

STUDENT FEES ADVISORY COMMITTEE (SFAC)

FY 2019 Budget Request Guidelines (base, one-time, base augmentation) & New FY2018 One-Time Requests

FY 2019 Student Service Fee Request Guidelines

Please consider the following guidelines while preparing your unit's FY2019 base budget request for submission to the Student Fees Advisory Committee (SFAC).

1. Student Service Fee revenue available for base allocation to your units for FY2019 will be limited, therefore, please **do not** submit requests which include funds in excess of your unit's approved FY2018 base budget allocation. Base augmentation requests should be submitted under separate cover per provisions listed under the FY2019 Augmentation Requests section.
2. SFAC requests that you report the total balances for revenues and expenses from all funding sources.
3. Please be sure to list base budget, budget augmentation, and one-time requests separately.
4. Please budget FY2019 fringes for full-time benefits-eligible employees at 35% of the annual salary or at a percentage approved by Business Services based on actual FY17 fringes. Budget FY2019 fringes for student workers at 1%. We expect utility rates to remain relatively constant. The University has a fixed rate contract in place for electricity, but the gas rate may fluctuate mildly during FY2019. Since the exact impact is unknown, please calculate the rates for FY2019 based on your actual FY2017 expenses.
5. The amount of the Finance and Administration Division auxiliary administrative charge assessed in FY2019 is anticipated to be 6.0% of actual expenditures. Please use 6.0% for your FY2019 calculations as well.
6. Longevity is anticipated to remain constant (\$20 per month per each two years of longevity). Business Services will assist in calculating your longevity. Fringes for longevity should be calculated at the same rate as full-time employees.
7. Minimum wage should be calculated at \$7.25 per hour.

FY2018 New One-Time Requests

New FY2018 one-time requests should include a rationale or justification and a detailed line-item budget (including 6% administrative charge). New one-time requests should be submitted **separately** from your unit's FY2019 Student Service Fee request.

Please enter the amount in Column F, Row 14 of the spreadsheet.

FY2019 Base Augmentation Requests

If you believe that an augmentation to your requested FY2019 base budget is a critical requirement, please submit a separate request itemizing and justifying the requested augmentation.

Please enter the amount in Column G, Row 12 of the spreadsheet.

FY2019 One-Time Requests

FY2019 one-time requests should include a rationale or justification and a detailed line-item budget (including 6% administrative charge). One-time requests should be submitted **separately** from your unit's FY2019 Student Service Fee Base Augmentation requests.

Please enter the amount in Column G, Row 13 of the spreadsheet.

Requests from Academic/College Based Units

In general, academic/college based units are not eligible for Student Service Fee funding. Historically, requests originating in academic/college-based units have been required to receive clearance from the Vice Chancellor/Vice President for Student Affairs and Enrollment Services prior to SFAC consideration. Pursuant to these instructions, requests originating in academic/college-based units must be submitted to the Vice Chancellor/Vice President for Student Affairs and Enrollment Services in care of the Dean of Students at wmunson@uh.edu by 5:00 p.m., Thursday, October 12, 2017. The Vice Chancellor/Vice President for Student Affairs and Enrollment Services will review academic/college-based requests in relation to the statutory definition of “student service.”

SFAC Request Submission Packet

To receive SFAC consideration, the completed FY2019 SFAC Request Submission Packet should include the following:

- FY2019 – SFAC Program Questionnaire responses
- The completed FY2019 Budget Request Form
- FY2018 – Student Service Fees – New One Time Request(s) and justification (if applicable)
- FY2019 – Student Service Fees – Base Augmentation Request(s) and justification (if applicable)
- FY2019 – Student Service Fees – One-Time Request(s) and justification (if applicable)

The completed Submission Packet is due to the Chair, Student Fees Advisory Committee, c/o Dean of Students Office, at wmunson@uh.edu, by 1:00 p.m., Thursday, October 19, 2017. Only requests submitted by the deadline will be guaranteed full consideration. Electronic documents should be submitted in PDF format. Please be sure to include your name, title, and phone number on the completed SFAC Budget Request Form. SFAC submissions may not exceed 25 pages in length. Additional information may be distributed to members of the committee under separate cover in care of the Dean of Students Office, or you may distribute the information to the members at the time of your unit’s scheduled presentation.

SFAC Spreadsheet/Budget Request Training

Because the SFAC Spreadsheet/Budget Request Form has been revised to facilitate easier reporting and consistency, it is highly recommended that a representative from each requesting unit attend the spreadsheet training session scheduled for 2:30 p.m., Friday, October 6, 2017 in the Senate Chamber of the Student Center North Building. Space is limited, so please limit participation to one representative from each requesting unit.