



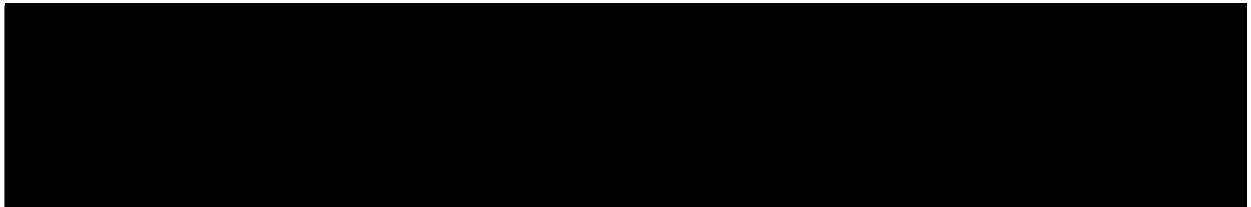
CABINET MINI-RETREAT
August 8, 2018
The Woodlands Resort & Conference Center
2301 N. Millbend Drive
The Woodlands, Texas 77380

Present: Dr. Dana Hoyt, Dr. Dick Eglsaer, Dr. Carlos Hernandez, Dr. Heather Thielemann,
Mr. Frank Holmes, Mr. Frank Parker, Mr. Bobby Williams, Mr. Mark Adams,
Ms. Kathy Gilcrease

MINUTES

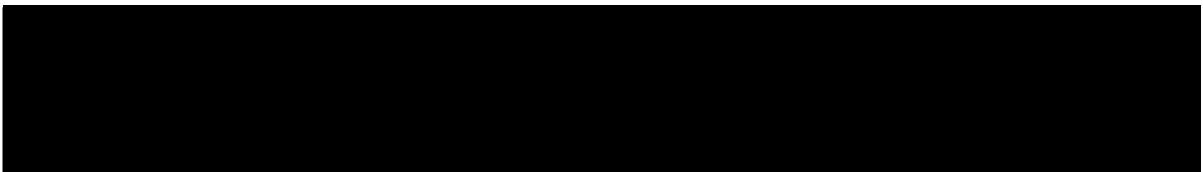
1. Budget Update and Planning

- Tuition and Fees Increase - Hoyt/Hernandez
- Fee Based Budget Reports – Hernandez
- FY19 Budget Report – Hernandez



2. Campus Space Planning Update – Hernandez/Eglsaer

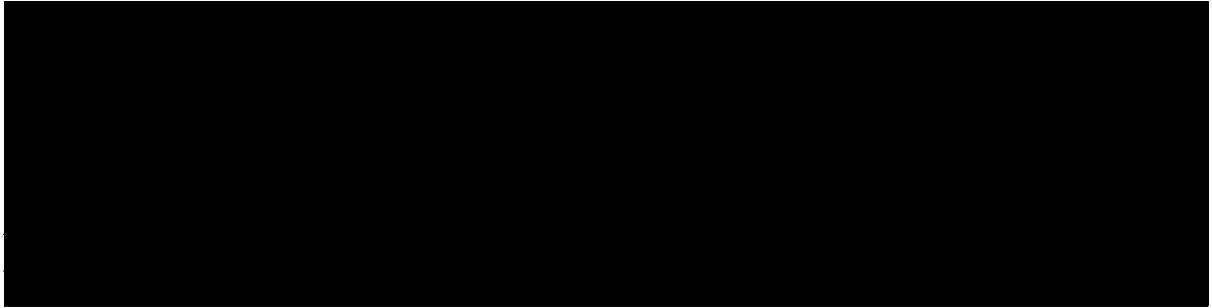
Dr. Hernandez discussed information on a handout regarding space with the categories of Complete/In Process, Future/Decided, and Future/Undecided. He stated that DELTA will move from the Templeton Building to University Plaza during Fall 2018, IR and Graduate Studies will move from the Administration Building into the Templeton building Spring 2019. Academic Affairs will spread out into the vacant space in the Administration Building. The Alumni Office will move from Visitor Center to Rainwater Bookstore January 2019. The Natural Sciences Museum and Art Galleries will move into the old Huntsville High School building recently acquired/renovated. The Engineering Technology Labs will move into the Art Buildings.



3. Leadership: Second Tier - Hoyt

Dr. Hoyt ask Cabinet members to list the names of individuals that could step into their position on an interim basis. Each member listed an Associate VP/AD from their division.

4. Campus Reorganization Follow-Up – Hoyt



5. Committee Structure – Hoyt

Cabinet discussed the current standing committees.



6. Scholarship Update - Hernandez

- % awarded per year
- Dollars in institutional scholarships
- Categorized by fund and use

Dr. Hernandez reviewed with Cabinet the handout entitled “Restricted Fund Activity” with categories of Friends of, Enrichment, Endowed Spendable, and Private Scholarships for the years of FY2016, 2017, 2018. There was also handouts in the notebook entitled “Restricted Fund Activity”, and “Net Tuition Analysis” with a category of Scholarships. Dr. Hernandez stated that it is a trend for scholarships to accumulate if the guidelines are too restrictive. He ask individuals to review these scholarships with donors in order to revise so funds can be disbursed. He would like these funds to be spent down over 4 – 6 years or place some of the funds back into corpus of the endowment to earn additional funds. He stated scholarships with an ending balance exceeding \$25,000 to be reviewed and determine why. He was ask to provide a list of the scholarships divided by College. He will take care of this request.

7. How do we tie strategic plan, data analysis, and resources allocation

- One page strategic plan
- Operating budget (all funds)
- Capital budget
- Space
- Renovation & construction

Dr. Hoyt stated she would like next year’s Strategic/Budget Planning meeting with Cabinet and CAD to be 2 days instead of 1.5 days in order to look at all funds for a 2- 3 year time period. She also wants the review to include space for appropriate request.

Other Items:

- An additional handout was disbursed entitled “SACSCOC Substantive Changes” along with SHSU’s Academic Policy Statement 081212 regarding Substantive changes notification. Dr. Hoyt ask Cabinet to take a few minutes to read/review. She discussed key points and asked Cabinet if they had any questions. Cabinet stated they understood the materials.