

# SAF Annual Proposal Form for the 2015- 2016 Academic Year

The SAF Committee will be accepting applications for the annual budgeting cycle from November 24, 2014 until 5:00pm on January 14th, 2015. The intent of the annual operating budget is to support on-going student activities, services, and programs. Services and Activities Fees are defined in RCW 28B.15.041 to mean "fees, other than tuition fees, charged to all students registering at the . . . state universities . . . The legislature also recognizes that Services and Activities Fees are paid by students for the express purpose of funding student activities and programs" of their particular institution. These funds will be available for the 2015 to 2016 academic year.

A member of your group must be available to attend a hearing with the SAF Committee tentatively scheduled for Friday, February 6, 2015 and February 13, 2015. Please include a regularly checked email in the application, as that will be the main form of communication between SAF and the requesting group. The SAF Liaison will contact the requesting group to notify them of a hearing time.

Please ensure that your request is in accordance with SAF Bylaws, which are available at the following website: <http://www.uwb.edu/studentlife/safc/safbylaws>. Please note the SAF Committee will be coordinating with Club Council to develop an efficient funding model.

The Committee will hold an open forum and appeals, tentatively scheduled for on Friday, April 3, 2015. Requesting groups will be notified of a preliminary budget before the open forum and appeals date.

Late applications will not be accepted, except at the discretion of the Committee. Adjustments to the final total requested by any club, group, organization, or department will not be accepted. After a request has been submitted, it may not be reopened for alterations or changes.

SUBMITTED BY  
Library Technology Services, Campus Library  
uwblts@uw.edu  
Jan 14, 2015, 12:39PM PST

## SAF Annual Proposal Form

[Required] Proposing Group Campus Library

(i.e. Career Center, Sustainability Club, Campus Events Board, etc.)

[Required] Department/Organization Academic Services

(i.e. Student Services, CUSP, Student Life, Student Clubs & Organizations, etc.)

[Required] Contact Person Rob Estes – Head, Library Technology Services

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Contact Email uwblts@uw.edu

This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal. Please include a regularly checked email as the SAF Committee contacts groups primarily through email.

[Required] Contact Phone 425.352.3450

Please include the phone number of the contact person. This person will be the sole point of contact for any questions or additional information requests from the SAF Committee regarding your proposal.

[Required] Faculty/Staff Member Sarah Leadley – Director, Campus Library

Please discuss your request with a staff or faculty member (i.e. Student Life Staff or faculty advisor) before submitting your request and include the name and title (i.e. John Smith, Club Advisor) of that individual.

[Required] Faculty/Staff Member Email leadley@uw.edu

Please provide the email of the faculty or staff member you discussed your request with.

[Required] Executive Summary of Your Proposal

Please provide a concise overview of the program, activity, or service for which you seek funding.

Please reference the University of Washington Bothell's 21st Century Initiatives at the following website and, if and where appropriate, please refer to the applicable initiatives: <http://www.uwb.edu/21stcentury>

This proposal seeks to continue the Laptop Circulation & Support Service the Bothell Campus Library provides on behalf of the Students of the University of Washington, Bothell. This service will be provided by the Bothell Campus Library for the period of July 1, 2015 – June 30, 2016. The cost is based on a total of up to twenty (20) laptops in circulation. The continued circulation and increasing use of these laptops coincides with the Growth and Resourcefulness priorities of the 21st Century Campus Initiative, and student access to this portable technology aligns with both the Student Centered and the Innovation priorities.

**[Required] Need for this Program/Service**

In 200 words or less, please do the following:

- Describe the need for this program or service.
- If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative).
- If you have tracked the success of this program or service in the past, please provide that information here.

The main goal of this service is to support and circulate 20 take-home laptops exclusively for UWB students. These funds will enable the Bothell Campus Library Technology Services staff to continue the responsibility for the maintenance and circulation of these laptops to UWB students in pursuit of their academic goals. From winter '14 through fall '14 there were 1,401 UWB STF laptop checkouts. With the growth of the campus and projected increase in enrollment in the Fall of 2015, we anticipate the service will continue to grow and be in high demand. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.

**[Required] Estimate number of students that will benefit from your proposed program/service.**

In 200 words or less, please do the following:

- Indicate the benefits of your proposed program for students.
- Estimate how many currently enrolled students will likely benefit from your proposed service or program.
- Estimate the number of any other individuals (and indicate their affiliation) that might benefit from this service or program.

The benefits of this program to the UWB student body are the circulation of take-home laptops and technical support exclusively for UWB students in pursuit of their academic goals.

This process includes:

- Laptop check in/out (including maintenance of all print and web documentation)
  - Software image creation, updating and maintenance.
  - Re-image each laptop as needed
  - Routine cleaning, maintenance and warranty administration
  - Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).
- Any of the over 4,500 current UWB students may benefit from this service.

**[Required] How do you plan to assess the program or service?**

How do you plan to track the effects of this program or service?

For example, how would track how the event/program/service went? How would you track how successful it was and what you could change in the future?

