Staff Advisory Council

All-Staff Open Meeting

October 16, 2013
Welcome
What is a WOLF?
Dr. Kyle Marrero, UWG President
Recycling Program

Mark Reeves, AVP Auxiliary Services
LET’S TALK TRASH
The subject is Waste Management
WHY WE NEED TO RECYCLE:

Georgians annually throw away an estimated:

- 1.9 million tons of paper a year
- 1 million tons of plastic
- 30,000 tons of metal
- Recycling 1 aluminum can will run a computer for 3 hours.
- Recycling 1 soft drink bottle will save enough energy to run a TV for 1.5 hours.
- Recycling 5 lbs of paper will conserve enough water to “offset” the water used in a typical shower.
AUXILIARY SERVICES - 20 OPERATIONS

Food Services
• Residential
• Retail
• Catering
• Concessions

Bookstore
Publications and Printing
Parking
Transportation
Card Office
• ID
• HigherOne
• Reservations

Trademarks
Post Office
Central Warehouse
Conferences and Camps
Commencement
Snack Vending
Beverage Vending
Copy/Print
Phone System
WASTE GENERATED BY AUXILIARY SERVICES OPERATIONS

Food Services
- Cardboard
- Plastic
- Cans

Bookstore
- Cardboard
- Plastic

Admin Offices
- Paper

Publications & Printing, Post Office
- Cardboard
- Plastic
- Paper

Beverage Vending
- Plastic (bottles)
- Cans

Copy & Print
- Cardboard
- Paper
FALL 2011  AUXILIARY DUMPSTERS

4 dumpsters at the Main Dining Hall
3 dumpsters at the Food Court
2 dumpsters at the Bookstore
1 dumpster at Publications & Printing
1 dumpster at the Central Warehouse

11 total

Each dumpster is emptied daily, Monday through Friday. For a service fee of $515 monthly per dumpster.
CARROLL COUNTY LANDFILL

3.6 miles from the University
11 Auxiliary Services dumpsters
each emptied daily, Monday-Friday, 52 weeks per year
= 2860 dumpster loads annually to the landfill
Each dumpster, 6’ x 6’ x 7’ = 252 cubic feet
2860 x 252 = 720,720 cubic feet of trash annually
50’ Boxcar
5238 cubic feet of storage
720,720 / 5238 =
= 138 BOXCARS (FULL OF TRASH)
RECYCLING MAKES A DIFFERENCE IN GEORGIA

Georgia’s Paper Industry
- Paper mills use 40% less energy to make paper from recycled paper than they do making it from timber.
- A ton of paper made from recycled fibers conserves 7,000 gallons of water.
- Recycles almost 8% of all paper consumed in the United States.
- Includes 16 paper mills using recycled content, 9 relying exclusively on recycled fiber.

Plastic Beverage Containers (PET):
- 1/3 of all Plastic Beverage Containers recycled in North America get recycled in Georgia – turned into carpet.

Aluminum Recycling:
- Novelis, one of the largest aluminum recyclers in the world, processes used beverage cans in Greensboro, GA, with its North American headquarters located in Atlanta.
BUILDING AN AUXILIARY SERVICES RECYCLING PROGRAM

GOALS

• Reliable/Consistent
• Meaningful
• Sustainable
• Cost Effective

Start small and build incrementally over time
FOCUS ON RECYCLING KEY COMMODITIES

- Paper
- Cardboard
- Plastic bottles
- Aluminum Cans
BUILD A CROSS-FUNCTIONAL TEAM

- Auxiliary Services
- Facilities and Grounds Department
- Environmental Health and Safety
- Purchasing
6 MONTH PILOT PROGRAM BEGAN SPRING 2012

- Vendors
- Staffing
- Equipment
- Tracking/Metrics
- Financials
STAFFING

- 2 dedicated part-time student staff – hired in January 2012
- $8.00 per hour, average of 20 hours per week
- Auxiliary Services provided all the financial support.
- Facilities & Grounds provided labor to collect office paper.
- Environmental Health & Safety supervise.
EQUIPMENT NEEDS

Truck  Baler  Forklift
PARTNERED WITH OUR CAMPUS BEVERAGE VENDOR
BALES RECYCLED SPRING 2012

