

# University of Houston Clear Lake

## Memorandum

TO: Dr. Richard Walker, President

VIA: Dr. Tina Powellson, Vice President of Student Affairs



FROM: Dr. Andrew Wiemer, Assistant Vice President for Student Engagement

DATE: February 22, 2024

### **SUBJECT: Student Organization Restructure and SFAC Student Leader Position Funding Structure**

Following initial funding requests from the University Sponsored Organizations to the Student Fee Allocation Committee (SFAC) Presentations on October 27, 2023, I am writing to update you on recent changes within the University of Houston-Clear Lake's (UHCL) University Sponsored Organizations and student leader position funding. This memo outlines a request to adjust funding to the USOs due the organizational changes and support for a new pay structure.

#### **Background**

As of February 2024, the Campus Activities Board (CAB) and the Hawk Spirit and Traditions Council (HSTC) have been restructured, merging into a unified Campus Activities Board. The decision to merge CAB and HSTC into a consolidated Campus Activities Board was completed following a focus group with former leaders and current members from both groups. The merger aims to enhance efficiency, streamline resources, and create a more cohesive approach to campus engagement, traditions, and student involvement.

At the end of the fall 2023 semester and following the new System Administrative Memorandum (SAM 06.B.02) policy effective November 26, 2023, there has been a transition from stipend pay to hourly wages for University Sponsored Organization (USO) student leaders. The transition of USOs to hourly wages aligns with the new SAM policy, ensuring fair compensation and compliance with updated regulations governing student organizations.

In addition, per Texas Education Code (Chapter 5, Section 54.5062), the Student Fee Advisory Committee (SFAC) is the recommending body for the distribution of the student service fee. The Student Fee Advisory Committee serves to conduct appropriate inquiry to the type, level, and expenditure of this compulsory fee. To act as an agency of SFAC, the Activities Funding Board (AFB) is being established to distribute funding directly to registered student organizations on SFACs behalf, removing this responsibility from Student Government.

#### **Funding Adjustments**

Due to these organizational and pay structure changes, we suggest funding adjustments to accommodate the new Campus Activities Board structure, support for Student Government, and establish funding for the newly created Activities Funding Board.

#### **Current Funding Models for FY24**

The funding model for FY24 initially began as a stipend-based pay structure for Hawk Spirit and Traditions Council, Campus Activities Board, and Student Government. The model, if carried out over the full year, was self-sustaining with a surplus of \$12,800 from both SFAC Base Funding and SFAC One Time Funding. This pay structure is outlined in Appendix A.

However, due to a new (SAM) policy effective November 26, 2023, there has been a transition from stipend pay to hourly wages for University Sponsored Organization (USO) student leaders. The model was transitioned for the remainder of FY24, starting immediately after the policy was implemented. The model, if carried out over a full year, would create an annual deficit of \$7,352.50 from both SFAC Base Funding and SFAC One Time Funding. This pay structure is outlined in Appendix B.

### **Proposed Funding Adjustments for FY25**

Due to the restructured Campus Activities Board, transition to hourly wages for USOs, and addition of a new University Sponsored Organization - Activities Funding Board, we request funding adjustments to the previous SFAC requests:

1. Allocate additional funds to CAB to support its expanded responsibilities resulting from the merger with HSTC.
2. Continue to provide funding to support Student Government in addressing the evolving needs of the student body and facilitating its initiatives.
3. Establish funding for the newly created Activities Funding Board to ensure its effectiveness in supporting various student organizations and initiatives. This is in accordance with the recommendations from the RSO Activities Funding Board Taskforce Report (June 2023), AFB members will be compensated under student-leadership program guidelines in the Office of Student Involvement and Leadership. The compensation is essential to attract and retain qualified individuals, ensuring the AFB's effectiveness in overseeing the allocation of student-services fee funds.

The proposed funding model for student leader compensation in FY25 can be reviewed in Appendix C. These adjustments would ensure that each entity (CAB, SG, and AFB), along with the student leaders, receive the necessary resources to thrive in their respective roles and thus fostering a vibrant and engaging campus environment. In addition, the funding model would provide a surplus of funding in the amount of \$3,847.50 that would be returned to SFAC for the FY25 year.

We hope you will support these critical changes to our student organizations as we propose the implementation of a new funding model and develop student leaders that are contributing to a vibrant and engaging campus environment. Additionally, we appreciate your continued support toward student leadership and involvement as we build an engaged community in the Division of Student Affairs that cultivates personal development and success for all students.

Thank you for your time and consideration.

Go Hawks!



Dr. Andrew D. Wiemer  
Assistant Vice President for Student Engagement  
Division of Student Affairs  
University of Houston – Clear Lake

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## Appendix A

### FY24 Stipend Pay for University Sponsored Organizations

| <b>Hawk Spirit and Traditions Council</b> | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
|---|-------------------|---------------------------|---------------------------|
| President                                 | 10                | 47                        | \$ 3,200.00               |
| Vice President                            | 10                | 47                        | \$ 3,200.00               |
| Brand Coordinator                         | 10                | 47                        | \$ 3,200.00               |
| Recruitment and Retention Coordinator     | 10                | 47                        | \$ 3,200.00               |
|   |                   | <i>Total Compensation</i> | \$ 12,800.00              |
|   |                   |                           |                           |
|   |                   | SFAC Base Budget          | \$ 5,500.00               |
|   |                   | One Time Funding FY24     | \$ 7,300.00               |
|   |                   | Total Funding FY24        | \$ 12,800.00              |
|   |                   |                           |                           |
| <b>Campus Activities Board</b>            | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
| President                                 | 10                | 47                        | \$ 3,200.00               |
| Vice President                            | 10                | 47                        | \$ 3,200.00               |
| Brand Coordinator                         | 10                | 47                        | \$ 3,200.00               |
| Recruitment and Retention Coordinator     | 10                | 47                        | \$ 3,200.00               |
|   |                   | <i>Total Compensation</i> | \$ 12,800.00              |
|   |                   |                           |                           |
|   |                   | SFAC Base Budget          | \$ 8,100.00               |
|   |                   | One Time Funding FY24     | \$ 11,000.00              |
|   |                   | Total Funding FY24        | \$ 19,100.00              |
|   |                   |                           |                           |
| <b>Student Government</b>                 | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
| President                                 | 10                | 47                        | \$ 3,200.00               |
| VP-Administration                         | 10                | 47                        | \$ 3,200.00               |
| VP-Outreach                               | 10                | 47                        | \$ 3,200.00               |
| VP-Committees                             | 10                | 47                        | \$ 3,200.00               |
|   |                   | <i>Total Compensation</i> | \$ 12,800.00              |
|   |                   |                           |                           |
|   |                   | SFAC Base Budget          | \$ 6,300.00               |
|   |                   | One Time Funding FY24     | \$ 6,500.00               |
|   |                   | Total Funding FY24        | \$ 12,800.00              |
|   |                   |                           |                           |
|   |                   | <b>Total Compensation</b> | <b>\$ 38,400.00</b>       |
|   |                   | <b>Total SFAC Funding</b> | <b>\$ 51,200.00</b>       |
|   |                   | <i>Difference</i>         | \$ 12,800.00              |

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## Appendix B

### FY24 Hourly Wages for University Sponsored Organizations

| <b>Hawk Spirit and Traditions Council</b> | <b>Pay/hour</b> | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
|---|-----------------|-------------------|---------------------------|---------------------------|
| President                                 | \$9.50          | 10                | 47                        | \$ 4,465.00               |
| Vice President                            | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| Brand Coordinator                         | \$9.00          | 10                | 47                        | \$ 4,230.00               |
| Recruitment and Retention Coordinator     | \$9.00          | 10                | 47                        | \$ 4,230.00               |
|   |                 |                   | <i>Total Compensation</i> | \$ 17,272.50              |
|   |                 |                   | SFAC Base Budget          | \$ 5,500.00               |
|   |                 |                   | One Time Funding FY24     | \$ 7,300.00               |
|   |                 |                   | Total Funding FY24        | \$ 12,800.00              |
|   |                 |                   |                           |                           |
|   |                 |                   |                           |                           |
| <b>Campus Activities Board</b>            | <b>Pay/hour</b> | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
| President                                 | \$9.50          | 10                | 47                        | \$ 4,465.00               |
| Vice President                            | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| Brand Coordinator                         | \$9.00          | 10                | 47                        | \$ 4,230.00               |
| Recruitment and Retention Coordinator     | \$9.00          | 10                | 47                        | \$ 4,230.00               |
|   |                 |                   | <i>Total Compensation</i> | \$ 17,272.50              |
|   |                 |                   | SFAC Base Budget          | \$ 8,100.00               |
|   |                 |                   | One Time Funding FY24     | \$ 11,000.00              |
|   |                 |                   | Total Funding FY24        | \$ 19,100.00              |
|   |                 |                   |                           |                           |
|   |                 |                   |                           |                           |
| <b>Student Government</b>                 | <b>Pay/hour</b> | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
| President                                 | \$9.50          | 10                | 47                        | \$ 4,465.00               |
| VP-Administration                         | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| VP-Outreach                               | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| VP-Committees                             | \$9.25          | 10                | 47                        | \$ 4,347.50               |
|   |                 |                   | <i>Total Compensation</i> | \$ 17,507.50              |
|   |                 |                   | SFAC Base Budget          | \$ 6,300.00               |
|   |                 |                   | One Time Funding FY24     | \$ 6,500.00               |
|   |                 |                   | Total Funding FY24        | \$ 12,800.00              |
|   |                 |                   |                           |                           |
|   |                 |                   | <b>Total Compensation</b> | <b>\$ 52,052.50</b>       |
|   |                 |                   | <b>Total SFAC Funding</b> | <b>\$ 44,700.00</b>       |
|   |                 |                   | <i>Difference</i>         | \$ (7,352.50)             |

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## Appendix C

### FY25 Proposed Hourly Wages for University Sponsored Organizations

| <b>Campus Activities Board - Merger</b> | <b>Pay/hour</b> | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
|---|-----------------|-------------------|---------------------------|---------------------------|
| President                               | \$9.50          | 10                | 47                        | \$ 4,465.00               |
| Vice President                          | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| Hawk Spirit and Traditions Coordinator  | \$9.00          | 10                | 47                        | \$ 4,230.00               |
| Brand Coordinator                       | \$9.00          | 10                | 47                        | \$ 4,230.00               |
| Recruitment and Retention Coordinator   | \$9.00          | 10                | 47                        | \$ 4,230.00               |
|   |                 |                   | <i>Total Compensation</i> | \$ 21,502.50              |
|   |                 |                   |                           |                           |
|   |                 |                   | SFAC Base Budget          | \$ 13,600.00              |
|   |                 |                   | One Time Funding FY25     | \$ 24,000.00              |
|   |                 |                   | <b>Total Funding FY25</b> | <b>\$ 37,600.00</b>       |
|   |                 |                   |                           |                           |
|   |                 |                   |                           |                           |
| <b>Student Government</b>               | <b>Pay/hour</b> | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
| President                               | \$9.50          | 10                | 47                        | \$ 4,465.00               |
| VP-Administration                       | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| VP-Outreach                             | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| VP-Committees                           | \$9.25          | 10                | 47                        | \$ 4,347.50               |
|   |                 |                   | <i>Total Compensation</i> | \$ 17,507.50              |
|   |                 |                   |                           |                           |
|   |                 |                   | SFAC Base Budget          | \$ 6,300.00               |
|   |                 |                   | One Time Funding FY25     | \$ 12,000.00              |
|   |                 |                   | <b>Total Funding FY25</b> | <b>\$ 18,300.00</b>       |
|   |                 |                   |                           |                           |
|   |                 |                   |                           |                           |
| <b>Activities Funding Board</b>         | <b>Pay/hour</b> | <b>Hours/week</b> | <b>Weeks/year</b>         | <b>Total Compensation</b> |
| Chair                                   | \$9.50          | 10                | 47                        | \$ 4,465.00               |
| Vice - Chair                            | \$9.25          | 10                | 47                        | \$ 4,347.50               |
| Communications Chair                    | \$9.00          | 10                | 47                        | \$ 4,230.00               |
|   |                 |                   | <i>Total Compensation</i> | \$ 13,042.50              |
|   |                 |                   |                           |                           |
|   |                 |                   | SFAC Base Budget          | \$ -                      |
|   |                 |                   | One Time Funding FY25     | \$ -                      |
|   |                 |                   | <b>Total Funding FY25</b> | <b>\$ -</b>               |
|   |                 |                   |                           |                           |
|   |                 |                   |                           |                           |
|   |                 |                   | <b>Total Compensation</b> | <b>\$ 52,052.50</b>       |
|   |                 |                   | <b>Total SFAC Funding</b> | <b>\$ 55,900.00</b>       |
|   |                 |                   | <i>Difference</i>         | \$ 3,847.50               |