



Request for 2021-22 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: **Center for Student Involvement**

Create Date: 11/18/2021

Due Date: 11/19/2021

Submitter Name: **Conor Leary**

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Proposal Authors: **Conor Leary**

Department Head Approval:

Elizabeth Hansen

Requested Amount: **\$7,288**

Approved Amount: **\$0**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

In order to adhere to the increase in minimum wage in the city of Tacoma and to maintain the operational hours of the Center for Student Involvement and Dawg House Student Lounge, I need to increase the wage for our Student Center Assistant positions, currently at minimum wage of 13.69/hr. Subsequently, I need to increase the wage earned by the Student Center Coordinator and the Event Coordinator position, that has more responsibilities than the Student Center Assistant, and are currently paid \$14.19. The Student Center Senior Coordinator holds greater responsibilities as well as supervisory capacity over the Student Center Assistant and Coordinator positions, and is currently paid \$14.69.

This request is to ensure that the current operational hours and services can be provided within the University Y Student Center, as well as the Dawg House Student Lounge. This includes the Center for Student Involvement (CSI), which is housed in the University Y Student Center. We offer a variety of services for students, including event/meeting locations and management, video game check-in/out, services and processes related to the Registered Student Organizations (equipment check-in/out, answering questions, room request processing, storage, various supplies), flyer approval for campus, ticket/item sales, game equipment (pool table, ping-pong tables, etc.) and much more. Our staff members are trained to be extremely versatile and knowledgeable about campus resources, systems, and departments. The staff is meant to provide on-going customer service across many topics and areas, as well as to connect the UW Tacoma community to involvement opportunities. We work closely with all registered student organizations, SAB, ASUWT, faculty, staff, campus departments, the YMCA, and non-University community members.

STUDENT UTILIZATION

The funding would benefit the 20 students currently employed by the Center for Student Involvement by increasing the wage earned by Student Center Assistants to \$14.50 (minimum wage is \$14.49) but we thought it would be easier on future calculations to have it as an even number. The Student Center Coordinators, who are responsible for event set-ups, teardowns, coverage, and leadership responsibilities on office project teams, and the Event Coordinator would make \$15.00, based on the increase in minimum wage. Our senior-most position, the Student Center Senior Coordinator, would make \$15.50 in the new structure.

While our student employees would directly benefit, the students at UW Tacoma would benefit from having the operational hours of the Center for Student Involvement and the Dawg House Student Lounge remain the same as they've been in the Autumn Quarter. Currently, our student employees maintain operation of the Center for Student Involvement on Monday through Friday from 7:30am-9pm and offer support to students in the Dawg House from 10am-6, Monday-Thursday, and 10pm-5pm on Fridays. As of 11/18/2021, we have had over 1500 visits to the Center for Student Involvement and over 4700 visits to Dawg House Student Lounge.

Our supporting documentation has two scenarios: one where the wages are separated by a \$.50 difference, based off the minimum wage of \$14.49 and one instance where we've increased by one cent for all positions.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The requested funding will allow the Center for Student Involvement to maintain the projected wage needs that were proposed in the Center for Student Involvement's SAFC proposal for 2021-2022. We were unaware of how much the minimum wage would increase in January 2022 and were unable to factor that increase in. Funding will be directly applied to our personnel budget and allow no operational hours to be affected, so the Center for Student Involvement and Dawg House Student Lounge, with their available resources and services, will not be changed in any way for the UW Tacoma community. Funding will only be used to ensure that operation of the student center hours can continue as is. Our department evaluates our effectiveness every year to ensure that the spaces and services are available to students when they need them and collects data on the most active times, days, and locations to ensure that the community is being served when they most need it.

SERVICE BENEFITS TO STUDENTS

Engagement – Our services assist in providing opportunities for students to engage with each other, faculty/staff, the campus as a whole and the community. Our office promotes and encourages different areas of involvement to the community and supports the efforts of campus partners and student organizations in helping these programs come to life. Our significant focus throughout the years is to enhance the community experience by providing oversight over the spaces where community members host many events and meetings, which often students are in attendance at. This drive to help students create experiences for others to enjoy continues in the virtual realm as we’ve invested time and energy into finding how virtual systems can amplify the success of student programs, as well as engage those who may not be able to physically attend. With the University Y being a partnership with the YMCA, students are constantly being exposed to the YMCA and all that their organization offers – including intramurals, recreation, fitness and healthy lifestyles.

Support – Through our staffing and operation of the Center for Student Involvement, we directly support all student organizations, the Student Activities Board (SAB), the Associated Students of UW Tacoma (ASUWT), Center for Service and Leadership, and more. We are a point-of-contact for these groups for questions, event equipment checkout, room reservations on campus, flyer approval, copying/printing of materials, flier approval and more. Virtual efforts have included the formation of project teams that are working to create new opportunities and enhance existing systems to align with student and community needs.

Connection – By providing and managing physical spaces for students, we are helping to further connect them with the University and other people. The University Y and Dawg House are important connection points for students on campus – places that they know are meant for them and are run with a student-first mindset.

Skills for Staff – Through offering student employment opportunities, we are helping students to develop many critical life skills. From administrative skills, to time management, to event planning, and to teamwork, our student staff members are getting a plethora of chances to grow. Additionally, student employees on our staff are exposed all of the different involvement and engagement opportunities on campus – such as RSOs, campus events, SAB, other departments, etc. They learn about how to become involved with a group or community on campus.

Staff Budget Requests

Category	Details	Amount Requested	Amount Approved
Student / Hourly Staff ³	<p>Due to the increase in minimum wage, the CSI needs to adjusted its payment structure based on the 4 positions in our office. The positions include Student Center Assistant, Coordinator, Event, and Senior Coordinator. The total increase in personnel costs will be a maximum of 6052.75, and used to ensure the continued operational hours of the Center for Student Involvement and Dawg House Student Lounge. Fringe has already been included in the 6052.75 number, at the 2021-2022 rate of 22.2%</p> <p style="text-align: right;">E001</p>		
	Student / Hourly Total:	\$6,053	\$0
	Fringe @ 20.4%:	\$1,235	\$0
	<p>NOTES</p>		
	PERSONNEL TOTAL:	\$7,288	\$0

Other Budget Requests

Category	Details	Amount Requested	Amount Approved	Notes
	SUPPLEMENTAL TOTAL:	\$0	\$0	

	Submitted:	Approved:
PERSONNEL TOTAL:	\$7,288	\$0
SUPPLEMENTAL TOTAL:	\$0	\$0
COMPLETE PROPOSAL TOTAL:	\$7,288	\$0

Supplemental Documents



CSI WAGE INCREASES

Excel file shows need for increase in wages based on new minimum wage standards with Assistants making \$14.50, Event and Student Center Coordinators at \$15.00, and Senior Coordinator at \$15.50