The Library tracks the number of UWB STF laptop circulations and the number of support interactions for all laptops

**Additional Information**

If needed, please include any other information you feel is relevant to your request. (There is no character limit on this field.)

In-kind contributions from the Library include:

- Use of the UW Libraries circulation service linked to student ID
- Hiring, training, supervising Student Technology Consultants
- Creation of the laptop image, regular maintenance, software patches and updates
- Set-up and maintenance of laptop imaging station
- Use of the UWB IT Deployment Server to run imaging jobs
- Technical problem escalation to staff, vendor and warranty service requests
- Administration of inventory, surplus, and processing of lost, stolen, or late laptops.
- Laptop circulation and technical support all hours the Library is open. At approximately 22% of the total student technology consultant hourly budget, SAF funding alone would provide less than 4 hours/day of service.

UWB STF funded the replacement of all 17 of the old UWB STF laptops with 20 new laptops in 2013 so that UWB students now have access to updated hardware capable of running the next-generation of operating system software.

**Salary/Wages**

Describe the funds you are requesting in detail below.

Please put total dollar amount of salary/wages in the bottom of this box.

This funding request is to continue the Laptop Circulation & Support Service on behalf of UWB Students for up to 20 laptops for the period of July 1, 2015 – June 30, 2016. The cost is based on a percentage of the approximate wages for student technology consultants, and for maintaining the UWB STF laptops in circulation. Salary costs in this proposal reflect the mandatory cost increases related to adoption of Federal Minimum Wage standards for contractors, required of the University. (This year's proposal does not include any increase associated with the University's potential adoption of the City of Seattle minimum wage of \$15 per hour.)

\$17,000 in Student Wages

**Benefits** All student employees are part time temporary - \$2,890 in hourly benefits

Describe the funds you are requesting in detail below.

Benefits paid to regular employees working at least .50 FTE should be calculated at 34.0% of earnings. Benefits paid to hourly employees should be calculated at 16.5% of earnings.

Please put total dollar amount of benefits in the bottom of this box. If you included salaries/wages in the above field, you must calculate the applicable benefits.

**Programming/Events** n/a

Describe the funds you are requesting in detail below.

Please put total dollar amount of programming/events in the bottom of this box. Please include in this box costs relating to security, honorarium, hospitality, and contracted costs, etc. If your request includes security and you would like an estimate, please contact UWB Security at 425-352-5359.

Facilities Rentals/Set-Ups n/a

Describe the funds you are requesting in detail below.  
If you require facilities rentals/set-ups, please indicate it here. Take into account custodial fees and clean up. If you need assistance with estimated costs, please speak to a staff/faculty member.  
Please put total dollar amount of facilities in the bottom of this box.

Printing & Photocopying n/a

Describe the funds you are requesting in detail below.  
Please put the total dollar amount of printing/photocopying in the bottom of this box.

Office Supplies n/a

Describe the funds you are requesting in detail below.  
Please put the total dollar amount of office supplies in the bottom of this box.

Food/Refreshments n/a

Describe the funds you are requesting in detail below.  
Please put the total dollar amount of food/refreshments in the bottom of this box.  
Please review the food policy/food form for the University policies before submitting your request at the following link:  
<http://www.uwb.edu/getattachment/admin/services/fuac/foodapprovalform.pdf>

Equipment Rentals/Purchase n/a

Describe the funds you are requesting in detail below. Include information on the purpose/need for this equipment as it relates to your program or service.  
Please put the total dollar amount of equipment rentals/purchase in the bottom of this box.

Transportation n/a

Describe the funds you are requesting in detail below (indicate in state/out of state, as well as type of transportation). Please note that flight bookings are done through the University.  
Please put total dollar amount of transportation in the bottom of this box.

Meals and Lodging for Travel n/a

Describe the funds you are requesting in detail below. Please insure that you are in compliance with applicable per diem rates for meals. The rates are available at the following link: <http://www.gsa.gov/portal/category/21287>  
Please note that hotel bookings are typically done through the University.  
Please put the total dollar amount of meals and lodging in the bottom of this box.

Telecommunications n/a

Describe the funds you are requesting in detail below.  
Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).  
Please put the total dollar amount of telecommunications in the bottom of this box.

Other n/a

Please include any other expenses that don't fall under any of the above categories in detail.  
Please put the total dollar amount of other in the bottom of this box.

[Required] Total Amount Requested \$19,890 (student wages + benefits)

Please take the time to carefully add all of your figures from above. Please note that adjustments will not be made to the total amount requested in the event of an error.  
Round your final total up to the nearest dollar.

[Required] Terms and Conditions  I Agree

-I have read and agree with the terms and conditions of the SAF Bylaws: <http://www.uwb.edu/studentlife/safc/safbylaws>

-I understand that once submitted, adjustments cannot be made to the total amount requested above.

-I understand that hearings will be held between 8:00am and 11:00am, tentatively scheduled for Friday, February 6, 2015 and Friday, February 13, 2015. Someone from my group will be available to attend a brief hearing scheduled during that time frame.