

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Husky Sustainability Fund

Create Date: 02/04/2025

Due Date: 02/07/2025

Submitter Name: Conor Leary

UW Email Address: cleary2@uw.edu

Phone Number: 2536924685

Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$168,285**

Departmental Information

STUDENT UTILIZATION

The Husky Sustainability Fund (HSF) provides students with the opportunity to engage in their communities on campus and beyond, supporting initiatives that contribute to a culture of sustainability. We define sustainability "in an inclusive way, encompassing human and ecological health, social justice, secure livelihoods and a better world for all generations" in alignment with AASHE (2020). Increased support for collaboration between students, faculty, and staff through HSF will allow students to play critical roles in the campus community and bring value to their voices and ideas. Driving sustainable programming into academics and campus operations, this fund promotes innovative project design and increased awareness of the ability to make real change on both individual and campus-wide scales.

This HSF aims to fund projects across campus focused on increasing holistic student well-being. Our funding has expanded access to services like undocumented student peer advising, free menstrual products, student-designed art installations, improved waste sorting, informational education campaigns, and more. All our projects involve, or directly benefit students and create opportunities outside the classroom for continued student success.

The HSF team also offers part-time student employment opportunities. In these positions, students help market our grant opportunities, work 1:1 with students pursuing funding and implementing projects, and often take on professional development projects. Through HSF funded projects and student employment opportunities, our team strives to create a space where students can try new ideas or approaches, promote equity, and leave an impact on campus.

CORE VALUES/MISSION ALIGNMENT

Communities: Foundational pieces of successful sustainability initiatives are community engagement and partnerships. HSF projects aim to incentivize and enhance community engagement on campus and in the surrounding community. The HSF team is dedicated to identifying community-based organizations -like the Hilltop Urban Gardens and Mi Centro- for future partnerships to prioritize accessibility and continue to remove barriers for interacting with sustainability at UW Tacoma.

Scholarship: The HSF actively provides opportunities to fund research for students and faculty, providing an avenue for short-term internships focusing on research or special interest projects. The HSF also encourages projects and provides funding for community-engaged learning that builds a stronger and more resilient campus.

Equity: HSF makes it possible for innovative student projects related to questions of sustainability as well as environmental equity and social justice to come to fruition on our campus. The fund provides financial support, professional mentoring, and guidance as students implement ideas developed in courses, student groups, and community collaborations on and off the UWT campus. Our approach is hands-on, and will support students no matter their background or previous project experience. Our team helps find resources, and connect students to partners, and we are always willing to provide as much support as is needed. In 23-24, among our 21 funded projects, 82% of them fell into project categories addressing resilience and wellbeing, education, and DEI-related topics. All of these projects will be "lived" versions of our goal to expand opportunities for faculty, staff, and students to engage in work around social justice and anti-racism.

Vitality: The HSF supports student-led and student-focused projects related to sustainability and social equity on our campus and in our community. The HSF enables students to participate in a high-impact practice of community-engaged work that encourages involvement beyond the classroom. The HSF provides opportunities for students to have influence over new sustainability practices and policies on campus, allowing for student engagement in the design and use of campus space and resources.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

In our third year, while facing the obstacle of not having a full-time, professional staff member in the role of Student Sustainability Coordinator, HSF coordinated efforts to continue to increase program visibility, expand sustainability programming, and increase partnerships. After developing an annual report for the 23-24 academic year, the Student Sustainability Coordinator position became vacant and responsibilities were assumed by the Director of Student Involvement and Leadership. As the search began at the beginning of the 24-25 academic year, HSF worked to maintain a balance of what could be managed by the Director and the team of 3 undergraduate team members.

