

UNIVERSITY of NORTH CAROLINA
ASHEVILLE

Minutes of the Meeting of the University of North Carolina at Asheville
BOARD OF TRUSTEES

Friday, June 16, 2017
Brown Hall, Room 217

The following Trustees were present:

Pat Smith, Chair
Kennon Briggs, Vice Chair
Richard Lutovsky, Secretary
JW Davis
Piyush Patel
King Prather
Wilma Sherrill
Cissie Stevens
Oscar Wong
Tim Hussey, Student Trustee

The following Trustees were absent:

Bob Long, Jr.
Robby Russell
Ron Paulus

Others present:

Mary Grant, Chancellor
Joseph Urgo, Provost and Vice Chancellor for Academic Affairs
Suzanne Bryson, Director of Internal Audit
Chelsey Burke, Executive Assistant to the Chancellor
Marietta Cameron, Vice Chair of Faculty Senate / Associate Professor and Chair of Computer Science
Janet Cone, Senior Administrator for University Enterprises / Athletics Director
Shannon Earle, Chief of Staff
Michael Gass, Director of Institutional Research
William Haggard, Vice Chancellor for Student Affairs
Laura Herndon, Associate Vice Chancellor of Alumni Relations and Giving
Sarah Humphries, Executive Assistant
Amy Jessee, Associate Chief Communication and Marketing Officer
Stacey Millett, Executive Director of NCCHW and Community Engagement
Nicole Norian, Associate Vice Chancellor of Human Resources
John Pierce, Vice Chancellor for Administration and Finance
Savannah Purdy, CASE Intern
Jose Trejo-Ramirez, General Counsel Intern
Ben Underwood, Associate Vice Chancellor for Advancement Operations
Darin Waters, Special Assistant to the Chancellor for Community Outreach
Clifton Williams, General Counsel
Carla Willis, Vice Chancellor for University Advancement

The meeting was called to order by Chair Smith at 9:00 a.m. Chair Smith thanked all trustees and commented on the wonderful culture the board has developed. Chair Smith is thankful for the opportunity to be a part of UNC Asheville and will continue to be a part of the institution.

Ethics Reminder

Chair Smith reminded the Board of the duty, imposed by the State Government Ethics Act, to avoid conflicts of interest and appearances of conflict, and asked members to declare any conflicts. No conflicts stated.

Oath of Office

Trustee Hussey, student trustee and president of the Student Government Association (SGA) was sworn in by General Counsel Clifton Williams. Trustee Hussey is a leader among the student body, majoring in psychology and sociology, from Greenville, North Carolina. He has held several positions on campus including: student call center supervisor in the Advancement Office, resident assistant, peer mentor, and Student Body Vice President. He is also a member of the Black Student Association and will be a student supervisor for all student organizations in the fall.

Approval of the Minutes of the April 28, 2017, Meeting of the Board of Trustees

Upon a motion duly made and seconded, it was

VOTED: To approve the minutes of the April 28, 2017.

Report of the April 18, 2017, Meeting of the Academic Affairs Committee

Trustee Wong delivered the report on behalf of the Academic Affairs Committee.

Michael Gass, Director of Institutional Research, presented a report on strategic planning initiatives with the committee. Initiatives were collected from academic departments, faculty committees, and Faculty Senate. Michael explained the requirement of our strategic plan and the integration in SACS (Southern Association of Colleges and Schools).

The Department of Interdisciplinary Studies is preparing the Faculty Senate a proposal to create a bachelor's degree in liberal arts and sciences. This degree would not require a major, and is designed to help students who have had a break in their studies to come back and complete their degree.

Provost Urgo is working with Vice Chancellor Pierce on the University Budget.

Faculty Senate Update

Dr. Marietta Cameron reported to the Board of Trustees on behalf of the Faculty Senate. Dr. Michael Stratton, Chair of Faculty Senate, was unable to attend because he was presenting at the 2017 Organizational Behavior Teaching Conference in Providence, Rhode Island.

Dr. Cameron, on behalf of all of Faculty Senate, thanked the Board for the opportunity to present at Board meetings. She thanked the administration for their openness and transparency, and their approachability. She appreciates the way Chancellor Grant takes time to have conversations with students, and even stops on her way out to ask the faculty how their day is going. Dr. Cameron also appreciates the Provost's passion for the liberal arts, and how he is always willing to hear various perspectives.

The Faculty Senate Executive Committee:

Dr. Michael Stratton Chair

Dr. Marietta Cameron First Vice Chair

Dr. Kathie Garbie Second Vice Chair
Dr. Lyndi Hewitt Third Vice Chair

Dr. Cameron shared a few of the Senate's plans for the upcoming year, which included exploring the possibility of offering child care services, improving the student rating instrument and course evaluation, and grievance procedures. They are also looking at how to increase faculty engagement and shared governance, with particular interest in faculty providing a greater voice and input into the budget process. They are also looking at transparency within sub-committees and are creating a process to provide documentation around proposals brought forward.

