

Office of Student Involvement and Leadership

SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY26

- 1. Provide a summary of your unit's mission/purpose, how you accomplish your unit's mission or purpose, and a justification of your unit's student fee allocation in terms of the benefit to students.**

The Office of Student Involvement and Leadership empowers Hawks to Get Involved by providing experiences that promote school spirit, servant leadership, and a sense of community. We serve as an integral part of the Student Engagement portfolio of the Division of Student Affairs by supporting innovative and transformative engagement experiences. Our vision is to ensure that involved Hawks are agents of positive change making an impact in their communities. The funding we receive through Student Service Fees allows the Student Involvement and Leadership team the opportunity to create programs and services that directly impact the student experience.

Campus Activities: The Office of Student Involvement and Leadership uses funding through student service fees to create unique and meaningful campus activities at UHCL. The office seeks out partnerships with other offices at UHCL to support large-scale events like Scare on the Square and Halloween Fest. OSIL also contributes to the student experience annually by creating events and experiences that students can participate in that are unique to the academic year. This provides a full engagement experience for students to actively engage with other students, faculty, and staff annually.

Spirit and Traditions: The Office of Student Involvement and Leadership leads and supports spirits and traditions at the University of Houston Clear Lake. This includes Weeks of Welcome, Homecoming and Chili Cookoff, and Lighting at the letters, which are all annual traditions within the UHCL community. OSIL is also responsible for the management of the mascot program, which supports engagement, sense of belonging, and a connection between UHCL and the local Clear Lake community.

Student Organizations: The Office of Student Involvement and Leadership provides support and ongoing development to all registered student organizations at UHCL. OSIL oversees the process for registration, risk management, and the event submission process for student organizations. The office also supports organizations by providing the mandatory risk education program to student leaders and advisors, orientation for new organizations, and ongoing support that organization leaders and advisors need to be successful. OSIL oversees resource allocation to student organizations that is available in the Student Organization Center and Lounge for which OSIL manages.

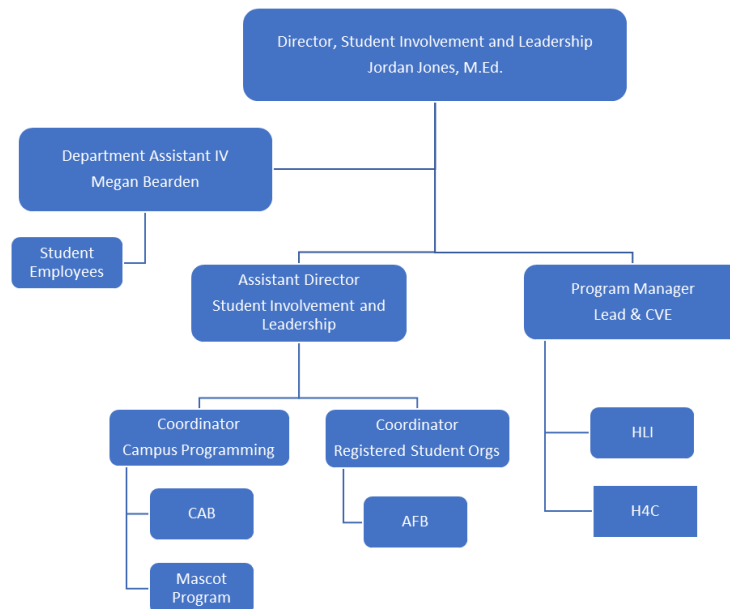
Leadership Development: As part of our programming calendar, the Office of Student Involvement and Leadership provides a variety of services to students that aid in their development as a leader on campus at UHCL. Some programs offered by OSIL include the Hawk Leadership Institute, Student Leadership and Career Development Conference, and leadership retreats. These experiences create an environment for students to learn about the foundations in

leadership that are helpful to lead at UHCL and beyond. Additionally, students can lead their peers through mentoring and peer led workshops and sessions incorporated into programs offered.

Service: In partnership with the department sponsored organization, Hawks 4 Community, the Office of Student Involvement and Leadership hosts monthly service projects for students to participate in that are impactful to the community. These projects can include opportunities to support our campus, the surrounding nature preserve or supporting local non-profits in the Clear Lake community. Additionally, each semester, the Office of Student Involvement and Leadership coordinates a campus-wide service day in UHCL Cares Day or the Big Event. These projects encourage the entire campus community to come together to serve at UHCL and beyond in areas that have immediate need.

Civic Engagement: The Office of Student Involvement and Leadership encourages active citizenship through providing information and opportunities for students to learn more about their civic duties. OSIL leads a Civic Engagement Coalition, works with the Campus Vote Project for Democracy Fellows, and All In for UHCL’s Civic Action Plan. Other services include hosting workshops and events centered about the voting process and access, voter registration and supporting national holidays like constitution day, national voter registration day, and national early vote day. The office also works with Harris County for voting during elections to take place on campus.

2. Provide an organization chart of your unit. Include all professional and student staff positions (with names), as well as vacancies. Make sure it is easily identifiable between professional and student staff on the chart.



Professional Staff

Jordan Jones, Director of Student Involvement and Leadership

Megan Bearden, Department Assistant IV

Nicole Michel, Assistant Director of Student Involvement and Leadership

VACANT, Program Manager of Leadership and Civic Engagement

Audrey Pena, Coordinator of Student Organizations

Calvin Nguyen, Coordinator of Campus Programming

Student Staff

Student Ambassador team (10) – Front desk operations for OSIL (8am-5pm) and SOCAL (10am-7pm), programming and planning support, general administrative functions.

Mascot Program (3) – promote university spirit through appearances and engagement with campus and surrounding UHCL community.

Hawks 4 Community (4) – Volunteer leadership board that supports volunteering and service projects for the UHCL community.

Hawk Leadership Institute (5) – Volunteer mentorship team that facilitates peer leadership experiences through the Hawk Leadership Institute and provides mentorship to program participants.

- 3. Present your Budget Worksheet. You are required to show and outline ALL funding sources (i.e. student fees, central funding, grants, gifts, outside sales revenue, auxiliary income, etc.). Use this area to define each funding source, its intended purpose, and how you are utilizing said funds.**

The Office of Student Involvement and Leadership receives funding through several sources to support programming and student experiences offered through the department in line with our mission. This includes funding from Student Service Fees (Base and One-Time requests), and Designated funds.

Base Student Service Fees (653,229) – Base funding offered allocated through the Student Fee Advisory Committee has been designated to support employee wages that include professional staff and student leaders within the Office of Student Involvement and Leadership. Funding is also intended to support the maintenance and operation of the office, fund programs and events, fund services offered to students and organizations and support the ongoing professional development of OSIL staff and UHCL student leaders.

One-Time Student Service Fees (\$29,164) – One-time funds were allocated for FY25 to support the continued operation of the Anthology engagement platform (Get Involved). This software serves as a hub for students to identify campus events, connect with student organizations and departments, complete forms, and participate in co-curricular programs. The Office of Student Involvement and Leadership staff serve as the campus administrators for the software platform and work with Anthology support staff, campus leaders and departments, and the student body to promote access and participation in the engagement platform.

Designated Funds (\$8,835) – The Office of Student Involvement and leadership is allocated designated funds to support the maintenance and operation of the mascot program that is managed through OSIL. These funds are used for upkeep of the mascot costume based on the

number of appearances each year. OSIL also receives funds annually to support the participation and recognition of UHCL students in leadership programs on campus. These funds are traditionally used to support the Hawk Excellence Awards.

4. Did you receive any new funding for FY24? If so, please explain how it is being used. If you received any new one-time funding for FY25, please describe your plans to use those funds.

No new funding was requested for FY24.

For FY25 the Office of Student Involvement and Leadership requested and was granted \$29,164 in one-time funds to support the continued contract for the Anthology Engagement Platform (Get Involved). These funds were initially set aside to support the renewal of the contract with the Anthology Engage platform, however, with a carryover/rollover allocated to fund this renewal for FY25, OSIL is requesting that current one-time funds be used, along with a new request to support the review of opportunities to enhance service offerings and the purchase of a new three-year contract for the GetInvolved platform to support cost-saving measures.

5. How does your unit support the mission of Student Affairs and contribute to the student experience on campus? Consider the utilization and impact of your unit's services.

Our primary goal within the Office of Student Involvement and Leadership is to contribute positively to the student experience through our programs and services. Students on campus actively engage throughout the year in our programs and regularly use our services to our benefit annually. There are several key markers we look to in our office to understand how students engage in each one of our functional areas. This is not an exhaustive list, however, details the ways students have interacted with our programs and services in the past year.

Campus Activities and Traditions: During FY24 the Office of Student Involvement and Leadership contributed to the student experience through programs and services like Spirit Week, Welcome Back Bash, Homecoming and Chili Cookoff, Lighting at the Letters, and Involvement Expos. During Spirit Week 2023 there was a significant amount of participation in events throughout the week led by participation in IHeart UHCL Day (528 students) and Scare on the Square (524 students). Throughout the week students were able to engage with other students, faculty, and staff and celebrate the annual tradition on campus showing school pride as a campus community. Homecoming and Chili Cookoff saw over 1,200 non-unique participants throughout the week's program offerings that was capped off by Chili Cookoff with 274 attendees. Students spent the week engaging in events hosted by OSIL, Campus Activities Board and campus partners within the Division of Student Affairs that contributed positively to the student experience.

Student Organizations: During FY24, the Office of Student Involvement and Leadership provided support to 79 student organizations at UHCL. This is a decrease in active organizations from FY23 to FY24, however, due to staff transition during the spring semester, there was minimal support provided to organizations to maintain their registration status and to maintain the ongoing support needed for organizations to stay active and involved at UHCL. In April, the

Office of Student Involvement and Leadership hosted the newly revamped Hawk Excellence Awards at UHCL celebrating student organizations and leaders. Over 200 students attended this event where individuals and groups were recognized for their contributions to the UHCL community this past year.

Leadership Development: In FY24, The Office of Student Involvement and Leadership continued to host annual leadership development programs, including the Hawk Leadership Institute and the Student Leadership and Career Development Conference. The Hawk Leadership Institute saw its highest participation in the program, with 16 first-year participants completing the program. The total program numbers surpassed 30 students in HLI, showing the continued growth and participation from the student community at UHCL. Additionally, in 2023, 118 students participated in the Student Leadership and Career Development Conference. This is a slight increase from participation in 2022 (111).

Community and Civic Engagement: The Office of Student Involvement and Leadership hosts a variety of events and activities for students to participate in throughout the year. Over 200 students participated in service days hosted by OSIL and H4C (Big Event and UHCL Cares Day). Additionally, OSIL partnered with Common Reader for 60 students to go on a field trip to the African American History Museum and Project Row Houses where they learned more about the history connected to these locations and was an introduction to the book of the year for students in the Common Reader program. Additionally, in FY24, OSIL hosted constitution Day with about 100 participants attending the event celebrating American history as an institution.

6. What did you learn in your annual assessment that is impacting your programs and services now?

During FY24, the Office of Student Involvement experienced significant transition which affected the programs and services provided, assessment, and outcomes met by the office. OSIL started FY24 with two coordinator positions vacant which effected key programs and services with community and civic engagement and student organization support and campus activities. In the fall, OSIL's Director transitioned from his role, which remained vacant until April, which was the end of the academic year. In early spring, OSIL lost their Assistant Director, and saw the departure of the Associate Director in early April. This created a significant strain on programs and services that could be offered, data collected, and overall impact of programs and services through the Office of Student Involvement. Based on the assessment conducted for FY24, there were changes made impacting services now.

Participation in Programs: In FY24, there was a decrease in participation in several programs by students. Due to this, the OSIL is focused on increasing participation in signature programs and events through better marketing and communication efforts and partnerships with campus partners to host events on campus. Welcome Back Bash in FY24 saw its largest attendance ever, and this was significantly due to the support of campus partners, utilizing sponsorships, and a strategic marketing effort to the campus community. The OSIL has hired a new team and dedicated significant resources to improve the student experience for Campus Activities and Traditions to meet our mission and vision for involved Hawks at UHCL.

Student Organization Support: There was a decrease of 21 registered student organizations in FY24, which in part may have been due to staff transition. Based on this decrease, OSIL is focused on providing better support to student organizations through redefining roles and responsibilities of professional staff to ensure that a staff member's responsibility is to recruit and provide ongoing support to student organizations and leaders throughout the year. This dedicated full-time staff member will check-in with organizations, lead the registration process, event submission and any additional support organizations and advisors need to be successful at UHCL.

