Welcome and Announcements

Co-Chairs: Anjali Dougherty & Shawn Hill
Welcome and Announcements

• Congratulations to Sadie Brown!

• Today we will cover endowed faculty positions, proposed P-Card and Petty Cash changes, potential for process enhancement in scholarship monitoring and foundation projections, reporting liaisons, and more.
Faculty Affairs Committee
Co-Chairs: Carly Surratt & Mike Gorman
Endowed Faculty Positions

For Discussion: Endowed Faculty Positions

- UGAF and OFA are working together to share more frequent updates to endowed chairs and professorships.

OFA is in development of a new ticketing system to streamline processing efforts, including the routing, approval, and seating of endowed positions. The new system will allow for improved efficiency, transparency and reporting.

BSAG Request:

Discussion and feedback on this topic
Finance Committee

Co-Chairs: Kathy McCarty, Shelly Terrazas, Bob Currey, and Blake Waldrop
Proposed PCard Plan Changes

• The State updated their PCard policy effective May 2023.
• In addition to the change to the PCard reconciliation language we worked through last year, the State simplified the language and organization of the policy document.
• UGA Procurement is now in the process of simplifying our own PCard policy document to better align with State.
• In doing so, there are opportunities to improve the UGA policy to reduce some of the administrative burdens related with the program. We'd like to tee up a few of these potential changes for feedback & approval.

BSAG Request:
Please provide feedback on these proposed changes.
## Proposed Change: Approver 1 Role

<table>
<thead>
<tr>
<th>UGA - CURRENT</th>
<th>State - CURRENT</th>
<th>UGA - PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUST be in supervisory role</td>
<td>Approvers MUST have sufficient knowledge of CH job function to review and approve transactions. Supervisory role encouraged.</td>
<td>MUST be in Supervisory role unless <em>written justification submitted &amp; approved by PCard Admin</em></td>
</tr>
</tbody>
</table>
| Approve New Card Requests, Renewals and (permanent) changes to limits | Supervisor, PCard Administrator and CFO must approve all new card requests and renewals. | • *Add CBOs to approval workflow* for new card and renewal requests  
• *No change to process for limit requests* |
| Assigns Approver 2 (A2) for cardholder (CH) | N/A - State policy requires two approvers to pre-approve (applicable) transactions but does not define roles separately like UGA | • *Add CBOs to approval workflow* for new card and renewal requests  
• *No change to process for role changes* |
| Assign Reconciler (if not cardholder) | N/A - State policy defines the Reconciler role but does not specify who assigns/approves | • *Add CBOs to approval workflow* for new card and renewal requests  
• *No change to process for add/change to reconciler* (role change) |
**Proposed Change: Approver 1 Role**

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</table>
| • UGA policy requires an **annual review of spending limits** to assess adequacy and appropriateness of limits. **A1 approves limits.** | State policy requires an annual review of spending limits to assess adequacy and appropriateness of limits. Does not specify approving role. | • **Maintain existing process** for annual review of limits:  
  - CBO and A1 are provided data but A1 provides approval  
  • **Maintain existing process** to identify and review dormant cards. Decision to inactivate based on **input from CH and A1.** |
| • **UGA required to monitor cards for limited/no use (dormancy)** and consult with approvers before inactivating card. | State also requires UGA to determine policy for managing dormant cards. |  |

**All transactions require a comment** in WORKS be entered by CH.
**CH and approver sign-off of monthly reconciliation** required in WORKS:
  - A1 comments on all transaction + A2 signs-off OR
  - A1 signs-off and may add comments

| • Comments and/or descriptions must be entered for every transaction in WORKS.  
  - State policy requires transaction reconciliations to be done electronically in WORKS and requires both the cardholder and approver sign-off. |  | • **No change to current requirement** for CH to enter comments.descriptions in WORKS for each transaction  
  • **Eliminate UGA requirement for A1 to enter comments on all transactions** prior to A2 signing monthly recon. |
Proposed Change: Reference Resources

- The PCard is a method of payment with unique rules
- Any purchases via PCard must comply with ALL State, BOR and UGA policy requirements
- In an attempt to address compliance, the current UGA PCard policy re-states non-PCard policy in multiple areas creating potential for policy conflicts and confusion on campus
- Proposing multi-prong solution:
  - Streamline policy verbiage to focus on PCard policy only,
  - Migrate existing support resources to PCard website,
  - Modify support resources to include links to current policy

