

Student Services Resource Request Template

Each prioritized resource request list should be limited to the **top five requests** for your division, unit, or area. **Resource requests should be \$5,000 or greater in amount.** Some divisions may want to keep a complete prioritized list of items for any amount to use for division fund requests.

- Operating Budget (includes Supplies, Student Help, Technology, Equipment/Furniture, Travel/Professional Development)
- Personnel (positions and release time)
- Repair and Maintenance

OVERALL DIVISION/UNIT/AREA PRIORITIES FOR OPERATING BUDGETS (This category includes Supplies, Student Help, Technology, Equipment/Furniture, and Travel/Professional Development)

| Priority | Item or Action and improvement sought | College, Program, or Unit Goal | Data supporting request | Funding Cost Estimate | If new funding not available |
|----------|---|--------------------------------|---|-----------------------|-------------------------------|
| 1 | Early College software (or programmer) | Early College goals | To assist in tracking, monitoring and sharing of admissions, testing and course eligibility information with high school partners and student participants in order to increase program efficiency. | \$25,000 | |
| 2 | Request to upgrade Student Life Clerk to SR10 | Student Life | Clerk is essential to the day to day functions of the Student Life Office. | \$38,592 | |
| 3 | Intramurals Student Help | Student Life goals | IM LeeSports popular and growing. Three student help: \$10.70 x 15 hours x 3 x 32 weeks students. | \$15,408 | Searching for possible grants |
| 4 | NSO Office Personnel | NSO goals | NSO phone constantly ringing, even when not the NSO season. NSO currently has one student assistant that focuses on recruitment, hiring, | \$28,212 | |

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| | | | training, scheduling, assessment, and day of coordination. A dedicated clerk OR multiple student assistants could focus on just responding to NSO calls and scheduling NSO personnel: SR8 Full time at Step B: | | |
| 5 | Additional funding for Early College Program | Early College | To support instructor and peer mentor travel (mileage), food for bi-annual meetings with the College's High School partners and supplies to increase instructor support and other things. | \$10,000 | |

PERSONNEL (Positions and Release time)

| Priority | Item or Action and improvement sought | College, Program, or Unit Goal | Data supporting request | Funding Cost Estimate | If new funding not available |
|-----------------|--|--|---|------------------------------|-------------------------------------|
| 1 | Transcript Evaluator/Graduation Specialist | A&R - to assist with transcript evaluations in timely manner and graduation processing | With current staffing of one evaluator for thousands of students, students are frustrated with delayed turnaround time for accepting transfer credits towards their degree/certificate. | \$45,000 | |
| 2 | Starfish Administrator | Counseling - to oversee MySuccess, Maka'ala, No-show reporting, other functions | Currently a counselor is on assignment to provide administrative support for Starfish. Hiring someone to take on these full-time duties would release the current counselor to go back to providing direct services to students | \$64,000 | |

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| 3 | Veterans Resource Center Office Manager | Support for overall operation of VRC | Current VA Counselor does this job as well as counseling. Position needed to provide office coordination so VA counselor can focus on primary counseling and advising duties. | \$45,000 | |
| 4 | Counselor - Career | To reflect system wide emphasis on career exploration and connection. | With a push for more career exploration and identification, a designated counselor skilled in career counseling methods would assist students and work with Job Prep Services. | \$64,000 | |
| 5 | IT specialist | Student Life - assist with IT needs of Student Life | Student Life alone utilizes IT for the following campus programs: Commencement Ceremony RSVP site, Student Government elections site, New Student Orientation Online | \$45,000 | |

REPAIR and MAINTENANCE (R&M)

| Priority | Item or Action and improvement sought | College, Program, or Unit Goal | Data supporting request | Funding Cost Estimate | If new funding not available |
|-----------------|---|--|--|------------------------------|-------------------------------------|
| 1 | Bulletin Boards | Student Life | In 2010, Student Life standardized all the boards to create a consistent look on campus through BOSCO fees. The boards have not been replaced in decades and are decaying. | \$5,000 | |
| 2 | Add Outdoor Electrical Outlets for 1st and 2nd floor Campus Center building and 1st flr | Institutional Goals Modern Teaching & Learning Facilities | Additional electrical outlets needed to cover 20+ annuals events. Also to reflect student need to charge devices in many different locations (for | \$20,000 | |

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| | Learning Commons and 2nd flr Learning Commons Concourse pillars. | | example, airports are now filled with alternate electrical outlets) Outdoor electrical outlets for the areas surrounding the Library concourse, Eucaplytus courtyard (near mauka wall) and down by the Tuthill courtyard adjacent the Learning Commons building and the Campus Center building. | | |
| 3 | Centralized AC in Hanai ia Leeward room | College goal and UH System goal to provide a food pantry program. | We currently are in DHE 100 which contains an AC unit, however it is not efficient to have a single AC unit run 24/7. The food that is in the room needs to be at a certain temperature based on the health and safety guidelines. It is more efficient to have a centralized AC pull into that room | \$??? | Continue using current space |
| 4 | Webcams for Ala Ike | Strategic direction: Modern teaching and learning environments | To monitor the single access road to the campus for traffic and safety reasons. Also can be used to monitor the future railway areas. It can also be utilized by security to monitor any safety precautions. | \$12,000 | |
| 5 | Campus Center Multimedia System | *SP Goal E.1. Campus Center Multimedia System | Electric screen, 5,000+ lumen projector, speaker system, acoustical treatment) to support events. | \$30,000 | |