

**NORTH CAROLINA CENTRAL UNIVERSITY
DURHAM, NORTH CAROLINA
BOARD OF TRUSTEES MEETING MINUTES
February 25, 2009**

The NCCU Board of Trustees convened in the Emma Marable Conference Room in the William Jones Building on the campus of North Carolina Central University on February 25, 2009. Chairman Kay Thomas called the meeting to order at 9:00 a.m.

INVOCATION: Trustee Long gave the invocation.

ROLL CALL: Present: Mrs. Kay Thomas, Mr. R. Edward Stewart, Mr. George Miller, III, Mr. Glenn Adams, Mr. Eric Michaux, Mrs. Avon L. Ruffin, Bishop Eddie Long, Dr. Dwight D. Perry, Mr. Charles Baron (via telephone conference call), Mr. George Hamilton, and Mr. Kent Williams. Absent: Mr. Robert Dolan and Mrs. Nancy Wysenski.

ADOPTION OF THE AGENDA: It was moved by Trustee Baron and properly seconded by Trustee Ruffin that the agenda be adopted. The motion carried.

APPROVAL OF THE MINUTES: It was moved by Trustee Adams and properly seconded by Trustee Stewart to approve the minutes dated November 18, 2008, and the Executive Committee minutes dated December 18, 2008, and January 13, 2009. Trustee Michaux raised the question of submitting issues for approval that the Executive committee approved in lieu of full board meetings. The motion carried.

CHAIRMAN'S REMARKS: As Chair of the Board of trustees, it is my responsibility to remind all members of the Board of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflict of interest as required by this Act. Each member has received the agenda and related information for this Board of Trustees meeting. If any board member knows of any conflict of interest or appearance of conflict with respect to any matter coming before the board of trustees at this meeting, the conflict or appearance of conflict should be identified at this time.

Chairman also commended Trustee Kent Williams who appeared in the *News and Observer* on February 9th and also did a CNN interview about student attire.

CHANCELLOR'S REPORT: Highlights of Chancellor's remarks were as follows:

- Recognized new appointments:
 - Melissa Jackson, Chief Legal Counsel
 - Kwesi Aggrey – Provost and Vice Chancellor for Academic Affairs
 - Hazell Reed – Vice Chancellor for Research and Graduate Education
 - Mark Steelman – Associate Vice Chancellor for Human Resources/EEO Officer
 - Kimberly Phifer-McGhee, Interim Director of Extended Studies
 - Douglas Yopp, Director of Annual Giving

- Robin Williams, Associate Dean of the University College
 - Mary Mathew, Acting Dean, College of Liberal Arts
- SACS Accreditation process – April 2009 site visit
 - Banner – clean up issues
 - Re-engineer business practices and policies with Human Resources
 - Budget Reductions will impact people/programs/services
 - Budget Principles – preserve academic quality, meet enrollment targets
 - Invest in the Vision

AUDIT COMMITTEE: Trustee Michaux presented the Audit Committee Report. The Audit Committee had several items for information.

The Internal Audit Office reported on the following activities:

- Currently, the Internal Audit Office is in the process of performing the following reviews:
 - Athletics Fiscal Year 2007 Agreed Upon Procedures Review
 - Financial Aid Review/Student Withdrawal
 - Strategic Review 3rd Follow-up/Social Security Numbers Review
 - Homecoming Revenue Review
 - NCCU Travel and Expense Review
 - Sodexo Cafeteria Contract Review
 - Title III Program Income Review
- The following reports have been issued:
 - WNCU 90.7 FM Jazz Radio Financial Audit Fiscal Year Ending June 30, 2008 was issued on December 31, 2008
 - Athletics Fiscal Year 2008 Agreed Upon Procedures Review was issued on January 9, 2009
 - NCCU Foundation Audit Fiscal Year Ending June 30, 2008 was issued on December 5, 2008
 - NCCU Real Estate Foundation Audit Years Ended June 30, 2008 and 2007 was issued on December 23, 2008
- Office of the State Auditor's (OSA) Fiscal Year 2008 Financial Statement Audit Fiscal Year Ending June 30, 2008 is currently in process
- At the request of management, the Internal Audit Office is assisting with the following projects for continuous monitoring:
 - Enhancing Accountability in Government through Leadership and Education (EAGLE) /Finance Transformation Team
 - BANNER Steering Committee

- BANNER ITS Security Committee,
 - BANNER Implementation Team / Payroll Process
 - Emergency Preparedness Task Force
- The Internal Audit Office webpage was published November 2008 and the office implemented a Customer Satisfaction Survey in January 2009.

