

Central Business Operations Council (CBOC) Meeting - Recap Notes
Friday, February 16, 2024 at 9:30 am
Bayou Building, Room 2311

Meeting attendees: Deja Sero, April Felan-Butler, Dr. Sherry Hawn, Rich Stebbins, Krista Buckminster, Andrea Sears, Angela Jarvis, Nicole Lenderman, Cindy Saltzman, Debbie Carpenter, Rosie Pineda, Faron Samford, Doug Wells, Juan Olguin, Robin Shannon, Abby Varela, Haley Jenkins, & Miriam Rouziek.

On TEAMS: Carmen Canales, DeAngel Bonilla, & Darron Johnson

1. Agenda Items:

a) Hyperion Training (submitted & presented by Krista Buckminster)

- Deja thanked everyone in the room who attended the Hyperion Demo training on 1/12. The training session was well-attended and went very well.
- The training will go over the Hyperion screens for Budget Development purposes.
- A meeting invitation for the training will be going out to all C/DBAs for Feb. 28, 2024.

b) Budget Office Updates (submitted and presented by Deja Sero)

• **Tuition & Fees**



University of Houston  Clear Lake						
Tuition & Fee Requests						
Tuition & Fee	Current	FY25 Change	New Rate	UHS Not Presenting to BOR		
				FY26 Change	New Rate	
Statutory Tuition (THECB)	\$470/sch	Yes	\$460/sch	?	THECB-Jan of each year	
Designated Tuition - UG-NR	\$342/sch	Up to 5%, No		No		
Designated Tuition - GRAD	\$320/sch	Up to 5%, No		No		
HSH DDT Undergraduate	\$5/sch	No		Yes	\$12/sch	
HSH DDT Graduate	\$20/sch	Yes	\$35/sch	No		
CSE DDT Undergraduate	\$5/sch	No		Yes	\$8/sch	
CSE DDT Graduate	\$25/sch	Yes	\$40/sch	No		
Information Resource Fee	\$29/sch max 12	No		Yes	\$31/SCH	
Academic Records Fee	\$30/semester	No		Yes	\$40/semester	
Extended Access & Support Fee	\$7/sch max 9	No		Yes	\$9/sch max 9	
Recreation & Wellness Fee	\$121/semester	Yes	\$133.10/semester	Yes	\$139.76/semester	
Student Center Fee	\$30/semester			Yes	\$75-\$150/semester	
Graduation Fee	\$90	UHS denied		Yes	\$110	
Orientation Fees	\$50	UHS denied		Yes	\$100	
Parking Fee - Annual	\$95	Yes	\$105	Yes	\$110	
Parking Fee - Annual Lot A	\$150	Yes	\$175	Yes	\$185	

The chart (above) is a summary of what happened during this tuition and fee cycle of all the changes that came through. This does not include voluntary fees (ex. housing, meals, and late payment fee) as they do not affect our major operations.

Statutory tuition was not requested, rather it was adjusted by THECB each January. We receive a memo regarding what the rate is and it goes off amongst the national non-residential rate, which is why THECB adjusted it the way they do. It is decreasing by \$10 per non-resident student. Although it is not a huge impact, we will lose a few designated tuition dollars.

UHCL is on the higher scale costs in Texas amongst all public institutions. There are only a few years left before we cannot touch those fees moving forward. HSH submitted both

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DDT for grad and undergrad, but we can only do undergrad in FY26. All were approved as submitted. Deja stated that she would not present on the FY26 budget, only FY25 because UHS decided not to present it to the Board of Regents.

The Recreation and Wellness fee was approved for 2 years of increases, with a 5% increase in FY26 and a 10% increase in FY25. The Student Center Referendum was passed by the students, but it still needs to be approved by the State Legislature and put into the Appropriations Act and Texas Education Code. It will need to get approved before the next Legislative session begins in January. We will present a request for \$150 per semester for the Student Center to allow for additional costs (based on additional costs that have come up with other buildings in the past). We hope this gets implemented so we can start building the new Student Center in FY26.

