



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Vice President for Finance and Administration

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- New Electric Vehicle Chargers Now Available
- Changes for Contracts & Grants
- Iron Horse Farm
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- And much more!

UGA Veterinary Medical Center to Open on March 25

The College of Veterinary Medicine and the UGA Veterinary Teaching Hospital is currently undergoing a move from the main UGA campus to the new Veterinary Medical Center on College Station Road, which is scheduled to open on March 25.

The 300,000 square foot facility includes both large and small animal hospitals, a 160-seat auditorium and three classrooms. The educational spaces will be reserved for Veterinary Medicine students in their third and fourth years of the program, while the first- and second-year students will continue to have classes on the main campus.

The new hospital is comparable in size and capability to peer veterinary hospitals across the country. It will also be more than twice the size of the current hospital, which handles more than 24,500 visits per year.

In addition to laboratory spaces, exam rooms, kennels and learning areas, the new Veterinary Medical Center boasts the newest UGA Food Services enterprise, called The Station. This amenity will be open from 7:30 a.m. to 4:00 p.m. Monday through Friday and will serve breakfast bagels and biscuits, freshly-made sandwiches and wraps, specialty salads, Jittery Joe's coffee and hand-crafted lattes, among other offerings.



Campus Transit has begun offering a new route to accommodate those traveling back and forth from main campus to this new facility. More information on the specific routes may be found in the Transit article on the following page.



At the February 13 ribbon-cutting ceremony to dedicate the new Veterinary Medical Center.

Campaign for Charities Exceeds \$400,000 For Ninth Consecutive Year



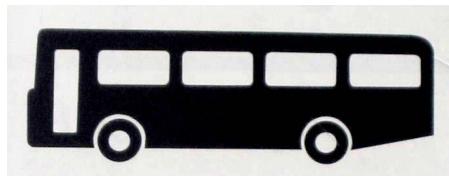
For the ninth year in a row, donations from the UGA community to the Campaign for Charities have surpassed \$400,000.

The statewide charitable giving campaign enables University of Georgia faculty and staff to support the work of more than 1,300 service agencies, many of which are engaged in the local community. A total of \$403,702.92 was raised in the 2015 campaign, surpassing last year's total contributions.

Charles N. Davis, the dean of the Grady College of Journalism and Mass Communication and this year's Campaign for Charities chairman, praised the "commitment and dedication of so many people across the university" for making the campaign so special.

New Campus Transit Routes

Two new Campus Transit Routes began on March 16, 2015 to service the new Veterinary Medical Center as well as AG Tech, CCRC, and UGArdens. In lieu of these new routes, the current River's Crossing service ended on March 6, 2015.



The College Station/Vet Med Route will serve South Campus, select stops on College Station Rd (including River's Crossing), and the new Veterinary Medical Center on College Station. The Riverbend/South Milledge Route will serve the Riverbend Road, portions of the former River's Crossing route and the UGA Greenhouses on S. Milledge Ave.

Campus Transit purchased two new buses to support the Veterinary Medical Center Route and will acquire three 26-passenger buses to service the Riverbend/S. Milledge Route. The routes will run every 15 minutes from 7:00 am—7:00 pm, Monday—Friday.

For route maps and schedules, visit the [Campus Transit website](#).

Creation of the University Grounds Academy

The Grounds Department is proud to announce the creation and implementation of the University Grounds Academy. The University of Georgia has traditionally paid special attention to the campus landscape. This fosters pride and loyalty and offers assurance to prospective students, faculty and staff that this is an institution of excellence.



In keeping with the rich educational experience and excellence of the campus landscape, a committee comprised of both Grounds employees and the FMD Safety Division set out to create a learning opportunity tailored specifically to the needs of Grounds Department employees and the department itself. From that the University Grounds Academy was born.

The vision of the University Grounds Academy, which was instituted in September 2014, is to establish a culture of learning and accountability within the department. The University Grounds Academy establishes standards and expectations that cut out the guess work for staff. In addition to the technical aspects of the work of the Grounds Department, the Academy offers a vehicle for personal and professional growth of the staff. To date, all eighty-seven employees of the Grounds Department have participated in and completed the first series of classes. There are currently five series of classes with the possibility for more.



Save the Dates: F&A Recognition Week

Mark your calendars for the annual Finance and Administration Recognition Week events coming up in May:

- **New to F&A Day
(Tuesday, May 12):** A one-day orientation program for new employees hired into F&A since July 1, 2013
- **Ice Cream Social
(Tuesday, May 12, 3:00-4:30pm):** An afternoon of free fun and ice cream for all F&A Employees
- **F&A Recognition Ceremony
(Wednesday, May 13, 10:00-noon):** Open to all F&A staff members, this ceremony recognizes employees who have reached years of service milestones or have been named finalists in the 2015 merit awards.

Turfgrass Research and Education Facilities

The turfgrass research stations at the Athens, Griffin and Tifton campuses are antiquated and in need of improvement. This past spring the Georgia Legislature recommended funding to support the construction of new research facilities on all three campuses. Once complete, this project will provide facilities for turfgrass scientists to conduct research, extend information and train students in support of turf-related industries throughout the state of Georgia.

This project is unique in that construction will occur simultaneously on all three campuses.

In Athens, a 2,000 sq. ft. classroom complex and a 4,000 sq. ft. greenhouse/headhouse facility will be erected to support the Athens campus undergraduate teaching and turf research programs.

Griffin will house the largest facility, with construction of a 24,000 square foot Turf Science Research and Education Building. This facility will include modern laboratories, offices, conferencing, and classroom space to support eight turfgrass scientists, their staff, post docs, visiting scientists and graduate students. In addition, a 12,000 sq. ft. greenhouse/headhouse complex is scheduled to support the turfgrass research and breeding efforts.

Finally, a 10,000 sq. ft. greenhouse/headhouse complex will be developed on the Tifton Campus to support the Tifton breeding program.

Parking Services Expands EV Charging Stations

After successful installation and usage of UGA's first electric vehicle (EV) charger in the North Campus Deck, Parking Services has expanded the availability of EV charging to cover South and East campus. The expansion, which brought the total number of on-campus EV charging parking spaces to six, is also made possible by recent grant funding from the Georgia Environmental Finance Authority.

In addition to helping the campus community, the placement of the new chargers brings advantages to campus visitors as well. Georgia Center guests can access the South Campus Deck location whereas Ramsey visitors can use the East Campus Deck charger. Rates start at \$0.75 per hour for the first hour and then increase to \$1.50 per hour. Each level 2 charger has two plugs and two parking spaces. Expanding the EV charger program helps support sustainability and paves the way for a potential increase in electric vehicle usage on campus. Over the past eight months, the North Campus Deck charger had an average of 46 sessions per month resulting in 1,712 kg of greenhouse gas savings and 511.63 gallons of gasoline savings.



Business Affairs Advisory Forum

The most recent meeting of the Business Affairs Advisory Forum (BAAF) took place on February 19, 2015 at the Tate Theater in the Tate Student Center. The BAAF meetings are a place for business managers throughout the University to discuss important issues and policies.

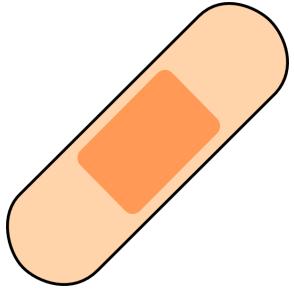
Topics covered during the February 19 meeting included:

- Experiential Learning
- Business Process Improvements
- Financial/HR System Update
- New Injury Reporting System

The agenda and archive for the meeting can be found [here](#).

New Process Coming for Reporting Injuries

A working group led by HR and Insurance and Claims management will soon implement a new process to report both work-related and non-work-related injuries that occur on our campuses and in our facilities. When injuries occur, supervisors or HR representatives will be able to visit a new website and complete a single, online form to document the injuries.



This new process will improve our ability to collect and analyze information about injuries on campus in a timely manner, with the goal of creating a safer environment for students, faculty, staff, and visitors.

Work-related injuries

When a work-related injury is submitted by a supervisor or HR partner, Angie Dellinger in Human Resources will be notified to log in and view the injury data. As needed, HR will notify HR partners in units where the injury occurred. In addition, individuals who submit the injury report will receive an email reminding them to complete the remaining paperwork associated with Workers' Compensation injuries.

Non-work-related injuries

When a non-work-related injury is submitted by a supervisor or HR partner, Vance Silcott in Insurance and Claims Management will be notified to log in and view the injury data. As needed, Insurance and Claims Management can notify designated individuals in the units where the injury occurred.

This interim system will meet a need to report all injuries while a broader reporting system is explored. Once testing is concluded, there will be campus-wide communication to introduce the new process.

Questions about the new process may be directed to [Becky Lane](#) in HR or [Kathy McCarty](#), Director, Administrative Services Division.

Bike Restore Project



A group of students, drawn together by their passion for sustainability, recently started a bike restore program to turn abandoned bicycles into a viable source of transportation for their fellow students. The group received funding after submitting a grant through the Office of Sustainability. By working with Parking Services, the group has tagged abandoned bicycles and impounded ~110 that were unclaimed. After bikes have been impounded for 90 days, the students will sort and perform a systems check to determine what maintenance needs to be performed. Maintenance will include restoring the bikes with new wheels, pedals, lights, breaks, helmets, and other work as needed. Students interested in receiving one of these free bikes will first go through an application process and then volunteer time to work on the bike and attend a bike safety seminar through the Office of Sustainability.

Contact Information

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

[Auxiliary Services](#)

[Budget Division](#)

[Environmental Safety](#)

[Facilities Management](#)

[Human Resources](#)

[University Architects](#)

[University Business and Accounting Services](#)

UGA Golf Course Tees Up New Offerings

New Online Tee Time Reservations

Calling all golfers! Spring weather is on its way so go ahead and reserve a tee time with the UGA Golf Course's new [online reservation system](#). Tee times for 2-8 players may be reserved 1-7 days in advance whereas tee times for just 2 players may be reserved 8 days – 2 months in advance. The course is, however, currently accepting reservations for Master Week from April 4, 2015 – April 12, 2015.

Free Golf Instruction

Need to fine tune your skills before heading out to the course? Any UGA Faculty/Staff member can receive free golf instruction during the Faculty/Staff clinics in March. A free, session for Faculty/Staff will be held on March 26th from 5:30 p.m.-7:00 p.m. This session will focus on a different set of fundamentals. Golf clubs will be provided during the clinics for those who need clubs. Those interested should contact [Clint Udell](#) at 706-369-5946.

A Golf League of Their Own: Ladies League

The [Ladies University Golf Association](#) (LUGA) is open to all lady golfers regardless of skill or expertise (UGA affiliation is not required). Join other ladies for 9 holes of golf every Monday at 5:30 pm from March 16th to the end of October. Spring league fees are \$15 and all members qualify for the University rate and G-Pass.

Faculty/Staff League –

Challenge your colleagues to 9 holes on the golf course by joining the UGA Faculty/Staff league. As of March 17, 2015, the league will play at 5:30 pm every Tuesday through October. There are no fees for this league and all members can purchase green fees at the University rate or obtain a G-Pass for further discounts.



New Management

Matt Peterson was recently named Manager of the UGA Golf Course after serving in various positions at the course since 2004. He looks forward to opportunities for the course including expanding relationships with academic partners and implementing new sustainability initiatives. Matt's complete bio can be found [here](#) and he looks forward to seeing you on the course this spring.

2015 Niche.com Rankings

Thanks to student feedback, the University of Georgia received an A+ rating and was ranked #42 of 892 by Niche.com. Niche.com ranks colleges and universities based on 50 statistics and 12 million ratings from 300,000 students. Included in this survey, students gave UGA Food Services an A+ rating and [the division ranked #6](#) of 1,175 colleges. Meal plan cost and more than 470,000 opinions from 64,000 students were used to determine the Best Campus Food ranking.

In the Next Issue:

- Message from the Vice President
- F&A Recognition Events
- Ramsey Center 20th Anniversary

Emergency Preparedness in 10 Minutes

Emergency preparedness is everyone's responsibility. The UGA Office of Emergency Preparedness (OEP) certainly recognizes this fact and developed a brief online interactive learning module with a campus community sense of preparedness in mind. The module's intent is to assist in preparing students, faculty, staff, parents and visitors to be ready for a variety of emergencies that could occur on campus. The module was developed in partnership with the UGA Web Instructional Development Office at the Georgia Center and content assistance was provided by the UGA Police Department and the UGA Environmental Safety Division.

Explore the following scenarios to learn more about Emergency Preparedness for a variety of situations.

Severe Weather Evacuation Active Shooter

Medical Emergency Chemical Spill

Office of Emergency Preparedness
UNIVERSITY OF GEORGIA

Based on requests from various University departments and students, OEP worked to develop the interactive module for the University community in order to provide a condensed summary of important emergency preparedness reminders, emergency response procedures, crime prevention tips and information on free resources. Additionally, the training modules include optional video segments that are used to provide a visual reminder to enhance the usefulness of the training module.

Many campus departments are looking for a concise and easy method to inform new and existing faculty and staff on campus regarding emergency notification methods, building emergency procedures and on the availability of various emergency preparedness resources. OEP's online training module is perfect for this training need and even offers the option for students, faculty and staff to print a certificate of completion once a brief survey is finalized. The OEP interactive training module may be found at www.prepare.uga.edu.

