

North Carolina Agricultural and Technical State University

**BOARD OF TRUSTEES  
HUMAN RESOURCES COMMITTEE MEETING**

Friday September 18, 2009

Presiding: Mr. Al Lineberry, Jr., Committee Chair

**Minutes**

The Human Resources Committee of the Board of Trustees convened on Friday September 18, 2009 at 5:00 p.m., in the AFEC Conference Room of the Event Center with Mr. Al Lineberry, Jr. presiding.

Roll Call revealed the following:

**Present:**

Mr. Al Lineberry, Jr., Chair  
Mr. Willie Deese, BOT  
Dr. Harold L. Martin, Sr., Chancellor

**Absent:**

Ms. Janice Bryant Howroyd, BOT Member  
Mr. Emerson Fullwood, BOT Member

**Others Present:**

Ms. Linda R. McAbee, VC for Human Resources, Liason  
Mr. Charles Waldrup, Interim General Counsel  
Linc Butler, AVC for Human Resources  
Ms. Kathleen McKee, Executive Assistant

The meeting was called to order by Mr. Al Lineberry, Jr. followed by roll call. The meeting was yielded to Ms. Linda R. McAbee. The following updates were given:

**Budget Reduction Update, Reduction-in-Force (RIF) Summary**

- 71.25 total positions were eliminated, 7 of which had incumbents
  - 4 employees elected to retire; 2 were redeployed within the university; 1 declined redeployment and is looking elsewhere
- Transition support provided by the Division of Human Resources (DHR)
  - Partnered with Budget Advisory Committee to establish a process for position management
  - University imposed hiring freeze through September 1, 2009 to support re-deployment effort

- DHR Transition Coordinators facilitated the successful redeployment of RIF'ed employees

### **Faculty / Staff Development Proposal**

- The Division of Human Resources established the Center for Leadership & Organizational Excellence in May 2009, focused on Faculty and Staff Development
  - Purpose: To maximize the performance of the University's workforce through strategic human capital management best practices and services, thus maximizing leadership potential, organizational effectiveness, and professional acumen at every level of the organization
- Objectives:
  - Catalyze the alignment of the University's mission, vision, and priorities with division/school/college goals, expectations, and employee performance standards
  - Create a 3-year plan to launch initial services and programs
  - Identify and develop collaborations and coalitions across campus and in the Triad area to support and foster the capabilities of the University workforce
  - Generate interest in the center's purpose, potential, and impact it can have for the University community
- Proposed Three-Year Plan Highlights:
  - Year 1, FY '09-'10: Mandatory supervisory/management training
  - Year 2, FY '10-'11: Competency training for SPA career banded employees
  - Year 3, FY '11-'12: Redesign faculty/staff new hire orientation programs

### **University Service Engagement Culture Initiative**

- 8/17/09: Chancellor Martin requested a strategy to implement a "service initiative" across the entire workforce, with the purpose of improving the quality of customer service we provide our students and our internal and external constituents
- Proposed Pilot
  - Establish Operational Infrastructure (September 2009)
  - Create Awareness and Priority (September – December 2009)
  - Assessment and Engagement (October 2009)
  - Targeted Pilot Areas: Admissions, Student Financial Aid, Treasurer's Office, Registrar's Office (approximately 75-80 employees)
  - Program Components
    - Training
      - Supervisors / Managers (December 2009)
      - All Employees (January – April 2010)
    - Accountability – Performance Management (May 2010)
    - Rewards and Recognition (June 2010, ongoing)

- Visibility, Communication and Feedback – website and publications (Ongoing)
- Assess pilot (July 2010)
  - Measure outcomes, make adjustments, continue full campus rollout

### **UNC Finance Improvement and Transformation Project (FIT), Banner / HR Payroll**

- June 16, 2009: Kick-off Meeting at NC A&T
  - Gwen Canady: UNC FIT Project Manager
- Sungard Consultant brought in for project assessment for campus (September 2009)
- Data Analysis and Clean-up
  - Pre-certification review (October 1, 2009)
  - Final certification (October 28, 2009)
- Banner System Upgrade (October 17-21, 2009)
- Interface Completion (December, 2009)
- Communication and Training (November 2009 – March 2010)
- Go-live for NC A&T (April 1, 2010)

### **NC State Health Plan Update**

- **Open enrollment period:** May 2, 2009 – May 20, 2009
  - There was a 1.19% decrease in enrollment from June 2009 to July 2009
- Premium rates increased 8.9% effective July 1, 2009 and will increase another 8.9% in July 1, 2010
- 90/10 plan was discontinued, employees were automatically enrolled in the 80/20 plan unless they wanted to be moved to the 70/30 plan (July 1, 2009)
- Employees who smoke will be enrolled in the 70/30 plan unless they enter a smoking cessation plan (July 1, 2010)
- Routine vision exams no longer covered by State Health Plan (July 2010)
- Employees considered overweight or obese will be switched to the 70/30 plan (July 1, 2011)

### **NCFlex Open Enrollment**

- **Open Enrollment Period:** October 5 – October 30, 2009
  - Changes to NCFlex for 2010 (9.11% Rate Increase for 2010)
- **Dental/United Concordia:** Rollover from an after-tax dental plan (Ameritas for A&T) will receive credit towards the waiting period. The dental benefits will remain the same with a rate increase
- **Cancer/Allstate:** Employees will be eligible to enroll in the Low Option Plan for a one-time special Guaranteed Issue offer (no Evidence of Insurability (EOI) required) regardless of previous eligibility

- **Group Term Life / ING:** Employees will be able to increase their coverage by \$10,000 (Up to \$100,000) without submitting Evidence of Insurability
- **Critical Illness/MetLife:** No Evidence of Insurability (EOI) required for new enrollees. Grants employees the opportunity to enroll for coverage—no questions asked
- **Health Care Spending Account HCFSA/Aon:** The contribution limit will increase from \$4,200 to \$5,000 for 2010
- **Vision/Superior:** Lock-out periods will be waived for participants enrolling in Plan 3. In 2009 employees who had dropped the plan had to wait 24 months before they were allowed to enroll again

**Recorded by:**

**Kathleen McKee, Executive Assistant**