



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Vice President for Finance and Administration

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UGA Awards Sustainability Grants to Fund Student Projects

The University of Georgia Office of Sustainability has awarded \$28,000 to fund nine interdisciplinary student projects through its annual Campus Sustainability Grants Program. The program, funded by student green fees, provides financial and staff resources to implement student-initiated projects that further the University's sustainability goals.

Since its inception in 2010, the Office of Sustainability has awarded a total of \$87,000 to fund twenty-six student-initiated sustainability projects at UGA. The program is a great way for students to learn valuable grant-writing skills and to make a tangible difference on campus and in the local community.

"The Campus Sustainability Grants Program provides opportunities for learning by doing," said Kevin Kirsche, UGA's director of sustainability. "It's a pleasure to work with such bright UGA students from diverse academic backgrounds and to help them implement innovative ideas from concept to completion."

This year, the Office of Sustainability received 27 well-developed project proposals from students in various academic disciplines from agriculture and ecology to engineering and international affairs. A selection committee of students, faculty and staff made the final recommendations for projects to be awarded in 2014. All nine awarded projects align with UGA's 2020 Strategic Plan to promote stewardship of natural resources and advance sustainability research, education and service at UGA and beyond.

[Recipients of the 2014 Campus Sustainability Grants](#) include public bicycle repair stations, a composting program in a residence hall, solar charging stations for personal electronic devices, and many more.

Visit UGA's Office of Sustainability's [webpage](#) for more information on campus sustainability grants and other initiatives.



One of last year's Sustainability Grant winners was the "UGArden Solar Recharge Station."

Campaign for Charities Exceeds \$400,000 Again



For the eighth consecutive year, donations from the UGA community to the Campaign for Charities have topped \$400,000.

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 \$402,000 was raised in the 2014 campaign entitled "Give Today, Change Tomorrow", with nearly one in five UGA faculty and staff members participating.

UGA President Jere Morehead and Athletic Director Greg McGarity (this year's honorary Campaign chair) described the donation total as "an impressive demonstration of our commitment to our community."

Operation Safe Drive Wrap-Up

Parking Services hosted their annual Operation Safe Drive this past November. Faculty, staff, and students were able to have free vehicle and bicycle inspections before hitting the road for the holidays.

Click [here](#) to see a recap of this service day.



UGA Observed Severe Weather Awareness Week

Be a "force of nature" by knowing your risk, taking action and being an example in your community. From tornadoes to lightning to floods, Georgia is susceptible to a variety of natural disasters. Severe weather is dangerous and can strike with very little warning, which is why it's important to get ready in advance.



During severe weather, emergency workers might need at least three days to open roadways and restore utilities. If you are prepared to survive independently, it not only helps your family, it also frees up resources to quickly deal with the most urgent threats.

Each day in Severe Weather Awareness Week (SWAW), which ran February 3-7, focused on a different type of threat faced by Georgians. The Office of Emergency Preparedness is encouraging all residents to take a few minutes to learn about how to deal with each emergency situation on their [website](#) or the Ready Georgia [website](#).

The SWAW activities began with Family Preparedness Day on February 3. OEP encourages households to program their National Oceanic and Atmospheric Administration (NOAA) Weather Radios and create a Ready Georgia profile, which allows you to create a customized checklist of emergency supplies and a tailored family and/or roommate communications plan.

On February 5, a statewide tornado drill was issued by the National Weather Service and SWAW events focused on tornado safety. Other observations included thunderstorm safety, lightning safety and flood safety.

Another valuable new tool for Georgia residents is the Ready Georgia smartphone app. Scan the QR code to download this free app for either iPhone or Android devices, and get mobile access to a variety of emergency preparedness tools.



QR code for Apple



QR code for Android

Policy Change for Naming Facilities



In order to reflect October 2013 revisions to a University System of Georgia Board of Regents' policy on Place Naming, the "Naming Facilities" section of the Finance and Administration Policy Library (FAPL) has recently been updated. The revisions to FAPL provide an overview of the policy statement and reflect the institutional level procedures that must be followed for naming not only facilities, but interior spaces as well as Colleges or Schools at the University.

Links to [forms](#) for each category of Place Naming opportunity are provided within the policy library.

New Insurance and Claims Manager

With more than 24 years of insurance and claims experience, Vance Silcott joined UGA in November as the new Insurance and Claims manager. Vance is responsible for handling all claims and insurance matters for the University.

Vance began his insurance career in Wellesley Massachusetts, where he worked as an underwriter and a claims adjuster. He later moved to California as a regional sales executive in the Central Valley area. Following his years on the west coast, Vance came to Georgia and worked here for several insurance companies as an adjuster, supervisor, and Claims manager. Vance currently holds his Adjuster's licensure in several states.

Prior to his insurance career, Vance spent seven years in active military duty and 13 years as an Equal Opportunity Advisor in the United States Air Force Reserves. He also worked directly with the General's Office to investigate claims of discrimination and sexual harassment and provided education on drug and alcohol prevention. During Vance's military career, he earned several awards, including achievement, accommodation and meritorious service medals.

Vance is an alumnus of Bellevue University in Nebraska, where he earned a Bachelor of Arts degree in Business Administration with a minor in Computer Science.



Vance Silcott

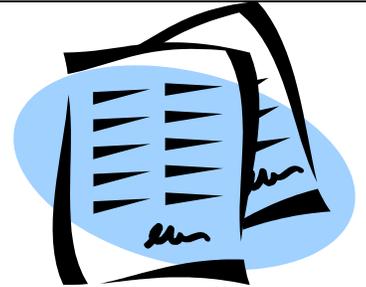
UGA Emergency App

A UGA Emergency App is now available for free from both the iTunes App Store and Google Play. This app has information on student emergency procedures, faculty/staff emergency procedures, and international travel safety tips. Scan the QR code to download the app today.



Open Enrollment Update

Nearly 99% of all health-insured employees fulfilled the requirement to use the MyBenefits@UGA system and confirm their tobacco use and benefits choices during open enrollment and more than 8,000 faculty and staff members designated their life insurance beneficiaries. This provided Human Resources with the most reliable and up-to-date information in several years, which will allow them to better serve these insurance holders.



To achieve this high level of participation, Human Resources created teams to visit most schools, colleges, and administrative units on campus to make them aware of the Board of Regents' tobacco use requirement. Selected individuals in those units helped encourage the employees in their organizations to meet the deadlines. In addition, an "ACT NOW" logo was created and used on signs around campus to bring attention to the open enrollment period.

Credit for the success of the open enrollment period goes to not only benefits staff, but staff throughout Finance and Administration who volunteered to help contact departments, and HR partners in all areas of the University who encouraged those around them to act. Thank you to everyone for lending a hand to make sure the University was successful in this endeavor.

New User Interface for UGA mart

UGAmart is transitioning to "Phoenix," a new user interface. The Phoenix user interface offers a streamlined approach to enhance the user's navigation experience. The main difference in the Phoenix interface is in the menu structure. Most menu items have been moved from the top of the page to a new "slide out" menu located on the left side of the screen. Several new features have also been added to the new interface such as bookmarks, in-app notifications, and express checkout. Instructions on how to change to the new interface, as well as information regarding the new features, can be found in the "[Convert to Phoenix: See What You Are Missing!](#)" document found in the UGA mart message center.

UGAmart training documents are being updated to reflect screenshots from the new Phoenix interface. [Training videos](#) using Phoenix have also been added to the message center. Additionally, Procurement is offering an opportunity in February for users to learn about the new interface. You can register for the "UGAmart: New User Interface" session through [Training and Development](#).

