

Results for SAF Annual Proposal Form for the 2019-2020 Academic Year (By Participant)

Results for: ID# 18486394		Submission date: 1/17/2019 9:52 AM
		Total time: 41 minutes, 47 seconds
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Division of Student Affairs	
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	Division of Student Affairs	
<p><i>Question:</i> 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.</p>	Gina Christian; Rosemary Simmons	
<p><i>Question:</i> 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.</p>	glchris@uw.edu; res2014@uw.edu	
<p><i>Question:</i> Contact Phone 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.</p>	425-352-3670	
<p><i>Question:</i> Faculty/Staff Member Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner. 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.</p>	Tim Wilson	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	tlw34@uw.edu	
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>The following request contains items that will allow the Division of Student Affairs to provide continued and additional services to meet the demands of a growing and diverse student population. The Division of Student Affairs includes the following departments and services: the Activities and Recreation Center, Counseling Center, Career Services, Disability Resources for Students, Student Diversity Center, Health and Wellness Resource Center, Orientation and Transition Programs, Recreation & Wellness, Residential Life and Student Conduct, Student Engagement and</p>	

Activities, and Veterans Services. The Division of Student Affairs request is explained in detail throughout this application. The request includes salary and operations support for professional staff to support the general UW Bothell student body.

Question:

Need for this Program/Service (500 word limit)
Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)

In order to maintain excellent service to students, it is imperative to keep staffing and operational costs at a level that meets student needs and increase services and programs as additional needs are identified.

- Associate Dean for Student Affairs (partial salary)Provides administrative management and oversight for student fee funded Departments within the Division of Student Affairs. Provides support and guidance for programs and initiatives that are managed by these fee funded departments. Advocates for students needs and services that directly impact students with the University administration.

- *Director of Counseling Center (partial salary)Director oversees the services and staff of the Counseling Center. Provides individual, crisis, group counseling & workshops. Partners with student affairs departments to create educational programs to support students' mental health and emotional well-being,& supervises the Victim Advocate & Educator.

- *Director Recreation and Wellness (partial salary)Recreation and Wellness meets the diverse needs and interests of students by providing programs & facilities that are current,inclusive and exceptional in quality. Director oversees programs, provides supervision for professional & student staff. Oversees programs: Intramurals, Outdoor Wellness, Fitness Classes & Center, Sports & Recreation Complex.

- *Director of Student Engagement & Activities (partial salary)Students are the center of SEA work. Programs are student driven and grounded in equity, inclusivity, and social justice. Director oversees the office SEA: Social Justice Organizers, Club Council, Student Media, ASUWB elections, and Campus Events Board. Serves as co-adviser for ASUWB.

- Fiscal Specialist(full salary)Provides budgetary support to the SAF and the STF (over 50 individual budgets and over \$3Million dollars). Works with the Division staff to process student organization budget requests, awards to students through the Student Academic Enhancement Fund (SAEF), Procurement Card reconciliation, budget projections, expense transfers, contract processing, payment to individuals, etc., which includes working to ensure compliance with state, federal and university law inclusive of required regulation paperwork and records retention required for reconciliation of all SAF and STF funded dollars. Student Affairs has over 115 budgets that is managed including SAF, STF, GOF, Auxiliary, Revenue, Scholarship, and Grant funds.

- Program Assistant (partial

salary) Receptionist for Student Affairs office (Dean, Assistant Dean, DRS/Veteran's Manager, Victim Advocate, Student Conduct, Counseling Center), assists students in quickly connecting with the people and resources that will meet their needs, supports student funded operations and the Fiscal Specialist by processing food forms, supply orders, budget reconciliation, and specifically supporting students in programming and services to the student body.

Question:

New Request or Previously Funded (500 word limit) Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations. If this is a one time funding request, please note that in the description.

Yes. We are making the same request as we did last year. We have decreased the request for the Program Assistant. For FY19 all of the Program Assistant's salary was SAF funded. Student Affairs was able to move \$10,000 from SAF to GOF funding for FY'20. We are not requesting any new funds.

Question:

Strategic Plan/5 Year Goals (500 word limit) Please describe your strategic plan or description of your key strategic goals over the next five years.

The Division of Student Affairs collaborates with students in providing services and opportunities which fosters student engagement, holistic well-being, personal and professional development, leadership, and experiential learning. The Division is under an ongoing process of evaluation and change to meet developing student needs at UWB. The key goals over the next 5 years include:

- Data Driven decision making
 - o The Division has prioritized a division-wide assessment committee
 - o Establish a shared language for assessment within the division
 - o Disseminate University-wide data within the division
 - o Identify a common set of learning outcomes and impact areas so similar metrics are used across departments
 - o Ensure the existence of a structure to produce common data reporting; that all department assessment plans are implemented in a timely manner and results are reported to students and campus partners while being integrated into practice
- Equity and Inclusion
 - o Our programs are grounded in equity, inclusivity, and social justice
 - o Programs are informed by and with students
 - o Meaningful contributions to increase recruitment, persistence, and graduation of all students
- Academic Collaboration and Infusion
 - o Increased collaboration and integration into curriculum (leadership, career, wellness, emotional well-being, financial health, physical health)
 - o Continued partnership and collaboration with academic departments
 - o Integration of skills building and student development into new for credit courses
 - o Integration of skills building and student development into existing for credit courses

