University Student Senate

Proposed Fiscal Year 2010 Budget

December 11, 2009

Cory Provost
Chairperson

Oscar Perez
Vice-Chair, Fiscal Affair
2009/2010 VICE Chairs

Vice Chair of Legislative Affairs – Irene Castro
Vice Chair of Graduate Student Affairs – Clement James
Vice Chair of Senior College Affairs – Tatiana Benjamin
Vice Chair of Community College Affairs – Christopher Fashola
Vice Chair of Evening and Parttime Affairs – Lillian Campbell
Vice Chair of Disabled Student Affairs – Maria Delgado
Vice Chair of International Student Affairs – Kieshorne Dennie
Vice Chair of Technology – Keston Boyce
Table of Contents

Chairperson Summary

Fiscal Year 2010 Budget Request

Fiscal Year 2010 Proposed Budget

Staff Detailed Narrative

Budget Detailed Narrative
The University Student Senate of the City University of New York (“USS”) is the leading student government organization of the City University and is tasked with preserving the accessibility, affordability, and excellence of higher education within the city of New York.

At present, USS is solely funded through the collection of student activity fees on the nineteen (19) campuses of the University. While this revenue source has, in the past, proven adequate to allow USS to accomplish its mission, this is no longer the case.

The ever increasing costs of higher education have loomed as a persistent threat to the citizens of New York. In an effort to alleviate this burden, in 1995, USS created the Merit Award to help offset these costs. In 2003, a second scholarship, the Donald and Mary Ellen Passantino Award was created to specifically aid achieving students with disabilities and international students. USS, currently, dedicates ten percent (10%) of our annual budget to funding these scholarships.

In the 21st century, the global marketplace demands a highly skilled, multifaceted workforce. USS has tasked itself with ensuring that the students of City University receive the services and training needed to be well-equipped to meet these challenges.

Today, more than ever, students on college campuses are considered “non-traditional” students. Non-traditional students have one or more of the following characteristics: they lack a standard high school diploma; they delayed enrollment into postsecondary education; they attend college part-time; they work full-time while enrolled; they are financially independent of parents or legal guardians; they have dependents other than a spouse; or they are a single parent.

Currently, at the University, nearly one-half (½) of the students enrolled work more than twenty (20) hours per week, one-third (1/3) are age 25 or older, and almost one-fourth (¼) of students support children. At this time, in its goal of representing the over 450,000 students of City University, USS has several initiatives and programs geared towards meeting the needs of non-traditional students.

The purpose of this budget is to outline the current resources of the University Student Senate, in order to enhance the quality of education for the student body through improvements to student services within the City University of New York.
### Fiscal Year 2010 Budget Request

*Projected Revenue Summary*

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## Mandatory Deductions

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# Fiscal Year 2010 Proposed Budget

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Staff Detailed Narrative

This chart lists the titles for each staff position.

   Executive Director
   Business Manager
   Events and Marketing Coordinator
   Director of University Relations
   Project Associate
   Office Manager
   Outreach Coordinator
5401 Executive Director

Description

The Executive Director will report directly to the Chairperson and will be responsible for overseeing, evaluating and monitoring the staff of the University Student Senate (“USS”) office. In addition, he/she will be responsible for maintaining and coordinating all aspects of the USS office.

Responsibilities include:

I. Supervising all USS employees
II. Delegating project development and management
III. Acting as Timekeeper for all employees
IV. Managing the administrative affairs of the office
V. Tracking and assessing staff performance
VI. Authorizing official documents

Qualification Requirements

- High school diploma with 3-5 years of administrative experience; bachelor’s degree may be used to substitute for professional experience
- Demonstrated track record of leadership development and/or education programming
- Must have excellent written and oral communication skills
- Must have excellent time-management skills, with the ability to prioritize
- Must possess an understanding of the cultural, social, educational and recreational needs of a diverse university community
- Must be proficient in Microsoft Office
- Must be able to work a flexible schedule
- Must be available to attend monthly USS Plenary sessions
- USS and CUNY student government leadership experience strongly preferred.
5402 Business Manager Description

The Business Manager will report directly to the Executive Director and will be responsible for overseeing, evaluating and monitoring the purchase orders and payment requests of the USS.

