



UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON

RENU KHATOR
Chancellor and President

MEMORANDUM

Date: February 20, 2014

To: William Staples, President, UH-Clear Lake
William Flores, President, UH-Downtown
Philip Castille, President, UH-Victoria

From: Renu Khator, Chancellor *RK*

Re: **FY 2015 Planning Guidelines**

In May, the UH System universities will present their FY 2015 plans and budgets to the Board of Regents for consideration. Through this memorandum, I wish to convey my expectations for the planning component of these presentations. Your planning presentation should include the following:

1. Institutional mission and goals.
2. One-page introduction, including a general overview of your plan and the process through which it was developed.
3. One-page summary of reallocations (including their dollar value and prior use) implemented to fund new initiatives in your plan. Doing so will demonstrate our commitment to placing existing resources to their best possible use.
4. Description of new initiatives through which you will pursue the UH System's three goals of student success, national competitiveness, and community advancement, plus the investments you will make in university infrastructure and administration.
5. Bridge tables that summarize university investments of new resources (including existing resources reallocated to new purposes) and HEAF.

For each of the goal areas (identified in 4 above) you should include the following sections. Each section should be no longer than two pages.

Overview

In this section you should explain the importance of the goal in relation to your university. You should also evaluate the success of strategies taken in recent years to achieve the goal in relation to moving the needle on Progress Card measures, citing data from your progress cards where appropriate.

FY 2015 Initiatives

In this section you should identify the major initiatives you will undertake in FY15 to achieve the goal and fund either through new resources (e.g., new tuition and fees, existing resources reallocated to fund new initiatives) or HEAF. Each initiative should be described briefly, including the dollars that will be allocated to the initiative, the source of funds (i.e., new resources, HEAF) and a reference to expected outcomes.

Investment of Resources in FY 2015 Initiatives

This section should be a table identifying the initiatives in which you will invest in FY15. The table should include the name of the initiative, the amount invested, and the source of funds (i.e., new resources, HEAF).

The final component of your plan should be two bridge tables that summarize the ways in which new resources and HEAF are being applied (as described in the *FY 2015 Initiatives* section of your plan). These tables should reconcile with the individual "Investment of Resources in FY15 Initiatives" tables for each UHS goal. They will also provide the link between your plan and your budget presentation.

Looking ahead, Dr. Carlucci and his staff will be working with your CFOs to prepare the budget presentation for the Board. As we did last year, included in this presentation will be a table of how your total operating budget is expended by function (e.g., faculty & staff [multiple categories for each], capital, M&O, etc.). Providing a one-page overview of how all funds are budgeted at our universities is particularly valuable for regents.

By Friday, April 4, a draft of your planning materials should be submitted to Chris Stanich, after which we will hold planning hearings so I can provide you with input before the plans are finalized and submitted to the Board of Regents in August. Prior to the planning hearings, Mr. Stanich will be available to answer any questions you may have regarding the preparation of these materials.

cc: Dr. Paula Myrick Short, Senior Vice Chancellor for Academic Affairs
Dr. Carl Carlucci, Executive Vice Chancellor for Administration and Finance
Mr. Tom Ehardt, Associate Vice Chancellor for Finance
Mr. Chris Stanich, Associate Vice Chancellor for Institutional Planning & Analysis