



**Deputy Chancellor for University
Communications & Vice Chancellor for Student
Affairs and Enrollment Management**

COSCO Report

FY2002 – FY2005

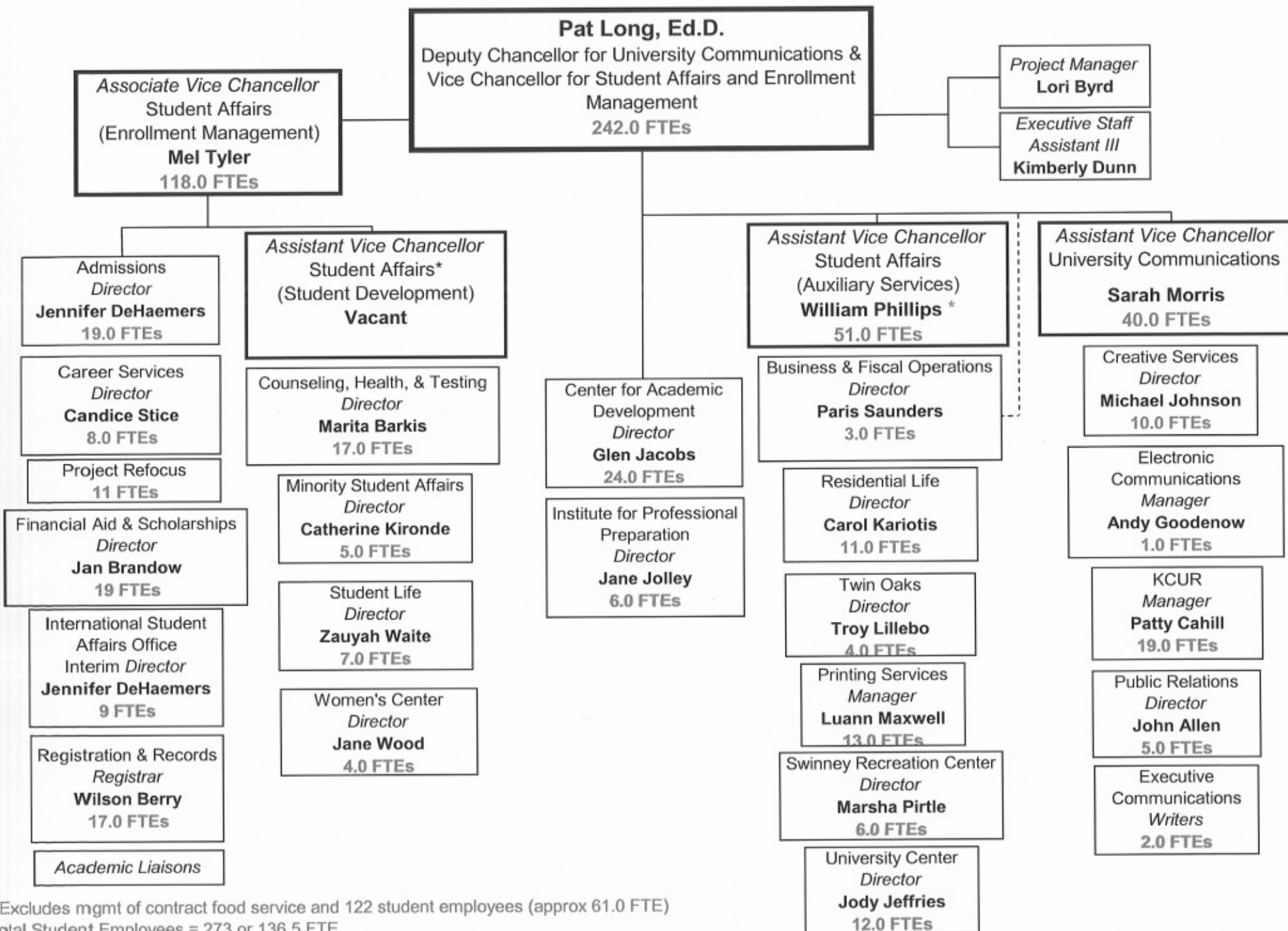
**COSCO Questions & Requests for Pat Long, V-C Student Affairs
June 6, 2005**

1. Please provide the committee with a list of benefit eligible employees associated with each of the boxes on the chart distributed to the committee at our first meeting (K:\Student Affairs\Office\Org.Charts\Division Charts\orgchart.current.04-2705.xls.)
2. Provide the total personnel budget (SW & fringe benefits) and the total spent on any consultant contracts for each of the units/boxes referred to in #1 above for AY 2002-2005.
3. Provide a complete budget for AY 2002-2005 for each of the revenue-generating units (food service, U. Communications, etc.) under your supervision.
4. Were there any re-charges or payments made to the Division of Administration & Finance for accounting or other services during AY 2002-2005? if so, how much were these. This should include all revenue-generating units.
5. Provide a brief job description for each Associate or Assistant Vice-Chancellor, Department Director, and manager in all units.
6. Provide complete figures on how much income was generated by University Communications/Creative Services (or their successors) from 1) university sources (divide into amts. paid by each academic unit, administrative unit, and University Advancement; and 2) outside sources, if any,
7. What are your thoughts about combining the two Asst. Vice-Chancellors for Student Affairs (student development & auxiliary services) positions into one?
8. Be prepared to elaborate on why we need two international student offices and why there would be little savings or increased efficiency in combing them (cf. pp. 8-9 of 5/25 document "Student Affairs Response to the Provost's Proposal to COSCO).
9. How many people are in Media Relations? What does each of them do? Does the University get its money's worth for their efforts?
10. Provide detailed information on how student activity fees are expended. What oversight is there on outside contracts? How, for instance, is the food service contract structured? Given the dissatisfaction among students, faculty, & staff, what can be done to improve the situation?



Q1 – Benefit Eligible Employees w/ Each Box

Division of Student Affairs, Enrollment Management and University Communications



* Excludes mgmt of contract food service and 122 student employees (approx 61.0 FTE)

Total Student Employees = 273 or 136.5 FTE



**DEPUTY CHANCELLOR FOR UNIVERSITY COMMUNICATIONS & VICE
CHANCELLOR FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT**

Deputy Chancr Comm / VCh

Exec Staff Ast III

ASSOCIATE VICE CHANCELLOR STUDENT AFFAIRS (ENROLLMENT MANAGEMENT)

Asoc V Chancr Stu Affs/En

Exec Staff Ast I

ADMISSIONS

Dir Admissions-K

Admin Asoc I

Asoc Dir Admissions-KC

Ast Dir Admissions-K (2)

Clerk Chief (2)

Coor, Enroll Svcs (9)

Office Suprt Staff III

Office Suprt Staff IV (2)

CAREER SERVICES AND PROJECT REFOCUS

Dir Plcmnt/Career Svcs-K

Admin Ast (2)

Asoc Director

Coor, Career Planning

Coordinator

Mgr Plcmnt/Career Svcs

Syst Suprt Anlyst-Spclst

Admin Ast (2)

Counselor (2)

Placement Advisor (5)

Proj Administrator

Receptionist Sr

FINANCIAL AID & SCHOLARSHIPS

Dir Stu Fin Aid-K

Admin Ast

Asoc Director

Ast Dir Fin Aid Svcs

Ast Dir Stu Fin Aid-K (2)

Coor Stu Finl Aid (6)

Finl Aid Advisor (3)

Prgmr/Anlyst-Spclst

Prgmr/Anlyst-Exprt

Stu Svc Coor

Syst Suprt Anlyst-Spclst

INTERNATIONAL STUDENT AFFAIRS

Dir Internatl Stu Affs-K

Clerk Chief

Coor Internatl Stu/Schola

Coor Sevis Compliance

Coor, Enroll Svcs (4)

Secretary Sr



REGISTRATION & RECORDS

Registrar-K
Admin Asoc I
Admin Ast (3)
Asoc Registrar
Ast Registrar-Recds-K
Clerk Chief (4)
Clerk Sr (2)
Coor Stu Svcs/Recds-C
D B Prgmr/Anlyst-Spclst
Prgmr/Anlyst-Spclst
Scheduling Coor

COUNSELING, HEALTH & TESTING

Dir Counseling/Plcmnt Cnt
Admin Asoc I
Admin Ast (2)
Adminr-Stu Hlth Svcs
Asoc Dir Counseling Svc
Asoc Director
Coor Stu Disabilities Svc
Intern (4)
Nurse Practitioner
Nurse, Staff
Psychologist, Counslg (2)
Secretary

MINORITY STUDENT AFFAIRS

Ast Dir Afri-Amer Cultr/H
Admin Ast
Stu Svc Coor (2)

STUDENT LIFE

Dir Stu Life-K
Admin Asoc I
Ast Dir Stu Life-K
Coor Communiversity Prgms
Stu Svc Coor (3)

WOMEN'S CENTER

Dir Womens Cntr-K
Ast Dir Womens Cntr
Stu Affairs Rep
Stu Svc Coor

CENTER FOR ACADEMIC DEVELOPMENT

Dir Cntr Aca Dev-K
Admin Ast
Asoc Director
Coor Aca Stu Svcs-Athlet-
Coor Busi Affs-K
Coor Busi Affs-Grants
Coor Contg Educ
Learning Resrc Spclst (4)
Proj Administrator



Resrch Ast (10)
Tutor (2)

INSTITUTE FOR PROFESSIONAL PREPARATION

Prgm Director
Ast Director
Resrch Ast (4)

ASSISTANT VICE CHANCELLOR STUDENT AFFAIRS (AUXILIARY SERVICES)

Ast V Chancl Stu Affs
Admin Svcs Spclst

BUSINESS & FISCAL OPERATIONS

Dir Busi Affairs
Mgr Busi/Fiscal Opns

CONTRACT FOOD SERVICE

PRINTING SERVICES

Manager
Ast Mgr Print Svcs-K
Bindery Opr
Bindery Opr Lead
Camera Opn Processr (2)
Clerk Chief
Press Opr M/F
Press Opr M/F Lead
Press Opr Sr M/F
Press Opr Sr M/F
Quick Copy Cntr Opr
Quick Copy Cntr Opr Lead

SWINNEY RECREATION CENTER

Dir Recr Svcs/Facilty
Admin Asoc II
Admin Ast
Coor, Wellness Prgms-Sas
Mgr Aquatic/Equip Rm
Mgr Intramur/Recreation

UNIVERSITY CENTER

Dir Univ Cntr-KC
Admin Ast - Payroll Coordinator
Admin Ast
Conference Ast-K
Coor Bldg Opns-K
Coordinator
Custodian (4)
Custodian Lead (2)

RESIDENTIAL LIFE

Dir Resl Life-KC
Admin Asoc I - Summer Conference Coordinator
Admin Ast
Admin Ast
Clerk Chief



Coor Busi Affs-K
Custodian (2)
Custodian Lead
Manager, Resident

TWIN OAKS

Director - Twin Oaks
Manager, Resident
Custodian (3)

ASSISTANT VICE CHANCELLOR UNIVERSTIY COMMUNICATIONS

Ast V Chancl Univ Comm
Exec Staff Ast I (2)
Dir Mktg Conservatory Evn

CREATIVE SERVICES

Dir Creative Svcs
Mgr Customer Svcs
Admin Ast
Graphic Designer (5)
Information Spclst Sr
Editor

ELECTRONIC COMMUNICATIONS

Mgr Elec Comm Www

KCUR

Genl Mgr Radio Stat
Announcer (3)
Broadcast Engr II
Development Spclst (3)
Mgr Broadcast Engr-K
Mgr Busi/Fiscal Opns
Producer/Dir Radio (5)
Radio Music Dir
Radio News Dir
Radio Prgm Dir
Radio Producer

PUBLIC RELATIONS

Dir Media Rels
Ast Director
Information Spclst Sr
Information Spclst (2)

EXECUTIVE COMMUNICATIONS

Proj Administrator (2)

ASSISTANT VICE CHANCELLOR STUDENT AFFAIRS (STUDENT DEVELOPMENT)

Ast V Chancl Stu Affrs/St	Vacant
Exec Staff Ast I	Vacant



**Q2 – Personnel Budget/Consultant Contract
FY2002 – FY2005**



**DEPUTY CHANCELLOR FOR UNIVERSITY COMMUNICATIONS & VICE CHANCELLOR FOR
STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
Salary, Benefit and Consulting Expense Totals
FY 2002-2005**

