Student Services Fee Application for Funding

Contact Person: Michelle Menninger

Department: Student Services

Phone: 520-458-8278 x 2212

Email address: mmuas@email.arizona.edu

Project Name: Cochise Cats Newsletter Student Stipend

Project Type: Stipends

Funding Requested: $5000

Start Date: September 1, 2012

End Date: May 1, 2013

Student Priorities Addressed: Scholarship

New project: If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No If Yes, how:

If No, Why: Cochise Cats does not have funds to support scholarships. All Cochise Cats items currently come out of marketing. We hope to gain enough support to better assist students reach their academic goal.

Director of Project and contact information: Michelle Menninger

Please include with this application a budget or business plan, to include a timeline for spending.
Student Services Fee Application for Funding

Michelle Menninger
Student Services Department
mmunas@email.arizona.edu
520-458-8278 x 2212

Re:  Request for Funding for Cochise Cats Newsletter Student Stipend
     A8OR Student Services Fund

Date:  April 20, 2012

Rationale:

Cochise College and the University of Arizona South share in the commitment to develop and promote higher education access and affordability for Arizona students. The Cochise Cat Newsletter is a publication created solely by one UA South staff member and with the success of the Cochise Cat program and the support received from both institution administrations, there is a need for assistance in continuing the newsletter and in developing all marketing efforts to the Cochise County community. The newsletter is sent electronically to faculty and staff at both Cochise College and the U of A, as well as to community members in Cochise County, and serves as both an informational and a marketing tool for UA South and for the Cochise Cats program.

The newsletter includes stories that highlight student success, especially those who are members of Cochise Cats. It also includes successes stories of Cochise College and UA South faculty, staff, and student organizations. The newsletters inform audiences of dates and deadlines, events, updates on programs, financial aid, and information requested by students. With the growth of Cochise Cats this past year, this position will also assist in the development of recruitment materials and participating in Cochise Cat recruitment events.

This past semester was the first semester requesting application for this position, and the response was excellent. The current student working on this project has been a tremendous support, and has turned in quality work that includes student/staff interviews, student stories, innovative ideas, editing the current Cochise Cat manual and website, and more. This position has been beneficial to the student as well not only as a form of financial support, but as a means to improve resume skills.

The stipend will allow a UA South student an opportunity to share opportunities available at UA South to the prospective UA South students and the community at large, as well as work on writing skills and build experience. The Cochise Cats committee is asking for the student to commit 10 hours a week to this position. There continues to be a large number of students requesting more information on student employment and ways to improve on job-related skills such as journalism and/or writing. (See attached application)

Budget:
Value of each stipend per semester: $2500.00
Total # of stipends per semester: 1

Total Budget: $5000.00
<table>
<thead>
<tr>
<th>Title:</th>
<th>Student Writer – Cochise Cats</th>
<th>Start Date:</th>
<th>September 1, 2012</th>
</tr>
</thead>
</table>

**Description:**
- The Student Writer position will assist in the development of the monthly Cochise Cats Newsletter, updating Cochise Cats Marketing material, and developing the Poster Cat Project.
- This part time position involves preparing news stories, detailed proofreading, and general office work.
- This position will also be responsible for fulfilling marketing responsibilities.

**Location:** Sierra Vista, Arizona  
**Hours:** 10 hours/week

**Department:** Student Services - Cochise Cats

*Student will be paid a total of $2500.00 each semester.*

**Skills:**
- Proficient in Microsoft Office applications (word, excel, publisher, etc...).
- Extremely organized.
- Ability to multitask.
- Ability to communicate with different audiences.

**Qualifications:**
- Student must be a UA South student taking at least 6 units at UA South and have a minimum 2.5 GPA. (open to graduate and undergraduate students)
- Student must be located in Cochise County.
- Ability to write effectively on diverse topics and meet deadlines.
- Must be dedicated, reliable, and proactive.

**APPLICATION REQUIREMENTS:**
Applications must include the following information:

- Name, Student ID, Major and GPA, Phone number, Email address
- Essay must not exceed 250 words
- Email application requirements in Word Document to: mmuas@email.arizona.edu

- **Essay Question:**
Student Services Fee Application for Funding

Contact Person: Michelle Menninger

Department: Student Services

Phone: 520-458-8278 x 2212

Email address: mmuas@email.arizona.edu

Project Name: Cochise Cats Scholarship

Project Type: Stipends

Funding Requested: $4000

Start Date: September 1, 2012

End Date: May 1, 2013

Student Priorities Addressed: Scholarship

New project: 

If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No

If Yes, how:

If No, Why: Cochise Cats does not have funds to support scholarships. All Cochise Cats items currently come out of marketing. We hope to gain enough support to better assist students reach their academic goal.

