

## FY27 Budget Updates – 01/27/26

Presenters: Terry Hanson, VPAF & Georgeann Smith, AF Policy & Training Administrator

### Meeting notes:

- **Accelerated Budget Process Overview:** Terry outlined the compressed budget submission timeline, the rationale for the new approach, and emphasized the need for engagement from all participants, with Georgeann and Mitch as primary contacts for questions.
  - **Compressed Timeline Explanation:** Terry explained that the budget submission deadline has been moved from late June to mid-March, requiring a faster and more focused process for all involved.
  - **Centralization and Housekeeping:** Terry described efforts to centralize budget entries through the Planning and Budget Office for major funds, while departments will handle smaller fund entries, aiming to avoid mid-year fund transfers and ensure sustainability.
  - **Ongoing Communication and Training:** Terry stated that information and updates will be shared throughout the process, with training sessions shifted to later stages to help participants understand the budget status and prepare for the following year.
  - **Engagement and Support Channels:** Terry encouraged all participants to actively engage, ask questions, and reach out to Georgeann and Mitch for clarification, stressing that early communication of challenges is essential for timely resolution.
- **Budget Calendar and Key Deadlines:** Georgeann provided a detailed walkthrough of the budget calendar, highlighting critical dates for data entry, verification, and approvals, and clarified the sequence of tasks for both the Budget Office and college/division administrators.
  - **Hyperion System Integration:** Georgeann explained that the HRS module and PeopleSoft Finance will feed data into Hyperion, with the initial data load scheduled for the upcoming weekend, and final uploads to HR and PeopleSoft Finance occurring in August after approvals.
  - **Position and Payroll Adjustments:** Georgeann instructed participants to complete any EPRFs and payroll reallocations by the end of Thursday to ensure positions are correctly reflected in the system, as delays could prevent positions from appearing in correct cost centers.
  - **Access and Reporting in Hyperion:** Georgeann clarified that business administrators will gain access to Hyperion's budget modules on February 9th, with the Budget Office entering major fund groups on February 13th, and provided guidance on saving base reports for reference.

- **Data Entry and Verification Timeline:** Georgeann outlined that data entry for colleges and divisions opens on February 13th and closes on February 27th, after which the Budget Office will verify all entries, with Hyperion closing for PBO entry on March 12th.
- **Submission of Supporting Documents:** Georgeann noted that Table 4. A/B/C (Student Affairs) are due by March 2nd, and the executive summary for the budget hearing is to be prepared for submission to Raymond Bartlett and Karin Livingston, with final budget approval scheduled for the May 21st Board of Regents meeting.
- **Team Communication and Document Management:** Georgeann described the use of Teams channels and a dedicated web page for agenda distribution, meeting minutes, and deliverable lists, and explained the process for submitting documents to the Budget Office (budgetoffice@uhcl.edu).
  - **Teams Channels Structure:** Georgeann detailed that each division and college has a dedicated Teams channel for budget planning, with additional channels for specific units like facilities, to streamline communication and document sharing.
  - **Agenda and Minutes Distribution:** Georgeann stated that April is setting up a web page to host meeting agendas and minutes, and that meeting minutes will be quickly transcribed and distributed, with a deliverables column to track required submissions.
  - **Submission Procedures:** Georgeann instructed participants to submit documents either via their assigned Teams folder or by emailing the Budget Office, with a dedicated email group and folder for budget-related correspondence. budgetoffice@uhcl.edu
- **FTE and Position Review Instructions:** Georgeann provided instructions for reviewing and updating FTE spreadsheets, clarifying procedures for vacant positions, department chair stipends, and the correct allocation of expenses.
  - **FTE Spreadsheet Updates:** Georgeann explained that each team will receive a spreadsheet listing filled and vacant positions by cost center, and requested that dollar amounts be entered for vacant positions to be funded, with strikethroughs for positions not to be filled.
  - **Department Chair Stipends:** Georgeann clarified that department chair stipends should not be processed as additional compensation but must use a specific job code, and that expenses should be charged to the appropriate departmental cost center rather than the dean's budget.
- **Course Fee and Revenue Projections:** Georgeann outlined the process for distributing course fee and sales/service revenue projections, including the impact of enrollment declines and the need for strategic budgeting by divisions.

- **Course Fee Forecasts:** Georgeann stated that the Budget Office will provide forecasted revenue for course fees, likely adjusted downward due to enrollment declines, and will handle keying these projections for the divisions.
- **Sales and Service Budgets:** Georgeann explained that divisions will receive suggested budgets for E&G sales and service funds code 2078, but each department must consider enrollment fluctuations and adjust their revenue and expense projections accordingly.
- **IDC and Gift Center Reviews:** Georgeann mentioned that IDC allocations and historical non-endowment gift cost center data will be reviewed, and divisions should discuss any needed adjustments with the Budget Office and set appropriate revenue and expense budgets.
- **Training Session Participation Clarification:** Georgeann addressed the issue of non-administrators signing up for the upcoming budget development training and outlined steps to ensure only authorized personnel attend.
  - **Training Session Access:** Georgeann noted that some individuals not responsible for budget entry had registered for the February 4th training and will coordinate with HR to restrict attendance to college and division administrators only.