

December 3, 2020

University of North Carolina School of the Arts
Winston-Salem, North Carolina

PERSONNEL COMMITTEE MEMBERS

Michael Tiemann (Chair), Ralph Womble (BOT Chair, Ex-Officio,), Erna Womble (BOT Vice Chair), Skip Dunn, Susi Hamilton (Ex-Officio), Mark Land

PERSONNEL COMMITTEE STAFF

Angela Mahoney (Staff), David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Sharon Fogarty (Staff Council Representative), John Ebrahim (Staff Council Representative-Alternate), Krisha Marcano (Faculty Council Representative), Mike Wakeford (Faculty Council Representative-Alternate)

AGENDA

OPEN SESSION

1. Call to Order and Confirm Quorum.....Chair Michael Tiemann
2. Approval of Minutes from the September 24, 2020 Meeting..... Chair Michael Tiemann
3. New Hire Updates..... Angela Mahoney
4. Separation Updates.....Angela Mahoney
5. COVID-19 Updates..... Angela Mahoney
6. Benefits Updates.....Angela Mahoney
7. Learning and Development Updates..... Angela Mahoney
8. Staff Council Updates..... Sharon Fogarty, Staff Council Chair
9. Other Business.....Committee Members & Staff
10. Adjourn.....Chair Michael Tiemann

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

OPEN MINUTES

September 25, 2020

University of North Carolina School of the Arts

TRUSTEES PRESENT

Michael Tiemann (Chair), Skip Dunn, Mark Land, Erna Womble, Ralph Womble

TRUSTEES ABSENT

Susi Hamilton

STAFF PRESENT

Amanda Balwah (Staff), David Harrison (Staff), Deb Carley (Staff), Susan Porter (Staff), Krisha Marcano (Faculty Council Representative), Sharon Fogarty (Staff Council Representative)

CONVENE MEETING AND CONFIRM QUORUM

Michael Tiemann convened the September 25, 2020 Personnel Committee Meeting. A quorum was confirmed.

REVIEW AND ACCEPTANCE OF MINUTES

Michael Tiemann asked the committee members to review the minutes from the December 2019 meeting. A motion was made by to accept the minutes, the motion was seconded.

HUMAN RESOURCES UPDATES

Deb Carley reported on new Hires and Separations since the December meeting.

Total New Hires: 25

Faculty - 4

EHRA Non-Faculty – 6*

SHRA Employees – 15

*Key New Hires/Appointments include:

EHRA Tier I: Brian Cole, Chancellor
Patrick Sims, Executive Vice Chancellor and Provost
Tracey Ford, Vice Provost and Dean of Student Affairs
Henry Grillo, Interim Dean of Filmmaking – Reappointment
Jared Redick, Interim Dean of Dance
Saxton Rose, Interim Dean of Music

EHRA Tier II: Wendy Emerson, Associate Vice Chancellor of Finance

Sharon Hush, Interim Registrar
Lynda Lotich, Interim Director of Kenan Institute

Total Separations: 33

Faculty – 7
EHRA Non-Faculty – 11*
SHRA Employees - 15

*Key Separations include:

EHRA Tier I: Susan Jaffe, Dean of Dance
Anthony Woodcock, Dean of Music
Karin Peterson, Interim Executive Vice Chancellor and Provost
EHRA Tier II: Sharon Storm, Major and Planned Gifts Officer
Lisa McClinton, Associate Vice Chancellor of Finance
Corey Madden, Director of Kenan Institute

COVID19:

Deb Carley reported that COVID-19 has presented many challenges for HR, with extensive work done to manage Administrative Leave and related reporting requirements. Managing and monitoring teleworking schedules has been a top priority as well as developing and delivering COVID training for employees and supervisors. In addition, a COVID Response Plan was developed with Emergency Management and Environmental Health & Safety with training provided to supervisors and Deans.

BENEFITS:

Deb Carley reported that Open Enrollment for benefits will be conducted via Zoom meetings this year due to COVID-19, and that there will be no on-site flu clinic offered due COVID-19 and related safety concerns.

PROFESSIONAL DEVELOPMENT:

Deb Carley reported that HR continues to make strides in Professional Development opportunities for employees, but there has been some slow down in this area due to COVID. She emphasized that building and maintaining relationships across campus remains a top priority for HR. HR continues to develop the HR Liaison initiative, holding monthly zoom meeting with key departmental contacts.

STAFF COUNCIL UPDATE

Sharon Fogarty reported that Staff Council continues working to build a sense of community among Faculty-Staff-Students. Staff Council has also worked to bring voter awareness to students. The Professional Development Committee of Staff Council is working closely with IT to connect IT with Professional Development opportunities for Staff, with a goal of offering a themed Professional Development opportunity each month.

CLOSING REMARKS

Chair Tiemann called for other business to be presented to the committee. No additional business. He concluded the Open Session and called for a motion to adjourn; motion seconded.

AGENDA ITEM

New Hire Updates.....Angela Mahoney

Summary:

Key new hires since the September 2020 meeting:

N/A

Total New Hires = 2

- Faculty - 0
- EHRA Non-Faculty – 0
- SHRA – 2

Action:

This agenda item is for informational purposes only.

AGENDA ITEM

Separation Updates.....Angela Mahoney

Summary:

Key separations since the September 2020 meeting:

Ms. Erin Morin, Registrar (EHRA Non-Faculty – Tier II)

Total Separations = 10

- Involuntary = 3
- Voluntary = 4
- Retirement = 1
- Death = 2

Action:

This agenda item is for informational purposes only.

AGENDA ITEM

COVID-19 Updates.....Angela Mahoney

Summary:

HR continues to report daily data on Faculty, Staff, and Contractors for the COVID-19 dashboard report, manages and monitors Staff teleworking requests as well as generates reports and provide to the System Office as requested. Additionally, HR participates in the System Office Return to On-site Operations (ROSO) weekly conference calls to monitor trends and receive updated communication.

Action:

This agenda item is for informational purposes only.



MEETING OF THE BOARD OF TRUSTEES

Personnel Committee
Thursday, December 3, 2020
11:20 AM

AGENDA ITEM

Benefits Update.....Angela Mahoney

Open Enrollment has been completed. It was held from October 15 – 31, 2020. We had a 98% completion rate.

Retiree Health Insurance Eligibility

Employees hired on or after January 1, 2021, who enroll in either the Teachers’ and State Employees’ Retirement System (TSERS) or the University of North Carolina Optional Retirement Plan (ORP) will not be able to continue health insurance coverage under the North Carolina State Health Plan (State Health Plan) when they retire. **This change will not affect current employees, retirees, or anyone hired before January 1, 2021.**

Eligibility rules for current employees and retirees are unchanged. As a participant in either TSERS or the ORP, you may be eligible to continue health care coverage under the State Health Plan when you retire if you have met the years of service requirement and elect a monthly retirement benefit from TSERS or ORP.

Personnel Committee
Thursday, December 3, 2020
11:20 AM

AGENDA ITEM

Learning and DevelopmentAngela Mahoney

There is a need for a Learning and Management System as well as an establishment of a new full-time position dedicated 100% to Learning and Development. This will allow HR to offer a variety of training courses that will support leadership development, courses for supervision, and soft skills on a regular basis. Investing in professional development is vital for employee retention, workplace engagement, and will address any weaknesses/compliance concerns. We will start exploring various systems and funding; however, we are pragmatic about the fact that there are challenging financial times ahead and we may have to wait or get creative.

AGENDA ITEM

Staff Council Report..... Sharon Fogarty, Chair
Elizabeth White, Past Chair

Summary:

The All-Staff online meeting took place on Dec. 1, 2020, with 145 people staff in attendance. The Chancellor and Provost discussed topics of concern related to budget, EDI, and COVID-19 testing requirement to return to work after the winter break. The Staff Council has brought to the Chancellor's attention the added pressures the staff feels when positions are not filled. Solutions discussed involved reducing the staff's workload by prioritizing work, work in teams to streamline work and processes, and have supervisors and staff monitor stress and reach out for assistance when stress is present.

The updates for each of the Staff Council Committees:

Kathryn Rowe, Membership and Elections

- Has made sure the Reps/Alts positions are all full. Keeps the Group email lists for each district up to date.

John Ebrahim, Professional Development

- Teamed up with the Technology department this year to bring monthly learning sessions. The goal is to get all the staff accustomed to using Office 365. Most organizations are either using Office 365 or Google Docs. The sessions are held the first Thursday of the month and last Thursday of the month along with LinkedIn learning links for additional guidance. It's a relaxed environment where attendees can share their best practices.
- For future, he would like to work with Casey Powers and Juanka Smith on other professional development items like educational opportunities for staff, as well as, oversight or advice on changes to positions on campus.

Latonya Wright, Community Service and Sustainability

- Has been faced with the challenge of bringing the staff opportunities to volunteer or donate during these tough times. She has kept staff up to date with emails any time opportunities come her way.

Amber Russell, Special Events & Awards

- There have been several virtual trivia opportunities. There has also been a virtual open house.
- Plans are in the works for the Awards day that was canceled.

Action: This agenda is for informational purposes only.