

**MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
BOARD OF TRUSTEES
Thursday, November 20, 2014 at 5:00 PM**

The meeting of the University of North Carolina at Pembroke Board of Trustees was held in Lumbee Hall, room 423. Chairman Wiley Barrett called the meeting to order at 5:00 PM.

ROLL CALL

Roll was called and the following Trustees were present:

Wiley Barrett
Bob Caton
Michael Holmes
Dwight Pearson
Gary Locklear
Lorna Ricotta
Caroline Williamson
Paul Willoughby
Kellie Hunt Blue
Biruk Kassaw

Absent:

Newy Scruggs
Paul Willoughby
James Jones
Don Metzger

Also in attendance: Chancellor Kyle R. Carter; Provost Ken Kitts, Vice Chancellor for 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, Athletic Director; Dan Kenney, Chief of Staff; Joshua D. 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

Scott Bigelow, University Communications Specialist

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.

STUDENT TUITION & FEES

Chairman Barrett referred the Trustees to item number 7 on the agenda (Student Tuition & Fees). He stated these items will only be discussed and that there will be no voting at this time.

Provost Ken Kitts gave a brief overview of the development of proposed changes to the student tuition and fees for 2015-16 as instructed by General Administration (GA). He stated UNC has urged each university to submit two-year proposals for tuition and fee increases, but to also develop five-year plans that can help predict their growth and utilization. The parameters set by GA stipulated tuition could not increase annually by more than five percent, and neither could fees.

Provost Kitts shared with the Board how UNC Pembroke's tuition and fees for 2014-15 compared to other universities in the UNC System. He went on to explain how the increases in tuition, which are funds UNC Pembroke has the most flexibility with, will go toward funding University programs and efforts to recruit and retain faculty. Provost Kitts stated the tuition and fees committee consisted of a majority of students, and the committee reached a consensus to increase tuition by 4.98 percent. The proposed increase for academic years (AY) 2015-16 and 2016-17 is \$160/year, or \$80 per semester.

He went on explain the proposed five-year plan which outlines the purposes for the campus-initiated tuition increase. Forty percent would be allocated to the recruitment and retention of highly qualified faculty, 30 percent to maintain quality of existing programs, 20 percent to support the development of academic programs to meet regional needs, and 10 percent to provide additional academic support to students.

Vice Chancellor John Jones explained to the Board how student fees will go towards funding various student-related services, such as extending the operational hours of Student Health Services and developing programs that will keep students engaged on campus and outside of the classroom. He stated the proposed student fee increases were the result of discussions held during student forums, as well as meetings with Student Government and the Student Advisory Board. As a result, he presented a proposed increase of \$87.40 for AY 2015-16 and \$91.77 for AY 2016-17.

Vice Chancellor Jones explained that by increasing student fees, this would allow for the development of programs and initiatives that could help further student success and make UNC Pembroke an institution of choice. He then received several questions from the Board.

After discussing Student Tuition and Fees, Chairman Barrett recessed the meeting at 5:43 p.m. until 8:30 a.m. Friday, November 21, 2014.

**MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
BOARD OF TRUSTEES**

Friday, November 21, 2014 at 8:30 AM

Dr. Rebecca Bullard-Dillard led the trustees in a pre-meeting breakfast presentation entitled "Focus on Grants." She was joined by Dr. Maria Santisteban, Department of Biology, and graduate students Paul Lascuna and Jasmine Akaloanu.

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 reconvened the meeting at 9:30 AM.

ROLL CALL

Roll was called and the following Trustees were present:

Wiley Barrett
Kellie Blue
Bob Caton
Michael Holmes
Gary Locklear
Dwight Pearson
Lorna Ricotta
Caroline Williamson
Paul Willoughby
Biruk Kassaw

Absent:

Newy Scruggs
James Jones
Don Metzger

Also in attendance: Chancellor Kyle R. Carter; Provost Ken Kitts, Vice Chancellor for 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; Dan Kenney, Chief of Staff; Joshua D. Malcolm, General Counsel and Assistant Secretary to the Board of Trustees; Tina Rodgers, Recording Secretary to the Board of Trustees.

INTRODUCTION OF GUESTS INCLUDING MEMBERS OF THE PRESS

Chairman Barrett recognized guests Ann Maxwell, UNC Board of Governors, and Ann Lemmon, Secretary of the University of North Carolina, as well as members of the press Scott Bigelow, University Public Communications Specialist, and Jonathan Bym, Editor for the *Pine Needle*.

ADDITIONS/DELETIONS TO THE AGENDA

None

APPROVAL OF MINUTES

Minutes were presented for the following meetings:

- Board of Trustees Meeting, September 19, 2014
- Board of Trustees Meeting, Closed Session, September 19, 2014
- Board of Trustees Special Called Meeting, October 14, 2014

ACTION 2014-21

Upon motion made by Paul Willoughby, seconded by Bob Caton, and unanimously carried, the Board of Trustees approved the meeting minutes of September 19, 2014 Meeting Minutes, September 19, 2014 Closed Session Meeting Minutes, and October 14, 2014 Special Called Meeting Minutes (**Attachment 7**).

STUDENT TUITION & FEES

Trustee Holmes indicated that he still has questions regarding how fees are received. Chancellor Carter stated that he has requested for the vice chancellors to look at individual departments when determining the amount of the fees.

ACTION 2014-22

Upon motion made by Caroline Williamson, seconded by Gary Locklear, and unanimously carried, the Board of Trustees approved the proposed Academic Year (AY) 2015-16 and AY 2016-17 campus initiated tuition increase of 4.98 percent and 4.75 percent, respectively, for residential and non-residential undergraduate and graduate students. The tuition increase shall be allocated in the following manner: 40 percent to recruit and retain highly qualified faculty; 30 percent to maintain existing academic programs; 20 percent for academic program development; and 10 percent for additional academic support as recommended by Chancellor Kyle R. Carter and as discussed by the Board on November 19 (**Attachment 9**).

ACTION 2014-23

Upon motion made by Kellie Blue, seconded by Michael Holmes, and unanimously carried, the Board of Trustees approved the proposed Academic Year (AY) 2015-16 and AY 2016-17 student general fee increase of \$87.40 and \$91.77 respectively, as recommended by Chancellor Kyle R. Carter and as discussed by the Board on November 19. The categories affected by this increase are: Athletics; Health Services; Student Activity; and Education and Technology (**Attachment 9**).

CHANCELLOR'S REPORT

Chancellor Carter reported there has been a lot of activity since the previous board meeting, including the groundbreaking of the Entrepreneurship Incubator which was a culmination of several years' work.

Chancellor Carter went on to report on two major changes that will be coming to UNC Pembroke in the coming months: the retirement of Chancellor Carter and the announcement of Provost Kitts as President of the University of North Alabama. Chancellor Carter commended Provost Kitts on his appointment (**Attachment 8**).

UNC BOG BORDER COUNTY PROPOSAL

Chancellor Carter discussed the University's proposal to the Board of Governors to begin charging in-state tuition to students who live in the border counties of South Carolina (**Attachment 10**). He explained there were several factors that led to this decision. Not only would the proposal impact enrollment, but it would allow UNC Pembroke to service approximately one-third of a region that is within a 50-mile radius of campus. Chancellor Carter also stated there were eight Native American tribes that reside along the border.

Chancellor Carter received several questions and comments from the Board. He stated this proposal would be the first of its kind in the UNC System and the administration is continuing to research the benefits and impact of this proposal. After much discussion, there was a general consensus among the Board to grant authority to the Executive Committee to submit the Border County Proposal to General Administration and the Board of Governors on behalf of the full Board of Trustees

ACTION 2014-24

Upon motion made by Gary Locklear, seconded by Biruk Kassaw, and unanimously carried, the Board of Trustees approved granting the Executive Committee authority to develop a border county tuition proposal for submission to General Administration and the Board of Governors.

COMMITTEE REPORTS

Audit and Ethics

Kellie Blue, acting committee chair, stated the committee has no action items for the Board. Kelley Horton, Internal Auditor, provided the committee with a summary of internal audit activity since the September 2014 meeting. Ms. Horton reported on the issuance of two audit reports, the commencement of field work on three individual audits, and compliance of the University with the Clery Act. Ms. Horton has also been involved with the assistant general counsel search and presented before the Board of Governors on the memorandum of understanding between UNC Pembroke and East Carolina University. The committee also reviewed the audit committee and internal audit charters, with no revisions made to either.

Educational Planning and Personnel

Dwight Pearson, acting chair, reported the committee discussed several items including the work of the Office of Sponsored Research. Provost Kitts reported the promotion of Susan Whitt from interim dean to Dean of Library Sciences. He also updated the committee on the status of the master of business administration program. The committee also heard updates from Dr. Melissa Schaub, Office of Enrollment, and Dr. Scott Hicks, associate professor, department of English and faculty senate chair.

ACTION
2014-25

Upon motion made by Dwight Pearson, seconded by Biruk Kassaw, and unanimously carried, the Board of Trustees approved the conferral of graduate and undergraduate degrees upon those individuals certified by Provost Kenneth Kitts as meeting all the University's requirements for such conferral at the winter commencement ceremonies to be held December 12 and 13, 2014, as recommended by the Educational Planning and Personnel Committee (**Attachment 11**).

Finance and Administration

Michael Holmes, committee chair, reported no action items were discussed. The committee heard reports concerning the budget shortfall and how the University is working to work within those parameters. UNC Pembroke received approximately \$600,000 as a result of enrollment growth during AY 14-15 in STEM courses. Trustee Holmes stated a \$1.9M prepayment has been made toward the University's 2003B Bond, putting us on track for early retirement of the bond and avoiding excess interest payments.

The committee also heard an update on the progress of the new Student Health Services Building.

Public Affairs and Advancement

Caroline Williamson, committee chair, reported due to issues related to quorum the committee focused on action items only as Trustee Ricotta joined the committee meeting via telephone. The committee agreed to recommend the full Board approve the naming request for the main Athletic Administration Office Suite.

ACTION
2014-26

Upon motion made by Lorna Ricotta, seconded by Caroline Williamson, and unanimously carried, the Board of Trustees approved the naming of the Athletic Administration Office Suite "The Robeson County Commissioners Administrative Office Suite," in accordance with POL 03.00.01 – Facility and Program naming Policy, as endorsed by the Public Affairs and Advancement Committee and as recommended by Chancellor Kyle R. Carter (**Attachment 12**).

Student Life and Athletics

Paul Willoughby, committee chair, reported the committee heard from student-athlete Andrew Nguyen about his experience as a student and member of the cross country team. Dick Christy,

director of athletics, shared the elements of the Braves Choice marketing campaign and gave an update on the progress of the head volleyball coach search. Vice Chancellor Jones reported on several developments taking place within the division and discussed efforts to enhance the Office of Career Services in order to increase student participation.

UNCP FOUNDATION, INC. ACTIVITY UPDATE

Bob Caton, Foundation representative, gave a summary of the Foundation's October 14 meeting. Vice Chancellor Lowery reported there was a \$250,000 increase in alumni giving as well as an increase in donors to the Braves Club. The board, during its October 1 meeting, approved the \$10,000 increase of the Endowment threshold to \$25,000. Trustee Caton stated the board heard reports regarding several capital projects, and a report from Chancellor Carter on enrollment and the increase in transfer students.

DIVISIONAL REPORTS

Chairman Barrett asked for questions or comments regarding the divisional reports (**Attachment 13**). He commented on the men's basketball team's win over the University of Alabama-Birmingham, a Division-I university.

CHANCELLOR SEARCH DISCUSSION

Ann Lemmon, General Administration, gave a brief presentation of the guidelines associated with the chancellor search (**Attachment 14**). She explained the selection of a new chancellor is outlined in *The Code*, in which a search committee, appointed by the Board of Trustees and representative of the campus community, must submit three names to the UNC President for consideration. The President will then interview the candidates and submit one name for consideration to the Board of Governors, who has ultimate authority in approving the recommendation. The search committee is subject to all rules and regulations regarding open meetings and notice requirements.

