

## Q15. Proposing Group Information

Q1. Proposing group name (examples: Career Services, Student Diversity Center)

Library Technology Services

Q2. Department/Organization (examples: Student Engagement and Activities, Student Affairs, Academic Affairs)

UWB\ICC Campus Library

Q3. 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.

Tom Mahon

Q4. Contact Email

- 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.

uwblts@uw.edu

Q5. Budget owner

- Before submitting, you must discuss and receive approval on your request from a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) who will agree to be the budget owner and responsible for managing this allocation. Include the name and title (i.e. John Smith, Club Adviser) of that individual below. **IMPORTANT:** Please ensure the faculty or staff member understands they will be the budget owner and responsible for managing a SAF allocation. This person must be authorized in UW procurement and fiscal systems and familiar with university purchasing policies and processes, and have approval from their supervisor.
- If you are a registered student club, you may email the Student Engagement and Activities Director and Assistant Director, Sam Al-Khoury at [sea2@uw.edu](mailto:sea2@uw.edu) and Carla Christensen at [carla24@uw.edu](mailto:carla24@uw.edu) as a resource for your request by December 29, 2020.

Sarah Leadley, Library Director & Associate Dean of Libraries

Q6. Budget owner email

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

**Q14. Proposal Information****Q7. Executive Summary**

- Please provide a concise overview of the program, activity, or service for which you seek funding. This summary should explain what you're requesting funding for. (1600 character limit, approx. 250 words or less)

This proposal seeks to continue the Laptop Circulation & Support Service (as described at <http://guides.lib.uw.edu/bothell/technology/laptops>) that 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, 2021 – June 30, 2022. The cost is based on a total of up to twenty-five (25) laptops in circulation. The continued availability and support of this service is entirely dependent upon annual approval of SAF funding for a portion of the cost of providing the service. From the Campus Library's Mission: • Provide research and instructional services that enable students, faculty and staff to effectively access and use information and technology. • Provide timely, accurate, and individualized services and resources to help faculty and students attain their academic goals. • Develop strategic partnerships in order to provide an evolving range of services to faculty, staff, and students.

**Q8. Need for Program**

- Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community, i.e., what student opportunities would be absent without funding. This section should explain why you're requesting funding. (1600 character limit, approx. 250 words or less)

The main goal of this service is to support and circulate up to 25 take-home laptops exclusively for current 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. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.

**Q9. Is this a new request?**

(Partial means that one or more-line items of the submission is new but not necessarily the program or submission itself. Select No if the request is not new but was previously submitted under a different name; i.e., Student Assistants have a title change to Student Associates.)

- Yes
- No
- Partial

**Q10. What on your request is new or has changed?**

*This question was not displayed to the respondent.*

### Q11. Strategic Plan

- How would you like to see this program grow/change/adapt, and what role does funding play into this vision? Please describe some key goals you are hoping to accomplish, now and in the future. (1000 character limit, approx. 150 words or less)

Ongoing SAF funding will allow the library to continue the laptop checkout service for UWB students and to monitor and assess student use and demand for this service. We will continue to work with UWB STF to regularly replace existing laptops and to increase the number of laptops, if needed, to meet student demand. See also Campus Library Strategic Directions (<http://guides.lib.uw.edu/bothell/StrategicPlan/Directions>) and UW Libraries Strategic Plan. (<http://www.lib.washington.edu/about/strategicplan>)

### Q12. Assessment

- Estimate how many currently enrolled students will likely benefit from your proposed service or program. If you have previous statistics from past programs, please feel free to include for comparison.
- What is the impact of your program and how do you measure the affects?
- If a new program, describe how you plan to assess the proposed service/program. Describe any metrics or operational targets your unit uses to assess its financial and operational health.
- (Supporting documents or materials are not required but may be presented in the hearing if desired.)

(1600 character limit, approx. 250 words or less)

The benefits of this program to the entire 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 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). The Library records and compiles the number of UWB STF laptop circulations and the number of support interactions for all laptops. With the closure of the Library for most of 2020 due to the COVID19 Pandemic, it has not been a typical year for the circulation of these laptops. However, there were 1,245 UWB STF laptop checkouts in 2019 and we recorded 1,813 STF Laptop interactions, which include support questions about the laptops and inquiries about the service and its availability. In Autumn quarter 2019 we added 5 additional laptops to this service to meet the increased student demand.

### Q13. Funding Categories

For these responses, please do not show the math on this proposal. Use the excel sheet for the actual math. Instead, in these sections, tell SAF about the category funding needed and provide the 'why' for the request. There is no character amount but you are asked to be concise in your response.

