



MEETING OF THE BOARD OF GOVERNORS  
Committee on Personnel and Tenure

July 21, 2021 at 1:00 p.m.  
Via Videoconference and PBS North Carolina Live Stream  
University of North Carolina System Office  
Center for School Leadership Development, Room 128  
Chapel Hill, North Carolina

**AGENDA**

**OPEN SESSION**

- A-1. Approval of Open Session Minutes
  - a. Joint Meeting of the Committee on Budget and Finance and Personnel and Tenure of May 26, 2021..... Kellie Hunt Blue
  - b. Meeting of the Committee on Personnel and Tenure of May 26, 2021..... Kellie Hunt Blue
  
- A-2. Informational Reports
  - a. Faculty Recruitment and Retention Fund Utilization Under Delegated Authority to the President..... Kimberly van Noort
  - b. President’s Delegated Faculty Promotion and Tenure Conferral Report ..... Kimberly van Noort
  - c. New UNC System Office and SAAO-I Appointments Under Delegated Authority to the President..... Matthew Brody
  
- A-3. General Updates for the Committee ..... Matthew Brody and Kimberly van Noort
  
- A-4. Salary Increase Metrics ..... Matthew Brody

**CLOSED SESSION**

- A-5. Approval of the Closed Session Minutes of May 26, 2021 ..... Kellie Hunt Blue
  
- A-6. EHRA Salary Pre-Authorizations Requiring Approval by the Committee on Personnel and Tenure..... Matthew Brody
  
- A-7. Executive Personnel Matter..... Matthew Brody
  
- A-8. Informational Report: EHRA Salary Adjustment Pre-Authorizations Delegated to the President or His Designee ..... Matthew Brody

**OPEN SESSION**

- A-9. Adjourn



## Closed Session Motion

### Motion to go into closed session to:

- Prevent the disclosure of information that is privileged or confidential under Article 7 of Chapter 126 of the North Carolina General Statutes, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- Consult with our attorney to protect attorney-client privilege.
- Consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or prospective public officer or employee.

**Pursuant to:** G.S. 143-318.11(a)(1), (3), and (6).



## DRAFT MINUTES

May 26, 2021

University of North Carolina System Office  
Center for School Leadership Development, Board Room  
Chapel Hill, North Carolina

This joint meeting of the Committee on Budget and Finance and the Committee on Personnel and Tenure was presided over by Chairs James L. Holmes, Jr. and Kellie Hunt Blue. The following members of the Committee on Budget and Finance members, constituting a quorum, were also present in person, by video, or phone: W. Marty Kotis, III, and Wendy Floyd Murphy. The following members of the Committee on Personnel and Tenure, constituting a quorum, were also present in person or by video: R. Doyle Parrish, Carolyn Coward, and Art Pope. The following committee members were absent: J. Alex Mitchell and Michael Williford (Committee on Budget and Finance); W. Louis Bissette, Jr., Reginald Ronald Holley, and Dwight D. Stone (Committee on Personnel and Tenure).

Chancellors participating were Sheri Everts, Kevin Guskiewicz, Randy Woodson, and Johnson Akinleye.

Staff members present included Matthew Brody, Jennifer Haygood, Jonathan Pruitt, and others from the UNC System Office.

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**Co-Chair Holmes called the meeting to order at 10:00 a.m. on Wednesday, May 26, 2021.**

### **1. Briefing on Analysis of UNC System Workforce Trends (Item A-1)**

Chief Operating Officer Jonathan Pruitt and Senior Vice President Jennifer Haygood presented an analysis of UNC System Workforce Trends over the last five fiscal years for the System as a whole and constituent institutions categorized by similar missions. At the February 2021 meeting of the Committee on Personnel and Tenure, a briefing was provided on the UNC System's Job Category (JCAT) structure which is used by our constituent institutions and the UNC System Office to identify and track positions by specific occupational category and function. The data showed a modest growth of approximately 1.9 percent in overall employee headcount per year. The presentation also described how institutional mission impacts the drivers of employee headcount and results in different workforce trends among institutions.

This item is for information only.

### **2. Adjourn**

There being no further business and without objection, the meeting adjourned at 10:44 a.m.

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Art Pope, Secretary

## DRAFT MINUTES

May 26, 2021

Via Videoconference and PBS North Carolina Live Stream

This meeting of the Committee on Personnel and Tenure was presided over by Chair Kellie Hunt Blue. The following committee members, constituting a quorum, also attended: Reginald Ronald Holley, R. Doyle Parrish, W. Louis Bisette, Jr., Carolyn Coward, and Art Pope.

Staff members present included Matthew Brody, Carolyn Pratt, and others from the UNC System Office.

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### 1. Call to Order and Reading of Conflict-of-Interest Statement

The chair called the meeting to order at 1:01 p.m. and read the Conflict-of-Interest Statement.

### 2. Approval of the Minutes of April 21, 2021 (Item A-1)

The chair called for a motion to approve the open session minutes of April 21, 2021.

**MOTION:** Resolved, that the Committee on Personnel and Tenure approve the open session minutes of April 21, 2021, as distributed.

**Motion:** Art Pope

**Motion carried**

### 3. Informational Reports (Item A-2)

The committee received informational reports on new UNC System Office SAAO-I appointments under delegated authority to the president, faculty promotions and tenure conferrals under delegated authority to the president, and faculty recruitment and retention fund utilization under delegated authority to the president.

### 4. General Updates for the Committee (Item A-3)

Mr. Matthew Brody provided general Human Resources updates to the committee on the UNC System's plans for shifting back to onsite work. Dr. Kimberly van Noort informed the committee of her plan to bring a report on faculty retention over the last year to an upcoming meeting.

## **5. Salary Increase Metrics (Item A-4)**

The committee reviewed an informational report on recent salary increase request activity. The report reflects a continued decrease in recent salary increase requests, largely due to the president's direction in response to System-wide concerns over the budget and the COVID-19 pandemic.

## **6. 2020 Annual SHRA Compensation Review (Item A-5)**

The committee received a presentation on the annual SHRA compensation review. This annual report included market index data for each constituent institution and covered the State's updates to the salary ranges. The presentation noted that the system office is currently working on moving away from the present career banding system to the new North Carolina State Government SHRA compensation system.

## **7. Closed Session**

The chair called for a motion to move into closed session.

**MOTION:** Resolved, that the Committee on Personnel and Tenure move into closed session to prevent the disclosure of information that is privileged or confidential pursuant to Article 7 of Chapter 126 of the North Carolina General Statutes [N.C.G.S. 143-318.11(a)(1)]; to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged [N.C.G.S. 143-318.11(a)(3)]; and to consider the qualifications, competence, performance, or conditions of appointment of a public officer or employee or prospective public officer or employee [N.C.G.S. 143- 318.11(a)(6)].

**Motion:** Reginald Ronald Holley

**Motion carried**

**THE MEETING MOVED INTO CLOSED SESSION.**

(The complete minutes of the closed session are recorded separately.)

**Without objection, the meeting moved back into open session.**

**THE MEETING RESUMED IN OPEN SESSION AT 1:42 p.m.**

There being no further business, the meeting adjourned at 1:44 p.m.

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Art Pope, Secretary



## AGENDA ITEM

A-2a. Informational Report: Faculty Recruitment and Retention Fund  
Utilization Under Delegated Authority to the President..... Kimberly van Noort

**Situation:** This is an informational report provided to the committee at each meeting pursuant to Section 200.6 of the UNC Policy Manual.

**Background:** Authority has been delegated to the president for approval of salary increases supported by the University of North Carolina Faculty Recruitment and Retention Fund.

