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Tentative Schedule: FY 2014 Budget Development Process

(Schedule subject to change based on actions taken by the General Assembly and the Board of Regents)

April 1, 2013 – Officially open WebDFS Budget Development System for campus use in preparing the FY 2014 Base Budget. The Budget Division will provide preliminary “budbals” to campus units via the WebDFS Budget Development System; this will include allocations and instructions for faculty promotions.

April 16 - 17, 2013 – University System Board of Regents scheduled to approve allocations, tuition and fees.

April 16, 2013 – Updated “budbals” to be sent out to campus units.

April 19, 2013 - Final submission deadline for campus units.

April 19 – May 3, 2013 – The University Budget Office will review, summarize and prepare submission to BOR for the FY 2014 base budget.

May 3, 2013 – Submission of the University of Georgia’s FY 2014 base budget to the University System Board of Regents

F&A Staff Members in the Spotlight

More than 1,600 men and women comprise the staff of Finance and Administration, and each of them has a very interesting story to tell.

You can now read some of these stories by clicking on the Employee Spotlights on the F&A home page.

The features were introduced in November at the request of the F&A Recognition Committee. Profiles of the featured staff members rotate on the F&A home page every two weeks, and an archive is retained of all who have been featured. Amy Andrews in the Senior Vice President’s Office is conducting the interviews and preparing the profiles.

Click here to read the latest feature as well as all the previous stories, and make a mental note to check back every couple of weeks to learn more about another of your F&A colleagues.
Group Travel Process Changes

State law requires the University of Georgia—and all state agencies—to report travel expenses for every employee as a matter of public record. This means that even when a group is traveling together, the travel expenses must be assigned to particular individuals.

However, as of February 1, the process for tracking group travel became a little easier. Process improvements include:

- collection of the employee VN number on the group travel distribution instead of the last four digits of the social security number;
- elimination of the paper travel distribution form;
- and removal of the need to complete a “master travel expense statement” as supporting documentation.

Once in the eCheck system, users should click on the “Travel Distribution” link under “Supporting Documentation” and enter the distribution information accordingly. Initiators should utilize the “Traveler Search” button to find the traveler and their VN number.

Click here for additional information on group travel. If you still have questions, contact Jennifer Collins or Elena Williams.

Earth Week Activities: April 22-25

Each day of UGA Earth Week features a different area of focus with multiple opportunities for students, faculty and staff to get involved. For more details, visit UGA’s Office of Sustainability.

April 22 – Happy Earth Day!
Earth Day Tabling Fair: Tate Plaza, 10:00am–2:00pm

April 23 – Waste and Recycling Day
Campus Outdoor Waste Audit: Tate Lawn, Noon–2:00pm
Recycling Happy Hour: Intramural Fields Parking Lot, 5:00-7:00pm
Free drive-through recycling event for all electronics, batteries, light bulbs, Styrofoam and spent cooking grease

April 24 – Transportation Day
BikeAthens Bike Safety Training: Myers Quad, 11:00am-Noon
Bike on Campus Parade: 12:15pm
Festive ride down Sanford Drive with prizes for best costume and decorated bike

April 25 – Leaders in Sustainability Day
Leaders in Sustainability Career Panel: 3:00-5:00pm (Location TBD)
No Waste Dinner: 6:00–8:00pm
Evening of local food and music; space is limited.

April 26 – Water Day
Middle Oconee River Cleanup and Kayak Trip
Coming Soon to a Bus Near You: Real-time Tracking

Want to know the best route to reach your destination? How about where to catch the closest bus or when the next bus will arrive? Campus Transit is currently testing a mobile app that will provide this information via your smartphone. Full implementation is expected after Spring Break.

Roll-out of the Automated Vehicle Location (AVL) system on the transit fleet has been staged in phases, with the system first being tested in the disability service vehicles. Tablet computers and GPS devices were installed to allow dispatchers and drivers the ability to communicate and obtain schedule information. With that successful pilot now complete, Transit is moving to the next phase: installation of the AVL system in all campus buses.

