

Center for Student Engagement

SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY27

Instructions: For each question/statement below, provide a clear and concise response (4 to 7 sentences). Note the special instructions for the following questions:

- For **Question #2**, attach/include an updated organizational chart for your unit with this document OR embed it in your response below.
- For **Question #3**, attach/include your Budget Worksheet AND provide a short list of funding sources, their intended purpose, and how you are utilizing the funds.

Questions and Statements

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.**

Center for Student Engagement Overview

Our Mission

The Center for Student Engagement (SE) enriches student success by creating vibrant, co-curricular experiences that build community, foster leadership, and extend learning beyond the classroom. Through purposeful programs, spirited traditions, and campus partnerships, we help students connect, grow, and lead. We empower students to make an impact at UHCL and in the world.

Our Vision

We envision a campus where every student is connected, engaged, and empowered to lead with purpose.

Campus Activities

The Center for Student Engagement utilizes Student Service Fee funding to design unique and meaningful campus activities for UHCL students. SE actively partners with other offices and departments to support large-scale other campus traditions that improve student life. In addition, SE curates annual events that reflect each academic year, ensuring students have opportunities to engage with peers, faculty, and staff in ways that strengthen their connection to the UHCL community.

Spirit and Traditions

The Center for Student Engagement leads and supports UHCL's most recognizable spirit and tradition programs. These include Weeks of Welcome, Homecoming and Chili Cook-Off, and Lighting of the Letters. SE also manages the university's mascot program, which fosters school pride, belonging, and a visible connection between UHCL and the surrounding Clear Lake community.

Student Organizations

The Center for Student Engagement provides support and ongoing development for all registered student organizations at UHCL. SE oversees the processes for registration, risk management, and event submission, while also facilitating mandatory risk education programs for leaders and advisors. The office coordinates orientation for new organizations and provides continuous resources to ensure organizational success. SE also manages the Student Organization Center and Lounge, ensuring student leaders have the tools and spaces needed to thrive.

Leadership Development

Leadership growth is central to SE's mission. The Center for Student Engagement offers signature programs such as the Hawk Leadership Institute, the Student Leadership and Career Development Conference, and annual leadership retreats. These programs create environments where students can explore the foundations of leadership, practice critical skills, and prepare to lead both at UHCL and beyond. Opportunities for mentoring and peer-led workshops further extend the impact of SE's leadership initiatives.

Community Building Initiatives

The Center for Student Engagement is committed to fostering belonging and connection through community building initiatives that reach across varied student populations. SE provides tailored support for first-generation students through programs, mentoring, and resource connections, while also creating opportunities for students who may not traditionally engage in campus life. This includes commuter students, residential students, transfer students, international students, adult learners, and other populations that share different experiences. By designing initiatives that emphasize growth through community, SE ensures that all students—traditional and non-traditional alike—find spaces to connect, engage, and thrive at UHCL.

Service

Through partnerships with student-led groups such as Hawks 4 Community, the Center for Student Engagement coordinates monthly service projects that create meaningful connections between UHCL students and the surrounding community. Projects include campus clean-ups, work in the nature preserve, and collaborations with local non-profits. Each semester, SE also organizes large-scale service events such as UHCL Cares Day

and the Big Event, bringing together students, faculty, staff, and alumni in collective service efforts.

Civic Engagement

The Center for Student Engagement promotes active citizenship by providing students with resources and opportunities to learn about their civic responsibilities. SE leads UHCL's Civic Engagement Coalition, collaborates with the Campus Vote Project to host Democracy Fellows, and advances UHCL's Civic Action Plan through the ALL IN Campus Democracy Challenge. The office hosts workshops and events centered on voter education, voter registration, and civic holidays such as Constitution Day, National Voter Registration Day, and National Early Vote Day. Additionally, SE partners with Harris County to facilitate on-campus voting during local, state, and federal elections.

- 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.**

See Attached

Professional Staff

Jordan Jones, Director of the Center for Student Engagement

Nicole Michel, Assistant Director of the Center for Student Engagement

Donald Chamberlain, Program Manager of Leadership and Community Engagement

Calvin Nguyen, Coordinator of Campus Programming

Maria O'Dell, Coordinator of Community Engagement

Prema Gawla, Graduate Assistant for Student Organizations

Student Staff

Student Ambassador team (10) – Front desk operations for SE (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.

HLI Peer Educator (1) – Student leader focused on providing support to and leadership in the Hawk Leadership Institute. Supports development of curriculum, facilitation, and ongoing learning of students in program.

- 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.

See Attached

The Center for Student Engagement (SE) receives funding through multiple sources to support programs, services, and student experiences that advance our mission. These sources include Base Student Service Fees, One-Time Student Service Fees, and Designated Funds.

Base Student Service Fees (\$593,771) provide the foundation for the Center's operations. These funds support wages for both professional staff and student leaders, maintain and operate the office, and cover the costs of programs, events, and services offered to students and organizations. Base funding also supports the ongoing professional development of SE staff and UHCL student leaders, ensuring that the department continues to grow in its capacity to serve the campus community.

One-Time Student Service Fees (\$70,963) were allocated for FY26 to support several high-impact initiatives. These include \$15,000 to support Homecoming, \$10,000 for programming at the Pearland campus, and \$10,000 for Altitude, UHCL's end-of-year celebration. In addition, SE received the second-year allocation of \$35,963 for HawkLink, UHCL's new engagement platform. HawkLink serves as the central hub for student engagement, allowing students to access events, connect with organizations, submit forms, and participate in co-curricular learning opportunities. SE staff serve as the administrators of the platform, working closely with campus partners and students to promote broad engagement and maximize its impact.

Designated Funds (\$3,878) are specifically allocated to support student leadership initiatives. These funds provide meaningful experiences for students through programs such as the Hawk Leadership Institute, the Hawk Excellence Awards, and student participation in leadership development conferences. By investing in these opportunities, SE fosters growth and recognition for student leaders who contribute to the vibrancy of the UHCL community.

4. Did you receive any new funding for FY25? If so, please explain how it is being used. If you received any new one-time funding for FY26, please describe your plans to use those funds.

Yes, the Center for Student Engagement (SE) received new one-time funding for FY25 in the total amount of \$117,000 to support the launch of UHCL's new student engagement platform, HawkLink. This investment covered the total of the 3-year contract and first-year implementation costs, including platform licensing, data migration, system customization, and training for students, staff, and campus partners. HawkLink serves as UHCL's central hub for engagement, allowing students to connect with organizations, access events, submit forms, and participate in co-curricular learning experiences. The

platform also enhances tracking and assessment of student involvement, providing the university with better data on engagement trends and outcomes.

For FY26, SE received new one-time funding in the amount of \$35,000 to support several high-impact initiatives. These include \$15,000 for Homecoming, \$10,000 for Pearland programming, and \$10,000 for Altitude, UHCL's annual end-of-year celebration. Together, these FY26 funds allow SE to expand major campus traditions, extend programming to the Pearland campus, celebrate student success, and sustain the long-term impact on the student experience.

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.

The Center for Student Engagement (SE) directly supports the mission of the Division of Student Affairs by creating vibrant, co-curricular experiences that promote belonging, leadership development, civic responsibility, and community connection. Our primary goal is to positively contribute to the student experience at UHCL through programs and services that connect students to one another, to the institution, and to the broader community.

In FY25, SE made significant strides in enhancing the student experience despite a year of transition and restructuring. Campus activities and traditions remained a cornerstone of engagement. Signature events such as Welcome Back Bash, Homecoming, Chili Cookoff, Lighting at the Letters, and the Involvement Expos provided thousands of touchpoints for students. Homecoming alone engaged more than 1,100 participants across the week, while Altitude, our newly launched end-of-year celebration, drew 370 attendees in its first year. These events demonstrate SE's role in building spirit and creating shared experiences that foster pride and belonging.

Student organizations also benefitted from renewed investment. The number of active organizations increased from 79 in FY24 to 81 in FY25, reflecting growth after a year of decline. With dedicated staff support, student leaders received more consistent advising, resources, and training, culminating in recognition through the revitalized Hawk Excellence Awards.

Leadership development remained a central priority. The Hawk Leadership Institute expanded this year to support students at all levels, and is preparing in FY26 to welcome its largest cohort of 30 students. The Student Leadership and Career Development Conference (rebranded as Elevate) drew 69 students with a sharpened focus on UHCL's student population, prioritizing intentional development over scale. These programs continue to provide students with leadership skills that extend beyond UHCL into their careers and communities.

SE also expanded its impact through community and civic engagement. More than 75 students participated in The Big Event as part of UHCL's newly developed Service Week, while hundreds engaged in civic activities such as Constitution Day, voter registration drives, and workshops that promoted active citizenship. Partnerships with local organizations, Harris County elections, and Common Reader further enriched these opportunities, giving students meaningful ways to learn, serve, and lead.

Finally, SE has embraced its expanded role in community building initiatives, particularly with first-generation students, transfer students, commuters, residential students, international students, and adult learners. By developing tailored programs and outreach strategies, SE has begun bridging the gap for students who have not traditionally engaged in campus life, ensuring that all students find a place to connect and thrive.

Taken together, these outcomes demonstrate SE's central role in advancing the mission of Student Affairs. Through intentional programs, partnerships, and services, SE contributes directly to student success, builds a stronger sense of community, and creates opportunities for students to develop as engaged citizens and purposeful leaders.

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

FY25 was the first year that the Center for Student Engagement (SE) assessed a new set of metrics designed to better capture the student experience. Because this was the initial year of implementation, response rates were limited, and we were not yet able to draw broad conclusions. However, the process was an important step in establishing baselines and identifying where we need to refine our tools and outreach in order to measure impact more effectively.

Our new assessment framework is focused on several priority areas. For major campus traditions such as Welcome Back Bash, Homecoming, Altitude, and Lighting at the Letters, we are measuring not only student participation but also the quality of the experience and the impact on school pride and community. Within the Hawk Leadership Institute (HLI), we are collecting data on student learning and growth in leadership competencies, as well as their overall sense of belonging. In service and civic engagement programs such as UHCL Cares Day, MLK Day of Service, and The Big Event, our metrics emphasize whether students feel motivated to continue serving after their participation. Finally, in the area of student organizations, we are focusing on how student leaders and advisors feel supported by SE and how effectively our services contribute to their success.

While this first year of new assessment metrics has provided only preliminary insights, it has set the stage for continuous improvement. Moving forward, SE will use these tools to capture more meaningful data, strengthen the student voice in our evaluation process, and apply those results to enhance the programs and services that shape the student experience at UHCL.

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

The Center for Student Engagement (SE) has introduced several new programs and initiatives in FY26 that expand our reach and deepen our impact on the student experience.

One major area of investment has been in spirit programs. SE redeveloped the Flight Crew alongside Hunter the Hawk to create a more visible, engaged, and energized presence at campus and community events. Additionally, SE is preparing to transition the Spirit Squad as a departmental program, laying the foundation for UHCL Cheer. Together, these initiatives enhance school pride, strengthen campus traditions, and expand opportunities for students to represent UHCL in the community.

Another significant initiative is the launch of community building programs. These efforts are designed to support students who may not traditionally engage in campus life, including first-generation students, transfer students, commuters, international students, and adult learners. By creating intentional spaces and experiences for these populations, SE is fostering connection, growth, and student success across the full spectrum of the UHCL community.

Finally, SE has prioritized the utilization of student-centered spaces to build stronger community on campus. Both the Student Organization Center and Lounge and the first-floor lounge space have been intentionally developed to serve as hubs where students can gather, host events, and create meaningful connections. By transforming these spaces into accessible and welcoming environments, SE is providing students with opportunities for collaboration, peer-to-peer engagement, and the development of a stronger sense of campus life.

Collectively, these new programs and initiatives demonstrate SE's commitment to school spirit, increased engagement, and creating environments where students can connect, lead, and thrive.

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

As we look ahead to the current year and into FY27, the Center for Student Engagement (SE) anticipates both challenges and opportunities that will shape our programs and services.

One challenge we continue to navigate is the need to expand capacity to match growing student interest in our programs. Signature events such as Homecoming, Altitude, and the Welcome Back Bash are drawing record levels of participation, which demonstrates strong student demand but also requires additional resources for staffing, facilities, and programmatic support to maintain quality and safety. Similarly, our expanding portfolio

of spirit programs and community initiatives will require sustained investment to ensure their long-term success.

Another challenge lies in capturing meaningful assessment data that can inform decisions and demonstrate impact. As this is our first year assessing new metrics, we recognize the need to strengthen response rates, refine tools, and build a culture of continuous feedback among students and advisors. Addressing this challenge will allow us to better tell the story of student engagement at UHCL and link our efforts directly to student success outcomes.

At the same time, we see exciting opportunities ahead. The launch of HawkLink, our new engagement platform, positions SE to more effectively track student involvement, connect students with experiences, and use data to enhance programming. The introduction of spirit programs such as Flight Crew and Spirit Squad provides opportunities to build campus pride, increase visibility in the local community, and strengthen institutional branding. Likewise, our community building initiatives create opportunities to engage populations that have not traditionally been involved—first-generation, transfer, commuter, international, and adult learners—broadening the reach of engagement at UHCL.

Finally, we see opportunity in the activation of campus spaces such as the Student Organization Center and Lounge and the first-floor lounge space. These areas have the potential to become central hubs of student activity, collaboration, and peer connection, and we are eager to continue developing them into vibrant spaces that reflect the spirit of our campus community.

Overall, while SE faces the natural challenges of growth, capacity, and assessment, these are paired with opportunities that can transform student engagement at UHCL. By continuing to invest in people, programs, and spaces, SE is well positioned to enhance belonging, leadership, and school spirit for all Hawks

9. Did you have more than \$5,000.00 in Student Fee funds swept at the end of FY25? If so, describe how much and in which areas the funds came from.

Yes, the Center for Student Engagement (SE) had more than \$5,000 in Student Fee funds swept at the end of FY25. In total, \$202,000 was swept from our account.

The largest portion came from \$94,500 in salary savings due to a vacant Program Manager position that remained unfilled throughout the year. In addition, an allocation of \$29,164 was mistakenly credited to our account for the student engagement platform; those funds were returned. Finally, SE returned \$72,000 that had been allocated for years two and three of the student engagement platform. These funds were intentionally returned so they could be reallocated and distributed back in FY26 and FY27 to cover the annual payments for HawkLink, UHCL's new engagement platform

10. Are you requesting any new one-time funding for FY26 or FY27? Present your budget request with appropriate justification. *Note that only one-time funding requests (no base requests) will be reviewed for FY26 and FY27.

One-Time Funding Request Breakdown (FY26–FY27)

Yes, the Center for Student Engagement (SE) is requesting new one-time funding for FY26 and FY27 to support key programs and initiatives that advance student engagement, school spirit, and community connection.

1. Spirit Programs – \$30,000 (FY26) | \$8,000 (FY27)

SE is requesting one-time funding in FY26 to support the redevelopment and expansion of Spirit Programs.

Breakdown (FY26):

- Per-person uniform package (8–10 members): **\$2,800**
- Panels (8 total for safety): **\$1,600**
- Tumble track (portable): **\$150**
- Spirit signs: **\$1,000**
- Competition costs (athletes, coach, music): **\$2,000**
- Certification and membership: **\$150**
- Space needs (Rec): **\$1,500**
- Makeup kits: **\$50**
- Travel: **\$5,000**
- Cheer Camp: **\$3,000**
- Performance Coach: **\$2,500**
- Mascot maintenance, upgrades, Flight Crew uniforms, and program marketing: **\$10,250**
- Total FY26: \$30,000**

Breakdown (FY27):

- Space needs (Rec): **\$3,000**
- Performance Coach: **\$5,000**
- Total FY27: \$8,000**

2. Homecoming – \$20,000 (FY27)

Homecoming is UHCL's largest annual tradition, fostering pride, belonging, and alumni engagement.

