

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 10/24/2023

Due Date: 11/10/2023

Submitter Name: Conor Leary

UW Email Address: cleary2@uw.edu

Phone Number: 2536924685

Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$10,873**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

With the increase in minimum wage in Tacoma, WA from 15.74 to 16.28, 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 8:30am-7pm, Monday through Friday, make \$15.75 per hour. The Student Center Coordinators, who have greater responsibilities in the office around building management, event logistics, and client support, make \$16.25 per hour. The Event Coordinator also makes \$16.25 per hour while the Senior Coordinator, who supervises and manages all student employees in the Center, makes \$16.75. 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.

Minimum Wage Increase:

Assistants \$15.75 --> \$16.28
Coordinator \$16.25 --> \$16.78
Event Coordinator \$16.25 --> \$16.78
Senior Coordinator \$16.75--> \$17.28

Increase in hours for CSI & Dawg House:

CSI Hours- +5 Hours per week (1 hour for each day) to increase hours from 8:30am-8pm
Dawg House- +9 hours per week (2 hours for M-Th; 1 hour for F) to increase hours for desk assistants to provide students with access to video games and support.

Due to position responsibilities and expectations, these four positions make different wages, along a sliding scale of .50 cent. With the increase, the Center for Student Involvement would like to honor the continued wage of the position due to the specific responsibilities, tasks, activities, and expectations that have been associated with the positions throughout this and previous years. The CSI has also been tracking use of the space to demonstrate how reductions from SAFC Annual Allocations are affecting access to both student center spaces on campus.

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 city, as well as adjusted to match the levels of responsibilities that the students are hired to complete. The funds awarded can also increase the current hours for the Winter and Spring Quarters of the Center for Student Involvement to M-F 8:30am-8pm and Dawg House Student Lounge to M-R 11am-5pm and F 10am-3pm. any students who visit the campus throughout the week before, during, and after classes. 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. These hours were reduced to better support Annual Allocation reductions, but the University Y Student Center is usually one of the buildings open latest on campus, providing an environment where students can access printers, computers, and services until 8pm. Four weeks into the quarter, the Dawg House Student Lounge has received 2727 impressions in the Autumn Quarter, but those numbers only reflect usage during the times where an assistant is currently present. The Center for Student Involvement has received 1109 visits, about a 1/4 of which were during the 4pm-7pm hours, but the CSI Staff usually needs to ask students to leave the space, on average about 2-4 people each day.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

Funds will be immediately added to the wage funding request from the SAFC Budget process during the 2023-2024 Allocation process. Wages will be increased to meet the new requirements for minimum wage by the Student Personnel and Administration office. Students will continue to be employed for their set hours within the Center for Student Involvement and in their positions. Should the request for more hours per week be approved, the schedule of operational hours will be updated and scheduled for coverage. It will be advertised to the student community to encourage more use of the space.

SERVICE BENEFITS TO STUDENTS

Engagement – The Student Centers assist in providing opportunities for students to engage with each other, faculty/staff, the campus as a whole and the community. They promote and encourage areas of involvement to the community and support the efforts of 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.

The Center for Student Involvement utilizes a count system for data collection where the front desk staff performs hourly counts of the space. Because we have students use the spaces for a variety of reasons, our front desk staff is trained to narrow the data into impressions of what students are most performing in the space, basing priority of these determinations on how students may be using a particular service funded by SAF or STF. Student activities are categorized into 5 categories: Studying/Computer Use, Socializing, Eating, Crafting, and Printing. In Autumn 2023 so far, the CSI has seen over 1100 impressions. Compared to Autumn Quarter 2022, the CSI has seen an increase in use by 300. In the summer 2023, the Center for Student received over 635 impressions for use. Already this quarter, the Dawg House Student Lounge has seen 2727 impressions (and increase from 1989 in Autumn 2022). That number is not entirely reflected of use due to the limited hours (only 4 hours each day). Without a student assistant, students are unable to access video games and board games to engage with other services offered by the space. We would like to increase the hours for both spaces to better connect students to resources and services available in the space.

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.

Skills for Staff – Through offering student employment opportunities, we are helping students to develop many critical life skills, such as administrative skills, time management, event planning, and teamwork. 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.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Senior Student Center Coordinator- Hours adjusted to meet the new minimum wage. E001	
	Student Staff Wages:	\$238
	Fringe @ 21.2%:	\$50
Student Staff ³	Event Coordinator- Hours adjusted to meet the new minimum wage. E002	
	Student Staff Wages:	\$222
	Fringe @ 21.2%:	\$47
Student Staff ³	Student Center Coordinators - Hours adjusted to meet the new minimum wage. Hours for the Center for Student Involvement were also adjusted to better fit student need, based on reported data collected during the Autumn Quarter. The increase in wages would support the CSI to remain open until 8pm M-F for the Winter and Spring Quarters. This number also includes on-going event support in the UWY. E003	
	Student Staff Wages:	\$5,177
	Fringe @ 21.2%:	\$1,098
Student Staff ³	Student Center Assistants- Hours adjusted to meet the new minimum wage. Hours for the Center for Student Involvement were also adjusted to better fit student need, based on reported data collected during the Autumn Quarter. The increase in wages would support the CSI to remain open until 8pm M-F for the Winter and Spring Quarters. This number also includes 6hours a day of Dawg House Coverage Mon-Thurs and 5 hours on Fridays increasing access to Video Games, Board Games, and support. E004	
	Student Staff Wages:	\$2,509
	Fringe @ 21.2%:	\$532
PERSONNEL TOTAL:		\$9,873

Other Budget Requests

Category	Details	Amount Requested
Non-Food Supplies & Materials	Miscellaneous Office Supplies, Utensils, Etc. - To keep up with demand in the space for supplies that benefit the students who frequent the space for different needs S001	\$500
Equipment	Event & Meeting Space Equipment and Upgrades- Replace and keep items in stock for use in our meeting room and common areas in the UWY S002	\$500
SUPPLEMENTAL TOTAL:		\$1,000

PERSONNEL TOTAL:	\$9,873
SUPPLEMENTAL TOTAL:	\$1,000
COMPLETE PROPOSAL TOTAL:	\$10,873

Supplemental Documents



STUDENT CENTER_WAGEINCREASEBREAKDOWN

Increase of hours and funds needed provided



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 POSITION

Event description with listed responsibilities