Director of Project and contact information: Michelle Menninger

Please include with this application a budget or business plan, to include a timeline for spending.
Student Services Fee Application for Funding

Michelle Menninger
Student Services Department
mmusas@email.arizona.edu
520-458-8278 x 2212

Re: Request for Funding Cochise Cats Scholarship
ABOR Student Services Fund

Date: April 20, 2012

Rationale:

Cochise Cats is a collaborative program between Cochise College and the University of Arizona South. It is designed to provide services and information in obtaining an associate degree at Cochise College and transferring seamlessly to UA South to obtain a bachelor’s degree. Being a transfer university, UA South relies heavily on students transferring in from Cochise College; it is the main feeder school in Cochise and Santa Cruz counties. The mission of Cochise Cats is to inform the community that a four year degree can be achieved locally, so it is important that students establish a relationship with the advising community at both institutions, and early in their academic career. Students who begin their education at Cochise College, or attend to complete requirements, are put on an academic pathway that they follow to ensure that the transfer is seamless. Their involvement in the program provides not only advising support, but also financial aid information, community workshops, career and transfer planning, and the plan is to offer more financial support.

We currently have about 300 students in the Cochise Cats Database. These students work closely with their advisors and stay updated on information that pertains to their education. In fall 2011, the first group of Cochise Cats students will be transferring in from Cochise College to UA South programs. Last year Cochise Cats received funds to award students a Cochise Cat scholarship. The funds from the Student Services Fees will leave an extremely positive impression on the community, and certainly impact student transfer. Below is an example of one student’s appreciation:

“I am writing to convey my appreciation to you for not only making the Cochise Cats Scholarship possible, but for giving me the opportunity to submit an application. I am honored to be one of the recipients of this scholarship and I want to sincerely thank the committee for their support.

Officially a senior now, I am majoring in Elementary Education and will be a state certified elementary teacher by next spring. The financial aid you provided will assist me in paying my educational expenses and ensure maximum time spent studying and in field observations.

Thank you again for your generosity and support. By awarding me the Cochise Cats Scholarship you have significantly lightened by financial responsibilities and in doing so have enabled me to focus more on the most important aspect of school: learning. Your kindness is an inspiration to me and it is my desire to one day to be able to help students achieve their goals just as you have helped me.”
Ideally, these funds will be available each semester to assist students with their textbooks. A student will apply in the fall, and once again in the spring. This will allow new Cochise Cats students who are admitted in the spring to apply as well.

**Budget:**

Value of each stipend per semester: $1000.00
Total # of stipends per semester: 2

Total Budget: $4000.00
Student Services Fee Application for Funding

Contact Person: Joseph “Ike” Dent

Department: Media Technology Office – Sierra Vista Campus

Phone: (520) 458-8278 x2157

Email address: dent@email.arizona.edu

Project Name: Student Worker Program

Project Type: Employment (Fiscal year)

Funding Requested: $11,960.00

Start Date: July 1, 2012

End Date: Dec 14, 2012

Student Priorities Addressed: Yes – See Proposal

New project: Yes

If yes, multi-year justification: This work position requires an active year-round direct support to the academic community.

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No

If Yes, how:

If No, Why: Currently, staff funding for a new hire is uncertain.

Director of Project and contact information:
Joseph “Ike” Dent, Manager, Media Technology Office
W: (520) 458-8278 x2157
C: (520) 266-3053
email: dent@email.arizona.edu

Please include with this application a budget or business plan, to include a timeline for spending. (See Attachment)
April 20, 2012

Student Service Fee Committee – UA South
1140 N. Colombo Ave.
Sierra Vista, AZ 85635

Dear Student Service Fee Committee – UA South:

This correspondence is submitted to request financial funding to hire a student employee to work in the Media Technology Office, under the Student Worker Program. The much needed student worker will be employed as an Office Assist, who will provide a multitude of supportive services for the Academic community in the UA South-Outreach network.

OBJECTIVE

Since the vacancy of this position occurred almost 4 years ago, our goal is to regain the level of support to our student community. The demands placed on the current staff has increased as well as our geographical mission. Once there is a new hire in place, our department would be able to establish a routine workflow, initiate much needed training to our technical personnel, which means quality service and support to our students.

