



# Center for Student Involvement

One Time Request FY 2011

CENTER  
FOR STUDENT INVOLVEMENT **CSI**

**UC**

UNIVERSITY CENTERS

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**One Time Request for FY 2011**  
**Center for Student Involvement**  
Oct. 25, 2011

In pursuit of our mission to support the fee funded and registered student organizations, we are seeking One Time funding for FY 2011 for two items:

1. \$18,909.00 fee dollars for the increase in the UH Administrative Fee
2. \$13,975.00 for an electronic management system that will provide a suite of services for our organizations.

***Increase in UH Administrative Fee***

As the committee is well aware, the University has elected to raise its Administrative Fee from 3.8% to 6.0% for FY11. The cost of the increase is such that absorbing the increase through reallocation of either salary or operational dollars would result in either lost positions or programs. In order to continue to provide a high level of service and quality program, the Center for Student Involvement asks SFAC to increase the FY11 budget by \$18,909 to fund this increase.

Thank you for your consideration of this request.

***Electronic Management System for Student Organizations***

This request is much more exciting! The University of Houston has just over 350 organizations registered as of Sept. 30. The fee funded organizations are included in this number. For the last two years, the Department of Campus Activities/Center for Student Involvement has been talking about how to change some significant services provided to the student organizations. Our desire has been to change the services to an electronic format so that they will be more accurate, more comprehensive, and in real time. The services we have been targeting includes the following:

1. Event Registration
2. Registration of Organizations
3. Updating officers in registered organizations
4. Updating contact information for the organization
5. Updating contact information for the officers
6. Calendaring events put on by organizations so that other students could learn about the activities
7. Collecting more information on the organizations – such as members, number of activities
8. Faster way to verify the status of the officers as enrolled UH students

Starting in Fall 2009, the Department of Campus Activities/Center for Student Involvement began to research different electronic management systems for working with student organizations. There are several products on the market, and we asked Carrie Miller, the staff person in charge of Services for Registered Student Organizations, to conduct the research and pull together the information about products on the market.

Carrie's research pointed to two products – Org Sync and Collegiate Link. Of the two, Org Sync appears to provide stronger customer service: they are a Texas-based company whose product offers more of the services we were seeking. Collegiate Link, the second runner-up, does not appear to have as extensive tech support and did not receive strong endorsements from colleagues in the field. However, Collegiate Link has been purchased by Student Voice, an assessment company, and Collegiate Link's services now include ways of integrating outcomes into events through assessment. The Division of Student Affairs has considered purchasing Student Voice to assist in

division-wide assessment efforts, and if Student Voice was purchased, Collegiate Link would be able to work with that system.

Because Org Sync appears to be the stronger of the two products, we narrowed our search to Org Sync and began to have the student leaders review the product. The version of Org Sync that we would like to purchase would provide services for all 350 of our current student organizations, and could go up to 500 student organizations.

Org Sync offers the following services:

1. Creates Co-Curricular Transcripts
  - a. Student would be listed as members or officers in various organizations. Each student could then create a co-curricular transcript showing what organizations they were involved in, and what positions they held, throughout their collegiate career.
2. Links to EMS, the reservation management system utilized by the University Center
  - a. Org Sync would enable the Center for Student Involvement to create and utilize a “Smart Form” for Event Registration. The Smart form should be able drastically reduce the amount of time it takes for a student to register an event because it would self populate the contact information and only require student to fill out portions of forms that are relevant to their event. The Smart Form could “look” at the reservations in the UC and know if the room or space that a group is looking at is available.
3. Each organization can have their own site
  - a. Each site can be customized, and each organization can literally do all of their organizational work from the site. Everything from sign in sheets, to rosters, o contact information, to billing (for dues, etc.) can be done by organizations on their site, free of charge to the orgs.
4. Org Sync allows us to create custom forms
  - a. If multiple kinds of forms were needed, they could be created. For example, if there needed to be different kinds of registration forms for different kinds of organizations, Org Sync would give us the freedom to do so.
5. Outside students will be able to use the service to find ways to be involved
  - a. A master calendar that organizations can submit their events to is a part of the package. This calendar could be available to all organizations hosting events, and students could access it 24/7 to look for events or activities.
  - b. The organizations that registered with the university would be in a very user friendly database that could be accessed 24/7 by students wishing to find an organization to join.
6. Communication
  - a. CSI would have the ability to send information to all the students in the system, rather than just the three officers
  - b. Future ability to send text messages to students that op in

We invited students to sit through the demonstration by Org Sync. The feedback from the students was very positive, especially about the prospect of having an Event Registration process that could be quicker and entail less paperwork.

