



## Budget Request Form FY2012

*Department should complete one form for each individual request*

**Department:** Division of Student Affairs IT

**Program, Service, or Operation Requested**

*Student Worker Wage Increase*

SSFAB Use Only	
YES	NO

### General Description:

Over the past three fiscal years, federally mandated wage increases have occurred and have been addressed through internal reallocation or previous funding requests. In the upcoming fiscal year, our budget is no longer able to absorb increases without compromising other budgetary areas. If the Department of IT is to maintain the current level of service, and attract and retain high-quality, experienced technical student employees, then the department must be able to offer competitive wages.

**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.)?***

The department must be able offer competitive wages to retain its best employees. Approximately 1/3 of the department's employees are students. Retaining these high quality student workers is critical to the mission of the department and Division. Without these student workers, the impact to students will be visible through the reduced availability, institutional knowledge and quality of service.

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

Given recent budget cuts for all departments in the divisions, we are reluctant to charge other departments for this wage increase.

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

The department will use feedback from staff, students and help desk reporting tools to evaluate the need and quantity of quality student workers.

### Funding Description:

Dollar Amount	
<b>Total Estimated Cost</b>	
Student Worker Wage Increase	<i>\$4,100.00</i>
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
<b>TOTAL SSFAB INCREASE REQUEST</b>	<b>\$4,100.00</b>

SSFAB Comments/Notes:

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