

November 30, 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), Cappi Shelton (Staff), Lloyd LaVack (Staff Council Representative), Faculty Council Representative

AGENDA

OPEN SESSION

1. Call to Order and Confirm Quorum..... Chair Jeffrey Bullock
2. Approval of Minutes from September 28, 2023.....Chair Jeffrey Bullock
3. New Hire Update..... Angela Mahoney
4. Separation Update..... Angela Mahoney
5. Employee Appreciation Week Celebration.....Angela Mahoney
6. Benefits Update..... Angela Mahoney
7. PeopleAdmin: HigherEd Summit Angela Mahoney
8. Salary Analysis of Offer Declines Angela Mahoney
9. State of North Carolina Career Expo 2023 Angela Mahoney
10. Higher Ed Jobs..... Angela Mahoney
11. NEW HR Recruitment and Onboarding Guide Angela Mahoney
12. Staff Council Update..... Lloyd LaVack, Staff Council Chair

CLOSED SESSION

1. Approval of Closed Session Minutes from September 28, 2023..... Chair Jeffrey Bullock
2. Personnel Appointment..... Chancellor Cole
3. Other Business..... Committee Members & Staff
4. Adjourn..... Chair Jeffrey Bullock

OPEN SESSION MINUTES

September 28, 2023

University of North Carolina School of the Arts

TRUSTEES PRESENT

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

STAFF PRESENT

David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff)

CONVENE MEETING AND CONFIRM QUORUM

Chair Jeffrey Bullock called the September 2023 meeting of the Personnel Committee to order. A quorum was confirmed.

REVIEW AND ACCEPTANCE OF MINUTES

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

The following HR updates were presented by Angela Mahoney:

New Hires and Separations: There have been 41 new hires since the April 2023 meeting, 15 SHRA, 13 Faculty, and 16 EHRA Non-Faculty including Alyssa Cataldi, Director of Annual Giving, Tommy McMasters, Chief of Police, and Melanie Nuckols, Assoc. VC for Finance. There have been 18 separations since the April meeting, including Claire Machamer, VC for Strategic Communications. The year-to-date figures include 61 new hires and 35 separations. There have been 12 offers of employment declined this year – 7 of which were related to salary. Angela reported that most offers declined were EHRA and Faculty positions.

Senate Bill 1995 (UNC Omnibus Bill): This bill became law July 14, 2023, expanding the EHRA non-faculty classification authority. All SHRA employees who are exempt from the minimum wage and overtime compensation provisions of the Fair Labor Standards Act (FLSA) will be given the opportunity to convert to EHRA status. Vacant SHRA FLSA exempt positions will be filled as EHRA positions.

Secondary Employment Regulation 626: This regulation has been updated to align with the Office of State Human Resources policy and approved by the UNCSEA Executive Leadership Team.

Benefits: The annual Open Enrollment period for employee benefit elections will be held during October.

Employee Appreciation Celebration: Human Resources is planning for the Employee Appreciation Celebration to be held October 23 – 27. Activities currently planned include an employee breakfast, flu shot clinic, benefits fair and a variety of games throughout the week.

Staff Council Update: Dave LaVack, Staff Council Chair, was unable to attend. His report was included in the committee meeting materials for review.

There was a call for the Personnel Committee to go into Closed Session to consider a Personnel Matter. 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:

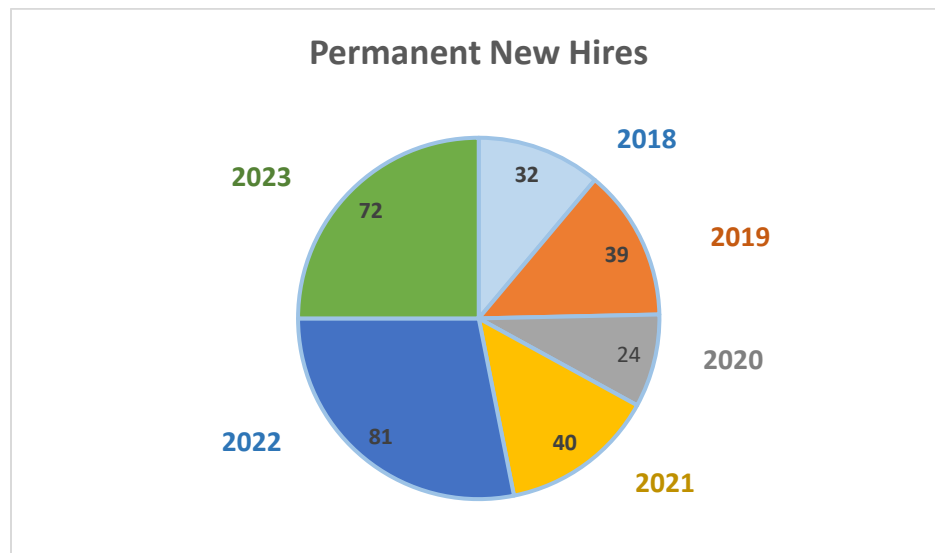
Key new hires since the September meeting:

Total New Hires = 11

- Faculty - 0
- EHRA Non-Faculty – 7
- SHRA – 4

New hires 2018 – year to date:

Year	Permanent New Hires
2018	32
2019	39
2020	24
2021	40
2022	81
2023	72



Action:

This agenda item is for informational purposes only.

AGENDA ITEM

Separation Update.....Angela Mahoney

Summary:

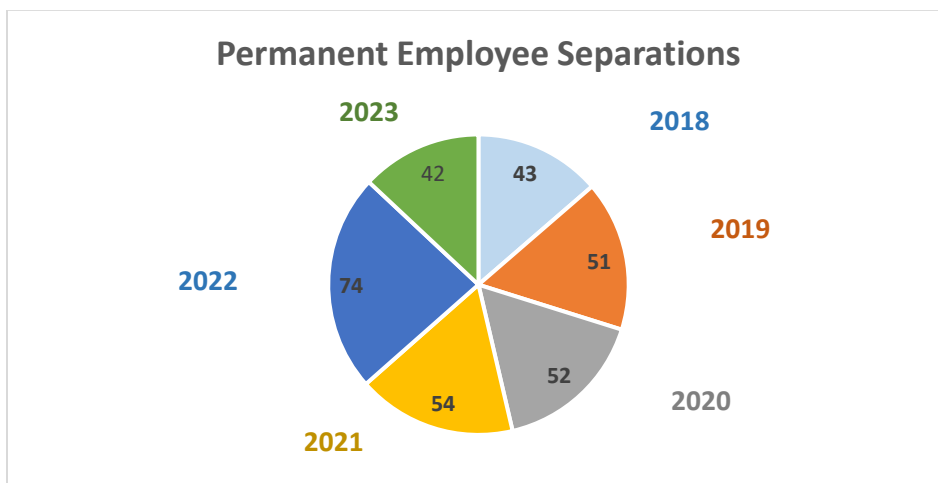
Key separations since the September 2023 meeting:

- Suzanna Watkins, Director, Community and Summer Programs

Total Separations = 7

- Better Employment - 1
- Involuntary – 2
- Voluntary – 1
- Retirement – 1
- Death – 1
- Disability – 1

Year	Permanent Employee Separations
2018	43
2019	51
2020	52
2021	54
2022	74
2023	42



Action: This agenda item is for informational purposes only.

AGENDA ITEM

Employee Appreciation Week Celebration..... Angela Mahoney

Summary:

Employee Appreciation Week Celebration was held October 23 – October 27 and it was a success. Faculty and Staff were invited to participate in activities that were planned for the entire week. Each day of the week had a theme, and everyone was encouraged to wear the associated attire.

Activities included the return of the popular employee appreciation breakfast served by senior administrators and the traditional employee lunch; chair massages, pumpkin-carving and decorating contest; a vaccination clinic, and campus tours.

Employee Appreciation Week Schedule

- **Monday, Oct. 23: Spirit Day**
 - Wear your favorite UNCSCA and/or Pickle attire.
 - The Employee Appreciation Breakfast
 - Pick up pumpkins for the pumpkin carving and decorating contest

- **Tuesday, Oct. 24: Team Day.**
 - Wear your favorite team shirt and/or attire.
 - A campus tour and chair massages.

- **Wednesday, Oct. 25: Wellness Day.**
 - Wear pink for Breast Cancer Awareness Month.
 - A Benefits & Wellness Fair, Flu can Shingles vaccination
 - Chair massages

- **Thursday, Oct. 26: National Pumpkin Day.**
 - Wear attire with pumpkins.
 - An employee social featuring crafts, puzzles, and games
 - Another campus tour

- **Friday, Oct. 27: Festive Friday.**
 - Wear your most creative costume (Rated G-appropriate).
 - The employee luncheon was held in Eisenberg Social Hall. There was tie-dye T-shirt-making and games. A food truck was on-site. Pumpkin-judging occurred.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

Benefits Update.....Angela Mahoney

Summary:

Open Enrollment:

- 2024 Open Enrollment is October 9-27, 2023.
- There were 2 enrollment platforms: Benefit Focus and Empyrean
 - 94% Complete – 459 employees
 - 6% did not complete – 30 employees

- We held 10 in-person enrollment sessions and 2 virtual sessions to help employees enroll.

Benefits and Wellness Fair

The Benefits and Wellness was held during Employee Appreciation Week and was a success, with 120 employees actively engaging with our 15 vendors. We received positive responses and the employees seemed to genuinely enjoy exploring the offerings and resources provided by the vendors.

This event is a testament to UNCOSA's commitment to the Health and Wellness initiative in our Strategic Plan.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

PeopleAdmin: HigherEd Summit Angela Mahoney

Summary:

Human Resources was thrilled to host the PeopleAdmin North Carolina HigherEd Summit on November 9. This event, specially designed for PeopleAdmin users in North Carolina, marked a significant milestone as the largest attended summit with an impressive turnout of over 30 representatives from higher education institutions.

The event was a success and fostered collaboration, knowledge sharing and networking among professionals in our field.

The event’s agenda included:

- PeopleAdmin product roadmap – a sneak preview of product innovations to come over the next 2-3 years and spotlights on the newest products.
- Peer-to-peer roundtable discussions, providing best practices and insights from others working in HigherEd across the region.
- Hands-on training to help you get more out of PeopleAdmin with customizing forms with workflows and permissions.

Action:

This agenda item is for informational purposes only.

AGENDA ITEM

Salary Analysis of Offer DeclinesAngela Mahoney

Summary:

In the September 2023 meeting, we highlighted that seven salary offers were declined primarily due to salary concerns. Among the offers declined four EHRA Faculty positions, while there were three EHRA non-faculty positions.

Upon conducting an in-depth analysis focused on the salary in relation to the maximum and the minimum labor market ranges for each role we did not pay the maximum of the labor market and in 2 instances we did not pay the minimum of the labor market. The offered salaries ranged from 56% to 72% of the labor market maximum. As it relates to the minimum range, the salaries offered were from 1% to 16% more than the minimum labor market. However, there were salaries offered at 94% of the minimum labor market indicating that we did not reach the minimum salary threshold, falling short by 6%.

We have not encountered any further offers that have been declined.

Action: This agenda item is for informational purposes only.

Personnel Committee
Thursday, November 30, 2023
9:55 AM

AGENDA ITEM

State of North Carolina Career Expo 2023Angela Mahoney

Summary:

UNCSA was represented in the State of North Carolina Career Expo 2023 which was held on October 4, 2023, in Raleigh, NC. Our representation was led by the Talent Solutions Manager and the Benefits Manager which was a significant step toward showcasing our commitment to hiring and attracting top talent to UNCSA.

The Career Fair was open to all North Carolina agencies and universities and served as a platform to highlight the diverse career opportunities available within our organization as well as the State of North Carolina. With two dedicated computers set up, prospective applicants were able to seamlessly explore our current vacancies and gain insight into the array of roles we offer.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

Higher Ed JobsAngela Mahoney

Summary:

Human Resources is thrilled to announce an exhilarating development in our recruitment efforts with a brand-new partnership with Higher Ed Jobs. This collaboration marks a significant stride to amplify our recruitment strategies and attract top-tier talent.

