

University System of Georgia
Mandatory Fee Detail & Request Form
Fiscal Year 2020

Instructions: Complete the grey and blue fields. List the PPV project ID and title for the PPV field. The text within the blue cells are guiding questions intended to assist in completing your narrative responses. Please overwrite the current data in these cells with your responses.

Institution Name:	Georgia Institute of Technology
Preparer Name & Email:	John Scuderi john.scuderi@health.gatech.edu
Name of Fee:	Health Fee
New or Existing?	Existing
Type of Fee:	Health
Fund:	12240
Revenue Department(s):	Student Health Fee Revenue
Revenue Account:	406100, 406104, 406105, 406106, 406107, 406108
PPV Projects Supported:	None

Description of Fee Purpose:

What are the primary activities supported by this fee? **Direct patient care through Primary Care Clinic, Women's Health Clinic, Psychiatry Clinic, Travel, Immunization and Allergy Clinic, and on-site pharmacy, laboratory and radiology services. Health Initiatives programming includes nutritional services, sexual assault prevention education and victim advocacy, and general prevention and wellness education.** How would this fee be described to students? **The health fee provides health services for students. It is used to support costs of Stamps Health Services including staffing, supplies, utilities, and other overhead.** How does this fee support the primary mission of retaining and graduating students? **Stamps Health Services and Health Initiatives promote the health and well-being of students by providing direct patient care to students, inspiring a thriving and resilient culture, promoting healthy lifestyle behaviors by providing inclusive and innovative prevention-based programs, individual and group support services, and co-curricular learning experiences through strategic collaboration.**

Description of Students Charged:

What student population is assessed this fee? (eg. undergraduate only, specific campuses, etc.) **The Health Fee is required of students taking four (4) or more credit hours.**

What student groups are eligible for a waiver? **None** What is the process by which a student can request/receive a waiver?
None

Is the fee assessed during summer semester? **Yes, a reduced fee is charge during summer semester.**

Does the institution pro-rate fees based on credit hours? **No**

Description of Student Engagement:

How was the student body at large informed and/or engaged in the fee process (e.g. town hall meetings, online surveys, etc.)? Were these actions taken before or after the student committee vote?

Include any documents provided to the student fee committee. **Health Services provides financial and operational information to the Student Health Advisory Committee (SHAC) in support of a fee request. When the fee request is approved by the SHAC, budget planning continues in preparation for the first MSFAC meeting. The Health fee request is also posted at www.health.gatech.edu in November. At various touchpoints, students are actively engaged in the fee conversation.**

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Institution Name:	Georgia Institute of Technology		
Name of Fee:	Health Fee		
FY 2019 Fee Amount:	\$168	Incremental Change Proposed:	\$4
Proposed FY 2020 Fee Amount:	\$172	Percent Change Proposed:	2.4%
FY18 Revenue	\$11,419,735		
FY18 Expenditures	\$10,741,003	FY18 % of Revenue Expended:	94.1%
FY19 Unrestricted Fund Balance	\$1,254,206		

Description of Financial Trends:

Provide context as to the trends seen in the financials tab. **Trends show expenses increasing at a faster rate than revenue. Historically, revenue has increased significantly in the past 5 years, primarily due to pharmacy revenue. Increases in Pharmacy revenue are matched by increases in Pharmacy expenses(drug costs). The margin between pharmacy revenue and pharmacy expense has remained relatively stable and makes only a small contribution to SHS operating revenue.** Describe any one-time revenues or expenditures that may skew trends. **In FY18 SHS had a larger positive cash flow than FY17 and is an aberration compared to the trend in cash flow over the last 5 years. This positive cash flow in FY18 was driven largely by unfilled positions in Health Initiatives and less so by unfilled positions in SHS. Those positions have been filled and this surplus is not anticipated in FY19.** Provide an explanation if FY18 revenue was less than 80% expended. **N/A** What are planned uses for the available fund balance (if applicable)? **Planned capital projects**

Description of Personal Services and Travel:

Provide narrative descriptions to support the amounts found on the subsequent financials tab. What positions are supported by this fee? **All positions at Stamps Health Services are funded by the Health Fee. SHS receives some support from the Athletic Association to cover a portion of Athletic Physician's salary, and we receive some funding from BCBS to cover a portion of Insurance & Billing Coordinator position. A portion of the Nutritionists position is funded by Sodexo.** How has the number of positions changed or what positions would the institution like to hire? **In FY18 SHS added a 75% psychiatrist position, and Health Initiatives added two health educator positions. In FY2019 Stamps is adding a medical assistant position to provide additional support in Women's Health. SHS is working with the Vice President of Campus Services to identify potential funding for an additional FTE in psychiatry. Stamps has eliminated our Facilities Manager position and have converted an LPN position to a Medical Assistant position.** To what extent is this fee used to fund employee travel? **The Health Fee funds all employee travel at SHS.**

