Open Enrollment Underway

Open enrollment will be held through November 20, 2009. Important health insurance changes are as follows:

- The indemnity plan has been eliminated by the Board of Regents for 2010. All indemnity plan participants must choose another health plan by November 20.
- The PPO plan features new benefits, including a voluntary mail-order prescription benefit through Medco, a simplified network and the addition of a limited extended-care benefit for rehabilitation care for post-hospitalization.
- HSA PPO enrollees or participants for 2010 will receive one-time deposits to their health savings accounts (HSAs) from the Board of Regents. See details below.

Why should you consider the HSA PPO?
The HSA PPO plan has very low premiums, high deductibles and allows the use of health savings accounts (HSAs) — pre-tax savings accounts for eligible medical expenses. HSAs can be carried over from year to year, unlike flexible spending accounts (FSAs), which must be used or lost each plan year. Participants who are already enrolled in, or who enroll in the HSA PPO plan this year, will receive “seed” money for their health savings accounts.

This year only: HSA PPO participants with individual coverage will receive two deposits into their HSAs: $375 each in January and July 2010, for a total of $750. HSA PPO participants with more than individual coverage will receive deposits of $750 each in January and July 2010, for a total of $1,500. You may view plan details in the plan summary booklet.

Dental plan changes for 2010

- Dental enrollment will be open this fall even if you declined or canceled coverage in the past.
- The annual maximum benefit will increase from $1,000 to $1,200.
- The lifetime orthodontia benefit of $1,000 will be separated from the annual maximum benefit amount.
- Dental X-rays will be limited to the American Dental Association’s recommended timing schedule.

Click here to find out more about open enrollment.
Managing Furloughs

In August 2009, the University System Board of Regents approved a mandatory furlough plan for FY 2010 as a temporary cost-saving measure.

Recognizing the campus community’s need for additional information regarding the furlough process, the University has created a Web site, http://www.uga.edu/furlough/, outlining the details of the furlough process and providing answers to FAQs.

An additional site for furlough information has been created at http://www.busfin.uga.edu/baaf. This site provides a section entitled Furlough Implementation Tools that includes a matrix of responsibilities and authorities related to the furloughs, a calculator tool, furlough forms, updated payroll calendars and other information.

If you have questions regarding your paycheck or payroll processing questions that are not resolved by the resources mentioned above, contact Payroll at payroll@uga.edu. For questions regarding benefits, contact Human Resources at benefits@uga.edu.

Furlough & Holiday Payroll Cut-offs

As is customary, the deadlines for processing payroll vouchers are earlier than normal in November and December in order to ensure that paychecks will be ready before the Thanksgiving and Christmas holidays. In addition, the pay dates of October 30, November 25 and April 30 were moved back one day due to the furlough days. Payroll deadlines affected by the furlough days are included as well.

The deadlines for payrolls falling during these time periods are:

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Pay Period</th>
<th>Vouchers Due to Payroll</th>
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<tbody>
<tr>
<td>Monthly:</td>
<td></td>
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<tr>
<td>04/29/2010</td>
<td>04/01/2010-04/30/2010</td>
<td>04/16/2010</td>
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<tr>
<td>Academic:</td>
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<tr>
<td>04/29/2010</td>
<td>04/01/2010-04/30/2010</td>
<td>04/06/2010</td>
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<td>Hourly:</td>
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<tr>
<td>04/29/2010</td>
<td>04/08/2010-04/21/2010</td>
<td>04/22/2010</td>
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<tr>
<td>Salaried:</td>
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<tr>
<td>03/12/2010</td>
<td>02/18/2010-03/03/2010</td>
<td>03/04/2010</td>
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<tr>
<td>05/07/2010</td>
<td>04/15/2010-04/28/2010</td>
<td>04/29/2010</td>
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F&A Programs Honored for Enhancing Diversity

Two programs within Finance and Administration were recognized with Embracing Diversity Awards from the University’s Office of Institutional Diversity in September.

The honors went to Human Resources for its Young Dawgs program, a pre-collegiate effort to provide internship and mentoring opportunities to local secondary students and increase their awareness of the value of higher education; and to the Physical Plant for its staff development efforts, which encompass a GED program, Building Services Academy, the Apprentice Program for trades areas, and a Leadership Training Program.

For the full story see the September 28 issue of Columns.

University of Georgia Preliminary Budget Calendar

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>July – Sept. 2009</td>
<td>FY 2010 and FY 2011 Budget Reduction planning submitted to UGA senior administration</td>
</tr>
<tr>
<td>Sept. – Oct. 2009</td>
<td>FY 2011 Mandatory Fee Request planning and preparation by University units</td>
</tr>
<tr>
<td>Oct. 23, 2009</td>
<td>FY 2011 Mandatory Fee Requests due to University Budget Office</td>
</tr>
<tr>
<td>Oct. – Nov. 2009</td>
<td>FY 2011 Professional Program Tuition Differential planning and preparation by University units</td>
</tr>
<tr>
<td>Dec. 2009</td>
<td>FY 2011 Professional Program Tuition Differential due to the Vice President for Instruction (date TBA)</td>
</tr>
<tr>
<td>Jan. – Feb. 2010</td>
<td>School/college/administrative unit budget conferences (meetings TBA)</td>
</tr>
<tr>
<td>Mar. 15, 2010</td>
<td>Deadline for transfers between personal and non-personal services</td>
</tr>
<tr>
<td>Mar. 15, 2010</td>
<td>Deadline for year-end estimated revenue on Departmental Sales and Services accounts</td>
</tr>
<tr>
<td>April – May 2010</td>
<td>FY 2011 Budget Development procedures (official dates TBA)</td>
</tr>
<tr>
<td>June 2010</td>
<td>Board of Regents meeting – review and approval of FY 2011 budget</td>
</tr>
</tbody>
</table>

UGA Hosts Minority & Small Business Expo II in November

Campus departmental buyers, mark your calendars: the University of Georgia will host its second annual Minority and Small Business Expo on November 19. The event, which drew more than 300 buyers and sellers last year, will be held in the Grand Hall on the Fifth Floor of the Tate Student Center.

The expo, organized by the UGA Procurement Office in conjunction with the Office of Institutional Diversity, is designed to provide an opportunity for campus departments to connect with small and minority-owned service and product suppliers, many of whom are from the local and surrounding areas.

The Minority and Small Business Expo II will run from 8 a.m. – 2 p.m. In addition to networking opportunities, the Procurement Office will offer two sessions on purchasing how-tos for vendors.

There is no charge to participate in the expo, but departments must be registered to set up booths. You can register by sending an email to ugaexpo@uga.edu. Contact Jessica Beri or Sarah Williamson at 706-542-2361 with any questions.

Click here to read an expanded article on the expo in the October 12 issue of Columns, and watch for another article in Columns on November 9.

Pictured are winners of UGA’s Embracing Diversity awards, flanked by Provost Arnett Mace and Associate Provost for Institutional Diversity Cheryl Dozier.
Pat Smith, who prepares meals at the McPhaul Center's Child Development Lab, shared the moving story of becoming a first-time homeowner through the help of one of the agencies supported by the Campaign for Charities. To watch her remarks, see the October 15 Kickoff Breakfast video.

UGA Kicks off Campaign for Charities

The University of Georgia has kicked off its annual Campaign for Charities fund-raising drive. Goals for the 2010 campaign are to collect $425,000 and have 25% of the faculty and staff participate.

"The need for our aid has never been greater," said Family and Consumer Sciences Dean Laura Jolly, campaign chair. "We have all witnessed the terrible toll that the recession has taken in the local community. People are hurting, and the agencies that strive to provide relief to them are struggling to keep pace with demand for services."

UGA employees have until December 18 to make contributions either by one-time donation or payroll deduction in this statewide effort. You can find the list of agencies assisted by the campaign and designate your contributions online at the Campaign for Charities Web site.

EPA Self-Audit Pending

In 2007, the University System of Georgia entered into an agreement with the U.S. Environmental Protection Agency (EPA) to conduct environmental audits of each of its campuses and to disclose findings of those audits to the EPA. The University of Georgia's audit is scheduled for fall 2010.

