

**Meeting:** Business Services Advisory Group

**Date and Time:** Wednesday, December 7, 2016, 2:30 p.m. – 4:30 p.m.

**Location:** Special Collections Library, Room 285

**I. Welcome and Announcements**

- A. Sarah Fraker welcomed the group and introduced the Marketing and Communications Team.

**II. Discussions**

**A. University of Georgia Logo Change – Marketing and Communications Team**

- i. The Marketing and Communications Team reviewed the recent University Logo change. One major consideration for the change included what students call the University off-campus.
- ii. Logo solutions include configurations for schools & colleges and department levels. There's a formal and horizontal option for schools. Special configurations are also available for specific applications, options for embroidery and stamped applications. Logo Liaisons are located on campus to help with logo questions. A list of Logo Liaisons can be found here. Visual Identity information can be reviewed here. Workshops are also available to educate those on campus who have questions about the logo. More information can be found on the website at [brand.uga.edu](http://brand.uga.edu) or by e-mail at [trademarks@uga.edu](mailto:trademarks@uga.edu) and by reviewing the presentation on the Trademarks Policy, Process and Compliance procedures can also be viewed here.

**B. P Card Policy Changes – Annette Evans**

- i. On December 1, the Office of Planning & Budget (OPB) and the State Purchasing Division (SPD) issued a new Statewide Purchasing Card Policy which will go into effect April 2017. There are significant changes including: 1) a mandate that entities have a p-card plan approved by the President, OPB and SPD to address a reduction in the number of p-cards, justification of the need for each cardholder, and any requested exemptions to the statewide policy, and 2) changes to the single transaction limit such that pre-approval is required on all planned routine and non-urgent requests or urgent requests above \$1,000. Procurement will be sending an information email to the PCard listserv on December 9<sup>th</sup> outlining these changes and asking the UGA PCard community for feedback to be used in developing UGA's PCard plan which is due in February 2017.
- ii. A P-card working group was created last fall when UGA received a preliminary draft of the new policy. This group included representation from UGA units with the largest amount of PCard spend and a large number of cardholders. This working group assisted Procurement to provide the USG with preliminary feedback on the impact of the proposed policy.
- iii. UGA feedback to the now finalized policy is important and will be shared when creating UGA's PCard plan. The PCard policy effective April 2017 can be viewed in its entirety here. Further information can also be found on these documents.

**C. RUSS Off-Campus Request System – Craig Mathews**

- i. As of December 9, 2016, the only functionality on the RUSS system will be the off-campus inventory request processing. The RUSS system is maintenance intensive and it would be preferable to retire the system now, but UGA can only do that if an alternative to tracking off-campus inventory can be implemented. The alternative will need to satisfy the Board of Regents requirements per section 11.7.2 of the BOR Business Procedure Manual. A key component of the tracking is knowing the individual responsible for various equipment. A long-term solution will be part of the business processes in the PeopleSoft Financials implementation/OneSource project. Thus the question posed to BSAG was whether or not it is worth the time and effort for a work group to explore an alternative to RUSS and possible implement that alternative prior to the PeopleSoft go live. A vote was called and it was determined an alternative to RUSS should be explored.
- ii. Craig then asked for volunteers to serve on this work group. Craig asked that he be e-mailed with names of volunteers before December 23. Bill Cheesborough volunteered to participate on the work group.

**D. HR and FLSA Update – Juan Jarrett and Russ Ramsey**

- i. Juan Jarrett reviewed the Archnews recently distributed about FLSA and the federal judge's preliminary injunction of the FLSA rule change. A majority of the FLSA changes that have been implemented will stay in place. The guidance from the System Office is to stay the course at this time.
- ii. Based on the guidance from the System Office, HR is reviewing job classifications affected by the rule change to possibly move some staff back to exempt.
- iii. HR intends to have position information updated in iPaws before the holiday break.
- iv. Questions about FLSA are being answered as quickly as possible and some will have to wait until further information comes in from the System Office.
- v. There has been no change in the campus decision to increase the minimum salary for post-doctoral research associate fellows to \$47,476. HR will reach out to OVPR to see if there has been any change due to the preliminary injunction.
- vi. HR is thankful for all of the help and assistance from individual departments during the FLSA implementation.

**III. Other Business**

**E. OneSource Update – Chris Wilkins**

- i. Chris provided an update on where the project is currently, this presentation can be found here.
- ii. Sarah Fraker discussed the need to have Change Champions nominated for individual colleges/units/schools. Change Champions will create a UGA wide network of individuals that will act as a communication link between the project team and the people affected by the change. They must meet certain qualifications to be a good fit for this role, including a positive attitude, knowledge of our environment, and good communication skills. This will be a formal group of people who will discuss the project weekly, most often by phone to enable off-campus and

across campus participation. Communication templates and a job description will also be provided to these contacts. Nominees may be sent directly to Sarah Fraker.

**F. Role of BSAG during OneSource Project – Sarah Fraker**

- i. Sarah reviewed past progress on items completed during this presentation (click [here](#)).
  - ii. A list of items currently “In Process” will be sent, along with a survey to prioritize the currently in progress initiatives and to ensure that these have adequate volunteer efforts behind them.
  - iii. Sarah thanked all of the Co-chairs for their hard work on projects and opportunities for new Co-chairs were presented. Any BSAG member willing to serve in this capacity should email Holley Schramski.
    - a. Penny Benton is stepping down as Property Control Co-Chair thus there is a vacancy here.
    - b. Sarah Fraker has been serving as Co-Chair of BSAG with Holley Schramski. Since Sarah is no longer a business lead from a school/college/unit, she is also stepping down and there is a vacancy to be filled.
  - iv. A BSAG member asked what the role of BSAG would be on the OneSource Project. Sarah outlined some potential thoughts: should BSAG review or “sign-off” on business processes, etc. Discussion on this topic included input from Bill Cheesborough that so many in BSAG are working on the OneSource project that the need for BSAG to sign-off on business processes seemed unnecessary. Sean Rogers mentioned that many might like to see all those business processes for a holistic view. Holley Schramski suggested that BSAG sign-off or review of all the business processes would be overwhelming and perhaps BSAG should be engaged when there are conflicts, controversial changes, or when OneSource teams cannot agree on solutions, etc. As the meeting was running long, Holley Schramski suggested that the BSAG membership continue to think on these items and we can have further discussion.
- G. Sean Rogers introduced the new CFO at the Veterinary Teaching Hospital, Kyle Marshall, and Holley Schramski introduced Shawn Hill, the new Quality Director in Sponsored Projects Administration.

As there was no further business, the meeting was adjourned.

***Holiday refreshments were provided by the School of Public and International Affairs.***