



**Personnel Committee**  
**University of North Carolina School of the Arts**

**Thursday, September 21, 2017**  
**4:00 p.m. – 5:00 p.m.**

**Conference Room 301**  
**Hanes Student Commons**

**AGENDA**

**Personnel Committee**

- \*Phillip Horne, Chair
- \*Skip Dunn
- \*Mark Land
- \*Erna Womble
- \*Michael Tiemann, (ex officio)
- Delores Harris, Staff
- James Lucas, Staff
- David Harrison, Staff
- Melody Texidor, Staff Council Representative
- Elizabeth White, Staff Council Representative
- TBD, Faculty Council Representative
- Susi Hamilton, Non-Voting Member

**\* Denotes voting members**

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|---------------------------------------|----------------|
| 1. Welcome and Confirm Quorum         | Chair          |
| 2. Approval of minutes                | Chair          |
| 3. Title IX update                    | Delores Harris |
| 4. New Hires/Separations              | James Lucas    |
| 5. Strategic Plan Update / Onboarding | James Lucas    |
| 6. Open Session                       | Chair          |
| 7. Other Business                     | Chair          |
| 8. Adjourn                            | Chair          |



**Personnel Committee**  
**University of North Carolina School of the Arts**

**Thursday, April 27, 2017**  
**2:05 pm -3:00 pm**

**Conference Room 301**  
**Hanes Student Commons**

**Open Session Minutes**

**Personnel Committee**

- \*Phillip Horne, Chair
- \*Michael Tiemann, ex officio
- \*Skip Dunn
- \*Erna Womble
- Rob King
- Delores Harris, Staff
- James Lucas, Staff
- David Harrison, Staff
- David English, Staff
- Jamie Moore, Staff Council Representative
- Norman Coates, Faculty Council Representative

Chairman Horne convened the meeting of the UNC School of the Arts Personnel Committee. A quorum was confirmed. Chairman Horne asked for a motion to approve the last meeting minutes. Erna Womble moved to approve the minutes, Michael Tiemann seconded, and the minutes were unanimously approved.

**Title IX updates**

Delores Harris reported that April was very busy because it was Sexual Assault Awareness Month. She worked closely with Residence Life to plan activities for the campus, and had more participation from students, faculty and staff.

Events planned for the month of April included Teal Day, Take Back the Night, The Red Flag Campaign, The Clothes Line Project and Denim Day.

**New Hires and Separations**

James Lucas reported two new hires since the last Personnel Committee Meeting. 16 retirees were recognized for the 16-17 school year at the Celebration of Excellence Awards Day on April 26, 2017. James mentioned that the Celebration of Excellence Awards Day started with the Chancellor and his cabinet, along with the Board of Trustees Chair Michael Tiemann, serving breakfast to students, faculty and staff. This was followed by the

Celebration of Excellence awards presentation at noon. The awards consisted of scholarships for continuing students and recognition of faculty and staff.

#### Strategic plan update

James Lucas reported that there are several quality workplace initiatives in place. On April 14, 2017, the Cabinet started a listening post that will meet monthly. The cabinet will listen to whatever employees want to discuss; this is a way to engage with the campus and hear their concerns, ideas and opinions. The other initiative is the “lunch on us” program, which meets on the third Tuesday of each month. Six employees will have their names randomly drawn to have lunch with the cabinet members to talk about anything they want. This is an informal luncheon. Even though the campus is small, we do not know a great deal about each other and what we do. We are looking forward to the next round of meetings and would love to have a trustee join us for the lunch on us meetings with the employees. We have also implemented a survey board; we send out a question to the campus, and after responses are received, we take action to see how we can make things better. Jim DeCristo stated that one of the concerns that came out of the survey is that we do not communicate well, and there is a lack of transparency. The lunch on us and the listening post are two initiatives to help correct that.

Onboarding is the next component of PeopleAdmin. Human Resources sent two employees to Texas in early April to meet with the PeopleAdmin representatives to start the onboarding implementation phase. This will be an excellent tool, especially for the faculty hires. With new faculty hires, contracts and hiring documents can be uploaded prior to the employees’ arrival. Documents go out on the front end, which will allow faculty to come on the first day with documents completed in hand. This will also help us to be more consistent with our processes.

A question was raised about off boarding; James explained that we complete the exit interview with employees and ask them why they are leaving UNCSA. We glean as much information as possible during the off boarding process. Michael Tiemann stated the best time to clear the air is when they have that face-to-face opportunity during the off boarding process.

Michael Tiemann asked about trends in faculty off boarding, and if salaries tend to be the biggest reason for leaving. Provost David English noted that UNCSA tries to match salaries, but matching also creates compression within the departments.

#### Nepotism

James Lucas stated that UNCSA does not have any nepotism concerns to report.

#### Move into Closed Session

Michael Tiemann made a motion to go into closed session to prevent the disclosure of information that is privileged or confidential. Erna Womble seconded and the motion was unanimously approved.

#### Return to Open Session

Chairman Horne reported that personnel issues related to faculty rank were discussed in Closed Session.

Michael Tiemann complimented the University on its work in diversity and inclusion training.

With no other business, the Personnel Committee adjourned.

Respectfully submitted

Delores R Harris

