

## REGULAR MEETING OF THE BOARD OF TRUSTEES OF WESTERN CAROLINA UNIVERSITY

Room 510, H.F. Robinson Building

March 1, 2013

The Board of Trustees of Western Carolina University met in regular session on March 1, 2013 in Room 510 of the H.F. Robinson Building. The meeting was called to order at 9:30 a.m. by Chair MacNeill.

### **ATTENDANCE**

The following members of the Board were present: Mrs. MacNeill, Mrs. Williams, Mr. Townsend, Mrs. Battle, Mr. Broadwell, Mrs. Coward, Mr. Forsyth, Mrs. Kaemmerling, Mr. Little, Ms. Saunooke, Mrs. Wellmon, and Ms. Page.

The following members of the Board were absent: Mr. Metcalf.

Others present: Chancellor Belcher; Vice Chancellors Edwards and Miller; Mrs. Lynch, Chief of Staff; Mrs. Wong, Human Resources Director; Ms. Hitch, Staff Senate Chair; Mr. Hudson, Alumni Association President; Mr. Eaton, Athletic Director; Ms. Lochner, General Counsel; Mr. Fowler, CIO; Mr. Studenc, Senior Director of News Services; Dr. Herzog, Faculty Senate Chair; Ms. Bowling, Smoky Mountain News; Ms. Ellison, The Sylva Herald; Dr. Betty Farmer, Professor in Communication; Ms. Woody, Budget Officer; Mrs. Ashe, Administrative Assistant; and Ms. Welch, Assistant Secretary to the Board of Trustees.

### **ETHICS STATEMENT**

Mrs. MacNeill read the following: "As Chair of the Board of Trustees, it is my 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."

**There were no conflicts disclosed.**

### **APPROVAL OF MINUTES**

**Mr. Broadwell moved that the minutes of the December 7, 2012 regular meeting and the minutes of the January 4, 2013 special telephone meeting of the Executive Committee be approved. Mrs. Battle seconded the motion and it was approved unanimously. (MINUTES ON FILES WITH MINUTES MATERIALS IN TAB B)**

**Mrs. Williams moved that the Board go into closed session to consult with our attorney to protect the attorney-client privilege to discuss a legal issue; to consider and give instructions concerning existing lawsuits titled Don Jensen v. McMahan, et al; John Patterson v. Zhang, et al (Superior Court); John Patterson v. Western Carolina University (Federal Court Western District NC); and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial appointment, of a public officer or employee or prospective public officer or employee. Mr. Forsyth seconded the motion and it was approved unanimously.**

Dr. Belcher asked Ms. Lochner to stay for the closed session.

### **RETURN TO OPEN SESSION**

**Mr. Little moved that the Board return to open session. Mrs. Battle seconded the motion, and it was approved unanimously.**

#### **REPORT OF THE ACADEMIC AFFAIRS AND PERSONNEL COMMITTEE**

**Mrs. Williams moved on behalf of the committee that the recommendations for candidates for tenure, promotion, and emeritus be approved as discussed in closed session. It was approved unanimously.** (TENURE AND PROMOTION RECOMMENDATIONS ON FILE WITH MINUTES MATERIALS IN TAB C-2)

**Mrs. Williams moved on behalf of the committee that the recommendation from the Provost for Dean of the College of Arts and Sciences be approved as discussed in closed session. It was approved unanimously.** (DEAN RECOMMENDATION ON FILE WITH MINUTES MATERIALS IN TAB C-7)

Mrs. Williams reported on the Employee Assistance Program (EAP) utilization. To cover our entire workforce, it costs us about \$16,000 per year. From September 1-December 31, 2012 approximately 175 contacts were made by WCU employees.

Mrs. Williams gave a summary of the EPA non-faculty salary analysis. She stated that EPA salaries are more competitive than SPA which have more stringent guidelines. There is greater flexibility regarding pay increases, etc., but they are still below the market value. Mrs. Williams mentioned that the committee was also given a summary of the faculty salary analysis. She also stated that Dr. Brenton is working with the Coulter Faculty Commons to develop a Leadership Institute for faculty and staff which we hope to launch in fall 2013.

