

SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SUBMITTED BY
Career Services
kwilson2@uw.edu
Jan 13, 2015, 08:16PM PST

SAF Annual Proposal Form

[Required] Proposing Group Career Services

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Student Affairs

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Kim Wilson

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email kwilson2@uw.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Required] Contact Phone 425.352.5306

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Faculty/Staff Member

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

Career Services Staff, David Brown, Career Counselor, Bonnie Monteleone, Career Counselor, Evan Carman, Employer Relations Manager, Emily Christian, Director Career Services

[Required] Faculty/Staff Member Email ecarman@uwb.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

Functioning as career consultants, Career Services staff support UW Bothell students through all stages of career exploration and job search. Services include career advising and coaching, to help students EXPLORE career opportunities, BUILD job search skills, and CONNECT with the employment community. Funding for the 2015-16 academic year is requested to sustain and increase existing services and opportunities for students to enhance their learning outside the classroom by preparing for job and internship opportunities, and by connecting with employers on- and off-campus. In support of the 21st Century Campus Initiative, Career Services plays a key role in • Growth – as UW Bothell grows, Career Services continues to expand our programs and services for students, including a more robust workshop series and increased student-employer networking events, among others • Diversity – committed to enriching the student experience by providing inclusive opportunities for students through a variety of educational programs, employers, and targeted events • Student-Centered – contribute to the personal and professional development of students through offering on campus student peer advising opportunities, building career resources into the curriculum and providing experiential connections with the employment community to compliment academic success. • Community - our external efforts through employer relations deepen community engagement and growth of enriching partnerships. • Innovation – reinventing programming and services according to student need and access, including partnering with 7 other service departments to develop and launch the Student Success Center The majority of the funding requested in this proposal is for student employees namely the Assistant Career Advisors, Graduate Student Advisor, and Marketing Assistant as well as the newly added Program Assistant. This request supports the 21st Century Campus Initiative and growth of our student body providing on campus opportunities for students and meeting increased demand for career services. The Assistant Career Advisor (ACA) serves as a primary contact for students using Career Services by providing career advising to UW Bothell peers and assisting with program planning, marketing and implementation. In order for our office to keep up with greater student enrollment and demand for services, we rely on these student employees to do the majority of the resume, cover letter, and practice interview appointments. The Graduate Student Advisor (GSA) advises graduate students in advanced careers pathways that align with their education, as well as assist in applying for jobs and internships. Moreover this individual is responsible for planning and executing the Graduate Professional Development Series in collaboration with the Graduate departments. This position will also provide career resources for graduate students, continue to support ACA responsibilities, and assist with targeted program planning. The Marketing Assistant develops marketing plans for individual events and outreach initiatives including a comprehensive branding strategy for Career Services. This role creates and distributes Career Services' publicity through Career Services News, campus-wide distribution, event day marketing and for internal and external entities on campus such as students and employers at our Career Fairs and networking events. Part-Time Program Assistant (new request) will provide support for events housed within Career Services to give students as many touch-points with employers as possible. This will include researching local, regional, and national employers, facilitating employer-related events, managing employer registrations, and assessing event data and outcomes. The Program Assistant will oversee event logistics and work collaboratively within Career Services and Student Affairs to plan, market, and support career related events serving all schools and majors and meeting the growth in STEM degrees and enrollment.

[Required] Need for this Program/Service

In 200 words or less, please do the following:

- Describe the need for this program or service.
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

In 2013-2014, Career Services saw an account of 2,797 appointments, 1,225 of which were unique clients. This reflects almost half of our appointments were repeat clients. Unique clients account for nearly 25% of the campus population (~4600 FTE). Of the 2,797 total appointments, ACA's saw close to half, 1,233.

In last year's proposal, we anticipated a 10% growth in student appointments to align with the growth in enrollment. During 2013-2014 we experienced a 16% growth in total appointments above the 2012-2013 academic year.

Student participation and attendance in Career Services hosted employer events, classroom presentations, workshops and programming totaled 8,150 over the past year. The 53% student increase in the fall 2014 Career & Internship Fair from the year before, the strong attendance at our new workshop series, and our growing enrollment, majors and student employment needs are indications that we can expect similar growth this next academic year.

In addition to appointments, student workers also update our website on a regular basis to keep resources and information current. Google Analytics reflects the Career Services website as one of the most visited at UWB with 722,000 hits in the last academic year.

[Required] Estimate number of students that will benefit from your proposed program/service.

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

Career Services provides programming, services, and resources to ALL UW Bothell graduate and undergraduate students and alumni from all schools and programs.

