Staff Questions and Administration Responses

Submitted after Summer Staff Forum

1. Question: Is there any plan for the university system to discontinue the Career Banding program?
   
   Answer: Career-banding is the classification and compensation system for SPA employees at the University and for all state employees performing similar kinds of work. It would require an act of the Legislature to discontinue Career Banding. Gov. McCrory has expressed concern about the system so there is a possibility changes will be explored.

   Question: Is there a plan to address salary inequity issues across campus?
   
   Answer: Under current state guidelines salary increases for equity or labor market are prohibited. In spite of that fact, UNCP’s HR department had identified a plan for addressing inequities in salaries on campus. Such corrections, however, require sufficient funding which is currently unavailable. We hope to implement the plan in the future.

2. Question: Does the university have a flower policy on when there is a death in the family of a university employee?
   
   Answer: When the university is made aware of the death of an employee or their loved one, the death is acknowledged as follows:

   - Dish garden or fruit basket
     - Death of Employee’s parent/spouse and/or children
   - Standing Spray
     - Death of Employee
     - Death of Former Employee (that worked 20+ years)
     - Death of Student
   - Sympathy Cards
     - Employees’ siblings’ deaths
     - Former UNCP Friends’ deaths

3. Question: In the Chancellor’s address last fall it was stated that beginning in January some salary adjustments would be made to bring UNCP employee salaries more in line with the overall job market. Where are we in this process?
   
   Answer: Salary adjustments are frozen by the state at this time.

4. Question: Due to high premiums are there options for health insurance providers for University Employees?
   
   Answer: The State of North Carolina provides health care to state employees as written in a state statute. The State Health Plan administered by Blue Cross and Blue Shield is the only option provided by the state. Employees may purchase individual health coverage with any insurance company at their own expense.
5. Question: Why are vacant positions not being filled in some departments, but being added to other divisions?

Answer: The administration is reviewing all new positions being posted. Critical and essential positions will be filled. The remaining vacancies are being held to address possible budget cuts.

6. Question: What type of training is expected of supervisors/department chairs in dealing with employees?

Answer: HR has introduced an annual training program for supervisors which include: EEO Institute, Workplace Harassment for Supervisors, Grievance Policy and Procedures, Family Medical Leave Act, American with Disabilities Act Amendment Act, Fair Labor Standards Act, Conflict Resolution, Customer Service that Wows, Time and Leave, Temporary Employment, and Worker’s Compensation, among others. Some of the training is required, others are optional.

7. Question: Why does UNCP contract out certain tasks when we have staff at the university that address these type of work related issues? (Landscaping, painting, setting up for graduation).

Answer: Because some positions have been abolished in prior budget reductions, we do not have enough staff members to perform some of these activities – especially when projects, such as graduation, must be completed in addition to the staff’s daily workload.

8. Question: Can the appearance of the water feature at the quad be improved and possibly turned into a fishpond?

Answer: The water feature is currently being cleaned and repaired. There are fish in the pond.

9. Question: During his speech in April, Governor McCrory discussed forming strategic relations between K-12, community colleges, and universities. What initiatives has UNCP undertaken?

Answer: UNCP has a strong track record of collaborating with the K-12 and community college system. In fact, one of the School of Education’s objectives is to serve our regional Local Education Agencies (districts or school systems). LEA representatives are engaged through several mediums, endeavors, activities and dialogue and provide professional development opportunities requested by the LEAs.

- The School of Education currently partners with 11 LEAs and one Department of Defense Education Activity (DoDEA). They provide professional development (PD) in various disciplines including leadership, beginning teacher support, support for lateral entry teachers, and literacy workshops for teachers, administrators and curriculum specialists.
- As a result of the Connecticut school incident in late 2012, UNCP sent our professional counseling faculty to conduct workshops and information sessions to teachers, administrators and other para-professionals.
- School of Ed representatives attend monthly regional superintendent meetings, and schedule individual luncheons with area superintendents to discuss relevant professional development needs.
- UNCP hosts one regional Personnel Administrators of North Carolina (PANC) meeting on
campus annually (started in 2012-13).

