

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

December 15, 2016

Minutes

## **PBC Members Present**

Darlene Biggers, Jean Carr, Patricia Cuchens, Michelle Dotter, Glen Houston, Karen LaRey, Tim Michael, Michelle Peters, Rick Short, Cengiz Sisman, Rhonda Thompson, Jeff Whitworth, Karen Wielhorski, Paul Withey, Katherine Zellner

## **Alternates Present**

Linda Bullock, Yvette Bendeck

## **PBC Members Absent**

Steve Boardman, Sandra Browning

## **Action Items**

The chair asked if there were any changes or corrections to the October 20, 2016 minutes. With no changes or corrections noted, a motion was made and seconded to accept the minutes as presented.

## **Information/Discussion Items**

### Status of FY17 Budget Reductions

Ms. Jean Carr said she updated the budget reduction worksheet that was emailed to the committee prior to the meeting. She distributed the updated version and said the budget reduction process is complete. In the “difference column” the goal for each area is to show zero. She reminded the committee that the “department reduction” column reflects the 4% that was calculated for each area within the organization. Reductions could be done however the component determined. Ms. Carr said at the time they made the calculations the departments were responsible for 60% of the reductions and the university would be responsible for 40% of the total reduction. Ms. Carr said they are waiting on the spring enrollment numbers to see if our estimates are final for FY17.

Dr. Michael asked for clarification regarding how we can keep this from happening again when we forecast next year. VP Dotter said it is a series of assumptions and they pull together a group of people that have the best information possible and look at several

different factors. She said the biggest issue that has occurred this fiscal year is with the international students and the restrictions being placed on the issuance of their visas.

Dr. Michael said in terms of estimates, it appears we were overly dependent on one or two fall enrollments. Ms. Carr said for this particular budget they worked very closely with Enrollment Management and did a lot of research on data they received from Missie Adkins. Ms. Carr said they were projecting a decline in graduate enrollment, but the decline was greater than they had anticipated.

#### Updates to FY18 Planning and Budget Calendar

VP Dotter said one of the changes we are making on the calendar is delaying the request for funding for two months. Even though we are in a decline and doing cuts we have initiatives that need funding. She said the items highlighted in yellow on the Planning and Budget Calendar are specific PBC meeting times that have changed. She said previously the first day that departments and divisions could request new funding for FY18 was December 15<sup>th</sup>. This date has been moved to February 15<sup>th</sup> and by this time we should have a good idea of what our enrollment numbers are for projecting the FY18 budget.

#### Review Tuition and Fee Changes Approved for FY18

Ms. Carr reminded the committee that these charts show what the board approved last year for FY18. She said a few years ago they began taking two years to the board for approval, so they received approval for FY17 and FY18 at the same time. The first page shows what was approved for undergraduate and graduate resident. In the FY18 column you will see the mandatory tuition and fees (around a 3% increase) that were approved by the board. She said on page two the top portion shows what the board approved for undergraduate nonresident. Each year the coordinating board determines the nonresident statutory tuition increase. At the time FY17 tuition and fees were approved the rate was \$440 per SCH and it changed to \$458 per SCH. Ms. Carr said they lowered the designated tuition that was approved by the board and at the bottom of page two is what they are showing for FY18 (about a 3% increase). We do not have the data of what the rate for FY18 will be for the statutory nonresident tuition. She said the bottom portion of the last page shows what we are actually going to charge and the top portion is what the board approved. We made a slight adjustment due to the statutory nonresident tuition rate. We may have some additional adjustments after we get the new nonresident rate. She said this is what has been approved and will go forward for the FY18 budget. Ms. Carr added that we still need board approval for the optional fees for FY18.

#### New Business

Dr. Michael announced that Vice President Michelle Dotter will be retiring effective March 1, 2017. Ms. Jean Carr has been selected as the interim Vice President for Administration and Finance.

VP Dotter announced that Allen Hill was chosen as the new Chief of Police for UHCL.

Ms. Karen Wielhorski announced the Neumann Library will soon have a Starbucks vending machine. It will be regular coffee only and will be available to purchase via credit card by mid-term.

Dr. Biggers said they conducted interviews with four companies for housing and hope within the next week to have chosen a company to build the new residence hall. The residence hall is scheduled to open in the summer of 2018 with around 300 beds.

Dr. Sisman shared an idea regarding international enrollment. He suggested reaching out to the consulate and share with them what our university has to offer. He wanted to know if this was something that could be considered as an initiative in the future, rather than relying on India or just a few countries. Dr. Sisman said he knows many Middle Eastern consulates and has a good connection with the one in Turkey. Dr. Houston said they are looking into to this at Deans Council and currently discussing what we need to do to diversify.

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