

BUDGET PROPOSAL CONTACT INFORMATION

Department Name:

Create Date:

Due Date:

Submitter Name:

UW Email Address:

Phone Number:

Department Head Approval:

Department Head:

Requested Amount:

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

With the increase in minimum wage in Tacoma from 16.28 to 16.66, the amount that the Office of Student Life applied for in the regular SAFC process will no longer support the student employees who work at the front desk in the Mattress Factory 103. Currently, all positions serve in the office and make \$16.28 per hour. The proposal fits into the criteria of funding for capital as providing minimum wage increase for our student staff is a necessity for the daily business for the Office of Student Life.

Minimum Wage Increase:

Front Desk Staff 16.28--> 16.66

Along with the proposal for increase to minimum wage for the student staff of the Office of Student Life, the Center for Student Involvement (which forms a majority of the Student Life proposal) is a request for an increase in professional development funding for Professional staff members who are currently employed by the Center for Student Involvement. Professional Development was awarded last year for the Center for Student Involvement Professional Staff members to provide members with opportunities to grow their understandings of the specific areas that they oversee to support the development of more exciting and interesting programs for UW Tacoma students. With the current pricing models and how inflation can deeply affect financial decisions, professional development opportunities are greatly exceeding costs able to be supported by the awarded funds and a staff members personal financial situations. In order to better enhance student involvement and to bring fresh and innovative ideas to campus, we are requesting that funds be allotted for staff members to travel to conference and workshop opportunities to better improve opportunities for engagement at UW Tacoma

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 will allow professional staff members in the Center for Student Involvement to attend conferences within higher education, student engagement, sustainability, and student affair. 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 while we primarily focus on involvement and engagement, 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.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

Funds will be immediately added to the wage funding request from the SAFC Budget process during the 2024-2025 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 2025-June 2025. Experiences that would be able to happen would be 2 staff members attendance at the NASPA National Conference, 1 Staff members attendance at WOHESC 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.

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 alums 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. Although students are not on the trip with us, we work to ensure that we're always considering the needs of students at conferences and how our own professional development can influence what they're able to achieve. Many of our staff members, before attending a conference, ask students much about the different workshops and seminars that will be available and take suggestions on what they'd like more information on. Our efforts on campus are dedicated every day to ensuring that students acquire the skills, abilities, and experiences they would like to before they leave. During the year, having the opportunity to further expand on ideas with colleagues from other institutions and to bring those foundations of work back to campus can only result in more exciting opportunities and improvement to how we have students succeed through involvement and engagement while at UW Tacoma.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Wages calculated for the Office of Student Life (MAT 103) for the front desk team, to administer the minimum wage increase from 16.28-->16.66	E001
	Student Staff Wages:	\$479
	Fringe @ 23%:	\$110
	PERSONNEL TOTAL:	\$589

Other Budget Requests

Category	Details	Amount Requested
Other Services	Professional Development Funds for currently employed Center for Student Involvement Staff Members	S001
		\$3,540
	SUPPLEMENTAL TOTAL:	\$3,540

PERSONNEL TOTAL:	\$589
SUPPLEMENTAL TOTAL:	\$3,540
COMPLETE PROPOSAL TOTAL:	\$4,129

Supplemental Documents



PROFESSIONAL DEVELOPMENT POSSIBILITIES

Professional Development possibilities that are being planned by staff members, but have not been confirmed due to costs exceeding available funds.