

Central Business Operations Council (CBOC) Meeting Recap Notes
Wednesday, August 16th, at 10 a.m.
Bayou Building, Room 2311

Meeting attendees: Deja Sero, Mark Denney, Krista Buckminster, Rich Stebbins, April Felan-Butler, Robin Shannon, Tanjina Rahman, Cindy Saltzman, Lea Black, Andrea Sears, Haley Lansford, Abby Varela, Debbie Carpenter, Miriam Rouziek, Nicole Lenderman, Rosie Pineda, DeAngel Bonilla, Michelina Johnson, Rhonda Warner.

1. Introduction – *Deja Sero*

- a) Welcome to the very 1st CBOC Meeting! (Formerly known as C/DBA Meeting)
- Mark's suggestion for this meeting name change was to more accurately reflect the individuals and departments that actually attend the monthly meetings. It is not directed towards one specific group, but all part of the same operational area.

2. Agenda Items

- a) Re-mapping of overtime expenses – *Deja Sero*
- Could all overtime expenses be remapped (B5039). Deja is advocating for this, but it would be a UHS decision. It is best to keep them separate in order to provide budget. Deja asked for a consensus from the Business Administrators and whether they would like to bring it up to UHS.
 - Robin Shannon stated that she deals with it the most with the custodial and grounds team working overtime. She agrees with Juan that overtime is not easily tracked for longevity and it can be hard to determine how much funding is really available for overtime expenses.
 - Deja: We need to create planning tools and run reports to project future overtime expenses. Developing a plan and setting aside dollars will solve and guide a solution.
 - Mark: Likes OT in the budget node because it is miscellaneous labor cost longevity. FTE is in the other budget nodes. Managers need to be able to see what their overtime is because it's discretionary and longevity is not. The DBAs, CBAs, the department assistants should have a tool to be able to show their managers a breakdown of overtime to manage it without changing the structure. This is Mark's preference.

Miriam Rouziek: Are there any existing reports that we could run that would show

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overtime? Deja: Yes, on the 1074 reports. On the first page or the log report in PeopleSoft HRMS.

- Deja promoted her upcoming Hawk Power Hour, which will focus on operational budgeting from a manager's perspective, not from a business administrative perspective, how to manage a project, how it affects operations, and how to manage operations through your budget.

b) WCI & UCI (worker's compensation insurance and unemployment compensation insurance) – **General Accounting**

- part of the Fringe Benefits or non-wage expenses paid by UHCL on behalf of their employees.

Beginning FY24 Period 1:

- Automated monthly charges on local cost centers with S&W expenses
- 0.20% of Base Salary
- Account 51102 for and JE ID WCI0000001 for WCI charges
- Account 51103 for and JE ID UCI0000001 for UCI charges
- Planning & Budget Office will provide the funds on B5007 (Fringe Benefits Budget Node)
- All automated charges will be credited to our 2061-C0069-F0695 (UCI) and F0697(WCI) cost centers to pay for insurance claims.

Krista Buckminster: Planning & Budget cannot provide additional funds for this. Krista will check with Deja if a correcting entry would need to be completed for FY24, as the budget has already been loaded.

Mark Denney: This has been charged before but through a different mechanism. They used to be charged centrally, but now they will come out of the local cost centers. We need to make sure that the budget is where the charges are going to happen. We need to try the best we can to make the budgets align. Mark asked Krista to reach out to Deja and Dr. Hawn and collectively present it to him.

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c) Year-End Process Reminders – **General Accounting**

- August 30th @ 5 p.m. – Annual inventory of consumable supplies and off-campus authorizations for FY24. Designation of property custodian.
- It was noticed that items #60 and #62 were labeled with due dates of Monday, September 4th; however, it was brought to our attention by Rich Stebbins that is the Labor Day holiday. Tanjina stated that she would ask if the deadline would be on the Friday before the holiday (September 1st) or after the holiday.

UPDATE (8/29/2023): Tanjina Rahman confirmed that after the CBOC meeting, Think Dang notified all of the College and Division Business Administrators that the deadlines for items #60 and #62 will actually be on Tuesday, September 5th.

- September 20th – Cost Center Cleanup
- September 22nd – PS Finance 998 soft close (no entries allowed from departments)

d) Recognition to our 2023 CBMI Participants – **Mark Denney**

- Mark recognized Robin Shannon and Andrea Sears for recently completing their 3rd year of CBMI and earning their certificates. UHCL was recognized at CBMI because the internal auditor brought this to the attention of President Walker, who was very happy to see the emphasis on professional development and support for the business administrator roles. Mark also really appreciated how the CBMI participants attended the institute but also spent plenty of time in the evenings responding to emails and handling things remotely, as needed. Mark reiterated that he will continue to support current CBMI participants because of the importance of the staff development and he hopes to see more CBMI completions among UHCL staff.

3. Conclusion

- The meeting ended and lasted approximately 25 minutes.