

**STUDENT FEES ADVISORY COMMITTEE (SFAC)**  
**FY2026 PROGRAM QUESTIONNAIRE**

INSTRUCTIONS: *Please respond to all questions. An electronic copy of your responses in PDF format should be sent to the SFAC Committee via the Dean of Students Office, at [dlyoung4@central.uh.edu](mailto:dlyoung4@central.uh.edu) by 1:00 p.m., Friday, October 18, 2024. It should be noted that only electronic submissions will be considered. Only those requests submitted by 1:00 p.m., October 18, 2024 will be guaranteed full consideration.*

1. Please provide a one-page executive summary of your questionnaire responses. This summary should include, in brief terms: your unit's mission, goals that support your mission, and a justification of your unit's student fee allocation in terms of benefits for students.

**MISSION**

DSA Business Services provides administrative, financial, auditing, human resource, and payroll support for the Division of Student Affairs.

**VISION**

DSA Business Services is committed to providing tier-one quality to our partners through dedicated teamwork, collaboration, and ongoing stewardship.

**CORE VALUES**

The Student Affairs Business Services team is committed to an ethic of care, including a commitment to civility, individual growth, and learning while holding firm to our core values which guide our daily decision-making practices.

- **Accountability** —We take responsibility for our decisions and actions with honesty and transparency.
- **Integrity**—We adhere to high ethical principles.
- **Customer Service**— We strive to understand our partners' needs and consistently deliver on our promises. We self-evaluate as well as survey our partners to continually improve our services.
- **Respect**— We endeavor to treat all with dignity and courtesy.
- **Excellence**—We commit to providing quality and efficiency in our services, reporting and support in accordance with state and institutional policies and procedures.
- **Collaboration**—We build strong, robust relationships with honesty and transparency.
- **Innovation**—We embrace and invest in technology, professional development and opportunities promoting a culture of continuous improvement.

Business Services processes all financial and human resource/payroll transactions for each department/program within the Division of Student Affairs. Some of our Business Services teams are housed within the specific program areas to actively support their assigned departments. These Business Services teams also serve on various program-specific committees and volunteer for events when possible. Centralization of some shared services allows the individual teams to focus on day-to-day operations, thus improving efficiency and overall service. These shared services include contract processing, financial reporting, and cost center reconciliations. Use of these shared service teams positively affects efficiency, compliance, and transparency. Each area has subject matter experts to address the needs of the division, as well as providing for segregation of duties and reconciliation which provides for auditable transparency.

2. **Please discuss the means that you are utilizing to evaluate both your success in achieving the DSA strategic initiatives and/or action steps and their importance as compared to others that you might pursue. Where data exists, discuss any assessment measures and/or learning outcomes used to evaluate program success. Please provide the method for collecting this data.**

Support Stats

- 23 DSA Departments and 1 System Area
- 6 University Sponsored Organizations
- 7 Colleges (portfolios) within the division
- 1,779 DSA employees (337 FT employees and 1,442 PT employees)

By The Numbers – Transactional

- 315 cost centers (budgets)
- 93 University Purchase Cards accounting for 5,154 transactions
- 40 University Travel Cards accounting for 3,628 transactions
- 444 contracts processed in FY2024
- 20,913 financial transactions processed in FY2024
- 3,822 human resource transactions processed in FY2024
- 18,656 payroll transactions processed in FY2024

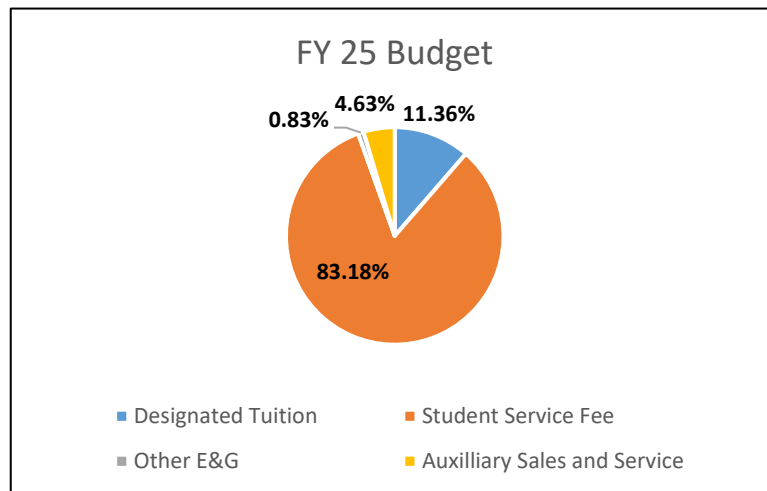
3. **Please discuss any budget or organizational changes experienced since your last (FY2025) SFAC request, their impact on your programs, and your reason for implementing them. SFAC recognizes that some programs did not receive the funds that they requested, that some programs were impacted by additional expenses after the conclusion of the budget cycle, and that some programs may be ahead of or behind their self-generated income projections.**

DSA Business Services did not have any funding changes since the last SFAC request.

4. **Recognizing that the potential to generate additional Student Service Fee income for FY2025 base funding is extremely limited and recognizing that it is likely that some units will not be allocated the new base budget and/or one-time funds requested. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY2025 base Student Service Fee budget request and provide a line-item explanation of where budgetary cuts would be made.**

DSA Business Services is a support unit for the Division of Student Affairs. It provides the division with its administrative, financial, auditing, human resource, and payroll needs. Should DSA Business Services be required to reduce its FY25 base budget by 5%, this would equate to a total reduction of \$44,875. The majority of the DSA Business Services budget is salary and wage. This reduction would be achieved from reducing the FTE by 1 along with its associated fringe and admin charges. However, this reduction would negatively affect our ability to keep the Division of Student Affairs in compliance with Federal, State, and University rules, regulations, and policies.

5. What are the other possible sources of funding available to your unit and what efforts are being made to access them (e.g. grants, donations, etc.)? If you receive funds from other sources, please briefly describe the source, purpose, and duration of the funding and report the amounts received in the appropriate rows/columns on the SFAC Spreadsheet.



6. Please use the following file naming conventions when submitting your pdf files to the Dean of Students:

FY26Q_DepartmentName	Questionnaire
FY26AOT25a_DepartmentName	Add'l One time request - change "a" to "b", "c", etc for additional one-time requests
FY26WS_DepartmentName	Excel worksheet
FY26BA_DepartmentName	Base Augmentation request
FY26OTa_DepartmentName	One time request - change "a" to "b", "c", etc for multiple one-time requests
FY25PRES_DepartmentName	Presentation

**NOTE:** The totality of your responses to these questions should give the members of the Committee a comprehensive understanding of the role and function of your unit(s). To the extent that your responses do not accomplish this, please revise them accordingly.

**Questionnaire completed by (please include name, title, email, and phone number):**