

**MINUTES OF THE MEETING OF  
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
BOARD OF TRUSTEES  
Friday, September 22, 2017 at 8:30 AM**

The Trustees were led in a pre-meeting breakfast presentation by Dr. Stewart Thomas, vice chancellor for Finance and Administration, David Hatch, director of Facilities Management, and Nancy Crouch, assistant vice chancellor for Technology Resources and CIO. The group provided an update on construction projects across campus (School of Business Building, West Hall Renovation and Prospect Road/DOT project).

The meeting of the University of North Carolina at Pembroke Board of Trustees was held in the Room 213 of the James B. Chavis University Center. Chairman Jim Jones called the meeting to order at 9:35 a.m.

Five new Trustees (Mary Ann Elliott, Dajer Fernandez, Allen Jamerson, Jack Lowery, and Jim Thomas) were ceremoniously sworn in before the group. General Allen Jamerson led the trustees in the Pledge of Allegiance.

**ROLL CALL**

Roll was called and the following Trustees were present:

Jim Jones  
Don Metzger  
Alphonzo McRae  
Wiley Barrett  
Bob Caton  
Pat Corso  
Mary Ann Elliott  
Dajer Fernandez  
Allen Jamerson  
George Little  
Jack Lowery  
Larry Stone  
Jim Thomas

Also in attendance: Robin Gary Cummings, chancellor; David Ward, provost and vice chancellor for Academic Affairs; Lisa Schaeffer, vice chancellor for Student Affairs; Stewart Thomas, vice chancellor for Administration; Mark Gogal, interim vice chancellor for Advancement; Dick Christy, director of Athletics; Jodi Phelps, executive director of University Communications and Marketing; Ronette Gerber, director of Title IX and Clery Compliance; Megan Fees, chief audit officer; Scott Billingsley, associate provost; Lois Williams, associate vice chancellor for Enrollment; Aaron Vandemeer, chair, Faculty Senate and assistant professor, Music; Justin Smith, special assistant to the chancellor; Dan Kenney, chief of staff; Joshua Malcolm, general counsel and assistant secretary to the Board of Trustees; and Tina Rodgers, recording secretary to the Board of Trustees.

## **INTRODUCTION OF GUESTS INCLUDING MEMBERS OF THE PRESS**

Chairman Jones recognized Dick Christy, who introduced his guest, Lenette Jones who is the Senior Woman Administrator for Henderson State. Ms. Jones is participating in the NCAA Division II mentee program for aspiring athletic directors.

## **ETHICS ANNOUNCEMENT BY THE CHAIR**

Chairman Jones 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 (**Attachment 6**).

## **APPROVAL OF MINUTES**

Minutes were presented for the following minutes:

- Board of Trustees Meeting, April 21, 2017
- Board of Trustees Meeting, Closed Session, April 21, 2017
- Board of Trustees Meeting, Special Called, June 19, 2017
- Board of Trustees Meeting, Special Called, Closed Session, June 19, 2017
- Board of Trustees Meeting, Special Called, August 7, 2017
- Board of Trustees Meeting, Special Called, Closed Session, August 7, 2017

### **ACTION 2017-31**

Upon motion made by George Little, seconded by Alphonzo McRae and unanimously carried, the Board of Trustees approved the meeting minutes for the minutes presented to the Board for approval, as listed (**Attachments 7-12**).

## **CHANCELLOR'S REPORT**

Chancellor Robin Cummings gave the Board updates on his activity and university achievements for the period of April 22 – September 22 (**Attachment 13**). He reviewed several items and stated he has conducted on campus meetings to garner new relationships with external constituents, to include representatives from AT&T and Jefferson Keel, lieutenant governor of the Chickasaw Nation. Chancellor Cummings encouraged the Trustees to read the full report.

## **COMMITTEE REPORTS**

### **Audit and Ethics Committee**

Committee Chair Pat Corso introduced Megan Fees as the new chief audit officer. Ms. Fees provided the committee with an update of audit activities for 2016-17, which included the completion of nine investigative audits and the issuance of four audit reports.

Ms. Fees then addressed the full Board and gave a brief overview of the 2017-2018 Audit Plan. She explained the plan included 12 audits from the previous year's audit plan, as well as five new audits. Upon the conclusion of her review, Committee Chair Corso presented the following motion to approve the 2017-2018 audit plan.

**ACTION**  
**2017-32**

As recommended by the Audit and Ethics Committee, and upon motion made by Pat Corso, the Board of Trustees approved the Audit Plan ending fiscal year June 30, 2018, as presented by Megan Fees (**Attachment 14**).

Education Planning and Personnel Committee

Committee Chair Alphonzo McRae reported the committee heard a report from Faculty Senate Chair Aaron Vandermeer regarding the faculty's preparation for the implementation of NC Promise in fall 2018. He also reported on the revision of the faculty evaluation model and implementation of a new learning system, Canvas, which is scheduled to launch in summer 2018. The committee also heard from Staff Council Chair Gordon Byrd who stated chair-elect Jean Marie Floyd will assume the role in January 2018. Also, the Staff Council Book Scholarship Committee is in the process of revising the gift agreement to allow more flexibility.

