



Budget Request Form FY2019

Department should complete one form for each individual request

Department: Student Organization Finance Center

Program, Service, or Operation Requested

Business Coordinator II Position Funding

SAFAB Use Only	
YES	NO

General Description:

We strive to educate and support the 1,100 student organizations in their financial well-being and fiscal responsibility. As the number of student organizations and students involved in organizations increases, we are requesting an additional Business Coordinator II to assist with the increased volume of business transactions in the SOFC.

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 SOFC has experienced increased volume of work over the past few years due to increased student involvement as well as a growing number of student organizations. For the past three and a half years, the SOFC has employed a temporary staff member in order to establish a satisfactory document processing turnaround time, ensure a manageable and equitable staff workload, meet all compliance checkpoints, and maintain a high level of customer service satisfaction. With the anticipated annual growth of our student organizations and their associated activities, this staffing structure will be necessary to make sure that these priorities are able to endure this growth while sustaining a high level of functionality and efficiency.

Currently, the role of the Business Coordinator in the SOFC includes: auditing and vouchering payment documents, credit card payments and reconciliation, Maroon Out fiscal oversight, Marketplace administration, transfers, mandatory semi-annual audits, credit card machine check-out and reconciliation, and payroll payment processing. Each of these functions is critical to serving the student organization population. The temporary employee has been critical to the SOFC by assisting in managing the duties of a Business Coordinator II position. If we were to lose the opportunity to secure recurring funding for this position, our student organizations, advisors, and vendors would suffer as we would not be able to process the high volume of work at the current level of excellence.

What department/Division Strategic Plan item does this support?

Division Goal 5: Strategically leverage resources and develop new strategies to ensure our future effectiveness and sustainability.

The addition of this position will sustain the effectiveness of the SOFC while also offering flexibility in planning for the future. The future implementation of electronic forms processing, the use of student credit cards, and the ability to offer a crowdfunding platform will require additional job responsibilities that will need to be effectively distributed amongst the SOFC staff.

What is the impact if not funded?

If this position request is not funded, the SOFC will continue to use reserve funds to pay a temporary employee for the time such funds are available. When reserves are no longer an option, the temporary position will be eliminated, placing increased responsibilities on existing Coordinators and Associates. In addition to this, the SOFC will not be able to move forward with any future initiatives.

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

Students and advisors who use the SOFC regularly have noticed a significant improvement in processing times and overall efficiency over the past few years. This is largely due to the number of staff as well as the creation of efficiencies which were identified as part of an internal process assessment. Included in this reorganization is a consistent, full-time, fully trained, temporary staff member operating in a Business Coordinator role.

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

We have already been funding the temporary position through our reserve spending plan for the past three and a half years; however, reserves are depleting, and we will not be able to continue funding this position for much longer.

We are currently utilizing student assistants in a number of service roles to assist with financial processing, but the security and training protocols for the auditing roles call for a more focused level of expertise.

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

We will use the University Annual Performance Evaluation to assess this position.

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

We have not been able to identify another source of funding and are currently using our reserve spending plan as mentioned above.

Funding Description:

	Dollar Amount
Total Estimated Cost	\$49,391.00
Business Coordinator II Salary	\$37,608.00
Benefits (30%)	\$11,283.00
Professional Development	\$500.00
<i>Less Estimated Partial/Matching Funds (if applicable)</i>	
TOTAL INCREASE REQUESTED	\$49,391.00

SAFAB Comments/Notes: