

FY2017 New One-Time Request

Business Services, serving the financial, human resources and payroll needs of SFAC funded programs, respectfully requests a new one-time funding allocation of \$10,449 for the fiscal year of 2017. This funding will be used to support much needed professional development opportunities for the Business Services' staff. As faithful stewards of our student's investments, in order to meet and exceed our current strategic initiatives, we find it necessary to provide the staff with specialized training. After careful consideration, we have chosen three specific areas of need that could be greatly improved by timely attention.

Firstly, in order to meet the strategic initiatives targeting improved and relevant reporting for SFAC funded groups, our staff is in need of intermediate level Excel spreadsheet training. The instruction would focus on pivot tables and higher level formulas. The University uses PeopleSoft to process all financial and payroll transactions. Although the application program does have many useful standard reports, with the use of pivot tables we can take raw data and produce targeted effective reporting for the programs and departments we serve.

Secondly, our staff has attended and participated in many training sessions and activities directed at improving our understanding and sensitivity of our diverse community. We would like for Business Services staff to attend a full day training session on Business Etiquette. This session covers office protocol, professional conduct, dealing with ethical dilemmas, handling introductions and conversations, telephone courtesy, e-mail etiquette and protocol at business functions. With these tools in hand, along with University sponsored sensitivity/awareness training, the business staff will be in a position to meet and exceed the DSAES Customer Service Standard. Our goal is to engage our customers and partners with an ethic of care demonstrating courtesy, attentiveness, active listening, proactive problem-solving and patience.

Lastly, Business Services would like to send four staff members to TASSCUBO in Austin, Texas in January 2017. TASSCUBO (Texas Association of State Senior College & University Business Officers) was organized in 1967 specifically to contribute to the professional advancement of the office or officers of business and fiscal affairs which exist in the state-supported senior colleges and universities in the State of Texas. The winter conference will offer workshops and sessions pertinent to the climate and culture facing university business officers. Our staff would benefit not only from the trainings offered, but from taking advantage of networking opportunities with their counterparts at other Texas universities.

The expenses detailed below have been reflected on the FY2018 Budget Request Form. Thank you for your consideration.

Training - Excel Pivot Tables		
Number of Participants	Unit Cost	Total
13	\$169	\$2,197
Administrative Charge	6%	\$ 132
	Total	\$2,329

Training - Business Etiquette		
Number of Participants	Unit Cost	Total
13	\$139	\$1,807
Administrative Charge	6%	\$ 108
	Total	\$1,915

TASSCUBO		
Number of Participants	Unit Cost	Total
4	4 Days Per Diem @ 220/day	\$2,640
4	Registration fee \$495	\$1,980
4	Mileage/386 miles @ .54/mile	\$834
4	Incidentals @ \$100/traveler	\$400
Administrative Charge	6%	\$ 351
	Total	\$6,205

Activity	Total
Excel Pivot Table Training	\$2,329
Business Etiquette Training	\$1,916
TASSCUBO	\$6,205
Grand Total	\$10,449