

Business Process Advisory Group – January 12, 2018 – INSCC Room 110

Attending:

Alicia Foltz, FBS	Ammi Aldous, FBS
Bob Kuudsen, ECE	Bobbie Harris, COE
Branden Creswell, OPHTH	Bruce Neumann, UNP
Carl Larson, FBS	Celina Haggan, SCI
Christine Baczek, NURS	Courtney Demond, FPMD
Craig Merrit, FBS	Dave Bardsley, PHARM
Dennis Bryant, CSBS	Gary Snow, FBS
Glendon Mitchell, FBS	Heidi Sieg, IA
James Steffan, MBM	Jeanne Krogen, UIT
Jenn Green, CFA	Jennifer Long-Pratt, FBS
Jenny Lee, FBS	Jeri Schryver, ICSE
Jim Urry, FBS	Joe Bryant, FBS
Judy Chan, FBS	Julia Harrison, CHPC
Julie Woodward, FBS	Karren Nichols, SUS
Kay Willden, BIOCH	Kelly Peterson, FBS
Kevin Yu, FBS	Kori Wetsel, FBS
Linda Jensen, OPHTH	Lois Barlow, SOM
Lori McManus, HCI	Maria Nielsen, FBS
Marv Hawkins, USS	Mary Louis Hughes, FBS
Mary Snow, USS	Michael Hauschild, OBGYN
Monica Kohler, UGS	Parker Dougherty, LIB
Paul Johansen, LAW	Rose Simper, ED
Ruby Steele, BIOE	Scott Pattten, FBS
Sharon Hansen, MEDCH	Shelley Kruger, PI
Stacy Darden, FBS	Sydnee Gee, FBS
Vicki Nielsen, P&A	Victoria Medina, MPA

Green Office Program

The **Office of Sustainability** presented the University's **Green Office Program**. Departments are encouraged to achieve a Green Office Certification. Departments can be more "green" by their purchasing practices. About 30% of paper purchases on campus are recycled. **Click here** to learn more about the Green Office Program.

Refrigerator rebate program: the way it works is once a refrigerator is identified for the program, Energy Management will collect data about the current energy use for a few weeks in order to determine the energy cost savings of converting to a new energy star rated model. This information will be used to calculate the grant amount available for the department to purchase a new refrigerator. There is no guarantee that a new refrigerator will be completely paid for, but it helps. Please contact Geri Trower (587-3558) for more information.

Hewlett Packard Computer Special Pricing

Purchasing has secured special pricing for Hewlett Packard computers. These computers are being offered by Valcom. A link has been added to [UShop](#) in the “Place an Order” pagelet.

P2P Announcement

Campus Orders will no longer be a paper form after June 30, 2018. Communication will be sent to campus as this change is rolled out.

Participant Support Costs

Account codes to be used for Participant Support Costs have been created and were explained in a presentation. [Click here](#) to learn more about Participant Support Costs.

Open Discussion

The Travel system is being revamped. More details to come.

Moving expenses are now taxable. [Click here](#) for News Post.

Remind employees to sign up to receive their W2 electronically. You can check your department’s participation in the [Financial Information Library](#). Run the “W2 - Electronic Consent” report in the CURR EMPLOYEES folder.

Next BPAG Meeting — February 9, 2018