

# AGENDA AND NOTES

## Planning & Budget Committee (PBC)

10/19/22 | Noon to 1:30 PM

### 1. **Call to order** 12:08 by Dr. Tim Michael

Attendance reminder – it was asked whether members needed to complete the online spreadsheet if we had both in-room and Teams records of who was in attendance.

### 2. **Approval of Meeting Notes**

Meeting notes "Pending Approval" from 9/8/22 are posted to Teams/Files/Meeting Notes for today's date – these were not voted on for approval because the committee could not access the notes in Teams, however, if members see any changes that should be made to the September notes they should email Tim Michael (michael@uhcl.edu).

### 3. **Old Business**

*Presented by Deja Sero*

Detailed review of the planning and budget calendar information, dates, and deadlines for the FY24 Planning & Budget Cycle.

- The Budget Cycle would be moved up this year to give more time for planning, reassessing initiatives, and especially more time for PBC to distribute and evaluate and comment upon prioritized initiatives after receiving feedback from the university community. Last year PBC got approximately 9 days to distribute and review dozens of objectives; this has been a problem in the recent past.
- This year is also different because assessment activities must be linked to Tier II Strategic Planning objectives and outcomes (as of 10/15/22).
- Additionally, another Budget Office goal is to set a consistent budget development calendar that doesn't vary with the 2-year legislative cycle in Austin.

University FY22 Assessment results were due on 10/15/22

- We hope to use assessment data to drive requests for new spending, as tied to Tier II Strategic Planning objectives and outcomes
- 11/9-17/22 – Division Budget Manager Training Sessions (new for this year)
  - Training on terminology, reports and initiative requests

- Target audience: Budget managers and CBAs and DBAs
- Deja will work with Human Resources to make this an annual training – not mandatory but strongly encouraged.
- A request from the committee was made for training sessions to begin earlier than 11/8. Deja said she would look at the possibility of having some earlier, but there was no need for departments to wait for training to begin to start planning initiatives.
- The original plan was for 11/29/22 drafts of budget initiatives to be given to PBC for review. This date may change to 12/7/22 or even later by the time the Budget Office comes up with a plan acceptable to everyone. After discussion, the final dates were determined to be
  - Dec 2<sup>nd</sup> – Departments due to Unit/College
  - Dec 16<sup>th</sup> – Units/Colleges due to VP
  - Drafts will be posted by division as reviewed by VP, not just on the 20th. PBC TEAMS will be updated as they are added to the folder for review.
- Emphasis on DRAFT as PBC members share the proposals with their constituents. Dr. Michael requested that anything received by the committee be ready to be distributed and discussed with everyone's constituents - "draft" initiatives without rankings from VPs would be of little use in this regard.
- Ultimately, PBC needs several weeks to distribute, receive feedback and get answers to questions from the initiative sponsors.
- At the meeting, it was suggested that the 12/21/22 PBC meeting would have VPs/sponsors speaking initially on their draft priorities, but it was discussed by committee members that this will likely be too early to have a clear set of priorities in hand from the VPs/sponsors.
- There was an original date of 01/09/23 for feedback from PBC on drafts. Date changed to Feb 1. This is only for feedback on drafts so the timeline is shorter. PBC will have 4-5 weeks to review and score the final submissions.
- Mark Denney commented on enrollment: Enrollment down, tuition revenue down, so departments should bring forward ideas but there may not be money for them the next year.
- It was agreed in the meeting that a new timeline, acceptable to both initiative sponsors and PBC users, would be developed following this discussion. It was left up to the Budget Office to create that new timeline and distribute it via PBC in the weeks following the 10/19/22 meeting.

Overview of upcoming budget planning trainings, meetings and activities for preparing FY24 initiatives.

- The new budget initiative request form was created using the new QEP report form as a template. This will help tie the two processes together. Assessment results will drive new budget initiatives from this form.

#### 4. ***New Business/Announcements***

Legislative Appropriations Request (LAR) status update/information from Deja Sero and Mark Denney

- The LAR was due on 10/19/22.
- The current LAR requests money for STEM 2 building, including money to fix up space vacated by those moving to STEM 2 and a \$1MM budget increase for Center for Autism and Developmental Disabilities.

The Texas legislative session begins 01/10/2023. Semesters looked at formula funding: Summer 2022, Fall 2022, Spring 2023.

Our Fall enrollment snapshot for the LAR is taken as of 10/20/22.

An estimate for Spring 2023 will be used at the start of legislative session, but the final number will be known and incorporated by May 2023.

Mentioned with no action taken:

Adding "Purpose" statement from Web to posted bylaws (again)

- Dr. Michael – The "Purpose" of the committee is on the committee website but not in the online PDF of the bylaws; an update should be considered by the committee to reduce confusion about the committee's charge from year to year. Also, it's unclear why or when the PDF bylaws of the committee were changed to exclude the committee's charge.

**University of Houston  Clear Lake**  
 FY2022 - FY2023 Planning and Budget Committee (PBC) Attendance Sheet

Meeting Date: 10/19/22

Members	Seat	Role	Absent/Present
Tim Michael	Chair	Faculty	TBM
Yvette Bendeck	Faculty 1 (serving until 2023)	BUS College Representative	YMB
Mark Denney	Vice-Chair	AVP Admin & Finance	✓
Omah Williams-Duncan	Faculty 2 (serving until 2024)	COE College Representative	present online
LeeBrian Gaskins	AVP Information Technology	Department Representative	
Aaron Hart	VP Student Affairs	Division Representative	
<b>Jamie Hester</b>	<b>PBC Administrative Support</b>		present
Lorie Jacobs	Faculty 3 (serving until 2023)	HSH College Representative	LJ
Kurt Lund	USA	Staff Representative	KL
Chris Maynard	Academic Affairs/Provost	Division Representative	CM
Tim Michael	Faculty 4 (serving until 2024)	BUS College Representative	
Jeffrey Mountain	Faculty 5 (serving until 2023)	CSE College Representative	JM
Juan Olguin	Office of President 1	Division Representative	present online
Miriam Qumsieh (ex-officio)	Office of Institutional Effectiveness	Department Representative	MQ
Larry Rohde	Faculty 6 (serving until 2024)	CSE College Representative	LR
Deja Sero (ex-officio)	Budget Office	Department Representative	present
Ed Waller	College Dean	College Representative	EW
TBD	SGA	Student Representative	

Alternates	Seat	Role	Absent/Present
Elbby Antony	VP University Advancement	Division Representative	
DeAngel Bonilla	Academic Affairs/Provost	Division Representative	
Gloria Boza	Office of the President	Division Representative	
Soma Datta	Faculty Representative	Faculty 1	present online
Henock Gebrehiwot	Office of Institutional Effectiveness	Department Representative	
Miguel Gonzalez	College Dean	College Representative	present online
Preeti Jain	Faculty Representative	Faculty 2	✓
Iliana Melendez	VP Student Affairs	Division Representative	present online
<del>Christopher Parker</del> Megan Bearder	USA	Staff Representative	present online
Cindy Saltaman <i>AS</i>	VP Student Affairs	Division Representative	present
Sheeba Thomas	AVP Information Technology	Department Representative	present online

Non-Voting Guests	Seat	Role	Absent/Present
Elbby Antony	University Advancement		present online
Sherry Hawn	Administration and Finance		present online
Tim Richardson	Student Success Initiatives		present online
Kara Hadley-Shakya	Strategic Enrollment Mgmt.		Kara HS
Joe Staley	University Advancement		present online
Maureen Villarreal	Administration and Finance		

Tim Powellson DSA  
 Steven Fernandez DSA AIT  
 Lee Blaeu SEM  
 Steven Fernandez DSA Alternate

*[Handwritten signatures]*  
 present

## Planning and Budget Calendar For Academic Year 2023 - 2024 and Fiscal Year 2024

9/20/22 DRAFT v1.0

Area	September	October	Oct 5, 2022	Oct 15, 2022	Oct 15, 2022	November	Nov 22, 2022	December	Dec 7, 2022	Dec 14, 2022
<b>Strategic Planning &amp; Initiatives</b>		Vice President "State of The University" address					<b>Draft FY24 Initiatives due</b> to Division Vice Presidents and Strategic Planning Office			
<b>Planning &amp; Assessment</b>	<b>Assessment Planning Cycle opens:</b> Begin reporting on AY22 Results/Use of Results and revisions for AY23 Assessment Plans. Identify whether or not new funding will be needed in 2023-2024 for new Assessment Activities.			<b>2021-2022 Assessment Plans DUE:</b> After completing "Results" and "Use of Results with fall, spring, and summer data.	<b>2023-2024 Assessment Plan DUE:</b> Revise plans for 2022-2023 based on results (outcomes, methods, criteria for success and connection to strategic plan).					
<b>Planning &amp; Budget</b>		Department FY23 EOY projections and FY23 budget plan updates	2nd Submission of LAR to LBB, posted on Planning & Budget Office's website			Department leaders and PBO begin planning FY24 initiatives			VP Reviewed Draft FY24 Initiatives sent to PBC TEAMS for review access	Vice Presidents discuss draft FY24 Initiatives at PBC
<b>Tuition and Fees</b>		Enrollment projections for FY24 (?)		Draft Student Service Fee (SSF) projections to SFAC		Draft Tuition and Fee projections	PBO reviews calendar with Student Life and SGA President.	SGA President begins notifying students of important Tuition & Fee meetings in January/February		Proposed Tuition & Fees presented to PBC (optional fees only)

