

University of Georgia Finance & Administration

ANNUAL REPORT

FISCAL YEAR 2023

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UNIVERSITY OF
GEORGIA

Finance & Administration



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INTRODUCTION

This report includes information and major accomplishments from fiscal year 2023 (July 1, 2022 – June 30, 2023) across the 12 central divisions and offices housed within Finance and Administration (F&A) at the University of Georgia:

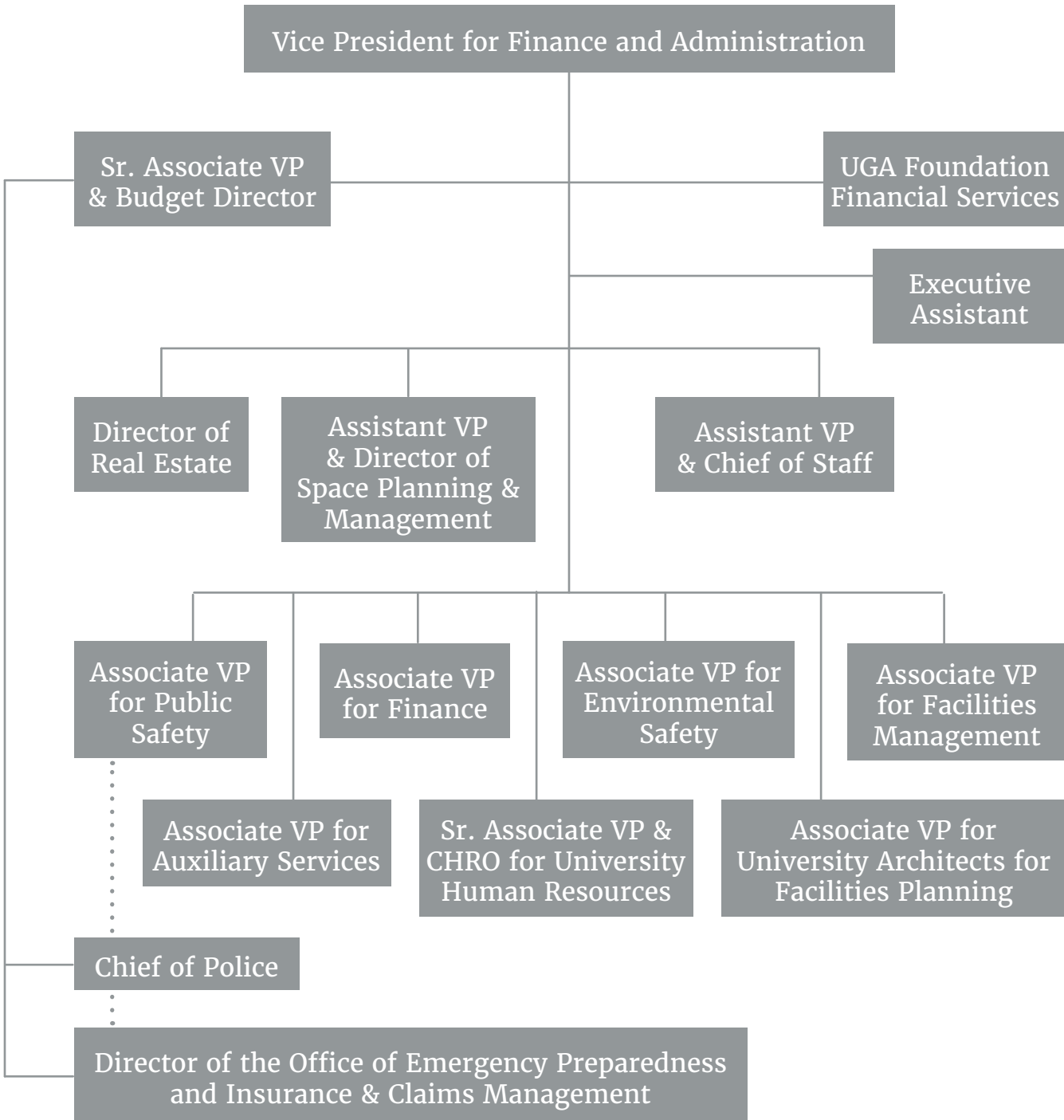
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FY23 was marked by growth, innovation, and recognition. UGA enrolled 6,200 first-year students, secured back-to-back National College Football Championships, and was named one of the top 20 public universities in the country for the eighth year in a row, cementing its position as an athletic and academic powerhouse.

This record-breaking year presented unique challenges and opportunities for Finance and Administration. We embarked on capital projects and revamped our approach to operational sustainability. We introduced professional development programs and onboarded new team leaders. Most importantly, F&A continued striving for excellence to meet and anticipate the needs of those who depend on us.

For inquiries, please contact the Office of the Vice President for Finance and Administration at (706) 542-1361 or fanda@uga.edu.

ORGANIZATIONAL CHART





OUR STORY

Mission & Vision

The Finance and Administration (F&A) team is committed to providing exceptional stewardship of the University's financial, human, and physical resources. F&A units serve the University of Georgia's students, faculty, staff, and the broader community.

F&A supports and enables the University to achieve the excellence it aspires to through its instruction, research, public service, and student life missions. Everything we do is done in close collaboration with partners from across the institution and by striving to become the University's trusted advisors.

As we execute our fundamental objectives, service and stewardship reign as the cornerstones of our mission statement.

Opportunities

- **Continuous Process Improvement** through data analysis
- **Peer Review and Assessment** to ensure student success and strive for excellence among our peer and aspirant institutions
- **Communication and Service** by encouraging collaboration and staying focused on customer service
- **Purposeful Partnerships** within and beyond the University that strengthen F&A's ability to serve
- **Diversity Focus** through dedication to equity, diversity, and inclusion
- **Succession Planning and Professional Development** to equip and support staff while providing a variety of growth opportunities

3,000+ staff members work in Finance and Administration



OUR CORE VALUES

Integrity

Finance and Administration team members commit to maintaining the highest degree of ethical and legal standards. We emphasize honesty, reliability, cooperation, collaboration, open communication, and participative decision-making. We commit to a productive and conscientious performance of our responsibilities.

Teamwork through Mutual Respect and Fairness

Finance and Administration's greatest strength is its people, and we realize that our team is strengthened through the diversity of the members who comprise it. We accept and value the differences of individuals and treat everyone with fairness and respect. We extend the same treatment to all colleagues and partners inside and outside the University.

Excellence in Service and Innovation

Finance and Administration staff provide superior quality service. We constantly seek opportunities to enhance services and processes through a commitment to innovation and continuous improvement; exceed customer expectations; and make the best use of University resources. We understand that creating an environment of excellence in service and innovation requires a commitment to the ongoing professional development of all F&A employees.

Student-Centric Approach

While many Finance and Administration functions may not be directly connected with the student experience, F&A commits to providing services, support, and resources that enhance the overall student experience. This focus is key to every decision we make.

BY THE NUMBERS

13,100 meal plans sold by Dining Services, a record high

3M+ passengers carried by campus transit

\$2M worth of College Football National Championship merchandise sold through the UGA Bookstore

10th Campus Market Express location opened by Vending Services, located at the University Health Center

44,598 rounds of golf hosted at the Golf Course

713 cases investigated by UGAPD

10,417 hours of training completed by UGAPD

BY THE NUMBERS

\$6.9M

in CARES Act Higher Education Emergency Relief Funds issued by the Bursar's Office to **8,041** students

6,293

awards and award modifications processed by the Sponsored Projects Administration team, totaling **\$398M**

259,548

vouchers processed and **\$769M+** disbursed in payments for goods and services by the Accounts Payable team

\$991M

in gross pay processed for **21,018** employees by the Payroll team

1.3M

pieces of mail received, sorted, and delivered to **242** departments across **177** buildings

22,949

transactions processed through Billing and Accounts Receivable, totaling **\$432M** (9% increase over FY22)

4.7M+

impressions printed for publications and other print jobs by Bulldog Print + Design

BY THE NUMBERS

11,705 hiring proposals approved through the UGAJobs platform

14 New Student Orientation fairs attended by the UHR Benefits team

5,795 UGA Safe mobile app downloads (269% increase from FY22), resulting in 7,953 total downloads

8,334 students, faculty, staff, parents, and community members trained through the Office of Emergency Preparedness, totaling 248 hours

\$5.1B worth of buildings and other University property insured through Insurance & Claims Management

18,927 UGA motor vehicle use policies managed for UGA employees and volunteers

\$11,075 in gifts and monetary donations raised for Athens residents in need through the F&A Community Holiday Outreach Initiative

