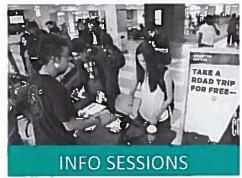
# UNIVERSITY of HOUSTON

## **UNIVERSITY CAREER SERVICES**

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







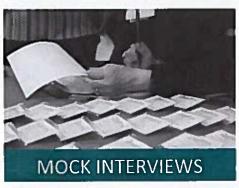






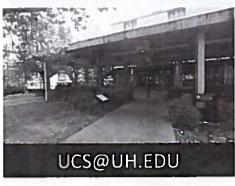












University Career Services aims to support all UH students by providing professional development opportunities and career programs to help students secure favorable internships and full time employment. University Career Services collaborates with other UH departments and academic to host such programs.

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

Monica D. Thompson
Executive Director
University Career Services

ocation to promote all of our spring professional development opportunities and career event. The	100
ocation of the bus panel was outside of the student center.	
Non-Profit and Governmental Career Fair (industry specific career fair)	\$2000
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	
imited 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.	
Total of estimated cost	\$ 10,000.00

# UNIVERSITY of HOUSTON

# UNIVERSITY CAREER SERVICES

SFAC One time allocation request, FY2018 Monica Thompson, Executive Director







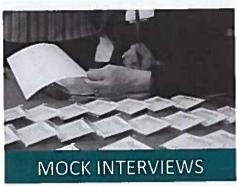






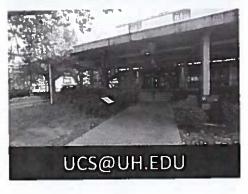












2018 One-Time Request -Career Programs and Career fairs to support students finding favorable internships and employment, and extend Symplicity contract in lieu of renewing for 3 years. Cost to renew for 2 years would be approximately \$25,000.

### **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 cos
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.	\$12,500
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.	==
Total of estimated cost	\$22,500

