BSAG Minutes  
Wednesday, January 8, 2020  
Special Collections Library  
Room 285  
3:00 – 4:30 p.m.

I. Welcome and Thank You Remarks: Holley Schramski and Jared Peden

II. SPA Education and Training: Jill Frazier Tincher

III. Committee Reports: Committee Co-Chairs and Invited Speakers
   a. Time sensitive items or those needing discussion are included on the agenda. All other committee reports will be provided in writing on the written report.
   b. Unit co-chairs rolling off, committee and units chairs will stagger.
   c. Reprioritization of priorities.

IV. Other Business:
   a. Accounting: Updated Budget/GL journal workflow and CF1 setup confirmation – Andy Garber and Darlene McConnell
      i. Item 1: They would like to split workflow for the different journal types. Problem is: you end up with one unit that might need to see transactions and another signing off on something they possibly shouldn’t be. Is the benefit of having a split workflow outweigh people’s increased workflow setup time?
         1. Initial conversations with programmers say that it is possible.
         2. Suggestion: they should be separated to ensure clean accounting and that the correct people are reviewing the charges.
         3. Suggestion: OneSource governance has recently reviewed workflow recommendations. They had proposed bringing the group back together to review some of those recommendations and this could be looked and considered to see if this could be reviewed in conjunction with other things.
      ii. Item 2: Request that the budget approval status is displayed along with header status? There was not enough information for the request.
         1. No objections: Recommend for closure
   b. Finance: Taxable Clothing Purchases BPM 5.3.17.1.1 – Chad Cleveland
      i. BOR updated the business procedures manual about a year ago.
      ii. Clothing purchase policies for employees: One is exempt, and one is non-exempt.
      iii. Would it be possible for Travel and Payables create a process to capture employee information through accounting when these purchases are made? It would be ideal if details such as the emplID and name so the employee could be informed on when those purchases are made.
         1. Travel and Payables adding to Enhancement requests.
         2. Question: What about bulk clothing purchases and handing it out at a later time? Answer: They would need to capture employee information at that time.
         3. Question: What about the $75 de minimus tracking? Answer: They are not currently tracking it internally; the units should be keeping track.
      iv. This needs to be kept track of for auditing. It seems that the items are being coded correctly at this time.
c. **Networking for Business Practitioners**: Sarah Fraker and Melissa Hunter
   i. Core idea is that CFO's and CBO's have opportunities to network, but BM's and other up-and-coming positions do not have something like BSAG. We would like to take the networking opportunity to a larger scale. Do you think this would be valuable and is there a program already that serves this purpose?
      1. Yes, this program would be valuable.
      2. If you think that you would be interested in coming to help at a launch event or sponsoring, please tell Sarah or Melissa.

d. **Payroll**: Request for subgroup volunteers – Julie Camp
   i. In December, the TeamDynamix overpayment and off-cycle forms were presented.
   ii. The survey results showed that each option was voted on with more than 30%.
   iii. Would like to create a subcommittee for the options.
   iv. Auxiliary and FMD volunteered for option 1. Option 2 already had volunteers. Sadie and one of the Amy’s for option 3. Will report in March or May.

e. **Payroll Encumbrances**: Shawn Hill and Chad Cleveland
   i. Issues with payroll encumbrances are eating into budgets and people can’t spend.
      1. SPA now has the ability to set an end date. This should be a permanent solution. Questions should be directed to unit business offices.
   ii. Combo codes with no project – there is no end date in the system that can be used. Recommend using fund 20400 class code 64VAR until you figure out what funding source you will be paying the employee from. You do not have to have funds in this account to use it. Monitor it when you get ready to balance.
   iii. Some units have created unique departments that are only used for this.

f. **Purchasing**: Procurement Resources for Review – Claire Boyd
   i. Please take a look at the email with 3 documents attached to it.
      1. **Document 1**: A tool that can live on their website. Share information with campus end users on how to make purchases depending on what kind of funding they are buying with. Please review as lab or office member.
      2. **Document 2**: Sole sources and grants. How does this person understand these things so that they can be an informed purchaser? The goal is to reduce the back and forth. People are having to do more, unnecessarily.
      3. **Document 3**: Complete overhaul of the sole source or brand form – it is a simple form, but it isn’t prompting for the information needed. The new form will successfully guide someone through justifying what they need by making it more palatable. Goal is to get you your purchase more quickly and reduce the amount that the form is necessary. Currently, if you are spending more than 25k and not using a contract, procurement asks you for the form. Moving forward, they will not be asking for this justification if it is an exempt purchase.
   ii. Please let Claire know by the 10th and let her know if you need more time. They would like to roll out as quickly as possible.

V. **Ice Breaker Activity – Gone But Not Forgotten**

VI. **Discussion with Co-Chairs and Module Leads**

*The next BSAG Meeting will be held on March 4th from 3:00 p.m. – 4:30 p.m. in Ivester Hall, Room E001. If anyone has any fun location suggestions, please let me know!*