

April 27, 2023

University of North Carolina School of the Arts  
Winston-Salem, North Carolina

**PERSONNEL COMMITTEE MEMBERS**

Jeffery Bullock (Chair), Mark Land (BOT Chair, Ex-Officio,) Skip Dunn, Anna Folwell, Peter Juran, Ches McDowell, Ralph Womble, and Reid Wilson (non-voting)

**PERSONNEL COMMITTEE STAFF**

Angela Mahoney (Staff), David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Cappi Shelton (Staff), Steve Cochrane (Staff Council Representative), Martha Golden (Faculty Council Representative)

**AGENDA**

**OPEN SESSION**

1. Call to Order and Confirm Quorum..... Mark Land
2. Approval of Minutes from February 22, 2023..... Mark Land
3. New Hire Update..... Camilla Norris
4. Separation Update..... Camilla Norris
5. Annual Employment of Related Persons (Nepotism) Report.....Camilla Norris
6. Wellness Day..... Camilla Norris
7. Annual HR Compliance Report – FY 21-22 (Management Flexibility..... Camilla Norris
8. Staff Council Update..... Stephen Cochrane Sr, Staff Council Chair

**CLOSED SESSION**

1. Faculty Rank Promotion Applications..... Patrick J. Sims
2. Other Business.....Committee Members & Staff
3. Adjourn.....Mark Land

## **OPEN MINUTES**

February 22, 2023

University of North Carolina School of the Arts

### **TRUSTEES PRESENT**

Jeffrey Bullock (Chair), Mark Land (BOT Chair, Ex-Officio), Anna Folwell, Peter Juran, and Ralph Womble

### **STAFF PRESENT**

Angela Mahoney (Staff), David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Cappi Shelton (Staff), Steve Cochran (Staff Council Representative), Martha Golden (Faculty Council Representative)

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### **CONVENE MEETING AND CONFIRM QUORUM**

Jeffrey Bullock convened the February meeting of the Personnel Committee. A quorum was confirmed.

### **REVIEW AND ACCEPTANCE OF MINUTES**

Committee members reviewed the minutes from the December 2022 meeting. A motion was made to accept the minutes, the motion carried.

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### **The following HR Updates were presented by Angela Mahoney:**

**NEW HIRES AND SEPARATIONS:** Angela reported there were 9 new hires since December 2022 meeting, 3 were EHRA Non-Faculty and 6 SHRA. There were 11 separations during this time, 1 key separation – Wiley Hausam (EHRA Non-Faculty Tier II), 1 involuntary (probationary appointment ended), 7 were voluntary, 2 transfers to another agency, and 1 retirement. It was noted that temporary hires have increased as well, from 146 in April 2022 to 483 YTD 2023.

**WELLNESS DAY:** Human Resources hosted a Wellness Day on February 17, 2023. Activities were in-person, and online. Activities consisted of 15-minute Chair Massages, Virtual Workshops facilitated by ComPsych (Eating Healthy on a Budget and Learning to Relax), Workshop facilitated by Jill Crainshaw (Work-Life Balance and Stress Reduction), Floating Ice Cream Social, sponsored by Staff Council, and a Campus Tour led by Jim DeCristo.

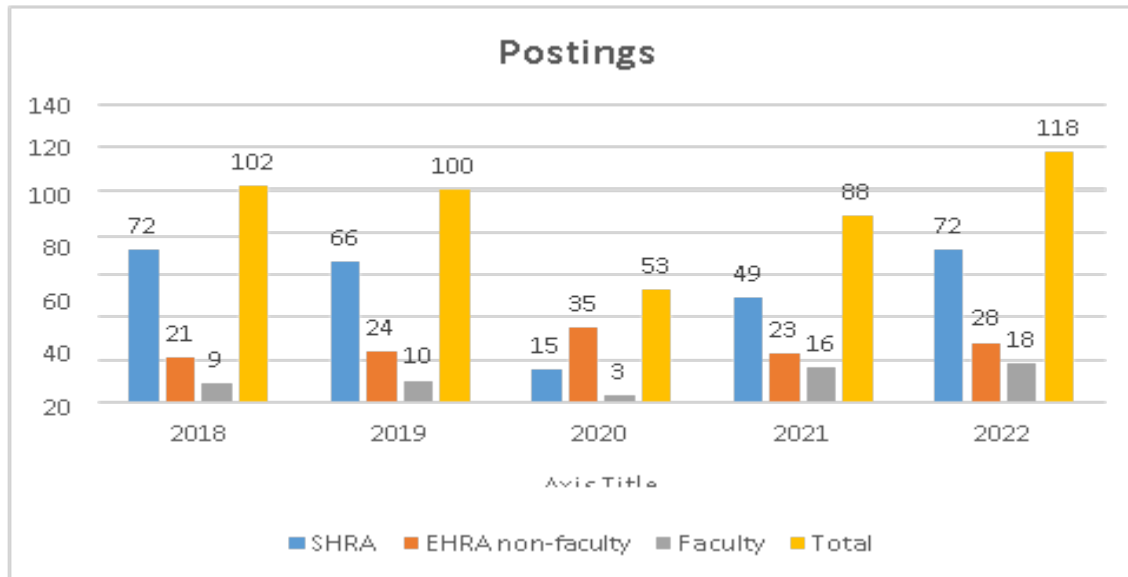
The event was a success and HR plans to offer another Wellness Day in April 2023.

