

University of Houston Clear Lake
Planning and Budget Committee
Thursday, April 9, 2020
Agenda

Attendance:

Members

Steve Berberich, Sarah Costello, Thomas Cothorn, Patricia Cuchens, Mark Denney, Karen Fiscus, Aaron Hart, Jamie Hester, Xiao Li, Vivienne McClendon, Tim Michael, Carol Pruitt, Deja Sero, Rick Short, Brian Stephens, Ivelina Pavlova-Stout, Paul Withey

Alternates

Kathryn Matthew, Cindy Saltzman, Walther Thompson

Guest

Missie Adkins, Elizabeth Beavers, Lea Black, Heather Kanenberg, Nick Kelling, Lilia Lee, Joan Pedro, Rosie Pineda

1. Approval of March 5, 2020 Notes
 - a. See provided notes, one correction – notes were shown as for March 12, correct to reflect Mar 5.
2. Adjusted Budget Timeline
 - a. See attached document reflecting summary of VP Denney's comments
3. Status of Budget Initiatives
 - a. See attached document reflecting summary of VP Denney's comments
4. Financial impact on State
 - a. See attached document reflecting summary of VP Denney's comments
5. Covid19 Stimulus: Coronavirus Aid, Relief, and Economic Security Act
 - a. See attached document outlining the elements and what is known to date.

Minutes from PBC Meeting Thursday, Mar 5, 2020

Attendance: Attendance was not recorded.

The ranked proposed initiatives were discussed.

1. It was decided to recommend fully funding those initiatives with an average ranking of 3.4 or higher, comprising the following 16 items.
 - a. Pay Plan for Faculty, Staff, and Admin (ranked 4.9, 4.4, 4.1)
 - b. All 9 faculty positions (ranked >4.4)
 - c. DAS antenna for Police communication in Bayou, one-time (ranked 3.6).
 - d. Hawk Promise & Completion Scholarships (ranked 3.4,3.5)
 - e. Bayou Theater rigging, one-time (ranked 3.4)

Note: one committee member's score was not yet averaged in.

2. Other recommendations:
 - a. Consider funding items on the Academic Affairs "B" list (that we did not see), including 8 other faculty positions, graduate/TA scholarships/funding before other positions since these generate revenue. UHCL is down by 20 Full time faculty since 3 years ago, even though there are more students, more SCHs, and more courses with a wider variety to be taught. Faculty feel like they're in crisis mode.
 - b. For Events Office: Hire just 1 position to get this started and generate outside revenue for UHCL, then hire more in the future as the office pays for itself.
 - c. For lower ranked items, put an emphasis on those that are revenue generating first, and those that don't have large expense. (e.g. alumni database)
 - d. For MarCom, rather than hiring any new position, consider using existing employees/faculty/students to maintain, update regularly, and improve our marketing websites. The same would apply to other areas also (e.g. Student Affairs).

The list of items recommended for funding is in the table on the next page. One member's score was not averaged in at the meeting, but when included, two items become ranked higher. These are the Alumni Database (one-time \$15k), and AA/Center for Faculty Development M&O (\$40k), both of which become ranked above the Scholarships, and Bayou Theater rigging.

Items recommended for full funding from PBC:

