

July 8, 1974

MEMORANDUM

TO: Dr. Carter  
RE: Financial Requirements of Coordinator of Minority Student Programs

When we discussed this position in early June with Dr. Hartung and Dr. Coonrod it was determined that the position would be advertised (see attachment) and that I should outline the budget requirements for you. Here are the budget needs as best I can estimate them.

Tentative Minority Student Programs Budget 1974-75

Salaries	14,500	\$12,000 for Coordinator and \$2,500 secretarial
Irregular Help	7,800	Equivalent of 2 TA's; \$1,800 already spent (02-013) for summer student assistants
Travel	1,500	Including expense of bringing in candidates for Coordinator position
Other Expense	1,500	
Capital Outlay	1,200	Primarily for office furniture
TOTAL	<u>26,500</u>	

These estimates are conservative. Presumably, the Coordinator will move into the office area in the Faculty Office Complex now occupied by Corky Bush. (Corky will move to the Journalism Building -- ticketed location of the Women's Center -- about January 1, 1975.) This means that a secretary can be shared for the first half year, but secretarial support will have to be provided after that.



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Available Resources for Reallocation

Some headway may be made by dismantling the 02-013 Intercultural Programs budget in the following manner:

1. Transfer salaries, \$17,279, to 02-003 Student Advisory Services.
2. Split existing support budget (\$, 7, 593) of 02-013 between 02-003 and new Minority Student Programs budget.

	<u>02-003</u>	<u>Minority Student Programs</u>
Irregular Help	\$400	\$2,000
Travel	\$800	\$ 520
Other Expense	\$1,555	\$ 953
Capital Outlay	\$550	\$ 815
TOTAL	\$3,305	\$4,288

Other sources from the current budget obligations might also be tapped.

The graduate assistantship (\$3,005) in 05-004 General Instruction has been used by Bernard Hamilton and can be targeted for the new budget page.

Undetermined savings from the travel budget of the President during his sabbatical leave might be utilized.

Although it gives no immediate assistance, the present plan is to reduce Corky Bush's position to a 10-month position in 1975-76. This two-month salary difference should properly be credited to the Minority Student Programs account for 1975-76.

Bottom Line

There are some \$7,293 hard monies to cover an approximate \$26,500 commitment. I will do anything I can to assist in setting this up, but at this point I yield to your skill and wisdom!

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THOMAS E. RICHARDSON  
Vice-President for Student and Administrative Services

cc: Dr. Coonrod and Dr. Hill  
TER: jj