

Business Administrator Meeting – Recap Notes

March 10, 2023 – 10 am

Attendees: DeAngel Bonilla, Cindy Saltzman, Michelina Johnson, Erika DeLeon, Renee Chavez, Susan Ryan, Laura Molina-Guzman, Rich Stebbins, Krista Buckminster, Darron Johnson, April Felan-Butler, Andrea Sears, Juan Olguin, Miriam Rouziek, Melissa Hernandez, Mark Denney, Faron Samford, Nicole Lenderman, Rosie Pineda, Abby Varela, and Deja Sero (facilitator)

1. **Deja:** Introduction – the meeting began at 10:05 am.

2. **Agenda Items:**

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

CBMI 2023

2 yrs ago, the CBMI (College Business Management Institute) was held. It's a 3-yr commitment. In 2021, Quite a bit of UHCL staff were funded by A&F and attended CBMI virtually. There was a large drop-off of staff who attended the virtual session in 2021, but did not attend the in-person session in 2022. Mark will need to know a commitment from A&F Division leaders who are interested in attending. This program is a week-long and requires a substantial level of commitment. You will not be using vacation time, but you must be available to step away from regular duties to attend CBMI. **Info will be sent out soon and we will discuss it.** Deja stated that UH places a strong importance on this institute and they are requiring their Internal Auditing staff to attend and start a new cohort this year. **More info about [CBMI](#) can be found on the [SACUBO](#) website.**

Structure and process for delineating task documentation and job duties

Mark discussed this in the last meeting (the matrix of all divisions and units) and wanted to encourage the C/DBAs to ask questions and share concerns. Human resources within Business Operations, Planning and Budget, and FMC will begin tracking or have already begun tracking processes in a flow chart and breaking down the different tasks that have to happen along the way. One of the key things is that a line is crossed in the process where someone outside of the department is doing a task and somebody internal to the department owns the process that is doing various tasks. We will begin identifying where the line is. Next, we will review the job descriptions and confirm if they line up with the tests that are assigned to those positions. For the last few years, UHCL has been trying to standardize and maintain consistent position descriptions across the university. We will review job duties and job descriptions and ensure that staff members are not doing tasks that are substantially outside of their job classification. Mark wants to continue having conversations about the delineation of roles and encourages questions. It will take some time to work through all of this but it will streamline and clarify our processes, and protect and preserve the roles. No one had any questions, Mark once again stated that he appreciates everyone's efforts, and he encouraged everyone to contact him if there are any concerns.

Question and Concern from DeAngel Bonilla: Dr. Sherry Hawn sent out a packet on how to handle copier payments moving forward. There are concerns with it being an Accounts Payable process, and would need to create requisitions that could be turned into purchase orders, and the C/DBAs are now being asked to do voucher payments for all of these purchase orders. When Sherry asked DeAngel, she said it was do-able, but she could only speak on behalf of Academic Affairs. Correction from DeAngel Bonilla (3/14/2023): Sherry suggested that the departments handle the vouchers and stated that she would send out a poll.

-DeAngel suggested the departments do the vouchers for the copiers instead of having A/P handle over 40 vouchers. Rosie Pineda shared concerns, especially since the Travel and A/P team is in the middle of the Concur project testing.

Rosie – seconded DeAngel's concerns as Concur testing is still going on, and currently, Rosie is the only one who can approve the POs.

Action item: schedule a meeting with Sherry, Mark, and each of the Chief DBAs of each division to discuss the concerns with processing these copier voucher payments.

Deja and Krista mentioned the NACUBO self-paced Strategic Planning course as a professional development opportunity. Krista just registered for this program and if she finds it helpful, Deja will encourage other C/DBAs to take it in the future. Deja also encouraged them to find courses that would benefit the entire group and help us enhance operations. Deja will set aside dollars in the budget for our C/DBAs to attend beneficial training sessions.

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)

Deja: Planning & Budget office has not been involved in the cost center development process for quite some time now, so she was unsure how to answer this.

Mark: With program codes, we are trying to follow NACUBO's model. Program codes are meant to inform what we are achieving when spending dollars. The goal is to align our program codes with the NACUBO functions and subfunctions by the start of FY24.

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

Rosie did not have any new updates to share at this time, but Mark commended the Accounts Payable team for all of their hard work on the Concur project. Anytime there is a transition to automation, it is not always an easy process, but it will be interesting to see the results and the improved functionality and efficiency.

Concur Travel Status; timing for go-live; expectation of Travel-Card usage, etc.

Revisions from Rosie Pineda (3.14.2023): The travel cards being issued currently have employee IDs to support testing in Concur, nothing else has changed for now.

Travelers should keep these cards in their possession and not return or destroy them.

Once we go live with Concur we will train on the new process. Training has already been set up for June 2023.

~~Cards are being issued now, in advance of go-live, and in advance of training. Some travelers are testing the cards, activating them during trips, deactivating after trips, and reactivating when there's another trip.~~

Mark suggested to keep a running list of all the data testers and letting the C/DBAs know who to go to for questions and progress, which will prepare them for future instances.

Financial exposure of having these cards "in-pocket" before the Traveler is trained.

The Travel office wants to fully understand how the Concur cards are going to work and by doing little pieces at a time.

TAP cards are open for certain windows of time with a specified amount of approved funds. Concur training will likely occur in June 2023; the Travel Office staff wants to fully understand everything before Concur officially starts. When Concur goes live, there will no more per diem for meals. Actual receipts will be needed.

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.

Currently, there are only 5 faculty/staff members are in split positions. Empl record 0 (Staff/faculty assignment) and Empl record 1 (staff/faculty assignment). This has turned out to be an administrative nightmare resulting in staff overpayments and etc. This often occurs due to grant-funded positions. It also brings a benefits issue and leave time issue. Faculty members are not eligible for vacation leave or longevity pay. Erika has addressed this to the Provost and the Deans of HSH and CSE. When the deans and Provost experienced something similar to this at Sam Houston State University, their faculty members remained at 100% faculty (even though they were doing different roles), they were not in a split position. Erika wanted to bring this issue to the C/DBAs to get input and suggestions for alleviating these issues. The goal is to implement HR's proposal to improve this process by the time FY24 starts on 9/1/2023. Erika also wants to do a self-audit to ensure that benefits and leave are not impacted.

DeAngel recommended that Erika includes the Office of Sponsored Programs (OSP) in this conversation, as well, and to implement this process ASAP rather than waiting until the start of FY24.

Action item: Erika will meet with all CBAs, OSP, and DeAngel very soon to discuss this issue.

4. Robin Shannon (DBA, FMC):

SCR voucher discussion (if Rosie and/or Sherry are present)

Sherry did not attend the meeting and Rosie left the meeting before this topic could be discussed. It will be followed up on at a future time. (this will be on the agenda for the April 2023 C/DBA meeting)

3. Deja Sero (Director, Planning & Budget)

Planning and Budget Updates

All Budget Summary data report tools were updated and all C/DBAs have access. They can now send their reports and request feedback.

We are starting up our meetings with OIT and we plan to design a management report and dashboard, effective 9/1. Let us know what your leaders need for this data and info regarding financials.

We are working with University Advancement to create required planning forms that will need to be submitted with a lead time of at least 60 days in advance. Everybody will be well aware of University Advancement, as well as what the costs are and those things leading up to that event.

Krista: Hyperion 102 Training

- When: Tuesday, March 28th @ 10 am-12:30 pm
- Where: Bayou Building 1333
- Who: All CBAs and DBAs
- Bring your laptop and charger

We are currently working on the Hyperion manual, which the C/DBAs can refer back to following the training.

On April 1st, Hyperion will open for the C/DBAs to go in and make updates to budgets. The testing environment is open for the C/DBAs to become familiar with the program.

Krista sent out the Budget Development checklist on Thursday, 3/9 to help prepare the C/DBAs for this Budget Development process. This checklist will be required.

If there are any issues and errors, send screenshots and notify the Budget office so we can look into these and find a solution.

Deja also showed her Budgeting template which will be included in the Budget Manager guide. C/DBAs need to try this out and provide feedback to help us make it most useful for them and their needs.

-Next Business Administrator Meeting date:

Friday, April 14th at 1:30-3 PM; Location TBD; More details and invitation to follow.

Action Items:

- Send out information about CBMI 2023, as well as a Commitment Form for all C/DBAs
- Schedule a meeting with Sherry, Mark, and each of the Chief DBAs of each division to discuss the concerns with processing the copier voucher payments
- Erika will meet with the CBAs, OSP, and DeAngel about the Faculty Split Positions and the best solution moving forward
- Agenda item for next meeting: SCR vouchers (Robin Shannon)
- C/DBAs: Use the Budget Development Checklist in preparation of the Budget Development process