

UNIVERSITY of
HOUSTON

BUSINESS SERVICES

Student Fees Advisory Committee

Presentation FY 2019

Mission

Business Services provides the administrative, financial, auditing, and human resource support for the departments within the Division in accordance with state and institutional policies.

- 🐾 Process all financial and human resource/payroll transactions for each department/program.
- 🐾 Approach day-to-day operations by committing to:
 - 🐾 Empowerment
 - 🐾 Transparency
 - 🐾 Accountability
 - 🐾 Diversity
 - 🐾 Innovation
 - 🐾 Collaboration

Division of Student Affairs and Enrollment Services

Strategic Initiatives

DSAES / UNIVERSITY INITIATIVE

Resource Management, Leadership, Facilities

Actualize and leverage the fiscal, human, technological, and facility resources that enhance the student experience.

Student Workers – Business Services will implement and promote departmental **student employee** and **staff training** model in order to advance **professional competencies**.

DSAES / UNIVERSITY INITIATIVE

Innovation, Accountability, Transparency

Develop a culture of innovation and accountability in the redesign of Division policies, processes and procedures.

Customer Service – Reporting: Business Services will implement **new reports** for the Division of Student Affairs and Enrollment Services departments in order to provide the **highest quality customer service** and operational efficiency.

DSAES / UNIVERSITY INITIATIVE

Communication, Brand, Initiative

Cultivate a collective identity that demonstrates a united vision.

Customer Service – Website: Business Services will **improve customer service** for Division of Student Affairs and Enrollment Services business partners through the implementation of its **web presence**.

Services Provided



Successes and Accomplishments

Department	Cost								Award	Total
	Centers Count	Vouchers	REQ / PO's	Contracts	Journals	P-Cards	T-Cards	Famis	Memos (SFA only)	
AVP FOR STUDENT AFFAIRS	12	528	75	1	258	238	31	55		1,198
DEAN OF STUDENTS	17	687	92	6	193	399	136	6		1,536
ENROLLMENT SERVICES	178	750	28	20	1,533	542	2,052	1,128	2,840	9,071
HEALTH & WELLNESS	53	3,512	772	55	2,329	1,142	410	281		8,554
STU HOUSING-RESIDE LIFE	43	2,358	623	80	995	1,142	139	28,918		34,298
STUDENT LIFE	98	7,243	996	176	4,292	2,389	228	2,569		17,991
VP FOR STUDENT AFFAIRS	21	13	4	3	50	306	90	31		518
TOTALS	422	15,091	2,590	341	9,650	6,158	3,086	32,988	2,840	73,166

 39,756 Total Financial Transactions. Plus almost 33K work orders

Successes and Accomplishments

Department	Staff Full-time	Staff Part-time	Total	E-PRFS Processed	E-PRFS Pending	E-PARS Processed	E-PARS Pending	Total
AVP FOR STUDENT AFFAIRS	16	13	29	29		111		140
DEAN OF STUDENTS	16	23	39	9		209		218
ENROLLMENT SERVICES	145	98	243	200	8	606	23	837
HEALTH & WELLNESS	97	700	797	134	8	1,912	28	2,082
STU HOUSING-RESIDE LIFE	39	327	366	53		949	1	1,003
STUDENT LIFE	101	199	300	76		706	4	786
VP FOR STUDENT AFFAIRS	30	8	38	59		82		141
TOTALS	444	1,368	1,812	560	16	4,575	56	5,207

 **5,207 Personnel Actions***

**This tabulation does not include the over 80,000 payroll transactions processed yearly.*

Successes and Accomplishments



2017 University of Houston Spirit Bell Competition Winners



Established and maintained a 48 hour turn around time for processing all workflow items



Improved reporting by providing interactive and timely financial reporting that is tailored for specific program areas.

Budget Changes

Budget Transfers

 \$29,550



Dr. Walker

 \$11,840



Student Center

Organizational Changes

3 Long-term Employees Retired

Additions:

 Georgeann Smith - Director, Business Operations

 Cassandra Millhouse - DBA

 Richard Adewola - Financial Coordinator

 Letty Bermudez - Financial Coordinator

 Erica Pen - Accountant

 Lanita Holmes - Accountant

Promotions:

 Adam Leal - Assistant Director

 Britney Hart - HR/Payroll Coordinator 2

 Vicky Henderson - Assistant DBA

 Candy Littleton - Assistant DBA

 Celeste Fuentes - Financial Coordinator 1

 Alicia Whitmire - Financial Coordinator 2

Excess Funds

Returned \$60,010

 ~\$49k – Lapsed Salary/Fringes

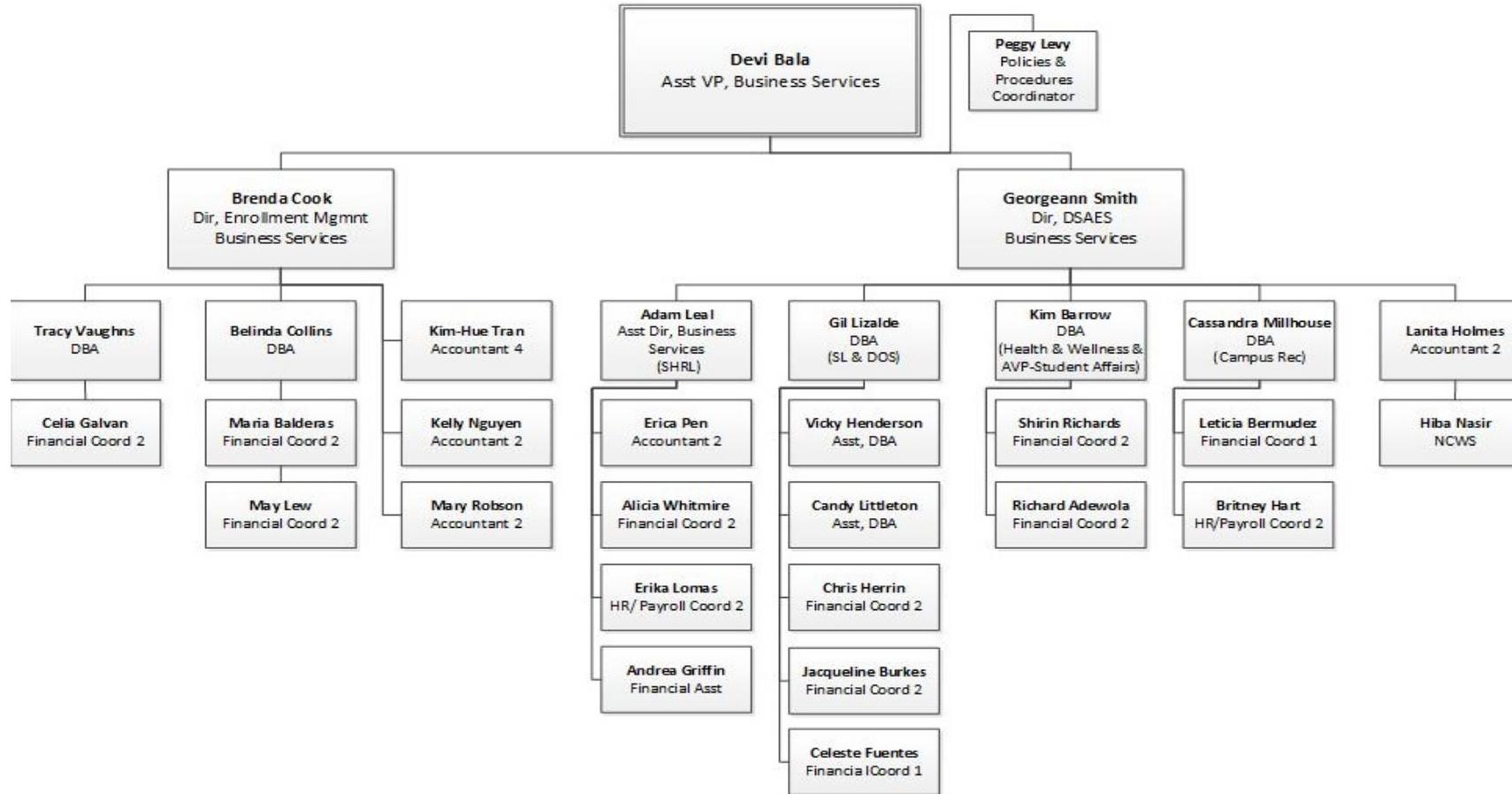
 2 Retirees were Funded by SFAC

 1 Team Supervisor left the University

 Remainder – Regular Operating Expenses

 Business Services SFAC Est. Mid-Year

Meet the Business Services' Teams





Business Services' Administrative Team

- 🐾 Assistant VP for Business Services
- 🐾 Division Business Operations Director
- 🐾 Enrollment Services Business Director
- 🐾 Accountant for Division of Student Affairs
(cost center verifications & ad hoc reporting)

Business Services' Team serving Student Housing & Residential Life



Business Services' Team Serving Student Life and Dean of Students Works with 21 out of the 32 SFAC Funded Units*



Coog Radio Frontier Fiesta
 Center for Fraternity & Sorority Life
 UH Veteran Services
 Center for Diversity and Inclusion The Daily Cougar
Activities Funding Board
 Dean of Students Office LGBTQ Resource Center
A.D. Bruce Religion Center
