



Funding Application for Fiscal Year 2022-2023

Career Services

Name of Unit

Jenna Crabb Director
Dean/Director Title

MSC06 3710, UAEC, Rm 220
Campus Address

505-277-2531
Campus Phone

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Alternate Email Address

\$ 10,000.00
Total Amount Requested

One-Time Funding Recurring Requesting Increase

CERTIFICATION

I certify that the statements herein are true and complete to the best of my knowledge and accept the obligation to comply with the terms and conditions of the Student Fee Review Board. I understand that the SFRB is a **recommendation** body and that its funding allocations are subject to revision by the Budget Leadership Team before final approval.

Jenna Crabb
Submitted By (Print Name)

Jenna Crabb
Department Head Signature Date 9/10/2021

Please submit an electronic version of this application via email to SFRB@unm.edu

DUE DATE: September 10, 2021, at 11:59 PM

*Late applications will not be considered

SFRB Executive Summary 2022/2023
Student Conference Award Program (S-CAP)

The Office of Career Services at the University of New Mexico has an integral role in helping students reach beyond their academic goals to find successful and fulfilling careers. A student's college experience is an important step on the path toward career development. Since companies seek applicants with some level of professional experience, connecting students with our services early in their academic career is vital in helping them build the necessary skills, experience and confidence to be competitive in today's job market.

While exploring majors we guide students toward experiential learning opportunities, such as: informational interviews, job shadowing, Cooperative Education and internships. This can help them decide and commit to their academic goals.

The Office of Career Services is honored to host the Student Conference Award Program because it is a direct tie to our mission of helping students develop the skills to enjoy successful careers. Attending a professional or academic conference is a wonderful opportunity to learn about the research and advancements taking place in their fields. It is also a great chance to network with other students and professionals in their fields. Networking is vital to building the connections that open doors; this can be gained by attending career fairs and conferences.

Student Success:

COVID-19 has greatly impacted our ability to reflect student success. In past years we have submitted charts, statistics, and demographics – this year there were none to give.

- For 2020/2021 - 1 application submitted, and the event was canceled
- For 2021/2022 - 4 applications submitted – with hope for many more as travel resumes.
- For 2022/2023, as the number of vaccinations grow we hope conference travel continues to be restored to some level of normalcy.

Collaboration:

- We will continue to outreach to student organizations to provide information to students interested in attending professional and/or academic conferences.

Funding:

We hope to continue using student fees to provide financial support to students interested in attending conferences. By supporting S-CAP you are not only helping students grow in their academic pursuits, but also develop a network of students and professionals from around the world that can open doors to academia, research and ultimately, careers.

Student fees are the sole source for funding this program. Our I&G and self-generated revenue supports the departmental operating budget, salaries, programs and events offered by Career Services. Without student fees we would not be able to provide the S-CAP program to students.

Funding Changes:

COVID-19 has greatly impacted conference travel. Even as many events have been reconfigured to virtual formats, many of those have been canceled due either low participation or hosts and presenters testing positive. We have again asked for a lower amount with hope that as business and travel resumes we can use part of our balance forward toward fully funding FY23.

Application Questions

1. Describe the history and mission of your unit, and how its services support the mission of The University. Please address each of the following bullet points in your answer.

The Office of Career Services, under the Division of Student Affairs was established approximately 45 years ago. Our purpose is to assist students in choosing and identifying a personally satisfying career path, and to help students maximize their career opportunities during and after completion of their academic pursuits at the University of New Mexico.

To accomplish our objective, Career Services has a Career Development Facilitator (CDF) team of 4, plus 2 to 5 Counseling Interns each year; our Employer Relations team consists of 2 professional staff members; and our Administrative Support staff consists of 2 full-time staff members; lastly our Director. Career Services staff provide the full array of career development services (career advisement, cooperative education, career resources, on-campus recruiting, career fairs, employer connections, job and internship listings, educational programming) for the students of each college/school of the university. Additionally they outreach to faculty and staff in each school/college, and work to develop an employer network focused around the academic majors/programs of each school/college.

UNM Career Services is unique in that we serve students (primarily), alumni, faculty, staff and community members. Nationally, Career Services offices do not provide services to the community, yet our office provides career assistance to those community members who have or are actively pursuing a higher educational degree from any institution. In addition, we provide workshops and training for our community partners

A. What services does your unit specialize in that are not offered in a similar form elsewhere within the University?

Career Advisement

Career Development Facilitators assist students with choosing or changing their major, understanding their major to career path, assessing abilities, interests and values through informal and formal career assessments, clarifying career goals, writing a resume or cover letter, preparing for interviews, conducting a job or internship search or preparing to attend graduate school.

Cooperative Education

The UNM Cooperative Education (Co-op) Program integrates classroom studies with paid, productive, real-life work experience in a degree-related field. This program appears on their academic transcript but does not provide academic credit. It signifies the hands-on experience as related to their degree.

Computer Lab

Our computer resource lab is designed to support all facets of student/alumni career development and job search needs.

On-Campus Recruiting

This program provides students and employers the opportunity to meet face-to face with employers while interviewing for professional entry level and cooperative education positions with national and international organizations from across the country. Employers come to campus for classroom visits, information sessions, tabling, workshops and interviewing on site in our office. During COVID-19 we have continued these types of events utilizing a virtual format.

Career Fairs

Career Services hosts 6 career fairs throughout the academic year, providing students, alumni and community members with the opportunity to learn more about career opportunities, internships and employment. During current COVID-19 we have added a platform for virtual events and in FY21 hosted 5 additional virtual events that were targeted to specific colleges and programs

Job and Internship Listings

Students, faculty, staff, and alumni can browse thousands of part-time, full-time, internship, cooperative education, and summer positions available online through Handshake, our online job database. Student can research and customize their searches for employers through this platform – while also applying for any opportunities.

Workshop Series

Career Services provides presentations both virtually and in person on several career related topics: career development process, resume, CV, and cover letter writing, cooperative education, job and internship search, graduate school, what to do after college, overviews of our services and many more. We also tailor to meet the needs for classes and student organizations.

Student Conference Award Program (S-CAP)

The Student Conference Award Program (S-CAP) is designed to provide undergraduate and graduate students the opportunity to obtain funding to represent the University of New Mexico while attending a professional or academic conference in his or her field of study. The maximum award is \$600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and conference registration fee.

B. How does your unit serve the University's commitment to diversity?

Each of our Career Development Facilitators are generalists and can serve all students, additionally each of them serves as a liaison to each UNM colleges/schools. This model was created to have a more specialized knowledge of each academic area so that we may then offer the most current and relevant information to students seeking our assistance. In addition to these liaison roles our CDF's also work closely with various departments and student organizations such as, the Ethnic Centers, Women's Resource Center, Veteran's Resource Center, LGBTQ Resource Center, Athletics and Greek Life to name a few. This effort is to connect with these students to learn their needs in order to provide them with the best possible resources and support in their educational and career pursuits.

Our staff attend trainings and professional development to meet the needs of students with special or unique needs, such as international students, undocumented students, students with disabilities or special needs, transfer students, previously incarcerated students, non-traditional students and alumni and many more.

2. Briefly describe each program/project in your unit that is funded specifically by student fees. What are the outcomes, so far, of each program/project? What, if any, changes do you plan to make to these programs/projects?

The only program that is currently funded by student fees through the Office of Career Services is the Student Conference Award Program (S-CAP). S-CAP is designed to provide undergraduate and graduate students the opportunity to obtain funding to represent the University of New Mexico while attending, and often times presenting at a professional or academic conference in his or her field of study. The maximum award is \$600.00 and may include round-trip travel, lodging, airport shuttle/taxi fees, and conference registration fee.

This program enables students to further their career goals by networking with other students and professionals in their field, as well as learning about advancements and research being done in their field. The funds we receive from student fees are used entirely to provide students with up to \$600 of eligible conference travel expenses.

Below are some of the statistical information gathered over the past 7 years.

