

# TEMPLATE 1

## DESIGNATED DEPARTMENTAL PANDEMIC COORDINATOR AND PLANNING TEAM

Identify a primary coordinator for the department who will lead the pandemic influenza planning process. List other individuals responsible for assisting with the development of the departmental pandemic influenza response plan. *(Make additional copies as needed.)*

Departmental Information	
<b>Department Name:</b>	University Housing
<b>Building name(s) and number(s):</b>	Russell Hall
<b>Building address(es):</b>	Russell Hall
<b>Departmental phone #(s):</b>	706-542-8318
Primary Departmental Pandemic Coordinator	
<b>Name:</b>	John Trawick
<b>Position/Title:</b>	Assistant to the Executive Director
<b>Work address:</b>	Russell Hall
<b>Work #:</b>	706-542-8314
<b>Cell #:</b>	706-247-1071
	<b>Text capable Yes <u>X</u> or No <u>   </u></b>
<b>Home #:</b>	N/A
<b>Email:</b>	<a href="mailto:jtrawick@uga.edu">jtrawick@uga.edu</a>
Pandemic Planning Team Member	
<b>Name:</b>	Linda Kasper
<b>Position/Title:</b>	Executive Director of University Housing
<b>Work address:</b>	Russell Hall
<b>Work #:</b>	706-542-8318
<b>Cell #:</b>	541-740-5779
	<b>Text capable Yes <u>X</u> or No <u>   </u></b>
<b>Home #:</b>	N/A
<b>Email:</b>	<a href="mailto:Linda.Kasper@uga.edu">Linda.Kasper@uga.edu</a>
Pandemic Planning Team Member	
<b>Name:</b>	Gary Thompson
<b>Position/Title:</b>	Director of Facilities
<b>Work address:</b>	University Village Community Office
<b>Work #:</b>	706-542-8982
<b>Cell #:</b>	706-207-9626
	<b>Text capable Yes <u>X</u> or No <u>   </u></b>
<b>Home #:</b>	N/A
<b>Email:</b>	<a href="mailto:gtthomps@uga.edu">gtthomps@uga.edu</a>
Pandemic Planning Team Member	
<b>Name:</b>	Matthew Deason
<b>Position/Title:</b>	Associate Director for Facilities Planning and Maintenance
<b>Work address:</b>	University Village Community Office
<b>Work #:</b>	706-542-7064
<b>Cell #:</b>	706-207-2275
	<b>Text capable Yes <u>X</u> or No <u>   </u></b>
<b>Home #:</b>	706-384-5123
<b>Email:</b>	<a href="mailto:mdeason@uga.edu">mdeason@uga.edu</a>

Pandemic Planning Team Member	
<b>Name:</b> Rick Gibson	
<b>Position/Title:</b> Director of Residential Programs and Services	
<b>Work address:</b> Russell Hall	
<b>Work #:</b> 706-542-6533	
<b>Cell #:</b> 706-338-2243	<b>Text capable</b> Yes__ or No_X_
<b>Home #:</b> 706-549-6967	
<b>Email:</b> <a href="mailto:rlgibson@uga.edu">rlgibson@uga.edu</a>	
Pandemic Planning Team Member	
<b>Name:</b> Steve Marcotte	
<b>Position/Title:</b> Associate Director for Facilities Operations	
<b>Work address:</b> University Village Community Office	
<b>Work #:</b> 706-542-8295	
<b>Cell #:</b> 706-296-4817	<b>Text capable</b> Yes_X_ or No__
<b>Home #:</b> N/A	
<b>Email:</b> <a href="mailto:steve.marcotte@uga.edu">steve.marcotte@uga.edu</a>	
Pandemic Planning Team Member	
<b>Name:</b> Carla Dennis	
<b>Position/Title:</b> Director of Administrative Services and Communications	
<b>Work address:</b> Russell Hall	
<b>Work #:</b> 706-542-1421	
<b>Cell #:</b> 706-296-3831	<b>Text capable</b> Yes_X_ or No__
<b>Home #:</b> 706-548-9359	
<b>Email:</b> <a href="mailto:cadennis@uga.edu">cadennis@uga.edu</a>	
Pandemic Planning Team Member	
<b>Name:</b> Keener Scott	
<b>Position/Title:</b> Associate Director for Staff Development and Student Conduct	
<b>Work address:</b> Creswell Hall	
<b>Work #:</b> 706-542-8191	
<b>Cell #:</b> 706-308-6522	<b>Text capable</b> Yes_X_ or No__
<b>Home #:</b> 706-613-5145	
<b>Email:</b> <a href="mailto:kscott@uga.edu">kscott@uga.edu</a>	
Pandemic Planning Team Member	
<b>Name:</b>	
<b>Position/Title:</b> Associate Director for Residence Life	
<b>Work address:</b> Russell Hall	
<b>Work #:</b> 706-542-6533	
<b>Cell #:</b>	<b>Text capable</b> Yes__ or No__
<b>Home #:</b>	
<b>Email:</b>	
Pandemic Planning Team Member	
<b>Name:</b> Kristy Walker	
<b>Position/Title:</b> Associate Director for Business and Human Resources	
<b>Work address:</b> Russell Hall	
<b>Work #:</b> 706-542-8297	
<b>Cell #:</b> 706-499-6118	<b>Text capable</b> Yes_X_ or No__
<b>Home #:</b> N/A	
<b>Email:</b> <a href="mailto:klwalker@uga.edu">klwalker@uga.edu</a>	

## TEMPLATE 2

### IDENTIFICATION OF ESSENTIAL DEPARTMENTAL SERVICES

Identify essential services and corresponding departmental personnel. Essential services are those necessary to (1) preserve human or animal lives, (2) maintain the physical infrastructure, or (3) continue essential business services until the emergency has abated. *Confidential information on this sheet should be kept in a secure place. (Make additional copies as needed.)*

<p><b>Essential service:</b> Housing facility safety (smoke detectors, fire alarm, sprinkler systems, exit signs, extinguishers)</p>
<p><b>Responsible personnel:</b></p> <p>ADS Systems, Fire Protection Associates (Fire Alarms only)          Alliance Fire Protection Services (Sprinklers only)          Residence Hall Directors          Senior/Area Coordinators          Building Services Supervisors/Superintendents          Director of Facilities          Director for Residential Programs and Services          Greek Advisor for Housing Management          Maintenance Supervisors</p>
<p><b>Essential service:</b> Housing facility security (biometric hand readers, exterior doors, camera monitors, staff on-duty and rounds of building)</p>
<p><b>Responsible personnel:</b></p> <p>Administrative Assistants          Residence Hall Directors          Senior/Area Coordinators          Building Services Supervisors/Superintendents          Director of Administrative Services and Communications          Director of Facilities          Director of Residential Programs and Services          Greek Advisor for Housing Management          Maintenance Supervisors          Security Coordinator</p>
<p><b>Essential service:</b> Housing facility utilities (electricity, heating/cooling, water, trash removal)</p>
<p><b>Responsible personnel:</b></p> <p>Senior/Area Coordinators          Building Services Supervisors/Superintendents          Director of Facilities          Director of Residential Programs and Services          Greek Advisor for Housing Management          Maintenance Supervisors</p>

Facilities Management Division  
Skilled Trades Workers

**Essential service:** Residence hall maintenance (work order system for essential services - light repair, heating/cooling, plumbing, power)

**Responsible personnel:**

Residence Hall Directors  
Senior/Area Coordinators  
Director of Facilities  
Director of Residential Programs and Services  
Greek Advisor for Housing Management  
Maintenance Dispatcher  
Maintenance Supervisors  
Skilled Trades Workers

**Essential service:** Residence hall custodial services (cleaning, in hall trash removal, bathroom supply replenishment)

**Responsible personnel:**

Residence Hall Directors  
Senior/Area Coordinators  
Building Services Superintendents  
Building Services Supervisor  
Building Services Workers  
Director of Facilities  
Director of Residential Programs and Services  
Greek Advisor for Housing Management

**Essential service:** Residence hall scheduled programs and events (cancellations)

**Responsible personnel:**

Residence Hall Directors  
Associate Director for Residence Life  
Associate Director for Staff Development and Student Conduct  
Senior/Area Coordinators  
Director of Administrative Services and Communications  
Director of Facilities  
Director of Residential Programs and Services  
Greek Advisor for Housing Management

**Essential service:** Residence hall business operations (i.e. budgeting, payroll, purchasing, personnel, revenue transmittal, travel)

**Responsible personnel:**

Accountant  
Administrative Assistant  
Administrative Associate for Facilities  
Associate Director for Business and Human Resources  
Business Manager  
Human Resources Assistant  
Human Resources Manager  
Human Resources Specialist

**Essential service:** Residence hall communications (radio, e-mail, pagers, Web site, someone in the main office to answer phones, mainframe database access, power and network capabilities)

**Responsible personnel:**

Accounting Technician  
Administrative Assistants  
Residence Hall Directors  
Senior/Area Coordinators  
Senior PR Coordinator  
Director of Facilities  
Director of Administrative Services and Communications  
Director of Residential Programs and Services  
Greek Advisor for Housing Management

### TEMPLATE 3

## SUPPLIES AND MATERIALS NECESSARY TO PERFORM ESSENTIAL DEPARTMENTAL SERVICES AND FUNCTIONS

Identify necessary supplies and materials needed to continue essential departmental services and functions. Essential services are those necessary to (1) preserve human or animal lives, (2) maintain the physical infrastructure, or (3) continue essential business services until the emergency has abated. Consider stockpiling critical items as supplies may be unavailable for extended periods during a pandemic (possibly 4-12 weeks).

