

**MINUTES OF THE MEETING OF
THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
BOARD OF TRUSTEES
Friday, September 20, 2019 at 8:30 AM**

The Trustees were led in a pre-meeting breakfast presentation by Christie Poteet, Director for Office Community and Civic Engagement.

Three new Trustees (Edward Brooks, Bobbi Stanley, and Jesse Thomas) were ceremoniously sworn in before the group.

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 called the meeting to order at 9:35 a.m. General Allen Jamerson led the trustees in the Pledge of Allegiance.

ROLL CALL

Roll was called and the following Trustees were present:

Don Metzger
Pat Corso
Allen Jamerson
Wiley Barrett
Ed Brooks
Mary Ann Elliott
Allison Harrington
Alphonzo McRae
Karen Sampson
Bobbi Stanley
Jesse Thomas
Jim Thomas
Thomas Crowe-Allbritton

Absent:
None

Also in attendance: Robin Gary Cummings, chancellor; David Ward, provost and vice chancellor for Academic Affairs; Lisa Schaeffer, vice chancellor for Student Affairs; Virginia Teachey, vice chancellor for Finance and Administration; Bryan Robinson, vice chancellor for Advancement; Dick Christy, director of Athletics; Jodi Phelps, executive director of University Communications and Marketing; Megan Fees, chief audit officer; Joshua Malcolm, 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

Chairman Metzger recognized Megan Fees, Chief Audit Officer, Lois Williams, Associate Vice Chancellor for Enrollment, and Dr. Abigail Mann, Faculty Senate Chair.

ETHICS ANNOUNCEMENT BY THE CHAIR

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.

ADDITIONS/DELETIONS TO THE AGENDA

None

APPROVAL OF MINUTES

Minutes were presented for the following minutes:

- Board of Trustees Meeting, April 12, 2019
- Board of Trustees Meeting, Closed Session, April 12, 2019
- Board of Trustees Meeting, Special Called, June 18, 2019
- Board of Trustees Meeting, Closed Session, June 18, 2019
- Board of Trustees Meeting, Special Called, July 18, 2019

ACTION 2019-18

Upon motion made by Thomas Crowe-Allbritton, seconded by Edward Brooks and unanimously carried, the Board of Trustees approved the meeting minutes for the minutes presented to the Board for approval, as listed (**Attachments 6-10**).

CHANCELLOR'S REPORT

Chancellor Robin Cummings gave the Board several updates (**Attachment 11**). He updated the Board on the discussion(s) of the North Carolina budget as well the enrollment status for UNCP and the UNC school system. Chancellor Cummings recognized Lois Williams so that she could explain the outcome of UNCP admission enrollment numbers for this year.

ENROLLMENT UPDATE

Chancellor Cummings recognized Provost Ward and Lois Williams to lead the discussion regarding the enrollment for Fall 2019 as compared to Fall 2018 and past university trends in enrollment (**Attachment 12**). 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 the university as it has increased from 68 percent to 73 percent in the last couple of years. Lois Williams discussed their recruitment schedule, fees, and application processes for registering and enrolling students.

Provost Ward and Lois Williams received and answered several questions from the Board.

COMMITTEE REPORTS

Audit and Ethics Committee

Committee Chair Allen Jamerson reported Kevin Pait, Interim Associate Vice Chancellor for Information Technology and Chief Information Officer and Don Bryant, Chief Information Security Officer provided the committee with a cybersecurity update. The risk assessment results have seen improvement from 2016 to 2019, which means UNCP is going in the right direction to protect our networks.

Chief Audit Officer, Ms. Megan Fees then addressed the full Board and gave a brief overview of the 2019-2020 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, and process changes. Upon the conclusion of her review, Committee Chair Jamerson presented the following motion to approve the 2019-2020 Audit Plan.

ACTION 2019-19

Upon motion made by Allen Jamerson, seconded and unanimously carried, the Board of Trustees approved the 2019-2020 Audit Plan, as presented by Megan Fees and as recommended by the Audit and Ethics Committee (**Attachment 13**).

Education Planning and Personnel Committee

Committee Chair Pat Corso reported the committee had several presentations. The first was from Dr. Barry O'Brien, dean, School of Business, he reported on the most recent events happening at the Entrepreneurship HUB. So far, 168 jobs have been created.

The committee also heard a report from Faculty Senate Chair, Dr. Abigail Mann. She reported faculty have taken on more responsibilities in the recent growth of students. Faculty are moving forward on American Indian Studies requirements. Three tracks for graduation requirement are class, research project, and service learning.

Dr. Todd Telemeco, Dean, College of Health Sciences, spoke to the committee on his goals at UNC Pembroke. The University will be going through SACS re-accreditation. The self-study has been submitted for an off-site review team. The SACS site visit will take place in March 2020 at UNC Pembroke. The reaffirmation is expected in December 2020.

