



## Budget Request Form FY2013

*Department should complete one form for each individual request*

**Department:** Memorial Student Center

**Program, Service, or Operation Requested**

MSC full time Staff Equity  
(Associate Staff and Marketing)

SSFAB Use Only	
YES	NO

**General Description:**

We have identified three MSC Associate Staff members who are serving student leaders and internal customers. They practice exceptional customer service, manage aspects of bookkeeping, ensure sound fiscal management, and provide indirect support for students. Today these positions earn below the average compensation for equivalent roles in this division. It is the intention of this department to offer appropriate salaries. On average, we would need to make a 10.2% increase to bring each salary adjustment in line with the average for equivalent roles. This would equate to \$8,800 collectively.

We also plan to reclassify two individuals in the MSC Box Office, who are currently on wages, to salaried positions. We estimate we will need \$3,000 in order to meet a three year average of overtime wages for these individuals.

In addition, an increase of 8% is warranted for two established staff members under the Marketing area who have demonstrated positive performance in daily service to students through direct advising and project management. They function in various capacities as teacher, student development educator, administrator, artist, and consultant while spreading the MSC identity. This would equate to \$6,000.

**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 three associate positions identified are for persons assisting students by processing all fiscal matters of the organization from vouchers to travel and general financial management. Given their longevity of service (15 years) along with positive performance, we want to ensure their upward mobility. Another associate works directly with students and the public, among other duties, with the OPAS operation.

As mentioned above, we would like to be able to meet the three year overtime average for our MSC Box Office staff in order to stabilize the department’s payroll.

The Marketing staff advises student leaders in myriad ways. An extensive amount of time and energy goes into working with students, preparing graphic layouts, documenting MSC events, preparing press releases, and maintaining a web presence for the MSC and the renovation site. Some supervision of full time and part time staff is included.

**Have 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 a few staff positions. We really want to keep the trained professional staff we currently have.

**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 staff identified.

**Funding Description:**

<b>Total Estimated Cost</b>	
equity adjustments (3) Associate staff positions	\$ 8,800.00
reclassifications (2) MSC Box Office positions	\$ 3,000.00
equity adjustments (2) Marketing positions	\$ 6,000.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$ 17,800.00</b>

*SSFAB Comments/Notes:*

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