2021 Budget Initiatives University of Houston Clear Lake Planning and Budget Committee

Division	Dept	Initiative #	Title	Base \$ Request	One-time \$ Request		Strategic Objective	SM T												Avg (all votes)	Avg (meeting)
Institution	Institution	2021 #1	Pay Plan: Faculty	\$ 673,000	\$ -	0	Objective 4	35.00	5	5	5	5	5	4	5	5	5	5	5	4.9	4.9
Academic Affairs	COB	2021 #26	COB Faculty # 1: Econ	\$ 93,000	\$ -	0	Objectives 4, 11, & 13	61.50	5	5	5	5	3	4	5	5	5	5	5	4.7	4.7
Academic Affairs	COB	2021 #28	COB Faculty # 3: Decision Science	\$ 107,000	\$ -	0	Objectives 4, 11, & 13	61.50	5	4	5	5	4	4	5	5	5	5	5	4.7	4.7
Academic Affairs	CSE	2021 #32	CSE Faculty # 1: ME	\$ 90,000	\$ -	0	Objectives 4, 11, & 13	61.50	5	5	4	5	4	4	5	5	5	5	5	4.7	4.7
Academic Affairs	COB	2021 #27	COB Faculty # 2: Mktng	\$ 110,000	\$ -	0	Objectives 4, 11, & 13	61.50	5	5	5	5	2	4	5	5	5	5	5	4.6	4.6
Academic Affairs	HSH	2021 #36	HSH Faculty # 1: HUMN	\$ 70,000	\$ -	0	Objectives 4, 11, & 13	61.50	5	5	5	5	4	4	5	4	4	5	5	4.6	4.6
Academic Affairs	HSH	2021 #37	HSH Faculty # 2: Psychology	\$ 70,000	\$ -	0	Objectives 4, 11, & 13	61.50	5	5	5	5	4	4	5	4	4	5	5	4.6	4.6
Academic Affairs	COE	2021 #29	COE Faculty # 1: Spec Ed	\$ 65,000	\$ -	0	Objectives 4, 11, & 13	61.50	5	5	4	5	4	4	5	5	3	5	5	4.5	4.5
Academic Affairs	CSE	2021 #33	CSE Faculty # 2: Chem	\$ 80,000	\$ -	0	Objectives 4, 11, & 13	61.50	3	5	4	5	4	4	5	4	5	5	5	4.5	4.4
Academic Affairs	CSE	2021 #34	CSE Faculty # 3: Physics	\$ 90,000	\$ -	0	Objectives 4, 11, & 13	61.50	3	5	4	5	4	4	5	4	5	5	5	4.5	4.4
Institution	Institution	2021 #3	Pay Plan: Staff	\$ 185,000	\$ -	0	Objective 4	35.00	5	4	1	5	5	4	5	5	5	5	1	4.1	4.4
Institution	Institution	2021 #2	Pay Plan: Admin	\$ 470,000	\$ -	0	Objective 4	35.00	5	3	1	3	5	4	5	5	5	5	1	3.8	4.1
A&F	Police / EHS	2021 #18	DAS	\$ -	\$ 250,000	1	Objective 7	19.67	3	2	3	4	5	3	5	5	3	3	3	3.5	3.6
Academic Affairs	EM	2021 #42	Enroll Mgmt: Scholarship - Completion Grants	\$ 100,000	\$ -	0	Objectives 7, 10 & 11	35.92	3	3	2	5	3	3	4	5	4	3	1	3.3	3.5
UA	Cultural Arts/ A	2021 #52	Bayou Theatre - replacing	\$ 500,000	\$ -	0	Objectives 4, 8, & 15	62.75	3	4	1	2	5	4	5	5	2	4	1	3.3	3.4
Academic Affairs	EM	2021 #43	Enroll Mgmt: Scholarship - Hawk Promise	\$ 150,000	\$ -	0	Objectives 7, 10 & 11	35.92	3	3	1	5	3	3	4	5	4	3	1	3.2	3.4

