

# Center For Student Involvement

## Student Fees Advisory Committee (SFAC) One Time Allocation Request FY 2015



## **Center for Student Involvement - FY2015 One-Time Allocation Requests**

The Center for Student Involvement respectfully submits eight (8) requests for FY 2015 One-Time Allocation Requests to enhance programs and services. Many of these initiatives are direct request based on the recommendations from the External Review report that was completed in FY2014. The requests for funding are as follows:

1. Student Staff Support for “The Commons” Desk for the Student Organization Complex
2. Student Organization Leadership Conference - Spring
3. The Cougar Connection
4. RSO Services and Evening/Weekend Programming Graduate Assistant
5. RSO Risk Management Videos
6. Clinton Global Initiative
7. RSO Student Leader Training
8. RSO Advisor Experience Enhancement Programming

### **FY2015 One-Time Request #1 – Student Staff Support for “The Commons” Desk for the Student Organization Complex**

In January 2014, the Center for Student Involvement moved into new University Center North building. The “anchor” to the University Center North building is “The Commons” Desk located on the first floor, as it serves as the common information point for all of the student organizations and offices in the building and provides assistance to the carrels and lockers holders. With the great success of the new UC North, we were not as prepared with students staff salaries to manage this new vital resource for student organizations, and the entire UC North facility. Now with nearly a year of being open, we are requesting additional funding to support the student staff in this area, while also providing support to the Center for Student Involvement.

#### **The Commons provides 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 is staffed by student employees at the following times:**

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

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:	\$72,128
Current budget for student staffing:	<u>-\$56,912</u>
	\$15,216
6% Administrative Fee	<u>+\$ 913</u>
Total Funding Request for FY15	\$16,129

**FY2015 One-Time Request #2 – Student Organization Leadership Conference – Spring**

The Student Organization Leadership Conference (SOLC) is a one day experience created for student leaders of Registered Student Organizations. The conference seeks to provide information about on-campus resources and training opportunities that develop stronger student leaders. Attendance at SOLC assists organization leaders in developing positive, supportive and effective relationships with their advisors and peers.

Students who participate in SOLC will be able to do the following:

1. Collaboration:
  - a. Students will **exhibit** the ability to work effectively with those different from themselves
2. Connecting Knowledge:
  - a. Students will **integrate** knowledge of campus resources to build successful registered student organizations
3. Communicating Effectively:
  - a. Students will **recognize** the importance of developing coherent communication practices within their student organization

Funding Request

Marketing and Signage	\$ 1,500.00
Conference Materials (Bags, Pens, Folders, Nametags)	\$ 2,000.00
Food (Breakfast and Lunch)	\$ 4,000.00
T-Shirts	\$ 1,500.00
Speaker Gifts	\$ 150.00
Facility Rental (Labor for AV Technicians)	\$ 500.00
6% Administrative Fee	<u>\$ 579.00</u>
Total	\$ 10,229.00

**FY2015 One-Time Request #3 – The Cougar Connection**

In effort to expand services and programs for Registered Student Organization leaders, Collaboration Kick-Off was held in the spring of 2014. This was the first time the Center for Student Involvement hosted a networking session exclusively for student leaders of Registered Student Organizations. The center has transitioned Collaboration Kick-Off to The Cougar Connection. The Cougar Connection will

now serve as a consistent CSI program that exposes student leaders to resources as well as provides a space for the networking and idea sharing between student leaders.

Funding Request

Refreshments	\$ 1,500.00
Marketing (Flyers and Banners)	\$ 750.00
Giveaways	\$ 750.00
6% Administration Fee	\$ 180.00
Total	\$ 3,180.00

**FY2015 One-Time Request #4 – RSO Services and Evening/Weekend Programming 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 has initiated the establishment of new opportunities for student leaders by developing and implementing services and programs that support registered student organization student leader success. Additionally the Center for Student Involvement also seeks to increase the vibrancy of campus life by expanding its efforts to develop evening/weekend programming, and RSO student leader programs that will be hosted during the 2014-2015 school year:

- Cat’s Back RSO Fair – Fall & Spring
- Risk Management and Organization Orientation Sessions
- Student Organization Leadership Conference – Fall & Spring
- The Cougar Connection (two in the fall and two in the spring)
- RSO Fair - Fall
- RSO Student Leader Trainings (three per semester)
- Cougar Nights (Evening/Weekend Programming Initiatives)

The Assistant Director and Activities Coordinator for RSO Services will spearhead the planning and implementation of these events, and additional assistance will be needed as more programs are added. Graduate Assistants provide an excellent value for the budget dollar. A Graduate Assistant dedicated to RSO Services and Evening/Weekend programming would provide the additional support that is needed to revive this area and expand its offerings.