FINANCE COMMITTEE: Trustee Perry presented the Finance Committee Report. The Finance Committee had several items for information.

Dr. Alan Robertson, Vice Chancellor for Administration and Finance provided the Finance Committee with an update on the FY 2008-2009 State Operating Budget as of December 31, 2008. The following items totaling \$1,293,309 were added to the budget since the last Finance Committee meeting:

- Campus Security at \$995,000
- Kannapolis Research Project at \$143,776
- Online Certificate Nursing Management at \$56,750
- Hospitality and Tourism Management Certificate at \$18,200
- Teacher Education/Distance Education at \$104,263
- Wormsley Spousal agreement at \$(24,680)

Dr. Robertson reviewed the Auxiliary Summary as of December 31, 2008. He stated that year to date summaries for all auxiliary units indicate income in excess of expenses with the exception of the Mail Center. The Mail Centers financial status is expected to show a positive bottom line by the end of the year. In addition, the Food Service unit is projecting a deficit at the end of the year due to the rental expense associated with the temporary cafeteria and a shortfall in student meal plans.

Dr. Robertson also provided an update on the tuition and fee increase for FY 2009-2010. The update included exhibits depicting NCCU's original recommendation for tuition and fee increases and the revised recommendation for undergraduate tuition increases. The original request for undergraduate tuition was 3.1%. The revised tuition request for undergraduate tuition is 2.1%. Graduate tuition and Athletics, Health Services and Educational and Technology fees remain at the original recommendation from NCCU. The Chancellor stated that the tuition increase reduction was a compromise agreed upon by the Chancellors of the UNC System and the President of the UNC System in response to the economic climate to maintain affordability for students and consideration of the pending budget reductions expected in FY 2009-2010.

BUILDING COMMITTEE: Trustee Miller presented the Building Committee Report. The Building Committee had two action items and several items for information.

Zack Abegunrin, Associate Vice Chancellor for Facilities Management, presented the selection procedures for the New Latham Parking Deck. He provided additional information on the procedures used to rank the firms that submitted the proposals for the CM At Risk for the Latham Parking Deck project.

On February 18, 2009, a special meeting of the Building Committee was called, but due to lack of a quorum no formal action was allowed.

It was moved by Trustee Stewart and properly seconded by Trustee Adams that the Board of Trustees approve the committee's recommendation to select H. J. Russell & Company to provide Construction Management At Risk services for the Latham Parking Deck project.

Further a presentation was made by Mr. Zack Abegunrin on the NCCU Campus Design Guidelines.

It was moved by Trustee Adams and properly seconded by Trustee Stewart that the Board of Trustees approve the committee's recommendation to approve the NCCU Campus Design Guidelines.

The committee heard updates on Capital Projects from Mr. Zack Abegunrin, Associate Vice Chancellor for Facilities Management. It included Status of Projects which entailed: Projects in Design, Projects Under Construction, Projects Schedules, Upcoming Projects, and HUB Data.

The other informational items were the Architects' presentations on the following projects:

- BBH Design, PLLC made presentation on School of Nursing schematic design
- Lord, Aeck, & Sargent Architect made presentation on New Residence Hall schematic design
- Neighboring Concepts made presentation on New Latham Parking Deck schematic design

INSTITUTIONAL ADVANCEMENT COMMITTEE: Trustee Adams presented the Institutional Advancement Committee Report. The Institutional Advancement Committee had several items for information.

Susan Hester, Chief of Staff, introduced the newest additions to the Institutional Advancement team. They are Johnnie Southerland, Interim Associate Vice Chancellor; Douglas Yopp, Director of Annual Giving; Brian Culbreath, Marketing and Public Communications Specialist; and William Evans, Interim Director of Alumni Relations.

Johnnie Southerland, Interim Associate Vice Chancellor of Institutional Advancement, presented the division report.

There is an emphasis on increasing the level of participation from alumni in the Invest in the Vision Initiative. Currently, alumni giving, which is at 13%, is slightly higher than the national average, but is a primary area of focus for fundraising growth.

The gift comparison report for fiscal year July 1, 2007 – February 20, 2008 vs. July 1, 2008 – January 20, 2009, showed a decrease from last year. Economic impacts have driven down the size of corporate and foundation gifts in particular.

Total giving received from the Campaign 100 Initiative including pledges is \$159,848.

The Eagle View, a monthly electronic newsletter for donors and alumni is being created to update donors and alums on how their dollars are impacting students and University. The first issue will be available this week.

Mr. William Evans reported on the process and timeline for the Centennial Planning Committee. He gave an update on the special projects in progress as well as the marketing and fundraising goals that are planned.

ENDOWMENT FUND COMMITTEE: Trustee Thomas presented the Endowment Fund Committee Report. The Endowment Committee had one item for action and several items for information.

It was moved by Trustee Stewart and properly seconded by Trustee Williams that the Board of Trustees approve the updated University Endowment Policy as amended to Review Meetings and Communications section in item number six.

Vice Chancellor for Administration and Finance, Dr. Alan Robertson presented the University Endowment report. He stated that the market value of the Endowment Fund as of December 31, 2008 was \$14,818,570. This market value reflects a decrease in value of 21.74%. Even with the decrease, the fund is outperforming the market.

Mr. Gary Ward, Associate Director of the NCCU Foundation, presented the NCCU Foundation Endowment Board report. He stated that the value of the Foundation endowments as of December 31, 2008 was \$8,208,303. This market value reflects a decrease in value of 23.22%.

Provost and Vice Chancellor for Academic Affairs, Kwesi Aggrey gave an update on the unfilled Distinguished Endowed Professorships. He stated the date for filling the Endowed Chairs for Alumni, Wachovia, Julius Chambers and Benjamin Ruffin will be fall semester 2009.

EDUCATIONAL PLANNING AND ACADEMIC AFFAIRS COMMITTEE: Trustee Hamilton presented the Educational Planning and Academic Affairs Committee Report. The Educational Planning and Academic Affairs Committee had two items for action.

Dr. Pauletta Bracy, Director of Accreditation, presented a SACS update on the procedures for Dismissal of Board members and the Process to Manage Trustee Attendance. She indicated that the SACS Off-Site Review Committee found the university to be non-compliant with the standards on Board Dismissal.

It was moved by Trustee Hamilton and properly seconded by Trustee Williams that the Board of Trustees approve the Process to Manage Trustee Attendance.

Dr. Beverly Bryant, Director of the Hospitality and Tourism Program presented the Request for Authorization to Establish an Online Degree in Hospitality and Tourism Administration. The

program would respond to the needs of a better educated workforce in the Hospitality and Tourism Industry in North Carolina.

It was moved by Trustee Hamilton and properly seconded by Trustee Williams that the Board of Trustees approve the request to authorize the establishment of an Online Degree in Hospitality and Tourism Administration.

TRUSTEE-STUDENT RELATIONS COMMITTEE: Trustee Ruffin presented the Trustee-Student Relations Committee Report. There were several items for information.

The committee heard from Mr. Kent Williams, Jr., the Student Government President. Mr. Williams highlighted several 2008-09 NCCUSGA initiatives and programs – The Black Affair II and the Battles of the Residence Halls. Upcoming activities are “Unity Fest” with Duke University and Durham Technical Community College on April 4th and “The Campus Sweep Program” (A Sophomore Class campus beautification campaign) on February 28th.

The NCCU Student Government Association “Dress Cards” – A student guide to college attire will be ready by the end of March 2009. The concept has generated numerous media and other educational entity requests to share this information. The NCCU SGA will host a fashion show also to help promote the dress guides.

The SGA met this week with class presidents to review student agenda issues/concerns and to discuss how to address items received. Students have expressed great appreciation for the recent extending of operation hours for the Walker Complex recreation facility.

University Police Chief Willie Williams provided an update on the NCCU Campus Security Improvement Plan Proposal. The University Police Master Plan was developed at a proposed cost of \$8.5M. Funding has been identified for Phase I and II: Phase I-Emergency Communications Management Upgrades (Communication System) and Phase II-Campus-wide Notification System (PA System & Loud Speakers). There will be a test of the campus emergency notification system at the end of March 2009. The remaining security plan will be implemented as funding becomes available.

