



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2019-11-22 12:56:11

Date Due: 2019-12-06 23:59:00

Date Submitted: 2019-11-22 13:20:17

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Media Services Student Tech - Special Allocation

Request Description: Supplemental hours for student techs with anticipation of hourly rate increase after 1/1/20.

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 19A0199

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Staff

UWT Email Address: lovelady@uw.edu

Phone Number: 2536925742

Title of Request: Media Services Student Tech - Special Allocation

Type of Request: One Time

Department Head Approval: Department Head: Patrick Pow

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?

Student hourly wage rate will increase to \$13.50 beginning 1/1/2020. My original request did not include this anticipated increase as I learned of this at my spring, STFC proposal meeting. I immediately sent an amended budget proposal with these changes and needed budget. The original request was approved, not the amended version.

This left our budget to get through June short.

2. Benefit to Students: Discuss how students have benefited from the original proposal, if applicable. How will additional funding of the technology benefit students? If this was an unforeseen technology need, discuss how students will benefit from this new proposal and why the need cannot wait for annual allocation funding.

The Media Student Techs assist Media Services by supporting student events, preventative workbenching and reporting of classroom issues, and many other tasks.

Our budget may be running low in spring based upon only having the original proposal approved as stated above.

The additional funding will allow us to provide our great student techs with enough hours for gainful employment while continuing their studies as well as providing Media Services with the opportunity to maintain our high level of responsive support to campus.

3. Access: Describe who will be using or will have access to the resources being proposed. If the access has changed since an original proposal, be sure to note that here. In addition, all previous requestors, please provide historic data highlighting the usage and accessibility of technology. All new requestors, please provide user need data.

Media Services currently has three student employee techs who are directly supported with our current, 2019-20 proposal. I also plan to bring in another near the end of spring quarter so a graduating student can help with on-the-job training of some duties. All currently registered students will be eligible for this position when we post it on Handshake.

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.

This special allocation will be used in winter and spring quarters (and interims) to assist our original budget that will be running low in spring.

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.

This proposal is only for additional student employee hours.
As always, IT's Media Services works side-by-side with student techs as duties are delegated, tracked and supported.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Media Service Student Tech Hours (includes 23.5% benefits)	125	\$16.67	\$0.00	\$0.00	\$2,083.75
OVERALL TOTAL:					\$2,083.75