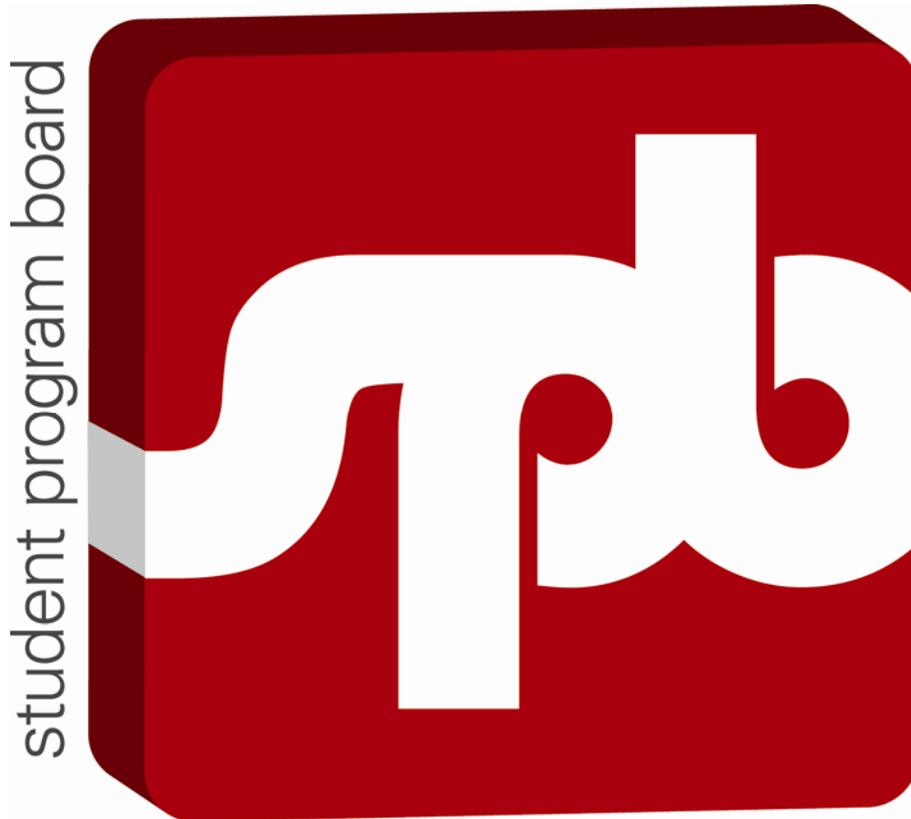


# **UNIVERSITY *of* HOUSTON**

## Student Program Board



**Student Service Fees Advisory Committee**

---

***Base Augmentation Request FY11***



## STUDENT PROGRAM BOARD BASE AUGMENTATION REQUEST FY 2011

The Student Program Board (SPB) is presenting a base augmentation request to the Student Fee Advisory Committee to provide financial assistance to SPB to support an increase in compensation for student leaders, professional development travel, and additional programming costs to continue to enhance the programming offered to the University of Houston community.

Since the 2006 Student Program Board Task Force Report, SPB has gone through a series of changes and improvements to fulfill their mission. Some of those changes include increasing programming, adding an additional chair and graduate assistant, and providing programs for a more diverse audience. In order to continue quality programming and enhance student life at UH, SPB must continue to improve and become comparable to other program boards throughout the country. To do this, SPB is requesting to increase overall funding for programming, compensate chair positions more appropriately, as well as to provide funding to assist in leadership development travel.

The 2010-2011 SFAC Program Questionnaire outlines the commitment from SPB to maintain quality programming as well as developing student leaders at the University of Houston. To continue to provide quality programming while increasing the quantity and scale of the events, SPB is asking for additional programming dollars. Over the past semester, SPB has offered forty-six (46) programs with an overall attendance of 7,544 compared to 4,208 in attendance in Fall 2008 and 4,004 students in attendance in Fall 2007. This increase in programming has occurred due to the increase in funding we received last year as well as the addition of the Trips and Tournaments Chair. As the attendance shows, with more funding for programming, SPB can provide quality programs and events for more UH students. The board has stretched their funding to the limit, so in order to continue to increase the number of programming opportunities, the board is requesting additional funding. Here is the break down in costs for the requested additional programming dollars:

Programming Dollars	\$20,000.00
UH Administrative Charge	\$720.00
VPSA Administrative Charge	\$300.00
<b>Total</b>	<b>\$21,020.00</b>

In the winter of 2009, SPB conducted benchmarking research about program board budgets throughout the country. Of the thirty plus (30+) institutions that were contacted, thirteen (13) responded with information related to their programming budgets. The chart on the next page is based on the findings of the benchmarking research and displays the amount the Program Board (or similar entity) spends per year on programming at their institution. These amounts do not include personnel/staffing, operations or marketing costs.



### Programming Budget by Institution

School	Programming Dollars
Ohio State University	\$1,113,750.00
University of Georgia	\$854,648.00
Penn State University	\$841,150.00
Georgia State University	\$530,000.00
University of Alabama	\$390,000.00
Texas Tech University	\$289,170.00
University of Virginia	\$261,000.00
Stephen F. Austin State University	\$173,000.00
Boise State University	\$150,950.00
University of Texas- Arlington	\$128,884.00
University of North Texas	\$110,000.00
University of Houston (includes Base plus 2011 Augmentation Request)	\$102,931.04
University of Houston (includes 2010 Base plus One-Time)	\$82,931.04
University of Iowa	\$64,765.00
IUPUI	\$62,850.00
University of Houston (2008)	\$57,152.00

With the additional \$20,000 in programming dollars, SPB could do many things. Due to the increase in our funding last year, we were able to provide additional events that would not have happened including SPB's Winter Wonderland, more UC Satellite Concerts, an away game trip to New Orleans to support the UH football team playing Tulane, and more. SPB has been fiscally responsible in spending for programming and the chairs pinch pennies wherever possible to allow for more events.

Every year at retreat, the board brainstorms programming ideas for the UH campus community. In addition, we constantly seek feedback from UH students at our General Membership meetings as well as through Facebook and our website. Since our funding is limited, the board can only select a very small number of these ideas to execute during the year. Below, you will see some of the ideas for programming that could become a reality with additional funding:

#### Program Ideas

Bollywood Movie Week	Graduation block party
3-D Movie	Rachel Ray/ cooking classes
UH Gladiator	Get bigger acts!!
Spring Break Trip	So You Think You Can Dance Tour
Iron Chef	Soul/Blues Concert
Overnight Events	Famous Alumni Convention
Swing/salsa dance classes	Valentine's Day Blind Date MTV Singled Out
Paintball Tournament	Food Network's Cultural Cuisine



Rockets Games	Create time capsule
UH Guinness Book of Records	Technology Convention
Invention Contest/ Robot Wars	Elected Officials Forum
UH Next Top Model	Big Wheel Race
Board Games Tournament	Ultimate Fighting event
More away game trips to support UH teams!	True CSI (Forensic seminar, museum of natural science)
Eating Contest	Cheese and Wine Tasting Event
Mythbusters	Scuba trip
Swim with the dolphins	Dirty Jobs
Dancing with the Stars Performance	Field Day
Open Mic- music, poetry, comedy	Back to School Bash
Post Secret- Frank Warren	Spring Fling! Huge Spring Celebration
Inked! The Dos and Don'ts of tattoos (Sacred Heart, Piercing, Katt Von D-LA Ink)	Represent Your Culture (culture museum/exhibit)
Gospel Explosion	Astros Games
Scavenger Hunt- City Wide	Trips to local cultural festivals
Movie Marathon	Trivia Bowl (all subjects like cranium)
Mini-Carnival	Back in the day/ Drive-In Movies
Off campus events (Galveston, Schlitterbahn)	Welcome to the Night Life (a night on the town)
Be an Astronaut Day at NASA	Trips to local art shows/museums
UH Best Dance Crew	Forum (10 things freshmen should know)
Sports Day (field day-powderpuff, balloon walk, egg race, football, volleyball, track, sack race)	More educational/ motivational speakers/debaters

The feedback from students always includes the desire to bring popular performers to campus. Realistically, SPB cannot fund many big name performers due to budget constraints. Unless we cut back on all other programming, we would be unable to provide many of the options that students suggest. Here are some of the performers suggested by UH students as well as their performer fee. These costs do not include any marketing, security, AV or space rental, but are the raw cost of paying the act to perform:

