



# The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Vice President for Finance and Administration

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## In This Issue

- Benefits Open Enrollment
- F&A Leadership Institute
- New Web Pages
- Changes to State Vehicle Policy
- Award Winners
- And much more!

## Benefits Open Enrollment

The UGA open enrollment period began November 4 and will end on November 22. Everyone's action is



required regarding tobacco premiums, but there is good news for employees and retirees concerning insurance premiums this year.

The Board of Regents announced that most health plans will have no premium increases for 2014:

- HSA Open Access POS: No increase
- Open Access POS: No increase
- BlueChoice HMO: No increase
- Kaiser Permanente HMO: 4.4% increase

### **Action REQUIRED to avoid a \$50 monthly surcharge starting in 2014**

Even if you do not intend to make any changes to your health coverage, all employees **MUST** access the UGA MyBenefits system during open enrollment and indicate whether you, your spouse, or dependents age 18 and over are tobacco users. If you do not answer this mandatory question required by the University System of Georgia, the system will default to a "yes" response, and you will be assessed a non-refundable surcharge of \$50 per month starting January 2014. It is critical that all faculty and staff who are enrolled in one of the USG health plans access the UGA MyBenefits system during open enrollment and indicate whether they or any covered dependents are tobacco users. Non-smokers who take no action in the MyBenefits system during open enrollment and continue to take no action during 2014 will face \$600 in surcharges for the entire year.

### **Voluntary benefits**

In 2014, vision insurance has been added to the package of life, dental, long term disability, short term disability, AD&D, flexible spending accounts, and health savings account. In addition, UGA continues to offer cancer, critical illness, and accident insurance through Aflac/Boston Mutual.

### **Open enrollment web site and information sessions**

To answer questions and provide further details, Human Resources will conduct open enrollment information sessions for employees and retirees. To view a list of sessions and review details about open enrollment, visit the [HR open enrollment page](#).

Questions about your benefits can be directed to Human Resources by [email](#) or by calling 706-542-2222.

## Campaign for Charities Underway



*UGA Athletic Director Greg McGarity serves as this year's honorary campaign chair.*

The 2014 Campaign for Charities kicked off in mid-October with the theme, "Give TODAY, Change TOMORROW." While agencies around the state, nation and world are listed among the charitable organizations eligible for donations, the bulk of the contributions remain in the local community.

This year's goal is \$425,000 with 25 percent of faculty and staff participating. The campaign will run until December 13.

[Click here](#) to watch messages from featured speakers at the kickoff breakfast.

The University Budget Office coordinates the giving effort each year. [Click here](#) to contribute online.

## Dawgs on Top for Golf and Football

What better way to spend a game day in Athens than by teeing it up on the UGA Golf Course before the Dawgs tee it up between the hedges? The UGA Golf Course is part of a growing tradition to play golf and then head to Sanford Stadium to cheer on the Dawgs. And, when the PGA

asked close to 191,000 Facebook friends about their favorite locale for a golf/college football double header, [UGA ranked in the top three.](#)



[Online tee time reservations](#) take away the worry of having a playing spot, and affordable rates ensure that Georgia fans can enjoy great golf at a great value.



## Finance & Administration Leadership Institute

Twenty-two leaders within Finance and Administration's divisions are participating in the second iteration of a year-long cohort designed to expand their knowledge of "the big picture" of the University of Georgia. The Leadership Institute program consists of sessions focused on UGA and the broader perspective of public higher education, as well as professional development sessions on communication and leadership styles, ethics and crisis management. The group met for the first time in September and traveled to Atlanta to meet officials in the University System of Georgia as well as the state government.



Shown with Becky Lane (Leadership Institute facilitator from Human Resources) are, in alphabetical order: Esequiel Barrera, Lynn Burt, Julie Camp, Cale Caudell, Tyler Chapman, Annette Evans, Adam Fouche, Max Harrell, Travis Jackson, Roswell Lawrence, Jr., Cynthia Malcolm, Lara Mathes, Bill McGee, Scott Messer, John Newton, Tracey O'Malley, Pam Ray, Eric Sherman, Vonnie Swain, Hope Thomas, Blaine Van Note, Chris Wilkins and Brad Wolfe.

## Hairy Dawg Visits Auxiliary Services



Recently, employees at Auxiliary Services units around campus were treated with a surprise visitor. Hairy Dawg dropped by to say 'thanks' to employees for their hard work.

Everyone enjoyed his visit and the resulting tone in each unit reflected what we all know already: you can't help but smile when Hairy Dawg is close by!

