



Office of the Executive Director for Student Engagement

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## MEMO

To: AS Finance Council

From: Eric N. Alexander, Executive Director for Student Engagement

CC: Raquel Vigil, Noemi Bueno

Date: December 16, 2021

Re: Use of Viking Union Reserve Funds for temporary employee in Club Hub

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The following is documentation for the AS Finance Council regarding use of reserve funding to support temporary and urgently needed employment for the AS Clubs office. This is not a currently funded position (as is the case for other temporary full-time employees), so will require reserve funds to create funding for this project position.

Temporary Project Position:

The temporary Club Events Facilitator will take on the work of assisting clubs with event planning and navigating policies and procedures, meeting with new clubs, re-registering clubs, co-advising Activities Council with the Assistant Director for Student Activities, assisting club advisors, managing Club Hub traditional events, and supervising two of the four student staff in the office. This allows our Club Manager to work on projects related to our new staff reorganization, to include new initiatives and enhancing current initiatives. In particular, projects will include focus on Student Staff Development planning (new), Leadership Development projects (new), Community Engagement program development (new), University Club Policy update (new), the Summer Noon Concert Series (continuing), Fall Info Fair (continuing), and other projects to enhance Club Activities and the Community Engagement and Leadership Learning area.

Projected Budgetary Impact:

This temporary position will require approximately \$23,000 from the RES-ASBRVU-VU Operating Reserve. This account is allocated \$88,486 this year, and is meant to cover this type of expense.