

**Clayton State University**  
**Budget Priority Request**  
**Budget Period 2023**

Division/Department: **Student Affairs/Veterans Resource Center**

Priority Title: **Clerical Office/Outreach Assistant**

Priority Number: 1

Funding Requested: \$42,000.00 (salary and benefits)       Permanent       One-Time

1) Description of Request:

*New position request for a Clerical Office/Outreach Assistant for the Veterans Resource Center*

2) Justification: Please provide a justification that discusses such things as support of the University's strategic plan or other institutional objectives. What impact will this request have on University programs and services? Can you redirect funds to meet this need?

*Funding for an Office and Outreach Assistant will support the continuity of current services to current and future Veterans and Military Connected students. The center currently operates with one professional staff member who is responsible for center operations and supporting currently 350+ student veterans and other military-connected students in addition to new and prospective students. The role will be used to implement the VRC's outreach matrix which aims to increase student performance and provide proactive and reactive support and solutions to a non-traditional sub-population of the student body which will demonstrate that we are a military-friendly institution. Having an additional full time professional in the center will allow for the creation of new and expansion of current programs and services. The position will support retention and persistence for the veterans and military population by providing expanded case management for currently enrolled students.*

*Presently, there are no available funds to redirect to find this position. This unit is a tuition funded department.*

3) Metrics: Please describe how you plan to determine the effectiveness and measure the impact of the proposed funding.

- *Student contact reports managed through TargetX portal*
- *Monthly production and performance reports submitted to VRC Coordinator*
- *Student Success reports comparing students served by the VRC and their success rates to those not served directly*
- *Use a cohort outreach model for student contacts and VRC program initiatives*
- *Satisfaction surveys of our military-connected students*

**Clayton State University  
Budget Priority Request  
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Division/Department: \_\_\_\_\_ **Student Affairs**/Office of Community Standards\_\_\_\_\_

Priority Title: \_\_\_\_\_ Student Conduct Coordinator\_\_\_\_\_

Priority Number: \_\_\_\_\_ 2 \_\_\_\_\_

Funding Requested: \_\_\_\_\_ \$60,750 (salary and benefits) \_\_\_\_\_ XX  Permanent  One-Time

1) Description of Request:

*The Community Standards (CS) **Coordinator** position would provide significant increased support for the Community Standards/Student Conduct Office main operations. The CS Coordinator would serve as the primary conduct officer and handle the majority of conduct case administration including adjudication all academic, housing, and general conduct code violations, coordination and training of formal investigations/investigators, required case reporting to USG System Administrators, coordination and scheduling of disciplinary hearings and required training of panel members, and disciplinary sanctions tracking. As is also required by the USG System Office, hearing panel members who serve for **Title IX/Sexual Misconduct Cases** must also receive additional training from the CS Office.*

*The Coordinator also assists with management and implementation of the **required USG student training/education of ALL enrolled students** for Alcohol Use/Abuse and Sexual Assault/By-stander Intervention via the EverFi training portal/modules. In addition, other training/programming focused on such topics as plagiarism awareness, professional ethics and integrity, and conflict management is planned and implemented by the CS Coordinator.*

*Finally, a CS Coordinator will all for the Assistant Direct/Case Manager to provide more focus on assessing needs for outreach/intervention with students experiencing crisis or trauma, or exhibiting other concerning behaviors to attempt to mitigate the causes of such concerns and increase chances for persistence.*

2) Justification: Please provide a justification that discusses such things as support of the University's strategic plan or other institutional objectives. What impact will this request have on University programs and services? Can you redirect funds to meet this need?

*Currently, the Community Standards Office functions with one administrative staff member (Assistant Director/Case Manager), as the Coordinator position was not filled due to budget cut directives and other Division staffing resources were redirected to cover these duties.*

*Additionally, for two of the last three years, the office has experienced over a 50% increase in the number of referred academic and general misconduct conduct cases combined. As safety and security—including promotion and upholding of our student behavior standards—is a critical concern, restoring this position will allow us to more successfully handle these functions.*

**Clayton State University**  
**Budget Priority Request**  
**Budget Period 2023**

Division/Department: **Student Affairs/CARE Team/Student Support**

Priority Title: Director of Student Case Management (non-clinical)

Priority Number:   3  

Funding Requested:  \$105,000 (salary and benefits)      Permanent     One-Time

1) Description of Request:

*A Student Case Manager/Director serves in a defined, non-clinical role to holistically support students facing a variety of challenges that inhibit their success. Case managers maintain an ongoing connection with students to provide guidance, evaluate changes in risk level, ensure efficacy of interventions, and monitor the need for adjusted or additional resources. Case managers are able to broker resources and referrals while empowering the individual to advocate for themselves and their desired outcomes.*

2) Justification: Please provide a justification that discusses such things as support of the University's strategic plan or other institutional objectives. What impact will this request have on University programs and services? Can you redirect funds to meet this need?

*Through our Student Behavior Consultation Team and other campus referrals, we continue to see in an increase in the number of students who are distressed or engaging in at-risk behaviors or facing specific barriers to success. While we have limited staffing to provide initial interventions and support for these students, we do not have the capacity for on-going outreach and follow-up which is often needed and could be provided through a comprehensive student case management support service. A Case Manager/Director would manage a scope of services to support student persistence with considerations for individuals whose student status may be in flux such as those on a leave of absence—medical or otherwise—those temporarily separated due to academic or behavioral matters, those seeking re-enrollment after a period of separation, and other situations which may obstruct active enrollment.*

3) Metrics: Please describe how you plan to determine the effectiveness and measure the impact of the proposed funding.

*We already have the infrastructure to track our student case management practices and interventions through our Symplicity CARE module. This system is robust and will allow a Case Manager to fully track and report on case statuses and outcome, and ultimately tracking students' persistence at the institution. With a dedicated case manager, we should realize increased persistence of the students who present or are referred by other units.*

- 3) Metrics: Please describe how you plan to determine the effectiveness and measure the impact of the proposed funding.

*Measure response/resolution time of case processing along with participant satisfaction levels (students and faculty). Increase academic misconduct/plagiarism awareness programs in an effort to reduce reported incidents of such violations; track incidents to measure frequency. Increased attention to student concerns and ability to provide support related to ancillary factors causing/affecting reported students' behaviors.*