Central Business Operations Council (CBOC) Meeting Agenda  
Friday, January 19, 2024 at 9:30 am  
Bayou Building, Room 2311

1. Introduction
   • Welcome, Mr. Doug Wells!  
     ▪ AVP of FMC

2. Agenda Items:
   a) Best Practices – Payroll Suspense for Grants (submitted by Michelina Johnson)
      (1) PBO Reached out to General Accounting, who stated that Michelina’s Payroll Suspense concern was process-related.
      (2) Krista reached out to HR at UH Main for a response; UH HR responded that Account 00759-17136 is active and they will need to investigate further to see if they can determine why the funding for the position is still falling to suspense.
      (3) HR’s response: the nightly maintenance process changed to a suspense account. The department will need to create another ePRF to change the position budget.

   b) Accounts Payable Communications (submitted by Robin Shannon)
      (1) Robin submitted a suggestion to streamline the communications process  
          • Minimizing emails and preventing duplicate messages.  
          • Will they follow up daily regarding unpaid invoices?  
          • Reducing the number of individuals copied on messages.

   c) Updates - Adroit Receivers, Travel Funding, Travel Cards (submitted by Rosie Pineda)

3. Conclusion

4. 2023-2024 CBOC Meeting Dates:
   (All are scheduled at 9:30 a.m.)
   • Friday, February 16th, 2024  
   • Friday, March 22nd, 2024  
   • Friday, April 19th, 2024  
   • Friday, May 17th, 2024