The House of Representatives has approved it’s 2001-2002 budget recommendations. Some items of interest:

- Recommendation of a base budget reduction. See chart on the right.
- Annualize Performance Funding $57,361,337.
- Appropriate $36 million for an employee pay plan effective July 1, 2001. Classified employees will receive a 1.5% increase on July 1 with an average 1% merit on their review date while unclassified employees will receive an average 2% increase on July 1. (Note: Did not recommend annualizing 2000-2001 .5% merit increase for classified employees.)
- Appropriate $15,915,000 for a 12.62% health insurance increase and $6,685,000 for health insurance retiree growth effective January 1, 2002. Annualize 2000-2001 non-recurring health insurance increase.
- Annualize LIFE Scholarship appropriations by $13,331,958 and increase the total by an additional $7,124,520 to fully fund the program. Provided for these funds on a non-recurring basis.
- Appropriate $11,165,891 for the Palmetto Fellows Scholarships and State Need-Based Grants to cover a short-fall in Barnwell Funds due to the compact. Provided for these funds on a non-recurring basis.
- Bond Bill Items:
  - USC-Columbia
    - Gibbes Green Renovation
      - $20 million
    - School of Law Building
      - $10 million
  - USC-Aiken
    - Convocation Center/Lecture Hall
      - $3 million
  - USC-Spartanburg
    - Library/Technology Center
      - $14 million
  - Commission on Higher Education
    - Deferred Maintenance
      - $20 million

Dining Services Announces New Dining Club Program for Faculty and Staff

The Adventures in Dining Club is a declining balance account on your University ID. The monetary amount you deposit with USC Dining Services is set up on an account for you to use. Each time you make a purchase, the amount of the purchase is deducted from your balance.

By joining Adventures In Dining you will receive monthly mailers highlighting dining events around campus, bonus coupons, and special incentives.

Your Adventures in Dining Club balance can be used in all dining service facilities, The Country Store, and Earthworks.

The Adventures in Dining Club Card provides convenience and flexibility when making purchases. You will have the convenience of not carrying cash. You will save 6–8% off the door price when dining at one of our residence dining halls. In retail locations, cash card combos will offer you the ultimate savings. If your card is misplaced, you can feel safe knowing that by contacting us your Adventures In Dining money cannot be used by anyone else.

Initial signup was held on October 3rd, and additional signups were held on October 10th in the BA Building and on November 3rd at the Russell House. You can still sign up by stopping by our office at 1718 College Street or the Customer Service office located in the Carolina Mall.
The Carolina Shuttle System Adds Evening Shuttle Service

The evening shuttle consists of two 15-passenger vans running from 7 p.m. to 12:30 a.m. when classes are in session. Stops will be at the Coliseum, the Russell House, BA/Capstone, Maxcy, the Byrnes Center, the Towers/CLS, Swearingen, the Roost, Bates, and the PE Center/South and East Quad area. A white strobe light and a color scheme related to the Carolina Shuttle System will identify the evening shuttle. Students, faculty, and staff can wait inside residence halls or academic college lobbies and see the shuttle from a secure area. The evening shuttle has proven to be a great asset on campus. Five weeks into the semester, ridership has increased to well over a hundred faculty, staff, and students using this service per night. The evening shuttles are on a 15-minute fixed route. In conjunction with the APO’s point-to-point shuttle, passengers can access all areas of campus in a timely manner. The constant presence of these vans with bright, flashing strobe lights adds extra safety to those areas of campus that are not always well lit. We have refurbished our shelters this fall, as well and added signs for the evening shuttle.

Questions or suggestions regarding the Carolina Shuttle System should be directed to Erick Eaddy at 777-1080.
Dell Computer Awarded Preferred Vendor Contract

We are pleased to announce the establishment of a Preferred PC Vendor contract with Dell Computer Corporation. This contract is for exclusive use by the University of South Carolina and is designed to establish a cost effective and efficient system for the purchase of computers supportive of the University community’s needs.

During the next few months, we will work with Dell to provide more information and to promote the benefits afforded the University. Some of the benefits proposed by Dell’s response are:

- Special bundled products will be available at a 15% discount. The state contract discount is 8% on these products. Other discounts will also be available on servers and some storage devices. Bundles are pre-configured systems that are approved for University use by Computer Services and will change on a regular basis. Bundles include CPU’s, monitors, keyboards, and all other accessories that comprise a complete system, ready to “plug and play” upon arrival.
- The University will have a dedicated service account manager to handle escalated service issues.
- All systems include a three-year next business day on-site warranty. Four-hour response time options are available at discounted prices.
- Dell will design a confidential Dell Internet Premier page available for exclusive use by the University of South Carolina. This page will allow users to configure systems with the University’s special pricing and eliminate calls to Dell for pricing.
- All campuses within the University system may utilize this contract.
- Additional incentives will be directed to faculty, staff, and students.