- UNCP faculty and staff attend, and present when requested, both fall and spring state PANC conferences each year.
- In 2012-13, several workshops were hosted on campus for the North Carolina Department of Public Instruction including a two-day Reading Workshop in the spring for teachers in our region.
- The 6th Annual ‘Drive-in’ Conference for area school counselors and mental health professionals was held on campus in March, and the 2nd Annual Leadership Conference in April for school administrators, central office personnel and other aspiring school leaders.
- Through a grant from the Z. Smith Reynolds Foundation, UNCP supports beginning teachers in select LEAs.
- The School of Education’s administration faculty provided a series of leadership development workshops for Bladen County Schools to their assistant principals and select aspiring teacher leaders.
- UNCP offered two daylong (one in the fall and one in the spring) working sessions for each Praxis II subject area for those seeking to add a content area to their current certification or for lateral entry teachers, who are required to pass Praxis II in their select subject area to gain initial certification.
- This past year, as a result of a demand from the LEAs to increase teachers with Academically Intellectually Gifted (AIG) certification, course offers and locations were expanded by request.

Additionally, UNCP has a strong relationship with our area community colleges. Four UNCP Community College Site Coordinators assist transfer students with advising and ensure that we are meeting the degree demand needs of that particular geographical area. UNCP has Articulation agreements in place with 12 area community colleges to aid in a seamless transition for students who earn an AAS Degree and want to continue their education. Also, we have six RN to BSN Nursing Bridge Agreements in place with area community colleges.

10. Question: Is it possible to shift end of year spending at UNCP to staff equity salary raises?

Answer: No. The year-end spending is “one time” in nature and cannot be used to permanently cover increased salaries - a recurring expense in the operating budget. Additionally, the state government has frozen salary increases.

11. Question: A great deal of emphasis is being put on the importance of transfer students; what specifically are we doing and what resources are being used for this purpose?

Answer: Many representatives from offices across campus (Admissions, Distance Education, Transfer Transition, Advising, Communications & Marketing, etc.) are involved in various task forces designed to develop and implement strategies to increase transfer enrollment. Specific strategies include the following:

- “UNCP Info Sessions” (w/ food/refreshments…etc.) will be offered at our regional community colleges this fall
- Presentations have been and will continue to be given to the ACA (College Transfer Success) classes at regional CC’s
• An On-Campus Counselor Symposium for CC reps will be held this fall
• Two Transfer Student Open Houses will be held in the coming year (Fall ’13 and Spring ’14).
• Admissions hosted and will continue to host several Transfer Fridays throughout Fall/Spring
• Specific “transfer student” brochures and posters are in development
• Previously denied freshman are being targeted to encourage application as transfers
  o Creating a “plan of action” brochure outlining how to transfer to UNCP to mail with denial letter
• Admissions hosted two Transfer Instant Decision Days in July 2013 and will continue these types of events in the coming year
• Improvements have been made to the transfer admissions web page and will continue to be made
• Distance Education (DE) sent out over 4,700 postcards to recent NC community college graduates from approximately 15 community colleges, including primary feeder schools
• DE sponsored a very successful Back to College Open House with the Office of Admissions and several departments at Cape Fear Community College (several students submitted applications that evening). We will continue to expand and host these types of events.
• BIS open-house events were planned and implemented at all DE sites during the month of April
• A process is currently being developed to create articulation agreements in a uniform manner and to create a schedule to update current articulations.
• A dual enrollment agreement with Richmond CC was developed and signed as well as two new articulations with Sandhills CC.
• Many human resources are devoted to transfer student recruitment and service. The following list, although not comprehensive, gives a good idea of staff who are heavily involved in recruiting and serving transfers:
  o An Assistant Director in Admissions has been identified as the transfer lead and is 100% devoted to transfer recruitment
  o Associate Directors in Admissions devote approximately 50% of their time to transfer recruitment
  o DE site coordinators (4) spend a large majority of their time primarily assisting transfer students and meeting with current community college students to assist them with the application process at UNCP. This includes both distance students and those who plan to attend UNCP’s main campus.
  o The School of Education has a teacher recruiter stationed at Robeson CC.
  o The Transfer Transition office has two full-time employees devoted to assisting transfer students. Although their responsibilities are not related to direct recruitment, the services they provide to admitted students can greatly impact our yield and ultimate enrolled numbers and retention rates.

12. Question: Why does it take so long to get interior facilities painted? Are there technology tools UNCP should be purchasing in painting that would make painting tasks easier, faster and more effective?

Answer: Pending

13. Question: Can we be provided a link to the State of NC square footage formula for assignment of Facility Maintenance and Building Tech positions? Is UNCP within the state guidelines?

Answer: Pending