

## MEMORANDUM

Date: December 5, 2008

To: Student Service Fee Funded Units

From: Chair, Student Fees Advisory Committee

Re: **FY2010 Budget Request Guidelines & FY2009 One-Time Allocation Requests.**

### FY2010 Student Service Fee Request Guidelines

Please consider the following guidelines while preparing your unit's FY2010 base budget request for submission to the Student Fees Advisory Committee (SFAC).

1. Student Service Fee revenue available for allocation to your units for FY2010 is expected to be limited, therefore, please **do not** submit requests which include funds in excess of your unit's approved FY2009 base budget allocation. Base augmentations **may** be submitted under separate cover per provisions listed under the FY2010 Augmentation Requests section.
2. SFAC requests that you report the total balance from all FY2008 Ledger 3 sources which was forwarded to fund equity in FY2009 (see Student Service Fee Request Form, page #1).
3. Please be sure to list base budget, budget augmentation, and one-time allocations **separately** as noted on page #1 of the Student Service Fee Request Form.
4. The university's monthly contribution to cover FY2010 benefits eligible employee insurance costs are expected to increase slightly, but the exact amount is not known at this time. You should budget at this year's rates, as follows: \$382.17 for employee only coverage, \$528.40 for employee and children coverage, \$600.56 for employee and spouse coverage, and \$746.79 for employee and family coverage. Part-time benefits-eligible employees should be budgeted as follows: \$191.10 for employee only coverage, \$264.22 for employee and children coverage, \$300.30 for employee and spouse coverage, and \$373.41 for employee and family coverage. If the amount of the increase is known prior to your submission of your request we will communicate that information to you.
5. We expect utility rates to remain relatively constant. The university contract will be renewed this coming January, 2009 and we expect to lock in rates for the next two years. For FY2010, you should calculate the charges at the same level as for FY2009.
6. The amount of the Finance and Administration Division auxiliary administrative charge assessed in FY2010 is anticipated to be at least 3.8% of actual expenditures.
7. The amount of the Student Affairs Division auxiliary administrative charge assessed in FY2010 is anticipated to be 1.5% of actual expenditures.
8. Longevity is anticipated to remain the same as FY2009 (\$20 per month per each two years of longevity).
9. FICA should be calculated at 7.65% of an employee's gross salary up to \$106,800 per person. An additional contribution of 1.45% should be calculated on gross salaries in excess of \$106,800.
10. Unemployment should be calculated at 1% of an employee's gross salary, including wages.
11. Teacher retirement should be calculated at 6% 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, 1995. ORP should be calculated at 6% for those employees enrolled after August 31, 1995.

12. Minimum wage should be calculated at \$6.55 per hour, with an increase to \$7.25 on July 24, 2009.
13. Worker's compensation insurance should be budgeted at 0.6% of an employee's annual salary.

#### FY2009 One-Time Allocation Requests

Early Student Service Fee revenue projections indicate that **FY2009 funds for one-time allocation will be severely limited.** Because the amount of these funds will be severely limited, the Student Fees Advisory Committee will only consider "critical priority" requests. Requests for one-time allocations should include a rationale or justification for the allocation and a detailed line-item budget (including administrative charge). One-time allocation requests should be submitted **separately** from your unit's FY2010 Student Service Fee Request, **however**, the total amount requested should be listed under "**SSF Request for 2008-2009**" on the Student Service Fee Request Form.

#### FY2010 Augmentation Requests

If you believe that an augmentation to your requested FY2010 base budget is a critical requirement, please enter the amount requested in the appropriate blank on page #1 of the SFAC Request Form **and** submit a **separate** request itemizing and justifying the requested augmentation. Augmentations for FY2010 may be **one-time and/or base** requests (see page #1 of the SFAC Budget Request Form). Please **indicate** on your separate request whether you are requesting a **"one-time" or a "base" augmentation** for FY2010.

#### Requests From Academic/College Based Units

In general, academic/college based units are not eligible for Student Service Fee funding. In accordance with instructions from Dr. Arthur Smith, Chancellor/President established during the FY99 Student Service Fee request process, requests originating in academic/college-based units must receive clearance from the Vice Chancellor/Vice President for Student Affairs prior to SFAC consideration. Pursuant to these instructions, requests originating in academic/college-based units must be submitted to the Office of the Vice Chancellor/Vice President for Student Affairs by 5:00 p.m., Thursday, January 22, 2009. The Vice Chancellor/Vice President for Student Affairs will review academic/college based requests in relation to the statutory definition of "student service."

#### SFAC Request Submission

To receive SFAC consideration, please submit **15, three-hole punched copies** of your completed FY2010 SFAC Student Service Fee Request Form, **separate** FY2010 augmentation request(s), and **separate** FY2009 one-time allocation request to Chair, Student Fees Advisory Committee, % Dean of Students Office, Room 252 UC, by **1:00 p.m., Thursday, January 29, 2009**. Please be sure to include your signature, title, and phone number on the completed SFAC Budget Request Form. **In addition to the hard copy requests, applicants should also submit, by 1:00 p.m., January 29, 2009, electronic copies of the requests in PDF format to SFAC Chair, in care of the Dean of Students Office at [wmunson@uh.edu](mailto:wmunson@uh.edu). SFAC submissions may not exceed 30 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.**