

## BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 03/02/2022

Due Date: 04/08/2022

Submitter Name: Conor Leary

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Department Head Approval:

Department Head: Elizabeth HAnsen

Requested Amount: **\$59,182**

## Departmental Information

### STUDENT UTILIZATION

RSOs receive support through officer trainings, quarterly meetings, on-going opportunities to connect with faculty and staff advisors, and from the Center for Student Involvement's continued efforts to ensure they are provided with the resources they need to succeed. This year proved to be another difficult year for RSOs, as many were stuck between hosting virtual and in-person programs based on their members' comfort levels during the Autumn 2021 quarter. This request is seeking annual support for Registered Student Organization activity, and the opportunity to provide information regarding the department's goals to aid in the successful projection and growth of RSOs on campus.

This request covers the funds to promote RSOs and their opportunities. The request outlines the purpose of our CSI student staffing related to RSO support, the general supplies made available in the Center for Student Involvement, involvement and training opportunities, and General RSO Operating Funds. Student staff in this request are the Student Marketing Assistant and RSO Student Coordinators, a position that has become 2 positions with one student focused on building events and programming opportunities for RSOs and another handling all communication avenues and strategies with the RSO Officers and members. Both positions help in distributing information to the campus community. RSO Operating Funds are available to help RSOs create opportunities for members and the campus.

Large events this fund supports include Club Camp (a mandatory orientation session for RSO leaders), quarterly involvement fairs, and the annual Block Party (Spring Quarter)

### CORE VALUES/MISSION ALIGNMENT

RSOs, during a year of hybrid programming, have responded to the notion that they help create valuable and developmental experiences for students to attend between classes. They have continued to connect their opportunities to the Culture initiative of the Strategic Plan, specifically:

Improve satisfaction of faculty, staff and students with the clarity and efficiency of our processes and procedures.

Improve satisfaction of faculty, staff and students with the quality of relationships on campus, characterized by respect, civility, courtesy and a conflict positive orientation.

Improve internal communication mechanisms that increase awareness and connection among faculty, staff and students.

Our RSOs also align with the Equity initiative through a number of our cultural and religious student organizations:

Improve the satisfaction of traditionally underrepresented students, especially racial/ethnic minority students, with the UW Tacoma experience. Increase opportunities for students to understand and embrace the assets of our diverse communities through local and global learning and engagement experiences.

We are always looking to improve the services we provide, and look for new ways to impact students, which speaks to the Growth initiative by: Improve and expand facilities, technology and resources as the campus grows.

Increase the satisfaction among students with student life infrastructure, such as options for parking, dining, housing and recreation.

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

The main goal for RSOs is similar from year to year – to continue increasing RSO knowledge and understanding of resources, services, and policies, and to encourage the development of new or returning organizations. This year, we have worked to assist our RSOs in understanding how they can

continue to use our available services and plan engagement virtually. We have concentrated on making sure that RSOs still have access to as many resources as possible from our office as well as promoting the opportunities they are executing for the UW Tacoma community.

RSOs have continued to demonstrate their commitment to ensuring the UW Tacoma community has diverse options for involvement. They have added to the virtual programming calendar of events on DawgDen and many organizations have come back to hosting events on campus. They continue to make use of the supplies and funding resources available to them in the Center for Student Involvement. They are also helpful in providing feedback, generating ideas, and asking questions to the RSO Coordinators and the Assistant Director for Student Involvement to increase their success.

Student organizations as a whole are collaborative in nature, with students connecting with faculty and staff across campus to serve as advisors for their clubs. This gives them access to another system of support, as well as a deeper connection to the area in which the advisor works. We highly encourage RSOs to collaborate with each other and other offices for stronger and more robust programs. Aside from inter-RSO collaborations, they have been able to work with other student-focused groups such as Student Activities Board, Tahoma West, the Ledger, and organizations outside of UW Tacoma, especially in fundraising efforts.

## STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

The number of RSOs on campus fluctuates each year. This is due to a variety of reasons, including organizations that take longer to become active each year (we see organizations register all year long) and inactivity due to loss of student-interest or graduating students. We take a variety of steps to help RSOs remain active, include providing recruitment/retention strategies, transition recommendations, intervention to encourage organizations to flourish, and assist with finding interested students and advisors when needed. However, sometimes this is not successful, and an organization does become inactive.

2021-2022: 47 organizations (2 RSO are pending application status)

2020-2021: 57

2019-2020: 52

2018-2019: 64

2017-2018: 70

Number of Students Involved: We do not track the total number of students involved with RSOs, as it is difficult to get an accurate listing. This is because some students may only attend meetings sporadically, while others are more active from one quarter to another, etc. Additionally, RSOs maintain their own membership rosters on DawgDen and not all organizations remove students who are no longer active at UW Tacoma.

### RSO Room/Space Requests

2021-2022- RSOs reserved 40 times throughout the quarter in the UWY Space, but that does not reflect the meetings and events that may have happened in other places around the campus. The number of events on Dawgden to date connected to RSOs are 87 events; although there has been some difficulty getting students to put their events on DawgDen so we imagine the number is much higher.

2020-2021- 188

2019-2020: 149 (requests for the remainder of the year were affected by Covid-19 Prevention guidelines)

2018-2019: 244+ (requests in Winter Quarter 2019 was our transition to a new system, and full tracking was not available at this time. This represents summer, fall and spring requests)

2017-2018: 342 total requests

2016-2017: 295

2015-2016: 262

2020 (hosted virtually): 86 students

2019: 79 students 2018: 80 students 2017: 75 students 2016: 75 students 2015: 55 students

### Involvement Fair

Involvement Fair during the Autumn 2021 Quarter took place in-person in William Philip Hall over the span of three days. Student organizations were given the options to attend once in that three-day period on the day that worked best for their schedule. Students were encouraged to drop by to learn more about the RSOs and to engage with them.

