



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Senior Vice President for Finance and Administration

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In This Issue

- Car Travel Regulations
- Background Checks
- Voluntary Benefits Enrollment
- FY 2010 Budget Development Schedule
- New Safety and Loss Control Requirements
- Physical Plant Goes "Lean"
- PPD Apprentice Program
- UGA CERT
- Medical Preps
- Relocation and Moving Expense Clarifications
- Purchasing Food with Institutional funds
- RecycleMania
- F&A Merit Awards
- Green Cleaning FAQs
- Get Healthier in 2009
- Campus Transit News
- And much more!

Electronic W-2s Now Offered to All UGA Employees

A pilot project allowed limited testing of UGA's new electronic W-2 distribution system this year and, based on its success, electronic delivery of the W-2 form is now open to all UGA employees.

The W-2 forms are available on the [Self-Service Web site](#). Electronic delivery is optional, yet in order to realize cost savings for the University, employees are encouraged to consent to electronic delivery of their W-2.

Employees who sign up for electronic delivery will not receive a paper copy of their W-2s during the initial distribution; however, a paper copy can be obtained later if needed. Signing up for electronic delivery provides the following benefits:

- receipt of your W-2 up to one week earlier than paper forms are printed;
- less risk of your W-2 being lost or stolen, reducing your exposure to identity theft; and reduced time and cost to UGA for printing, sorting and distributing W-2s.

If you would like to receive your W-2 electronically, log in to the [Self-Service Web site](#) and select "My Paychecks & W-2s." Instructions for electronic delivery can be found at the bottom of the "My W-2s" page.

"We think that employees are really going to like the convenience of online W-2s," said Associate Controller Bob McGee. "The W-2 that is downloaded from this site is acceptable to the IRS for use in filing your taxes, even though it is printed on your paper supply instead of a custom-designed form. Also, prior year W-2s dating back to 2005 are available through the Self-Service Web site, and these can be useful for mortgage applications and other purposes."

If you choose not to receive your W-2 electronically, you will not be able to access your W-2 electronically until the paper copies are distributed to your department.

NOTE: Employees who do not have access to a computer or who do not wish to obtain their W-2s electronically will continue to receive a paper W-2 through their department. This W-2 will be available at approximately the same time as has been the case in prior years. The electronic W-2 is available more quickly because the Payroll Department does not have to print, sort and distribute the W-2, a process that can take several days because 26,000 forms are produced.

If you have any questions, please contact Julie Camp in Payroll at 706-542-3431 or jcamp@uga.edu.

Summary of Benefits Open Enrollment Health Choices

Employees

Type of Plan	2008	2009
Indemnity	1270	302
PPO	4882	5230
Blue Choice HMO	2188	2708
Kaiser Permanente HMO	n/a	10
HSA PPO	175	315

Retirees

Type of Plan	2008	2009
Indemnity	2554	1063
PPO	1385	2858
Blue Choice HMO	43	59
HSA PPO	7	23



New Regulations Impact Car Travel

State employees are now required to evaluate the most cost-effective mode of transportation when driving by car on official state business. The State of Georgia's new rental car agreement with Enterprise Rent-a-Car can be a valuable part of this assessment.

Enterprise Rent-a-Car holds the statewide contract for travel within Georgia. The contract has two major implications for faculty and staff:

- For in-state travel, you must now evaluate the cost of using a rental car from Enterprise versus the cost of using a UGA fleet vehicle or a personal vehicle. For out-of-state travel, the cost comparison would be among a UGA fleet vehicle, a personal vehicle and the most advantageous rental vehicle available that meets your needs. Please note that this cost analysis is only one factor that faculty and staff are to consider in determining which, in your judgment, is the most practical and advantageous form of travel.
- Enterprise is the sole car rental provider that may be used for in-state travel. National Car Rental has contracted with the state for out-of-state car rentals, but this is not an exclusive agreement. In cases of better pricing or availability, other car companies may be used.

