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**CABINET MINI-RETREAT**  
**August 21, 2017**  
**The Woodlands Resort & Conference Center**  
**2301 N. Millbend Drive**  
**The Woodlands, Texas 77380**

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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

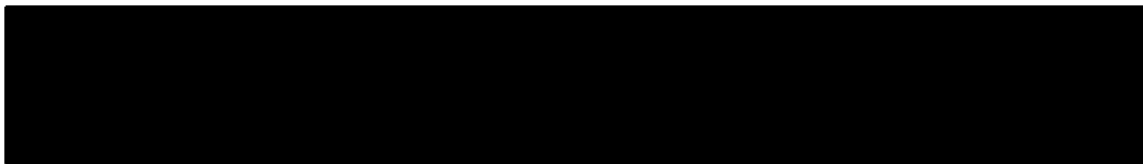
**MINUTES**

**1. Budget Planning**

**• Tuition and Fees Increase - Hoyt/Hernandez**

Dr. Hernandez reviewed with Cabinet the handouts enclosed in the notebooks. He stated that increases for tuition and fees will be requested at the upcoming November 2017 TSUS BOR meeting. The System would like SHSU to submit fee change requests to cover a 2-year period with justifications. There will not be percentage cap. One option would be for SHSU to initiate Program Fees for Colleges with a small change to Designated Tuition. The Program Fees will allow the colleges to have a new source of funds. Then, SHSU can free up some of the Designated Tuition funds to use for other expenses. SHSU currently has a couple of Program Fees (Nursing and Executive MBA). There will be a differentiation between undergraduate and graduate Program Fees. The CPI has been determined to be between 2.5 – 3% annual increase.

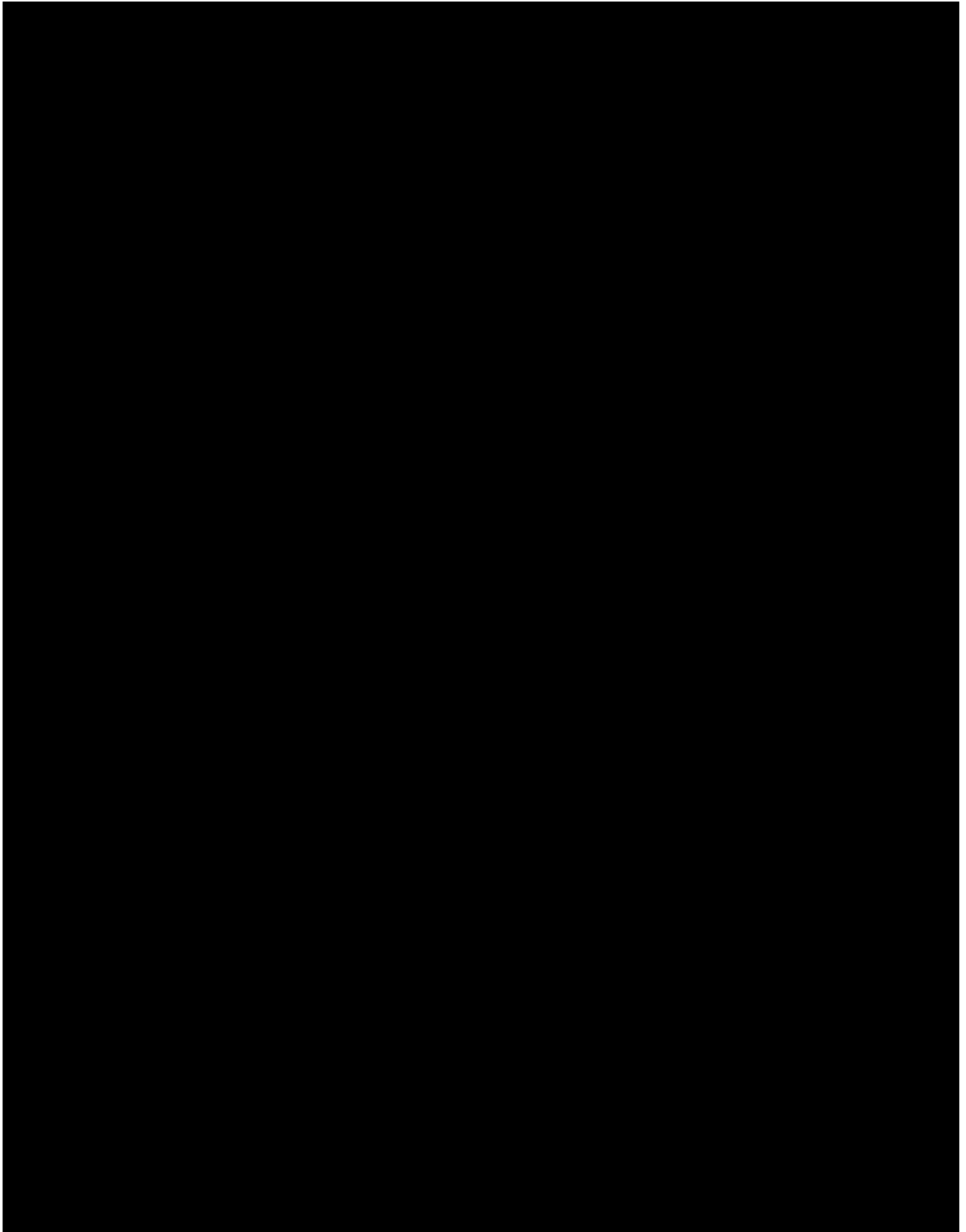
One handout listed three options 2%, 2.5%, or 3% increase based on a 2.5% increase in enrollment. Dr. Hernandez stated there needs to be a Cabinet meeting scheduled in September to finalize the SHSU fee changes that will be presented at the November TSUS BOR meeting.



**• Fee Based Budget Reports – Hernandez**

Dr. Hernandez reviewed with Cabinet the Fee Based Budget Report Draft/Template. This template will be used by Divisions and Deans to indicate how fees were used in the past and project the plans for use of fees for the future. Divisions that do not have fees (University Advancement) will complete form based on the designated tuition funds provided by the university. The budget office only wants to know about fee usage greater than \$500,000.

## 2. University Organizational Structure




### 3. One Page Strategic Plan Proposal – Adams

Mr. Adams presented the one page strategic plan proposal he developed for his division. He stated keeping the plan to one page makes it simple so everyone in his division can understand and relate to it. This plan is to help the departments within his division determine priorities and tie these priorities to the mission/goals of the entire university. Cabinet suggested requesting some of the Divisions and Deans attend a workshop to develop a one page strategic plan in the late fall and the rest in the spring. The divisions/colleges selected for the fall were IT, Student Affairs, and Finance & Operations, COBA, COFAMC, CHSS. Mr. Adams suggested Gartner consultants to come to campus to lead the workshops.

### 4. Campus Space Planning Update – Hernandez/Eglsaer

Provost Eglsaer and Dr. Hernandez discussed with the group the campus space plans. The report enclosed in the notebooks listed the building, the space coming available, date available and where the current occupants were relocating. The report listed space availability projections out for several years.



### 5. Graduate Stipend and Scholarship – Hoyt

Additional handouts were disbursed for this topic. Dr. Hoyt just touched on the highlights due to time restraints. She stated that she and Provost Eglsaer will get together to review.