



University  
of Houston  
Clear Lake

# AGENDA

## Planning & Budgeting Committee

December 6, 2018 – Bayou Bldg. 1302

Time: 11:00 am – 12:30 pm

PBC Vice-Chair – Mark Denney

PBC Chair – Dr. Tim Michael

<b>Time</b>	<b><u>Action Item</u></b>	<b>Presenter</b>
5 min.	Approval of November 8, 2018 minutes	Dr. Michael
	<b><u>Information/Discussion Items</u></b>	
30 min.	Budget Taskforce Update	Mark Denney
10-15 min.	Initiative and Funding Request	Deja Sero
5 min	Student Fees	Deja Sero
10 min.	No Fee Increases Presented to the BOR for FY20	Deja Sero
5 min.	Hyperion	Deja Sero
5 min.	Planning and Budget Calendar	Deja Sero
15 min.	Strategic Hiring Committee Update	Mark Denney
	January 20, 2019 – Legislative Session Begins	



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### Members In Attendance

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Steven Berberich, Sarah Costello, Mark Denney, Michelle Giles, Nick Kelling, Tim Michael, Carol Pruitt, Darius Randle, Deja Sero, Gene Shan, Leigh Ann Shelfer, Mark Shermis, Laura Wilder, Paul Withey

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### Members Absent

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Pat Cuchens, Daniel Maxwell, Chloris Yue

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### Alternates Present

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Cindy Cook, Karen Fiscus, Kathryn Matthew, Pat McCormack

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### Guest

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Martha Hood, Lauren Meyers

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### Approval of Minutes

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The Chair asked if there were any changes or corrections to the November 8, 2018 minutes. With no changes or corrections noted, a motion was made and seconded to accept the minutes as presented. (*Minutes approved*)

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### Information/Discussion Items

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#### ➤ **Budget Taskforce Update**

VP Denney said that the minutes for PBC are located on the [Shared Governance](#) website under meetings and minutes (this site is up to date). He said that Marketing and Communication would add any forms or procedures (that are not policy) to the website. VP Denney gave a presentation “Review of Budget Models” to the committee. He said a five-page document was included in the November PBC minutes that gives a basic overview of the budget models that the Budget Taskforce are considering. PBC is the first place he has given this presentation and the plan is to present it to various constituent groups for their feedback. VP Denney said we have to spend or lose the funds that we get from the State of Texas, so we make sure we use every penny in those funds. We have the ability to carry over our designated and un-restricted funds, but due to the budget crisis, we have had to use every dollar. VP Denney said the proposed recommendation from the Budget Taskforce is to go with the Responsibility Center Budgeting (RCM). This model has the best connection of earned revenue and necessary expenses for that activity. It incentivizes people to generate more revenue and to be efficient and effective with their resources, because they will get the direct reward and benefit from it. The RCM decentralized the decision-making and the Budget Taskforce supported this. When you give lower levels the authority to make decisions they will make those more comprehensive. The RCM would be one basic budget model for the entire university. Depending on where you are on the hierarchy of the institution, it may look different. He plans to have an example with a narrative to the committee before the winter break to share with their constituents.

*Double click "Review of Budget Models" to view the presentation.*

## Review of Budget Models

From the Budget Task Force

### ➤ **Initiative and Funding Request**

Ms. Deja Sero reviewed the [Planning and Budget Calendar](#) with the committee. She said that departments should be looking at their FY20 budget, and what their initiatives and funding request will be. As we move through the process, they will be instructing the Departmental Business Administrators (DBA) and College Business Administrators (CBA) to develop a multi-plan. If we are staying with the 3% reduction or if there has been a university decision to allocate some different resources and make it a 1% or 2% reduction we will have a multi-plan in place. Those plans are due to the unit heads by February 15, 2019. The unit heads will take all of the department priorities and put them into one plan for their unit. Later then next month they will submit it to the division. Ms. Sero said that departments should also include this in their assessment planning in Task Stream. Departments should have FY20 developed in Task Stream and be able to manipulate that data as they realize their plans for next year. Ms. Sero said that the [Funding Request Form](#) is located on the budget website, and should be completed by the unit manager. VP Denney said, due to the budget crisis we have not had the Initiative Process the last two years. He said even if there are no dollars for new things we need to have a list of what is out there. If not, when our enrollment and our financial situation improves we will start investing on items in front of us, rather than make the decision based on what is on the list. As of today, the 3% reduction is still in effect, however budget managers should be thinking of what they are going to do different if the reductions ends up being a 1% or 2%. Ms. Sero said the funding request process is to let your unit managers know what you need resources for in your department. These resources can be reallocated at the unit level, verses maintaining the same budget structure within another department.

