

**MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
BOARD OF TRUSTEES
Friday, September 20, 2013, at 9:30 AM**

The meeting of the University of North Carolina at Pembroke Board of Trustees was held in the James B. Chavis University Center, Chancellor's Dining Room. Chairman Wiley Barrett called the meeting to order at 9:30 AM.

PLEDGE OF ALLEGIANCE

The group recited the Pledge of Allegiance.

ROLL CALL

Roll was called, and the following Trustees were present:

Wiley Barrett
Kellie Hunt Blue
Robert E. Caton
Michael Holmes
James Jones
Gary Locklear
Don Metzger
Dwight Pearson
Lorna Ricotta
Newy Scruggs
Paul Willoughby
Emily Ashley

Absent:

Caroline Williamson

Also in attendance: Chancellor Kyle R. Carter; Provost and Vice Chancellor Ken Kitts, Academic Affairs; Rich Cosentino, Vice Chancellor for Finance and Administration; John Jones, Vice Chancellor for Student Affairs; Wendy Lowery, Vice Chancellor for Advancement; Dick Christy, Director of Athletics; Kelley Horton, Internal Auditor; Sandy Briscar, Executive Director of Marketing; Dan Kenney, Chief of Staff; Joshua D. Malcolm, General Counsel and Assistant Secretary to the Board of Trustees; and Recording Secretary to the Board of Trustees Kindra Locklear, Chancellor's Office.

INTRODUCTION OF GUESTS INCLUDING MEMBERS OF THE PRESS

None

ETHICS STATEMENT

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

ADDITIONS/DELETIONS TO THE AGENDA

None

APPROVAL OF MINUTES

Minutes were presented for the following meetings:

- Board of Trustees' Meeting Minutes, April 19, 2013
- Board of Trustees' Special Called Meeting Minutes, May 22, 2013
- Board of Trustees' Retreat Meeting Minutes, July 26, 2013

ACTION 2013-22

Upon motion made by Lorna Ricotta, seconded by Gary Locklear, and unanimously carried, the Board of Trustees approved the April 19, 2013; May 22, 2013; and July 26, 2013 Meeting Minutes. (**Attachment 7**)

CHANCELLOR'S REPORT

Chancellor Carter made note of several new hires on campus. He said the overall experience during the UNC Pembroke vs. Winston-Salem State home football game was exciting and showed the university in a positive light. There were 10-20 mass communications students asked to assist the CBS Network in production of the university's first nationally televised football game. Chancellor Carter also announced that the Downtown Project was on track to becoming a reality.

COMMITTEE REPORTS

Audit and Ethics Committee

Trustee Bob Caton, Chair, Audit and Ethics Committee, reported UNC General Administration is satisfied with UNC Pembroke's response to the State audit investigation of 2012. He also reported Kelley Horton, Internal Auditor, presented the 2014 Audit Plan during the committee meeting.

Mr. Caton asked Ms. Horton to describe the criteria used for determining which departments/areas were selected to be part of the 2014 Audit Plan.

ACTION 2013-23

Upon motion made by Bob Caton, seconded by Paul Willoughby, and unanimously carried, the Board of Trustees approved the UNC Pembroke Audit Plan for AY 2013-2014 as approved by the Audit Committee and as prepared by Internal Auditor Kelley Horton. **(Attachment 1)**

Educational Planning and Personnel Committee

Trustee Dwight Pearson, Chair, Educational Planning and Personnel Committee, welcomed three new members (Bob Caton, Michael Holmes and James Jones) to the committee. The committee heard a guest presentation by Mike Clawson, Program Coordinator for Military and Veteran Services, in which he discussed UNC Pembroke's status as a Military Friendly school and the initiatives his division is implementing to improve overall support for veteran students while continuing recruitment and retention of all military-affiliated students.

Provost Kenneth Kitts, Vice Chancellor for Academic Affairs, reported his division has undergone restructuring and now all of Enrollment Management is under the umbrella of Academic Affairs, while the Division of Information Technology has moved to Finance and Administration. Provost Kitts also reported, although overall enrollment is down, there has been an increase in the number of transfer students.

Trustee Pearson made reference to the number of scholarly activities by faculty during the summer as outlined in the Divisional Report. He said it is significant to note that faculty are remaining active outside of the classroom, and this activity can help them to stay engaged in their field of study as they bring these experiences back to their students.

Finance and Administration Committee

Trustee Gary Locklear, Chair, Finance and Administration Committee, reported revenues from auxiliary services like the Bookstore and University Dining are down approximately \$1M. In addition, the University will have to pay nearly \$1M in renovation costs for the Taylor Track as a result of losing funds previously approved by UNC General Administration. Trustee Locklear announced the new athletic intramural field is complete and is located north of campus. The committee also discussed the possibility of outsourcing Bookstore operations, and renovating West Hall in order to discontinue leasing buildings from the Baptist Children's Home and relocate several administrative offices back onto the main campus.

Trustee Locklear reported the committee discussed re-siting the new Student Health Services Building to a location that would better serve the student population and offer more privacy for those seeking medical treatment. On behalf of the Finance and Administration Committee, Trustee Locklear presented the recommendation to the full Board for approval.

