

Business Process Advisory Group – April 16, 2010 – INSCC Room 110

Attending:

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|------------------------------------|-----------------------------------|
| Ann Marie Breznay, LIB | Bobbie Harris, COE |
| Carl Larson, FBS | Dean Church, FBS |
| Fredric Hon, College of Humanities | Gary Gledhill, FBS |
| Jane Scott, FBS | Jessica Stokes, UIT |
| Jim Urry, UIT | John Curl, Financial Aid |
| Laura Howat, FBS | Margo Bonnette, COH |
| Marilyn Burton, Neurobiology | Marilyn Cox, CSBS |
| Marjorie Goodrich, Audit | Mary Weight, FBS |
| Matt Hunter, COS | Nola Lucke, FBS |
| Perry Hull, FM | Sandy Bruhn, COE |
| Sandy Gunderson, FBS | Sandy Hughes, Budget and Analysis |
| Shari Zinik, COS | Steve Allen, FBS |
| Tami Garff, Academic Affairs | Theresa Ashman, FBS |
| Todd Kapos, FBS | Virginia Beane, College of Law |
| Wanda Penovich, School of Medicine | |

SB81

SB81 requires that if an individual (e.g. student) applies for a state provided benefit, including scholarships, the individual must verify that he/she is in this country lawfully. In addition, the University must verify via a third party he/she is indeed in the country lawfully. If the individual is not verified, the benefit will not be provided to the individual.

SB81 also potentially applies to non-scholarship payments. If you have situations where an individual is applying for a "benefit" (i.e. a payment), please advise Theresa Ashman.

If a student applies for federal aid, then he/she is verified through that process. All student employees are verified through "e-Verify".

Accounts Payable Reorganization

Accounts Payable is being reorganized into two separate departments.

- Accounts Payable will be the face of the operation to campus and vendors. They will develop training, develop web content, assess customer satisfaction. For more details, [click here](#).
- Payments Processing will process approved documents. For more details, [click here](#).
- John Downing will be the manager of the Payments Processing department.
- Interviews will start next week for the Manager of Accounts Payable.

Controller's Office Customer Site Visits

The areas that report to the Controller's office will be visiting departments across campus. This will help us to learn better the departmental processes and to learn how what we do helps or hinders departments in doing what they need to do. More details are located [here](#).

PCard Reallocation Enhancements

A demonstration was given of proposed PCard reallocation enhancements:

- New button for "Reallocate" on each line, instead of having to scroll up or down to find the "Reallocate" link.
- New sorting on the headings on the Reallocation page.
- The amount to be reallocated is not populated on the reallocation page.

FBS Website Improvements

Two new features were added to the Financial & Business Services Website:

- Site Map – This can be accessed from the Gold Bar. It is a listing of all the pages on the FBS website organized alphabetically and by department.
- News Blog – Each department will have a link on their side bar with a listing of FBS News articles that apply to that department grouped by subject.

Financial & Business Services Project Status

The status of all portfolio projects currently being worked was discussed. The [UplanIT](#) website contains detailed information about these projects.

Management Reports has a new feature. Arrows have been added by the "Year" to allow the user to move forward or backward by year.

Open Discussion

A demonstration of the Utah [State Transparency website](#) was given. The University will be providing information to the state for the website on May 15, 2010. A demo of the information the University will provide is [here](#).

Because of Graduation, the next BPAG meeting will be on June 11, 2010. [Click here](#) for a schedule of BPAG meetings.