“This system will allow us to provide better customer service to riders through superior fleet management and communication of routes and arrivals,” said Campus Transit Manager Ron Hamlin. “To provide more consistent service and prevent bottlenecks, the AVL system will alert drivers when they are too close to another bus on their route. This will allow drivers to adjust their travel time and keep routes and customers moving at a steady pace.”

The system also will enable Campus Transit to capture more accurate rider counts. However, Hamlin says by far the feature that customers will most appreciate is the RouteShout app, which will relay real-time information to their smartphones via text or online portal. The RouteShout app is currently in testing mode so information is not yet completely accurate, but it is now available on smartphones by visiting m.routeshout.com.

Hamlin says the implementation of RouteShout has been a collaborative project involving the support of the Student Government Association, IT expertise of Auxiliary Services and GPS mapping data provided by University Architects.

5th Cohort Graduates from FMD Leadership Program

As of Jan. 23, 2013, five cohorts have now completed the comprehensive leadership training series developed by the Facilities Management Division. The LEAD series is designed to strengthen the leadership ability of the Facilities Management Division and covers concepts such as employee engagement, creative management solutions and talent management strategies.

FMD Senior Human Resources Manager Reginald Woods and Human Resources Coordinator Sandy Peterson serve as instructors.

To date, 69 FMD staff members have obtained their LEAD certificates.

Members of the fifth LEAD cohort celebrated their recent graduation with senior F&A administrators and FMD directors and supervisors. Shown (l. to r.) are cohort members Jerry Heninger, David Spradley (1st Honor Graduate), Clay Dally, Bill Bailey, Keith Drake, Peggy Johnson (2nd Honor Graduate), Bob White, Wiley McLane, Tyson Browning and Chris Daigle with instructors Reg Woods and Sandy Peterson.
Calling All Volunteers: Stadion Classic at UGA

Help the Stadion Classic at UGA raise money for need-based scholarships and other local charitable organizations while watching the future stars of the PGA by volunteering for one of the many tournament committee opportunities.

Volunteer opportunities are available during pre-tournament and tournament week. Find out how you can help by visiting http://stadionclassic.uga.edu/committeedescriptions and registering for the committee of your choice.

This year’s tournament will be held at the University of Georgia Golf Course from April 29-May 5, 2013.

Coming Soon: New Online Format for F&A Policies

AskUGA is about to undergo a dramatic makeover. By July, a much more comprehensive and user-friendly resource will debut — the Finance and Administration Policy Library (FAPL).

The newly formatted online resource for policies, procedures and resource documents has been months in the making as existing policies have been verified, updated and catalogued. In a switch from the AskUGA format, FAPL will provide content organized by topics rather than departments. FAPL also uses the same software tool as UGA External Affairs Policies & Procedures, giving both pages a similar look and feel, although they are managed separately.

“Over the years of using AskUGA, users have told us that they sometimes have trouble finding information,” explained Controller Holley Schramski, associate vice president of University Business and Accounting Services. “It’s not always easy for someone to guess where a policy would reside. Hopefully, by organizing the information topically, we’ll be able to make searches much easier.”

Schramski anticipates a soft roll-out of the site in March to allow feedback, posting of several more policies, and redirection of links from correlating campus Web sites. However, by July 1, 2013, AskUGA should be offline and FAPL fully operational. If you have questions, please contact Holley Schramski or Crystal Rogers.

Motor Vehicle Records (MVR) Checks

The state Department of Administrative Services has mandated that state agencies and USG institutions ensure that only safe drivers operate state or rented vehicles on employer business. In addition to safety, this state mandate is part of the state’s Comprehensive Loss Control program to reduce insurance costs and liability.

