

# Center For Fraternity & Sorority Life

## Student Fees Advisory Committee (SFAC) Base Augmentation Request FY 2016



**The Center for Fraternity & Sorority Life  
 Student Fees Advisory Committee  
 SSF Request for FY2016  
 Base Augmentation Request**

The Center for Fraternity & Sorority Life is requesting a FY2016 base augmentation request of \$34,786 to permanently fund the salary, benefits, and professional development costs of a new Office Coordinator for the Center for Fraternity & Sorority Life. When support services for fraternities and sororities separated from Campus Activities in summer 2010, only advising staff moved to the new center. Since summer 2010, the CFSL has been operating with no full-time office support staff. CFSL remains one of the only stand-alone departments within the Division of Student Affairs and Enrollment Services that has no full-time administrative support staff.

The Office Coordinator responsibilities will include, but are not limited to, the following:

- **General office management** – Front desk coordination, answering phones, answering and/or directing questions and correspondences, office supply inventory and purchasing, room reservation and scheduling support, and providing general customer service.
- **CFSL program/information management** – Management of registration for CFSL programs, updating officer contact information.
- **Assistance with member data tracking and reporting** – Roster management, Grade Point Average reporting, assistance with member retention tracking, interfacing with PeopleSoft student database system, progress card tracking assistance.
- **Budgetary support for director and staff**– Budget tracking in cooperation with CFSL director, procurement card management assistance.

**Additionally, the integration of full-time administrative support for CFSL was a recommendation that was highlighted in the CFSL External Review Final Report from April 2014. CFSL is expected to mobilize all of these recommendations within the coming months and years.**

The total estimated cost for funding the Office Coordinator is as follows:

CFSL Office Coordinator estimated salary:	\$32,000.00
CFSL Office Coordinator estimated benefits:	\$9,600.00
CFSL Office Coordinator professional development:	\$500.00
Employee Benefits Vacation Pool	\$160.00
UH Administrative Charge	\$2,526.00
<b>Sub Total =</b>	<b>\$44,786.00</b>
<b>Current SFAC funds used for CFSL Student Staff</b>	<b>(\$10,000.00)</b>
<b>Total =</b>	<b>\$34,786.00</b>