



**“AS Board Assistant for the Multicultural Center Renovation- Grant Proposal”**

**Proposed Motion:** A one year grant of \$11,000 from FXXRES (AS Discretionary Reserves) to fund the AS Board Assistant for the Multicultural Center Renovation position.

**Sponsor:** Aleyda Cervantes, AS President

**Persons of Contact:** Sabrina Houck and Eric Alexander

**Date:** 2-17-17

**Attached Document**

Attached is the *proposed job description pending Personnel Committee’s Approval and Changes.*

**Background & Context**

The Multicultural Center Renovation is becoming more and more detailed and time consuming and the need to have an assistant organizing the administrative tasks to support students is needed.

**Summary of Proposal**

Briefly summarize what the proposal is.

“ *What are you proposing, What are you needing/ wanting to happen?*”

The AS VP for Diversity is already a busy position without the renovations and this position would help coordinate some of those tasks and keep track of meeting information. Please refer to the Job Description for additional proposed tasks. This position would be hired in Spring Quarter and it would continue for Summer 2017, Fall 2017, Winter 2018 and finally Spring 2018.

**Fiscal Impacts**

State any and all fiscal impacts and budgets.

<i>Spring 2017</i>	<i>12 weeks/15 hrs a week for a total (180 Hrs)</i>	<i>@11/hr</i>
<i>Summer 2017</i>	<i>12 weeks/ 20 hrs a week for a total (240 Hrs)</i>	<i>@11 / Hr</i>
<i>Fall2017</i>	<i>12 weeks/15 hrs a week for a total (180 Hrs)</i>	<i>@ 11/Hr</i>
<i>Winter 2018</i>	<i>12 weeks/15 hrs a week for a total (180 Hrs)</i>	<i>@11.5/Hr</i>
<i>Spring 2018</i>	<i>11 weeks/15 hrs a week for a total (165 Hrs)</i>	<i>@11.5/hr</i>

**Total position amount \$10,567.5 + 3% 1317.051= Total Allocation Requested: \$10884.53**

*If financial impacts occur:*

What do you need to happen?

*Board’s approval to spend \$ \_\_\_\_\_ from FXXRES.*

**Rationale**

Briefly describe why this proposal should happen.

“*This is answering the Why do they want/need this proposal*”

The Board Assistant for Club Committees does not have the hours or the capacity to do the level of work that is needed for this position. There is enough work in the coming months for another

position and this position would help the ASVP for Diversity balance the work load taken on by the Multicultural Center Renovations.