BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Student Life

Create Date: 03/03/2022

Due Date: 04/08/2022

Submitter Name: Elizabeth Hansen

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Department Head Approval: ✔

Department Head: Bernard Anderson

Requested Amount: **$672,331**

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), Husky Sustainability Fund (new!), 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 of 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, they 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.

Impact Goal: Growth

- Increase retention rates of currently enrolled students toward timely graduation.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

1. Demonstrate student learning that occurs through the campus experiences. We continue to learn about NACE (National Association of Colleges and Employers) standards, and incorporate these competencies into our work with student leaders. 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. You can see an example of this work on the UWT Involvement social media accounts, with our

2. Foster a more connected campus community through expanding Registered Student Organizations. This is even more essential now as we are returning to campus following closures and hybrid operations due to COVID. We know students are eager to reengage with campus and find spaces where they can make friends, learn, and have positive interactions. 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. A safe and smooth transition back to in person operations is also a focus for this year. We realized over the summer that it would be extremely easy for our team to burn out quickly. While there was a lot of excitement and motivation to dive back into a "pre-pandemic" style of work, we recognized the need to ease our way back into things, and just not fall back into the status quo. We are also still in a pandemic, so that certainly needs to be considered. We are making positive strides in continuing to mold our team structure and the format of our programs to meet the ever-changing needs and wants of students. We are taking a realistic look at what works, what does not work, and what we can leave behind. This is a terrific opportunity for us to redefine many aspects of our services.

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 again hosted the event virtually, and through the great help of Media Services, we hosted an engaging program hosted live on YouTube. The program has over 450 views, and folks were very interactive in the chat during the live program, providing supporting messages and virtual cheers for the award winners. This year we used some funds to bring in a comedian as the host, and folks really enjoyed Atsuko Okasuto's stand up that was inserted throughout the program. We intend to return to an in-person program for the 2022 OSCARs on June 3!

Student Life supports a number of 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.

Collection of Feedback & Improvements

Every associated program and service 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 of this data is then utilized by the staff to evaluate programs and services, make necessary adjustments, and allocate resources to support critical areas.

I will also use this space to share that we are actively searching for a new supplier for the DawgDen system. The current software we use has not been operating at a level that helps our team operate at it's best level, and this has had a negative effect on post event surveys, attendance tracking, etc. We are excited about a new software provider that we are researching and hope to switch to them in time to launch for the 2022-2023 academic year.

Service Benefits to Students

There are a number of 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 16th 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 have to tell students things they don't want to hear, but are there to support and help them learn through these moments. We are striving to prepare students for what's next, but developing professional and interpersonal skills. We're 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[1]	**5 professional staff positions - please see full budget breakdown in attached spreadsheet for more detailed information.**	E001	
		Professional Staff Wages:	**$332,667**
		Fringe[4] @ 29.4%:	**$97,804**
Classified Staff[2]	**2 classified staff positions, plus funds for a potential reclassification - please see full budget breakdown in attached spreadsheet for more detailed information.**	E002	
		Classified Staff Wages:	**$112,645**
		Fringe @ 37.3%:	**$42,017**
Student Staff[3]	**6 student staff staff positions - please see full budget breakdown in attached spreadsheet for more detailed information.**	E003	
		Student Staff Wages:	**$47,817**
		Fringe @ 20.4%:	**$9,755**
		PERSONNEL TOTAL:	$642,704

Other Budget Requests

Category	Details		Amount Requested
Contracted Services	Monthly recurring charges for 10 phone lines and technology recharge fee	S001	**$4,366**
Other Services	Professional membership dues for professional and classified staff	S002	**$764**
	Copy charges	S003	**$600**
	Mail charges	S004	**$120**
	Professional development for professional and classified staff	S005	**$8,346**
	OSCARs awards ceremony	S006	**$9,000**
	Background checks for student employees	S007	**$315**
	HRPM Workday Fee	S008	**$700**
Travel	Travel to/from UW Seattle or UW Bothell (quarterly meetings)	S009	**$200**
Non-Food Supplies & Materials	Office supplies for MAT 103	S010	**$2,400**
	Marketing	S011	**$2,000**
Food	Bi-annual training for MAT 103 front desk student employees	S012	**$216**
Equipment	Adobe software for 3 computers in MAT 103	S013	**$600**
		SUPPLIMENTAL TOTAL:	**$29,627**

PERSONNEL TOTAL:	$642,704
SUPPLEMENTAL TOTAL:	$29,627
COMPLETE PROPOSAL TOTAL:	**$672,331**

Supplemental Documents

STUDENT LIFE OPERATING BUDGET

Full details of the Student Life budget request