### Q16. Salary Positions

Please briefly describe the positions you are requesting funding for. If there are differences or distinctions in positions, please explain what they are and do.

This funding request is to continue the UWB Student Take-Home Laptop Circulation & Support Service on behalf of UWB Students for the period of July 1, 2021 – June 30, 2022. The cost is based on a percentage of the approximate wages for Student Technology Consultants, who maintain the UWB Student Take-Home laptops in circulation. Salary costs in this proposal include increases in the UW's minimum wage and paid sick leave for student hourly employees. Calculations for student wages are based on the actual current hourly wage of \$16.84 for the period of July 1, 2021 – December 31, 2021 and an estimated hourly wage (per the SAF spreadsheet) of \$17.00 for the period of January 1, 2022 – June 30, 2022 at approximately 4 hours per day, 7 days per week for 47 weeks plus 1 hour of sick leave accrued for every 40 hours worked. Total request = \$27,228

### Q17.

#### Programming/Events

- Please briefly describe the program(s) you are requesting funding for. This also includes needs relating to security, honorarium, hospitality, and contracts, etc. Specify what programs are virtual.

- (provided by the Library as in-kind)

Q18.

Facilities & Equipment Rentals/Set-Up/Purchases

- If you require facilities or equipment rentals/set-ups/purchases, please indicate that need here.

- (provided by the Library as in-kind)

Q19.

Printing & Photocopying

- Note printing and photocopying expenses

- (provided by the Library as in-kind)

Q20.

Office Supplies

- Note office supply expenses

- (provided by the Library as in-kind)

Q23. Food and Refreshment

(note what and how much or often is for training and/or programming)

■ Please indicate why food is necessary in your proposal. If you are requesting food for multiple/different programs, please indicate how much or how often you'll be providing food at the given programs (i.e., three staff trainings and four large scale unique events).

■ Review the food policy/food form for the University policies before asking for food. The Food Policy and Food Approval Form can be found in this link: <https://www.uwb.edu/finance/food-approvals>

■ Understand that food for normal meetings is not allowed. Describe below the reason you are requesting food and how it meets the food policy. Please ensure that you are in compliance with applicable health and safety and per diem rates for meals. The per diem rates are available at the following link:

<http://finance.uw.edu/travel/meals#perdiem>

N/A

Q25. Transportation and Travel

- Describe the type of travel you are requesting (i.e in-state/out of state, local travel, as well as type of transportation). Please note that flight bookings are done through the University. Please provide justification for out of state travel.
- Note: Include professional development related travel in the professional development category.

N/A

Q26.

Professional Development

(note items that are for certification, note if required for position)

- Please describe the professional development opportunity. Please indicate the number of students, staff participating. Indicate if a professional development opportunity will result in a certification, and whether this certification is required for a job. This should include all costs associated with registration, air or ground travel, per diem, etc.
- Please ensure that you are in compliance with applicable per diem rates for meals and lodging. The rates are available at the following link: <http://www.gsa.gov/portal/content/104877>
- Note: Student travel arrangements are made through the University.

N/A

Q28.

Promotional Items

- Are you requesting funds for promotional items?
- Please note that promotional items are limited to a total value of \$800; see SAF bylaw 5.A.5 for more details: <https://www.uwb.edu/studentaffairs/safc/safbylaws>

N/A

Q29. Operations

- Please describe operational items. This includes telecommunications, business cards, computer purchases, equipment, new hire packages, digital resources, etc.

- Phone lines should be calculated at \$10 per line per month

- (provided by the Library as in-kind)

**Q30. Uniforms**

- If requesting funds for uniforms, provide details on what the items are, who they will be used by, and for what purpose.

N/A

**Q31. Other**

- Are you requesting funds for any items that don't fall into the previous categories? Indicate them here.

No

**Q32.**

Total Amount (please note the total dollar value)

- Please list your total amount requested, please make sure all line items are on the spreadsheet. This total amount should match the total from the spreadsheet.

\$27,228.00

**Q33.**

Your application is not complete without a completed spreadsheet and may not be considered by the committee. All funding category line items and their dollar amount/cost should be listed in the spreadsheet. Please download the spreadsheet template at <https://www.uwb.edu/studentaffairs/safc/annual>. Complete the spreadsheet, save it with your proposal name and EMAIL to [safuwb@gmail.com](mailto:safuwb@gmail.com) by 5pm on January 7, 2020.