Fiscal Year	Apps. Received	Grad Student apps submitted & awarded	Undergrad Student apps submitted & awarded	Total Awards	Male	Female	n/a	NM Native	Non-NM Native	n/a
14/15	100	70/34	30/26	60	36	52	12	19	65	16
15/16	123	87/33	36/23	56	35	64	24	33	65	28
16/17	115	86/35	29/22	57	32	70	13	25	73	17
17/18	87	66/36	21/17	59	25	44	18	18	49	20
18/19	69	49/29	20/19	49	24	36	9	29	30	10
19/20	69	42/14	27/11	25	20	41	8	31	29	9
20/21	1	0/0	1/0	0	0	1	0	1	0	0

As you can see in the last 7 years, the total number of applicants awarded has steadily decreased due to budget reductions and pullbacks. For fiscal year 2020/2021 (FY21) the S-CAP program was devastated by COVID-19.

We had a significant balance forward of \$9,113.83 from 2019/2020 (FY20) because half of the Spring 2020 events, and all of the Summer 2020 events were canceled. For the period of 2020/2021 (FY21) we had the full amount awarded of \$24,028, minus a pull-back of \$4,411, but plus the balance forward - with zero paid to any students for conference travel, which left us with a new balance forward into our current period of 2021/2022 (FY22) of \$28,524.81 (not counting various banner taxes and foundation surcharges).

Year	Award	Pull Back	Balance Forward
FY21 – 2020/2021	\$24,028	\$4,411	\$9,113.83
FY22 – 2021/2022	\$10,000	0	\$28,524.81

During the FY21 application process, which funds FY22 we asked for \$10,000 in the hopes that possibly Spring 2021 and Summer 2021 conferences would begin happening again. We had no way of anticipating how long COVID would last, nor how badly it would impact conference travel. Our intent was to use any balance forward we may have had, plus the \$10,000 received from SFRB to fully fund 21/22 events. Unfortunately, there were no events funded during FY21 so all of it became balance forwarded into FY22.

Already we have had 4 applications received for Fall 2021, and again are in the hopes to have more come in for Fall and be back to normal for Spring 2022 and Summer 2022. As always, every penny of these funds goes to student conference travel.

We award a maximum amount of \$600 per student and per conference. Funds are divided in half between graduate students and undergraduates, and then again between semester to ensure funds are available each semester and a fair amount available to each student group.

As is reflected in the table above reflecting 7 years of collected data, graduate students receive more awards than the undergraduates do. This is because, we begin a waiting list as soon as the amount reserved for each semester and student group is reached, based on the applications received. If the undergrads do not use all of what is reserved for them, then the remaining balance goes to the grad student waiting list in that same semester.

At this time, we do not have any plans to make any further changes to the S-CAP program.

3. Does your unit have an SFRB balance forward? If so, please justify this balance forward and describe how you will utilize it.

Due only to COVID-19, and as is detailed in question #2 above. FY22 had a balance forward of \$28,524.81. The balance forward \$28,524.81 plus the \$10,000 received from SFRB leaves us with \$38,524.81 for FY22. Again, we had no way of anticipating how long COVID-19 would last and how badly it would impact conference travel.

Our hope is to utilize \$20,000 of that total during FY22. Then as we hope travel and conference applications will improve even more for FY23, we hope to be back on target with our application numbers and all of these funds being spent toward student conference travel.

4. Describe any increase in SFRB funding you are requesting, and provide justification detailing how raising student fees will improve your unit's impact on the student population. If requesting increases for multiple programs/projects, which program/project is your top priority? If requesting an increase, please state any reserves in your unit's budget and provide justification for not using said reserves for the requested increase.

This year we are only asking for \$10,000 which is in the hopes that in-person conference travel continue to improve, and be fully flourishing for FY23.

Career Services does have a balance forward, however due to budget cuts we have established dedicated and necessary purposes for those remaining funds. Our I&G index/378007, funds cover department salaries only, Public Services index/378008 covers all of our operating expenses and career fair revenue and UC General/378011 is solely for our Student Conference Award Program funded by Student Fees.

378011 – SFRB – Student Conference Award Program – Balance forward \$28,524.81

- All of SFRB funds go toward student conference travel
- Our hope is to use \$20,000 of this during FY22
- Any balance forward after that will go toward conference travel for fully funding FY23

378007 – I&G – \$56,546.32 (due to 1 vacated position)

- \$30,000 – We were not able to budget for student employee salaries, this is to hire 2 student staff.
- \$5000 – We have 1 new Career Development Facilitator, this is held for her assessment certification training.
- \$5000 – To restock our MBTI and Strong Interest Inventory stock, tools to help students choose a major.
- \$15,000 – To replace 6 computers that are outdated and having issues.

