



## **Counseling, Health & Wellness Services (CHWS) Proposal to Increase Health Services Fee for 2019-2020**

- Proposed Motion:** Approve a \$4/qtr. increase to the Health Services Fee that will increase the fee from \$113/qtr. to \$117/qtr.
- Sponsor:** Anne Lee, ASVP for Student Life
- Contact:** Janet McLeod, 360-650-2969
- Guests:** Darcy Allen, Counseling, Health & Wellness Committee Student Member  
Janet McLeod, Counseling, Health & Wellness Business Manager
- Date:** May 24, 2019

### **Summary of Proposal**

The Counseling, Health & Wellness Services Committee unanimously approved a proposal to increase the Health Services Fee by \$4 per quarter (\$12/academic year) to provide ongoing funding for current services. The fee for the academic year would increase from \$339 to \$351. This is a 3.5% increase.

Proposed increases to salaries and benefits will have a significant impact on a budget that primarily consists of personnel expenses (83%). Goods & services (9%) and the Administrative Services Assessment (8%) make up the rest of the current budget.

### **Background & Context**

The current 2018-2019 CHW self-sustaining budget is \$4,942,000. CHW departments, with the exception of the Counseling Center, are self-sustaining. The Health Services Fee is the primary financial resource for the Student Health Center, Prevention & Wellness Services and CHW Administrative Services. The Counseling Center budget receives 67% in state support and 33% from the Health Services Fee.

### **Fiscal Impact**

The proposed **\$4/qtr.** fee increase would generate an additional **\$168,000** revenue for FY20 and would be used to fund increased expenses for all Counseling, Health & Wellness departments.

**Salary Increases - \$98,280**

**Benefit Increases - \$36,845**

**Goods & Services - \$19,650**

**Administrative Services Assessment - \$13,225**

**Rationale**

Demand for all CHW services continues to increase each year. Increasing the Health Services fee to maintain access to services would continue the practice of having no charge for general medical office visits at the Health Center and no charge for counseling sessions.

The mandatory Health Services Fee is a cost for students that maintains campus-based access to counseling, health and wellness services. When compared to the cost of obtaining the services in the community, it is still the most affordable option for students. This fee proposal would maintain a service model that has no financial impediment to accessing the services.

**Attached Document**

Attached is the Counseling, Health & Wellness Services proposal to increase the mandatory Health Services Fee. This document includes the purpose of the fee, a summary of services, budget details and the current distribution of the Health Services Fee.

**Counseling, Health & Wellness Services**  
**Health Services Fee**  
**Proposed 2019-2020 Fee Increase**

Presented to  
**A.S. Board of Directors, May 24, 2019**

**Proposed Fee Increase**

Counseling, Health & Wellness Services (CHWS) is proposing a 3.5% increase to the Health Services Fee of \$4 per quarter (\$12/academic year) to provide ongoing funding for current services. The fee for the academic year would increase from \$339 to \$351.

**Purpose of the Health Services Fee**

The Health Services Fee is used to maintain a standard of health care for Western's campus and as a contingency for emergency services. This fee provides a funding base for WWU's health related services by providing accessible medical, mental health and wellness services to students.

The fee is the primary source of revenue that supports the staffing and operations of the **Student Health Center, Prevention & Wellness Services** and a portion of the **Counseling Center** (33%). Each of the departments provides a variety of clinical and educational services to Western's students.

It is a mandatory student fee for students enrolled for 6 or more credits. It is also available as an opt in fee for other students enrolled for 3-5 credits that desire access to Counseling, Health & Wellness services. 150-200 students/year, that are not required to pay the fee, opt in and utilize services.

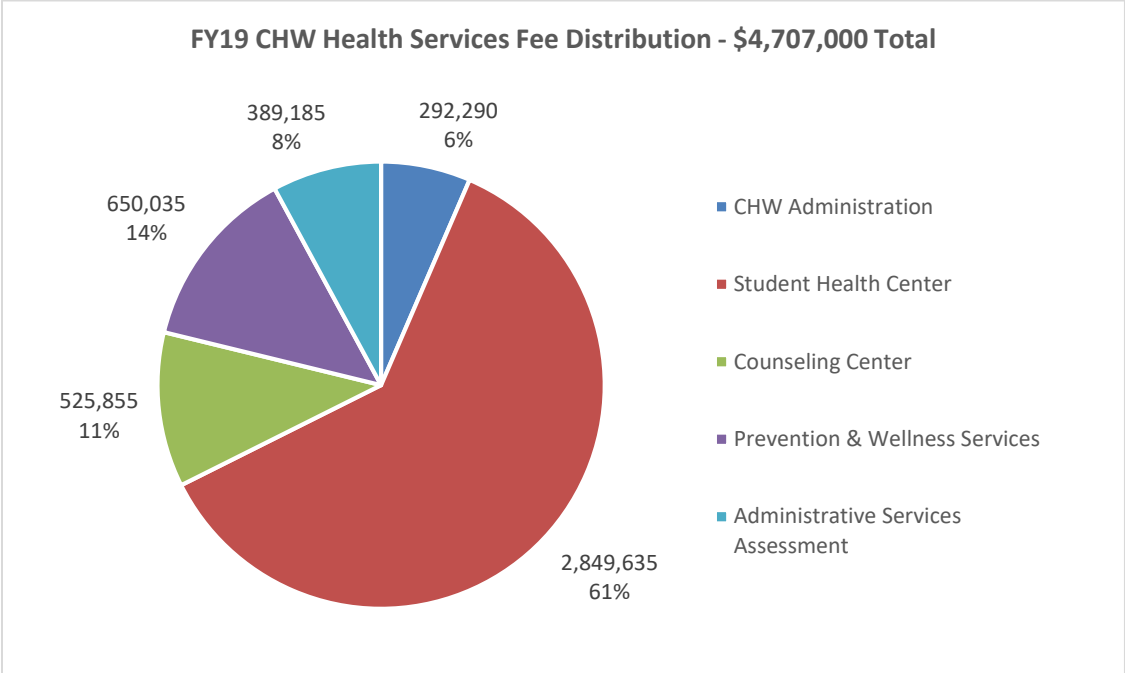
**Some of the Counseling, Health & Wellness Services Provided to Students**

Direct-delivery services include urgent illness and injury care, chronic-illness management and monitoring, extensive women's health, mental health diagnosis and treatment, resources for self-help, general health education, peer health education programs, alcohol and other drug counseling and assessment services, and rapid nursing assessment. All students receive the educational benefits of the health outreach programs and the benefit of preventive and public health services.

For comprehensive list of services for each CHW department: <http://www.wvu.edu/chw/>

**FY19 Counseling, Health & Wellness (CHW) Self-Sustaining Fund**

Distribution of current Health Services Fee revenue:



**FY19 Fee and Proposed Fee Increase for FY20 with Anticipated Annual Revenue**

<b>FY19 - Current Fee</b>	\$113 / Qtr.	\$339 / Academic Year
<b>Proposed Fee Increase</b>	\$4 / Qtr.	\$12 / Academic Year
<b>Proposed FY20 Fee</b>	\$117 / Qtr.	\$351 / Academic Year

<b>FY19 Health Services Fee Revenue Budget</b>	<b>\$4,707,000</b>
FY20 Additional Fee Revenue Requested	\$168,000
<b>FY20 Health Services Fee Revenue Budget</b>	<b>\$4,875,000</b>

\*Each \$1/qtr. fee increase generates approx. \$42,000/yr. in Health Services Fee revenue  
 \$168,000/42,000 = \$4/qtr. fee increase

**Fee Comparison to other WA State Public Universities (fee/student/academic year)\***

	<b>FY19</b>	<b>FY20</b>
The Evergreen State College	\$420	Not Available
Washington State University	\$408	\$408
Central Washington University	\$363	Not Available
<b>Western Washington University</b>	<b>\$339</b>	<b>\$351 (proposed)</b>
Eastern Washington University	\$312	Not Available

\*Fee Comp Notes:

Evergreen serves a much smaller student population than WWU

WSU fee includes a 10 year, ongoing assessment for Counseling Ctr. 6.9 M remodel

Central has a two part fee: 308.88 Health Fee & and a 54.00 Wellness Fee

Eastern’s Health & Wellness Fee covers some services that have been outsourced to contracted providers

UW has no separate Health Fee for comparison. UW health services involve tuition & UW medical center

**Other Revenue Sources**

**State Support – Counseling Center**

Currently 67% (**\$1,079,290**) of Counseling’s annual budget is State funded. In FY20, the state will fund salary & benefit increases for state funded positions. The self-sustaining portion of the FY20 budget (33%) includes a request for Health Fee revenue for increased expenses for salaries, benefits and goods/services (**\$16,635**). There is no charge for individual or group counseling sessions.

<b>Counseling Center State &amp; Self Sustaining Budget Summary</b>	<b>FY19</b>	<b>FY20</b>	<b>FY20 Proposal</b>
	<b>Budget</b>	<b>Proposed Budget</b>	<b>vs. FY19 Budget</b>
<b>Self-Sustaining Counseling Budget Total</b>	<b>525,855</b>	<b>542,490</b>	<b>16,635</b>
	<b>33%</b>	<b>33%</b>	
State Salaries	744,035	773,860	29,825
State Benefits	268,755	279,350	10,595
State Goods & Services	66,500	66,500	-
<b>State Counseling Budget Total</b>	<b>1,079,290</b>	<b>1,119,710</b>	<b>40,420</b>
	<b>67%</b>	<b>67%</b>	
<b>Total Counseling State &amp; Self-Sustaining Budgets</b>	<b>1,605,145</b>	<b>1,662,200</b>	<b>57,055</b>
	<b>100%</b>	<b>100%</b>	

\*A Counseling Ctr. emergent need request for a Psychologist and Mental Health Counselor is pending.

## **Other Revenue Sources – continued**

### **Fees for Service – Student Health Center (SHC)**

There is currently no charge or limit to the number of standard office visits.

Students are billed for some medical services such as labs, pharmaceuticals and some medical supplies that are provided by SHC. Many services that had previously been billed to student accounts are billed directly to students or their insurer by 3<sup>rd</sup> party service providers. Service fee revenue is used to purchase “no-charge” medical supplies and non-durable medical equipment used in exam rooms (bandages, blood pressure cuffs, etc.)

### **CHW Reserve Fund – Supports all CHW depts.**

FY19 Beginning Fund Balance July 1, 2018: **\$709,955**

Current Reserve Fund Balance: **\$663,530**

FY19 Year End Projected Fund Balance at June 30, 2019: **\$600,000**

The self-sustaining reserve fund is critical to ongoing operations. It is primarily used for major purchases (medical equipment, computers, software & furniture), renovations, repairs and coverage for extended staff absences due to illness. A minimum reserve balance of \$400,000 to \$500,000 is required to provide for the expenses mentioned as well as any emergency expenditures critical to maintaining operations. More than normal support from this reserve fund will be required in FY20 to cover expenses related to Student Health Center accreditation as well as the implementation of a new electronic medical records/billing system.

## **FY20 Budget Planning Assumptions**

WWU Budget Office’s FY20 planning instructions:

3% classified staff salary increase, July 1, 2019

3% professional staff salary increase, July 1, 2019

This FY20 budget proposal includes the 3% salary increases, classified step and salary survey adjustments and the associated increased benefit costs. The increased budget for benefits also includes a significant increase to the employer portion of health care costs that will increase from \$916/mo to \$939/mo in FY20 and from \$939/mo to \$976/mo in FY21 for all benefit eligible permanent staff.

Increases to salary and benefit will have a significant impact on a self-sustaining budget that primarily consists of personnel expenses (83%). Goods & services (9%) and the Administrative Services Assessment (8%) make up the rest of current budgeted expenses. The proposed **\$4/qtr.** fee increase generating **\$168,000** in revenue for FY20 would be used to fund increased expenses across all Counseling, Health & Wellness departments.

**CHW all Depts.- Increased Expenses by Type**

**Salary Increases - \$98,280**

**\$15,055** – 3% Legislative across the board salary increases for classified staff

Salary negotiations for Registered Nurses resulted in a 28% salary increase in FY18  
RN's did not receive a salary increase in FY19 and will not receive 3% in FY20

**\$10,265** - Classified staff step increases

Three Registered Nurses, one Medical Assistant, one Program Coordinator

**\$16,960** - Classified staff and salary survey range adjustments

Two Licensed Practical Nurses & one IT 2 Specialist (adjustments pending, not final)

**\$55,260** - Professional staff – 3% estimated, not final

**\$740** - Minimum wage increase for student workers

Dept. pay for non-work study funded hires

**Benefit Increases - \$36,845**

**\$30,705** - Employer cost of health care from \$916/mo to \$976/mo (2 year increase)

**\$ 6,140** - Other increases to employer cost for benefits

**Goods & Services – \$19,650**

A 4% inflationary increase to CHW goods and services budgets for expenses related to day to day operations such as custodial services, telecom, copy services, supplies, etc.