### ➤ **Student Fees**

Ms. Sero said in November, the budget office reviewed the calendar with the Student Fee Allocation Committee (formerly Student Life Committee). Ms. Sero had a training session with the new committee and informed them of any anticipated increase in revenue to the student fee. She said the student fee has already been increased and set for the FY18/FY19 budget. The Student Fee Allocation Committee meet with the departments of Student Services on November 30, 2018 and on December 17, 2018 the committee will meet to create their list of priorities. Ms. Sero will also attend the December 17, 2018 meeting and bring that information back to PBC at the January 10, 2019 meeting. The Student Fee Allocation Fee Committee will reconvene in February to discuss any change in enrollment and discuss an increase or decrease in the base budget of their student fee dollars. At that time, they will decide if they want to go back to their priority list and allocate some resources to those or have to decrease any allocations that they have made.

### ➤ **No Fee Increases Presented to the BOR for FY20**

Ms. Sero said because we are not in a fee increase year, we will not have the Town Hall Meeting. Designated Tuition is set for FY20 and everything that was previously approved will move forward. We will not bring any fee increases to the Board of Regents (BOR) for the FY20 budget. The only increase you will see in the budget will have to do with our enrollment projections (fees that are optional to the student or mandatory). SGA and PBC will meet to go over those together and any increase to our nonresident statutory tuition rate

that we get from the coordinating board. That meeting will be January 22, 2019 and then a follow-up meeting with SGA and after that PBC will meet on the first Thursday in February.

➤ **Hyperion**

Ms. Sero said that Hyperion is the new budget software that we will be implemented for the FY20 budget. She said they had four volunteers to user test the new software. That gave them a look at the different depths of what our budget and planning is in the university. The development phase is currently preparing to do some migration over, which will affect our payroll. We are going to a more intricate budgeting that will budget faculty and staff at a lower level instead of an all-inclusive one budget level. All of the training they have started developing will be ready to go live in January for all of the users.

➤ **Legislative Session begins January 10, 2019**

Ms. Sero said that the Legislative Session begins January 10, 2019 and goes through the end of May 2019. We will find out what our formula rates will be and our appropriations for the FY20 budget.

➤ **Strategic Hiring Committee Update**

VP Denney reviewed with the committee the November Strategic Hiring Committee report. He said the committee has met one other time since then, but that list has not yet gone to the president. PBC has requested updates on what positions have moved forward. He said the bulk of these positions are backfill of vacancies with no new dollars attached to them. There was one reclassification where there was a reworking of the position. The position did have some additional dollars; however, the Office of Institutional Effectiveness dropped another position in order to fund this one. This actually ended with a savings to the university with the reclassification of this position. The two faculty positions are new dollars.

<b>Strategic Hiring Committee - November 9</b>				
<b>Position Title</b>	<b>Department</b>	<b>Division</b>	<b>Action</b>	<b>Reason for Request</b>
Dir, Grounds & Custodial Services	FMC	VPAF	Approved	Backfill Vacancies
Dir, Planning & Assessment	COE	Academic Affairs	Approved	Backfill Vacancies
Police Officer (2)	Campus Police	VPAF	Approved	Backfill Vacancies
Financial Aid Counselor (2)	Financial Aid	Academic Affairs	Approved	Backfill Vacancies
Assessment Specialist I	OIE	Academic Affairs	Approved	Reclass
Sr. Secretary (2)	COE	Academic Affairs	Approved	Backfill Vacancies
Computing Sciences - Tenure Track Asst. Professor	CSE	Academic Affairs	Approved	Backfill Vacancies
Biology and Biotechnology - Tenure Track Asst. Professor	CSE	Academic Affairs	Approved	New Position
Engineering - Tenure Track Asst. Professor (2)	CSE	Academic Affairs	Approved	New Position
Scholarly Communication Librarian	Library	Academic Affairs	Approved	Backfill Vacancies
Library Associate	Library	Academic Affairs	Approved	Backfill Vacancies

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**Next Meeting**

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The January 3, 2019 meeting is rescheduled to January 10, 2019 at 11:00 in B1302.

With no further business to discuss, this meeting was adjourned.