

**MINUTES OF THE MEETING OF  
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
BOARD OF TRUSTEES  
Thursday, November 21, 2019 at 5:00 PM**

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

**ROLL CALL**

Roll was called and the following Trustees were present:

Don Metzger  
Pat Corso  
Allen Jamerson (via phone)  
Wiley Barrett  
Ed Brooks  
Allison Harrington  
Karen Sampson (via phone)  
Bobbi Stanley  
Jesse Thomas  
Thomas Crowe-Allbritton

Absent:

Alphonzo McRae

Also in attendance: Chancellor Robin G. Cummings; David Ward, Provost; Virginia Teachey, vice chancellor for Finance and Administration; Lisa Schaeffer, vice chancellor for Student Affairs; Leslie Bell, director of academic resources, Dick Christy, director of Athletics; Kristy Nance, director of budget and finance, Mark Gogal, chief of staff and assistant secretary to the Board of Trustees; and Latasha Green, recording secretary to the Board of Trustees.

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

Chancellor Cummings acknowledged Governor David Powers, BOG liaison for UNC Pembroke; he was able to attend a couple of the subcommittee meetings.

**ETHICS STATEMENT**

Chairman Metzger 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 Metzger recognized Dr. Lisa Schaeffer, Dr. David Ward and Virginia Teachey to discuss the proposed increase of the tuition and fees for the AY 2020-2021 (**Attachment 7**).

Based on the memo that was submitted that was sent from the UNC System Office, Virginia Teachey explained the guidelines that had to be used when submitting requests for changes in tuition and fee rates. She noted, due to the NC Promise Legislative Tuition buy-down, UNC Pembroke could not request an increase in undergraduate tuition.

Dr. Lisa Schaeffer explained the makeup of the Tuition and Fees Committee and the appointment process. Dr. Schaeffer stated the committee represented six (6) voting members including four students and two faculty members. The committee also included five (5) ex-officio members. In addition to the committee meetings, the process also included two student forums to discuss any proposed increases. Dr. Schaeffer reminded the Board that although this committee served as an advisory board, ultimately the Chancellor has the authority to approve, reject or adjust any recommendations that come from the committee.

Dr. David Ward discussed the tuition increase proposals as well as the current tuition and fees data for UNC Pembroke for full-time undergraduate and graduate students as compared with other UNC schools.

Virginia Teachey explained the rationale for increases in student fees in the areas of athletics, health services, education and technology, student activity, and campus security as requested by the respective divisions and/or departments. The committee approved the maximum 2.70 percent increase in general student fees, as allowed by UNC System Office, to be used in the areas of Athletics, Health Services, Student Activities, and Education and Technology. The total student fees increase shall total \$67.20. She went on to explain the rationale for the Tuition and Fee Committee's recommendations for fee increases. She stated after all considerations the committee recommended a three (3) percent increase for new student undergraduate resident tuition and non-resident undergraduate tuition. The committee approved a three (3) percent in resident graduate tuition and non-resident graduate tuition. Also approved was the increase of the MSAT Differential of \$1,495.00 for graduate residents and graduate non-residents.

Dr. David Ward explained the breakdown of how revenue generated by campus initiated tuition increases are distributed: 65 percent to the recruitment and retention of highly qualified faculty; 15 percent to provide additional academic support to support student success; 10 percent to maintain the quality of academic programming; 10 percent to support academic program development. Dr. David Ward also discussed with the Board Chancellor Cummings recommendations for fee increases.

The group received and answered several questions from the Board, and a thorough discussion regarding the recommendations ensued. Kristy Nance then provided a brief overview of the listed miscellaneous fees, which are separate from mandatory student fees. Chancellor Cummings also addressed some of the miscellaneous fees such as housing, dining and parking.

After discussing Student Tuition and Fees, Chairman Metzger recessed the meeting at 5:48 p.m. until 9:30 a.m. Friday, November 22, 2019.

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Friday, November 22, 2019 at 8:30 AM**

The trustees were led in a pre-meeting breakfast presentation by SGA President, Thomas Crowe-Allbritton. The Board also received their annual training on Title IX & Clery Compliance from Ronette Sutton Gerber.

