

**MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
BOARD OF TRUSTEES
Friday, September 19, 2014 at 8:30 AM**

Dick Christy, Director of Athletics, led the Trustees in a presentation entitled "Road to Recovery: A Learning Laboratory." Also presenting were Michael Blackburn, head athletic trainer, Susan Edkins, Joey Hannant, and two student-athletes.

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. Chairman Wiley Barrett called the meeting to order at 9:30 a.m.

The trustees were led in the Pledge of Allegiance.

ROLL CALL

Roll was called and the following Trustees were present:

Wiley Barrett
Kellie Blue
Lorna Ricotta
Bob Caton
Dwight Pearson
Michael Holmes
Don Metzger
Paul Willoughby
Newy Scruggs
James Jones
Biruk Kassaw

Absent:

Caroline Williamson
Gary Locklear

Also in attendance: Kyle R. Carter, Chancellor; Kenneth Kitts, Provost and Vice Chancellor for Academic Affairs; John R. Jones, Vice Chancellor for Student Affairs; Rich Cosentino, Vice Chancellor for Finance and Administration; Wendy Lowery, Vice Chancellor for Advancement; Dick Christy, Director of Athletics; Sandy Briscar, Director of University Communications and Marketing; 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, Chancellor's Office.

INTRODUCTION OF GUESTS INCLUDING MEMBERS OF THE PRESS

Chairman Barrett recognized Robert Rippy, UNC Board of Governors Liaison to UNC Pembroke.

ETHICS ANNOUNCEMENT BY THE CHAIR

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

ACTION 2014-15

Upon motion by Kellie Blue, seconded by Biruk Kassaw and unanimously carried, the Board of Trustees approved the addition of item 15.d., affirmation of appointment of Don Metzger to the UNCP Endowment Board for AY 2014-16, to the agenda (**Attachment 6**).

APPROVAL OF MINUTES

Minutes were presented for the following minutes:

- Board of Trustees Retreat, June 6, 2014
- Board of Trustees Executive Committee Meeting, July 23, 2014, Special Called
- Board of Trustees Executive Committee Meeting, July 23, 2014, Closed Session

ACTION 2014-16

Upon motion made by James Jones, seconded by Don Metzger and unanimously carried, the Board of Trustees approved the meeting minutes for the June 6, 2014 Retreat, July 23, 2014 Executive Committee Special Called Meeting and the July 23, 2014 Executive Committee Special Called Meeting Closed Session (**Attachments 7, 8 and 9**).

BOARD OF GOVERNORS LIAISON

UNC Governor and Liaison to UNC Pembroke Robert Rippy addressed the Trustees and expressed how pleased he was to be able to advocate on behalf of the University. Mr. Rippy stated he would work to change the funding formula in the UNC system for the smaller universities.

CHANCELLOR'S REPORT

Chancellor Carter referred the Trustees to two publications handed out prior to the meeting. *UNCP Today*, which is produced by University Communications and Marketing, and the Annual Report both highlight the accomplishments of the university and its alumni.

COMMITTEE REPORTS

Audit and Ethics

Committee Chair Don Metzger reported Kelley Horton provided an update on activities of the Office of Internal Audit to include the completion of five investigative audits, issuance of four audit reports, an investigation in a State audit hotline referral and completion of UNC Pembroke's first Internal Audit Manual. Ms. Horton presented the internal audit plan for FY ending June 30, 2015 to the committee and the full Board.

Ms. Horton explained the committee previously approved the plan, which outlines anticipated audits that will occur in the upcoming year. She went on to state due to seven investigations occurring during 2013-14, some aspects of last year's plan have been included in this year's plan. There being no questions from the Board, a motion was made to approve the 2014-15 Audit Plan.

ACTION
2014-17

Upon motion made by Don Metzger, seconded by Bob Caton and unanimously carried, the Board of Trustees approved the 2014-15 Audit Plan as presented by Kelley Horton and as recommended by the Audit and Ethics Committee.

Educational Planning and Personnel

Committee Chair James Jones reported on several accomplishments and ongoing projects with the division of Academic Affairs. The Entrepreneurship Incubator will soon launch and begin construction. He stated Dr. Kitts announced Dr. John Parnell as the new interim dean for the School of Business. *Voices of the Lumbee* won first place in a faculty video competition sponsored by the Broadcast Education Association. The University is looking to partner with East Carolina University in a joint program that will eventually establish a stand-alone degree program at UNCP and will allow students to work toward a doctorate in physical therapy degree. The committee also discussed the promotion and tenure policy.

