

February 22, 2023

University of North Carolina School of the Arts

Winston-Salem, North Carolina

PERSONNEL COMMITTEE MEMBERS

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

PERSONNEL COMMITTEE STAFF

Angela Mahoney (Staff), David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Capi Shelton (Staff), Steve Cochrane (Staff Council Representative), Martha Golden (Faculty Council Representative)

AGENDA

OPEN SESSION

1. Call to Order and Confirm Quorum..... Chair Jeffery Bullock
2. Approval of Minutes from December 1, 2022..... Chair Jeffery Bullock
3. New Hire Update..... Angela Mahoney
4. Separation Update..... Angela Mahoney
5. Wellness Day..... Angela Mahoney
6. Vacancy Trends Update.Angela Mahoney
7. Annual Policy Review UpdateAngela Mahoney
8. Learning and Development Update..... Angela Mahoney
9. PeopleAdmin: Performance ManagementAngela Mahoney
10. Audit Observation – Strategic Management Training Angela Mahoney
11. Staff Council Update..... Stephen Cochrane Sr, Staff Council Chair
12. Other Business.....Committee Members & Staff
13. Adjourn..... Chair Jeffery Bullock

OPEN MINUTES

December 1, 2022

University of North Carolina School of the Arts

TRUSTEES PRESENT

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

STAFF PRESENT

Angela Mahoney (Staff), David Harrison (Staff), Amanda Balwah (Staff), Susan Porter (Staff), Cappi Shelton (Staff), Steve Cochran (Staff Council Representative), Martha Golden (Faculty Council Representative)

CONVENE MEETING AND CONFIRM QUORUM

Jeffrey Bullock convened the December meeting of the Personnel Committee. A quorum was confirmed.

REVIEW AND ACCEPTANCE OF MINUTES

Committee members reviewed the minutes from the September 2022 meeting. A motion was made to accept the minutes, and the motion carried.

The following HR Updates were presented by Angela Mahoney:

NEW HIRES AND SEPARATIONS: There were a total of 22 new hires since the September meeting, consisting of six EHRA Non-Faculty, (Key new hire Mark Noto-EHRA Non-Faculty Tier II), and sixteen SHRA employees. There were nine separations since the September meeting, consisting of six Voluntary, two Transfers, and one Retirement (Jeff Paton EHRA Non-Faculty Tier II). It was noted that the New Hires and Separations exceeded the calendar year total for the previous four years.

EMPLOYEE APPRECIATION WEEK: Based on the results of an HR-initiated survey, a weeklong event was held for employee appreciation the last week of October 2022.

VACANCY TRENDS: Angela Mahoney presented a summary of vacancy trends, showing a four-year comparison.

Summary:

	POSTINGS				
	2018	2019	2020	2021	Year to date
SHRA	72	66	15	49	61
EHRA non-faculty	21	24	35	23	14
Faculty	9	10	3	16	12
Total	102	100	53	88	87

Summary:

HIRING PROPOSALS

	2018	2019	2020	2021	Year to date
SHRA	47	44	27	43	63
Faculty	12	13	3	4	11
EHRA non-faculty	13	15	6	17	20
Total	72	72	36	64	94

SERVICE LEVEL AGREEMENTS: Human Resources developed a Service Level Agreement to streamline and continue the strategic and supportive partnership between the Human Resources Department and the faculty, staff, and students of UNCSA. This serves to formalize support and working assumptions between HR and the campus community as it relates to Recruitment/Employment and Classification/Compensation actions.

LEARNING AND DEVELOPMENT: Human Resources partnered with ComPsych to offer two professional development opportunities. One in October of 2022 (Mental Health Awareness for Leaders) and one in November of 2022 (Difficult Conversations during times of Unrest).

PEOPLEADMIN – PERFORMANCE MANAGEMENT: Testing is underway for the Performance Management Module for PeopleAdmin with an identified Pilot Group. The estimated go-live date will be in the fiscal year 2023/2024.

COVID UPDATES: Beginning January 1, 2023, coverage for the testing and treatment of COVID-19 will be the same as any illness, subject to the applicable cost share based on the service received and the place of treatment.

BENEFITS/LEAVE: A successful open enrollment was held from October 10th through October 28th, 2022, with a 97% completion rate. 13 in-person enrollment sessions were held to help employees with enrollment.

In addition to the ComPsych Employee Assistance Program, UNC's new Ginger On-Demand App was introduced to campus on October 3rd. This application offers coaching, therapy, and psychiatry services all in one place.

STAFF COUNCIL UPDATES WERE PROVIDED BY STEVE COCHRANE: Staff Council continues to work to improve Employee Engagement and enhance the employee experience by working with Administration in these areas.

There were no further items for discussion, Chair Bullock made a motion to adjourn the meeting. Motion approved, meeting adjourned.

AGENDA ITEM

New Hire Update.....Angela Mahoney

Summary:

Key new hires since the December 2022 meeting:

N/A

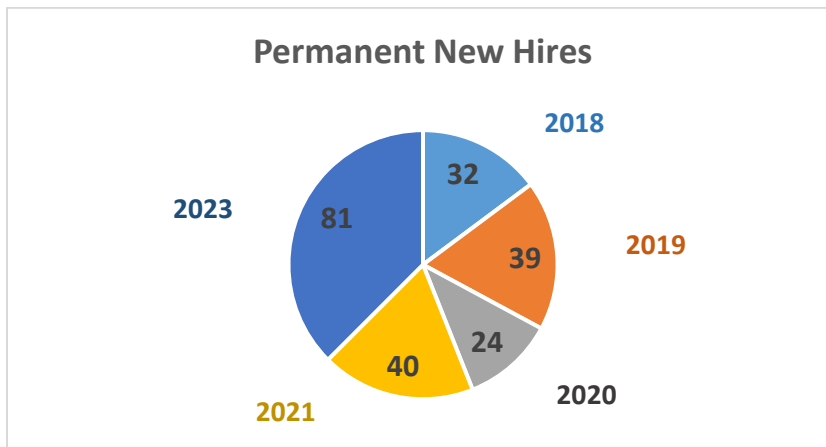
Total New Hires = 9

- Faculty - 0
- EHRA Non-Faculty – 3
- SHRA – 6

New hires 2018 – year to date:

Permanent New Hires

Year	Permanent New Hires
2018	32
2019	39
2020	24
2021	40
2022	81



Action:

This agenda item is for informational purposes only.

AGENDA ITEM

Separation Update.....Angela Mahoney

Summary:

Key separations since the December 2022 meeting:

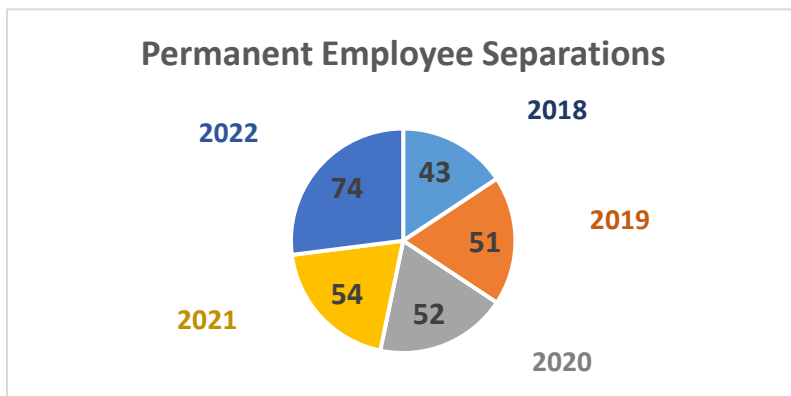
Mr. Wiley Hausam (EHRA Non-Faculty Tier II) – Office of the Executive Vice Provost

Total Separations = 11

- Involuntary – 1 (Probationary appointment ended)
- Voluntary – 7
- Transferred - 2
- Retirement – 1
- Death - 0

Total Permanent Separations

Year	Permanent Employee Separations
2018	43
2019	51
2020	52
2021	54
2022	74



Action: This agenda item is for informational purposes only.

AGENDA ITEM

Wellness Day Angela Mahoney

Summary:

Human Resources to Host Wellness Day on Feb. 17. The health and well-being of UNCSA students, faculty, and staff are integral to academic, professional, and personal.

Activities will be in-person, and online, and also include an ice cream social.

Schedule of events

- **9 a.m. - 3 p.m. Chair Massages**
- **10-11 a.m. Eating Healthy on a Budget:** Virtual Workshop
 - Facilitated by ComPsych
- **11 a.m. - 12 p.m. Work-Life Balance and Stress Reduction**
 - Facilitated by Jill Crainshaw
- **12-2 p.m. Floating Ice Cream Social:** Hanes Commons COM-201
 - Sponsored by Staff Council
- **1-2 p.m. Learning to Relax:** Virtual Workshop
 - Facilitated by ComPsych
- **2:45-4 p.m. Campus Tour:**
 - Led by Jim DeCristo

Action: This agenda item is for informational purposes only.

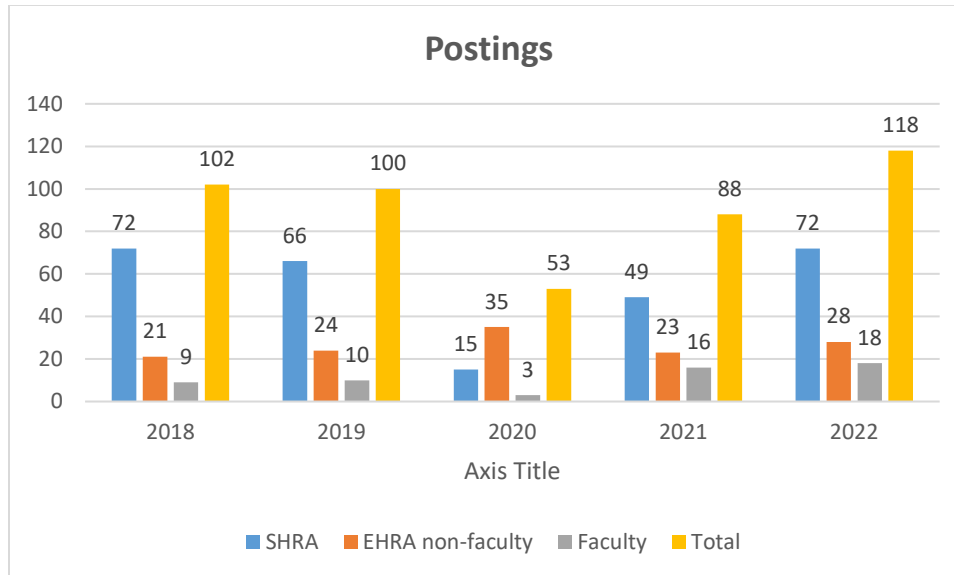
AGENDA ITEM

Vacancy TrendsAngela Mahoney

Summary:

POSTINGS

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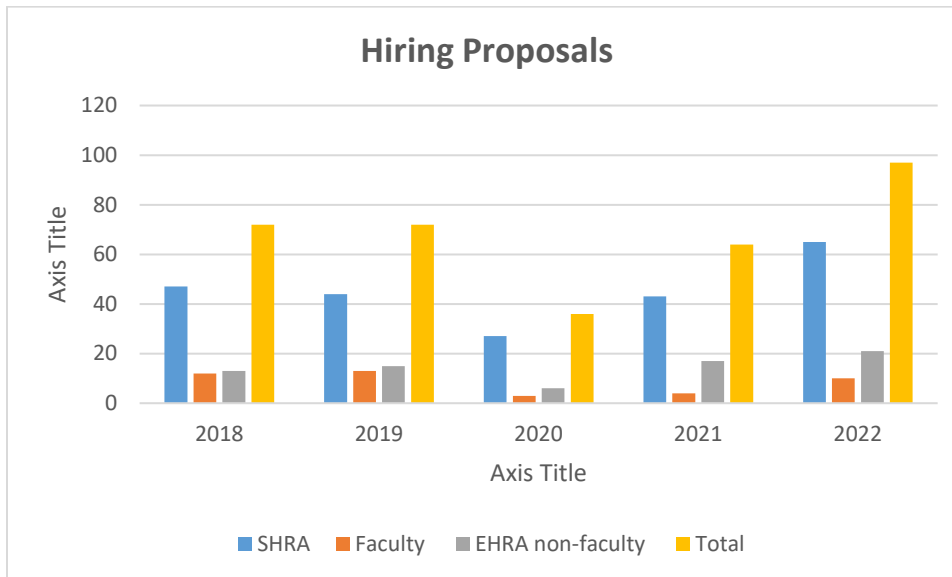
AGENDA ITEM

Vacancy Trends (continue)Angela Mahoney

Summary:

HIRING PROPOSALS

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AGENDA ITEM

Annual Policy Review UpdateAngela Mahoney

Summary:

The annual policy review period opened on January 25, 2023, and all faculty, staff, and non-student temporary employees will have until February 28, 2023, to complete the review. This review will be conducted annually, and new employees will be advised to review New Hire Orientation. The link for 'Policy Review' is located on the main HR webpage, and instructions for access were included in a My SA announcement.

The policy review captures various University policies and UNCSA regulations. The policies/regulations that each employee will review will be based on the employee's designation as EHRA, SHRA, and Temporary (non-student). A few of the policies/regulations that ALL employees will review include:

- #109 – Contracts and Authority to Sign
- #111 – Equal Opportunity
- #114 – Improper Activities Reporting
- #121 – Prohibited Discrimination, Harassment, and Related Misconduct and Interim Title IX Regulation
- #616 – Improper Relations
- #608 – Employment of Related Person
- #706 – Workplace Violence#702 – Illegal Drugs
- #610 – External Professional Activities for Pay
- #703 – Smoking Regulation
- #508 – Information Resources Acceptable Use

If an employee fails to complete the review by February 28, 2023, their name will be forwarded to the Executive Team member of that division for follow-up.

Action:

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AGENDA ITEM

Learning and DevelopmentAngela Mahoney

Summary:

Learning and Development Opportunities that have been offered to the Campus Community:

Date	Workshop	Facilitator	Attendees
02/22 and 02/23	Faculty and Staff Book Study - Having hard conversations: a reading seminar on dialogue, conflict, and sustaining community.	Jill Crainshaw and Jill Lane	6
02/2023	PeopleAdmin Position Management Training Sessions	Aretha Sutton	38

Action:

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AGENDA ITEM

PeopleAdmin: Performance Management Angela Mahoney

Summary:

We are excited to announce that we will GO Live for the Performance Management Cycle for FY 23/24 of both the SHRA and EHRA employees in March 2023.

The screenshot shows the PeopleAdmin Performance Management interface. At the top, there is a navigation bar with 'Performance Management' on the left and 'Welcome, Angela Mahoney My Profile Help Logout' on the right. Below this is a header with the 'SCHOOL OF THE ARTS' logo and a 'User Group' dropdown menu set to 'Human Resources'. A secondary navigation bar contains 'Home Programs Reviews Users' and 'Shortcuts'. The main content area is titled 'Reviews' and includes a search bar with a 'Saved Searches' dropdown, a search input field, and a 'Search' button. Below the search bar, there is a search result card for 'Open Reviews - All' with a 'Delete this search?' link and an 'Actions' dropdown. A table header is visible with columns: 'Review Subject Name', 'Review Supervisor Name', 'Subject Reporting Org', 'Percent Complete', 'State', 'Program Name', and '(Actions)'. A 'SUPPORT' button is located at the bottom right of the interface.

Action:

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AGENDA ITEM

Audit Observation – Strategic Management Training.....Angela Mahoney

Summary:

An audit observation was identified during a review in 2022. The objectives of the review are as follows:

- To assess onboarding for new managers.
- To assess the continuous training and development plan for managers.

HR management will collaborate with the Vice Chancellor for Economic Development and Chief of Staff to develop a strategy for remedy.

Action:

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AGENDA ITEM

Staff Council Updates..... Stephen Cochrane Sr, Staff Council Chair

Summary:

[Chair Summary](#)

As I get around campus interacting with Staff, I am reminded of the critical role Staff plays in supporting students and maintaining the smooth operation of the institution. We perform a wide range of duties with extreme pride. We provide administrative support, academic support, enrollment operations, business operations, policing, record-keeping, library support, technology support, facilities management, housing management, and student services. In summary, UNCOSA staff are vital in providing support and services that help students succeed academically and personally and help the university run smoothly and efficiently. We continue to face challenges, and we continue to meet those challenges.

[Standing Committee Summaries](#)

Professional Development

Our Staff has several professional development opportunities to support professional and personal growth— asynchronous offerings via Linked Learning, Canvas, Vector Solutions, and Microsoft Learn. Staff also have the opportunity to participate in group sessions for professional development and mental wellness.

- Microsoft One Note training
- Extreme Couponing
- Crafting with the Craft Circle
- Navigating Tuition Waiver and Educational Assistance
- Ride-Sharing Safety
- Surveying Mapping_ Designing your survey with the End in Mind
- Microsoft Teams: Modernizing the Workplace

The list above is a short list of enrichment opportunities made available to Staff.

[Community Service and Sustainability](#)

In addition to supporting the university, the Staff also helps the community. Staff held a successful canned food drive, donated blankets to the homeless through Cover the City, and contributed to raising more than \$4200 for State Employees Combined Campaign this academic year. We continue to meet with campus leaders to develop new ways to engage the community.

AGENDA ITEM

Staff Council Updates (continue).....Stephen Cochran Sr, Staff Council Chair

Special Events and Awards

Staff celebrates the achievements of other Staff via Standing Ovations. This year we celebrated Nakita Green, Travis Andrews, and Kurt Linney, all from the Department of Information Technology. You can read the kind words [here](#). In partnership with HR, we are planning an Ice Cream Social on Feb. 17th.

Membership and Elections Committee

This committee continues to recognize new employees at each monthly Staff Council Meeting. In partnership with HR, we restart the Staff Council participation in New Staff onboarding. We have purchased gifts for New Staff and will be taking them to lunch.

Action:

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