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### Members In Attendance

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Steve Berberich, Pat Cuchens, Mark Denney, Michelle Giles, Nick Kelling, Dan Maxwell, Tim Michael, Joan Pedro, Carol Pruitt, Laura Wilder, Paul Withey, Chloris Yue

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### Members Absent

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Sarah Costello, Darius Randle, Deja Sero, Gene Shan, Leigh Ann Shelfer

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### Guests

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Ashton Hibbits, Lisa Gossett, Kathy Matthew

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### Approval of Minutes

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The Chair asked if there were any changes or corrections to the March 7 and April 4 minutes. With no changes or corrections noted, a motion was made and seconded to accept the minutes as presented. (*Minutes approved*)

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### Information/Discussion Items

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- Strategic Hiring Update (see page 2)  
VP Denney reviewed with the committee the Strategic Hiring Report for March 2019. We currently have a backlog of about 30 positions. Dr. Blake would like everyone to think very strategically when submitting these positions and how does each position move us forward. He noted that they have added the column “justification abstract” for Dr. Blake. He said that he would be happy to share the Strategic Hiring Committee updates via email with the committee over the summer.
  
- FY2020 Initiatives Presentations  
Vice President Mark Denney presented for Administration and Finance (see pages 3-23) Dr. Maxwell presented for Student Affairs (see pages 24-35)  
Dr. Berberich presented for Academic Affairs (see pages 36-44)

Divisions of Academic Affairs	Reason for Position Action	Department	Hiring Authority	Justification Abstract	Budget Review	Base Funds	Base Increase to Hire at Mid	Benefit Cost	President's Decision
Office Supervisor	Reclass	Psychology Clinic	Dr. Campbell-Palmer	The office supervisor position is a reclassification of a vacant senior secretary position in the Psychological Services Clinic to allow for more strategic programming and operational oversight of the clinic. Additional expanded responsibilities include independent functioning in proposed satellite offices of the clinic in Pearland and Pasadena, staff-level (not clinical) supervision of students and trainees assigned to the clinic and coordination of services provided by the trainees.	Position will be funded from reclassified Sr. Secretary position and additionally identified salary savings.	30,800	Department stated they will fund the additional need for salary	9,000-12,000 Locally by Psychology practicum fee and revenue from the clinic.	APPROVED
Coordinator, Math Center	Reclass	Math Center	Dr. Tim Richardson	This position is critical in managing the rapid growth of the Math Center's programs. The mission of the Math Center is to strategically target those students who do have the fundamental skill sets to meet the math requirements of entry-level college students. The Coordinator supports the Director in hiring and training of the tutorial staff and will share the responsibilities of oversight of the two Math Center locations. In addition, this position will be directly responsible for the supplemental instruction and course embedded tutoring initiatives, the latter reflecting a Division priority to develop create an in-class support for students. This position will be critical in supporting divisional and institutional development of STEM initiatives.	Base funded vacancy	39,297		11,000-12,000 Locally funded by designated tuition	APPROVED
Assoc. Director, Financial Aid		Finacial Aid	Holly NolanDir.	The Associate Director is a vital part of the Office of Student Financial Aid and the University in developing and managing access for students to meet their financial needs when attending UHCL. This position manages the daily operations to ensure timeliness in student aid processing and meeting federal, state, and institution regulations. This position plays a key role in the development and implementation of staff development and training activities. The Associate Director will assume the role and perform all duties in the absence of the Executive Director of Financial Aid.	Base funded vacancy	60,454	3200 University will need to fund any additional salary needed	21,000-25,000 Locally funded by designated tuition and academic records fee	APPROVED
Divisions of Student Affairs	Reason for Position Action	Department	Hiring Authority	Justification Abstract	Budget Review	Base Funds	Base Increase to Hire at Mid	Benefit Cost	President's Decision
Program Coordinator, Community Engagement	Backfill	Student Life	Patrick Cardenas	This position services as the main point of contact for all students wishing to provide volunteer services on and around the UHCL campus and into the surrounding communities. This individual advises student organizations with the primary focus of facilitating service initiatives. The individual also serves as a point of contact in the community for agencies and individuals looking to provide opportunities for UHCL students to do service. This position reports to the Assistant Director of Student Life who facilitates the leadership development opportunities such as the Hawk Leadership Institute to ensure that service is incorporated in to the larger leadership curriculum. The individual in this role assists student leadership in developing and enhancing programs like The Big Event and contributing to the efforts and curriculum of the First Year Experience program hosted in HSH. This position became vacant in Spring 2018 when the staff person left UHCL for another professional opportunity.	Student fee funded.	35,142	12000 Range minimum is \$36,778 and Mid-point is \$47,812. Mid-point would represent Exempt status. Department will provide additional funding.	9,000-12,500 Funded from student fees	APPROVED
Asst. Director, SDEI	Backfill with Reclass	Student Diversity, Equity & Inclusion	Alyia Bevers	This has been an existing position in the department which recently became vacant when the staff member left UHCL for family commitments. In evaluating the position with the new Director, it was determined the positioned needed to be evaluated, revised and updated to serve as a clear number two for the department, take on department wide responsibilities including assessment and faculty partnerships, and supervision of one of the program coordinators. In addition, with international student programs and services transitioning in to the department, this position will now serve as the point of contact and lead for International students. The individual in this role will also assume some oversight with the student ambassador program and the student staff.	Student fee funded.	48,000	15000 Range minimum is \$48,640 and Mid-point is \$63,232. Position would start in 1st quartile. Department would provide additional funding.	15,000-18,000 Funded from student fees	Approved
Coordinator, Residential Life	New Position	Residential Life	Matthew Perry	The department of Student Housing and Residential Life currently has one full-time staff person, the director. The Residence Life Coordinator will be the second full-time position for the department and will be a required live-on and live-in position. This staff member will live in the new residence hall and provide direct oversight to the 7 students who will serve as Resident Assistants when Hunter Hall opens up in August 2019. Dues to the size of the housing operation, the staff person will also have responsibility for managing the housing function for the department including, but not limited to, managing the on-line platform, room assignments, and on-going coordination with UFA for supporting students in this choice of on-campus living. This position will be funding through the Housing per forma. The ideal candidate will have a masters degree and experience in serving in a graduate hall director/assistant hall director role.	Student Housing fee funded.	33,000	0	21,000 in housing benefits and 7,000-9,500 in employee benefits = 30k	APPROVED

FY2020 Budget Initiatives  
-  
Administration and Finance

# Real question in a job interview

- Student at my last institution, when I interviewed as the Associate Vice President for Budgets and Planning
  - “How can you tell if the University is supporting the values that it claims to hold?”

# My response:

- Ask them to demonstrate their support for their values through their budget.
  - Where they place their resources will tell you what they value
    - What programs demonstrate their support of their stated values?
      - Are they increasing dedicated resources or decreasing?

# Priorities of the UHS:

- Student Access and Success
- Academic and Research Excellence
- University Infrastructure and Administration
- Community Advancement

Can you see these Priorities  
in where I place my  
support?

# Student Access and Success

- Restoration of 3% Reduction to FMC \$96K
  - Ability to maintain infrastructure
  - Ability to continue to improve, enhance, and improve the function and appearance
  - Support additional buildings and students on campus

# Student Access and Success

- Restoration of 3% Reduction to FMC \$96K
- Ensure Funding for Summer School is sufficient TBD
  - Past year's Summer was cut as budgetary savings
  - Sort of a shell game

# Student Access and Success

- Restoration of 3% Reduction to FMC \$96K
- Ensure Funding for Summer School is sufficient TBD
- Restoration of 3% Reduction to Budget and Planning 9K
  - Supports student intern position in Budget and Planning
  - Significantly less expensive than staff position
  - Supports students

# Student Access and Success

- Restoration of 3% Reduction to FMC \$96K
- Ensure Funding for Summer School is sufficient TBD
- Restoration of 3% Reduction to Budget and Planning 9K
- Strategic Planning Investment 100K \*

# Student Access and Success

• Restoration of 3% Reduction to FMC	\$96K
• Ensure Funding for Summer School is sufficient	TBD
• Restoration of 3% Reduction to Budget and Planning	9K
• Strategic Planning Investment	<u>100K</u> *
Total	\$205K (TBD)

# Academic and Research Excellence

- Support for Faculty, Staff and Admin: Infrastructure and Administration

# Infrastructure and Administration

- Equipment for Asset Management

\$21K \*

- Enables ability to quickly add/remove assets
- Efficient tracking, less manpower
- One time cost, future savings

# Infrastructure and Administration

- Equipment for Asset Management \$21K \*
- Institutional membership in EAB 100K
  - Expands current Business Affairs Forum participation
  - Academic Affairs, Student Affairs, Facilities and Information Technology
  - Numerous research papers, best-in-class application examples, proven solutions
  - Professional development resource

# Infrastructure and Administration

- Equipment for Asset Management \$21K \*
- Institutional membership in EAB 100K
- Ongoing Strategic Planning Support Costs 25K \*
  - Support for campus wide presentations, working groups, etc.

# Infrastructure and Administration

- Equipment for Asset Management \$21K \*
- Institutional membership in EAB 100K
- Ongoing Strategic Planning Support Costs 25K \*
- Salary Support for: Faculty, Staff, and Administration 1.7M – 900K
  - Still developing market data benchmarking
  - Analyzing impact to all employees
  - Goals: Equity, true to stated objectives, recognition of recent past

# Infrastructure and Administration

- Equipment for Asset Management \$21K \*
- Institutional membership in EAB 100K
- Ongoing Strategic Planning Support Costs 25K \*
- Salary Support for: Faculty, Staff, and Administration 1.7M – 900K
- Police Department Support 46K \*
  - Necessary server replacement
  - Equipment/Uniform replacement
  - Institute bike patrol

# Infrastructure and Administration

- Equipment for Asset Management \$21K \*
- Institutional membership in EAB 100K
- Ongoing Strategic Planning Support Costs 25K \*
- Salary Support for: Faculty, Staff, and Administration 1.7M – 900K
- Police Department Support 46K \*
- Safety 81K
  - Restore past funding cuts – been requiring reliance on fund balance, gone
  - New buildings brought increased safety inspections: fire, Hazmat removal, etc.

# Infrastructure and Administration

- Equipment for Asset Management \$21K \*
- Institutional membership in EAB 100K
- Ongoing Strategic Planning Support Costs 25K \*
- Salary Support for: Faculty, Staff, and Administration 1.7M – 900K
- Police Department Support 46K \*
- Safety 81K
- Professional Development Program 24K
  - Online Learning proposal
  - Participation in benchmarking services

# Infrastructure and Administration

• Equipment for Asset Management	\$21K *
• Institutional membership in EAB	100K
• Ongoing Strategic Planning Support Costs	25K *
• Salary Support for: Faculty, Staff, and Administration	1.7M – 900K
• Police Department Support	46K *
• Safety	81K
• Professional Development Program	<u>24K</u>
Total	\$297K
	(\$2M)

# What didn't I support

- Restoration of past cuts beyond those identified
- Sr. Staff Assistant to oversee Training and Development
- Additional technology for Police Services
- Specific facilities project requests:
- Business Intelligence Analyst

# Total:

- Student Access and Success \$205K
- Infrastructure and Administration \$297K
  - Pay Plan implementation \$1.7 M – 900K
- Total \$2.2 M

# Budget Priorities for FY20

## Division of Student Affairs

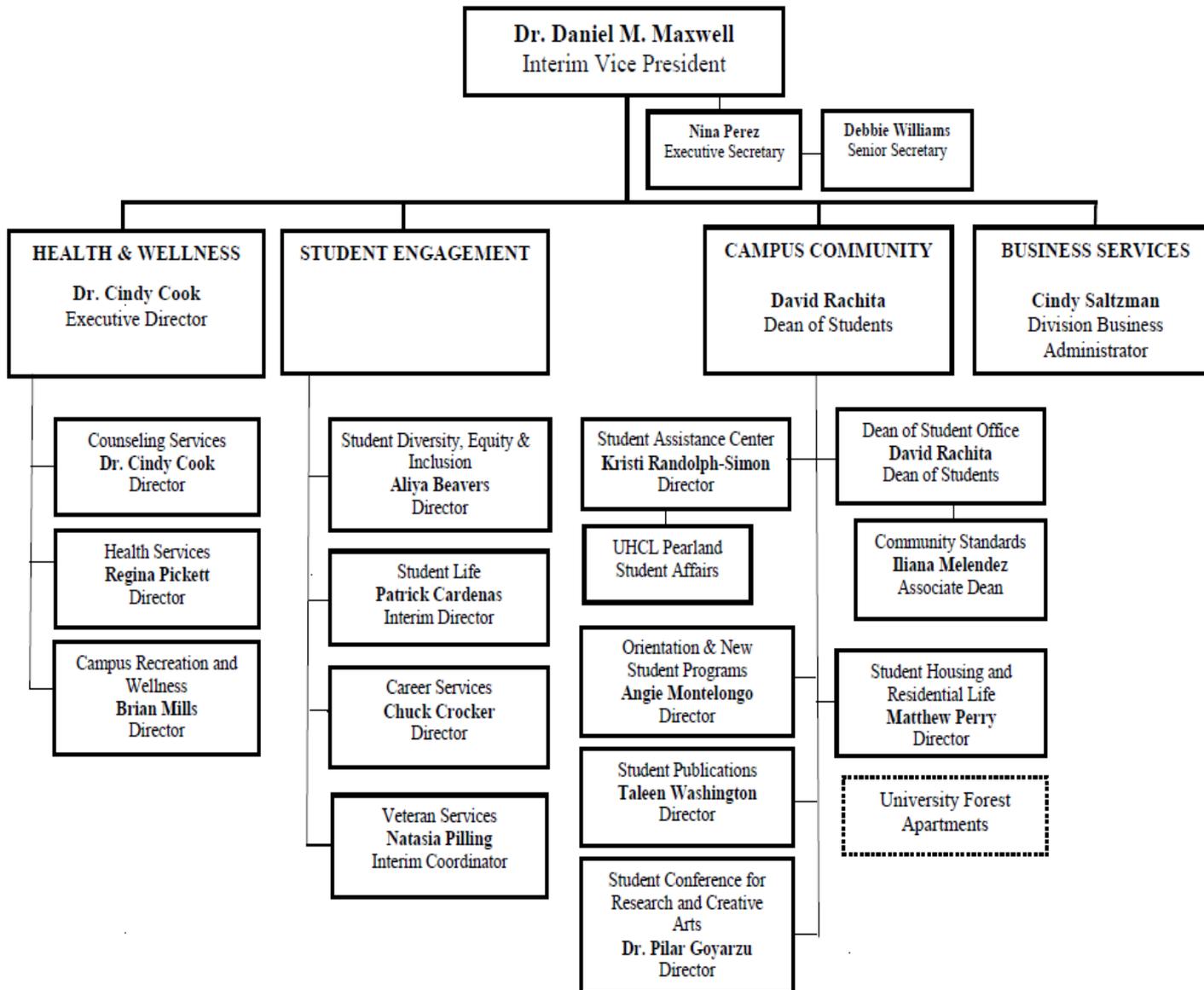
Daniel M. Maxwell, Ed.D.  
Interim Vice President for Student Affairs

# Budget Priorities

- **My framework**
  - Investment
  - Excellence
  - Reality
  - Vision
  
- **Three priority groups**
  - Impact for today
  - Impact for the year
  - Planning for the future



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# Health & Wellness

- **New Psychologist (\$79,300)**
- **Supplemental Counseling Services (\$30,500)**
  - Protocall, Welltrack, and VITAL
- **Coordinator for Health & Wellness (\$55,000)**
- **Counseling Services M/O (\$11,000)**
- **Coordinator for Recreational Sports and Family Programming (\$55,000)**
- **Campus Recreation Graduate Assistants (6) (\$120,000)**
- **Campus Recreation Internships (6) (\$45,000)**
- **Coordinator for Facilities and Operations (\$55,000)**
- **Campus Recreation Student Staff (16) (\$80,000)**
- **Coordinator for Marketing, Promotion, and Special Events (\$55,000)**
- **Connecting to College support with CADD (\$23,000)\***
  - Support split funding of 2 Graduate Assistants
  
- **Base Request Total = \$608,000**
- **One Time Request Total = \$23,000\***



# Student Engagement

- **SDEI Training and Programming (\$5,000)**
- **Generation One Program T-Shirts (\$2,000)\***
- **SDEI Summer Graduate Intern (\$3,500)**
- **SL Summer Graduate Intern (\$4,000)**
- **Mascot M/O (\$2,500)**
- **Internship Career Fairs (\$6,000)**
- **Veteran Services M/O (\$9,000)**
- **Academic Advisor for VSO (\$53,000)**
- **Computer Stations for VSO (3) (\$4,200)\***
- **Professional Development Funds for VSO (\$3,000)**
  
- **Base Request Total = \$84,040**
- **One Time Request Total = \$6,200\***



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# Campus Community

- **Student Conference Student Staff (1) (\$10,000)**
- **Student Conference M/O (\$4,000)**
- **SAC Student Staff (1) (\$10,000)**
- **Student Publications Student Staff (2) (\$15,711)**
- **Student Publications Student Interns (4) (\$7,200)**
- **Foster Care REACH Conference Support (\$3,000)\***
  
- **Total Base Request = \$47,511**
- **Total One Time Request = \$3,000\***



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# Office of the Vice President

- **Office of the Vice President M/O (\$9,000)**
- **Total Base Request = \$9,000**



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# Priority Group #1

## Mental Health and Infrastructure Investment

- **New Psychologist (\$79,300)**
- **Supplemental Counseling Services (\$30,500)**
- **Infrastructure Investment (\$172,000)**
  - **Veteran Services M/O (\$12,000)**
  - **Student Conference M/O & Student Staff (\$14,000)**
  - **Career Services M/O and Internship Career Fairs (\$6,000)**
  - **Counseling Services M/O (\$11,000)**
  - **VPSA M/O (\$9,000)**
  - **Campus Recreation Graduate Assistants (6) (\$120,000)**
  - **Connecting to College support with CADD (\$23,000)\***
    - **Support split funding of 2 Graduate Assistants**
- **Coordinator for Health & Wellness (\$55,000)**
  
- **Base Request Total = \$336,800**
- **One Time Request Total = \$23,000**



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# Priority Group #2

## Investment in Student Professional Experience

- **SDEI Training and Programming (\$5,000)**
- **SAC Student Staff (1) (\$10,000)**
- **Student Publications (\$22,911)**
  - Student Staff (2)
  - Student Interns (4)
- **Campus Recreation Student Staff (16) (\$80,000)**
- **Campus Recreation Internships (6) (\$45,000)**
- **Mascot M/O (\$2,500)**
- **SDEI Summer Graduate Intern (\$3,500)**
- **SL Summer Graduate Intern (\$4,000)**
  
- **Base Request Total = \$172,911**



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# Priority Group #3

## Future Requests



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### **Campus Recreation and Wellness**

- **Coordinator, Recreational Sports and Family Programming (\$55,000)**
- **Coordinator, Facilities and Operations (\$55,000)**
- **Coordinator, Marketing, Promotion, and Special Events (\$55,000)**

### **Veteran Services**

- **Academic Advisor (\$53,000)**
  
- **Base Request Total = \$218,000**

# One Time Funding provided by the Division of Student Affairs

- **SDEI Generation One Program T-Shirts (\$2,000)**
- **VSO Computer Stations (3) (\$4,200)**
- **SAC/Foster Care REACH Conference Support (\$3,000)**
  
