

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

March 29, 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 February 22, 2018 Minutes

#### **II. Information/Discussion Items**

- A. FY19 Plan Summaries from Academic Affairs, Admin & Finance and the President's Office, presented by the provost, Usha Mathew and Rhonda Thompson
- B. Summer 2018 Budget after the 3/23 meeting with President Blake
- C. Mission, Vision and Values Statement for the university, and its role in the committee's strategic planning effort
- D. 2017 Suggestion Box and Doing Our Part thus far

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

March 29, 2018

## **PBC Members Present**

Patricia Cuchens, Deja Sero, Patrick Fetterly, Jamie Hester, Glen Houston, Nick Kelling, Pat McCormack, Tim Michael, Cengiz Sisman, Rhonda Thompson, Ed Waller, Paul Withey

## **Alternates Present**

Tim Richardson, Leigh Ann Shelfer, Chloris Yue, Caroline Crawford

## **PBC Members Absent**

Darlene Biggers, Usha Mathew, Michelle Peters, Gracie Villarreal, Karen Wielhorski

## **Guests**

Cindy Saltzman, Lisa Gossett, Mike McCullen

## **Action Item**

### **Approval of Minutes**

The Chair asked if there were any changes or corrections to the February 22, 2018 minutes. With no changes noted, a motion was made and seconded to accept the minutes as presented.

*(Motion passed)*

## **Information/Discussion Items**

### Mission, Vision, and Values Statement

Dr. Michael said the Mission, Vision and Values Statement is not yet ready, but he invited the committee to review what is currently listed and send any comments to him. Dr. Michael said we will not begin the Strategic Planning Process until the Mission, Vision and Values statement is finalized.

### FY19 Academic Affairs Budget Reductions

Dr. Houston presented the FY19 budget cuts for Academic Affairs (see attached). This information was presented at faculty assembly and the plan was to do a 6% cut across the board.

- College of Business cut \$536,401. They cut three faculty positions (2 retirees, one vacant position) and moved funds from Ledger 1 and 2064 to their DDT fund source.
- College of Human Sciences and Humanities cut \$595,711. They cut two faculty positions, which were both retirements (1 professor, 1 lecturer) and two vacant suite secretary positions. They cut their M & O and summer budget.
- College of Science and Engineering cut \$603,833. They cut two .5 FTE vacant positions, two visiting assistants and one vacant advising position. They cut their M & O and summer budget.
- College of Education cut \$385,434. They had one retirement (lecturer), took half the salary from their web developer that retired, and cut their summer budget. They had four faculty positions that are retirees that they will keep vacant and use those funds to cover their summer budget.
- Information Resources cut \$226,419. Library and computing each cut 1 FTE and moved some of their 2064 dollars to the Information Resources Fee (IRF).
- Provost cut \$71,267. They cut .5 FTE and M & O.
- Student Services cut \$94,973. They were able to give back some of their ledger 1 and ledger 2 funds and use their Student Service Fee to fund those needs, and they cut their M & O.
- Enrollment Management cut \$245,370. They cut 3.5 FTE vacant positions.
- Academic Affairs cut \$88,360. They cut 1.0 FTE and their M & O.

The total cuts for Academic Affairs was \$2,847,768. Dr. Houston said they are doing some marketing initiatives for this summer and working with the colleges on programs to market this fall. They have an initiative in the Office of International Admissions and Programs to retain agents. Some of these agents have already shown results and they currently have about 50 international students that have applied for this fall. Dr. Houston said we have about 900 international students and 340 will graduate in May.

#### FY19 Administration and Finance Budget Reductions

Ms. Deja Sero presented the FY19 Budget Reductions for Administration and Finance (see attachment).

- Facilities Management and Construction cut \$204,936. They cut 5.0 FTE (some are current vacancies, one retiree and one vacancy that is about to happen) and reduced their M & O.
- Budget Office cut \$39,705. They cut .5 FTE for the budget analyst in FY18 and cut the remainder .5 FTE for FY19. They have salary reductions from the Executive Director of Budget (which is currently vacant) by reducing it to an entry level position.
- Finance cut \$73,165. They had salary reductions from retirements and reduced a travel assistant position by .5 FTE. and cut M & O.
- Human Resources cut \$38,249. They had salary reductions from the Executive Director of Human Resources position and from the Sr. Staff Assistant (which will be retiring and reduced to .5 FTE). They also cut M & O.

- EHS/Emergency Management and Fire Safety cut \$69,851. They lost a director and eliminated that position due to the reorganization and reduced their M & O.
- Police cut \$87,962. They were able to use the budget that they have and shift some salaries and use some fund balance to support it.
- University Staff Association cut \$295.00 from their M & O.

#### FY19 University Base Commitments as of March 21, 2018

Ms. Sero reviewed the FY19 University Base Commitments document with the committee (see attached). Dr. Houston explained that the Houston Guided Pathway to Success is for a software technology that the University of Houston System is implementing that is connected to PeopleSoft (EAB). Dr. Houston said there is a consortium of university and community colleges that have agreed to use this technology. It will allow us to share data of students that transfer between institutions and give us a lot of history on these students. Ms. Sero said our total base commitments as of March 2018 is \$2,349,649 and this is subject to change.

#### FY19 Budget Reductions for the Office of the President

Ms. Rhonda Thompson presented the budget cuts for the Office of the President (see attached). Their cut was \$152,718 and she noted Dr. Blake's footnote "OP functional restructuring is underway, cuts may be revisited". They cut 1.5 FTE (Business Coordinator, Administrative Clerk). The Business Coordinator position is being shared with Administration and Finance. Ms. Thompson said they have salary savings from the Coordinator of Donor Relations position that they will not replace and they cut their M & O. She said last year the budget for University Advancement was \$1.7 million and \$900,000 for the Office of the President. This has changed because University Communications has left University Advancement and now reports directly to the Office of the President. The other change is that Developmental Alumni Relations, Art Gallery, and the Theater now report to University Advancement.

#### FY19 Budget Reductions for Student Services

Ms. Cindy Saltzman reviewed the reductions for Student Services (see attached). Their total cut was \$94,973

#### 2017 Suggestion Box and Doing Our Part

Dr. Michael said he would bring the results of the Suggestion Box to our April 26<sup>th</sup> meeting.

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