

**STUDENT SERVICE FEE REQUEST FOR 2016-2017  
FISCAL YEAR 2017**

Name of Unit: H0207 / Health Center

|  |  | FY 2015                       | FY 2015                      | FY 2016                       | FY 2016                        | FY 2017                      |
|--|--|-------------------------------|------------------------------|-------------------------------|--------------------------------|------------------------------|
| Funding Sources (All)  | Cost Center -note where SFAC funds to be transferred | Approved Budget for 2014-2015 | Actuals Budget for 2014-2015 | Approved Budget for 2015-2016 | Projected Actual for 2015-2016 | Budget Request for 2016-2017 |
| Student Service Fees-Base Budget Request (include any merit or mandated increases) | 3049-H0207-10366-NA                                  | 1,741,541                     | 1,741,541                    | 1,741,541                     | 1,741,541                      | 1,758,896                    |
| SFAC Merit Increase  |  |                               |                              |                               | 17,355                         |                              |
| Student Service Fees Base Augmentation Request-FY 2017                             |  |                               |                              |                               |                                | 35,360                       |
| Student Service Fees One-Time Request-FY 2017                                      |  |                               |                              |                               |                                |                              |
| Student Service Fees One-Time New Request-FY2016                                   |  |                               |                              |                               |                                |                              |
| Student Service Fees One-Time Allocation-FY2015                                    |  |                               |                              |                               |                                |                              |
| Student Service Fees One-Time Allocation-FY2016                                    |  |                               |                              |                               |                                |                              |
| Student Service Fees One Time Fund Equity Rollover FY2016                          |  |                               |                              |                               |                                |                              |
| Dedicated Fees-Base Budget   |  |                               |                              |                               |                                |                              |
| <b>Income from all other sources/</b>  |  |                               |                              |                               |                                |                              |
| Faculty/Staff Visits   |  | 11,000                        | 0                            | 11,000                        | 11,000                         | 0                            |
| Women's Clinic   |  | 150,000                       | 19,417                       | 51,000                        | 51,000                         | 181,000                      |
| Physician Visit  |  | 150,000                       | 228,589                      | 150,000                       | 150,000                        | 490,000                      |
| Orthopedics  |  | 12,000                        | 412                          | 15,000                        | 15,000                         | 8,000                        |
| Psychiatry Visit   |  | 40,000                        | 750                          | 46,000                        | 46,000                         | 46,000                       |
| Visitors   |  | 2,345                         | 4,718                        | 4,000                         | 4,000                          | 0                            |
| Recovered Cost   |  | 0                             | (335)                        | 0                             | 0                              | 0                            |
| Health Insurance Administration Fees   |  | 237,775                       | 0                            | 19,000                        | 19,000                         | 0                            |
| Office Procedures  |  | 13,419                        | 15,736                       | 14,000                        | 14,000                         | 16,000                       |
| Men's Clinic   |  | 8,000                         | 150                          | 11,000                        | 11,000                         | 16,000                       |
| Nurse Visit  |  | 500                           |                              | 0                             | 0                              | 0                            |
| X-Rays   |  | 5,795                         | 2,265                        | 0                             | 0                              | 0                            |
| Lab Analysis/Tests   |  | 275,000                       | 369,555                      | 360,000                       | 360,000                        | 370,000                      |
| Treatment Room/OR/ER   |  | 2,811                         | 40                           | 0                             | 0                              | 0                            |
| Clinic RX  |  | 75,000                        | 0                            | 170,000                       | 170,000                        | 0                            |
| Miscellaneous/Medical Records Requests   |  | 15,000                        | 7,534                        | 8,000                         | 8,000                          | 7,600                        |
| Student Financial Collections  |  | 10,780                        | 8,405                        | 11,000                        | 11,000                         | 8,500                        |
| Over/Short-Change Fund   |  | 800                           | 0                            | 800                           | 800                            | 0                            |
| Dental Clinic  |  | 15,000                        | 14,020                       | 17,000                        | 17,000                         | 15,000                       |
| Prescription/Over-the-Counter Medicines  |  | 600,000                       | 748,439                      | 630,000                       | 630,000                        | 750,000                      |
| Gifts/Donations  |  | 50,000                        | 143,910                      | 0                             | 0                              | 2,500                        |
| Attendant Care Services  |  | 300,000                       | 0                            | 76,000                        | 76,000                         | 45,600                       |
|  |  |                               | 0                            |                               | 0                              |                              |
| <b>Sub-total of Income</b>   |  | 3,716,766                     | 3,305,147                    | 3,335,341                     | 3,352,696                      | 3,750,456                    |
| <b>Deductions from Income</b>  |  |                               |                              |                               |                                |                              |
| Student Fee Waivers  |  | 0                             |                              | 0                             |                                |                              |
| Bad Debt   |  | 0                             |                              | 139                           | 139                            |                              |
| Funds moved to reserve cost center   |  | 0                             |                              | 0                             |                                |                              |
| Cash Over/Short  |  | 0                             |                              | 0                             |                                |                              |
| <b>Sub-total of deductions from Income</b>   |  | 0                             | 0                            | 139                           | 139                            | 0                            |
| <b>TOTAL INCOME</b>  |  | 3,716,766                     | 3,305,147                    | 3,335,202                     | 3,352,557                      | 3,750,456                    |

