

## **COMMITTEE ON PERSONNEL AND TENURE**

Draft Minutes: October 22, 2015  
Conference Room C, Spangler Center, Chapel Hill, North Carolina

### **OPEN SESSION**

The following members were present: GA Sywassink (Chair), Therence Pickett (Vice Chair), Frank Grainger (Secretary), Thom Goolsby, Steve Long, Joan Templeton Perry, and Temple Sloan. All joined by telephone.

Lou Bisette joined the meeting in person and Hannah Gage, Ann Goodnight, Zack King, Marty Kotis, Anna Nelson, and Laura Wiley joined by telephone.

The following General Administration Staff were present: Junius Gonzales, Matthew Brody, Ann Lemmon, Bart Corngati, and Cary Cross.

1. Mr. Sywassink called the meeting to order at 4:00 p.m. and called for 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. Frank Grainger

**Motion Carried at 4:03 p.m.**

***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. Frank Grainger

**Second:** Mr. Therence Pickett

**Motion Carried at 5:42 p.m.**

The Committee returned to Open Session and agreed to recess and reconvene at 10:00 a.m. on Friday, October 23, 2105, if necessary to conclude the Committee’s work.

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Mr. Frank Grainger, Secretary

Attachment

## **COMMITTEE ON PERSONNEL AND TENURE**

Draft Minutes: October 29, 2015  
Center for School Leadership and Development, Chapel Hill, North Carolina

### **OPEN SESSION**

The following members were present: GA Sywassink (Chair), Frank Grainger (Secretary), Thom Goolsby, Steve Long, Joan Templeton Perry, and Temple Sloan.

The following members were absent: Therence Pickett (Vice Chair)

The following General Administration Staff were present: Junius Gonzales, Matthew Brody, Joanna Carey Cleveland, Jessica Moore, Thomas Shanahan, Brian Usischon, and Samantha McAuliffe.

The following Chancellors were present: Lindsay Bierman, Franklin Gilliam, and Sheri Everts

Others present included: Pernell Bartlett, Staff Assembly Chair and Stephen Leonard, Faculty Assembly Chair

#### 1. Open Session Minutes of September 17, 2015:

Mr. Sywassink called the meeting to order and called for a motion to approve the open session minutes of the September 17, 2015 meeting.

**MOTION: BE IT RESOLVED** that the Personnel and Tenure Committee approves the open session minutes of the September 17, 2015 meeting as presented.

**Motion:** Mr. Steve Long  
**Second:** Mr. Temple Sloan  
**Motion Carried**

Mr. Sywassink noted that the planned tutorial on Benefits Competitiveness would be postponed until the December meeting. Agenda item number 5 which is noted as a vote item is being changed to an informational item to provide the Committee more time to review the proposal. A vote will be taken at the December meeting.

#### 2. Academic Affairs Update

Dr. Gonzales noted the search to fill the position of Vice President for Academic Planning and Workforce Strategy is underway. He also noted a new position in Dr. Alisa Chapman's unit, Academic and University Programs, that has been filled. Further information has been provided in the President's Personnel Summary Report.

### 3. Human Resources Update

Mr. Brody had no update outside of the agenda items to be discussed.

### 4. Revisions to Salary Pre-Approval Requirements for UNC General Administration and the Constituent Institutions

Mr. Brody summarized the proposed EHRA salary increase approval guidelines. The current legislative threshold of increases resulting in a 10% increase over the June 30 salary has ended. Mr. Brody provided a handout to supplement the background materials for this particular item. This handout more succinctly describes the approval authority of the Chancellor, the President and the Board of Governors. It is provided as Attachment B to these minutes.

There was discussion of the proposed guidelines and clarifications provided. Committee members recommended a more simple set of guidelines.

### 5. Proposed Western Carolina University Senior Officer Title Change to Vice Chancellor for Development and Alumni Engagement

This title change request from Western Carolina University is to change their chief development and alumni officer's title to Vice Chancellor. This title is not unusual and, in fact, most UNC constituent institutions have this title. This requires Board of Governor approval since the proposed title is at the Tier I level. The current incumbent is leaving service and the Chancellor feels that this is a good time to update the position description and title prior to posting the vacancy. The compensation for this position will depend on the candidate pool but the salary range is determined by the role and not the position title. Therefore, this change does not result in a new salary range.

**MOTION: BE IT RESOLVED** that the request from Western Carolina University to change the title for the Associate Vice Chancellor for Development and Alumni Engagement to Vice Chancellor for Development and Alumni Engagement be accepted and forwarded to the full Board for approval.

**Motion:** Mr. Frank Grainger

**Second:** Dr. Joan Templeton-Perry

**Motion Carried**

### 6. Informational Report: Performance of Tenured Faculty Report

This is an informational report provided to the Committee annually. Dr. Gonzales briefly summarized the findings in the report and again reminded the Committee of the recent changes to the University's Post-Tenure Review policy.

There was discussion of the post-tenure review process and the similarities and differences between institutions and systems.

7. Informational Report: Final Issued Instructions to the Constituent Institutions for an Annual Raise Process for University Employees Exempt from the State Human Resources Act for Fiscal Year 2015-2016

Mr. Brody reminded the Committee of the action the Board took to delegate authority to develop instructions for the application of the Annual Raise Process. The provided information report contains the instructions for the application of the Annual Review Process. Campuses were restricted from giving certain types of increases such as merit, market, or equity until these guidelines were issued. The ARP is the time for chancellors to focus on compensating employees for meritorious performance. Individuals who have received an increase after July 1 are excluded from receiving an ARP increase. These increases are retroactive to July 1. No new appropriated state funds have been provided to accomplish this process, all funds will be identified through existing campus resources.

8. Informational Report: Delegated Personnel Actions

Dr. Gonzales noted the report on personnel actions delegated to the President which has been provided to the Committee for informational purposes.

9. Appointment of a Faculty Appeal Subcommittee

Ms. Joanna Carey Cleveland reported that there would be a faculty appeal to consider at the December Personnel and Tenure Committee meeting. A subcommittee will be appointment to review this case and make a recommendation to the Committee. The individuals on this subcommittee are, Mr. Therence Pickett, who will serve as the subcommittee chair; Mr. Temple Sloan, and Mr. Steve Long.

Mr. Sywassink called for 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)]**

**Motion:** Mr. Frank Grainger

**Second:** Mr. Temple Sloan

**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. Steve Long  
**Second:** Mr. Frank Grainger  
**Motion Carried**

The Committee returned to Open Session.

Mr. Sywassink noted the Committee has decided to recess and reconvene later in the afternoon. He called for a motion to recess.

**MOTION: BE IT RESOLVED** that the Personnel and Tenure Committee recess and reconvene later in the day. The time and location of the meeting will be posted.

**Motion:** Mr. Temple Sloan  
**Second:** Mr. Thom Goolsby  
**Motion Carried**

There being no further business, the meeting was adjourned.

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Mr. Frank Grainger, Secretary

Attachment