BSAG Agenda

Wednesday, February 8, 2023
3:00 – 4:30 p.m.
Location: Georgia Center, Masters Auditorium, 1197 S Lumpkin St

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

II. **Committee Reports & Other Agenda Items**

- **Finance Committee:** Kathy McCarty; Shelly Terrazas
  - **Update to Travel Initiatives – Jennifer Dunlap**
  - Helpful strategies for the traveler: Automated email when TA is submitted, video resources with key travel points, Travel Policy postcards for faculty/staff and new hires, key travel points fliers, Find My Expense Manager website, PEP policy training, checklists for supervisors and expense managers
  - Helpful strategies for the approver: PEP policy training, completion rates reports for CBOs, communication campaign to approvers
  - Roles of the HR supervisor and expense manager to follow Travel Policy Compliance Initiatives
  - **GASB 96: Subscription-based IT Agreements (SBITA) Update - Darlene McConnell and Alan Bryan**
  - Website: https://busfin.uga.edu/accounting/gasb96/
  - *Why is the reporting for SBITAs Changing?*
    There is limited guidance currently available for Subscription-Based Information Technology Arrangements (SBITAs), which has led to various ways of recording the related costs (such as expensing versus capitalizing).
  - *What is the GASB 96 Standard?*
    GASB 96 states, "A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) IT software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction."
  - Terminology in bold is broken down as follows: 1) Control of the right to use, 2) IT software, 3) Period of time, 4) Exchange or exchange-like transaction
  - There will be exclusions from GASB 96
  - **Training Dates:**
    February 9, 2023 – 1:30 pm – 3:00 pm *(Add to Calendar)*
    February 16, 2023 – Breakout Session after Status Call *(Status Call)*
    February 23, 2023 – 10:00 am – 11:30 am *(Add to Calendar)*
  - Implementation Schedule:
    July 1, 2022 – GASB 96 Reporting Requirements will become effective.
    All transactions should reflect SBITA ID Numbers (ALL Depts and Central Depts)
    October 2022 - February 2023 –
    - Determine which current contracts meet GASB 96 criteria (October 2022 – January 2023) - -
    - Establish procedures/processes to identify future SBITAs (January 2023 – February 2023)
    - Campus communications (February 2023)
    March 1, 2023 –
    - Departments should start using the GASB 96 Questionnaire for ALL NEW SBITAs.
    Attachment of questionnaire will be REQUIRED.

- Renewals of current contracts will require a SBITA ID Number that has been created.
- Start entering SBITA's in Lease Administration (AM Module)

March 30, 2023 –

Board of Regents has required that ALL current SBITAs meeting GASB 96 criteria are to be entered into AM module. a

- **Human Resources Committee: David Maddox; Chandra Echols**
  - OneUSG Connect Downtime and Update: March 10 – 14, 2023
  - Changes to look and feel of user interface to be implemented
  - No access to W2s or any portion of Employee Self Service and Manager Self Service during outage.
  - New "Vacation in lieu of Sick" leave type
  - Upcoming Projects:
  - **SWB/RWB Process Improvement**
    - Utilize Smartsheet process piloted by Franklin College of Arts & Sciences.
    - Uses OneUSG Connect query to automatically populate intake form with GAs information.
    - Reports to provide visibility into which requests are still in process.
  - **Position Inactivation Process Improvement:**
    - Utilize Smartsheet process like the SWB/RWB process.
    - OneUSG Connect query will be used to automatically populate Inactivation request.

- **Faculty Affairs Committee: Carly Surratt; Mike Gorman**
  - **Upcoming Project**: Part-time faculty appointments and continuation of those appointments and possible revision of letters to these faculty.

- **Foundation Committee:** See Reporting Committee's update.

- **Reporting Committee: Brooke Rooks; Hailey Normandia; Susan Cowart**
  - Next phase of rollout for combined FAME/FMS report on Feb 22
  - Double Dawgs Dashboard is still in testing
  - [Training/Demo on Power Automate](#) (Josh H and Jonathan W)

III. **Other Business**
- **Research Reporting & Academic Credit Changes: Chad Cleveland, Shawn Hill**
  - Met with deans and CBOs about new concept called collaborator contribution.
  - This will replace academic credit and will match IDC return distribution.
  - New [Research Enterprise Expenditures Report](#): View R&D trends, slice/dice data.
  - **Key Benefits:**
    - Standardized reporting methodology (currently too many methods)
    - Simplified setup process (no longer need to define academic credit)
    - Improved reporting tools
  - **Timeline:**
    - Now – April: Continue to socialize change across various groups.
    - April – June: Provide report to show difference between academic credit and collaborator contribution
    - July 1, 2023: Collaborator Contribution replaces academic credit.
  - Question: What about units like CAES that route all IDC return to a single department? Answer: This will not affect reporting, as this setup is done in FMD; the IDC offsets control this. The allocation of Collaborator Contribution will come from entries in the Grants Portal.

- **Study Away Automation Coming Soon**: **Jonathan Wentworth**
  - New Smartsheet Process for Study Away Programs - both Domestic Field Study and Study Abroad programs.
  - Will assist in sharing critical information to assist both programs and central teams in being successful in the financial management of their program.
  - Will include: Budgetary approval process, Program Details, Financial Needs (e.g., P-Card, Procurement, Petty Cash), Program Closeout
  - Info sessions are being scheduled for Spring 2023
  - Aiming to begin using Spring of 2023 for Fall 2023 programs.

- **Smartsheet Licenses**: **Shawn Hill**
  - We have seen exponential growth in user base this year
  - Polled BSAG on Monday: 27 interested responses so far
  - Scheduling a meeting to review with this group, including potential add-ons that we're considering.

IV.   **Open Forum Discussion Topics (Requested by BSAG Members): None**