

Viking Union Tech Committee,

As the Associate Director of the Environmental and Sustainability Programs office, I am requesting another computer for the three offices represented in our single room. The ESP is a new umbrella office including the Outback, the Environmental Center, and Alternative transportation. The three positions in the VU 424 office are the ESP Associate Director, the Outback Coordinator and the Environmental Center Coordinator.

Last year the office space was shared by the two Environmental Center Co-Coordinators and the Outback Coordinator. There were several occasions last year when all three coordinators were in the office along with a work study employee, and there were only half the computers needed for employees to complete their work. Usually twice a week I would need to use a computer in the Activities Center to complete work. This was difficult because I wasn't in the office to collaborate with the other coordinators, answer questions from our work study, take phone calls, or be readily available for client questions. The bottom line for me is that our office has grown from two functions to three and I think it is vital to have another computer in this work space to maximize the work that needs to be done and the time that all three offices can be represented in this office for collaboration, client questions and efficiency.

Work completed on these computers by salaried employees includes such things as

- communication with clients, performers, other AS and university employees, our mailing lists, and environmental organizations via e-mail
- research for programming ideas and keeping up-to-date on current environmental issues
- filling out e-forms for events
- maintaining and updating information on our Facebook account
- using Survey Monkey to enter audience event evaluation information
- creating documents such as articles, program planning worksheets and evaluations, funding proposals, sign-up sheets, letters, contracts, etc. for client outreach, meetings or programming

The Environmental Center usually hires 2-3 work study students each year who also rely on these computers to complete tasks such as creating the Weekly Bulletin, compiling inventory lists and creating the video tip of the week. There's also the potential for the Outback to have a work-study employee who does office work, as there has been in the past. There will be three salaried employees in this office as well as 2-4 work study students next year.

Thanks for considering this request. Please contact me at [AS.ESP@wwu.edu](mailto:AS.ESP@wwu.edu) or 650-6129 if you have questions or need additional information.

Thank you,

Kayla Henson  
Associate Director  
Environmental and Sustainability Programs

Description	Qty	Unit Price	Ext. Price	Tax	Shipping	Total
Dell 760 standard (5 yr warranty)	1	\$942.61	\$942.61	\$80.12	0	\$1,022.73