



**"Additional Assistant Hours"**

**Proposed Motion:** Approve the transfer of \$1,050 from Operational Enhancement (FXXENH) to AS Board Administration (FXXBAD) for additional hours for the AS Board Office Assistants.

**Sponsor:** Vice President for Business & Operations

**Persons of Contact:** VP Business & Operations, Cindy Monger

**Date:** March 2013

**Request & Rationale:** This request is to increase the hours of the Board Assistants. This is divided into 3 parts:

I. 28 hours for AS Board Assistant for Internal Committees for a Special Business Project. With the revamping of AS Budgeting Process **and** the loss of data from prior years, it was necessary that additional help was needed to facilitate the new process. Financial data from the past 3 years from all 95 budgets has to be manually found and put into our new budget proposals. This is a time intensive procedure and is critical to the success of the Budgeting Process.

II. 8 Hours for AS Board Assistant for Representation Committees to make a comprehensive legacy notebook for Lobby Day and Lobby related travel.

III. 72 Hours (24 per assistant) to make up the lost hours due to holidays; each assistant was given 24 hours less time due to holidays, in an effort to keep budget costs down. There is still 15 hours of work to do per week but fewer hours to do the work.

**Fiscally:**

Hours Requested: 28+8+72 = 108 Hours

Hourly Rate: 9.25

FICA (Employee expenses): 5%

**SUM = 1048.95 or Roughly \$1050.**

**Current Balance of Operational Enhancement Fund (FXXENH)**

Expenses:	AS Committee Orientation Catering	\$750
	ACUJ Conference transfer	\$893
	Program Saturation hours	\$122
	Outback Apprentices Wage	\$650
	Vote Staff	\$965
	Total	\$3380 of 10,000 used

**\$6,620 Available for Use**

**If approved: Assistant Hours (\$1,050)**

**\$5,570 or 55.7% of Funds Available**