



The Business Affairs Advisor

A Newsletter by Finance & Administration

Office of the Vice President for Finance and Administration

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Finance and Administration Website Improvements

In response to feedback and suggestions we've received from the UGA community, Finance and Administration (F&A) has modified its home page and related sites to help you find the resources you need on a regular basis. The first phase of changes has been released and, as detailed below, the site features a new feedback tool, revisions to organize information more succinctly, and additional information about ongoing business process improvements and other specific initiatives.

Feedback Tool – Throughout the F&A website, you will find a button labeled, "Give us Your Feedback." This feedback tool is a quick and easy way for you to alert us about support you need or suggestions or comments about the service you receive.

Website Organization – The F&A homepage www.busfin.uga.edu retains links to each division within Finance and Administration but now provides five distinct categories with expandable links to resource and informational materials.

New Web pages – Links to new Web pages have been added to inform you about key service improvement and enhancement initiatives as well as the progress on those projects. As new initiatives begin, that information will be added to the Web page.

Members of the UGA community are encouraged to take a moment to explore the new [homepage](#) and let F&A know about that experience. Adjustments and improvements are continually being made to the F&A website and your patience and feedback are appreciated.

[Give us your feedback](#)

Preparing for Winter Weather

Winter is coming. Last year, Athens experienced single-digit temperatures in early January, which caused major damage to residential and commercial buildings due to freezing water pipes. Here are some tips to prevent this from happening to you:

- If your lines do freeze DO NOT turn off the water at the street. That could lead to frozen lines in your yard, between the water meter and your house—a very expensive proposition.
- Open the spigots to help relieve pressure as ice in the lines melts.
- Do NOT try to use a hand torch on plastic or PVC pipe—only on copper and only if you have experience heating pipes. Too often people heat the pipes to the point where they begin to melt, causing an entirely different set of problems.
- To prevent freezing, turn the water on to a trickle – a slow but steady stream rather than a few drips per second.
- If the pipes run through a cabinet or vanity, leave those doors open to the surrounding heated air.

Food Services Offers 10% Discount



UGA Food Services now offers a 10% discount off the cash price at any UGA dining commons to UGA faculty/staff and currently enrolled students with a valid UGA I.D. This discount is valid at any of the five dining commons at UGA: Bolton Dining Commons, Oglethorpe Dining Commons, Snelling Dining Commons, The Village Summit, and the Niche (located on UGA's Health Sciences Campus).

Cash prices at each location before the discount are:

\$9.00 – Breakfast
\$11.25 – Lunch
\$15.50 – Dinner

Cash prices after the discount:

\$8.10 – Breakfast
\$10.10 – Lunch
\$13.95 – Dinner

For information on UGA Food Services, visit their [homepage](#).

Chancellor's Service Excellence Awards

The Chancellor's Annual Service Excellence Awards recognize and reward employees for demonstrating consistently high levels of performance while accomplishing normal job responsibilities. All 31 University System schools were invited to nominate individuals and teams that have demonstrated service excellence. Awards were given at the levels of gold, silver, bronze, and honorable mention. At the October 9 reception, the winners were announced and UGA is proud of its award recipients:



- Gold: J. Michael Floyd, retired Associate Vice President for Auxiliary Services
- Silver: Young Dawgs Program, Jim Geiser and the Young Dawgs team
- Silver: UGA Food Services Composting Program, Jeanne Fry, Director
- Silver: Parking Services Customer Response Team, Blaine Van Note, Parking Operations Manager
- Honorable Mention: Graduate Professional Student Archway Achieve Program

Business Learning Community: Correll Hall



The first building of the Business Learning Community, named Correll Hall in honor of Ada Lee and A. D. "Pete" Correll (BBA '63), Chairman Emeritus of Georgia-Pacific Corp., will be approximately 72,500 gross square feet and will house classrooms for graduate programs including the Master of Business Administration, Master of Marketing Research, and Master of Accountancy programs. In addition to case study, cluster, and flat flexible classrooms, there will be a graduate study commons, multiple project team rooms and student support spaces. Terry College of Business administration, including the MBA program offices and Career Management Center, the dean's and associate dean's offices and the Office of Development and Alumni Relations, will occupy office space on the third and fourth levels.

The building's design is targeting efficiencies in water usage (20% below targeted code baselines), in energy usage (22% below targeted code baselines), and in construction waste management (recycling a minimum of 75% of the site's byproducts.) A bioretention area will treat stormwater on-site in the Lumpkin Street landscape, and small green roofs are designed over projecting portico's to reduce stormwater runoff and improve interior views. The building's 100-year slate roof was donated by a Terry College alum, Larry Burns, of Commercial Roofing Specialties.

To view the construction in progress, click [here](#).

UGA Printing and Duplicating



In a continued effort to better serve the entire University community, UGA Printing and Central Duplicating are now one unit.

UGA Printing and Duplicating now offers offset and digital printing.

For more information, please contact Debi Huckaby by [email](#) or at 542-3198.

ArchPass System Creates Additional Security

Since the end of October, UGA personnel that are authorized to use WebDFS (Web-based Departmental Financial Systems) must use an ArchPass to access the system. WebDFS is an important online tool used for processing budget changes and approving personnel documents as well as developing budgets and generating reports. To protect sensitive data, UGA has implemented the use of two factor authentication which will involve use of a user's ID/password as well as an ArchPass code generator to access this system. Keeping data secure is the responsibility of all UGA employees and the ArchPass will be an important tool in assisting in this endeavor.

For more information, visit the EITS [webpage](#) regarding the ArchPass.

UGA Forms a New Medical Reserve Corps Unit

The [Medical Reserve Corp](#), or MRC, is a national network of over 205,000 volunteers who are committed to improving the public health, emergency response, and the resiliency of their communities. There are over 1,000 MRC units nationwide, and the UGA Medical Reserve Corps is one of the newest members of this volunteer organization.



UGA MRC meetings are held once a month for approximately one hour. Participation in the UGA MRC is open to UGA students, faculty and staff. Medical training is not required to be on the UGA MRC, only a desire to serve. MRC activities include free emergency response training and drills. For more information on the UGA MRC, please see their [website](#).



UGA's new Medical Reserve Corps Unit

Tobacco-Free UGA



All University System of Georgia colleges and universities became tobacco free effective October 1. At UGA, the "Let's Clear the Air" campaign encourages a safe and healthy environment for faculty, staff, students, and visitors. More information, including resources for tobacco cessation, can be found at www.uga.edu/tobacco-free.

UGA Exceeds Energy Challenge Goal

In 2008, former Georgia Governor Perdue launched the [Governor's Energy Challenge](#), committing Georgia's state government to reduce its energy usage by 15% by 2020 (from the 2007 energy levels). The University of Georgia has not only met those goals early, but has already exceeded them. As of the end of Fiscal Year 2014, UGA has reduced its energy usage by 15.65%, through a number of efforts:



- Insulation of over 100 steam puts throughout the underground steam distribution system
- Replacement and repair of leaking steam and condensate lines
- Construction and expansion of District Energy Plants #1 and #2, allowing for more efficient generation of chilled water and the retirement of less efficient coolers
- Installation of energy-efficient lighting updates to multiple buildings and parking decks
- Participation in energy conservation programs, such as the RTP power savings program in the summer and the Holiday Temperature setback program in the winter
- Construction of new, energy-efficient buildings (including the new Rutherford Hall) and renovation of others (such as Oglethorpe House)
- Programs and initiatives by the Office of Sustainability to change the behaviors of students, faculty and staff as they relate to energy conservation

This accomplishment is due to the help and participation of everyone in the UGA community. For more information, contact [David Spradley](#).

Spread the Word, Not the Flu

How can you be sure that you are protected from the flu? The most effective way to prevent the flu is to get the flu vaccine. Because the flu can occur as late as May, it is not too late to get your vaccine now. There are two types of vaccines available: a flu shot and a nasal spray. Your healthcare provider can help you determine which type is the best for you.



