

North Carolina Agricultural and Technical State University

**BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE MEETING
TELECONFERENCE
CHANCELLOR'S BOARDROOM**

Wednesday, February 16, 2011

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

Minutes

The Human Resources Committee of the Board of Trustees convened on Wednesday, February 16, 2011 at 9:30 AM with Mr. Al Lineberry, Jr. presiding.

Roll Call revealed the following:

Present:

*Mr. Al Lineberry, Jr., Chair
Mr. Emerson Fullwood, BOT Member
Mrs. Janice Bryant Howroyd, BOT Member*

Absent:

*Dr. Stanley Allen, BOT Member
Mr. Willie Deese, BOT Member*

Others Present:

*Ms. Linda R. McAbee, VC for Human Resources, Liaison
Dr. Charles Waldrup, General Counsel
Mr. Linc Butler, AVC for Human Resources
Ms. Sylvia Anderson, Director, Employee Relations and Affirmative Action Officer
Ms. April Moore, Interim Executive Assistant*

The meeting was called to order by Mr. Al Lineberry, Jr. followed by roll call. Minutes were reviewed and approved for the November 19, 2010 Human Resources Committee meeting. The meeting was yielded to Ms. Linda R. McAbee. The following updates were given:

Center for Leadership and Organizational Excellence (CLOE) Update

Mandatory Supervisory/Management Training

- Vice Chancellor McAbee discussed upcoming goals of Mandatory Training for Supervisors and Managers scheduled for April 12, 2011. Originally scheduled for February 23, 2011 as a follow-up to earlier training, the date was changed to accommodate Faculty Forum. This training will engage supervisors, managers and their employees to influence the success of the University's strategic priorities by:
 - Optimizing performance through goal setting, evaluation and feedback;

- Improving the recruitment and selection process through the use of behavioral based interviewing;
- Creating a high performance work environment and improving employee relations; and
- Utilizing organizational design to improve position management and compensation.
- Training will be facilitated by Division of Human Resources leadership and will include group activities, case studies and action planning.

Professional Development Course Catalog

- Open enrollment professional development courses offered from January – June 2011 to all employees in support of the Division of Human Resources’ strategic approach to organizational development and professional workforce development.
- Areas of focus include Competency Development, Computer Essentials, Supervisory Courses, Online Courses and other opportunities on campus and throughout the community.

UNC Finance Improvement and Transformation Project (FIT) and Banner/HR Payroll Implementation Training

- This is the most significant project involving the divisions of Business & Finance, Human Resources, and Information Technology. Vice Chancellor McAbee reported that 96% of all employees are now utilizing direct deposit of their pay with a target of 100% participation, providing greater security, cost savings for printing supplies and postage approximately amounting to approximately \$2,000 per month.
- Time sheets and Leave reports are now submitted and approved **online**. NC A&T is the **only** payroll conversion school to implement online approvals concurrent with implementation.
- Conversion was so seamless that General Administration is using NC A&T Training and Implementation Process as a model for other University constituents.

HR Policy Update

Compensatory Time for SPA Exempt Employees

- Allows for SPA employees who are Exempt under the Fair Labor Standards Act to earn compensatory time on an hour-for-hour basis for exceptional, short term durations such as:
 - Temporary high priority project assignments with mandatory deadlines and overload work performed while one or more vacancies in a department are being filled; and
 - Work required in order to meet work deadlines related to the academic cycle.
- Highlights of the policy include:
 - Compensatory time is granted on an hour-for-hour basis and is earned only in exceptional situations, typically only for periods of three months or less (may be extended an additional three months with Dean or Vice Chancellor approval).

- Compensatory time is not cumulative beyond a twelve-month period (if not used within twelve calendar months after it is credited, it is lost) and management must ensure that compensatory time earned is used prior to the use of any other type of leave.
- Compensatory time may not be transferred to any other type of leave, or to any position within the University, state university or agency.
- There is no payout of compensatory time, and any remaining compensatory time is lost when an employee is separated from the position in which the compensatory time was earned.

Joint Cabinet/Budget Advisory Committee Business Process Guidelines

- Working along with the Joint Cabinet / Budget Advisory Committee, the Division of Human Resources created eligibility criteria to support mission critical recruitment and position management in compliance with State budget management directives. These criteria align with University strategic priorities and focus on “outcome metrics” if position action is not taken.
- Business Processes and Forms were revised to:
 - Allow for the establishment of new positions and reclassification of existing positions;
 - Consolidate existing forms into one Position Action Request Form to make it more customer focused; and
 - Align justification of position management actions with the University’s strategic priorities.
- Recruitment and Selection will be managed via the revised Recruitment Justification Form and instructions to: 1) align justification of recruitment with the University’s strategic priorities; and 2) to assist in determining mission critical positions.
- The redesigned Personnel Justification Worksheet now includes all position management requests and is submitted weekly for review and approval to the Joint Cabinet / Budget Advisory Committee.
- The Division of Human Resources is in the process of creating an online Manager’s Toolkit to launch in coordination with the campus communication regarding the new process guidelines.

Recorded by:

April Moore, Interim Executive Assistant