

2012-2013 SAF Annual Application

Public User

2012-2013 SAF Annual Application

Program/Service Title

Graduate Commons

Campus Department

IAS

Contact Person

Andrew Brusletten

Email

abrusletten@uwb.edu

Phone

2-5427

Executive Summary of Your Proposal

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

Since Autumn Quarter 2011 the Graduate Advisory Committee has been advising the Vice Chancellor for Academic Affairs on ways to enhance the educational experiences of graduate students at UW Bothell. The initial focus has been the development of the new Graduate Commons, which will serve as a hub for graduate student life, enhancing academic, research and social interactions.

The Commons, housed on the first floor of the Truly House, will be a space that graduate students from all UW Bothell departments can use on a drop-in basis for individual work, collaboration, relaxation, informal networking, and small-group meetings. The facility has already been brought to a minimal level of readiness, but in order to create an environment that is conducive to its intended functionality, additional furniture and equipment are needed. Furthermore, although the Commons will not necessitate full-time monitoring during open hours, a .025 FTE Commons Manager position is needed for general restocking, straightening, and minor problem-solving.

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 Graduate Commons is an important part of the campus-wide effort to build a thriving, productive graduate culture. The UW Bothell campus has not had a cross-programmatic facility for graduate students even though graduate students and faculty have long requested one. Given that a portion of the Truly House has been made available for this purpose, the funding is needed to maximize the potential of the space.

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?

Program evaluation will be conducted by analyzing responses to formal surveys, administered annually, and by analyzing usage patterns, available through swipe-card logs. The surveys will inform possible changes to amenities and infrastructure, and the swipe-card data will inform possible changes to hours of operations.

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.

UW Bothell currently has over 400 graduate students across the Business, Computing and Software Systems, Interdisciplinary Arts and Sciences, Education, and Nursing programs, and all of these students will benefit from the Commons. Undergraduate students will generally not have access to the space, but exceptions will be made for those working directly on collaborative projects with graduate students. Faculty and staff will generally not have access to the space, but informal, non-recurring meetings with graduate students will be allowed. At this time there is no known source of funding aside from SAF.

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.

Graduate students from all UW Bothell departments can use the Graduate Commons on a drop-in basis for individual work, collaboration, relaxation, informal networking, and small-group meetings. The space will have comfortable seating for relaxation, work areas that promote collaboration and exchange, wi-fi internet access, a fridge and microwave so that graduate students can store and prepare food, a coffeepot and hot water heater, a cold water dispenser, and other amenities that support the intended functionality of the space.

Additional Information

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

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.

Although the Commons will not necessitate full-time monitoring during open hours, a .025 FTE Commons Manager position is needed for general restocking, straightening, and minor problem-solving. The position would only involve 1 - 2 hours per week of work.

\$1000

Benefits

Describe the funds you are requesting in detail below.

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 are required if you are requesting salary/wages above.

Please put total dollar amount of benefits in the bottom of this box.

\$150

Honoraria

Describe the funds you are requesting in detail below.

i.e. Payment to speakers

Please put total dollar amount of honoraria in the bottom of this box.

\$0

Facilities Rentals/Set-Ups

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.

Please put total dollar amount of facilities in the bottom of this box.

\$0

Telecommunications

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 total dollar amount of telecommunications in the bottom of this box.

\$420

Security

Describe the funds you are requesting in detail below.

If you would like an estimate, please contact UWB Security.

425-352-5359

Please put total dollar amount of security in the bottom of this box.

\$0

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.

\$350

Transportation

Describe the funds you are requesting in detail below.

Please put total dollar amount of transportation in the bottom of this box.

\$0

Meals and Lodging for Travel

Describe the funds you are requesting in detail below.

Please put total dollar amount of meals and lodging in the bottom of this box.

\$0

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.

\$200

Food/Refreshments

Describe the funds you are requesting in detail below.

Please put total dollar amount of food/refreshments in the bottom of this box.

Review the food policy/food form for the University policies before asking for food. The Food Policy is below the food form in the link.

<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

\$0

Equipment Rentals/Purchase

Describe the funds you are requesting in detail below.

Please put total dollar amount of equipment rentals/purchase in the bottom of this box.

Fridge \$750

Microwave \$150

Coffee pot \$50

Teapot \$50

Furniture \$500

Lamps \$300

Water dispenser \$50

Printer \$500

Total: \$2350

Other

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

Please put total dollar amount of other in the bottom of this box.

Total Amount Requested

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.

\$4470