## Board of Trustees

### Report/Recommendation

**Title:** 2018 UNCW Management Flexibility Report

**Summary:** The 2018 UNCW Annual Management Flexibility Summary is presented for Board of Trustees approval for the 2016-17 fiscal year.
### Annual Human Resources Compliance Report

**PART 1: SAAO Tier I Non-Salary Compensation FY 2016-2017**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>CUPA Classification Code and Title</th>
<th>Senior Academic and Administrative (SAAO) Tier I Title</th>
<th>Non-Salary Compensation (in dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Sartarelli</td>
<td>101000 Chief Executive Officer, Single Institution or Campus</td>
<td>Chancellor</td>
<td>$ 1,265</td>
</tr>
<tr>
<td>Marilyn Sheerer</td>
<td>105000 Chief Academic Affairs Officer/Provost</td>
<td>Provost &amp; VC Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>Rick Whitfield</td>
<td>107000 Chief Business Officer</td>
<td>Vice Chancellor for Business Affairs</td>
<td></td>
</tr>
<tr>
<td>Patricia Leonard</td>
<td>145000 Chief Student Affairs/Student Life Officer</td>
<td>Vice Chancellor for Student Affairs</td>
<td></td>
</tr>
<tr>
<td>Elenor Stuart</td>
<td>111000 Chief Development/Advancement Officer</td>
<td>Vice Chancellor for University Advancement</td>
<td>$ 3,330</td>
</tr>
<tr>
<td>Kathy Berlina</td>
<td>142000 Deputy Provost</td>
<td>Vice Provost</td>
<td></td>
</tr>
<tr>
<td>Amari Virely</td>
<td>153040 Dean Arts and Sciences</td>
<td>Dean, Arts &amp; Sciences</td>
<td></td>
</tr>
<tr>
<td>Rob Bumrus</td>
<td>153060 Dean Business</td>
<td>Dean, Business</td>
<td></td>
</tr>
<tr>
<td>Jan Dempsey</td>
<td>153120 Dean Education</td>
<td>Dean, Education</td>
<td>$ 3,674</td>
</tr>
<tr>
<td>Ron Vetter</td>
<td>153190 Dean Graduate School</td>
<td>Dean, Grad School and Research</td>
<td></td>
</tr>
<tr>
<td>Charles Hardy</td>
<td>153100 Dean Health-Related Professions</td>
<td>Dean, Health &amp; Human Services</td>
<td></td>
</tr>
<tr>
<td>Sarah Watstein</td>
<td>159000 Chief Library Officer</td>
<td>University Librarian</td>
<td></td>
</tr>
<tr>
<td>John Scherer II</td>
<td>157000 Chief Legal Affairs Officer</td>
<td>General Counsel</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS:**
List all Senior Academic and Administrative Officer (SAAO) Tier I employees (including chancellor) as of June 30, 2017.

For the non-salary compensation columns, enter the total dollar value of the amount received in FY 16-17 in each category.

Leave cells blank if no compensation was provided to the employee during FY 16-17 in that category.
PART 1 (con't): SAAO Tier II Salary Ranges (check one)

☐ Our institution used the UNC GA published Senior Academic and Administrative Officer (SAAO) Tier II salary ranges in FY 15-17.

☐ Our institution’s SAAO Tier II salary ranges and methodology for FY 16-17 are attached.

EHRA IRPS Salary Ranges (check one)

☐ Our institution used the UNC GA published, recommended Institutional Research and Public Service (IRPS) salary ranges in FY 15-17.

☐ In lieu of providing IRPS salary ranges, a disclosure on how individual ranges are derived is attached.

Insert your institution’s disclosure HERE.

Faculty Salary Ranges (check one)

☐ Our institution’s faculty salary ranges and methodology for FY 16-17 are attached.

☐ In lieu of providing faculty salary ranges, a disclosure on how individual ranges are derived is attached.

Attach your institution’s faculty salary ranges and methodology or your institution’s disclosure on how individual ranges are derived below (Cell B23).
Insert your institution’s document HERE.

PART 2: Conferral of Tenure

<table>
<thead>
<tr>
<th></th>
<th>Number of faculty reviewed for tenure</th>
<th>Number of faculty granted tenure</th>
<th>Number of new faculty hired with tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17</td>
<td>17</td>
<td>3</td>
</tr>
</tbody>
</table>

PART 3: Institution Policies

Does your institution have a supplemental pay, interim appointments, and/or secondary appointments policy?
We understand that campus practices differ, and that, at times, we even see difference in the interpretation of what constitutes “base pay” and “supplemental salary.” We further understand that many of your HRIS systems are calibrated to gather information differently than other campuses, and that you may even have variances in policy amongst different college or business units. These questions represent an initial foray into gathering information on this subject, and you’re welcome to provide whatever context you’d like. Please operate under basic definitions – such as base pay being all pay for the primary role; while everything else falls into the “supplemental” category, including long-term stipends, interim appointments, and other supplements. (It’s okay to exclude things we’ve always excluded, including task-based compensation such as summer course payments and course overloads.) Please contact Keith Dupuis (kedupuis@northcarolina.edu) or Mary Richardson (mtrichardson@northcarolina.edu) with any specific follow-up questions.