ACTION 2019-20

Upon motion made by Pat Corso, and unanimously carried, the Board of Trustees approved the recommended change to the university's mission statement, which will be forwarded to the Board of Governors for their consideration, as recommended by Provost Ward and Chancellor Cummings (**Attachment 14**).

Finance and Administration

Committee Chair Edward Brooks reported the State Budget for FY20 has not been approved. Until a budget is passed, state agencies are operating under a budget continuation or at the previous year's funding level. Total state appropriations are \$76,934,348 plus \$14,876,382 in receipts.

The committee received an Endowment update. As of July 31, 2019, the Endowment is valued at \$25 million. Since the transition to two investment managers during October 2018, Morgan Stanley has returned 4.86% and UNC Management has returned 6.02%.

Committee Chair Brooks gave an update on several capital improvement projects:

- The Courtyard expansion completed in August. The project included 4 new buildings encompassing 48 suites and 192 beds. The project is now completed and at full capacity.
- The West Hall project is in the demolition and asbestos abatement phase. Bids for the renovation work were received on Tuesday, September 17th, with only 4 of 24 bid packages receiving the required minimum 3 submittals for opening. The re-bid date is next Tuesday, September 24th, when all bid package submittals from subcontractors will be opened. Bids that were opened reflect an 8% increase in budgeted construction costs identified by the Construction Manager at Risk firm.
- The School of Business project continues to move forward. The final State Construction Office submission is mid to late-October with construction starting around Thanksgiving. Simultaneously, the building construction documents are 95% complete; cost estimating is taking place, with the State Construction Office submittal due in early October.
- The Prospect Road builder (BMCO), is nearing the end of the road construction phase of the Prospect Road redesign process. Approximately 85% of the work outlined within the scope of the project is complete.
- The campus Gateway project continues to move forward. Due to the number of construction projects in the area and around the state, several companies indicated they did not have the bandwidth to take on this project. This is considered a 98-day project that should be completed by the end of the year if approved.

Chairman Brooks explained the Board of Governors recently implemented a policy delegating to the Board of Trustees at constituent institutions the power to approve capital improvement projects that are funded entirely with non-General Fund money that are projected to cost less than \$750,000.

The committee also discussed FEMA designation, the university's agents Virginia Teachey, Vice Chancellor for Finance and Administration and Michelle Donegain, Interim Controller.

**ACTION
2019-21**

Upon motion made by Edward Brooks and unanimously carried, the Board of Trustees approved the recommended delegation of authority IAW UNC Policy Manual 600.1.1 for design, construction and financing of capital improvement projects for the Gateway Project, as recommended by Vice Chancellor Virginia Teachey and Chancellor Robin G. Cummings (**Attachment 15**).

**ACTION
2019-22**

Upon motion made by Wiley Barrett and unanimously carried, the Board of Trustees approved the recommended designation of Michelle Donegain, Director of Financial Reporting and Virginia Teachey, Vice Chancellor of Finance and Administration, as primary and secondary agents, respectively, in any and all matters related to federal and state assistance associated with hurricane and/or disaster relief on behalf of the University of North Carolina at Pembroke as described in the resolution provided to the Board (**Attachment 16**).

Public Affairs and Advancement Committee

Committee Chair Allison Harrington reported the committee heard several reports. Chief Communications and Marketing Officer Jodi Phelps provided a report on brand metrics, including digital advertising statistics, website traffic, impressions and virtual tour visits. Ms. Phelps also reported on the new marketing campaign for the university, consisting of a general branding campaign focused on aspirational messaging with attention to heritage, quality, opportunity and experience. Marketing and media promotion include Chancellor's roundtable to air on television. Ms. Phelps showcased GPAC sold-out shows and noted the new season is projected to surpass last year's record-setting year.

Vice Chancellor Bryan Robinson reported on gifts Advancement has received. He shared numerous positions that have been hired to work with deans and promote giving. Vice Chancellor Robinson also reported various new positions that will be filled in Advancement, along with renewing signature events such as The Garden Party and SOS.

**ACTION
2019-23**

Upon motion made by Allison Harrington and unanimously carried, the Board of Trustees approved the naming of a study room, which will be located in the new School of Business Building, in accordance with the POL 03.00.01 - Facility and Program Naming Policy, as recommended by Vice Chancellor Bryan Robinson and Chancellor Robin G. Cummings. This facility shall be known as the "Spencer and Frankie Howington Study Room" in perpetuity, as described in the letter of request from Chancellor Cummings (**Attachment 17**).

Student Life and Athletics

Committee Chair Wiley Barrett reported the committee heard from several representatives across the Student Affairs and Athletics divisions. 2019-2020 Miss UNC Pembroke, Alaina Malcolm presented her platform: Tapping for Kids. Ms. Malcolm is currently in the graduate program pursuing her degree in Clinical and Mental Health and is actively involved in the community. Ms. Malcolm expressed the importance of her platform and her role as an advocate for students on campus.

Students, Ethan Oxendine, Cassidy Ray, and Karijah Pinkney, introduced themselves and their role as students in Campus Engagement and Leadership and Fraternity and Sorority Life. Director of Campus Engagement and Leadership, Mr. Abdul Ghaffar presented the Campus Engagement and Leadership office and how the office embodies their mission by working with students to connect, engage, and lead.

Director of Athletics, Dick Christy, reviewed this year's BraveBook initiative to enhance student engagement. One prong of the goal is to increase student engagement with athletics. The student group incentive program was presented as one concept that has been launched in conjunction with student government and student affairs.

Committee Chair Wiley Barrett also reported to the committee that Director of Athletics, Dick Christy introduced that this year, UNCP Athletics launched two wallet-sized information cards. One is targeted at the coaching staff and one is directed at all student-athletes. The laminated wallet-sized cards were distributed at the Welcome Back student-athlete event this August and provides critical information on mental health, emergency services, and the student-athlete handbook.

DIVISION REPORTS

Chairman Metzger asked if there were any questions or comments for the vice chancellors and directors concerning division reports (**Attachment 18**). None were noted.

NEW BUSINESS

Conflict of Interest Notice

Chairman Metzger recognized Joshua Malcolm to review the conflict of interest notice the university received regarding Trustee Edward Brooks and Trustee Jesse Thomas. Mr. Malcolm stated that the States Ethics Commission did not find an actual conflict of interest but found the potential for a conflict of interest. The potential conflict identified does not prohibit service in their roles as trustees. 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.

CHAIRMAN'S REPORT

Chairman Metzger stated there were two memos that needed to be addressed for approval

**ACTION
2019-24**

Upon motion by Alphonzo McRae, and unanimously carried, the Board of Trustees approved the individuals listed in the document in our meeting materials who will be appointed to the Board of Trustees of the Endowment Fund of UNC Pembroke for FY 2019-20, as recommended by Chairman Metzger (**Attachment 19**).

**ACTION
2019-25**

Upon motion by Pat Corso, and unanimously carried, the Board of Trustees approved the motion to change the February 2020 meetings dates to February 13-14, 2020, as described in the document in our meeting materials, as recommended by Chairman Metzger. Furthermore, staff will be instructed to make any/all notifications to all concerned regarding this revised date (**Attachment 20**).

Chairman Metzger called for a time of special opportunity. During this time, he and Chancellor Cummings recognized and presented a plaque to Trustee Mary Ann Elliott for her 2 years of service to the board as well as the university.

Chairman Metzger recognized Josh Malcolm to express his appreciation and present a plaque to Tina Rodgers for her service to the Board of Trustees.

Chairman Metzger requested the Board move into closed session.

**ACTION
2019-26**

Upon motion made by Karen Sampson and unanimously carried, the Board of Trustees approved the motion to go into closed session to discuss the position to be taken regarding the price and materials terms on a proposed contract for the acquisition of real property by lease; to discuss confidential personnel 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 **NCGS §143-318.11(a)(5)(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.

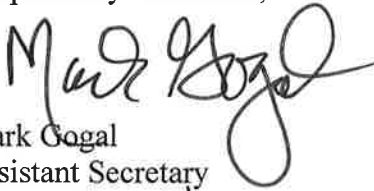
ANNOUNCEMENTS

Chairman Metzger reviewed the announcements as printed and encouraged the Trustees to attend as many events as possible.

ADJOURNMENT

Upon motion made by Edward Brooks, seconded by Thomas Crowe-Allbritton, and unanimously carried, the meeting of the Board of Trustees was adjourned at 12:55 p.m. Chairman Metzger thanked the Trustees for their service.

Respectfully submitted,



Mark Gagal
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. Board of Trustees Meeting, April 12, 2019
7. Board of Trustees Meeting, Closed Session, April 12, 2019
8. Board of Trustees Meeting, Special Called, June 18, 2019
9. Board of Trustees Meeting, Closed Session, June 18, 2019
10. Board of Trustees Meeting, Special Called, July 18, 2019
11. Chancellor's Report
12. Enrollment Update
13. 2019-2020 Audit Plan
14. Letter – Recommendation to adjust mission statement
15. Resolution – Delegation of Authority, capital improvement projects
16. FEMA Resolution for Designation of Applicant Agents
17. Naming Recommendation – Spencer and Frankie Howington Study Room
18. Division Reports
19. 2019-2020 Endowment Fund appointees
20. Board of Trustees Meeting Schedule, February 13-14, 2020
21. UNCP Athletics Budget Overview