I. Welcome and Announcements
   A. Bill Prigge welcomed the group and mentioned recent committee meetings and accomplishments since the last meeting.

II. Project Updates and Committee Reports
   A. BSAG Project List Update – Bill Prigge
      i. Thank you to everyone for sending in their committee updates and for staying on top of the topics that are still outstanding on the project list. Over the past two months nearly 20 items have been closed, tabled or updated.
      
      ii. **Item #9.1 (DocuSign) Update – Holley Schramski and Brandon Silvers**
          Brandon Silvers addressed the group to let everyone know that DocuSign is now available to any UGA unit for internal and external use. Users must provide their own DocuSign administration and are asked to provide funding towards the license costs. There is no enterprise administration of the system, however Brandon Silvers is available to assist units with the start-up.
          
      iii. Clayton Wilcox made a remark that DocuSign has been wonderful and efficient for campus projects, especially contracts. Recently OUA, FMD, Procurement, and Capital Budgets started using DocuSign to manage contractor services.
          
      iv. Bill Cheeseborough indicated the College of Agricultural and Environmental Design uses DocuSign and the approval process has almost been instantaneous.
          
      v. Auxiliary Services, DAR, and FMD plan to begin using DocuSign with their daily work functions.
          
      vi. Brandon Silvers has offered to provide a demo and to be the point of contact for anyone needing more information on DocuSign. Someone would need to be assigned the point person for your individual unit/school/college to get DocuSign set-up. Contact Brandon at bsilvers@uga.edu.
          
      vii. Chris Miller stated that the Provost Office is willing to use DocuSign if units needing to pass documents to/from Provost’s Office would also use it. She added that this would help with the overall funding for DocuSign.
          
      viii. This item will now be closed.

   B. **Item #83 – Inventory Cost Threshold Update – Craig Mathews (click here)**
      
      i. UGA Administration appreciates the recommendation from BSAG that the threshold should be increased and would like to use this opportunity to align UGA policy with the USG threshold. The majority of policy and procedures will go into effect 7/1/2018 and coincide with PeopleSoft Financials go-live. Craig met with an end-user group to discuss transition steps. Craig presented those transition steps as noted in the presentation.
          
      ii. Departments will need to notify Property Control of any equipment under the $3,000 threshold that they would like tracked. Property Control and OneSource will communicate with units about this process.
          
      iii. This item can be closed.

   C. **Items #28, 41 and 148 Update – Annette Evans**
      
      i. **Item #28 – Standardizing sets of terms and conditions to streamline vendor negotiations.**
         
         i. There are master terms and conditions with Steris for maintenance and Shimadzu for equipment. In addition, Hologic agreed to master terms and conditions for both equipment sales and repair.
         
         ii. Procurement is currently working with the Classic Center on a master agreement.
         
         iii. As a reminder, Procurement has master terms and conditions with the following:
             
             * Roche, for repairs
             * Stericycle, Graybar, Eurogentec, GovConnections, Consolidated Electrical Distributors (CED), and Anixter for the sale of products/equipment.
             
      ii. **Item #41 – Comprehensive Vendor Management Leveraged vendor negotiations based on common requirements across the institutional system.**
i. This is still in progress as we are continuing to look at a punch-out with Amazon Business for purchase orders.

ii. If you notice price changes in Home Depot, the consortia whose contract we utilize issued a new agreement, so Procurement had to modify to reflect the new agreement.

iii. Item #148 – “If I realize the day before a class that I am in need of an additional tablecloth and notebooks for that class, then I run to Office Depot to pick up the items I need. When I process the e-check request for the receipt, can I not include mileage to and from the store? This question has come to me from an employee. I have discovered that no, I must process two different check requests, one for the mileage and one for the items. This seems a bit odd to me to require more than one check request for the same reimbursement.”
   i. The current check request system cannot accommodate this. However, this functionality will be available with PeopleSoft; therefore this item can be closed.

D. Items #31, 89, 130, 271, 272 and 273 Update – Traci Strickland

i. Item #31 – Include all of the modules in the onboard process.
   i. Due to technical complexities, the Onboarding system cannot include Ethics or Sexual Harassment Training at this time. Ethics training will continue to be referenced during the onboarding process, but will be delivered as a standalone training module.
   ii. This item can be closed.

ii. Item #89 – Internal Auditing recently conducted a leave audit. No additional concerns were noted. This item can be closed.

iii. Item #130 – All staff applicants are currently directed to apply through iPaws. If concerns remain, please provide additional clarification on what specific issues were in the original request. This item can be closed.

iv. Items #271, 272, 273
   i. A consultant is being hired to provide recommendations for meaningful salary guidelines and principles.
   ii. A salary administration plan will be drafted by the consultant.
   iii. The goal is to have these new salary guidelines by late February 2018. These items will be tabled until the work on the Staff Salary Administration Plan is completed.

III. Other Business

A. iPAWS Upgrade Project - Matthew Reiter and Lindsey Sessions (click here)
   i. The upgrade will go live on 11/28/17.
   ii. No new positions/actions will be allowed in the current iPAWS after 11/8/17.
   iii. Think about your hiring strategy before posting jobs in the system. Make sure you also think about the recruitment timeline before the iPAWS implementation.
   iv. Applicants will need to create a new applicant profile – those will not transition to the new system.
   v. Your HR Employment team will work on your unit’s behalf to help anyone who needs assistance with hiring proposals.

B. Benefits Open Enrollment – Patrice Masterson (click here)
   i. Patrice Masterson reviewed important Open Enrollment information, which will take place in the new OneUSG connect benefits system.
   ii. The open enrollment period will be 10/30 – 11/10/17.

C. MyID Creation Process Changes – Shannon Marable (click here)
   i. New process to be effective 11/1/17.

D. OneSource Update – Holley Schramski (click here)
   i. Budgets Lead, Johnathan Wentworth, provided an update on Hyperion Go-Live.
   ii. Holley noted that OneSource will utilize the monthly status call to provide BSAG and other business leaders with OneSource updates. OneSource agenda items during BSAG meetings will focus on specific business process questions and issue resolution.

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

The next BSAG meeting will be Wednesday, December 6, from 3:00 – 4:30 p.m. in Amos Hall, Room B12