## Changes to State Vehicle Policy

[Policy 10 from the Governor's Office of Planning and Budget](#) (OPB) was amended this year to enforce better record-keeping and maintenance of state vehicles. In order to limit risk and better manage state assets, OPB and the Department of Administrative Services (DOAS) have implemented certain requirements for the use of state-owned vehicles. To retain ownership of the vehicles in UGA's fleet, the University must adhere to the following requirements:

- Vehicle mileage must be recorded monthly, regardless of the amount of miles driven (even if it is zero).
- Preventive Maintenance (PM) must be kept current and recorded in the system.
- Vehicles assigned to an individual for sole use (i.e., MV-1 vehicles) must be driven 14,000 miles annually or 3,500 miles per quarter.

Additionally, the amendment to Policy 10 requires that "High Risk Target Vehicles" be enrolled in an Automotive Resource International (ARI) maintenance management program. A vehicle is considered "high risk" if it falls into one or more of the following categories:

- Has a Gross Vehicle Weight (unburdened weight) of 9,000 pounds or less.
- Is 10 years or older.
- Has 135,000 miles or more.

High Risk Target Vehicles will be required to enroll by January 2014 in one of two maintenance management programs. The first option will be to enroll each of these vehicles in the ARI maintenance management program, which allows users to choose from enrolled service centers responsible for managing and reporting upon the vehicles' repair needs. The cost for this program is \$4.82/month per vehicle plus 4% of the total invoice not to exceed \$200.00. The second option is for vehicles to be serviced at the University Automotive Center. The cost for this service is \$0.82/month per vehicle and the additional 4% of the total invoice is waived. Under this option the University Automotive Center will manage all of the repair and reporting requirements necessary for your vehicle.

If vehicles are not maintained and recorded appropriately according to the new policy, the vehicles can and will be put into surplus by the state. After 90 days of non-compliance with the policy, the fuel card associated with the vehicle will be deactivated, the vehicle will be transferred to surplus, and it will be sold. Once the 90-day deadline has passed, missing data cannot be submitted in order to keep the vehicle from being surrendered.

Another big change in policy requires all vehicles sustaining body damage of \$200.00 or more to be reported to the state and repaired within 120 days. On the 10<sup>th</sup> day past the 120-day deadline, the vehicle will be surrendered for surplus.

Questions? Contact Cris Taylor by [email](#) or at 706-542-6477.

### Policy 10 Timeline

Date	Event
July 1, 2013	Policy 10 Revision 8 goes into effect
August 31, 2013	State's expectation of enrollment into ARI program
November 10, 2013	DOAS mileage update deadline
January 1, 2014	Target implementation date for Garage Management System (GMS) at the UGA Automotive Center

## Contracts and Grants Has Moved!

[Contracts and Grants](#) has moved into their new location:

The Graduate School Building  
279 Williams Street  
Athens, GA 30602

Offices are located on the campus wing, 2<sup>nd</sup> and 3<sup>rd</sup> floors.

Telephone numbers remained unchanged.

Please update your information for this move.



## New Director for Operations and Maintenance

Fred Remen is the new director for Operations and Maintenance for the Facilities Management Division. He has both public and private sector experience in facilities, operations and emergency management that spans over twenty years in a variety of physical plants, including eight years in a university setting.



*Fred Remen*

One of the major projects Fred worked on in South Florida was restoration of the Everglades, which is the largest environmental restoration project in the United States. He has also acted as a first responder for every Hurricane in South Florida since Hurricane Andrew in 1992.

He holds a bachelor's degree in Industrial Technology and a master's in Management. A retired Captain of the U.S. Coast Guard, he served in both Operation Enduring Freedom and Operation Iraqi Freedom. His last major assignment was Deputy Incident Commander for Florida during the Deep-water Horizon oil spill. Fred is also a licensed Marine Engineer and a certified Plant Engineer.

Fred has expressed his delight in joining the UGA facilities team. Fred says, "I am truly excited and humbled to join such a great institution as UGA. I am looking forward to getting out and meeting all of the team members and hearing your ideas and viewpoints."

## Health Sciences Campus Update

Phase II projects at the Health Sciences Campus (HSC) are complete and offer expanded options for the university community. Scott Hall, the former Navy Supply Corps School (NSCS) officers' club, now serves as both [dining commons](#) and student center, while the former NSCS hotel, [Brown Hall](#), offers a residence facility, housing up to 200 students. Both facilities opened in early August. Historic Rhodes Hall completes the Phase II renovations and serves as the College of Public Health's (CPH) administrative headquarters. CPH administration occupied Rhodes Hall on October 1.



Phases III and IV of the HSC renovations are occurring simultaneously and began in October of 2013. Wright Hall, a former NSCS lodging facility, will be repurposed for the office and research needs of two departments in CPH, Health Promotion and Behavior (HPB) and Health Policy and Management (HPAM). The Hudson Clinic facility, utilized by the NSCS as a health and dental clinic, will become the new home of CPH's Institute of Gerontology. Pound Hall, currently in partial use by Recreational Sports, will undergo a renovation of the remaining facility to be utilized for computational research needs. The three facilities within the Phase III/IV scope of work will be complete by the end of 2014.

