

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 11/09/2022

Due Date: 11/11/2022

Submitter Name: Conor Leary

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Phone Number: 2536924366

Department Head Approval:

Department Head: Elizabeth Hansen

Requested Amount: **\$5,126**

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 maintain the current hours of the Center for Student Involvement in the University Y Student Center, as well as in the Dawg House Student Lounge. Currently, our Student Center Assistants, who manage the front desk and provide support to those who use the space from 8am-8pm, Monday through Friday, make 14.50 per hour. The Student Center Coordinators, who have greater responsibilities in the office around building management, event logistics, and client support, make \$15 per hour. The Event Coordinator also makes \$15 per hour while the Senior Coordinator, who supervises and manages all student employees in the Center, makes \$15.50. With the increase in minimum wage and to fairly adjust the other positions in the office along a scale that acknowledges the differences in responsibilities and position descriptions, the following breakdown is needed to support the current hours and offerings from the Center for Student Involvement.

Assistants \$14.50 --> \$15.75
Coordinator \$15 --> \$16.25
Event Coordinator \$15 --> \$16.25
Senior Coordinator \$15.50--> \$16.75

STUDENT UTILIZATION

The awarded funds will directly benefit the student employees of the Center for Student Involvement by providing them with the compensation mandated by the state, as well as adjusted to match the levels of responsibilities that the students are hired to complete. The funds awarded will also sustain the current hours for the Winter and Spring Quarters of the Center for Student Involvement (M-F 8am-8pm) and Dawg House Student Lounge (M-R 11am-5pm; F 10am-2pm). Both student center spaces offer students an environment to study, host programs, connect with resources and services, rent equipment, and lounge in between their classes. The University Y Student Center is also one of the buildings open latest on campus, providing an environment where students can access printers, computers, and services until 8pm. At this point this year, the Dawg House Student Lounge has received 2590 visits in the Autumn Quarter and the Center for Student Involvement has received 1243 visits, about a 1/3 of which were during the 4pm-8pm hours. With the funding secured, the current hours of operation will not be affected to ensure compliance with the minimum wage increase.

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 the operational hours of the Student Center spaces.

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. Our student employees not only assist the campus community through providing information, but also consider and evolve new ways of enhancing the campus community that they themselves are and want to be more a part of.

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	Total amount needed in Personnel wages to ensure compliance with minimum wage for Student Center Assistants, Student Center Coordinators, Event Coordinator, and Senior Student Center Coordinator E001	
	Student Staff Wages:	\$4,219
	Fringe @ 21.5%:	\$907
PERSONNEL TOTAL:		\$5,126

Other Budget Requests

Category	Details	Amount Requested
SUPPLEMENTAL TOTAL:		\$0

PERSONNEL TOTAL:	\$5,126
SUPPLEMENTAL TOTAL:	\$0
COMPLETE PROPOSAL TOTAL:	\$5,126

Supplemental Documents



CSI WAGE INCREASES

CSI Wage Increase needs based on SAFC 2022-2023 Proposal This document demonstrates the number of hours we would need covered from Jan 2023-June 2023 with the wage adjustments based on 2023 increase.



STUDENT CENTER ASSISTANT POSITION DESCRIPTION

Event description with listed responsibilities



STUDENT CENTER COORDINATOR POSITION DESCRIPTION

Event description with listed responsibilities



EVENT COORDINATOR POSITION DESCRIPTION

Event description with listed responsibilities



SENIOR STUDENT CENTER COORDINATOR

Event description with listed responsibilities



CSI WAGE ADJUSTMENTS (IGNORE FIRST DOC)

Please Ignore first doc "CSI Wage Increases" as it is not the right one. I've attempted to delete it multiple times but it remains in the system.