THE DEPARTMENT'S HISTORICAL FACTS

- Did you know, before the Department of Human Resources existed, Dr. James E. Shepard, the founder of North Carolina Central University (NCCU), was responsible for much of the hiring at NCCU? In fact, Brooklyn McMillon, who provided most of the archival information for this compilation in January 2010, was one of NCCU’s earliest employees hired by Dr. Shepard!
- Before acquiring the name The Department of Human Resources, the office was known as The Business Office, The Comptroller & Personnel Office and lastly, Personnel.
- The Equal Employment Opportunity/Affirmative Action office, formally Affirmative Action office, was started under the leadership of Audrey Crawford Turner.
- The Department of Human Resources was housed in many temporary homes before The Cottage became its home for many years. Human Resources relocated to the Hubbard-Totton building in December 2008.
- Former leaders of the department were Aletha Reese, Mavis Lewis, Barbara DeLong (Interim), John Eley, Audrey Crawford Turner, and Laurie Charest (Interim). The department is now under the direction of Mark Steelman.
- The Training and Development unit was launched in 2007.
- The HR Communications department was formed during the 2008 reorganization. The NCCU ‘Leave Recordkeeping Coordinators’ Program was implemented in 1996 by the Human Resources Department under the leadership of Vanessa Gregory. The membership consisted of volunteer and appointed employees who met monthly that coordinated leave efforts and assisted HR and their assigned departments with timesheet submission, correction, and reporting. The role of the Human Resource Coordinators Program evolved to include processing correspondence, policy communication, EAP Webinar video conferences and a variety of HR workshop presentations.
- The HR Information Systems department was formed during the 2008 reorganization as a program unit.

MISSION

To attract, motivate, develop, and retain a diverse pool of talent to accomplish the strategic goals of North Carolina Central University.

VISION STATEMENT

To be recognized as a premier provider of human resources services and solutions.

MOTTO

One Vision, One Mission, One Team

ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES

Human Resources reports to the Vice Chancellor for Finance and Administration, and is comprised of eight program units: Classification and Compensation; EEO/AA; Employee Relations; Employment; HR Communications and HR Liaison Program Network; HR Information Systems; and Training and Organizational Development and QSI; and Benefits and Salary Administration.

CLASSIFICATION AND COMPENSATION

The Classification and Compensation unit is responsible for providing consultation and counseling services to University managers and supervisors on organizational structure, position analysis, and compensation matters. The team is also responsible for determining the most suitable and strategic state system, salary graded or career banded, for positions.

EEO/AFFIRMATIVE ACTION

The EEO/AA Office is dedicated to upholding policies and principles relative to equal employment opportunity and in assisting North Carolina Central University with providing optimal employment and educational experiences for the campus. The office is also charged with the responsibility of ensuring that the University is trained regarding applicable EEO policies and procedures. The office seeks to achieve this endeavor by also providing support for the campus community with developmental and outreach resources, including orientation for all new employees, internal trainings and workshops for all
levels of University faculty and staff, and on-line training modules that reinforce the principles of non-discrimination and diversity. Program objectives are established through the Equal Employment Opportunity Plan and program.

EMPLOYEE RELATIONS

This unit is responsible for all aspects of management and employee relations which include performance management concerns, performance and conduct referrals, disciplinary enforcement, and mediation services. Our goals are geared to the development of mutual trust, fostering acceptance among our campus constituents, and promoting a sustained and progressive credibility with our partners and peers. We are here to deliver confidential, unbiased, dependable and beneficial outcomes expeditiously.

EMPLOYMENT

The NCCU Employment staff provides consultation and training regarding EPA, Faculty, and SPA recruitment and selection processes. The Employment unit works closely with the management to ensure that fair hiring practices are implemented, resulting in a diverse and well-qualified workforce at each level of employment within the university. NCCU Employment seeks to build departmental recruitment efforts through participation in job fairs, enhanced media and marketing campaigns, and networking with professional organizations.

HUMAN RESOURCES COMMUNICATIONS AND HUMAN RESOURCES LIAISONS PROGRAM NETWORK

HR Communications provides communication leadership and innovation for the Department of Human Resources. It is accountable for ensuring the clarity, consistency and accuracy of HR campus communications; the development and maintenance of the HR website; HR calendar design and maintenance; development and implementation of existing and new HR forms; HR policy maintenance, inventory, and communication; quarterly reports compilation and dissemination; and metrics publication. Another key component of HR Communications is the HR Liaisons Program Network, which provides departmental liaisons information and tools to answer employee questions about many facets of HR policies and procedures.

TRAINING AND DEVELOPMENT

Training and Development is committed to achieving a culture of excellence through learning and the creation of a learning organization. Our team focuses on three areas of emphasis: training and development, organizational development and career development. We strive to provide our employee population with a broad range of training opportunities. Training solutions are maximized through a number of partnerships and resources with qualified institution trainers, the NC Department of Health and Human Services Training Division, the NC Office of State Personnel Human Resources Development Group and other institutions.

HR INFORMATION SYSTEMS

HR Information Systems is responsible for the development and implementation of technology across all HR program areas, and for providing employee and position based reports. Currently, HRIS is in the midst of an Enterprise Resource Planning (ERP) implementation. The university is in the process of implementing the HR/Payroll component of the SunGard Banner system.

BENEFITS AND SALARY ADMINISTRATION

The Benefits and Salary Administration section within Human Resources is responsible for providing competitive benefits to NCCU employees, and for providing overall development and management of policies and procedures that impact employee gross pay and employee and position information on the Banner and PMIS system. Scope of responsibility includes benefits administration, gross pay processing, supplemental pay processing, employee records, leave accounting, and employee timesheets. The section receives employee transactions from Employment, Classification and Compensation, departments, and employees; and serves as an interface to Payroll, Budget, Institutional Research, campus departments, UNCGA FIT team, and the Office of State Personnel on the quality and accuracy of employee and position information.

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February 2010