**Assessment:** This month's report includes the following:

**Faculty Retention and Recruitment Fund Expenditure:**

- University of North Carolina at Chapel Hill, three approved requests
- University of North Carolina at Charlotte, one approved request
- University of North Carolina at Greensboro, one approved request

**Remaining Balance of Fund**

Note: Permanent adjustments to salary may be accomplished only with recurring funds. However, nonrecurring funds may be used for retention bonuses, research equipment and facilities, and other one-time inducements to counter outside offers. The remaining balances are:

**\$0** in nonrecurring funds

**\$447,345** in recurring funds

**Action:** This item is for information only.



**Report: Faculty Recruitment and Retention Fund Utilization  
Under the Delegated Authority to the President**

**The University of North Carolina at Chapel Hill**

Michael Piehler, professor in the Department of Marine Sciences, \$12,500 from the Faculty Recruitment and Retention Fund with UNC-Chapel Hill funding the cost of benefits  
(\$138,092 **from** \$125,592 effective May 12, 2021)

Jaye Cable, professor in the Department of Marine Sciences, \$15,000 from the Faculty Recruitment and Retention Fund with UNC-Chapel Hill funding the cost of benefits  
(\$145,600 **from** \$130,600 effective June 10, 2021)

Noreen McDonald, professor in the Department of City and Regional Planning, \$20,000 from the Faculty Recruitment and Retention Fund with UNC-Chapel Hill funding the cost of benefits  
(\$147,448 **from** \$127,448 effective June 21, 2021)

**The University of North Carolina at Charlotte**

Glenda Mayo, associate professor in the Department of Engineering Technology and Construction Management, \$11,150 from the Faculty Recruitment and Retention Fund with UNC Charlotte funding the cost of benefits  
(\$104,250 **from** \$93,100 effective May 10, 2021)

**The University of North Carolina at Greensboro**

Yarneccia Dyson, assistant professor in the Department of Social Work, \$10,790 from the Faculty Recruitment and Retention Fund with \$8,898 going toward salary and \$1,892 toward funding the cost of benefits, with UNC Greensboro funding any remaining cost of benefits  
(\$83,048 **from** \$74,150 effective May 14, 2021)



## AGENDA ITEM

A-2b. Informational Report: President's Delegated Faculty Promotion  
and Tenure Conferral Report ..... Kimberly van Noort

**Situation:** This is an informational report provided to the committee.

**Background:** Authority has been delegated to the president to approve faculty promotions and confer tenure for institutions without management flexibility.

**Assessment:** This meeting's report includes the following:

**Faculty Promotion and Tenure Conferrals at Elizabeth City State University:**

- Four (4) promotion and tenure conferrals

**Action:** This item is for information only.



## **President's Delegated Faculty Promotion and Tenure Conferral Report**

*Actions effective 6/23/2021*

### **Elizabeth City State University**

#### **Promotion and Tenure Conferral**

- Chyna Crawford, assistant professor to associate professor, Criminal Justice
- Eric Luchian, assistant professor to associate professor, Graphic Design
- Adam McKeer, assistant professor to associate professor, English
- Shelia Williams, assistant professor to associate professor, Elementary Education



## AGENDA ITEM

A-2c. Informational Report: New UNC System Office and SAAO-I Appointments Under Delegated Authority to the President ..... Matthew Brody

**Situation:** This is an informational report provided to the committee at each meeting pursuant to Section 200.6 of the UNC Policy Manual.

**Background:** Section 200.6 of the UNC Policy Manual delegates authority to the president to appoint and fix the compensation of senior academic and administrative officers and other employees exempt from the State Human Resources Act serving at the UNC System Office.

Section 600.3.4 of the UNC Policy Manual delegates authority to the president to create senior academic and administrative officer positions (Tier I) within the System.

**Assessment:** This meeting's report includes the following:

**UNC System Office Appointments:**

- Two personnel appointments that are non-state funded

**System SAAO-I Appointments**

- Two SAAO-I Position Reclassifications

**Action:** This item is for information only.



## **President's Delegated Personnel Actions Report**

The following actions have been approved by the president pursuant to Section 200.6 of the UNC Policy Manual during the period May 3, 2021, to June 23, 2021.

### ***UNC System Office***

#### **Appointments**

Non-State Funds:

Shelly Eubanks, Director of Finance and Administration, 6/2/2021, PBSNC, \$153,000, vacant position

Melissa Thibault, Chief Education & Innovation Officer, 6/1/2021, PBSNC, \$150,000, new position

### **UNC System Institutions**

#### **New or Modified UNC System SAAO-I Positions or Appointments**

##### **University of North Carolina Wilmington:**

Reclassification from SAAO-I (Dean, Graduate School) to SAAO-I (Associate Provost for Graduate Education and Lifelong Learning and Dean of the Graduate School).

Reclassification from SAAO-I (University Librarian) to SAAO-I (Associate Provost for Teaching, Learning and Library Services and Dean of the Library).



## AGENDA ITEM

A-3. General Updates for the Committee..... Matthew Brody and Kimberly van Noort

**Situation:** The committee will hear updates on recent Academic Affairs and Human Resources activities.

**Background:** The Committee on Personnel and Tenure reviews and makes recommendations to the UNC Board of Governors on Academic Affairs topics that support faculty and the University's core academic mission, and Human Resources matters, including all personnel actions under the jurisdiction of the Board. The Human Resources and Academic Affairs departments both provide updates to the committee at every meeting on both annual and ad hoc work, including HR-related efforts during the pandemic, the review of tenured faculty, and annual salary guidance related to any legislatively supported salary raise process.

**Assessment:** Information will be provided to the committee on recent updates in Academic Affairs and Human Resources at the UNC System Office and across the 17 institutions.

**Action:** This item is for information only.

## AGENDA ITEM

A-4. Salary Increase Metrics ..... Matthew Brody

**Situation:** An informational report on recent salary increase requests compared to an identical period of time last fiscal year.

**Background:** The Board has delegated to the president or his designee the ability to approve certain salary increases that constituent institutions are not permitted to authorize without Board pre-authorization. While a list of approved salary increases is reported back to the committee at each meeting during closed session, an additional report has been created to show the change in volume of these salary increases year-over-year from 2020 to 2021.

The report displays increases approved under the president’s authority from May 6 through June 21, broken down by increase type and employee type. The numbers from the same period in 2020 are displayed for comparison. Please note that the approvals from 2020 took place during the start of the pandemic and while the temporary pause was already in effect. Therefore, the 2020 vs. 2021 metrics will become more closely aligned. These numbers do not include increases that exceeded the authority of the president and required a full vote of the committee, which are presented in a separate report.

The report also lists the number of salary requests from May 6 through June 21, 2021, that were returned to institutions to be reduced, either to an amount within the institution’s delegated authority, or to a lower amount that still required the president’s or Board’s approval.

Finally, the report lists the number of extensions of temporary salary increases processed under the president’s authority from May 6 through June 21, 2020, and from May 6 through June 21, 2021.

**Assessment:** The report is attached.

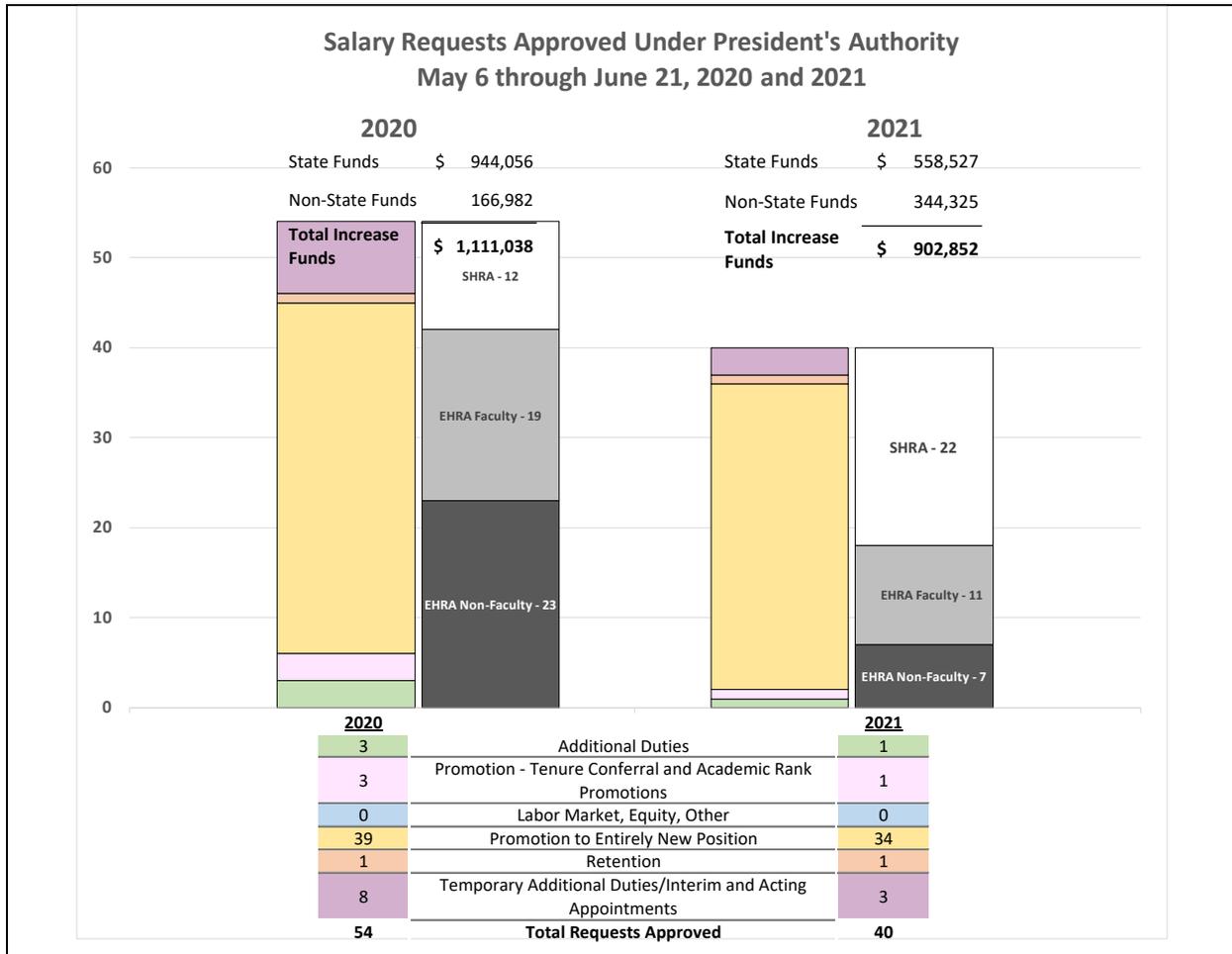
**Action:** This item is for information only.



# THE UNIVERSITY OF NORTH CAROLINA SYSTEM

## Summary of Newly Proposed EHRA and SHRA Salary Increase Activity Approved Under President’s Delegated Authority

The following is a comparison of salary increases approved under the president’s authority from May 6 through June 21, 2021, and from the same period of 2020. <sup>1</sup> Please note that the approvals below from 2020 took place during the start of the pandemic and while the temporary pause was already in effect. Therefore, the 2020 vs. 2021 metrics will become more closely aligned.



From May 6 through June 21, 2021, there were six salary increases either returned to campuses with instructions to keep the increase within their delegated authority, or approved at a reduced amount still exceeding their delegated authority:

- Returned to campus to stay within delegated authority: six
- Approved a reduced amount above delegated authority: 10

Extensions of previously approved temporary salary adjustments, such as active interim and acting appointments, are not included in the above counts. Extensions were processed by the System Office under the president’s delegated authority as follows:

- For the 2020 reporting period: 30
- For the 2021 reporting period: 40; a substantive number of interim/acting appointment extensions are due to the decision by institutions to delay filling certain vacant positions permanently due to COVID-19.

<sup>1</sup> Post-docs and fellows hired into permanent positions are treated as external hires and thereby excluded from these figures.