



Personnel Committee
University of North Carolina School of the Arts

Thursday, February 9, 2017
1:25 p.m. – 2:25 p.m.

Conference Room 301
Hanes Student Commons

AGENDA

Personnel Committee

- *Phillip Horne, Chair
- *Skip Dunn
- *Mark Land
- *Erna Womble
- *Michael Tiemann, (ex officio)
- Delores Harris, Staff
- James Lucas, Staff
- David Harrison, Staff
- Jamie Moore, Staff Council Representative
- Norman Coates, Faculty Council Representative

*** Denotes voting members**

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|--|---------|
| 1. Welcome and Confirm Quorum | Chair |
| 2. Approval of minutes | Chair |
| 3. Title IX update
Harris | Delores |
| 4. New Hires/Separations
Lucas | James |
| 5. People Admin Implementation Update
Lucas | James |
| 6. Strategic Plan Update
Lucas | James |
| 7. Closed Session | Chair |
| 8. Open Session | Chair |
| 9. Other Business | Chair |
| 10. Adjourn | Chair |



**Personnel Committee
University of North Carolina School of the Arts**

Thursday, December 8, 2016

**Conference Room 301
Hanes Student Commons
Open Session Minutes**

Personnel Committee

- *Phillip Horne, Chair
- *Michael Tiemann, (ex officio)
- *Skip Dunn
- *Erna Womble
- Delores Harris, Staff
- James Lucas, Staff
- David Harrison, Staff
- Jamie Moore, Staff Council Representative
- Norman Coates, Faculty Council Representative

Guest Present

- David English, Staff
- Carin Ioannou, Staff
- Winn Decker, NC State Intern

Chairman Horne convened the meeting of the UNC School of the Arts Personnel Committee at 11:10 a.m. A quorum was confirmed. Chairman Horne asked for a motion to approve the last meeting minutes. Erna Womble moved to approve the minutes. The motion was seconded by Michael Tiemann and unanimously approved by the committee.

Title IX Update

Delores Harris, Title IX Coordinator, gave an update on Title IX. Several committee meetings have been scheduled for the beginning of the 2017 calendar year. These meetings include the Title IX Advisory Board and the Title IX Roundtable. Title IX is working closely with Allison Hunter, Resident Life Coordinator, on educational awareness events for Sexual Assault Awareness month.

James Lucas updated the committee on the University Title IX policy. HR will take the policy to cabinet for review before going live in January 2017.

New Hires and Separations

Mr. Lucas reported that there are two significant retirees for the month of December - George Burnette, COO and Joseph Roberts, an outstanding housekeeper for UNCSA. James spoke very highly of Joseph

Roberts as an employee who was responsible for Human Resources and Design and Production. Norman Coates added that calling Joseph Roberts outstanding was an understatement.

Human Resources has hired a new Leave Administrator, Kemora Brownlee; this happened in the middle of the FLSA reversion. The FLSA reversion was due to a federal judge in Texas putting a halt to the mandated salary changes for exempt employees.

Mr. Lucas updated the status of the implementation of PeopleAdmin, which also aligns with one of UNCOSA's strategic initiatives for recruitment, onboarding, retention, and performance management. The projected go live date for PeopleAdmin is January 26, 2017 and Human Resources will establish training using this new software shortly thereafter.

Chairman Horne asked if PeopleAdmin was a universal contract or a vendor contract. Mr. Lucas stated that the PeopleAdmin software was a GA approved vendor and the only exception was made for UNC-Chapel Hill, which uses PeopleSoft.

Mr. Lucas spoke about enhancement of campus communication as it relates to the strategic plan. He mentioned the changes to MySA and the impact it would have on getting announcements in a timely manner. Mr. Lucas also mentioned that the cabinet is looking at ways to make town hall meetings more informal, with the hopes of creating a relaxed atmosphere that may generate a higher level of participation.

Mark Land asked about the impact temporary contracts for faculty. Mr. Lucas stated that these forms are routed through Academic Affairs and that the majority of the documentation, such as the I-9 forms and contracts, are completed prior to the employee's arrival on campus, thus creating an atmosphere that allows the employee to go to work the first day that they arrive to campus.

Chairman Horne wanted to know if the Performance Trade Unions interfered with our temporary faculty process. Norman Coates mentioned that the unions are more flexible and the process is much better. David Harrison agreed with that assessment.

Mr. Land asked if a guest artist hires would complicate the process. Mr. Lucas stated that they would have to go through the normal hiring process and complete all paperwork. David English mentioned that understanding the difference between guest artists and visiting faculty could also be part of the problem for unions. Erna Womble asked if this was an internal process. Dr. English verified that, yes, Academic Affairs and Human Resources work together to complete the paperwork.

Michael Tiemann asked about online enhancements to employee training through PeopleAdmin. Mr. Lucas stated that working through Purchasing, Human Resources has developed several training modules. Some are online and others are face-to-face. He mentioned that Human Resources was in Raleigh yesterday taking the course to become certified EEO trainers. This training has an online component to it as well, and it also allows Human Resources to fully train managers and supervisors without having them travel to Raleigh. He also mentioned other programs that are included, such as worker's compensation, performance management, leave administration, benefits, and Title IX.

Mr. Tiemann mentioned that this indicated a strong understanding and support of the components of the strategic plan.

Chairman Horne asked if there was any new business. Having none, the meeting was adjourned.

Respectfully submitted

Delores R Harris