

## Dean of Students Office

### SFAC BUDGET REQUEST QUESTIONNAIRE – Budget Cycle FY27

**Instructions:** For each question/statement below, provide a clear and concise response (4 to 7 sentences). Note the special instructions for the following questions:

- For **Question #2**, attach/include an updated organizational chart for your unit with this document OR embed it in your response below.
- For **Question #3**, attach/include your Budget Worksheet AND provide a short list of funding sources, their intended purpose, and how you are utilizing the funds.

#### **Questions and Statements**

1. **Provide a summary of your unit's mission/purpose, how you accomplish your unit's mission or purpose, and a justification of your unit's student fee allocation in terms of the benefit to students.**

**Mission:** The Dean of Students Office is committed to creating a community of Honor, Character, and Excellence. Utilizing a comprehensive approach to student development, we foster ethical decision-making, uphold student rights and responsibilities, and provide distinctive student support services.

**Vision:** The Dean of Students Office hopes to inspire students to engage and succeed in their individual pursuit of learning, growth, and transformation.

Our office facilitates the *academic honesty* process on behalf of Academic Affairs. We work closely with students in navigating this process, explaining their rights and responsibilities, and stressing the importance of upholding the academic integrity of the institution. This reinforces our commitment to developing student's character and ethical decision-making ability. In addition, students, faculty and staff have opportunities to serve on the University Hearing Board, to help ensure a safe community that is committed to academic excellence.

Our office oversees the *student conduct* process. Throughout this process, our team, along with our residential life hearing officers, establish rapport with students, educate students on their rights and responsibilities, share the entirety of the student conduct process, and work with students to reflect and improve upon their behavior and overall involvement within the university community. We have a holistic approach to student development, as we meet each student where they are at developmentally, while ensuring fair and due process. In addition, students, faculty

and staff have opportunities to serve on the University Hearing Board, to help ensure a safe, fair, and vibrant community across campus.

Our office facilitates the *Crisis Awareness Response Emergency (CARE) Team*, which consists of various campus partners (e.g. the Counseling and Mental Health Center, Title IX, and University Police) that come together to support students who are grappling with their mental health. We discuss mental health-related incidents and wrap the student with care-related resources, which may include academic accommodation and on and off-campus referrals.

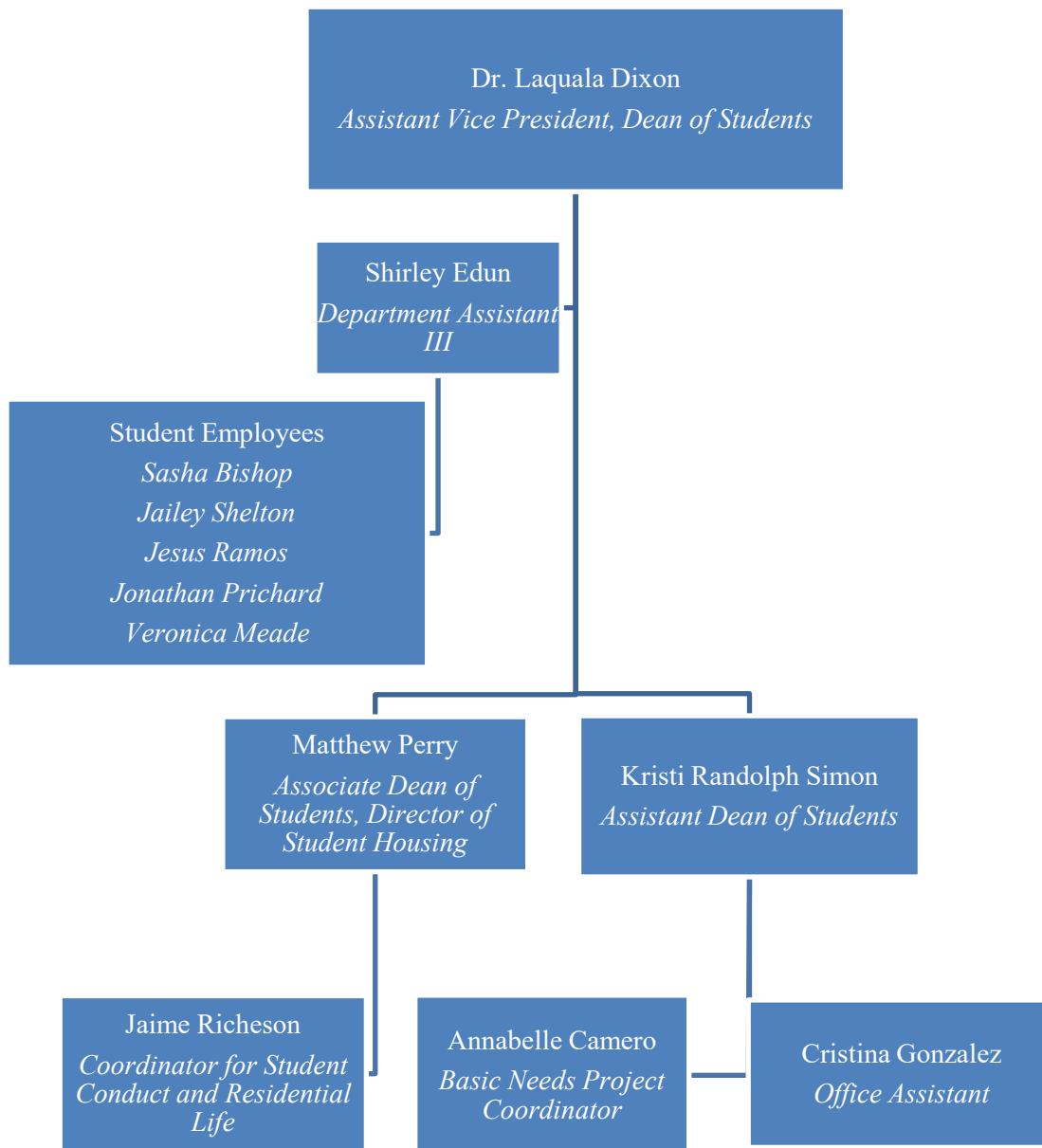
Our office also provides an array of *basic needs and emergency resources* for students. This comes in the form of assistance for students who are experiencing one or more insecurities (e.g., food, housing, etc.), are pregnant and/or parenting, and/or have experience in the foster care system. In addition, we manage the Hawk Emergency Fund, which is grant funding provided to students experiencing insecurities related to food, housing, transportation, mental and physical health, childcare, and technology – must be an unforeseen, unavoidable, and extenuating emergency. These are vital resources for UHCL students.

Over the past year, we have elevated our *campus programming and workshop* offerings for students, faculty and staff. This has included offering various workshops centered on academic honesty, incident reporting, CARE/mental health reporting and referrals, Title IX reporting, and crime reporting. We participate in student, faculty and staff orientation programs, to ensure the campus community has a baseline understanding of our services and resources. On the student engagement side, our office has become more involved in campus-wide programming efforts such as I Heart UHCL Week, Midterms Study Breaks, and various Weeks of Welcome events. We want students to view our office as both a resource and place of engagement.

In everything we do, we challenge and support students in asking for assistance, developing a strong and ethical character, and becoming self-sufficient. All student fee funding, services and initiatives directly benefit student development, care, and connectedness on campus.

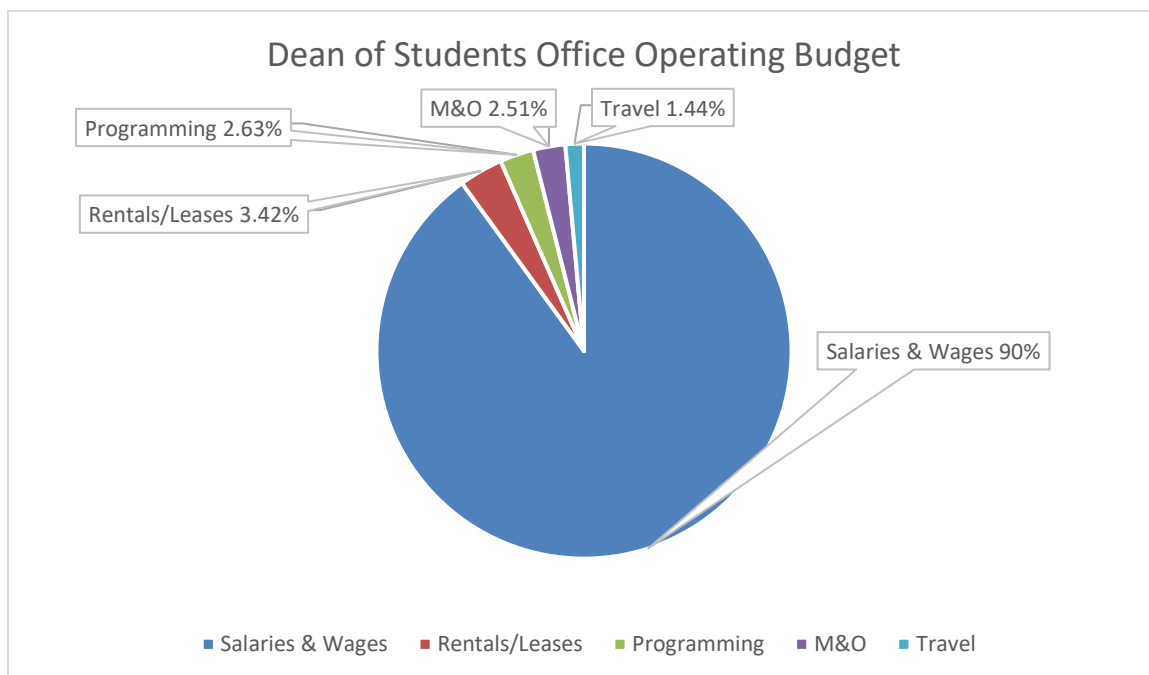
2. **Provide an organization chart of your unit. Include all professional and student staff positions (with names), as well as vacancies. Make sure it is easily identifiable between professional and student staff on the chart.**

[See Next Page]



3. **Present your Budget Worksheet. You are required to show and outline ALL funding sources (i.e. student fees, central funding, grants, gifts, outside sales revenue, auxiliary income, etc.). Use this area to define each funding source, its intended purpose, and how you are utilizing said funds.**

The operating budget for the Dean of Students Office is \$570,540.00 (student fee monies). This funding covers staff salaries and wages (including fringe benefits), student employees, maintenance and operations (e.g. office equipment and supplies, marketing, programming, etc.), travel, as well as rentals and leases.



Our *salaries and wages* (and fringe benefits) directly support the professional staff within the Dean of Students Office. Without full-time professional staff dedicated to the student-serving areas within our office (i.e. academic honesty, basic needs, CARE, student conduct, etc.), we would be ineffective in supporting student development, care, and success across campus.

With our *M&O* budget, which includes student employee funding, it provides a variety of campus-wide programs, workshops, and training for students, faculty and staff. This includes orientation programs, comprehensive incident reporting workshops, student engagement programs, class presentations, etc. In addition, our few student employees serve as a central point within the SSCB for student questions, inquiries, and concerns. These students are often the first faces someone sees when entering the SSCB. Our student employees are highly trained in customer service, triaging student issues, and making student referrals. We try to hire work-study eligible students whenever possible, to save on student employee expenses. The student employee funding provided allows students to further connect to campus life by providing a meaningful on-campus employment opportunity.

Our limited *travel* budget provides our professional staff with on and off-campus opportunities (e.g. conferences, workshops, training, webinars, etc.) to explore and elevate their professional development. This includes bringing back best practices and resources to implement across the campus community in the areas of academic honesty, basic needs, student conduct, student care, and crisis management. There is always a purpose aligned with our travel priorities.

With the funding we have set aside for *rentals/leases*, this is utilized for our student conduct software (Maxient), copier machine (Canon), and Timely Care (split-funded between the Health and Wellness portfolio). This software and equipment allow for us to maintain students' rights and responsibilities, student confidentiality, and a safe campus environment for students to study, connect, and thrive.

The Dean of Students Office is also responsible for managing the **Basic Needs Grant**, which provides crucial funding for students experiencing one or more insecurities such as food, housing, and other essential living needs. Per federal and state mandates, this grant will be discontinued following December 2025.

4. **Did you receive any new funding for FY25? If so, please explain how it is being used. If you received any new one-time funding for FY26, please describe your plans to use those funds.**

**Hawk Pantry** – Yes, the Hawk pantry received \$20,000.00 in new funding from student services fees for FY26. These funds are being utilized to purchase food, stock the pantry, and ensure that students experiencing food insecurities have access to nutritious and essential items throughout the academic year.

5. **How does your unit support the mission of Student Affairs and contribute to the student experience on campus? Consider the utilization and impact of your unit's services.**

**DSA Mission:** The Division of Student Affairs creates transformational experiences that strengthen the educational journey for UHCL students. Through purposeful programs, comprehensive support services, and holistic resources, we commit to building an engaged community that cultivates personal development and success for all students.

**DSA Tagline:** The Division of Student Affairs champions student success through connection, care, and community.

**DSA Strategic Objectives:** Our strategic objectives include providing high impact experiential learning opportunities and services, facilitating meaningful experiences that promote life-long learning, and developing initiatives designed to inspire globally engaged citizenship.

With our front desk assistant positions and University Hearing Board volunteer opportunities, students can elevate their university experience by working on campus and participating in various peer accountability processes, thereby giving back to their university. Throughout these experiences, students connect with their peers and various faculty/staff, learn valuable life-long skills, and explore their personal and professional development.

From a student care perspective, our office provides holistic hands-on support and resources for students navigating their college experience (in general), students grappling with their mental health, students experiencing academic honesty and/or student conduct processes, and students who may need emergency services. These efforts directly align with our DSA Mission and Tagline listed above.

Our office continues to expand our campus-wide programming and services, to help ensure students feel valued and connected, with a strong sense of belonging. We facilitate. We encourage. We advise. We care. We are student-facing and student-focused.

**Utilization Reporting Item #1: Academic Honesty Violations**

|                     | FY22 | FY23 | FY24 | FY25 |
|---------------------|------|------|------|------|
| College of Business | 7    | 6    | 6    | 13   |

|   |    |    |    |    |
|---|----|----|----|----|
| <b>College of Education</b>                     | 0  | 0  | 0  | 0  |
| <b>College of Science and Engineering</b>       | 8  | 2  | 3  | 5  |
| <b>College of Human Sciences and Humanities</b> | 18 | 17 | 1  | 35 |
| <b>Total</b>                                    | 33 | 25 | 15 | 53 |

### **Utilization Reporting Item #2:** CARE and Student Conduct Incident Reports

#### **Reported Case Types**

|                                   | <b>FY22</b> | <b>FY23</b> | <b>FY24</b> | <b>FY25</b> |
|-----------------------------------|-------------|-------------|-------------|-------------|
| <b>CARE Cases (mental health)</b> | 56          | 55          | 54          | 57          |
| <b>Student Conduct</b>            | 12          | 44          | 52          | 80          |
| <b>General Complaints</b>         | 1           | 0           | 0           | 31          |
| <b>Information Only</b>           | 14          | 15          | 42          | 64          |
| <b>Student Housing</b>            | 37          | 30          | 54          | 30          |
| <b>Total</b>                      | 120         | 144         | 202         | 262         |

There continues to be an increase in student conduct and incident reporting, likely due to the increase in our reporting workshops and campus outreach.

### **Utilization Reporting Item #3:** DOS Office Inquiries and Interactions

These student, faculty and staff interactions and contacts are tracked and recorded via the online Dean of Students request form.

| <b>DOS Services</b>                           | <b>#Inquiries/Requests</b> |
|---|----------------------------|
| Absence Notification Letter Request           | 11                         |
| Academic Issue Consultation                   | 41                         |
| Academic Honesty                              | 18                         |
| CARE/Basic Needs Assistance                   | 11                         |
| Dean of Students Hold                         | 5                          |
| Emergency Tuition Loan Request                | 1                          |
| Hawk Emergency Fund Request                   | 39                         |
| Housing Issue                                 | 5                          |
| Informal Complaints (Faculty Complaints - 37) | 65                         |
| Other   | 39                         |
| Pregnant & Parenting Student Requests         | 13                         |
| Student Conduct                               | 7                          |
| Student Travel                                | 15                         |

|  |            |
|--|------------|
| Support Services for Students with Experience in Foster Care | 10         |
| <b>TOTAL</b>   | <b>280</b> |

#### **Utilization Reporting Item #4: Hawk Emergency Fund**

The Hawk Emergency Fund provides financial assistance to students with an unforeseen personal emergency (i.e. rent assistance, care issues, etc.). Students may be granted up to \$1,000.00 in emergency assistance. Tuition, textbooks and school fees are not unforeseen emergencies. Students who request funds for tuition and students who do not submit supportive narratives or documentation that rises to the level of an unforeseen personal emergency are not approved. These students are subsequently referred to the Basic Needs Persistence Grant (BNPG), which is also managed by our office through December 2025.

|             | <b>Number of Hawk Emergency Fund Apps Processed</b> | <b>Number of Students Approved</b> | <b>Number of Students Denied (not eligible for Basic Needs Grant)</b> | <b>Number of Students Denied (and referred to the Basic Needs Grant)</b> | <b>Total Hawk Emergency Funds Awarded</b> |
|-------------|---|------------------------------------|---|--|---|
| <b>FY23</b> | 104   | 12 (12%)                           | 92 (88%)  | 0 (0%)   | \$5,500.00                                |
| <b>FY24</b> | 84  | 11 (13%)                           | 6 (7%)  | 67 (80%)   | \$3,850.00                                |
| <b>FY25</b> | 42  | 5 (12%)                            | 6 (14%)   | 31 (74%)   | \$2,900.00                                |

#### **6. What did you learn in your annual assessment that is impacting your programs and services now?**

We have learned that our **reflective essay/paper sanction** is having a positive impact on students navigating the student conduct process. These essays/papers permit the student to genuinely reflect on their specific behavior that led to the student incident. Students who completed this sanction demonstrated that they were self-aware of their actions and consequences, more likely to avoid future student conduct violations, and willing to participate in genuine behavioral change.

In addition, in partnering with the Counseling and Mental Health Center, Title IX Office, and UHCL Police, the Dean of Students Office coordinated and facilitated **comprehensive incident reporting workshops** across campus. During the last academic year, we trained over 110 students, faculty, and staff on how to report student incidents, students experiencing mental health issues, Title IX/sexual misconduct incidents, and crimes. Campus reporting continues to increase, which we see as a good thing (in some ways) and a direct result of our outreach efforts.

#### **7. Describe any new programs and/or initiatives for the current year.**

The "**Dine & Dialogue with the Dean**" program invites students to join the Dean of Students Office for informal coffee breaks and lunches, thereby providing a relaxed setting to connect with university leadership. These gatherings offer students the opportunity to share feedback, ask questions, and build relationships that support their academic and personal success.

The **FamilyU program** at UHCL, led by the Dean of Students Office, is a two-year initiative designed to provide comprehensive support and resources for students with families, helping them balance academic success with parental responsibilities. By offering workshops, mentoring, and access to campus services, FamilyU aims to strengthen student retention, engagement, and overall well-being. This program will position UHCL as a leader in family-friendly higher education, fostering a supportive community where students and their families can thrive.

## 8. What challenges or opportunities do you foresee for the current year and next year?

### *Challenges*

- **CARE:** Students are presenting with more complex mental health needs, requiring additional support and resources from the Dean of Students Office.
- **The Use of Artificial Intelligence:** Emerging technologies, including AI, are impacting academic integrity, student learning, and support services, presenting new challenges for policy and education.
- **Increase in Classroom Disruptions:** Rising incidents of classroom disruptions require more proactive intervention and coordination with faculty.
- **Integration of Basic Needs Programs:** Our office has taken on programs like the Hawk Pantry and Basic Needs Grant, necessitating staffing adjustments.
- **Expiration of Basic Needs Grant:** Hardship funding will no longer be available after December 31, 2025, increasing student need for alternative support.
- **Hawk Emergency Fund Strain:** Donor fund initiative with limited funding and stricter guidelines for acute crisis/emergency cases. The increased demand may lead to rapid depletion, as more students will require assistance, and the basic needs grant is expiring in December 2025.
- **Hawk Pantry Funding Needs:** Continued funding is necessary until relocation, although free food will be provided by the Houston Food Bank once the brick-and-mortar pantry is established.
- **Student Recruitment for Panels:** Recruiting students for the Academic Honesty Council, the University Hearing Board, and the Student Funding Allocation Committee (SFAC) continues to be challenging.
- **Move to New DOS Space:** Relocating the department presents logistical challenges and requires careful planning.

### *Opportunities*

- **Enhancing Mental Health Support:** Expanding resources and partnerships can better address the growing complexity of student mental health needs.
- **Leveraging AI for Education and Support:** Implementing responsible AI tools can improve learning, streamline services, and support academic integrity education.
- **Proactive Classroom Engagement:** Developing strategies to manage disruptions can strengthen faculty-student relationships and promote a positive learning environment.
- **Strengthening Basic Needs Support:** The integration of the Hawk Pantry and Basic Needs Grant provides a foundation to develop sustainable, comprehensive support programs for students.



- **Transition Planning for Funding Changes:** Preparing for the expiration of the Basic Needs Grant encourages creative solutions to maintain student support through alternative resources.
- **Optimizing Hawk Emergency Fund Use:** Refining guidelines and outreach can ensure the fund effectively supports students in crisis while protecting sustainability.
- **Hawk Pantry Relocation Advantage:** Partnership with the Houston Food Bank ensures ongoing food support for students with minimal additional cost.
- **Expanding Student Leadership:** Improving recruitment strategies for the Academic Honesty Council, University Hearing Board, and SFAC can increase student engagement and leadership opportunities.
- **New DOS Space Benefits:** The department's relocation offers opportunities to enhance student privacy, improve office efficiency, and create a more welcoming environment.
- **FamilyU Initiative:** The FamilyU initiative, led by the Dean of Students Office and with the support of Generation Hope, will address policy, build support services and campus and community networks for student parents while enhancing data collection to improve resources.

**9. Did you have more than \$5,000.00 in Student Fee funds swept at the end of FY25? If so, describe how much and in which areas the funds came from.**

Yes, we had \$59,000.00+ swept for FY25. This was due to salary savings (i.e., a vacant Coordinator position) and some unused Maintenance & Operations funding.

**10. Are you requesting any new one-time funding for FY26 or FY27? Present your budget request with appropriate justification. \*Note that only one-time funding requests (no base requests) may be reviewed for FY26 and FY27.**

**FY27 Funding Requests**

- **Hawk Pantry – Equipment and Supplies for New Brick-and-Mortar Market** (\$10,000.00): Funding will be used for pantry shelving, retail display racks, refrigerated/freezer coolers, equipment (e.g., food bins, grocery bags, etc.), and supplies for the 2026-27 academic year.
- **Hawk Pantry – Food** (\$24,000.00): Funding will be used monthly (\$2,000.00/month x 12 months) for food and necessary food-related supplies for the 2026-27 academic year.

The second funding request here for food to support the Hawk Pantry is part of a contingency plan should the new brick-and-mortar market construction not be completed by December 2025. Once construction is complete on the new Hawk Food Pantry is complete, the Houston Food Bank has agreed to provide food and stock the pantry for UHCL. This is to say that if approved, there is a chance that the Dean of Students Office returns this funding back to SFAC.

**11. Please provide a narrative of how your unit would accommodate a reduction of 5.0% in your total FY27 budget and provide a line-item explanation of where budgetary cuts would be made.**

Given our already tight budget, we would approach any budget reduction with careful prioritization and creativity. The primary area where we would generate savings is through salary and wages tied to vacant positions. By holding certain vacancies unfilled, we can redirect those funds to absorb a portion of the reduction without impacting ongoing office operations and student services. All other cost centers would continue to be used for essential spending. Our office would minimize cuts to direct student-facing services and resources whenever possible.

**5% Reduction = \$28,527.00**

- Leave Vacant Coordinator position unfilled