

## Request for 2025 Funding Services and Activities Fee Committee

### BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement - UWY and Dawg House

Create Date: 11/06/2025

Due Date: 11/07/2025

Submitter Name: Daniel Nash

UW Email Address: nashd@uw.edu

Phone Number: 253-692-4813

Department Head Approval: 

Department Head: Conor Leary

Requested Amount: **\$28,523**

## Departmental Information

### SPECIAL ALLOCATIONS - CRITERIA

Funding granted to the CSI for 2025-2026 was only enough to guarantee one student worker at the CSI front desk during the office's 45 open hours per week. Because student worker duties include out-of-office building checks, regular checks of the campus's bulletin boards, checks of the Dawg House, and general errands that take staff out of office, there have been long periods of time when the office is inadequately staffed to meet customer needs. This has remained true even after modifying the student work schedule to Mon-Thurs to allow for two hours of worker overlap per day (professional staff cover customer service on Fridays, when traffic is typically low due to fewer classes operating on campus). We were also forced to discontinue our staffing of the Dawg House student lounge, which minimizes service to that space to occasional supply checks during the week.

### STUDENT UTILIZATION

This funding will go to student labor, and student labor only. The roles that the funding sustains are customer-facing roles that primarily assist other students with various needs--answering questions about CSI programs, processing print jobs, assistance with office computers, equipment checkouts, bulletin board approvals, and RSO locker management, to name just a few.

### SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

Labor expenditures are handled through Workday and disbursed to workers by UW ISC. As long as workers log their hours and managers approve said hours, the use of the funds is automatic and accurate.

SERVICE BENEFITS TO STUDENTS

The Center for Student Involvement's office and lounge services help students manage a day on campus more economically by offering alternatives to services they would otherwise have to pay for. This includes access to computers, funded color printing, recreational items, and meal accessories such as utensils. We currently measure use of the CSI through an RFID scanner at the front desk, which is used in conjunction with an excel spreadsheet that logs the RFID entry and automatically records the date and time of the tap-in. Incoming students are asked to voluntarily tap their Husky Card or, alternatively, initial a form at the front desk. If students walk by without doing either, and a front desk worker is at the computer, the worker will manually record the entry of a new student. Because of the voluntary nature of the tap-ins and the fact that the computer connected to the RFID is multi-use\*, the system is imperfect, but so far it's provided a more dynamic picture of student use than our old system of hourly counts, which comprised only a static snapshot of one minute per each hour of operation. Because of users who are not recorded, the system does not provide a perfectly accurate count, but what it does provide is a "floor" on our estimates--we can guarantee we had no less traffic than what is presented here.

Since instituting the system on July 21\*\*, the CSI has registered 261 taps or manual entries into the card system, and 110 sign-ins on the paper sheet, comprising a minimum of 371 entries into the CSI space. This constitutes an estimated\*\*\* unique taps and unique initial-ins of 100 and 69, respectively.

\*Tap-ins only register if the computer is using the count spreadsheet as its active window and a blank cell is selected. If a computer taps when an assistant is checking email, for example, the tap won't register. Only a computer dedicated entirely to tap-ins would provide a perfectly accurate count of RFID taps.

\*\*Count runs from July 21, 2025, to 9:38 a.m. on Nov. 6, 2025.

\*\*\*Running a formula to count unique check-ins to the RFID scanner and manually entered paper sign-in data is reasonably accurate, but contains some unavoidable margin for error. Unique RFIDs can be guaranteed, but manually-entered entries to the sheet consist of generic identifiers (e.g. "Student" or "pack advisor"). Paper sign-ins consist of initials, which are occasionally shared across students; some paper-sign-in students will identify themselves generically as "student." Because of these factors, as with the overall counts, our measured unique users constitute a floor for estimates--it's possible we have more visitors than what was measured, but we can guarantee we had no fewer than the amount presented.

Staff Budget Requests

| Category                   | Details                                                                                                                                                                                                                                                                                                                                                                             | Amount Requested |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Student Staff <sup>3</sup> | Comprises the difference between what was granted for 2025-2026 and what would be needed to have 2 student staff at the CSI during open hours, plus 3 hours/day of Dawg House coverage. This calculation does not take into account current and projected shortfalls, which are attributable to event staffing needs and are covered in a separate special allocation request. E001 |                  |
|                            | Student Staff Wages:                                                                                                                                                                                                                                                                                                                                                                | \$23,189         |
|                            | Fringe @ 23%:                                                                                                                                                                                                                                                                                                                                                                       | \$5,333          |
| PERSONNEL TOTAL:           |                                                                                                                                                                                                                                                                                                                                                                                     | \$28,522         |

Other Budget Requests

| Category            | Details | Amount Requested |
|---------------------|---------|------------------|
| SUPPLEMENTAL TOTAL: |         | \$0              |

|                          |          |
|--------------------------|----------|
| PERSONNEL TOTAL:         | \$28,522 |
| SUPPLEMENTAL TOTAL:      | \$0      |
| COMPLETE PROPOSAL TOTAL: | \$28,522 |

Supplemental Documents



**LABOR GRANTED IN ANNUAL ALLOCATION FOR 2025-2026**

The CSI's labor plan under the amount allocated for the 2025-2026 school year during the Annual Allocation process.



**LABOR REQUIRED TO ACCOMMODATE DESIRED STAFFING PLAN**

The CSI's labor plan to have two staff members at the front desk M-F, as well as 3 hours/day M-F of Dawg House coverage.



**CSI CHECK-INS**

A spreadsheet of handwritten and RFID check-ins to the CSI office. Numbers comprise a "floor" for the number of students served--we served no fewer than who's counted, but may have more.