



# The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Vice President for Finance and Administration

August 12, 2013

Volume 8, Number 2

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## A Message from the Interim Vice President Ryan Nesbit:

As we embark on a new year under new presidential leadership, we in Finance and Administration remain committed to providing exceptional service and effective stewardship of the University's financial, human and physical resources. In some of his initial statements, President Morehead has tasked the University community with not settling for the status quo and has challenged all of us to look for opportunities to improve this great institution. Furthermore, President Morehead is encouraging us to do so by working in collaboration with others.

Our Finance and Administration core values of integrity, teamwork through mutual respect and fairness, and excellence in service and innovation are closely aligned with the sentiments of President Morehead. Collectively, we are over 1,600 employees strong who are focused on excellence, teamwork and innovation. In addition, we are fully committed to continually seeking ways to improve the critical services that our students, faculty, staff and visitors rely on us to provide. I cannot begin to express how honored and privileged I am to serve alongside the men and women of Finance and Administration and am confident that we will continue to focus on serving and supporting the campus in ways that never settle for the status quo.

I am sincerely and deeply grateful for the contributions each one of you makes to this great University on a daily basis in support of our instruction, research, and public service missions and I look forward to working with you and the entire University community while serving in this interim role.



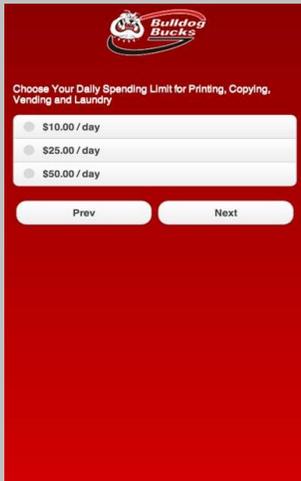
*At the beginning of each new year, The Business Affairs Advisor conducts an interview with the Vice President for Finance and Administration. This year, the conversation with Interim Vice President, Ryan Nesbit, focuses on our response to budget cuts, a new staff development opportunity, and progress on the Health Sciences Campus.*

### **It seems we continued to face budget cuts in FY13. How did we respond as a University and what might we expect in FY14?**

We continued to face budget cuts in FY13, but were able to manage a 5% cut to UGA's Resident Instruction budget in a way that shielded UGA's core academic functions from any direct impacts of this \$15 million cut. In essence, most of these cuts were managed centrally with about \$2.5 million being absorbed by a number of UGA's non-core academic units and functions.

*(continued on page 5)*

## Upgrade for Bulldog Bucks Accounts



Upgrades to Blackboard platforms have yielded better customer service for Bulldog Bucks account holders. The upgrade allows funds deposited to Bulldog Bucks accounts to be instantly available to account holders rather than being accessible 5-10 minutes after a deposit, as was the case before the upgrade. Deposits to your Bulldog Bucks account can be made easily by logging in to [bulldogbucks.uga.edu](http://bulldogbucks.uga.edu) from your computer or smartphone.

## Graduate School On The Move

The Graduate school returned to campus on June 18th with its move to the former Interim Medical Partnership Building. Originally moved to an off-campus location in order to allow the College of Family and Consumer Sciences to expand, the Graduate School has spent the last six years in leased space at the Michael Brother's Building downtown on Clayton Street.

The new location will be just off Williams Street, directly on the banks of the North Oconee River. This building was originally built as a mill for the Athens Manufacturing Company and was recently renovated for the Medical Partnership as they waited for the Health Sciences Campus to be ready for occupation. The Interim Medical Partnership Building is being renamed "The Graduate School Building".

The move gives the Graduate School a net gain in square footage that allows for more office and storage space than their current location. The building also hosts large lobby areas where the graduate school will have drop-in computer stations for visiting students, a student lounge on the ground floor with views to the Oconee River rapids, and a large outdoor patio for special events overlooking the old Athens Manufacturing Company milldam and spillway.

Other occupants of this building are Cellular Biology (which will have office, lab, and classroom space on the ground floor for Fall 2013) and Contracts And Grants (which will be moving there in September from its downtown location in the Saye Building).



*The new home of the Graduate School at 279 Williams Street.*

## New I-9 form and regulations

After much fanfare, the USCIS released the new Employment Eligibility Verification I-9 form in May. Along with the new form come revised deadlines for completing the form for new hires. As part of the UGA onboarding system, new hires must complete Section 1 (employee information) no later than their first day of employment. Employing departments must then complete Section 2 of the form (review and recording of employee documents) no later than the fourth business day of employment. It is the responsibility of the employing department to ensure these deadlines are met.

## Affordable Care Act (ACA) impacts the University System schools

The University System Office has been working diligently to examine the effects of the ACA on the University System health plans and employee benefit eligibility. Several working committees are meeting on a regular basis and UGA has representatives on these committees. Because the health plans are administered by the Board of Regents, all decisions will be made at that level to be implemented by the University System schools effective January 1, 2014. New information will be communicated as details are finalized by the University System Office.

## Office of Emergency Preparedness: New Name, Same Game



As of June 1st, the Office of Security and Emergency Preparedness changed its name to become the Office of Emergency Preparedness (OEP). The name change is intended to more appropriately reflect the true nature of services offered to campus, eliminate confusion of departmental services, and establish a departmental name that is more consistent with other peer and University System of Georgia institutions. OEP will continue to provide comprehensive emergency preparedness and homeland security programs to the University community.

In fact, OEP hopes the name change (along with a new departmental website, new logo, and an improved communication strategy) will aid the office in promoting additional training, technical service, and new program development on all the UGA campuses. This name change is due in large part to a unique opportunity the office had this past year with two student interns. Kathleen LaPorte, an undergraduate journalism and public affairs major, and Amanda Newell, a master of public administration student, assisted the office in finding several innovative ways to reach the UGA student population.

Fortunately, Kathleen and Amanda also coordinated with Dr. Lynne Sallot, a professor of Public Relations in the Grady College, who was looking for a class project which would address emergency preparedness issues on the UGA campus. As a result, Dr. Sallot, her students, and the two OEP interns worked together during the spring 2013 semester to assist the OEP office in improving OEP's marketing strategies. Twenty-five Public Relation Campaigns students in the ADPR 5950 class dedicated over 1,350 hours to the project. The students' work resulted in a campaign book that provided OEP a lot of useful information on how it can better reach students, faculty, and staff.

Additionally, one of OEP's new offerings to campus is the UGA Emergency App, which is now available for **FREE** from both the iTunes App Store and Google Play. The UGA emergency app has abbreviated student emergency procedures, faculty/staff emergency procedures and soon will have international travel safety tips for students and staff. Download the app from "In Case of Crisis" today and look for the UGA icons.



The Office of Emergency Preparedness can be reached via [email](#) or by phone at 706-542-5845, or by connecting to the office's new [website](#).

## Organizational Changes Within Finance & Administration

As of July 1, the [organizational chart](#) for Finance and Administration looks a lot different.

Ryan Nesbit, who has been serving as Senior Associate Vice President and Budget Director, is now serving as the Interim Vice President for Finance and Administration. This position was formerly a senior vice president position before the university-wide organization changes that took effect on July 1, 2013.

Holley Schramski is now serving as Interim Senior Associate Vice President for Finance and Administration and Budget Director. In this role, she has assumed leadership of the Budget Division while continuing to lead University Business and Accounting Services. She now also assists the Interim Vice President in the day-to-day management of all units and functions within the Division of Finance and Administration.

Duane Ritter has been named Interim Associate Vice President for Human Resources. In that role, he will lead the Office of Human Resources, which oversees personnel-related programs at the university including staff recruitment, classification, compensation, benefits, retirement plans, and training and development.

Chad Cleveland will serve as Interim Assistant Vice President for Accounting Services and Controller. In that role, he will continue to provide leadership for Accounting and Financial Reporting, as well as UGA's Accounts Payable, Procurement, Property Control, and Contracts & Grants functions. Chad also will assume leadership for the Fiscal Compliance functions within University Business & Accounting Services, as well as oversight of all aspects of UGA's annual audit engagements.

Ken McCollum will serve as Interim Assistant Vice President for Budget Management. In that role, he will continue to provide leadership for the UGA Budget Office and the close working relationship it has with the Office of the Provost in coordinating and managing UGA's budget planning process. Ken also will oversee and support Departmental Financial Systems and UGA's annual Mandatory Student Fee process.

Bob McGee will serve as Interim Assistant Vice President for Business Services. In that role, he will continue to provide leadership for UGA's Payroll and Global Support operations while also assuming leadership and oversight for UGA's Administrative Services units, the Bursar's Division, and coordination of investigations under Finance and Administration's Fraud Policy.

Krista Coleman-Silvers (a Project Manager in the Office of University Architects) and Brett Jackson (Assistant Director of Auxiliary Services) will both serve as Interim Assistants to the Vice President. Krista's focus will be on the development of UGA's Health Sciences Campus and on coordinating the Division's facilities, real estate, and space management responsibilities while Brett's focus will be on its financial, human resources, and auxiliary enterprise responsibilities.



*Ryan Nesbit*



*Duane Ritter*



*Ken McCollum*



*Krista Coleman-Silvers*



*Holley Schramski*



*Chad Cleveland*



*Bob McGee*



*Brett Jackson*



## Make a Magnetic Impression with Central Duplicating

Central Duplicating has added another item to their variety of services: straight-cut, custom-designed magnets in sizes up to 12 x 18. You supply the design and they will make sure it gets printed in stunning color and clarity. Magnets are unique and memorable and can be stuck in many different places.

Call 706-542-4440 for more information.

## Message from Ryan Nesbit: *Continued from page 1*

In developing UGA's FY14 budget, state support was permanently reduced by 3%. While every effort was made to absorb this \$9.1 million cut centrally through additional general fund revenue and continued efforts to reduce institutional expenses, UGA's academic and administrative units were asked to reduce their budgets by a total of \$4 million. The level of reduction absorbed by these units ranged from less than 0.6% for UGA's colleges and schools to up to 2% for non-core academic units and functions. Overall, UGA's FY14 budget was developed in a way to provide President Morehead and Interim Provost Morris with the capacity to make some targeted investments in strategic institutional priorities.

And while I am not one for trying to predict the future, we have seen a couple of positive developments that warrant some cautious optimism. First of all, the state's revenue collections for FY13 were up about 6% over FY12. And secondly, the budget instructions that the Governor's Office of Planning and Budget sent out to state agencies on July 11<sup>th</sup> do not, at least at this point, require any budget reduction plans to be developed for FY14 nor for FY15.

### **We've been hearing about a fiscal certification program which is in the works. Can you tell us a little bit about the program and the value you expect the University to gain from a program like this?**

The Finance and Administration Division provides leadership for stewardship of the University's financial, human and physical resources, so our offering a fiscal certification program for the University to take advantage of makes a lot of sense. Although a lot of requirements are handled centrally, it takes the work of all of our faculty, staff and business officers throughout the University to ensure fiscal integrity from the very onset of each and every financial transaction. Basic financial principles may not change frequently, but it is an absolute necessity for personnel with key fiscal responsibilities to have a thorough understanding of those principles and the associated policies and procedures UGA is tasked to follow. Having this thorough understanding better equips all of us to attain excellence in the financial services that our academic and support departments rely on us to provide.

The Fiscal Administrative Certificate Training Series (FACTS) will provide a structured program to assist UGA in meeting these goals. There are a number of current trends and challenges that are prevalent throughout higher education and at UGA, such as

- steady and persistent decreases in state support;
- higher expectations from students, who are now paying a larger portion of the cost of their education;
- increased demands for accountability and transparency;
- growing competition for decreasing federal research funding and growing federal compliance requirements;
- mounting facility deficiency and basic infrastructure needs on the state's most historic campus;
- and a whole host of other challenges and demands.

*(continued on page 14)*

## New Statewide Contractor for Campus Mail



The United States Postal Service has mandated that, effective January 2014, all US mail must contain an Intelligent Mail Barcode (IMB). Campus Mail's current method of presorting (barcoding) would have to undergo significant enhancements in order to meet this requirement. After analyzing the equipment modification costs and considering the significant decline in outgoing mail, Campus Mail has determined that it would be more cost-effective to use a statewide presort mail vendor.

Campus Mail met with State Purchasing along with the statewide mail service vendor to evaluate their ability to service the University of Georgia. As of May 22, 2013, all of the outgoing US mail has been picked up and processed by the statewide presort mail vendor. This change will be seamless throughout the university community as departments will not be required to change the way they prepare their outgoing US mail.

## Finance & Administration Holds Staff Appreciation Week

Administrators of Finance and Administration took time out to say thank you to staff members for a year of outstanding service during a series of special events in May. Finance and Administration is comprised of more than 1,600 men and women in seven divisions—Auxiliary Services, Budgets, Environmental Safety, Facilities Management, Human Resources, University Architects, and University Business and Accounting Services.

More than 220 staff members received awards for service and meritorious performance at the [Eighth Annual Employee Recognition Ceremony](#) at

Hodgson Hall. Six employees achieved the pinnacle honor of 30 years of service and received University of Georgia rocking chairs to commemorate that milestone. In addition to the two honorees pictured at right are Bobby Johnson, building services supervisor with the Facilities Management Division; Harvey McBride, retired postal services assistant with Campus Mail; Gregory Reese, project superintendent in Operations and Maintenance; Joyce Sniff, retired assistant to the vice president; and Steven Wilson, retired HVAC/refrigeration mechanic .



*Employees with 30 years of service were awarded a University of Georgia rocking chair. Standing beside Tim Burgess is Al Cooper, a carpenter with the Structural Maintenance South Zone and Bill Reeves, senior graphics designer with University Printing*



Four employees were honored with merit awards. Shown at left with former Senior Vice President Tim Burgess are (left to right) George Anglin, Preventative Maintenance Shop – Newcomer; Lynn Mathis, Payroll – Tough Dawg; Vonnie Swain, Budget Division – Unsung Hero; and Ann Smith, Accounts Receivable – Customer Service.

In addition, those who have been with the division for less than two years were invited to participate in a day-long orientation program called [New to F&A Day](#). The event, designed to introduce new employees to the breadth of the division and the University as a whole while also fostering networking opportunities, included walking tours of downtown Athens and North Campus, time with community leaders and senior leaders of the division, and tours of new facilities.

The week also included a Mardi Gras-themed [Ice Cream Social](#) at the Tate Center Grand Hall, which roughly 700 employees and Hairy Dawg attended.



## Mark Your Calendars: UGA Campaign for Charities Kick-Off



The University of Georgia will kick off the 2013 Campaign for Charities on Thursday, October 10 with a breakfast in the Magnolia Ballroom of the Georgia Center for Continuing Education.

More details will be forthcoming to the campus community. UGA participates annually in this single campaign to support United Way and Georgia Shares agencies, as well as many other charitable organizations. UGA Athletic Director Greg McGarity will serve as this year's honorary chair.

## Planning Ahead Is the Key to a Successful Study Abroad Program

The University of Georgia conducts more than one hundred study abroad programs each year and more than 2,000 students take advantage of these global learning opportunities. Participation has grown rapidly in recent years and so have the challenges associated with the administration of the programs.



Understanding administrative requirements associated with study abroad programs and planning ahead are the keys to conducting a successful program. Some helpful hints for a positive experience:

- All international study, work, and travel arranged by UGA faculty or staff that involves students must receive approval from the Office of International Education. Very early in your planning process, please schedule an appointment with Dr. Kasee Clifton Laster, Director of Study Abroad, to discuss your program plans.
- You should also schedule an appointment with Chris Schwarzer, Financial Director for International Education, by [email](#) or phone (542-2900). Mr. Schwarzer will assist you with the development of your initial program budget and with on-going financial management of your program.
- Create a solid budget well in advance of the program start date. A well thought-out budget is important to avoid fiscal shortfalls, but it is also valuable in assisting the program director to ensure that students receive a cost effective and educationally valuable international experience.
- Understand the difference between state funds (tuition return) and agency funds (student fees) and how they can be utilized for program expenses. State funds may be used for expenses directly related to instruction and include such costs as instructor salaries, instructor travel and lodging, classroom rental, supplies, and instructor entrance fees. Agency funds may be used for student expenses such as travel, meals, transportation, entrance fees, and insurance.
- Determine the amount of local currency that will be needed, if any, and work with Chris Schwarzer of OIE to determine the best manner of meeting this need. There are several viable options available.
- Keep in mind that it is critical that accurate records of expenses are maintained and that receipts are collected, organized, and retained. The retention of these documents is a requirement of the State and the UGA Bursar's Office.
- Be aware that payments for services performed by individuals who are citizens of the host country may create a University tax and reporting issue in that country. Contact [Bob McGee](#) with questions related to these payments.
- Understand that leasing or renting property in the host country may also create tax and reporting issues in the host country.

Study abroad programs are extremely valuable to UGA students and are key to broadening the educational experience, but conducting these programs can be administratively challenging. Resources in the Office of International Education (OIE) and in University Business and Accounting Services are available to assist with these challenges.

Please visit the [OIE's website](#) for more information and numerous resources.

## 2013 Stadion Classic at UGA Wrap-Up



2013 Champion and UGA alumnus  
Brendon Todd

- Fourth year hosted by UGA
- \$70,375 distributed to nonprofit organizations through the TICKETS For CHARITY Program
- 449 volunteers, including 119 UGA students
- Total number of sponsors participating increased 10% for 2013
- Increased sponsorship revenue by 7%
- This marks the third year in a row that a UGA alumnus has won the event

## Environmental Safety Division Welcomes New Members

UGA's expansion of teaching and research initiatives and the acknowledgement of administration to support these endeavors and develop a safety-conscious culture have allowed the Environmental Safety Division (ESD) to add two career EH&S professionals to our team.

Dr. John Lambeth is a retired Navy Industrial Hygiene Officer with experience in several areas of occupational health and workplace safety including respiratory protection, emergency planning, fire safety, laboratory safety, and program development. He is a certified industrial hygienist with over 33 years of relevant experience.



New employees John Lambeth (left) and Zeke Barrera (right) join the ESD staff.

Esequiel "Zeke" Barrera has a Master's degree in Toxicology from MIT and 19 years of problem solving and EH&S management skills. He has served various public, private and medical center universities throughout the country. Zeke developed comprehensive EH&S support services at the University of Texas at Dallas and has received two National Safety Council Awards conferred by the College Safety, Health, and Environmental Management Association (CSHEMA).

Please join with ESD in welcoming these new staff members to campus.

## UGA Breaks Ground for new Bolton Dining Commons

The days of the stereotypical, institutional university dining hall are quickly coming to an end. The new Bolton Dining Commons at the University of Georgia will treat diners to 2 floors of varied food options ranging from international favorites to vegetarian selections, all created by the award-winning UGA culinary staff. Whiting-Turner Contracting Company was selected to build the 58,000 SF, 950-seat facility, which is scheduled to be complete in the summer of 2014.



Staff members from Food Services join together to break ground for the new Bolton Dining Commons.

Located near the Tate Student Center and the Miller Learning Center, the Dining Commons will also feature an area for private dining events, and exterior terraces for al fresco dining experiences. Mike Floyd, Director of Auxiliary Services at UGA, says diners will be greeted at the Commons by the smell of fresh-baked bread as they enter, and also anticipates they will be serving upwards of 2,000 cookies per day.

## FMD Staff Member as President of IAAP

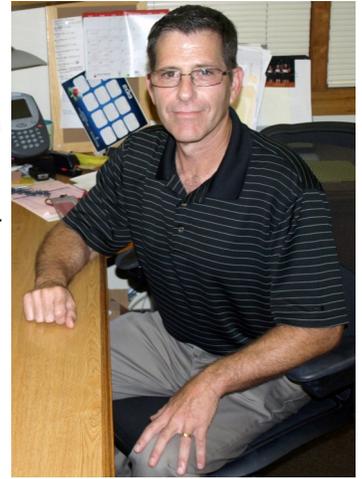


LaVonne Goldschmidt is the current President of the International Association of Administrative Professionals (IAAP) for the state of Georgia. LaVonne works at UGA in the Facilities Management Division (FMD) as the administrative specialist for Associate Vice President Ralph Johnson and Assistant Vice President Tom Satterly.

If any administrative personnel would like more information on the IAAP, please contact LaVonne by [email](#) or at 706-542-7369.

## Auto Center's New Fleet Manager

The Facilities Management Division (FMD) would like to introduce Cris Taylor, the new Fleet Manager at the Auto Center. Cris joined FMD in November of 2012 and brought a wealth of industry knowledge with him. His background and education is in business management and technical services. He is a retired Navy reservist (Seabee) and has 16 years in the equipment rental industry where he held various positions which included service technician, branch & district manager, and Regional Maintenance Manager. Cris was accompanied to the Athens area by his wife Carol and his son Conner.



*Cris Taylor, FMD's new Fleet Manager for the Auto Center.*

Since joining FMD, Cris has initiated several projects in order to freshen up the operation at the Auto Center. Recognizing a clear line of site to the condition of our fleet of vehicles is vital to serviceability and cost control, he is working with the FMD IT department to develop reporting which will allow him to see current preventative maintenance (PM) status, mileage, and ownership of the vehicles and equipment. Cris is in the process of overhauling the PM notification process in order to align UGA with state regulations. He is also coordinating the efforts to streamline the communication between FMD's computer aided management software, AiM® and the State of Georgia management system, Vital. In doing so, Cris has worked to develop a Master Vehicle report for the University's fleet which will allow him to monitor not only those UGA vehicles on the main campus but others that are located across the state. Cris is also working to increase operational efficiencies at the Auto Center by overhauling the automotive parts department, including a more detailed tracking of purchased materials, and initiating work order and production control reporting.

## Auto Liability Insurance Cards for FY2014



The FY2014 Georgia Liability Insurance Card is now available to be downloaded from the Department of Administrative Services (DOAS) Risk Management [website](#). The coverage date for the FY2014 insurance cards is July 1, 2013 – June 30, 2014. The Auto Liability Insurance Card should be placed in each state vehicle and should be presented as insurance verification when asked by law enforcement personnel.

Employees who use personal or rental vehicles while engaging in official state business should also keep a card in their vehicle in case of an accident. The University of Georgia is self-insured through DOAS Risk Management for liability insurance, which provides coverage for injuries and/or property damage that you cause others while acting in the course and scope of employment. Coverage does not apply when you deviate from your official course and scope of duties.

For more information on UGA's Auto Insurance Coverage, please visit our [website](#) or contact Kathy McCarty at 706-425-3250 if you have any questions.

## In the Next Issue:

- **Benefits Open Enrollment**
- **F&A Leadership Institute**
- **Visual Arts Building Opening**
- **HSC — Completion of Rhodes Hall and Phase III**

## UGA Golf Course Receives High Rankings



The UGA Golf Course has recently received high regards distinguishing the course as one of the best both regionally and nationally. The recent hosting of the 2013 NCAA Women's Championship led the course to be regarded as one of the best championship venues in the country based on accommodations, amenities and overall atmosphere. Golfweek.com's Lance Ringler ranked the UGA Golf Course at No. 2 overall in 14 years of attending national championships. Helping to push the ranking near the top was the setup, amenities, proximity and view from the media room at the Boyd Golf Center, which Ringler described as the best he had ever experienced.

Additionally, the UGA Golf Course recently ranked sixth in the state in *Golfweek's* Best Courses You Can Play and eighth nationwide in *LINKS Magazine's* Top 10 College Courses.

