

2012-2013 SAF Annual Awards

University of Washington Bothell

Services and Activities Fee (SAF)

2012-13 Annual Awards

Background

Services and Activities Fees (SAF) are charged to all registered students for the express purpose of funding student services and programs. The level and distribution of the fee is recommended by the SAF Committee, approved by the chancellor, and authorized by the Board of Regents for each academic year. **Requests must be for programs, services, and activities that will occur between July 1, 2012 and June 30, 2013.**

Instructions for Submitting Proposals

1. Read **Guidelines for Funding, and General Criteria for Evaluating Funding Requests** before you decide to submit a request for funding (<http://www.uwb.edu/getattachment/studentlife/safc/SAFGuidelines.pdf>). <http://www.uwb.edu/studentlife/safc/safbylaws>). *Services and Activities Fees may not be used in support of credit-bearing courses.*
2. You may save your work online and complete the application in stages. Proposals must be submitted online by 3:00 p.m. on Friday, January 27.
3. Apply here: <https://orgsync.com/36579/forms/show/42241>

Important Dates

1. Applicants will be notified in early if a hearing is requested for their proposal. Hearings will be scheduled between 8:00 a.m. and 11:00 a.m. on two Fridays: February 10th and 17th. Individuals submitting requests do so with the full understanding that they may be required to attend a brief hearing (typically lasting for about 15 minutes) on one of those two dates. Please mark both dates on your calendar!
2. The Committee will issue a preliminary budget in mid-March. This decision will be communicated to the campus community along with information on how to appeal and an opportunity to attend an open forum on Friday, March 30th to express concern over any of the Committee's preliminary recommendations.
3. The Committee will adopt a final budget on Friday, April 27th and forward it to the Chancellor and Board of Regents for their respective approvals.

Program/Service Title

ASUWB Exclusive Circulation & Support Agreement for UWBSTF Laptops (2012-2013)

Campus Department

Campus Library

Contact Person

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Executive Summary of Your Proposal

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

This proposal seeks to continue the service agreement between the Bothell Campus Library and the Associated Students of the University of Washington, Bothell (ASUWB). The service agreement describes the service, Student Laptop Circulation & Support, which will be provided by the Bothell Campus Library for the period of July 1, 2012 – June 30, 2013. The cost is based on a total of up to seventeen (17) laptops in circulation.

In 150 words or less, please describe the need for this program or service. Please include any data that might support your proposal (e.g., the number of students who have participated in your service or program in the past). If your program is currently funded by SAF, please indicate how you have used the money to help your organization meet its goals.

From winter '11 through fall '11 there were 1,005 UWBSTF laptop checkouts. Based on this information, we anticipate the laptop circulation and maintenance 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.

The main goal of this service is to support and circulate 17 take home laptops exclusively for UWB students. These funds will enable the Bothell Campus Library Technology Services staff to continue the responsibility for circulating these laptops to UWB students at the Library Information Commons Tech Desk.

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

How do you plan to assess the program or service?

The Library tracks the number of UWBSTF laptop circulations and the number of service interactions for all Student Tech Consultants.

In 150 words or less, estimate how many currently enrolled students will likely benefit from your proposed service or program. Please estimate the number of other individuals (and indicate their affiliation) that might benefit from this service or program. Finally, please indicate other sources of financial support.

Any of the over 3,000 UWB students may benefit from this service. The Student Technology Consultants and laptop circulation are currently available from open to close every day of the quarter. The library funds the majority of the expense of employing the Student Technology Consultants.

In 150 words or less, please describe the benefits that participants are likely to gain by attending or participating in this program or service.

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 when it is returned (including set-up and maintenance of imaging station)
- Routine maintenance and warranty administration

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- Technical support (phone support with technology assistants as available), troubleshooting hardware and software issues (as feasible).

Budget Summary

For each of the categories below, please provide a brief description of the item, the unit cost, and the total cost for the category.

Salary/Wages

This funding request is for \$14,900 to continue the Laptop Circulation & Support Service agreement for 17 laptops for the period of July 1, 2012 – June 30, 2013. The cost is based on a percentage of the approximate wages for student technology consultants and maintaining the number of UWBSTF laptops in circulation. In light of the State's budget deficit and increasing costs, the Library may absorb future fiscal limitations by adjusting the hours of availability for some services. Any additional laptops, equipment, services, or support requested by ASUWB, or any committee, other than those described above, will require a separate contract with an additional charge.

Benefits

*Benefits paid to regular employees working at least .50 FTE should be calculated at 33.4% of earnings. Benefits paid to hourly employees should be calculated at 14.9% of earnings.

All student employees are part time temporary with an approximate 14.9% actual overhead charge.
14.9% of \$14,900 = \$2,220.10

Honoraria

NA

Facilities Rentals/Set-Ups

Library will absorb this cost

Telecommunications

*Telephone equipment should be estimated at \$35 per handset, per month (this includes only one extension).

Library will absorb this cost

Security

Library will absorb this cost

Printing and Photocopying

Library will absorb this cost

Transportation

Library will absorb this cost

Meals and Lodging for Travel

NA

Office Supplies

NA

Food/Refreshments

NA

Equipment Rental/Purchase

NA (These laptops were purchased with UWB STF funds)

Other

NA

Total Amount Requested

\$17,120.10 (\$14,900 plus 14.9%, or \$2,220.10, overhead indicated for hourly support of program)

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