

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 11/10/2022

Due Date: 11/11/2022

Submitter Name: Conor Leary

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Department Head Approval:

Department Head: Elizabeth Hansen

Requested Amount: **\$936**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

With the increase in minimum wage in the State of Washington from 14.49 to 15.74, the amount that the Center for Student Involvement applied for in the regular SAFC process will no longer support the student employees who fulfill the roles of our RSO Coordinator for Events & Projects, our RSO Coordinator for Promotions and Partnerships, and our RSO Marketing Assistant. .Currently, all positions serve in the office and make \$15.00 per hour. The positions provide support to our Registered Student Organizations, plan events, workshops, and help RSOs to fulfill services and to access resources provided to them by the RSO SAFC budgets. The RSO Marketing Assistant fulfills the role of supporting the marketing avenues and platforms that the Center for Student Involvement is responsible for, in order to further spread information about involvement opportunities, available resources, and important services to campus. The position helps to operate the UWT Involvement social media, develops the Husky 411 campus email where any organization, department, or service can use to advertise to students, and monitors and updates the slideshow on all campus TV monitors.

RSO Coordinator for Events & Projects - 15.00 --> 16.25 (11 hours a week)

RSO Coordinator for Promotions & Partnerships- 15.00 --> 16.25 (11 hours a week)

RSO Marketing Assistant- 15.00 --> 16.25 (15 hours a week)

STUDENT UTILIZATION

The awarded funds will directly benefit the student employees who fulfill these three positions by providing them with fair compensation, adjusted to meet the minimum wage in the state of Washington. All three positions have been actively planning and using all of their hours to complete tasks in direct connection and support to campus programs, especially in the areas of program development (Involvement Fair, RSO Workshops and trainings, and Spotlight of RSO Activities) as well as promotional and marketing (Husky 411, Campus TVs, and Social media updates). With these positions, RSO Officers will receive the planned events and workshops, including Involvement Fairs in both Winter and Spring Quarters, Block Party in Spring Quarter, and continue to advertise and promote their opportunities through the resources available in the Center for Student Involvement

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

Funds will be immediately added to the wage funding request from the SAFC Budget process during the 2022-2023 Allocation process. Wages will be increased to meet the new requirements and students will continue to be employed for their set hours within the Center for Student Involvement

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 – The RSO Coordinators and RSO Marketing Assistant stand as another layer of support for our student organizations, as well as our campus departments and services. RSO Coordinators work actively with student officers at times when the Assistant Director for Student Involvement is working on other projects and provides attention to their needs, helps them brainstorm, and develop their activities or meetings for campus. The RSO

Marketing Assistant engages with the campus to help promote information about available offerings and what's happening throughout the campus, so students stay more informed about how they interact with campus.

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	Wage adjustment for three positions in the CSI in order to comply with new minimum wage structure happening on Jan 2023 1) RSO Coordinator for Events and Projects 2) RSO Coordinator for Promotions and Partnerships 3) RSO Marketing Coordinator E001	
	Student Staff Wages:	\$770
	Fringe @ 21.5%:	\$166
PERSONNEL TOTAL:		\$936

Other Budget Requests

Category	Details	Amount Requested
SUPPLEMENTAL TOTAL:		\$0

PERSONNEL TOTAL:	\$936
SUPPLEMENTAL TOTAL:	\$0
COMPLETE PROPOSAL TOTAL:	\$936

Supplemental Documents



RSO STAFF WAGE INCREASES

Wage Increase from 15/hr to 16.25 to comply with Wage Adjustment scale based on minimum wage increase in WA



RSO COORDINATOR FOR EVENTS & PROJECTS

Event description with listed responsibilities



RSO COORDINATOR FOR PROMOTIONS AND PARTNERSHIPS

Event description with listed responsibilities



RSO MARKETING ASSISTANT

Event description with listed responsibilities