Changes for Contracts and Grants

In an effort to better serve the University community and enhance the support of UGA researchers, the Contracts and Grants (C&G) Division has moved from the Graduate School Building on Williams Street to Tucker Hall on East Campus Road (but mail should be addressed to Riverbend Road). This is the beginning of an exciting plan to merge post and pre-award services into one team to better serve faculty in their research endeavors. This merger and restructuring will be facilitated by Dr. Carl Bergmann, director of UGA's Complex Carbohydrate Research Center and former director of Savannah River Ecology Lab.

In addition to the change in location, Contracts and Grants will soon have a change in leadership, as well. Angelo Chrisomalis, Director of Research Administration and Finance for Rensselaer Polytechnic Institute, has been named as the new Director for Contracts and Grants, effective April 6, 2015. He will be taking over for Allison Davis, Director of Accounting, who has been serving as Interim C&G Director.



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Iron Horse Farm

The Iron Horse Farm property was acquired to replace the functions of the Oconee County Plant Sciences Farm, which was sold in 2013 with an agreement to vacate that property by December, 2015. The Crop and Soil Sciences Department will utilize this new farm for research and instruction as they have the prior farm.



It was known at the time of purchase that substantial improvements to the property, including projects to construct infrastructure and new facilities, would be necessary to host the crop sciences research. Several critical improvements will be required to ensure that an operable transition may be made from the Oconee Plant Sciences Farm in the allotted time period.

A Master Plan for the Iron Horse Farm has been completed and full implementation of infrastructure and facilities is expected to occur over a three year period.

To date the Architect's Office has overseen the construction of a new field road to make the research plots more accessible, the reclamation of a sand pit in order to be in compliance with EPA standards and the installation of an irrigation system to prepare the fields for crop sciences research.

Honors and Awards for Facilities Management Division

In January 2014, David McCannon, Building Services Training Specialist in the Facilities Management Division's Building Services Department, participated in developing a national certification program through the International Sanitary Supply Association (ISSA) for cleaning service professionals. The program is called the Cleaning Industry Training Standards (CITS) and it is designed to validate and/or approve existing training programs and curriculum in the cleaning industry. The expectation was that approved curriculum would serve as the basis for the new certifications. One of the main concepts is to validate an organization's entire training platform so its workers can easily achieve ISSA certification simply by participating in the organization's offering. David is the only college/university affiliate who served on the Standards, Drafting, & Development Technical Committee.



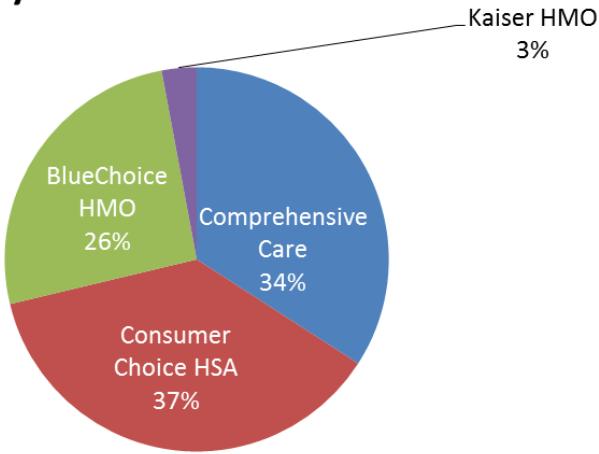
In addition, in October of 2014, the University of Georgia Facilities Management Division's Building Services Department was awarded its fourth consecutive Cleaning Industry Management System Green Building Certification (CIMS-GB) with honors. The Building Services Department sought to utilize environmentally friendly chemicals and cleaning industry best practices in 2007. The results were an enormous reduction in cleaning chemicals, fewer exposure-related illnesses & injuries, and an overall reduction in related costs. The department was awarded CIMS certification in 2008, 2010, 2012, and again in 2014. The UGA Building Services Department is recognized by the International Sanitary Supply Association (ISSA) as a leader in its industry both nationally and internationally.

East Village Deck Limelight

Parking Services, in partnership with UGA Facilities Management, recently installed energy efficient lighting in the East Village Deck. This sustainable lighting, commercially known as LimeLight is leading the parking industry in the development of green, smart technologies through wireless lighting control capabilities. These capabilities not only impact sustainability, but also assist with maintenance by communicating with technicians via email whenever bulbs need to be replaced.

Previous LimeLight installations have been completed in the Carlton Street Deck, South Deck, North Deck, and West Deck. Results produce twice the light output at half the energy consumption. The lighting also reduces night time light pollution and increases safety in parking garages.

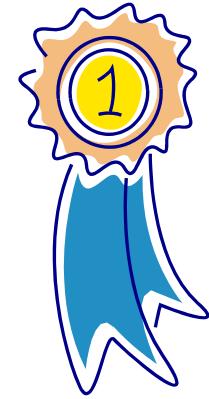
Employees Enrolled in Health Plans



F&A Nominations Are Open

Do you know someone in Finance and Administration who deserves special recognition for a job well done? Then you should consider nominating that colleague for distinction.

Nominations for the annual Finance and Administration Merit Awards opened on February 10. This peer-driven program recognizes staff members who have provided extraordinary service in four categories: Customer Service, Newcomer, Tough Dawg and Unsung Hero. Nominations from those outside of Finance and Administration are welcome.



As of February 10, nomination forms can be completed either [online](#) or on a hard copy form and emailed to busfin@uga.edu or mailed to the Office of the Vice President for Finance and Administration at 229 Administration Building. The form, nomination criteria and award guidelines can be found on the [F&A Recognition Web page](#).

The deadline for nominations is March 27. Winners will be recognized at the [Finance and Administration Recognition Ceremony](#) on May 13, 2015.

Open Enrollment and Benefits Updates

Open enrollment recap

During 2014 open enrollment, over 9,000 faculty and staff used the MyBenefits@UGA system to review their choices and enroll for benefits for 2015. Major changes this year included the name changes for UGA health plans; number of employees enrolled in each plan; and changes in premiums, deductibles, and out-of-pocket maximums for the various plans.

Plan name changes

For 2015, the Open Access POS Plan is now the Comprehensive Care plan and the HSA Open Access POS plan is now the Consumer Choice HSA plan. The plan names for the BlueChoice HMO plan and the Kaiser Permanente HMO plan did not change.

Number of enrollees in each plan

A total of 9,434 employees are enrolled in the University System health plans for 2015. For the first time ever, more UGA employees chose the HSA plan than any other available health plan. UGA retirees overwhelmingly (98%) chose the Consumer Choice health plan.

Premium and deductibles

Employees should familiarize themselves with changes in premiums, deductibles, and out-of-pocket maximums in the plans they have chosen for 2015. A summary of changes can be found on the [University System of Georgia website](#). To view your chosen health plan in detail and to see other important benefits information, please visit the [Human Resources website](#).

2015 Niche.com Rankings

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Travel Safety Tips

- Register your trip at step.state.gov if you are traveling on your own so officials can contact you in case of an emergency
- Stay/travel with a group when exploring locally and avoid walking alone at night
- Be subtle with your money (e.g., use a money belt)
- Learn how to say "help" in the local language
- Carry translated information about your allergies, medication and medical conditions (e.g., asthma, diabetes, etc.)
- Keep credit cards, valuables and jewelry to a minimum
- Be aware of your surroundings
- Never leave your baggage unattended
- Research local laws/rules
- Know which forms of public transportation are safest to use
- Use radio taxis or an approved taxi company
- Beware of the local attitudes and local laws dealing with sexual harassment/sexual assault
- Know non-verbal communication: appropriate vs. inappropriate (hand gestures, greetings, kissing, etc.)
- Beware of the prevailing local sentiment towards people of your cultural background, race, religion, sex, sexual orientation, etc.
- Beware of the prevailing national sentiment towards the U.S. and U.S. citizens in the countries you will be visiting
- Know which areas/neighborhoods are considered unsafe
- Research safety of side trip destinations



In the event of serious injury or death, make your wishes clear to your family in the U.S. and to your program leader abroad

Emergency Tips while Traveling

- Always carry your UGA Emergency Contact Card
- Know the local equivalent of "911" or other emergency numbers
- Carry some form of identification (other than your passport) with you at all times
- Know the group meeting location for emergencies, especially if communication is unavailable
- Carry a small key chain flashlight and a whistle at all times
- Only carry the cash you need on your person
- Stay calm to help you think more clearly—take a few deep breaths or use other calming techniques
- Know the phone number and address of the nearest U.S. embassy or consulate

If You are the Victim of a Crime

- Contact the nearest U.S. embassy, consulate or consular agency for assistance or Overseas Citizens Services: 001 (202) 501-4444
- If applicable, report the crime to the local police and request a copy of the police report
- If credit cards are missing or stolen, notify the appropriate credit card companies immediately
- For crimes of sexual violence, seek medical care and emotional support from program leaders, the U.S. Embassy or consulate or a local medical facility

For more information on Travel Safety, visit [OEP's website](#) or contact them at (706) 542-5845 or prepare@uga.edu.