

Business Administrator Meeting Agenda

January 13, 2023, at 10 am

Recreation and Wellness Center, Room 263

1. Deja: Introduction

- Welcome to our team:
 - Yolanda Edmond – Associate VP, Chief Human Resources Officer
 - Miriam Rouziek – CBA, College of Human Sciences and Humanities
 - Richard Stebbins – DBA, Administration and Finance (Planning & Budget)
 - Rhonda Warner – Accountant II, Sponsored Programs

2. Planning & Budget: Questions/Comments?

3. Follow-up Items from the December meeting:

- 1) **Robin Shannon:** Service Center Voucher process
 - a) Robin also sent the SCR procedure guides to Rosie Pineda for review before it is eventually added to the UHCL website
 - b) In the meantime, the SCR voucher guides are in the DBA_CBA Teams site (DBA_CBA > General > Internal Training Documents > Vouchers)
- 2) **Cindy Saltzman:** Confirm the Travel Policies for UHCL Staff Members
 - a) The follow-up item was completed on 12/16 in the DBA_CBA Teams chat (Message titled [Travel “Named-Cards” List](#)). In the chat notification, Cindy included the Frequent Traveler Card requests spreadsheet (as of 12/16) from J. Jackman in the UHCL Travel Office
- 3) **Erika De Leon:** Follow up with Abby to get the HR Security Matrix and send out the hiring checklist to all department hiring managers. Erika will also confirm what HR needs and share an update at next month’s meeting
 - a) After the December meeting, Erika spoke with Abby. In their conversation, Abby had some concerns, which she will address with the entire cohort.

4. Agenda Items:

- 1) **Mark Denney:** The future of Business Administration at UHCL, getting in compliance with SAM 03.A.31: Business Administration. (Approximately 30 Min + time for questions).

College admins met with Mark a few months ago regarding concerns, namely regarding the change in leadership and processes campus-wide, as well as key staff turnovers. As a result, we are challenged with the consistency of campus business practices.

What is our authority to make proposed changes?

SAM 03.1.31: Business Administration – applies to UofH, but not the system campuses. We will need modifications and living to the intent and work with the UHS to refine it and make it specific for UHCL.

Responsible Manager: Direct reporting line

Administration and Finance: No reporting line, but establishes roles and responsibilities and metrics to evaluate.

What problem does this address? What is our solution?

- 2) **Erika De Leon and Abby Varela:** Onboarding Process for New hires (checklist and ePARs).
- 3) **Krista Buckminster:** Beginning of Budget Development (FY24) and Base Budget journals deadline.
- 4) **Rosie Pineda:** Accounts Payable practices in Concur Training
- 5) **April Felan-Butler:** Updated contact for [CBO Survival Guide](#) updates

Next Business Administrator Meeting: Friday, Feb. 10th at 10 am (Location TBA)