

Office of the Chancellor

Office of Planning and Institutional Research

Dr. Suellen Cabe, Director

- collect and analyze data
- disseminate information to support institutional decision making and planning
- work with academic departments and support units to help them formulate planning goals and objectives and to assess their effectiveness
- work with the Planning Council to develop University goals and objectives and to assess institutional success in meeting them

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Special Assistant to the Chancellor

Ms. Angela Weston

- serve as the key administrative facilitator and advisor to the Chancellor
- manage the staff and administrative functions of the Office of the Chancellor
- serve as the assistant secretary to the Board of Trustees
- serve as a member of the Chancellor's executive staff

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

University Attorney

Ms. Donna Gooden Payne

- provide legal assistance to the University community

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Athletics

Mr. Dan Kenney, Director

- administer intercollegiate athletic activities
- handle the athletic budget
- maintain athletic facilities
- direct coaches
- work with the chair of the HPER Department
- work with the Director of Development on fundraising

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Figure 2A.3 – Faculty Evaluation of Administrators

Please evaluate each office by choosing one answer to the given question. If you have no basis to judge please mark that answer. If you wish to make comments on any individual administrator within the office, please do so in the space provided for comments. A list of goals taken from the mission statement of the office is provided for you.

Division of Academic Affairs

Dr. Roger Brown, Provost and Vice Chancellor

Dr. William H. Gash, Associate Vice Chancellor

- support the University's mission for academic excellence in a balanced program of teaching, research and service by providing comprehensive programs and services that will foster the intellectual, social, cultural, physical and emotional development of each individual student
- provide an environment in which community is nurtured and students are encouraged to contribute responsibly to the University and to society in general
- provide to students of all ages and backgrounds an intellectually challenging learning environment created by a faculty dedicated to effective teaching, interaction with students, and scholarship
- lead, inspire, and manage university faculty and staff through continuous positive communication among all members of the University community

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

College of Arts and Sciences

Dr. Thomas J. Leach, Dean

- assure academic program standards
- develop program budgets
- promote programs in the College

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

School of Business

Dr. Edward L. Powers, Interim Dean

- assure academic program standards
- develop program budgets
- promote programs in the School

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

School of Education

Dr. Warren Baker, Interim Dean

- coordinate, evaluate, and promote all teacher education programs on a university-wide basis
- work with chairs of all departments with teacher education programs to ensure quality in teacher preparation and compliance with state and national education standards
- seek to improve K-12 student achievement and the professional education programs in which UNCP is engaged

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

School of Graduate Studies

Dr. Kathleen Hilton, Dean

- work with the Graduate Council to develop policies in admissions and registration
- keep academic records

- assure academic program standards
- develop program budgets
- coordinate, evaluate, and promote graduate programs

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of Outreach

Dr. Collie Coleman, Associate Vice Chancellor for Outreach
 Dr. Warren McDonald, Director of Continuing Education
 Ms. Sylvia H. Pate, Director of The Regional Center for Economic,
 Community and Professional Development

- provide leadership for and management of the Division of Continuing Education and Distance Learning and The Regional Center for Economic, Community and Professional Development
- ensure that local, state, national, and international operations are aware of the services and opportunities that UNCP can provide via our various outreach activities
- serve as the university's representative at economic summits
- expand revenue generating activities
- recommend new and innovative ways to reach and serve the external public
- recommend new and creative programs which will engage faculty and students in outreach activities

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of International Programs

Dr. Alexander N. Chen, Associate Vice Chancellor for International Programs

- provide high quality international programs to students, faculty members, and the whole University community
- develop international grants, projects, and programs that will be offered abroad
- develop new partnerships with universities all over the world
- work with the Outreach office to offer assistance to the local business community with international programs and training

- work with the Continuing Education office to develop and market short term international certificate programs and degree/non-degree programs for foreign students and business communities
- coordinate faculty and student exchange programs
- work with the International Student Life office to obtain various visa documents for foreign faculty and student

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Information Services

Dr. Maurice Mitchell, Associate Vice Chancellor for Information Services and Chief Information Officer

- provide a technological infrastructure of resources necessary to support the University's mission of teaching, research and service
- provide hardware to facilitate administrative and academic computing across campus
- provide networking resources to support computing across campus
- provide systems analysis, programming and on-going technical support to administrative departments and administrative functions of academic departments
- provide software, programming and on-going technical support for faculty to support teaching, learning, service and research
- provide training for all aspects of computing
- provide video facilities and support to enable classes to be taught to other public schools, community colleges or universities and to be received from other universities to our University

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of Sponsored Research and Programs

Mr. Gene H. Brayboy, Director of Sponsored research and Programs

- formulate and implements a range of strategies to enhance sponsored research and programs, including enhancement of institutional self-sufficiency and capital improvement projects for the University
- implement and manages the University's grant, contract and cooperative agreement program

