

2014-15 Division Preliminary Budget Priorities

Division: Enrollment and Student Affairs

General Comment on Priorities of the Division

In determining the priorities in Enrollment and Student Affairs, we started by evaluating where we are currently experiencing pressure for more service and areas where we need more support. In past years, we experienced significant budget reductions including the loss of 43 positions as well as dramatic reductions in operating expenses. In response, the division collapsed areas of responsibility under fewer managers, closed departments, reduced services, streamlined processes and in general, found ways to do more with less. While last year, we were able to address areas of urgent need, there are additional areas this year that require additional resources in order to better meet the needs of students and other campus constituents. The priorities outlined below reflect our most urgent areas of need.

Priorities

Priority 1: Budget Support

The complexity of the various budgets within the division of enrollment and student affairs requires a dedicated professional to ensure they are effectively managed. I am requesting a budget analyst to ensure that the Enrollment and Student Services budget meets campus, CSU and other budgeting requirements. The analyst will also provide training and direct oversight to the administrative support staff in each of the enrollment and student affairs departments to ensure overall budget compliance in the division.

Funding:	base	X
	one-time	__
	both	__

Priority 2: Psychological Counselors

Student Affairs continues to be committed to building resources for students in the counseling center. This year, we would like to request permanent funding for the new counseling position we received last year. In addition, we would like to request funding to extend the hours of the current part-time counselor to full time. Finally, we would like to acquire a full-time counselor position to backfill the counselor who will be participating in the Faculty Early Retirement Program (FERP) beginning this summer.

Funding: base X
 one-time ___
 both ___

Priority 3: Student Advising Needs

Academic Advising

We continue to work toward improving academic advising services for students. Mindful of the Chancellor’s emphasis on this initiative, we await guidance from the academic senate regarding the best campus model to adopt in academic advising (e.g. college based major advising or more extensive centralized advising). Any new initiative will likely require additional resources. Additional professional level personnel are likely needed to support more robust advising and retention services for students.

Funding: base X
 one-time ___
 both ___

Veteran’s Coordinator

In the past year, the campus has made a commitment to veteran’s students by providing space for programming and a student lounge. In the coming year, we

would like to add to this commitment by hiring a veteran’s coordinator and operating funds for this initiative. This position would oversee the activities of the veteran’s center and would also develop programming to enhance the experience of these students on campus. This position would also liaison with veteran’s affairs offices off campus.

Funding:	base	X
	one-time	___
	both	___

Student Leadership and Development

The office of student leadership and development is currently staffed with three professionals and an administrative support person. The increasing demands of this office require an additional professional level staff member. This new position will assist with the development and implementation of the new student orientation program, the ongoing management of student clubs and organizations (including the management of their programming, free speech activities and behavior management), the development and implementation of student leadership programs, in addition to ongoing programming and administrative support for the faculty mentor program.

Funding:	base	X
	one-time	___
	both	___

Priority 4: Dean of Students/Judicial Affairs Support

The size of the campus student body in addition to the increasing complexity of the student code of conduct, Title IX, and other requirements has resulted in increased pressure on the offices of the dean of students and judicial affairs. In order to increase our capacity to meet these demands and respond to student emergencies, I am requesting an increase to the DOS staff. This additional staffing will allow us to

Priority 5: Enrollment Services

ASA II Registrar's Office

This position would answer calls and assist at the front counter with inquiries from prospective graduate students regarding their application status and the application process. They would provide information to currently enrolled students regarding application deadlines, thesis registration and deadlines, and other general questions. They would prepare files, gather transcripts, scan and index transcripts and documents, retrieve test scores, and other general office work to support the registrar's function.

Funding:	base	X
	one-time	___
	both	___

ASA II: Degree Audit and KnowledgeLake

This position will be responsible for entering all coursework from incoming transcripts, and running jobs to download coursework from other schools into the articulation tables for use with degree audit. The degree audit system is currently being used by students and departments (including financial aid to determine satisfactory academic progress) for academic advising and graduation evaluations. In addition, we plan to build audits/plans into PeopleSoft to screen transfer applicants to ensure that they have completed prerequisites to the major. It will be essential that all coursework is entered into PS in a timely manner so that an admission decision can be made and communicated to the applicant.

Funding:	base	X
	one-time	___
	both	___