<b>MUSIC</b>	Pat Green: \$25,000+
Black Eyed Peas: \$350,000+	Taylor Swift: \$500,000+
David Cook: \$30-50,000	The Hush Sound: \$15-20,000
Feist: \$25,000	Lady Antebellum: \$45-50,000
Flogging Molly: \$25-30,000	BB King: \$50,000+
Jason Mraz: \$75,000+	Zac Brown Band: \$75,000+
Hinder: \$40,000	Alicia Keys: \$125,000
O.A.R.: \$60,000+	<b>COMEDY</b>
Panic at the Disco: \$150,000	Demetri Martin: \$50,000
Paramore: \$100,000	Gabriel Iglesias: \$25-35,000
Robin Thicke: \$40,000+	Sarah Silverman: \$100,000+
Wale: \$15-20,000	Chris Rock: \$150,000+
Common: \$40,000	Bob Sagat: \$40,000+
Chris Brown: \$400,000	Carlos Mencia: \$70,000
DJ Skribble: \$8-10,000	Bill Engvall: \$60-75,000
Lupe Fiasco: \$55-65,000	BJ Novak: \$25,000
Sean Kingston: \$25,000+	Bill Cosby: \$115,000



The additional programming dollars could allow for larger scale events featuring well-known performers, a larger variety of activities for UH students to participate and an increase in opportunities for UH students to get involved.

By increasing funding for programming, it increases the amount of time and dedication the Student Program Board Chairs must invest. The Student Program Board is comprised of seven chair positions. Currently, Student Program Board Chairs are paid \$100.00 per month and required to work a minimum of 15 hours a week, not including time spent at events. On average, a chair spends over 30 hours a week on Student Program Board activities. To provide the Student Program Board Chairs with similar compensation to other Student Fee Funded groups on campus, we are asking to increase the current compensation by \$200 per month to make their monthly stipend \$300.00. This compensation is comparable to Frontier Fiesta Directors, which makes \$343.20 per month. The total cost of increasing compensation to assist the Student Program Board and continue the development of students and improve the overall programming for the University of Houston is as follows:

Increase to SPB Chair Compensation	\$12,600.00
Associated Benefits	\$2,110.77
UH Administrative Charge	\$453.60
VPSA Administrative Charge	\$189.00
<b>Total</b>	<b>\$15,353.37</b>

Lastly, to continue to develop student leaders, SPB leaders travel to leadership development events and program board conferences. Some of these events include SPB Summer and Winter Retreat, National Association of Campus Activities (NACA) Huge Leadership Weekend, and NACA Regional and National Conventions.

The SPB Summer and Winter Retreats are a mandatory time for all board members to come together as a team. Below are the goals for the 2009 Summer Retreat:

- *Team Building:* Provide a place where the board can interact with one another and get to know who they will be working with for the upcoming year.
- *Goal Setting:* Set individual and organizational goals for the upcoming year.
- *Training:* All members of the board will have a better understanding of the steps it takes to properly plan, market, and implement an event. They will also fully understand their job descriptions.
- *Brainstorming:* Provide an open environment where the board can brainstorm ideas for events, membership recruitment and marketing that can be implemented back on campus.
- *Organizational Mission:* All members will understand the organizational mission and purpose of the Student Program Board.
- *Leadership Development:* Chairs will learn leadership skills and become more comfortable with leading groups so they can get back to campus and lead their committee properly.
- *Organizational Vision:* The board will establish a vision for SPB.
- *HAVE FUN!*

The Huge Leadership Weekend is an annual student leader development weekend that takes place in San Antonio. The weekend provides training on leadership, goal setting,



creative thinking, understanding strengths, communication, and more. The training is great for developing our board to lead the committees of volunteers that help plan events for the University of Houston Community.

The NACA Regional and National Conventions allow SPB members to attend educational sessions about programming, marketing, and improving their program board. In addition, they can view talent before contracting to ensure bringing high quality performers to campus. During the conference, students also have the opportunity to speak with agencies about their talent and get discounted prices on site. These conference not only inform and develop the students, it also provides them an opportunity to better understand the entertainment options they can bring to campus and gives them a chance to bring them at a better price. The Student Program Board delegates at the conference not only attend the conference, they have taught educational sessions, volunteered, and participated in co-op buying experiences.

Before any SPB student leader actually travels, they are required to apply for the trip to explain why it is beneficial to send them to the conventions. Historically, this expense was covered by the University Center and Associated Facilities (UCAF). With the upcoming departmental structure change, UCAF may no longer be able to provide financial assistance for SPB student leader travel. In order to continue developing SPB leaders, getting the newest information on campus programming, and attaining monetary savings on events, we are asking for financial assistance with travel. The costs for traveling is as follows:

Travel Costs	\$15,000.00
UH Administrative Charge	\$540.00
VPSA Administrative Charge	\$225.00
<b>Total</b>	<b>\$15,765.00</b>

