

## **Business Process Advisory Group – September 14, 2018 – INSCC Room 110**

### **Attending:**

Ammi Aldous, FBS	Andrew Bloebaum, DERM
Anya Petersen-Frey , CE	Brandon Grizzell, GH
Carl Larson, FBS	Cynthia Garcia, FBS
Dalynn Berglund, PHCEU	Dave Bardsley, PHARM
Emilee Mendenhall, CHE	Fae Larson, NURS
Gary Snow, FBS	Heather Holly, FBS
Heidi Slack, FBS	Jacqueline Vigil, FBS
James Steffan, MBM	Jared Olney, PED
Jason Atuaia, SOM	Jeanette Church, SPED
Jeri Schryver, ICSE	Jim Urry, FBS
Joshua Nutter, CHEM	Judy Chan, FBS
Julie Woodward, FBS	Jun Daniel, NIP
Justin Jensen, FBS	Karri Almond, FBS
Kaylee Vo, FBS	Ken Erickson, FBS
Kevon Balls, USS	Kori Wetsel, FBS
Kristie Thompson, OSP	Kristine VanAusdal, FBS
Leanna Mower, MINES	Linda Jensen, OPHTH
Lisa Iverson, PS	Lori McManus, HCI
Maria Nielsen, FBS	Mark Nielsen, NBA
Marv Hawkins, UIT	MaryAnn Howard, COH
Max Sergeev, SVPHS	Maya Frost, COH
Megan Whittaker, CON	Melanie Pugh, FBS
Michelle Addison, MUSIC	Perry Hull, FBS
Robin Holt, COH	Ruby Steele, BIOE
Runar Boman, FBS	Sandy Hughes, BUD
Sara Wilson, METE	Scott Patten, FBS
Stephanie Muranaka-Astle, FBS	Sterling Moore, CE
Susan Shult, MEDCH	Taralyn Poulson, FBS
Teresa Moss, PHARM	Thanh Trieu, BIOCH
Victoria Medina, MPA	

### **AP Updates**

Scott Patten introduced [Heidi Slack](#) as the new Customer Relations Manager in Accounts Payable.

### **Scholarship/Fellowship/Traineeship (ePR) Process**

Scott Patten presented the new process for Scholarship/Fellowship/Traineeship (ePR) Process. The new process combines the forms into one form. This new form will be available in the next couple of days. [Click here](#) to see the presentation.

## **Park Building 1<sup>st</sup> Floor**

Cleanup continues from the water main break that flooded the first floor of the Park Building. Accounts Payable is now located in Room 160C of the Park Building. Instructions on how to locate Accounts Payable begin on [page 12 of the above presentation](#). [The Office of Budget & Institutional Analysis](#) has moved to the Williams Building in Research Park.

## **Research Management and Compliance Updates**

Ken Erickson announced that Sally Petersen is the new Manager of Grants and Contracts Accounting. Rob Allen is the new Associate Director, Research Support & Analysis. Rob will be working on the F&A rate proposals for the next few months. Please see this [FBS News post](#) for details.

## **60/90 day notices**

Ken Erickson discussed that expenses in the last 60 to 90 days of a project will be subject to additional scrutiny. The 90 day notices that have been sent out in the past have stronger wording to ensure that money spent on projects following proper procedures. An additional email has been added at approximately 60 days before a project ends.

## **BASS Updates**

Kori Wetsel introduced Maria Nielsen - Information Technology Specialist and Kristine Vansuadal - Business Data Analyst as new members of the [BASS](#) team.

Kori discussed some of the projects BASS is working on, including a new Travel application and a new document storage management system (OnBase) to replace FORTIS.

Jim Urry is doing process analysis on how departments complete their annual capital inventory. Please contact Jim at [jim.urry@utah.edu](mailto:jim.urry@utah.edu) if you would like your department to participate. Please in the email a short description of the process you use now to do you annual inventory.

## **FBS Website**

Carl Larson showed updates to the FBS website that make it responsive to mobile devices.

## **Open Discussion**

The Accounting Class presented by Jeff West was discussed. It was suggested that more sessions be added.

It was pointed out that there is a Definitions link in the [Account Lookup](#) page on CIS. This opens up the [Non Personal Service Expenses – Definitions](#) page on the FBS website.

Email notifications from various financial apps in CIS was discussed. Some felt that not enough notifications were sent, while others felt too many notifications are being sent.

*Next BPAG Meeting — October 12, 2018*