

## **COMMITTEE ON PERSONNEL AND TENURE**

Draft Minutes: September 11, 2014  
Western Carolina University, Cullowhee, North Carolina

### **OPEN SESSION**

The following members were present: Chair, G.A. Sywassink; Vice Chair, Therence Pickett; James Holmes, Marty Kotis, and Phillip Walker.

The following members were absent: Frank Grainger, Laura Wiley

The following staff were present: Warwick Arden, William Fleming, Joanna Carey Cleveland, Katharine Stewart, and Samantha McAuliffe.

The following Chancellors and System representatives were present: Chancellor Carol Folt, Faculty Assembly Chair, Steven Leonard; Staff Assembly Chair, Susan Colby.

#### **1. Open Minutes of July 31, 2014 and September 3, 2014:**

Mr. Sywassink requested a motion to approve the open session minutes of the July 31, 2014 and September 3, 2014 meetings.

**MOTION: BE IT RESOLVED** that the open session minutes of the July 31, 2014 and September 3, 2014 meetings be approved as circulated.

**Motion:** Mr. Therence Pickett  
**Second:** Mr. James Holmes  
**Motion Carried**

#### **2. *Tutorial:* BOG Governance-University Employees:**

This tutorial presented by Mr. William Fleming, provided an overview of the personnel structure within the UNC system. Mr. Fleming shared a visual outlining the ways in which UNC personnel are categorized. He explained that the current structure was developed about 50 years ago around the concept of state regulatory agencies as a one-size fits all approach. The intricacies and uniqueness of the University does not respond well to this structure. The banding classification system is designed to categorize employees based on job description and competency level which is related to pay scale. The University is the only state agency full integrated into this system.

The University and state agencies do face some of the same challenges resulting from shrinking resources. The University is uniquely challenged by managing two distinct employee systems creating an artificial separation between employees which are governed by different policies.

Mr. Fleming briefly described the ways personnel administration is structured across the nation. If the Board were to entertain a unified approach to personnel administration, retirement options and health care options would not change. All university employees would retain their access to other state employee benefits and would still be subject to federal employment regulations. Employees would also still be eligible to join the State Employees Association of North Carolina/Service Employees International Union. If this consolidation were to happen, we would be able to streamline reporting and employee policies. Employee rights would still be driven by federal statutes. There are other state entities that have this sort of consolidated personnel authority.

Any transition would be methodical, well thought out, and would take place over a period of months or even years.

Ms. Susan Colby, Staff Assembly Chair, shared her experience on the staff assembly during the recent push to bring personnel authority under the Board of Governors. She also shared her thoughts on how consolidated authority would be good for all staff and emphasized the importance of Board involvement and participation in campus discussions about this topic.

The Committee requested that a high level analysis of the cost savings that would be created by eliminating duplicative processes be provided. In response, Ms. Lemmon explained that many of the campuses felt that by doing this, they could redeploy their human resources staff to work on projects that had been backlogged that would add value to the campuses. Therefore the cost savings may not be large in terms of personnel but value could be found in redeploying staff.

A unified approach to personnel authority would result in a banding system and guiding parameters around designating compensation that would be the same for all types of employees. Currently, the Board does not have the flexibility to make changes to the ways in which SPA employees are classified. Any changes to the compensation system would be determined by the Board of Governors, if the Board had the authority to change the compensation structure.

Chancellor Saunders-White commented that she was very supportive of a unified approach to personnel administration. The difference between compensation and personnel policies between two groups creates a great deal of confusion. Chancellor Folt also voiced her support and appreciation for the iterative process of change to build employee trust and buy-in. Interim Chancellor Orr also voiced his support because of the flexibility that this would afford the University.

### 3. *VOTE*: EPA Salary Parameters

The Budget Bill has been passed by the General Assembly which outlines the salary parameters for this fiscal year. The one-page overview provided in the meeting materials outlined the parameters for the Board to consider for EPA salary administration. These parameters are in line with the requirements outlined in the 2014 Appropriations Act.

Mr. Sywasskin invited the Committee to pose questions or give comments on the suggested salary parameters and called for a motion to accept them.

**MOTION: BE IT RESOLVED** that the 2014 EPA Salary Parameters be accepted by the Personnel and Tenure Committee and forwarded to the full Board for approval.

**Motion:** Mr. Phillip Walker  
**Second:** Mr. Therence Pickett  
**Motion Carried**

4. *Vote:* Policy Revision and Abolishment

Revisions to Policy 1000.2.2 were provided to the Committee for consideration. These revisions reflect recent legislation increasing the number of courses eligible for tuition and fee waivers for employees from two to three. Policy 1000.2.3 was written specifically for General Administration and is now obsolete. Therefore, the Policy was recommended for abolishment.

**MOTION: BE IT RESOLVED** that the edits to Policy 1000.2.2 be accepted as submitted and forwarded to the full Board for approval at the October meeting. Be it further resolved that Policy 1000.2.3 be abolished as recommended.

**Motion:** Mr. James Holmes  
**Second:** Mr. Phillip Walker

5. *Informational Report:* President's Summary Personnel Report

Pursuant to Board of Governors Policy 200.6, the President has been delegated authority to appoint and fix compensation of Senior Academic and Administrative Officers and other employees exempt from the State Personnel Act serving within General Administration. The policy also delegates authority for approval for salary increases of 10% or more supported by the University of North Carolina Faculty Recruitment and Retention Fund. As part of this delegation, salary actions delegated and approved by the President must be reported to the Committee on Personnel and Tenure. Policy 200.6 also delegates approval of conferral of tenure and promotion for campuses without management flexibility to the President. These actions are provided in the materials.

6. *Informational Report:* Phased Retirement:

Dr. Katharine Stewart, Vice President for Academic Planning and Quality presented the report to the Committee. The Phased Retirement Program has been in existence for 16 years beginning as a pilot in 1998. The program was made permanent via legislation in 2011. Participating faculty relinquish tenure during the last year of full-time employment and may work half time for 50% of their salary. They also may elect to receive accrued benefits.

Eligible faculty are tenured, full-time faculty who have at least five years of service at the current institution and are eligible to receive benefits through TSERS or ORP. Faculty must remain in phased retirement for up to five years. Since 2006-07, only five participants have remained in the program for more than three years, none have stayed in beyond four years. The 2013 data shows the total number of participants to be 217, the total number of first-time participants as 97. Both of these numbers are increases from previous years. The average age of participants is 68 and 10.9% of eligible faculty participated in 2013.

President Ross noted that the data in this report has remained pretty consistent over the years. He requested that the report be generated every three years in order to allow staff to focus on other reports. The Committee agreed to this being a tri-annual report.

**MOTION: BE IT RESOLVED** that the Phased Retirement Report be generated every three years.

**Motion:** Mr. James Holmes

**Second:** Mr. Phillip Walker

**Motion Carried**

*7. Appointment:* Faculty Appeal Subcommittee:

Mr. Sywassink appointed a Faculty Appeal Subcommittee. The Committee Chair will be, Mr. James Holmes and members include Mrs. Laura Wiley, and Mr. Phillip Walker.

Mr. Sywassink requested a motion to move into closed session.

**MOTION: BE IT RESOLVED** that the Personnel and Tenure Committee move into Closed Session to “consider the qualifications, performance, and appointment conditions of employees; instruct the University’s staff concerning the establishment or negotiation of employment contracts and compensation; and consult with counsel.”

**[N.C.G.S. §143.318.11(a)(1)(3)(5)&(6)]**

**Motion:** Mr. Therence Pickett

**Second:** Mr. Marty Kotis

**Motion Carried**

*The meeting was moved into closed session.*

*(The complete minutes of the Closed Session are recorded in Appendix A.)*

Mr. Sywassink called for a motion to return to Open Session.

**MOTION: BE IT RESOLVED** that the Personnel and Tenure Committee return to Open Session.

**Motion:** Mr. Therence Pickett

**Second:** Mr. Phillip Walker

**Motion Carried.**

The Committee returned to Open Session.

12. *VOTE*: Salary Range Adjustments:

Due to the realignment in the Chief Operating Officer Division, adjustments to salary ranges are required. The Committee reviewed and discussed the proposed adjustments.

**MOTION: BE IT RESOLVED** that the proposed salary ranges be accepted and forwarded to the full Board for approval.

**Motion:** Mr. Phillip Walker

**Second:** Mr. James Holmes

**Motion Carried**

There being no further business, the meeting was adjourned.

---

Ms. Laura Wiley, Secretary

Attachment

## COMMITTEE ON PERSONNEL AND TENURE

Draft Minutes: September 25, 2014

Conference Room A, Spangler Center

### **OPEN SESSION**

The following members were present via teleconference: Chair, G.A. Sywassink; Vice Chair, Therence Pickett; Frank Grainger, James Holmes, Marty Kotis, and Phil Walker. Mrs. Wiley had an excused absence.

Board Chairman John Fennebresque also attended, as did Board members Rodney Hood, Anna Nelson, and Doyle Parrish.

The following staff were present: Tom Ross (via teleconference), Ann Lemmon, Joanna Carey Cleveland, William Fleming (via teleconference), and Debbie Robinson.

#### 1. Call to Order

Having determined a quorum was present, Mr. Sywassink called the meeting to order and requested a motion to move into closed session.

**MOTION: BE IT RESOLVED** that the Personnel and Tenure Committee move into Closed Session to “consider the qualifications, performance, and appointment conditions of employees; instruct the University’s staff concerning the establishment or negotiation of employment contracts and compensation; and consult with counsel.”

**[N.C.G.S. §143.318.11(a)(1)(3)(5)&(6)]**

**Motion:** Mr. Therence Pickett

**Second:** Mr. James Holmes

**Motion Carried**

*The meeting was moved into closed session.*

*(The complete minutes of the Closed Session are recorded in Appendix A.)*

Mr. Sywassink called for a motion to return to Open Session.

**MOTION: BE IT RESOLVED** that the Personnel and Tenure Committee return to Open Session.

**Motion:** Mr. Therence Pickett

**Second:** Mr. Phillip Walker

**Motion Carried.**

The Committee returned to Open Session.

Chairman Fennebresque encouraged all Board members to attend the Special Meeting at Winston Salem State University scheduled for the following day, Friday, September 26, 2014, and discussed his goals for the day.

There being no further business, the meeting was adjourned.

---

Ms. Laura Wiley, Secretary

Attachment