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 Don Metzger reconvened the meeting at 9:34 a.m. He reminded the Board that it continues to be subject to the NC State Government Ethics Act.

**ROLL CALL**

Roll was called and the following Trustees were present:

Don Metzger  
Pat Corso  
Allen Jamerson (via phone)  
Wiley Barrett  
Ed Brooks  
Allison Harrington  
Karen Sampson (via phone)  
Bobbi Stanley  
Jesse Thomas  
Thomas Crowe-Allbritton

Absent:  
Alphonzo McRae

Also in attendance: Chancellor Robin G. Cummings; Associate Provost Scott Billingsley; Virginia Teachey, vice chancellor for Finance and Administration; Lisa Schaeffer, vice chancellor for Student Affairs; Dick Christy, director of Athletics; Jodi Phelps, interim vice chancellor for Advancement and executive director of University Communications and Marketing; Kelvin Jacobs, interim general counsel, Mark Gogal, chief of staff and assistant secretary to the Board of Trustees; and Latasha Green, recording secretary to the Board of Trustees.

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

In attendance were Megan Fees, chief audit officer, and Sherry Chance, internal auditor. Also in attendance was Kevin Wilkinson, executive director of external affairs.

**ADDITIONS/DELETIONS TO THE AGENDA**

None

## **APPROVAL OF MINUTES**

Minutes were presented for the following meetings:

- Board of Trustees Meeting, September 20, 2019
- Board of Trustees Meeting, Closed Session, September 20, 2019

### **ACTION 2019-27**

Upon motion made by Wiley Barrett, seconded by Pat Corso, and unanimously carried, the Board of Trustees approved the minutes of the board of Trustees. (**Attachments 8-9**).

## **STUDENT TUITION & FEES**

Chairman Metzger reminded the Trustees of their previous discussion on November 21 regarding the proposed tuition and general student fee increases for academic year 2020-2021. There being no further discussion, the following motions were made.

### **ACTION 2019-28**

Upon motion made by Wiley Barrett, the Board of Trustees approved the proposed Academic Year (AY) 2020-2021 campus initiated tuition increase of three (3) percent for residential and non-residential undergraduate students and an increase of three (3) percent for residential and non-residential graduate students, with said increases to be allocated in the following manner: 65 percent to recruit and retain highly qualified faculty; 15 percent to provide additional academic support for student success initiatives; 10 percent to academic programing; 10 percent to support academic program development. Furthermore, the Board approved the increase of the MSAT Differential of \$1,495.00 for graduate residents and graduate non-residents. Also approved was a 2.70% increase for General Fees (Athletics, Student Activities, Educational and Technology, and Campus Security Fee) for a total dollar amount of \$67.20, all as recommended by Chancellor Robin G. Cummings and as discussed by the Board on November 21.

### **ACTION 2019-29**

Upon motion made by Allison Harrington, the Board of Trustees approved the proposed Academic Year (AY) 2020-2021 mandatory student fee increase of \$67.20 as discussed by the Board on November 21. The areas affected by the increase shall include Athletics, Student Health Services, Student Activities and Education & Technology, and Campus Security.

## **CHANCELLOR'S REPORT**

In addition to the full report previously provided to the Board, Chancellor Cummings recognized Kevin Wilkinson to introduce himself as well as briefly discuss his role as well as an update of the current status of the budget; which has been adjourned until January 14, 2020. Chancellor Cummings also notified the board that Trustee Jim Thomas has resigned from the board as he will be participating in other initiatives in the community that will help revitalize the area (**Attachment 10**).

## **COMMITTEE REPORTS**

### **Audit and Ethics**

Acting Committee Chair Wiley Barrett, reported that the committee received a summary of internal audit activities for 2018-2019 as well as a summary of the current internal/external audit activities. Acting Chair Barrett recognized Megan Fees, chief audit officer, she has accepted a new job.

### **Educational Planning and Personnel**

Committee Chair Pat Corso reported on several updates provided to the committee. Dr. Barry O'Brien, School of Business, provided an update on the Thomas Entrepreneurship HUB. The HUB continues to work with the Charter School students. The HUB is completely full. They are looking to gain access to 15 acres of land. There is \$357,000 in grants fully funded and \$4.1 million outstanding.