<b>Critical item:</b> Batteries
<b>Critical function supported:</b> Residence hall safety; residence hall communications
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Maintenance Supervisors
<b>Critical item:</b> Cleaning chemicals
<b>Critical function supported:</b> Residence hall custodial services
<b>Storage considerations (space/temperature/shelf life):</b> Varies based on the chemical
<b>Person responsible for monitoring supply:</b> Building Services Superintendents and Building Services Supervisors
<b>Critical item:</b> Exit signs
<b>Critical function supported:</b> Residence hall safety
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Maintenance Supervisors
<b>Critical item:</b> Fire extinguishers
<b>Critical function supported:</b> Residence hall safety
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Maintenance Supervisors
<b>Critical item:</b> Hand reader parts
<b>Critical function supported:</b> Residence hall safety; residence hall maintenance
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Maintenance Supervisors and Director of Administrative Services and Communications
<b>Critical item:</b> HVAC parts
<b>Critical function supported:</b> Residence hall utilities; residence hall maintenance
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Maintenance Supervisors
<b>Critical item:</b> Light bulbs
<b>Critical function supported:</b> Residence hall utilities; residence hall maintenance
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Maintenance Supervisors

<b>Critical item:</b> Pagers/Cell Phones
<b>Critical function supported:</b> Residence hall communication
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Maintenance Supervisors, Administrative Associate for Facilities and Administrative Specialist in Office of Executive Director
<b>Critical item:</b> Radios and radio batteries
<b>Critical function supported:</b> Residence hall communication
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Building Services Supervisors, Maintenance Supervisors and Administrative Associate for Facilities
<b>Critical item:</b> Toilet paper
<b>Critical function supported:</b> Residence hall custodial services
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Building Services Supervisors
<b>Critical item:</b> Trash bags
<b>Critical function supported:</b> Residence hall utilities; Residence hall custodial services
<b>Storage considerations (space/temperature/shelf life):</b> N/A
<b>Person responsible for monitoring supply:</b> Building Services Supervisors

## TEMPLATE 4

### SUPPLIER CONTACT INFORMATION FOR CRITICAL RESOURCES

Identify contact information for all suppliers needed to provide critical resources for the department. Critical resources are those necessary to carry out essential functions that (1) preserve human or animal lives, (2) maintain the physical infrastructure, or (3) continue essential business services until the emergency has abated. *(Make additional copies as needed.)*

<b>Critical Resource:</b> Batteries
<b>Supplier Name:</b> Grainger
<b>Contact Name:</b> Kelly Koppersmith
<b>Address:</b> 1205 Commerce Road
<b>City/State/Zip:</b> Athens, GA 30607-1101
<b>Phone:</b> 706-546-0595; <b>Fax:</b> 706-546-1277
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> SWC#60741
<b>Critical Resource:</b> Batteries
<b>Supplier Name:</b> Office Depot
<b>Contact Name:</b> N/A
<b>Address:</b> <a href="http://bsd.officedepot.com">http://bsd.officedepot.com</a>
<b>City/State/Zip:</b> N/A
<b>Phone:</b> 800-521-3939; <b>Fax:</b> N/A
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#33813287
<b>Critical Resource:</b> Cell phones
<b>Supplier Name:</b> AT & T Mobility
<b>Contact Name:</b> Lynn Pease
<b>Address:</b> 1750 Epps Bridge Parkway
<b>City/State/Zip:</b> Athens, GA 30606
<b>Phone:</b> 706-540-5308; <b>Fax:</b> N/A
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b>
<b>Critical Resource:</b> Cleaning chemicals
<b>Supplier Name:</b> Athens Janitor Supply
<b>Contact Name:</b> John Chittom
<b>Address:</b> 900 Old Hull Road
<b>City/State/Zip:</b> Athens, GA 30601
<b>Phone:</b> 706-548-1325; <b>Fax:</b> 706-548-0838
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#245945
<b>Critical Resource:</b> Cleaning chemicals
<b>Supplier Name:</b> Roman Chemical
<b>Contact Name:</b> N/A

<b>Address:</b> P.O. Box 1462
<b>City/State/Zip:</b> Rome, GA 30161-1462
<b>Phone:</b> 800-253-4935; <b>Fax:</b> 706-234-0791
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#345945
<b>Critical Resource:</b> Cleaning chemicals
<b>Supplier Name:</b> Grainger
<b>Contact Name:</b> Kelly Koppersmith
<b>Address:</b> 1205 Commerce Road
<b>City/State/Zip:</b> Athens, GA 30607-1101
<b>Phone:</b> 706-546-0595; <b>Fax:</b> 706-546-1277
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> SWC#60741
<b>Critical Resource:</b> Fire extinguishers
<b>Supplier Name:</b> Peach State Fire
<b>Contact Name:</b> N/A
<b>Address:</b> 626 Industrial Boulevard
<b>City/State/Zip:</b> Gainesville, GA 300501
<b>Phone:</b> 770-536-3948; <b>Fax:</b> 770-536-9295
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> N/A
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> Friedrich Air Conditioning Company
<b>Contact Name:</b> Norma Williams
<b>Address:</b> P.O. Box 1540
<b>City/State/Zip:</b> San Antonio, TX 78295-1540
<b>Phone:</b> 800-541-6645 ext. 667; <b>Fax:</b> 210-357-4483
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> 94-2462111 SWC50508
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> Grainger
<b>Contact Name:</b> Kelly Koppersmith
<b>Address:</b> 1205 Commerce Road
<b>City/State/Zip:</b> Athens, GA 30607-1101
<b>Phone:</b> 706-546-0595; <b>Fax:</b> 706-546-1277
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> SWC#50508
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> Baker Distributing Company
<b>Contact Name:</b> N/A
<b>Address:</b> 150 Paradise Boulevard
<b>City/State/Zip:</b> Athens, GA 30607

<b>Phone:</b> 706-549-1725; <b>Fax:</b> N/A
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> N/A
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> Mingledorf's Inc.
<b>Contact Name:</b> N/A
<b>Address:</b> 386 Commerce Road
<b>City/State/Zip:</b> Bogart, GA 30622
<b>Phone:</b> 706-548-4019; <b>Fax:</b> N/A
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#80715
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> Hughes Supply
<b>Contact Name:</b> N/A
<b>Address:</b> 1430 North Chase Street
<b>City/State/Zip:</b> Athens, GA 30601
<b>Phone:</b> 706-543-4343; <b>Fax:</b> N/A
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> N/A
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> The Home Depot
<b>Contact Name:</b> N/A
<b>Address:</b> 1740 Epps Bridge Road
<b>City/State/Zip:</b> Athens, GA 30606
<b>Phone:</b> 706-353-6079; <b>Fax:</b> N/A
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> N/A
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> Lowe's Home Improvement
<b>Contact Name:</b> N/A
<b>Address:</b> 1851 Epps Bridge Road
<b>City/State/Zip:</b> Athens, GA 30606
<b>Phone:</b> 706-613-1100; <b>Fax:</b> N/A
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> N/A
<b>Critical Resource:</b> HVAC parts
<b>Supplier Name:</b> Trane
<b>Contact Name:</b> N/A
<b>Address:</b> 3600 Pammell Creek Road
<b>City/State/Zip:</b> La Crosse, WI 54601-7599
<b>Phone:</b> 800-229-4178; <b>Fax:</b> 404-315-8916
<b>Federal Tax ID Number (if available):</b> Acct#1885946

<b>Critical Resource:</b> Radios and radio batteries
<b>Supplier Name:</b> Motorola
<b>Contact Name:</b> Rick Rigsby
<b>Address:</b> P.O. Box 404059
<b>City/State/Zip:</b> Atlanta, GA 30384-4059
<b>Phone:</b> 800-446-6002; <b>Fax:</b> N/A
<b>Email:</b> rick.rigsbee@motorola.com
<b>Federal Tax ID Number (if available):</b> 36-1115800 Acct#1000403361 0021
<b>Critical Resource:</b> Toilet paper
<b>Supplier Name:</b> Dade Paper
<b>Contact Name:</b> Kay Ross
<b>Address:</b> STE 200
<b>City/State/Zip:</b> Austell, GA 30168
<b>Phone:</b> 678-322-4568; <b>Fax:</b>
<b>Email:</b> kross@dadepaper.com
<b>Federal Tax ID Number (if available):</b>
<b>Critical Resource:</b> Toilet paper
<b>Supplier Name:</b> Athens Janitor Supply
<b>Contact Name:</b> John Chittom
<b>Address:</b> 900 Old Hull Road
<b>City/State/Zip:</b> Athens, GA 30601
<b>Phone:</b> 706-548-1325; <b>Fax:</b> 706-548-0838
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#245945
<b>Critical Resource:</b> Toilet paper
<b>Supplier Name:</b> Roman Chemical
<b>Contact Name:</b> N/A
<b>Address:</b> P.O. Box 1462
<b>City/State/Zip:</b> Rome, GA 30161-1462
<b>Phone:</b> 800-253-4935; <b>Fax:</b> 706-234-0791
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#345945
<b>Critical Resource:</b> Trash bags
<b>Supplier Name:</b> Dade Paper
<b>Contact Name:</b> Kay Ross
<b>Address:</b> STE 200
<b>City/State/Zip:</b> Austell, GA 30168
<b>Phone:</b> 678-322-4568; <b>Fax:</b>
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b>

<b>Critical Resource:</b> Trash bags
<b>Supplier Name:</b> Athens Janitor Supply
<b>Contact Name:</b> John Chittom
<b>Address:</b> 900 Old Hull Road
<b>City/State/Zip:</b> Athens, GA 30601
<b>Phone:</b> 706-548-1325; <b>Fax:</b> 706-548-0838
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#245945
<b>Critical Resource:</b> Trash bags
<b>Supplier Name:</b> Roman Chemical
<b>Contact Name:</b> N/A
<b>Address:</b> P.O. Box 1462
<b>City/State/Zip:</b> Rome, GA 30161-1462
<b>Phone:</b> 800-253-4935; <b>Fax:</b> 706-234-0791
<b>Email:</b> N/A
<b>Federal Tax ID Number (if available):</b> Acct#345945

**EMPLATE 5**  
**DEPARTMENTAL EMERGENCY CONTACT INFORMATION**

**Staff Directory**

**The University of Georgia**



**University Housing**  
*Student Affairs*  
**UNIVERSITY OF GEORGIA**

**2017**

**Administrative Offices**

General Email: [housing@uga.edu](mailto:housing@uga.edu) Housing Listserv: [HSGSTF-L@listserv.uga.edu](mailto:HSGSTF-L@listserv.uga.edu)

Team Dynamix (IT): <https://uga.teamdynamix.com/TDClient/Requests/ServiceDet?ID9924> Work Requests: <https://apps.itos.uga.edu/housingworkrequest/>

\* All phone numbers, unless otherwise indicated, have an area code of 706.

