

Business Process Advisory Group – April 8, 2011 – INSCC Room 110

Attending:

Ann Marie Breznay LIB	Bobbie Harris, COE
Carl Larson, FBS	Dean Church, FBS
Gary Gledhill, FBS	Jane Scott, FBS
Jenny Lind, ARCH	Jessica Stokes, UIT
John Arlen, FBS	John Levandowski, FBS
Letha Allred, COS	Margo Bonnette, COH
Marilyn Cox, CSBS	Marjorie Goodrich, IA
Mark Tyler, IA	Matt Hunter, COS
Paula Lee, CFA	Perry Hull, FBS
Rebecca Baggett, FBS	Sandy Bruhn, ENG
Sandy Hughes, BUD	Shari Zinik, COS
Sun Kim, IA	

Last Meeting Follow-up

The PAM initiative has identified five areas to focus on for the future:

1. Organizational change
2. Data Characteristics and Business Process Improvements
3. Post Award Module
4. Improved Reporting
5. Effort Certification

PCard Reallocation upgrade is underway.

Discussions are still ongoing regarding suppressing the printing of Management Reports.

New Associate Director

A new Associate Director is being hired in Financial & Business Services. Three candidates have been identified. Business Offices are invited to meet and greet each of the candidates at 404 Park. The schedule is as follows:

- 15-Apr 2:00 – 3:00 pm Jim Wilkie
- 22-Apr 1:30 - 2:30 pm Bob Turner
- 29-Apr 2:00 – 3:00 pm Michael Mathisen

UIT Knowledge Base

UIT is developing a database to help users find information without having to call the help desk. A broad view of the project was discussed. UIT will be sending out surveys next week to gather more information to help UIT design it with the user's perspective.

FBS News/Blogs

The FBS website has added blogs to supplement the FBS news. The information posted in the blogs and FBS news will be displayed in the FBS News pagelet. Those who subscribe to FBS News will also receive emails when an article is posted to one of the blogs. The new blogs are:

- [Travel Tidbits](#)
- [Procurement Blog](#)
- Payable Partner – *coming soon*

FBS Mail Lists

A form has been created making it easier to sign up for the FBS News list or the BPAG list. The form can be found at the bottom of each news post. You can also [click here](#).

Departmental Encumbering

A discussion was had regarding business needs for memo encumbering expenses. Keeping track of transactions in process, promised future transactions and anticipated transactions is important for departments in managing budgets. Departments currently use a variety of solutions to keep track of these transactions.

Tracking Jobs

Some of the faculty/staff on campus have concurrent job records. For example, they may teach and do research, or they may work for two different departments. There are many possible reasons. A discussion was held to better understand the complexities of multiple jobs.

Next BPAG Meeting – May 13, 2011