

# THE advisor

A NEWSLETTER BY FINANCE AND ADMINISTRATION

[VOLUME 10, NUMBER 2]

THURSDAY                    08  
AUGUST                      TWENTIETH  
TWENTIETH                  TWO  
THOUSAND                  THOUSAND  
FIFTEEN                    15

## ZONE MAINTENANCE

The Operations & Maintenance Department in the Facilities Management Division has recently completed the transition to a zone maintenance structure. This structure places multi-craft shops at key locations on campus dedicated to the maintenance and needs of the building customers within those zones. Zone teams of approximately 15 craftsmen will be responsible for nearly 40 facilities per zone. Specialty central shops will continue to be provided for projects and major mechanical, electrical and plumbing infrastructure. (Continued on Page 4)

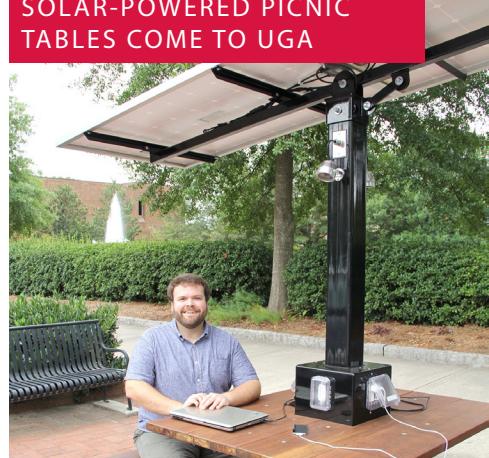
## A MESSAGE FROM THE VICE PRESIDENT

Reflecting on this past year, I am deeply grateful for all the effort being put forth to partner with UGA faculty, staff and students to further elevate the stature of this great university and am very encouraged by the significant progress being made by the Finance & Administration team to "up our game!" There have certainly been a number of noteworthy accomplishments and while I couldn't begin to name them all, I would like to highlight a few of the exceptional endeavors that have begun to enhance the services being provided to the University community. (Continued on Page 2)

## BENEFITS REFRESHER

Schedule a customizable lunch-and-learn session or meeting with HR to help your employees learn more about their benefit options. Email or call Taylor West at 706.542.2222 to request a session.

## SOLAR-POWERED PICNIC TABLES COME TO UGA



## FINANCE AND ADMINISTRATION

# SERVING THE MISSION OF UGA®

YOU + ME → WE ELEVATE THE 

## UGA Alert

Update your emergency contact info in the [UGA Alert system](#) online. Download the UGA Alert software or coordinate with your department's IT administrator.



STUDENT USES NEW TAPINGO APP TO ORDER FOOD

## CORRELL HALL-

Correll Hall, the first building of the new Terry College Business Learning Community, is named in honor of Ada Lee and A. D. "Pete" Correll (BBA '63), Chairman Emeritus of Georgia-Pacific Corp. The new facility is open for Fall Semester, 2015, and consists of approximately 74,000 square feet. It houses classrooms for graduate programs, including the Master of Business Administration, Master of Marketing Research, and Master of Accountancy programs. In addition to case study, cluster, and flat flexible classrooms, a graduate study commons, multiple project team rooms and student support spaces are provided. Terry College of Business administration,

**A MESSAGE FROM THE VICE PRESIDENT** - (Continued from Page 1)  
After forming a working group a little over two years ago in partnership with the Office of the Vice President for Research, a number of improvements have been implemented in the Pre- and Post-Award administration processes and I expect those to progress even further in the coming year. A collaborative effort with the Student Government Association, the Division of Student Affairs and our Food Services Division has resulted in five new meal plans for our students, faculty and staff with three of those focused specifically on better aligning our services with the needs of commuters. Partnering with the Office of the Provost, the Vice President for Information Technology and an external consultant, Collegiate Project Services, has allowed the University to build on the momentum from the Athena project and complete readiness, fit-gap and budget assessments for future enterprise-wide financial and human resource systems. By partnering with the chief financial officer of each school, college and major unit, the Business Services Advisory Group (BSAG) was formed to identify and implement business process improvements; within its first year, BSAG was able to address and make changes to 29 separate recommendations. Finally, we have welcomed three new senior staff members while also realigning several interim roles to better position Finance & Administration for the future.

## UGA POLICE - STAY SAFE

With the start of class, we've all noticed the traffic on campus pick up. The UGA Police Department wants to remind everyone to stay alert and pay close attention to other motorists, busy intersections and pedestrian walkways. Your Safety is important to us.

While much has been accomplished, many great opportunities are still before us to further enhance and align our services to the mission of UGA and I am eager to see how we build upon the momentum created this past year.

## NEW MEAL PLANS FOR COMMUTER STUDENTS

- In response to a growing need to provide meal plans for off-campus students, UGA Food Services now offers three different commuter block plans. Block plans offer a set number of meals per semester

in the dining commons and include Paw Points. Paw Points are redeemable at any UGA Food Service location such as retail cafes and eateries as well as Vending. "The block plan gives students flexibility by providing meals to use throughout the semester.



