

MINUTES
MEETING OF THE BOARD OF TRUSTEES
APPALACHIAN STATE UNIVERSITY

Friday, June 24th, 2016
Parkway Ballroom
Plemmons Student Union

CALL TO ORDER: The Board of Trustees of Appalachian State University met in open session at the call of the Chair and the Chancellor on Friday, June 24th, 2016, at 9:00 a.m. in the Parkway Ballroom of the Plemmons Student Union on the campus of Appalachian State University in Boone, North Carolina. Mr. Bradley T. Adcock, Chair, presided and called the meeting to order.

MEMBERS PRESENT:

Bradley T. Adcock
George M. Baldwin
James M. Barnes
M. Lee Barnes, Jr.
Donald C. Beaver
John M. Blackburn
Susan M. Branch
Jalyn Howard
Charles V. Murray
Alice G. Roess
Kenan D. Smith
Carole Wilson

MEMBERS ABSENT:

Robert C. Hatley

CONSTITUENCY REPRESENTATIVES

PRESENT: (ex-officio):

Carolyn J. Clark, President
Alumni Council
Paul H. Gates, Chair
Faculty Senate
Jason Marshburn, Chair
Staff Senate

MEDIA PRESENT:

Anna Oakes, *Watauga Democrat*
Keesha Williams, University
Communications

CONFLICT OF INTEREST NOTICE: Chair Adcock read the following statement:

Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today's meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know now. [None reported.]

RECOGNITION OF VISITORS: Chair Adcock welcomed:

- Judge Rebecca Eggers-Gryder, District Court Judge
- Anna Oakes, *Watauga Democrat*
- Keesha Williams, University Communications

NEW BOARD OF TRUSTEES MEMBER AND CONSTITUTENCY

REPRESENTATIVES: Chair Adcock introduced a new Board of Trustees member and constituency representatives, as follow:

- Jalyn A. Howard, SGA President and Trustee
- Carolyn J. Clark, President of the Alumni Council
- Jason Marshburn, Chair, Staff Senate

OATH OF OFFICE: Chair Adcock recognized the Honorable Rebecca Eggers-Gryder, District Court Judge, to administer the oath of office to new Trustee Jalyn Howard.

APPROVAL OF ABSENCES: Chair Adcock stated that Robert C. Hatley was absent due to personal reasons. Upon motion duly made and seconded, the Board approved the absence of Trustee Robert C. Hatley.

APPROVAL OF MINUTES: The minutes were delivered via email to all members of the Board of Trustees. There being no corrections, Chair Adcock called for a motion to approve the minutes of the March 25th, 2016 meeting and Conference Call meeting of June 11th, 2016. Upon motion duly made and seconded, the Board approved the minutes.

REMARKS FROM CHANCELLOR EVERTS: (See Attachment 1).

REPORT FROM SUSAN PETTYJOHN: Chair Adcock recognized Vice Chancellor Pettyjohn for an Advancement update. Vice Chancellor Pettyjohn highlighted the accomplishments during her tenure as Vice Chancellor for University Advancement: largest, most successful campaign; established the Premier Scholarship program known as the Wilson Scholars Program and established 124 new endowed scholarships and 11 new professorships; renovated the Schaefer Center, the naming of the Roess Dining Hall; built the Beasley Communications Complex; established the Energy Summit; and raised money for the Beaver College of Health Sciences. This year #iBackAPP day resulted in 21 new donors in one day and raised \$198,000. Ms. Pettyjohn noted that annual giving has grown, with this year being one of the most successful with gift totals surpassing \$20

million.

Chair Adcock acknowledged Vice Chancellor Pettyjohn's accomplishments, thanked her for her service, and presented a gift to her.

REPORT FROM THE ACADEMIC AFFAIRS COMMITTEE: Chair Adcock recognized Mr. John Blackburn, Chair of the Academic Affairs Committee, for this report. Mr. Blackburn called on Dr. Jessie Lutabingwa to begin the committee report.

Office of International Education and Development Update

Dr. Lutabingwa, Associate Vice Chancellor for International Programs, discussed international initiatives of The Office of International Education and Development (OIED). In 2013/14, the university adopted global learning as a focus of its Quality Enhancement Plan (QEP) for reaffirmation by the Southern Association of Colleges and Schools and OIED worked to accomplish three goals towards alignment with the University's Strategic Plan.

Dr. Lutabingwa stated that Appalachian State University is a national leader in education abroad with more than 1,000 students engaged in study abroad annually, which includes international teaching, internships, service learning and research. The university financially supports approximately 65 staff travel activities, totaling approximately \$180,000 annually. In 2009, the university increased its number of exchange students from 35 to 87. The total number of international students on campus for 2015/2016 was 184 Appalachian has 70 international partnerships around the world.

Update on Dean Searches

Provost Kruger reported that the university has filled three Dean's positions: Dr. Melba Spooner is Dean of the College of Education; Dr. Phyllis Kloda is Dean of the College of Fine and Applied Arts; and Dr. Heather Norris is Dean of the Walker College of Business. All appointments are effective as of July 1st, 2016. The Dean of the College of Arts and Sciences has recently announced his return to the faculty. Mr. Blackburn announced that another search would commence in Fall 2016.

Faculty Handbook Revisions

Dr. Sue Edwards, Interim Vice Provost for Academic Affairs, summarized Faculty Handbook changes that were approved by the Faculty Senate, Provost and Chancellor. There are 17 changes to the handbook. The Academic Affairs Committee approved these changes (Exhibit A-1).

Upon motion duly made and seconded, the handbook revisions were approved by the Board as presented.

Presentation on Analytics from Academic Affairs

Chair Adcock recognized Provost Darrell Kruger for an introduction of an Academic Affairs collaborative project between three areas: Information Technology Services, Enrollment Management and Institutional Research and Planning, namely Cathy Bates, Rachel Serrano, Susan Davies and Heather Langdon. Provost Kruger stated that the Information Analytics Program is a collaborative program to design, implement and manage information analytics and a data warehouse to support the university's need for data-driven decision making in daily operations and strategic planning. Presenters Susan Davies and Heather Langdon were recognized, and provided more detail on the data-driven program.

REPORT FROM THE BUSINESS AFFAIRS COMMITTEE: Chair Adcock recognized Mr. Donald C. Beaver, Chair of the Business Affairs Committee, for this report. Mr. Beaver presented the following:

Write-off of Uncollectible Accounts

Mr. Beaver, on behalf of the Business Affairs Committee, recommended approval of the write-off of uncollectible accounts for the university in the amount of \$471,631.52. and for New River Light and Power Company in the amount of \$4,837.77. The Committee's recommendation was approved. It was noted there was one "no" and twelve "yes" votes. (Exhibit B-1)

Update of Parking and Traffic Manual

Mr. Beaver reported that there were changes in the dates and payment of fees. Appalachian is now offering part-time and full-time employees an option to have a monthly deductible to pay parking fees. Mr. Beaver stated that the Business Affairs Committee requested that the Board approve the update in the parking and traffic manual. A motion was duly made and seconded, and the recommendation was approved. (Exhibit B-2)

Millennial Campus Expansion Proposal

Mr. Beaver reported that the expansion refers to a parcel of land at the Kidd Brewer Athletics Stadium, the stadium parking lot, the practice facility, the softball stadium, the tennis courts and the adjoining tracts within the boundaries of Rivers Street and Bodenheimer Drive, and both sides of Stadium Drive. He explained that State law authorizes the University of North Carolina Board of Governors to designate real property to be held by, or to be acquired by, the institution as a millennial campus for the institution. The institution must show that it has the administrative and fiscal capabilities to create and maintain a millennial campus, that the campus will enhance the university's research, teaching and service missions, and that it will provide economic development opportunities for the region served by the institution. The university could take

advantage of public-private partnerships made possible by this millennial campus designation. Mr. Beaver stated that the Business Affairs Committee recommended this millennial campus designation be approved. The recommendation was approved. (Exhibit B-3)

Mobile Phone Rooftop Equipment Lease

Mr. Beaver introduced a proposal to revise a lease for New Cingular Wireless (subsidiary of AT&T) to rent rooftop space for mobile telephone transmission equipment. The State Property Office has negotiated terms for a new ten-year lease agreement and is requesting Board of Trustees approval prior to submitting this recommendation to the Council of State. The recommendation was to authorize this submission of the proposed new lease, subject to further negotiation by the Chancellor or her designee in coordination with staff of the State Property Office. The Business Affairs Committee recommended approval of this action. The recommendation was approved.

REPORT FROM THE STUDENT DEVELOPMENT COMMITTEE: Chair Adcock recognized Ms. Susan M. Branch, Acting Chair of the Student Development Committee, for this report. Ms. Branch reported that the committee had no action items and four informational items. The following items were discussed.

- Jalyn Howard, President of the Student Government Association and Kendrick Dawson, Vice President of the Student Government Association, presented the platform they ran on during their campaign for the 2016/2017 academic year;
- Eddie Simmons, Associate Director of University Recreation, along with two students, Lee Pinkham and Riley Dickson, reported on University Recreation's mission, programs and participation, and use of the facilities. During the 2015/2016 UREC provided programs to over 925,172 participants and employed 712 students.
- Peggy Eller, Founding Director of the Child Development Center, was recognized for her contributions to the University and High Country Community over the past 28 years. She is retiring on June 30th, 2016.
- Leroy Wright was acknowledged for his new role as Interim Vice Chancellor for Student Development. He will serve as Interim until a national search which will begin in the fall is completed.

REPORT FROM THE AUDIT COMMITTEE: Chair Adcock recognized Mr. Charles V. Murray, Chair of the Audit Committee.

Mr. Murray stated that the University of North Carolina Board of Governors requires that the Office of Internal Audits at each university develop and implement an annual audit plan based on consideration of risk and internal control deficiencies. The Audit

Committee and the full Board must also approve this plan. There was a review, discussion and approval of the 2016/2017 Internal Audit Plan by the Audit Committee. The Audit Committee submitted the 2016/2017 Internal Audit Plan to the full board. Upon the committee's recommendation, the 2016/2017 Internal Audit Plan was approved as presented.

Mr. Murray reported that several internal audits were reviewed and discussed this quarter.

- Gear Up is a federally funded program designed to increase the number of students who are prepared to enter college immediately after high school. There were no reportable findings.
- The procurement card review in conjunction with a request from Materials Management. A single cardholder's transactions were reviewed. Recommendations were made to comply with the "\$1,500 per transaction threshold" as per the P-Card policy and to follow the excise and sales tax policy.
- Review of compliance with the Fixed Asset Policy 501.19, with no reportable findings.
- The annual athletics audit with no reportable findings.
- Quarterly reviews were conducted in the areas of travel disbursements, fixed assets, foundation expenditures and fund reconciliations.
- Monthly reviews were done in connection with removal of access for terminated employees.
- Quarterly reviews:
 - The travel review resulted in a recommendation for the traveller to reimburse the University for excess travel expenses claimed.
 - Recommendations were made regarding the location of eight fixed assets.
 - Fund reconciliation review indicated that proper supporting documentation should be completed for fund reconciliations in accordance with policy.
 - No other significant findings to report.
- The Office of Internal Audits provided an update on its annual quality assurance and improvement program. An update was provided on the completion and progress. No findings to report.

Mr. Murray indicated that this concluded the report from the Audit Committee.

REPORT FROM THE ATHLETICS COMMITTEE: Chair Adcock recognized Mr. James M. Barnes, Chair of the Athletics Committee, who gave a report on the Committee's meeting held on Thursday, June 22nd, 2016 and presented the following

items:

Presentations from two student athletes: Women's Basketball team and the Men's Basketball team. Both gave insight to the teams' recent seasons and transformational experiences as student athletes. Both were applauded for excellence.

Presentation from Athletics Director, Mr. Doug Gillin, who gave a range of Athletics updates to the committee. Mr. Gillin discussed searches for two head coach vacancies currently in progress, which include Women's Tennis and Men's Baseball Coach. The candidate profiles for both positions were discussed with the committee.

Athletics financial updates, including fund raising and the 2016/2017 Athletics Department budgets were also discussed. There was an update on potential facility projects and enhancements. There was discussion around the upcoming University of Miami game and what that means to the community.

In closed session, the coaches' contracts were discussed but not ready to be voted on.

COMMENTS FROM CHAIR ADCOCK:

Chair Adcock made the following comments/announcements/reminders:

- The next Board of Trustees meeting will be held on September 22nd and 23rd, 2016.
- Appointment of the Nominating Committee:
 - Susan Branch, Chair, George Baldwin and Carole Wilson.

RECOGNITION OF GUNTHER DOERR: Chair Adcock recognized Chancellor Everts.

Chancellor Everts stated: I wanted to take this opportunity to recognize Gunther Doerr. Gunther leads our Public Safety area. Gunther is retiring August 1st, 2016. He has performed admirably in the role and will be missed. Please join me in recognizing Gunther's service to our university. [Applause]

CLOSED SESSION: Chair Adcock announced that he would entertain a motion that the Board convene in closed session. Chair Adcock recognized Trustee Alice Roess and asked that everyone be excused with the exception of Trustees, Chancellor, General Counsel, Vice Chancellors, Debbie Covington and Recording Secretary, Leonie Kruger.

Upon motion duly made, seconded and approved, the Board convened in closed session to:

1. prevent the premature disclosure of an honorary award or scholarship. [N.C.G.S. § 143-318.11(a)(4)];
2. consult with its attorney, to protect the attorney-client privilege. [N.C.G.S. § 143-

- 318.11(a)(3)];
3. discuss matters relating to the location or expansion of business in the area served by this body. [N.C.G.S. § 143-318.11(a)(4)];
 4. establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract. [N.C.G.S. § 143-318.11(a)(5)]; and
 5. consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or prospective public officer or employee. [N.C.G.S. § 143-318.11(a)(3)]

PUBLIC SESSION RECONVENED: Upon motion duly made, seconded and approved the Board reconvened in open session.

ADJOURNMENT: There being no further business, the meeting adjourned.

BRADLEY T. ADCOCK, Chair

By:



Leonie Kruger
Recording Secretary

**Chair Adcock, trustees and guests,
before I share a brief update about a
few of the exciting things happening at
Appalachian, I would like to let you
know that I have asked Leonie Kruger
to serve in the role of recording
secretary for this meeting. Thank you,
Leonie.**

**We have some new board members
with us today, so I would like to frame**

**my remarks with a short statement
about the vision of the university.**

**At Appalachian, we promote a spirit of
inclusion that inspires students,
faculty and staff to form relationships
well beyond graduation. Our students
and alumni think critically and
understand the responsibilities of
community engagement. I am
heartened by the passion of the
Appalachian Community and invite**

anyone to talk with me in person about the future of our great university.

Appalachian's identity is built on the university's tradition. Since inception, the university has had one vision – putting students first by providing access to a quality education.

Conceived by the Dougherty brothers over a century ago, this vision has been built upon by each successive chancellor. This tradition is important

to me, and I have worked to honor it by working with the entire Appalachian Community to continue building upon our distinctive identity and core values.

Ultimately, the reason our stellar faculty and staff come to work every day is to realize this vision, which can be summed up in one key phrase: we put students first, always, and together we are building a bright future.

**Yesterday was a great day for
Appalachian as we broke ground on a
new home for the Beaver College of
Health Sciences (and thank you, Anna,
for getting that story up on the
Watauga Democrat website before
5pm yesterday!) Again, I would like to
thank President and CEO Richard
Sparks, Appalachian Regional
Healthcare System and their Board of**

Trustees for their gift of the land for this new facility. Together, we will continue our great collaborative work in support of regional health care.

An Appalachian Summer Festival, celebrating its 32nd season, has risen in stature to become one of the nation's most highly respected summer festivals. With an audience of 27,000, the festival has been named one of the "Top Twenty Events in the

Southeast” by the Southeast Tourism Society. I hope you will be able to take in some of the stellar offerings this summer.

July 18-20, Appalachian hosts the 5th Appalachian Energy Summit. The annual energy leadership gathers colleagues from UNC’s 17 campuses and many colleges and universities from across the country. The summit is a one-of-a-kind event that convenes

academia, industry, and students in a transformational effort that is truly delivering meaningful ecological, financial and social benefit. This year's keynote speaker is internationally acclaimed author and environmentalist Bill McKibben.

As we began the academic year in August 2015, I charged our campus with implementing 14

recommendations from the

Chancellor's Commission on Diversity.

Over this year we made great progress on supervisor training, implementing a Bias Incident Response Team, creating mentoring programs, and other initiatives that support the recruitment and retention of a diverse community of students, faculty and staff. While there is much to do, our community is committed to supporting diversity because it makes our campus

better and that difference ripples out to our community, state and beyond.

In addition, we fulfilled an earlier recommendation from the commission when we brought Dr. Willie Fleming back to Boone as our Chief Diversity Officer. Dr. Fleming comes to Appalachian from Gardner-Webb but has a deep connection and history with our campus. Willie is an Appalachian alumnus and a former minority

student advisor and director of African-American Students, founder of the Appalachian Gospel Choir and the Black Student Association, and a founding member of the Black Faculty and Staff Association. Fleming also was instrumental in bringing Black Greek Life to Appalachian and was a charter member of the Pi Nu Chapter of Alpha Phi Alpha Fraternity. He has remained actively connected with alumni and the Willie C. Fleming Endowment Fund

was established in 2011 to support qualifying first year students who demonstrate a desire to promote cultural diversity and a verifiable need. Willie will be partnering with Bindu Jayne and together they will continue to focus on these very important initiatives.

Today is Vice Chancellor Susan Pettyjohn's last trustee meeting and I would like to recognize her tireless

dedication to Appalachian and our students, faculty and staff. Susan provided leadership for the most successful campaign in Appalachian's history and her efforts have put our university in a stronger position to meet our mission. I would also like to recognize Interim Vice Chancellor for Student Development Leroy Wright. With more than 18 years experience in student affairs administration, Wright received a bachelor's degree in human

resource management and a minor in multicultural relations from Ferris State University and his master's degree in counseling from Northern Arizona University. Most recently, Wright served as the dean of student life for 10 years at Ferris State University in MI after serving as an assistant director of housing and residence life for 4 years. Leroy brings a wealth of experience in multiple areas of student affairs.

We have a few additional leadership announcements that you most likely read about yesterday. Randy Edwards will be serving in the role of interim Vice Chancellor of Advancement. Randy will supervise development operations, the Appalachian State University Foundation, Inc. and Alumni Affairs and Annual Giving. He will continue to supervise Auxiliary Services, University Sustainability, Small Business and Technical

**Development Center and New River
Light and Power until the new Vice
Chancellor of Business Affairs begins
work on campus.**

**Debbie Covington will serve in the role
of Acting Chief of Staff and Director of
Marketing for the University.**

**University Communications will report
to Debbie.**

**Hank Foreman will take on new
responsibilities as both Senior
Associate Vice Chancellor for Arts and**

Engagement and Special Assistant to the Chancellor for Strategic Initiatives. These leadership changes leverage the expertise of these individuals while producing budget savings during this time of transition. The enhanced emphasis on university marketing and the arts directly supports our vision of creating a transformational educational experience for our students. Students are at the heart of what we do and we will do a better job

**in telling the story of who we are off
the mountain.**

**Because students are our focus, I'd like
to share just a few accolades garnered
by our students in recent months:**

- **Sixty-one Appalachian State
University undergraduates
representing 25 different academic
departments presented their
research at the 30th Annual**

**National Conference on
Undergraduate Research at UNC
Asheville.**

- **Two-hundred and twenty-two students were named to the athletics department's academic honor roll for the 2016 spring semester. Those honored included 143 student-athletes and 35 student athletic trainers, managers, cheerleaders and support staff. To**

be included on the academic honor roll, a student must have a 3.25 or higher semester GPA while enrolled in a minimum of 12 hours.

- **Six new Wilson Scholars were chosen for Appalachian's most prestigious full-ride scholarship, making the total number of recipients of this scholarship, which emphasizes academic excellence, leadership and service,**

14. The scholarship is now in its third year and these students are having a tremendous positive effect on our campus.

Our campus is strong and vibrant and

boldly moving towards a bright future.

I thank each of you for your dedication

and commitment and for all you do

every day for our university. Mr. Chair

this concludes my remarks.

Faculty Handbook
Revisions for 2015-2016

Prepared for Provost and Executive Vice Chancellor
Darrell Kruger by
Sue Edwards, Interim Vice Provost for Faculty Affairs
Kathy Ray, Executive Assistant, Academic Affairs

June 6, 2016

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Black = Existing *Handbook* language
Blue = Proposed New *Handbook* language
Red = Notes

Faculty Handbook **Revisions for 2016**

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and approvals by the Provost during the academic year 2015-2016.

Item 1: 3.4 Primacy of Academic Governance over Academic Curriculum and Instruction

3.4.2 Primacy of Academic Governance over Academic Curriculum and Instruction – Approved by Faculty Senate on April 11, 2016

Explanation: New language to reflect changes to the Academic Governance Handbook.

3.4.2 Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee by any of the following:

- a. Department, program, college or school
- b. Faculty Senate
- c. Student Government Association
- d. Graduate Student Association Senate
- e. Council of Deans
- f. Council of Chairs

Item 2: 3.12 Emeritus Status

3.12 Emeritus Status – Approved by Faculty Senate on March 14, 2016

Explanation: Language was included to allow faculty who resign due to a long-term disability to be eligible for nomination to Emeritus status.

3.12 Emeritus Status

Emeritus faculty status may be awarded to honor a faculty member who is retired or resigns due to a long-term disability and has had a distinguished professional career and has made significant contributions to Appalachian State University. Successful candidates for consideration to the emeritus rank will have:

- (1) permanent tenure and at least ten years of full-time employment at Appalachian State University prior to retirement/long-term disability resignation. The emeritus rank is that held at retirement/ long-term disability resignation; and
- (2) a consistent record of quality performance as demonstrated by one or more of the following:

- (a) a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;
- (b) a recognized record of outstanding teaching and educational contributions; and
- (c) evidence of significant service to the University and to the respective discipline.

3.12.1 Emeritus Status Procedure

The candidate initiates application for emeritus status no later than September 15 in the year of consideration. A letter will be submitted to the departmental promotion and tenure committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member’s achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair.

The department chair will forward his/her recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her review will forward his/her recommendation as well as the recommendations of the other reviewing individuals/bodies to the chancellor by February 15. Upon approval of the chancellor, the provost and executive vice chancellor will submit the candidate’s documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus rank has been approved by the Board of Trustees are notified promptly. The chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the chancellor upon official notice of the faculty member’s full retirement/long-term disability resignation from the University, i.e., at the end of any phased retirement service period, upon immediate, full retirement, or upon documentation of resignation due to long-term disability.

Item 3: Correction of typographical error in 3.13

3.13 Special Faculty Appointments – 3.13.2 – Approved by Faculty Senate on March 14, 2016
Explanation: Corrected typo (Article I to Article II of the Faculty Constitution) in 3.13.2.

3.13.2 Faculty members who are appointed as visiting faculty members, adjunct faculty, lecturers, artists-in-residence, writers-in-residence, practitioners-in-residence, executives-in-residence, clinical faculty, research faculty, postdoctoral fellows, or other special categories are regarded as “special faculty members” for purposes of the University Code. Such appointments are non-tenure-track appointments. Prior to appointment or reappointment, the credentials of candidates for Special Faculty appointments will be reviewed by the departmental personnel committee (see Section 4.1.3.1). Among special faculty, only Lecturers or Senior Lecturers have unit or university voting rights as specified in Article II of the Faculty Constitution.

Item 4: Clarification of Functions of Departmental Personnel Committees

Section: 4.1.3 Functions of Departmental Personnel Committees – Approved by Faculty Senate on March 14, 2016

Explanation: Clarified language referring to non-tenure eligible positions and to types of recommendations.

4.1.3.1a reviewing the credentials of all applicants for new or vacant non-tenure eligible positions including special faculty appointments, interviewing selected candidates, and making a recommendation to the chair of two or more qualified persons to fill the position (except in the case of special faculty appointments or when circumstances make only one candidate acceptable), and through the chair to the dean and the Provost and Executive Vice chancellor. The personnel committee may or may not submit nominations in rank order of preference. Search committees may be established to assist or supplant the departmental personnel committee in performance of these functions (see SEARCH COMMITTEE section 4.1.9). Each member of a search committee shall be subject to the same confidentiality obligations that apply to departmental personnel committees.

4.1.3.1b reviewing all non-tenure eligible and special faculty (see sections 3.13-14) and making recommendations regarding appointments, reappointments and promotions. The committee shall make a recommendation to the chair, who in turn shall make a recommendation to the dean; the dean will make a recommendation to the Provost and Executive Vice Chancellor and make known to the Provost and Executive Vice Chancellor the recommendation of the chair concerning the future employment of such faculty. The recommendations described above shall be accompanied by the results of the departmental personnel committee's vote, supporting material, and all documents submitted to the committee.

Item 5: 4.1.6 Composition of Departmental Promotion and Tenure Committees

4.1.6 Composition of Departmental Promotion and Tenure Committees – Approved by Faculty Senate on March 2, 2015

Explanation: Addition of 4.1.6.4 clarifying that tenured faculty members on OCSA or FMLA may serve on PTC.

4.1.6.4 – Tenured faculty members on OCSA or Family and Medical Leave are not required to serve on the PTC while on full paid or unpaid leave (6.2.3.3). However, they are eligible to serve should they decide to do so.

Item 6: 4.1.9 Search Committees

4.1.9 Search Committees – Approved by Faculty Senate on March 14, 2016

Explanation: Added clarification on regulations and functions of search committees.

4.1.9.1 The composition, functions and procedures of search committees for tenure track faculty as outlined in this section of the *Faculty Handbook* are the official guidelines for these committees and must be followed in all cases (NOTE: The departmental personnel committee reviews the credentials of all applicants for new or vacant special faculty appointments set forth in Section 4.1.3.1. Departmental Chair Search Committees are governed by Section 4.13.4) The provost and executive vice chancellor shall be responsible for seeking interpretations of any relevant regulations or policies. (See 4.13.4 for information on Departmental Chair Search Committees.) In accordance with the guidelines outlined here, departments shall establish a standard method for creating search committees. Each department shall determine the size and membership of the committees. In all cases, no reviewing group or persons may substitute their judgment for that of a search committee on matters relating to the professional qualifications of the individual involved, i.e., the individual's ability to fulfill adequately the professional requirements of the position. In cases where search committees make recommendations to hire a candidate for a tenure track open-ranked position the departmental promotion and tenure committee shall determine the candidate's recommended rank. If this is a joint appointment, at this time the "base" departmental unit of the faculty member must be determined in order for the base department's promotion and tenure committee to determine the candidate's recommended rank (see section 3.10).

4.1.9.2 Functions of Search Committees

The search committee is responsible for reviewing ASU Policy Manual 601.8 "Hiring of EHRA Employees," as this policy may be amended from time to time. After the department has determined the general responsibilities for a faculty vacancy, the search committee shall prepare or review the job announcement, which contains minimum and preferred qualifications and shall develop selection criteria based on the position requirements. In accordance with ASU PM 601.8, the search committee shall oversee all aspects of advertising the position and receiving applications; review all applications; conduct reference checks and preliminary interviews; and schedule and conduct on-campus interviews. Whenever possible, the search committee shall recommend at least two candidates for hire and may provide a ranked list of the candidates. Confidentiality shall be maintained throughout the search process, including, but not limited to, the identity of applicants, submitted application materials, reference checks, interviews, committee discussions and deliberations, short list determinations, and final offers. Information gathered during the search process shall not be shared with others in the department or unit who do not serve on the search committee without written permission from the applicants. Search committee members should not engage in discussions about the applicants or the submitted application materials outside the confines of a search committee meeting which is "the only legally-privileged

setting for discussion of confidential information related to a search". (Quoted from ASU PM 601.8 section 4.5.3.)

4.1.9.3.a All meetings of search committees, involving deliberation, shall be held face-to-face or by appropriately secure digital communication on campus. Every member of an academic department must be notified in writing of all meetings and agenda items of the search committee. The announcement should clearly state the time and place of the meeting and it should become a part of the search committee's records. All department members who so desire may present their views before the committee. (Present 4.1.9.2)

4.1.9.3.b The minutes of the search committee should record all persons in attendance at the meeting and all members absent. A record should be kept of each personnel action considered; however, this should not include individual comments. All personnel actions shall be determined by anonymous paper ballot votes. The written record should state that the search committee formally considered the personnel action. The minutes should show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee. All motions must be phrased in the affirmative. (Present 4.1.9.3)

4.1.9.3.c All minutes of search committee action must be approved and, if necessary, modified by a majority of the assembled committee. Such action will normally take place at the next meeting of the committee except that, following the last meeting of the committee in a given academic year, the recorder shall be responsible for gaining the approval of the minutes from the voting members of the committee. (Present 4.1.9.4)

4.1.9.3.d A file of all minutes of the search committee shall be maintained with the search committee file (see ASU Policy Manual 601.8, Section 4.10.) In addition, the paper ballots for each vote should be kept in sealed, labeled and dated envelopes with the search committee file. Nothing in these guidelines shall violate the confidentiality of the search committee minutes. (Present 4.1.9.5).