**Key Terms**

- PBC Planning & Budget Committee
- OPA Office of Planning & Assessment
- SPO Strategic Planning Office
- PBO Planning & Budget Office
- SGA Student Government Association
- SFAC Student Fee Allocation Committee
- SFF Student Service Fee
- LBB Legislative Budget Board
- LAR Legislative Appropriations Request

## Planning and Budget Calendar For Academic Year 2023 - 2024 and Fiscal Year 2024

9/20/22 DRAFT v1.0

Area	Jan 9, 2023	Jan 10, 2023	Jan 11, 2023	Jan 15, 2023	Jan 18, 2023	Jan 31, 2023	Feb 1, 2023	Feb 7, 2023	Feb 10, 2023	Feb 20, 2023
<b>Strategic Planning &amp; Initiatives</b>			Draft FY24 Initiative PBC feedback provided to Vice Presidents and Strategic Planning Office						Departments submit Final FY24 Initiative Funding Requests tied to Tier 2 of the Strategic Plan to Unit Head or College dean.	
<b>Planning &amp; Assessment</b>										
<b>Planning &amp; Budget</b>	PBC provides inquiry/feedback of draft FY24 initiatives in TEAMS	88th Legislative Session begins for the 2024 - 2025 biennium		FY2023 reclassifications due to HR.						FY24 Reclassifications, effective 9/1/2023, due to HR in order to be reflected in the FY2024 Budget.
<b>Tuition and Fees</b>	All Tuition and Fee Request forms due to PBO. <span style="color: red;">(Optional Fees only)</span>				PBC and SGA: Information Meeting only for previously approved FY24 Designated Tuition increase and state tuition changes for non-resident students.	Follow up meeting of SGA to ask questions and provide comments.	Following SGA meeting, PBC reviews and recommends Optional Fee requests. Forwards recommendation to Univ Council via email.	Univ Council reviews and recommends Optional Fee requests to President.		Optional Fees due to UHS.

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**Planning and Budget Calendar  
For Academic Year 2023 - 2024 and Fiscal Year 2024**

9/20/22 DRAFT v1.0

Area	Mar 1, 2023	Mar 1 - Mar 15, 2023	Week of Mar 20, 2023	March 20 - Apr 3, 2023	Week of Apr 3, 2023	Week of Apr 10, 2023	Week of April 17, 2023
Strategic Planning & Initiatives	Units/Colleges submit Final FY24 Initiative Funding Requests tied to Tier 2 of Strategic Plan to Vice President	Vice President's prioritize Initiative funding requests under their supervision.	Division's present initiatives to their faculty and/or staff. <b>Faculty and staff are encouraged to provide feedback regarding inclusions, exclusions, and order of list.</b>	Vice Presidents combine initiatives lists.	Vice Presidents present list to entire UHCL community. <b>Comments are encouraged and can be heard during meeting or emailed to Component Heads. Comments will be taken into consideration before final list is sent to PBC.</b>	Final Combined and Prioritized FY24 Initiative Funding Requests to PBO	
Planning & Assessment							
Planning & Budget	FY23 budget loaded to budget system to begin FY24 preparation		Hyperion Training for budget development begins		Final Hyperion Module Training		PBC Receives FY24 Initiative Funding Request <u>Scoring Matrix</u> for final review before University Council
Tuition and Fees							

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## Planning and Budget Calendar For Academic Year 2023 - 2024 and Fiscal Year 2024

9/20/22 DRAFT v1.0

Area	May 1 - 31, 2023	May 17, 2023	May 31, 2023	June 1, 2023	June ??, 2022	July ??, 2023	Aug XX, 2023	August 31, 2023
<b>Strategic Planning &amp; Initiatives</b>		PBC meets and provides final scoring matrix and recommendations to PBO and University Council		University Council provides Initiative Funding Request recommendations to President	President presents FY2024 Annual Plan to UHS.		<b>BOR approves FY2024 Annual Plan and Budget</b>	
<b>Planning &amp; Assessment</b>								
<b>Planning &amp; Budget</b>	Business Administrators develop FY24 proposed budget in Hyperion		Legislative Session ends.			Final Plan and Budget due to UHS.		Pending Board approval, supervisors can share new year salary with employees.
<b>Tuition and Fees</b>								

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FY2024 PLANNING & BUDGET CALENDAR

