



Request for 2024 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 12/19/2023

Due Date: 02/07/2024

Submitter Name: Conor Leary

UW Email Address: cleary2@uw.edu

Phone Number: 2536924685

Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$204,430**

Departmental Information

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) in the University Y Student Center. We offer a variety of services for students, including event/meeting locations and management, video game check-in/out, services and processes related to the Registered Student Organizations (equipment check-in/out, answering questions, room request processing, storage, various supplies), flyer approval for campus, 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 campus resources, systems, and departments. The staff is meant to provide on-going customer service across many topics and areas, as well as to connect the UW Tacoma community to involvement opportunities. We work closely with all registered student organizations, SAB, ASUWT, faculty, staff, campus departments, the YMCA, and non-University community members. In addition to the services above, we are also responsible for the furniture, technology and equipment within the University Y Student Center and the Dawg House – this is a large amount of items! This includes the couches/chairs, tables and audio/visual items throughout these student lounge facilities. Our student employees work to improve the connection to students across campus by supporting Dawg Bones, Event Communication, Events and programs within student spaces, and our DUBNET Student Engagement Platform.

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 through implemented strategies and techniques for students to understand how they can make use of our services. We assist the campus in achieving this by providing spaces for students to hold their organization's events, attend virtual opportunities in private environments, study, connect and interact with others. Whether virtually or in-person, we aim to enhance the connection and belonging that UW Tacoma students feel, and concentrate on developing hubs of social activity where they can meet people with similar and different interests, personalities, and perspectives. We support all of the Registered Student Organizations by assisting them in membership recruitment and the promotion of their activities. Student organizations continually provide involvement opportunities for students and impact the campus immensely.

Students

Goal 2: Enhance student well-being Student Center Spaces allow students to build their sense of belonging by having spaces to go for re-energizing between classes, making connections with classmates, and seeking more information about how they can increase their involvement on campus and their skill development.

Equity

Goal 9: Attract, engage and retain a diverse community of students, faculty and staff.

Student Centers are open to all students, faculty, and staff and allow students to connect with student organizations, different identities, and possibilities that greatly heighten their understanding of themselves and others.

Vitality Goal 10: Intentionally create spaces, programs and activities that encourage engagement with campus.

The Student Centers were intentionally created with students in mind and the resources and services provided by the Center for Student Involvement encourage as many different connections for students to the campus as we can make possible. Whether through student-led initiatives or the opportunities created by our student and professional staff, the goal of the Center for Student Involvement are to make sure every student finds something beyond the classroom to engage them with our community.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

CSI Staff Development– The Center for Student Involvement team, both students and professional staff, ensure that the student center spaces have been staffed for over 124 hours a week, which grants access to computers, free printing, supplies, games, & support. Our staff maintains the wellness of students by providing guidance for involvement opportunities and customer service in-person, while continuing to provide virtual support through virtual appointments, Teams, and email. The CSI consolidated 7 Project Teams amongst our student employee staff to 4 Project Teams to organize, lead, evaluate, and progress specific goals for each quarter. The project teams currently focus on enhancing services that would directly enhance the involvement opportunities in particular areas: ·

- Dawg Bones Team- Continued to operate the Dawg Bones Incentive program, advertise and promote involvement opportunities, and facilitate exchanges at the Dawg Bones Shop. ·
- Programming & Engagement Team- This team promotes and engages students more with the game tables and video game possibilities by creating events within the student center spaces for students. ·
- Logistics and Productivity- Collect relevant data about procedures and processes within the office to develop better strategies for completing office tasks and initiatives to more efficiently serve our customers and clients. ·
- CSI Communications Team- Support the content creation and promotional strategy of the UWTI involvement Instagram account in order to connect more students to involvement opportunities and advertise activities happening in-person and virtually.

Management and Promotion of DUBNET Student Engagement Platform: This year, the CSI has seen an improvement in students being able to find out about events and organizations with the introduction of DUBNET to the campus. Over 1900 students log into the system daily.