Responsibilities include:

I. Maintains and updates records of all purchase orders
II. Acts as chief liaison between the USS and the Central Office of Student Affairs
III. Researching Board of Trustees policies, statements, initiatives, and decisions
IV. Summarizing and present reports to the Executive Director as directed
V. Maintaining schedule of the Chairperson
VI. Performing other duties, as requested by the Chairperson

Qualification Requirements

- High school diploma with 3-5 years of administrative experience; bachelor’s degree may be used to substitute for professional experience.
- Must have excellent written and oral communication skills
- Must have excellent interpersonal skills
- Must possess an understanding of the cultural, social, educational and recreational needs of the diverse University community
- Must be proficient in Microsoft Office
- Must be able to work a flexible schedule
- Must be available to attend monthly USS Plenary sessions
- Demonstrated outstanding leadership experience strongly preferred
5404 Events and Marketing Coordinator

Description

The Director of Events and Marketing will report to the Executive Director and the Chairperson. S/he will be responsible for the strategic planning and coordination of all USS events. The Director will create targeted strategies and events to encourage student awareness of the USS and foster greater student participation in University-wide events. The Director shall also establish and maintain strong relationships with CUNY Chancellery, as well as with elected officials within the city and state legislatures.

Responsibilities include:

I. Coordinating and facilitate all USS events
II. Promoting all USS events
III. Overseeing advertising and outreach for all USS events
IV. Attending all USS functions
V. Performing other duties, as requested by the Chairperson

Qualification Requirements

• High school diploma and a minimum of five (5) years of events coordination; bachelor’s degree may be used to substitute for some professional experience
• Must have excellent written and oral communication skills
• Must be detail-oriented and able to work well under pressure
• Must be able to work on many diverse projects simultaneously
• Must have excellent interpersonal and customer-service skills
• Must be proficient in Microsoft Office
• Must be able to work a flexible schedule
• Must be available to attend monthly USS Plenary sessions
5405 Director for University Relations

Description

As a member of the senior fundraising staff, while working closely with the Director of Events and Marketing, the Director will identify potential personal, institutional and governmental sources of funding. The Director will create targeted and broad strategies and events to cultivate these potential donors, leveraging the incredible faculty, students and facilities of the University.

Responsibilities include:

I. Assist with supplemental funding initiatives of the USS
II. Act as chief liaison between the USS alumni and the Chairperson
III. Create grant proposals, as directed by the Chairperson
IV. Perform other duties, as requested by the Chairperson

Qualification Requirements

• Bachelor’s degree and a minimum of three (3) years of public relations or fundraising experience
• Experience with high-level and high-profile individuals and entities (e.g. Board of Trustees)
• Must have excellent written and oral communication skills
• Must be detail-oriented and able to work well under pressure
• Must be able to work on many diverse projects simultaneously
• Must have excellent interpersonal and customer-service skills
• Must be proficient in Microsoft Office
• Must be able to work a flexible schedule
5406 Project Associate

Description

Reporting to the Executive Director, the Project Associate supports major USS initiatives (i.e., strategic planning, outcomes assessment, performance goals and targets) by overseeing and maintaining projects that involve all areas of the USS.

Responsibilities include:

I. Managing USS projects and related activities
II. Preparing descriptions, including goals, objectives, roles and responsibilities
III. Organizing and supporting project team(s) in preparing and developing project-related outcomes and documents, where applicable
IV. Any other assignments issued by the Executive Director

Qualification Requirements

• Some college work and 1-2 years of relevant experience
• Must have excellent written and oral communication skills
• Must be detail-oriented and able to work well under pressure
• Must be able to work on many diverse projects simultaneously
• Must have excellent interpersonal and customer-service skills
• Must be proficient in Microsoft Office
• Must be able to work a flexible schedule
5407 Campus Outreach Coordinator

Description
The Campus Outreach Coordinator will be charged with reaching out to the student
governments of all CUNY campuses, in an effort to effectively
communicate the activities of the USS.

Responsibilities include:
I. Managing and delivering documents to the student governments of all
   CUNY campuses
II. Issuing and sealing of all USS paraphernalia
III. Performing other duties, as directed by the chairperson

Qualification Requirements
· Some College work with 1-2 years of relevant experience.
· Must have excellent written and oral communication skills
· Must be detail-oriented and able to work well under pressure
· Must be able to work on many diverse projects simultaneously
· Must have excellent interpersonal and customer service skills
· Must be proficient in Microsoft office
· Must be able to work a flexible schedule
· Must be available to attend plenary sessions once per month (on the
  Sunday before the fourth Monday of every month)
5408 Office Manager

Description

The Executive Secretary will offer administrative support, as directed by the Executive Director to the Senate. The Executive Secretary will also be responsible for the organization of all reports and minutes of the Senate, Steering Committee, and Staff meetings. In addition, he/she will be responsible for maintaining and coordinating the calendar of the Chairperson.

Responsibilities include:

I. Attending all meetings of the USS Plenary and the Steering Committee
II. Assisting the Executive Director with anything.

Qualification Requirements

• Some college work and 1-2 years of relevant experience
• Must have excellent written and oral communication skills
• Must be detail-oriented and able to work well under pressure
• Must be able to work well in a group setting, as well as independently
• Must be able to work on many diverse projects simultaneously
• Must have excellent interpersonal and customer-service skills
• Must be proficient in Microsoft Office
• Must be able to work a flexible schedule
• Must be available to attend monthly USS Plenary sessions
IV. Budget Detailed Narrative

6200 Office Supplies—General

The purchase of supplies for the USS office, namely paper, toner, writing instruments, folders, etc.

6250 Books—Periodicals

The purchase of books and periodicals pertaining to usage of web design, photography editing and accounting software. In addition, the purchase of guides for grant-writing and newspaper subscriptions, such as the New York Times, would also be considered.

6300 Postage & Shipping

The purchase of postage and shipping of notices and material for meetings and other events and items of interest to delegates and alternates of the USS.

6400 Communications—General

The purchase of a domain name for the USS, and other applicable services in the expansion of our web presence.

6500 Equipment—Repair & Maintenance

The repair and maintenance of the equipment in the USS office.

6800 Printing & Reproduction

The purchase of printing and reproduction of materials necessary for meetings and events, and for dissemination to the USS membership and to the campuses at large.

6900 Travel—General

Any travel expenses incurred by the USS outside the NYC Metro area. E.g. Acquiring buses for retreats etc.

6950 Travel—Domestic

Any travel expenses incurred by the USS within the NYC Metro area. E.g. acquiring buses for local lobby days

7000 Consultants & Guest Lecturers

Hiring consultants and guest lecturers to facilitate workshops, symposia and conferences.
7010 Other Independent Contractors

Contracting out to highly skilled individuals or companies for providing the best possible services to the University community. USS currently uses an independent contractor to design its cunyuss.org website.

7230 Annual Audit

Conducting an audit for the previous fiscal year, to maintain transparency and our fiduciary responsibility.

7310 Student Services

Enhancing services and activities that provide for a cross-campus community. The USS serves as the primary information clearinghouse for the University community. Student Services include but are not limited to: disaster outreach, childcare services, healthcare services etc.

7400 Conference & Seminar Expense

The payment of expenses incurred from the planning and execution of conferences and seminars. Such as leadership retreats etc.

7401 Cultural Activities & Special Events

The facilitation of events of cultural significance throughout CUNY. Events that will enhance the college experience for all students such as International Student Forums, Family Day and Town Halls and Co-sponsorship of university events.

7402 Disabled Student Services

To support CUNY-wide initiatives designed to provide augmented support services to students with disabilities. The CUNY Coalition for Students with Disabilities (“CCSD”) works to serve and aid students with disabilities. USS will use these funds, in consultation with the University Office for Students with Disabilities, to strengthen support for students with disabilities.
**7406 Test Preparation**

Through a series of workshops and seminars held throughout the year, USS will enhance the existing test preparation given on the various CUNY campuses. Aid to support students who desire to pursue post-graduate education is significant in improving overall academic services in CUNY. These funds will ensure that students of the University receive appropriate preparation to compete equitably for coveted graduate programs or other post-graduate needs.

**7404 Internships**

Students throughout the university are required to participate in internships as a requirement for graduation. USS is aware of the difficulty in finding good internships. This is why we will provide students with the opportunity to gain real working experience and fulfill academic requirements.

**7410 Meetings**

Covering related costs with regard to meetings of the USS and its Steering Committee, including food, space rental, technology rental and setup, and any associated staff costs.

**7411 Business Meals**

The payment of any meals that occur during the official conduction of USS business.

**7600 Social Activities**

The facilitation of events of a social nature throughout CUNY e.g. Annual holiday party etc.

**7405 Student Grants**

Many students do not have the monetary necessary to continue their education and now more than ever with the increase in the tech fee and the possible increase in tuition students will be in danger of dropping out of college. USS has created a grant program that will help alleviate the financial hardship faced by students.
7840 Other Stipends

The payment of stipends to the members of the USS Steering Committee. The amounts are as follows:

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<td>VC/Legislative Affairs</td>
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<td>$4,200.00</td>
</tr>
<tr>
<td>VC/Fiscal Affairs</td>
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<tr>
<td>VC/Graduate Affairs</td>
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</tr>
<tr>
<td>VC/Senior College Affairs</td>
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<td>VC/Community College Affairs</td>
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<tr>
<td>VC/Evening &amp; Part-Time Affairs</td>
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</tr>
<tr>
<td>VC/International Student Affairs</td>
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<tr>
<td>VC/Disabled Student Affairs</td>
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</tr>
<tr>
<td>VC/Technology</td>
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</tr>
</tbody>
</table>

7910 Computers & Related Accoutrement

The purchase of computers and related equipment for the USS office.

8050 Advertising

Increasing the profile and visibility of the USS, both within and outside the University. E.g. the production of the USS Times.