

## BUDGET PROPOSAL CONTACT INFORMATION

Department Name:

Create Date:

Due Date:

Submitter Name:

UW Email Address:

Phone Number:

Department Head Approval:

Department Head:

Requested Amount:

## Departmental Information

### SPECIAL ALLOCATIONS - CRITERIA

Our request for \$3,254.68 aligns with the criteria for the Special Allocation process as it supports an essential operational need unforeseen during our annual budget planning. The City of Tacoma's minimum wage will increase on January 1, 2025, to \$16.66, a \$0.38 differential from the previous rate. This increase was not anticipated during the 2024 annual allocation process. Furthermore, we are requesting an additional \$2,405 to cover 130 hours for the Director of Outreach position to spread across the winter and spring quarters. While we have made efforts to distribute outreach responsibilities across all team members to reduce workload, the Director of Outreach is essential in maintaining ASUWT's visibility on campus and coordinating our engagement efforts. Currently, the position is facing workload demands that are unsustainable under the hours allocated. This year, the position's hours were cut by 30% due to budget limitations, but the level of engagement and outreach required for this role was significantly underestimated in our 30% budget reduction. To address this and ensure continued and expanded outreach efforts with the ASUWT Task Forces and legislative session picking up in Winter/Spring quarters, we are requesting an additional \$2,405 in wage funds to fairly compensate the Director of Outreach for the work they will be expected to complete.

### STUDENT UTILIZATION

These funds will benefit students by supporting activities and initiatives that contribute to the students overall academic and extracurricular experience. The \$849.68 allocated for meeting the minimum wage increase ensures that student workers receive fair and legal compensation. The additional 130 hours for the Director of Outreach, totaling \$2,405, will expand the capacity for expanded and personalized outreach efforts, such as the ASUWT Podcast, additional community engagement events, and collaboration with Registered Student Organizations (RSOs), providing students with more opportunities to engage in events and receive necessary resources. This role plays a pivotal part in ASUWT when fostering new connections and promoting a supportive campus culture.

### SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The funding for the minimum wage increase will be immediately applied to student payroll, ensuring compliance without delay. For the additional Director of Outreach hours, this support will allow continued and enhanced efforts in student engagement and outreach. Fair compensation enables the Director of Outreach to coordinate and oversee more events tailored to student interests, town halls, and social gatherings, helping ASUWT remain highly visible and engaged on campus, especially as ASUWT moves into the legislative session in winter where we need to consistently engage with students to help them raise their voices at the legislature. Building more active connections with Registered Student Organizations (RSOs), ensuring their needs are represented, amplifying their initiatives, and fostering a more connected campus community. Developing strategic outreach campaigns, including social media initiatives, as well as preparing partnerships with other RSOs is a significant priority as the ASUWT Task Forces begin their work for this year once survey data is collected.

**SERVICE BENEFITS TO STUDENTS**

Fulfilling the minimum wage requirement and providing increased compensation to the Director of Outreach will have a meaningful and significant impact on the benefits experienced by students within our university. These actions are to be seen to be more supportive and impactful for the environment of both the staff of ASUWT and for the students. First and foremost, fulfilling the minimum wage requirement is not just a legal obligation but a moral necessity. Paying a fair wage to all employees not only fosters a more inclusive and supportive work environment but also directly improves the well-being of those who serve students. This, in turn, boosts employee morale, commitment, and productivity. Regarding the Director of Outreach, we are requesting more hours to adequately compensate the role for the level of work expected. Although efforts have been made to share outreach responsibilities across team members, the role’s demands have grown, making it clear that fair compensation is necessary to sustain impactful outreach efforts. With this support, the Director of Outreach can continue building ASUWT’s visibility and presence, contributing strategically to student engagement and a supportive campus culture, and further support our legislative efforts as we go into the legislative session and provide support for the ASUWT Task Forces once the data collection period ends on November 30th. In short, this request is crucial to fostering a student-centered environment that enhances the educational experience and opportunities for those we serve. By continuing to invest in these areas, we’re confident we’re elevating the quality of the student experience at UW Tacoma.

**Staff Budget Requests**

| Category                   | Details  | Amount Requested |
|----------------------------|--|------------------|
| Student Staff <sup>3</sup> | <b>Wage request includes the adjustment for 2025 Washington State minimum wage increase.</b><br>E001 |                  |
|                            | Student Staff Wages:   | <b>\$850</b>     |
|                            | Fringe @ 23%:  | <b>\$195</b>     |
| Student Staff <sup>3</sup> | <b>Wage request includes the additional hours to be given to the Director of Outreach</b><br>E002    |                  |
|                            | Student Staff Wages:   | <b>\$2,405</b>   |
|                            | Fringe @ 23%:  | <b>\$553</b>     |
| PERSONNEL TOTAL:           |  | <b>\$4,003</b>   |

**Other Budget Requests**

| Category            | Details | Amount Requested |
|---------------------|---------|------------------|
| SUPPLEMENTAL TOTAL: |         | <b>\$0</b>       |

|                                 |                |
|---------------------------------|----------------|
| PERSONNEL TOTAL:                | <b>\$4,003</b> |
| SUPPLEMENTAL TOTAL:             | <b>\$0</b>     |
| <b>COMPLETE PROPOSAL TOTAL:</b> | <b>\$4,003</b> |

## Supplemental Documents



### **SPECIAL ALLOCATIONS SPREADSHEET**

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This includes the breakdown of the minimum wage increase as well as the additional hours to be given to the Director of Outreach.



### **DIRECTOR OF OUTREACH HOURLY TRACKING**

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Data