SPRING 2013 SEMESTER REPORT

QUICK REPORT REVIEW

During Spring Semester, Campus Services added new programs, provided funding for student and campus groups, reinvested funds in renovations and construction projects and received awards and honors. This report contains highlights.

PROGRAMS

- **Barnes & Noble @ Georgia Tech** held several author signings and conducted a successful BuyBack with students receiving ~ $85,000 for their textbooks – page 2
- Campus Services **BuzzFunds** awarded funding to 59 groups, including the Georgia Tech Research and Innovation Conference (GTRIC) – page 2
- **Campus Services** held its annual Campus Services Loves Students Week, providing information and giveaways to students, including an iPad from a drawing to a lucky Exchange student – page 3
- **Georgia Tech Dining Services** sold 7,729 meal plans for Spring Semester, up 8.5% from Spring Semester 2012 – page 4
- **Georgia Tech Dining Services** added a national mobile app to its repertoire of media – MyFitnessPal – and opened two new locations – **Burger Bytes** in the Student Center Commons and the **Highland Bakery** located in the old Junior's Grill site – page 4
- **Housing** opened Spring Semester with a 97.66% occupancy, up 2% from Spring Semester 2012 – page 4
- **Human Resources** added a Summer Camp Resource Guide to its website, conducted Tuition Assistance Workshops, added an HR Business Partner Model to its portfolio and more – pages 4-5
- **The Historic Academy of Medicine** held 89 bookings and conducted 253 booking inquiries – page 6

SERVICES

- **Barnes & Noble @ Georgia Tech** created partnerships, including those with Admissions, Earth Day, the student group FirstGen, the Scheller College of Business, the School of Psychology and the Board of Regents – pages 6-7
- **Business Services** updated and added services to its Accounts Payable, PCard, Property Control and Purchasing departments; the Purchasing service was a renegotiation with the Biological supply contract, saving more than $100,000 annually – pages 7-8
- The **Student Center** recorded 1,094,800 visitors to its building, 3,297 event reservations and 5,905 inquiries at its Information Desk – page 9

FACILITIES

- Construction was completed on the **Burger Bytes** concept**, Highland Bakery** and some finishes for the **Student Center Food Court –** page 9
- The design phase started on **Health Services** Silver Team construction/renovation and the **Student Center Craft Center renovation –** page 9

IN THE NEWS… - page 10-11

Kim Harrington (Student Center) received the Friend of the Graduate Students award for 2012-13 at the Graduate Student Government Awards Luncheon, Tuesday, April 23. Kim is above with Grad SGA members (l-r) Gareth Guvanasen (Executive VP) and Michael Kirka (President).

Programs

BARNES & NOBLE @ GEORGIA TECH

AUTHOR SIGNINGS

The Bookstore held several author signings during spring semester, including:

- The February 14th event with popular songwriter and rap star Tyrese (Gibson)
- and Rev Run with their book, *Manology* (120 people attended with 79 books sold)
- On February 21, Georgia Tech Professor Perry Link with his book, *An Anatomy of Chinese*, (30 people attended and nine books were sold)
- The March 11th *Try this at Home* cookbook signing with local celebrity chef Richard Blais (70 people attended and 64 books were sold)
- The Bravo Executive Andy Cohen on April 9 discussed his book *Most Talkative* (more than 570 people attended and 370 books were sold)

BUYBACK

This semester, the Bookstore ran three on-campus locations for BuyBack in addition to the Burdells location and the main store. Overall, students received ~ $85,000 for their textbooks.

CAMPUS APPRECIATION SALE

During the semester's Campus Appreciation Sale, students, faculty and staff saved more than $35,000.

SOCIAL MEDIA

The Georgia Tech Bookstore Facebook page has 2,181 "likes," with 888 of them engaging directly with content and a total reach of 13,577 people.

THE TECHNOLOGY STORE

The year-to-date iPads sales totaled 347 through May.

BUZZFUNDS

Campus Services BuzzFunds processed 59 requests and awarded funding to the following student and campus organizations during spring semester:

1. African American Student Union Onyx Ball
2. AIESEC Global Village
3. Alternative Service Breaks
4. American Medical Student Association Health Conference
5. Asian American Awareness Month
6. BuzzFunds Review Team
7. Buzzinga!
8. Campus Safety Day
9. Caroline Rothstein Poetry Workshop
10. China Care Carnival
11. College of Architecture Networking Social
12. Earth Day
13. Engineers without Borders
14. FASET
15. Fire and Ice Masquerade Ball
16. FirstGen Annual Kickoff
17. Friday Buzz
18. From Books to Runway
19. Georgia Tech Leadership Conference
20. Georgia Tech Graduate Technical Symposium
21. Georgia Tech Herb Garden
22. Georgia Tech Society of Asian Scientists and Engineers Conference
23. Georgia Tech Research & Innovation Conference

CAMPUS SERVICES BUZZFUNDS provided funding to 59 groups during Spring Semester, including the Georgia Tech Research and Innovation Conference (GTRIC).

BUZZFUNDS (CONTINUED)

24. Georgia Tech Campaign for Everybody
25. Georgia Tech Trailblazers Alternative Spring Break
26. G.I.F.T.E.D.
27. High School Math Competition
28. I <3 GT Week
29. I <3 GT Taste of GT
30. Industrial & Systems Engineering Polo Shirts for Conference
31. ING/Publix Marathon Hydration Station
32. Indonesian Students Association Batik
33. International Food Fest
34. Israel Fest
35. Leader 2 Leader
36. Martin Luther King, Jr. Birmingham Tour
37. Martin Luther King, Jr. Day of Service
38. MOVE:Fresh Directions
39. MOVE: Hunger & Homelessness Awareness Week
40. Night of Diversity
41. One Voice
42. Presidents' Council Spring Networking Event
43. Quest for West
44. Ramblin Nights Game Night
45. Ramblin Nights Field Day
46. Relay for Life
47. Rethink
48. Student Affairs Student Leader Retreat
49. Student Center Buzzin' on Ice
50. Student Center Georgia Tech Night at the Aquarium
51. Student Government Association Student Diversity Symposium
52. Student Health Volunteers/Ambassadors
53. Sustainability Forum 2013
54. Tech Beautification Day
55. Tech Chef Competition
56. Tower Undergraduate Research – spring
57. Up with the White and Gold
58. Women's Awareness Month
59. Wreckless Superhero

CAMPUS SERVICES LOVES STUDENTS WEEK

Campus Services Loves Students Week is an annual event when all Campus Services' departments share information with students about their departments and give away mementoes. This year's event held February 11-18 included the following giveaways.

Chun Chum (Exchange Student) won Campus Services' drawing for a Mini iPad during Campus Services Loves Students week. Chun Chum is pictured here with Paul A. Strouts, Vice President, Campus Services.

Other recipients of Campus Services Loves Students Week included:

- Kimbuu Dang (Biomedical major) won Housing's prize of $1500 towards his spring housing fee.
- Xinbei Guan (Environmental Engineering major), Lily Nguyen (Mechanical Engineering major), and Arlette DeSantiago (graduate student, Environmental Engineering major) received parking permit discounts ranging from $50-100

from Parking and Transportation Services.

- Vijayeetha Ramesh (Biomedical Engineering major), April Teo (Exchange Student), and Seung Mok (Mechanical Engineering major) received $25 dining gift card prizes from Georgia Tech Dining.
- Nellie Wong (Industrial Engineering major), Alexandra Gaigelas (Industrial Engineering major) and Pisharmon Pintavorn (International Affairs and Modern Language major) got $25-50 bonus deposits onto their BuzzCards
- Kathryn Stoklosa (Economics major), Kimberly Hurst (Biology major) and Asim Rahman (Aerospace Engineering major) were the winners of Georgia Tech Dining gift cards from Stamps Health Services

GEORGIA TECH DINING SERVICES

MEAL PLANS

- Total Meal Plan sales for Spring Semester was 7,729 (up 8.5% from Spring Semester 2012).

MYFITNESS PAL APP

- Implemented MyFitnessPal App for iPhone and Android phones for Georgia Tech Dining Services' recipes.
- Full rollout planned for Fall Semester with bar codse on nutritional signage for each dining hall.

NEW DINING LOCATIONS

- Georgia Tech Dining Services opened its Burger Bytes in the Student Center Commons near Chick-fil-A, February 2013.
- The Highland Bakery opened in the Bradley Building (formerly Junior's Grill location) the end of March and by April it was voted by The Technique as the best food on campus.

Campus Services and Georgia Tech Cable Network (GTCN) created a video to encourage people to visit the newest food eatery on campus, Highland Bakery. No encouragement was needed, however, as it opened to crowds of people Spring Semester. The Georgia Tech location surpassed sales from the Highland Bakery's original location in Buckhead during April.

HOUSING

- Occupancy for Spring Semester 2013 – 97.66% (up 2% from Spring Semester 2012)
- For the first time, students were able to login to MYHOUSING and assign themselves to a room.

HUMAN RESOURCES

SUMMER CAMP RESOURCE GUIDE

Human Resources developed a summer camp resource guide, which compiled all of the on-campus camps/programs for elementary, middle and high school students in one place. In addition, a comprehensive database of nearly 1,000 camps in the Atlanta area could be accessed by Georgia Tech employees. The online database, located at www.ohr.gatech.edu/summercamps/database, allowed users multiple ways to search for the perfect camp (by age of child, camp specialty and location).
Faculty and staff looking for summer camps could visit www.ohr.gatech.edu/summercamps to find resources on Georgia Tech summer

camps and camps throughout the metro-Atlanta area.

TUITION ASSISTANCE WORKSHOPS

Human Resources offered tuition assistance workshops to faculty and staff during the semester. Participants had an opportunity to learn about the educational assistance programs offered by the Institute. These programs provided a tuition and mandatory fee waiver or reimbursement to employees.

HR BUSINESS PARTNER MODEL

In January, Human Resources officially launched the new HR Business Partner model. During the spring semester, two business partners were hired in order to execute HR strategies across campus and support business leaders and managers by improving the workplace environment through pre-emptive methods.

STAFF AWARDS

Human Resources led the nomination, communication and selection efforts of the staff awards for 2013. Nominations for seven awards were communicated to the campus. A total of 35 individuals or groups were nominated for the awards. Recipients were recognized during the 2013 Faculty and Staff Honors Luncheon.

SERVICE AWARDS RECEPTION

Human Resources and Institute Communications worked together to host a separate service recognition reception for 2013. Faculty and staff members with 10 and 25 years of service were recognized at both the reception and the annual Faculty and Staff Honors Luncheon. The separate reception was an effort to further recognize this significant service to the Institute.

VOLUNTEER TAX ASSISTANCE

Global HR in cooperation with the Office of International Education conducted seven tax workshops and assisted more than 200 international students with their Georgia tax returns as part of the IRS sponsored Volunteer Income Tax Assistance program. The students prepared their federal returns using the GT-provided GLACIER Tax Prep software. The workshops were necessary since there was no similar software available for the state return. After their first year, most international students are able to complete the state return based on their previous experience.

LEADER 2 LEADER

The Spring Semester Leader 2 Leader luncheon meetings discussed four Campus Services departments and how to improve their services. Between eight and 15 students and Campus Services' administrators from each department attended these meetings (note – two meetings in March; none in February):

- Georgia Tech Dining Services (January)
- Communications (March)
- Student Center (March)
- Housing (April)

Campus Services and Georgia Tech Cable Network (GTCN) created a video, encouraging students to participate in the Leader 2 Leader program. The video went to campus as part of The Buzz, Spring Issue, newsletter and was posted on the Campus Services' website.

STUDENT CENTER

COMEDIAN JAY PHARAOH

- Saturday Night Live Comedian Jay Pharaoh performed at the Ferst Center for the Arts.
- More than 500 students attended

GEORGIA TECH NIGHT AT THE AQUARIUM

- The Student Center Programs Council (SCPC) partnered with Residence Hall Association to present Georgia Tech Night at the Aquarium
- Record-breaking event with 3,030 people attending

MIDNIGHT BREAKFAST – SPRING SEMESTER

- More than 1200 students attended

OPTIONS CLASSES

- Redesigned with fewer courses and more one-time events
- All three events: *Beginning Guitar*, *Discovering Fine Wine, and Stroke of Genius* (a water color event) sold out

SKATING IN THE PARK AT CENTENNIAL OLYMPIC PARK

- Very successful with 365 ice skaters

STING BREAK

- More than 1,800 students attended the inside event
- Inclement weather and two reschedulings moved the event inside

Students enjoyed the Student Appreciation Day (Sting Break) even though it had to be moved inside due to multiple reschedulings with inclement weather.

UNDER THE COUCH

- Welcomed 2,342 visitors

THE HISTORIC ACADEMY OF MEDICINE

- 89 - Bookings Held
- 253 - Number of booking inquiries Received
- 68 - Number of pending/new bookings Confirmed
- 150 - Number of client meetings Held

Services

BARNES & NOBLE @ GEORGIA TECH

PARTNERSHIPS

ADMISSIONS

- Met with Rick Clark and Merideth Ray to discuss promotional and partnership opportunities between the Bookstore and the Office of Admissions
- Provided 6,000 coupons for 10% off an emblematic item to campus tour participants to drive traffic back to the store; more than 1,000 redeemed

ALPHA PHI ALPHA

- Provided 175 store bags to be used during the Spring Alpha Phi Alpha fundraiser

BASKETBALL GOLDEN TICKET PROMOTION

- Implemented a Golden Ticket promotion in the new McCamish pavilion, in which 1,000 golden ticket coupons were hidden under seats that would be redeemed at the store for discounts and prizes; 115 of the coupons were redeemed

EARTH DAY

- Kate Curnow acted as the Marketing Chair for the 16th Annual Georgia Tech Earth Day Celebration, overseeing all internal, external, and social media marketing for the largest Earth Day Celebration in the Southeast
- Hosted a booth at the Georgia Tech Earth Day that showed students, staff, and faculty

all of the ways the bookstore textbook programs and sustainable products help the environment
- Donated 400 aluminum water bottles to participants of the Green Challenge

FIRSTGEN
- Donated a Georgia Tech apron and an iPhone OtterBox for door prizes in the kick-off event for Georgia Tech First Generation and 35 store water bottles for use in their care package

GEORGIA TECH CAMPAIGN FOR EVERY BODY
- Kate Curnow (marketing manager) served as a judge for this year's Tech Chef Competition, part of the Georgia Tech Campaign for Every Body

GEORGIA TECH TECHNOLOGY SUPPORT CENTER PI DAY
- Participated in Georgia Tech Technology Support Center's Pi Day Celebration, distributing 300 apple pies and coupons for computer repairs to students

JANE AUSTEN SOCIETY
- Attended the Atlanta chapter of the Jane Austen Society's event for "Second Impression;" 25 people attended, 15 books sold

PI MILE RACE
- Provided 200 aluminum water bottles to be handed out to race participants

PUBLIC HEALTH PREPAREDNESS SUMMIT
- Had a booth at the PHP Summit to sell medical fiction and non-fiction to conference participants; 80 books sold

RELAY FOR LIFE
- Provided 100 aluminum water bottles to be handed out to Relay for Life participants

RESIDENCE HALL ASSOCIATION
- Partnered with the Residence Hall Association (RHA) to put on a Career Prep lecture series, for which the Bookstore provided 1,000 sheets of resume paper, marketing assistance, and 20 Georgia Tech mugs for speaker gifts; 300 students participated in the series

SCHELLER COLLEGE OF BUSINESS
- Donated five Georgia Tech gift items to be distributed as prizes in the 2013 Ideas to Serve Competition

