

Business Process Advisory Group

August 10, 2007

Winder Board Room

Attendees:

Angela Brown, Col of Science Deans Office
Bobbie Harris, College of Engineering
Marilyn Burton, Neurobiology
Dave Bardsley, College of Pharmacy
Fred Hon, College of Humanities
Gary Gledhill, Grants & Contracts Accounting
John Levandowski, FIS
Karineh Hovsepian, College of Fine Arts
Margaret Tennant, Tech. Venture Development
Margo Bonnette, College of Health
Marv Hawkins, ACS
Nancy Smith, Library
Sandy Hughes, Budget
Shari Zinik, Chemistry
Theresa Ashman, Controller's Office
Bruce Neuman, Development

Amy Beecher, Mgmt. & Accting. Analysis
David Beckstrom, Mgmt. & Accting. Analysis
Dean Church, FIS
Dennis Oyler, SOM
Jennifer Loudiana, ACS
John Downing, Accounts Payable
Jim Urry, ACS
Kori Dehaan, F&BS
Stephanie Nuttall, Mathematics
Marilyn Cox, College of SBS
Matt Hunter, Biology
Nora Karst, KUED
Steve Allen, General Accounting
Tami Garff, Sr VP Academic Affairs
Sandra Jones, Accounts Payable

Last Meeting Follow-Up

As a reminder the quarterly endowment report will no longer be printed starting for the quarter ended September 30, 2007. All of the information that was contained on this report is available from the Financial Information Library. If you see that this will cause your department/college any issues, please send an e-mail to Dean Church by August 17, 2007. *Note: Because of the timing of the minutes being published, I am extending the deadline for the email to Friday, August 24, 2007.*

HR Roundtable

Human Resources has formally requested that all Human Resource (including payroll) issues be discussed at the HR roundtable and not at BPAG. Human Resources is willing to adapt the roundtable meeting to meet the needs of their customers (including meeting more frequently). HR leadership is present at the roundtable meeting. Any questions on HR roundtable should be directed to HR leadership. Per this request, HR and Payroll issues will no longer be agenda items at BPAG.

Signature Policies

Accounts Payable was asked to clarify some of the signature policy issues pertaining to processing accounts payable documents. This issue is related to workflow and consistency/training in Financial and Business Services. Accounts payable has prepared the following document to help departments better understand signature policy issues for accounts payable documents.

<http://www.ap.admin.utah.edu/GUIDES/ExpRev/ExpApprvl.pdf>

BPAG Mailing List on lists.utah.edu

The group was ok with using the newly formed BPAG list for other administrative purposes including announcements of training courses available.

FBS News Mailing List on lists.utah.edu

We are in the early stages of testing a new list that will send out e-mails every time a news item is posted to FBS news. Departments were asked to volunteer to help test this new list.

Open Discussion

As a follow-up on the request to use the purchasing card for small dollar purchases, it is reasonable to use a requisition to pay for page charges on research projects so the costs are encumbered before the end of the projects. This helps departments in properly monitoring the budget for research projects.

It was requested the purchasing follow-up on the request to create a report that shows transactions on a purchasing card that are going to be charged to the default account. This will help departments monitor who is re-allocating purchasing card charges in a timely manner.

The next Business Process Advisory Group meeting will be

September 14, 2007, 9-11:00am, Winder Board Room

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