North Carolina Central University
Faculty Senate Meeting

AGENDA

Friday, December 7, 2012
2:00 PM, Criminal Justice Bldg. Auditorium

I. Call to Order: Prof. Sandra Rogers, Faculty Senate Chair

II. Announcements and Distributed Notes—(via email)

III. Approval of Minutes of November 2, 2012

IV. Administrative Update—Associate Provost Bernice Johnson

V. University Naming Committee—Mr. Randall Childs

VI. 1st Annual Women’s Empowerment Expo/Conference—Miss NCCU Harmony Cross

VII. UNC Faculty Assembly Report—Prof. David Green

VIII. Enrollment Management Committee Update—Dr. Deborah Swain

IX. Senate Standing Committee Reports:
   a. Academic Policies
   b. Campus Relations & Welfare
   c. Faculty Handbook
   d. Faculty Governance/Shared Governance, Faculty Handbook Workshop
   e. Faculty Research & Development
   f. Honorary Degrees, Memorials and Special Awards

X. Registrar’s Report—Dr. Jerome Goodwin

XI. Chancellor Search Committee (Update)—Prof. Mary Wright

XII. New Business (5-6 minutes)
   a. Human Resources—EEO Presentation Faculty Meeting (Dates/Time)

XIII. Adjournment
NORTH CAROLINA CENTRAL UNIVERSITY
Faculty Senate Meeting

Friday, December 7, 2012 – Criminal Justice Auditorium

MINUTES

Those Present:  Associate Provost: Bernice Johnson; Dean CAS: Carlton Wilson; Director of Office of Extended Studies: Kimberly Phifer-McGhee; Assistant Director of Student Disability: Birshari Cox; Associate Dean of University College: Jennifer Schum; Director of TEP: Dorothy Singleton; Director of QEP: Donald Barringer; Director of Faculty Professional Development: Sarah Reives

Senator & Alternates: Criminal Justice: Lorna Grant; Public Health Education: Belinda Jones; Human Sciences: Wadeeah Beyah; Toya Daye-Green; Bridget Perry; Physical Education & Recreation: Hsin-Yi Liu; Andrea Woodson-Smith; Beverly Allen; Public Administration: Dohyeong Kim; Psychology: Pamela Martin; Vinston Goldman; Sociology: Robert Wortham; Sandra Rogers; Social Work: Larry Williams; Biology: Amal Abu-Shakra; Chemistry: Somnath Mukhopadhyay; Department of Language & Literature: Marco Polo Hernandez-Cuevas; History: Terry Mosley; Jarvis Hargrove; Math & Physics: Alade Tokuta; Gaolin Milledge; Igor Bondarev; Environmental Earth and Geospatial Science: John Bang; Mass Communication: Brett Chambers; William Robinson; School of Business: Kofi Amoateng; Judy Land; School of Education: Masila Mutisya; Peggy Whiting; Grace Hao; Nancy Reese-Durham; Nursing: Marcella Atwater; School of Law: Kevin Foy; Kia Vernon; School of Library & Information Sciences: Deborah Swain; Gabriel Peterson

Guest: Sylvia Seward; Janice Dargan; Dogoni Cisse; George Wilson; Minnie Sangster

I. Call to order: Prof. Sandra Rogers, Faculty Senate Chair, called the meeting to order at 2:02 p.m.
She welcomed all senators, alternates, faculty and guests to the meeting. Prof. Rogers asked Vice Chair Dr. Swain to make her presentation in honor of our veterans. Dr. Swain recognized all veterans and thanked them for their service. She asked for a moment of silence for citizens and service people in memory of Pearl Harbor. She reminded us of the event in 1941.

Dr. Goodwin spoke about the implementation of the new Veteran’s Center that opened on Nov. 12, 2012. It is located in the Miller-Morgan building. He stated that it is designed to help them make adjustments as our soldiers are returning with new challenges. He further stated that staff members would provide training for faculty to work with student veterans.
Chancellor Becton addressed the group and came to thank all for the work that they were doing. He came to wish all a happy holiday.

II. Announcements: Announcements were provided in email.

III. Approval of Minutes November 2, 2012: Minutes prepared by Dr. Nancy Reese-Durham, Senate Secretary, were distributed electronically before the meeting. When quorum of 26 was reached, it was moved by Prof Wright and seconded by Dr. Robert Wortham to accept minutes. Minutes were approved (all ayes; no nays or abstentions) with two corrections: 1) On page 2 - The name of the task force mentioned in Dr. Swain’s report should be the Enrollment and Recruitment Task Force instead of the Enrollment and Retention Task Force. On page 9 it states that we are not a “right to work” state. The word “not” should be deleted.

IV. Administrative Update – Associate Provost Bernice Johnson
Dr. Johnson began her update by discussing the Strategic Plans of the School of Business, School of Education, School of Law and Nursing School. (See Appendix A – PowerPoint on Academic Affairs Update). She stated that one item not included in the PowerPoint presentation is information about Faculty Awards. Faculty nominations for the Board of Governors Teaching award are due December 12th. This award carries a $7,500 cash award for the faculty member. By Jan. 11th a DVD Portfolio will be due. It should be submitted to the Office of Professional Development. NCCU will award three teaching awards each year and carries a $3,000 cash award. The DVDs are due by Feb. 1st. Dr. Johnson also stated that there have been professional development workshops for faculty on electronic portfolios and more are being scheduled.

Dr. Johnson referred back to the PowerPoint presentation and highlighted the following:

- **2012 Sophomore Survey.** She stated that the NCCU Academic Advising rate is higher than all UNC schools on all 12 variables.

- **Program Review: Teach-Out Plans:** By December 2014 all programs listed will end. Her chart showed other program reviews required by UNC-GA for undergraduate and graduate levels for the College of Arts and Sciences, College of Behavioral and Social Sciences, and the School of Education.
• **Lyceum Programs and Speaker Series** - These events have added to the intellectual climate of the campus.

