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## Chapter 5: Program Initiatives to Improve Performance

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➤ **Title: *Restore funding for Admin. Asst. to 1.0***

**Priority 1**

➤ Describe Initiative:

The Student Life and Leadership Development Department has seen an increase in the number of students who use the facilities and in the programs offered by the department. SL/LD currently offers programs year-round. The expansion of the Rites of Passage Program places an additional need for administrative support for the staffing, outside contractors, and purchases needed for that program. The increase in student programs during the F,W,S terms also requires admin. support to assist over 20 student groups and 15-20 department staff with payroll, purchasing and travel.

- Why do it?  
Maintain budget and process requests consistent with college policies.
- What will the product of this initiative be?  
More timely processing of purchases, travels etc.
- What is the need or intended use?  
See previous chapters regarding increased use and demand.
- Is it feasible?  
Yes, GF support would be needed but the resulting efficiencies would be worthwhile
- What would be the campus location of this request/project? This increase is for the administrative assistant position in Student Life and Leadership Development.
- How will students benefit?  
More timely processing of ASLCC and student club/org. travel, payroll, purchasing and other college system procedures.

➤ Describe the resources needed: .25FTE salary (\$8,860) and OPE (\$4,341).

➤ List the possible funding sources – this would have to be a General Fund request unless the college places and administrative charge back on ASLCC fee for admin. Support.

- Can this project be partially funded? Not really, department demands really require position being reinstated to 1.0 FTE.

➤ Provide ORG & PROG codes: 535001/310000

- How does this project articulate with the college's vision, mission & goals and contribute toward meeting the President's/Board's approved goals?
- Improving administrative support would allow department staff to focus on program and other unit goals that are consistent with the Colleges' Core values (learning, diversity, innovation, collaboration and partnership); Strategic Directions (enhance college climate, build organizational infrastructure) and Learning Centered Principles (creates substantive change in learners, creates and offers as many options for learning as possible, assists learners to form and participate in collaborative learning activities).

**IF FUNDING SOURCE COULD BE TACT FUNDS, COMPLETE THE FOLLOWING:**

- Category of request:
  - Maintain existing technology
  - Increase student access to technology
  - New technology
- How does this request fit in with other unit or college technology plans?
- Cost breakdown, including any unit resources being applied to the project (i.e. hardware, software, wiring, installation costs; timesheet staffing, licensing, other)

**IF FUNDING SOURCE COULD BE CARL PERKINS FUNDS, COMPLETE THE FOLLOWING:**

- What evidence do you have that shows special populations (disabled, economically disadvantaged, single parent, displace homemaker, academically disadvantaged and limited English proficiency) have access to your programs?
- How does this request fit in with at least two of the Carl Perkins related goals (listed separately)?
- Describe how this project might show collaboration with Lane County high schools.