



Budget Request Form FY2012

Department should complete one form for each individual request

Department: MSCN

Program, Service, or Operation Requested

Partial funding for the Senior Associate Director Position

SSFAB Use Only	
YES	NO

General Description:

For the last five years the Senior Associate Director Position has been vacant. The duration of this vacancy is due to some administrative changes that impacted our department and a failed search in 2007. Meanwhile, the duties typically assigned to the Senior Associate Director were delegated to other individuals. In 2009, additional administrative changes occurred when the Memorial Student Center Complex was returned to three separate departments (MSC, Rudder, and University Center) resulting in a reorganization of the MSC department. The elimination of two full time staff positions (Business Coordinator III and Business Associate II) and a reallocation of funding were necessary in order to fund 100% of salaries for the entire staff.

It has remained the intention of the MSC to fill this position with the return to the new and improved MSC. Due to our temporary location and the departmental reorganization, we do not have the office space nor the funding necessary to hire a Senior Associate Director; however as we anticipate returning home to the MSC the additional space needed will be available.

This Senior Associate Director Position will be the second in command for the department. This will allow the Director to spend more time on strategic planning and most importantly development opportunities. This position will work with the programming areas and the advisory staff to assure that staff development occurs so that the staff is equipped to meet the needs of our evolving student population. It will allow the MSC to continue to be the cutting-edge campus-wide programming body that meets students' needs. This position will work extensively with contracts, supervise the Programs and Marketing area and work with staff in assuring a healthy balance of work-life. This position will also be responsible for maintaining and monitoring compliance with various risk management issues relating to the students. Additional duties will include being the lead administrator for departmental assessment and accreditation, guiding our department through innovative process improvement.

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

*requesting ½ of total request as one-time funds to be transferred in last ½ of FY12 with 100% of recurring request funded in FY13 and in all future years

General Questions:

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

In a recent survey conducted by the Vice President’s Office nearly 1/3 of our staff are working on an average of 50 hours per week. The primary effect of adding this position will be allowing the current load on our departmental advisors to be lightened hence giving students more access to their individual advisor. This additional access would provide staff the time necessary to have a greater impact on developing students through the Student/Staff Partnership. The student impact would create an environment to foster growth by developing stronger leadership and programming skills in the MSC students thus creating a higher quality of programs for the student body.

The current economic constraints have the MSC evaluating the current committee and programming load. We are faced with reducing our committees and/or programs to meet our staffing cuts however, the addition of this position would decrease the reductions on committees and programs.

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

As a result of the many administrative changes that have occurred over the last 5 years, we have still been able to isolate \$30,000 plus benefits for this position. The addition of this position will also afford the director the time necessary to develop the crucial relationships needed for continued fundraising and connections for the betterment of the students.

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

We have had to reduce staff and graduate students and downgraded several positions. We need someone in this position who can meet the needs of veteran staff 20+ years and also meet the needs of millennial staff some being fairly new to the workforce. This position will be assessed by the retention of other staff and direct feedback from students and staff.

Funding Description:

	Dollar Amount
Total Estimated Cost	
Sr. Associate Director salary	\$90,000.00
Benefits estimated @ 26%	\$23,400.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	<i>-\$37,800.00</i>
TOTAL SSFAB INCREASE REQUEST	\$75,600.00

SSFAB Comments/Notes: