

Request for 2025 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: The Pantry | Student Conduct | Student Life

Create Date: 11/06/2025

Due Date: 11/07/2025

Submitter Name: Jesse Cooley

UW Email Address: jschweiz@uw.edu

Phone Number: 253-692-4765

Department Head Approval: 

Department Head: Tim Wilson

Requested Amount: **\$10,106**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

Since inheriting The Pantry at UW Tacoma, I've been busy evaluating staffing, wages, finances, the original SAF award, hours of service, the heat map of students on-campus at any given time, and equipment.

My findings and goals as of now are as follows, all of which were unforeseen during the annual budget process:

1. The original proposal and award will result in fiscal shortages due both to the Manager's arrival at the top of the Classified salary scale, and because student-workers earn more than was listed.
2. We currently have two student-workers. We need a third in order to expand service from a paltry 19 hours per week to 35 per week for the rest of the academic year. Based on the student presence heat map provided by the Office of the Registrar, my goal is to open at 9am every day of the week and close at 4:30pm Monday through Thursday; 2pm on Friday. Mondays, we close to take deliveries so we would for as short of time as possible. We will be attempting to convert one student-worker to Work-Study
3. The Pantry's wire rack on wheels fell apart in a way that makes the rack unwieldy to utilize. It also doesn't hold much inventory to restock shelves. As such, we have a new cart like those in FirstGen, and will utilize its 500-pound weight capacity to unload the Manager's car on Mondays, to restock as necessary within the Pantry, and to hold donations for processing.

We would also like to upgrade our signage; the design is nearly complete. New signage in 24 inches by 36 inches in waterproof paper in color prints is the desire to reduce additional printing.

STUDENT UTILIZATION

The greater the student awareness by signage, the greater the demand; the greater the service hours, the fewer hungry students; the fewer hungry students, the more successful career-driven Huskies!

Bolstering the salary fiscal basis for the rest of the academic year will open The Pantry 35 hours per week instead of the current 19. Any fewer than three student workers results in gaps of staff availability, even when supplemented by the Manager.

Replacing our cart is already easing restock and will reduce risk of injury by students and staff by allowing a more ergonomic height from which to safely lift cases of dry goods in glass containers, 50-pound sacks of potatoes & sugar, repacking & restocking the same. Reducing risk of injury reduces unforeseen closures due to staffing challenges.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

By December 1, the goal is to convert one student-worker to Work-Study, reducing the fiscal burden by 60% (up to \$3500 annually), and hire a second Work-Study eligible student to open service hours from 19 per week to 35 per week.

For the equipment, the cart was very recently purchased and is now in use, and the A-frame is awaiting final design approval in order to print from the UW Tacoma Copy Center here on-campus.

SERVICE BENEFITS TO STUDENTS

Since inheriting The Pantry on October 20th (just three weeks ago as of this writing), the Manager has initiated:

- 1. Simple surveys to measure the pounds of food purchased,
- 2. Pounds of food donated,
- 3. and very soon, the pounds of food donated specifically by The Pantry's invaluable partnership with the Giving Garden.

We've analyzed fiscal data (donations to the Pantry Gift Fund) since July 1, 2023, visitation data as far back as we're currently able (August 2, 2024), and have been able to establish a partnership with the Hope Center. We've bolstered customer service, brought out surprise donated goodies for folks who self-identified as having done well on their midterms, and have heard from at least one student who said our food pantry is the most robust in friendliness and options of the area pantries.

If your stomach is speaking louder in class than your professor, visit your UW Tacoma Pantry!

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	New Work-Study student-worker at 15 hours per week from Dec 1, 2025, through June 12, 2026. Wage: \$17.17 x 40% Work-Study x 15 hours per week x 22.72 academic weeks from Dec 1 on. Fringe: \$17.17 x 23% fringe x 15 hours per week x 22.72 academic weeks from Dec 1 on. E001	
	Student Staff Wages:	\$3,686
	Fringe @ 23%:	\$848
Student Staff ³	Student 2: Convert eligible student-worker to Work-Study at 15 hours per week from Dec 1, 2025, through June 12, 2026. Wage: \$20.00 x 40% Work-Study x 15 hours per week x 22.72 academic weeks from Dec 1 on. Fringe: \$20.00 x 23% fringe x 15 hours per week x 22.72 academic weeks from Dec 1 on. E002	
	Student Staff Wages:	\$4,294
	Fringe @ 23%:	\$988
PERSONNEL TOTAL:		\$9,815

Other Budget Requests

Category	Details	Amount Requested
Non-Food Supplies & Materials	One Rubbermaid Cart already purchased through Amazon Business at \$225 after tax; two 24"x36" waterproof color prints from campus copy center at \$33 each. S001	\$291
SUPPLEMENTAL TOTAL:		\$291

PERSONNEL TOTAL:	\$9,815
SUPPLEMENTAL TOTAL:	\$291
COMPLETE PROPOSAL TOTAL:	\$10,106

Supplemental Documents
