

North Carolina Agricultural and Technical State University

**BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE MEETING**

Alumni-Foundation Event Center, Room 103
Friday, February 22, 2013

Presiding: Mr. Al Lineberry, Jr., Chair

Minutes

The Human Resources Committee of the Board of Trustees convened on Friday, February 22, 2013 at 11:00 AM with Mr. Al Lineberry, Jr., presiding.

Roll Call revealed the following:

Present:

*Mr. Al Lineberry, Jr., Chair
Mr. Willie Deese*

Absent:

*Dr. Stanley Allen
Ms. Janice Bryant Howroyd
Mr. Emerson Fullwood*

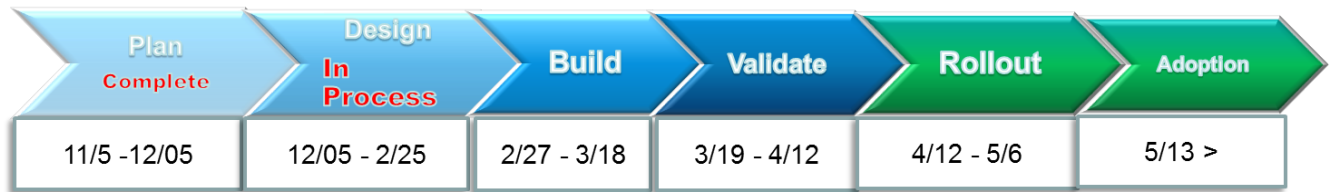
Others Present:

Ms. Linda R. McAbee, Vice Chancellor for Human Resources, Liaison
Dr. J. 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. Mary E. Wright, Executive Assistant

Mr. Al Lineberry, Jr., Chair, 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 by Mr. Al Lineberry and seconded by Mr. Willie Deese, 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. We are in the implementation stage of migrating to the more enhanced version of 7.6.



Banner HR/Payroll Reporting Capabilities

Preeminence 2020 – Strategic Goal 6: Achieve Excellence in Academic and Operational Efficiency and Effectiveness

- **BANNER HR/Payroll “Key Performance Indicators” (KPIs):**
 - Dashboard established between the Shared Services Center @ GA and the University.
 - Performance outcomes for the period of October 1, 2012 – December 31, 2012, reflect compliance with $\geq 96\%$ of the standards.
- **HR Data Mart (collaboration with UNC-General Administration):**
 - This system provides reporting capability out of BANNER HR/Payroll to create “dashboards”, and customized ad-hoc reports relative to human resources’ metrics, e.g. turnover reports, EEO/AA reporting, and reporting workforce demographics, etc.
 - UNC System level reporting is now available through General Administration.
 - Next phase of implementation was initiated in December, 2012 for Compensation and Benefit’s reporting capabilities.

Examples of Standard Reports:

- UNC System (17 campuses) standard reporting of HR data
 - Quarterly Increase
 - Budget Resource Allocation
 - EEO/AA Plan Data Analysis
- **WebFocus Reporting Tool:**
 - Dashboard – available for HR and Payroll units to execute reports for personnel data analysis.
 - Management reporting requirements are being developed for HR leadership team.
 - **Human Resources / Payroll Employee Self-Service:**
 - Enhanced BANNER HR/Payroll “Employee Self Service” (SSB) to include access to electronic W-2s for all employees, effective January 1, 2013.
 - Approximately 800 employees (26%) elected this option within a two (2) week open enrollment period and resulted in the following:
 - Reduced expenses
 - Reduced time and effort
 - Increased customer service

Workforce Planning and Development

Preeminence 2020 – Strategic Goal 1: Intellectual Climate: Create an intellectual climate that encourages the creative exchange of ideas and increases the quality of the professional environment.

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

Strategic Resource Allocation Staffing Model

- Academic Units
 - The Enrollment Growth Funding Model determines the amount of funding an institution is subject to receiving.
 - The model calculates the number of faculty positions necessary based upon the student credit hours and can be further detailed at the College and School level.
 - Academic Affairs leadership will perform this analysis over a three-year period as an initial basis of determining the allocation of reduction.
 - Reductions will no longer be allocated at the same rate for all units.

- Administrative Units
 - The Enrollment Growth Funding Model does not provide an indicator of staffing levels.
 - Currently, there are no UNC System models that provide a basis of comparisons.
 - Institutions do not have a meaningful basis for determining potential areas of additional investment and inefficiencies.
 - Human Resources and Institutional Research partnered to create an Administrative Funding Model.
 - The team obtained faculty and staff personnel data of our UNC System Peers from the UNC System personnel system, (UNC-G, UNC-C, ECU).
 - For comparative purposes, the Health System personnel from East Carolina were excluded (with the exception of the Undergraduate Nursing Program).
 - All positions were divided into Job Category (e.g., Executive Administrators, Faculty, Fiscal Affairs Professionals, Office/Clerical Staff & Managers, etc.)
 - These data have also been detailed by Division for each Vice Chancellor and will be used as a basis of allocating reductions.
 - Divisions with staffing levels in excess of peer averages may be subject to greater reductions than those at or below peer averages.
 - The recommended administrative reductions will be approved by the chancellor and communicated to respective Vice Chancellors.

Policy Update – Workplace Violence

Purpose: The purpose of the policy is to maintain a workplace free of violence and to emphasize to employees that any acts of violence as defined within the definitions section of the policy is prohibited and any perpetrators of violence will be held accountable.

Objective: It is intended that all useful management tools be employed to accomplish the dual purpose of reducing the effects of violence on victims and providing consequences to those who perpetrate violence. It is also intended that management utilize available resources such as the Employee Assistance Program (EAP), law enforcement, and applicable personnel policies and procedures.

Implementation Plan:

- Cabinet – Fall, 2012
- Faculty Forum – Fall, 2012
- Staff Senate – Fall, 2012
- Administrative Council – Spring, 2013
- Division of Human Resources Website – Spring, 2013

Division of Human Resources New Hires:

- Mrs. Amy Braun – Classification and Compensation Analyst
- Director of CLOE – Narrowed down to two (2) finalist
 - Start Date: Approximately March, 2013

Closed Session:

Dr. J. Charles Waldrup said a motion would be needed pursuant to and as prescribed by N.C. G.S. 143-318-11 to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the “General Statutes.” Mr. Al Lineberry entertained a motion to move into Closed Session. A motion was advanced, seconded and unanimously approved. The committee moved into Closed Session.

Open Session:

A motion advanced by Mr. Al Lineberry to move into Open Session was seconded by Mr. Willie Deese, and unanimously approved. The committee moved into Open Session.

With no further business, Mr. Al Lineberry, Jr., declared the meeting adjourned at 12:53 p.m.

Recorded by:

Mary E. Wright, Executive Assistant