

**UNCG Staff Senate
July 10, 2008 Minutes
EUC Alexander**

Roll Call

34 Senators and 1 guest was present.

Attending: (34) Peter Ashe, Patty Booker, Jonathan Britton, Lois Carney, Ray Carney, Janet Dunbar, Shelley Ewing, Judy Guard, April Judge, Connie Harman, Janet Hendley, Sharon Humphrey, Julee Johnson, Lee Knight, Stacy Kosciak, Dale Koutsky, Ben Kunka, Gay McDonald, Liz Meeks, Scott Milman, Amy Moore, Jennifer Oleson, Katie Ostrowka, Debbie Reynolds, Cathy Rogers, Judy Smith, Amelia Smith, Rhonda Strader, Connie Uselman, Cindy Van Laar, Karen Ward, Kathy Watford, Megan Evans, Sheryl Williamson

Ex-officio: Alan Bridge, Pat O'Rork

Absent with notice: (11) Kevin Bullard, Joe Dixon, Brad Johnson, Teresa Lewis, Todd Mitchell, Ann Perdue, Dean Perdue, Cathy Rothermel, Donna Sexton, Libby Sexton, Suzanne Williams

Absent: (4) Mark Coker, Jeffrey Coleman, Lloyd Norman, Brian Wilson

Guests: (1) Deb Carley

Call to Order

The meeting was called to order by Scott Milman at 10:00 a.m.

Minutes

Ex-Officio Reports

Human Resource Services – Alan Bridge

- Annual Raises: The state budget has been agreed upon, but not yet signed by Governor Easley. SPA raises will be 2.75% or \$1100, whichever is greater. Those making \$40,000 or less will get \$1100. The raise is effective July 1, and will show up in the August paycheck retroactive to July 1. There are no other major changes in State Employee benefits.
- Career Banding: All SPA positions have been crosswalked to banded titles. 324 of the last positions have not had individual compensation assessments; these will be done in the Fall of 2008.
- There will be some salary adjustments due to career banding for those that are below market rate, however, the amount of funds available for this will probably be less than was available last year. Anyone who is in their original band and below market value would be the first to get the increase. Groups will get funding in order of when they were banded.
- Department heads should have all information regarding bands, job titles, market rates, etc.

Human Resources – Banner and Benefits Updates – Deb Carley

- Banner updates will go live July 1 with most everything in place.
- The July 31 direct deposit information will be online in Genie.
- Expect a few glitches here and there.
- Everyone should encourage their constituents to go ahead and login to Genie, although pay information will not be available until the end of July. HR Liaisons will be available to help with problems.

- As of August 1, Genie will be able to display pop ups in case of emergencies, e.g. weather emergencies.
- State Health Plan: We may not be able to change to a calendar year enrollment because of the deficit in the State Health Plan. Major premium increases, as high as 23% have been discussed.
- NC Flex: This year we will have some new vendors, and some premium reductions.
- 403B: Because the laws and rules regarding 403B's are changing, it is not cost effective for individual campuses to manage their 403B plans anymore. All 17 UNC campuses will be moving to a centralized 403B plan. A University steering committee will choose four companies. A letter will be going out next week from UNC General Administration outlining the changes. Companies will be interviewed in September. Any questions should be directed to Deb Carley, who can be reached at [Deb Carley@uncg.edu](mailto:Deb.Carley@uncg.edu).

EPA Human Resources – Pat O'Rork

- Faculty information was converted to Banner this week.
- EPA HR must build the faculty records now, which is a major task. Where there used to be limited distinctions, call E Classes, there are now around 30, so it is a much more robust system, but calls for effort on the front end to get it all set up.

Chief of Staff – Sharon Humphrey for Sharlene O'Neil

- All transitions for the new Chancellor are going smoothly.
- Chancellor Sullivan will move into her new office in MHRA effective July 31.
- Chancellor Brady will be on campus the week of July 14.

Announcements by the Chair – Scott Milman

- Scott asked the senators to introduce themselves. Each senator told where they worked and something interesting about themselves.
- Each senator will serve on at least one Staff Senate committee. Every senator should send Scott Milman their top 3 committee choices, in order of preference, by July 19.
- Housing Move-In: Scott volunteered our services again this year helping with Fall move-in. Volunteers receive T-shirts and meal vouchers. More details to follow.

Committee Reports

- The chairs of each committee outlined what each committee is responsible for and its goals.

