

Request for 2025 Funding Services and Activities Fee Committee

BUDGET PROPOSAL CONTACT INFORMATION

Department Name: University Academic Advising

Create Date: 10/31/2025

Due Date: 11/07/2025

Submitter Name: Jennifer Mitchell

UW Email Address: mitchj15@uw.edu

Phone Number: 2536925978

Department Head Approval: 

Department Head: Will Taylor

Requested Amount: **\$4,989**

Departmental Information

SPECIAL ALLOCATIONS - CRITERIA

We are requesting \$4,056 (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. 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

Because these will directly go to student salaries, it directly benefits students. The SAMs take on a lot of knowledge in their positions regarding academic advising and basic suite operations. We want to keep a balance of compensating them well for their leadership role here on campus as well as paying them well enough to not have a second job on campus. This allows them to focus their time and energy on fewer places, allowing them to be more successful both in their position and in their academic pursuits.

SPECIAL ALLOCATIONS - STATEMENT OF ASSURANCES

The Special Allocation funds would immediately be put to use to give the SAMs a \$.39 raise/person to be more in line with pay with 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 531 unique student interactions during just Sept 2025, up from 238 in Sept 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 continues to be 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 suite applicable to students from before they start their college career until after. It was once described as a student as "the office of everything." Students 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
Student Staff ³	A \$.39 raise for 5 students. E001	
	Student Staff Wages:	\$4,056
	Fringe @ 23%:	\$933
	PERSONNEL TOTAL:	\$4,989

Other Budget Requests

Category	Details	Amount Requested
	SUPPLIMENTAL TOTAL:	\$0

PERSONNEL TOTAL:	\$4,989
SUPPLEMENTAL TOTAL:	\$0
COMPLETE PROPOSAL TOTAL:	\$4,989

Supplemental Documents