

## BUDGET PROPOSAL CONTACT INFORMATION

Department Name: University Academic Advising

Create Date: 11/05/2024

Due Date: 11/08/2024

Submitter Name: Jennifer Mitchell

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Phone Number: 2536925978

Department Head Approval:

Department Head: Bonnie Becker

Requested Amount: **\$4,920**

## Departmental Information

### SPECIAL ALLOCATIONS - CRITERIA

We are requesting \$30,000 (plus benefits) in funding to make this high-impact, low-cost program whole in paying the salaries of the Student Advising Mentors (SAMs). We receive partial funding through SAFC and hope to continue to ensure the program remains a success. With the funding crises we are currently experiencing and the minimum wage continuously increasing, we find ourselves requesting an increase of funds to make sure the program is fully funded and that drop-in hours remain available to students. In an effort to reduce costs, we have combined our SAMs with our Office Assistant position and the students are doing both positions with a smaller overall staff headcount. These students serve not only as SAMs, but also are the first face that visitors see coming into the suite when they come to meet with any one of the five departments currently housed within- University Academic Advising, Office of Global Affairs, Office of Undergraduate Education, Legal Pathways, and, the Career Development Center. As for the SAM side of it, there is a multi-pronged benefit to students - 1) There is leadership development, professional experience, and connection to the university for the SAMs; 2) support to students related to registration, advising, and resources; 3) assistance for advisors who are capacity constrained. All of these things together help UAA to bring the best service to the students that we can.

### STUDENT UTILIZATION

Until recently, we have been able to keep up with the rising minimum wage through SAFC allocations and departmental funding. However, in an effort to make cuts across our budget, we have not changed our SAM salary since December 2022. This puts them significantly behind the rest of student leaders on campus. Because of this, almost all of the SAMs have a second job on campus, making their schedules and their hours much more complicated. This raise will allow our SAM positions to remain competitive on campus and allow them to focus more on their school work, instead of coordination of different work positions.

### SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The Special Allocation funds would immediately be put to use to give the SAMs a \$1 raise/person to be more in line with pay for the rest of the student leaders around campus.

### SERVICE BENEFITS TO STUDENTS

The SAM program will continue to expand its high level of service to pre-major students. For example, they served 403 unique student interactions during just October 2024. SAMs have met students where they are through drop-in advising and campus events. There is a higher need for SAMs to be available on campus, in the office for students to drop in during advertised hours. Additionally there has been an increase of foot traffic into the office, so there is a high need to make sure that the front desk is continually staffed. With five departments in the suite they serve, having the front desk staffed is critical to the vitality of the suite and the students that come in. This has been especially important with the move of Career Services into the suite. This suite applicable to students from before they start their college career until after. They work with UAA to be able to get registered for classes as they enter. During their time here, students will work with the Office of Undergraduate Education for their core classes and testing needs. They may work with the Office of Global Affairs if they are an international student or if they are interested in studying abroad. They may work with Legal Pathways to discover their best path to studying law. And as students approach the end of their college journey (and often along the way), they will likely work with Career Development on figuring out their next moves and how to best enter into the work force. Having the suite open and staffed by our student workers is critical to ensuring that our visitors can connect with these departments and get the answers for which they are searching.

## Staff Budget Requests

Category	Details	Amount Requested
	\$1/hour more for 75 hours/week total for all SAMs for 52 weeks. E001	
Student Staff <sup>3</sup>	Student Staff Wages:	\$4,000
	Fringe @ 23%:	\$920
	PERSONNEL TOTAL:	\$4,920

## Other Budget Requests

Category	Details	Amount Requested
	SUPPLEMENTAL TOTAL:	\$0

PERSONNEL TOTAL:	\$4,920
SUPPLEMENTAL TOTAL:	\$0
<b>COMPLETE PROPOSAL TOTAL:</b>	<b>\$4,920</b>

## Supplemental Documents