



## Request for 2020-21 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), Hendrix the Husky and the University Y Student Center takes many hours of dedicated attention from advisers, supervisors, 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. They 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 and programs that inspire personal transformation, campus connection, and social responsibility. This is our mission statement that guides and informs our work. All our services are focused on empowering student leaders; through training that develops their skills and understanding, advising students as they navigate policies and procedures, providing resources that are necessary for students to pursue and enact their own vision for the campus. Students have the opportunity to not only get involved in our campus community, but they also have the ability to shape and determine what the campus experience is for our community.

#### Impact Goal: Students

- Increase student awareness of and satisfaction with availability and accessibility of UW Tacoma resources, support and infrastructure.
- Strengthen persistence to graduation for all student populations.

#### Impact Goal: Communities

- Increase satisfaction of faculty, staff, students and community partners with structures and resources supporting mutually beneficial engagement.

#### Impact Goal: Equity

- Increase opportunities for students to understand and embrace assets of our diverse communities through local and global learning and engagement experiences.

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

1. Demonstrate student learning that occurs through the campus experiences. We have been educating ourselves more on NACE (National Association of Colleges and Employers) standards, which is also used by other departments on campus. 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.
2. Foster a more connected campus community through expanding Registered Student Organizations. 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. Community focused initiatives are designed 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 will develop and publish a comprehensive programming calendar on a quarterly basis.
4. This year, a common thread through all the above has been finding ways to enhance student engagement through virtual formats. A great deal of effort has gone into the transition to virtual learning and programming leading into this academic year. Over the summer the CSI team, especially Conor Leary (Assistant Director of Student Involvement) and Steve Ayden (Student Activities Specialist), poured a great deal of time and energy into DawgDen, our online student engagement hub. The CSI started the DawgBones program, incentivizing involvement through a points and rewards system. Welcome Days transitioned to a virtual format, with all program offerings listed in one easy to navigate page on DawgDen. As such, we have seen a great increase in site use, and we feel confident in stating that it has helped many students stay connected while at home.

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. Last year we had to do a quick pivot to reimagine this event virtually, and through the great help of Media Services, we pulled off an engaging program hosted live on YouTube. The program has nearly 500 views, and folks were very interactive in the chat during the live program, providing supporting messages and virtual cheers for the award winners. We intend to host the OSCARs live via YouTube again this spring.

Student Life supports several 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, Center for Service and Leadership, Tahoma West, and The Ledger. Specific user data is reported in the individual budget proposals of these Student Life affiliated programs and services and will provide a much more robust look at our reach.

#### COLLECTION OF FEEDBACK & IMPROVEMENTS

Every associated program and service in Student Life utilizes a variety of evaluation methods to assess our services. When in person we use card readers to collect attendance data at sponsored programs, and student coordinators are required to complete post-program reports on all events. This has continued virtually as well - check-ins are still possible by collecting student emails which are manually entered into DawgDen, and the new DawgBones program has allowed us to collect other feedback and info from students. For some of the offerings to earn DawgBones, students must write a reflection or response to the activity they participated in, which is useful data.

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 and service events. The CSI student staff also conducted a survey in Autumn Quarter to learn more about virtual student involvement to help guide their programming efforts. All this data is then utilized by the staff to evaluate programs and services, make necessary adjustments, and allocate resources to support critical areas.

Across the board, we highly value student input, and strive to be as transparent as possible in decision making. We prioritize having students at the table, and if they are not, we are sure to ask ourselves how our decisions will affect students.

#### SERVICE BENEFITS TO STUDENTS

There are several ways that the benefits of our programs or services show themselves. Some are more obvious, like welcoming 250+ 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. This year will we host the OSCARs for the 15th time in our history!

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 for students just having a rough day, 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 must tell students things they do not want to hear, but then we are there to support and help them learn through these moments. We are striving to prepare students for what is next by developing their professional and interpersonal skills. We are 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

Category	Details	Amount Requested
Professional Staff <sup>1</sup>	<b>Program Assistant, Program Support Supervisor II (75% SAF)</b> E001	
	Professional Staff Wages:	<b>\$87,868</b>
	Fringe <sup>4</sup> @ 39.6%:	<b>\$34,796</b>
Classified Staff <sup>2</sup>	<b>Director of Student Involvement &amp; Leadership, Assistant Director of Student Involvement, Student Activities Specialist, Student Media Specialist, Student Civic Engagement Specialist (0.5 FTE)</b> E002	
	Classified Staff Wages:	<b>\$295,572</b>
	Fringe @ 30.3%:	<b>\$89,558</b>
Student Staff <sup>3</sup>	<b>Front Desk Assistants (5), Student Web Assistant</b> E003	
	Student Staff Wages:	<b>\$45,428</b>
	Fringe @ 22.2%:	<b>\$10,085</b>
PERSONNEL TOTAL:		<b>\$563,307</b>

## Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Monthly recurring charges for phone and computer lines; covers all offices and front desks for UWY 107 and MAT 103. S001	<b>\$4,366</b>
Other Services	Funds to cover 1 professional organization membership for each staff member (applies directly to the work they do). S002	<b>\$764</b>
	OSCARs recognition event S003	<b>\$9,000</b>
	Marketing for Student Life programs/services S004	<b>\$2,000</b>
	Background check fees S005	<b>\$315</b>
	HRPM Workday Fee S006	<b>\$700</b>
Travel	Professional development funding for 5 professional/2 classified staff. Rates based upon standard recommendation from Finance & Administration. S007	<b>\$8,346</b>
	For UCar reservations used for travel to/from UW Seattle or Bothell for quarterly meetings. S008	<b>\$200</b>
Non-Food Supplies & Materials	Copy and mail charges. S009	<b>\$720</b>
	Supplies for Student Life office (pens, paper, files, promotional items, utensils, ink, office maintenance, etc). S010	<b>\$2,400</b>
Food	Bi-annual front desk training for student employees S011	<b>\$216</b>
Equipment	Adobe software licenses for 3 computers in MAT 103 S012	<b>\$600</b>
SUPPLEMENTAL TOTAL:		<b>\$29,627</b>

PERSONNEL TOTAL:	\$563,307
SUPPLEMENTAL TOTAL:	\$29,627
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$592,934</b>

## Supplemental Documents



### **STUDENT LIFE OPERATING BUDGET**

This spreadsheet contains a more detailed version of our budget request for SAFC's reference.