Division	Department	Initiative #	Title	Base \$ request	One-time \$ Request	VPAF Comment	Average PBC Mbr score	
Institution	Institution	2021 #1	Pay Plan: Faculty	\$ 673,000	\$ -		4.909091	Supported
Institution	Institution	2021 #2	Pay Plan: Admin	\$ 470,000	\$ -		3.818182	Supported
Institution	Institution	2021 #3	Pay Plan: Staff	\$ 185,000	\$ -		4.090909	Supported
Institution	Institution	2021 #4	Vehicle Reserve	\$ -	\$ 250,000	Create year end reserve - do not fund	2.454545	
Institution	Institution	2021 #5	Maint Reserve	\$ -	\$ 250,000	Create year end reserve - do not fund	3	
Institution	Institution	2021 #6	EHS Remediation Reserve	\$ -	\$ 200,000	Create year end reserve - do not fund	3	
Institution	Institution	2021 #7	Parking \$ Alignment	\$ 100,000	\$ -		2.545455	
Institution	Student Affairs	2021 #8	Student Service \$ Alignment ALL	\$ 382,747	\$ -	Could be considered either E&G or Aux - seeking guidance	2.363636	
Institution	Student Affairs	2021 #9	Student Service \$ Alignment THIRD	\$ 126,307	\$ -	Could be considered either E&G or Aux - seeking guidance	2.636364	
Institution	Student Affairs	2021 #10	Student Service \$ Alignment HALF	\$ 191,374	\$ -	Could be considered either E&G or Aux - seeking guidance	2.272727	
President	President	2021 #11	iHaPS	\$ 500,000	\$ -	Create presidential reserve - do not fund	2.272727	
President	Strategic Partnerships	2021 #13	O&M # 1	\$ 4,500	\$ -		2.8	
President	Strategic Partnerships	2021 #14	O&M # 2	\$ 1,600	\$ -		2.8	
President	Strategic Partnerships	2021 #15	O&M # 3	\$ -	\$ 500		2.8	
President	Strategic Partnerships	2021 #16	O&M # 4	\$ 1,000	\$ -		2.8	
President	Strategic Partnerships	2021 #17	O&M # 5	\$ 2,500	\$ -		2.8	
A&F	Police / EHS	2021 #18	DAS	\$ -	\$ 250,000	Year end authorize - do not fund	3.545455	Supported
A&F	Police	2021 #19	Pearland Security	\$ 84,000	\$ -		2.636364	
A&F	Police	2021 #20	Police O&M	\$ 9,000	\$ -		2.909091	
A&F	Police	2021 #21	Vehicle Replacement	\$ -	\$ 150,000	Covered elsewhere, do not fund	2.727273	
A&F	Police/EHS	2021 #22	Fire Marshal	\$ 97,500	\$ -	Needs further development	2.818182	
A&F	Police/EHS	2021 #23	Continuity Ops Mgr	\$ 97,500	\$ -	Needs further development	2.454545	
A&F	FMC	2021 #24	FMC Leadership Reorg	\$ 35,000	\$ -		1.727273	
A&F	FMC	2021 #25	FMC staffing for growth	\$ 300,000	\$ -		2.818182	
Academic Affairs	COB	2021 #26	COB Faculty # 1: Econ	\$ 93,000	\$ -	Develop supporting data/metrics	4.727273	Supported
Academic Affairs	COB	2021 #27	COB Faculty # 2: Mktng	\$ 110,000	\$ -	Develop supporting data/metrics	4.636364	Supported
Academic Affairs	COB	2021 #28	COB Faculty # 3: Decision Science	\$ 107,000	\$ -	Develop supporting data/metrics	4.727273	Supported
Academic Affairs	COE	2021 #29	COE Faculty # 1: Spec Ed	\$ 65,000	\$ -	Develop supporting data/metrics	4.545455	Supported
Academic Affairs	COE	2021 #30	COE Classroom Technology	\$ -	\$ 19,200	Use UCT HEAF \$	2.909091	
Academic Affairs	COE	2021 #31	COE Academic Equipment: Robot C3	\$ -	\$ 6,800	Use College Course Fees/DDT	2.818182	
Academic Affairs	CSE	2021 #32	CSE Faculty # 1: ME	\$ 90,000	\$ -	Develop supporting data/metrics	4.727273	Supported
Academic Affairs	CSE	2021 #33	CSE Faculty # 2: Chem	\$ 80,000	\$ -	Develop supporting data/metrics	4.545455	Supported
Academic Affairs	CSE	2021 #34	CSE Faculty # 3: Physics	\$ 90,000	\$ -	Develop supporting data/metrics	4.545455	Supported
Academic Affairs	CSE	2021 #35	CSE Staff: Suite Sec	\$ 35,000	\$ -	Want to see Admin to faculty ratio	2.909091	
Academic Affairs	HSH	2021 #36	HSH Faculty # 1: HUMN	\$ 70,000	\$ -	Develop supporting data/metrics	4.636364	Supported
Academic Affairs	HSH	2021 #37	HSH Faculty # 2: Psychology	\$ 70,000	\$ -	Develop supporting data/metrics	4.636364	Supported
Academic Affairs	AA/CFD	2021 #38	AA/CFD M&O	\$ 40,000	\$ -		3.363636	
Academic Affairs	EM	2021 #39	Enroll Mgmt: Transfer Coord	\$ 75,000	\$ -	Ratio to other system staffs	3	
Academic Affairs	EM	2021 #40	Enroll Mgmt: physical space convert	\$ -	\$ 45,000	Ratio to other system staffs	2.818182	
Academic Affairs	EM	2021 #41	Enroll Mgmt: DigArc software	\$ 45,500	\$ -	History on Matriculation fee	3	
Academic Affairs	EM	2021 #42	Enroll Mgmt: Scholarship - Completion Grants	\$ 100,000	\$ -	Use existing scholarship	3.272727	Supported
Academic Affairs	EM	2021 #43	Enroll Mgmt: Scholarship - Hawk Promise	\$ 150,000	\$ -	Use existing scholarship	3.181818	Supported
Academic Affairs	EM	2021 #44	Enroll Mgmt: ChatBot	\$ 75,000	\$ -	History on Matriculation fee	2.818182	
Academic Affairs	Lib	2021 #45	Library: Active Learning Labs	\$ -	\$ 167,841		2.636364	
Academic Affairs	OAIP	2021 #46	OAIP: Terra Dotta Software	\$ 5,000	\$ 40,000	Enrollment targets?	3	
Academic Affairs	OAIP	2021 #47	OAIP: Faculty Seed Grants: Educ Abroad	\$ 21,000	\$ -	Use DDT excess	2.818182	
Academic Affairs	SSI	2021 #48	SSI: Acad Advisory Professional Devl	\$ 30,000	\$ -	Use DDT excess	2.272727	
Academic Affairs	Pearland	2021 #49	Pearland: M&O Inc.	\$ 3,600	\$ -		2.454545	
Academic Affairs	Pearland	2021 #50	Pearland: Student Empl	\$ 9,272	\$ -		2.909091	
Academic Affairs	Pearland	2021 #51	Pearland: Student Empl	\$ 2,782	\$ -		3.090909	

