

The Campus Health Service
Budget Preparation Timeline
For Fiscal 2013-2014

November 2, 2012 Kris Kreutz will review the Budget Timeline, Budget Preparation Worksheets and share electronically with the HR/Finance Committee for review/comment.

November 5, 2012 Patricia Rodriguez will initiate the salary survey process for the CHS.

November 8, 2012 The CHS HR/Finance Committee will finalize/approve Budget Timeline and Budget Preparation Worksheets for distribution.

November 13, 2012 Kris Kreutz will distribute (electronically) the Budget Preparation Worksheets with directions for completion to CHS Combined Supervisory staff members.

November 27, 2012 Kris Kreutz will solicit feedback from the CHS Supervisory staff members about the Budget Preparation Worksheets during the regularly scheduled Combined Supervisor's Meeting.

December 10, 2012 During this week, Jody Moll will convene the first meeting of the CHS Fee Schedule Committee to begin reviewing the general CHS fees (visit fee, Campus Care semester fee, etc.).

December 11, 2012 Kris Kreutz will send an e-mail reminder to the Combined Supervisory staff members concerning the deadline for submission of the Budget Preparation Worksheets.

December 14, 2012 Patricia Rodriguez will complete the salary survey process for the CHS.

December 17, 2012 The final ***deadline*** for submission to Kris Kreutz of all Budget Preparation Worksheets – from Combined Supervisory staff members.

January 7, 2013 During this week, the CHS Fee Schedule Committee will complete recommendations including any fee-related recommendations from the CHS Budget Preparation Worksheets. The results will be shared with the CHS HR/Finance Committee for consideration and recommendation to the CHS Management Team.

January 10, 2013 The CHS HR/Finance Committee will meet to review the Fee Schedule and Budget Preparation Worksheet requests as well as the results of the salary survey and prepare recommendations for the CHS Management Team.

January 17, 2013 The CHS Management Team will meet to receive initial CHS Fee Schedule and Budget Preparation Worksheet requests as well as the salary survey results/recommendations from the HR/Finance Committee.

January 22, 2013 Kris Kreutz will share a description of the budget methodology and planned changes (including any recommended fee changes) with the Combined Supervisory staff members.

January 24, 2013 The CHS HR/Finance Committee will meet to review final CHS Fee Schedule and Budget Preparation Worksheet requests prior to final presentation to the CHS Management Team. Specific recommendations regarding salary survey results may also be included in this final recommendation to the CHS Management Team.

February 7, 2013 The CHS Management Team will meet to finalize the budget recommendations for the 2013-2014 year.

February 19, 2013 Harry McDermott, M.D., Kris Kreutz and Jody Moll will meet with the Division of Student Affairs leadership to review the CHS budget proposal for 2013-2014.

February 22, 2013 The final CHS budget submission is due to the UA Budget Office.

The University of Arizona
 Campus Health Service
Off Fall/Spring Semester Prorated Fee Revenue
To Be Used for Demand-based Staffing
 (Begins July 1, 2013)

Introduction:

The revenue associated with the Off Fall/Spring Semester prorated Health & Recreation Fee is expected to generate approximately \$165,000/year for the Campus Health Service. In large part, this incremental revenue is expected to be used to accommodate additional professional staffing needs associated with areas of demonstrated increased demand for professional services within the Campus Health Service. One area that continues to see both utilization growth that exceeds current professional staffing levels and increased patient severity and acuity is the Counseling and Psych Services (CAPS) unit. In point of fact, the current professional counseling staff to student ratio for the UA CAPS unit is 1:2,304 while the accrediting agency for university counseling centers (IACS) recommends a ratio of 1:1,500 and 2012 National Survey of College Counseling Centers (293 Colleges Surveyed which includes small private colleges) reports an average ratio of 1:1,600.

Frankly, the challenge of adequate professional staffing cannot be remedied with community-based mental health care capacity since the community is staffed well below the level of patient demand for these professional services and is often times an unworkable option for patient (student) referrals.

Therefore, it is necessary to use a large portion of the expected \$165,000 associated with the Off Fall/Spring Semester prorated Health & Recreation Fee revenue to support the hiring of a full-time Clinical Psychologist, an unfunded (0.20-FTE) portion of a regular staff 0.50-FTE Psychiatrist and a 0.50-FTE Master of Social Work. With these incremental professional staffing increases, the CAPS unit will have 19.19-FTEs and will be able to improve the ratio of professional counseling staff to UA student population to 1:2,100.

Key Utilization Figures by Year:

<u>Fiscal Year</u>	<u>CAPS Utiliz. (Total Visits)</u>	<u>CAPS "Worked In" Crisis Visits</u>	<u>#Rx's for Severe Psychopathology</u>	<u>Case Mgmt. Visits/Follow-Ups</u>
2009-2010	10,636	58	313	282/ 351
2010-2011	12,421	81	577	
2011-2012	13,226	168	736	777/2,974

Cost Associated with Increased CAPS Professional Staffing:

<u>FTE</u>	<u>Position</u>	<u>Annual/Salary</u>	<u>ERE/Benefits</u>
- 1.0	Clinical Psychologist	\$60,000	\$19,080
- 0.20	Psychiatrist (MD) Incremental Need	\$32,424	\$10,311
- 0.50	MSW	\$22,967	\$ 7,304
<u>Total Funding for CAPS Prof. Staffing =</u>		<u>\$115,391</u>	<u>+ \$36,695 = \$152,086</u>

