BSAG Agenda

Wednesday, April 12, 2023
3:00 – 4:30 p.m.
Location: UGA Performing Arts Center (230 River Road), Ramsey Room

I. Welcome and Thank You Remarks: Anjali Dougherty & Shawn Hill

II. Brief remarks from PAC director, Jeff Martin

II. Committee Reports

- **Faculty Affairs Committee – Carly Surratt & Mike Gorman**
  - Revising faculty offer letter templates this summer
    - Making templates easier to use; eliminate "if this, then that" verbiage
    - Want a limited term faculty offer letter template
  - Feedback on electronic offer letter process:
    - Would make it easier for units to create them
    - Feedback on Docusign:
      - Generally people are open to it to; the committee would love ideas from units based on structures they already have in place
    - Does anyone anticipate concerns about fully electronic offer letter?
      - Smartsheet potentially – could capture approvals and cover all requirements
      - OIR needs to collect info on new faculty hires early in the hiring process and this would make that easier (for example, OIR wants to know if they plan to transfer grants, etc.)
      - Would make reporting easier across the board
- **Finance Committee**
  - Discussion with Matt Whitley and Elizabeth Prince
    - Audit discussion: vast majority of offenders/wayward groups never intended for the situation they find themselves in
    - Encouragement of this group, as the financial experts/personnel of UGA, to keep doing what you do
    - Your roles are so important and here's why: you are the safeguard and you are there to help leaders make great decisions
    - You monitor activities, perform risk assessment, control environment, etc. and other audit-related functions
    - Trends for fraud & waste are increasing

- Issues are typically not a control failure but a failure to control:
    - Our structures and policies are good, but someone along the chain of decision making made a choice not to follow the rules
- Why do we have rules and policies?
    - Federal law or state law driven
    - USG policy
    - Industry requirement (PCI)
    - Avoiding lawsuits
- What can you do?
    - Stay informed about activities within your group
    - Look for alternative approaches to keep teams compliant
    - Ask questions
    - Document it
    - Get it in writing
    - Get help
- Things that can go wrong – keep things separate! Personal life versus professional life should stay separate (for example, taking family on work trip, etc.)
    - Doing business with the university
    - Lost & Found – an asset of the state is always an asset of the state
    - Borrow my signature
    - All your eggs in one basket
- Foundation perspective:
    - Care for state funds should also be applied to Foundation funds
    - Partnership walking alongside the university
    - Donor relations: how do actions of staff/faculty and stories about them affect view of UGA/donor willingness to contribute
    - Open records policies
    - Seeing more unusual transactions – let's talk about it
    - How do you apply high level policies; guidelines for use of these UGAF funds
- "Just say no" training – working on training for saying "no" in a productive way; why? Because we are stewards of someone else's money (tuition, grants, auxiliary funds, etc.)
- Financial Skills Training (Ben N, Cedric S, Shawn Hill)
    - Self-led session to improve personal financial acumen

- Why skills? Create consistency, serve as basic training that is now available on demand, document proficiency and professional development
- Skills will include scenario-based assessment, best practices, etc.
- Plan is to package materials together by topic with a dashboard for users and leaders to assess proficiency in areas
  - Where do we lack and where are we strong? We can encourage/require new training
  - Will not correlate with compensation opportunities
- Builds on the idea of micro credentialing
- Some material is coming from the Knowledge Base, FACTS recordings, etc.; could be derived from other places, too
- Interactive to keep engagement throughout session
- Useful for hiring from outside of UGA
- A great start and needed (fundamentals, consistency & training); having tools and resources to do your job
- Policy & procedure should be an important topic also because people can't apply what they don't understand, and people don't review policies (they do change)
- If people have their own training materials for their teams already, please share them centrally! Avoid duplication of effort
- Plan to start at 101 level before transitioning to 201, 301 levels, etc.
- Already may have all the levels among currently existing training amongst units
- ChatGPT as a potential resource for this project
- Reach out with your feedback!

- **Foundation & Reporting Committees**
  - New FAME/FMS report (Jason Burdette)
    - Combined ledger of FAME and FMS transactions on a single report refreshed nightly
    - Available to users of both FAME and UGA General Financial Reporting access
    - Opening balance represents spending budget for endowments
      - Fund balance represents spending cash
      - For departments with budget funds, opening balance provides the current amended budget
      - Only funds with a class code will be reflected; scholarship only funds are generally excluded
    - Report can be found:
    - Many fields are available in Tableau SuperTable *

- - - Donor names and scholarships will be scrubbed for privacy but will point users to GAIL (donor lookup IDs)
    - Get in touch with the foundation for FAME access (likely already have FMS access)
    - Would recommend including all departments when looking for a balance for a specific class code
  - Working on a restructuring of how, where, why policies and procedures are housed to make it easier for units
  - Next up on the reporting priority list: Faculty Effort
    - Faculty effort reporting tools
    - Effort meaning: effort as assigned, effort as performed, self-reported effort
    - Is that what the group would like to see/what campus seems to need?
      - Yes
    - Need as much feedback as possible in the next few weeks
- **Human Resources Committee**
  - New Short Work Break/Return from Work Break process – how's it going? Feedback so far.
  - Went live April 1 and 175+ SWB have already been submitted
  - Requests can be submitted via System Manager WorkCenter > Workforce Administration > Bulk/Mass Update Requests
  - You can monitor status using the new dashboard
  - Adapted centrally from a process in Franklin College
  - Audit trail important to have when someone is placed on work break or returning from work break
  - SWB is submitted to HR liaison for approval (gets notification once a week), goes to UHR and is implemented
  - Who is approving it and how?
    - Comms on this item coming soon
  - Suggestions?
    - Edit frequency for how often HR Liaisons are updated/notified (the report is always available though)
    - How can these requests be reconciled?
    - This dashboard/these reports are always accessible
    - This is meant to make the process easier for everyone, streamlined and transparent
    - Great feedback so far from the units; perceived as easier, improved, streamlined
    - Smartsheet group! (already exists in Teams)

- ▪ Visibility is key! Avoiding double work
- ▪ Smartsheet short coming: doesn't have a lot of opportunities to filter reports, working on that

III. Other Business
- **Auxiliary: New FY24 DP process** (Lisa Catanese)

    I. Benefits and improved internal controls with this process

        I. Allows use of appropriate FY funding for internal audit of department general ledger expenditures

        II. Better controls in UGAmart (purchasing has to be a requisitioner versus anyone who can get into a TeamDynamix ticket)

        III. Chartfield validation comes in UGAmart

        IV. Budget checking

        V. Improved workflow, centralization, organizing requests

        VI. Allows for appropriate dept head approval

        VII. Also makes it easier on the backend for AUX/TPS team

- **SPA: Collaborator Contribution** (Jill Tincher) – skipped for time

- **Bob Currey: Pcard Change from the State**

    I. May 1 change: biggest material impact on UGA: Pcards are required to be reconciled at the end of every month, most of that info is held locally in your areas; the administrator (Bob) is now required to have a copy of that report held in a central file every month as well

    II. Process is in process for how this will be facilitated (will hit on billing cycle at the end of May)

    III. Process will be shared once determined

    IV. Is applied May 1 → going forward, but that does not preclude the state for asking from copies from past months during audit

    V. Locally units should still keep the paper copies and centrally keep electronic copies

        I. Required to maintain copies for 7 years / end of grant + 7 years if a grant

IV. Open Forum Discussion