

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

**APRIL 22, 2020**

A Special Call meeting of the NCCU Board of Trustees, via telephone conference call, was held on Wednesday, April 22, 2020. Chairman Holloway called the meeting to order at 11:00 a.m.

**ROLL CALL:** Present: Mr. Kevin Holloway, Mrs. Karyn Wilkerson, Mrs. Oita Coleman, Mr. James Walker, Mr. John Herrera, Mr. Michael Johnson, Mr. Keith Chadwell, Mr. William Bell, Mr. Roderick Allison, Mrs. Hellena Tidwell, Mr. Brandon Hedgebeth, Dr. Kenneth Tindall and Ms. Allyson Siegel

**NOTE:** In accordance with the Attorney General’s Advisory Letter Public Bodies can conduct Open Meetings electronically pursuant to NCGS 143.318.13. The public body must comply with statutory requirements and provide notice and access of the meeting to the public, in this case through electronic means so members of the public as well as media may be on this call.

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

**CHAIR'S REMARKS:** Chairman Holloway informed the Board, as Chair, it is his 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 Special Call meeting of the NCCU Board of Trustees. 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. No conflict was presented.

**REPORT OF THE CHANCELLOR:** Chancellor Johnson Akinleye presented his Report on COVID-19 – Impact on NCCU Continuity Operations.

## COVID-19 IMPACT AND IMPLEMENTATION

March 17, 2020: Interim UNC System President Bill Roper ordered students living in university housing to “remain at, or return to their permanent off campus residence unless granted an exception by the institution” no later than Friday, March 20, 2020 by 5:00 p.m. The University will review and grant a limited number of exceptions.

March 18, 2020: Residential Life established an exceptions process, with an appropriate health screening, allowing students with a legitimate and significant need to remain on campus. Exceptions:

- inability to travel to, or return from, permanent residence due to travel restrictions;
- lack of other available housing options;
- Unsafe domestic situation at permanent residence;
- Significant hardship;
- Presence required for in-person instruction (laboratory, clinical, practicum, internship, field experience, etc.) required for graduation

March 21, 2020: Deadline for all students to vacate housing, unless exempted.

- Spring 2020 Residents – 2433
- #Check-Outs – 2346
- Exception Students on Campus – 87

## CLASSROOM INSTRUCTIONS TRASITIONED ONLINE

March 23, 2020: All Spring face-to-face classes moved to virtual delivery

- 1275 course sections transitioned to virtual delivery

Faculty Preparation: Office e-Learning

- Conducted 19 virtual group training sessions (Blackboard and e-Learning)
- 24 Individual Consultations
- Instructional Continuity Community Board
- NCCU Instructional Continuity Lesson
- Online Resources: simulations, virtual labs, virtual tutoring, exam proctoring
- Appointed Five faculty to serve as liaisons for remote instruction
- 948 online course sections prepared for Summer Sessions (I&II)

## STUDENT SUPPORT AND ENGAGEMENT

- Community Engagement (CE) Requirement
  - 62% of graduating seniors cleared; 38% completing CE requirements virtually
- Virtual tutoring services
- Virtual academic advising sessions
- Spring 2020 Grading Exception – Pass/Fail Option
- Academic calendar modification: later deadline for Withdrawal for Extenuating Circumstances (WE)
- COVID-19 notation on transcript
- Conversations with and surveys of students to determine impact
- Student Emergency Assistance Fund
- Launched social media campaign around social distancing and CDC guidelines
- Supported the Office of Communications and Marketing’s launch of *#NCCUStillSoaring* campaign to uplift and engage students, faculty, and staff
- Vice Chancellor of Student Affairs’ correspondence to the student body sharing social distancing tips, activities, and information about city, county and state Stay-at-Home orders
- All Student Activities departments shifted to virtual programming platforms
- Resident Assistants sending weekly check-in emails to residents, as well as conducting weekly virtual programs
- Dean of Students Office Interventions:
  - Communicating directly with students impacted by COVID-19
  - Assisting students in securing necessary supplies, and connecting students in distress to resources
  - Transitions Support Program to provide relief including toiletries, food, and resource referrals
  - Collaborated with Advancement, Financial Aid and UNC System Association of Student Governments to develop an Emergency Relief Campaign, raising \$440,953 as of April 7th
  - Student Health has transitioned to tele-health, and including a health pre-screening prior to visits
  - Operating under regular hours except the Pharmacy
- Counseling Center - consulting via tele-health
  - 24% increase in crisis calls
  - Student expressing suicidal ideation have increased three fold since the onset of COVID-19 pandemic.

- Career Center – transitioned services online, including Employer meet-ups
  - Resources on alternative careers, strategy and planning sessions

## VIRTUAL RECRUITMENT AND ENROLLMENT

- Virtual Recruitment
  - Message to Future Eagles
  - Virtual Tour
  - Alumni and Friends Calling Campaign
  - Application Instructions and Requirements
- Admitted Student Next Steps
- Enrollment Webinars
- Eagle Preview (Virtual Open House)
- SOAR (New Student Orientation Advising and Registration)
- Eagle Hours (Virtual Counseling Appointments)

## FIRST TIME STUDENTS TRENDING TO FALL 2020 (SUMMER AND FALL)

### Fall 2020 (As of 4/17/20)

Applicants 12,796

Admits 5,710

Confirmed 227

### Fall 2019

Applicants 13,345

Admits 5,311

Confirmed 285

## TRANSFER STUDENTS TRENDING TO 2020 (SUMMER AND FALL)

### Fall 2020 (As of 4/17/20)

Applicants 1,216

Admits 279

Intend to Enroll 41

### Fall 2019

Applicants 936

Admits 293

Intend to Enroll 75

## GRADUATE STUDENTS TRENDING TO 2020 (SUMMER)

### Summer 2020 (As of 4/17/20)

Applicants 1,889

Admits 516

### Summer 2019

Admits 1,709

Admits 397

## DISTANCE EDUCATION TRENDING TO 2020

### Fall 2019

Student Credit Hours (SCH) 20,170

Headcount 3,825

### Fall 2020

Student Credit Hours 10,869

Headcount 1,790

### Summer 2020

Student Credit Hours 16,630

Headcount 2,429

## LAW STUDENTS TRENDING TO 2020

### Fall 2020

Applicants 693

Admits 191

Confirmed 43

### Fall 2019

Applicants 556

Admits 163

Confirmed 45

## SUPPORT FROM ITS

### Devices

Chrome Books

Laptop

### Technology

Webex

Webex Team Users

Webex Team Messages

Jabber Profiles  
VPN  
Tickets

#### Expenditures on Technology Support

Apple \$87,662  
Dell \$199,940  
ITS \$79,600

### FINANCIAL IMPACT OF COVID-19

Initial estimates of revenue loss include:

- Summer School (\$4.25M)
  - ✓ Revenue loss for summer school sessions I & II (\$2.4M)
  - ✓ Residential Life revenue loss (\$1.2M)
  - ✓ Dining Services (\$650k)
- Health Services (\$415k)
- Spring revenue loss to date- (\$200k)  
Due to decreased pharmacy and health services, additional compensation for mandatory staff
- Projected Summer revenue loss- (\$215k)
- Athletics
  - ✓ Loss revenue due to NCAA suspension of March madness, cancellation of all spring sports, MEAC cancellation, institutional support

#### COVID – 19 Related Expenditures (estimate \$500k)

- Online Instruction, IT Infrastructure, Exam Proctoring
  - ✓ Estimate of \$400k (virtual lab, laptops for students, faculty & staff, expansion of site licenses, webcams, headsets and hotspots; transitional costs of moving to virtual admissions and orientation activities)
- Custodial Services and Sanitation
  - ✓ Estimate of \$50k (disinfecting, FIT testing for employees, set-up of isolation and quarantine facilities, safety equipment, etc.)
- Student Health
  - ✓ Estimate of \$45k (mandatory health and medical supplies, infrared thermometers, etc.)
- Student Refunds
  - ✓ The UNC System approved refunds for all on campus students who have been displaced related to COVID-19. Refunds are being processed for students relative to their housing and dining plans. Students are being refunded the balance of their housing and dining contracts. This equates to approximately 40% or 49 days.

- ✓ NCCU will refund approximately \$4.6 million
  - Housing \$2.9M
  - Dining \$1.7M
- NCCU's current policy for parking states that we do not allow refunds, the guidance from the UNC System directed institutions to follow their respective parking policies. NCCU will not refund parking.
- There are two (2) Federal Programs which have been approved by Congress and signed by the President, namely:
  - The Federal CARES Act (Cornovirus Aid Relief and Economic Security) provides funding to higher education institutions that can be used in support of its students and the University in general. CARES ACT through the US Department of Education – Emergency Aid for students in the amount of \$4.4 million Part I and Part II,
- Title III HBCU \$4.4 million funding to reimburse COVID expenditures, replace loss revenues and planning for future terms.
  - NCCU has completed the certifications for both projects.
  - NCCU cannot comingle its \$400,000 Emergency Funds with the two (2) Federal Programs mentioned above.

### IMPACT ON ATHLETICS

- NCCU Men's Basketball, Won 2019-2020 Regular Season Champions
- No 2019-2020 MEAC Men's or Women's Basketball Tournament Champion Awarded
- All Spring Sports practices and competition were cancelled indefinitely for Spring 2020 All Spring Sports Student-Athletes whose sports season commenced will be granted an additional season of competition
- Spring Sports Senior Student-Athletes who would have exhausted eligibility were granted an additional year of eligibility- (Currently 1 SB; 1 Track & Field; 5 Baseball)
- Budget Planning for FY21  
Strategic Plan Budget; or
  - 15% Reduction in Operations
  - Game Day Operations (Temporary Staff, Ushers)
  - Temporary Staff Reductions
  - Hiring Freeze

### RECOVERY/RETURN TO NORMAL BUSINESS

- Difficult to anticipate what recovery or return to normal resembles

- Couple of Scenarios for Fall
- Majors Factors to Consider:
  - Testing
  - Contact Tracing
  - PPE
  - Social Distancing
  - Long Term Impact on Future Revenue & Sustainability

## RESPONSES TO QUESTIONS AND COMMENTS

Refunds to students up to March 21<sup>st</sup> have been issued for housing and dining. Commencement fees and parking are non-refundable.

Institutional Advancement's website under Ways to Give suggesting include a link for those who wish to designate and donate funds for student emergency aid by phone, credit card, mail or payroll deduction.

Impact on Athletics on revenue and expenses is questionable for fall sports. There will be a cost reduction for athletics. The MEAC allocation will be distributed equally to all teams in the conference estimated to be approximately \$154,00 per team. Chancellor advocated for a larger portion for NCCU since NCCU won the Conference title.

June NCCU Board of Trustees meeting. Possibly could be held on campus, however, it would depend if certain restrictions have been lifted, namely stay home, social distancing, personal hygiene, gatherings, facial masks and testing. Too many unknowns at this time to make that determination - must guard against a rebound. UNC meeting today regarding decisions about future meetings.

At NCCU most international students remain on campus mainly because of travel restrictions. There will be an impact at NCCU re: international student recruitment in the future.

Office of Administration and Finance, as it relates to COVID-19 there are scenarios and scenarios within scenarios that are being developed regarding the impact, range of outcomes in different categories beginning June 30<sup>th</sup> and the first and second quarters in the FYI.

Private institutions are suffering severely due to COVID-19 and there may be student challenges who may want to consider NCCU as a choice.



There will not be a Spring Commencement exercise as it was cancelled. Students will have the opportunity to participate in the Fall Commencement exercise or Spring 2021. Diplomas will be mailed. There may be an abbreviated Commencement in August. Graduate clearances are being performed now about 62% completed.

Summer School for both sessions have been moved to Online.

BBRI focuses mainly on health disparities and cancer not virology. However, Dr. Deepak Kumar, Director has reached out to other campuses to get and be involved.

Through social media assures graduates that NCCU has gone above and beyond to make up for the cancellation of commencement for the Class of 2020 and reassures its graduates it is doing all humanly possible by taking every opportunity to make up for the cancellation of commencement. NCCU is so proud of their crowning achievements.

The UNC System adjusted the recent faculty and staff work and leave provisions about remote ad alternative work options. For the COVID-19 issue, the UNC system has changed the definition of mandatory employee to employees who are directed by their supervisor to report to work, at a designated worksite other than their personal residence at specific dates and times. All non-mandatory employees – including temporary employees and student workers will continue to be assigned work and will be expected to work remotely to the fullest extent possible.

Special leave provisions have also been enacted in response to the COVID-19 issue. As for the demands placed on the workforce, praise and compliment employees and make every effort to provide tools and knowledge to perform well. It is important to keep the morale up as well as emotional wellbeing by keeping communication open, remind employees they are valued and appreciated. Faculty and Staff can utilize the Employee Assistance Program through the Office of Human Resources.

Self-Help Credit Union is assisting HBCU Institutions in applying for Small Business Administration loans/grants. Chancellor to instruct Mr. Ernest Jenkins, Executive Director, NCCU Foundation to make contact.

P-3 projects at NCCU not liable for making debt service payments based on the contact agreement.

NCCU School of Business moving ahead as scheduled. Will not be moving location to another site. Will continue to explore a commercial project. At the June Board of Trustees meeting a full presentation will be made on the status of the project.

Capital Projects – no slow down and proceeding as planned. One construction worker tested positive and appropriate steps were followed.

Chancellor Akinleye will continue to provide COVID-19 updates and the impact on NCCU operations as to what we know now and what is expected.

Trustees complimented Chancellor, Executive Leadership Team, faculty and staff working as a team by transitioning to online, having to work remotely and teleworking by taking full advantage of technology and responding to the financial impact in efforts to do their best.

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

Respectfully submitted:

Dottie Fuller  
Recorder