

Cooperating Raleigh Colleges (CRC)

HUMAN RELATIONS OFFICERS COMMITTEE MEETING

Wednesday, April 3, 2019, 1 p.m.

Shaw University, Estey Hall, President's Conference Room

Committee Chair Lee Wood Presiding

In Attendance: Lee Wood, Director, Human Resources/Title IX Coordinator, Shaw University; Rachel Kiaski, Executive Director for Human Resources, Wake Tech Community College; David Perryman, HR-Employment & Compensation Assistant Director - Talent Solutions, NC State University; Chanda Douglas-Ward, Human Resources Director, Saint Augustine's University; Jenny Spiker, CRC Director.

Opening: Lee welcomed everyone and showed a PowerPoint presentation with background on Shaw University and topics for the meeting discussion with information about how Shaw has dealt with the topics. **See the attached copy of that PowerPoint presentation.**

Discussion Topics on the PowerPoint (See the PowerPoint list for each of these 4 topics.)

- **Annual Drug and Alcohol Awareness – how does everyone provide this to staff/faculty and students (DOE requirement)?**
 - **Additional discussion:** How to get the information out to people on campuses, requirements for signing in to a website, etc. Lee told how Shaw deals with the issue (see his PowerPoint list), and David said NCSU's program is done through email and on a website

- **Clery/Title IX Compliance training – how does everyone provide this and get acknowledgments? This is a requirement that will be heavily reviewed with fines assessed if out of compliance.**
 - **Additional discussion:** They brought up requirements to provide the training and proof that all employees and students are aware of their roles and responsibilities; there are committees and student involvement; and where do Title IX coordinators go for more information? (Benita Clark at Wake Tech can help with Title IX info).

- **DOL new OT rules proposal**
 - **Additional discussion:** Lee gave out two sheets on WHD (Wage and Hour Division) from the U.S. Department of Labor. All the colleges have been tracking those issues. NCSU has had rules to affect post-docs, and their biggest problems are researchers but not teachers. Shaw deals with financial counselors and admissions counselors and has several issues with new laws. Chanda had questions about that. Rachel asked about academic advisers. Saint Aug has salary non-exempt employees. Everyone talked about how their policies related to that. Wake Tech has similar issues with IT employees. Rachel asked if anyone has carved out a separate pay plan for IT positions. David explained the NCSU plan for that. Rachel said they have a hard time recruiting and keeping IT employees. NCSU has same issues. They all think colleges and universities need to figure out ways to sell those jobs at higher ed institutions. Rachel asked if NCSU has figured out ways to hire millennials. They all think that's a challenge: How do you compete with free beer and ping pong? They suggested that maybe they need to invest in the millennials' development and outsourcing.

- **SACSCOC Assessment**

- **Additional discussion:** Shaw has finished its 5-year study and Wake Tech is now doing its 5-year study. How do campuses create the HR part of that? Lee asked Rachel what they're looking at for that question, and she said she'll get back to him with that information.

Additional Discussion Topics:

- **What kind of volunteers do you have in athletics?** Rachel asked this question and then the discussion turned to how HR deals with **all kinds of volunteers**. There are various approaches. Chanda said St Aug has volunteers, but they are not paid. They can't have people not submit paper work and most are in baseball and softball. Sometimes campuses have assistant coaches as volunteers. Wake Tech has a vetting process, and managers must sign for them. Camps are a major part of Wake Tech volunteers. Shaw's volunteers are only allowed in athletics, and they can't drive, help with equipment, practices and coaching. 501(c) nonprofit campuses have forms and Lee showed their forms. All members think the volunteers are hard to keep track of. They also have student workers who can do volunteer like activities. David said one of NC State's concerns is that there is a safety component. Chanda said she is going to have to create an office in athletics to help with the volunteer program.
- **Question about non-exempts.** Everyone needs people for part-time jobs, and they also must think about overtime. Chandra said some of their employees work in the day and then work at the games later. It's hard to figure out the payment rates. NCSU has a problem if an exempt person takes on a non-exempt role. Overtime comes into the situation sometimes at Wake Tech. Some full-time faculty like to have additional jobs instead of hiring adjuncts.
- **Questions about hiring a consultant.** Rachel asked about this. They suggested emailing each other about this and giving names of people who understand it really well.

CRC Announcements: Jenny told them about the three CRC workshops taking place this summer: A **Cyber Security Workshop** at Meredith on June 24th, the **Staff Professional Development Workshop** on July 18th at Shaw University, and the annual **Librarians Workshop** on August 7th at Meredith. She pointed to the handout about presentation proposals for the Staff Professional Development workshop and asked them to get them to people on their campus who may be interested in presenting. The emphasis of that workshop is on staff members of all kinds who are fairly new to higher education positions, and the proposal deadline is April 30th. The committee said it would be good to include IT, HR and Security administrators at the Cyber Security Workshop.

--Submitted by Jenny Spiker