

UNIVERSITY of HOUSTON

UNIVERSITY CAREER SERVICES

SFAC One time allocation request, FY2017
Monica Thompson, Executive Director



CAREER FAIRS



NETWORKING EVENTS



INFO SESSIONS



STEM CAREER WEEK



TEXAS JOB FAIR



ETIQUETTE DINNER



RESUME REVIEWS



WORKSHOPS



MOCK INTERVIEWS



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University Career Services aims to support all UH students by providing professional development opportunities and career programs to help students secure favorable internships and full time employment. University Career Services collaborates with other UH departments and academic to host such programs.

2017 One-Time Request -Career Programs and Career fairs to support students finding favorable internships and employment.

DSAES Strategic Initiatives:

1. Improve targeted programs and events to engage students and employers (#1):
 - a. Examples: Industry specific career fairs for CoE, CoT, and Architecture. Examples include: Digital Media Showcase, COAD Career Interview day, Professional Development Week, and Graduate School Prep week, Community Service and Etiquette Dinners
2. Build a stronger UCS presence on campus through increased collaboration and strong partnerships among UH departments (#5):
 - a. Faculty Open house, Academic and Career Services offices (#5)

To help meet the professional and career development needs of UH students, University Career Services is requesting one time funding of \$10,000 for FY17 to host targeted spring 2017 events for the following colleges:

FY17 One-time allocation-\$10,000

Career Program and Professional Development	Estimated cost
College of Education's Health and Community Services Career Fair. UCS collaborated with the College of Education and School of Nursing, Health Student Association, Human Development Family Student Association to expand the previous Health Internship Fair to include full time, research assistant and volunteer opportunities. Cost include employer box lunch, marketing, yard signs, printing of list of registered employers, day of event posters, and parking validations for employers. Typically, this event is held in the Farish Hall, and the room is free. To encourage employers to come to campus, employers have not been charged to attend the career fair. However, this is something we are looking into as well as having an employer sponsor the event.	\$1500
College of Architecture and Design (COAD) UCS is planning career development and recruiting opportunities and will collaborate with COAD alumni to help students find jobs at the career interview day. UCs is also planning a etiquette luncheon. Cost include etiquette lunch, marketing, yard signs, printing of list of registered employers, day of event posters, and parking validations for employers. Typically, this event is held in the COAD building, and the room is free.	\$2500
STEM Career Week and Career Fair (industry specific career fair) UCS host an entire week of events including a STEM Career Fair, and invite the College of Engineering, Natural Science and Mathematics, and College of Technology staff and career service professional to participate in organizing industry panels related to the respective careers. Employers pay a nominal registration fee to attend the event. However, zero to very little profit is made on the fair. This year we are planning to have the career fair at the Houston Ballroom at the Student Center. To reserve the Houston Ballroom for a career fair is approximately \$3000.	\$3000
Marketing channels for Spring 2017 events UCS utilizes several marketing channels to build awareness about event. One example is using the bus panel advertisement for a two month duration. Last year, we selected a high and visible traffic	\$1000

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location to promote all of our spring professional development opportunities and career event. The location of the bus panel was outside of the student center.	
Non-Profit and Governmental Career Fair (Industry specific career fair) The Non-Profit and Governmental Career Fair is hosted by UCS. We coordinate our employer outreach efforts to invite employers that work with Graduate College of Social Work Career Services, and College of Education Internship Programs to invite employers to attend the career fair. Non-profit and governmental organizations have limited budgets and cannot afford to attend fairs that cost more than \$200. Most corporate career fairs are college specific and the career registration is over \$500. Non-Profit and Governmental intern and career opportunities are not limited to one college/major yet spans across a multiple disciplines. Before Spring 2015, there was not an opportunity for employers to meet students from a variety of majors interested in the nonprofit sector. The approximate cost of the room to host this event is \$2000.	\$2000
Total of estimated cost	\$ 10,000.00

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2018 One-Time Request -Career Programs and Career fairs to support students finding favorable internships and employment, and extend Symplicity contract in lieu of renewing for 3 years. Cost to renew for 2 years would be approximately \$25,000.