SCHOOL OF PSYCHOLOGY
- Donated two OtterBox iPhone cases and two Georgia Tech flash drives for door prizes in the School of Psychology Advisor Social

SOCIAL MEDIA OUTREACH
- Has 2172 "likes" with 788 of them engaging directly with bookstore content, and a total reach of 13,183 people

UNIVERSITY SYSTEM OF GEORGIA BOARD OF REGENTS
- Donated a Georgia Tech Russell jacket, Institute seal paperweight, and license plate cover to be given away during the USG Salute to Education

One of the partnerships the Bookstore formed during Spring Semester was Georgia Tech's Earth Day where hundreds of people attended, including Mrs. Rafael Bras and Mrs. G.P. "Bud" (Val) Peterson (above far l-r).

BUSINESS SERVICES

ACCOUNTS PAYABLE

- Revised two courses that support the Georgia Tech Financial Fundamentals and Financial Specialist Certificate Programs offered to campus financial managers: Travel Web Booking/Direct Billing of Airfare and International Procurements and Foreign Payments

BUSINESS SERVICES

- Re-designed and launched a new, more user friendly web page

PCARD

- Set up UPS CampusShip accounts to 175-plus individuals. This included ordering and distributing cards, as well as extensive training on-site and by webinar
- Annual training achieved 100% completion

PROPERTY CONTROL

- Provided training and consulting services regarding Georgia Tech equipment issues, reporting requirements and deadline dates to Georgia Tech Research Institute (GTRI) staff members recently assigned to oversee GTRI equipment
- Implemented an updated policy for campus property coordinators to follow pertaining to inventoried equipment deemed physically non-tagable

PURCHASING

- Renegotiated the Biological supply contract, saving more than $100,000 annually

GEORGIA TECH DINING SERVICES

SUSTAINABILITY

- **North Avenue Dining Hall** introduced paper straws, eliminating 15,000 plastic straws from landfills each week

EVENTS

- **Woodruff Dining Hall** (Woody's) hosted "Meet the Chefs," an evening where five executive chefs collaborated on an Asian-inspired meal. Woody's was elegantly decorated for the occasion and students had the opportunity to meet all five executive chefs
- **Valentine's Day** featured special menus at each of the residential dining location – from chocolate-covered strawberries to surf and turf entrees
- Our campus dietician and executive chef collaborated on several monthly nutrition demonstrations in the **Food Court**, including Fiber Focus; Build a Better Salad; and Eat Right, Your Way, Every Day. Students were able to sample nutritious food and received recipe cards
- **Ferst Place** hosted its first Student Valentine's Day Dinner, offering an affordably priced meal for students at the convenient on-campus location

HUMAN RESOURCES

ETHICS

Human Resources collaborated with the Office of Information Technology Enterprise Information Systems (OIT/EIS) and Campus Services Information Technology Group (ITG) to make enhancements to the 2013 ethics attestation process. The streamed line process allowed faculty, staff and student workers to easily attest online once their Georgia Tech credentials were entered.

The five executive chefs convened at Woody's for a night of culinary excellence. Students met all campus chefs while enjoying Asian dish entrees.

HUMAN RESOURCES (CONTINUED)

ELECTRONIC 1062 AND 1042-S FORMS

Global HR, Payroll, Accounts Payable, and the Bursar collaborated to produce 1062 and 1042-S forms distributed electronically through the GLACIER tax system. These forms report all scholarship payments to students who are nonresidents for tax purposes, all 'other' payments to foreign nationals, e.g. international performance groups at the Ferst Center or an international consultant, and employee salaries exempt from income taxes due to a tax treaty.

CHARITABLE CAMPAIGN

HR updated PeopleSoft for the charitable campaign season. The work of the HRIS team enabled employees to give to their desired charities via payroll deduction. Credit card payments were also accepted and reconciled. A complete report was prepared for the state coordinator on the participation of Georgia Tech employees.

