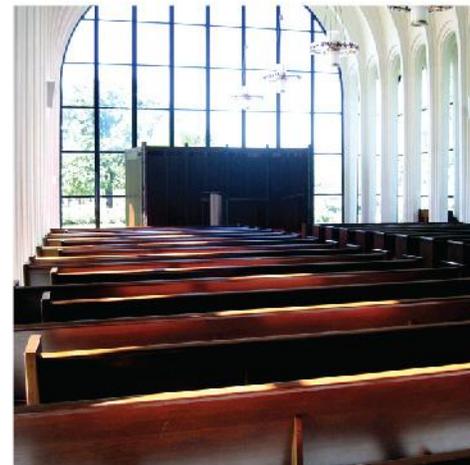


# A. D. BRUCE RELIGION CENTER

Student Fees Advisory Committee (SFAC)  
One Time Allocation Requests FY 2013

*General Maintenance & Operations  
Office Coordinator*



**A.D. Bruce Religion Center  
One Time Allocation Request for FY2013**

***General Maintenance & Operation***

This request is for billable items in general maintenance and operations not covered by the Service Level One agreement. This request includes upgrade of chill water/valve system (\$8,000) and semi-annual cleaning of the West Wing and Large Chapel (\$7,490).

NOTE: 90% of the Religion Center structure is glass and requires a regular cleaning schedule. The proposed cleaning schedule does not include the East wing as a decision is pending on replacement upon the final release of the Facilities Condition Audit Report.

LINK TO DSA STRATEGY-2.b, 6.d

MAINTENANCE and OPERATIONS	\$15,490
ADMINISTRATIVE CHARGE (6%)	\$ 929
VPSA FEE (1.5%)	\$ 232
<b>ONE TIME/FY13</b>	<b>\$16,651</b>

**A.D. Bruce Religion Center  
One Time Allocation Request for FY2013**

*Office Coordinator*

This is a new position request.

The Religion Center is one of the six centers within Student Life and fifteen departments within the Division of Student Affairs. Currently, the Manager is the only full-time staff person that guides and directs the activities and functions of the day to day operation of the Religion Center. This request is for funding of an office coordinator that will provide event management support, office management and shared responsibilities for the supervision of the student assistants.

This addition of the office coordinator will provide support to allow the Manager to devote more time to planning, assessment, building strategic partnerships with spiritual groups, registered student organizations and other departments on campus.

LINK TO DSA STRATEGY-2.b, 2.d

3 months - June-August 2013

SALARY – FY13	\$8,405
BENEFITS – FY13	\$2,520
ADMINISTRATIVE CHARGE (6%)	\$ 655
VPSA FEE (1.5%)	\$ 175
<b>ONE TIME/FY13 -</b>	<b>\$11,755</b>

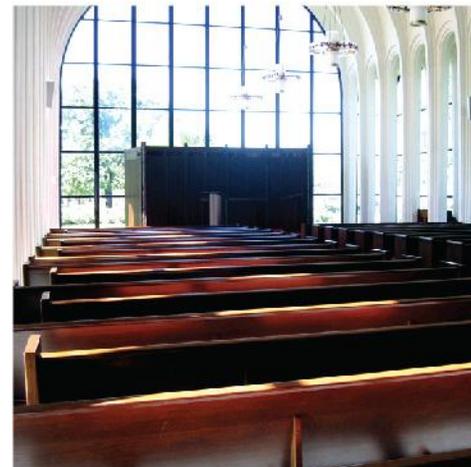


# A. D. BRUCE RELIGION CENTER

Student Fees Advisory Committee (SFAC)  
Base Augmentation Requests FY 2013-2014

*General Maintenance & Operations*

*Office Coordinator*



**A.D. Bruce Religion Center  
Base Allocation Request for FY2014**

***General Maintenance & Operation***

This request is for billable items in general maintenance and operations not covered by the Service Level One agreement for the semi-annual cleaning of the West Wing and Large Chapel windows.

NOTE: 90% of the Religion Center structure is glass and requires a regular cleaning schedule. The proposed cleaning schedule does not include the East wing as a decision is pending on replacement upon the final release of the UH Building Condition Report.

LINK TO DSA STRATEGY-2.b, 6.d

MAINTENANCE AND OPERATIONS	\$7,490
ADMINISTRATIVE CHARGE (6%)	\$ 449
VPSA Fee (1.5%)	\$ 112
<b>BASE AUGMENTATION/FY14 -</b>	<b>\$8,051</b>

**A.D. Bruce Religion Center  
Base Allocation Request for FY2014**

*Office Coordinator*

This is a new position request.

The Religion Center is one of the six centers within Student Life and fifteen departments within the Division of Student Affairs. Currently, the Manager is the only full-time staff person that guides and directs the activities and functions of the day to day operation of the Religion Center. This request is for funding of an office coordinator that will provide event management support, office management and shared responsibilities for the supervision of the student assistants.

This addition of the office coordinator will provide support to allow the Manager to devote more time to planning, assessment, building strategic partnerships with spiritual groups, registered student organizations and other departments on campus.

LINK TO DSA STRATEGY-2.b, 2.d

SALARY – FY14	\$33,620
BENEFITS – FY14	\$10,086
ADMINISTRATIVE CHARGE (6%)	\$ 2,622
VPSA Fee (1.5%)	\$ 504
<b>BASE AUGMENTATION/FY14 -</b>	<b>\$46,832</b>