Name	Title	Email	Office	Fax	Cell	Home
<b>Executive Director's Office</b>						
Gerard Kowalski	Executive Director	kowalski	542-8318	542-8595	224-9082	769-1451
Debra Burns	Administrative Specialist	deburns	542-8318	542-8595		
John Trawick	Assistant to the Executive Director	jtrawick	542-8314	542-8595		
VACANT	Alumni Officer		542-3395	542-8595		
Pam Pontenberg	Administrative Assistant	pspontenberg	542-1535	542-8595		
T J Stewart	Doctoral Intern	tjstewart	542-4074	542-8595		
VACANT	Sustainability Coordinator		542-4514	542-8595		
<b>Greek Park</b>						
Kasey Davis	Greek Advisor for Housing Management	kaseyd92	542-4612	542-4611		
<b>Name</b>	<b>Area</b>	<b>Address</b>	<b>Phone</b>	<b>Email</b>		
Kasey Davis	Pi Kappa Alpha House	Greek Park Circle	227-7115	kaseyd92		
James Portigue	Phi Delta Theta House	Greek Park Circle	227-5482	jpportig		
Luke Fisher	Sigma Nu House	Greek Park Circle	227-5432	fisherlt		
George Weinstein	Tau Epsilon Phi House	Greek Park Circle	227-5405	georgew		
HD On-Call Cell #			201-3919			
<b>Administrative Services and Communications</b>						
<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>Home</b>
Carla Dennis	Director of Adm. Services and Communications	cadennis	542-1421	542-8595	296-3831	548-9359
Acie Serpa	Administrative Associate	aserpa	542-4217	542-8595		
<b>Technology Services</b>						
Rosendo Alvarezarmenta	IT Senior Manager	alvie	583-0704	542-8595		
Matthew Ionno	IT Professional Associate	mionno	542-8490	542-8595	202-5925	
VACANT	IT Professional Associate		542-8525	542-8595		
Andrew Shover	IT Professional Associate	as35574	542-9959	542-8595		
Mike Carey	Application Analyst Specialist	mcarey	542-3779	583-0848		
<b>Marketing</b>						
<b>Name</b>	<b>Title</b>	<b>Email</b>	<b>Office</b>	<b>Fax</b>	<b>Cell</b>	<b>Home</b>
Carrie Campbell	Senior PR Coordinator	carrie.campbell	542-8325	542-8595	704-796-9939	
Kylie Shae Keyser	Graduate Assistant for Marketing	kskeyser	542-1796	542-8595		
Brent Betz	Web Developer Associate	bgbetz	542-8554	542-8595		
Ariella Perry	Doctoral Intern	ariella	542-9212	542-8595		

<i>Assignments and Contracts</i>		<i>Main Office: 706-542-1421</i>				
Kim Ellis	Associate Dir. for Assignments and Contracts	kimellis	542-8500	542-8595	340-3134	
Michael Dale	Administrative Manager	madale	542-8312	542-8595		
Yaminah Moses	Administrative Assistant	yaminah.moses	583-0923	542-8595		
Kim Felker	Future Assignments Specialist	kimberly.felker	542-8313	542-8595		
Jonathan Suits	Application Programmer Specialist	jsuits	583-0946	542-8595		
Mary Patman	Administrative Assistant	mpatman	542-4699	542-8595		
Suzanne Reichner	Current Assignments Specialist	reichner	542-8307	542-8595		
<i>Business and Human Resources</i>						
Kristy Walker	Assoc. Dir. for Business and HR	klwalker	542-8297	583-0943	499-6118	
Mildred Anderson	Human Resources Manager	mildred.anderson	542-8299	583-0943		
Robin Bevans	Human Resources Specialist	rcbevans	542-3535	583-0943		
Linda Peck	Human Resources Specialist	lgpeck	583-0709	583-0943		
Beth Martin	Human Resources Assistant	bamartin	542-8279	583-0943		
Marion Spearman	Business Manager	spearman	542-8304	583-0943		
Inez Finch	Accountant	ifinch	542-3239	583-0943		
Jane Ivey	Accountant	janiet	583-0912	583-0943		
Lynn Smith	Accountant	lynn.smith1	542-0210	583-0943		
<i>Residential Programs and Services</i>						
Rick Gibson	Dir. of Residential Programs & Services	rlgibson	542-6533	542-8595	338-2243	549-6967
Rob Perez	Assoc. Director for Residence Life	rap04050	542-6533	542-8595	480-487-7514	706-850-7180
Shelby VanGorder	Administrative Associate	slvangor	542-6533	542-8595		
Brittany McDaniel	Doctoral Intern	bnm47859	542-8191	542-8316		
<i>Staff Development and Student Conduct</i>						
Keener Scott	Assoc. Dir. for Staff Develop & Student Conduct	kscott	542-8191	542-8316	206-8692	
Carrie Chitwood	Administrative Assistant	cachitwo	542-8191	542-8316		
Diana Fruth	Senior Coord. for Staff Development	dfruth	542-8191	542-8316	621-2765	
Kimberly Faust	Administrative Assistant	kjfaust	542-8191	542-8316		
Lamesha Andrews	Doctoral Intern for Staff Development	lamesha.andrews15	542-8191	542-8316		357-2738
Kathryn Hall	Sr. Coord. for Staff Dev. and Student Conduct	kchall	542-8191	542-8316	254-3088	
Sita Chandra	Graduate Resident for Student Conduct	sita	542-8191	542-8316		389-6690
Nyerere Tryman	Sr. Coord. for Acad. Initiatives and Student Lead.	ntryman	542-8191	542-8316	662-312-5108	
Tamara Burke	Coordinator for Student Leadership	tsburke	542-8191	542-8316	678-637-2199	357-3811
Brittany Smith	Graduate Resident for Student Leadership	brittany.smith27	542-8191	542-8316		357-3345
Alexis Szelwach	Graduate Resident for Academic Initiatives	alexis.szelwach	542-8191	542-8316		
Christine O'Dea	Sr. Coord. Student Conduct	christine.odea	542-1131			
<i>Health Science Campus</i>		<i>Community Office 713-2654</i>		<i>Front Desk 713-2657</i>		
Name	Title	Email	Office	Fax	Cell	Home
Scott Nelson	Sr. Coord. for HSC and Conference Svcs.	nelsonsc	713-2654	227-4486	296-9998	
Lauren Adams	Residence Hall Director	ladams12	713-2654	227-4486		369-5803
Joy Carter	Administrative Assistant	jkellum	713-2654	227-4486		
	GR/RHD On-Call Cell #				206-2699	

<b>Brown Hall</b>									
Rochelle Obeikwe	RA	119	713-2659	rao69917	Aminah Matthews	RA	317	713-2662	aim89858
Seong Kim	RA	217	713-2660	shk12079	Valerie Bonifield	RA	319	713-2663	vcb32536
Ellis Obodoechine	RA	219	713-2661	eco64566					
<b>Security</b>									
Ricky Young	Security Coordinator			rryoung	542-4467	542-8595			
Jason Flowers	Senior Security Guard			jrflower	543-8171	542-8595			
Joshua Wade	Senior Security Guard			hem7ock	543-8171	542-8595			
VACANT	Security Guard				543-8171	542-8595			
Robert Simms	Security Guard			rssims	543-8171	542-8595			
Tina Hopkins	Security Guard			tmhopkin	543-8171	542-8595			
Antonne Mack	Security Guard			tonymack	543-8171	542-8595			
Cynthia Patoine	Security Guard			cpatoine	543-8171	542-8595			
Andrew Mitchell	Security Guard			akm39378	543-8171	542-8595			
Kasie McAndrew	Security Guard			kmm39009	543-8171	542-8595			
James Walker	Security Guard			walkerjm	543-8171	542-8595			
Shayla Wynn	Security Guard			srwynn	543-8171	542-8595			
Walter Picquet	Security Guard			wepicquet	543-8171	542-8595			
VACANT	Security Guard				543-8171	542-8595			
<b>Residence Life</b>									
<b>Brumby Community</b>					Community Office 542-8250		Front Desk 542-8357		
John Wright	Area Coordinator			jowright	542-8250	542-8595	478-456-0563		
Hannah Mountford	Residence Hall Director			hmmount	542-8250	542-8595		375-2016	
Marcella Smith	Administrative Assistant			mpsmith	542-8250	542-8595			
	GR/RHD On-Call Cell #						206-6511		
<b>Newport Colony</b>					<b>Darien Colony</b>				
Amaleah Perry	GR	269	357-3413	amaleah	Candice Peters	GR	469	357-3418	ccp26126
Evan Alden	RA	208A	357-1795	eca75287	Christopher Mays	RA	408A	357-1930	cjm15463
Samaria Aluko	RA	222A	357-1809	ska53792	Maria Flores	RA	422A	357-1916	mgf30722
Jordan Willks	RA	238A	357-1825	jnw11063	Manasi Kulkarni	RA	438A	357-1962	muk04398
Prayer Welwean	RA	256A	357-1841	pw67153	Ryan Charnoky	RA	456A	357-1946	rmc37914
Sumin Moon	RA	307A	357-1868	sm55951	Matthew Sutherland	RA	507A	357-1989	mas13951
Imane Bassit	RA	321A	357-1854	ib20069	Maggie George	RA	521A	357-1975	mlg19761
Jada Steele	RA	339A	357-1901	jss77798	Kimberly Lopez	RA	539A	357-2022	kml40058
Parker Ensing	RA	355A	357-1885	pae10848					
<b>Wentworth Colony</b>					<b>Sunbury Colony</b>				
Rick Kirby	GR	669	357-3424	rek43336	Matt Humphries	GR	869	357-3431	mkh02290
Victoria Santini	RA	608A	357-2096	ves49925	Hannah Kemelmahk	RA	808A	357-2158	hk30099
Brian George	RA	622A	357-2051	bjg92728	Jessica Clayton	RA	822A	357-2231	jmc35226
David Roberts	RA	638A	357-2067	dwr81203	Ugochi Ndolo	RA	838A	357-2217	uan71348
Alexandria Maddox	RA	656A	357-2083	adm39056	Menna Abo-elhamd	RA	856A	357-2248	mea93483
Jack San Fratello	RA	707A	357-2110	jms33441	Joy Ngene	RA	907A	357-2204	jnn72175
De'Andra Gaston	RA	721A	357-2037	dlg19581	Bjorn Leicher	RA	921A	357-2231	bg155559
Trinity Martell	RA	739A	357-2143	tim72302	Kedrevion Walker	RA	939A	357-2188	kjw59604
Matthew Melatti	RA	755A	357-2127	mcm14136	Hannah Meise	RA	955A	357-2264	him39605



<b>Rooker Hall</b>					Liz Sisk	RA	221B	357-2789	eks85732
Courtney Bolden	RA	213A	389-6640	cbb57164	Wunmi Ori	RA	421A	357-0035	oao80147
Kathryn Price	RA	213B	389-6642	klp80270	Faye Akinniranye	RA	421B	357-2791	fa40410
Erica Vinson	RA	409A	357-0051	etv83514	Joseph McCann	RA	621A	357-0036	jam40690
Jazmin Summerlin	RA	409B	357-6644	jls64995	Ibrahima Barry	RA	621B	357-2794	ib71524
<b>University Village Community Office 542-2041 Front Desk 542-1473</b>									
Blake Singleton	Area Coordinator				lbsingle	542-2041	542-8595	843-902-2543	
Becki Bury	RHD (McWhorter, Vandiver)				rb90985	542-0403	542-8595		
David Strumpf	Residence Hall Director				dstrumpf	542-8330			
Dale Jacobs	Administrative Assistant				dj86352	542-2041	542-8595		
<b>Name</b>	<b>BLDG</b>	<b>Address</b>	<b>Email</b>	<b>Name</b>	<b>BLDG</b>	<b>Address</b>	<b>Email</b>		
Yasmin Johnson	A, B, D	D-111	yasmin.johnson25	Xayla Wilson	L	M-101		xdw66853	
Derric Fray	C, H	D-112	dfray27	Willa Tseng	M	M-111		wtseng	
Olivia Nickel	E, F, G	G-107	oliviamn	Rashae Dames	N	N-204		rpd36349	
Quinton Blount	J	G-109	qeb07794	Rafael Tudela	P, Q, T	N-210		tudelar	
Leeya Eguale	K	H-110	leeya.eguale25	Akash Shah	R, S, U, V	V-029		ashah	
RA On-Call	Bldg. A-L 540-4366/Bldg. M-V 201-3725				Maint. On-Call			202-9673	
<b>Hill Community Community Office 542-5217 Front Desk 542-9424 O-House Front Desk 542-8384</b>									
Ricky Boggs	Area Coordinator				prboggs	542-5217	583-8254	224-1859	
Dashan Axson-Lawrence	RHD (Boggs, Church, Hill)				daxson	542-8373	583-8254		357-3335
Vince Morton	RHD (Oglethorpe House)				vm60414	583-0286	583-8254		
Gaby Rojas	RHD (Mell,Lipscomb)				gr67559	542-5934	583-8254		
April Byrne	Administrative Assistant				abyrne	542-5217	583-8254		
(Lower 5 + Myers)	GR/RHD On-Call Cell: Zone 3A #206-6511				Zone 3B #206-1296			201-9404	
(Ohouse)	GR/RHD On-Call Cell: Zone 1A #206-7853				Zone 1B #202-6610				
<b>Hill Hall</b>					<b>Boggs Hall</b>				
Alexia Caldwell	RA	220A	357-0734	arc83316	Ashley Ansley	RA	211A	357-0395	ata07348
Aliyah Bowen	RA	318A	357-0758	alb54119	Omar France	RA	314A	357-0422	ojf14425
Vanessa Brown	RA	418A	357-0788	vvb56603	Noah Barnes	RA	413A	357-0445	barnes.noah
<b>Oglethorpe House</b>					<b>Mell Hall</b>				
Megan Rogers	RA	223A	357-1549	mer43262	Kelly Blackmon	RA	212A	357-0566	kab62943
Kendell Parker	RA	300A	357-1692	kjp13224	Emily Flatt	RA	314A	357-0592	edf73823
Maya Underwood	RA	400A	357-1721	mau31850	Paul Vanlandingham	RA	414A	357-0616	pgv09928
<b>Oglethorpe House Continued</b>					<b>Church Hall</b>				
Barry Ibrahima	RA	500A	357-1732	ib71524	Chiamaka Ohanu	RA	211A	357-0310	co84358
Allison Coley	RA	600A	357-1733	ajc53168	Kimani Beckford	RA	311A	357-0334	ktb40760
Willem Styles	RA	700A	357-1744	wls63350	Anthony Walsh	RA	411A	357-0358	ajw33601
Zoey Forrester	RA	800A	357-1753	ztf52492	<b>Lipscomb Hall</b>				
Destin Mizelle	RA	800A	357-1764	dln80523	Hunter Smith	RA	211A	357-0224	hgs75835
<b>CLASS Advocates</b>					Mila Talbi	RA	312A	357-0249	ktalbi
John Marco Alejos	CA	108A	357-1670	jma99620	Nia Freeman	RA	411A	357-0272	nif48326
Salena Araya	CA	123A	357-0298	saa37625					

<i>Myers Community</i>					<b>Community Office 542-5217</b>		<b>Front Desk 542-8271</b>		
Name	Title				Email	Office	Fax	Cell	Home
Ricky Boggs	Area Coordinator				prboggs	542-5217	583-8254	224-1859	
Miles Johnson	RHD (Myers)				milesdj	542-7760	583-8254		
Steven Campbell	RHD (Mary Lyndon, Rutherford, Soule)				sicamp	542-5217	583-8254		357-0040
April Byrne	Administrative Assistant				abyrne	542-5217	583-8254		
(Lower 5 + Myers)	GR/RHD On-Call Cell: Zone 3A #206-6511				Zone 3B #206-1296			201-9404	
<b>Myers Hall</b>					<b>Mary Lyndon Hall</b>				
Mahtab Heydari	RA	151A	357-1377	Mh59529	James Connors	RA	123A	357-0018	jdc72158
Leopoldo Vargas	RA	131A	357-1415	lv82952	Savannah Carroll	RA	335A	357-0129	slc27369
Caitlin Yarde	RA	268A	357-1420	cmv19720	<b>Soule Hall</b>				
Ammishaddai Grand-jean	RA	370A	357-1322	asg72157	Lorette Edwards	RA	302A	357-0052	lge72292
Erick Godinez	RA	320A	357-1315	eg21876	Diana Ricketts	RA	103B	357-0017	dnr87310
William Quarterman	RA	419A	357-1413	wvq78621	<b>Rutherford Hall</b>				
Linda Sghayer	RA	220A	357-1483	lrs90490	Hamilton Steimer	RA	431	713-2652	hms41852
<b>CLASS Advocates</b>					Riordan Dail	RA	241	713-2649	rad64708
Atinawors (Nati) Gebre	CA	113 A	357-0074	ag91927	Khaira Brinson	RA	130	713-2648	kb43925
Alexis Isom	CA	432A My	357-1426	ani59408	Dhairya Shukla	RA	341	713-2651	djs59573
					Sara Henning	RA	300	713-2650	seh87896
<b>Reed Community Community Office 542-3753 Reed Front Desk 542-3753 Morris Front Desk 357-3311 1516 Front Desk 583-0277</b>									
Name	Title				Email	Office	Fax	Cell	Home
Azura Morgan	Creswell and Reed Area Coordinator				akmorgan	542-8344	542-8595	706-202-8300	
Becca Morgan	RHD (Reed)				rebecca.morgan	542-3753	542-8595	580-330-0113	357-3310
Heather J Macon	RHD (Building 1516)				heather.macon	583-0277	542-8595	217-220-3859	
LaQuita Phillips Bell	RHD (Payne, Morris)				lvphill	542-3753	542-8595	843-601-2298	357-0967
Cory Graham	Administrative Assistant				cgraham1	542-8344	542-8595		
					GR/RHD On-Call Cell #			202-6610	
<b>Reed Hall</b>					<b>Building 1516</b>				
Bailey Vandiver	RA	245A	357-1104	bgv91824	Keyera Grant	RA	158A	583-0421	kag59066
Ganesh Prabakaran	RA	411A	357-1107	gp24793	Kara Hafermalz	RA	206A	583-0446	kara.hafermalz25
Ashlin Milton	RA	125A	357-1102	abm09578	Tia Smith	RA	226A	583-0525	tjs17635
Adriana Gutierrez-Sureza	RA	345A	357-1106	ag04572	Bradford Porter	RA	258A	583-0491	bap53715
Malik Grace	RA	325A	357-1105	malikgrace	Adure Nosiri	RA	306A	583-0544	aan97139
Christiana Agbonghae	RA	0B24A	357-1101	ca62121	Kendra Johnson	RA	358A	583-0577	kdjq1365
Esteban Lee	RA	225A	357-1103	eml04269	Saoki Sakurag	RA	406A	583-0578	sos14147
					Brazil Fagan	CA	428A	583-0596	bf83151
Danika Nickeo	RA	406A	357-0188	dan20961	Meghan Lewis	RA	458A	583-0691	meghan.lewis25
Kevin Reardon	RA	112A	357-0137	krr22601	Blake Hankwitz	RA	506A	583-0726	blake.hankwitz25
Obianuju Okeke	RA	306A	357-0165	oio05305	Brandi Raines	RA	558A	583-0730	bjr41239
					Donald Lockhart	RA	615A	583-0812	drl23029
<b>Payne Hall</b>					<b>CLASS Advocates</b>				
Lillian Le	RA	321A	357-0981	ll20109					
Adrienne Braithwaite	RA	221A	357-0935	anb76141	Julius Thomas	CA	215A	357-0152	julius.thomas25
Osaze Stigler	RA	139A	357-0906	oas97329	Katelynn Thomas	CA	0B39A	357-1100	kkt31571
Magali Lapu	RA	339A	357-0998	ml00699	Tia Smith	CA	226A	583-0525	tjs17635
Krishna Patel	RA	239A	357-0952	krishnapatel	Brazil Fagan	CA	428A	583-0596	bf83151

<i>Russell Community</i>		<b>Community Office 542-8250</b>		<b>Front Desk 542-1694</b>		
John Wright	Area Coordinator	jowright	542-8250	542-8595	478-456-0563	
VACANT	Residence Hall Director		542-8330	542-8595		
Marcella Smith	Administrative Assistant	mpsmith	542-8250	542-8595		
	GR/RHD On-Call Cell #				207-3039	
<i>Halifax Colony</i>			<i>Savannah Colony</i>			
<i>Stewart Colony</i>			<i>Augusta Colony</i>			
<i>CLASS Advocates</i>						
<b>Facilities</b>						
Name	Title	Email	Office	Fax	Cell	Home
Gary Thompson	Director of Facilities	sttoms	542-8294		207-9626	
Amanda Shelnut	Administrative Associate	akshelnu	542-8294			
<i>Maintenance</i>		<b>Work Control: 542-3999 Work Control Email: hsgwork@uga.edu</b>				
Matthew Deason	Assoc. Dir. for Facilities Planning and Maint.	mdeason	542-7064		770-815-5825	
Biff Tant	Special Coordinator for Facilities	btant	542-8408		436-4141	
Michael Wharton	Building Controls Engineering Analyst	mwharton	542-6579			
<i>West Zone</i>						
Cameron Jacob	Maintenance Supervisor	cljacob	542-6570			
Ronnie Laird	Skilled Trades Worker-Creswell	rjlaird	542-6734			
VACANT	Skilled Trades Worker-Russell		542-2769			
Wayne Bennett	Skilled Trades Worker-Brumby	wayben	542-2775			
VACANT	Skilled Trades Worker		542-0157			
Terry McCollum	Skilled Trades Worker	tlmccoll	542-0157			
Jon Laughman	Mason	jklaugh	542-0157			
Ismael Gomez-Diaz	Painter	igomez				
Donnie Strickland	A/C Shop	strickbo	542-3943			
VACANT	Electrician		542-0157			
<i>East Zone</i>						
Sammy Cofer	Maintenance Supervisor	jscofer	542-2951		540-7001	549-8163
Eduardo Serrano	Electrician-BLDG 1516	eserrano	542-8701			
Mark Garmon	Skilled Trades Worker-ECV	mwwgarmon	542-4276			
Johnny Lynn	Skilled Trades Worker-ECV	jjlynn	583-0930			
Ross Myers	Skilled Trades Worker-ECV	rmyers	542-1878			
Chuck Gibson	Painter	chuckgib	542-0904			
Jacobs, Nick	Painter	njacobs	542-0904			
Ahmad Daftarian	A/C Shop-East	ahmad	542-9101			
<i>Central Zone</i>						
Scott Gabriel	Maintenance Supervisor	surge319	542-7251		338-6852	
Rick Tillmann	Skilled Trades Worker	tillman	542-7844			
Tim Bennett	Skilled Trades Worker-Reed,Payne	tlbennett	542-5534			
VACANT	Skilled Trades Worker-Myers		542-9392			
Charles Hillsman	Skilled Trades Worker-O-House	ch40139	542-8381			
Andrea Woodall	Painter	agwoodal				
VACANT	A/C Shop		542-3702			

<i>Hill Zone</i>						
Patrick Hood	Maintenance Supervisor	tphood	542-6703		540-7901	
Ricky Miller	Skilled Trades Worker-Morris, Mell, Lipscomb	milljr	357-3316			
Josh Strickland	Skilled Trades Worker-Church,Hill,Boggs	jlstrick	542-9393			
Stacey Jewell	Skilled Trades Worker- Floater	sjewell	583-8038			
Christopher "Kit" Johnson	Skilled Trades Worker-Second Shift	cj87065	357-0196			
Mark Efird	Locksmith Key Shop Hill Zone	maefird	357-0196			
Dean Smart	Locksmith Key Shop Hill Zone	dsmart	357-0196			
Brian Davis	Locksmith Key Shop Hill Zone	btDavis	357-0195			
<i>University Villiage; Greek Park; Health Science Campus</i>						
Jamie Wilkes	Maintenance Supervisor	jbwilkes	542-8407		338-6490	795-2668
Melvin Jackson	Skilled Trades Worker	melvinj	542-8407			
Nick Ayala-Toro	Skilled Trades Worker-Univ. Village	ayala	542-8407			
Thad Wright	Skilled Trades Worker-Univ. Village	thad	542-8407			
Chance Thornton	Skilled Trades Worker-Univ. Village	bcthorn	542-8407			
Deborah Sickles	Skilled Trades Worker-Univ. Village	dksickle	542-8407			
Marquis Smith	Skilled Trades Worker-Univ. Village	smithm	542-8407			
VACANT	Skilled Trades Worker-HSC		369-5676			
Williams Gonsales	Utility Worker		542-8407			
VACANT	Utility Worker		542-8407			
<i>Work Control</i>						
Matthew McCauley	Work Control Supervisor/Facilities Analyst	mmccaule	542-4635			
VACANT	Maintenance Dispatcher					
<i>Capital Projects 710 East Campus Road, Family Housing</i>						
Josh Cowart	Project Coordinator	joshc445	542-7068			
Grant Myers	Project Coordinator	gmyers	542-6595		247-6886	
Miklos Gerely	Project Coordinator	mgerely	542-5678		206-7856	
Don Hudak	Capital Projects Coordinator	dhudak	542-0957		206-3675	
<i>Facilities Operations</i>						
Name	Title	Email	Office	Fax	Cell	Home
Steve Marcotte	Associate Director for Facilities Operations	steve.marcotte	542-8295		706-296-4817	
Brandi Shealy	Facilities Procurement Coordinator	bgshealy	542-7990			
<i>East Zone Building Services</i>						
James Anderson	Building Services Superintendent- ECV, 1516, Univ.	jtanders	583-0079			
Donnie Brooks	Building Services Supervisor-Myers	ddbrosks	542-9391			
Veronica Monroy	Building Services Supervisor- Reed; Greek Park	vern22	542-7764			
Neyael Rubio-Delgado	Building Services Supervisor- ECV 1516;Univ. Villag	nrdelgad	542-8780			
<i>West Zone Building Services</i>						
Sue Coleman	Building Services Superintendent-Brumby, HSC, Cr	secolema	542-4406			
VACANT	Building Services Supervisor-Hill		542-8332			
Jasmine Johnson	Building Services Supervisor- Brumby; HSC	jnbrown	542-8360			
Tiffany Teasley	Building Services Supervisor-Creswell	tiftea	542-8290			

<b>West Zone Building Services Continued...</b>					
Markitta Willoughby	Building Services Supervisor-Russell	markitta	542-8337		
<b><i>Warehouse Services</i></b>					
Keith Sawyer	Warehouse Supervisor	krsawyer	542-8639		706-424-3206
Mark Jackson	Materials Handler	markj	542-8639		

Revised 11/06/2017

## TEMPLATE 6

### IDENTIFICATION OF MONITORS FOR UGA-FUNDED TRAVEL

Identify the primary and backup departmental representative(s) responsible for monitoring UGA-funded travel by all departmental faculty, staff, and students. These individuals should obtain emergency contact information for travelers prior to all work or study-related trips made by departmental personnel so they can relay emergency messages to travelers as needed.

<b>Primary Monitor</b>
<b>Name:</b> Marion Spearman
<b>Position/Title:</b> Business Manager
<b>Work #:</b> 706-542-8304
<b>Email:</b> <a href="mailto:denisest@uga.edu">denisest@uga.edu</a>
<b>Primary Monitor</b>
<b>Name:</b> Jane Ivey
<b>Position/Title:</b> Accountant
<b>Work #:</b> 706-583-0912
<b>Email:</b> <a href="mailto:janiem@uga.edu">janiet@uga.edu</a>
<b>Backup Monitor</b>
<b>Name:</b> Kristy Walker
<b>Position/Title:</b> Assistant Director for Business and Human Resources
<b>Work #:</b> 706-542-8297
<b>Email:</b> <a href="mailto:klwalker@uga.edu">klwalker@uga.edu</a>

