

# SSFAB

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## Budget Request Form FY 2010

To be Completed by Department for Each Individual Request

Department: International Student Services

SSFAB Use Only	
YES	NO

### Program, Service, or Operation Requested

3% cost of living increase (\$7,259)

### General Description:

This is 3% of the total current allocation of \$241,978. The current value of the funding provided is depreciating every year due to the increase in costs for food, energy, and general consumer goods. Therefore, the programs and services currently funded and recently added are in danger of being eliminated.

### 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.)?

The cost of current programming is increasing in concert with the changes in the economy. Services provided in recent years have made a huge impact on international students: increases in web-based services provided by a graduate assistant, better reception at the ISS Front Counter, and the student intern position. These are in danger of being eliminated if the value of the current SSFAB allocation continues to decline.

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

Yes. A student fee was created in Fall 2007 to offset rising costs of orientation programming; this is a one time fee charged to newly arriving international students to cover the cost of orientation programming. Salary savings from vacant positions has been used to buy needed computer upgrades. ISS identified centralized funding to facilitate the realignment of the ISS advisor salary scale to make salaries more competitive as a means to prevent staff turnover.

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

The same tools we currently use for all programs: an annual customer service survey (will go out in Oct. 2008); feedback from faculty, students, and staff in forums, daily interactions, and program specific assessments; and information gained through committees and other advocacy mechanisms designed to assist international students.

### Funding Description:

	Dollar Amount
<b>Total Estimated Cost</b>	<b>\$7,259</b>
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$7,259</b>

SSFAB Comments/Notes:

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