

UNIVERSITY of
HOUSTON

BUSINESS SERVICES

Student Fees Advisory Committee

Presentation FY 2020

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

Strategic Initiatives/Assessments FY2019

Goal & Objectives

The goal is to determine, assess and reduce vendor late payment fees. Business Services is committed to providing the highest quality and efficient service to our partners through dedicated teamwork, collaboration and on-going stewardship.

Objectives:

- 🐾 Identify the sources and amount of late payments, including MAPP Exceptions (policy)
- 🐾 Analyze individual payments to determine the cause of late payments, and
- 🐾 Develop strategies for reducing late payments, which is shared among directors.

Strategic Initiatives/Assessments FY2019

- Purpose & Measured Outcome:**
-  The purpose of this initiative is to reduce measurable late payment trends reflected from the data collected from FY 2013 to FY 2017 by analyzing areas with problematic processes.
 -  The second purpose is to establish processes in each DSAES Business Services unit to cut down and/or eliminate late payments, and provide documentation as a reference for employees processing procurement activities
- Method:**
-  Financial Data from PeopleSoft for 5 years (FY 14 - FY18) has been utilized for analysis and trends.
 -  Individual payment data including vendor voucher's, email communication, receipts and any other data/documentation to be considered relevant for the procurement activity.

Strategic Initiatives/Assessments FY2019

Analysis:

-  FY2018 shows a 38.5% reduction in late fees when compared to FY2013 and an 81.6% reduction from the prior year (FY2017)
-  Abnormal increases for FY2016 and FY2017 relate to contract negotiation delays for the Student Health Insurance contract

Objectives met:

-  Staff are being proactive and ensuring timely processing of payments
-  On-going staff training has been established
-  Awareness and regular communication has been established with operational cost center manager

Organizational Changes

Additions:

-  Lynrd Smith – Asst Director, Business Services (SHRL Team)
-  Sheldon Henderson - Accountant

Excess Funds

Returned \$42,676

 ~\$36k – Lapsed Salary/Fringes

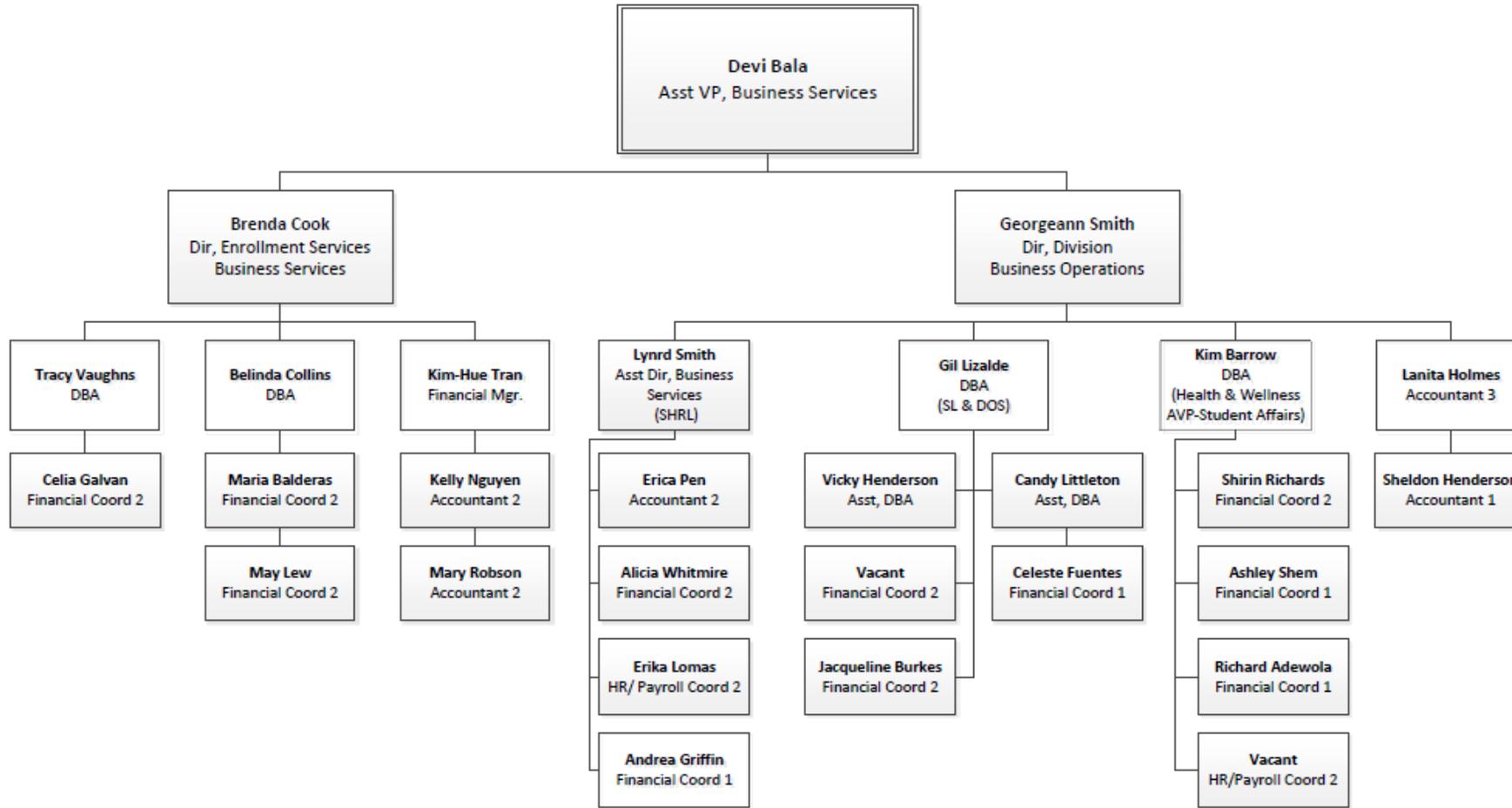
 2 Financial Coordinators left the University

 1 HR/Payroll Coordinator left the University

 Remainder – Regular Operating/Travel Expenses

 Surplus in other funds allowed savings in SFAC funds

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
(Verifications, monthly & ad hoc reporting)

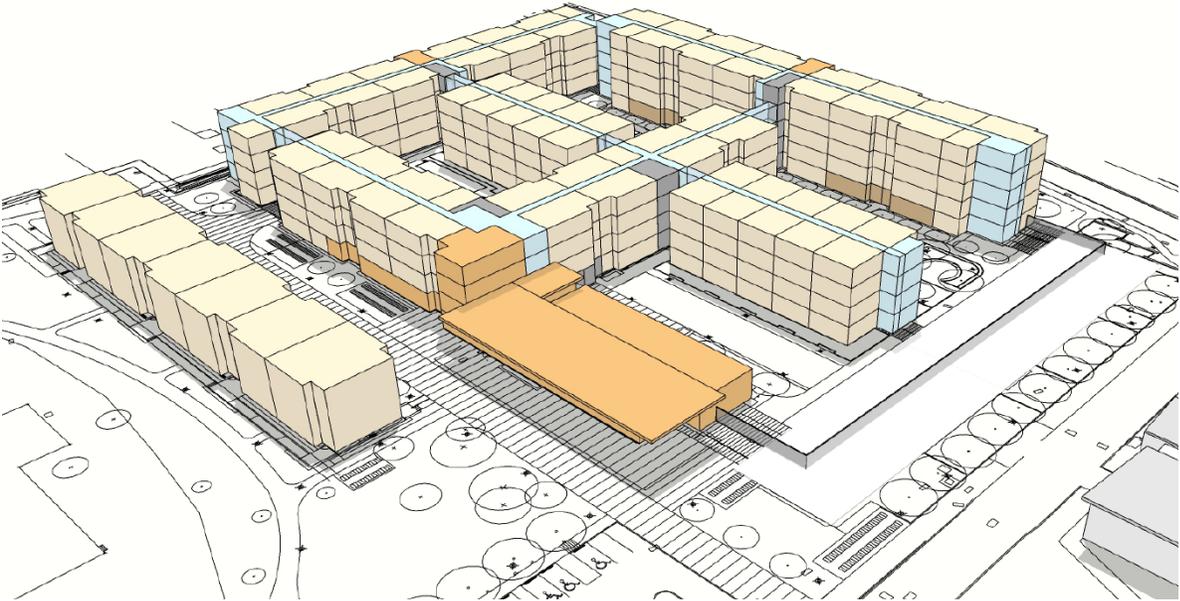
Business Services' Team for Enrollment Services & Financial Aid



Business Services' Team serving Student Housing & Residential Life



Building for Student Success



Business Services' Team Serving Student Life and Dean of Students Works with 23 out of the 34 SFAC Funded Units*



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



STATE/NATIONAL PARTICIPATION

- 🐾 TASSCUBO – TEXAS ASSN OF STATE SENIOR COLLEGE & UNIVERSITY BUSINESS OFFICERS
- 🐾 SACUBO – SOUTHERN ASSN OF COLLEGE & UNIVERSITY BUSINESS OFFICERS
- 🐾 NACUBO – NATIONAL ASSN OF COLLEGE & UNIVERSITY BUSINESS OFFICERS
- 🐾 NASFAA – NATIONAL ASSN OF STUDENT FINANCIAL AID ADMINISTRATORS
- 🐾 EAB – EDUCATIONAL ADVISORY BOARD
- 🐾 TACHE – TEXAS ASSN OF CHICANOS IN HIGHER EDUCATION
- 🐾 ACUI – ASSN OF COLLEGE UNIONS INTERNATIONAL
- 🐾 NASPA – NATIONAL ASSN OF STUDENT PERSONNEL ADMINISTRATORS

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?