

North Carolina Agricultural and Technical State University

**BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE MEETING**

Alumni-Foundation Event Center, Room 103
Friday, April 25, 2014

Presiding: Mr. Tim Rice, Chair

Minutes

The Human Resources Committee of the Board of Trustees convened on Friday, April 25, 2014 at 10:00 AM with Mr. Tim Rice, presiding.

Roll Call revealed the following:

Present:

Mr. Tim Rice, Chair

Ms. Janice Bryant Howroyd

Mr. Willie Deese

Mr. Emerson Fullwood

Guest:

Mr. James Griffin (Chair, Staff Senate)

Absent:

Spence Broadhurst

Others Present:

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

Dr. J. Charles Waldrup, General Counsel

Ms. Sylvia Anderson, Director, Employee Relations and Affirmative Action Officer

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

Mr. Maurice Warren, HR Information Systems Manager

Ms. Mary E. Wright, Executive Assistant

Mr. Tim Rice, Chair, welcomed everyone at 10:00 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:

STRATEGIC PRIORITY WORKFORCE DEVELOPMENT & STUDENT SUCCESS

Department Chair Leadership Development:

- Planned and facilitated our Summer '13 Chairs' retreat which provided Chairs with Leadership and Professional Development best practices that supported the design & implementation of their strategies for student recruitment & retention as well as the related outcome metrics.

- Worked collaboratively with the Provost to design monthly customized Leadership Development workshops for our Chairs.
 - Areas of course content will focus on: **Leadership Development, Compliance Management, Budgeting & Operational Management, and Workforce Planning.**

Professional Development:

- Our 2013 – 2014 Professional Development offerings consisted of 50 courses which supported over 600 employees that targeted five (5) areas which are designed to enhance workforce development capabilities:
 - Organizational Culture
 - Diversity
 - Organizational Development
 - Policies
 - Leadership
- Our evaluative survey feedback from our customer was 4.8 based on a scale from 1 to 5.
- We successfully delivered customized professional development workshops for The Graduate School, The School of Nursing, the School of Education, The College of Engineering, The College of Arts & Sciences, Student Affairs, Admissions, and The Department of Financial Aid.

Succession Planning:

- Introduced the concept of Succession Planning for the University.
- Committed to developing a plan aligned with the strategic workforce development priority of the University.

Student Success:

- **GOAL: Enhance the undergraduate and graduate student employment services at North Carolina A&T State University to:**
 - Align with expected student learning outcomes.
 - Provide opportunities to support the financial obligations of students in an intellectual climate.
 - Support professional development relative to career and graduate education readiness.
 - Create ease of access via preferred student business processes and University systems.
 - Integrate student employment into the workforce and budget planning process annually, including infrastructure requirements such as establishment of salary ranges, posting requirements, evaluation processes, etc.

Student Success Deliverables:

- **Policy Development** to include eligibility criteria, types of assignments available, and learning outcomes.
- **Infrastructure Design** to include accountability for tracking, monitoring, reporting, and compliance.
- **Design of Student Employment Service Program Components** (e.g. applications, evaluations, postings, and recruitment and selection criteria).
- **Systems Configuration** and the development of the marketing/communications strategy.

AFFORDABLE CARE ACT

I. Affordable Care Act Overview:

- **Employer Mandate for January, 2015**
 - The employer-responsibility provision will require businesses with more than fifty (50) full-time equivalent (FTE) employees, to provide an adequate level of affordable health insurance coverage to those employees and students working thirty (30) or more hours per week, or pay a penalty.

Exclusions:

- (1) Part-time employees (<30 hrs. per week)
- (2) Seasonal employees (<120 days per calendar year)
- (3) Students under federal or state-sponsored work study programs

Penalty:

- \$3,000 per employee, with the first eighty (80) employees exempted

II. Key Strategic Considerations for Compliance:

- UNC System is seeking legislative-authority to create a pilot healthcare program that will save an estimated \$2,000 or more vs. coverage under current State Health Plan @ \$5,400 per employee.
- Continue with current work force plan relative to number of temporaries and work schedules equal to or greater than thirty (30) hours per week.
- Reduction of work schedules for all temporaries to less than thirty (30) hours per week – excluding adjunct faculty.
- Eliminate Temporary Staffing.
- Continue labor management review and approval oversight by the Budget Advisory Committee (BAC).

III. Financial Impact (*refer to attached Financial Impact Analysis*):

- Discussed the confidential financial impact analysis of implementation of the ACA employer mandate, effective January 1, 2015.

OFCCP Final Rule

- IV. On August 27, 2013, the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) announced a Final Rule that makes changes to the regulations implementing the Vietnam Era Veterans' Readjustment Act, as amended (VEVRAA) and Section 503 of the Rehabilitation Act of 1973.
- V. OFCCP revised the VEVRAA and Section 503 regulations to update and strengthen contractors' affirmative action and nondiscrimination responsibilities.
- VI. The Final Rule became effective **Monday, March 24, 2014**.

VII. Highlights of the Final Rule:

- Establishes an annual hiring benchmark for veterans and individuals with disabilities.
 - Hiring Benchmarks: Veterans (8%), individuals with disabilities (7%)
 - Requires annual data collection and analysis for veterans and individuals with disabilities.
 - Requires contractors to invite applicants to self-identify at the pre-offer and post-offer.
 - Provides that all jobs must be listed with the State or Local job service.
 - Contractors will utilize hiring benchmarks for veterans and individuals with disabilities to serve as a measure of success for outreach and recruitment efforts.
 - Incorporates an **EO clause** in all subcontracts.
- **NC A&T Implementation Milestones:**
 - "Universal" hiring benchmark established for all contractors for veterans and individuals with disabilities.
 - VETs 100 Report and HR Data Mart will represent data collection sources.
 - In addition to "pre-offer" applicant self-identification in PeopleAdmin, "post-offer" self-identification will be required in the onboarding process.
 - Notification sent to Contracts & Grants, Office of Legal Affairs, Division of Business & Finance and the Division of Research and Economic Development, informing of the requirement to incorporate EO clause in all subcontracts, effective March 24, 2014.
 - Continue current process of listing all jobs with NC Employment Commission.
 - Enhance targeted recruitment efforts focused on veterans and individuals with disabilities.

STATE OF NORTH CAROLINA MEDIATION AND GRIEVANCE POLICY

- VIII. House Bill (HB) 834, Modern State Human Resources Management, was signed into law on August 21, 2013.
- IX. HB 834 established a standard, uniform grievance policy for all state agencies and universities.
- X. The Employee Grievance Policy becomes effective for all universities, May 1, 2014.
- XI. Streamlined grievance process.

- XII. It is the policy of the University of North Carolina that the grievance process exists to allow for prompt, fair and orderly resolution of disputes arising out of employment. The University of North Carolina has therefore adopted the Grievance Policy to further these goals as approved by the State Human Resources Commission.
- XIII. **NC A&T Implementation Milestones:**
- Provide procedural consistency across The University of North Carolina System by adopting a standardized policy.
 - Ensure employees have access to an internal process to address grievable issues timely, fairly, cost effectively and without fear of reprisal.
 - Resolve workplace issues efficiently and effectively.
 - Consolidates grievable issues previously covered under the Unlawful Workplace Harassment Policy.
 - Current University Unlawful Workplace Harassment Policy will become obsolete, effective May 1, 2014.
 - **March 24, 2014:** OSHR, UNC-GA NC A&T (Division of Human Resources, Office of Legal Affairs and the SPA Mediation & Grievance Committee) joint training session
 - **April 1-30, 2014:** SPA Employee Communications Roll-out

UNIVERSITY RECOGNITION & AWARDS PROGRAM

- XIV. North Carolina Agricultural and Technical State University's **Recognition & Awards Program** (*University Employee Recognition & Awards Program*) serves to highlight the excellence that exists in all areas and job functions across the university by rewarding the accomplishments and achievements of the permanent, full-time SPA and EPA Non-Faculty employees of NC A&T – excluding executive administrators (Senior Academic Administrative Officer, Tiers 1 and 2). Nominees for awards must have five (5) consecutive years of service with NC A&T as well as meet the respective criteria for selection.
- XV. Across the NC A&T campus, employees are nominated by their respective college, school or division. These nominees are then submitted to the University Awards Committee to determine the five (5) university-level winners (a maximum of one (1) winner per award). All nominees are invited to attend a banquet where the five (5) award winners receive a plaque along with a check for \$1,000.
- XVI. The five awards for which employees may be nominated are listed below:
- **University Award for Excellence in Leadership**
 - **University Award for Excellence in Teamwork**
 - **University Award for Excellence in Performance**
 - **University Award for Excellence in Customer Service**
 - **The Aggie Pride Award (Going the Extra Mile)**

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

Open Session:

A motion was advanced, seconded and unanimously approved to move into Open Session.

With no further business, Mr. Tim Rice, declared the meeting adjourned.

Recorded by:

Mary E. Wright, Executive Assistant