



U N I V E R S I T Y *of* H O U S T O N

ASSOCIATE VICE PRESIDENT FOR STUDENT SERVICES

MEMORANDUM

TO: Members, Student Fee Advisory Committee (SFAC)

FROM: David B. Small *DBS*
Associate Vice President for Student Services

RE: Funding Request and Organizational Plan (Amended)

DATE: October 24, 2011

The Department of Student Publications addresses two budgetary issues with important organizational ramifications.

1. The Department of Student Publications received a one-time FY2012 allocation of \$43,789 from SFAC for the salary of an office assistant. This long-standing position, which had been previously funded by generated department revenues, has the following duties and responsibilities:

- Maintains and reconciles accounts receivable for the department
- Enters insertion orders for local, campus, national, etc. accounts
- Prepares journal entries in PeopleSoft for bank deposits, cash, checks, and credit cards
- Processes and maintains invoices to clients for payment to department
- Reconciles daily newspaper with production reports
- Trains student advertising representatives on the accounting system

Student Publications requests \$43,789 as a base allocation in FY2013 for continued funding for this essential position. This amount includes salary and benefits.

2. The Department of Student Publications has been without a director since October, 2010. At that time, following the (then) director's retirement, the position was left open as a cost-savings measure and it has remained open to date. The absence of a director in Student Publications saved the department \$48,326 in FY2011 and will save approximately \$80,000 in FY2012 in salary and benefits. *As a result of these savings, as well as other cost cutting measures, the Department of Student Publications has a fund balance of \$141,735 which includes \$51,618 which was transferred following the discontinuation of the Houstonian Yearbook.*

From the time of the aforementioned director's retirement to the present, management decisions and other duties of director, have been handled by me. My office is located on the opposite end of the campus from the Department of Student Publications and, while this arrangement has worked as well as expected, it has not afforded the department the necessities of an on-site, hands-on manager.

The difficulties associated with this manager-in-absentia arrangement have included delayed decisions on time-sensitive matters, personnel decisions about staff members with whom I have had very little or no interaction, the shuttling back and forth across campus of documents that require my signature, and the inability of someone with authority to sense potential workplace problems related to staff morale, human

relations, stress, and other issues. Too, the workload has increased significantly for current staff members in proportion to the time that an on-site director would have provided.

This scenario, if it is to be remedied, has important budgetary ramifications. Our proposal is as follows:

1. The current Editorial and Production manager will be reclassified to Director with primary duties in department administration and editorial oversight.
2. Additional help will then be needed in production. An entry-level production assistant position will be created.
3. The cost of this proposal is projected at \$75,000 and is itemized as follows:

Production Assistant, Salary and Benefits:

FY2012: \$22,500

FY2013: \$45,000

Editorial and Production Manager (reclassified to director):

FY2012: \$2500

FY2013: \$5000

\$75,000 Total

\$58,211 from Student Publications fund balance will partially offset this cost and the balance of \$16,789 will be budgeted from general expenses. The total \$75,000 cost for this proposal is included in the current FY2013 SFAC financial report. These allocations will leave the department with a fund balance of \$83,524 to provide protection against unforeseen expenses and/or advertising deficits in the foreseeable future.

The results of these recommendations, if implemented, will be the much needed provision of on-site management for the Department of Student Publications at a significantly reduced level of expenditures as compared with expenditures prior to the retirement of the previous director (\$50,000 vs \$80,000 per year).

The Department of Student Publications proposes these solutions as a means to address vital organizational and budgetary challenges and expresses its appreciation for the Committee's consideration.