## Request for 2020-21 Funding

Services and Activities Fee Committee

### Departmental Information

**Department Name:** Center for Student Involvement  
**Submitter Name:** Conor Leary  
**UW Email Address:** cleary2@uw.edu  
**Department Head:** Elizabeth Hansen  
**Create Date:** 02/05/2021  
**Due Date:** 02/05/2021  
**Phone Number:** 2536924366  
**Requested Amount:** $208,489

### 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), housed in the University Y Student Center. We offer a variety of services including management of programming spaces available to UW Tacoma and the Tacoma community, video game & technology check-in/out, event-specific services and processes, space reservations, storage, and providing supplies. The CSI handles marketing approvals within student center spaces, 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 campuses resources and departments. The staff provides customer service across many topics, as well as specializes in connecting the students to involvement opportunities. We work closely with all registered student organizations, SAB, ASUWT, faculty, staff, campus departments, the YMCA, and non-University community members to serve as a central resource for connecting students to involvement.

With listed services, we are also responsible for the furniture, technology and equipment within the University Y Student Center and the Dawg House--a large amount of items! This includes the couches/chairs, tables and audio/visual items throughout these student spaces. 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, as well as in-person and virtually. We assist the campus in achieving this by providing spaces for students to hold their student organization events, to relax, to study, to connect and interact with others, and so on. During the 2020-2021 academic year, we directed our attention to highlighting and finding strategies for student organizations and departments to engage students through virtual activities. Whether virtually or in-person, our aim is to enhance the connection and belonging that UW Tacoma students feel, as well as concentrate on developing hubs of social activity where they can meet people with similar and different interests, personalities, and perspectives. We also support the RSOs, ASUWT, SAB, the CSL, and any campus partners who need assistance, through staffing and providing services in the Center for Student Involvement and within our programming spaces. These organizations continually provide involvement opportunities for students and impact the campus immensely.

When aligning this with the campus Strategic Plan, there are several impact goals that this fits perfectly in. Some examples include:

A. **Students** -> Increase awareness of and satisfaction with the availability and accessibility of UW Tacoma resources, support and infrastructure  
B. **Communities** -> Increase the satisfaction of faculty, staff, students and community partners with the structures and resources supporting mutually beneficial engagement  
C. **Growth** -> Increase the satisfaction among students with student life infrastructure, such as options for parking, dining, housing and recreation.  
D. **Growth** -> Improve and expand facilities, technology and resources as the campus grows

### SAF-Funded Program or Services Goals and Outcomes

**CSI Virtual Project Teams** – While staffing our virtual services, including our website's chat box and email, our staff has maintained their level of productivity, and were able to offer limited in-person services in the Autumn Quarter, when allowed by state guidelines. The CSI student staff was also split into seven (7) teams, each assigned an important project to organize, evaluate, and continue to progress towards specific goals for each quarter. The project teams focused on enhancing programs, services, or resources that would directly enhance engagement opportunities for students. The project teams include:

- **Dawg Bones Team** - Develops, promotes, and executes the Dawg Bones program  
- **Programming & Engagement Team** - Develops a library of in-person and virtual event options from external companies to share with RSOs and campus partners
CSI Student Advisory Committee

virtual programming opportunities were to students and enhance the direction for future programming. The survey and data collected was meant to provide a better picture of how successful and attractive programs that would help encourage student involvement.

During 2020-2021, the Center for Student Involvement spent time coming to a better understanding of what students were looking for and enacting programs that would help encourage student involvement.

Husky Involvement Survey- A survey was dispersed to multiple campus populations to find out more about how students viewed involvement and what they most wanted from their experience. The survey and data collected was meant to provide a better picture of how successful and attractive virtual programming opportunities were to students and enhance the direction for future programming.

CSI Student Advisory Committee- A committee was formed at the beginning of the year to receive feedback and guidance from prominent student leaders who are directly connected to the Center for Student Involvement. Many of these students either hold positions within the office's programming
or connect on a frequent basis with them. The mission of the Student Advisory Committee is to provide on-going feedback and solution-based strategies for how the students, as well as the CSI, can help to improve the overall student experience at UW Tacoma.

**Dawg Bones Incentive Program**: The Dawg Bones incentive program has concentrated on elevating the incentive for being involved on campus by tagging opportunities with Dawg Bones that could win students prizes. Progress data is reported on [Supplemental Document #1](#).

