

**Central Business Operations Council (CBOC) Meeting – Recap Notes**  
Friday, September 15<sup>th</sup>, 2023

---

**1. Introduction**

**2. Agenda Items:**

a) *Mark Denney:*

**(1) EAB Resources**

UHCL pays for access to the [EAB](#) and Mark encourages everyone to use it as a resource if they are not already using it. It used to be called the Education Advisory Board, but now it's only known as EAB. EAB is a combination of resources and services, and UHCL purchased the server and data hub, which is the backbone of our data warehouse. Create an account if you have not already done so. Once you enter in your UHCL email, the system will recognize that you have rights within the portal and they'll allow you to create your account. (It is a separate sign-in process). There are several resources and information on solutions to issues in higher education. Use EAB when you have a problem you are facing and see if there is any guidance on how to address an issue. EAB is one of the best resources and holds a lot of great information. Contact Mark if you have any challenges with creating an account. Two times a year, we can ask EAB to schedule a training session for all of us. Webinars are all included and conferences. There is no conference fee, but you would need to purchase the cost of travel.

**(2) Budget Savings**

During President Walker's retreat last month, he suggested that Mark look at some Budget Saving opportunities. In FY23, we were down \$5 million dollars, which would be addressed with fund balance and savings. The fund balance is nuanced, some of it is centralized and some of it is not. We consumed a chunk of the fund balance in FY23. In FY24, we put forward a budget that was consuming a very large chunk of our fund balance, about \$9 million. For this year, we absorbed \$2.5-3 million of the revenue loss. In FY25, we likely use another chunk of our fund balance. The bulk of the reduced spending comes down to M&O, or on the academic affairs side, how we allocate faculty to generate semester credit hours. There will be several discussions about Budget Savings opportunities. Around January-February 2024, we should have recommendations, but by the summer, we will implement new ideas. (Below is a copy of the notes that Mark provided for the meeting agenda):

**For FY2024**

**1. Budget Capacity**

- a. Admin & Finance will begin creating lists of historical budget capacity, based on historical budget to spending
  - i. Primarily M&O, but also labor

**Central Business Operations Council (CBOC) Meeting – Recap Notes**  
**Friday, September 15<sup>th</sup>, 2023**

---

- b. We will provide the lists as opportunities for temporary budget reductions for comment
- c. We will ultimately present the President with the savings recommendations
- 2. Vacancies
  - a. Admin & Finance will identify by Division, and possibly by Unit annual turnover and potential savings from a “Chill” (not a freeze) on hiring
  - b. We will look at areas of substantial vacancies for impact considerations
- 3. Redirect savings
  - a. Admin & Finance will identify initiatives and the potential savings to the University and temporary budget reductions for comment
  - b. Each Division will be given a savings target to achieve for a temporary budget reduction

Note: Temporary Budget Reduction

Any/all Divisions, Units, and Departments that identify (or have identified for them) budget savings opportunities, will have a temporary budget reduction, meaning at a point in the future, when enrollment recovers, and the budget no longer requires the use of fund balance, those temporary budget savings will be returned to their original Division, Unit, or Department.

**For FY2024 and beyond**

- 1. How we do business
  - a. Admin & Finance will make recommendations on business operations changes that can provide operational savings for consideration.
  - b. Admin & Finance will initiate working groups to address the following and determine their use, and budget responsibility:
    - i. Misc. Other Revenue
    - ii. Differential Tuition
    - iii. Administrative E&G Fees
  - c. Admin & Finance will recommend paths to help the Auxiliary Operations become profitable, and enable them to contribute to the University.
- 2. Getting entities to be more self-supporting
  - a. Admin & Finance will embark on the following tasks to make budgetary and operational recommendations to improve the efficiency of operations and reduce costs:
    - i. Processes to accurately charge Designated and Auxiliary Operations their full fare
      - 1. Analysis of our Admin Charge
      - 2. Clarification between Indirect and Direct charges.
      - 3. As examples.
- 3. Clarifying Central and Local funding and their uses
  - a. See Misc. Other Revenue, Differential Tuition, and Admin Fees work above
  - b. Fee Book and Fund Balance Policy
- 4. System Service Charge –
  - a. Admin and Finance will propose people to work on the System Service Charge and recommend the following:

**Central Business Operations Council (CBOC) Meeting – Recap Notes**  
**Friday, September 15<sup>th</sup>, 2023**

---

- i. Better allocation of costs to controlling units
- ii. Actions the University can take to reduce the system service charge.

**b) Yolanda Edmond:**

Termination ePAR for Temp employees and adjunct faculty

Yolanda is proposing a slight change to the business process for terminations. If you are terminating a temp employee or adjunct before the end of a semester, you will need to do an ePAR and provide a reason for the termination. She wants to ensure that at UHCL, we are always doing the right thing by treating our temps as we would full-time employees. It is important for HR to know why someone is being terminated before the end of a contract. It is important for managers to provide as much context as possible, so HR knows whether to check rehire or do not rehire when reviewing completed ePARs. Yolanda wants to be ethical and fair in terminations and this is why she asks for plenty of details when terminations occur. If a candidate appears as terminated without any explanation or supporting details, this can negatively impact their ability to be hired or rehired at UHCL or any UHS campus. There should be conversations with HR before someone is actually terminated from a position. State agencies must have supporting documentation for all terminations. Mark mentioned that Vice Provost Dr. Maynard supports Yolanda's proposal. Yolanda and Mark also brought up the importance of terminating as soon as possible and not waiting (ex. waiting till the end of a semester to terminate an adjunct to avoid the inconvenience of hiring a new instructor for a course). The important thing to keep in mind as we prepare to implement this new policy is that we don't ever want to overreact, but we also don't want to underreact.

**c) Miriam Rouziek:**

Clarification - standard expectations are for performing payroll reallocations

Miriam was unable to attend the CBOC meeting to ask about her agenda item, but Deja confirmed that we could table this topic for the October CBOC Meeting. **Dr. Sherry Hawn also said that Miriam had left her a voicemail and would follow up with Miriam to address her concern.** Juan Olguin mentioned that he and Miriam spoke about it in the hallway one day and she wanted to know what was the most preferred way to handle payroll reallocations. Juan usually gets the signatures, scans it, and emails the form to General Accounting. Juan informed Miriam that she was the only one who was entering the transactions into PeopleSoft.

Thinh Dang (General Accounting) brought up a recent instance of a faculty member who worked for UH and UHCL. **He would like for someone in Payroll to contact Miriam about how this should be handled.** Laura Molina-Guzman mentioned that there is a step-by-step guide sheet on how to complete payroll reallocations. She couldn't find it on the website recently,

**Central Business Operations Council (CBOC) Meeting – Recap Notes**  
**Friday, September 15<sup>th</sup>, 2023**

---

but she told us that Krista sent it to her when she first started here and has used it for payroll reallocations ever since. Laura plans to share this resource with anyone who needs it and with Business Operations, to ensure that everyone is following the proper procedures. DeAngel will also follow up with Miriam for payroll reallocation training.

Deja reminded everyone to meet the deadline when submitting agenda items to April and she will work with April to ensure that when a question comes up, to meet with her and ensure the question goes to the appropriate operational area at least one week in advance to prepare a response.

**d) *Deja Sero:***

(1) Carryforward open commitments

UHS decided to start providing a Carryforward report to the Budget Office. This is completed at the end of the year. When the report was reviewed, it was noticed that some POs were still open. Sherry is trying to get them closed, but UH won't let us close them and there are commitments that are out of our control. The budget controls our commitments, expenditures, and revenue. Review and close them as soon as possible, but do not close any POs too early.

(2) Quarterly reviews and meeting

Do not use this time to look at problems, but instead use the guide, look at what is reviewed, and create reminders to ensure that you have a clean quarterly review. The main purpose of reviews is to help you prepare for the year, create reminders for yourself, and block off time to review fund balances and bring up questions to meeting times.

(3) Fund Equity reports

The fund equity reports were provided in the FY24 Division Budget meetings and they provided our leaders with a 5-year glance of their funding for their divisions. This is a great report to use when looking at cost savings for the year. If you need any assistance with viewing your fund equity report, contact Deja, and she can show you (it does not take long to do). This is a strategic way to reallocate expenses for this year and develop solutions for managers.

Mark also clarified that UHCL has no intent of taking course fees for any reason and asked everyone to help him shut down this rumor that has been going around. The colleges and faculty believe that we are scraping and taking fund balances.

The Budget Request form was recently removed from the Budget Office website for carryforward balances or requesting current needs during the year until we receive

**Central Business Operations Council (CBOC) Meeting – Recap Notes**  
**Friday, September 15<sup>th</sup>, 2023**

---

guidance from President Walker on how to approach this year if funding requests are outside of the budget. **We will communicate once all details are clear and what will take place in FY24.**

**3. Conclusion**

- Laura Molina-Guzman announced that this is going to be her last CBOC meeting as she recently accepted a new position at the UH-Main Campus. She is going to miss the UHCL campus and all the people she has worked with here.
- Mark also asked if anyone in the meeting had the Safe Zone app installed on their phones. Krista and Rich had it on their phones (Krista has Apple and Rich has Android). Mark wants to determine if the problem he has with Safe Zone is on just his phone or if it is because he has an Android. They are trying their best to work on this issue and get it resolved.

**4. Fall 2023 CBOC Meeting Dates:**

- **Friday, October 13<sup>th</sup> @ 9:30 am**
- **Friday, November 10<sup>th</sup> @ 9:30 am**
- **Friday, December 8<sup>th</sup> @ 9:30 am**

\*Locations will be announced at a later time.