

**BUDGET PROPOSAL CONTACT INFORMATION**

Department Name: RSO\_Wage Increase & Special Allocation

Create Date: 10/23/2023

Due Date: 11/10/2023

Submitter Name: Conor Leary

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Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$5,140**

**Departmental Information**

**SPECIAL ALLOCATIONS - CRITERIA**

With the increase in minimum wage in Tacoma 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 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 \$16.25 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 Grit List 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. This year, the Marketing Assistant has also been tasked with redefining the Grit List (formerly Husky 411) to the campus and developing different events, information sessions, and campaigns to increase awareness within the student community.

**Minimum Wage Increase:**

RSO Coordinator for Events & Projects - 16.25 --> 16.78 (10 hours a week)  
RSO Coordinator for Promotions & Partnerships- 16.25 --> 16.78 (10 hours a week)  
RSO Marketing Assistant- 15.00 --> 16.25 (14 hours a week)

Due to position responsibilities and expectations, these three positions make .50 cents more than minimum wage. 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.

**Increase in hours:**

RSO Coordinator for Events & Projects - +2 hours per week (12 hours a week)  
RSO Coordinator for Promotions & Partnerships- +2 hours per week (12 hours a week)  
RSO Marketing Assistant- +1 hours per week (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 Tacoma, WA. 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 (The Grit List, 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, workshops on how to use our new Student Engagement Platform, DUBNET, Block Party in Spring Quarter, and continue to advertise and promote their opportunities through the resources available in the Center for Student Involvement.

This request also includes funding for RSO Promotional Materials, supplies, and to replenish money spent from the RSO events areas. With 52 active student organizations, and that number is projected to grow to 59 before Winter Quarter, there are greater needs to ensure the CSI has the supplies we need to support their efforts.

This request also includes the addition of 2 hours to both the RSO Coordinator positions and 1 hour to the Marketing Assistant per week to allow them to better meet their expectations and commitments. More information regarding the reasons for these increases can be found in answer #4

## **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, supervisors will meet with students in these positions to coordinate how that increase will be added to their existing schedules. More information about what those hours increases will help the positions to achieve can be found in answer #4.

## **SERVICE BENEFITS TO STUDENTS**

### **Request for more hours per week for proposed positions**

All three positions saw reductions in the number of weekly hours in last year's Annual SAFC reductions. While not a significant amount, each position has been fulfilled, student employees and supervisors have identified the need for more hours to be provided, if possible, per week. Below, the challenges are discussed within context of the question, in how programs and services provided by these positions are experiencing some limits while working towards the successful enhancement of the student experience.

**Engagement** – 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. Already, the RSO Coordinators have helped to onboard 12 new student organizations, after 45 returned to activity in Autumn Quarter. The Coordinators have needed to spend more time onboarding new and currently-active organizations to DUBNET, to help their organizations learn how to use the tool and emphasize activities to campus. While planning events for campus, including Involvement Fair, and training opportunities, the RSO Coordinators have also need to work on getting student organizations to activate, use DUBNET, and enhance the calendar of event and activities on campus. The RSO Marketing Assistant, with updating the name for Husky 411, has needed to implement more advertising strategy to get the Grit List recognized by students as a resource to grow engagement. No longer is the position just putting the document together, but working to find ways to increase readership of the weekly email blast by students, until its new identity.

**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 have been actively with student officers with Director of Student Involvement and Leadership (due to the vacancy of the Assistant Director for Student Involvement) to activate the 12 organizations that have been applied to be organizations on campus in the first 4 weeks of the quarter. Along with the standardized questions about event planning, member recruitment and retention, advertising on campus, and navigating policies and procedures, the RSO Coordinators are working to make sure DUBNET is used by student organizations and they are seeing results of activity! The positions are balancing the need to provide information to the student organizations very well, but their ability to plan programs or activities is limited when they are supporting individual organizations.

**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. 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 <sup>3</sup>	<b>Student Marketing Assistant- Minimum wage increase and the addition of 1 more hours per week for Winter and Spring Quarters</b> <span style="float: right;">E001</span>	
	Student Staff Wages:	<b>\$570</b>
	Fringe @ 21.2%:	<b>\$121</b>
Student Staff <sup>3</sup>	<b>Student RSO Coordinator (Projects &amp; Events) Pay Increase to meet minimum wage increase and the addition of more hours of work each week to better serve RSO needs.</b> <span style="float: right;">E002</span>	
	Student Staff Wages:	<b>\$1,010</b>
	Fringe @ 21.2%:	<b>\$214</b>
Student Staff <sup>3</sup>	<b>Student RSO Coordinator (Promotions &amp; Partnerships) Pay Increase to meet minimum wage increase and the addition of more hours of work each week to better serve RSO needs.</b> <span style="float: right;">E003</span>	
	Student Staff Wages:	<b>\$1,010</b>
	Fringe @ 21.2%:	<b>\$214</b>
PERSONNEL TOTAL:		<b>\$3,140</b>

## Other Budget Requests

Category	Details	Amount Requested
Other Services	RSO Promotional Materials- For Involvement Fair and Engagement activities, the CSI would like to acquire more funds to provide newly activated organizations with promotional item giveaways (that promote being in an RSO as a whole and using DUBNET) so they have something to give away and draw interest from students. Examples in the past have been pens, post-its, highlighters, as well as Involvement Fair t-shirts encouraging students to "Join an RSO" <span style="float: right;">S001</span>	<b>\$500</b>
	Misc. Supplies for RSO Use to replenish CSI supplies that are maintained for RSO use so they do not need to dip into their Operations funds. These items included supplies for button-making (including a new button maker), sticker paper, lamination sheets, markers, paper, name tags, craft supplies, trifolds, and more office supplies so students don't have to use RSO operations funds for them. These supplies may also include equipment (photo backdrops, games, etc) that can be added to CSI stock <span style="float: right;">S002</span>	<b>\$500</b>
	RSO Involvement Opportunities- After Autumn spending and the increase in RSOs from 44 to 52 (and that number is growing), we want to be prepared to support our student orgs and host more events for RSO officers, including trainings, workshops, and bonding events. With the success of having Involvement Fair in a more central location due to a tent, we want to provide more at Involvement Fairs to attract more students to RSO involvement opportunities. <span style="float: right;">S003</span>	<b>\$1,000</b>
SUPPLEMENTAL TOTAL:		<b>\$2,000</b>

PERSONNEL TOTAL:	\$3,140
SUPPLEMENTAL TOTAL:	\$2,000
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$5,140</b>

**Supplemental Documents**



**RSO STAFF WAGE INCREASES 2023**

Wage Increase from 16.25/hr to 16.78 to comply with Wage Adjustment scale based on minimum wage increase in Tacoma



**RSO COORDINATOR FOR PROMOTIONS & PARTNERSHIPS**

Position Description with listed responsibilities



**RSO COORDINATOR FOR PROJECTS & EVENTS**

Position Description with listed responsibilities



**RSO MARKETING ASSISTANT**

Position Description and listed responsibilities