



## Budget Request Form FY2012

*Department should complete one form for each individual request*

**Department:** MSCN

**Program, Service, or Operation Requested**

*MSC full time Staff Reclassifications  
(Associate Staff and Program Coordinators)*

SSFAB Use Only	
YES	NO

**General Description:**

*Whereas three MSC Associate Staff members are frontline greeters for student leaders and other visitors; these three positions provide exceptional customer service to the committees assigned and manage aspects of communications, bookkeeping, member management, and informal personal support for students; today these positions earn below the known average compensation for equivalent roles in this division, it is the intention of this department to reclassify the positions to offer appropriate salaries. On average we would need to make a 13.13% increase to bring each salary adjustment in line with the average for equivalent roles.*

*An increase of 6% is warranted for two established staff members under the title of Program Coordinator with positive performance who serve students daily through direct advising and event management. These advisors are working in excess of 40 hours a week to mentor over 90 students. They function as teacher, student development counselor, friend and administrator.*

**Request Type:**     Full     Increase     One-Time     Partial/Matching

**General Questions:**

***How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?***

The Associate positions identified are for persons assisting students conducting committee business from collecting applications, setting up meetings, preparing correspondence, communicating messages to/from members and business associates, managing invoices related to committee functions, socialization (listening to students, providing the encouraging word), directing students to campus resources, setting travel arrangements both domestic and abroad, assisting with Lost and Found for the entire campus, assisting with any visitors. Given their longevity of service (13 year average) along with positive performance, we want to endure their upward mobility.

The Program Coordinators advise student leaders in a myriad of ways. Extensive amounts of time and energy goes into working with students on career and personal development through student leader learning outcomes. The advisors offer support for programs and activities as they are planned and implemented. Guidance is offered as events are processed through program approval processes to assess for risk management, campus marketability, and content enrichment. They will also supervisor at least one professional staff member.

**How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.**

It is our practice to rely on stable funds for full time salaried/wage positions. Should this request be denied, attrition might provide some limited remedy for staff positions.

**Generally, what assessment tools will you use to evaluate this program/service?**

In addition to customer service feedback; the supervisors conduct annual performance evaluations on each of the Associate Staff identified for this reclassification process. Program Coordinators are provided with an annual performance review by the assigned supervisor.

**Funding Description:**

<b>Total Estimated Cost</b>	
reclassification (3) Associate staff positions	\$ 13,787.00
reclassification (2) Program Coordinator positions	\$ 5,042.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$ 18,829.00</b>

*SSFAB Comments/Notes:*

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