



Student Affairs Fee
Advisory Board
DIVISION OF STUDENT AFFAIRS

Budget Summary

*To be completed annually by each department.
Please attach Funding Request Forms for each proposed increase.*

Department:	Career Center	UAF Account #	237021
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Department Budget History:

	FY2023	FY2024	FY2025	FY2026
Total Operating Budget	\$3,794,713	\$3,882,993	\$4,101,362	\$3,850,862
Total Current UAF Allocation	\$3,485,573	\$2,968,383	\$3,850,862	
UAF Increases Requested	\$0	\$78,000	\$179,720	\$421,500
UAF Increases Funded	\$0	\$78,000	\$149,720	
Total End-of-Year Reserve Balance Across All Operating Accounts	\$394,373	\$644,719	\$644,719 (Projected)	\$644,719 (Projected)

Please provide a reserve spending plan if ending FY2024 reserves exceed University requirements.
Due to salary savings, funds are being held for technology enhancements/replacements.

UAF Increase Request History & FY2026 Summary:

Program, Service, or Operation Requested	Amount Requested	SAFAB Recommended? (Y/N)	University/VP SA Funded (Y/N)
FY2024			
Associate Director	\$78,000	Y	Y
FY2025			
Assistant Director	\$79,720	Y	Y
Chronus	\$65,000	Y	Y – One Time
Career Center Marketing/Branding Materials	\$5,000	Y	Y – One Time
Departmental Computer Replacement	\$30,000	N	N
FY2026 Proposal Summary (Prioritized)			
Career Coordinator (3)	\$238,500		
Graduate assistant funding	\$122,000		
Student worker funding	\$61,000		

Additional Questions: *(to assist the Board when informing the student body about stewardship of the University Advancement Fee)*

If you received additional funding in the last 2 years, please describe or explain the success or shortcomings of those new resources.

SAFAB funded the FY24 request for an Associate Director position serving Agriculture & Life Sciences (AGLS) students. Caitlin Dartez was selected for this role and has done the important work of engaging with students, connecting with employers to recruit AGLS students, and establishing strong relationships with faculty and staff to ensure AGLS students are prepared and competitive for post-graduation experiences.

In this past academic year, Caitlin arranged departmental meetings with stakeholders throughout the College to connect with them about Career Center services. She developed new and strengthened existing partnerships with multiple AGLS departments and areas including Agricultural and Natural Resources Policy Internship Program, Nutrition, Department of Hospitality, Hotel Management and Tourism, and Department of Agricultural Leadership, Education and Communications. Importantly, she successfully secured a permanent seat for Career Center staff on Agricultural and Natural Resources Policy Internship Program interview panels.

The AGLS team was understaffed during much of the last academic year due to turnover. That notwithstanding, her team collectively connected with students through advising appointments, drop-ins, programs and events, resulting in over 8,850 touchpoints.

SAFAB funded the FY25 request for an Assistant Director position on the Employment Services team. James Dwyer recently transitioned to this role and is tasked with the responsibility of engaging with employers to expand which academic programs they recruit from and strategically work with campus stakeholders to identify and bring aspirational organizations to Texas A&M University.

James is a former student with a 30+ year career in the global oil and gas industry, spending decades working as a Vice President for Weatherford, Kerui Petroleum and GE Oil & Gas. He is uniquely qualified to engage with leaders and decision makers to grow the number of high-quality opportunities for students of all majors and degree levels.

What do you see as your department's financial priorities in the next 3 – 5 years (FY2026-FY2030)?

SALARY COMPRESSION

The TAMU and DSA salary adjustments were very welcomed, but work remains to be done to address salary compression and equity at the lower end of the career ladder for Career Center staff. Once TAMU/DSA salary surveys are completed for the remaining Career Center positions, I will have the information needed to develop a plan to address this problem.

INCREASING INTERN, CO-OP AND FULL-TIME OPPORTUNITIES FOR STUDENTS

There is a pressing need for the Career Center to focus efforts on employer engagement to ensure internship, co-op and full-time opportunities are available for all students. These efforts will require travel to actively engage with organizations. It often takes years for new organizations to add new universities to the recruiting

roster. Potential employers must understand the value and ROI of investing in Texas A&M, commit resources to that recruiting effort (which typically requires a full budget cycle), and finally hire Aggie graduates and recognize the value of those hires. Development of these relationships will continue to be a high priority item for the foreseeable future.

2024 CAPACITY STUDY RECOMMENDATIONS

In August 2024, President Welsh released the 2024 Capacity Study Report. The Career Center was identified as a “High-Demand Student Serving Department” citing that “since Fall 2013, the number of students advised has increased by 36%, and workshop presentations and outreach has increased by 99%.” The report notes that the current student-to-career advisor ratio at Texas A&M is 2,672:1, far exceeding the national average of 375:1.

The Capacity Study includes a recommendation that the Career Center expand its “presence on west campus to facilitate easier access for students and recruiters, mirroring the resources available in Koldus. Include interview spaces in the new building design to alleviate the need for staff to work remotely during high-demand periods, enhancing the efficiency and reach of career services across the campus. Create additional space for Career Center staff, so the inherent space access issues of the embedded model could be alleviated.”

Working with administration to implement the recommendations of the Capacity Study will be a top priority for the coming years so the Career Center can better serve the needs of all students at Texas A&M.

	Total Financial Impact:
How many reclassifications did you have approved in FY2024? 5	\$10,030
How many equity adjustments did you have approved in FY2024? 0	\$0
How many one-time merit increases did you have approved in FY2024? 12	\$16,250
How many hiring adjustments did you have approved in FY2024? 6	\$11,800
What positions were approved to eliminate in FY2024? 1	\$85,775
What new positions did you create in FY2024? 0	\$0

Additional comments, special considerations, etc.

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