Division	Department	Initiative #	Title	Base \$ request	One-time \$ Request	VPAF Comment	Average PBC Mbr score	
UA	Cultural Arts/A	2021 #52	Bayou Theatre - replace rigging	\$ 500,000	\$ -	Auxiliary - cannot fund	3.272727	Supported
UA	Special Events/A	2021 #53	Create Events Mgmt office	\$ 300,000	\$ -	Use 8% excess - look to scale up vs. full in 1st year	3.181818	
UA	MarCom/A	2021 #54	1 FTE Marketing Director	\$ 80,000	\$ -		2.181818	
UA	MarCom/A	2021 #55	1 FTE Project Manager	\$ 58,000	\$ -		2.363636	
UA	MarCom/A	2021 #56	1 FTE Photographer/Videographer III	\$ 50,000	\$ -		2.545455	
UA	MarCom/A	2021 #57	1 FTE Web Writer/Digital Content Strategist	\$ 48,000	\$ -		2.545455	
UA	MarCom/A	2021 #58	1 FTE Marketing Coordinator	\$ 48,000	\$ -		2.545455	
UA	MarCom/A	2021 #59	1 FTE Communications Coordinator	\$ 48,000	\$ -		2.545455	
UA	Alumni/A	2021 #60	Affinity Group Development-Alumni Engagement	\$ 30,000	\$ -		2.545455	
UA	Cultural Arts/A	2021 #61	Cultural Arts-Community Outreach	\$ 25,000	\$ -		2.454545	
UA	Alumni/A	2021 #62	Strategic Alumni Database Update/Mail piece	\$ -	\$ 15,000		3.454545	
UA	Cultural Arts/A	2021 #63	Cultural Arts-Student Programs and Events.	\$ 15,000	\$ -		2.454545	
Student Affairs	Student Affairs	2021 #64	1.0 FTE: AVP Student Affairs	\$ 156,000	\$ -	Getting data from System for E&G / Aux split	2.090909	
Student Affairs	Student Affairs	2021 #65	1.0 FTE: AVP Student Engagement	\$ 156,000	\$ -	Getting data from System for E&G / Aux split	2.181818	
Student Affairs	Student Affairs	2021 #66	2.0 FTE: Hawk Card Office	\$ 170,300	\$ -	Use card fee to fund - take out of SAC budget	2.181818	
Student Affairs	VSO-2	2021 #67	1.0 FTE: VSO Acad Advisor	\$ 68,952	\$ -	Getting data from System for E&G / Aux split	2.818182	
Student Affairs	Student Affairs	2021 #68	M&O for VPSA Office	\$ 8,000	\$ -		2	
Student Affairs	Student Affairs	2021 #69	M&O for SA Prof Devl	\$ 5,000	\$ -		2	
Student Affairs	SIL-1	2021 #70	Hunter Costume replace	\$ 3,000	\$ -	Getting data from System for E&G / Aux split	2.545455	
Student Affairs	VSO-1	2021 #71	M&O to support VSO Office	\$ 9,000	\$ -	Getting data from System for E&G / Aux split	2.545455	
Student Affairs	VSO-3	2021 #72	M&O VSO Prof Devl	\$ 3,000	\$ -	Getting data from System for E&G / Aux split	2.454545	
Student Affairs	Campus Recreation and	2021 #73	1.0 FTE: Campus Rec Facilities Coord	\$ 71,500	\$ -	Getting data from System for E&G / Aux split	1.636364	
Student Affairs	Campus Recreation and	2021 #74	6 Grad Assist: Rec/Wellness	\$ 126,000	\$ -	Getting data from System for E&G / Aux split	1.818182	
Student Affairs	Campus Recreation and	2021 #75	1.0 FTE: Rec/Wellness: Rec sports Coord	\$ 71,500	\$ -	Getting data from System for E&G / Aux split	1.727273	
Student Affairs	Campus Recreation and	2021 #76	Rec/Wellness: 6 funded internship posns	\$ 47,250	\$ -	Getting data from System for E&G / Aux split	2.272727	