Changes to the orientation and graduation fees were denied for FY25. We cannot raise academic fees for FY25, but last year, some of the optional fees were increased for undergraduate students. Likely, we will redo the year for those fees and push them into FY26. The annual parking lot fee was increased to \$105 and Lot A was increased to \$175.

Deja plans to send an email to all who submitted the T&F requests that will include a summary of what occurred during this tuition and fee cycle, what the process was, what happened, and how to move forward for FY26.

Robin Shannon (DBA, FMC) brought up that it would be helpful to know the actual number of classes vs remote classes. In response, Deja stated that she would like to create a partnership and communication for every year during this cycle about how to project the campus parking needs for faculty, students, and staff.

- **FY25 Planning & Budgeting Guidelines**

University of Houston  Clear Lake

Planning & Budget Guidelines

1. Use of salary savings
2. Fund Equity Transfers
3. Balance Sweeps
4. Additional resources provided
5. Budget Reductions ? – explain approach and target

Deja gave a short overview of the Budget guidelines and also mentioned that we will go into more detail at the next CBOC meeting, and an email will be sent out, as well.

1. Salary Savings – there has been a lot of back and forth and misunderstandings around what is allowed. It will not change but will be clearly defined in context.

2. Fund Equity transfers – will be clearly defined moving forward.

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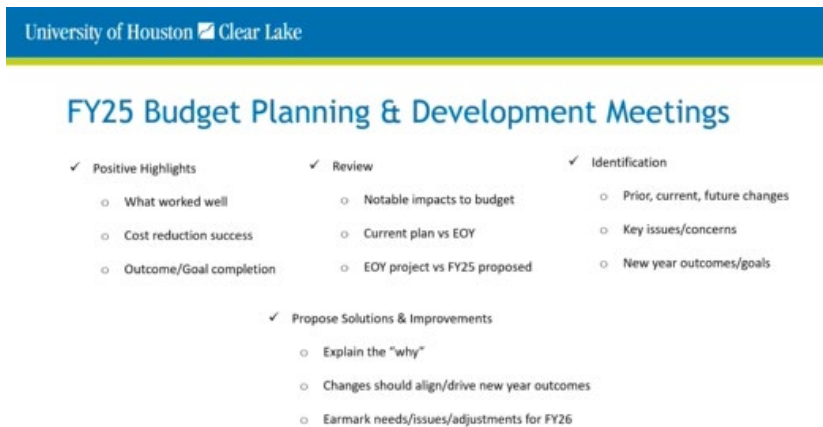
3. Balance Sweeps – this year, the VPs met after the year ended and determined additional sweeps due to our current budget situation. The VPs approved additional sweeps in the fall. This will not always be the case; there may be VP or Presidential-approved sweeps at any time of fund balances.

4. Additional resources were included in the appendices to help project longevity. Includes tools, reports, and formulas.

5. Budget Reductions - explains how to approach cost savings measures. This will be a target issue this year due to budget cutbacks due to our current deficit. It will be clearly defined on how to approach this and if there will be a target to implement in FY25.

Since UHCL is currently lagging in budget development a lot very far, Deja has asked the Executive leadership team to come up with the bottom line budget and a plan for the fund balance by the end of February. We will not know where the reductions, changes, or adjustments are happening, but we will need to input this data into tables manually. Our budget will be presented to the board on May 15th. Tentatively, Hyperion will be re-opened after May, likely the first 2 weeks of June to input. It is expected that there will be entries even after the budgets are approved.

- **FY25 Budget Planning & Development Meetings**



The screenshot shows a slide with the University of Houston Clear Lake logo at the top. The title is 'FY25 Budget Planning & Development Meetings'. Below the title is a checklist of agenda items:

- ✓ Positive Highlights
 - What worked well
 - Cost reduction success
 - Outcome/Goal completion
- ✓ Review
 - Notable impacts to budget
 - Current plan vs EOY
 - EOY project vs FY25 proposed
- ✓ Identification
 - Prior, current, future changes
 - Key issues/concerns
 - New year outcomes/goals
- ✓ Propose Solutions & Improvements
 - Explain the "why"
 - Changes should align/drive new year outcomes
 - Earmark needs/issues/adjustments for FY26

