NOTES (FROM THE AGENDA)
Planning & Budget Committee (PBC)
4/19/23|Noon-1:30|Bayou 1333

1. ***Call to order*** by Dr. Tim Michael

2. ***Approval of Meeting Notes from 3/29/23***
   Motion made and vote carried to approve 3/29/23 notes.

3. ***Old Business***

New Budget Priorities from University Units for FY24:
1. Results of individual rankings
   a. Deja Sero presented a quick look at the rankings. Note: The rankings file was left open until 11am on 4/19/23 in order to capture as many rankings as possible as the committee members were slow in turning their rankings.
2. Discussion & vote
   - Our report to University Council should be ranked by quartiles
   - Planning & Budget Office is creating a Management Report because PeopleSoft doesn't give this information – Deja Sero will have samples of reports for May meeting.
   - Suggestion to track requests from this year:
     - What was received by the proposing entity?
     - What was accomplished with that money?
     - How were you impacted by not getting any requested funding?
   - The ranked Budget Priorities need to go to University Council in May.
   - Question from Sherry Hawn about unfunded system, state, or federal mandates with no additional funding.
     - Mark Denney: It is expected that units will shift priorities to deal with unfunded mandates during the year.
   - Question from Lea Black about ranking a compliance element such as funding the degree auditor position in the Academic Records/Registrar area.
     - Mark Denney: If it's a compliance issue, in his opinion you should be funding what is required and that may require not doing something else that you have been doing. You should then ask for funding to continue what you had to stop doing in order to fund the compliance issue.
   - Motion to approve list as compiled with quartiles added. Dr. Rohde, seconded by Kurt Lund. Motion passed.

New Business/Announcements

PBC By-laws update: to include charge from Web site
- Dr. Michael has asked that the committee charge should be added to bylaws (as in the originally adopted bylaws). This version was made available to the committee before this meeting.
- There has been some discussion about who needs to be invited to committee meetings as ex-officio, and whether to replace, remove or reassign some administrative or faculty slots, as well as whether to add back the second USA position that was lost when PSA/SSA merged.

Policy Improvements (first read): Mr. Denney and Dr. Hawn
1. Risk Management
   - This is a new policy; we never had a comprehensive policy for this campus.
   - It's important that we have a way to convey incidents, aspects that come up here that is that impact US workers compensation frequency
   - The policy will be limited right now to things we are doing. There can be updates to it that could address addition lab safety training.
   - Question: page 2 #4 – Is Student Affairs responsible for managing the implementation of health insurance coverage for students?
   - Question: page 2 # 5 – Study Abroad:
   - Please review and send comments, and share with any constituents that need to see it. Next reading at May meeting.

2. Travel – Interim
   - A new travel policy needed because on Concur software rollout. Concur is going to provide a little more freedom than people may have experienced previously in the current travel process and we need some sort of backstop that sets out when so people understand what they can and cannot do.
   - Suggestion to train faculty at the beginning of Fall semester.
   - Question about formatting difference between this policy and the others – presence of a bar line at top of page. Action Item: Dr. Hawn will check all policies to verify the correct format is used.
   - Question: What is the difference between a "business meal" and "meal"?
     - Action Item: Dr. Hawn will make the difference more clear.
   - Discussion about "Blanket Travel" and frequent mileage

3. Tuition and Fees need to be presented to UC at their next meeting.

Meeting adjourned. Next meeting May 19, Noon – 1:30 p.m. in Bayou 1333.

University of Houston ◢ Clear Lake
FY2022 - FY2023 Planning and Budget Committee (PBC) Attendance Sheet
Meeting Date: 04/19/2023

Members	Seat	Role	Absent/Present
Meagan Bearden	USA	Staff Representative	
Yvette Bendeck	Faculty 1 *(serving until 2023)*	BUS College Representative	
Mark Denney	VP Administration & Finance	Division Representative	
Omah Williams-Duncan	Faculty 2 *(serving until 2024)*	COE College Representative	*Omwet*
LeeBrian Gaskins	AVP Information Technology	Department Representative	
Jamie Hester	*PBC Administrative Support*		
Lorie Jacobs	Faculty 3 *(serving until 2023)*	HSH College Representative	
Kurt Lund	USA	Staff Representative	*[signature]*
Chris Maynard	Academic Affairs/Provost	Division Representative	*CM*
Tim Michael	Chair	BUS College Representative	
Jeffrey Mountain	Faculty 5 *(serving until 2023)*	CSE College Representative	
Juan Olguin	Office of President 1	Division Representative	*[signature]*
Tina Powellson	~~Interim~~ VP Student Affairs	Division Representative	*[signature]*
Miriam Qumsieh *(ex-officio)*	Office of Institutional Research	Department Representative	
Pam Shefman *(ex-officio)*	Planning & Assessment	Department Representative	*[signature]*
Larry Rohde	Faculty 6 *(serving until 2024)*	CSE College Representative	*Rohde*
Deja Sero *(ex-officio)*	Vice Chair	Department Representative	
Ed Waller	College Dean	College Representative	*Waller*
TBD	SGA	Student Representative	

Alternates	Seat	Role	Absent/Present
Elbby Antony	VP University Advancement	Division Representative	
DeAngel Bonilla	Academic Affairs/Provost	Division Representative	
Gloria Boza	Office of the President	Division Representative	
Soma Datta	Faculty Representative	Faculty 1	
Henock Gebrehiwot	Office of Institutional Effectiveness	Department Representative	
Miguel Gonzalez	College Dean	College Representative	
Preeti Jain	Faculty Representative	Faculty 2	
	VP Student Affairs	Division Representative	
Steven Fernandez	USA	Staff Representative	
Cindy Saltaman	VP Student Affairs	Division Representative	*[signature]*
Sheeba Thomas	AVP Information Technology	Department Representative	

Non-Voting Guests			Absent/Present
Elbby Antony	University Advancement		
Sherry Hawn	Administration and Finance	*[signature]*	
Tim Richardson	Student Success Initiatives		
Kara Hadley-Shakya	Strategic Enrollment Mgmt.	*Kara HS*	
Joe Staley	University Advancement		
~~Maureen Villerreal~~ Yolanda Edmond	Administration and Finance		
Lea Black	Strategic Enrollment Mgmt.		
Yolanda Nimmer-Williams	Office of the President		

@ CIE Meeting

Online Attendees 4/19/23

2. Participants

Name	First Join	Last Leave	In-Meeting Duration
Hester, Jamie	4/19/23, 11:51:48 AM	4/19/23, 1:27:31 PM	1h 35m 43s
Bendeck, Yvette M	4/19/23, 11:52:24 AM	4/19/23, 2:11:12 PM	2h 18m 48s
Michael, Timothy B	4/19/23, 11:56:04 AM	4/19/23, 1:27:09 PM	1h 31m 4s
Jacobs, Lorie Louise	4/19/23, 11:57:53 AM	4/19/23, 1:27:08 PM	1h 29m 14s
Nimmer-Williams, Yolanda Evette	4/19/23, 11:58:26 AM	4/19/23, 1:27:14 PM	1h 28m 47s
Antony, Elbby	4/19/23, 12:00:10 PM	4/19/23, 1:28:07 PM	1h 27m 56s
Datta, Soma	4/19/23, 12:00:36 PM	4/19/23, 1:27:22 PM	1h 26m 46s
Bearden, Megan	4/19/23, 12:00:52 PM	4/19/23, 1:14:41 PM	1h 13m 48s
Thomas, Sheeba Biju	4/19/23, 12:01:35 PM	4/19/23, 1:01:50 PM	1h 14s
Black, Lea J	4/19/23, 12:05:59 PM	4/19/23, 1:27:14 PM	1h 21m 14s
Mountain, Jeffrey R	4/19/23, 12:18:30 PM	4/19/23, 1:27:10 PM	1h 8m 40s
Richardson, Timothy L	4/19/23, 12:49:05 PM	4/19/23, 12:52:20 PM	3m 14s
Gaskins, LeeBrian E	4/19/23, 1:00:33 PM	4/19/23, 1:27:13 PM	26m 40s