The staff of DCA/CSI are very positive about the product because of services we would be able to offer, the opportunity to provide better services and take less of students time, the ability to collect assessment information about organizations quickly, and the prospect of having an electronic service that will be able to grow with the department as we expand our offerings to both fee funded and registered student organizations.

Costs:

Org Sync is \$13,000 annually for the number of student organizations we have at UH. A multi-year discount of \$1,000 per year is available.

Fees for Org Sync will be \$975.00 per year for a total of \$13,975.00

Collegiate Link is \$9,500 annually.

Fees for Collegiate Link will be \$712.50 per year for a total of \$10,212.50.

The Center for Student Involvement worked in house to create an electronic registration form in an effort to begin providing electronic services to our students. The electronic registration form was very well received by our students and taught us two things: 1) the students really appreciated and will utilize electronic services, 2) the time and labor to create just one electronic service was extensive. By purchasing an electronic management system, the Center for Student Involvement should be able to provide electronic services more quickly than in-house development will allow.

Thank you for your consideration of this request.



# Center for Student Involvement

Base Augmentation Request FY12

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**Base Augmentation Request for FY 2012**

**Center for Student Involvement**

Oct. 25, 2010

In pursuit of our mission to support the fee funded and registered student organizations, we are seeking a Base Augmentation for FY2012 for the following items:

UH Administrative Fee Increase	\$18,909.00
Electronic Organization Management System	\$13,975.00
Bi-weekly student workers, Event Registration Assistants	\$11,616.00
Two Instructional Assistants	\$29,034.00
Civic Engagement Initiative	\$4,494.00

***Increase in UH Administrative Fee***

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***Electronic Management System for Student Organizations!***

This request is much more exciting! The University of Houston has just over 350 organizations registered for 2010-2011, and that number will increase over the course of the year. Just over 480 student organizations were registered by the beginning of the spring semester during the last academic year. The fee funded organizations are included in this number.

For the last two years, the Department of Campus Activities/Center for Student Involvement has been talking about how to change some significant services provided to the student organizations. Our desire has been to change the services to an electronic format so that they will be faster, more accurate, and in real time. The services we have been targeting includes the following:

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  - a. A master calendar that organizations can submit their events to is a part of the package. This calendar could be available to all organizations hosting events, and students could access it 24/7 to look for events or activities.
  - b. The organizations that registered with the university would be in a very user friendly database that could be accessed 24/7 by students wishing to find an organization to join.
6. Communication and real time updates
  - a. Student leaders would be able to update their contact information, and the information for their organizations 24/7
  - b. CSI would have the ability to send information to all the students listed as members of organizations, rather than just the three officers
  - c. Future ability to send text messages to students that op in

We invited students to sit through the demonstration by Org Sync. The feedback from the students was very positive, especially about the prospect of having an Event Registration process that could be quicker and more helpful.

The staff of DCA/CSI are very positive about the product because of services we would be able to offer, the opportunity to provide better services and take less of students' time, the ability to collect assessment information about organizations quickly, and the prospect of having an electronic service that will be able to grow with the Center as we expand our offerings.

Costs:

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- A multi-year discount of \$1,000 per year is available.
- Fees for Org Sync will be \$975.00 per year

**Total**

**\$13,975.00**

- Collegiate Link is \$9,500 annually.
- Fees for Collegiate Link will be \$712.50 per year for a total of \$10,212.50.

The Center for Student Involvement had hoped to purchase Org Sync during June or July 2010 and had not been able to do so. Knowing that we needed to change the Organization Registration process, we worked in house to create an electronic registration form. The electronic registration form was very well received by our students and taught us two things: 1) the students really appreciated and will utilize electronic services, 2) the time and labor to create just one electronic service was extensive.