To assist you with cost analysis, Enterprise has developed a [Cost Comparison Tool](#) which compares the cost of renting a car from Enterprise versus the cost of using your personal vehicle; however, the tool does not consider the cost of using a UGA fleet vehicle. If a UGA fleet automobile is available, include its cost in your overall comparison of all three forms of transportation and use the vehicle which provides, in your judgment, the most practical and advantageous form of travel. Current rental rates for UGA fleet vehicles are provided on the [Vehicle Rental Portal](#).

Due to the low negotiated rates in the state contract, a rental car frequently will be cheaper than mileage reimbursement for a personal car. The cost comparison tool will allow you to determine the most cost-effective mode of travel and to print a copy of the verification for documentation. **You are not required to submit a copy of this verification to Accounts Payable along with your travel reimbursement request.** However, as noted on UGA's travel expense statement, your signature certifies that the most advantageous method was used; the verification form should be retained by your department to support the decision in the event of an audit.

To help alleviate out-of-pocket expenses for travelers, Enterprise offers [direct billing](#) for UGA employees and guests of the University. Please allow 3-5 business days for processing.

The [Enterprise Informative Session](#) provides more details on Enterprise's partnership with the state. In addition, you can consult the [Enterprise statewide contract](#). If you are interested in attending an information session with Enterprise or have other questions, contact [Jennifer Collins](#). For other travel resources, see the [UGA Travel Web site](#).

Background Checks for P-Card Renewals

The UGA Background Investigation Policy and the UGA P-Card Manual were modified recently to align UGA policies with state rules governing purchasing cards (P-Cards).

Specifically, a background check, including a credit check, must be performed by Human Resources prior to the renewal of an employee's P-Card. Such checks were already being conducted for new hires into positions of trust, promotions to positions of trust or when an existing employee requested a P-card for the first time.



Per O.C.G.A. §50-5-83(b)(12), when an employee's P-Card expires and is requested to be renewed, that employee must have a background check, including a credit check, completed prior to the P-Card renewal date. This process at UGA will operate as follows:

- Approximately sixty (60) days prior to the expiration date of the P-Card, the cardholder will receive an email from the Procurement Office advising that the background investigation consent form needs to be submitted to Human Resources. The email will contain instructions pertaining to completion of the background check consent form and card renewal.
- If a background check reveals a misdemeanor and/or felony related to financial wrongdoing, theft or other acts of dishonesty, cardholder privileges will be terminated and notification must be sent by the Procurement Office to the state card program manager at DOAS. The actual background investigation report will not be provided to DOAS.
- A background check conducted on an existing employee as required by state policy could produce a result that has an adverse impact on the current employment of an employee, including potential termination. For example, failure to disclose information relating to conviction of a felony could be grounds for termination.

Due to O.C.G.A. §50-5-83(b) (12), the UGA Background Investigation Policy and the P-Card Manual have been modified. [Click here](#) to view the updated Background Investigation Policy, and [click here](#) to see a full summary of all other updates to the P-Card Manual. The [full version](#) of the updated P-Card Manual also is available.

Should you have questions about the changes to the P-Card Manual, contact P-Card administrators [Jill Haag](#) or [Lynn Stephens](#).

Background Investigation Recap

Human Resources began coordinating background investigations (BIs) on January 1, 2008. The University uses ChoicePoint as the third-party vendor for this process. Initially, BIs were performed on all new hires and employees being promoted to [positions of trust](#). During the year, the list was expanded to include P-Card holders and volunteers working directly with minors.

A 2008 summary: 4,598 BIs were performed with an average turnaround time of 5.5 days and an average cost of approximately \$29 per investigation.

Central Duplicating Turns the Big 4-0



Beth Weatherford, equipment operator, pulls a job off the folding machine.

Technology has certainly changed in the 40 years since Central Duplicating opened its doors in 1969, but its mission has remained constant: to provide high quality, economical duplicating and copy services for the University. One billion copies of exams, brochures and newsletters later, the department celebrates its 40th anniversary.

Read more about the history of Central Duplicating and the services it currently provides in the February 16, 2009 issue of [Columns](#).



Upcoming Enrollment for Voluntary Benefits

Campus communication soon will be distributed with details about four new voluntary benefits. Payroll deduction will be available for these benefits, but there is no employer contribution. After a special enrollment period is held this spring, the effective date for all new voluntary benefits will be May 1, 2009. Below are very brief descriptions of each.

Cancer indemnity insurance (AFLAC)

Benefits are paid only for covered persons who receive physician-prescribed treatment approved by the National Cancer Institute (NCI) or the Food and Drug Administration for cancer (unless stated otherwise) or an associated cancerous condition, as applicable.

Short-term disability (Boston Mutual)

STD insurance pays a portion of your salary if you are unable to work for a short period of time. Medical certification is usually required in order for benefits to be paid. This benefit often stops paying at the time long-term disability (LTD) benefits become effective.

Critical illness (Boston Mutual)

This plan pays a benefit in the event a covered employee is initially diagnosed with one of a specific list of critical illnesses (e.g., heart attack, cancer, stroke, organ transplant). Pre-existing exclusions may apply and medical certification (proof of diagnosis) is required. Spouse and dependent coverage is available.

Accident (AFLAC)

Accident insurance pays a specified amount of money in the event the covered individual sustains an accident (at home, work or anytime). The benefit paid from this insurance can be used at the covered individual's discretion.

FY 2010 Budget Development Schedule **TENTATIVE***

January – February:

- Budget conferences with deans and vice presidents for FY 2010 budget development

Mid-April – Mid-May:

- Schools/colleges/administrative units prepare individual budget development submissions via the WebDFS Budget Development System
- The Budget Office assists campus units in the budgeting and balancing of budget development information
- Review of all budget development information and preparation of internal reporting of budget development information

Last Week of May:

- Submission of final FY 2010 Original Budget to the Board of Regents for approval

June 9 - 10, 2009:

- Board of Regents meeting – review and approval of FY 2010 budget

**Please note that, due to the ever-changing economic outlook for the State of Georgia, the FY 2010 budget development schedule also is subject to change.*



New Bookstore Director

Jim Dwyer joined UGA on February 9 as the new store director of the University of Georgia Bookstore. Dwyer graduated from San Diego State University and has been with the Follett Higher Education Group for 10 years. Most recently he directed the bookstore operations for Claremont Colleges in California, a consortium of seven small colleges.

Dwyer replaces Jeremy Johnson, who left the bookstore in October. Follett ran the store with interim management while conducting a thorough search for a successor.

"Jim spent several days in Athens in an introductory capacity prior to his arrival, learning our store layout and assisting with our spring book rush," said Doug Ross, director of auxiliary and administrative services. "All signs indicate an easy transition."

Dwyer can be reached at jimdwyer@uga.edu or 706-542-7214.

New Safety and Loss Control Requirements

In keeping with a recommendation of the Commission for a New Georgia's Risk Management Task Force and a resulting state law, all state agencies will now be required to develop written loss prevention and control programs. These loss control programs will help the agencies—including the University of Georgia—to identify, assess and control risks and hazards that lead to potential losses.

The measures are part of Georgia's new Comprehensive Loss Control Program (CLCP), initiated by the Department of Administrative Services' (DOAS) Risk Management Division. DOAS Risk Management is the agency charged with administering the state's trust funds for Georgia's self-insurance programs.

According to DOAS Risk Management Services, more than 10,000 claims are processed annually, resulting in payments of more than \$100 million. Such claims include workers' compensation, damage to state vehicles and state property, as well as claims from individuals and groups seeking monetary damages from state agencies.

In an effort to reduce these costs, each state agency will now bear the burden for claims it experiences, including a potential financial impact (i.e., increased insurance premium, higher deductibles, etc.). George Stafford, associate vice president for auxiliary and administrative services, will coordinate UGA's CLCP program. He and his staff will be evaluating operations to devise action plans and implement strategies to reduce claims. Areas of particular emphasis:

- Workers' Compensation: Decrease the number of workers' compensation claims.
- Property Losses: Reduce the number of claims associated with water damage, burglary and employee theft.
- Auto Liability and Physical Damage: Reduce the number of at-fault accidents and the number of rear-end accidents.
- General Liability: Reduce harassment and discrimination claims and third-party claims because of operation exposures.

"We want to emphasize a risk management culture across campus," said Stafford. "In keeping with that goal, each employee will be asked to participate in various training programs as we promote a positive and systematic focus on safe work environments and practices. Safety pays, and together, we can reduce our losses."

UNIVERSITY OF GEORGIA
GOLF COURSE
"Where the Dawgs Play"

New GPS course navigation!
1-800-9-DOG-TEE
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Play a 4-some for \$120 or pay the University Rate per player, whichever is less (up to 8 players eligible for this offer). Offer expires 6-30-09.

Clip this coupon and present it to the golf shop. For golf course hours and location, visit the [UGA Golf Course Web site](http://www.golfcourse.uga.edu).

Innovative Programs in the News

Two innovative programs introduced by Finance and Administration—Green Cleaning and the F&A Fellows Program—have garnered the attention of the national press in recent months.



The Physical Plant Services Department's green cleaning program has been featured in six cleaning industry trade magazines, including claiming top billing as the cover story for the February 2009 issue of the International Sanitary Supply Association's print magazine. Here's a link to a December story in [American School & University Magazine](#).



The F&A Fellows Program, through which employees with high potential for advancement are selected to participate in a six-month rotation to two other F&A divisions, was the subject of a lengthy feature in the January issue of [NACUBO's HR Horizons e-magazine](#).

Physical Plant Goes "Lean"

Two work teams at the Physical Plant have recently undergone training in "Lean" process improvement and are now applying what they've learned to streamline production.

"A Lean enterprise essentially eliminates waste, which costs you resources but adds no value to the customers you serve," explained Operations and Maintenance Director Mark Duclos. "Leaders of a Lean organization are dedicated to developing a continuous improvement culture."

Many of the key principles of Lean were pioneered by Henry Ford and later honed by Toyota. Although the concept has been widely used in a variety of industries for many years, it is relatively new to higher education.

The Physical Plant organized a Lean overview session in the fall and arranged for trainers from Georgia Tech to conduct a more in-depth course for eight staff members in January. Those staff members, divided into teams of four, are now using the Lean principles to streamline classroom and lab renovations and to reduce time required to rebuild pumps.

The classroom/lab renovation team has developed a checklist to eliminate the need for multiple trips by shop representatives to gather information at a potential job location, and the pump rebuild team has performed a "5-S" to its work area. 5-S stands for "Sort, Set in order, Shine, Standardize and Sustain." This is a tool used to eliminate clutter from a work area, designate a place to store everything and move equipment to improve workflow.

If you think Lean principles could be helpful in your area, then contact [Duclos](#) for more information.



< Before



After >

Administrative Associates Earn Certification

Two UGA employees are among five from Athens to pass the Certified Professional Secretary exam and earn their CPS rating. Recipients are Tracy Coker of the Physical Plant's Construction Department and Terry Tripp of the Office of the Vice President for Research. For more on their accomplishment as well as photos, see the February 9 issue of [Columns](#).

To learn about the program or about professional development opportunities through the Athens chapter of the International Association of Administrative Professionals (IAAP), contact [LaVonne Goldschmidt](#), administrative specialist in the Physical Plant, who holds both the CPS and Certified Administrative Professional (CAP) designations.

Physical Plant Graduates First Two Apprentices

The first two graduates of the Physical Plant's apprenticeship program were recently certified by the U.S. Department of Labor and now have been promoted to permanent positions at the Physical Plant. Alan Pannell and Chris Whitehead were honored at a ceremony in December.

Physical Plant administrators introduced the program in 2006 in response to a recognized need for succession planning. The vast majority of Physical Plant's staff members in some trade areas—e.g. heating and ventilation, automotive and carpentry—have more than 20 years of experience. Thus, competent replacements will be needed to fill vacancies.

To learn more about the program, read the full account in the December 8, 2008 issue of [Columns](#). If you are interested in applying, contact [Reginald Woods](#), senior human resources manager for the Physical Plant.

UGA CERT Program Underway

The first class of University of Georgia students and employees has completed the UGA Campus Emergency Response Team (UGA CERT) training program, and a second cohort is now enrolled. CERT prepares non-emergency personnel to respond to emergencies on campus.

The seven-week program administered by the Office of Security and Emergency Preparedness (OSEP) in partnership with the Athens-Clarke County Fire Department teaches fundamental disaster response skills and practices that are useful on campus and at home. The UGA CERT is funded by a federal grant, and participation is open and free to UGA faculty, staff and students. Through weekly 2.5-hour meetings, participants learn about fire safety, disaster medical operations, light search and rescue, disaster psychology, terrorism preparedness and basic first aid.

Graduates of the UGA CERT program will have the opportunity to volunteer for emergency exercises, special events, drills, advanced training and potential large-scale emergency responses in order to better prepare the campus and community for disasters. UGA CERT classes are scheduled every semester. For more information visit [OSEP's Web site](#).



Shown are: (l. to r.) Operations and Maintenance Director Mark Duclos; Building AC Foreman Casey Westbrooks; Apprentice Graduates Alan Pannell and Chris Whitehead; AC Refrigeration Foreman Tommy Thomason; and Operations and Maintenance Assistant Director Jim Nielson.



Instructors teach CERT members the proper way to put out small fires. For many, this training offers their first opportunity to use a fire extinguisher.



HART on Standby for Hazardous Materials Response

The Environmental Safety Division's Hazard Assessment Response Team (HART) is a group of hazardous materials technicians who are on call 24/7, 365 days a year to respond to the release of chemical, biological or radiological substances. If you work in a lab and have a hazardous materials spill that is beyond the capability of your personnel to handle safely, please notify HART immediately.

Working hours:
706-542-5801

After hours and weekends:
706-542-2200
(Police Dispatch)

Need more information?
Contact Wes Kolar, UGA hazmat response coordinator, at 706-227-7276 or visit [HART's Web site](#).

Preparing for Medical Students

The Office of University Architects is currently renovating the Medical Partnership Building located on Williams Street for the anticipated arrival of 40 medical students in Fall 2010. The students—members of the inaugural class of the MCG-UGA Medical Partnership (a collaborative effort between the Medical College of Georgia and the University of Georgia)—will take classes here until permanent facilities are ready at the former Navy Supply Corps School campus on Prince Avenue.



Formerly known as the O'Malley's building ([click for more history](#)), this 36,845 square-foot site will provide ample space for the inaugural class of the fledgling program. The new teaching facility is located beside the North Oconee River, with the river actually flowing under a segment of the building. Other aesthetic features include the building's L-shape, which is three stories tall on the north/south wing and

four stories in height on the east/west wing. The exterior entrance will be revamped to include a terraced courtyard.

The new teaching facility will accommodate two 48-person lecture halls and 10 clinical skills classrooms as well as laboratories for gross anatomy, pathology and histology. The site also will house a medical library and faculty offices. The contractor is scheduled to achieve substantial completion by June 1, 2009. The accrediting body for medical education will conduct an initial site visit in April.



Architects' rendering of the completed Medical Partnership Building.



2009 Campaign for Charities Exceeds Goal

Many charities in the local community and elsewhere will receive a substantial helping hand from University of Georgia employees. This year, faculty and staff contributed a total of \$437,667.41 to the annual campaign, surpassing the goal of \$425,000.

"I am grateful to UGA employees who have allowed us to exceed our goal in this year's Campaign for Charities," said Rodney Bennett, honorary chairman of the 2009 campaign and vice president for student affairs. "The beneficiaries of our support will be better served throughout the year and beyond as a result of our giving."