**VACANCY TRENDS:** Angela Mahoney presented a summary of vacancy trends, showing a four-year comparison.

Summary:

**POSTINGS**

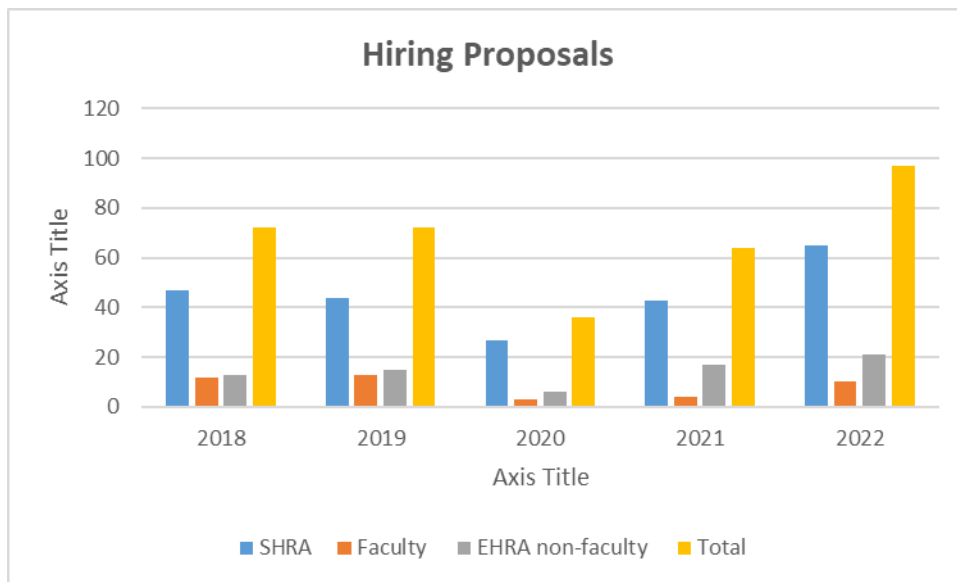
	2018	2019	2020	2021	2022
<b>SHRA</b>	72	66	15	49	<b>72</b>
<b>EHRA non-faculty</b>	21	24	35	23	<b>28</b>
<b>Faculty</b>	9	10	3	16	<b>18</b>
<b>Total</b>	<b>102</b>	<b>100</b>	<b>53</b>	<b>88</b>	<b>118</b>



Summary:

**HIRING PROPOSALS**

	2018	2019	2020	2021	2022
<b>SHRA</b>	47	44	27	43	<b>65</b>
<b>Faculty</b>	12	13	3	4	<b>10</b>
<b>EHRA non-faculty</b>	13	15	6	17	<b>21</b>
<b>Total</b>	<b>72</b>	<b>72</b>	<b>36</b>	<b>64</b>	<b>97</b>



**ANNUAL POLICY REVIEW:** The annual policy review period opened on January 25, 2023, and all faculty, staff and non-student temporary employees had until February 28, 2023, to complete the review. As of this meeting, 41% of employees have completed the review.

**LEARNING AND DEVELOPMENT:** There have been two professional development opportunities offered in February 2023. HR partnered with Jill Crainshaw and Jill Lane to hold a Faculty and Staff Book Study – Having Hard Conversation; A Reading Seminar on Dialogue, Conflict and Sustaining Community.

Aretha Sutton held PeopleAdmin Position Management Training sessions through February 28, 2023.

Angela did voice how grateful she was that HR had received one-time funding for our EPAF (Electronic Personnel Action Forms) project and previously received funding for PeopleAdmin to be streamlined and paper forms to be converted to an electronic process within PeopleAdmin.

Angela also provided a visual aid to reiterate her concern for the lack of staffing in Human Resources. The picture was of a water bottle. When water was added to the bottle and overflowed it caused an additional situation that could be harmful. The floor became wet, which caused a situation where there would need to be a caution sign put up so people would not slip and fall. Angela wants to put up a caution sign letting people know that Human Resources is at capacity and in need of additional staffing.

**PEOPLEADMIN – PERFORMANCE MANAGEMENT:** The go live date for the Performance Management Cycle for FY 23/24 of both the SHRA and EHRA employees is March 2023. HR will offer training sessions throughout March for Supervisors and Managers to learn how to complete employee reviews electronically.

**Audit Observation:** An audit observation was identified during a review in 2022. The objectives of the review are as follows:

- To assess onboarding for new managers.
- To assess the continuous training and development plan for managers.

HR management will collaborate with the Vice Chancellor for Economic Development and Chief of Staff to develop a strategy for remedy.

**STAFF COUNCIL UPDATES WERE PROVIDED BY STEVE COCHRANE:** UNCSA staff are vital in providing support and services that help students succeed academically and personally and help the university run smoothly and efficiently. Steve noted that Staff Council is partnering with the Provost and other leaders to build relationships with the community around UNCSA.

There were no further items for discussion, Chair Bullock made a motion to adjourn the meeting. Motion approved, meeting adjourned.

**AGENDA ITEM**

New Hire Update.....Angela Mahoney

**Summary:**

**Key new hires since the February 2023 meeting:**

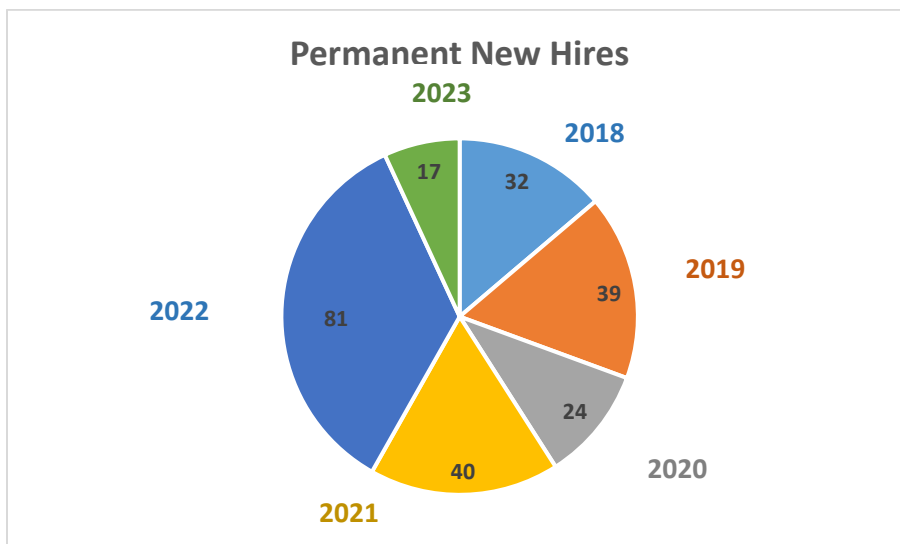
Wendy Emerson, Vice Chancellor for Finance & Administration

**Total New Hires = 8**

- Faculty - 0
- EHRA Non-Faculty – 3
- SHRA – 5

**New hires 2018 – year to date:**

Year	Permanent New Hires
2018	32
2019	39
2020	24
2021	40
2022	81
<b>2023</b>	<b>17</b>



**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

Separation Update.....Angela Mahoney

**Summary:**

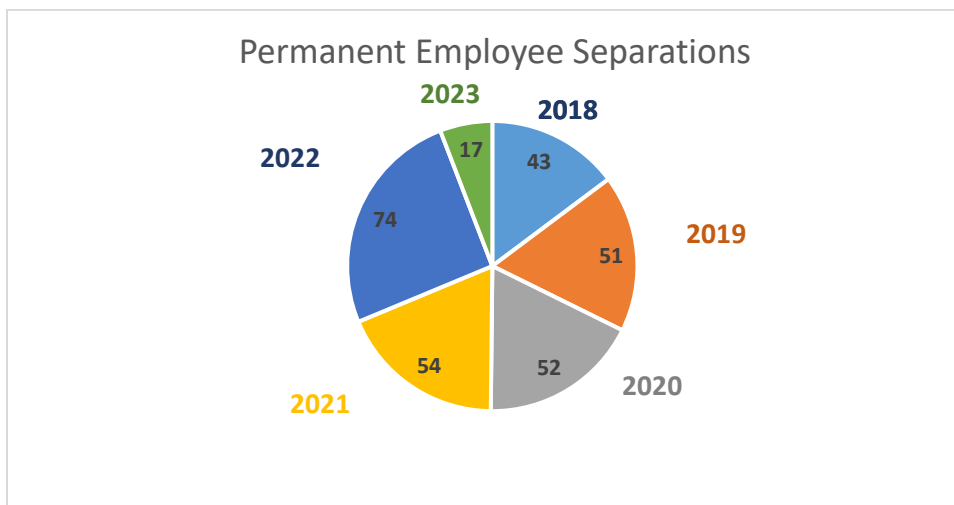
**Key separations since the February 2023 meeting:**

