

Central Business Operations Council (CBOC) – Meeting Recap Notes
Wednesday, June 12th at 1:30 pm
Bayou Building, Room 2311

Facilitator: April Felan-Butler

Attendees: Andrea Sears, DeAngel Bonilla, Darron Johnson, Rich Stebbins, Luisa Gallegos, Faron Samford, Lea Black, Robin Shannon, Susan Ryan, Allison Revilla, Abby Varela, Erika De Leon, Cindy Saltzman, Greg Haines, Dolce Perez, Think Dang, Fred Holmes, Haley Jenkins.

On TEAMS: Carmen Canales and Mila Bautista

1. Introduction

April Felan-Butler started the meeting and informed the group that before going into the agenda items, Think Dang (General Accounting) was going to make a brief announcement regarding the year-end closing process. (Think was unable to stay for the meeting, as he had to return to the office to attend a virtual meeting with UHS regarding the year-end calendar). Think stated that the FY24 year-end calendar would be uploaded to the General Accounting as soon as possible. Think reminded the group about the big load coming up in August and encouraged the C/DBAs to redo cost centers and keep them clean and clear. When the GL closes, there will be an approval path to follow, all departments should ensure there is coverage (especially in the case of office absences) and remind business assistants to make journal entries when needed.

Think also introduced Fred Holmes, the new Asset/Risk Manager who joined the General Accounting team on April 16th.

After Think and Fred left, April also mentioned that Marty Baylor started his role as the Interim Vice President of Administration and Finance on May 13th. Marty was not present as he was off-campus this week, but April told the group that Marty is on campus every other week and encouraged everyone to stop by to meet him when they get the chance.

2. Agenda Items:

- a) TRS Retiree Surcharges & Time Worked Audits** (Continued discussion from the April CBOC Meeting; Submitted by Erika De Leon, Director, HR Operations – Human Resources)

At the April meeting, Erika mentioned TRS Surcharges and fees that UHCL has had to pay for return-to-work retirees. HR has also received several emails from UH, and they were informed that TRS will become more strict when the new school year starts this fall. UHCL HR is currently working with UH to streamline how they contact them. TRS is currently being audited and they have requested data from

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UHCL HR such as the number of hours that adjuncts worked 2-3 years ago, and this has been challenging for the HR team to track down. HR plans to report the monthly adjunct job data. Since they are being asked for more details, they will log into Campus Solutions and pull up an individual adjunct workload for a given semester. UH is currently working with HRIS to make adjustments that will more accurately report the number of hours an adjunct works. Erika informed the group that HR may reach out to departments if they need adjunct work hour data, or anything else so it can be reported to TRS. The data to be reported to TRS is the clock in/clock out time logs for adjuncts. If adjuncts exceed working 10 hours or the 18-hour limit, or 125 days, there will be reporting issues with TRS. If UHS finds any temporary employees who are not benefits-eligible and worked more than 20 or more hours or 125 days, UHS is now contacting these departments and requesting the immediate termination of these employees, who will become ineligible for rehire for a year and one day.

HR plans to send out a detailed email outlining how to report temporary employees to TRS (Ex. when/when not to report to TRS, what should be reported, what else is needed, and the limits of hours that temps can work, etc.).

Erika stated that she also welcomes any feedback that anyone may have and suggestions for improvement in this data reporting process. HR will reach out to C/DBAs and managers, TRAM Administrators, as well as Department Assistants and Support Staff.

To reiterate, during the summer, student workers can work more than 20 hours during the summer semester. If they are in a role or component not student-related, that could be a potential issue, but not if they are a student employee and it is during the summer semester or during breaks.

b) Payroll TRAM Administrators (Discussion; Submitted by Erika De Leon, Director, HR Operations – Human Resources)

Erika and the HR team are unclear as to who currently serves in the TRAM Administrative roles. They don't believe they are reaching the correct employee demographic because they've received responses from staff members questioning why they are receiving emails asking them to review the TRAM administrative reports. Once HR has a clean list of who should be in the TRAM Administrator

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roles, they will roll out TRAM Administrator training session information to the true TRAM admins.

HR requests all departments to review the TRAM Administrator lists and to get the true TRAM administrators properly trained. Some TRAM administrators are not running reports as they should, which is resulting in payroll issues. (ex non-payment, terminated employees receiving payments). HR is currently working on a handful of cases trying to collect overpayments before the end of the current fiscal year. Some overpayments are so significant that they may be unable to collect them before the fiscal year ends.

3. Updates and Reminders:

- **Canon Invoices** - AP is now processing the invoices from Canon (starting with May invoices)
- **Travel Cards** – Please check your per diem for the destination you are traveling to in advance of travel. Concur reimburses meals only to the per diem amount. Any average meal expense charged on the travel card must be repaid to UHCL.
- **Tips** - Meal tips are limited to 20% of the meal cost, including any tax.
- **Non-Employee Travel** – When purchasing non-employee (candidates, guests, students) airfare via travel card, send a receipt by email to ConcurTravel@UHCL.edu showing the cost center
- **Contacting AP/Travel** – Please continue to email AP/Travel instead of calling.
- **Updated Faculty Stipend Request form** – Now available on the CBO Survival Guide.
(Insert link: <https://www.uhcl.edu/about/administrative-offices/central-business-operations-council/survival-guide/documents/faculty-stipend-request-form-final.pdf>)

This form went through a recent update, with the addition of simplified terminology and language, thus improving the process for faculty stipends.

4. Conclusion – Thank you for joining us today!

- Any other announcements?

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- Next Meeting: Wednesday, July 17th, 2024, at 1:30 PM
 - Summer CBOC Meetings will be held on Wednesday afternoons

There were no other items or updates/reminders. April concluded by informing the group that the CBOC Meetings will likely resume on Friday mornings starting in September. However, April also stated that she welcomes any feedback that anyone may have regarding the schedule of future CBOC meetings and what works best for the majority of the group.