Chief Williams provided the committee with security concerns and statistics for the past six months. Part I crimes saw a 42% reduction; Part II saw an 18% reduction and other crimes were down by 5%. Contributing factors for the reductions in crimes were listed as 1) High Expectations, 2) Greater Coordination, 3) Great Team work and 4) Hiring of the Vice Chancellor for Student Affairs and expanded collaboration with the Police Department.

Dean Louis Velez provided a briefing of the Student Support Services. Ms. Kesha Lee was hired as Director, September 2008. There are 185 documented students currently registered with the office. The following are these students’ disability categories: Attention Deficit Hyperactivity Disorder (ADHD) - 29%, Medical Conditions - 28%, Learning Disabilities – 22%, Psychological Disorders – 7%, Physical/Mobility Impairment – 6%, Visual Impairment – 4%, Cognitive Impairment – 2%, Hearing Impairment – 1% and Autism – 1%.

A summation of the Student Support Services services/resources, commonly used accommodations, and housing accommodations was provided. Current needs of the office was said to be additional technology support and the establishment of an Assistant Director's position. Chancellor Nelms asked that Dean Velez work with the NCCU IT department to obtain some funds from the Instructional Technology student fee funds and to contact the Graduate Studies Department to obtain graduate students to work in the office.

Dr. Jennifer Wilder, Director of Residential Life concluded the meeting with information regarding the 2009 Fall Room Sign-Up Process and the department's efforts to educate students regarding Financial Aid and Living off Campus. Residential Life will host an Off Campus Housing Fair on March 3, 2009.

Lastly, the Chidley North Commons Project is on budget and on schedule.

STUDENT GOVERNMENT REPORT: The Student Government Report was presented by Trustee Kent Williams. Highlights of his report are as follows:

- NCCUSGA Senate passed legislation to raise minimum GPA requirements for NCCU SGA positions
- Restructuring of the Senate
- Student's Agenda
- Unity Fest
- Campus Do's & Don'ts Cards
- Upcoming Events
- Campus Sweep

Trustee Kent Williams' full report is attached.

Trustees requested of Melissa Jackson, Chief Legal Counsel, to draft a Resolution for the current SGA Administration for their efforts to uplift academic standards.

FACULTY SENATE REPORT: The Faculty Senate Report was presented by Dr. George Wilson. His remarks are highlighted as follows:

- Promotion and Tenure Policy adopted
- Grievance/Appeals hearing – not timely and not following procedure
- Keep issues internally
- Currently revising constitution and bylaws

Dr. Wilson's full report attached.

STAFF SENATE REPORT: The Staff Senate Report was presented by Ms. Rebie Coleman. Highlights of her report are as follows:

“Working Together Works”

- Working on projects on campus, in the community and enhancing personal and professional development
- Women’s Center
- Health Fair
- Voter Registration
- Sew Unique
- Toy Drive
- Durham Rescue Mission
- R.N. Harris Rock and Read Program
- Sisters Network
- Prepaid Legal
- Realtors Home Ownership
- Food for Life
- Higher Education – 9 semester hours and book voucher program
- Leadership Training
- Diversity Training
- Habitat for Humanity

Ms. Coleman’s full report is attached.

Trustee Baron announced there were six (6) items for Closed Session.

Trustee Miller moved and it was properly seconded by Trustee Baron that the committee convene in closed session pursuant to NCGS 143-318-11(a) (2) and (6). The motion carried.

PERSONNEL COMMITTEE: Trustee Baron presented the Personnel Committee Report. The Committee had six (6) items closed session.

CLOSED SESSION

The Personnel Committee met and heard a presentation from Vice Chancellor Alan Robertson who presented a candidate for the appointment of Assistant Vice Chancellor, Administration and Finance Operations and Project Management in the Department of Finance and Administration.

The Personnel Committee met and heard a presentation from Vice Chancellor Alan Robertson who presented a candidate for the appointment of Director, Auxiliaries and Business Services, in the Department of Finance and Administration.

The Personnel Committee met and heard a presentation from Vice Chancellor Alan Robertson who presented a candidate for an Out of Cycle Salary Increase in Facilities Services, in the Department of Administration and Finance.

The Personnel Committee met and heard a presentation from Vice Chancellor Kevin Rome who presented a candidate for the appointment of Interim Director, Division of Student Affairs and Enrollment Services, Department of Career Services.

The Personnel Committee met and heard a presentation from Vice Chancellor Kevin Rome who presented a candidate for the appointment of Associate Vice Chancellor for Enrollment Management, in the Department of Student Affairs and Enrollment Management.

The Personnel Committee met and heard a presentation from Chancellor Charlie Nelms who presented a candidate for the appointment of Development Officer for the School of Education

There being no further business for closed session, Trustee Baron moved and it was properly seconded by Trustee Adams to reconvene in open session. The motion carried.

OPEN SESSION

It was moved by Trustee Baron and properly seconded that the Board approve the recommended candidate, Ms. Deborah Lane, Assistant Vice Chancellor, Administration and Finance Operations and Project Management, effective March 1, 2009, at a salary of \$95,000. The motion carried.

It was moved by Trustee Baron and properly that the Board approve the recommended candidate, Mr. Timothy Moore, Director, Auxiliaries and Business Services, effective March 1, 2009, at a salary of \$88,232. The motion carried.

It was also moved by Trustee Baron and properly seconded that the Board approve the recommended candidate, Mr. Phillip Powell, Director, Facilities Services, an Out of Cycle Salary Increase, effective March 1, 2009, at a salary of \$95,000. The motion carried.

It was moved by Trustee Baron and properly seconded that the Board approve the recommended candidate, Ms. Donna Y. Hemrick, Interim Director, Division of Student Affairs and Enrollment Management, Department of Career Services, effective March 2, 2009, at a salary of \$70,000. The motion carried.

It was moved by Trustee Baron and properly seconded that the Board approve the recommended candidate, Ms. Sharon Oliver, Associate Vice Chancellor for Enrollment Management, Division of Student Affairs, effective April 1, 2009, at a salary of \$130,000. The motion carried.

Finally, it was moved by Trustee Baron and properly seconded that the Board approve the recommended candidate, Ms. Edith Thorpe, Development Officer, School of Education, effective February 26, 2009, at a salary of \$55,000. The motion carried.

Chancellor recognized Mr. Timothy Moore, Director, Business & Auxiliary Services; Ms. Donna Hembrick, Interim Director, University Career Services; MS. Deborah Lane, Assistant Vice Chancellor, Administration and Finance Operations and Project Management; Ms. Sharon Oliver, Associate Vice Chancellor for Enrollment Management, Division of student Affairs and Ms. Edith Thorpe, Development Officer, School of Education.

Chancellor Nelms also announced Dr. Ken Harewood, Director of the BBRI is taking a six month leave of absence to complete his book. Dr. Faye Calhoun has assumed the duties as the Acting Director.

CHAIRMAN'S ANNOUNCEMENTS:

- Honor's Convocation – Friday, April 3, 2009 – 10:00 a.m. – McDougald-McLendon Gym
- NCCU Spring '09 Open House – Saturday, April 4, 2009 – 1:00 p.m. 5:00 p.m. McDougald-McLendon Gym
- The next NCCU Board of Trustees meeting is April 21-22, 2009.

Trustee Michaux indicated since the Board of Trustees had just approved the Process to Manage Trustee Attendance it might be a good time to review and perhaps revise the NCCU Board of Trustees By-laws. Chairman Thomas requested, by consensus, that Chief Legal Counsel Melissa Jackson review the current by-laws and bring forth recommended changes for consideration by the full Board. Chairman Thomas also instructed the Trustees to submit their suggested revisions to Attorney Jackson.

Chairman Thomas also requested Attorney Jackson to prepare a Resolution for The Eagle Habitat House commending the joint venture between NCCU (Academic Community Service) and the Habitat for Humanity of Durham. The university community raised funds and provided volunteer labor to build the home in Eagle Village for Michelle Nixon and her daughter Lyshell Harris.

Further, Chairman Thomas requested Attorney Jackson to prepare a Resolution for Trustee Kent Williams and the SGA administration for their efforts to uplift academic standards.

There being no further business, it was moved by Trustee Thomas and properly seconded by Trustee Adams to adjourn. The motion carried.

Respectfully submitted:

Dottie Irving Fuller
Recorder