• **Registration Update** – Spring 2013 – 6831 registered (1171 unregistered); 5332 validated (2700 unvalidated); 600 graduating, Fall 2012. She stated that we should encourage students to complete their registration and payments for next semester.

• **Teleworking and Flexible work schedules** (items not on the PowerPoint presentation) – Dr. Johnson stated that we are moving through the system and these policies may affect staff and not faculty. The flexible work schedule may mean having 3-4 days to work each week.

• **Special Events and Awards** –
  o With the opening of the Veteran Center in the Miller Morgan Building we are viewed as a veteran’s friendly campus
  o Aspiring Eagles Summer Bridge Program funded in the amount of $150,000 for 2012-2013
  o Library Forum and Extended Hours - Library hours extended to 1:00 am October 8th and week of finals to 3:00 am. The 5 days 24 hours proposal is being considered.

• **Accomplishments**
  o 100% textbook order for Spring 2003
  o 65% Mean Student Ratings of Instruction (SRIs) – Highest (80%) in School of Law
  o 100% Grades in for Fall Graduates
  o Phased Retirement letters have been distributed- supervisors must agree to phased retirement.
  o Dr. Caesar Jackson was awarded a $1.75 million grant for 4 years – DREAM-STEM, Driving Research, Entrepreneurship, and Academics Through Mastering STEM.

• **Conferences/Special Meetings**

• **Board of Trustees’ Meeting** – November 27-28, 2012 –
  o Tuition and Fee Report – 6.5% raise next year
Tenure and promotion recommendations to be presented at the February Meeting
We should be proud of the Prof. Roger’s report presented to the Board of Trustees as our Faculty Senate Chair

Chief Academic Officer’s Meeting – November 15, 2012- We are already doing many of the items presented at the meeting.

Announcements
Dec. 21 – Jan 1st – Holiday Schedule
Classes begin – Jan. 11th
Phased Retirement for Eligible Faculty– Jan. 3rd
Faculty Development – All faculty – Jan 7th
Graduation reception Dec. 7th at 6:00 pm Student Union
Commencement- Dec. 8th at 9am – Gymnasium

Dr. Beverly Allen asked if we would have enough space for faculty with 600 graduates. Dr. Johnson stated that she felt we would have enough space.

Dr. Kofi Amoateng asked about the Faculty Handbook in terms of Promotion and Tenure. He referred to a section of the handbook and stated that instead of being promoted on whenever you want, it should be on institutional needs. Prof. Rogers asked for information to be sent to the chair of the Handbook Committee – Dr. Jarvis Hargrove (jhargro9@nccu.edu).

V. University Naming Committee – Mr. Randal Childs

Mr. Childs stated that the committee has met twice and has been convened by the Chancellor. There is a process in place to look at the Policy for Naming. General Administration has a set of policies and NCCU is looking at the policy. There are “natural” versus “system” naming conventions. He discussed Sections 1-3 of the draft document “Recommendations for the Chancellor’s Policy on Naming University Facilities and Units”. Section 1. Responsibility and Procedure for Naming Facilities and Units, Section 2. Chancellor’s Advisory Committee on Naming Facilities and Units, and Section 3. Naming Facilities and Units (See Appendix B). He highlighted section 3.2 that states:

A facility or unit may be named for a University faculty member, staff member, administrator, alumnus or trustee, or for a public servant or elected official, who
is being honored solely for services rendered to the University, State, nation, or society-at-large. Great care must be exercised in bestowing this honor because of the large number of facilities and units that require the private financial support that ordinarily generates a naming honor. Moreover, the consideration for a naming solely for service shall not be undertaken by the Committee until that person (1) shall have been deceased for not less than one year or (2) shall have been retired, resigned, or otherwise separated from service of or to the University for not less than one year. If, however, a proposed naming under the provisions of this paragraph is in response to a financial contribution, the requirement of a delay shall not apply.

Mr. Childs stated there are possibly two issues about the above statement. 1) There is money involved (financial contribution) and 2) How does one get his or her name on a building if the person is and elected official. The naming should not happen until after one’s death or move out of office. For example, in the School of Education right now, there is no money involved and the person is still serving in office.

Prof Chambers asked if the Honorary Degrees Committee should send the information to Mr. Childs. He asked about the situation with Dr. Marvin Duncan whose name has been previously approved by the Faculty Senate. It was discussed whether the family should be approached for money.

It was discussed that information should be sent to the Naming Committee. We need the money and need to look at the service of the individual. It should go through the Faculty Senate Naming Committee (Honorary Degrees, Memorials and Special Awards). If money is involved it should come from the Naming Committee and then the Faculty Senate. It was also noted that there might be some issues about a person’s history that we need to know about.

Dr. Robinson, Mass Communication asked what the criteria were and how we make sure that the process is equitable. Mr. Childs stated that there is a menu that they have for recognition. Dr. Robinson stated that there are many other faculty that we may want to recognize that may not have been as connected to NCCU. Mr. Childs stated that we do need recognitions and that the Naming Committee does look at recognition on a case-by-case basis.

Prof. Brett Chambers directed the faculty’s attention to page 2 of the document entitled “Guidelines for the Naming of Campus Facilities and Programs based on Financial Contributions (See Appendix C). These guidelines list the type of facilities and the minimum contribution expected. The example of the Nursing School was given. Five million dollars would be requested which represents 20-50% of the cost of the building for the building to be named for a donor.
Prof. Rogers stated that questions about the Naming Committee should be sent to the Honorary Degrees, Memorials and Special Awards Committee. She asked that questions be sent to the Faculty Senate Office by the end of the semester.

