



## Budget Request Form FY2013

*Department should complete one form for each individual request*

**Department:** Student Counseling Service

**Program, Service, or Operation Requested**  
*Staff Salaries*

SSFAB Use Only	
YES	NO

**General Description:**

*Career Ladder Increases – Carrillo, De La Garza & B. Smith*

**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 SCS career ladders ensure that the professional staff who provide services to our students are the most professional, experienced, and knowledgeable about TAMU—our campus, our students, and our traditions. Career ladders in general ensure quality care to students.

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

Most staff at the Student Counseling Service are funded through the SSF. Any additional costs for staff, therefore, are requested from the Student Service Fee Advisory Board.

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

Staff are evaluated annually as is required by TAMU policy. Additional evaluation and assessment of services is provided through student feedback and surveys.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	
Career Ladder Increases w/Benefits	\$16,434
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$16,434</b>

*SSFAB Comments/Notes:*