

STUDENT FEES ADVISORY COMMITTEE (SFAC)

FY2017 Budget Request Guidelines (base, one-time, base augmentation) & New FY2016 One-Time Requests

FY 2017 Student Service Fee Request Guidelines

Please consider the following guidelines while preparing your unit's FY2017 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 FY2017 will be limited, therefore, please **do not** submit requests which include funds in excess of your unit's approved FY2016 base budget allocation. Base augmentations requests should be submitted under separate cover per provisions listed under the FY2017 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 FY2016 full-time benefits-eligible employee insurance rates, as follows: \$576.54 for employee only coverage, \$797.66 for employee and children coverage, \$906.78 for employee and spouse coverage, and \$1,127.90 for employee and family coverage. Part-time benefits-eligible employees should be budgeted as follows: \$288.27 for employee only coverage, \$398.83 for employee and children coverage, \$453.39 for employee and spouse coverage, and \$563.95 for employee and family coverage. Contributions for FY2017 are yet to be determined, please use FY2016 contributions for your FY2017 request.
5. We expect utility rates to remain relatively constant. The University has a fixed rate contract in place for electricity, but the gas rate has yet to be established; therefore, there may be minor increases or decreases in the rates for FY2016. Since the exact impact is unknown, please calculate the rates for FY2017 at the same level used in your FY2016 calculations.
6. The amount of the Finance and Administration Division auxiliary administrative charge assessed in FY2016 is anticipated to be 6.0% of actual expenditures. Please use 6.0% for your FY2017 calculations as well.
7. Longevity is anticipated to remain constant (\$20 per month per each two years of longevity).
8. FICA should be calculated at 6.20% of an employee's gross salary per person. An additional contribution of 1.45% for Medicare taxes should be calculated on total gross salaries up to \$200,000. An additional 0.9% can be calculated for Medicare taxes for an employee's gross salary over \$200,000.
9. Unemployment should be calculated at 0.55% of an employee's gross salary, including wages.
10. Teacher retirement should be calculated at 6.8% of each employee's salary and optional retirement (ORP) should be calculated at 8.5% of each employee's salary for those who were enrolled in ORP prior to September 1, 1996. Post 1996 ORP should be calculated at 6.6% for those employees enrolled after September 1, 1996.
11. Minimum wage should be calculated at \$7.25 per hour.
12. Worker's compensation insurance should be budgeted at 0.45% of an employee's annual salary.
13. Effective 9/1/14 vacation pool should be budgeted at .5% of a benefits eligible employee's annual salary for all positions funded from local funds.

FY2016 New One-Time Requests

New FY2016 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 FY 2017 Student Service Fee request.

Please enter the amount in Column H, Row 10 of the spreadsheet.

FY2017 Base Augmentation Requests

If you believe that an augmentation to your requested FY2017 base budget is a critical requirement, please submit a separate request itemizing and justifying the requested augmentation.

Please enter the amount in Column I, Row 8 of the spreadsheet.

FY2017 One-Time Requests

FY2017 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 FY 2017 Student Service Fee Base Augmentation requests.

Please enter the amount in Column I, Row 9 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., Monday, October 12, 2015. 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 FY2017 SFAC Request Submission Packet should include the following:

- FY 2017 – SFAC Program Questionnaire responses
- The completed FY 2017 Budget Request Form
- FY 2016 – Student Service Fees – New One Time Requests and justification (if applicable)
- FY 2017 – Student Service Fees – Base Augmentation Requests and justification (if applicable)
- FY 2017 – Student Service Fees – One-Time Requests 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., Monday, October 19, 2015. 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 2pm, Wednesday, September 30, 2015 in the Senate Chamber of the Student Center North Building. Space is limited, so please limit participation to one representative from each requesting unit.