

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

This proposal emphasizes the importance of student fees in the support of Student Life: a team, a unit within the Division of Student Affairs. Our hope is that every UW Tacoma student is given an opportunity to engage with the campus community. No matter who you are or where you come from, we hope that the Student Life can be a place where you learn more about yourself and others within the community.

CORE VALUES/MISSION ALIGNMENT

Student Life supports a large number of UWT students and emphasizes our services, resources, and developmental opportunities to every registered student. We promote overall student wellness through various departments including:

1. The Center for Student Involvement
2. Psychological & Wellness Services
3. Disability Resources for Students
4. Housing & Residence Life
5. Student Advocacy & Support
6. Student Conduct & Academic Intergrity
7. Student Health
8. University YMCA Student Center

SAF-FUNDED PROGRAM OR SERVICES GOALS AND OUTCOMES

STUDENT UTILIZATION (COMPARISON OVER PAST 2 YEARS)

***Please note, this is not a new proposal. Student Life funding to support the office plus wages has been previously housed under one proposal 'Student Life' but combined with most funding for the Center for Student Involvement submitted by Conor O'Leary. Due to the ease of use for Finance & Administration we are submitting seperate proposals for the 2026-2027 academic year, while most of what is being proposed has been approved in the past.**

Please contact proposer if further information/ clarification is needed.

COLLECTION OF FEEDBACK & IMPROVEMENTS

Student Life

Leads and supports all offices within Student Life, along with direct management of student conduct, the CARE Team, and the childcare assistance program.

Center for Student Involvement

Provides involvement opportunities and events on campus, including the Associated Students of UW Tacoma (ASUWT), service and leadership, student clubs and organizations, Student Activities Board, Tahoma West literary and creative arts magazine, The Ledger student newspaper.

Psychological & Wellness Services

Provides free counseling and other psychological services to currently enrolled UW Tacoma students, including individual, couple, and group counseling, educational workshops and classroom presentations, support groups, consultation, and referrals.

Disability Resources for Students

Ensures access and inclusion for all students with disabilities on the UW Tacoma campus.

Housing & Residence Life

Offers students the opportunity to convenience to live on-campus in a safe and community-based living environment.

Student Advocacy & Support

Assists students to set goals and find on campus and community supports to meet life challenges that create barriers to achieving their educational goals.

Student Conduct & Academic Integrity

Provides leadership of and maintains the Student Code of Conduct and an educational resolution process for violations.

SERVICE BENEFITS TO STUDENTS

Staff Budget Requests

Category	Details	Amount Requested
Classified Staff ²	Program Support Supervisor for the Office of Student Life (Kelly Tyrrell)- Staff member supervises 5 student employees, manages and disperses the Childcare Assistance Program to applicants, and coordinates efforts of the Associate Vice Chancellor for Student Affairs and Director of Student Conduct E001	
	Classified Staff Wages:	\$70,427
	Fringe @ 32.5%:	\$22,889
Student Staff ³	Student employee wages for the Office of Student Life in MAT 103 to work during operating hours from 9am-4pm Monday through Friday to support the Program Support Supervisor, Associate Vice Chancellor for Student Affairs, and The Director of Student Conduct. 5 Students maximum are hired to share shifts for 45 hours of work total each week. Training hours are also included E002	
	Student Staff Wages:	\$10,602
	Fringe @ 16.2%:	\$1,718
PERSONNEL TOTAL:		\$105,635

Other Budget Requests

Category	Details	Amount Requested
Contracted Services	Monthly recurring fees for phones for the Front Desk in MAT 103 as well as a fax machine. Also includes monthly non-recurring charge for technology recharge imposed by Information Technology S001	\$7,513
Other Services	Professional Memberships for Program Support Supervisor which provide access to events, workshops, information, and resources to support student development S002	\$199
	Unavoidable charge: Workday Fee for any department hiring student employees S003	\$700
	Background checks for MAT 103 student employees (5) S004	\$315
	Mail Charges S005	\$120
	Copy Charges for MAT 103 S006	\$600
Travel	Travel to and from UW Seattle and/UW Bothell- reserved for Senior Associate Vice Chancellor of Student Life and/or Director of Student Conduct S007	\$200
Non-Food Supplies & Materials	Office supplies for MAT 103 operation S008	\$2,400
Food	Bi-Annual Training for MAT 103 Front Desk Staff S009	\$216
Equipment	Adobe software for 3 computers in the MAT 103 suite S010	\$600
SUPPLEMENTAL TOTAL:		\$12,863

PERSONNEL TOTAL:	\$105,635
SUPPLEMENTAL TOTAL:	\$12,863
COMPLETE PROPOSAL TOTAL:	\$118,498

Supplemental Documents