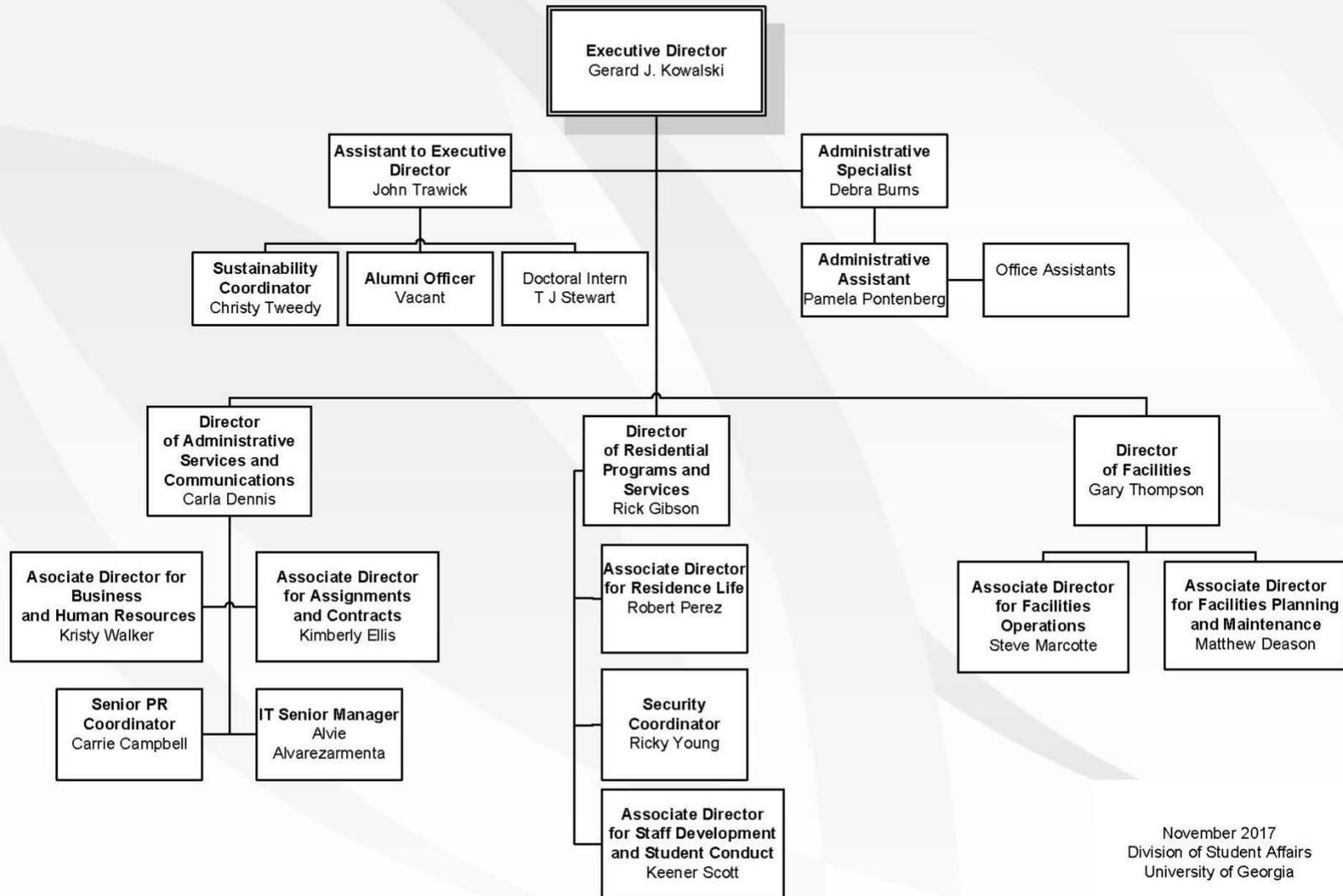
## **TEMPLATE 7**

### **PHONE TREE INSTRUCTIONS AND SAMPLE FORMS**

**Phone trees are an effective method of disseminating critical information among work groups. In cases where time is of the essence, a phone tree can distribute the responsibility for emergency notification among an entire work group to ensure all individuals receive timely notification of the emergency without overtaxing a single individual. To succeed, every individual must make their assigned calls. The following should be taken into account when completing the phone tree template:**

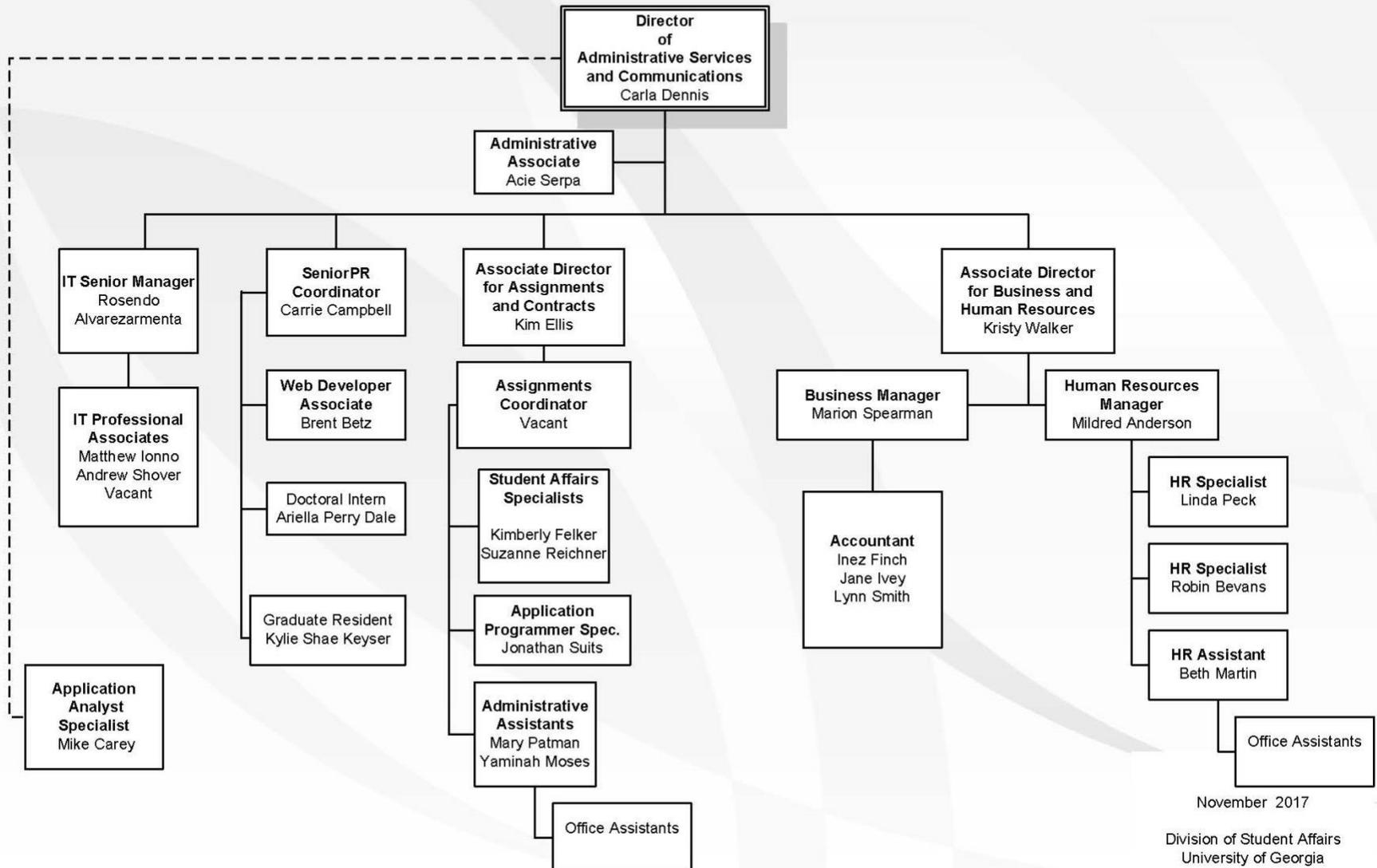
1. Only designated Departmental Pandemic Coordinators and their backup(s) should have access to the entire list of personal contact information. Other employees should only receive information for their assigned contacts.
2. If an employee prefers not to be the contact person for specific individuals, s/he should be reassigned on the phone tree to another acceptable call sequence.
3. When posting the phone tree for review and feedback, only names should be reflected so personal contact information is not shared with everyone.
4. Each employee should be assigned two (2) colleagues to call. The caller should be provided the contact information for his/her two assigned contacts only. This information should be provided, and kept up to date, by the Departmental Pandemic Coordinator.
5. In the event an employee cannot reach his or her contacts, the Departmental Pandemic Coordinator may assign alternate contacts for that employee to call.
6. As part of the phone tree briefing, Departmental Pandemic Coordinators should instruct employees to record the date and time each contact is made (or attempted) during an actual activation of the phone tree. The method of recording this information is up to the individual. However, documentation of the call, whether the call is answered or not, is an important part of the phone tree activation.

# University Housing Organizational Structure



# University Housing Organizational Structure

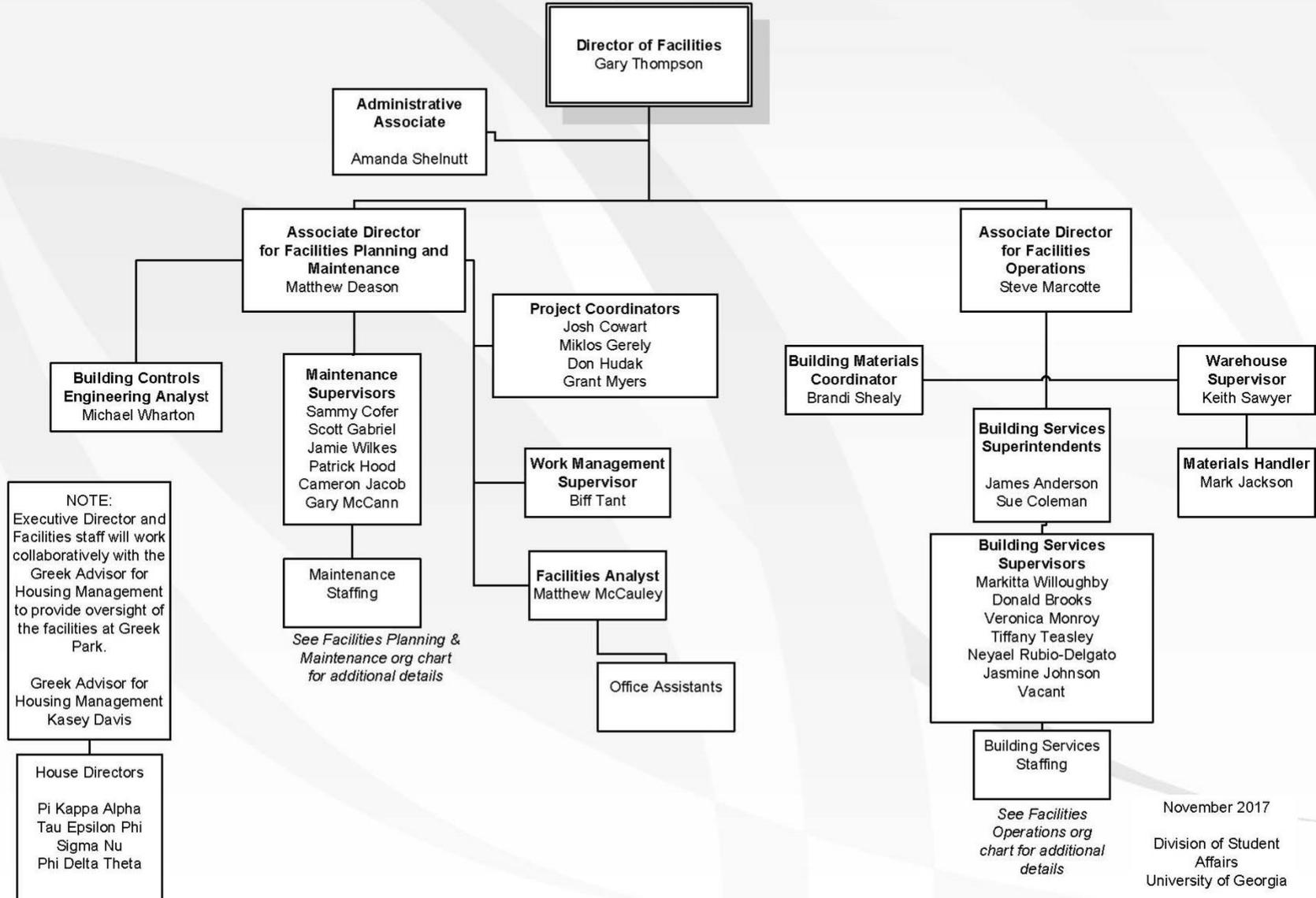
## *Administrative Services and Communications*



