

# Welcome to the Business Administrator Meeting

- To sign in, please scan the QR code.
- If you did not bring your device, please use the printed sign-in sheet.
- We will begin shortly.



# Meeting Agenda – January 13, 2023

- **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)
- **Planning & Budget: Questions/Comments?**

# Follow-up Items from the December meeting:

- **Robin Shannon:** Service Center Voucher process
  - Robin also sent the SCR procedure guides to Rosie Pineda for review before it is eventually added to the UHCL website
  - In the meantime, the SCR voucher guides are in the DBA\_CBA Teams site (DBA\_CBA > General > Internal Training Documents > Vouchers)
- **Cindy Saltzman:** Confirm the Travel Policies for UHCL Staff Members
  - 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 from J. Jackman in the UHCL Travel Office
- **Erika Deleon:** 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.
  - After the December meeting, Erika spoke with Abby. Following their conversation, Abby had some concerns, which she will address with the entire cohort.

## Agenda Items:

- **Mark Denney:** The future of Business Administration at UHCL, getting in compliance with SAM 03.A.31: Business Administration.
- **Erika De Leon and Abby Varela:** Onboarding Process for New hires (checklist and ePARs).
- **Krista Buckminster:** Beginning of Budget Development (FY24) and Base Budget journals deadline.
- **April Felan-Butler:** Updated contact for CBO Survival Guide updates

**See you all at our next meeting on:**

**Friday, February 10<sup>th</sup>**

**More details coming soon!**

