UNIVERSITY of WASHINGTON TACOMA

Request for 2025 Funding
Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 01/28/2025

Due Date: 02/07/2025

Submitter Name: Daniel Nash

UW Email Address: nashd@uw.edu

Phone Number: 253-692-4813

Department Head Approval: ✔

Department Head: Conor Leary

Requested Amount: **$239,648**

Departmental Information

STUDENT UTILIZATION

If approved, this proposal will directly fund student jobs, as well as supplies and equipment for our CSI office in UWY and our Dawg House student lounge in MAT.

The number of hours the UWY office is open to students to provide these services depends on the working hours that we're able to grant to our student staff. Conversely, the Dawg House is open to students regardless of CSI students' presence, but staffing there allows us to add amenities to the space, such as board game and video game checkout, and a stocked microwave kitchenette station for students who stop in the MAT for lunch.

We were able to begin the 2024-2025 school year with enough staff funding to support open hours of 8 a.m. - 6:30 p.m. Mon-Fri in the UWY office (with the support of professional staff on the front desk in the 8 a.m. hour), and 11 a.m. - 2 p.m. Mon-Thurs, 12-4 p.m. Fri in the Dawg House. Thanks to a generous special allocation, we've extended hours to 8 a.m. -8:30 p.m. Mon-Fri, 10 a.m.-4:30 p.m. Sat. in the UWY, and 11 a.m. - 4 p.m. Mon-Fri in the Dawg House.

The most significant update in our request this year is to flatten all front desk staff into a single coordinator role, instead of tiered coordinators and assistants.

CORE VALUES/MISSION ALIGNMENT

The CSI supports Students, Scholarship and Community.

Students (Goals 1: "Enrollment and Retention" and 2: "Enhance Student Well-Being")

Research and scholarship on student development consistently support the idea that a student's sense of belonging on campus and their material access to resources both positively impact their retention and persistence in school. Both of the CSI's spaces offer places where students and Registered Student Organizations can, and do, gather together for leisure. Likewise, the UWY office's computer stations and free-use printer give students an easy means of completing schoolwork requiring those items if they don't have their own. The only requirements for students to enter the space are that they set up their YMCA membership and have an activated UW campus computer login.

Equity (Goal 9: Attract, Engage, and Retain a Diverse Community of Students, Faculty, and Staff)

Our spaces are open to all students, faculty, and staff. Additionally, our student staff administer the locker space and computer workstations for a diverse range of Registered Student Organizations, including identity, career, and interest-based RSOs. Three identity RSOs--Filipino American Student Association, Pacific Islander Student Association, and Vietnamese Student Association--have made the UWY CSI office their working space for conducting club business.

Vitality (Goal 10: Intentionally create spaces, programs, and activities that encourage engagement with campus)

The UWY office and Dawg House are both spaces that were designed with campus engagement in mind. By providing work, recreational, and study spaces, along with recreational items for checkout, we create reasons for students to remain on campus between classes. Additionally, our student-led Events and Engagement Team organizes programs that are designed to be fun while also secretly educating participants about campus resources (e.g., the Spirit Week Polaroid Shoot that asks students to visit the UWY CSI office in themed outfits, or the Street Fighter 6 tournament that also lets students know they can check out timeblocks with a campus Playstation 5).

SAF-Funded Program or Services Goals and Outcomes

Student Staff Development

Beginning during the COVID-19 campus closure, student staff were sorted into project teams tasked with improving various aspects of our office's operations. This began as a method of creating remote work for student workers, but has since become a central organizing principle of the CSI office. A list of the teams follows, along with their purpose and progress this year.

- **Communications:** Creates advertising for the CSI office and operates the uwtinvolvement Instagram account. This year, the Communications team have produced multiple Campus TV advertisements and posters publicizing our video game consoles. The team has also been succeeding in its goal to produce at least one Instagram reel per month, with four reels produced as of this writing. The goal for each reel is to inform the public about an aspect of the CSI's services in the form of a comedy sketch.
- **Dawg Bones:** Maintains our campus point incentive program. Students who check into events and join RSOs on DubNet earn Dawg Bones points that they can use to either advance in our Involvement leaderboard or trade-in for items from our Dawg Bones store. This year, the team launched a new theme for the store, updated its publicity copy, and have otherwise kept up in fulfilling store purchases. In Spring, the team will run an inaugural weeklong Dawg Bones Tournament that will offer prizes to students who compete in various physical and mental challenges.
- **Events and Engagement:** Responsible for developing programming to engage students with the campus and, in many cases, educate them about CSI resources. This year, the E&E team has organized two Spirit Week photoshoot events in which students were encouraged to take their photo in front of a decorative backdrop while dressing to match daily themes. The E&E Team is also organizing a campus time capsule in which students will place artifacts from the current year, to be opened at a future date.
- **Logistics and Productivity:** Documents routine office procedures in instructional manuals and offers suggestions for office improvements. This year, the team has written new documentation for the UWY's second-floor game room and comprehensively updated the office's inventory tracking sheet. Additionally, at the beginning of Autumn Quarter, the CSI office switched its scheduling over to the Shifts app in Microsoft Teams, which was the end result of an L&P team suggestion.

