

**Central Business Operations Council (CBOC) – Meeting Recap Notes**  
**Friday, April 19<sup>th</sup>, 2024**

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**Attendees:** Dr. Sherry Hawn, Andrea Sears, Greg Haines, Michelina Johnson, Angela Jarvis, Nicole Lenderman, Daniela Valenzuela, Melissa Hernandez, Rosie Pineda, Debbie Carpenter, Robin Shannon, Lidia Quiroga, Dolce Perez, Faron Samford, Chief Russell Miller, Cindy Saltzman, Rich Stebbins, Luisa Gallegos, Erika De Leon, Haley Jenkins, Rhonda Warner, Mark Denney, Miriam Rouziek, Doug Wells, April Felan-Butler

**On Teams:** Krista Buckminster, Darron Johnson, Carmen Canales, and DeAngel Bonilla

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**1. Introduction**

**2. Agenda Items:**

**a) Celonis Audit, Registration on Travel, Concur update, & Travel Cards**

Presented by Rosie (Accounts Payable)

- **Celonis Audit:** There have been several concerns regarding the Celonis Audit that appears on the voucher approval path. This is not much of a concern, but rather an audit feature that helps the auditors run reports and detect any duplicate payments. Review this audit feature if you come across it.
- **Registration on Travel:** Registration is not a travel expense and registration expenses should not be made on Travel cards. This has been problematic for the Travel office since they can see when the expense is made, but they cannot determine which trip it is. Registration expenses should be paid on a P-Card or a voucher. If you purchase airfare on a P-card well before a trip, you can do the expense report, even if the trip has not occurred yet.

For candidate airfare, you can put it on your Travel card, but you will need to provide the Travel Office with a copy of the airfare and let Concur know so they can remove the charges from your profile. A request must be approved before you can create an expense report. The Travel Office will update the training materials so they align with the correct procedures that should be followed.

- **Concur Update** – There was a recent update with the Concur site. Although things look quite different, it is still manageable. The Travel Office is requesting departments to play with it and become familiar with it, and to email them instead of calling (even if it is urgent) due to the priority of training several newly-hired staff members.

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- **Travel Cards** – It does not take very long to get a Travel Card and you can complete a Docusign form to request one. The Travel Office reminds all that when making dining purchases during a trip, travelers must know the per diem costs for the location they are visiting. Recently, some travelers have been going beyond the per diem costs and the Travel Office has no other recourse but to request a reimbursement. Dr. Sherry Hawn also mentioned that there may even be a change in strategy and design regarding travel and meals.

#### b) **Copier Management Plan** - Presented by Lidia & Melissa (Business Ops)

- During an audit review, Business Ops identified cost savings opportunities and created a plan to consolidate equipment based on owner location. (Copiers that are located closely will be combined to less stations). By 11/30/2024, the anticipated annual cost savings will be approximately \$4,893. There are currently 88 copiers on campus and 11 are currently unused. There will be an ongoing evaluation of usage as several contracts are expiring over the next few years. 5 can be moved to back-fill by 11/30/2024. 12 can be sunset (one is expiring and removal is recommended due to low usage). 11 duplicates with plans to back-fill expiring contracts. About 3 of the copiers could be replaced with newer, more efficient copiers.

Lidia and Melissa plan to contact and set up meetings with all of the Business Administrators very soon to provide feedback, discuss copiers in their respective areas, contract expiration dates, finalize the copier management plan, budget for multi-year savings, and make recommendations for the next steps. In general, it is highly recommended that we lower our operating costs. It may not seem like much in savings, but everything adds up and can make a difference. If there are any questions regarding the copiers or to calculate savings, contact Lidia, Melissa, and the Budget Office. Effective FY24, contracts are valid for 2024-2028.

#### c) **Food Waiver** – Short announcement by Dr. Sherry Hawn (Business Ops)

- Business Ops drafted a proposal to raise the current food waiver limit amount from \$100 to \$250 when using outside vendors. Up to the \$250, you can purchase food items (ex. pizza, donuts, etc.) with a P-Card with no

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approvals, forms, etc., required. However, if a food order is valued at \$2500 or more, there should probably be a contract for it.

- d) Erika De Leon (Human Resources) informed the group about a recent meeting between UHCL HR and UH System Benefits regarding a potential financial impact to the university. UHCL currently has 46 return-to-work retirees who retired from UHCL, school districts, community colleges, and other state agencies throughout the state of Texas. The 83<sup>rd</sup> Legislative Session changed the process for reporting these employees and it has been a complete administrative nightmare for UHS. During monthly reporting, over 100,000 errors come up which results in a lot of tedious work. TRS wants to know the total number of days that these retirees worked and the number of hours they physically worked in a day between 2020-2023. Some of the 46 retirees are working less than what they are supposed to (less than 20 hours). UHCL now has 6, but we are about to have 7 return-to-work retirees working more than what TRS wants them to work. UHCL is now accumulating a surcharge of 16.5% if they retired from TRS and are not only receiving a pension but also retiree insurance called TRS Care. This is an additional \$535 per month for each of these retirees. The biggest issue is that we do not find out about this until after the fact.

Erika feels that UHCL HR may need to have a meeting with all of the CBOC group to discuss what UH is doing the minute they find out about the surcharges, and they immediately terminate the employment. This challenge is very disruptive, especially if it is an adjunct, and what makes it most difficult is that we receive ePARs so late. There are also several other factors that we are unaware about (ex. year of retirement, other part-time jobs, etc.) that also make this process challenging.

There is no urgent action that needs to be completed at this moment, but Erika feels that we will need to meet as a group to discuss this process and how the entire process can be simplified. Part-time hires end up costing us a lot more than they should and this is summed up as a TRS defined benefit plan. (Erika also mentioned that this will likely be an agenda item for the May CBOC meeting).

**3. Conclusion – Thank you for joining us today!!**

- Next Meeting: Friday, May 17<sup>th</sup> at 9:30 am
- Thank you, Mark!
  - Best wishes on your next chapter at Pacific University!