Human Resources Liaison Minutes
Thursday, March 21, 2019
3:00 – 4:30, FSC, Wrightsville Beach Rm 2017

• Welcome/Introductions  
Liz Grimes
Liz welcomed everyone to our first meeting in the FSC Wrightsville Beach Room. She explained now that HR has moved to their new building, the Administrative Annex, we will be meeting here in the Fischer Student Center. She encouraged all attendees to let HR know if this room, and the set-up, meets their needs or if they have other suggestions for a meeting room. Feel free to email Mary Browning with your ideas.

• Classification & Compensation  
Cathi Willoughby
- Cathi introduced her two new C&C Consultants, Fran Hewett and Danielle Aldrich.
- Now that C&C has two new consultants, Cathi has created a new client based assignment list which she distributed to the attendees (see below). Each department will have a dedicated classification and comp consultant. Please refer to the handout to determine your consultant.

• Payroll/Benefits  
Patti Hale
- SHP Clear Pricing – Patti discussed the new State Health Plan (SHP) Clear Pricing that is being introduced to the state employees in the near future. Beginning January 2020, the Plan will pay providers based on a percentage above Medicare, plus an average profit of 77%. For further details about this plan, you can visit the SHP website and also the State Employees Association of North Carolina’s website. More details will be coming soon.
- Blue Connect – Patti discussed the Blue Cross Blue Shield of NC Blue Connect program which offers tools to make health care easy and more manageable. Through this program one can obtain your coverage details, view expenses, provides comparable ratings and costs of providers, offers wellness discounts, etc. Please visit their website at https://www.bluecrossnc.com/blue-connect-tools and start on the road to being a good health care consumer.
- A reminder to academic departments: if you have faculty who are leaving, please contact Kim Roughton so that she will have a heads up on what paperwork to expect at the end of the semester.
- Locator Report – please run a Locator Report for your departments on a regular basis to make sure all information is correct for each employee. You can access your Locator Report via SSRS. After you log onto the SSRS system, click UNCW Reports, then click Locator Report and enter your org number.
Employee Leadership, Learning and Engagement

- Full Cycle Performance has two important dates coming up: April 30 when employees’ appraisals are due and May 31 when their goals are due. Please start to prepare for these dates so you can submit your Full Cycle Performance on time.
  - To help with appraisals, the following consultants are available:
    - Olivia Cunningham (resource for non-supervisory employees as well as coaching);
    - Molly Nece (resource for leaders of people as well as coaching);
    - Michel Shackelford (resource for all employees re: Full Cycle On-line).
- The ELLE team is also available to come to your staff meeting or retreat to discuss ELLE’s learning, community service and recognition programs and services. Please use the handout (see below) and share it with others to help employees build their Talent Development Plan.

Talent Acquisition

- Jennifer introduced the newest member of the Talent Acquisition team, Jessica Ludwick. Jessica is the new EHRA Recruitment & Employment Specialist on the team.

General Announcements

- Denise Melvin with the Cultural Arts Program encouraged faculty and staff to take advantage of the $10 tickets for various events offered through the Cultural Arts Program. (The faculty/staff event ticket discount is limited to two tickets.) She talked about a few of the upcoming events and encouraged all to get tickets early while the seat selection is good. Please visit their website https://uncw.edu/arts/ for further details.

Next Meeting

- Our next HR Liaison meeting will be Thursday, May 16, from 3 – 4:30 pm in the FSC Wrightsville Beach Room (Rm. 2017). An Outlook notification will be sent out in the near future.

Meeting adjourned 3:45 pm.

Our next meeting is Thursday, May 16, 2019
3:00 – 4:30pm
FSC Wrightsville Beach Room (Rm 2017)
<table>
<thead>
<tr>
<th>College/Division</th>
<th>AA</th>
<th>AAU</th>
<th>BA</th>
<th>BA - ITS</th>
<th>CAS</th>
<th>CH</th>
<th>CHHS</th>
<th>CSB</th>
<th>SA</th>
<th>UA</th>
<th>WCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs / Provost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Affairs Units</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Affairs - ITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chancellors Division</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Health &amp; Human Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cameron School of Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Affairs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Advancement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Watson College of Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Employee Leadership, Learning & Engagement
of the UNCW Office of Human Resources

We believe every person drives results.
We do this by Engaging, Equipping, Empowering our employees. It's our 3E Promise.
To learn more about HR-ELLE, we would love to join your next staff meeting or retreat!

Our Intention is Retention
- Onboarding and New Employees
- Learning and Talent Development
- Leadership Development
- Performance Management
- Staff Community Engagement and Recognition

Onboarding & Orientation
www.uncw.edu/Onboarding

- Individual & Group Onboarding
- Full Day Orientation
- Onboarding Online (coming this fall in Canvas)
- Learning & Engagement Events
- Giving Flight Signature Program

Learning & Talent Development
www.uncw.edu/D21A

- 8 Signature Programs
- Dare to Learn Academy
- Campus Training Partners
- Talent Agents of Learning
- Talent Development Planning
- Coaching and Consulting
- Team Retreat Facilitation
Career Development

Consulting
- Resume & Cover Letter
- Mock Interviewing

NEW Signature Program
(coming this summer)
- Beginner: Knowledge
- Intermediate: Application
- Advanced: Informational Interviewing, Job Shadowing, or Fellowship

Molly Nece & Olivia Cunningham

Leadership Development

LEAD UNCW
Signature Programs
- Rising Leader
- Crucial Conversations

Coaching and Consulting
Leadership Retreat Facilitation
- Forte Profile
- CliftonStrengths™

Performance Management

Leadership & Employee Workshops
- Full Cycle Performance 101 Basics
- Annual Review Workshop
- Courageous Conversations
- Goal Setting & Calibration

Molly Nece
Resource for leaders of people

Olivia Cunningham
Resource for employees w/o supervisory responsibilities

Full Cycle Online Virtual Tutorials

For Leaders
How to:
- Create a performance plan
- Revise a performance plan
- Create a progress note
- Request peer feedback
- Complete an annual appraisal

Michel Shackelford
Resource for employees with Full Cycle course questions

For All SHRA & EHRA Non-Faculty Employees
How to:
- Acknowledge your performance plan
- View your performance plan
- Confirm your mid-year review
- Complete your self appraisal
- Create and view progress notes

www.uncw.edu/go/lead
Recognition & Engagement

Employee Recognition
- Kudos
- Service Awards
- Staff Award for Excellence

Service Weeks
- 24 hours in 7 days (December)
- Spring Break Service Week (March)
- NEW Summer Service Week

Staff Community Engagement
Retreat Consulting

Our Intention is Retention

Employee Leadership, Learning & Engagement

Our purpose is to engage, develop and recognize employees as UNC Wilmington's talent continues to grow more inclusive and diverse than ever before.