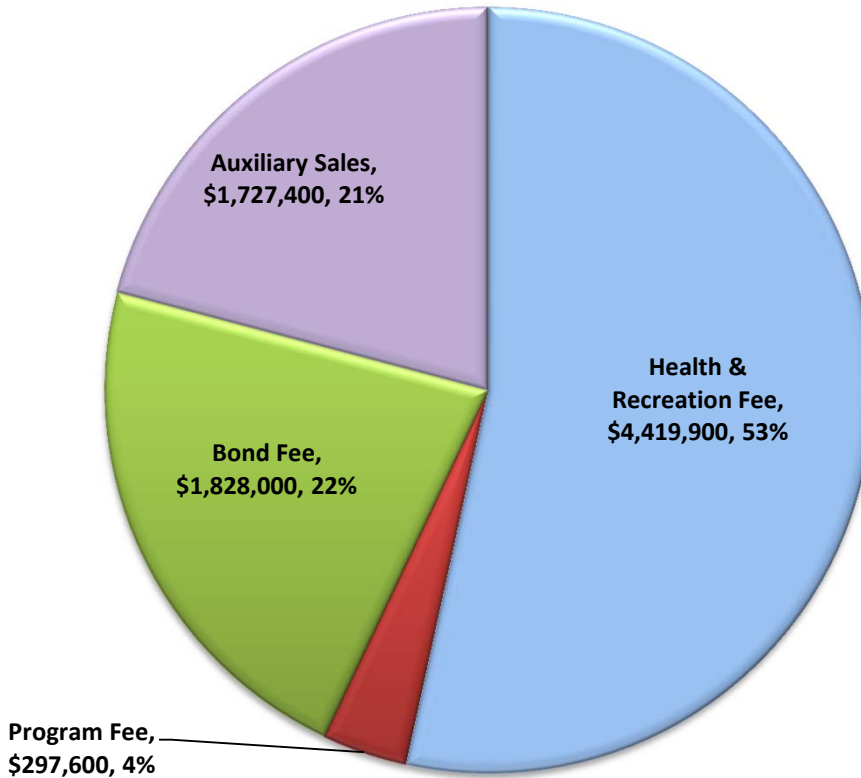
Please note: All remaining funds (\$12,914/year for the Off Fall/Spring portion of the Fee) will be placed in the Health & Recreation Fee Account Fund Balance in order to provide future funding for necessary services and operating expenses or to forestall the need to return to the ABOR to request an increase in the level of the Health & Recreation Fee.

It is also worth pointing out that additional Health & Recreation Fee funding has been directed in support of professional staff additions to the Counseling and Psych Services area since 2010-2011 in order to help address the clearly increasing demand for mental health services:

<u>Position</u>	<u>Current Salary/ERE</u>
1.50-FTE Licensed Professional Counselor(s)	\$ 94,303
0.50-FTE Psychiatrist	\$108,735
1.00-FTE Psychologist/Assistant Director	\$ 99,114
1.00-FTE Psychologist	\$ 73,808
4.00-FTE Professional Staff	\$375,960
+	
1.00-FTE M.S.W. or Psychologist Interns	\$ 15,500 (In Training)

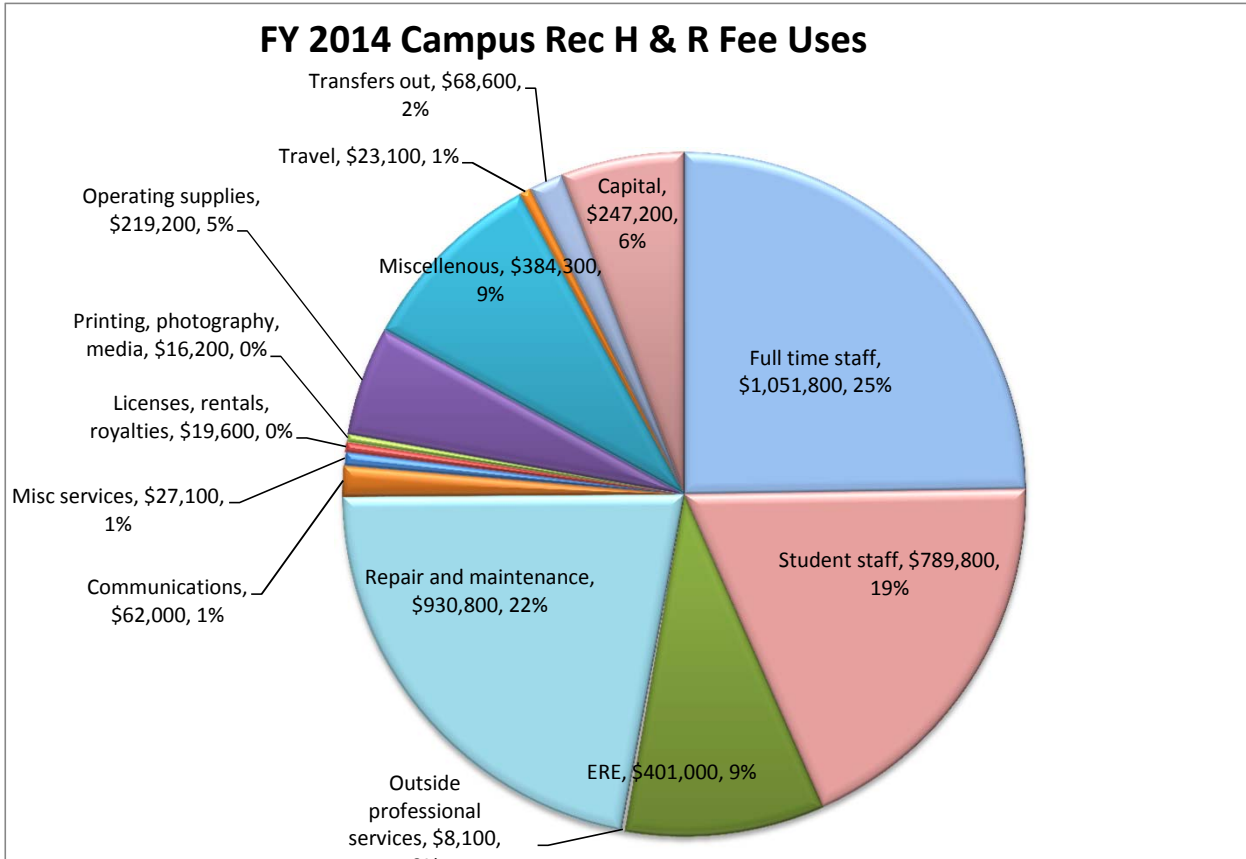
University of Arizona Campus Recreation FY 2014 Budget

