

NOTES

Planning & Budget Committee (PBC)

October 19, 2023 | 12-1:30 PM

1. **Call to order**

2. **Approval of Meeting Notes/Minutes:** September 21, 2023

No changes noted to September 21, 2023 notes. The notes will be submitted for posting to the PBC Shared Governance web page.

3. **Old Business**

A. Details and Discussion of new FY24 Spending

Follow-up to the FY24 Base Budget discussion, details will be provided regarding the new spending its match to university strategic priorities.

Presented by: Mark Denney

Student Success & Initiatives funding increase (\$847,307) is related to new or expanded efforts in the Bridge program, embedded tutoring, Honors College pilot, and other similar programs

Financial Aid funding increase (\$400,000) is directed toward scholarships for at need students

MarComm/Enroll Mgmt Collaborative Positions (\$217,800) is a previously approved initiative from a few years ago that was not implemented until FY24 due to disagreements in management of the position. This disagreement has now been resolved.

All of these items will be treated as initiatives in relation to future post-auditing evaluations.

4. **New Business/Announcements**

A. PBC Bylaw Discussion

Please read the emailed primer to provide context and expedite the discussion.

Presented by: Nick Kelling

Motion made to approve the following update to the committee's charge:

4.5.1 The Planning and Budgeting Committee (PBC) shall have the responsibility for **oversight** of all university-wide planning and budgeting activities as well as oversight of university assessment and fundraising. The PBC will review and recommend to UC the various plans and their associated resource needs. The university president is the final authority on all such matters. Specifically, the responsibilities of the PBC are as listed below:

- Oversight of University-wide planning
- Oversight of University-wide budgeting and appropriate post-audits of budgets and initiatives
- Oversight of university assessment
- Oversight of university fundraising

Those present agreed that for today's vote the representatives listed in the Shared Governance Policy will vote on this motion. (see page 2 of primer for list).

Motion carried with unanimous vote. This change will be presented at the University Council later this month for approval.

Following the vote, a discussion on what the membership of the committee should be since the PBC By-laws and the Shared Governance Policy do not agree.

Thoughts of the committee on membership

- Representative from each of the strategic divisions (current VPs) + President Rep (if president chooses as each VP directly reports to the president.)
- Increasing faculty up to 8
- Removing Executive Directors
- 2 USA representatives (one exempt and one non-exempt)
- Moving to two students (potentially 1 vote)
- Deans council representative
- Planning and Assessment (Non-voting)
- Institutional Research (Non-voting)
- Planning and Budget (Non-voting)
- Add or designee to vice chair appointment
- Facilities (Non-Voting) – Invite Link When needed
- Information Technology (Non-Voting) – Invite Link When needed

Also, change this statement in the bylaws in section 1.B: "The secretariat for the committee will be the Office of the Vice President for Administration and Finance." to "The secretariat for the committee will be designated by the Vice President for Administration and Finance."

Motion to accept this list as written. Motion carried by unanimous vote. This list will be brought to a special meeting of shared governance members to be held on November 1st.

November's meeting will cover the process for new initiatives for FY25.

Primer for discussion on updating PBC by-laws

To expedite the discussion regarding the by-laws, this primer will present the issues and a few options. These are meant to start the discussion and do not exclude other options, combinations, or discussions. The discussion will be broken into two main portions; 1) committee charge and 2) membership.

Issues with the current bylaws

Currently, there is disagreement between the bylaws, official roster, and the shared governance policy. Additionally, as much has changed since the shared governance document was officially edited (it is unclear the last time the committee's bylaws were updated), it may be a good time to evaluate this document. We have had numerous changes and additions to divisions and offices. Additionally, we have implemented a redesign in how we manage funding initiatives and integration of strategic planning.

Charge of the committee

Current Charge

- 4.5.1 The Planning and Budgeting Committee (PBC) shall have the responsibility for coordination of all university-wide planning and budgeting activities as well as oversight of university assessment and fundraising. The PBC will review and recommend to UC the various plans and their associated resource needs. The university president is the final authority on all such matters. Specifically, the responsibilities of the PBC are as listed below:
- University-wide planning
 - University-wide budgeting
 - Oversight of university assessment
 - Oversight of university fundraising

Suggested Update

- 4.5.1 The Planning and Budgeting Committee (PBC) shall have the responsibility for oversight of all university-wide planning and budgeting activities as well as oversight of university assessment and fundraising. The PBC will review and recommend to UC the various plans and their associated resource needs. The university president is the final authority on all such matters. Specifically, the responsibilities of the PBC are as listed below:
- Oversight of University-wide planning
 - Oversight of University-wide budgeting and appropriate post-audits of budgets and initiatives
 - Oversight of university assessment
 - Oversight of university fundraising

As this is the charge of the committee it will need to be a recommendation to University Council to update the shared governance policy. However, this edit brings the committee charge closer in line to what it has been asked to do over the past years. Currently, PBC is not charged with University-wide planning as this was supplemented with the creation of the strategic planning office. Additionally, PBC is not directly responsible for university budgeting. Rather, PBC has more recently been asked to disseminate budget information and to make recommendations within the newer initiative process. However, as PBC is charged with oversight of multiple budget actions, it would make logical sense to include the current initiative system.

PBC Membership

	<i>PBC Bylaws</i>	<i>Shared Governance Policy</i>	<i>PBC Roster</i>
Voting	VP for Administration and Finance AVP, Information Resources	VP for Administration and Finance	VP Administration & Finance AVP, Information Resources
	Faculty (six from the Faculty Senate, at least one from each college)	Faculty (6 from the Faculty Senate and at least one from each school)	Faculty (6 from the Faculty Senate and at least one from each school)
	President's office representative	President's Office Representative	President's Office Representative
	University Staff Association (1)	USA Representative (2)	USA Representative (2)
	Representative Student Government Association (SGA)	SGA Representative	SGA Representative
	Representative academic deans	Academic Deans Representative	Academic Deans Representative
	Representative Office of the Provost	Provost's Office Representative	Provost's Office Representative
	Representative Student Services		
		Student Affairs Representative	
		Executive Director of Neumann Library	
			Planning and Assessment
			Office of Institutional Research
Non Voting			
	Office of Institutional Effectiveness (OIE) Representative (Ex-Officio)	Office of Institutional Effectiveness (OIE) Representative (Ex-Officio) Non Voting	Strategic Enrollment Management
	Budget Office Representative (Ex-Officio)	Budget Office Representative (Ex-Officio) Non-Voting	Office of the President/Compliance
	The secretariat for the committee will be the Office of the Vice President for Administration and Finance		Student Success Initiatives
			Vice President University Advancement

As noted, there is substantial disagreement between the three lists. This disagreement will need to be rectified during our next meeting. As it stands, editing the bylaws is the purview of the committee and any "Amendments of Bylaws Amendments to the Bylaws must be approved by a two-thirds vote of the PBC voting membership as defined in the Membership section" (current PBC bylaws). However, there are a few options on how to proceed:

- 1 Decide on one of the lists as correct
- 2 Create a new list as an amalgamation of the current lists
- 3 Create a new list with more accurate representation of the university

I would suggest a few notes when processing this information. For those not familiar, PBC is a shared governance committee directly underneath University Council (UC). As such, items resulting from this committee are brought to the attention of UC. Any of action items from the committee are then voted on by UC members (as a note, some items are merely informational such as bylaw updates or recommendations and thus, just reported to UC). For those not familiar with UC membership, I have included it here as per the current shared governance policy (it should also be noted that the president does have the discretion to add non-voting members and therefore is not on this list):

- President
- Provost
- VP for Administration and Finance
- VP for Student Affairs
- VP for University Advancement
- AVP for Academic Affairs
- AVP for Enrollment Management
- AVP for Student Success and Initiatives
- AVP for Finance
- AVP for Facilities Management and Construction
- Academic Deans (4)
- Faculty Senate Executive Committee (FSEC) (8)
- Shared Governance Committee Chairs (3)
- University Staff Association (USA) (2)
- Student Government Association (SGA) President

Based on current members listed for UC on the recent minutes and the fact that AVPs are listed for some divisions that now have VPs, it is unclear what the current membership is. However, it is worth highlighting that there is some double representation between PBC voting membership and UC voting membership. It certainly does not preclude the committee from selecting the most optimal membership especially in relation to information gathering, but it may be worthy of discussion when determinations are being made between voting and ex-officio. It is important to note that ex-officio members are quite critical for PBC as considering the scope of the charge of the committee quickly and

efficiently gathering information is paramount. If the committee decides to consider possibilities under option 3, I have included a few options for consideration. However, this is not an exhaustive list by any means. Merely, some ideas to get the ball rolling.

Discussion Options			
	A	B	C
Determining Membership by	UHCL Strategic Themes	AAUP Statement on Government of Colleges and Universities	Stakeholder Analysis
Notes	<p>Educational Achievement</p> <p>Welcoming Culture</p> <p>Innovation Through Collaboration</p> <p>University Identity</p>	<p>"A third area is budgeting. The allocation of resources among competing demands is central in the formal responsibility of the governing board, in the administrative authority of the president, and in the educational function of the faculty. Each component should therefore have a voice in the determination of short- and long-range priorities, and each should receive appropriate analyses of past budgetary experience, reports on current budgets and expenditures, and short- and long-range budgetary projections. The function of each component in budgetary matters should be understood by all; the allocation of authority will determine the flow of information and the scope of participation in decisions." (<i>Internal Operations of the Institution - and-universities</i>)</p> <p>https://www.aaup.org/report/statement-government-colleges-and-universities</p>	<p>Who are the stakeholders for UHCL?</p> <p>https://www.researchgate.net/publication/337548471_University_Stakeholder_Mapping</p>

Thoughts of the committee on membership

Representative from each of the strategic divisions (current VPs) + President Rep (maybe up to president)

Increasing faculty up to 8

Removing Executive Directors

2 USA representatives (one exempt and one non-exempt)

Moving to two students (potentially 1 vote)

Deans council representative

Planning and Assessment (Non-voting)

Institutional Research (Non-voting)

Planning and Budget (Non-voting)

Add or designee to vice chair appointment

Change “The secretariat for the committee will be the Office of the Vice President for

Administration and Finance.” to be designated by VP Finance

Facilities (Non-Voting) – Invite Link When needed

Information Technology (Non-Voting) – Invite Link When needed

Planning and Budget Committee Attendance Sheet
FY2024
October 19, 2023

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

Created 11/17/23

Planning and Budget Committee Attendance Sheet
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ALTERNATES	ALTERNATE SEAT	ABSENT/PRESENT
Gloria Boza		
Krista Buckminster		
Patrick Cardenas		
Henock Gebrehiwot		Present
Vicky Gu		Present
Preeti Jain		Present
Kurt Lund		Present
Kathryn Matthew		
Cindy Saltzman		Present
Sheeba Thomas		
Ed Waller		
Andrew Wiemer		Present
NON-VOTING GUEST	DEPARTMENT	ABSENT/PRESENT
Matthew Aschenbrener	Strategic Enrollment Management	Present
Lea Black	Strategic Enrollment Management	Present
Sherry Hawn	Administration & Finance	Present
Yolanda Nimmer-Williams	Office of the President/Compliance	Present
Tim Richardson	Student Success Initiatives	Present
Joe Staley	Vice President University Advancement	
Carmen Conley	Planning & Assessment	Present