The environmental audit will assess UGA’s compliance with all applicable federal and state environmental laws and regulations including (but not limited to) hazardous waste management, universal waste management, oil regulations, underground and above-ground storage tank regulations, oil and hazardous substance clean-up and reporting, wastewater and stormwater discharge laws, air quality regulations, asbestos regulations, emergency planning and community right-to-know laws, lead-based paint, PCBs and pesticide regulations.

The Environmental Safety Division (ESD) has established a compliance focus group to study the impact of the audit on UGA and develop a strategic plan for its implementation. ESD will begin to provide pre-audit communication over the next few months to senior administrators and department heads. The ESD focus group is working collaboratively with Finance and Administration database programmers to develop an online compliance questionnaire which will capture the information necessary from each department to begin an assessment of UGA’s current compliance status.

Participation by each department is critical to a successful audit, and ESD staff will be available to provide technical assistance throughout the process. Provided below are links that will clarify and provide further documentation concerning the audit. If you have any questions, please feel free to contact ESD at 706-542-5801.

Press Release: “Southeastern Colleges and Universities Commit to EPA’s Voluntary Self-Audit Program”

EPA Region 4 Compliance Assistance and Incentive Initiatives: Colleges and Universities

EPA Auditing

ESD’s Environmental Compliance Program
F&A Fellows Midway Through First Rotation

The three Finance and Administration (F&A) employees selected as 2009-2010 F&A Fellows might be acclimating to their new positions, but it’s just about time to move again.

Victor Babson, IT manager with the Physical Plant, Brad Langford, a grants accounting specialist in Contracts and Grants of the Controller’s Office, and Andre Simmons, a senior accountant in Accounts Payable in the Controller’s Office, have spent the last two months “out of their elements” in different F&A divisions. In another month, they will return to their home offices and then begin a second rotation in January.

F&A Fellows, now in its fifth year, is part of an overarching program designed to improve the “bench strength” of the division by broadening employees’ knowledge of the diverse functions of Finance and Administration; building employees’ individual knowledge, skills and abilities; and forging connections for potential career growth and advancement.

Each Fellow spends six months working in two F&A divisions (three months in each section) before completing the program in the spring.

The Fellows’ placements are as follows: Babson - Auxiliary and Administrative Services and the Controller’s Office; Langford - Human Resources and the Architects Office; and Simmons - Physical Plant and Auxiliary and Administrative Services.

Click here to learn more about the Fellows program, and here to read a recent article in Columns on the Fellows.

UGA Receives $6 Million in Stimulus Funds for Energy-Saving Retrofits

Federal stimulus dollars once again will be flowing to the University of Georgia, this time to upgrade energy systems and make them more efficient. The University has been awarded $5,942,845 for utility system improvements at its main campus in Athens, its extended campus in Griffin, and its Marine Institute facility on Sapelo Island.

The state is awarding a total of $63.1 million in grants as part of the State Facilities Retrofit Program, with funding provided by the Georgia Environmental Facilities Authority (GEFA) through the American Recovery and Reinvestment Act (ARRA). UGA won funding for eight (8) of the 135 projects that were selected statewide.

“These grants come at a particularly opportune time,” said Tim Burgess, senior vice president for Finance and Administration. “The cost of utilities has skyrocketed in recent years at the same time that we have added a significant amount of facility space. Yet, we continue to control costs (cont.)
Deductibles Waived for Full-Coverage Vehicles

One of the incentives of participating in the new Comprehensive Loss Control Program of the Department of Administrative Services Risk Management Division is the waiving of deductibles for full-coverage state vehicles. The FY10 Automobile Physical Damage Agreement states the following:

“Agencies participating in the DOAS administered Comprehensive Loss Control Program will have all Comprehensive and Collision deductibles waived for a covered auto loss other than one involving a rear-end collision caused by you or colliding with a fixed object, including a parked vehicle.”

If you are involved in a rear-end collision caused by you or if you collide with a fixed object, including a parked vehicle, the deductible for FY10 will be $500.00.

Stimulus Funds for Energy-Saving Retrofits (cont. from pg. 5)

through conservation and systems improvements. These grant awards will allow us to extend our cost-saving efforts, with energy savings projected for many years to come.”

The projects identified for funding at UGA sites can be grouped into the broad categories of enhanced air conditioning controls, more efficient interior lighting systems, and replacement of steam insulation. Approximately $4.5 million of the funds will be spent on the Athens campus, with the remainder dedicated to projects at Griffin and Sapelo.

Physical Plant Introduces Leadership Training Series

The Physical Plant’s Human Resources Department introduced a 16-week Leadership Training Series in April, and in September, the achievements of its first 12 graduates were celebrated.

“All too often we promote employees into leadership positions and neglect to train them to use effective leadership skills,” said Reginald Woods, HR senior manager. “This program focuses on core leadership competencies of our supervisors, and it is designed to strengthen the leadership ability of our management team.”

Woods and his colleague, Sandy Peterson, primarily developed the curriculum and used in-house expertise to deliver it. College-level instruction was offered via an adult learning model in courses such as Theories of Management; Legal Aspects of Supervision; Developing Trust; Communication (e.g., negotiation, conflict resolution); Motivation and Influence; Fostering a Positive Attitude; Performance Management; Managing Change; Critical Thinking; Decision-making; Learning and Memory; Professionalism; Workplace Discrimination; Mentoring; and Succession Planning.

The training also contained practical exercises and role-plays to increase comprehension. A second cohort of participants began the Leadership Training Series in mid-September.
Who You Gonna Call? Work Control!

With apologies to Ray Parker, Jr. of Ghostbusters theme song fame, when there’s something strange in your campus neighborhood, you call Work Control (aka Work Orders) at the Physical Plant.

Doris Wise and Tonya Cox have seen and heard just about everything—including a broom stuck down an elevator shaft—as they process the 50,000 work orders that come through the Physical Plant each year. These service calls come in via phone, fax, email or electronic requests, and Wise and Cox must troubleshoot them all, as well as handle radio dispatch and emergency requests for assistance.

The majority of calls are single events requiring repair or maintenance. Based on the information received in Work Control, Wise and Cox route the customer’s request to the appropriate PPD shop for assistance.

Getting help is easy, especially with the introduction of PPD’s online Work Request site. Here, any faculty or staff member with a MYID and password can request assistance from PPD. You can also call 706-542-7456; email ppdwork@uga.edu or fax requests to 706-542-7003.

UGA Receives Awards for Excellence in Customer Service

University System of Georgia Chancellor Erroll B. Davis, Jr. recently recognized three UGA teams and two individual staff members with customer service awards for going “above and beyond” their normal job responsibilities in consistently demonstrating customer service excellence. The UGA honorees were selected from a pool of more than 275 nominations for teams, individuals and institutions for the Chancellor’s Annual Customer Service Awards.

UGA claimed top honors in the Customer Service Excellence – Individual category, with the gold award going to LeAnne Fouche, North Deck parking services monitor, and the bronze award going to Glenda Owens, grants accounting specialist III.

The Food Services Orientation Team, with team leader Chef Darnell Tate, won bronze for Customer Service Excellence – Team, and the University Health Center (UHC) Practice Redesign Team, with team leaders Dr. Jean Chin and Dr. Ron Forehand, won the silver award for Outstanding Customer Service Improvement Initiative. In addition, the Newspaper Digitization Team, a University System of Georgia initiative led by Ed Johnson and Toby Graham and including several staff members from the University Libraries, won gold for Outstanding Customer Service Improvement Initiative.

“Providing good customer service is a fundamental component of what we do at UGA,” said Senior Vice President Tim Burgess, who has been designated as the University’s customer service champion. “We are always striving to improve our operations so that we provide the best support possible for the overall learning experience. These honors attest to our continuing success in that effort.”
UGA’s Expansion in the Northwest Precinct

Several major projects are set to take place over the next 5 to 15 years in the Northwest Precinct, an area of campus located between Lumpkin and Hull Street, bordered by Broad Street to the north and Baxter Street to the south.