## New Rutherford Hall to Open for Fall 2013

Opening Fall 2013, the new Rutherford Hall will provide 261 residents with a home-away-from-home with both double- and single-occupancy rooms with private bath accommodations. The new hall will have four floors and maintain a similar exterior appearance as the original Rutherford Hall (built in 1939). The new Rutherford Hall will incorporate historic features, while providing greater comfort and more modern amenities.

Located at the heart of South Campus on the historic Myers Community Quad, the new Rutherford Hall will be within a short distance of many academic buildings, as well as Snelling Dining Commons, the newly-expanded Oglethorpe Dining Commons, Tate Student Center, Miller Learning Center, Sanford Stadium and Stegeman Coliseum.



Room features include:

- Double- and single-occupancy rooms with private baths
- Nine-month academic year contracts (closed during break periods)
- Carpeted rooms
- 17-position adjustable, twin size beds with 80" mattresses
- Individual room thermostatic control
- High-speed internet access (both Ethernet ports and wireless)
- Cable TV access

## Change in Vendor for Student Health Insurance



UGA will change vendors for the mandatory student health insurance plan for the 2013-14 academic year. To obtain more favorable premium rates, UGA will change from GM Southwest to United Healthcare, sharing coverage with other University System institutions. Human Resources is communicating with students regarding their health plan choices for the coming year. Information about student health insurance can be found on the Human Resources [website](#).

## New Waste and Recycling Initiative



Proposed solar-powered UGA Waste Reduction Station

Have you ever found yourself walking across the UGA campus looking for a recycling bin for that newspaper or empty plastic bottle? Starting as early as August, your walk will get shorter.

In an ongoing effort to make it equally as easy to recycle as it is to throw something away, the Office of Sustainability has teamed up with the Office of University Architects and the Facilities Management Division's Services and Grounds Departments to provide convenient recycling options in many

parts of campus. At each new waste reduction station, there will be co-located "mixed recyclables" and "landfill" bins – all paper, plastic, metal and glass go in the recycling bin; food wrappers and Styrofoam go in the trash. The project will not only provide more convenient recycling locations throughout campus, but will also employ renewable solar power and advanced communications technologies to reduce the amount of materials UGA sends to the landfill. UGA's 2020 Strategic Plan calls for demonstrated leadership in sustainable living and learning including diverting waste by 65% or more from local landfills. The solar-powered waste and recycling bin project is one solution toward meeting these goals and saving money—up to \$50,000 annually in avoided costs—through reduced landfill tipping fees, increased capture of valuable recyclables, redirected staff time and reduced fuel use in collection.

Look for the solar-powered waste & recycling bins on campus this fall and please do your part to "put waste in its place!"

## UGA App Includes Campus Transit and Food Services

When students identified Campus Transit and Food Services as two key services they were interested in, the two division's pre-existing mobile apps were both included in the initial launch of UGA's collaborative mobile app. Lead by SGA, the UGA App aims to provide students with the information they need while on campus. These features allow users to access Campus Transit's RouteShout app which pinpoints the arrival time of buses by routes to their location, through GPS technology. Additionally users can access real-time capacity of the dining commons, purchase or upgrade a meal plan, submit feedback, view dining hours, and build their own virtual plate with nutritional information at their fingertips. The UGA App is available in the Apple Store and also includes the ability to search for campus buildings, use the People Search directory, learn about majors offered at UGA, call Designated Dawgs, and customize the user's campus locations and calendar.

In addition to being included in the UGA App, Foods Services' mobile web app is accessible by visiting [www.foodservice.uga.edu](http://www.foodservice.uga.edu) from any smartphone or tablet while RouteShout is available in both Apple and Android markets.



## Newsletter Editorial Committee

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## Bicycle Safety Tips

More and more alternate modes of transportation are being sought by faculty, staff and students for many reasons, including the rising cost of gas, the interest in reducing the impact of vehicle emissions on the environment or simply the convenience of navigating to class or to work. Bicycling is one form of alternative transportation. People are bicycling for recreation and fitness too and will often use public streets and roads. The increase in the number of bicycles on the roadways also increases risks and dangers resulting from accidents. Educating cyclists and drivers is one way to help manage this risk.

The U.S. Department of Transportation reported that in 2010, 618 bicyclists were killed and an additional 52,000 were injured in motor vehicle traffic crashes. Bicyclist deaths accounted for 2 percent of all motor vehicle traffic fatalities, and made up 2 percent of all the people injured in traffic crashes during the year. Alcohol-involvement—either for the driver of a motor vehicle or the bicyclist—was reported in more than 34 percent of the traffic crashes that resulted in bicyclist fatalities in 2010. In 30 percent of the crashes, either the driver or the bicyclist was reported to have a Blood Alcohol Concentration of 0.08.

*(continued on next page)*

## Auxiliary Awards Wrap-Up

From outstanding Parking employees, to excellent print designs, to unbeatable food and service, the divisions within Auxiliary Services have received a number of regional and national awards. Below is a listing of the award-winning results:

- **NACUFS Student Employee of the Year** – For the second year in a row, one of Food Services' student employees received this high honor from the National Association of College and University Food Services Southern Region. Emily Bunn of Snelling Dining Commons was awarded the Student Employee of the Year award for exemplifying reliability, quality of work, initiative, team work, and contribution to Food Services.
- **GAE4HA Award** – Printing Services designed the publication which won the state award for the National Association of Extension 4-H Agents Communicator Educational Package, a youth-friendly resource for educating fourth through sixth graders.
- **International Parking Institute Employee of the Year** – Christine Eberhart won this Parking Employee of the Year award for her exemplary excellence in the industry, commitment to customer service and her positive, can-do attitude and upstanding character.
- **Loyal E. Horton Dining Award** – Food Services was awarded a bronze award for their overall residential dining concepts (standard menu) and Night on the Nile special, a special event held last spring for meal plan customers.
- **Best in the Business** - Tween the Pages, located in the main library and one of eight campus eatery locations operated by Food Services, received this national award in the category of Updating Your Existing C-Store.



(continued from previous page)

## Contact Information

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

[Auxiliary Services](#)

[Budget Division](#)

[Environmental Safety](#)

[Facilities Management](#)

[Human Resources](#)

[University Architects](#)

[University Business and Accounting Services](#)

Bicycles and cars need to share the road but there are a few simple guidelines cyclists and other motorists should keep in mind to help ensure safety.

Points for cyclists to ponder include:

- **Bicycles are vehicles** and should abide by all applicable [bicycle-specific laws](#) and traffic ordinances. Stop at all stop signs and traffic lights!
- **Wear a helmet.** It's not about how cool you look or how skilled a cyclist you are. Unexpected situations *will happen*, and properly worn protective equipment will substantially increase your odds of walking away from an accident.
- **Be visible.** Wear bright, reflective clothing and use front and rear lights if riding in low-light or at night.
- **Ride predictably.** Flow with traffic (as if you were a car), signal your intentions, and maintain a consistent line of travel (don't weave in and out of lanes or from sidewalk to street).
- **Ride defensively.** Watch and be prepared for unexpected maneuvers from motorists. After all, they may not see you. Even a cyclist in bright clothing can be difficult to see in certain conditions. Distracted driving is a serious issue—never assume that a motorist sees you.



Points for traditional motorists to consider include:

- **Bicycles are vehicles** and have the same rights and responsibilities on public roads as motor vehicles.
- **Bicycle riding is not allowed on sidewalks.** Unless a cyclist is under the age of 12, they are not allowed to ride on the sidewalk. Not only is riding on the sidewalk illegal, it is dangerous for cyclists and pedestrians. Expect cyclists to be on the road.
- **Give 3 feet to Pass.** A new law in Georgia requires a motorist passing a cyclist to provide at least a three foot buffer between their vehicle and the cyclist. Passing a cyclist closer than three feet could result in a serious injury.
- **Bikes have the right of way in bike lanes.** Do not use a bike lane to pass another vehicle and always yield to cyclists in the bike lane. If you approach an intersection with a cyclist on your right, assume they are traveling straight through unless they signal otherwise. Yield to them before turning right. Also, if you are turning left and a cyclist is traveling toward you in the oncoming lane, be sure to yield before making your turn.
- **Watch for Cyclists in Low Light Conditions.** Compared to a car, a bicycle is much smaller and more difficult to see. This is especially true in low light conditions and at night.

Please Contact the UGA Police Department's Crime Prevention Unit at 706-542-0411 for additional information on this topic.

## UGA Griffin Campus: Food Product Innovation and Commercialization (PIC) Building

This project will consist of the construction of a new single-story facility of approximately 15,000 sq. ft. to expand the capabilities of the College of Agriculture and Environmental Sciences, Department of Food Science and Technology at the UGA Griffin Campus. The facility will include a commercial kitchen with sensory testing space and support laboratories to develop new food products. This facility will be a partnership between the University and start-up commercial companies to assist them with the development of new food products on a limited basis prior to commercially marketing them to the general public.



## Ryan Nesbit: (continued from page 5)

Given these trends and challenges, it is more important than ever that we equip our faculty and staff to provide the fiscal and administrative support the University depends on to fulfill its instruction, research and service missions. I am excited about the opportunity to further invest in this program and our collective growth as the inaugural FACTS class has already been selected and will begin this September. Crystal Rogers, a Fiscal Compliance Officer in University Business & Accounting Services, has devoted nearly a year to the design and development of the FACTS program and we are deeply grateful for her contributions and efforts.

For more information on FACTS, visit [http://www.busfin.uga.edu/FACTS\\_Brochure.pdf](http://www.busfin.uga.edu/FACTS_Brochure.pdf)

## The Health Sciences Campus has been opening in phases over the last couple of years. Can you tell us how the Health Sciences Campus is becoming a vibrant campus community and speak to future facility additions and services?

The Health Sciences Campus is indeed a vibrant campus community with over 800 students from the College of Public Health and the Georgia Regents University/University of Georgia Medical Partnership. The upcoming 2013-2014 academic year marks the fourth year of the Medical Partnership and the second year students have attended classes on the Health Sciences Campus. This fourth year will push enrollment for the program to its maximum capacity of 160 and will culminate with the first class graduating this spring.

The University continues to add facilities and services to support the academic experience on the Health Sciences Campus. Already, the University is offering housing, security, parking and transportation support to the Health Sciences Campus and has opened 5 facilities for academic use, 7 support facilities, 42 townhouse style housing units, and the University Childcare Center.

This fall, Scott Hall will open as a student center and dining facility while Rhodes Hall will become an administrative building housing the Dean of the College of Public Health and associated administration. University Housing will provide 200 new beds in the newly renovated Brown Hall. As the 2013-2014 academic year begins, we look forward to beginning Phase III of the building renovations with Wright Hall, the Hudson Clinic, and Pound Hall. Wright Hall will serve as the principal home to the College of Public Health's departments of health promotion and behavior and health policy and management; the Hudson Clinic will be home to the Institute of Gerontology; and Pound Hall will serve as a center for computer-based research.

## HR Programs Bring Home Awards

In March, the University Search Group was honored by the Southern Association of College and University Business Officers (SACUBO) as a finalist in the Best Practices category, competing against 24 other programs. In addition, the Young Dawgs program recently won the College and University Association for Human Resources (CUPA-HR) Community Service and Outreach Award, to be presented at their annual convention in Las Vegas this October. This is the second national award for the Young Dawgs program.

## Laser Safety at UGA

While the number of laser users nationwide has risen from approximately 100,000 in 1983 to well over three million today, there are few laws governing the actual use of these devices. Regulations found in the Federal Laser Product Performance Standard (21CFR 1040.10 and 11) cover the manufacture of lasers including the inclusion of all required safety devices, but do not cover laser use. The American National Standards Institute (ANSI) has developed guidance documents for laser use (ANSI Z136.1-8 "Safe Use of Lasers"), but the standards set forth in the ANSI document are prudent practices and not laws. In fact, Georgia is one of a handful of states that have enacted requirements for laser use and users including:

- 1) The need to register all class 3B and IV lasers (high power devices),
- 2) The need for all laser users to receive appropriate safety training, and
- 3) The necessity for timely reporting of all laser incidents.



*Wesley Kolar, UGA Laser Safety Officer*

The University of Georgia's Environmental Safety Division is currently working to ensure that UGA is in compliance with Federal guidelines, ANSI standards, and Georgia laws covering laser users and use. To date, all class 3B and 4 lasers on campus have been registered along with the majority of laser users. A website is being developed that will provide useful contact and safety information. Additionally, laser safety training that is currently being taught twice a year by Dr. Michael Duncan in the Chemistry Department, will be placed on the ESD website. By placing safety training on our website, laser users will be able to complete the training as needed without having to wait for a class. Questions concerning laser safety and use should be directed to Wesley Kolar, UGA Laser Safety Officer at: [wkolar@esd.uga.edu](mailto:wkolar@esd.uga.edu), or (706) 227-7276.

## Changes to Unrelated Business Income

In 2008, the Internal Revenue Service (IRS) began a multi-year project that involved inquiries of colleges and universities in the areas of unrelated business income and executive compensation. Questionnaires were sent to 400 randomly-selected colleges and universities across the United States. As a result, 34 institutions were selected for an IRS audit examination, which included the University of Georgia. The IRS recently published the final report issued as a result of these audit examinations.

The report indicates that approximately 90% of the colleges and universities were underreporting unrelated business taxable income (UBTI) and had increases totaling \$90 million. The IRS also disallowed \$170 million of losses and net operating loss carryovers. The primary reasons for the increases to UBTI were:

- Disallowing expenses that were not connected to unrelated business activities. Misreporting occurred because the activity lacked profit motive and/or improper expense allocation existed.
- Errors in computation or substantiation of net operating losses.
- Reclassifying of exempt activities as unrelated that were reported by the colleges and universities as related.



The IRS audit examination of the University's unrelated business income tax return and activities concluded in June of 2012. The examination covered fiscal years FY2008, FY2009, FY2010, and FY2011. Prior to the audit, the University reported only two unrelated activities which were conducted at the Golf Course and the Georgia Center. After the conclusion of the IRS audit, the University reported 22 unrelated activities on the tax return. The final report issued by the IRS can be viewed [here](#).