

AGENDA

Planning and Budget Committee (PBC)

February 16, 2021/10:30 AM – 12:00 PM

1. Call to order: Dr. Michael

- Please check Roll Call/Attendance from 1/19 and update the roster in that meeting folder as needed
 - Guidance was given to go back for anyone who did not record their attendance at the January Meeting – this will be added to the January meeting notes
- Please update the attendance spreadsheet for today in the Teams folder to show you are “present”
 - Guidance was given to mark present for the Feb 16th, now 24th.

2. Meeting Notes from 1/19/21

- A PDF draft of the 1/19 Meeting Notes is also in MS Teams for questions, comments and our approval
 - If the Agenda is modified, it will be added to the meeting notes and posted to the Shared Governance Web page, otherwise, the meeting notes as current will be posted.

3. Old Business

Fees

- a. Meal Plan: are they comfortable approving the meal plan increase when Student Government has not – because they could not reach quorum?
 1. Mark will continue to work with SGA to attempt to get a formal response,
 2. However, regardless, this will be on the March PBC agenda for formal recommendation.
 3. If SGA has not met quorum, Mark will endeavor to have at least an SGA representative, and a student housing representative at the March PBC Meeting
- b. Optional Fee: Study Abroad Insurance
 1. The current program that UHCL has used for non-domestic travel insurance has gone bankrupt, and the office of Global Learning Strategies has proposed a new mandatory fee for students who participate in travel abroad.
 2. This will not be considered a Mandatory Fee, as it would only apply to those select students, even though it would be mandatory for them.
- c. Discussion about the System’s desire to push any discussion on new or increased fees to May – concerns over optics of a fee increase during a pandemic – how does PBC view that?

1. System was concerned with the viability of entertaining fee increases when the actions of the Legislature were still unknown, and therefore wanted to wait until the Pay Board meeting to hear any tuition or fee increases.
2. The impact is that as the two fee increases from UHCL will not go to the Regents until the May meeting, the campus has more time to consider these two proposed fee increases.

4. New Business/Announcements/Q&A

- Plan for doing the Division Budget Initiative Presentations – they will all be virtual this year, so we can record and post to the PBC Teams folder (at least I believe we can). This is just a discussion, but probably best to get everyone on the same sheet as for expectations since it will be somewhat different this year.
 - To make the presentations open, they will need to be in Zoom
 - They will be recorded, and we will post them in whatever method possible, which will hopefully include to the PBC folders
 - Following the Division presentations, there will be a truncated presentation to PBC
 - It is Mark's projection that there will be minimal capacity to fund a lot of new initiatives, and still have a balanced budget, without drawing from University reserves, which President Blake has stated she is not in support of.
- If we have time – It would be good to make sure if there are any questions over the latest funding for the Pandemic Response from the Federal Government and impact to UHCL
 - Mark gave an overview, there is a document outlining funds received in the folder.
 - Solicitations are being received from the following areas to identify specific opportunities for utilizing these funds:
 - Academic Affairs: Support to faculty and technology for improving our distance learning as well as other initiatives
 - Student Affairs: Support to students, mental health and other areas due to the Pandemic
 - Enrollment Management: increased student financial aid as well as other operational initiatives
 - Admin and Finance: Recognition of direct expenditures, waived or refunded fees and lost revenue due to the Pandemic
 - Faculty Senate: Initiative to support direct expenditures from faculty, professional development and other initiatives to support faculty as they respond and prepare for the impacts of the Pandemic
 - Further discussion will be surrounding the following criteria (this is a proposed, not final priority order):
 - Compliance with the restrictions of the funding authorization
 - Ability to execute by the deadline of January, 2022
 - Greatest impact for our students
 - Greatest impact to support our faculty and staff
 - Greatest opportunity to use these one-time dollars for ongoing capacity enhancement
- Same "if we have time" on my intended topics for the Campus-wide presentation on the Financial State of the University as we roll into budget and await the outcomes of the Legislative

session – it will be 100% virtual, but live, so there can be questions, but I would like to get some feedback from PBC on what I intend to discuss and their thoughts on that.

- Mark discussed that it is his intent to prepare a campus wide virtual meeting highlighting the fiscal status of the campus for the current year, outlining the impact of the pandemic as well as a preview of how enrollment and state funding might fair going forward.
- No date is yet set for this presentation.

University of Houston Clear Lake

FY2021 - FY2022 Planning & Budgeting Committee Attendance Sheet

Meeting Date:

2/24/2021

Memebers	Seat	Role	Email	Absent/Present
Steve Berberich	Academic Affairs/Provost	Division Representative	Berberich@uhcl.edu	Present 2/24/2021
Krista Buckminister	Staff Representative	Division Representative	Buckminister@uhcl.edu	Present 2/24/2021
Debbie Carpenter	Staff Representative	Division Representative	Carpenter@uhcl.edu	Present 2/24/2021
Thomas Cothorn	Faculty 1	COE Faculty Representative	Cothorn@uhcl.edu	Present 2/24/2021
Patricia Cuchens	Ex-Officio	Office of Institution Effectiveness	Cuchens@uhcl.edu	
Alfredo Perez-Davila	Faculty 2	CSE Faculty Representative	Perezd@uhcl.edu	Present 2/24/2021
Mark Denney	Vice-Chair	Vice President A & F	Denney@uhcl.edu	Present 2/24/2021
LeeBrian Gaskins	Information Technology	Department Representative	Gaskins@uhcl.edu	
Aaron Hart	Student Affairs	Division Representative	Harta@uhcl.edu	
Lilac Lee	SGA	Student Representative	Lix1976@uhcl.edu	Present 2/24/2021
Tim Michael	Faculty 3	Chair/BUS Faculty Representative	Michael@uhcl.edu	
Juan Olguin	Office of the President	Division Representative	Olguin@uhcl.edu	
Tim Richardson	Student Success Initiatives	Department Representative	RichardsonT@uhcl.edu	
Deja Sero	Ex-Officio	Planning & Budget	Sero@uhcl.edu	Present 2/24/2021
Haeyoung Shin	Faculty 4	BUS Faculty Representative	Shinha@uhcl.edu	Present 2/24/2021
Leigh Ann Shelfer	Staff	USA Representative	Shelfer@uhcl.edu	
Joseph Staley	University Advancement	Division Representative	StaleyJ@uhcl.edu	present 2/24/2021
Ed Waller	College Dean	College Representative	Waller@uhcl.edu	present 2/24/2021
LeeAnn Wheelbarger	Staf	USA Representative	Wheelbarger@uhcl.edu	
Sharon White	Faculty 5	CSE Faculty Representative	Whites@uhcl.edu	present 2/24/2021
Dawit Woldu	Faculty 6	HSH Faculty Representative	Woldu@uhcl.edu	Present 2/24/2021

Alternates	Seat	Role	Email	Absent/Present
Missie Adkins	Ex-Officio	Planning & Budget	Adkins@uhcl.edu	present 2/24/2021
Elbby Antony	University Advancement	Division Representative	AntonyE@uhcl.edu	present 2/24/2021
RJ Davis	Faculty Representative	Faculty 2	Davisr@uhcl.edu	
Karen Elliott	Ex-Officio	Office of Institution Effectiveness	Elliott@uhcl.edu	present 2/24/2021
Miguel Gonzalez	College Dean	College Representative	GonzalezMig@uhcl.edu	Present 2/24/2021
Caron Park	Academic Affairs/Provost	Division Representative	Park@uhcl.edu	Present 2/24/2021
Carol Pruitt	Office of the President	Division Representative	Pruitt@uhcl.edu	
Ed Puckett	Information Technology	Department Representative	Puckett@uhcl.edu	Present 2/24/2021
Maria Ramos	Student Success Initiatives	Department Representative	Ramos@uhcl.edu	
Robbie Raymond	Faculty Representative	Faculty 1	Raymond@uhcl.edu	Present 2/24/2021
Cindy Saltzman	Student Affairs	Division Representative	Saltzman@uhcl.edu	Present 2/24/2021
ERIC HERRERA	FMC	DEPARTMENT REPRESENTATIVE	HERRERA@UHCL.edu	
Lea Black	Provost - Guest	Division Business Administrator	Blackl@uhcl.edu	Present 2/24/2021

Dining Plans

Current UHCL Declining Plans

- Minimum, required: \$1,000/semester
- Optional \$1,680/semester
- Optional \$2,100/semester

- What does it really cost to eat for a semester:

• Avg 2 meals/day (14/wk)	3 meal/day (21/wk)	10 meal/wk
• Avg \$10/meal	\$6/meal	\$9/meal
• <u>16 weeks</u>	<u>16 weeks</u>	<u>16 weeks</u>
• \$2,240/semester	\$2,016/semester	\$1440/semester

University of Houston

- Bronze: \$2,104.32/Semester
- Silver: \$2,377.27/Semester
- Gold: \$2,667.02/Semester
- Platinum: \$2,867.02/Semester

University of Houston Victoria

- Gold: \$2,147.422/Semester
 - 19 meals/week
- Red: \$1,467.61/Semester
 - 160 meals per semester (avg 10 meals/week)
- Commuter plans
- Jax 40 \$348.57
 - 40 meals
- Jax 20 \$174.28
 - 20 meals

