

Business Administrator Meeting – Agenda

February 10, 2023, at 8:30 a.m.

Recreation and Wellness Center, Room 264

1. **Krista:** Introduction

- Welcome to our team:
 - Nicole Lenderman - College Business Administrator, College of Science and Engineering
 - Renee Chavez - Faculty Affairs Coordinator (also Provost Office Dept Asst)

2. **Agenda Items:**

1. **Mark Denney (VPAF):** Reminder - Chief DBAs & CBAS from each division will need to complete the Dept --Assistant Structure Excel form (as discussed in last meeting).
2. **DeAngel Bonilla (Chief Business Administrator, Academic Affairs):**
 - Business Admin Workflow concerns
 - Reactivation of Inactivated positions (discussion with Human Resources)
3. **Abby Varela and Erika DeLeon (Human Resources)**
 - Faculty Reporting Lines
4. **Laura Molina-Guzman (CBA, College of Education):**
 - Clarification on SCR voucher approval procedures
5. **Cindy Saltzman (DBA, Student Affairs):**
 - Strategic Hiring Process: PeopleSoft Strategic Hiring Committee workflow routing sequence for ePRFs.

Save the Dates:

-Budget Development (CBAs and DBAs only):

Wednesday, February 15th at 3 pm-4:30 pm (Bayou 1311)

-Hyperion Reports Training:

Tuesday, February 28 at 10 am-12 pm (HR Training Room)

-Next Business Administrator Meeting date:

Friday, March 10 at 10 am (Location TBD)