

## Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Veterans Programs

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

Student Affairs

Q3. 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.

Rosa Liu & Gina Christian

Q4. Contact Email

- 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.

rosal@uw.edu & glchris@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at sea2@uw.edu and Carla Christensen at carla24@uw.edu as a resource for your request by December 29, 2020.

Rosa Liu

Q6. Budget owner email

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

## Q14. Proposal Information

### Q7. Executive Summary

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

In October 2018, the Veterans Resource Center (VRC) opened at UW Bothell. This space was created for the 200+ veteran and dependent populations attending UWB and is required by the Veteran Supportive Campus partnership. The VRC is a space, and given the space constraints at UWB, is a generous amount. However, the space falls short of what veterans need to be successful. Currently, vets are supported by the Assistant Director (AD) of DRS & Veterans. This position does not have the capacity for veteran program initiatives that are desperately needed by this student population. When asked an open-ended question on need, students replied that they are missing a dedicated and welcoming person in the VRC, a single program point of contact, somebody who understands their trials, and somebody whom they can have conversations with beyond peers who are also struggling. Veterans are transitioning from military to civilian life and juggling a new set of requirements and changes that come with that shift. Aside from the VRC space support, the Program Manager position is needed to create veteran specific programming for Veterans week, Memorial Day, and Graduation. A dedicated staff member to support the community through tragic events, political changes, and life events is necessary for the greater good of the campus community. UW Bothell is lacking programming and engagement when compared to the support and amenities available at the two veteran offices at UW Seattle and UW Tacoma.

### Q8. Need for Program

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

This initiative is being requested for three reasons: (1) student feedback, (2) staffing vs. work needs, and (3) best practices research. (1) Student Feedback – Students have said that the Veterans Resource Center is reportedly only entered once because the veterans say nobody is there to greet them, show them around, or provide them with a welcoming introduction. Students have also said that when using the space, they feel compelled to be that welcoming person and that compulsion places additional stress on them for needing to use the space to relax, to connect, or to study, and therefore makes them want to avoid the space. One of the requested solutions is a dedicated and trained staff member available during peak hours, somebody who knows them, knows their accounts, and can relate to their experiences, provide guidance and mentorship. (2) Staffing vs. Work Needs – The US Department of Veterans provides schools with an annual stipend of ~\$1,000-\$1,300 to support veterans. The traditional use for this money is something that isn't permissible for spending on state budgets – graduation stoles, challenge coins, and UW veteran masks (during the pandemic). This money is helpful to build the connection for the students to the institution, but does not cover the staffing required to provide veterans with the support needed to be truly successful. There are no other funding sources available to provide the programming asked for by veterans, expected by veterans, programming that is considered (3) best practice by the Association of American Colleges & Universities.

### Q9. Is this a new request?

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

### Q10. What on your request is new or has changed?

### Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

With increased staffing, we can, • Better understand our veteran population and their needs o Retention, where are they struggling academically and personally, and then work on putting in proactive measures to keep them persisting through their education o Provide programming specific to their needs either as our own veteran entity or in combination with other units, e.g., Counseling Center for mental health awareness, Disability Resources to meet their needs while in school, Student Diversity Center, etc. o Advocate for the needs of the population across campus and set them up to be active alumni, e.g., long-term mentorship paths post-graduation o Engage this specific population with well-planned programming like Veterans Week, Memorial Day, Graduation, Tributes and more • Meet the student needs where they are at, welcome them to the Veterans Resource Center and truly be a resource for them

### Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

o We currently have 200+ veterans attending UW Bothell. o Assessment of the programming is key and each initiative will be tied to growing and strengthening the community. We will work to better understand retention related issues specifically for our veteran populations, identify their stop gaps, and work proactively from admission to alumni to provide them with a UWB and post-graduation network of mentors, peers, lifelines, and colleagues. o We will work with faculty, staff, and administrators to help them understand the veteran specific issues and will advocate for them through education . o We will learn how to continue to grow our military population so that they continue to have a home at UW Bothell and that the population increases and thrives. o With increased staffing, we can do more analysis on the veteran benefits and play a more active role in making sure they are getting their full benefits rather than waiting for them to come to us. We can then assess timeliness, the responses to communications, do focus groups and surveys to understand satisfaction and identify gaps. o We will be able to breakdown the value of the SAF investment in terms of retention impact to understand the ROI and will provide that information to SAF. o Ultimately, we can not only understand our veteran populations needs, meet them, but may continue to grow and change with those needs. o By understanding our veterans needs and having dedicated staffing, we can work with career services to make sure their time in college successfully transition them to their career.

### Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

### Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

Program Manager – full-time salary position with benefits: \$71,665 • SCO - School Certifying Official (VA benefits related) • Programming • VRC welcome • Orientation & Learning Community Liaison • Dept of Vet Affairs Liaison • Cohort with UW Seattle and Tacoma • Work with Advancement and Alumni • Work with UWB partners

### Q17. Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

■ Programming for several big events as well as programming within the Veterans Resource Center and with partners on-campus: \$2,000 • This will also give us access to the ARC for programming space when the VRC is too small Programming funding requested for: Veterans week, Memorial Day, and Graduation, and for other political or tragic events needing support/program/event specific attention

Q18.

#### Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

Q19.

#### Printing & Photocopying

- Note printing and photocopying expenses

■ Minor printing needs for flyers, handouts, etc.: \$100

Q20.

#### Office Supplies

- Note office supply expenses

■ Minor Office supply needs for the staff member in the VRC: \$200

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

- Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).
- Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals>
- Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable health and

safety and per diem rates for meals. The per diem rates are available at the following link:  
<http://finance.uw.edu/travel/meals#perdiem>

**Q25. Transportation and Travel**

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

**Q26. Professional Development**

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

**Q28. Promotional Items**

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

**Q29. Operations**

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.
- Phone lines should be calculated at \$10 per line per month

**Q30. Uniforms**

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

**Q31. Other**

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

**Q32.**

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$73,965

**Q33.**

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the

spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the

spreadsheet, save it with your proposal name and EMAIL to [safuwb@gmail.com](mailto:safuwb@gmail.com) by 5pm on

January 7, 2020.