Procurement recommends that users migrate to the new interface as soon as possible to allow adequate time to become familiar with Phoenix before the mandatory conversion on February 28. At that time, the old user interface will no longer be available and all users who have not already made the switch will be automatically moved to Phoenix.

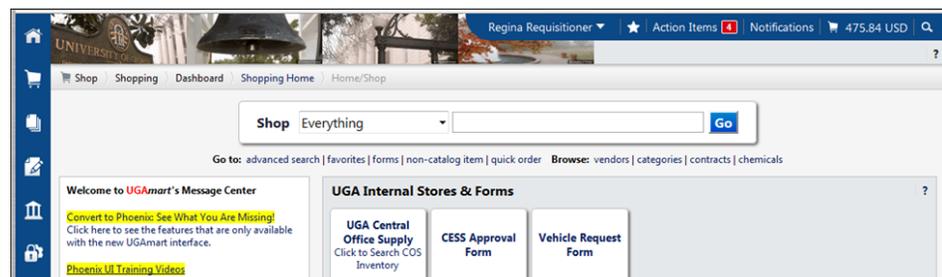


Image of the new "slide out" menu that appears on the left side of the screen

Wormsloe Plantation

The Office of University Architects is in the midst of designing a new cabin/dorm facility for the Wormsloe Plantation near Savannah. This 15.5 acre site was recently donated by the Wormsloe Foundation, Inc. to the College of Environment and Design via the Board of Regents.

[The University of Georgia Center for Research and Education at Wormsloe](#) will be used to conduct environmental history research and educational activities onsite. One of UGA's responsibilities to support this mission includes the construction of a \$300,000 educational housing facility to be complete within the first 30 months of UGA's possession of the land.

This will be the first of five new buildings planned for the site. Once the site is fully developed, the new facilities will provide housing for up to 20 research fellows at a time, offer lab and administrative space and include a 40-person classroom.

UGA Medical Reserve Corps

The University of Georgia has a brand new Medical Reserve Corps (MRC). The MRC is a national volunteer organization under the Citizen Corps and is a sister organization of the [Community Emergency Response Team](#). Major emergencies can overwhelm the capabilities of first responders and the healthcare community, particularly during the first 12 to 72 hours, but having pre-identified, credentialed medical volunteers can provide a community the vital capacity needed during this critical period. The Medical Reserve Corps allows for volunteers to pre-register, receive training and effectively activate should a disaster occur.



The UGA MRC is co-directed by the [Office of Emergency Preparedness](#) and the [College of Public Health](#). In an emergency, the UGA MRC will provide support to organizations in Clarke County and on the UGA campus that request assistance with mass dispensation of medication, triage, and post-event medical education and follow-up. Additionally, volunteers can participate in campus and community health and preparedness education and outreach opportunities. Both medical and non-medical volunteers are invited to participate in the unit.

The first meeting of the UGA MRC will be February 18 from 6:30 pm to 8:30 pm. If you are interested in signing up as a volunteer, visit the [MRC website](#) for instructions on how to register. If you have additional questions about the UGA MRC, contact the directors [Nina Cleveland](#) (706-542-3648) or [Noelle Broadnax](#) (706-542-1289).

Cook's Holiday: By the Numbers

Over 2,800 customers were served during Food Services Cook's Holiday event which featured a new dinner on the second night of the three-day holiday meal. Food Services has hosted this event for the past 27 years and the tallies below offer positive proof of the meal's popularity.



Entrees:

688 lbs. Black Oak Ham
288 lbs. Smoked Turkey
900 lbs. Roast Beef
200 lbs. Salmon - Wednesday
160 lbs. Pork Loin - Thursday
350 lbs. Shrimp (for Shrimp and Grits)
400 pcs. Chicken - Friday

Desserts:

1268 Spice Cake Petit Fours
1964 Fresh Berry Tartlets
1344 Cheesecake Pops
1288 Fig Bars
1641 Mini Red Velvet Cup Cakes
1299 Pumpkin Pie Tartlets
1590 Flourless Chocolate Torts

In the Next Issue:

- **Tift Building Renovations**
- **Staff Appreciation**
- **Opening of New Dining Facility**

New Bookstore Manager

Matt Hanson is a newcomer to the University of Georgia as the University Bookstore's new manager. Initially joining Follett 11 years ago, Matt started as a temporary associate at the University of Nebraska — Lincoln while pursuing his Business Management degree. He continued to take on additional responsibilities, serving in the accounting department and eventually as customer service manager. After graduation, he accepted his first store manager position at Colorado College—a small private school in Colorado Springs. His next opportunities took him to the University of Nebraska Kearney and most recently the University of Northern Colorado. Matt says that each position presented new challenges and new opportunities, contributing greatly to his overall experience in retail management. Speaking of his new role at UGA, Matt says, "The University of Georgia is one of Follett's largest bookstores and a great opportunity that I have been working towards since my first day with the company. It is an honor to be a part of such a prestigious University community, and I look forward to building new relationships and continuing to grow in my new role".



As Matt settles into his new responsibilities at UGA, he will continue building a strong management team that is always focused on enhancing campus relations and customer service levels for the entire University of Georgia community. He notes, "We're here to serve as the one-stop shop for students, parents, alumni, fans, faculty, staff and the local community". Matt also sees a lot of potential with the University Bookstore. With several enhancements in the works, he looks forward to sharing more details with the campus. One example is a store renovation taking place this summer, which aims to improve the customer shopping experience with a design that accommodates expanded product assortments.

While away from work, Matt has enjoyed seeing the local attractions in Athens and the surrounding area. As the proud owner of two dogs, he typically finds different parks every weekend to go out and play (weather permitting)! He has attended a handful of athletic events and looks forward to getting more involved as he settles into his new surroundings.

UGA Community Emergency Response Team

The UGA Community Emergency Response Team (CERT) program started in the Fall of 2008 and is now about to begin its 16th class on February 20. The UGA CERT program educates the campus community (faculty, staff and students) about disaster preparedness and trains them in basic disaster response skills such as fire safety, light search and rescue, team organization and disaster medical operations. This training allows the UGA CERT members the ability to assist in giving critical support to others in the event of a campus disaster. This training also better prepares them to respond to emergencies at home and in their own neighborhoods.

If you are interested in this free program please contact [Pete Golden](#) or go to the Office of Emergency Preparedness [website](#) for more information or to register for the Spring 2014 class.



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](#)

Timely Completion of Personnel Forms

On July 1, 2013, UGA implemented the new [University System of Georgia \(USG\) standards](#) regarding user account management for information systems containing restricted or sensitive data. Those standards include procedures to ensure that:



- (1) Employees who leave the University must have their access to systems containing restricted or sensitive information removed no more than 5 business days after the effective date; and
- (2) Employees who change departments within the University or change jobs within the same department must have their access to systems containing restricted or sensitive information updated to reflect their new duties within 30 days of the effective date.

The processes that provide support for these procedures rely on accurate and timely employee information in the Payroll/Personnel system. To assist with the process, personnel documents for employees who are new, changing departments or leaving the University should be completed in a timely manner.

Fiscal Administration Certificate Training Series

The Fiscal Administration Certificate Training Series (FACTS), designed for faculty and staff with fiscal responsibilities, is currently in its inaugural year. The first FACTS cohort will finish up with their core sessions in February and will be working on their FAST- and GRASP-track classes between January and August. Topics covered in the core include Acquiring Goods and Services, Accounts Payable, Travel, Insurance and Claims Management, Cash Deposits and Cash Activity, UGA Foundation Overview, UGA Research Foundation Overview, Budgets, Ethics, Customer Service, Accounting, Payroll, and more. The series has received positive feedback, and planning for its second year has already begun.

The next FACTS cohort will begin in September 2014. Please visit the FACTS [webpage](#) for more information on the series, course descriptions, and the application. The application process will begin in February 2014. An announcement will be sent to campus at that time. Please contact [Crystal Rogers](#) for more information.



The inaugural FACTS cohort consists of 25 University employees: Paula Alexander (Education), Georgi Austin (CAES), Betty Blum (Health Promotion & Behavior), Sarah Fraker (Terry College), Kathy Hines (FMD), Amy Hurst (Health Promotion & Behavior), Evonne Jones (Online Learning), Shannon Kennedy (Plant Biology), Jason Long (Speech Communication), Jane Magrino (CCRC),

Jennifer Matthew (Vet Med), Christy Morris (Vet Med), Cabe Mottley (Vet Med), Stephanie O'Kelley (Vet Med), Ginger Parker (FACS), Brooke Rooks (Grady College), Angela Sparacello (OVPR), Mellisa Stoker (SBDC), Cheryl Summers (Sea Grant), LeGail Tudor (Biochemistry & Molecular Biology), Cynthia Walker (CVIOG), Sam Waychoff (CAES), and Brenda Yuhas (Anthropology).

Newsletter Editorial Committee

Allison Harper
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Budgets

Wes Kolar
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Clayton Wilcox
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Accounting Services

Designer:
Caroline Griffith
Office of the Vice President
for Finance and Administration

Editor:
Brett Jackson
Office of the Vice President
for Finance and Administration

Health Science Campus Renovations – Phase V

The forthcoming fifth phase of the UGA Health Sciences Campus renovations will consist of an update/restoration to approximately 6,700 square feet of space within the historic Carnegie Library. This building, listed on the National Register of Historic Places since 1975, was originally constructed by a gift from philanthropist George Foster Peabody to the Andrew Carnegie Fund. The facility served as the library for the State Normal School from 1910 until the property transferred to the Navy Supply Corps School (NSCS) in the mid-1950s, after which it served as the NSCS museum. It is anticipated this renovation will address building accessibility and building system deficiencies, as well as provide needed cosmetic improvements to the interior space. Once complete, the library will serve the HSC community as the host to an online library and student study center.

The former Navy Supply Corps School grocery store, the Commissary Building, is also scheduled for renovations this summer. The project includes approximately 13,500 square feet of space and, once complete, will function as the new location for the Institute of Disaster Management (within UGA's College of Public Health) as well as clinical space for UGA's multi-disciplinary Obesity Initiative. The Institute of Disaster Management is currently located on UGA's main campus and the clinical space for the Obesity Initiative is a new provision for the University.



The historic Carnegie Library building, built in 1900.

SACUBO Best Practices

For the fifth consecutive year, the University of Georgia has been selected as a finalist in the best practices competition sponsored by the Southern Association of College and University Business Officers (SACUBO).

UGA's 2014 honoree is the Office of Information Security for the development and phased rollout of the ArchPass. In partnership with the members of ASAC, the initial phase of the ArchPass established two-factor authentication for certain systems with restricted data.

F&A Nominations Now 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 clients outside 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 webpage](#).

The deadline for nominations is March 28. Winners will be recognized at the [Finance and Administration Recognition Ceremony](#) on May 14, 2014.



Free Faculty/Staff Golf Clinics

Swing into spring with free golf clinics from the [UGA Golf Course](#). Free golf clinics debuted to the University this past fall and were such an enormous success that clinics for both faculty/staff and students are scheduled for this semester. The faculty/staff clinics will be held on March 6th, 20th and 27th from 5:30-6:30 p.m.

The fall clinics, a first for the UGA Golf Course, focused on golf fundamentals including putting, chipping, pitching, and the full golf swing. Over 45 faculty and staff participated to further develop their game. More information can be found on the Golf Course website or their [Facebook page](#). [Sign up for emails](#) that clue you in to these important dates as well as golf specials and events.