BY THE NUMBERS

\$718.5M in total budgets managed by the Office of University Architects across 194 projects

458 design and construction contracts authored and executed by the Office of University Architects

1,365 fire and life safety compliance inspections completed across 500+ buildings

455 people trained by the Office of Fire and Life Safety in proper selection and use of fire extinguishers

63,579 total work orders processed by the Work Request Center and fulfilled through multiple FMD departments

58 Interdisciplinary Certificates in Sustainability awarded to students

\$40,000 in Campus Sustainability Grants awarded to 8 student teams

BY THE NUMBERS

319.76 tons of composted materials processed by Waste Reduction Services (63% increase from FY22)

155 trees planted by the FMD Grounds Department and 10,600 trees maintained across 855 acres

563 office and department relocations facilitated by FMD Support Services

\$4.9M in purchase orders issued by the FMD Business Office to minority-, women-, and veteran-owned companies and \$29.5M to small businesses

950+ seats replaced across 29 classrooms by the Office of Space Planning & Management to support active learning

\$257M disbursed in scholarships to 28,500 recipients

STUDENT SERVICES & ACADEMIC SUPPORT

Major Accomplishments

Auxiliary Services

Auxiliary Services comprises multiple retail and service units to enhance the University's pursuit of excellence and fulfill the needs of students, faculty, staff, and visitors. Units include the UGA Bookstore, Dining Services, the UGA Golf Course, and Transportation and Parking Services.

Auxiliary Services undertook multiple projects to expand and streamline offerings and operations in FY23.

In partnership with Student Affairs and others, Auxiliary Services received approval for a multi-use facility that will serve as a center for dining, wellness, nutrition, and study space on the UGA Athens campus. The first two floors of the facility will consist of a dining commons with approximately 800 seats. The facility's third floor will contain six to eight active learning classrooms, a University Health Center ancillary clinic for medical and mental health services, and space for nutrition counseling. The proposed classrooms will also provide evening-hour meeting space for student organizations.

Additionally, the West Campus Parking Deck II was approved, which will add 1,100 parking spaces and be located behind the student housing on Baxter Street.



Transportation & Parking Services undertook several initiatives to offer more parking opportunities for faculty, staff, and students.

The number of available parking spaces on the Athens campus increased by approximately 1,300 from 2018 to 2022, with 900 of those spaces being added in 2022.

FY23 projects include the STEM Parking Deck (319 spaces), the fourth phase of the Park and Ride lot on College Station Road (186 spaces), the Park &

STUDENT SERVICES & ACADEMIC SUPPORT

Major Accomplishments

Ride location at the Soccer/Softball Complex (250 spaces) in partnership with Athletics, and the former Holiday Inn lot (270 spaces). Nearly 30 more spaces were gained in the Russell Hall lot when bus turnarounds were removed. Additionally, TPS was involved in the planning and design for the expansion of the Hull Street Parking Deck, which began in spring 2023.



The UGA Golf Course was designated a Certified Audubon Cooperative Sanctuary through the Audubon Cooperative Sanctuary Program for Golf Courses.

Scott Griffith, the course's director of agronomy, completed the effort to obtain sanctuary designation on the property. The course is now one of over 900 courses worldwide to hold a certification from Audubon International.

This designation recognizes the Golf Course's efforts to improve and maintain multiple environmental factors, including:

- Expanding native vegetation
- Removing invasive plant species
- Providing quality wildlife habitat
- Conducting water quality testing

The Audubon Cooperative Sanctuary Program for Golf Courses, endorsed by the United States Golf Association, provides information and guidance to help golf courses preserve and enhance wildlife habitat and protect natural resources. Golf courses from the United States, Africa, Australia, Canada, Central America, Europe, New Zealand and Southeast Asia have achieved certification in the program.

Operated by the UGA Division of Auxiliary Services, the UGA Golf Course's

STUDENT SERVICES & ACADEMIC SUPPORT

Major Accomplishments

18-hole Robert Trent Jones layout is regarded as one of the best collegiate courses in Georgia and the country. The facility is open to the public and hosts numerous competitions throughout the year.

University Police

The UGA Police Department (UGAPD) is committed to protecting and providing professional, dedicated public service to the University community with courage, dependability, and integrity. UGAPD also facilitates several community and campus outreach events each year.



In July 2022, UGAPD personnel worked with an Athens-area Girl Scout troop to help them earn their Junior Detective Badges.

In February 2023, the UGAPD hosted Coffee with a Cop and Doughnuts for Deans. The event brought together police officers, students, and other campus members to learn more about each other.

Students shared coffee and a couple of stories with UGAPD while on their way to class.

UGAPD officers completed 10,000+ collective hours of training in FY23. Of these hours, 239 were dedicated to de-escalation techniques, which are vital in diffusing potentially volatile situations and maintaining public safety. Another 429 hours were allocated to community-oriented policing, emphasizing the importance of building positive relationships and partnerships within our community.

In FY23, UGAPD fielded 62,967 service calls, including those initiated by officers.

FINANCIAL, ADMINISTRATIVE, & HUMAN RESOURCE SUPPORT

Major Accomplishments

Finance

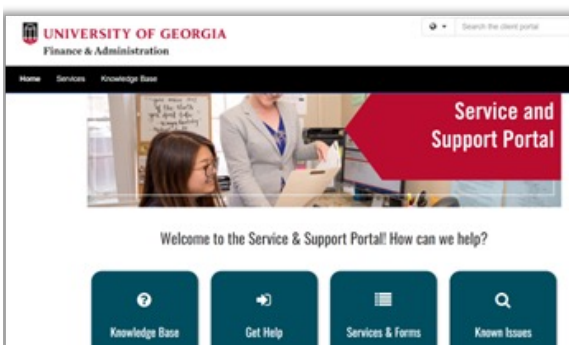
The Finance Division is committed to providing professional, responsive, and innovative support in stewardship of the University's financial resources. The Finance Division partners with colleagues and customers to develop creative solutions for accounting, business, and administrative services.

In the face of significant staffing shortages, the Finance Division pursued innovative ways to meet customer and staff needs in FY23.

Professional development opportunities were implemented to enhance employees' competencies and skills, support retention efforts, and promote well-being.

In FY23, the Finance Division once again received the Award of Distinction for Excellent Financial Reporting from the Georgia Department of Audits and Accounts. This award is presented to organizations that submit quality financial statements and supporting documentation promptly, whose annual financial report is given an unmodified audit opinion, and is free of any significant deficiencies or material weakness.

In collaboration with the Office of State Treasury and the University System of Georgia, the UGA Finance Division completed renewal of the University's banking services agreement, which is required every five years.



The Programs & Change Management team launched an online support portal with easy access to 1,300 finance and HR training materials.

This team also resolved over 20 business process enhancement requests from colleges, schools, and units as part of a continuous improvement initiative.

Sponsored Projects Administration reduced outstanding accounts receivables by \$14.3 million.



FINANCIAL, ADMINISTRATIVE, & HUMAN RESOURCE SUPPORT

Major Accomplishments

The Accounts Payable and Travel team launched numerous initiatives in FY23, including a “Know Before You Go” postcard, a video series, and comprehensive on-demand travel policy training.

Bursar and Treasury Services implemented a new cashless payment method (ClinCard) to provide better tracking and reporting for human subject incentive payments and other payment needs, eliminating the need for petty cash.

New Smartsheet-based processes for outstanding payroll checks and taxable travel were also implemented to create automation and increase efficiency.

University Human Resources

University Human Resources (UHR) serves the University and its employees through strategic counsel, employee engagement, and efficient operations management. As a resource to people, UHR is engaged throughout an employee’s lifetime at the University. UHR navigates sensitive situations and information and assists in the resolution of complex, work-related issues.

In FY23, UHR launched UGA Journeys, a new effort to modernize UGA’s approach to career development and empower staff to pursue their professional goals. The initiative aims to bring together compensation study efforts, career ladders, and performance management for all staff by 2025.

UHR also proactively approached Form I-9 compliance by making concerted outreach efforts to larger units during the peak summer hiring months. By providing onsite processing and streamlining UHR’s communications, the total campus compliance rate saw a 41% improvement from July through September, with comparable hire volume to completion rates from the previous year.

UHR Benefits Outreach initiatives for FY23 included onsite Open Enrollment and Retirement presentations for the Griffin, Rock Eagle, Sapelo Island, Skidaway and Tifton campuses. The Benefits Team also conducted in-person and virtual student health insurance presentations for Griffin and Tifton five times during FY23.

FINANCIAL, ADMINISTRATIVE, & HUMAN RESOURCE SUPPORT

Major Accomplishments

Emergency Preparedness

The Office of Emergency Preparedness (OEP) provides a comprehensive emergency management program for the University of Georgia to save lives, protect property, promote continuity of operations, and reduce the overall effects of large-scale disasters.

OEP manages the UGA Safe mobile app, which saw a 269% increase in downloads in FY23, totaling nearly 8,000 downloads.

In January 2023, OEP assisted the UGA Griffin campus with recovery efforts from a tornado and filed for a Federal Emergency Management Agency (FEMA) reimbursement for storm-related expenses.

In FY23, OEP achieved 100% compliance for the nearly 400 automated external defibrillators (AEDs) across UGA campuses and facilities. The office also negotiated an agreement between UGA's AED vendor and Student Affairs regarding placing AEDs in off-campus Greek Life facilities.

In January 2023, OEP led the Athens-Clarke County Community Exercise, which involved a full-scale simulation with UGAPD, Athens-Clarke County Police and EMS, the Clarke County Sheriff's Office, and National EMS.



OEP received a \$13,000 Georgia Emergency Management Agency (GEMA) grant to improve the Community Emergency Response Team (CERT) program.

In August 2022, the Director for OEP launched an F&A-wide staff leadership development program called Mentoring for Operational Success (MOS), which facilitated two cohorts in FY23.

FINANCIAL, ADMINISTRATIVE, & HUMAN RESOURCE SUPPORT

Major Accomplishments

Insurance & Claims Management

Insurance and Claims Management (ICM) manages the University's property insurance program that provides comprehensive protection for the 1,804 automobiles and 1,929 buildings occupied and operated by the University, as well as building contents. The insurance program is administered by the State of Georgia Department of Administrative Services (DOAS).

ICM was instrumental in assisting the campus in recovery following major storm systems and severe weather, including damage resulting from extended freezing temperatures, flooding, and tornadoes.

In FY23, ICM processed 147 property claims totaling \$8.3 million, which reflects a 65% increase in weather-related claims over the previous two years.

Office of the Vice President for Finance and Administration

The Office of the Vice President for Finance and Administration (OVPFA) provides support to all F&A divisions and central offices while also administering unit-wide initiatives and providing oversight to central F&A committees.

In December 2022, the F&A Diversity and Inclusive Excellence Committee hosted the second annual F&A Community Holiday Outreach Initiative, raising \$11,075 in monetary and gift donations to support 10 families and two local seniors in need.



In March 2023, the F&A Staff Recognition Committee (SRG) hosted the 4th annual Staff Resources Fair to showcase resources and opportunities for UGA staff. This is the first fair to be held since spring 2020.

In May 2023, OVPFA held the 18th annual F&A Staff Recognition Ceremony, recognizing 214 honorees for years-of-service milestones, 24 merit award finalists, and four outstanding teams.

CAPITAL PLANNING & INFRASTRUCTURE SUPPORT

Major Accomplishments

University Architects

The Office of University Architects (OUA) is responsible for the development and management of the campus master plan, including transportation planning, historic preservation planning, environmental planning, and precinct planning; the development and management of campus site design and architectural standards; GIS management of existing conditions; and the coordination and project management of major capital projects for all UGA campuses across the state.

Several significant capital projects concluded in FY23. In total, OUA completed twice as many projects and studies than in FY22. Project distribution among major and minor capital projects remained high, while those at less than \$1 million also gained in volume.

In FY23, 17,500 square feet of vacated first-floor space in Butts–Mehre Heritage Hall was renovated to house the men’s and women’s track and field programs, previously housed within Stegeman Coliseum.



A multidisciplinary greenhouse complex was also completed to support research at the College of Agricultural and Environmental Sciences. This complex on Riverbend Road includes approximately 8,000 square feet of state-of-the-art headhouse and greenhouse space.

In FY23, OUA managed a record number of budgets totaling \$718.5 million across all projects. This includes projects in the planning, design, and construction phases and those recently completed and entering warranty.

Environmental Safety

The Environmental Safety Division (ESD) works closely with department heads, departmental safety representatives, and the rest of the University community to foster a safe working environment for University employees, students and visitors. In cooperation with the University’s safety committees, policies and practices are established to reflect current knowledge and governmental regulations.

In FY23, 71 construction projects underwent review and inspection by the

CAPITAL PLANNING & INFRASTRUCTURE SUPPORT

Major Accomplishments

Office of Fire and Life Safety. Eighteen were completed with ESD's support and received compliance reports or Certificates of Occupancy.

ESD also obtained an amended Hazardous Waste Facility Permit to implement a Corrective Action Plan at the Milledge Avenue Site, a chemical landfill near Milledge Avenue and Will Hunter Road. The site is regulated under the federal Resource Conservation and Recovery Act and has undergone significant prior assessment and interim remedial measures since landfill activities ceased in the 1970s. The permit allows ESD to work with environmental consultants to remediate groundwater contamination at the site using a multi-phased, innovative approach.

Facilities Management

The Facilities Management Division (FMD) maintains and enhances the learning environment at UGA through quality service and stewardship of UGA's natural and physical resources. FMD operates and maintains campus landscapes, buildings, and infrastructure to promote the long-term sustainability of the University.

In FY23, Utilities & Energy Management partnered with Procurement to develop and procure a comprehensive Utility Master Plan (UMP) study to be completed in FY24. The UMP will prioritize safety, resiliency, efficiency, sustainability, and fiscal responsibility for the University's long-term operational success.



The Central Steam Plant wrapped up Phase 2 of a multi-phase recapitalization program, which included a new control room with updated control technology, electrical upgrades throughout the plant, and two new emergency backup generators.

The Commissioning Team retro-commissioned the Demand Control

Ventilation of the largest auditorium on campus and undertook a large-scale

CAPITAL PLANNING & INFRASTRUCTURE SUPPORT

Major Accomplishments

commissioning project at the Science Learning Center to improve building airflow, resulting in over \$1 million in annual energy savings.

In FY23, FMD established an in-house pest control shop with two full-time staff members who are licensed pest control applicators through the Georgia Department of Agriculture.



The FMD Automotive Center purchased one full-sized, all-electric vehicle and twelve low-speed vehicles to continue efforts to reduce carbon emissions and annual operating costs.

Through the support of the Office of Sustainability, UGA received recognition from Bee Campus USA for the third consecutive year and from Tree Campus USA for the 12th consecutive year.

The Grounds Department relaunched the Grounds Academy, introducing a new employee orientation module and the 100 Series. The 100 Series focuses on essential roles and responsibilities such as customer service, teamwork, safety, equipment use, and career advancement.

Twenty-one employees completed the 100 Series, and eight received promotions since the training started. The design of the 200 Series, which will focus on specialty roles, leadership, and supervisory skills, is underway.

The Grounds Department also acquired 12 additional autonomous mowers for the intramural fields. Funded by FMD and the Student Green Fee, the new mowers will save UGA approximately \$25,000 in labor and maintenance costs annually.



CAPITAL PLANNING & INFRASTRUCTURE SUPPORT

Major Accomplishments

Real Estate

The UGA Real Estate Foundation (UGAREF) is a not-for-profit organization established to manage certain real estate acquisitions, development and construction projects for the University of Georgia.

In FY23, UGAREF continued to evaluate potential property acquisitions to protect the borders of campus. Real Estate also continued working with various F&A teams to identify opportunities to reduce UGA's costs associated with renting space from third-party landlords.

Space Planning & Management

The Office of Space Planning & Management (OSPM) operates out of the Office of the Vice President for Finance and Administration and works closely with F&A divisions and other UGA units to support departmental requests for space allocation, evaluate space assignments, and assess changes in space utilization.

In FY23, OSPM identified, redesigned, and managed the renovation of a model active learning classroom to support the Quality Enhancement Plan. OSPM also managed relocations for approximately 160 faculty, staff, and students to support the Holmes-Hunter Academic Building renovation.

ACKNOWLEDGMENTS

This report represents the combined efforts of all staff members within UGA Finance and Administration. We would like to acknowledge their roles in the many accomplishments found herein, as well as the efforts of those responsible for compiling the information presented.

We would like to offer a special thanks to the Finance and Administration staff members who assisted in the design of this report:

Hayley R. Clement
Director of Communications
Office of the Vice President for Finance and Administration

FINANCE AND ADMINISTRATION

SERVING
THE **MISSION** OF UGA®

YOU + ME → WE ELEVATE THE 