One of the first is the Richard B. Russell Building for the Special Collections Libraries. Groundbreaking for this facility will commence as soon as the state sells the bonds required to finance the project. The estimated cost is $46.89 million, to be funded through a combination of public and private dollars.

The facility will house the Richard B. Russell Library, the Hargrett Rare Book and Manuscript Library, and the Walter J. Brown Media Archives and Peabody Awards Collection. Each sub-library will house an assortment of materials including rare books, manuscripts, political papers, historic radio and television programs, and other original materials. The building is designed to store these materials in optimal environmental conditions to ensure their survival for future generations. In addition, exhibits and classrooms will be provided to allow teachers and students to integrate these special items into instruction.

Click here to see architectural renditions of the Russell Building, expected to be completed in July 2011.

Among other proposed projects for the precinct is a new home for the College of Family and Consumer Sciences, which will provide a more homogeneous location than presently exists. The Terry College of Business also is cited to relocate to the Northwest Precinct, and the School of Public and International Affairs has been identified as a potential occupant.

To support the future growth of the Northwest Precinct, the Hull Street Parking Deck was designed to allow for a potential expansion. Plans to increase the parking deck are ongoing, and construction of a new central utility plant to service the area should start in mid-December. Future development of this precinct will significantly increase academic square footage, green space and pedestrian walkways in keeping with the Campus Master Plan for development.

PPD East Opens

The Physical Plant Division (PPD) held a grand opening ceremony for its PPD East facility on October 14. The new facility, located behind Animal and Dairy Sciences, next to the new East Campus residence hall, houses a multi-trade structural maintenance shop and the South Campus Building Services office. Both of these departments were displaced from their old location due to the University Health Center expansion.

To contact PPD East for assistance, you still need to go through the main PPD Work Control number: 706-542-7456, and you will be routed to the appropriate shop.
Spread the Word, Not the Flu: UGA’s H1N1 Flu Response

Campus and community planning for a pandemic scenario has been ongoing since 2005. Although the earlier planning efforts were originally focused on an outbreak of avian influenza, representatives from the University Health Center (UHC), the Office of Security and Emergency Preparedness (OSEP) and other campus planning partners reconvened their planning efforts in earnest after the H1N1 Novel virus (Swine Influenza) began appearing in late April 2009.

During the summer months, the H1N1 virus impacted UGA minimally, as flu generally does not spread very effectively during the summer months. However, hundreds of cases of Influenza like Illnesses (ILI) have been reported since students returned this fall, and the number is expected to increase.

H1N1 flu virus cases generally have been milder than the seasonal flu virus. However, an ounce of prevention is worth a pound of cure. The campus planning team introduced the “Spread the Word, Not the Flu” campaign in August to provide the University community with a consistent flu prevention message that also highlights simple, healthy habits that everyone should practice on a daily basis. Washing your hands frequently, sneezing or coughing into your sleeve, getting your flu vaccinations and staying home if you are sick are all actions that can help prevent the spread of flu viruses.

In addition, the planning team advises UGA students and employees to strongly consider obtaining the seasonal flu and H1N1 flu vaccines. Students should seek flu vaccine guidance from the UHC at www.uhs.uga.edu. UGA employees may obtain information from their personal health provider or from their local public health office.

Pandemic awareness training sessions that focus on personal and departmental preparedness relative to the H1N1 flu virus are being conducted by OSEP personnel at the Staff Training and Development Center on campus.

For more information on flu prevention, vaccinations, free poster downloads and other flu-related information for faculty, staff and students, log on to http://uga.edu/flu/.
CERT Groups Deployed for Simulated Incident

At 8:00 a.m. on September 25th, a UGAAlert message was issued to 54 members of the University of Georgia’s Campus Emergency Response Team (UGA CERT) asking for all available members to report to the State Botanical Garden to assist in the search for a missing person. The alert message initiated a simulation that also involved the Athens-Clarke County (ACC) CERT, UGA Police, ACC Fire Department and National EMS.

