Business Process Advisory Group – March 9, 2012 – INSCC Room 110

Attending:

Amy Gooch, SOM  Ann Marie Breznay, LIB
Bob Schirmer, FBS  Bob Turner, FBS
Bryan Harman, ACS  Candice Kidd, EGI
Carl Larson, FBS  Carol Hsieh, FBS
Chalalai Charbsuwan, KUED  Dave Bardsley, PHARM
Dean Church, FBS  Gary Gledhill, FBS
Jane Scott, FBS  Jennifer Long-Pratt, FBS
Jennifer Reed, AUX  Jeri Schryver, ICSE
John Levandowski, ACS  Judy Chan, FBS
Kevon Balls, ASCS  Laura Howatt, FBS
Margaret Tennant, USTAR  Margo Bonnette, COH
Marilyn Burton, SOM  Matt Hunter, COS
Michelle Addison, CFA  Nancy Taylor, EGI
Nola Luke, COE  Perry Hull, FBS
Rebecca Baggett, FBS  Rebecca Dowdell, AUX
Ribana Milas, COE  Sandy Gunderson, FBS
Sandy Jones, FBS  Shaundie Hill, FBS
Steve Allen, FBS  Todd Kapos, FBS
Utahna Miller, DESB

Last Meeting Follow-up

As a follow-up to the previous meeting, LOC is an acronym meaning “letter of credit”.

Independent Contractor

Agreements with Independent Contractors and the University of Utah were discussed. When services are provided to departments by an Independent Contractor, legal agreements can be entered into between the department and the University. This discussion helped Central Administration understand the processes departments are using when dealing with Independent Contractors. The University is examining its policies and procedures in this process.

The Purchasing department does have Preferred Vendors that already have agreements with the University. The list of Preferred Vendors is on the FBS website. The method for paying vendors was also discussed. A Preferred Method of Procurement page can be found on the FBS website.
Open Discussion

PAM update – Booking of Accounts Receivables for projects has started. Revenue will now show up in the Management Reports.

A discussion was had about communication. Information is received by departments in two ways:

• Push – Information is pushed to the departments. Emails are a good example of this.
• Pull – Departments go and find the information on their own. Looking up information in Management Reports or on the FBS website is a good example of this.

Next BPAG Meeting – April 13, 2012