

Business Process Advisory Group – November 12, 2010 – INSCC Room 110

Attending:

April Fossen, KUED
Bobbie Harris, COE
Dean Church, FBS
Fred Hon, HU
Jason Moeller, UIT
Jessica Stokes, UIT
Laura Howat, FBS
Liz Taylor, UGS
Marilyn Burton, SOM
Mary Weight, FBS
Nancy Basinger, LBCSC
Nora Karst, KUED
Rebecca Baggett, FBS
Shari Zinik, COS
Utahna Miller, DESB

Ann Blanchard, UGS
Carl Larson, FBS
Ethan Hacker, MEDIA
Jane Scott, FBS
Jim Urry, UIT
Julie Oyler, SOM
Leslie Bigler, CMES
Margo Bonnette, COH
Marjorie Goodrich, IA
Matt Hunter, FBS
Nola Lucke, FBS
Perry Hull, FBS
Sandy Hughes, BUD
Sheralyn Stevens, MEDIA

Last Meeting Follow-up

View Paycheck is different. Everyone should be able to view their paycheck. There is useful information on the CIS home page for those still having difficulties.

Please use the e-Journal Blog to share your ideas or read what other users have to share about e-Journal. This is a great resource to share and learn.

Independent Contractor Workshop

As announced in FBS News, a new training, “[Independent Contractor Workshop](#)” is now being offered. This is a great opportunity to learn more about Independent Contractors including policies, procedures and checklists. A couple of training sessions are being offered in December.

Please also attend upcoming Internal Controls training classes. Details about these two classes and other training classes are available on the [FBS Training website](#).

Accounts Payable Communication

Accounts Payable shared some statistics of the volume of business they conduct. See charts at end of minutes. Because of the large volume, they are implementing (and reminding of existing) tools to help them communicate with departments.

- **Request Status of Payment Request** – This online form when filled out and submitted sends an email to an Accountant in Accounts Payable. The status of the Payment Request will be communicated back to the sender of the request.
- **Share Your Experience with Accounts Payable** – Fill this form out to share any experiences. This is delivered to the Payables Processing and Accounts Payable managers.
- **Ask Us** – Have a question for Accounts Payable, fill out this form and your question is sent to the appropriate person in Accounts Payable.
- **Contact Us** – This detailed page lists all the people in Accounts Payable you can contact.

The new **procurement options** page was demonstrated. This page lists all the methods of procurement available for the different types of purchases.

University of Utah Outreach

On September 1, 2010 the University of Utah applied for the Community Engagement elective classification from the Carnegie Foundation. “The Carnegie Community Engagement Classification defines community engagement as “the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.” (<http://www.carnegiefoundation.org/newsroom/press-releases/carnegie-and-nerche-announce-partnership>)

The University will need to track community involvement. The Lowell Bennion Community Service Center wanted ideas about tracking community involvement in the departments. See handout at end of the minutes.

FIL/HRIL Changes

The results screen on the FIL/HRIL application has new enhancements. The results are now enclosed in a frame, which has horizontal and vertical scrolling. A new search feature was also added.

New PCARD Reallocation “sneak peek”

A demonstration was given of significant improvements to the PCARD Reallocation program.

Improvements include:

- New Status Codes.
- Dynamic Sorting.
- Ability to Reallocate multiple transactions to a single alternate chartfield at once.
- Header information improvement.
- Monthly Statements available.
- Improved navigation.

PAM - Reporting Focus

Huron is wrapping up its assessment of PAM (Post Award Management). Many departments keep track of Projects on shadow systems. Reasons for using shadow systems may be one or more of the following:

- Information not available
- Information not accurate
- Information is not timely
- Information is confusing.

A discussion regarding each of these issues was had.

Next BPAG Meeting – December 10, 2010

Budgetary Tracking of Community Engagement at the U
BPAG Presentation Nov. 12, 2010

OVERVIEW:

On September 1 2010 the University of Utah applied for the Community Engagement elective classification from the Carnegie Foundation. We will be notified whether or not we have earned the designation by January 1 2011. If we do receive the designation we will need to report the community engagement of the university again in 2015. If we do not earn the designation now, the university will likely choose to re-apply in 2015. Either way, we think it is important to put tracking mechanisms in place to support this reporting.

DEFINITIONS:

Curricular Engagement describes the teaching, learning and scholarship that engages faculty, students, and community in mutually beneficial and respectful collaboration. Their interactions address community identified needs, deepen students' civic and academic learning, enhance community well-being, and enrich the scholarship of the institution.

Outreach and Partnerships describe two different but related approaches to community engagement. The first focuses on the application and provision of institutional resources for community use with benefits to both campus and community. The latter focuses on collaborative interactions with community and related scholarship for the mutually beneficial exchange, exploration, and application of knowledge, information, and resources (research, capacity building, economic development, etc.).

BUDGETARY QUESTIONS:

Are there **internal budgetary allocations** dedicated to supporting institutional engagement with community? (including personnel)

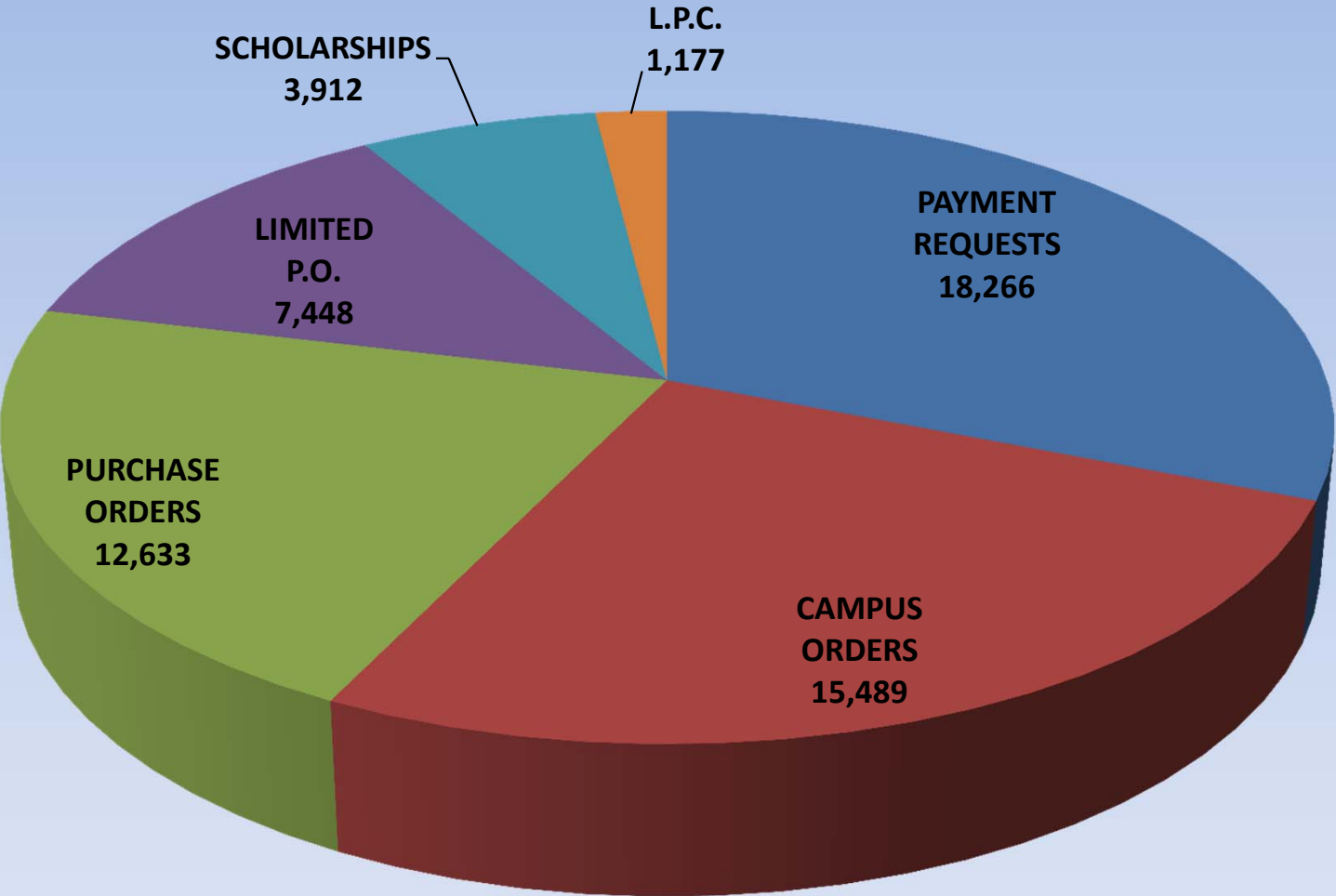
Describe source (percentage or dollar amount), whether it is permanent, and how it is used.

Is there **external funding** dedicated to supporting institutional engagement with community? Is there **fundraising** dedicated to community engagement?

CONTACT INFORMATION:

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Accounts Payable Vouchers
Fiscal Year-to-Date Transactions 60,011



Accounts Payable Vouchers
Fiscal Year-to-Date Dollars \$169M

100 UTILITIES

