Congratulations to Tommy Gunter, the first JOB WELL DONE award recipient of 2016!

Tommy is Auxiliary Services’ Accounting Manager and leads the team that so skillfully controls the purse strings and keeps Auxiliary Services “in the black” by providing vital services such as accounts receivable and accounts payable, financial reporting and maintaining financial controls.

Tommy received multiple nominations for the first quarter JOB WELL DONE award, and common themes throughout the nominations were his helpfulness and dedication to his job, his staff and the University. As the central accounting office for Auxiliary Services, the Accounting Department provides administrative, human resources and accounting support for all of the diverse service units that comprise Auxiliary Services. Tommy is an extremely popular and respected manager that leads these wide-ranging efforts, and as one nomination noted, “He wears many hats, and he wears them well.”

“CONSISTENTLY DELIVERS OUTSTANDING WORK, REGULARLY GOING FAR BEYOND WHAT IS EXPECTED”

Numerous employees throughout Auxiliary Services are undoubtedly celebrating Tommy being named the JOB WELL DONE award recipient – he has been nominated for the award every single time there has been a call for nominations since Auxiliary Services’ Employee Recognition Program was launched, but has been ineligible for the recognition until now due to serving on and then chairing the Employee Recognition Committee.

Congratulations again to Tommy on his award – it’s well-deserved and has been a long time coming!

Remember, the JOB WELL DONE award is presented to an employee who consistently delivers outstanding work, regularly going far beyond what is expected. It is presented by the director of Auxiliary Services based on nominations reviewed and recommended by the Employee Recognition Committee. Winners of the JOB WELL DONE award are also automatically nominated for the year-end RAM (Recognition of Achievement and Merit) Award.

To nominate an employee for a JOB WELL DONE award, complete an online nomination form at:

http://go.unc.edu/Ff2o9.
At a University that is often described as “a living laboratory for sustainability,” you don’t have to look very hard to find examples of Carolina’s commitment to environmental quality, economic prosperity, and societal well-being – the three components that comprise and define sustainability.

In a relatively short time over recent years, sustainability has taken on such prominence on campus that it has become one of the University’s core values, as sustainability is now integrated into the University’s curriculum, business practices, research, infrastructure and overall operations.

Departments across campus are obviously expected to do their part to support the University’s commitment to environmental stewardship and the overall well-being of future generations. Fortunately, Auxiliary Services has long shared this commitment and is conscious of the environmental impacts of our operations.

Auxiliary Services has incorporated numerous sustainable strategies and initiatives that have resulted in many significant accomplishments and high-profile success stories, and even the smaller contributions that can be found throughout Auxiliary Services add up to big savings and can make a significant positive impact.

As we always strive for continual improvement, here are some of the many examples that help make Auxiliary Services a sustainable campus enterprise:

- University Mail Services led the initiative as the University adopted an official Waste-Free Mail Policy in January of this year. By adopting this policy, the University is expected to see a reduction of nearly 538,000 pounds – nearly 270 tons – in paper waste each year. In addition, Mail Services’ fleet of vehicles includes three fully-electric delivery vehicles.

- Carolina Dining Services boasts some of the most visible examples of sustainable practices on campus, including sustainable food purchases and menu options; comprehensive recycling and composting programs; reusable to-go containers in dining halls and reusable, refillable mugs in retail locations; Carolina Catering offers Green Events with a goal of near zero waste and low environmental impact; hosting farmers markets and Feeding the 5,000, the annual free meal in which the entire UNC community is invited to attend and partake in a meal that consists entirely of food that would have otherwise been wasted. For the inaugural F5K event, Carolina Dining Services was named both the national Gold Medal and national Grand Prize winner in the National Association of College & University Food Services’ 2015 Sustainability Awards competition, bringing home top honors in the contest that each year recognizes the best of the best in sustainability in campus dining programs.

- A long-running University initiative is to reduce cars on campus, and about one third of Auxiliary Services staff do not drive to campus in a single passenger vehicle.

- Campus Laundromats are equipped with Energy Star rated appliances, and students are encouraged to use cold water when washing clothes. The average load when washing uses 11.8 gallons of water per load; older models of washers use as much as 40 gallons.

- Carolina Managed Print Services’ scanner and document management capabilities greatly reduce the need to use paper by providing convenient electronic storage of documents. Duplex printing automatically reduces the number of paper used by half when copying or printing is necessary.

