

BUDGET PROPOSAL CONTACT INFORMATION

Department Name:

Create Date:

Due Date:

Submitter Name:

UW Email Address:

Phone Number:

Department Head Approval:

Department Head:

Requested Amount:

Departmental Information

STUDENT UTILIZATION

These funds directly support UW Tacoma students by ensuring the Pantry remains a stable, welcoming, and accessible resource for meeting basic needs. The Pantry serves students who experience food insecurity, limited budgets, irregular work hours, or family responsibilities. By maintaining consistent hours and safe operations through a full-time Program Support Supervisor and student employees, the Pantry provides reliable access to groceries and essentials that help students stay enrolled, focused, and able to participate fully in campus life.

A fully staffed Pantry reduces wait times, supports a dignified and stigma-free experience, and ensures shelves remain stocked and organized. Student employees play an essential role in creating a welcoming atmosphere, assisting peers, and keeping operations running smoothly. The PSS position provides continuity, safety oversight, compliance, coordination with campus partners, and high-quality service even during periods of fluctuating demand.

However, the Primary SAFC allocation alone does not sustain the Pantry's current 27 hours of weekly access; without Secondary support, significant reductions in open hours will be unavoidable, limiting availability for many students who rely on predictable weekday access.

These funds allow the Pantry to maintain its core functions despite staffing cost increases and the limitations of the Primary SAFC cap. By stabilizing operations and supporting both professional and student staff, this funding directly enhances student well-being, belonging, and academic persistence—all of which rely on meeting basic needs.

CORE VALUES/MISSION ALIGNMENT

The Pantry's services closely support the core priorities outlined in UW Tacoma's 2022–27 Strategic Plan. The plan emphasizes student success, equity, strong community partnerships, engaged learning, and a vibrant campus environment. The Pantry advances each of these goals in direct and measurable ways.

Student Success

Meeting basic needs is foundational to academic persistence. The Pantry reduces barriers that interfere with class attendance, focus, and the ability to fully participate in campus life. By maintaining consistent hours, safe operations, and reliable staffing, the Pantry helps students remain stable and supported throughout the academic year.

Equity

The strategic plan identifies the elimination of equity gaps as a campuswide priority. Food insecurity disproportionately affects first-generation students, students of color, low-income students, transfer and commuter students, and student parents. The Pantry provides an inclusive, stigma-aware resource that directly supports equitable access to education.

Communities

UW Tacoma's mission highlights partnerships and community well-being. Pantry services reflect this by addressing a regional need—food insecurity—while fostering connection and support on campus. The Pantry also strengthens community by providing an environment where students help students, building a culture of care.

Scholarship and Learning

Student employees gain experience in applied service, operations, communication, teamwork, and community engagement—skills that complement academic learning. This supports the strategic plan's emphasis on practical, experiential learning opportunities for students.

Vitality and Institutional Stability

The Pantry contributes to a healthy, thriving campus by ensuring that students have access to essential resources that support their overall well-being. Stable staffing, supported by the requested funds, ensures continuity, safety, and operational quality—key components of a resilient campus ecosystem.

Overall, the Pantry directly advances UW Tacoma's long-term strategic priorities by strengthening student success, promoting equity, engaging the campus community, and supporting a campus environment where students can thrive academically and personally.

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

Context, Progress to Date.

I assumed Pantry leadership in mid October during a significant surge in need. Since then, we expanded service from 16 hours over four days to **27 hours/week, Monday–Friday**, ensuring predictable access for commuters and working students. I built a Pantry data dashboard to support decisions and leadership requests. We now track daily and unique visits; pounds purchased, donated, and received from the Giving Garden; and gift fund balance. We also scan UPCs at checkout to begin identifying item categories and volumes for future purchasing and equity considerations.

Current Year Goals (through June).

- 1. Reliable Access Hours (Operational Stability).** Maintain 27 open hours/week with a reliability target of $\geq 95\%$ of scheduled hours delivered and minimal unplanned closures. This sustains student trust in the Pantry's availability. **However, Primary SAFC funding does not sustain 27 hours/week; maintaining these hours requires Secondary funding to support adequate student staffing.**
- 2. Inventory Stability & Equitable Availability.** Use existing data and experience to identify a preliminary Top 10 core items list (e.g., staple proteins, grains, hygiene essentials). Implement and document a weekday pacing model for shelf stable items to reduce late week stockouts, while monitoring fridge/freezer items separately. Track availability and stockouts to inform purchasing and donation requests.
- 3. Data, Reporting, and Decision Making.** Finalize a monthly dashboard cadence (issued by the 10th). Add a basic category roll up from UPC scans (grains/protein/produce/dairy or alternatives/hygiene/other) to guide purchasing and cultural relevance pilots. Standardize definitions (e.g., unique vs. total visits) for consistent reporting.
- 4. Collaboration & Student Awareness.** Maintain weekly Hope Center food pickups (with Office of FirstGen) and document average weekly pounds and high demand items. Continue coordination with the Giving Garden. Offer 2–3 class visits per quarter to promote basic needs awareness. Refer prospective student employees to Career Development before applying. Launch a combined awareness + culturally relevant foods survey and share findings with partners (CEI, FirstGen) to adjust outreach and inform purchasing.

