University of North Carolina Staff Assembly		Human Resource Diversity & Benefits Committee July 27, 2012
Committee Chairman Danny Nguyen	**Last Meeting Date:** July 26, 2012	**Delegates in Attendance** Eric Morris, David Enblom, Sharon Mitchell, Daphine Richardson (excused absence), Chuck Brink, Pernell Bartlett
Next Meeting Date: TBD (future phone conference meeting) **Time:** 12pm – 1pm		

KEY POINTS

- HRBD committee has been working on researching best practices for personnel benefits from around the nation (e.g. peer institutions, private corporations, state government, etc.) and adding our research to the "Best Practices update.doc" file that Pernell Bartlett provided on May 31, 2012
- HRDB committee was tasked with reading the Best Practices document and finalizing (e.g. grammar, spelling, format, etc.) the document once the Chairs committee had completed their research and created a final draft of the "Best Practices update.doc"
- Upon reviewing the Best Practices document, several sections were noted as missing information
- HRDB members were individually assigned, by the Chair, several sections to research and review from the "Best Practices update.doc" on June 11, 2012
- Deliverables from the HRDB assignment were due on July 20, 2012, but an email from Pernell Bartlett indicated that our committee should stop collecting data and wait for a discussion about working jointly with the Chairs Committee on the Best Practices document
- HRDB members sent whatever research they had done on Best Practices to the HRDB list serve for review prior to our July 26, 2012 conference call meeting
- Danny Nguyen contacted the NC Office of State Personnel to find the raw data for the 2012 OSP Compensation & Benefits Report
- Chris Clemmons, Human Resources Consultant from NC Office of State Personnel provided the HRDB committee with lots of raw data and contacts for future personnel benefits research. The raw data was sent as attachments to the HRDB email list and the contact information for HR specialists in OSP is provided below:
    - Contact information for NC Office of State Personnel
        - Chris Clemmons, Human Resources Consultant, Classification & Compensation (919-807-4843)
        - Nancy Astrike, Human Resources Consultant, EEO & Diversity (919-807-4814)
        - Lynn Floyd, Human Resources Consultant, Recruitment, Selection, and Salary Administration (919-807-4835)
- HRDB committee met over phone conference from 12:00pm to 1:00pm on Thursday, July 26, 2012 to discuss the findings from our research. During our meeting we discussed difficulties while performing the research, lessons learned, resources for information, and the strategy for moving forward.
    - Difficulties:
        - Lots of information to sort through, not all content was on the web
        - Not enough content or detail for certain topics
    - Lessons learned
        - There are lots of subsections to each section listed in the OSP Personnel Manual that we need to decide upon researching or not
        - The rights and benefits of Texas state employees may be a good area for us to do further research in terms of collective bargaining and being a "right-to-work" state
        - Pernell Bartlett would like to see the HRDB committee focus on finalizing the document and hold off on researching the information, since the Chairs committee has been tasked to do that
        - Pernell Bartlett is mainly interested in identifying "low-hanging fruits" or cost neutral suggestions (e.g. action items that don't require a legislative vote to change) for personnel benefits best practices, but also would like to note any other "wish-list" items for the future as well
        - Pernell Bartlett has sent the Best Practices document back to the Chairs committee for revision because there was confusion about what was a best practice versus a recommendation. Campuses will review their original submission and then update their sections.
    - Resources for information:
        - OSP Human Resources Consultant employees
        - OSP Compensation & Benefits Report 2011
        - OSP Compensation & Benefits Report 2012
        - NC General Statute 116
        - NC General Statute 126
        - List of peer institutions document
        - OSP Personnel Manual

- Next steps
  - Need to meet with Pernell Bartlett to discuss the HRDB committee working jointly with the Chairs Committee on the Best Practices document
  - HRDB individual members are to contact the appropriate campus Chair that is working on a section that they were assigned to provide any additional information that they found in their research to the campus Chair
  - HRDB committee will wait for the final draft of the Best Practices document from the Chairs committee before continuing to edit the document
  - HRDB individual members are invited to keep researching personnel benefits best practices on their own if they would like, and then relaying that information to the appropriate campus Chair

RECOMMENDATIONS AND RATIONALE

RECOMMENDATION	RATIONALE
Meet with Pernell Bartlett after the next UNC Staff Assembly meeting to discuss working jointing on the Best Practices document	Prevent duplicate work

ITEMS REQUIRING DELEGATES ASSISTANCE

Item	Action Items	Contact(s)	Due Date
1.	Decide upon final template for Best Practices document	Pernell Bartlett	TBD
2.	Decide upon depth of research for each section in the Best Practices document	Pernell Bartlett	TBD
3.	Establish roles and responsibilities between HRDB committee and the Chairs committee on the Best Practices document	Pernell Bartlett	TBD
4.			
5.			

ADDITIONAL INFORMATION:

Attach any additional information such as resolutions, templates, forms.