FY 2014 Campus Rec Total Budget



	FY2011 actuals	FY2012 actuals	FY2013 actuals	FY2014 budget
Health & Recreation Fee	\$2,011,600	\$4,092,300	\$4,330,500	\$4,419,900
Program Fee	\$281,300	\$269,100	\$288,800	\$297,600
Bond Fee	\$1,760,000	\$1,795,500	\$1,829,600	\$1,828,000
Auxiliary Sales	\$1,312,000	\$1,841,100	\$1,793,500	\$1,727,400
Total Budget	\$5,364,900	\$7,998,000	\$8,242,400	\$8,272,900

University of Arizona Campus Recreation FY 2014 Health & Recreation Fee Budget



FY2014 Campus Recreation portion of H&R Fee Budget

Campus Rec Estimated Fee Revenue \$4,919,900

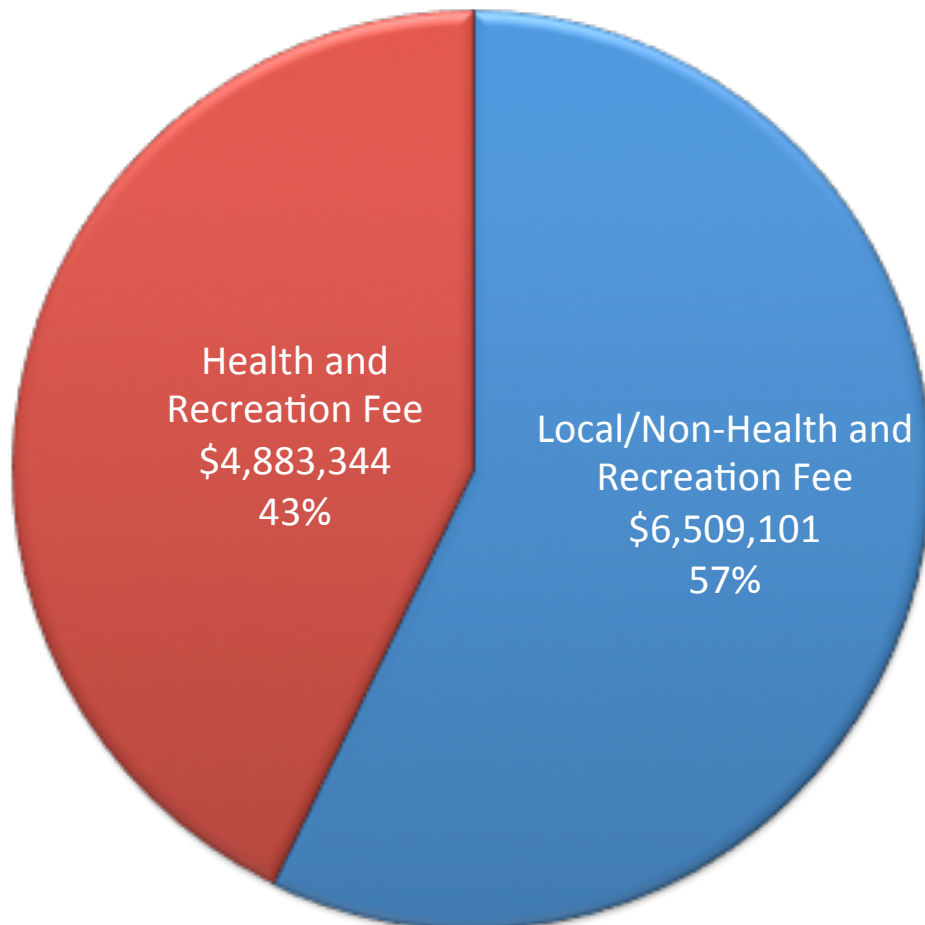
* based on Budget Office model

Expenses

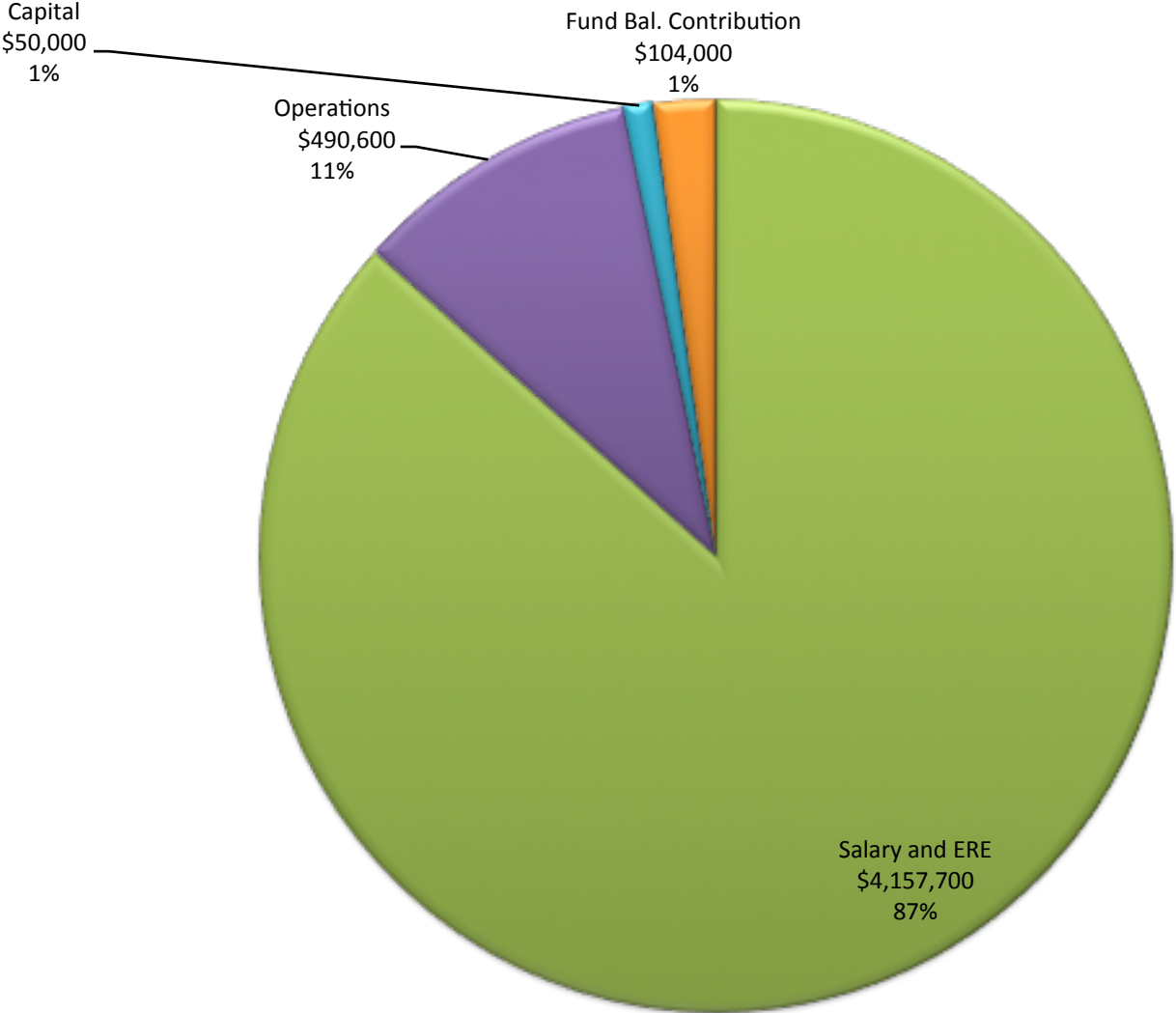
Full time staff	\$1,051,800	*Facilities, admin, business office and several programs staff
Student staff	\$789,800	*Facilities students, business office, interns and GA's
ERE	\$401,000	*Per UA formulas per position
Outside professional services	\$8,100	*Copier maintenance contract
Repair and maintenance	\$930,800	*Fields, grounds, facilities maint, custodial services & repairs
Communications	\$62,000	*Emergency use cell phones and radios
Misc services	\$27,100	*Red Cross, insurance and background checks
Licenses, rentals, royalties	\$19,600	*Software licence
Printing, photography, media	\$16,200	*Photography and video services
Operating supplies	\$219,200	*Office supplies, repair parts and pieces, equipment checkout, etc.
Miscellaneous	\$384,300	*Capital equipment purchases
Travel	\$23,100	*Professional staff training and development
Transfers out	\$68,600	*Cherry Field payment
Capital	\$247,200	*Annual vehicle replacement, equipment replacement, renovations
	\$4,248,800	

