I. Welcome and Thank You Remarks: Anjali Dougherty & Shawn Hill
   I. Asked BSAG participants to potentially share/host meeting spaces and share about what they do. Thank you for the responses! We now have most of 2023 booked.

II. Committee Reports
   • Faculty Affairs Committee: Carly Surratt; Mike Gorman
     o Overview of future trajectory; call for faculty reporting
     o Reporting group: Asking about effort reporting; UGA Elements vs what’s in the system. Elements used to have something called workload that was basically allocation of effort; we’re not using Legacy anymore and have not been able/have opted not to continue hosting that data because it can’t be official resource.

   • Finance Committee: Kathy McCarty; Shelly Terrazas
     o Proposed Find My Expense Manager site: Jennifer Dunlap, Shawn Hill
        ▪ Travel policy compliance initiatives
        ▪ Strategy 1 (travelers): refresh on travel policy; automated emails to travelers when TA is approved; 3 short videos on key points; postcard to all employees; travel collateral to all faculty new hires in orientation packet; travel flyers covering key points; find my expense manager webpage; comprehensive travel training in PEP
          • Sharing proof of concept of find my expense manager: we need your feedback!
          • Security: CBOs will be given this link and it’s on them to share with whoever they’re comfortable with also SSO
          • Editing is important; reviewing and confirming information
        ▪ Strategy 2 (approvers): comprehensive approver training in PEP; provide CBOs with reports to see completion rates for team; comms campaign to approvers; parts of strategy 1 are relevant here, too
          • Question about slimming down of travel policy in the past years; request for resources providing context and examples
          • Travel team is always happy to come meet in person and conduct these conversations in the units
GASB 87 Process Updates: Darlene McConnell, Bob Currey, Jennifer Dunlap, Craig Mathews

- End-of-year roundtable; FY22 was first year of implementation in terms of leases

- Conducted interviews/reviews with users and identified pain points: eliminated need to complete lengthy questionnaire; new process for exclusions, those leases have a new process for documentation now

- Create UGAmart “pre-screening” questions: first 1–2 questions on previous form and will be on requisition module (i.e., does GASB 87 apply?)
  - **Becomes record of assessment:** keeps users from having to fill out every time; provides documentation for audit; simplified and modified workflow for end user and for team processing
  - **This will prompt requisitioners to acknowledge GASB 87**
    - Is it for all requisitions? Yes!

- Digitized GASB 87 form

- Launch and implementation will ideally take place soon after January 1 but definitely before BPSS; training will be provided as well

- Accounting team walked through Smartsheet form
  - Smartsheet entry will generate email

- **Following GASB 87, GASB 96 is coming (SBITA/Subscription-Based Information Technology) → all leased IT items like Zoom, Adobe, Oracle, etc.**
  - These need to be recorded similarly to GASB 87 and will follow a similar process and information will be coming 2023
  - A bit more complicated

- Start thinking about your technology leases but until campus training begins, continue with same process for now

- This covers a database of information

- **Foundation Committee:** Elizabeth Prince; Sadie Brown

  - MIH codes: a hierarchy of units; not used in UGA Financials
    - Foundation uses MIH codes and that’s how FAME routes things
    - Some things are stuck in the wrong places right now
    - OIR had an initiative to translate that hierarchy into reporting
    - FAME uses the academic unit to drive workflow; not so granular
• **Send a correction email to** ugafbusiness@uga.edu

• Peoplesoft class codes can be corrected to correct Peoplesoft ID too

• **Where are MIH codes: can be grabbed from OIR, not currently on website; Shawn Hill has a list and so do reporting liaisons**
  - If you need additional MIH codes added, contact OIR, too

• **Recap: FAME uses 8-digit numbers from FMS to drive budget processes**
  - Workflow: that’s where the MIH (master institutional hierarchy) codes come into play

  - Scholarship survey: got great responses and feedback prior to Thanksgiving, more takeaways/next steps coming

  - **UGAF is on TeamDynamix**: Submit a ticket

  - **Employee awards**: considering breaking up and adjusting workflow; stay tuned (UGAF + HR + Payroll)

• **Human Resources Committee**: David Maddox; Chandra Echols
  - **New Supplemental Pay and RSA Process**: Chris Allinger, Russ Ramsey
    - Developing a new process that is easy to use, increases productivity, improves transparency with reporting/metrics
    - Been piloting with a variety of groups; more opportunities coming
    - Tentative timeline: December 2023 completion of development, **April 1 2023 go live (tentative)**
    - Plan to have a recorded kick off session in feb and will include anyone who wants to be included; submit real examples during this time; testing is crucial
    - Feedback: what is the scope? Is everything previously going through sup pay and MSS going through this process?
      - Plan for supplemental pay: yes
      - RSA will continue to use MSS
    - April 1 go live is taking process for RSA and admin supplements, anything with HR forms and transfer to new process; potential for versioning but not ideal; initial scope is RSAs and supplements that typically go through MCOP; request for more specific documentation regarding what will be included in April 1; opportunity to clean up forms and language; supplements that are TBD end date: this will be included; stay tuned

• **USG Emails to Terminating Employees – Proposal**
  - New process that system office would like to begin
  - Terminated employees can’t access pay stubs, W2s, or any other data
  - Employees can be more proactive: for example, an address can be updated, forms can be saved and downloaded, etc.
  - **PROPOSAL**: run a query every month looking for employees to be terminated in 30–90 days
Would be outside UGA comms pool and would come from USG/central comms

Call for concerns/feedback: most advance terminations are probably faculty; reminder could be included in UGA employee exit packet/procedure; shorten from 30–90 days to 7–10 days instead for maximum efficacy; previously there’s been guidance to wait to enter termination dates

- **Reporting Committee:** Brooke Rooks; Hailey Normandia; Susan Cowart
  - UGA Foundation report + UGAF Foundation report: will be merging and demo is coming out soon for reporting group to review
  - Double Dawgs dashboard: workgroup with several colleges and demo coming up in January; development phase but will be a planning tool for Deans
  - Participation from reporting liaisons!

### III. Other Business

- **BPSS Changes:** Position Inactive/Vacant Position Cleanup
  - BPSS: assessing how things go each year; goal of excluding inactive positions to improve efficiency and remove unnecessary positions
    - I. Proposing changing filter on the data pull; creating queries in OneUSG connect
    - II. BOR asking for funding of vacancies information, this is also incentive
    - III. Questions and feedback welcome at hrweb@uga.edu
    - IV. It’s essentially a filter; position doesn’t disappear but is just not reflected in information pulled by query; shouldn’t make things difficult to reactivate if needed

### IV. Open Forum Discussion

- **Open Discussion**