

December 6, 2018

University of North Carolina School of the Arts

Hanes Student Commons, Room 301

Winston-Salem, North Carolina

COMMITTEE MEMBERS

Phillip Horne (Chair), Skip Dunn, Mark Land, Erna Womble, Michael Tiemann, Ralph Womble (ex officio), Susi Hamilton (ex officio)

COMMITTEE STAFF

James Lucas (Staff), Andrea Clemmer (Staff), David Harrison (Staff), Melody Texidor (Staff Council Representative), Elizabeth White (Staff Council Representative), Leslie Kamtman (Faculty Council Representative)

AGENDA

OPEN SESSION

1. Call to Order and Confirm Quorum.....Chairman Phillip Horne
2. Approval of Minutes from the September 20, 2018 Meeting.....Chairman Phillip Horne
3. Title IX Update.....James Lucas
4. New Hire Updates.....James Lucas
5. Benefits/Retirement Updates..... Andrea Clemmer
- Other Business..... Committee Members & Staff
- Adjourn.....Chairman Phillip Horne

OPEN SESSION MINUTES

September 20, 2018
University of North Carolina School of the Arts
Hanes Student Commons, Room 301
Winston-Salem, North Carolina

TRUSTEES PRESENT

Phillip Horne* (Chair), Mark Land*, Michael Tiemann*, Erna Womble* Ralph Womble* (ex officio), Elizabeth Madden, Greer Cawood, Anna Folwell

TRUSTEES ABSENT

Susi Hamilton, ex officio

COMMITTEE STAFF PRESENT

James Lucas (Director of Human Resources), Andrea Clemmer (Benefits Administrator), David Harrison (General Counsel), Elizabeth White (Staff Council Representative), Amanda Balwah (University Secretary)

OTHERS PRESENT

David English (Provost), Jim DeCristo (Chief of Staff)

CONVENE MEETING AND CONFIRM QUORUM

Chairman Phillip Horne convened the September 20, 2018 Personnel Committee Meeting at 2:31 p.m. A quorum was confirmed.

REVIEW OF MINUTES

Phillip Horne asked the committee members to review the minutes from the April 26, 2018 meeting.

MOTION: Michael Tiemann moved to approve the open session minutes from April 26, 2018 as presented. Erna Womble seconded and the minutes were unanimously approved.

INTRODUCTION OF NEW COMMITTEE MEMBER

James Lucas, Director of Human Resources, introduced Andrea Clemmer, Benefits Administrator. Ms. Clemmer is a new addition to the Human Resources Department and will record the business of the Personnel Committee.

TITLE IX UPDATE

Mr. Lucas reported on restructuring the Title IX program in coordination with the General Counsel. An interim Title IX coordinator will be hired, and new investigators will be trained and certified to assist with the case load. The program has received 8 cases since the beginning of the academic year. This year's program encourages students, faculty and staff to be proactive in awareness and reporting.

NEW HIRE UPDATES

Mr. Lucas gave an update of the 24 new hires since April 2018, including several key faculty and staff members. With respect to diversity, Mr. Lucas reported that 29% of new hires are African American and 50% of new hires are female. Candidates are well qualified for positions indicating effective recruitment skills across departments.

ANNUAL RAISE PROCESS

Mr. Lucas reported on the 2% increase for SHRA employees effective July 1, 2018. Employees must have been hired before January 1, 2018 and have an annual review on file in order to qualify for the increase. Employees will receive the increase retroactive to July 1, 2018 in the September payroll. An additional 2.9% merit increase was approved for eligible employees, but is granted at the discretion of the department has funds allow.

The state also approved a new minimum salary of \$31,200 but has not yet provided funding. Once funded, the increases may create compression issues for some departments.

BENEFITS UPDATE

Andrea Clemmer gave an update on Open Enrollment which begins September 29, 2018. Employees may attend an Open Enrollment workshop in the Campus Library for assistance with enrollment for 2019 benefits. Workshops will be available throughout the month of October. A Benefits Fair will be held on September 25, 2018. There are no rate changes for employees to the State Health plan.

The committee requested a mock-up of retirement scenarios to use in assessing the competitiveness of the State's benefits against other universities/conservatories.

CLOSED SESSION

MOTION: Erna Womble moved to go into Closed Session to prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award, and to prevent the disclosure of information that is privileged or confidential pursuant to Section 116-40.7 of the N.C.G.S., Internal Auditor's work papers. Mark Land seconded and the motion was unanimously approved.

RETURN TO OPEN SESSION

CLOSING REMARKS/ADJOURNMENT

With no further business to discuss, the Personnel Committee meeting was adjourned.

AGENDA ITEM

Title IX.....James Lucas

Summary:

Title IX is being moved to the supervision of the General Counsel. We have completed the new job description for the position, and the position will be posted before Christmas. We also are training between 10-15 new Title IX investigators in support of the new coordinator.

Action:

This agenda item is for informational purposes only.

AGENDA ITEM

New Hires.....James Lucas

Summary:

- William "Steve" Martin
- Search for new CIO

Action:

This agenda item is for informational purposes only.

AGENDA ITEM

Benefits/Retirement.....Andrea Clemmer

Summary:

- Closing out Open Enrollment
- TSERS vs. ORP Retirement guide

Action:

This agenda item is for informational purposes only.

TSERS – Teachers and State Employees Retirement System

- Defined Benefit Plan
- EE Contribution: 6%
- ER Contribution: 18.86%
- Service Retirement (Unreduced)
 - 65 yrs old & 5 yrs service
 - 60 yrs old & 25 yrs service
 - 30 yrs service at any age
- Early Retirement
 - 50 yrs old & 20 yrs service
 - 60 yrs old & 5 yrs service
- Vesting: 5 years
- Refund of Contributions:
 - If you leave TSERS you may withdraw your contributions (+ interest).
 - Refunds cannot be made earlier than 60 days following termination.
 - Withdrawal of contributions forfeits service credit and rights to all benefits associated with service, including the Retiree Health Plan
- TSERS will accept service credit from:
 - Legislative (LRS)
 - Consolidated Judicial (CJRS)
 - Local Government Employees' (LGERS)
- Retirees returning to Work:
 - Requires a 6 month break in service
 - Income is limited to the higher of: \$32,940 (2018 amount) or 50% of your gross 12-month pre-retirement salary
 - If returning to full-time service, retirement and any benefits will be suspended

ORP – Optional Retirement Plan

- Defined Contribution Plan
- EE Contribution: 6%
- ER Contribution: 12.84%
- Retirement:
 - No age or service requirement to satisfy for a vested participant after termination
 - Can defer until age 70 ½ or retirement
- Phased Retirement:
 - Available to full-time, tenured faculty who are vested and age 59 ½
- Retirees returning to work:
 - Requires a 31 day break in service

State Retiree Health Plan

If hired prior to October 1, 2006 with at least 5 years of service: Eligible for full coverage

If hired on or after October 1, 2006 with at least 20 years of service: Eligible for full coverage

If hired on or after October 1, 2006 with 10 – 19 years of service: Eligible for 50% contributory coverage

If hired on or after October 1, 2006 with 5 – 9 years of service: Eligible for 100% contributory coverage