



Base Funding Request –
Cougar Cupboard Personnel



CENTER FOR STUDENT ADVOCACY & COMMUNITY



FY 25-26



The Cougar Cupboard has over 7,000 registered users and currently has over 500 students visit a week.

The current Cougar Cupboard SFAC budget provides funding for *one* full-time Program Manager II and we receive university funds to support one part-time Instructional Assistant and two student employees.

In addition to the day-to-day operations of the cupboard, the primary duties of the current Program Manager II role include ordering food, managing the budget, volunteer coordination, supervising and training staff and volunteers, and cupboard development. They focus on increasing access to fresh fruits, vegetables, and other food supplies in addition to providing educational opportunities to teach life-enhancing skills like preparing and cooking food and making more nutritious, healthy choices. There is a high demand for physical labor and a high administrative skillset (sometimes responding to over 100 emails a day).

The level of experience and skill needed to run an operation of this size is much more reflective of an Assistant Director level role. For these reasons, it is imperative to update the Program Manager II position to an Assistant Director role to more accurately reflect the level of work that is being completed and compensate the staff member at the market rate equivalent. We also need to hire one additional full-time staff member, a Program Manager I, to improve the supervision of staff and student employees, volunteers, and overall management of the day-to-day operations. The last staff person experienced regular burnout and an abnormal amount of stress due to the pressure related to the role. If they had a bad day or were out sick, food wouldn't get ordered and many students would not be able to receive the services provided by the Cougar Cupboard. Additional full-time support is needed.

Currently, the cupboard is only operational with the assistance of college-work study students and volunteers. During busy exam weeks, over the summer, and through the holiday breaks, student volunteers are virtually non-existent and student employees request reduced hours so they can focus on exams. This leaves a lot of work on one professional staff and a part-time Instructional Assistant. This has resulted in the need to reduce hours of the cupboard, increased stress on staff, and turnover in the roles.

A study published in the Public Health Nutrition journal found there is a positive relationship between food insecurity and mental health (depression, stress, and anxiety). The Assistant Director will work to develop the importance of a balanced diet and education focused on utilizing the current food supplies provided by the cupboard through design and activities reducing stress related to food insecurity helping students to thrive in their academics and in life. The Program Manager will assist the Assistant Director with the back end and vital development of the cupboard while also managing the day-to-day, front-of-house operations.

Although these shifts in the staffing structure will still leave the cougar cupboard understaffed, it will help address the current dire need for additional support. The new Program Manager and the person in the updated role (Assistant Director) will work together to strategically address the cupboard needs.

DSA Strategic Initiative:

Increased student engagement

- More staff allows for longer operational hours, making the pantry accessible to a broader range of students, including those with busy or non-traditional schedules.
- DSA Values: Care, Empowerment, Community

Increased the retention rate of Pell-eligible FTIC

- The new staff member can help create educational programs, workshops, and volunteer opportunities, encouraging more students to engage with the pantry beyond just using the service.
- DSA Values: Care, Innovation, Community

Lowering costs for economically disadvantaged

- A dedicated staff member can focus on promoting the pantry's services through events, social media, and partnerships with other campus organizations, raising awareness and driving more student participation in the Cougar Cupboard services.
- DSA Values: Collaboration, Integrity, Community

| Funding Request: Program Manager II → Assistant Director | FY26 Base |
|---|------------------|
| | Amount |
| Salary- UHG → UHH | \$10,000 |
| Fringe increase | \$3,000 |
| Professional Development | \$2,500 |
| Subtotal | \$15,500 |
| Admin | \$930.00 |
| Subtotal + Admin | \$16,430 |

| Funding Request: Program Manager I | FY26 Base |
|---|------------------|
| | Amount |
| Salary - UHF | \$54,800 |
| Fringe | \$16,440 |
| Professional Development | \$2,500 |
| Subtotal | \$73,740 |
| Admin | \$4,424.40 |
| Subtotal + Admin | \$78,164.40 |

Funding Request

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|---|--------------------|
| Program Manager II to Assistant Director | \$15,500 |
| Addition of Program Manager I (12 months) | \$73,740 |
| Subtotal | \$89,240 |
| Admin Fee | <u>\$5,354.40</u> |
| Total | \$94,594.40 |