**Allowable, Restricted and Prohibited Purchases**

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- Proposing multi-prong solution:
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  - Modify support resources to include links to current policy

**Consequences of Non-Compliance**
Proposed Change: Special Approvals

<table>
<thead>
<tr>
<th>Approval Number(s)</th>
<th>Special Approval Category</th>
<th>Intended Use (paraphrased)</th>
<th>Purchase of Routine Supply-type Items</th>
<th>Planned, routine under $1,000</th>
<th>Planned, routine greater than or equal to $1,000</th>
<th>Unplanned, non-routine purchases under $1,000 (standard)</th>
<th>Unplanned, non-routine purchases over $1,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>Standard card with no exemption/special approval.</td>
<td>Prospective Required</td>
<td>Prospective Required</td>
<td>Prospective Required</td>
<td>Prospective Required</td>
<td>Prospective Required</td>
</tr>
<tr>
<td>UGA-SAR001</td>
<td>Student Travel</td>
<td>Unexpected purchases that may be required for emergencies (lodging, airfare, etc.). Purchases made after hours, or on weekends or holidays. Student food, lodging and travel, entrance to educational venues.</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR002</td>
<td>Research</td>
<td>Items related to research projects.</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR003</td>
<td>Facilities</td>
<td>Purchases related to facilities and related equipment. Plumbing and electrical issues, weather-related damage, broken windows, doors, etc., heating and air repairs, etc. (Request to include FMD cards eligibility for this category)</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Exception Requested</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR004</td>
<td>Veterinary Teaching Hospital</td>
<td>Purchases related to the Veterinary Teaching hospital when immediate purchasing action is necessary.</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR005</td>
<td>University Health Center</td>
<td>Purchases related to the University Health Center when immediate purchasing action is necessary.</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR006</td>
<td>Food Services</td>
<td>Food and unique items for dining hall needs, restaurant needs, hostels/catered events, franchises, etc. Repairs to equipment. An alternate source of supply when the chain of supply is unexpectedly unable to meet the need.</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Exception Requested</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR007</td>
<td>Police Services</td>
<td>Items required by the University Police Department to ensure the safety of Students, Faculty, Staff, General Public, and State Property.</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Exception Requested</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR008</td>
<td>IT Support</td>
<td>Technology items/services when systems go down or items break. Urgent, critical, or time-sensitive equipment repairs and maintenance, specialty software, or services. Purchases after-hours, or on weekends and holidays.</td>
<td>Prospective Required</td>
<td>Exception Requested</td>
<td>Exception Requested</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR009, UGA-SAR010</td>
<td>Student Events/Activities</td>
<td>Food/meals for student groups and events. Specialty supply items which are typically only available online and often require the purchase to be delivered within a narrow window. Student travel.</td>
<td>Prospective Required</td>
<td>Not required (Exception Approved)</td>
<td>Exception Requested</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
</tr>
<tr>
<td>UGA-SAR013</td>
<td>Instrument Shop</td>
<td>Purchases for the Instrument Shop that are needed to ensure research and instruction are not delayed or negatively impacted (when the vendor will not accept Purchase Orders or if there is a need to expedite a repair or modification).</td>
<td>Prospective Required</td>
<td>Exception Requested</td>
<td>Exception Requested</td>
<td>Not required (Exception Approved)</td>
<td>Not required (Exception Approved)</td>
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<tr>
<td>UGA-SAR014</td>
<td>Library Archival</td>
<td>Purchases to support the receipt of large collections that need immediate processing to be made available for reading or display to library patrons and the general public (when the vendor will not accept a Purchase Order).</td>
<td>Prospective Required</td>
<td>Exception Requested</td>
<td>Exception Requested</td>
<td>Not required (Exception Approved)</td>
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NEXT STEPS

- DOAS and USG approve the PCard plan. The UGA Policy document is based off the approved PCard plan and approved internally.
- Ongoing coordination occurring with DOAS and USG regarding proposed changes to the PCard plan (red boxes below)
- Final changes to both the Plan and Policy documents will be circulated for Administrative review and approval.
Petty Cash Policy Changes

- Added ClinCard for Human Subject Incentive Payments with new Policy
- Added PII (personally identifiable information) for any bank accounts (Federal Banking Requirement)
- Reduction in bank accounts (USG)
- Changed Petty Cash Reconciliation requirements to March/Oct effective Oct of this year
- Working through Smartsheet adjustments

BSAG Request:
Please review these changes and share any questions or feedback.
Carryforward Chartstrings in Deficit

- Carryforward chartstrings in deficit need to be cleared by March 31.

