

**BUDGET NEEDS ASSESSMENT APPLICATION**  
**Fall 2016**

Name of Person Submitting Request:	<b>Raymond Carlos</b>
Program or Service Area:	<b>Commencement/Office of Student Life</b>
Division:	<b>Student Services</b>
Date of Last Program Efficacy:	<b>Spring 2014</b>
What rating was given?	<b>Continuation</b>
Amount Requested:	<b>An additional \$15,000 per year</b>
Object Code:	<b>5610</b>
Strategic Initiatives Addressed: (See <a href="http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf">http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf</a> )	#3, #5, #6

*Note: To facilitate ranking by the committee, please submit separate requests for each general area of budget augmentation needed. Do not request a lump sum to encompass many different areas.*

One-Time                          Ongoing       

Does program or service area have an existing budget?    Yes        No

Are there alternative funding sources? *(for example, Department, Budget, Perkins, Grants, etc.)*

Yes                          No       

If yes, what are they: \_\_\_\_\_

1. Provide a rationale for your request (Give a detailed explanation of why this budget increase is needed.)

The Office of Student Life houses the Commencement budget and coordinates with the Commencement Committee to plan and execute the annual commencement activities. The 2016 Commencement saw record participation with both students and faculty. This resulted in an increase of chairs needed for graduating students and their guests, along with regalia needed for faculty. Additionally, the increase of participation added to the length of time of the ceremony. This length of time, tied with the weather, added to the increase of frustration of the guests and ultimately resulted in some aggressive behavior. Upon reflection, many of the guests could not see the stage. It is our hope, that an increase of funds will allow the commencement committee to rent a stage that is elevated so those guests sitting can see their graduating student more clearly. It is the hope of the committee that this will deter some of the aggressive behavior.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. *(Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.)*

OSL uses their trust account to put on a breakfast for the graduating students. An increase of funds for the commencement committee may assist in helping OSL to use their funds for student programming that all students can participate in.

3. Indicate any additional information you want the committee to consider *(for example, regulatory information, compliance, updated efficiency, student success data, or planning, etc.)*.

This is a risk management issue that should be reviewed closely. Although there is no quantifiable data that states the raised stage will completely deter any aggressive behavior, Campus Police do support this suggestion.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program plans to support those costs.

We do not foresee any related costs associated with this request.

5. What are the consequences of not funding this budget request?

Continued behavior that is contrary to the celebratory climate intended.