A graduate assistant in RSO Services and Evening/Weekend Programming would have the following duties:

- Scheduling, facilitating, and developing risk management trainings
  - A considerable amount of the Activities Coordinator/Assistant Director for RSO Services time is spent scheduling and facilitating Risk Management sessions. Due to the vast amount of Risk Management sessions (74 two hour sessions between summer and fall 2014) the current RSO team cannot solely focus on developing a more robust Student Organization leader experience.
- Organizing and maintaining risk management records
- Assist in the management of student staff (UCN Commons Desk)
  - Student Employee Leadership Development Program – Work with Activities Coordinator to develop a leadership development program for CSI Student Employees that encourages the exploration of the importance of their campus employment and how it

will translate to the center fulfilling its mission as well as the intangible benefits that will service them later in life.

- Assisting with the allocation and management of Registered Student Organizations spaces (Carrels and Lockers)
- Assist in the creation and implementation of new RSO Programming and Services initiatives
  - Student Organization Outreach – The addition of a Graduate Assistant would allow the RSO team to develop student organization outreach programs that go to Student Organization meetings and events to provide training opportunities for Student Organizations. This would allow CSI to reach the student organizations whose leaders may not be able to attend scheduled trainings and events.
  - Additional Student Leader Trainings – The addition of a Graduate Assistant would allow the RSO team to increase its student organization leader trainings from three per semester to six per semester.
- Assist in the expansion of the Cougar Nights programming model
  - As the center seeks to increase vibrant campus programming, we will need additional assistance in managing the soon to be proposed Cougar Nights programming model. Graduate Assistants who work with evening/weekend programs get relevant experience in budgeting, risk management, program planning and building relationships with the campus community. This would give a student in our Higher Education Administration program the opportunity to develop skills in these areas.

A Graduate Assistant for RSO Services and Evening/Weekend Programming would support the following DSAES Strategic Initiative:

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

**Action Step 1.d:** Create a variety of student involvement initiatives that focus on the development of a vibrant campus life, including expanded evening and weekend programs.

Funding Request

Salary Cost (\$1,200/mo. X 6 months)	\$ 7,200.00
\$150 monthly insurance stipend	\$ 900.00
<u>6% Administrative Fee:</u>	<u>\$ 486.00</u>
Total Cost to fully fund GA:	\$ 8,586.00

**FY2015 One-Time Request #5 – Risk Management Videos**

The Center for Student Involvement would like improve the quality of the mandatory risk management education sessions by developing a new set of risk management education videos. The current videos have poor sound quality and do not engage the student/advisor audience. The external review also noted issues with the current Risk Management Education sessions. The center seeks to address these issues by developing a new approach to RM training. The Center for Student Involvement will partner with the Center for Student Media – Student Video Network to re-create the current educational videos.

Funding Request

Center for Student Media	\$ 3,000.00
<u>6% Administration Fee</u>	<u>\$ 180.00</u>
Total	\$ 3,180.00

**FY2015 One-Time Request #6 – Clinton Global Initiative**

“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.

In 2013 University of Houston students submitted 55 Commitments to Action to CGI-U and 13 outstanding students, working on five Commitments were accepted to attend. Last year, 25 students applied and 9 were accepted and 8 chose to attend CGI-U representing 5 Commitments to Action. Over the last two years commitments have ranged from off-grid, portable solar power, and summer volunteer opportunities for junior and senior high school refugee students, to financial literacy and small business development courses for the Alabama-Coushatta Nation, addressing awareness of the issue of homelessness and helping underprivileged minority high school students to reach higher education.

**Funding Request**

Travel to CGI-U in Miami Florida	\$ 8,000
Airfare, Hotel, Parking	
Funding Commitments to Action	\$ 8,000
6% Administration Fee	\$ 960
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Total	\$16,960

**FY2015 One Time Request #7 – RSO Student Leader Training**

The Center for Student Involvement would like to request funding to develop and implement new training sessions for RSO student leaders. Student leaders have not been equipped with the knowledge and resources to successfully navigate leading a registered student organization. The center would like to provide specialized training in several areas that allow students to develop competencies that will improve their organization. There would be three trainings held that would all take place in Spring 2015. The topics covered will include Get Involved 1.0, Get Involved 2.0, and Managing Elections through Get Involved.

**Funding Request**

Training Materials (Manuals, Tip Sheets)	\$ 1,250.00
Marketing (Flyers and Banners)	\$ 1,250.00
Refreshments	\$ 1,500.00
Rental Fees (AV Tech Fee)	\$ 500.00
6% Administration Fee	\$ 270.00
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Total	\$ 4,770.00

**FY2015 One Time Request #8– RSO Advisor Enhancement Programming**

Per recommendations from The Center for Student Involvement external review, the center would like to increase opportunities for advisor education as well as advisor networking. The external review found that advisors could not articulate the resources and benefits for registered student organizations. The lack of advisor support by the Center for Student Involvement could be addressed by the implementation of the recommended advisor networking events along with advisor education sessions. To currently address this issue with the center’s current resources, the center has instituted the RSO Advisor Network using the Get Involved platform to increase communication and the dissemination of resource information with advisors. Through an increase in face-to-face programming and education for advisors, the center will escalate advisor knowledge about services for registered student organizations. In turn, advisors will become better resources for the organizations they serve. The center is requesting funding to implement “advisor-only” education sessions as well as an advisor networking event. Below is a listing of sample trainings and topics.

- Advisor Training: Creating Synergy with your organization. – This education session will explore best practices for creating clear expectations for the advisor/student organization relationship.
- Advisor Training: What does Get Involved mean for advisors? – This education session will explore how advisors can use Get Involved to leverage success within the student organizations they advise.
- Networking Event: Opportunity for advisors to meet colleagues, discuss issues in advising and seek support from CSI.

For the implementation of RSO Advisor Enhancement Programming broken down as follows:

Funding Request

Food and Beverages	\$ 1,500.00
Marketing	\$ 500.00
6% Administrative Fee	\$ 120.00
Total	\$ 2,120.00

The following is an overview of the total costs of all FY2015 One-Time requests for the Center for Student Involvement. Many of these initiatives are direct request based on the recommendations from the External Review report that was completed in FY2014 which is addressed in our SFAC Report and will be discussed during the SFAC presentation.

One-Time Request#1 - Student Staff Support for “The Commons”

Student Organization Complex	-	\$ 16,129
One-Time Request #2 – SOLC – Spring 2015	-	\$ 10,229
One-Time Request #3 – The Cougar Connection	-	\$ 3,180
One-Time Request #4 – RSO Services and Programming Graduate Assistant	-	\$ 8,586
One-Time Request #5 – RSO Risk Management Videos	-	\$ 3,180
One-Time Request #6 – Clinton Global Initiative	-	\$ 16,960
One-Time Request #7 – RSO Student Leader Training	-	\$ 4,770

<u>One Time Request #8 – RSO Advisor Enhancement Programming</u>	-	\$ 2,120
CSI One-Time FY15 Request Total	-	\$ 65,154



# Center For Student Involvement

## Student Fees Advisory Committee (SFAC) Base Augmentation Request for FY 2016



## **Center for Student Involvement - FY2016 Base Augmentation Request(s)**

The Center for Student Involvement respectfully submits thirteen (13) requests for FY2016 Base Augmentation Funding to enhance programs and services. Many of these initiatives are direct requests based on the recommendations from the External Review report that was completed in FY2014. The requests for funding are as follows:

1. Night and Weekend Programming
2. Student Staff Support for "The Commons" for the Student Organization Complex
3. Weeks of Welcome and MLK Days of Service
4. Student Organization Leadership Conference - Spring
5. The Cougar Connection
6. RSO Services and Late Night/Weekend Programming Graduate Assistant
7. RSO Services (Get Involved) Marketing
8. Community Action Break
9. Leadership & Civic Engagement Learning Community
10. RSO Student Leader Training
11. Ignite Leadership Program Second Level
12. Clinton Global Initiative University
13. RSO Advisor Enhancement Programming

### **FY2016 Base Augmentation Request #1 – Night and Weekend Programming**

This past year, SFAC requested that the Center for Student Involvement (CSI) increase their efforts to provide night and weekend programming options for students. As our residential population continues to grow, the University should change to reflect the needs of the students. A sustained increase in night and weekend programs will better serve the needs of our expanding residential population, and hopefully entice more students to remain on campus. CSI's goal for night and weekend programming is to provide students with a safe and free alternative to going off campus. Ideally, CSI would like to host at least one large-scale, late-night weekend event per month, on dates without other weekend activities.

#### **Each Friday Night or Weekend event will have the following:**

- Unique advertising with separate themes and activities
- A marquee activity such as a live musical performance, movie screening, or interactive novelty
- Collaborations with fee-funded or registered student organizations, colleges, and/or departments to attract diverse student populations

The Assistant Director, along with other CSI staff support, will work in collaboration with the aforementioned groups to plan, set up, and host these night and weekend events. The goal for these programs will be to create destination events students will look forward to, and seek out each month.

Night and Weekend events will be advertised using the following outlets:

- Dr. Bott’s Profs with Pride and weekly classroom announcements
- Electronic bulletin boards, video walls, and the Get Involved cork board
- Activities Listserv and Coog News
- Paper advertising – handbills, flyers, A-frames, ads in The Cougar
- Facebook, social media advertising, and CSI website

This request supports the following DSAES Strategic Initiative:

**DSAES Strategic Initiative #1.d:** Create a greater variety of student involvement initiatives that focus on the development of a vibrant campus life, including expanding evening and weekend programs.

Funding Request

Night/Weekend Programming	\$ 15,000.00
6% Administrative Charge.	\$ 900.00
<i>Total:</i>	\$ 15,900.00

**FY2016 Base Augmentation Request #2 – Student Staff Support for “The Commons” Desk for the Student Organization Complex**

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The Commons provides 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
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The Commons is staffed by student employees at the following times:

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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:	\$72,128
Current budget for student staffing:	<u>-\$56,912</u>
	\$15,216
6% Administrative Fee	<u>+\$ 913</u>
Total Funding Request for FY16	\$16,129

**FY2016 Base Augmentation Request #3 – Weeks of Welcome and MLK Days of Service**

Building off the successful launch of this program in FY14 and FY15, the Center for Student Involvement plans to continue offering days of service during FY16, one during the Weeks of Welcome and one on MLK Day in January. 133 students participated in the first MLK Day of Service planting trees for Habitat for Humanity and landscaping/ ground cleanup for Vitae Living. On Labor Day 82 students worked at four project sites with Generation One in the Greater Third Ward including lot clearing and mowing, painting a house and preparing the Intern Housing for Generation One. The University of Houston is an important part of the city of Houston and has a responsibility to not only provide educational and growth experiences to its students, but to positively impact the community it is surrounded by. A Day of Service event would include transporting students to one or more project sites around the Houston area, a lunch and a UH t-shirt. CSI is also open to Days of Service becoming collaborative events with groups such as MVP, SHRL and other interested RSO's or colleges to expand the scope of the events. The purpose of a day of service is to:

- Instill a sense of community spirit and involvement during the first weeks of class each academic year
- Encourage personal growth through exposure to new populations and projects
- Raise awareness of social issues in the Houston community
- Create a networking opportunity for students to make new friends and meet community members
- Honor the spirit of MLK Day through participating in a nationally recognized Day of Service
- Raise the profile of the University of Houston by being visible in the community

DSAES Strategic Initiatives and Action Steps supported:

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

**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:** 1F and 3B

Funding Request:

*Please note: These numbers are based on a single off-campus event for 132 participants*

4 UH shuttles	\$ 2,100
T-shirts	\$ 700

Project supplies	\$ 1,000
Breakfast and Lunch	\$ 500
Marketing	\$ 700
Sub Total	\$ 5,000
Total for 2 events	\$10,000
Administration Fee	\$ 600
Total Request	\$10,600

**FY2016 Base Augmentation Request #4 – Student Organization Leadership Conference - Spring**

The Student Organization Leadership Conference (SOLC) is a one day experience created for student leaders of Registered Student Organizations. The conference seeks to provide information about on-campus resources and training opportunities that develop stronger student leaders. Attendance at SOLC assists organization leaders in developing positive, supportive and effective relationships with their advisors and peers.

Students who participate in SOLC will be able to do the following:

1. Collaboration:
  - a. Students will **exhibit** the ability to work effectively with those different from themselves
2. Connecting Knowledge:
  - a. Students will **integrate** knowledge of campus resources to build successful registered student organizations
3. Communicating Effectively:
  - a. Students will **recognize** the importance of developing coherent communication practices within their student organization

Funding Request

Marketing and Signage	\$ 1,500
Conference Materials (Bags, Pens, Folders, Nametags)	\$ 2,000
Food and Beverage (Breakfast and Lunch)	\$ 4,000
T-Shirts	\$ 1,500
Speaker Gifts	\$ 150
Facility Rental (Labor for AV Technicians)	\$ 500
6% Administrative Fee	\$ 579
Total	\$10,229

**FY2016 Base Augmentation Request #5 – The Cougar Connection**

In effort to expand services and programs for Registered Student Organization leaders, Collaboration Kick-Off was held in the spring of 2014. This was the first time the Center for Student Involvement hosted a networking session exclusively for student leaders of Registered Student Organizations. The center has transitioned Collaboration Kick-Off to The Cougar Connection. The Cougar Connection will now serve as a consistent CSI program that exposes student leaders to resources as well as provides a space for the networking and idea sharing between student leaders.

Funding Request

Refreshments	\$3,000
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Marketing (Flyers and Banners)	\$1,500
Giveaways	\$1,500
6% Administration Fee	\$ 360
Total	\$6,360

**FY2016 Base Augmentation Request #6 – RSO Services and Late Night Weekend Programming**

**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 has initiated the establishment of new opportunities for student leaders by developing and implementing services and programs that support registered student organization student leader success. Additionally the Center for Student Involvement also seeks to increase the vibrancy of campus life by expanding its efforts to develop evening/weekend programming, and RSO student leader programs that will be hosted during the 2014-2015 school year:

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- The Cougar Connection (two in the fall and two in the spring)
- RSO Fair - Fall
- RSO Student Leader Trainings (three per semester)
- 
- Cougar Nights (Evening/Weekend Programming Initiatives)

The Assistant Director and Activities Coordinator for RSO Services will spearhead the planning and implementation of these events, and additional assistance will be needed as more programs are added. Graduate Assistants provide an excellent value for the budget dollar. A Graduate Assistant dedicated to RSO Services and Evening/Weekend programming would provide the additional support that is needed to revive this area and expand its offerings.

**A graduate assistant in RSO Services and Evening/Weekend Programming would have the following duties:**

- Scheduling, facilitating, and developing risk management trainings
  - A considerable amount of the Activities Coordinator/Assistant Director for RSO Services time is spent scheduling and facilitating Risk Management sessions. Due to the vast amount of Risk Management sessions (74 two hour sessions between summer and fall 2014) the current RSO team cannot solely focus on developing a more robust Student Organization leader experience.
- Organizing and maintaining risk management records
- Assist in the management of student staff (UCN Commons Desk)
  - Student Employee Leadership Development Program – Work with Activities Coordinator to develop a leadership development program for CSI Student Employees that encourages the exploration of the importance of their campus employment and how it will translate to the center fulfilling its mission as well as the intangible benefits that will service them later in life.

- Assisting with the allocation and management of Registered Student Organizations spaces (Carrels and Lockers)
- Assist in the creation and implementation of new RSO Programming and Services initiatives
  - Student Organization Outreach – The addition of a Graduate Assistant would allow the RSO team to develop student organization outreach programs that go to Student Organization meetings and events to provide training opportunities for Student Organizations. This would allow CSI to reach the student organizations whose leaders may not be able to attend scheduled trainings and events.
  - Additional Student Leader Trainings – The addition of a Graduate Assistant would allow the RSO team to increase its student organization leader trainings from three per semester to six per semester.
- Assist in the expansion of the Cougar Nights programming model
  - As the center seeks to increase vibrant campus programming, we will need additional assistance in managing the soon to be proposed Cougar Nights programming model. Graduate Assistants who work with evening/weekend programs get relevant experience in budgeting, risk management, program planning and building relationships with the campus community. This would give a student in our Higher Education Administration program the opportunity to develop skills in these areas.

A Graduate Assistant for RSO Services and Evening/Weekend Programming would support the following DSAES Strategic Initiative:

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

**Action Step 1.d:** Create a variety of student involvement initiatives that focus on the development of a vibrant campus life, including expanded evening and weekend programs.

Funding Request

Salary Cost (\$1,200/mo. X12 months)	\$14,400
\$150 monthly insurance stipend	\$ 1,800
6% Administrative Fee:	\$ 972
<b>Total Cost to fully fund GA:</b>	<b>\$17,172</b>

**FY2016 Base Augmentation Request #7 – RSO Services (Get Involved) Marketing**

The Center for Student Involvement was tasked with creating a Get Involved Educational Plan. CSI is requesting funding to develop and complete the items on the Educational Plan. This funding is necessary for the center to increase its efforts in marketing the Get Involved Student Organization platform as well as RSO services and programs. The center has increased its interactions with RSO student leaders by developing new programs and training opportunities but would like to develop on-demand training modules for student leaders. To continue to improve this relationship and engage the student body in student organization involvement, the center would like to request funding for marketing materials that will inform UH students who are not currently involved and student leaders about the benefits, usage, and importance of the Get Involved platform.

Get Involved Marketing

- Brochures outlining how to use the Get Involved platform for Student Organizations. These marketing materials would be printed every year to update changes and add information as CollegiateLink makes changes and adds new features to the system.
- 5x7 Cards that outline the importance of getting involved, how to create a profile, important events for that semester and how to browse for student organizations.

Get Involved Training Videos

- An annual video would be created to serve as a commercial for the Get Involved platform as well as all the benefits of joining student organizations.
- Additionally we will create specific training videos that will outline how to use features on Get Involved that can maximize student organization success. Those video topics would include but are not limited to:
  - Messaging
  - Elections
  - Managing Rosters
  - Updating Information
  - Creating Forms
  - Submitting Events
  - Utilizing Documents
  - Facebook and Twitter Integration
- As new features are added yearly to Get Involved via CollegiateLink, new videos will be created upon the implementation of new features.

Funding Request

Get Involved Brochures and Information Cards	\$1,000
Get Involved Educational Videos	\$2,500
6% Administration Fee	\$ 210
Total	\$3,710

**FY2016 Base Augmentation Request #8 – Community Action Break**

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 2014, the second CAB was held. A different service project was offered each day Monday – Thursday of spring break, and included the Kegan Kitchen, Agape Development Ministries after school program and an Urban Harvest Community Garden. A reward day was held at the Houston Rodeo on Friday. The local service projects allowed students who were working or staying on campus during spring break to participate in service opportunities. CSI would like to greatly expand the program over FY15 and FY16. In FY15 CAB will be more widely marketed with a goal of 30 participants per day. This will be supported by using the SFAC funding provided for both the local and regional CAB programs. In FY16 the program will expand to two local project sites per day and a goal of 60 participants per day.



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

Funding Request

Two UH Branded Shuttles	\$4,800
Lunches on 2 days	\$ 600
Marketing	\$1,000
Houston Rodeo tickets \$10	\$ 600
Project supplies	\$ 500
6% Administration Fee	\$ 375
Total	\$7,875

**FY2016 Base Augmentation Request #9 – Leadership and Civic Engagement Learning Community**

The Leadership and Civic Engagement Learning Community (LCE-LC) would be a collaborative effort between the Center for Student Involvement, and the Leadership Studies Minor (sponsored by the Honors College). The community can house from 16 – 32 participants and will be open to freshmen and sophomore participants.

**Course Work:** (students in courses will only be from the LCE Living/Learning Community)

Fall: COMM 1331 Fundamentals of Public Speaking – Instructor TBD Honors Faculty

Spring: HON 3330 Leadership Theory and Practice – instructor Brenda Rhoden

This course is part of the Leadership Minor and a section will be dedicated to the LCE-LC participants. Course objectives will include learning how to research and apply core leadership theories and models, actively participate in leadership and service projects and activities and development of a personal leadership philosophy.

**Participation requirements:**

- Complete the application and interview selection process, maintain a 2.0 GPA, and enroll in and complete required coursework in COMM 1331 and HON 3330
- Live in assigned housing, participate in service, opening retreat, teambuilding and social events outside of official class times
- Involvement in at least one Registered Student Organization

**Students who participate in the LCE Learning Community will:**

- State their core values and how to apply them to ethical situations.
- Explore concepts of community engagement, global citizenship and social justice.
- Understand the methods of approaching, framing, studying, and researching leadership.
- Understand how to both use and evaluate theory in the context of practice.

- Develop an individual approach to leadership by developing a personal leadership philosophy.

The LCE-LC 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 1E:** Develop learning communities intentionally connected to academic and student affairs programs to enhance student success in support of the growing residential campus.

Funding Request

Overnight teambuilding retreat (lodging, meals, transportation)	\$ 4,000
End of year challenge experience day	\$ 1,400
UH Shuttle transportation 2 service or community events	\$ 1,000
Water, snacks, tools for service events	\$ 500
Etiquette and Professionalism Workshop	\$ 500
Educational Supplies	\$ 400
End of Year Recognition reception	\$ 700
6% Administration fee	\$ 510
<b>Total</b>	<b>\$ 9,010</b>

**FY2016 Base Augmentation Request #10 – RSO Student Leader Training**

The Center for Student Involvement would like to request funding to develop and implement new training sessions for RSO student leaders. Student leaders have not been equipped with the knowledge and resources to successfully navigate leading a registered student organization. The center would like to provide specialized training in several areas that allow students to develop competencies that will improve their organization. The center will hold three trainings each semester for a total of six trainings for the entire academic year. The topics covered will include but are not limited to:

- Get Involved 1.0
- Get Involved 2.0
- Managing Elections through Get Involved
- Officer Transition
- Managing Conflict
- Goal Setting
- Hosting Events on Campus

Funding Request

Training Materials (Manuals, Tip Sheets)	\$ 2,500
Marketing (Flyers and Banners)	\$ 2,500
Refreshments	\$ 3,000
Rental Fees (AV Tech Fees)	\$ 1,000
6% Administration Fee	\$ 540
<b>Total</b>	<b>\$ 9,540</b>

**FY2016 Base Augmentation Request #11 – Ignite Leadership Program Second Level**

In 2010 the Leadership Development Task Force was created by the Division of Student Affairs. The final

report presented a three-tiered approach to teaching leadership at the University of Houston and the second level of Ignite fits the middle level “Engaged Leaders.”

**“Engaged Leaders** – The focus is more specifically on how individuals can positively contribute to organizations and engage their peers in creating effective leaders and organizations.”

The second level of the Ignite program will be designed to build on the basic leadership skills developed during the first level. This program will continue to include workshops, but the focus will shift to working in teams, building relationships, and participants assessing their leadership competencies. The program will be open to no more than 50 qualified and motivated students who have completed the first level of Ignite or other comparable experiences such as the Ted Bauer Leadership Certificate Program. The program will focus on the following learning outcomes.

**Learning Outcomes:**

- Participants will build on their understanding of leadership through learning the Social Change and Student Leadership Challenge models of leadership.
- Participants will explore leadership in the context of teambuilding and complete a leadership competency assessment.
- Participants will understand group dynamics and the stages of team development.
- Participants will learn the importance of Emotional Intelligence and the skills to use and improve their Emotional Intelligence.
- Participants will apply their developing leadership skills in an organizational setting.

The second level of Ignite would have a target of 30 participants and be similarly structured to the first level and include the following activities/requirements.

- Assigned to a small group with an Ignite Graduate Student Mentor
- 8-10 workshop meetings
- An overnight leadership retreat focused on teambuilding, goal setting and a personal challenge component such as a high ropes course
- Planned group community service projects
- Active membership or a leadership role in a Registered Student Organization or non-profit organization

DSAES Strategic Initiative Supported:

**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
Marketing	\$ 200
Educational Supplies (leadership inventories)	\$ 1,000
Printing, Binders, supplies	\$ 500
One Night Retreat	\$ 4,500
Activities Budget	\$ 500

Service Project Budget	\$ 1,700
Graduation Ceremony	\$ 1,300
6% Administrative Fee	\$ 600
Total	\$ 10,600

**FY2016 Base Augmentation Request #12 – 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.

In 2013 University of Houston students submitted 55 Commitments to Action to CGI-U and 13 outstanding students, working on five Commitments were accepted to attend. Last year, 25 students applied and 9 were accepted and 8 chose to attend CGI-U representing 5 Commitments to Action. Over the last two years commitments have ranged from off-grid, portable solar power, and summer volunteer opportunities for junior and senior high school refugee students, to financial literacy and small business development courses for the Alabama-Coushatta Nation, addressing awareness of the issue of homelessness and helping underprivileged minority high school students to reach higher education.

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 Miami Florida	\$8,000
Airfare, Hotel, Parking	
Funding Commitments to Action	\$ 8,000
6% Administration Fee	\$ 960
Total	\$16,960

**FY2016 Base Augmentation Request #13 – RSO Advisor Enhancement Programming**

Per recommendations from The Center for Student Involvement external review, the center would like to increase opportunities for advisor education as well as advisor networking. The external review found

that advisors could not articulate the resources and benefits for registered student organizations. The lack of advisor support by the Center for Student Involvement could be addressed by the implementation of the recommended advisor networking events along with advisor education sessions. To currently address this issue with the center’s current resources, the center has instituted the RSO Advisor Network using the Get Involved platform to increase communication and the dissemination of resource information with advisors. Through an increase in face-to-face programming and education for advisors, the center will escalate advisor knowledge about services for registered student organizations. In turn, advisors will become better resources for the organizations they serve. The center is requesting funding to implement “advisor-only” education sessions as well as an advisor networking event. Below is a listing of sample trainings and topics.

- Advisor Training: Creating Synergy with your organization. – This education session will explore best practices for creating clear expectations for the advisor/student organization relationship.
- Advisor Training: What does Get Involved mean for advisors? – This education session will explore how advisors can use Get Involved to leverage success within the student organizations they advise.
- Advisor Training: Managing Conflict – Will explore ways to navigate students through dealing with conflict in order to develop conflict management skills.
- Networking Event: Opportunity for advisors to meet colleagues, discuss issues in advising and seek support from CSI.

Funding Request

Refreshments	\$ 3,000
Marketing	\$ 1,000
6% Administrative Fee	<u>\$ 240</u>
Total	\$ 4,240

The following is an overview of the total costs of all FY2016 Base Augmentation requests for the Center for Student Involvement. Many of these initiatives are direct requests based on the recommendations from the External Review report that was completed in FY2014 which is addressed in our SFAC Report and will be discussed during the SFAC presentation.

1. Night and Weekend Programming	-	\$ 15,900
2. Student Staff Support for “The Commons”		
Student Organization Complex	-	\$ 16,129
3. Weeks of Welcome and MLK Days of Service	-	\$ 10,600
4. Student Organization Leadership Conference - Spring	-	\$ 10,229
5. The Cougar Connection	-	\$ 6,360
6. RSO Services and Programming Graduate Assistant	-	\$ 17,172

7. RSO Services (Get Involved) Marketing	-	\$ 3,710
8. Community Action Break	-	\$ 7,875
9. Leadership & Civic Engagement Learning Community	-	\$ 9,010
10. RSO Student Leader Training	-	\$ 9,540
11. Ignite Leadership Program Second Level	-	\$ 10,600
12. Clinton Global Initiative University	-	\$ 16,960
13. <u>RSO Advisor Enhancement Programming</u>	-	<u>\$ 4,240</u>
Total:	-	\$138,325