During this simulation, both CERT groups were provided a realistic training opportunity to integrate with first responders, form an effective incident command, develop a communication plan, organize search teams and conduct an actual search for the missing individual—a retired professor who suffered from dementia and was potentially lost on the trails. Furthermore, several “injects,” or surprise occurrences to add realism to the exercise, were encountered. For example, while searching for the missing professor, one team found a “visitor” who had fallen into a small ravine and fractured her ankle. An additional challenge occurred when a CERT member simulated a twisted ankle injury.

"Combined with the original task of locating the missing professor, these secondary challenges were intended to create confusion as well as simulate situations that first responders often encounter in real emergency situations,” explained Steve Harris, director of UGA’s Office of Security and Emergency Preparedness. “Our CERT members responded well, finding the missing person and returning him to the staging area 1½ hours into the drill.”

The exercise marked the first collaborative CERT training session in Athens-Clarke County. OSEP, in cooperation with the ACC Fire Department, has coordinated three successful CERT classes in the past year, with a fourth class currently in session.

UGA CERT is a grant-funded program administered through the Federal Emergency Management Agency’s Citizen Corps initiative. The eight-week training program (2.5 hours per week) provides free emergency preparedness training and equipment to interested faculty, staff and students. If you are interested in participating in a future UGA CERT class, contact the Office of Security and Emergency Preparedness at 706-542-7578 or log on to www.osep.uga.edu for additional information.
Helpful Tips to Safeguard Your Home

The Athens-Clarke County community has experienced a significant increase in residential burglaries since the beginning of the year. Fortunately, this trend has not been reflected on campus. However, due to the large number of faculty, staff and students living in the surrounding communities, the University Police Department is offering crime prevention tips to increase safety awareness.

Most residential burglaries occur during daylight hours while residents are at work. If you see suspicious persons, vehicles or activity in your neighborhood, call 911. Give the communications officer as much identifying information as possible—the exact location of the activity, descriptions of the suspects and any vehicles involved. Sometimes perpetrators will hide stolen goods in wooded areas or behind other houses.

**Helpful Tips —**

- Keep all doors and windows closed and securely fastened.
- Secure glass sliding doors. Place a metal rod or piece of wood in the track and install vertical bolts.
- Create the illusion that you are home by using timers on lights, radios and TVs. Making your residence appear occupied, even when no one is home, will deter criminals.
- Keep the perimeter of your home well lighted.
- Have a trusted neighbor collect mail and newspapers while you are away so delivered items do not accumulate.
- Never leave a message on your telephone answering machine telling people you are away from home.
- Keep shrubbery trimmed away from entrances and walkways.
- Organize a community watch program to protect your neighborhood. An alert community is a safe community.
Lean Initiative Gains Momentum at PPD

Since its introduction in the Physical Plant in January 2009, four teams have undergone Lean training, with more to follow. At the culmination of their training, each team has applied its new knowledge to improve a specific process.

“Lean is an approach that can help you to understand what your customers value, reach consensus on what’s most important, work with others to get obstacles out of the way and get more of the right things done,” said Operations and Maintenance Director Mark Duclos. “Applying Lean to address problems can yield surprising benefits.”

The Warehouse Team identified opportunities to improve supply and delivery to work sites. The team created a Warehouse Catalog which allows shops to select items carried in the warehouse. The team also created a virtual warehouse so that “bread and butter” items commonly used at the work site can be stocked and readily available on the trucks.

The Preventive Maintenance Team looked at the problem of ordering and transporting preventive maintenance material, such as filters, from the warehouse to job sites. Filters are very bulky and required multiple trips to deliver all of them. The team was able to locate a different vehicle more suited for filters and created a staging area where the filters can be placed during off-peak warehouse times.

As featured in the February 2009 issue of The Business Affairs Advisor, the Classroom/Lab Renovation Team developed a comprehensive checklist to enable one team representative to visit a prospective project site and gather information for all the shops involved, rather than requiring multiple trips by individuals. The Pump Rebuild Team reduced the time required to rebuild pumps by better organizing and streamlining the work area.