FY15 Fund 3049 Addition to Fund Equity 166,522.93

Initials Dept. Head VKT  
 Initials Certifying KB  
 Initials Completed by JPP

| Expenses                            | Cost Center -note where SFAC funds to be transferred | FY 2015                       | FY 2015                      | FY 2016                       | FY 2016                        | FY 2017                      |
|-------------------------------------|--|-------------------------------|------------------------------|-------------------------------|--------------------------------|------------------------------|
|                                     |  | Approved Budget for 2014-2015 | Actuals Budget for 2014-2015 | Approved Budget for 2015-2016 | Projected Actual for 2015-2016 | Budget Request for 2016-2017 |
| <b>Salaries and Wages</b>           | <b>Select one</b>                                    |                               |                              |                               |                                |                              |
| Exempt Category Employee Salaries   | SSF (3049) / Other / Both                            | 1,669,871                     | 1,375,226                    | 1,550,000                     | 1,550,000                      | 1,550,000                    |
| Non-Exempt Employee Salaries        | SSF (3049) / Other / Both                            | 428,688                       | 533,007                      | 525,000                       | 525,000                        | 540,696                      |
| Lump Sum Wages (Itemize below)      | SSF (3049) / Other / Both                            | 140,000                       |                              | 0                             |                                |                              |
| Student Workers (NCWS)              | SSF (3049) / Other / Both                            | 0                             |                              | 0                             |                                |                              |
| Student Workers (Graduate Students) | SSF (3049) / Other / Both                            | 0                             | 877                          | 0                             |                                |                              |
| Student Leader Stipends             | SSF (3049) / Other / Both                            | 0                             | 1,651                        | 0                             |                                |                              |
| Other Temporary Workers             | SSF (3049) / Other / Both                            | 0                             |                              | 0                             |                                |                              |
| Mandated/Merit Increments           | SSF (3049) / Other / Both                            | 0                             |                              | 0                             |                                |                              |
| Shift Differential                  | SSF (3049) / Other / Both                            | 0                             | 556                          | 0                             |                                |                              |
| Overtime                            | SSF (3049) / Other / Both                            | 500                           | 35                           | 0                             |                                |                              |
| <b>Total Salaries and Wages</b>     |  | <b>2,239,059</b>              | <b>1,911,352</b>             | <b>2,075,000</b>              | <b>2,075,000</b>               | <b>2,090,696</b>             |

| Fringe Benefits   | Select one                |                |                |                |                |                |
|---|---------------------------|----------------|----------------|----------------|----------------|----------------|
| FICA  | SSF (3049) / Other / Both | 230,468        | 121,632        | 145,000        | 145,000        | 145,000        |
| Insurance   | SSF (3049) / Other / Both | 186,565        | 200,301        | 200,000        | 200,000        | 200,000        |
| Retirement  | SSF (3049) / Other / Both | 112,310        | 157,549        | 125,000        | 125,000        | 125,000        |
| Unemployment  | SSF (3049) / Other / Both | 10,489         | 10,630         | 11,000         | 11,000         | 11,000         |
| Worker's Compensation   | SSF (3049) / Other / Both | 8,579          | 8,697          | 9,000          | 9,000          | 9,000          |
| Employee Benefits Vacation Pool (.5% benefits eligible staff) | SSF (3049) / Other / Both |                | 9,541          | 9,218          | 9,218          | 9,218          |
| Longevity   | SSF (3049) / Other / Both | 20,940         | 21,280         | 21,000         | 21,000         | 21,000         |
| <b>Total Fringe Benefits</b>                                  |                           | <b>569,351</b> | <b>529,630</b> | <b>520,218</b> | <b>520,218</b> | <b>520,218</b> |

| Other Expenses  | Select one                |                  |                  |                  |                  |                  |
|---|---------------------------|------------------|------------------|------------------|------------------|------------------|
| Information Technology Charge (formerly telecommunications) | SSF (3049) / Other / Both | 17,950           | 19,144           | 24,000           | 24,000           | 20,000           |
| Computer supplies   | SSF (3049) / Other / Both |                  | 571              |                  |                  | 500              |
| Consulting-Other  | SSF (3049) / Other / Both |                  | 7,950            |                  |                  | 0                |
| Postage/Freight   | SSF (3049) / Other / Both | 1,953            | 213              | 0                | 0                | 200              |
| Printing- On/Off Campus                                     | SSF (3049) / Other / Both | 9,437            | 5,083            | 4,000            | 4,000            | 5,000            |
| Office Supplies   | SSF (3049) / Other / Both | 17,000           | 17,669           | 15,000           | 15,000           | 17,000           |
| Clinic Supplies   | SSF (3049) / Other / Both | 58,000           | 38,205           | 30,000           | 30,000           | 30,000           |
| Lab Analysis/X-Rays   | SSF (3049) / Other / Both | 170,000          | 152,573          | 120,000          | 120,000          | 160,000          |
| Late Payment-Interest                                       | SSF (3049) / Other / Both |                  | 40               |                  |                  | 0                |
| Equipment/Maintenance/Software/Rental                       | SSF (3049) / Other / Both | 25,000           | 29,527           | 30,000           | 30,000           | 30,000           |
| Registration Fees   | SSF (3049) / Other / Both |                  | 1,864            |                  |                  | 2,500            |
| Travel - Interviewees                                       | SSF (3049) / Other / Both | 0                |                  | 0                | 0                | 0                |
| Travel - Airfare/Other                                      | SSF (3049) / Other / Both | 33,500           | 8,435            | 5,000            | 5,000            | 7,500            |
| Business Meetings/Meals                                     | SSF (3049) / Other / Both | 5,000            | 632              | 1,000            | 1,000            | 1,000            |
| Credit Card Usage Fee                                       | SSF (3049) / Other / Both | 10,000           | 6,283            | 7,000            | 7,000            | 7,500            |
| Utilities   | SSF (3049) / Other / Both | 33,033           | 18,583           | 19,000           | 19,000           | 19,000           |
| Hazardous Waste Disposal/Gases                              | SSF (3049) / Other / Both | 1,288            | 1,479            | 1,000            | 1,000            | 1,500            |
| Cost of Goods Sold  | SSF (3049) / Other / Both | 60,000           | 466,646          | 200,000          | 200,000          | 500,000          |
| Temp Personnel Services                                     | SSF (3049) / Other / Both | 130,000          | 166,057          | 70,000           | 70,000           | 70,000           |
| Laundry & Cleaning Services                                 | SSF (3049) / Other / Both | 7,000            | 1,419            | 800              | 800              | 1,000            |
| Advertising/Promotional Items                               | SSF (3049) / Other / Both | 5,000            | 8,251            | 8,000            | 8,000            | 8,500            |
| Employee Uniforms   | SSF (3049) / Other / Both | 0                | 757              | 500              | 500              | 500              |
| Insurance - Property & Liability                            | SSF (3049) / Other / Both | 32,000           | 18,517           | 20,000           | 20,000           | 20,000           |
| Lease - Office Space/Rental                                 | SSF (3049) / Other / Both | 0                | 17,933           | 13,000           | 13,000           | 13,000           |
| Memberships/Prof Fees/Licenses                              | SSF (3049) / Other / Both | 15,000           | 67,386           | 5,000            | 5,000            | 50,000           |
| Misc. Other   | SSF (3049) / Other / Both |                  | 1,168            |                  |                  | 0                |
| Tools/Furnishing & Equipment                                | SSF (3049) / Other / Both |                  | 70               |                  |                  | 0                |
| Reference Materials   | SSF (3049) / Other / Both | 0                | 1,407            | 600              | 600              | 1,500            |
| Parking   | SSF (3049) / Other / Both | 20,402           |                  | 7,000            | 7,000            | 7,000            |
| Work Orders   | SSF (3049) / Other / Both | 0                | 4,313            | 2,000            | 2,000            | 3,000            |
| Student Leadership Stipend (no longer paid)                 | SSF (3049) / Other / Both |                  |                  |                  |                  |                  |
| Admin Charge (6% of total expenses)                         | SSF (3049) / Other / Both | 73,201           | 167,599          | 157,000          | 157,000          | 170,000          |
|   | SSF (3049) / Other / Both |                  |                  |                  |                  |                  |
|   | SSF (3049) / Other / Both |                  |                  |                  |                  |                  |
| <b>Total Other Expenses</b>                                 |                           | <b>724,764</b>   | <b>1,229,773</b> | <b>739,900</b>   | <b>739,900</b>   | <b>1,146,200</b> |
| <b>Total Expenses</b>                                       |                           | <b>3,533,175</b> | <b>3,670,756</b> | <b>3,335,118</b> | <b>3,335,118</b> | <b>3,757,114</b> |

Balance (Income less Expenses) 183,591 (365,609) 84 17,439 (6,658)

To the best of my knowledge this report is accurate and reflects the unit's priorities. The figures provided have been checked and verified.  
(print names & UH affiliation next to all signatures.)

Signature of Department Head:


Vanessa K. Tilney, MD 10/19/15

Title:

Vanessa Tilney, MD / Executive Director / Chief Physician

Date:

Other AVP required signatures/dates



Floyd Robinson - Assistant VP, Student Affairs Health and Wellness

Form completed by:

Samantha R. Paul 10/19/15

Samantha R. Paul / Financial Coordinator 2

Certifying Signature & Date:

KB 10/15/15

Kimberly Barrow / Department Business Administrator