VI. 1st Annual Women’s Empowerment Expo/Conference – Miss NCCU Harmony Cross

Miss Cross thanked Prof. Rogers for the opportunity to present her idea about an Expo/Conference. She stated that the purpose would be to provide the women on the NCCU campus an opportunity to feel their self-worth. She stated that the journey is challenging. The proposed date and location for the conference is March 27, 2013 in the McDougald Gymnasium. Miss Cross stated that she is open to suggestions for the Expo/Conference. She shared three names as possible keynote speakers:

1) Ms. Kimba Smith, a domestic violence survivor who dated a drug dealer who was caught and released from prison in 2000, is one person being considered as a keynote speaker. Her price is $2500 - $3000.

2) Ms. Laura Underwood Robinson – Former Miss NCCU.

3) Sunshine Anderson – Ms. LuAnn Harris said that Ms. Anderson might come for free.

Miss Cross stated that she would send out an outline. Prof Chambers asked if the university has committed any monies to help with the conference and that Dr. Hood may be able to help out.

Miss Cross also mentioned about a Mentor program – Ladies of Development. There are 250 women already involved. She stated that she is looking for more ladies to take part. Lastly, Miss Cross reminded the group about the Miss North Carolina pageant scheduled for December 14-16 (Dec. 16th 4pm). Tickets are $20 if anyone is interested in attending.

Prof. Rogers encouraged us to help Harmony financially. Harmony would set up a foundation that would be for everyone – male and females – all Eagles.

VII. UNC Faculty Assembly Report – Prof. David Green

Prof. David Green reported on the UNC Faculty Assembly update. Prof. Rogers and Dr. George Wilson were also in attendance at the meeting. He stated that one of the main issues discussed was the strategic plan that the system must go through the process every five years. The direction is expected to change because of politics and we can anticipate
a change in the makeup of the Board of Governors. He also stated that it is a battle to get faculty input on the plan. He shared that the committee is moving fast and as he gets the information it is immediately shared.

Prof. Green shared information about the Community College Articulation Committee. He stated the following:

- The committee is making decisions based on a business mindset.
- The committee sees a lot of duplication.
- The initial draft document did not have foreign languages in it.
- There is a draft of courses needed for all UNC core courses. There have been 16 regional meetings of business groups stating what they feel we need in our next graduates. There seems to be no racial, gender, or business diversity among the business community.

Prof. Green offered the following advice when providing data to the committee:

- Make sure that we document what we do.
- Use numbers in our reports.
- Leave humility at the door.
- Results must be measurable.
- Results need to show an impact on the community and global environment.

Dr. George Wilson stated that if we receive a survey from GA about technology we should respond so that they know what we are doing. Only 1700 responses have been received.

Prof. Green, as chair of the Governance Committee in the Faculty Assembly, stated that ombus people are needed to have on campus and can help faculty in governance matters. He stated that he would work with the Governance committee in the Faculty Senate.

Prof. Chambers shared that from his work on TV and Radio he feels that our new governor, Pat McCory, will base his decisions in state matters on banking and finances.

Prof. Rogers thanked Prof. Green for his report. She stated that two surveys were sent out from the Faculty Senate Office. She asked that we respond and stated that NCCU and Fayetteville had the largest number of respondents reported.
VIII. Enrollment Management Committee Update – Dr. Deborah Swain

Dr. Swain reported on the Enrollment and Recruitment Task Force for University Committees that met on November 16th with Co-Chairs Sharon Oliver and Dr. Graham. She shared that two ways the committee discussed furthering their cause would be to make announcements at ball games and using high schools data sets lists. The homework for the group was to draft a list of recruitment ideas by Nov. 30th. The committee discussed enrollment and recruitment projects for Fall 2013 and Fall 2014.

Professor Rogers shared that we could recruit students by wearing our Eagles pins.

IX. Senate Standing Committee Reports:

A. Academic Policies – Dr. Lorna Grant gave an information report. She stated that the committee discussed two items from last year. Namely, plus (+) and minus (-) grades and the change of time between classes (interval) for students.

B. Campus Relations & Welfare- no report

C. Handbook Committee – Dr. Jarvis Hargrove, chair, reported that the committee had met on Nov. 14th and 29th. Handbook chapters had been assigned and grammatical changes, additions (appendices), addresses and websites would be addressed. He shared important upcoming dates:
   a. January 7th Faculty Senate will provide a new link to the updated handbook with faculty changes due by 11th
   b. January 11th Draft of changes will be presented to faculty at monthly meeting
   c. January 21st Change and edits are due
   d. January 23rd Changes will be incorporated in new PDF
   e. February 1st Vote on Handbook by Faculty Senate
   f. March (tbd) Vote on Handbook by General Faculty
   g. April (tbd) Handbook goes to GA. Handbook will be ready by summer.

Prof. Rogers reminded the faculty that the handbook is located under MyEOL until it is cleaned up.

D. Governance/Shared Governance, Faculty Handbook Workshop – Dr. Andrea Woodson-Smith presented a report from Dr. Vinston Goldman who was administering an exam during the Faculty Senate meeting time. The committee discussed the role of shared governance. The information report asked that faculty provide ideas/suggestions for item D in the report.
Item D requests faculty to provide ideas for award categories for the Faculty Recognition Service. At their next scheduled committee meeting on January 30th, the committee would consider these ideas/suggestions.

Dr. Andrea Woodson-Smith also shared information about the December 1st workshop on governance in which six faculty members from NCCU attended (Drs. Vinston J. Goldman, David Green, Philliph Matisya, Nancy Reese-Durham, Sandra Rogers, and George Wilson). NCCU was the largest group represented. Information gleaned from the workshop included:

- The Board of Trustees technically owns the Faculty Handbook since the Board is responsible for the operations of the University.
- The Provost Office and Academic Affairs oversee all academic areas.
- The Administration should explain to the Faculty the reason(s), and justification, for academic area decisions that are inconsistent with Faculty recommendations.

Dr. Andrea Woodson-Smith stated that a Spring Gala is being planned for April 5th from 12pm – 2pm in the Student Union (following Honors Convocation). There is also an Awards ceremony planned. Award category ideas/suggestions are requested. (For full committee report see Appendix D).

