



## Budget Request Form FY2011

Department should complete one form for each individual request

**Department:** Multicultural Services

SSFAB Use Only	
YES	NO

**Program, Service, or Operation Requested**

Reclassification of Business Coordinator I to Business Coordinator II

**General Description:**

The staff member currently in the Business Coordinator I position has been in the position for three years. The staff member is the only person in the department who handles day to day financial operations and works with the ten student organizations/programs and all staff members to ensure the department is fiscally sound. The description for a Business Coordinator II more accurately reflects the current duties of this individual.

**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.)?***

Retaining staff that are already knowledgeable about each position allows for continuity among department programs and student organization, which ultimately supports the efforts of the students. As student organizations increase the amount of fundraising and development work they do, the duties of this individual increase with the additional business transactions.

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

Due to this being a personnel request, no other outside funds are able to be used for this reclassification.

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

Each year, all staff members participate in the annual performance review process and individual goals are set for staff members. These goals are then used in the review process for the following year.

**Funding Description:**

	Dollar Amount
<b>Total Estimated Cost</b>	
Salary increase	\$2,000.00
Benefits	\$500.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$2,500.00</b>

SSFAB Comments/Notes: