University of Houston ◢ Clear Lake
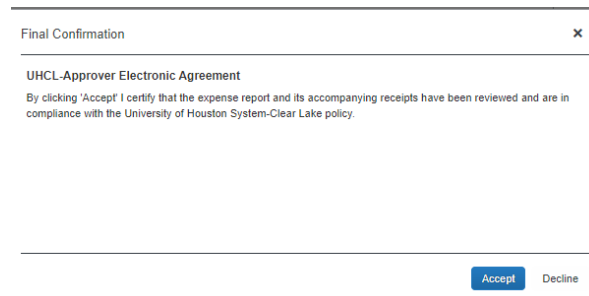## Planning and Budget

Central Business Operations Council (CBOC) - Meeting Recap Notes
Friday, December 15th, 2023 at 9:30 am

Attendees: Michelina Johnson, Rich Stebbins, Deja Sero, Mark Denney, Faron Samford, Juan Olguin, Dr. Sherry Hawn, Robin Shannon, Nicole Lenderman, Angela Jarvis, Lea Black, Greg Haines, Debbie Carpenter, Rosie Pineda, Leanne Howell, Andrea Sears, Luisa Gallegos, Haley Lansford, and Abby Varela. (**Logged on via Teams:** Krista Buckminster & Carmen Canales)

1. Introduction – Before we began, Deja informed the group that moving forward, when the Planning and Budget Office receives agenda items, April will contact the department head first with the summarized question(s) by the deadline and ask if a department representative would be able to address the proposed questions at the upcoming CBOC meeting. We will list what the questions were and have a representative to respond. We hope to provide departments with ample time to prepare and answer questions at meetings, so everyone is better prepared and so it does not appear as if several representatives are going to present on all of the questions or concerns.

2. Agenda Items:

- **DeAngel Bonilla:** Concur expense reports approval process for C/DBAs
    - In her agenda item, DeAngel informed everyone that the approval message (shown below) was in Concur for C/DBAs' approval:

    - Many of the C/DBAs did not feel comfortable with agreeing with this statement on approval requests, and wanted AP to clarify the responsibilities of the C/DBAs regarding this attestation.

    - **AP Response:** AP did not realize this statement was included on the page for C/DBA approval. AP submitted a ticket to Concur support to get the verbiage fixed and it has since been changed. Instead, Concur should now ask if the user approves of the request submission. The C/DBAs should only be responsible for approving that funds are available. The Travel Office audits and reviews receipts to ensure they are in compliance, not the C/DBAs.

    - AP confirmed that this was default verbiage that Concur placed and at times, Concur makes changes without advising them ahead of time.

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- It is not simply a matter of just the costs, but also the use of the resources in general. There may be instances of duplication but instead, there should be one department representative attending a conference who then returns to debrief and share the knowledge with the rest of the team.

- Deja encouraged the entire group to run the 1074 reports to ensure they have enough for Travel Funds. They can also check in Hyperion for this information.

- Dr. Sherry Hawn suggested that there should be a Hyperion Demo training; <u>Action Item:</u> **Deja Sero agreed that this would be helpful for everyone and confirmed that she and April would set up a Hyperion Demo Training sometime in January (whether it is at the January CBOC meeting or another Friday in January). A calendar invite for this training will be sent out as soon as possible, right after the Winter Break).** The hope is that we will have 100% attendance in this training session. Deja is also willing to grant Hyperion access to anyone who would like the capability to track this information.

- **Greg Haines (on behalf of Miriam Rouziek):**
  Ongoing issues with travel on state grants using Concur

  - Currently, the approval process to pay for travel with state grants is very difficult and messy due to the rules and requirements set by the State of Texas.

  - Dr. Sherry Hawn and Travel advised the group that if they are using grant funds to pay for Travel, they should not submit their request through Concur. Instead, the State of Texas requires the use of its portal when using Grant funds to pay for Travel. The state wants to control how their money is being spent and it makes them nervous if they cannot see the details of the transactions that are being made at their expense.

- **Michelina Johnson:** Late fees/interest on state accounts when invoices or requests for receivers are given to the departments late
  - More specifically, Michelina was referring to invoices that are requested (ex. PO receivers). Sometimes, the invoices are sent to AP, but then departments receive the invoices after the due date, which results in the charge of late fees.
  - Dr. Hawn advised that invoices need to be explicit and detailed as much as possible, and UHCL staff may need to get involved and request vendors to provide said details.
  - To sum it up, Deja proposed that it would be best to develop a flow chart which would help clear up this confusion and for the group to think of ways to improve the receiving process and ensure that receivers get signed and sent to AP promptly in respective areas.

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- **Abby Varela:** Method of payment for travel reimbursements
  - Historically, ePARs have been submitted for travel stipends; it's mostly been with the College of Business for faculty members in the Transforming Lives by Degrees program (for incarcerated students pursuing degrees) who are requesting mileage reimbursement. For these reimbursements, they should be going through the Travel Office instead, which Erika De Leon (HR) prefers.

  - Deja encouraged the Colleges, the deans, and DeAngel to come together and standardize how to improve this reimbursement this process, so it is consistent across the board.

  - Mark suggests that we should make adjunct pay competitive and then create contracts that would enable them to teach at any location. Then, get the documentation corrected and assign individuals, as necessary and accordingly.

- **Mark Denney:** Cost Reduction Goals for FY25
  - No decision has been reached yet, but we will more than likely land a 2.5-5% reduction in M&O spending on all funds. DBAs and CBAs need to review all M&O Funds, start identifying savings opportunities, and provide them to Mark as soon as possible.
  - There is no budget action yet and President Walker has not reached a decision yet. But we are nearing it and it should be shared very soon.
  - The goal is to act early and so the actions are enough and we are not having to take even bigger actions down the line. We are trying to avoid across the board cuts since they are not productive.
  - We are trying to prepare early because while enrollment is good, the actual dollars are not better, nor where we thought we would be.

3. Conclusion

  - Deja informed the group that we will be returning to Position Management budgeting at UHCL. We are currently using pool budgeting, which has been a bit of a struggle. We will be testing the Position Management budgeting for the next few months and in January (before Budget Development), we will ask all to review log reports. Position Management budgeting is expected to roll out with the upcoming Hyperion Budget Development training. The Position Management Budgeting will only exist in PeopleSoft and HR Mass report blog. It will not exist in Hyperion because UHS does not support this, but Deja will work with UHD and UHV to implement a similar model at both campuses in FY25.