ACTION
2014-18

Upon motion made by James Jones, seconded by Lorna Ricotta and unanimously carried, the Board of Trustees approved the proposed changes to the Promotion and Tenure Policy as recommended Provost Kitts, Chancellor Carter and the Educational Planning and Personnel Committee, to be effective AY 2015-16 upon further review and approval of UNC President Tom Ross and the Board of Governors, as may be required by Section 602 of *The Code*.

Finance and Administration

Committee Chair Michael Holmes reported Vice Chancellor Cosentino discussed seven topics with the committee and there were no action items. The Grace P. Johnson stadium expansion project will add 500 seats at a cost of \$905,240, with further discussions of adding an additional 500 seats at a later time. This initial expansion has been approved at cost and will take place concurrently with the construction of restrooms. Chancellor Carter added the cost of the additional seats could be leveraged off of the initial contract, thus reducing the cost.

The committee discussed the salary increases of SPA and EPA employees. SPA employees have received the state funded increase of \$1,000. EPA employees will receive an increase that will be funded jointly by \$94,000 from the state and \$450,000, which is considered a strategic investment that will cover salaries and fringe benefits, that has been set aside by the Chancellor.

It was reported the University will not outsource the University Bookstore operations as a result of a study conducted by the University, which will be reviewed again in 3-5 years.

UNC Pembroke is considering granting a Release for Proposal (RFP) for food service as the University looks into changing its food service provider. This decision was made as a result of several changes within the structure and management of Sodexo (the current food service provider) that have taken place without input or consultation by the University.

Mr. Holmes stated the committee discussed the impact of the State budget on the University that currently includes a two percent budget cut for FY 2016, approximately \$1,054,000. The current fiscal year suffered a \$744,000 budget cut, but was offset by \$1.8M received in enrollment growth funding.

It was reported the University had a successful FY 2014 year-end close despite recent financial challenges, ending with a positive state appropriations balance of \$230,440.

The committee recognized the many years of service given by Ray Oxendine, who retired earlier in the year after serving as assistant vice chancellor for finance for the past three years.

Public Affairs and Advancement

Acting Committee Chair Dwight Pearson reported Hunter Wortham, Assistant Vice Chancellor for Advancement provided an overview of the success experienced by Development during 2013-14. The division met its goal of \$1.8M, saw an increase in alumni giving by \$250,000, increased the number of Braves Club donors from 64 to 160, and gave special thanks to Trustee Holmes for his major gift in June. Development has set a goal of \$2M for 2014-15. The committee also discussed raising the threshold for endowments from the current amount of \$10,000. Vice chancellor Lowery is working with the Joint Investment Committee, Foundation Board and this committee to ensure a conclusive decision is reached.

University Communications and Marketing reported they have finalized the branding message, which includes a style guidebook and key talking points. It was also reported Tony Wilson was hired as the division's new web and social media publisher.

Patricia Fields informed the committee on the upcoming performing season for Givens Performing Arts Center. The Trustees previously received a packet of information advertising the season. She announced the Champagne Gala would take place September 20 to kick off the new, exciting season.

Student Life and Athletics

Committee Chair Newy Scruggs reported the committee heard from student-athlete Michelle Hernandez who is a tri-lingual international student from Sweden and captain of the women's soccer team. She shared why she chose UNCP and her experiences at the university as she pursues a double major in accounting and finance.

The committee heard from Dick Christy who presented the Intercollegiate Athletics Report as well as gave information regarding UNCP's new partnership with Adidas, which will allow all 16 athletic teams to be outfitted by the company.

Vice Chancellor John Jones presented information pertaining to the Facilities Use Policy for External Groups. Joshua Malcolm added the university should consider the Umstead Act before moving ahead with any proposed changes to the policy. It was stated a proposal would be submitted to the Umstead Panel at General Administration. Subsequently, the panel's decision and policy request will come before the Board in November.

The committee also heard from Travis Bryant, associate vice chancellor for campus safety and emergency operations, as he reported on the 2014 Annual Security and Fire Safety Report as required by the Clery Act. Mr. Bryant then briefed the full Board as to the contents of the report.

DIVISIONAL REPORTS

Chairman Barrett asked if there were any questions or comments for the vice chancellors and director concerning divisional reports (**Attachment 11**).

Chairman Barrett 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.



At the conclusion of the closed session, Trustee James Jones was excused from the remainder of the meeting.

