benefits of our programs or services show themselves. Some are more obvious, like welcoming 150+ students each year to the OSCARS to celebrate a year's worth of hard work. At last year's event, nearly 30 individual awards were presented, including individual program awards, campus-wide votes, and committee recognition. The event also includes photo and video highlights from throughout the year, and has become a highlight event for our department.

Other ways may be smaller, or more personal. From the dozens of weekly one-on-one meetings held between students and their supervisor, to drop-in moments that range from idea generation or supporting a student with their priorities, the individual attention and care provided to each student cannot so easily be tracked. Our work goes beyond just executing a program or making sure a newspaper is published each week. We are ensuring that students are feeling like they are part of the process, that they are heard, that they are supported in their endeavors. We have the honor to work with students on their very best days, as well as to sit with them during their worst. Some days we have to tell students things they don't want to hear, but are there to support and help them learn through these moments.

We are striving to prepare students for what's next, but developing professional and interpersonal skills. We're providing moments to share their voice, or to take a break when life gets stressful. This has been even more evident during this virtual year, where the need for connection and support is even higher. Regardless of the program, our ultimate goal is the same: to empower students to change the world while changing themselves.

## Staff Budget Requests

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Category	Details	Amount Requested
Professional Staff <sup>1</sup>	<b>Program Support Supervisor for the Office of Student Life</b> <span style="float: right;">E001</span>	
	Professional Staff Wages:	<b>\$59,545</b>
	Fringe <sup>4</sup> @ 39%:	<b>\$23,223</b>
Professional Staff <sup>1</sup>	<b>Program Assistant in the CSI Salary - This full-time position is instrumental in the execution of campus processes, especially with supporting the CSI in executing payments and finances, managing budgets, as well as supporting the campus with reservations and event logistics in the UWY spaces. This position also supports the CSI Front Desk Team as a member of the Supervisory Team and in the hiring and onboarding of new students.</b> <span style="float: right;">E002</span>	
	Professional Staff Wages:	<b>\$47,116</b>
	Fringe <sup>4</sup> @ 39%:	<b>\$18,375</b>
Professional Staff <sup>1</sup>	<b>Potential Reclassification Funds: As part of our efforts to ensure the Center for Student Involvement staff has begun coordinating with HR to consider the reclassification of an existing position in order to raise their compensation to provide for any changes to their positions. Potential ideas for any position transitions include: Program Assistant to Program Support Supervisor One Specialist Position to another Assistant Director position</b> <span style="float: right;">E003</span>	
	Professional Staff Wages:	<b>\$16,000</b>
	Fringe <sup>4</sup> @ 39%:	<b>\$6,240</b>
Classified Staff <sup>2</sup>	<b>Student Activities Specialist Salary (Deaglan An). This full-time position is vital to supporting the Student Activities Board team of 8 student employees. The position works with these positions to create on-going involvement experiences that connect students to campus and allow for students to create experiences for their peers. The position also works on the Welcome Days Planning Team to enhance programming experiences and supports CSI efforts year-long</b> <span style="float: right;">E004</span>	
	Classified Staff Wages:	<b>\$58,595</b>
	Fringe @ 31.4%:	<b>\$18,399</b>
Classified Staff <sup>2</sup>	<b>Student Civic Engagement Specialist Salary (Erin Cousins-Temp)- This full-time position supports the on-going efforts of the Husky Volunteers program to motivate students to build times for service and volunteering in their lives. The program has shifted focus to take a more defined look at volunteer hour-counting, to help students determine the impact they'd like to have on campus. This position is responsible for advising ASUWT Senate and creating vibrant elections and civic experiences.</b> <span style="float: right;">E005</span>	
	Classified Staff Wages:	<b>\$58,595</b>
	Fringe @ 31.4%:	<b>\$18,399</b>
Classified Staff <sup>2</sup>	<b>Assistant Director for Student Involvement Salary (Vacant; responsibilities continued by Conor Leary)- This full-time position is exceptional important to have a dedicated staff member in. Their responsibilities include management and support of 52 Registered Student Organizations, management of the UWY, including reservations and event logistics, creation of the Welcome Days promotional program, and supervision of 2 professional staff members, along with over 25 student employees.</b> <span style="float: right;">E006</span>	
	Classified Staff Wages:	<b>\$79,267</b>
	Fringe @ 31.4%:	<b>\$24,890</b>
Classified Staff <sup>2</sup>	<b>Director of Student Involvement &amp; Leadership Salary (Conor Leary)- This position leads the Center for Student Involvement and represents the primary department responsible for ensuring students perceive opportunities for involvement, connect with available resources, and enhance their sense of belonging. They supervise over 5 professional staff positions and advises the ASUWT Directors and Senate in their efforts on campus. They are also responsible for compliance with university systems.</b> <span style="float: right;">E007</span>	

