

**BUDGET PROPOSAL CONTACT INFORMATION**

Department Name: Student Life

Create Date: 10/24/2023

Due Date: 11/10/2023

Submitter Name: Conor Leary

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Department Head Approval:

Department Head: Bernard Anderson

Requested Amount: **\$9,372**

**Departmental Information**

**SPECIAL ALLOCATIONS - CRITERIA**

With the increase in minimum wage in Tacoma from 15.74 to 16.28, the amount that the Office of Student Life applied for in the regular SAFC process will no longer support the student employees who work at the front desk in the Mattress Factory 103. Currently, all positions serve in the office and make \$15.74 per hour. The proposal fits into the criteria of funding for capital as providing minimum wage increase for our student staff is a necessity for the daily business for the Office of Student Life.

**Minimum Wage Increase:**

Front Desk Staff 15.74 --> 16.28

Along with the proposal for increase to minimum wage for the student staff of the Office of Student Life, the Center for Student Involvement (which forms a majority of the Student Life proposal) is requesting the replacement of 6 computers for staff and student staff use. The Center for Student Involvement Staff is predominantly supported by SAFC through the Student Life budget and includes salaries and benefits for positions within the office. Because of this, technology requests and replacements for their use has also been funded by student fees, so they're able to deliver on their position descriptions and complete tasks, activities, and goals for student engagement. The computers used by Center for Student Involvement staff have not been replaced in the last 7 years and as often as they are used by our fully in-person team, the computers have shown signs of struggle through lags, crashes, and slow processing speeds.

**Requested Technology:**

6x OptiPlex All-In-One 65W Computers for use by Professional Staff Members (5) and one front-desk computer (1)

\*Another possibility- IT is preparing a proposal to purchase 6 CPU Towers and 6 Monitors. It would be lower in price than the 6 all-in-ones.

**STUDENT UTILIZATION**

These funds will benefit students by providing an adequate wage to meet the standard of living increases and to protect the health and well-being of our student employees.

The funds to purchase new computers for the use of the Center for Student Involvement Staff will have a direct benefit to students, even though they would be restricted from using the computers themselves. Each Center for Student Involvement Staff member fulfills their work in-person, in their offices around at various locations around campus. Their positions require access to a computer and to fulfill student needs or office objectives, they need a functional computer to complete what needs done efficiently. Staff members are responsible for responding to students through email, hosting virtual meetings, developing and completing projects alongside student employees, creating engagement opportunities, and enhancing the student experience as much as they are able. The delay caused by slow computers only increases the time to complete tasks or what can be achieved in the day. To date, only one computer belonging to staff has been upgraded to Windows 11 and that may be because the only computer to be upgraded is now significantly slowly.

In coordination with IT, the Center for Student Involvement requests replacement computers for CSI Staff members so they're able to continue to support programs, activities, goals, and needs of the UW Tacoma community.

**SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES**

Funds will be immediately added to the wage funding request from the SAFC Budget process during the 2023-2024 Allocation process. Wages will be increased to meet the new requirements for minimum wage by the Student Personnel and Administration office. Students will continue to be employed for their set hours within the Office of Student Life and in their positions.

A quote has been provided by IT for computers for the Center for Student Involvement and a plan for implementation would be set as soon as funds may be approved. In order to capitalize on projects and activities in the Winter and Spring Quarter, it would be an immediate concern for the Center for Student Involvement to have the computers delivered, installed, and for work for more student engagement opportunities to begin.

**SERVICE BENEFITS TO STUDENTS**

In Student Life, our student workers learn to work in a professional office setting with responsibilities that include: managing front desk operations (calendarizing, answering inquiries from students, staff, faculty, and community members, completing special projects for Student Affairs staff members), participate in team building activities, and campus wide trainings geared towards young professionals. Past student workers have found success in the work force through fulfilling careers, volunteer opportunities, and continuing their education in graduate programs and beyond. Through direct feedback from those alums I have heard that many attribute their accomplishments in large part to their work within the Office of Student Life.

As for the computers, the Center for Student Involvement covers a number of dimensions to student engagement day-in, and day-out. As students need computers to complete tasks for their priorities, our team benefits greatly from having access to computers, and will be able to improve existing programs with computers that don't experience lag, crashes, or technical issues. The CSI Staff oversees programs and activities that provide students with leadership experience, build skills, help shape worldviews, and help students foster a sense of belonging. Whether through answering emails, providing virtual and hybrid opportunities for students to meet on their schedule, meeting in the dozens of weekly one-on-one meetings held between students and their supervisor, or building projects, policies, ideas, documents, and communication avenues, our team can only support the UW Tacoma community better with access to upgraded technology that we used every day of the work week.

Our team may also be able to spend less time worrying about the functionality of our computers to focus on supporting students as they drop into our offices to generate ideas for events, policies, and experiences or when they ask for support with their priorities. Although the individual attention and care provided to each student cannot so easily be tracked, CSI staff offices are open during our operational hours (and sometimes, before and after operational hours) to students to visit. Our work goes beyond just executing a program or making sure a newspaper is published each week. We are ensuring that students are feeling like they are part of the process, that they are heard, that they are supported in their endeavors. We have the honor to work with students on their very best days, as well as to sit with them during their worst. Some days we have to tell students things they don't want to hear, but that we are there to support and help them learn through these moments. We are striving to prepare students for what's next, but developing professional and interpersonal skills. We're providing moments to share their voice, or to take a break when life gets stressful. Because of all of this, our team wants to ensure that our computers are operational to best communicate with our students and our community, and perpetuate programs to the UW Tacoma community.

**Staff Budget Requests**

Category	Details	Amount Requested
Student Staff <sup>3</sup>	Student Staff for the Office of Student Life- wage increase to meet minimum	E001
	Student Staff Wages:	<b>\$632</b>
	Fringe @ 21.2%:	<b>\$134</b>
PERSONNEL TOTAL:		<b>\$766</b>

**Other Budget Requests**

Category	Details	Amount Requested
Equipment	Computer replacement for 5 Professional Staff Members and 1 Front-of-Office Computer, used by student employees for daily tasks and activities. Staff Computers are located and restricted to staff use. The sum include tax for the items.	S001 <b>\$8,606</b>
SUPPLEMENTAL TOTAL:		<b>\$8,606</b>

PERSONNEL TOTAL:	<b>\$766</b>
SUPPLEMENTAL TOTAL:	<b>\$8,606</b>
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$9,372</b>

## Supplemental Documents

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