



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

February 29, 2008

Volume 3, Number 1

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2008 Minority and Small Business Expo

Mark your calendars for the 2008 Minority and Small Business Expo, to be held at the Georgia Center for Continuing Education Conference Center and Hotel on Friday, March 7 from 8 a.m. – noon. The expo will provide UGA departments a chance to meet and network with more than 100 local service and product suppliers.

"I encourage anyone who makes purchasing decisions in the colleges, schools and units to attend this event," said Tim Burgess, senior vice president for finance and administration. "Doing so will introduce them to new products and services and expand their list of potential vendors, which ultimately could lead to better pricing and quality of goods and services for the University, not to mention expanded utilization of small and minority vendors."

The expo is a collaborative venture with the Athens Area Chamber of Commerce. UGA departments wishing to participate should contact Jessica Guest or Sarah Williamson in Procurement at 706-542-2361.

UGA Honored by SACUBO for Best Practices

The University of Georgia has two winners vying for top honors in the 2008 Best Practices Competition of the Southern Association of College and University Business Officers (SACUBO). Information on both programs will be presented by UGA representatives to conferees at the SACUBO annual conference in New Orleans in April.

The programs in contention are: "Re-energizing the University of Georgia's Check Request Process" from Accounts Payable; and the "Building Energy Conservation Program (Energy Audits)" from the Physical Plant and Faculty of Engineering. Five finalists were selected in the annual competition. Institutions selected as finalists receive \$750, while the grand finalist—to be announced at the April meeting—receives \$1,500.

UGA was last honored by SACUBO for its best practices in 2006.



UGA Campaign for Charities Exceeds Goal

Employees at the University of Georgia not only met the goal for the 2008 Campaign for Charities but surpassed it. When the final tally was counted, a total of \$430,610.52 had been donated—exceeding the goal of \$425,000. Although the participation rate did not rise from the previous year (24 percent), those who did contribute to the campaign gave even more generously than they have in the past.

"On behalf of the University of Georgia and all those who will benefit from the campaign proceeds, I want to thank the unit captains and everyone who contributed to this effort," said Campaign Chair Maurice Daniels, dean of the School of Social Work. "Together, we are making a positive difference in the lives of our fellow citizens."



MetLife Beneficiary Information

All UGA employees must establish their beneficiaries in the MetLife system by April 1, 2008. At that time, MetLife will become the "Custodian of Record" for all UGA life insurance coverage and beneficiary designations, and existing paper beneficiary cards and forms on file in UGA Human Resources (HR) will be archived.

Employees may establish their beneficiary information in either of two ways:

- 1) by using the [MetLife Web site](#) or
- 2) by calling MetLife toll-free at 1-866-492-6983.

If UGA employees have previously designated life insurance beneficiaries by signing a UGA card or form, the paper document is on file in HR and remains in effect. However, HR did not provide this beneficiary information to MetLife, because the transferred beneficiary information would not be accepted as a legal designation. This is the reason all employees should establish their beneficiary information in the MetLife database.

Background Checks

The background investigation (BI) process has been in place for almost two months and, as is often the case with new initiatives, Human Resources (HR) is working through issues and questions relating to the process. Currently, background investigations are producing results within three to seven days, but HR staff are working with the vendor (ChoicePoint) to reduce this timeframe to three days or less.

Hiring departments need to add the necessary time to their hiring processes to accommodate the required background investigation. To help secure an efficient turnaround, they should complete and submit the background investigation [consent form](#) to Human Resources as soon as possible. When promoting a UGA employee, please check the list of "[positions of trust](#)" to determine if the promotion will require a background investigation. Questions about the BI process can be directed to Lynn Burt or Mildred McElroy at 706-542-2222, or Duane Ritter at 706-542-7316.

Compliance, Ethics and Reporting Hotline

The Board of Regents has established an ethics and compliance reporting system for University System institutions. In cooperation with that effort, UGA has set up a hotline as one way through which faculty and staff may report apparent wrongdoing.

The hotline is independently operated and is available 24 hours a day, 7 days a week. Callers will be able to voice their concerns and remain anonymous, if they prefer. It is important to note that retaliation against employees who voice such concerns is a violation of University policy.

If you wish to contact the hotline, call 1-877-516-3467 or make a report online at www.tnwinc.com/UGA.

The University's existing procedures remain in place for anyone wishing to pursue reports or complaints through established channels – either through a supervisor or to the office charged with ensuring compliance of a specific policy.



Nominations Now Open for Merit Awards

Finance and Administration will hold its Third Annual Recognition Ceremony on Thursday, May 15, 2008. For the second consecutive year, merit awards will be presented to four outstanding staff members in addition to awards for service at five-year milestones.

The merit award categories are: Customer Service, Tough Dawg, Newcomer and Unsung Hero. For descriptions of each, consult the Recognition Program Web site at <http://www.busfin.uga.edu/meritawards.html>.

Employees must work in a unit of Finance and Administration in order to be eligible for an award, but they can be nominated by any colleague, including those outside F&A. For a complete listing of Finance and Administration units, see www.busfin.uga.edu/svpfaorg.pdf.

Those nominated must be actively employed, benefit-eligible and *have a minimum of two years of UGA service* (with the exception of the Newcomer Award). Employees in contract positions (e.g., Finance and Administration senior staff) are not eligible. Self-nominations are not accepted.

To be considered for an award, nominations must be submitted by **April 1, 2008**.

Lodging Per Diem Information - FedRooms Rate

The Accounts Payable Department would like to provide UGA travelers with helpful information to locate lodging accommodations within federal per diem rates established by the General Services Administration.

FedRooms is the official government-wide lodging program managed by the U.S. General Services Administration. FedRooms rates offer accommodations at or below the federal per diem. Listings are available at www.FedRooms.com. Currently more than 5,000 hotels are listed in the FedRooms program from around the world.

FedRooms rate and the government rate **are not** the same. In order to receive the guarantees associated with the FedRooms rate, you must ask for it by name. As with any program, FedRooms rates may be sold out from time to time.

Questions? Ask Jennifer Collins at jfinch@uga.edu.

UGA Solicitation Policy

The University Cabinet approved a revised solicitation policy at its December 7, 2007 meeting. This policy is intended to create and promote an appropriate balance between practical operations while maintaining a productive educational and work environment. It updates several previous policies, provides more definition and establishes procedures and standards to guide and manage solicitation activities.

These policies apply to all forms of solicitation by organizations or individuals and establish specific lines of authority and approval. For a complete version of the solicitation policy, please visit <http://askuga.uga.edu/default.asp?id=1643&SID=&Lang=>.

Contact the Auxiliary Services Division at 706-542-2768 for additional information.

Parking Services Launches Customer Service Campaign

Last fall, Parking Services conducted comprehensive strategic planning and formed a written plan, containing 154 major goals, of connected series of operations that would enable it to become a model organization for large universities. The execution of this plan will raise the overall level of service to customers. Within a couple of years, customers can expect to see new technology like Automated Vehicle Identification (AVI) which will provide faster, hands-free access to some decks and lots for permit holders. Customers also can look forward to easier and more convenient payment options, cleaner and safer parking areas, efficient permit sales and better communications.

"Parking Services employees are customers, too, and our approach will be very much about taking care of our customers the way we would like to be taken care of," said Parking Services Manager Don Walter. "For instance, Parking Services recognizes the extreme angst from ticketing and will take steps to reduce the underlying causes of ticketing. We will listen to our customers and be proactive in making continual process improvements so that the same complaints don't recur. It's our goal to become kinder, gentler and friendlier through this new beginning."

High Honors for Food Services

UGA Food Services is widely regarded as one of the nation's best and now, the team can add two more honors to its impressive menu of awards.

In January, Governor Sonny Perdue honored Food Services with an inaugural "Governor's Commendation for Customer Service Excellence" for the introduction of 24-hour dining on campus. This highly popular option provides breakfast foods at Snelling Dining Commons for those who wish to study or socialize during the wee morning hours. In the fall, Director Mike Floyd was presented by the University System of Georgia with an honorable mention in the Chancellor's Award for Outstanding Customer Service Leadership.



A Day at the Capitol: Bryan Varin, chef/manager at Snelling Dining Commons, Food Services Director Mike Floyd and Associate Director Jeanne Fry received kudos from the Governor's Office for outstanding customer service.



GoGreen.uga.edu

The UGA Physical Plant Division has a new Web site dedicated to environmental sustainability and the Go Green initiative: gogreen.uga.edu. The Web site chronicles the Physical Plant's sustainability efforts including light bulb exchanges, recycling initiatives and the implementation of "Green Cleaning Corridors" on the campus. The site provides tips to "Green Your Office," recycle, save water, use biofuel and save energy.

The Web site also posts the latest news and events regarding campus and community green initiatives such as the upcoming UGA Earth Day 2008 (April 22, 2008) at the UGA Tate Center Plaza.

North Campus Green Corridor Completed

There is a "green wave" coming to the UGA campus. Green cleaning incorporates not only green or "environmentally friendly" cleaning products used to clean, but it also focuses on avoiding cross contamination, using ergonomic equipment to reduce injuries and accidents, and using microfiber cleaning tools to reduce the amount of chemicals and water required to clean campus buildings effectively. Green cleaning also features additional environmentally friendly aspects such as indoor and outdoor recycling practices, low flow water usage in restroom facilities and hands-free paper dispensing systems for restrooms.

Phases I and II of the North Campus Corridor are now complete with 16 buildings converted to exclusively green cleaning products and methods: Old College (piloted in 2006), Administration Building, Terrell Hall, Phi Kappa Hall, Candler Hall, Moore College, Meigs Hall, Gilbert Hall, Denmark Hall, Caldwell Hall, Lustrat House, Holmes-Hunter Academic Building, Demonsthenian Hall, New College, the Chapel and the School of Law.

Phase III of this project will move to South Campus and will include the following buildings: Ecology, Hardman Hall, Forestry and Natural Resources Complex, Environmental Health Science, Davison Life Sciences Complex, Pharmacy, Boyd Graduate Studies Research Center, Science Library, Aderhold Hall, Miller Plant Sciences and Tucker Hall. For more details, consult gogreen.uga.edu.

Energy and Water Sustainability at UGA

Energy and water conservation have been identified as two of the most pressing issues facing the University, and the Physical Plant is actively engaged in numerous sustainability projects to improve its stewardship of these resources.

A University System Energy Sustainability Plan, developed under the direction of UGA President Adams, is being adopted by the Board of Regents (BOR). This plan calls for benchmarking historical energy use at each institution and measuring the progress of future energy reductions. A revolving fund would provide "payback" for energy-saving projects. Energy management committees at each University System institution also would be established.

Even with the recent rains, the local area remains under a state-mandated Level 4 drought management plan, and UGA and Athens-Clarke County are required to reduce water use by 10 percent. Through December, UGA water use is down 23 percent from last year—surpassing the state goal by 13 percent. While these results are encouraging, much work remains to be done. The following projects are underway by PPD to reduce water consumption:

- Most campus restroom fixtures are being converted to low-flow over the next six months.

F&A Employee Receives Freedom Award



PPD employee Esther Sherman receives her award from President Adams and Justice Robert Benham.

Esther Sherman, a project architect in UGA's Physical Plant, was honored for her volunteer efforts in the community at the fifth annual Freedom Breakfast in January. Sherman was one of four people receiving the 2008 President's Fulfilling the Dream Award.

Themed "The Power of the Dream: Transforming One Life at a Time," the breakfast celebrated the memory and dream of the late Rev. Dr. Martin Luther King, Jr.

Sherman was commended for her tireless volunteer spirit and dedication to community causes. She volunteers as a troop leader with a local Girl Scout troop, mentors Hispanic youth at her church and serves on the Finance and Administration Diversity Committee. She also devotes her time to Hands-On Athens, the March of Dimes, Relay for Life, the Sandy Creek Nature Center, the Athens-Clarke Heritage Foundation and Habitat for Humanity.

- Research equipment in Plant Sciences and BioSciences which currently uses water for cooling is being converted to a loop system which reuses the water instead of draining it.
- Water meters are being installed on campus cooling towers, one of the principal users of water in the spring and summer.
- Engineering studies are underway to evaluate the potential use of ground water and to specify more efficient technologies for water used in research at Veterinary Medicine, Chemistry and Life Sciences.

"While there is a heightened effort to conserve, data shows that UGA has consistently reduced energy and water use on a square foot unit basis since 2003," said Ken Crowe, director of energy services. "The current emphasis on energy and water efficiency adds further momentum to UGA's leadership of sustainable energy and water practices in the state."

