

BSAG Agenda & Meeting Minutes

Wednesday, October 12, 2022

3:00 – 4:30 p.m.

Location: Larry Walker Room, Dean Rusk Hall

I. Welcome and Thank You Remarks: Shawn Hill

II. Committee Reports

- **Finance Committee:** Kathy McCarty; Shelly Terrazas
 - Stewardship – Leadership Overview
 - James Shore – 2 years (3–4) of clean audits in a row; particularly impressive through pandemic.
 - As we move out of pandemic operating procedures, we need to be steadfast in our focus on compliance and with policy in the mindset of stewardship and trust (not just finance, but also HR, facilities, etc.).
 - Ensuring public trust – if that’s violated or lost, trust/systems fall apart
 - No one has done anything wrong, not scolding or disciplinary, just looking to stay focused and aligned
 - We are entrusted with oversight of a \$2 billion dollar budget + \$1.5 billion endowment
 - We are entrusted at unit level and centrally – we have responsibility at both of these levels, don’t have to know everything but need to be confident in what we know and what we need to know
 - “intelligence, initiative, and integrity/stewardship mentality”
 - Travel Reminders – Kathy McCarty – state travel policy
 - [USG business procedures manual](#)
 - Also have a [state travel policy](#)
 - We must abide both [UGA policy](#) and state law
 - Verbiage: The word “May” has some latitude for discretion; the words “must” and “should” indicate firm requirements
 - Introduce your new hires to these policies!
 - Airbnb and VRBO – there is a process to request an exception to the state policy for domestic travel, so that has been included in UGA policy – exception requests should be rare and unusual. These must be approved by BOR; cannot be approved by UGA.
 - Feedback so far has been good and all exceptions have been approved – think grad students, etc.

- UGA internally needs a week in advance and there's a 4-6 wait time from BOR after that; the more time the better,
 - Airbnb's cannot be owned by faculty/staff
 - We need more training for supervisors and for general staff that join as a UGA financial employee; we need required training for supervisors especially in order for these roles to be held
 - A responsibility of the individual; there's an expectation that you'll brush up and educate yourself and you are still accountable/liable; Jennifer's team is willing to travel to units to help conduct training and walk through policy; supervisors want to know but they're overwhelmed
 - There's a lot out there and how can we boil down all that info into something useful for the avg supervisor that wants to know (know before you go quick guides).
 - Approvers should be thoroughly versed in full policies/laws and should examine these closely
 - Email notification process – know before you go (same as know before you approve)
 - Pep training?? For travel and send to all HR supervisors
- Other items – Chad Cleveland
 - Multiple components of pay (MCOP) and job earnings distribution (JED)– all ideas so far have required too much change to the budget planning system so the alternative solution is to have units for this fiscal year ask HR to set up your job distributions for supplemental pay and also set up for position funding
 - Next fiscal year, commitment accounting team will pick up all that funding and manually enter them for the new year
 - Long term, looking to potentially replace Hyperion, just discussing
- **Foundation Committee:** Elizabeth Prince; Sadie Brown
 - Excited to partner with units and OIR in the reporting liaison process
 - How can UGAF help improve processes on campus – if there is something out there that doesn't make sense to do through the foundation in this way, let us know! Open to innovation and conversations
 - Update on scholarship essay – moving forward and should come soon
 - New TeamDynamix options available!
- **Human Resources Committee:** David Maddox; Chandra Echols
 - BSAG question: Ad Hoc salary approvals for graduate Assistants and student workers. What is the value added to be "blanket" approved by UHR? Could this be delegated to the unit with oversight at UHR using queries and reporting similar to how the Graduate School is asking questions now about FTE and rate changes.
 Answer: That is the final approval for that type of transaction so it really does need to go through HR because it's a global approval level

- **Reporting Committee:** Brooke Rooks; Hailey Normandia; Susan Cowart
 - Update on report to combine UGA and UGAF financial data – progress is being made! BSAG subgroup has been formed and will evaluate these reports and is meeting with/working alongside OIR on it

III. Other Business

- **Audit Checklist/Best Practices Library Project:** Crystal Rogers on behalf of Brooke Rooks
 - I. Update on audit checklist project – kicked off phase 1 on sept 1 with 5 topics, 10 topics/phase 2 kicked off end of sept
 - II. Hoping to have review process going soon (next 2 weeks or so); that content will come through this group and will be voted on in terms of being published after several review phases (accounting, internal audit, etc.)
 - III. 3rd and final phase with last 10 topics kicked off November and goal to have it wrapped end of December
 - IV. Plug for best practices library! There's a button on the website to submit ideas
- **Payroll – Payroll Processing Validation Processes:** Amanda McHugh; Debbie KupperSmith
 - I. Transparency and visibility into payroll processing
 - II. What happens during processing and what do various reports do? And they are happy to meet with units and chat through
 - III. What are payroll's internal deadlines: day 1-3

IV. Open Forum Discussion

- **Open Discussion**