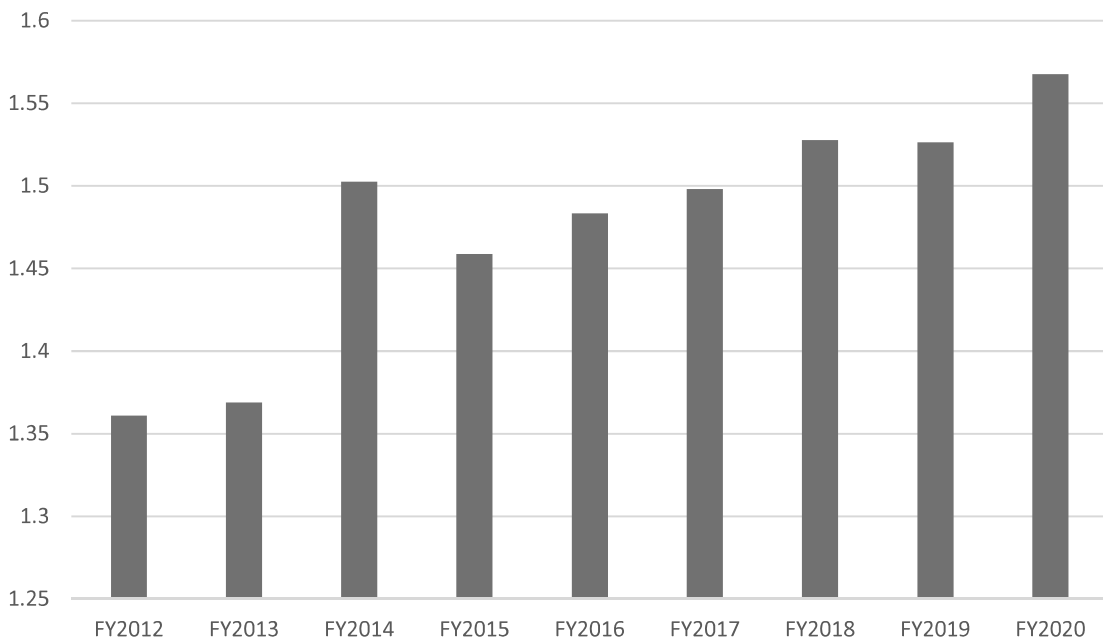
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Date: 02/13/2020

UHCL Budgeted Positions

Year	Faculty	Part-Time Faculty	Professional Staff	Classified Staff	Temporary Staff	(Ratio) Professional Staff : FT Faculty
FY2012	205	109	279	277	106	1.361
FY2013	206	112	282	275	116	1.369
FY2014	205	104	308	274	131	1.502
FY2015	218	119	318	274	162	1.459
FY2016	240	139	356	283	176	1.483
FY2017	249	142	373	287	187	1.498
FY2018	235	131	359	279	168	1.528
FY2019	228	110	348	271	218	1.526
FY2020	229	118	359	265	168	1.568
% Increase (2012-2020)	12%	8%	29%	-4%	58%	15%
5-Year % Increase (2016-2020)	-5%	-15%	1%	-6%	-5%	6%

(Ratio) Professional Staff : FT Faculty



Adjusted Budget Timeline

Basically – everything is moved out by two months

Early April: Loaded and sent to System	Early June
Late April: Budget presentation with Chancellor	Late June

Because these original dates were as close as they were (1 month off) the only real element of the budget that was undone was the Initiatives. None of them had been entered into the budget

We had begun work to identify Merit plans, Deans had guidance from the Provost, Managers had guidance from the other Vice Presidents, and spreadsheets of employees had been created.

When Coronavirus hit, the President's instructions were those are all on hold.

We are continuing to develop supporting data behind initiatives and exploring each in more detail and depth where that is appropriate, but none are being presented or recommended to the President.

Why all of these changes: Understand the financial impact to the State of Texas:

1. Simultaneous to the Covid19 Pandemic, there as an oil price war that has driven the price of oil down from as high as \$60/barrel to just above \$20/barrel – 60% loss
 - a. New exploration has stopped
 - b. Many extraction methods are no longer profitable – stopped
 - c. Coronavirus has created a contraction of the world's economy, and consumption has dropped
2. Coronavirus impact:
 - a. Sales Tax receipts: down substantially, but because there is a lag between sales and receipts to the State – they won't have a good measure until June, but could be down more than 50%.
3. State Comptroller: Sufficient funds to get through and honor all commitments for the current year. 2nd year of the biennium, there will be substantial challenges, even with use of the ESF (Economic Stabilization Fund, aka rainy-day fund)
 - a. Currently over \$10 Billion before current biennium commitments to Public Education and other. Projects it will be down somewhere closer to \$8+ Billion.

