

**Services and Activities Fee Committee**  
**Base Funding Request for FY2014-FY2017**

**Name of Program, Activity, or Service** Student Rights and Responsibilities- Conduct Case Manager      **S&A Project ID/ID's** 53428700      **Submitted By** Richard DeShields, Associate Dean

**Total Annual Base Funding Requested**      \$      65,000

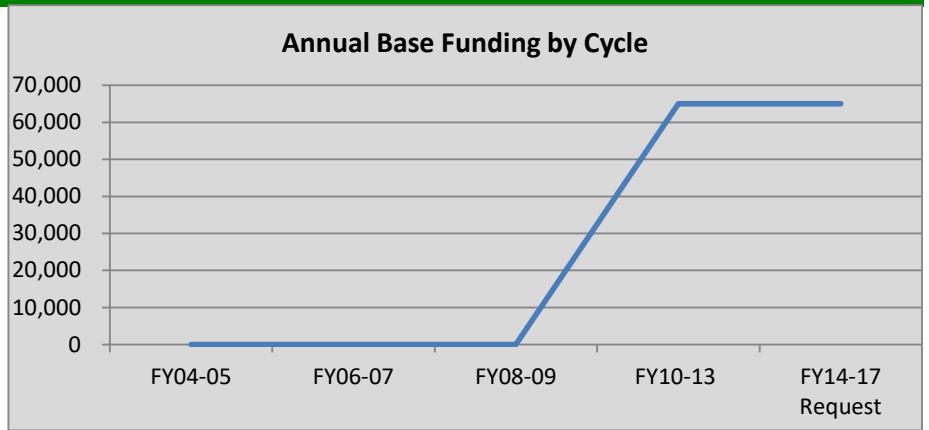
**BRIEF DESCRIPTION OF PROGRAM, ACTIVITY, OR SERVICE**

The purpose of the Office of Student Rights and Responsibilities is to foster a campus community that supports students in the development of their unique potential, inspiring them to be active learners, successful graduates, and engaged global citizens. The Office has the responsibility of educating students on their rights and responsibilities through support of University policies and guidelines and ultimately will hold students responsible to the University Student Conduct Code. The Case Manager is an important member to this team. Its primary role is to coordinate follow-up care for student in crisis or for students with higher needs and provides assessment and referral for students to on and off campus resources and services. This position assists in crisis intervention, advocacy, referrals, accompaniment and information on system-wide operations and practices. While this position is not responsible for the outcomes of the student conduct process, its work will directly be with other members of the office to provide follow-up care and crisis response. In addition, this position, within the Dean of Student Success Office, will serve as a resource for students with issues concerning processes on campus and appropriate referrals.

**ANNUAL BASE FUNDING REQUEST SUMMARY**

(Provide the data for the chart below on the second tab. The chart will auto populate.)

	<i>Annual Base Amount</i>
Admin/Exempt Payroll	\$ 47,500
Civil Service Payroll	-
Student Payroll	-
Employee Benefits	17,625
Goods & Services	4,500
Travel	1,500
Equipment	-
<b>Annual Base Expenses</b>	<b>71,125</b>
<i>Less: Annual Other Funding Sources</i>	<i>(6,125)</i>
<b>Annual Base Funding Request</b>	<b>\$ 65,000</b>



Name of Program, Activity, or Service

**Student Rights and Responsibilities-  
Conduct Case Manager**

S&A  
Project  
ID/ID#

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**ANNUAL BASE EXPENSES**

**BASE ADMIN / EXEMPT PAYROLL EXPENSE**

<b>Admin/Exempt Position - Description</b>	<b>Pay Rate</b>	<b>Pay Rate Unit</b>	<b>Pay Rate Units per Year</b>	<b>Number of Employees</b>	<b>Benefits %</b>	<b>Annual Base Amount</b>
Student Conduct Case Manager-10.5 month cyclic positions	47,500.00	per Year	1.0	1	15.0%	<b>47,500</b>
	-	per Year	1.0	1	15.0%	-
<b>BASE <u>ADMIN/EXEMPT</u> PAYROLL EXPENSE TOTAL</b>					<b>17,625</b>	<b>47,500</b>

**BASE CIVIL SERVICE and TEMP PAYROLL EXPENSE**

<b>Civil Service/Temp Position - Description</b>	<b>Pay Rate</b>	<b>Pay Rate Unit</b>	<b>Pay Rate Units per Year</b>	<b>Number of Employees</b>	<b>Benefits %</b>	<b>Annual Base Amount</b>
None	-	per Month	12.0	1	15.0%	-
	-	per Month	12.0	1	15.0%	-
<b>BASE <u>CIVIL SERVICE and TEMP</u> PAYROLL EXPENSE TOTAL</b>					<b>-</b>	<b>-</b>

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**BASE STUDENT PAYROLL EXPENSE**

Student Position - Description	Pay Rate	Pay Rate Unit	Pay Rate Units per Year	Number of Employees	Benefits %	Annual Base Amount
None	-	per Hour	627.0	1	3.0%	-
<b>BASE <u>STUDENT</u> PAYROLL EXPENSE TOTAL</b>						<b>-</b>

**BASE EMPLOYEE BENEFITS EXPENSE**

Payroll Category	Overall Benefits %	Annual Base Amount
Admin/Exempt	37.1%	17,625
Civil Service	N/A	-
Student	N/A	-
<b>BASE <u>EMPLOYEE BENEFITS</u> EXPENSE TOTAL</b>		<b>17,625</b>

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**BASE GOODS & SERVICES EXPENSE**

Description of Goods & Services Expense		Annual Base Amount
Supplies	Office and Computer Supplies	4,000
Registration Fees	Annual Memberships and Registration Fees	500
		-
		-
		-
		-
		-
		-
<b>BASE <u>GOODS &amp; SERVICES</u> EXPENSE TOTAL</b>		<b>4,500</b>

**BASE TRAVEL EXPENSE**

Description of Travel Expense		Annual Base Amount
Anticipated Travel and Professional Development	Travel for training and conferences required to support the position and licensure needs.	1,500
		-
		-
		-
		-
		-
<b>BASE <u>TRAVEL</u> EXPENSE TOTAL</b>		<b>1,500</b>

**BASE EQUIPMENT EXPENSE**

Description of Equipment Expense	Quantity	Cost Each	Total Cost	Annual Base Amount
			-	-
			-	-
			-	-
			-	-
			-	-

Base Funding Request

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- -  
- -  
- -  
- -  
- -

BASE EQUIPMENT EXPENSE TOTAL

-

ANNUAL BASE EXPENSES - TOTAL

71,125

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**ANNUAL BASE FUNDING SOURCES (Revenues & Transfers In)**

**BASE OTHER FUNDING SOURCES (Revenues & Transfers In)**

Description of Other Funding Source (Revenues & Transfers In)	Annual Base Amount
None	-
	-
	-
	-
<b>BASE OTHER FUNDING SOURCES TOTAL</b>	<b>-</b>

**USE OF CARRY FORWARD (RESERVES)**

Description of Carry Forward (Reserve) Balance	Total Expected Carry	Total to be Used for Expenses	Total to be Retained	Annual Base Amount
None	-	-	-	-
	-	-	-	-
<b>USE OF CARRY FORWARD (RESERVES) TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**ANNUAL BASE OTHER FUNDING SOURCES - TOTAL** **6,125**

**ANNUAL S&A BASE FUNDING REQUEST** **\$65,000**

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**DISCLOSURE OF NON-S&A FUNDING SOURCES**

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Description of Non-S&A Funding Source	Year 1 FY 2010	Year 2 FY 2011	Year 3 FY 2012	Year 4 FY 2013	Average Annual Amount
Student Living Resources - Associate Dean	6,125.00	6,125.00	6,125.00	6,125.00	6,125
					-
					-
					-
					-
					-
<b>DISCLOSURE OF NON-S&amp;A FUNDING SOURCES TOTAL</b>	<b>6,125</b>	<b>6,125</b>	<b>6,125</b>	<b>6,125</b>	<b>6,125</b>

**DISCLOSURE OF NON-S&A FUNDING SOURCES - TOTAL**

**6,125**