	Final FY2002	Final FY2003	Final FY2004	As of 5/19/05 FY2005
STUDENT AFFAIRS & ENROLLMENT MANAGEMENT				
CENTRAL OFFICE				
Total Salary & Wages	864,973	756,076	523,527	386,075
Total Staff Benefits	149,258	128,168	110,127	77,749
Consultant Expenses	1,300	900	43,678	4,034
	<u>1,015,531</u>	<u>885,145</u>	<u>677,332</u>	<u>467,858</u>
CENTER FOR ACADEMIC DEVELOPMENT *				
Total Salary & Wages	1,522,527	1,919,835	2,482,679	2,821,989
Total Staff Benefits	297,614	369,545	523,223	608,962
Consultant Expenses	0	0	0	0
	<u>1,820,141</u>	<u>2,289,379</u>	<u>3,005,903</u>	<u>3,430,951</u>
INSTITUTE FOR PROFESSIONAL PREPARATION *				
Total Salary & Wages	342,272	283,125	315,455	260,474
Total Staff Benefits	51,170	49,583	66,339	56,633
Consultant Expenses	0	0	0	0
	<u>393,442</u>	<u>332,708</u>	<u>381,793</u>	<u>317,107</u>
Grand Total	\$ 3,229,114	\$ 3,507,232	\$ 4,065,028	\$ 4,215,917
ASSOCIATE VICE CHANCELLOR STUDENT AFFAIRS (ENROLLMENT MANAGEMENT)				
ADMINISTRATIVE OFFICE				
Total Salary & Wages	83,333	100,000	112,878	99,330
Total Staff Benefits	15,175	20,842	29,381	25,064
Consultant Expenses	0	0	0	0
	<u>98,509</u>	<u>120,842</u>	<u>142,259</u>	<u>124,394</u>
ADMISSIONS				
Total Salary & Wages	520,581	526,597	767,267	656,082
Total Staff Benefits	103,546	107,002	191,275	161,022
Consultant Expenses	0	0	0	0
	<u>624,126</u>	<u>633,600</u>	<u>958,542</u>	<u>817,105</u>
CAREER SERVICES				
Total Salary & Wages	285,787	321,780	261,589	222,117
Total Staff Benefits	62,575	67,790	71,092	57,745
Consultant Expenses	0	0	0	0
	<u>348,363</u>	<u>389,570</u>	<u>332,682</u>	<u>279,862</u>
PROJECT REFOCUS *				
Total Salary & Wages	1,824,909	2,311,125	2,682,396	3,006,133
Total Staff Benefits	389,510	491,935	590,826	672,399
Consultant Expenses	0	0	0	0
	<u>2,214,419</u>	<u>2,803,060</u>	<u>3,273,222</u>	<u>3,678,531</u>

FINANCIAL AID & SCHOLARSHIPS				
Total Salary & Wages	916,544	901,859	930,147	912,247
Total Staff Benefits	177,739	169,124	207,216	204,698
Consultant Expenses	1,250	0	0	0
	<u>1,095,533</u>	<u>1,070,982</u>	<u>1,137,364</u>	<u>1,116,945</u>
INTERNATIONAL STUDENT AFFAIRS				
Total Salary & Wages	375,056	415,665	330,846	274,332
Total Staff Benefits	75,232	73,222	78,467	66,861
Consultant Expenses	0	0	0	500
	<u>450,288</u>	<u>488,887</u>	<u>409,313</u>	<u>341,693</u>
REGISTRATION & RECORDS				
Total Salary & Wages	554,616	566,489	574,550	501,146
Total Staff Benefits	127,471	120,536	156,940	134,381
Consultant Expenses	0	0	0	0
	<u>682,087</u>	<u>687,025</u>	<u>731,490</u>	<u>635,528</u>
COUNSELING, HEALTH & TESTING				
Total Salary & Wages	522,997	563,767	667,434	633,415
Total Staff Benefits	104,742	101,141	154,530	147,993
Consultant Expenses	0	0	0	220
	<u>627,739</u>	<u>664,908</u>	<u>821,964</u>	<u>781,628</u>
MINORITY STUDENT AFFAIRS				
Total Salary & Wages	106,103	110,919	82,141	114,720
Total Staff Benefits	20,046	21,464	20,618	30,026
Consultant Expenses	0	0	0	0
	<u>126,149</u>	<u>132,383</u>	<u>102,759</u>	<u>144,746</u>
STUDENT LIFE				
Total Salary & Wages	261,592	272,877	282,812	248,608
Total Staff Benefits	46,551	47,418	65,449	57,911
Consultant Expenses	0	0	0	0
	<u>308,144</u>	<u>320,295</u>	<u>348,261</u>	<u>306,518</u>
WOMEN'S CENTER				
Total Salary & Wages	35,097	90,813	127,746	113,236
Total Staff Benefits	4,471	17,614	34,677	29,990
Consultant Expenses	0	0	0	0
	<u>39,568</u>	<u>108,427</u>	<u>162,423</u>	<u>143,226</u>
Grand Total	\$ 6,614,924	\$ 7,419,978	\$ 8,420,279	\$ 8,370,175

ASSISTANT VICE CHANCELLOR STUDENT AFFAIRS (AUXILIARY SERVICES)

ADMINISTRATIVE OFFICE *

Total Salary & Wages	45,340	74,341	68,017	67,424
Total Staff Benefits	1,713	10,192	13,187	11,806
Consultant Expenses	0	0	0	0
	<u>47,053</u>	<u>84,533</u>	<u>81,204</u>	<u>79,229</u>

BUSINESS & FISCAL OPERATIONS

Total Salary & Wages	52,333	67,583	116,233	100,188
Total Staff Benefits	10,430	14,578	31,839	27,059
Consultant Expenses	0	0	0	0
	<u>62,764</u>	<u>82,162</u>	<u>148,072</u>	<u>127,247</u>

PRINTING SERVICES *

Total Salary & Wages	681,419	645,944	529,494	413,376
Total Staff Benefits	161,314	131,876	137,787	101,936
Consultant Expenses	0	0	0	0
	<u>842,733</u>	<u>777,819</u>	<u>667,281</u>	<u>515,312</u>

SWINNEY RECREATION CENTER *				
Total Salary & Wages	542,193	483,217	523,616	433,548
Total Staff Benefits	69,044	47,943	67,527	57,507
Consultant Expenses	0	0	0	0
	<u>611,237</u>	<u>531,160</u>	<u>591,144</u>	<u>491,055</u>
UNIVERSITY CENTER *				
Total Salary & Wages	579,505	608,872	613,459	482,667
Total Staff Benefits	114,307	104,239	135,741	104,369
Consultant Expenses	0	0	2,000	0
	<u>693,812</u>	<u>713,111</u>	<u>751,200</u>	<u>587,037</u>
RESIDENTIAL LIFE *				
Total Salary & Wages	893,699	902,593	926,306	925,229
Total Staff Benefits	217,575	233,909	281,657	266,844
Consultant Expenses ***	0	0	36,243	231,634
	<u>1,111,274</u>	<u>1,136,502</u>	<u>1,244,206</u>	<u>1,423,708</u>
Grand Total	\$ 3,368,871	\$ 3,325,286	\$ 3,483,108	\$ 3,223,587

UNIVERSITY COMMUNICATIONS

ASSISTANT VICE CHANCELLOR UNIVERSITY COMMUNICATIONS

ADMINISTRATIVE OFFICE **				
Total Salary & Wages	712,635	819,430	178,535	177,549
Total Staff Benefits	141,039	162,479	36,381	44,199
Consultant Expenses ***	4,000	102,820	134,968	92,793
	<u>857,674</u>	<u>1,084,729</u>	<u>349,884</u>	<u>314,540</u>
CREATIVE SERVICES **				
Total Salary & Wages	0	0	509,872	412,801
Total Staff Benefits	0	0	128,605	108,249
Consultant Expenses	0	0	0	0
	<u>0</u>	<u>0</u>	<u>638,477</u>	<u>521,050</u>
ELECTRONIC COMMUNICATIONS **				
Total Salary & Wages	0	0	65,000	55,900
Total Staff Benefits	0	0	17,695	14,952
Consultant Expenses	0	0	7,128	2,485
	<u>0</u>	<u>0</u>	<u>89,823</u>	<u>73,337</u>
KCUR				
Total Salary & Wages	1,014,080	1,057,488	1,070,007	927,391
Total Staff Benefits	166,696	181,428	234,867	201,210
Consultant Expenses	0	0	0	0
	<u>1,180,776</u>	<u>1,238,915</u>	<u>1,304,874</u>	<u>1,128,601</u>
PUBLIC RELATIONS **				
Total Salary & Wages	0	0	133,550	188,429
Total Staff Benefits	0	0	34,989	50,279
Consultant Expenses	0	0	0	0
	<u>0</u>	<u>0</u>	<u>168,539</u>	<u>238,708</u>
EXECUTIVE COMMUNICATIONS **				
Total Salary & Wages	0	0	0	56,098
Total Staff Benefits	0	0	0	14,971
Consultant Expenses	0	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>71,069</u>
Grand Total	\$ 2,038,450	\$ 2,323,644	\$ 2,551,596	\$ 2,347,305

ASSISTANT VICE CHANCELLOR STUDENT AFFAIRS (STUDENT DEVELOPMENT) (VACANT as of July 1, 2005)

ADMINISTRATIVE OFFICE

Total Salary & Wages	77,086	90,522	117,375	108,246
Total Staff Benefits	15,660	19,489	31,748	28,749
Consultant Expenses	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
	92,746	110,010	149,123	136,995

* Department supported from grant funds and/or department generated revenues

** Budget created due to departmental decentralization in FY04

*** Res Life = contract w/ Capstone Mgmt. Ucomm = No consultants contract are expected for FY05/06



**Q3 – Auxiliary/Enterprise Unit Budgets
FY2002 – FY2005**



Cherry Street Residence Hall
Income Statement
FY2002-2004

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Internal Transfer	-	-	292.11
Non-Taxable Sales	2,345.50	5,216.50	-
Sale of Aux Enterprises	1,090,203.28	1,099,860.36	1,348,426.45
TOTAL REVENUES	<u>1,092,548.78</u>	<u>1,105,076.86</u>	<u>1,348,718.56</u>
EXPENSES			
TOTAL SALARIES & WAGES	252,397.71	237,453.23	295,237.13
Staff Benefits	96,333.22	103,561.96	123,335.89
Department operating expense	208,453.24	209,302.00	306,932.91
Fac & non-capital improve	38,931.69	87,034.22	101,354.79
Utilities	93,249.45	102,862.63	108,246.19
Debt Payment	146,726.53	187,596.00	187,548.00
Repair & Replacement Pool	35,748.00	9,996.00	15,492.67
Institutional Support	53,085.00	79,072.44	68,820.00
TOTAL OTHER EXPENDITURES	<u>576,193.91</u>	<u>675,863.29</u>	<u>788,394.56</u>
TOTAL EXPENSES	<u>924,924.84</u>	<u>1,016,878.48</u>	<u>1,206,967.58</u>
Net Profit/(Loss)	<u>\$ 167,623.94</u>	<u>\$ 88,198.38</u>	<u>\$ 141,750.98</u>
Carry Forward	<u>\$ 93,041.77</u>	<u>\$ 260,665.71</u>	<u>\$ 348,864.09</u>
ENDING BALANCE	<u>\$ 260,665.71</u>	<u>\$ 348,864.09</u>	<u>\$ 490,615.07</u>



**Twin Oaks Apartments
Income Statement
FY2002-2004**

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Internal Transfer	-	-	-
Non-Taxable Sales	77,728.15	74,527.49	5,227.10
Sale of Aux Enterprises	2,049,194.03	2,381,418.79	2,497,343.70
TOTAL REVENUES	<u>2,126,922.18</u>	<u>2,455,946.28</u>	<u>2,502,570.80</u>
EXPENSES			
TOTAL SALARIES & WAGES	647,134.31	672,139.32	638,302.07
Staff Benefits	122,414.80	131,858.46	160,301.26
Department operating expense	362,468.45	333,481.94	263,298.13
Fac & non-capital improve	395,897.77	824,919.38	583,110.01
Utilities	442,238.66	521,855.71	553,565.54
Debt Payment	434,876.02	383,028.00	378,024.00
Repair & Replacement Pool	-	21,156.00	1,080.26
Institutional Support	77,144.04	81,083.28	128,804.92
TOTAL OTHER EXPENDITURES	<u>1,712,624.94</u>	<u>2,165,524.31</u>	<u>1,907,882.86</u>
TOTAL EXPENSES	<u>2,482,174.05</u>	<u>2,969,522.09</u>	<u>2,706,486.19</u>
Net Profit/(Loss)	<u>\$ (355,251.87)</u>	<u>\$ (513,575.81)</u>	<u>\$ (203,915.39)</u>
Carry Forward	<u>\$ (1,080,737.27)</u>	<u>\$ (1,435,989.14)</u>	<u>\$ (1,949,564.95)</u>
ENDING BALANCE	<u><u>\$ (1,435,989.14)</u></u>	<u><u>\$ (1,949,564.95)</u></u>	<u><u>\$ (2,153,480.34)</u></u>



