



# The Business Affairs Advisor

## A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

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### Benefit Eligibility Changes for 2012

Business officers and office managers should be aware of benefit eligibility changes effective January 1, 2012.

#### **Affecting current employees and new hires**

Effective January 1, 2012, per Board of Regents policy, employees must work at least 75% time in "regular" positions to be eligible for all health and welfare benefits, including health, life, dental, AD&D, short term disability and long term disability insurance; flexible spending accounts; health savings accounts; and cancer, accident, and critical illness insurance. Employees in regular positions working 50% - 74% time are eligible for leave accrual and retirement benefits only.

#### **Affecting new hires and newly benefit-eligible employees**

Effective January 1, 2012, all newly-hired employees or newly benefit-eligible employees will have their benefits start the first of the month following their *enrollment date*, unless they enroll on the first day of the month. *[The Board of Regents has granted a one-time exception for new faculty whose contract letters have already been issued and state a starting date after January 1 (since the University is closed for the New Year's holiday at that time). However, these faculty members must enroll on or before their starting date in order to have benefits effective in January. The University is still in discussions with the University System regarding how August contract letters and benefit eligibility will be handled.]*

As usual, employees who do not enroll within 31 days of their hire dates must wait until the next available open enrollment period. Enrollment date means the date the new employee enrolls in the *MyBenefits@UGA* online enrollment system. Hire date means the employee's first day of work at UGA. View the examples below.

<i>Examples</i>		
<b>Employee hire date</b>	<b>Employee enrollment date</b>	<b>Benefits coverage begins</b>
August 1	August 2	September 1
August 1	On or before August 1	August 1
January 20	On or before January 20	February 1
January 20	February 2	March 1
January 20	February 1	February 1

If you have any questions about these changes, email the [Benefits Department](#) or call their staff at 706-542-2222.

## Campaign for Charities Sets Sights on Goal



The University of Georgia's annual Campaign for Charities, aimed at raising funds to help those in need, kicked off in mid-October and runs through December 16.

University employees are invited to participate in the campaign each fall. This year's goal is to raise \$435,000 from at least 25 percent of UGA's faculty and staff. While agencies around the state, nation and world are listed, the bulk of the contributions remain in the local community.

[Click here](#) to watch a feature on a Barrow County family being aided by Extra Special People, and [click here](#) to contribute online.

## Day of Caring: UGA Lends a Helping Hand to the Community

Each August when the United Way of Northeast Georgia kicks off its annual charitable giving campaign, volunteers fan out across the community for a day of hands-on service. The University of Georgia plays a key role in the success of the effort. For example:

- The Athletic Association provides financial support.
- Food Services provides box lunches to all volunteers who devote their entire day to service: approximately 170 this year.
- Of the United Way's 29 agencies, 22 had projects accomplished on the 2011 Day of Caring.
- Eighteen different organizations, including UGA, provided project teams.
- UGA's Physical Plant constructed a storage shed and installed rain barrels for a community garden to raise fresh produce for distribution through the Food Bank of Northeast Georgia.
- Another PPD team constructed and installed a sign for the Winder office of the Athens Community Council on Aging.
- The Warnell School of Forestry and Natural Resources conducted a field trip for the Boys & Girls Club of Athens.
- UGA Loaned Executive to the United Way, Al Jeffers, secured a substantial donation from the Grainger Foundation to sponsor the Day of Caring activities.
- Associate VP for the Physical Plant Ralph Johnson coordinates the community-wide effort.



*Rain barrels installed by the Physical Plant will collect water for a local community garden.*



*Bernard Brantley of the Physical Plant stands next to the sign his shop created.*

## Tightening Controls: E-Check and E-Travel

Do you have responsibility in your department for processing transactions in the electronic check request and travel system? If so, Accounts Payable, at the recommendation of state auditors, highly recommends that you review your department's list of those who have system access and approval responsibilities at least quarterly to ensure that it is up to date.

Employee transfers, retirements and terminations often lead to a need to modify access. The [Faculty and Staff Separation Checklist](#) has been modified to instruct departments to submit changes as soon as possible using the [Approval Authorization form](#).

