

**MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
BOARD OF TRUSTEES
Thursday, September 10, 2009, at 1:00 PM**

The meeting of The University of North Carolina at Pembroke Board of Trustees was held in the James B. Chavis University Center, in Room 213. Chairwoman Freda Porter called the meeting to order at 1:05 PM.

PLEDGE OF ALLEGIANCE

Mr. Alan Thompson led the group in the Pledge of Allegiance.

ROLL CALL

Roll was called and the following Trustees were present:

J. Breeden Blackwell
Robin Cummings
Arlinda Locklear
Donna Lowry
Thomas Nance
Raymond Pennington
Freda Porter
Arjay Quizon
Lorna Ricotta
Newy Scruggs
Richard Taylor
Alan Thompson
Paul Willoughby

Also attending were: Chancellor Charles R. Jenkins; Provost and Vice Chancellor Charles Harrington, Academic Affairs; Vice Chancellor Sandy Waterkotte, Advancement; Director Dan Kenney, Athletics; Vice Chancellor, R. Neil Hawk, Business Affairs; Vice Chancellor, Jackie Clark, Enrollment Management; Vice Chancellor Diane Jones, Student Affairs; Vice Chancellor Glen Burnette, Jr., University & Community Relations; Associate Vice Chancellor Robert Orr, Division of Information Technology; Public Communication Specialist Scott Bigelow, University & Community Relations; University Counsel and Assistant Secretary to the Board of Trustees Joshua D. Malcolm, Chancellor's Office; and Executive Assistant and Recording Secretary to the Board of Trustees Janet L. Taylor, Chancellor's Office.

INTRODUCTION OF GUESTS INCLUDING MEMBERS OF THE PRESS

Chairwoman Porter welcomed Mr. Wade Allen, reporter, *Pine Needle* newspaper, Ms. Johna Strickland, reporter, *The Robesonian*; Faculty Senate Chair Dr. Tony Curtis; and Associate Vice President Human Resources, Ms. Ann Lemmon, , University of North Carolina.

ETHICS STATEMENT

Chairwoman Porter reminded Trustees of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflict of interest. The pre-recorded Ethics Statement was played. No member made known any conflict of interest or appearance of conflict.

ADDITIONS TO THE AGENDA

Chairwoman Porter noted that the Enrollment Management report would be presented first due to a conflict.

APPROVAL OF AGENDA

Regular Board meeting Agenda, September 10, 2009.

ACTION 2009-36

Upon motion made by Breeden Blackwell, seconded by Raymond Pennington, and unanimously carried, the Board of Trustees approved the agenda for the Regular Board meeting for September 10, 2009 (**Attachment 1**).

OATH OF OFFICE

The oath of office was administered to Mr. Newy Scruggs for his first full four-year term.

APPROVAL OF MINUTES

Minutes were presented for the following meetings:

Board of Trustees Retreat Meeting Minutes, August 7, 2009 (**Attachment 2**); and
Executive Committee Meeting Minutes, September 3, 2009 (**Attachment 3**).

ACTION

2009-37

Upon motion made by Breeden Blackwell, seconded by Donna Lowry, and unanimously carried, the Board of Trustees approved the minutes for the Board of Trustees Retreat meeting, August 7, 2009 (**Attachment 2**), and the Executive Committee meeting, September 3, 2009 (**Attachment 3**).

Chairwoman Porter asked the Board to move into closed session. Mr. Joshua Malcolm stated the purpose of moving into closed session was to discuss personnel information that is confidential as a matter of law (including qualifications, competence and fitness), (*requires a motion to move into closed session for the purpose listed in N.C. General Statutes Section 143-318.11(a)(6); will require approval in OPEN SESSION*).

ACTION

2009-38

Upon motion made by Breeden Blackwell, seconded by Alan Thompson, and carried unanimously, the Board of Trustees approved the motion to go into closed session to discuss personnel information that is confidential as a matter of law (including qualifications, competence and fitness) under *N.C. General Statutes Sections 143-318.11(a)(6)*.

CLOSED SESSION

(Minutes of the Closed Session are stated in a separate document.)