The contributions were made by 2,438 faculty and staff members, representing 23 percent of the University's employees.

Relocation and Moving Expense Clarifications

The Board of Regents determined in October 2007 that relocation expenses may be paid by state institutions *in cases where the relocation expenses of a specific amount are part of the written offer of employment*. Relocation expenses that are not set out in the written offer of employment and are paid after the fact would constitute a gratuity and are prohibited.

In February 2008, the University's relocation and moving expense policy was published and distributed to campus. In July 2008, the Board of Regents added a new section, Section 5.3.7 Relocation Expenses, to the Business Procedures Manual (BPM) which provided additional clarification to the guidelines for payment of relocation and moving expenses. The University's [Relocation and Moving Expense Policy for Employees](#) can be found on the Finance and Administration Web site.

Purchasing Food with Institutional Funds

The Board of Regents updated its Business Procedure Manual in July 2008 to address the policy and procedure regarding the purchase of food in an effort to provide guidelines and clarification. UGA also updated the [University's administrative policies and procedures](#).

The Controller's Division has conducted two training classes on this topic at the Training and Development Center to assist departments and advisors/sponsors of student organizations in complying with the policy. In addition, staff members are available to address individual questions. For assistance, contact:

- Susan Manthey, Fiscal Compliance Officer, at smanthey@uga.edu or 706-542-6370
- Jennifer Collins, Accounts Payable, at jfinch@uga.edu or 706-542-2786
- Allison Davis, Accounting, at ahdavis@uga.edu or 706-542-1197

For questions specifically related to food for Student Activities, contact:

- Jerry Anthony, Campus Life, at janthony@uga.edu or 706-542-8514

DEMO DAY
at the UGA Golf Course Driving Range
Sat. APRIL 4th 10 AM - 3 PM
Sample New Products
Test Club Fittings

Titleist
Cobra
PING
BRIDGESTONE GOLF
NIKE GOLF

Storage Space Available

Auxiliary Services has storage space for lease at reasonable rates available in its Administrative Services Warehouse.

For more information, call 706-542-2768.



RecycleMania

The University of Georgia took home a bronze award in its inaugural entry into the national RecycleMania contest and has its sights set even higher in its second year of competition.

Over a 10-week period from January 18 to March 28, 2009, more than 500 schools from all 50 states and the District of Columbia, as well as several international locations, are competing in various categories measuring the success of their recycling and waste prevention efforts.

"UGA takes enough waste to the Athens-Clarke County landfill every 30 days to fill up a line of commercial trash receptacles stretching from the Arch to the Ramsey Student Center," said Andrew Lentini, UGA's recycling coordinator. "That is a lot of trash, and much of that trash is recyclable in our current program."

RecycleMania helps to raise awareness of the need and ease of on-campus recycling by students, faculty and staff. By framing recycling in competitive terms, it taps the same intercollegiate spirit that drives sports rivalries.

For more information, contact [Andrew Lentini](mailto:Andrew.Lentini@uga.edu) or visit gogreen.uga.edu/recycle.

Nominations Open for F&A Merit Awards

Do you know of a colleague or someone in a unit of Finance and Administration who is worthy of special recognition? If so, then nominate that outstanding individual for a Finance and Administration Merit Award.

The merit award categories are: Customer Service, Tough Dawg, Newcomer and Unsung Hero. [Click here](#) for descriptions of each.

Nominees must work in a division of Finance and Administration to be considered for an award, but they can be nominated by any campus colleague. Consult the [F&A organization chart](#) for a listing of the eligible units.

[Click here](#) for a nomination form and more information about the nomination process. Nominations are due on April 1, 2009, and the winners will be announced at the [Fourth Annual Finance and Administration Recognition Ceremony](#) to be held on May 12, 2009.



Protect Yourself Against Theft

The University of Georgia Police Department offers these common-sense tips to avoid theft and to keep you and the University's property safe.

- Do not open a building door for a stranger who does not have a key. Do not prop open a door either—and if you see one that is propped open, close it.
- Do not lend your keys or UGA ID to anyone.
- Do not leave items such as laptop computers or other electronics unattended.
- Lock your door when you leave, even if you are only leaving “just for a minute.” It only takes a thief a few seconds to take something from your room or office.
- At the end of each workday, all employees should log off their computers and lock their office doors.
- At home, do not hide spare door keys under flowerpots or doormats, inside an unlocked mailbox, over the doorway or in other obvious places.
- Conduct an inventory at your home: record the make, model and serial number of all property, and include the date of purchase and price.

Report individuals to police and management who appear to frequent your area without having a reason to be there. If you see someone sitting in a vehicle or hanging around outside who appears suspicious, do not approach them to ask what they are doing. Call the University Police at 706-542-2200.

Green Cleaning FAQs

Green cleaning has created quite a buzz at UGA and universities across the country. In October, the Physical Plant earned Cleaning Industry Management Standards (CIMS) Certification with honors for its green cleaning effort. But what does the concept really mean? Find out in this Q&A with Kim Thomas, PPD's assistant director of the services department.



North Campus custodial leaders proudly display the University's CIMS commendation. Shown are: (top row, l. to r.) Building Services Supervisors John Williamson, Myron Tucker and Henry Fanning; (middle row, l. to r.) Building Services Supervisors Dorothy Faust and Tracy Tillman and Training Specialist Deb Massey; (front row, l. to r.) Building Services Supervisors Susan Cabe and Janie Page.

Business Advisor: Why is UGA adopting "Green Cleaning"?

Thomas: Green cleaning is seen as an opportunity to offer UGA faculty, staff and students a cleaner, healthier environment, and that's beneficial for all of us.

Business Advisor: Are you simply changing the chemicals used to clean buildings?

Thomas: No, green cleaning goes far beyond the products used in a given building, although you can look in the restrooms in the North Campus Quad area and the new Lamar Dodd School of Art—just to name a few locations—to see the new “Green Seal” and “Environmental Choice” labeled products used in green buildings.

These products will be standardized throughout the entire campus. Green cleaning also includes the use of ergonomic cleaning tools to reduce worker contact with waste and harmful chemical agents; decrease cleaning expenditures, standardize inventory and centralize purchasing processes; demonstrate our commitment to workplace safety and improved indoor air quality; improve environmental hygiene by preventing cross-contamination of microbes into sensitive areas; and decrease the overall environmental footprint of the UGA PPD cleaning operations.

Business Advisor: How is green cleaning being implemented?

Thomas: The Services Department has established a transition timetable for implementing the “Green Corridor Program” throughout the campus. The process includes the establishment of a chemical inventory for all cleaning agents; identification of buildings for immediate transition; relocation of chemicals and/or equipment to a central location for clearance distribution; training of building supervisors, workers and facility staff about green cleaning techniques and the designated cleaning plan for each facility; establishment of the Bloodborne Pathogen Emergency Response cleaning team; and utilization of a computer software program to track expenses and daily cleaning schedules. We have also established a Green Restrooms plan for use in all new campus buildings and renovation projects. In March, we will introduce an option for “green” restroom odor management.

Contact Information

For more information about the work of the divisions of Finance and Administration, please select the division below, and you will be redirected to its Web site.

[Auxiliary & Administrative Services](#)
[Budget Division](#)
[Controller's Division](#)
[Environmental Safety](#)
[Human Resources](#)
[Physical Plant](#)
[University Architects](#)

Business Advisor: How do you select the green products to be used?

Thomas: Three points to consider when selecting specialty maintenance cleaning products: environmental impact, worker safety and product performance. The green products we've selected meet or exceed the U.S. Green Building Council's LEED-EB standards, the EPA's Design for the Environment certification and a host of other cleaning industry standards. All paper and tissue products also feature extremely high recycled content.

Do you have more questions about green cleaning? See <http://gogreen.uga.edu/>

Get Healthier in 2009

You may not realize it, but a number of nutrition and health services are offered at the University, and they're not just for students.

Nutrition Exposition. In honor of National Nutrition Month in March, UGA Food Services hosts a nutrition expo within the dining commons. Services include body assessments, Body Mass Index (BMI), body fat analysis, blood pressure, flexibility testing, hand strength, pedometer give-aways and nutrition tips from UGA Food Services' registered dietitian, Katherine Ingerson, RD, LD. The Nutrition Expo will be held from 11:30 am - 2:00 pm on March 2 at Snelling, March 3 at Bolton, March 4 at Oglethorpe, and March 5 at the Village Summit Dining Commons. Cost is \$9.65 for entry and includes lunch.

Nutrition Presentations. Free 30-60 minute presentations on a variety of health and nutrition topics are available to University staff during departmental meetings or luncheons. Lectures will be given by UGA Food Services Registered Dietitian Katherine Ingerson or by one of the student Peer Nutrition Educators she has trained. Contact Ingerson for more information by [email](#) or at 706-542-7313.

Food and Nutrition Publications. A wealth of health knowledge is available through the [Family and Consumer Sciences Cooperative Extension Web site](#), including publications on food safety, meal preparation, recipes, cooking tips, general health, special nutrition for disease, weight control and exercise, among other topics. Most publications are also available in Spanish.

Nutrition Information. The University Health Center offers nutrition education on its [Health Promotions Web page](#). Information includes general nutrition questions, nutritionally-related health concerns and eating issues.

Flu Shots. Available to staff by appointment four days a week at the Health Center usually beginning in September of each year. A valid UGA ID is required. Cost is \$25. Payment can be made by cash, check or debit/credit card. A receipt will be provided for insurance filing purposes if desired. For more information, call 706-542-5575.

Travel Clinic. The clinic offers travel health information and appropriate vaccinations to students, faculty, staff and the general public. Registered nurses provide consultations offering CDC-recommended immunizations, medical precautions, travel safety and tips on accessing emergency medical care. Information is provided on general health risks of travel, risks of contracting diseases related to international travel and methods of prevention including vaccinations. Consultations include an updated computerized report about health issues to consider while planning your trip and resources for maintaining your health while abroad. Appointments are necessary. For fee information or to schedule an appointment, call 706-542-5575.

In the Next Issue

- Development of an Active Shooter Response Video
- Major Campus Construction Projects Near Completion
- Physical Plant Online Work Request System

Newsletter Editorial Committee

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Office of the Senior Vice President

A Water Miser Wash System

You may have noticed that the campus buses looked quite dirty last year. That's because the governor banned the washing of all state vehicles in order to conserve water. Recently the ban was lifted, under the condition that every effort be made to minimize water use.

The vehicle wash system that has helped maintain the University's transit fleet over the years includes a water recovery system which allows about 90% of the water used in fleet washing to be reused. This system has been in place since the opening of the transit facility in 1994. An analysis of Campus Transit's water use shows that the operation only realized \$210 in water savings during the period of the washing ban.

"While every drop counts in the continuing drought, I think the relatively low value of the water saved demonstrates the impact and value of a water recovery system in good times and bad," said Ron Hamlin, Campus Transit manager. "We are pleased to be good stewards of the environment on a continual basis."



National Bus Operator Training Offered at UGA

The University's Campus Transit System hosted bus operator trainers from around the country in December for a course aimed at improving transit training programs. Ten agencies sent representatives, traveling from as near as Athens Transit to as far away as Burbank, California.

The Instructor's Course in Bus Operator Training is a four-day course offered by the federal Department of Transportation's Transportation Safety Institute. Each participant received a packet of materials to assist in creating a training program back at their home agencies.

In previous years, Campus Transit has sent trainers to attend this course, which is the foundation of its training program. However, with new staff members in training roles, Campus Transit Manager Ron Hamlin decided it was a good opportunity to refresh the program.

Campus Transit's bus operator training program is frequently cited for its quality and results. UGA bus operators consistently finish at the top in the state's annual bus safety competition.