

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

February 22, 2018
1:00 pm – 2:30 pm
Location – Bayou 1228

Meeting Agenda

Usha Mathew
PBC Vice-Chair

Dr. Tim Michael
PBC Chair

I. Action Item

- A. Approval of December 20, 2017 Minutes

II. Information/Discussion Items

- A. Update FY18 Budget Plan from Administrative Affairs
- B. Tuition and Fees for FY19 and FY20
- C. Update Strategic Planning Process
- D. Update on Suggestion Box and Doing Our Part

Planning and Budgeting Committee (PBC)

February 22, 2018

PBC Members Present

Darlene Biggers, Deja Sero, Patrick Fetterly, Jamie Hester, Glen Houston, Nick Kelling, Usha Mathew, Pat McCormack, Tim Michael, Ed Waller, Karen Wielhorski, Paul Withey

Alternates Present

Rick Short, Caroline Crawford

PBC Members Absent

Patricia Cuchens, Michelle Peters, Cengiz Sisman, Rhonda Thompson, Gracie Villarreal

Guests

Joan Pedro, Ju Kim

Action Item

Approval of Minutes

The Chair asked if there were any changes or corrections to the December 20, 2017 minutes. With no changes noted, a motion was made and seconded to accept the minutes as presented.

(Motion passed)

Information/Discussion Items

Tuition and Fees for FY19 and FY20

Dr. Michael said there has been a change in our Tuition and Fee structure that we did not anticipate. Ms. Usha Mathew, Interim Vice President, said that the Chancellor is going to allow a 4.5% increase for Undergraduate Resident Designated Tuition. Our current rate is 4.24% and this will generate an additional \$73,000 in revenue based on the 2018 SCH. She said there are some unknowns and a chance that we could lose our Hold Harmless (\$3.6 million) and Special Item Funding (\$4 million). This would be a loss of \$7.6 million per year totaling \$15 million over the biennium. This change was prompted by the UHS Chancellor's office.

Update FY19 Budget Plan from Administrative Affairs

College of Human Sciences and Humanities – Dr. Rick Short presented his reductions to the committee (*see attached*). He said they had to cut 6% of their budget, which resulted in about \$596,000. Their priority was to preserve their programs as much as possible and not to cut instructional faculty. He said they had some turnover in their secretarial pool and they are revising the way they are going to do secretarial service provision to the faculty. They cut

\$300,000 off the annual long year adjunct pool, and beginning Sept. 1, 2018 some faculty will no longer have course releases. Dr. Short said they want to ensure they are offering the high demand courses and he will begin teaching again along with his associate dean in September 2018. He said they saved \$35,000 by asking the faculty to use the network printers in the faculty suites instead of their individual printers. This eliminated the cost of the color cartridges. He said they also had two retirements in the College of Human Sciences and Humanities.

College of Science and Engineering - Dr. Ju Kim presented his reductions to the committee (*see attached*). He said his 6% reduction resulted in \$603,833. He eliminated positions that included positions that were partially supported by Differential Designated Tuition (DDT). Dr. Kim said, so far the cuts they have made have had very little impact on their operations. Due to the decline in international students, two of the positions they cut were in Software Engineering, which totaled \$383,302. Dr. Kim said the remainder of their cut \$220,531 came from their summer budget.

College of Business – Dr. Ed Waller presented his reductions to the committee (*see attached*). He said his 6% reduction resulted in \$536,401. His main objective was to make sure he did not lose non-tenure track faculty positions. He had two retiring faculty, one vacant position and one VMOE that totaled \$201,923. He reduced adjuncts \$103,534 and reduced M & O by \$230,944. Dr. Waller said almost all of this is 1051 and 2064 funds. They will be moving the remainder of the adjunct and M & O expenses and pay them out of DDT.

College of Engineering – Dr. Joan Pedro presented reductions on behalf of Dr. Shermis (*see attached*). She said their 6% reduction was \$385,434 for FY19. In order to do this they had to cut the rest of summer school allocation, two full lines that were retirements and parts of four lines, which are vacant positions. Dr. Houston said they are cutting their summer base budget for summer school. They cut two faculty lines and they have four empty faculty lines remaining that they will use to fund their summer budget.

Strategic Planning Process

Ms. Mathew said that the Capital Campaign is on February 27, 2018. The Mission, Vision and Value team has submitted their draft to Dr. Blake. They will meet one more time to make a few changes. The Mission/Vision statement will be ready after February 27th. Dr. Michael said once PBC has the Mission/Vision Statement we will begin looking at the strategic planning process.

Suggestion Box and Doing Our Part

Dr. Michael will send another reminder and start to summarize the suggestions that have been submitted. He will send them to PBC to review first.

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