

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

This special allocation request responds to an immediate need created by the required increase to the state minimum wage. The amount of the increase for 2025 was published in current quarter, several months after the 2024-2025 annual allocation process concluded, meaning it was not possible to accurately account for the increased wage during annual planning. This is one of three special allocations proposals I am submitting. Because the minimum wage increase is required by the state, it is my top priority among the three.

This request also includes a financial fix to estimations for the Editor-in-Chief and Managing Editors positions for the Ledger. The funds acquired from 2024-2025 did not include hours for the summer and due to the changes for the newspaper, both positions were instrumental in preparing for the year by fulfilling hours over the summer. If the funds are allotted with this request, the the positions will be able to complete the year working the same amount of hours per week as they have been all year. As leaders on the Ledger, these positions are integral to ensure that all the hard work done by writers, editors, and production team members get out to the UW Tacoma community.

STUDENT UTILIZATION

The increase to our wage funding will fulfill a state requirement, while also proportionately increasing the compensation of students who are paid above minimum wage.

While the Editor-in-Chief and Managing Editor would be compensated at the same rate for their time and productivity as they have been all year, the students would also be provided with the hours needed to complete all assigned responsibilities for each quarter. Both of these individuals review articles and execute the arrangement of the publication, while preparing for weekly Pitch meetings, advising team members are proper practices for the publication, and handle issues or conflicts when they develop. These students have already demonstrated a commitment to bringing the news of the Ledger as much to the UW Tacoma community as possible and helping their team members to develop articles and angles that help connect people more to the school and the City of Tacoma. Should funds not be able to be provided, both positions would drop in the number of hours allotted for work in the Spring Quarter

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The change to payroll will be automatically implemented come Jan. 1, 2024.

SERVICE BENEFITS TO STUDENTS

The most significant way the Ledger benefits students is that it gives them a chance to read about issues that impact the student body, in articles written by students like them. One tool we have to see this in action, and examine whether the paper is hitting the mark, is to review thetacomaledger.com's story analytics on the day new stories are released. Stories about cocurricular programs, support resources, health services, or local businesses--in short, stories that directly affect students' day-to-day lives--rise to the top of the "Most Viewed" list when they're published online. We believe that it is essential for universities to have an independent paper that reports and critiques topics that are relevant to students. It's important to gauge the paper's impacts on its student employees as well. The Ledger's staff develop professional skills that carry over after college. The process of handling unfamiliar information, making quick sense of it, cooperating with peers, and transfiguring raw material into a narrative product that will make sense to casual readers--all on a deadline that repeats week after week--prepares students for managing the ambiguity and demanding schedule of a full-time workplace. The Center for Student Involvement has kept track of former Ledger employees; many have gone on to wonderful and varied careers. Editor-in-Chief Talia Collett (2020-2021; arts editor 2019-2020) is now a program assistant in UW Tacoma's Office of Community Partnerships. Managing Editor Alyssandra Goss (2019-2021) is a project coordinator for Belshire Environmental in Southern California. Opinion Section Editor Remi Frederick (2021-2022) has contributed articles about local theater to the Seattle Times Company's event calendar website, The Ticket. Former Tahoma West Nonfiction Editor Tiera Nhem (2019-2021) is an assistant editor for the same publication. Layout Manager and Designer Morgan Morgans (2019-2022) provides costuming services for community theaters throughout Western Washington. Tahoma West benefits students by providing them a manageable first step toward becoming a published author/artist. Students who submit to Tahoma West are exposed to the same publication process they would encounter at a professional publisher, but scaled down to the size of our campus, making it a manageable first step for someone interested in pursuing authorship. Creative arts majors are far from the only group interested in this goal. Contributors to the 2022 journal came from 11 different major programs. Historically, Writing Studies majors make up the largest group of contributors, but in a surprise turn, this year the most contributors came from programs in the School of Social Work. Creativity is and should be for everyone.

Staff Budget Requests

Category	Details	Amount Requested
Student Staff ³	Accounts for a \$0.38 increase to the minimum wage across all jobs over an estimated 24 weeks for Ledger and Tahoma West employees E001	
	Student Staff Wages:	\$1,254
	Fringe @ 23%:	\$288
Student Staff ³	Editor-in-Chief wages adjustment for work completed in the summer months to ensure that the number of hours per week able to be worked does not change in Spring 2025 E002	
	Student Staff Wages:	\$3,370
	Fringe @ 23%:	\$775
Student Staff ³	Managing Editor wages adjustment for work completed in the summer months to ensure that the number of hours per week able to be worked does not change in Spring 2025 E003	
	Student Staff Wages:	\$2,938
	Fringe @ 23%:	\$676
PERSONNEL TOTAL:		\$9,300

Other Budget Requests

Category	Details	Amount Requested
SUPPLEMENTAL TOTAL:		\$0

PERSONNEL TOTAL:	\$9,300
SUPPLEMENTAL TOTAL:	\$0
COMPLETE PROPOSAL TOTAL:	\$9,300

Supplemental Documents



EDITOR-IN-CHIEF POSITION DESCRIPTION

2024-2025 Editor-In-Chief Position Description



MANAGING EDITOR POSITION DESCRIPTION

2024-2025 Managing Editor Position Description