



DATE: October 18, 2018

RE: Staff Council Meeting

Welcome & Introduction

Staff Council Chair Matt Horvat opened the meeting. He thanked everyone for being there

New Employee Welcome – Kathryn Row & Char-Lay Douglas

New employees were recognized by Kathryn Rowe.

New employees are: Latonya Wright at the Stevens Center, and Paul Razza with Admissions.

Old Business

The September meeting minutes were approved and are posted on the Staff Council website.

New Business

UNC system Staff Assembly news – Matt & Elizabeth

Matt Horvat- News from Matt Brody VP, Chris Chiron, benefits update, as well as Q&A

- Staff assembly will be establishing task forces for three committees
 - Erskine Bowls award selection committee
 - Janet B Royster scholarship. Applications for this scholarship are due at the end of the month. This is the scholarship fund that receives contributions from the golf tournament.
 - 3rd will be parental leave for staff. There is a difference between what the faculty receive and what the staff receive. The task force will do a lot of research. South Carolina has parental leave for staff. The state of Virginia had an update on their parental leave for staff. In order to remain competitive we must move forward with this.
- **HR update.**
 - **Allocation to all SHRA**
 - UNC Board of Governors approved an option for institutions to give one-time bonuses to employees rather than a base pay increase

- The percentage increase limits for bonuses are the same as salary increases
 - Discretionary increases should be completed by December, retro to July 1
 - Because the General Assembly did not fully fund increases this year, some institutions may not be able to provide increases beyond the SHRA 2% increase already issued
 - We are working with our legislative team to ensure increases are fully state-funded next year

- **Information about the IT departments switching from SHRA to EHRA**
 - Opportunity for SHRA exempt (not eligible for overtime) information technology employees to elect to become EHRA employees
 - Most institutions will implement in 2018-2019
 - Eligible employees will receive written notification
 - Employees will have 90 days to choose to become EHRA or to remain SHRA
 - No one is required to convert
 - Employees will receive annual opportunities to opt-in over the next two years

- **About Career banding. This is where salaries are compared.**
 - We've been working with OSHR to update salary ranges
 - 5% general increase to all ranges
 - Possibly increasing to 5.8% based on what OSHR is doing with their own market rate adjustments
 - Additional changes to address salary compression related to the new minimum state employee salary (\$31,200)

 - Expect to receive updated ranges from OSHR by December
 - OSHR has requested a compensation study to review the University Pay Plan to determine if the University will join the State's new classification system, update the career banding program, or develop a different program for the University

- **Adverse Weather**
 - Office hates system 2. They are lobbying against it. No update but a lot of concessions.

- **Employee engagement survey**

- The staff assembly had a different view of the survey. We have benchmarks that Lindsay emailed to us but if you want a higher level view it was at the staff assembly.

Elizabeth White - UNC HR are really fighting for us. When it came to the raise process Matt had an idea.

Matt – I expressed a concern and suggestion for annual raise process. The way it is now you may get an “Exceeds Expectations” but if there isn’t an option to receive a raise then you can’t benefit from it, it just goes away. My idea would allow campuses to look over the last three years to determine if you deserve a raise.

- Q: Was there a discussion about the raise cap being 20% without moving positions?
 - Matt - No.
- Q: Can you please bring this up at some point?
 - Matt – There is currently a hard cap of 20% regardless of promotion or movement. We would like to pull back more discretion over what doesn’t have to be approved from Board of Governors. We are trying to get more pull back.
 - Public comment was given: It just feels like someone who is committed to their job is penalized for staying. Our staff has very specific knowledge for our university or the department they work in.
 - Matt - We get handcuffed by rules that were put in to place for other institutions.
 - Public comment was given: If you’re feeling handcuffed then don’t forget you can go back and request another 20%. It’s within a fiscal year.

Tuition Reimbursement panel Q&A

Elizabeth White prepared a list of questions for those who volunteered to be on the panel. As an introduction she wanted to know the school they are attending and courses they are taking.

The members of the panel are: Kristina McCain, studying accounting at WSSU; Andrea Clemmer, working towards her Master’s in Public Administration at Appalachian State; Jackie Riffle, MBA from ECU; Allen Carnes, MBA at Pembroke; Casey Powers, BLS at UNCG

- Q: tell me about your experience with work/life/school balance?
 - Kristina – WSSU is convenient since it’s right here in Winston-Salem. I do get to leave work to take classes that only take place during the day and then go

at night. Be sure to talk to your supervisor to see how flexible your work schedule is.

- Jackie Riffle – For those who don't know, you can take up to 3 classes per year tuition free. It can be job related or something you are working towards for your future career. You have to register and get accepted first, then get the form from HR. Your approved form goes to the cashier's office. There is an educational leave policy in place if the class is not available at night but you must work with your supervisor to take day classes. If you take a class after your waiver has been exhausted then there is also an academic assistance program. To get assistance you need to print out the transcript and show proof of the money you paid in order to get your money reimbursed. There is a cap of \$1000 per class for reimbursements.
- Casey Powers – I took on a huge load. I decided to try the accelerated program. It is extremely difficult. You really have to be able to dedicate to school every single minute after work. The good thing is that you will be able to complete your degree quickly but all the extras in life is gone. FASFA is good to fill out as well. Be sure to take advantage of everything you are eligible for.
- Question from the audience: If you're taking liberal arts class can you take them here?
 - A: Yes, you can take classes here as long as it is job related or you're working toward your future.

Margie had comments.

- Question from the audience: With regards to 3 classes per year, is the year fiscal or calendar?
 - A: It starts in the fall.
- Question from the audience: If you get FASFA then you don't get paid?
 - A: No
- Jackie Riffle – Remember, everything has to be approved before your class begins.
 - Get accepted then get the forms and approval. The forms are on the website.
 - Know each school's policies. If there is a withdrawal here at UNCSA for instance it's forgiven, at UNCG it's not so you will have to pay out of pocket. All schools are different.
 - You can get tuition waivers as long as you want, it's just limited to 3 a year.

- There's tuition waiver and tuition assistance.
 - Jackie Riffle – I'll look at getting a check list together.
- Q: Does it have to be for a degree?
 - A: It can be for your current job or future job need. It doesn't have to be for a degree. The Tuition Assistance program can be for a certificate.
- Q: How did you choose the college?
 - A: Casey Powers– I started at UNCW when I first went to college. UNCG was easy for me now because I worked with an advisor. It sounded intimidating at first but it is really easy to get there. The resources are there. I let the process intimidate me for a long time but don't let it do that to you.
 - Andrea Clemmer– I picked Appalachian state for their onsite classes because I knew online would not work for me. App. State places you in a cohort with 15 and 20 people so you go to a class. Most are in government. App and UNCG both have strong MPA courses (Masters in Public Administration), but App was my undergrad and I wanted to stay with them for my masters.
 - Allen Carnes– Pembroke offers an accelerated Master's program and they didn't require a GRE. Several schools don't require a GRE. I liked the idea of the accelerated program at first but now it's hard. They do cater to working adults which is good. The process at Pembroke is easy and all online.
 - Kristina McCain– accounting requires you to be in the room. WSSU is just down the street.
 - Jackie Riffle– I picked ECU because it was all online.

Elizabeth White – I have to wrap this up. Raise your hand if anyone else has done this? Be sure to talk to Andrea in HR if you have questions.

- Mary Graves – Do you pay out of pocket first and then get reimbursed at the end of each semester if you completed/passed the course about the waiver?
 - Panel answered - you submit the form and receive approval first, then everything is paid for you up front; you do not have to pay anything out-of-pocket.
- Matt Horvat– The Royster Scholarship has changed to be from two application cycles per year to only doing one cycle per year in the fall.
- Jackie Riffle- Come find me if you have questions.
- Victoria Scott- There is a scholarship through Erskine Bowls as well as SEANC; both of which receive few if any applications.
- Mary Graves - Another way to get money is the Janet B Royster scholarship.
- Matt Horvat- Let's compile a list of scholarships that are available to staff.

Special Events announcement – Edwin Martinat

- Old News- for the Winston-Salem pride parade we had 30 students participate. We had a float this year, it was great. Huge thank you to facilities for storing and thank you Phil for driving. Don't forget about the Jamie Moore reception. He is going to Davidson.
- New news- 1st Thursday is at Foothills Nov. 1st
- I'm reaching out to the WS Thunderbirds for an outing in winter.
- That's all I have and thank you!

Volunteer & Donation updates – Laurel Banks

- **Update on volunteer opportunities** – Thanks & Giving week. If there is a place you volunteer contact them to see if our employees can do something. State Employee Credit Union family house for instance. They house families if a UNCSA student is hospitalized. We can make a meal for families who stay there. That's one idea but we need other ideas.
- **How your donations have helped so far** – We delivered the dental products that were donated. The People we delivered to were living on a soccer field. They had a store set up. We had at least 500 items to donate to the store. Thank you all for the areas that donated. Also, the school supplies that were donated actually went to Pender County to an elementary school in need of supplies after the hurricane.
- **Pickle Pantry information** – a couple of people have volunteered to bag. Next bagging is next week. Every other week after that.
- **Edwin Martinat commented** – Pickle birthday in November. His presents are food donations for the pantry.

Professional Development updates – Elizabeth White

- **Nothing new** – Active shooter. Allied training. Positive damage. If you want to lead, I'll be leading one on professional speaking, collaborate if you have a strong topic. Do some training and help staff members.
- Q: Does it have to be work related? Can it be sewing for example?
 - A: Yes that can happen.
- Q: will there be an updated calendar?

- A: We hope so

State Employee Combined Campaign (SECC) –Elizabeth White

- We have raised \$3150 so far. We are half way there with 30 days left. There is a link to do this online. If you do online or paper by Nov 17 you get a raffle for a parking spot. You must pay for a spot but not the reserved price. Hurricane donation is listed as well as UNCSA.
- Q: Can we pick which fund?
 - A: No general fund

HR news - Andrea Clemmer

- Please remember to do the policy review. As you read each policy the red button turns to a green button and you're done.
 - Concern expressed that there isn't enough time. Andrea asked that you please try to complete it by Friday.
- Open Enrollment – if you get an email you're not done. I'm in the Library today, tomorrow, and next Thursday and Friday. Drop by. Stop by. Send me an email. Voicemail is slow so email. State will declare they will not grant an exception. The state will not give you the \$60 credit. I don't want to be the bad guy so good guy says get it done.
- Flu clinic – ask Andrea Clemmer for a summary
- For Open Enrollment you don't have to take action on everything. You have to touch medical and have to touch flexible spending.

Closing remarks – Matt Horvat

- Thank you for coming. Check out the unity project.
- CDI has plenty of whole punched paper.
- LaTonya Wright- Let all your employees know to look out for MySa for nutcracker link.

Standing Ovations – Matt Horvat

- George Campbell
- Kate Miller

Matt - Any questions? With no additional business, the meeting was adjourned.

*Next meeting will be Thursday, Nov. 15 at 11 a.m. in the Campus Police Training Room.