Provost Ward reported the division is focused on three areas: NC Promise, improving retention and developing new programs. Committee Chair McRae recognized Provost Ward to address the full Board and speak to the three areas. He stated there are several factors that influence student retention, including transfers, financial circumstances and academic performance. Provost Ward then received several questions from the Board.

Finance and Administration

Committee Chair Don Metzger reported the committee received several updates. The operating budget for the fiscal year 2018 was decreased by approximately \$1.5 million due to lower than anticipated enrollment the previous fiscal year. The bookstore transition was completed on July 31, with Follett Corporation. It is estimated the university will earn \$200 thousand in commission payments for sales between July 31 and August 31. Additionally, the university should see a commission of \$700 thousand through June 30, 2018, and \$300 thousand in capital investments to support renovation of the bookstore.

There have been over \$1 million in repair and renovation funds allocated to UNCP. A priority list of projects include GPAC, Hickory Hall and the former Student Health building. The committee also heard an update on the FEMA reimbursement. After collecting the necessary data and completing the application process, the university has so far received \$403,236.79 from the FEMA Public Assistance Program. THE university is still awaiting the 25 percent match from NC Emergency Management.

The committee also heard a request to approve a Series 2006B bond prepayment in the amount of \$240 thousand. The prepayment will save \$45 thousand and allow the bond to retire 6.5 years early in April 2020. Committee Chair Metzger then offered the following motion.



**ACTION**  
**2017-33**

As recommended by the Finance and Administration Committee, and upon motion made by Don Metzger, the Board of Trustees approved the partial prepayment of a Series 2006B bond in the amount of \$240,000, which was used to for the construction of stadium seating, a stadium scoreboard, and the UC Annex. This prepayment is the third in a series of five payments. **(Attachment 15).**

Public Affairs and Advancement Committee

Committee Chair Pat Corso reported the committee heard several reports. Jodi Phelps, executive director of University Communications and Marketing, stated there were over 1,100 in attendance for the GPAC season opener and 150 for the gala. An Arts and Economic prosperity study reviewed the impact of GPAC on the region, which is roughly \$4 million and the equivalent of 124 full-time jobs. Mrs. Phelps reported on the development of a Board of Visitors to assist with communicating the university's message and increasing the impact on enrollment and admission. Paul Jolicoeur, director of community relations, is leading this project. Mrs. Phelps presented the committee a 5-minute commercial ([www.NCPromise.com](http://www.NCPromise.com)) featuring UNC President Margaret Spellings and chancellors from the three NC Promise universities.

Interim Vice Chancellor Mark Gogal reviewed the 2016-2017 giving highlights, with the largest individual gift being \$1 million, \$415,000 as the largest corporate gift, and the record-breaking Braves Club Cash Bash which took in over \$96,000. Morgan Jones, director for Alumni Engagement reported on the Alumni Lean event held last spring. Several subcommittee were formed to review plans of action for the office and improve processes. Mr. Gogal also gave a brief overview of the VC for Advancement search so far.

Mr. Gogal discussed with the committee a request to approve the naming of the Accounting Seminar Room in the new School of Business building. Committee Chair Corso then offered the following motion.

**ACTION**  
**2017-34**

As recommended by the Public Affairs and Advancement Committee, and upon motion made by Pat Corso, the Board of Trustees approved the naming of an accounting seminar room, which will be located in the new School of Business Building, in accordance with POL 03.00.01 – Facility and Program Naming Policy, and as recommended by Interim Vice Chancellor Mark Gogal and Chancellor Robin G. Cummings. This facility shall be known as the “Joseph E. Sandlin Accounting Seminar Room” in perpetuity, as described in the letter of request from Chancellor Cummings **(Attachment 16).**

### Student Life and Athletics

Committee Chair Wiley Barrett reported the committee heard from several representatives across the Student Affairs and Athletics divisions. Student Government President Dajer Fernandez discussed the mission statement, vision and goals of the SGA for 2017-18, as well as reviewed programming and policy changes the SGA plans to work on. Committee Chair Barrett recognized Mr. Fernandez to briefly discuss with the full Board the upcoming activities and plans of the SGA.

Vice Chancellor Lisa Schaeffer discussed the mission and goals for the 13 departments within Student Affairs. She then introduced Christie Poteet, director of Community and Civic Engagement. Ms. Poteet shared there were over 3,500 student-volunteers who put in over 28,000 hours of community service. She provided updates on the programs in her department including the CARE Resource Center, student emergency shelter, and the Change Agent Academy.

