

Request for 2025 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Student Publications

Create Date: 11/03/2025

Due Date: 11/07/2025

Submitter Name: Conor Leary

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Department Head Approval: ☒

Department Head: Bernard Anderson

Requested Amount: **\$19,020**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

Due to SAF funding projections during the annual proposal process, physically printed copies of the Ledger were reduced to meet the funds awarded by SAFC. The Ledger has continued to publish via its email newsletter and website. This request has been adapted to ask for the Student Publications Team to be able to print 4 physical issues this year, including the traditional April Fool's Day Issue and the Commencement issue, that features the list of graduates and serves as a final memento for our graduates. This request also asks for the funding to print 200 more copies of the Tahoma West Literary Arts Journal (for a total of 500 copies). Both of these publications are institutional traditions and celebrating 30 years of publication, made available for no extra charge to UW Tacoma students.

This special allocation request responds to an immediate need created by the required increase to the state minimum wage. The amount of the increase for 2026 was published in current quarter, several months after the 2025-2026 annual allocation process concluded, meaning it was not possible to accurately account for the increased wage during annual planning.

Lastly, in order to best strategize the use of SAFC funds awarded during Annual Allocations, significantly structural components have affected output by the Student Publications team. Section editor positions were eliminated, meaning more work has been added to the list of responsibilities of the Editor-in-Chief and Managing Editor to support writers. The Layout Manager has also needed to pick up more hours, focusing on communication, marketing, newsletter developing, and social media. To support the output of Student Publications within tighter deadlines and on smaller teams, this request asks for the increase of hours for particular positions and the revival of a position not funded by SAFC in Annual allocations. The Ad Manager, as a returned position, will focus on efforts to make the Ledger less reliant on student fees for support.

STUDENT UTILIZATION

The Ledger team fully recognizes the trend of digital publishing over print, but having the ability to print 4 issues of the Ledger helps to further promote the digital presence of the paper. Raw visitor and view numbers outpace the idea of physical pickups because of this access, but students are able to pick and choose more of what they read, instead of having it laid out in front of them. In supporting the digital production, the Ledger team is absorbing the experience they can through Wordpress. Having 4 issues to print will better inform the campus of the Newspaper's presence, but also offer publication development training to the staff.

The increase to our wage funding will fulfill a city/state requirement. The other adjustments to the Content Assistant, Art Team, and Advertising Manager, would allow two of those positions to better achieve their goals of building a publication (physical and digital), adding aspects to the publications to make them stand-out more, and supporting promotional avenues that will better emphasize the paper to the campus. The Advertising Manager, as a revived position, will be able to support the local business community by better connecting our readers to possible opportunities around them. The structure of Tahoma West, due to funding, requires a lot of two students and their ability to work 19.5 hours per week, with only 4 months to review all submitted works (goal of 220) and organize a publication

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The Ledger Staff wants the opportunity to see and build as many physical prints as finances allow. Although the team has not printed this year, they have a standing relationship with a print company, Pacific Publishing, so they would be able to begin printing new issues as soon as we can be put on their schedule. Hoping for 4 issues, the team would be able to strategize 2 for release in Winter and 2 for release in Spring (April Fool's and Commencement). We will be naming a new Student Media Specialist in January 2026 and this new staff member will be ready to take on the helm of responsibility for the student publications. We are looking for someone who can jump right into the middle of the year production of the newspaper to provide the editorial team with guidance they need to truly emphasize the impact of the newspaper to the student to the community.

The funding awarded to Tahoma West will be applied to the book's production, set for Late May 2026, and would allow for more distribution of the published works of the contributors who are selected. This on-going tradition has been a part of the UW Tacoma community for 30 years and promotes the artistic and creative development of our students. The journal has attracted interest from students in over 13 academic programs and allows students to possibly see themselves in print before they leave the University community.

SERVICE BENEFITS TO STUDENTS

The most significant way the Ledger benefits students is that it gives them a chance to read about issues that impact the student body, in articles written by students like them. One tool we have to see this in action, and examine whether the paper is hitting the mark, is to review thetacomaledger.com's story analytics on the day new stories are released. Stories about cocurricular programs, support resources, health services, or local businesses--in short, stories that directly affect students' day-to-day lives--rise to the top of the "Most Viewed" list when they're published online. We believe that it is essential for universities to have an independent paper that reports and critiques topics that are relevant to students. It's important to gauge the paper's impacts on its student employees as well. The Ledger's staff develop professional skills that carry over after college. The process of handling unfamiliar information, making quick sense of it, cooperating with peers, and transfiguring raw material into a narrative product that will make sense to casual readers--all on a deadline that repeats week after week--prepares students for managing the ambiguity and demanding schedule of a full-time workplace.

Tahoma West benefits students by providing them a manageable first step toward becoming a published author/artist. Students who submit to Tahoma West are exposed to the same publication process they would encounter at a professional publisher, but scaled down to the size of our campus, making it a manageable first step for someone interested in pursuing authorship. Creative arts majors are far from the only group interested in this goal. Contributors to the 2025 journal came from 13 different major programs. Over 200 submissions were submitted in 5 areas and gave more than 40 contributors the opportunity to be published in a physical book that their peers could take with them, to treasure and remember their experiences on campus.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Minimum Wage increases for the Student Publications Team from the base positions making 16.66 --> 17.13 as the Tacoma Minimum Wage increases on January 1, 2026. Other positions with more responsibilities were adjusted to reflect fair compensation for what they're expected to do. E001	
	Student Staff Wages:	\$1,233
	Fringe @ 23%:	\$284
Student Staff ³	Increase to the hours worked per week, for the Winter and Spring Quarter, for the Art Team to support photo and art design needs for the 4 reporters and editorial team submitting articles. With this increase, the Art Team will go from 7 hours to 10 hours per week, to support the collection of interesting and unique graphics to pair with articles for layout E002	
	Student Staff Wages:	\$1,233
	Fringe @ 23%:	\$284
Student Staff ³	Financial support for the Advertising Manager, a position that was not funded by SAFC During Annual Allocations. The increase to 8 funded hours for 20 weeks allows for 4 weeks to hire this position, to support the execution of advertising strategy that allows for the Ledger to find some way out of complete reliance on SAFC Allocations, at least for physically printed editions. E003	
	Student Staff Wages:	\$2,741
	Fringe @ 23%:	\$630
Student Staff ³	Increase to the hours worked per week, for the Winter and Spring Quarter, for the Content Assistant to support more layout manager and production needs, including digital publishing, physical publishing, social media and newsletter support, and podcast development. With this increase, the Content Assistant will go from 7 hours to 10 hours per week, to support the Layout Manager, Managing Editor, and Editor-in-Chief on execution of all aspects of publishing E004	
	Student Staff Wages:	\$1,233
	Fringe @ 23%:	\$284
Student Staff ³	Increase of available hours for the Tahoma West Co-Editors-In-Chief, the roles that are entirely responsible for the review of 5 areas of content submitted for consideration for Tahoma West. This duo is not funded until January 2026 and will have about 4 months to fully publish Tahoma West. Students able to max out at 19.5 hours will have the best chance at fulfilling the tight timelessness associated with this annual publication E005	
	Student Staff Wages:	\$4,145
	Fringe @ 23%:	\$953
PERSONNEL TOTAL:		\$13,020

Other Budget Requests

Category	Details	Amount Requested
Non-Food Supplies & Materials	Increase in number of copies of Tahoma West from 300 --> 500 copies available for students. S001	\$2,000
	Funding to publish 4 physically printed issues: 2 for Winter Quarter, 1 for April Fool's, and 1 for Commencement, which publishes all the names of the graduates. S002	\$4,000
SUPPLIMENTAL TOTAL:		\$6,000

PERSONNEL TOTAL:	\$13,020
SUPPLEMENTAL TOTAL:	\$6,000
COMPLETE PROPOSAL TOTAL:	\$19,020

Supplemental Documents

	CONTENT ASSISTANT POSITION DESCRIPTION Position Description for the Content Assistant with responsibilities listed. Request is asking for 3 more hours per week, to provide student with 10 hour a week to support the Ledger
	ART TEAM POSITION DESCRIPTION Position Description for the Art Team with responsibilities listed. Request is asking for 3 more hours per week, to provide student with 10 hour a week to support the Ledger
	ADVERTISING MANAGER POSITION DESCRIPTION Position Description for the Advertising Manager with responsibilities listed. Request is asking for 8 hours per week, to support initiatives of reducing reliance on student fees for publication
	CO-EDITOR-IN-CHIEF POSITION DESCRIPTION Position Description for Co-Editor-In-Chief with responsibilities listed. Request is asking for 5.5 more hours per week, to provide students with 19.5 hours a week to create the Tahoma Westin 4 months