



Request for 2025 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 02/05/2025

Due Date: 02/07/2025

Submitter Name: Conor Leary

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Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$729,686**

Departmental Information

STUDENT UTILIZATION

This proposal emphasizes the importance of student fees in the support of the Center for Student Involvement (CSI) team, a unit that supports, supervises, advises, and manages departmental initiatives, all of which have been born and enhanced from student input, connection, and inclusion. The value of the CSI has been established by the UW Tacoma students who have come to campus, hoping for a well-rounded and insightful experience, in an environment where they can find opportunities to say that they belong. The CSI strives every day to support students through all of the programming that directly involves a professional staff member ensuring that students are involved in decision-making and that they are able to engage with their college experience as much as they want to. The CSI receives no state funding and is not included in the University's budgeting process for state funds. The initiatives that the professional staff members work on and develop every day to enhance for UWT students include:

- ASUWT - Associated Students of the University of Washington Tacoma
- SAB - Student Activities Board
- RSOs- 73 Registered Student Organizations
- The Ledger & Tahoma West- Student Publications
- Husky Volunteers
- HSF - Husky Sustainability Fund
- The Giving Garden
- Hendrix The Husky
- The University Y Student Center, Game Room, & Event Spaces
- Dawg House Student Lounge
- Welcome Days
- Campus Event Fund (CEF) and Conference & Training Fund (CTF)
- Food Truck Tuesdays
- DubNet Management
- Student Leadership Trainings and Workshops
- Onboarding, hiring, supervision, and development of over 129 student employees and committee members
- Hiring & Finance processing that support event payments and student travel reimbursement

CORE VALUES/MISSION ALIGNMENT

The Center for Student Involvement and Student Life strives to empower students to change the world through the enhancement of their skills and identities. We provide students with activities and programs to inspire personal transformation, campus communication, and social responsibility. Our services are focused on inspiring students: through training that develops their skills and understanding, advising students as they navigate policies, procedures, and new situations, and providing resources to pursue and enact a shared vision.

Student

CREATE INSTITUTIONAL TEAMS WITH SHARED RESPONSIBILITY FOR STUDENT RETENTION & SUCCESS

The CSI and 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 (HIPS)

We know through research that students involved in high impact practices will have better persistence to graduate and educational success. The Association of American Colleges & Universities has developed a list of 10 experiences they consider HIPS and student life has engaged with many of them including:

- First Year Seminars & Experiences (Welcome Days)
- Service Learning/Community-Based Learning (Husky Volunteers)
- Learning Communities (RSOs and Student Leadership programs)

Communities

STRENGTHEN COLLABORATIVE COMMUNITY PARTNERSHIPS WITH AN EMPHASIS ON DIVERSE COMMUNITIES.

Enhance, incentivize and recognize collaborative community engagement- The CSI encourages students to get involved with the community through service. We plan group service events open to all students and encourage student organizations to connect with partners on and around campus. Students, from RSO Officers to anyone performing volunteer service, are able to record and track their service hours that they provide to the community, with many opportunities to reflect.

Vitality

INTENTIONALLY CREATE SPACES, PROGRAMS AND ACTIVITIES THAT ENCOURAGE ENGAGEMENT WITH OUR CAMPUS.

The CSI hosts events weekly across our various programs and helps to enhance RSO and campus partner events by providing information regarding policies and procedures.

EXPAND AND CREATE CAMPUS-WIDE CELEBRATIONS AND RECOGNITIONS

From Welcome Days traditions like the W Photo and Stuff-A-Husky, to RSO Block Party, three involvement fairs, and our OSCARS, the CSI helps students understand that the achievement of their goals are possible, and that celebration brings our campus closer together.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

1. The CSI team selected two new staff members to fill vacancies and promoted our Student Media Specialist to Assistant Director for Student Involvement. With the Program Assistant, Student Civic Engagement Specialist, and Assistant Director positions filled, these roles dove in, tackling primary student concerns and developing support systems to help achieve student goals. The CSI needed to fill the position of Student Sustainability Coordinator, a professional staff position, as well as the Student Media Specialist position. Because of these vacancies, supervision of the Husky Sustainability Fund team and the two Student Publication Teams (the two together totaling 25 student employees) and the promotion, management, and execution of those initiatives were assumed by the Director of Student Involvement and Leadership, with no compensatory increase. While I supervised the professional staff team along with my position's responsibilities of advancing the CSI and advising ASUWT, the CSI continued to support the students and impact associated with HSF and Student Publications. Strategies were possible that included providing Temporary Pay Increases to other CSI Staff members, but these are often restricted to no more than 15% of that employee's salary, while they take on another position's major projects. Our CSI team fully recognizes our commitment to delivering diverse and innovative ways for students to get involved and to enhance their experience. This year continued to prove the important value of how professional staff members with direct responsibilities for these programs are integral to their management to ensure that the responsibilities do not overload our student employees, who are students first and should not be expected to shoulder staff expectations.

2. Foster a connected campus community through the expansion of Registered Student Organizations, on-campus activities, and Student Center space usage. This year, we have seen an expressive increase in the number of Registered Student Organizations who enhance the student experience with meetings, events, and promotional activities. The CSI assumes the role as resource advisor to the RSOs as they build specialized communities centered around student interests, academic areas, and hobbies to engage people. Campus has been more active this year, with activities in the Dawg house Student Lounge, RSO Officers and student leaders frequenting the CSI in the UWY, and an eclectic calendar of events featured on DubNet.

3. Demonstrate student learning that occurs through campus experiences. We support and promote NACE (National Association of Colleges and Employers) standards to lead our efforts, that help focus student learning in areas that will benefit them beyond our community. This alignment helps us ensure that students are gaining valuable skills through involvement with our office that will set them up for success. Innovative programs and services are based on appropriate theories and implemented in line with best practices. Students who participate in programs and services learn to demonstrate learning and achievement in learning outcomes. Outcome data related to these goals is reported in CSI-affiliated budget proposals.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

The CSI supports an incredible number of UWT students and emphasizes our services, resources, and developmental opportunities to every registered student. We promote and advertise involvement opportunities in direct ways, such as organizing and dispersing the Grit List weekly email blast of involvement opportunities to every student email. Another direct way of our support of students is constant advocacy and creation of SAF-funded student employment experiences (advertised through Handshake) that provide compensation for work completed, with a focus in helping students understand how the skills they strengthen can transfer to future positions, no matter what they're studying. Other direct ways of connection include involving students in the development of campus ideas that have resulted in changes, adjustments, and enhancements to our core departmental services, as well as committees that are connected by our services. We are able to pull important data regarding student involvement from DubNet, including information that helps us understand not only the students who are connecting to campus, but those who may need varying strategies to get them connected.

Specific usage data of our services can be found in the individual CSI budgets proposals. I provide the context of each professional staff position of how their roles directly impact students at UW Tacoma.

Director of Student Involvement & Leadership- Conor Leary

Student Staff Reports: 7 ASUWT Directors, 9 Senators, and 12 Hired Staff

Student Connection: Student Leadership Training attendees (103 students), Attendees to ASUWT Events, Recipients of CTF and CEF, RSOs, RSO Officers, and Visitors to the CSI

Assistant Director for Student Involvement - Daniel Nash

Student Staff Reports: 19 Student Center Staff, 2 Senior members of the Student Center Staff, 2 Coordinators for Registration Student Organizations

Student Connection: RSO Officers (444), RSOs (73 organizations), Visitors to the CSI & Dawg House Student Lounge, Attendees at Welcome Days Events

Student Activities Specialist- Deaglan An

Student Staff Reports: 8 SAB Coordinators, 2 Mascot Students, 1 Marketing Assistant

Student Connection: Recipients of the Grit List (5000+), Attendees to Student Activities Board events, Visitors to the Center for Student Involvement, Hendrix the Husky fans, and Attendees at Welcome Days Events, RSO Officers

Student Civic Engagement Specialist- Buddy Molina

Student Staff Reports: 4 Husky Volunteer Staff members, 1 Elections Administration Chair, 1 ASUWT Director and 2 Legislative Affairs Staff

Student Connection: Attendees to ASUWT Events, Attendees to ASUWT Lobbying events and Elections Events, RSOs, RSO Officers, and Visitors to the CSI

Student Media Specialist- VACANT (Responsibilities maintained by Conor Leary)

Student Staff Reports: 2 Senior Newspaper Staff Members, 20 Newspaper Publication Staff Members, 4 Literary Arts Journal staff members

Student Connection: 52.5% of campus as readers of the Ledger Student Newspaper and 780 students readers of the most recent edition of the Tacoma West Literary Arts Journal

Program Assistant- Hasanah McCauley

Student Staff Reports: 19 Student Center Staff, 2 Senior members of the Student Center Team, 2 Coordinators for Registration Student Organizations

Student Connection: RSO Officers (444), RSOs, Visitors to the CSI & Dawg House Student Lounge, Reservation Contacts for spaces in the UWY, fund recipients from CTF and CEF.

COLLECTION OF FEEDBACK & IMPROVEMENTS

Every service affiliated with the Center for Student Involvement utilizes diverse evaluation methods to assess the services we provide to the UW Tacoma community and will provide them in their CSI-affiliated proposals. DUBNET, introduced in September 2023, has enhanced our ability to record important quantitative data in the areas we support, so we're able to track and provide on-going information about the touchpoints of involvement our students are able to have with our office and beyond. The Center for Student Involvement understand involvement as multi-dimensional and would never say that the "only" way to be involved at UW Tacoma is to visit the CSI. That would not be fair to so many other departments on campus and would entirely limit how a student could feel that sense of involvement that would help them engage and feel a sense of belonging on the campus. Our office does work to emphasize the story of how finding something to connect with, to be involved with, no matter where it is on campus, will only increase the value a student's experience. DubNet, in allowing us to report out the data provided as a supplemental document for this request, allows us to dial into how many students out of the ~5000 student enrolled at UW Tacoma have made a connection somewhere on campus. The system allows us to collect information on how students may be involved and how they may not be involved, which can lead to supporting those students who may not understand all the ways they could be involved in their collect experience. The system allows for surveys to be dispersed for various events and to be created with the mind of collecting student input that our programs and services can use to further enhance opportunities.

SERVICE BENEFITS TO STUDENTS

There are number of ways that the benefits of our programs and services show themselves throughout the year. Some are more obvious, like gathering 150+ Students for a picture organized in a traditional W or filling the UWY 303/304 Event space with Involvement Fair excitement. Our services kick off every Orientation season and quarter with tabling efforts that provide students with diverse and endless possibilities of what they'd like to experience during their time at UW Tacoma. We celebrate and honor student successes whenever possible, and especially at the end of each academic year at our OSCARs Ceremony, which although it experienced some electrical conflicts in 2024 (and needed to be postponed) awarded 30+ individual awards provided by departments, voted upon by the community, and decided by committees.

There are many ways that our professional staff members, services, and resources interact with students on a daily basis. Each professional staff member works 40 hours a week, with the high likelihood that that maximum will need to bend and flex to support students when they need it. In this time, each professional staff member works to add immense value to every experience a student can have at UW Tacoma and it is never forgotten that the salaries our staff earn are provided by student fees. This thought emphasizes the pride that we take in the work and the scenarios that we support our students through. Our strategies include a holistic acknowledgement and dedication to all UWT students. We understand that students have a variety of priorities and as we acknowledge any expectations a position or event may call for, we are ready to support students in the management of their priorities so they're able to achieve their goals. We firmly believe that this should be how we concentrate on helping students build their experience at UW Tacoma. From every moment in and outside the classroom, we hope they find as many opportunities to explore their development and build their self-confidence as they can.

From the dozens of weekly one-on-one meetings held between students and their supervisor/advisors to drop-in moments that range from idea generation or supporting a student with their priorities, the individual attention and care to each student cannot be so easily tracked. Our work goes beyond executing a program or making sure a newspaper is published each week. We ensure that students feel that they are a part of the process, that they are heard, and that they are supported in anything they put their minds, time, and hearts to. We have the honor to work with students on their very best days and to sit with them on some of their worst. Some days, we have to tell students things they may not want to hear but remain ready to support them to achieve whatever they hope to in how it can be done.

Staff Budget Requests

Category	Details	Amount Requested
Professional Staff ¹	Program Assistant (Hasanah McCauley)- This full-time position is instrumental in the execution of campus processes, especially in supporting CSI Pro Staff members with executing payments, managing budgets, managing reservations & event logistics. This request includes a promotion from Program Assistant to Program Support Supervisor I, which would allow the position to directly supervise student employees. More regarding this position can be found in the attached Position Description E001	
	Professional Staff Wages:	\$53,136
	Fringe ⁴ @ 34.4%:	\$18,279
Professional Staff ¹	Program Support Supervisor for the Office of Student Life (Kelly Tyrrell)- Staff member supervises 5 student employees, manages and disperses the Childcare Assistance Program to applicants, and coordinates efforts of the Associate Vice Chancellor for Student Affairs and Director of Student Conduct E002	
	Professional Staff Wages:	\$61,331
	Fringe ⁴ @ 34.4%:	\$21,098
Classified Staff ²	Director of Student Involvement & Leadership (Conor Leary)- This position leads the Center for Student Involvement and represents the department responsible for ensuring students perceive opportunities for involvement, connect with available resources, and enhance their sense of belonging. They supervise 5 professional staff positions and advise ASUWT Directors and Senators in their efforts on campus. More regarding this position can be found in the attached Position Description E003	
	Classified Staff Wages:	\$91,583
	Fringe @ 30.3%:	\$27,750
Classified Staff ²	Assistant Director for Student Involvement (Daniel Nash)- This full-time position fulfills the responsibilities of management and support for 73 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. More regarding this position can be found in the attached Position Description E004	
	Classified Staff Wages:	\$81,644
	Fringe @ 30.3%:	\$24,738
Classified Staff ²	Student Media Specialist (Search in progress; responsibilities continued by Conor Leary)- This full-time position supervises and works on the evolution of the Ledger Student Newspaper, the Tahoma West Literary Arts Journal, and the development of student media outlets and opportunities. These two publications center on the student involvement in publications, management, distribution, and content creation. More regarding this position can be found in the attached Position Description E005	
	Classified Staff Wages:	\$70,258
	Fringe @ 30.3%:	\$21,288
Classified Staff ²	Student Activities Specialist(Deaglan An)- This full-time position is vital to supporting the Student Activities Board as well as campus-wide programming efforts. 8 SAB Students center their work on the creation, promotion, and execution of events that are aimed to include all students. This request is budgeted to compensate the position for a new responsibility of evaluating promotion and communication efforts in the CSI and supervising the Marketing Assistant. Position Description is attached E006	
	Classified Staff Wages:	\$66,003
	Fringe @ 30.3%:	\$19,999
	In-Grade salary adjustments/Potential OT Pay- A 2% departmental increase would be held and coordinated with HR to provide positions that demonstrate accomplishment or	

Classified Staff ²	enhancement in their work position with proper compensation. All positions outside the Assistant Director and Director are Overtime-Eligible, by Salary Threshold State Law. This fund would also allow for any overtime possible, at the discretion of the position's supervisor. E007	
		Classified Staff Wages: \$7,181
		Fringe @ 30.3%: \$2,176
Classified Staff ²	Student Civic Engagement Specialist (Buddy Molina)- This full-time position supports the on-going efforts of the Husky Volunteers program to motivate students to build time for service and volunteering into their lives. The programs encourages community connection as such as possible. The position is also responsible for advising the Legislative Arm of ASUWT and the Elections process in the Spring Quarter. More regarding this position can be found in the attached Position Description E008	
		Classified Staff Wages: \$60,352
		Fringe @ 30.3%: \$18,287
Student Staff ³	Student employee wages for the Office of Student Life in MAT 103 to work during operating hours from 8am-5pm Monday through Friday to support the Program Support Supervisor, Associate Vice Chancellor for Student Affairs, and The Director of Student Conduct. 5 Students maximum are hired to share shifts for 45 hours of work total each week. Training hours are also included. E009	
		Student Staff Wages: \$41,483
		Fringe @ 23%: \$9,541
PERSONNEL TOTAL:		\$696,128

