NORTH CAROLINA CENTRAL UNIVERSITY  
DURHAM, NORTH CAROLINA  
BOARD OF TRUSTEES MEETING MINUTES  
September 24, 2008

The NCCU Board of Trustees convened in the Emma Marable Conference Room in the William Jones Building on the campus of North Carolina Central University on September 24, 2008. Chairperson Kay Thomas called the meeting to order at 9:10 a.m.

A moment of silence was observed in remembrance of Mrs. Annie Day Shepard Donaldson, granddaughter of Dr. James E. and Annie Day Shepard who passed on September 20, 2008. The funeral will be held Thursday, September 25th at St. Cyprián’s Episcopal Church in New Bern at 2:00 p.m. A resolution in her honor is attached.

INVOCATION: Trustee Dwight Perry gave the invocation.

ROLL CALL: Present: Mrs. Kay Thomas, Mr. R. Edward Stewart, Mr. George Miller, III, Mr. Glenn Adams, Bishop Eddie Long (via phone), Mr. Eric Michaux, Mrs. Avon L. Ruffin, Dr. Dwight D. Perry, and Mr. Kent Williams. Absent: Mr. Charles Baron, Mr. Robert Dolan, Mr. George Hamilton and Mrs. Nancy Wysenski.

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

APPROVAL OF THE MINUTES: It was moved by Trustee Adams and properly seconded by Trustee Ruffin to approve the minutes for June 25, 2008. The motion carried.

It was also moved by Trustee Adams and properly seconded by Trustee Stewart to approve the Executive Committee minutes for August 15, 2008 and September 11, 2008. The motion carried.

SWEARING IN CEREMONY: Chairperson Thomas recognized The Honorable Leon Stanback, Superior Court Judge. Judge Stanback administered the oath of office to Mr. Kent Williams. Chairperson Thomas welcomed Mr. Williams and looks forward to working with him during the upcoming year.

ELECTION OF OFFICERS: Trustee Stewart presented the Nominating Committee Report. The Nominating Committee consisted of Trustee George Miller, Trustee Avon Ruffin and Trustee Stewart served as Chair. The committee established criteria for leadership based upon one's commitment and years of service on the board. The Chair spoke with all eligible candidates about their interest in serving as an officer. After careful deliberations, the committee proposes the following slate of officers for 2008-2009:

Chairperson  Mrs. Kay Thomas  
Vice Chairperson  Mr. Glenn Adams  
Secretary  Mr. George Miller
Trustee Stewart moved and it was properly seconded by Trustee Ruffin that the Board approve the slate of officers for the North Carolina Central University Board of Trustees for 2008-2009. The motion carried.

CHAIRPERSON’S REMARKS: Chairperson Thomas thanked the trustees for their confidence in electing her as the Chair for the NCCU Board of Trustees. She follows in the footsteps of her role model, Ms. Peggy Ward, President of the National Alumni Association and she was also Chairman of the NCCU Board of Trustees. She will continue the legacy of her predecessor with your help in building this University. As you read and listen to the news you have heard that this is to be a year of change. History has been made and after the election in November a significant change will take place the first president of color or the first lady vice president of the United States will be elected. Chairperson Thomas wants to challenge everyone to let this year be a change for the NCCU Board of Trustees. Trustee Thomas would like the Board members to be more visible on campus supporting the Chancellor, administrators, faculty, staff and students.

Soon the Chancellor will be asking alumni and friends to “Invest in the Vision” and Chairman Thomas would like the NCCU Board of Trustees to take leadership in this fundraising effort. The request will be for $100 a year from now until the year 2010. Trustee Thomas is challenging the NCCU Board of Trustees to give $500 or more a year until year 2010. Each Board member made a commitment to this University when they took the Oath of Office and Trustee Thomas is asking you to fulfill your obligation. The Trustees have been given a charge to attend to the business of the University to help make it the best University that it can be that includes doing all you can to make NCCU a place that students would want to attend and a place that faculty, staff and administrators would want to work. The Trustee Board members must lead if we want alumni and friends to follow in providing much needed funds for scholarships. Trustee Thomas is asking you to make a commitment to make a change and support the Chancellor in leading by example.

- Chairperson Thomas also informed the Board, as Chair, it is her 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 Board of Trustees meeting. 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.

- The time to file the UNC-General Administration Disclosure of Substantial Conflicts form, which in the past was due October 1, has been changed to April 15th. This due date coincides with the Board of Ethics Statement of Economic Interest form. The trustees must also send a copy of their Ethics Statement of Economic Interest to UNC-General Administration. Correspondence and information regarding both filings will be sent to each trustee by the end of the year.
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- Fall Convocation is scheduled for this Friday, September 26, 2008, at 9:15 a.m. in the gym.

REPORT OF THE CHANCELLOR: This is the Chancellor’s first official meeting in his second year at NCCU. His anniversary date was August 1, 2008. Chancellor Nelms provided highlights of what has transpired during the year at NCCU. A more detailed report will be provided in the future.

- A Master Plan was adopted.
- A new budget process was implemented at NCCU, one that was far more inclusive.
- Launched several new degree programs.
- Faculty received numerous research and educational grants, which will be noted in publications going forward.
- Specialized accreditation for several academic programs.
- Dedication of the BRITE building.
- Launch our presence at Kannapolis, North Carolina Research Campus by having researchers from BBRI located in Kannapolis.
- Commence restoration of the verdant greens.
- Launched the Quality Services Initiative.
- Expanded our investment in graduate student financial aid by $800,000.
- Launched the repurpose University College under the direction of Dr. Bernice Johnson.
- Communicated the importance of creating a culture of caring, excellence and accountability.
- Concluded two executive searches – Vice Chancellor for Finance and Administration and Vice Chancellor for Studies Affairs; we are in the final stages for the Provost and Vice Chancellor for Academic Affairs and Vice Chancellor for Graduate Education and Research.
- Exceeded last years gifts and gift commitments.
- Received funding for several capital projects.
- Admission standards were raised.
- Human Resources office was realigned.
- Received notification of a $5 million grant from the National Science Foundation.
- Comprehensive strategy to strengthen security on the campus with the distribution of the Emergency Response Guide.
- Fall enrollment is slightly down.
The Chancellor’s top priorities for the fiscal year 2008-2009:

- Successfully conclude the New Birth initiative.
- Gain reaffirmation of the University accreditation from the Southern Association of Colleges and Schools.
- Initiate a comprehensive campaign to raise the intellectual climate of the University.
- Re-engineer basic processes and procedures in fiscal affairs and human resources.
- Increase private, corporate and foundation support (Invest in the Vision).

Chancellor Nelms thanked everyone for their support.

**AUDIT COMMITTEE:** Trustee Michaux presented the Audit Committee Report. The Audit Committee has three (3) action items and several items for information.

The Audit Committee met and heard a presentation by Najla Shareef, Internal Auditor, regarding the 2008-2009 Audit Plan.

It was moved by Trustee Michaux and properly seconded by Trustee Adams that the Board of Trustees approve the 2008-2009 Audit Plan. The motion carried.

Also, the Committee met and heard a presentation by Najla Shareef, Internal Auditor, regarding two (2) Charters - one being Internal Audit and the other being the Audit Committee.

It was moved by Trustee Michaux and properly seconded by Trustee Adams that the Board of Trustee approve the Charters for Internal Audit and the Audit Committee. The motion carried.

The Internal Audit Office reported on four (4) activities:

- Office of the State Auditor (OSA) Information Technology Services Department Special Report was issued on June 17, 2008. The Internal Audit Office completed a 90-Day Review for this report. As a result, management has resolved the findings.

- OSA Financial Statement Audit was issued on July 15, 2008. The Internal Audit Office is in the process of completing a 90-Day Review of findings for this report. The review is expected to be issued in October 2008.

- The NCCU Foundation and Real Estate Foundation have engaged auditors to complete their audits for fiscal year ending 2008.

- At the conclusion of the New Birth Distance Learning Program review conducted by UNC - General Administration, the Internal Audit Office will provide the board with a copy of the review.
Chancellor Nelms provided the steps that were put in place to assure that the New Birth situation will not occur in the future. When introducing new degrees you have to get the approval within the University campus community followed by approval with General Administration, SACS, etc.

The procedures are as follows:

1. Begin the planning within the academic unit with the advisement of the Director of University Accreditation.
2. The planning process for new degrees including distance and online programs will require the signature of the Director of University Accreditation affirming review including timelines for submission of documents to UNC General Administration and to the Commission on Colleges.
3. Following an approval of a new program by UNC General Administration and the UNC Board of Governors, the Director of University Accreditation will initiate the submission of notification to the Commission on Colleges under the signature of the Chancellor.
4. Initiation of the program will not commence until we have completed and submitted to SACS a prospectus and we have heard back from SACS on their approval or not.

FINANCE COMMITTEE: Trustee Stewart presented the Finance Committee Report. There were several items for information.

The Board heard from Dr. Alan Robertson, Vice Chancellor for Administration and Finance, who presented the 2008-09 State Budget Highlights Projections, as of September 18, 2008. The state appropriation base budget for the university is $92,270,244. The receipts base budget is $34,008,095. Dr. Robertson discussed the NCCU's Budget Committee's reallocation of the state funded operating budget for FY 2008-09, the original Continuation Budgets for Fiscal Years 2004-2008, and the Expansion Budget Request for Fiscal Years 2009-2011.

Dr. Robertson also, presented the Auxiliary Financial Report. His report gave the status of all auxiliary accounts and ending fund balances.

BUILDING COMMITTEE: Trustee Miller presented the Building Committee Report. There was one (1) item for information.

The committee heard the Capital Improvement Projects Update on the design and construction projects from Mr. Zack Abegunrin, Associate Vice Chancellor for Facilities Management. It included project schedules, projects status (design and under construction) and upcoming projects. Mr. Abegunrin's report also included campus landscaping, repair and renovation
projects, and HUB Participation (project data from September HEBOC Report 2008).

INSTITUTIONAL ADVANCEMENT COMMITTEE: Trustee Ruffin presented the Institutional Advancement Committee Report. There were several items for information.

Mr. Randal Childs, Major Gifts Director, presented a division report which included a giving comparison of fiscal year June 1, 2006 - June 30, 2007 versus July 1, 2007 - June 30, 2008. He stated that giving from fiscal year 2007 was $5,949,692 compared to fiscal year, 2008 was $8,001,664 which is an increase of 34%. He indicated that $3,616,078 represents cash, $1,411,415 in pledged balances, $2,933,720 in deferred gifts, and $40,200 for in-kind gifts.

Mr. Childs provided an update on planning for the Invest in the Vision fund raising effort. He indicated that a Steering Committee is in the process of being formed. This fall, alumni and friends will be asked to support "Campaign 100" by contributing to the Annual Fund with a minimum of $100 each for the next two years. With nearly 22,000 alumni of record, the funds for the annual fund will assist with the Centennial events.

The Invest in the Vision initiative will have four points of priority and fundraising goals: Merit and Need-Based Scholarships, $15 million; Global Opportunities, $10 million; Attracting Quality Faculty, $15 million; and College Readiness and Outreach $10 million.

Within the division, other notable activities include:

- The Class of 1958 will be inducted into the Society of Golden Eagles on Founder's Day, October 31st.
- The classes ending in 3s and 8s will be in reunion on Homecoming, November 1, 2008.

ENDOWMENT FUND COMMITTEE: Trustee Miller presented the Endowment Committee Report. There were several items for information.

The committee heard from Dr. Alan Robertson, Vice Chancellor for Administration and Finance, who presented the University Endowment report. He stated that the market value of the Endowment Fund as of June 30, 2008, was $18,387,221 compared to $17,839,601 as of June 30, 2007. This change reflects a market value increase of $547,620 for the same period.

Mr. Gary Ward, Associate Director of the NCCU Foundation, presented the NCCU Foundation Endowment Board report. He stated that the value of the Foundation endowments as of June 30, 2008, was $10,688,906 compared to $10,921,651 as of June 30, 2007. This change reflects a decrease of $232,745.
EDUCATIONAL PLANNING AND ACADEMIC AFFAIRS COMMITTEE: Trustee Adams presented the Educational Planning and Academic Affairs Committee Report. There were several items for information.

Dr. Pauletta Bracy, Director of Accreditation, presented a SACS update in the areas of Specialized Accreditation, Compliance Certification and the Quality Enhancement Plan (QEP).

Dr. Bracy stated that the University has received 22 specialized recognitions in 19 academic units. The most recent recognitions were during 2007-08; Hospitality and Tourism Administration; Environmental, Earth, and Geospatial Sciences - Geography and Earth Sciences; Child Development Laboratory; and Public Health Education. In 2008-09, five areas will be hosting visits and four are in candidacy status.

Dr. Bracy reported that the SACS Compliance Certification document has been submitted, an off-site review will take place September - October. The off-site team will be led by Dr. Suzanne Azment. A review report will be held mid-November, followed by a focused report in February. The on-site review is schedule for April 14-16, 2009. This review will be led by Dr. Velvelyn Foster.

Dr. Bracy shared the Committee structure, topic, and major components of the Quality Enhancement Plan (QEP). The committee is comprised of 34 members, including students. The topic is "Communicating to Succeed". The QEP will address the following:

- Must document broad-based engagement.
- Must focus on learning outcomes.
- Must demonstrate institutional capacity.
- Must document broad-based engagement.
- Must identify goals and a plan for assessment.
- Be evaluated by a consultant identified by the University.
- Due February 27, 2009.
- Reviewed by the on-site team in April.

The reaffirmation decision by the Commission on Colleges will be rendered in December 2009 and announced at the annual meeting on December 8, 2009, in Atlanta.

TRUSTEE-STUDENT RELATIONS COMMITTEE: Trustee Adams presented the Trustee-Student Relations Committee Report. There were several items for information.

The committee heard from Kent Williams, Jr., Student Government President. Mr. Williams highlighted the proposed 2008-09 NCCUSGA initiatives, activities, and programs. Mr. Williams also outlined this year's Homecoming program and schedule.
Mr. Williams concluded his presentation with distributing a written outline of his Presidential Major Initiatives.

The committee then heard from Vice Chancellor Kevin Rome, who thanked the student leadership for their hard work in implementing many of the initiatives planned by the group this summer. Dr. Rome also stated that the Division of Student Affairs and Enrollment Management is moving forth in a charge given by Chancellor Nelms to hold students accountable for their actions and demonstrating respect for the campus.

University Police Chief Willie Williams, summarized information which can be found in a University Emergency Response Guide, established by the Emergency Task Force. This guide will help students, faculty and staff respond to emergencies on campus. Mr. Greg Marrow and Chief Williams, co-chair this committee.

Chief Williams followed with highlighting the new University Police Brochure. The brochure provides tips for students on how to respond when being confronted. It also contains general information on the University Police Department.

Chief stated that the University Police Department currently is fully staffed with experienced and highly trained staff. Their staff retention rate has increased.

A Student Escort Service has been established.

Stationary Security Officers have been assigned to Residence Halls, helping to reduce the number of service calls they have received.

Also a University Police Master Plan has been developed, at a proposed cost of $8.5M. The Plan will be implemented in five phases: Phase I-Upgrade Communication System; Phase II-Upgrading Forms and Notification Systems; Phase III-Additional cameras inside and outside of Administrative and Classroom Building; Phase IV-Security Gates on Campus; and Phase V install intrusive prop alarms on Residence Hall.

Ms. Jocelyn Foy, Director of Undergraduate Admissions provided copies of the new NCCU View Book; 2008-09 Admissions Application (with a new Counselor’s Recommendation Form); Information on the 2008 Fall Open House scheduled for November 22, 2008; and Preliminary Enrollment Data. The NCCU application fee has been increased to $40.

**STUDENT GOVERNMENT REPORT:** The Student Government Report was presented by Trustee Kent Williams. His full report is attached.

**NATIONAL ALUMNI REPORT:** The National Alumni Report was presented by Mr. Richard Smith. His full report is attached.
FACULTY SENATE REPORT: The Faculty Senate Report was presented by Dr. George Wilson. His full report is attached.

STAFF SENATE REPORT: The Staff Senate Report was presented by Ms. Rebie Coleman. Her full report is attached.

CHANCELOR’S ANNOUNCEMENT: Chancellor Nelms provided introduction of new NCCU staff members:

Starla Huggins, Special Assistant to the Chancellor –Director of Government and Community Relations, is an NCCU graduate and comes to us from State Government. Dr. Henry Sun -Data Warehouse Manager. Dr. Terri Kaasa - Director of Research and Evaluation in the Office of Institutional Research, Planning and Effectiveness

CHAIRPERSON ANNOUNCEMENT: Committee assignments and meeting dates for FY 2008-2009 will be mailed to NCCU Board of Trustees members.

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

Respectfully submitted:

Anita K. Parker
Recorder
NORTH CAROLINA CENTRAL UNIVERSITY

Honors

Annie Day Smith Donaldson

WHEREAS, Mrs. Annie Day Smith Donaldson was the granddaughter of North Carolina Central University Founder, Dr. James E. Shepard and his wife Annie Day Shepard and the loving mother to Shepard great grandchildren, Annie Day Donaldson and Marjorie Carolyn Donaldson; and

WHEREAS, Mrs. Donaldson graduated from the Palmer Memorial Institute, the nation's first preparatory school for African-Americans, in Sedalia, North Carolina, and in 1946, earned her bachelor’s degree in history at North Carolina College for Negroes, now NCCU; and

WHEREAS, she also attended Atlanta University School of Social Work, earned her master of social work degree and served the less fortunate for most of her life through her several years’ employment at the Craven County Department of Social Services and afterward, through the ministry of St. Cyprian's Episcopal Church, in New Bern;

NOW THEREFORE BE IT RESOLVED, that the entire North Carolina Central University family pays tribute to this loved and respected member of this university’s first family and with her passing, we are reminded of the words of Helen Keller when she said, “The best and most beautiful things in the world cannot be seen or even touched. They must be felt with the heart.” North Carolina Central University offers its heartfelt sympathy.

BE IT FURTHER RESOLVED, that a copy of this Resolution be retained for the university files.

On this, the 25th day of September, two thousand and eight

Mrs. Kay T. Thomas
Chair, NCCU Board of Trustees

Charlie Nelms
Chair, NCCU Board of Trustees

Charlie Nelms, Chancellor
North Carolina Central University