

Business Process Advisory Group – January 11, 2019 – INSCC Room 110

Attending:

Amber Arrington, BIOL
Bryce Nelson, PHYS
Cindy De Dios, SOD
Cynthia Garcia, FBS
Dalynn Bergland, PHCEU
Darrin Robertson, FBS
Fae Larson, NURS
Glendon Mitchell, FBS
Hedy Hu, FBS
Jaren Olney, PED
Jeanne Krogen, UIT
Jeri Schryver, ICSE
Jim Turner, EIHG
Joni Wigger, SOM
Joshua Tomlin, PHYS
Julia Harrison, CHPC
Karri Almond, FBS
Kelly Peterson, FBS
Kori Wetsel, FBS
Lisa Candler, PHCEU
Lois Barlow, SOM
Mandi Peterson, PHYS
Mark Nielsen, NBA
MaryAnn Howard, COH
Megan Whittaker, CON
Michelle Addison, MUSIC
Randi Ruff, FBS
Ruby Steele, BIOE
Sally Petersen, FBS
Scott Patten, FBS
Shanna Futral, GEOL
Sterling Moore, CE
Tanis Garcia, COMP
Victoria Medina, MPA
Yuka James, LAW

Anya Petersen-Frey
Carl Larson, FBS
Craig Merritt, FBS
Cynthia Meier, SEIS
Dao White, CHPC
Ethan Hacker, OBIA
Gary Snow, FBS
Heather Holly, FBS
Heidi Seig, IA
Jeanette church<SPED
Jeff West, FBS
Jessica Keat, OGE
Jim Urry, FBS
Joshua Nutter, CHEM
Judy Chan, FBS
Julie Woodward, FBS
Karren Fultz, SUS
Kevon Balls, USS
Linda Jensen, OPHTH
Lisa Iverson, PS
Lori Mcmanus, HCI
Mark Hamilton, FBS
Mary Louise Hughes, FBS
Maya Frost, COH
Melanie Pugh, FBS
Perry Hull, FBS
Rose Simper, ED
Runar Boman, FBS
Sandy Hughes, BUD
Sharayne Farnsworth, BUD
Shelly Kruger, BIOM
Susan Shult, UIT
Thanh Trieu, BIOCH
Wendy Speers, ED

Last meeting Follow-up

Revisions to the “Sole Source Form” is almost ready to release.

Employees are encouraged to sign up for electronic W2's. Paper W2's will be mailed to home address on file this year and not delivered to departments.

Jeff West

Jeff West thanked the BPAG group for all of their input over the years. He said it is important for Central Administration to understand the processes used on campus. BPAG has been a good tool for communication between Campus and Central Administration. Jeff West, Associate Vice President for Financial and Business Services, has accepted a new position with Salt Lake Community College. He will start his new job on February 1, 2019.

Vendor/Voucher Search

A new feature has been added to the **Vendor/Voucher Search** application. Users can now look up employee vendor ID's using the employee ID. This was demonstrated.

Activity Setup Request

The University does reporting based on Functional Groups. It is important when an Activity is set up that it is assigned the correct Functional Group and Sub- Functional Group. These links can help identify the correct groups:

- **Expenses by Functional Groups**
- **Expenses by Sub-Functional Groups**
- **Function / Sub-Function Attributes**

UTravel

uTravel was demonstrated. The terminology will be changing. Exciting features like scanning receipts in a mobile app were discussed. Users must be trained before using the new application. More information will be communicated as Training is available.

Next BPAG Meeting – February 8, 2019