N/A

**Total Separations = 6**

- Involuntary – 1
- Voluntary – 2
- Transferred - 2
- Death - 1

Year	Permanent Employee Separations
2018	43
2019	51
2020	52
2021	54
2022	74
<b>2023</b>	<b>17</b>



**Action:** This agenda item is for informational purposes only.

**AGENDA ITEM**

Annual Employment of Related Persons (Nepotism) Report.....Angela Mahoney

**Summary:**

UNCSA Policy # 608: Employment of Related Persons Regulation (Nepotism)

In accordance with UNCSA policy #608, the Employment of Related Persons Regulation (Nepotism) is reported annually during the April Board of Trustees meeting. During the 2022-2023 academic year, no hires or realignment of supervision raised any concerns of nepotism for the UNCSA campus. Prospective employees must answer a question on the job application regarding family ties to current employees so that HR is aware of any potential nepotism concerns. Additionally, prospective employees must complete the Pre-employment Nepotism Certificate and must be reviewed by Human Resources prior to any employee assignment or employment offer.

Pre-employment Nepotism Certificate

<https://www.uncsa.edu/mya/human-resources/recruitment/docs/Nepotism.pdf>

**Action:** This agenda item is for informational purposes only.



**AGENDA ITEM**

Wellness Day ..... Angela Mahoney

**Summary:**

Human Resources hosted a second Wellness Day on April 12. The health and well-being of UNCSA students, faculty, and staff are integral to academic, professional, and personal success.

Activities were in-person and outside and included a Floating Social with Italian Ice.

**Schedule of events**

- **9 a.m. - 3 p.m. Chair Massages**
- **10-11 a.m. Library Activities:** Virtual Workshop
  - Blind date with a Book – 1<sup>st</sup> Floor
  - Netflix not Needed: Overview of Streaming Films – 2<sup>nd</sup> floor (11 am-12 pm)
  - Crafts, Puzzles, and Games – 2<sup>nd</sup> floor
  - Makerspace – exploration & print your own poster – 1<sup>st</sup> floor (12pm-3pm)
- **11 a.m. – 2:00 p.m. Fun Activities**
  - Tie Dye T-Shirts
  - Cornhole
  - Karaoke
- **12-1:30 p.m. Drop-in-Jazz Class**
  - Faculty Member – Keith Thomas
- **2:00-5 p.m. Floating Social (Italian Ice Truck):**
  - Sponsored by Staff Council

**Action:** This agenda item is for informational purposes only.

**AGENDA ITEM**

Annual HR Compliance Report – FY 20-21 (Management Flexibility)...Angela Mahoney

**Summary:**

The Annual HR Compliance Report (Management Flexibility) covers the Fiscal year July 2021 - June 2022 and includes information on the new and continuing EHRA appointments, salary, and non-salary compensation for those new and continuing appointments, conferral of tenure, analysis of equity issues, and any audit findings. UNCSCA complies with UNC System Office standards.

**Action:** This agenda item is for informational purposes only.

**AGENDA ITEM**

Staff Council Updates..... Stephen Cochrane Sr, Staff Council Chair

Chair Summary

One of our objectives for this year was to increase employee engagement. We have done that and much more. We are experiencing higher attendance at our Staff Enrichment Sessions and Staff Council meetings. We've launched the new hire welcome program. We use more communication channels to distribute vital information and get valuable feedback.

We've started conversations around career growth at UNCSA, New employee service awards, Staff access to UNCSA swag, and reducing workload for staff. Most important, we've found partners. Partners that help staff do the heavy lifting of supporting this remarkable place.

I am grateful for your continued support, Mr. Chairman, and of the other Board members. From all of the UNCSA Staff Council, we thank you very much.

To Chancellor Cole, Chief of Staff DeCristo, VC of Finance Wendy Emerson, VC Provost Simms, CIO Harmon, and CHRO Mahoney, AVC Balwah, Thank you!! They have all been tremendous partners with Staff Council, and I'm very proud of the work we accomplished and the relationships that we formed. I hope we will continue to grow these relationships.

**Action:** This agenda item is for informational purposes only.