1/26/2012 TO 6/4/2012
WEIGHT: 15,977.00
FINANCIALS RESULTS

Revenue - $1,255

• 18 bales: 8 tons
  • 14 cardboard, currently capturing 40-70%
  • 1 paper
  • 3 plastic – approx. 40 bags of bottles; currently capturing 60-75%

Expenses - $6,700

• $5,500 in materials and labor
• $1,200 Baler / $200 per month for 6 months

Bottom Line - $5,445
LESSONS LEARNED

• No loading dock available; must single stack bails inside box truck. Consultant had to bring out flat bed trailers & haul the baled commodities

• Sorting of material: No sufficient space to sort & store items. Sorting had to be done outside in the sun/rain.

• Generation of recyclables exceed the ability of 2 part-time student workers for gathering, sorting, storing and baling.

• Stringing a bail could take a couple of hours

• Recyclables had to sit outside before baling and transport

• Vehicle availability for transport of commodities
FACILITY & EQUIPMENT
ESTIMATED COSTS TO MOVE FORWARD WITH CURRENT VENDOR

- **Build** Pavilion $25,000 (pole barn with slab) with Dock

- **Buy** Baler $10k
  Forklift $10k
  Truck $10k
  $55k minimum
FALL 2012/SPRING 2013 PROGRAM – NEW PARTNER – WASTE PRO

- All cardboard, plastic, aluminum & white paper placed in designated Waste Pro roll-offs
- No baling, sorting or storing materials
- Single Stream
• Cardboard, plastic, aluminum, white paper – All combined in Waste Pro containers on campus.
• Once the container was returned to Waste Pro, the contents were sorted, weighed and then UWG received a compensation check for the commodities.
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<tr>
<th>Location</th>
<th>Roll-off</th>
<th>Received</th>
<th>Removed</th>
<th>Number of days on-site</th>
<th>Weights</th>
<th>Price</th>
<th>Amount</th>
<th>Haul Fee</th>
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61.85 38.78 $1,735.20 $4,750.00 $-2,697.60
RESULTS

Dumpsters – End of Spring 2013

1 dumpster at the Main Dining Hall
1 dumpster at the Food Court
1 dumpster at the Bookstore
1 dumpster at Publications & Printing
1 dumpster at the Central Warehouse

Down 6 dumpsters from Fall 2011.

Dumpster capacity is 252 cubic feet

\[ 6 \times 252 \times 5 \times 52 = 393,120 = \]

75 box cars of garbage diverted from Landfill annually
## FINANCIAL ANALYSIS

<table>
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<tr>
<th></th>
<th>Recycling Rebates</th>
<th>Dumpster Savings**</th>
<th>Haul Fees</th>
<th>Labor Charges</th>
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<td><strong>July</strong></td>
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<td>$2,216.75</td>
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<td><strong>August</strong></td>
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<td>$515.00</td>
<td>$500.00</td>
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<td>$515.00</td>
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<td><strong>October</strong></td>
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<td>$2,575.00</td>
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<td><strong>YTD Total</strong></td>
<td>$4,167.65</td>
<td>$21,115.00</td>
<td>$9,500.00</td>
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### FY2013 Summary

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<td>Revenue</td>
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<td>Cost Avoidance</td>
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<td>Expenses</td>
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<td>Gain / (Loss)</td>
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**Note: We reduced the number of dumpsters in the Auxiliary area from 11 in 2011 to 6 at the end of 2013. Each additional dumpster reduction will save $6,180 per year."
FY 2014 PROJECTIONS

Revenue $4,862.26
Cost Avoidance $43,260
Expenses ($30,566)
Gain/Loss $17,556.26

MORE IMPORTANTLY
Divert 458,640 Cubic Feet of material from local landfills
= 88 BoxCars!
STRATEGIES FOR GROWING THE RECYCLE PROGRAM IN ACADEMIC YEAR 2014

*Involve Greater Campus Community*

- Education – spread the word
- Add Collection to Move-In Days
- Decentralize recycle container locations
- Explore replacing roll-offs with compactors.
- Expand program to include Residence Halls
- Food Service Equip – can crusher, food pulper, etc.
- Bus Stops
AWARENESS

