

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Student Life

Create Date: 11/10/2022

Due Date: 11/11/2022

Submitter Name: Elizabeth Hansen

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Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$11,533**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

Although the allocation for the Husky Sustainability Fund, which includes funding for the Student Sustainability Coordinator position, was made available at the start of the 2020-2021 academic year, it wasn't until Spring 2021 that we completed the hiring process and the permanent hire for this position joined the Center for Student Involvement team. Last Spring the team was formed and the groundwork was laid for a full launch of the program this academic year, and they are off to a great start! However, we are quickly realizing that a staff member in a 0.5 FTE (which means they work half-time, or 20 hours/week) may not be sufficient for the expectations of the role. Between the supervisory support given to the two student workers, associated meetings with the program and CSI, outreach to educate campus of the HSF and recruit submissions, and then the actual support and oversight of programs/initiatives funded by HSF, the role is currently experiencing some strains. Processes are already lean and efficient, but there are still often weeks where decisions have to be made around what is tackled and what can't happen due to time constraints. Our request to SAFC is to provide some additional funding to allow this position to increase to 30 hours/week. We feel these additional 10 hours will benefit the program, especially with HSF's fall quarter allocation decisions about to be made. There will be an increase in oversight of projects and budget management coming very soon, and it is challenging to imagine a way that this can all be supported under the current 20 hours of work per week.

STUDENT UTILIZATION

The projects that would be funded by the Husky Sustainability Fund could involve students in three key ways: projects may be led by students, they may directly benefit students, and they may be conceived of by students. This funding could directly support projects benefiting students, including (as an example) an initiative to create a recycled or reused cap and gown program. This is an issue that addresses sustainability in many ways, including saving students money and keeping waste out of a landfill. This quarter the HSF team dedicated a significant amount of time compiling examples of projects students could initiate on campus, which can be viewed at <https://www.tacoma.uw.edu/involvement/hsf-projects>

HSF involves students as creators of innovative sustainable projects on our campus and in our community. Many of these projects can also be easily and productively tied to existing courses on our campus and thus give students a means of taking ideas developed in class and implementing them as real-world applications of what they have learned. HSF has participated in multiple classroom visits this quarter to promote the fund and encourage student applications. In all, funding our students in their work on various student-conceived projects and initiatives would help support them in myriad ways and would help to make their sustainability projects – and thus those on this campus – successful.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

Husky Sustainability Fund has deadlines at the end of November for their Mini Grant and Large Grant applications for Autumn Quarter, so they are preparing to make funding decisions. Coming out of the Annual Allocation process, and after budget reductions, the team was left with about \$9,000 in total to allocate for the course of this year. HSF has also submitted a special allocation request to increase the amount of funding they can have available to allocate. Work for the team will be increasing in Winter Quarter when these projects begin, so the timing would be ideal for additional hours of the Student Sustainability Coordinator to increase. We are prepared to make this adjustment to the Coordinator hours as soon as we are able, and the majority of the work done by the Student Sustainability Coordinator directly impacts students.

SERVICE BENEFITS TO STUDENTS

The Husky Sustainability Fund is still a new program in its development and growing stages, so the team is learning how they can best support and benefit students. It was born out of the campus Sustainability Committee and looks to expand and further solidify the connection to students through education and involvement around sustainability. In the past, students have benefitted from sustainability-related projects spearheaded by the

Sustainability Committee through resume-building experiences provided by internships and undergraduate research, through free access to nutritious fresh fruits and vegetables for food-insecure students, through cost-saving measures that help decrease the need for higher tuition, and through addressing long-term sustainability issues that affect students now and for the future. The HSF will be able to deepen and broaden the experiences that UWT's students already have with sustainability. The guidance that the Student Sustainability Coordinator provides is invaluable to the success of the program. This position is looked to as a resource and needs to be knowledge of campus policies and procedures, provides financial oversight, conducts risk management and mitigation for projects, and ensures we are staying compliant with institutional and state guidelines.

For additional information that pertains to this question, please refer to the document I'm attaching to this proposal. It is a copy of the current job description for the Student Sustainability Coordinator, with notes on areas that the additional hours will be able to better support or expand into. I believe seeing the full job description is another way to show the invaluable connection between this position and the significant support it provides to students.

Staff Budget Requests

Category	Details	Amount Requested
Classified Staff ²	This amount reflects an additional 10 hours/week for the Student Sustainability Coordinator professional staff position. This amount would provide funding for those hours from January - June 2023. E001	
	Classified Staff Wages:	\$8,750
	Fringe @ 31.8%:	\$2,783
PERSONNEL TOTAL:		\$11,533

Other Budget Requests

Category	Details	Amount Requested
SUPPLEMENTAL TOTAL:		\$0

PERSONNEL TOTAL:	\$11,533
SUPPLEMENTAL TOTAL:	\$0
COMPLETE PROPOSAL TOTAL:	\$11,533

Supplemental Documents



JOB DESCRIPTION_STUDENT SUSTAINABILITY COORDINATOR

This is the current job description, with notes/additions added to show where the additional 10 hrs/week would be utilized.