Participating Organizations: 35

Attendance: 376

Winter Involvement Fair 2022 began in the same structure with the first date in-person. With changing modalities for classes, a hybrid option was installed for the third day in order to accommodate students who were not on campus, due to their virtual classes. The second day was hosted entirely virtually due to lack of availability from RSOs through a Zoom room with multiple breakout rooms branching off so that students could connect with different groups.

Participation Organizations: 21

Attendance: 120

## COLLECTION OF FEEDBACK & IMPROVEMENTS

Most feedback for registered student organizations is received through meetings with the RSO Coordinator and/or Assistant Director, email conversations, and DawgDen requests or surveys. During 2021-2022, our office has hosted at least 1 RSO Roundtable a month, where students can talk about a specific topic. RSO Officers have also received RSO Round-Ups, emailed to them directly, every 2 weeks. The RSO Coordinator also hosts RSO Office Hours for most of their shifts, which give RSO officers the opportunity to drop in to ask any questions, share suggestions, or seek advice. In

all of these encounters, RSOs are reminded of the access they still had to supplies and resources found directly in the Center for Student Involvement or in other areas across campus. The UWTC clubs email and the email for the Assistant Director for Student Involvement are always open and responsive to RSO needs.

RSOs are encouraged to meet with their RSO Advisor as well as our office as often as needed. The RSO Coordinator and Assistant Director of Student Involvement planned at least 1 meeting with each RSO a quarter and attended RSO Officer meetings for updates and to sit in as a resource. Student leaders are encouraged to get involved in planning the general RSO programs, especially in launching the idea to bring Block Party back to campus in Spring 2022.

Club Camp, as a two-day program, is also a crucial time for our office to gain feedback from RSO leaders. We used survey information during each presentation to measure how much students were learning and if they had any in-the-moment questions. We also followed up the program with a survey to understand what topics may have needed more attention, to build resources into the year.

### SERVICE BENEFITS TO STUDENTS

The Center for Student Involvement believes co-curricular involvement complements a student's academic program and contributes to their total growth as a student at the University of Washington Tacoma. Benefits from student organization involvement include, but are not limited to academic enhancement, heightened communication skills, scholarship incentives, personal/professional growth, career development, community service, collaboration ability, self-confidence, and lifelong friendships.

By operating in a way that students know they can trust in the Center for Student Involvement to receive assistance in support is one of the most meaningful ways we can benefit our students. We can't plan their programs or schedule their meetings for them, but we can provide the tools they need in order to complete these tasks themselves in a successful way. RSOs have many questions, and they are all operating at different levels; so we prepare ourselves to adapt and meet those changing needs. This becomes even more necessary as we help student organizations to better understand the impact that virtual programs can make, and how they can make just as much of an impact as their in-person experiences. RSO Leaders offer tremendous opportunities for our campus to experience so many different kinds of events and perspectives.

Throughout this year, we have worked with our RSOs on how best to communicate, advertise, and execute programs within the confines of particular restrictions, such as changing class modalities and Covid-19 Prevention policies. Most of our testimonials about the experience have repeated the sense that the effort and energy spent on programming options is affected by the strain of deciding between hosting a virtual event (which students don't like to attend) or an in-person event (which people may not want to attend in name of their health or comfort). This year, our RSO Leaders and our office have risen to the challenge of imagining new ways to operate within this ever-changing world and the result has been the connection of students to what they need in the moment to experience something to balance their lives against other priorities they may have.

## Staff Budget Requests

Category	Details	Amount Requested
Student Staff <sup>3</sup>	<b>The Student RSO Coordinators serve as a point-of-contact for UW Tacoma's 65+ student clubs and organizations, assisting them in the execution of their events and meetings, while providing them with resources, guidance, and trainings/workshops for their growth and development. The Student RSO Coordinators brainstorm and develops comprehensive training workshops and activities, as well as designs programming to encourage collaboration between RSOs.</b>	E001
	Student Staff Wages:	<b>\$18,180</b>
	Fringe @ 20.4%:	<b>\$3,709</b>
Student Staff <sup>3</sup>	<b>Marketing Assistant</b>	E002
	Student Staff Wages:	<b>\$9,300</b>
	Fringe @ 20.4%:	<b>\$1,897</b>
PERSONNEL TOTAL:		<b>\$33,086</b>

## Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Rental of 3 helium tanks from Balloon Specialties and the monthly fees attached (21.97/month for all 3 tanks). Also, funding is contracted for Above Creative Cloud for Marketing Assistant position. S001	\$1,950
Other Services	Funding for RSO Involvement opportunities (Involvement Fairs, Block Party, Trainings/Workshops) Campus RSO Board Inserts RSO Operations Fund to support programming and initiatives for RSOs S002	\$16,750
Travel	Travel/lodging/meals for the National Association for Campus Activities conference in Spokane WA. Students will see and learn about how RSOs can bring unique acts to campus and help their orgs grow. S003	\$4,096
Non-Food Supplies & Materials	Supplies, resources, and items for RSO use including Button supplies, sticker paper, bulletin board paper, arts & crafts supplies, organization materials for RSO Computer stations, and office supplies S004	\$2,000
Food	Lunch and snacks for Club Camp- the event will be planned for an in-person session if possible and need to feed up to 100 people. S005	\$1,300
SUPPLEMENTAL TOTAL:		\$26,096

PERSONNEL TOTAL:	\$33,086
SUPPLEMENTAL TOTAL:	\$26,096
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$59,182</b>

## Supplemental Documents



### RSO BUDGETARY DOCUMENT

Detailed budgetary document that designates the value of requested funds for student personnel, student organization opportunities, funding for student organizations, and supplies