

SSFAB

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Budget Request Form FY 2010

To be Completed by Department for Each Individual Request

Department: Disability Services

SSFAB Use Only	
YES	NO

Program, Service, or Operation Requested

Career Ladder Promotion SDS II to SDS III

General Description:

Cover the cost of a recent Career Ladder Promotion of one of its Accommodations Counselors. The Director erred in not planning for the cost of this promotion last fiscal planning period and will be covering the cost of the promotion for FY09 out of the department's present operating budget.

Request Type:

Full Increase One Time Partial/Matching

General Questions:

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

Maria Ortega, Accommodations Counselor (AC), was promoted after taking on and aptly showing significant responsibility in her assigned duties within the department. Her new responsibilities impact some special populations of students she manages: student athletes and Spanish-speaking/bilingual students. She handles all their accommodations in addition to the normal caseload of other AC's. She is also responsible for all prospective students who have disability needs. She assists them & their families in the transition to Texas A&M.

Have other sources of funding (fundraising, sponsorship, membership dues, etc) been considered? Please explain:

No other sources known for staff positions of this kind.

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

The employee is evaluated annually using the appraisal instrument provided by the Department of Human Resources at TAMU. We also receive anecdotal evidence of her work through parents who call to thank her for all her assistance. We are presently in the midst of completing a Comprehensive Program Review and satisfaction surveys are either proposed or presently being implemented and will include review of this individual's responsibilities.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$4,200
Career Ladder Promotion increase including benefits	
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL SSFAB INCREASE REQUEST	\$4,200

SSFAB Comments/Notes:

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