Dr. Abigail Mann reported the Faculty Senate is working on preparing strong faculty for promotion and tenure. Chair Pat Corso led the group in a discussion of faculty attendance at the graduations. Provost Ward will gather information on how to improve faculty attendance and report at the next EPP meeting in February 2020.

Mrs. April Whittemore-Locklear reported on the campus conversation that was held and the concerns and discussions since the last meeting. Topics discussed were the Sodexo contract, student fees, daycare, and the pepper spray incident that occurred on campus.

Provost Ward applauded the colleges, departments, chairs, and faculty for a job well done with student growth. We currently have 7700 students. Course sections have been added. The average class size is 20 students per class. Provost Ward gave an overview report of the average class size. Spring transfers are robust. Fall, 2020 numbers are looking solid. There are 378 undergraduates and 147 graduates expected to graduate at the December graduations.

The following senior leadership searches are taking place: Dean, School of Education and Dean, Maynor Honors College. The mission statement to enable doctoral programming has stalled in the Systems Office.

### **ACTION 2019-30**

As recommended by the Educational Planning and Personnel Committee, and upon motion made by Pat Corso, the Board of Trustees unanimously approved the conferral of graduate and undergraduate degrees upon those individuals certified by Provost David Ward as meeting all the University's requirements for such conferral at the winter commencement ceremonies to be held December 6 and 7, 2019. **(Attachment 11).**

### **Finance and Administration**

Committee Edward Brooks provided the Board with updates related to several fiscal matters and capital projects. The base budget for FY20 has been approved. The base budget now supersedes the Continuing Resolution spending authority that we were previously working under. The mini bill for salary increases was vetoed by Governor Cooper. Total state appropriations are \$76,934,348 plus \$14,876,382 in receipts.

As of September 30, 2019, the Endowment is valued at approximately \$24.9M. For the quarter ending September 30, 2019, investment return of .43% was experienced. Since the transition to two investment managers during October 2018, Morgan Stanley has returned 4.11% and UNC Management has returned 6.22%.

Request for Approval for Early Payoff of 2006B Pooled Revenue Bonds: As of fall semester 2019, we have accumulated cash in the amount of \$125k from student debt service fees that are to be used to pay the 2006B pooled revenue bonds. This bond was used to expand the University Center and refinance a prior bond issuance. The current principle is \$120k. If early payoff is approved by the board, the bonds will be paid off 10 months ahead of schedule and the University will save approximately \$4,300 in interest charges. In addition, this will reduce our student fees beginning spring semester by \$34.

Per the UNC Policy Manual policy 600.1.1, the Board of Governors has delegated to the Board of Trustees the power to approved capital improvement projects that are funded entirely with non-general fund money that cost less than \$750k. This project will include renovating the current deli serving station with a new sandwich prep area, adding an additional walk-in cooler/freezer, and a renovation of the current pizza station into a hibachi station.

**ACTION  
2019-31**

As recommended by the Finance and Administration Committee, and upon motion made by Edward Brooks, the Board of Trustees unanimously the Board approve the early payoff of the 2006B Pooled Revenue Bonds, as recommended by Vice Chancellor Virginia Teachey and Chancellor Robin G. Cummings. The proceeds of the 2006B Bonds were loaned to the University to finance the expanding of the University Center and to refinance a prior bond issuance, the series 2000 pooled revenue bonds. **(Attachment 12).**

**ACTION  
2019-32**

As recommended by the Finance and Administration Committee, and upon motion made by Bobbi Stanley, the Board of Trustees unanimously the Board approve move the Board approve the capital improvement Dining Hall Renovation, which will be supported by non-general funds and expected to cost less than \$750,000, as recommended by Vice Chancellor Virginia Teachey and Chancellor Robin G. Cummings. **(Attachment 13).**

**Public Affairs and Advancement**

Committee Chair Allison Harrington reported Jodi Phelps is now performing dual roles. She has made some staff alignment adjustments on the UCM side for efficiency by hiring an academic affairs communication manager.

