

Business Administrator Meeting – Recap Notes
Wednesday, July 19th, at 10 a.m.

Attendees: Krista Buckminster, April Felan-Butler, Darron Johnson, Luisa Gallegos, Robin Shannon, Rich Stebbins, Andrea Sears, Melissa A. Hernandez, Lidia Quiroga, Nicole Lenderman, Michelina Johnson, Laura Molina-Guzman, Abby Varela, Erika DeLeon, Cindy Saltzman, Yolanda Edmond, Greg Haines, Miriam Rouziek, Mark Denney, Juan Olguin, Lea Black, and DeAngel Bonilla (via Teams).

April welcomed everyone and informed the group that she would be overseeing the meeting, as Deja was out sick for the day.

1. Krista Buckminster - Introduction

- a) Welcome, Luisa Gallegos! (Budget Analyst III – Planning & Budget Office; joined in May)

2. Agenda Items

- a) DeAngel Bonilla - [MAPP 02.01.06: Additional Compensation - Exempt Staff](#) (for HR)

Greg Haines spoke on behalf of DeAngel who was at the meeting via Teams. The College Business Administrators discussed the policy where total compensation can't exceed 120% of the base pay. They ran into questions about this because in some instances, they are hiring people in HSH who are not or maybe full-time elsewhere on campus and they don't have access to that department's information. (Ex. Instance with Chuck Crocker, who was hired as an adjunct. Greg was unable to see what his pay looked like elsewhere and wanted to know if there was a way to monitor this. Yolanda Edmond verified that this may be due to the way he is classified as an employee. Mark Denney confirmed that there is a limit on faculty and if there isn't on staff, there should be, because working for the university there must there has to be a limit on how much you can.

Yolanda believes that there needs to be a conversation about this topic and reviewing the process in place for the new semester. After reviewing MAPP 2.01.06 and the SAMs, we could not find a UHCL policy that addresses Additional Compensation for faculty members, only an internal guideline. Yolanda also wants HR to update the Additional Compensation form for the HR Website to accurately track the dollars being spent in additional faculty pay. **Yolanda plans to meet with Dr. Maynard (Provost) to determine the cap for faculty salaries and what the process will be.** She felt it was a good conversation to have and she does not know what's being done or not being done until someone brings it up to her. Mark Denney agrees that UHCL should get it

Business Administrator Meeting – Recap Notes
Wednesday, July 19th, at 10 a.m.

documented in the form of a policy, because it's compensation, it should be a policy and not a procedure.

During this discussion, several of the staff members were trying to search for the policy in the SAMs and the MAPPs, but were unsuccessful. The closest thing Miriam Rouziek could find was section 3 (ADDITIONAL COMPENSATION) of [SAM No. 02.A.08](#). Erika DeLeon mentioned that UHS is currently in the process of making changes to this policy and Mark said it had to do with UHS wanting to be consistent in how staff and faculty members are treated. With the level of student research increasing at UHCL, this is going to become more of an issue with our faculty members, so this is an ideal time to make changes. Yolanda said that [SAM No. 02.A.08](#) only deals with outside employment and it looks like a very short bullet point was just added, but it does not fully cover additional pay for faculty. According to Mark, there has never been a set policy; UHCL has been fairly lax in the past, but substantial progress has been made in recent years. It may have never been an actual policy, or it may have been in something that just kind of went through the University Council and never got published to the website.

- b) Cindy Saltzman - (Follow-up item): Status of new student-employment rates; coordinating the plan with Budget/Hyperion data load.

Cindy wanted to know about the coordination due to the new rates, which have not been published. We need to get those rates into the hands of hiring managers for their students so they can prepare offer letters and put them into position numbers that might be changing because of job code. Abby Varela confirmed that she will not inactivate existing job codes yet and there will be a clean-up. For the GPRS for FY24, they can be submitted August 14th.

Follow up from previous meeting item: After the survey was sent out on the student job codes, Abby did not receive many responses. For this reason, she decided to level it and have the student monthly and student hourly job code. C/DBAs can create new job codes to continue and inactivate job code.

Yolanda told Abby to provide the C/DBA group with the final numbers and they can send it to who they feel needs that information until HR can get it posted. C/DBAs can create new job codes as needed. Abby confirmed that the new student rates can be used on August 16th and the job title would be Student Assistant. The new rates go into effect on 9/1 and students starting August 16th would have to be re-hired on 9/1.

Business Administrator Meeting – Recap Notes
Wednesday, July 19th, at 10 a.m.

c) Juan Olguin-

a) Remapping “Overtime – 50111” from “B5006 – S&W” to “B5039 – S&W NES”, or preferably, its own budget node

- Juan asked about departments that pay out overtime instead of comp time. It charges to the salary and wages budget node, which is where all longevity is. The S&W line is kind of our catch-all for all the little budget or salary items, which includes longevity and overtime and things like that. How granular do we want to keep getting and is there a benefit in breaking out over time separate from the other things that would still be in S and L salary wages, which is, you know, longevity and those types of things?

b) Concur – DBA/CBA expectations

- There's been some confusion because when members of Juan's department have tried to get trained with Concur, the Travel Office has just been telling them to get with their DBA. Melissa took the CBA and DBA list that De Angel has updated on this week and assigned all C and DBAs as level 1 approvers. To sign up for a Concur training, email Dr. Hawn, but if your department wants specialized training, contact Dr. Hawn to request it and specify why the variety training is not sufficient for your team. When asked if the Concur Travel box going to eventually replace the Travel Office box, Melissa said that yes, more than likely, but right now they are trying to manage both boxes. Melissa confirmed that for the Concur approval process, she will have it flow through the department assistant so they can verify cost centers, but she needs to know which of those departments she would need to assign those to and to whom she would need to assign it to. The CBAs and DBAs have told Melissa they would prefer to have it flow through the people who are managing those budgets. Mark agreed to provide Melissa with a unit list, identifying the Department Assistant/Admin Assistant, and then she will need to work with Dr. Hawn to develop a plan of how to reach out to each unit on the campus and how they have set up approvers.

Business Administrator Meeting – Recap Notes
Wednesday, July 19th, at 10 a.m.

- d) Rich Stebbins- Coverage during CBMI (July 23-28)
- About 8 or 9 C/DBAs will be out at CBMI next week. Will we need to set up an informal backup for people to cover for us, or will all duties sit for a week? For HR items, it takes a while for the security forms to go through. Mark suggested the C/DBAs to log on when they are at CBMI and during evening breaks in order to help keep things moving. Robin Shannon added that there is a delegate option in PeopleSoft, so another designated person can approve or deny in your absence. **Mark told Robin to research the ability to delegate.** (Visit [How to Set Up Alternate User In PeopleSoft.pdf](#) to learn about this feature in PeopleSoft). For each unit that the person is going to CBMI, the expectation is that you have some system in place so that things can continue to progress. If the C/DBAs have any concerns will attending CBMI, Mark asked them to email April Felan-Butler and we can try and see what support to provide.

3. Conclusion

- a) Mark your Calendars:

August 2023 C/DBA Meeting – Wednesday, August 16th @ 10 am

