UNIVERSITY of WASHINGTON TACOMA

Student Technology Fee Committee (STFC)
Special Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created:	2024-11-14 15:45:56	
Date Due:	2024-11-15 12:00:00	
Date Submitted:	2024-11-14 16:06:36	

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: IT Student Workers Minimum Wage Adjustment

Request Description: The State of Washington is increasing minimum wage from $16.28 to $16.66 an hour starting January 1, 2025. We are requesting an adjustment for Winter and Spring quarters for STFC Proposal 24A0434.

ALLOCATION REQUEST INFORMATION

Department Name:	Information Technology	Request Code:	24S0466
Contact Names:	Keiji Oka	UW Tacoma Affiliation:	Not Set
UWT Email Address:	oka@uw.edu	Phone Number:	692-5610
Title of Request:	IT Student Workers Minimum Wage Adjustment	Type of Request:	One Time
Department Head Approval: ✔	Department Head: Patrick Pow		

Special 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?

We are requesting for STFC help fund the minimum wage increase for the IT Student Workers. Starting January 1, 2025, the state of Washington's minimum wage will increase from $16.28 to $16.66. STFC approved our annual allocation under proposal number 24A0434. We are requesting for half of those hours and benefits to be increased by $0.38 each. The total amount would be $1,759.88.

This proposal does not include breaks when we are still very busy and still need to be staffed. Currently we are staffing approximately 10 student workers per quarter to keep both WG 108 and CP 005 labs open. We tend to hire more work study students due to the limited budget we have, and we were not able to employ regular (non-work study) students who were also well-qualified for this position.

Most classes are still hybrid, and we are receiving many phone calls/emails from students, faculty, and staff who are taking classes and working from home, and we would like to continue helping them as our mission.

This proposal is to ask STFC to help fund the IT HelpDesk in order to make our UWT computer labs, Helpdesk, and laptop/media equipment checkout available to students.

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?

Our main goal is to ensure that there will always be student workers available to help students in using WG 108 lab / CP 005 Media lab, Helpdesk, and checking out student laptops & media equipment. If the budget is approved, we can continue to hire qualified individuals for this job whether they are work study students or not.

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.

Only UWT students will be hired to fill this position.

The UWT computer labs are open to all students, faculty and staff. Students are the primary customers and they have priority over staff and faculty. Our current schedules are;

WG-108 Lab:

Monday - Thursday: 7:30 AM – 9:00 PM

Friday: 7:30 AM – 3:00 PM

Saturday: 9:00 AM – 5:00 PM

Sunday: CLOSED

CP-005 Lab/Multimedia Lab:

Monday - Thursday: 10:00 AM – 6:00 PM

Friday: 10:00 AM – 3:00 PM

Saturday – Sunday: CLOSED

IT Helpdesk:

Monday - Thursday: 7:30 AM – 9:00 PM

Friday: 7:30 AM – 5:00 PM

Saturday: 9:00 AM – 5:00 PM

Sunday: CLOSED

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.

Funding would support our IT student workers from January through June 2025.

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.

IT will provide all training and management for IT student workers.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
IT Student Worker Hours	3750	$0.38	$0.00	$0.00	$1,425.00
Benefits - 23.5% of salary	3750	$0.09	$0.00	$0.00	$334.88
				OVERALL TOTAL:	$1,759.88