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# University Housing Organizational Structure *Facilities*



**University Housing  
Organizational Structure  
Facilities Operations Staff**

**Associate Director of  
Facilities Operations**  
Steve Marcotte

**Building Serv.  
Superintendent**  
Sue Coleman

**Building Serv.  
Superintendent**  
James Anderson

**Brumby & HSC  
Supervisor**  
Jasmine Brown

**Russell Hall  
Supervisor**  
Markitta Willoughby  
*(1516 & UV)*

**Creswell Hall  
Supervisor**  
Tiffany Teasley

**Hill Community  
Supervisor**  
Vacant

**ECV, UV and  
Building 1516  
Supervisor**  
Neyael Rubio-  
Delagardo

**Myers Community  
Supervisor**  
Donald Brooks

**Reed Community  
& Greek Park  
Supervisor**  
Veronica Monroy

**Brumby BSWs**  
Ana Cabrera  
Marlena Goss  
Adriana Hurtado Rico  
Joann Johnson  
Jasmine Littlejohn  
Marion Nelms  
Josie Ofori  
Natasha Watkins  
Maurice Winters  
Tayler Young  
Kentevin Woods  
Nicholas Ward

**HSC BSWs**  
Tara Williams (Lead)  
Alicia Johnson  
Abileydi Sibrian Argueta  
Tekeya Johnson

**BSWs**  
Jaime Aguayo *(ECV)*  
Blanca Pacheco-Diaz *(Myers)*  
Janice Hall *(ECV)*  
Betty Hill *(Reed)*  
Trent Holman *(Myers)*  
Sean Meadows *(Creswell)*  
Noa Pacheco *(Greek Park)*  
Monica Upshaw *(1516)*  
Benny Watson *(Brumby)*  
Vacant  
Vacant  
Vacant

**BSWs**  
Amesha Barnes  
Maria Bravo  
Shirley Burch  
Mariel Cuyos  
Roger Jewell  
Gloria Lumpkin  
Ana Jimenez  
Erick Johnson  
Louise McCoy  
Angela McElroy  
Joel Reyes

**BSWs**  
Breanna Brown  
Maria Del Pilar Espejo  
Michael Edwards  
Alicia Favors  
Barry Glenn  
Chad Hatfield  
Anitra Howard  
Shavea Lattimore  
Shamika Peppers  
Elsa Ponce  
Vacant

**ECV BSWs**  
Brandon Callahan (Lead)  
Lizzie Beck  
Laronda Faust  
Victoria Festa  
Shahid Glenn  
Margoth Matiz  
Frank Solano

**UV BSWs**  
Moraima Lozada  
Autumn McConnel

**1516 BSWs**  
Tonya Burgess  
Frances Houston  
Phyllis Hubbard-Riden  
Shaquita Lumpkin  
Megan Martin  
Larry Smith  
Kaye Waldrep

**BSWs**  
Latasha Bush  
Amparo Fandino  
Jessica Finley  
Anthony Phillips  
Rita Roe  
Kimberly Seabolt  
Melissa Smith  
Flor Solano  
Debra Summerford  
Sylvia Warren  
Vacant  
Vacant  
Vacant

**Reed BSWs**  
Tammy Carver  
Linda James  
Taurus King  
Tommie McCommons  
Lisa Moore  
Yahaira Mateo-  
Rodriguez  
Jesus Solano  
Essie Sutton

