

**Recommendations to the Vice President of Student Affairs
From
The Student Affairs Program Effectiveness Council
December 12, 2002**

Members of the Student Affairs PEC:

Randy Zarn, Associate Vice President, Student Life (Chair)
Al Rodriguez, Associate Vice President, Student Affairs
Kim Clark, Director, Loker University Student Union
Ann Chlebicki, Associate Professor, School of Education
Tom Rounds, Manager of Budget and Financial Reporting, Finance and Administration

Overview of process:

The presentations by each department were thorough and well thought out. Clearly the Division has many needs and appears to be under-funded. Departments used evaluations, showed other campus comparisons, referred to trends and made reference to their 3-5 Year Plans to provide evidence for their need. This large body of evidence of need made for a significant challenge for the PEC to determine a priority to each Department's request.

I commend the Council for their hard work in preparing these recommendations. Each member carefully reviewed the requests and prepared their priority order lists before we met to deliberate. Not surprising many of us had the same priorities; making our task a bit easier. Below is the narrative that supports the attached spreadsheet.

Recommendations:

1. Student Affairs - Increase in allocation for Postage– Since each Division is now responsible for handling their own postage allocation, the Division needs more money to handle an increase in postage demand. This is driven by sharp increases in applications, enrollment and the cost of postage. The Vice President requested \$50,000. We are recommending \$40,000.
2. Admissions and Records - Admissions Evaluators and Application Processors – The sharp increase in applications and the need to implement prerequisite checking for all students applying to the institution has made the funding of this request one of our highest priorities. A and R asked for 5 positions. We are recommending 2.
3. University Police - Police Officers – University Police has had to respond to the increased level of activity on campus. As the enrollment level has grown and the activity level of the campus increases, there is a true need for greater security. UP asked for 2 officers. We are recommending 1.
4. Student Affairs - Ombudsperson – Student Affairs has a very antiquated system for dealing with behavior problems and the discipline process that is initiated to

address those problems. Currently each manager handles discipline cases on a rotating basis. With a more traditional age group of students, it is necessary to centralize this important function in order to provide continuity, allow these situations to be approached in an educational style and to assist faculty in implementing proactive approaches. We agree with the Vice President that this is a priority for the Division. Two years ago this was on the top of the Division's priority list. It was not funded at that time.

5. Athletics - Weight Room – Athletics has requested funding for a weight room for its student athletes. The current weight room is totally inadequate. It is used by PE and CAMS classes and the community. NTC has provided a shell of a building and athletics would like to equip it with a state-of- art weight room. We believe that we should take the opportunity to equip the building with this essential facility to the program.
6. Athletics - Locker Rooms – Athletics has been sharing locker rooms with PE and CAMS and has an opportunity to build new locker rooms in the donated building from NTC. We believed this was a great opportunity to add this much needed facility.
7. Office of Student Life - Administrative Assistant – The Office of Student Life is currently staffed with only 2 full time employees. Growth in New Student Orientation, Greek life, clubs and organizations, leadership development has been driven by increasing numbers of traditional age students. This department needs the clerical support.
8. Disabled Student Services - Services to students with Learning Disabilities – Disabled Student Services serves more Learning Disabled than most larger universities, however it currently can only provide minimal services. These students need more assistance to succeed. We did not recommend the full amount, requested \$45,000 but am recommending \$30,000 for tutors and part-timers to help address the need.
9. Student Development - Faculty promotions – The counselors in Student Development are faculty positions, as faculty receive increases in pay, money needs to come from the Student Development budget to pay for these increases. The department needs these resources to augment what they lose in OE.
10. Financial Aid - Analyst/programmer – Financial Aid made a compelling argument for the need for someone who can increase the efficiencies of the Office through the use of increased technology.
11. Athletics - CAL Now mandates. In order to in compliance with CAL NOW, Athletics needs to add to women's sports. These funds would include staff, operating expenses and equipment for one new sport.

12. Athletics - WTU for coaches – To stay competitive with other schools in our conference, coaches need to concentrate on their sport only. Currently all coaches have other duties such as teaching. Comparisons were made with the other conference schools and clearly coaches at these other campuses are compensated at a greater level.

Although many other requests were submitted and were deemed important, the PEC knows that it is best to recommend a finite number of priorities. The issue of the requests for Information Technology Consultants was discussed. At this time, we did not feel that we could dedicate individual ITCs to each department. This is an issue that needs to be discussed at the University level as there is clearly a growing need for technology support. Should there be a decentralized or centralized approach? We as a committee did not feel we could address that in these deliberations.

Please note: Unfortunately due to scheduling difficulties, the student who University Police recommended to be a member of the PEC, Jeff Bookman, could not attend any of our meetings.