Deja created an agenda (provided above) that walks through the discussions for these meetings. These meetings took place the weeks of Feb. 20th - March 1st. It is always best to begin all budget meetings by discussing the positive highlights. She also concluded by providing the following key dates for the Planning, Assessment and Budgeting Cycle:

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University of Houston  Clear Lake Assessment, Planning, & Budgeting Cycle

UPCOMING KEY DATES

- February 21st FY25 Board of Regents Tuition & Fees Presentation
- Mar 20th – Apr 30th FY25 Budget Development
- May 15th FY25 Proposed Budget Presented to BOR
- June 3 – June 14* Reopen Hyperion for Data Entry

c) Hiring Process Updates (submitted by Mark Denney; presented by Abby Varela (HR))

There was a recent lack of clarity regarding the ePRF process and compensation for new positions and reclassifications. Abby went over the following slide highlighting the Compensation Process to follow during the hiring freeze:

University of Houston  Clear Lake **Compensation Process Updates**

Request for New Position/Reclassification

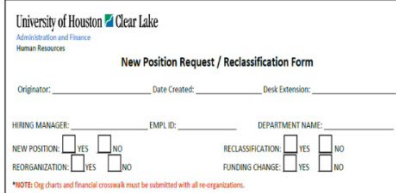
Email the following forms and request to Compensation@uhcl.edu

- New Position Request/Reclass Form.*
- Include email approval from Dr. Walker – required during hiring freeze.
- Recent organizational chart that includes the new/reclassified position.

Once HR approves the request, it will be forwarded to the budget office for remaining approvals.

Upon receiving all approvals an ePRF is required to make changes to position data (title change, pay grade change, etc.)

The approved New Position/Reclassification form should be uploaded to the ePRF in lieu of hiring manager approval email.



The form is titled "New Position Request / Reclassification Form" and includes fields for Originator, Date Created, Desk Extension, Hiring Manager, EMP ID, and Department Name. It also has checkboxes for New Position, Reclassification, Reorganization, and Funding Change, each with YES and NO options. A note at the bottom states: "NOTE: Org charts and financial crosswalk must be submitted with all re-organizations."

Please note, any ePRFs submitted as Budget Change only, do not flow to Compensation.

Juan Olguin requested for this slide to be emailed to the entire group (immediately after this meeting, April emailed a copy of this slide to the group on 2/16).

- **Be clear: before sending the email to Compensation@uhcl.edu, Presidential approval is needed for all hires.**
- **To get presidential approval – they first need to get the following:**
 - Their VP's approval
 - Budget Approval (demonstrate there is funding, and if those funds were planned for other use, to identify that to the President)
 - Then Presidential approval
 - That is the email thread they are to attach to the ePAR.

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- **For vacant positions with no change – if no ePAR is required, how can they submit the exception to the hiring freeze email?**
 - Just be clear.
 - Preferably, a handout for this, that can then be posted to the HR web page under the heading “Current Hiring Freeze Exceptions”

Request for Backfill

Email your request to Compensation@uhcl.edu, including;

- In your email, include the appropriate position description, found on the [Position Description](#) webpage.
- Include email approval from Dr. Walker – required during hiring freeze.
- Most recent organizational chart that includes the vacant position.

Compensation will review the request and if changes to position data are needed we will communicate to the requestor. If no changes are needed, Compensation will communicate with the Employment team regarding the posting.

2. Conclusion

a) Central Business Operations update (previously named Central Business Office)

(1) After all CBOC Meetings, all of the meeting material will be uploaded on this site and the [Resources and Forms](#) page on the Planning and Budget Office website.

April showed the attendees a walkthrough of the recently updated Central Business Operations Council website (formerly known as the Central Business Office). She also showed the location where the meeting agendas, recap notes, and meeting slide decks would be uploaded and reminded the group that the recap notes would be uploaded and not emailed out as before. April also showed that the site includes recap notes from prior fiscal years and asked if anyone has recaps from before October 2022, to please send them to her so they can be added to the CBOC site.