UGA Prepares for Disaster



On December 20, 2007, the UGA Office of Security and Emergency Preparedness (OSEP) facilitated a mass casualty and tactical exercise at UGA. Many volunteers and first responders braved a cold, windy day to practice their roles during a simulated campus emergency.

The exercise consisted of an intentional natural gas explosion occurring outside Soule

Hall where over 75 injuries were simulated through the use of 45 volunteers and 30 mannequins. An additional component of the exercise featured a hostage situation involving the suspects from the gas explosion on a UGA bus in Reed Alley. More than 300 UGA and local area emergency responders, volunteers, hospital staff and evaluators were involved in the exercises throughout the day. The volunteers were drawn from the ranks of UGA faculty, staff and students and the local community.

The exercise was conducted to test incident command organization involving multiple agencies, communication, triage and transport of victims, and special law enforcement team integration. Visit [OSEP](#) for more photos of the event.

Bulldog Bucks Introduces New Manager



The Bulldog Bucks/UGA Card Support office has a new director: Bill McGee. A long-tenured expert in university identification card usage and debit card programs, McGee also has extensive knowledge of UGA's vendor and existing equipment. He worked formerly with Clemson University in a similar capacity. McGee was hired after a national search to fill the vacancy created when Don Smith, who founded the Bulldog Bucks/Card Support program nearly 20 years ago, left to pursue other opportunities within the University System.

"Bill comes to us with a great deal of experience and will be a major asset to UGA as we grow and strengthen our product offering to students and interface with our town vendors," said Doug Ross, director of auxiliary and administrative services.

New Laboratory Reporting Required by DHS

The U.S. Department of Homeland Security (DHS) recently published a new federal law known as the Chemical Facility Anti-Terrorism Standard (CFATS) which requires all facilities that employ "chemicals of interest" (COI) to report those amounts to DHS. Reporting is only necessary for chemicals on the DHS list, which can be found on the [Environmental Safety Division's \(ESD\) Web site](#). All colleges and universities are required to do an initial assessment of the COIs located on campus before the end of February. ESD has been working with UGA departments to inform them of required actions, and instructions for CFATS compliance are located on the [Web site](#).

CFATS recognizes three potential types of threats associated with COIs: release, theft and sabotage. Release refers to the amount of any COI that is typically stored in an individual building or facility. Theft refers to the amount of any COI that is known to be missing or stolen from a building. The quantities listed under the theft threat category are much lower than those listed under the release threat category, and if these thresholds are ever met, the loss must be reported immediately to ESD. Sabotage does not apply to UGA, as it refers to facilities that routinely ship large quantities of chemicals off-site.

While the CFATS regulations are extensive, it is expected that a minimal amount of effort will be required for UGA to be in full compliance. Compliance information will be collected electronically through WebCT and held in strict confidence by ESD. Please direct all questions to Wes Kolar, CFATS compliance officer, at: wkolar@esd.uga.edu, and be sure to include the term CFATS in the subject line of your email.

Carter Conference Wins Top Award for UGA

A conference at the University of Georgia last year that examined the presidency of Jimmy Carter has received the top award from a professional organization for educational advancement. "The Carter Presidency: Lessons for the 21st Century" won the Grand Award for institutional relations projects from District III of the Council for the Advancement and Support of Education (CASE).

Jimmy and Rosalyn Carter, former Vice President Walter Mondale and key members of the Carter administration attended the three-day conference along with current government officials, scholars and media figures. Held on the 30th anniversary of Carter's inauguration, the conference was designed to apply the lessons of the Carter presidency to issues facing America and the world today.

John Maltese, professor of political science, was conference director, and Kathy Pharr, assistant vice president for finance and administration, was overall conference chair. Dozens of faculty and staff members—including many staff members in Finance and Administration units such as the Physical Plant, Auxiliary Services and the University Police—worked for months to plan and stage the event, which attracted widespread press coverage.

UGA Duplicating Services Needs Your Help!



Sending files via FTP (file transfer protocol) is the preferred format for electronically submitting print jobs, as most jobs are too large to send through e-mail at centdup@uga.edu.

