

May 3, 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), Dave LaVack (Staff Council Representative), Faculty Council Representative

The Personnel Committee will not meet. The following materials are for informational purposes only.

PERSONNEL COMMITTEE - OPEN SESSION MINUTES

March 7, 2024

University of North Carolina School of the Arts

TRUSTEES PRESENT

Jeffery Bullock (Chair), Peter Juran (BOT Chair) Jonah Bokaer, Nia Franklin, Jerri Irby,

STAFF PRESENT

Angela Mahoney (Staff), Amanda Balwah (Staff), Cappi Shelton (Staff), Dave LaVack (Staff),

CONVENE MEETING AND CONFIRM QUORUM

Chair Jeffery Bullock called the March 2024 meeting of the Personnel Committee to order. A quorum was confirmed.

REVIEW AND ACCEPTANCE OF MINUTES

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

Meeting Overview: The Personnel Committee met Thursday, March 7, 2024. Updates were presented by Angela Mahoney, Human Resources, and Dave Lavack, Staff Council. There were no items for a closed session.

Updates on New Hires, Separations, Annual Policy Review, HR Commission, UNC Policy Revisions, Audit Observation – follow Up Response, and UNC System Retirement Plans.

The following HR updates were presented by Angela Mahoney:

New Hire/Separation Updates: Key new hires since November 2023 meeting – Kory Kelly – Vice Chancellor for Strategic Communications, Stacy Payne – Director of Strategic Incentives, METL Media and Emerging Technology Lab, Rebecca Burkeen – Director of Alumni Engagement. There were three key separations – Alyssa Cataldi –

Annual Fund Officer, Michelle Lee Festino – Director of Creative Services and Terrence Harmon – Chief Information Officer.

The question was asked if there is an exit survey/interview requested upon an employee's resignation. Currently there is an exit survey sent with a 50% return rate. Various pieces of information are tracked including trends pertaining to specific departments.

Angela was asked for an update on the workload for Human Resources. It was reported that the workload is still heavy. Human Resources received one-time funding to be able to hire two temporary employees but with the resignation of the Employee Relations Manager, there is still a need for one additional staff member. Currently a search is in the process for the Employee Relations Manager position.

The question was asked what technological platforms are currently being used? Angela reported that PeopleAdmin is used for applicant tracking, posting of open positions and supplemental actions. Banner from Ellucian is used for our HRIS system.

It was stated that the Rick Management survey has been reviewed by the Board and it was acknowledged that the Personnel Committee should be "leaned on" to provide support when needed.

Annual Policy Review: The annual policy review period opened on January 22, 2024, and all faculty, staff and non-student temporary employees had until February 29, 2024, to complete.

The question was asked what happens if an employee does not complete the annual policy review? It is reported to the Executive Team member of that division for follow-up and noted on the employee's performance review.

HR Commission: As of February 15, 2024, the Governor has signed three policy revisions to become effective March 01, 2024.

The policies are:

University Career Banding Salary Administration Policy - Authority has been delegated to the UNC System by the Office of State Human Resources. Eliminates requirement for an employee competency assessment process. SHRA career banding salary ranges have been updated. It was asked what the Universities philosophy has been in the past and where are they now. In the past the university has tried to keep up with any increases in the salary ranges. Due to there being no money attached to the updated

SHRA career banding salary ranges, this will need to be reviewed at the Executive level.

Lactation Support Policy – No grievances have been filed pertaining to this policy.
Veterans' and National Guard Preference Policy

UNC Policy Revision: On January 25, 2024, revisions to Section 300 of the UNC Policy manual were approved by the UNC Board of Governors. This pertains to changes in the terminology concerning EHRA Categories. It was explained that the Senior Academic and Administrative Officers (SAAO, Tier I) the modifier is no longer necessary. SAAO Tier II, IRIT and EHRA non-faculty appointments are no longer referred to as EHRA. They are all now Exempt Professional Staff (EPS).

Audit Observation – Follow-up Response: Human Resources has responded to Internal Auditing regarding audit findings from 2016 to present. All audit findings are resolved except for one recommendation from 2019 which should be resolved by July 2024. Since the last report, there have been additional responses requested which are currently being provided.

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

Staff Council Updates will be Provided by Dave LaVack: The 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.

Topics were Professional Development, Community Service and Sustainability, Special Events and Awards, and Membership and Elections Committee.

AGENDA ITEM

New Hire Update.....Angela Mahoney

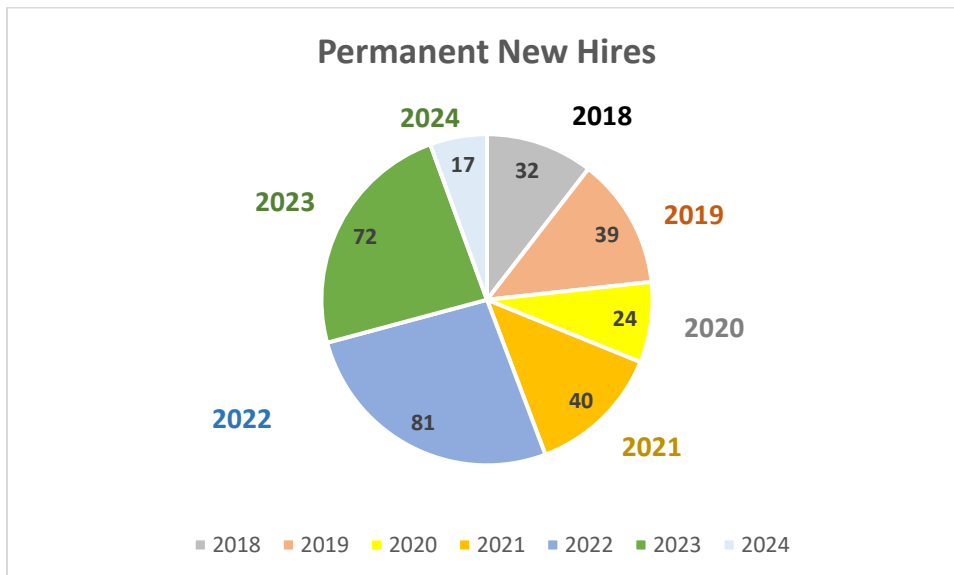
Summary:

Total New Hires = 7

- SAAO – 0
- EPA (EHRA non-faculty) - 3
- Faculty - 0
- SHRA – 4

New hires 2018 – year to date:

Year	Permanent New Hires
2018	32
2019	39
2020	24
2021	40
2022	81
2023	72
2024	17



AGENDA ITEM

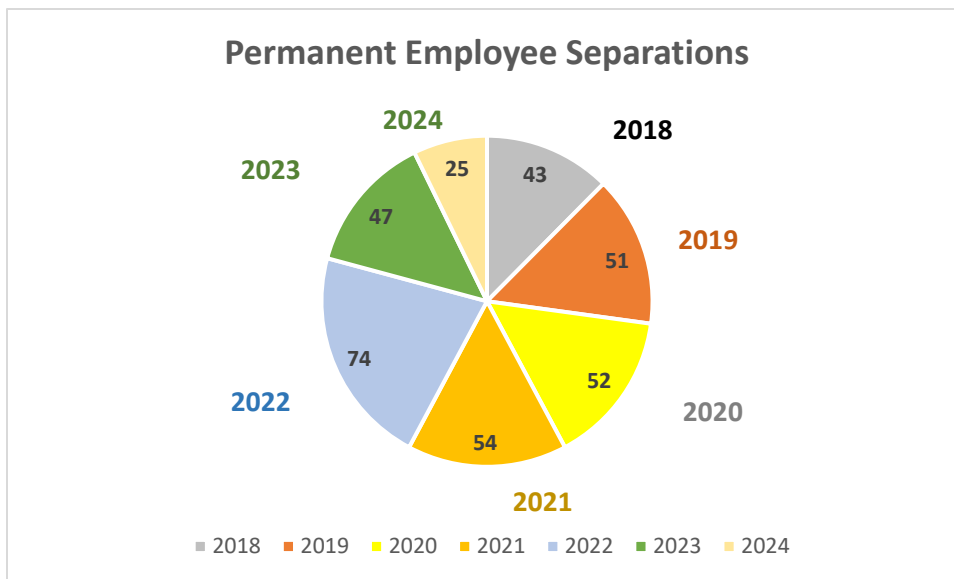
Separation Update.....Angela Mahoney

Summary:

Total Separations = 13

- Better Employment - 5
- Involuntary – 2
- Probationary Ended - 1
- Retirement – 2
- Transferred - 3

Year	Permanent Employee Separations
2018	43
2019	51
2020	52
2021	54
2022	74
2023	47
2024	25



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/myasa/human-resources/recruitment/docs/Nepotism.pdf>

Action: This agenda item is for informational purposes only.



MEETING OF THE BOARD OF TRUSTEES

Personnel Committee
Thursday, May 2, 2024
9:30 AM

AGENDA ITEM

UNC System Retirement PlansAngela Mahoney

Summary:

The updates to the University of North Carolina Retirement Programs were complete as of April 15, 2024, and existing investment balances with Fidelity have been transferred to the employee TIAA account(s). The Blackout Period that employees were previously informed about has now ended.

TIAA is actively reaching out to former Fidelity participants via email and phone to assist with the transition and answer any questions they may have.

Action: This agenda item is for informational purposes only.