



Finance & Administration Annual Report

Fiscal Year 2019

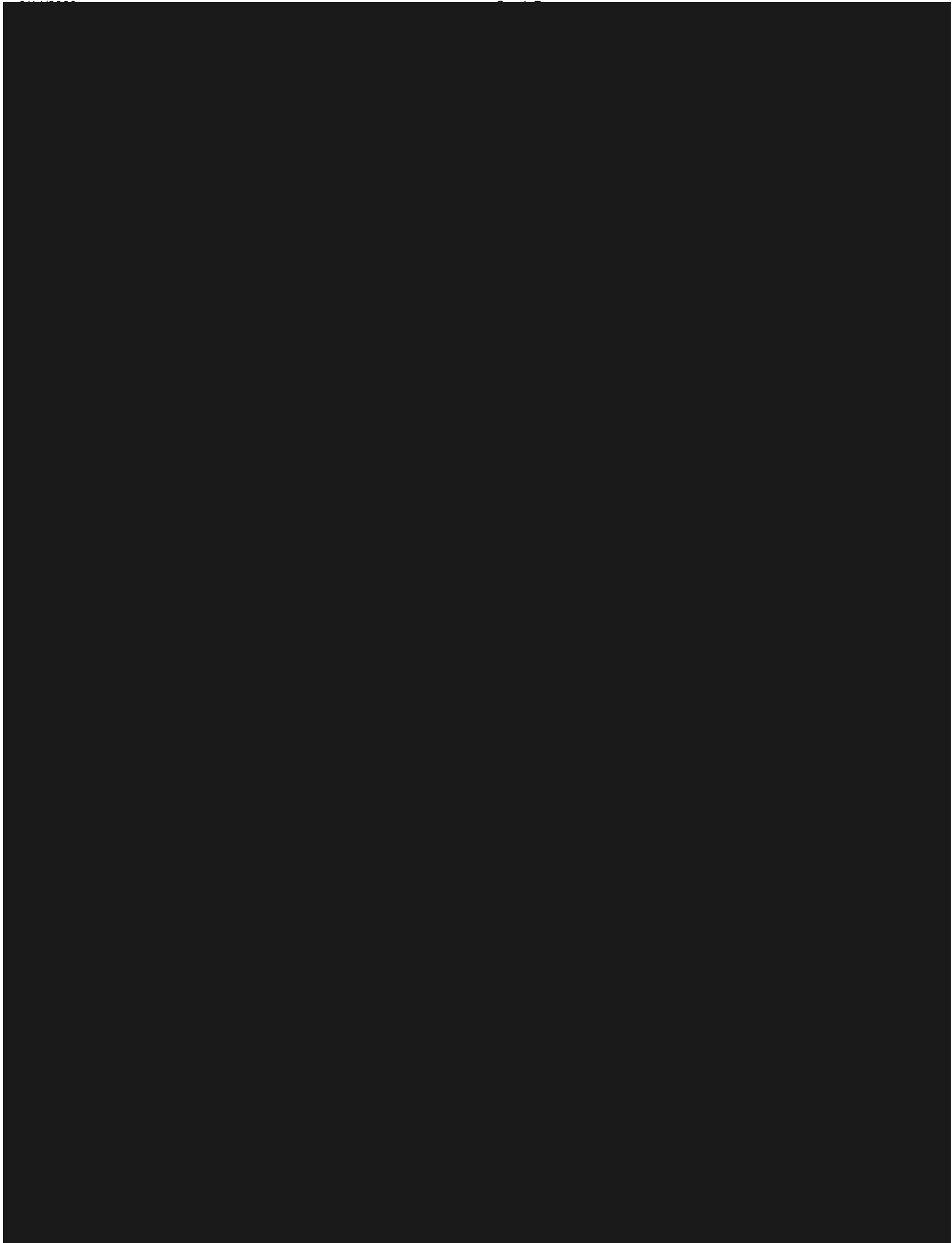


**UNIVERSITY OF
GEORGIA**

Finance & Administration



"Through teamwork, we
can achieve much more
than we would on our own"





