

STUDENT FEES ADVISORY COMMITTEE (SFAC)

FY 2010 PROGRAM QUESTIONNAIRE

**Office of the Vice President for Student Affairs (VPSA)
CENTRAL BUSINESS OFFICE**

1. Executive Summary

The Division of Student Affairs employs 340 full-time staff and 800-1000 student workers annually. It is supported by an operating budget in excess of \$38.5 million and has a significant revenue generation as well as a diversity of services. Because of the size and complexity of the six divisions (and 24 departments and programs) within the Division of Student Affairs, the business functions for the Division are handled by two central business offices (CBO). The two CBOs ensure appropriate financial accountability and adherence to the University's baseline standards as well as providing enhanced services to each department and the Student Affairs units funded by SFAC. The CBO 2 Administrator prepares and monitors the budget reconciliation for all accounts and activities funded by student service fees and advises the Associate Vice President for Student Affairs Administration with regard to budgetary challenges. This oversight and the analyses presented have provided the opportunity for additional service enhancement to student activities. Both Administrators for the two CBOs conduct training for student organizations, including Student Government Association, Activities Funding Board, Council of Ethnic Organizations, Student Program Board, Frontier Fiesta Association and Residence Halls Association. The overall budgets for the two CBOs is approximately \$600,000. SFAC provides funding for one full-time staff position, two half-time student assistants, corresponding benefits, some operating expenditures, and administrative charges within CBO 2.

2. Organization Charts

Chart 1. Division of Student Affairs

Chart 2. Functional Chart, Central Business Offices

Chart 3. Student Affairs Business Offices

3. FY 2008-09 Objectives, all of which were achieved

- Adhere to the baseline standards of the University of Houston.
- Ensure appropriate financial accountability for Division of Student Affairs.
- Identify areas where financial accountability could be strengthened.
- Provide enhanced services to SFAC-funded units.

Starting in FY 2002, SFAC provided base funding for the Central Business Office, noting, "SFAC recognizes the ongoing need for the Central Business Office and its service to the Division of Student Affairs." The \$64,197 provided by SFAC for CBO 2 is 52% of the actual operating expenses for that office, the balance of which is funded by Residential Life and Housing.

4. Evaluation

The number and frequency of documents rejected from university offices of Accounts Payable, General Accounting, and Payroll continues to be very low. Centralization has provided expert oversight in the area of document processing while allowing staff in the SFAC-funded units to concentrate more on providing service to students. The CBO is an important conduit of information between the SFAC-funded units and other university offices. The CBO 2 Administrator prepares and monitors the budget reconciliation for all accounts and activities funded by student service fees and advises the Assistant Vice President for Student Affairs Administration with regard to budgetary challenges. This oversight and the analyses presented have provided the opportunity for additional service enhancement to student activities. The Assistant Vice President for Student Affairs Administration continues to work closely with individual members of the student leadership at the University as well as with a number of student organizations.

5. Budget Changes

None. Level funding requested.

6. 2009-2010 Objectives

- Adhere to baseline standards of the University of Houston.
- Ensure appropriate financial accountability for the Division of Student Affairs.
- Identify areas where financial accountability could be strengthened.
- Provide enhanced services to SFAC-funded units.

