

UNIVERSITY OF NORTH CAROLINA
SCHOOL OF THE ARTS

Board of Trustees Meeting
Friday, February 12, 2016
9:00 a.m.

Open Session Minutes

Trustees Present

Rob King, Chair
Michael Tiemann, Vice Chair
Erna Womble, Secretary
Stephen Berlin
Allison Burkholder, SGA President
Greer Cawood
Phillip Horne
Mark Land
Elizabeth Madden
Anna Folwell
Skip Dunn (phone)
Judy Watson, BOV Liaison

Faculty/Staff Present

Lindsay Bierman, Chancellor
George Burnette, Chief Operating Officer
David Nelson, Provost
Jim DeCristo, Chief of Staff
David English, Vice Provost
David Harrison, General Counsel
Ed Lewis, Chief Advancement Officer
James Lucas, Director of Human Resources
Corey Madden, Ex. Director of the Kenan Institute
Leslie Kamtman, Staff Council Chair
Karen Beres, Interim Dean of Music
Ward Caldwell, Dean of Students
Michael Kelley, Dean of D&P
Dean Wilcox, Dean of Liberal Arts
Susan Ruskin, Dean of Filmmaking
Mary Irwin, School of Drama

Trustees Absent

Ralph Womble
Charlie Lucas
Justin Poindexter, Alumni Representative
Tom Kenan, Emeritus
Susan Kluttz, Ex Officio
Phil Nelson, Emeritus
Sandi Macdonald, Ex Officio
Chris Chapman, Foundation Liaison

Faculty/Staff (Continued)

Elaine Pruitt, Interim Dean of High School Programs
Amanda Balwah, Asst. Secretary to the BOT
Marla Carpenter, Director of Communications
Lynda Lotich, Assistant Dir. Kenan Institute
Jason Czaja, Campus Performance Facilities
Cindy Liberty, Foundation Executive Director
Joan Roggenkamp, Executive Asst. to COO
Katharine Laidlaw, Chief Marketing Officer
Shannon Henry, Chief Audit Executive
Lauren Whitaker, News Services Manager
Chris Boyd, Vice Chancellor of Facilities
Carin Ioannou, Senior Director of Business Affairs
Ginger Caston, Executive Assistant to the Chief of Staff

Other Guests Present

Winston-Salem Journal Reporter

Convening Open Session

Chairman Rob King convened the February 12, 2016 meeting of the University of North Carolina School of the Arts Board of Trustees at 9:03 a.m. Mr. 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. He welcomed all guests, and Trustees, including Anna Folwell, the board's new gubernatorial appointee.

Oath of Office

Ginger Caston, Notary Public, administered the Oath of Office to Anna Folwell, gubernatorial appointee from New York, NY.

Approval of Open Session Minutes from December 4, 2015

MOTION: Steve Berlin moved to approve the Open Session minutes of the December 4, 2015 Board of Trustees meetings. Erna Womble seconded and the minutes were unanimously approved.

Report from Chancellor Biermann

Chancellor Bierman thanked the Trustees for their service and dedication. He went on the report the following:

- Governor McCrory visited UNCSCA yesterday to lead a town hall discussion of the Connect NC bond proposal. This is the first time a sitting Governor has visited UNCSCA in the past ten years.
- Welcomed Anna Folwell to the board. Ms. Folwell is a Winston-Salem native and a graduate of UNC-Chapel Hill. She comes from the media industry in New York City and has committed to being a social media ambassador for the school.
- UNCSCA's portion of the Connect NC bond will total \$11M. This money is vitally important for projects tied to UNCSCA's strategic plan and student learning outcomes.
- UNCSCA is participating in three healthcare projects to benefit the Winston-Salem community:
 - Artists Reach Children in Hospitals (ARCH) brings entertainment and joy to children at Brenner's Children's Hospital.
 - Triad Area Medical Orchestra involves 40 medical students and professionals who have studied music and performed in the past. Christopher Lees is leading this effort with a medical student from WFUBMC. The purpose is to provide an outlet for stress.
 - Students from the School of Design and Production are making wigs for cancer patients at Forsyth Medical Center who are suffering hair loss from chemotherapy treatments.
- The week of April 4-10 will be UNCSCA's first annual Week of Giving. All members of the UNCSCA community are encouraged to volunteer for a community project or organization for one hour, or donate one hour's salary. In addition, April 7th will serve as a day of Giving for UNCSCA; all members of the University's community are encouraged to make a financial donation to the school.
- Many notable alumni, including Mary Louise Parker and Joe Mantello, have recently returned to UNCSCA to teach masterclasses and workshops.
- Numerous students from each of the arts schools have been recipients of many prestigious awards and honors.

Report from the Audit Committee

Steve Berlin, Audit Committee Chair, reported that the Audit Committee met on Tuesday, February 9, 2016. During their meeting, they reviewed the following:

The Chief Audit Executive (CAE) reviewed the following internal audits:

- An investigation related to a decrease in appointment term as a result of an anonymous allegation.
 - The CAE provided a brief overview of the anonymous allegation and advised that it was received by the Office of the State Auditor's Investigative Division.
 - The Internal Audit identified 1 written and 1 verbal observation, both related to the Department of Human Resources.
 - The Director of Human Resources provided a corrective action plan to address the audit's observations and has started to implement that plan.
- Update from management concerning the Housekeeping Survey Report
 - Both the Chief Operating Officer and Director of Human Resources provided a brief update on the positive and corrective actions the university is taking relative to improvements in housekeeping services.
 - An outside consultant is currently on campus to observe current practices and provide a plan rooted in best practices.
 - Additional training and a Housekeeping Employee Appreciation program have been implemented. Increased attendance and work ethic have already been observed as a result of increased respect and accountability.

The CAE reviewed UNC General Administration's new policies concerning the enterprise risk management and compliance function within the UNC System. She noted that the new policies impose new demands and expectations to which the University will need to be responsive. The COO noted that he's been in discussion with UNC General Administration (GA) about this and is waiting for more information regarding GA's expectations for the individual campus plans.

Report from the Endowment Fund Board

Rob King, Chairman of the Endowment Fund Board, reported that the board met on Thursday, February 11, 2016 and that there is an item of business for Closed Session.

Report from the Advancement Committee

Michael Tiemann reported the following from the Advancement Committee:

- A Senior Director of Development has been hired. Meredith Carlone will start on March 30th. She comes to UNCSCA from UNC-Greensboro, where she currently serves as the Assistant Dean of the College of Education.
- Fundraising is going very well and revenue is ahead of goal for temporary, permanently restricted, and Giannini funds.
- Donor cultivation plans are underway, including proposals for several major gifts.
- \$300k has been raised for the Stevens Center study project.
- On April 30th, UNCSCA's School of Music will offer the Collage concert, followed by the NextNow Gala. The goal of this fundraiser is to secure \$50k for scholarships and cultivate the next generation of arts patrons and donors to the school.
- April 7th will be UNCSCA's first annual Day of Giving. Advancement's goal is to have 200 donors that day, including 25 alumni from each of the arts school.
- The first high school class will celebrate their Golden Pickle 50th High School Reunion at UNCSCA's High School Commencement exercises on May 14th.
- UNCSCA's Guest Artist Endowment is fully funded.
- The Board of Visitors will meet on March 3-4.

Report from the Finance Committee

Elizabeth Madden, Committee Chair, reported the Carin Ioannou, Senior Director of Business Affairs, provided a financial analysis of the school's operating account through December 31st. She reviewed recurring and nonrecurring funds. Spending has been conservative as the actuals are less than 50% of the school's annual budget. The Institutional Trust report reflects the financial health of UNCOSA's auxiliary programs, and Chris Boyd, Vice Chancellor for Facilities, provided a facilities and construction update. The details can be found in everyone's packets.

Report from the Personnel Committee

Michael Tiemann, committee chair, reported that the Personnel Committee did not meet. The committee will meet again in April.

Report from the Academic & Student Affairs Committee

Greer Cawood reported that all Trustees attended the Academic and Student Affairs Committee meeting on February 11th and that there are no additional items to report in Open Session. The committee does have one item of business for Closed Session.

Report from the Governance Committee

Chairman King reported that the Governance Committee had no business and did not meet.

Move to Closed Session

MOTION: Michael Tiemann moved to go into Closed Session to prevent the disclosure of privileged information under N.C.G.S. 143-318.11(a)(1), state employee personnel records under The Privacy of State Employee Personnel Records Act, Article 7 of chapter 126 of the North Carolina General Statutes, a student's education records under The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended by Public Law 93-568, to prevent the premature disclosure of an honorary degree, scholarship, prize or similar award under N.C.G.S. 143-318.11(a)(2), to consult with our attorney under N.C.G.S. 143-318.11(a)(3) to protect the attorney-client privilege, to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action regarding:

- a. Bryan Haynes v. UNCOSA, in the Office of Administrative Hearings, No. 14OSP03556;
- b. Erin Dickinson v. UNCOSA et. al., Civil Action No. 1:14-CV-412, United States District Court, Middle District of North Carolina; and
- c. Sue Miller v. UNCOSA Charge 435-2014-00145;

To establish or instruct the staff or agents concerning the negotiations of the amount of compensation or other terms of an employment contract under N.C.G.S. 143-319.11(a)(5), and to hear or investigate a complaint, charge, or grievance by or against a public officer or employee under N.C.G.S. 143-318.11(a)(6).

Steve Berlin seconded and the motion was unanimously approved.

Return to Open Session

Chairman King reported that the Board discussed some issues of concern with the University Attorney, as well as a personnel matter, and approved an award to be given at a later date.

D R A F T

Closing Remarks/Adjournment

Chairman King reminded all Trustees that their Statements of Economic Interests or No Change Forms will be due to the State Ethics Commission by April 15, 2016. Also, Amanda Balwah will be contacting each Trustee individually with the due date for their Ethics Training.

With no further business to discuss, the December 4, 2015 meeting of the Board of Trustees adjourned at 9:50 a.m.

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