

APPROVED by the BOT
May 3, 2013

**University of North Carolina School of the Arts
Board of Trustees Meeting
Eisenberg Social Hall, Hanes Student Commons
February 15, 2013
9:00 a.m.**

Open Session Minutes

Trustees Present

Rob King, Chair
Claire Christopher
Barbara Goodmon
Isaac Green
Tina McGuire, Vice Chair
Mariana Qubein
Linda Stauch
Michael Tiemann
John Williams
Nick Correa, SGA President
Susan Kluttz, Ex Officio
Sandi Macdonald, Ex Officio
Tom Kenan, Emeritus
Phil Nelson, Emeritus
David Powers, BOT Liaison
Paul Fulton, BOG
Susan Mann, Foundation Liaison
Lynn Eisenberg, BOV Liaison
Justin Poindexter, Alumni Representative
Jennifer Haire, Honorary
Quin Gordon, Honorary
Kirstie Tice Spadie, Honorary
Carrie Vickery, Honorary
Ryan Wineinger, Honorary

Faculty/Staff Present

George Burnette, Chief Operating Officer
David Nelson, Provost
Jim DeCristo, Dir. of Economic Dev/External Affairs
David English, Associate Provost
Mark Hough, Chief Advancement Officer
Julie Risher, General Counsel
James Lucas, Director of Human Resources
Deb Cheesebro, Director of Campus Police and Public Safety
Cheryl Rickard, Temporary Asst. Secretary to the BOT
Marla Carpenter, Public Relations

Trustees Absent

Noel 'Skip' Dunn
Don Flow, Secretary
Charlie Lucas
Justin Eure, Honorary
Felix Ventouras, Honorary

Others Present

Jennifer Young, WS Journal
JD Wilson
Nicholas Petro, National Weather
Service, Raleigh
Darin Figsurskey, National Weather
Service, Raleigh

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Faculty/Staff Present (continued)

Carin Ioannou, Sr. Director of Financial Services
Jason Czaja, Campus Performance Facilities
Brent LaFever, Campus Performance Facilities
Susan Jaffe, Dean of Dance
Wade Weast, Dean of Music
Carl Forsman, Dean of Drama
Joe Tilford, Dean of Design & Production
Krystyna Puć, Assistant Dean of Liberal Arts
Ward Caldwell, Dean of Students
Susan Ruskin, Interim Dean of the School of Filmmaking
Jill Lane, Dean of High School Academic Program
Dale Pollock, Faculty Council Chair
Paula Pressley, Director of Individual and Planned Giving
Lynda Lotich, Interim Ex. Dir. Kenan Institute for the Arts
Betsy Towns, Faculty Council Vice Chair
Katharine Laidlaw, Executive Producer
Elizabeth Spruill, Staff Council Chair
Lauren Whitaker, News Services Manager
Delores Harris, Human Resources
Jonas Silver, Alumni Office
Joan Roggenkamp, Executive Assistant to the COO
Erin Baker, Executive Assistant to the Chancellor
Amy Werner, Advancement
Kimberly Samuelson, Advancement
Clarisse Davis, UNCSA Emergency Management Specialist

Convening Open Session

Chairman Rob King convened the February 14, 2013 meeting of the University of North Carolina School of the Arts Board of Trustees at 9:09 a.m. A quorum was confirmed. Chairman King reminded all members of the Board of their duty under the *State Government Ethics Act* to avoid conflicts of interest and appearances of conflicts of interest as required by this Act.

Chairman King introduced Erin Baker, the Chancellor's new Executive Assistant. Ms. Baker spent the last 6 years working in the Winston-Salem Mayor's Office. He also reviewed the reports and other materials at the Trustees' seats.

Oath of Office

Julie Risher, General Counsel, administered the Oath of Office to Linda Staunch, a gubernatorial appointee from New Bern, and Susan Kluttz, the newly appointed Secretary of Cultural Resources from Salisbury. Both Ms. Staunch and Ms. Kluttz introduced themselves and provided a little background information.

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Approval of Open Session Minutes of December 7, 2012

Motion: John Williams moved to approve the Open Session minutes of the December 7, 2012 Board of Trustees meeting. Tina McGuire seconded and the minutes were unanimously approved.

Report from Audit Committee

John Williams reported in Don Flow's absence. The Audit Committee discussed the UNC General Administration Efficiency Review as outlined in their proposed Strategic Plan in regard to implementing shared services for internal audit within the UNC System. The Committee also reviewed a draft copy of the internal audit regarding certain cash collection points on campus. The final draft of the audit will be discussed with management at a later date. Based upon preliminary discussions with management, corrective action is already being implemented. Internal Auditor Shannon Henry advised the Committee that her office will be preparing for the upcoming peer review that is required at least once every five years to stay in compliance.

Report from Endowment Fund Board

Chairman King reported that the Board reviewed the Endowment Summary ending December 31, 2012. The Endowment has gained \$682K since July 1st and 16 of the 20 funds are above corpus. Another good report is expected at the next Endowment Board meeting.

The Board approved spending distribution for next year from 9 of the funds, which total \$231K. This is four more funds than last year. Carin Ioannou, the Senior Director of Business Affairs, also gave an update on the Stevens Center restaurant, Dioli's; they would like to renew their lease for one year.

Report from Advancement Committee

Barbara Goodmon reported that the new Chief Advancement Officer, Mark Hough, has been very active in his first four months; he has spent a great deal of time visiting many alumni and supporters of the school, listening to their desires and concerns. Foundation and Advancement Financial reports show UNCSA 20% ahead of budget, and are in very good shape to finish the year. Advancement is also very excited to announce that they are near completion of the AJ Fletcher Opera Institute challenge grant match, and several celebrations are planned for when the grant is completed.

Jennifer Haire, Honorary Trustee representing the School of Filmmaking, reported on the successes of Alumni West, based in Los Angeles. After five years, the alumni organization continues to host events and after-parties that cultivate relationships between current students, west coast alumni and industry professionals.

Report from Finance Committee

Chairman King reported the following items from the Finance Committee meeting in Charlie Lucas' absence:

- Carin Ioannou presented the Financial Analysis as of December 21, 2012 for the General Fund. Expenditures are at 45% of the budgeted revenue.

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- Ms. Ioannou stated the shortfall in appropriation that the school has not received funding for the in-state High School students totals over \$515K. Funds were held back at the beginning of the year to cover the projected deficit.
- There is also a shortfall of tuition due to a decrease in enrollment receipts totaling over \$386K. The Provost planned ahead and held the departments responsible for the shortfall in enrollment by reducing their operating budgets to cover the deficit.
- The Board of Governors approved our tuition and fee proposal for the next academic year.
- The Board of Governors also approved General Administration's top 5 priority list for funding by the legislature. UNCSA is listed as #5 to receive \$1M to cover the in-state High School appropriation deficit.
- Ms. Ioannou reported in Chris Boyd's absence that the Library construction is underway and that Mr. Boyd, along with Jim DeCristo, has held successful meetings with the community regarding the Central Storage Facility construction. They will continue to keep the community apprised of construction updates.
- UNCSA is waiting for the state's approval to begin the construction phase on the Campus Police Operations Center, the Film School Production Design Facility, and the Central Storage Facility.

Report from Educational Planning and Policies Committee

Claire Christopher called on Ward Caldwell, Dean of Students, to report on several areas within Student Affairs:

- **Residence Life:** Some new initiatives include the Pickle Jar Coffeehouse Series which brings in national solo performers a few Sunday nights throughout the semester as a stress relief for UNCSA's very busy students; attendance at several professional development workshops and conferences, including the National Conference on LGBT Equality, the Association for Student Conduct Administration, and the American College Personnel Association; the development of a residential curriculum that illuminates the philosophy of a living and learning community within a conservatory; and a summer construction project for Residence Halls A-D.
- **Student Engagement:** Student Engagement Staff are collaborating with faculty, going into classrooms in Design & Production, Music and Dance to teach on emotional intelligence, stress management, creating a healthy lifestyle, time management and healthy eating. The Student Government Association's growth strategy under the direction of Steve Gallagher and Nick Correa has continued to be successful.
- **Outreach:** UNCSA drama alum and member of the Big Apple Circus, Dikki Ellis, is teaching at UNCSA and training high school drama students in circus skills and magic, which they will share with patients and their families at Brenner Children's Hospital. In addition, the annual Flute tour will present a multimedia "Concerto Celebration," in Kenan Chapel in Wilmington, and UNCSA's college senior contemporary dance students are preparing for their annual New York performance at the Alley Citicorp Theatre in Manhattan.
- **Career Services:** Career Development Grants will soon be awarded, providing annual funding to approximately 120 UNCSA students for career enhancing projects. The Kenan

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Fellowship for visual arts at the Penland School of Crafts will be awarded this week to 10 students and alumni.

- Counseling and Testing Services: The assessment tool that Counseling and Testing Services has been utilizing since Dr. Tom Murray took over leadership of that area, has recently been recognized by the Substance Abuse and Mental Health Services Administration as an Evidence Based Practice. A couple of interns in this area have also been engaged in several classrooms teaching about interview skills and personality-styles.
- Health Services: Dr. Lauren Spillman is filling in for Dr. Punger, who is out on maternity leave. The system-wide RFP for 2013-14 and 2014-15 student health insurance has gone out to bid and a contract will be awarded by the end of the month. It is anticipated that the insurance cost to students will not increase significantly for next year.

Nick Correa, President of the Student Government Association (SGA), reported that the organization continues to grow. There are three new members in place, and this is the first year SGA has represented all five art schools. Mr. Correa met with the High School Student Government President throughout the year to insure efficiency and effectiveness between the two organizations. He also reported that SGA has received a lot of comments and questions from students who now have a better outlook on the happenings of UNCSA knowing that the SGA is on their side and advocating for them. The continued collaboration with the administration has increased the group's visibility on campus and everyone involved is looking forward to the transition to a new school year and new SGA leadership.

David Nelson, Provost, reported on the following areas:

- Student Government Association (SGA): Provost Nelson thanked Nick Correa and all the members of the SGA for their hard work and commitment throughout this academic year.
- Faculty Rank: The proposal that was approved by the Board of Trustees has now been approved by Tom Ross and is in the process of being implemented. A Faculty Rank Committee, being chaired by Ellen Rosenberg, has already started to rank the faculty. In addition, an ad hoc Faculty Evaluation Committee, chaired by Provost Nelson has been formed and the Provost's office is closely examining Faculty Development. It is important for a formative system to be in place to hire excellent faculty members and help them to become even better teachers. Funding Faculty Development is a priority of the Provost's Office.
- Summer Programs – Last year was extremely successful, he thanked the staff of the Thomas S. Kenan Institute for the Arts for their hard work and dedication. This summer should be even better with a larger menu of offerings including for-credit courses, professional development opportunities, and online courses.
- Strategic Planning – UNCSA has just started the strategic planning process with a newly appointed committee comprised of different campus constituencies. An interim report on the planning process will be given at the May meeting, and then the process will pause briefly and reconvene once the new Chancellor is in place so that may have a hand in the process
- Faculty Excellence in Teaching Awards – Provost Nelson acknowledged this year's recipients of the Excellence in Teaching Award.

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- New Policy for Phased Retirement: Provost Nelson presented a newly drafted policy that would allow faculty to move from full-time to part-time to full-retirement, which would decrease the faculty member's work load while allowing them to participate in the search and transition for their replacement.

Motion: The Educational Planning and Policy Committee made a motion to approve the new policy for phased retirement so that it may move forward to the Board of Governors for final approval and implementation. The policy was unanimously approved.

Report from the Personnel Committee

There was no meeting of the Personnel Committee.

Report from the Governance Committee

Tina McGuire reported that the Governance Committee discussed candidates for the BOT liaison to the Foundation Board and liaison to the Board of Visitors.

Motion: Michael Tiemann made a motion to elect Barbara Goodmon as the BOT liaison to the Board of Visitors. John Williams seconded and the motion was unanimously approved.

The Governance Committee also reviewed a recommendation to reappoint Charlie Lucas to the Thomas S. Kenan Institute for the Arts Board of Advisors.

Motion: John Williams made a motion to reappoint Charlie Lucas to the Thomas S. Kenan Institute Board of Advisors. Barbara Goodmon seconded and the motion was unanimously approved.

National Weather Service *StormReady* Designation

Chairman King invited Dr. Deb Cheesebro, Senior Director of Public Safety and Emergency Management, and Ms. Clarisse Wilson, Emergency Management Specialist, forward to receive UNCSA's official designation as a *StormReady* campus. Mr. Nicholas Petro, Warning Coordination Meteorologist and Mr. Darin Figurskey, Meteorologist in Charge, from the National Weather Service in Raleigh made the presentation.

Move to Closed Session

Motion: John Williams moved to go into Closed Session to prevent the disclosure of privileged information under the open meetings law as follows: State employee personnel records, internal auditors work papers and to consider the qualifications, competence, performance, or condition of appointment of a public officer or prospective public officer. Michael Tiemann seconded and the motion was unanimously approved.

Return to Open Session

Chairman King reported that the board discussed personnel matters. He reminded everyone that the Chancellor's Search Committee is a subcommittee of the Board of Trustees. The work of the committee is gaining speed as the applicant pool has been narrowed down to 11 candidates. They

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will not move to private airport meetings, narrowing the field again to 4-5 candidates to bring to campus. From there, 3 names will go to UNC System President Tom Ross. It is the committee's charge to have those names to President Ross by the April Board of Governor's meetings.

Other Business

Chairman King reminded each Trustee that voting members are required to submit a Statement of Economic Interest, or No Change Form, to the State Ethics Commission by April 15th. Nonvoting members must submit their UNC Disclosure Form to UNC General Administration by that same date.

Chairman King thanked Cheryl Rickard and Joan Roggenkamp for all of their hard work to insure the meetings of the Board of Trustees run smoothly. He also reminded the group that the next meeting will take place May 2-3 and that we will appoint a nominating committee during that time.

Adjournment

With no further business to discuss, the February 15, 2013 meeting of the Board of Trustees adjourned at 10:30 a.m.

Respectfully submitted by:
Amanda G. Balwah
Assistant Secretary to the Board of Trustees