Mrs. Williams reported that we have a small group of individuals in the community who are interested in developing a retiree association.

Mrs. Williams stated that the committee heard a report on COACHE data on faculty satisfaction. Previously, survey results indicated we needed improvement in our tenure and promotion practices. We have improved these processes and made concerted effort to assist faculty with a better understanding of the tenure and promotion procedures. She added that the current survey shows significant improvement in that area. Mrs. Williams reported that the survey also showed weaknesses in family policies, including childcare, the availability of family focused activities, and the issue of trailing spouses.

Mrs. Williams stated that Undergraduate Studies completed the report on the Quality Enhancement Plan (QEP) and reviewed the highlights from the report. Seventy-five percent of our departments are engaged in the QEP.

#### **REPORT OF THE ADMINISTRATION, GOVERNANCE AND TRUSTEESHIP COMMITTEE**

Mr. Little explained that the Committee discussed changes to University Policy #81, "WCU General Campus Policy for Alcoholic Beverages." The revision reflects NC GS 18B-1006 which permits the sale of beer and wine at performing arts centers which seat no more than 2,000 people and are located on UNC campuses. He added that, after Jackson County passed their alcohol referendum last spring, it enabled the sale of beer and wine in the Bardo Arts Center. Aramark is in the process of obtaining the ABC permit and they will be responsible for all sales and compliance with all applicable laws related to sales.

**Mr. Little moved on behalf of the Committee the approval of revisions to University Policy #81 allowing the sale of beer and wine at the Bardo Arts Center. It was approved unanimously.**

(UNIVERSITY POLICY 81 ON FILE WITH MINUTES MATERIALS IN TAB D-2)

Mr. Little gave an update from the subcommittee on Trustee Self-Evaluation.

Mr. Little asked Ms. Page to update the Board on the Student Government Association. Ms. Page stated that serving on the Board has made her better prepared to go into the world. (SGA OUTLINE ON FILE WITH MINUTES MATERIALS)

#### **REPORT OF THE FINANCE AND AUDIT COMMITTEE**

Mr. Broadwell updated the Board on the 2012 Financial Audit Report for the University. He stated that the report contained no audit findings and he complimented the staff on their excellent work. The auditors identified minor adjustments to the financial records for 2011-2012 and these have been recorded.

**Mr. Broadwell moved on behalf of the committee to approve the demolition and disposal of three buildings located on campus: 740 Central Drive, 128 Ed Norton Road and 168 Ed Norton Road.** These buildings are located on properties acquired by the University in December 2012 for campus expansion and boundary protection. The buildings are single family dwellings built between 1942 and 1992 and were used as rental properties. The buildings are dilapidated and beyond reasonable repair and are of no use to the University. **The motion was approved unanimously.** (RESOLUTION FOR DEMOLITION ON FILE WITH MINUTES MATERIALS IN TAB E-3)

**Mr. Broadwell moved on behalf of the committee approval of endorsement of the UNCA/WCU Internal Audit Collaboration document.** The committee was presented with a proposed document of collaboration between the UNCA and the WCU internal audit departments. The purpose of the collaboration is to maximize efficiencies while maintaining independence as a campus internal auditor. This collaboration is in response to and accomplishes the goals of the proposed shared services model of internal auditing proposed by General Administration. The current collaboration includes quality assurance review, work paper review and access to specialized knowledge and resources. Additional benefits to both campuses include trustee fiduciary obligations, UNC policy requirement of special responsibility constituent institutions, and reduction in institutional audit expenditures. **The motion was approved unanimously.** (COLLABORATION PROPOSAL ON FILE WITH MINUTES MATERIALS IN TAB E-5)

Mr. Broadwell stated that the financial statements of the University for the year ended June 30, 2012 were presented to the committee. The presentation highlighted the main categories and activities contained in the statements including revenues, expenditures, capital assets and long term liabilities.