University Center
Income Statement
FY2002-2004

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Non Taxable sales	18,621.49	20,744.92	20,890.10
Other Allocations In	581,922.41	741,415.38	419,565.41
Misc Educational Fees	1,071,498.90	1,207,617.26	1,160,029.54
Misc Revenue-non taxable	158,290.10	46.17	924.92
TOTAL REVENUES	1,830,332.90	1,969,823.73	1,601,409.97
EXPENSES			
TOTAL SALARIES & WAGES	584,505.15	613,872.13	618,625.87
Staff Benefits	115,310.47	105,318.32	137,155.69
Department operating expense	145,070.92	164,335.30	127,148.88
Fac & non-capital improve	84,300.34	109,040.22	77,794.40
Utilities	174,919.44	185,052.63	187,400.61
Institutional Support	133,395.00	72,431.88	74,881.00
Transfers Out	543,735.07	422,075.22	126,076.91
TOTAL OTHER EXPENDITURES	1,081,420.77	952,935.25	593,301.80
TOTAL EXPENSES	1,781,236.39	1,672,125.70	1,349,083.36
Net Profit/(Loss)	\$ 49,096.51	\$ 297,698.03	\$ 252,326.61
Carry Forward	\$ 213,935.67	\$ 263,032.18	\$ 560,730.21
ENDING BALANCE	\$ 263,032.18	\$ 560,730.21	\$ 813,056.82



Sodexo Contract Food Service
Income Statement
FY2002-2004

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Non-Student Meal Plan	47,242.25	37,384.02	33,963.41
Vending Revenue	53,567.75	52,822.76	57,284.03
Commission	88,724.95	86,243.64	92,427.19
Student Meal Plan	669,104.92	696,615.50	815,569.94
TOTAL REVENUES	858,639.87	873,065.92	999,244.57
EXPENSES			
TOTAL SALARIES & WAGES	-	-	-
Staff Benefits	-	-	-
Department operating expense	1,415.77	-	1,861.55
Food Charges	704,694.62	710,764.76	845,354.36
Utilities (Credit)	(27,913.00)	-	-
Institutional Support	-	-	-
Transfers Out	180,442.48	162,301.16	152,028.66
TOTAL OTHER EXPENDITURES	858,639.87	873,065.92	999,244.57
TOTAL EXPENSES	858,639.87	873,065.92	999,244.57
Net Profit/(Loss)	\$ -	\$ -	\$ -
Carry Forward	\$ -	\$ -	\$ -
ENDING BALANCE	\$ -	\$ -	\$ -



**Swinney Recreation Center
Income Statement
FY2002-2004**

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Swinney Fees	690,100.85	753,946.71	700,072.02
Non Taxable Sales	26,173.00	84,810.00	84,747.50
Non-Student Fees	750,131.79	569,877.84	489,791.79
TOTAL REVENUES	<u>1,466,405.64</u>	<u>1,408,634.55</u>	<u>1,274,611.31</u>
EXPENSES			
TOTAL SALARIES & WAGES	550,598.90	491,622.51	529,350.78
Staff Benefits	71,286.68	49,755.91	69,096.92
Department operating expense	136,323.51	113,749.67	131,681.77
Fac & non-capital improve	9,733.04	2,811.54	2,999.49
Debt Payment	561,633.33	560,100.00	567,180.00
Repair & Replacement Pool	131,790.54	161,004.00	91.90
Institutional Support	-	-	-
TOTAL OTHER EXPENDITURES	839,480.42	837,665.21	701,953.16
TOTAL EXPENSES	<u>1,461,366.00</u>	<u>1,379,043.63</u>	<u>1,300,400.86</u>
Net Profit/(Loss)	\$ 5,039.64	\$ 29,590.92	\$ (25,789.55)
Carry Forward	\$ (5,259.24)	\$ (219.60)	\$ 29,371.32
ENDING BALANCE	<u>\$ (219.60)</u>	<u>\$ 29,371.32</u>	<u>\$ 3,581.77</u>



Institute for Professional Preparation
Income Statement
FY2002-2004

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Non Taxable sales	14,048.50	840,782.20	627,127.43
Misc Revenue-non taxable	683,899.18	5,103.95	10,596.00
TOTAL REVENUES	<u>697,947.68</u>	<u>845,886.15</u>	<u>637,723.43</u>
EXPENSES			
TOTAL SALARIES & WAGES	342,271.61	283,124.75	315,454.54
Staff Benefits	51,170.07	49,583.11	66,338.93
Department operating expense	237,519.18	172,690.12	142,967.22
Fac & non-capital improve	906.40	152.90	2,981.96
Utilities	12,157.59	4,316.74	-
Institutional Support	-	-	15,801.00
Transfers Out	-	-	-
TOTAL OTHER EXPENDITURES	250,583.17	177,159.76	161,750.18
TOTAL EXPENSES	<u>644,024.85</u>	<u>509,867.62</u>	<u>543,543.65</u>
Net Profit/(Loss)	\$ 53,922.83	\$ 336,018.53	\$ 94,179.78
Carry Forward	<u>\$ (444,588.75)</u>	<u>\$ (390,665.92)</u>	<u>\$ (54,647.39)</u>
ENDING BALANCE	<u><u>\$ (390,665.92)</u></u>	<u><u>\$ (54,647.39)</u></u>	<u><u>\$ 39,532.39</u></u>



**Creative Services
Income Statement
FY2002-2004**

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Internal Transfer	-	741,415.38	-
Non Taxable sales	33,665.95	1,207,617.26	54,841.66
Internal Sales	1,290,514.96	46.17	1,037,534.67
TOTAL REVENUES	<u>1,324,180.91</u>	<u>1,949,078.81</u>	<u>1,092,376.33</u>
EXPENSES			
TOTAL SALARIES & WAGES	229,205.23	255,821.47	2,118.50
Staff Benefits	48,652.31	53,263.93	156.98
Department operating expense	996,371.22	749,574.90	797,320.48
Fac & non-capital improve	247.50	-	-
Institutional Support	69,576.00	9,141.60	-
Transfers Out	-	-	280,897.55
TOTAL OTHER EXPENDITURES	1,066,194.72	758,716.50	1,078,218.03
TOTAL EXPENSES	<u>1,344,052.26</u>	<u>1,067,801.90</u>	<u>1,080,493.51</u>
Net Profit/(Loss)	\$ (19,871.35)	\$ 881,276.91	\$ 11,882.82
Carry Forward	<u>\$ 17,315.56</u>	<u>\$ (2,555.79)</u>	<u>\$ (11,882.82)</u>
ENDING BALANCE	<u>\$ (2,555.79)</u>	<u>\$ 878,721.12</u>	<u>\$ 0.00</u>



**Printing Services
Income Statement
FY2002-2004**

	Final FY2002	Final FY2003	Final FY2004
REVENUES			
Internal Transfer	191,333.00	-	-
Non Taxable sales	100,654.15	85,751.02	117,767.63
Internal Sales	1,230,899.99	1,157,898.05	1,191,004.46
TOTAL REVENUES	1,522,887.14	1,243,649.07	1,308,772.09
EXPENSES			
TOTAL SALARIES & WAGES	681,418.70	645,943.67	529,493.85
Staff Benefits	161,395.31	131,875.61	137,787.27
Department operating expense	582,315.67	534,017.81	668,988.24
Fac & non-capital improve	1,227.81	1,846.72	2,332.87
Repair & Replacement Pool	35,478.00	44,388.00	44,388.00
Institutional Support	140,688.00	98,330.76	-
TOTAL OTHER EXPENDITURES	759,709.48	678,583.29	715,709.11
TOTAL EXPENSES	1,602,523.49	1,456,402.57	1,382,990.23
Net Profit/(Loss)	\$ (79,636.35)	\$ (212,753.50)	\$ (74,218.14)
Carry Forward	\$ (75,651.58)	\$ (155,287.93)	\$ (368,041.43)
ENDING BALANCE	\$ (155,287.93)	\$ (368,041.43)	\$ (442,259.57)



**Q4 – Institutional Support Charges
FY2002 - FY2005**



**Division of Student Affairs, Enrollment Management & University Communications
Institutional Support Charges
FY2002 - FY2005**

	FY2002	FY2003	FY2004	FY2005
Institutional Support	520,013	347,501	308,017	384,389



Q5 – Job Descriptions

CLASS TITLE: ASSOCIATE VICE-CHANCELLOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT-KC

BASIC FUNCTION AND RESPONSIBILITY

- To assist the Vice-Chancellor Student Affairs-KC in the administration of the overall Student Affairs division including functions and programs of specific units.

CHARACTERISTIC DUTIES

- Establish guidelines, policies and priorities common to the Student Affairs division.
- Coordinate and lead Enrollment Management effort.
- Develop and manage budget and personnel functions within the division.
- Provide divisional leadership and coordination for the computer and information services within the division and spearhead implementation of PeopleSoft Student Module.
- Coordinate the management and planning cycle for the division and oversight of division diversity plan.
- Implement goals and policies in the divisional areas.
- Supervise the departments of Admissions, Financial Aid Office, Registration & Records, International Student Affairs, Career Services, Project Refocus, Student Development, Counseling, Health & Testing, Disability Services, Minority Student Affairs, Student Life and Women's Center.
- Administer the University's student conduct code and student discrimination and grievance procedures.
- Serve as chief administrative officer for the Student Affairs & Enrollment Management Division in the absence of the Vice-Chancellor.

SUPERVISION RECEIVED

- Direct supervision is received from the Vice-Chancellor Student Affairs.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over departments within the Student Affairs division and over administrative and clerical support within the office of the Vice-Chancellor.

QUALIFICATIONS

- An earned doctorate degree or significant leadership experience in student personnel, enrollment management, counseling, higher education administration, or related area in which courses in statistics, computer application, research, counseling, higher educational administration, and student development theory would be sufficient to meet this requirement is necessary.
- Ten years experience, of which five years must be in a significant administrative position in higher education, is necessary.

**CLASS TITLE: ASSISTANT VICE CHANCELLOR, STUDENT AFFAIRS –
AUXILIARY SERVICES**

BASIC FUNCTION AND RESPONSIBILITY

- To assure that the finest quality support and services are provided to the students, faculty, staff and community members that utilize Student Auxiliary facilities and programs and to advise the VC in all budget manners for the division.

CHARACTERISTIC DUTIES

- Administrative responsibility for overseeing six major campus unit including: Twin Oaks apartment complex, University liaison with Sodexo Marriott Services for food and vending services, Swinney Recreation Center, Residential Life, Printing Services and the University Center. In addition, work closely with Student Affairs Budget Office and to advise the Vice Chancellor on major budget decisions.
- Responsible for developing and administering budgets and revenue generation for several major organizational units. These Student Auxiliary units do not receive general operating dollars so they must continually market their income producing operations and develop creativity in finding new ways to generate money to support operations.
- Monitoring of fiscal concerns to make sure that there are sound spending procedures and prepare reports for Board of Curators should student fees or Residence Hall rates need to be increased to develop future budgets.
- Planning, developing and implementation of new or renovated facilities as well as for new programs and services.
- Work with the Athletic Director to assure that all users are being supported fairly in the Swinney Recreation Center.
- Responsible for all aspects of the Residence Hall, Twin Oaks and Oak Street to offer campus living for students. This includes custodial, billing and collection of payments.
- Operation of the University Center and maintaining of services provided.
- Assume additional assignments and responsibilities as determined with the Vice Chancellor of Student Affairs.

SUPERVISION RECEIVED

- General direction is received from the Vice Chancellor of Student Affairs and Enrollment Management.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over a large administrative, professional, clerical, trades and service staff.

QUALIFICATIONS

- A Master's Degree in Business Administration or Finance or a related area, or an equivalent combination of education and experience from which comparable knowledge can be acquired is necessary. Seven to ten years' experience in personnel and finance management is necessary.

CLASS TITLE: ASSISTANT VICE CHANCELLOR, STUDENT AFFAIRS-STUDENT DEVELOPMENT – UMKC (VACANT AS OF JULY 1, 2005)

BASIC FUNCTION AND RESPONSIBILITY

- To administer the student development functions and units on campus, resulting in the provision of excellent student services and a high level of student retention.

CHARACTERISTIC DUTIES

- Provide administrative, personnel and budgetary management for the following departments: Counseling, Health & Testing; Minority Student Affairs; Student Life & the Women's Center.
- Manage student emergencies, coordinate student problems and provide crisis intervention on behalf of the Office of the Vice Chancellor for Student Affairs.
- Coordinate campus judicial affairs.
- Serve as a campus resource for faculty and staff regarding legal issues affecting college students.
- Coordinate relations between the Vice Chancellor's office and the Student Affairs Liaisons of the academic units.
- Serve as the Vice Chancellor's office representative to system-level, divisional & campus committees.
- Represent and provide leadership in the Vice Chancellor's absence as appropriate.

SUPERVISION RECEIVED

- General direction is received from the Vice Chancellor of Student Affairs and Enrollment Management.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over a large administrative, professional, clerical and service staff.

QUALIFICATIONS

- A Master's Degree in Business or Education Administration or a related area, or an equivalent combination of education and experience from which comparable knowledge can be acquired is necessary.
- Seven to ten years' experience in personnel management and counseling is necessary.

CLASS TITLE: ASSISTANT VICE CHANCELLOR, UNIVERSITY COMMUNICATIONS

BASIC FUNCTION AND RESPONSIBILITY

- The Assistant Vice Chancellor for University Communications is responsible for communicating the Vision, Values and Goals of UMKC to internal and external stakeholders through a strategic communications plan directly linked to the marketing plan.

CHARACTERISTIC DUTIES

- Implementation and oversight of UMKC Marketing Plan
- Responsible for media and public relations and will provide strategic and tactical recommendations for the Chancellor and Executive team.
- Direct the development and implementation of a University-wide strategic communications plan. The plan will include crisis management and ongoing media relations components.
- Responsible for promoting and publicizing the work and accomplishments of faculty and academic units.
- Provide leadership and management in areas of public relations, media relations, public radio station, creative services and electronic communications.
- Develop and integrate public and media relations strategies into a cohesive, assertive program.
- Draft special communications for the Chancellor and Executive team when necessary, especially related to new initiatives and crisis management.

SUPERVISION RECEIVED

- Direct supervision is received from the Deputy Chancellor – University Communications.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over a large administrative, professional, clerical and service staff.

QUALIFICATIONS

- Bachelor's degree in Journalism or Communications or equivalent direct experience required; Advanced degree preferred.
- Candidate must have excellent written and oral presentation skills combined with executive-level leadership experience.
- A minimum of 7 years experience and accomplishment in the communications field.

CLASS TITLE: DIRECTOR, BUSINESS AFFAIRS

BASIC FUNCTION AND RESPONSIBILITY

- To direct the management of the finances and business services of a major school (including 4-20 organizational units) with a budget in excess of \$10 million or a comparable complex financial structure.

CHARACTERISTIC DUTIES

- Direct departmental administrative support services personnel responsible for business and fiscal segments of the Division of Student Affairs & Enrollment Management in the performance of their duties.
- Provide financial advice to the Vice Chancellor, Assistant Vice Chancellor(s), Directors, and Department Heads.
- Serve as resource person for the various staffs for financial and business affairs affecting their assignments.
- Direct the preparation of periodic financial reports and statements for the division.
- Review and authorize personnel/payroll documents, purchases, and requests involving all operating, gift, grant and research funds.
- Budget, manage and control numerous divisional reserves, discretionary funds, and intra departmental funds and accounts.
- Direct the preparation of budget adjustments and consolidation of departmental budgets into a single divisional budget.
- Review and make recommendations to the Vice Chancellor on project proposals originating in the division.
- Interpret, administer, and communicate university and school policies and procedures.
- Analyze systems, procedures, and policies and take appropriate action to provide the most effective business management possible.
- Interview, select, train, and evaluate performance of support staff.
- Interview, hire, evaluate performance, and determine wages of clerical support staff.
- Plan, assign, and review work of administrative and clerical support staff.
- Participate in committees outside designated areas of responsibility.

SUPERVISION RECEIVED

- Direction is received from the Vice Chancellor and/or Assistant Vice Chancellor(s).

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised over five to 15 professional, technical, and office support staff.

QUALIFICATIONS

- A Bachelor's degree in Business or related field or an equivalent amount of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Six to eight years of experience including experience in University business administration or a related area is necessary.

CLASS TITLE: MANAGER, BUSINESS/FISCAL OPERATIONS

BASIC FUNCTION AND RESPONSIBILITY

- To manage the business and fiscal operation of a large operational unit or several departments with complex financial structure and provide significant staff assistance in the operation of the departments or unit.

CHARACTERISTIC DUTIES

- Supervise financial and administrative operations and reporting systems with some responsibility for policy. Establish controls to maintain budget limitations and other financial matters on a large budget with multiple funding sources.
- Prepare complex independent analytical studies and projects and advise management regarding finances, reports, and other business activities.
- Supervise the maintenance and reconciliation of detailed budgets and grants. Prepare budget projections and plans including manpower requirements.
- Supervise the preparation of staff forms and payroll.
- Prepare budget adjustments and consolidation of departmental budgets into a single unit.
- Develop, recommend, implement and monitor accounting systems for income producing operations. Develop billing and collection procedures for income producing units.
- Develop, recommend and implement administrative procedures. Approve requests for services and recommend priorities of space and facility allocations.
- Prepare administrative reports requiring thorough knowledge of departmental policies and programs.
- Manage the personnel aspects of the unit. Review and approve personnel functions. Develop in-service training programs. Resolve operating problems and employee complaints. Interview and hire support staff. Evaluate and review performance.
- Provide interpretation to faculty and staff regarding support activities including the appropriateness of expenditures, contracts or grant requirements, extension requirements and changes in policies and procedures.
- Participate in committees within the organizational unit and/or outside designated area of responsibility.

SUPERVISION RECEIVED

- Direction is received from the Director of Business Affairs, Vice Chancellor or Assistant Vice Chancellor(s) or other designated official.

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised over five to 15 professional, technical and office support staff.

QUALIFICATIONS

- A Bachelor's degree in Business or a combination of education and experience from which comparable knowledge and abilities can be acquired is necessary..
- Four to five years experience in an administrative or fiscal capacity is necessary.

CLASS TITLE: DIRECTOR OF ADMISSIONS

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operational and personnel activities of the UMKC Admissions Office.

CHARACTERISTIC DUTIES

- Direct the activities of the Admissions Office including admission, recruiting, and advising of first and second year students in Arts & Sciences and administration of various academic scholarships.
- Hire, train and evaluate professional staff. Oversee the hiring and supervision of clerical support staff.
- Develop, direct and evaluate admissions programs, forms and procedures for undergraduate, graduate and professional schools at UMKC.
- Administer the merit scholarship programs, including coordinating recruitment strategies, maintaining liaison relationships with academic units, tracking and reporting of scholarship activity, and monitoring scholarship budget.
- Develop and monitor departmental operating budget.
- Advise and assist deans, directors, faculty and students on admissions policies and procedures.
- Review applications of students denied admission and advise students on alternatives.
- Counsel applicants and students with unique problems and/or grievances.
- Oversee preparation of admissions, advising and enrollment projections for distribution within University.
- Serve as liaison to professional school admissions staff to assist in the recruiting of special populations, such as minority students, and as liaison to area high schools and community colleges to recruit students for UMKC.
- Participate on campus, University-wide, local and national committees regarding admissions and other student related issues.

SUPERVISION RECEIVED

- Direction is received from the Vice Chancellor and/or Associate Vice Chancellor for Student Affairs.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over professional and office support staff.

QUALIFICATIONS

- A Master's degree in higher education administration, student personnel, business administration, or related area or a combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Five to seven years experience in admissions operations, of which a significant amount should be in a supervisory capacity, is necessary.

CLASS TITLE: ASSOCIATE DIRECTOR, ADMISSIONS-UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To assist in the operational and personnel activities of the Office of Admissions.

CHARACTERISTIC DUTIES

- Manage undergraduate recruitment for the University, including developing forms and procedures for admissions programs.
- Manage the Welcome Center, which includes all campus visit programs.
- Develop and direct the Orientation programs and the Orientation Advisory Committee.
- Supervise the EMAS lab and the communication flow to prospective students.
- Manage staff and handle personnel issues. Responsible for the supervision and training of Admissions personnel.
- Act as the liaison between Admissions, the Division of Students Affairs, the campus as a whole as well as the community.
- Assist in the development and monitoring of Enrollment Management budget.
- Act on behalf of the Director in their absence.

SUPERVISION RECEIVED

- Direction is received the Director of Admissions.

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised of professional and office support staff, as well as student workers.

QUALIFICATIONS

- A Master's degree in Education Administration, Student Personnel Administration or a related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.
- Three to four years of experience in admissions work is necessary.

CLASS TITLE: ASSISTANT DIRECTOR, ADMISSIONS - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To assist in direction of the financial, operational and personnel activities of one or more subdivisions of the UMKC Office of Admissions.

CHARACTERISTIC DUTIES

- To assist in the direction of one or more of the following sub-divisions of the UMKC Admissions Office.
- Administration of new student recruitment, supervision of staff and implementation of the goals of the UMKC Admissions Office.
- Direct the daily activities of the admissions office.
- Direct the selection, training, supervision and evaluation of support staff.
- Plan and implement staff development programs for support staff.
- Advise and counsel prospective students regarding admissibility, enrollment and academic programs, including selection of degree and major field, requirements, academic and vocational concerns.
- Develop and implement student recruitment activities.
- Serve as Director of Admissions in his/her absence.
- Administration of new student orientation programs, campus outreach and campus visitation programs:
- Develop and implement year-round new student orientation, advising and registration programs.
- Direct the work of the orientation planning committee.
- Develop and design orientation and campus visitation publications and materials.
- Direct the collection of orientation program fees, registration and communication with participants.
- Recruit, hire, train and supervise student staff of orientation leaders and campus tour guides.
- Develop and implement outreach programs and services, specifically for high school students and community college transfer students.
- Direct minority recruitment efforts.
- Advise and counsel prospective students and continuing students.
- Review academic credentials and make admissions decisions.
- Administration of the campus-based merit scholarships programs involving over 850 students:
- Compile and analyze data of scholarship applicants; determine eligibility of applicants and nominees.
- Recommend scholar award recipients to selection committee.
- Coordinate applicant files for other awards determined by academic units.
- Compile data and assist committees awarding minority scholarships.
- Maintain tracking system for eligibility, renewal and appeals of scholarships.
- Authorize scholarship fee credits to financial aid and cashier's offices.
- Coordinate merit scholarship recruitment program.

- Serve as liaison with departments, schools and colleges both at UMKC and other institutions.
- Assist with monitoring departmental budget in specified area.
- Assist in the development of policies and procedures.
- Interpret policies for staff and students.
- Supervise professional, clerical and student staff in designated area.
- Perform other duties as assigned by the Director of Admissions.

SUPERVISION RECEIVED

- Direct supervision is received from the Director of Admissions - K.

SUPERVISION EXERCISED

- Direct supervision is exercised over professional, clerical and student staff in designated area.

QUALIFICATIONS

- A bachelor's degree in higher education administration, student personnel administration or related area, or an equivalent combination of education and training from which comparable knowledge and abilities can be acquired is necessary.
- Two to three years experience in designated student services area (admissions, registration, advising, student programming, recruitment or scholarship).

CLASS TITLE: DIRECTOR, STUDENT FINANCIAL AID - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To plan and direct the personnel, financial and operational activities of the Student Financial Aid Office - UMKC.

CHARACTERISTIC DUTIES

- Account for and approve financial aid awards in excess of \$4 million.
- Develop and administer procedures for recording and delivery of student aid funds.
- Develop and maintain favorable relations with students, parents, leaders, foundations, etc.
- Supervise the preparation of numerous financial aid reports.
- Review and approve expenditures and maintain departmental operating budget.
- Develop departmental and program budget request and written narrative.
- Serve on financial aid committees.
- Participate in high school programs and other community activities.

SUPERVISION RECEIVED

- Direction is received from the Dean of Students - UMKC.

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised over 11 professional and clerical support staff.

QUALIFICATIONS

- A Bachelor's degree in Educational Administration, Business Administration, or a related area, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Four to five years experience in Student Financial Aid is necessary.

CLASS TITLE: ASSISTANT DIRECTOR, STUDENT FINANCIAL AID - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To assist in the direction of the operational, financial and personnel activities of the UMKC Student Financial Aid Office.

CHARACTERISTIC DUTIES

- Assist the Director in planning and implementing student financial aid activities and programs.
- Assist the Director in the management, accounting, and supervision of financial aid programs.
- Assist the Director in assuring administrative compliance with guidelines for financial aid programs.
- Assist in the training of professional and support staff in the implementation of various financial aid programs.
- Supervise assigned support staff and assist Director in supervision of professional staff, including participation in selection and staff evaluations.
- Assist in the development of work assignments and responsibilities for professional and support staff.
- Counsel students and parents in financial aid matters.
- Work with computer staff in the development and implementation of data processing systems.
- Train staff in the procedures of the data processing aid program.
- Monitor the budgeting and expenditures of aid accounts.
- Assist the Director in working with various campus offices regarding policy and procedures for all student loan programs.
- Assist the Director in the development of departmental budget requests and in monitoring the budget.
- Recommend policy and procedures for all student aid programs and assist in their direction.

SUPERVISION RECEIVED

- Direction is received from the Director, Student Financial Aid - UMKC.

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised over 7 full-time office support staff and over 11-15 FTE student staff.

QUALIFICATIONS

- A Bachelor's degree in Business or a related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary. (Master's degree preferred.)
- Three to five years experience in student financial aid administration is necessary.

CLASS TITLE: ASSISTANT DIRECTOR, FINANCIAL AID SERVICES

BASIC FUNCTION AND RESPONSIBILITY

- Coordinate and administer the merit and need-based scholarship programs and perform collateral duties involving other financial aid programs.

CHARACTERISTIC DUTIES

- Develop, implement and administer a scholarship management system for private scholarships. Coordinate this system with University Advancement, Student Financial Aid, Cashier's Office, and all academic divisions of the campus.
- Review, coordinate and improve the selection, notification and renewal processes for new student scholarships, in conjunction with the Admissions Office.
- Coordinate the public relations operations and procedures of the office, including managing the development and distribution of publications and the development and delivery of oral presentations.
- Supervise, train, evaluate and schedule work assignments of professional and clerical staff assigned to the scholarship function.
- Monitor scholarship account balances to ensure efficient utilization of endowed scholarships in accordance with donor objectives.
- Establish and chair a scholarship review committee to review annually all campus scholarship programs.
- Compile, verify, and analyze data taken from scholarship statistics and write reports relating scholarship activity.
- Perform other duties in the areas of student financial aid and/or student affairs as assigned.

SUPERVISION RECEIVED

- Direct supervision is received from the Director, Student Financial Aid.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over professional and clerical staff.

QUALIFICATIONS

- A bachelor's degree in education, counseling, business administration or related, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Four to five years experience in financial aid management, student scholarship development and administration, and/or higher education or student personnel administration, including staff supervisory experience is necessary.

CLASS TITLE: REGISTRAR - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operational and personnel activities of the Registration and Records Office.

CHARACTERISTIC DUTIES

- Direct the activities of the Registration, Records and Student Information System staff. Hire, train, and evaluate staff.
- Direct the registration and records activities including registration of students; processing class rolls, schedules, grades and change reports, and student address directories; verification of degree completion and ordering of diplomas; processing of student transcript requests; verification and certification of student eligibility for loan deferment and enrollment for G.I. bill veterans; preparation and publishing of semester Schedule of Classes and official UMKC catalog, and assignment of classroom space.
- Direct the computer and data processing activities, commonly known as Student Information Systems, for the Admissions and Registration & Records Offices. Direct the reporting of student information to deans, departments, administrative office and outside agencies.
- Prepare, review and monitor departmental budgets. Develop budget requests.
- Advise and assist deans, department chairs, administrative officers concerning registration and records policies and procedures.
- May counsel and advise students on academic rules and regulations.
- Determine eligibility for probation students within established guidelines; supervise special probations and contracts.
- Serve on various campus and University-wide, local, and national committees regarding registration and records policy and procedures.

SUPERVISION RECEIVED

- Direction is received from the Vice Chancellor and/or Associate Vice Chancellor for Student Affairs.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over professional, clerical support and student staff.

QUALIFICATIONS

- A Master's degree in higher education administration, business administration, or related area or a combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Five to seven years experience in registration and records, of which a significant amount must be in a supervisory capacity, is necessary.

CLASS TITLE: ASSOCIATE REGISTRAR-UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To assist in the direction of operational activities of the Registrar's office with primary responsibility for registration, records, and policy enforcement.

CHARACTERISTIC DUTIES

- Manage the daily operational & personnel activities in the areas of registration, data entry and room scheduling.
- Lead for implementation, training and continued maintenance of student information system.
- Oversee all functions related to registration process via telephone, web or in person. Serve as resource person to students, faculty and/or staff for problem solving.
- Make decisions on petitions for exceptions to refunds.
- Coordinate the production of University class schedule.
- Coordinate grade processing, grade reporting and term finalization for each semester, term or session.
- Take place of Registrar in their absence.
- Other duties as assigned.

SUPERVISION RECEIVED

- Direction received from Registrar.

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised over professional and support staff.

QUALIFICATIONS

- A master's degree including coursework in business administration, computer science or related areas or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Four to five years experience in registration and records operations is necessary.
- Knowledge of computing technology and data base management as they relate to registration, records and student information system functions are necessary.

CLASS TITLE: DIRECTOR, INTERNATIONAL STUDENT AFFAIRS - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To direct and administer the financial, operational and personnel functions of the UMKC International Student Affairs Office.

CHARACTERISTIC DUTIES

- Direct and administer the operations and services of the International Student Affairs Office.
- Coordinate the recruitment, admission, advising and retention of international students. Develop recruiting strategies, including mail campaigns and overseas travel.
- Evaluate applications for admission, make final admission decision and determine student status.
- Oversee the direction of an international student affairs center to provide support services.
- Plan and implement budgets and goals for the international student affairs area. Monitor departmental budget.
- Handle extraordinary INS-related cases.
- Maintain liaison with Immigration and Naturalization Service (INS), U.S. State Department and various international agencies abroad. Prepare correspondence and other communication with these agencies and international students.
- Maintain liaison with other UMKC student affairs and academic units to assist with international student concerns.
- Assist Vice Chancellor, Student Affairs with projects as requested.

SUPERVISION RECEIVED

- Direct supervision is received from the Vice Chancellor and/or Associate Vice Chancellor, Student Affairs.

SUPERVISION EXERCISED

- Direct supervision is exercised over professional, clerical and student support staff.

QUALIFICATIONS

- A master's degree in higher education administration, student personnel administration or related area, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Five to seven years experience in international student affairs, admissions and registration or student affairs, with demonstrated experience in an administrative position in higher education, is necessary.

CLASS TITLE: DIRECTOR, PLACEMENT/CAREER SERVICES

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operations and personnel activities of the Placement/Career Services Center.

CHARACTERISTIC DUTIES

- Direct the work of professional and clerical support staff.
- Develop and monitor annual operating budget, including special grants and contracts. Prepare proposals for new career services programs.
- Maintain contact with area employers by phone, letter and in person to inform them and promote the basic program and activities of the Center.
- Present workshops, lectures and individual counseling to students and the community on career planning and placement topics.
- Design, market and implement career service programs for area businesses.
- Participate in on-campus activities with students, staff and faculty to publicize the Center. Maintain rapport with various campus schools, departments and internal publications to promote and coordinate programs and activities.
- Participate in professional and civic organizations to maintain professional competence, establish contacts and enhance the university's image.
- Work with Missouri Extension Services to plan and deliver career services to Missouri residents outside of the immediate metropolitan area.
- Coordinate training of doctoral interns during their rotation through the career services area.
- Assist in the updating and implementing of student employment procedures.
- Perform other duties as assigned by supervisor.

SUPERVISION RECEIVED

- Administrative and functional supervision is exercised over professional and clerical support staff.

SUPERVISION EXERCISED

- Direct supervision is received from the Vice Chancellor and/or Associate Vice Chancellor for Student Affairs or his designee.

QUALIFICATIONS

- A master's degree in human resources, psychology, business administration, or related field, or equivalent combination of education and experience from which comparable knowledge can be acquired is necessary.
- Four to five years experience in personnel, career planning, counseling or student personnel is necessary.

CLASS TITLE: Manager, Placement and Career Services

BASIC FUNCTION AND RESPONSIBILITY

- To manage the functional activities of the UMKC Counseling and Placement Office.

CHARACTERISTIC DUTIES

- Maintain contact with employers by phone, letter, and in person regarding placement and career services and programs.
- Develop and execute workshops and lectures to students and the community on career and placement topics. May also provide individual counseling to students and community.
- Hire, train, evaluate and supervise professional and non-exempt staff. Assist staff in planning, coordinating, and conducting job activities and in establishing policies, procedures, and goals for their functions.
- Design, plan and implement the Cooperative Education and Internship Programs.
- Implement and update the standardization of student employment procedures for campus-wide hiring.
- Design forms, brochures and information pamphlets for various career and placement programs.
- Lecture in graduate and undergraduate classes and to campus organizations on career and placement topics.
- Prepare proposals on various aspects of the career and placement programs.
- Maintain rapport with various UMKC schools, departments and the student newspaper (University News) to publicize services, programs, and coordinate activities. Participate in on-campus activities with students, staff, and faculty to publicize the Counseling and Placement Center.
- Participate on various campus committees.
- Perform other duties as assigned.

SUPERVISION RECEIVED

- Supervision is received from the Assistant Director Counseling & Placement and/or the Director Counseling & Placement Center.

SUPERVISION EXERCISED

- Supervision is exercised over 6-15 professional staff, non-exempt staff, and work-study assistants.

QUALIFICATIONS

- A Master's degree in Counseling & Guidance, Personnel, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Three to five years experience in counseling and guidance, career development, personnel, or related field is required.

CLASS TITLE: DIRECTOR, COUNSELING AND PLACEMENT CENTER - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To direct the fiscal, operational, educational, and personnel activities of the counseling, placement, and testing functions.

CHARACTERISTIC DUTIES

- Direct and administratively coordinate all the functions of the Counseling and Placement Center.
- Meet with senior staff, faculty, and other campus administrators to develop, plan, and implement all counseling, placement, and testing programs.
- Supervise and train graduate and post-doctoral students in counseling, psychotherapy, and peer counseling activities.
- Confer with the Counseling Center's consulting psychiatrist and respond to requests for crisis intervention or emergency care (e.g., suicidal students).
- Correspond/confer with professional colleagues, attend professional meetings, and study materials that are relevant to treatment, modalities, cases, programs, and educational workshops.
- Provide psychological therapy sessions for a limited clientele of faculty, staff, and students.
- Deliver workshops/seminars/in-service training programs for select campus and off-campus populations. Participate actively in divisional and campus committee work.
- Interview, hire, and evaluate professional and office support staff including rendering final decisions on staff development and salary adjustment matters.
- Coordinate, develop, and render final approval on all major policies and procedures that govern the daily operations of the center.
- Prepare correspondence, proposals, and reports including the annual report for the center.

SUPERVISION RECEIVED

- Direction is received from the Vice Chancellor Student Affairs.

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised over eleven professional, nine office support staff, and ten to fifteen student assistants.

QUALIFICATIONS

- A Doctoral degree in Counseling Psychology or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- State licensure as a psychologist is necessary.
- Four to five years experience in counseling is necessary.

CLASS TITLE: ADMINISTRATOR, STUDENT HEALTH SERVICES

BASIC FUNCTION AND RESPONSIBILITY

- Provide leadership and management for the University's Student Health Service, including its marketing, health care, screening, education, programming, staffing, evaluation and improvement functions. Teach part-time in the School of Nursing and coordinate placement of nursing students in clinical settings. This position will assume overall responsibility for the management of student health services, and must be able to work with minimal supervision.

CHARACTERISTIC DUTIES

- **Leadership.** Develop and lead a team of professional nurses and support staff that provides a high quality student health service for the University. Participate as an effective member of the Student Affairs Division and the faculty of the School of Nursing on planning, policies and decisions with regard to student and university community health.
- **Marketing.** Develop and distribute brochures and advertisements, update pertinent policies and publications (Bulletin, Student Handbook, Immunization Policy), in order to provide maximum exposure of student health resources to students, faculty and staff of the University.
- **Health Care.** Oversee the daily operations and budget of the student health center, working within the appropriate medical protocols. Develop policies and procedures for examining and treating patients, testing and immunization procedures, record keeping, and follow-up. Purchase medical equipment and supplies as needed. Coordinate billing procedures so that fees for service may be established and collected, including health insurance. Maintain data on numbers and types of patient visits.
- **Screening and Testing.** Introduce selected tests and screening services for which reasonable fees may be charged to cover the cost of test kits or serums, overhead and follow-up, in order to provide below market cost screening alternatives to students and other members of the University community.
- **Teaching.** Teach selected Nursing courses on a part-time basis, to be negotiated with the Dean, in order to enhance the mission of the School of Nursing and apply knowledge on community health to the administration of campus health services.
- **Clinical Experiences.** Coordinate clinical assignments for undergraduate and graduate students in the School of Nursing, using the student health center, local hospitals and clinics, and other appropriate facilities as clinical sites, in order to provide clinical training experiences for nursing students.
- **Education and Programming.** Design and deliver a campus health education program for commuter and residential students, addressing the comprehensive array of backgrounds and lifestyles, in order to promote healthy living in an academic environment. Visit selected campus sites (e.g., University Center, residence halls) on a regular basis to discuss health issues, offer screenings, inoculate students, collect blood, and answer questions in order to actively promote better health.
- **Staffing.** Hire, train, supervise and evaluate registered nurses and clerical support staff, in order to provide a high level of health care and education for students, faculty and staff of the University.
- **Evaluation.** Each semester, conduct evaluations of the health service, including measures of patient use and satisfaction, staff performance, care received, and quality of education and

programming efforts, in order to assess the need for change or improvement in the delivery of health services.

