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 10th
More details coming soon!

“If I cannot do great things, I can do small things in a great way.”

-Dr. Martin Luther King, Jr.