



MEETING OF THE BOARD OF GOVERNORS
Committee on Personnel and Tenure

February 17, 2021 at 12:30 p.m.
Via Videoconference and PBS NC 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 the Open Session Minutes of January 20, 2021..... Kellie Hunt Blue
- A-2. Informational Report: 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
- A-5. Briefing of Workforce Job Categories (JCAT) and Functional Roles..... Matthew Brody

CLOSED SESSION

- A-6. Approval of the Closed Session Minutes of January 20, 2021..... Kellie Hunt Blue
- A-7. EHRA Salary Pre-Authorizations Requiring Approval by the
Committee on Personnel and Tenure..... Matthew Brody
- A-8. Informational Report: EHRA Salary Adjustment Pre-Authorizations
Delegated to the President or His Designee..... Matthew Brody
- A-9. Executive Personnel Matter..... Peter Hans

OPEN SESSION

- A-10. 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

January 20, 2021

Via Videoconference and UNC-TV 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 Bissette, Jr., Carolyn Coward, Art Pope, and Dwight D. Stone.

W. Louis Bissette, Jr. joined at 12:13 p.m.

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

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

The chair called the meeting to order at 12:03 p.m., and read the Conflict-of-Interest Statement.

2. Approval of the Minutes of December 17, 2020 (Item A-1)

The chair called for a motion to approve the open session minutes of December 17, 2020.

MOTION: Resolved, that the Committee on Personnel and Tenure approve the open session minutes of December 17, 2020, as distributed.

Motion: Reginald Ronald Holley

Motion carried

Roll Call Vote	
Blue	Yes
Holley	Yes
Parrish	Yes
Coward	Yes
Pope	Yes
Stone	Yes

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 and faculty recruitment and retention fund utilization under delegated authority to the president.

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

Dr. Kimberly van Noort provided a brief overview on the post-tenure review report, which will be brought to the committee during the April meeting. Matt Brody provided general Human Resources updates to the committee on various topics, including COVID-19, development of a new System-wide teleworking policy, and the planning underway to update various EHRA non-faculty salary ranges toward the summer of 2021. Mr. Brody shared an update on a study being conducted at the direction of the president on the growth of administrative positions. Mr. Brody also noted that work is underway to develop an entirely new classification and compensation system for the System's campus police officers.

5. Salary Increase Metrics (Item A-4)

The committee reviewed an informational report on recent salary increase request activity. The report reflects a substantive 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. 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

Roll Call Vote	
Blue	Yes
Holley	Yes
Parrish	Yes
Coward	Yes
Pope	Yes
Stone	Yes

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 12:38 p.m.

There being no further business, the meeting adjourned at 12:38 p.m.

R. Doyle Parrish, Secretary

AGENDA ITEM

A-2. 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:

- One personnel appointment that is state funded
- Three personnel appointments that are non-state funded
- One personnel appointment that is state and non-state funded

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 January 4, 2021, to January 27, 2021.

UNC System Office

Appointments

State Funds:

Eric Naisbitt, Director of State Government Relations, 1/19/2021, \$87,000, new position

Non-State Funds:

Nathaniel Barreiro-Talbert, IT Analyst Programmer, 1/25/2021, \$84,000, new position

Rebecca Lockhart, Director of Integrated Fundraising PBS NC, 1/25/2021, \$123,000, vacant position

Andrea Poole, Executive Director of NCSEAA, 1/25/2021, \$195,000, vacant position

State and Non-State Funds:

Marquita Loflin, Controller and Director of Accounting, 1/18/2021, \$120,000, vacant position

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 first report displays increases approved under the President's authority from January 1 through January 27, 2021, broken down by increase type and employee type. The numbers from the same period in 2020 are displayed for comparison. 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 another report.

The report also lists the number of salary requests from January 1 through January 27, 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 January 1 through January 27, 2020 and from January 1 through January 27, 2021.

The second report covers the period from November 1, 2020 through December 31, 2020 and compares it to November 1, 2019 through December 31, 2019. It includes the same categories of information as the first report. The second report is an updated version of the report that was shared at the January Personnel and Tenure Committee meeting, with additional information showing the total increases in state and non-state funding from the approved salary requests.

Assessment: The report is attached.

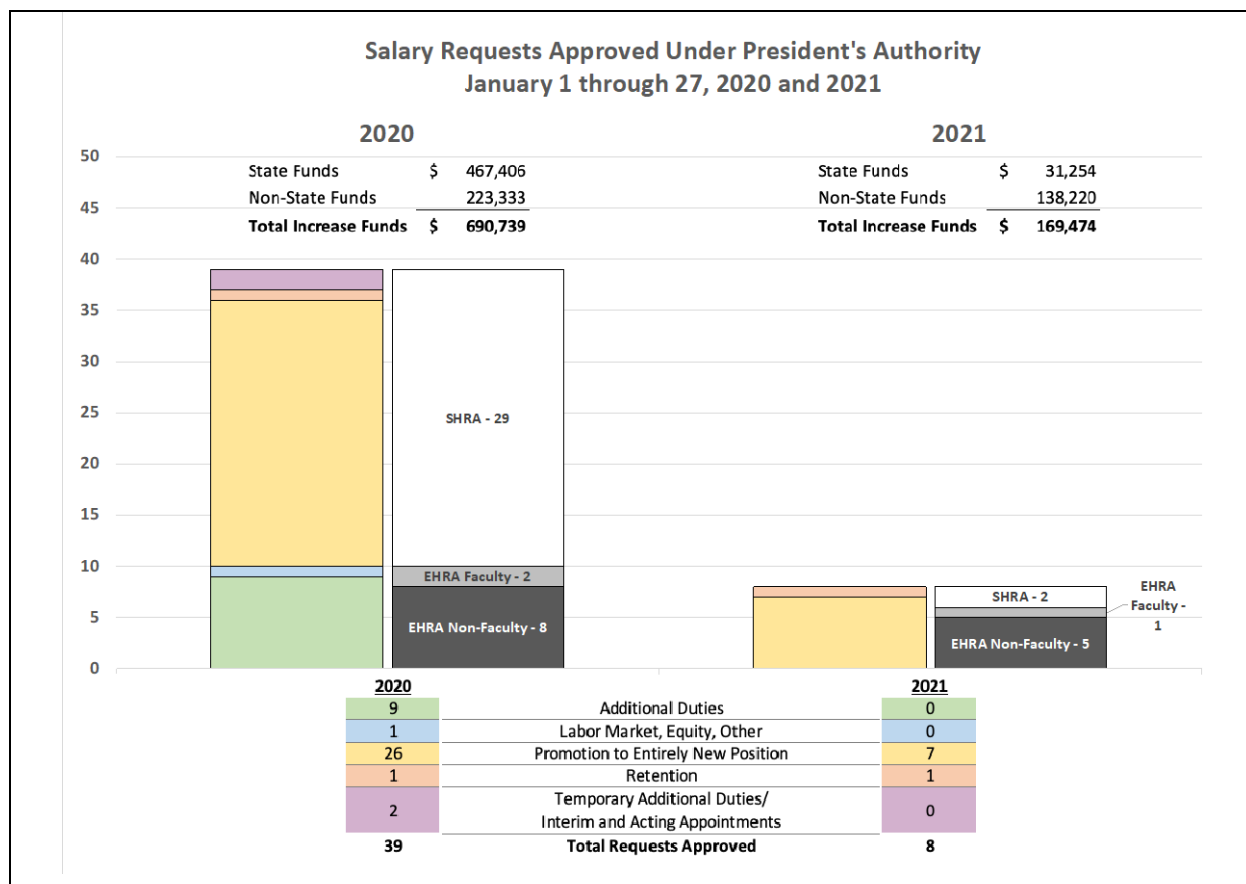
Action: This item is for information only.



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 January 1 through January 27, 2021, and from the same period of 2020.¹



From January 1 through January 27, 2020, there were seven 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: 3
- Approved a reduced amount above delegated authority: 4

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 2019 reporting period: 8
- For the 2020 reporting period: 10; 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.

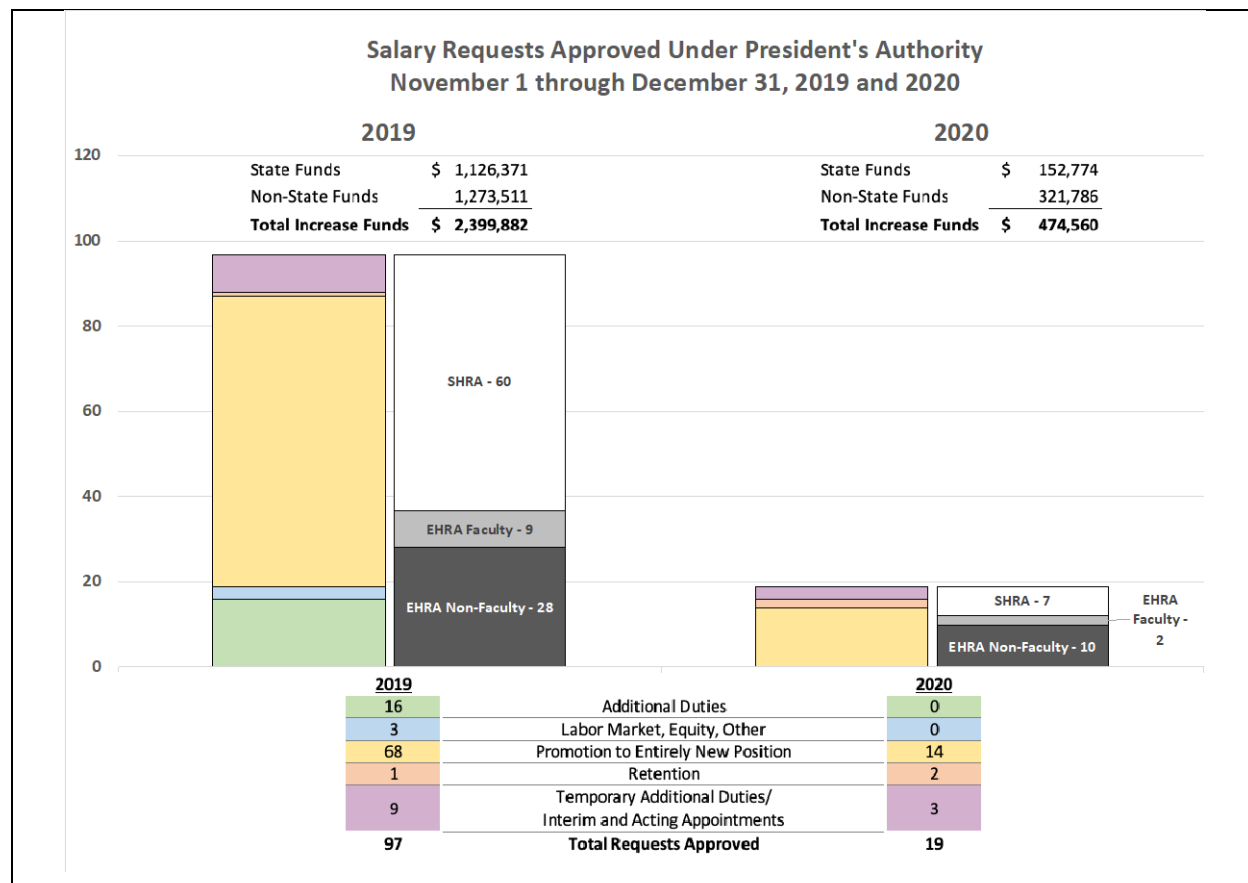
¹ Post-docs and Fellows hired into permanent positions are treated as external hires and thereby excluded from these figures.



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 November 1 to December 31, 2020 and the same period of 2019. ¹



In November and December 2020, there were 8 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: 3
- Approved a reduced amount above delegated authority: 5

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 2019 reporting period: 10
- For the 2020 reporting period: 37; 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.

¹ Post-docs and Fellows hired into permanent positions are treated as external hires and thereby excluded from these figures.

AGENDA ITEM

A-5. Briefing on Workforce Job Categories (JCAT) and Functional Roles Matthew Brody

- Situation:** At the direction of the president, System Office staff has commenced a five (5) year analysis of University workforce growth by job category. A reporting structure called Job Category (JCAT) is the underlying basis for this analysis, which will be presented to the committee in the near future. For this reason, providing the committee with general background on the JCAT structure and current workforce size in the context of this structure was thought to be helpful in advance of presenting the detailed results of the 5-year analysis to the committee.
- Background:** The JCAT reporting structure is composed of eight (8) functional job categories with eleven (11) defined subcategories for the largest group of positions which is called “functional professionals.” Each position at the University is assigned a JCAT code for purposes of informational reporting by the campus-level human resources offices. The System Office staff prepared the attached briefing to orient the committee on the JCAT code structure and the size of the University’s current workforce within this structure. This is intended as supporting background in advance of presenting the committee with a more detailed analysis of workforce growth by JCAT over the past five (5) fiscal years. This analysis will be presented at an upcoming scheduled meeting of the committee.
- Assessment:** The report is attached.
- Action:** This item is for information only.



BRIEFING ON WORKFORCE JOB CATEGORIES (JCAT) AND FUNCTIONAL ROLES

February 17, 2021

Job Categories (JCAT)

- **JCAT** is a position classification scheme that assigns a standard code to each position to describe its functional/occupational purpose.
- There are nine core JCAT Groups
 1. Executive Administrators
 2. Faculty Academics
 3. Academics & Professionals with Administrative Assignments
 4. Functional Professionals
 5. Office/Clerical Staff & Supervisors
 6. Technical/Paraprofessional Staff
 7. Skilled Craft Staff & Supervisors
 8. Service/Maintenance Staff & Supervisors
 9. Other Positions (i.e., post docs, interns and other time limited faculty & staff appointments. This is a very infrequently used category)

JCAT Headcounts - All Groups

Job Category	FY-20 Counts
1 - Executive Administrators	1,224
2 - Faculty/Academics	14,342
3 - Academic & Prof. w/ Admin Assign.	817
4 - Functional Professionals	14,232
5 - Office/Clerical Staff & Managers	6,005
6 - Technical/Paraprofessional Staff	4,440
7 - Skilled Crafts Staff & Managers	1,650
8 - Service/Maintenance Staff & Sup.	4,111
Total	46,821

Note: Data does not include vacant positions

JCAT – Functional Professionals

Functional Professionals	FY-20
4A - Academic Affairs Professionals	1,891
4B - Student Affairs Professionals	1,758
4C - Institutional Affairs Professionals	738
4D - Fiscal Affairs Professionals	1,733
4E - External Affairs & Comm. Prof.	1,179
4F - Facilities Professionals	473
4G - Information Technology Prof.	2,323
4H - Research, Extension, and Others	2,932
4J - Health Science Professionals	397
4K - Environment Professionals	28
4L - Athletic Affairs Professionals	780
Totals	14,232

JCAT Group

- **Group 1 – Executive Administrators**

Positions whose primary assignments require management of the institution or a customarily recognized division. All are FLSA Exempt.

- A. Top Executive Officers (president, chancellors, executive vice presidents or executive vice chancellors)
- B. Senior Institutional & Chief Functional Officers
- C. Institutional Administrators
- D. Head of Academic Divisions, Departments & Centers
- E. Head of Administrative Divisions, Departments & Chairs

JCAT Group

- **Group 2 – Faculty/Academics**

Positions whose primary assignments are for the purpose of conducting instruction, research, and/or public service, and who hold academic rank titles. All are FLSA Exempt.

- A. Faculty/Corps of Instruction
- B. Professionals with Academic Rank

- **Group 3 – Academics & Professionals with Administrative Assignments**

Positions whose primary assignments involve professional & administrative activities within a customarily recognized division/department of the institution. All are FLSA Exempt.

- A. Administrative Unit Heads/Professionals
- B. Managers
- C. Administrative Professional Associates

JCAT Group

- **Group 4 – Functional Professionals**

Positions whose primary assignment & responsibilities involve performing professional level activities in both academic and administrative units. All are FLSA Exempt.

- A. Academic Affairs Professionals
- B. Student Affairs Professionals
- C. Institutional Affairs Professionals
- D. Fiscal Affairs Professionals
- E. External Affairs & Communication Professionals
- F. Facilities Professionals
- G. Information Technology Professionals
- H. Research, Extension, and Other Education Professionals
- I. Health Science Professionals
- J. Environment Professionals
- K. Athletic Affairs Professionals

JCAT Group

- **Group 5 – Office/Clerical Staff and Managers**

Positions whose primary assignments are associated with office, clerical, secretarial, or non-exempt administrative or department assistance. Includes some managers that are FLSA Exempt; all others are FLSA Non-Exempt.

- A. Office/Administrative Support/Clerical Managers
- B. Administrative/Office Support Supervisors, Leads and Staff

JCAT Group

- **Group 6 – Technical/Paraprofessional Staff**

Positions whose primary assignments require specialized technical knowledge in the field as acquired through apprenticeship, academic training such as a 2-year degree or certificate, or the equivalent. All are FLSA Non-Exempt.

- A. Institutional Tech/Paraprofessionals
- B. Technology Tech/Paraprofessionals
- C. Research/Lab Tech/Paraprofessionals
- D. Science Tech/Paraprofessionals
- E. Health Science Tech/Paraprofessionals
- F. Environment Tech/Paraprofessionals

JCAT Group

- **Group 7 – Skilled Craft Staff & Supervisors**

Positions whose primary assignments require specialized manual skills acquired through apprenticeship, formal training programs, or on-the-job training. It includes lead workers, foremen, and supervisors of such employees. Supervisors are FLSA Exempt. All others are FLSA Non-Exempt.

- A. Skilled Craft/Trades Supervisors
- B. Skilled Craftspersons

- **Group 8 – Service/Maintenance Staff & Supervisors**

Positions whose primary responsibilities involve supporting the comfort, convenience, hygiene, or welfare of institutional students, employees, patients, visitors, or constituents. Supervisors are FLSA Exempt. All others are FLSA Non-Exempt.