STUDENT SUPPORT SERVICES



DINING SERVICES



In the past year, UGA Dining Services received Green Restaurant Association Certification for Bolton and other campus dining halls, created and sold salads using fresh greens from UGA Adren and hydroponic growing towers in Oglethorpe Dining Commons, continued to enhance programs that make meal plans more accessible to all students, and took further steps to eliminate Styrofoam and plastics in dining operations - including the move to compostable paper cups at Chick-fil-A and compostable straws in all dining locations..



DINING SERVICES

In January 2019, vertical aeroponic tower gardens were introduced to Oglethorpe Dining Commons. These tower gardens grow and produce organic and hyper-local leafy greens and fresh herbs for use in both residential and retail dining outlets across campus.



TRANSPORTATION AND PARKING SERVICES (TPS)

6 million+
passengers

*Continued expansion of Virtual Permit
Lots/Decks: currently*

80%

*of all Campus Parking Lots are now LPR
for sustainability, efficiency, and
user experience.*



GOLF COURSE

32,926
rounds of golf
hosted



The UGA Golf Course, along with the UGA Athletic Association, hosted top-tier NCAA events including the Men's NCAA Regional Championship and the annual Liz Murphey Collegiate Classic. The Golf Course hosts many other events throughout the year in an effort to support local programs and their initiatives.



BOOKSTORE



\$1,111,828

the amount students
saved on textbooks

\$10,000

*awarded in annual textbook
scholarships*



VENDING

Developed three new “micro market” operations to help meet the dining needs of underserved campus areas. Branded as “Campus Market Express”, these unattended markets offer a greater variety of food and beverage options than can be offered by traditional vending machines.



HR AND ADMINISTRATIVE SERVICES



HUMAN RESOURCES

**OneUSG Connect HCM System
Implementation**



Processed

19,877

*OneUSG Connect
Transactions*

During FY19, the Human Resource division partnered with units and individuals across the University to collaborate and prepare for the transition to the new OneUSG Connect HCM system. OneUSG Connect HCM is the University System of Georgia's HR and Payroll System, a part of the University System of Georgia initiative to develop and implement streamlined human resources and payroll policies, procedures, and technology solutions that benefit all 26 USG institutions.

310

*retirements processed
by Benefits*

In December 2018, the OneUSG Connect HCM system was launched. This project would not have been successful without the contribution and collaboration of the support and input of users across campus.



Women's Staff Leadership Institute

21,276

*contact hours
in Learning &
Development
classes*



In May 2019, Training and Development kicked off the third cohort of the Women's Staff Leadership Institute. The cohort included 12 staff members from seven units and five schools and colleges.

Launched in 2017, the WSLI is an annual program aligned with the Women's Leadership Initiative launched in 2015 by the Office of the President and the Office of the Provost.

The program is administered through the Office of Human Resources' Learning and Development with the support of executive sponsor Jennifer L. Frum, vice president for public service and outreach. Allie Cox, director of learning and development, coordinates the institute.

University Search Group

Working out of Human Resources, the UGA Search Group has been providing executive search services at the University since 2006. In providing these search services for positions at the vice presidential, dean and director levels, the group has effectively worked with a large cross-section of the institution and is recognized as a high quality provider of search services for senior level faculty and staff.



ACCOUNTING

RESOLVED:

1,897

*end user inquiries on
Accounting Matters*

&

4,656

*end user inquiries
on budget extensions*

Replaced Personnel Activity Reports (PARs) with new Payroll Certification Process.

Received Award of Distinction for Excellent Financial Reporting from the Georgia Department of Audits and Accounts.

In FY 19, the University of Georgia Accounting Department once again received an Award of Distinction from the Georgia Department of Audits and Accounts. This award is presented to organizations that submit quality financial statements and supporting documentation in a timely manner, whose annual financial report is given an unmodified audit opinion and is free of any significant deficiencies or material weakness, and

organizations that comply with all Transparency in Government relations.



ASSET MANAGEMENT

<1%

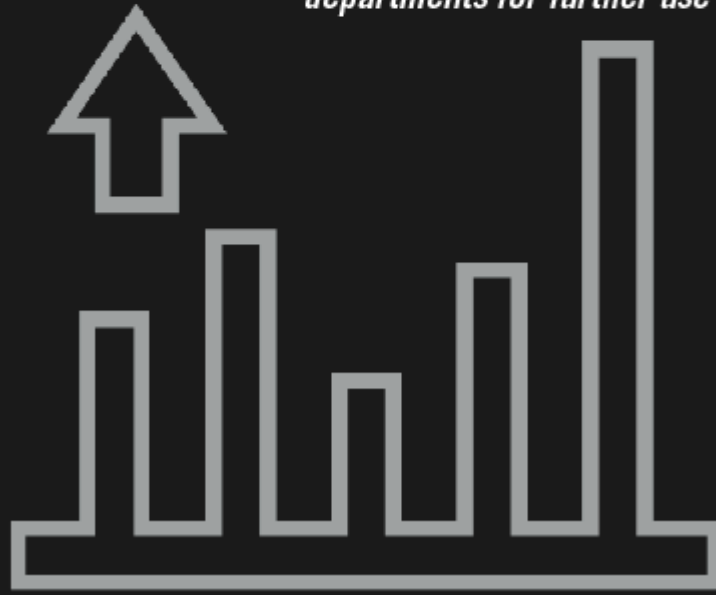
*of inventoried equipment reported unaccountable
by departments*

Converted 15,291 fixed assets & 82,612 equipment assets from
UGA's legacy financial system to UGA Financial Management
system.

redistributed over

2,000

*surplus items to
departments for further use*



Donated numerous non-inventoried surplus furniture to non-profit 501(c) 3 organizations, which reduced the amount of equipment sent to landfills.



UNIVERSITY BUDGET OFFICE

Assisted the Board of Regents and Georgia State Financing and Investment Commission (GSFIC) with the capital outlay request made available in the Governor's FY 2020 budget. The

University received \$6.75M to support various large and small capital projects and \$13M in Major Repair & Renovation (MRR) funds to help preserve the value, integrity, and effectiveness of UGA's rapidly expanding, aging, and highly used facilities and infrastructure.

 *Facilitated approximately*
391,000
*in Campaign for Charities
donations*

Partnered with campus constituents, EITS and OneSource teams to develop the new Budget Planning and Salary Setting tool for budget development. Coordinated with Human Resources, Finance Division, and USG ITS in the delivery of data back to the UGA Financial Management and OneUSG Connect systems. This collaborative effort resulted in a more efficient and effective budget development tool for the University of Georgia.



BURSAR AND TREASURY SERVICES



supported UGA departments using

110

*merchant accounts accepting
credit cards and*

140

online stores accepting credit cards

Launched a new cashiering system across the university,
providing an online deposit system with full transparency to 640
users.

Facilitated increases in short-term investment earnings to
support institutional infrastructure and facilities needs.



assisted students with

3,580

student account
payment plans



STUDENT ACCOUNTS

Partnered with EITS to decommission the legacy student account systems and implement and train staff on Banner 9 student information system software.



assisted graduate students with over

3,000

payment plans.