Estimated Net \$671,100

**The Campus Health Service
Health and Recreation Fee Relative to Actual Total Budget
2012-2013
Actual Total Budget = \$11,392,445**

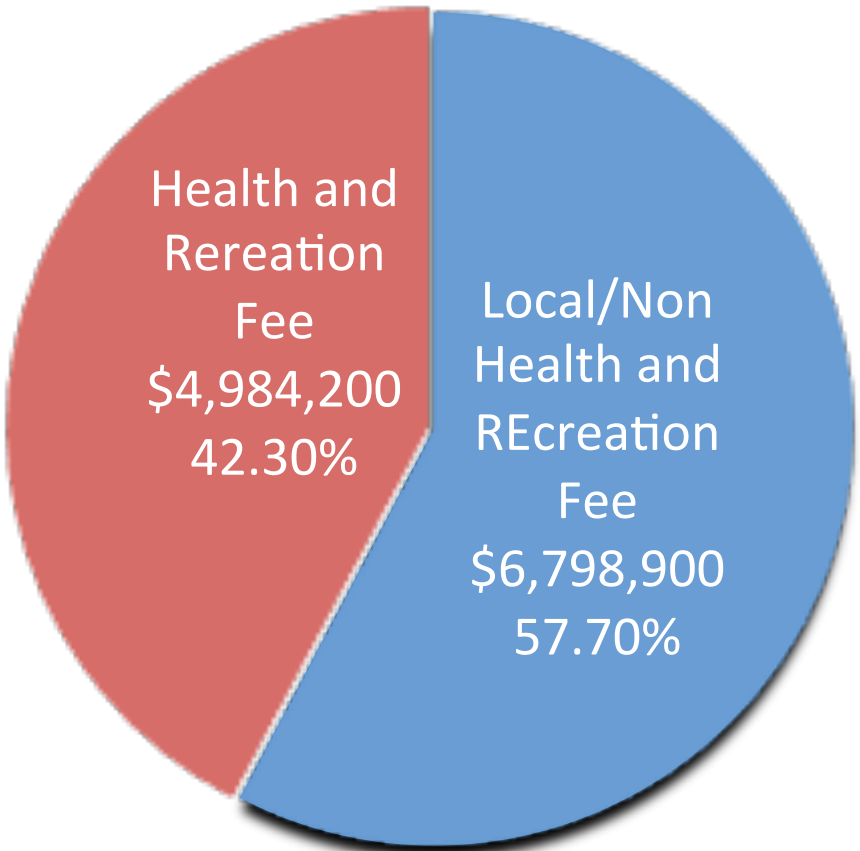


Health & Recreation Fee Breakdown 2013 - 2014 \$4,802,300



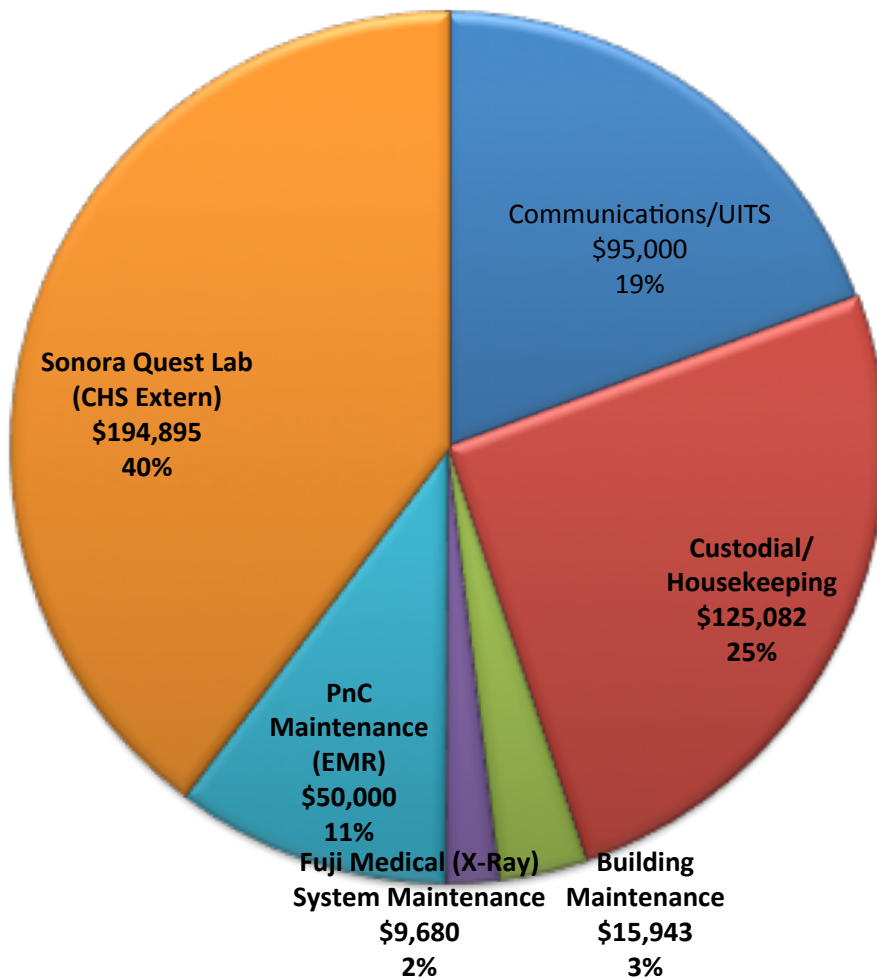
**The Campus Health Service Health and
Recreation Fee Relative to Proposed
Total Revenue Budget
2013-2014**

Mid-year Total Budget = \$11,783,100



**Health and Recreation Fee
Proposed Operations Expense Detail
2013-2014**

Total Proposed H&R Fee/Operations = \$490,600



Health and Recreation Fee Student Advisory Board
Academic Year 2013-2014
Meeting 1 Minutes
December 6, 2013
(5pm – DeArmond Conference Room)

Members Present:

1. Courtney Campbell – Off-Campus Housing, Chair
2. Jasmine Sears – GPSC, Vice-Chair
3. Caeli Barker – SHAC
4. Zachary Miller – Greek Life
5. Aaron Tatad – CHS Student Employee
6. Cory Eifert – CRC Student Employee
7. Nathan Tack - RHA
8. Lysette Davis – GPSC
9. Noel Hennessey – At-Large
10. John Lloyd – Associate Director, Campus Rec
11. Heath Vescovi– Campus Health
12. Dr. Harry McDermott – Executive Director, Campus Health Services
13. Jody Moll – Interim Director, Campus Health Services

Welcome and Introductions

Courtney Campbell, Chair, called the meeting to order at 5:05pm. The members present introduced themselves.

Purpose

Courtney summarized the history of the Health and Recreation Fee and associated Student Advisory Board (see Governing Document). The Board does not make decisions – it exists for the purposes of disseminating information and collecting student feedback. The Board meets three times per year.

Dr. McDermott added that, even though the Board is advisory, it still carries a lot of weight. For example, during the fee transition period, the board wrote a letter supporting the implementation of the full fee.

The current fee level was set at an amount expected to be sufficient for the next 4-5 years of Health and Recreation operations. The fee took the place of all of the state and University funding that was being provided to Campus Health and Campus Recreation.

Funding Detail

Dr. McDermott and Jody Moll shared breakdowns of how last year's fee money was spent by Campus Health Services, this year's proposed budget, and how the fee money compares to the overall budget (see figures on website).

Two audits have been done since the fee was implemented. The first was an internal UA audit done in 2012, and found no concerns with how the fee money was being used. This year (2013), ABOR audited the Campus Health portion of the fee. No recommendations for improvement.

Major changes between the 2012-2013 budget and 2013-2014 projected budget:

- Employee Related Expenses (ERE) rates increased significantly, causing an increase in the amount allocated for Salary/ERE.