Ms. Lemmon explained the differences between open, confidential and hybrid searches, and the importance of maintaining confidentiality with respect to the names of candidates. She also discussed the role of a consulting firm during the search, as well as reviewed the timetable in which the search will be conducted.

ACTION 2014-27

Upon motion made by Kellie Blue, seconded by Biruk Kassaw and unanimously carried, the Board of Trustees approved the slate of 19 names as presented to the Board of Trustees by Kellie Blue on behalf of Chairman Barrett, Lorna Ricotta and herself.

Board of Trustees Representatives:

- Dr. Wiley Barrett, Chairman
- Mrs. Kellie Blue
- Dr. James "Jim" Jones
- Mr. Don Metzger
- Dr. Dwight Pearson
- Mrs. Lorna Ricotta

Student Government Association Representative:

- Mr. Biruk Kassaw

Faculty Representatives:

- Dr. Ben Bahr
- Dr. Valjeaner Ford
- Dr. Angela McDonald
- Dr. Xinyan Shi
- Dr. Richard Vela

Staff Representatives:

- Mr. Terry Locklear
- Dr. Lisa Schaeffer

UNC Pembroke Alumnus:

- Mr. Larry Chavis

External (Community) Representatives:

- Mr. Dallas "Mac" Campbell
- Ms. Arlinda Locklear
- Mr. Aaron Thomas

UNC Pembroke Foundation, Inc. Representative:

- Mr. Darrell Johnson

Upon privileged motion made in open session, Chairman Barrett asked the Board move into closed session for the purpose of consulting with our attorney in order to preserve the attorney-client privilege.

CLOSED SESSION

(Minutes of the closed session are provided in a separate document.)



Upon motion made and properly seconded and unanimously carried, the closed session portion of the meeting was adjourned for the purpose of returning to open session.

Ms. Lemmon went on to explain the criteria used in selecting a slate of five search firms for the Board of Trustees to choose from, and from that slate select three to present proposals to the Chancellor Search Committee. Joshua Malcolm, assistant secretary to the Board of Trustees, proposed the Board ratify the previous decision to offer eight firms the opportunity to submit a Request for Proposal (RFP).

**ACTION
2014-28**

Upon motion made by Biruk Kassaw, seconded by Dwight Pearson and unanimously carried, the Board of Trustees approved ratifying the previous decision and offered the following eight firms the option to submit a Request for Proposal (RFP):

- Academic Search, Inc.
- Coleman Lew & Associates
- Diversified Search
- Heidrick & Struggles
- Storbeck/Pimentel & Associates
- The Hollins Group
- Wheless Partners
- Witt Kieffer

Ms. Lemmon and Mr. Malcolm presented five search firms for the Board's consideration: Academic Search, Inc.; Coleman Lew & Associates; Diversified Search; The Hollins Group; and Wheless Partners. Ms. Lemmon provided a brief overview of each firm and received several questions from the Board. After some discussion, the Board reached a general consensus to select three search firms to present proposals to the Chancellor Search Committee.

**ACTION
2014-29**

Upon motion made by Lorna Ricotta, seconded by Caroline Williamson and unanimously carried, the Board of Trustees selected three search firms to be interviewed by the Chancellor Search Committee on Tuesday, November 25, 2014 after consideration of their RFP submissions: Academic Search, Inc., Coleman Lew & Associates, and Wheless Partners.

**ACTION
2014-30**

Upon motion made by Biruk Kassaw, seconded by Gary Locklear and unanimously carried, the Board of Trustees authorized the Executive Committee of the Board of Trustees to act on behalf of the Board of Trustees if necessary regarding any search firm related matter.

Chairman Barrett asked the Board of Trustees move into closed session.

Upon motion made by Lorna Ricotta, seconded by Paul Willoughby and unanimously carried, the Board of Trustees approved the motion to go into closed session to discuss confidential personnel matters; and to consult with our attorney in order to preserve the attorney-client privilege NCGS §143-318.11(a)(1) and (3).

CLOSED SESSION

(Minutes of the closed session are provided in a separate document.)

