# TEXAS HIGHER EDUCATION
# COORDINATING BOARD

*P.O. Box 12788 Austin, Texas 78711*

Stuart W. Stedman
CHAIR

Fred Farias III, O.D.
VICE CHAIR

John T. Steen, Jr.
SECRETARY OF THE BOARD

Michelle Q. Tran
STUDENT REPRESENTATIVE

S. Javaid Anwar
Michael J. Plank
Ricky A. Raven
Donna N. Williams
Welcome Wilson, Jr.

Raymund A. Paredes
COMMISSIONER
OF HIGHER EDUCATION

(512) 427-6101
Fax (512) 427-6127

Web site:
http://www.thecb.state.tx.us


April 23, 2019

Dr. Juan Sánchez Muñoz, President
University of Houston - Downtown
One Main Street
Houston, Texas 77002

RE: Desk Review of Formula Funding at University of Houston - Downtown

Dear Dr. Muñoz,

University of Houston - Downtown complied with relevant Coordinating Board rules and regulations for enrollment data used for formula funding and with Texas Administrative Code (TAC) Title 19, Section 13.100, in the areas of student semester credit hour eligibility, tuition payment, and enrollment.

**Summary**

Our review included tests of relevant enrollment data reported and certified by University of Houston - Downtown for accuracy and completeness in accordance with TAC, Section 13. Our desk review focused on the following enrollment data and time periods:

- Semester Credit Hours and Tuition Payments for CBM001 (Student Report) during summer 2017, fall 2017, and spring 2018; and
- Enrollment for CBM004 (Class Report) during summer 2017, fall 2017, and spring 2018.

Our work included procedures to verify:

- Reported semester credit hours were eligible for formula funding;
- Student tuition payments were received in accordance with requirements; and
- Reported enrollment was eligible for formula funding.

The cooperation of your staff during this review is greatly appreciated. If you have any questions or comments on the conduct of this review, please let me know.

Sincerely,

Mark A. Poehl

Mark A. Poehl, CPA, CIA, CISA, CFE
Director, Internal Audit and Compliance

**PERFORMED BY:**
Ms. Jamyen Robinson-Hall, Compliance Specialist

cc:

**THECB**
**Board Members**

**Commissioner's Office**
Dr. Raymund A. Paredes, Commissioner of Higher Education
Dr. David Gardner, Deputy Commissioner for Academic Planning and Policy
Ms. Linda Battles, Deputy Commissioner for Agency Operations and Communications/COO
Mr. William Franz, General Counsel

**Strategic Planning and Funding**
Dr. Julie Eklund, Assistant Commissioner for Strategic Planning and Funding

**University of Houston – Downtown**
Dr. Eric Link, Provost and Senior Vice President for Academic Affairs and Student Affairs
Mr. David Bradley, Vice President for Administration and Finance
Dr. Faiza Khoja, Associate Vice President for Academic Affairs
Mr. Hossein Shahrokhi, Associate Vice President, Information Technology
Mr. Daniel Villanueva, Assistant Vice President, Enrollment Management & Registrar
Ms. Carol Tucker, Director, Institutional Research

**University of Houston System**
Mr. Tilman J. Fertitta, Chairman, UH System Board of Regents
Dr. Renu Khator, Chancellor
Mr. Don Guyton, Chief Audit Executive, Internal Auditing Department

**Texas Council of Public University Presidents and Chancellors**
Dr. Rissa McGuire, Executive Director

**State Auditor's Office**
Internal Audit Coordinator

**Sunset Advisory Commission**
Ms. Jennifer Jones, Director

**Office of the Governor-Budget and Policy Division**
Mr. John Colyandro, Policy Director

**Legislative Budget Board**
Ms. Julie Ivie, Assistant Director