

Planning and Budget Committee

Date: Nov 19, 2019

Agenda

Attendance – see attached signed attendance sheet

1. Approval of Oct 10, 2019 PBC meeting notes
 - a. Meeting notes were approved with one correction: Originally, they were published with the follow up (2nd) meeting to review the proposed tuition and fees for FY21/FY22 on Nov 14th, when the date was actually Nov 19th. This was corrected.

2. Old Business
 - a. Proposed Tuition and Fees for FY21 and FY22

PBC membership participated as guests at SGA's meeting as they reviewed the proposed Tuition and Fees as presented originally on Nov 12. Following the review, SGA took a line item vote to signify support or non-support of each tuition and fee proposal, both Designated, Designated/differential tuition and both mandatory and optional fees. The result of their votes are attached to these meeting notes.

Following the voting from SGA, PBC members left and adjourned their meeting. They reviewed the votes from SGA and conducted a discussion of support for the proposals.

The initial discussion was to break the tuition and fees into two basic groups: First: Tuition and Mandatory Fees, and Second: Optional Fees. Then, within those groups, those that were supported by SGA and those that were not supported by SGA.

Tuition and Mandatory Fees

Note: SGA votes shown as A/B, where A = for, B = against

Supported:

- Designated Undergraduate Resident Tuition (27/17)
- Designated Undergraduate Non-Resident Tuition (30/18)
- Student Service Fee (43/10)
- Information Resource Fee (26/12)
- Academic Records Fee (39/12)
- International Education Fee (33/15)

Discussion: Generally, these rates were all supported by PBC members. The primary discussion surrounded future processes to gain better understanding, support, etc.

Outcome: A vote of support was taken, (11/0) in favor of approving these rates.

Non-Supported:

- Designated Differential Tuition for the COB, both Undergraduate and Graduate (UG: 15/23; Grad: 12/17)
- Recreation and wellness Center Fee (25/30)

Discussion: There was considerable discussion regarding SGA's reasoning for not supporting these, primarily they surrounded how well the need was presented, and the individual students in the meeting and the alignment with the tuition or fee to their own personal case. It was discussed that future processes might initiate a tuition and fee advisory council structure, with greater student voice, similar to the SFAC, which would then potentially have greater legitimacy and trust for students. There was also considerable discussion surrounding the impact on programming if these increases were not approved:

- DDT for the COB: DDT is intended to cover those costs over and above other programs with regard to the cost of delivery. For the COB, it is higher salaries for professorial faculty, lower adjunct ratios, and required research for faculty. There was considerable discussion that while the rationale was understood and generally supported by PBC members, they could support a final outcome of an increase, but at less than proposed.
- For the Rec/Wellness Cntr: The fee was approved at \$150, but only instituted at \$110/semester. That generates approx. \$2.3 M per annum, with approx. \$1.9 M in debt svc alone, leaving very few dollars to operate the Rec Center. The increase was necessary to keep the rec center solvent, failure to approve it would significantly impact their ability to offer programming in the Rec Center, or require continued support from other Aux operations such as Student Life (funded from the Student Support fee, which was not considered by SFAC).

Outcome: PBC Membership voted to support the DDT for the COB (13/0) and the Rec and Wellness Center Fee Increase (12/1)

Optional Fees:

Supported:

- Graduate Program Research Fee (26/19)
- International Student Application Fee (24-19)
- International Student Records Processing (19/14)
- Student Parking (31/17)
- Declining Balance Meal Plan (24/6)

Discussion: The Education Abroad Application Fee was not supported by SGA, but it was unclear as to the reason. There was discussion the challenges with voting was that it gave no indication as to the reasoning for the vote as in this case, no discussion at SGA was centered on this fee.

Outcome: PBC voted in support of all Optional Fees as a single block (11/0)

Non-Supported:

- Education Abroad Application Fee (20/21)
- Payment Plan Service Fee (3/38)

Discussion: There was significant discussion on future process improvements, but little discussion as to the reasoning for SGA's lack of support for these two and how that would influence PBC's support/non-support, primarily due to the vote not giving indication as to the reasoning for SGA's non-support. There was less discussion surrounding the Education Abroad fee than the Payment Plan Service Fee, as there was such a significant rejection from SGA. It was surmised that was seen as a punishment fee and was therefore not supported.

Outcome: PBC voted in support of all Optional Fees as a single block (11/0)

b. FY20 Initiatives

Due to a shortage of time, the FY20 Initiatives were not discussed, but were disseminated as part of the meeting documents, and were attached to the Oct Meeting Minutes.

c. Strategic Hiring Actions: Apr – Oct

Due to a shortage of time, the Strategic Hiring Actions listing was not discussed, but were disseminated as part of the meeting documents, and were attached to the Oct Meeting Minutes.

3. New Business

a. Future meetings: Update from Budget Task Force

Due to a shortage of time, the Update from the Budget Task Force was not presented, but was agreed to be placed on the Dec agenda

b. Budget Update: FY 21 next steps

Due to a shortage of time, the Update for Next Steps on the FY21 Budget process was not presented, but was agreed to be placed on the Dec agenda

No other items were discussed.


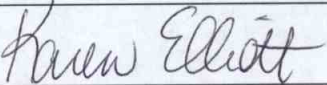
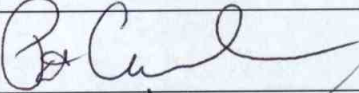
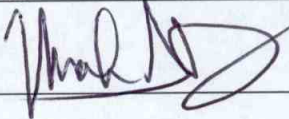
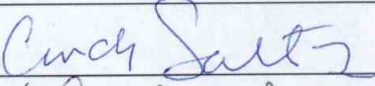
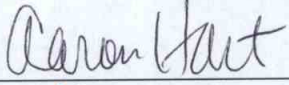
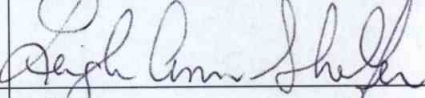
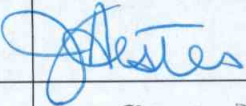
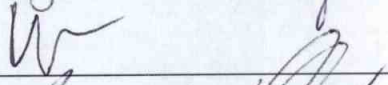
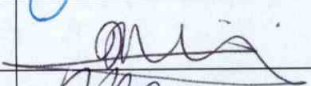
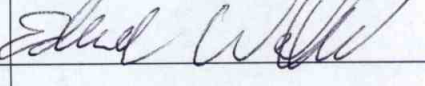
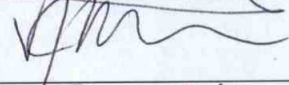
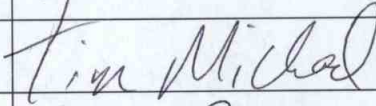
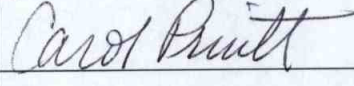
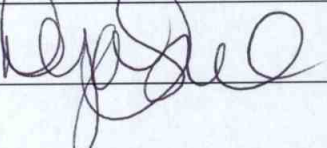
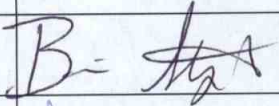
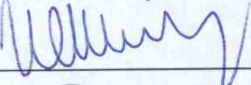
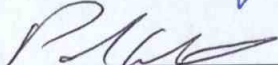
PBC MEETING SIGN-IN SHEET

Committee: Planning & Budgeting Committee

Meeting Date: Nov. 19, 2019

Facilitator: Deja Sero

Place/Room: SSB 3302

Members	Signature	Alternates	Signature
Steven Berberich Provost		Missy Adkins Planning & Budget	
Sarah Costello HSH	Present - didn't sign	Karen Elliott Planning & Assessment	
Thomas Cothorn COE		Karen Fiscus USA	
Patricia Cuchens Planning & Assessment		Michelle Giles Faculty Senate	
Mark Denney Vice-Chair		Kathryn Matthew Provost	
Karen Fiscus USA		Cindy Saltzman Student Affairs	
Aaron Hart Student Affairs		Leigh Ann Shelfer USA	
Jamie Hester USA		Walter Thompson Faculty Senate	
Xiao Li SGA		Ed Waller Academic Dean	
Vivienne McClendon Library		LeeAnn Wheelbarger USA	
Tim Michael COB		Chloris Yue Library	
Carol Pruitt President's Office			
Tim Richardson Student Success Initiatives		Lisa Gossett	
Deja Sero Planning & Budget/Ex-Officio		Lea Black	
Rick Short Academic Dean			
Joseph Staley University Advancement			
Brian Stephens CSE			
Ivelina Pavlova-Stout BUS			
Paul Withey CSE			

University of Houston-Clear Lake
FY2021 and FY2022 Tuition and Fee Changes
Presented to SGA and PBC November 12, 2019

Description	Current Rate	Change	FY21 Proposed Rate	Change	FY22 Proposed Rate	Justification/Benefit
<u>General Designated Tuition</u>						
Designated Undergraduate Resident Tuition	\$184.19/SCH	\$5.11/SCH	\$190/SCH	\$6/SCH	\$196/SCH	Revenue generated will support University initiatives that include new support for the growing undergraduate academic programs, student scholarships, and increasing costs in operations.
Designated Undergraduate Non-Resident Tuition	\$322/SCH	\$10/SCH	\$332/SCH	\$10/SCH	\$342/SCH	Revenue generated will support University initiatives that include new support for the growing undergraduate academic programs, student scholarships, and increasing costs in operations.
<u>Differential Designated Tuition (DDT)</u>						
College of Business - Undergraduate	\$10/SCH	\$5/SCH	\$15/SCH	\$0	\$15/SCH	New revenue will be used to support faculty necessary to meet AACSB standards relating to faculty sufficiency and faculty research. Will also be able to support growing student enrollment while maintaining compliance with AACSB standards.
College of Business - Graduate	\$65/SCH	\$12/SCH	\$77/SCH	\$0	\$77/SCH	New revenue will be used to support faculty necessary to meet AACSB standards relating to faculty sufficiency and faculty research. Will also be able to support growing student enrollment while maintaining compliance with AACSB standards.

University of Houston-Clear Lake
FY2021 and FY2022 Tuition and Fee Changes
Presented to SGA and PBC November 12, 2019

Description	Current Rate	Change	FY21 Proposed Rate	Change	FY22 Proposed Rate	Justification/Benefit
<u>Mandatory Fees</u>						
Student Service Fee	\$40/SCH \$240 max	\$2/SCH \$12 max	\$42/SCH \$252 max	\$0/SCH	\$42/SCH \$252 max	Psychologist, COB/HSB embedded tutors, writing center sat/Sunday, SDEI student ambassadors (8), doctoral internship m&o, STEM Career Coordinator, SAC Foster Student Support Conferences, Publications student intern stipends (4), Student Involvement leadership/community engagement m&o, Publication student workers (2), Stud Involv spirit/traditions programming, Rec/Well Healthy Campus salary support, Writing Center increase in weekly hours, SSC ID Card ribbon shredder (2)
Recreation and Wellness Center Fee	\$110/Sem	\$11/Sem	\$121/Sem	\$12/Sem	\$133/Sem	Create funding for student staffing and outdoor spaces not included in original pro forma. Will provide financial support for student focused programming provided by the department and alleviate some of the financial pressures related to the expenses of supplies and equipment needed for day to day operation of the RWC and other spaces managed by the department.
Information Resources Fee	\$26/SCH \$312 max	\$3/SCH \$36 max	\$29/SCH \$348 max	\$0/SCH	\$29/SCH \$348 max	UCT: 1 FTE Network Administrator and 1 FTE System Administrator need per the UH IT review. Additionally, 1 FTE Application Developer to assist with conversions and internal projects. Funds will also support the acquisition and maintenance of network monitoring software. Library: Increase will support develop expanded online support, resources, technology and furnishing needs for today's students. 1) to maintain current levels of resources and services; 2) restore the purchasing power of the library's materials budget, and 3) preserve library services for students and faculty.
Academic Records Fee	\$28/Sem	\$1/Sem	\$29/Sem	\$1/Sem	\$30/Sem	Upgrade the catalog and curricular systems. Two software applications will be purchased to create a singular point of entry for data with a global update capability as well as provide ability to publish degree programs to the web directly.
International Education Fee	\$2/Sem	\$2/Sem	\$4/Sem	\$0	\$4	<ol style="list-style-type: none"> 1. Competitive award to provide merit-based financial support to students who may not qualify for financial aid, private loans, and or assistance. 2. Grants for non-degree students seeking international exchange at UHCL, which will increase international student enrollment and recruitment efforts. 3. Funds will support a more significant number of students and UHCL faculty-led programs. 4. Emergency funds will be more readily available for students facing financial difficulty due to an emergency that occurs during their program. 5. Increase enrollment in non-traditional education abroad programs such as credit-bearing unpaid internships, research abroad, and NGO positions.

University of Houston-Clear Lake
FY2021 and FY2022 Tuition and Fee Changes
Presented to SGA and PBC November 12, 2019

