

AGENDA

Planning & Budget Committee (PBC)

September 21st, 2023 | 12-1:30 PM

1. **Call to order**

Meeting called to order at noon.

2. **Approval of Meeting Notes/Minutes: September 7th, 2023**

Minutes were approved.

3. **Old Business**

4. **New Business/Announcements**

A. Budget Calendar Discussion

General review for the FY25 Budget Cycle and identification of key dates for PBC

Presented by: Deja Sero

Discussion

- We will have a strict timeline this year since we are on a short cycle.
- Mark Denney told committee that the Legislature added more to Formula Funding this year and state institutions agreed to freeze Designated Undergraduate Tuition and Fees. This includes course fees for existing courses.
- A Tuition and Fee Policy is being developed and will include the owner and purpose of the fee.
- Auxiliary Fees can be raised.
- Think about fees for FY26 now.
- Graduate tuition and fees can be increased.

Action Items

- Place "cheat sheet" with due dates in TEAMS folder (**Dr. Kelling**)

B. Presentation of Base Budget changes between FY23 and FY24

Presented by: Mark Denney

Revenue for FY23 was \$5-\$6 million lower than budgeted. We're going to end the year using roughly \$2.5 million in fund balance and the rest we did through savings.

The FY24 budget projects using \$9 million in fund balance but we will do our best to not use that much.

Action Items

- Provide a breakdown of how the Student Success and Initiatives, Financial Aid and Marcom/Enroll Mgmt Collaborative Positions budgets are used since that did not come through this committee. (**VP Mark Denney**)
- Place the current budget in the PBC Teams folder to the division and unit level. (**Deja**)

C. Announcements

- For the October meeting, the committee needs to look at the Committee By-laws, the PBC roster and the Policy website and reconcile the

differences. The Policy of Shared Governance is under review. More information will be coming about this.

- The agenda will be sent out 2 weeks in advance of the October 19 meeting.

D. Meeting adjourned at 12:56 p.m.

| Dates | Strategic Planning & Initiatives | Planning & Assessment | Planning & Budget | Tuition and Fees |
|----------------|--|---|---|---|
| September | | Assessment Planning Cycle opens: Begin reporting on AY23 Results/Use of Results and revisions for AY24 Assessment Plans. Identify whether or not new funding will be needed in 2024-2025 for new Assessment Activities. | | |
| September 7 | Shared Governance Kick-Off and AY24 committee elections | | | |
| October | President's University Address | | | Draft Enrollment projections for FY25 |
| October 2 | | | | Draft FY25 Student Service Fee (SSF) projections to SFAC |
| October 15 | | AY2023 Assessment Reports DUE: "Results" and "Use of Results" of program outcomes are finalized and new funding for AY2025 identified | | |
| October 15 | | AY2024 Assessment Plan DUE: Revise plans for AY24 based on results of AY23 reports (outcomes, methods, criteria for success and connection to strategic plan). | | |
| Oct 16 - Nov 1 | | AY23 assessment reports identifying new funding needed for AY25 provided to Planning & Budget Office | | |
| November | | | Final FY23 EOY budget and fund equity results provided to Vice Presidents | Draft FY25 Tuition and Fee projections |
| November 7 | | | FY2025 Budget Initiative Request created from AY23 assessment reports. Departments begin working on description, time frame needed and total amount. (program outcome, results, use of results, and strategic plan initiative prepopulated from assessment reports) | |
| November 21 | FY25 Budget Initiatives DUE: Department budget initiatives due to Unit/College Heads with strategic plan initiative identified | | | PBO reviews calendar with Student Life and SGA President. |
| December | | | Department FY24 EOY projections and FY24 current budget plan updates | SGA President begins notifying students of important Tuition & Fee meetings in January/February |
| December 8 | FY25 Budget Initiatives DUE: Units/College heads approved department initiatives due to Division Vice President | | | |

