

Business Process Advisory Group

October 10, 2008

INSCC Building, room 110

Attending:

Ann Blanchard, UGS	Bobbie Harris, COE
Bruce Neumann, DEV	Sandy Hughes, BUD
Doug Kenner, ACS	Gary Gledhill, FBS
John Downing, FBS	Julie Oyler, SOM
Karineh Hovsepian, CFA	Jenny Fickett, FBS
Lee Stenquist, ACS	Magali Coburn, SCI
Margaret Tennant, USTAR	Marilyn Cox, CSBS
Marv Hawkins, ACS	Mary Weight, FBS
Matt Hunter, COS	Nora Karst, KUED
Shari Zinik, COS	Tami Garff, AAVP
Laura Marks, EDUC	Corky Richardson, ACS
Dean Church, FBS	Carl Larson, FBS
Dave Bardsley, PHARM	Angela Brown, COS

Budget Cuts

The budget cut memo was discussed and clarified. A copy of the memo will be is attached at the end of these minutes. It is very important for departments to send to Sandy Hughes the chartfields that the cuts should apply to, as soon as possible.

Org "Stuff"

Org was defined. Org is an institutional element that keeps track of people, space, money, other orgs and security. A discussion followed about how "orgs" affect workflow. Included in the discussion was the subject of approvals. FBS maintains that the first approver's task was to make sure everything in the transaction was correct and the second approver verified that the appointment fit the mission of the department and the university. In other words, the first approval states that

it can be done, while the second approval is whether it should be done. Orgs owning transactions was also discussed.

A challenge was issued to everybody to go to the web and look at the University Org structure. Please contrast and compare how different Orgs are set up across the University.

The Institutional Org Governance Committee (IOGC) is working to make the definition, instructions and proper use of Orgs and guidelines more visible.

Accurate and Timely Financial Information

The timing of when financial information is posted was discussed. Questions were raised about how if we are posting everything electronically, why it does not show up immediately. Payroll, PAN forms and Management Reports were discussed and the timeliness of how information flows to each of these areas. The system cannot track money the department has planned to spend (i.e., financial commitments made to a new professor during the hiring process) but that has not been entered into the system. Each department has their own method (shadow systems) for keeping track of these commitments.

Signature/Approval Update

It was explained that we are looking for consistency in how signature/approvals are presented on Forms.

Open Discussion

1. Campus Orders will not be available electronically at this time because the forms have four parts and there is concern for accuracy in keeping all four forms the same during complete processing.
2. Plant Operations Work Orders have been posted to the General Ledger. There was concern on whether funds for these transactions are appropriate if being paid out of grant money. *An update on this topic will be brought to our next meeting.*

3. BPAG group would like for the Mailing Bureau more detail regarding mailing bureau charges linked to the management reports.
4. Printing Services: A process of getting Printing Services to scan their invoices and create a “spy glass” on the management reports is currently being worked on.
5. The Campus Directory needs to be improved. Several departments indicated it was impeding their ability to do their jobs.
6. It was requested that scholarship and fellowship requests be turned in early, because it is difficult to process all of them when they come in at the last minute.
7. It was requested by the group to have additional guidelines regarding fund transfers.
8. ePaf approvals are a week out because of the volume of faculty approvals in the Academic Vice Presidents Area.
9. It was requested to have “Survival Training” for new and existing employees to the University. These requests can be directed to Kori Dehaan, FBS Training Coordinator (kori.dehaan@admin.utah.edu).

The next Business Process Advisory Group meeting will be

November 14, 2008, 9-11:00am, Advanced Networking & Scientific Computation Bldg., Rm. 110

Jenny Fickett: e-mail: jenny.fickett@admin.utah.edu, Phone: 581-5975

Memorandum

Date: October 6, 2008

To: Academic Deans and Directors

From: Dave Pershing and Paul Brinkman

Subject: **Guidelines for Budget Reductions**

As a result of actions taken during the recent Special Session of the Utah Legislature to deal with the current and future shortfall in state tax collections, the University will undergo a state funding cut both in the current year and in our base-budget going forward. Here are the guidelines to follow in carrying out the reductions in your area of responsibility.

- Given that each area of the University may face somewhat different issues in implementing a budget reduction, we will provide the maximum flexibility for undertaking this task; there will be no attempt to mandate any type of universal solution or to impose specific freezes.
 - For the current year (FY 2009), you need to give back 4% of your state base-budget.
 - This can be accomplished by utilizing carry forward balances where available, not expending the funds in open lines, delaying hires, cutting back on travel, and so on.
 - Your administrative assistant and Sandy Hughes will agree on the exact amount of the reduction. Please have your AA inform Sandy as to where the funds are to come from (the appropriate chartfield) by October 24, 2008.
 - For the fiscal year beginning 1 July 2009 (FY 2010), you need to plan for a reduction in your base state budget of 4%. The amount to be cut is identical to the FY 2009 reduction but will need to be dealt with in a different manner.

- It is essential that this reduction be made based on strategic, long-term thinking for the good of your college and the University as a whole.
 - We will be working with each of you to help identify the most appropriate ways in which to achieve these reductions.
 - We plan to discuss your plans with you during meetings regarding Smart Goals in November.
 - Draft plans are due by the end of December. The plans will be finalized during our budget meetings in April after the regular legislation session has ended.
- Additional Details
 - Reductions do not apply to differential tuition funds associated with your college for either the immediate one-time cut or the base cut going forward.
 - Productivity funds will not be cut for FY 2009. We will use our limited central reserve on your behalf to cover the cost of foregoing this reduction.
 - Productivity funds will be cut for FY 2010. The amount to be cut will be 4% of what your college was allocated at the beginning of FY 2009. The amount of productivity funding you will receive for FY 2010 will be the initial FY 2009 amount net of the 4% cut, along with whatever change in funding occurs due to your credit-hour production during FY 2009.
 - While any “recurring soft” funds you are receiving are not included in your base budget, and thus are not included in calculating the amount you need to cut, you may elect to give up a particular soft funding commitment and include the amount given up as part of your total reduction.

We will be examining our early retirement programs to determine if steps can be taken to further enhance this avenue for reducing budgets. It is too early to know whether this will lead to substantive changes.