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

Name of Unit: H0215 University Career Services

Name of Unit: H0215 University Career Services		FY 2016	FY 2016	FY 2017	FY 2017	FY 2018
		SFAC		SFAC		
	Cost Center -note where	Approved		Approved	Projected	
	SFAC funds to be	Budget 2015-	Actuals	Budget 2016-	Actuals for	<b>Budget Reques</b>
Funding Sources (All)	transferred	2016	2015-2016	2017	2016-2017	for 2017-2018
Student Service Fees-Base Request (include any						
merit or mandated increases)	3049-H0215-I0427-NA	930,315	930,315	970,519	970,519	987,299
SFAC Merit Increase		723,072	7 - 0 - 7 - 7			
SPAC Ment 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				25000		
Student Service Fees One Time Fund Equity Rollover				i	İ	
FY2017		1				
Dedicated Fees-Base Budget						
Carryforward from Prior Year					13,108	
Reduction for Moving Business Services Staff to						T
H0021					(72,689)	)
Sales & Services Income					, , , ,	
Programs/Events Income						
Facility Rental Income	<del></del>					
Gifts/Denations	<del></del>	30,000	8,500	5,000	8,500	9,000
Designated (Fund 2)		30,000	0,000	3,000	0,500	7,000
						_
State Funding (Fund 1)		60,000	58,202	60,000	60,000	60,000
Grants (Fund 5)		60,000	36,202	00,000	00,000	00,000
Other Income (itemize below)						-
		44.000	07.415	70.000	100,000	100.000
Career Develop/Voc Assess /Career Fairs		44,000	97,415	70,000	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						T 0
Student Fee Waivers		0	0	0	0	
Bad Debt		0	0	0	0	
Funds moved to reserve cost center		0	0	0	0	
Sub-tot	al 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	1			als Dept Head	
		•			ials Certifying	
				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 Reques
Salaries and Wages	Select one					
Exempt Category Employee Salaries	ISSF (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	1,02(0,02	
	SSF (3049) / Other / Both	44,715	i	20,000		
Lump Sum Wages (Itemize below) Student Workers (NCWS)	SSF (3049) / Other / Both	30,000	41,586	20,000	20,000	20,00
Student Workers (NCWS)		30,000	41,760	20,000	20,000	20,00
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	793,00
Fringe Benefits	Select one					
FICA	SSF (3049) / Other / Both	45,000	47,051	59,800	47,900	49,16
Insurance	SSF (3049) / Other / Both	60,000	89,782	108,000	123,500	123,56
Retirement	SSF (3049) / Other / Both	47,000	50,247	50,500	47,800	52,56
UCI/WCI/Benefit Pool	SSF (3049) / Other / Both	10,200	10,050	11,534	10,800	11,89
Longevity	SSF (3049) / Other / Both	10,000	10,800	6,700	9,000	9,00
Reduction for Moving Business Services Staff t	o H0021	100 000	40E 030	226 524	(17,779)	
	Total Fringe Benefits	172,200	207,930	236,534	221,221	246,18
Other Expenses	Select one	·				
Information Technology Charge (formerly						
telecomunications)	SSF (3049) / Other / Both	12,000	15,612	12,000	15,000	15,00
Furniture	SSF (3049) / Other / Both	0	0	0	0	
Lab						
Analysis	SSF (3049) / Other / Both	0	0	0	0	
Postage	SSF (3049) / Other / Both	300	12	300	20	1
Printing	SSF (3049) / Other / Both	1,000	2,244	5,000	2,100	2,00
Supplies	SSF (3049) / Other / Both	20,000	43,497	13,000	23,000	13,00
Equipment (includes Maintenance/Rental)	SSF (3049) / Other / Both	4,200	10,533	4,400	2,100	2,10
Equipment Purchases	SSF (3049) / Other / Both	0	0	0	0	
Advertising	SSF (3049) / Other / Both	7,000	6,192	0	2,000	3,50
Travel-Airfare/Other	SSF (3049) / Other / Both	10,000	11,852	10,000	6,000	6,00
Temp Personnel	SSF (3049) / Other / Both		45,827	0	0	
Symplicity Program	SSF (3049) / Other / Both	15,000	7,275	15,000	15,000	15,00
Credit Card Usage Fee	SSF (3049) / Other / Both	1,700	1,926	2,500	2,000	2,00
Level 1 Plant Operations	SSF (3049) / Other / Both	9,066	0	9,000	0	-
Student Affairs Admin Charge	SSF (3049) / Other / Both	0	0	0	0	
	SSF (3049) / Other / Both	0	12,500	0	12,500	12,50
Computer Equipment/Software License		5,000	19,476	600	8,000	8,00
UH Food Service/Aramark	SSF (3049) / Other / Both		41,914	50,000	10,000	10,00
UH Promotional/Special Events	SSF (3049) / Other / Both	7,000				
Rental Space/UC/Campus Rec	SSF (3049) / Other / Both	10,000			4,000	
Books, Reference Material/Vocational Assess	SSF (3049) / Other / Both	5,000	7,889	15,000	7,000	
Business Meals/Meetings	SSF (3049) / Other / Both	4,000	5,351	4,000	2,000	4,00
Registration Fees	SSF (3049) / Other / Both	10,000	7,852		4,000	
Licensed Prof Fees/Membership/Subscrip	SSF (3049) / Other / Both	5,000	4,050	3,000	2,000	<del></del>
LPC Counselor Prof Devlop/UCS Shirts	SSF (3049) / Other / Both	000,1	0		0	
Moving Expenses/New Employees	SSF (3049) / Other / Both	0	0		0	
Misc/Work Orders	SSF (3049) / Other / Both	1,000	8,686	1,000	1,000	50
Student Leadership Stipend (no longer payroll a	SSF (3049) / Other / Both	0	0	0	0	
of 8/31/2015) Admin Charge (6% of total expenses)	SSF (3049) / Other / Both	55,000	57,563		59,000	
	SSF (3049) / Other / Both	35,000	8		0,000	
Late Payment Interest	SSF (3049) / Other / Both		<del>  "</del>	<del>                                     </del>	<del>                                     </del>	<del>                                     </del>
	Total Other Expenses	183,266	321,296	206,085	176,720	169,61
	Total Expenses	1,124,181	1,205,768	1,205,519	1,120,941	1,208,79
	Balance (Income less Expenses	77,122	336	(25,000)	277	(12,4
	remoter fraction tens revicuses	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	220	(=0,000		, ,

(print names & UH affiliation next to all sign 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	<del> </del>
Certifying Signature & Date:	1903 10/19/16	Last update 9/28/2016