March 9, 2022 Business Administrator meeting

Below is a recap of today's meeting. Please reply if I made an error or omitted anything.

Budget Development

• Scheduled meeting 3/10 @ 1pm

Human Resources

• Training for eForms

○ New hire trainings requested

○ HR: manuals satisfy training needs for basic data entry

○ HR: Issues with processing eForms are related to the varying differences between departments and lack of critical thinking before submission

▪ Currently, HR researches before denial and assists in corrections

• TRAM trainings will be a part of the on-boarding process

• TRAM resources are available online

○ Redirect employees to available resources on HR's website

• JAQ training

○ Existing job descriptions can be merged to new JAQ easily. Abby willing to work with business administrator

○ New jobs there is no JAQ training. HR willing to work with manager in drafting new JAQ.

• New Training program rolling out soon

○ Hawk Power Hours

○ Matrix that consists of job related trainings and professional development opportunities

• HR policies and procedures

○ Request for clarity in documentation

○ Request to provide a more robust "How to" section or "where to find" for redirecting employee questions

• New Exit interviews

○ Terminating employees will be scheduled for an exit interview

○ HR created exit interview template for supervisors

▪ To aid in business continuity after termination

• Job Descriptions posted on web

○ HR's ultimate goal, currently a lower priority

FMC

• Library at 95% completion, mostly lighting that remains

• Energy Savings Project – current completion is 12-13 months

○ HVAC controls upgrade will produce largest cost savings

• Emergency Generator to be installed in Hunter Hall

• Air Handler units repair/replace

• STEM building – resealing windows

• Wayfinding project

○ Phase I complete

○ Phase II walk through to be completed soon

▪ Building signs and directional signs

• Internal projects/renovations/work requests (centralizing/combining)

○ Currently: Projects are quoted and billed separately by the department performing the work

▪ No coordination between FMC and OIT which results in unplanned expenses for data lines, HVAC, lighting, etc…

○ Future: Customer receives a single, itemized bill or quote
▪ FMC reviews request and coordinates with OIT, if needed
▪ Single quote and bill from FMC

To recap a few things:
*If you have any suggested HR trainings, write an email to Abby letting her know what you are needing help with or what your staff needs training on. - eForms seem to be a popular suggestion amongst business admins and staff; however, HR does not feel that there is a need for initiator training.
*Communication has been a problem throughout the university. It would be nice to have announcements when people in certain areas either, change positions or are no longer with UHCL. Is there someone doing this now? If so, what group of people receive this information? Can CBA/DBA's be added to this list? This information may be vital to existing employees who had pending items with someone who is leaving the university.
*Is there someone who can train us on Peoplesoft reports in both finance and HRIS? There are many tools out there that we either do not know about or that we are unsure how to make it run the way it is supposed to.
*The CBO has put together a suggested training manual for the Business Administrator position which is set to include mentorship from initiation through final approval.
*What is the expected added value of a business administrator to UHCL? We spend most of our time pushing paper documents, acting as a liaison between departments, and instructing staff on where to find things, rather than assisting departments with their actual budgets and future financial plans. How can we change this?
*What is the expected value of the CBO and how does it benefit all of the business administrators?
*All of the HEERF documents are in the TEAMS group that was created. If you do not have access, Nancy Devino can give you access. Click on the link below to see if you have access.
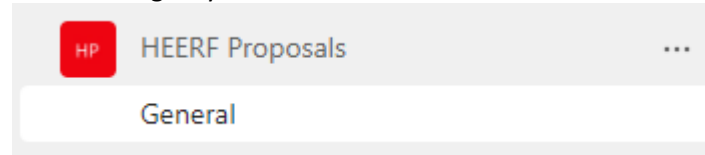
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