Communications – Donna Sexton

- Disseminates information of interest to University staff, maintains the Staff Senate web page.

Elections Committee – Suzanne Williams

- Fills vacancies in the Staff Senate throughout the year
- Facilitates elections of senators and officers

Employee Enrichment Committee – Janet Hendley

- Provides enrichment opportunities for University employees, ranging from Brown Bag Seminars, to informational tables.
- Promotes and oversees the Employee Enrichment Fund and the Staff Scholarship Fund

Employee Recognition Committee – Sheryl Williamson

- Recognizes staff who have been nominated by their peers as Staff Stars
- Staff Excellence Awards

Service Committee – Sharon Humphrey

- Provide assistance and draw people together to help out at events on and off campus.

Old Business

Family Friendly Benefits

Karen Ergot (School of Nursing) came to the May meeting to discuss childcare on campus. Since then, this issue has broadened to become Family Friendly Benefits, including items other than childcare, such as lactation centers or rooms, flex work schedules, and babysitting referral services. Christine Murray (Counseling & Educational Development) produced a white paper on best practices for family friendly benefits at other universities, which will be presented to the new Chancellor. Scott Milman wants to create an Employee Welfare Committee to form a joint task force between the Faculty Senate and the Staff Senate. The task force would include members across the University.

New Business

Money Saving Initiatives – Lee Knight

Lee Knight brought forth a concern from a constituent in the School of Music that UNCG do more to save money, both for UNCG employees and for the University. Examples included moving to a 4 day work week, carpooling, and turning off lights and A/C in buildings over the weekend.

Scott informed us that administration has been approached about a 4 day work week, but the idea of the University running on a 4 day schedule is not possible. It was left up to department heads to allow staff to work a 4 day schedule (4 10-hour days a week). Some Vice Chancellors embraced this idea and some did not. SPA policy states that flex time for employees is available, and UNCG does have an official Telecommuting Policy. It is ultimately up to the employee to discuss flex arrangements with their supervisor.

Scott also outlined several options that employees have to driving and parking on campus, including the UNCG Carpool Club, the PART public transportation, the RA permit for Becher-Weaver, and Park and Ride. Parking is also currently developing an Occasional Parking program that will be low cost and allow employees to park 5 times in the Park and Ride lot.

As far as UNCG cost saving measures, Erskin Bowles introduced the PACE initiative, which has investigated and implemented cost saving measures for all UNC campuses. UNCG also has a website for people to make cost saving recommendations – www.uncg.edu/baf/pace/initiatives.html

Other senators also brought up money saving initiatives on campus:

- Ray Carney also informed the senators of the money saving features in the new construction on campus, such as light sensors. All new construction on campus is LEAD certified with the silver rating for energy/environmental design.
- Cindy Van Laar suggested that staff turn off computers when you leave and sharing office supplies.
- Scott Milman mentioned Spartan Swap, which is a website where you can list things you want, or things that you have and no longer need.
- Ben Kunka informed that the Recycling office collects reusable office supplies, such as binders, etc. They will have a location on campus where Faculty and Staff can get those reusable supplies. It will be advertised when it is open.
- Ray Carney inquired about the survey we took regarding tuition benefits. Scott advised that the Staff Assembly is looking at this issue, and he will bring it up to the committee that is looking at that issue.

News and Announcements

Shredding Event: Ben Kunka reminded us of the July 24 shredding event. It is from 8am – Noon outside Elliott/Jackson Library near the Walker Circle. Only paper can be shredded. Scott suggested we check with your records retention officer before shredding anything.

Staff Senate Brown Bag Seminar: Janet Hendley reminded us about the last Staff Senate Brown Bag Seminar this summer, “Sending and Receiving Better Email” on Tuesday, July 15 at noon in Bryan 416.

2008-2009 Meeting Schedule: Scott brought to our attention that the date for the last meeting of 2008-2009 is June 2, but that is a Tuesday, not a Thursday, so take note. Cindy Van Laar moved to vote on whether Staff Senate Meetings should be sent via Lotus Notes. The motion was seconded. The senate voted 27 in favor, 5 opposed, and 2 abstentions. The vote passed and the secretary will send out the meetings to senators in Lotus Notes.

Adjourn

The meeting was adjourned at 12:00 pm.

Respectfully submitted by Judy Guard, Secretary.

NEXT MEETING

Wednesday, August 13, 10 am – 12:00 pm in EUC Alexander Room