Presentation to PAC
Presentation to Staff Advisory Council
Presentation to SGA
Georgia Auxiliary Services Council
Presentation to Faculty Senate
Presentation to Campus-wide Sustainability Council
Oct-2013 National Auxiliary Services
RECYCLE EDUCATION TRUCK FROM COKE

Bringing valuable information on recycling in a fun and interactive environment with:

- Videos
- Games
- Prizes
- Interactive Displays

Coming to UWG on October 17, 2013
FALL 2013 MOVE-IN

4 Roll-offs were provided to accommodate each Residence Hall during Move In weekend.

Container Cost = Neutral
Diverted _____ tons from Landfill and generated ___$_ in recycle Revenue
REDISTRIBUTED ROLL-OFFS
COMPACTOR VS ROLL-OFFS
EXPAND TO RES LIFE –
PLACED RECYCLE BINS AT ALL BUS STOPS
PURCHASED CAN CRUSHER FOR FOOD SERVICE

Possible to reduce can volume by 85%, allowing for you to put 6 times more cans in your recycling bin than without crushing.
1ST QTR ACADEMIC YR 2014 RESULTS

Sent 17 container loads to WastePro

Revenue $1,304
Haul Fee $4,375
Labor (2.5 SA x $8 x 20hrs x 13 weeks) $5,200
Cost Avoidance Dumpster Savings $9,270
Cost Avoidance Containers “Move-In” $1,400

$2,399

88,620 lbs of Waste was Recycled rather than deposited in local landfills (an increase of 8 roll-off containers more than same time last year)
Mark Reeves
Assistant Vice President of Auxiliary Services
University of West Georgia

mreeves@westga.edu
Benefits Update

Rodney Byrd, Human Resources
2014 OPEN ENROLLMENT INFORMATION
NEW FOR 2014

- System-wide voluntary benefits program.

- All USG institutions will offer the same set of voluntary benefits plans.
  - Dental (Delta Dental)
  - Vision (EyeMed)
  - Life and AD&D (Minnesota Life)
  - Disability (MetLife)
  - FSA/HAS (US Bank)
- No increase in premiums for employees enrolled in the BCBSGa plans.
- 4.3% increase in premiums for employees enrolled in Kaiser.

### 2014 PREMIUMS – GOOD NEWS

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<th>Coverage Tier</th>
<th>Blue Cross Blue Shield of Georgia</th>
<th>Kaiser</th>
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<td>PPO (Open Access POS)</td>
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<tr>
<td>Employee + Child</td>
<td>$323.00</td>
<td>$83.00</td>
</tr>
<tr>
<td>Employee + Spouse</td>
<td>$377.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>Family</td>
<td>$521.00</td>
<td>$132.00</td>
</tr>
</tbody>
</table>
Active Open Enrollment – All employees must certify tobacco use status in 2014.

$50 per month per user tobacco surcharge will apply to spouses and dependent children 18+ enrolled in the healthcare plans.

If an employee does not certify, their tobacco use status will default to tobacco user and $50 per month will be added to their healthcare premium for themselves and their dependents 18+.

Be honest. If it is found that you were dishonest in your certification, your healthcare claims that are related to smoking may be denied!
- Increase emergency room co-pay from $50 to $150.

- Increase preferred brand name prescription co-pay from $30 to $35.

- Out-of-network deductible increase ($400 to $500 for single and $1,200 to $1,500 for family).

- Out-of-network annual maximums increase ($2,000 to $3,000 for single and $4,000 to $5,000 for family).

- ACA Requirement – Co-payments for office visits and emergency room visits will be included in out-of-pocket maximum.
PLAN CHANGES – KAISER HMO PLAN

- Increase PCP co-pay from $15 to $20.

- ACA required plan change: Add annual out-of-pocket maximums of $6,350 for single and $12,700 for family.

- Co-pays on Sr. Advantage plan are being changed to match active employee plan – decrease in premiums for retirees enrolled in this plan.
PLAN CHANGES – HSA OPEN ACCESS POS PLAN

- Increase participant co-insurance from 10% to 15%.

