

**UNCG Staff Senate  
May 8, 2008 Minutes  
Bryan 416**

**Roll Call**

33 Senators and 13 guests were present, including several Senators-elect.

*Attending:* (33) Peter Ashe, Heather Azzu, Linda Bennett, Kevin Bullard, Ray Carney, Stogie Davis, Janet Dunbar, Trina Gabriel, Judy Guard, Janet Hendley, Sharon Humphrey, Ben Kunka, Davis Lee, Kevin McClain, Gay McDonald, Liz Meeks, Scott Milman, Todd Mitchell, Lloyd Norman, Dean Perdue, Jennie Prince, Cathy Rogers, Cathy Rothermel, Amelia Smith, Paula Terrell, Connie Uselman, Cindy Van Laar, David Vaughan, Mitzi Wilder, Suzanne Williams, Sheryl Williamson, Brian Wilson, Lori Wright

*Ex-officio:* Alan Bridge, Sharlene O'Neil

*Absent with notice:* (13) Patty Booker, Mary Early, Kelly Elliott, Joyce Graves, Michelle Griffin, Pamela Harrod, Diane Logan, Kathleen Mooney, Amy Moore, Ann Perdue, Donna Sexton, Kathy Watford, Mike Williams

*Absent:* (2) Scott Walser and Meredith Walther

*Guests:* (13) Brad Johnson, Debbie Reynolds, Jonathan Britton, Rhonda Strader, Katie Ostrowka, Teresa Lewis, Jeffrey Coleman, Karen Ward, Julee Johnson, Connie Harman, Helen Dennison Hebert and Debbie Schallock

**Call to Order**

The meeting was called to order by Suzanne Williams at 10:00 a.m.

**Minutes**

Suzanne presented the minutes of the April 10, 2008 meeting. Jennie Prince moved to approve the minutes with changes to the attendance roster and Sheryl Williamson seconded the motion. The motion was approved unanimously.

**Ex-Officio Reports**

Human Resource Services – Alan Bridge

- The General Assembly budget information is not available yet so we do not have any information on raises for SPA employees at this time. An increase between 1% and 2% is anticipated.
- Update on Banner HR: Anyone who has anything to do with payroll should have signed up for training by now. If not go to TLC site at [utlc.uncg.edu/workshops](http://utlc.uncg.edu/workshops) to register now.
- After July 1 payroll information will be available online via UNCGenie. There will be no more printed paper payroll statements after July 1. Since salary increases may be

implemented around the same time Banner HR goes live, there may be some issues to deal with so please be patient.

- Career Banding has been delayed. It was hoped to have all positions cross walked by May 1 but the Office of State Personnel (OSP) has slowed down the process to look more closely at market rates. Hopefully by July all SPA employees will be cross walked with additional banding work to continue Fall 2008.
- Copies of the new smoking policy were distributed. The state legislature has passed a bill giving UNC campuses the right to ban smoking up to 100 feet from buildings. UNCG has decided to ban smoking within 25 feet of campus buildings effective August 1.
- Excellence Awards were presented May 7. Mary Early received the Gladys Strawn Bullard Award. Ray Carney and Audrey Siler received Staff Excellence Awards.

EPA Human Resources – Alan Boyette  
No report. Alan was not able to attend.

Chief of Staff – Sharlene O’Neil

- The UNCG Tomorrow Phase I report was sent to General Administration April 29; UNCG was the first campus to file a report. Phase II will concentrate on education, sustainability, and tenure; report is due December 1. Sharlene extended thanks to staff for attending UNCG Tomorrow forums and for participating in the planning process.
- The short session of the North Carolina General Assembly opens May 13. Budget projections are looking better than originally anticipated. Chancellors have been told to expect cuts between 1% and 3%.
- The Chancellor sends her thanks for our good work and for what we do for the university. Her retirement party is Tuesday, May 13, 3-6 pm in Cone ballroom. Sharlene encouraged everyone to attend. At the request of Rebecca LaPlante, event coordinator, Suzanne asked Staff Senators to serve as greeters and help guests flow through the room.
- The search for the new chancellor is down to the finalist phase. Sharlene and Suzanne reported that second round interviews this week went very well. Any of the finalists would be great for UNCG. The search committee soon will make recommendations to the Board of Trustees. The Board of Trustees will then forward recommendations on to President Bowles. He will meet with each candidate and likely announce our new chancellor in mid-June during the next Board of Governors meeting.

#### **Announcements by the Chair – Suzanne Williams**

- May 13 – Chancellor’s Retirement Reception 3-6pm in Cone Ballroom, please attend and help host this important event.
- May 16 – Commencement. Please contact Karen Haywood to volunteer.
- May 22 – NC General Assembly representatives will be at A&T and possibly on campus at UNCG. Staff are encouraged to use this opportunity to thank legislators for their support of higher education and UNCG specifically.
- May 31 – Guilford Heart and Stroke Walk; contact Sharon Humphrey.
- June 3 –Staff Senate end of year luncheon by invitation only; RSVP required.

### **UNC Staff Assembly – Scott Milman**

- Ray Carney, Scott Milman, and Suzanne Williams attended the UNCG Staff Assembly spring meeting in Boone May 1-2.
- The keynote address was given by the Appalachian State University Chancellor Ken Peacock and his message was about *Serving from the Heart* as university employees.
- Kitty McCollum from General Administration Human Resources shared benefits information. OSP is trying to sync the health plan start date with the flex plan start date. Anyone still on the indemnity health plan will be transitioned to the PPO during the next enrollment cycle. Also mentioned were benefits we tend to forget we have, such as tuition waivers for three free classes per year.
- In response to recommendations from the UNC HR Task Force, the UNC Staff Assembly passed a resolution of support which will be shared with President Bowles and the Board of Governors.
- Another resolution passed supporting a standard living wage for all state employees using \$25,625 as the baseline salary. The resolution recommended three things:
  1. Cost of living adjustment of \$3500 per employee
  2. 3.5% increase in salary for all employees
  3. 1% performance bonus
- May 15 is the deadline to select our delegation for next year. Scott Milman proposed chair elect Kevin Bullard fill the open position for a 3 year term as a voting delegate. There being no other nominations, a vote was taken and Kevin was appointed by acclamation. Ray Carney served as an alternate this past year, was nominated to serve another 1 year term as alternate, and was re-appointed by acclamation. An alternate may attend meetings but cannot vote unless attending on behalf of a voting member.

### **UNCG Marketing Plan – Helen Dennison Hebert & Debbie Schallock**

Helen Dennison Hebert, Associate Vice Chancellor for University Relations and Debbie Schallock, Director of Marketing for University Relations shared information about the UNCG Marketing Plan. Their primary goal is reputation building of the university and their formal marketing efforts began three years ago. They are trying to promote all of the wonderful things that take place at UNCG through storytelling via a print campaign (magazines), 30 second television commercial, and word of mouth buzz. Marketing consultants conducted a study of UNCG this past year and found that our brand is not well established. Their audit involved looking at all our communication materials and conducting interviews with over 30 different constituencies. The consultants recommend we promote UNCG more aggressively so they developed three key messages with proof points to back them up:

1. UNCG is a prestigious, top-tier university.
2. UNCG makes life better for people through its five leadership areas: Business, Cultural Leadership, Public Policy and Social Change, Science, and Athletics.
3. UNCG is a great place where great people make great things happen and everyone can succeed.

As staff leaders, we have a responsibility to promote the University and we are encouraged to reference these key messages and proof points when we talk about UNCG. Laminated wallet cards were distributed as promotional aids.

David Vaughan questioned the validity of the statement “UNCG is a prestigious top tier University.” Debbie responded that we are classified as having high research activity like Auburn, Rutgers, Boston College, Wake Forest and others. Our endowment is third largest in the system and has grown to more than \$183 million dollars. Based on national leadership in distance learning, Governor Mike Easley selected UNCG to host the first Virtual Early College. These things are significant. Though UNCG is not competitive with Harvard, we certainly have much to be proud of.

Brian Wilson asked if there was a website with this information on it that we could refer to. Debbie Schallock stated that an outside firm will be hired to create a marketing web site this summer and the site is expected to launch in August 2008.

Scott Milman asked whether internal marketing people within university units could receive guidance from University Relations to develop departmental web sites. Debbie said yes, they would be glad to discuss graphic standards and content management.

Cindy Van Laar congratulated them on how exceptional the UNCG Magazine is and how important it is to our alumni and to the community.

### **Committee Reports**

#### *Communications – Kevin McClain*

No report. (See *Employee Enrichment Committee report below.*)

#### *Elections Committee – David Vaughan*

No report.

#### *Employee Enrichment Committee – Janet Hendley for Mary Early*

Kevin McClain produced a poster to promote our summer brown bag seminar series “Doing the Write Stuff” which includes sessions devoted to “Writing and Receiving Better Email” and “Document Shredding” in conjunction with a campus wide Shred-a-Thon July 24. Because the brown bag seminars are so popular, registration is required at <http://utlc.uncg.edu/workshops/>. Posters were distributed for Senators to display in central locations and a pdf has been posted to the Staff Senate website for download. Suzanne added that the Shred-a-Thon is the culminating event for the series which takes you through the full written communication lifecycle.

#### *Employee Recognition Committee – Sheryl Williamson for Jennie Prince*

In addition to the University Staff Excellence Awards, Sheryl announced that catering is working on a delicious menu for our Staff Senate End of Year Luncheon on June 3. Suzanne asked everyone to RSVP for the luncheon.

#### *Service Committee*

Paula Terrell reported that nearly \$25,000 was raised by approximately 500 participants in the Relay for Life event April 18-19. Three Senators walked and collected \$270 on behalf of staff.

