

Department Representatives					
VP	Org Head	Department	Representative	5-Jan	22-Jan
CAFO	Auxiliary Services	University Student Apartments	Jennifer Rumsey	Absent	Absent
	CIO	UIT	Peter Panos	Present	Present
SVP Academic Affairs	AOCE	Continuing Ed	Lynn Dixon	Present	Present
	College of Engineering	Mechanical Engineering	Marjan Esmaeili	Present	Absent
	College of Science	Biology	Deni Morrison	Present	Present
		Chemistry	David Lykins	Present	Absent
		Physics	Marcia Cook	Present	Present
	VP Student Affairs	Union	Deanna Johnson	Present	Absent
	College of Business	Information Tech Group	Monica Stapley	Present	Present
	College of Social & Behavior Sciences	Geography	Lisa Clayton	Present	Present
CSBS IT		Faith Kelly	Present	Absent	
VP Health Sciences	Health Sciences	HCI	Bret Chappell	Present	Absent
	College of Pharmacy	Pharmacy	Bethany Lestarge	Present	Present
	School of Medicine	Biochemistry	Brian Allen	Present	Absent
		Dean's Office	Wendy Kwan	Absent	Present
		Dermatology	Dianne Hunt	Absent	Absent
		OB/GYN	Brandon Hunt	Present	Absent
		Internal Medicine/Oncology	Karen Cheney	Absent	Absent
		Ophthalmology	Lisa Mulcock	Present	Present
Ophthalmology	Linda Jensen	Present	Present		
Administration Representatives					
Perry H Hull	UShop Solution Administrator			Present	Present
Dean Church	Director, Financial Solutions			Present	Present
John Levandowski	Associate Director, Financial Solutions			Absent	Present
Mary Louise Hughes	UShop Training & Customer Outreach			Present	Present
Heather Holley	UShop Supplier Enablement & Training			Present	Present
Maria Nielsen	UShop Support & Help Desk			Present	Present
Mike Smith	UShop Supplier Enablement			Present	Present
Scott Patten	Manager, Accounts Payable			Present	Present
Judy Chan	Assistant Manager, Accounts Payable			Present	Present
Jeff Johnson	Associate Director, Purchasing			Present	Present
Ken Carlisle	Senior Buyer, Purchasing			Present	Present

Items Discussed

- CAD
 - John Nixon and Jeff West presentation to CAD on February 18
 - They communicated to the group that Proof Requisitions for FY17 will be discontinued in the current fiscal year.
 - They also communicated that sunseting dates for other paper forms, including those listed below, will be determined soon;
 - Paper Requisitions
 - Limited Purchase Order
 - Payment Request
 - Direct Payments
 - Personal Reimbursements
 - UShop is being widely implemented across campus and the Deans were asked to lend their support to this implementation.

- Mobile
 - SciQuest will soon provide shopping functionality in the mobile app. Perry is currently working on how to deploy the mobile functionality in our environment.
 - Stay tuned for more information, and our next meeting could include a mobile demo
- No PO Form
 - This form was reviewed. Please provide feedback on how this form can be improved or enhanced.
 - Questions
 - What is only a “statement” is available?
 - An invoice is preferred, but it’s understood that in some cases only a statement is provided.
 - Can Personal Reimbursements be processed on this form?
 - Not at this time, but it’s being evaluated.
 - When can I switch from No PO to a Declining Balance PO?
 - You can do this at any time
- Non-Catalog Form
 - This form was reviewed. Please provide feedback on how this form can be improved or enhanced.
 - The “Non Catalog Quick Order” was mentioned, and some like it quite a bit, although they feel like it’s a bit hidden on the shopping home page.
 - Turnaround time from Radioactive Health to approve radioactive orders takes too long. Deni in Biology shared a specific example to illustrate delayed processing.
- Dashboards
 - Dashboards reviewed. The feedback received was positive.
 - Better if the Action Items widget can be placed higher in the dashboard.
 - These should be explored. This will likely require modification of the existing role structure.
- Training
 - Response to online Shopper training videos was positive. It’s easy for users to get retrained whenever they need.
 - We should proceed with developing online Requisitioner training.
 - Can UShop provide real-time chat support to end users?
 - Can simple, very short, punch-out-only training videos be created?
- Supplier
 - Sigma-Aldrich punch-out coming soon, as is Life Technologies
 - Problems surrounding ship-to locations was discussed
- Management Reports
 - Dean reviewed proposed functionality in management reports that will combine many separate UShop transactions, making management report review easier. Response was very positive.
 - Should individuals who are not Employees (e.g. students) be provided access to UShop? The consensus was yes. Dean not exactly sure how this will be handled.
- Security
 - Scott reviewed how to manage secure information and encouraged everyone to review the [Data Classification and Encryption Rule](#). The recommended approach is to simply avoid putting sensitive information into UShop.
- Other items
 - Several users would like to be able to extend GFA authority on a limited basis to users, where they would have some limited authority, for procurement only, but their authority would not extend to other financial transactions. This would require significantly rewriting current GFA and instead it was suggested that modifying user roles and permissions in UShop might be a way to handle this. Perry will explore this further as part of his work on analysis of the existing user roles and permissions.