



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2026-01-09 10:30:02 Date Due: 2026-01-09 11:59:00 Date Submitted: 2026-01-09 10:38:17

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Center For Equity and Inclusion Laptops

Request Description: Four laptops to aid the work of seven employees serving students in the Center for Equity and Inclusion.

ALLOCATION REQUEST INFORMATION

Department Name: CEI

Request Code: 26A0562

Contact Names: Sonja Morgan

UW Tacoma Affiliation: Not Set

UWT Email Address: sonjam2@uw.edu

Phone Number: 2536924861

Title of Request: Center for Equity and Inclusion Laptops

Type of Request: One Time

Department Head Approval: Department Head: Tanya Velasquez

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?

The Center for Equity and Inclusion has seven student employees that work approximately 80 hours per week, cumulatively. Student employees rely on their personal electronic devices if they cannot work on the front office desktop computer. Our student employees need mobility because we often do work in a variety of spaces, including outreach to other departments and community events to represent UWT. When working remotely, student employees do not always have consistent access to the current technology needed to do their work for the CEI. This work includes managing online forms and files, event and programming research, participant data collection, creating flyers, accessing programmatic and electronic guides.

Although we have seven student employees, we are requesting four laptops for our student employees to utilize during their shifts since not all of them work at the same time. Often, they need to be mobile, even in the CEI. Sharing one desktop computer at the front reception area is not sustainable. Having laptops for student employee use would also ensure that the other six desktop stations in the CEI are open for use by all UWT students. These six stations are used for multimedia activities, student visitors who are completing homework, printing documents, RSO led activities, etc.

There are many risks when students utilize their personal equipment for their jobs. It is not appropriate for them to do university work on a personal computer given the strict guidelines of the university policy regarding privacy, public records requests, and the risks involved in utilizing personal equipment. Student staff take-on risks when using their own devices as the university will not compensate for damage to personal property.

2. Benefit to Students: Discuss how students have (for returning applicants) or will (for new applicants) benefit from this technology. How will additional funding of the technology benefit students?

This technology will benefit all students at UW Tacoma.

Student employee mobility will enable efficient program planning, professional development, data collection, resource sharing, event registration, and more. Improving workflow will increase our capacity to provide relevant programming that has a positive impact on our communities.

Student employees will also benefit from having added flexibility to where and when they work, with the ability to work across UW's tri-campuses, a crucial component of student employee success. Thriving employees strengthen the CEI's capacity for recruitment, retention, and graduation.

3. Access: Describe who will be using or will have access to the resources being proposed. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Student Employees will be responsible for individual laptops. The student employees of the CEI would use laptops daily for mandatory meetings; event planning and implementation; and individual projects and tasks.

UWT students at large may interface with the laptops signing in or registering for events and services with the student employee present.

The need for the user of this equipment is evident in the daily use of personal electronic devices for work by student employees.

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.

If approved, in summer of 2026, the CEI will have time to purchase and set-up laptops through IT for incoming staff working the 2026-2027 academic year.

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.

The CEI's Program Support Supervisor would be responsible for securely storing, checking out, and maintaining the student employee laptops. Any costs for repair or maintenance would come from the CEI general operating funds.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Dell Pro 16 Laptop	4	\$1,096.39	\$0.00	\$115.66	\$4,848.20
OVERALL TOTAL:					\$4,848.20