Please note that this is a “preferred” vendor contract. Some departments may still have compelling reasons to order from other state contract vendors and may continue to do so. We hope that by initiating a preferred vendor contract, the University will be able to take advantage of increased savings and to assist IT professionals in managing their environment more effectively.

We will be working with Dell to provide more information and special promotional events in the near future.

Budget Office Provides Fiscal Systems Advice

In just six months, more than 300 employees have attended workshops concerning the budget process, system tools, policies, and procedures. These workshops have helped increase the overall understanding of how the University works. The Budget Office strives to be customer-service oriented, providing recommendations to promote cost control and fiscal responsibility, training, and one-on-one meetings.

In response to the budget administrator’s comments, the Budget Office is continually updating the budget process to provide user-friendly reports to improve budget accuracy and planning.

The Budget Office is available to provide assistance to account managers in the management of their allocated budgets and coordination of financial planning activities, including counseling on appropriate policies and procedures relating to fiscal resource management.

Chapman Retires from USC Payroll Department

Terry R. Chapman, office manager in the Payroll Department, retired on March 31, 2001, with 28 years of state service.

She has been an employee of the University of South Carolina for more than 24 years. She began her career at USC in Human Resources and has also worked in the Office of the General Counsel and the Payroll Department, where she has worked for more than 22 years. She has been a dedicated employee and has willingly taken on other job responsibilities during periods of transition when extra work was necessary to ensure the payroll schedule was met.

Terry was also an active member of the University Administrative Employees Club, served as secretary in 1991–1992, and chaired many committees. She was chosen as the employee of the year in 1998.

Terry’s good attitude and willingness to go the extra mile have made a difference in the Payroll Department and for the University of South Carolina. She will be missed. We congratulate her on her retirement and wish her well in her future endeavors.

Data Warehouse Replaces Distributed Printed Financial Reports

Financial reports for the month ending April 30, 2001, will be the last financial reports printed on the laser jet printer at Computer Services; therefore, you will not receive any printed reports after that date. This includes the Level I, Level II, Level 10, Asset, Liability, and Revenue reports. These reports are available in the Financial Data Warehouse and, for the time being, will be available through the On-Demand system. If you have not attended training on the Financial Data Warehouse, you should plan to do so in the very near future.
University VISA Procurement Card Offers Numerous Advantages

The Visa Purchasing Card program continues to be a convenient and cost-effective tool for USC. Expenditures have exceeded $1 million each month, which indicates the widespread acceptance of the card. A note to all liaisons—please be sure and check your charges often. There has been a slight malfunction in the Eagles software and some transactions have not defaulted to your account. If you see “99999 Z999” as a default on any of your cardholder charges, this must be corrected as soon as possible. Immediately after reallocating the charge to your correct account, please notify either Kim Rose (7-2976) or Ann Liles (7-6717) so that the default account of the cardholder can be verified. Also, if a card is lost and reported to Bank of America, Purchasing must also be notified. We cannot set a default account if we do not know there has been a new card issued. Be assured that we are continuing to work with Bank of America to refine Eagles to be a more user-friendly tool and to eliminate repetitive processes.

Cardholders Are Key to Success

There are several advantages of the Visa Procurement Card. Most importantly, it is cost-efficient for the University, it is convenient to the cardholder, and vendors will get payment expeditiously.

Key cardholder responsibilities are as follows:

- FEDEX payments and membership fees (departmental approval required) are preferred on the Visa Procurement Card.
- Ensure the purchasing card is used only for legitimate business purposes.
- Maintain the purchasing card in a secure location at all times.
- Purchasing card is only to be used by the approved cardholder. Use by anyone else (including co-workers and students) is strictly prohibited.
- Adhere to purchase limits and restrictions of the purchasing card and ensure the total transaction amount of any single transaction does not exceed $1,500, including taxes and shipping charges. Split charges are not permissible.
- Obtain all sales slips, register receipts, and/or purchasing card slips and provide to departmental liaison for reconciliation, approval and allocation of transactions.
- It is mandatory to request duplicate copies of all missing invoices.
- Liaisons are required to address Visa Use Taxes when applicable.
- Request that all invoices from vendor, be sent directly to the cardholder.
- Attempt to first resolve a dispute or billing error directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved. Appropriate credit must appear on a subsequent cardholder memo statement. Under no circumstances should a cardholder accept cash in lieu of a credit.
- Call Bank of America to report a lost or stolen purchasing card immediately. A cardholder must also notify Kim Rose, University purchasing card coordinator, about a lost or stolen purchasing card at the first opportunity during business hours.
- Return purchasing card to departmental liaison upon terminating employment with the University.
- Contact purchasing card coordinator when transferring between departments within the University.

When using the University Visa Procurement Card, you have an excellent opportunity to utilize the state’s minority businesses. A list of state-certified vendors and the goods and services they provide are available on the Purchasing Department’s homepage, which has a link to the Governor’s Office of Small and Minority Business Assistance. Reminder: Please take the time to review this link for policies and procedures for the Visa Procurement Card and consider these minority vendors for your future requirements.

Administrative Services Training Program Launched

The Division of Business and Finance, in collaboration with the Division of Human Resources’ Professional Development Office, launched a new program, Administrative Services Training, this fiscal year. The program is designed to improve educational and communication opportunities. The response has been so positive that the number of workshops has been expanded to meet the demand.

Here is a list of the workshops offered and a few responses:

Budget Preparation and Management—“Every business manager needs to be made to go through this workshop.” “…would like to see this program presented for our college.”

Cost/Contract & Grant Accounting—“Very helpful as I orient myself with grant accounting at USC.”

Financial Services Processes—“Very helpful information that every business manager should know.”

Purchasing and Accounts Payable—“The workshop helped me to understand how purchasing and accounts payable function.”

Travel—“Thank goodness for this training program. This workshop has cleared up most of my questions.”

University Fund Accounting and Reporting—“Even though this training is for relatively new staff, ‘long-termers’ learned a lot also.” “This has been the most informative class I have attended.”

For information contact on these training opportunities, contact HR-Professional Development at 7-6578.
Management Reporting Structure Provides a New Way to Summarize Information

The data warehouse is a valuable reporting tool. Something new in the warehouse that is not in the IMS system is the Management Reporting Structure. This structure is very similar to an organizational chart of the University.

The management structure is different from the responsibility code. The responsibility code is all or nothing – i.e., code 38 is for the Darla Moore School of Business. All the department and funds fall under responsibility code 38. In the warehouse, the management reporting structure allows the Darla Moore School of Business to have additional break points, such as the School of Accounting, Department of Finance, and Department of Economics. This structure provides a much more meaningful review of budget and accounting information.

You can view the structure in two places. In the warehouse under Reference Reports, there is a report titled “Management Reporting Structure” that has all the summary points and a report titled “Management Reporting Structure with…” that includes all the department and funds under the summary points.

Reworked Student Move-in 2000 a Success

This year when the students moved back to their residence hall, Facility Services was armed with a new approach to handle the waste created during the busy weekend. The approach was a true team effort with Grounds, Custodial, and Recycling all prepared to do their part. About 6 weeks before the move-in, a committee got together to create a plan. The goal was twofold: to capture more boxes for recycling and to handle the overabundance of trash more efficiently.

To achieve those goals, this was the first year that corrals were built for flattened cardboard to be placed so that it could be recycled. These corrals were located next to the residence halls so that students and their families could easily identify where they needed to bring their boxes for recycling. Each of the 18 corrals was staffed by at least two employees from Grounds, Custodial, or Recycling. In addition to staffing the corrals, there were six vehicles patrolling the sites to collect the cardboard and transport it to a tractor trailer in a staging area.

Our staff was very enthusiastic and worked hard to interact with the students and their families. In one instance at Patterson Hall, our staff had the parents and students “trained” so well that as they came out of the building, they immediately walked over to the corrals and trash area and placed their boxes into the coral and their trash bag into the dumpster without us having to say a word. A few moments later a father came out of the building with a huge pile of boxes. He explained that he was bored and went walking around the floor collecting any boxes that were in the hallway so they could be recycled. Talk about dedication!

Another new tactic that we used to achieve our goals was to put six temporary trash rolloff containers next to the largest residence halls. These containers made it very convenient for students, their families, and the custodians to walk up to and throw away their trash. As a result, the Grounds staff was able to spend more time emptying walkway trash receptacles around campus, picking up litter and assisting with the recycling of cardboard boxes. This led to a cleaner campus over the weekend and eased tensions on a usually hectic Monday after.

This year’s move-in was very successful for Facility Services in many ways: we pulled together with teamwork, we set and achieved our goals, we provided better service to students and their families, and we had a good time. By working together as a team, we were able to manage the extra waste from the students in a more efficient manner and return the campus back to normal in record time. We were also able to recycle over 4 tons of cardboard, lower our trash costs and go age the extra waste from the students in a more efficient manner and return the campus back to normal in record time. We were also able to recycle over 4 tons of cardboard, lower our trash costs and go.
Use of Remanufactured and Surplus Supplies Reduce Office Waste

Approximately 207 million tons per year of municipal solid waste is generated each year in the United States. This amounts to more than four pounds of residential and commercial waste per person per day. To fully realize the potential of recycling, three elements must be in balance – collection, manufacturing, and reuse (buying recycled products). The cycle is complete only when recovered materials are returned to the economic mainstream in the form of new products that are bought and used by consumers. Unless agencies, as well as businesses and individual consumers, buy recycled products, materials collected for recycled products will continue to require disposal. Every one of us has the ability to close the recycling loop.

How can you help reduce the waste generated in your office? One suggestion is considering having your office furniture refurbished instead of buying new. Another option is obtaining quality items on the secondary market. A third option is purchasing surplus products and remanufactured supplies from Consolidated Services and the State Surplus Warehouse.

Don’t be afraid to ask manufacturers and suppliers for a recycled product. Even if it is not available now, it may be available in the future. Consistent demand provides an incentive for manufacturers to produce recycled products. In addition to demanding recycled products from regular suppliers, you should actively seek out new manufacturers and vendors of recycled products. “Seek and ye shall find” is the best approach for fueling the supply-and-demand cycle for recycled goods.

Most suppliers indicate in their catalogs that an item has recycled content by placing the recycled symbol next to it. Once you start looking, you will find many products to select from to help you close the loop. Promotional items such as calendars, note pads, tote bags, and T-shirts are available with recycled content. When ordering pens for the office, select refillable styles. Some vendors supply both virgin and recycled products. If you do not ask specifically for recycled products, they may automatically supply you with products made from virgin materials, as they have done in the past. Ask your supplier to include recycled products in the choices they provide.

Ever wondered what is the difference between a recycled and a remanufactured product? A remanufactured product is any post-consumer product that has been disassembled. Its parts are cleaned, repaired, or replaced and then reassembled to sound working condition.

The paper industry has established standards that have produced first-quality paper with a recycle content. Because of the high demand for remanufactured laser-printer cartridges, quality of performance is not an issue anymore. You can expect to realize a savings of anywhere from 25% to 50% on the cost of remanufactured versus virgin cartridges. Because IT supplies and equipment are excluded from the Forms & Supply contract, Randy Wise in Consolidated Services has several types of new and remanufactured cartridges for you to select from. Cartridges for the newer Hewlett Packard printers are being added to their inventory. Empty cartridges can also be sent to him for proper disposal. If you would like to have us supply cartridges for a printer that is not currently on the list or if you have any questions about where you can have your laser cartridge remanufactured, contact Margaret Woodson in Purchasing.

It is important to help break old habits by consistently requesting recycled products. If your current supplier is unable or unwilling to supply recycled products, contact Purchasing so that we can help you find another supplier. Most suppliers are anxious to meet your needs in order to protect their market share.

University Property Forms Available On-line

The Form 7 Property/Furniture Turn-in/Transfer request is now on the Purchasing homepage. The form can be typed and printed on-site. Please remind the USC community that any surplus property withdrawn from Consolidated Services is for official University use only.

Soaring Natural Gas Prices Hit USC Hard

While natural gas consumption increased 24% in December 2000 compared to the same period in 1999, cost for natural gas increased a staggering 143% for the same period. The consumption increase was mainly due to the addition of the new Graduate Science Research Facility, and East Quad Dormitory and colder weather. The extremely high cost increase was a direct result of higher gas prices. Natural gas rates soared to an all-time high of $10.80 per MCF (thousand cubic feet), compared to a high of $5.60 per MCF the previous year. The rate for gas was so much higher that it was more economical for the university to burn fuel oil during the month of January than natural gas. The bottom line is that because of these extremely high gas rates, the university will be faced this year with a gas bill about $1.6 million higher than for fiscal year 2000.

With the pending budget reductions for next fiscal year, it will be even more important than ever for each one of us to contribute by conserving energy wherever we can. All of us can participate by turning off unnecessary lighting, fans, heaters, computers, monitors, and printers at the end of each work day.

To combat rising energy costs, the university has begun to implement an 11 year, $30 million Energy Master Plan. The plan includes deferred maintenance for the central utility system as well as extensive energy conservation measures. When fully funded and implemented, the plan will save over $2 million each year. Year one of the plan has been funded and will be completed this year with expected annual energy savings of $247,000. Funding for the remaining 10 years of the plan has not been identified. A campus-wide energy policy is also being developed and will be implemented; once it is approved by the administration.
Salary Commitment Amounts Reflect Computation Change

Effective with the January 31, 2001, Management Information Reports, there has been a minor change in the computation of the salary commitment amounts. The commitment amounts are now comprised of active employees’ current remaining fiscal year payout (based on their salary as of the accounting date). Vacancies are not considered in this calculation; however, employees that may be on leave without pay are included.

Salary commitments are only computed for permanent positions in certain budgeted, non-grant accounts. Please direct any questions to the Controller’s Office at 777-2002.

Additional Note:

After the printing of January month-end reports, it was noted that the salary commitment amounts on the Level II reports are not accurate. Commitment amounts are correct on the Level I reports, the OnDemand reports, and the Data Warehouse. This problem has been corrected for future months.

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Deferred Compensation Match Distribution

The 2000 Appropriations Act created a deferred compensation distribution program for permanent full-time employees of the state. Eligible employees earning less than $20,000 annually as of July 1, 2000, and employed on the date of the disbursement will receive the distribution. Eligible employees earning more than $20,000 as of July 1, 2000, employed on the date of the disbursement, and contributing to a 401 (k), 403 (b), or a 457 as of the current payroll will also receive the distribution.

The distribution will be $25 each pay period for employees paid over twelve months and $33.33 for nine month employees. The distribution will be made each pay period from January 15 through June 30, 2001.

The South Carolina Budget and Control Board will distribute funds monthly to the University for eligible state funded employees. Employees funded from other sources will also receive the distribution. The distribution will be charged to the account or grant currently funding your position.

If you have an established 401(k) account with the South Carolina Deferred Compensation Commission, the distribution will be made to this account. If you have a 403(b), the distribution will be made to this account if the company will accept employer funds and has documented this to USC. If the company does not accept employer funds, the distribution will be made to a guaranteed fixed fund account with the South Carolina Deferred Compensation Commission. If you have multiple 401(k), 403(b), or 457 accounts, the funds will be distributed to the companies accepting the employer funds in the same percentage as your contributions. For example, if you have a 401(k) and contribute $40 per pay period and a 403(b) and contribute $60 per pay period, the distribution would be 40%, or $10.00, to the 401(k) and 60%, or $15.00, to the 403(b) if both plans accepted employer contributions.

If one plan does not accept the contributions, the entire amount would go to the other plan. If neither plan accepts the contributions, the entire amount would go to a guaranteed fixed fund account with the South Carolina Deferred Compensation Commission. The distribution funds are 100% vested to the employee accounts and available for distribution at the time of retirement or termination of employment.

If you have any questions concerning this program, please contact Thomas Hennix in the Payroll Department at 777-4227.

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Departments to Resolve PO’s With Insufficient Balances

Over the past several months, the accounts payable office has been continually receiving invoices against blanket purchase orders with insufficient balances. The overall impact has been that our office is left with backlogged invoices that cannot be processed. As you are aware, it is our mission to ensure all invoices are paid in a timely manner. Therefore, beginning October 1, all invoices against blanket purchase orders with insufficient balances will be returned to the requesting department to resolve.

Please continue to monitor your commitment balances to enable us to maintain good relations with our vendors. Should you have any questions, please give Clara Snider a call at 777-2121.

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Payroll Department Announces Listserve

The University Payroll department recently created a listserv as a means to enhance communication with University colleges and departments.

PAY-LIST will provide the opportunity for the payroll department to post timely updates, notices, and information requests to departments electronically in an efficient and effective manner. Subscribers can expect to receive messages from Payroll approximately once or twice per month.

Individuals who are listed as payroll contacts for their department were subscribed to this list. However, if you would like to subscribe to this list, please send e-mail to listserv@vm.sc.edu and include in the message (see Payroll page 8)

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Experienced Administrators Take Interim Roles

The University is fortunate to have two very experienced administrators serving in interim roles at the University.

Allan Barber is serving as interim vice president and chief financial officer. Allan recently retired as senior vice president for finance and administration at the University of Georgia. Allan had been with UGA since 1966.

Bob Bugbee is serving as interim budget director. Bob also recently retired from the University of Georgia as the associate vice president for budgets and fiscal planning. He had been with UGA since 1965.
Please join the new USC Business Contact LISTSERV. This is a LISTSERV for business contacts and any staff member performing business-type functions. It is meant to be an open exchange forum between the staff of Business and Finance and the listserve users at the campuses and in the colleges and departments.

To join the Business Contact listserve
To subscribe to the list, send email to LISTSERV@vm.sc.edu and include in the body of the message: SUB BUSFCONT firstname lastname.

Payroll is pleased to offer this service, which represents one of the goals to better utilize information technology in the delivery of payroll services to colleges and departments.