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 Kuppersmith
     ○ 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