It is the recommendation of the staff of the Center for Student Involvement to purchase the Org Sync Electronic Organization Management system.

**Students Workers at the Event Registration Work Station**

One of the major services that the Center for Student Involvement provides is Event Registration. DCA/CSI registered 450 events in 2009-2010. One of the key ways that we want to assist students is through making the Event Registration process more stream-lined for student leaders. We want to do this by creating an Event Registration work station in the Center for Student Involvement.

Student leaders will continue to meet with professional staff to discuss risk management issues, discuss university policy and the process of event registration. A full time Advisor will review all event registrations and verify that the student leaders have completed the appropriate paperwork. However, the work station will give students a place to sit down and complete all the forms on a computer. The student workers at the work station will help the process in three ways:

1. Point student leaders to the appropriate forms and answer general questions about completing the forms. (The full time Advisor will continue to be the staff member to determine which forms are needed.)
2. Verify that the student leader is one of the three officers that are eligible to register an event for their organization. Often students come in to meet with the on-call advisor, and they are not eligible to register an event. The student workers at the desk will be able to let the students know who in their organization is eligible before they meet with the on-call advisor.
3. Help students determine if the space or room that the student org is interested in is available. The University Center lists all of the rooms and their reservations on-line, but many students don't know about the service. The student workers would be able to help the student leaders search the site and determine if a particular room or space is available.

Creating the Event Registration work station should help stream-line the process and support the student leaders that are adding events and activities to the life of the University of Houston campus.

Cost:

- \$10,000.00 in student salaries – one student at the desk at a time, starting at \$7.75 per hour
- \$1,616.00 in benefits and fees

**Total**

**\$11,616.00.**

**Instructional Assistants**

Our fee funded student organizations are facing many hurdles as they strive to be the best organizations possible. One of the goals of the Center for Student Involvement this year will be to work with the student leaders to identify as many of these hurdles as possible and systematically work to eliminate them.

One of the hurdles that the professional staff can easily identify is the need for additional advising support. Student leaders who have strong support are able to be successful in class and fulfill their outside obligations. Supported students are able to develop as student leaders, host the events and programs expected of their organizations, run their organizations, and build the organizations all at the same time.

Additional support in the form of Instructional Assistants supervised by the advisors will begin to provide the additional support that the organizations need to build, mature, and fully meet their potential.

We are seeking to hire two Instructional Assistants. Both will work 20 hours per week. One will work with our on-campus traditions, Homecoming and Frontier Fiesta, and the other will support the University Center Events Committee and the multicultural organizations.

Both Assistants will be given specific projects within these areas to design, implement, and assess. These projects will be determined with the input of the student leaders in these areas and will change from year to year. It is our hope to be able to attract and retain Assistants for two years, and to rotate them between the assignments so that they will have as much exposure to different types and kinds of programs during their graduate experience as possible.

Key to the assignments we will be providing the Instructional Assistants with will be significant work that will enhance the efforts of the student leaders and meet the mission of the organizations the Instructional Assistants are assisting. All Instructional Assistants will work with the primary advisor or assistant director for each of the identified areas. The full time advisor will continue to be the professional staff person assigned to that area or organization.

Cost:

- Base Salary for an Instructional Assistant is \$965.00 per month.
- Both positions are 12 month. Total base salaries for two positions: \$23,160.00
- Benefits and Fees: \$5874.00

**Total:**

**\$29,034**

**Civic Engagement – Voting Assistance**

One of the University’s major initiatives is to promote civic engagement and the development of active citizens. In order to assist in achieving this goal, the Center for Student Involvement is requesting funding to provide shuttles to the closest early voting center each year in November.

The program will shuttle students, faculty, and staff to the closest early voting center and includes advertising for the service. The Center for Student Involvement is funding the FY11 shuttles with fund equity.

Costs:

- Buses – three days of shuttle buses, one bus on first day, two of the subsequent days -- \$1680.00
- Advertising for the shuttle service – flyers, yard signs, four ads in the Daily Cougar -- \$2,000.00
- Balloons/Decorations at bus stop all three days -- \$500.00
- UH Admin Fee + Division of Student Affairs -- \$313.50

**Total: \$4,493.50**

*Thank you very much for your consideration of these requests.*