Marketing and outreach have been big priorities for our team to encourage more applications, spread the word about our program, and give students more time to formulate project ideas. While our team has tables at orientation, involvement fair, and preview days, we have increased our use of social media, started a new sustainability blog about student-centered sustainability topics, and have used DUBNET to dispatch a biweekly newsletter. Our team gave 14 presentations in academic classes and student organization meetings during the fall 2024 quarter, covering SIAS-AM, SIAS-Culture, Arts, & Communication, School of Urban Studies, two RSOs, and ASUWT student government senate. For winter and spring, we hope to expand some of our presentations into the computer science, business, and healthcare leadership programs. With the inclusion of the Center for Student Involvement's new Student Sustainability Coordinator, this program and its many facets will have a direct report, who is motivated to enhance the HSF program through building and sustaining partnerships on campus.

To expand and improve our programming resources, our student workers have created a guide tailored to UW Tacoma, revised our project ideas page, created project brainstorming templates, and continued to create resources to help students interact with sustainability programming. During the winter quarter, we have been advertising new open office hours for students, faculty, and staff to stop by our office without a set meeting. These hours will offer another low-pressure opportunity to talk to interact with our team. Along with more resources, we also are working on developing long-lasting partnerships. HSF has maintained partnerships over the last 2 years with those on and off-campus, including Mi Centro, IIGE, UWT Library, UWT IT, the Psychology department, the Giving Garden, and Husky Volunteers

Returning to active status, the Sustainability Leadership Certificate will continue in the Spring Quarter. With the recent hiring of the Student Sustainability Coordinator, this program works to increase sustainability programming offered outside of the classroom, build more accessible pathways to learn about sustainability, and continue to expand the types of students we reach. The certificate is hosted on DUBNET, any student regardless of major or year may complete the certificate, there are no extra class fees, and students have the opportunity to complete a small sustainability project. Seminars for students are upcoming and will feature UWT professors as guest speakers

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

The HSF has only been fully available to students since the fall quarter 2022. Comparing fall 2022 and fall 2023, the HSF saw a large increase in involvement and grant applications from only one funded grant in fall 2022 to eight grants funded during the fall 2023 quarter. In the first half of 2024, our team saw a large increase in applications during the winter and spring quarters. With a newly named Student Sustainability Coordinator leading the HSF Team, we expect more projects during winter and spring 2025. Currently, our team is working with students and faculty on one project large-grant proposals for implementation in the spring quarter, with 5 mini-grant projects also being developed.

In Fall 2024, the HSF received 1 large-grant proposal and funded 5 mini grants for a total of \$5,656 (out of a possible 10,000 for the year). Since spring 2022, the HSF has received 46 grant proposals requesting a total of \$128,585 in funding for sustainability projects. Of those proposals, we have approved around \$85,000. The HSF has funded 35 different sustainability projects on the UW Tacoma campus, all involving or directly benefitting students. Of our funded projects, ten provided a direct student service, seven were proposed by a student, four were student events, and nine funded student internships.

Due to the vacancy of the Student Sustainability Coordinator position until Jan 2025, the position's responsibilities were incorporated into those of the Director of Student Involvement and Leadership, at no compensatory change. This program fosters and develops a student's understanding of sustainability efforts and has worked to enhance the skill development of three student staff members. It was important for the Center for Student Involvement to ensure that student fee dollars not be wasted and that these student employees not find their positions unneeded, but student employees are limited to how many hours they can work and by their status as students first. This team built upon the existing structure of the Husky Sustainability Fund program from the previous year, providing opportunities for students interested in sustainability to gain experience in leadership, project management, and research skills. We increased promotion regarding the program and emphasized the importance of students to see what possibilities are out there. The incorporation of a full-time professional staff member to cover efforts will have a significant increase in programming, outreach, projects, and an expansion of sustainability discussions beyond the classroom. From my lived experience handling the responsibilities of this vacancy, the tasks and responsibilities that continue beyond the maximum amount of hours students are allotted for this position need a full-time, professional staff member to keep executing the promotion of their goals, the development of projects, and the collection of data.

Number of Projects Funded

Fall 2023: 8

Fall 2024: 6

2022-2023: 22

2023-2024: 21

Number of Events

Fall 2023: 6

Fall 2024: 4

2022-2023: 12

2023-2024: 10

Please see supplemental documents for more detailed information.

COLLECTION OF FEEDBACK & IMPROVEMENTS

Feedback is key to the success of our program. To ensure that our application, communication tools, and structure best benefit students, we have incorporated opportunities for feedback across the Husky Sustainability Fund applications and reports. Our team manages in-person meetings and provides necessary project support and grant writing assistance. In our grant application, we have a survey section for both mini and large grants where students can provide feedback on the application process and any program components that could be improved. We have also made changes to our application, outreach strategies, and structure based on feedback received when speaking with students.

Our team formed the Husky Sustainability Fund Committee with five members representing faculty, students, and staff on campus. This committee votes on large grant proposals once a quarter and provides guidance and feedback. Based on project proposals, feedback from workshops, and student feedback, our team has made a large effort to put as much information about funding on the website. There is now a database with past HSF funded projects, our team updates possible project ideas based on student presentations and ideas each quarter, and we have revised our application to include examples of project descriptions that were funded so we can reduce confusion for groups in the future.

Combined with the tools described above, we also use the following to track student attendance at events and project progress:

- Implemented mid & final project status reports to track progress and project completion;
- DUBNET: tracked registration, attendance, and feedback;
- We regularly revise our presentations and events to better fit the needs of attendees;
- We always debrief after events to write down needed future changes and things that went well
- We attend final class presentations to talk with students, collect sustainability ideas, and add them to our website.

SERVICE BENEFITS TO STUDENTS

HSF grants and programming benefit students in many ways. Grants provide student funding, expand student services, and support student ideas.

Student Funding: HSF can provide pay for student work on a project or in a sustainability-related internship. Paid positions offer students access to unique experiences working on innovative sustainability projects. This work also allows students to form lasting mentorships, pilot new projects, and add experiences to their professional portfolios.

Student Services: Grants often support projects proposing new student services. Many projects provide opportunities for students to build real-world skills like project management, marketing, event planning, meeting facilitation, partnership building, etc. Not only do projects provide resume building experience, but also contribute to the creation of a sustainable community unique to UW Tacoma. Most HSF proposals outline initiatives to break down barriers for students, ensuring their health and well-being, and provide the necessary resources for future student success. Some examples of initiatives include providing free reusable menstrual product kits, educational pamphlets, and peer—to—peer support services.

Student Driven: Almost all project initiatives have originated as student ideas. The most impactful and successful HSF initiatives are driven by personal experiences, student passions, and a desire to build a healthy and thriving community. Grants can fill in student and community needs, resources, and programming that might not already exist on campus. The HSF provides students with a supportive and hands-on opportunity to make noticeable changes on campus that will have lasting impacts well into the future.

Staff Budget Requests

| Category | Details | Amount Requested |
|-------------------------------|---|------------------|
| Classified Staff ² | Full-Time Salary for Student Sustainability Coordinator; a professional staff position responsible for the supervision of the Husky Sustainability Fund student team (3 students), promotion and implementation of the HSF Grant application process, Chair and convener of the HSF Committee, Lead Project Coordinator for any and all HSF Funded grant applications, Lead Event manager and organizer for any and all HSF Events, with other duties as assigned as a member of the Center for Student Involvement E001 | |
| | Classified Staff Wages: | \$58,624 |
| | Fringe @ 30.3%: | \$17,763 |
| Student Staff ³ | Wages for 1 student employee- the Husky Sustainability Fund Project Development Specialist to work 15 hours/week at minimum wage for the year. Responsibilities for this positions are outlined in the supplemental documents E002 | |
| | Student Staff Wages: | \$12,495 |
| | Fringe @ 23%: | \$2,874 |
| Student Staff ³ | Wages for 1 student employee- the Husky Sustainability Fund Project Development Specialist to work 15 hours/week at minimum wage for the year. Responsibilities for this positions are outlined in the supplemental documents E003 | |
| | Student Staff Wages: | \$12,495 |
| | Fringe @ 23%: | \$2,874 |
| Student Staff ³ | Wages for 1 student employee- the Husky Sustainability Fund Outreach Coordinator to work 15 hours/week at minimum wage for the year. Responsibilities for this positions are outlined in the supplemental document E004 | |
| | Student Staff Wages: | \$12,495 |
| | Fringe @ 23%: | \$2,874 |
| PERSONNEL TOTAL: | | \$122,493 |