- Created and out-of-network deductible distinct from in-network $2,500 for single and $5,000 for family.

- Added mail order delivery option for maintenance medications.
PLAN CHANGES – BLUECHOICE HMO PLAN

- Increase PCP co-pay from $15 to $20.

- Add mail order delivery option for maintenance medications.

- ACA required plan change: Add annual out-of-pocket maximums of $6,350 for single and $12,700 for family.
Active employees with current dental coverage who do not elect new coverage during open enrollment will be defaulted into the Delta Dental High Plan.

Active employees with current Vision coverage who do not elect new coverage during open enrollment will be defaulted into the EyeMed Vision Plan.

LTD Benefit: 60% of monthly salary to a max of $15,000.
STD Benefit: 60% of monthly salary to a max of $2,500.
Employees enrolled in the BCBSGa plans will receive new ID cards for 2014.

Employees enrolled in the OA POS plan will not receive a new prescription ID card unless the enrollment is new for 2014. Employees should continue using “Medco” pharmacy cards.

All employees enrolled in the Kaiser HMO plans will receive a new ID card in 2014.
Dates of Open Enrollment: November 11 – November 22, 2013.

Benefits Fair: November 12th from 10:00 A.M. – 2:00 P.M.
Location: Z6

Various communication pieces will be sent out to all staff and faculty. (email announcements, comprehensive summary booklet, video and text messaging, etc.).
SUPPLEMENTAL VENDOR INFORMATION

  - Critical Illness Plan
  - Accident
  - Hospital Indemnity
  - Cancer Care

- Genworth Long Term Care

- Legal Shield
WHAT EMPLOYEES NEED TO DO TO FINISH STRONG:

- Opt in for text messaging.
- Attend the Benefits Fair or Benefits Meetings (if available).
- Review USG Open Enrollment materials.
- Enroll for benefits and recertify their tobacco status!
Mandatory Trainings
Patricia Durrough, Center for Business Excellence
2013
Mandatory Employee Training

What’s Changed

- Learning Management System – D2L/CourseDen
  - Password is same as GMAIL account

- Training period - October 11 to November 1, 2013

- Training has been abbreviated to only what is required

- A report will be posted weekly on the Training website that will reflect the training status for each employee.
  - Employee List Clean-up
2013

Mandatory Employee Training

What’s Changed

- **Ethics**
  - Only required when USG sends out updated training
  - We did receive an update for this year
  - New video; no quiz on course content; only the compliance agreement

- **Risk Management**
  - Refresher video was replaced with the only requirement which is an acknowledgement of the Employee Handbook

- **Right-to-Know**
  - Annual refresher training is no longer required of all employees; only those who are exposed to chemicals in their employment
2013
Mandatory Employee Training

What’s Changed

- Vehicle Safety
  - Motorized Carts have been combined with the UWG Motor Vehicle training.

- Per USG - Each institution shall develop a policy that ensures all employees who drive State of Georgia vehicles have appropriate documentation of a license to operate the vehicle. The policy shall require appropriate screening based on nature of the driving requirements associated with the employee’s position.
  - Routine Driver
  - Special Purpose/Occasional Driver
2013
Mandatory Employee Training

Routine Driver –

• An employee that regularly operates a **UWG vehicle** as part of their job requirement. (e.g. Shuttle Drivers; UWG Police; Mail Carrier; Facilities Personnel; Admissions Recruiter)

    OR

• An **employee** that regularly operates a **personal or rental vehicle** as part of their job requirement. (e.g. instructor/staff member that travels either on campus or to satellite locations)

Required:

**Annual Training**

**Annual Driver Acknowledgement Form**

**Annual Motor Vehicle Report**
Special Purpose Driver –

Occasional use of state, rental, or personal vehicle in accomplishing organizational objectives, or institutional travel such as professional development, meeting attendance, workshops, conferences, etc.

Required:

Annual Training
Annual Driver Acknowledgement Form
SAC Updates

- UWG Toy Drive – December 13th
- SAC By-laws Update
- UWG Campus Climate Survey
Questions?

Visit SAC online and let your voice be heard!

www.westga.edu/sac