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Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2023

Department should complete one form for each individual request

Department:

Vice President for Student Affairs

Program, Service or Operation Requested:

Student Conduct Office – Student Employee Wages

General Description:

Need for additional student employee wages

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?

The Student Conduct Office currently employs students to assist in everyday office tasks. These student employees fill 40 hours/week of work that involves answering phones, greeting customers, managing student appointments, opening and closing the office, etc. As they progress in their positions, the student employees are often given tasks with more responsibility: scheduling and assisting with file review process, redacting investigation and police reports, process purchase orders, etc. Student employees were originally scheduled to work only during fall and spring semesters with limited hours in the summer months; staff would absorb the student employee responsibilities in the summer or the office would use programming and operating funds for student employee wages in the summer. With increasing workloads and staff responsibilities, even during summer months, there is a need to keep the student employees’ coverage throughout the summer months as well.

Additionally, we have learned that certain students actively pursue a position in the Student Conduct Office for the experience that aligns with their future plans (e.g, law school) so we are pleased to be able to afford as many students as possible of this work experience to support their future endeavors.

What department/Division strategic plan item does this support?

Division of Student Affairs’ strategic plan
Strategic Goal #1: Enrich Student Experience
Strategic Goal #2: Contribute to Student Success
Strategic Goal #3: Develop Global Leaders

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

To date, with the office's current responsibilities, staff easily work the standard 40 hours/week and may find themselves working beyond that depending on any number of factors. Student employees provide a great service in relieving staff of the small, but very important, daily tasks that make up the student conduct experience. As stated earlier, the summer months have increasingly become busier with student conduct cases carrying over from the spring semester and/or summer enrollment producing consistent numbers of complaints to be adjudicated. The previous two summers, Summer 2019 and 2020, provided 30-50 cases to adjudicate. Summer 2021 provided over 100 cases to be handled by the Student Conduct Office. Having sufficient student employees throughout the calendar year, including summer, will assist in providing that positive and educational experience that we strive for with our students who must go through the student conduct process.

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

In prioritizing needs, we have moved operational and programming funds to cover the additional costs of student employee wages as we have gone ahead and employed student employees through the summer months.

We have reviewed various tasks previously handled by full time staff and determined that student employees are capable of completing these tasks freeing up full time staff to provide the necessary focus on their primary job responsibilities.

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

Number of student conduct cases.

Number of file reviews performed by student employees.

Retention rate for student employees.

Annual performance appraisals of student employees including exit interviews.

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

As stated earlier, we have moved funds from programming and operating expenses for the past couple of years to fund the summer month student employees.

Total Estimated Cost

Funding Description	Amount
Increase in student employee wages	\$6,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$6,000