Planned Pilots (Secondary Funding Dependent).

Beginning Autumn 2026, pilot two evenings/week until 7 p.m. to serve commuters and graduate students, and one mid quarter Saturday (4 hrs) per month. We will evaluate demand (visits/hour), staffing feasibility, and impacts on equity of access. **These expansions are only possible with Secondary student staff funding.**

Early Outcomes & Continuous Improvement.

- Access expanded and stabilized at 27 hours/week.
- Dashboard and UPC workflows established; next step is category analysis to improve purchasing and cultural relevance.
- Partnerships active and consistent (FirstGen/Hope Center; Giving Garden); class visits completed.
- A pacing model for shelf stable items mitigates late week scarcity, with results to be refined before finals.

This combination of stabilized access, improved inventory equity, disciplined reporting, and intentional collaboration positions the Pantry to meet immediate student needs while building a data informed foundation for thoughtful expansion; however, sustaining current access levels and achieving these goals depends on Secondary funding for adequate student staffing.

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

Timeframe & method. Because this proposal is submitted mid academic and mid fiscal year, we report by calendar year. Our current reliable tracking system began June 23, 2025 (ID swipe with SDB verification). Prior to that, two student entered survey iterations were used (Aug 2–Nov 14, 2024; Nov 14, 2024–Jun 23, 2025) and are less reliable for unduplicated counts.

Utilization (Calendar Year).

- 2024 (partial: 8/2–12/31): 2,163 total visits; 376 unduplicated students.
 - 2025 (full year): 4,652 total visits; 1,235 unduplicated students.
- Note: 2024 unduplicated counts may be conservative due to early self entered systems.*

Trend & interpretation. Relative to the late 2024 ramp period, 2025 total visits increased substantially and unduplicated students more than tripled. This growth is primarily associated with (1) expanding service from 16 hours/4 days to **27 hours/week**, Mon–Fri, and (2) improved visibility and wayfinding (signage, class visits, partner referrals). Consistent weekday hours have been especially helpful for commuters, working students, and student parents. **However, Primary SAFC funding does not sustain the current 27 hour schedule; without Secondary support, reduced access hours will limit the Pantry's ability to serve students at the level reflected in these utilization trends.**

Demographic breakdown. To preserve privacy and reduce barriers, the Pantry does not request demographic information at point of service, and earlier self entered survey data are not reliable for reporting by race/ethnicity, class level, veteran status, Pell eligibility, or residency. Beginning in 2026, we will implement a privacy preserving approach to provide SAFC with an aggregate demographic snapshot by collaborating with institutional data stewards to (a) match anonymized student IDs to existing demographics and (b) report aggregated, de identified totals only. We will also deploy one combined micro survey (awareness + culturally relevant foods) with voluntary, anonymous demographic questions to inform outreach and purchasing.

How this informs operations. Utilization trends confirm the importance of reliable hours and visibility. Strong 2025 growth reinforces our plan to maintain predictable hours and evaluate targeted pilots (evenings and a mid quarter Saturday, funding dependent in the Secondary proposal). The forthcoming demographic view will help us understand which student groups we are serving—and not serving—so we can adjust outreach (e.g., to graduate students, veterans, first gen, transfer/commuter students) and better align inventory to culturally preferred foods. **Sufficient student staffing is essential to operationalizing these insights; without Secondary staffing support, the Pantry cannot maintain high weekday hours or meet demonstrated demand.**

Uploads. We will upload a concise dashboard excerpt showing 2024 (partial) and 2025 totals and unduplicated counts, with a brief note on the three tracking systems and their implications for 2024–mid 2025 data quality.

COLLECTION OF FEEDBACK & IMPROVEMENTS

Past to present tracking.

From Aug 2024–Jun 2025, the Pantry used two student entered sign in forms that produced helpful volume signals but inconsistent unduplicated counts. On June 23, 2025, we moved to an ID swipe check in that pulls verified student information, giving us accurate timestamps and reliable unduplicated tracking. A dashboard now summarizes daily and unique visits and highlights usage patterns for planning.

Feedback mechanisms (current).

While we do not yet have a formal survey cycle, we actively solicit in the moment feedback from students, staff, and faculty. I regularly ask guests what we may be missing and when they can visit. This feedback led us to:

- Expand hours from 16 → 27 per week,
- Pace inventory so Thu/Fri visitors still have access, and
- Adjust offerings (e.g., adding white pasta sauce) based on student input.

How we use assessment today.

Utilization trends confirm strong weekday demand and inform staffing decisions. The pacing model reduces late week scarcity. Class visits and partner referrals (FirstGen/Hope Center, Giving Garden) have strengthened awareness and improved access. Assessment data also shows that sustaining 27 hours/week requires adequate student staffing; without Secondary funding, reduced hours would directly limit access.