Sharon Humphrey reminded everyone that the Guilford Heart & Stroke Walk is Saturday, May 31 at Country Park. Registration is at 8am and the walk begins at 9am. Sharon will send out an email reminder and flyer with instructions on how to join our team and/or make a donation.

### **Old Business**

#### *Request from Graduate School Association*

The Chair called for a motion to vote on the request by the Graduate Student Association for ex-officio representation on Staff Senate. The motion carried; two abstentions were noted.

### **New Business**

#### *Campus Child Care – Janet Hendley for Karen Ergott*

Karen could not attend the meeting as planned due to the illness of her child so Janet spoke on her behalf. Karen is a staff member in the School of Nursing working with faculty member Christine Murray to promote family friendly benefits for UNCG faculty, staff and students including child care services. After a brief discussion, the Chair determined there was sufficient interest to request the Chancellor appoint a task force to explore this issue further. The matter was referred to the executive committee for follow up.

### **News and Announcements**

**Commencement:** Karen Haywood in the Registrar's office sends her thanks to all who have volunteered to help. Commencement shuttle service will be available Friday, May 16 on a 15 minute cycle beginning at 7am. This is Chancellor Sullivan's final commencement, therefore all faculty and staff are invited and encouraged to attend.

**SOAR:** Staff are encouraged to contact Kim Sousa-Peoples to volunteer to help with Spartan Orientation Advising and Registration this summer. SOAR Street Team responsibilities and schedules are very flexible.

**Campus Recreation Fees:** Faculty and staff at Appalachian State University pay \$4 per month to use their new campus recreation facility and family memberships are only \$8 per month. Since UNCG campus recreation fees was discussed as a topic of concern earlier in the year, the Chair will follow up to find out more information about Appalachian's fee structure.

**Workplace Wellness:** Each campus has been charged with developing a workplace wellness program. Dr. Dan Bibeau, a faculty member in the Public Health Education department, is leading the effort at UNCG.

**Cell phone discounts:** UNCG employees may receive a 19% discount on personal Verizon accounts. Alltel and AT&T both offer a 15% discount.

**UNC HR Task Force:** Lori Wright asked if a Staff Senate resolution might be drafted in support of the HRS task force recommendations to complement the UNC Staff Assembly resolution. Discussion ensued and the consensus was that a UNCG campus resolution is not necessary. All

three UNCG delegates voted in support of the UNC Staff Assembly resolution and the resolution passed by a wide margin. Individual employees are encouraged to voice their support to the General Assembly May 22 when state legislators visit A&T and perhaps UNCG as well.

**Parking Operations & Campus Access Management (POCAM):** Scott Milman announced an across the board \$20 increase in parking fees at UNCG next year (\$420 deck permit; \$285 surface lot permit; \$165 Park & Ride permit). By comparison, Appalachian State University charges approximately \$500 annually for a deck permit and \$210 for surface lot parking. They have very limited parking on campus and most is remote (10+ miles away); not at all comparable to UNCG. Our “RA” permit for faculty/staff parking in a remote lot at Becher-Weaver, 915 Northridge remains just \$6 per year. The “RA” lot is serviced by HEAT (Higher Education Area Transit) and approximately 80 faculty/staff members are parking there at this time. A new option for residential students next year will be a \$25 permit for parking in a long term storage lot located at 1200 West Lee Street. There will be 234 spaces in that lot and access will be provided via Spartan Chariot which will begin daytime operations in the fall. The goal is to make campus access easier for everyone. Since parking is an auxiliary service, it is funded by money collected for permits and pay by the hour visitor parking. Fine money has to be turned over to the Office of State Budget, which then turns it over to the public schools. All parking decks (we have 4) have to be paid for. Because decks are expensive (millions to build), we are doing all we can to manage supply and demand without expanding deck operations so we can avoid incurring more debt and raising permit prices to pay off that debt. Alternative transportation and remote parking lots are ways to keep prices down.

**Tuition Payments:** Todd Mitchell announced a PACE initiative change in the way student payments are processed. Effective June 30, MasterCard and Discover credit and debit card transactions will incur a 2.75% convenience fee. Visa payments will no longer be an option. Direct deposit of student refunds will be available in the fall. Also, we will phase out paper bills and switch to electronic billing with a virtual payment center via UNCGenie.

**Ben Kunka:** Cram and Scram is coming! Ben is collecting reusable items like clothing, shoes, and electronics from students. Items will be sold for 50 cents each in the yearly mad scramble for bargains. See you May 28 9am in EUC Cone Ballroom! Make plans to come May 29 also for the leftovers. All the money goes to student scholarships.

### **Adjourn**

The meeting was adjourned at 12:07 pm.

Respectfully submitted by Judy Guard, Secretary Elect.

### **NEXT MEETING**

Staff Senate End of Year Luncheon  
Tuesday, June 3, 11 am – 1 pm in the EUC Auditorium  
by invitation only; RSVP required