



## Budget Request Form FY2012

Department should complete one form for each individual request

**Department:** Student Organization Finance Center

**Program, Service, or Operation Requested**

*Reclassify (2) Business Coordinator II positions to Business Coordinator III's*

SSFAB Use Only	
YES	NO

**General Description**

*This request is to appropriately reclassify two SOFC positions who have taken on additional duties and responsibilities.*

**Request Type:**     Full     Increase     One-Time     Partial/Matching

**General Questions:**

***How does this increase impact students, and what motivated this request (needs, strategic planning, etc.)?***

The SOFC has recently added programs and expanded services provided to recognized student organizations. These services, mostly facilitated by these two positions, offer convenience, protect the integrity of financial resources, and ensure compliance within University rules and regulations.

Programs added include:

**Marketplace** – an online system where student organizations are able to receive credit card and web check payments for merchandise, registration, tickets, and dues.

**Training and advising** – offer work and training sessions that help students understand how to use the Credit Card Payment request, use the Marketplace online receipting system, and maintain organization financial records which include documented account reconciliations. At the request of students, the SOFC offers these training sessions both during and outside normal hours of operation.

Expanded SOFC services are:

**Cash Advance** - a process which students follow to withdraw cash from their account to purchase incidental student organization supplies or obtain a cash fund for operational purposes during fundraising. These positions have been instrumental in streamlining the process where students are able to immediately receive cash from their SOFC accounts when they submit a cash advance request. In the past, they were required to wait 1 business day. These staff members work closely with the students to ensure that appropriate security is made available and recordkeeping requirements are clearly communicated.

**Credit Card Payments** – the SOFC provides a credit card that student organizations may use to make on-line purchases, pay invoices, and pay for student and speaker travel.

The University continues to implement rules, regulations and procedures that further protect University and student organization resources. Strict cash handling, inventory control, and reconciliation rules are enforced and require clear separation and segregation of duties between staff. These specific positions are instrumental in maintaining SOFC compliance within University System Administrative Procedures. These individuals have attended University trainings and have pursued professional development opportunities that increase their knowledge and expertise within these areas. In light of these advancements, students receive timely and consistent service.

The SOFC is an area within the Department of Student Activities. In order to support and contribute to the Department’s overall mission, vision, and service, these individuals are active members of various Departmental committees, task forces, and teams. Their intentional collaboration has helped students navigate and streamline the annual recognition process and has protected student organizations when negotiating contracts. These positions have built and maintained relationships with Division partners, Academic colleagues, and auxiliary components such as the Texas A&M Development Foundation and the Texas A&M Association of Former Students.

***How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.***  
 The SOFC operating budget is built on support from Student Service Fees and interest earned on the deposits held for student organizations.

No other sources of funding are currently available to provide full or partial support for this request.

***Generally, what assessment tools will you use to evaluate this program/service?***

Every three years, the SOFC conducts a customer service survey. This survey provide is one method for students and advisors to give feedback on SOFC services. The information gained in this survey is used to develop new programs and improve current processes. The SOFC will be launching another customer service survey in October, 2010 and we will carefully consider the information.

Appropriately titling these positions will enable the SOFC to recruit, value, and retain quality staff. This strategic initiative supports continuous and consistent service to our students.

**Funding Description: Reclass two Business Coordinator II positions to Business Coordinator III**

		Dollar Amount
<b>Total Estimated Cost</b>		
Salary and Benefits- (2) Reclassifications		\$9,158.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>		
<b>TOTAL SSFAB INCREASE REQUEST</b>		\$9,158.00

SSFAB Comments/Notes: