



Student Technology Fee Committee (STFC) Annual Allocation Request

ALLOCATION REQUEST DATE INFORMATION

Date Created: 2019-11-22 12:01:42

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

Date Submitted: 2019-11-22 12:24:24

ALLOCATION REQUEST TITLE/DESCRIPTION

Request Title: Multimedia Lab Student Employee Hours - Special Allocation

Request Description: Supplemental request for proposal 20A003 - 2019-20 Multimedia Lab Student Employees

ALLOCATION REQUEST INFORMATION

Department Name: Information Technology

Request Code: 19A0198

Contact Names: Paul Lovelady

UW Tacoma Affiliation: Staff

UWT Email Address: lovelady@uw.edu

Phone Number: 2536925742

Title of Request: Multimedia Lab Student Employee Hours - 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 short by about 60 hours for the \$13.50 hourly rate. Also, I did not anticipate the graduation rate of my current students during the school year and will need to bring in a few new employees. I'd like to also request another 40 hours at the new rate for on-the-job training.

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.

This proposal will greatly benefit our campus students, from all disciplines, by ensuring that an experienced staff member is at their side for greater time and by offering more options for busy, academic schedules.

This proposal allows us to guarantee multiple assistants during peak times. Students frequently underestimate the needed time for media projects and often arrive with little time before their due dates. These deadline surges can be very intense and requires overlap of staff to meet the support demands.

The benefits to future student employees are great as well. Not only will they work with professional IT staff members to develop and refine a skill set that can enhance their UW Tacoma experience but also provides them hands-on experience for potential careers. A great example of this, is the collaboration between the IT staff and student employees who produce detailed, professional content for the Multimedia Lab Youtube channel. Our student staff also contributes content to our Facebook page – MULTIMEDIA LAB UW TACOMA.

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.

All registered UW Tacoma students have access to the Multimedia Lab in CP 005 and have staffed, student assistants to walk them through their projects.

Our hours are typically M-Th, 9AM-6PM and Fridays 10AM-3PM but we do flex them at peak visitation times.

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.

I would begin using this allocation once the new calendar year begins on 1/1/20. The concern is that, to meet the needs of campus users later in the school year, our original budget may run low and we might need to cut back student hours. As mentioned above, I will also need to bring in several new student employees beginning now through spring.

It will be used by the end of June, 2020.

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 request is for student employment hours only. As always, it will be supported by IT, who has staff working side-by-side with the student workers.

Funding Request Items

Item	QTY	Cost Per Item	Shipping Fee	Tax Per Item	Subtotal
Student Hours - MMLab (includes 23.5% benefits)	100	\$16.67	\$0.00	\$0.00	\$1,667.00
OVERALL TOTAL:					\$1,667.00