STUDENT CENTER

OPERATIONS

The Student Center recorded these stats during Spring Semester:

- 1,094,800 – Visitors to Building
- 3,297 – Event Reservations
- 5,905 – Information Desk Inquiries

Facilities

REINVESTMENT AND USAGE

GEORGIA TECH DINING SERVICES

- **Burger Bytes'** construction completed and opened February 2013 in the space formerly occupied by Jackets (next to Chick-fil-A in the Student Center Commons)
- **Highland Bakery** construction completed and opened March 2013 in the space formerly occupied by Junior's Grill in the Bradley Building
- **Student Center Food Court** completed upgrades March 2013
- **West Campus Dining Hall** continued design stage

HOUSING

- The Glenn/Towers Residence Halls'renovation design phase completed and ready for construction to begin with Spring Semester move-out
- Roosevelt House began design phase
- Kitchen Upgrades began design phase

HEALTH SERVICES

- Began design phase for the Silver Team construction/renovation

The Highland Bakery Grand Opening was held in April with cake and students playing games, including a blind-folded cupcake-decorating contest, cupcake corn-hole, and bagel bocce ball.

PARKING AND TRANSPORTATION SERVICES

- North Avenue North Parking Waterproofing project completed.
- The E81 (Technology Square) Lighting Project design phase began.
- The Curran Waterproofing Project completed.
- The 14th Street Design and Construction completed.
- The Peters Parking Deck Design Phase began.
- The Student Center Deck Pedestrian Exits Design Phase began.

STUDENT CENTER

- The Craft Center Renovation Design Phase began.

Steve Swant, Executive Vice President for Administration and Finance, presented Lance Lunsway with Parking and Transportation Services' Process Improvement Excellence Award during the Faculty/Staff Awards luncheon in April.

In the news…

- **Steven McDaniel** (Campus Services Information Technology Group) received the Georgia Tech Service to the Community Award for his work with the annual Toys for Tots Campaign
- Parking and Transportation Services (**Lance Lunsway, David Williamson, Tim Hogan and Aaron Fowler**) received the Georgia Tech Process Improvement Excellence Award for its work with installation of new bus shelters to improve commuter experience; the installation of new electric recharge stations for public and campus fleet operations; partnerships with: ViaCycle to begin a bicycle sharing program, with MARTA to implement renewable monthly Breeze Cards, and with the City of Atlanta, Midtown Alliance, and the Atlanta Bicycle Coalition for bike improvements
- The Presidents' Council Governing Board awarded the **Student Center Programs Council (SCPC)** and the **Residence Hall Association (RHA)** the Burdell's Best Joint Activity award
- Campus Services' employees received Employee of the Month honors during January, February, March and April, respectively, **Jonathan Etress** (Student Center), **Candice Calhoun** (Dining), **Melissa Courtney** (Business Services) and **Dr. Frank Pickens** (Stamps Health Services).
- **Kim Harrington** was elected President of the national association for student centers/unions, the Association of College Unions International.

- Georgia Tech Cable Network's (GTCN) **Austin Gasaway**'s received a Silver Telly Award (the highest award given by the Telly Awards) for his work on *The Club*.
- Housing Facilities Management Conference in Baltimore recognized Georgia Tech **Housing Facilities** with the FMxcellence Award for LEED Gold certification at North Avenue Apartments. Apartments
- **Maryann Carroll** (Human Resources) received her SPHR (Senior Professional in Human Resources) recertification.
- **Doug Podoll** (Human Resources) received a SPHR certification.
- **Cheryl Cofield** (Human Resources) graduated from a four-day "The Landmark Advanced" course.
- **Cheryl Cofield** (Human Resources) and **Pearl Alexander** (Human Resources) facilitated workshops for The Conference Board, Society for Human Resource Management, and CUPA-HR.
- **Kim Harrington** (Student Center) received the Friend of the Graduate Students award for 2012-13 at the Graduate Student Government Awards Luncheon, Tuesday, April 23.

More than 570 people attended the Bravo Executive Andy Cohen author signing April 9 at the bookstore; 370 books were sold.

For more information on Campus Services programs, services, facilities and news items, visit www.ImportantStuff.gatech.edu or email Melissa Moore melissa.moore@gatech.edu