

**Central Business Operations Council (CBOC) Meeting Agenda**  
**Friday, January 19, 2024 at 9:30 am**  
**Bayou Building, Room 2311**

---

**1. Introduction**

- **Welcome, Mr. Doug Wells!**
  - **AVP of FMC**

**2. Agenda Items:**

**a) Best Practices – Payroll Suspense for Grants** (submitted by Michelina Johnson)

- (1) PBO Reached out to General Accounting, who stated that Michelina’s Payroll Suspense concern was process-related.
- (2) Krista reached out to HR at UH Main for a response; UH HR responded that Account 00759-17136 is active and they will need to investigate further to see if they can determine why the funding for the position is still falling to suspense.
- (3) HR’s response: the nightly maintenance process changed to a suspense account. The department will need to create another ePRF to change the position budget.

**b) Accounts Payable Communications** (submitted by Robin Shannon)

- (1) Robin submitted a suggestion to streamline the communications process
  - Minimizing emails and preventing duplicate messages.
  - Will they follow up daily regarding unpaid invoices?
  - Reducing the number of individuals copied on messages.

**c) Updates - Adroit Receivers, Travel Funding, Travel Cards** (submitted by Rosie Pineda)

**3. Conclusion**

**4. 2023-2024 CBOC Meeting Dates:**

(All are scheduled at 9:30 a.m.)

- **Friday, February 16<sup>th</sup>, 2024**
- **Friday, March 22<sup>nd</sup>, 2024**
- **Friday, April 19<sup>th</sup>, 2024**
- **Friday, May 17<sup>th</sup>, 2024**