SSFAB
Student Service Fee Advisory Board

Budget Request Form FY2012
Department should complete one form for each individual request

Department: Student Activities

Program, Service, or Operation Requested
Student Development Specialist II

SSFAB Use Only	
YES	NO

General Description:
In an effort to maximize the availability and timeliness of services to students, the Department of Student Activities is requesting support for a full-time Student Development Specialist II. This position would focus on administrative processes and advising in the Recognition/Risk Management area of the department. Primarily, this position would advise the Aggie Wranglers, serve as an on-call advisor for CARPOOL, serve as the administrator for the Student Leader GPR Exemption Committee, coordinate the New Student Organization (NSO) process and resources, as well as coordinate the team's marketing efforts and website management and improvement. As part of their secondary responsibilities, they would serve in a support role for pre-event planning, constitution, and camps and enrichment program reviews, as well as serve as a facilitator for Officer Orientation Seminars and New Student Organization Informationals. This position would also take the lead on assessment responsibilities of the team (including the WEAVE Online process) and serve as the team representative on the StuAct marketing committee.

An SDS II position would include a competitive salary of $34,000/year plus $10,200/year in benefits. Professional Development/Travel Funds would total $1400/year. A total package amount of $45,600/year would be necessary to fund the full-time SDS II position.

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.)?
Students will feel an impact in terms of the availability and timeliness of services relating to student organization recognition and risk management. Currently, the recognition/risk management team is responsible for 14 university services including but not limited to:

- Student Organization Recognition
  - approximately 825 organizations recognized/year
  - process includes seminar facilitation and constitution reviews of 825 constitutions/year plus reviews of revisions and updates
- Officer Orientation Seminar Facilitation
  - 2037 participants and 66 seminars facilitated in FY10
- New Student Organizations
  - 124 applications received in FY10

- process includes 1/1 meeting(s) with students, application research and review, and assignment/review of enhanced expectations
- Pre-Event Planning
  - 1059 forms reviewed FY09, 1445 forms reviewed in FY10, 248 reviewed in Sept. 2010
  - process includes 1/1 meeting(s) or phone conversation(s) with organization for each submission and additional follow-up regarding risk management protocols
  - process may involve completion of other items such as contract review, securing insurance, concessions permits, etc.
- Concessions
  - 992 forms processed in FY10
- Student Leader GPR Exemptions
  - 101 reviewed and processed since Jan. 2010
- Student Organization Contract Reviews
  - 136 contracts reviewed and routed in FY10
- Camps and Enrichment Programs
  - 128 programs reviewed in FY10

Because of the amount of time devoted to administering these and other services, many of which require follow-up with students, and with the volume increasing each year for these services, the timeliness of staff response to students is negatively affected. Additionally, staff members have limited time to make continuous improvements to current initiatives, and even less time to focus on new initiatives that would allow the team to serve students more effectively and efficiently. Continuous improvement to our processes is necessary to ensure that our processes are efficient and productive, and do not counteract the proactive efforts of our student organizations.

By providing another full-time position, the recognition/risk management area would be able to distribute some of the administrative burden currently being felt by staff members in this area. The SDS II would also be able to provide dedicated time and resources to services that are currently viewed as a lower priority due to time constraints on staff (e.g. NSO resources, website maintenance and improvements, and assessment).

This position would allow for additional support for review processes such as pre-event planning forms, constitutions, and camp and enrichment programs, particularly during heavy traffic times of the year. An additional reviewer would allow for an increased response rate for students who are eager to proactively plan for their events and activities.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
No other sources of funding are currently available to provide full or partial support for this position.

Generally, what assessment tools will you use to evaluate this program/service?
With StuAct Online, we have the ability to track completion rates regarding the review and/or approval of items such as pre-event planning forms, constitutions, NSO reviews, off-campus banking exemptions, GPR exemptions, etc. We would continue to use these tools to determine if the addition of a full-time staff member is helping to reduce the amount of time that is currently required to administer these processes. Additionally, we will utilize user feedback to gauge improvements to our website and services.

Funding Description:

	Dollar Amount
Total Estimated Cost	
Salary and Benefits	$44,200.00
Professional Development	$1,400.00
Less Estimated Partial/Matching Funds (if applicable)	
TOTAL SSFAB INCREASE REQUEST	$45,600.00

SSFAB Comments/Notes:

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