

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

Aika Perez (Orientation and Transition Programs)
aiperez@uwb.edu
Jan 14, 2015, 10:22AM PST

SAF Annual Proposal Form

[Required] Proposing Group Student Assistants – Student Affairs Help Desk

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

[Required] Department/Organization Orientation & Transition Programs

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

[Required] Contact Person Aika Perez

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 aiperez@uwb.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 425-352-5304

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 Terry Hill

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.

[Required] Faculty/Staff Member Email thill@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>

The following request contains items that will allow Student Affairs to provide continued front line services to meet the demands of a growing and diverse student population. This request is specifically for the student staff coverage of the Student Affairs Help Desk in the lower level vista of Founders Hall (UW1).

[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 order to maintain excellent service to students, it is imperative to keep staffing of the Student Affairs Help Desk at a level that meets student demands. Details of the Orientation and Transition Programs request are outlined below.

Student Assistants (SA) are student positions that support the Student Affairs Help Desk which provides direction and information to visitors and administrative support to clubs and organizations. These Student Assistants assure that Student Affairs is accessible at all times to students even when professional and classified staff are in meetings. Having a "front desk" for Student Affairs has made Student Affairs more prominent and accessible to answer questions and meet student needs. These student leaders assist other students in navigating the university and Student Affairs offerings in a variety of ways. The desk will be staffed from 8am-6pm Monday to Thursday and 8am-5pm on Fridays, ensuring that there is always someone in Student Affairs to answer questions and be a resource to students when professional staff might be serving and supporting students in other ways.

Student Affairs is asking for 52 weeks to have consistent coverage throughout the traditional academic year and coverage over the summer months when school is in session and to support new summer programming initiatives.

This request also recognizes that there is a need for increased funding to support the training and development of these student leaders in much the same way that other leaders are supported. This will allow the Student Assistants to provide an even higher level customer service and minimize the chances of misinformation being given out to students.

[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.

Even with the presence of the new student center later this year, also known as the Activities and Recreation Center (ARC), there will always be the Student Affairs Help Desk in UW1. The help desk will serve as an outpost for Student Affairs to provide support for programs outside of the ARC.

Student Assistants will continue to provide access for students to the various resources within Student Affairs, such as clubs and activities, fitness classes, Intermural Sports, Orientation programming, campus events, Counseling, Title IX, and student conduct.

As our campus keeps growing the student traffic continues to increase as well. UW1 will also continue to be the building with the most used classrooms on campus. The desk supports all students and guests of the university.

[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?

As we move into the next fiscal year, we will be looking at new ways to track and assess student use of the help desk. We will be keeping track of the number of phone calls that come in and the number of in-person questions that come in from students. In addition we are also looking at ways that we can track satisfaction with services and receive more feedback on how we can improve on the services we provide at the desk. We will likely send out surveys to student groups that frequently make use of the desk.

Additional Information

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

As of this past academic year we have officially moved the Student Assistant oversight to the Orientation & Transition Programs (OTP) Department. Future Student Assistants will receive much of the same training as campus Orientation Leaders so that they can better help students navigate the entire university. We are also looking at these positions as another student leadership role. Student Assistants will attend the same mandatory class as Orientation Leaders in the spring and will also attend the OTP student leader retreat. In addition, they will also go through intensive training prior to staffing the desk alone. This will require additional hours for staffing. We are formally moving this position from being seen as just a "job," to another educational leadership opportunity within Student Affairs.

In the past, we have also informally had 1 or 2 "leads," known as Student Assistant Coordinators, at the desk that had additional leadership role within the Student Assistant team. These Coordinators help to select, train, and manage the rest of the Student Assistants. These Coordinators tend to be students that have at least 1 year of prior service as a Student Assistant. We would like to formally recognize this increased job responsibility and role with additional compensation.

The University of Washington is also in the process of reviewing student hourly rates and is trying to create more competitive wages that recognize the higher cost of a livable wage. The city of Seattle has recently implemented a gradual increase to the minimum wage over the next couple years to \$15 an hour. The university would like to stay in line with the wages of the surrounding community and if possible keep a competitive edge on wages so that we can attract and keep our most talented student employees. In addition, the university is well aware of the increased costs of attending college and more and more students are working multiple jobs just to make ends meet. We hope to gradually increase our student wages to address these immediate and future issues.

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.

Desk Coverage:

Student Assistants: \$13/hr x 52 weeks x 35 hours = \$23,660.00
Student Assistants Coordinators: \$14/hr x 52 weeks x 15 hours = \$10,920.00
Total Student Assistants and Student Assistant Coordinators: \$34,580.00

Weekly Staff meetings and training:

Student Assistants: \$13/hr x 4 SAs x 1hr per wk x 52 wks = \$2,704.00
Student Assistants Coordinators: \$14/hr x 1 Coordinator x 1hr per wk x 52 wks = \$728.00
Total: \$3,432.00

Student Leader Retreat:

Student Assistants: \$13/hr x 4 SAs x 16hrs = \$832.00
Student Assistant Coordinators: \$14/hr x 1 Coordinator x 16hrs = \$224.00
Total: \$1,056.00

Intensive Training:

Student Assistants: \$13/hr x 4 SAs x 20hrs = \$1,040.00
Student Assistant Coordinators: \$14/hr x 1 Coordinator x 20hrs = \$280.00
Total: \$1,320.00

Student Staff Total: \$40,388.00

Benefits Student Staff Benefits
\$40,388 x 16.5% = \$6,664.02

Total: \$47,052.02

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.

Programming/Events N/A

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.

Facilities Rentals/Set-Ups N/A

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 N/A

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 N/A

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 N/A

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 N/A

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 N/A

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 N/A

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

N/A

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

N/A

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.

[Required] Total Amount Requested

\$47,052.00

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.