



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2021-02-18 13:18:02

Date Due: 2021-02-19 23:59:00

Date Submitted: 2021-02-19 11:21:58

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: IT Student Workers

Request Description: IT Student Workers at the IT HelpDesk.

ALLOCATION REQUEST INFORMATION

Department Name: Computer Services

Request Code: 21A0280

Contact Names: Joshua Gibson

UW Tacoma Affiliation: Staff

UWT Email Address: jcgibson@uw.edu

Phone Number: 253-692-4661

Title of Request: IT Student Workers

Type of Request: Continuous / Ongoing

Department Head Approval: Department Head: Forrest Tyree

Annual Request Information

1. Background: Review and discuss the context of the proposed technology in detail. Explain how this proposal will be used in conjunction with an original proposal or existing technology. If applicable, how is the current technology disabled or inadequate?

We are requesting STFC to help fund IT Student Workers. We will be spending \$14/hour on student workers for a total of 196 hours per week for a total of \$3,268 a week to keep the WG 108 lab /Media lab CP 005/student helpdesk WG 108/student laptop checkout open during the quarter. The total cost to maintain the lab hours, student helpdesk and the laptop checkout system is about \$147,052 for four quarters. This proposal does not include breaks when we are still very busy and still need to be staffed. Currently we are staffing approximately 12 student workers per quarter to keep both WG 108 and CP 005 labs open. We tend to hire more work study students due to the limited budget we have, and we were not able to employ regular (non-work study) students who were also well-qualified for this position. I am also currently using Canvas and Portfolium Pathways to train and develop our first-year students, so that they can learn and show what they have learned.

Due to the request and needs of the students during the pandemic, the open computer labs are open from 8:00am to 7:30pm Monday - Thursday, and Friday from 8 AM - 5PM. We are also open virtually Monday - Thursday from 8 AM - 9:30 PM, Friday - Sunday from 8 AM - 5 PM

This proposal is to ask STFC to help fund \$129,675 in order to make our UWT computer labs, Helpdesk, and laptop/media equipment checkout available to students.

The proposal for student workers was approved by STFC last year for the full amount of \$121,030 (Proposal 21A024).

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

Our main goal is to ensure that there will always be student workers available to help students in using WG 108 lab / CP 005 Media lab, student Helpdesk WG 108, and checking out student laptops & media equipment. If the budget is approved, we can hire qualified individuals for this job whether they are work study students or not.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Only UWT students will be hired to fill this position.

The UWT computer labs are open to all students, faculty and staff. Students are the primary customers and they have priority over staff and faculty. The scheduled hours are:

Current Hours On Campus:

Monday - Thursday: 8 AM - 7:30 PM, Friday: 8 AM - 5 PM

Current Hours Remote:

Monday - Thursday: 8 AM - 9:30 PM, Friday: 8 AM - 5 PM, Saturday - Sunday: 9 AM - 5 PM

4. Timeline: Provide a timeline showing how the proposed technology can be completed during the requested period. Describe when you would like to see this proposal initiated and completed, and why.

All hiring will take place once the funds are granted.

5. Resources/Budget: Discuss available financial, personnel and space resources devoted to the proposed technology and level of support. Proposal must detail all the items/resources requested to be purchased. This includes filling out the Item Detail in next section.

Computers Services will do all the hiring

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Student Worker Hours	7500	\$14.00	\$0.00	\$0.00	\$105,000.00
Benefit Costs - 23.5%	7500	\$3.29	\$0.00	\$0.00	\$24,675.00
OVERALL TOTAL:					\$129,675.00