

**MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
BOARD OF TRUSTEES
Friday, September 16, 2016 at 8:30 AM**

Richard Ammons and Karen Callahan, consultants with the firm Marts & Lundy, Inc., conducted a pre-meeting breakfast presentation on the yield analysis for UNCP's planned capital campaign. The presentation was attended by several members of the UNCP Foundation, Inc. Board, Alumni Association Board of Directors, and Office for Advancement.

The meeting of the University of North Carolina at Pembroke Board of Trustees was held in the Chancellor's Dining Room of the James B. Chavis University Center. Chairwoman Kellie Blue called the meeting to order at 9:40 a.m.

Admiral Michael Holmes led the trustees in the Pledge of Allegiance.

ROLL CALL

Roll was called and the following Trustees were present:

Kellie Blue
Michael Holmes
Don Metzger
Wiley Barrett
Newy Scruggs
Bob Caton
Pat Corso
Alphonzo McRae
Larry Stone
James Jones
George Little
Logan John

Absent:

Lorna Ricotta

Also in attendance: Robin Gary Cummings, chancellor; Zoe Locklear, provost and vice chancellor for Academic Affairs; Lisa Schaeffer, interim vice chancellor for Student Affairs; Carlton Spellman, assistant vice chancellor for Administration; Wendy Lowery, 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; Kelley Horton, chief audit officer; Scott Billingsley, associate provost; Chunmei Yao, director of Institutional Research; Janelle Handcox, director of Financial Aid; Sara Simmons, Faculty Senate chair and professor, Elementary Education; 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

Chairwoman Blue recognized Robert Rippy, UNC Board of Governors Liaison to UNC Pembroke, for brief comments to the Board.

ETHICS ANNOUNCEMENT BY THE CHAIR

Chairwoman Blue 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 22, 2016
- Board of Trustees Meeting, Closed Session, April 22, 2016
- Board of Trustees Meeting, Special Called, May 17, 2016
- Board of Trustees Meeting, Special Called, Closed Session, May 17, 2016
- Board of Trustees Retreat, August 4, 2016

ACTION 2016-26

Upon motion made by James Jones, seconded by Don Metzger and unanimously carried, the Board of Trustees approved the meeting minutes for the minutes presented to the Board for approval, as listed (**Attachments 7-11**).

CHANCELLOR'S REPORT

Chancellor Robin Cummings gave the Board several updates on his activity and university achievements for the period of July 1-September 16 (**Attachment 12**).

COMMITTEE REPORTS

Audit and Ethics Committee

Committee Chair Larry Stone reported Chief Audit Officer Kelley Horton provided the committee with an update of audit activities for 2015-16, which included the completion of one

investigative audit, the issuance of three audit reports, and a follow-up to the Student Financial Aid audit finding for FY 2015.

Ms. Horton then addressed the full Board and gave a brief overview of the 2017 Audit Plan. She explained the plan was developed in consideration of several factors, including consultation with the cabinet members and reviewing issues faced at other UNC schools, the number of departmental transactions. Several items being carried over from the previous audit plan include athletic camps and other clinics, fixed assets, grants, and Financial Aid. Ms. Horton discussed some of the new items she will focus on for FY17 will include cash collections with football and student activity events, Human Resources hiring process, purchasing of facilities, campus safety, and emergency notifications.

ACTION

2016-27

Upon motion made by Larry Stone, seconded and unanimously carried, the Board of Trustees approved the Audit Plan ending fiscal year June 30, 2017, as presented by Kelley Horton and as recommended by the Audit and Ethics Committee (**Attachment 13**).

Education Planning and Personnel Committee

Committee Chair James Jones reported the committee had a full agenda and will be bringing four action items before the Board. He stated the committee heard from Dr. Barry O'Brien, dean, School of Business, who presented the Entrepreneurship Incubator Scorecard. There are currently seven tenants who have moved into the Incubator since it opened on July 1. Also, Thomas Hall was hired as the new director of the Thomas Family Center for Entrepreneurship.

The committee reviewed the list of Tier II new hires and heard reports from Associate Provost Scott Billingsley. He provided updates on enrollment, and the reorganization and renaming of the Center for Student Success. Provost Locklear stated the departments of art and music are slated to undergo reaccreditation this academic year. The committee also heard reports from Dr. Sara Simmons, chair, Faculty Senate, and Dr. Robert Canida, chair, Staff Council.

ACTION

2016-28

Upon motion made by James Jones, and unanimously carried, the Board of Trustees approved the motion to change the School of Graduate Studies, in accordance with UNC Policy Manual 400.2.1.1[R] to Graduate School, as recommended by Provost Zoe Locklear and Chancellor Robin G. Cummings (**Attachment 14**).

ACTION
2016-29

Upon motion made by Don Metzger, and unanimously carried, the Board of Trustees approved the recommendation by the Educational Planning and Personnel Committee, in accordance with Sections 200.6 and 600.3.4 of the UNC Policy Manual and per the delegation of authority from the UNC BOG to the UNCP BOT, to delegate to Chancellor Cummings the authority to approve certain EHRA salary adjustments as set forth in the resolution prepared by staff, which shall be certified by General Counsel/Assistant Secretary to the Board Joshua D. Malcolm (**Attachment 15**).

ACTION
2016-30

Upon motion made by Wiley Barrett, and unanimously carried, the Board of Trustees approved the recommendation of the Educational Planning and Personnel Committee, in accordance with Sections 200.6 and 600.3.4.III. of the UNC Policy Manual and per the delegation of authority from the UNC BOG to the president and in turn to the UNCP BOT, to delegate the Chancellor Cummings authority to establish faculty salary ranges and certain other personnel actions related to SAAO Tier 2 and IRPS positions, as set forth in the resolution prepared by staff, which shall be certified by General Counsel/Assistant Secretary to the Board Joshua D. Malcolm (**Attachment 16**).

ACTION
2016-31

Upon motion made by Pat Corso, and unanimously carried, the Board of Trustees approved the 2016-2017 Faculty and Senior Administrative and Academic Officers (SAAO) salary ranges as required by UNC Policy Manual 600.3.4.C, as recommended by Chancellor Robin G. Cummings (**Attachment 17**).

Finance and Administration

Committee Chair Michael Holmes reported the committee received an update on the current status of the working budget, which stands at \$71.3 million and is approximately \$100,000 less than last year's budget. So far, UNCP has spent only 17 percent of its budget. The committee was briefed on two capital construction projects: the Student Health Services Building, which is currently under construction, on budget, and on schedule with a move-in date of January 23, 2017; and the School of Business Building, which has an estimated construction budget of \$36 million.

A Memorandum of Agreement has been signed with the U.S. Army Special Operations Unit out of Fort Bragg whereby military service members who are within six months of their end of obligated service will be offered an internship at UNCP, paid by the Army. After the six months, there would be an opportunity for full-time employment by the university. The committee also discussed the possible acquisition of two residential townhomes in the Hunters Run Subdivision in Pembroke for the purpose of temporary housing for new UNCP employees moving to the area. The purchase would have to go through and be approved by the Endowment Fund Board of Trustees.

Committee Chair Holmes explained the request to refund and refinance the Oak Hall and Village Apartments Indebtedness. A total of \$16,490,000 worth of bonds for these projects are recallable, and by calling and refinancing the university can save between approximately \$1.7 and \$2.4 million. The actual savings will be based on a potential upward change in the university's credit rating, which will be announced later in the fall.

ACTION
2016-32

Upon motion made by Logan John and unanimously carried, the Board of Trustees approved the request of Vice Chancellor Steven Arndt and Chancellor Robin G. Cummings to refinance certain student housing debt, to be executed within the next twelve months at a time to be determined by Vice Chancellor Arndt in order to achieve the most savings to the university and its associated entities, as recommended by the Finance and Administration Committee (**Attachment 18**).

Mr. Malcolm explained to the Board the university is seeking approval to raze the West Office Building located at 902 Old Main Road in order to repurpose the property as university administration deems appropriate. The anticipated cost of this project would be less than \$10,000.

ACTION
2016-33

Upon motion made by Michael Holmes and unanimously carried, the Board of Trustees approved the request of Vice Chancellor Steven Arndt and Chancellor Robin G. Cummings to raze the West Office Building, subject to any further necessary approvals, as may be required, from the UNC Board of Governors and/or the NC Department of Administration, as recommended by the Finance and Administration Committee.

Public Affairs and Advancement Committee

Committee Chair Pat Corso reported the committee heard several reports. Jodi Phelps, executive director of University Communications and Marketing, reviewed four main initiatives that are underway in the department. They include measuring the effectiveness and reach of the UNCP

brand, revamping recruitment materials with a common theme, developing a new web site design with an anticipated launch of January 2017, and aligning staff roles with the university mission.

Vice Chancellor Wendy Lowery shared the status of the capital campaign and reported the division has several new hires. She stated a finalist has been selected for the position of executive director of GPAC and hope to have the person on board by mid-October. There has been 16.3 percent growth in overall fundraising with a total of \$2.6 million. The division has also increased efforts to improve outreach to alumni by hosting more alumni events.

Dedra Sanderson, GPAC box-office manager, provided an overview of upcoming events and marketing efforts, to include reaching out to retirement communities in Robeson, Moore and Scotland counties and offering discounts on season subscriptions and single tickets.

Mr. Corso presented to the full Board for its consideration and approval, the proposed naming of the garden space at the new Student Health Services Building, in honor of donors Dr. Kenneth E. Locklear and his wife, Michelle Locklear. The donors will contribute a total of \$50,000 to the UNCP Foundation, Inc.

ACTION
2016-34

Upon motion made by Pat Corso and unanimously carried, the Board of Trustees approved the naming of the garden space at the Student Health Services Building (currently under construction), in accordance with UNCP POL 03.00.01 – Facility and Program Naming Policy, as recommended by Vice Chancellor Wendy Lowery and Chancellor Robin G. Cummings. This facility shall be known as the “Serenity Garden provided by the gracious support of Dr. Kenneth E. Locklear and his wife, Michelle Locklear” **(Attachment 19)**.

Student Life and Athletics

Committee Chair Bob Caton reported the committee heard from several representatives across the Student Affairs and Athletics divisions. Student-athlete Jonissa Monley, a senior member of the women’s basketball team, shared with the committee why she chose UNCP. She commended Coach John Haskins, her teammates, and other Athletics staff with helping her grow as a leader.

Dick Christy, director of Athletics, reported student-athletes received a presentation from Ronette Gerber regarding Title IX and sexual assault, specifically the definition of consent, policies against hazing and bullying, and their responsibility for personal accountability. He also stated the Brave Buddies program is being modified to partner with first graders at Pembroke Elementary.

Christy Poteet, director for the Office of Community and Civic Engagement (CCE), reported on a survey conducted in spring 2016 focused on food insecurity and homelessness among students. Several programs are in place to address food insecurities, and the office is working with

community agencies to assist students with issues of housing and homelessness. Dalton Hoffer, assistant director for CCE, discussed UNCP Votes which is a campaign focused on engaging and educating members of the university community regarding the importance of voting.

James Freeman, interim director of the Entrepreneurship Incubator, reported on the university's pilot program called Braves Shuttle, which is a collaboration with the Robeson County Southeast Area Transit System (SEATS). The program launched August 15, 2016, and provides free transportation to students to several key locations in Pembroke. The shuttle operates five days a week, and so far 183 students have registered for the service.

DIVISION REPORTS

Chairwoman Blue asked if there were any questions or comments for the vice chancellors and director concerning division reports (**Attachment 20**). None were noted.

NEW BUSINESS

2016 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 2016 (**Attachment 21**). 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, 2013-2015. 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

Chairwoman Blue recognized Joshua Malcolm to review the conflict of interest notice the university received regarding Trustee George Little. Mr. Malcolm stated there were no conflicts or potential conflicts for Trustee Little. 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

Chairwoman Blue stated she participated in Freshman Move-In with Chancellor and Mrs. Cummings. She also participated in the Ladies' Garden Party held at the Chancellor's Residence, and tailgated with UNCP alumni and other constituents during the Two Rivers Classic football game.

ENROLLMENT UPDATE

Chairwoman Blue recognized Chancellor Cummings and Provost Locklear to lead discussion regarding the enrollment for fall 2016 and past university trends in enrollment (**Attachment 22**). Chancellor Cummings reported total enrollment has decreased when compared to last year at this same time – freshman as well as graduate enrollment numbers are down. He stated the university is looking to develop stronger recruitment efforts for in-state and international students.

Chancellor Cummings, along with Provost Locklear and Dr. Scott Billingsley, received and answered several questions from the Board.

UNCP ATHLETICS BUDGET OVERVIEW

Mr. Christy presented the Board with an overview of the Department of Athletics budget, which outlined UNCP’s revenue and expenses as they currently stand and as they compare to other Division II universities with similar number of athletic programs and enrollment (**Attachment 23**).

Chairwoman Blue requested the Board move into closed session.

Upon motion made by Newy Scruggs, seconded by Michael Holmes and unanimously carried, the Board of Trustees approved the motion to go into closed session to discuss confidential personnel matters and FERPA related matters 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 prevent the premature disclosure of an honorary degree, scholarship, prize or similar award *NCGS 143-318.11(a)(1)(2)*.

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.

ADJOURNMENT

Chairwoman Blue recognized Logan John to share a few announcements on behalf of Student Government. She encouraged the Trustees to review the complete list of announcements located on the agenda.

Upon motion made by Wiley Barrett, seconded by Larry Stone, and unanimously carried, the meeting of the Board of Trustees was adjourned at 12:55 p.m. Chairwoman Blue 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 16, 2016
7. Minutes, Board of Trustees Meeting, April 21, 2016
8. Minutes, Board of Trustees Meeting, Closed Session, April 21, 2016
9. Minutes, Board of Trustees Meeting, Special Called, May 17, 2016
10. Minutes, Board of Trustees, Special Called, Closed Session, May 17, 2016
11. Minutes, Board of Trustees Retreat, August 4, 2016
12. Chancellor's Report
13. 2016-2017 Audit Plan
14. Letter – Name Change, School of Graduate Studies
15. Resolution – Delegation of Authority to the chancellor, EHRA salary adjustments
16. Resolution – Delegation of Authority to the chancellor, faculty salary ranges, Tier 2/IRPS
17. 2016-2017 Faculty and SAAO Salary Ranges
18. Memo – Refinancing of Student Housing Debt
19. Naming Recommendation – Serenity Garden, Student Health Services Building
20. Division Reports
21. 2016 Annual Security and Fire Report/Clery Data Update
22. Enrollment Update – Fall 2016
23. UNCP Athletics Budget Overview