

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 in to 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