Use of DubNet

In Autumn, we more aggressively promoted DubNet as a platform for RSOs to promote their events

Student Utilization (comparison over past 2 years)

We use in-person hourly counts to estimate space usage. To date, since July 1, 2024, we've counted 1,919 instances of students using the UWY CSI office space, and 3,632 instances of students using the Dawg House Student Lounge in the MAT. This compares to 3,365 and 6,036 in the same period of 2023-2024, and 3,211 and 4,030 in 2022-2023. Counts were generally down in the current year's counting period, though we had an extended campus closure accounting for some of the drop, and we suspect there were several days in Autumn during which the count was missed. As such, the current numbers could be the result of undercounts, less visitation to the space, or a combination of both. I began reinforcing the counts with staff at the beginning of Winter Quarter, and we've increased our advertising for the CSI space.

We do not log demographic data such as race or gender, as our manual count method would result in low reliability. I've considered implementing a card swipe-in or guestbook for the CSI office when we examine a space reconfiguration over Summer 2025, as it would provide more comprehensive use and demographic data. However, I'm concerned about creating another swipe point, as students will have just swiped in at the Y front desk. It would not be feasible to create a card swipe point in the Dawg House Student Lounge, as the space has three entryways and there's a high incidence of students passing through to visit other student service offices in the building.

In addition to routine visits to the student center, the CSI operates space bookings for study sessions, meetings, and events. The UWY and MAT buildings saw 618 bookings in the UWY and MAT by Feb. 7, 2025, compared to 880 last year.

Please refer to the supplemental report "Hourly Counts" for detailed information on the above.

Collection of Feedback & Improvements

We have an office phone number (253-692-4481), and office email (uwtsi@uw.edu). When calls and messages contain feedback, front desk staff log the information and escalate it to me. We also receive in-person feedback from visitors, and front desk staff will either direct the students to my office or take down a message depending on my availability at the moment. Our front desk includes a business card display that holds cards with contact information for myself and all other professional staff in the CSI, as well as student government and other office programs.

We currently use an hourly count system, in which student staff count the number of students in our space. I have considered incorporating Husky Card swipe-ins at the front desk, though I'm still undecided, as check-ins raise a (admittedly minor) barrier to student use of the space.

We've used feedback from students about the UWY office's availability to inform our special allocation request to extend our hours. In particular, some graduate students commented that they could not usually access the CSI due to their business on campus taking place on evenings and Saturdays.