The FTP process is easy:

- Just open your preferred Internet provider and go to the UGA homepage.
- In the URL address bar, insert the following: <ftp.centdup.uga.edu>. Hit enter and you are there.
- You will be prompted for a user name and password. Call UGA Duplicating Services at 706-542-4440 to acquire that information.
- Once you have entered the site, you may create a folder and drop your file into it.

You still need to complete the Duplicating Services Job Request Form from the forms [Web site](#).

Send the completed form to Duplicating Services via fax at 706-542-7024 or email at centdup@uga.edu.



Graduates of the fall session of the Aspiring Managers program.

Finance and Administration Honors Graduates

Twenty employees who are either new supervisors or aspiring supervisors in Finance and Administration were recognized for completion of a new training series, the Certificate Program in the Foundations of Leadership and Management, at a recent graduation ceremony in Phi Kappa Hall. Courses taken over a five-month period addressed fundamental topics that the employees will need in their future careers such as written and oral communications, team-building, managing change, budgeting and legal issues in the workplace. Participants were required to have a high school diploma or GED, little or no supervisory experience and to have been employed with UGA for a minimum of six months. The concept for the program was developed by the Finance and Administration Diversity Committee as part of the division's overall staff development program, which is designed to increase the opportunity for advancement from within the organization. A second cohort of 20 participants is enrolled in the program this spring.



Members of the spring session of the Aspiring Managers program.

UGA Printing Department Installs Heidelberg Press

December was an exciting month at the Printing Department: the installation of a 40-inch, four-color Heidelberg press was completed just prior to the holiday break.

"This piece of equipment represents a major investment for the Printing Department," said Max Harrell, department manager. "Heidelberg is known worldwide as the premier offset press manufacturer."

The addition of the press allows for increased productivity and a higher quality of finished product. The department now has the capability to print items such as full-color magazines in 16-page signatures; the time required to prepare a job to print will be decreased; run speeds of 7,000 press sheets per hour are common; and the press can print one and two-color work in one pass (both sides of the press sheet are printed at the same time).

Anyone interested in seeing the press in action should contact Max Harrell at 706-542-7201 or via email at maxgh@uga.edu to schedule a visit.



Pressmen Steve Allen (left) and Clayton Cooper have been trained and are ready to run UGA Printing's new Heidelberg press.

Reporting Property Damage

Injury or property damage that occurs on campus should be reported immediately to the University of Georgia Police at 706-542-2200. If your department is not located on the main UGA campus, please contact your local police department. You should report the property claim to the UGA Risk Management Office at 706-425-3250 or email admsvcs@uga.edu within 48 hours of the initial damage so that an insurance claim may be filed.

Important facts to remember:

- Take the necessary steps to mitigate further damage.
- Do not throw away damaged property.
- Photograph/video and inventory damaged property and equipment.
- Arrangements will be made for disposal or restoration of damaged property or equipment by UGA Risk Management and the State Risk Management Office.
- Departments should not attempt to clean or repair any damaged items or property.
- Recovery efforts may be contracted with a disaster recovery team if the clean-up efforts are not handled by the UGA Physical Plant.

All claims are subject to a \$1,000 deductible per occurrence.



Water floods the Veterinary Medicine Building on July 1, 2003.

Building Safety and Security Representatives

Each occupied building on campus should have one person designated as the primary Building Safety and Security Representative (BSSR) and at least one back-up BSSR; however, several buildings do not. BSSRs are assigned by deans, directors and department heads, and the Office of Security and Emergency Preparedness provides training, planning materials and other support to assist them. Some of the responsibilities of the BSSRs include:

- Serving as the 24/7 emergency point of contact regarding safety and security issues affecting their building.
- Completing a Building Emergency Action Plan template for the building.
- Executing and evaluating emergency drills coordinated by UGA's emergency operations manager.
- Receiving and monitoring emergency communications from campus safety units and disseminating relevant information throughout the building.
- Addressing and coordinating safety and security related actions through the appropriate administrative authority.
- Further information on the BSSR program can be found at <http://www.osep.uga.edu/bssr>. Questions regarding the program should be directed to the Office of Security and Emergency Preparedness at 706-542-5845 or osep@uga.edu.

University Golf Course Hosts Summer Golf League



Last summer, the University Golf Course piloted a trial summer golf league with members of the UGA Kinesiology Department and their guests. The 2007 summer league was such a success that the University Golf Course is planning to host another summer golf league in 2008 with expanded eligibility qualifications. The league will consist of 11 regular play days beginning Tuesday, May 13 and will conclude with an 18-hole championship on Sunday, August 3.

The league is open to all UGA faculty and staff, including retirees, and their guests; University Golf Course members and their guests; and guests of the University Golf Course.

Registration runs from April 1 – May 2 and is limited to the first 75 applicants. To learn more about dates, rates and format, consult the [UGA Golf Course Web site](#) or call the Golf Shop at 706-369-5739.

UGAAlert

Emergency Notification System

UGAAlert is the University of Georgia's mass emergency notification system. Although this system allows for emergency messages to be delivered to multiple communication devices in a timely manner, UGAAlert will be used sparingly and only for specific emergency situations. Per policy, UGAAlert will only be used when there is a severe threat to public safety and health to the entire campus that has not been contained or controlled and when immediate action is required on the part of the recipient group(s). For example, this may include chemical spills affecting public health, tornado warnings, active shooters or other situations impacting the entire campus. It will not be used for non-emergency notifications such as lane closures, crime updates, inclement weather closings, localized building emergencies, situations that have been contained, situations where a threat does not exist, rumor control, situations where notification is merely a convenience or other situations when ArchNews (the campus mass email system) is the most appropriate communication method.

UGAAlert is tested twice a year to make sure the system is working properly. Go to <http://www.ugaalert.uga.edu> and sign in using your UGA MyID to update your contact information. A list of frequently asked questions can be found at <http://www.ugaalert.uga.edu/faq.html>. Contact the Office of Security and Emergency Preparedness at 706-542-5845 or osep@uga.edu with questions concerning the system.

Restoration of a Local Treasure: The Old Athens Cemetery



Athens is a true college town. Though early settlers had previously established themselves along the Oconee River, notably Daniel Easley at the shallow ford known as Cedar Shoals, it was the establishment of the young nation's first state-chartered college on the hilltop above that was the catalyst for the settlement. From the University's generous holdings, town lots were sold to the growing population for shops, churches and homes along a neat grid of streets laid out adjacent to the college grounds. Upon a request from the city council, the University allowed a parcel of land approximately a quarter mile away from town to be used as the young community's official cemetery. Established circa 1810, the earliest burial located to date is from 1814.

Based upon the European common ground model, individual and family plots were "claimed" rather than purchased from the city. The cemetery was not laid in a formal grid. The cemetery, probably about three acres in size, filled rapidly and University records indicate that it had neared capacity as early as the 1840s. Nearby land was acquired for a new city cemetery, and in 1856 the Old Athens Cemetery closed, although relatives of the predeceased were interred as late as 1898.

Fiscal Management @ UGA

IMS & QMF for UGA Financial Accounting

UGA Accounting Staff
Tuesday, March 11, 2008
9:00 am - 11:30 am

Purchasing at UGA: Managing the Red Tape

Annette Evans
Procurement Department
Thursday, March 20, 2008
9:00 am - 12:00 pm

IMS for the UGA Purchasing/Campus Entry System

Annette Evans
Procurement Department
Tuesday, March 25, 2008
9:00 am - 12:00 pm

Foundation Expenditures: Preparing Check Requests

UGA External Affairs
Financial Services Staff
Thursday, March 6, 2008
10:15 am - 11:45 am

IFAS: Accessing Foundation Fund Information

UGA External Affairs
Financial Services Staff
Thursday, March 6, 2008
2:00 pm - 3:30 pm

To view and register for courses, visit the Training and Development course description [Web site](#).

The dating of artifacts such as cast iron fencing indicates that individual families maintained and even made improvements to their plots between 1870 and 1900, but University records indicate that the area had become an eyesore as early as the 1880s. Neither the school nor the town seemed willing to shoulder the expense and responsibility for its maintenance. As memory of those buried there faded, so did concern for the condition of their gravesites. With attention turned to the expansive and park-like Oconee Hills Cemetery and as the campus and community grew, the graveyard on Jackson Street became a little-known curiosity.

