

Results for SAF Annual Proposal Form for the 2020-2021 Academic Year (By Participant)

Results for: ID# 19400597		Submission date: 1/16/2020 4:43 PM
		Total time: 21 minutes
Question	Response	
<p><i>Question:</i> Proposing Group (i.e. Career Services, Sustainability Club, Campus Events Board, etc.)</p>	Library Technology Services	
<p><i>Question:</i> Department/Organization (i.e. Recreation and Wellness, First Year Pre-Major Programs, Student Engagement and Activities, School of Business, etc.)</p>	UWB\CC Campus Library	
<p><i>Question:</i> 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.</p>	Tom Mahon	
<p><i>Question:</i> 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.</p>	uwblts@uw.edu	
<p><i>Question:</i> Contact Phone 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.</p>	425-352-3450	
<p><i>Question:</i> Faculty/Staff Member Please discuss your request with a staff or faculty member (i.e. Student Affairs Staff or faculty adviser) before submitting your request and include the name and title (i.e. John Smith, Club Adviser) of that individual. IMPORTANT: This person will also be listed as the budget owner. 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.</p>	Sarah Leadley, Library Director & Associate Dean of Libraries	
<p><i>Question:</i> Faculty/Staff Member Email Please provide the email of the faculty or staff member you discussed your request with.</p>	leadley@uw.edu	
<p><i>Question:</i> Executive Summary of Your Proposal (500 word limit) Please provide a concise overview of the program, activity, or service for which you seek funding.</p>	<p>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, 2020 – June 30, 2021. The cost is based on a total of up to twenty-five (25) laptops in circulation. The Library received UWB STF funding in 2019 to replace the 20 older laptops and add an additional 5 laptops to meet student demand. 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.</p> <p>From the Campus Library's Mission</p> <ul style="list-style-type: none"> • Provide research and instructional services that enable students, faculty and staff to effectively access and use information and technology 	

	<ul style="list-style-type: none"> • 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
<p><i>Question:</i> Need for this Program/Service (500 word limit) Please describe the need for this program or service. Explicitly describe how this program directly and/or indirectly benefits the campus community? * If possible, include any data that might support your proposal (i.e. surveys indicating a need for your initiative)</p>	<p>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. 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. Continued provision of this service in its current form is entirely contingent upon a fully funded annual SAF proposal.</p>
<p><i>Question:</i> New Request or Previously Funded (500 word limit) Has this request been funded in the past? If yes, please indicate what part of the proposal was previously funded by SAF and what is a request for new allocations. If this is a one time funding request, please note that in the description.</p>	<p>Yes. Last year's fully funded proposal allows us to continue the service until June 30, 2020. If fully funded, this new request will continue the service from July 1, 2020 to June 30, 2021.</p>
<p><i>Question:</i> Strategic Plan/5 Year Goals (500 word limit) Please describe your strategic plan or description of your key strategic goals over the next five years.</p>	<p>Ongoing SAF funding will allow the library to continue the laptop checkout service for 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 (https://guides.lib.uw.edu/bothell/StrategicPlan/Directions) and UW Libraries Strategic Plan (https://www.lib.washington.edu/about/strategicplan)</p>
<p><i>Question:</i> Program Benefit Estimate number of students that will benefit from your proposed program/service (500 word limit). * 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.</p>	<p>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.</p> <p>This process includes:</p> <ul style="list-style-type: none"> • 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). <p>We are currently the only UWB service point on campus to provide a student laptop loan service. Any of the more than 5,000 current UWB students may benefit from this service.</p>
<p><i>Question:</i> Financial and Operational Health (500 word limit) How do you plan to assess the program or service? Please describe any metrics or operational targets your unit uses to assess its financial and operational health? Describe the metrics, the metric targets and actuals of metrics. (E.g. student- student employee ratios, student-to-staff ratios, in-process measures).</p>	<p>The Library records and compiles the number of UWB STF laptop circulations and the number of support interactions for all laptops.</p>
<p><i>Question:</i> Additional Information (500 word count) If needed, please include any other information you feel is relevant to your request.</p>	<p>The in-kind funding provided by the Library includes the following components:</p> <ul style="list-style-type: none"> • Use of the UW Libraries circulation service linked to student ID Card • Hiring, training, supervising of Student Technology Consultants

	<ul style="list-style-type: none"> • Laptop circulation and technical support all hours the Library is open. • Creation of the laptop image, regular maintenance, software patches and updates • Set-up and maintenance of laptop imaging station • Use of deployment software to run imaging and update jobs • Technical problem escalation to staff, vendor and warranty service requests • Administration of asset management, surplus, and processing of lost, stolen, or late laptops. <p>NOTE: SAF funding alone would only provide approximately 4 hours/day of service.</p>
<p><i>Question:</i> Salary/Wages Describe the funds you are requesting in detail below. Benefits will be calculated on the spreadsheet accordingly. Please detail the number of positions, hours per week/salary, salary, etc. If there are differences or distinctions in positions, please explain. Please show your math; for example: (1 student working X# hours per week at \$X per hour for X weeks).</p>	<p>This funding request is to continue the UWB Student Take-Home laptop Circulation & Support Service (as described at http://guides.lib.uw.edu/bothell/technology/laptops) on behalf of UWB Students for the period of July 1, 2020 – June 30, 2021. 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 an estimated hourly wage of \$16.54 for the period of July 1, 2020 – June 30, 2021 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 = \$22,311. All UW student employees are part time temporary with benefits charge as calculated on the spreadsheet. 20.9% of \$22,311 = \$4,663 in hourly benefits. Total request = \$26,974</p>
<p><i>Question:</i> Programming/Events 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. Please put total dollar amount of programming/events in the bottom of this box and on the spreadsheet.</p>	<p>- Not Applicable</p>
<p><i>Question:</i> Facilities & Equipment Rentals/Set-Ups/Purchase Describe the funds you are requesting in detail below. If you require facilities or equipment rentals/set-ups/purchase, 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 and equipment in the bottom of this box and on the spreadsheet.</p>	<p>- Not Applicable</p>
<p><i>Question:</i> Printing & Photocopying Describe the funds you are requesting in detail below. Please put total dollar amount of printing/photocopying in the bottom of this box and on the spreadsheet.</p>	<p>- (provided by the Library as in-kind)</p>
<p><i>Question:</i> Office Supplies Describe the funds you are requesting in detail below. Please put total dollar amount of office supplies in the bottom of this box and on the spreadsheet.</p>	<p>- (provided by the Library as in-kind)</p>
<p><i>Question:</i> Food/Refreshments Describe the funds you are requesting in detail. Please indicate why food is necessary in your proposal. 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</p>	<p>- Not Applicable</p>

<p>applicable per diem rates for meals. The per diem rates are available at the following link: http://finance.uw.edu/travel/meals#perdiem Please put total dollar amount of food refreshments in the bottom of this box and on the spreadsheet.</p>	
<p><i>Question:</i> Transportation and Travel Describe the funds you are requesting in detail below for business travel (indicate 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. Please put total dollar amount of transportation and travel in the bottom of this box and on the spreadsheet.</p>	- Not Applicable
<p><i>Question:</i> Professional Development Describe the funds you are requesting in detail below. Please indicate number of students, staff, and the dollar amount. This should include all costs associated with registration, air or ground travel, meals, lodging, per diem, etc. 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/content/104877 Please note that flight bookings are done through the University. Please provide justification for out of state travel. Please put the total dollar amount of professional development in the bottom of this box and on the spreadsheet.</p>	- Not Applicable
<p><i>Question:</i> Operations Describe the funds you are requesting in detail below. Please put the total dollar amount of telecommunications, business cards, computer purchases, equipment, new hire packages, etc. in the bottom of this box and on the spreadsheet. Phone lines should be calculated at \$10 per line per month. https://itconnect.uw.edu/service/campus-telephone-services/</p>	- (provided by the Library as in-kind)
<p><i>Question:</i> Other 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 and on the spreadsheet.</p>	- Not Applicable
<p><i>Question:</i> Total Amount Requested Please list your total amount requested, please make sure all line items are on the spreadsheet. Enter the total from the spreadsheet here. These numbers should match line item for line item.</p>	26974.00
<p><i>Question:</i> Terms and Conditions By submitting this application, you are agreeing to the terms and conditions below: * I have read and agree with the terms and conditions of the SAF Bylaws: http://www.uwb.edu/studentaffairs/safc/safbylaws * I understand that late applications will not be accepted, except at the discretion of the Committee, and completed applications include a narrative as well as a spreadsheet. 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. * I understand that hearings will be held between 8:30am and 11:30am, tentatively scheduled for Friday, January 31, 2020 and Friday, February 7, 2020. Someone from my group will be available to attend a brief hearing scheduled during that time frame.</p>	I Agree

Questions or comments?
[Contact us](#) or email catalysthelp@uw.edu