- Fund Balance Contribution is projected to decrease significantly to compensate.
- Summer fee may contribute roughly \$165k in addition to projected fee income.
- Capital allocation (for purchasing expensive individual items) increased slightly.

Jody explained that Campus Health's PnC (electronic medical record) system allows for analysis of services requested over time, informing budget decisions. Lysette asked whether this information could be used to look for imbalances in Campus Health resource use between certain groups, such as undergraduates versus graduate students, and to adjust the fee accordingly. Jody replied that a single fee amount is used for all students, and that there are no plans to change that. Dr. McDermott added that Campus Health has consistently seen 50% of students on campus for the past several years, and that, in addition to seeing students who directly request services, Campus Health keeps immunization records for all students and spreads information about services and preventive care.

Lysette asked about Campus Health's plan in the event of large unexpected expenses. Jody replied that Campus Health could request that some of the Fund Balance be used to cover budget overruns.

John Lloyd presented projected 2013-2014 expenses for Campus Recreation (see figures on website). The final 2012-2013 expense report was not included.

Explanation of Cherry Field Loan Payment: Standards recommend one acre of field space per thousand students. UA is currently at one acre per four or five thousand. Due to Title IX, a field previously jointly shared between Athletics and Recreation was given to Athletics. Cherry Field was on the master plan for campus development, so to replace the lost field space, the field was constructed. Athletics paid roughly half the cost of Cherry Field to make up for the half-field taken from Recreation.

Zach asked whether Recreation had plans for any other new fields. John responded that there was currently no space for additional fields.

Caeli asked about Recreation's plan for replacing the parking lost due to the construction of Cherry Field. John responded that the loss of 200 parking spaces is impacting revenue, and that Recreation is actively working on a solution with Parking and Transportation.

Zach asked whether students can opt out of the Recreation portion of the fee. John replied that, currently, only students not physically in Tucson for the semester can opt out. Local students with disabilities cannot opt out.

Lysette asked if part of the fee goes towards a fund to sponsor students who otherwise couldn't afford services with additional costs. John responded that there is a separate "Program Fee" that offsets program costs, but that low-income students aren't specifically subsidized.

