

Meeting: Business Services Advisory Group
Date and Time: Thursday, May 11, 2017, 3:00 – 4:30 p.m.
Location: Miller Learning Center, Room 0348

- I. Welcome and Announcements
 - A. Bill Prigge welcomed the group and thanked everyone for coming to the meeting. The group was asked to introduce themselves due to there being many new faces in the meeting. Bill also introduced the new committee chairs for the 2017-2018 year. We will not have a regular meeting in June, this will be a time for the committee co-chairs to come together and meet.
- II. Project Updates and Committee Reports
 - A. **RUSS Off-Campus Equipment Work Group – Craig Mathews**
 - i. Craig provided an update as to the current function of RUSS. RUSS is currently being utilized to track equipment used off-site (off campus). Outdated software/servers created a desire by EITS to retire the system.
 - ii. The Work Group recommendation was to continue using RUSS “as is” until the new PeopleSoft Asset Management module, which will be able to track off-site equipment information, goes live in 2018. Craig thanked everyone who volunteered to be on the workgroup. More information on the RUSS Work Group decision can be found here.
 - B. **Item #83 Update – Craig Mathews**
 - i. Craig presented the current UGA Policy on items that are tracked through Inventory Control. Currently, items are tracked with a \$500-\$2,999.99 value.
 - ii. The issue/question is should UGA change the threshold to the USG’s policy of \$3,000. A threshold comparison was shown to include the various impacts of changing this policy. The threshold comparison revealed what types of items/equipment will be affected, possible benefits and possible concerns. By moving to the \$3,000 threshold we still will be in compliance with the USG policy. Inventory will not be required on those items that do not reach that threshold.
 - iii. A question was posed as to what other institutions are doing in regards to their threshold requirements. Most institutions are following the USG requirement. Voluntary tagging is still allowed. Holley asked if it was the value of the item that was of concern or the tracking of the item. The majority of the group is concerned with where the item is and if it needs to be insured.
 - iv. A survey will be sent to the group to receive feedback, along with the PowerPoint presentation that can be found here.
 - v. Business officers were asked to review the information with management of their organization and respond to the survey so that risk posture can be assessed and incorporated into a final recommendation on this topic.
- III. Other Business
 - A. **PCard Policy Update – Annette Evans** (presentation link)

- i. Annette reviewed the current Special Approvals granted by the SPD/OPB. Special Approvals cover whether pre-approval is required or not. If a single transaction limit can be raised and lowered internally. It also establishes a “card profile” for tracking purposes.
- ii. Some items changed from allowable to unallowable, such as, fuel, mechanical repairs and maintenance for State-owned or rental vehicles.
- iii. The procedure and process for plan amendments has not been officially provided by the State Purchasing Office. Currently, any special approval will require a plan amendment. As more information on this process becomes available, it will be shared with the campus community.

B. Impact of New Benefits Start Date on New Faculty Hires – Sarah Covert

- i. Sarah Covert, Associate Provost for Faculty Affairs, communicated a recent change made by the USG. All new employees hired after July 1, 2017 (including those hired by UGA) will have their benefits effective date be the first of the month (if they start on the first of the month) or the first date of the following month.
- ii. UGA has determined that the employment start date for new, academic contract faculty will become August 1, 2017 to ensure that their benefits coverage begins on their first day of work. It will no longer be possible to have new academic contract faculty begin employment in the middle of the month and have their benefits begin on that day. Anyone hired after the first day of the month will have their benefits start the first day of the following month.
- iii. A template letter was created for those faculty who received and accepted offers before this benefits change was made. Departments can use this template when contacting those faculty members that will be affected. Those faculty will need to elect a benefits start date other than the August 7, 2017 contract start date.
- iv. A memo on this item will be distributed to the campus community on Monday, May 15. In the future, all new academic faculty start dates will begin on the 1st of the month (example, August 1, January 1).

C. Dual Appointments – Mike Gorman

- i. Mike Gorman presented the current USG Dual Appointment Policy. This policy covers the employment of staff, faculty and students at two or more institutions with the USG during the same period.
- ii. Examples of dual appointment situations were presented. It was advised that those who are hiring dual appointment faculty, to start early. Agreements require multiple reviews and approvals, including both presidents.
- iii. Those who have questions should contact the Dual Appointment Coordinator, Mike Gorman. More information on this policy can be found here.

D. iPAWS Upgrade - Lindsey Sessions

- i. An upgrade will be performed on the current iPAWS system in the fall of 2017. This upgrade will modernize the current HR staff hiring system, the design &

functionality will complement the current FacultyJobs System, will be more user-friendly and enhance recruitment capabilities.

ii. More information as to the purpose of the upgrade can be found here.

E. **OneSource Update – Holley Schramski**

i. A handout was given to everyone in attendance at the meeting. Please see this handout for detailed information.