Each day, UNCOSA's open positions will be posted to the Higher Ed Jobs site to give job seekers the most up-to-date listing of opportunities. These positions will fall into job seeker search results based on criteria such as state, region, institution type, job category, etc. Open positions will also be sent out on daily job alerts, allowing new positions to hit the inboxes of job seekers who have opted into notifications based on job categories.

The UNCOSA HR team will have access to comprehensive data on these positions, enabling insight into which jobs are performing and tracking with our job seeker audience and enabling us to give attention to positions that could use additional engagement.

We are excited about this collaboration, to elevate our recruitment efforts, ensuring that we continue to build a team of talented individuals.

Action: This agenda item is for informational purposes only.

AGENDA ITEM

NEW HR Recruitment and Onboarding GuideAngela Mahoney

Summary:

Human Resources is thrilled to announce the availability of the HR Recruitment and Onboarding Guide — your ultimate resource for an efficient hiring and onboarding process.

The HR Recruitment and Onboarding Guide is a comprehensive document packed with valuable information, including sample emails and other communication templates to make your task as a supervisor/manager easier and more effective.

The guide has been meticulously crafted to support our managers and supervisors throughout the recruitment and onboarding journey. It's your go-to manual from the very first step of posting a job to ensuring a successful first year of employment. We have training resources consisting of a PowerPoint presentation and a handy video guide to help you navigate the HR Recruitment and Onboarding Guide

Action: This agenda item is for informational purposes only.

AGENDA ITEM

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

Summary:

[Chair Summary](#)

We continue through the fall semester with new initiatives and new challenges. We continue to strengthen the foundations of past achievements in staff engagement and recognition, while introducing new initiatives that improve the lives of staff members and our campus community. We also continue to face challenges that affect our staff members' abilities to excel in their jobs with dignity and respect.

Recruitment and retention are still challenges that are exacerbated by the large percentage of people at UNCSA in management and leadership positions for the first time. While turnover has been higher than we would like, it means we have an opportunity to engage new staff and make sure they are aware of the many benefits and opportunities one can only get working at UNCSA. Because Staff salaries are below similar positions at other UNC institutions and the private sector, making our new staff aware of these benefits and encouraging them to take advantage of them can offset some of these realities. These challenges mean our campus culture is changing and recognizing this is key to making sure our new staff learn about our rich past so they can appreciate and take pride in our future.

Under the leadership of Chancellor Cole, we continue to make 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 beneficial for both staff and the entire campus community.

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

- New Software Workshops, Byte Size Tech
- Campus Landscaping Walking Tours
- Craft Circles
- Behind the Scenes of Film and D&P Productions
- 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, 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 continue to experiment with new ways of communicating with Staff, like increasing the use of electronic tools like Teams and Engage to share pertinent information with staff and allow interactive communication and engagement on a host of topics, work-related and otherwise.

We are proud of the success of last year's all-staff events and are already building on those successes. Our new Special Events and Awards chair has brought an infectious enthusiasm to the committee and has already made a positive difference. Our first Staff Social this semester was very well attended by both Staff and Administration. Our All-Staff Meeting and Holiday Potluck is scheduled for tomorrow and we expect another great turnout.

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. We have been graciously added to the new hire orientation meetings where we can engage with new staff members about the Staff Council and encourage them to attend and participate.

We continue to expand on improving staff engagement across campus. While staff engagement seems to be lower as reported by other UNC Staff Assembly delegates, we are seeing and improvement over the last few years since the pandemic. 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. Chancellor Cole has been encouraging of our initiatives and continues to engage and respond to our requests in a positive manner.

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.

AGENDA ITEM

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

Standing Committee Summaries

Professional Development

We continue to have 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 Council 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 Ovation” 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 also have created a new digital Suggestion Box, where staff can, anonymously if they prefer, comment on processes, or bring up issues they think are important that Staff Council can address.

Action:

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