Nate asked about the current status of Bear Down Field. John explained that Bear Down Field is jointly shared between Athletics and Recreation. Athletics temporarily took the field offline to improve facilities, and has priority time on the field. Recreation pays maintenance costs and has full discretion over field use the remainder of the time.

Nate asked about the current status of Bear Down Gym. John explained that the three-court gym was converted into office space due to renovation of Old Main. The space will not be returned to Recreation. Gittings Gym was given as a “replacement”, but consists of only one court that cannot be safely used for basketball. The loss of Bear Down Gym has caused a space crunch for Recreation programs.

Jasmine asked whether Recreation had a plan for avoiding sudden loss of facilities in the future, considering the financial impact of the losses. John suggested that Lynn Zwaagstra (Director of Campus Recreation) be asked, but said that Recreation had no control over the Bear Down Gym situation and that the fund balance is intended to reduce the impact of such events..

Dr. McDermott and John presented side-by-side comparisons of Health and Recreation fee spending. Jasmine asked whether the distribution of the fee matched the distribution of the non-fee portion of the budget. Dr. McDermott and John responded that the non-fee funds were not necessarily spent identically.

Discussion

The Board discussed what students meant when they requested transparency.

Lysette said that the question she hears most often is, “How is the Rec Center class schedule set?” Often, students run into time conflicts. An explanation of why certain times were chosen could help reduce frustration.

Nate suggested that Health and Recreation could indicate programs and equipment paid for by fee money with a logo, similar to the Student Services Fee. Dr. McDermott pointed out that, for Campus Health, the bulk of the fee goes towards paying salaries, making visual indication difficult. Noel suggested that programs such as intramurals be explicitly listed as subsidized by the Recreation fee.

Heath asked where an explanation of the fee could be found. Courtney said that the fee was explained on the Student Affairs Website. Heath suggested that the breakdown be posted somewhere more intuitive, such as Campus Health’s and Recreation’s respective websites.

Jasmine asked why the Health and Recreation fees were always presented as a combined fee, even though the money was rigidly split between the two departments. Dr. McDermott explained that getting a single fee request approved by ABOR was simpler than requesting two separate fees.

Nate suggested that Health and Recreation send out e-mails or flyers each semester listing all services and noting which ones are subsidized by the fee. Zach agreed that e-mails are a useful way to disseminate information to students, but suggested that information less relevant to students, such as salaries, be left out in favor of information such as the number of students employed by the departments. Dr. McDermott noted that the effectiveness of such e-mails would hinge on timing.

Lysette suggested that the immunization e-mail to new students be rephrased to make it simultaneously a greeting from Campus Health with information on other services provided.

Other Business

Courtney noted that the Secretary position was unfilled. She and Dr. McDermott gave a brief summary of the position.

Lysette volunteered to run for the position. She was elected unanimously.

The next Board meeting will be in late January. Departments will present projected budgets for the 2014-15 fiscal year before they are submitted to the University in February 2014. The final Board meeting will be near the end of Spring semester and cover submitted budgets and officer elections.

Meeting adjourned at 6:30pm.

**Health & Recreation Fee Student Advisory Board
Academic Year 2013-2014
Meeting 2 Agenda
February 28, 2014
(5 pm – DeArmond Room)**

1. Welcome and (Re-)Introductions (5 min)
 - Board member introductions and a determination of needs for both UA Student and Ex-Officio members to the Board.

2. Review—Courtney Campbell
 - A brief reintroduction of the purpose of the board for the members unable to attend the first meeting.

3. 2014-2015 Budget Updates
 - Campus Health Service (CHS) and Campus Recreation Center (CRC) will present how they each propose to utilize the fee funding for 2014-15.
 - a. Campus Health Service—Jody Moll, Harry McDermott (15 min)
 - A description of what the full Health & Wellness (Recreation) Fee assessment will be used for at CHS - \$159/UA student/year – in context relative to the total budgets for the organization.
 - b. Department of Campus Recreation—Ronald Roberts (15 min)
 - A description of what the full Health & Wellness (Recreation) Fee assessment will be used for at the CRC - \$141/UA student/year - in context relative to the total budgets for the organization.

4. Transparency (15 min.)
 - Revisit transparency discussion; presentation of logos – Harry McDermott

5. Q&A (10 min.)
 - Request for Input from Board members about what they want to know about or recommend to the Campus Health Service and/or Department of Campus Recreation, especially as it may relate to the 2014-2015 budgets. Any discussion from first meeting Board members would like to revisit.

6. Closing
 - Next steps and next meeting.

Notes	
Welcome and (Re-)Introductions	<ul style="list-style-type: none"> • Courtney started the meeting at 5:07 and members introduced themselves
Review purpose—Courtney Campbell	<ul style="list-style-type: none"> • We convey info to our constituencies and bring concerns back to the board and provide clarity to the fees for our respective interests.
Department of Campus Health--	<ul style="list-style-type: none"> • Campus Health shared the breakdowns of the upcoming year in comparison to the previous year. • Less money expected for the next fiscal year for campus health. This year they are receiving money back from insurance but cannot guarantee that for

	<p>next year.</p> <ul style="list-style-type: none"> • Campus Health shared the H&R Fee Expense breakdown for Fiscal year 14-15. • Expanded clinical side and expanded operations to serve students better i.e. someone to assist in filling insurance claims, increase in CAPS personnel. • Fund Balance reduction will be used to make up some of the increase in expenses. Staffing increase is directly tied to an increase in student demand. Campus Health shared the proposed operational expenses for fiscal year 14-15. • Most expenses are for lab, maintenance, custodial and upkeep of campus health technology and equipment. The breakdown of Campus Health revenue doesn't change much from 13-14 to 14-15.
<p>Department of Campus Recreation- Ronald Roberts</p>	<ul style="list-style-type: none"> • There's a Financial Aid component (17%) that isn't going to campus rec and campus health • Student wages will be less than last year • Planning an ERE increase for next year • Higher cleaning fees, for upkeep on Gittings gym • Need to remodel the locker rooms-- \$2.5 million • Bond fee is for paying off the expansion project added in 2010—will be paid off in 2035 • ERE means employee related expenses... ERE for students lingers around 3.7% • Jasmine asked how the rec center is deciding on maintenance fee when they have historically lost fields and gym space. • Jasmine asked about student services fee waivers for students not on campus being done online - there's not an answer right now but it's coming
<p>Transparency</p>	<ul style="list-style-type: none"> • What's the outreach?: manage immunization requirements, health promotion activities like suicide prevention, health insurance, email blasts, any student can use them; campus rec center→ make sure students know they're their, moved a staff member to outreach and recruiting efforts, offering a fitness class to a group, expanding hours for a broader audience, participation in the rec center for activities during orientation, • The student services fee logo will be stamped on the website
<p>Q&A</p>	<ul style="list-style-type: none"> • Does this need to be submitted to ABOR?: only if we request an increase/decrease in the fee, but they can request a fee audit at any time
<p>Next Meeting</p>	<ul style="list-style-type: none"> • Budget review (update) • Elections (chair, vice-chair, secretary)