- **Total = \$9,200**



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# Q & A

**Daniel M. Maxwell, Ed.D.**  
**Interim Vice President for Student Affairs**

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# Academic Affairs Budget and Planning Initiatives for FY2020

**Steven J. Berberich, Ph.D., Provost**

# The process

- Direct reports (e.g. Deans, AVPs, Exec Dir.) submitted budget reduction and initiatives.
- Provost held individual meetings with Deans and AVPs. In some cases, follow-up meetings were held with the dean, cba and dba (VPAF).
- Held Dean Council meetings (AVPs present) regarding the 3% budget reduction. Those discussions will continue into April-May.
- The initiatives were discussed at two Dean Council meetings.
- Initiatives have been divided into three areas: A (today), B (year) and C (future).

# The A Initiatives

Grouped by New Faculty, New Staff and New Activities

A-Initiatives  
New Faculty

Healthcare Administration: Asst. Prof.	CoB	1 faculty member in healthcare administration is needed to support SCH growth in the MHA program as well as enrollment growth in the MHA/MBA program.
Management: Asst. Prof.	CoB	1 faculty member in management is needed to support enrollment growth in the required MBA management courses, BAPA 5131 & MGMT 5032, as well as enrollment in undergraduate management classes.
Educational Leadership: Asst. Prof.	CoE	Increases in program enrollment coupled with the establishment of cohorts at UHCL-Pearland. A reduction in adjunct costs is anticipated
Information Technology: Asst. Prof.	CSE	Reduction in full-time faculty will affect program and teaching quality and limit student experiences outside of the classroom in research and scholarship.
Social Work: Asst. Prof.	HSB	The Accrediting Body of the BSW program indicates that they expect a faculty to student ratio of: not greater than 1:25 for baccalaureate programs.
Writing: Lecturer	HSB	The university has experienced a significant increase in demand (80%) for writing courses over the past 5 years. With the present staffing of the Writing program, we simply are unable to meet this demand.
		\$475,014 w/o benefits

A-Initiatives  
New Staff

Advisors (3)	SSI	This priority proposes funding one additional academic advisor position for the Colleges of Human Science and Humanities, Science and Engineering, and Business = 3FT Academic Advisor positions. The addition of one advisor in each of the three colleges, the student/advisor ration will be reduced to approximately 500 to 1.
Office 365 Administrator	UCT	Needed for implementation Office 365 for students, faculty, staff
Administrator	Pearland/ HSH	Administrative support for expanding continuing education in Pearland, establishing a Center for Applied Psychology and support for the increase in facilities support
		\$264,500 w/o benefits

A-Initiatives  
New Activities

Enhancements to Center for Faculty Development.	CFD	Move to a University Faculty Center with co-location of Faculty Senate and an Innovation Classroom for practicing teaching techniques.
Safari Database	Library	Increased need (engineering program).
Funding to defray the costs of adopting the Sustainability, Tracking, Assessment, and Rating System (STARS)	CoB/Univ	The Sustainability, Tracking, Assessment and Rating System has been adopted by other components of the UH system. The Sustainability Tracking, Assessment & Rating System™ (STARS) is a transparent, self-reporting framework for colleges and universities to measure their sustainability performance
Training Budget	UCT	UCT personnel provide customer focused support for a wide range of services to students, faculty, and staff.
		\$94,250

# A initiative tally

Six new Faculty totaling \$475K (w/o benefits)

Five new Staff totaling \$264,500 (w/o benefits)

Four non personnel items totaling \$94,250

\$833,750

# B initiative tally

Three new Faculty totaling \$267,800K (w/o benefits)

Three new Staff and ten tutors totaling \$303,451 (w/ benefits)

Four non personnel items totaling \$823,369

\$1,424,620

\$2,258,370 (A+B)

# C initiative tally

Eight new Faculty totaling \$783,200K (w/o benefits)

Three new Staff totaling \$298,900 (w/ benefits)

Two budget augmentations \$550,800

\$1,632,900

\$3,891,270 (A+B+C)