

March 7, 2024

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, D. Reid Wilson (non-voting)

**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 Jeffery Bullock
2. Approval of Minutes from November 30, 2023.....Chair Jeffery Bullock
3. New Hire Update..... Angela Mahoney
4. Separation Update..... Angela Mahoney
5. Annual Policy Review Update.....Angela Mahoney
6. HR Commission. Updates..... Angela Mahoney
7. UNC Policy Revisions ..... Angela Mahoney
8. Audit Observation –Follow-up Response ..... Angela Mahoney
9. UNC System Retirement Plans..... Angela Mahoney
10. Staff Council Update..... Lloyd LaVack, Staff Council Chair
11. Other Business..... Committee Members & Staff
12. Adjourn..... Chair Jeffery Bullock

## **PERSONNEL COMMITTEE - OPEN SESSION MINUTES**

November 30, 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 Jeffery 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.

**Meeting Overview:** Updates on New Hires, Separations, Employee Appreciation Week celebration, Benefits Update, PeopleAdmin – HigherEd Summit, Salary Analysis of Offer Declines, State of North Carolina Career Expo 2023, Higher Ed Jobs, New HR Recruitment and Onboarding Guide. Lloyd LaVack presented updates from Staff Council.

**The following HR updates were presented by Angela Mahoney:**

**New Hire /Separation Updates:** Angela reported there were 11 new hires since the September 2023 meeting, 7 were EHRA Non-Faculty and 4 SHRA. There were 7 separations during this time, 1 key separation – Suzanna Watkins, Director – Community and Summer Programs, 2 involuntary (probationary appointment ended), 2 were voluntary, 1 retirement, 1 death and 1 disability.

**Employee Appreciation Week Celebration:** Employee Appreciation Week Celebration was held October 23-October 27, 2023, and it was a success.

**Benefits Update:** Benefits Open Enrollment was held October 9-October 27, 2023, with a 94% completion rate (459 employees) and a 6% non-completion rate (30 employees). There was a combination of in-person and virtual enrollment sessions to help employees enroll in 2024 benefits.

**People Admin: HigherEd Summit:** Human Resources hosted the PeopleAdmin North Carolina Higher Ed Summit on November 9, 2023. 30 North Carolina users of PeopleAdmin attended.

**Salary Analysis of Offer Declines:** In the September 2023 meeting, it was reported that there have been 7 salary offers declined primarily due to salary concerns. 4 EHRA Faculty and 3 EHRA non-faculty positions due to salary being below market rate.

**State of North Carolina Career Expo 2023:** Human Resources represented UNCSCA at the State of North Carolina Career Expo 2023, held October 4, 2023, in Raleigh North Carolina. The Career Fair was open to all North Carolina agencies and universities. It served as an opportunity to highlight career opportunities within UNCSCA along with the State of North Carolina.

**Higher Ed Jobs:**

Human Resources has partnered with High Ed Jobs to assist in recruitment efforts. This collaboration makes a significant stride to amplify our recruitment strategies to ensure we are attracting top talent.

**New HR Recruitment and Onboarding Guide:** Human Resources has developed the HR Recruitment and Onboarding Guide to support managers and supervisors throughout the recruitment and onboarding process.

**Staff Council Updates Were Provided by Dave LaVack:** Staff Council Chair reported that the Staff Council continues to strengthen the foundations of past achievements in staff engagement and recognition, while introducing new initiatives that improve the lives of staff members and the campus community.

**There was a call for the Personnel Committee to go into Closed Session to consider a Personnel matter. Motion approved.**

**Returned 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 November 2023 meeting:**

Kory Kelly – Vice Chancellor for Strategic Communication

Stacy Payne - Director of Strategic Initiatives, METLMedia + Emerging Technology Lab

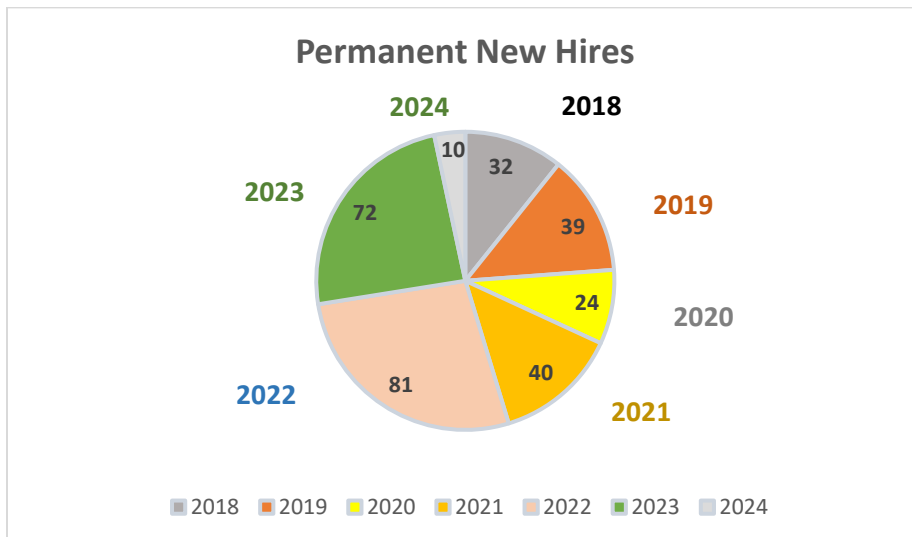
Rebecca Burkeen – Director of Alumni Engagement

**Total New Hires = 10**

- SAAO – 1
- EPA (EHRA non-faculty) - 4
- Faculty - 0
- SHRA – 5

**New hires 2018 – year to date:**

Year	Permanent New Hires
2018	32
2019	39
2020	24
2021	40
2022	81
2023	72
<b>2024</b>	<b>10</b>



**AGENDA ITEM**

Separation Update.....Angela Mahoney

**Summary:**

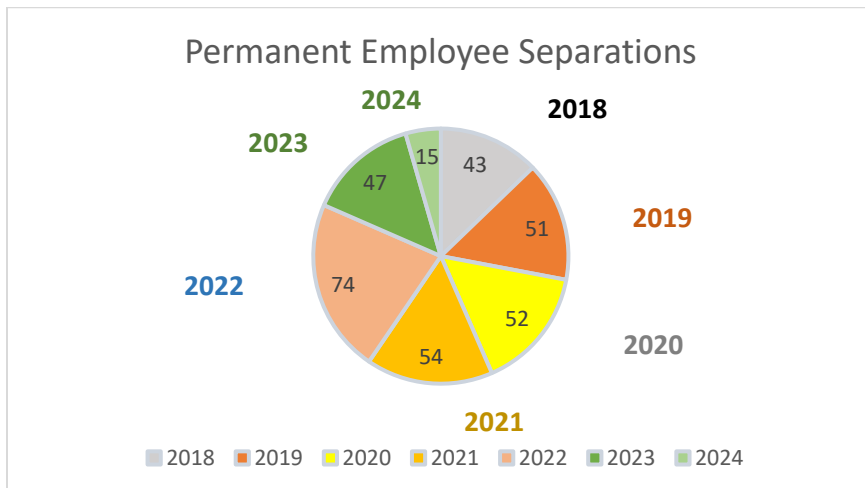
**Key separations since the September 2023 meeting:**

- Alyssa Cataldi – Annual Fund Officer
- Michelle Lee Festino – Director of Creative Services
- Terrence Harmon – Chief Information Officer

**Total Separations = 15**

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

Year	Permanent Employee Separations
2018	43
2019	51
2020	52
2021	54
2022	74
2023	47
<b>2024</b>	<b>15</b>



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

**AGENDA ITEM**

Annual Policy Review Update .....Angela Mahoney

**Summary:**

The annual policy review period opened on January 22, 2024, and all faculty, staff, and non-student temporary employees will have until February 29, 2024, to complete the review. This review is conducted annually, and new employees are advised to review in New Hire Orientation. The link for the 'Policy Review' is located on the main HR webpage, and instructions for access were included in a UNCSA campus announcement.

The policy review captures various University policies and UNCSA regulations. The policies/regulations that each employee will review will be based on the employee's designation as EHRA, SHRA, and Temporary (non-student). A few of the policies/regulations that ALL employees will review include:

- #111 – Equal Opportunity
- #114 – Improper Activities Reporting
- #121 – Prohibited Discrimination, Harassment, and Related Misconduct and Interim Title IX Regulation
- #616 – Improper Relations
- #608 – Employment of Related Person
- #706 – Workplace Violence
- #702 – Illegal Drugs
- #703 – Smoking Regulation
- #508 – Information Resources Acceptable Use
- #631 – Separation and Departmental Transfer of Employment

If an employee fails to complete the review by February 29, 2024, their name will be forwarded to the Executive Team member of that division for follow-up.

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

HR Commission Updates..... Angela Mahoney

**Summary:**

The Governor has signed the following policy revisions as approved by the State Human Resources Commission on February 15, 2024.

**University Career Banding Salary Administration Policy – Effective 03-01-2024**

- Revised to reflect that authority has been delegated to the UNC System by the Office of State Human Resources.
- Eliminates any requirement for an employee competency assessment process as currently practiced; institutions will have greater flexibility in determining required documentation of competencies for employees.
- SHRA career banding salary ranges have been updated

**Lactation Support Policy – Effective 02-15-2024**

- The purpose of the change was to update the policy to be consistent with the PUMP Act, Providing Urgent Maternal Protections for Nursing Mothers Act (H.R. 3110), a federal law that went into effect on December 29, 2022, and to add the PUMP Act as a source of Authority for the policy.
- Section 4.1 makes clear that when needed, the agency shall provide a private space that is not in a restroom or other common area. Section 4.1 details the agency requirements and considerations related to the designated, private space for an employee to express milk.
- Section 4.2 details the requirement for an agency to allow an employee the time needed to express milk, including when that time is considered time worked.

**Veterans’ and National Guard Preference Policy – Effective February 15, 2024**

- Added a footnote to explain how the credit for numerically scored interviews should be applied that states: If an agency uses numerically scored tests or exams during the selection process to rank applicants to determine who is referred or interviewed, 10 additional points shall be added to the final score of the numerically scored test or exam for eligible veterans and National Guard members.
- Revised the title of Section 7 from “Applying the Preference” to “Applying the Preference During Final Selection for Eligible Veterans or National Guard Members from Outside the State Government Structure” and adding language to Section 7 that clarified the final selection priority only applies to applicants outside the state government structure and that it does not apply to current state employees seeking a promotion, transfer, or reassignment. Employees seeking a promotion, transfer or reassignment receive no further preference after application of that detailed in Section 6 of the policy.

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

UNC Policy Revisions..... Angela Mahoney

**Summary:**

On Thursday, January 25, 2024, the UNC Board of Governors approved revisions to Section 300 of the UNC Policy Manual.

**Name Changes for EHRA Categories**

The previous references in the UNC Policy Manual to SAAO Tier I appointments are now referred to as Senior Academic and Administrative Officers (SAAO, the “Tier I” modifier is no longer necessary), and previous references to SAAO Tier II and IRIT appointments are now referred to as Exempt Professional Staff (EPS).

**Action:**

This agenda item is for informational purposes only.



**AGENDA ITEM**

Audit Observation –Follow-up Response ..... Angela Mahoney

**Summary:**

HR has responded to Internal Auditing regarding audit findings from 2016-present. All audit findings are resolved except for 1 recommendation from 2019 which should be resolved by July 2024.

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

**AGENDA ITEM**

UNC System Retirement Plans .....Angela Mahoney

**Summary:**

January 1, 2024, the UNC System moved from two recordkeepers (TIAA and Fidelity) to a single retirement plan (TIAA) for the UNC Retirement Plans. The five UNC Retirement Plans that were impacted included:

- UNC Optional Retirement Program (ORP)
- UNC System 403(b) Plan
- UNC System 457(b) Plan
- UNC Senior Administrative Officer Retirement Program
- UNC Senior Athletic Employee Retirement Program

**The benefits for participants include:**

- Lower-cost investment options, including mutual funds and collective investment trusts
- Contribution planning and investment selection advice
- Enhanced participant engagement on issues related to financial planning
- Customized retirement income solutions
- Consistent messaging about how the various plans work

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

## **AGENDA ITEM**

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

### **Summary:**

#### **Chair Summary**

Our UNCSA Staff Council begins the spring semester with forward momentum. Attendance at our recent monthly Staff Council meetings is higher than at any time in the eight years I have been a member of the UNCSA staff. We still have challenges filling seats on Staff Council committees, but we are blessed that those that are stepping up are doing a fantastic job.

Most of this success can be attributed to past Chairs who made staff engagement and staff recognition a priority. They continue to provide leadership and consulting to me and the executive staff council. Chancellor Cole has been engaged with the council, receptive to new ideas, and active in suggesting solutions to the issues that arise.

We also continue to face challenges that affect our staff members' abilities to excel in their jobs with dignity and respect. As I have mentioned before, many of our staff members are overworked and underpaid. Many of us are responding to new changes in the education landscape in real time. These are often changes that few saw coming, that require time and resources, when neither were allocated or budgeted for.

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. Staff have enjoyed small raises for the past two years, but these have not come close to keeping up with the inflation rate.

Our staff are grateful that Chancellor Cole continues to encourage and support our professional development opportunities for staff. His continued emphasis on health and wellness as a pillar of our strategic plan is beneficial for the entire campus community. As we begin the spring semester, we have challenges to meet and problems to solve but we also have some spring in our step. Without trying to, we have slowly built a reliable core of staff leadership in the council that I feel we can build on going forward.

## **AGENDA ITEM**

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

### [Standing Committee Summaries](#)

#### **Professional Development**

We continue to partner with the Quality Workplace Committee to create new and exciting Staff enrichment opportunities. 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

We will be adding more health and wellness-focused opportunities starting next month which will encourage staff to get moving and take better care of themselves, including yoga, walking, running, and biking.

#### **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 continuing initiatives that challenge our staff to use all their 24 community service hours allowed by the state.

Since the beginning of this fiscal year, 89 staff members have spent 460 hours volunteering or providing service in their communities. I am proud to say that our staff not only do great work here at UNCSA, but we give back to our communities, which strengthens those communities and reflects positively on our university.

I have recently discussed sustainability at UNCSA with Chancellor Cole and shared several ideas that have been shared with me by other staff members. This is an area I think we can make big progress on. Reducing waste and increasing our recycling is just the beginning.

## **AGENDA ITEM**

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

### **Special Events and Awards**

Our Special Events and Awards chair has brought an infectious enthusiasm to the committee and has made a positive difference in the many events we had this year. Our first Staff Social this semester was well attended by both Staff and Administration. Our All-Staff Meeting and Holiday Potluck in November was also well-attended. Our first off-campus event in a while for both Faculty and Staff to gather and get to know each other was a great success. Who knew our former CIO and current Police Chief were such accomplished musicians? Feedback from the evening was overwhelmingly positive and almost all of it included, “let’s do that again!”

We continue to use our Standing Ovation form that allows staff members to let us know when one of their colleagues goes over and above the call of duty, so we can recognize them at the Staff Council meetings and provide them with a free lunch voucher as a thank you.

### **Membership and Elections Committee**

We continue to recognize new employees at each monthly Staff Council meeting. We have been graciously invited 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 recently had an election in a district with an open seat that saw four staff members accept a nomination. We have also had new staff members reach out and ask how they can become part of Staff Council. This is encouraging and is counter to what I am hearing from Chairs at other UNC schools, where most are experiencing a drop-off in staff council engagement. We currently have all representative and alternate positions filled and are looking forward to April elections for the next fiscal year.

### **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. We are constantly adding new workshops and opportunities for staff to learn and grow both personally and professionally.

## **AGENDA ITEM**

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

### **Community Service and Sustainability**

Our Staff Council takes Community Service 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. I have challenged our staff to increase the use of Community Service hours and the numbers indicate we are succeeding.

### **Special Events and Awards**

The Staff Council continues to encourage recognition of staff through our “Standing Ovations” 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 - like the Chili and cornbread cookoff, scheduled for March 15<sup>th</sup> of this year. Come hungry!

### **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 currently have all council positions filled and are looking forward to April elections for next year, where we hope the uptick in staff engagement means more staff wanting to be a part of the Staff Council.

### **Action:**

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