

North Carolina Agricultural and Technical State University

**BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE MEETING**

Alumni-Foundation Event Center, Room 103
Friday, February 21, 2014

Presiding: Mr. Spence Broadhurst, Acting Chair

Minutes

The Human Resources Committee of the Board of Trustees convened on Friday, February 21, 2014, at 10:05 AM with Mr. Spence Broadhurst presiding.

Roll Call revealed the following:

Present:

Mr. Spence Broadhurst

Mr. Willie Deese

Ms. Janice Bryant Howroyd

Guest:

Mr. James Griffin (Chair, Staff Senate)

Provost Joe Whitehead

Absent:

Mr. Tim Rice

Mr. Emerson Fullwood

Others Present:

Ms. Linda R. McAbee, Vice Chancellor for Human Resources, Liaison

Dr. J. Charles Waldrup, General Counsel

Ms. Sylvia Anderson, Interim Assistant Vice Chancellor for Human Resources

Dr. Eric Gladney, Director, Center for Leadership and Organizational Excellence

Mr. Maurice Warren, Human Resources IT Systems Manager

Ms. Mary E. Wright, Executive Assistant

Mr. Spence Broadhurst, Acting Chair, welcomed everyone at 10:05 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:

STRATEGIC PRIORITIES PROGRESS REPORT

Strategic Priority 5.0, 1.0: Workforce Development & Student Success “Key Milestones”:

- **Objective:** Optimize the performance of the University's workforce through strategic investment in human capital.
- **Workforce Development:**
 - Leadership development sessions (Leadership Development/Organizational Development & Compliance Management) for Department Chairs. Sessions are planned for March – May 2014.
 - Successfully completed the Fall '13 University-wide Professional Development course offerings for Faculty and Staff. Evaluative survey score is 4.6 based on a scale from 1 to 5. Spring '14 course offerings are currently underway.
 - Facilitated customized professional development workshops for the following:
 - The Graduate School
 - School of Nursing
 - Business Affairs
 - College of Arts & Sciences
 - School of Education
 - The College of Engineering
 - Completed succession planning model and developed preliminary talent profile, & decision-making matrix for approval.
- **Student Success:**
 - Completed internal assessment of our student employees (range of pay, types of jobs currently being offered and departments that utilize student employment)
 - Approximately 750-800 undergraduate student employees including peer mentors/tutors, research assistants, office assistants, etc.
 - Undergraduate Student hourly rate is \$9.71 per hour
 - Departments with greatest utilization of undergraduate student employees include College of Engineering, Honors Program (tutors) and Housing, etc.
 - Approximately 500 Graduate Teaching Assistants, Research Assistants and Graduate Housing Directors
 - Graduate Student average salary of \$5,600 per semester
 - Departments with greatest utilization of graduate student employees include Engineering, Biology, Agriculture and Environmental Sciences and Chemistry
 - Benchmark industry “best practices” for student employment services, including:
 - UNC Greensboro
 - UNC Charlotte
 - Duke University
 - Clemson University (Aspirational Peer)
 - Elon University
 - Georgia Southern
- **Compliance Update:**
 - VEVRAA 503 Rule

- EEO Plan
- Peoplefluent: PayStat (Faculty Salary Equity Study)

UNIVERSITY KEY ADMINISTRATIVE POSITION'S RECRUITMENT

- **Active Searches:**
 - Vice Chancellor for University Advancement
 - Vice Chancellor for Information Technology and CIO
 - Chief of Staff, Chancellor's Office
 - Vice Provost for Academic Affairs and Undergraduate Programs
 - Dean, School of Business and Economics
 - Associate Vice Chancellor, Alumni Affairs/Executive Director
 - Associate Vice Chancellor, Development
 - Assistant Vice Chancellor, Budget and Finance
 - Assistant Vice Chancellor, Human Resources

BENEFITS OPEN ENROLLMENT METRICS

Vice Chancellor McAbee gave an overview of the 2013 – 2014 enrollment trends for the following plans:

- **State Health Plan Enrollment**
- **NC Flex Plan Enrollment**

UNIVERSITY STAFF RECOGNITION PROGRAM

Goal 4: Entrepreneurial Spirit and Civic Engagement: Enhance an entrepreneurial spirit that intentionally engages university and community partners to expand economic development and civic engagement.

- **Purpose:**
 - The committee's charge is important to the development of a program that meets the needs of employees, that is fair and that provides an opportunity to recognize and reward their efforts and accomplishments.
 - A recommendation should come from the committee on award eligibility, award criteria, method of employee nomination and selection, and the types and frequency of awards to recipients.
- **Charge:**
 - Evaluate UNC Board of Governor's peer institution "best practices" for employee recognition.

- Develop an employee recognition program to acknowledge significant accomplishments, including service awards for EPA Non-Faculty and SPA employees at North Carolina A&T State University.
 - Launch first recognition initiative during Spring 2014.
- **Committee Members:**
- Ms. Sylvia Anderson, Director of Employee Relations/Affirmative Action Officer
 - Ms. Sharon Mitchell, Administrative Support Associate
 - Mr. James Griffin, Chair, Staff Senate
 - Mr. Marc Williams, Deputy General Counsel
 - Ms. Angela Peterson, Associate Vice Chancellor for Campus Enterprises
 - Mr. Carey Baldwin, Director, Physical Plant
 - Ms. Gwendolyn Sanders, Executive Assistant
 - Dr. Ruth Phillips, Health Professional/Wellness Coordinator
 - Dr. Tracie Lewis, Director of ITS and Distance Education
 - Ms. Sandra Brown, Director of Publications

DIVISION OF HUMAN RESOURCES' PERSONNEL UPDATES

- **New Hires:**
- **Ms. Shanda Woods – Leadership & Organizational Training Specialist**
Start Date: December 9, 2013
 - **Ms. Shakina Dillard – Position Management Specialist**
Start Date: January 1, 2014

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. Spence Broadhurst entertained a motion to move into Closed Session. A motion was advanced by Mr. Willie Deese and seconded by Ms. Janice Bryant Howroyd, and unanimously approved. The committee moved into Closed Session.

Open Session:

A motion advanced by Mr. Spence Broadhurst 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. Spence Broadhurst declared the meeting adjourned.

Minutes recorded by:
Mary E. Wright, Executive Assistant