SCOPE OF SERVICES and RESPONSIBILITIES

We are a campus resource that promotes and provide technology support and installation for the UA South community, with primary emphasis toward the teaching environment. The new student worker would essentially be centralized to service our community in many different areas. They will be tasked to:

- Oversee the daily front office operations.
- Provide CatCard ID services.
- Maintain the daily ITV room scheduling.
- Maintain department documents and databases.
- Coordinate and maintain the (capital) equipment inventory for the department.
- Maintain department work orders and equipment loan-out request desk.
- Assist with classroom prep and specialized production projects.
BENEFITS

The benefit to having this position filled covers so many areas...
- Having someone routinely in the office during the day will allow us to minimized missed calls and visits from our clients.
- The student worker would be exposed to a variety of administrative and technical skillsets.
- The current workload shared among current staff can be widely distributed, to allow for professional training, in order to provide quality assurance on projects.
- Lastly, “Student’s First”

CLOSING

The benefits of hiring someone to fill this position would allow our department to relieve workloads that continue to elevate, offer better a support package to UA South and be able to manage the time to explore new technologies to bring to our education community.

Sincerely,

[Signature]

Joseph “Ike” Dent
Manager

Attachment:
SSF Rate Proposal (1)
DATE: April 20, 2012

TO: Student Services Fee Committee, UA South

POSITION: New Student Hire (Office Assistant)

EMPLOYMENT TIME: Fiscal Year

HOURLY RATE: $10.00 per hour

WEEKLY HOURS: 26 (avg)

\[
\begin{align*}
\text{Total Weeks (1st semester)} & \quad 22 \times 26 \text{ hrs.} = 572 \text{ hrs.} \\
\text{Total Weeks (2nd semester)} & \quad 24 \times 26 \text{ hrs.} = 624 \text{ hrs.}
\end{align*}
\]

TOTAL FY TOTAL HOURS \quad 1196 \text{ hrs.}

TOTAL ANNUAL FUNDING \quad \$10.00 \times 1196 = \$11,960.00
Student Services Fee Application for Funding

Contact Person: Ben Packer

Email address: packer@email.arizona.edu

Department: Student Services

Phone: (520) 458-8278

Project Name: Sierra Vista Student Assistant

Funding Requested: $10,000.00

Start Date: July 1, 2012 – June 30, 2013

Student Priorities Addressed: Yes – see proposal

New project: No

If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No

If No, Why: There is currently no budget for additional staff.

Director of Project and contact information: Ben Packer, Student Services Director. SV: (520) 458-8278 x2138
email: packer@email.arizona.edu
Memo

To: Student Services Fee Committee – UA South
From: Ben Packer, Director of Student Services
CC: Esther Henley, Student Services Fee Adviser
Date: 4/20/2012
Re: Student Employee for Sierra Vista Campus

Student Worker Program – Sierra Vista Campus

Rationale:

UA Sierra Vista is one of our busiest campus communities and is the hub for students on a daily basis. There is a continual need for a student worker to assist in the day to day operations of the front desk management. The front desk is managed by a full time UA South employee whose duties include handling all calls for the entire campus, facilitating information to students and the public in addition to providing administrative support for Student Services. The student worker would be responsible for providing support year-round by way of assisting in the above processes and providing much needed office coverage during the Office Specialist’s lunch breaks and time off.

The Sierra Vista campus community and all UA South students benefit greatly from the Student Worker. The student worker would cover the front desk duties and also serve as a liaison between current UA South students and UA South Administration.

This position will provide an excellent opportunity for a student to participate in the workings of an academic institution; which could provide good training for a possible career in academic administration.

Budget:

Hours per Week: 20
Rate of Pay: $10.00/hr.
Weekly Salary Range: $200.00
Weeks per Year: 50

Total Budget: $10,000.00
Student Services Fee Application for Funding

Contact Person: Ben Packer
Email address: packer@email.arizona.edu
Department: Student Services
Phone: (520) 458-8278
Project Name: Douglas Student Assistant
Funding Requested: $10,000.00
Start Date: July 1, 2012 – June 30, 2013
Student Priorities Addressed: Yes – see proposal
New project: No
If yes, multi-year justification:
Is Service Fee monies sole funding: Yes
Will it continue without SSF funding? No
If No, Why: There is currently no budget for additional staff.