Breakdown (FY27):

- Signature events and programs (food, production, and activities): **\$12,000**
 - Giveaways, spirit items, and marketing materials: **\$8,000**
- Total FY27: \$20,000**

3. Altitude – \$10,000 (FY27)

Altitude is UHCL's end-of-year celebration that honors graduates and closes the academic year with pride.

Breakdown (FY27):

- Entertainment (DJ, activities, materials, decorations): **\$2,000**
 - Food and refreshments: **\$5,000**
 - Marketing and Giveaways: **\$3,000**
- Total FY27: \$10,000**

4. Welcome Back Bash – \$10,000 (FY27)

Bash sets the tone for engagement each fall as one of UHCL's largest campus-wide events.

Breakdown (FY27):

- Entertainment (attractions and DJ): **\$4,000**
 - Student giveaways: **\$2,000**
 - Food and refreshments: **\$3,000**
 - Marketing and materials: **\$1,000**
- Total FY27: \$10,000**

5. First Year Experience LLC – \$15,000 (FY27)

This Living Learning Community supports new students in their transition to UHCL.

Breakdown (FY27):

- Community programming and engagement activities: **\$5,000**
- Faculty/Staff led development programming: **\$3,000**
- Student welcome retreat and orientation activities: **\$2,000**

- Supplies, recognition, and marketing: **\$5,000**

Total FY27: \$15,000

6. Graduate Assistant – \$14,500 (FY27)

A graduate assistant provides staffing support for student organizations while gaining developmental experience.

7. Student Staffing for Extended Hours – \$13,000 (FY27)

Funding will extend access to SOCAL and lounge spaces on evenings/weekends.

Two student employees paid \$9/hr.

8. National First-Generation Week – \$5,000 (FY27)

Supports programming and recognition of UHCL's large first-generation population.

Breakdown (FY27):

- Signature programs, panels, and celebrations: **\$2,500**
- Student giveaways and recognition items: **\$1,000**
- Food, refreshments, and supplies: **\$1,500**

Total FY27: \$5,000

9. Alternative Break/Service Learning – \$10,000 (FY27)

Creates immersive service-learning opportunities for UHCL students.

Breakdown (FY27):

- Transportation (vans, buses): **\$4,000**
- Housing, food, and site fees: **\$3,000**
- Trip supplies and service materials: **\$2,000**
- Training, reflection, and marketing materials: **\$1,000**

Total FY27: \$10,000

Totals Requested

- **FY26: \$30,000**
- **FY27: \$105,500**
- **Combined: \$135,500**

11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY27 budget and provide a line-item explanation of where budgetary cuts would be made.

A 5% reduction to the Center for Student Engagement (SE) FY27 budget would equate to approximately \$29,688 in decreased funding. If required to accommodate this reduction, SE would make careful adjustments to minimize the impact on students, prioritizing the protection of signature campus traditions, leadership development programs, and essential student organization support.

The reduction would be managed through the following line-item adjustments:

Student Staffing (\$10,000): SE would reduce extended evening and weekend coverage in the Student Organization Center and Lounge. While this would limit access, these spaces would remain available during peak weekday times to serve the majority of student needs.

Programming Support (\$9,000): Funding reductions would be applied to smaller-scale or secondary programs that traditionally draw lower attendance and have less impact on the student experience. Signature traditions such as Homecoming, Welcome Back Bash, Altitude, and Lighting at the Letters would remain prioritized.

Professional Development (\$5,000): Staff and student leader travel for conferences and external development opportunities would be scaled back. Internal leadership development programs, such as the Hawk Leadership Institute and the Hawk Excellence Awards, would be protected.

Event Supplies and Marketing (\$5,688): Reductions would be made in event supplies, promotional items, and marketing materials. SE would mitigate the impact by leveraging campus partnerships, shared resources, and digital marketing strategies.

Total Reductions: \$29,688 (5.0%)

While this reduction would limit some flexibility and reduce capacity for growth, SE's approach ensures that the most impactful programs and services—those directly tied to belonging, leadership, and spirit—remain intact. By focusing cuts on staffing hours, secondary programming, and supplemental costs, SE would continue to deliver on its mission while responsibly managing resources.