



# The Business Affairs Advisor

## A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

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### Budget Outlook from Senior Vice President Tim Burgess

*Each July, The Business Affairs Advisor conducts an interview with Senior Vice President for Finance and Administration Tim Burgess. This year's conversation again focuses on the budget.*

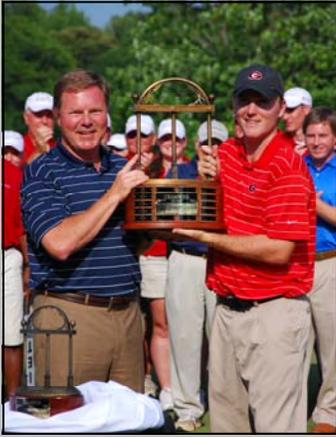
***Business Advisor: Now that FY11 is behind us, how do you think we fared, and how are we positioned as we head into FY12?***

***Burgess:*** We had a picture back in October/November of how we thought the fiscal year was going to go and what our projection for Fiscal Year 2012 was going to be. Obviously we knew it was going to be fiscally tight. The cuts happened in roughly the order of magnitude that we were preparing for, so we were able to absorb them centrally. FY11 is generally going to end up about where we expected it to end up, and FY12 is going to start in roughly the same condition that we expected.

The interesting thing about that, though, is that a couple of things happened, especially for FY12, that we didn't foresee, but they countered each other. Number One, we never expected that the legislature would pass a budget that didn't fund the formula growth. That was about \$15 million in revenue that we were expecting to have in FY12 that we didn't get. Number Two, a month or so after that, when the legislature finished and the Board of Regents met, they passed for FY12 a small tuition increase – only 3% – but they more than doubled the institutional fee. We didn't plan for that, nor did we expect that in the end the regents would be willing and able to double that institutional fee from \$200 to \$450. So, we got there in an odd way, but we start FY12 fiscally in roughly the same position that we were planning on. Right now, other than the significant layoffs that occurred in the B-units at the beginning of the fiscal year, the rest of the campus is in relatively good financial shape. We're starting FY12 with the fulfillment of the two big faculty hiring initiatives and with no furloughs, no more layoffs and at least a stable operating environment from which to begin.

What happens from there – who knows? The revenue collections at the state level continue to be positive, and June finished out the year at the level the state Office of Planning and Budget (OPB) had expected. That bodes well for FY12. It provides at least one reason to hope that maybe there won't be any cuts in FY12 because the budget is based on a sound revenue projection. That's assuming that the economy doesn't dip and that it continues to at least bump along as it is right now.

*(story continues on page 14)*



*Hometown favorite Russell Henley, a senior on UGA's golf team, claimed the Stadion Classic winner's trophy.*

## Stadion Classic at UGA: By the Numbers

- Second year hosted by UGA
- Increased attendance by 19%
- Increased number of sponsors by 60%
- Increased sponsorship revenue by 10%
- \$81,370 distributed to 53 501(c)(3) organizations
- Honorary Co-Chair Bubba Watson donated \$50,000 to UGA through PGA of America
- 438 volunteers (63 students and 375 community members)
- Next Year's Tournament: April 30 – May 6, 2012

## Monthly/Academic Payments from Authorizations

As of October 1, 2011, monthly and academic payroll payments will no longer be processed using the e-Payroll voucher process. Instead, payments will be generated from authorizations created via budget development and electronic personnel documents. Elimination of the vouchers will streamline the payroll process, ensure proper authorization of expenditures and improve the accuracy of payments. Payroll vouchers will be phased out beginning this summer and will no longer be utilized for monthly and academic payrolls after the September 30, 2011 pay date.

[Click here](#) for instructions on Monthly/Academic payments from authorization. Payroll has successfully implemented pay from authorizations for summer school payments so departments that pay summer school salaries should already be familiar with the process.

Payroll would like to hear from departments interested in changing to payments from authorizations before the October deadline. If your department is interested, contact [Christy Coddington](#) (706-542-6971) before August 25 in order to set up your department for pay from authorizations for the month of September.

### Guard Against Laptop Theft

Laptop computers are a common sight on campus, and as portable technology becomes even more compact and affordable, their popularity will continue to rise. While tablet PCs offer new opportunities for UGA employees, they also offer fertile ground for thieves. The data stored is often more valuable than the computer itself.

"With some form of online banking being used by nearly everyone, data such as our financial institution information, social security numbers and credit card numbers are stored in our devices," said Sergeant Peter Walls of the Crime Prevention Unit. "This information can be used by identity thieves whose malicious actions can seriously damage your credit rating. At a minimum, identify theft will pose a major inconvenience."