Vaccines are available at the University Health Center, local health departments, pharmacies and health care providers. Because influenza viruses change constantly, the vaccine is updated each year; therefore, vaccination is recommended every year. There are also a number of steps people can take to protect themselves from getting the flu:

- Wash your hands frequently and thoroughly with soap and water, or use alcohol-based hand sanitizers if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with your hands.
- Cover your cough and/or sneeze with a tissue or your arm instead of your hands.
- If you are sick, stay home from school or work.

In the Next Issue:

- **Campaign for Charities**
- **F&A Recognition Week Events**
- **Business Process Improvements Report**

New AVP for Auxiliary Services

Robert Holden recently joined the Finance and Administration team as the University of Georgia's Associate Vice President for Auxiliary Services. Prior to coming to UGA, he served as Director of Auxiliary Business Services for the University of California, San Diego and Director of Auxiliary Recharge and Contract Operations at the University of Alaska, Fairbanks .

Robert is an experienced leader with over 30 years of successful leadership in education and private industry, focusing primarily on auxiliary service program development, financial analysis, forecasting, and effectively engaging with students and other key constituents. He holds a master's in public administration from the University of Alaska Southeast and is a Certified Auxiliary Services Professional (CASP).



Robert's new responsibilities include the coordination and advancement of the University's Auxiliary Services Division. As Associate Vice President for Auxiliary Services, he will provide leadership and direction for seven Auxiliary Services operations, including UGA Food Services, UGA Parking Services, Campus Transit, the UGA Bookstore, Bulldog Bucks, the UGA Golf Course and Vending Services.

Finance and Administration extends its thanks to the entire search committee for the Associate Vice President for Auxiliary Services, which was chaired by Vice President for Student Affairs Victor Wilson.

Interim Golf Course Manager

Matt Peterson assumed the role of Interim Manager of the University of Georgia Golf Course in early November after the retirement of long-time general manager, Dave Cousart. Matt has a BBA degree in Management Science and played on the UGA Golf Team for four years. He then played golf professionally for fifteen years before joining the University in 2005 as the Pro Shop Manager, and was named Assistant Golf Course Manager in 2008.



Interim Director of Food Services

Beginning in November, Bryan Varin assumed the role of Interim Director of Food Services. Bryan received his degree in Political Science and Intercultural Studies from the University of Montevallo and then attended the New England Culinary Institute. He has served in a number of positions in both the administrative and operations areas within the Food Services Department since joining the staff in 2002, most recently as the Associate Director of Food Services for Meal Plan Operations.



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](#)

HR/Financial Systems Update

Since February, the University has been engaged in a process to collect and evaluate the expectations and high-level requirements of a future financial and HR administrative system. The eventual goal is to offer a modern system with web-enabled services that will improve business processes. With the in-depth report provided by the consulting firm Collegiate Project Services recommending a vendor-provided system and the widespread use of PeopleSoft by other institutions throughout the University System of Georgia, UGA will examine further the replacement of our legacy systems with a focus on PeopleSoft 9.2 as the preferred solution. As part of the next phase, Collegiate Project Services conducted additional interviews, focus groups, and surveys to identify specific requirements for the next generation financial and HR administrative system. It is expected a report will be provided to the project leadership team in December. For more information about the finance and HR administrative systems evaluation project, please visit the [project website](#) or contact Chris Wilkins by [email](#).