## BUSINESS PROCESS IMPROVEMENTS

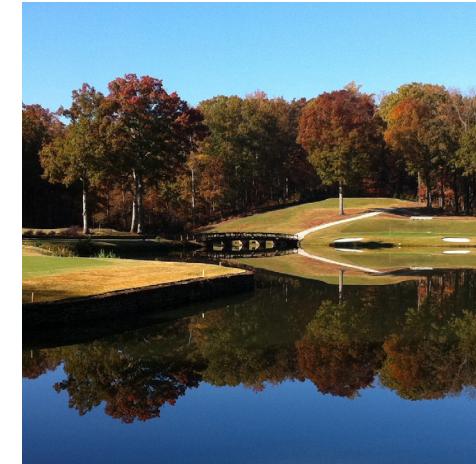
In partnership with campus support staff and administration, the Business Services Advisory Group (BSAG) has identified and implemented over 29 recommended business process improvements since September. Although great progress has already been made, the efforts of BSAG continue and additional feedback regarding potential business process improvements can be provided using the [Business Process Feedback form](#). A list of the completed projects and those in process can be found at the following websites:

Completed Projects: [www.busfin.uga.edu/bsag/bsag\\_completed](http://www.busfin.uga.edu/bsag/bsag_completed)

In-process Projects: [www.busfin.uga.edu/bsag/bsag\\_current](http://www.busfin.uga.edu/bsag/bsag_current)



ACCOUNTS PAYABLE



## SPOTLIGHT ON ACCOUNTS PAYABLE

- Accounts Payable and the Business Services Advisory Group are working to improve many processes for campus. Redesigning the travel expense statement, implementing a new non-employee payment form, and establishing a new electronic process for submitting relocation reimbursement requests are just a few of the projects underway. Accounts Payable is also organizing UGA's first annual Travel Expo which will be held in September 2015. This event will give travel providers an opportunity to come to campus and explain the services that they can offer.

"Accounts Payable is here to assist University departments by offering exceptional service and solutions that serve the Mission of UGA"  
Chad Cleveland,  
University Controller.

## NEW GOLF RATES FOR UGA STUDENTS

WEEKDAYS \$19.50

WEEKENDS \$26.50

9 HOLES \$14.50

[golfcourse.uga.edu](http://golfcourse.uga.edu)



TERRY COLLEGE BUSINESS LEARNING COMMUNITY - CORRELL HALL

## CORRELL HALL- (continued from page 2)

including the MBA program offices and Career Management Center, the dean's and associate dean's offices and the Office of Development and Alumni Relations occupy office space on the third and fourth levels.

The building's design targeted efficiencies in water usage (20% below targeted code baselines), energy usage (22% below targeted code baselines) and construction waste management (recycling a minimum of 75% of the site's byproducts.) A bioretention area treats storm water on-site in the Lumpkin Street landscape, and small green roofs are designed over projecting porticos to reduce storm water runoff and improve interior views. The building's 100-year slate roof was donated by a Terry College alum, Larry Burns, of Commercial Roofing Specialties.

Correll Hall is the first of three phases to complete the Business Learning Community, situated just west of Lumpkin Street and to the north of Baxter Street.

## ZONE MAINTENANCE (Continued from Page 1)

The Operations & Maintenance Work Control Center will continue to be the first point of contact for customers to generate a work request. Please call the work control center for emergencies or other work and use the [work request site](#) for non-emergency situations.

Work Control Center  
**706-542-7456**  
7:30 a.m. - 5:00 p.m. Weekdays

After Hours and on weekends, call the UGA Police Department at 706-542-2200.

## EDITORIAL TEAM

Allison Brannen  
Auxiliary Services

Tom Breedlove  
University Architects

Ken Dover  
University Business and Accounting Services

Jonathan Fite  
Environmental Safety

Savannah Hembree  
Office of Emergency Preparedness

Kathy Hines  
Facilities Management Division

Becky Lane  
Human Resources

Ken McCollum  
Budgets

Design Assistance: Allison Brannen  
Auxiliary Services

Editor: Brett Jackson

Office of the Vice President for Finance and Administration  
eribrett@uga.edu | 706-542-6997



## PRE- AND POST-AWARD SERVICES

In an effort to better facilitate the endeavors of our research community, Contracts and Grants and the Office for Sponsored Programs (OSP) have merged and are now co-located in Tucker Hall on East Campus Road. In addition to the move, both organizations have been restructured into four teams assigned to specific departments. This new team approach will build better cohesion between the two groups and promote stronger ties with the departments across campus. Additionally, working in teams will increase the effectiveness in addressing some of the more complex issues associated with supporting sponsored research activity. Click [here](#) to find your team.