

MINUTES OF THE MAY 18, 2021, MEETING OF THE COMPENSATION AND HUMAN RESOURCES COMMITTEE

The Compensation and Human Resources Committee (“Committee”) of the Board of Regents (“Board”) of the Smithsonian Institution (“Smithsonian”) conducted a videoconference meeting on May 18, 2021. Participating were Committee Chair Michael Govan and Committee members Representative Lucille Roybal-Allard, Steve Case, and Franklin D. Raines.

Also present by invitation of the Committee were Associate Director of the Office of Human Resources Angela Ameen, Chief of Staff to the Secretary Greg Bettwy, Chief of Staff to Representative Roybal-Allard Victor Castillo, Counsel to the Inspector General Epin Hu Christensen, Associate General Counsel Farleigh Earhart, Deputy Chief of Staff to the Regents Kate Forester, Special Assistant to the Regents Mallory Gianola (recorder), Director of the Office of Human Resources Antonio Guzmán, Acting Under Secretary for Administration Doug Hall, Chief Financial Officer Janice Lambert, General Counsel Judith Leonard, Human Resources Specialist Suleyka Lozins, Director of the Office of Equal Employment and Supplier Diversity Era Marshall, Deputy Secretary and Chief Operating Officer Meroë Park, and Chief of Staff to the Regents Porter Wilkinson.

CALL TO ORDER AND AGENDA REVIEW

Committee Chair Michael Govan called the meeting to order at 10:00 a.m. and reviewed the agenda. Mr. Govan introduced Antonio Guzmán, the Smithsonian’s new Director of the Office of Human Resources and welcomed Doug Hall, who assumed the role of Acting Under Secretary for Administration.

APPROVAL OF MINUTES

Upon motion duly made and seconded, the draft minutes of the January 19, 2021, Committee meeting were approved without modification.

UPDATE ON REOPENING DURING COVID-19 (CORONAVIRUS)

Acting Under Secretary for Administration Doug Hall briefed the Committee on the Smithsonian’s phased reopening. As a public health precaution, the Smithsonian closed its museums in Washington, D.C. and New York City, including the National Zoo, in March 2020 due to the COVID-19 pandemic. Mr. Hall reminded the Committee that between July and October 2020, the Smithsonian reopened eight facilities before closing to the public again on November 23, 2020. The Committee reviewed the phased reopening schedule, which began on May 5 with the National Air and Space Museum’s Steven F. Udvar-Hazy Center in Chantilly, Virginia. Mr. Hall noted that the reopening of these same eight locations will mark the beginning of a phased reopening process for the Institution, and all other Smithsonian museums will remain temporarily closed to the public.

UPDATE ON SMITHSONIAN POLICIES IMPACTED BY COVID-19 (CORONAVIRUS)

Director of the Office of Human Resources Antonio Guzmán updated the Committee on the status of Smithsonian policies impacted by the COVID-19 pandemic, including leave policies, enhanced telework, and salary reductions. The Secretary authorized a temporary administrative leave benefit, effective April 26, 2021, to help employees manage dependent care responsibilities and illness or side effects related to COVID-19 and its vaccination. Mr. Guzmán informed the Committee that this benefit will expire on September 30, 2021. Mr. Guzmán also explained that while the Smithsonian's enhanced telework program expanded rapidly due to the COVID-19 pandemic, the Office of Human Resources is working to identify ways the Institution can adopt long-term flexible work practices, which will require investing in technology and equipment, and developing the policies and procedures necessary to maximize telework practices and capabilities. Lastly, Mr. Guzmán shared that the Smithsonian will be restoring salaries following the mandatory 10 percent one-year pay reduction for senior-level Trust employees, one of the mitigation efforts taken by the Institution to offset the financial impact of COVID-19.

SMITHSONIAN CIVIL PROGRAM AND WORKPLACE CULTURE

Deputy Secretary and Chief Operating Officer Meroë Park reported that in January 2021, the Secretary announced the launch of the SI Civil Program, as well as updates to the Workplace Violence Prevention Policy (SD 217), and issued the new Anti-Harassment Policy (SD 225). The Smithsonian has been implementing enhanced harassment and workplace violence-related resources, policies, and procedures since November 2020. Deputy Secretary Park reviewed the SI Civil Program accomplishments and cases from February 2020 through January 2021. The Committee recognized Smithsonian leadership for its commitment to maintaining an inclusive and welcoming workplace that fosters safety, fairness, and professionalism.

Deputy Secretary Park also reviewed initial Smithsonian-wide results from the 2020 Smithsonian Employee Perspective Survey ("SEPS"). The annual survey was prepared by Smithsonian Organization and Audience Research ("SOAR") in September 2020, in English and Spanish; every employee who had been with the Smithsonian for at least three months was given the opportunity to complete it. The Deputy Secretary outlined 13 themes related to employee work experiences and conditions and cited each theme's current and historical SEPS score. The Committee identified areas that received a favorable score, including unit communication and collaboration, job satisfaction, unit satisfaction, Institution-wide satisfaction, and employee accommodation. The Committee also discussed areas for improvement, such as organizational nimbleness and innovation, employee recognition, and career growth.

UPDATE ON SMITHSONIAN PERSONNEL SEARCHES

To conclude the open session, the Deputy Secretary provided an update on four senior-level positions. On May 12, the Smithsonian announced that Dr. Monique M. Chism would become

the Smithsonian's Under Secretary for Education, effective June 7, 2021. Deputy Secretary Park also indicated that as of May 8, Doug Hall has stepped into the role of Acting Under Secretary for Administration while the Institution conducts an executive search to fill the permanent Under Secretary role, following the departure of Mike McCarthy. Additionally, the Smithsonian is actively engaged in the search for two new leadership positions: Head Diversity Officer and Head of Digital Transformation.

Chief of Staff to the Secretary Greg Bettwy also summarized the progress of searches for eight vacant director positions at: Cooper-Hewitt, Smithsonian Design Museum; National Air and Space Museum; National Museum of African Art; National Museum of the American Indian; National Museum of the American Latino; Smithsonian American Women's History Museum; Smithsonian Institution Libraries and Archives; and Smithsonian Astrophysical Observatory.

EXECUTIVE SESSION

The Committee moved into an executive session at approximately 10:58 a.m. to discuss the incentive compensation plan for professionals in the Smithsonian Office of Investments and to receive an update on workplace culture at the Smithsonian.

ADJOURNMENT

With no further business to consider, the meeting was adjourned at approximately 11:25 a.m.

Respectfully submitted,

Michael Govan
Chair