

DRAFT OPEN SESSION MINUTES

September 27, 2019

University of North Carolina School of the Arts
Hanes Student Commons, Eisenberg Social Hall
Winston-Salem, North Carolina

***denotes voting Trustee**

TRUSTEES PRESENT

*Ralph Womble, Chair
*Erna Womble, Vice Chair
*Steve Berlin, Secretary
*Greer Cawood
*Skip Dunn
*Anna Folwell
*Phillip Horne
*Maura Wetzal, SGA President
*Mark Land
*Rob King
*Elizabeth Madden
*Michael Tiemann
Al Crawford, Ex officio Alumni Representative
Peter Juran, Foundation Liaison

TRUSTEES ABSENT

*Pete Brunstetter
Susi Hamilton, Ex officio
Sandi Macdonald, Ex officio
Sue Henderson, BOV Liaison
Tom Kenan, Emeritus

STAFF PRESENT

Brian Cole, Interim Chancellor
Amanda Balwah, AVC and Secretary of
the University
Elizabeth White, Chair of Staff Council

Mike Wakeford, Chair of Faculty Council
Karin Peterson, Interim Ex. Vice
Chancellor and Provost
David Harrison, VC for Institutional
Integrity and General Counsel

Joan Roggenkamp, Ex. Assistant to the Chief of Staff
Jim DeCristo, VC for Economic Development & Chief of Staff
Michael Smith, VC for Finance and Administration
Ed Lewis, Vice Chancellor for Advancement
Shannon Henry, Chief Audit, Risk and Compliance Officer
Angela Mahoney, Director of Human Resources
Cindy Liberty, Ex. Director UNCSEA Foundation
Cheryl Rickard, Acting Ex. Assistant to the Chancellor
Matt Horvat, Bursar
Martin Ferrell, Dean of the High School
Virginia Riccio, Ex. Assistant to the Provost
Rich Whittington, AVC for Advancement
Lynda Lotich, Asst. Director of the Kenan Institute
Karen Beres, Vice Provost & Dean of Academic Affairs
Tracey Ford, Interim Vice Provost & Dean of Student Affairs
Scott Zigler, Dean of Drama
Dean Wilcox, Dean of Liberal Arts
Tony Woodcock, Interim Dean of Music
Susan Jaffe, Dean of Dance

Michael Kelley, Dean of Design & Production
Henry Grillo, Interim Dean of Film
Jeremy Serkin, Digital Media CRM
Ginger Caston, Office of Academic Affairs
Jackie Riffle, Director of Budget
Lauren Whitaker, Media Relations Manager
Sharon Fogerty, Community and Summer Programs
Wiley Hausam, Managing Director of Performance Facilities
Lisa McClinton, AVC for Finance and Controller
Savannah Stanberry, Ex. Asst. to the Vice Chancellor for Advancement
Paul Razza, Director of Admissions
Marla Carpenter, Director of Communications
Jason Czaja, Campus Performance Facilities
Matt Buie-Nervik, Campus Performance Facilities
Suzanna Watkins, Director of Educational Outreach and Summer Programs
Steve Cochrane, Financial Services
Andrew Britt, Liberal Arts Faculty
Chad Leslie, D&P Faculty
Clint Smith, Film Faculty
Sara Becker, Drama Faculty

CONVENE OPEN SESSION

Chairman Ralph Womble convened the September 27, 2019 meeting of the University of North Carolina School of the Arts Board of Trustees at 9:00 a.m. Chairman Womble reminded all members of the Board of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflicts as required by this act.

With respect to the appearance of a conflict of interest, Phillip Horne announced his recusal from an item of business to be presented by the Finance Committee at today's meeting.

OATH OF OFFICE

Ginger Caston, Notary Public, administered the Oath of Office to Ms. Maura Wetzel, President of the Student Government Association.

APPROVAL OF MINUTES

MOTION: Rob King moved to approve the open session minutes from the April, June, and July meetings as presented. Greer Cawood seconded and the minutes were unanimously approved.

REPORT FROM INTERIM CHANCELLOR COLE

Interim Chancellor, Brian Cole, thanked everyone for their support throughout his transition into his new role at UNCSCA. He acknowledged new members of the leadership team, and familiar faces that are now serving in different capacities.

Interim Chancellor Cole went on to discuss the important and transformative work that is happening at UNCSCA, and the comprehensive campaign's role in connecting all of that work.

UNCSCA's campaign, Powering Creativity, supports cutting edge conservatory training that helps students tell their stories and empower them to reshape the industry. It is the largest campaign in the history of UNCSCA and is rooted in five pillars:

- Scholarships
- Faculty Support
- Innovation
- Living and Learning Environment
- Community Engagement

Chancellor Cole thanked Ed Lewis, Chelsea Doerfer, and the entire Advancement team for a successful launch of the public phase of the campaign on September 14th. He then walked through each of the pillars and fundraising success thus far. As of the today, \$54.3M has been raised of the \$65M goal.

REPORT FROM THE AUDIT, RISK AND COMPLIANCE COMMITTEE

Steve Berlin, Committee Chair, reported the following from the Audit, Risk, and Compliance Committee:

The committee met on Tuesday, September 24th. A quorum was not present.

Matters of Governance, Risk and Compliance

Jim DeCristo presented the update regarding Enterprise Risk Management (ERM). A number of previously identified risk owners have left the university. The ERM team is in the process of meeting with new leadership to bring them up to speed on UNCOSA's risk priorities. Throughout the 2019-2020 academic year, UNCOSA's ERM Initiative will delve deeper into the strategic work of examining the potential causes, responses to prevent risk, consequences, and responses to minimize impact for each of the identified risk priorities.

The Director of Information Security provided an update regarding Information Governance and Security:

- An email security gateway has been installed that has reduced well over half of the phishing attacks.
- Email encryption and data loss prevention was successfully tested. This complements the email security gateway in that any personally identifiable information sent outside of the organization unencrypted will receive a friendly reminder to encrypt this type of data before sending.
- A Network Admission Control has been installed and is currently running in audit mode. This allows IT to profile all devices connected and connecting to our campus infrastructure whether it is wired or wireless. We are currently profiling all of our connected devices (wired and wireless). This process will give us specific knowledge in determining if a device is a friend, foe, guest, contractor, etc. This, in turn, helps us with incident response and management, service requests, access, authorization, and accounting.

The Chief Compliance Officer and Director of Title IX provided an update regarding Title IX and Clery Compliance:

- During orientation week students received training on sexual assault prevention, consent, and bystander intervention. This training is part of an overall Title IX related training and education program to increase student knowledge to prevent and address sexual misconduct.
- Title IX related training for staff is ongoing by department and attendance is being tracked. This is part of an overall training and education program for staff and faculty to increase knowledge and understand their responsibility for reporting, specifically targeted for those with the most interaction with students.

The Annual Security Report (ASR) for Clery compliance is due October 1, 2019.

The university Ombudsman provided an update regarding the function and responsibility of an Ombudsman and the visitor totals and demographics for academic years (AY) 2017-18 and 2018-19.

- The Ombuds Office provides a safe environment where faculty, staff, and administrators may speak in confidence about issues of concern related to their work at UNCSA. Acting as an informal and independent resource, the Ombuds Office serves as an alternative means of resolution for conflicts and other workplace challenges.
- The Ombudsman had 19 visitors in AY 2017-18 and 29 in AY 2018-19.

Discussion of External Audits & Reviews

The Executive Director of the UNCSA Foundation shared this year's financial statement audit report for the UNCSA Foundation. It was a clean audit.

The Associate Vice Chancellor for Finance reported the following:

- UNCSA Housing Corporation and UNCSA Program Support Financial Statement Audits for 2019 are underway, and are expected to be completed by October.
- UNCSA Financial Statement Audit for FY 2019 has been delayed due to a change to the audit team.
- The audit of the university's compliance with Federal Financial Aid regulations is also underway.

Discussion of Internal Audit's Reports, Open Projects, and Plans

Internal Audit Reports:

- The Vendor Contract Follow-up Review resulted in the previous three issues being resolved by management.
- Two risk monitoring memos (RMM) were issued to inform management of deficiencies identified during an audit, where controls should be strengthened, that were considered minor or outside of the scope of the review. Internal Audit issued RMM's concerning the following:
 - Worker Classification for Federal Tax Purposes; and
 - Business Continuity Management.

Other Internal Audit Activity

- The Environmental Health & Safety review is complete and the draft report has been prepared. The final report, inclusive of management's response, will be issued in the coming weeks.
- Two follow-up memos were issued to follow-up on the status of the recommended actions from previous reviews and ensure management has implemented corrective measures sufficient to address the issues. The following follow-up memos were issued:
 - Housekeeping Survey Report; and
 - Operational Review of Information Technology at UNCSA.

Fiscal Year 2019 Recap

- Internal Audit completed audits and advisory services resulting in reports that produced 23 written recommendations and 9 verbal recommendations for improvements in the following university offices and departments: Controller's Office, Finance & Administration, Information Technology, Purchasing, Human Resources, Provost's Office, Chief of Staff, General Counsel, and CDI.
- A summary of the past five years (2015 - 2019) of Internal Audit activity was shared:
 - Internal Audit has reported 59 findings that have produced 81 written recommendations.
 - The university has resolved 95% of previous Internal Audit findings and implemented 86% of Internal Audit's recommendations, which meets Internal Audit's target recommendation rate of 70%.

Memorandum of Understanding

- The contract between UNCSA and WSSU has been renegotiated to assist the university with its efforts to identify cost savings. The contract hours have been reduced from 3,100 hours to 1,800 hours.
- Internal Audit will focus on smaller scoped projects with more efficient budgets.

QAR Process

The Internal Audit department is due for its External Quality Assessment Review and is in the process of performing a self-assessment that will be validated by the North Carolina Office of State Budget and Management for conformance with the Institute of Auditors' International Standards for the Professional Practices of Internal Auditing.

Review Committee and Office Charters

- Internal Auditing Standards requires a periodic review of the Audit, Risk, and Compliance Committee Charter (ARCC) by senior management and the board.
- The ARCC is charged to direct and/or oversee the university's activities related to its audit, risk, and compliance activities and hold senior management accountable.

The committee has one item for Closed Session.

REPORT FROM THE FINANCE COMMITTEE

Elizabeth Madden, Committee Chair, reported that the Finance Committee met on Thursday, September 26th, and a quorum was present. The following was presented during that meeting:

- Jackie Riffle, Director of Budget, reviewed the financial reports for the fourth quarter of the 2018-2019 fiscal year. For the 2019 fiscal year the School spent all available state resources and had a net surplus of \$2.2 million in Institutional

Trust funds. Ms. Riffle then went on to give an update for the 2019-2020 fiscal year stating that with no finalized budget the university is operating under the 2018-2019 budget guidelines.

- Michael Smith spoke briefly about the recently provided information from the System Office regarding the upcoming 2020-2021 Tuition and Fees cycle, updates will be forthcoming.
- Jackie Riffle provided a brief enrollment update, UNCSA is up 57 students as of Fall census for the 2018-2019 academic year.
- Steve Martin reviewed the capital project update and gave construction updates which provides a snapshot of the status of all projects which are currently in the planning, design, or construction phase. The details are in your board books.
- Steve Martin also went on to discuss the disposition of the Bailey Street apartments property for the new residence hall project. The Finance Committee voted unanimously to approve and is now bringing this forward, in the form of a motion for full Board approval.

REPORT FROM THE GOVERNANCE COMMITTEE

Rob King, Committee Chair, reported that the Governance Committee met on September 26th and had a quorum. There are two items to report, and both require approval:

The committee reviewed the addition of a new member the Thomas S. Kenan Institute for the Arts Board of Advisors.

MOTION: The Governance Committee moved to approve the appointment of Dr. Stella Sung to the Thomas S. Kenan Institute for the Arts Board of Advisors. The motion was unanimously approved.

Based on changes made by the Board of Governors, Section 401A of the UNC Code has been amended regarding election of BOT officers. These changes made related changes to the UNCSA BOT bylaws necessary.

MOTION: The Governance Committee moved to approve the revised bylaws as written to comply with changes to Section 401A of the UNC Code (election of BOT officers). The motion was unanimously approved.

REPORT FROM THE ENDOWMENT FUND BOARD

Ralph Womble, Chairman of the Endowment Fund Board, reported the following from their September 26th meeting:

Lisa McClinton, Associate Vice Chancellor for Finance, reviewed the investment summary as of June 30, 2019, as well as the Flash Report from the UNC Investment Fund. Ms. McClinton stated that the Endowment summary shows the Fund's overall net earnings are 7% for fiscal year 2019. Since the last report dated, endowments show a net increase in the market value of approximately \$1.7M. There have been two endowment gifts totaling \$170,050 to existing endowment gifts received since the last report.

The Endowment Fund Board approved the acceptance of new gifts received during the 2019 fiscal year totaling \$1.6M.

REPORT FROM THE ADVANCEMENT COMMITTEE

Mark Land reported the following from the Advancement Committee:

Fundraising Report

- FY19 Overview: All fundraising activities were heightened due to *Powering Creativity*: The Campaign for UNCSA.
 - \$17.4 million raised
 - ROI for \$1 spent = \$11.17 raised
 - Over \$1.8 million for the Annual Fund
 - Combined endowments' current market value is over \$77.46 million
 - Reachable Alumni Giving is at 4.01%
 - One-year retention for the Annual Fund was 43.99% and 36.69% for overall giving (*2018 industry standard was 36.9%*)
 - 672 Total New Donors
 - 289 New Annual Fund Donors
 - 111 New Alumni Donors
 - \$58,728 Awarded by NextNow
 - \$250,000 Awarded by Nutcracker
- FY20 fundraising through August 31, 2019: We are ahead of goal in Unrestricted Revenue. Temporarily Restricted and Permanently Restricted Revenue are slightly behind goal; however, we expect to catch up with these goals as we continue donor cultivation and solicitation throughout the semester.

Comprehensive Campaign

- We are continuing with the Family Phase of our Campaign, which includes meetings with board members.
- We kicked off the public phase of *Powering Creativity* on September 14 in Film School's Soundstage 6.

- o Thank you to all those who helped make this event possible including the alumni whose creativity and tenacity helped make this a beautifully memorable evening: Al Crawford and Manny Da Silva (lighting design), Elizabet Puksto (production design), Casey Taylor (production electrician) and Al Ridella (with 4Wall Entertainment) provided the lighting equipment. And of course, Chelsea Doerfer on the Advancement staff.
 - Thanks to the great suggestion of Erna Womble, I would like to pass around thank you cards at this time for board members to sign. These will go to each of the alumni who assisted with this event. [PASS OUT CARDS]
- o We announced a campaign goal of \$65 million, and progress to date as \$54.3 million.
- o As a result of this event, UNCOSA received press from media outlets including: Spectrum News, WXII, Triad Business Journal, WFDD, and local newspapers.
- o We also launched a *Powering Creativity* marketing campaign, which consists of messaging for the campaign and recruitment, and includes the #poweringcreativity.

Staffing

- Associate Vice Chancellor for Advancement Richard Whittington started earlier this month.
- Antonio Powell joined us in July as Campaign and Events Coordinator.

Events

- We will continue with campaign events in Charlotte with the Giannini Society's Spotlight on *Once on this Island* on November 15 and then to New York City in the winter.
- The first Giannini Society's Spotlight event of the year will be with Drama faculty member Cameron Knight on October 3.
- As we are in the public phase of the campaign, all Advancement's events will have a campaign focus.

Alumni Relations

- Over the summer, the Alumni Office welcomed the Drama Class of 1996 back for their first-ever reunion.
- We are also in the midst of planning the Class of 2009's 10-year reunion in November and planning the Class of 1980's 40th reunion next spring.
- Last year, we took part in a UNC system-wide survey of undergraduate alumni in which 400 alumni participated.

UNCOSA Foundation Board

- Foundation Board elected new officers:
 - o John Wigodsky – Vice President

- Taylor Shipley – Treasurer
- Dan Earthman – Assistant Treasurer
- Chrystal Parnell – Secretary
- 2 empty slots
- Foundation Board approved \$67K for Marketing the Campaign.
- Advancement Committee is working on the upcoming Guest Artist Luncheon event on November 5. There are 3 sponsors this year: Blanco Tackabery, Allegacy, and Frank Blum Construction.
 - This event features 2 Guest Artists, Gary Griffin and Steven Freeman with the cast of *Spring Awakening*.
 - With campaign gifts, we have raised approximately \$70K toward our goal of \$125K.
- Audit Committee Report:
 - The audit is finished and we have an unqualified opinion.
 - The updated look of the statements conforms with new FASB regulations for not-for-profits.
 - We are working with tax auditors on gathering together information for the 990.

UNCSA Board of Visitors

- With the launch of the Comprehensive Campaign, the Board of Visitors' activities for the year will be geared toward a deeper understanding of the Campaign pillars.
 - Last spring's meeting focused on the pillar of Innovation and this fall's meeting will be November 6-7 and will focus on the pillars of the Living and Learning Environment as well as Community Engagement.
- The BOV welcomes three new board members this fall: Annamarie D'Souza, Jennifer Grosswald, and Judy Watson. The New Member Orientation is October 7.

The Advancement Committee approved the MOU for the Chancellor's Discretionary Fund.

MOTION: The Advancement Committee moved to approve the Memorandum of Understanding for the Chancellor's Discretionary Fund as presented for the 2019-20 academic year. The motion was unanimously approved.

REPORT FROM THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Greer Cawood, Committee Chair, called on Dr. Karin Peterson, Interim Executive Vice Chancellor and Provost, to provide a summary of her Academic and Student Affairs' report for the entire Board.

Dr. Peterson updated the Board on two charges handed to her by former Chancellor Bierman, and affirmed by Interim Chancellor Cole:

- 1.) Revitalizing and reorganizing the Student Affairs division

2.) Help the campus move forward with its equity, diversity and inclusion (EDI) efforts.

Soon after her arrival to campus, Interim Provost Peterson was provided with an assessment report from Cheryl Callahan, detailing reorganization recommendations for Student Affairs. Dr. Peterson has hired Dr. Tracey Ford to serve as Interim Associate Provost and Dean of Student Affairs. The report recommended some reorganization that would move some areas out from Student Affairs. Dr. Karen Beres, Associate Provost of Academic Affairs, now has the Director of Learning Resources, Director of Career Development and Community Service, and the Director of Library Services reporting to her. Admissions, Financial Aid, and the Registrar's Office now report to the Provost. These areas hold a lot of strategic information about how our students are doing. Dr. Peterson is forming a task force on enrollment strategy, in conjunction with Michael Smith, Vice Chancellor for Finance and Administration, to strategically look at enrollment.

Dr. Peterson's second job is to help the campus move forward with equity, diversity, and inclusion initiatives. She has identified five streams of action for faculty, staff, and students:

- Culture
- Hiring and Retention
- Curriculum
- Listening to the needs of minority faculty, staff, and students
- Questioning how communities and audiences can best be served through the lens of EDI

Vice Provost Karen Beres updated the Committee on the New Faculty Academy and the on-going training that new multi-year contract faculty will receive throughout the year. Student Advantage week completed its third year, with 20 student participants and 4 graduate student coaches engaging in ongoing work together. Data from a survey for participants shows that the week-long program is successfully meeting its objectives. The minor pilot is complete and students are now applying for entrance into the Minor in Arts Entrepreneurship degree. Since the application went live two weeks ago, 17 students have applied for a minor; 10 have already been accepted, with 4 students continuing to make progress from the pilot program. Our partnership with Wake Forest University and their Master's in Management has resulted in two UNCSA alumni graduating from the program, and another two alumni engaged in the Master's degree this year. The partnership has proved to be very positive for both institutions.

Interim Vice Provost, Tracey Ford, reported on her objectives for Student Affairs this year. She will focus on student health, wellbeing and safety, enhancing the student living and learning environment and connecting students to leadership and engagement opportunities. She has been working with the Provost, General Counsel and others to make changes to the Student Conduct Handbook and to create a formal process by which the document can be regularly reviewed, approved and the changes communicated to students. The administration has been very responsive to students

and parents with concerns about the need to move students out of the Bailey Street apartments. Negotiations are underway with the apartment complex where students will go and the announcement will be coming soon.

Chair Cawood called on Paul Razza, Director of Admissions, to present trends in Admissions. He presented the enrollment journey, from recruitment to full-time enrollment at UNCSA.

The Chair of Faculty Council, Mike Wakeford, gave a report on priority agenda items for Faculty Council for 2019-20. These include: faculty salaries, faculty participation in the searches for the Provost and Chancellor, and task forces on Faculty Workload; Equity, Diversity and Inclusion; and Course Evaluations.

The Academic and Student Affairs Committee also received a report from SGA. Maura Wetzal, Student Body President and Board Member provided highlights of SGA's work thus far this year.

REPORT FROM THE PERSONNEL COMMITTEE

Phillip Horne, Committee Chair, reported the following from the Personnel Committee Meeting:

The Personnel Committee met on September 26, 2019. The committee heard updates on 9 items and had 1 item for closed session.

Introduction of New Director of Human Resources

Michael Smith introduced Angela Mahoney, Director of Human Resources, to the Personnel Committee. Angela began with UNCSA on June 1, 2019, and she brings 21 years of professional experience to the institution. Angela's goals for the upcoming year include:

- a. Building and Maintaining Relationships
 - i. Collaborate with Faculty and Staff Council
 - ii. Collaborate with stakeholders/organizations on and off campus
 - iii. Develop successful onboarding of new hires
- b. Learning and Development
 - i. Develop and/or partner in the development of training courses for employees, supervisors and managers
- c. Provide Support and Leadership to the Human Resources Team

New Hire Updates

Angela Mahoney reported on key new hires to UNCSA and the total new hires since the April 2019 meeting.

- d. Key new hires include:
 - i. Dr. Karin Peterson-Interim Executive Vice Chancellor
 - ii. Ms. Angela Mahoney-Director of Human Resources
 - iii. Dr. Anthony Woodcock-Interim Dean of Music
 - iv. Dr. Tracey Ford-Interim Vice Provost and Dean of Students
- e. Total New Hires = 35
 - i. Faculty = 12
 - ii. EHRA Non-Faculty = 8
 - iii. SHRA = 15

Separation Updates

Angela Mahoney reported on key separations from UNCSA and the total separations since the April 2019 meeting.

- a. Key separations include:
 - i. Dr. David English-Executive Vice Chancellor and Provost
 - ii. Mr. Lindsay Bierman-Chancellor
 - iii. Ms. Susan Ruskin-Dean, School of Filmmaking
- b. Total Separations = 23
 - i. Involuntary = 3
 - ii. Voluntary = 10
 - iii. Retirement = 10

Faculty and Staff Appreciation Week

Angela Mahoney gave information concerning the upcoming UNCSA Faculty and Staff Appreciation Week beginning Monday October 28th – Friday, November 1st. The newly formed special events committee has planned events each day of Appreciation Week, including: Pumpkin Carving, a Scavenger Hunt, a canned food drive for the Pickle Party, Doughnuts with Employees, an Employee Breakfast, Tie-Dye shirts, a luncheon, various activities and games, a costume contest and a group picture. The agenda will be advertised in the coming weeks on MySA.

Annual Raise Process

Angela Mahoney report that a bill covering potential salary adjustments for University employees has been referred back to the House of Appropriations Committee for further consideration. Once a budget has passed, the university will receive further instructions from the System Office.

System Office Updates

Angela Mahoney reported on updates coming from the System Office and from Office of State Human Resources.

- The System Office will implement a Diversity and Inclusion Council which will include the Equal Employment Officer and/or a Diversity Officer designated by the university.
- A new UNC Executive Leadership Institute will begin in March 2020 for Assistant/Associate Vice Chancellors, Deans and above. The goal is to have one representative from each university. Communication regarding nominations for this program will be forthcoming in October.
- Office of State Human Resources (OSHR) is currently reviewing the Reduction in Force Policy. Any revisions made will be reviewed and updated on the UNCSA policy page.

Benefits Update: Andrea Clemmer updated the committee on details regarding Open Enrollment and changes to the benefit plan for 2020. Benefit Information Sessions will be held Oct. 21st – Oct 25th in the Library Auditorium. Open Enrollment Labs will be held during Open Enrollment from Nov 2nd - 19th. Dates and times for both will be published to My SA. There are several changes to the benefit plan this year including \$0 ACA preventive care for the 70/30 plan as well as a copay reduction for using the designated Primary Care Physician for the 70/30 plan. This year the Dental plan will offer 3 options: High, Classic and Low. Employees will need to be aware of this change as it may affect their level of coverage. All details on benefit changes will be covered during the Benefit Information Sessions. Finally, employees will be able to log in to their benefits portals this year using single sign on, this is set up to recognize their campus email and password.

Provost Search Updates: Mike Wakeford shared on behalf of the Provost Search Committee. The search committee has partnered with m/Oppenheim Executive Search Firm. The position has been posted and is received both national and international attention. Conservatively, the search committee hopes to begin reviewing applications before Winter Break.

Staff Council Update: Elizabeth White reported on three areas Staff Council will be focusing on this year.

- The Professional Development Challenge: Professional Development began as a challenge to encourage staff to take advantage of free professional development opportunities at UNCSA. Initial programs were successful, but interest has declined and it has been challenging to draw in new participants. Under new coordination led by Human Resources, Staff Council hopes staff will take advantage of several new training options available for the coming year.

- The Community Service Challenge: UNCSEA will partner with Easton Elementary School this year, a school currently served through ArtistCorp, and encourage staff to make use of the state-provided community service hours. Coordinated by Ramona Richmond, staff may make donations of time, supplies, or services to aid the school in providing for its students.
- Special Events Committee: The Special Events Committee will be working throughout the year to provide community-building events for Staff and Faculty like the upcoming Faculty and Staff Appreciation Week.

The Committee has one item of business for Closed Session.

MOTION TO GO INTO CLOSED SESSION

Steve Berlin moved that the board go into closed session to prevent the disclosure of information that is privileged or confidential pursuant to The Privacy of State Employee Personnel Records Act, Article 7 of Chapter 126 of the North Carolina General Statutes, Section 116-40.7 of the North Carolina General Statutes (Internal Auditor's work papers), and North Carolina Administrative Code, Title 01, Chapter 30, Subchapter D (designer selection). Erna Womble seconded and the motion was unanimously approved.

REPORT FROM CLOSED SESSION

Chairman Womble reported that the Board considered matters concerning personnel decisions, Internal Audit's work plan, and a designer selection.

ADJOURNMENT

With no further business to discuss, the September 27, 2019 meeting of the Board of Trustees adjourned at 10:50 a.m.