



Budget Request Form FY2018

Department should complete one form for each individual request

Department: Offices of the Dean of Student Life

Program, Service, or Operation Requested

Staff position reclassifications

SAFAB Use Only	
YES	NO

General Description:

Three positions are in the process of reclassification due to exceptional performance and an increase in job duties. These positions are:

- Business Associate III to a Business Coordinator
- Student Development Specialist II to a Student Development Specialist III
- Student Development Specialist III to a Student Development Specialist IV

Request Type: Full Increase One-Time Partial/Matching

Type of Funds Requested UAF Other

General Questions:

How does this address an important need and positively impact students?

The Business Associate III new responsibilities include processing payroll for students who are employed by The Battalion as well as processing revenue streams, including advertising, for The Battalion. The Battalion provides an on campus news source that is aimed at keeping students informed of what is happening not only around the world and country, but specifically issues that are pertinent to TAMU students. A growing department staff, both professional and student, add to the payroll responsibilities of this position. This position will also be responsible for managing timesheets and payroll for bi-weekly paid full time employees which will increase from 3 to 19 on December 1, 2016 due to new FLSA guidelines.

The SDS II's added responsibilities include coordinating the new online orientation modules that incoming students will take before and after their New Student Conference. These online modules will free up some time during the New Student Conference for students to have more discussion based programming which allows for greater understanding of information shared during the conference.

The SDS III works in Student Assistance Services which has seen an increasing number of students, faculty and staff referring students to for critical services including concerning behavior follow up, student welfare checks, sexual violence response and assistance in emergency needs such as an apartment fire or car accident.

What department/Division Strategic Plan item does this support?

What is the impact if not funded?

The Division of Student Affairs

Strategic Goal #6: Invest in Division staff and enhance the Division's influence in the profession.

Strategic Goal 6a: Examine current practices and processes to develop strategies to enhance recruitment and retention of a highly qualified, diverse workforce align with this request.

Retaining high performing staff allows for the department to continue to provide high quality service to students without a gap that occurs when staff leave their position for an opportunity somewhere else.

Please provide any data, evidence, input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

The need for the Business Associate III reclassification comes from the additional duties this staff member has been assigned to in supporting Student Media as a result of the decrease in staff positions in Student Media. This position will also be responsible for managing timesheets and payroll for bi-weekly paid employees which will increase from 3 to 19 on December 1, 2016 due to new FLSA guidelines.

The need for the SDS II reclassification comes from the University's Orientation Oversight Committee that is interested increasing the amount of information students are given prior to coming to campus for their New Student Conference. This information will be delivered via online modules.

The need for the SDS III reclassification comes from an increase in high level cases that are being managed by Student Assistance Services (more details provided in SAS request) and the longevity of the staff member in the position.

What actions have you implemented internally to address the identified need?

Some of these duties are new and others are an increased level of responsibility. All of the duties have been determined to be mission critical and would either be given to existing staff once reclassified or new staff would need to be hired to cover the duties.

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

Annual performance appraisals as well as the Business and Student Development Specialist career ladder approved by Human Resources were used to determine the reclassification actions.

How have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered?

Please explain.

The reclassification increase for FY17 is being funded by reserve funds as we seek permanent funding.

Funding Description:

Dollar Amount	
Total Estimated Cost	
Reclassification Salary adjustment for three positions	\$ 12,058
Benefits on reclassificaiton salary	\$3,617.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL INCREASE REQUESTED	\$15,675.00

SAFAB Comments/Notes: