



"Resolution to make position changes to the Assistant Business Director Position"

Proposed Motion: *Change the position of AS Assistant Business Director to the title of "AS Business Director for Clubs", increase hours from 15 to 19 hours per week, change the position to a Director classification and include 40 summer planning hours.*

Sponsor: *AS VP for Business & Operations, Hannah Brock*

Persons of Contact: *AS VP for Business & Operations; Hannah Brock, AS Business Director, Osman Olivera*

Guest Speaker: *AS Business Director, Osman Olivera*

Date: Friday, July 24th, 2015

Attached Document

Attached is the original typed proposal that passed through Personnel Committee.

Background & Context

The position of AS Assistant Business Director has a long history of being overworked and getting behind because of the high demand that the increasing amount of AS Clubs place upon them. Last year's Assistant Business Director, Kaleb Ode, originally brought this concern to the Personnel Office last year, but by that time it was too late in the fiscal year to make any changes. The ABD (Assistant Business Director) does not really act as a standard Assistant Director normally would, and does not need to report to the Business Director, as their work is very independent and different. Kaleb and Osman felt that it would make more sense to make this position another Director classification, and the Personnel Committee decided on a more suitable position name of: "AS Business Director for Clubs." This position would report directly to the AS VP for Activities. With an increase of 40 hours over the summer, this position holder would be able to help plan for Fall Info Fair and meet the growing demand of summer and early fall requests from clubs.

Summary of Proposal

- Change the name of this position to "AS Business Director for Clubs".
- Change the position classification and pay-rate to Director at 19 hours per week over fall, winter and summer quarters.
- Allocate 40 summer planning hours at a Director hourly pay rate.

Fiscal Impacts

- Current Assistant Business Director full yearly pay= \$6,118
- New proposed yearly pay for AS Business Director for Clubs= \$8,867

Fiscal impact of: \$2,749

Proposed budgets: Grant for one year, office is going through a SPAC assessment this year

Business Director Assistant

The Assistant Business Director has a pattern of working extra hours every week throughout the time I have been working here as the Business Director. I am a witness of the high amount of people asking questions in the week due to high quantity of clubs and the level of personal support they expect to receive. Here are the reasons why we (Kaleb & I) would like change this position from 15 to 19 hours a week salary and an additional 40 hours in the summer that may be distributed depending on the office need. This is why we think the position should change:

- 1) Clubs naturally have more questions and errors because of the minimum to no help from advisors, lack of budget experience, and the switch of budget authorities due to other commitments (club being recognized late in the year, change of leadership, etc.)
- 2) The current Assistant Business Director works on average for about 20 hours (sometimes more) a week when he is contracted for 15 hours a week.
- 3) The Assistant Business Director is expected to attend 3 committees. While some committees run shorter than their allotted time, when all committees take up that time it amounts to 4 hour a week. This leaves Kaleb with 11 hours a week, 10 of which are dedicated to assigned office hours. Since he is currently putting in more hours than contracted, even when committees don't meet for their full time, it seems only appropriate he should be compensated appropriately.
- 4) We are also recommending a name switch since the Assistant Business Director is not really assisting the Business Director, instead, he is more of a director on his own for clubs. We recommend the names: Club Business Director, Business Director of Club Affairs, Business Director - Clubs (with Business Director being changed to Business Director - Offices). By no means do we think these names are the only ones that might work and we are open to input.
- 5) Extending the position into the summer would provide clubs the ability to be more active during the summer. While some clubs do very little during the summer there are those that want to continue their activities during the summer and are otherwise uncertain who to contact. They then opt out of doing anything. This is evident in the high volume of reimbursements sent in by clubs at the beginning of the year for items purchased for the Red Square Info Fair. Club Budget Authorities are not trained before this event meaning purchases can't be made in advance.
- 6) Club Finances are in no way managed by the Business Director. This means that the Business Director does not possess vital knowledge about what occurred with clubs during the year. While the Assistant Business Director should do their best to complete Club Carry Forwards early on, this tends not to occur because of the immediate high volume of work (specifically from reimbursements from the summer and the club's first purchases of the year).
- 7) Kaleb often wanted to take a more active role with the clubs, but was repeatedly stopped by the shortage of hours he has available. I believe with the quarterly and hourly extension of this position will benefit the AS as a whole. The fact that the Business Office hours have to grow is a sign that the AS is being more active and we all know that this is eventually

what was going to happen, if we do not attend to this problem, the whole AS could suffer from this.

- 8) There is over 200 clubs who need assistance, which are more than offices. Meaning that potentially Kaleb could be responding to more emails and withdraw request than myself some days. He often has to work at home to catch up because of the need for immediate processing. This is especially evident when clubs go in to crisis mode after sending in forms late. While poor planning on the part of clubs does not constitute an emergency on the part of the Assistant Business Director, Kaleb has made a point of helping clubs as best he can even going so far as to stay past office hours on several occasions to help.
- 9) Kaleb does everything he can to help clubs personally to make the Business Office less intimidating to clubs and students overall. This often means he is spending a disproportionate amount of time helping one club and must spend additional hours catching up on other business.

Kaleb & I (Business Director) bring this to Personnel Committee to be able to take effect next year starting this summer (if the elected person agrees for this extension since he/she was interviewing for a 3 quarter position).