



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2020-02-13 10:01:31

Date Due: 2020-02-28 17:00:00

Date Submitted: 2020-02-13 10:33:01

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Center for Equity and Inclusion

Request Description: The CEI will be requesting funds for several new technology equipment as well as supplies.

ALLOCATION REQUEST INFORMATION

Department Name: Center for Equity and Inclusion

Request Code: 20A0215

Contact Names: Nedralani Mailo

UW Tacoma Affiliation: Staff

UWT Email Address: mailon@uw.edu

Phone Number: 2536924325

Title of Request: Center for Equity and Inclusion

Type of Request: One Time

Department Head Approval: Department Head: Jimmy McCarty

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 would like to request an adjustable standing desk for the CEI. This standing desk will be open for all students to utilize when in the CEI, whether it is to study for exams, write essays, print documents, etc.
- We would like to request a laptop for the Pantry. We implemented a new check-in system for new users of the Pantry. New users of the Pantry will be able to sign up on their own on the laptop. Currently we have students fill out a paper form with all their information. Pantry Student workers then must transfer the information from the form to our online database. Having the new user sign in system will create more sustainable practices in the Pantry as we move away from paper use. In addition, this process will help provide accurate information that is legible for student workers to input into the database. With our previous system, we had some issues with legibility when students filled out the new user form by hand. We have already implemented the new user system using one of our pro-staff laptops. We would like to request a laptop specifically for the Pantry to replace the pro-staff laptop.
- I am also requesting toner and reams of paper for the printers in the CEI and the Pantry. These printers are available for all students to use.

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.

- Research has proven that standing desks help improve many physical health factors, mood and energy levels, boost productivity, and more. If funded, the standing desk will be available for any student to utilize while in the CEI. We hope to provide more ways that will benefit student success. Currently we do not have any standing desk workstations. We hope that by having this new resource will bring in more students into the CEI.
- The Pantry is here as a resource and service for all students. Having a laptop in the Pantry for students to sign-in will help with the flow of the Pantry and help create more sustainable practices as we move away from paper forms. The laptop will help with the flow of the Pantry when we get a lot of students. Returning users will then be able to check-in swiftly by working with the Pantry worker on the computer. As we continue to find ways to create a more efficient service for students, we created a new sign-in system that is technology based. It's more efficient for our Pantry workers to transfer the data into our database.
- We offer free printing in both locations for all students. In the CEI, we offer free printing up to 10 pages a day for students. Printing is a daily resource that students utilize in the CEI. In the Pantry, we also have a printer that is available for students to utilize as well as our Pantry student staff. Our student workers have been able to print out resources, recipes, other community resources for students who utilize the Pantry.

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.

- All UW Tacoma students will have access to these requested items and equipment.

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.

- We would like to purchase a standing desk to be readily available for Summer 2020.
- We would like to purchase the laptop as early as possible and would like for them to be readily available for Summer 2020
- As both the CEI and the Pantry are open year long, we will be using both the toner and paper all year long. We would like to have access to purchasing more toner and paper by summer 2020.

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.

- We already have a computer so no additional purchase of one will be necessary. I am proposing a total amount of \$330 for the standing desk.
- The Pantry staff is responsible for the management of the space as well as all technology. They are responsible in making sure students are following guidelines and implementing processes. We are requesting \$1480 for a new laptop.
- I'd like to purchase 10 toner cartridges for the CEI printer and 4 for the Pantry printer.
5 cases of paper total.
\$98.00 x 10 = \$980 for CEI toner
\$125.00 x 4 = \$500 for Pantry toner
\$47 x 5 = \$235 for printing paper

Funding Request Items

| Item | QTY | Cost Per Item | Shipping Fee | Tax Per Item | Subtotal |
|-----------------------|-----|---------------|--------------|--------------|------------|
| Standing Desk for CEI | 1 | \$295.00 | \$0.00 | \$30.09 | \$325.09 |
| Laptop for the Pantry | 1 | \$1,479.35 | \$0.00 | \$0.00 | \$1,479.35 |
| CEI Toner | 10 | \$89.00 | \$0.00 | \$8.90 | \$979.00 |
| Pantry toner | 4 | \$112.00 | \$0.00 | \$11.20 | \$492.80 |
| Printing Paper | 5 | \$47.00 | \$0.00 | \$0.00 | \$235.00 |
| OVERALL TOTAL: | | | | | \$3,511.24 |