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Monthly recurring fees for phones for the Front Desk in MAT 103 as well as a fax machine. Also includes monthly non-recurring charge for technology recharge imposed by Information Technology S001	\$7,513
Other Services	Copy Charges for MAT 103 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 Award Ceremony to recognize student achievement at the end of each academic year S005	\$5,000
	Background checks for MAT 103 student employees (5) S006	\$315
	Unavoidable charge: Workday Fee for any department hiring student employees S007	\$700
	Professional Memberships for professional and classified staff (10 Total annual memberships) which provide access to events, workshops, information, and resources to support student development S008	\$929
Travel	Travel to and from UW Seattle and/UW Bothell- reserved for Senior Associate Vice Chancellor of Student Life and/or Director of Student Conduct S009	\$200
Non-Food Supplies & Materials	Office supplies for MAT 103 operation S010	\$2,400
	Marketing and promotional items for Center for Student Involvement to promote over all identity and available resources and services. S011	\$750
Food	Bi-Annual Training for MAT 103 Front Desk Staff S012	\$216
Equipment	Adobe software for 3 computers in the MAT 103 suite. S013	\$600
	3 Laptops for CSI Pro Staff use as multiple out-of-office meetings. Laptops would streamline note-taking so meeting information can be directly added to drives and distributed to partners S014	\$3,913
SUPPLIMENTAL TOTAL:		\$33,558

PERSONNEL TOTAL:	\$696,128
SUPPLEMENTAL TOTAL:	\$33,558
COMPLETE PROPOSAL TOTAL:	\$729,686

Supplemental Documents

POSITION DESCRIPTION FOR THE DIRECTOR OF STUDENT INVOLVEMENT & LEADERSHIP



Areas of responsibilities, daily tasks, and University expectations for the Director position listed in attachment. Summary includes supervision of all CSI areas and support for areas with staff vacancies. This year, the position was responsible for ensuring the areas of Student Publication and Husky Sustainability Fund were supported, along with Director responsibilities listed. Duties fulfilled by Conor Leary since Sept 2023 (with interim director status beginning on Jan 1, 2023)

POSITION DESCRIPTION FOR THE ASSISTANT DIRECTOR OF STUDENT INVOLVEMENT



Areas of responsibilities, daily tasks, and University expectations for the Assistant Director position listed in attachment. Summary includes management and development of Student Center Spaces in UWY and Dawg House Student Lounge, professional development of Student Center Front Desk team, event management in UWY Space, and development of 73 RSOs, along with event planning for Welcome Days Duties fulfilled by Daniel Nash since April 2024

POSITION DESCRIPTION FOR THE STUDENT CIVIC ENGAGEMENT SPECIALIST



Areas of responsibilities, daily tasks, and University expectations for the Student Civic Engagement Specialist listed in attachment. This position is the lead organizer of Husky Volunteers events and opportunities for service engagement and supervises 4 student staff members. This position also advises the Legislative Arm of ASUWT, including one student Director position and 3 support staff as well as manages and executes ASUWT Elections Duties fulfilled by Buddy Molina since Sept 2024

POSITION DESCRIPTION FOR THE STUDENT ACTIVITIES SPECIALIST



Areas of responsibilities, daily tasks, and University expectations for the Student Activities Specialist listed in attachment. This position supervises at 8 Student Activities Board programmers in the creation, promotion, and execution of campus-wide events, while supervising the Hendrix the Husky mascot team. The position has been also fulfilling the role of supervisor to our Student Marketing Assistant and evaluating CSI Communications Duties fulfilled by Deaglan An since Dec 2021

POSITION DESCRIPTION FOR THE STUDENT MEDIA SPECIALIST



Areas of responsibilities, daily tasks, and University expectations for the Student Media Specialist listed in attachment. This position supervises and manages the execution of two student publications, The Ledger Student Newspaper, and Tahoma West, the Literary Arts Journal, while working with students to develop media areas they would like to explore. Duties fulfilled by Conor Leary since April 2024, with the promotion of Daniel Nash to Assistant Director. Search in progress

POSITION DESCRIPTION FOR PROGRAM ASSISTANT



Areas of responsibilities, daily tasks, and University expectations for the Program Assistant listed in attachment. This position provides pivotal assistance to fulfilling University procedures in finance, budgeting, and hiring, while also supporting the Student Center Team as a member of the Supervisory Team. This request is asking for the position to become eligible to supervise students. Duties fulfilled by Hasanah McCauley since Jan 2024

CENTER FOR STUDENT INVOLVEMENT & STUDENT LIFE BUDGETARY BREAKDOWN



Document breaking down cost for professional staff members that oversee student involvement opportunities include Student Activities Board, Associated Students of the University of Washington Tacoma, Student Publications, Husky Volunteers, Registered Student Organizations, Welcome Days, Conference and Training Fund, Campus Event Fund, Student Center management, Event logistics, and more, with student staff support and supervisor for MAT 103