

**Business Administrator Meeting – Agenda**

**March 10, 2023, at 10 a.m.**

**Recreation and Wellness Center, Room 264**

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**1. Deja: Introduction**

- Welcome to our team:

**2. Agenda Items:**

**1. Mark Denney (VPAF):**

- Structure and process for delineating task documentation and job duties.

**2. Cindy Saltzman (DBA, Student Affairs):**

-Cost Center creation. What is currently on the drawing board moving forward?

- In the previous Business Administrator meeting, Cindy suggested this as an agenda item for March (see recap)

-Concur Travel Reps to give updates (perhaps Dr. Hawn, Rosie Pineda, etc.)

- Concur Travel Status; timing for go-live; expectation of Travel-Card usage, etc.
  - Cards are being issued now, in advance of go-live, and in advance of training.
  - Financial exposure of having these cards “in-pocket” before the Traveler is trained.

**3. Erika De Leon (Director, Human Resources Operations)**

- Split Faculty/Staff positions. Discuss the current process and HR’s proposal to change the way these are currently set up in Job Data/PeopleSoft for FY2024.

**4. Robin Shannon (DBA, FMC):**

- SCR voucher discussion (if Rosie and Sherry are present)

**5. Deja: Planning and Budget Updates**

- Hyperion 102 Training
  - When: Tuesday, March 28<sup>th</sup> @ 10 am-12:30 pm
  - Where: Bayou Building 1333
  - Who: All CBAs and DBAs
  - Bring your laptop and charger

**-Next Business Administrator Meeting date:**

Friday, April 14<sup>th</sup> at 1:30-3 PM

Location TBD

More details and invitation to follow.