



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

**Friday, February 23, 2018
Brown Hall, Room 218/219**

The following Trustees were present:

Kennon Briggs, Chair
Richard Lutovsky, Vice-Chair
Wilma Sherrill, Secretary
Karen K. Brown
JW Davis
Tim Hussey, Student Trustee
Bob Long, Jr.
Ron Paulus
Jim Peterson
King Prather
Robby Russell
Cissie Stevens
Oscar Wong

No Trustees were absent

Others Present:

Joseph Urgo, Interim Chancellor
Sarah Broberg, Special Assistant to the Chancellor for Communications and Marketing
Rebecca Bruce, Professor, Department of Engineering
Suzanne Bryson, Director of Internal Audit
Josh Cavanaugh, Staff Council Chair
Janet Cone, Senior Administrator for University Enterprises/ Athletics Director
Shannon Earle, Chief of Staff
Dave Erb, Lecturer, Department of Engineering
Michael Gass, Director of Institutional Research and Effectiveness
William Haggard, Vice Chancellor for Student Affairs
Mary Hall, Associate Vice Chancellor for Finance/Controller
Sarah Humphries, Executive Assistant to the Chancellor
Bill Norris, Senior Director of Major Gifts
Nicole Norian, Associate Vice Chancellor of Human Resources
Karin Peterson, Acting Provost

John Pierce, Vice Chancellor for Administration and Finance
Andre Ruckert, Student
Micheal Stratton, Chair, Faculty Senate/Associate Professor, Department of Management & Accountancy
David Todd, Associate Vice Chancellor for Campus Operations
Ben Underwood, Associate Vice Chancellor for Advancement Services
Elizabeth Underwood, Senior Director for Alumni Engagement
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 Briggs at 9:00 a.m.

Ethics Reminder

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

Approval of the Minutes of the December 15, 2017 Meeting of the Board of Trustees

Upon a motion duly made and seconded, it was

VOTED: To approve the December 15, 2017 Board Meeting minutes, and all action contained therein.

Resolution of Recognition of United South and Eastern Tribes (USET) for in-state tuition purposes

Interim Chancellor Urgo signed a Memorandum of Understanding with 27 Tribes who are members of the United South and Eastern Tribes community on February 5, 2018. The agreement will guarantee 20 admissions spots for each fall and spring semester for qualified USET applicants, and will grant them in-state status for tuition purposes.

Upon a motion duly made and seconded, it was

VOTED: To approve the Resolution of Recognition of United South and Eastern Tribes for in-state tuition purposes beginning fall 2018.

Report on the February 22, 2018 meeting of the Administration and Finance Committee

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

The Administration and Finance Committee are bringing three resolutions before the Board of Trustees for vote: The Odyssey School Lease, Reed Plaza Designers, and Belk Theatre Designers.

Upon a motion duly made and seconded, it was

VOTED: To approve the resolution to modify and extend the transfer date for a purchase of real property at 90 Zillicoa Street, Asheville, North Carolina.

Upon a motion duly made and seconded, it was

VOTED: To approve the “Resolution to approve Reed Plaza designers” in priority order: Anchor QEA, Civil Design Concepts, and Vision Design Collaborative.

Upon a motion duly made and seconded, it was

VOTED: To approve the “Resolution to approve Belk Theatre designer” in priority order: McMillan Pazdan Smith Architecture and Moore Architecture.

Trustees took a tour of the Janice W. Brumit Pisgah House to evaluate immediate needs prior to the new Chancellor’s arrival in July 2018. David Todd gave a detailed account of required repair and work needed and an estimate of \$135,000 needed to make minimal repairs.

Upon a motion duly made and seconded, it was

VOTED: To approve suggested spending for repairs and renovations from discretionary funds to the Janice W. Brumit Pisgah House.

Presbyterian Church Parking Update

A feasibility study and environmental assessment have been done. This project has the potential to add an additional 200 parking spaces. The Board and community will continue to be updated as things develop.

Master Planning Update

A Steering Committee, composed of eighteen members and three staff, was formed and has met four times. The committee is currently getting organized and is discussing subcommittees/task forces for focus on specific areas. The three major phases of Master Planning will be: 1) homework/prep work, 2) work with the designer/consultant, and 3) an ongoing master planning process. An RFQ for a consultant will go out at the end of March. The goal is to have the consultant on board this August with a Master Planning report in hand by late summer 2019.

Human Resources Update

The committee received an update on the quarterly Personnel Report of Staff Exempt from the Human Resources Act (EHRA) for December 1, 2017 through January 21, 2018. They also were updated on the issue of pension spiking in light of new legislation recently enacted by the North Carolina General Assembly. The Office of Human Resources will monitor pension spiking very closely to ensure awareness of potential liability when there may not be adequate funds contributed to the state retirement system to cover an employee’s maximum benefits eligibility.

Report of the February 22, 2018 meeting of the Audit and Risk Management Committee

Trustee Davis delivered the report on behalf of the University Advancement Committee

Suzanne Bryson, Internal Auditor, presented an updated Office of Internal Audit charter to the committee. The new charter contains updates required by professional standards. The charter **includes sections that** address the audit department’s authority, scope of work, and responsibilities. Charter was voted on and approved by the committee at the February 22, 2018 meeting.

Suzanne Bryson provided the regular update on the annual Internal Audit Plan progress and activities, including credit card compliance, assessment of internal controls over financial reporting, Clery Act follow-up work, risk assessment, and key performance indicator reporting to the system office.

Mary Hall, Associate Vice Chancellor for Finance and Controller, presented a summary overview of the UNC Asheville Foundation financial statements and key financial disclosures, real estate transactions, and investment returns. High level discussion of the statement ensued, including large items on the balance sheet related to transactions the university has entered, such as the Odyssey Property.

Jeff Brown, Chief Information Officer, provided a report and update on information security and governance. He discussed the collaboration between Internal Audit and Information Technology Systems to enhance cybersecurity measures. The system office has mandated appropriate structures at each UNC school to provide information security, and to establish an information security program with regular reporting. Oversight is required by the Board of Trustees, as well as the Board of Governors Committee on Audit & Compliance. UNC Asheville's cybersecurity program is comprised of three areas: security operations, policies and procedures, and training.

The Information Governance Committee now includes faculty, staff, and students across all divisions on campus. That charter will come before this committee once it is solidified.

Report of the February 22, 2018 meeting of the University Advancement Committee

Trustee Lutovsky delivered the report on behalf of the University Advancement Committee.

Trustee Lutovsky reported that the University is well-positioned to meet fundraising targets for the 2017-2018 year. Fundraising updates are available to view in your BOT portal.

UNC Asheville was awarded two fundraising awards earlier this month from the Council for the Advancement and Support of Education (CASE). The first award is for the #AllinforAsheville Year-End Fundraising Campaign, through which more than \$36,000 from 335 donors was raised. The second award is for last year's Bulldog Challenge in its fourth year, the Bulldog Challenge raised more than \$106,000 and increase of \$23,000 from 2016.

The Advancement Office has expanded its staff to include a planned giving consultant and coach, a director of major gifts for both Advancement and Athletics, and a senior director in major gifts. These positions were created after reviewing the feasibility study conducted fall of 2017 and in anticipation of a capital campaign. The Advancement Office is also moving forward with a new CRM to improve data management and reporting capacities

David Worley, of Worley, Woodbery, & Associates spoke at the committee meeting on the impact of the new tax law for individual philanthropists.

Elizabeth Underwood gave an update on Alumni Engagement and the work of the National Alumni Council. A very successful Alumni Weekend was held in January. Morgan Bradley, Student Alumni Association member, addressed the committee. Morgan informed the committee that there is a direct correlation between the sense of institutional pride, school spirit and alumni engagement.

Report of the February 22, 2018 meeting of the Student Affairs Committee

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

The committee heard a report from Dr. Bill Haggard and his staff on specific policies of the UNC System policy manual, related to the administration of student conduct, focusing on conduct processes. The staff walked the committee through the conduct process at the University, processes with Title IX, and prevention efforts. Jackie McHargue and Dr. Jill Moffitt presented materials and programs being conducted on campus for the campus community and the rapidly changing policies on the national level.

Prevention efforts at the University include an online education tool for new students that educate and measure knowledge in this area prior to students arriving on campus and then again eight weeks after the start of classes, to measure the impact the module has had on their learning. Students also receive educational sessions during orientation, and returning students receive push notifications monthly through a mobile app, to ensure that information related to sexual misconduct, such as the meaning of consent, remains relevant.

Committee Chair Prather commended the competency and preparation of the Student Affairs staff.

Report of the February 22, 2018 meeting of the Athletics Committee

Trustee Sherrill delivered the report on behalf of the Athletics Committee

Congratulations to Bulldog Basketball on the win last night! Janet Cone was asked to explain tournament brackets to the Board.

The committee reviewed two articles that are posted on the Board portal. “The New School Coach: Understanding and Connecting with Today’s Athlete” and “What is the Board’s Role in Overseeing Intercollegiate Athletics?”

Baseball Night held at Highland Brewery in January was a huge success. Fundraising increased to more than \$80,000. Trustee Sherrill thanked the board members who attended.

Our Turn to Play, an annual luncheon to raise funds for women’s athletic scholarships, will be held on Wednesday, May 2, 18 at 11:15 a.m. in the Sherrill Center, Kimmel Arena. This year’s guest speaker is Donna Orender.

Report of the February 20, 2018 meeting of the Academic Affairs Committee

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

Dr. Michael Gass informed the committee of the 5th Year Review Process for SACSSOC. We are on target to meet the timeline for submission.

Lorena Russell, Director of Inquiry Arc presented updates on the Quality Enhancement Plan (QEP) and her reflections on a Five-year Initiative.

Melissa Himelein, Director of the Center for Teaching and Learning (CTL), provided a brief history and overview of the CTL's role on campus. She described growth in programming and participation, and new directions that will take place in the coming year.

Admissions applications and deposits are trending the same as 2017. Financial Aid awarded more than 3 million dollars in aid to incoming students.

A joint Master of Public Health (MPH) program is being planned between UNC Asheville and the UNCCH Gillings School of Public Health, in conjunction with MAHEC. The required System Office documents, known as the Request to Plan, are currently under development at both campuses, with a target submission date of April 2018 with the first session would begin Fall 2020.

The English Department is in an advanced stage of exploration of creating a new MFA in Creative Writing. There are also early conversations about another MFA program related to visual culture.

Academic Affairs is in the process of searching for two tenure track faculty, one in Mathematics and one in Psychology. In 2018-19 Academic Affairs will have six open faculty lines, but there are 19 position requests from departments.

The Engineering fee, which was approved at the December 2017 Board of Trustees meeting, has been a topic of conversation at the Faculty Senate, Engineering faculty, and student level.

Faculty Senate Report

Chair Briggs called upon Michael Stratton, Chair of Faculty Senate, to give a report. Faculty Senate continues to work collaboratively with administration, faculty, staff council, and students. Dr. Stratton has two matters to present to the Board of Trustees; statement on Campus Climate and a statement on the proposed engineering fee. Please see attached handouts. Faculty Senate supports the Admissions and Financial Aid Office to remove the grade point average requirement on transfer applications noting that applicants should be evaluated on other attributes that can connected to student success.

Chair Briggs thanked Dr. Stratton for his report and called on student Andre Ruckert to give a student response to the engineering fee.

Andre Ruckert noted that students are not opposed to an engineering fee but are requesting that the fee be gradually added into the total cost of enrollment for engineering students.

Upon a motion duly made and seconded, it was

VOTED: For members of the Administration and Finance Committee and the Academic Affairs Committee meet for a work session prior to the March 23, 2018 Board of Governors meeting to further discuss the engineering fee.

[The Board took a 10 minute break at 10:38 a.m.]

Approval to go into Closed Session

Upon a motion duly made and seconded, it was

VOTED: To go into the Closed Session to prevent the disclosure of information that is privileged or confidential pursuant to G.S. N.C.G.S. §143-318.11(a) (1) (2) (6) of the North Carolina General Statutes.

Closed Session began at 10:49 a.m.

Closed Session ended at 11:22 a.m.

Chancellor's Report

Student Research

Interim Chancellor Joe Urgo introduced Dr. Ameena Batada, Associate Professor of Health and Wellness and three students Labrea Baird, Aaron Hill, and Audrey Thomas who have been conducting community based health research. They presented their most recent project, Health Justice: From Data to Action, to the Board. Trustee Paulus applauded both Dr. Batada and the students for their work in the community on this very important topic.

SACSSOC 5-Year Review

Dr. Michael Gass updated the Board on the SACSSOC 5-Year Review preparation and submission. Dr. Gass reports that UNC Asheville is on schedule to complete the report by the deadline and thanked his team of colleagues for their hours of work to complete the Review.

Interim Chancellor Urgo's Report

Interim Chancellor Urgo congratulated student Trustee Tim Hussey for being accepted to three graduate programs. Urgo also thanked Acting Provost Peterson for her work this semester.

In January, the administration hosted a strategic plan workshop on Meaningful Work with more than 70 managers attending. Michelle Alexander, author, was the MLK, Jr. keynote speaker this year. The event brought over 2500 audience members to campus.

Weekly, Dr. Urgo hosts an open hour called "Cuppa Joe with Joe" in Argo Tea for faculty, staff, and students to drop by to casually talk about issues.

Dr. Urgo reported that he is impressed with the work that the Chancellor's Staff Council is doing to bring awareness to staff issues and is appreciative of their advisory role on campus.

Interim Chancellor Urgo brought the proposed wording for the Mission Statement to the Board for action at the April meeting. This is the last step in the strategic plan to be completed. Trustees should report any feedback to Shannon Earle prior to the April Board meeting.

Chair's Report

Chair Briggs discussed the Long Memo sent to campuses from the Board of Governor's requesting input from each campus about Board of Trustee and campus authority. Please continue to review the memo and send feedback to Shannon Earle prior to the April Board meeting.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 12:05 p.m.

Submitted Respectfully.

[Redacted]

Shannon Earle

4/20/18

Date

[Redacted]

Kenyon Briggs, Chair

4/20/18

Date