DSAES Strategic Initiatives:

1. Improve targeted programs and events to engage students and employers (#1):
 - a. Examples: Industry specific career fairs for CoE, CoT, and Architecture. Examples include: Digital Media Showcase, COAD Career Interview day, Professional Development Week, and Graduate School Prep week, Community Service and Etiquette Dinners
2. Leverage technology to expand UCS accessibility and better meet the needs of the students and employers (#2)
 - a. Examples: Cougar Pathway, SmartResume-VMOCK (#2)
3. To strengthen partnerships with employers, UH alumni and Houston community through active engagement(#3)
 - a. Examples: Community Service and Etiquette Dinners
4. Build a stronger UCS presence on campus through increased collaboration and strong partnerships among UH departments (#5):
 - a. Faculty Open house, Academic and Career Services offices (#5)

FY18 One-time allocation- \$25,000

UHSL Career Programs and Professional Development	Estimated cost
Planning to host career fair events and collaborate with College of Technology, Graduate College of Social Work, CLASS, and School of Nursing. Events include employer brown bag lunch, reverse career fair/Digital Media showcase, and professional development mock interview and etiquette lunch or dinner at the Sugar Land campus.	\$6500
Energy Career Fair (industry specific career fair) In collaborating with UH Energy, UCS will host an Energy Career Fair. The event will target opportunities for UH Energy which is comprise of 25+ students organizations whose members are interested in working in the Energy Career field. This event consist of an employer appreciation luncheon and the cost of the career fair. UCS and UH Energy split the cost of the event which includes marketing, venue location, promotional items, etc.	\$3500
Extension of Symplicity Contract (Cougar Pathway) Cougar Pathway allows students to apply for jobs, schedule appointments to meet with their career counselor, register for workshops and career events and career fairs. Likewise, the career management system allows employers to post their jobs, review resume books, and register for career fairs. The career management system has been a great resource for UCS to retrieve data to help inform our future programs. This includes student appointment information, active students, surveys, and data analytics on messages sent through Cougar Pathway. Please see utilization data report in SFAC follow email on November 10, 2016. Employers on and off campus post their part time, on camps and off campus jobs, internships, full time, and experienced hire job opportunities. University Career Services partners with Human Resources and the Office of Student Scholarship and Financial Aid to place college work study students in jobs on campus and at nonprofit organizations. Cougar Pathway is the only tool used by UH departments to place students eligible for college work study. Please see utilization data for college work student jobs.	\$12,500
Total of estimated cost	\$22,500

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**STUDENT SERVICE FEE REQUEST FOR 2017-2018
FISCAL YEAR 2018**

Name of Unit: H0215 University Career Services

		FY 2016 SFAC Approved Budget 2015- 2016	FY 2016 Actuals 2015-2016	FY 2017 SFAC Approved Budget 2016- 2017	FY 2017 Projected Actuals for 2016-2017	FY 2018 Budget Request for 2017-2018
Funding Sources (All)	Cost Center -note where SFAC funds to be transferred					
Student Service Fees-Base Request (include any merit or mandated increases)	3049-H0215-10427-NA	930,315	930,315	970,519	970,519	987,299
SFAC Merit Increase			14,404		16,780	
Student Service Fees Base Augmentation Request						
Student Service Fees One-Time Request-FY 2018						25,000
Student Service Fees One-Time New Request-FY2017					10,000	
Student Service Fees One-Time Allocation-FY2016		84,988	84,988			
Student Service Fees One-Time Allocation-FY2017				25,000		
Student Service Fees One Time Fund Equity Rollover FY2017						
Dedicated Fees-Base Budget						
Carryforward from Prior Year					13,108	
Reduction for Moving Business Services Staff to H0021					(72,689)	
Sales & Services Income						
Programs/Events Income						
Facility Rental Income						
Gifts/Donations		30,000	8,500	5,000	8,500	9,000
Designated (Fund 2)						
State Funding (Fund 1)						
Grants (Fund 5)		60,000	58,202	60,000	60,000	60,000
Other Income (itemize below)						
Career Develop/Voc Assess /Career Fairs		44,000	97,415	70,000	100,000	100,000
Alumni Services/Alumni Career Fairs		52,000	12,280	50,000	15,000	15,000
Sub-total of Income		1,201,303	1,206,104	1,180,519	1,121,218	1,196,299
Deductions from Income						
Student Fee Waivers		0	0	0	0	0
Bad Debt		0	0	0	0	0
Funds moved to reserve cost center		0	0	0	0	0
Sub-total of deductions from Income		0	0	0	0	0
TOTAL INCOME		1,201,303	1,206,104	1,180,519	1,121,218	1,196,299

FY16 Fund 3049 Equity Returned to Reserve

1,916.80

Initials Dept Head _____
Initials Certifying KB _____
Initials Completed by KB _____

Expenses	Cost Center -note where SFAC funds to be transferred	SFAC Approved Budget 2015-2016	Actuals 2015-2016	SFAC Approved Budget 2016-2017	Projected Actuals for 2016-2017	Budget Request for 2017-2018
Salaries and Wages	Select one					
Exempt Category Employee Salaries	SSF (3049) / Other / Both	694,000	634,956	714,900	703,000	773,000
Non-Exempt Employee Salaries	SSF (3049) / Other / Both	44,715		28,000		
Lump Sum Wages (Itemize below)	SSF (3049) / Other / Both					
Student Workers (NCWS)	SSF (3049) / Other / Both	30,000	41,586	20,000	20,000	20,000
Student Workers (Graduate Students)	SSF (3049) / Other / Both					
Student Leader Stipends	SSF (3049) / Other / Both					
Other Temporary Workers	SSF (3049) / Other / Both					
Mandated/Merit Increments	SSF (3049) / Other / Both					
Equity Adjustments (Salary Equity)	SSF (3049) / Other / Both					
Overtime	SSF (3049) / Other / Both		0			
Total Salaries and Wages		768,715	676,542	762,900	723,000	793,000

