Business Process Advisory Group – February 11, 2011 – INSCC Room 110

Attending:

Angela Sullivan, CFA	Ann Blanchard, UGS
Bobbie Harris, COE	Bruce Neumann, DEV
Carl Larson, FBS	Ethan Hacker, MEDIA
Fred Hon, HU	Gary Gledhill, FBS
Jane Scott, FBS	Jason Burr, FBS
Jeff West, FBS	Jessica Stokes, UIT
John Arlen, FBS	John Levandowski, FBS
Laura Marks, BUD	Leslie Bigler, CMES
Magali Coburn, SCI	Margo Bonnette, COH
Marilyn Burton, SOM	Mark Winter, BUD
Matt Hunter, FBS	Nola Lucke, FBS
Pam Mollner, IA	Perry Hull, FBS
Rebecca Baggett, FBS	Sandy Bruhn, ENG
Sandy Hughes, BUD	Shari Zinik, COS
Steve Allen, FBS	Wanda Penovich, SOM

Cell Phone Reimbursements

An email was recently sent out explaining the changes in accounting for cell phone usage. Cell phones are now a reimbursement instead of an allowance and are not considered taxable income. Departments will need to review each employee's cell phone agreements annually. Details are in this **letter** sent in an email.

WACUBO

The annual **Unit & Academic Business Officer's Workshop** meeting is scheduled for March 28-29, 2011 in Seattle. This is a great resource for business officers. The agenda for the upcoming meeting was passed out.

Strategic Sourcing

Purchasing is currently reviewing vendors the University is using to verify that the University is getting the rates the Vendors have with the State. The purchasing department has been analyzing payments made to vendors in order to find instances where vendors have charged more than the agreement with the state. They have worked with the vendor to correct the situation.   By using state contracted vendors, departments can get much better prices than by using the other vendors.

Single Sign On

UIT is working on creating a single sign on application to be used with all the secure websites on campus. Some possible names for the new application were shared and the group gave opinions on which ones it liked.

FIL/HRIL

FIL/HRIL is a tool that provides a variety of financial and human resources queries. The application was demonstrated. A question/answer session provided the group with additional knowledge about FIL/HRIL.

Open Discussion

PI's will need to give a one or two paragraph description of their projects with ARRA funding.

The "Funds Available" selection in "Management Reports" will only give results for the current month and not previous months.

Next BPAG Meeting – March 11, 2011