Texas Southern University

- 19 meals/week \$1,743/Semester
- 14 meals/week \$1,434/Semester

Formal Request

- Increase the minimum declining balance meal plan increase from \$1,000/Semester to \$1,400/Semester

Incentives

- **Discount:** If students living in Hunter Residence Hall, once they complete their initial balance, add additional dollars to their account
 - we will give additional credits
 - Example: purchase \$90, get \$100
- **Gift Card:** Creating gift cards for Residents in Hunter Residence Hall – for discounts at Patio Café, Hawk Energy Bar, or Coffee Shop
 - Preferably a discount when applied to larger purchase, but will be worked out.
- **Other initiatives:** proposing these through the Student Dining Advisory Council
 - Special Events – later hours, Unique food items, etc.
 - Trial period for longer hours
 - Others
 - Commuter Pans
 - Grandfather rates in for returning students

The problem is business volume

- What are we doing to increase business volume:
 - Boost mobile app
 - Patio Café, coffee shop renovations
 - Advertising marketing campaigns
 - Direct work with Chartwell's to improve/upgrade/expand meal offerings
- But low volume makes all of the Quality issues more challenging

Options:

- Long term: Solve the volume issue
- Short term:
- If we do not solve this, we then have two options:
 - Have all students subsidize on-campus dining – their/your tuition \$
 - Close all on-campus dining

Calculations

- Annual sales
 - Non-Residential Hall dining (pre-Covid history) \$400,000/year
 - University Catering (pre-Covid history) \$400,000/year
 - Residential Hall meal plan guarantees \$420,000/year
 - 150 residents X \$1,400/Semester X 2 Semesters
 - Total Annual Sales: \$1,220,000/year
- Achieve \$1.2M/year by any combination – no subsidy needed
- Below this – UHCL operates all Dining facilities, potentially costing all students to subsidize dining

HERRF Funding Update

	Direct Financial Aid	Institutional Support	Minority Serving Inst	Total
CARES ACT (March 2020)	2,777,685	2,777,684	410,341	5,965,710
CSSRAA (December 2020)	2,777,684	7,427,468	662,208	10,867,360
ARPA (February 2021)	9,229,198	8,848,004	1,149,246	19,226,448
Total Awarded:	14,784,567	19,053,156	2,221,795	36,059,518
Reimbursement, Drawdown to date	(2,774,211)	(1,652,408)	(182,961)	(4,609,580)
Pending drawdown for quarter end date: March 31, 2021				
Lost 2020 Rev: Parking		(324,167)		(324,167)
Lost 2020 Rev: Housing		(653,300)		(653,300)
Waived Fall 2020 Fees		(173,955)		(173,955)
Substantiated Direct Spending to date		(400,000)		(400,000)
Known future items for drawdown				
Lost 2021 Rev: Parking		(400,000)		(400,000)
Lost 2021 Rev: Housing		(1,483,495)		(1,483,495)
Lost 2021 Rev: Dining Commissions		(50,000)		(50,000)
Lost 2021 Rev: Bookstore Commissions		(35,000)		(35,000)
Lost 2021 Rev: Bayou Theatre		(75,000)		(75,000)
Lost 2021 Rev: Academic Events		(25,000)		(25,000)
Summer 2021	(2,500,000)			(2,500,000)
Direct Spending - to be substantiated		(787,604)		(787,604)
Remaining	9,510,356	12,993,227	2,038,834	24,542,417

Process for developing initiatives to expend the remaining balances

Process

1. Collect initiative ideas from across the University
 - A. Academic Affairs
 - B. Faculty Senate
 - C. Strategic Enrollment Management
 - D. Student Affairs
 - E. Administration and Finance

Comments

Completed, but still accepting proposals

2. Review to ensure compliance with Dept of Ed guidance

Completed for all received

3. Review to ensure execution within current deadlines

Current published deadline is January, 2022
Currently underway

4. If submissions exceed available funds, focus on priority process

Underway

5. Develop reasonable cost estimates

Underway
Current projection of total projects that can be executed within timeline is \$23 M

Additional Actions:

- Claim lost General Appropriations \$3 Million
- Offset against payroll

6. Present proposal to President Blake

Requirements:

Must allocate some of the funds in an outreach campaign to students alerting them of the financial aid now available
Must allocate some of the funds to implement best practices for Health and Safety initiatives on campus

Included in proposals
Included in proposals

Can dedicate more funding toward Financial Aid that identified above - would come from Institutional or MSI funds