378008 - Public Services - \$35,210.34

- \$25,000 – Southwest Convention Services – booth rentals with signage and skirted tables, for going back to in-person events.
- \$10,000 – Meal cards for employers participating in our Career Fairs, again going back to in-person events.

5. What are your unit's current non-SFRB sources of funding (e.g. Instructional & General, state or federal grants, self-generated revenue), and if applicable, what additional funding sources are you seeking this fiscal year?

Career Services receives Instruction & General funds. We also produce self-generated revenue from career fair events.

- I&G revenue covers our salaries only
- Self-generated career fair revenue covers our departments entire operating budget.

See attached Budget Form C.

Career Fair revenue can fluctuate depending on the economy and our Instruction & General funds have decreased each year due to the decline in the economy. At this time we are not pursuing any other funding sources.

A) What increases or decreases from non-SFRB funding sources do you anticipate compared to your budget last year?

Along with everyone else, we have experienced slight decreases to our I&G funds each fiscal year. Due to COVID-19 we have had expect have had a significant decrease in our self-generated career fair revenue.

Currently all of our events have been altered to a virtual format, for this reason currently registration fees are lowered and the number of employers registering has also lowered. We hope that FY23 bring us back to in person events and with that possibly bringing our self-generated revenue back up to normal.

B) Please complete Budget Form C for non-SFRB income.

See Attached

6. Describe student participation in your unit, and any plans to improve it, addressing each of the following bullet points.

A) How are students involved in the governance/decision-making of your unit?

The students employed by Career Services, as well as the Counseling Interns who volunteer their time as a required part of their graduate program, participate in staff meetings and their respective team meetings. Their input is always welcomed and considered during decision making times. We often seek their input specifically in regards to connecting with students and marketing our services and events in a manner that will make students take notice. The Interns participation is to learn, however we also learn from them and take their suggestions seriously when policy changes are being discussed.

For our Student Conference Award Program (S-CAP – funded by SFRB), the S-CAP Review Committee is typically made up of two faculty members, one staff member, one undergraduate student and one graduate student. All being voting members. Unfortunately, with changing job duties and students graduating our committee is undergoing a bit of transition. This year we have 2 staff member and 1 faculty members. We are seeking both a graduate student and undergraduate student to be represented on the committee. Our student committee members actively participate in the review process, reading and voting on each application.

Our students are a valuable resource in decision making as they come in with bright new ideas. Our student/intern staff are also uniquely able to offer insight into how to connect with UNM students on their level and meet the varying needs of the UNM student community.

This next fiscal year we will continue utilizing surveys to gain student input with our online system, Handshake. This information is used to assess the success of events and to determine what, if any changes might be needed to better meet the student's needs.

B) How many students do you employ (including graduate assistants, interns, etc.)?

Due to budget cuts, COVID-19 and graduations during FY21 we lost all of our student staff. We are now in the process of hiring 2 new student staff for FY22.

Once we return to in person events and our self-generated revenue increases, we expect to get back to our normal 3 to 5 student employees. We also have between 2 and 4 Counseling Interns. Our Counseling Interns typically intern for one to two semesters depending on the needs of their degrees. Within our student staff we often look to hire students whose majors are compatible with the work we have available so that it can best benefit the student and possibly even be utilized as a Cooperative Education work experience.

7. Describe specific improvements your unit has made in the last fiscal year to the visibility/accessibility of its services, and any plans to further improve visibility/accessibility.

Improvements for fiscal year 2020/2021

- With the so many working and going to school remotely we are striving toward a greater social media presence to ensure students know that we are still here, our services are still going on, remotely.
- Our Career Counseling staff has continued to serve the UNM community, to meet the needs of students by providing scheduled appointments and walk-in's via Zoom.
- With this COVID environment we have managed to connect with online platforms to conduct our career fair events virtually. With this we have maintained our 6 recurring career fairs and added 5 events that were unique to specific colleges and areas. All done virtually.
- In addition to that our On Campus Recruiting presence has continued allowing employers to continue doing Information Sessions with students to inform them of their companies and the opportunities within, in a virtual format as well.

