

# WELCOME, UHCL BUSINESS ADMINISTRATORS

- To sign in, scan the QR code, visit (link), or check in with April.
- We will begin shortly.

UHCL Business Administrator  
Meeting Sign-In: 3/10/2023



# AGENDA

- **Mark Denney (Vice President, Administration and Finance)**
  - Structure and process for delineating task documentation and job duties.
- **Cindy Saltzman (DBA, Student Affairs)**
  - Cost Center Creation
  - Concur Card updates?
- **Erika De Leon (Director, Human Resources Operations)**
  - Split faculty and staff positions
- **Robin Shannon (DBA, FMC)**
  - SCR Voucher follow-ups

# PLANNING & BUDGET UPDATES

- **Deja Sero (Director, Planning & Budget)**
- **Hyperion 102 Training**
  - When: Tuesday, March 28<sup>th</sup> @ 10 am-12:30 pm
  - Where: Bayou Building 1333
  - Who: All CBAs and DBAs
  - Bring your laptop and charger

# CONCLUSION

- **Save the Date**
  - Next D/CBA Meeting Date: Friday, April 14, 2023, at 1:30-3 pm
  - Location TBD
  - More info and invitation to follow
- If you need any assistance or have any questions, reach out to us at [budgetoffice@uhcl.edu](mailto:budgetoffice@uhcl.edu)