- A. Service/Maintenance Supervisors
- B. Service/Maintenance Staff



APPENDIX

Functional Professionals – Group 4

4A	Academic Affairs Professionals
4A	Academic Services Professional
4A	Academic Advising Professional
4A	Library Professional
4A	Archive / Museum / Gallery Professional
4A	Continuing Education Professional
4A	Distance Education Professional
4A	Instructional Design / Instructional Media Professional
4A	Training Delivery Professional
4A	Performing / Creative Arts Professional
4A	Faculty Affairs / Faculty Development Professional

Functional Professionals – Group 4

4B	Student Affairs Professionals
4B	Student Affairs / Student Services Professional
4B	Student Admissions / Recruitment Professional
4B	Student Career Services Professional
4B	Student Financial Aid Professional
4B	Student Housing Professional
4B	Student Activities Professional
4B	Student Counseling / Student Health Professional
4B	Student Scholars / Honors Program Professional
4B	Student Registration / Records Professional

Functional Professionals – Group 4

4C	Institutional Affairs Professionals
4C	Attorney / Legal Affairs Professional
4C	Consultant
4C	Human Resources Professional
4C	Equal Opportunity / Diversity Professional
4C	Trainer / Organizational Development Professional
4C	Business Continuity / Emergency Planning Professional
4C	Business Systems & Procedures Professional
4C	Institutional Policy / Compliance Professional
4C	Institutional Research / Planning Professional
4C	Institutional Assessment / Academic Assessment Professional

Functional Professionals – Group 4

4D	Fiscal Affairs Professionals
4D	Accounting Professional
4D	Audit Professional
4D	Finance / Budget Professional
4D	Sponsored Contracts / Grants Administration Professional
4D	Materials Management Professional
4D	Business Operations Professional

Functional Professionals – Group 4

4E	External Affairs & Communications Professionals
4E	External Affairs Professional
4E	Development / Fundraising Professional
4E	Alumni Relations Professional
4E	Constituent Relations Professional
4E	Corporate / Foundation Relations Professional
4E	Government Relations Professional
4E	Advancement Services Professional
4E	Communications / Marketing Professional
4E	Media / Public Relations Professional
4E	Technical / Creative Design Professional
4E	Community Development Professional
4E	Cultural Affairs Professionals
4E	Recreation / Tourism / Hospitality Professional
4E	Event / Conference Management Professional

Functional Professionals – Group 4

4F	Facilities Professionals
4F	Facilities Management / Maintenance Professional
4F	Facilities Design / Construction Professional
4F	Architect
4F	Engineer
4F	Parking / Transportation Management Professional
4F	Environmental Safety / Risk Management Professional
4F	Interior Design Professional
4F	Facility Operation Professional
4F	Retail Operation Professional
4F	Real Estate Management Professional

Functional Professionals – Group 4

4G	Information Technology Professionals
4G	IT (Information Technology) Professional
4G	IT Applications Professional
4G	IT Database Professional
4G	IT Client Support Professional
4G	IT Network Support Professional
4G	IT Systems Support Professional
4G	IT Security Professional
4G	Telecommunications Professional

Functional Professionals – Group 4

4H	Research, Extension, and Other Education Professionals
4H	Research Professional
4H	Laboratory Professional
4H	Extension / Engagement / Public Service Professional
4H	Economic Development Professional
4H	Teacher / Classroom Professional
4H	Research / Sponsored Projects Development Professional
4H	Technology Transfer Professional

Functional Professionals – Group 4

4J	Health Science Professionals
4J	Medical Resident
4J	Physician AD
4J	Medical Professional
4J	Nursing Professional
4J	Dentist AD
4J	Dental Professional
4J	Pharmacist AD
4J	Pharmacy Professional
4J	Physical / Occupational Therapist
4J	Allied Health Professional
4J	Psychologist AD
4J	Mental Health Professional
4J	Social / Human Services Professional
4J	Veterinarian AD
4J	Veterinary / Animal Science Professional
4J	Dietetic / Nutrition Professional

Functional Professionals – Group 4

4K	Environment Professionals
4K	Agriculture / Forestry / Food Science Professional
4K	Environmental Sustainability / Energy Management Professional
4K	Aeronautics / Space Professional
4K	Marine / Water Professional

Functional Professionals – Group 4

4L	Athletic Affairs Professionals
4L	Athletics Professional Athletics Training Professional
4L	Head Coach
4L	Assoc/Asst/Specialty Coach