Director of Project and contact information: Ben Packer, Student Services Director. SV: (520) 458-8278 x2138
e-mail: packer@email.arizona.edu
Ben Packer  
U of A South  
1140 N Colombo Ave  
Sierra Vista, AZ 85635  

April 20, 2012

Student Services Fee Committee- UA South  
1140 N. Colombo  
Sierra Vista AZ 85635  

Dear Student Services Fee Committee- UA South:

This letter is in reference to the Douglas Campus Student Employee Position. The Student Employee has been a great asset to our campus, assisting in various recruiting events, data processing, and report management, in addition to serving as a liaison for our current students, prospective students and UA South Administration. Since we only have one advisor at our UA South Douglas campus, a Student Employee is essential to sustaining our operations. Without this individual, we could not keep our doors open at times.

The Student Employee has positively impacted our growth in Douglas, and we hope to continue this growth for the next fiscal year. We have a new Student Academic Specialist beginning on April 30, and the student employee will be a great asset to her.

Sincerely,

Benjamin A. Packer  
Director of Student Services  
The University of Arizona South
Student Services Fee Application for Funding

Contact Person: Ben Packer
Email address: packer@email.arizona.edu
Department: Student Services
Phone: (520) 458-8278
Project Name: Student Services Fees Advisor Salary
Funding Requested: $ 6,000.00
Start Date: July 1, 2012 – June 30, 2013
Student Priorities Addressed: Yes – see proposal
New project: No
If yes, multi-year justification:
Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? Yes, but the administration feels it is reasonable for SSF Advisor funding to come from the SSF budget.

Director of Project and contact information: Ben Packer, Student Services Director. SV: (520) 458-8278 x2138
email: packer@email.arizona.edu
Memo

To: Student Services Fee Committee – UA South
From: Ben Packer, Adviser
CC: Esther Henley, SSF Advisor
Date: 4/20/2012
Re: Student Services Fee Adviser – Salary Support

Additional Salary Support – SSF Adviser

Rationale:

About six months ago, the position of Student Services Fee Advisor was changed from a part-time employee to a dual role handled by the Sierra Vista Office Specialist Sr. The UA South administration feels it is reasonable for Student Services Fees to cover the portion of this individual’s salary corresponding with the hours spent on SSF duties, which has been factored at 18 of her total salary. Due to the solid groundwork laid by previous SSF Advisors, as well as to her own hard work, the Office Specialist Sr. has been able to handle SSF duties by devoting a little less than 10 hours per week to those tasks.

Currently, our peers on the Main Campus have this position is covered 100% by SSF monies and the Office of Student Services respectfully requests that the Student Services Fee Committee consider covering this portion of the Office Specialist Sr.’s salary for the SSF Advisor position.
Student Services Fee Application for Funding

Contact Person: Ben Packer

Email address: packer@email.arizona.edu

Department: Student Services

Phone: (520) 458-8278

Project Name: UA South Student Stipend

Funding Requested: $5,000.00

Start Date: For Fall 2012 Semester

Student Priorities Addressed: Yes – see proposal

New project: No

If yes, multi-year justification:

Is Service Fee monies sole funding: Yes

Will it continue without SSF funding? No

If No, Why: Stipend comes completely through SSF funding

Director of Project and contact information: Ben Packer, Student Services Director. SV: (520) 458-8278 x2138
email: packer@email.arizona.edu
Issues facing adult and evening students and can be a real source of stress and while the lack of time arguably is a constant for students, the stress of financing their education is becoming more of an issue than ever before. It is unquestionably the largest obstacle facing college students today; having sacrificed to start and now hoping to find a way to finish. Financial aid can make a massive contribution, but with ever increasing costs, scholarships and tuition assistance, are now becoming the last hope for affordability.

Proposal:

Utilizing monies from the Student Services Fees, we propose that an All Campus Educational Stipend Program be established. The idea is to give back to students, some of the money they have contributed to UA South, by way of their Student Services Fees. The criteria would include an essay submission and a grade point average of 3.5 or higher. The submissions will be reviewed by the Scholarship Committee of UA South, which comprises faculty and staff from UAS campuses. In addition, Student Services, the submitter of this proposal, is flexible to any changes in the scholarship criteria and amounts the SSF Committee wishes to suggest upon closer inspection of the existing criteria and SSF budget.

Benefits:

a. Help alleviate the stresses of making educational purchases required for their courses, i.e. books, research tools, jump drives, etc.

b. More tuition assistance dollars translates to less student debt.

c. Students could afford to work less allowing time to improve academic performance.

Budget:

We propose $5,000 be allocated for the stipend for Fall 2012, with the intention of reviewing the SSF budget midyear and adjusting the proposal accordingly for Spring 2013.