

**UNCG Staff Senate**  
**April 12, 2007**  
**Faculty Center**

**Roll Call**

Thirty-one delegates and thirteen guests were present.

*Attending:* (31) Heather Azzu, Jodi Barber, Linda Bennett, Amy Berrier, Shannon Burks Clegg, Karen Core, Sarah Cottrell, Ray Davis, Mary Early, Trina Gabriel, Joyce Graves, Pamela Harrod, Brenda Hemphill, Robin Kallam, Davis Lee, Judy Lillis, Diane Logan, Kevin McClain, Kelly Meris, Scott Milman, Amy Moore, Lee Odom, Ann Perdue, Donna Sexton, Maricia Terrell, Paula Terrell, David Vaughan, Mitzi Wilder, Mike Williams, Suzanne Williams, Lori Wright.

*Absent with notice:* (1) Jennifer Clark

*Absent:* (7) Michelle Griffin, Michelle Larsen, Jennie Prince, Cathy Rogers, Glenn Vignola, Scott Walser, Erma Totten Williams

*Ex-Officio Attending:* (0)

*Guests Attending:* (13) Melissa Barnes, Kevin Bullard, Ray Carney, Annette Cline, Judy Guard, Sharon Humphrey, Todd Mitchell, Jason Morris, Sharlene O'Neil, Amelia Smith, Reade Taylor, Cindy van Laar, Sheryl Williamson

**Call to Order**

The meeting was called to order by David Vaughan at 10:00 a.m.

**Agenda**

Lee Odom moved to approve the agenda. Amy Moore seconded and the motion passed unanimously.

**Minutes**

Mary Early presented minutes of the February 7, 2007 meeting. One attendance correction was added. Shannon Burks Clegg moved to approve the minutes as amended and Mike Williams seconded the motion. The motion was approved.

**PACE Initiative – Reade Taylor**

Reade Taylor, Vice Chancellor for Business Affairs, shared an introduction to the PACE Initiative. PACE is an initiative of President Bowles, an acronym for the President's Advisory Commission on Efficiency and Effectiveness. Understanding that the various universities operate like small, diverse cities, the Commission requested a cost study to allocate every dollar from all fund sources and assign every FTE to one of 55 functional categories. This extensive categorization had never been done before. Funds were classified as general or non-general. Associated functions were classified as core

(instruction, research), enabling, or enabling activities. Four expense categories were designated—EPA core faculty, EPA other professional, SPA staff, and all other expenses.

The objectives of the initiative are to optimize the enabling functions, leverage system strengths, and modify or delete processes as needed. The cost data was added to a database, by function, and metrics were formed. Comparisons could then be made between the various universities for each category of spending. UNCG looked very good overall. Nevertheless, a pie chart revealed three issues with areas for further analysis: payroll processing, admissions, and alumni.

An individual review of the variations in these three areas provided a variety of explanations. In payroll, overtime and other issues related to facilities personnel had allowed an error in data. Continual learning, one of the Universities admitting bodies, substantially affected the admissions area with the large mailing of CALL booklets to local residents. This is a legitimate expenditure, but it needed to be identified to understand its impact on the overall picture. In alumni, a great deal of work is currently focused on the Capital Campaign, and the Chancellor is heavily involved in the project.

From the 1998-1999 academic year to the 2005-2006 academic year, UNCG has endured 12.3 million dollars in permanent budget cuts and 18.8 million dollars in one time budget cuts.

UNCG initiatives in response to PACE are efforts at both cost avoidance and cost savings. Examples of cost avoidance include: the new ESCO energy savings plan, HEAT (rather than parking lots), reduced debt service (re-financing), a new P-card provider, streamlining the travel reimbursement/P-card process, and eliminating merchant fees paid by UNCG. Cost avoidance has saved \$1,642,000.

Examples of cost savings include: telephone services changes (purchased phones rather than renting), eliminated positions, elimination of travel advances and petty cash, mandated direct deposit, combine expensive purchases to allow for maximum discounts (computers), combine newspaper advertisements for vacant positions, replacing desk phones with cell phones where feasible. Cost savings has netted \$1,140,500.

In 2007-2008, the savings will be distributed to “core” functions. An estimated \$400,000 of this money from other University divisions outside Academic Affairs has been allocated for graduate student assistantships.

The Chancellor has set a 4 million dollar goal in savings and avoidance. Already, \$2.4 million dollars have been identified, including \$1.3 million dollars from Academic Affairs and \$1.6 million dollars in avoidance.

System-wide initiatives are occurring among a variety of working groups including academic administration, auxiliaries, construction/leasing, facilities management, human resources, information technology, and other barriers. Examples of these larger efforts include the consideration of a central storage facility for seldom-used library books,

reviewing construction regulations, a nationwide facilities survey, and the sharing of data centers.

What can you do? Look carefully at how your department spends its budget. Is there a better way? Some basic changes can include: two-sided copies, sharing subscriptions and other on-going costs, reconsidering current fax machines and cell phones, and energy awareness.

A web page of cost savings/cost avoidance ideas is one possible means of sharing the variety of solutions available. Send thoughts and ideas to Mr. Taylor.

Mr. Taylor noted that the State does offer an awards program for cost saving suggestions/initiatives. Perhaps the program should be publicized to coincide with PACE.

One PACE initiative under review revolves around UNCG and state service pins. There are currently two recognition ceremonies. Should these events be combined? If so, it was suggested that the cut-off dates be the same. Should this be a division event or a campus-wide event? The consensus of the group was to continue with a campus-wide event.

During discussion, members noted that they like the use of the Dining Services dollars (one dollar for each year of service). Since some employees are not interested in the various state service gifts, perhaps the Office of State Personnel should offer an opt-out option when providing the list of items available. Mr. Taylor suggested that the members discuss the issue with their constituents and provide feedback to David.

Reade Taylor's PACE presentation can be found on the Business Affairs website: [www.uncg.edu/baf](http://www.uncg.edu/baf).

#### **Human Resource Services Update—Melissa Barnes**

Melissa Barnes, representing Human Resource Services, explained that health insurance issues are still uncertain. There may be a cost added to the "employee only" option in the Indemnity Plan. Other possible changes may also occur as a result of the tremendous reduction in the number of members using this Plan. Risk management with this plan shows that lower numbers of members with higher health care risks (many retirees) will cause the expense involved with this plan to go up. As a result, the cost is likely to go up as well.

There is also talk of a possible 4<sup>th</sup> PPO Plan, modeled after the Indemnity Plan.

The Office of State Personnel and the State Health Plan are considering changing the term for the health plan to the calendar year. This change would match the health insurance year to the flex plan year.

**Chancellor's Update—Sharlene O'Neil**

Sharlene announced that no news has been received at this point regarding the state budget.

She suggested that members visit the new UNCG network page available on the Chancellor's website. The page lists individuals all across North Carolina who care about UNCG and are willing to call legislators on our behalf. It also provides tips for calling legislators and talking points that you can share. The Chancellor's page also includes the Board of Trustees list, meetings and minutes.

**Outreach Committee—Shannon Burks-Clegg**

The Relay for Life is Friday, April 13 at 6:00pm at the Soccer Stadium. Contact Paula Terrell for more information.

The Heart Walk is Saturday, June 9 at the Country Park. Amy Berrier is leading the Staff Senate team. Those interested can register online. Also, Amy has envelopes for other donations.

The committee finalized the decisions and plans for the Staff Excellence Awards. Fourteen nominations were received, 3 of which were for Senators: Amy Berrier, Michelle Larsen and Judy Lillis. The Staff Excellence Luncheon will be held on Friday, April 20.

Excellence Day is May 2 at 4:00pm in the EUC Auditorium. The winners of the Staff Excellence Awards will be announced at that time. The Community Supper will follow in the Cone Ballroom.

**Employee Enrichment Committee—Amy Moore**

There was no new business from the committee. The group plans to meet soon to discuss the end of the year report and plans to pass along for next year's committee members.

**Public Relations Committee—Lori Wright**

No report.

**Elections Committee—Scott Milman**

Scott Milman provided the report for Angie Scott. There were 221 eligible ballots cast during the recent election. Noting that this was the first time voting occurred in an in-person election day format, the committee has discussed a variety of ways to improve the process. The total votes cast was a decrease from previous years. The committee believes they missed some key publicity opportunities prior to the election day. They would like to explore the possibility of an electronic ballot plus a one day in-person voting opportunity.

The committee has several recommendations for future elections:

- Opportunities for 2<sup>nd</sup> shift voting

- ❑ Consider electronic voting open for an entire week plus a single election day with in-person voting
- ❑ Send reminder fliers to each department
- ❑ Provide bios of nominees (ask for the bio with the nomination form)
- ❑ Option for write-in nominees
- ❑ Send letters to winners and non-winners
- ❑ Keep a well-maintained list of ballot counting
- ❑ Send thank you notes for gifts donated for election day

The Committee is preparing a slate of officers for the 2007-2008 year to be nominated at the Officer Election meeting on April 25 in the Maple Room, EUC.

### **Constitutional Review—Suzanne Williams**

The Executive Committee has a variety of recommendations for changes to the committee structure as prescribed by Article Four of the constitution. The proposals will be discussed today and considered for vote at the May meeting.

In Article IV – Other Committees – The Executive Committee has noted overlap and other issues with the current committee structure. The Committee, made up of the Chair, Chair-Elect and Secretary, along with the chairs of each committee, has re-organized and re-defined the current four committees into six. If approved, the changes will be effective next year.

A motion was made by Lori Wright to place these items on the table at the May meeting. Shannon Burks-Clegg seconded the motion. The Chair asked all Senators to consider the recommended changes carefully.

Shannon Burks-Clegg motioned to adjourn, with a second from Scott Milman. The motion passed and the meeting was adjourned at 11:25am.

Respectfully submitted by Mary Early, Secretary.

**Next meeting:**

**Thursday, May 10 at 10:00 a.m. in the Faculty Center.**