

Business Process Advisory Group – February 9, 2018 – INSCC Room 110

Attending:

Austin Seager, SOD
Dave Bardsley, PHARM
Hedy Hu, FBS
Jake O'Connor, FBS
Jake Pickett, SOM
James Steffen, MBM
Jeannette Church, SPED
Jennifer Long-Pratt, FBS
Jessica Little, IM
Jim Turner, EIHG
Joshua Nutter, CHEM
Joshua Tomlin, PHYS
Julia Harrison, CHPC
Kelly Peterson, FBS
Kori Wetsel, FBS
Leanna Mower, MINES
Lois Barlow, SOM
Maria Nielsen, FBS
Marjorie Goodrich, IA
Mark Nielson, NBA
Marv Hawkins, USS
Mary Louise Hughes, FBS
Mary Williamson, SOC
Michael Hauschild, OBGYN
Michelle Addison, MUSIC
Pam Hofmann, MGEN
Paul Johansen, LAW
Perry Hull, FBS
Ruby Steele, BIOEN
Sally Petersen, FBS
Sara Wilson, METE
Scott Patten, FBS
Sharon Hansen, MEDCH
Susan Shult, MEDCH
Tanis Garcia, COMP
Terrie Parker, CMES
Todd Kapos, FBS
Utahna Miller, DESB

PCard VISA Change

JoLene Snyder from Purchasing discussed the introduction of VISA to Campus. They will be sending emails soon with information and updates. All of the MasterCards will work until the replacement VISA cards arrive by March. Purchasing asks to please activate any current cards if you haven't already, so that they know to send a new VISA replacement. By April 1, 2018, all of campus will be using VISA—almost 2,400 users. Fraud protection will stay the same, under JP Morgan Chase.

University Guest House Now Available in UShop

Maria Nielson led a demonstration of how UShop can now be used for the University Guest House instead of a Campus Order. After calling the Guest House, click on the Forms link in UShop to find:

- University Guest House Conference Venue Order Form
 - Guest House will provide you with the Booking ID
- University Guest House Room Reservation Order Form
 - Guest House will provide you with the Confirmation Number
 - Room is not guaranteed until they receive the PO
- To cancel or extend your order, call the Guest House
- This will work for both BU 01 and 02

Using UShop for the Guest House has many benefits over Campus Orders, such as the addition of GFA approval and electronic workflow. Also, the invoice is created the day the guest checks out, which is much quicker.

FBS Survey Results

Kori Wetsel discussed the results of the FBS Survey sent out to BPAG members. We received some great constructive feedback highlighting areas where we can improve training, improve our communication regarding how and where to find training material and help documentation, and ideas for improvement to our web apps such as Evidence of Review (EOR), Management Reports, and eJournal. We also are available to come to your staff meetings for training opportunities. Another survey with more specific questions will be sent out again soon.

Next BPAG Meeting—March 9, 2018