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

Attending:

April Fossen, KUED  Ann Blanchard, UGS
Bobbie Harris, COE  Carl Larson, FBS
Dean Church, FBS  Ethan Hacker, MEDIA
Fred Hon, HU  Jane Scott, FBS
Jason Moeller, UIT  Jim Urry, UIT
Jessica Stokes, UIT  Julie Oyler, SOM
Laura Howat, FBS  Leslie Bigler, CMES
Liz Taylor, UGS  Margo Bonnette, COH
Marilyn Burton, SOM  Marjorie Goodrich, IA
Mary Weight, FBS  Matt Hunter, FBS
Nancy Basinger, LBCSC  Nola Lucke, FBS
Nora Karst, KUED  Perry Hull, FBS
Rebecca Baggett, FBS  Sandy Hughes, BUD
Shari Zinik, COS  Sheralyn Stevens, MEDIA
Utahna Miller, DESB

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**


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.
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:

Nancy Winemiller Basinger, Ph.D.
Assistant Director and Service-Learning Manager
Lowell Bennion Community Service Center
801-585-9100
nancy.basinger@utah.edu
Accounts Payable Vouchers
Fiscal Year-to-Date Transactions 60,011

- Payment Requests: 18,266
- Campus Orders: 15,489
- Purchase Orders: 12,633
- Limited P.O.: 7,448
- Scholarships: 3,912
- L.P.C.: 1,177

Total Transactions: 60,011
Accounts Payable Vouchers
Fiscal Year-to-Date Dollars  $169M

PAYMENT REQUESTS
$85.8M
PURCHASE ORDERS
$51.3M
CAMPUS ORDERS
$14.4M
CONTRACTS
$7.3M
SCHOLARSHIPS
$5.4M
L.P.O.
$3.5M
UTILITIES
$697,164

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