

**University of Houston – Clear Lake  
Planning & Budgeting Committee (PBC)**

April 26, 2018  
1:00 pm – 2:30 pm  
Location – Bayou 1228

Meeting Agenda

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Usha Mathew  
PBC Vice-Chair

Dr. Tim Michael  
PBC Chair

**I. Action Item**

- A. Approval of March 20, 2018 Minutes

**II. Information/Discussion Items**

- A. Summer 2018 “Enrollment Needed to Make” discussion/explanation
- B. FY19 Budget Update
- C. Budget Q & A
- D. MVV Statement and the Strategic Planning Process
- E. Suggestion Box Update

# **Planning and Budgeting Committee (PBC)**

April 26, 2018

## **PBC Members Present**

Darlene Biggers, Pat Cuchens, Deja Sero, Jamie Hester, Glen Houston, Nick Kelling, Usha Mathew, Pat McCormack, Tim Michael, Michelle Peters, Cengiz Sisman, Paul Withey

## **Alternates Present**

Leigh Ann Shelfer, Chloris Yue, Caroline Crawford

## **PBC Members Absent**

Patrick Fetterly, Rhonda Thompson, Gracie Villarreal, Ed Waller, Karen Wielhorski

## **Guest**

Lisa Gossett

## **Action Item**

### **Approval of Minutes**

The Chair asked if there were any changes or corrections to the March 29, 2018 minutes. With no changes noted, a motion was made and seconded to accept the minutes as presented.

*(Motion passed)*

## **Information/Discussion Items**

### Summer 2018 “Enrollment Needed to Make” (see attached)

Dr. Houston reviewed with the committee “Enrollments Needed by College for a Class to Make” document (for Summer 2018). He said he took 1/11<sup>th</sup> of each full time faculty member’s nine-month salary. He computed that by the number of students for undergrad or graduate and compared it to the amount of money that will be generated by statutory and designated tuition rates. This applies only to resident students using the domestic rate. This document does not include formula or international students.

### Updates from Interim VP Usha Mathew

- Ms. Usha Mathew said on May 2, 2018 she and Ms. Deja Sero will present the budget to the Chancellor.
- The Board of Regents will meet on May 24, 2018. Once the board approves the budget, she will share this information with this committee.
- They will submit the latest budget draft to Dr. Blake tomorrow.

- They are working on the Legislative Appropriations Request (LAR) for the next biennium. The legislative sessions meets the first week in January.
- At the Budget Taskforce meeting, Ms. Mathew gave a synopsis of how the budget works at the state level and at our university. The reviewed some accounting and budget terms and discussed six different models and will continue meeting on a regular basis.
- The Budget Taskforce met they gave a synopsis of how the budget works at the state.
- May 3, 2018 at 1:30, Ms. Mathew will give a PowerPoint presentation at the Faculty Development meeting. Once the presentation is done, she will be glad to share this information with this committee.
- There was a reorganization of Marketing and Communication (see below).

Office of University Marketing & Communications				
AVP Marketing & Communications				
Media Communications	Web Communications		Creative Services	
Karen Barbier	Dept-Sr. BC	Erin Willey	Dept-Sr. BC	Chelsea Crouse
→ George Mattingly		→ Cynthia Reyna	University Advancement - Susan	→ Judith Coulter
→ James Townsend	UCT - Carla	→ Brent Goucher	Student Services - Cindy	→ Katie Hart
→ Katherine Adams	UCT - Carla	→ Jaime Bober	UCT - Carla	→ Jaime Price
	ElH - Carla	→ Debbie Bush		→ Vacant
	Enrollment Mgmt - Caron	→ Greg Austin		
	CSC - Mike	→ Azalea Boehm		
	Student Services - Cindy	→ Zenia Latoff		

#### FY19 Budget Update (see attached)

Ms. Deja Sero reviewed the Budget Reduction Plan for FY18 thru FY20 with the committee. Ms. Sero said this is the actual plan that happened in FY18 and reflects what happened in FY19 and the cuts that took place in each area. The university reallocation (\$889,564) are shifts that she made in the budget in order to meet our budget goal. She noted that the base commitments includes the \$96,000 that was paid out for faculty promotions. The net tuition changed and it includes statutory and designated tuition. She said there are parts of tuition that we cannot count in our base budget to support the departmental operations. These are our set aside and our Texas Promise for Education Grants (TPEG). When we raise tuition or enrollment goes up, 15% of that goes into a cost center that we cannot budget (it is for graduate and undergraduate residents). Ms. Sero said after removing the set aside and TPEG we ended up with a negative (\$4,556,904) to support our departmental operations. She used \$5,911,005 in university reserves to support the budget.

In FY20, we are looking at 3% reduction. She said with the enrollment projections she has for FY19 and using the tuition increase we just made she is projecting a \$1.2 million increase in designated tuition to support the budget. Even though we will have that additional revenue, we still have an overall shortfall of \$2.1 million that we need to balance the budget for FY20. She is basing this off enrollment remaining the same for FY19 and FY20. The only increase was what we did in tuition. Ms. Sero said going forward, as things change they will make budget adjustments on a quarterly basis.

Suggestion Box

Dr. Michael said he would send out the Suggestion Box results to the committee.

With no further business to discuss, this meeting was adjourned.