- Community Building
 - o Review and development of programs and services to assure they are fostering student engagement, belongingness, while building and maintaining caring/supportive culture
 - o Navigate co-curricular educational opportunities to clarify students' identities, purpose, and sense of belonging on campus

- Student Personal Discovery, Development, and Opportunities to Thrive
 - o Providing opportunities to increase awareness of individual goals/ creativity / values and contributions to larger community
 - o Through their involvement, students will be prepared to engage in their communities and contribute to meaningful social change

- Professional Development of Professional and Student Staff
 - o Provide ongoing assessment training for the division for professional growth
 - o Provide opportunities for ongoing development and knowledge attainment
 - o Staff will continue to seek out opportunities to keep up with changing knowledge, skills, practice, and self-awareness to bring best-practices and develop new programs and services to meet students' needs

Question:

Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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.

SEA accomplishes most of their work through the employment and mentoring of 40 to 50 student staff who, with SEA staff support and guidance, implement over 400 programs and events with over 20,000 participations annually. The number of clubs and students involved in clubs is growing rapidly. In Winter 2017, 46 clubs were registered; Winter 2018, 51 clubs are registered; and Winter 2019 73 clubs are registered. In FY19 SEA also began oversight and support of Student Media – Clamor, Husky Herald, and UWave. In 2017-18, Intramurals had over 1200 participants and more than 4000 participations in activities including flag football, soccer, ultimate, softball, basketball, sand volleyball, video game tournaments, and gaga ball. Our outdoor gear shop, The Nest, had over 200 individual equipment rentals in just two quarters of operation. Many of those rentals had over 20 items included in one rental. Throughout 2017-18, Outdoor Wellness served 1500 students in programs alone. The HERO programs & workshops served over 5000 students last year. The Counseling Center staff has also experienced significant increase in utilization, with the number of individual counseling sessions growing by 33% from fall 2017 (438 appointments) to fall 2018 (584 appointments). The number of UWB students seeking counseling in 2017-2018 is 21.9% higher than in 2016-2017. The Counseling Center staff continues to offer classes, workshops and trainings to UWB students. The outreach through workshops, trainings,

and education has certainly had a positive effect on student's awareness of the Counseling Center, de-stigmatizing seeking mental health services, and drastically increased the number of students seeking counseling. With such significant increases in utilization and participation, Student Affairs remains fully committed to maintaining access to our services and programs for all students on campus. Student Affairs programs are available to both undergraduate and graduate students.

Question:

Financial and Operational Health (500 word limit)
How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).

Success will continue to be measured by the (1) number of students who attend events, workshops, or receive services from SA departments, (2) surveys of student satisfaction with events, workshops, and services, (3) learning outcomes from students involved in events, workshops, and services, (4) learning goals and outcomes for all student employees. Evaluations of all programs will be conducted by Student Affairs staff to review successes and identify areas for improvement. Additional assessment will consist of the evaluations of student participants. Staff participate in an annual Strategic Planning Process to help define additional learning outcomes and ways to measure our success. Current attendance and budget data that reflects how SAF funds have supported our programs this year are available for the committee's review. Financial health has been maintained by strategic review of budgets and adjusting our budgets to decrease costs whenever possible while keeping the same quality of services and programs.

Question:

Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.

N/A

Question:

Salary/Wages Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).

Partial Salary (approx. 25%) - Associate Dean: \$22,062
Partial Salary (approx. 38%) - Counseling Center Director: \$30,595
Partial Salary (approx. 86%) - Director of Recreation & Wellness: \$60,180
Partial Salary (approx. 86%) - Director of Student Engagement & Activities: \$60,180
Fiscal Specialist (100% salary request): \$55,056
Program Assistant (85% salary request): \$36,296

TOTAL Salary and Benefits:360,365.00
Total Merit + Benefits: \$6,962.00

Question:

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. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.

N/A

<p><i>Question:</i> Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Printing & Photocopying Describe the funds you are requesting in detail below. Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Office Supplies Describe the funds you are requesting in detail below. Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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 per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate 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. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.</p>	N/A
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. 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/content/104877 Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	Total Request: \$1,500. X 4 staff members (Director of SEA, Director of Recreation Wellness, Fiscal 2, and Program Assistant) = \$6,000.00
<p><i>Question:</i> Operations Describe the funds you are requesting in detail below. Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet. Phone lines should be calculated at \$10 per line</p>	N/A

per month.
<https://itconnect.uw.edu/service/campus-telephone-services/>

Question:

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 and on the spreadsheet.

N/A

Question:

Total Amount Requested Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.

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Question:

Terms and Conditions By submitting this application, you are agreeing to the terms and conditions below: * I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentaffairs/safc/safbylaws> * I understand that late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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. * I understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, February 1, 2018 and Friday, February 8, 2018. Someone from my group will be available to attend a brief hearing scheduled during that time frame.

I Agree

Questions or comments?
[Contact us](mailto:catalysthelp@uw.edu) or email catalysthelp@uw.edu