Attending:
Aimee Wilson, Human Resources          Angela Brown, College of Science
Ann Blanchard, Undergraduate Studies    Bob Turner, Human Genetics
Bobbie Harris, College of Engineering   Bryan Harman, ACS
Carl Larson, FIS                         Catherine Coda, College of Nursing
Corky Richardson, ACS                   Dave Bardsley, College of Pharmacy
Dean Church, FIS                        Doug Kenner, ACS
Fredric Hon, College of Humanities      Gary Gledhill, Grants & Contracts Accounting
Greg Hughes, Human Resources            Jim Urry, ACS
John Downing, Accounts Payable          Julie Oyler, School of Medicine
Karineh Hovsepian, College of Fine Arts Kevin O’Keefe, Human Resources
Kristin Jensen, Human Resources         Laura Marks, College of Education
Leslie Bigler, College of Mines & Earth Sciences Magali Coburn, Scientific Computing
Margaret Tennant, USTAR                Marilyn Burton, Neurobiology
Marilyn Cox, College of Social & Behavioral Science Mark Winter, Budget and Analysis
Marv Hawkins, ACS                       Matt Hunter, Biology
Matthew Morris, Human Resources         Nancy Smith, Marriot Library
Nora Karst, KUED                        Sandy Gunderson, Purchasing
Sandy Hughes, Budget and Analysis       Shari Zinik, Chemistry
Steve Allen, General Accounting         Utahna Miller, School of Business

Last Meeting Follow-up
The ability to view the images of Printing Services’ invoices will be in production on WEB Management Reports using the “spyglass” next week.

Plant Operations is now posting to the General Ledger out of their new work order system. Discussion was held on the proper use of Accounts. We plan to invite Plant Operations to the December BPAG to answer some of these questions.

New WEB Server for Financial WEB Applications

Financial WEB Applications are now being hosted on a new server. If you have any issues with Financial WEB Applications, please contact someone in Financial and Business Services.

Position Management

PeopleSoft Position Management can track positions using definitions of each position. This will help the University to know what the true needs are. This will enhance the budgeting process. A presentation (see attached) was given by Human Resources explaining how this will work. The initial phase of Position Management will be implemented in the Hospital and Clinics.

Applicant Tracking

Human Resources discussed the issues they have had with Applicant Tracking. The current software is not providing the University with the level of tracking needed. Human Resources is using focus groups to determine the needs to track applicants. They have invited four vendors demonstrate how their
products can fulfill the needs of the University. Members of BPAG are invited to participate in the process.

**Background Checks**

HR is moving towards paperless Background checks. An online tool will be available to perform background checks on future hires after the offer has been made. [http://www.utahsbr.edu/policy/r847.htm](http://www.utahsbr.edu/policy/r847.htm) is the requirement by the Board of Regents for background checks. A discussion followed concerning the cost and need for background checks. Concerns regarding student recruitment where jobs were promised in graduate programs were raised. Other types of background checks are currently being used. Question was raised, does this new check replace or is it in addition to other background checks? (See addendum at end of minutes for comments)

**Aggregate Tax Method**

Tax payments are based on the total amount of **all** pay in a pay period. Extra payments made during a pay period i.e. cell phone allowances, bonuses, etc. are all part of the amount used to calculate federal and state withholding in a pay period.

**Enhanced D-Jobs**

D-Jobs has been enhanced so that it automatically checks all jobs in an ORG for complete distribution.

**Transparency Board**

The state will be hosting a website that citizens can go to and find out how their tax dollars are being spent. The University will be required to provide financial data to the state to make this possible. The state is planning on this website going live in May 2009. See attached presentation.

**Open Discussion**

A discussion about the open Vice President of Human Resources position and potential changes to who HR reports to was held. As a group, BPAG will remain neutral. Each college is encouraged to make their opinions known (whatever they are) to the search committee through the appropriate channels (i.e. the Deans).

*Next BPAG Meeting – December 12, 2008*
Addendum to Background Checks from Human Resources

- Reviewed R847 policy and definition of "employee" as specified in the policy. Discussed number of Campus Staff hired in Calendar Year 2007, approximately 6,000.
- Reviewed content of a CBC: SS trace, County of Residence criminal history search, Sex Offender Registry, up to 3 aliases, at a cost of $22.50.
- Reviewed new paperless process which will require minimal staff training.
- Provided overview of Accurate Background, which provides screening services for Microsoft, Amazon.com, Spelman College and other companies and institutions.
- Covered implementation date of May, 2009.
- Discussed potential requirements to background students, RAs, and TAs and budget implications.
- These issues are still under discussion by a group headed by Susan Olson.