

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
MEETING OF THE BOARD OF TRUSTEES RETREAT
Cypress Hall, Room 103
Friday, June 6, 2014 at 9:00 AM

The meeting of the University of North Carolina at Pembroke Board of Trustees Retreat was held in Cypress Hall, Room 103. Chairman Wiley Barrett called the meeting to order at 9:05 AM.

Biruk Kassaw, the 2014-15 SGA President, was administered the Oath of Office as a new member of the Board of Trustees.

Roll was called, and the following Trustees were present:

Wiley Barrett
Kellie Blue
Lorna Ricotta
Dwight Pearson
Michael Holmes
James Jones
Gary Locklear
Don Metzger
Newy Scruggs
Caroline Williamson
Paul Willoughby
Biruk Kassaw

Absent:
Bob Caton

Also in attendance: Chancellor Kyle R. Carter; Provost and Vice Chancellor for Academic Affairs Kenneth Kitts; Vice Chancellor Rich Cosentino, Finance and Administration; Vice Chancellor Wendy Lowery, Advancement; Director Dick Christy, Athletics; Sandy Briscar, Executive Director for Communications and Marketing; Dan Kenney, Chief of Staff; General Counsel Joshua Malcolm, Assistant Secretary to the Board of Trustees; and Tina Rodgers, Recording Secretary for the Board of Trustees, Chancellor's Office.

INTRODUCTION OF GUESTS INCLUDING MEMBERS OF THE PRESS

Chairman Barrett recognized Scott Hicks as the newly elected president of the UNCP Faculty Senate.

ETHICS STATEMENT

Chairman Barrett reminded the Trustees of their duty under the State Government Act to avoid conflicts of interest and/or the appearance of a conflict of interest. Trustees were asked to read the preprinted ethics statement. No member made known any conflicts.

ADDITIONS/DELETIONS TO THE AGENDA

Chairman Barrett announced the deletion of item 11, Closed Session, from the agenda.

REQUEST FOR APPROVAL OF MINUTES

Minutes were presented for the following meetings:

- Board of Trustees Meeting, February 21, 2014, Closed Session
- Board of Trustees Meeting, April 17, 2014
- Board of Trustees Meeting, April 17, 2014, Closed Session
- Board of Trustees Nominating Committee, May 15, 2014, Special Called

ACTION 2014-10

Upon motion made by Don Metzger, seconded by Biruk Kassaw, and unanimously carried, the Board of Trustees approved meeting minutes for the February 21, 2014 Board of Trustees Meeting, Closed Session; April 17, 2014 Board of Trustees Meeting; April 17, 2014 Board of Trustees Meeting, Closed Session; and May 15, 2014 Board of Trustees Nominating Committee, Special Called Meeting (**Attachments 1-4**).

NOMINATING COMMITTEE REPORT

Joshua Malcolm, General Counsel, spoke on behalf of Committee Chair Kellie Blue. Mr. Malcolm discussed the process for selecting the slate of officers, and explained the need for waiving the requirements as described in the Board of Trustees Bylaws in order to have an executive board in place before the first regular meeting. Mr. Malcolm went on to state as a result of the committee's discussion, there was a unanimous decision to reappoint the current executive board to the same positions for a second consecutive term in accordance with and as allowed by the Bylaws in para. 1.2.1.

ACTION 2014-11

Upon motion made by James Jones, seconded by Dwight Pearson, and unanimously carried, the Board of Trustees approved waiving the requirements of the UNCP Board of Trustees Bylaws, paragraph 1.2.1 for the purpose of selecting an executive board before the first regular meeting of the Board of Trustees.

ACTION 2014-12

Upon motion made by Don Metzger, seconded by Caroline Williamson, and unanimously carried, the Board of Trustees approved

the proposed slate of Board Officers with Wiley Barrett as chair, Lorna Ricotta as vice chair, and Kellie Blue as secretary for AY 2014-2015 as recommended by the Nominating Committee.

NEW BUSINESS

Discussion of Future Changes to Promotion and Tenure Process

Chancellor Carter reported on recent discussions with the Faculty Senate on ways to modify the promotion and tenure (P&T) process as a stipulation under management flexibility, which requires that a review occur every five years. He explained that Provost Kenneth Kitts, Academic Affairs, worked with the faculty to insure the process is correctly followed for all candidates. Chancellor Carter stated, as a university with management flexibility, the authority to grant tenure rests with the Trustees (**Attachment 5**).

Provost Kitts presented the Trustees with six proposed changes to the promotion and tenure process.

- *Proposed Change 1. Academic departments will draft and submit disciplinary statements for approval by the appropriate Dean and the Provost.*

The disciplinary statements are meant to serve as a guide during the P&T process and allow faculty to consult with each other as well as faculty at other constituencies. Academic departments will also create disciplinary statements that define expectations within each discipline.

- *Proposed Change 2. All tenured faculty in an academic program will vote on each candidate for tenure. All tenured faculty in an academic program will vote on each candidate for promotion, provided that they hold academic rank equal to or higher than that sought by the candidate. Voting will be conducted by secret ballot.*

This is a change from previous tenure review processes in which the peer evaluation committee was not made entirely of tenured faculty, but rather a select group of three faculty. Expanding to all tenured faculty would be consistent with best practice and avoid any possibility of masking the true departmental sentiment.

- *Proposed Change 3. The department chair will conduct an independent evaluation of each candidate separate from the program faculty. The chair does not vote with the program faculty.*

This is a current practice and there were no objections to this procedure.

- *Proposed Change 4. The size and scope of the campus wide Promotion and Tenure Committee (PTC) will be expanded from five to nine members to create broader disciplinary knowledge.*

Expanding the scope of the PTC adds breadth to the committee and expands the level of understanding within the committee needed to assess candidates from a variety of disciplines.

- *Proposed Change 5. The initial recommendation of a candidate will come by vote of the tenured faculty in the candidate's academic program.*

The Peer Evaluation Committee, which is comprised of three tenured faculty, will issue an initial report in addition to the candidate's portfolio. The report will serve an advisory function for the tenured faculty to consider during their vote, which will be the first formal action taken during the promotion and/or tenure process.

- *Proposed Change 6. The guidelines of the PTC will ensure the integrity of the review process and strengthen the advisory relationship between the PTC and the Provost.*

The size of this committee was expanded from five elected faculty members to nine, in order to more broadly represent the faculty. Rather than having the Provost as a member of the committee, a compromise was reached in which the Provost will meet with the committee at the end of their review process giving the opportunity for further discussion before the Provost makes the final promotion and/or tenure recommendation to the Chancellor.

Approval of Board of Trustees Meeting Dates for Academic Year 2014-15

ACTION 2014-13

Upon motion made by Michael Holmes, seconded by Caroline Williamson, and unanimously carried, the Board of Trustees approved the proposed schedule of Board of Trustees meeting dates for AY 2014-2015 (**Attachment 6**).

Budget Planning, Fiscal Year 2014-2015

Dr. Rich Cosentino, Vice Chancellor for Finance and Administration, discussed the challenges faced by the university due to recent budget reversions of approximately \$600,000. Vice Chancellor Cosentino reviewed the overall projected budget and reductions for fiscal year 2014-15, to include reductions in projected revenue from tuition of \$3.6M and state appropriations of nearly \$300,000 (**Attachment 7**).

Chancellor Carter shared strategic investments that are critical in helping the university move forward, including hiring a director for the Entrepreneurship Incubator and establishing faculty positions in the science, technology and mathematics (STEM) curriculums. These expenses would be in addition to the already mandated FY2015 budget reductions (**Attachment 8**).

Vice Chancellor Cosentino went on to explain the university's strategy for coping with the budget reductions, beginning with the recent fourth quarter reversion. He stated, among other things, there will be strategic reassignments that would help reduce the possibility of laying-off employees to include transferring employees from one division to divisions that may have vacancies in critical positions. This could potentially bring savings of \$500,000. Vice Chancellor Cosentino also proposed an operating budget cut of \$150,000. The total proposed budget reduction totaled approximately \$1.4M (**Attachment 9**).

ADVANCEMENT PRESENTATION

Wendy Lowery, Vice Chancellor for Advancement, introduced Lee Mikell and Terry Wood from Corporate DevelopMint. They conducted "MintAsk Training," in which they led discussion as to the best practices the Trustees could begin to utilize to help the university reach out and cultivate relationships with potential donors (**Attachment 11**).

Mr. Wood discussed the importance of securing private funding in today's economic climate as a means of filling the void left behind as a result of reduced state funding. He described several ways

in which the Trustees could identify prospective donors to either the Chancellor or Vice Chancellor Lowery, and cultivate those prospects. Mr. Mikell shared strategies as to how Trustees can initiate interest in potential donors and keep them engaged by utilizing in-person visits, phone calls and on-campus events. Concluding the presentation, Mr. Mikell and Mr. Wood received questions from the Trustees.

ENGAGED OUTREACH PRESENTATION

Dr. Cammie Hunt, Director of Engaged Outreach, presented the Trustees with information on this year's summer camps, and the efforts of Engaged Outreach and the Regional Center to increase exposure of their various programs to communities throughout the region (**Attachment 12**).

FACILITIES UPDATE

Football Expansion

Dick Christy, Director of Athletics, discussed with the Trustees the proposed expansion project for Grace P. Johnson Football Stadium. The first phase of the expansion will be located on the east side of the stadium and will include the addition of 500 seats, as well as restrooms in order to meet mandated state codes. Total cost of this phase is estimated to be approximately \$905,000 to include restrooms, seating materials, and design and site work. Vice Chancellor Cosentino discussed the financial implications and sources of funding for the expansion. He stated funding would be coming from a trust fund, receipts from athletic fees and excess fees collected on a debt maintenance fee associated with construction of the football stadium. He went on to say the university's next step is to seek approval from the Board of Governors for continuance of this project. Vice Chancellor Cosentino and Mr. Christy received questions from the Trustees.

ACTION 2014-14

Upon motion made by Don Metzger, seconded by Michael Holmes and unanimously carried, the Board of Trustees authorized university officials to move forward with the 500-seat expansion of Grace P. Johnson Football Stadium (**Attachment 10**).

CASE STUDIES

Provost Kitts and Sandy Briscar, Executive Director for Communications and Marketing, facilitated the discussion involving two case studies: Community Relations and Advocacy. The Trustees were broken into two groups to discuss the scenarios as led by Trustee Ricotta (Community Relations) and Trustee Metzger (Advocacy). The groups then reconvened to discuss outcomes of the group discussion and get input from one another (**Attachment 13**).

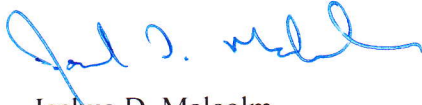
ANNOUNCEMENTS

Chairman Barrett encouraged the Trustees to review the provided list of announcements.

ADJOURNMENT

There being no further business to come before the Board, Chairman Barrett proposed a privileged motion and the Board of Trustees Retreat was adjourned at 3:15 p.m.

Respectfully submitted,



Joshua D. Malcolm
Assistant Secretary to the Board of Trustees



Tina Rodgers
Recording Secretary

Attachments

1. Board of Trustees Meeting Minutes, Closed Session, February 21, 2014
2. Board of Trustees Meeting Minutes, April 17, 2014
3. Board of Trustees Meeting Minutes, Closed Session, April 17, 2014
4. Board of Trustees Nominating Committee, Special Called, May 15, 2014
5. Future changes to Promotion and Tenure process
6. Proposed Board of Trustees Meeting dates for AY 2014-15
7. Fiscal Year 2014-15 Projected Budget
8. Strategic Investments by fiscal year
9. Budget Reduction Strategies
10. Grace P. Johnson Football Stadium Expansion Report
11. "MintAsk Training," Corporate DevelopMint
12. "Summer Camps at UNCP," Engaged Outreach Presentation
13. Case Studies: Advocacy and Community Relations