Description	Current Rate	Change	FY21 Proposed Rate	Change	FY22 Proposed Rate	Justification/Benefit
Optional Fees						
Graduate Program Research Fee	\$80	\$20	\$100	\$0	\$100	Provide ability to purchase software and databases and will enhance its chances of accreditation success by continuing to support the research agendas and teaching methodologies of the college's faculty, benefiting both faculty members and students. Faculty research success is necessary for both business and separate accounting accreditation.
International Student Application Fee	\$75	\$10	\$85	\$0	\$85	An increase in the application fee would assist in funding technology and resources that would decrease processing time from application to enrollment. This cutting-edge technology known as TerraDotta would allow OIAP to restructure our current organization, improve student engagement and system comprehensiveness. It would allow us to streamline the decision-making process by providing the academic departments with an electronic way to view application documents, which will greatly decrease the wait time for applicants. It would also provide funding for training of staff members to keep up with the current trends in enrollment management.
International Student Records Processing	\$65/Sem	\$35/Sem	\$100/Sem	\$0	\$100	Fund technology and resources that would increase the services to the F-1 international student population. a) better support student inquiries and software can be used for application processing and education abroad compliance and applications; b) provide additional programming to students including webinar series and pre-arrival support, which could increase enrollment and student success in the United States; c) speed up time-sensitive responses including: internship requests, concurrent enrollment, travel endorsements, pre-employment authorization; and d) support the additional reporting requirements from Homeland Security
Education Abroad Application Fee	\$0	\$75	\$75	\$0	\$75	<ol style="list-style-type: none"> 1. Enhanced online student experience through a new integrated study abroad online portal 2. Strategic recruitment and outreach ventures; 3. Increased online advising and processing; 4. Virtual online services such as chats and online webinars; 5. Increased funding for the development and implementation of a variety of educational programs, information sessions, pre-departure events, and special interest groups; 6. UHCL campus education abroad programming such as alumni mixers, speaker series, and country highlight programs. 7. Create a searchable catalog of the hundreds of education abroad programs, internships, scholarships, etc.
Parking- Students, Staff, & Faculty	\$85/Annual \$135/Annual	\$2/Annual	\$85/Annual \$135/Annual	\$0	\$85/Annual \$135/Annual	To support the significant increased costs in the parking department related to staffing and parking lot operations and maintenance
Payment Plan Service Fee	\$15	\$5	\$20	\$0	\$20	Defray partial high rising operational costs of Student Business Services and allow reallocation of other funding to academic programming.
Declining Balance/Meal Plan	\$700/Sem	\$300/Sem	\$1,000/Sem	\$0	\$1,000	Current meal plan is not sufficient to cover the average meal costs for a semester. This increase provides more revenue thereby enhancing the dining service program on campus including hours of operation, quality, selection, etc..

Code	Description	FY 2020 budget	Year End	Division of the Pres	Academic Affairs	Student Affairs	Business Affairs
S1	Pay Plan: 1.5% across the board, up to 90% of target	1,755,822					
S2	New Psychologist	-				X	
S3	Supplemental Counseling Services	-				X	
S4	Coordinator for Health & Wellness	-				X	
S5	Campus Rec Graduate Assistants (X 6)	-				X	
S6	Veterans Services Office M&O		12,000			X	
S7	Student Conference M&O	-				X	
S8	Career Services M&O	6,000				X	
S9	Counseling Services M&O	-				X	
S10	VPSA Office M&O	9,000				X	
S11	Connection to College support with CADD	-				X	
A1	New Faculty: CoB Healthcare Admin - Assist Prof	62,181			X		
A2	New Faculty: CoB Mgmt - Assist Prof	74,778			X		
A3	New Faculty: CoE Educ Leadership - Assist Prof	42,900			X		
A4	New Faculty: CSE Info Tech - Assist Prof	41,250			X		
A5	New Faculty: HSH Social Work - Assist Prof	46,200			X		
A6	New Faculty: HSH Writing - Lecturer	46,200			X		
A7	Academic Advisors (X 3) 1 ea: HSH, CSE, CoB	178,200			X		
A8	Office 365 Administrator: UCT	-			X		
A9	Continuing Ed/Center for Applied Psychology: Pearland	46,200			X		
A10	Center for Faculty Development M&O	44,000			X		
A11	Safari Database: Library	17,650			X		
A12	Support for STARS: CoB/Univ	2,600			X		
A13	Professional Devl/Training: UCT	30,000			X		
B1	FMC M&O	96,000					X
B2	Summer Semester Funding restoration	-					X
B3	Planning and Budget Student Labor, M&O	9,000					X
B4	Strategic Planning Investment	100,000					X
B5	Asset Management Equipment		21,000				X
B6	Institutional Membership in EAB	50,000					X
B7	Ongoing Strategic Planning Costs	25,000					X
B8	Police Dept Server Replacement		46,000				X
B9	Emergency Safety/Environmental Safety	40,500					X
B10	Professional Devl/Training: Admin/Classified	24,000					X
P1	Marketing and Communication Restoration	90,000		X			
P2	New Director of Development - Academics	74,250		X			
P3	New Director of Leadership Giving	59,400		X			
P4	New Stewardship Coordinator	-		X			
P5	Temporary Labor	19,800		X			
P6	University Advancement M&O	118,050		X			
P7	International Intern Pool	97,920		X			
P8	Title VII and Title IX Contingency funding	25,000		X			
P9	Strategic Partnerships Administrative Assistant	-		X			
P10	Strategic Partnerships M&O	45,000		X			
		<u>3,276,901</u>	<u>79,000</u>				