Upon motion made by Raymond Pennington, seconded by Breeden Blackwell, and unanimously carried, the Board of Trustees reconvened in open session.

RESUMPTION OF OPEN SESSION

**ACTION
2009-39**

Upon motion made by Richard Taylor, seconded by Lorna Ricotta, and carried unanimously, the Board of Trustees approved the granting of tenure to Dr. Jerry Jones, Joseph B. Oxendine Distinguished Professor in Educational Leadership as recommended by Chancellor Jenkins and Provost and Vice Chancellor Harrington. (**Attachment 4**)

REPORTS FROM COMMITTEES

Written reports from the Vice Chancellors were mailed to each Trustee prior to the meeting. Oral summaries and updates were given by each Vice Chancellor, and are highlighted below. The Vice Chancellors' reports, as well as all other attachments, are attached to the original minutes and are filed in the Office of the Chancellor.

Enrollment Management

Ms. Jackie Clark, Vice Chancellor for Enrollment Management, presented a PowerPoint with updated enrollment information for the fall semester (**Attachment 5**). She noted that the headcount for the fall 2009 semester is 6,664, which is a 5.73% increase over last year. She also noted that freshman enrollment is 1,222, which is a 13.89% increase over last year's number. Transfer enrollment is 587, which is a 6.53% increase from last year. In addition to the transfer enrollment, re-admits were recorded on the report, which represented an additional 731 students. In previous years, re-admit numbers were not added to the report, however, now those students are processed through the Registrar's Office, which means the current report numbers reflect the actual re-admits due to the processing changes.

New this year was an established application deadline of July 31st for freshmen applying for fall admission and higher admission requirements: a required 2.2 GPA, minimum SAT score of 820 and minimum course requirements.

Ms. Clark stated that Enrollment Management started a new tradition of taking a group photo of all admitted freshmen. Copies of the photo were given to Freshman Seminar classes and students were encouraged to find themselves in the graduation line in 2013.

Following the enrollment report, Ms. Clark asked if there were any questions concerning the Enrollment Management report (**Attachment 6**).

Advancement

Vice Chancellor Sandra Waterkotte gave a summary of the Advancement report. (**Attachment 7**). She introduced Mr. James Bass, Director of Alumni Relations, who has worked at the University for eleven (11) years. Mr. Bass, a doctoral student at Fayetteville State University, audited the meeting as part of his internship. Ms. Waterkotte announced that Mr. Wendell Staton, Associate Vice Chancellor of Major and Planned Giving, resigned to take the position of Athletic Director at Georgia College and State University.

Ms. Waterkotte reported that the Save-Our-Scholarship (SOS) Beach Party was a huge success and more than \$50,000.00 was raised for student scholarships. She said that UNCP students were the benefactors of this project. This was not initially intended to become an annual event, however since it was so successful, Advancement will probably hold this event again.

The Advancement division looked closely at the football pre-game events and decided this year to host one large Homecoming event instead of individual events prior to each game. Dr. and Mrs. Jenkins will continue to host members of the Board and special guests in the Chancellor's Box each week. The First annual Two Rivers Classic was a tremendous success and lots of fun for everyone, Ms. Waterkotte reported.

Ms. Waterkotte stated that when Advancement does fundraising events, the most obvious reason is to raise funds, but it also allows opportunities for donors and friends to get involved in the life of the University. For this reason, it is so important to share UNCP success stories with others.

Athletics

Mr. Dan Kenney, Director of Athletics, introduced the following outstanding athletes in their given sport: Caylan Hann, All-American Football Player; Matt McGovern, Peach Belt Conference Pitcher of the Year, an All-American and pitcher for SwapDogs summer wooden bat league in Fayetteville; Jamel Allison, All-American in Track and Field and the Long Jump, finished 4th in the nation; Katja Dammann, Academic All-American in Women's Golf; and Jordan Walor, Peach Belt Freshman Golfer of the Year and All-American.

Following the introduction of the students, Mr. Kenney, asked if there were any questions concerning the Athletics report (**Attachment 8**).

Academic Affairs

Provost and Vice Chancellor Charles Harrington invited Dr. Anthony Curtis to give a report on the activities of the Faculty Senate. Dr. Curtis noted that many faculty have worked and will continue to work on preparations for the reaccreditation of the University by the Southern Association of Colleges and Schools. The University has already been visited by SACS representatives. A team of SACS representative will arrive in the first quarter of next year. The

compliance certification was submitted and UNCP continues to work on the proposal for the projected Quality Enhancement Project (QEP).

Dr. Curtis reported that the Faculty Senate continues to work on a graduation policy for undergraduate students, which will include information about whether they may walk in commencement ceremonies before completing all the graduation requirements.

Dr. Curtis stated that the faculty continues to review a proposed e-mail policy developed by the administration. He also stated that they are reviewing the ways students evaluate faculty. Faculty believe that student evaluation is important; however, the current instrument of evaluation is inadequate. He mentioned that the Senate is looking for more efficient ways for students to complete evaluations of faculty members. Dr. Curtis also explained that the Student Evaluation of Instruction (SEI) form is a faculty form. He also reported that the Faculty Senate continues to be concerned about student retention and advising.

After Dr. Curtis' comments were completed, Dr. Harrington commended Dr. Curtis and the Faculty Senate representatives for their hard work during the current economic uncertainties and their dedication to ensure that the education value at the University is not diminished due to fiscal strictures.

Dr. Harrington spoke about international travel and its return on investment. Current economic conditions mandate that UNCP curtail international recruitment travel. However, the International Programs department has traveled and has several collaboration agreements with international campuses, particularly Asian campuses. UNCP has partnerships with universities in Asia that create opportunities for students in 1+2+1 (one year at home institution followed by two years at UNCP and one final year at their home institution). Upon completion of this 1+2+1 course offering the student is awarded two degrees, one from home institution and one from UNCP. Prior to the students' attendance at UNCP, each student must wire transfer \$44,000 in cash to cover tuition, fees, room and board and some other enrichment activities for two years. This creates a substantial cash flow for UNCP with minimal expenses. Dr. Harrington reported that UNCP is contractually obligated to continue this for the next three years. For this reason, Academic Affairs will continue limited international travel.

In Dr. Harrington's Academic Affairs summary report (**Attachment 9**), he talked about Freshman Seminar and the four students who spoke at the BOT retreat regarding how helpful it would have been if they had received information concerning the Institution and community during their Freshmen Seminar class. Dr. Harrington and Ms. Clark have begun to meet with some faculty to explore the possibility of extending Freshman Seminar to include the history of the Lumbee Tribe as well as an extensive introduction to the history of the institution.

Dr. Harrington stated that General Administration had notified UNCP that its current retreat policy was not in compliance with guidelines established by the UNC system. He stated that Dr.

Curtis and the Faculty Senate are working to revise this policy to meet the guidelines set forth by General Administration.

Dr. Harrington stated that the search for the Dean of the School of Business was suspended last year due to economic uncertainties. A national search will commence this fall with the hope of finding a candidate for the position.

Business Affairs/Finance and Audit Committee

Mr. Neil Hawk, Vice Chancellor for Business Affairs, gave a summary of the Business Affairs report (**Attachment 10**). At the retreat in August, 2009, a 10% budget reduction plan, approximately 6.2M, was discussed. The final plan was formulized and documented with a total reduction of 5.9%, (\$3,680,374). This was broken down into three categories: continuation budget \$1.690 M, center and institutes \$8,645; and flexibility \$2 M. He noted the flexibility reduction was taken from 94% administrative lines, 6% academic support and 0% from instruction. Of the 94% administrative cut, UNCP primarily focused on middle and senior level management positions. This included twelve and a half (12.5) positions of which eight positions were middle managers, four positions were transferred to non-state funds and three and a half vacant positions. This plan was submitted to General Administration. Upon review of the plan President Erskine Bowles will contact each chancellor to discuss the plan and provide further instruction, if needed. Mr. Hawk noted that he had shared some specific spending guidelines with the campus on ways to be more efficient.

Mr. Hawk reminded the group of the 5% reversion plan, which UNCP must submit in September. The 5% reversion plan consists of a portion of the original 10% budget reduction plan. In addition, a number of vacant positions will not be filled until the Governor decides if the reversion money must for forfeited. The deciding factor for the Governor will be determined by the amount of tax revenue. In addition, UNCP was asked to develop a 2% reduction plan for the next fiscal year to be submitted to General Administration by the end of December.

Mr. Hawk mentioned that a new water tower was constructed on campus to increase water pressure. The campus has not been getting enough pressure from the town to run its sprinkler and emergency systems. Mr. Hawk clarified that water was still being purchased from the Town of Pembroke, however it would be stored in the new tower to increase water pressure.

Student Affairs

Dr. Diane Jones stated that Housing and Residence Life is at full capacity, with 1,725 students. In order to accommodate overflow, some rooms were tripled, resident administrators were given roommates and some students were placed in lounge areas. As attrition occurs, students will be moved out of temporary housing. The large four privatized housing properties in the local area reported that they were at or near full capacity. Dr. Jones, reported that a fire sprinkler system had been added to Wellons Hall.

This year an on-line student employment process was implemented to provide students on campus equal opportunity to apply for jobs. The project was coordinated by the Career Services Center and Human Resource departments. This past summer there were 133 jobs listed.

Dr. Jones reported that Student Life continues to offer a diverse and wide range of activities as it strives to get students connected to the University during the first few weeks of school. The first Distinguished Speaker was Bill Nye the Science guy and his presentation was well attended by a record number of students.

Dr. Jones mentioned that several additions were completed in the University Center, such as a water feature downstairs, along with an information station on the east end of the facility. Students can get information on the community and a wake up and reminder service is available for students.

Dr. Jones asked if there were any questions regarding the Student Affairs report (**Attachment 11**).

University & Community Relations

Vice Chancellor Glen Burnette gave a summary of the University & Community Relations report (**Attachment 12**). The academic year began with a successful convocation and UNCP hosted a record-breaking Pembroke Day with more than 4,000 campus and community people in attendance.

UNCP will host UNC-TV's Rural Economic Development town hall meeting on October 13, 2009. Other town hall meetings will be held on the campuses of Western Carolina and East Carolina universities. UNC-TV expects about 200 to 250 people to attend this event.

Dr. Brunette provided an update from the Police Department, which provided answers to parental questions on campus safety (**Attachment 13**). He stated that UCR has coordinated the efforts to develop a campus-wide H1N1 contingency plan (**Attachment 14**). He provided the Trustees a basic overview and some statistical information on the illness. UNCP will prepare for this disease with a plan that consists of five major components: (1) preparedness (2) communication; (3) prevention; (4) response; and (5) recovery. The Pandemic Flu Committee meets weekly to review the current plan and to coordinate with the local health department. UNCP Student Health Services will provide the vaccine when it becomes available.

CHANCELLOR'S REPORT

Chancellor Jenkins stated that the school year was off to a great start in spite of the budget reduction and reversions. He also stated that position cuts were more challenging than budget cuts.

Chancellor Jenkins mentioned that a member of the UNCP family died this week: Tom McCarthy, adjunct faculty member. Mr. McCarthy was the former Police Chief for the City of Fayetteville and taught in UNCP's MPA program.

OLD BUSINESS

Chairwoman Porter provided a brief summary of the selection process of the Chancellor Search Committee. Prior to names being submitted for the committee, everyone was provided information regarding the amount of time that would be required. The following names were submitted to serve on the chancellor search committee:

Student Government Association Representative

- Mr. Rigoberto (Arjay) Quizon

Faculty Representatives

- Dr. Sherry Edwards
Chair and Professor, Social Work
- Dr. Mary Ann Jacobs
Chair and Assistant Professor, American Indian Studies
- Dr. Mario A. Paparozzi
Chair and Professor, Sociology and Criminal Justice

Staff Representative

- Mr. W. Steve Martin
Assistant Vice Chancellor, Facility Management, Facility Planning & Construction

UNC Pembroke Alumni Association Representative

- Dr. Olivia Oxendine

External (Community) Representatives

- Ms. Carolyn Floyd-Robinson
Business Owner, Lumberton, N.C.
- Mr. Dallas "Mac" Campbell
Business Owner, Elizabethtown, N.C.
- Mr. Grady Hunt
Attorney, Pembroke, N.C.

UNC Pembroke Foundation Board Representative

- Ms. Kellie Blue
Finance Director, County of Robeson

Board of Trustees Representatives

- Dr. Freda Porter, Chairwoman
- Dr. J. Breeden Blackwell
- Dr. Robin Cummings
- Dr. Raymond Pennington
- Ms. Lorna Ricotta

ACTION 2009-40

Upon motion made by Alan Thompson, seconded by Donna Lowry, and carried unanimously, the Board of Trustees approved the names submitted to serve on the Chancellor Search Committee.

Chairwoman Porter introduced Ms. Ann Lemmon, UNC Associate Vice President for Human Resources, to lead the discussion in the selection of a search firm. Ms. Lemmon stated that a Request for Proposal (RFP) was sent out to the six search firms approved by the BOT on August 7, 2009, as recorded in action item 2009-34. Each of the six firms submitted proposals and the Trustees were provided copies. Ms. Lemmon reviewed with the Trustees the proposals and provided summaries of each. The Trustees engaged in discussion and reached a consensus.

ACTION 2009-41

Upon motion made by Donna Lowry, seconded by Arlinda Locklear, and carried unanimously, the Board of Trustees approved inviting Coleman Lew & Associates, Inc.; Greenwood/Asher & Associates, Inc.; Hodge Partners; and Witt-Keiffer to come to campus and do an on-site presentation to the Chancellor Search Committee.

NEW BUSINESS

None

ANNOUNCEMENTS

The next regular meeting of the BOT Executive Committee is scheduled for Wednesday, November 18, 2009, at 12:00 PM (noon) in the Chancellor's Dining Room.

The next regular meeting of the Board of Trustees will be held on Thursday, December 3, 2009, at 1:30 PM in the Trustees' Board Room on the 4th floor of Lumbee Hall. Lunch for Trustees and guests will be served prior to the meeting at 12:15 PM in the Chancellor's Dining Room.

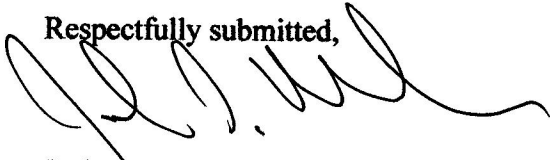
Mr. Joshua D. Malcolm told the Trustees to remove the items they wanted to keep from the notebooks and to return the notebooks to help cut costs.

Mr. Malcolm also reminded Trustees of the Chancellor Search kick-off meeting scheduled Tuesday, September 22, 2009 at 12:01 PM.

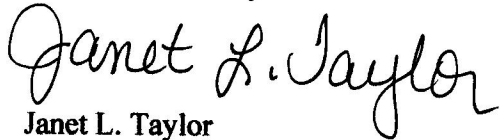
ADJOURNMENT

There being no further business to come before the Board, Chairwoman Porter made a privileged motion to adjourn. Chairwoman Porter thanked the Board members for their participation and the meeting was adjourned at 4:22 PM.

Respectfully submitted,



Joshua D. Malcolm
Assistant Secretary



Janet L. Taylor
Recording Secretary

Attachments:

1. Agenda, Regular Board meeting, September 10, 2009
2. Minutes, Board of Trustees Retreat Meeting , August 7, 2009
3. Minutes, Executive Committee Meeting, September 3, 2009
4. Approval of faculty tenure Dr. Jerry Jones
5. Power Point, Fall 2009 Enrollment
6. Enrollment Management Report
7. Advancement Report
8. Athletics Report
9. Academic Affairs Report
10. Business Affairs/Finance and Audit Committee Report
11. Student Affairs
12. University and Community Relations Report
13. Handout Campus Safety
14. Power Point, H1N1, swine flu plan