**In-Person Practices**: While in-person, the Center for Student Involvement has hour counts, feedback surveys, and usage reports that help us understand what aspects of the student centers and our office space are connecting with students who are already using the space. When we have not been able to have in-person services, we have turned our attention to finding out how we may be able to help students who do not use our in-person services feel more involved and connected.

### 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 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 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. Our student employees also consider and evolve new ways of enhancing the campus community that they themselves are and want to be more a part of.

**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. This important concept did not change during virtual times as the CSI worked to keep students involved in the events and opportunities campus provided.

**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, too, learn about how to become involved.

**Campus Collaboration** – The CSI knew it would be pivotal to connect with departments and resources to make sure students understood the value of student engagement during a virtual quarter. Our department makes a consistent effort to connect with event organizers and partners to enhance the student experience as much as possible.

### Staff Budget Requests
<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Staff(^3)</td>
<td>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. In 2021-2022, they will serve as Virtual event monitors and help event organizers broadcast in-person events virtually.</td>
<td>$58,023</td>
</tr>
</tbody>
</table>

  Student Staff Wages: $58,023  
  Fringe @ 22.2%: $12,881 

| Student Staff\(^3\) | The Student Center Assistants assist in the management of the University Y Student Center, Center for Student Involvement, and Dawg House Student Lounge. 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. Student Center Assistants provide support to UW Tacoma community members and are trained to understand information about available resources. | $70,542          |

  Student Staff Wages: $70,542  
  Fringe @ 22.2%: $15,660 

| Student Staff\(^3\) | The Senior Student Center Coordinator 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. | $15,190          |

  Student Staff Wages: $15,190  
  Fringe @ 22.2%: $3,372 

| Student Staff\(^3\) | 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. | $12,090          |

  Student Staff Wages: $12,090  
  Fringe @ 22.2%: $2,684 

**PERSONNEL TOTAL:** $190,442
## Other Budget Requests

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted Services</td>
<td>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</td>
<td>$1,375</td>
</tr>
<tr>
<td>Other Services</td>
<td>Staff Development materials (background checks, uniforms, name tags) Budget to host programs &amp; fund incentive programs Discounted Tickets to be sold from CSI Office Phone lines Promotional items</td>
<td>$9,124</td>
</tr>
<tr>
<td>Non-Food Supplies &amp; Materials</td>
<td>Office supplies for the Center for Student Involvement use and for those who make use of the space.</td>
<td>$2,000</td>
</tr>
<tr>
<td>Food</td>
<td>Food for Annual Staff training days over the course of 2 days to feed 21 staff members</td>
<td>$798</td>
</tr>
<tr>
<td>Equipment</td>
<td>Funding to purchase: -Game Table equipment for student center spaces -General Student Space equipment and upgrades -Event &amp; Meeting space equipment and upgrades</td>
<td>$4,750</td>
</tr>
<tr>
<td></td>
<td><strong>SUPPLEMENTAL TOTAL:</strong></td>
<td><strong>$18,047</strong></td>
</tr>
</tbody>
</table>

**PERSONNEL TOTAL:** $190,442  
**SUPPLEMENTAL TOTAL:** $18,047  
**COMPLETE PROPOSAL TOTAL:** $208,489

## Supplemental Documents

**SUPPLEMENTAL DOCUMENT #1**
A deeper look into the Dawg Bones Incentive program to provide more insight into the activity and involvement produced by the program, along with how students each Dawg Bones & prizes

**SUPPLEMENTAL DOCUMENT #2**
Important data points from the services, resources, and opportunities provided by the Center for Student Involvement

**SENIOR COORDINATOR POSITION DESCRIPTION**
CSI Staff Position Description for the Senior Student Center Coordinator position, responsible for the supervision of CSI Staff and the day-to-day activities of the CSI and UWY

**UWY EVENT COORDINATOR POSITION DESCRIPTION**
CSI Staff Position Description for the UWY Event Coordinator position, responsible for supporting and assisting event organizers execute their programs within the UWY and Dawg House spaces
CSI Coordinator Position Description

CSI Staff Position Description for the Student Center Coordinator position, responsible for management of the day-to-day occurrences within the CSI, as well as supporting event logistics and needs.

CSI Assistant Position Description

CSI Staff Position Description for the Student Center Assistant position, responsible for support within the Center for Student Involvement and providing customer service to the UW Tacoma community.