Dr. Cameron shared the work of young girls at her Summer Coding Camp, where she is teaching them how to use computer software to create 3D printings.

Report of the June 15, 2017, Meeting of the Audit Committee

Trustee Davis delivered the report on behalf of the Audit Committee.

Suzanne Bryson, Internal Auditor hit the ground running working on the annual audit plan, focusing on the time sensitive components of the plan that needs to be accomplished this fiscal year. One of these areas is Information System Change Reviews. This work encompasses the monthly review of changes performed by the Information Technology Services team to the ERP system, also known as Banner, and the verification that those changes are supported by authorizations clearing them to be placed into production. Suzanne has no concerns or issues.

An area that was not on the original audit plan, but was added is the Fixed Tuition plan. This is one of the most time sensitive projects currently underway, and will result in differentiated tuition for continuing students versus students who are new to the university this fall. The objective of Internal Audit's work in this area will be to review cohort implementation and billing table changes to help ensure accurate billing for students for the fall term.

The Self-Assessment of Internal Controls will be completed by the Finance Team again this fiscal year, and Suzanne will be reviewing the submission along with a continuation of review and monitoring of the Key Performance Indicators for functional areas. Suzanne is continuing to collaborate with Western Carolina University, using the Peer to Peer Collaboration Model that Monique Taylor implemented in 2013. This collaboration model will continue to be a great resource to both Universities.

Suzanne will be looking for an Internal Audit intern beginning Spring 2018. Due to the timing of her arrival, she will have students throughout the Fall working on various projects and officially begin an internship in the spring.

The State Auditors will be performing the standard financial audit this year and in addition will be performing federal single audit work in the Financial Aid area. UNC Asheville was chosen for financial aid work based upon a change in how the Office of the State Auditor is selecting agencies for this work. Going forward, they will rotate university campuses every four years. Fieldwork for Financial Aid has begun and we anticipate report issuance next March when all single audit work is completed. Our last Financial Aid Audit was for the fiscal year ended June 2014 and we had no issues noted.

Report of the June 15, 2017, Meeting of the Administration and Finance Committee

Trustee Patel delivered the report on behalf of the Administration and Finance Committee.

The committee heard from Mary Hall, Controller, on an initiative as part of the Strategic Plan, related to travel authorizations and expenses. Using software known as ChromeRiver, the University will reduce the faculty and staff time devoted to creating and cross-checking paper copies – as well as a faster reimbursement time to the employee. The process took six months of focus group work and software development, as well a four-month pilot program with a few

members of staff. Trustee Patel thanked Catherine Mallon, Travel Coordinator, for leading the way – and all members of this initiative.

Committee members heard an update on construction projects, as well as a showing of the live cameras on the buildings for faculty and staff to have an opportunity to watch the construction live. The Highsmith Student Union renovation (phase one) budget came in and the contractor will be starting phase two shortly.

Between the Governor's Recommended Budget, the Senate Budget, and the House Budget we are held harmless from management flexibility cuts, along with other small campuses. Trustee Patel thanked Chancellor Grant for her leadership and Vice Chancellor Pierce and Laura Herndon for their collective effort.

Nepotism Report

Nicole Norian, Associate Vice Chancellor for Human Resources presented the annual nepotism report. This report is a General Administration reporting requirement, to ensure there are no conflicts of interest on campus. We currently have 24 employees on campus who are married or related; however, there are not in a supervisory role to one another.

On behalf of the committee, Trustee Patel thanked Chair Smith for her service and leadership.

Report of the June 15, 2017, Meeting of the Student Affairs Committee

Trustee Prather delivered the report on behalf of the Student Affairs Committee.

The committee heard three current initiatives underway in Student Affairs, as part of our Strategic Plan implementation. Stan Sweeney, Director of Highsmith Student Union, and Lynn Horgan, Registrar described the UNCA Now app and co-curricular transcripts. Co-Curricular Transcripts capture volunteer hours, community service, internships, leadership development, awards and honors, alternative spring break, and much more. By downloading the UNCA Now app on your smartphone, students are able to track the co-curricular activities they are participating in by the click of a button!

Jackie McHargue, Dean of Students and Karen Cole, Interim Director of Advising and Learning Support, presented on the First Year LINC Program. The program links two classes together to build community between first year students, with emphasis on group work and discussion. The program also has faculty development building into the program to allow for collaboration.

Laura Sexton, Registered Dietitian, shared the Dining Service Initiative to reduce waste and increase community engagement. Through our Food Connection program, which donates prepared food to people in need, UNC Asheville donated 24,000 lbs. of food to local non-profit organizations last year. Trustee Prather noted that this program is one of many that our community needs to know we are doing, and it demonstrates a great partnership with Chartwells.