Bolton Opening

UGA Food Services opened Bolton Dining Commons on August 18, 2014 in what turned out to be a record breaking day with close to 10,000 meals served by closing time. Since its opening, the location has seen steady numbers of over 6,500-7,500 customers per day. The division has also seen record breaking meal plan sales nearing 8,700. Due to these service and sales results, UGA Food Services adapted their operational hours to better serve the needs of the campus. A complete list of hours can be found below:



The new Bolton Dining Commons

Bolton Dining Commons

Monday - Friday: 7:00 AM - 8:00 PM

Saturday: 8:30 AM - 8:00 PM

Sunday: 8:30 AM - 8:00 PM

Oglethorpe Dining Commons

Monday - Friday: 7:00 AM - 8:00 PM

The Village Summit

Monday - Thursday: 7:00 AM - 9:00 PM

Friday: 7:00 AM - 8:00 PM

Saturday: 8:30 AM - 8:00 PM

Sunday: 8:30 AM - 8:00 PM

Snelling Dining Commons

Opens Monday at 7:00 AM for 24 hour service until Friday at 2:30 PM.

The Niche (UGA's Health Sciences Campus)

Monday - Friday 7:00 AM - 2:30 PM

Business Affairs Advisory Forum

The most recent meeting of the Business Affairs Advisory Forum (BAAF) took place on October 23, 2014 at George Hall on the Health Sciences Campus. The BAAF meetings are a place for business managers throughout the University to discuss important issues and policies.

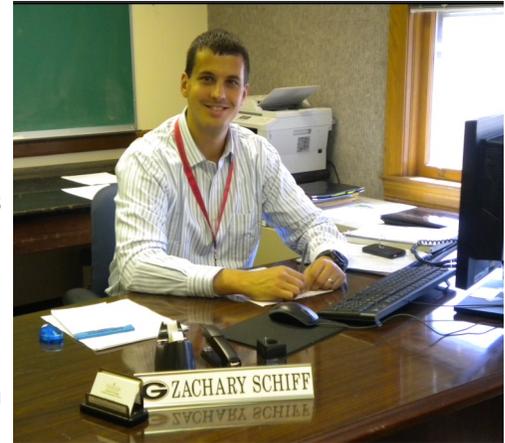
Topics covered during the October 23 meeting included:

- Affordable Care Act
- Business Process Improvements
- Financial/HR System Update
- Office Ergonomics

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

New Assistant Director of Operations and Maintenance

Zach Schiff is the newest member of the Operations and Maintenance team. He was previously an Air Force Civil Engineer Officer with 7 years of experience in construction, operations and maintenance, and emergency management at bases worldwide. In his most recent assignment, he led more than 280 Airmen in support of the dual-nuclear global deterrence mission and was responsible for the operations and maintenance of 3,625 facilities across an 8,500 square-mile complex in Central North Dakota.



Zach attended Rose-Hulman Institute of Technology in Terre Haute, Indiana and earned a bachelor's degree in civil engineering. He also received a master's degree in engineering management and became a licensed professional engineer during his time with the Air Force. Zach and his wife Caroline have two kids, Ella and Drew.

F&A Leadership Institute

The 2014-2015 F&A Leadership Institute kicked off on September 16, 2014 with 23 participants representing all divisions within Finance and Administration.



Shown above are (listed alphabetically): Noelle Broadnax, Susan Caldwell, Scott Cohenour, Jennifer Collins, Mike Cosby, Allison Davis, Jonathan Fite, Jon Hall, Dan Helmick, Wes Huff, Brett Jones, Judy James, Peggy Johnson, Shannon Lay, Steve Mitchell, Van Silcott, Scott Simpson, Brandon Silvers, David Spradley, Vonnie Swain, Cris Taylor, Susan van Gigh and Arzu Yilmaz

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Cook's Holiday

UGA Food Services will host their annual Cook's Holiday Feast on December 17-19, 2014 at The Village Summit Dining Commons in Joe Frank Harris.

The lunch buffets will be held at the following times:

11:00am-2:00pm on Wednesday;
11:00am-2:00pm on Thursday; and
11:00am-1:30pm on Friday

Ticket purchases (\$16.95/person, \$8.50 for children 12 & under, free for children 5 & under) and limited reservations for 11:00am may be made online.



This year, the "Whimsical Holiday" themed event will also feature a dinner buffet from 5:30pm – 7:30pm on Wednesday, December 17. Tickets for the dinner buffet are limited and must be purchased in advance. Complimentary parking will be available at the East Campus Deck during both the lunch and dinner buffets.