The University will comply with this requirement by:
- Checking MVRs of all new hires as part of the background investigation process
- Including an MVR checklist in the UGA onboarding/orientation process
- Checking the MVRs of UGA employees a minimum of once per year through the state Department of Driver Services.

As part of the guidelines, employees must report certain driving violations or changes in their driving records the first working day following such incidents. Click here to access the MVR guidelines.

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Fiscal Certification Program to Roll Out This Fall

Ensuring that correct procedures are followed and that tight accounting controls are in place is essential to conducting business ethically and effectively.

In an effort to ensure that standardized best practices are established across campus, Finance and Administration staff members have been working for several months to develop a comprehensive Fiscal Management Certification Program (FMCP) for faculty and staff with fiscal responsibilities. The tentative schedule would deliver the program over a year’s time with courses offered two to three days per month.

“Education is a key factor in maintaining a culture of compliance,” said Fiscal Compliance Officer Crystal Rogers, who has been spearheading the effort. “Right now we have units offering their own subject-specific training sessions, but we don’t offer a comprehensive program. We feel that the certification program will help faculty and staff with their daily work and with problem-solving.”

An initial cohort of approximately 20-25 participants will be selected as the pilot group in the program beginning in September 2013. After the pilot, future cohorts will be much larger.

Information on how to apply will be forthcoming. If you have any questions or suggestions, please contact Crystal Rogers at cgrogers@uga.edu or 706-542-6370.

FMD – Focused, Motivated, Dependable

Facilities Management Division (FMD), formally known as the Physical Plant, recently held a contest for staff members to suggest a slogan to help brand the division’s new name. You’ll now see the phrase, FMD – Focused, Motivated, Dependable, in a variety of FMD materials and on its Web site.

More than 60 ideas were submitted in the slogan contest. The top five were shortlisted by a team of FMD representatives and then voted on by the entire staff.

The finalists were entered by Kathy Hines, Andrew Lentini (with two), Kevin Kirsche and Alan Pannell. Top honors went to Pannell, an HVAC refrigeration mechanic in the Building AC shop.

The University of Georgia organized and hosted the event. UGA students were selected to serve as University Ambassadors and Scholars during the three-day symposium.

"I learned that there is more than a wealth of knowledge on the subject of renewable energy infrastructure among our institutions,” said Ian Karra, one of UGA’s student ambassadors at the event. "UGA should strive to lead the SEC as a vanguard of clean energy adoption."

Experts from the 14 schools that comprise the Southeastern Conference joined with governments and business leaders in the inaugural SEC Symposium in Atlanta Feb. 10-12. The event, which focused on renewable energy, showcased the SEC’s cutting-edge research in sustainability and fostered collaboration between the member schools.

"SEC Symposium on Sustainability"
UGA IDs Replace SSNs on Personnels

As of February 22, UGA IDs have replaced the social security number (SSN) on personnel documents.

In order to determine the UGA ID needed to process the personnel document, the initiator will utilize the IDM Identifier Translation Tools to translate an SSN or MyID to a UGA ID. If you are unable to find a UGA ID for the individual through the IDM Identifier Translation Tools, a UGA ID can be requested by sending an email to confirm@uga.edu through SendFiles. SendFiles is an encrypted file service offered by EITS which allows users to share sensitive documents securely. All communication to and from the Payroll department concerning this process will be handled via SendFiles.

Click here for information on searching for an existing UGAID, requesting access to the IDM Identifier Translation Tools and using SendFiles.

When an employee does not have an SSN, he or she will have to apply for one at the Social Security office. The Payroll Department will use the employee’s student number or an assigned pseudo number until the valid number is issued by the Social Security office. When the employee receives the valid SSN, the department should send the valid SSN to the Payroll Department in a SendFiles email to confirm@uga.edu.

If you have any questions, please email confirm@uga.edu or call 706-542-3431.

FMD Participates in Senior Hiring Program

FMD’s hiring of George Anglin in the Preventive Maintenance (PM) Shop successfully concludes an inaugural experience with a federal program designed to help low-income senior citizens train for jobs.

Anglin came to the Facilities Management Division via the Senior Community Service Employment Program (SCSEP), a U.S. Department of Labor program which provides subsidized, service-based training for low-income persons 55 or older who are unemployed and have poor employment prospects. In Athens, SCSEP is facilitated through the Athens Community Council on Aging.

Anglin began his work-based training with the PM Shop in April 2011. Program guidelines allowed him to work 30 hours per week, paid through the grant from SCSEP. Anglin also enrolled in FMD’s GED program and completed the requirements for a high school diploma in December.

“Mr. Anglin has made an indelible impression as a man with a positive outlook on life and a strong work ethic,” said Senior HR Manager Reg Woods. “While engaged in the work-based training experience and after having completed the GED, George applied, was interviewed and subsequently hired for an open maintenance worker position in the PM Shop. We are all delighted to welcome him to the FMD team.”
Get Caught “Green-Handed” as a RecycleManiac

RecycleMania 2013 is off and running, with eight campus buildings vying to be top dog as the campus’ best recycler. The facilities are: Journalism, Psychology, Chemistry, Biological Sciences, Miller Plant Sciences, Aderhold, Lamar Dodd School of Art and Hodgson School of Music.

Andrew Lentini, program coordinator for the Office of Sustainability, says even though only the eight buildings are in head-to-head competition, he hopes everyone on campus will be caught green-handed. “If participating in Recyclemania forces our community to think about putting that can or newspaper into a recycling bin rather than one destined for a landfill, we think that’s a great success,” Lentini said.

The Office of Sustainability and Facilities Management Services Department are mobilizing the campus campaign February 25 – March 29. Students are involved not only in the academic buildings but also in the residence halls, where University Housing will separate and weigh recyclables from individual buildings. In addition, the Greek Green Cup Challenge pits fraternities and sororities in a friendly competition for green bragging rights.

Tightening Control: Kronos Timestamps

Occasionally recommendations are made in internal audit reports which provide examples of good internal controls and best practices that would assist all University departments. A recent internal audit recommendation reminded a department to review the Kronos “Punch Origin Report” to verify that employee timestamps are generated from authorized sources. If they are not, then the department runs the risk that the time being reported is inaccurate.

Internal Auditor Matthew Whitley and Controller Holley Schramski are providing the recommendation below as a best practice and encourage you to share it with others in your units.

Recommendation: We recommend that on a periodic basis the Kronos punch origin be reviewed by the Department’s business manager. Any non-departmental location IP addresses noted should be verified by the supervisors as being appropriate. Hourly employees should be informed which locations/computers they are allowed to log their time from and instruction should be provided on how to address foreseeable circumstances such as if an employee forgets to log-in or log-out.
## Joining Forces to Feed the Hungry

Several units at the University of Georgia participated in a food drive challenge for the Food Bank of Northeast Georgia this past fall—the Hunger Bowl—in which groups competed to collect the most pounds of food per person.

This friendly yet competitive atmosphere was well received, and the Food Bank’s goal of collecting 50,000 pounds of food was easily surpassed. Over a short two-week period just prior to Thanksgiving, a total of 77,329 pounds of food was collected.

UGA units participating in the food drive included the Georgia Center for Continuing Education, Facilities Management Division, Budget Division, Business and Accounting Services, UGA Administration Building, UGA College of Agricultural and Environmental Sciences, Georgia Museum of Art, Enterprise Information Technology Services, MBA Program, Graduate School, Department of Mathematics, Student Athlete Advisory Committee as well as several student organizations.

The Food Bank of Northeast Georgia works with more than 200 soup kitchens, food pantries, senior centers, churches and other non-profit hunger relief organizations located in a 14-county service area. It also provides several programs focused on alleviating childhood hunger. Email donations@foodbanknega.org to learn more about how your office can participate in the 2013 Hunger Bowl.

## UGA Remains a Tree Campus USA

The University of Georgia’s beautiful landscape is a point of pride for the campus, and for the third consecutive year, the Arbor Day Foundation has named UGA a Tree Campus USA.

UGA has more than 9,000 trees on campus, according to an ongoing tree-mapping project being conducted by the University Grounds Department. The number will continue to grow due to a partnership between Select Sustainable Tree Trust and UGA.

“I am very pleased to receive the Tree Campus recognition yet again and congratulate Dexter Adams and his staff for the very good work they do,” said UGA President Michael F. Adams. “We are all privileged to spend time on one of America’s most beautiful campuses.”

Tree Campus USA, a national program created in 2008, honors colleges and universities for effective campus forest management and for engaging staff and students in conservation goals.
Veterinary Medicine Learning Center

More than 500 guests witnessed the turning of the first shovels of dirt at the groundbreaking of the Veterinary Medicine Learning Center on November 9. The $80-million facility—located on a 120-acre site on College Station Road, approximately two miles from the main campus—is being funded through a mix of public and private sources.

The 260,000 s/f veterinary hospital facility will provide state-of-the-art emergency, specialty and surgical care for small and large animals. It includes an academic learning center for veterinary education which will house a large lecture hall, classrooms and a dining area. It also will accommodate patient care and expand existing specialties, while enabling the college to increase enrollment from 102 to 150 students per year.

"With these state-of-the-art facilities, the College of Veterinary Medicine will be better able to serve the companion animals and farm animals of the state of Georgia and the Southeast region, as well as contribute to national and international advances in research and teaching," explained Associate Vice President for Facilities Planning Danny Sniff.

Donations to the Campaign for Charities have topped $400,000 for the seventh consecutive year.

The statewide charitable giving campaign enables University of Georgia faculty and staff to support the work of more than 1,200 service agencies, many of which are engaged in the local community. A total of $406,000 was raised in the 2013 campaign, with nearly one in five UGA faculty and staff members participating.

"The generosity of our faculty and staff is inspiring," said University of Georgia First Lady Mary Adams, who served as honorary chair of the campaign. "Each year this effort unites the strength and power of many to help our neighbors in need."

The site plan for the future Veterinary Medicine Learning Center features separate Large Animal and Small Animal Hospitals, a Lameness Arena, a Farm Practice and Ambulatory Services building, and a Large Animal Isolation area, in addition to an Academic Building.

Artistic rendering of the front entrance of the Veterinary Medicine Learning Center, set to be finished late 2014.
Return-to-Work Program

The Georgia Department of Administrative Services requires all state agencies and University System institutions to create Return-to-Work (RTW) programs to help maximize employee engagement and reduce Workers’ Compensation premiums.

UGA has implemented an RTW program designed to provide transitional or modified duty assignments for employees who are temporarily disabled due to a workplace injury or illness. The program was put in place to encourage injured employees to return to work as soon as possible with modified responsibilities, as necessary.

RTW coordinators have been identified for most units, and many have received training by Human Resources. Click here to review the RTW guidelines.

Student Grants are a Catalyst for Sustainability at UGA and Beyond

Empowered by their passions for people and the environment—and grants from the Office of Sustainability—UGA students are making a difference on campus and in the community. The Campus Sustainability Grants program offers monetary support and staff expertise to implement student-initiated projects that improve quality of life through education, research and innovative campus operations. This year seven proposals were awarded Sustainability Grants from the 33 which were submitted.

“The Campus Sustainability Grants Program is an exciting opportunity to learn by doing,” said Kevin Kirsche, UGA’s Director of Sustainability. “It’s a treat for us to help diverse and talented students take their innovative ideas from concept to completion.”

Projects supported by 2013 Campus Sustainability Grants are as follows:

- Development of a porous concrete test site to research its effectiveness at improving water quality in urbanized areas.
- Implementation of a pilot program to teach the campus community about composting through collection of organic waste from departmental break rooms in five UGA buildings.
- Development of plans to help the University reduce energy use and identify feasible renewable alternatives to a fossil fuel-based energy system.
- Creation of instructional videos to increase technology transfer from UGArden’s aquaculture system, a sustainable food production program integrating vegetable and fish production.
- Enhancement of UGA’s Bulldog Bikes program through an automated check-out and locking system.
- Design and construction of a solar-powered recharge station for UGArden’s new electric vehicle.
- Expansion of the Lunchbox Garden project to additional elementary schools in Athens-Clarke County, teaching young students to raise and prepare healthy, nutritious and tasty foods.

The Office of Sustainability has awarded $59,000 to support 17 student-initiated sustainability projects at UGA. Previous initiatives include the water bottle refilling stations in the Miller Learning Center, the “Dawgs Ditch the Dumpster” residence hall move-out donation program, and the Tanyard Creek Chew Crew, shown above.

Over the past three years, the Office of Sustainability has awarded $59,000 to support 17 student-initiated sustainability projects at UGA. Previous initiatives include the water bottle refilling stations in the Miller Learning Center, the “Dawgs Ditch the Dumpster” residence hall move-out donation program, and the Tanyard Creek Chew Crew, shown above.

The Lunchbox Garden is an afterschool gardening and nutrition education program and currently operates at Barnett Shoals and Chase Street Elementary Schools. One of the 2013 Sustainability Grants will be used to expand the project to other schools and increase outdoor education.
Improved Support of Conference Call Services

The University’s existing conference call system is nearing the end of its lifecycle, so UGA is transitioning to a new and improved method for conference call support.

“We had originally planned to transition to the new service beginning June 1, 2013,” said Administrative Services Assistant Director Kathy McCarty. “However, due to the increased instability of the current system and the cost of attempting to maintain it, we are strongly encouraging offices to go ahead and switch to the new service immediately.”

McCarty says users will notice several advantages upon making the transition. Specifically, large conference calling needs will be supported without limitations on time or participants; in addition, support will be available after hours and will not be limited based on University work hours, offering greater flexibility to users.

Individuals requiring a conference call for six or fewer people will be able to coordinate that call from any University digital phone, while individuals requiring support for larger conference calls will be able to use an audio conferencing service provided through AT&T. There are no limits to the number of lines a department can order.

Click here to learn more about the service. If you have further questions, contact Telephone Services at 706-542-6962. Directory Assistance will follow up with users who have pending conference calls already scheduled via the current Avaya Conference Bridge.

Free Fire Safety Training Available

According to the U.S. Fire Administration, approximately 3,800 university housing fires occur each year in the United States, most resulting from cooking. In addition, there are approximately 150 fires in fraternity and sorority houses each year, the major cause of which is arson. It is estimated that one in six persons will encounter a fire at some point in their lives.

Given the above statistics, the Environmental Safety Division (ESD) believes that it is important for students, staff and faculty to know the appropriate steps to take in case of a fire. ESD regularly offers free fire safety training at the FIRST building on Will Hunter Rd. The training session consists of a half hour of classroom training covering basic fire safety information and the different types and uses of fire extinguishers, followed by a half hour of hands-on training in which each participant has the opportunity to safely put out a live fire using a fire extinguisher.

Through ESD’s Fire Safety training class, participants have a hands-on opportunity to learn P.A.S.S.—Pull, Aim, Squeeze and Sweep—and become more confident of their ability to put out a fire in its early stages.

Fire safety training classes are routinely scheduled and are open to all members of the University community. Faculty and staff can sign up through Training and Development; ESD also can schedule additional classes upon request for groups of seven or more. To schedule a class, please contact Russell Dukes or call him at 706-369-5706.
Build Your Plate Nutritional Info

University of Georgia Food Services is now offering a to-go version of its Build Your Plate Web site.

Designed specifically for students, Build Your Plate gives anyone eating on the UGA campus an easy way to navigate through menu options and calculate nutritional information. Diners have two options for viewing nutritional information—by selecting a single item or by assembling a meal from multiple items.

“Whether students want to see the menu and build their plate before entering the dining commons or review the information while in line or even after their meal, the mobile Build Your Plate feature makes it easy for students to make good meal choices,” said Jeanne Fry, executive director of Food Services.

Before Build Your Plate, Food Services provided complete nutritional information and designated the eight most common food allergens for all the items served in the dining commons through books called Food Fact Finders, available in each location and online as a static PDF. They also provided a number of educational resources at Nutrition Education Stations in each location and had helpful information online. Although such nutrition information was available, it was not in a format conducive to the students’ mobile lifestyles.

To use Build Your Plate mobile, diners simply visit Food Services on a smartphone or tablet, select Build Your Plate and then navigate through the calendar, locations and menus to create a meal.

Bringing Their Appetites to Cook’s Holiday

Nearly 2,300 customers were served during the three-day annual Cook’s Holiday event in mid-December. From the final tallies below, it’s plain to see that folks enjoyed the bountiful feast set by UGA Food Services.

**Entrees:**
- 480 lbs. Black Oak Ham
- 475 lbs. Smoked Turkey
- 600 lbs. Roast Beef
- 200 lbs. Salmon - Wednesday
- 200 lbs. Pork Loin - Thursday
- 250 lbs. Shrimp (for Shrimp and Grits)
- 100 lbs. Chicken - Friday

**Desserts:**
- 637 Carrot Cake Petit Fours
- 420 Lemon Raspberry Petit Fours
- 935 Cheesecake Petit Fours
- 2500 Assorted Cake Pops
- 1000 Mini Red Velvet Cup Cakes
- 880 Pecan Tartlets
- 880 Chocolate Mousse Tartlets

Chef Shelly Orozco-Marrs will prepare seared duck with pancetta and chevre polenta, thyme butter carrots, sautéed arugula and spiced Madeira cherry jus at the regional competition.
Parking Services Honored for Comprehensive Maintenance Program

Proactive maintenance on all of UGA’s 10 parking facilities recently earned UGA Parking Services the Single Source Solutions Award for the second year in a row. Presented by the Georgia Construction Products, Inc. and the BASF Corporation, the award recognized Parking Services for the successful administration and execution of its comprehensive maintenance plan.

Parking Services is now in the fifth year of implementing the 15-year plan, which addresses ongoing maintenance to ensure structural integrity of UGA’s parking decks. The first step of the plan involved having a professional structural engineer evaluate all of the decks, providing baseline reports and photos. The assessment allowed Parking Services to develop a plan, implementing both routine/preventive and repair/replacement maintenance.

“The program was established to address the need to prevent repair expenses that are often large and easily avoidable and extend the useful service life of our decks,” said Parking Services Manager Don Walter. “Having a well-established maintenance plan is essential to ensure a parking structure’s integrity because these facilities deteriorate quickly due to vehicle weight and structure pressure, exposure to weather extremes, water infiltration, and thermal expansion and contraction.”

The effectiveness of the program has led to national recognition for UGA Parking Services and has been featured in professional periodicals.

“Ultimately, we are able to help the University maintain quality, control capital investment and ensure parking safety,” said Walter. “An added benefit to our constant attention to the decks is that the decks are cleaner — which customers appreciate.”

Now Is the Time to Prepare for Severe Weather

According to the National Weather Service, tornadoes kill more people in Georgia than any other type of severe weather. While they can strike at any time of year, in they are most likely to occur in Georgia between March and May with a peak in April.

“The difficulty in preparing for a tornado is that they appear with little notice,” said John Newton, emergency operations manager in UGA’s Office of Security and Emergency Preparedness (OSEP). “The average amount of warning the National Weather Service is able to give is 12 minutes. This means it is important to have a plan prior to a tornado warning and to be familiar with that plan.”

Georgia averages approximately six days a year with tornadoes and 26 tornadoes a year. Parts of Georgia are in the “Dixie Tornado Alley,” which has been more active in recent years than the traditional tornado alley in the center of the country. Tornadoes in Georgia are more common during midafternoon and early evening hours.

(continued on page 15)
University of Georgia’s Marine Institute on Sapelo Island

The University of Georgia maintains an active marine research program on the coast, and the Marine Institute on Sapelo Island—accessible only by ferry—plays an integral role in that effort. The University is currently working to update the facilities through Major Repair and Renovation (MRR) funding.

In 2012, the Office of University Architects (OUA) oversaw a modest renovation of the historic dormitory building (Apartment B). Built in the 1940s to house employees on the R.J. Reynolds estate, the building currently houses temporary staff and visitors to the Marine Institute. Upgrades included historic plaster restoration, historic masonry repair, restoration of historic tile work, rough carpentry/framing, sheetrock, finish carpentry, tile installation, and substantial plumbing and electrical work.

With the dormitory complete, OUA will now begin a second phase of renovations to the powerhouse building. Built in the mid-1930s to provide steam-generated electricity to the Reynolds estate, this facility has not been repurposed since power started being supplied from the mainland in the mid-1960s.

In a creative example of adaptive reuse, the old powerhouse will be repurposed as a conference center.

The first phase of powerhouse renovation addressed hazardous materials abatement, demolition, generator removal, building envelope (roof, windows, paint), and slab preparation. Phase Two will begin this summer and will include extending services to the building, installing mechanical/electrical/plumbing systems, and fitting interior walls and finishes. Once complete the Marine Institute will use the transformed facility as conference/instructional space.
Theft of Cell Phones on the Rise

Cell phones have become more popular, sophisticated and expensive, making them an increasingly attractive target for thieves. In New York City, more than 40% of all robberies now involve cell phones, and mobile phone theft accounted for more than a quarter of the robberies in Los Angeles last year. Here at the University of Georgia, 37 phones were reported stolen in 2012.

The UGA Police Department offers steps to help keep your phone safe and to assist in recovery if it is stolen:

- Never leave your phone unattended, especially in public places. Avoid having your phone on display in busy areas where it can be taken or grabbed. Keep your phone in an inside pocket of your coat or front pants pocket if possible when in public.
- Keep a detailed record of all your phone information in a safe place. If your phone ever is stolen, file a police report immediately and include the following information:
  - Your phone number
  - Color and detailed appearance
  - Make, model and serial number
  - Service provider
  - The pin or security lock code
- Make sure you use the security lock code or lock feature on your phone. This will make the phone less desirable and will deny access to personal information stored on the SIM card.

Obtain anti-theft and tracking software for your mobile phone, which will enable you to contact and control your phone remotely or track its location. For example, Android-based phones have Avast!; Find My iPhone app supports iPhones; and Gadget Trak supports Blackberry, Windows Mobile, iOS, Laptops and other devices.

Contact the UGA Police Department’s Crime Prevention Unit at 706-542-0411 for more information.

Severe Weather (continued from page 13)

Newton advises that a good tornado plan will encompass how you will be informed of a tornado, determining the safest shelter space and practicing your plan. In most circumstances, the safest place to shelter from a tornado is inside a sturdy building on the lowest floor in an interior room. It is advisable to avoid rooms with exterior walls and exterior glass when seeking shelter. Also, if you are located outside during a tornado warning and cannot get inside a building, try to get in a ditch or a low area to minimize your exposure to winds and flying debris.

Further tornado safety tips are available from OSEP. You can get a checklist of what to do before, during, and after a tornado from the American Red Cross.

Image of the April 27, 2011 tornado which hit Tuscaloosa, AL.