Meeting: Business Services Advisory Group  
Date and Time: Wednesday, December 6, 2017, 3:00 – 4:30 p.m.  
Location: Amos Hall, Room B012

I. Welcome and Announcements

A. Bill Prigge welcomed the group and thanked John Varghese for hosting the BSAG group at the new Terry College Business Learning Center at Amos Hall.

II. Project Updates and Committee Reports

A. BSAG Project List Update – Bill Prigge (click here)

   i. Items #129, 135, and 123 Update

      a. Item #129 – Bill Prigge reminded everyone that with the transition to PeopleSoft, the legacy system will no longer be used. The Accounting Committee recommends that this item be closed.

      b. Item #135 – Bill Prigge will check with the Foundation on the process for online submissions and will send back out to the group. It was recommended that this item be closed.

      c. Item #123 – Holley Schramski stated that when this item was suggested, the intent was to talk with other users, including faculty, to discover what improvements were valuable to them and to provide some new perspective.

         i. Holley suggested holding onto this item and revisiting after the OneSource go-live dates. This will allow the community time to learn the new systems and processes.

         ii. BSAG membership agreed to table this item until the OneSource implementation has stabilized and the user community is ready to provide some evaluation of the new processes.

         iii. BSAG meetings will be facilitated differently in the new year.

            a. Andy Garber, College of Education, suggested that BSAG meetings have more of a workgroup format.

            b. Penny Benton, School of Public and International Affairs, suggested meetings be used as a sharing group/growing pains/adjustment to new system – learning what others are doing type of format.

            c. Sarah Fraker, Change Management Lead, suggested that the project coordinators also be in attendance at future BSAG meetings.

            d. Holley Schramski recommended that the meeting minutes reflect the guidance from BSAG members in attendance on December 6, 2017 as follows. In 2018-2019 (next 18 months) BSAG meetings will include project coordinators and focus on OneSource implementation aspects specific to individual schools, colleges and units. After go-live and a short stabilization period, BSAG meetings will shift back to their original purpose: end user advisory and identification of business process improvement. While this was the BSAG attendee recommendation for the next 18 months it does not preclude BSAG or committees from working on any other business process improvement as they are identified.

III. Other Business

A. International Travel/Export Control – Dan Runge (click here)

   i. Dan works in the Office of Research Control and is the Export Compliance Officer.

   ii. His key message was to talk to his office as soon as possible when planning foreign travel, especially if going to one of the sanctioned/embargoed countries. The same applies when shipping internationally.
B. **Universities Attestation of Compliance for PCI – Lauren Hofmann** *(click here)*
   i. UGA is trying to meet the guidelines and safe practices for accepting credit cards, set forth by
      the Credit Card Brands and PCI Council.
   ii. The goal is 100% compliance by June 1, 2018 by assess, remediate and repeat.
   iii. Anyone with questions should contact Lauren Hofmann at hofmannl@uga.edu.

C. **Changes to UGA Vehicle Rental Site – Kathy Hines** *(click here)*
   i. Changes to the vehicle rental site will take place on January 1, 2018.
   ii. The vehicle rental site can be found at https://cars.uga.edu.
   iii. The new process is defined in the “introduction document” located on the rental site.
   iv. Kathy recommended that everyone review any vehicle reservation they have for after January
      1 to make sure the reservation converted properly to the new system.

D. **OneSource Update – Holley Schramski** *(click here)*
   i. Update of Workflow – Bill Prigge and Sean Rogers reviewed the finance workflow approval
      recommendations for OneSource to the BSAG group. The workflow work group continued to
      focus on “simplicity, efficiency and consistency”. Sean stressed that when reviewing workflow
      approvals, units should take the opportunity to examine their own internal processes and
      work to revise/simplify.
   ii. Security and Workflow Workshops will be held on January 22, 2018 at the Georgia Center in
       Room R.
   iii. The OneSource website has been updated with new information. Resources have been added,
       such as, Time and Attendance Resources, Technical Resources, COA Resources, Training, and
       Change Champions.

*The next BSAG meeting will be Wednesday, February 7, from 3:00 – 4:30 p.m. at the Miller Learning Center, in Room 350.*