A brand metrics summary was provided and there was a jump in the months of September-October period with some notable media activity, stable growth in all other areas. UCM has launched a second mini-campaign this month: "Go Be". This general branding initiative will be used to increase brand reputation throughout state and beyond. It will include video, digital, animated digital, billboard/out-of-home, and print ads.

Advancement has raised just over \$2.5 million dollars for FY 19. Total cash YTD is \$408,056 which is down a bit from last year, but the division has just received nearly \$100,000 in cash which will equalize this number a bit, hopefully putting us a little ahead by the end of the calendar year.

Total philanthropy YTD is \$900,427 which is ahead of last year 44%. There is again, additional cash that has been received and the likelihood of several major gift transactions completed by end of fiscal year

which would pull us a bit more ahead. This total is thanks to some major gifts received this year recently from Mary Ann Elliott, Larry Chavis, Mac Campbell, Aimee Batson, Allison Harrington, and LumBEES: women of the darkwater.

Chancellor Cummings acknowledge Jodi for her dual roles. He also acknowledged Kelvin Jacobs as he has appointed Kelvin as interim general counsel.

### **Student Life and Athletics**

Committee Chair Wiley Barrett reported the committee heard several reports from within the division. Ms. Seana Pernice-Kowalczyk and Ms. Amanda Bennett presented an overview of the UNCP CARE Team's purpose and process as well as a statistical breakdown of cases handled by the department annually. The CARE Team engages proactive and collaborative approaches to identify, assess, and mitigate risks associated with students exhibiting concerning behaviors or facing challenges. By partnering with members of the UNCP community, the CARE Team strives to provide case management and consultation services that promotes student well-being and campus safety.

Dr. Lisa Schaeffer recognized Ms. Cynthia Oxendine for the 37 years of dedication and service to UNCP and the Division of Student Affairs. Ms. Oxendine's retirement date is January 1, 2020, and a celebration of her service will be held on December 12, 2019 in the University Center Annex.

Director of Athletics, Dick Christy provided several updates from his department. He provided a brief synopsis of the Division II financial landscape and UNCP's request for a \$36 fee increase and its impacts. He shared that UNCP is hosting three major events this year in the Peach Belt Conference in the Cross Country, the Peach Belt Conference Track Championship, and NCAA Southeast Regional Wrestling Championships. He also shared academic kudos touting the work of our student-athletes and coaches.

### **DIVISION REPORTS**

Chairman Metzger asked for questions or comments regarding the division reports (**Attachment 14**). There were none.

### **CHAIRMAN'S REPORT**

Chairman Metzger spoke about the revision of the Board of Trustees by-laws and the formal request to change the verbiage

#### **ACTION 2019-33**

Upon motion by Jesse Thomas, seconded by Allen Jamerson and unanimously carried the Board of Trustees move the Board to revise our by-laws, as recommended by Chairman Metzger, to reflect the administrative change in Board support from the Office of General Counsel to the Chancellor's Office. (**Attachment 15**).

Before moving into closed session, Chairman Metzger recognized Megan Fees for all of her hard work and dedication to the school and acknowledged Sherry Chance as she will assume the role of interim auditor for the college.

#### **ACTION 2019-34**

Upon motion by Wiley Barrett, and unanimously approved, the Board of Trustees approved the motion to move into closed session for the statutory purposes referenced in NCGS 143-318.11 (a)(1)(3)(6).

**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.

**ANNOUNCEMENTS**

Chairman Metzger reviewed the announcements as printed.

**ADJOURNMENT**

There being no further business to come before the Board, Chairman Metzger proposed a privileged motion and the meeting was adjourned at 11:44p.m.

Respectfully submitted,

Mark Gogal  
Assistant Secretary

Latasha Green  
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, November 19 and 20, 2019
7. Proposed AY 2020-2021 Tuition and General Student Fee Increases
8. Minutes, Board of Trustees Meeting, September 20, 2019
9. Minutes, Board of Trustees Meeting, September 20, 2019, Closed Session
10. Chancellor's Report
11. Winter 2019 Candidates for Degrees (graduate and undergraduate)
12. Early payoff of the 2006B Pooled Revenue Bonds
13. Capital improvement Dining Hall Renovations
14. Division Reports
15. Revision of the Board of Trustees by-laws