- Auxiliary’s offices across campus employ many sustainable strategies and practices, such as placing recycling receptacles at every desk and copier; purchasing compostable cups for water coolers; using paper that contains post-consumer recycled content and making sure lights are turned off when offices and other rooms are unoccupied.
You’ve been asked for it so much – and you’ve written it on virtually every form you’ve ever filled out for the University – that you probably have yours memorized.

But even if you happen to not know it off the top of your head... you know it’s about nine digits long... begins with a 7... and it’s never too far away when you need it – it’s right there on your One Card.

It’s your PID Number, of course – your Person Identification Number – and everybody has one. The PID is an identification number that is designed to give all persons a universal number that is unique to the University of North Carolina at Chapel Hill. It replaces all existing card numbers previously used on campus – particularly the Social Security Number as an identifier, which would have personal privacy and possible fraud concerns.

If you have ever attended UNC you have a PID, and any current staff or faculty member has also been issued a PID. PIDs are also necessary for affiliates – anyone who is working in collaboration with the University and requires University services, such as visiting scholars, research collaborators, contractors, temps, summer groups, University retirees, interns and some volunteers.

And once you’ve been assigned a PID, it’s yours; it will be used throughout your tenure with the University, even if your status changes or you leave and then return to the University at some point.

The University maintains various forms of student and employee biographic/demographic data in order to fulfill many of its functions. The PID is the primary record keeping key for all departments within the University, and helps ensure the integrity of this large volume of data. It is also recognized and used by other related entities, such as UNC Hospitals and when individuals register for courses at the Friday Center for Continuing Education.

While this is obviously a massive amount of data and an enormous number of individuals that require official University identification – and this number is continually on the rise – all PID activities and responsibilities are handled by a relatively small group within Auxiliary Services. The PID Office is comprised of a team of four employees that ensure every member of the campus community is provided with this official identifier that is recognized University-wide and beyond, as University business can take place across the state and the nation.

From its location in the basement of Student Stores, the PID Office manages and oversees the creation and maintenance of PIDs, ensures that PIDs are accurate and that policies and procedures are followed across campus. In addition, the PID Office also processes and approves all affiliates to the University. Another vital service the PID Office performs for the University that you may not be aware of is the processing of suspense records for all undergraduate, graduate and professional school applications received by the University.

While your PID is the one number that uniquely identifies you, duplicate PIDs can occur – for example, a former student is hired as staff and is inadvertently processed as completely new to the University community. Duplicate PID numbers can cause problems for applicants, employees and students, and can be disruptive and costly for the University, so a primary strategic initiative of the PID Office is to eliminate duplicate PIDs on campus. The PID Office proactively works to identify possible existing duplicate PIDs and strives to prevent PID creation errors. PID Office staff are always available to assist departments so that the PID process is done correctly and accurately at the first point of contact, and will train users across campus on the use of PID software.

The essential services provided by the PID Office and the personal attention its staff gives the campus community proves you are more than just a number at the University of North Carolina at Chapel Hill.
University Adopts Campus-wide Copying/Print Policy

You’re likely aware that a new campus-wide Copying/Print Policy was adopted by the University and went into effect on January 1 of this year.

In short, the new policy states that Carolina Managed Print Services will be the primary source for providing all non-production copy, print, scan and fax Multifunctional Devices (MFDs) on campus. Previously, there had been multiple vendors for printing and copying services on campus, which ultimately is costly and difficult to manage. By consolidating these services, the Carolina Managed Print Services program is able to offer the most reliable equipment and consistently high-quality copies at the most reasonable costs. This policy applies to all schools and divisions, including institutes, departments and centers.

To read the Multi-Functional Device (MFD) Policy, visit:
http://policies.unc.edu/files/2016/01/MFD.pdf

Look for more news concerning Carolina Managed Print Services in the coming days, as Auxiliary Services is in the process of finalizing the new copy/print contract with our managed print services vendor. Once complete, this new partnership will allow Carolina Managed Print Services to continue to deliver the highest quality copying, printing, scanning and faxing equipment and services the University has come to expect from Auxiliary Services.

Inside Auxiliary Services
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University of North Carolina at Chapel Hill’s Auxiliary Services Division.
If you have questions, comments or story ideas,
please e-mail info@aux-services.unc.edu or call (919) 962-4986.

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