

Request for 2025 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement/Student Life

Create Date: 11/03/2025

Due Date: 11/07/2025

Submitter Name: Conor Leary

UW Email Address: cleary2@uw.edu

Phone Number: 2536924685

Department Head Approval: 

Department Head: Bernard Anderson

Requested Amount: **\$17,726**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

With reductions, the Office of Student Life currently employs 1 student worker at up to 13 hours/ week. Without the student employee, the classified employee/ Program Support Supervisor for Student Life, is at the front desk completing the tasks that the student employee would normally do- including answering phones, email inquiries, and in office visitors along with navigating their other work tasks. The office does not shut down without a student staff member unless the Program Support Supervisor is sick, takes vacation, or in a meeting. When the office is shut down the door remains closed which interrupts our service to the campus community. Student Life serves as an umbrella to many student wellness services including Disability Resource Services, the Office of Student Advocacy & Support, and Psychological & Wellness Services. Also, out of MAT 103 is the Childcare Assistance Program, Student Conduct, and The Pantry. With our location being so close to the UWT Welcome Center where campus tours are run out of, on the first floor of the Mattress Factory, the office being open to the public is imperative in helping to create a welcoming environment to campus visitors which often includes prospective students and their families. Also, the experience of working in an office setting on campus within Student Life has proven to be valuable as it employs students and gives them valuable work experience.

The Center for Student Involvement is requesting professional development funding for CSI Staff members. Professional Development was awarded last year to provide members with opportunities to grow their understandings of the specific areas that they oversee to support the development of UWT students. With the pricing and how inflation can deeply affect finances, costs greatly exceed our awarded funds. To enhance student involvement and to bring innovative ideas to campus, these funds will allow for staff members to attend conferences to better improve opportunities for student engagement.

This request is also for the OSCARS, an annual tradition that honors students for the efforts make to enhancing belonging on campus.

STUDENT UTILIZATION

These funds will benefit students by providing an adequate wage to meet the standard of living increases and to protect the health and well-being of our student employees.

Professional Development funding allows professional staff members to attend conferences within higher education, student engagement, sustainability, and student affairs. These opportunities serve as extensions of our daily work, especially in how we're able to connect with new material, services, resources, and partners to enhance the student engagement experience on campus. A major part of our positions is to ensure the holistic development of the student and our work requires us to adapt to different perspectives and needs and provide students with meaningful and supportive experiences. Conference experiences that are being considered would allow staff members to learn new ideas and bringing innovative practices back to the UW community to support the development of our students. Staff members usually do not attend the same conference opportunities, which allows for a collection of insight and ideas to be brought back to staff meetings, shared with the whole team, and ideas to be enacted to promote the progress of the student experience.

The OSCARS provides the students who work as leaders to create social experience and engagement opportunities throughout the campus with the recognition they deserve. This is a campus-wide effort and involves over 20 different departments, expressing gratitude for how students work to build a stronger and more social campus community.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

Funds will be immediately added to the wage funding request from the SAFC Budget process during the 2025-2026 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 Office of Student Life and in their positions.

Professional Staff Members have been considering conferences to attend through the first part of this academic year and those ideas have been primarily stopped because the professional development funding available is not enough to cover lodging, registration, and travel needs so the staff member can participate. More funding allotted would be good to use immediately to book registration, lodging, and travel for conference opportunities coming up between March 2026-June 2026. Experiences that would be able to happen would be 2 staff members attendance at the NASPA National Conference, 1 Staff members attendance at WOHEC Washington Oregon Cascadia Higher Education Sustainability Conference, and 1 NASPA Mid-Level Managers Conference, along with a Leadership Development Workshop to help staff members better facilitate leadership programs.

Funding for the OSCARS will be spent throughout the Winter and Spring Quarters, parallel to a promotional campaign that better informs students of the OSCARS as an opportunity to recognize the valuable input of students, faculty, staff, and organizations. The funds would be allocated to ensuring that evening was a celebratory ceremony, complete with food, awards, entertainment, and more.

SERVICE BENEFITS TO STUDENTS

In Student Life, our student workers learn to work in a professional office setting with responsibilities that include: managing front desk operations (calendar, answering inquiries from students, staff, faculty, and community members, completing special projects for Student Affairs staff members), participate in team building activities, and campus wide trainings geared towards young professionals. Past student workers have found success in the work force through fulfilling careers, volunteer opportunities, and continuing their education in graduate programs and beyond. Through direct feedback from those alumni, I have heard that many attribute their accomplishments in large part to their work within the Office of Student Life.

As for the professional development funds, the Center for Student Involvement covers a number of dimensions to student engagement day-in, and day-out. While offering a multitude of different development opportunities for our students, our professional staff members need to remain knowledgeable and adaptable to many different needs and perspectives. Having the opportunity to spend work time attending conference and workshops allows our professional staff members the chance to grow their ideas, consider the challenges that UW Tacoma has, and consider and adopt solutions from working with other attendees at conferences, attending sessions dedicated to those subjects, and building a great network to tap into throughout the year when things are needed on campus. The CSI Staff oversees programs and activities that provide students with leadership experience, build skills, help shape worldviews, and help students foster a sense of belonging. Our team can only support the UW Tacoma community better with access interesting and supportive workshops and seminars. Conferences also provide us with any opportunity to enhance our understanding of college student development in multiple environments by networking with colleagues at other institutions. We get to bring the amazing ideas and opportunities that we're executing on our campus out into the world and also, brainstorm and idea generate how to coordinate solutions to difficulties or conflicts happening for our students on our campus.

As a long-standing tradition at UW Tacoma, the Outstanding Student Ceremony for Awards and Recognition, better known as the OSCARS, highlights and awards student leaders for their dedication and passion for the UW Tacoma and our surrounding community. This is a ceremony built for the students who have spent countless hours working to improve the Tacoma community from so many departments. Staffs and departments have the chance to honor a member of their student team that has committed to strengthening connections with students, while students can nominate their peers, their faculty members, and staff members, along with themselves for 4 Students' Choice Awards and our Big Three Awards. The OSCARS serves as a kick-off to celebration season at UW Tacoma, confirming how much progress and action students help the UW Tacoma community achievement throughout the academic year.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Student assistant to support the Front Desk in the Office of Student Life for 13 hours per week for the rest of the Winter and Spring Quarters. This student worker's presence and work allows the Office of Student Life to remain open to walk-in and students seeking support. E001	
	Student Staff Wages:	\$7,068
	Fringe @ 23%:	\$1,626
PERSONNEL TOTAL:		\$8,694

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Media Services to help with livestreaming the event, working the presentation materials, and preserving the event for the future S001	\$500
Other Services	Professional Development Funds for currently employed Center for Student Involvement Staff Members S002	\$3,500
	Telephone funding needed to cover internal charges for full year of CSI operation S003	\$2,532
Non-Food Supplies & Materials	Awards for the OSCARS Ceremony S004	\$500
Food	Food and refreshments for The OSCARS Ceremony S005	\$2,000
SUPPLIMENTAL TOTAL:		\$9,032

PERSONNEL TOTAL:	\$8,694
SUPPLEMENTAL TOTAL:	\$9,032
COMPLETE PROPOSAL TOTAL:	\$17,726

Supplemental Documents