

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

November 14, 2017
12:00 pm – 1:00 pm
Location – SSCB 3305

Meeting Agenda

Jean Carr
PBC Vice-Chair

Dr. Tim Michael
PBC Chair

I. Action Item

- A. Tuition and Fee Recommendations:
 - Designated Tuition
 - Student Service Fee
 - Housing – Private Room Rate
 - Declining Balance Meal Card
 - Course Fees

II. Information/Discussion Items

- A. Revenue Enhancement and Continued Cost-Cutting Ideas

Planning and Budgeting Committee (PBC)

November 14, 2017

PBC Members Present

Darlene Biggers, Jean Carr, Pat Cuchens, Patrick Fetterly, Jamie Hester, Glen Houston, Nick Kelling, Tim Michael, Cengiz Sisman, Rhonda Thompson, Gracie Villarreal, Karen Wielhorski, Paul Withey

Alternates Present

Tim Richardson, Kathryn Matthew, Leigh Ann Shelfer, Susan Green, Rick Short, Caroline Crawford

PBC Members Absent

Pat McCormack, Michelle Peters, Ed Waller

Guests

Jeff Ryan, Ju Kim

Action Item

Approval of Minutes

The Chair asked if there were any changes or corrections to the October 18, 2017 minutes. It was noted that the first sentence in the second paragraph under Budget Data Points should read, “Dr. Gossett asked for clarification regarding the reduction in SCH of 18,212 hours from FY17 to the total of 170,168 for FY18.” With no further changes noted, a motion was made and seconded to accept the minutes as presented.

(Motion passed)

Tuition and Fee Recommendations

Prior to this meeting SGA voted on the following Tuition and Fees:

- Designated Tuition – 26 supported, 13 opposed
- Student Service Fee – 34 supported, 7 opposed, 1 abstention
- Housing (Private Room Rate) – 23 supported, 11 opposed, 3 abstentions
- Declining Balance Meal Card – 24 supported, 8 opposed, 4 abstentions

Dr. Michael asked if there were any questions or concerns regarding the student vote. With no further discussion regarding Tuition and Fees, a motion was made and seconded to accept all Tuition and Fee requests as presented.

(Motion passed)

Course Fees

Ms. Carr said PBC no longer presents course fees to SGA, because the fees are for specific courses and not all students pay them. She said course fees go to the Board of Regents, but only as one line item, that shows a range of current and proposed rates. Ms. Carr asked if this committee felt it was of value for PBC to see the course fees. After a brief discussion, the committee agreed to have course fees presented to PBC this year.

College of Human Science and Humanities – Dr. Rick Short presented (see attached)

College of Science and Engineering – Dr. Ju Kim presented (see attached)

College of Education – Dr. Kathryn Matthew presented (see attached)

A motion was made and seconded to pass the course fees as described.

(Motion passed)

Revenue Enhancement and Continued Cost-Cutting Ideas

Dr. Michael said President Blake would like PBC to come up with ideas for revenue enhancement and continued cost cutting for the university. He said in the past, PBC had a suggestion box where people could anonymously send their ideas. However, he prefers that the PBC representatives collect and review ideas from their constituents. Then forward this information to Dr. Michael to review with PBC. Dr. Michael said he met with his unit on October 16th to discuss things they could do differently to help cut cost. They changed the MBA and MS Finance and reduced the number of hours required and now the programs are eight weeks and offered in a hybrid format. The result of this has been increased enrollment in both of these programs over the last year. Dr. Michael distributed the ideas that his unit had come up with as examples of the types of changes that the committee should be thinking about for the university as a whole (see attached).

Several faculty asked Ms. Carr about how the budget reduction percentages for each university division had been determined in the 10/18 budget summary for FY19 and FY20. Ms. Carr said the shortfall was so significant that a plan was put in place to spread it over 3 years. There were no specific measures used to determine the reduction percentages. FY18 would undergo the largest percentage cut followed by a decreased percentage each year following with the shortfall covered by FY20.

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