Other Budget Requests

| Category | Details | Amount Requested |
|-------------------------------|--|------------------|
| Contracted Services | Sustainability Leadership Certificate seminar speaker honorariums S001 | \$1,200 |
| Other Services | Workday Fee- Unavoidable expense when employing student employees S002 | \$258 |
| | Telephone fee- Unavoidable expense when contact phone number for program is needed S003 | \$200 |
| | IT Revenue Recharge Fee for 12 months- unavoidable fee when employing a professional staff member S004 | \$834 |
| Non-Food Supplies & Materials | Event supplies for Husky Sustainability Fund and Sustainability Leadership Certificate educational programming S005 | \$2,000 |
| | Sustainable Promotional items for distribution about marketing and promotional events to ensure students take the idea of submitting an HSF grant away with them. S006 | \$1,000 |
| | Staff Name Tags S007 | \$50 |
| Food | 2 Staff training opportunities to ensure HSF teams members understand the information for HSF and are comfortable promoting that information to the UW Tacoma community and campus partners S008 | \$250 |
| Aid, Grants & Subsidies Given | Husky Sustainability Fund Grant funding, to be applied for and provided for Large-Grant proposals (over \$1000) each quarter and mini-grants (under \$1000) on a rolling basis. S009 | \$40,000 |
| SUPPLEMENTAL TOTAL: | | \$45,792 |

| | |
|---------------------------------|------------------|
| PERSONNEL TOTAL: | \$122,493 |
| SUPPLEMENTAL TOTAL: | \$45,792 |
| COMPLETE PROPOSAL TOTAL: | \$168,285 |

Supplemental Documents



HSF ANNUAL REPORT - 2023-2024

The Husky Sustainability Report from 2023-2024 academic year collects information, projects, and events that occurred for the UW Tacoma community



HSF BUDGET REQUEST

2025-2025 Budget for the Husky Sustainability Fund including funding for Full-Time Professional Staff Member to lead student employees in the support and execution of sustainability projects



POSITION DESCRIPTION FOR STUDENT SUSTAINABILITY COORDINATOR

Areas of responsibilities, daily tasks, and University expectations for the Student Sustainability Coordinator listed in attachment. This position is the lead project manager for the Husky Sustainability Fund and supervises 3 student employees to promote the fund, develop projects that increase sustainability education and efforts on campus, proposed, led, and created by students. Duties fulfilled by Conor Leary from August 2024-January 2025, where position transitioned to Livia Petzinger



POSITION DESCRIPTION FOR HSF PROJECT DEVELOPMENT COORDINATOR

Areas of responsibilities, daily tasks, and University expectations for the HSF Project Development Coordinator. This position is a student role that assists the Student Sustainability Coordinator



POSITION DESCRIPTION FOR HSF DIVERSITY, EQUITY, AND INCLUSION COORDINATOR

Areas of responsibilities, daily tasks, and University expectations for the HSF Diversity, Equity, and Inclusion Coordinator. This position is a student role that assists the Student Sustainability Coordinator



POSITION DESCRIPTION FOR HSF OUTREACH COORDINATOR

Areas of responsibilities, daily tasks, and University expectations for the HSF Outreach Coordinator. This position is a student role that assists the Student Sustainability Coordinator