Sept 1, 2022 through Aug 31, 2023

Dates	Strategic Planning & Initiatives	Planning & Assessment	Planning & Budget	Tuition and Fees
October 15		<b>2021-2022 Assessment Plans DUE:</b> After completing "Results" and "Use of Results with fall, spring, and summer data.		Draft Student Service Fee (SSF) projections to SFAC
October 15		<b>2023-2024 Assessment Plan DUE:</b> Revise plans for 2022-2023 based on results (outcomes, methods, criteria for success and connection to strategic plan).		
November 9 - 18			Budget Manager Trainings: Department leaders being planning FY24 initiatives	Draft Tuition and Fee projections
December 2	<b>DRAFT FY24 Initiatives due:</b> Departments due to Unit/College Heads			
December 16	<b>DRAFT FY24 Initiatives due:</b> Units/Colleges due to Division VP			
January 12			<b>Legislative Session begins.</b>	
January 20	<b>DRAFT FY24 Initiatives due:</b> Division VP reviews draft and provides to PBC and SPO for feedback		PBC Receives VP reviewed draft FY24 Initiatives for feedback	
February 1			<b>DRAFT FY24 Initiatives:</b> PBC provides feedback to Vice Presidents	
February 10	<b>FINAL FY24 Initiatives DUE from Departments to Unit/College Head</b> (connected to FY22 "use of results" and Tier II of Strategic Plan)			
February 20			<b>Final FY23 Reclassifications due to HR</b> for accurate reflection in FY2024 Budget	Proposed Tuition & Fees presented to PBC <i>(optional fees only)</i>
March 1	<b>FINAL FY24 Initiatives DUE from Unit/College Head to Vice Presidents</b> (connected to FY22 "use of results" and Tier II of Strategic Plan)			
March 1 - 15	Vice President's prioritize Initiative funding requests under their supervision.		FY23 budget loaded to budget system to begin FY24 preparation	
Week of March 20	Vice Presidents present initiatives to division's faculty and/or staff. <b>Faculty and staff are encouraged to provide feedback regarding inclusions, exclusions, and order of list.</b>		<b>FY24 Reclassifications due to HR</b> , effective 9/1/2023, in order to be reflected in the FY2024 Budget.	All Tuition and Fee Request forms due to PBO. <i>(Optional Fees only)</i>
March 20 - April 3	Vice Presidents combine initiatives lists.		Hyperion Training for budget development begins	

FY2024 PLANNING & BUDGET CALENDAR

Sept 1, 2022 through Aug 31, 2023

Dates	Strategic Planning & Initiatives	Planning & Assessment	Planning & Budget	Tuition and Fees
<b>Week of April 3</b>	Vice Presidents present list to entire UHCL community. <b>Comments are encouraged and can be heard during meeting or emailed to Component Heads. Comments will be taken into consideration before final list is sent to PBC.</b>		Final Hyperion Module and Reports Training	Univ Council reviews and recommends Optional Fee requests to President.
<b>April 5</b>	Final Combined and Prioritized FY24 Initiative Funding Requests to PBO and PBC		PBC Receives FY24 Initiative Requests and Scoring Matrix for final review before University Council	
<b>April 28</b>	PBC provides final scoring matrix and recommendations to PBO and University Council			
<b>May 1 - 31</b>			Business Administrators develop FY24 proposed budget in Hyperion	Tuition & Fees Presented to Board of Regents
<b>May 11</b>	University Council meets and provides FY24 Initiative Requests recommendations to President			
<b>May 31</b>			<b>Legislative Session ends</b>	
<b>June ??</b>	President presents FY2024 Annual Plan to UHS.			
<b>July 20</b>			Final Plan and Budget due to UHS	
<b>August 25</b>	<b>BOR approves FY2024 Annual Plan and Budget</b>			
<b>August 31</b>			Pending Board approval, supervisors can share new year salary with employees.	

Key Planning and Budget Dates (tentative)	
<b>November 22, 2022</b>	Draft FY24 Initiatives due to Division Vice President's
<b>January 9, 2023</b>	"Optional" Fees Only Requests due to Planning & Budget Office
<b>January 10, 2023</b>	88th Legislative Sessions begins for the 2024-2025 biennium
<b>February 2023</b>	BOR approves optional fees
<b>March 1, 2023</b>	FY24 Area/College Initiatives tied to Tier 2 of Strategic Plan due to Division Vice President
<b>March 2023</b>	Vice Presidents present their FY24 Initiatives to their division's faculty and staff
<b>April 2023</b>	Planning & Budget Committee reviews FY24 Initiatives and provides scores and recommendations to University Council
<b>May 2023</b>	University Council reviews and provides recommendations to President
<b>May 1 – 31, 2023</b>	Budget development system open to departments for building the FY24 Proposed Budget
<b>June 2023</b>	Final FY24 Combined Institutional Initiatives submitted to President for Approval
<b>June 2023</b>	President presents FY24 Annual Plan and Budget to UHS

Source: <https://www.uhcl.edu/about/administrative-offices/budget/>