Item 7: Change to Submission of the Portfolio for Tenure and/or Promotion

4.4.8 Submission of the Portfolio for Tenure and/or Promotion – Approved by Faculty Senate on March 14, 2016.

Explanation: The change was made to clarify that vote justification forms are to be included with recommendations sent forward to the Office of the Provost.

4.4.8 The dean of the college/school shall forward his or her recommendation (with reasons for that recommendation) with the dossier, including any vote justification forms, to the provost and executive vice chancellor. The faculty member shall get a copy of this letter at the time the dossier is forwarded to the provost and executive vice chancellor.

Item 8: 6.2.3 Other Adjustments of Employment Obligations

6.2.3.4 (Independent Study) and 6.2.3.5 (Individual Study) – Approved by Faculty Senate on April 11, 2016

Explanation: Addition of new language – moved this language from the Academic Governance Handbook to the Faculty Handbook.

6.2.3.4 Independent study

Independent study is the term applied to the study of a subject not listed in the regular curricular offerings. Under the independent study program, a student designs a project and then individually pursues the study under the auspices of qualified faculty member who serves as a consultant for the student during the course of the study. The student must be either degree seeking, working toward teacher licensure or have special permission from the dean. In all cases, permission from the departmental chair (in which the course is offered) will need to be secured. The vehicles for this are course numbers 2500, 3500, 4500, 5500, 6500 and 7500 depending on the level of the student. For information on independent study, students should consult the chair of the department in which the independent study is to be done.

Each student seeking approval for an independent study will petition the appropriate faculty member and seek their consent to supervise the independent study, typically through an oral prospectus. If the faculty member agrees to supervise the student, a written prospectus will be drawn up by the student and presented to the departmental chair. If the chair approves, she/he will determine the amount of credit and authorize the registration for the independent study. The dean of the college involved must endorse the chair's authorization. Registration for the course will be done during the registration period, and grades will be reported in the regular way at the end of the semester in which the project is completed.

The faculty member who supervises an independent study receives teaching hour credit on the following basis: for each semester hour of undergraduate independent study supervised by a faculty member, the faculty member will receive one-twelfth teaching hour credit; for each semester hour of graduate independent study supervised by a faculty member, the faculty member will receive one-sixth teaching hour credit.

The departmental chair will maintain a record of the work done by faculty members in the chair's department in supervising students in this category and when the faculty member has accumulated sufficient credits for a teaching load reduction, such a reduction will be given in some term of the regular academic year. It must be understood that the needs of students come first, and it may not always be possible to arrange for the reduced load in the term which the faculty member requests it. Also, it must be understood that the reduction in load can only be claimed during one of the regular terms of the academic year and cannot be claimed during the summer term.

With the approval of the instructor, the departmental chair, the dean of the college, and the Dean of Graduate Studies and Research, graduate students who have been admitted to candidacy and who have filed their Program of Study may register for independent study in their major field.

Students registered for independent study must be scheduled for regular conference periods at least weekly. No more than six semester hours of independent study may be applied toward a graduate degree, and no more than twenty-five percent of the student's degree program may be taken in a combination of selected topics and independent studies.

6.2.3.5 Individual study

Individual study is the pursuit of a regularly listed course by a student without attending classes on a regular basis. The student must be either degree seeking, working toward teacher licensure or have special permission from the dean. In all cases, permission from the departmental chair (in which the course is offered) will need to be secured. The student seeking approval for an individual study will petition the appropriate faculty member and seek their consent to supervise the individual study, typically through an oral prospectus. If the faculty member agrees to supervise the student, the student and faculty member will work out the method of study, then permission from the departmental chair is secured. The grade for the course will be submitted to the Registrar in the regular way at the end of the semester in which the project is completed.

The usual limitations on academic load apply to the student's total load, including the load in regular classes and work taken individually.

If a faculty member supervises a student in individual study of a course at a time when the faculty member is teaching that course as a part of her/his regular assignment, then the faculty member will receive one-twenty-fourth teaching hour credit for that supervision. If a faculty member supervises a student in individual study of a course at a time when she or he is not teaching that course, then for each semester hour of individual study supervised by the faculty member, the faculty member will receive one-twelfth teaching hour credit.

The departmental chair will maintain a record of the work done by the faculty members in the chair's department in supervising students in this category and when the faculty member has accumulated sufficient credits for a teaching load reduction, such a reduction will be given during one term of the regular academic year. It must be understood that the needs of the student come first, and it may not always be possible to arrange for the reduced load in the semester in which the faculty member requests it. Also, it must be understood that the reduction in load can only be claimed during one of the regular semesters of the academic year and cannot be claimed during the summer term.

Item 9: 6.12 Final Grades

6.12.1.1 Grade Reporting and 6.12.2 Changing Grades– Approved by Faculty Senate on April 11, 2016

Explanation: 6.12.1.1 contains new language that was taken from the Academic Governance Handbook, and 6.12.2 is a title change from Changing Grades to Grade Changes

6.12.1.1 Grade Reporting (Faculty Absence/Incapacitation)

In all circumstances, except those stipulated below, the grades recorded shall be those assigned by the faculty member (instructor of record). Any action taken by the university to withhold transcripts for any reason shall not involve any changes in the recorded grade.

In the event that a faculty member has not turned in a grade or grades on time, and if the faculty member cannot be located, an interim grade of "NR" (Grade Not Reported) will be assigned by the Registrar's Office. If a graduating student is involved, the departmental chair may, with the concurrence of two other departmental faculty members, assign a grade.

In the event that a faculty member becomes incapacitated prior to the time grades should have been assigned, the departmental chair, along with two other departmental faculty members, shall jointly decide the action to be taken.

6.12.2 Grade Changes

Faculty members should exercise extreme care in evaluating students and in reporting grades. A faculty member must secure the form for changing a grade in the departmental office. All grade changes are subject to review by the dean of the college/school. A legitimate reason for all grade changes is required. Except for changes for I (incomplete), the only permissible reason for a grade change is an error on the part of the faculty member in computing or in reporting the student's grade.

Item 10: Changes to Admissions Committee Faculty Handbook Section 7.3.4.2

7.3.4.2 Admissions Committee – Approved by Faculty Senate on November 9, 2015

Explanation: This section was amended to exclude University College from the Admissions Committee due to reorganization.

7.3.4.2 Admissions Committee

(a) Members on Committee: 13 members consisting of 7 faculty, with one representing the School of Music and with representation from at least three of the following colleges and schools: Arts & Sciences, Fine & Applied Arts, Business, Education, Health Sciences, Honors College; 3 staff representatives, one from each of the following units: Learning Assistance Program Student Athlete

Services, Office of Disability Services, Student Development; and, 3 undergraduate students. The Associate Vice Chancellor for Enrollment Management and the Director of Admissions shall serve as ex officio non-voting members. The Associate Vice Chancellor for Enrollment Management will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

(b) Report to: The provost and executive vice chancellor for policy recommendations and the Director of Admissions for appeals recommendations.

(c) Areas of Responsibility: Establish and verify implementation of the policies governing admissions of undergraduate students. Functioning as a sub-committee of the Admissions Committee, the Admissions Review Committee serves as an appeals board for admission cases. This sub-committee includes the faculty and staff of the Admissions Committee, plus the Senior Associate Director of Admissions who will cast a vote in case of a tie.

Item 11: Changes to the Awards Committee

7.3.4.4 Awards Committee – Approved by Faculty Senate on March 14, 2016

Explanation: This section has been amended to exclude University College from committees and councils due to reorganization.

7.3.4.4 Awards Committee

Members on Committee: 19–15 faculty (3 from Arts and Sciences, 2 from Business, 2 from Education, 2 from Fine and Applied Arts, 2 from Music, 2 from College of Health Sciences, and 2 from the Library); 2 staff; and 2 students (one undergraduate and one graduate). Faculty composition can be any faculty, including adjunct and part-time. In the event a member of the committee wishes to seek an award, an alternate from her/his area will be recommended to the Faculty Senate by the Committee on Committees to serve for the duration of the awards process. The chair of the Faculty Senate or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee;

Item 12: Graduate Academic Policies and Procedures Committee

7.3.4.8 Graduate Academic Policies and Procedures Committee – Approved by Faculty Senate on March 14, 2016

Explanation: Additional language was included to ensure that proper approvals were received at the department and college level before submitting proposals to the Graduate Academic Policies and Procedures Committee.

7.3.4.8 Graduate Academic Policies and Procedures Committee

- (a) All proposals originate within the program and are approved by both the department and the college review committee prior to submission to the Graduate Academic Policies and Procedures Committee.

Item 13: University Scholarships Selection Committee

7.3.4.16 University Scholarships Selection Committee – Approved by Faculty Senate on April 11, 2016

Explanation: This committee has been reorganized to ensure adequate representation of faculty across the colleges.

University Scholarships Selection Committee (USSC)

Members on Committee: 22 members consisting of 14 faculty (at least two from each of the five degree-granting colleges and at least one each from the School of Music and the Library), 4 staff (engaged in student development) and 4 graduate students. Each member will serve a three-year term. The Director of University Scholarships shall serve as ex officio non-voting member. The Associate Vice Chancellor for Enrollment Management will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The committee reports to the Provost and Executive Vice Chancellor
Areas of Responsibility: Define assessment criteria, review scholarship applications and identify award recipients for selected academic scholarships administered by the office of the Associate Vice Chancellor for Enrollment Management.

Item 14: Tuition Appeals Committee

7.3.4.13 Tuition Appeals Committee – Approved by Faculty Senate on April 11, 2016

Explanation: This committee’s responsibility has been restructured to cover both appeals for tuition surcharge and refunds. The committee has expanded to include a greater number of faculty.

Tuition Appeals Committee

Members on Committee: 7 members consisting of 4 faculty and 3 staff. The four faculty shall represent four different colleges. The three staff shall represent the Learning Assistance Program, Office of Financial Aid, and Office of Transfer Services. The Registrar and University Treasurer shall serve as ex-officio members. The Associate Vice Chancellor for Enrollment Management and Associate Vice Chancellor for Business Affairs will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The committee reports to the Provost and Executive Vice Chancellor.

Areas of Responsibility: Review and make decisions on appeals for tuition surcharge and tuition and fee refunds based upon evidence of “Other extraordinary hardship—“Hardship of any kind which, despite responsible handling, resulted in the substantial disruption or interruption of the student’s pursuit of a degree.

Item 15: Changes to the University Research Council

7.5.21.3 University Research Council – Approved by Faculty Senate on March 14, 2016

Explanation: This section has been amended to exclude University College from committees and councils due to reorganization.

7.5.21.3 The elected members of the University Research Council shall be composed of twelve (12) faculty members:

College of Arts and Sciences: one Arts and Humanities member, one Social Sciences member, and one STEM member;

College of Business: one member;

College of Education: two members representing different departments;

College of Fine and Applied Arts: two members representing different departments;

College of Health Sciences: two members representing different departments;

School of Music: one member;

University Library: one member.

Item 16: Changes to the Intellectual Property Development Advisory Council

7.5.23 Intellectual Property Development Advisory Council – Approved by Faculty Senate on March 14, 2016

Explanation: This section has been amended to exclude University College from committees and councils due to reorganization.

7.5.23 Intellectual Property Development Advisory Council

- (a) Members on Council: 11-13 – Seven faculty will be recommended by the appropriate deans and will be appointed by the provost and executive vice chancellor as follows: one (1) faculty representative from each of the following University entities: College of Arts and Sciences, Walker College of Business, Reich College of Education, College of Fine and Applied Arts, Hayes School of Music, College of Health Sciences, and Belk Library and Information Commons. The Faculty Senate will appoint one additional voting member. All faculty will be voting members and will serve 3-year terms. One (1) representative each from Research and Graduate Studies and the Small Business and Technology Development Center will be voting members. A representative from the Office of General Counsel will advise the council upon request. The provost and executive vice chancellor may at her/his discretion appoint up to three (3) additional non-voting members, which may include non-ASU affiliated individuals. All members should be appointed based on her/his area of expertise and commitment to furthering the intellectual property development efforts of both the faculty and University;

Item 17: Name change from Academic Governance Manual to AP&P Manual

2.5 The Provost and Executive Vice Chancellor – Approved by Faculty Senate on April 23, 2016

Explanation: Name change from Academic Governance Manual to AP&P Manual.

2.5 The Provost and Executive Vice Chancellor

- (d) coordinating and supervising the publication of such documents as the University bulletins and companion bulletins, the *Faculty Handbook*, the *AP&P Manual*, and the schedules of classes and examinations.

6.15 Other Academic Policies and Procedures – Approved by Faculty Senate on April 23, 2016

Explanation: Name change from Academic Governance Manual to AP&P Manual.

6.15 Other Academic Policies and Procedures

For information on academic policies and procedures not covered in this document, refer to the *AP&P Manual*; the *Undergraduate Bulletin*; the *Graduate Bulletin*; the *Appalachian State University Code of Student Conduct and Academic Integrity*; and other appropriate university publications.

Appalachian State University
June 2016 Board of Trustees

Handout to Accompany Analytics Preview Demonstration

Information Analytics Program: A collaborative program to design, implement and manage an information analytics and data warehouse to support the University's need for data driven decision making in daily operations and strategic planning.

Appalachian Analytics Phase 1 Student Data Project Sponsors

- Information Technology Services (ITS)
- Institutional Research, Assessment, and Planning (IRAP)
- Enrollment Management

Implementation and Training Approach to infuse skills across campus

- Enrollment Management, IRAP and ITS led data validation work within the system to build early proficiency for key users.
- Engaged Advisors, Associate Deans, Academic Chairs and super users in departments in cohort training to build early proficiency across key areas of campus prior to go-live.

Analytics Implementation Timeline for Student Data module

- Fall 2013
 - Director of Information Analytics hired
- 2013-14
 - Analytics product research and RFP
- Summer 2014
 - Blackboard Analytics Student data module purchased
- Fall 2014
 - Analytics Committee established under IT governance structure
 - Blackboard Analytics implementation began
 - Platform installation
 - Staff training
 - Data validations and customization
- Fall 2015
 - First class of App State super user training on Pyramid reporting tool
- Spring 2016
 - Second class of App State super user training on Pyramid reporting tool
 - Demonstration for Provost
- Summer 2016
 - Product purchased to enhance metadata
 - Preview Demonstration to Board of Trustees
 - Rollout to campus

Write off Uncollectable Accounts - University Treasurer/ Student Accounts

The write off of uncollectable accounts in excess of \$1,000 requires board action by the Board of Trustees. All attempts to collect these accounts have been exhausted. The administration is seeking approval to write-off the accounts attached.

	2016	2015	\$ Variance	% Variance
Tuition	115,151.72	124,425.44	(9,273.72)	7.45%
Fees	42,058.80	43,528.55	(1,469.75)	3.38%
Financial Aid	154,456.73	155,853.43	(1,396.70)	0.90%
Late Fees/ Interest	77,663.53	85,617.79	(7,954.26)	9.29%
Library	802.00	3,453.50	(2,651.50)	76.78%
Other State Funds	3,674.51	17,656.87	(13,982.36)	79.19%
Payroll	1,613.28	45,767.05	(44,153.77)	96.48%
Food Services	14,493.89	23,737.76	(9,243.87)	38.94%
Health Services	23,033.25	13,484.90	9,548.35	70.81%
Housing	27,208.53	47,163.95	(19,955.42)	42.31%
Bookstore	7,963.01	7,712.39	250.62	3.25%
Other Trust Funds	3,512.27	4,902.16	(1,389.89)	28.35%
	471,631.52	573,303.79	(101,672.27)	17.73%

Total University and Student Accounts

\$ 471,631.52

University and Student Accounts

Seq#	Total Due
1	5,257.53
2	3,562.94
3	2,144.62
4	3,879.58
5	3,269.18
6	2,454.37
7	2,977.33
8	1,143.48
9	2,786.79
10	8,172.64
11	5,839.18
12	1,227.55
13	20,710.20
14	4,763.34
15	2,639.21
16	11,497.82
17	1,753.49
18	6,153.79
19	2,269.64
20	5,131.92
21	1,078.23
22	1,681.66
23	6,917.50
24	1,689.48
25	1,957.65

Seq#	Total Due
26	7,091.37
27	1,866.28
28	8,215.97
29	4,189.06
30	5,616.33
31	1,892.19
32	3,839.57
33	2,337.07
34	1,052.69
35	7,898.79
36	1,113.30
37	1,351.53
38	1,060.41
39	4,034.73
40	2,698.81
41	3,412.12
42	1,393.59
43	2,922.79
44	1,807.70
45	1,010.16
46	2,190.07
47	10,691.14
48	1,106.06
49	5,164.12
50	2,398.99
51	1,332.93
52	10,219.20
53	1,513.65
54	1,504.28
55	1,496.23
56	1,112.23
57	7,876.75
58	4,571.34
59	9,742.84
60	6,702.45
61	4,478.57
62	3,981.80
63	1,153.59
64	4,995.94
65	3,647.56
66	1,428.95
67	2,704.39
68	4,521.90
69	2,090.90
70	1,027.55
71	3,380.94
72	2,944.74
73	2,038.81
74	3,975.16
75	7,773.03
76	2,565.84
77	7,895.43
78	1,759.81
79	1,304.90
80	3,194.71
81	3,624.82
82	1,116.95
83	1,682.24

Seq#	Total Due
84	1,761.41
85	2,722.50
86	1,277.28
87	1,580.86
88	1,040.90
89	3,755.19
90	7,743.83
91	5,344.81
92	1,672.89
93	5,354.77
94	9,576.37
95	2,329.43
96	9,880.71
97	4,358.56
98	4,740.13
99	7,493.08
100	1,695.77
101	2,354.23
102	2,452.85
103	8,969.02
104	1,278.29
105	3,493.01
106	7,565.68
107	1,395.96
108	3,651.95
109	6,526.08
110	1,355.93
111	5,455.81
112	2,561.63
113	5,099.69
114	2,293.16
115	1,079.92
116	2,702.51
117	2,380.00
118	3,771.30
119	1,596.92
120	7,198.26
121	1,575.47
122	2,916.44
123	3,643.53
124	1,311.00
TOTAL	471,631.52

Write off Uncollectable Accounts - New River Light and Power Company

Action is required by the Board of Trustees for the write off of uncollectable accounts in excess of \$1,000. The Administration is seeking permission to write off the following New River Light and Power Company accounts:

1	1464.85
2	1950.23
3	1422.69

Total New River Light and Power \$ 4,837.77

Appalachian State University Parking and Traffic Regulations

(Requesting date changes only.)

Effective August 15, 2016

University Parking and Traffic Department
461 Rivers Street, Suite A
Boone, North Carolina 28608
(828) 262-2878

FOREWORD

Welcome to Appalachian State University! The Parking and Traffic Department is responsible for providing parking services and traffic control for all faculty, staff, students and visitors to the campus. Management of the University's more than 6,000 parking spaces is accomplished through vehicle registration, as well as enforcement of the regulations set forth in this manual. These regulations are designed to enhance the safety and welfare of the entire University community.

Through the following resolutions, the Board of Trustees of Appalachian State University has adopted the regulations contained herein as official policy of the University.

BE IT RESOLVED THAT pursuant to authority vested in it by North Carolina General Statutes, Chapter 116, Article 1, Part 6, the Board of Trustees of Appalachian State University hereby repeals all prior actions authorizing Regulations Governing Parking, Traffic and the Registration of Motor Vehicles for Appalachian State University at Boone and on June 24, 2016 adopts and records in its proceedings the following Regulations Governing Parking, Traffic and the Registration of Motor Vehicles on the campus of Appalachian State University at Boone in lieu thereof. The regulations are intended only to supplement North Carolina General Statutes, Chapter 20, N.C. Motor Vehicle Laws, all provisions of which, under the terms of the law referenced above now apply to the campus of Appalachian State University at Boone except as provided in North Carolina General Statutes, Chapter 116, Article 1, Part 6. These regulations shall apply to and be in effect on all parts of the campus of Appalachian State University immediately; and be it

FURTHER RESOLVED, that the Office of Business Affairs shall be responsible for all physical arrangements, including implementation and installation of additional traffic control signs and signals on University property as deemed necessary; and be it

FURTHER RESOLVED, that copies of these regulations shall be filed in the Office of the President of the University of North Carolina and the Office of the Secretary of State of North Carolina.

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ARTICLE I – GENERAL REGULATIONS

- Section 1 DEFINITIONS: The definitions of all terms used in these regulations shall be those provided in Chapters 20-38 and other applicable sections of the General Statutes of North Carolina insofar as they are provided. The meanings of other terms shall be as follow:
- A. ACADEMIC YEAR: From the beginning of one fall semester to the beginning of the next fall semester.
 - B. CAMPUS: All properties belonging to Appalachian State University, including New River Light and Power, the Child Development Center, the holdings of the permanent Endowment Fund and all properties leased or controlled by the University.
 - C. CHANCELLOR: Chief Administrative Officer of Appalachian State University.
 - D. CROSSWALK: That portion of a roadway ordinarily included within the prolongation or connection of the lateral lines of sidewalks at intersections, or any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.

- E. **DIRECTOR OF PARKING AND TRAFFIC:** The person designated by the Vice Chancellor for Business Affairs to be responsible for enforcing the provisions of these regulations.
- F. **DORMANT STORAGE:** The parking of a non-operative motor vehicle for a period longer than seven days. State owned vehicles and privately owned motor vehicles displaying a current parking permit and parked in an area authorized by the displayed permit shall not be classified as dormant unless there is evidence that the vehicle is inoperative. Failure to display a current authorized state license plate classifies a vehicle as inoperative. Inoperative vehicles may be removed from the campus after seven days at the owner's expense.
- G. **FACULTY MEMBER:** Employees with faculty or equivalent professional status. (Graduate Assistants are not included).
- H. **IMMOBILIZATION (BOOTING):** The placing of a mechanical wheel lock (boot) on a vehicle to prevent movement of the vehicle.
- I. **INTERSECTION:** The area embraced within the prolongation of the lateral curb lines, or, if none, then the lateral boundary lines of two or more highways, streets or roadways, which join one another at any angle whether or not one such highway, street or roadway crosses the other.
- J. **LEGAL PARKING SPACE:** An area that has been clearly designated by pavement markings as a parking space.
- K. **NO PARKING AREA:** Any area not clearly designated by pavement markings as a parking space shall be considered a no parking area.
- L. **PARK:** The standing of a vehicle whether occupied or not.
- M. **PARKING AREA:** Any place or area set aside, marked or intended for the parking of vehicles, either permanently or temporarily.
- N. **PAY LOT:** Any parking lot or area where payment for parking is required based on the length of time the vehicle is parked. Pay lots may be operated by automated pay machines, meters or by attendants who collect the parking fees.
- O. **SIDEWALK:** Any area designated for or marked by proper authorities for the exclusive use of pedestrians.
- P. **STAFF MEMBER:** Any non-faculty employee paid by the state and employed at the University on a full or part-time basis.
- Q. **STOP:** When required, means complete cessation of movement of a vehicle.
- R. **STREET:** Any way or place designated or marked by proper authorities for vehicular travel.
- S. **STUDENT:** Any person registered with the University as a full-time, part-time, graduate or other special student. This does not include employees of the University who are in a full-time permanent position and subject to SPA or EPA guidelines.
- T. **TOWING:** The removal of a vehicle from the campus by a contracted towing firm at the vehicle operator's expense.
- U. **UNIVERSITY:** Unless otherwise provided, the word "University" throughout these regulations shall be interpreted to mean Appalachian State University at Boone.
- V. **VEHICLE:** Any device in, upon, or by which any person or property is or may be transported or drawn upon the campus, excepting devices moved by human power; the term motorcycle, motor bike, or motor scooter in these regulations applies to any two-wheeled or three-wheeled motor propelled vehicle.

W. VISITOR: Any person on the campus who is not classified as faculty, staff or student.

- Section 2 These regulations are in effect 24 hours a day, except as herein provided. Any revisions will be announced in official University publications.
- Section 3 **AUTHORITY:** The Chancellor shall delegate to the Vice Chancellor for Business Affairs the responsibility for administering the provisions of these regulations. The Vice Chancellor for Business Affairs shall designate the Director of Parking and Traffic to be responsible for enforcing the provisions of these regulations.
- Section 4 **LIABILITY:** Appalachian State University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on all University owned, leased or controlled property.
- Section 5 **PEDESTRIAN REGULATIONS:** Pedestrians have the right of way in crosswalks and on sidewalks at all times. Pedestrians should only cross streets at designated crosswalks.
- Section 6 **PROPERTY DAMAGE:** No person shall deface, injure or remove any signs or other equipment used for the purpose of parking and traffic control. Violators can face criminal charges as well as being referred to Student Judicial Affairs.
- Section 7 **SNOW EMERGENCY:** In order to provide for public safety the University Parking and Traffic Department shall have the authority during times of severe winter weather conditions to relocate a legally or illegally parked vehicle from one street or parking area to another in order to assist in snow removal.
- Section 8 **VEHICLE COVERS:** No person shall utilize any type of vehicle cover or sun shield which prevents full visibility of a properly displayed parking permit. It is the vehicle operator's responsibility to make any necessary alterations to the device to allow for the parking permit to be viewed from outside the vehicle.
- Section 9 **USE OF PARKING FACILITIES:** Campus parking areas are designated for vehicular parking only, and vehicles must be in compliance with the University's Facility Use Policy as it pertains to advertising. All other uses are prohibited, unless authorized by the Vice Chancellor for Business Affairs.
- Section 10 **VIOLATION OF REGULATIONS:** In addition to the criminal penalties set by North Carolina General Statutes, any person violating these regulations is subject to a civil penalty as set forth in this document. When a vehicle is found to be in violation of these regulations, it will be considered prima facie evidence that the vehicle was parked: (1) by the person holding a University parking permit for that vehicle; (2) by the person registered with the University for a parking permit displayed on that vehicle or (3) by the person on file as the vehicle's owner with the North Carolina Division of Motor Vehicles or corresponding agencies of another state or nation.

ARTICLE II – VEHICLE REGISTRATION

Individuals who park a motor vehicle between the hours of 7:00am and 5:00pm, Monday through Friday on University controlled property, for any period, however short, must immediately register their vehicle(s) with the University Parking and Traffic Department. Parking permits are not required from 5:00pm until 7:00am, Monday through Friday, and at all times on Saturday and Sunday, unless otherwise posted.

Several types of permits are available, dependent upon the category of the registrant. The University Parking and Traffic Department will provide the appropriate parking permit at the time of registration. Only one permit will be issued per faculty member, staff member or student, therefore persons wishing to register and operate multiple vehicles will be issued a hang tag permit that can easily be transferred between vehicles. A parking permit serves as permission to park and does NOT guarantee a parking space.

Section 1 PERMIT TYPES

- A. Hang Tag Parking Permits: Hang from rearview mirror, adhere to lower corner of front windshield on DRIVER'S SIDE, or adhere to dashboard directly above steering wheel, with numbers facing outward. Entire permit number must be visible from outside of the vehicle.
- B. Guest Parking Vouchers: Hang from rearview mirror or display on vehicle dashboard directly above steering wheel with writing facing outward. Entire permit must be visible from outside of the vehicle.

NOTE: In all cases, parking permits remain the property of the Appalachian State University Parking and Traffic Department and may not be resold or transferred to any person other than the original registrant. Display of a permit on any vehicle not registered to the permit is a violation of University policy.

Section 2 ELIGIBILITY FOR PERMITS

- A. Faculty/Staff Parking Permits: Persons eligible for this permit shall be faculty members and all permanent or temporary non-student employees. Categories are as follows.
 - Parking Deck Permit: Allows parking in the assigned deck, as well as all surface lots on campus.
 - General Permit: Allows parking in all surface lots on the campus.
 - Adjunct Faculty/Part-Time Staff: Persons eligible for this permit must be classified as adjunct faculty members, teaching 6 or fewer hours, or a part-time staff member working 20 or fewer hours per week. No one eligible for this reduced rate permit may be enrolled as a student. Documentation verifying this employment status must be

provided by the faculty or staff member's department prior to obtaining a parking permit. This permit allows parking in all surface lots on the campus.

- B. Student Parking Permits: All students registered for classes are eligible to apply for these permits. Assignments will be based on student classification and availability of space. These permits allow parking at all times in area(s) indicated on the permit, except during home football games.
- C. Evening Parking Permit: All students are eligible for this permit which allows parking on the campus after 2:00 p.m. in all student lots (Stadium, Hill Street, Greenwood, and State Farm).
- D. Reserved Space Permit: These permits are allocated only to persons with very extenuating circumstances. Requests for these permits require the approval of the Vice Chancellor for Business Affairs.
- E. Appalachian Heights/Appalachian Pan-Hellenic Hall/Mountaineer Hall: Persons eligible for these permits must be a resident of the complex.
- F. Disability Parking Permits: See Article IV
- G. Graduate Assistant Permits: Persons eligible for this permit must have a signed contract with the University. Parking lot assignment will be made at the time the permit is purchased.
- H. Vendor Permits: Persons eligible for this permit are not employed by the University, but yet are performing work on the campus. Any vendor requiring a parking space on campus must purchase and display a valid University parking permit.
- I. Retired Permits: All Appalachian State University retirees are eligible to apply for a complimentary campus parking permit. Verification of retirement status is required before a permit may be issued. However, employees who return to work are subject to the appropriate parking fees.
- J. Temporary Permits: These permits are to cover emergency situations subject to the approval of the Director of the Parking and Traffic Department.
- K. Special Permits: Certain cases may merit special parking consideration. In such cases, application shall be made by the individual at the Parking and traffic Department. No consideration will be given to situations involving off campus employment.
- L. Motorcycle Permits: See Article VIII
- M. Visitor Permits: Pay by the hour parking is available for visitors in the Rivers Street Parking Deck. In certain situations, visitors may be issued temporary permits for other areas of campus. Campus departments are eligible to purchase visitor parking permits for their guests at a reduced rate.

N. Loading Permits: Students may obtain a short term permit to allow the use of a legal parking space for loading their vehicle.

*NOTE: Parents picking up/dropping off a student may obtain a complimentary 30 minute loading permit from the Parking and Traffic Department.

Section 3 Students registering for fall semester parking permits must do so online via their AppalNET account. Check www.parking.appstate.edu for more information. Registration at all other times of the year must be done in person at the Parking and Traffic Department.

Section 4 Faculty and staff new to the University should make application for parking privileges at the University Parking and Traffic Department. Existing employees may renew their parking registration online in August, or by visiting the Parking and Traffic Department in person. Check www.parking.appstate.edu for more information.

Section 5 Parking permits must be affixed in accordance with the directions accompanying them. Parking permits allow parking only in assigned areas or the areas designated on them and only in legally marked parking spaces. It does not permit parking in "No Parking Zones" or other illegal parking areas.

Section 6 If at any time, the parking permit is defaced, lost, stolen or removed, it becomes the responsibility of the registrant to replace it immediately. Replacement permits may be obtained from the University Parking and Traffic Department for a fee of \$5.00.

Section 7 A faculty member, staff member or student may not register a vehicle that is owned or used by another faculty member, staff member or student. Violation of this rule is false registration and constitutes a civil penalty of \$200.00, as well as loss of campus parking privileges. Violator(s) will be required to surrender the parking permit to the University Parking and Traffic Department with no refund.

Section 8 A faculty member, staff member or student displaying a counterfeit or altered campus parking permit or a campus parking permit issued to another vehicle registrant will pay a civil penalty of \$200.00. If the parking permit is listed as stolen, the situation may be referred to the University Police Department.

Section 9 Registration of a vehicle at the University requires accurate information. Giving of false information constitutes false registration and will result in a civil penalty of \$200.00 as well as loss of campus parking privileges. Violator(s) will be required to surrender the parking permit to the University Parking and Traffic Department with no refund.

Section 10 All parking permits shall be valid from the date of issuance and shall expire on August 15 of the academic year issued, unless otherwise noted on the permit. Persons assigned to park in off campus storage lots will be reassigned at the end of spring semester if summer parking is needed.

Section 11 Faculty members, staff members, students and visitors are allowed to park in timed spaces for the amount of time designated by posted signs without displaying a campus parking permit. However, parking in excess of the posted time limit shall be considered a violation, with the appropriate civil penalty applying. There is no limit to the number of citations received while parked overtime in a timed zone or space.

Section 12 If two (2) or more members of a family are employed or enrolled as students and use multiple parking spaces, each automobile must display a valid parking permit.

Section 13 The State of North Carolina requires that all students requesting parking privileges on the campus must certify that their vehicle(s) are insured at or higher than the levels mandated in North Carolina General Statute 20-279.1(11). Prior to a parking permit being issued, the applicant must provide the insurance company name, policy number and certify that the coverage meets the minimum standards indicated below:

The levels set by G.S./20-279.1 (11) state it is the proof of ability to respond in damages for liability in the amount of:

- \$30,000 because of bodily injury to or death on one person in any one accident and subject to said limit for one person.
- \$60,000 because of bodily injury to or death of two or more persons in any one accident.
- \$25,000 because of injury to or destruction of property of others in any one accident.

*NOTE: This requirement applies to motor vehicles registered in other states, as well as those registered in the State of North Carolina.

Section 14 Pay Lot Parking

- A. Anyone may park in the Rivers Street Parking Deck, subject to space available, and pay the appropriate fee upon exit.
- B. Fees are free for the first 30 minutes, \$2.00 for each additional hour or part, with a daily maximum of \$10.00.
- C. All hourly pay lot customers are required to exit the facility no later than the posted closing time. Failure to do so will be considered a parking violation.

Section 15 Overnight Parking Restrictions: Overnight parking is prohibited in campus parking decks without display of a valid annual parking permit for the facility.

Article III - Vehicle Registration Fees

Section 1 FEES

- A. Faculty/Staff Permits

- Reserved Space: \$504.00 (Allocated based on special circumstances by the Vice Chancellor for Business Affairs.)
 - Reserved Space for Disability: \$360.00 (Allocated based on special circumstances by the Chancellor for Business Affairs.)
 - Parking Decks: \$360.00
 - Surface Lots: \$204.00
 - Adjunct Faculty/Part-Time Staff: \$102.00/year, \$43.00/semester
- B. Student Permits
- Parking Decks: \$504.00
 - Evening: \$102.00 (Allows parking AFTER 2:00 pm in student lots: Stadium, Hill Street, Greenwood, and State Farm.)
- C. Vendor Permits: Annual: \$204.00
- D. Short Term Temporary Permits: Parking permits may be sold to certain short-term employees at a rate of \$1.00 per day or \$5.00 per week.

Section 2 PAYMENT

- Permanent Full-time Faculty/Staff – Parking fees will be payroll deducted on a monthly basis.
- Temporary and part-time employees – Payment must be made in full by cash or check at the time permit is purchased.
- Students – Parking fees will be charged to student’s university account.

Section 3 REFUNDS

- Refunds of vehicle registration fees will be prorated on a monthly basis less a \$5.00 service charge. The parking permit must be returned at the time of the refund request.
- NO REFUND REQUESTS WILL BE ACCEPTED AFTER MARCH 31, 2017.

Section 4 Parking permits purchased after the beginning the fall semester will be sold a pro rata basis dependent upon the amount of time the permit will be valid.

Section 5 Lost or stolen permits may be replaced for \$5.00. The person the permit is registered to must fill out a lost/stolen permit report in person at the Parking and Traffic Department.

Section 6 All permits are valid from the purchase date until August 15, 2017 unless otherwise indicated.

ARTICLE IV – DISABILITY PARKING

Section 1 All faculty, staff and students, including those with disabilities, must obtain and properly display an Appalachian State University parking permit appropriate to their category. In addition, parking for persons with disabilities is governed by North Carolina General Statutes, 20-37.5, 20-37.6, and 20-37.6A.

- N.C.G.S. 20-37.6(a) provides that: “Any vehicle that is driven by or is transporting a person who is handicapped and that displays a distinguishing license plate, a removable windshield placard, or a temporary removable windshield placard may be parked for unlimited periods in parking zones restricted as to the length of time parking is permitted. This provision has no application to those zones or during times in which the stopping, parking, or standing of all vehicles is prohibited or which are reserved for special types of vehicles. Any qualifying vehicle may park in spaces designated as restricted to vehicles driven by or transporting the handicapped.”
- a. Pursuant to N.C.G.S. 20-37.6A, any vehicle displaying “an out-of-state handicapped license plate, placard, or other evidence of handicap issued by the appropriate authority of the appropriate jurisdiction may park in any space reserved for the handicapped pursuant to G.S. 20-37.6.”
- b. Because wheelchair-accessible parking spaces are limited, individuals with properly displayed distinguishing license plates or placards who do not require a wheelchair-accessible space are encouraged to use other available spaces, if possible, as a courtesy to those who do use wheelchairs.
- Individuals with disabilities who wish to avail themselves of parking permitted under N.C.G.S. 20-37.6(a) must obtain from the North Carolina Division of Motor Vehicles (“DMV”) and properly display a “distinguishing license plate” or “a removable windshield placard or a temporary removable windshield placard” pursuant to N.C.G.S. 20-37.6(b) and (c). Applications for these license plates and windshield placards may be obtained from the University Parking and Traffic Department or the nearest office of the DMV. Pursuant to N.C.G.S. 20-37.6(c), the initial application to the DMV must be “accompanied by a certification of a licensed physician, ophthalmologist, or optometrist or of the Division of Services for the Blind that the applicant is handicapped.” • N.C.G.S. 20-37.6(e) makes it unlawful:
 - (1) To park or leave standing any vehicle in a space designated with a sign [designating parking] for handicapped persons when the vehicle does not display the distinguishing license plate, removable windshield placard, or temporary removable windshield placard as provided in this section, or a disabled veteran registration plate.
 - (2) For any person not qualifying for the rights and privileges extended to handicapped persons under this section to exercise or attempt to exercise such rights or privileges by the unauthorized use of a distinguishing license plate, removable windshield

placard, or temporary removable windshield placard issued pursuant to the provisions of this section;

(3) To park or leave standing any vehicle so as to obstruct a curb ramp or curb cut for handicapped persons as provided for by the North Carolina Building Code or as designated in G.S. 136-44.14.

- Violations of these provisions are punishable with penalties of “at least one hundred dollars (\$100.00) but not more than two hundred fifty dollars (\$250.00),” and a law enforcement officer “may cause a vehicle parked in violation of this section to be towed.” N.C.G.S. 20-37.6(f)(1) and (3).

Section 2 DISPLAY

- A Disability Placard issued by DMV should be displayed by hanging from rearview mirror.
- A University parking permit should be affixed to the lower corner of the inside front windshield on the passenger side with numbers facing outward.

ARTICLE V—REGULATIONS GOVERNING PARKING

Section 1 GENERAL

The control of parking on the campus is necessary to provide for public safety and to permit the proper conduct of University business. These regulations specifically stipulate where parking is authorized, and all other areas shall be deemed to be unauthorized, and therefore illegal. Inability to locate a legal parking space near where one works, resides or attends class is not a valid excuse for violating parking regulations.

Section 2 REGULATIONS

- A. No person shall park a vehicle at any time on the campus in an area not specifically designated by pavement markings as a parking space.
- B. Display of a valid parking permit is required from 7:00 am-5:00 pm Monday through Friday, unless otherwise posted. Parking permits are not required from 5:00 pm-7:00 am Monday through Friday and at all times Saturday and Sunday, unless otherwise posted.
- C. Vehicles must park in the area appropriate for the displayed permit.
- D. No person shall stop, stand or park a vehicle upon a street or roadway in such a manner as to block the movement of vehicular traffic, except that a driver may stop temporarily to load or unload passengers, or when directed to stop by traffic signs or signals, or at the instruction of a police officer or parking

control officer.

- E. Each person operating and parking a vehicle on the campus shall be responsible for doing so in accordance with the established parking and traffic regulations.
- F. Where "No Parking" signs are placed, erected or installed in conspicuous places, giving notice thereof, or the curbing or streets have been painted (yellow markings) in such a manner as to give notice thereof in lieu of signs no person shall park a vehicle.
- G. No parking is permitted in the bicycle lane on Rivers Street except on special occasions as deemed necessary by the administration. Such events include, but are not limited to, football games, basketball games, concerts and graduations. AT ALL OTHER TIMES IT IS CONSIDERED A NO PARKING ZONE, AND WILL BE ENFORCED AS SUCH.
- H. When signs are placed, erected or installed in a time zone giving notice thereof, or the curbing or street has been painted in such a manner as to give notice thereof of the time zone in lieu of signs, no person shall park vehicle for a period of time longer than that indicated by the sign or painting.
- I. Spaces posted as reserved for a particular person, department or vehicle are reserved 24 hours per day, seven (7) days per week.
- J. No person shall park in an area of the campus specifically reserved for special events and so designated by the erection of appropriate signs, or supervised by the traffic enforcement personnel.
- K. All persons visiting a faculty member, staff member or student must obtain a parking permit when on the University campus.
- L. Whenever a particular angle or manner of parking is indicated in a parking area by signs, fences, barriers or markings, no person shall park a vehicle except in the manner so indicated, and no vehicle shall be parked in such a manner as to occupy more than the space indicated with lines, signs, or markings for a vehicle.
- M. No person, firm or corporation shall park a vehicle upon any street, roadway, alley, parking lot or driveway for the principle purpose of:
 - 1. Washing, greasing or repairing such vehicles, except such repairs necessitated by an emergency.
 - 2. Storage which is not incidental to the bona fide use and operation of such vehicle.
 - 3. Maintaining an abode or sleeping quarters, whether temporary or

otherwise.

- N. The administration shall have the authority to cause closing of any street, roadway, parking lot, alley or driveway or any portion thereof on the campus when it shall appear necessary or appropriate to facilitate construction or maintenance work, for the protection of pedestrians or for special events. When such closing has been caused and when proper signs, barriers or obstructions have been erected to give notice thereof, no person shall willfully drive into or upon such street, roadway, alley and driveway, or portion thereof, or break down, remove, injure or destroy any such sign, barrier or obstruction.

Section 3

TOWING: Parking Control Officers and University Police Officers shall have the authority to remove to a place of storage at the owner's expense any vehicle parked in such a manner as listed below:

- A. Any vehicle illegally stopped or parked in such a manner as to be blocking the normal movement of a properly parked car.
- B. Any vehicle obstructing the flow of traffic or that is a safety hazard endangering life and property.
- C. Any vehicle parked in an area reserved for a special event as designated by signs or traffic enforcement personnel.
- D. Any vehicle that meets the criteria for dormant storage.
- E. Any vehicle whose operation and parking privileges have been suspended.
- F. Any vehicle parked on sidewalks or walkways.
- G. Any vehicle parked within an intersection or crosswalk or in front of a public driveway.
- H. Any vehicle parked on the grass or landscaped areas.
- I. Any vehicle parked in the approaches or other portions of a parking area, which are not clearly marked for parking.
- J. Any vehicle blocking fire hydrants, trash receptacles, fire lanes and service entrances.
- K. Any unauthorized vehicle parked in "Reserved" and "Disability" parking spaces.

- L. Any vehicle that has had an immobilization device placed on it and remains unclaimed as of 11:00pm on the date of the immobilization.
- M. Any vehicle parked in the bicycle lanes on Rivers Street from the intersection of Depot Street and Rivers Street, running along Rivers Street to the intersection of Rivers Street and US 321.
- N. Any vehicle parked in reserved spaces, areas, or lots without authorization.
- O. Any vehicle parked in violation of the posted restrictions for that area.
- P. Any vehicle parked in bus stop zones.

Section 4

TOWING FEE: All towing is done by private companies at the request of the Parking and Traffic Department. All fees associated with the towing and storage of a vehicle is the responsibility of the vehicle operator or owner. In the event that the operator of the vehicle to be towed arrives at the tow scene prior or subsequent to the tow truck, but prior to actual towing, such operator may be required to pay a service fee to the tow truck driver.

The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request shall be filed with the magistrate in the county where the vehicle was towed. The magistrate shall set the hearing within 72 hours of his/her receiving the request. The owner, the person who requested the hearing, if someone other than the owner, the tower, and the person who authorized the towing shall be notified of the time and place of the hearing. The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower's lien continues. If the magistrate finds that probable cause did not exist, the tower's lien is extinguished. At any stage in the proceedings, including before the probable cause hearing, the owner may obtain possession of this vehicle by:

1. Paying the towing fee, or
2. Posting a bond for double the amount of the towing fee.

Section 5

IMMOBILIZATION: When feasible, the University Parking and Traffic Department may immobilize vehicles in lieu of towing. The vehicle operator will be required to report to the University Parking and Traffic Department to obtain the release of the vehicle. Failure to report to the University Parking and Traffic Department prior to 11:00pm on the date of immobilization may result in the vehicle being towed off campus at the owner's expense.

*Note: The penalty for unauthorized removal of the immobilization device (boot)

shall be equal to the cost of repair or replacement of the device.

- Section 6 **RESPONSIBILITY:** All persons registered for parking on the campus are responsible for all violations issued to the vehicles they have registered. Citations issued to unregistered vehicles will be billed to the faculty member, staff member, or student identified as being associated with the vehicle owner. Citations issued to unregistered vehicles operated by persons not associated in any way with the University shall be the responsibility of the vehicle owner.

ARTICLE VI – REGULATIONS GOVERNING THE OPERATION OF MOTOR VEHICLES

- Section 1 All provisions of North Carolina Motor Vehicle Law (N.C. General Statutes, Chapter 20) shall apply to the campus.
- Section 2 For the purpose of determining the speed limit on the University campus, it shall be deemed to be a business district, and the speed limit shall be 20 miles per hour unless otherwise posted.
- Section 3 No vehicle shall be driven or ridden except upon the streets, roadways, alleys and driveways of the campus and shall not be driven or ridden upon or within any sidewalk area, or walking area, or within any area which is marked by posts, signs, or other markings, as being prohibited to vehicles. This section shall not be deemed to prohibit service vehicles or any utility company vehicles from being driven in any area necessary for them to enter to perform the necessary construction and maintenance work.
- Section 4 All accidents involving motor vehicles which occur on University property should be immediately reported to the University Police.

ARTICLE VII – PARKING FOR SPECIAL UNIVERSITY EVENTS

- Section 1 **Home Football Games**
- Most campus parking areas have specific restrictions on football home game days. The campus community will be notified of these restrictions via electronically mailed information, press releases and signage posted at the parking lot entrances. The Director of Parking and Traffic is authorized to remove and/or cite for violation of this regulation any vehicle parked in restricted areas.
- Section 2 **Other Events**
- The Director of Parking and Traffic shall have the authority to restrict access to University streets and parking areas to accommodate the needs of various special events, including but not limited to athletic functions, academic conferences and cultural events. Notice of these temporary restrictions will be prominently posted.

The Director of Parking and Traffic is authorized to remove and/or cite for violation of this regulation any vehicle parked in restricted areas.

ARTICLE VIII – MOTORCYCLE PARKING

Motorcycles may be parked only in areas designated by signage as being for that purpose. No permit is required to utilize these areas. The parking of a motorcycle anywhere on the campus other than these areas shall be considered a parking violation.

EXCEPTION: A faculty/staff member who is registered for a campus automobile parking permit may park a motorcycle in a regular parking space, provided they first register the motorcycle with the Parking and Traffic Department. However, the employee's motorcycle and automobile may not be parked on campus consuming parking spaces at the same time.

ARTICLE IX – NON-MOTORIZED VEHICLES

Section 1 The University strictly prohibits the use of skateboards, in-line skates or similar devices on the entire campus. Students found in violation of this regulation will be referred to the Office of Student Judicial Affairs for disciplinary action under the procedures outlined in the Code of Student Conduct.

Section 2 Bicycles, mopeds and similar devices may be operated and parked in designated racks located throughout the campus. However, parking or securing any of these devices in stairwells, hallways, doorways, etc. is considered a safety hazard endangering life and property, and will result in the device being removed and impounded at the owner's expense. To aid in property identification, these devices may be registered free of charge at the University Police Department.

ARTICLE X – PARKING VIOLATIONS AND CIVIL PENALTIES

Section 1 **RESPONSIBILITY:** Pursuant to North Carolina General Statutes, Section 116-44.4 (g), none of the violations listed below or otherwise described in these regulations shall be infractions. Any person who parks or operates a motor vehicle in violation of these regulations is subject to a written citation from an authorized officer and shall be held responsible for payment of the civil penalty indicated by the violation.

Section 2 VIOLATIONS AND CIVIL PENALTIES

1.	Unauthorized parking in a disability space (includes blocking designated accessible isle, path or curb cut)	\$250.00
2.	False registration of a vehicle	200.00
3.	Displaying counterfeit/altered parking permit	200.00
4.	Displaying lost/stolen parking permit*	200.00

5.	Parking in a fire lane or blocking hydrant	50.00
6.	Unauthorized parking in a reserved space or lot	50.00
7.	Unauthorized parking in an area reserved for a special event (Article VII)	50.00
8.	Unauthorized parking in faculty/staff area	30.00
9.	Parking in an improper area for permit	30.00
10.	Parking in a "no parking" area (any area not specifically marked and designated for parking)	30.00
11.	No valid permit displayed	30.00
12.	Unauthorized parking in a service area	30.00
13.	Unauthorized motorcycle parking	30.00
14.	Vehicle not registered to permit	30.00
15.	Overtime in a timed space	10.00
16.	Permit improperly displayed	5.00
17.	Registered vehicle not displaying permit	5.00
18.	Failure to exit pay facility by the posted time	10.00
19.	Obstructing the flow of traffic	30.00
20.	Encroachment of two parking spaces	10.00
21.	Parking on a sidewalk/pedestrian walkway	30.00
22.	Parking on grass/landscape	30.00
23.	Warning for circumstances	15.00

*These matters may also be referred to the University Police Department and Student Judicial Affairs.

Section 3 **PAYMENT**

A. Students may pay civil penalties at the Student Accounts office in the John E. Thomas Academic Support Building. Civil penalties not paid or not waived following appeal will be charged to the student's account.

B. Faculty members and staff members will have civil penalties payroll deducted.

Section 4 Citations issued to unregistered vehicles will be billed to the faculty member, staff member or student identified as being associated with the vehicle owner.

Section 5 Upon receiving ten parking violations in a semester, a person may lose the privilege to park on the campus for the remainder of that semester. Vehicles in violation may be immobilized or towed at the owner's expense. Persons who lose their parking privileges are not eligible for refunds.

ARTICLE X – APPEALS OF PARKING VIOLATIONS

Section 1 How to Appeal a Parking Citation: Complete an online appeal form via Appalnet Self Service within fourteen days from the date of issuance of the citation. Appeals filed later than the fourteen day limit will not be reviewed.

Section 2 Appeals Process:

A. The appeal will be read and ruled on by an Appeals Officer designated by the Vice Chancellor for Business Affairs. Subject to rules and regulations adopted by the Board of Trustees of Appalachian State University and the Board of Governors of the University of North Carolina, the Appeals Officer's ruling shall be considered binding.

Section 3 Points to consider prior to filing an appeal:

- A. Hazard lights and/or notes left on vehicles do not permit parking in unauthorized areas, no matter how short the time period.
- B. The absence of "NO PARKING" signs/pavement markings does not mean that parking is allowed. Any area not specifically designated by pavement markings as a parking space shall be considered a "no parking area".
- C. Inability to find a legally marked parking space does not constitute an excuse for parking illegally.
- D. Unauthorized parking in disability spaces and/or reserved spaces is strictly prohibited for ANY reason.
- E. You are responsible for any parking violations pertaining to your vehicle, regardless of whom you allow to operate the vehicle.
- F. Familiarize yourself with the Parking and Traffic Regulations. Lack of knowledge is not an excuse for committing parking violation.

**Appalachian State University
Millennial Campus Expansion Proposal
June 21, 2016**

I. Appalachian's Existing Millennial Campus

The Centennial Campus, the Horace Williams Campus, and the Millennial Campuses Financing Act ("the Act") authorizes the Board of Governors to designate real property "held by, or to be acquired by, a constituent institution as a 'Millennial Campus' of the institution" upon express findings that:

1. the institution "has the administrative and fiscal capability to create and maintain such a campus"; and
2. "the creation of the ... 'Millennial Campus' will enhance the institution's research, teaching and service missions" and "... the economic development of the region served by the institution."

N.C.G.S. 116-198.34(8b)

"... The properties designated by the Board of Governors do not have to be contiguous with the constituent institution to be designated as part of the institution's Millennial Campus." N.C.G.S. 116-198.33(4b)

In 2002, the Board of Governors designated a 2.3 acre tract in Boone as Appalachian State University's Millennial Campus.¹ That property includes a 35,354 square foot office/classroom building (University Hall) constructed in the 1980s and a surface parking lot approximately one mile from the main campus. During the ensuing period, University Hall has housed, among other things, the Appalachian Cultural Museum, the Division of Continuing Education, the Office of Conference and Camp Services, and, more recently, the Blue Cross Blue Shield of North Carolina Institute for Health and Human Services (including a comprehensive communication disorders clinic). The institute strives to make North Carolina a healthier place to live through community outreach, research and clinical offerings, including assessment, support and counseling designed to address major public health issues (e.g., autism, and child and adolescent mental health) that affect northwestern North Carolina.

In 2013, President Ross authorized execution of an office/classroom lease between the State, on behalf of Appalachian State University, and Wake Forest University Baptist Medical Center to facilitate inter-professional training of physician assistants at University Hall. The stated goals of the institutions' collaboration are to

- 1) increase the number of physician assistants training and working in primary care in rural and underserved areas of North Carolina with a specific focus on the Appalachian counties [29 rural counties in western North Carolina],
- 2) address the health care needs of a high risk and vulnerable population,
- 3) expand training opportunities in the Appalachian counties for PA students, and
- 4) enhance the curriculum of the WFPA [Wake Forest University Physician Assistant Program] more specifically on the rural and medically underserved needs of North Carolina.²

¹ Minutes of the Board of Governors' Meeting on August 9, 2002.

² Agreement for Physician Assistant and Inter-professional Training dated April 23, 2013, section LD., p. 2.

The program will target students from the Appalachian region who want to train and work in these underserved areas. Students at both universities are benefiting from inter-professional, educational and clinical experiences that will provide them with a competitive advantage.

On September 18, 2015, the Board of Governors approved millennial campus designations for 1) the construction site of the new College of Health Sciences classroom and laboratory building and 2) the former Broyhill Inn property and adjacent tracts.

II. Proposed Millennial Campus Expansion Site

Portions of the parcel that includes Kidd Brewer Stadium, the Stadium parking lot, the Sofield Indoor Practice Facility, the Sywassink-Lloyd Family Softball Stadium and tennis courts, and adjoining tracts within the boundaries of Stadium Drive, Rivers Street and Bodenheimer Drive (as depicted on Exhibit A, attached hereto and incorporated herein) present multiple opportunities for enhancement of the university's research, teaching and service missions, as well as both short-term and long-term economic development of its service area. Because of their connection along Bodenheimer Drive to the former Broyhill Inn and adjacent properties, designation of these tracts will result in a consolidated Millennial Campus West with multiple opportunities for development. Potential construction projects, as described below, could take advantage of public/private partnerships made possible by millennial campus designation:

Sports Medicine Center

An ultramodern 30,000 square foot facility that offers a full range of sports medicine services to athletes and people of all ages and abilities in a convenient, comfortable and patient-friendly setting. Our multidisciplinary team works together collaboratively – all under one roof – providing a coordinated approach to comprehensive diagnosis and treatment.

- Orthopedic surgery
- Primary care, sports medicine
- Rehabilitation medicine, sports medicine
- Sports cardiology
- Diagnostic imaging
- Exercise training
- Heart screenings for young athletes
- Musculoskeletal ultrasound
- Physical therapy and rehabilitation
- Platelet rich plasma (PRP) injections
- Sports physicals
- Sports psychology

Millennial campus designation of the Kidd Brewer Stadium facility site will bring great service to the region in providing easy access for Sports Medicine services, particularly for a population that is physically active with outdoor activities. This will help to promote wellness, along with encouraging a more healthy life, in addition to the diagnostic and treatment capabilities of the clinic. With a partnership between the academic community and health care providers, there could be a significant positive impact on the high schools, middle schools and general public in the entire Northwest North Carolina region in preventing injuries resulting from sports participation, as well as normal daily life activities. Benefits could be gained from screenings for hidden cardiac issues and concussions, to nutrition, to proper rehabilitation prescriptions for returning to daily life after an injury. Additionally, through Appalachian

State University's highly respected research in health and human performance, an expanded opportunity to help individuals prevent injuries and recover more quickly when injured would be available. Millennial campus designation would enable University faculty and students to collaborate with healthcare professionals to provide enhanced sports medicine services and improved quality of life in the region and across North Carolina. These collaborations will also provide invaluable practical training for students and prepare them for employment in fast-growing medical and allied health fields.

Sports Performance Center

In this technologically advanced facility, healthy individuals can work to improve performance and prevent injury, and injured athletes undergo rehabilitation utilizing state-of-the-art equipment such as an anti-gravity treadmill.

University Housing

Located at Kidd Brewer Stadium is a new suite style residence hall option for Appalachian State University students, accommodating 300 new beds for on-campus living. The University currently enrolls nearly 15,650 undergraduate students, with 20 total residence halls and approximately 6,000 students that live on campus. The quality of the on-campus experience is recognized as a key element in many students' academic success.

Food Services

An additional dining facility located at Kidd Brewer Stadium would better serve Appalachian State University students by allowing for two primary dining options on the west side of campus.

Department of Athletics Facilities

Additional athletics facilities located at Kidd Brewer Stadium could include:

- Appalachian State University team store
- Training room
- Weight room
- Visiting Team locker room
- Equipment & laundry facility
- Office space
- Ticket Office
- Premium seating option for home football contests

III. Administrative and Fiscal Capability

Appalachian State University has held the status of special responsibility constituent institution since 1992. Our seasoned administrative team has successfully utilized the existing Millennial Campus to create a model public/private relationship – the previously mentioned collaboration with Wake Forest University Baptist Medical Center – consistent with the University's teaching, research and service missions. Our Business Affairs, Academic Affairs, Student Development and Chancellor divisions include professionals with expertise in management of a wide variety of university facilities, supported by a general counsel with more than three decades of experience in legal services to university clients engaged in real estate development and management, and related transactions. We are prepared to continue Appalachian's tradition of sound management of available resources, and to leverage the assets

of an expanded Millennial Campus to enhance Appalachian's research, teaching and service missions as well as the economic development of northwestern North Carolina.

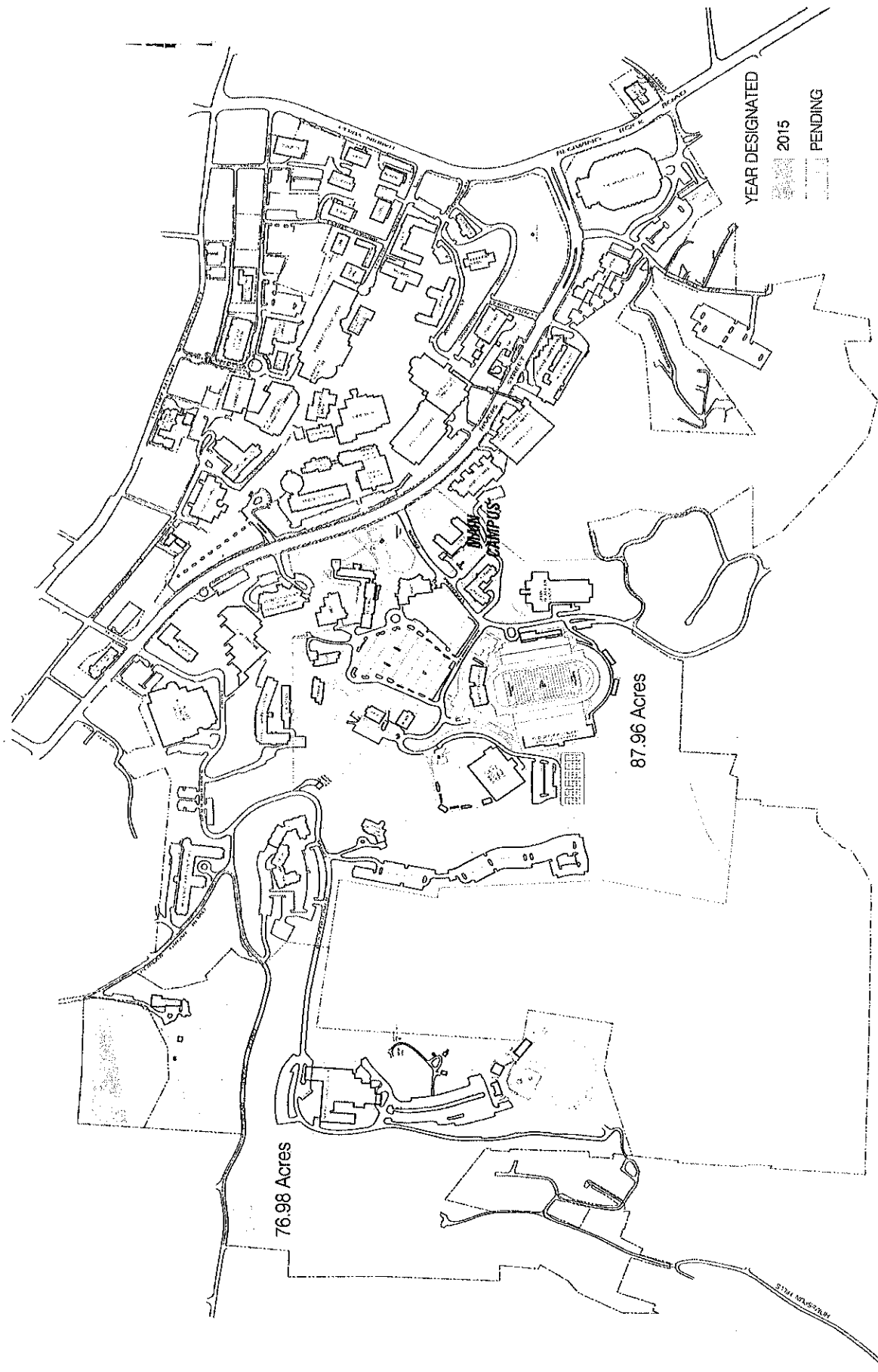
IV. Ownership

All tracts proposed for designation as a millennial campus are owned by the State of North Carolina and allocated for use by Appalachian State University or owned by the Board of Trustees of the Endowment Fund of Appalachian State University ("BOTEF"). The outside boundaries of the proposed addition to the Millennial Campus are depicted on the map in Exhibit A.

V. Recommendation

The Appalachian State University Board of Trustees authorized and endorsed designation of the subject parcels as a part of the University's Millennial Campus at its meeting on June 24, 2016. On behalf of the Board of Trustees, we request your favorable recommendation to the Board of Governors and the Board's designation of property depicted on Exhibit A as an addition to Appalachian State University's Millennial Campus.

Exhibit A



MINUTES
MEETING OF THE ACADEMIC AFFAIRS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, June 23, 2016
Room 415 - Rough Ridge
Plemmons Student Union

CALL TO ORDER: The Academic Affairs Committee of the Board of Trustees of Appalachian State University met at the call of the Chair on Thursday, June 23, 2016, at 2:00 p.m. in the Rough Ridge Room of the Plemmons Student Union on the campus of Appalachian State University in Boone, North Carolina. Mr. John M. Blackburn, Chair, presided and called the meeting to order.

MEMBERS PRESENT:

John M. Blackburn
Susan M. Branch
M. Lee Barnes, Jr.
Jalyn Howard

MEMBERS ABSENT:

Carole P. Wilson

CONSTITUENCY REPRESENTATIVES
PRESENT (ex-officio):

Carolyn Clark, President, Alumni Council
Paul H. Gates, Chair, Faculty Senate

OTHERS PRESENT:

Jesse Lutabingwa
Fred Whitt
Maria Anastasiou
Sue Edwards
Darrell Kruger
Heather Langdon
Mike Mayfield

Conflict of Interest Notice: Chair Blackburn read the following:

“Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today’s meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know now.” [None Reported]

Office of International Education and Development (OIED)

Dr. Jesse Lutabingwa, Associate Vice Chancellor for International Education and Development discussed some of the ongoing international education initiatives at Appalachian. Appalachian State University has been very successful in its internationalization efforts. In 2013-14 the University adopted "Global Learning" as the focus of its Quality Enhancement Plan (QEP) for reaffirmation by SACS and works to accomplish three goals that are in alignment with the University's Strategic Plan. Appalachian is a national leader in education abroad with more than 1,000 students studying abroad annually on long-term and short-term programs, including international teaching, internships, service learning, and research. We are ranked 4th nationally among top 40 master's degree institutions for total number of students who studied abroad for academic credit.

The University encourages and financially supports approximately 65 faculty/staff international travel activities with more than \$180,000 annually. In 2009 Appalachian increased the number of international exchange students from 35 to 87 annually and the total number of international students on campus in academic year 2015-16 was 184. 35 countries are represented by international students on Appalachian's campus. At the center of Appalachian's internationalization strategy are 70 strong and active partnerships around the world, including institutions in such countries as Argentina, Brazil, Chile, China, Cuba, India, Indonesia, Mexico, South Africa, Thailand, Taiwan, and Vietnam. There was follow-up conversation concerning international and diverse student recruitment strategies and how we can provide even more students with education abroad opportunities.

Update on Dean Searches

Provost Kruger reported that, after three very competitive national searches, the University has successfully filled three Dean positions. Dr. Melba Spooner was selected as Dean of the College of Education, Ms. Phyllis Kloda was selected as Dean of the College of Fine and Applied Arts, and Dr. Heather Norris was selected as the permanent Dean for the Walker College of Business. All three appointments are effective as of July 1, 2016. The Dean of the College of Arts and Sciences recently announced his desire to return to the faculty and that the University will initiate another national search to fill that position in the fall semester 2016. Dr. Neva Specht has agreed to serve as Interim Dean. Provost Kruger acknowledged Dean Calamai's many contributions to the University over the past several years.

Faculty Handbook Revisions

Dr. Sue Edwards, Interim Vice Provost for Faculty Affairs, summarized Faculty Handbook changes that were passed by the Faculty Senate and approved by the Provost and Chancellor. There are seventeen changes proposed, many of which simply clarify or codify existing policies and procedures. The most significant change is to the section describing eligibility to apply for Emeritus Professor status. This change would allow faculty members who retire or resign due to a long-term disability to be considered for emeritus status.

A motion was made by Susan Branch and seconded by Lee Barnes that the Committee accept the faculty handbook revisions as presented and to recommend them to the full board for approval. The motion was approved unanimously.

Open Session Adjourned

A motion was made by Jalyn Howard and seconded by Susan Branch that the Committee adjourn the open session and convene in closed session to prevent the premature disclosure of an honorary award or scholarship. [N.C.G.S § 143-318.11(a)(2)]. The motion was approved unanimously.

Open Session Reconvened

Chair Blackburn reconvened in open session.

There being no further business, a motion was made by Susan Branch and seconded by Lee Barnes to adjourn at 2:45 p.m. The motion was approved unanimously,

Respectfully submitted,

David H. Cook
Recording Secretary

MINUTES
MEETING OF THE ATHLETICS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, June 23, 2016
3:00-4:00 p.m.
Room 415 - Rough Ridge
Plemmons Student Union

CALL TO ORDER: The Athletics Committee of the Board of Trustees of Appalachian State University met at the call of the Chairperson and the Chancellor on Thursday, June 23, 2016, at 3:00 p.m. in the Rough Ridge Room of the Plemmons Student Union on the campus of Appalachian State University, Boone, North Carolina. Mr. James M. Barnes presided and called the meeting to order.

MEMBERS PRESENT:

George M. Baldwin
James M. Barnes
Donald C. Beaver
Susan M. Branch
Robert C. Hatley
Carole P. Wilson

OTHERS PRESENT:

Bradley T. Adcock
Ashley N. Bassett-Smith
John M. Blackburn
Dayton T. Cole
Randy K. Edwards
Sheri N. Everts
Willie C. Fleming
Douglas P. Gillin
Alan J. Hauser
Anna Oakes
Jonathan B. Reeder
Alice G. Roess
Ronshad Shabazz
D. Kenan Smith
Leroy Wright

CONFLICT OF INTEREST NOTICE: Chair Barnes read the statement: "Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today's meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know now." None reported.

COMMENTS FROM STUDENT-ATHLETES: Women's Basketball student-athlete, Ms. Ashley Bassett-Smith, and Men's Basketball student-athlete, Mr. Ronshad Shabazz, gave the committee insight regarding their experience as student-athletes at Appalachian State University. The student-athletes both discussed their most recent seasons, and how their experience as student-athletes at Appalachian State University has been transformational. Both student-athletes also fielded questions from the Committee. The student-athletes were subsequently excused from the meeting.

PRESENTATION FROM DIRECTOR OF ATHLETICS: Mr. Doug Gillin, Director of Athletics, provided the committee with a presentation, focusing on recent athletics updates. Head Coach searches in progress for Women's Tennis and Baseball were discussed, as well as the candidate profiles for both positions. Mr. Gillin also discussed athletics financial updates, including progress on fundraising and completion of the 2016-17 athletics budget. Facilities projects, including potential video boards for the Holmes Convocation Center and Kidd Brewer Stadium were presented. Mr. Gillin also discussed the potential conference realignment outlook and the evolving NCAA Division I landscape with the committee. Finally, the upcoming football contest between Appalachian State University and the University of Miami scheduled in September 2016 was discussed.

OPEN SESSION ADJOURNED: A motion was made and seconded that the Committee convene in closed session to:

1. prevent the disclosure of privileged information under Chapter 126 of North Carolina General Statutes or regulations [N.C.G.S § 143-318.11(a)(1)];
2. consult with its attorney to preserve the attorney-client privilege [N.C.G.S § 143-318.11(a)(3)];
3. establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract [N.C.G.S § 143-318.11(a)(5)];
4. consider the qualifications, competence, performance, or conditions of appointment of a public officer or employee or prospective public officer or employee [N.C.G.S § 143-318.11(a)(6)].

The motion was approved unanimously. General Counsel was asked to remain for closed session as well as Mr. Doug Gillin, Director of Athletics, and Mr. Jonathan B. Reeder, Recording Secretary. All others were excused.

OPEN SESSION RECONVENED: Upon motion duly made, seconded and approved, the committee reconvened in open session.

ADJOURNMENT: There being no further business, the meeting of the Athletics Committee adjourned at 4:02 p.m.

