Business Process Advisory Group – August 13, 2010 – INSCC Room 110

Attending:

Ann Marie Breznay, LIB
Bruce Neumann, Development Office
Chuck Piele, AUDIT
Erica Adamson, SCI
Gary Gledhill, FBS
Jessica Stokes, UIT
Kirsten Brown, FBS
Leslie Bigler, College of Mines & Earth
Margaret Tennant, USTAR
Marilyn Cox, CSBS
Mike Kiser, Admin Services
Perry Hull, FBS
Sandy Bruhn, COE
Sheralyn Stevens, UEN/KUED
Todd Kapos, FBS
Virginia Beane, College of Law

Bobbie Harris, COE
Carl Larson, FBS
Dean Church, FBS
Fredric Hon, College of Humanities
Jane Scott, FBS
Julie Oyler, School of Medicine
Leatha Allred, COS
Magali Coburn, Scientific Computing Sciences
Margo Bonnette, COH
Mary Weight, FBS
Pam Mollner AUDIT
Rebecca Baggett, FBS
Sandy Gunderson, FBS
Steve Allen, FBS
Utahna Miller, School Of Business

Website Improvements

The software behind the FBS website has been upgraded. Part of this upgrade changed all the URL’s. Webmasters across campus that link to the FBS website have been notified of the change and asked to update the links to FBS on their website to the new links.

The Accounts Payable website has been redesigned. The new site has two main pages; Operational Information and Payment Methods. In addition, it has the normal pages on all FBS web pages; Ask Us, Contact Us and News Blog.

Stores Survey

General Stores is looking at upgrading its website. A survey will be sent to BPAG members about improvements to the site.

Post Award Management Project

This project will look at how Contracts and Grants are managed and the management resources available. An outside firm has been engaged to study our business practices and will be carrying out several interviews across campus. They are tentatively scheduled to be on site the first two weeks and September and October.
Some departments are using shadow systems to keep track of Contracts and Grants in their area. If you are using a shadow system, let Grants and Contract Accounting know about it and why, so this information can be used in analyzing the way Contracts and Grants are processed on campus.

**E-Journal Preparer Training**

The first official training of the new e-Journal application was completed. In follow-up to the question asked during the training: How long does documentation need to be retained in the department? Records need to be kept three years after the final report for the award on Projects.

*Next BPAG Meeting – September 10, 2010*