

# 2011-2012 SAF Contingency Application

Eric Chan

On behalf of Associated Students of the University of Washington Bothell

## 2011-2012 SAF Contingency Application

### Program/Service Title

Student Office Assistant

### Campus Department

ASUWB

### Contact Person

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## Executive Summary of Your Proposal

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

In the Autumn of 2006, the very first Freshman class of 125 student came to UWB making our total student population just over 1600 for the 2006-2007 academic year. The ASUWB constitution of 2005 created a total of five officer positions to serve this population of students; the same positions we currently have today. An official press release in October reported a final enrollment of 3759 students for the 2011-2012 academic year. This is a 234% growth in the student population over this time paired with no growth in the student representation to serve their needs.

The reality of these numbers is manifest in the steady increase of responsibility each officer is required to undertake. Each year, ASUWB officers are required to fulfill more and more duties; sit on more committees; manage more student perspectives, opinions, and needs; communicate with proportionally more faculty, staff, and administration; disseminate more and more student opportunities, scholarships, event notifications, personal growth workshops, job openings, service availabilities, leadership development opportunities, important university news that effects students, important legislation, and so much more. In addition to this volume of information management, each member of ASUWB is responsible for managing certain signature programs such as Holly

the Husky, supply tables, the Student Academic Enhancement Fund, Student of the Month awards, Cram Nights, the Freshman Council, the UWB Washington Students Association chapter, a student discount program, as well as a yearly signature event, among others. Further, each ASUWB officer is required to attend every meeting of the board, hold office hours, and develop relationships with student organizations, while constantly upholding a high level of poise and professionalism.

The main point is that each member of ASUWB is more over extended this year than in any previous year and we have arrived at a point where we are unable to keep pace with the magnitude of duties we are expected to undertake, yet we have established and are striving towards an aggressive and ambitious set of goals for our team this year to ensure we serve our students. It has been established that we will work to complete the schematic design and confirm student support for the new Student Union Building thus positioning next years team to break ground. We are strengthening the power of our student voice by creating stronger avenues for its expression via a larger and stronger Freshman Council, a Graduate Student Council, a Student Senate, and a thriving Washington Students Association Chapter. We are committed to strengthening our connection with students by making ourselves more accessible, more visible, and more approachable by having Dawg-Time, which is time spent in the student vistas or common areas talking and connecting with students, listening to their perspectives and challenges. We also attend student group meetings and have made huge efforts to communicate more regularly and more dynamically with students through a variety of avenues. Finally, to help alleviate the rising costs of tuition, we are expanding our student discount program, Paw Discounts, in partnership with Cascadia Community College to expand our discount network broadly in the community and give students a wide variety of discounts in various areas of need such as food, personal care, transportation, and fitness.

To help us be successful we need more officer positions on the ASUWB council and are preparing

infrastructure to expand the council next year. To help adequately serve our student population this year, we need help. We propose the creation of a student office assistant position to help with clerical and operational tasks in support of the ASUWB Council. The position would help solve the problem of significant over-extension on the part of ASUWB executives, and will simultaneously create a student job, something with student demand vastly exceeding supply.

- The Student Office Assistant would:
- o Report to the president of ASUWB for weekly responsibilities outside regular duties;
  - o Be responsible for managing student supply tables;
  - o Attend all ASUWB Executive Board meetings, record and post minutes, and help advertise and announce upcoming meetings in accordance with the Open Public Meetings Act (RCW 42.30);
  - o Assist in form submissions and the management and follow-up with important documents for Husky Huddles, and other events;
  - o Respond to e-mails directed to the ASUWB@uwb.edu account, and to ASUWBAsst@uwb.edu account (to be created, should this proposal be approved);
  - o Attend committee meetings as proxy representative should to ASUWB representative be available to attend;
  - o And perform any and all tasks as directed by the ASUWB president.

### **Need for this Program/Service**

*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 goal(s).*

The argument supporting the need for this position has been made in the Executive Summary above and includes facts about the rapid increase of both student population and proportional increase in ASUWB representative duties. Creating the Student Office Assistant position will help ASUWB serve the students of UWB fully and adequately by allowing each executive time to focus on the development of essential services and programs while being able to maintain academic responsibilities. For these reasons, the creation of

this position is essential to both the success of each member of the ASUWB executive board, and essential to the success of the students of UWB.

### **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?*

The president of ASUWB will evaluate the success of the Student Assistant on a weekly and ongoing basis. The student assistant will be expected to fulfill their duties appropriate to the amount of time they are scheduled to work each week. The president of ASUWB will also meet quarterly with the student assistant for a quarterly review and evaluate the success of the position. The success of the Student Assistant will be determined through the evaluation of the duties of the Student Assistant and through the progress of the projects that the ASUWB works on throughout the year.

### **Estimate number of students that will benefit from your proposed program/service**

*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.*

The students at UWB will receive many benefits with the addition of an ASUWB Student Assistant. All students will benefit from the improved service at office supply tables and the addition of another ASUWB representative. This is another person that can help provide information about ASUWB and the campus. With some of the tasks assigned to the Student Assistant, the ASUWB executive board will have more time to focus on projects such as the Student Union Building, Washington Students Association, new student issues on campus, and etc.

There are no other sources of financial support. ASUWB has looked at utilizing the Work Study program but ASUWB does not have funding to support a student assistant in the event of a cut to the Work Study funding.

### **Benefits to Participants**

*In 150 words or less, please describe the benefits that participants are likely to gain by attending or participating in this program or service.*

The Student Office Assistant will have the opportunity to work closely with UWB student leadership, both in ASUWB and in Student Life in general. They will have the opportunity to build relationships with staff, faculty, and administration, thereby building communication and leadership skills. We see this position as an excellent opportunity for a student who is interested in taking a strong leadership role at UWB in coming years and as a future leader after graduation.

### **Additional Information**

*Please include any other information you feel is relevant to your request. (There is no character limit on this field.)*

We are a growing campus with growing needs. Five students do not represent the whole population here at UWB. And five students cannot accomplish all of our goals and projects. We need to expand and divide responsibilities to better serve the students. I understand that the SAF committee is facing many proposals so thank you for taking the time in evaluating our SAF Contingency application!

### **Salary/Wages**

\$10.00 to \$12.00 per hour for 19.5 hours per week for 26 weeks (Jan 3rd through June 30th)

Salary = \$5070 @ \$10.00 per hour  
\$6084 @ \$12.00 per hour

### **Benefits**

*Benefits paid to regular employees working at least .50 FTE should be calculated at 33.4% of earnings. Benefits paid to hourly employees should be calculated at 14.9% of earnings.*

Benefits = 14.9% of \$5070 = \$755.43  
14.9% of \$6084 = \$906.52

### **Honoraria**

### **Facilities Rentals/Set-Ups**

*If you require facilities rentals/set-ups, please indicate it here.*

### **Telecommunications**

*Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).*

### **Security**

### **Printing & Photocopying**

### **Transportation**

### **Meals and Lodging for Travel**

### **Office Supplies**

### **Food/Refreshments**

### **Equipment Rentals/Purchase**

### **Other**

*Please include any other expenses that don't fall under any of the above categories.*

### **Total Amount Requested**

Total Salary and Benefits at \$10.00 per hour = \$5070 + \$755.43 = \$5825.43  
Total Salary and Benefits at \$12.00 per hour = \$6084 + \$906.52 = \$6990.52