Dawg Bones Incentive Program—In order to continue to foster student engagement and to encourage people to offer hybrid activities for students, the Dawg Bones program continues, and has grown from student evaluation. The structure shifted last year to provide the students who were getting involved in various activities on campus with more of a choice of which prizes they could access with their Dawg Bones. The giveaway process continues for students to have the choice to enter to win a hoodie or beanie or both, but the Dawg Bones Shop was established as a means of providing students with the chance to exchange their points for prizes they would make more use out of. Points earned between quarters transfer until the end of Spring Quarter.

Partnerships w/ Other Student Groups & Departments – The CSI has helped to support the RSOs as they have considered different strategies and ways for engaging the University community. The department has also connected with Admissions to engage with prospective students and works alongside New Student Transition Services for new student orientations & Welcome Days to sponsor opportunities for students to connect to programs, organizations, and their peers. The CSI has also connected with the Center for Equity & Inclusion, Husky Success Series, and First-Generation Fellows.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

All UW Tacoma students are welcome and encouraged to utilize the University Y Student Center and Dawg House Student Lounge. During 2023-2024, programming and involvement opportunities continue to grow in response to students asking for a more active campus setting. This need has led the Center for Student Involvement to consider the data of when the students are here and what they maybe asking for, before and after events to make staying for engagement opportunities more of a priority.. The CSI works to promote the benefits of the UWY and student center space usage as a space for all students who pay the Y Fee. **See Supplemental Document #5 for the usage report of the Campus Student Centers, including important information about what students are most utilizing the spaces for.**

Coordination of Activities & Services: The Center for Student Involvement continued to provide support and guidance to the Registered Student Organizations and students of UW Tacoma to connect them with involvement opportunities, as well as campus information. Students could contact the office through multiple avenues into an online Chat Box, the UWSTI email, the UWTI involvement Instagram, through office forms, and on Facebook, while also having the option to make use of the services and resources in-person. There was a great increase in activity within our student center spaces, making use of the resources, computers, and workstations. The CSI and Dawg House continued to be areas for people to gather to complete work, eat, socialize, and relax from academic priorities.

Reservations and Study Spaces: UWY Spaces have been open to students as study spaces and continue to be reserved by students for organization meetings and to attend virtual classes. Students are able to reserve the spaces themselves by visiting the front desk of the CSI or through the 25 Live Reservation system. There has been an increase in space usage as a space where in-person students could attend classes or meetings that are virtual or hybrid. Room reservations in UWY since July 2023 have reached over 880 reservations.

Access to Services: RSOs were able to access the supplies or systems that they enjoyed when able to visit the office, including button-making, storage units, and the opportunity to design and print stickers for their organization

Communication about Involvement: With the varying modalities for classes and how a student's schedule could be structured, it was very important to emphasize the importance of involvement and find opportunities (whether in-person or virtually) to connect with events, meetings, and services. There was a concerted effort to push out information through multiple platforms and avenues, especially re-activating the ways of communication that happen on campus such as posters and advertisements on campus TVs. The UWTI involvement social media platforms centered on making sure students could spend their free time between classes doing whatever they might want to try at UW Tacoma, even though they were unable to come to campus.

COLLECTION OF FEEDBACK & IMPROVEMENTS

The Center for Student Involvement wanted to make sure that the campus knew that the space would be open to in-person services and worked to understand how the space was being utilized by those students coming to campus. The same effort was made in the Dawg House Student Lounge and student assistants collected information from their perspective about how students were making use of the space, based on the activities they participated in.

Space Usage Data and Specific Inferences of Use- The tallying document that was used in previous years to calculate the number of visits to the Dawg House and CSI was adapted for the Winter Quarter to begin to understand how students are perceived to be using the student center spaces. Student Center Assistants were provided with training and criteria for understanding about what was bringing the students to the space. Categories were developed to define why students were accessing the space and what could be enhanced to keep them returning to the space. Autumn 2023 numbers are attached along with Winter 2024 numbers in the CSI Space Usage document (**See Supplemental Document #5**) with comparison to the last three years of Autumn and Winter information (up until the submission of SAFC data information)

DUBNET Usage: The Introduction of a new system very close to the beginning of the year has resulted in a slow, but growing usage report for the DUBNET Student Engagement Platform. To date, we can track that over 1900 students log into the system at least once a week and most of the students doing so are undergraduate students. The system does allow for us to utilize this data to design targeted advertising to particular student groups. 52 Student Organizations are listed, as well as 12 departments.

