**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