

Montana Associated Students  
Coordinator Position

*Concept Proposal*

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Proposed to Montana Board of Regents of Higher  
Education  
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## **Background Rationale**

The background rationale for proposal of this position is founded on three concepts.

- 1) Maintaining institutional memory from a student's point of view.
  - a. Historical records
  - b. Consistency of approach over time
- 2) To maintain consistent student representation to the Montana Board of Regents (BOR) and coordination of materials in preparation of meetings.
  - a. System issues come up daily but there isn't a clear feedback loop to the campuses/students
  - b. Record keeping
  - c. Mailings
  - d. Mechanism to transfer "great ideas" from one student body to another.
  - e. Consistent liaison between campus student government leaders and the Office of the Commissioner of Higher Education (OCHE) and BOR.
    - i. What occurs on one campus may impact other campuses but not coordinated.
    - ii. Facilitate and increase communication between the MAS President and the campus student government leaders—almost an administrative assistant function under the direction of the MAS president.
- 3) Transitory nature of student governments
  - a. Students are at a distinct disadvantage due to the tremendous turnover in student government both at the campus level and at the state level.
  - b. Student Government President elections are once per academic year.
  - c. A different individual holds Montana Associated Students (MAS) President position each year historically.

## **Structure of the Position**

- This position will be funded by a Board of Regent approved Montana Associated Student Fee of \$1.00 per student per semester.
- The person filling this position will be compensated as a grade 14 with a full benefits package (\$28,397 + benefits).
- Accounting and fiscal resources will be housed at Helena COT.
- The person hired for this position will be interviewed, selected, and hired by the President of the MAS and with majority approval of the MAS.
- The person filling this position will be evaluated annually at the May MAS meeting.
- The MAS Coordinator's office would be most beneficial in an office located in Helena and preferably in the Commissioners complex building owned by MHESAC.

- **Position Description and Duties**

**Daily Duties**

- Accountable to the members of the Montana Associated Students and under the direct supervision of the MAS President.
- Clerical duties as prescribed by the President of MAS.
- Maintain MAS office in an orderly fashion.
- Maintain an historical archive of MAS & BOR correspondence, MAS & BOR agendas, meeting summaries, and MAS & BOR meeting minutes.
- Be available to any and all student body presidents for assistance on any MUS issue as well as campus specific issues. (Informational and historical purposes and guidance at MAS presidents discretion)
- Communications liaison *for MAS* with BOR and OCHE staff .
- Clearinghouse of ideas and information.
- As directed by the MAS President or Executive Committee act as liaison to other education groups (MEA-MFT, MT School Boards, MT Higher Education Opportunities Council, Montana Guaranteed Student Loan Program, and National Student Government organizations to list a few).

**Weekly Duties**

- Weekly written reports to the President of the MAS.
- Weekly dialogue with OCHE staff.
- Continually solicit student input from student body presidents and relay to MAS President. Relay information to OCHE & BOR at MAS President's discretion.
- Ensure that the Montana Associated Students website is updated.

**Monthly Duties**

- Monthly contact with each campus student body president.
- Coordinate lodging and meals for each MAS meeting.
- Perform a brief overview of BOR agenda at each MAS meeting.
- Prepare monthly newsletter or regular bulletin.
- Build and maintain a searchable database on all Regent agenda items for the past 5 years.

**Annual Duties**

- Annual campus visits to perform a MAS & BOR orientation.
- Prepare an annual MAS budget for approval at the May MAS meeting.
- Develop annual training for student governments in conjunction with the individual student governments.
- Research and coordinate any applicable national student organizational meeting arrangements.

**Bi-Annual Duties**

- Act as coordinator of student lobbyists and their efforts as directed in writing by the President of the MAS and members of the MAS.

## **Financial Information**

- **Funding Model**
  - **Funding for years 2003-2007**
  - **Enrollment for 2003 used as base**
  
- **Income Statement**
  - **Statewide Classified Pay Plan**
  - **Capital Equipment Needs**
  - **Office Supplies Estimate**
  
- **Travel Estimate**
  - **Year 2003**
  - **Year 2004**
  - **Year 2005**
  - **Year 2006**
  - **Year 2007**