HR Liaisons Meeting

Wednesday, August 4, 2021
Virtual Meeting
1:30 - 3:00 PM
These sessions are not recorded

This presentation will be shared and posted on the [HR website](#)

Live links are included in this presentation

Please stay muted until you want to speak

You may ask questions via Audio or Chat

---

**Audio**
Use menu to change mic/speakers

**Chat**
Speak to all, host, or participant
Welcome

Jeanne Madorin
Associate Vice Chancellor and Chief Human Resources Officer
General Reminders

Electronic Form I-9 & eVerify

• We must make every effort to complete the form in a timely manner.

• Form I-9 & eVerify must be completed on the first day of employment no later than the third day after the first day of employment.
  • Failure to appear at Human Resources (or SEO or GS) by the end of the third business day may result in disruption in the employee’s payroll and/or immediate separation from employment with the University.

• Please make sure that you are directing your new hires to the correct personnel area (HR, Graduate School or Student Employment Office).

• We are working to get everyone in the LawLogix system as they are (re)hired.

• The I-9 workflow (in-person or remote) is designated at the time of offer/hire.
General Reminders

Position Management & Recruitment

- Submit SpartanTalent User requests online not via email.
- Recruitment processes begin with ePosition then transition to eHire.
- Be sure to have the correct start date on the hiring materials/forms:
  - Temp hire form, ePAFS, hiring proposals, etc.
- Final disposition codes (Reason Not Selected) must be added to the remaining applicants in the posting. Use the bulk move feature by workflow type.
EEO & AA and HR Business Partners & Employee Relations

Patricia M. Lynch
Director of EEO & AA
Interim Director of HR Business Partners & Employee Relations
The SHRA 2020-2021 Appraisal Cycle

- 1087 appraisals completed 100% Compliant
- 280 Exceeds Expectations or 26%
- 797 Meet Expectations or 73%
- 10 Not Meeting Expectations or 1%
SHRA Performance Cycle Important Dates

- **SHRA Performance Cycle 5/1/2021 - 4/30/2022**

- **June 30, 2021:** Deadline for SHRA Performance Plans (now considered overdue)

- **June 30, 2021:** Deadline for SHRA Employee Acknowledges Plan (now considered overdue)

- **October 31, 2021:** Mid-Year Review (if required, see [SHRA policy (.pdf) Section VII](#) for more details.)
Mid-Year Checks

• SHRA Plans for goal setting Due (October 31, 2021)

• Meet with your HRBP to create PIPs for SHRA staff who scored as Not Meeting Expectations

• 10 employees are Not Meeting Expectations or 1% (Percipio training is available as a developmental resource).
The EHRA 2020-2021 Appraisal Cycle

- 581 appraisals 94% completed
- 37 outstanding or 6%
- Notices have been sent out to the appropriate leaders
EHRA Performance Cycle Important Dates

• EHRA Performance Cycle 7/1/2021 - 6/30/2022

• September 30, 2021 Deadline for EHRA Performance Plans & Acknowledgments

• April 1, 2022 EHRA Appraisals step 3 opens for Supervisors to create the appraisal

• June 30, 2022 EHRA Appraisals are due
ePerformance Resources

• Spartan Talent Problem Form

• Searchable User Guide

• https://hrs.uncg.edu/performance_management/

• Contact Jenn Feth for a 1:1 or departmental ePerformance training at 4-4508 or jmfeth@uncg.edu
EEODF 2021 Class Schedule

Classroom (Bryan 113)

2021 Dates

September 7
October 5
Office of Sustainability

Sean MacInnes
Sustainability Specialist
Green Office Certification Program

• Tool for employees to help further the practice of sustainability at UNCG

• Departmental & Individual certification

• Good for 3 years

• Receive a certificate of participation highlighting your accomplishment and dedication

• Recognition on website and social media
Green Office Certification Program

• Available online and on the UNCG Mobile App

• Surveys are mobile friendly

• Commuter survey helps track carbon footprint and transportation trends, and provides opportunity for community input

https://sustainability.uncg.edu/go-green/#office/
336.334.3664
Green Office Certification Program

• Currently certified offices: Library Access Services, FDC, Space Utilization

• Beginning certification: International Programs Center and you!

• FY21 certified employees: 47 from a dozen departments

• 80 students from 21 dorms participated in Green Room certification in FY21
Facilities

Sameer Kapileshwari
Associate Vice Chancellor for Facilities
Deferred Maintenance is the term used when building repairs or the purchase of new equipment is put off or deferred to a future budget cycles when the funds are available. Some of the items in this category include roof replacement, major building system component repairs or replacement, utility infrastructure, etc.