Health & Recreation Fee Student Advisory Board
Academic Year 2013-2014
Meeting 3 Agenda
April 25, 2014
(5 pm – DeArmond Room)

Attendees:

Caeli Barker – SHAC
Jeffrey Relf – RAC
Jasmine Sears – GPSC
Lysette Davis – GPSC
Nathan Tack – RHA
Drew Davis – RHA
Courtney Campbell - Off Campus Housing
Noel Hennessey – At-Large
Lynn Zwaagstra – Campus Rec
Ron Roberts – Campus Rec
John Lloyd – Campus Rec
Jody Moll – Campus Health
Harry McDermott – Campus Health

1. Call to Order: 5:25
2. Welcome and (Re-)Introductions
 - a. Each member introduced themselves and their representation to the board
3. 2014-2015 Budget Reviews/Updates
 - a. Campus Health Service—Jody Moll, Harry McDermott
 - i. A description of what the full Health & Wellness (Recreation) Fee assessment will be used for at CHS - \$159/UA student/year – in context relative to the total budgets for the organization.
 - ii. Campus Health Service (CHS) and Campus Recreation Center (CRC) presented how they each plan to utilize the fee funding for 2014-15.
 - iii. Explained the Review of Mid-Year Budget - The Budget was approved, local fund and health and rec funds for current fiscal year and next fiscal year.
 - iv. Handed out total revenue budget for next year:
 1. The total revenue for Campus Health from next year's Health & Rec Fee is anticipated to be just over \$5 million.
 - v. Handed out total breakdown that is expected for next year.
 1. Expenditures - Lab, communications, building maintenance and custodial services, electronic medical record system maintenance; represents expenses for the entire health center.
 2. Anticipated to have to pull money from the fund balance (savings account) associated with this fee in order to meet budgetary needs next year – approximately \$373,000.
 3. In previous years have been able to save money in the fund balance, but will be spending some of that saved money next

year primarily for personnel services and benefits related expenses.

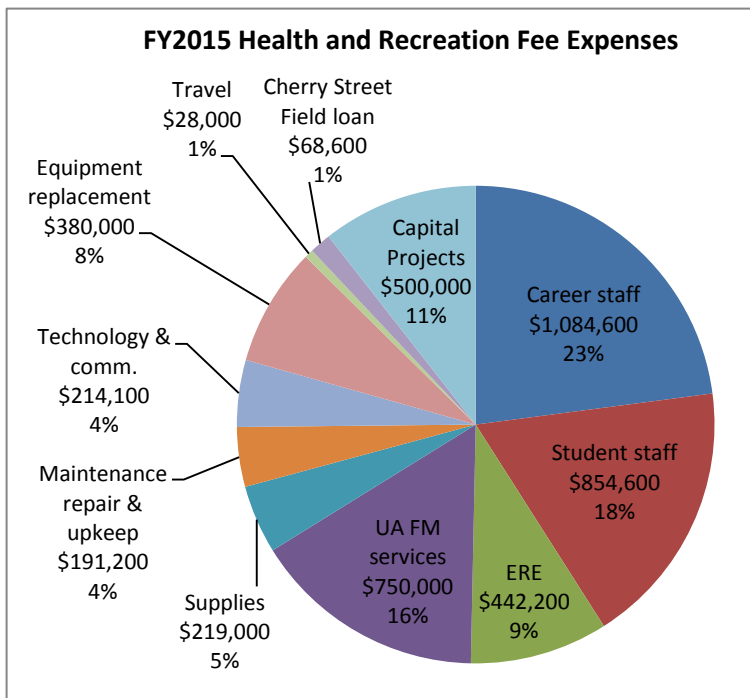
- b. Department of Campus Recreation—Lynn Zwaagstra
 - i. A description of what the full Health & Wellness (Recreation) Fee assessment will be used for at the CRC - \$141/UA student/year - in context relative to the total budgets for the organization.
 - ii. HR and Fee is dedicated to making facilities available at little to no cost
 - 1. Pays for facilities verses programming
 - iii. Expansion of services
 - 1. Expanded Hours: Friday and Saturday will stay open later for later hours (till 12am), and Sunday will open earlier (8am)
 - 2. Challenge Course: Sun shades installed, which will allow an expansion of the programming season
 - 3. 8 Racquetball courts currently, 2 will change into a multi-purpose room
 - iv. Staffing
 - 1. Due to hour cap, increases in student staff training costs, trying to offset it by including online training
 - 2. ERE is decreasing for FY2015
 - v. Facilities
 - 1. Saving \$100,00 a year due to new contract
 - 2. Types of equipment and refurbish equipment
 - 3. Technology upgrades
 - vi. Questions from the board:
 - 1. Jasmine Sears: Please make the information available [information on handouts regarding the highlights of the budget] on the website [Campus Rec website]
 - a. Lynn Zwaagstra agrees to make the information available on their website
 - 2. Group question: What is the new technology?
 - a. John Lloyd explains Rec Trac: Rec Trac works to read the veins of the finger versus the print of the finger. It provides a more reliable read.
 - b. John Lloyd explains mobile checks: mobile checks during events are important for more reliable usage to capture information and better understand the breakdown of who students are and what they are using or want to use.
 - c. Lynn Zwaagstra explains Webcams: There has been a request for webcams to help students see how busy different areas of the rec center are on the website (e.g. to see how busy the gym/pool is before you come over). Hoping to make these updates over the summer:
 - i. The cameras are from a far enough distance that the faces of individuals will not be seen, the Campus Rec recognizes the importance of privacy.
 - vii. Programs – Partners
 - 1. Fitness to you - Dance, Martial Arts, custom programs all around campus, off campus housing