Service: With Hawks 4 Community officially becoming a Department Sponsored Organization, the Office of Student Involvement is invested in strengthening participation in service days and monthly service projects by the campus community. Although 200 students participated in programs this past year, access became an issue to students participating. This year, OSIL is supporting opportunities to make service days and service projects more accessible through partnerships with parking and transportation, Facilities, the Environmental Institute of Houston, and other on-campus resources to support service efforts.

Leadership Development: The assessment for FY24 highlighted gaps in programming regarding access and participation in leadership programs offered at UHCL. Given that most of the population does not attend college right after high school, the Hawk Leadership Institute appeared to be too restrictive, limiting the potential impact of the program. Based on this, the office has opened participation in the program to all students to participate in hopes of the continued growth and access of the program. Additionally, the office is focused on increasing participation of UHCL students in the Student Leadership and Career Development Conference. The program had about 118 participants, however, this requires a significant investment by the institution to provide this program. The OSIL team is reimagining support for the conference and leadership portfolio to ensure that programs offered are cost-effective, have intentional impact, and reach the student body. The Program Manager and Director will work closely with student leaders to develop new leadership programs, partner with the Coordinator for Student Organizations for student organization involvement, and create feedback mechanisms to assess impact.

7. Describe any new programs and/or initiatives for the current year.

Homecoming and Chili Cookoff: In FY25, the Office of Student Involvement and Leadership is leading a new and improved Homecoming Week that will take place November 10th through the 16th. This will be the first time that Homecoming and Chili Cookoff will take place in the Fall term that will combine Spirit week activities with the signature Homecoming program, Chili Cookoff. This will include a Kickoff event, IHeart UHCL Day, UHCL Cares Day, and the penultimate event in Chili Cookoff. The office will work with campus partners to expand the reach of these programs and increase overall student participation in the week's festivities.

Hawk Leadership Institute: This year, the Office of Student Involvement and Leadership has worked to reimagine program offerings in the Hawk Leadership Institute. This includes a new focus on the program's mission where now any student on campus can participate in the first-year

program. The first-year program is now structured over one semester instead of an entire year and serves as standalone training for students interested in exploring leadership foundations. Students will have the opportunity to continue their learning in future years through the second-year program that is a year-long development focused on collaborative leadership that is relevant to students on campus leading organizations and serving in student leader roles for campus departments. Additionally, the leadership project send-year HLI students lead experienced updates that focus on learning outcomes for the program, and mentorship is more prominent in year one and two.

New Spring Signature Program: The Office of Student Involvement and Leadership will utilize available programming funds to create a new signature event at the end of the academic year to celebrate graduates and the end of the school year at UHCL. This will become a new annual tradition and serve as the end of the programming calendar for the year. Planning for this event is currently underway and marketing/promotion of the event will take place in early spring.

OSIL's Month of Student Engagement: During the month of October, the Office of Student Involvement and Leadership is beginning a new initiative focused on better connecting with students and educating them on opportunities to get involved on campus. Through partnerships with student organizations, OSIL will be tabling Monday through Thursday sharing information about upcoming events, organizations will be present talking about who they are, and OSIL will share about programs and services provided through the office. As part of the engagement experience, OSIL will host enhancement opportunities that include scavenger hunts, giveaways, photo ops with Hunter, and other intentional efforts to engage with the UHCL community. During tabling, OSIL will also be highlighting the upcoming homecoming activities to take place in November. To anchor this opportunity, there will be two engagement events held in the student lounge to meet OSIL staff, campus partners and student leaders. The purpose of this event is to meet students where they are and better inform them on how to get involved. Additionally, with Homecoming moving to fall, this opportunity will serve as an opportunity to connect and market Homecoming to the campus community prior to the week taking place.

Service Week (National Volunteer Month): Anchored by the Big Event, The Office of Student Involvement and Leadership will work with Hawks 4 Community to host a service week that kicks off National Volunteer Month in April. Throughout the week there will be opportunities for students to serve their community, donate to causes that impact our local area, and participate in service days in Clear Lake City. The intention of this week is for students to get more informed about the impact service can have on the community, educate them on how to serve, and connect them to community partners to get involved on.