Respectfully submitted,

Jonathan B. Reeder
Recording Secretary

APPENDIX D

MINUTES
MEETING OF THE AUDIT COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, June 23, 2016
5:00 - 6:00 p.m.
Room 413 - Linn Cove
Plemmons Student Union

CALL TO ORDER: The Audit Committee of the Board of Trustees of Appalachian State University met at the call of the Chair and the Chancellor on Thursday, June 23rd, 2016, at 5:00 p.m. in the Linn Cove Room of the Plemmons Student Union on the campus of Appalachian State University in Boone, North Carolina. Mr. Charles V. Murray, Chair, presided and called the meeting to order.

MEMBERS PRESENT:

James Barnes
John M. Blackburn
Carolyn J. Clark
Charles V. Murray

MEMBER ABSENT:

Robert C. Hatley

OTHERS PRESENT:

Cathy J. Bates
Dayton T. Cole
Eloise H. Covalt
Randy K. Edwards
David T. Jamison
Terry Edwards
Kristi Gragg
Sorina McInturff
Leonie Kruger

CONFLICT OF INTEREST NOTICE: Chair Murray read the following statement:

“Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today’s meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know now.” [None reported.]

Introduction of Office of Internal Audits' Staff

Chair Murray recognized Ms. Eloise Covalt, who introduced the Internal Audits' Staff.

- Terry Edwards, Assistant Director
- Kristi Gragg, Journey-level Auditor
- Sorina McInturff, Contributing-level Auditor

Review of 2015-2016 Audit Plan

Ms. Eloise Covalt, Chief Audit Officer, updated the Committee on the status of the 2015-2016 Audit Plan. Percentage of "Completed and In-Progress" to "Active Assignments Included on Plan" was 94%. This percentage included 16-audit/investigations/special assignments that were added to the audit plan during the year.

Summary of Recent Audits and Reviews

Chair Murray recognized Ms. Eloise Covalt to give a summary of recent audits and reviews:

Several internal audits that were reviewed and discussed this quarter:

- Gear Up is a federally funded program designed to increase the number of students who are prepared to enter college immediately after high school. The Gear Up Audit resulted in no reportable findings.
- The Procurement Card Review was completed in conjunction with a request from Materials Management. A single cardholder's transactions were reviewed. Recommendations were made to comply with the \$1,500 per transaction threshold as per the P-Card policy and to follow the excise and sales tax policy.
- Review of Compliance with the Fixed Asset Policy 501.19, with no reportable findings.
- There was the Annual Athletics' Audit with no reportable findings.
- Quarterly campus-wide reviews were conducted in the areas of travel disbursements, fixed assets, foundation expenditures and fund reconciliations. The travel review resulted in a recommendation for the traveler to reimburse the University for excess travel expenses claimed. Recommendations were made regarding identifying the location of eight fixed assets. Fund reconciliation review indicated that proper supporting documentation should be completed for three fund reconciliations in accordance with policy. No other significant findings to report.
- Monthly campus-wide reviews were done in connection with removal of access for terminated employees.

An update was provided on external audits completed and currently in progress. No findings to report.

Review and Approval of the 2016-2017 Audit Plan

The University of North Carolina Board of Governors requires that the Office of Internal Audits at each university develop and implement an annual audit plan based on consideration of risk and potential internal control deficiencies.

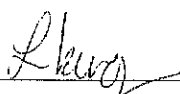
The 2016-2017 Audit Plan was reviewed and discussed. Upon a motion duly made, and seconded, the Audit Committee approved the 2016-2017 Audit Plan. The 2016-2017 must be brought before the Board of Trustees for a final approval.

Other

Ms. Covalt provided an update on the Office of Internal Audits' annual quality assurance and improvement program.

ADJOURNMENT: There being no further business, the meeting of the Audit Committee adjourned at 5:50 p.m.

CHARLES V. MURRAY, Chair

By: 

Leonie Kruger
Recording Secretary

MINUTES
MEETING OF THE BUSINESS AFFAIRS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, June 23, 2016
Room 417 - Beacon Heights
Plemmons Student Union

CALL TO ORDER: The Business Affairs Committee of the Board of Trustees of Appalachian State University met at the call of the Chairperson and the Chancellor on June 23, 2016 at 2:00 p.m. in the Beacon Heights Room of the Plemmons Student Union on the campus of Appalachian State University, Boone, North Carolina. Mr. Donald C. Beaver presided.

MEMBERS PRESENT:

Mr. Bradley T. Adcock
Mr. Donald C. Beaver
Mr. George M. Baldwin
Mr. James M. Barnes
Mr. Robert C. Hatley
Mr. Charles V. Murray
Ms. Alice G. Roess
Mr. D. Kenan Smith

CONSTITUENCY REPRESENTATIVES

Mr. Jason Marshburn, President
Staff Senate

OTHERS PRESENT:

Mr. Mark Bachmeier
Dr. Timothy H. Burwell
Mr. Jeff Cloninger
Mr. Dayton Cole
Mr. Gunther Doerr
Mr. Matt Dull
Dr. Randy Edwards
Dr. Sheri N. Everts
Dr. Willie Fleming
Mr. Doug Gillian
Mr. Jalyn Howard
Mr. Mike O'Connor
Ms. Betsy Payne
Mrs. Susan Pettyjohn
Ms. Diane Pitts
Mr. Rick Presnell
Mr. Ken Smith

MEDIA PRESENT:

Ms. Anna Oakes

CONFLICT OF INTEREST NOTICE:

Donald C. Beaver, Chair, read the following: "Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today's meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know now." [None reported]

MILLENNIAL CAMPUS EXPANSION PROPOSAL:

Chancellor Everts is recommending Millennial Campus designation for the following properties: Kidd Brewer Stadium, Stadium parking lot, the Sofield Indoor Practice Facility, the Sywassink-Lloyd Family Softball Stadium and tennis courts, and adjoining tracts within the boundaries of Rivers Street and Bodenheimer Drive, and on both sides of Stadium Drive. These parcels of land total 87.96 acres. Following discussion, the motion was made and seconded to approve the expansion of the millennial campus to include these properties. The motion carried.

WRITE OFF UNCOLLECTIBLE ACCOUNTS – STUDENT ACCOUNTS:

The write-off of uncollectible accounts in excess of \$1,000 requires action by the Board of Trustees. All attempts to collect these accounts have been exhausted. The administration is seeking permission to write off the following student accounts. See Exhibit B-1 for details.

Following discussion, the motion was made and seconded to write off these uncollectible accounts. The motion carried.

WRITE OFF OF UNCOLLECTIBLE ACCOUNTS – NEW RIVER LIGHT AND POWER COMPANY

Action is required by the Board of Trustees for the write off of uncollectible accounts in excess of \$1,000. The administration is seeking permission to write off the following New River Light and Power Company accounts:

Appalachian Yogurt LLC	\$ 1,464.85
Juan C. Devirgiliis, MD	1,950.23
Johnson & Pratt, Inc.	<u>1,422.69</u>
Total	\$ 4,837.77

Following discussion, the motion was made and seconded to write off these uncollectible accounts. The motion carried.

UPDATE PARKING AND TRAFFIC MANUAL:

Tim Burwell presented updates to the parking and traffic manual. The changes included editorial dates and a change in the payment of fees. A payroll deduction payment option is now extended to part-time employees where previously it had only been offered to full-time employees.

Following discussion, the motion was made and seconded to accept these changes to the parking and traffic manual. The motion carried.

CELL TOWER LEASE APPROVAL

The University currently has a lease of 400 square feet of Bowie Hall rooftop space with New Cingular Wireless PCS, LLC, a subsidiary of AT&T. We have just begun the 6th year of a potential 25-year term lease. The original lease started in 2009. The new proposed lease would replace the current lease and allow some additional equipment on the rooftop. Following discussion, the motion was made and seconded to allow this new lease. The motion carried.

There being no further business, the meeting adjourned at 3:55 p.m.

Respectfully submitted,

Diane Pitts

MINUTES
 MEETING OF THE BOARD OF TRUSTEES OF THE ENDOWMENT FUND
 APPALACHIAN STATE UNIVERSITY

Thursday, June 23, 2016
 Room 417 - Beacon Heights Room

Plemmons Student Union

CALL TO ORDER: The Board of Trustees of the Endowment Fund met at the call of the Chair and the Chancellor on Thursday, June 23, 2016, at 4:00 p.m. in the Beacon Heights Room of the Plemmons Student Union on the campus of Appalachian State University, Boone, North Carolina. Mr. Bradley T. Adcock, Chair, presided and called the meeting to order.

MEMBERS PRESENT:

Mr. Bradley T. Adcock
 Mr. Donald C. Beaver
 Dr. Randal K. Edwards
 Dr. Sheri N. Everts
 Dr. Alice G. Roess
 Mr. D. Kenan Smith

OTHERS PRESENT:

Dr. Timothy H. Burwell
 Mr. Jeff Cloninger
 Mr. Dayton Cole
 Mr. Matt Dull
 Dr. Willie Fleming
 Mr. David Jamison
 Dr. Mike Mayfield
 Mrs. Susan Pettyjohn
 Ms. Diane Pitts
 Mrs. Amy Roberts
 Mr. Leroy Wright

CONFLICT OF INTEREST NOTICE: Chair Bradley T. Adcock read the following:

"Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today's meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know now." [None reported]

ENDOWMENT INVESTMENT REPORT

Amy Roberts reported that as of March 31, 2016, the total investment with UNC Management Company, Inc. is \$287,155,123.45. The portfolio holdings are \$20,768,265.52 - Endowed Professorships, \$4,508,538.98 - New River Light and Power Company and \$1,878,318.95 - University Bookstore.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Diane Pitts

MINUTES
MEETING OF THE STUDENT DEVELOPMENT COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, June 23, 2016
Room 417 - Beacon Heights
Plemmons Student Union

CALL TO ORDER: The Student Development Committee of the Board of Trustees of Appalachian State University met at the call of Ms. Susan Branch on Thursday, June 23, 2016 at 1:00 p.m. in the Beacon Heights Room of Plemmons Student Union on the campus of Appalachian State University in Boone, North Carolina. Ms. Branch presided and called the meeting to order.

MEMBERS PRESENT:

John M. Blackburn
Susan M. Branch
Paul H. Gates
Jalyn A. Howard
D. Kenan Smith

OTHERS PRESENT:

Bradley T. Adcock
Mark D. Bachmeier
George M. Baldwin
J. J. Brown
Elisabeth Cavallaro
Dayton T. Cole
Kendrick K. Dawson
Riley R. Dixon
Allison S. Dodson
Gunther E. Doerr
Matt C. Dull
Randy K. Edwards
Sheri N. Everts
Willie C. Fleming
Jazmine A. Griffin
Alex F. Howard
Bindu K. Jane
Molly A. Kadyk-Bruch
Natalie P. Liller
Susan D. McCracken
Travis D. O'Shell
Anna Oakes

Lee T. Pinkham
Alice G. Roess
Traci D. Royster
Erin C. Sanders
Eddie D. Simmons
T. Saray Smalls
Brad B. Vest
Lindy M. Wagner
Leroy Wright

Ms. Branch read the following conflict of interest statement: "Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today's meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know now." There were none reported.

Ms. Branch welcomed everyone.

Student Government Association (SGA) Vision for 2016-2017: Ms. Branch introduced Jalyn Howard and Kendrick Dawson, Student Body President and Vice President, respectively to present on the 2016-17 academic year priorities for Student Government Association. Mr. Howard and Mr. Dawson reviewed the mission statement which highlights the following objectives: 1) Student focused changes; 2) Transparency from Administration; 3) Student input for campus decisions; 4) Focusing on the financial and mental well-being of students, faculty, staff and their families in the decision making process; and 5) Consideration of financially struggling students. They presented the following platform topics: 1) Economic Sustainability – student fees, off-campus housing and funding prioritization of academics over salary increases for Administration; 2) Equity – handicap accessible services and infrastructure, University's Diversity initiative, and early voting sites on-campus; 3) Health and Safety – suicide prevention trainings, sexual assault prevention initiatives, establishment of SANE nurses and University infrastructure; 4) Change – protection of safety and freedom of speech for campus community, and departmental and support service student surveys; 5) Environmental Sustainability – advocate for various means of public transit, 90 percent diversion rate by 2020 and increasing sustainable food options on campus; and 6) Student Affairs – fitness area in the Appalachian Panhellenic Hall, extension of tailgating hours, ability of transfer students to register for classes based on previous college credit, improvement of parking congestion on campus and increased collaboration between student groups.

University Recreation Update: Ms. Branch introduced Eddie Simmons, Associate Director of University Recreation. Mr. Simmons' presentation consisted of the following items: 1) Review of University Recreation's mission statement; 2) Overview of facilities - Quinn Recreation Center, Mount Mitchell Fitness Centre, State Farm Fields, Camp Broadstone and Student Recreation Center; 3) Available programming and participation data- aquatics, club sports, fitness, intramural sports, informal recreation and outdoor programs; and 4) Data from the 2015-16 academic year - approximately 925,000 participants utilized recreation facilities and programs, and the University Recreation Department employed 712 students. Lee Pinkham and

Riley Dixon, current University Recreation student employees, shared their stories about the evolution of their involvement and the related valuable experiences that cannot be taught in the classroom. Mr. Howard inquired if the current campus foot print was sufficient for students' needs. Mr. Simmons indicated the present space is not adequate to meet the requirements of students. It was noted that current staff and faculty individual members are greater than 500 per month and family memberships exceed 700. This is a reflection of the campus's emphasis on holistic well-being.

Student Development Report: Ms. Branch introduced Leroy Wright as the Interim Vice Chancellor for Student Development. He started working at Appalachian at the end of January 2016 as the Associate Vice Chancellor for Student Development, replacing Dino DiBernardi. His strong connections to the campus community in his short time at Appalachian have been noticed. The interim appointment is for one year and a national search process will begin Fall 2016.

Matt Dull, Assistant Vice Chancellor for Student Development Finance and Operations, recognized Peggy Eller, "Miss Peggy", for her 28 years of service as the founding Director of the Child Development Center. The Child Development Center has 68 enrolled children with a waiting list of approximately 100 children. Mr. Dull commented on the tenure of permanent lead teachers which is rare in this field and is a reflection of Ms. Eller's contribution. Ms. Eller stated the constant support received from Administration was appreciated and made it possible to provide quality services that allow faculty, staff and students to focus on the mission of Appalachian. Dayton Cole stated the monies from the university endowment fund provided the opportunity to purchase the land and building where the Child Development Center building is located.

A motion was made, seconded and passed to adjourn the meeting at 2:02 p.m.

Respectfully submitted,

Molly Kadyk-Bruch
Recording Secretary