 DSAES IT Services Metropolitan Volunteer Program
 SFAC Operating Student Government Association Student Centers
Center for Student Media
 Student Program Board Children's Learning Centers
 Homecoming



Supporting Student Success and Tier One Student Experience

EVENT PARTICIPATION

- 🐾 CAT'S BACK
- 🐾 FALL FEST
- 🐾 COUGAR'S FIRST IMPRESSION
- 🐾 WEEKS OF WELCOME
- 🐾 UH FAMILY WEEKEND
- 🐾 HOUSING FAIR
- 🐾 COUGAR MOVE-IN
- 🐾 TAILGATE MONITORS (DOS)
- 🐾 FRONTIER FIESTA – BANK
- 🐾 FRONTIER FIESTA – COOK OFF JUDGES
- 🐾 FRONTIER FIESTA – PRE EVENT LOGISTICS



UNIT PARTICIPATION

- 🐾 FRATERNAL EXCELLENCE PROGRAM EVALUATOR
- 🐾 PROGRAM DEVELOPMENT
- 🐾 ADVISORS FOR REGISTERED STUDENT ORGANIZATIONS
- 🐾 MENTORS TO STUDENTS
- 🐾 DSAES LINK PROGRAM
- 🐾 AWARDS PRESENTER(S) – STUDENT LEADER CEREMONY
- 🐾 SERVE ON AREA LEADERSHIP TEAMS
- 🐾 PROGRAM TASK FORCE MEMBERS



COMMITTEE PARTICIPATION

- 🐾 STUDENT LIFE STAFF MORALE
- 🐾 STUDENT LIFE STAFF SEARCH COMMITTEES
- 🐾 PURCHASING COMMITTEES
- 🐾 MARCH OF DIMES
- 🐾 STUDENT CENTER POLICY BOARD
- 🐾 STUDENT APPRECIATION DAY LUNCHEON
- 🐾 STUDENT EMPLOYEE EMPLOYMENT TEAM
- 🐾 SHRL OPENING
- 🐾 SHRL DEVELOPMENT
- 🐾 SHRL OFF SITE CHECK IN
- 🐾 SHRL ASSESSMENT
- 🐾 CFSL TOWNHOUSE REVIEW



UNIVERSITY ENGAGEMENT

- 🐾 HUMAN RESOURCES GRIEVANCE APPEAL PANELS
- 🐾 BLACK LEADERSHIP NETWORK
- 🐾 UH ALUMNI NETWORK
- 🐾 WGRC BOOK CLUB
- 🐾 ACUI MEMBERSHIP
- 🐾 COUGAR CUDOS RECIPIENTS
- 🐾 DSAES OUTSTANDING NEW EMPLOYEE NOMINEES
- 🐾 DSAES OUTSTANDING SUPPORT STAFF NOMINEE
- 🐾 DSAES AWARD RECIPIENTS
- 🐾 DSAES PROFESSIONAL DEVELOPMENT EVENTS

Questions?