



## Funding Request Form FY2021

*Department should complete one form for each individual request*

**Department:**

Disability Resources

**Program, Service or Operation Requested:**

Testing Center Operating Costs

**General Description:**

Disability Resources will have a larger testing center in the new Student Services Building to accommodate the growing number of tests we administer. The testing center will have its own printer/copier as well as additional cameras for more testing spaces. DR has seen a growth in expenses related to envelopes, paper, ink, and toner that are all used for printing and transporting classroom exams over the last several years. With the move to the new building, it is anticipated that these expenses will continue to grow. With no room in the budget for any additional expenses, there are no funds to support this growth.

**Request Type:**

Full       Increase       One-Time       Partial/Matching

**Type of Funds Requested:**

UAF       Other

**General Questions**

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

Testing accommodations (extended testing time and a reduced distraction environment) are the most common accommodations that students with disabilities use. The testing center is relied upon heavily by faculty to provide those accommodations. The ability to support this area is critical to the ability to properly accommodate students.

***What department/Division strategic plan item does this support?***

This request supports the Division Strategic Goal 4: Support Student Wellbeing (f. Meet or exceed local, state, and federal mandates that support the student experience).

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

Disability Resources' business staff have been tracking our expenses over the last year. We have seen an increase in the general operating budget related to toners, ink, paper, and envelopes related to testing this year. We have been extremely frugal and all purchases are approved by the director in order to make sure that all purchases are necessarily to achieve the mission of the department.

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

All purchases over the last year have been approved by the director to guarantee that DR is using all funds in order to support the mission of the department. In addition, in order to keep the budget intact, no staff members were awarded one-time merit last year because there wasn't enough money in the budget to cover what most departments were able to award.

***If funding is granted, what metrics will you use to evaluate success of this program/service/operation?***

The goal is that DR will not have to use reserves that are already not at the required level if funded.

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

Since these are ongoing operating expenses, it would not be appropriate to fundraise and we do not have another way of requesting more funds.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Additional operating expenses for testing center	\$15,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
<b>TOTAL INCREASE REQUESTED</b>	<b>\$15,000</b>