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**INTEROFFICE MEMORANDUM**

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**TO:** STUDENT FEE ADVISORY COMMITTEE  
**FROM:** METROPOLITAN VOLUNTEER PROGRAM  
**SUBJECT:** BASE AUGEMENTATION REQUEST  
**DATE:** 1/29/2009

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**Base Augmentation Request**

MVP is requesting for an increase in the base augmentation to increase the hourly salary of the Office Assistant. MVP is requesting for this increase due to research of similar on-campus positions that have a higher pay rate and the Texas Minimum Wage Act. Due to the added responsibility and time needed to be successful at the position of the Office Assistant, it is necessary for an increase in the hourly pay rate in order to recruit and retain. MVP has the fewest compensated positions among all of the fee-funded groups. MVP increased the hourly salary from \$6.55 to \$7.75, which changed the annual salary from \$6,093 to \$7280. After adding the Benefits, VPSA and Administrative Tax the base augmentation is \$3075. (See Table Below)

**Increase Base Augmentation for Salaries (41 weeks)**

| Hourly Rate | Total Hrs (41 wks) | Annual Salary | FICA (7.65%) | Unemployment (1%) | VPSA (1%)          | Admin. (3.8%) | Work. Comp (0.06%) | Total   |
|-------------|--------------------|---------------|--------------|-------------------|--------------------|---------------|--------------------|---------|
| \$6.00      | 820                | \$4,920       | \$376        | \$49              | \$49               | \$187         | \$30               | \$5,611 |
| \$6.55      | 820                | \$5,371       | \$411        | \$54              | \$54               | \$204         | \$32               | \$6,126 |
|             |                    |               |              |                   | <b>VPSA (1.5%)</b> |               |                    |         |
| \$7.25      | 820                | \$5,945       | \$455        | \$59              | \$89               | \$226         | \$36               | \$6,810 |
| \$7.75      | 820                | \$6,355       | \$486        | \$64              | \$95               | \$241         | \$38               | \$7,280 |

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**TO:** STUDENT FEE ADVISORY COMMITTEE  
**FROM:** METROPOLITAN VOLUNTEER PROGRAM  
**SUBJECT:** ONE-TIME ALLOCATION REQUEST  
**DATE:** 1/29/2009

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**One-Time Allocation Request**

MVP is requesting for a one-time base augmentation of \$5000 plus \$265 in administration charges to serve as an umbrella organization for other volunteer and community service based registered student organizations. As an umbrella organization, MVP will work with those organizations to coordinate activities or for them to use us as a resource for programming and other activities. MVP will provide additional resources and help smaller organizations identify themselves with the University of Houston community. As an umbrella organization, MVP will be able to assist volunteer and community service based registered student organizations and allow them to have the ability to carry out activities which could not be accomplished alone, due to size, experience or sense of community and support that makes students derive utility from multilateral and shared activities. MVP had various student organizations request funding for a community service events and/or co-sponsorships, but due to the limited budget, many request are declined. The table below shows the breakdown of where the funds will go to assist the organizations who are a member of the umbrella group. MVP is requesting \$5,265 to start this transition. (See Table Below)

**One-Time Allocation**

| <b>Expense</b>               | <b>Cost</b>    |
|------------------------------|----------------|
| Programs                     | 2,500          |
| Guest Performers/Speakers    | 1,000          |
| Group Luncheons/Workshops    | 750            |
| Supplies (volunteer, office) | 500            |
| Membership Recruitment       | 250            |
| Administrative Charge (3.8%) | 265            |
| <b>Total</b>                 | <b>\$5,265</b> |