



MEETING OF THE BOARD OF GOVERNORS  
Committee on Personnel and Tenure

February 20, 2020 at 2:00 p.m.  
University of North Carolina System Office  
Center for School Leadership Development, Room 128  
Chapel Hill, North Carolina

## AGENDA

### OPEN SESSION

- A-1. Conflict of Interest Statement ..... Kellie Hunt Blue
- A-2. Approval of the Open Session Minutes of January 16, 2020..... Kellie Hunt Blue
- A-3. Informational Reports
  - a. Faculty Recruitment and Retention Fund Utilization Under Delegated Authority to the President..... Kimberly van Noort
  - b. New UNC System Office and SAAO-I Appointments Under Delegated Authority to the President..... Matthew Brody
- A-4. General Updates for the Committee ..... Matthew Brody and Kimberly van Noort
- A-5. Eligible Sources of Funds for Senior Administrative Officers Retirement Plan (SAORP) ..... Matthew Brody

### CLOSED SESSION

- A-6. Approval of the Closed Session Minutes of January 16, 2020..... Kellie Hunt Blue
- A-7. EHRA Salary Pre-Authorizations Requiring Approval by the Committee on Personnel and Tenure..... Matthew Brody
- A-8. Informational Reports..... Matthew Brody
  - a. EHRA Salary Adjustment Pre-Authorizations Delegated to the President or His Designee
  - b. EHRA Salary Adjustment and New Position Consultations with the Chair and Vice Chair of the Committee on Personnel and Tenure
- A-9. Faculty Appeals Subcommittee Appointment..... Kellie Hunt Blue
- A-10. Executive Personnel Matter..... William Roper

### OPEN SESSION

- A-11. Adjourn

## DRAFT MINUTES

January 16, 2020  
University of North Carolina System Office  
Center for School Leadership Development, Room 128  
Chapel Hill, North Carolina

This meeting of the Committee on Personnel and Tenure was presided over by Chair Kellie Hunt Blue. The following committee members, constituting a quorum, were also present: J. Alex Mitchell, Michael Williford, C. Philip Byers, Reginald Holley, and Wendy Floyd Murphy.

Chancellor Kelli Brown, Chancellor Franklin Gilliam, and Chancellor Kevin Guskiewicz participated. Crystal Woods, vice chair of the UNC Staff Assembly, and David Green, chair of the UNC Faculty Assembly, were also in attendance.

Staff members present included Matthew Brody, Kimberly van Noort, 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 10:48 a.m. and read the Conflict of Interest Statement.

### 2. Approval of the Minutes of November 14, 2019 and December 12, 2019 (Item A-2)

The chair called for a motion to approve the open session minutes of November 14, 2019 and December 12, 2019.

**MOTION:** Resolved, that the Committee on Personnel and Tenure approve the open session minutes of November 14, 2019 and December 12, 2019.

**Motion:** J. Alex Mitchell

**Motion carried**

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

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

#### **4. General Updates (Item A-4)**

Matthew Brody and Kimberly van Noort updated the committee on recent System Office efforts. Dr. van Noort shared a progress update on the peer institution study. Additionally, she noted that, in March, the Committee may be asked to consider and discuss possible revisions to the Faculty Recruitment and Retention Fund usage guidelines due to the outcome of the state budget for Fiscal Year 2019/2020, which now prevents replenishment of the diminished fund.

Mr. Brody stated that the lack of a new State budget will prohibit the University's customary annual raise process from moving forward, nor will University employees receive the bonus leave that was provided to employees of other State agencies. Likewise, the lack of a budget means the continuation of the salary and position consultation process, which both the committee and System administration had hoped would be discontinued this fiscal year.

Mr. Brody provided updates on the status of the active chancellor searches at UNC Charlotte, Fayetteville State, East Carolina, and the School of the Arts, as well as on the development of the University System's new executive leadership institute. Mr. Brody also indicated that he intends to provide a briefing to the committee in the near future to provide additional data on faculty salary competitiveness within the UNC System.

#### **5. Briefing on Potential Human Capital Legislative Initiatives (Item A-5)**

The committee reviewed a briefing on potential human capital initiatives that would require additional statutory authority granted to the Board of Governors by the General Assembly. These included enhanced compensation and leave for University police officers, enhancements to several of the University's employee benefits programs, and measures aimed at reducing the complexity and administrative burden of the University's human resources system.

#### **6. UNC System Turnover Metrics Update (Item A-6)**

The committee reviewed an update regarding the most recent UNC System-wide metrics on voluntary employee turnover. The committee noted that it would be interested in receiving more updates as additional turnover data is compiled.

#### **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 establish or instruct the staff or agents concerning the negotiations of the amount of compensation or other terms of an employment contract [N.C.G.S. 143-318.11(a)(5)]; 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:** Michael Williford

**Motion carried**

**THE MEETING MOVED INTO CLOSED SESSION.**

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

**MOTION:** Resolved, that the Committee on Personnel and Tenure return to open session.

**Motion:** Wendy Floyd Murphy

**Motion carried**

**THE MEETING RESUMED IN OPEN SESSION AT 12:07 p.m.**

In light of the lack of new State budget, the committee discussed salary approval guidelines, and Mr. Brody noted he would provide committee members with information regarding the current rules governing approval authority levels.

There being no further business, the meeting adjourned at 12:13 p.m.

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Michael Williford, Secretary

**AGENDA ITEM**

A-3a. 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:**

- Appalachian State University, one approved request
- University of North Carolina at Charlotte, one approved request
- University of North Carolina at Greensboro, two approved requests
- University of North Carolina Wilmington, 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

**\$505,245** in recurring funds

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



**THE UNIVERSITY OF NORTH CAROLINA SYSTEM**  
**PRESIDENT'S DELEGATED FACULTY RECRUITMENT AND RETENTION FUND REPORT**

**Appalachian State University**

Sarah Carmichael, professor in the Department of Geological and Environmental Studies, \$2,500 from the Faculty Recruitment and Retention Fund and App State funding the cost of benefits  
(\$81,000 **from** \$78,500 effective January 13, 2020)

**The University of North Carolina at Charlotte**

Margaret Quinlan, associate professor in the Department of Communication Studies, \$10,000 from the Faculty Recruitment and Retention Fund and UNC Charlotte funding the cost of benefits  
(\$89,226 **from** \$79,226 effective December 31, 2019)

**The University of North Carolina at Greensboro**

Kelly Poole, professor in the Department of Social Work, \$7,100 from the Faculty Recruitment and Retention Fund and UNC Greensboro funding the cost of benefits  
(\$95,859 **from** \$88,759 effective January 22, 2020)

Lee Walton, professor in the School of Art, \$6,398 from the Faculty Recruitment and Retention Fund and UNC Greensboro funding the cost of benefits  
(\$93,000 **from** \$86,602 effective January 22, 2020)

**The University of North Carolina Wilmington**

Daniel Soques, assistant professor in the Department of Economics and Finance, \$25,000 from the Faculty Recruitment and Retention Fund and UNC Wilmington funding the cost of benefits  
(\$115,768 **from** \$90,768 effective December 31, 2019)

**AGENDA ITEM**

A-3b. Informational Report: New UNC System Office 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 state-funded
- One personnel appointment that is non-state funded

**System SAAO-I Appointments**

- One SAAO-I Position Reclassification

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



**THE UNIVERSITY OF NORTH CAROLINA SYSTEM  
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 December 20, 2019 to January 28, 2020.

***UNC System Office***

**Appointments**

**State Funded Positions:**

Meredith Steadman, Assistant Vice President & Secretary of the University, \$120,000 10/1/2019 (vacant position)

Dana Sadek-Iliqifar, Business Intelligence Analyst, \$76,000, 1/27/2020 (vacant position)

**Non-State Funded Positions:**

Anthony Stewart, NC Principal Fellows Program Coordinator, 1/27/2020, \$90,000 (new position)

***UNC System Institutions***

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

**UNCG:**

Reclassification from SAAO-I (Vice Chancellor for Business Affairs) to SAAO-I (Vice Chancellor for Finance and Administration).



## AGENDA ITEM

A-5. Eligible Sources of Funds for Senior Administrative Officers Retirement Plan (SAORP)..... Matthew Brody

**Situation:** The Board of Governors approved the establishment of the Senior Administrative Officer Retirement Plan (SAORP) in 2013 to provide an executive retirement program for eligible chancellors and the president. Currently, the interim president and 9 of the System's 17 chancellors participate in this program, which provides an employer funded contribution of 10% of salary into an executive retirement program with a 6-year vesting period. The System Office proposes to provide the constituent institutions with added flexibility to utilize various sources of funds to support employer contributions into the SAORP, which is presently limited by Board Policy only to non-state funds.

**Background:** The University's Policy on Non-Salary and Deferred Compensation (300.2.14) provides that the funding source for non-salary compensation for a chancellor or the president, other than that specified in the policy, shall not be state funds, but that an exception may be approved by the Board of Governors. SAORP contributions for purposes of this Policy are considered "non-salary compensation" and are therefore are presently limited only to non-state funds. Some of the constituent institutions have more limited sources of non-state funds, which limits ability of a board of trustees to recommend chancellors for participation in SAORP. This agenda item is seeking the Board's standing approval for an exception under Policy 300.2.14 to permit contributions to SAORP to be funded using either state or non-state funds, or any combination of these funds. This will enable a greater number of constituent institutions to utilize the SAORP plan as a mechanism to aid in the recruitment and retention of highly qualified chancellors.

**Assessment:** In accordance with Section C. of Policy 300.2.14 of the UNC Policy Manual, the Board is requested to grant a standing exception which would enable the use of either non-state or state funds for purposes of funding SAORP contributions. This would permit the president to revise UNC Policy Manual Regulation 300.2.14[R] (Regulation for Deferred Compensation for Chancellors), which presently permits only use of non-state funds for funding SAORP participation.

**Action:** This item requires a vote by the committee and a vote by the full Board of Governors.

## 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).