Approval of a final phase of renovations at the HSC is anticipated this fall and will complete renovations of the twenty primary NSCS facilities deeded to the University. This Phase V of renovations will address the Commissary facility and the Carnegie Library.

## UGA Wins AUREO Award

The University of Georgia has been honored with the "Award of Excellence" from the Association of University Real Estate Officials (AUREO) for the Development of UGA's Health Sciences Campus: Acquisition and Reuse of Former Navy School Facilities.

This award recognizes projects which have had the greatest impact on a University while still being innovative and cost-effective. J. Dorsey, Director of Real Estate and Space Management, accepted the award on behalf of the university at the AUREO Annual Conference in September.

## A Cook's Holiday

UGA Food Services will host their annual Cook's Holiday Feast on December 11-13, 2013 at The Village Summit Dining Commons in Joe Frank Harris. The lunch buffets will be held from 11:00am-2:00pm on Wednesday and Thursday; and from 11:00am-1:30pm on Friday. Ticket purchases (\$15.50/person, \$7.75 for children 12 & under, free for children 5 & under) and limited reservations for 11:00am may be made online starting November 1<sup>st</sup>. This year, the "Winter Wonderland" themed event will also feature a dinner buffet from 5:30pm – 7:30pm on Thursday, December 12. Tickets for the dinner buffet, which become available on November 1<sup>st</sup>, are limited and must be [purchased in advance](#) as dinner tickets will not be sold at the door. Complimentary parking will be available at the East Campus Deck during both the lunch and dinner buffets.

So come dine on Cook's Holiday favorites like carved roast beef and scrumptious shrimp and grits while enjoying the cheerful holiday sounds of a live string quartet. Then, let the array of woodland themed holiday décor and a visit to this year's 6ft log cabin gingerbread house complete your experience.



## Immigration and Security Compliance

In the previous legislative session, the Georgia General Assembly passed legislation that expands the Georgia Security and Immigration Compliance Act (O.C.G.A. 13-10-91). The law requires that any "public employer shall not enter into a contract for the physical performance of services" wherein the labor or services exceed \$2,499.99 unless the contractor signs and submits a notarized E-Verify affidavit. Additionally, the law requires an annual report of these transactions. This report will be submitted on behalf of the University by the Procurement Office to the Georgia Department of Audits and Accounts.

While the new law went into effect on July 1, 2013, UGA delayed full implementation until such time as a working group composed of school/college/unit fiscal leaders could convene with the Procurement Office to discuss implementation impacts or issues and identify a course of action that mitigates the administrative burden associated with these requirements. To comply with the requirements of the law, policies and procedures were modified. Details of the changes are available on the Procurement website under the E-Verify Compliance link.

If you have any issues or concerns related to this topic, please [email](#) Annette Evans.

## Spotlight on the Arts

UGA's [Spotlight on the Arts](#) festival is being held November 7-15 and is designed to highlight the "many opportunities for members of the university community and audiences from throughout the area to participate in and enjoy the arts." This year's festival includes theater and dance performances, art exhibits, a four-day film festival, a "dirty book" sale, and more!

## In the Next Issue:

- **F&A Recognition Week Event Dates**
- **HSC Phase V Renovations**
- **Faculty/Staff Golf Clinic**
- **New Housing Facility on Wormsloe Property**

## New Forestry Building

This summer, the Office of University Architects completed a new 9,800 square foot facility at the Whitehall Forest Campus. The facility provides 27 offices, a multi-use conference room, a dry lab and a wet lab, which are all available for use by Warnell School of Forestry researchers. A second phase of this project will provide parking spaces and a shelter for research vehicles on a site adjacent to the new building. Phase II is currently in design and construction is expected to be complete in the spring of 2014.

This new facility is surrounded by the Whitehall Forest, which covers approximately 840 acres in the Piedmont region of Georgia. Located in both Clarke and Oconee Counties and approximately four miles from downtown Athens, the site is a mixed pine-hardwood forest. The property is bordered on the north by Whitehall Road and on the east, south and west by the Oconee River.

## Operation Safe Drive

To ensure safe travel during the upcoming holiday season, Operation Safe Drive will be held Tuesday, Nov. 12 from 10 a.m. to 2 p.m. in the parking lot of the Tate Student Center.

All UGA card holders—faculty, staff and students—will be able to receive free services such as fluid level checks, belt and hose assessments, wiper blade inspections and tire pressure checks for their vehicles.

Operation Safe Drive is sponsored by UGA Parking Services, Campus Transit, Food Services, Sustainable UGA and the Facilities Management Division.



## Environmental Safety Division Launches New Website

The UGA Environmental Safety Division (ESD) recently launched a new and improved version of the [division's website](#). The new site represents a partnership between ESD and Information Technology Outreach Services (ITOS) which assisted with the overall design and is hosting the site. According to Bill Megathlin, IT Director for ESD, several advantages will be realized by placing the ESD website on the ITOS server, including:

- Improved backup capabilities and system security,
- Improved system reliability, and
- A more user-friendly interface.

The new user interface makes it much easier for ESD to update the website without the need for complicated HTML edits. Additionally, by reorganizing the old site, information is easier to find. Questions and comments concerning the ESD website should be directed to [Bill Megathlin](#).

## Contact Information

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

[Auxiliary Services](#)

[Budget Division](#)

[Environmental Safety](#)

[Facilities Management](#)

[Human Resources](#)

[University Architects](#)

[University Business and Accounting Services](#)

## New Director of Energy Services

The new Director of Energy Services for the Facilities Management Division, David Spradley, spent 26 years in the private sector manufacturing arena before coming to UGA. During this time, he managed large capital projects including the expansion of existing facilities and the construction of new plants. He has directed both Engineering and Maintenance departments, and for eight years was president of his own engineering consulting firm.

In 2007, David accepted the position of Energy Engineer in the Energy Services Department of UGA's Facilities Management Division. In 2008, he became the Assistant Director of Energy Services. During his tenure as Assistant Director, Mr. Spradley helped to manage \$6 million in Federal Stimulus ARRA funding for energy-saving projects on the UGA campus. This July, he was promoted to Director of Energy Services.

He holds an associate's degree in Science, a bachelor's in Electrical Engineering Technology, and a master's in Business Administration. Mr. Spradley is also certified as an Energy Manager (C.E.M.) by the Association of Energy Engineers.

David says he very much enjoys working in a large campus environment as there are so many opportunities to increase utility efficiency and decrease our consumption of energy and water. He is pleased to see such strong support of conservation from the university community. "Each and every day is an adventure in how we can do better at conserving energy and our natural resources, and we all can contribute to these goals."



*David Spradley*

## The Niche

Food Services' newest dining commons, [the Niche](#), located in Scott Hall on the Health Sciences Campus experienced a very positive opening. A great addition to four well-known dining commons at UGA, the Niche is set apart by its upscale menu of fresh, cooked-to-order items, rich gelato and local Jittery Joe's coffee. The 100 seat facility currently sees approximately 300-350 customers a day. Students may use their meal plan to dine at the Niche and guests are welcome to pay the cash price for a meal (\$9.00 for breakfast; \$11.25 for lunch). Hours of Operation are Monday-Friday from 7:00am-2:30pm.



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**Holiday Payroll Schedule**



As is customary, the deadlines for processing payrolls are earlier than normal in November and December in order to ensure that pay checks will be ready before Thanksgiving and Christmas holidays.

The deadlines for payrolls during that time period are:

<u>Pay Type</u>	<u>Pay Date</u>	<u>Pay Period</u>	<u>Personnels/Timecards Due to Payroll</u>
Salaried	11/27/2013	11/20/2013	11/21/2013
Hourly	12/06/2013	11/27/2013	12/02/2013
Salaried	12/13/2013	12/04/2013	12/05/2013
Academic	12/13/2013	12/13/2013	12/06/2013
Hourly	12/20/2013	12/11/2013	12/10/2013
Monthly	12/23/2013	12/31/2013	12/12/2013
Salaried	12/23/2013	12/18/2013	12/12/2013
Hourly	01/03/2014	12/25/2013	12/16/2013

**New Transit Website & App**

Finding your way around UGA is now easier than ever thanks to Campus Transit’s [new website](#) and mobile features which allow UGA bus riders to view live bus routes from their desktop computers and mobile devices. Featuring a new map tool, the site allows users to view Campus Transit routes, find bus schedules by clicking on bus stop icons and see in real time where each active bus is currently located on its route. The new site and map have been beneficial as they allow transit riders to more accurately gauge when the bus they need will arrive at the campus bus stop closest to them.



**Finance and Administration Movie Night!**



On Friday, December 6, Finance and Administration (F&A) will again be hosting a free movie night for F&A employees and their guests. By popular request, this showing will be a “date night” movie screening of *The Vow*, starring Rachel McAdams and Channing Tatum.

Admission is free, as is parking in the Tate Center Deck, and each guest will receive a complimentary popcorn and soft drink. Candy will be available for purchase for \$1.00 each.

F&A staff members must RSVP to attend, and tickets are first-come, first served. Please [email](#) Caroline Griffith in the Office of the Vice President or call (706) 542-1361 to reserve your seats.

All F&A staff members and their dates (or other family members!) are invited to attend, but please keep in mind that this movie is rated PG-13.