

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 02/03/2022

Due Date: 04/08/2022

Submitter Name: Conor Leary

UW Email Address: cleary2@uw.edu

Phone Number: 2536924366

Department Head Approval:

Department Head: Elizabeth Hansen

Requested Amount: **\$214,672**

Departmental Information

STUDENT UTILIZATION

This request is for the management and operation of the UW Tacoma spaces in the University Y Student Center, as well as the Dawg House Student Lounge. This includes the Center for Student Involvement (CSI) 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.

In addition to the services above, we are also responsible for the furniture, technology and equipment within the University Y Student Center and the Dawg House – this is a large amount of items! This includes the couches/chairs, tables and audio/visual items throughout these student lounge facilities. Additionally, we do provide support for a couple of other student spaces in academic buildings (i.e. the WCG and BHS microwaves). We offered to support these spaces with microwaves to maintain access to them for all-students.

CORE VALUES/MISSION ALIGNMENT

Student engagement outside of academics has proven to be a valuable addition to campus life on college campuses, and studies show that it increases persistence to graduation. I believe this became more apparent during the virtual and hybrid quarters, as UW Tacoma students balanced their virtual classes with how to increase their presence and connection to campus. UW Tacoma supports and encourages student engagement inside and outside of the classroom and has implemented strategies and techniques for students to understand how they can make use of our services in-person and virtually. We assist the campus in achieving this by providing spaces for students to hold their student organization events, attend their virtual classes in a quiet environments, study, connect and interact with others. During the 2021-2022 academic year, we continued to provide access to our spaces in an effort to provide students with the space they needed to succeed with whatever they were hoping to do. Whether virtually or in-person, our aim is to enhance the connection and belonging that UW Tacoma students feel, as well as concentrate on developing hubs of social activity where they can meet people with similar and different interests, personalities, and perspectives. We have continued to support all of the Registered Student Organizations on campus by assisting them in the recruitment of members and the promotion of their activities throughout the year. These student organizations continually provide involvement opportunities for students and impact the campus immensely.

When aligning this with the campus Strategic Plan, there are several impact goals that this fits perfectly in, such as:

- A. Students -> Increase awareness of and satisfaction with the availability and accessibility of UW Tacoma resources, support and infrastructure
- B. Communities -> Increase the satisfaction of faculty, staff, students and community partners with the structures and resources supporting mutually beneficial engagement
- C. Growth -> Increase the satisfaction among students with student life infrastructure, such as options for parking, dining, housing and recreation.
- D. Growth -> Improve and expand facilities, technology and resources as the campus grows

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

CSI Staff Development– The CSI has been working in-person since August 2021. The staff ensured that the spaces were open for over 110 hours a week, which granted access to computers, free printing, supplies, games, & support. Our staff maintains the wellness of students by providing Covid-19 guidance and customer service, while continuing to provide virtual support through chat-bot and email. The CSI continued to operate 7 Project Teams to organize, lead, evaluate, and progress specific goals for each quarter. The project teams focused on enhancing services that would directly enhance the involvement opportunities in particular areas:

- Dawg Bones Team- Revamped and operated the Dawg Bones program to include Dawg Bones Shop.
- Programming & Engagement Team- During Autumn Quarter, this team hosted 5 programs within the student center spaces per month and advertised the game tables and video game possibilities that were available to students.
- Training & Learning Team- Continued to promote a collection of experiences that focus on skill-building, knowledge development, and self-care
- Husky Involvement Mentorship Team- Promoted our retention system based programs to encourage involvement on campus.
- Data Team- Collect relevant data while developing a project to connect student use of student centers to how likely they are to succeed academically.
- CSI Discord Team- Improve and promote the CSI Discord Channel as well as assist in the transition of our staff communication model to Microsoft Teams
- CSI Social Media Team- Support the content creation and promotional strategy of the UWTInvolvement Instagram account in order to connect more students to involvement opportunities and advertise activities happening in-person and virtually.

Dawg Bones Incentive Program—In order to continue to foster student engagement and to encourage people to offer hybrid activities for student, the Dawg Bones program continued, and grew from student evaluation. The structure shifted in order to provide the students who were getting involved in various activities on campus with more of a choice of which prizes they could access with their Dawg Bones. The giveaway process continued for students to have the choice to enter to win a hoodie or beanie or both, but the Dawg Bones Shop was established as a means of providing students with the chance to exchange their points for prizes they would make more use out of. Points no longer expire until the end of Spring Quarter so people have the opportunity to grow their accounts and use them whenever the Dawg Bones Shop is open (twice a quarter).

Partnerships w/ Other Student Groups & Departments – The CSI has helped to support the RSOs as they have considered different strategies and ways for engaging the University community. The department has also connected with New Student Transition Services to connect involvement opportunities to new students, as well sponsor opportunities for students to connect to possible programs, organizations, and students. The CSI has also connected with the Center for Equity & Inclusion, Husky Success Series, and First-Generation Fellows.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

All UW Tacoma students are welcome and encouraged to utilize the University Y Student Center and Dawg House Student Lounge. During 2021-2022, programming and involvement opportunities continued as they were allowed by Washington State and UW guidelines. The University Y Student Center and Center for Student Involvement opened their doors to in-person services in September 2021, so all UWY Students who pay the Student Activities Fee were able to make use of the spaces. The Dawg House Student Lounge was open at that time as well as and staffed by a member of the CSI Team, to help monitor the space, rent out games, and support students who may have had questions.

Coordination of Activities & Services: The Center for Student Involvement continued to provide support and guidance to the Registered Student Organizations and students of UW Tacoma to connect them with involvement opportunities, as well as campus information. Students could contact the office through multiple avenues into an online Chat Box, the UWSTI email, the UWTInvolvement Instagram, through Dawgden, and on Facebook, while also having the option to make use of the services and resources in-person. There was an increase in use especially when students were back in-person to use the resources available in the space, the services provided, computers, and workstations. The CSI and Dawg House were also established Designated Eating Areas so that students could eat while on campus.

Reservations and Study Spaces: UWY Spaces were open to students as study spaces and also were reserved by students for organization meetings and to attend virtual classes. Students were able to reserve the spaces themselves by visiting the front desk of the CSI or through the 25 Live Reservation system. There was an increase in space usage as a space where in-person students could attend classes that were still virtual, while also making use of the resources on campus.

Access to Services: As the Center for Student Involvement was open to in-person services for the year, RSOs were able to access the supplies or systems that they enjoyed when able to visit the office, including button-making, balloon tanks, storage units, and the opportunity to design and print stickers for their organization

Communication about Involvement: With the varying modalities for classes and how a student's schedule could be structured, it was very important to emphasize the importance of involvement and find opportunities (whether in-person or virtually) to connect with events, meetings, and services. There was a concerted effort to push out information through multiple platforms and avenues, especially re-activating the ways of communication that happen on campus such as posters and advertisements on campus TVs. The UWTInvolvement social media platforms centered on making sure students could spend their free time between classes doing whatever they might want to try at UW Tacoma, even though they were unable to come to campus.

COLLECTION OF FEEDBACK & IMPROVEMENTS

The Center for Student Involvement wanted to make sure that the campus knew that the space would be open to in-person services and worked to understand how the space was being utilized by those students coming to campus. The same effort was made in the Dawg House Student Lounge and student assistants collected information from their perspective about how students were making use of the space, based on the activities they participated in.

Husky Involvement Survey- The Survey was dispersed to multiple populations to find out more about how students viewed involvement and what they most wanted from their experience. The survey and the data collected helped provide a better picture of how successful on-going programming opportunities were to students and enhance the direction for future programming.

Space Usage Data and Specific Inferences of Use- The tallying document that was used in previous years to calculate the number of visits to the Dawg House and CSI was adapted for the Winter Quarter to begin to understand how students are perceived to be using the student center spaces. Student Center Assistants were provided with training and criteria for understanding about what was bringing the students to the space. Categories were developed in order to define why students were accessing the space and what could be enhanced to keep them returning to the space. Autumn 2021 numbers are attached along with Winter 2022 numbers as Supplemental Documents #1.

Dawg Bones Incentive Program: The Dawg Bones incentive program has continued to concentrate on elevating the incentive for being involved on campus by tagging opportunities with Dawg Bones that could win students prizes. During the first quarter, we collected the following participation

data:

Participants: 1190

Prizes Awarded: 191

Highest Earner: 13,400 Dawg Bones

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
Student Staff ³	<p>The University Y (UWY) Event Coordinator is a key position that manages and supports all event planning and logistics within the University Y Student Center and Dawg House Student Lounge. The position manages the events and meetings held within the space, and focuses on delivering a positive customer service experience throughout the whole process. The Events Coordinator all handles scheduling for set-ups and breakdowns, as well as manages a team of coordinators to ensure requests are delivered.</p> <p style="text-align: right;">E001</p>	
	Student Staff Wages:	\$12,780
	Fringe @ 20.4%:	\$2,607
Student Staff ³	<p>The Senior Student Center Coordinator is is the leader of a dynamic student team that works in the University Y Student Center and Dawg House Student Lounge. This position assists the Assistant Director for Student Involvement in the daily management and operations of the CSI, while managing the scheduling of coverage within the space. The Senior Coordinator assists in event logistics as well as supports the staff members by hosting developmental workshops and learning opportunities.</p> <p style="text-align: right;">E002</p>	
	Student Staff Wages:	\$16,027
	Fringe @ 20.4%:	\$3,270
Student Staff ³	<p>The Student Center Coordinator provides support and management of the day-to-day operations of the University Y Student Center, the Center for Student Involvement, and the Dawg House Student Lounge. Coordinators serve as shift leads and provide them with guidance and tasks, as well as serve as event contacts to assist the UW Tacoma community in executing their events.</p> <p style="text-align: right;">E003</p>	
	Student Staff Wages:	\$82,095
	Fringe @ 20.4%:	\$16,747
Student Staff ³	<p>The Student Center Assistants assist in the management of the University Y Student Center, Center for Student Involvement, and Dawg House Student Lounge. While covering these areas, SCAs provides on-going logistics support, welcome in visitors, provide answers to questions, receive feedback about improvements, and assist with event set-up and breakdowns. Student Center Assistants provide support to UW Tacoma community members and are trained to understand information about available resources</p> <p style="text-align: right;">E004</p>	
	Student Staff Wages:	\$50,431
	Fringe @ 20.4%:	\$10,288
PERSONNEL TOTAL:		\$194,245

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Funding to resurface the Pool Tables in the University Y Student Center and Dawg House Student Lounge Also, funding for Adobe Reader for the CSI Front Desk S001	\$1,375
Other Services	Staff Development materials (background checks, uniforms, name tags) Budget to host programs & fund incentive programs, Discounted Tickets to be sold from CSI Office Phone lines Promotional item S002	\$10,452
Non-Food Supplies & Materials	Office supplies for the Center for Student Involvement use and for those who make use of the space. S003	\$2,000
Food	Food for Annual Staff training days over the course of 2 days to feed 21 staff members S004	\$1,100
Equipment	Funding to purchase: -Game Table equipment for student center spaces -General Student Space equipment and upgrades -Event & Meeting space equipment and upgrades S005	\$5,500
SUPPLIMENTAL TOTAL:		\$20,427

PERSONNEL TOTAL:	\$194,245
SUPPLEMENTAL TOTAL:	\$20,427
COMPLETE PROPOSAL TOTAL:	\$214,672

Supplemental Documents



STUDENT CENTER BUDGET_BREAKDOWN

Detailed budgetary document that designates the value of requested funds for student personnel, training, hours of operations, programming, office supplies, and more.



STUDENT CENTER SPACE USE 2021-2022

Document lists the use of the Center for Student Involvement and the Dawg House Student Lounge in Autumn 2021 and Winter 2022 by UW Tacoma students- and what resources they made use of.



MOST UP-TO-DATE STUDENT CENTER SPACE USE 2021-20

Document lists the use of the Center for Student Involvement and the Dawg House Student Lounge in Autumn 2021 and Winter 2022 by UW Tacoma students- and what resources they made use of.



UWY SPACE USAGE 2021-2022

Students are able to access spaces for meetings, events, and study spaces. During the last 2 quarters, we saw an increase in our spaces for studying study and virtual class attendance