

North Carolina Agricultural and Technical State University

**BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE MEETING**

Friday, September 21, 2012

Presiding: Dr. Stanley Allen, Interim Chair

Minutes

The Human Resources Committee of the Board of Trustees convened on Friday, September 21, 2012 at 11:00 AM with Dr. Stanley Allen, presiding.

Roll Call revealed the following:

Present:

Mr. Al Lineberry, Jr., Chair
Dr. Stanley Allen, Interim Chair
Mr. Willie Deese
Mrs. Janice Bryant Howroyd

Absent:

Mr. Emerson Fullwood

Others Present:

Ms. Linda R. McAbee, Vice Chancellor for Human Resources, Liaison
Dr. Charles Waldrup, General Counsel
Mr. Linc Butler, Assistant Vice Chancellor for Human Resources
Ms. Sylvia Anderson, Director, Employee Relations and Affirmative Action Officer
Mr. Maurice Warren, Human Resources IT Systems Manager
Ms. Gwen Evans, Classification and Compensation Analyst
Ms. Mary E. Wright, Executive Assistant

Dr. Stanley Allen welcomed everyone at 11:00 AM by calling the meeting to order and roll call. The minutes were reviewed; a motion for approval was advanced and seconded; and unanimously approved. The meeting was yielded to Ms. McAbee, Committee Liaison. The following updates were given:

PeopleAdmin Implementation Update

PeopleAdmin, version 5.8, is the applicant tracking system currently used for recruiting SPA positions only. The Division of Human Resources has received approval and is will initiate the implementation plan to upgrade to version 7.0, **effective October 22, 2012**, including the

following system enhancements. The implementation of the upgrade and enhancements will take approximately fourteen (14) weeks from kick-off through roll-out, with a targeted completion date of February, 2013.

System Enhancements:

- Include EPA Non-Faculty and Faculty positions and upgrade SPA to PeopleAdmin7 service which includes significant enhancements for HR users, university at large users (e.g. hiring managers) and applicants
- Creation of a separate EPA Non-Faculty and Faculty position type including specific workflows, application and search committees with online ranking for committee members and criteria management; modern streamlined interface is intuitive even for infrequent users with easy access to ad-hoc reporting on applicants and postings
- Upgrade includes On-boarding module for automated new-hire checklist to ensure consistent process is followed for all employees; HR can view status to ensure no one falls through the cracks

2012-2013 Salary Administration Guidelines' Process

Salary Adjustment Guidelines:

The 2012 General Assembly ratified the FY' 2013 budget bill which provided an across-the-board 1.2% Legislative Salary Increase (LSI), effective July 1, 2012, for all permanent full and part-time employees subject to the State Personnel Act (SPA).

The UNC Board of Governors approved salaries in effect June 30, 2012 for all eligible permanent **EPA Faculty and EPA Non-Faculty (EPA)** employees to be increased by 1.2% across-the-board, subject to the following exclusions:

- No increase for employees hired on or after January 1, 2012.
- No increase for employees who have been given notice of discontinuation, or non-renewal of appointment.

The Executive Leadership of North Carolina A&T State University, consistent with the BOG's authorization, approved an additional 1.2% pool to be utilized for outstanding merit and market-based equity adjustments for EPA employees.

The approved Senate Bill 187 provides five (5) days of one-time additional leave for all leave-earning permanent employees (EPA Non-Faculty and SPA). Leave will be prorated for part-time permanent employees or those who earn leave and who work less than twelve (12) months annually.

Implementation Procedures:

SPA – Employees covered by the State Personnel Act (SPA)

- Used the **Salary Planner module of Banner** to identify eligible employees and project salary increase scenarios
- Allocated 40 hours “Special Leave” to eligible employees in Banner and Self Service Banner for approval, tracking/monitoring and reporting
- **Pay date for increases was August 31, 2012, retroactive to July 1, 2012**

Key implementation dates to administratively process the EPA salary adjustments for FY’ 2012-2013 in BANNER HR/Payroll:

Date	Action
August 23 rd	Guidelines memorandum distributed following Cabinet approval
August 31 st	Recommended increases by Deans submitted to the provost for preliminary review/approval. Please use the attached spreadsheet to submit your recommended increases.
September 5 th	Provost and Vice Chancellors submit recommended increases to Vice Chancellor, Business and Finance. Please use the attached spreadsheet to submit your recommended increases.
September 10 th	Final approvals by Chancellor Harold L. Martin, Sr. Approved increases submitted to EPA Salary Administration for processing in Salary Planner.
September 17 th	Salary Planner uploaded into BANNER HR/Payroll by Division of Human Resources.
September 18 th	Monthly payroll processing begins.
September 28 th	Pay date for increases, retroactive to July 1, 2012.
September 21-26, 2012	EPA employee salary increase confirmation letters will be distributed

Strategic Resource Allocation Staffing Model Timeline

Objective:

Develop a workforce planning strategy to ensure alignment of resource allocation (human capital and fiscal) with the strategic goals of the University.

Methodology:

Office of Budget and Planning in partnership with the Division of Human Resources is performing a detailed budget analysis.

Division of Human Resources’ completed staffing analysis for EPA Non-Faculty and SPA employees, based upon the following factors, effective June 30, 2012:

- By University, Division and Department
- Job Category (JCAT)

- Budgeted FTEs
- Budgeted Salaries
- Budgeted Vacant FTEs
- Budgeted Lapsed Salaries

Timeline:

- August 3, 2012 In conjunction with the Vice Chancellor for Business and Finance, presented objectives and methodology at Board of Trustee’s Retreat
- August 29, 2012 Collaborated with Office of Institutional Research to confirm preliminary model design specifications
- September 1-30, 2012
 - Benchmark UNC System peer institutions
 - Design and test “best practice” staffing budget model
- October 15, 2012 In conjunction with Business & Finance and Institutional Research, present resource allocation staffing model “prototype” to Chancellor Harold L. Martin, Sr. for review and any applicable revisions

**Delegated Authority from General Administration
for Research and Instructional Positions**

Delegated Authority grants an agency or university the independent authority to make salary administration and classification decisions locally without prior approval from a central governing body

Two types of delegated authority

- **Office of State Personnel – SPA Classifications**
- **Board of Governors – EPA Instructional and Research designations**

Office of State Personnel (OSP) – Effective June 1, 2012, OSP granted additional delegation of authority to the University for 42 additional SPA classification titles

The University now possesses the highest level of delegated authority possible in these functional areas (Equal to the level of delegated authority currently possessed by UNC Chapel Hill and NC State)

UNC Board of Governors – The University has submitted a formal request for delegated authority for EPA Instructional and Research designations, based upon the University’s level of research funding

DHR Policies' Revisions

Ms. Sylvia Anderson gave an update on the revised HR policies that have been approved by the Chancellor's Cabinet:

Senate Bill 781 – Regulatory Reform Act of 2011

- In its 2011-2012 Session, the North Carolina General Assembly ratified Senate Bill 781 which made numerous changes to § 150B – the Administrative Procedures Act.
- These changes affected the Contested Case procedures administered through the North Carolina Office of Administrative Hearings.
- Contested Cases filed with the North Carolina Office of Administrative Hearings *on or after January 1, 2012* will have the Administrative Law Judge issuing the Final Decision.

The State Personnel Commission no longer renders final decisions in contested case hearings appealing final agency decisions.

All references for appeal to the State Personnel Commission were deleted.

The following policies were revised to reflect the change in the appeal of the final agency decision.

- SPA Medication and Grievance Policy
- Sexual Harassment Policy
- Racial Harassment Policy
- Unlawful Workplace Harassment Policy

DHR Business Processes Redesign and Training

Through collaboration with various campus administrative offices (EPA Salary and Budget Administration, Budget Office, Contracts and Grants, Purchasing Office and campus users), the following DHR business process enhancements have been implemented to ensure enhancement in the following areas:

- Ease of access to customers
- Consolidation of multiple forms (reduced 12 forms into 5)
- Accuracy and timeliness in the processing of personnel actions and reporting data
- Efficiency of workflows and business processes

During the month of July, Division of Human Resources staff facilitated 11 training sessions on the new business processes and forms, consisting of a total of 340 attendees

- Seven (7) targeted training sessions for departments, schools, and colleges with high submission rates

- Four (4) open-forum training sessions for other campus users

Online training and instructions have been posted to the DHR website in key, easy to find areas for future reference (Manager's Toolkit, related employment units, etc.)

Ongoing feedback is being solicited from key campus stakeholders to refine processes and usability of the new forms

Closed Session

Dr. Charles Waldrup, General Counsel, proceeded with providing the language for the motion to move into Closed Session, in accordance with N.C.G.S. 143-318-11. A motion was advanced by Dr. Stanley Allen, seconded by Mr. Willie Deese and unanimously carried. The committee moved into Closed Session.

The motion to end Closed Session was advanced by Dr. Stanley Allen, seconded by Mr. Al Lineberry and unanimously carried.

With no further business, the meeting was adjourned at 12.31 p.m.

Recorded by:

Mary E. Wright, Executive Assistant