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Faculty Council Board of Trustees Meeting Reports
September 20 and 22, 2016

Board of Trustees, Audit Committee
Report submitted by Dennis Booth

Call to order – Complete

Approval of April 26, 2016 minutes: Approved

Discussion of external audits and reviews

Report on the 2015-16 foundation audit given by Shannon Henry; Audit passed

Some discussion was given on the inclusion of Riverrun Festival income in the financial report; explained and resolved.

2015-16 external audits and reviews:

The reorganization of the UNCSA financial office and the impact on the audit process. Further conversation to come.

Discussion of information technology division reorganization and audit

Recommendations:

Gap analysis

Comprehensive data security plan

Data classification/sensitivity plan

Documentation of key operating procedures

Campus community concerns –

Lack of customer service at help desk

Mac support lacking

Some wi-fi dropouts

Lack of adequate knowledge/support of some software applications

Plan for 2016-17 risk assessment and internal audit

Plan discussed; especially board of governors enterprise risk assessment plan

MOTION TO APPROVE PLAN: APPROVED

Board of Trustees. Advancement Committee – Report submitted by Michael Rothkopf

Total dollars raised for 2016 was \$9,255,800.

Annual Fund dollars raised for 2016 was \$529,455. Endowment dollars raised for 2016 was \$866,229. The market value of the Endowment as of June 30, 2016 was \$50,967,183. Alumni Giving for 2016 was \$499,930, with 320 alumni donors with 510 alumni gifts. The number of new donors for 2016 was 799, 255 of those new donors gave to the Annual Fund and there were 97 new alumni donors. The NextNow and Nutcracker net proceeds amounts for scholarships were \$57,918 for NextNow and \$275,000 for Nutcracker.

The Advancement Office created and proposed a policy (#201) on Establishing Names for Buildings and Activities. The Board of Trustees approved this policy. The Advancement Office was unsuccessful in hiring a Major Gifts Officer. Offers were also made but declined for the positions of Donor Relations and Communications and a Manager of Alumni Relations.

Board of Trustees. Endowment Committee – Report submitted by Michael Rothkopf

A 3-year growth chart presented the market value of the endowment as \$1,278,355 as of June 30, 2016. All funds at UNC Management Endowments lost value due to the market in the 2nd half of the year. The committee is considering a plan to manage the endowment and is not sure the funds will be able to support a 3-5% return. The Interim Provost was asked to identify which endowments are used for professorships (that will not be adjustable) and accounts that may be adjusted from year to year depending on the market return. The committee asked to see a range of highs and lows over a 3-year period so as to determine the risk of spending 3% to 5%. The committee also proposed to vary the return percentage from one fund to another instead of a flat percentage to better manage the funds.

Board of Trustees. Governance Committee – Report submitted by Mike Wakeford

The Governance Committee meeting featured several brief updates about upcoming policy changes. University counsel, David Harrison, reported on the recent review of longstanding rules prohibiting faculty from using their offices/studios to offer private lessons. Even though faculty at other UNC institutions regularly use campus offices to engage in private consulting work (e.g., scientists working on outside consulting projects), UNCSCA has long rejected this practice. The Board of Trustees is now taking steps to allow for this practice, provided faculty members clear it through their deans and keep appropriate records. Such activity will be a privilege, not a right. The committee seemed to be in consensus that this is a big step forward for the institution, and essentially catches us up with policy changes enacted at other UNC schools back in 1973. Second, Jim DeCristo gave an update from Chief Technology Office Claire Machamer about a policy change regarding unofficial websites. In the past, due to the absence of a robust technology staff, the school hosted some non-UNCSCA websites deemed essential for faculty to fulfill their responsibilities. Now that the school's web presence has grown, those kinds of things are being brought inside the official web space and unofficial sites will no longer be supported. The remainder of the meeting included brief conversations about the BoT meeting calendar thru 2020, BoT membership and expiring terms, and some updates on the summer's legislative session. The committee agenda and fuller info about all of the above is available here: <https://www.uncsa.edu/about/leadership/uncsa-board-of-trustees/pre-meeting-materials/docs/2016-09/governance-committee-materials.pdf>

Board of Trustees, Academic Affairs meeting – Report submitted by Renata Jackson

Mark Land, alum of UNCSCA, presiding

Ward Caldwell report on Student Affairs:

- mentioned we spent \$163K on furniture last year; we're allocating \$300K for residence halls on campus renovations, furniture; we have many "Artist Corps" student artist/volunteers; DeVoli project up and running; we have new Health Services director Sharon Summer

- 375 students should graduate in spring
- 1 student "chancellor's exception"
- student engagement staff working on getting out the vote/ voter registration
- 1303 total enrollment AY 2016-2017
- Q to Ward about helping students with scholarship needs: Answer = needs differ by art school; might be good to articulate intersection between student scholarship needs, residency and advancement

Tarik Ramos, SGA president report:

- TR has developed "enhancement plan": T-shirts, banners, getting the word out to students across campus that they have reps; provide more outlets to hear student opinions/voice/get pulse on what's going on; goal to improve SGA relationship with other student groups across UNC system: there is also an ASG (Association of Student Governments) with which we'll now partner
- TR meets also with HS reps, who would like to have greater voice
- SGA will meet weekly, because so much to talk about!
- TR has created sub-committees: wellness, parking, safety, student-union-common spaces, way to expedite addressing any student concerns
- mentioned initiative to have better interaction between students and campus police

David English/Karen Bares reports:

- 20 new faculty across the campus, new multi-year contracts
- Report to BoT by KB on New Faculty Orientation Day: mission, history, policies, tour; feel the day went well, positive feedback; then Faculty Enrichment Day: mentioned about Dr. Teachout and effective teaching keynote; included Canvas training sessions
- KB mentioned David Harrison helping with whether or not music fac would be able to give private lessons in their SOM studios
- DJE on tuition and fees: he and TR will co-chair this committee; awaiting guidelines from GA for tuition and fees, given recent legislative changes

Strategic Plan Reports:

- enhancing living and learning environment, enrollment management, scholarship awards – all under Ward's purview; launch of new website since Dec 2015; consultant has been brought in to look at Admissions – how it works with the various schools; looking at communication arc (btwn applicants and admissions office and schools): will hire a staff person to help with communication pipeline; marketing firm has been contracted to look at recruitment materials for each art school

Dean Wilcox's presentation on the DLA proposal:

- made his pitch for the unified core; focusing on written communication and critical thinking; wants to create FYE and capstone idea – still in development, but hoping it dovetails with their art

Production Calendar: DJE says that we will now hire a professional crew to load in *Nutcracker*, which frees up especially D&P students for eight days! \$6M renovation coming to Performance Place – not sure how to do this without throwing wrench into the works for curricula in Dance, Drama, and D&P; working on figuring out location all over town

Student Workload (Betsy Towns): have spent three years analyzing student schedules; academic advising subcommittee has worked closely with provost's office to get best practices and draft manual; time tally subcommittee makes the invisible visible – hours that aren't captured on curriculum models, e.g., production hours; base models typically require ~45 hrs/50 hrs per week; reflection/restoration subcommittee: purpose is how to train our students without killing them in the process; flexibility subcommittee goal was to collect methods have to be curricular flexibility across disciplines; Q to Betsy about Student Success – this will dovetail with the work of SWAG. DJE mentioned that student achievement retention/graduation rate will determine funding from GA. (Betsy's SWAG Committee Charges and Members document attached.)

Institutional Effectiveness (Jill Lane): DJE introduced Jill as Director of IE: are our programs giving our students what they need and what we say they should achieve; Jill sees this as important collaborative work,

explained about the assessment templates we are now using (a more data driven model). She's working with each school to help collect the data: SLOs modified, assessment tools analyzed, what changes might need to be made; will also do curriculum maps next year

Creative Incubation (Susan Jaffe reporting): committee tabled due to lack of bandwidth on Dean Jaffe and Dean Forsman; but here's the link: it's part of our strategic plan, which we hope to revive:

www.uncsa.edu/about/office-of-the-chancellor/strategic-plan/becoming-a-creative-incubator.aspx

Board of Trustees, Personnel Committee – Report submitted by Dennis Booth

Approval of minutes: Approved

Title IX update – Delores Harris

- Parent Q&A was a great success
- Clearing reports will be coordinated with Chief of Police on regular basis
- Title IX awareness activities are on going
- Level II investigators are now certified on UNCSA staff

New Hires/Separations – James Lucas

- 8 retirees this year (from staff?)
- Positions are in process for hiring.

People Admin/Maxient – James Lucas

- New module added for tracking employment on-boarding process and status; the hope is for much improved streamlining of the posting/hiring process.
- Will also track employee on-boarding after hiring; ie, One Card, Benefits paperwork, computers, etc.
- Title IX incident reporting is also accommodated and streamlined with this software.

Strategic Plan Update – James Lucas

- Campus Communication – email clutter concerns: limit campus-wide email access. Proposal to make more and better use of MySA for campus-wide communications. Also, identify different communication styles/competencies and work to be more accommodating to those needs.
- On-boarding process development – see above.

Closed Session – Phillip Horne, Chair

- Non-members dismissed from this portion of the meeting

Other business – Phillip Horne, Chair

Adjourn