

September 28, 2023

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

PERSONNEL COMMITTEE MEMBERS

Jeffery Bullock (Chair), Peter Juran (BOT Chair, Ex-Officio,) Jonah Bokaer, Nia Franklin, Jerri Irby, Ches McDowell

PERSONNEL COMMITTEE STAFF

Angela Mahoney (Staff), David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Capi Shelton (Staff), Lloyd LaVack (Staff Council Representative), Faculty Council Representative

AGENDA

OPEN SESSION

1. Call to Order and Confirm Quorum..... Jeffery Bullock
2. Approval of Minutes from April 27, 2023..... Jeffery Bullock
3. New Hire Update..... Angela Mahoney
4. Separation Update..... Angela Mahoney
5. Senate Bill 195 (aka UNC Omnibus Bill)Angela Mahoney
6. Secondary Employment Regulation 626 Angela Mahoney
7. Benefits / Leave Update Angela Mahoney
8. Employee Appreciation Week..... Angela Mahoney
9. Staff Council Update..... Lloyd LaVack, Staff Council Chair

CLOSED SESSION

1. Approval of Closed Session Minutes from April 27, 2023..... Jeffery Bullock
2. Chancellors Incentive Compensation Optional Retirement Plan (ORP) for Senior Academic Administrative Officers (SAAO) Tier I Jeffery Bullock
3. Other Business..... Committee Members & Staff
4. Adjourn..... Jeffery Bullock

OPEN SESSION MINUTES

April 27, 2023

University of North Carolina School of the Arts

TRUSTEES PRESENT

Mark Land (BOT Chair, Ex-Officio), Ralph Womble, Graydon Pleasants, Anna Folwell, Peter Juran, Nia Franklin

STAFF PRESENT

David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Camilla Norris (Staff), Steve Cochrane (Staff Council Representative), Martha Golden (Faculty Council Representative)

CONVENE MEETING AND CONFIRM QUORUM

Mark Land convened the April 2023 meeting of the Personnel Committee. A quorum was confirmed.

REVIEW AND ACCEPTANCE OF MINUTES

Committee members reviewed the minutes from the February 2023 meeting. A motion was made to accept the minutes, the motion carried.

The following HR updates were presented by Camilla Norris:

New Hires and Separations: There were 8 new hires since February 2023 meeting, 5 SHRA , and 3 EHRA Non-Faculty including Wendy Emerson, VC for Finance and Administration, and B. Afeni McNeely Cobham, Associate VC and Vice Provost for Equity, Diversity, Inclusion and Belonging. There were 6 separations since the February meeting, 1 involuntary, 2 voluntary, 2 transfers to another agency, and 1 death. It was also reported that since July 2022, 18 employees retired, and in 2024, approximately 50 employees will be eligible for retirement.

Annual Employment of Related Persons (Nepotism) Report: There were no concerns of nepotism for UNCSA during the 2022-2023 academic year.

Wellness Day: Human Resources hosted a second successful Wellness Day on April 12, 2023, collaborating with the Library, School of Dance, and Staff Council to offer a variety of activities for employees.

Annual HR Compliance Report: UNCSA is in compliance with the UNC System Office standards for the Annual HR Compliance Report, which covers FY 21-22. Included in the report is information on new and continuing EHRA appointments, salary, and non-salary compensation for new and continuing appointments, analysis of equity issues, and any audit findings. A copy of the report was included in the meeting materials.

Recruitment Update: The search firm, D. Stafford and Associates are managing the search for the Chief of Police. They are reviewing applications and plan to begin interviews May 29, with an anticipated start date of August 1.

Staff Council Update: Steve Cochrane reported that employee engagement has increased this year. Other achievements included launching the new hire welcome program and increasing communication channels for the distribution of vital information and for capturing feedback from employees as well. Steve thanked the committee and UNCSEA administration for their continued support.

There was a call for the Personnel Committee to go into Closed Session to consider Faculty Rank Promotion Applications. Motion approved.

Return to Open Session:

There were no further items for discussion in the open session. A motion was made to adjourn the meeting. Motion approved, meeting adjourned.

AGENDA ITEM

New Hire Update.....Angela Mahoney

Summary:

Key new hires since the April 2023 meeting:

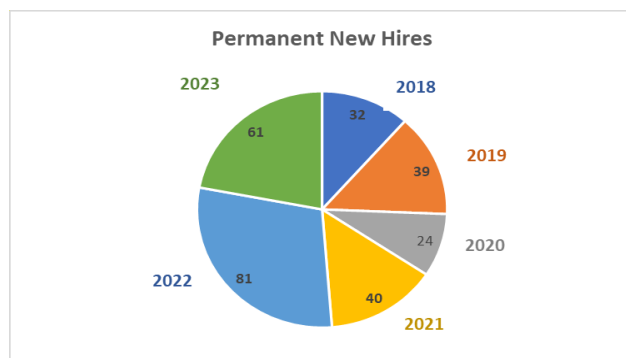
- Alyssa Cataldi – Director of Annual Giving
- Melanie Nuckols – Associate Vice Chancellor for Finance
- Tommy McMasters – Chief of Police

Total New Hires = 44

- Faculty - 13
- EHRA Non-Faculty – 16
- SHRA – 15

New hires 2018 – year to date:

Year	Permanent New Hires
2018	32
2019	39
2020	24
2021	40
2022	81
2023	61



Action:

This agenda item is for informational purposes only.

AGENDA ITEM

Separation Update.....Angela Mahoney

Summary:

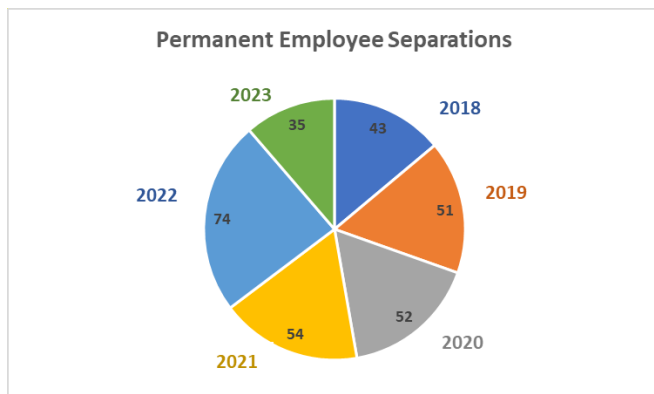
Key separations since the April 2023 meeting:

- Claire Machamer – Vice Chancellor for Strategic Communications

Total Separations = 18

- Better Employment - 4
- Involuntary – 3
- Voluntary – 2
- Retirement - 5

Year	Permanent Employee Separations
2018	43
2019	51
2020	52
2021	54
2022	74
2023	35



Action: This agenda item is for informational purposes only.

AGENDA ITEM

Senate Bill 195 (aka UNC Omnibus Bill)Angela Mahoney

Summary:

Senate Bill 195 (aka UNC Omnibus Bill) became law on July 14, 2023, which expanded EHRA non-faculty classification authority.

The change in the statute provides an exemption from most provisions of the NC State Human Resources Act for all remaining SHRA university employees and positions that are designated as exempt from the minimum wage and overtime compensation provisions of the federal Fair Labor Standards Act (FLSA).

This means that all new and vacant SHRA FLSA exempt positions will be required to be filled as EHRA non-faculty. All remaining SHRA FLSA-exempt employees will be given the option to convert to EHRA or remain SHRA in their current position. Further guidance relative to the timelines for offering conversion opportunities will be forthcoming.

Current SHRA employees and positions that are not FLSA exempt (e.g., eligible for overtime) are NOT in any way impacted by these changes.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

Secondary Employment Regulation 626 Angela Mahoney

Summary:

The Secondary Employment Regulation 626 has been updated to align with the Office of State Human Resources policy (OSHR). This has been approved by the UNCSCA Executive Leadership Team.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

Benefits / Leave.....Angela Mahoney

Summary:

Open Enrollment:

- 2024 Open Enrollment is October 9-27, 2023
- UNCSA will be holding 10 in-person enrollment sessions and 2 virtual sessions to help employees enroll.
- ALL active employees, including dependents, will be defaulted to the 70/30 plan. Employees MUST take action to enroll in the 80/20 Plan to reduce their premium. Failure to take action will result in a higher premium due to not completing the tobacco attestation and will remain in the 70/30 plan.
- Those employees who have a Flexible Spending Account will need to re-enroll if they wish to continue in the plan.
- Employees can earn a \$60 credit by completing the tobacco attestation and by completing a tobacco cessation counseling session between July 1, 2023, to November 30, 2023, if they are tobacco users.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

Employee Appreciation Celebration..... Angela Mahoney

Summary:

Planning is underway for Employee Appreciation Celebration which will be held October 23 – October 27. The Employee Appreciation Committee is excited to make this year’s celebration truly memorable for our hardworking employees. The committee has been brainstorming and planning some fantastic activities to show gratitude to all our employees.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

Staff Council Updates..... Lloyd LaVack, Staff Council Chair

Summary:

Chair Summary

We begin the new year with new initiatives and new challenges. We must strengthen the foundations of past achievements in staff engagement and recognition, while forging ahead with new initiatives that improve the lives of staff members and our campus community. We also face challenges, old and new, that affect our staff members' abilities to excel in their jobs with dignity and respect.

Recruitment and retention are still challenges and these are exacerbated by a large percentage of people at UNCSA in management and leadership positions for the first time. Staff salaries are below similar positions at other UNC institutions and the private sector. These challenges, coupled with the loss of so many staff, have affected our campus culture and made for trying times in many departments.

Under the leadership of Chancellor Cole, we have made great strides in staff engagement. His embracing of professional development opportunities for staff and his emphasis on health and wellness as a pillar of our strategic plan is very good for both staff and the entire campus community.

We must continue the past Chair's focus on technology to increase efficiency and productivity, while also advocating for better financial decision making regarding the systems we deploy and the effect that these systems have on staff members.

Standing Committee Summaries

Professional Development

We continue to work with the Quality Workplace to create new and exciting Staff enrichment initiatives. Enrichment Offerings have included:

- New Software Workshops
- Campus Landscaping Walking Tours
- Exploring the Library Makerspace
- Campus Building & History Walking Tour
- Estate Planning with SECU
- Behind the scenes with Campus Police

AGENDA ITEM

Staff Council Updates (continued) Lloyd LaVack, Staff Council Chair

Community Service and Sustainability

Our staff have always stepped up when it comes to Community Service, and we hope to improve this even more this year with initiatives that challenge our staff to use all their community service hours allowed by the state.

In addition to the many non-profit groups that we have created relationships with over the past few years, we are adding new ones like A Bed and A Book, and encouraging our staff to give time to these organizations, and to the many opportunities to help at their local schools, churches, and neighborhood organizations.

Special Events and Awards

We would like to increase the use of electronic tools like Microsoft Engage (formerly Yammer) to share pertinent information with staff and allow interactive communication and engagement on a host of topics, work-related and otherwise.

We are especially excited about the success of last year's all-staff events and are looking to build on those successes. Our new Special Events and Awards chair brings an infectious enthusiasm to the committee, and we are excited about the possibilities for more staff engagement and collaboration.

Membership and Elections Committee

We continue to recognize new employees at each monthly Staff Council Meeting and our lunch and gift program for new employees has been well-received.

As previously mentioned, we begin the year excited to expand on the improved staff engagement across campus. The Chair has monthly meetings with the Chancellor to keep the Chancellor abreast of issues discussed by staff, as well as to keep the lines of communication open between staff and administration.

The Staff Council Executive Committee hopes to continue the collaboration with the Faculty Executive Council to find areas of commonality as well as areas of mutual concern, and to build bridges between two communities. We also hope to expand the partnership with Human Resources regarding our membership and elections to better maintain staff council membership roles as staff come and go.

AGENDA ITEM

Staff Council Updates (continue) Lloyd LaVack, Staff Council Chair

Standing Committee Summaries

Professional Development

We have had success partnering with the Quality Workplace committee to provide staff many professional and personal development opportunities related to health and wellness, intrapersonal skills, and technical training through our Staff Enrichment Time.

Community Service and Sustainability

UNCSA Staff takes the Community Service part of our mission seriously. We have created new relationships with community organizations and have challenged the staff to use their community service hours to serve those in need. The committee continues to encourage staff to help supply the Pickle Pantry for food-insecure students.

Special Events and Awards

The Staff Council continues to encourage recognition of staff through our “Standing Ovarions” program. We hope to build on the recent success of our all-staff events and bring back a few popular events that were cancelled due to the pandemic.

Membership and Elections Committee

We continue to recognize new employees at each monthly Staff Council Meeting and have initiated a lunch and gift program for new employees. We hope to partner with Human Resources regarding membership and elections to better maintain staff council membership roles as staff come and go.

Action:

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