**Administrative Services Assessment - \$13,225**

Calculated as a percentage of total revenue. The university's assessment rate for Health Services for FY20 remains 7.875%

## CHW all Depts. – FY20 vs. FY19 Increased Expenses by Department

<b>Counseling, Health &amp; Wellness Services FY20 Self-Sustaining Budget Proposal</b>				
<b>CHW SELF-SUSTAINING FUND 23073</b>	<b>FY19 Budget</b>	<b>FY20</b>	<b>FY20 Proposal</b>	
<b>REVENUE</b>	<b>Budget</b>	<b>Proposed Budget</b>	<b>vs. FY19 Budget</b>	
Health Services Fee - to all CHW depts.	4,707,000	4,875,000	168,000	
Medical Services - Health Center	235,000	235,000	-	
<b>CHW Revenue Total</b>	<b>4,942,000</b>	<b>5,110,000</b>	<b>168,000</b>	
<b>EXPENSE</b>				<b>% of Total Exp Inc \$</b>
<b>Counseling, Health &amp; Wellness (CHW) Admin</b>				
Salaries	174,945	180,195	5,250	
Benefits	57,270	59,160	1,890	
Goods & Services	60,075	62,480	2,405	
<b>CHW Admin Total</b>	<b>292,290</b>	<b>301,835</b>	<b>9,545</b>	<b>6%</b>
<b>Student Health Center (SHC)</b>				
Salaries	2,062,288	2,127,823	65,535	
Benefits	671,247	694,082	22,835	
Goods & Services	351,100	366,035	14,935	
<b>Student Health Center Total</b>	<b>3,084,635</b>	<b>3,187,940</b>	<b>103,305</b>	<b>61%</b>
<b>Counseling Center (C Ctr)</b>				
Salaries	385,342	396,302	10,960	
Benefits	126,013	131,108	5,095	
Goods & Services	14,500	15,080	580	
<b>Counseling Center Total</b>	<b>525,855</b>	<b>542,490</b>	<b>16,635</b>	<b>10%</b>
<b>Prevention &amp; Wellness Services (PWS)</b>				
Salaries	437,855	454,390	16,535	
Benefits	168,890	175,915	7,025	
Goods & Services	43,290	45,020	1,730	
<b>Prevention &amp; Wellness Services Total</b>	<b>650,035</b>	<b>675,325</b>	<b>25,290</b>	<b>15%</b>
CHW Total Salary Expense	3,060,430	3,158,710	98,280	
CHW Total Benefit Expense	1,023,420	1,060,265	36,845	
<b>Total Personnel Expense</b>	<b>4,083,850</b>	<b>4,218,975</b>	<b>135,125</b>	
<b>Total Goods &amp; Services Expense</b>	<b>468,965</b>	<b>488,615</b>	<b>19,650</b>	
<b>CHW Personnel and Goods &amp; Services &amp; Contingency</b>	<b>4,552,815</b>	<b>4,707,590</b>	<b>154,775</b>	
*Administrative Services Assessment (ASA)	389,185	402,410	13,225	8%
<b>CHW Total All Expenses</b>	<b>4,942,000</b>	<b>5,110,000</b>	<b>168,000</b>	<b>100%</b>
Revenue Less Expense	0	0	0	



## **Fiscal Impact**

**Increasing the Health Services Fee from \$113/qtr. to \$117/qtr. for 2019-2020** would be necessary to maintain current services. Students paying tuition and the mandatory fees would be impacted by an increase to this fee as they would be **required to pay an additional \$12/academic year.**

The mandatory Health Services Fee is a cost for students that maintains campus-based access to counseling, health and wellness services. When compared to the cost of obtaining the services in the community, it is still the most affordable option for students. This fee proposal would maintain a service model that has no financial impediment to accessing the services.

## **Budget Summary**

Because 83% of all CHW self-sustaining budget expenditures are for salaries and benefits, the increase to personnel costs for FY20 has prompted a request for additional fee revenue to maintain current levels of service. Permanent salary and benefit savings due to staffing changes have been accounted for. The FY20 **salary and benefits increases for all staff will require \$135,125.** A **\$19,650 increase to goods & services** is ~4% increase for inflation. The resulting increase to total revenue due to a fee increases will require an additional **\$13,225 for the 7.875% Administrative Services Assessment** on additional revenue.

Counseling, Health & Wellness Services is requesting A.S. Board support for a **\$4/qtr. increase to the Health Services Fee to generate an additional \$168,000** per year in fee revenue to support operations for all depts.