## Serving a Feast for 25 Years



Mark your calendars for the silver anniversary of Food Services' traditional Cook's Holiday feast:

December 15-16  
11 a.m. – 2 p.m.  
Joe Frank Harris  
Commons

Beginning in 1986 as a series of special luncheons for faculty and staff, this event continues to provide the campus with an opportunity to come together for a grand meal just before the winter break. Festivities will include an extensive menu of holiday favorites, a gingerbread village display, music by the Allegro Quartet and much more.

Tickets go on sale [online](#) or at Bulldog Cafe on November 2, and advance purchase is recommended. Complimentary parking in the East Campus Deck is provided by Parking Services.



## Assisting Campus with International Administrative Issues

The University continues to increase its presence in other countries through activities such as study abroad programs and international research projects. These activities frequently lead to complex administrative issues such as hiring individuals to work in foreign locations, determining the tax and reporting requirements of dozens of international governments, leasing space overseas, safeguarding technology, etc. The Controller's Division is working with the Office of the Vice President for Research and the Office of International Education to develop a plan to better assist program directors and others engaged in global operations.



*UGA's Office of International Education offers 212 study abroad programs in more than 70 countries, such as Morocco.*

"Our goal is to provide an administrative structure that can best assist campus with international administrative processes, while simultaneously building compliance into the solutions," said Associate Controller Bob McGee. "We'd like to complete our investigation and discovery phase in the next two to three months and provide a recommendation to the administration at that time."

As part of their research, the following activities have already been completed:

- A firm specializing in assisting institutions of higher education with international programs came to campus and presented issues and strategies associated with global operations.
- Staff researched global support efforts at other research institutions.
- Staff met with a group of UGA international researchers to gather input and now facilitate an ongoing dialogue with this group.
- A [list of key contacts](#) has been created, published and publicized with the purpose of providing campus with a "go-to" person for each relevant administrative process.
- A [Web site](#) has been created to serve as a resource to campus members engaged in international activities.
- An international accounting firm came to campus and discussed challenges and pitfalls that could result from international activities.
- Staff met with the provost's advisory group to publicize international administrative efforts and solicit involvement and input.
- An expert on international administrative processes from a sister institution was brought to campus to discuss experiences, administrative structures and possible solutions to international challenges.
- Staff researched resources provided by a national organization dedicated to supporting higher education business operations and continue to mine useful information from this source.

## New Announcement Archive Created

A new resource, "Announcements Archive," has been created on the [Business Affairs Advisory Forum \(BAAF\) Web site](#).

All policy-related announcements sent to the BAAF Listserv, Admin Memo Listserv or related business listservs will be posted here. The site is now available and includes all announcements made since the start of FY 2012 on July 1, 2011.

All business officers, regardless of whether they participate in BAAF, are encouraged to check this site regularly to stay on top of developments.

## Chancellor Honors UGA's Exceptional Customer Service



On November 16, Chancellor Hank Huckaby will be honoring several UGA employees in a ceremony recognizing outstanding customer service by University System employees. Each year, the chancellor calls for every University System of Georgia institution to nominate teams and individuals who have excelled at serving customers. Employees from the University of Georgia won three awards and two honorable mentions—more than twice the number of honors won by any other University System school this year.

This year's UGA winners of Chancellor's Customer Service Awards are:

- The Undergraduate Admissions team, taking home the Silver Award in the Team category for their iPhone App for Admissions initiative, which provides an interactive campus map, recent news and highlights from athletic events, as well as admissions information and an application status check.
- The Georgia Center Concierge Guest Services team, winning Honorable Mention in the Team category for their "Wow" factor program of establishing ways to go above and beyond for their customers.
- The University Health Center Sexual Assault Review Team, which won the Bronze Award in the Improvement Initiative by improving the delivery of care to students who experienced a sexual assault.
- Christine Eberhart of Parking Services, who won the Bronze Award in the Individual category for her "sustained superior performance and exemplary customer service."
- Heather Buffington from the University Health Center, taking home Honorable Mention in the Individual category for her dedication to providing the best possible care to UGA's students.

## Open House at Central Duplicating

Central Duplicating invites you to an open house in mid-November, at which time you can see the department's latest innovation to enhance service.

Last year, with nearly a 40% increase in demand for color copies, Central Duplicating saw the need for a color digital press with sharper, richer image quality. The acquisition of a new Xerox Color 800 high-speed digital press with state-of-the-art capabilities meets that demand. The Xerox XC800 also can apply a clear coat finish to the print which makes the image even more vibrant.

You're invited to come see the new digital print standard at the open house on November 16, 2011 from 10:00 a.m. to 1:00 p.m. Beginning at 1:30 p.m., Central Duplicating personnel will conduct a class on how to convert a file into a PDF and how to submit your job for printing. Classes will be held as long as needed.



## Sign Up Soon: Benefits Open Enrollment Ends November 18

Open enrollment for benefits via the University System of Georgia is ongoing through November 18, 2011. Human Resources has been hosting information sessions on the various benefits options, and several sessions remain:

- **Monday, Oct. 31**  
2 – 4 p.m.  
*Georgia Center  
Mahler Auditorium*
- **Tuesday, Nov. 1**  
9:30 – 11:30 a.m.  
*Georgia Center  
Mahler Auditorium*
- **Wednesday, Nov. 2**  
2 – 4 p.m.  
*University Chapel*

[Click here](#) to view the health and dental premiums for 2012.

## Logging a New Milestone: Campus Transit Hits 45 Years

The University of Georgia's Campus Transit System of today is a far cry from its meager beginnings 45 years ago. In 1966, Campus Transit started with five surplus military school buses carrying 800 passengers a day for a nickel per ride. Contrast that with the current fleet and passenger load: more than 60 vehicles—including 49 large, modern, heavy-duty transit buses—and over 9 million passengers each year.

"We transport more passengers than any other University-operated system in the nation," said Campus Transit Manager Ron Hamlin. "We're the second largest transit passenger system in the state of Georgia, ranking only behind MARTA."

Today's students pay a transportation fee to cover the use of Campus Transit buses as well as local Athens Transit

buses. Because the students provide over 90% of the funding for operations and capital expenses, Hamlin considers it important that they be fully involved in the operation of the system.

"Being an employee of Campus Transit has long been considered one of the more elite and high-paying student jobs on campus," Hamlin said.

"Students supplement the full-time bus operators, maintenance, dispatch and training staff, providing greater flexibility in scheduling and a lower cost of operation."

They are also outstanding employees. Hamlin points out that Campus Transit drivers, including students, have placed in the top three of the state's Bus Rodeo competition on 12 occasions and have won the title four times. Additionally, a number of former student employees have found a career in the transit industry around the nation.

[Click here](#) for more information on Campus Transit's history.

## Building a Better F&A Policy and Procedure Library

Representatives from each area of Finance and Administration have initiated a process to replace and enhance the current askUGA policy library. An enriched and user-friendly template is currently being formatted, and committee members are creating a streamlined table of contents for policies.

The new F&A policy library will have a similar look and feel to the [UGA External Affairs online policy Web site](#) since it will be using the same technology and Web-based application. Committee members will work closely with a representative campus group to gather input during this process. The project is expected to be completed in late spring or early summer 2012.



*Photograph from a 1968 Red and Black article on campus transit.*

## New Service from HR: 360 Personal Financial Consultations (360PFC)

To help faculty and staff maximize their benefits and savings choices, Human Resources now offers individual personal financial consultations. Each consultation considers the employee's salary and family needs and examines UGA benefits choices, including retirement and other savings. If an employee brings additional information (other debts and assets), the consultation will provide a more comprehensive review.

The 360PFC is a confidential meeting; no information is retained in HR unless requested by the employee. To make an appointment for a 360PFC, email [Cindy Walker](mailto:Cindy.Walker@uga.edu) or call her at 706-542-7359.

## Bursar's Office Needs Your Help Identifying Electronic Transfers

Receiving and identifying electronic transfers from the bank quickly is essential to business operations at UGA. During FY 2011, the Bursar's Office processed approximately 2,500 wires and Automated Clearing House (ACH) transactions.

"When the bank credits UGA's bank account from an incoming wire, limited information is attached," explained Thérèse Hodges, assistant bursar. "Most times we do not have enough identifying information to know what general ledger account should be credited. We spend a lot of time researching which department on campus this money might belong to, and we need campus business officers to help us streamline this process."

Hodges asks that business officers use the following guidelines and tips:

- When possible, clarify with your vendor whether or not the payment will be sent electronically. If so, follow the University's incoming wire procedures.
- When you are aware a payment will be sent to the University electronically, please proceed with completing the [Electronic Funds Transfer Deposit Transmittal](#) form and email this form to [bursar@uga.edu](mailto:bursar@uga.edu) or fax to 706-583-0832 as soon as possible. If you have questions, please contact [Marianne Christian](#) or [Leah King](#).
- Provide payers the University Wire Instructions form. Please contact the Bursar's Office to obtain this information. Also at this time, proceed with sending the Bursar's Office the [Electronic Funds Transfer Deposit Transmittal](#) form.
- If you frequently receive funds electronically from the same vendor and the funds happen to be credited to the same general ledger account each time, please provide this information to the Bursar's Office. The Bursar's Office can maintain an Electronic Funds Transfer Deposit Transmittal on file for these types of deposits without requiring you to send this information multiple times.
- Be aware that ACH/wire transfers are costly. Sometimes there is a banking fee associated with the service that will be deducted from the payment amount you are credited. The fee varies from bank to bank and for domestic versus international transfers.

### Campus Mail Says Thanks



Campus Mail Services would like to thank the University community for your patience, cooperation and support during our recent transition to once-a-day delivery and pick-up of your mail. Your cooperation is indicative of how well you understand the need to optimize the economic efficiency of on-campus services. Campus Mail sincerely appreciates your help as we strive to become more proficient in our service.

Sincerely,

*Dwayne Weaver*

Manager, UGA Mail and Duplicating



## University Childcare Center to Open Soon

The University Childcare Center will open on the UGA Health Sciences Campus in January. In preparation, two information sessions will be held in November, and an open house is being planned for December.

### Information Sessions:

November 8 -  
5:30-6:30 p.m.

November 9 -  
11:30 a.m.-12:30 p.m.

Room AB -- Training and  
Development Center  
315 S. Thomas St.

Childcare will be available to children of faculty, staff and students as well as from the community if space allows. The center will be open Mondays through Fridays from 7 a.m. to 6 p.m. and will serve up to 146 children ages six weeks through four years.

For more information on the center, [click here](#). To reserve a space for one of the information sessions, contact [Kim Eberhart](#) at 706/542-6077.

## Accounts Payable Announces New Manager and Assistant Manager



*Accounts Payable's Assistant Manager Andre Simmons and Manager Jennifer Collins take on their new positions side by side.*

Jennifer Collins and Andre Simmons have been named manager and assistant manager, respectively, in the Accounts Payable Department.

"Jennifer and Andre both have built strong relationships with University departments and have considerable knowledge of payment processing, policy, procedure and the state's travel regulations," said Associate Controller Bob McGee in announcing their promotions.

Collins brings a wealth of experience to the position, having been in the Accounts Payable Department for the past 11 years, most recently serving as the assistant manager. She earned her bachelor's degree from Old Dominion University and has completed certification as an accredited payables manager.

Simmons has worked in the Accounts Payable Department for more than five years, most recently as the senior accountant. He received his bachelor's degree from the University of Georgia and is also certified as an accredited payables manager. In 2009-10, Simmons was selected as an F&A Fellow.

## OSEP Coordinates UGA National Preparedness Month Activities

For the seventh year, the [Office of Security and Emergency Preparedness](#) (OSEP) participated in National Preparedness Month in September and coordinated activities on the UGA campus. "National Preparedness Month" (NPM), sponsored by the U.S. Department of Homeland Security and the Federal Emergency Management Agency, encourages Americans to take simple steps to prepare for emergencies in their homes, businesses and schools.

On September 9, OSEP hosted a 9/11 remembrance lecture, information fair and public safety vehicle display at the Tate Center that focused attention on ways that students, faculty and staff can [better prepare themselves for emergencies](#).

Guest speakers for the lecture were Federal Bureau of Investigation (FBI) special agents Andrew and Gina Young. The Youngs shared the compelling story of their personal experience in responding to the 9/11 attacks in New York.

Other activities scheduled as a part of National Preparedness Month included a full test of the [UGAAlert system](#) on September 20 and the start of the fall 2011 UGA [CERT class](#).

## Training Opportunities

*Paying Relocation and Moving Expenses at UGA Training & Development Dec. 8, 9:00 - 11:00 am*

Course covers a variety of topics related to reimbursing relocation and moving expenses including policy background, eligibility, relocation packages, payment/reimbursement guidelines, common mistakes, documentation requirements and year-end reporting.

*Introduction to Accounts Payable Training & Development Dec. 1, 9:00 am - Noon*

Course covers policies and procedures governing Accounts Payable at UGA. It provides a broad overview of campus interactions with Accounts Payable including object coding, viewing invoices and receiving orders within UGA mart, processing electronic check requests (with special emphasis on payments to individuals), processing travel reimbursements and group travel.

## Opening Soon: Special Collections Libraries Building

Scheduled to open to the public in January 2012, the Richard B. Russell Building for the Special Collections Libraries will house the Hargrett Rare Book and Manuscript Library, the Richard B. Russell Library for Political Research and Studies, and the Walter J. Brown Media Archives and Peabody Awards Collection. The new facility's 115,000 square feet of space provides ample room to house each of the current collections as well as an additional 40 years of growth.

"The new facility was carefully designed to provide state-of-the-art climate control and upgraded security to help ensure the long-term preservation of the collected works it will house," said Associate Vice President for Facilities Planning Danny Sniff. "In addition, it incorporates several sustainable design features that will allow it to reduce costs and affect the environment as little as possible."



*UGA's special collections of books and manuscripts are currently moving into their new home. The Richard B. Russell Building for the Special Collections Libraries will be completed and opened to the public in January 2012.*

Sustainable components include:

- Three underground cisterns to enable 100,000 gallons of stormwater runoff to be captured and re-used;
- Low-flow lavatory features to generate potable water savings of 44% above the baseline average;
- District Energy Plant I, which will help to reduce energy use by 25% above the baseline average.

Once the collections and accompanying staff are completely moved in, renovation of vacated spaces at the Main Library will begin. This second phase of work will make approximately 50,000 square feet of refurbished space available for the library's general collection and student study space.

[Click here](#) to view landscaping progress at the Special Collections Libraries Building.





## Prestigious Honor for University Architects

Renovations to UGA's Stegeman Coliseum netted the Office of the University Architects for Facilities Planning the American Institute of Architects (AIA)'s Georgia 2011 Honor Design Award—the top award for the state.

"To the best of my knowledge, it's only the second award from the AIA in 20 years that we've received," said Associate Vice President Danny Sniff. "The first was for the botanical garden, and it was in a religious category."

The award recognizes the University Architects' design for the Stegeman Coliseum renovation, which adds 10,000 square feet of enhanced concourse space framed by a curved glass, floor-to-ceiling curtain wall.

"To receive the AIA's highest award in recognition that we've done something really exceptional makes us feel really, really proud," Sniff said. "It's just a great feeling."

## FY 2013 BUDGET DEVELOPMENT SCHEDULE

### TENTATIVE

October – December:

FY 2013 Mandatory Fee Schedule preparation and submission  
 FY 2013 Professional Program Tuition Differential increase preparation and submission  
 FY 2013 revenue projections preparation and submission

December:

Planning information provided to senior administration in preparation for budget conferences  
 Guidelines and instructions to deans and vice presidents

March – April:

Budget conferences with deans and vice presidents for FY 2013 budget development

April – May:

Actual creation of the FY 2013 Original Budget through the budget development process

May:

Submission of final FY 2013 Original Budget to the Board of Regents for approval

## Play Golf America University

The University of Georgia Golf Course, in conjunction with the Professional Golfers' Association (PGA) of America, introduced its Play Golf America University program in August.

The PGA University program is designed to teach and engage college students in the game of golf and show how it can be a valuable tool in the business world. PGA professional staff at the golf course are administering the class. Twenty-four UGA students are participating in 16 two-hour classes over the course of fall semester, and plans call for the program to have a spring semester session as well.

Funding for the program came from a \$50,000 dollar check presented to the University by PGA Tour professional golfer and UGA alumnus Bubba Watson, stemming from his participation in the 2010 Ryder Cup Competition between the United States and Europe.



*President Adams with Bubba Watson, professional golfer and UGA alum, at the 2011 Stadion Classic at UGA.*

## Travel Expense Statement Change



The State Accounting Office has waived the requirement of odometer readings for travelers submitting mileage reimbursement claims. To calculate miles traveled, travelers may now use MapQuest, Google maps, GPS devices or personal auto odometer readings—whichever is most appropriate for the circumstances.

The [travel expense statement](#) has been modified to reflect these changes.

The [UGA travel policy](#) also has been updated.

Questions should be directed to Accounts Payable Manager [Jennifer Collins](#).

## O-House Expands

Beginning in mid-December, construction will commence on an expansion of the Oglethorpe House Dining Commons. This development will add approximately 10,000 square feet and will accommodate at least 250 more students in new space designed to create a stronger sense of community for meal plan students.



*An architectural rendering shows the current Oglethorpe House residence hall on the left, with the anticipated dining commons expansion on the right.*

Soft seating will be added near the front of Oglethorpe to promote a casual environment in which students can dine, socialize and study. Students also will enjoy new cuisine, including a Mexican concept and a made-to-order omelet station.

This expansion is necessary to serve a growing student population and is driven by the highly popular Sunday Brunch. Additionally, the approach to the building will be enhanced to include a landscaped plaza and a new bus stop to improve passenger and pedestrian safety. Construction will be complete by the fall of 2012.



## Return to Sender

The address is the most important part of your inter-departmental mail. If your address is correct, the speed with which your mail is handled will improve. While this would seem to make common sense, you might be amazed by some of the recent letters Campus Mail has received.

“We have received mail addressed simply to the Business Office; we all know how many business offices there are on campus,” explained Assistant Director of Administrative Services Kathy McCarty. “Or Dr. Smith—do you know how many Smiths are on campus? And Data Department—lots of departments collect data! These envelopes did not even have a return address, so Campus Mail staff members had to open them and try to identify the recipient or sender.”

Central Office Supply (COS) stocks inter-campus mail envelopes in two sizes. If properly addressed, these envelopes provide the highest level of processing efficiency. Inter-campus mail envelopes are used repeatedly for internal mailings, and previous names and addresses should be crossed out. The following fields are included on the COS inter-campus mail envelopes and should be completed: To (Name); +Four (optional); Department; Building; From (Name); Department.

If you purchase inter-departmental envelopes from local office suppliers, McCarty says the fields on these envelopes may not require the pertinent information needed to deliver the mail successfully at UGA. She advises that regardless of the envelope used, you include the recipient’s first and last name, department and building, as well as the sender’s return address (name and department).

Also, a reminder: Campus Mail should not be used for personal or any non-university business; personal mail should be delivered to your home.

## In the Next Issue:

- Mobile App for Student Accounts
- Resuming Spring 2012: High Impact Leadership Program
- Bulldog Bucks Mobile App

## Young Dawgs Program Achievements

The University of Georgia Young Dawgs Program offers a rigorous high school internship program designed to provide high school students with opportunities to gain experience in areas related to their career interests. Young Dawgs is housed in the UGA Human Resources Division to help develop the long-term workforce of the University and the local community.

- Since its inception in 2008, the program has hosted 423 high school participants who have served more than 50,000 internship hours in departments throughout the UGA campus. The program serves approximately 125 students per year.
- Young Dawgs has worked with more than 190 different work sites and supervisors.
- 56% of 2010-2011 seniors were accepted into the University of Georgia; 97% were accepted into a college or university; one joined the Peace Corps.
- In the 2010-2011 academic year, 55% of the students interned at STEM (science, technology, engineering and math) sites.
- During the 2010-2011 academic year, 41% of the Young Dawgs participants were minority students.
- Currently, 33% of the Young Dawgs are children of UGA faculty or staff.
- To date, the program has served students in eight counties and 16 schools. Most students come from the public high schools in Clarke and Oconee counties.

## Food Services Sets the Training Table

UGA Campus Catering is helping student-athletes in a whole new way this year by preparing meals for the Athletic Department's new training table. Introduced at the beginning of the fall semester, the training table provides one meal a day for student athletes and allows the Athletic Department the opportunity to ensure athletes are eating properly throughout the year.



The training table is open to athletes every Monday-Thursday from 11 a.m. - 1:30 p.m. at the Coliseum Training Facility. Meals are prepared by the catering staff based on dietary guidelines provided by the director of sports nutrition. Campus Catering incorporates the special events taking place in the dining commons with the service it provides at the training table and also brings some traditional activities,

such as the fall pumpkin decorating activity in which students can decorate pumpkins while eating, to the training table.



## Contact Information

For more information, please select a division below, and you will be redirected to its Web site.

[Auxiliary & Administrative Services](#)

[Budget Division](#)

[Controller's Division](#)

[Environmental Safety](#)

[Human Resources](#)

[Physical Plant](#)

[University Architects](#)

## Beware of Phone Scams

Schemes to defraud individuals of their money are not new. In the age of technology, much attention has been given to email scams, such as phishing, where the sender falsely represents that the email is from a legitimate banking institution or other reputable company in an attempt to entice the recipient to relinquish personal identifying information, usernames or passwords. While scams of this nature are serious, University Police reminds you that traditional scams of yesteryear still exist.



“Phone scams cannot be discounted as crimes of the past,” said Major Eric Gattiker. “People must remain vigilant and cautious, especially when the call is a sales call, from someone they are not familiar with or involves a deal that is ‘incredible.’ If a caller provides information that sounds too good to be true, assume the call is a fraud.”

According to police, typical phone scams involve discount health plans, lottery scams, sweepstakes scams or investment scams. Most callers will require payment for something upfront or ask for personal information for verification. The scam can be more successful when it references family or references legislation where the details are still vague to the average consumer. Gattiker says a caller can seem more legitimate by using technology to spoof—e.g., a caller claiming to be with a federal agency can display a phone number with a D.C. area code when the call is actually being placed from an entirely different location.

Ways to protect against phone scams include:

- Taking steps to block unsolicited calls such as registering with the [Do Not Call Registry](#);
- Never divulging personal information over the phone;
- Not agreeing to purchase anything over the phone and using a credit card rather than a debit card if you do; and
- Reviewing your financial statements regularly for questionable charges.

More information on telemarketing fraud is available through the [FBI](#) or [Federal Trade Commission](#).



### Cardio for a Cause

A team from the Controller's Division pounded the pavement for a good cause in October, raising \$1,025 in the 2011 Clarke/Oconee Heart Walk. The team walked in honor of Chuck Moore, a retired colleague who underwent successful heart surgery in February. Funds

raised by the Heart Walk support research and education efforts.

Heart Walk team members included (left to right): Alicia Castleberry, Holley Schramski, Jennifer Collins, Andre Simmons, Kimberly Collins and Tamara Ebert.

## Newsletter Editorial Committee

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Becky Lane  
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Kathy McCarty  
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and Administration

## Green Cup Challenge 2011

Five residence halls at the University of Georgia faced off in the name of sustainable living at the beginning of the semester. Students in the Hill Community halls of Hill, Church, Boggs, Mell and Lipscomb battled for four weeks to prove that their dormitory deserved to win the third annual Green Cup Challenge based on reductions in energy, water and waste.

Hosted by the UGA [Office of Sustainability](#) and [University Housing](#), the Green Cup Challenge awarded points to residence halls based on the energy and water they saved compared to previous years, the resources they recycled and their participation in sustainability-related events.

"The annual competition has proven to be successful in teaching sustainable living practices to freshmen in hopes of instilling a conservation ethic that continues long after they leave the residence halls," said Sustainability Coordinator Tyra Byers.



*Hairy Dawg poses with residents of Hill Hall, who were awarded the Green Cup for their sustainable living practices.*

This year, the coveted Green Cup was awarded to Hill Hall for overall sustainable living practices, which included a 19% reduction in energy use, total consumption per student of only 29 gallons of water a day (while the average person uses up to 100 gallons of water per day), and having only 14% of items in their waste stream that could have been recycled.

## Food Services Goes Digital

UGA Food Services has introduced new technology into its dining halls through kiosk ordering systems and Web site updates.

Kiosk ordering systems, first introduced at Tate Café, allow customers—if they choose—to place their order via touch screen technology. Customers simply use the kiosk to navigate through menu items, place and pay for their order, and then proceed to pick up their order once it is ready. After being implemented at Tate Café, kiosk ordering made its way to Red Clay Café and is currently being tested at the Joe at the O coffee shop in Oglethorpe Dining Commons.

"The kiosks are very popular with customers because they provide faster service and allow you to customize your order," said Executive Director of Food Services Mike Floyd. "They also have been very beneficial to us because they provide valuable information on dining trends."

Technology improvements also moved forward with the addition of nutritional information to the [UGA Food Services Web site](#). Traditionally, nutritional information for all the items in the dining commons has been compiled into books called *Food Fact Finders* that were only accessible in the dining commons. Now students can access this information anywhere, any time. The Web site also includes a new section that outlines daily gluten-free menu options.



*Digital kiosks set up in University dining areas will allow customers to order more quickly and efficiently.*