Business Administrator Meeting – Agenda
March 10, 2023, at 10 a.m.
Recreation and Wellness Center, Room 264

1. Deja: Introduction
   • Welcome to our team:

2. Agenda Items:

   1. Mark Denney (VPAF):
      - Structure and process for delineating task documentation and job duties.

   2. Cindy Saltzman (DBA, Student Affairs):
      - Cost Center creation. What is currently on the drawing board moving forward?
      • In the previous Business Administrator meeting, Cindy suggested this as an agenda item for March (see recap)
      - Concur Travel Reps to give updates (perhaps Dr. Hawn, Rosie Pineda, etc.)
      • Concur Travel Status; timing for go-live; expectation of Travel-Card usage, etc.
        ▪ Cards are being issued now, in advance of go-live, and in advance of training.
        ▪ Financial exposure of having these cards “in-pocket” before the Traveler is trained.

   3. Erika De Leon (Director, Human Resources Operations)
      - Split Faculty/Staff positions. Discuss the current process and HR’s proposal to change the way these are currently set up in Job Data/PeopleSoft for FY2024.

   4. Robin Shannon (DBA, FMC):
      - SCR voucher discussion (if Rosie and Sherry are present)

5. Deja: Planning and Budget Updates
   • Hyperion 102 Training
     o When: Tuesday, March 28th @ 10 am-12:30 pm
     o Where: Bayou Building 1333
     o Who: All CBAs and DBAs
     o Bring your laptop and charger

-Next Business Administrator Meeting date:
  Friday, April 14th at 1:30-3 PM
  Location TBD
  More details and invitation to follow.