With the addition of a Graduate Student Advisor, access and service to graduate students has, and continue to, increase through orientation visits and implementation of the Graduate Professional Development Series. At the conclusion of the 2013-2014 academic year, 187 (20%) incoming graduate students from 5 Schools were introduced to a Career Services staff member during new student orientations.

In addition we have growing partnerships with staff and faculty through curriculum integration and other opportunities. Our large scale events such as Career Fairs have been coordinated in partnership with Advancement and the Schools, broadening student accessibility to our services. Lastly, outside employers have partnered with us to recruit interns and full-time staff through structured hiring processes.

[Required] How do you plan to assess the program or service?

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

Career Services is committed to continuous quality improvement. Qualitative data is collected yearly by Institutional Research during a survey of current and graduating students; employers are surveyed following participation in events or activities and evaluation forms are passed out to attendees of workshops. Quantitative data (number of students utilizing services, attending activities, etc.) is collected throughout the year. Survey results and quantitative data are used to determine future programming.

The Student Success Center has also developed a survey form to assess all services in UW1 160 to provide feedback for continued improvement. The survey is being distributed for the first time in winter 2015.

Evaluation of the student work experience is conducted through exit interviews when students leave their position.

Additional Information No answer submitted.

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

Salary/Wages

Describe the funds you are requesting in detail below.
Please put total dollar amount of salary/wages in the bottom of this box.

Student Employees

5 Assistant Career Advisors and 1 Event and Marketing Assistant;
Academic year: \$13 x 80 hours x 40 weeks = \$41,600
Summer: \$13 x 50 hours x 12 weeks = \$7,800

1 Graduate Student Advisor
Academic year: \$14 x 18 hours x 40 weeks = \$10,080

1 Part-Time Program Assistant
Academic Year: \$16.25 x 20 hours x 40 weeks = \$13,000

Total Request = \$72,480

This request includes a new position for a part time Program Assistant to plan and execute targeted employer events for students. It is in response to the increased need of programming to meet the degree growth campus wide. The Assistant Career Advisors and Graduate Student Advisor hours take into account extended Friday hours, evening programming for graduate students and appointment demand. As the enrollment in summer quarter has increased and career services participation in orientation activities has grown significantly, we are requesting continued funding for summer support to help with the increased demand for services during the summer.

Benefits

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

Student Employees (Assistant Career Advisors, Event and Marketing Assistant and Graduate Student Advisor) = \$9,814.20 (calculated at 16.5% of student salary request)

Part-Time Program Assistant = \$4,420 (calculated at 34.0%)

Total Request = \$14,234.2

Programming/Events

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

\$1,000 funding for the Etiquette Dinner.

• Please note, last year's Etiquette Dinner expenses included \$1,542.86 for food and \$837.51 for rentals. We are requesting \$1,000 from SAF for this event so that we are able to offer student tickets at as low of rate as possible. This year, we are offering tickets at \$5/student.

Facilities Rentals/Set-Ups No answer submitted.

Describe the funds you are requesting in detail below.

If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member.

Please put total dollar amount of facilities in the bottom of this box.

Printing & Photocopying No answer submitted.

Describe the funds you are requesting in detail below.

Please put the total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies No answer submitted.

Describe the funds you are requesting in detail below.

Please put the total dollar amount of office supplies in the bottom of this box.

Food/Refreshments No answer submitted.

Describe the funds you are requesting in detail below.

Please put the total dollar amount of food/refreshments in the bottom of this box.

Please review the food policy/food form for the University policies before submitting your request at the following link:

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase No answer submitted.

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.

Please put the total dollar amount of equipment rentals/purchase in the bottom of this box.

Transportation No answer submitted.

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University.
Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel No answer submitted.

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <http://www.gsa.gov/portal/category/21287>
Please note that hotel bookings are typically done through the University.
Please put the total dollar amount of meals and lodging in the bottom of this box.

Telecommunications No answer submitted.

Describe the funds you are requesting in detail below.
Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).
Please put the total dollar amount of telecommunications in the bottom of this box.

Other

Please include any other expenses that don't fall under any of the above categories in detail.
Please put the total dollar amount of other in the bottom of this box.

\$3,495 for Electronic resources including:

- HuskyJobs (\$2,000) – Provides students access to over 1,000 job and internship opportunities posted specifically for UW students.
- Assessment Instruments – Skills One (\$800) provides students access to online career assessments such as the Strong Interest Inventory and Myers-Briggs Typology Index. MyPlan (\$695 for a school license of <9999 students) provides 4 assessments for students; a personality test, interest inventory, skills profiler and values assessment.

[Required] Total Amount Requested Total Request = \$91,209

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error.
Round your final total up to the nearest dollar.

[Required] Terms and Conditions I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

-I understand that once submitted, adjustments cannot be made to the total amount requested above.

-I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.