Prof. Rogers also commented on the Dec. 1st workshop on Governance. She stated that we learned more about American Association of University Professors (AAUP) and that we will have a chapter at NCCU. She commented that we received the AAUP red book (handbook) for the Senate Office.

Dr. Sangster stated that we have enough members to start a chapter. She encouraged anyone interested to go online and join. We have nine names on the list.

Dr. George Wilson stated that AAUP will talk to anyone and can clarify issues. They are not lawyers but can guide faculty. The Board of Trustees is in charge of our handbook. They can approve it. We need to document our resolution and it needs to be sent in the form of a resolution- whether positive or negative- for the record. The Board of Trustees is in charge of everything except day-to-day operations of the university.

E. Faculty Research & Professional Development –Dr. Deborah Swain
Dr. Swain stated that the chair, Mildred Pointer, is looking to show that we have good professional quality. In terms of research, she stated that the committee is looking at whether we feel we need more areas of research.

F. Honorary Degrees, Memorials and Special Awards – Dr. Chambers presented the name of Dr. Robert Isadore (Chemistry) for consideration of Professor Emeritus status. It was motioned by Dr. Somnath Mukhopadhyay and seconded by Dr. Deborah Swain. Motion carried.

Prof. Chambers thanked supporters of Dr. Isadore for making the process easy by following directions. Prof. Rogers stated that at the last Academic Planning Council meeting the name of Dr. Cecelia Steppe-Jones was approved and has moved to the Board of Trustees for their action.

X. Registrar’s Report – Dr. Jerome Goodwin

Dr. Goodwin stated that he has been working with faculty advisors and of the prospective 600 graduates, we will have 597 who will be graduating. Other highlights:

- During the Fall 2011 ceremony, we had 604 graduates.
- Ninety-nine percent of the graduates have been cleared.
- Grades have been submitted on time.
- The diplomas are produced in-house since we now have the software to print them.
- We have registered 7000 students and almost 6000 have been validated. Both numbers exceed last year’s figures.

Policy on “I” grades – After one year the “I” turns into an “F”. If a senior received an “I” it will turn into an “F” because transcripts will be closed out. Dr. Johnson asked him to look at the policy for clarity.

Dr. Goodwin stated that we have gone “live” with the electronic catalog. There will be training scheduled in January. For the undergraduate catalog we are using e-catalog software. The hard copy of the undergraduate catalog will be ready in January.

Lastly, he stated that next semester we would have new technologies, namely:
- Class wait list – If class has met the maximum enrollment and a student drops, then those on the wait list can enroll in the course.
- The grade change process will be automated. The University of Carolina Wilmington already has this in place.
- The parent’s process (issue tickets, honor cords for graduation, etc.) will also be automated.
- There will also be cross registration for World Languages. He is working with registrars and IT departments across campus. This will allow students to cross register for courses.

[It was 4:00 pm. It was moved by Dr. Swain, seconded by Dr. Reese-Durham and approved that 10 minutes be added to the meeting.]

XI. Chancellor Search Committee (Forum Highlights) – Prof. Sandra Rogers
Prof. Rogers stated that we had 65 applicants interested in applying for the Chancellor’s position at NCCU. The search committee met at the close of the Nov. 27-28, 2012 Board of Trustees meeting. At that meeting the list was narrowed from 65 to 10 to 7. The pool of candidates was comprised of females, various nationalities, and people from in and out of state. She stated that seven of the applicants met our criteria. Interview sessions are scheduled for Dec. 13-15. Three of the candidates would come to campus. Everyone on the committee is required to give input on the candidates. At the end of the process three names would be submitted to President Ross with equal weight given to all three. We should be able to live with any of the three names submitted. By July 2013, the person chosen should be in place. The new chancellor will begin in the Fall 2013 semester.

XII. New Business

Human Resources – EEO Presentation Faculty Meeting
Prof. Rogers stated that EEO would have a mandatory presentation for faculty on January 4th.
XIII. Adjournment: It was moved and seconded to adjourn. So approved, the meeting was adjourned at 4:05 pm.

Respectfully submitted,

Nancy Reese-Durham, Ph.D.
Secretary, Faculty Senate and Member of Executive Committee
Associate Professor, School of Education
Strategic Plans

School of Business

- 50/50 Student Success Model
- Seven Strategic Pillars
  - Integrated Management, Leadership,
    Entrepreneurship, Globalization, Technology,
    Operational Excellence, and Resource Acquisition
  - Board of Visitors – increased from 22 to 42
  - All seven pillars on target – target funding in progress
  - Enrollment up, but missed target projected for
    Graduate program

Strategic Plans

School of Education

- Re-organized from 5 departments to 3
- Praxis Preparation Learning Lab
- Review of low productivity programs
- One-Stop Recruiting Fair and Fundraiser
  to be hosted December 1, 2012

Strategic Plans

School of Education

- Planning stages for Doctoral Program in
  Educational Leadership and the Urban
  Schools Institute
- Initial contact with Durham Public
  Schools promising partnership/collaborative ventures – training for in-
  service and pre-service teachers

Dr. Bernice Johnson, NCCU Academic Affairs
Strategic Plans

School of Law
Creating a Culture of Scholarship

- Preparation for accreditation by
  - American Bar Association
  - American Association of Law Schools
  - Site visit: March, 2013
- Sufficient funding for library resources - Westlaw Contract
  - Funds have been identified for the contract
  - Proposal to raise tuition as a way to continue resource availability

- Strategic Plan, completed and under review
- Preparation resources for increasing Bar Passage Rates
- Increase enrollment - up from last year, but about 15 shy of target of 601 new students

Strategic Plans

Nursing

- Increase NCLEX passage rates
- Grant of $600,000 annually for four years to increase enrollment by offering 40-100 annual scholarships during those four years
- Securing faculty to match program offerings
  - Currently seeking three additional doctorally-prepared nurses