ACCOUNTS RECEIVABLE

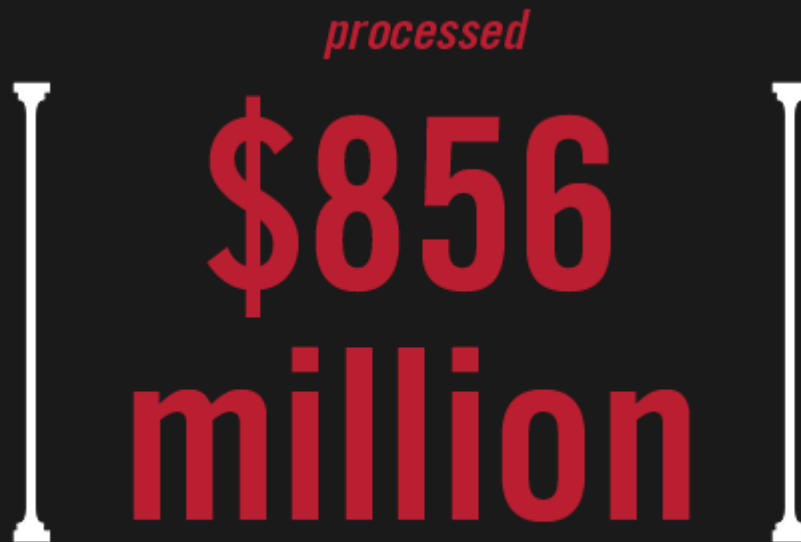
Worked with UGA departments to add another 20 billing units to the accounts receivable platform. This platform streamlines billing and collection processes.

The number of student accounts referred to a collection agency (1st placement) continued to decline: 85 new student accounts were placed with a collection agency in FY 2019, compared to 88 new placements in FY 2018.



PAYROLL

processed

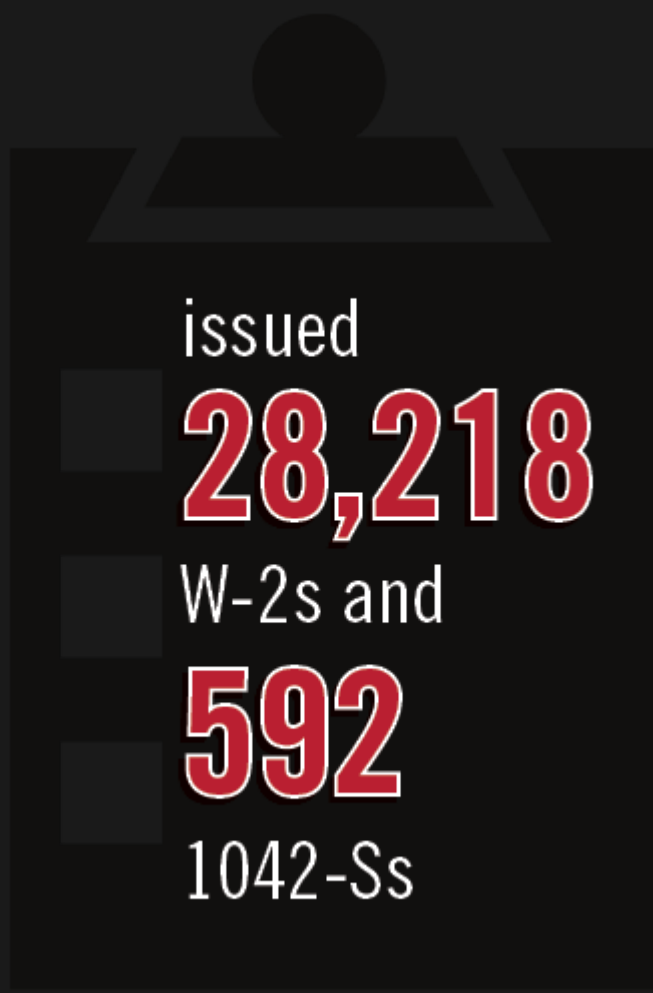


**\$856
million**

in gross pay for 20,627 employees.

Successfully implemented OneUSG Connect, the HR/Payroll platform utilized by all USG institutions, on December 16, 2018.


Created new processes for off-cycle checks, overpayments and supplemental pay with OneUSG Connect. New forms and training were available to assist departments with these new processes.





SPONSORED PROJECTS ADMINISTRATION

2,862



*awards on
sponsored projects
executed*

Awards on projects totaled \$298 million – an increase of 4.31% over FY18.

Successfully implemented Project Status Reports to aid faculty and administrators access to an overview of each sponsored projects.

Successfully implemented Payroll Certification to meet federal requirements.

\$252 million

total sponsored expenditures

An increase of 6.46% over FY18



FINANCE DIVISION PROGRAMS



12,000+
LIVE TRAINING ATTENDEES

Supported new OneUSG Connect training and continued Financials training, which consisted of over 95 webinars and over 60 in-person classes. Assist in maintenance of Training Resource webpage, including links to recorded versions of courses, with almost 12,500 views in FY19.

The Finance Division Programs staff supported training on UGA OneSource systems, including UGA Financials Management, UGA Budget Management and OneUSG Connect. UGA employees participated in over 95 webinars and 60 in-person classes. Additionally, there were over 12,500 views of the self-service version of OneSource courses. Post news items, create resource pages and post resource items to the OneSource website.

The Service Desk provided support to other Finance Division units, resulting in better service to the UGA community, by coordinating requests for things such as combo codes, retro payroll, and expense report adjustments through the OneSource Service Desk. Additionally, they facilitated OneUSG Connect go live via sending/collecting Unit Requests to Project coordinators for employee validation, first payroll, Time & Absence Approvers, and Summer Payroll.



This PUM included 10 notable enhancements to the system.



DIRECTORY ASSISTANCE

campus operators processed a total of



42,075

calls during FY2019



MAIL & RECEIVING SERVICES



on average,

13,479

*pieces of mail were
processed daily*

received, sorted and delivered

2.3 million

departments across

242

pieces of incoming mail to

175

buildings



ACCOUNTS PAYABLE

processed

10,761

*student aid and student
account refunds totalling*

\$22.9 million



resolved

3,771

end user inquiries Accounts Payable and travel
reimbursement matters



BULLDOG PRINT AND DESIGN

Student Services

Hosted facility tours for high school students/teachers looking at University of Georgia institutions for Graphic Design, Communications, as well as information on cutting-edge printing technology. In 2019, Bulldog Print + Design partnered with the Printing & Imaging Association of Georgia (PIAG Foundation) to provide facility tours and professional skills “in-service” training for printing/imaging students and faculty from high schools around the state. The PIAG Educational Foundation is a charitable organization that exists to promote print as a smart solution by educating marketers and media buyers on the value of print in the media mix as well as supporting students who will become the future of the printing industry. Attendees were able to observe our staff in a real-world production environment and see our techniques and equipment in action.

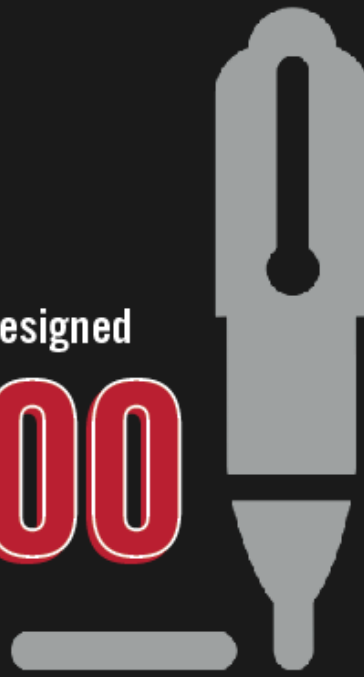
Administrative Support

printed and/or designed

8,000

projects
for a total of

\$1.9 million



Continued our partnership with Marketing and Communications (MARCOMM) to rollout new branding guidelines to the campus community. MARCOMM has identified Bulldog Print + Design as a preferred printing vendor for official University of Georgia stationery; including business cards, letterhead, envelopes, labels, etc. As listed on the MARCOMM website, print buyers on campus are encouraged to use Bulldog Print + Design for our adherence to the new branding standards, print quality as well as outstanding price and value.