During the Great Depression, the Daughters of the American Revolution actively sought out old and/or abandoned cemeteries throughout the country in order to transcribe headstone inscriptions. One such project was undertaken at Old Athens Cemetery in 1933/1934. The added step of repairing some of the markers was undertaken by the local D.A.R., but the site was still a "no-man's-land" – neither town nor gown accepted responsibility for its care. In 1983 after obtaining title to the land from the city, a group of descendants formed the Old Athens Cemetery Foundation and agreed to care for the old graveyard. The markers were again recorded and over the years of its tenure, the foundation made numerous repairs. Still, time, theft, student pranks and vandalism took their toll and the loss of headstones, fencing and other features eventually left only a fraction of the original fabric intact.

In 2004, the foundation deeded the cemetery property back to the University. Recognizing the potential historic significance of the site to the University and community and due to its fragile condition, it was determined that an assessment should be made to ensure that proper historic preservation measures would be taken. Physical Plant Grounds Department staff thoroughly researched the history of the site and prepared a detailed topographic map which located all headstones, vaults, depressions, brick edgings, trees and other identifiable features. A consultant was retained to prepare a stone-by-stone assessment of conditions and to recommend a course of action. This report was used as a guide by the Grounds Department to create the cemetery's five-year stabilization and preservation plan. Grounds Department staff also used the consultant's report to create the cemetery's first maintenance plan.



Leveraging the talents of both the Grounds Department staff and outside specialists, the first major repairs were completed in late 2007. Wall and coping repairs will be undertaken through spring and summer 2008; a second round of large-scale headstone repairs is also planned for 2008. The five-year stabilization and preservation project is scheduled for completion in 2012. Old Athens Cemetery will not look "new," but with proper care and maintenance, it will continue to provide a window into the history of Athens.

In the Next Edition...

E-Travel
Building for Sustainability

Contact Information

For more information, please select the division below, and you will be re-directed to their Web site.

[Auxiliary & Administrative Services](#)

[Budget Division](#)

[Controller's Division](#)

[Environmental Safety](#)

[Human Resources](#)

[Physical Plant](#)

[University Architects](#)

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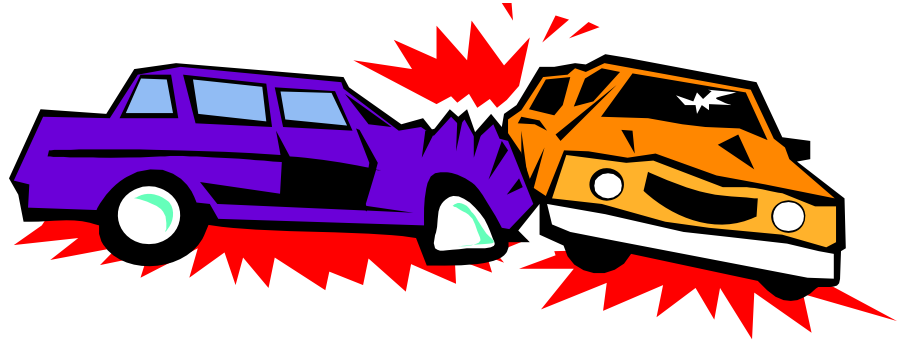
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Changing Habits: Driving Do's and Don'ts



Did you know that 9 out of 10 drivers in a recent national safety survey considered themselves "above average or better drivers"? This is probably not your experience on the road. These "above average drivers" who believe they practice safe driving habits make the same mistakes over and over again. The State of Georgia Department of Administrative Services (DOAS) Risk Management reminds us of some of the best practices and guidelines expected by the state when we drive a state vehicle or personal vehicles for state business.

The most frequently repeated accidents occur as a result of following too closely. These accidents have three common factors, and they are all within our control.

- Distractions - Activities such as cell phone use, eating or drinking and smoking take your mind off driving. A Virginia Tech study estimates 80 percent of all accidents involve some type of distraction.
- Speed - Driving too fast, without observing the speed limit, is the single most common element in all accidents.
- Distance - Following too closely and not leaving enough room between you and other vehicles spells disaster in sudden stopping situations. Stay back at least four seconds from the vehicle in front of you. Make sure your following distance is greater than your stopping distance.

DOAS Risk Management also recommends avoiding quick starts and stops while driving. This bad habit is not only unsafe but costs the state of Georgia roughly \$4 million dollars annually or one gallon of gas each day per vehicle, based on an estimated 18,000 vehicles in the state fleet.