2010 Sophomore Survey

Academic Advising rate is higher than all UNC schools on all 12 variables

Dr. Bernice Johnson, NCCU Academic Affairs
### Program Review: Teach-Out Plans

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### Program Reviews: UNC - GA Required

- College of Arts and Sciences
  - Undergraduate: Spanish, English, Mathematics, Chemistry, Physics, Theatre, Jazz
  - Graduate: Mathematics, Chemistry, Physics

- College of Behavioral and Social Sciences
  - Undergraduate: Athletic Training
  - Graduate: Recreation Administration

- School of Education
  - Undergraduate: Middle Grades Education
  - Graduate: Special Education - Blind & Visually Impaired, Career Counseling and Placement, Elementary Education, Middle Grades Education

### Lyceum Programs

- National Gospel Recording Artist
  - Marvin Sapp - NCCU Homecoming

- CNN Anchor Don Lemon - September 17th

- Philadanco Dance Company - November 29th

### Speaker Series

- Dean's Global Speaker Series
- School of Business
- Nursing Speaker Series
- School of Education Speaker Series
- School of Library Science Speaker Series
  - Desperately Seeking Lawyers: An Exploration of the Information Behavior Patterns in a Law Environment
- Public Administration Leadership Speaker Series
  - Dr. Lezli Baskerville - 1st female president, NAFEO

Dr. Bernice Johnson, NCCU Academic Affairs
Registration Update, Spring 2013

- 6831 registered (1173 unregistered)
- 5332 validated (2700 unvalidated)
- 600 graduating, Fall 2012

Special Events and Awards

- Academic Progression Policy working well
- Veterans Day Celebration included the Opening of the Veteran Center in the Miller Morgan Building
- NCCU is a Veteran-friendly campus

Special Events and Awards

- Aspiring Eagles Summer Bridge Program
  - funded in the amount of $150,000 for 2012-2013
- Library Forum and Extended Hours
  - Library Hours Extended to 1:00 a.m., October 8 and Week of Finals to 3:00 a.m.

Accomplishments

- 100% Textbook Orders for Spring 2013
- 65% Mean SRIs – Highest 80% School of Law
- 100% Grades in for Fall Graduates
- Phased Retirement Letters Have Been Distributed
- Caesar Jackson Awarded a $1.75 Million Grant for 4 Years – DREAM-STEM, Driving Research, Entrepreneurship, and Academics Through Mastering STEM
Conferences/Special Meetings

- QEP Conference – September 26, 2012
- Chancellor’s (Retreat) November 13
- Salzburg Institute International Conference – Global Education Workshop – November
- UNC-CA Lumina Conference on Minority Male Initiatives – November 29
- School of Education One-Stop Registration and Scholarship Benefit – December 1

Board of Trustees’ Meeting
November 27–28, 2012

- Academic Affairs Update
- Endowed Professorship Update
- Professor Emeritus Recommendation
- Naming Opportunities for Commerce Building and Nursing Building
- Tenure and Promotion Recommendations to be Presented at the February Meeting
- Tuition and Fee Report 4.5% next year
- Faculty Senate Chair’s Report we should be proud

CAO’s Meeting – November 15, 2012

- Strategic Plan Update and Input
- Academic Quality
- 2.0 Academic Progression Policy
- Performance Metrics
- Economic Development Metrics and Community Engagement Update
- Tuition Update and Budget Overview
- Community College Transfer Students: Best Practices
- Chinese Language Teaching Expansion Grant
- Language Consortia Demonstration
- Using Expulsion and Suspension Database
- Distance Education

Announcements

- Holiday Break December 21–January 1
- All NCCU Employees Report Back to Work on January 2, 2013
- Phased Retirement Meeting for Eligible Faculty January 3, 2013
- Faculty Development – All Faculty Jan. 7, 2013
- Classes Begin January 11, 2013
- Graduation Reception Dec. 7 at 6:00 p.m. Student Union
- Commencement Dec. 8 at 9 a.m. Gymnasium
Section 1. Responsibility and Procedure forNaming Facilities and Units

A. **Naming Responsibility.** The act of naming a facility or unit shall be that of the Board of Trustees, acting after receiving the recommendation of the Chancellor. Benefactors or honorees should be informed throughout the naming discussions process that final naming approval for all University facilities and units rests with the Board of Trustees.

B. **Chancellor's Responsibility.** Subject to the responsibilities of the Board of Trustees, the Chancellor shall have responsibility and authority with respect to and is an essential participant in all naming actions.

1. No facility or unit may be named without the early knowledge and prior approval of the Chancellor. The Chancellor shall endeavor to determine that the proposed action is consistent with the interests of the University, to assure that the amount of the contribution warrants the action proposed, and to maintain equity in the relationship of donations for similar naming actions.

2. For academic units, the Chancellor shall also seek and receive the advice of representative members of the faculty, staff, and students of the unit that is directly affected by the proposed naming action before acting on the proposal.

3. The Chancellor may recommend exceptions to any of the following naming policies, subject to approval of the Board of Trustees and after consultation with University leadership when appropriate.

C. **Procedure.** Proposed contribution levels for naming facilities and units, as well as information about potential benefactors or honorees, must be routed through the responsible Dean or equivalent officer to the Chancellor’s Advisory Committee on Naming University Facilities and Units before naming opportunities and/or gift levels have been discussed with prospective benefactors or honorees.

1. Detailed instructions for submitting naming requests to the Committee are available from the Office of Institutional Advancement.

2. After a naming has received final approval from the Board of Trustees, the requesting school or unit should immediately contact the University's Office of Space Management Team in Facilities Planning to ensure that the naming is communicated to University data systems and to the emergency response groups that serve the University.

3. Depending upon the nature and scope of the naming of a facility or unit, a broader communications plan may need to be initiated by the requesting school or unit to ensure that other units on campus are aware of the new or changed name. If the message is to be
communicated broadly externally, the requesting school or unit should coordinate with the Office of Public Relations.

4. Exterior and/or interior signs for a naming must follow the University's official guidelines for signage. If a naming is part of new construction or a major renovation, the designated contact in Facilities Planning and Construction will obtain signs. Otherwise, Facilities Services will produce and install regulation signs.

D. Review. The naming policy shall be reviewed periodically by the Office of Institutional Advancement with all recommended changes requiring approval by the Chancellor and Board of Trustees.

Section 2. The Chancellor's Advisory Committee on Naming Facilities and Units.

A. Establishment and Source of Authority. Consistent with the Board of Governors' Delegation of Duty and Authority to Boards of Trustees, which delegates to the Board of Trustees the authority to approve the names of all individuals and organizations on whom it is proposed that an honorary distinction be conferred by the University, and as a means of guiding the development of recommendations to the Board of Trustees for naming University facilities and units, the Chancellor's Advisory Committee on Naming University Facilities and Units (hereinafter referred to as "the Committee") is hereby established as a permanent committee.

B. Membership. The Committee shall consist of not fewer than six nor more than twelve members, the majority of whom shall be appointed from among current or former members of the University faculty, staff, and administration, and all of whom shall be persons with a thorough knowledge of the University and a wide familiarity with the kinds of individuals and organizations that are likely to be subjects of proposed naming actions.

1. Selection and Terms. All members of the Committee shall be appointed by the Chancellor. Members, except as described below, shall be appointed for a regular term of two years. Initial terms shall be so arranged that not all terms will expire in the same year. Each appointment to a regular term shall become effective on July 1st of the appropriate year. Each member shall serve for the term for which appointed and until a successor is appointed. A member who is appointed to fill a vacancy occurring before the expiration of the term of a regular member shall serve for the remainder of that term. Any member may be appointed to serve successive terms, not to exceed two successive terms. The Chancellor may remove any committee member at his/her discretion.

   a) Chair. The Chair of the Committee shall be appointed by the Chancellor and shall serve permanently unless otherwise directed by the Chancellor. In the absence of the Chair, the Vice Chancellor for Institutional Advancement shall preside.

   b) Ex-officio Members. There are three ex-officio members as follows:

      i. The Vice Chancellor for Institutional Advancement serves permanently and is a voting ex-officio member of the Committee.

      ii. A representative from the Office of Facility Services and Construction Management serves permanently unless otherwise directed by the Chancellor and is a non-voting member of the Committee and
iii. A representative from the Office of Institutional Advancement serves permanently unless otherwise directed by the Chancellor and is a non-voting member of the Committee.

c) **Committee Support.** The Secretary of the Committee shall be a representative of the Office of Institutional Advancement and shall provide support for the committee's activities, including preparing meeting materials, taking minutes, and preparing naming requests for the Board of Trustees. The Secretary is not a voting member of the Committee. The Committee may call upon any University employee for assistance in the performance of its duties.

**C. Function.**

1. **Role.** The Committee shall be an advisory body to the Chancellor and shall have no policy-making or administrative authority.

2. **Duties.** The Committee shall advise the Chancellor in confidence with respect to proposals to name or change the name of University facilities and units, consistent with the policy and procedures set out in Section 3, below.

3. **Meetings.** The Committee shall meet at such times and places as required to efficiently perform its duties. Meetings shall be called by the Chair. A simple majority of the membership of the Committee shall constitute a quorum. No proxy shall be recognized in any meeting of the Committee.

**Section 3. Naming Facilities and Units.**

**A. Purpose, Propriety, and Due Diligence.** The act of naming a University facility or unit for a person, a family, or an organization is the conferral by the University of a high and conspicuous honor, bestowed upon those who have made a substantial and sustained contribution to the University or have brought special distinction to the University, to the State, or to society at large by services rendered. The act of naming a facility or unit is to be taken discreetly, advisedly, soberly, and with concern for how that action will be viewed in the retrospect of decades. In recommending the conferral of a naming honor on individuals or organizations, the Chancellor’s Advisory Committee on Naming Facilities and Units shall evaluate the whole legacy of those individuals or organizations on the basis of standards relevant to the honoree’s own time. In the case of historical persons or entities, it is constructive also to view the proposed naming by contemporary standards to ensure that the naming is appropriate.

1. It is the policy of the University that facilities or units of the University may be named for individuals or organizations in consideration of financial contributions made to the University.

2. A facility or unit may be named for a University faculty member, staff member, administrator, alumnus or trustee, or for a public servant or elected official, who is being honored solely for services rendered to the University, State, nation, or society-at-large. Great care must be exercised in bestowing this honor because of the large number of facilities and units that require the private financial support that ordinarily generates a naming honor. Moreover, the consideration for a naming solely for service shall not be undertaken by the Committee until that person (1) shall have been deceased for not less than one year or (2) shall have been retired, resigned, or otherwise separated from service of or to the University for not less than one year. If, however, a proposed naming under the provisions of this
paragraph is in response to a financial contribution, the requirement of a delay shall not apply.

B. Naming Facilities.

1. "Facility" means every building, addition to a building, space in a building, outdoor space (such as garden, court, plaza, memorial, or marker), street, and other tangible and relatively permanent feature located on University property.
   a) Naming opportunities may include (1) **new** facilities that are to be constructed or acquired, (2) **existing** facilities that are undergoing major or minor renovations, or (3) **existing** facilities that are not undergoing renovations.
   b) If the facility is a permanent outdoor memorial or marker to honor persons and organizations, the requesting school or unit must receive prior authorization via Facilities management.

2. Corporate or other organization names may be used to name any University facility. As with individuals honored with facility namings at the University, corporations or organizations proposed for facility namings should have a positive image and demonstrated integrity.
   a) In the instance of corporate or organizational namings of facilities, additional due diligence should be taken to avoid any appearance of commercial influence or conflict of interest.
   b) Signage reflecting a corporate or organizational naming of a facility must conform to all University signage guidelines and may not include the organization logo or other components of branding.