| Dates | Strategic Planning & Initiatives | Planning & Assessment | Planning & Budget | Tuition and Fees |
|-------------------------|--|-----------------------|---|---|
| Dec 11 - Jan 8 | VPs review FY25 budget initiatives: Meets with Unit/College if needed, Reviews, Updates, and Finalizes | | | |
| January 9 | FY25 Budget Initiatives DUE: Final budget initiatives approved by VPs due to Planning & Budget Office | | Receives VP approved FY25 budget initiative requests. Creates scoring matrix for Planning & Budgeting Committee | FY25 Mandatory and Optional Fee Requests due to the Planning & Budget Office |
| January 17 | | | | FY25 Proposed Mandatory and Optional Fee Requests presented to SGA |
| January 18 | | | FY25 Budget Initiatives and scoring matrix due to PBC | FY25 Proposed Fee Requests presented to PBC. SGA executive council invited to attend. Comments and recommendations provided to University Council |
| January 25 | | | | Univ Council reviews and recommends FY25 Mandatory and Optional Fee requests to President. |
| February 28 | | | UHS Board of Regents hearing to approve FY25 tuition & fees | |
| March | Human Resources posts approved FY25 merit award guidelines. | | FY25 merit workbooks are distributed to business administrators | |
| March 1 | Feedback results from FY25 budget initiative presentation provided to VPs and PBC. VPs to provide responses to questions/comments. | | FY24 base budget loaded to budget system to begin FY25 budget development | |
| March 14 | FY25 budget initiative feedback with VP responses are provided to PBC. | | | |
| March 21 | | | PBC meets and provides final scores and recommendations of FY25 budget initiatives to University Council. | |
| Week of March 25 | | | Hyperion Training for FY25 budget development begins | |
| March 28 | | | University Council provides final recommendation of FY25 budget initiatives to President. | |

| Dates | Strategic Planning & Initiatives | Planning & Assessment | Planning & Budget | Tuition and Fees |
|------------------------|--|-----------------------|---|------------------|
| March 29 | Supervisor's final FY25 merit awards due to HR for review. | | Final FY24 Reclassifications due to HR for accurate reflection in FY2025 Budget | |
| April 1 | | | Business Administrators begin development of FY25 proposed budget in Hyperion | |
| Week of April 8 | HR finalizes and approves FY25 merit awards. | | Final Hyperion Module and Reports Training | |
| April ? | President presents FY2025 Annual Plan to UHS. | | | |
| April 30 | | | FY25 budget development data entry ends for business administrators. Merit workbooks due to Planning & Budget Office. | |
| May 11 | | | FY25 Reclassifications due to HR, effective 9/1/2024, in order to be reflected in the FY2025 Budget. | |
| May 30 | | | UHS Board of Regents hearing to approve FY25 budget | |
| July EOM | | | FY25 budget, jobs, and positions are loaded to PeopleSoft staging for reconciliation | |
| August | | | FY25 budget journals, ePRFs, and ePARs open for processing | |




University of Houston-Clear Lake
Appendix A - Allocation of New FY 2024 Resources

| | |
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| Revenue Changes | A |
| State Appropriations | |
| General Revenue | (79,580) |
| Special Items | 500,000 |
| State Matching Benefits | 907,447 |
| Repayment of Tuition Revenue Bonds | - |
| CORE Research Funds | - |
| Comprehensive Research Fund | 86,726 |
| Fund Balance | - |
| College of Medicine | - |
| | 1,414,593 |
| Other State Funds | |
| National Research University Fund | - |
| Fund Balance | - |
| Tobacco Permanent Health Fund | - |
| | - |
| Tuition and Fees | |
| Institutional Tuition and Fees | (6,046,512) |
| College Tuition and Fees | - |
| Student Service Fees | (12,912) |
| Recreation and Wellness Centers | 62,706 |
| University/Student Center Fee | - |
| Fund Balance | 7,782,398 |
| Other Student Fees | - |
| | 1,785,680 |
| Other Operating | |
| Facility and Administrative Cost | 23,000 |
| Intellectual Property Management | - |
| Central Investment Earnings | 574,321 |
| Other Educational and General Operations | 279,800 |
| Auxiliary Operations | 189,500 |
| Parking Fees | 57,210 |
| Residential Life and Housing & Meal Plan | - |
| Interfund Transfer to Plant | - |
| Other Operating Income | - |
| Indirect Cost | - |
| Fund Balance | 1,350,000 |
| | 2,473,831 |
| Contracts and Grants | |
| Research | 2,878,683 |
| Financial Aid | 5,224,534 |
| Fund Balance | - |
| Other | - |
| | 8,103,217 |
| Endowment Income / Gifts | |
| Gifts | (16,516) |
| Endowment Income | 489,697 |
| Fund Balance | - |
| Other | - |
| | 473,181 |
| Total Net Revenue | 14,250,502 |

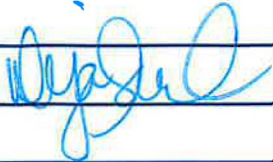




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|----------------------|-----------|
| Reallocations | B |
| Reallocations | (301,913) |

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|--|------------|
| Priority/Initiative Allocations | |
| Student Success | |
| Financial Aid | 1,124,301 |
| Federal and State Financial Aid | 5,224,534 |
| Gifts & Endowments | 473,581 |
| Student Recruitment, Retention and Success | 831,538 |
| Enhanced Student Support Services | 827,374 |
| Other | - |
| College of Medicine | - |
| | 8,481,328 |
| National Competitiveness | |
| Faculty Recruitment, Retention and Expansion | 964,035 |
| University Research Support & Infrastructure Investments | - |
| Research-Other than Federal & State | - |
| Federal and State Research Support | 2,965,409 |
| | 3,929,444 |
| University Infrastructure & Administration | |
| Tuition Revenue Bond Debt Service | - |
| Insurance and Risk Mitigation | 242,629 |
| Recruit and Retain Highly Qualified Staff | 552,242 |
| Operations and Administration Support | 293,357 |
| Campus Security, IT and Infrastructure | 1,053,415 |
| | 2,141,643 |
| Community Advancement | |
| Communication & Educational Public Service | - |
| Cultural Activities | - |
| Regional Collaboration/Partnership | - |
| | - |
| Unallocated Reserve | - |
| Total Priority/Initiative Allocations | 14,250,502 |

Planning and Budget Committee Attendance Sheet
FY2024
September 21, 2023

| MEMBER | SEAT | ABSENT/PRESENT |
|----------------------|-----------------------------------|---|
| | <i>Chair</i> | |
| Deja Sero | Vice-Chair | |
| Jamie Hester | PBC Administrative Support | |
| Megan Bearden | USA | attended online |
| Abigale Chavez | SGA | |
| Mark Denney | VP Administration & Finance | |
| LeeBrian Gaskins | AVP Information Technology | |
| Lorie Jacobs | Faculty 3 (Serving until 2025) | attended online |
| Nick Kelling | Faculty 4 (serving until 2025) | |
| Chris Maynard | Academic Affairs/Provost |  |
| Tim Michael | Faculty 5 (serving until 2024) | |
| Kim Oldigs | USA |  |
| Juan Olguin | Office of the President | |
| Tina Powellson | VP Student Affairs |  |
| Miriam Qumsieh | Office of Institutional Research | |
| Larry Rohde | Faculty 1 (serving until 2024) |  |
| Glenn Sanford | College Dean | |
| Pamelyn Shefman | Planning & Assessment |  |
| Omah Williams-Duncan | Faculty 2 (serving until 2024) |  |
| Michael Wu | Faculty 6 (serving until 2024) | attended online |

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Planning and Budget Committee Attendance Sheet
FY2024
September 21, 2023

| ALTERNATES | ALTERNATE SEAT | ABSENT/PRESENT |
|-------------------------|---------------------------------------|-----------------|
| Gloria Boza | | |
| Krista Buckminster | | attended online |
| Patrick Cardenas | | |
| Henock Gebrehiwot | | attended online |
| Vicky Gu | | |
| Preeti Jain | | attended online |
| Kurt Lund | | <i>PRESENT</i> |
| Kathryn Matthew | | |
| Cindy Saltzman | | |
| Sheeba Thomas | | attended online |
| Ed Waller | | |
| Andrew Wiemer | | |
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| NON-VOTING GUEST | DEPARTMENT | ABSENT/PRESENT |
| Matthew Aschenbrener | Strategic Enrollment Management | |
| Sherry Hawn | Administration & Finance | |
| Yolanda Nimmer-Williams | Office of the President/Compliance | attended online |
| Tim Richardson | Student Success Initiatives | |
| Joe Staley | Vice President University Advancement | |
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| Henock Gebrehiwot | | |
| Vicky Gu | | |
| Preeti Jain | | |
| Kurt Lund | | |
| Kathryn Matthew | | |
| Cindy Saltzman | | <i>Cindy Saltzman</i> |
| Sheeba Thomas | | <i>Ed Waller</i> |
| Ed Waller | | <i>Andrew Wiemer</i> |
| Andrew Wiemer | | <i>Lea Black</i> |
| <i>Lea Black</i> | | |
| | | |
| NON-VOTING GUEST | DEPARTMENT | ABSENT/PRESENT |
| Matthew Aschenbrener | Strategic Enrollment Management | <i>Matthew Aschenbrener</i> |
| Sherry Hawn | Administration & Finance | <i>Sherry Hawn</i> |
| Yolanda Nimmer-Williams | Office of the President/Compliance | |
| Tim Richardson | Student Success Initiatives | |
| Joe Staley | Vice President University Advancement | |
| Stacy Zellner | | attended online |
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