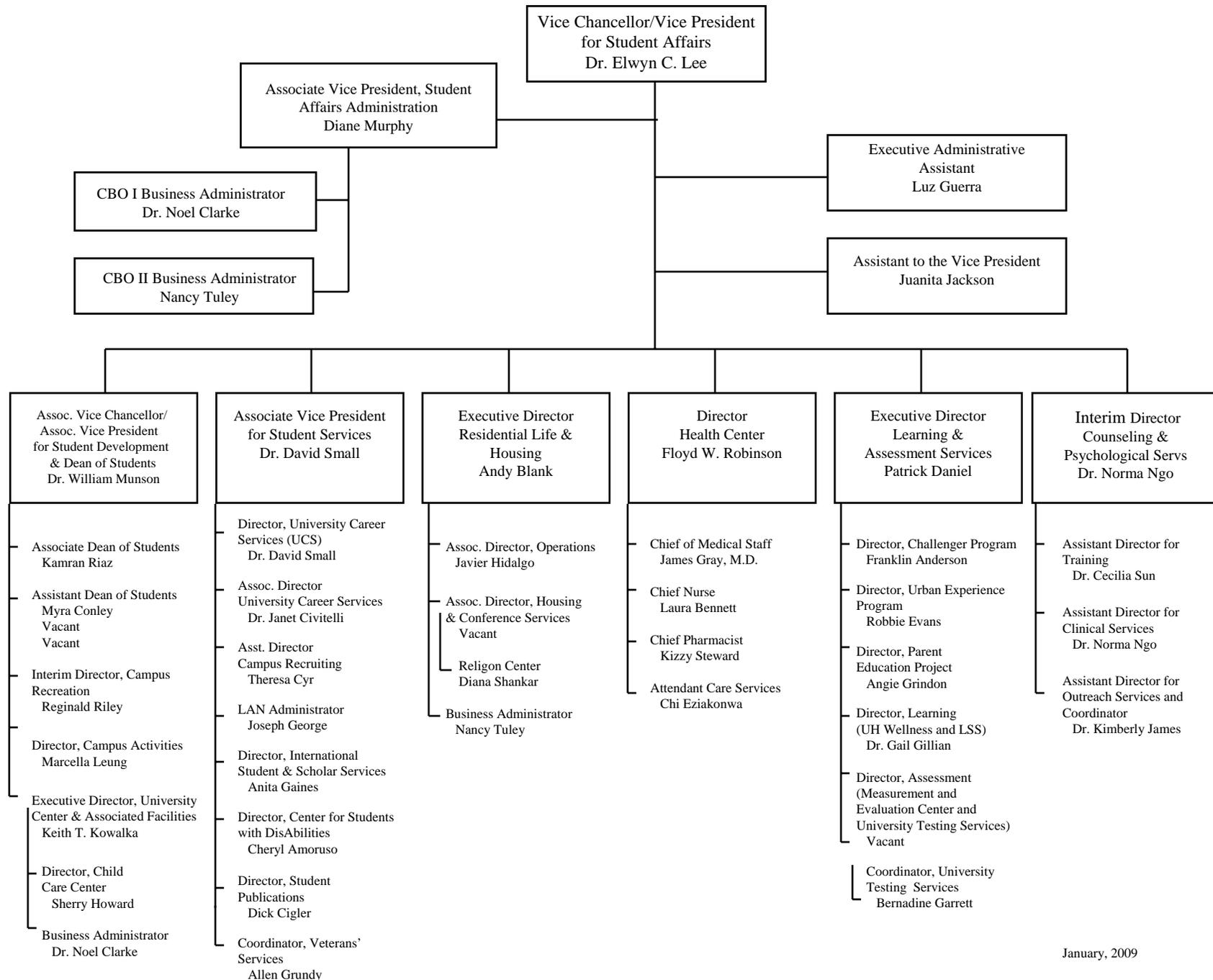
7. Other Sources of Funds

Residential Life and Housing revenues: 48.1% of the cost of Central Business Office 2 for FY08 was funded by revenues generated by Residential Life and Housing. We estimate 47.5% for FY09. If SFAC funding were not available for the CBO, additional funding would have to be reallocated on a “*tax*” basis to the units currently funded by SFAC and other fees within Student Affairs.

8. Overlap

None. The Division of Student Affairs is of sufficient size and complexity that two central business offices are required.

VICE CHANCELLOR & VICE PRESIDENT FOR STUDENT AFFAIRS



Functional Chart Business Offices

[Budget: \$600,000 under RLH, UC, CRWC & VPSA budgets]

[Staff: 13 FTE]

Central Business Office (CBO) 1

1. Financial policy and procedural oversight
2. Departmental document review and processing
 - General Cash Receipts & Deposits
 - Accounts Payable and Purchasing
 - Accounts Receivable
3. Reconciliation of accounts
4. Personnel Action Requests processing
5. Budget preparation and entry
6. Unrelated business income tax analyses
7. Special financial projections and analyses
8. Serves the following units in the DIVISION of Student Affairs:
 - **University Center (UC) and Associated Facilities**
 - University Center
 - UC Satellite
 - Cullen Performance Hall
 - Child Care Center
 - **Dean of Students and Student Development**
 - Campus Activities and Recreation
 - Student Publications
 - Student Legal Services
 - Campus Recreation

Central Business Office (CBO) 2

1. Financial policy and procedural oversight
2. Departmental document review and processing
 - General Cash Receipts & Deposits
 - Accounts Payable and Purchasing
 - Accounts Receivable
3. Reconciliation of accounts
4. Personnel Action Requests processing
5. Budget preparation and entry
6. Unrelated business income tax analyses
7. Special financial projections and analyses
8. Serves the following units in the DIVISION of Student Affairs:
 - **Residential Life and Housing**
 - Housing
 - Operations
 - Residence Life
 - Religion Center
 - **Counseling and Psychological Services**
 - Professional Counselor Forum
 - Adult Career Center
 - Outreach Services
 - **Learning and Assessment**
 - Learning Support Services
 - University Testing Services
 - Measurement and Evaluation Center
 - Challenger Program
 - Parent Education Program
 - Wellness Program
 - Urban Experience Program
 - **Health Center**
 - Pharmacy
 - Attendant Care Services
 - **Student Services**
 - University Career Services
 - Center for Students with DisABILITIES
 - International Student and Scholar Services
 - Veterans' Services
 - **Office of the Vice Chancellor/Vice President for Student Affairs**

Student Affairs Business Offices