Report of the June 15, 2017, Meeting of the Advancement Committee

Trustee Stevens delivered the report on behalf of the Advancement Committee.

The goal set by General Administration for 2016 is just over \$3.9 million. To date in cash we raised over \$4.9 million, and expect to end the fiscal year over \$5 million. Trustee Stevens thanked Vice Chancellor Willis for her leadership in raising the bar.

#AllInForAsheville launched yesterday. It is an online campaign to raise money for student scholarships. The goal is to have 700 donations by the end of the month, through social media and email communications.

Chair Smith thanked all trustees for 100% participation in the Board Challenge this year.

The Advancement and Athletics committees met jointly to hear from consultant Judy Jobbitt from Bentz Whaley and Flessner (BWF). Ms. Jobbitt summarized BWF's fundraising counsel services, current giving trend analysis, the necessity for focused and comprehensive fundraising on highest priorities, and the roles of staff, faculty, and board members during this process.

Report of the June 15, 2017, Meeting of the Athletic Committee

Trustee Briggs delivered the report on behalf of the Athletics Committee.

The committee reviewed the 2016-2017 Annual Report which focused on athletic success, academic success, and fundraising success. The report highlighted the fact that our students succeed on the field and courts, and in the classroom.

Approval to go into Closed Session

Upon a motion duly made and seconded, it was

VOTED: To go into Closed Session to prevent the disclosure of information that is privileged or confidential pursuant to G.S. § 143.318.10 (e); to consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or prospective public officer or employee, as allowed by sections G.S. § 143-318.11 (a) (1) and (6) of the North Carolina General Statutes.

Closed Session began at 9:57 a.m.

Closed Session ended at 10:21 a.m.

[The Board took a 10 minute break at 10:21 a.m.]

Report of the Nominating Committee

The nominating committee recommends to the Board of Trustees for action, Trustee Kennon Briggs to serve as Chair, Trustee Rick Lutovsky, to serve as Vice Chair, and Trustee Wilma Sherrill to serve as Secretary of the Board of Trustees.

VOTED: To approve the nominating committee's recommendation.

The current elected membership of the Endowment Fund Board is Joe Keily, Michael Andry, and George Beverley, in addition to the appointed standing members (Chair of the Board of Trustees (which will now be Trustee Briggs), Chair of the Administration and Finance Committee (Trustee Patel), and Chancellor Grant). Trustee Briggs nominated Chair Smith to serve as a member of the Endowment Fund Board.

VOTED: To elect Pat Smith to the Endowment Fund Board

Chancellor's Report

Chancellor Grant updated the Trustees on the Board of Governors Retreat and Meeting hosted on our campus in July. The schedule will be available shortly, and we will share the information with you.

Chancellor Grant gave an overview of our strategic plan and where we are now; one year from the Board's unanimous vote to approve the UNC Asheville Strategic Plan. Several on-campus conversations continue to take place to develop a 'great ideas' list, combining energy instead of duplicating efforts and implementing an ideas-into-action framework. Questions to be answered using the framework are, for example, how to support the plan with appropriate funding.

Michael Gass presented an overview of our 45 current initiatives in our strategic plan, including a brief update of the discussions at the UNC System level including aligning our strategic directions, goals of areas of distinction, and

contributing towards UNC System performance targets. Michael showed the Board the template campus is using to submit initiatives. The template allows staff to explain their plan, which strategic directions and core values it aligns with, and resources needed to complete the initiative.

Provost Urgo updated the Board on two initiatives: Curricular Initiatives and Faculty Development.

Vice Chancellor Haggard updated the Board on two initiatives: Healthy Campus 2020 and the Success Coaching Program.

Athletic Director Cone updated the Board on an athletics initiative: Blue Ribbon Program.

Stacey Millett, Director of Community Engagement, updated the Board on the work she has been doing on campus, while keeping in mind the Asheville Strategic Plan and the Campus Compact Strategic Plan. Campus Compact is a national organization of 1,100 member campuses, dedicated to civic education and community engagement. Chancellor Grant is the Vice Chair of National Campus Compact and serves on the executive committee for the North Carolina Campus Compact. Stacey updated the Board on a partnership initiative with the Asheville City Schools Foundation.

Vice Chancellor Willis updated the Board on two initiatives: Data Optimization and Centralized Events Office.

Vice Chancellor Pierce updated the Board on two initiatives: Information Technology and Scholarship Need/Resources.

Chancellor Grant thanked the team for the incredible work they are doing to move this institution forward through the Strategic Plan.

Chair's Report

Chair Smith thanked Chelsey Burke for her help, as well as the Board for the work that it does every day.

Adjournment

There being no further business to come before the Board, the meeting adjourned at 11:52 a.m.

Submitted Respectfully,



Chelsey Burke

Date



Kennon Briggs, Chair

Date