Justification for Increase and Planned Usage:

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Only fill out this section if an increase is being requested. Refer to the Chancellor's letter from 9/20/18 when completing your document:

1. New fee requests or increases to existing fees will not be recommended to the Board unless the institution presents a detailed business case, including analysis of available reserves. **In partnership with Student Government, Student Life, and Institute leadership, a new proposal has been developed for a specifically designated health fee increase for mental health and well-being. We are proposing a fee of \$4 to be used as follows: \$1 to provide more free appointments to all psychiatry patients. Students would receive the initial psychiatry visit in the Intake Center free. All students who are psychiatry patients would receive 6 free ½-hour visits during the academic year. This equates to approximately \$50,000 in lost revenue for Stamps. \$3 to provide 2 case managers within the Intake Center. These licensed professionals would work with students to ensure they understand their recommended plan of care, help to connect students with resources, and facilitate transitions to off-campus resources if appropriate. Implementation of Case Managers in Psychiatry doubled compliance with referrals. The cost for two positions, including benefits and operating expenses, is approximately \$138,000. Reserves were considered but Stamps reserves are intended to acquire leading technologies, advance programming, cover renewal and replacement of equipment, and maintain the facility. In future years, Stamps Health Services will face cost challenges that may necessitate the use of reserves to stay solvent at current levels of services.**
2. New fees are strongly discouraged and should not be proposed unless there is overwhelming student support and a clear benefit to student success.
3. Fee increases needed to support PPV projects whose revenues are falling or expected to fall below levels to sustain those projects may be considered, however, before requesting an increase you should:
 - a. review all project costs and processes to identify where efficiencies can be realized and expenses reduced;
 - b. explore other sources of revenue, besides fee revenue, to compensate for any actual or anticipated revenue shortage;
 - c. determine the availability of reserves to sustain project; and
 - d. evaluate the project plan to determine whether revisions to the plan to meet the lower revenues levels or estimates are feasible.
4. Consideration may be given to institutions to allow for the reallocation of fees, if the overall mandatory fee level remains neutral. Institutions must still demonstrate why an increased fee is critical, even if the increase is offset elsewhere.

Instructions: Include the full number of students assessed the fee. Do not net waivers on this page. Waivers are calculated on the financial data tab (and explained on the summary tab). The credit hour tiers below are examples. Modify the rows based on the number of different rates assessed under your institutional fee policy.

Projection of Fee Instances and Revenues	FY 2018 Fee Rate	FY 2019 Fee Rate	Proposed FY 2020 Fee Rate	Projected FY19 Fee Instances	Projected FY20 Fee Instances	FY20 Revenues without increase	FY20 Incremental Fee Increase	FY20 Projection with increase
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Fall Semester

Full-time	\$165	\$168	\$172	15,474	15,464	2,597,952	61,856	2,659,808
9-12 credit hours	\$165	\$168	\$172	5,073	5,253	882,504	21,012	903,516
5-8 credit hours	\$165	\$168	\$172	893	967	162,456	3,868	166,324
0-4 credit hours	\$165	\$168	\$172	83	80	13,440	320	13,760
Language Institute	\$82	\$84	\$86	655	656	55,104	1,312	56,416
Fall Semester Total				22,178	22,420	\$3,711,456	\$88,368	\$3,799,824

Spring Semester

Full-time	\$165	\$168	\$172	13,910	13,893	2,334,024	55,572	2,389,596
9-12 credit hours	\$165	\$168	\$172	4,560	4,476	751,968	17,904	769,872
5-8 credit hours	\$165	\$168	\$172	803	927	155,736	3,708	159,444
0-4 credit hours	\$165	\$168	\$172	74	91	15,288	364	15,652
Language Institute	\$82	\$84	\$86	621	621	52,164	1,242	53,406
Spring Semester Total				19,968	20,008	\$3,309,180	\$78,790	\$3,387,970

Summer Semester

		67%	67%					
Full-time	\$110	\$112	\$115	2,280	2,157	241,584	6,989	248,573
9-12 credit hours	\$110	\$112	\$115	1,409	1,444	161,728	4,679	166,407
5-8 credit hours	\$110	\$112	\$115	2,472	2,440	273,280	7,906	281,186
0-4 credit hours	\$110	\$112	\$115	148	184	20,608	596	21,204
Language Institute	\$82	\$84	\$86	173	173	14,532	346	14,878
Summer Semester Total				6,482	6,398	\$711,732	\$20,515	\$732,247

Fiscal Year Total				47,179	47,376	\$7,610,568	\$184,773	\$7,795,341
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Fiscal Year Total (incl Language Institute)				48,628	48,826	\$7,732,368	\$187,673	\$7,920,041
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Instructions: Report ACTUALS ledger detail only. Include all fiscal year activity (i.e. do not filter on Bud Ref). The report should reflect the most accurate financial projection, to include planned surplus or deficit. It is not necessary to balance revenue and expense.

