



## Budget Request Form FY2017

*Department should complete one form for each individual request*

**Department:** Student Counseling Service

**Program, Service, or Operation Requested**

Information Technology Professional I

SAFAB Use Only	
YES	NO

**General Description:**

This request is for an additional IT professional to help in the management of the 66 computer stations that are found within the Student Counseling Service, ensuring prompt service to our students.

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

**Type of Funds Requested**       UAF       Other

**General Questions:**

***Why is this important to your department? How does this increase impact students, and what motivated this request?***

Because of increased student demand for counseling services and increased reliance on technology to provide these services efficiently, more and more emphasis is being placed internally and externally upon prompt and efficient access to computer resources. Additionally, the Student Counseling Service recently purchased a distance counseling tool called TAO (Therapist Assisted Online) to offer online services to students with mild to moderate depression or anxiety. Management of this system will require dedicated time and effort as well as a dedicated staff member. Additionally, other student interfaces need upgrading and improvement to facilitate smoother interactions during the service registration process and in the use of our IT equipment. It is hoped that a new IT person can take over some duties of my programmer so that he can facilitate smoother and faster registration as well as create a more efficient appointment verification system.

**Is it part of your strategic plan? What will be the impact if it is not funded?**

Yes, improving our services to students is always a goal in everything we do. Streamlining and improving the online registration process and enrollment verification procedure will ensure prompt response to student concerns. Additionally, providing distance counseling for those students whose schedules or circumstances preclude them from attending face-to-face sessions has been a long-time goal of the SCS. Primary targets for this type of intervention are graduate students and males, but, really, any student whose schedule is impossibly busy will be able to take advantage of this new service. If this request is not funded, it may lead to an increasing lag time in the registration process and in the provision of services.

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

No other sources of funding have been considered.

**What sort of input did you receive (student, faculty, staff, other) to determine this need?**

*In the past students have frequently requested that counseling services be provided outside of normal business hours or electronically. Students have also complained that the registration process for the SCS is cumbersome and slow. The request for this new position is an attempt to honor both of those requests.*

**What actions have you implemented internally to address the identified need?**

Internal reallocation of precious IT time has been attempted, but other computer needs have presented as more urgent and have consumed IT time. Unfortunately, IT time is a finite quantity and we just don't have enough of it to ensure smooth service to our students.

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

*Student satisfaction and smoother IT operation will be used in conjunction with standard TAMU evaluation procedure to evaluate this employee.*

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	
Salary	<b>\$43,625.00</b>
Benefits	<b>\$13,422.00</b>
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL UAF INCREASE REQUEST</b>	<b>\$57,047.00</b>

SAFAB Comments/Notes: