

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

Thursday, May 31, 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 April 26, 2018 minutes

**II. Information/Discussion Items**

- A. Report on 5/24 Board of Regents meeting and FY19 Budget Status
- B. Comments/Questions on “Enrollments Needed by” calculation
- C. Suggestion Box and Doing Our Part
- D. Mission, Vision and Values status
- E. Budget Task Force status

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

May 31, 2018

## **PBC Members Present**

Pat Cuchens, Jamie Hester, Glen Houston, Nick Kelling, Usha Mathew, Pat McCormack, Tim Michael, Rhonda Thompson, Gracie Villarreal, Ed Waller, Paul Withey

## **Alternates Present**

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

## **PBC Members Absent**

Darlene Biggers, Deja Sero, Patrick Fetterly, Michelle Peters, Cengiz Sisman, Karen Wielhorski

## **Guest**

Lisa Gossett

## **Action Item**

### **Approval of Minutes**

The Chair asked if there were any changes or corrections to the April 26, 2018 minutes. With no changes noted, a motion was made and seconded to accept the minutes as presented.

*(Motion passed)*

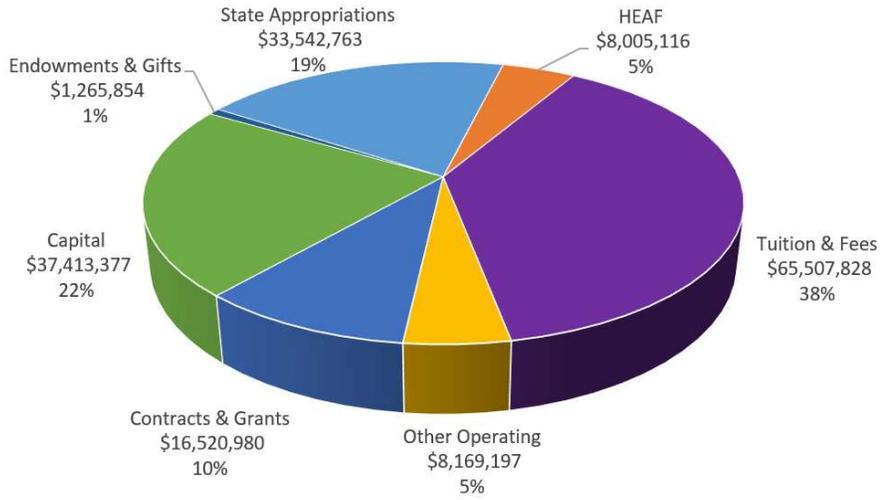
## **Information/Discussion Items**

### May 24, 2018 Board of Regents Meeting/FY19 Budget Status

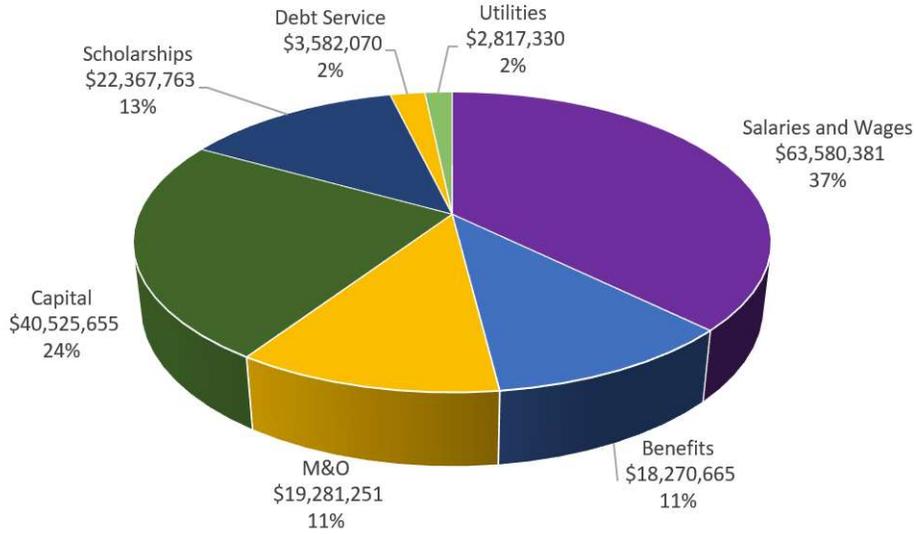
Dr. Houston said the BOR approved our three degrees Bachelors and Masters in Occupational Safety and Health, and the Masters in Clinical Mental Health Counseling. He said we are now in the 30-day comment period and he does not anticipate any comments.

Ms. Usha Mathew reviewed the FY19 Budget with the committee (see charts below). She said in the near future, they would present the budget to the university as a whole. In addition, the FY19 Budget will be posted to the Budget Office website. Ms. Mathew noted that the \$37 million for Capital is not a major source of revenue. It is bonds that were issued that we have to pay over the next 30 years. The \$16,520 for Contract and Grants comes from the Office of Sponsored Programs and she will be requesting the details for this number.

**FY2019 Total Sources - \$170,425,115**



**FY2019 Total Uses – \$170,425,115**



Ms. Mathew said all of the information that was presented to the board can be located on the Board of Regents website at [BOR Materials](#)

Enrollment Needed By (calculation)

Dr. Michael reviewed Dr. Houston's handout from the April 26, 2018 meeting. He said the explanation is revenue generated from statutory and designated tuition. Using his own information Dr. Michael gave an example to the committee of how the 1/11<sup>th</sup> is calculated (his salary divided by eleven then divided by 3 credit hours). Dr. Houston said due to different courses having different rates it would be difficult to include formula funding in this calculation. This calculation does not include Differential Designated Tuition (DDT) or benefits. Dr. Michael noted that this was the type of calculation that would be needed going forward in order to create a budget model that reflected revenues and costs correctly.

Suggestion Box and Doing Our Part (see attached)

Dr. Michael said he would like to see the Suggestion Box and Doing Our Part as a long-term process and encouraged everyone to participate. He said he would clean up the list and send a revised version to the committee during the summer.

Mission, Vision, and Values Status

Ms. Usha Mathew said they were sending a survey and Dr. Michael encouraged your folks to do the survey.

***Note: It was confirmed after the meeting that the survey date had passed, so any comments about the MVV statement should be addressed to committee members from each area or to other representatives.***

Budget Task Force Status

Dr. Michael said the Budget Task Force Committee is reviewing different budget models. They will propose a budget model that will work the best in terms of position budgeting and will make their recommendation to Dr. Blake. They are looking at a model that is more revenue centric. Dr. Michael said the other thing in play with the Budget Task Force Committee is an information system that is currently being used by UH.

***Note: It was confirmed that the UH system is Hyperion.***

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