



Request for 2022-23 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name:

Create Date:

Due Date:

Submitter Name:

UW Email Address:

Phone Number:

Department Head Approval:

Department Head:

Requested Amount:

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. UW Tacoma supports and encourages student engagement inside and outside of the classroom through 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 organization's events, attend virtual opportunities in private environments, study, connect and interact with others. Whether virtually or in-person, we aim to enhance the connection and belonging that UW Tacoma students feel, and concentrate on developing hubs of social activity where they can meet people with similar and different interests, personalities, and perspectives. We support all of the Registered Student Organizations by assisting them in membership recruitment and the promotion of their activities. Student organizations continually provide involvement opportunities for students and impact the campus immensely.

Students

Goal 2: Enhance student well-being

Student Center Spaces allow students to build their sense of belonging by having spaces to go for re-energizing between classes, making connections with classmates, and seeking more information about how they can increase their involvement on campus and their skill development.

Equity

Goal 9: Attract, engage and retain a diverse community of students, faculty and staff.

Student Center Spaces are open to all students, faculty, and staff and allow students to connect with student organizations, different identities, and possibilities that greatly heighten their understanding of themselves and others.

Vitality

Goal 10: Intentionally create spaces, programs and activities that encourage engagement with our campus.

The Student Centers were intentionally created with students in mind and the resources and services provided by the Center for Student Involvement encourage as many different connections for students to the campus as we can make possible. Whether through student-led initiatives or the opportunities created by our student and professional staff, the goal of the Center for Student Involvement are to make sure every student finds something beyond the classroom to engage them with our community.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

CSI Staff Development– The CSI has been provided in-person services since August 2021 and continued to provide in-person services as well as virtual support to our needs. 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 guidance for involvement opportunities and customer

service in-person, while continuing to provide virtual support through chat-bot and email. The CSI consolidated 7 Project Teams amongst our student employee staff to 4 Project 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- Continued to operate the Dawg Bones Incentive program, advertise and promote involvement opportunities, and facilitate exchanges at the Dawg Bones Shop.
- Programming & Engagement Team- This team promotes and engages students more with the game tables and video game possibilities by creating events within the student center spaces for students.
- Logistics and Productivity- Collect relevant data about procedures and processes within the office to develop better strategies for completing office tasks and initiatives to more efficiently serve our customers and clients.
- CSI Communications 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 students, the Dawg Bones program continues, and has grown from student evaluation. The structure shifted last year 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 continues 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 earned between quarters transfer until the end of Spring 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 Admissions and 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 2022-2023, programming and involvement opportunities grew as more opportunities were provided than the previous three years as more in-person programming could occur. The CSI works to promote the benefits of the UWY and student center space usage as a space for all students who pay the Y Fee. The Dawg House Student Lounge was open 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 office forms, and on Facebook, while also having the option to make use of the services and resources in-person. There was a great increase in activity within our student center spaces, making use of the resources, computers, and workstations. The CSI and Dawg House continued to be areas for people to gather to complete work, eat, socialize, and relax from academic priorities.

Reservations and Study Spaces: UWY Spaces have been open to students as study spaces and continue to be reserved by students for organization meetings and to attend virtual classes. Students are able to reserve the spaces themselves by visiting the front desk of the CSI or through the 25 Live Reservation system. There has been an increase in space usage as a space where in-person students could attend classes or meetings that are virtual or hybrid.

Access to Services: RSOs were able to access the supplies or systems that they enjoyed when able to visit the office, including button-making, 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.

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 2022 numbers are attached along with Winter 2023 numbers in the CSI Space Usage document

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 Fall and Winter quarters, we collected the following participation data:

Participants: 1130

Prizes Awarded: 248

Highest Earner: 11,000 (as of 2/13/23)

The Dawg Bones incentive program has helped establish a greater understanding of who is attending programs because students need to sign into different events in order to gain 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 to 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>Student Center Assistant - Total wages based on the hours that the University Y Student Center and Dawg House are open. Operations hours included in the CSI (M-F 8am-8pm) and Dawg House (Mon-Thurs 11am-5pm & Fri 10am-2pm). Assistant position description is attached in supplemental documents. 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.</p> <p style="text-align: right;">E001</p>	
	Student Staff Wages:	\$61,631
	Fringe @ 21.5%:	\$13,251
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;">E002</p>	
	Student Staff Wages:	\$59,475
	Fringe @ 21.5%:	\$12,787
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;">E003</p>	
	Student Staff Wages:	\$15,142
	Fringe @ 21.5%:	\$3,256
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;">E004</p>	
	Student Staff Wages:	\$15,142
	Fringe @ 21.5%:	\$3,256
PERSONNEL TOTAL:		\$183,939

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	\$3,101
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 items S002	\$8,787
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 20staff members S004	\$950
Equipment	Funding to purchase: -Game Table equipment for student center spaces -General Student Space equipment and upgrades -Event & Meeting space equipment and upgrades S005	\$4,000
SUPPLEMENTAL TOTAL:		\$18,838

PERSONNEL TOTAL:	\$183,939
SUPPLEMENTAL TOTAL:	\$18,838
COMPLETE PROPOSAL TOTAL:	\$202,777

Supplemental Documents



UWY ASSISTANT POSITION

Position Description for CSI Student Assistant with primary responsibilities for covering the front in the Center for Student Involvement and in the Dawg House and supporting students with questions



UWY COORDINATOR POSITION

Position description for Student Coordinator with primary responsibilities for monitoring the UWY event spaces and fulfilling set-ups and teardowns. Coordinators also serve as office project leads



UWY SENIOR COORDINATOR

This position serve as the primary supervisor of the student center staff and monitors the day-to-day operations of the spaces. The position facilities training



UWY EVENT COORDINATOR

A supervisory staff figure who serves primarily in ensuring that clients using UWY spaces are supported through the event planning process and adhere to all procedures



CSI USAGE DOCUMENT

Data collected from the Autumn and Winter Quarter (until 2/14/2023) regarding visits to the Center for Student Involvement and the Dawg House Student Lounge



CSI STUDENT CENTERS_BUDGET BREAKDOWN

Information document that further define what is being requested through the lumps sums provided, including wage, benefits, supplies, and other details.