- develop grant proposals, maintains sponsor databases, and alerts faculty and staff to potential sponsored program opportunities that are compatible with their interests

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Sampson-Livermore Library

Dr. Elinor Folger Foster, University Librarian

- support the teaching and research programs of the University
- plan for budgeting and manages the available budget
- monitor collection growth and development

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

College Opportunity Program

Ms. Sandra Stratil, Director

- equip COP students to perform at the University as regularly admitted students
- closely monitor the students' academic progress during the summer in which they are admitted and during the following academic year

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of the Registrar

Ms. Sara B. Brackin, Registrar

Ms. Marilyn Blackburn, Assistant Registrar

- register students
- maintain all student academic records
- check hours and grade point averages for graduation
- prepare the graduation list

- maintain all grade reports
- schedule all academic facilities
- prepare various forms on individual students as required by federal, state and institutional agencies
- issue transcripts to appropriate individuals and agencies

From my viewpoint, the administrators of this office are accomplishing the mission stated.
 strongly agree agree disagree strongly disagree no basis to judge

Comments:

Native American Resource Center

Dr. Stanley G. Knick, Director/Curator

- educate the public about the rich diversity of Native America
- provide an environment for the exchange of all kinds of resources - educational, cultural, community and human - for enjoyment and study

From my viewpoint, the administrators of this office are accomplishing the mission stated.
 strongly agree agree disagree strongly disagree no basis to judge

Comments:

Media Center

Mr. A. Warren Love, Director

- provide services to academic departments, to the testing center, to the library, and to other University units
- render community service and service to students and the University as directed by the Associate Vice Chancellor for Academic Affairs

From my viewpoint, the administrators of this office are accomplishing the mission stated.
 strongly agree agree disagree strongly disagree no basis to judge

Comments:

Figure 2A.4 – Faculty Evaluation of Administrators

Please evaluate each office by choosing one answer to the given question. If you have no basis to judge please mark that answer. If you wish to make comments on any individual administrator within the office, please do so in the space provided for comments. A list of goals taken from the mission statement of the office is provided for you.

Division of Enrollment Management

Ms. Jackie Clark, Vice Chancellor

- provide leadership for the recruitment, admission and retention efforts for students, including branch programs, other regional learning centers, and distance education.
- work closely with academic deans and off-campus coordinators to plan and coordinate enrollment strategies, emphasizing UNCP's strengths, to meet recruitment goals and retention objectives.
- actively participate in strategic planning activities with special attention to admission and retention.
- work closely with University Relations staff to plan, organize and execute marketing plans to articulate UNCP's strengths and mission.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Admissions

Lela Clark, Director

Mr. John F. McMillian, Associate Director

Ms. Traci Powell, Counselor

Ms. Carrie Elkins, Counselor

Ms. Tanya Deese, Counselor

Mr. Kahlid Tapia, Counselor

- provide high school counselors with information regarding the University, its programs, and its admission requirements and procedures.
- arrange visits to area high schools as appropriate.
- evaluate records of applicants for admission or transfer.
- work with students, faculty, administrators, alumni, trustees and others to promote the University and to encourage qualified students to enroll.
- prepare and distribute Admission reports.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Advisement and Retention

Dr. Jonathan Maisonpierre, Director

Ms. Sandra Richardson, Assistant Director & Coordinator for Center for Adult Learners

Mr. Gregg Locklear, Academic Advisor

- increase student retention by providing comprehensive and effective activities and programs.
- organize, staff, train, teach and evaluate the Freshman Seminar course.
- develop and conduct student workshops based on need.
- work with students on academic probation, and those identified through the Early Alert Program.
- assist with new and transfer student Orientation Sessions, and advise new students.
- update publications used in Freshman Seminar and for intervention programs.
- work on additional retention focused activities as assigned by the Vice Chancellor for Enrollment Management.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Financial Aid

Mr. Bruce Blackmon, Director

Ms Nancy Starnes, Assistant Director

Ms. Ellen Revels, Work Study Coordinator

Ms. Susan Chavis, Veterans Office

Ms. Esther Maynor, Academic Scholarship Office

- help students meet their financial obligations through various sources of grants, scholarships and loans.
- meet with prospective students to explain available programs and make analyses of student's financial needs.
- screen and process applications to the Office of Education for federal student aid funds, and prepare annual, quarterly and monthly reports to federal, state and institutional funding agencies.
- coordinate the Work-Study program, and assign students to work sites on campus.
- counsel veterans and veteran dependents concerning their educational benefits and certify Veterans Administration enrollment data for students receiving monthly benefit checks.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Figure 2A. 5 – Faculty Evaluation of Administrators

Please evaluate each office by choosing one answer to the given question. If you have no basis to judge please mark that answer. If you wish to make comments on any individual administrator within the office, please do so in the space provided for comments. A list of goals taken from the mission statement of the office is provided for you.

Division of Business Affairs

R. Neil Hawk, Vice Chancellor

- provide sound financial management
- supervise expenditures and oversee business aspects of auxiliary services
- advise and assist the Chancellor in preparing the budget and seeing to the University's operation within it
- see to receipt, custody, and disbursement of University funds

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Bookstore

Ms. Karen Swiney, Manager

- manage the acquisition of text books and other course materials
- sell textbooks, school supplies, soft goods, and sundries

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Business Services

Mr. Edward Schempp, Director

- oversee all purchasing
- see to receiving requisitions, obtaining bids, and placing orders
- sell surplus property

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Human Resources

Kate Locklear, Director

- process employment matters, including employee orientation and training
- manage fringe benefit programs
- administer Equal Employment Opportunity program

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Grants Accountant

Karen Staab

- administer fiscal aspects of contracts and grants

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Accounts Payable

Patty Deese, Director

- see to timely disbursements consistent with State requirements
- process payment of supplies, equipment, travel, contracts and student-related disbursements

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments:

Printing

Mr. Frank Redulik

- receive printing requests and determine if they can be completed on campus or outsourced
- complete orders for printing

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Foreign Visitor Accounting

Natasha Jacobs

- assist visitors and assist the University in their appropriate treatment
- maintain related web information resources

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Controller's Office

Ms. Ila Killian

- provide quality customer service to the University community in accordance with regulations
- perpetuate the climate for quality education necessary for a successful comprehensive university
- see to cash receipts, cash disbursements, student accounts and loans, payroll, accounting systems, capital improvements budgeting, fixed assets accounting, grants accounting, endowment accountin, UNCP Foundation accounting, fiscal reporting, and maintenance of financial records for the University and Foundation accounts

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Facilities Planning and Construction

Ms. Bess Tyner, Director

- provide professional administration for design and construction of capital improvement projects
- see to construction, renovation and repair in planning, design, and construction phases of projects

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Financial Planning and Budgeting

Mr. Roger Killian, Director

- see to coordination of operational plans and budgets to the Strategic Plan

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly dis agree no basis to judge

Comments:

Physical Plant

Mr. Larry Freeman, Director

- provide support services to the University community to create an effective academic environment
- maintain an environment of cleanliness, attractiveness, comfort, accessibility, and safety
- provide systematically arranged spaces in regard to administration, carpentry, electrical, grounds, housing, HVAC, locksmith, motor pool, painting, and plumbing
- condition our facilities through inspection and audit programs
- design new and renovate facilities for low cost life-cycle maintenance

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Police and Public Safety

Mr. Dave Helton, Police Chief and Safety Director

- protect life and property on the University campus by full service law enforcement
- offer a crime prevention and awareness program contributing to safety and security

From my viewpoint, the administrators of this office are accomplishing the mission stated.
strongly agree agree disagree strongly disagree no basis to judge

Comments:

Food Service

Mr. Mike Nance, Director

- see to cafeteria service, catering services, and Bert's

From my viewpoint, the administrators of this office are accomplishing the mission stated.
strongly agree agree disagree strongly disagree no basis to judge

Comments:

Figure 2A. 6 – Faculty Evaluation of Administrators

Please evaluate each office by choosing one answer to the given question. If you have no basis to judge please mark that answer. If you wish to make comments on any individual administrator within the office, please do so in the space provided for comments. A list of goals taken from the mission statement of the office is provided for you.

Division of Student Affairs

Dr. Diane Jones, Vice Chancellor
Dr. Lisa Schaeffer, Associate Vice Chancellor
Mr. Preston Swiney, Dean of Students

- provide comprehensive programs and services that will foster the intellectual, social, cultural, physical and emotional development of each individual student
- provide an environment in which community is nurtured
- encourage students to contribute responsibly to the University and to society in general

From my viewpoint, the administrators of this office are accomplishing the mission stated.
strongly agree agree disagree strongly disagree no basis to judge

Comments:

Career Services

Dr. Denisha Sanderson, Director
Ms. Lori Bumgarner, Assistant Director

- provide a comprehensive program of career development services and activities for all students and alumni
- assist students in clarifying their career choices, defining their job search strategies, and pursuing internship/co-op, employment, and/or graduate school opportunities.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

University Center

Ms. Cynthia Oxendine, Director

- serve as the campus' central point of reference in regard to information, leadership development, student activities, and organizations
- facilitate the educational process by providing a laboratory experience for student growth, and an arena for the development of cultural, social, leadership, and recreational awareness, and an environment of opportunity for student, faculty, staff, and community interaction.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Counseling and Testing Center

Dr. Monica Osbourn, Director

Mr. George Gressman, Assistant Director

- assist students with defining as well as accomplishing personal and academic goals while achieving balance in their lives.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Givens Performing Arts Center

Ms. Patricia Fields, Director

- enhance and enrich the cultural development of the University and its constituency in the region by offering a diversified selection of multi-disciplinary arts experiences
- promote cultural awareness as a life-long experience
- promote a continuing appreciation for diverse cultures through the presentation of quality local, national and international artists.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Student International Programs/ UNCP Multi-Cultural Center

Ms. Beth Carmical, Director

- foster an environment where an exchange of ideas will take place and people of many different cultures, races, and backgrounds can come to interact, learn from another, and just identify with the similarities associated with transcultural ideals
- promote diversity on many different levels

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Student Activities

Mr. Abdul Ghaffar, Director
Mr. James Bass, Assistant Director

- complement the University's academic program
- enhance the overall educational experiences of students through development of leadership skills
- provide exposure to and encourage participation in social, cultural, recreational and governance programs

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Student Health Services

Ms. Cora Bullard

- provide quality, cost effective health care and health educational services that will assist students in maintaining an optimal state of health.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

University Housing

Mr. Preston Swiney, Dean of Students

- provide students with opportunities to develop skills necessary for living successfully in a community and a democratic society
- provide a safe, clean environment to develop independence, to assess their values, and to develop a spirit of community building.

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Figure 2A.7 – Faculty Evaluation of Administrators

Please evaluate each office by choosing one answer to the given question. If you have no basis to judge please mark that answer. If you wish to make comments on any individual administrator within the office, please do so in the space provided for comments. A list of goals taken from the mission statement of the office is provided for you.

Division of Advancement

Glen Burnette, Vice Chancellor for Advancement

- involve alumni, students, and friends in the life of the University
- provide quality programs and services to alumni, students, and friends that instill loyalty and pride

- keep constituencies informed about accomplishments, priorities, and challenges
- secure resources which will enhance the academic quality of the University
- be good stewards of its endowments and advance the growth of investment at UNC Pembroke
- promote advocacy of the University

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of Alumni Relations

Lorna McNeill, Director

- plan, coordinate and implement a comprehensive program for alumni, faculty, students and friends which continually involves them with the University
- work closely with the Alumni Association and a diverse board of volunteers to develop such programs and to identify more volunteers
- promote a cooperative and enthusiastic partnership between all alumni, the University and its representatives
- oversee direct mail solicitations, phon-a-thons, and volunteer recruitment

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of Corporate and Foundation Relations

Amber Rach, Director

- develop and implement a program to focus on the corporate and foundation sectors
- develop and implement a program to focus on institutional prospect research
- develop relationships with faculty, corporate and foundation staff and executives
- implement proposal writing and stewardship activities
- contact prospects
- identify, cultivate and solicit corporation and foundations for major gifts

From my viewpoint, the administrators of this office are accomplishing the mission stated.
strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of Development

- develop and manage the resource development program
- cooperate with departments and offices in obtaining financial support for their programs
- identify, research, cultivate, steward and solicit donors
- work closely and effectively with both internal and external constituents in coordinating and implementing University-wide fundraising programs

From my viewpoint, the administrators of this office are accomplishing the mission stated.
strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of Donor Relations

Teresa Oxendine, Director

- develop and manage the resource development program which includes, but is not limited to, a program to identify, research, cultivate, solicit and perform stewardship for all donors/prospects, gift administration, membership administration, information systems, and fund stewardship in support of the educational and financial objectives of UNC Pembroke
- work cooperatively with faculty, staff and administrators in developing gift solicitations on behalf of their programs, as well as, with volunteers identifying, cultivating and soliciting gifts
- plan and implement the recruitment of new members of the Chancellor's Club and to work to insure the retention of current members and to maintain an active board
- manage records, files, and recognition programs for all cash, gifts-in-kind, and deferred gifts from private sources (non-governmental) to the University
- oversee the stewardship of scholarships and all other gifts

From my viewpoint, the administrators of this office are accomplishing the mission stated.
strongly agree agree disagree strongly disagree no basis to judge

Comments:

Office of University Relations

- provide UNCP and the community with up-to-date news and information about The University of North Carolina at Pembroke
- maintain UNCP's web site
- publish *UNCP Today*, the alumni magazine
- provide news and photo coverage to campus events
- coordinate major campus events such as commencement
- market the University

From my viewpoint, the administrators of this office are accomplishing the mission stated.

strongly agree

agree

disagree

strongly disagree

no basis to judge

Comments: