

**COMMITTEE ON PERSONNEL AND TENURE**

Draft Minutes: May 19, 2015  
UNC General Administration, Chapel Hill, North Carolina

**OPEN SESSION**

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

Other Board Members present: Lou Bisette, John Fennebresque, Ann Goodnight, Steve Long, Joan McNeill, Champ Mitchell, David Powers, and Craig Souza.

The following General Administration Staff were present: Junius Gonzales, Matthew Brody, Joanna Carey Cleveland, Glenda Farrell, Keith Dupuis, Samantha McAuliffe, and Ann Lemmon.

Mr. Sywassink called the meeting to order and made a motion to enter 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. G.A. Sywassink  
**Second:** Mr. Frank Grainger  
**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. Frank Grainger  
**Second:** Mr. Therence Pickett  
**Motion Carried.**

The Committee returned to Open Session.

There being no further business, the meeting was adjourned.

Mr. Frank Grainger, Secretary  
Attachment

## COMMITTEE ON PERSONNEL AND TENURE

Draft Minutes: May 21, 2015  
UNC General Administration, Chapel Hill, North Carolina

### OPEN SESSION

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

The following General Administration Staff were present: Junius Gonzales, Matthew Brody, Joanna Carey Cleveland, Glenda Farrell, Keith Dupuis, and Samantha McAuliffe.

Mr. Sywassink called the meeting to order. The Committee first discussed the source of funds used to pay salaries for athletics employees, and confirmed the requirement that salaries paid to coaches for their roles and responsibilities as coaches be funded with non-State Funds.

Mr. Sywassink asked the new Board of Governors members whose appointments would begin in August 2015 to introduce themselves. Mr. Thomas Goolsby and Mr. Philip Byers introduced themselves.

#### 1. Open Minutes of April 6 and April 9, 2015

**MOTION: BE IT RESOLVED** that the open minutes of April 6 and April 9, 2015 be approved as submitted.

**Motion:** Mr. Frank Grainger  
**Second:** Mr. Phillip Walker  
**Motion Carried**

#### 2. General Administration Update

Dr. Gonzales reported on the recruitment of a new Assistant Vice President for Academic and University Programs and a national search for a Vice President for Academic Planning and Assessment. He and Mr. Brody will be discussing potential informational topics to be discussed with the Committee during the coming year. Mr. Sywassink requested that Committee members and Board of Governors members provide input on informational topics they would like to learn more about. Committee members should send suggestions to Mr. Sywassink with a copy to Ms. McAuliffe.

Mr. Brody then provided a few brief updates. The UNC GEAR report included recommendations for future areas of emphasis for Human Resources, and, as a result, a new position will be created which will focus on compensation. The EPA salary administration guidelines will soon be developed for the coming year and will depend on provisions in the State budget once adopted. Human Resources, in partnership with Institutional Research are

working to develop the methodology for salary ranges of EPA positions. This would include SAAO Tier I and Tier II positions. The current methodology does not yield competitive salary ranges. The methodology utilized in the Buck study will be taken into consideration while developing new methodology for SAAO Tier I and II positions. For now, the constituent institutions have been asked to pause discretionary increases until the new budget has been developed and enacted. In April, the Board of Governors has delegated additional authority to the President to review certain salary actions. The Personnel and Tenure Committee will be meeting in June and July to continue reviewing salary actions in order to assure prompt approval.

The Committee then reviewed a request to adjust the Chancellor groups related to UNCG. In the Buck study on executive compensation, UNCG is currently positioned in the second grouping of campuses. At the request of the President, UNCG's placement in the salary grouping is being reviewed. Based on this review, Human Resources recommends assigning UNCG in the third grouping. When comparing to peer groups as well as internally to other campuses, UNCG seems to be better aligned with the group of campuses assigned to the third grouping. Mr. Kotis asked for more information on how campuses were grouped. The consultants began looking at relative peers for each campus to determine salary percentiles to create the range. It is typical to assign broader ranges to groups of positions in order to place the individual within the range based on several criteria such as experience. Historically, salary ranges have been developed through an evaluation/comparison to peer groups. Making this change would allow the salary that we are likely to offer the new Chancellor be more competitive across peers within the system.

Mr. Sywassink called for a motion that UNCG be reassigned from the second salary grouping to the third salary grouping for purposes of executive compensation.

**MOTION: BE IT RESOLVED** that the Personnel and Tenure Committee approves and recommends to the full Board the reassignment of UNC Greensboro from the second salary grouping of constituent institutions to the third salary grouping of constituent institutions for purposes of Executive Compensation.

**Motion:** Frank Grainger  
**Second:** Therence Pickett  
**Motion Carried**

### 3. President's Summary Personnel Report:

Dr. Gonzales provided an overview of the report of personnel actions delegated to the President pursuant to Policy 200.6.

Mr. Sywassink requested that Human Resources and Academic Affairs review and provide a campus-specific update on implementing the post-tenure review changes by July 1.

Mr. Sywassink called for a motion to enter 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. Therence Pickett  
**Second:** Mr. Frank Grainger  
**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. Frank Grainger  
**Second:** Mr. Therence Pickett  
**Motion Carried.**

The Committee returned to Open Session.

There being no further business, the meeting was adjourned.

---

Mr. Frank Grainger, Secretary

Attachment

## **COMMITTEE ON PERSONNEL AND TENURE**

Draft Minutes: June 18, 2015  
UNC General Administration, Chapel Hill, North Carolina

### **OPEN SESSION**

The following members were present: Chair, G.A. Sywassink; Vice Chair, Therence Pickett; Frank Grainger, and James Holmes.

The following members were absent: Marty Kotis, Phillip Walker, and Laura Wiley who excused herself from the meeting once a quorum was established.

The following General Administration Staff were present: Junius Gonzales, Matthew Brody, Joanna Carey Cleveland, Brian Usischon, Glenda Farrell, Keith Dupuis, Samantha McAuliffe, and Gail Zimmerman.

The following UNC-Chapel Hill School of Medicine administrators were present: Andy Willis, Paul Godley, and Wesley Burks.

Mr. Sywassink called the meeting to order.

#### 1. UNCCH Proposal for a Faculty Retirement Incentive Program for its School of Medicine (SOM)

Mr. Brody introduced the UNCCH SOM proposal to offer voluntary separation to certain tenured faculty members who are eligible for retirement. This proposal would allow the SOM to offer an incentive to depart employment and relinquish tenure so that the funds could either be invested in another area of need or reinvested for other resource needs of the SOM. The Faculty Retirement Incentive Program (FRIP) bears some similarity to the University's Phased Retirement program but is a one-time payment instead of part-time employment for a period of 3 years. About 10% of the SOM faculty (non-administrators) would be eligible for participation in the FRIP and the SOM administration expects about ½ of them to end up participating. The employment Department and the Dean of the School of Medicine both have discretion on approving which faculty members can participate in order to preserve the viability of a department's basic programs and the integrity of its financial resources. UNCGA views this proposal as a potential model that, if successful, could be replicated as a UNC system policy. If approved, the FRIP would be studied to determine its effectiveness and applicability to the system. The UNCCH Board of Trustees has reviewed and endorsed this proposal.

The Committee discussed the incentives, benefits, and potential unintended consequences of the FRIP.

Committee members asked about replacement costs for these faculty. The individuals who are eligible are those at the end of their careers and typically with higher salaries. Replacement faculty would be junior faculty who are less expensive to recruit. These individuals are also

easier to recruit because they are at the beginning of their career and is not as difficult as filling positions of mid-level faculty who are at the top of their careers. Positions may also be eliminated if they are determined not to be necessary. This would not be an on-going program, it is something that will be implemented incrementally. As proposed, the FRIP has a sunset date after four years, at which time UNCCH would need to request additional approval on behalf of its SOM to continue offering the FRIP.

Committee members expressed interest in learning more about the success of the program prior to the four-year proposed end date.

Following this discussion, Mr. Sywassink called for a motion to support the UNCCH SOM FRIP proposal and recommend to the full Board for final approval.

**Motion: BE IT RESOLVED** that the UNCCH School of Medicine Faculty Retirement Incentive Program be recommended to the full Board to implement for a period of one year at which time the Personnel and Tenure Committee will review the effectiveness of the program to determine if the program would continue. Be it further recommended that the School of Medicine provide an assessment to the Personnel and Tenure Committee in 18 months and request approval to continue the program.

**Motion:** Frank Grainger  
**Second:** Therence Pickett  
**Motion Carried**

## 2. UNC-TV Incentive Compensation Plan

This proposal is design to help UNC-TV explore increased corporate underwriting partners in order to diversify support from state funding to other types of funding. This incentive compensation plan would be limited to those individuals who are responsible for securing underwriting partners. Ms. Gail Zimmermann, General Manager of UNC-TV, provided an overview of the proposed incentive compensation plan. She explained that eligible employees would receive specified percentages of secured sales/underwriting partners as part of their overall compensation. Even so, there would be salary caps for account executives and sales managers.

Employees would be given a higher base salary the first year, the second year the base salary would decrease. Increasing underwriting sales staff was identified as a priority during last year's review of UNC-TV.

The Committee discussed the proposed base salaries for the individuals and noted the unique role of these individuals in the UNC system. The plan itself does not stipulate the base pay. UNC-TV has the ability to pay higher base salaries, and Ms. Zimmerman confirmed that the salaries discussed were just examples. The Committee confirmed that the plan can be discontinued at any time by the President of the University.

Following this discussion, Mr. Sywassink called for a motion to support the UNC-TV Incentive Compensation Plan and recommend to the full Board for final approval.

**MOTION: BE IT RESOLVED** that the UNC-TV Incentive Compensation Plan be recommended to the full Board for approval.

**Motion:** Frank Grainger  
**Second:** Therence Pickett

**Discussion:** Does this proposal require additional legislation or authority to implement? The proposal does not require additional legislation as it is covered under the University's non-salary and deferred compensation policy.

**Motion Carried**

Mr. Sywassink made a motion to enter 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. G.A. Sywassink  
**Second:** Mr. Therence Pickett  
**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. Frank Grainger  
**Motion Carried.**

The Committee returned to Open Session.

There being no further business, the meeting was adjourned.

---

Mr. Frank Grainger, Secretary

Attachment

**COMMITTEE ON PERSONNEL AND TENURE**

Draft Minutes: July 17, 2015  
UNC General Administration, Chapel Hill, North Carolina

**OPEN SESSION**

The following members were present: Chair, G.A. Sywassink; Vice Chair, Therence Pickett; Frank Grainger, and Laura Wiley.

The following members were absent: James Holmes, Marty Kotis, and Phillip Walker.

The following General Administration Staff were present: Junius Gonzales, Joanna Carey Cleveland, Glenda Farrell, Keith Dupuis, and Samantha McAuliffe.

Mr. Sywassink called the meeting to order and made a motion to enter 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. G.A. Sywassink  
**Second:** Ms. Laura Wiley  
**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. Frank Grainger  
**Second:** Ms. Laura Wiley  
**Motion Carried.**

The Committee returned to Open Session.

There being no further business, the meeting was adjourned.

\_\_\_\_\_  
Mr. Frank Grainger Secretary

Attachment