

September 30, 2021

University of North Carolina School of the Arts

Winston-Salem, North Carolina

**PERSONNEL COMMITTEE MEMBERS**

Jeffery Bullock (Chair), Ralph Womble (BOT Chair, Ex-Officio,) Skip Dunn, Reid Wilson (Ex-Officio), Mark Land, Anna Folwell, Peter Juran, Mark Land, Ches McDowell

**PERSONNEL COMMITTEE STAFF**

Angela Mahoney (Staff), David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Darren Chiott (Staff Council Representative), Krisha Marcano (Faculty Council Representative), Josh Selander (Faculty Council Representative-Alternate)

**AGENDA**

**OPEN SESSION**

1. Call to Order and Confirm Quorum.....Chair Jeffery Bullock
2. Approval of Minutes from April 29, 2021..... Chair Jeffery Bullock
3. New Hire Update..... Angela Mahoney
4. Separation Update.....Angela Mahoney
5. Employee Appreciation Week..... Angela Mahoney
6. Vacancy Trends Update. .... Angela Mahoney
7. Learning and Development Updates..... Angela Mahoney
8. COVID Updates..... Angela Mahoney
9. Benefits Update.....Angela Mahoney
10. Staff Council Updates..... Darren Chiott, Staff Council Chair
11. Other Business.....Committee Members & Staff
12. Adjourn.....Chair Jeffery Bullock

## **OPEN MINUTES**

April 29, 2021

University of North Carolina School of the Arts

### **TRUSTEES PRESENT**

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

### **STAFF PRESENT**

Amanda Balwah (Staff), David Harrison (Staff), Angela Mahoney (Staff), Susan Porter (Staff), Krisha Marcano (Faculty Council Representative), Michael Wakeford (Faculty Council Representative – Alternate), Sharon Fogarty (Staff Council Representative)

---

### **CONVENE MEETING AND CONFIRM QUORUM**

Michael Tiemann convened the April 29, 2021 Personnel Committee Meeting. A quorum was confirmed.

### **REVIEW AND ACCEPTANCE OF MINUTES**

Michael Tiemann asked the committee members to review the minutes from the February 2021 meeting. A motion was made by to accept the minutes, the motion was seconded.

---

### **The following HR Updates were Presented by Angela Mahoney:**

**NEW HIRES AND TERMINATIONS:** There were a total of 10 New Hires and 3 Separations since the February meeting. Key new hires include Heidi Mallory, Director of Budget (EHRA Non-Faculty Tier II, and Sharon Hush, Registrar (EHRA Non-Faculty Tier II).

**TURNOVER RATE UPDATE:** Turnover data for 2019 and 2020 was further refined to include Turnover by Division, and by Years of Service. Each Vice Chancellor received details of turnover for their area.

#### **Turnover by Division Summary for 2019:**

21 of the 52 separations were in the Division of Exec VC & Provost, which represents approximately 40.4% of total separations.

18 of the 52 separations were in Finance and Administration, which represents approximately 34.6% of total separations.

1 of the 52 separations was in the Chancellor's Office, which represents approximately 1.9% of total separations.

12 of the 52 separations were in Student Affairs, which represents approximately 23.1% of total separations.

Kenan Institute, Strategic Communications, and Legal Affairs had no separations in 2019.

**Turnover by Division, Summary for 2020:**

16 of the 48 separations were in the Office Exec VC & Provost, which is approximately 33.3% of total separations.

1 of the 48 separations was in Kenan, which represents approximately 2.1% of total terminations

19 of the 48 separations were in Finance and Administration, which represents approximately 39.6% of total separations.

1 of the 48 separations was in Strategic Communications, which represents approximately 2.1% of total separations.

2 of the 48 separations were in Advancement, which represents approximately 4.2% of total separations.

9 of the 48 separations were in Student Affairs, which represents approximately 18.7% of total separations.

The Chancellor's Office and Legal Affairs had no separations for 2020.

**Turnover by Years of Service Summary:**

<b>2019</b>	<b>Percentage of Total Turnover</b>
<5 years of service	57.70%
5-10 years of service	17.30%
10-15 years of service	7.70%
>15 years of service	17.30%

<b>2020</b>	<b>Percentage of Total Turnover</b>
<5 years of service	43.70%
5-10 years of service	22.90%
10-15 years of service	16.70%
>15 years of service	16.70%

**VACANCY TRENDS:**

**Summary:** Based on the data received as of March 1, 2021, we do not have a vacancy due to the economy or the inability to provide a competitive market.

**Vacancy Trends Details:**

12 - SHRA (Subject to the State Human Resources Act) Positions

- 7 - Offers have been accepted and the position is filled.
- 2 - Advertisements have closed and the departments are reviewing applications and/or preparing for interviews.
- 2 - Finalists have been selected; background check in progress.
- 1 – Offer accepted and the candidate never reported to work on the first day.

8 - EHRA (Subject to the State Human Resources Act) Positions

**Vacancy Trends Details continued**

- 3 – Posted.
- 2 – Accepted offer/position filled.
- 2 – Managed by search firm (Dean searches – School of Dance and the School of Filmmaking)
- 1 – Interviewing.

5 – Faculty Positions

- 5 – Open until filled

**LEARNING and DEVELOPMENT:** HR has started exploring various systems and creative ways to obtain a position and a Learning Management System due to challenging financial times. The System Office is placing a stronger emphasis on professional development. Investing in professional development is vital for employee retention, workplace engagement, and will address any weaknesses/compliance concerns. Options explored include:

**Kenan Institute**

Has indicated they will partner with Human Resources and support a few professional development sessions for 2021. The sessions will be identified by HR.

**Gillette Human Capital Consulting**

Has provided a quote for a Comprehensive Training Course that will consist of materials for onboarding a new employee along with the facilitation of training courses (i.e. New Supervisor Basic Training, Leadership 101, Cultivating High-Performance Teams, Group Dynamics, Giving Constructive Feedback, and Emotional Intelligence).

**Franklin Covey Leadership Development**

Has provided a quote for Learning and Development which consists of an online training package (on their platform) for 100 participants for 1 year inclusive of training on Unconscious Bias.

**Cornerstone (Learning and Management System)**

Has provided a quote. The System Office, as well as other institutions within the UNC System, are using Cornerstone as their LMS.

**Mental Health Awareness:**

Human Resources partnered with our Employee Assistance Program (ComPsych), offering training for Mental Health Awareness for faculty and staff. Thirty-five participants registered for the session held on Wellness Wednesday, April 14.

**Annual Nepotism Report:**

In accordance with UNCOSA policy #608, the Employment of Related Persons Regulation (Nepotism) is reported annually during the April Board of Trustees meeting.

During the 2020-2021 academic year, no hires or realignment of supervision raised any concerns of nepotism for the UNCOSA campus.

**Staff Council Updates:**

Sharon Fogarty reported that Staff Council was presented information on a leadership assessment tool; and on an equity, diversity, and inclusion (EDI) vision statement. The Executive Staff Council asked district representatives to reach out to their districts with feedback. Both items were endorsed by Staff Council.

A Staff Week was held from March 29-April 2, 2021. Staff Week offered a combination of on-campus and virtual events including naming the recipients of the Staff Council Awards for Professional Development and the Community Service award.

**CLOSING REMARKS**

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

**AGENDA ITEM**

New Hire Updates.....Angela Mahoney

**Summary:**

Key new hires since the April 2021 meeting:

- Ms. Endalyn Taylor (EHRA Non-Faculty Tier I)
- Ms. Deborah LaVine (EHRA Non-Faculty Tier I)
- Mr. Kevin Bitterman (EHRA Non-Faculty Tier II)
- Ms. Martine Green-Rogers (EHRA Non-Faculty Tier I – Interim appointment)
- Ms. Michelle Lee Festino (EHRA Non-Faculty Tier II)

**Total New Hires = 24**

- Faculty - 3
- EHRA Non-Faculty – 13
- SHRA – 8

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

Separation Updates.....Angela Mahoney

**Summary:**

Key separations since the April 2021 meeting:

N/A

**Total Separations = 23**

- Involuntary - 0
- Involuntary Resignation -0
- Voluntary – 11 (4 – EHRA non-faculty and 7 – SHRA)
- Transferred - 3 ( 1- EHRA non-faculty and 2- SHRA)
- Retirement – 9 ( 3- Faculty and 6 – SHRA)
- Death - 0

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

Employee Appreciation Week.....Angela Mahoney

**Summary:**

We will observe Employee Appreciation Week beginning on Monday, October 25, 2021  
– Friday, October 29, 2021.

**Activities consist of the following:**

- Free Flu Clinic on Monday, October 25, 2021, from 11:00 am – 2:00 pm for UNCSA permanent employees
- Tie-dye t-shirts
- Drop off canned goods for Pickle Pantry at the Welcome Center
- Meal Voucher for a meal of in the Cafeteria
- Departmental Group Pictures

**Action:**

This agenda item is for informational purposes only.



**AGENDA ITEM**

Vacancy Trends .....Angela Mahoney

**Summary:**

Vacancy trends as of May 1, 2021.