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 to the community 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 intramurals, 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.

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.

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 learn about how to become involved with a group or community on campus.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	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. E001	
	Student Staff Wages:	\$59,895
	Fringe @ 20.5%:	\$12,279
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. E002	
	Student Staff Wages:	\$15,169
	Fringe @ 20.5%:	\$3,110
Student Staff ³	The Senior Student Center Coordinator is 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. E003	
	Student Staff Wages:	\$17,868
	Fringe @ 20.5%:	\$3,663
Student Staff ³	Student Center Assistant - Total wages based on the hours that the University Y Student Center and Dawg House are open. Operations hours included in the CSI (M-F 8:30am-8pm) and Dawg House (Mon-Thurs 11am-5pm & Fri 10am-3pm). Assistant position description is attached in supplemental documents. 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. E004	
	Student Staff Wages:	\$65,798
	Fringe @ 20.5%:	\$13,489
PERSONNEL TOTAL:		\$191,269

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Spotify Subscription for use in the Center for Student Involvement and Dawg House Student Lounge to provide music for when students are in the space and a Student Assistant is present. (cost for year) S001	\$156
	Canva Annual Subscription for use across the CSI Department areas for ad creation, marketing, and promotion of activities. S002	\$130
	Adobe Pro Reader subscription for CSI Front Desk to be able view, sign, and edit PDF files. S003	\$288
Other Services	Staff Onboarding materials (background checks, uniforms, name tags) Budget to host programs & fund incentive programs, CSI Office Phone lines Promotional items S004	\$5,247
Non-Food Supplies & Materials	Office supplies for the Center for Student Involvement use and for those who make use of the space. S005	\$1,600
Food	Food for Annual Staff training days over the course of 2 days to feed 20staff members S006	\$990
	Coffee pods for Office Keurig- Coffee would be available to student employees and be extended to students using the space well. Averages to about 1 box a month of 120 pods, 2 in busier months. S007	\$1,000
Equipment	Funding to purchase: -Game Table equipment for student center spaces -General Student Space equipment and upgrades -Event & Meeting space equipment and upgrades S008	\$3,750
SUPPLIMENTAL TOTAL:		\$13,161

PERSONNEL TOTAL:	\$191,269
SUPPLEMENTAL TOTAL:	\$13,161
COMPLETE PROPOSAL TOTAL:	\$204,430

Supplemental Documents



CSI ASSISTANT POSITION DESCRIPTION

Position Description for CSI Student Assistant with primary responsibilities for covering the front in the Center for Student Involvement and in the Dawg House and supporting students with needs



CSI COORDINATOR POSITION DESCRIPTION

Position description for Student Coordinator with primary responsibilities for monitoring the UWY event spaces and fulfilling set-ups and teardowns. Coordinators also serve as office project leads



UWY EVENT COORDINATOR

A supervisory staff figure who serves primarily in ensuring that clients using UWY spaces are supported through the event planning process and adhere to all procedures



CSI SENIOR STUDENT CENTER COORDINATOR POSITION DESCRIPTION

This position serve as the primary supervisor of the student center staff and monitors the day-to-day operations of the spaces. The position facilitates training



STUDENT CENTER SPACE USAGE DOCUMENT

Data collected from the Autumn and Winter Quarter (until 1/27/2024) regarding visits to the Center for Student Involvement and the Dawg House Student Lounge



STUDENT CENTER SPACES - BUDGETARY BREAKDOWN

Spreadsheet breakdown of hours, wages, and budgetary needs to support the Center for Student Involvement's efforts for the 2024-2025 academic year