



Capt. Wendell M. Wilson Veteran and Military Resource Center Student Affairs

SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY27

Instructions: For each question/statement below, provide a clear and concise response (4 to 7 sentences). Note the special instructions for the following questions:

- For **Question #2**, attach/include an updated organizational chart for your unit with this document OR embed it in your response below.
- For **Question #3**, attach/include your Budget Worksheet AND provide a short list of funding sources, their intended purpose, and how you are utilizing the funds.

Questions and Statements

1. **Provide a summary of your unit's mission/purpose, how you accomplish your unit's mission or purpose, and a justification of your unit's student fee allocation in terms of the benefit to students.**

Mission: The mission of the Veteran & Military Resource Center (VMRC) is to serve and empower military-connected students by providing comprehensive support, access to campus and community resources, and opportunities for personal and academic success.

Vision: Our vision is to be a leading center for military-connected student success in higher education, promoting achievement, engagement, and meaningful support through dedicated advocacy and innovative services.

We accomplish this mission by acting as a liaison between students, the university, the Department of Veterans Affairs, and the Texas Veterans Commission to ensure that federal and state education benefits are processed efficiently. In addition, we provide information sessions, workshops, and community-building events that connect students with essential resources and foster a sense of belonging.

The allocation of student fees directly supports these efforts by funding student staff positions, programming, and outreach initiatives that enhance the UHCL experience for military-connected students and their families. Through these services, the VMRC contributes to student retention, academic achievement, and campus engagement while ensuring that students who have served, and their dependents, receive the support they need to thrive.

2. **Provide an organization chart of your unit. Include all professional and student staff positions (with names), as well as vacancies. Make sure it is easily identifiable between professional and student staff on the chart.**

Attached

3. **Present your Budget Worksheet. You are required to show and outline ALL funding sources (i.e. student fees, central funding, grants, gifts, outside sales revenue, auxiliary income, etc.). Use this area to define each funding source, its intended purpose, and how you are utilizing said funds.**

Sources of Funding	Uses of Funding
Central / Education & General (Fund 2064) FY2026 Budget: \$195,787	Two SCO for Benefits / Certifications
	Part of Director Staff
	Part of Admin Staff
	Office Operations (telephones, office supplies, copier)
Student Services Fee (SFAC Fund 3049) FY2026 Budget: \$116,303	Student Events
	Part of Director Staff
	Part of Admin Staff
VA Funding-Annual Reporting Fee/Income (Fund 2080) FY2026 Budget: \$6,000	Defray costs of Certification (\$16 / certification)

4. **Did you receive any new funding for FY25? If so, please explain how it is being used. If you received any new one-time funding for FY26, please describe your plans to use those funds.**

The Veteran & Military Resource Center (VMRC) received \$14,000 in one-time funding for FY25 to support student worker salaries. These funds were used to hire student assistants who provide essential office coverage, assist with phone and email inquiries, support events, and conduct outreach to military-connected students. Their contributions have enhanced the efficiency of our services and created meaningful student employment opportunities on campus.

For FY26, the VMRC received an additional \$25,000 in one-time funding for student worker salaries. This allocation allows us to expand student staffing capacity, ensuring consistent service delivery, increased office availability, and greater support for programming and resource navigation. Both funding cycles have directly strengthened our ability to meet the needs of UHCL's growing military-connected population, while reinforcing our mission to empower students and promote academic and personal success

5. How does your unit support the mission of Student Affairs and contribute to the student experience on campus? Consider the utilization and impact of your unit's services.

The Veteran & Military Resource Center (VMRC) advances the mission of Student Affairs by creating empowering experiences that strengthen the educational journey of military-connected students. In the last year, the VMRC processed over 1,000 VA certifications, generating more than \$1 million in tuition and fee payments for UHCL. The office also engaged 938 students through direct outreach, ensuring that students are aware of and connected to campus and community resources. Assessment results demonstrated increased certification volume despite staffing challenges, reflecting the office's commitment to maintaining high-quality service under pressure.

By removing barriers to educational benefits, providing individualized support, and connecting students to critical resources, the VMRC cultivates a supportive environment that promotes both academic achievement and personal development. These efforts directly contribute to the Student Affairs mission of building a community that empowers students to succeed.

6. What did you learn in your annual assessment that is impacting your programs and services now?

The annual assessment highlighted both progress and opportunities for growth. While the VMRC did not fully implement formal tracking of processing times, error rates, or student surveys due to staffing shortages, we successfully processed a higher number of certifications compared to the prior year, showing resilience and commitment to serving students despite limited capacity. Similarly, although our original plan to distribute individualized resource guides was not carried out, we engaged with 938 students through tabling and outreach, which created meaningful connections and increased visibility for our services.

These results reaffirm that military-connected students benefit most from direct, personal interaction. In response, the VMRC is moving from static approaches to more interactive strategies, including live information sessions and expanded programming. This shift reflects both lessons learned and student preferences, allowing us to strengthen engagement, improve assessment methods, and continue building a supportive community. The outcomes of the assessment provide a positive foundation for growth, guiding us to design programs that are both impactful and sustainable.

7. Describe any new programs and/or initiatives for the current year.

This year, the Veteran & Military Resource Center (VMRC) expanded its programming to further engage and support military-connected students while strengthening their connection to the UHCL community. We hosted semesterly Information Sessions (28 attendees) to provide guidance on benefits, resources, and involvement opportunities at the start of each term. We also launched the Military-Connected Year-End Celebration Dinner, which drew 167 participants and has quickly become a signature event recognizing student achievement and fostering community. Additionally, we piloted specialized workshops, such as Navigating the VA: Disability Rating & Support (33 attendees), and hosted a Memorial Day flag post event that engaged 30 participants in honoring service and sacrifice. The VMRC also welcomed students to its Open House (21 attendees), offering a direct introduction to services and staff.

These initiatives build on our established programming, including Boots to Suits (11 participants), which provides professional development and transition support, and the Veterans Day Celebration, which drew 130 participants in 2024. Together, these programs served over 400 participants across the year, creating meaningful opportunities for recognition, connection, and resource access. By combining new and established initiatives, the VMRC continues to enhance student engagement and directly contribute to the broader UHCL mission of cultivating personal development and success.

8. What challenges or opportunities do you foresee for the current year and next year?

One of the primary challenges the Veteran & Military Resource Center (VMRC) anticipates is sustaining adequate staffing support through student workers, as their contributions are vital for office coverage and programming. Continued reliance on one-time funding creates uncertainty for maintaining this level of service. Another challenge is the growing complexity of federal and state education benefit processes, which requires ongoing staff training and process improvements to meet compliance standards and student needs.

At the same time, these challenges present opportunities for the VMRC to strengthen partnerships across campus, expand outreach, and develop more intentional programming tailored to the needs of military-connected students. With the success of our new initiatives, such as the information sessions and year-end celebration dinner, we see significant opportunity to build on this momentum, increase visibility, and further integrate military-connected students into the broader UHCL community.

9. Did you have more than \$5,000.00 in Student Fee funds swept at the end of FY25? If so, describe how much and in which areas the funds came from.

Yes. At the end of FY25, the Veteran & Military Resource Center (VMRC) had a total of \$20,045 in Student Fee funds swept. Of this amount, \$16,262 came from salaries, wages, and fringe benefits due to two staff vacancies during the first quarter of the year. The remaining \$3,783 was allocated for travel but was not utilized. These unspent funds were the result of limited staffing capacity, as the director was the only full-time staff member managing the office and was unable to leave the center unattended to attend conferences or off-site meetings.

The VMRC remains committed to fully utilizing allocated resources to benefit military-connected students, and these sweeps reflect unique staffing circumstances rather than an ongoing pattern.

10. Are you requesting any new one-time funding for FY26 or FY27? Present your budget request with appropriate justification. *Note that only one-time funding requests (no base requests) may be reviewed for FY26 and FY27.

FY26 – \$25,000 (Previously Approved for Student Wages) + \$10,000 (Additional Request for Programming)

- **Purpose:** The \$25,000 previously approved by SFAC for FY26 is dedicated solely to student worker wages, ensuring consistent office coverage and direct support for military-connected

students. To supplement this, the VMRC is requesting an additional \$10,000 in one-time funding to cover the costs of the Military-Connected Year-End Celebration Dinner (May 2026).

- **Justification:** Because the \$25,000 allocation is restricted to staffing, it cannot be applied toward programming. Hosting the Year-End Celebration Dinner requires significant resources, including catering, event logistics, and recognition materials, to properly honor the achievements of our military-connected students and their families. The additional \$10,000 will ensure the event is delivered at the high standard expected and establishes it as a sustainable annual tradition.

FY27 – \$35,000 (One-Time Request: \$20,000 Student Wages + \$15,000 Programming & Engagement Initiatives)

- **\$20,000 – Student Worker Salaries:** Student workers are critical to maintaining consistent office operations, responding to student inquiries, and supporting outreach and event logistics. Their work expands the capacity of professional staff while providing meaningful on-campus employment opportunities.
- **\$15,000 – Programming & Engagement Initiatives:** These funds will support the VMRC’s signature programs, including the Military-Connected Year-End Celebration Dinner, Veterans Day programming, and Information Sessions. These events are resource-intensive but are vital for building community, celebrating student success, and connecting students with campus and community resources.
- **Justification:** Together, this \$35,000 request ensures that VMRC can maintain essential staffing support while sustaining high-impact programming that empowers military-connected students and enhances the overall UHCL student experience.

Total One-Time Funding Requested:

- FY26: \$10,000 (supplemental programming)
- FY27: \$35,000 (student workers + programming)
- Overall Request: \$45,000

11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY27 budget and provide a line-item explanation of where budgetary cuts would be made.

A 5% reduction to the Veteran & Military Resource Center’s (VMRC) FY27 budget would primarily impact our programming and events. While these initiatives are central to building community and supporting student engagement, we would reduce the scope and scale of certain events to ensure that essential services, including benefit processing and daily student support, remain unaffected.

This reduction would mean consolidating some smaller programs, seeking external sponsorships for large-scale events such as the Military-Connected Year-End Celebration Dinner and Veterans Day programming, and cutting back on food, supplies, and outside vendor costs. Salaries, wages, and fringe benefits for professional and student staff would be preserved to maintain uninterrupted support for military-connected students.

Line-Item Impact of 5% Reduction:

- **Programming/Events:** -\$7,000 (reduced scope, fewer enhancements, increased reliance on sponsorships/partnerships)

By concentrating the reduction within programming, the VMRC would continue to deliver critical services while still providing signature events, though at a more modest scale.