PROCUREMENT

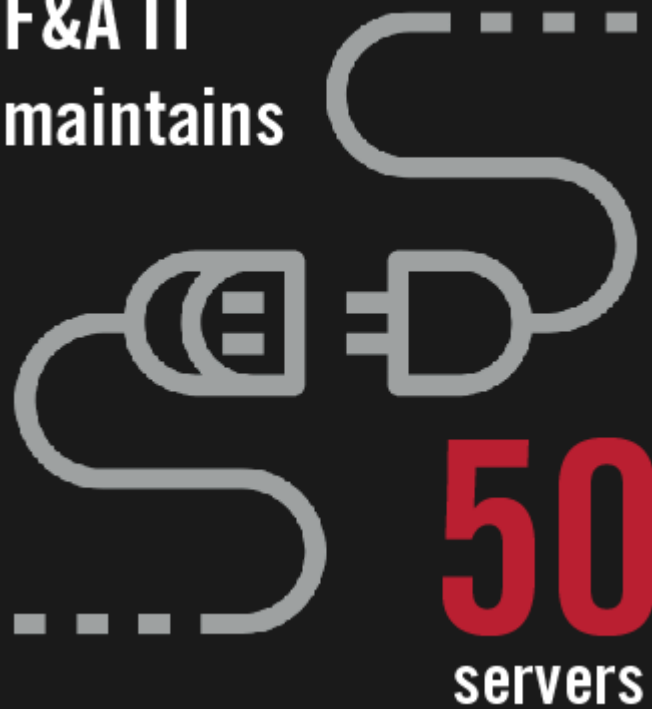
Procurement serves the University of Georgia by preparing, negotiating, executing, and awarding all contracts, purchase orders and rental agreements for supplies, materials, equipment and services. Procurement also serves the University by managing the purchasing card (P-card) program, enhancing

supplier relationships, identifying sources of supply, and
obtaining competitive pricing for campus.



F&A IT

**F&A IT
maintains**



Partnering with EITS to migrate departments away from internally maintained imaging systems over to the campus support Content 7 imaging system.

A new PC imaging process was developed internally that allows IT to rapidly deploy PCs with a consistent baseline that is unique to each department. This gives us the ability to maintain a uniform PC platform which in turn reduces our implementation overhead and a user's downtime. This process has reduced our build times from 1 day to 45 minutes.

design, develop, and maintain

20

*Finance
Division
departmental
websites*





OFFICE OF EMERGENCY PREPAREDNESS



988 hours

*of project assistance from OEP
interns*

OEP hosted 4 interns during the fiscal year who provided 988 total hours of project assistance.

23

*new departmental business
continuity plan completions (over
200% increase from previous FY)*

In FY 2019, the Office of Emergency Preparedness (OEP) assisted with 23 new departmental business continuity plan completions, over a 200% increase from the previous year. In addition, OEP added 26 new members to the UGA CERT program (400 members overall) and 35 new members to the UGA Medical Reserve Corps (MRC) program (187 members overall). Volunteers contributed 889 hours towards various

community meetings, information fairs, training and exercises all in an effort to make UGA a safer place to live, work, and learn.



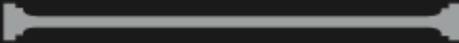
Provided training to over
7,660
students, faculty, staff,
and parents through
179
training sessions

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28

*emergency drills and exercises
conducted or participated in
on campus and in the
community*





INSURANCE AND CLAIMS MANAGEMENT



***Total Coverage
Awarded***

***\$4,374,
757,931***

ICM implemented Safety National Training for the DriversCheck Program. Safety National Training is an online based program for employees to receive training when an observation report from DriversCheck has been called in. 17 employees have been enrolled in Safety National and have successfully completed their assigned module.

As a request from the Ecology department, ICM also enrolled 16 Teaching Assistants into a 12-15 Passenger Van training module.

ICM have created an on-line claim reporting system with direct contact with DOAS where information regarding claims can be shared on line. This has created speed and efficiency in the claims process.



INFRASTRUCTURE SERVICES



OFFICE OF UNIVERSITY ARCHITECTS (OUA)

176

Total Project Count

21 Design

24 Construction

85 Completed

130 Total by Cost

Featured Project: The Alice H. Richards Children's Garden at the State Botanical Garden of Georgia opened in the spring of 2019. The centerpiece of the State Botanical Garden, the children's garden is a 2.5-acre interactive outdoor classroom where visitors can learn about Georgia history and natural resources, native plants and pollinators, and healthy foods. The garden features a

replica of Ellison's Cave in Walker County, the 12th deepest cave in the United States, mastodon fossils from 40 million years ago, granite mined from Elbert County and a pitcher plant bog—just a few points of interest visitors can expect to see, touch and explore at the new children's garden.

Total estimated for project budgets:

\$511,099,333



ENVIRONMENTAL SAFETY DIVISION (ESD)

The Fire Safety Program Provided:

500

*AED inspections across
campus each month*

500

*buildings' monthly and
yearly fire extinguisher
inspections*

9,255

fire extinguishers inspected annually and monthly

The Environmental Safety Division's (ESD) Fire Safety Program inspects nearly 10,000 fire extinguishers and 500 AEDs across campus each month. This daunting task is made possible by a well-oiled process and an impressive level of teamwork. The campus is divided into territories and teams scan barcodes on extinguishers and AEDs. This information goes into a database where ESD staff can see the progress of inspections and what areas on campus had been serviced. Through teamwork, the ESD staff ensures a high level of accountability and demonstrates their desire to provide a safe environment at UGA.

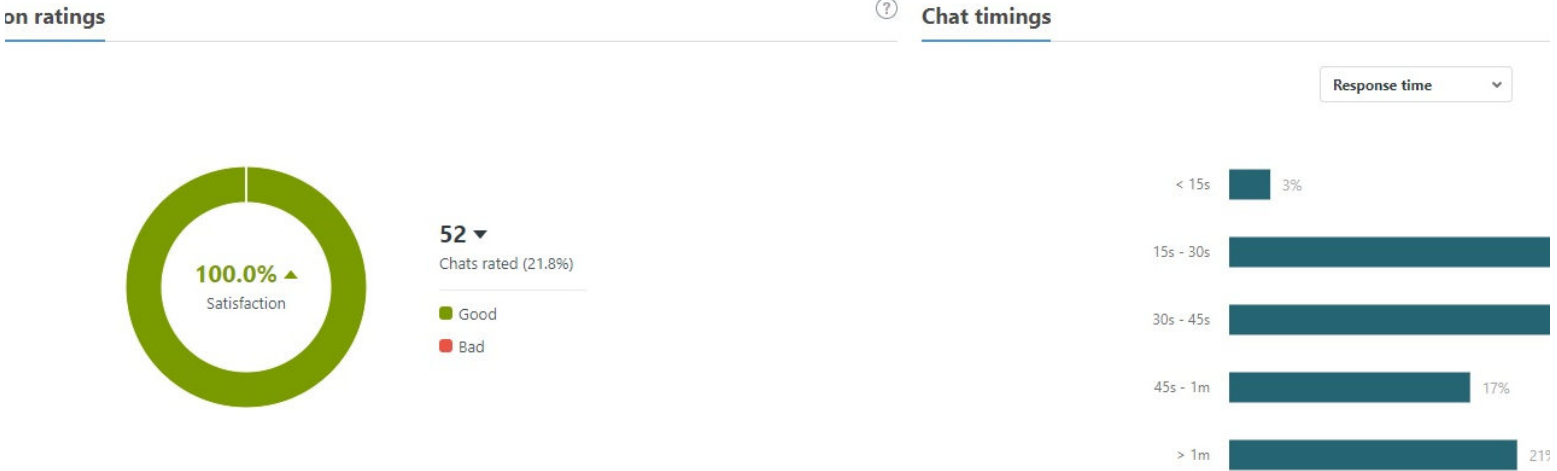


annual testing and inspection of the

1,575
eye wash stations &

1,016
safety showers

*located in 115 buildings where
hazardous chemicals are used*



ENVIRONMENTAL SAFETY DIVISION (ESD)

UGA utilizes the Chematix system to track chemical inventory and hazardous waste at 1,800 locations around campus. In these locations, staff use the Chematix system to ensure that they are

in compliance with university, state, and federal regulations related to hazardous chemical storage, handling, and disposal.