Future improvements.

We will launch a brief combined survey on Pantry awareness and culturally relevant foods, with optional demographic questions. Results will inform targeted outreach and purchasing within the restricted gift fund. We will also explore aggregate demographic reporting by working with campus data stewards to produce de identified summaries. A monthly dashboard cadence will support timely adjustments and transparent reporting.

These mechanisms ensure that student voice, accurate utilization data, and equity considerations guide improvements and help determine sustainable service hours for the year ahead.

SERVICE BENEFITS TO STUDENTS

Dignity and choice.

The Pantry operates as a choice based model: students browse shelves and select items that fit their needs, preferences, and dietary constraints. Being able to “shop” with a hand basket—rather than receive a prepacked bag—restores agency and reduces stigma. Students consistently tell us this feels respectful and normal and meaningfully differs from traditional food bank experiences.

Reliability and variety.

Students emphasize the value of **predictability**—the Pantry is open every weekday—and the variety of offerings. Knowing when the Pantry is open helps them plan around class, work, and family obligations. Several students have contrasted our reliable hours and diverse options with community food banks that may be less frequent or more limited. Reliability reduces the persistent “will there be anything left?” anxiety and supports mental focus. Reduced hours would significantly affect student ability to rely on the Pantry each week.

Support beyond the individual.

Some students share that Pantry items help support their household—stretching a tight family budget or covering meals when resources run short. This broader impact underscores why consistent on campus access matters for students balancing work, family, and academics.

Student family engagement.

Our work often ripples outward. After a student mentioned the Pantry to their family, a parent began donating sealed ramen bricks; when we discussed an upcoming dental hygiene drive, that parent returned with 30 unopened toothbrushes. These moments reflect trust, gratitude, and shared commitment to student well being.

Listening that leads to action.

We gather in the moment feedback—“What are we missing?” “When can you visit?”—and act on what we hear. Examples include:

- Pacing inventory across the week so Thu/Fri visitors still find staples available.
- Adding white pasta sauce after multiple student requests.

Small adjustments, made quickly, help create a more welcoming and responsive service.

Mental health relief.

Students often describe the Pantry as “one less thing to worry about.” Knowing they can count on groceries and essentials reduces stress, frees mental bandwidth for coursework, and helps them stay present in class. While not a counseling service, the Pantry’s dignity forward design and predictable access contribute to a calmer, more stable academic week.

How we know.

- Direct student comments at point of service.
- Rising utilization as service expanded from 16 hours/4 days to 27 hours/week, indicating that reliability and visibility resonate.
- Partner feedback (class visits, FirstGen/Hope Center, Giving Garden) affirming that students view the Pantry as approachable and dependable.
- Increased family engagement and donations prompted by student use.

What’s next.

We will launch a combined survey (awareness + culturally relevant foods) and pursue aggregate, privacy preserving demographic reporting with campus data stewards. Together with dashboard metrics, these inputs will help identify who we are serving—and where we can do more—while keeping the Pantry centered on dignity, reliability, and student voice. Sustaining these meaningful benefits depends on adequate staffing; without Secondary funding, unavoidable reductions in open hours would directly affect student access and well being.

Staff Budget Requests

Category	Details	Amount Requested
Professional Staff ¹	Classified Staff wages reflect UW's SEIU 925 B4 pay table for Range 46, Step N, which includes the 7/1/26 2% contractual increase. Step N is budgeted only to ensure accurate projections; a CEGP increase is not guaranteed and depends on approved skill growth or higher-level duties. Salary and fringe follow UW HR's official classified pay structure. E001	
	Professional Staff Wages:	\$71,445
	Fringe ⁴ @ 37.7%:	\$26,935
Student Staff ³	Student staff are essential for safe and consistent Pantry operations. Due to the 3% Primary cap, this request covers only 198 annual student staff hours, which does not sustain our current 27 hours/week service model. Without Secondary funding, the Pantry will be forced to reduce open hours. This Primary request reflects the maximum student staff support allowed under the cap. E002	
	Student Staff Wages:	\$3,976
	Fringe @ 16.2%:	\$644
PERSONNEL TOTAL:		\$103,000

Other Budget Requests

Category	Details	Amount Requested
Other Services	No additional items requested. The Pantry's Primary proposal already reaches the 3% cap, and food/supplies remain fully supported by the restricted gift fund. S002	\$0
SUPPLEMENTAL TOTAL:		\$0

PERSONNEL TOTAL:	\$103,000
SUPPLEMENTAL TOTAL:	\$0
COMPLETE PROPOSAL TOTAL:	\$103,000

Supplemental Documents



[PANTRY OVERVIEW & PROGRAM SUMMARY](#)



[PANTRY OPERATING HOURS & STAFFING BASELINE](#)



[PANTRY UTILIZATION — CALENDAR YEARS 2024* AND 2025](#)



[PANTRY CHECK-IN SYSTEM TIMELINE & DATA INTEGRITY SUMMARY](#)