Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2023

Department should complete one form for each individual request

Department:
Memorial Student Center

Program, Service or Operation Requested:
Microsoft Operating System Cost Increase

General Description:
The University has mandated a change from our current operating system to Microsoft 365. The Texas A&M system offices will be passing on a related increase of $50.00 per user to all departments. This change will occur in fiscal year '23 and will cost the department approximately $1,650.

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?
Effective computing capability is required in order to equip departmental staff so that they can provide service and programs to our students. The software upgrade and the related increase in cost is not optional and must be employed on every work computer.

What department/Division strategic plan item does this support?
One of our departmental strategies under the objective "Leveraging Resources" is to "Improve Information Management." While this upgrade is not optional, the upgrade will serve to provide staff with increased capability and enhanced security.

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.
While the MSC is fortunate to have several endowments, these gifts and their proceeds are general tied to specific programming. General usage resources are limited for the most part to SAFAB and internally generated funds from a few of our committees that have income potential (e.g. OPAS, Box Office). Since these income generating groups have had to endure significant reductions due to COVID, raising demands from these entities was not viable.

What actions have you implemented or discontinued internally to address the identified need?
The department was not given the option to delay this upgrade or the cost associated.

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

Since this is a technological upgrade that is required the success measures are limited and outside of our scope as users mandated to its usage.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.
As stated earlier in this report, general spending sources have been effected by COVID which limits our ability to access alternate resources.

Total Estimated Cost

Funding Description	Amount
33 staff at $50.00 upgrade per	$1,650.00
Less Estimated Partial/Matching Funds (if Applicable)	
TOTAL INCREASE REQUESTED	$1,650.00