

Club Activities Manager Position

Grant Proposal

Overview

Amended Request due to increase in position duties and position review this position has been reclassified as the Club Activities Manager. This request is to add an additional \$17,000 to cover this increase, the increase in benefits, and any overtime needed. This is essentially a mandatory increase as it was decided by Human Resources.

Summary of Proposal: The Club Activities Coordinator position was filled in November 2021 and is temporary until the end of June 2022. This proposal is to hire that position as an exempt project position for two years so as to grow the Community Engagement and Leadership Learning area.

Total Fiscal Impact: \$127,308

Duration: 2-year grant, July 1, 2022-June 30, 2024

Information

Grant Objectives: In order to effectively grow the Community Engagement and Leadership Learning area – which includes club activities, WIN management, Fall Info Fair, staff development, student leadership development, community engagement, and literacy tutoring – the Club Activities Office needs a staff member who can focus on that area's needs. Jenn, as the current Club Activities Manager, is managing much more than club activities and cannot sustain a long-term commitment to all of the above. The position has been hired to focus on new clubs, renewing previously inactive clubs, supporting club events, club promotion & outreach, coordinating traditional events, advising the AS Activities Council, supervising two of the four student staff members, and other smaller projects such as club advisor support. Having the position hired has helped Jenn focus on strategic goals, longer term projects, higher level management (i.e. finances and staff/leadership development), and leading with less stress and more focus. The objective is to continue that strength and grow our large area with more full-time staff.

Details: This grant will pay the Coordinator salary and benefits, which is an entry-level position.

Fiscal Impact

\$46,000 = annual salary

\$17,654 = fringe benefits

\$63,654 = total compensation for one year

\$127,308 = total compensation for two years of grant *does not include any mandatory raises that may occur if applicable

Justification

- How will the grant benefit WWU students at large?

Directly – this position will work with students at large to support new club formation, and support for club activities, which are open to all current undergraduate and graduate students. Clubs are encouraged to have faculty, staff, or community advisors but the attention to support those advisors has not been there, which affects club leaders who have limited support. This position will be tasked with enhancing that support.

Indirectly – by having this position, Jenn can focus her time on projects such as Student Staff Development, community engagement and leadership learning open to the campus community.

- How will the grant be successful in achieving its objectives?

The grant will be able to hire a professional staff member at a living wage who has the experience and knowledge to support club activities on campus as well as supervise student staff effectively, with the support of Jenn.

- How does the grant fulfill a demonstrated need?

The Community Engagement and Leadership Learning area is grossly understaffed and overworked. By fulfilling this grant, we can continue to maintain club activities and grow other needed areas including leadership development across campus, AS staff development, and community engagement as envisioned.

- How does the grant support marginalized students in a strong and sustainable manner?

The Club Activities Office supports clubs who are committed to serving all students, including those in marginalized identities. The office also works alongside the Ethnic Student Center and SAIRC in supporting the work of ESC clubs as well as LGBTQ+, disability, womxn, and undocumented communities. Clubs that support marginalized communities often need extra support by faculty, staff, and community advisors (something that Jenn as a white woman cannot provide); this position can help assure that those advisors are provided the support and guidance needed.

The LACE area (leadership and community engagement) has committed resources to connecting marginalized communities to the Bellingham community and beyond through sustainable efforts of service and education.

- How is the grant aligned with the AS's values (equity, environmental sustainability, etc.)?

In order to provide meaningful support for clubs, high-quality staff development that includes a focus on justice, equity, diversity, and inclusion work, and strong leadership development opportunities for all students, we need more staffing to assure this work is done and done well. This grant will help us in that mission.

- How is the grant aligned with the WWU mission, AS mission, and your office mission?

The mission of the VU LACE area is to “...provide leadership development, and community service-learning opportunities, for campus students including highly experiential leader learning modules, leadership development, innovative lectures and events. Students can begin to participate in a leadership and community engagement certificate through a developmental learning process, with activities in critical service learning on and off campus that prepare students to be successful leaders now and after they graduate” (copied from the WIN organization site).

AS Club Activities “...offers all Western Students the opportunity to make the most of their college experience by getting involved in organizations that speak to their interests, passions, academic pursuits, identities, goals for social change, and more!” (copied from the WIN organization site).

With extra staffing, both of these missions can be fulfilled more than what is possible with just two full-time staff.

- What alternatives are available if funding is not awarded?

We will have to re-strategize what we can possibly offer to the campus and Bellingham community. One staff member in the Club Activities Office can only do so much when supporting 200+ clubs and their varying needs – in addition to the other responsibilities associated with this position. Other tasks such as Fall Info Fair may have to be re-organized into other areas so that there can be focus that is needed on the Student Staff Development program. Additionally, support for club advisors may need to continue to be very diminished as there is just not enough time to allocate to that need.

If a two-year grant is not possible, a one-year grant will still be helpful while we re-organize the Community Engagement and Leadership Learning area.

In the least, an extension of the currently funded temporary position through Summer 2022 will be needed. The position ends June 30 and that should be extended until October 31 to complete the following projects: revising club advisor support, new club documentation from the past two years, planning fall kickoff event, training of new student staff, and re-registration of clubs.

Amended: This is essentially a mandatory increase based on Human Resources findings.