SSFAB

Student Service Fee Advisory Board

Budget Request Form FY2014

Department should complete one form for each individual request

Department: Information Technology

SSFAB Use Only	
YES	NO

Program, Service, or Operation Requested
Collegiate Link

General Description:

In the past, multiple departments in the Division have used a variety of processes to manage organizational events. This created risk because of the different processes (at least 5). To solve this problem, the division engaged in a two-year project to define a consistent process for managing all aspects of student events including facilities, food, travel, contracts, licensing, concessions, alcohol, and risk assessment. A vendor was selected to provide the solution. This request is to fund the software. Other features supported include student learning outcomes, portfolios, and organizational management functions such as rosters, distribution lists, and fiscal request tracking.

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.)?
Implementation of the events management solution will create a unified process for all student organizations, reduce the need for contacting multiple departments, simplify and streamline the process, and provide better reporting, accountability, and risk management.

How do other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
Our department will provide extensive project management support to configure and maintain the application. This cost is estimated at $4,600/year and constitutes our contribution to the project.

Generally, what assessment tools will you use to evaluate this program/service?
The division committee used a variety of focus groups and surveys to collect information on existing processes and how they could be improved. Student feedback on the new application will also be collected.

Funding Description:

	Dollar Amount
Total Estimated Cost	
Collegiate Link Software annual cost	**$26,750.00**
Less Estimated Partial/Matching Funds (if applicable)	
TOTAL UAF INCREASE REQUEST	**$26,750.00**

SSFAB Comments/Notes: