**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

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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**

   
   ![Tuition Fee Chart]

   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
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**

  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.
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**

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:
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:

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

- 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”

### Compensation Process Updates

**Request for Backfill**

<table>
<thead>
<tr>
<th>Email your request to <a href="mailto:Compensation@uhcl.edu">Compensation@uhcl.edu</a>, including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In your email, include the appropriate position description, found on the Position Description webpage.</td>
</tr>
<tr>
<td>• Include email approval from Dr. Walker – required during hiring freeze.</td>
</tr>
<tr>
<td>• Most recent organizational chart that includes the vacant position.</td>
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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 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.