8. How does your unit collaborate with other campus units and/or off-campus entities?

UNM Career Services is the centralized full service career center for the University of New Mexico. Currently the only duplication of services is from the Anderson School of Management, Career Services and the School of Law, Career Services.

The primary distinction is that we serve all UNM students, alumni, staff, faculty and eligible community members. Whereas, ASM, Career Services and School of Law, Career Services serve only their own students and alumni. Additionally, our Career Development Facilitator staff each possess a Global Career Development Facilitator Certification and are also certified to administer and interpret the career assessments we use to aid students in choosing a major and defining their career path. Five of our staff are licensed mental health counselors and able to provide more in-depth career counseling services to our students.

Additionally, we coordinate services and offer assistance to ASM and School of Law and branch campuses when needed. Through these three areas (ASM, Law School and branch campuses), we have developed a mutually beneficial relationship in which our office provides workshops on a variety of career related topics as well as meets with students as needed. For ASM, they utilize all our services and database for their students. We also administer and interpret career assessments

to their students and groups. We have also provided training to the branch campuses on use of some of our tools, such as Handshake.

Each of our Career Development Facilitator staff are a liaison to different schools/colleges and various student organizations. This helps us stay connected with students and meet their needs. We also provide walk-in hours on site at various locations on campus.

We participate in New Student Orientation providing presentations to students and parents to inform them of our services and programs. Our goal is to make students aware of our presence on campus and of the services we provide from the moment they arrive at UNM.

Our Career Development Facilitators are also actively involved with state and national career associations while our Employer Relations team are involved with state and national career and employer associations.

9. What methods have been used in evaluating your unit's impact on the student population (e.g. surveys, focus groups, interviews), and how effective have those methods been? Please provide any data collected if it pertains to the application.

Through our database, Handshake, we implement surveys of our services to get student feedback on programs, events and services. In the past, we have administered evaluations after events to solicit feedback and suggestions. These have been semi-effective – as we typically get low responses and return rates.

Our in-person process to collect data at events and workshops has been to have students swipe their ID at our career fairs and events to see who is attending and general demographic information. As stated in previous question, this information has been extremely helpful in analyzing who is attending and to improve on our outreach and marketing efforts.

Currently, in our newer virtual world our events are hosted on the Handshake system and students have to register for events and even register for meetings with specific employers at the events. We are then able to gather that data through Handshakes reporting system.

We also participate in national benchmarking surveys for our students and employers. These surveys provide great information for us in terms of student needs, employment outcomes, perceptions and much more.

We also partner with Office of Institutional Research for the Graduate Exit Survey. This survey is aimed at finding where are students are going after graduation. We are continually improving and working with colleges/schools and administration to get higher response rates for this invaluable information.

For Student Conference Award Program(S-CAP) (funded by SFRB) we have asked for summaries to be submitted when a student is submitting their receipts for reimbursement. The purpose of this summary is to evaluate how attending the conference benefited the student. Going forward we are

hoping to utilize an e-mail survey to get a more anonymous sense of how effective and user friendly the S-CAP process is from start to finish.

10. If your unit received specific recommendations from last year's SFRB, what are your unit's current plans to address these recommendations?

No formal recommendations were made for us to change or improve the Student Conference Award Program.

11. Provide any other information or a narrative that will assist the SFRB in making its decision to fund your unit.

The Office of Career Services provides a valuable resource to our students. Students attend UNM to graduate and find employment. Our office provides that resource – everything from the moment they enter UNM as a freshman to becoming an alumnus/alumna. We help with all aspects of their career path. We are honored to be able to continue to coordinate the S-CAP program for students of the University of New Mexico. We feel that this program uniquely ties to an integral part of our mission which is to teach students the value of networking. It is our belief that this is a valuable opportunity that results in a positive learning experience for our students and promotes their academic growth, career growth and career prospects for the future.

FORM A: FUNDING REQUEST FORM

FORM A
FUNDING REQUEST FORM

DEPARTMENT Career Services
VICE PRESIDENT Dr. Tim Gutierrez
INDEX # 378011

FISCAL YEAR 2022-2023

	A	B	C	D	E	F
DESCRIPTION	ORGANIZATION OPERATING BUDGET 2020-2021	TOTAL BUDGET 2021 - 2022 (not including SFRB)	SFRB BUDGET 2021 - 2022	TOTAL BUDGET 2022 - 2023 (not including SFRB)	SFRB BUDGET REQUESTED 2022- 2023	SFRB FUNDING INCREASE/DECREASE REQUEST 2022 - 2023
1 Faculty salaries	-	-		-		-
2 Staff salaries	553,463.00	482,955		482,955		
3 SUBTOTAL NON-STUDENT SALARIES (Line 1+2)	\$ 553,463.00	\$ 482,955.00	\$ -	\$ 482,955.00	\$ -	\$ -
4 Student (student employment & workstudy)	45,000.00	21,840		21,840		
5 GA, TA, RA - Pay and Benefits	-	-		-		
6 Fringe Benefits on Staff & Faculty salaries	188,069.00	170,471		170,471		
7 TOTAL COMPENSATION (Lines 3 - 6)	\$ 786,532.00	\$ 675,266.00	\$ -	\$ 675,266.00	\$ -	\$ -
GENERAL EXPENSES						
8 378007 I&G - Salaries only						
9 Office Supply	3,778.00	-		-		
10 I&G Recoup	-	(7,934)		-		
11 Tax & Surcharge	1,100.00	3,200		3,200		
12 378008 - Operating Budget						
13 31XX - Supplies, computers, events	37,498.00	33,234		33,234		
14 38XX - Travel (staff)	-	-		-		
15 63AX - professional development	-	-		-		
16 60XX - IT/Telecom	7,780.00	17,580				
17 6315 - Handshake database	10,300.00	10,000				
18 Banking fees	4,000.00	17,580				
19 Foundation surcharge	3,400.00	900				
20 Banner tax	1,700.00	1,200				
21 Administration Overhead	7,100.00	5,210				
22 378011 - S-CAP						
23 Conference Travel - Undergrads	9,758.00	-	4,000	-	4,950	
24 Conference Travel - Grad students	9,758.00	-	5,900	-	4,950	
25 Budget Adjustment	(4,411.00)	-	-	-	-	
26 Foundation surcharge	101	-	100		\$ 100.00	
27						
28						
29						
30						
32 TOTAL GENERAL EXPENSES (Line 8 - 30)	\$ 91,862.00	\$ 80,970.00	\$ 10,000.00	\$ 36,434.00	\$ 10,000.00	\$ -
34 GRAND TOTAL EXPENSES (Line 7+32)	\$ 878,394.00	\$ 756,236.00	\$ 10,000.00	\$ 711,700.00	\$ 10,000.00	\$ -

Form C: External Funding Sources



This form is used **ONLY** if you have **EXTERNAL FUNDING SOURCES**

DEPARTMENT Career Services

VICE PRESIDENT Tim Gutierrez

INDEX(es) # 378011 S-CAP/378007 I&G/378008 Career Fair Revenue and Operating Budget

STUDENT FEE REVIEW BOARD
FISCAL YEAR 2022-2023

FUNDING SOURCE	2021-2022 BUDGET	2022-2023 FORECASTED BUDGET	Funding Increase Request for 2022-2023
1 Student Fee Review Board (SFRB)	10,000	18,000	
2 UNM Instruction & General	664,524	664,524	-
3 Private Donations			-
4 Fundraising/Foundation/Development			-
5 State Funding			-
6 Federal Funding			-
7 Grants (including federal and private)			-
8 Self-Generated Revenue	84,000	120,000	
9			-
10 If Other(s), please list below:			-
11 Self-Generated Revenue - is our career fair			-
12 revenue and covers all of our operating expenses			-
13 and all of our student salaries.			-
14 The increase in self-generated revenue			-
15 is hopeful that our events will all go back to			-
16 in person			-
17			-
18			-
19			-
20			
21			
22			
23			
24			
25			-
26			-
27			-
28			
29			-
30			-
TOTAL OPERATING INCOME/REVENUE	\$ 758,524.00	\$ 802,524.00	\$ -

*The narrative response to question #5 must reflect this information