

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Center for Student Involvement

Create Date: 11/08/2024

Due Date: 11/08/2024

Submitter Name: Daniel Nash

UW Email Address: nashd@uw.edu

Phone Number: 2536924813

Department Head Approval:

Department Head: Conor Leary

Requested Amount: **\$27,858**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

The annual allocation for the Center for Student Involvement was funded at 70% of the originally requested amount, which has required us to reduce the open hours of the CSI office in the University YMCA Student Center and the Dawg House student lounge in the MAT. Currently the Dawg House student lounge is only staffed for 3 hours/day Mon-Thurs and 4 hours on Friday, reducing maintenance of amenities such as the kitchenette counter, and reducing time that staff are available to assist students with questions. The funding for the UWY CSI office would have restricted open hours to 8 a.m. - 5:30 pm Monday-Friday, cutting after-hours coverage that allows students to print, use computer stations, gather in a safe recreational environment when classes are over, or (for those students who take night classes) take care of last-minute school errands. We also lack weekend open time for graduate students with Saturday classes, or Court 17 students who need/want to use the student center space. We have been able to extend our weekday open time to 6:30 p.m. by scheduling professional staff for the front desk 8-9 a.m., though this robs students of a paid hour of time, and likewise takes professional staff away from their official duties for an hour. We are requesting funds for extended weekday student hours in both spaces, Saturday open hours, and additional "project hours" to help us create designated time for projects that require focused time, including inventory upkeep and project team meetings.

STUDENT UTILIZATION

All funds will go to additional hours, creating more paid time for existing employees and room for new staff positions for students seeking a campus job. The greater amount of open hours allowed by these wages will also benefit students who use the CSI facilities for schoolwork, RSO activities, or recreation.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

We would immediately seek to open up the student center hours. This may be a gradual process depending on the determined availability of our current staff. If we need to hire additional staff to maintain longer open hours, we will start with a slight increase to open hours, coupled with a job search on Handshake to staff the remainder of the targeted open hours.

SERVICE BENEFITS TO STUDENTS

The Center for Student Involvement operates an office/study space, game room, study spaces and event spaces in the University YMCA Student Center, and staffs the Dawg House Student Lounge in the Mattress Factory (MAT). These spaces variously offer students the ability to work on their studies or browse the internet, unwind with video and board games, print classwork, hold meetings with study groups and clubs, and, if they belong to a club, receive priority free access to event space overlooking the campus and Mt. Rainier. Our student staff are the backbone of these services, helping students access space and equipment, taking print orders online, responding to questions via email, setting up and tearing down furniture, and assisting event space clients with their needs. Student staff additionally operate the @uwtinvolvement social media accounts, put on events exposing students to available CSI resources, and manage the online store for the Dawg Bones incentive program. The CSI student staff indirectly support the work of other student programs in the space, which include ASUWT, the Giving Garden, Husky Volunteers, Registered Student Organizations, SAB, and the Sustainability Fund.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Covers 9 additional hours for an assistant to staff the Dawg House Student Lounge, bringing open hours to 5 hours/day Mon-Fri. E001	
	Student Staff Wages:	\$3,599
	Fringe @ 23%:	\$828
Student Staff ³	Weekday hours expansion for CSI Student Coordinators. 3 additional hours over 5 weekdays over 24 weeks at a wage rate of \$17.16. E002	
	Student Staff Wages:	\$6,178
	Fringe @ 23%:	\$1,421
Student Staff ³	Weekday hours expansion for CSI Student Assistants. 3 additional hours over 5 weekdays over 24 weeks at a wage rate of \$16.66. E003	
	Student Staff Wages:	\$6,000
	Fringe @ 23%:	\$1,380
Student Staff ³	Saturday open hours for the CSI Student Assistant. Covers 6 labor hours (10 a.m. - 4:30 pm. open time with lunch break factored in), over 24 weeks at a wage rate of \$16.66. E004	
	Student Staff Wages:	\$2,400
	Fringe @ 23%:	\$552
Student Staff ³	Saturday open hours for the CSI Student Coordinator. Covers 6 labor hours (10 a.m. - 4:30 pm. open time with lunch break factored in), over 24 weeks at a wage rate of \$17.16. E005	
	Student Staff Wages:	\$2,472
	Fringe @ 23%:	\$569
Student Staff ³	Project hours fund for student tasks that require sustained focus away from front desk duties. These include inventory and project team meetings. E006	
	Student Staff Wages:	\$2,000
	Fringe @ 23%:	\$460
PERSONNEL TOTAL:		\$27,858

Other Budget Requests

Category	Details	Amount Requested
SUPPLIMENTAL TOTAL:		\$0

PERSONNEL TOTAL:	\$27,858
SUPPLEMENTAL TOTAL:	\$0
COMPLETE PROPOSAL TOTAL:	\$27,858

Supplemental Documents