Some associated terms used:
- Capital Renewal and Replacement
- Current Replacement Value (CRV)
- Facility Condition Index (FCI)

A 2016 estimate that US colleges had a $30 Billion backlog of deferred maintenance (Education Dive June 2019). This number has continued growing.
Deferred Maintenance – Crucial Higher Ed Issue

*Chart showing spending per student by category between 1987 and 2013 for public institutions.*

Public institutions saw an 8% decline in O&M spending per student between 1987 and 2013.
Deferred Maintenance – Crucial Higher Ed Issue

Sightlines: State of Facilities in Higher Education – 2021

- System: Life Cycle
  - Roofing: 25 years
  - Electrical: 25 years
  - Exteriors: 30 years
  - HVAC: 30 years
  - Plumbing: 35 years

- Facilities Renewal Backlog ($/GSF)

- Second Wave Lifecycles
- First Wave Lifecycles

Sightlines Database: Construction Age

- Total Asset Reinvestment Backlog $/GSF
- Inflation
## Deferred Maintenance – Crucial Higher Ed Issue

### Education Advisory Board’s Executive Briefing on Tackling the Deferred Maintenance Crisis

<table>
<thead>
<tr>
<th>Representative Facilities Maintenance Challenges</th>
<th>Implications for Other Institutional Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities forced to make budget trade-off between planned maintenance and landscaping/grounds</td>
<td>VP of Enrollment Management worries about recruiting students due to diminishing curb appeal of campus</td>
</tr>
<tr>
<td>Facilities must sink research lab renewal dollars into unexpected HVAC failure in same building</td>
<td>Provost unable to recruit star faculty with current research labs</td>
</tr>
<tr>
<td>Facilities deprioritizes classroom upgrades in favor of infrastructure investments</td>
<td>Deans forced to invest their own budget into upgrading classrooms and lecture halls</td>
</tr>
<tr>
<td>Facilities executive told to refresh teaching labs, expands work to address critical overdue renewal</td>
<td>CBO becomes frustrated when a series of modernization and renewal projects go over budget</td>
</tr>
</tbody>
</table>
Deferred Maintenance – within the NC System

NC General Assembly study in 1997 identified - $6.9 billion in renovation and modernization

- Resulted in $3.1 billion bond bill
- Facility Condition Assessment Program (FCAP)

- Appropriated facility needs total on-the-order of $4 billion over 46 million gross square feet of space with $15 billion in CRV

(Jan 24, 2019 - BOG Meeting)
### Deferred Maintenance – at UNCG

Facilities Inventory and Utilization Study-2017 completed by State of North Carolina Higher Education Comprehensive Planning Program:

<table>
<thead>
<tr>
<th></th>
<th>Non-Residential Building</th>
<th>Residential Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCG</td>
<td>109</td>
<td>$1,856,108,528</td>
</tr>
<tr>
<td>Total</td>
<td>140</td>
<td>$2,622,179,832</td>
</tr>
</tbody>
</table>
Deferred Maintenance – at UNCG

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UNCG</td>
<td>6,740,988</td>
<td>35,417</td>
<td>861,780</td>
<td>278,212</td>
<td>1,149,300</td>
<td>1,123,287</td>
<td>970,848</td>
<td>2,322,144</td>
</tr>
<tr>
<td></td>
<td>0.5%</td>
<td>12.8%</td>
<td>4.1%</td>
<td>17.0%</td>
<td>16.7%</td>
<td>14.4%</td>
<td>34.4%</td>
<td></td>
</tr>
</tbody>
</table>

• Industry standards recommend investment of 3% of its CRV annually.

• The Association of Physical Plant Administrators (APPA) has historically recommended a minimum of 1.5% of the total plant replacement value to keep facilities in good working condition.
Deferred Maintenance – at UNCG

UNCGs Repairs and Renovations appropriations for State supported buildings

<table>
<thead>
<tr>
<th></th>
<th>R&amp;R Appropriations</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2016-17</td>
<td>$3,248,154</td>
</tr>
<tr>
<td>FY2017-18</td>
<td>$2,339,941</td>
</tr>
<tr>
<td>FY2018-19</td>
<td>$801,947</td>
</tr>
<tr>
<td>FY2019-20</td>
<td>$-</td>
</tr>
<tr>
<td>FY2020-21</td>
<td>$1,898,383</td>
</tr>
</tbody>
</table>

Current estimated deferred maintenance backlog (based on 2015 estimates)

- State supported buildings is at $396M
- Non-State supported buildings at approximately $90M
- Total over $486M

Including campus utilities distribution and infrastructure, we are estimating our total backlog to be at or over $500M.

FCI = Current Backlog ($) / CRV ($)  
FCI for UNCG = $500,000,000 / $2,622,179,832 = 0.19 or 19%
Deferred Maintenance – at UNCG

Moore Nursing: Deteriorating concrete steps and the rusting step lights - housing no longer holding the fixture in place

Petty Building 1st floor main entrance: Rusting lintel and efflorescent on brick due to water infiltration from 2nd floor main entrance
Deferred Maintenance – at UNCG

915 Northridge Warehouse: Concrete block column shifting away from wall. Exterior building envelope and paint in need of attention

Dining Hall Patio: Not in use due to foundation condition and water infiltration to underneath mechanical room
Deferred Maintenance – at UNCG

Coleman Building Air Handling Unit:
Unit is over 40 years old and is past its designed useful life
(typ. of several buildings)

Moore Humanities: Sidewalk condition (typical of many areas throughout campus)
Deferred Maintenance – at UNCG

Faculty Center: Sidewalk condition

Stone Building: Roof membrane has dry rot and cracking (typ. of several buildings)
Deferred Maintenance – at UNCG

Mossman Roof: This roof has ponding water issues causing perpetual leaks due to failure in the roof membrane

Mossman Building: Stained ceiling tiles in 2nd floor hallway due to roof leaks
Deferred Maintenance – at UNCG

840 Neal St.: Upper roof dry rot at fascia boards

Typical Chilled Water Pumps and Condensate Water Pumps past due its designed useful life
Deferred Maintenance – at UNCG

Sullivan Science Building: Roof deck water intrusion observed on fire proofing

Taylor Theatre: Picture of auditorium seat. Mechanism is getting worn-out. (typ. of lecture halls in several buildings)
Deferred Maintenance – at UNCG

1605 Spring Garden: HVAC Rooftop Units at the end of designed useful life

Taylor Theatre: Picture of interior of auditorium seat. Mechanism is getting worn-out. (typ. of lecture halls in several buildings)
Deferred Maintenance – at UNCG

Risks associated with deferred maintenance are several and could include:
- Health and safety concerns
- Operational impacts/reduced availability of systems
- Compliance issues
- Financial risk
- Unaddressed needs could have impact on the ability to recruit students or attract faculty – first impressions matter
Some of the strategies other institutions have successfully adopted include:

- Making FCI reduction a strategic goal
- Continuing to lobby for recurring funding to address the backlog
- Incrementally increase capital renewal funding
- Considering bonds/debt to renovate facilities
- Identifying or creating building endowments to fund renewals
- Decommissioning or demolition – taking the worst space offline
- Creating a goal for no net increase in space (renovate or replace space and do not add new space)
- Consider partnership such as P3s (Public-Private-Partnerships)
- Focus on the Ps (Policies, Processes, Programs, Personnel, People)
- Consider energy savings contracts
Questions/Comments
What’s new in Dining for Fall 2021?

- New paint
- New lighting
- New graphics
- New stations

Fountain View Refresh

- Egg Shoppe: Features all-day breakfast
- Rooted: Highlights vegetarian and vegan meals
- Taste: Features creative culinary concoctions
What’s new in Dining for Fall 2021?

Sally Robot – Providing a 24/7 food option in Moran Commons.

Smoked – Replacing Create at the EUC.

Pita Delite – Taking over the former Noma location at the EUC.

Panda Express – Scheduled to open Fall 2021 in Moran Commons

Spartan Market – A refresh that includes a sub shop concept.
Making Self-Care a Part of Every Meal

You are what you eat!

- As a general rule - the more colorful the plate, the better!
- Hydration, hydration, hydration (Water is key!)
- Snack smart - fruits, vegetables, nuts
- Smart portion sizing
- Reward yourself on occasion!

Fueling your stress prevention

- Stick to an eating routine
  - Number of meals
  - Time of day
  - Keeps metabolism on point!
- Account-abi-buddy!
Employee Meal Plans

- Swipes give access to Fountain View
  - Variety of stations
- Cost can be payroll deducted
- Swipes can be used for guests
  - (Account-ability-buddy)
- Flex automatically saves 5% on campus purchases
GRUBHUB | SPARTAN DINING

Now Available

Use your Spartan Card and Flex at participating locations

Scan to download the app!
Thank You!

Ryan Murray, Marketing Director
Ryan.Murray@compass-usa.com
Office: 336.334.4464 | Mobile: 336.430.7233

https://dineoncampus.com/uncg
Reminders & Updates

Jeanne Madorin
Associate Vice Chancellor and
Chief Human Resources Officer
Reminders

Benefits

• Open Enrollment will run October 11-29 this year

• Don’t wait until the last minute!

• All members will be moved to the 70/30 plan

• Tobacco attestation will need to be renewed to maintain the $60 credit
Updates

Personnel Actions on hold pending approval of 21-22 budget includes:

- Reallocations
- Increases for additional job duties
- Increases for Equity/Market
- Increases due to SHRA increased employee competencies
Updates

The following may be considered for essential positions:

• Promotional increases from existing budgets

• Offers to candidates for existing budgeted positions

• Acting or interim appointments
Updates

Personnel actions that have been submitted will continue to be reviewed and may be retroactive to the date they would have been approved if not for the freeze.

SHRA - The date of approval
EHRA - The first of the month of the approval
Updates

• Dual approval is still required for personnel actions
• Justifications need to include consequences for not filling the position
• When cancelling a recruitment, please do not inform candidates that there is a University wide hiring freeze as positions essential to University operations may still be filled - Candidates should be informed when a position recruitment is cancelled or put on hold
Updates

Flexible Work Schedule/Remote Work Policy
• Feedback is being incorporated into final draft

COVID-19 Leave
• Employees may still receive leave for vaccinations or for an adverse reaction the day of and after each vaccination
• Employees who are ordered to quarantine may be eligible for leave