	FY 2017 Actuals	FY 2018 Actuals	FY 2019 Projected	FY20 Projection without increase	FY20 Incremental Fee Increase	FY20 Projection with increase
REVENUE						
<i>Student Fees</i>						
Mandatory Fee Revenue	7,236,765	7,511,125	7,695,933	7,732,368	187,673	7,920,041
Less: Allowances, Waivers, Etc.						0
Non-Mandatory Student Fees						0
<i>Sales & Services</i>						
Clinic & Pharmacy	3,039,421	3,751,461	3,100,210	3,852,168		3,852,168
Psychiatry Clinic	70,048	85,911	72,493	87,629	-50,000	37,629
Dental Space Lease	45,941	46,584	48,115	49,078		49,078
						0
<i>Miscellaneous Revenues</i>						
Gifts						0
Other Miscellaneous Revenues						0
Interest	17,473	24,654	217,822	225,147		225,147
Total Revenue	\$10,409,648	\$11,419,735	\$11,134,573	\$11,946,390	\$137,673	\$12,084,063
EXPENDITURES						
<i>Personal Services</i>						
Salaries - Faculty/Staff	5,016,567	5,036,586	5,453,211	5,626,019	100,000	5,726,019
Salaries - Students	20,347	12,598	10,000	20,000		20,000
Fringe Benefits	1,386,368	1,428,886	1,742,933	1,759,046	32,000	1,791,046
Allocated Personal Services						
<i>Travel</i>						
Travel - Employee	26,847	25,594	35,612	36,324	1,500	37,824
Travel - Non-Employee						0
<i>Operating Supplies and Expenses</i>						
Purchases for Resale/Cost of Goods Sold						0
Supplies & Materials	2,207,655	2,587,814	2,249,701	2,866,669	4,500	2,871,169
Repairs and Maintenance	82,682	70,324	104,273	69,802		69,802
Utilities	93,308	107,761	129,329	113,149		113,149
Rental Payments (Non-Real Estate)	9,403	12,119	10,000	10,000		10,000
Insurance	6,006	6,006	6,006	6,006		6,006
Software	621	27,190	30,000	30,000		30,000
Equipment (Small Value)	4,896	42,731	84,430	42,390		42,390
Aux Admin Overhead	453,478	467,961	510,535	536,062		536,062
Institute Overhead	213,772	213,772	233,718	295,948		295,948
Per Diems & Fees	328,294	367,924	372,291	383,153		383,153
Contracted Services	74,080	117,462	120,851	124,477		124,477
Telecommunications	52,466	47,561	54,874	48,988		48,988
Scholarships	0	0	0	0		0
Other Operating Expenses	141,382	166,463	18,791	157,578		157,578
Allocated Operating Expenses						0
<i>Equipment/Capital Outlay</i>						
Lease/Purchase - Principal						0
Lease/Purchase - Interest						0
R&R Reserve Contribution						0
Motor Vehicle Purchase						0
Equipment Purchase	2,090	2,251				0
Building and Facilities Improvements						0
Total Expenditures	\$10,120,262	\$10,741,003	\$11,166,555	\$12,125,610	\$138,000	\$12,263,610
Beginning Net Assets and Reserves (July 1)		2,367,225	2,946,900	2,582,687	0	2,582,687
Surplus/(Deficit) from above schedule		678,732	-31,982	-179,220	-327	-179,547
Transfer to or from other sources		-99,057	-332,231	-125,797		-125,797
Final Net Assets and Reserves (June 30)		\$2,946,900	\$2,582,687	\$2,277,670	-\$327	\$2,277,343

Instructions: Break out the final net assets as of the end of each fiscal year using the rows below. Row 63 and 70 should tie.

Reserved for Renewal & Replacement		1,692,694	1,992,360	2,266,229		2,266,229
Capital Liability Reserve Fund		0	0	0		0
Other Unrestricted Net Assets (including encumbrance reserve)		1,254,206	590,327	11,441		11,441
Total Net Assets and Reserves		\$2,946,900	\$2,582,687	\$2,277,670	\$0	\$2,277,670