Theft of laptops or tablet PCs is a concern due to the ease of concealment and portability. That said, there are a number of steps you can take to protect your valuable electronic equipment:

- Never leave it unattended. This also holds true for any carrying case to include backpacks, computer bags and even purses. Opportunists may simply assume that it will contain something valuable.
- Lock your office door if you are going to leave valuable laptops or tablet PCs unattended.
- Uniquely identify your personal property. Laptops and other valuable electronics can be engraved, which will make your belongings less attractive because they are more difficult to pawn or sell. Engraving equipment can be checked out through the UGA Police Department by contacting the Crime Prevention Unit at 706-542-0411.
- Other means to secure computing devices include laptop safes which can be mounted to a wall, desk or floor, or cable locks designed for computer hardware.



## Green Cleaning Turns Heads

The success of the Physical Plant's green cleaning program continues to turn heads around the country. The program was recently featured as a case study by ISSA, the Worldwide Cleaning Association. [Click here](#) to see the article on the ISSA Web site.

Also, the International Facility Management Association (IFMA) featured UGA prominently in a [Spring 2011 update](#) of its *Quick & Easy Guide to Green Cleaning in Schools*.

In addition, the Board of Regents profiled UGA's green cleaning workplace safety achievements at the American Industrial Hygiene Association's annual conference in May, and UGA participated in a Webinar presentation on green cleaning, "[Learning from the Leaders](#)," sponsored by the Healthy Schools Campaign and *American School and University* magazine in June.

## EPA Audit Update

Last October, both the UGA main campus and extended campus facilities underwent a comprehensive audit to assess compliance with 15 EPA programs. While there were few to no findings for most of the programs, as expected the audit did highlight a couple of areas that required attention in order to bring UGA facilities into full compliance with current EPA regulations. Over the past several months, the Environmental Safety Division (ESD) has been working diligently with the UGA Physical Plant to address all items identified during the audit.



The most notable actions that have been taken include:

- development of a campus-wide Spill Prevention and Control and Countermeasures (SPCC) plan;
- update of the existing Universal Waste Program; and
- post-audit Resource Conservation and Recovery Act (RCRA) inspections.

A draft SPCC plan has recently been written for all UGA facilities. The new SPCC plan covers the labeling, use, storage and disposal of oil on campus from all sources including cooking, motor vehicles, hydraulic systems and transformers. The plan also includes oil spill response procedures. The plan should be finalized within the next couple of months.

Universal waste regulations cover the labeling, use, storage and disposal of common items such as fluorescent light bulbs, pesticides, mercury-containing devices and all rechargeable batteries. ESD is currently working with the UGA Physical Plant to develop a campus-wide policy that addresses all universal waste concerns. Once finalized, the universal waste policy will be available on the [ESD Web site](#). Additional information on universal waste is currently available by contacting either [Hope Thomas](#) with the Physical Plant or [Chad Jordan](#) with ESD.

RCRA standards cover the labeling, storage, use and disposal of all hazardous waste that is generated on campus. Since the audit, ESD has revisited all laboratories that were noted as having RCRA issues. All issues noted during the audit have already been corrected or will be addressed by the end of July. All laboratories that generate hazardous waste are required to have at least one worker who has completed the ESD course on "Responsible Management of Hazardous Waste." The [online course](#) takes approximately 30 minutes to complete.

## Meet the HSC Zone Maintenance Team

The Physical Plant has set up a Zone Maintenance Shop during the transition and renovation of the HSC to ensure preventive maintenance and upkeep.

[Dennis Higgins](#) is the Health Sciences Campus Zone Foreman and is the former business manager of the Navy Supply Corps School. He managed the property's transition to UGA during the Base Realignment and Closure (BRAC) process. Higgins is a 28-year retired Navy veteran. [Keith Ingram](#) is the Lead Maintenance Worker. Ingram came to the HSC from the Preventive Maintenance shop at Chicopee. Maintenance Worker [Paul Guy](#) came to UGA from Southwire with 24 years of experience as a senior maintenance mechanic.



Shown are (l-r) Guy, Ingram and Higgins.

## Preparation of UGA Health Sciences Campus Underway



Landscaping and new signage is featured at the primary pedestrian entrance at Prince and Oglethorpe avenues.

The first phase of renovation of the 56-acre University of Georgia Health Sciences Campus (HSC), formerly the site of the U.S. Navy Supply Corps School, is in full swing at the site on Prince Avenue, just a couple of miles from the main campus.

Three buildings—Miller Hall, Winnie Davis Hall and Russell Hall—will be renovated in Phase 1 for \$11.4 million.

- The heating ventilation and air conditioning (HVAC) system of Miller Hall will be updated to accommodate the first units of the College of Public Health (CPH) to move to the HSC, the Department of Epidemiology and Biostatistics, and the Institute for Evidence-Based Health Professions Education. Work began earlier this month and will be completed for a December 2011 move-in by the departments.
- Office space inside Winnie Davis Hall will be reconfigured to accommodate the administrative offices of the Georgia Health Sciences University/University of Georgia Medical Partnership. Renovation will begin in September and be completed for a July 2012 move-in.
- Major renovations of Russell Hall will allow this building to function as the primary classroom facility for the Health Sciences Campus. The first floor will house faculty offices and clinical teaching space for the GHSU/UGA Medical Partnership. The second floor will consist of multipurpose classrooms for use by both CPH and the Medical Partnership. There is significant work to be done on ADA access, as well as the HVAC and electrical/mechanical systems. Interior demolition began earlier this month, with renovation occurring from September through June. The building will be ready for occupation in July 2012.



Winnie Davis Hall, built in 1902 by the United Daughters of the Confederacy, is one of seven historic buildings at the Health Sciences Campus.

A related project on the Health Sciences Campus, funded separately from the renovation of the academic buildings, will create a child care facility for UGA faculty, staff and students. Demolition work at the future child care facility—the former Navy Exchange Building—began in May, and renovation will soon follow. The child care facility is scheduled to open in January 2012, with recruitment and registration beginning this fall.

In addition, University Housing is preparing several of the townhouses on Kenny Road and Gilmore Circle to be marketed to visiting scholars beginning in fall 2011.

## Petty Cash Procedure Changes

Petty cash procedures have changed.

Signed reconciliations are now required to be turned in to the Bursar's Office two times per year (December and June). Also, a monthly reconciliation is required to be completed and maintained within your office records.

Visit [AskUGA](#) for more information on the changes made to petty cash procedures and to answer other related petty cash questions.

## Parking Institute Award

The International Parking Institute recently named the [University of Georgia Parking Services](#) as its 2011 parking organization of the year. It had been honored as runner-up on two previous occasions.



*UGA Parking Services employees proudly display their award from the IPI. Shown are (l-r): Shambrina Davis, Meghan Manning, Gary Peters, Anna Reynolds and Linda Pack.*

"The UGA Parking Services' tagline, 'beyond expectation,' highlights the importance of customer service to the department's mission and exemplifies all that is best in the parking profession," said Shawn Conrad, IPI's executive director.

UGA Parking Services' commitment to customer service has resulted in the increased safety and physical appearance of its parking facilities; the development of more customer-driven solutions to parking challenges; continued fiscal responsibility and accountability; the enhancement of staff training and morale; and technology being infused throughout its programs.

"It was an honor to accept this award on behalf of our professional and dedicated employees. They have worked exceptionally hard to improve the parking experience for students, faculty, staff and visitors," said Don Walter, manager of Parking Services. "We are very grateful that the IPI recognized our department, out of the thousands of parking organizations worldwide, through this coveted award in the parking industry."

## Global Transactions Effort Underway



The Controller's Division is leading an effort to assist the University community with challenges associated with international research and study abroad programs. A Web site is being developed that will serve as a resource for those who are responsible for administering programs in other countries.

The [first part of the Web site](#) is now functional and features a list of key contacts consisting of business and program subject areas and the individuals who should be contacted for information regarding those subjects. Examples include purchasing goods in other countries, processing international travel authorities and developing study abroad programs, as well as more than 25 other topics.

The Web site is expected to grow over time as needed and is already planned to include subject matter articles, FAQs and helpful links. A group of international researchers has been formed to assist with providing ideas for improving the Web site and communication with campus.

## Adopt-a-Class Honoree



Susan McCullough of the Bursar's Office was recently honored for her commitment to the Clarke County School District's Adopt-a-Class program. Susan has worked faithfully with Hilsman Middle School for the past five years, visiting students once per month to share work experiences and information that challenges them to think about their future and potential career paths.

The [July 2010 issue of The Business Affairs Advisor](#) featured the work of several Finance and Administration units in the Adopt-a-Class program (Auxiliary and Administrative Services, Controller, Food Services and Physical Plant).

In all, a dozen UGA departments volunteer in this worthwhile program. If you're interested in participating, contact [Robin Weinrich](#) of the Clarke County School District.

## Kronos Update

UGA has enjoyed some important successes recently with the Kronos MyTime project. In March, the system was successfully upgraded to provide additional functionality and continued stability. The upgrade allowed EITS to leverage virtualization technology, which reduced the number of servers required to support the system. In addition to the upgrade, a major project milestone was met when the last of the hourly accounts was moved to the Kronos system by the June 10, 2011 deadline. The system is now collecting time for approximately 8,000 "non-exempt" employees who are paid by the hour.



These Kronos project successes were the culmination of extensive planning, testing and effort by personnel from the Controller's Division, EITS and campus units. The transition from the ePayroll voucher system to the Kronos time and attendance system was a major undertaking that required personnel throughout the University and the central Payroll Department to learn a new technology and in many respects, change the way payroll was processed.

"While the transition was difficult, the result is a more accurate payroll process that provides access to more detailed labor information for UGA," said Kronos Project Manager Chris Wilkins. "A special thank you to all campus personnel who assisted in this challenging project!"

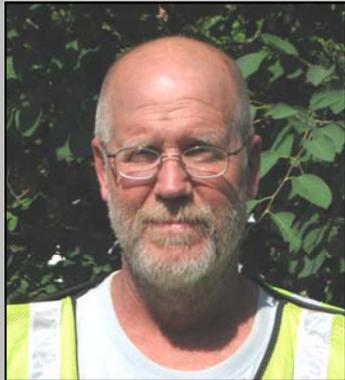
## Residual Balance Policy Revised

The Residual Balance policy, procedures and request form were revised in April 2011 to reflect the following key changes related to fixed priced agreements:

- Balances less than \$500 will automatically be transferred to the departmental residual balance account.
- Extension of fixed price accounts for balances over \$500 will be reduced from two years to six months.
- Approval from the Office for Sponsored Programs is no longer required. Dean/Director's approvals are now required.
- Justification for balances in excess of 25% of award total is required.

This policy may be accessed through the [Contracts and Grants Web site](#) or through the [Sponsored Projects Administration Site \(SPAS\)](#).

## Larson Earns Concrete Inspection Certification



Dave Larson, concrete mason in the Physical Plant Grounds Construction Unit, has earned the American Concrete Institute (ACI) Concrete Construction Special Inspector certification. Individuals with this accreditation are qualified to inspect and record concrete installation based on building codes and job specifications.

"Dave Larson is a highly skilled concrete professional, and we rely on his expertise daily in the development and maintenance of the campus infrastructure," said Grounds Director Dexter Adams. "This rigorous certification process recognizes his high level of proficiency in all aspects of concrete construction, from plans reading to laboratory testing."

Larson joined the Physical Plant in 1996 and has more than 32 years of related work experience.

## UGarden Grows

Under the right conditions, small seeds grow into significant new life—and new life abounds at UGarden, UGA's campus community garden on South Milledge Avenue. Students, faculty, staff and community volunteers are reaping much as they sow their time and energy into this ever-growing garden.

Under the primary leadership of Professors Doug Bailey and David Berle in the College of Agricultural and Environmental Sciences Horticulture Department, committed volunteers and UGA students enrolled in academic classes are tending approximately one new acre of summer veggies, while last season's plots are resting under cover crops to help rejuvenate the nutrient-rich soils.

Summer crops include tomatoes, peppers, okra, cucumbers, beans, squash, zucchini, eggplant, cantaloupe and watermelon. In the perennial section, asparagus and various berries continue to grow. The herb garden includes thyme, parsley, cilantro and basil.

Last year, UGarden donated more than 700 pounds of fresh, local and sustainable produce to the Northeast Georgia Food Bank. This year, donations continue to go to the Food Bank, as well as directly to low-income elderly members of the community through UGA Campus Kitchens and the Athens Community Council on Aging.

In addition to the expanding vegetable crops, UGarden is serving as a seed bed for new classes, ideas and initiatives:



*Experienced gardeners provide assistance to students new to the endeavor at the UGarden.*

To help Campus Kitchens harvest, assemble and/or deliver food to the elderly, contact [Sara Jackson](#) in the Office of Service Learning.



*Thanks to an enthusiastic thumbs-up from volunteers, UGarden has doubled in organically cultivated land area since its inaugural season last summer.*

- Academic classes in Horticulture and Organic Agriculture are using UGarden as a living laboratory.
- Construction of a new rainwater harvesting system to irrigate the garden, funded by a Campus Sustainability Grant from the Office of Sustainability, is underway.
- Professors are also teaching UGA students to learn how to tend bees and raise tilapia fish at the UGarden.

UGarden work days are scheduled during the summer on Monday and Thursday evenings from 7–9 pm. If you'd like to get involved, [email](#) to find out more.

To help Campus Kitchens harvest,

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



The University of Georgia will kick off the 2012 Campaign for Charities on Thursday, October 13 with a breakfast in the Magnolia Ballroom of the Georgia Center for Continuing Education.

UGA participates annually in this single campaign to support United Way and Georgia Shares agencies, as well as many other charitable organizations.

More details will be forthcoming to the campus community in the coming weeks.

## District Energy Plant No. 1 Nears Completion

The Physical Plant will soon begin reaping the operational savings of District Energy Plant No. 1, located at the corner of South Newton and Baxter streets. The construction of this plant and its associated underground utility infrastructure is nearing completion after one year. Once operational, the plant will provide heating and cooling water for the new Special Collections Libraries Building and will augment the cooling requirements of Central Campus.



*UGA's new District Energy Plant No. 1 serves as a model for energy and water conservation.*

The initial cooling capacity of the plant is 2,000 tons, enough to air condition almost 700 homes; the building structure was sized for an ultimate expansion to 10,000 tons. The plant utilizes state-of-the-art chiller and pumping technology which is expected to reduce current energy use by 20%. Additionally, the plant contains a cistern to capture and reuse rain water for the cooling towers and a reverse osmosis filtering system which will reduce wastewater requirements by 85%.

"This is the largest energy infrastructure project on this campus in the last 40 years," said Ken Crowe, director of energy services. "The success of this project is due to a collaborative effort between the Physical Plant and the Office of University Architects in the planning and the exceptional effort of the Physical Plant Construction Department during construction. This plant should serve as a model for future heating and cooling facilities on campus as aged cooling capacity is centralized to gain efficiency."

## Energy-Saving Stimulus Projects in Full Swing

The Physical Plant has several active projects this summer involving energy system upgrades from American Recovery and Reinvestment Act (ARRA) funding. Approximately \$4 million in contracts is currently underway on the main campus with an additional \$1.4 million at the Griffin campus. In total, \$5.9 million in stimulus funding has been awarded to UGA for this purpose.

The major ongoing projects for main campus are:

- Retro-commissioning (building tune-ups) of seven facilities
- Re-insulation of main campus steam pits on North Campus
- New lighting system in the Main Library Annex (stacks areas)
- New lighting systems for the South Campus and West Campus parking decks
- New chilled water controls for the Riverbend and Vet Med loops

"These projects will aid us greatly in our Strategic Plan goal of reducing energy consumption 20% by the year 2020," said David Spradley, assistant director of energy services. "While most operations will not be disrupted, some buildings will experience temporary outages of building cooling and/or steam service to accommodate this work."

## OSEP Receives Grant to Prepare New Students for Emergencies

### Are You Ready?



*A Resource Guide for New Students  
Fall 2011/Spring 2012*

The Office of Security and Emergency Preparedness (OSEP) recently received a \$3,000 grant from the UGA Parents and Families Association to promote emergency preparedness among new students.

The primary goal of the project is to provide a wallet-sized, comprehensive guidebook to new students that contains emergency contact numbers, frequently used campus phone numbers and Web sites, crime prevention suggestions, emergency response procedures, an academic calendar, a student preparedness checklist, a 2011 UGA football schedule, campus counseling resources, computer safety and security tips, and other useful resources.

"Are You Ready?" has already proven to be popular, as more than 2,600 guidebooks were distributed during the first month of the student orientation sessions.

## Finance and 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 and Administrative Services, Budgets, Controller, Environmental Safety, Human Resources, Physical Plant, and University Architects.



*(l-r) Sara Battey, Jerry Willoughby, Bernard Brantley, Freddie Bonds and Christine Barrington gather with Tim Burgess around a University of Georgia rocking chair; each employee received a chair in recognition of his or her 30 years of service.*

More than 200 staff members received awards for service and meritorious performance at the Sixth Annual Employee Recognition Ceremony at Hodgson Hall. Eight 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 five shown above are Pat Brussack (Auxiliary Services), Dorothy Johnson (Physical Plant) and Rebecca Sanders (Controller's Division). Four employees were honored with merit awards (shown below).



*Tim Burgess, second from right, stands with the merit award winners. (l-r) Derek Schuber of the Architects Office received the Newcomer Award; Christine Eberhart of Parking Services was awarded the Customer Service Award; Annette Evans, Procurement Officer, received the Tough Dawg Award; and Rod Platt of Physical Plant Support Services (not shown) was awarded the Unsung Hero Award.*

and North Campus, time with community leaders and senior leaders of the division, and tours of new facilities. Nearly 70 staff members participated.

The week concluded with an ice cream social at Memorial Hall, which more than 500 employees attended.

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

## Student Health Insurance Enhanced



In an effort to provide the best possible mandatory student health insurance while minimizing costs, the University of Georgia recently completed an evaluation of proposals from multiple providers. As a result, GM-Southwest will administer the new single Mandatory Plan available for eligible graduate and undergraduate students.

Students required to have health insurance will be automatically enrolled and can waive out if they can prove they have comparable insurance coverage (as described on the [UGA student health insurance Web site](#)).

