

Question	Response
Program/Service Title	Student Life Operations
Campus Department	Student Life
Contact Person	Terry Hill and George Theo
E-mail	thill@uwb.edu or gtheo@uwb.edu
Campus Phone	2-3868 or 2-3326
<p data-bbox="188 520 581 596">Executive Summary of Your Proposal</p> <p data-bbox="188 604 581 764">Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p data-bbox="630 480 1425 806">The following request contains items that will allow the Office of Student Life to provide continuing and new services, activities, and events to meet the growing demands of a more diverse student population. The areas within this request include staffing, operational costs, financial support for registered clubs and organizations, leadership development, multicultural/diversity events, service initiatives, and intercultural programming.</p>
<p data-bbox="188 1094 607 1587">In 150 words or less, please describe the need for this program or service. Please include any data that might support your proposal (e.g., the number of students who have participated in your service or program in the past). If your program is currently funded by SAF, please indicate how you have used the money to help your organization meet its goals.</p>	<p data-bbox="630 821 1425 980">In order to maintain excellent service to students, it is imperative to keep staffing and operational costs (phones, office supplies, etc.) at a level that meets student demands. Details of the Student Life request are outlined below.</p> <ul data-bbox="630 1031 1425 1692" style="list-style-type: none"> <li data-bbox="630 1031 1425 1692">• The Student Activities Manager is a full-time professional employee that will provide administrative and advising support to student organizations and CEB as well as assist with the planning and production of other Student Life-sponsored programs. As an advisor, this position is also responsible for creating learning outcomes and ensuring that students walk away from their experience as a student leader with transferable skills and a deeper understanding of who they are as leaders and individuals. This position is also responsible for assisting in the management of 55 Student Organizations, as well as the planning and execution of Alternative Spring Break (ASB) and diversity programs (MLK Day, Lunar New Year, etc.). In addition this position is responsible for ensuring event planners minimize and manage risks associated with their particular events, which includes soliciting competitive bids from vendors. <ul data-bbox="630 1745 1425 1864" style="list-style-type: none"> <li data-bbox="630 1745 1425 1864">• The Coordinator of Student Life is a full-time employee that will provide administrative control of the Student Activities Fee (SAF) and the Student Technology (STF) fee. This

position will provide budgetary management and control of the SAF and STF budgets, as well as provide monthly budgetary updates to groups that have received funding from SAF and STF. The position will also supervise and train the Student Assistants. As a collective these individuals will assist in the processing of SOAP forms and assisting groups to process travel documents. As a supervisor this person will be responsible for creating learning outcomes and providing opportunities to create co-curricular experiences. They will also assist with club and organization travel, which includes working with CTA's.

- The Student Life Marketing Coordinator is a student position that will work to develop a clear, consistent message to students about the myriad of opportunities available through Student Life. They do this through the design of event and program flyers, posters, and managing the BS Times. This person helps the office advertise about Student Life programming. This position is jointly funded through SAF (75%) and the Orientation budget (25%), as the Marketing Coordinator provides assistance to both areas. As we are currently unable to meet the current student demands, we are requesting a second position to support the growth of the programs and events. The increase is \$8580.

- Student Assistants are student positions that support a welcome desk which provides direction and information to visitors. These Student Assistants help with administrative duties as well as make sure that Student Life is accessible at all times to students even when professional and classified staff are in meetings. Having a "front desk" for Student Life has made Student Life more prominent and more accessible to answer questions and meet student needs. The desk is staffed from 8:30am to 5pm daily, ensuring that there is always someone in Student Life to answer questions and be a resource to students when professional staff might be at events or in meetings. This line is being increased by \$7,400 in order to expand from 44 to 52 weeks for have more 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.

- Stipends for graduate students will allow Student Life to hire interns who can work on special projects throughout the year. These positions will help us develop training curriculum and materials for leadership seminars and retreats. This position can also help develop programming around health and wellness education. In addition these positions will assist in advising student groups and increase diversity programming around identity groups (GSA, SODA, AASU, ASA, etc.). This line is being increased by \$5,586 to provide more consistent hours and advising time, as well as staying competitive with the market to attract candidates.

- The Web Developer /Manager will be responsible for supporting the existing infrastructure as well as developing new technologies on behalf of the Office of Student Life. The position will be asked to work with Student Life and their umbrella of organizations/programs in creating, updating content in addition to supporting other media sources offered and utilized by Student Life, such as organization content, Axis television, slide requests, catalyst support, data collection, surveys, assessment, website calendar, Facebook, twitter, blog, and other forms of media. The Web manager must have a strong understanding of hypertext markup language (HTML) in order to support all Student Life programs in the development, grammatical skills/editing, and dissemination of content via a multitude of media options.

- We are requesting expenses associated with administrative costs, which include marketing, printing, and supplies for ASUWB, CEB, Recreation and Wellness, clubs and organizations, SAF, STF, etc. The request is based on the average expenditures from 2009-2010 and 2010-2011.

- With an increase in clubs and organizations, we are requesting \$36,000; which is an increase of \$5,940 from 2010-2011.