☐ YES Our institution’s supplemental pay, interim appointments, and/or secondary appointments policy and/or procedures is attached.
Date last reviewed: August 2017

☐ NO Our institution does not have a supplemental pay, interim appointments, and/or secondary appointments policy or procedures. Attached is the methodology used at our institution to review supplemental pay, interim appointments, and/or secondary appointments.

In your HRIS system, do you distinguish between base pay and supplemental pay?

☐ YES

☐ NO

Attach your institution’s policy or procedures on supplemental pay, interim appointments, and/or secondary appointments OR attach your institution’s methodology for reviewing supplemental pay, interim appointment and/or secondary appointments (Cell B44).
Insert your institution’s document HERE.
PART 4: EHRA IRPS Position Actions

Does your institution have delegated authority for IRPS position actions?

☐ YES  My institution has independent IRPS authority to create and reclassify IRPS positions, with the exception of RADA/CADA position actions which are submitted to UNC GA for review and approval. Our institution’s Annual IRPS Report for FY16-17 is attached. (NOTE: This IRPS information is also being requested by UNC GA HR for an earlier deadline.)

☐ NO  My institution does not have delegated authority to create and revise IRPS positions. We submit all requests for new or reclassified IRPS positions to UNC GA for review and approval.

PART 5: Harassment Complaints

Please affirm that your institution has measures in place to track harassment complaints and can provide this information to General Administration, upon request. Internal tracking mechanisms should include the following data elements.

1. Name of Accused and Employee Type/Student Status (SHRA, EHRA Non-faculty, Faculty, Temp Employee, Student, Other)
2. Name of Complainant and Employee Type/Student Status (use above categories)
3. Date of Complaint
4. Date of Resolution
5. Identify protected basis(es) for complaint: race, religion, color, national origin, sex, age, disability, genetic information, political affiliation.
6. How Complaint was filed: EEOC Complaint, EEO complaint, complaint part of SHRA grievance process
7. Findings? Yes or No
8. If findings, list type of disciplinary action: Dismissal or Other disciplinary action

☐ YES  My institution tracks harassment complaints and, if requested by GA, can provide the above listed data in a report form.

☐ NO  My institution does NOT track harassment complaints or does not collect all of the above listed data, but will gather this information for FY 16-17 and put measures in place to track harassment complaints going forward.

Date to be completed:

PART 6: Report of Hiring Activity

Report of Hiring Activity for Fiscal Year 2016-2017. Hiring activity should include competitive events and waivers of recruitment for permanent positions only (exclude temporary employees/appointments).

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Internal Hire Count</th>
<th>External Hire Count (including other UNC constituent institutions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHRA Faculty</td>
<td>2</td>
<td>35</td>
</tr>
<tr>
<td>EHRA Senior Academic and Administrative Officer Tier I</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>EHRA Senior Academic and Administrative Officer Tier II</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>EHRA Instructional, Research and Public Service</td>
<td>6</td>
<td>56</td>
</tr>
<tr>
<td>All Other EHRA Non-Faculty Not Otherwise Categorized</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SHRA Staff</td>
<td>47</td>
<td>165</td>
</tr>
</tbody>
</table>

Grand Totals 62 260

a. Internal Hire: Any individual already employed at your institution who is transferred, promoted, or waived into a position.
b. External Hire: Any individual who is not currently employed at your institution.

PART 7: Certification of Approval

INSTITUTIONS WITH MANAGEMENT FLEXIBILITY

I certify that I reviewed and approved UNC Wilmington’s Annual Human Resources Compliance Report for the Fiscal Year ending June 30, 2017 and that Parts 1-4 which are specific to the Board of Trustees’ Management Flexibility Delegation were approved by the Board of Trustees on [INSERT DATE].

Name: Jose V. Sartarelli
Chancellor
Date

INSTITUTIONS WITHOUT MANAGEMENT FLEXIBILITY

I certify that I reviewed and approved [INSTITUTION NAME]’s Annual Human Resources Compliance Report for the Fiscal Year ending June 30, 2017.

Name: [INSTITUTION NAME]
Chancellor
Date