

# SSFAB

STUDENT | SERVICE | FEE | ADVISORY | BOARD

## Budget Request Form FY 2010

To be Completed by Department for Each Individual Request

Department: Student Organization Finance Center

SSFAB Use Only	
YES	NO

### Program, Service, or Operation Requested

Equity Pay for Training Specialist

### General Description:

In January, 2008, Employee Services provided data regarding the average pay scale across campus for each of the positions within the SOFC. The results showed a significant inequality in the pay scale of our positions and comparable positions across campus. This request will allow us to provide an equity adjustment to one of our positions and will help as we strive to attain the Department's strategic initiative to recruit, value, develop and retain quality staff. While the SOFC has internally reallocated existing budgeted funds to address many of the inequities, we could not identify the necessary funding needed to fund this request. In order to retain quality trained staff and maintain the level of service provided to our student organizations, we must be competitive within the university environment.

### 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 Training Specialist position was designed to address the results of the 2003 survey in which students expressed a desire for additional SOFC training. In the 2007-2008 academic year, more than 270 student leaders and advisors requested and received additional training from this position. As a result, students are better informed about correct processes and procedures, and the reason behind the adherence to those policies. The 2007 survey results demonstrate a marked improvement from 79% to 92% within the customer service area, which has been directly linked to the creation of this position by providing opportunities for enriched student interaction.

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

Yes, the SOFC identified over \$9,000 to address equity deficiencies in various positions held in our office. In addition, the SOFC has absorbed the costs of postage, telecommunications, minimum wage, copier costs, and marketing.

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

The SOFC has earned recognition from other peer institutions as a premier student organization finance facility. We have been contacted numerous times to provide information to these institutions concerning our operations, processes and the training that we offer within the university setting. This request is vital to maintaining and enhancing the quality of service that we provide to the students and staff at Texas A&M University.

### Funding Description:

### Equity Pay for Training Specialist

	Dollar Amount
<b>Total Estimated Cost</b>	
Equity Adjustment	5,800.00
Benefits	870.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>6,670.00</b>

SSFAB Comments/Notes:

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