- **Continuous Improvement.** Using the results of patient surveys, analysis of reasons for patient visits, and indicators of staff performance, make timely adjustments in staffing, programs, or services (as appropriate) in order to improve the manner in which campus health services are delivered. Work with Student Health Advisory Board, in order to ensure that campus health services are responsive to the health needs of students of the University of Missouri-Kansas City.

TECHNICAL KNOWLEDGE AND SKILLS

- Demonstrate and maintain expertise in principles and techniques of individual and community health care, and university health service management, in order to provide appropriate health service and education to UM-St. Louis students, as well as leadership in the administration of the Student Health Service.
- Demonstrate and maintain strong working knowledge of current University policies and procedures with regard to staffing, employment laws (e.g. EEO/AA, FLSA, NRLA, and OSHA), purchasing, budget and employee responsibilities, in order to ensure that health service policies and practices are in compliance with the organizational policies and procedures of the University of Missouri system.
- Use writing, computer and statistical skills to produce a variety of quality documents, including advertisements, brochures, job descriptions, correspondence, schedules, survey questionnaires, and management reports.
- Use interactive computer skills to check student status, update student data bases, record and adjust billings, and communicate with other University departments and services, in order to maintain accurate student health records and initiate billing for selected health services.

INTERACTIVE SKILLS

- Demonstrate ability to relate to and address the particular health needs of college students in contemporary society, in order to ensure that the specific health services offered reflect the most critical health needs.
- Work effectively with a variety of administrative units, students of diverse backgrounds and communities (e.g., ethnic minorities, women and international students), advisory boards, public health officials, faculty and students of the School of Nursing, and staff employees of the Division of Student Affairs, in order to ensure that student health issues and services are understood and provided for across for a comprehensive spectrum of student populations.
- Exercise considerable initiative, independence and maturity in generating and monitoring work load for self and supervised employees, in order to maintain a motivated internal management staff needing minimal direct intervention.
- Understand and abide by a high standard of professional ethics, in order to ensure the integrity of the organization.
- Maximize the use of available resources in order to provide optimal efficiency and value to the organization.

- Manage time effectively in order to accomplish highest priority goals and objectives.
- Demonstrate effective spoken, listing, and written communication skills, in order to motivate others, provide compelling explanations or instructions, listen effectively, respond with care and respect, and generate high-quality correspondence, presentations and documents.
- Communicate effectively with a wide range of students, faculty, and staff customers in order to build and maintain a friendly, responsive, and professional reputation for the health service program.
- Develop and maintain successful professional contacts with content experts (both internal and external to the University) in a wide range of health service areas, in order to enhance and improve student health services.
- Build alliances and create synergies at all levels of the organizational structure on this campus and among other UM-system campuses, in order to add value to the University's student health service program.

MINIMUM QUALIFICATIONS

- M.S.N. required, Ph.D. preferred in nursing or related field, with emphasis in health promotion. Must meet national and Missouri qualifications as a licensed, board-certified Nurse Practitioner and have prior teaching experience. Must have prior administrative experience in a primary care setting.
- ADA Information. This person needs to be able to communicate in spoken English with patients on a daily basis; instruct students in spoken English in the School of Nursing; listen effectively to patients' explanations of symptoms and illnesses; correspond by record, memo and letter; and exercise sufficient mobility to examine patients and provide appropriate medical care.

CLASS TITLE: ASSISTANT DIRECTOR AFRICAN-AMERICAN CULTURE AND HISTORY HOUSE

BASIC FUNCTION AND RESPONSIBILITY

- To serve as a liaison between the minority students and community and the University of Missouri-Kansas City to assess minority needs and problems within the University and develop and implement programs to address identified issues.

CHARACTERISTIC DUTIES

- Advise minority students on promoting intellectual, cultural and social development.
- Advise and assist minority students regarding policies and procedures for financial aid, academic status, housing and other student issues.
- Advise minority student organizations (TAASU, Black Panhellenic, BALSAs, NSBE, Black Student Panel, et al) to enhance individual and organization effectiveness.
- Assist in the development of new minority organizations and programs.
- Develop and implement, in coordination with the Office of Student Life, special events which focus on the social and academic needs of minority students
- Develop and implement, in coordination with Enrollment Services Office, Student Academic Support Services Office, and/or Center for Academic Development, programs to recruit minority students and exceptionally talented students both locally and nationally, to provide scholarship opportunities to minority students and to promote supplemental instruction programs to increase retention of minority students.
- Research the status and needs of minority students and the minority community perception of UMKC and make recommendations to the Vice Chancellor for Student Affairs and Chancellor regarding programs and activities to sensitize UMKC to the identified issues.
- Investigate program funding possibilities for minority students and direct special services efforts within the Student Affairs Division.
- Represent UMKC at special events and ceremonies as needed.
- Perform other duties as assigned.

SUPERVISION RECEIVED

- No supervision is exercised over regular staff. Will supervise student assistant(s).

SUPERVISION EXERCISED

- Supervision is received from the Vice-Chancellor for Student Affairs.

QUALIFICATIONS

- Requires Ph.D. in counseling, student personnel, higher education, or equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Three to five years experience in student affairs related work, such as counseling, programming, or teaching. Experience with Pan-Hellenic organizations and minority students in the urban, commuter setting is desirable.

CLASS TITLE: DIRECTOR, STUDENT LIFE - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operational and personnel activities of the Student Life Office.

CHARACTERISTIC DUTIES

- Administer the student activity fee allocation process to 120 student organizations.
- Direct the financial and personnel activities of the following programs: Campus Service Center, Child Enrichment Center, new Student Orientation, Greek Life, Communiiversity and University News.
- Plan, assign and review work of administrative and office support staff of the Student Life Office and its programs.
- Interpret University guidelines and advise students and student organizations regarding policies and procedures.
- Act as primary administrative officer in charge of administering the University of Missouri's Standards of Conduct and the Student Discrimination Grievance Procedure.
- Coordinate ombudsman function during registration periods.
- Develop departmental planning guides and budget requests. Monitor departmental and student activity operating budgets.
- Serve on committees related to student affairs.
- Coordinate special projects as assigned.

SUPERVISION RECEIVED

- Supervision is received from the Vice Chancellor for Student Affairs and the Associate Vice Chancellor for Student Affairs.

SUPERVISION EXERCISED

- Supervision is exercised over professional, clerical and student support staff.

QUALIFICATIONS

- A Master's degree in student personnel administration, higher education administration, guidance and counseling, adult education, or related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Three to five years experience working in student life or student affairs, which must include significant experience in budgeting and supervision.

CLASS TITLE: Assistant Director, Student Life - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To assist in the daily management of the Student Life Office, including supervising staff, monitoring student organization accounts, and providing advising to student organizations.

CHARACTERISTIC DUTIES

- Supervise and provide direction for student organizations regarding policies and procedures for establishing student groups, proper conduct, ethics, coordination and scheduling of social and intellectual events, proper use of allocated funds, and related activities.
- Monitor the Student Life operating budget and the budgets of the student organizations. Balance monthly financial statements and advise student organizations regarding the use of allocated funds.
- Supervise support staff and student employees. Supervise the management and training of the front office staff. Responsible for hiring and training of graduate interns.
- Assist in the development, coordination, and presentation of student leadership training programs and summer orientation.
- Develop office publications explaining the services and programs of the office; coordinate the dissemination of information. Design evaluations and surveys to measure programs and services.
- Develop a public relations campaign for the office and follow through on its implementation and effectiveness.
- Perform other duties as assigned by the Director.

SUPERVISION RECEIVED

- Direct supervision is exercised by the Director, Student Life.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over exempt, clerical, and student staff.

QUALIFICATIONS

- A Master's degree in Student Personnel or Education Administration or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Four to five years experience in student activity programming, student program development, and budgeting is necessary.

CLASS TITLE: DIRECTOR, CENTER FOR ACADEMIC DEVELOPMENT - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To direct the operational, financial and personnel activities of the Center for Academic Development, including the Metropolitan Area Schools Project, the campus-wide academic assessment program, and other special projects or programs assigned to the department.

CHARACTERISTIC DUTIES

- Select, supervise, train and evaluate professional and support staff.
- Provide administrative support and management for the national and international dissemination of the Supplemental Instruction Program.
- Develop and administer the overall program, budget and personnel needs of the Center for Academic Development, Metropolitan Area Schools Project, campus-wide academic assessment program, and any other special projects or programs assigned to the department. Monitor and approve budget expenditures and assure compliance with federal regulations.
- Design and direct research-based programs in the area of improved instructional practices and the dissemination of information regarding these programs.
- Develop collaborative programs between UMKC and 16 area school districts to improve education for students in private and public school of the KC area. Provide administrative support and management for all collaborative projects undertaken through the Superintendent's Roundtable.
- Develop and conduct ongoing community service projects with business and public education communities in the Kansas City area.
- Develop and maintain positive communications with faculty, administrators and staff to coordinate goals and activities of the Center for Academic Development programs.
- Develop and present workshops concerning the area of supplemental instruction.
- Attend professional meetings and serve on committees making national presentations on papers prepared reporting the activities of the Center for Academic Development.
- Publish results of various efforts in varied professional journals.

SUPERVISION RECEIVED

- Direction is received from the Vice Chancellor for Academic Affairs and Student Affairs.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over nine professional and three clerical staff, and occasional student assistant staff.

QUALIFICATIONS

- A PhD in education, counseling, or related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Three to four years of experience in education, education administration, or program development/administration is necessary.

CLASS TITLE: ASSISTANT MANAGER, PRINTING SERVICES – UMKC (-VACANT)

BASIC FUNCTION AND RESPONSIBILITY

- To assist in operational and personnel activities of the press and bindery divisions of UMKC Printing Services.

CHARACTERISTIC DUTIES

- Assist faculty and staff in identifying printing requirements and estimating costs.
- Oversee orders accepted to check for accuracy and completeness of work order; assist in the development of procedures and guidelines for work orders.
- Schedule work assignments for prepress, press and bindery operators; evaluate performance; resolve minor disciplinary problems and/or refer to manager for further action.
- Responsible for inventory control of paper and ink stocks. Purchase routine stock and supplies. Recommend price upgrades when necessary.
- Maintain print and bindery budget records; prepare cost analysis for pricing of orders.
- Meet with sales representatives and suppliers concerning new products.

SUPERVISION RECEIVED

- Direct supervision is received from the Manager, Printing Services - K.

SUPERVISION EXERCISED

- Functional supervision is exercised over prepress, press and bindery operators.

QUALIFICATIONS

- High school diploma or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Two to three years experience in a print shop or in the graphic arts field in which a complete knowledge of print processes is gained is necessary.

CLASS TITLE: DIRECTOR - SWINNEY RECREATION CENTER

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operational and personnel activities of the Swinney Recreation Center.

CHARACTERISTIC DUTIES

- Develop and implement promotional programs to fund the annual operating budget.
- Manage operating budget including tracking of expenses and income against expense projections.
- Supervise staff responsible for intramurals, aquatics/equipment usage, wellness program, maintenance of facilities and special events at the Swinney Recreation Center.
- Maintain and monitor the master facilities schedule.
- Consult with the Swinney Recreation Center Advisory Committee regarding scheduling of building for constituent groups, etc.
- Perform other duties as assigned.

SUPERVISION RECEIVED

- Direct supervision is received from the Assistant Vice Chancellor-Student Auxiliary Services.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over professional, nonexempt and student staff.

QUALIFICATIONS

- A Bachelor's degree in business administration, education, communications or related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Three to five years experience in budget management, building operations, public relations, marketing, fundraising and staff supervision is necessary.

CLASS TITLE: MANAGER, INTRAMURALS/RECREATION

BASIC FUNCTION AND RESPONSIBILITY

- Manage the intramural and recreation activities including the use of recreation facilities, the supervision of part-time support staff and student officials, and the development of new recreational classes and programs including summer camps.

CHARACTERISTIC DUTIES

- Plan, organize and administer all intramural and campus recreation programs for both the academic school year and summer school, including scheduling of programs, publicity awards, hiring of staff and maintenance of facilities.
- Communicate with staff working in assigned programs to insure program success.
- Publicize activities through the campus newspaper and the Office of University Communications.
- Monitor reservations for use of playing areas. Supervise the preparation of playing areas.
- Develop schedules for league and tournament play and review and process applications for league play and team player rosters.
- Write intramural handbook. Develop rules and regulations for intramural activities.
- Plan, assign and monitor the work of game officials, scorekeepers and equipment room attendants.
- Prepare annual intramural and recreation budget for approval and monitor budget expenditures.
- Manage the maintenance of participation records and develop annual program status report.
- Evaluate each intramural program and make changes in response to the needs of the campus community.
- Supervise arrangements for purchase of equipment and supervise repair of damaged equipment.
- Responsible for safety of program participants.
- Serve as member of the Recreation Board.

SUPERVISION RECEIVED

- General supervision is received from the Director of Swinney Recreation Center.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over two or more graduate assistants and two or more undergraduate student assistants, and up to one hundred part-time student officials and other professional support staff.

QUALIFICATIONS

- A bachelor's degree in recreation or a related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- One to two years related work experience is necessary.

CLASS TITLE: DIRECTOR - UNIVERSITY CENTER.

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operational and personnel for the University Center operations.

CHARACTERISTIC DUTIES

- Direct the operations and programs of the University Center
- Hire, supervise and evaluate a full-time custodial staff and building operations coordinator, special events manager, reservation staff and night managers for the University Center.
- Hire, train, supervise and evaluate clerical and paraprofessional student staff for the University Center
- Oversee all purchasing needs for the facilities.
- Responsible for insurance, environmental and physical safety needs.
- Research, create and write training materials, documents, manuals and programs for staff.
- Plan and coordinate an active summer conference business.
- Write contracts, maintenance agreements, bid specifications, brochures and other materials and documents as needed.
- Oversee the maintenance of a computerized reservations system and video message system.
- Responsible for the security of a substantial amount of sound, video and maintenance equipment. Oversee the training of staff in the use of equipment.
- Research and recommend selection of equipment and furniture purchases and decorative furnishings.
- Recommend interior renovations; chair committees for selecting art works and furnishings of newly renovated areas.
- Responsible for scheduling events in other areas on campus, such as Newcomb Hall, Swinney Recreation Center and the UMKC Playhouse. Assist in many special-catering events in the Performing Arts Center.
- Manage operations budget for University Center operations.
- Manage the ID Card System for the campus

SUPERVISION RECEIVED

- Direct supervision is received from Assistant Vice Chancellor for Student Affairs-Student Auxiliary Services.

SUPERVISION EXERCISED

- Direct supervision is exercised over professional, clerical, service and student support staff.

QUALIFICATIONS

- A Bachelor's degree in business administration, facilities management or related area, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Four to five years' experience in student union administration is necessary.

CLASS TITLE: DIRECTOR - RESIDENTIAL LIFE

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operational and personnel activities of Residential Life with direct responsibility specifically for Twin Oaks, Cherry Street and Oak Street Residence Halls.

CHARACTERISTIC DUTIES

- Direct the operations and programs of the Residence Halls:
- Hire, supervise and evaluate a full-time custodial staff and building operations coordinator (time split between Residence Hall).
- Hire, train, supervise and evaluate clerical and paraprofessional student staff for the Residence Halls. Provide leadership training for staff.
- Write and/or approve contracts, maintenance agreements and bid specifications.
- Oversee all purchasing needs for all facilities.
- Responsible for insurance, environmental and physical safety needs.
- Research, create and write training materials, documents, manuals and programs for staff.
- Create and manage developmental program for residence hall students to address their educational, recreational and social needs.
- Write contracts, legal documents such as housing contracts, handbook rules and regulations, incident reports and judicial procedures for residence hall discipline system, brochures, forms, and other materials and documents as needed.
- Oversee the billing and collection of all housing contract fees.
- Plan and coordinate an active summer conference business.
- Write contracts, maintenance agreements, bid specifications, brochures and other materials and documents as needed.
- Hire, supervise, train and evaluate Center custodial staff, building operations coordinator, special events manager, reservation staff and night managers.
- Recommend selection of equipment and furniture purchases and decorative furnishings.
- Responsible for the insurance, environmental and physical safety needs.
- Supervise the payroll/personnel functions of Residential Life.
- Manage operations budget for the Residence Halls.
- Work closely with Capstone Management in various residence hall operations

SUPERVISION RECEIVED

- Direct supervision is received from the Assistant Vice Chancellor - Auxiliary Services.

SUPERVISION EXERCISED

- Direct supervision is exercised over professional, clerical, service and student support staff.

QUALIFICATIONS

- A Bachelor's degree in business administration, facilities management or related area, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.

- Four to five years experience in university housing and student union administration is necessary.

CLASS TITLE: Director, Creative Services

BASIC FUNCTION AND RESPONSIBILITY

- To direct the administrative support activities of the Creative Services division of University Communications. The function of this office is to write, edit, and design communications materials for campus administrative and academic divisions.

CHARACTERISTIC DUTIES

- Serve as managing editor of all official UMKC publications, including alumni magazines, staff newsletters, general academic catalog, viewbooks, and other materials.
- Develop and implement policies and procedures directly relating to the services provided by the department. Set and enforce operational procedures, ensuring accuracy and quality control, consistency of image and message, efficient job tracking and monitoring and record keeping.
- Develop customer service procedures and standards to provide timely, accurate job estimates and time lines; to provide staff that fit client needs and work styles; and to monitor and communicate progress, budgets, and cost-saving alternatives.
- Oversee production and maintenance of electronic publications, including the campus's web pages, electronic catalog, etc.
- Work with the Director of News/Media Services to direct the advertising and promotion of the campus in print, radio, and television. Identify opportunities for advertising, develop ad concept, contact media source for specifications; and oversee approvals.
- Supervise a team of designers and editors in the production of communications materials. Select staff for projects and set parameters for completion.
- Oversee the training of staff to ensure compliance with University-wide procedures for postal regulations, style and graphic standards, copyrights, purchasing and bid regulations.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

- Direct supervision is received from the Assistant Vice-Chancellor, University Advancement-University Communications.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over editorial, graphic design, and clerical staff.

QUALIFICATIONS

- A Bachelor's degree in Journalism or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.

- Five to seven years experience in publication management, advertising, and marketing is necessary.

CLASS TITLE: MANAGER, CUSTOMER SERVICE

BASIC FUNCTION AND RESPONSIBILITY

- To manage the customer services unit of University Communications department.

CHARACTERISTIC DUTIES

- Hire, supervise and evaluate customer service staff.
- Plan and assign work to staff to provide quality and timely service.
- Plan, develop and implement procedures for effective customer service.
- Assist Customer Service Representatives and/or production staff to solve scheduling or production problems.
- Meet with client on special or problem jobs.
- Prepare estimates, proposals and agreements for services.
- Develop and implement programs to communicate to customers department procedures, services, capabilities, time lines and rate structures to encourage effective use of services.
- Develop and analyze customer and production records to evaluate services provided and propose changes.
- Assist in identifying market and making recommendations for advertising and promotion of department's products/services.
- Plan customer service unit's budget and monitor expenditures during the year.

SUPERVISION RECEIVED

- General supervision is received from a Director of Creative Services.

SUPERVISION EXERCISED

- Administrative and functional supervision is exercised over professional and support staff.

QUALIFICATIONS

- A Bachelor's degree or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Depending upon the department in which the position is located, a Bachelor's degree in a specific area may be required.
- Four to five years experience in customer service or a related area with at least one year in a supervisory capacity is necessary.

- Depending upon the department in which the position is located, work experience in a specific field may be required.

CLASS TITLE: MANAGER, ELECTRONIC COMMUNICATIONS

BASIC FUNCTION AND RESPONSIBILITY

- Develop and manage electronic communications for university campus, including student recruitment, alumni information, and university information for distribution via world wide web, internet and other electronic media.

CHARACTERISTIC DUTIES

- Develop and manage compliance with guidelines for campus communications placed on World Wide Web and other internet communications. Advise departments of campus editorial and digital graphic standards for communications.
- Provide network expertise and assist in the creation and placement of electronic communications for items such as viewbooks on diskette, admissions materials, alumni information, catalogs, course schedules and other informational pieces.
- Monitor and provide resources to update all campus electronic publications.
- Oversee and preserve alumni relations information for CompuServe.
- Communicate with telecommunications and other campus computer resources and services to ensure compliance with university regulations and plans.
- Hire, train, evaluate and supervise support staff.

SUPERVISION RECEIVED

- Direct supervision is received from the Assistant Vice – Chancellor, University Communications.

SUPERVISION EXERCISED

- Functional and administrative supervision is exercised over technical, clerical, and/or student support staff.

MINIMUM QUALIFICATIONS

- A bachelor's degree in communications, with emphasis in electronic media and digital graphics, or a combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Three to five years experience in information management, electronic communications, digital graphics, and related areas is necessary.

CLASS TITLE: GENERAL MANAGER RADIO STATION - UMKC

BASIC FUNCTION AND RESPONSIBILITY

- To manage the operational, financial and personnel activities of KCUR-FM Radio Station at UMKC.

CHARACTERISTIC DUTIES

- Establish and implement goals, objectives, and operational philosophies for the Radio Station.
- Observe activities to insure compliance with federal regulations. Responsible for all licensee and grantor regulations affecting station operations.
- Develop and monitor budget for the Radio Station including review and approval of budget expenditures.
- Manage station policy and administrative procedures concerned with the national network.
- Schedule, supervise, and evaluate the work activities of the KCUR staff.
- Represent KCUR-FM at national, regional, state and local organizations and conferences.
- Coordinate various activities of KCUR with the University Communications Office and the Department of Communication Studies.
- Establish and implement fund raising goals and objectives for the Radio Station. Plan and coordinate the annual fund raising drive.

SUPERVISION RECEIVED

- Direction is received from the Assistant Vice Chancellor – University Communications.

SUPERVISION EXERCISED

- Supervision is exercised over a staff of 20 professional, office, and technical staff and 50+students and volunteers.

QUALIFICATIONS

- A Bachelor's degree in Broadcasting, Communications, or a related area or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.

CLASS TITLE: DIRECTOR – TWIN OAKS

BASIC FUNCTION AND RESPONSIBILITY

- To direct the financial, operational and personnel activities of Residential Life with direct responsibility specifically for Twin Oaks.

CHARACTERISTIC DUTIES

- Direct the operations and programs of the Twin Oaks.
- Hire, supervise and evaluate a full-time custodial staff and building operations coordinator for Twin Oaks.
- Hire, train, supervise and evaluate clerical and paraprofessional student staff for Twin Oaks. Provide leadership training for staff.
- Write and/or approve contracts, maintenance agreements and bid specifications.
- Oversee all purchasing needs for all facilities.
- Responsible for insurance, environmental and physical safety needs.
- Research, create and write training materials, documents, manuals and programs for staff.
- Create and manage developmental program for residence hall students to address their educational, recreational and social needs.
- Write contracts, legal documents such as housing contracts, handbook rules and regulations, incident reports and judicial procedures for residence hall discipline system, brochures, forms, and other materials and documents as needed.
- Oversee the billing and collection of all housing contract fees.
- Plan and coordinate an active summer conference business.
- Write contracts, maintenance agreements, bid specifications, brochures and other materials and documents as needed.
- Hire, supervise, train and evaluate Center custodial staff, building operations coordinator, special events manager, reservation staff and night managers.
- Recommend selection of equipment and furniture purchases and decorative furnishings.
- Responsible for the insurance, environmental and physical safety needs.
- Supervise the payroll/personnel functions of Twin Oaks.
- Manage operations budget for the Twin Oaks.
- Work closely with Capstone Management in various Twin Oaks operations

SUPERVISION RECEIVED

- Direct supervision is received from the Assistant Vice Chancellor - Auxiliary Services.

SUPERVISION EXERCISED

- Direct supervision is exercised over professional, clerical, service and student support staff.

QUALIFICATIONS

- A Bachelor's degree in business administration, facilities management or related area, or an equivalent combination of education and experience from which comparable knowledge and abilities can be acquired is necessary.
- Four to five years experience in university housing and student union administration is necessary.

CLASS TITLE: DIRECTOR-PUBLIC RELATIONS

BASIC FUNCTION AND RESPONSIBILITY

The Director of Public Relations is responsible for the development, implementation and evaluation of multi-faceted strategic public relations programs in support of the Vision, Values and Goals of UMKC. The Director has specific responsibility for media relations and crisis communications management. The Director will:

- Contribute to the development and implementation of a comprehensive, University-wide, strategic communications plan
- Increase public visibility by developing and facilitating relationships with key media, including local, regional, state, national and international outlets.
- Serve as principal leader implementing crisis communications plan.
- Develop and lead process for focused, optimal media relations strategy and implementation.
- Participate in the development of a comprehensive marketing plan enhancing the effectiveness of UMKC as a community partner and its growth as a national leader in education.
- Provide leadership and management to a staff of professionals and students.
- Develop relationships with all University offices and academic units.
- Conduct media training workshops and one-on-one prep sessions.

SUPERVISION RECEIVED

- Direct supervision is received from the Assistant Vice Chancellor – University Communications

SUPERVISION EXERCISED

- Direct supervision is exercised over professional, clerical, service and student support staff.

QUALIFICATIONS

Bachelor's Degree in English, Journalism or Communications or equivalent direct experience required. Candidate must have excellent written and oral presentation skills combined with ability to interact with executive leadership and a minimum of 7 years experience in the public and/or media relations field.



**Q6 – University Communication Income Sources
FY2002 – FY2005**



University Communications
Revenue Report
FY2002 - FY2005

Academic Units FY 2000 - 2001	
Academic Affairs	\$ 43,374.59
Arts & Sciences	\$ 38,063.20
Biological Sciences	\$ 6,550.53
Bloch School	\$ 169,683.93
Center for the City	\$ 4,324.62
Conservatory	\$ 104,163.47
Education	\$ 37,431.97
Law School	\$ 106,365.36
Library	\$ 50.00
Northland Campus	\$ 3,147.19
Nursing School	\$ 19,761.82
Pharmacy	\$ 8,569.40
Total	\$ 541,486.08

Academic Units FY 2001 - 2002	
Academic Affairs	\$ 13,639.91
Arts & Sciences	\$ 69,065.70
Biological Sciences	\$ 4,598.11
Bloch School	\$ 136,014.68
Center for the City	\$ 2,272.12
Conservatory	\$ 106,912.21
Law School	\$ 65,359.83
Northland Campus	\$ 1,870.31
Nursing School	\$ 16,056.81
Pharmacy	\$ 11,109.24
SICE	\$ 24,056.39
Total	\$ 450,955.31

Academic Units FY 2002 - 2003	
Academic Affairs	\$ 25,815.53
Arts & Sciences	\$ 60,365.45
Biological Sciences	\$ 3,301.72
Bloch School	\$ 83,877.84
Center for the City	\$ 738.58
Conservatory	\$ 83,351.23
Law School	\$ 43,402.66
Northland Campus	\$ 667.67
Nursing School	\$ 5,636.08
Pharmacy	\$ 21,350.50
SICE	\$ 2,386.85
Total	\$ 330,894.11

Academic Units FY 2003 - 2004	
Academic Affairs	\$ 31,918.17
Arts & Sciences	\$ 70,654.30
Biological Sciences	\$ 1,511.08
Bloch School	\$ 73,954.34
Conservatory	\$ 91,494.09
IPHD	\$ 3,404.04
Law School	\$ 41,927.50
Nursing School	\$ 14,760.97
Pharmacy	\$ 18,983.69
SICE	\$ 20,892.17
Total	\$ 369,500.35

Academic Units FY 2004 - 2005	
Academic Affairs	\$ 44,913.99
Arts & Sciences	\$ 41,557.08
Biological Sciences	\$ 7,952.52
Bloch School	\$ 105,221.74
Conservatory	\$ 66,133.35
Education	\$ 7,156.79
IPHD	\$ 4,553.79
Law School	\$ 20,506.31
Nursing School	\$ 9,562.10
Pharmacy	\$ 29,082.34
SICE	\$ 6,239.95
Total	\$ 342,879.96

Administrative Units FY 2000 - 2001	
Athletics	\$ 135,555.27
Chancellor	\$ 303,760.15
KCUR	\$ 4,510.87
Student Affairs	\$ 182,683.95
Univ Comm	\$ 372,817.30
Total	\$ 999,327.54

Administrative Units FY 2001 - 2002	
Athletics	\$ 126,085.48
Chancellor	\$ 99,768.42
KCUR	\$ 6,337.66
Student Affairs	\$ 155,938.76
Univ Comm	\$ 309,532.77
Women's Center	\$ 2,264.90
Total	\$ 699,927.99

Administrative Units FY 2002 - 2003	
Athletics	\$ 122,794.90
Chancellor	\$ 90,198.22
KCUR	\$ 5,923.56
Student Affairs	\$ 153,413.88
Univ Comm	\$ 133,501.62
Total	\$ 505,832.18

Administrative Units FY 2003 - 2004	
Athletics	\$ 126,605.13
CFM	\$ 551.00
Chancellor	\$ 53,893.84
Human Resources	\$ 3,914.75
Information Systems	\$ 1,802.47
KCUR	\$ 7,147.23
Police	\$ 3,681.31
Student Affairs	\$ 160,105.78
Telecommunications	\$ 626.10
Univ Comm	\$ 137,669.10
Total	\$ 495,996.71

Administrative Units FY 2004 - 2005	
Athletics	\$ 67,654.21
Diversity in Action	\$ 65.00
Chancellor	\$ 26,475.53
Information Systems	\$ 1,134.75
KCUR	\$ 6,759.75
Police Department	\$ 644.60
Staff Council	\$ 40.00
Student Affairs	\$ 213,946.95
Telecommunications	\$ 1,224.45
Univ Comm	\$ 132,974.56
Total	\$ 450,919.80

University Advancement FY 2000 - 2001	
Alumni	\$ 10,690.84
Development	\$ 49,703.18
Special Events	\$ 44,844.95
VC Advancement	\$ 2,900.95
Women's Council	\$ 22,643.68
Total	\$ 130,783.60

University Advancement FY 2001 - 2002	
Alumni	\$ 7,727.33
Development	\$ 69,192.51
Special Events	\$ 7,789.82
UMKC Trustees	\$ 184.50
VC Advancement	\$ 382.80
Women's Council	\$ 15,131.77
Total	\$ 100,408.73

University Advancement FY 2002 - 2003	
Alumni	\$ 10,749.77
Development	\$ 47,253.93
Special Events	\$ 4,052.99
VC Advancement	\$ 56,774.57
Total	\$ 118,831.26

University Advancement FY 2003 - 2004	
Alumni	\$ 16,281.92
Development	\$ 60,925.24
Special Events	\$ 2,524.38
UMKC Trustees	\$ 43.30
VC Advancement	\$ 72,441.87
Women's Council	\$ 1,054.33
Total	\$ 153,271.04

University Advancement FY 2004 - 2005	
Alumni	\$ 22,484.50
Development	\$ 164,714.61
Perspectives	\$ 60,233.24
VC Advancement	\$ 75,507.90
Total	\$ 322,940.25

Other FY 2000 - 2001	
MIS	\$ 97,487.67
Total	\$ 97,487.67

Other FY 2001 - 2002	
MIS	\$ 45,115.19
Total	\$ 45,115.19

Other FY 2002 - 2003	
MIS	\$ 41,496.38
Total	\$ 41,496.38

Other FY 2003 - 2004	
Outside	\$ 10,250.88
Total	\$ 10,250.88

Other FY 2004 - 2005	
Outside	\$ 9,601.71
Total	\$ 9,601.71

Grand Total \$ 1,769,084.89

Grand Total \$ 1,296,407.22

Grand Total \$ 997,053.93

Grand Total \$ 1,029,018.98

Grand Total \$ 1,126,341.72



Q7 – Combining Positions

Q8 – ISAO Response

Q9 – Public Relations

**Public Relations Department
Beat Assignments**
(Effective: Jan. 2005)

Director of Public Relations <i>John Allen, 816-235-1585</i> <i>allenjoh@umkc.edu, 8-5</i>	Assistant Director of Public Relations <i>Michelle Hopkins, 816-235-1592</i> <i>hopkinsml@umkc.edu, 8:30-5:30</i>	Senior Public Relations Specialist <i>Brandon Ferguson, 816-235-5251</i> <i>ferausonbr@umkc.edu, 8-5</i>	Public Relations Specialist <i>Amanda Denning, 816-235-1520</i> <i>denningam@umkc.edu, 8-5</i>	Public Relations Specialist <i>Wandra Green, 816-235-1601</i> <i>greenwb@umkc.edu, 7-4</i>
<p>Athletic Issues Bob Thomas, 1020</p> <p>Budget and Legislature Nick Benassi, 6610</p> <p>Campus Police Scott Shelton, 1515</p> <p>Capital Campaign Heather Haas, 5705</p> <p>Higher Education Issues</p> <p>Human Resources Doug Buchanan, 1472</p> <p>Info. Technology-Security Tom Brenneman, 2661</p> <p>Institute for Urban Education Mary Larson Diaz, 1046</p> <p>Neighborhoods/Master Plan Mary Larson Diaz, 1046</p> <p>Provost's Office Jean Klosterman, 2587</p> <p>Student Emergencies Deb Lewis, 1143</p>	<p>African-American Community Mary Larson Diaz, 1046</p> <p>Arts and Sciences, College of Dean Bryan Le Beau, 1136</p> <p>Center for Academic Development Glen Jacobs, 6326</p> <p>Center for Creative Studies (in A&S) Margaret Brommelsiek, 6691</p> <p>Diversity in Action Pamela Shane-Dillard, 6706</p> <p>Education, School of Dean Linda Edwards, 5663</p> <p>Financial Aid Jan Brandow, 1242</p> <p>International Student Affairs Interim Dir. Jennifer DeHaemers, 1208</p> <p>Hispanic Community Mary Larson-Diaz, 1046</p> <p>Minority Student Affairs (coordinate with WG, beat representative) Catherine Kironde, 5599</p> <p><i>New Letters</i>, BkMk Press Robert Stewart, 2610</p> <p>Students and Alumni-MAJOR FEATURES (coordinate with all beat representatives)</p> <p>Students/Enrollment Mel Tyler, 1126 Jennifer DeHaemers, 1208</p> <p>Trustees Scholars Laurie McCormack, 6011</p>	<p>Auxiliary Services Bill Phillips, 1411</p> <p>Bloch, Henry School of Business and Public Administration Jessica Lister, 5295; Amy Dulin, 5201</p> <p>Center for International Business Leon Robertson, 5259</p> <p>Center for Labor Studies Judy Ancel, 1470</p> <p>Center for the City Linda Gill Taylor, 6180</p> <p>Computing and Engineering, School of Theresa Larson, 2360</p> <p>Facilities/Energy Management Gary Swanson, 1354</p> <p>Institute for Human Development Thomas McVeigh, 1750</p> <p>L.P. Cookingham Institute of Public Affairs David Renz, 2342</p> <p>Law, School of Dean Ellen Suni, 2372</p> <p>Libraries Helen Spalding, 1558</p> <p>Midwest Center for Nonprofit Leadership David Renz, 2342</p> <p>New Student/Alumni Center Pat Long, 1141</p> <p>PR Web site</p>	<p>Biological Sciences, School of Laura Batenic, 2576</p> <p>Dentistry, School of Barry Daneman, 2173</p> <p>Health Sciences Building Larry Gates, 2754</p> <p>Medicine, School of Judy Haase, 1739; Kelly Edwards, 1835</p> <p>Nursing, School of Emily VanArsdale, 6515</p> <p>Pharmacy, School of Interim Rene Horne, 1607 Interim Mary Euler, 1738</p>	<p>Advancement/Constituent Relations Curt Crespino, 6079</p> <p>Career Services Candice Stice, 1015</p> <p>Conservatory of Music Stephanie Laws, 2799; Susan Hathaway, 2742</p> <p>Greek Life</p> <p>Jazz Friends Debra Schmidt, 913-236-1517</p> <p>Student Development Deb Lewis, 1143</p> <ul style="list-style-type: none"> • Counseling, Health and Testing Ctr Marita Barkis, 1219 • Minority Student Affairs **Catherine Kironde, 5599 (** stories by MH) • Residential Life Carol Kariotis, 8955 • Student Life Zauyah Waite, 1081 • Women's Center/LGBT ane Wood, 1643 <p>Theatre Department Tom Mardikes, 2784</p> <p>Women's Council Kim Huyett, 1565</p>



Q10 – Student Activity Fees



Student Activity Fee

Student activity fees are set and approved for each campus by the Board of Curators.

Student Activity Fees are assessed on a per credit hour basis of on-campus enrollment and capped at 12 credit hours. Each year the fee is increased by the CPI (Consumer Price Index) or HEPI (Higher Education Price Index).

The Student Activity Fee funds student clubs and organizations as well as a variety of student activities and services. Student Activity Fees are expended in direct relation to purpose the fee was created. These fees are designated for those purposes in which the fee was created. In the past, the Vice Chancellor's Advisory Committee comprised of students, faculty and staff have made recommendations regarding the allocation of these funds. In FY06-07, a new student driven process currently being developed by a student committee will be in place.

The University Center Fee supports the remodeling and repair of the University Center as well as a portion of day-to-day operating costs.

The Student Health Fee supports the direct services of the Student Health Center for students' mental and physical well-being.

The Intercollegiate Athletic Fee provides support for UMKC's men's and women's intercollegiate athletic programs.