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, OPTH
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 1st 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 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*