If lab personnel encounter difficulties or have questions while using the Chematix system, ESD has expert agents available via a live chat feature to help with the situation. On average, ESD staff respond within 45 seconds of an inquiry and utilize this technology to better serve our campus partners.



FACILITIES MANAGEMENT DIVISION (FMD)

846

*faculty
engaged in
sustainability
related research*

*Reduced campus wide
energy consumption
by*

21.4%
since 2007

Four campus/community engagement events in FY19 with 310 total participants. Campus-wide interdisciplinary experiential learning programs: Foodshed UGA and Watershed UGA.

Foodshed UGA

With the goal of creating a healthier future for all, the UGA Foodshed Initiative is engaging the campus and community in sustainability and innovation through food that we grow, eat, and waste. This interdisciplinary, experiential learning initiative is leveraging a network of experts and organizations - both on and off campus - to promote sustainable food production, increase food security, reduce food waste, and increase awareness of the impacts of our food choices.

Watershed UGA

13 service and outreach projects to promote restoration of campus and community watersheds



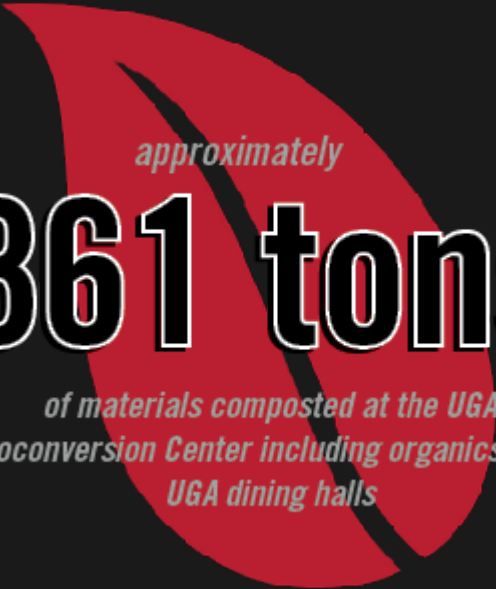
*Reduced campus wide
water consumption by*

29%

since 2007

Addressing Food Insecurity

FMD partnered with UGA Dining Services, UGArden, Campus Kitchen, SNAP-Ed, Food As Real Medicine (FARM Rx), Geography Green Roof Garden, and Athens Farmers Market in FY19



approximately
861 tons
*of materials composted at the UGA
Bioconversion Center including organics from
UGA dining halls*



651.30 tons
of materials recycled



FACILITIES MANAGEMENT DIVISION (FMD)

Engineering



18,700

*square feet of
laboratories renovated*

19,500

*square feet of classrooms
and lecture halls upgraded*



800 acres &
10,000 trees
maintained



Work Request Center



*40,721 work
orders completed*

Created online customer portal to onboard campus-wide Work Orders and facility service requests.



<https://www.youtube.com/watch?v=pcmRINL5U68>

ACKNOWLEDGEMENTS

These reports represent the compilation of the efforts of all 1,800+ staff members in Finance & Administration. We would like to acknowledge their role in making the many accomplishments found herein possible, as well as the efforts of those responsible for compiling the information represented.

We would like to offer a special thanks to the team of Finance and Administration staff members who assisted in the design of this report: Taylor West and Talia Locarnini.

FINANCE AND ADMINISTRATION

S E R V I N G
THE **MISSION** OF UGA®

YOU + ME → WE ELEVATE THE 