Then, how is the Coronavirus impacting our enrollment:

Summer: Early enrollment just opened last week, currently down 4% ish, and new applications are down 20% - we had been projecting 5% before Coronavirus.

Fall: Early enrollment just opened, and while applications of new students are up just under 20% (they were up closer to 30% before Coronavirus) actual enrollment is currently down almost 15% - we were projecting relatively flat.

1. Our worst case scenario just submitted to the State was 15%, resulting in close to \$8 Million to UHCL

What actions are being taken?

1. UH imposed a 30 day moratorium on all hiring and new contracting – preserve our resources and focus on the protection of our existing employees before we take on new.
2. System has convened a task force to identify and recommend cost saving, alternate revenue measures.
3. In an emergency Board of Regents meeting yesterday:
 - a. UH – can absorb our worst case scenarios through cuts (including layoffs) without dipping into reserves
 - b. UHCL – we will need to use reserves, at least to cover 50% of impact, and 50% through cuts
 - i. Just approved some new recruitment and continuing student incentives
 - ii. Preparing a virtual campus tour – hope to have that soon
 - iii. Targeted outreach campaign
 - iv. Improved tools to students
 - c. Outcome of Regents meeting: Authority to Chancellor to approve alternate admission standards and to waive or reduce fees and tuitions.
 - d. Reading a bit between the lines, if UH is already talking about layoffs, furloughs, etc., and they consider those to be less impactful than use of reserves – what is the likelihood that pay increases, lifting of hiring freezes are in the near future?

What is my projection?

1. If we are at something better than our worst case scenario
 - a. **Hope** to set aside something for Merit, possibly contingent upon enrollment targets
 - b. Look to be selective where we request for exceptions to hiring freeze and new contracts
 - c. Identify cost saving measures with least impact to academics and student support
2. Timeline:
 - a. First one needs to be decided by early June (new budget deadline) – based on what we can predict of Fall enrollment at that time
 - b. Next two we have more time, over the summer to identify, develop and implement.

Coronavirus Aid, Relief, and Economic Security (CARES) Act

Key elements for Higher Education:

Immediate Aid: \$30.75 Billion, with \$13 Billion to K-12 and \$17 Billion to Higher Education in two primary paths:

\$14,200,000,000

1. \$12,560,000,000
 - a. Awarded to all Higher Education institutions based on formula: 75% derived from Pell recipient enrollment, and 25% based on total in-person headcount (excludes existing online delivery)
 - i. UHS Breakout (likely):
 1. UH: \$35,927,559
 2. UHD: \$ 9,776,345
 3. UHCL: \$ 4,701,251
 4. UHV: \$ 2,115,486
 - ii. 50% must be in form of Financial Aid to Students
 - i. Applicable in the year awarded: 2019-20, pushing to allow roll forward and use in 2020-21
 - ii. May be allowable to cover refunded fees
 - iii. Focus: Dedicated to student with financial need and costs associated to moving online or other impact of Covid19
 - c. 50% to University – dedicated to direct Covid19 costs, moving online, and support of students
 2. \$ 331,000,000
 - a. Granted to institutions with significant remaining unmet need after item # 1.
 - b. Absolutely unclear how this will be allocated,
 3. \$ 992,000,000
 - a. Dedicated to HBCU and Minority Serving Institutions. As an HSI, we expect to see some of this, though no detail as of yet.

\$ 2,950,000,000

Allocated to Governor's to direct to Higher Education or K-12, anticipate most will go to K-12, but no indication as to yet how much each state will receive, let alone how the Governor will allocate.

Other University Impact:

1. Waiver to make institution matches for Federal Funds on campus-based aid programs

Other Student Impact:

1. 6 month pause on repayment of Federal loans
2. 6 month no accumulated interest on Federal loans
3. Federal Work Study – allows continued payment even if students cannot work
4. Some other loosening of Federal Aid rules
5. Failure to complete a semester due to Covid19 – if in receipt of a Pell scholarship, will not count toward cumulative limits