

To: UNC Asheville Faculty Senate Members
From: Wayne McDevitt, Vice Chancellor for Administration, Finance and External Affairs
Date: November 8, 2004
Subject: Executive Summary

Thank you for the opportunity to present a summary and update of several functions for which I am responsible. I look forward to dialogue around these and/or other issues at your Senate Meeting on November 11.

With the merger of Academic and Student Affairs this past year, the Campus Police Department, Parking and Traffic Planning were placed under my supervision. Additionally, with the retirement of Tom Byers, and the hiring of a new Vice Chancellor for Alumni and Development, many external functions (excluding public information) for the University were absorbed into my area. For reporting purposes, please find three distinct areas providing both support and operational functions for the University.

I. Administration

- Facilities Management, Design and Construction, Transportation and Parking, and Campus Police
- SPA and EPA Non-Faculty Personnel Systems, Faculty Benefits and Affirmative Action duties for the University
- Board of Trustees and Board of Governors Liaison
- Coordinate activities with General Counsel

II. Financial

- Controller's Office, Budget Office, Purchasing Office and Auxiliary Services
- Internal Auditor (coordination role)
- Treasurer of UNC Asheville Foundation

III. External

- Leadership Programs
- Family Business Forum
- Government Affairs
- Community and Public Partnerships

Recent Highlights include:

- Completed construction of the \$15.5 million Highsmith University Union
- Completed construction of the \$8 million Reuter Center
- Completed construction of new \$14 million, 185 bed, Residence Hall (selling of University bonds for the first time and gaining the highest bond rating in the University system)
- Reorganized the Campus Police Department and secured two additional police officer positions following outside 360° review
- Hired a University Parking and Transportation Planner

- Built a 100 car parking lot at Vivian Street including security phones, lighting, fencing, etc.
- Constructed “field house” for athletics and intramurals
- Enhanced the annual New Employee Orientation Program
- Refined the State and Federal Affirmative Action Plans
- Brought University into compliance with the Fair Labor Standards Act (effective August 23, 2004)
- Secured \$250 thousand grant for development of Health and Wellness initiative
- Secured the Employee Assistance Network Contract to provide employee assistance and free counseling services to employees and their immediate family members
- Expanded benefit programs to employees including term life insurance
- Created and offered first annual Employee Appreciation Week
- Offered University wide Diversity Training Sessions
- Initiated a partnership with CSAC to offer a campus wide Wellness Program through the National Wellness Council
- Formed a partnership with CSAC to create a Professional Development Council to assist staff with professional development activities. This Council coordinates educational assistance to employees through tuition reimbursement for community colleges classes.
- Experienced 3rd consecutive year of no audit findings for University and Foundation
- Facilitated leasing and funding of additional student housing
- Improved customer service/responsiveness to the University
- Processed over \$60 million in receipts and \$50 million in disbursements, not including over \$4 million in direct lending federal receipts and disbursements processed for students
- Implemented GASB 38 and 39 reporting changes (started calculating depreciation for the first time and other significant accounting and reporting changes)
- Secured \$35 million Health and Wellness Building appropriations from the General Assembly
- Enhanced and expanded the Leadership Programs
- Secured “Equity Funding” for first time in University history
- Integrated “environmental ethic” into construction projects

Current Initiatives:

- Beginning construction of the \$22 million Science and Multi-Media Building (Spring, 2005)
- Beginning renovation of Zageir (Winter, 2005)
- Beginning construction of new Physical Plant (Summer, 2005)
- Select designer and begin programming the \$35-\$40 million NC Center for Health and Wellness Promotion and Multi Purpose Center
- Preparing the Finance area for the July 05 conversion to Banner-UNCA is participating with 14 campuses in the UNC System in a project to migrate the current administrative software to SCT’s Banner System over the next 3.5 years
- Streamlining purchasing regulations
- Implementing purchasing cards for campus
- Formalizing and providing campus training in business processes

- Implementing credit card acceptance over the web
- Implementing the Career Banding Personnel System for SPA employees-Career Banding is new personnel system that collapses the current 6,600 pay grade personnel classes into a system of ten career bands
- Beginning the transition for the current HRS Data Base System to the Banner Data Base System
- Establishing a “Benefits Help Desk”
- Revamping the Human Resources Website to be more user friendly
- Completing Master Planning using Space Analysis and Parking Survey (and develop chronology and financial plan for all)
- Overseeing the Craft Campus Facilities Programming
- Complete construction of the \$5.5 million replacement to Carmichael Hall (Winter 2005)
- Increasing patrol coverage for residential students and campus
- Expand advocacy at both State and Federal levels
- Continue process for significant increases in University’s operating budget
- Overseeing the \$3.7 million COPS Program to include: Re-roof of Lipinsky, ADA evaluation, Fireproofing in Owen, Elevator upgrade to Owen, Cooling Tower and Variable Speed drive replacement for Ramsey Library
- Establishing an Administrative Assembly to improve administrative communication
- Updating of all administrative policies
- Campus Based Tuition Increase
- Organize external affairs
- Develop RFP for Food Service contract

Needs:

- Recoup of lost operating funds (due to budget cuts) and additional operating funds to enhance the physical, fiscal, human and support services provided to the University
- Additional operating money for Campus Police (including two more officers)
- Banner implementation support for personnel, travel and training
- Salary dollars for SPA employees to address the salary deficiencies for the conversion from the current Pay Grade Personnel System to the Career Banding Personnel System
- Hire Payroll Coordinator for temporary hiring processes, trainer for SPA and EPA Non-faculty employees and Work Order Clerk in Facilities Management