

Council of Ethnic Organizations

FY2015 Base Augmentation Request

CEO would like to request a one month term extension for the Cultural Programming Director, Marketing Director, and Chair for Membership Development from 10 months to 11 months in order to maximize the planning and preparation of programs for the academic year. In addition, CEO will also be transitioning the CEO Office Assistant (OA) to a Cultural Programming Director – Educational Programs (CPD – EP) in order to provide higher quality programming to the University of Houston. This position transition will help to offset the costs of the one month terms extensions.

4. \$565.00 to transition the OA to CPD-EP, and increase three positions to 11-month terms

Overall the term extensions will contribute to the effectiveness of overall marketing and programs for students because there will be more time to work towards creating engaging events. The extension will allow CEO’s programs to attract more students and increase CEO’s brand recognition across campus.

FY2015 Base Augmentation Request #1 – Position Transition & Term Extensions

By transitioning the OA to a CPD-EP, CEO is creating an additional programming position. This position will allow CEO to expand its cultural programming to foster inclusion among UH students. Additionally, it is more cost effective per fiscal year to create a stipend student leader position in place of the bi-weekly position.

By transitioning the current bi weekly position to a stipend student leader, CEO will save \$762.48 per fiscal year. Currently, the bi-weekly OA position earns \$620/month (\$6,200 for 10-month term), and the cost for the new CPD – EP stipend position would be \$466.34/month (\$5,129.74 for 11-month term).

CPD-EP Student Stipend (\$466.00/month for 11 months)	-	\$5,126.00
OA Savings (\$6,200/month for 10-month term)	-	(-\$6,200.00)
<u>UH Administrative Charge (6.0%)</u>	-	<u>\$312.00</u>
Subtotal	-	(-\$762.00) in savings

The total costs for the three one-time requests for term extensions and saving from transitioning the Office Assistant to a Cultural Programming Director – Educational Programs is presented below.

BA Request #1 – Transition Office Assistant to CPD-EP	-	(\$ -762.00)
BA Request #1 – Chair for Membership Development Term Extension	-	\$ 339.00
BA Request #2 – Marketing Director Term Extension	-	\$ 494.00
<u>BA Request #3 – Cultural Programming Director Term Extension</u>	-	<u>\$ 494.00</u>
Subtotal	-	\$ 565.00

Thank you for your time and consideration in regards to these requests.