**ACTION
2014-19**

Upon motion made by Michael Holmes, seconded by Biruk Kassaw and unanimously carried, the Board of Trustees approved the authorization of the Executive Committee to approve any necessary personnel actions as it relates to Tier I salary increases, which are still being assessed by Chancellor Carter for a formal recommendation to the Board in the next two weeks based upon recent guidance from the UNC Board of Governors.

This authorization will allow these potential increases to be implemented at the same time other EPA personnel at the university receive any potential salary adjustment.

CHAIRMAN’S REPORT

Chairman Barrett encouraged the Trustees to tour the campus and its buildings whenever they get a chance. He commended Director Christy on recent aesthetic improvements that included large graphics installed on the walls of the Jones Athletic Center that correspond to the coaches’ offices.

OLD BUSINESS

None.

NEW BUSINESS

Intercollegiate Report/Policy/Regulation

Athletics Director Dick Christy discussed the UNC Intercollegiate Athletic Report and recent amendments that have been implemented by General Administration. He stated, pending the Board's approval, the goal is to submit UNCP's report to GA by the October 8 deadline. The report compares student fee revenues to total athletics revenue and depicts how those funds are allocated among coaches' salaries, team travel and other expenses. The report also discusses the annual budget review, the success of the faculty associates program as well as the academic success of the University's student-athletes. Director Christy shared there is a system in place that safeguards against clustering of student-athletes in any one degree program.

Fall 2014 Opening/Strategies

Chancellor Carter and Provost Kitts gave an overview of strategies (**Attachment 13**) being implemented to increase enrollment. Chancellor Carter stated despite budget restrictions imposed by the state, there are positives to report. Academic and admissions standards have changed, resulting in a stronger student population that is encouraged to advance in their college degree. Chancellor Carter also reported on changes that have occurred within the division of Finance that have saved the University money and offered better resources. There has been an increased focus on branding, as well as student involvement in the community. Chancellor Carter announced the groundbreaking of the Entrepreneurship Incubator to take place during Homecoming Week and commended the university's efforts in getting the project up and running.

Provost Kitts discussed current enrollment outcomes and efforts to increase those numbers in the future. Freshman and transfer recruitment is bolstering enrollment, with the majority of transfers coming from community colleges. In addition, freshman retention is above average and has seen steady improvement for the past three years. Provost Kitts reported graduate enrollment is down, especially in the master of education program, and is a trend across the UNC system. Particular focus has been placed on the military affiliated students, resulting in a student population that is 15 percent military affiliated and numerous national accolades touting the University as military friendly.

Vice Chancellor Jones discussed strategies that are in place to help with retention and achieving a robust campus community for students. This includes development of "mini governments" within residence halls that allow students to create activities and programs that are offered in addition to campus-wide activities. He stated the increase in on-campus residents has grown over the last three years, resulting over 40 percent of the student population living on campus.

Vice Chancellor Jones also discussed other initiatives within the division including coordination by the Career Center to create comprehensive internship opportunities within the region, an increase in campus recreation involvement and creation of a Student Advisory Board.

Campus Security Initiative Overview

Chancellor Carter and Joshua Malcolm discussed with the Trustees efforts by the university to enhance campus security at multiple levels and comply with federal law. Among those was the establishment of the position of Director of Title IX and Clery Compliance. Mr. Malcolm gave an overview of the report presented to the Board of Governors as it relates to campus security and how the universities handle crimes committed against

UNCP Endowment Board Appointment

**ACTION
2014-20**

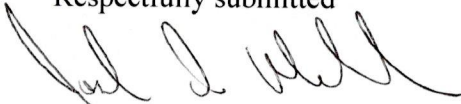
Upon motion made by Dwight Pearson, seconded by Michael Holmes and unanimously carried, the Board of Trustees approved the appointment of Don Metzger to the Board of Trustees of the Endowment Fund of UNC Pembroke for a two-year term (2014-2016), on which he shall serve as a member of the Joint Investment Committee.

ADJOURNMENT

Chairman Barrett called upon Governor Rippy for final remarks.

Upon motion made by Bob Caton, seconded by Lorna Ricotta, and unanimously carried, the meeting of the Board of Trustees was adjourned at 12:03 p.m. Chairman Barrett 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 19, 2014
7. Minutes, Board of Trustees Retreat, June 6, 2014
8. Minutes, Board of Trustees Executive Committee Special Called Meeting, July 23, 2014
9. Minutes, Board of Trustees Executive Committee Closed Session, July 23, 2014
10. Chancellor's Report
11. Divisional Reports
12. Intercollegiate Report
13. Fall 2014 Strategies (University Update PPT)