8. What challenges or opportunities do you foresee for the current year and next year?

Challenges

Staff Transition (5 new staff members): During FY25, OSIL will be experiencing the year with 5 new professional staff members. This includes the continued transition of the Director who started in April, and the still vacant Program Manager position for Leadership and Civic Engagement that is planned to be filled by Spring 2025. Based on this transition, programs and services were limited to basic functions while vacancies were being filled. With two Coordinator

positions and the Assistant Director role being filled during the month of September, staff are in the process of receiving necessary training to get acclimated to their roles. This will also include the need for staff to prioritize professional development through online training and resources, and attendance at relevant conferences during FY25.

Homecoming and Chili Cookoff Moved to Fall: the move of Homecoming and Chili Cookoff to the Fall semester was approved in September by institution leadership. There have been preliminary plans in place as a contingency by staff, however, this major program moving to fall while 3 new full-time staff members are transitioning into their roles poses a challenge to the effectiveness of the event. OSIL will rely on campus partners to ensure the success of the event, allow new professional staff to create and enhance traditions, and involve student voice in decision-making to ensure the events see success.

New Signature Programs: FY25 will see two new programs introduced in Spring that include a Service Week and signature end of year celebration. When new programs are introduced, challenges to the success of the event are always present and can include effective planning, timing, marketing/promotion, and stakeholder buy-in. Additionally, with no new funding to create these programs, staff must be diligent in evaluating the cost of other programs offered to ensure that other programs are still impactful, while saving money to be used for new engaging events at UHCL. To be successful, staff will continue to collaborate with campus partners, evaluate all opportunities for funding, and meet with stakeholders to garner buy-in during the planning process.

Opportunities

Creating a Culture of Involvement: This year with new staff joining OSIL and new traditions being created, this poses an opportunity to contribute to a new culture and dynamic between the institution and students. Anecdotally, students have shared that they do not feel a strong connection to the institution when it comes to engagement opportunities. Often, students shared that they did not attend events because they did not know about them, or they felt it was not worth attending. The goal of establishing new traditions and reimagining current services is to develop a new culture of involvement on campus, strengthen relationships with students, and create memories for students, faculty, and staff that last a lifetime.

New Ideas and Creativity: The Office of Student Involvement and Leadership can bring in new ideas and creativity for what engaging and developing students looks like at UHCL. Four new staff members hired are from outside UHCL and have experience creating programs and experiences relevant to their area. The staff comes from a variety of institutions with different campus experiences that are helpful in establishing new programs and services for students. The goal is that this year new OSIL staff begins to implement and enhance program and service offerings to better connect OSIL to the division and institution strategic plan.

Student Organization Support: With the staff restructuring, there is now a coordinator dedicated to student organization support. Additionally, with a coordinator for campus programming, the Assistant Director for Student Involvement and Leadership can provide oversight of both functional areas and work with the Director on administrative and strategic support to programs and services to support student organization leaders and advisors. The Office of Student Involvement and Leadership is developing several new initiatives to better support

student organizations including an updated student organization handbook, event submission process, student organization orientation and risk management training available online, and development of accessible resources, templates, and guides for student organizations to use.

9. Did you have any Student Fee funds in excess of \$5,000.00 swept at the end of FY24? If so, describe how much and in which areas the funds came from.

During FY25, the Office of Student Involvement and Leadership returned \$132,103 due to staff vacancies. OSIL saw the following staff transition.

Director – Previous Director departed in October. New Director hired 4/16/24.

Associate Director – Resigned in April 2024 and remained vacant in FY24.

Assistant Director – Resigned in March 2024 and remained vacant in FY24.

Coordinator, Orgs and Activities – Vacant all FY24.

Coordinator, Community and Civic Engagement – Vacant all FY24.

Positions were left open in FY24 due to a restructuring that took place when the new Director was hired in April. These changes were significant in nature and needed to be approved through the Vice President's Office prior to beginning the search process. The restructuring produced new titles and responsibilities for staff that are outlined in Question 2.

10. Are you requesting any new one-time funding? Present your budget request for next year with appropriate justification. *Note that only one-time funding requests (no base requests) will be reviewed for FY26.

Yes, for FY25/26 the Office of Student Involvement and Leadership has four requests as outlined below.

