

UNDERGRADUATE STUDENT GOVERNMENT DOWNTOWN

2011/2012 Budget Proposal
TOTAL BUDGET: \$90,000

Submitted by President Joseph A. Grossman

SPONSORED BY

College of Nursing and Health Innovation Senator Zack Lindsay

College of Public Programs Senator Joey Amonett

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INTRODUCTION

The ASU Downtown Phoenix campus has seen unprecedented growth in the last three years. Our campus life is prospering, our school spirit is strong, and our academic programs are amongst the best in the nation.

In spite of that success, downtown student government has yet to fully meet the demand of our growing campus. Our structure has stayed the same, students aren't fully connected to their student leaders, and the initiatives we have put on still aren't using this urban campus to its fullest potential.

This budget proposal is a direct reflection of our desire to reform how downtown student government will meet the needs of its students. It will not be an easy task, but with the right leadership and mindset, we will rebuild trust in this organization and help further the positive results it can have for the downtown student body.

OPERATIONS

PRESIDENTIAL OPERATIONS AND INITIATIVES

The Executive will direct these funds toward Executive initiatives when provided with opportunities to advance Downtown specific priorities. This line item can also fund necessary domestic travel, provided that it benefits the downtown student body.

This fund will go toward Executive operations; including the purchase of business cards, nameplates, and other needed materials.

Total: \$6,000

OFFICE SUPPLIES

This will fund day-to-day materials for USGD including paper, ink, staples and writing utensils. These items maintain organizational structure within USGD, allowing us to have the infrastructure we need to meet our constitutional obligations.

Total: \$950

TECHNOLOGY

This will fund technology expenses that further USGD's ability to reach students. It also cover a basic mobile phone for the president, who is expected to accumulate more than 500 minutes of talk time every month when in contact with constituents, other student body presidents, USGD staff, and ASU Administration.

Total: \$3,000

SENATE OPERATIONS & INITIATIVES (\$2,000 APPROVED IN SPRING 2011)

This fund will go toward senate operations; including the purchase of business cards, nameplates, and other needed materials.

The revised proposal includes additional monies for senate operations. Additionally, it includes more funding for initiatives approved by a majority of the senate. Senators contribute to the downtown community by advocating on behalf of their college and serving on committees that further address issues that affect their constituency.

Total: \$5,000

ORGSYNC LICENSING

This fund will cover routine maintenance and licensing costs with OrgSync, the university-wide online software that connects USGD with other student organizations and leaders.

The OrgSync software allows students to view USGD documents at ASASUD.com. It contributes to the downtown campus because students can readily find information online.

Total: \$1,000

MARKETING AND STUDENT ENGAGEMENT

(\$14,000 APPROVED IN SPRING 2011)

The Director of Public Relations will oversee this fund and appropriate funds for marketing, public relations, and events. This includes promotional materials, logo design, printing costs for signage, and other necessary costs related to outreach. This fund ensures that downtown students are aware of their student government, which contributes to positive campus life experience and student retention.

Total: \$14,000

NEW OFFICER TRANSITION AND OATH OF OFFICE CEREMONY

This funds expenses needed for the 2012/2013 USGD transition, including any inauguration and general operating costs. It will ensure that incoming officers and senators are fully prepared to be student leaders in the upcoming year.

Total: \$1,000

LEADERSHIP DEVELOPMENT (\$4,000 APPROVED)

All branches of USGD will convene throughout each semester to plan initiatives for the upcoming months. This fund will cover the costs for food, lodging, and conference room rentals. It also funds the needed operational expenses for the retreats, including the hiring of facilitators and trainers.

Assuming there are 20 active USGD members, the revised budget allocates \$150 per member per semester, with the understanding that this fund enhances campus life and student engagement. The revised amount reflects a more realistic amount considering many of the costs associated in this line item involve traveling.

Total: \$6,000

(OPERATIONS) TOTAL \$36,950

ELECTIONS

ELECTION MARKETING

This will fund the necessary marketing expenses for elections, including signage for election information sessions, food for the official debate, and any other related costs. Student government elections encourage on-campus involvement and positively impact the student life experience at ASU.

Total: \$500

ELECTION REIMBURSEMENTS

Reimbursements will be given to presidential and senate candidates. According to the 2010/2011 Election Code, no presidential ticket can spend more than \$500 and senate candidates cannot exceed \$200. Reimbursements will be distributed in full, or evenly if the total exceeds this allocation.

Reimbursements allow downtown students to run for student government positions without the worry of costly campaign expenses.

Total: \$1,500

ELECTIONS DIRECTOR

The Elections Director will oversee the elections process, effective September 2011 thru late April 2012. It will be an independent position, separate from the Executive Board and the Director of Administration.

This position is critical in ensuring a fair, unbiased elections process for student government candidates. A job description and the selection of an Elections Director will be referred to the Election Committee.

Total: \$300

(ELECTIONS) TOTAL \$2,300

SALARIES

EXECUTIVE

President	\$6,000
Vice President of Internal Affairs	\$4,000
Chief of Staff * (<i>Director of Parliamentary Procedures</i>)	\$3,500
Local Affairs Director *	\$1,500
Total	\$15,000

DIRECTORS

Director of Administration	\$3,500
Vice President of Policy (<i>ASA Director</i>)	\$3,500
Director of Finance	\$3,500
Director of Public Relations	\$3,500
Total	\$14,000

SENATE

Senators (16) \$1,000 per year, \$500 per semester	\$16,000
Senate Leadership (Leader \$2,000 (1), Committee Chairs \$600 (5) per year	\$5,000
Total	\$21,000

JUDICIARY BOARD

Judiciary Board Members (5) \$150 per year, \$75 per semester	\$750
Total	\$750

Upon passage of this budget, unused dollar amounts in the categories listed above will be split evenly on a quarterly basis for distribution to the 'Presidential Operations and Initiatives' and 'Senate Operations and Initiatives' funds.

**Position descriptions can be found on page 9 and 10.*

(SALARIES) TOTAL \$50,750

(OPERATIONS, ELECTIONS, SALARIES)	TOTAL	\$90,000
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NEW POSITION

CHIEF OF STAFF

Position Summary

The Chief of Staff shall serve as the primary advisor to the President and Vice President of Internal Affairs, and shall assist in the management of the Executive Board.

Compensation and Hours

\$3,500 per year, \$1,750 stipend per semester; 15-20 hours a week

Job Duties

- Assist the President in overseeing the Executive Board
- Assist the Vice President of Internal Affairs in overseeing the senate
- Oversee the Office of the President and ensure proper management by all officers
- Oversee the Local Affairs Director and any initiatives under his/her jurisdiction
- Manage the marketing efforts planned and coordinated by the Director of Public Relations
- Any duties assigned to him/her by the President or Vice President of Internal Affairs
- Assist the Executive Board and Senate with the training, implementation, and adherence to *Robert's Rules of Order* during USGD meetings.
- Until the downtown student body votes on constitutional revisions in January 2012, the Chief of Staff serves as the Director of Parliamentary Procedures.

Impeachment

- The Chief of Staff will be held accountable for performance and productivity no differently than any other Executive Board member; the impeachment process according to the ASASUD constitution will be followed accordingly.

NEW POSITION

LOCAL AFFAIRS DIRECTOR

Position Summary

The Local Affairs Director engages in community outreach by initiating programs, campaigns, and the development of projects that connect the ASU Downtown Phoenix campus to the surrounding downtown area. He or she shall facilitate communication between students, administrators, local legislators, and community members to enact and sustain initiatives that foster cooperation and collaboration.

Compensation and Hours

\$1,500 per year, \$750 stipend per semester; 10-15 hours a week

Job Duties

- Reports to the Chief of Staff
- Maintains active communication with downtown businesses
- Serves as the liaison between student government and downtown merchants, businesses, and groups.
- Actively supports initiatives that increase the presence of ASU in downtown Phoenix.

Impeachment

- The Local Affairs Director will be held accountable for performance and productivity no differently than any other Executive Board member; the impeachment process according to the ASASUD constitution will be followed accordingly.

NEW POSITION

SENATE LEADER

Position Summary

The Senate Leader is a position meant to build leadership and structure within the Senate. The Senate Leader is tasked with ensuring that the legislative branch is actively working to address issues of importance to downtown students, implement campus wide senate initiatives that benefit the campus, and serves as the official spokesperson for the Senate.

Compensation and Hours

Leadership stipend of \$2,000 per year, \$1,000 per semester; 20 hours a week

Job Duties

- Serve as the prime organizer for senate governance
- Provide guidance and leadership within the senate
- Represent the interests of all ASU downtown colleges
- Oversee the activities of USGD committees; work closely with committee chairs
- Responsible for coordinating communication with ASU administration, downtown college deans and associate deans during the academic semester
- Maintain monthly office hours at the USGD office
- Work as a liaison between the various student government organizations
- Available to meet with any ASU student when a request is made
- Be highly visible to downtown constituents through publicized meetings or scheduled downtown classroom visits
- Provide knowledge of actions taken by the board of Regents through the President or Vice President of Policy
- Shall be responsible for collecting meeting times of all committees and notifying the Senate of these times, as well as any other changes
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Selection

The Senate Leader is an elected position within the senate; it requires a 2/3-majority vote from the senate.

NEW POSITIONS

COMMITTEE CHAIR

Position Summary

The Committee Chair is responsible for ensuring that his or her committee is actively addressing issues important to downtown students, coordinates events, initiatives and partnerships to advance the committee's purpose, and works closely with Senators to build consensus around important matters that downtown students care about.

Compensation and Hours

Leadership stipend of \$600 per year, \$300 per semester; 10 hours a week

Role of the Committee Chairs:

- Serve as the leader, facilitator, and team builder for the committee
- Prime architect for the committee's reports
- Chief spokesperson for the committee
- Required to attend all committee meetings and events
- Provide communication regarding committee efforts to all appropriate members.
- Submit reports to the Senate on a regularly scheduled basis via email or written report
- Coordinate professional development trainings for committee membership
- Approve and draft proposals for committee initiatives

Selection

Committee chairs will be nominated by the Senate Leader and then referred to the committee membership for a confirmation vote.

NOTE:

Five additional committees will be created by the USGD Senate by October 1, 2011. These are separate from the already established committees.

NOTE:

ASU student governments receive money from the University Student Initiatives (USI) fund, which is managed by Dr. James Rund, Senior Vice President for Educational Outreach and Student Services. USI covers USGD's general operating budget, including stipends for student leaders.

It is important to note that the salaries, operational budget and election money in this proposal are not pulled from the same pot of money that is so vital for organizations such as Campus Recreation and the Programming and Activities Board. That is a separate fund that is available for other registered student organizations.