- New dashboard to track progress in clearing these deficits.

- Pivot UGA_GL_LEDGER_BALANCES query with account 499100 to view details.
Starting on Monday, Feb. 19, CBOs will receive biweekly reminder emails.

Emails will include updated numbers of chartstrings with deficit balances along with a query link to view details.

BSAG Request:

Any questions or feedback on this process?
Carryforward Chartstrings in Deficit

- How to clear these deficits

<table>
<thead>
<tr>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Oper Unit</th>
<th>ChartField 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14100</td>
<td>16001003</td>
<td>14400</td>
<td>41500</td>
<td>(blank)</td>
<td>16PBDC2301</td>
<td>-32,530.45</td>
</tr>
<tr>
<td>14100</td>
<td>16001003</td>
<td>17400</td>
<td>41500</td>
<td>(blank)</td>
<td>16PBDC2301</td>
<td>32,530.45</td>
</tr>
</tbody>
</table>
Foundation Committee

Co-Chairs: Elizabeth Prince & Sadie Brown
Scholarship Monitoring

For Discussion: Department chartfield field on scholarships

- We have heard from several units that have a heavy scholarship use that having these expenses post in unit level departments in PeopleSoft would be a huge reporting/monitoring win.

BSAG Request:

Discussion and feedback on this topic
Foundation projections

For discussion: Potential for earlier projections to make assistantship offers?

• One of the deans has asked whether Foundation can produce earlier preliminary numbers for the future FY so that we can provide those numbers to the Graduate Coordinators to make offers. Typically, those offers go out anytime between January and March (with final acceptances due in April), but we don’t get official future FY estimates until about April.

BSAG Request:

Discussion and feedback on this topic
Human Resources Committee

Co-Chairs: David Maddox & Chandra Echols
Student Employee Cleanup

• On this week’s Status Call, we will be discussing individuals who are ineligible for student positions due to their current enrollment status.
• New query in the “Student Posn” query group.
• Explanation of concept.

BSAG Request:

Questions, concerns or feedback on this approach?
Human Resources Committee

We are quickly headed toward year end.

BSAG Request:

As we head toward academic and fiscal year end, are there any HR improvement opportunities or processes that you would like to discuss as a group?
Reporting Committee

Co-Chairs: Hailey Normandia & Josh Hanna
Reporting Liaisons

Everyone is welcome to join:

- Reporting Liaisons meets via Zoom for 30 minutes twice a month.
- The next meeting is on Wednesday, February 21st at 1:30 PM
- Open to all staff (not just BSAG members)

BSAG Request:

Email hailey.normandia@uga.edu or josh.hanna@uga.edu for a link to join Reporting Liaisons.
Reporting Needs

Tell us how we can help:

• If you or your unit has any specific reporting questions or needs, please let us know!
• We can connect you to resources for OneSource Financials, OneUSG Connect, Data Warehouse, Smartsheet, Microsoft 365, and more.

BSAG Request:

Tell us now about your reporting needs or email us later at josh.hanna@uga.edu and hailey.normandia@uga.edu.
Other Business
MIS Student Process Mapping Offer

Offer for MIST students to map your processes.

- Students get experience, you get process maps/analysis.
- See Stacy's emails for more details.

BSAG Request:

Email Stacy Boyles at stacy.boyles@uga.edu by this Friday, February 16, if you are interested.
Need a location for April meeting

We have locations for all the rest of the BSAG meetings this year...except April.

BSAG Request:

Email Shawn Hill at shawnh@uga.edu if your unit is willing to host.
Open Discussion
Next Meeting:
April 10, 2024
Location TBD

View past meeting materials on the BSAG website