1. The Office of Student Involvement and Leadership requested and was allotted funds in the amount of \$29,164 to cover a one-year renewal of the Anthology engagement platform. OSIL is asking that this funding request be used, in partnership with a new one-time request in the amount of \$86,836.00, to support a three-year contract for the Get Involved Platform. With approval to move forward with the request, OSIL will not need to make a new request for funds to cover the Get Involved platform until at least FY28. This request is for FY25.
 - a. The Office of Student Involvement and Leadership is currently evaluating opportunities to enhance the student experience and maximize capabilities for the Get Involved platform to increase involvement and student engagement. OSIL has explored a new platform in Ready Education to evaluate new potential capabilities to better support students.
 - i. Current challenges: communication and technical support, limited customization options, pathway does not support creating organization pathways, limited app capabilities.

- ii. Opportunities: better communication with students, improved technical support, individual and student organization co-curricular pathways, and better app capabilities.
 - iii. Cost breakdown:
 - 1. 3-year contract – \$109,000
 - 2. New platform implementation fee - \$8,000
 - 3. Overlap between the current service provider and a new service provider would be required to ensure that there is no lapse in the Get Involved service provided to students.
 - b. Funding for Get Involved is requested annually to through a One-time request for the platform and is a department priority to maintain service operations. Moving to a three-year contract will save on costs compared to one-time renewals.
- 2. Homecoming: \$15,000
 - a. This event is crucial for fostering UHCL pride, creating a sense of belonging, and connecting students, alumni, and families. The proposed funds will ensure these events continue to be memorable and meaningful for all participants. Homecoming will be led moving forward by the Office of Student Involvement and Leadership and not at the divisional level moving forward. This request for FY26 to support Homecoming Week programming includes:
 - i. Event Giveaways: Providing promotional items for students, building a strong sense of UHCL pride and community.
 - ii. T-Shirts: Customized t-shirts for students to commemorate this special occasion.
 - iii. Programming Support: To create memorable experiences and new initiatives during Homecoming Week.
 - iv. Marketing Banners: To promote events and ensure maximum attendance.
 - v. Food: Providing a welcoming and community atmosphere for all participants
- 3. Pearland Campus Student Affairs Programming: \$22,500
 - a. We are requesting funding for FY25 (\$7,500) and FY26 (\$15,000) to strategically support engagement opportunities at the Pearland campus for the Division of Student Affairs. Currently, a lounge is located on that campus and campus departments host events at Pearland throughout the year for students.
 - b. Funding would support DSA departments increased programming efforts and intentional engagement events for students at the Pearland campus. Additionally, funding would support enhancing collaborative events like Scare on the Square that take place annually.
- 4. New Signature End of Year Event: \$10,000
 - a. We are requesting funding for FY26 to support the cost for a new end of year celebration signature event. As part of the new programming calendar, OSIL will be leading a new end of year celebration to honor our graduates and celebrate the end of the academic year. This event will have a theme each year and the target goal is for this event to be on scale with other signature events like Welcome Back Bash, Homecoming/Chili Cookoff, and the Hawk Excellence Awards. Cost includes:

- i. Programming Support: To create a memorable experience for the new initiative that includes music, amusements, and other engagement activities for UHCL students, faculty, and staff.
- ii. Event giveaways: Providing promotional items for students, supporting school pride and community.
- iii. T-shirts: Customized t-shirts for students to commemorate this special occasion.
- iv. Food: Providing a welcoming and community atmosphere for all participants.

11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY2026 budget and provide a line-item explanation of where budgetary cuts would be made.

A reduction in our base budget of 5% (\$32,665) for FY26 would have a significant impact on our ability to continue our mission to provide meaningful student experiences at UHCL, however, we would accommodate through reductions in the following categories.

Student Wages: We are working as an office to employ more work-study students to reduce budget costs for our department. We can accommodate a reduction in wages available for student employees through more utilization of work-study positions and a reduction in positions available for student ambassadors and the mascot program. This can accommodate the majority of a budget reduction, if it were necessary as part of a divisional effort. We can accommodate a reduction of about \$20,000 of the \$32,665 reduction.

Programs/Events: We can accommodate the remaining reduction through programming and events in our budget for the \$12,665. Although this would limit our plans for providing new and unique programs and services to students, the Office of Student Involvement and Leadership would explore additional funding opportunities through sponsorships and collaborations to continue providing programs to students.