



Student Affairs Fee Advisory Board

DIVISION OF STUDENT AFFAIRS

Funding Request Form FY2027

Department should complete one form for each individual request

Department:

Career Center

Program, Service or Operation Requested:

Supplemental Staff Retention Funds

General Description:

The Career Center is requesting \$25,000 in recurring funds to supplement the existing merit pool and provide a mechanism to offer competitive salary adjustments for staff who demonstrate high levels of expertise, impact, and efficiencies as they growth in scope of responsibilities over time. While annual merit allocations recognize performance, it is not sufficient to recognize the increased value of exceptionally high performing staff. Without this supplemental funding, the Career Center risks losing highly skilled employees at a time when stability and continuity are critical to meeting institutional priorities.

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?

Rewarding and retaining high-performing staff ensures students continue to receive consistent, high-quality guidance from experienced career advisors who understand their needs. Retention also strengthens employer engagement, preserving the long-term relationships that translate into internship, co-op, and full-time opportunities for students. Together, these efforts directly impact student success and successful outcomes at graduation.

What department/Division strategic plan item does this support?

Investing in staff

Please provide data, evidence, and/or input (student faculty, staff, other) you gathered to help you determine the need for additional resources.

In a typical year, I may have a 3% merit pool to distribute across more than 40 staff members. When I provide an exceptionally high-performing staff member with a larger

increase, such as 8%, it significantly reduces what is available for the rest of the team. This creates a challenge in adequately recognizing both individual excellence and overall team contributions. An additional pool of funds would allow me to reward exceptional performance while still ensuring fair and meaningful merit adjustments for all staff.

What actions have you implemented or discontinued internally to address the identified need?

One-time merit awards recognize high performance, however OTMs don't adjust base salaries and therefore do not provide a lasting solution for retention. Sustainable funding is needed to make competitive adjustments that reflect long-term contributions.

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

Retention of high performing staff over time.

Have other sources of funding (fundraising, sponsorship, reserves, etc.) been considered? Please explain.

Fundraising and sponsorship are not fiscally responsible solutions to this problem. Reserves are primarily used to fund wages for student workers and GAs.

Total Estimated Cost

Funding Description	Amount
Supplemental Staff Retention Funds	\$25,000
<i>Less Estimated Partial/Matching Funds (if Applicable)</i>	
TOTAL INCREASE REQUESTED	\$25,000