



## Funding Request Form FY2022

*Department should complete one form for each individual request*

**Department:**

Memorial Student Center

**Program, Service or Operation Requested:**

MSC Staff Equity Adjustments, Career Ladder Reclassifications, and Job Skills Enhancement Recognition.

**General Description:**

Taking care of our staff is vital to the long-term success of the department and the students we serve. Therefore, we want to appropriately promote individuals to fit our department's needs. There are numerous staff members who are eligible for Career Ladder Promotions and Job Related Skills Enhancement recognition.

**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?***

Our staff provides continuity from year to year for our students and programs. We also have several staff who have been here for many years, which results in challenges in upward mobility in the organization. In these tight economic times, we are also asking MSC staff to do more with less. Therefore, we believe offering talented staff more responsibility, followed by increased pay, will have a positive impact on keeping the talent in our department. This increase will show the staff that the department is committed to their success as we seek to develop students for a global society. Staffing adjustments for the MSC were recommended for funding in recent years, but the funding was not approved.

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

The MSC Strategic Plan calls for a review of position descriptions within the department and salary/budget actions to address workload issues. Lack of funding will result in a continued high workload level that may lead to staff fatigue, lower morale, and less likelihood of achieving ambitious strategic plan goals in as timely a fashion as is desired. It may also result in an increased staff turn-over. Ultimately, this would lead to decreased programming which would have a negative effect on students, many of whom credit MSC programming and career development as a factor in their academic success.

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

The MSC Leadership Team looked at the needs of the department and the changing demands on the individuals in these positions and determined there were opportunities for advancing staff. The Leadership Team was instrumental in determining the organization structure and staffing assignments.

The needs have been discussed with the top MSC student leaders (President, Executive Vice Presidents). They agree that funding of this sort is required to reach desired goals and better serve the students of Texas A&M University.

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

MSC leadership has been prioritizing action plans and working toward efficiencies that both serve the students well and appropriately distribute workload among the professional staff. The MSC demands a great deal of its staff, while at the same time the department must work with limited resources. There is a strong need to recognize these individuals for their commitment to the organization. In addition, many staff actively participate in the Division of Student Affairs committees and led initiatives that advance the Division's goals.

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

In addition to standard employee performance evaluations, the department will use strategic plan objectives to evaluate the effectiveness of this funding both from a departmental and individual staff member basis. One of our goals is to hire and keep good staff. If we can challenge and promote staff and keep them here for several years, it will add great value to our department and the division.

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

All staff salaries are currently funded through Student Fees (UAF). Fundraising, ticket revenue, sponsorships, and reserves are allocated directly to student programming efforts. It is our business practice to use guaranteed funding to pay for salaries.

#### **Total Estimated Cost**

<b>Funding Description</b>	<b>Amount</b>
Equity Adjustments and or Promotions based on Career Ladder	\$10,000.00
Job Skills Enhancement Recognition	\$ 4,000.00
Benefits to Adjustments	\$ 3,500.00
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	<i>(\$8,000.00)</i>
<b>TOTAL INCREASE REQUESTED</b>	<b>\$ 9,500.00</b>