For more information, visit the Cook's Holiday [website](#).

Turfgrass Research and Education Facilities

This past spring the Georgia Legislature recommended funding to support the construction of new turfgrass research stations on the Athens, Griffin and Tifton 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.

New Credit Card Compliance Vendor

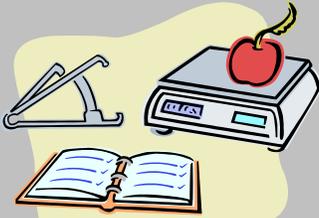
UGA's new Quality Security Assessment service vendor, CampusGuard, will annually train UGA departments that accept credit cards to keep policies and procedures aligned with industry standards and maintain a secure environment. For more information, contact Kim Seabolt by [email](#) or at 542-2965.

UGA Mobile App

The University of Georgia has launched its first official mobile app for Android and has updated its app for Apple devices. The app can track buses, help with navigation to points of interest, identify daily menus at UGA dining halls, and more. For additional information, visit EITS' mobile app [website](#).



Nutrition at Your Fingertips



Customers seeking nutrition, ingredient, and allergen information now have this information readily available from Food Services "Build Your Plate" online menu feature. The site was first developed in 2012 and made available to all mobile devices. The recent update gives customers more information as it lists ingredient and allergen information. Additionally, the Nutrition Education Stations in each dining commons have been updated with iPads that allow customers to access the site.

Emergencies: Be Informed!

Are you a UGA student, faculty or staff member? Did you receive your UGAAlerts earlier this year? If not, check to be sure your information is correct in the UGAAlert system [online](#). UGAAlert allows you to receive emergency messages on multiple devices. You may identify as many as three phone numbers and two email addresses for receiving emergency notifications, including one phone number for text messaging. To register, you must have a valid UGA MyID. The phone number reflected on your caller ID for voice phone calls will be 706-542-0111. You should program this number into your phone so it will immediately be recognized as an urgent call. The phone number 23177 will show up in your caller ID for sms text messages from UGAAlert.

Download

UGAAlert Desktop is available [online](#). UGAAlert Desktop is an application that will show emergency messages from UGAAlert on your computer. Emergency messages will crawl across the bottom of your computer when a message from UGAAlert is issued. In most UGAAlert activations, UGAAlert Desktop has proven to be one of the fastest methods to receive an alert.



Fast Follow

Not a UGA student, faculty, or staff member? You can still receive text messages from UGAAlert. All you need to do is send a text message from your mobile phone. Text the words "Follow @UGAAlert" to the number 40404. This will allow you to receive UGAAlerts from the [official UGAAlert Twitter account](#). You will receive a confirmation text that confirms that you are following @UGAAlert. You can text Off @UGAAlert to stop receiving the messages at any time.

Social Media

Are you big into social media? Did you know that UGAAlert messages are posted to four Twitter accounts and the Office of Emergency Preparedness's Facebook page? The Twitter accounts are the [University of Georgia's official account](#), [UGA's Event Calendar account](#), [UGAAlert's official account](#) and the [Office of Emergency Preparedness's account](#).

Other Emergency Alerts

The best way to survive an emergency is to know when it's coming so you can take appropriate action. A National Oceanic and Atmospheric Administration (NOAA) Weather Radio is the optimal way to hear watches and warnings from the National Weather Service (NWS) even if they are issued in the middle of the night. NOAA Weather Radios are recommended as standard equipment in every home and public gathering place.

Turn your smartphone into a NOAA emergency weather radio. Get storm-based alerts for tornadoes, hurricanes, floods, thunderstorms, winter storms and other life-threatening weather events via voice and push notification. Receive critical alerts via voice and push notification to keep your family safe. Several versions are available for your iOS or Android phone.

The Athens-Clarke County (ACC) Unified Government has an alert center subscription service. The Alert Center allows you to view all alerts and emergencies in your area. You can sign up to be instantly notified of ACC alerts and emergencies. Visit their [website](#) for more information.