

BSAG Meeting Minutes

Wednesday, June 8, 2022

3:00 – 4:30 p.m.

- I. **Welcome and Thank You Remarks: Shawn Hill and Jared Peden**
- II. **Open Forum Discussion Topics (Requested by BSAG Members):**
 - Open Discussion (no topics this month)
- III. **Committee Reports & Other Agenda Items**
 - **Graduate Assistant Streamlining: Chris A, David M, Mike G, Shawn H**
 - [Draft Hire a Student, Temp or GA Form](#)
 - Proposing new optional process via Smartsheet to help streamline GA (or undergrad student or temp) hires.
 - Seems promising based on initial feedback. Current challenge is to find a one-size-fits all solution. A group of colleges/units is meeting to help finalize the form. If you'd like to participate, [click here](#).
 - **Payroll Process Improvements: Debbie Koppersmith**
 - [Draft Overpayment Form](#)
 - Looking to transition this form over to a Smartsheet to make the collection process easier for the departments
 - **Poll: Overpayment Process: Should we keep the step to attach supervisor approval documentation?**
 - RESULT: YES
 - Reasoning: it lets everyone know that the supervisor is aware and ensures supervisor is aware; auditors and leadership will ask for it
 - **Poll: Should we just notify the supervisor or attach approval?**
 - RESULT: Notify the supervisor automatically
 - [Draft Undeposited Paychecks Process](#)
 - No action is needed from units; we're making you aware of this new process automation because you will be copied on emails if you are the supervisor of an individual who has an undeposited check.
 - **Consolidating Service & Support: Ben N, Billy K, Matt V, Sean R**
 - [Draft Service & Support Portal](#) (in its infancy)
 - Oracle will no longer support the UPK platform after Dec 2022. We are moving training materials to a TeamDynamix knowledge base.

- Key Benefits: Consolidates service and support resources in a single place; better search functionality; reorganization to make it more intuitive to find materials.
- **Recruiting and Retention: Tammy Freeman, Shawn Hill**
 - Draft Site: [Building Winning Teams](#)
 - Resources to help with recruiting and retention
 - Eventually will be shared UGA-wide; please share feedback on what we should add, remove or change.
- **BSAG: Streamlining & Reorganization: Jared Peden, Shawn Hill**
 - [Reorganization Approach](#) (as discussed in Fall 2021)
 - Move from 15 committees to 5 committees
 - Committees: Faculty Affairs, Finance, Foundation, Human Resources, Reporting
 - Strategy and Benefits: More strategic, less reactive, reduced bureaucracy
 - New co-chairs will present at each meeting
 - Start from zero – current roadmap will be moved to parking lot