Fringe Benefits	Select one					
FICA	SSF (3049) / Other / Both	45,000	47,051	59,800	47,900	49,166
Insurance	SSF (3049) / Other / Both	60,000	89,782	108,000	123,500	123,561
Retirement	SSF (3049) / Other / Both	47,000	50,247	50,500	47,800	52,564
UCI/WCI/Benefit Pool	SSF (3049) / Other / Both	10,200	10,050	11,534	10,800	11,895
Longevity	SSF (3049) / Other / Both	10,000	10,800	6,700	9,000	9,000
Reduction for Moving Business Services Staff to H002I					(17,779)	
Total Fringe Benefits		172,200	207,930	236,534	221,221	246,186

Other Expenses	Select one					
Information Technology Charge (formerly telecommunications)	SSF (3049) / Other / Both	12,000	15,612	12,000	15,000	15,000
Furniture	SSF (3049) / Other / Both	0	0	0	0	0
Lab						
Analysis	SSF (3049) / Other / Both	0	0	0	0	0
Postage	SSF (3049) / Other / Both	300	12	300	20	10
Printing	SSF (3049) / Other / Both	1,000	2,244	5,000	2,100	2,000
Supplies	SSF (3049) / Other / Both	20,000	43,497	13,000	23,000	13,000
Equipment (includes Maintenance/Rental)	SSF (3049) / Other / Both	4,200	10,533	4,400	2,100	2,100
Equipment Purchases	SSF (3049) / Other / Both	0	0	0	0	0
Advertising	SSF (3049) / Other / Both	7,000	6,192	0	2,000	3,500
Travel-Airfare/Other	SSF (3049) / Other / Both	10,000	11,852	10,000	6,000	6,000
Temp Personnel	SSF (3049) / Other / Both		45,827	0	0	0
Symplicity Program	SSF (3049) / Other / Both	15,000	7,275	15,000	15,000	15,000
Credit Card Usage Fee	SSF (3049) / Other / Both	1,700	1,926	2,500	2,000	2,000
Level I Plant Operations	SSF (3049) / Other / Both	9,066	0	9,000	0	0
Student Affairs Admin Charge	SSF (3049) / Other / Both	0	0	0	0	0
Computer Equipment/Software License	SSF (3049) / Other / Both	0	12,500	0	12,500	12,500
UH Food Service/Aramark	SSF (3049) / Other / Both	5,000	19,476	600	8,000	8,000
UH Promotional/Special Events	SSF (3049) / Other / Both	7,000	41,914	50,000	10,000	10,000
Rental Space/UC/Campus Rec	SSF (3049) / Other / Both	10,000	11,037	4,285	4,000	4,000
Books, Reference Material/Vocational Assess	SSF (3049) / Other / Both	5,000	7,889	15,000	7,000	7,000
Business Meals/Meetings	SSF (3049) / Other / Both	4,000	5,351	4,000	2,000	4,000
Registration Fees	SSF (3049) / Other / Both	10,000	7,852	6,000	4,000	4,000
Licensed Prof Fees/Membership/Subscrip	SSF (3049) / Other / Both	5,000	4,050	3,000	2,000	2,000
LPC Counselor Prof Develop/UCS Shirts	SSF (3049) / Other / Both	1,000	0	1,000	0	0
Moving Expenses/New Employees	SSF (3049) / Other / Both	0	0	0	0	0
Misc/Work Orders	SSF (3049) / Other / Both	1,000	8,686	1,000	1,000	500
Student Leadership Stipend (no longer payroll as of 8/31/2015)	SSF (3049) / Other / Both	0	0	0	0	0
Admin Charge (6% of total expenses)	SSF (3049) / Other / Both	55,000	57,563	50,000	59,000	59,000
Late Payment Interest	SSF (3049) / Other / Both		8		0	0
Total Other Expenses		183,266	321,296	206,085	176,720	169,610
Total Expenses		1,124,181	1,205,768	1,205,519	1,120,941	1,208,796
Balance (Income less Expenses)		77,122	336	(25,000)	277	(12,497)

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: Monica Thompson
Title: Executive Director, University Career Services
Date: _____

Other AVP required signatures/dates: Dan Maxwell

Form completed by: Kim Barrow

Certifying Signature & Date: *Kim Barrow* 10/19/16

Last update 9/28/2016