3. A gift for naming a facility ordinarily should equal:
   a) At least one-third of the total project cost for constructing or acquiring the new facility; or
   b) At least one-third of the total project cost for renovating an existing facility; or
   c) At least one-third of the portion of the total project cost that is to be raised from the private sector if State or other funds are funding a portion of the project cost for a new or renovated existing facility; or
   d) At least one-third of the replacement cost of an existing facility not undergoing renovation. Typically, but not always, three-fourths of a gift to name an existing facility not undergoing renovation will be in the form of endowment, preferably unrestricted endowment, to the University unit.

4. When a facility to be named is closely related to a school or department, representative members of its faculty, staff, and students shall be consulted before the Committee, Chancellor or Board of Trustees acts on the naming proposal.

5. Financial contributions resulting in the naming of a facility may be made to an affiliated foundation, but these contributions-excluding expendable contributions, which are temporarily held in University money market accounts-shall be invested in and managed by the North Carolina Central University Foundation, Inc. If the University is constructing or renovating a facility, then funds will be transferred to the University.
C. Naming Units.

1. "Unit" means every college, school, department, center, institute and other organizational entity of the University.
2. Corporate or other organization names may not be used to name a University unit.
3. A gift for naming a unit ordinarily should:
   (a) Equal at least three-fourths endowment for the benefit of that unit, preferably with a portion of that amount in the form of unrestricted endowment, and
   (b) Be determined by the size, operating budget, national ranking, and visibility of the unit, as well as naming amounts of peer units in the discipline or on the University campus when available, and
   (c) Be substantial and significant, even transformative in nature, enabling the unit to improve its competitiveness or distinction, or perhaps enabling the establishment of a new program within an existing unit.
4. When a unit to be named is closely related to a school or department, representative members of its faculty, staff, and students shall be consulted before the Committee, Chancellor or Board of Trustees acts on the naming proposal.
5. Financial contributions resulting in the naming of a unit shall be invested in and managed by the North Carolina Central University Foundation Inc.

D. Status of Contribution at the Time of Naming.

1. When a facility or unit is to be named in consideration of a financial contribution, the gift shall have been received by the University or affiliated foundation, or its future receipt shall be assured through the appropriate signed gift agreement, before a naming action shall be taken, as follows:
   1) Pledges to be paid over a period of time, typically up to five years, are acceptable for current naming of facilities and units when at least 50% of the pledged amount has been received and a signed pledge payment agreement for the remainder is also in hand. 1) If the pledged donation is to name new construction, renovation, or other projects with cash-flow considerations, the timing of the pledge payments should be such that sufficient current dollars are available to cover project costs.
   2) Irrevocable planned gifts may generate current naming of facilities and units if current cash flow considerations are not an issue for the requesting facility or unit. Irrevocable planned gifts will be credited at their present value and particular emphasis will be given to the predictability of the long-term value of the irrevocable deferred gift.
   3) Combinations of revocable planned gifts and cash may occasionally generate current naming opportunities under the right circumstances. Each combination request must be explained fully to the Committee and a case made for the appropriateness of the naming given the specifics of a particular gift. Particular emphasis will be given to the cash flow requirements of the requesting facility or unit, the predictability of the long-term value of the revocable deferred gift component, and the predictability of its receipt.

E. Duration and Modification of Namings.
1. The duration of a benefactor's or honoree's name on any facility or unit ordinarily continues for as long as the facility or unit is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, redesignation of purpose, or similar modification of a named facility or unit, the University may deem that the naming period has concluded.

(a) The appropriate University representative will make all reasonable efforts to inform in advance the original benefactors or honorees or their surviving family members when the naming period is deemed to have concluded.

(b) The University may, but is not required to, provide for the appropriate perpetuation of the previous name. Perpetuation of the original name in an equivalent naming is not required. Appropriate perpetuation of previous names may include, for instance, a plaque in or adjacent to new and renovated facilities.

(c) In the event of a corporate or organization naming of a facility, if the corporate or organization name changes, the University may deem that the naming period has concluded. For additional considerations when corporate or organization name changes occur see Section E.5., below.

2. Renaming. When the benefactor's or honoree's naming period has concluded, the facility or unit may be renamed, with the original name removed, in recognition of new gifts, subject to any specific terms and conditions set forth in the original naming agreement and subject to the guidelines in Section E.1., above.

3. Joint or Hyphenated Naming. In exceptional circumstances, additional names may be added to a facility or unit in recognition of an additional gift even if the prior benefactor's or honoree's naming period has not concluded, subject to any specific terms and conditions set forth in the original naming agreement. Hyphenation is one method for jointly naming a facility or unit.

4. Term Naming. In appropriate instances, most often involving a corporate benefactor, a naming may be granted for a pre-determined fixed term, usually 3-5 years. At the end of the term, the name of the facility or unit shall expire but may be renewed with the same or a new name. The gift agreement should clearly specify the period of time for which the facility or unit will be named.

5. Benefactor or Honoree Name Changes. If a benefactor or honoree requests a change to the name of a facility or unit (e.g., due to divorce or corporate merger), the University will consider the request. If approved, all replacement signage and other related costs shall be at the donor's or honoree's expense. For additional considerations when corporate name changes occur, see also E.1.c., above.

6. Revocation of naming approval or conferral. In certain circumstances, the University reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the benefactor. These actions, and the circumstances that prompt them, may apply to an approved naming that has not yet been acted upon or to a conferred naming.

a) If the benefactor's or honoree's reputation changes substantially so that the continued use of that name may compromise the public trust, dishonor the University's standards, or otherwise
be contrary to the best interests of the University, the naming may be revoked. However, caution must be taken when, with the passage of time, the standards and achievements deemed to justify a naming action may change and observers of a later age may deem those who conferred a naming honor at an earlier age to have erred. Namings should not be altered simply because later observers would have made different judgments.

b) If the benefactor fails to maintain payments on a pledge upon which the naming was bestowed, the naming may be revoked.

c) If a planned gift upon which the naming was bestowed does not result in the value agreed upon, the naming may be revoked.

Section 4. Effective Date.

This revised policy shall become effective November XX, 201X for all namings except that:

1. Sections 3.B.3 and 3.C.3. (related to gift amounts and gift designations) and Section 3.D. (related to the status of contribution) do not apply to any namings that have been approved by the Board of Trustees as of the effective date or that are currently in negotiation as of the effective date.

2. Section 3.E (related to the duration and modification of namings) applies retroactively to all existing namings at the University unless the provisions of Section 3.E. conflict with the terms of a previously-signed naming agreement for a facility or unit.
Guidelines for the Naming of Campus Facilities and Programs based on Financial Contributions

**Procedures:**
When it appears that a contribution to the University or to the NCCU Foundation will result in a request to name a building, portion of a building or University program for a donor or individual, the Vice Chancellor for Institutional Advancement should be notified. A profile of the donor and of the honoree, the area of interest with any proposed stipulations, and information on how the gift will be paid should be provided.

The Vice Chancellor will discuss the potential naming with the Chancellor, who may choose to convene the **Naming of Campus Facilities and Programs Committee**. Should a potential naming directly involve an academic department or program, the Chancellor will consult with the Provost and Vice Chancellor for Academic Affairs, who will consult with the faculty involved prior to convening the Naming of Campus Facilities and Programs Committee.

An acceptable written statement of intent from the donor must be made prior to the full Board of Trustees being asked to approve the naming.

**Contribution Guidelines:**
In order for a building, facility, or program to be named based upon a contribution, the following will normally be met:

- The amount of the gift will comply with the guidelines established for naming particular facilities.
- The gift must be in irrevocable form (e.g.: trust, contract for will, or to be paid over a period no longer than five years based upon a signed commitment and binding on the donor’s estate). A deferred gift is not normally acceptable for a facility where construction is dependent on the gift.
- The person for whom the name is assigned has some reasonable connection to the University.
• Unless the gift is required to construct the facility to be named, consideration should be given to using the gift corpus to establish an unrestricted endowment. This endowment may carry the name of the donor.
• If a department or program is to be named, a restricted endowment supporting that department or program will be established.

**Suggested Levels of Contributions**
The following amounts are suggested to establish a naming opportunity for a University building, facility or program. In general, the Board of Trustees reserves the right to change the amounts below or to use a combination of gifts and service as criteria for naming. The University also reserves the right to recommend to the Board of Trustees a change in the amounts below with acceptable written justification.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Minimum Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Buildings (private funds)</td>
<td>20% to 50% of cost (50% of bldg cost recommended)</td>
</tr>
<tr>
<td>Major University Programs</td>
<td>$ 750,000</td>
</tr>
<tr>
<td>Additions to Existing Buildings</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Department</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Main Quad</td>
<td>$ 500,000</td>
</tr>
<tr>
<td>Institutes / Program Centers</td>
<td>$ 150,000</td>
</tr>
<tr>
<td>Major Components of facilities (major lecture halls, meeting rooms, lobby and reception areas)</td>
<td>$ 100,000</td>
</tr>
<tr>
<td>Office Suites, conference rooms (depending on scale)</td>
<td>$ 50,000</td>
</tr>
<tr>
<td>Individual classrooms, faculty offices, Study rooms</td>
<td>$ 30,000 and up depending on size</td>
</tr>
<tr>
<td>Student program offices</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Residence Hall rooms</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Renovation of Selected Campus Facilities</td>
<td>To be determined</td>
</tr>
</tbody>
</table>

The amount required to name a University building shall be set at the same time the Board of Trustees formally approves construction. The Trustees shall take into account the percentage of the total estimated cost. Guidelines should reflect approximately 20% to 50% of the total cost for new buildings and at least 10% for additions. The suggested levels shall be reviewed periodically by the Board of Trustees.
An endowed gift is one in which the original principal is never invaded; the gift exists in perpetuity. Endowments are generally funded within five years of the initial contribution. Income paid out of the fund is distributed annually according to approved policies. There is no minimum limit for gifts to already existing endowments, but the minimum amount for establishing a new endowed fund is $25,000. The following table lists the minimum requirements for establishing new endowments.

<table>
<thead>
<tr>
<th>Student Support</th>
<th>Minimum Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowed Scholarships/Fellowships (restricted): Support to outstanding students based on exceptional academic achievement without regard to financial need.</td>
<td>$25,000</td>
</tr>
<tr>
<td>Annual Academic Scholarships</td>
<td>$5,000 annually ($25,000 total)</td>
</tr>
<tr>
<td>Research Awards: Support to students to pursue research awards</td>
<td>$20,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Support</th>
<th>Minimum Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguished / Full Professorship</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Associate Professorship</td>
<td>$500,000</td>
</tr>
<tr>
<td>Assistant Professorship</td>
<td>$250,000</td>
</tr>
<tr>
<td>Visiting Professorship: Support for bringing outstanding visitors to teach, do research and be available as resources for the entire University community</td>
<td>$200,000</td>
</tr>
<tr>
<td>Faculty Development Funds</td>
<td>$200,000</td>
</tr>
<tr>
<td>Research Awards</td>
<td>$100,000</td>
</tr>
<tr>
<td>Teaching Excellence Awards</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

NOTES:
The term “Facilities” includes buildings, rooms, interior spaces, streets (including landscape material and associated exterior furnishings), courts, athletic fields, open spaces, forests, and all other areas owned, operated, and controlled by North Carolina Central University.

The term “program” includes colleges, departments, institutes, centers, and other units associated with University functions.

The Board of Trustees of North Carolina Central University has the authority for naming (or renaming) buildings, components of buildings, open spaces, other physical facilities, and programs of the University. The committee, appointed by the Chancellor of the University and chaired by the Provost and Vice Chancellor for Academic Affairs (or other University officer appointed by the Chancellor), recommends for approval by the Board the names of individuals and organizations to be honored.