Mr. Broadwell updated the Board on capital projects, the Internal Audit Department's activities, and gave a master plan update.

#### **COMMENTS BY CHAIRMAN MACNEILL**

Mrs. MacNeill presented a gift to Ms. Page. She thanked her for representing the students and for her enthusiasm and passion.

Mrs. MacNeill reported that Mr. Broadwell will be inducted into the North Carolina Banking Hall of Fame and the Board is very proud.

Mrs. MacNeill presented the Trustees' Award to Mrs. Lynch. She stated that Mrs. Lynch more than meets the criteria for this award. Mrs. Lynch has had a 37-year career with the State of North Carolina. Mrs. MacNeill stated that "if Dianne's fine hand was involved in a project, you could depend on it being done to perfection." She has worked on projects such as the Chancellor's residence renovation, the H.F. Robinson Administration building main lobby entrance project, and the Chancellor's Installation.

#### **COMMENTS FROM CHANCELLOR BELCHER**

Dr. Belcher stated that Mrs. Lynch has been very helpful to him during his first 20 months at Western Carolina. He also stated that he could not have done this job or come in with such easy transition without her.

Chancellor Belcher reported that we have the all-time spring enrollment record. Our retention rate is at 91.23%. He thanked the faculty and staff of the University. We have over 14,000 applications for the freshman class next year.

He reported on the dedication of the new walking/hiking/biking trail last weekend. We tied for third in the nation at the National Conference for Undergraduate Research. The Construction Management program placed fourth in the nation recently with a team who competed in Las Vegas in the National Association of Homebuilders Residential Construction Management Competition. Chancellor Belcher stated that the Board of Governors approved our Doctor of Nursing Practice degree last week. Thirty of our athletes made the academic all-conference team. The indoor track team won the Southern Conference championship and Danny Williamson won Coach of the Year. WCU was recognized by Military Advanced Education magazine with a listing in the publication's 2013 *Guide to Military-Friendly colleges and Universities*. He reported that Ron Rash's latest edition of short stories has been in the news with interviews and reviews.

Chancellor Belcher updated the Board on the progress of several of the initiatives of the Strategic Plan. He reported on the progress of the organizational structure review process. The program prioritization process is going well and a set of metrics has been developed. He added that a needs analysis has been launched, the results of which will help shape program offerings at the Biltmore Park instructional site. He reported on an initiative that the College of Business is working on with Mission Hospital. The initiative is a graduate certificate program in innovative management. Chancellor Belcher asked Dr. Betty Farmer to report on the upcoming Regional Conference. This is an annual conference for regional leaders to focus attention and action on regional strategies for economic and community development.

Chancellor Belcher mentioned the group of retired faculty and staff who are forming an association of retired faculty and staff. He also stated that he would like to form a WCU Board of Visitors.

He stated that budget hearings are ongoing. The Chancellor's budget hearings will be on March 11 and March 18. He reported that our new budget director will join us next week.

#### **COMMENTS FROM THE STAFF SENATE CHAIR**

Ms. Hitch updated the Board on the Staff Senate. (STAFF SENATE REPORT ON FILE WITH MINUTES MATERIALS)

**COMMENTS FROM THE ALUMNI ASSOCIATION PRESIDENT**

Mr. Hudson updated the Board on the Alumni Association. He added that Dr. Frances Owle-Smith will represent him at the Board meeting in June. (ALUMNI ASSOCIATION REPORT ON FILE WITH MINUTES MATERIALS)

**COMMENTS FROM THE FACULTY SENATE CHAIR**

Dr. Herzog updated the Board on the Faculty Senate. (FACULTY SENATE REPORT ON FILE WITH MINUTES MATERIALS)

Mrs. Coward made mention of an article in the Asheville Citizen-Times featuring Chancellor and Mrs. Belcher.

**ADJOURNMENT**

**There being no further business, the meeting was adjourned at 11:48 a.m.**