



CENTER FOR STUDENT INVOLVEMENT

Student Fees Advisory Committee (SFAC)
Base Augmentation Requests FY 2015

Center for Student Involvement



FY2015 Base Augmentation Funding Request

Center for Student Involvement

The Center for Student Involvement respectfully submits seven requests for FY2015 Base Augmentation Funding. All of the requests are designed to create opportunities for students to become active citizens of the University of Houston community or support campus life. A cost summary of all seven requests is included at the end. Thank you for your consideration of these requests.

CSI Student Desk Employees for “The Commons” University Center North RSO Services Desk

In January 2014, the Center for Student Involvement will move into new space in the University Center North building. The University Center North building has a main desk on the ground floor that will be called “The Commons” because it will serve as the common information point for all of the student organizations and offices in the building.

The Commons will provide the following services to patrons in the University Center North building:

- Provide directions to offices and 106 carrels for visitors
- Direct student organizations to resources and offices for event registration, carrel management, and other inquiries regarding student organizations
- Mail service and package service for student organizations
- Key check out for the Resource Room and the locker spaces
- Provide carrel space check-in and check-out for student organizations

The Commons will be staffed by student employees at the following times:

- Monday through Friday: 7:30 a.m. till 8:00 p.m., with a second student worker at the desk between 10:00 a.m. – 5:00 p.m.
- Saturday: 7:30 a.m. -- 8:00 p.m., one student worker
- Sunday: 1:00 p.m. – 8:00 p.m., one student worker

The Commons will be open 82 hours per week and will be open the same time as the carrel spaces.

Staffing the UC North RSO Services Desk will support the following Strategic Initiative and Action Steps:

DSAES Strategic Initiative #1: Create new opportunities for student success through learning, engagement, and discovery.

Action Step 1.4: Create a greater variety of student involvement initiatives that focus on the development of a vibrant campus life including expanded evening and weekend programs.

Funding Request

Total cost for staffing:	\$42,412
Current budget for student staffing:	<u>-\$35,500</u>
	\$ 6,912
6% Administrative Fee	<u>+\$ 415</u>
Total Funding Request for FY15	\$ 7,326

Night and Weekend Programming

An integral part of campus life is the activities and events that occur on Friday nights and the weekends. As an institution transitioning from a commuter student population to a 20% residential population, a schedule of Friday night and weekend events should be offered to students. On campus events will provide students a safe alternative to driving or going off campus. The Center for Student Involvement would host events twice a month, or more, on dates without other Friday night or weekend activities.

Each Friday Night or Weekend event will have the following:

- Unique advertising with separate themes and activities.
- Planned around either a movie or a marquee activity such as a band, novelty, or activity.
- Held in either the Lynn Eusan Park or the University Center.
- Planned collaboratively with registered student organizations, colleges, and departments to attract diverse student populations

Students that are interested in hosting late night events will be recruited to be a volunteer corps that will assist the Center for Student Involvement in setting up and hosting the night and weekend events. Student volunteers will receive a t-shirt and thanks.

Night and weekend events will be advertised in the following ways:

- Dr. Bott's Profs with Pride and weekly classroom announcements
- Electronic bulletin boards and the Get Involved cork board
- Activities List Serv and Coog News
- Paper advertising – handbills, flyers, A-frames
- Ads in The Daily Cougar
- Facebook, social media advertising, and CSI website

This request supports the following Strategic Initiatives and Action Steps:

DSAES Strategic Initiative #1: Create new opportunities for student success through learning, engagement, and discovery.

Action Step 1.4: Create a greater variety of student involvement initiatives that focus on the development of a vibrant campus life, including expanded evening and weekend programs.

Funding Request

Each event will have the following:

Themed craft	\$ 250.00
Movie or marquee activity	\$1,000.00
Food	\$ 600.00
Marketing	\$ 500.00
6% Administrative Charge	\$ 150.00
<i>Total Per Event:</i>	<i>\$ 2,500.00</i>

Total request:

Two events per month (Sept, Oct, Nov, Jan, Feb, March, April):

\$2,500.00 per event X 2 events per month X 7 months \$35,000.00

Civic Engagement Graduate Assistant

The first strategic initiative in the Division of Student Affairs and Enrollment Services Strategic Plan is to “Create new opportunities for student success through learning, engagement and discovery.” The Center for Student Involvement is creating new opportunities for students by creating and implementing civic engagement programs on campus. Civic engagement programs that will be hosted by CSI in 2013-2014 and 2014-2015 include the following:

- Weeks of Welcome and MLK Day of Service
- Voter Registration drives
- Shuttle busses for early voting (Gubernatorial Race)
- Regional Community Action Break
- Constitution Day Awareness
- City of Houston Citizenship Month
- Clinton Global Initiative – University

The Associate Director for Leadership and Civic Engagement spearheads the planning and implementation of these events, and additional assistance will be needed as these programs are added. Graduate Assistants provide an excellent value for the budget dollar. A Graduate Assistant dedicated to Civic Engagement would provide the additional support that is needed in this area.

A graduate assistant in Civic Engagement would have the following duties:

- Participate in planning and hosting of the Community Action Breaks
- Coordinate Constitution Day Awareness
- Coordinate shuttle busses for early voting registration
- Coordinate on-campus voter registration drives
- Assist with advising the Metropolitan Volunteer Program and supporting MVP events such as Enriching Houston ongoing volunteering events, Adopt-a-Beach, Rock the Campus and Rock the Block.

A Graduate Assistant for Civic Engagement would support the following DSAES Strategic Initiative:

DSAES Strategic Initiative #3: Foster the creation of a global learning community that actualizes and embraces inclusion while preparing students to become active citizens.

Action Step 3.2: Establish co-curricular, globally focused initiatives that provide students with opportunities for engagement on campus, in our surrounding environments, and beyond.

Funding Request

Salary Cost (\$1,200/mo. X12 months)	\$14,400.00
\$150 monthly insurance stipend	\$ 1,800.00
8.65% For Benefits	\$ 1,400.00
6% Administrative Fee:	<u>\$ 1,056.00</u>
Total Cost to fully fund 2 GA's:	\$18,656.00

Ignite Leadership Program Entry Level (First Years): Spring Semester Section

In 2010 the Leadership Development Task Force was created by the Division of Student Affairs. The final report defined entry-level leadership as: “**Emerging Leaders** - The focus is primarily on the individual - individual skill and competency development coupled with a better individual understanding of how a student can make a difference.” The Ignite Leadership Program is designed to help emerging student leaders develop basic leadership skills and prepare them to succeed on campus and take on leadership roles both on and off campus.

Students who participate in Ignite for emerging leaders will be able to do the following:

- Develop an understanding of leadership within the context of relationships and positive change and the Relational Leadership Model.
- State their core values and how to apply them to ethical situations.
- Develop an understanding of their personality type, leadership strengths and challenges.
- Be knowledgeable about campus resources, events and leadership opportunities.

Ignite includes 10 – 12 weekly meetings, Ignite Mentor groups, an overnight teambuilding retreat, and a graduation program open to parents and guests. The Spring 2013 program was highly successful as measured by the results of a pre/post assessment. Ten areas of growth were measured and the participants indicated improvement on all ten areas.

The Ignite program will impact the campus in the following ways:

- Provide a cadre of students with leadership skills to be impactful in the classroom, in the residence halls, and in student organizations across campus
- Stronger leadership in student organizations will result in more events and a stronger campus life and may result in more student organizations being formed and active at the University

The Ignite Program, Entry Level, Spring Section supports these Strategic Initiatives and Action Steps:

DSAES Strategic Initiative #1: Create new opportunities for student success through learning, engagement, and discovery.

Action Step 1.3: Develop a multi-year co-curricular leadership experience for students utilizing the concepts of leadership theory and self-discovery in partnership with Academic Affairs.

Funding Request

Peer Mentor Training	\$ 300.00
Marketing	\$ 500.00
First meeting food	\$ 250.00
Binders	\$ 150.00
Handouts and Printing	\$ 200.00
One Night Retreat	\$5,350.00
Community Service supplies	\$ 200.00
Activities Budget	\$ 500.00
Service Project Budget	\$ 500.00
Graduation Ceremony	\$1,300.00
6% Administrative Fee	<u>\$ 555.00</u>
Total	\$9,755.00

Community Action Break: Spring Break Volunteering in the Houston Area

Community Action Break (CAB) developed from the Alternative Spring Break program on campus. CAB provides an opportunity for students to participate in service in Houston over spring break. Students who participate in immersion service projects, and particularly cross-cultural interactions with community members and students different from themselves, report development in their awareness of appreciation of other cultures, awareness of issues of poverty and social justice, and the needs of at-risk populations. University of Houston is well placed to have an impact on our students through volunteering because there are extensive opportunities to do service in the Houston area.

Last March, Spring 2013, the first Houston-area CAB was held. A different service project for up to eleven students was offered Monday – Thursday of spring break and included the Houston Food Bank, SEARCH Homeless Services and an Urban Harvest Community Garden. Twenty-three students participated over the week and every service project was full. The local service projects allowed students who are working or staying on campus during spring break to participate in service opportunities. CSI would like to build on this success by expanding the local CAB experience to 20 students per day in March 2014.

The local Community Action Break program supports the following Strategic Initiatives and Action Steps:

DSAES Strategic Initiative #1: Create new opportunities for student success through learning, engagement, and discovery.

Action Step 1.6: Develop new service learning Initiatives that create opportunities for self-discovery and application of academic disciplines for students.

DSAES Strategic Initiative #3- Foster the creation of a global learning community that actualizes and embraces inclusion while preparing students to become active citizens.

Action Steps: 3.2: Establish co-curricular globally focused initiatives that provide students with opportunities for engagement on campus in our surrounding environments and beyond.

Funding Request

Two 12 passenger vans	\$1,000
Lunches on 2 days	\$ 400
Marketing	\$ 400
Group Activity Day (\$25/pp)	\$ 775
6% Administration Fee	<u>\$ 150</u>
Total	\$2,725

Clinton Global Initiative – University

“Building on the successful model of the Clinton Global Initiative, which brings together world leaders to take action on global challenges, President Clinton launched the Clinton Global Initiative University (CGIU) in 2007 to engage the next generation of leaders on college campuses around the world.” Each year thousands of students submit Commitments to Action in five categories: Education, Environment & Climate Change, Peace and Human Rights, Poverty Alleviation and Public Health. Universities dedicated to supporting CGI-U become a part of the University Network can commit to funding both travel to CGI-U and financial support for accepted Commitments to Action.

Last year, University of Houston students submitted 55 Commitments to Action to CGI-U and 13 outstanding students, working on five Commitments were accepted to attend. The 2013 commitments supported an off-grid, portable solar power, summer volunteer opportunities for junior and senior high school refugee students, financial literacy and small business development courses for the Alabama-Coushatta Nation, designing an alternative form of temporary living to help sustain displaced people and minimize the issues that often develop from mass migrations, and recycling of educational resources to extreme poverty areas, providing opportunities for youth to become educated in their field of interest.

Clinton Global Initiative-University supports the following Strategic Initiatives and Action Steps:

DSAES Strategic Initiative #1: Create new opportunities for student success through learning, engagement, and discovery.

Action Step 1.6: Develop new service learning Initiatives that create opportunities for self-discovery and application of academic disciplines for students.

DSAES Strategic Initiative #3- Foster the creation of a global learning community that actualizes and embraces inclusion while preparing students to become active citizens.

Action Steps: 3.2: Establish co-curricular globally focused initiatives that provide students with opportunities for engagement on campus in our surrounding environments and beyond.

Funding Request

Travel to CGI-U in Pheonix Arizona	\$8,000
Airfare, Hotel, Parking	
Funding Commitments to Action	\$ 8,000
6% Administration Fee	<u>\$ 960</u>
Total	\$16,960

Compensation Requirement for Graduate Assistants

The Division of Student Affairs and Enrollment Services requires all departments with Graduate Assistants to pay \$1200/mo. Minimum. The current wage being paid per month for Graduate Assistants in the Center for Student Involvement is \$965.00, which is the minimum GA's can be paid. CSI receives a great deal of benefit from the GA's, who provide additional support and coordination to the student leaders in Homecoming, Frontier Fiesta, Student Program Board, Council of Ethnic Organizations, Metropolitan Volunteer Program, and leadership and civic engagement programs.

In order to provide this Division-wide salary requirement, and to continue to attract highly qualified master's students, CSI requests funding for Graduate Assistants at the following levels:

Graduate Assistant in Year 1: \$1,200/mo.

Graduate Assistant in Year 2: \$1,320/mo.

For second year Graduate Assistants, departments will be required to develop an evaluation process to ensure the Graduate Assistant is developing and growing in their understanding of work. The increase will be a merit increase for those Graduate Assistants that are progressing in their development and not an increase based on merely completing their first year.

Cost for Graduate Assistants in the Center for Student Involvement will be as follows:

Current cost for one graduate assistant

Compensation:	\$ 965.00 per month X 12 months =	\$11,580.00
\$150/mo stipend for Insurance		\$ 1,800.00
Benefits (8.65%)	\$96.00 per month X 12 months=	<u>\$ 1,157.00</u>
Subtotal		\$14,537.00
6% Administrative fee		<u>\$ 872.00</u>
Total Current Compensation for one Graduate Assistant:		\$15,409.00

FY15 Cost Per Graduate Assistant:

Compensation:	\$1,200.00 per month X 12 months =	\$14,400.00
\$150/mo stipend for Insurance		\$ 1,800.00
Benefits (8.65%)	\$117.00 per month X 12 months =	<u>\$ 1,400.00</u>
Subtotal		\$17,604.00
6% Administrative fee		<u>\$ 1,056.00</u>
Total Compensation for one Graduate Assistant		\$18,656.00

Difference between current compensation and FY15 Compensation: \$3,247.00 per GA

The Center for Student Involvement has four graduate assistants:

Traditions, CEO/MVP, SPB, and Leadership & Civic Engagement

\$3,247.00 X 4 = \$12,988.00

Total request for mandated salary increases: \$12,988.00

A Graduate Assistant for Civic Engagement would support the following DSAES Strategic Initiative:

DSAES Strategic Initiative #3: Foster the creation of a global learning community that actualizes and embraces inclusion while preparing students to become active citizens.

Action Step 3.2: Establish co-curricular, globally focused initiatives that provide students with opportunities for engagement on campus, in our surrounding environments, and beyond.

Summary of FY2015 Base Augmentation Requests:

- 1. Student Desk Employees for The Commons \$ 7,326.00
- 2. Night and Weekend Programming \$35,000.00
- 3. Civic Engagement Graduate Assistant Position \$18,656.00
- 4. Ignite Leadership Program, First Level, Spring Section \$ 9,755.00
- 5. Community Action Break, local. \$ 2,650.00
- 6. Clinton Global Initiative – University \$16,960.00
- 7. Compensation increase for Graduate Assistants. \$12,988.00

Total Request \$103,335.00

Thank you again for your consideration of these requests. Please let us know if there is any additional information we can provide.

The Center for Student Involvement