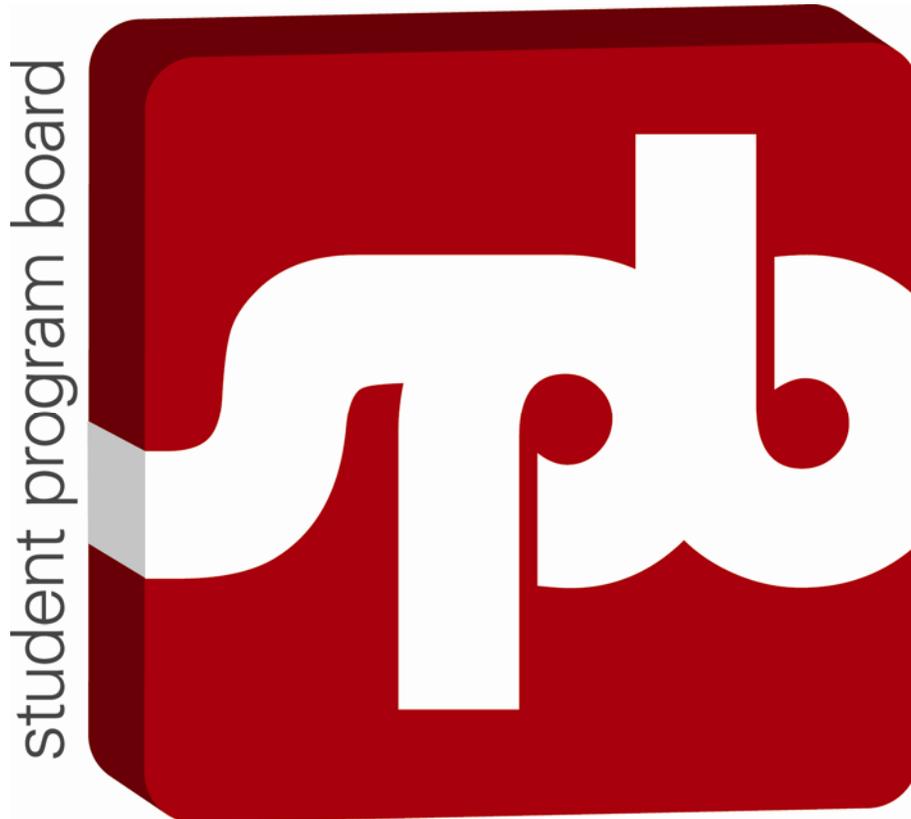
The Student Program Board requests additional funding in terms of financing for current and future programs to benefit all UH students, increase compensation to equitable levels, and developmental travel. The total amount of \$52,138.37 for this base augmentation request can be broken down in the following manner:

Additional Programming Dollars and Associated Costs:	\$21,020.00
Chair Compensation Costs	\$15,353.37
<u>SPB Developmental Travel and Associated Costs:</u>	<u>\$15,765.00</u>
<b>Total:</b>	<b>\$52,138.37</b>

We would like to make SFAC aware that the Student Program Board will continue to partner with other units, departments, and programs within the university community to offer our students the best in terms of programming, and will demonstrate the utmost in fiscal responsibility upon the granting of our augmentation request.

# **UNIVERSITY *of* HOUSTON**

## Student Program Board



**Student Service Fees Advisory Committee**

---

***Base Augmentation Request FY11***



**STUDENT PROGRAM BOARD  
BASE AUGMENTATION REQUEST FY 2011**

The Student Program Board (SPB) is presenting this base augmentation request to the Student Fee Advisory Committee to convert the current one time funding in to base funding to provide financial assistance to SPB to support an additional program chair and programming costs and a graduate assistant to continue to enhance the programming offered to the University of Houston community.

Last year, SFAC granted the Student Program Board one time funding of \$40,000 to provide the University of Houston a stronger program board that can provide a larger variety of programming. With that funding SPB has gone through a series of changes and improvements to fulfill their mission. SPB has added a graduate assistant, a Trips and Tournaments Chair, and additional programming. Attached is a draft of the organizational chart that would remain in effect if this base augmentation is granted to SPB.

The 2010-2011 SFAC Program Questionnaire outlines the commitment from SPB to maintain quality programming as well as develop student leaders at the University of Houston. The SPB Trips and Tournaments Chair is responsible for arranging trips for students to away athletics events (including bowl games, NCAA tournaments and Conference USA tournaments), as well as to local Houston area attractions which range from local museums, athletics events, or city festivals. In addition, this position is responsible for creating more tournament style programming on campus spanning from chess tournaments to video gaming tournaments. The job description is located at the end of this report. Over the past semester, the Trips and Tournaments Chair has touched the lives of many University of Houston students by planning an away game trip to the Tulane football game and putting on dodgeball and Super Smash Brothers Tournaments, and a gingerbread house building competition. This program chair works collaboratively with many areas on campus including UH Athletics, Campus Recreation, and UC Leisure Services. She has plans to do many more events in the upcoming semester as well. The total cost of adding an additional SPB Chair Position to increase the variety and amount of programming for the University of Houston community is as follows:

Compensated Student Leader Stipend	\$900.00
Associated Benefits	\$77.85
UH Administrative Charge	\$34.20
VPSA Administrative Charge	\$13.50
Programming Dollars	\$12,000
UH Administrative Charge	\$456.00
VPSA Administrative Charge	\$180.00
<b>Total =</b>	<b>\$13,661.55</b>

In addition to planning events to fit the needs of UH students, SPB received additional funding from SFAC for programming. With the additional funding, SPB continued to provide quality programming while increasing the quantity and scale of the events. Over the past semester, SPB has offered forty-six (46) programs with an overall attendance of 7,544



compared to 4,208 in attendance in Fall 2008 and 4,004 students in attendance in Fall 2007. This increase in programming has occurred due to the increase in funding we received last year as well as the addition of the Trips and Tournaments Chair. As the attendance shows, with more funding for programming, SPB can provide quality programs and events for more UH students. Some of the programs the Student Program Board was able to provide due to the additional funding were more UC Satellite Concerts, additional comedy shows, more novelty events, and the SPB Winter Wonderland. Here is the breakdown in costs for the additional program funding dollars:

Programming Dollars	\$12,481.50
UH Administrative Charge	\$474.31
VPSA Administrative Charge	\$187.23
<b>Total</b>	<b>\$13,143.04</b>

Lastly, to continue to develop student leaders, SPB added a Graduate Assistant with the one time funding from SFAC. The job description is located at the end of this report. The SPB graduate assistant was created and works closely with the VP of Membership Recruitment and Development. Some of the responsibilities of the graduate assistant include arranging for development speakers to work with SPB, as well as act as an additional advisor through supervising events, helping with advertising, and advising with event planning. This position has been a great addition to the Student Program Board because it allows for more assistance to the student leaders to successfully plan events and continue developing as student leaders. The total cost of hiring a Graduate Assistant to assist the Student Program Board and continue the development of students and improve the overall programming for the University of Houston is as follows:

Graduate Assistant Salary	\$11,580.00
Associated Benefits	\$1,001.67
UH Administrative Charge	\$440.04
VPSA Administrative Charge	\$173.70
<b>Total</b>	<b>\$13,195.41</b>

The Student Program Board requests the \$40,000 in one time funding be placed into base funding for SPB in order to continue financing for current and future programs to benefit all UH students, keep the Trips and Tournaments Chair and graduate assistant. The total amount of \$40,000.00 for this base augmentation request can be broken down in the following manner:

SPB Trips and Tournaments Chair and Associated Costs:	\$13,661.55
Additional Programming Dollars and Associated Costs:	\$13,143.04
SPB Graduate Assistant and Associated Costs:	\$13,195.41
<b>Total:</b>	<b>\$40,000.00</b>

We would like to make SFAC aware that the Student Program Board will continue to partner with other units, departments, and programs within the university community to offer our students the best in terms of programming, and will demonstrate the utmost in fiscal responsibility upon the granting of our augmentation request.



## **Graduate Assistant, Student Program Board**

### **Position Overview**

The University Center and Associated Facilities (UCAF) Student Program Board (SPB) Graduate Assistant will work with the Activities Advisor, Student Program Board membership, and additional UCAF staff as needed to support SPB's needs in relation to the development, implementation, and program planning for the Student Program Board.

### **Position Responsibilities**

#### ***Primary***

- Assist with the advisement of the Student Program Board.
- Advise the SPB VP of Membership Recruitment and Development with a focus on leadership training activities including, but not limited to, SPB Retreats, membership incentive programs, event planning training, and general membership activities.
- Provides on-site supervision of events to oversee facilities use, arrangements, compliance with policies, safety, and to assist with problem resolution.
- In conjunction with the Executive Cabinet, draft updated policies, update the SPB constitution, and create bylaws.
- Research model Program Boards at peer institutions for possible implementation at University of Houston.
- In conjunction with the Activities Advisor, develop collaborative partnerships (internally and off-campus) to enhance resources and programming opportunities for SPB.
- Assist with the development of assessment tools for Student Program Board members to better assess the needs of the growing board.
- Develop components of the Student Program Board Annual Report.

#### ***Secondary***

- Participate in scheduled UCAF meetings or training sessions as assigned.
- Work on additional UCAF special projects and provide support for UCAF programs as assigned.

### **Qualifications**

The individual must have completed a Bachelor's Degree. The individual must be currently accepted and enrolled in a University of Houston graduate program. It is preferred that the individual have an interest in pursuing a career in higher education field. Individuals pursuing career fields that may be related or require skills which are transferable will also be considered for this experience.

### **Terms of Position**

The Graduate Assistant will serve for one academic year with a possible option to consider a summer term and/or second year experience pending successful reviews as



well as career interests. Assistantship experiences and projects will be developed in consideration of the individual's skills, interests, and career goals. The Graduate Assistant will work a minimum of 20 hours per week.

### **Supervision & Working Relationships**

The Graduate Assistant will be supervised by the UCAF Activities Advisor. The Graduate Assistant will also work on a daily basis with SPB Student Leaders, General Membership, and UCAF Staff.

### **Remuneration**

**\$965 stipend per month** (or the standard Graduate Assistant compensation for UH). Additional benefits include funding to attend a fall regional Association of College Unions International Conference.

### **Personal Development**

- Develop personal goal plan to correspond with assistantship.
- Participate in ongoing personal evaluation and reflection.
- Attend the fall regional conference of the Association of College Unions International (ACUI).
- Attend the fall regional conference of the National Association for Campus Activities (NACA).
- Read selected materials related to the field of student affairs and participate in components of annual UCAF Staff Retreats as assigned.

### **Applications & Contact Information**

***Application review will begin May 15, 2009*** and will continue until the position is filled. Qualified individuals should submit a letter of application, resume, and names, addresses, and phone number of three (3) work-related references to:

Keith T. Kowalka  
Executive Director, University Center & Associated Facilities  
282 University Center  
University of Houston  
Houston, TX 77204-3049  
Email: [kkowalka@uh.edu](mailto:kkowalka@uh.edu)

To request additional information about the position or Student Program Board, all inquiries can be addressed to:

Kristen E. Salo  
Activities Advisor  
93 University Center  
University of Houston  
Houston, TX 77204-3049  
Phone: 713.743.5652  
Email: [kesalo@uh.edu](mailto:kesalo@uh.edu)



# U N I V E R S I T Y *of* H O U S T O N



**Student Program Board**  
Committee Chair Application

93 University Center  
Houston, TX 77204-3049  
713/743-5210  
Fax: 713/743-5178

## **Student Program Board** **Committee Chair Application** *Trips and Tournament Chair*

The University of Houston Student Program Board (SPB) is a student fee-funded, student-run organization that strives to bring the best and brightest entertainment to the University of Houston.

Our mission is to bring quality, educational and entertaining programs that enhance the quality of life of students at the University of Houston. SPB is a laboratory where students develop leadership skills and acquire knowledge that will benefit their overall academic experience.

### **Position Description:**

- Be responsible for coordinating SPB sponsored trips for UH students to a variety of locations including away athletic events, local museums, or city festivals.
- Be responsible for coordinating SPB sponsored tournament style programming.
- Complete and submit program proposals for all trips and tournaments events.
- Work with agents from various companies to schedule and obtain dates for trips and tournaments throughout the year as well as obtain marketing materials for trips and tournaments from said agents.
- Develop and administer contracts as necessary.
- Work with the Vice President for Marketing & Assessment to ensure the campus community is aware of all SPB trips and tournaments events.
- Work with the Vice President for Membership Recruitment and Development to identify committee members; match committee members' interest and skills with responsibility; and recognize outstanding performance.
- Ensure all trips and tournament events undergo planning, implementation and post-program assessments
- Attend all Student Program Board retreats and meetings as scheduled.
- Assist with all Student Program Board events.

### **Qualifications:**

- Must be a University of Houston student enrolled for a minimum of nine (9) credit hours per each long semester in office.
- Must maintain a cumulative GPA of a 2.5 or higher to be compensated.
- Must not have a graduation date prior to May 2010.
- Must be able to work a minimum of twenty (20) hours per week.
- Must be able to attend summer retreat June 12-14, 2009
- Must be able to attend winter retreat January 8-10, 2010

### **Compensation:**

- **\$100 per month** (September 2009 – April 2010).
- Term runs from designated start date through April 2010.