

# University of Houston Clear Lake

## Business Administrator Meeting Agenda

August 17, 2022

9am

**Bayou Bldg. 2230**

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10 min – Deja: Meeting Opening and Guidelines

15 min – Debbie Carpenter

- Terms and conditions on quotes
- Bottled water contract
- Additional items

5 min – Krista Buckminster

- FY22 Training and Education Programs – is due from CBA/DBA this Wednesday, August 17th
- Due to year-end time frame – will accept FY22 budget journals Monday – Friday.
  - o Will allow for more flexibility for CBA/DBA to do budget entries
  - o Thursday, August 25th is the deadline for FY22 Budget journals.
- 1063 Report has been emailed and saved in TEAMS. Deadline is Friday, August 19th
- Review soft commitments/open commitments to verify they are needed and will be spent
  - o Deadline from procurement/AP has already passed (August 9th)

15 min – Deja Sero

- Business Administrator Communication Plan Project update
- FY23 Budget
  - o Enrollment and Budget
  - o Budget Planning and Plan
- Budget Journal Training

5 min – Planning & Budget Questions/Comments?

No Agenda Items

- FMC
- Human Resources
- Police