**Greek Park BSWs**  
Vickie Carithers  
Carol Scott  
Vacant

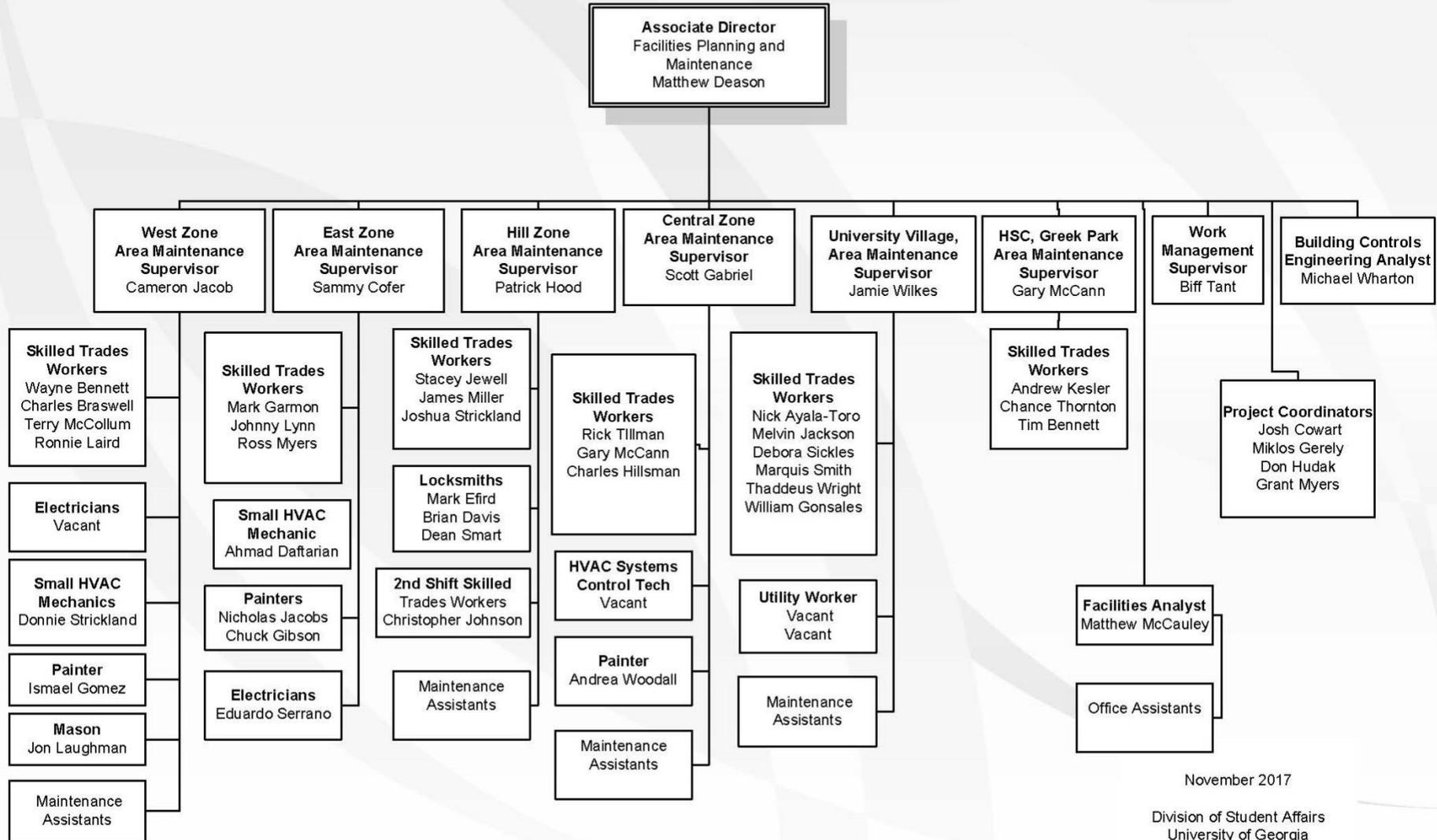
*Temporary assignments  
in red*

**Building Materials  
Coordinator**  
Brandi Shealy

**Warehouse  
Supervisor**  
Keith Sawyer

**Materials Handler**  
Mark Jackson

# University Housing Organizational Structure *Facilities Planning & Maintenance*

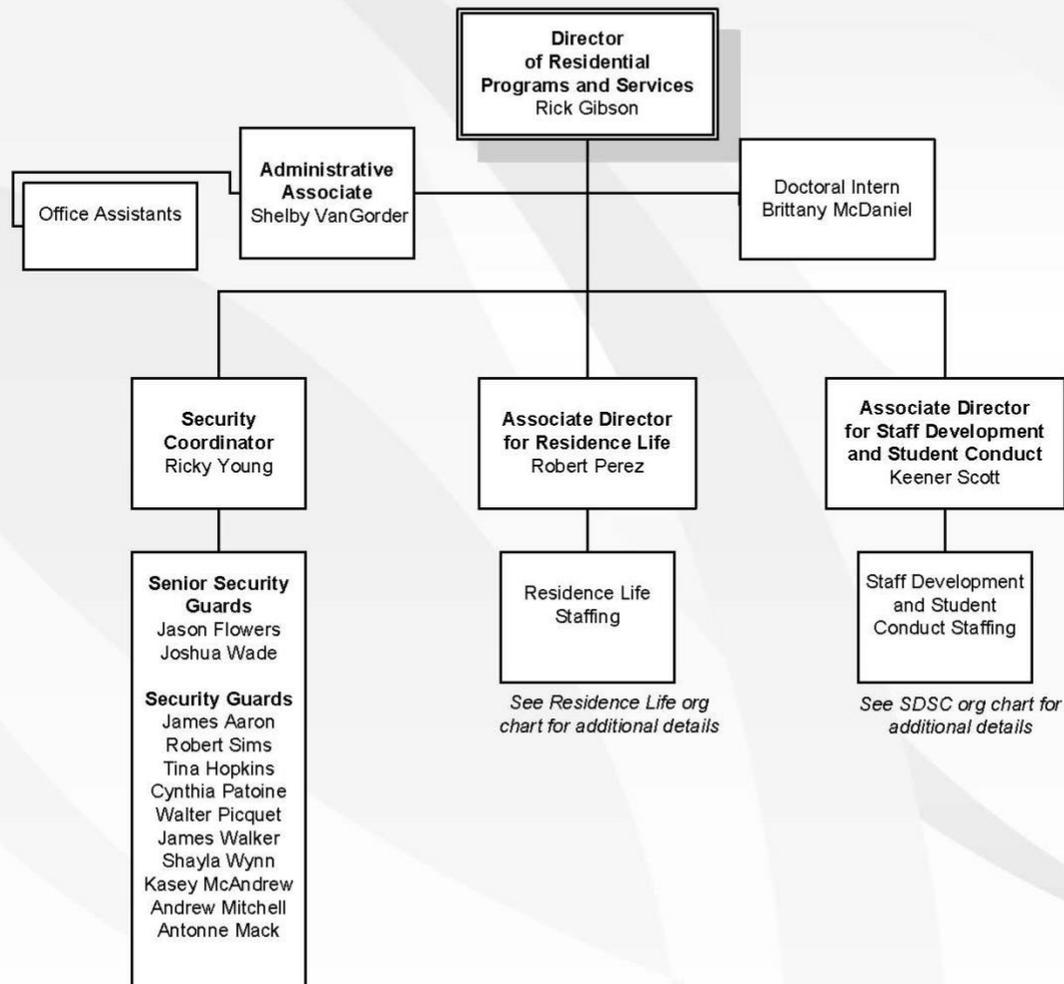


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# University Housing Organizational Structure

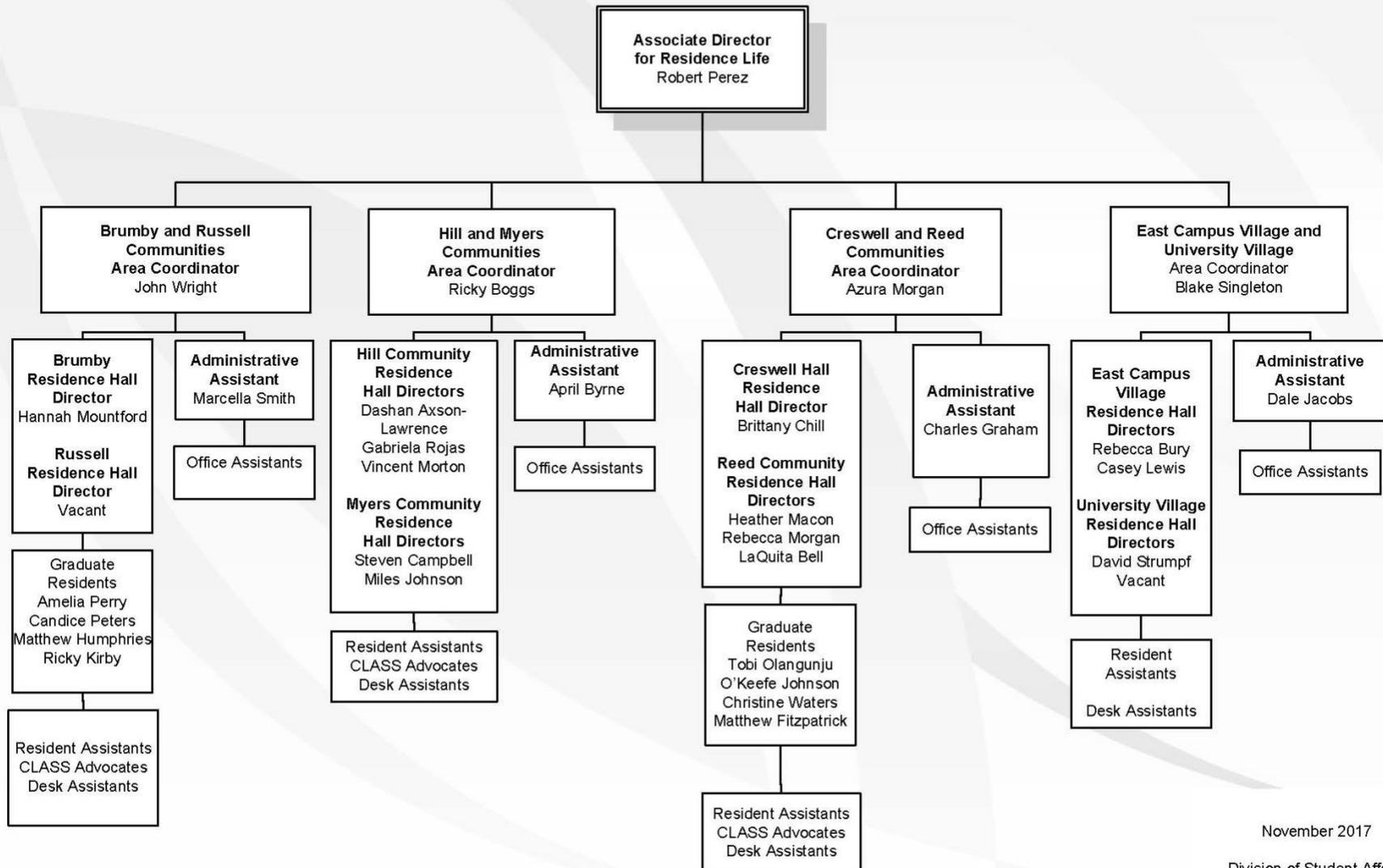
## *Residential Programs and Services*



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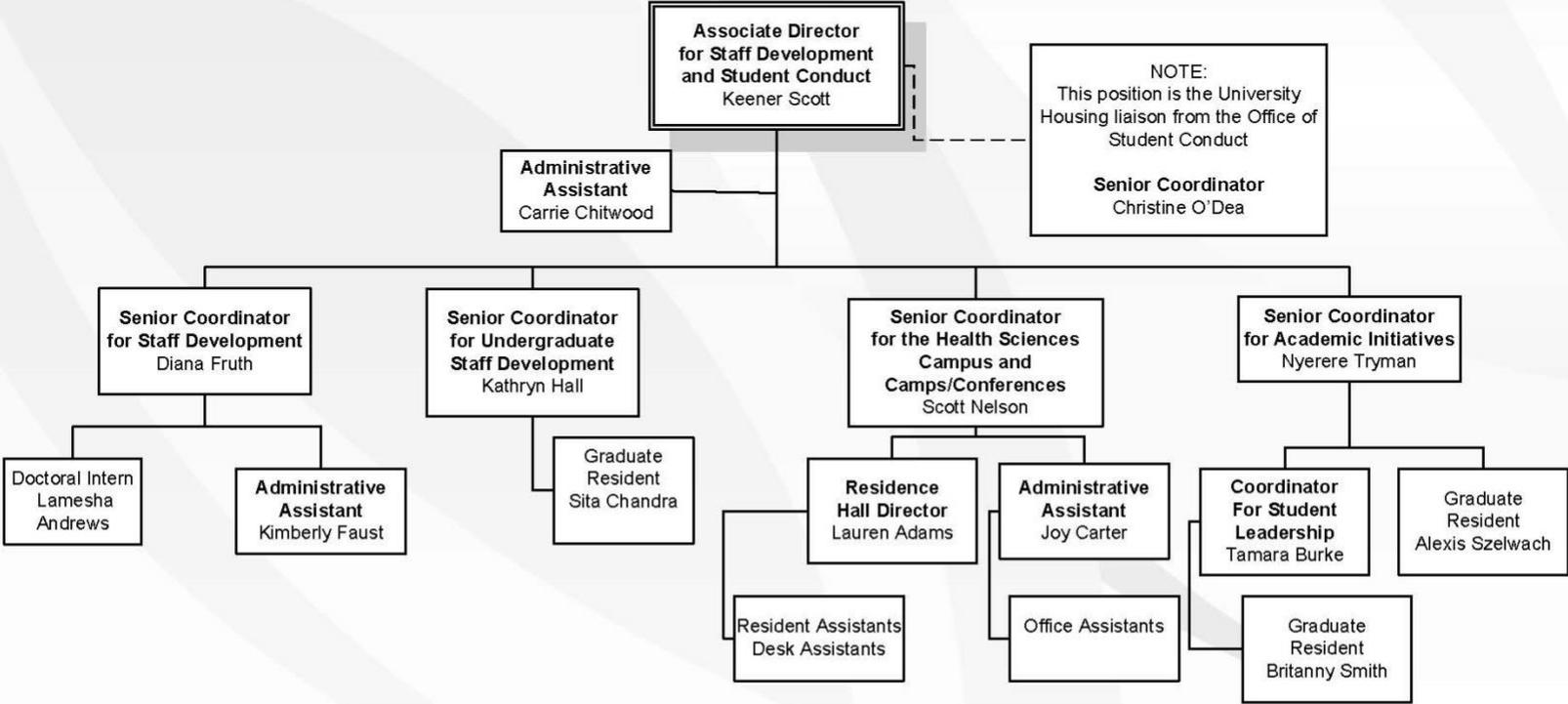
# University Housing Organizational Structure *Residence Life*



November 2017

# University Housing Organizational Structure

## *Staff Development and Student Conduct*



August 2017