



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:

	FY2022	FY2023	FY2024	FY2025
Total Operating Budget	\$3,492,536	\$3,485,573	\$3,046,383	\$3,046,383
Total Current UAF Allocation	\$3,492,536	\$3,485,573	\$3,046,383	
UAF Increases Requested	\$0	\$0	\$78,000	\$174,220
UAF Increases Funded	\$0	\$0	\$78,000	
Total End-of-Year Reserve Balance Across All Operating Accounts	\$121,053	\$184,881	\$184,881 (Projected)	\$184,881 (Projected)

Please provide a reserve spending plan if ending FY2023 reserves exceed University requirements.

UAF Increase Request History & FY2025 Summary:

Program, Service, or Operation Requested	Amount Requested	SAFAB Recommended? (Y/N)	University/VPSA Funded (Y/N)
FY2023			
FY2024			
Associate Director	\$78,000	Y	Y
FY2025 Proposal Summary (Prioritized)			
Assistant Director	79,720		
Chronus	65,000		
Career Center Marketing/Branding Materials	5,000		
Departmental Computer Replacement	30,000		

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. This position has recently been filled and has already begun the important work of engaging with students, recruiting organizations, faculty, and staff to ensure AGLS students are prepared and competitive for post-graduation experiences.

What do you see as your department's financial priorities in the next 3 – 5 years (FY2025-FY2029)?

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

With increasing enrollment and projected growth in the years ahead, the need for professional staff whose focus is employer engagement to ensure internship, co-op and full-time opportunities for students is a priority. A new Assistant Director within Employment Services would be tasked with the responsibility to strategically engage with existing recruiting organizations to expand their recruiting to additional programs and strategically work to identify and bring aspirational organizations to campus.

MARKETING AND BRANDING OF THE CAREER CENTER WITH STAKEHOLDERS

It is imperative that the Career Center establish a brand with stakeholders that showcases the full extent of services available to students, recruiting organizations, faculty, and staff. This will require digital and hard-copy marketing materials, Career Center annual impact report, portable advertising banners for events, etc.

WINDOWS 11 COMPATIBLE EQUIPMENT

DSA IT has mandated that all staff computers be Windows 11 compatible before or during FY25. A recent audit of our staff equipment has identified at least 19 computers that cannot be upgraded to Windows 11 and, therefore, must be replaced.

RECRUITMENT AND RETENTION OF STAFF

In the last two years alone, the Career Center has had multiple people decline offers or withdraw from searches due to lack of competitive salaries. We have worked to identify ways to retain our high-performing staff through maximizing flexible work schedules, time off, wellness release time, etc. but there remains a financial reality for employees must be acknowledged. Evaluation of staff salaries and titles will need to be part of our strategic planning.

	Total Financial Impact:
How many reclassifications did you have approved in FY2023? 5	\$13,866
How many equity adjustments did you have approved in FY2023? 0	\$0
How many one-time merit increases did you have approved in FY2023? 12	\$19,095
How many hiring adjustments did you have approved in FY2023? 1	\$1,180

What positions were approved to eliminate in FY2023? 0	\$0
What new positions did you create in FY2023? 0	\$0

Additional comments, special considerations, etc.

The Career Center’s FY24 budget has been significantly impacted by the transfer of the Office of Professional School Advising from the Career Center to the College of Arts & Sciences. Specifically, one-time funds in the amount of \$345, 836 were sent in March 2023 and the Career Center budget was permanently reduced by \$604,968 beginning in FY24.

Additionally, the Chronus mentoring platform annual fee of \$150,000 was historically funded from the Provost’s Office. When the Career Center moved to the Division of Student Affairs in June 2022, this funding ended, and was covered by the Career Center operating expense without additional budget.

SAFAB Comments/Notes: