



## Budget Request Form FY2013

Department should complete one form for each individual request

**Department:** Greek Life

**Program, Service, or Operation Requested**

*Office Renovation Expenses*

SSFAB Use Only	
YES	NO

### General Description:

*One time financial assistance to cover office renovation expenses associated with space made available as a result of West Wing Koldus offices moving back to the MSC. Should Greek Life acquire what is now space occupied by the Women's Resource Center, renovations would likely include the removal of a wall, electrical outlet additions, additional or movement of ethernet drops, carpet repair, ceiling tile replacement, and other such expenses. Space will be used to accommodate Greek governing councils, the various leadership programs (such as AASLI, DGC and IFC LEAD), and regular workshops that are held/required for Greek leadership and members of various programs.*

**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.)?**

*This one-time funding expense will impact over 40-60 students on a regular (day to day) basis who often compete for the use of a current combination conference room/work/study space in the main Greek Life office. For a number of years, governing council presidents have asked for additional space for storage, small group meetings, administrative needs, and program preparation (i.e. retreat & program prep). With the possibility of additional space being available it would be possible to create a small suite of office/cubicles – similar to that of MSC programs, SGA, multicultural services, sports clubs and the Corps leadership area. Given the size of their constituencies (over 3500 students) it would seem reasonable that they also have appropriate accommodations for their needs.*

**How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.**

*Department reserves are the only other source of funding that has been considered. Past Department of Greek Life office moves (four times in 5 years) have brought reserve amounts to required amounts. It would not be prudent to utilize those reserves in that with a small staff it is not typical for reserve amounts to increase regularly.*

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

*Use of space will be assessed by a variety of mechanisms. Currently space is dedicated to students is assessed by virtue of the number of hours it scheduled for use during the week, actual use, and access (via swipe cards) to the office space during evenings, and council scheduled use during peak times of the year (two weeks before school, mid-semester, late spring).*

**Funding Description:**

			Dollar Amount
<b>Total Estimated Cost</b>			
	<i>Labor</i>	<i>Materials</i>	
CUSZ - Clean existing carpet and work area as needed.	\$ 400.00	\$ 100.00	\$500.00
KEY SHOP - Furnish & install new lock set for doors;	\$ 1,500.00	\$ 800.00	\$2,300.00
CC1 - Demolish wall dividing rooms 228D&E; repair remaining walls; modify ceiling grid as needed. Cut opening in existing wall, furnish & install new door and frame to 225E.	\$ 2,200.00	\$ 500.00	\$2,700.00
CC2 - Replace existing room identification or install new signs as required.	\$ 500.00	\$ 300.00	\$800.00
CC3 - Patch, prep, repair and paint approximately 898 sq ft of wall space; paint or refresh finish on 14 existing doors and door frames; Paint one new door frame, stain and finish one new door. Replace cove base through out project area.	\$ 1,040.00	\$ 700.00	\$1,740.00
CC5 - Add and remove electrical outlets; modify lights in expanded room 228 to function from either switch; furnish & install new light switch at new door room 228.	\$ 700.00	\$ 100.00	\$800.00
CPO - Replace existing carpet in expanded room 228 customer to select pattern.	\$ 1,000.00	\$ 500.00	\$1,500.00
<b>Total Estimated Cost</b>			\$10,340.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>			
<b>TOTAL SSFAB INCREASE REQUEST</b>			<b>\$ 10,000.00</b>

*SSFAB Comments/Notes:*

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