

MINUTES OF THE DECEMBER 14, 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”) held a videoconference meeting on December 14, 2021. Participating were Committee Chair Michael Govan and Committee members Senator John Boozman, Representative Lucille Roybal-Allard, Ambassador Barbara M. Barrett, and Steve Case.

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, Under Secretary for Administration Ron Cortez, 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 Deputy Under Secretary for Administration Doug Hall, Inspector General Cathy Helm, 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. He welcomed Under Secretary for Administration Ron Cortez to his first Committee meeting.

REVIEW OF THE SEPTEMBER 27, 2021, COMMITTEE MEETING MINUTES

Upon motion duly made and seconded, the draft minutes of the September 27, 2021, Committee meeting were approved without modification.

COMMITTEE CHARTER REVIEW

The Committee performed a provision-by-provision review of its Charter per its mandate to annually review and assess the Charter and evaluate its own performance. No modifications to the Charter were proposed.

UPDATE ON SMITHSONIAN TELEWORK POLICIES

Director of the Office of Human Resources Antonio Guzmán updated the Committee on the Smithsonian telework policy implementation. While under the public health emergency, the Smithsonian has operated under an enhanced telework policy. Mr. Guzmán informed the Committee that the Smithsonian will continue to leverage this exception until the public health

emergency has been lifted. Like many organizations, the Smithsonian is also reimagining the future of work at the Institution and continues to navigate telework policies, flexible work schedules, and collaborative scheduling tools for work performed onsite and in shared office spaces. The Smithsonian is working with the Office of Personnel Management (“OPM”) and related unions to update policies and procedures for optimum use of telework. The Committee discussed implementation timelines, ongoing training, communication efforts, identified challenges, and mitigation strategies that will increase the ease of and capacity for teleworking moving forward.

RESOURCES FOR THE OFFICE OF HUMAN RESOURCES

To conclude the open session, Deputy Secretary and Chief Operating Officer Meroë Park briefed the Committee on scaling resources for the Office of Human Resources (“OHR”). Deputy Secretary Park asked Acting Under Secretary for Administration Doug Hall to outline five initiatives that have been identified by Smithsonian leadership to expand upon the recruitment and hiring functions within OHR in the short-term and long-term. The initiatives include funding additional federal positions dedicated to the hiring process, creating a permanent Trust hiring branch, contracting with Human Resources specialists, delegating hiring authority, and providing temporary details across the Institution to support hiring duties.

EXECUTIVE SESSION

The Compensation and Human Resources Committee moved into an Executive Session at approximately 10:32 a.m. to review the topic of workplace culture and harassment including sexual harassment.

ADJOURNMENT

With no further business to consider, the meeting was adjourned at approximately 11:12 a.m.

Respectfully submitted,

Michael Govan
Chair