



Request for 2025 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: Student Life

Create Date: 10/21/2024

Due Date: 11/08/2024

Submitter Name: Surtida Shelton

UW Email Address: shelton8@uw.edu

Phone Number: 2536924858

Department Head Approval:

Department Head: Dr. Bernard Anderson

Requested Amount: **\$14,640**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

When the original CEI proposal was submitted, the Program Support Supervisor position was funded only at 80% as there was cost sharing with CEI's other budgets. The amount covered by SAF was to support the pantry, and supervision of the pantry assistants. Since that time, the Pantry and all staff have been relocated to Student Life under the supervision of Surtida Shelton (Director of Student Conduct and Advocacy) as the function aligns better with basic needs supports offered by the Office of Student Advocacy and Support.

The PSS position (working title: Pantry Manager) is responsible now for all ordering of food, outreach to local food banks for support, assisting with fundraising to continue to support the work of the Pantry, and assist with the day-to-day management of the Pantry. As my research into food banks run on college campuses has shown, the Pantry Manager position is a full time role. Given how closely the operation is monitored by EH&S (food safety), there needs to be a Person In Charge in the Pantry at all times.

Due to all these requirements, we need to be able to support this important role at 100% FTE.

STUDENT UTILIZATION

The Pantry is seen as a vital basic needs support for our students. The Pantry Manager will also be located in the Pantry, and will support the day-to-day operations on site. This position will interact with students, gather data to improve the functionality of the Pantry, and directly supervise the student staff who work in the space - this is a vital support role. The Pantry Manager will be in a better position to support students with meeting their basic needs by referring those students who are experiencing extreme food insecurity to supports offered by OSAS. This is extremely difficult for a student staff member to do. My hope is also to connect the Pantry Manager to other staff who run campus based food programs (TCC, Pierce College - and national programs) to learn more about how campus based food banks operate so we can improve our operations. All this will benefit UWT students directly.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The funds will go directly to pay for the Pantry Manager, and once we know we have full funding, we hope to have the individual hired within 30 days (depending on HR processes).

SERVICE BENEFITS TO STUDENTS

The Pantry feeds students. We are currently seeing close to 300 visits per week. As we do more outreach, education, I see these numbers increasing. We collect use data, and are going to implement a short qualitative survey to learn more about the needs of students so we can align all the basic needs supports offered by OSAS.

Staff Budget Requests

Category	Details	Amount Requested
Professional Staff ¹	Currently this role is supported at 68,248.53 with fringe (salary at 48,923.68). We need an additional \$10,000 to make the wages competitive for the role. E001	
	Professional Staff Wages:	\$10,000
	Fringe ⁴ @ 34.4%:	\$3,440
	PERSONNEL TOTAL:	\$13,440

Other Budget Requests

Category	Details	Amount Requested
Other Services	Membership to professional organization + learning opportunities for professional development S001	\$200
Equipment	New laptop for the Pantry Manager as their office will be located in the Pantry S002	\$1,000
	SUPPLEMENTAL TOTAL:	\$1,200

PERSONNEL TOTAL:	\$13,440
SUPPLEMENTAL TOTAL:	\$1,200
COMPLETE PROPOSAL TOTAL:	\$14,640

Supplemental Documents