		Classified Staff Wages:	<b>\$88,915</b>
		Fringe @ 31.4%:	<b>\$27,919</b>
Classified Staff <sup>2</sup>	<p><b>Student Media Specialist (Daniel Nash)- This full-time position supervises and works on the evolution of The Ledger Student Newspaper and the Tahoma West Literary Magazine. These two publications center on the involvement of students in the development of the publications, management, distribution, and content creation, which they receive active guidance on to ensure deadlines are met. This position also oversees CSI marketing efforts to broadcast involvement to campus</b></p> <p style="text-align: right;"><small>E008</small></p>	Classified Staff Wages:	<b>\$68,212</b>
		Fringe @ 31.4%:	<b>\$21,418</b>
Student Staff <sup>3</sup>	<p><b>Student Employee wages for the Office of Student in MAT 103 to work during operating hours from 8am-5pm Monday through friday to support the Program Support Supervisor, Associate Vice Chancellor of Student Affairs and the Director of Student Conduct. The calculated number is set for 5 students to share shifts across each day, for 45 hours of work total each week, at 16.28/hr (minimum wage in 2024). Also included is hours set for the training of new staff at the beginning of each year.</b></p> <p style="text-align: right;"><small>E009</small></p>	Student Staff Wages:	<b>\$40,537</b>
		Fringe @ 20.5%:	<b>\$8,310</b>
		PERSONNEL TOTAL:	<b>\$683,954</b>

### Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Monthly recurring fees for phones for the front desk as well as fax machine. Also Monthly non-recurring charge for technology imposed by Information Technology S001	\$7,513
Other Services	Copy Charges S002	\$600
	Mail Charges S003	\$120
	Professional Development for professional and classified staff members, in line with standard recommendation from Finance & Administration for staff throughout UW Tacoma. For 9 Employees S004	\$10,302
	Oscars Awards Ceremony to recognize student achievement at the end of each academic year S005	\$9,000
	Background Checks for Student Employees S006	\$315
	HRPM Workday Fee S007	\$700
	Professional Membership due for professional and classified staff (10 total annual memberships) S008	\$929
Travel	Travel to/from UW Seattle or UW Bothell (quarter meetings) S009	\$200
Non-Food Supplies & Materials	Office Supplies for MAT 103 S010	\$2,400
	Marketing for Office S011	\$2,000
Food	Bi-Annual Training for MAT 103 front desk staff (students) S012	\$216
Equipment	Adobe software for 3 computers in MAT 103 S013	\$600
SUPPLEMENTAL TOTAL:		\$34,895

PERSONNEL TOTAL:	\$683,954
SUPPLEMENTAL TOTAL:	\$34,895
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$718,849</b>

### Supplemental Documents



#### STUDENT LIFE\_BUDGETARY BREAKDOWN

Document breaking down cost for professional staff member that oversee student involvement opportunities into SAB, ASUWT, Student Publications, Husky Volunteers, and more, with student staff support