2. Hoping to increase the online presence with an exercise app and possible workout videos
4. Follow up on the application of the new Health & Rec Fee logo - Jody Moll, Harry McDermott
 - a. Has been able to brand the Health and Rec Fee with the advice of the board (“Your UA Health & Rec Fee At Work”)
 - b. Has inserted the branding in various ways, including buttons, on website, posters, with Wildcat articles, etc.
 - c. Suggestions for the future:
 - i. Nathan Tack recommends that there should be a link attached to the “Your Student Fees at Work” logo on the Campus Health website home page that leads to the Health & Rec Fee webpage - Board unanimously agrees this suggestion is important to implement.
5. 2014-2015 H&R Fee Student Advisory Board—Courtney Campbell
 - a. Determined which Board members plan to remain on the board in 2014-2015. The following members decided to remain on the board:
 1. Jasmine Sears
 2. Noel Henessey
 3. Lysette Davis
 4. Drew Davis
 5. Nate Tack
 6. Jeff Relf
 - b. Conduct a vote to determine 2014-15 Board Chair, Vice Chair, and Secretary
 1. Board Chair - Nomination for Jasmine Sears by Courtney Campbell, voted unanimously. Jasmine Sears accepts position.
 2. Vice Chair - Nomination for Noel Hennessey by Lysette Davis, Nomination for Nathan Tack, by Drew Davis; Nathan Tack withdraws. Board voted unanimously for Noel Hennessey. Noel Hennessey accepts the position.
 2. Secretary - Nathan nominates Drew Davis. Board voted unanimously for Drew Davis. Drew accepts the position.
6. Q&A
 - a. Request for Input from Board members about what they want to know about or recommend to the Campus Health Service and/or Department of Campus Recreation moving into the summer and next academic year
 1. Explanation regarding what organizations would be on the board
 2. Harry and Lynn presented Courtney with items from Campus Health and Campus Rec in appreciation for her service on the Health & Rec Fee Student Advisory Board for three years.
7. Closing
 - a. This is the last Board meeting for this academic year. The Board will meet again in the Fall semester of 2014.

Health and Recreation Fee Use

The H&R fee is dedicated to making recreation facilities available to all students at minimal to no cost beyond the fee. Facilities include Bear Down Gym weight room, Recreation Center, Rincon Vista Fields and Pavilion, Robson Tennis Center, Gittings Gym, Bear Down Field and Cherry Street Field. Revenue is projected at \$4,435,100 and includes a \$70.50 per student assessment for fall and spring semester, as well as a prorated rate for off fall/spring sessions.

Expenses allocated to the H&R fee are considered **“mission essential” and are an inherent part of the facilities themselves**. Examples include the cardio and weight equipment and the aquatics complex. These components are expensive to operate and are generally non-revenue generating.



Campus Recreation expenses allotted to the H&R fee include the following.

- Career staff: UA full time staff with the exception of positions that are solely dedicated to discretionary programs (e.g., Youth & Special Events Coord., Athletic Trainer, Hockey Coach).
- Student staff: Student positions necessary for customer service, health and safety, security, facility oversight and supervision.
- ERE: Required employee benefits and expenses.
- UA FM services: Custodial services, major maintenance, deferred and annual maintenance, pool mechanical room, pool chemicals and

grounds management.

- Maintenance, repair and upkeep: Parts replacement, tools, internal facility improvements (e.g., sound system, patching, painting, locks, lockers, etc.), equipment repair and maintenance.
- Supplies: Office supplies, housekeeping supplies, seed for fields, field paint, equipment checkout, fuel, uniforms, laundry, and nuts & bolts type items.
- Technology and communications: SASG network administration, Vermont Systems recreation software, UITS communication user FTE charge, keyboards, monitors, software, security system, radios and other related equipment.

- Equipment: Cardio equipment, circuit equipment, weights, benches, tables, chairs, furniture, lifeguard stands, and vehicles.
- Travel: Professional staff development for 25 full time staff.
- Cherry Street Field: Annual loan payment for field construction.
- Capital Projects: Ongoing expenses related to facility aging and repurposing of space to meet campus needs.

FY2015 Health and Recreation Fee Use Highlights

- Expansion of services:
 - Based on requests by users and participant survey data, the recreation center Friday/Saturday closing time will be extended to midnight during the school year and Sunday morning opening will shift from 10am to 8am. This represents a \$25,000 increase in expense.
 - New sun shades will be installed at the Challenge Course, allowing for more enjoyable programming and an extension of the season for challenge course use through the creation of shady spaces.
 - Student, faculty and staff surveying has demonstrated a need for additional multi-purpose programming space. Correspondingly, \$400,000 is planned to convert racquetball court space to multi-purpose studio space. This will allow for the expansion of fitness and activity classes.
- Staffing:
 - Due to the new student hour caps, the student labor budget is projected to increase. While the hour cap does not affect the actual number of hours worked by student employees, it has a significant impact on the number of students in employment. This impacts training. For example; training 20 weight room attendants for 10 hours costs \$2000. Training 40 weight room attendants for the same 10 hours costs \$4000. Streamlined training processes are being pursued, which includes online and web based training.
 - Student ERE is now projected to decrease for FY2015. This should create a small savings in the labor budget.
 - University criteria for classified versus appointed staff have changed, creating a conversion of Recreation Coordinator positions from appointed to classified status. As positions become vacant, they will be converted, creating an ERE expense increase of 18% for 2 positions in FY2015.
- Facilities:
 - Due to a renegotiated contract with Facilities Management, the annual facility maintenance fees are projected to decrease by close to \$100,000.
 - There is a planned equipment replacement purchase of \$400,000. The equipment replacement schedule is determined by use, wear and tear, and feedback provided by users and members of the Recreation Advisory Committee.
 - Several technology upgrades are planned that will improve access and customer service for recreation center users.