University of Houston Clear Lake

FY2024 BUDGET INITIATIVES

Division	Unit/College	Initiative Description	Strategic Plan - Tier 2 Objective	FY22 Program Outcome	Total FTE	Total Current Funding Request	Total Base Budget Request	Composite Score	Budget Remarks
ACADEMIC AFFAIRS	HSH	ADJUNCT SALARIES: Increase adjunct salary budget to meet demand	Enhance UHCL/AA Experience				$300,000	4.41	Enhancement to Operations
PRESIDENT: PEARLAND CAMPUS	PC Operations	M&O: Increase non-credit course offerings that provide upskilling and professional development.	Increase Pearland Revenue	Increase Pearland Revenue			$12,700	4.33	Enhancement to Operations
PRESIDENT: PEARLAND CAMPUS	PC Operations	M&O: Maximize community partnerships	Improve Collaborative Pearland Community Presence	Host more collaborative community events and programs			$10,000	4.26	Enhancement to Operations
ACADEMIC AFFAIRS	COE	M&O: Create a National Writing Project site at UHCL	Improve COE Collaboration Efforts	Increase program enrollment and increase community partnerships.			$12,175	4.19	NEW
STRATEGIC ENROLLMENT MGMT	Financial Aid	SCHOLARSHIPS: Graduate focused in conjunction with the Academic Colleges and graduate recruitment	Improve Alignment of Resources with Priorities	Publicize aid opportunities and serve as a resource to the campus and the larger community.			$100,000	4.00	Enhancement to Ops (GA funded in FY22 in AA)
UNIVERSITY ADVANCEMENT	Institutional Advancement	M&O: Increased propective donor pool, cultivation, and solicitation activities, etc.	Increase University Recognition	Increased connection with non-engaged alumni in support of the university as a whole.		$175,000		3.85	One-time funding
ACADEMIC AFFAIRS	CSE	EXEMPT STAFF SALARIES: Program Coordinator II	Improve College wide Operations/Workload	To conduct an external review of the overall business operation of the College to identify areas of improvement and gaps to optimize the operation including a desk audit of the operation down to the department level.	1.0		$79,200	3.78	Enhancement to Operations
PRESIDENT: STRATEGY & TRANSF	Strategic Partnerships	M&O: Expanded community engagement	Improve Collaborative Community Presence	Increase external outreach and engagement with the university.			$20,000	3.63	Enhancement to Operations
STRAT ENROLLMENT MGMT	Financial Aid	M&O: Scholarship Software	Improve Student Experience Process	Provide accurate, timely awards and donor scholarships to students. Publicize aid opportunities and serve as a resource to the campus and the larger community.			$75,000	3.63	Enhancement to Operations
ACADEMIC AFFAIRS	COB	EXEMPT STAFF SALARIES: Accreditation Specialist	Improve Alignment with Institutional Bodies	The initiative aligns with 3 CoB Program Outcomes for fiscal year 2022.	1.0		$79,200	3.44	Enhancement to Operations
ADMIN & FINANCE	Emergency Mgmt & Fire Safety	M&O: Public Safety Liaison Program	Improve UHCL Experience	Conducts live safety inspections and fire drills, as well as provides educational opportunities to students, faculty and staff			$16,325	3.52	NEW

University of Houston Clear Lake

FY2024 BUDGET INITIATIVES

Division	Unit/College	Initiative Description	Strategic Plan - Tier 2 Objective	FY22 Program Outcome	Total FTE	Total Current Funding Request	Total Base Budget Request	Composite Score	Budget Remarks
PRESIDENT: STRATEGY & TRANSF	Strategic Planning	M&O: Purchase 2-year license of US News & World Report Academic Insights		Effective positioning of resources and priorities among University Strategic Objectives and Initiatives to allow alignment with factors associated with university rankings.		$18,000		3.48	One-time funding
STRATEGIC ENROLLMENT MGMT	Academic Records	EXEMPT STAFF SALARIES: Degree Auditor	Improve Business and Academic Operations		1.0		$66,000	3.37	Enhancement to Operations
PRESIDENT: STRATEGY & TRANSF	Strategic Planning	M&O: Marketing and Promotions		Create effective awareness and promotion of UHCL Strategic Plan: Impact 2025 and Beyond		$10,000		3.18	One-time funding
PRESIDENT: COMPLIANCE	Compliance	M&O: Establishing a base budget	Improve Alignment of Resources with Priorities	N/A - New Dept			$10,000	3.11	NEW- department required by UHS.
STRATEGIC ENROLLMENT MGMT	Financial Aid	EXEMPT STAFF SALARIES: Accountant	Improve Business and Academic Operations	Provide accurate, timely awards and donor scholarships to students.	1.0		$92,400	2.67	Enhancement to Operations
PRESIDENT: STRATEGY & TRANSF	Strategic Planning	M&O: Communications and Outreach		Effective communication, training, and support of working group meetings supporting the implementation of the strategic plan.		$6,000		2.59	One-time funding
ACADEMIC AFFAIRS	SSI	EXEMPT STAFF SALARIES: Assistant Director	Enhance UHCL/AA Experience	Improve Workload Management	1.0		$70,704	2.52	Enhancement to Operations
STRATEGIC ENROLLMENT MGMT	Financial Aid	EXEMPT STAFF SALARIES: Processing Coordinator	Improve Student Experience Process	Provide accurate, timely awards and donor scholarships to students.	1.0		$79,200	2.33	Enhancement to Operations
STUDENT AFFAIRS	Health, Comm, & Wellness	Improve lighting for the Delta Outdoor Basketball and Tennis Courts. Update lighting to energy efficient LED lights.	Resource Stewardship/ Increase Revenue	Serve and be attuned to the needs of the university community via partnerships, outreach events, and educational initiatives.			~~$30,691~~		Withdrew. FMC has partnered to improve lighting
ADMIN & FINANCE	Business Operations	Composting of waste in the dining services area to help protect and restore ecosystems.	Improve UHCL Experience				~~$18,000~~		Not in Strategic Plan.
ADMIN & FINANCE	Business Operations	Hire Assistant Director in the Student Business Services Office.	Improve UHCL Experience	Provide accurate and up-to-date Peoplesoft Student Financials to support any change in business processes.			~~$66,000~~		Funded in Division.
ADMIN & FINANCE	Human Resources	Reconstruct the Compensation position to support recruitment and hiring across the University	Improve Workload Management		~~1.0~~		~~$66,000~~		Funded in Division.
ADMIN & FINANCE	Environmental Health & Safety	Annual training shall be completed by all employees who may contact asbestos during the routine functions of their job.	Improve UHCL Experience	offers training classes for faculty and staff to educate and enrich our employees' knowledge			~~$6,000~~		Funded in Division.

University of Houston ⟋ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success

Dept Function: D - Academic Support

Budget Year: 2024

Department: HSH DEANS OFFICE

Division: ACADEMIC AFFAIRS

Category: GENERAL DEPT OPERATIONS

Unit/College: COLLEGE OF HSH

Dept Priority #: 1

Unit/Coll Priority #: 1

Program Outcome for FY:	2022	Initiative Description:
Not funded		Increase adjunct salary budget to meet demand.

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
Deficits over the past three years: FY20 - $305,359; FY21 - $496,000; FY22 - $296,297	Exempt Staff Non-Exempt Staff			
	Employee Recruiting		$ 300,000.00	
	-Select-			
	-Select-			
	-Select-			
	-Select-			
	Benefits		$ 0.00	------
	Total	$ 0.00	$ 300,000.00	0

Impact if Not Funded: *(reference criteria for success)*
We will be forced to pay overloads ($5,000/course) or cancel classes. This will either increase budget pressures or reduce our overall enrollment and create barriers to student success.

TIER 2 Objectives	Academic Affairs
Enhance UHCL/AA Experience	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Glenn M. Sanford

Total $ 300,000.00

University of Houston ≥ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration
Dept Function: F - Institutional Support

Budget Year: 2024

Department: PC OPERATIONS

Division: PEARLAND CAMPUS

Category: INSTRUCTION - NON-CREDIT

Unit/College: PEARLAND CAMPUS OPERATION

Dept Priority #: 2

Unit/Coll Priority #: 2

Program Outcome for FY: 2022	Initiative Description:
Increase Pearland Revenue	Improving program and course offerings that provide learning opportunities for students and stakeholders.

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
One of our initiatives, as supported by President Walker, is for UHCL-P to become a key provider of continuing education/professional development. This funding will allow us to be designated as an Authorized Training Partner (ATP) for the Project Management Institute (PMI) by providing resources such as PMI licensed and approved training content, marketing, and sales support. Being an ATP for PMI allows us to offer PMI approved CEUs, which is a big advantage when soliciting potential students. This request also allows us to sustain a membership in the University Professional Continuing Education Association (UPCEA), the most impactful organization for CE/PD in higher education.	Exempt Staff			
	Non-Exempt Staff			
	Memberships	$ 0.00	$ 10,000.00	
	Memberships	$ 0.00	$ 2,700.00	
	-Select-			
	-Select-			
	-Select-			
	Benefits		$ 0.00	------
	Total	$ 0.00	$ 12,700.00	0

Impact if Not Funded: *(reference criteria for success)*
After almost two years of negotiation, we have received approval for our Houston Airport System training proposal, with the condition that it has the PMI-ATP endorsement for their employees. Failure to continue this membership will terminate any future training options we will have with HAS or other entities desiring to have that endorsement. Membership in UPCEA is critical to stay abreast of the issues and resources in continuing and professional education.

TIER 2 Objectives	Pearland Campus
Increase Pearland Revenue	

Acknowledgment: ✔ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Dr. Beth Lewis

Total $ 12,700.00

University of Houston ◢ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration
Dept Function: F - Institutional Support

Budget Year: 2024

Department: PC OPERATIONS

Category: COMMUNITY ENGAGEMENT

Dept Priority #: 1

Division: PEARLAND CAMPUS

Unit/College: PEARLAND CAMPUS OPERATION

Unit/Coll Priority #: 1

Program Outcome for FY: 2022	Initiative Description:
Host more collaborative community events and programs	UHCLP will maximize community partnerships to impact the educational and cultural offerings such as programs and events that showcase and explore innovative conversations, opportunities, and platforms that are beneficial to the UHCL community and Pearland community.

Initiative Request Justification: *(reference use of results)*

With this additional funding, we anticipate increasing the number of events, meetings and programs hosted at Pearland for FY24. The increase of events will include partnering with industry and community organizations along with UHCL departments. In the past year (FY22) we've hosted 15 events, meetings and/or programs with a total of 1,419 attendees. We would like to expand our capacity and reach out to additional industry and community organizations. In order to be able to showcase our UHCLP location and create an impactful and beneficial outcome, we must be able to increase the number of events and programs. This additional funding will allow us to fund more event components such as entertainment, food cost and other event related expenses. We've outgrown our current events budget and do not want to miss any opportunities to participate or sponsor industry and community initiatives that would increase UHCLP presence. We want to be able to offer students, staff and faculty programs events that are relevant and also offer educational experiences.

Expense Category	Current	Base	FTE
Exempt Staff			
Non-Exempt Staff			
UHCL Hosted Events		$ 3,500.00	
Student Events-Promos		$ 1,500.00	
Tools, Furn & Equip		$ 2,500.00	
Contract Services		$ 2,500.00	
-Select-			
Benefits		$ 0.00	------
Total	$ 0.00	$ 10,000.00	0

Impact if Not Funded: *(reference criteria for success)*

If we do not receive the additional events funding, we will be limited to the same level of events. We will not have the ability to increase our presence and growth for the UHCLP location. The limited funding will limit the number of innovative and relevant events we are able to host and participate in. As the needs of the Pearland community change and increase, along with industry demands and changes, we will not be able to keep up and be a resource to these groups. We will lose the momentum we've built in the past two years. Overall, it will hinder our presence in the Pearland community and limit us to the events and programs we can offer the UHCL community.

TIER 2 Objectives   Pearland Campus

Improve Collaborative Pearland Community Presence

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Dr. Beth Lewis

Total $ 10,000.00

University of Houston ≈ Clear Lake

Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success

Dept Function: A - Instruction

Budget Year: 2024

Department: LIT, LIB SCI & LEARNING TECH

Division: ACADEMIC AFFAIRS

Category: RECRUITING

Unit/College: COLLEGE OF EDU

Dept Priority #: 2

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
Increase program enrollment and increase community partnerships.	Create a National Writing Project site at UHCL, which will establish local area partnerships and build writing self-efficacy and instruction for local teachers and students. The outcome intended is to create a local site in order to provide professional development for teachers and recruit for a masters in reading program. UHCL has been a NWP site prior and was very successful for over twenty years.

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
Rebuild partnerships in order to reestablish a master of reading program that benefits and supports local teachers, students, and school districts in writing instruction. The 2021 and 2022 STAAR writing scores indicated high needs in writing instruction in both fourth grade (34% passing) and seventh grade (40% passing). Studies conducted at 16 local writing project sites demonstrated that National Writing Project professional development had a positive effect on the writing achievement of students K-12 (NWP, 2010).	Exempt Staff			
	Non-Exempt Staff			
	Travel		$ 175.00	
	Student Recruiting		$ 12,000.00	
	Benefits		------	
	Total	$ 0.00	$ 12,175.00	

Impact if Not Funded: *(reference criteria for success)*

Students in our partner school districts will continue to stay behind their peers in literacy development.

TIER 2 Objectives	College of Education
Improve COE Collaboration Efforts	

Acknowledgment: ✔ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Jana Willis   *Joan Pedro*   Total $ 12,175.00

University of Houston ⬧ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success

Dept Function: E - Student Services

Budget Year: 2024

Department: FINANCIAL AID

Division: STRAT ENROLLMENT MGMT

Category: GRADUATE SUPPORT

Unit/College: FINANCIAL AID

Dept Priority #: 2

Unit/Coll Priority #: 2

Program Outcome for FY: 2022	Initiative Description:
The Office of Financial Aid will determine financial aid awards to potential students; Publicize aid opportunities and serve as a resource to the campus and the larger community.	Provide Graduate Assistantship/Scholarship Opportunities - In conjuction with the Academic Colleges and graduate recruitment, provide strategic and competitive graduate assistantships/scholarships to recruit and retain top graduate students.

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
Currently Financial Aid only has a Hawk Scholars Scholarship with limited budget. We need to provide more competitive opportunities to attract and retain our top graduate students. We also need to use the opportunity and skills of our graduate students for work opportunities throughout the university.	Exempt Staff			
	Non-Exempt Staff			
	Scholarships	$ 0.00	$ 100,000.00	
	-Select-			
	-Select-			
	-Select-			
	-Select-			
	Benefits		$ 0.00	------
	Total	$ 0.00	$ 100,000.00	0

Impact if Not Funded: *(reference criteria for success)*

UHCL struggles to be on the cutting edge of recruitment. We need to focus on priority programs and provide financial opportunities/incentives to be attractive and competitive. We also need to use the talent we recruit to provide opportunities for employment in key offices. Criteria for success: Deliver Financial Aid Award Letters by December 2021 for new Fall 2022 students

TIER 2 Objectives	Strategic Enrollment Management ▼
-Select-	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Holly Nolan

Total $ 100,000.00

University of Houston ❖ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration
Dept Function: F - Institutional Support

Budget Year: 2024

Department: VP UNIVERSITY ADVANCEMENT

Division: UNIVERSITY ADVANCEMENT

Category: INSTITUTIONAL ADVANCEMENT

Unit/College: UNIVERSITY ADVANCEMENT

Dept Priority #: 1

Unit/Coll Priority #: 1

Program Outcome for FY: 2022	Initiative Description:
Increased connections with non-engaged alumni in support of the university as a whole.	Increased prospective donor pool, cultivation, and solicitation activities; timely stewardship of supporters; engaged alumni to contribute time, dollars, and access to their professional network; engaged a small number of current students to integrate with alumni and community strengthening the UHCL brand.

Initiative Request Justification: *(reference use of results)*

Request $175,000 to support Institutional Advancement leading to the 50th anniversary. This includes increase revenue, participation of all stakeholders (students, faculty, leadership, alumni and the community), strengthen the UHCL brand to attract prospective students, increase community partnerships and support of academic programs and faculty. Expense projections are subject to change due to the dynamic nature of the work involved.

Expense Category	Current	Base	FTE
Exempt Staff			
Non-Exempt Staff			
Advertising - General	$ 20,000.00		
Contract Services	$ 50,000.00		
Student Events-Promos	$ 10,000.00		
UHCL Hosted Events	$ 80,000.00		
Travel	$ 15,000.00		
Benefits		$ 0.00	------
Total	$ 175,000.00	$ 0.00	0

Impact if Not Funded: *(reference criteria for success)*

Ineffective growth of engaged alumni; less capacity to increase major financial support; missed opportunity to increase revenue through annual giving and alumni revenue generation activities; weaker community presence which will also impact the UHCL Experience.

TIER 2 Objectives	University Advancement
Increase University Recognition	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Joseph Staley

Total $ 175,000.00

University of Houston ⌇ Clear Lake

Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative:

Dept Function:

Budget Year:

Department: Division:

Category: Unit/College:

Dept Priority #:   Unit/Coll Priority #:

Program Outcome for FY:	Initiative Description:

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
	Non-Exempt Staff			
	Exempt Staff			
	Benefits			------
	Total			

Impact if Not Funded: *(reference criteria for success)*

TIER 2 Objectives

Acknowledgment: by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Total

University of Houston ◢ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration

Dept Function: F - Institutional Support

Budget Year: 2024

Department: STRATEGIC PARTNERSHIPS

Division: PRESIDENT

Category: COMMUNITY ENGAGEMENT

Unit/College: INSTITUTIONAL STRATEGY

Dept Priority #: 1

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
Increase external outreach and engagement with the university.	Request for $20,000 increase to base budget for expanded community engagement in external events, chamber and association memberships, and sponsorships; portion to be used towards hosted activities and student programming offered through the department.

Initiative Request Justification: *(reference use of results)*

External outreach and engagement is critical to improving a collaborative community presence with external stakeholders [Obj. 15 Increase University Recognition]. Current base budget of $50,000 is insufficient for the increased participation in external events, chamber and association memberships, and community sponsorships. Portion will be used towards university membership to Greater Houston Partnership. Increased funds will also support engagement activities coordinated by the department (i.e., Recruiter Luncheon, Hawk Ventures, Lunch & Learns).

Expense Category	Current	Base	FTE
Exempt Staff Non-Exempt Staff			
Memberships		$ 10,000.00	
Student Events-Promos		$ 5,000.00	
UHCL Hosted Events		$ 5,000.00	
Benefits		$ 0.00	------
Total	$ 0.00	$ 20,000.00	0

Impact if Not Funded: *(reference criteria for success)*

The lack of participation in community engagement through external memberships, events, and sponsorships negatively affects the university's collaborative community presence with external stakeholders and will hinder progress towards the intended outcomes of the department and the strategic mission of the university.

TIER 2 Objectives	Strategic Partnerships

Improve Collaborative Community Presence

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Dr. Richard Walker

Total $ 20,000.00

University of Houston ⌁ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success
Dept Function: E - Student Services

Budget Year: 2024

Department: FINANCIAL AID

Category: ACCESSIBILITY

Dept Priority #: 4

Division: STRAT ENROLLMENT MGMT

Unit/College: FINANCIAL AID

Unit/Coll Priority #: 4

Program Outcome for FY: 2022	Initiative Description:
Provide accurate, timely awards and donor scholarships to students, Publicize aid opportunities and serve as a resource to the campus and the larger community.	It is among best practices as well as regulations that Financial aid reconciles and reports on its programs.

Initiative Request Justification: *(reference use of results)*

Peoplesoft is not user friendly for administration of scholarships (donor and university). Need more capability and flexibility or

Expense Category	Current	Base	FTE
Exempt Staff			
Non-Exempt Staff			
Scholarships	$ 0.00	$ 75,000.00	
Benefits		$ 0.00	------
Total	$ 0.00	$ 75,000.00	0

Impact if Not Funded: *(reference criteria for success)*

Administration of scholarships is burdensome and can make it hard for students to gain access to those funds. Also hard for key partners (ie University Advancement) to obtain data they need. Criteria for success: Deliver financial aid award letters by December 2021 for new Fall 2022 students & At least 95% of all donor funds budgeted for academic year should be disbursed to students.

TIER 2 Objectives	Strategic Enrollment Management ▼
-Select-	

Acknowledgment: ✔ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Holly Nolan

Total $ 75,000.00

University of Houston Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success
Dept Function: D - Academic Support

Budget Year: 2024

Department: BUS DEANS OFFICE

Division: ACADEMIC AFFAIRS

Category: ACCREDITATION

Unit/College: COLLEGE OF BUS

Dept Priority #: 1

Unit/Coll Priority #: 1

Program Outcome for FY: 2022	Initiative Description:
The initiative aligns with 3 COB Program Outcomes for fiscal year 2022. Specifically, 1) Offer curriculum and courses that will assist students in achieving academic success; 2) Offer programs based on the needs of UHCL students and the surrounding community; and 3) Dedicated and qualified faculty provide the most useful instructional experiences so that students will be able to work in their chosen field.	Hire a dedicated COB Assessment and Accreditation Specialist (1 FTE)

Initiative Request Justification: *(reference use of results)*

The position would provide professional planning, coordination, and development for CoB's assessment program and initiatives, in support of college-level accreditation goals and objectives. The specialist would monitor progress toward defined objectives by collecting and analyzing data and communicating with faculty, staff, and other constituents. The position would also support university technical personnel, university assessment administrators, AACSB, and other partners to ensure accurate compilation, retention, and submission of data. The position would provide primary staff support for AACSB Business and Accounting assessment by (1) developing internal CoB reporting standards for AACSB, (2) obtaining documentation from each COB program, (3) preparing AoL continuous improvement reports, (4) providing interpretative guidance to program coordinators and department chairs, and (5) building on knowledge gained from prior accreditation cycles. Only 5% of business schools in the world maintain AACSB accreditation and only 1% also maintain separate accounting accreditation. Maintenance of accreditation with AACSB is an ongoing process. Documentation needs includes assurance of learning, engagement, innovation, and societal impact. In the 2022 use of results, we stated that "College and program administration will continue to encourage faculty to develop and offer new courses and programs to the extent that faculty resources permit." AACSB accreditation guidance requires that course and curricula changes be driven by direct or indirect Assurance of Learning evidence, enhancing the importance of creating college-level accreditation specialist support.

Expense Category	Current	Base	FTE
Exempt Staff		$ 60,000.00	
Non-Exempt Staff			
Other			
-Select-			
-Select-			
-Select-			
-Select-			
Benefits		$ 19,200.00	------
Total	$ 0.00	$ 79,200.00	0

Impact if Not Funded: *(reference criteria for success)*

If the request is not funded, it will be more difficult to coordinate the continuous improvement of academic programs and student success outcomes. AoL-driven improvements at the course, curricula, and cross-curricula level would be more difficult to coordinate since it will remain necessary for many different individuals to coordinate AACSB-related efforts. An Accreditation Specialist would facilitate speaking with one voice about program faculty-driven AoL learning competencies, results, interventions, and subsequent results. Our most recent criteria for success states a goal of increasing the number of online courses developed, redeveloped or offered by faculty who have not previously offered their courses online by 5%." Since many CoB courses have developed for online delivery, future focus must be on integrating current workforce requirements into existing courses and programs and developing new courses and programs as the environment changes. AACSB's guidance is that these changes must be driven by direct and indirect AoL, enhancing the importance of a college-level specialist to coordinate continuous improvement in learner competencies and success.

TIER 2 Objectives   College of Business

Improve Alignment with Institutional Bodies

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Edward R. Waller

Total $ 79,200.00

University of Houston Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration
Dept Function: G - Physical Plant

Budget Year: 2024

Department: EMERGENCY MGMT & FIRE SAFETY

Division: ADMIN & FINANCE

Category: GENERAL DEPT OPERATIONS

Unit/College: PUBLIC SAFETY

Dept Priority #: 1

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
UHCL's Emergency Management and Fire Safety department conducts life safety inspections and fire drills, as well as provides educational opportunities to students, faculty and staff on a variety of fire prevention and safety topics.	Organize a Public Safety Liaison program for all buildings on UHCL campuses. These individuals will assist emergency responders with the evacuation of buildings and location/removal of persons needing assistance during emergency situations.

Initiative Request Justification: *(reference use of results)*

Each PSL will need to be trained in evacuation procedures, fire extinguisher use and CPR/First Aid. They will receive a safety vest, hat and radio to help identify them during emergencies. Meetings of the PLSs will be held every semester. Meetings will include training updates, review of past events and lunch. Each PSL will receive $200 at the end of the year for their time and involvement in the program

Expense Category	Current	Base	FTE
Exempt Staff			
Non-Exempt Staff			
Licenses		$ 1,125.00	
Uniforms - Employee		$ 2,700.00	
Employee Recruiting		$ 9,000.00	
Business Meetings		$ 2,000.00	
Other		$ 1,500.00	
Benefits		$ 0.00	------
Total	$ 0.00	$ 16,325.00	0

Impact if Not Funded: *(reference criteria for success)*

Buildings will be divided so that one Floor Captain is responsible for no more than 50 employees during an emergency situation. All Floor Captains will receive training in CPR/AED, fire extinguisher use, evac-u-chair use, and crowd control. Campus wide fire drills will be held once a semester as required by the State Fire Marshal.By implementing a Public Safety Liaison program OEM (Office of Emergency Management) will be able to improve communication of fire safety. PSLs will be trained in the proper way to respond to fire alarms and other emergencies. They will be able to assist people in time of need thus improving the communication of safety and improving the UHCL experience.

TIER 2 Objectives   Administration and Finance

Improve UHCL Experience

Acknowledgment: ✔ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Albert Black

Total $ 16,325.00

University of Houston ✦ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration

Dept Function: F - Institutional Support

Budget Year: 2024

Department: OFFICE OF THE PRESIDENT

Division: PRESIDENT

Category: STRATEGIC PLANNING

Unit/College: PRESIDENT

Dept Priority #: 3

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
Effective positioning of resources and priorities among University Strategic Objectives and Initiatives to allow alignment with factors associated with university rankings (US News & World Report)	Purchase 2 year license of US News & World Report Academic Insights subscription service, which provides detailed analysis of all university (those reporting) data, benchmarking within categories, across weighting factors, analysis of trends, and isolation of best practices.

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
Subscription allows us to analyze competitor schools and their success, to allocate resources to areas that will maximize probability of increasing ranking status, and allow for marketing UHCL in specific areas of success (e.g., veterans, first year experience, internships/co-ops, etc.) critical to enrollment.	Exempt Staff			
	Non-Exempt Staff			
	Licenses	$ 18,000.00		
	-Select-			
	-Select-			
	-Select-			
	-Select-			
	Benefits		$ 0.00	------
	Total	$ 18,000.00	$ 0.00	0

Impact if Not Funded: *(reference criteria for success)*

UHCL has recently been categorized as a National University by USNWR. We are currently unranked in the Fourth Quartile, and ranked 19th among public universities in Texas. Without specification of where to allocate resources to Strategic Initiatives aimed at increasing rankings, it will remain difficult to market UHCL competitively.

TIER 2 Objectives	-Select-
-Select-	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Enter Name

Total $ 18,000.00

University of Houston ☑ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success

Dept Function: E - Student Services

Budget Year: 2024

Department: ACADEMIC RECORDS

Division: STRAT ENROLLMENT MGMT

Category: COMPLIANCE

Unit/College: ACADEMIC RECORDS

Dept Priority #: 1

Unit/Coll Priority #: 1

Program Outcome for FY: 2022	Initiative Description:
This position would allow for the institution to be in compliance with SACSCOC and THECB. Additional it would provide for needed checks and balances with regard to degree audits once approved by advisors.	The Registrar's Office would like to request the new position of Degree Auditor. This position would be responsible for awarding degrees in PeopleSoft as well as processing course substitutions and updating program plans for compliance.

Initiative Request Justification: *(reference use of results)*

The Registrar's Office is requesting a Degree Auditor position to bring the task of awarding degrees to this office. The position is needed to mitigate current compliance concerns with regard to SACSCOC and THECB. Currently, the advising departments in the four colleges review and approve degree audits as well as awards all degrees for graduating students. In order to ensure proper separation of duties, compliance, and quality assurance this task should be reassigned to the Registrar's Office.

Expense Category	Current	Base	FTE
Exempt Staff		$ 50,000.00	1.0
Non-Exempt Staff			
-Select-			
-Select-			
-Select-			
-Select-			
-Select-			
Benefits		$ 16,000.00	------
Total	$ 0.00	$ 66,000.00	1

Impact if Not Funded: *(reference criteria for success)*

To not fund this request, would cause the institution to remain out of compliance with SACSCOC and THECB. UHCL may experience an audit finding during its five (5) year review.

TIER 2 Objectives	Strategic Enrollment Management
Improve Business and Academic Operations	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Andrea J. Celestine

Total $ 66,000.00

University of Houston ✦ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration

Dept Function: F - Institutional Support

Budget Year: 2024

Department: STRATEGY & TRANSFORMATION

Category: STRATEGIC PLANNING

Dept Priority #: 2

Division: PRESIDENT

Unit/College: STRATEGY & TRANSFORMATION

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
Create effective awareness and promotion of UHCL Strategic Plan: Impact 2025 and Beyond	To provide promotional activities and information to faculty, staff, alumni, and community constituents through electronic campaigns, printed materials, branded give-aways (caps, t-shirts), special events (open house events, spirit week, homecoming, welcome, recruiting) and signage (e.g., 3Ts)

Initiative Request Justification: *(reference use of results)*

Maintaining focus upon the Strategic Plan is critical to the continued growth and evolution of the University.

Expense Category	Current	Base	FTE
Exempt Staff			
Non-Exempt Staff			
-Select- ▼			
Other	$ 10,000.00		
-Select-			
-Select-			
-Select-			
Benefits		$ 0.00	------
Total	$ 10,000.00	$ 0.00	0

Impact if Not Funded: *(reference criteria for success)*

Lack of Strategic Plan awareness and lack of knowledge of progress will make enablement, support, and commitment to achieving UHCL's highest priority objectives more difficult, subsequently making UHCL's vision and mission less likely to succeed.

TIER 2 Objectives	-Select-
-Select-	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Dr. Kevin Wooten

Total $ 10,000.00

University of Houston ⬔ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration

Dept Function: F - Institutional Support

Budget Year: **2024**

Department: **COMPLIANCE**

Category: **COMPLIANCE**

Dept Priority #:

Division: PRESIDENT

Unit/College: COMPLIANCE

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
New department	Create a Base M&O and TRAVEL Budget

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
-Office Supplies Includes - $500 for hospitality + $500 for shared copy machine.	Exempt Staff			
	Non - Exempt Staff			
	Licenses		$ 500.00	
	Memberships		$ 1,000.00	
	Travel		$ 4,000.00	
	Professional Develop		$ 1,500.00	
	Office Supplies		$ 3,000.00	
	Benefits		$ 0.00	------
	Total	$ 0.00	$ 10,000.00	0

Impact if Not Funded: *(reference criteria for success)*

Establishing base budget for the Office of Compliance.

TIER 2 Objectives	-Select-
-Select-	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Total

Unit/College Head Approval: Enter Name

$ 10,000.00

University of Houston Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success
Dept Function: E - Student Services

Budget Year: 2024

Department: FINANCIAL AID

Division: STRAT ENROLLMENT MGMT

Category: COMPLIANCE

Unit/College: FINANCIAL AID

Dept Priority #: 1

Unit/Coll Priority #: 1

Program Outcome for FY: 2022	Initiative Description:
Provide accurate, timely awards and donor scholarships to students.	Financial Aid Accountant - Add additional support for assistance in Financial Compliance - 1 FTE - Accountant.

Initiative Request Justification: *(reference use of results)*

It is among best practices as well as regulations that Financial aid reconciles and reports on its programs. There should also be a unit within the University that provides a check and balance on this work, with occurs within our Accounting Division and OSP. All three other UHS system partners have an Accountant dedicated to the millions of dollars that are disbursed each year in that department. It is crucial to have an expert working on this compliance area.

Expense Category	Current	Base	FTE
Exempt Staff			
Non-Exempt Staff			
Employee Recruiting	$ 0.00	$ 70,000.00	1
-Select-			
-Select-			
-Select-			
-Select-			
Benefits		$ 0.00	------
Total	$ 0.00	$ 70,000.00	1

Impact if Not Funded: *(reference criteria for success)*

Compliance issue and can impact eligibility to receive and award financial aid. Not providing regular reconciliations and reporting, causes us to be flagged or selected for audits. Also, with regular reconciliation we are able to plan and make better use of funds when students need them. Criteria for success: At least 95% of all donor funds budgeted for academic year should be disbursed to student & Deliver financial aid letters by December 2021 for the new fall 2022 students)

TIER 2 Objectives   Strategic Enrollment Management

Improve Business and Academic Operations

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Holly Nolan

Total $ 70,000.00

University of Houston ⬧ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Infrastructure & Administration

Dept Function: F - Institutional Support

Budget Year: 2024

Department: OFFICE OF THE PRESIDENT

Division: PRESIDENT

Category: STRATEGIC PLANNING

Unit/College: PRESIDENT

Dept Priority #: 1

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
Effective communication, training, and support of working group meetings (Objective Owner teams) supporting the implementation of the Strategic Plan	Continued communication and outreach with all institutional constituents concerning progress of the Strategic Plan. This includes Quality Improvement activities, and Strategic Initiatives refnement, and monitoring/change of metrics as needed.

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
Continued implementation of Strategic Objectives and Initiatives requires frequent meetings and updating sessions for review, analysis, revision, and stewardship.	Exempt Staff			
	Non-Exempt Staff			
	Food & Bev - Staff	$ 6,000.00		
	-Select-			
	-Select-			
	-Select-			
	-Select-			
	Benefits		$ 0.00	------
	Total	$ 6,000.00	$ 0.00	0

Impact if Not Funded: *(reference criteria for success)*
Without Objective Owner and Objective Team input and monitoring, the Strategic Plan will become static and not sensitive to changing needs and strategic priorities.

TIER 2 Objectives	-Select-
-Select-	

Acknowledgment: ☑ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Dr. Kevin Wooten

Total $ 6,000.00

University of Houston ⌇ Clear Lake

Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success

Dept Function: E - Student Services

Budget Year: 2024

Department: TESTING CENTER

Division: ACADEMIC AFFAIRS

Category: STRATEGIC PLANNING

Unit/College: STUDENT SUCCESS & INIT

Dept Priority #: 1

Unit/Coll Priority #:

Program Outcome for FY: 2022	Initiative Description:
Improve Workload Management	SEE FOLLOWING PAGE 2

Initiative Request Justification: *(reference use of results)*	Expense Category	Current	Base	FTE
The Assistant Director will provide daily management of staff, test scheduling and troubleshooting, student worker, recruitment, training and management, increased department efficiency and response to customers' needs increased community engagement, increased visibility for UHCL programs in the community that visits, neighboring districts, and testing network.	Exempt Staff		$ 53,563.30	1
	Non-Exempt Staff			
	-Select-			
	-Select-			
	-Select-			
	-Select-			
	-Select-			
	Benefits		$ 17,140.26	------
	Total	$ 0.00	$ 70,703.56	1

Impact if Not Funded: *(reference criteria for success)*
Testing Center's goals to provide a complete set of services cannot be met without additional managerial staff due to the exponentially increasing tasks related to added services, which impact daily operations. Urgent tasks, such as timely response to IT issues cannot be ensured, which creates frustration, loss of time and potential financial losses for students and community testers during technical issues; additionally, supports for UHCL degreed programs, such as free professional training to support student certification exams, cannot be provided . The Assistant Director role will alleviate the above issues, and provide the department with seamless daily operations and the Director with time availability to focus on improving the program.

Unit/College Head Approval: Dr. Timothy Richardson

Total $ 70,703.56

University of Houston ◣ Clear Lake
Planning and Budget

UNIT/COLLEGE: Student Success Initiatives

BUDGET INITIATIVE REQUEST cont.

<u>INITATIVE DESCRIPTION:</u>

The Testing Center is National College Testing Association (NCTA) certified. one of 10 centers in Texas. Since 2018 when it was transitioned into the SSI, the Testing Center acquired approx. 700 new tests/certifications to support undergraduate and graduate programs, which over 800 tests in the library, added two more testing labs that tripled the seat availability, and doubled revenue. The center offers ETS, Pearson, College Board, CASTLE, Kryterion, CLEP, ATI, HESI, Mobius and Certiport exams, providing students and community with the largest professional certification and equivalency test variety in the South Houston area. Due to the wide variety of tests offered, the availability of highly sought professional Certifications (TExES for COE, Microsoft for CSE, GIA for HSH, etc.), and the excellent customer service the Center provides all testers, the number of tests increased exponentially each year (tripled from 2019). All the additions, combined with consistent technical complexity added by new testing platforms and intermittent IT support setup have added considerably more tasks to the Director role, including IT management, which stump the development of new services in support of UHCL students' academic and career development. By adding an Assistant Director - Testing Center, we would alleviate the Director role of immediate daily tasks that prevent the role from expanding the services in the Testing Center (such as mediating free professional training for the test offered, increase community engagement, test provisioning, staff supervising). It would allow the Assistant director role to provide timely managerial oversight for scheduling support for the 12 testing platforms, issue troubleshooting, staff daily activities support and supervision, etc.). The Testing Center, while one of the busiest centers in the SSI division, is the only one that does not have the role of Assistant Director, nor any other similar management support.

University of Houston ⬥ Clear Lake
Planning and Budget

BUDGET INITIATIVE REQUEST

UHS Initiative: Student Access and Success
Dept Function: E - Student Services

Budget Year: 2024

Department: FINANCIAL AID

Division: STRAT ENROLLMENT MGMT

Category: ACCESSIBILITY

Unit/College: FINANCIAL AID

Dept Priority #: 3

Unit/Coll Priority #: 3

Program Outcome for FY: 2022	Initiative Description:
Provide accurate, timely awards and donor scholarships to students, The Office of Financial Aid will determine financial aid awards to potential students.	Processing Coordinator 1 FTE - Hire additional support for the high volume of processing that occurs in the office.

Initiative Request Justification: *(reference use of results)*

Support efficient and timely processing of data to assist students in receiving financial aid and scholarships.

Expense Category	Current	Base	FTE
Exempt Staff			
Non-Exempt Staff			
Employee Recruiting		$ 60,000.00	1
-Select-			
-Select-			
-Select-			
-Select-			
Benefits		$ 0.00	------
Total	$ 0.00	$ 60,000.00	1

Impact if Not Funded: *(reference criteria for success)*

Delays in processing can diminish student success and satisfaction. Many students rely on financial aid to be able to enroll in classes. Criteria for success: Deliver Financial Aid letters by December 2021 for new Fall 2022 students & At least 95% of all donor funds budgeted for academic year should be disbursed to students.

TIER 2 Objectives	Strategic Enrollment Management
-Select-	

Acknowledgment: ✔ by checking this box you understand all final requests submitted are to be included in future year assessment reports.

Unit/College Head Approval: Holly Nolan

Total $ 60,000.00

University of Houston ◢ Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: **General Administration**   **Number: 01.C.01**

AREA: **Risk Management**

SUBJECT: **Risk Management**

I. PURPOSE AND SCOPE

The University of Houston Clear Lake (UHCL) works in tandem with the University of Houston system office to reduce, eliminate, and manage enterprise and operational risk such that (a) students, employees, the surrounding community, and visitors are protected from unforeseeable hazards on UHCL campuses, (b) UHCL financial and material assets are pragmatically controlled and conserved, and (c) UHCL complies with all local, State and Federal laws and regulations regarding safety, risk transfer, and the UH System Administrative Memorandum 01.C.01 **Risk Management Policy.** The following policy outlines the elements of the UHCL risk management compliance program with respect to environmental, health and safety, workers' compensation, risk transfer, emergency management, business continuity, fire protection, and asset management/protection. Key forms supplied by UHSRM as job aids are attached herewith.

II. POLICY INFORMATION

Although the University of Houston System Risk Management (UHSRM) department interfaces with State agencies in support of UHCL claim submissions, contract negotiation, risk transfer coverage and contracted services, UHCL is responsible for mitigating risks proactively on campus to the largest extent possible and providing timely, thorough, and accurate information in the event of an unfortunate occurrence. Losses impact our students, staff, visitors, the local community, and our bottom line. UHSRM is available to consult and advise on identifying risks, evaluating conditions that could result in injury or damage or loss to property, reputation, or through detrimental contract terms and conditions, and recommending measures to eliminate, limit or transfer this risk.

III. OPERATING GUIDELINES

A.   <u>Risk Categories</u>

        1.   <u>Environmental</u> – The Environmental Health and Safety (EHS) office seeks to minimize our impact on the environment with respect to air quality, oil spill prevention, and waste water by strictly adhering to appropriate rules and regulations. They are responsible for training and communication. https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/environmental-protection

2. Property/assets – This category of risk represents the largest aspect for UHCL since it encompasses storm/weather damage, and plant/building issues in addition to the loss of equipment and machinery. In the event of any damage or issue, contact Facilities Management and Construction as an immediate first step. They will evaluate the damage and report it to the UHCL risk management office within the contracts group. Claims will be reported to UHSRM within 48 hours of the incident. Please utilize the attached forms to gather, document and transmit data to UHCL risk management. UHCL is responsible for covering the deductible amount from its own funds; please ensure that you provide original receipts, quotes, purchase orders, and/or invoices to UHCL risk management on a rolling basis since this expedites the process. Depending upon the extent and complexity of the damages, claim payment/resolution might require 9-36 months. In the case of a catastrophic loss (hurricane, deep freeze), UHS plant accounting will have a cost center identified that includes insurance covered amounts. Insurance coverage will not include upgrades; it covers like kind and quality only.
   • Each UHCL department is responsible for the first $25,000 of their expense due to loss
   • UHSRM will cover the next tranche, or $225,000 due to loss
   • Insurance may cover costs above $250,000, if the claim is approved

3. General liability – Under Texas Civil Practice and Remedies Code Title 5, Chapter 101, Section 101.001, Subchapter A (3)(A) regarding governmental liability in tort actions, UHCL as a component unit of UHS, has sovereign immunity with respect to third party liability since we are deemed a governmental unit. Third party insurance is defined as a policy purchased by the university (first party) from an insurance company (second party) for protection against the claims of another (third party).
   • In the event that a department becomes aware of or is served a lawsuit they should contact risk management immediately

4. Student Health Insurance – Student Affairs is responsible for managing implementation of this coverage for students; mandatory for international students and optional for American students.

5. Travel/Study Abroad Insurance – This risk is insured and paid for through the UHS Blanket Accident policy for faculty, staff, and students. The in-country service provider and contract are evaluated periodically to ensure that we receive optimal support in the event of an incident involving health or safety of our travelers.

6. Contracts – Since UHCL utilizes a variety of contract types, including vendor modifications, we rely upon UHSRM to evaluate the insurance terms and conditions of each. If, however, the vendor requests that UHCL waive the

insurance requirement then UHSRM must assess that risk. If the level of risk is acceptable, UHSRM will approve the waiver. The requesting department will need to have a waiver of insurance form completed, which will then become part of the contract.

- Certificates of Insurance (COI) – Ensure that we are listed as additional insured, not mere certificate holder to protect our interests.

7. Volunteers on Campus – We do not provide specific coverage for volunteers who work on our campuses. However, some policies, such as those for medical professionals, may provide some coverage.

8. Occupational Safety – The Environmental Health and Safety (EHS) office mitigates all occupational hazards on campus while Occupational Safety and Industrial Hygiene investigates, consults, trains, performs risk assessments, and develops programs campus wide. Our department also investigates all accidents on campus, including those involving students and visitors. Employee accident investigations are coordinated with the department of Human Resources, who coordinates with the State Office of Risk Management (SORM) for worker's compensation claims.

9. Workers' Compensation – State of Texas Labor Code, Section 502, authorizes UHCL to administer the Workers Compensation Insurance Program (WCI Program) to provide coverage. Covers work-related injury or occupational illness for employees. Provides medical benefits and, in some cases, weekly payments. For an injury or illness to be work related, it must originate while you are engaged in the work your job requires you to do for the university.

- Benefit - Benefit potentially includes medical aid, hospital services, and medication required at the time of injury, and afterwards, to treat the work-related injury. May also provide financial benefits to make up for a portion of lost earnings and/or permanent impairment from the injury. Does not include damage to or loss of your personal property.

- Action Steps - Inform your supervisor immediately and contact the UHCL Office of Human Resources within 24 hours of injury or illness. The supervisor should complete "First Report of Injury or Illness" as soon as practicable after medical treatment has been provided if immediate medical treatment is required, and submit it to Human Resources. HumanResources@UHCL.edu and the Department of Environmental Health and Safety EHS@UHCL.edu.

- Additional Information - See Texas State Office of Risk Management checklist regarding filing and timelines

B.   Risk Mitigation

1.   Transfer – The transfer of risk is often achieved through insurance, transferring the risk from the Institution, to the insurer. Chapter 51 of the Texas Education Code enables UHSRM to purchase insurance covering the components and their respective employees against (a) liability, risk, or undue exposure, and (b) covering losses of institutional property. The ultimate goal is continuity of the mission of each university uninterrupted.

2.   Modification – the modification of risk is to minimize or even potentially eliminate the likelihood of experiencing the risk.   There are many strategies to minimize risk through reducing the likelihood of occurrence or reducing the severity when there is an occurrence.

a.   Coordination – The UHCL office of risk management will coordinate with UHSRM in the event that any claims arise related to the following:
   • Media
   • Medical professional
   • Leased premises
   • Hull P&I (boat)
   • Auto – claims must be reported within 24 hours of the incident
   • Fine arts

b.   Continuity – To ensure efficient operations and continuity in the event of executive leadership absence(s), we utilize a memorandum that outlines signature authority for various responsibilities across campus. Further, each department within each division has a Continuity of Operations plan that is reviewed annually by UHCL and every 2 years by SORM.

c.   Emergency Management – The UHCL Emergency Management Office coordinates university and community resources to protect lives, property and the environment through mitigation, preparedness, response and recovery from all natural and man-made hazards that may impact our campus. They provide a comprehensive manual based on the management structure adopted by the U.S. and international communities known as the Incident Command System (ICS). It also stems from the State of Texas Emergency Planning Guidance, the National Incident Management system (NIMS), and various U.S. Department of Homeland Security Presidential Directives. This manual is rooted in a four-phase structure where the phases of mitigation, preparedness, response and recovery each contain a critical university procedure for emergencies. These four phases offer a smooth transition to restoring normal services and implementing

recovery   programs.   https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/documents/emergency-management-plan-2018.pdf

d. Fire Drills and Inspections – The Office of Emergency Management/Fire Safety Office is responsible for conducting safety inspections and fire drills, and provides educational opportunities for students, faculty and staff on a variety of fire prevention and safety topics. Through teamwork and cooperation, we maintain a fire-safe environment. The office prepares an annual safety report as well. https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/documents/2020-annual-security-report.pdf

e. Asset Control – UHCL maintains an updated Asset Management Handbook that outlines the definitions, reporting requirements, asset categories and thresholds, acquisition and surplus processes, off-campus use rules, employee liability and treatment of missing or stolen property, physical inventory requirements and process. The associated form(s) have been digitized in DocuSign to facilitate business operations within the university. These ensure that we maintain proper possession and loss prevention of all assets possessed by the university.

C. Responsible Departments

1. President - As Chief Executive Officer of the university, the President is ultimately responsible for the Risk Management Program. The President delegates operational authority for the Risk Management Program to the CFO/Vice President of Finance and Administration.

2. Risk Manager – The Risk Manager within the Business Operations unit of the Finance and Administration division is responsible for the university's risk management program, including planning, organizing, coordinating, initiating risk control measures, identifying significant known perils and risks to which the university may be exposed, and monitoring the program. In this role, the Manager will also:
    - Serve as the campus liaison to the University of Houston System Risk Management Department and coordinate risk management related issues with UHS staff when required;
    - Consult with Emergency Management for guidance, direction and assistance in planning and organizing the risk management program;
    - Evaluate campus insurance needs annually and consult with the Associate Vice President Business Operations, Emergency

Management, and the UHS Risk Management Staff in the procurement of insurance;

- Notify the UHS Office of General Counsel (OGC) of claims which may significantly impact the financial position of the university or a department within the university;
- Consult the UHS Office of Risk Management and/or OGC for guidance on claims involving bodily injury, personal injury and/or losses.

3. <u>Executives (President, Sr Vice President, Vice President); Senior Management (AVP, Deans, Exec Directors), Management (Director, Asst/Assoc Director, Dean, Manager, Supervisor, Coordinator)</u> - Management employees have an important role in risk management. Although the Risk Manager has the responsibility of planning and organizing the program, to a great extent, he must rely on other functional areas for implementation. The emphasis placed on risk management techniques within departmental functional areas and individual employees bears directly on the success of this program. The risk management roles of those in supervision and management include:

- Implementing university risk management and loss control policies, programs, and procedures within their functional areas;
- Establishing effective lines of communication between employees and supervisory staff and managers to facilitate safety and loss control;
- Promoting a safe, secure and healthful university environment within the department, encouraging employees to promote safety among co-workers and to report safety or risk related issues promptly;
- Providing employees with proper tools, safety equipment, office equipment and furniture to accomplish jobs safely and without injury, both short term and long term, both in office and field environments;
- Encouraging employees to participate in safety-related training;
- Taking prompt and appropriate action to correct unsafe conditions or situations reported by employees;
- Providing for departmental cooperation with the Risk Manager and others outside the department during accident investigations, inspections, and program reviews;
- Cooperating with staff, auditors, and general counsel in ensuring that contracts, agreements, and other documents have the necessary insurance, hold harmless agreements, indemnification, dispute resolution and other protective measures as required by policy.

4. <u>All Employees</u> - An effective loss control program begins with employees who regularly employ safe work practices:
    - Every employee must agree to work safely, following commonly accepted rules, practices, and procedures, and using the proper tools and equipment to accomplish their work;
    - Employees who repeatedly violate safety rules and practices and/or incur preventable accidents are subject to disciplinary actions up to and including dismissal;
    - Employees shall participate in regular training and education programs, especially specific areas of safety related to their positions;
    - Employees should encourage and promote safety among fellow coworkers and within their respective departments;
    - Employees must promptly report safety hazards, potential problems or other compliance issues to management or the Risk Manager.

5. <u>All Student Organizations</u> - In compliance with the Texas Education Code, Section 51.9361, Division of Student Affairs will hold an annual meeting in the Fall semester to present the university's risk management program to members of student organizations registered at the institution. The purpose of the program is to inform and educate participants of institutional risk management program's policies and procedures:
    - At least one officer position of each student organization and the advisor/sponsor of each student organization must be present at the annual meeting;
    - Student organization members and advisors/sponsors must sign an acknowledgement form at the meeting stating that they agree to follow commonly accepted rules, practices, and procedures;
    - Student organization officers must sign an acknowledgement form at the meeting stating that they agree to present the information from the meeting at the organization's next scheduled meeting;
    - Student organization members must promptly report safety hazards, potential problems or other compliance issues to Student Affairs at (281) 283-3025. Students may also report items to the Risk Manager.

6. <u>UHS Office of General Counsel</u> - The Office of General Counsel (Counsel) plays a significant role in the risk management program, affecting risk management directly through the actual legal expertise provided:
    - Counsel can provide legal expertise in the identification and analysis of risk exposures;

- Counsel can review policies, programs, contracts, reports, and documents to identify any legal liability exposures before they are implemented, published, or released;
- Counsel can be of valuable assistance in uncovering legal exposures that may result from the university's past, present, and future activities. The university's management staff is encouraged to seek legal counsel advice prior to initiating new policies or programs;
- Counsel can provide legal advice after a loss occurs. The total amount of a loss can often be minimized or mitigated by appropriate actions of legal staff;
- Counsel can work with the State Office of the Attorney General to secure appropriate representation for the university in the event of litigation.

7.   Human Resources - The Associate Vice President of Human Resources administers and manages the university's human resources programs. Human Resources (HR) represent one of the largest areas of risk exposure to the university, and therefore, must implement sound risk control techniques, including:
- Policies and practices that are compliant with the Fair Labor Standards Act;
- Recruiting, interviewing and hiring policies and practices that meet legal requirements;
- Employment compensation, promotion and advancement opportunity practices that are not discriminatory and do not violate equal employment opportunity and affirmative action laws;
- Compliance with Return-To-Work requirements;
- Compliance with Time and Effort record keeping requirements;
- Compliance with Sexual Harassment requirements.

8.   Financial/Accounting Personnel - All university employees who handle public funds or property are entrusted by the public to handle such funds or property in a responsible, ethical manner. Such positions of trust are the fiduciary responsibilities of the university. Employees entrusted with handling public funds or property represent a risk exposure to the university through such actions as embezzlement, theft, and misuse or misappropriation of property or funds. The AVP Business Operations must recognize such fiduciary liabilities and implement sound accounting and fiscal controls to eliminate or minimize the possibility of such losses from occurring. Accordingly, those positions should work closely with the Risk Manager in the identification of exposures and appropriate risk control techniques.

9. <u>Purchasing Manager</u> - The purchasing function exposes the university to various risks. Those risks can be minimized by:
   - Purchasing goods and services that comply with appropriate safety codes and standards;
   - Ensuring that proper procurement policy, controls, procedures and practices are in place;
   - Complying with ethical guidelines and regulatory requirements;
   - Coordinating contract related procurements through Contract Administration;
   - Ensuring that bidding and proposal documents include the required university safety clauses and specifications.

IV. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President Business Operations

Review: Every five years

APPROVAL

_____

Vice President for Administration and Finance

_____

President

Date: _____

V. REVISION LOG

Revision Number	Approved Date	Description of Changes
#1		New policy for UHCL

VI. REFERENCES

University of Houston ⬧ Clear Lake

RECORD OF CHANGES TO POLICY
Attachment A

	Changed Paragraph #	Proposed Change	Reason for Change
		Attachment A: Record of Changes to Policy	
1.		New Policy	
2.			
3.			
4.			
5.			
6.			

University of Houston ◢ Clear Lake

RECORD OF REJECTED CHANGES TO POLICY
Attachment B

		Attachment B: Record of Rejected Changes to Policy		
	Changed Paragraph #	Proposed Change	Proposing Party	Rationale for Rejecting Proposed Change
1.		None		
2.				
3.				
4.				
5.				
6.				

University of Houston ◢ Clear Lake
MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION:	**General Affairs**	**Number: 03.A.03**
AREA:	**Business Travel**	

SUBJECT: **Travel Policy**

I. PURPOSE AND SCOPE

This policy contains guidance for faculty, staff, and all others who travel domestically and internationally on official University of Houston Clear Lake (UHCL) business, ensuring that we make the best use of university resources while supporting activities such as professional development, research initiatives, consulting activities, recruitment events, and beneficial interaction with other institutions, organizations, businesses, and community groups; and that reimbursement for such travel is accurate, timely, and compliant with State, Federal, and University of Houston System policies, codes, statutes, and regulations; and also considers best-in-class processes that support streamlined business operations.

II. DEFINITIONS

Term	Definition
Approver	The employee's supervisor is the first approver for any travel request. The department or college business administrator (DBA/CBA) must also approve any travel request to ensure that funding is available.
Blanket Mileage	A prospective pre-approval that the employee obtains from their supervisor and DBA/CBA, that they expect to incur local mileage expenses throughout the fiscal year.
Business Meal	Meals taken with students, colleagues, donors, individuals or entities doing business with the University or seeking to do business with the University when specific business discussions take place.
Concur	Concur is the travel management software that UHCL uses for all travel for employees, candidates, students, prospective students, university guests, lecturers, contractors, and government employees. It consists of two main modules: (a) the Travel Request, and (b) the Expense Report. Travelers must use both modules to request and obtain reimbursement for travel. There is an optional third feature, Travel (Booking), which provides travel agency support. However, use of this feature triggers additional, incremental transaction costs and should not be used unless the traveler has a special circumstance such as last-minute itinerary changes, emergency return travel, or health issues which impact travel.

Conference	A formal meeting on topics related to higher education, often attended by more than one or two individuals, frequently located off-campus.
Delegate	An individual the employee arranges as their travel proxy in Concur.
Domestic Travel	Travel occurring within the borders of the continental United States, or Canada, Mexico, Puerto Rico, or Hawaii (per the Fly America Act, Canada is not considered foreign).
Expense	The ordinary and customary outlay via cash or credit card, incurred while conducting UHCL business that is reimbursable. This does not include personal or non-reimbursable expenses incurred while traveling.
Expense Report	The expense report is a document generated within Concur software that captures travel expenses that have been incurred. These must be substantiated with documentation/receipts for all travel expenses to enable reimbursement. Reports must be created within 7-10 business days after the last date of travel.
Fiscal Year	September 1 – August 31
Foreign Auto Rental	Although the Texas State Comptroller provides for Hertz and Enterprise rentals in Canada and Mexico, travelers should obtain pre-approval by contacting the UHCL travel office before arranging for any auto rental via Concur.
Foreign Travel	Any travel occurring outside the borders of the continental United States, or Canada, Mexico, Puerto Rico, and Hawaii (per the Fly America Act). U.S. territories and Canada are considered foreign for insurance purposes when renting a vehicle. All foreign travel requires two specific documents uploaded in Concur: the export controls form, and the CITI certificate of course completion.
Gratuity	An amount the traveler provides voluntarily, usually for the provision of a service such as a porter, maid, or wait-person. Limited to 20%.
GSA Allowance/Per Diem	The Government Service Administration rate is provided for both meals and lodging, based on the city and county, and in the case of certain tourist locations, time of year (e.g. Orlando, Florida) where the expense was incurred. This is a pre-approved, pre-determined amount, contained within the software, that is used to calculate reimbursement for UHCL travelers. These are deemed a reasonable reimbursement of expenses incurred and are not intended to be a reimbursement of actual expenses. https://www.gsa.gov/travel/plan-book/per-diem-rates

Incidental Expense	An expense with an allowable, valid business purpose, incurred while traveling on official UHCL business. It is NOT for meals, lodging, transportation, personal expenses or gratuities. Typical examples include: tolls, parking, taxes (i.e. non-exempt taxes). Check with Accounts Payable/Travel if uncertain.
Itemized Expense Receipt	A document provided by the vendor that shows the vendor's name, date, detailed charges, total amount paid, and method of payment used by the traveler. For airfare and lodging the traveler's name is also required. Receipts are required for ALL travel expenses.
Limited Travel/Limited Travelers	Travel for certain faculty selected by each department where only a pre-set portion of the trip is reimbursable with local University funds. The traveler is expected to cover the remainder of the cost, should there be any, with personal funds.
Local Funds (not State funds)	Funds collected at UHCL for goods or services through non-state grants or contracts, or donors.
Local Travel	Local travel is defined as travel in Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, Waller and Wharton counties. https://www.uhcl.edu/about/administrative-offices/travel/documents/uhcl-blanket-travel-map.pdf

Overnight *local travel* that includes lodging is non-reimbursable without prior approval from the AVP Business Operations, and is taxable to the employee. |
Lodging	A commercial lodging establishment or private home such as a motel, hotel, inn, apartment, house, or similar establishment that provides lodging to the public for pay. This includes lodging provided by a governmental entity on property controlled by that entity, a religious organization on property controlled by that organization, or a private educational institution controlled by that institution.
Meals	This term includes food and non-alcoholic beverages. Breakfasts, lunches and/or dinners included at conferences as part of the attendee package cost are not reimbursable as separate meal expenses. Likewise, snacks are included as reimbursable meals, limited by the GSA ceiling but not reimbursable if the conference includes food.
Mileage	Official mileage is the *shortest* practical route between points.
Out-Of-State Travel	Out of state travel occurs when the departure or destination location is outside the state of Texas, but still within the US or its possessions.
Personal Day(s)	Concur captures self-reported personal versus business days. Personal days are not reimbursable for domestic travel, but are reimbursable for foreign travel expense. However, reimbursement for foreign travel where personal

	days occur only covers the travel itself and no other expense (i.e., no lodging or meals are covered on a personal day for foreign trips). Each day is evaluated by the travel office during expense audit to determine whether it was business or personal. Generally, a day is considered a business day when the principal activity was conducting UHCL business, or the traveler was required to be present at a specific date and time for a business meeting, or travel days to and from the business destination (not including side trips), or non-working days, weekends, and holidays that fall between days in which business was conducted.
Personal Expense	Any expense incurred while traveling that is not reimbursable by the university for which the traveler is solely responsible. If a personal expense is paid via travel card the employee must reimburse the university within 45 days of the last date of travel.
Snacks	Between meal snacks may be expensed, provided that conference costs do not include meals. Snacks are reimbursed as part of the daily meal GSA limit.
Travel	Travel includes all trips off campus involving airfare, rental car, and/or hotel/lodging, whether UHCL is the ultimate payor or not.
Traveler	Any UHCL faculty, staff, student, candidate, contractor, grant participant, or any other type of traveler who travels from home or work for the purpose of conducting bona fide UHCL business.
Travel Agent	The contracted separate entity that procures air travel via the Concur software platform.
Travel Card	A UHCL traditional credit card, as opposed to a declining balance card, will be part of the employee's profile, which the traveler may use for all allowable travel expenses and for which they are financially responsible should their expenses be non-reimbursable. Their UHCL card number will be part of the employee's profile in Concur. This card may be used to purchase airfare, lodging, meals, rental car, registration fees and incidental expenses related to UHCL business travel. Cards are issued to each traveler, as needed. Reimbursable card transactions are charged to the traveler's appropriate cost center(s).
Travel Request	Any request to travel on UHCL business submitted for approval within adequate time to obtain approval before the travel takes place. This time is longer in the case of foreign travel where the President must also approve.

University Guest	Any individual who voluntarily and without compensation provides recognition or support to the UHCL mission. This person may be a donor, potential donor, volunteer, alumni, community, government, university or corporate official. This category does NOT include current faculty, staff, students or persons paid an honorarium or fee for contracted services.
Zero Dollar Travel Request	Travel approval is still required in advance of any trip even if that trip has no anticipated expenses.

III.   PROCEDURE – HIGHLIGHTS

Policy – The UHCL Concur Training Guide explains the step-by-step clicks and entries required to request and expense travel. Thus, the following items are high level policy highlights to familiarize you with operational changes and/or emphasize key points. The following information is not intended as a substitute for the detailed operating guide or user manual.

UHCL travelers seeking reimbursement for travel expenses related to conducting official UHCL business activity, which is documented as such with an "explanation of benefit" entered in our travel software (Concur), *must* comply with the UHCL travel policy.

Concur - All travel must be booked through our travel software. Any purchase of air tickets or other travel arrangements outside of Concur will be deemed non-reimbursable without exception.

Full compliance requires the traveler or his/her delegate to enter an initial travel request in Concur outlining the estimated costs, purpose, and benefits of the trip. This request must be approved by the traveler's supervisor and CBA/DBA. Additional approvals are required for international travel. The request must be approved prior to travel for reimbursement to be processed. Travelers with a limited allowance, provided by their department, will be reimbursed only up to that limit. Any excess cost(s) will be borne personally by the traveler if additional university funding is unavailable.

Least Cost - As stewards of UHCL resources, travel should always be planned and selected based upon the most economical route for that trip, irrespective of personal day activities embedded within the excursion. Exceptions may be granted in the event the traveler has special circumstances, such as a health or safety issue, that requires an alternate itinerary.

Taxation - The UHCL travel policy rules stated herein conform with federal IRS rules regarding accountable plans. Under those accountable plan rules, expense reimbursements are not considered taxable income to the traveler, thus reimbursement is not generally included on the traveler's W-2 unless the traveler submits their reimbursement request late (see infra, Expense Report Timing).

Non-Reimbursement - Any expenses deemed non-reimbursable to the traveler, which have been paid by UHCL *traditional travel card,* shall be repaid to UHCL within 45 days of the last date of travel.

Should the traveler not repay UHCL timely, or in full, then UHCL will report the traveler to the Texas Comptroller of Public Accounts as a vendor on hold.

Further, any expenses deemed non-reimbursable to the traveler, paid by the traveler (*cash, check, personal credit card, etc.*) shall be considered personal non-business expenses for that traveler.

Alcohol - Alcohol is generally non-reimbursable, subject only to an approval exception granted by the President and/or his designee.

Conference – Documentation for conference requests and reimbursement must contain an agenda indicating all daily conference events, including meals and refreshments, and the promotional flier advertising the event that memorializes the dates and location. Meals offered during conference events will not be reimbursed as separate expenses should the traveler opt to dine on their own, independent of the conference.

Expense Report Timing - Based upon Texas fiscal management and subtending regulation and UHCL accounts payable bank charge reconciliation, the traveler must submit their expense report *7-10 days* after the last date of travel, not including personal days added at the end of their trip.

On-time bank payments enable UHCL to maintain a favorable credit rating and also assure travelers that reimbursements are processed promptly.

Moreover, under Texas regulation, any late submission of expense request (>60 days) automatically transforms the presumed non-taxable reimbursement into taxable income for the traveler, unless the expense is just for mileage alone. Mileage expense submission is always non-taxable.

After completion of travel, the traveler must complete an expense report and upload all receipts for all expenses into the UHCL travel software, ideally within 10 business days. These will be processed and reviewed by the accounts payable staff before reimbursement is processed through our accounting platform in PeopleSoft.

Travelers with successive back-to-back trips should plan ahead and time their expense reporting accordingly.

Late Expense Report Submission - The travel card account will be closed for 6 months for any traveler who fails to submit expense reports timely since this exposes the university to unnecessary financial risk; we will be obliged to pay our bank for travel charges incurred but will lack proper and complete documentation of such expenses.

International Travel - International travel requires Presidential, Provost, or Vice President pre-approval, depending upon the position title of the traveler. The traveler should obtain the highest rank approval within his/her academic or administrative division. Vice Presidents and Provosts require Presidential approval. In addition, this type of travel requires uploading of two separate forms during travel pre-approval: Export Controls form, and the completion certificate for the Collaborative Institute of Training Initiatives (CITI) course.

Meals – The GSA daily rate (one for meals, one for lodging) is a data feed to Concur that assigns an allowable cost based on the city, county, and in some cases season. This rate determines the amount that is reimbursable for these two expense costs. Meals can include snacks.

Mileage - Travel may consist of mileage alone. Enter mileage detail into Concur to request reimbursement for local and out-of-town mileage, parking and tolls. The software calculates mileage automatically when you enter departure and destination addresses.

Official Business - Business required to perform the duties of the UHCL position held, in accordance with the legal responsibilities of the university. Official university business must relate to and benefit teaching, research, affiliations and alliances, and/or community service at the university.

Overnight Local Travel - Overnight local travel that includes lodging is non-reimbursable without prior approval from the AVP Business Operations, and is taxable to the employee.

IV.   REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice President Business Operations

Review: Every five years

APPROVAL

Vice President for Administration and Finance

President

Date: _____

V.   REVISION LOG

Revision Number	Approved Date	Description of Changes
#1		New policy for UHCL

VI.   REFERENCES

- IRS Pub 463
- MAPP 04.02.01B
- SAM 03.A.03

University of Houston Clear Lake

RECORD OF CHANGES TO POLICY
Attachment A

	Changed Paragraph #	Proposed Change	Reason for Change
Attachment A: Record of Changes to Policy			
1.			New policy
2.			
3.			
4.			
5.			
6.			

University of Houston ⬔ Clear Lake

RECORD OF REJECTED CHANGES TO POLICY
Attachment B

	Attachment B: Record of Rejected Changes to Policy			
	Changed Paragraph #	Proposed Change	Proposing Party	Rationale for Rejecting Proposed Change
1.		None		
2.				
3.				
4.				
5.				
6.				