ACTION 2013-24

Upon motion made by Gary Locklear, seconded by James Jones, and unanimously carried, the Board of Trustees approved the proposed building site (Solomon Sanderson property) of the new Student Health Services Building, in accordance with *The Code of*

the University of North Carolina, and as recommended by the administration. **(Attachment 3)**

Public Affairs and Advancement Committee

Trustee Lorna Ricotta, Chair, Public Affairs and Advancement Committee, reported the Office of Advancement gave an update on their initiatives to increase the University's presence on the internet with a revamped website and their strategic plan to better advertise using cohesive marketing tools in conjunction with other administrative offices, including Admissions and Graduate Studies. Wendy Lowery, Vice Chancellor for Advancement, discussed with the Board the division's enhanced efforts to better connect with alumni, current donors and potential donors. She also reported the S.O.S. Beach Party raised \$75,400 compared to just over \$45,000 last year.

Trustee Ricotta presented the Board with a request from Farm Bureau Insurance to name the auditorium at the Regional Center in response to their gift to the University in the amount of \$50,000.

ACTION 2013-25

Upon motion made by Lorna Ricotta, seconded by Don Metzger, and unanimously carried, the Board of Trustees approved the proposed naming of the Auditorium of the Regional Center facility, in accordance with the Facility and Program Naming Policy, as recommended by the administration. **(Attachment 4)**

Student Life and Athletics Committee

Trustee Paul Willoughby, Chair, Student Life and Athletics Committee, reported the committee was joined by UNC Pembroke football player, Fred Williams, who shared his story during the meeting. Dick Christy, Director of Athletics, updated the Board on points that were shared during the committee meeting. He reviewed the NCAA Division II layout, discussed the restructuring of the Department of Athletics, and gave an update on the University's pursuit to join the Southern Athletic Conference.

DIVISIONAL REPORTS

Chairman Barrett asked if there were any questions or comments concerning divisional reports **(Attachment 12)** and encouraged the Trustees to read the divisional reports. Each division leader was given the opportunity to expound upon their section of the Divisional Report to the Board.

CHAIRMAN'S REPORT

Chairman Barrett reported on a meeting between himself, President Tom Ross, Chancellor Carter, Frank Grainger (Board of Governors liaison) regarding the Trustees' evaluation of Chancellor Carter. He also expressed that he is impressed with the direction Athletics is taking; pointing specifically to the recent nationally televised football game against WSSU, and encouraged the Trustees to visit various facilities across campus.

OLD BUSINESS

None

NEW BUSINESS

Update on Enrollment

Provost Kitts gave a presentation on enrollment at UNC Pembroke in which he discussed the decline in overall enrollment and the budget shortfalls that result. He noted the main reason for the declining student headcount was due to the large numbers of students graduating each year, and the challenge for the University was in recruiting and retaining new and transfer students to take their place.

Provost Kitts pointed out the UNC system had very low positive/negative percentage changes in enrollment from 2012 to 2013, with two exceptions. UNC Pembroke's efforts for retention will focus on continued improvement of academic support services (ie. advising, tutoring, supplemental instruction), greater attention to campus life and student involvement, and creating a First Year and Second Year experience for students. Provost Kitts discussed that recruitment efforts will focus on garnering more applications and establishing UNC Pembroke as a destination of choice for NC Community College students through improved outreach and articulation agreements. Freshman recruitment will focus on better marketing strategies, consistent branding, creating an improved campus experience for open houses and on-campus scholarship interviews, and ensuring a robust orientation program.

Policy Discussion

The Board of Trustees was presented the following three policies for its consideration and approval:

- Misuse of State Property Policy
- Campus Crime Reporting Policy
- Missing Residential Student Notification Policy

ACTION

2013-26

Upon motion made by Gary Locklear, seconded by Lorna Ricotta, and unanimously carried, the Board of Trustees approved the Misuse of State Property, Campus Crime Reporting and Missing Residential Student Notification Policies. **(Attachment 11, 10 and 9)**

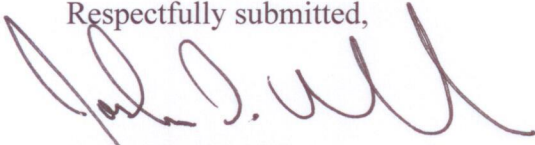
ANNOUNCEMENTS

Chairman Barrett reviewed the announcements as printed. He encouraged the Trustees to sign up for as many events as possible.

ADJOURNMENT

There being no further business to come before the Board, a privileged motion was made and the meeting adjourned at 12:23 PM. Chairman Barrett thanked the Board members for their participation.

Respectfully submitted,



Joshua D. Malcolm
Assistant Secretary



Kindra Locklear
Recording Secretary

Attachments:

1. Audit and Ethics Committee
2. Educational Planning and Personnel Committee
3. Finance and Administration Committee
4. Public Affairs and Advancement Committee
5. Student Life and Athletics Committee
6. Agenda, Regular Board Meeting, September 20, 2013
7. Minutes, Board of Trustees Meeting, April 19, 2013; Special Called Meeting, May 22, 2013; and Board of Trustee Retreat Minutes, July 26, 2013
8. Chancellor's Report
9. Campus Crime Reporting Policy
10. Missing Student Notification Policy
11. Misuse of State Property Policy
12. Divisional Reports and Chancellor's Report