Mr. Dick Christy, director of Athletics, discussed the new five-year strategic plan for athletics through 2021-22. Over 30 stakeholders across from the community, athletics, and across campus helped to develop the plan in June 2017. Mr. Christy also shared with the committee samples of videos produced by the department's communications interns, which are distributed online and used to assist with recruiting. Other updates Mr. Christy provided were participation in the Kelvin Sampson Hurricane Harvey Challenge, Lumbee River EMC Stadium ribbon cutting on October 16, and a restructuring of the athletics administration organizational chart.

### DIVISION REPORTS

Chairman Jones asked if there were any questions or comments for the vice chancellors and director concerning division reports (**Attachment 17**). None were noted.

### NEW BUSINESS

#### 2017 Annual Security and Fire Report/Clery Data Update

Ronette Gerber, director of Title IX and Clery Compliance, gave the Trustees an overview of the UNC Pembroke Annual Security and Fire Report for 2017 (**Attachment 18**). She stated this report also includes Clery Data that is mandated to be reported in accordance with the Jeanne Clery Act, which includes crime statistics for a period of three years from, 2014-2016. Ms. Gerber explained her role as Title IX coordinator is to ensure the university is compliant in its prevention and awareness of cases of discrimination. She is also responsible for conducting presentations during new student orientation, as well as during all orientation sessions for new faculty and staff. Ms. Gerber stated reports of crime statistics that occur off campus are not required to be reported as part of Clery data.

Ms. Gerber then received and answered several questions from the Board.

#### Conflict of Interest Notice

Chairman Jones recognized Joshua Malcolm to review the conflict of interest notice the university received regarding Trustee B.F. "Jack" Lowery (**Attachment 19**). Mr. Malcolm stated there were no actual conflicts of interest, but there existed the potential for a conflict as Mr. Lowery is an attorney at Lowery, Lowery, & Cherry, PLLC, and as such the law firm could seek to market products or services to the University. Mr. Malcolm reminded the Trustees of their

obligation under UNC Policy Manual 200.1, to notify the university of any potential conflicts of interest should they become aware of such conflicts.

**CHAIR'S REPORT**

In the interest of time, Chairman Jones decided to forego a report for this meeting.

**ENROLLMENT UPDATE**

Chairman Jones recognized Chancellor Cummings and Provost Ward to lead discussion regarding the enrollment for fall 2017 and past university trends in enrollment (**Attachment 20**). Provost Ward updated the Trustees on reenrollment numbers for Fall 2017 as compared to Fall 2016. He reviewed demographic numbers and percentages for first year freshmen and returning students, as well as retention and graduation rates. He also noted the retention rate for Honors College increased from 81 percent in 2015 to 95 percent in 2016, and has an 88.6 percent five-year average. Provost Ward also discussed enrollment percentages as they relate to UNCP's service region.

Chancellor Cummings and Provost Ward received and answered several questions from the Board.

Chairman Jones requested the Board move into closed session.

Upon privileged motion, and unanimously carried, the Board of Trustees approved the motion to go into closed session so as to prevent the disclosure of such information which is confidential pursuant to the laws of this State, or not considered a public record; to discuss confidential personnel matters *NCGS 143-318.11(a)(2)(6)*.

*Minutes of the closed session are stated in a separate document.*



Upon motion made, properly seconded and unanimously carried, the Board of Trustees approved the motion to return to open session.

**ACTION  
2017-35**

Upon motion made by Jim Jones and properly seconded, the Board of Trustees unanimously approved the Tier I salary increases for the designated individuals listed in the attachment provided to the Board of Trustees, as recommended by Chancellor Robin G. Cummings. These salary ranges shall be considered effective as of July 1, 2017.



## ADJOURNMENT

Chairman Jones reviewed the complete list of announcements located on the agenda. He commended the new Board members on their engagement and enthusiasm during the meeting. Seeing there was no further business to bring to the Board, Chairman Jones made a privileged motion to adjourn. Chairman Jones thanked the Trustees for their service.

Respectfully submitted,



Joshua D. Malcolm  
Assistant Secretary



Tina R. Rodgers  
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, Board of Trustees Meeting, September 22, 2017
7. Minutes, Board of Trustees Meeting, April 21, 2017
8. Minutes, Board of Trustees Meeting, Closed Session, April 21, 2017
9. Minutes, Board of Trustees Meeting, Special Called, June 19, 2017
10. Minutes, Board of Trustees Meeting, Special Called, Closed Session, June 19, 2017
11. Minutes, Board of Trustees Meeting, Special Called, August 7, 2017
12. Minutes, Board of Trustees Meeting, Special Called, Closed Session, August 7, 2017
13. Chancellor's Report
14. 2017-2018 Audit Plan
15. Letter of Request, Series 2006B bond prepayment
16. Naming Recommendation – Accounting Seminar Room, new School of Business Building
17. Division Reports
18. 2017 Annual Security and Fire Report/Clery Data Update
19. Conflict of Interest Notice
20. Enrollment Update