- Funds are being requested in support of student leadership development and service initiatives. In addition to current

	<p>Student Life programs and services, there is a need to provide meaningful training, seminars, and other activities that help develop a sense of servant leadership for individual students and student groups (including student government, SAF and Technology Fee committees, CEB, and clubs and organizations).</p> <ul style="list-style-type: none"> • Funds to support intercultural programming on a more consistent basis are also being requested. Examples include Lunar New Year, MLK Day, and Alternative Spring Break.
<p>In 150 words or less, estimate how many currently enrolled students will likely benefit from your proposed service or program. Please estimate the number of other individuals (and indicate their affiliation) that might benefit from this service or program. Finally, please indicate other sources of financial support.</p>	<p>Students are increasingly taking advantage of the programs available through Student Life. During the fall 2009, overall student attendance at Student Life programs was 3035. In the fall 2010, overall attendance was 6,374, an increase of over 100%. As the campus is growing, so are the number of events. The number of registered student organizations is now at 55. These groups are all more active than in past years and are serving twice as many students as last year.</p> <p>The programs offered through Student Life, with the exception of new student orientation and transition programs and housing, are supported solely through SAF funds.</p>
<p>How do you plan to assess the program or service?</p>	<p>Success will continue to be measured by the (a) number of students that attend events, (b) number of active student organizations, and (c) contributions made by individual student leaders and student groups. Evaluations of all programs will also be conducted by Student Life staff to review successes and identify areas for improvement.</p> <p>Additional assessment will consist of the evaluations of student participants. Quarterly roundtables with student leaders will help Student Life staff review successes and identify areas for improvement. This will be the first year that we will implement a 360 Evaluation process for staff and Student Life programming.</p> <p>This year, we also plan to go through a Strategic Planning Process that will help define additional learning outcomes and additional ways to measure our success.</p>

	<p>Current Student Life attendance and budget data that reflects how SAF funds have supported our programs this year are available for the committee's review.</p>
<p>In 150 words or less, please describe the benefits that participants are likely to gain by attending or participating in this program or service.</p>	<p>Research shows that students who feel a sense of connection to their institution are more likely to stay at that institution and be more satisfied with their college experience. Student Life works diligently to provide students a wide variety of opportunities to feel connected to UW Bothell. In addition, Student Life-sponsored programs will allow students to:</p> <ul style="list-style-type: none"> • Make new and lasting connections with fellow peers • Develop superior networking skills • Enhance leadership skills of those individuals who serve and represent the needs and interests of their fellow students • Build confidence in students' ability to organize, lead or participate in a student organization • Contribute to the development of a vibrant campus life and increase university pride and investment in the success of the campus. • Learn more about their personal identity and how it relates to their academic and personal choices • Increase social awareness and responsibility
<p>Salary/Wages</p>	<p>Student Life Manager (1.00 FTE) Salary: \$45,000 Coordinator of Student Life (1.00 FTE) Salary \$45,000 Marketing Coordinator (2): \$17,160 \$13/hr x 52 weeks x 15 hours x 2 people Student Assistants: \$23,400 \$10/hr x 52 weeks x40 hours Webpage Manager: \$8,580 \$13/hr x 52 weeks x 15 hours Graduate Student Stipends: \$8,586 \$2,862/qtr</p> <p>Total: \$147,732</p>
<p>Benefits *Benefits paid to regular employees working at least .50 FTE should be calculated at 32% of earnings. Benefits paid to hourly employees should be calculated</p>	<p>Coordinator of Student Programs: \$16,470 Student Life Manager: \$16,470 Marketing Coordinators (2): \$2,386 Student Assistants: \$3,253 Webpage Manager: \$1,193 Graduate Students: \$1,194</p>

at 13.9% of earnings.	Total: \$40,962
Honoraria	\$9,000 For leadership, Multicultural/Diversity, Alternative Spring Break, and intercultural programs
Facilities Rentals/Set-Ups	\$6,000 For leadership, Multicultural/Diversity, and alternative spring break venues and plant charges for on campus events
Telecommunications *Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).	\$6,500 11 handsets, data ports, and long distance charges for ASUWB, CEB, Student Life, and student organizations
Security	N/A
Printing and Photocopying	Included in Office Supplies.
Transportation	\$4,500 Transportation for leadership retreat and alternative spring breaks
Meals and Lodging for Travel	\$3000 Conference costs associated with Student Life Staff attending conferences.
Office Supplies	\$14,000 Supplies for clubs, ASUWB, CEB, Student Life events, SAF, and STFC. Large posters, brochures, BS Times, and other promotional materials for events and activities
Food/Refreshments	\$9,500 For leadership retreats, workshops and trainings, alternative spring break, LEAD, and recognition ceremonies
Equipment Rental/Purchase	\$3,600 New computers for Staff (3 @ \$1,200)
Other	Student clubs and organizations: \$36,000 Registration for conference for Student Life Staff to accompany students to conferences Coordinator of Student Programs: \$2,500 Total: \$38,500
Total Amount Requested	\$283,294.00