Service Benefits to Students

At the end of the day, the impact of a student center is that it's there when a student needs its services. Our front desk and uwtsi@uw.edu email act as a clearinghouse for all kinds of requests, including print jobs, equipment reservations, assistance with the computers and questions about all the satellite programs in the CSI office, including ASUWT, the Giving Garden, Husky Volunteers, resources for RSOs, the Student Activities Board, and the Sustainability Program. The front desk staff have responded to 348 email inquiries so far this year. The staff have responded to and fulfilled 252 print requests alone. We hope to be there for even more students, such as our graduate student population, by being open longer.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff[3]	**Dawg House staffing for 5 hours/day, Mon-Fri, during Autumn, Winter, and Spring quarters.** E001	
	Student Staff Wages:	**$14,586**
	Fringe @ 23%:	**$3,355**
Student Staff[3]	**UWY CSI Office staffing. Two staff covering open office hours for 8 a.m. - 8:30 p.m. Mon-Fri and 10 a.m. - 4:30 p.m. Saturday. We are proposing to replace our current tiered staffing system of Assistants and Coordinators with a unified Coordinator role.** E002	
	Student Staff Wages:	**$89,987**
	Fringe @ 23%:	**$20,697**
Student Staff[3]	**CSI hours during Winter and Spring breaks and Summer Quarter/break. Supports two coordinator staff 8 a.m. - 4 p.m. Monday-Friday.** E003	
	Student Staff Wages:	**$19,220**
	Fringe @ 23%:	**$4,421**
Student Staff[3]	**Event Coordinator role. This staff member works closely with the CSI Program Assistant in overseeing the assignment of setups, teardowns, and event support. $17.56/hour for 17 hours/week for 52 weeks.** E004	
	Student Staff Wages:	**$15,524**
	Fringe @ 23%:	**$3,571**
Student Staff[3]	**Senior Coordinator. This student staff member is responsible for creating staff schedules and training staff on duties in the UWY CSI office and Dawg House student lounge. This request covers 19.5 hours/week for 52 weeks at a rate of $17.56/hour.** E005	
	Student Staff Wages:	**$17,806**
	Fringe @ 23%:	**$4,095**
Student Staff[3]	**Student Marketing Assistant. This role was previously funded under the RSO budget, but it's being transferred to the CSI proposal to reflect the role's duties having extended beyond RSOs. Responsible for fulfilling advertising requests on campus TVs, on the CSI's social media, and in the Grit List email newsletter.** E006	
	Student Staff Wages:	**$9,524**
	Fringe @ 23%:	**$2,191**
Student Staff[3]	**Hours for event setups, teardowns, and support.** E007	
	Student Staff Wages:	**$11,737**
	Fringe @ 23%:	**$2,700**
Student Staff[3]	**Labor subtraction for University holidays.** E008	
	Student Staff Wages:	**$-4,908**
	Fringe @ 23%:	**$-1,129**
Student Staff[3]	**Two 10-hour trainings (Student Center staff training and Student Leader Training) and eight 90-minute monthly all-staff meetings for an estimated 19 Coordinator staff, plus the Senior Coordinator and Event Coordinator.** E009	
	Student Staff Wages:	**$11,136**

			Fringe @ 23%:	**$2,561**
			PERSONNEL TOTAL:	**$227,073**

Other Budget Requests

Category	Details		Amount Requested
Contracted Services	Spotify subscription for playing music in Dawg House lounge. Billed monthly at $13.22/month.	S001	**$159**
	Subscription to Canva. Used to edit all print and digital marketing materials, and shared among staff of several CSI programs.	S002	**$120**
	Annual license for Adobe Reader. Used by front desk staff to digitally stamp flyers for campus bulletin boards.	S003	**$288**
	Adobe CC license for branded content creation. Canva is a more accessible content creation platform, but lacks typefaces required by UW Brand. We use Brand fonts to make signage and OSCARs promos.	S004	**$420**
Other Services	Background checks at $45 each. Taking returning staff into account, I'm estimating 15 background checks over the course of the year.	S005	**$675**
	Uniform sweatshirts and nametags for all staff.	S006	**$1,100**
	Event incidentals. The staff event and engagement team occasionally plan events that introduce students to resources available in the student center. Custodial fees and art/decorating supplies.	S007	**$500**
	Phone line cost for front desk. Phone is a frequent source of communication and feedback for our office.	S008	**$220**
	Fund for Dawg Bones prizes. Dawg Bones is the CSI's involvement incentive program. Students earn points for activities like joining clubs or signing into events, and trade the points for items.	S009	**$1,000**
	HR Workday fee. Required cost.	S010	**$753**
Non-Food Supplies & Materials	Budget for office supplies and non-food items for microwave kitchenette.	S011	**$1,600**
Food	Keurig coffee pods for office kitchenette.	S012	**$1,000**
	Food for Student Center Training. The 10-hour Student Center training is split across two days, with 22 staff at an estimated $22 per staff member.	S013	**$990**
Equipment	Equipment maintenance and replacement for pool, air hockey, and ping-pong tables.	S014	**$1,250**
	Student Space equipment maintenance/replacement. Office equipment includes laminator, paper cutters, shredder, UV phone sanitizer, and other assorted.	S015	**$1,000**
	Event and meeting space equipment maintenance and upgrades. Equipment includes things like portable stage, collapsible wall, projectors, webcams, media panels and other assorted.	S016	**$1,500**
		SUPPLIMENTAL TOTAL:	**$12,575**

PERSONNEL TOTAL:	$227,073
SUPPLIMENTAL TOTAL:	$12,575
COMPLETE PROPOSAL TOTAL:	**$239,648**

Supplemental Documents

CSI COORDINATOR

Job description for front desk staff

SENIOR COORDINATOR

Job description of senior coordinator position

UWY EVENT COORDINATOR

Job description

MARKETING ASSISTANT

Job description. This role was formerly under the Registered Student Organization budget. It is unchanged, but has been moved to more accurately reflect the broader responsibilities of the position.

HOURLY COUNTS (MAT AND UWY)

Counts of students in student center spaces