

Meeting Minutes: Business Services Advisory Group

Date and time: Wednesday, July 27, 2016 from 3:00 – 4:30 p.m.

Location: MLC, Room 0248

**I. Welcome and Announcements**

- A. Sarah Fraker welcomed the group and reminded everyone to send delegates from their area if the representative cannot make it. Also, remember to sign the sign-in sheet for the meeting.

**II. Project Updates and Committee Reports**

**A. Item 1.2 – Simpler Update – Sarah Fraker**

- i. Simpler is under the umbrella of the UGA's OneSource project and is considered a sub-project. Lauren Holcomb sent out a presentation to the BSAG group on the functionality of the program. Training sessions are scheduled through T&D for August 24 and 25. The presentation can be found by clicking [here](#).

**B. Item 80 – Chemical Purchasing Process Update - Annette Evans**

- i. Annette Evans talked about ways to facilitate the compliance process in purchasing chemicals through CRS. Recently, new researchers talked about the timeliness of receiving their materials. Chad Cox designed a document that explains the process difference in purchasing trackable and non-trackable chemicals. The document will be in placed in UGAmart and is available [here](#). It was suggested that a list of trackable chemicals be listed or to call CRS before purchasing these items. A move was made to close this item.

**C. Item 90 – State Purchasing Update – Annette Evans**

- i. Annette provided an update on conversations between UGA, GA Tech. and State Purchasing. A “champion” is needed to step-up and “push” for a change to the legislation. The hope is that State Purchasing will be in a position to serve as the champion, if other legislative initiatives do not take priority. Feedback was requested on how to handle this item and what action to leave it in. It was voted to “close” this item provided updates are given periodically.

**D. Item 30 – UGA Contract Review- Chris Miller**

- i. Student Affairs wanted to automate the process of contract review. This was arranged for Student Affairs and it was suggested that a universal form be created for campus.

### III. Other Business

- A. Chris Miller gave information on including a revised offer letter or addendum with relocation forms if an employee's start changes after the relocation encumbrance has been submitted. An e-mail will be sent to remind college business officers to send this change information to Mark Kent at Accounts Payable. Feedback was requested on if this was suitable to address this item.
  
- B. **MyID process for new faculty and staff - Keith Martin**
  - i. Keith Martin provided information on how MyID login information is given. Currently, students are actually given a MyID and are given a choice to create their own password. It was suggested that faculty and staff begin to follow the same process. A ticket system will be used to create this MyID and password by a UGA employee and will verify their credentials. An e-mail will then be sent to the employee/new hire for approval.
  
- C. **New F&A Website - Crystal Rogers**
  - i. Crystal Rogers provided an update on behalf of Brett Jackson. Brett will be sending out an e-mail to BSAG with a link to the new F&A website and will be requesting feedback from BSAG.
  
- D. **UGA's OneSource Project Update – Sarah Fraker**
  - i. Leadership Team members have been added to the project. Penny Benton is the new End User Group Chair. Additional organizational members, activities and communication channels were provided in the presentation, which can be found [here](#).
  
- E. **Project List Review – Sarah Fraker**
  - i. Item updates can be changed by sending out notifications to the BSAG group.
  
- F. **FLSA Update – Russ Ramsey and Juan Jarrett**
  - i. Juan Jarrett and Russ Ramsey covered the latest information on the FLSA change. Each of their presentations can be found [here](#).