



**Funding Request Form FY2021**

*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*

**General Description:**

*Two positions within our business office are being considered for reclassifications due to exceptional performance and an increase in job duties. Both positions are currently classified as Business Coordinator I's and we are seeking to reclassify them to Business Coordinator II's.*

**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?***

*With the new requirements from the Student Employment Office regarding on-campus jobs, one of the Business Coordinator I positions is being tasked with posting student positions for our entire department (we employ around 100 students at any given point in time), in addition to collecting positions descriptions for those student positions. This position will also be responsible for coordinating student employee evaluations to ensure we meet the new requirements set forth by the Student Employment Office.*

*The second Business Coordinator I position will be taking on more responsibility on the accounting side of our business office. The individual currently employed in this position started supervising a student employee about four years ago. She has a desire to teach her student employees and help them understand why they're performing specific tasks and has really grown as a supervisor during the last four years. In addition to coordinating all purchasing for the department, reallocations of expenses on over 30 payment cards, and providing Concur support for department travel, this individual will be taking on coordination of the inventory of state purchased equipment for the Offices of the Dean of Student Life and Student Media.*

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

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

The need for these reclassifications comes from the additional duties that both of these staff members have been assigned to support the Offices of the Dean of Student Life.

**What actions have you implemented or discontinued 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 need to be given to existing staff once reclassified.

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

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

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

The reclassification increase for FY20 is being funded by reserve funds as we seek permanent funding. If we are unable to obtain permanent funding, we would need to look at our current budget allocations for programming expenses to see if any cost could be trimmed.

**Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Salary Increase and Benefits	\$4,000
Less Estimated Partial/Matching Funds (if Applicable)	
<b>TOTAL INCREASE REQUESTED</b>	<b>\$4,000</b>