



## Funding Request Form FY2024

*Department should complete one form for each individual request*

**Department:**

Aggie Honor System Office

**Program, Service or Operation Requested:**

Funding for an Administrative Coordinator I

**General Description:**

*The AHSO, during the 2020 and the majority of the 2021 academic year operated with a full-time staff of 6 and 2 student workers/peer navigators. Due to reclassifications of individuals, and open positions remaining during the transition from Academic Affairs to Student Affairs, some funding was swept monthly to the President's Office. As employees vacated positions, the AHSO reclassified those positions to mirror departments already in Student Affairs and to provide continuity under the new leadership. This came at a substantial cost. Classifying this position as an Administrative Coordinator I speaks to the amount of work done in the position, and provides a living wage for someone willing to work hard in that position. The rate at this time for an Administrative Coordinator I begins at around \$36,000. The remainder of that money would go toward expenses incurred by the University. At this time, student workers/peer navigators and current employees are bridging the gap until someone can be hired for that position.*

**Request Type:**

Full       Increase       One-Time       Partial/Matching

**Type of Funds Requested:**

UAF       Other

**General Questions**

***How does this address an important need and/or positively impact students?***

This position provides administrative support for the office and the larger community as it is the front-line communicator when emails and phone calls come in. Students and faculty call in distress most times, so this person diffuses situations quickly and taps into resources that students may need to know about/have access to. Our office interacts with thousands of stakeholders; the AHSO processed around 1,000 cases for students in the past year, and the previous year over 1,600. The numbers of emails, phone calls, meetings, interactions exponentially multiply as we help the community move through the University processes.

**What department/Division strategic plan item does this support?**

This position primarily speaks to Supporting Student Wellbeing and Ensuring Future Effectiveness & Sustainability.

**Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.**

One of the six positions funded previously in the AHSO was an Administrative Associate IV prior to the transition to Student Affairs. This position was difficult to manage for a variety of reasons; one being that it was the only position classified as non-exempt in the office and the classification in-part was not a good fit for the work that needed to be done. When the employee was terminated from the Administrative Associate IV position in November 2021 the PIN number was closed so that monies would not be swept monthly. Due to the large transition, this position was never filled. This position easily pulls the burden of communication from other staff members during the business day. Right now, we all have an "all hands on deck" mentality and grab the phone when it rings. While this would happen on a busy day even with the administrative support needed, it is nice to know that calls get routed and stakeholders have access to a knowledgeable person to ask questions about academic integrity during the business day. This person would also manage the day-to-day tasks of the office, scheduling matters, event planning, and other various office operations to serve our students better.

**What actions have you implemented or discontinued internally to address the identified need?**

Right now, these tasks are falling on the current staff in the office.

**If funding is granted, what metrics will you use to evaluate success of this program/service/operation?**

To some extent, the position requirements and the overall success of this employee would help us evaluate whether this employee is serving the University. In the past, we have evaluated our office operations and assessed our customer service responses. Surveying stakeholders that communicate with our office over a period of time in order to plan, make changes, and also celebrate success would be metrics considered to evaluate

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

Not at this time as this is a request for funding a full-time position.

**Total Estimated Cost**

Funding Description	Amount
Administrative Coordinator I Salary	36,000
Benefits, professional development, computer	20,500

<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	56,500