Some of the new mandatory plan features include:

- No pre-existing condition waiting periods.
- Wellness benefit included: \$300 per covered person, per year.
- Vision benefit added: \$50 per plan year.
- Well-child visits are included and paid at 80% in-network.
- Lifetime benefit maximum changed from \$1,000,000 to \$500,000. (Because this is a short-term policy, students do not need the million dollar coverage. Students were paying for a benefit they did not need.)
- The maximum benefit in any calendar year was changed from \$300,000 to \$250,000; however, students can purchase higher coverage for an additional premium at the beginning of the academic year.
- The prescription benefit is raised to \$1,600 (from \$1,500) if the student uses the University Health Center.
- Psychotherapy and alcohol and substance abuse treatment are paid at 100% if treatment is received at University Health Center (maximum 30 total visits per academic year).
- Students who are not eligible to participate in the mandatory plan may be eligible to enroll in the University System Voluntary Plan, administered by Pearce & Pearce.

Details about the Mandatory and Voluntary student health insurance plans are available on the [Human Resources Web site](#).

## “MyBenefits” – New Online Enrollment Implemented

Newly hired UGA faculty and staff are now using the MyBenefits system to register their benefit choices, and current employees can use the system to view their current benefit elections. Human Resources has created guides for new hires and current employees to help them use the new system.

“We think people will be pleased,” said Lydia Lanier, senior managing director of the Financial Management and Education Center. “MyBenefits is simple to use, with all benefits choices on one page.”

For open enrollment, the MyBenefits system will offer new features, including automatic emails to confirm completion of open enrollment elections and the option to take no action if you want the same elections you had the previous year. HR will communicate with the entire campus as part of the open enrollment process. In addition, a MyBenefits open enrollment user guide is under development.

## Building the Future at the School of Law



*This architectural rendering depicts the enclosure of the existing exterior passageway on the first floor for community and student spaces, multipurpose rooms and administrative offices. In addition, the exterior stairs from the North Campus quad will be reduced in size to create more functional space.*

Major changes are underway at the School of Law, where the existing space is being renovated and expanded. The construction project comes as a result of the development of a 10-year strategic plan, which has identified overcrowding of the law school's main building, Hirsch Hall, as an area of significant concern. The \$6.5 million Building the Future campaign, which will be funded through both private investment and matching University dollars, will enhance the school's historic buildings while redefining both the interior and exterior shared spaces.

The main element of the master plan involves enclosing the existing exterior passageway on the first floor in order to add square footage for student spaces, multipurpose rooms and administrative offices. In addition, the exterior stairs from the North Campus quad will be reduced in size to create more functional space. Construction of Phase I is currently underway, and work will be completed this fall. Second and third phases are scheduled for subsequent summers and will include more enhancements to the building's public spaces and a renovation of the historic rotunda.

### Historic Accolades

The Office of University Architects accepted multiple honors from the Athens-Clarke Heritage Foundation (ACHF) on June 13.

The ACHF is a local organization that works to develop community-wide understanding of the value of historic buildings, neighborhoods and heritage. ACHF hosts an [annual Preservation Awards ceremony](#) to recognize those who have made a positive impact on preserving Athens' legacy. This year OUA received an Outstanding Rehabilitation award for both the Stegeman Coliseum expansion project and the renovation of New College.



*New College, built in 1832, houses the Office of the Vice President for Instruction, the Office of Academic Fiscal Affairs, the Office of Faculty Affairs and the Office of Academic Planning.*



*The arena opened in 1964 as the Georgia Coliseum and was renamed in 1996 in memory of former Athletic Director and Basketball Coach Herman J. Stegeman.*

This was the second consecutive year OUA has received multiple ACHF awards. In 2010 OUA received the Outstanding Rehabilitation award for renovation of the Interim Medical Partnership Building (formerly O'Malley's), as well as the Outstanding Restoration award for work on the Fine Arts Theater.

## Launch of the Sponsored Projects Administration Site (SPAS)

The [Sponsored Projects Administration Site \(SPAS\)](#), an easily accessible Web site for research-related policies, procedures and forms, was launched in March by the Contracts and Grants Office and the Office for Sponsored Programs.

Researchers can use SPAS to quickly define and locate information related to research administration throughout UGA Web sites. Navigation is assisted by an A to Z glossary of more than 250 terms as well as an outline of the sponsored projects process, from finding collaborators to closing out an award.

The site was developed in response to faculty committee recommendations. Faculty and staff focus groups reviewed and critiqued the site to help ensure that the information presented meets the needs of all members of the University's research community.

Suggestions for additions or questions regarding SPAS content should be sent to [spas@uga.edu](mailto:spas@uga.edu).

## Coming Soon: Emergency Alerts at Your Desktop



The UGAAlert system has been sending out messages by voice phone call, sms text message, and email since its inception. While these methods are able to reach most faculty, staff and students, the Office of Security and Emergency Preparedness (OSEP) strongly believes in redundant forms of emergency notification. Toward that end, members of the UGA community soon will be able to receive their alerts as a crawl across the bottom of their computer screen. UGAAlert DESKTOP will only be activated in conjunction with the UGAAlert system.

When a UGAAlert DESKTOP message is issued, the program will sound three tones and the emergency message will crawl across the bottom of the computer screen. The crawl can be easily closed by clicking on the "x" in the top left corner of the crawl. If the crawl is not closed, the message will scroll across the bottom five times and then stop. Users will be able to view the previous crawl if needed.

"This form of emergency notification should be helpful for those who use a computer most of the day, for classrooms where a presentation is used and in other settings where information is projected on a screen or display," said OSEP director Steve Harris. "This program can be installed on any UGA-owned computer and will work on Microsoft Windows-based machines as well as computers running an Apple operating system."

To take advantage of the UGAAlert DESKTOP notification, users will need to download and install a free program on their computer. For more information about the new UGAAlert DESKTOP program, go to [www.osep.uga.edu](http://www.osep.uga.edu) or contact OSEP at 706-542-5845 or [osep@uga.edu](mailto:osep@uga.edu).

## Let the Big Dawg Eat!

UGA Food Services picked up an unprecedented second commendation from the Governor's Office for outstanding customer service this spring. The special commendation was awarded for the stellar performance of the Food Services team during January's winter storm. Food Services operations had to continue for the students housed at UGA, despite the closure of most of the rest of campus and businesses in the surrounding area. The Governor's Office announced: "One student manager walked seven miles in the snow to get to work when public transportation shut down. The student paper gave them a thumbs up for living up to their motto of 'Let the Big Dawg Eat!'"



*Shown with the commendation are (l-r) Materials Manager Brooks Oliver, Oglethorpe Dining Commons Assistant Manager II Marta Givens, Director Jeanne Fry, Bolton Dining Commons Manager Wayne Fair, and Executive Director Mike Floyd.*

## In the Next Issue:

- Renovation of Oglethorpe House
- Bulldog Bucks App
- Benefits Open Enrollment

## Toward Zero Waste at UGA

In Spring 2011, the Office of Sustainability was approached by Will Grant, an environmental engineering student who wanted to design a collaborative project. Out of that effort came the MLC Waste Reduction Pilot Program.

A strategic goal at UGA is to reduce the amount of waste sent to the landfill by 65% or more, and the Office of Sustainability intends to help by making it just as easy to recycle as it is to throw something away. Will looked around the Miller Learning Center (MLC) and saw large amounts of paper, bottles and cans being thrown into the trash cans. Through his engineering studies, he knew how important it was to recycle, both to earn money from the sale of commodities and to conserve energy and materials needed to create similar materials through virgin processes.

Will and other interns mapped out the locations of all trash/recycling stations and discovered that visitors to the MLC had literally 10 times as many chances to throw something away as they had to recycle it. Through collaboration with the Physical Plant Services Department, the UGA Libraries and the Office of Sustainability, more than 100 waste reduction stations were created throughout the MLC, each with a choice of disposal options: paper recycling, commingled container (bottles & cans) recycling, or trash to the landfill.

A previous waste audit demonstrated that the MLC produced 580 pounds of trash in one day, half of which could have been recycled. A subsequent waste audit in April 2011 showed that the MLC now produces 260 pounds of trash a day, and only 8% of that trash could have been recycled. That's a 56% decrease in materials going to the landfill. The pilot program is anticipated to save over \$2,400 each year in landfill fees as well as generate additional income through the sale of recyclable materials. (Check out the [UGA Public Affairs YouTube video](#) of the MLC waste audit.)

Based on the success of the MLC Waste Reduction Pilot Program, additional campus buildings will be converted to the new three-bin system. Physical Plant Division building services supervisors and their staff teams will be rolling out this new system in phases.

Departments are also encouraged to join the [Sustainable UGA Office Program](#) which includes desk-side waste reduction strategies for all office occupants.

If you have questions about participating in these programs, contact the Office of Sustainability at 706-542-1301.



*Informational posters were placed in the Miller Learning Center to help educate students, faculty and staff on the improved recycling efforts.*

## Contact Information

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

[Auxiliary & Administrative Services](#)

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### ***Business Advisor: And the early outlook for FY13?***

**Burgess:** That's a wide-open question. What level of growth does OPB expect for FY13, and is it going to materially improve from what they're expecting for FY12 or is it going to continue to be more of the same – positive, but not very high? If it's positive but not very high, then maybe the best is we don't get any more cuts, but it doesn't bode well for a whole lot of new funding. Another factor to keep in mind is that legislators might return in 2012 ready to restart the conversation about a tax reduction. If they pass a tax cut, then that could lead to the need to tighten the budget for all state agencies. The key for us will be whether the elimination of the formula growth in FY12 was a one-year aberration that was necessary to right-size the budget, but when we're planning for FY13, we're back to a more normal set of priorities and funding which would include formula growth.

### ***Business Advisor: What do your political instincts tell you on that?***

**Burgess:** Nothing yet. My guess is OPB is sitting there waiting, and they're going to just watch for two or three months and meet with the economist in October, and the economist will say to them, "Based on what's going on, here's what I believe FY13 would look like," and if that's positive enough, then the opportunity for our formula growth to be in there is better. If they say, "Oh, no, we're slipping back into another downturn," then that doesn't bode well for getting that money continued.

### ***Business Advisor: What other challenges do you think we'll face in the next fiscal year?***

**Burgess:** Well, clearly we're going to have a big challenge this fall with the high yield of freshmen. The oversubscription of the class will have huge impacts: on housing; on classrooms, both in terms of space and scheduling and on academic units having to hire additional faculty to teach sections; on food service; on transit; on all the auxiliary units; and on athletics for student tickets. The ripple effect of that is what makes it so challenging.

Another is trying to maintain the improved environment for faculty hiring and hopefully at some point, be able to add some staffing positions in the more critically understaffed areas where we need to reinvest. And then the fact that we're heading into FY12 with yet again no state-funded pay raise continues to put pressure on the competitiveness of our salary structure.

The fact that total research funding is down from previous years will be cause for everybody to focus on – what's going on and how do we turn that ship around? We're very close to making a final decision on rebuilding the student information system. That's a challenge for us that will begin in earnest this year and be a major effort for hundreds of people across campus.

On the facilities front, we don't have enough money for deferred maintenance anyway, and we suffered even more reduction in funding for that this year, and so that problem continues to worsen. We're in the first year of renovation at the Health Sciences Campus, which is of premier importance, because that project has to be ready, and it has to meet the expectations and the standards of the Medical Partnership and College of Public Health. The Special Collections Libraries Building will be operational in the early fall. Our

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## Newsletter Editorial Committee

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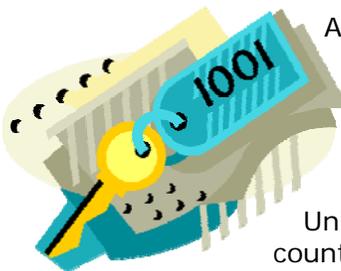
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biggest priority for new capital funding for next year will be the new Veterinary Medicine hospital. We will be pressing hard to get the design finished and to be prepared to get the funding for construction in this next budget cycle.

### ***Business Advisor: In light of these challenges, what should campus business officers know going into FY12?***

**Burgess:** They've done a really good job over the last couple of years managing their individual efforts so that collectively, the University could stand the test and the scrutiny that we've come under and continue to deliver on the major priorities of academic offerings. Our hope is that they won't have to continue to go through the budget manipulation of trying to downsize, but that doesn't mean that it's going to get any easier to try to meet higher expectations with just the same level of funding. This group is at the fundamental level where they can make balanced judgments about which alternative or which choice truly does have the best outcome. You can't just bring somebody new in or teach that in a month. The strength of the fiscal knowledge of the University of Georgia lies with this cadre of people that knows how to make things happen.

## **Traveling on UGA Business? Don't Pay Hotel/Motel Tax!**



According to state law, Georgia state officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. This optional excise tax is normally 3% but can be as much as 6% in some locations.

University employees requesting an exemption of county or municipal excise tax should provide a written notification form to the Georgia hotel or motel operator involved. This form is for their tax records to document the exemption.

Employees are required to pay any state/local sales and use taxes. The exemption when paying by personal credit card, check or cash applies only to the hotel/motel tax. If you are having lodging direct billed to UGA, the hotel/motel should not collect any taxes associated with the lodging expense. The exemption does not apply to an out-of-state hotel/motel.

Employees are required to submit a copy of the [hotel/motel tax-exemption form](#) when they register at a hotel/motel. Employees should be able to provide proper identification to document employment as a state or local government employee. If the hotel refuses to accept the form at check-in, the employee should attempt to resolve the issue with management before checking out at the end of their stay. If the matter is not resolved by check-out, the employee should pay the tax and then explain the payment of the tax as an unusual expense on the travel statement.

The University of Georgia is authorized to reimburse the employee for the hotel/motel tax if the employee provides the following information: employee name; date(s) of lodging; name, address, phone number of hotel; and documentation from the hotel/motel of their refusal to omit the excise tax. The University of Georgia will forward this information to the State Accounting Office.