**24 - SHRA (Subject to the State Human Resources Act) Positions**

- **2** - Posted
- **13** - Offers have been accepted and the position is filled.
- **8** - Advertisements have closed and the departments are reviewing applications and/or preparing for interviews.
- **1** – Offer declined (candidate decided to remain in the current department)

**36 - EHRA (Not Subject to the State Human Resources Act) Positions**

- **22** – Posted.
- **13** – Accepted offer/position filled.
- **1** – Managed by search firm (VC for Advancement)

**0 – Faculty Positions**

- **0**- Posted

Based on the data received as of March 1, 2021, we do not have a vacancy due to the economy or the inability to provide a competitive market.

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

Learning and Development .....Angela Mahoney

**Summary:**

We are initiating the assistance of an HR Consultant to assist with developing a training assessment tool to launch to the Campus Community to determine the training needs.

**Learning and Development Opportunities that have been offered to the Campus Community since April 2021:**

<b>Date</b>	<b>Workshop</b>	<b>Facilitator</b>	<b>Attendees</b>
06/08/21	Supervisor Basic Training	Monica Gillette	25
06/23/21	Leadership 101	Monica Gillette	44
07/27/21	FMLA	Keyona McNeill	1
07/28/21	Worker's Compensation Training	Kemora Brownlee	0
9/8/2021	Employee Assistance Program General Overview	ComPsych Representative	1
9/9/2021	Employee Assistance Program General Overview	ComPsych Representative	4
9/13/2021	COVID Reponse Plan Training	Clarisse Davis/Deb Carley	23
9/14/2021	Work-Life Balance	Deb Carley	0

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

Covid Updates .....Angela Mahoney

**Summary:**

- The vaccine is covered at 100% by the State Health Plan. It's important to present your ID card.
  
- The Plan is waiving the cost associated with the testing of COVID-19 regardless of the site of service (where you receive the test) to ensure there are no-cost barriers to testing. This waiver is in effect until the federal CARES Act requirement expires. The waiver includes associated deductibles, copayments, and coinsurance.
  - Testing and treatment at an out-of-network provider may incur non-reimbursable charges.
  
- CVS Pharmacy offers drive-through, self-swab COVID-19 testing at select North Carolina CVS Pharmacy locations. Members must register in advance to schedule an appointment and follow instructions provided during the registration process.
  
- The Plan is waiving the copay for in-person and virtual Primary Care Provider (PCP) visits to screen for COVID-19. Screening visits will not be subject to your deductible or coinsurance, even if your deductible has not been met. This waiver is in effect until the federal CARES Act requirement expires.
  
- As a reminder, many providers offer tele-health or virtual visits. These types of visits are covered under your Plan benefits and this will remain in effect until December 31, 2021. The applicable copay for a PCP office visit will apply. If you are outside of North Carolina, please confirm with your provider as each state may have different rules regarding tele-health services.

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

Benefits Update .....Angela Mahoney

**Summary:**

**Open Enrollment:**

- 2022 Open Enrollment is October 11-29, 2021
- UNCSEA will be holding 10 virtual enrollment assistance sessions to help employees enroll.
- ALL active employees, including dependents, will be moved to the 70/30 plan. Subscribers **MUST** take action to enroll in the 80/20 Plan and reduce their premium in either the 70/30 or 80/20 plan.
- Failure to take action by Oct. 29 will result in:
  - Remaining on the 70/30 Plan for 2022
  - Paying more for subscriber-only premium for failure to complete the tobacco attestation.
- To earn the \$60 premium credit, subscribers may complete the tobacco cessation counseling session between July 1 through November 30, 2021. They do not have to wait until Open Enrollment!

**Action:**

This agenda item is for informational purposes only.

**AGENDA ITEM**

Staff Council Updates..... Darren Chiott, Staff Council Chair

**Summary:**

We begin the new year with the intention of greater engagement across campus not only with staff but between staff and other constituencies on campus. The Chair has monthly meetings with the Chancellor to keep the Chancellor abreast of issues discussed by staff, as well as to keep the lines of communication open between staff and administration. The Staff Council Executive Committee has embarked on a planned monthly meeting with Faculty Executive Council to better understand and support each of these groups on campus. To find areas of commonality as well as areas of mutual concern, and to build bridges between two communities that have often been separate in their intentions.

**Standing Committee Summaries**

**Professional Development** has instituted a PIE challenge for staff to increase professional development opportunities and participation

**Community Service and Sustainability**

UNCSA Staff continues to take the Community Service part of our mission very seriously. We are partnering with the Crisis Control Ministry for the food drive t the Carolina Classic Fair.

This committee continues to encourage staff to help supply the Pickle Pantry for food-insecure students

This committee has instituted a “well-being card” initiative to help make students feel more welcome and cared about on campus.

**Special Events and Awards**

Continues to encourage recognition of staff through the “Standing Ovations” program

**Membership and Elections Committee**

Continues to recognize new employees at each monthly Staff Council Meeting and has initiated a lunch and gift program for new employees

**Action:**

This agenda item is for informational purposes only.