

MINUTES
MEETING OF THE BOARD OF TRUSTEES
APPALACHIAN STATE UNIVERSITY

Friday, June 21, 2019
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 21, 2019, at 2:00 p.m. in the Parkway Ballroom 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:

James M. Barnes
M. Lee Barnes, Jr.
Donald C. Beaver
John M. Blackburn
Robert C. Hatley
DeJon M. Milbourne
Charles V. Murray
Mark E. Ricks
D. Kenan Smith
Carole P. Wilson

MEMBERS ABSENT:

Susan M. Branch
Scott K. Lampe
E. Bonnie Schaefer

CONSTITUENCY REPRESENTATIVES
PRESENT (ex-officio):

Michael C. Behrent, Chair
Faculty Senate
Mallory L. Sadler, Chair
Staff Senate
Jeff Merritt, President
Alumni Council

MEDIA PRESENT:

Jessica Stump
University Communications
Anna Oakes
Watauga Democrat

CONFLICT OF INTEREST NOTICE: Chair Blackburn 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 Blackburn welcomed Ms. Jessica Stump, University Communications, and Ms. Anna Oakes, *Watauga Democrat*.

APPROVAL OF ABSENCE: Chair Blackburn stated that Trustees Branch, Lampe and Schaefer were absent due to personal reasons. Upon motion duly made and seconded, the absences were approved as presented.

APPROVAL OF MINUTES: The minutes of the March 29, 2019 meeting had been delivered to all members on BoardEffect. Upon motion duly made and seconded, the minutes of the meetings were approved as presented.

REMARKS FROM CHANCELLOR EVERTS: (See Attachment 1).

REPORT FROM ACADEMIC AFFAIRS COMMITTEE: Chair Blackburn recognized Trustee M. Lee Barnes, Chair of the Academic Affairs Committee, for the report.

Trustee Barnes stated that the Academic Affairs Committee met earlier in the day, and heard the following reports:

Faculty Handbook Revisions

Dr. Jacqui Bergman, Vice Provost for Faculty Affairs presented the proposed changes to the *Faculty Handbook*. The Committee approved the proposed changes.

Trustee Barnes, on behalf of the Academic Affairs Committee, recommended approval of the proposed revisions to the *Faculty Handbook* as presented. The Committee's recommendation was unanimously approved.

Supplemental Pay Policy for Distance Education Effective Fall 2019

Dr. Darrell P. Kruger, Provost and Executive Vice Chancellor, provided an update on Supplemental Pay Policy 602.10. The initial intent of the Supplemental Pay Policy many years ago was to incentivize faculty to teach in the distance education program. At that time the predominant form of distance education was for faculty to drive off the mountain and teach face-to-face distance education courses. In the last decade that has changed: 75% of all Appalachian distance education programs are taught online; 25% are the driving off the mountain flavor. Therefore, effective fall 2019 distance education stipends for courses taught online will be reduced by 1% each year for five years going from 5% to 0%. Given that there is a faculty cost

associated with drive time for distance education face-to-face courses, course stipends will be paid relative to: (a) the number of face-to-face meetings and (b) distance from Boone. Beginning in fall 2019 face-to-face distance education stipends will be reduced by 0.5% per year over the next five years. This will generate about \$250,000 each year. These monies will be reinvested in faculty professional development to grow online education at Appalachian. This will ensure quality online programs and courses which was a strong recommendation of the Distance Education Task Force. The change required to Policy 602.10 requires Board of Trustee approval.

Trustee Barnes, on behalf of the Academic Affairs Committee, recommended approval of the Supplemental Pay Policy for Distance Education as presented. The Committee's recommendation was unanimously approved.

Glacial-marine Sedimentology and Sedimentary Record of Climate Change

Dr. Ellen Cowan shared her recent research experience as a participant in the International Ocean Discovery Program's JODIES Resolution to the Amundsen Sea from January 18 to March 20, 2019. Dr. Cowan's post-expedition research will focus on the nature and occurrence of ice rafted debris through time.

Appalachian State University's Strategic Plan

Dr. Darrell P. Kruger, Provost and Executive Vice Chancellor, provided a brief update on the next iteration of the University strategic plan. He shared that the next iteration of "The Appalachian Experience: Envisioning a Just and Sustainable Future 2014-2019" will be drafted in the 2019-2020 academic year. Input for the next version of the strategic plan was provided to the University Planning and Priorities Council (UPPC) through more than a dozen listening sessions in the 2018-2019 academic year. The Board of Trustees will be updated as that work continues.

Trustee Barnes indicated that this concluded the report from the Academic Affairs Committee (see Appendix A).

REPORT FROM ATHLETICS COMMITTEE: Chair Blackburn recognized Trustee Kenan Smith, Acting Chair of the Athletics Committee, for the report.

Trustee Smith stated that the Academic Affairs Committee met earlier in the day, and heard the following reports:

Student-Athlete Presentations

The Athletics Committee met on Thursday afternoon, and began with a presentation given by rising sophomore student-athlete, Kynda Bichara, where she gave the Committee insight into her transformational experience as a student-athlete at Appalachian. Kynda discussed the development of the Black Student-Athlete Subcommittee within the Athletics Department, and overviewed mental health and other initiatives the Committee hopes to address in the coming academic year.

Presentation by Director of Athletics

Director of Athletics, Doug Gillin, then presented several updates to the Committee. Mr. Gillin recapped the 2018-19 Academic Year, beginning with the academic success of Appalachian student-athletes, including the 14th consecutive semester Mountaineer student-athletes have achieved at least a 3.0 Grade Point Average. Also, 14 of 18 total Mountaineer sport programs earned perfect scores in the NCAA Academic Progress Rate during the most recent data collection period, which measures retention and eligibility for App State student-athletes. In the community, Mountaineer student-athletes doubled their total hours of community service for the second consecutive year, logging 10,434 total hours in 2018-19. Competitively, four sport programs won conference championships, with App State Athletics posting its best ever finish in the Sun Belt Conference Bubas Cup, which is the annual all sports championship trophy. In fundraising, over \$43 million have been raised to-date toward A Mountaineer Impact Initiative's \$60 million goal, including the launch of the A Mountaineer Impact website, where App State supporters can learn all about the comprehensive initiative, designed to impact every Mountaineer student-athlete and sports program – we encourage you all to visit “MountaineerImpact.com” to learn more. In the area of Student-Athlete Well-Being, a strategic reporting line change was made where the Senior Associate Athletics Director for Health and Wellness now oversees the Sports Medicine, Strength and Conditioning, Nutrition, and Sports Psychology areas. Regarding facilities enhancements, major progress was made this year with the new North End Zone facility, which is progressing toward an August 2020 opening; the Appalachian 105 Property is now currently in the design phase; and there were also completed facility projects such as the Wrestling Team Room renovation. The need for first class competitive facilities was discussed, as App State Athletics strives to recruit the best student-athletes possible, providing a world-class student and student-athlete experience, and achieving excellence on and off the fields of play.

To conclude the meeting, Mr. Gillin discussed several highlights of App State Athletics partnerships with the University campus and community. Several efforts this year included:

- Partnership with the Department of Mathematics in the area of sports analytics;
- The Hayes School of Music's Basketball Pep Band being named the best in the Sun Belt Conference;
- Partnership with the local Sports Commission when hosting the 2019 Southern Conference Wrestling Championship;
- The Office of Sustainability's “Recycle Mania” event held at a home Basketball game; and
- The Healthy Heart Collaborative in conjunction with Appalachian Regional Healthcare System and the Beaver College of Health Sciences.

Trustee Smith indicated that this concluded the report from the Athletics Committee (see Appendix B).

REPORT FROM AUDIT COMMITTEE: Chair Blackburn recognized Trustee Charles Murray, Chair of the Audit Committee, for the report.

Trustee Murray stated that the Audit Committee met earlier in the day, and heard the following reports:

Terry Edwards' Retirement

Trustee Murray stated that after 36 years of service to Appalachian in the Office of Internal Audits, Terry Edwards is retiring on June 28. Terry has done his job here with integrity, attention to detail, accuracy and with an attitude of "I'm here to help make us all better." His professionalism and quiet and unassuming ways have earned him the respect of the entire University and have helped make the Office of Internal Audits be viewed as allies across campus. His long length of service, all of which have been in the same office, has brought a stability, consistency and knowledge base to Internal Audits that will be hard to replace. Terry also handles many of the big financial and compliance audits like Athletics, Gear Up and the Auxiliary audits, making his departure that much more acutely felt.

Audit Activity Charter

There was review and discussion of the updated Internal Audit Activity Charter. This charter defines the purpose, authority, and responsibility of the internal audit activity. It is consistent with the mandatory elements of the Institute of Internal Auditors' International Professional Practices Framework.

Trustee Murray, on behalf of the Audit Committee, recommended approval of the Audit Activity Charter as presented. The Committee's recommendation was unanimously approved.

2019 – 2020 Internal Audit Plan

The UNC Board of Governors requires that the Office of Internal Audits at each University develops and implements an annual audit plan based on consideration of risk and potential internal control deficiencies. This plan also must be approved by the Board of Trustees Audit Committee. There was review, discussion, and approval of the 2019-2020 Internal Audit Plan by the Audit Committee.

Trustee Murray, on behalf of the Audit Committee, recommended approval of the 2019 – 2020 Internal Audit Plan as presented. The Committee's recommendation was unanimously approved.

Internal Audits

- The internal audits of 2018 GEAR UP and Tuition Appeal Process Review were completed. No findings were reported.
- An Internal Controls Review of the HR Personnel Clearing Fund was completed. Recommendations were made to strengthen controls over access to cash in compliance with University policy.

- Follow-Up Reviews monitor management's implementation of recommendations from previous audits that were performed. Four follow-up reviews were performed for this quarter and the results were summarized and discussed.
- Campus-Wide Reviews were conducted in the areas of educational and technology funds, travel expenditures, p-card expenditures and fund reconciliations. In addition, monthly reviews were conducted regarding the removal of network access for terminated employees. Also, if necessary, follow-up procedures were performed to determine the resolution of previous findings concerning the campus-wide reviews. Recommendations were made regarding following ASU Policy concerning departmental bookkeeping processes and in conjunction with using the p-card. No other significant findings to report.

Trustee Murray indicated that this concluded the report from the Audit Committee (see Appendix C).

REPORT FROM BUSINESS AFFAIRS COMMITTEE: Chair Blackburn stated that Trustee Scott Lampe, Chair of the Business Affairs Committee, was absent and asked him to provide the report for the Business Affairs Committee meeting. Chair Blackburn called on Vice Chancellor for Business Affairs Paul Forte to provide details.

Vice Chancellor Forte stated that the Business Affairs Committee met earlier in the day, and heard the following reports:

Write-off of Uncollectible Accounts

Vice Chancellor Paul Forte presented the annual request to write off uncollectible accounts from the University, New River Light and Power Company, and the University Bookstore. A very thorough process is used to attempt to collect accounts, and every attempt to collect these accounts has been exhausted. Accounts receivable write-offs are an accounting transaction. All debts owed to the University are still valid and all registration, transcript, diploma, and other holds are not removed when an account is written off. The administration is seeking approval to write-off of these account balances.

Chair Blackburn, on behalf of the Business Affairs Committee, recommended approval of the Write-off of Uncollectible Accounts as presented. The Committee's recommendation was unanimously approved.

Parking & Traffic Manual Updates

Vice Chancellor Paul Forte presented updates to the Parking and Traffic Manual. Per General Statute 116-44.4, Board of Trustees approval is required for changes to the University's Parking and Transportation Manual. Since there are no rate increases the only changes include dates and minor edits.

Chair Blackburn, on behalf of the Business Affairs Committee, recommended approval of the Parking and Traffic Manual Updates as presented. The Committee's recommendation was unanimously approved.

Capital Projects

Vice Chancellor Paul Forte presented a request to increase project authorization for App Heights to \$6,455,348. During the design phase it was discovered that the scope needs to be expanded to address dehumidification, deteriorated piping replacement, chiller replacement and ductwork.

Mr. Forte presented a request to combine Phase 2 and 3 of the steam line improvement project, \$6,914,268 into P3 project. Board of Governors approved Phase 2. By incorporating Phase 2 and Phase 3 of the steam line project into the scope of the P3 project it will reduce disruptions to campus, streamline the delivery process, and eliminate the risk that a third-party contractor may create delays that excuse Rise and Choate from delivering the P3 housing facilities on time.

Vice Chancellor Paul Forte also provided an overview of the status of the State Budget as well as an overview of the main Capital Projects progress on campus.

Chair Blackburn indicated that this concluded the report from the Business Affairs Committee (see Appendix D).

REPORT FROM STUDENT AFFAIRS COMMITTEE: Chair Blackburn recognized Trustee James Barnes, Chair of the Student Affairs Committee, for the report.

Trustee Barnes stated that the Student Affairs Committee met earlier in the day, and heard the following reports:

Student Affairs Extended Orientation Programs

ASCEND is a program for first-time students from historically marginalized underrepresented backgrounds. ASCEND establishes a solid foundation for students to feel a sense of belonging and community, and be empowered to succeed with knowledge, connections and resources. The program was redesigned last year and is facilitated by the Office of Multicultural Student Development.

First Ascent serves as the University's only wilderness orientation program for incoming first-year students and transfer students. It is facilitated by the Outdoor Programs unit in University Recreation. This opportunity provides students with challenging experiences (backpacking for a week) that are designed to assist them in finding their place in the Appalachian family, utilizing a beautiful wilderness area as the backdrop for this experience.

Trailhead Academy is an extended Orientation program in which participants build a strong sense of community among their peers through elements of team building exercise, meaningful dialogue, and leadership development.

University Housing Project Update

Mr. Matt Dull provided an update on the University Housing Project. He shared images and updates of the parking garage that is near completion and shared the progress of the first two buildings that are scheduled to be completed next summer. He also shared that plans are already underway on the design of Phase 2 of the project, which will begin in February 2020.

Trustee Barnes indicated that this concluded the report from the Student Affairs Committee (see Appendix E).

ANNOUNCEMENT OF NOMINATING COMMITTEE: Chair Blackburn announced the following Trustees have agreed to serve on the Nominating Committee for election of officers for 2019-20:

- 1.) Donald Beaver, Chair
- 2.) Bonnie Schaefer
- 3.) Tommy Sofield

BOARD OF VISITORS NOMINATIONS: Chair Blackburn announced four nominations to serve on the Board of Visitors to include: The Honorable Danny Britt, Jr., The Honorable Destin Hall, Mr. Andy Lancaster and The Honorable Sam Searcy. These nominations were approved by Chancellor Everts.

Upon motion duly made and seconded, the nominations were approved as presented.

REMARKS FROM CHAIR BLACKBURN:

Chair Blackburn made the following comments/announcements/reminders:

- Recognized Trustees: Susan Branch, Bob Hatley & Kenan Smith who have completed their terms of service on the Board.
- Thanked the Committees and their Chairs for their reports.
- The next scheduled Board of Trustees meeting will be held on Friday, September 13, 2019.
- Thanked the Trustees for all their efforts on behalf of Appalachian's students, faculty and staff.

CLOSED SESSION: Chair Barnes announced that he would entertain a motion that the Board convene in closed session. Chair Barnes asked that Chancellor Everts, Provost Kruger, Vice Chancellors, General Counsel, Athletic Director and the Assistant Secretary join the voting members in closed session.

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

- prevent the premature disclosure of an honorary degree, scholarship, prize or similar award [N.C.G.S. §143-318.11(a)(2)];
- consult with our attorney to preserve the attorney-client privilege [N.C.G.S. §143-318.11(a)(3)];
- discuss matters relating to the location or expansion of industries or other businesses in the area served by this Board [N.C.G.S. §143-318.11(a)(4)];
- hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee [N.C.G.S. §143-318.11(a)(6)]; and
- consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee [N.C.G.S. §143-318.11(a)(6)].

PUBLIC SESSION RECONVENED: Upon motion duly made, seconded and approved, the Board reconvened in open session at 3:43 p.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 3:45 p.m.

JOHN M. BLACKBURN, Chair

By:



Dawn Antonucci
Assistant Secretary

Good afternoon – and welcome home on this lovely summer day!

Before I begin my report today, I would like to introduce to you Toussaint Romain, who joined Appalachian as Deputy General Counsel in April, filling the position left vacant by Barbara Krause. Toussaint is a former public defender in Charlotte who has taught at UNC-Charlotte. He is also a community advocate and a civil rights leader who has spoken across the country about his experience as a peacekeeper during the Charlotte protests following the shooting of Keith Lamont Scott in 2016. Please join me in welcoming him. We are glad you are here, Toussaint! I'd also ask Chief Counsel, Paul Meggett to please introduce the other attorneys he has recently hired in the Office of General Counsel.

In a few minutes, you will hear reports from today's productive committee meetings. On behalf of the entire Appalachian Community, I would like to thank each of you for the work you do on behalf of our university every day.

With summer in full swing, we are busily preparing for the fall semester.

The Sanford Hall renovation is about to begin – in fact, you may notice furniture and equipment being moved out of the building even as we speak. If you cross Sanford Mall while on campus – or even look out the window here, you will see the work commencing on this vital academic building.

Phase one of the residence halls construction is well underway. Foundations are being poured, and in the next month, we will see the steel skeletons begin to take shape.

For those of you who do not check the web cam every day (like I do), the Stadium End zone project is also underway and university staff are working diligently to ensure as seamless an experience as possible for the students who will be living among the residence hall construction as well as the many Mountaineer football fans, who are looking forward to another exciting season- and another conference championship – no pressure, Doug!

One key aspect of legislation that has the potential to have an impact on football season is North Carolina House Bill 389, which allows for controlled consumption of beer and wine in athletics venues at UNC System schools. Research on universities that sell beer and wine at athletics facilities shows significant decreases in alcohol-related arrests and incidents after implementation. As you know, Board of Trustees approval would be required should this option become available to UNC System schools, and I appreciate your thorough review of the options available to Appalachian.

Appalachian excels at completing construction projects on time and on budget. The opening the Levine Hall of Health Sciences last year serves as a showcase example of our success in this area – and I will remind you once again, it is the largest academic building ever to be built on our campus. It is not an easy feat to grow our infrastructure quickly and efficiently, but it is critically important to do so in order to empower the tremendous human potential on our campus. Vice Chancellor Forte's team, in particular, continues to find more innovative ways to do this and we all appreciate their work.

I hope you are regularly visiting the Appalachian's Future website and following along as we continue to build our infrastructure and empower human potential.

This is the time of year when we are hosting new students for orientation, and we are giving tours to prospective students, nearly every day. Certainly, meeting current students, faculty and staff gives them a sense of the welcoming environment here that will help them succeed as students and as graduates. Of course, we can all attest to the academic benefits provided by our stunningly beautiful location as well. It is nice, however, when we receive external validation of what we already know to be true. You have likely seen that Peterson's – the world's leading educational services company – named Appalachian in its "The 20 Best Colleges for Outdoor Enthusiasts" list, published May 1. The

university placed 13th out of the 20 recognized schools nationwide, which were ranked based on the academic and recreational opportunities they provide.

We have both anecdotal and empirical evidence that our location, academic offerings and community are deciding factors that make Appalachian the university of choice for our slowly yet steadily growing – and increasingly diverse – student population. While we won't have firm numbers until the UNC System census date of September 3rd, I am pleased to report a few promising preliminary numbers:

We have confirmed nearly 10% more rural students than last year;

The number of first-generation college students is up almost 13% over last year; and

The number of traditionally underrepresented students is up more than 18%.

Appalachian is not a quiet campus in the summer! We are looking forward to the opening of the 35th season of An Appalachian Summer Festival next week, the 8th annual Appalachian Energy Summit in July, and we have more than 6,000 elementary, middle and high school students attending academic and athletic camps during the summer months. More than 7,000 students are enrolled in one of our two Summer Sessions, taught by more than 500 faculty, and our award-winning police academy is training a new class of cadets.

Many of Appalachian's faculty are actively engaging in research and scholarship at home and across the globe. One example, which has garnered media attention throughout the world is the work of Geography Professor Dr. Baker Perry, who, along with Research Assistant Professor of Geography Anton Seimon, scaled Mount Everest to conduct climate research as part of a National Geographic expedition. If you caught the ABC News, Weather Channel or Gizmodo interviews with Dr. Perry this week and last week, you may have heard him talk about how he was on the team that braved record crowding, temperatures of nearly negative 30 degrees Celsius and icing which compromised his oxygen intake, to install the two highest operating automated weather stations in the world. These weather stations are providing scientists an unprecedented level of weather data that will improve weather forecasting across the globe... AND, if you are curious about what the temperature is on Mount Everest right now, thanks to Dr. Perry, you can find out.

It's hard to tell who is who, but in this photo, Dr. Perry – who you may know is also a direct descendent of D.D. Dougherty – is the tall one in this photo, in the center. I understand he is conducting additional media interviews as I speak, but you can read all about his work and the work of Dr. Seimon, who was on the team that recorded what we believe to be elevation records for at least two insect species. Spoiler alert- Dr. Perry MAY have solved a critical technical crisis at more than 27,000 feet with a shovel and a roll of duct tape. Read it for yourself at Today.appstate.edu!

Closer to home, we recently celebrated the graduating fifth grade class of the Appalachian State University Academy at Middle Fork. As I recently shared in my weekly newsletter to campus, students at the Academy at Middle Fork are making tremendous strides. Early assessments show greater than an 80% increase in this class from their fourth-grade reading scores. This momentum is critically important as this class enters middle school, and the enthusiasm for their progress was evident when all 48 graduating fifth grade students were greeted with cheers and congratulations from a room packed with their parents, families and educators. We have plans to stay connected with these students, and I look forward to seeing them cross the stage again – this time in Boone – in 2030 if not sooner.

The Academy's accomplishments and Appalachian's involvement in the National Geographic expedition have been celebrated in the media. Coverage of the work of Appalachian's faculty is important for them as well as for our students. These successes are also compelling reminders that

Appalachian exists on a continuum – preparing, engaging and educating students for a lifetime as Mountaineers.

I had the occasion to share many of Appalachian's success stories – and make the case for more support for our university – while in Raleigh last week meeting with our Board of Visitors. I took the opportunity to also share our university priorities with more than a dozen legislators, who are currently making important funding decisions. First and foremost among these priorities is a change in the funding model to use a credit completion formula to allocate funding and more equitably represent Appalachian among our peers in the UNC System.

Joining me in this advocacy work is our chief advocate and liaison to the Board of Governors, Phil Byers. Governor Byers had to leave to attend the groundbreaking of the North Carolina School of Science and Math in Morganton, but in his absence please allow me to take this moment to say a public thank-you to him for your tireless work in support of Appalachian.

Before I close my remarks, I would ask you save Thursday, September 5th on your calendars for our annual Founders' Day celebration. This year we will celebrate Appalachian's 120th year, and begin a new tradition of ringing the Founders Bell on September 5th, the opening day of classes in 1899. You can see in this photo we are creating a home for the Founders Bell, and a place for our students, faculty and staff to create and foster memories and traditions that will last for years to come.

On behalf of the entire institution, I would also like to thank you, our trustees, for the advocacy work each of you does on behalf of our faculty, staff and students. You make tremendous differences for – and along with – our faculty, staff and students. Together, our collective commitment to Appalachian's standing as the premier, public undergraduate institution in the state begins before our students receive their degrees and continues long afterward. Thank you.

Mr. Chairman, this concludes my remarks.

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

Friday, June 21, 2019
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 Chairperson, Lee Barnes, on Friday, June 21, 2019, at 11:00 a.m. in the Rough Ridge of the Plemmons Student Union on the campus of Appalachian State University in Boone, North Carolina. Chairperson Lee Barnes presided and called the meeting to order.

MEMBERS PRESENT:

Lee Barnes, Chairperson
Donald C. Beaver
Charles V. Murray

MEMBERS OF MEDIA:

Anna Oakes, Watauga Democrat

CONSTITUENCY

REPRESENTATIVES PRESENT:

Michael Behrent, Chair, Faculty Senate
Jeff Merritt, Alumni Representative

OTHERS PRESENT:

John Adams
Mark Bachmeier
Cindy Barr
Jacqui Bergman
Ellen Cowan
Aubry Dix
James Douthit
Randy Edwards
Willie Fleming
Mark Ginn
David Hayler
Marie Huff
Ece Karatan
Phyllis Kloda
Darrell P. Kruger
Mike McKenzie
Paul Meggett

Heather Norris
D. Terry Rawls
Melba Spooner
Meredith Taylor
Jeff Vahlbusch

CONFLICT OF INTEREST NOTICE: Chairperson Barnes 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.

EXPECTATION OF CONDUCT NOTICE: Chairperson Barnes read the following statement:
As we begin the business portion of the meeting, I would like to remind everyone of the Subcommittee’s expectations for conduct at our meetings. We ask that those attending today remain respectful of fellow attendees and the Subcommittee. Those attending an official meeting may not engage in conduct that is inconsistent with our Bylaws or that interferes with the rights of others to observe and listen to the proceedings. Any individual who disrupts the meeting will be asked to leave and may be subject to arrest.

APPROVAL OF MINUTES: A motion was made by Charles Murray and seconded by Donald Beaver to approve the open meeting minutes from the Academic Affairs Committee meeting on March 28, 2019. The motion was approved unanimously.

As there were no closed items for discussion, the minutes from the March 28, closed meeting will be approved in the full Board meeting this afternoon.

APPALACHIAN STATE UNIVERSITY’S FACULTY HANDBOOK REVISIONS

Dr. Jacqui Bergman, Vice Provost for Faculty Affairs, presented the proposed changes to the *Faculty Handbook*. Reference Exhibits A-1 & 2.

Chairperson Barnes requested a motion to accept the *Faculty Handbook* revisions as presented in Exhibit A-1 and to recommend them to the full Board for approval. A motion was made by Charles Murray to accept the *Faculty Handbook* revisions and to recommend them to the full Board for approval. The motion was seconded by Donald Beaver. The motion was approved unanimously.

SUPPLEMENTAL PAY POLICY FOR DISTANCE EDUCATION EFFECTIVE FALL 2019

Dr. Darrell P. Kruger, Provost and Executive Vice Chancellor, provided an update on Supplemental Pay Policy 602.10. The initial intent of the Supplemental Pay Policy many years ago was to incentivize faculty to teach in the distance education program. At that time the predominant form of distance education was for faculty to drive off the mountain and teach face-

to-face distance education courses. In the last decade that has changed: 75% of all Appalachian distance education programs are taught online; 25% are the driving off the mountain flavor. Therefore, effective fall 2019 distance education stipends for courses taught online will be reduced by 1% each year for five years going from 5% to 0%. Given that there is a faculty cost associated with drive time for distance education face-to-face courses, course stipends will be paid relative to: (a) the number of face-to-face meetings and (b) distance from Boone. Beginning in fall 2019 face-to-face distance education stipends will be reduced by 0.5% per year over the next five years. This will generate about \$250,000 each year. These monies will be reinvested in faculty professional development to grow online education at Appalachian. This will ensure quality online programs and courses which was a strong recommendation of the Distance Education Task Force. The change required to Policy 602.10 requires Board of Trustee approval. Reference Exhibits A-3, 4 & 5 in your meeting materials.

Chairperson Barnes requested a motion to accept the supplemental pay policy change as presented in Exhibits A-3, 4, & 5 and to recommend it to the full Board for approval. A motion was made by Charles Murray to accept the supplemental pay policy change and to recommend it to the full Board for approval. The motion was seconded by Donald Beaver. The motion was approved unanimously.

DR. ELLEN COWAN, COLLEGE OF ARTS AND SCIENCES, DEPARTMENT OF
GEOLOGICAL AND ENVIRONMENTAL SCIENCES; GLACIAL-MARINE
SEDIMENTOLOGY AND SEDIMENTARY RECORD OF CLIMATE CHANGE

Dr. Ellen Cowan shared her recent research experience as a participant in the International Ocean Discovery Program's JODIES Resolution to the Amundsen Sea from January 18 to March 20, 2019. Expedition 379 collected the first long drill cores from the sea floor to better understand the history of the West Antarctic Ice Sheet. This marine ice sheet is vulnerable to the warming ocean and is in the sector of Antarctica with the most rapid ice loss today. Icebergs presented challenges for the ship during drilling but they also leave a record via debris of ice sheet collapse on the sea floor. Cowan's post-expedition research will focus on the nature and occurrence of ice rafted debris through time. The long drill cores provided samples of sea floor deposits laid down 3 to 4 million years ago when the climate was warmer. Complete loss of the West Antarctic Ice Sheet is expected to cause a rise in global sea level of up to 4 meters.

APPALACHIAN STATE UNIVERSITY'S STRATEGIC PLAN

Dr. Darrell P. Kruger, Provost and Executive Vice Chancellor, provided a brief update on the next iteration of the University strategic plan. He shared that the next iteration of "The Appalachian Experience: Envisioning a Just and Sustainable Future 2014-2019" will be drafted in the 2019-2020 academic year. Input for the next version of the strategic plan was provided to the University Planning and Priorities Council (UPPC) through more than a dozen listening sessions in the 2018-2019 academic year. The Board of Trustees will be updated as that work continues.

APPENDIX A

Chairperson Barnes requested a motion, if no further business, to adjourn.

A motion was made by Charles Murray and seconded by Donald Beaver to adjourn. The motion was approved unanimously.

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

Respectfully submitted,

Kathy Brown
Recording Secretary

Faculty Handbook
Revisions for 2019-20

Prepared for Provost and Executive Vice Chancellor
Darrell Kruger by
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June 6, 2019

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Faculty Handbook Revisions for 2019

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and approvals by the Provost during the academic year 2018-2019.

Item 1: Section 2.5 The Provost and Executive Vice Chancellor

Section 2.5 and 2.7: Specifically, 2.5.3, 2.5.6, and 2.7. Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Faculty Handbook on reorganization and/or name changes within Academic Affairs.

2.5.3 The Vice Provost for Faculty Affairs (VPFA) works closely with Faculty Senate, provost and executive vice chancellor, deans, associate vice chancellors and department chairs to develop policy and best practices for faculty evaluation, academic development initiatives, and faculty support services. The VPFA oversees: The *Faculty Handbook*, the Office of Title IX Compliance, the Office of Disability Resources, and the Center for Academic Excellence.

2.5.6 Other units reporting to the Provost and Executive Vice Chancellor

Associate Vice Chancellor for Enrollment Services (Enrollment Management, Office of Admissions, Office of the Registrar, and College Awareness Program)
Associate Vice Chancellor of International Education and Development
Chief Information Officer and Information Technology Services
Institutional Research, Assessment, and Planning
Dean of Libraries, Carol G. Belk Library and Information Commons
Division of Educational Outreach and Summer Programs
Faculty Senate

2.7 The Dean of the Cratis D. Williams School of Graduate Studies

The dean of the Cratis D. Williams School of Graduate Studies (Graduate School) reports directly to the provost and executive vice chancellor and is a full voting member of the university Deans Council. The dean (a) is the administrative officer of the Graduate School, and (b), in consultation with the respective college deans, has general supervisory responsibilities over all graduate programs at the University. The dean evaluates candidates and makes appointments to the Graduate Faculty, and the dean or the dean's delegate interviews candidates for graduate faculty positions.

The dean, with support from the Graduate School staff and the associate dean for graduate studies, will:

(f) in conjunction with appropriate units on campus, investigate matters involving ethical concerns as they relate to graduate students.

Item 2: 2.8 The Departmental Chair

Section 2.8. Addition of (s). Approved by Faculty Senate on December 3, 2018

Explanation: Additional language was needed to require that the chair have agendas and meeting minutes so communication was always clear.

(s) It is the responsibility of the chair to lead full departmental meetings (with the exception of PTC meetings) and that formal agendas be sent out ahead of time and that minutes be approved at the next departmental meeting.

Item 3: 3.4 Primacy of Academic Governance Over Academic Curriculum and Instruction (3.4.1)

Section 3.4 (3.4.1). Approved by Faculty Senate on December 3, 2018

Explanation: AP&P would like to change dean to dean or dean's designee in 3.4 (3.4.1).

3.4.1 Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee. After a proposal for curricular or structural change has been acted upon by a college or school and after the dean or the dean's designee of that college or school has submitted the proposal to all other necessary groups, the dean will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Item 4: 3.12 Emeritus Status (3.12.1 Emeritus Status Procedure)

Section 3.12 (3.12.1). Approved by Faculty Senate on April 8, 2019

Explanation: This change was made to allow another tenured faculty member or chair within the candidate's department to initiate the emeritus/emerita/emeritx application process on a faculty member's behalf – and to add the non-gender specific term “emeritx” as new language.

3.12.1 Emeritus/Emerita/Emeritx Status Procedure

The candidate initiates application for emeritus/emerita/emeritx status no later than September 15 in the year of consideration. In the event that the candidate is unable to initiate application, a tenured faculty member in the candidate's department or the candidate's department chair may do so on their behalf 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/their recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her/their recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her/their review will forward his/her/their 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/emerita/emeritx 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 shall accompany the emeritus/emerita/emeritx 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 or upon immediate, full retirement, or upon documentation of resignation due to long-term disability.

Item 5: Section 3.14 Part-Time Faculty: 3.14.5 Services and 8.11 University Recreation and Health Promotion

Section 3.14.5 and 8.11 Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to correct a contradiction between two sections and to ensure that both sections within the Handbook are properly referenced.

3.14.5.2 Current part-time students, faculty, instructors, adjunct faculty, staff, and temporary employees are allowed to use recreational facilities. Their dependents and spouses are eligible to use the recreational facilities and to obtain an Appalachian State University ID card. (Refer to 8.11.1)

8.11.1 Informal & Fitness Recreation Intramural Sports, Club Sports, and Outdoor Programs

The University Recreation Program offers something for everyone, whether it's informal recreation, structured activities, or outdoor trips and workshops. Faculty members are encouraged to utilize University Recreation Programs. University Recreation provides several ways faculty can get involved. Although primarily UREC programs and facilities are intended for the use of students, faculty and staff may use and take part in many of the programs and facilities. All current faculty who wish to use the fitness/recreation facilities are required to pay a fee. Those qualifying for access include spouses, domestic partners, children under 19 years of age living at home, and children 19 years or older who qualify as dependents for federal income tax purposes (specifically, this means that the child is currently enrolled as a full-time student). Dependents must have an official ASU dependent ID. Dependents under 16 years of age must be supervised by the parent and/or adult who is of 19 years or older. Current part-time students, faculty (as defined in Article I), staff, and temporary employees are allowed to use recreational facilities. Their dependents and spouses are eligible to use the recreational facilities and to obtain an Appalachian State University ID card. For more information visit our website <http://urec.appstate.edu/> (Refer to 3.14.5.2)

Item 6: Section 4.1.6 (4.1.6.3) Composition of Departmental Promotion and Tenure Committees

Section 4.1.6: 4.1.6.3. Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to require that Promotion and Tenure Committee chairs be elected by September 15 and complete training prior to chairing the first PTC meeting.

4.1.6.3 Prior to September 15 of the Academic Year in which the PTC Chair shall serve, the PTC will elect a committee chair from among its members. The committee chair's responsibilities shall include: presiding over meetings of the PTC; compiling the votes of the committee members, and forwarding the votes and the vote justification letters to both the departmental chair and dean. Prior to presiding over the first PTC meeting of the Academic Year, the PTC Chair shall complete training approved by the Vice Provost for Faculty Affairs on the role and responsibilities of the committee chair.

Item 7: Section 4.1.8 (4.1.8.4) Procedures of Departmental Promotion and Tenure Committees

Section 4.1.8, 4.1.8.4. Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to strengthen language regarding the vote justification forms.

4.1.8.4 Voting will be carried out anonymously by paper ballots. In addition, each member of the departmental promotion and tenure committee (PTC) shall be expected to complete a university-wide vote justification form citing specific evidence of why the candidate does or does not meet departmental criteria for contract renewal, promotion, and/or tenure in the areas of teaching, research, and service as per the departmental guidelines. These forms highlight the importance of the PTC's responsibility, keep PTC members' rationale aligned with the criteria for reappointment, tenure, and promotion, and provide important information to the deans and the provost in making their decisions. The vote justification forms, which may be anonymous, shall be submitted within three working days of the PTC meeting at which the vote is taken. These letters shall be given to the committee chair, who will then provide these to the departmental chair and the dean at the end of the aforementioned working days, and sent through the dean to the provost and executive vice chancellor.

Item 8: Section 4.12 Policy Regarding Personnel Files

Section 4.12: 4.12.3.2 (update name of office). Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs.

4.12.3.2 For example, information gathered in the investigation of allegations of misconduct should be maintained in a confidential investigation file in the office conducting the investigation (e.g., Office of General Counsel and/or the Office of Title IX Compliance). While investigations often involve review of copies of existing records from an individual's personnel file, investigations also gather information and documents that are not part of that file, including witness statements and other documentary evidence. Such documents should not be made part of a personnel file unless and until it is determined that the information should be relied upon in making one of the listed employment actions and at that time the documents relied upon in the employment action will be placed in the official personnel file, which is available to the faculty member.

Item 9: Section 7.5 University Councils (7.5.8 Council on Teacher Education)

Section 7.5.8. Approved by Faculty Senate on October 8, 2018.

Explanation: This change was made to update the Council's name to what is currently being used.

7.5.8 Professional Education Council

The Professional Education Council has as its main function the role of analyzing and evaluating professional education curricula and of recommending policies and procedures for strengthening the professional education programs. Its composition is interdepartmental. (Dean of the Reich College of Education)

Item 10: Section 8.12 Equity, Diversity and Compliance

Section 8.12 (update name of office). Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs.

The Office of Title IX Compliance (OTC) supports the University's mission of scholarship through promoting the full dignity of every member of the campus community, ensuring access to all facets of campus life, and fostering an environment free of sexual discrimination and sexual harassment, including sexual misconduct and relationship violence. Under the leadership of the Title IX Coordinator, OTC pursues institutional compliance with Title IX of the Education Amendments of 1972: federal legislation that protects against discrimination based on sex in education programs or

activities that receive Federal financial assistance. Further, Title IX requires equal access and participation for Pregnant and Parenting individuals. Title IX covers educational programs and employment activities including classes, employment and advancement, clubs, sports, honor societies, leadership opportunities, and more. Individuals may report their experiences of gender-related discrimination, sexual or relationship violence and seek redress and support through OTC. OTC investigators are trained to efficiently and equitably pursue reported violations from initial contact with the Office through formal administrative processes. OTC also facilitates active and ongoing training for Appalachian regarding the prevention of and response to prohibited conduct. See <https://titleix.appstate.edu>.

Item 11: Section 8.13 Office of Disability Resources (inserting new office due to reorganization)

Section 8.13 (Adding a new office to the list). Approved at April 29, 2019 meeting.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs. This addition will move current 8.13 to 8.14, etc.

Section 8.13 Office of Disability Resources

The Office of Disability Resources assists eligible students, faculty, staff, and visitors with disabilities by determining access needs and coordinating academic adjustments or workplace accommodations. See <http://odr.appstate.edu/>.

Item 12: Section 8.14 The Center for Academic Excellence

Section 8.13 (now 8.14) Updating name and renumbering sections. Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs. This addition will move current 8.13 to 8.14 and revise language.

Section 8.14 The Center for Academic Excellence

The Center for Academic Excellence (CAE) is the university's lead teaching and learning resource for faculty (tenured, tenure-track, non-tenure-track, and administrative faculty) in all career stages. The CAE offers a broad range of programs, resources, and services dedicated to growing excellence in teaching and learning and supporting faculty and student success. The goals of the CAE are to offer professional development programs which advance the teaching and learning core mission, increase the utilization of innovative learning technologies, strengthen leadership development, and cultivate equity, inclusion, and diversity in the classroom and campus community. The Center plays a direct role in supporting colleges, departments, academic

programs, and campus units in achieving institutional objectives. The CAE team works collaboratively with constituents across campus to develop, implement, and assess programs and services that advance our collective goals. More information about the CAE may be found on our website at: <http://cae.appstate.edu>

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Black = Existing *Handbook* language

Red = Proposed new *Handbook* language

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2.5.6 Other units reporting to the Provost and Executive Vice Chancellor

~~Director of the Office of Equity, Diversity, and Compliance~~

Associate Vice Chancellor for Enrollment Services (Enrollment Management, Office of Admissions, Office of the Registrar, and College Awareness Program)

Associate Vice Chancellor of International Education and Development

Chief Information Officer and Information Technology Services

Institutional Research, Assessment, and Planning

Dean of Libraries, Carol G. Belk Library and Information Commons

Division of Educational Outreach and Summer Programs

Faculty Senate

2.7 The Dean of the Cratis D. Williams School of Graduate Studies

The dean of the Cratis D. Williams School of Graduate Studies (Graduate School) reports directly to the provost and executive vice chancellor and is a full voting member of the university Deans Council. The dean (a) is the administrative officer of the Graduate School, and (b), in consultation with the respective college deans, has general supervisory responsibilities over all graduate programs at the University. The dean evaluates candidates and makes appointments to the Graduate Faculty, and the dean or the dean's delegate interviews candidates for graduate faculty positions.

The dean, with support from the Graduate School staff and the associate dean for graduate studies, will:

(f) in conjunction with ~~the Office of Equity, Diversity and Compliance~~, appropriate units on campus, investigate matters involving ethical concerns as they relate to graduate students.

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Explanation: Additional language was needed to require that the chair have agendas and meeting minutes so communication was always clear.

(s) It is the responsibility of the chair to lead full departmental meetings (with the exception of PTC meetings) and that formal agendas be sent out ahead of time and that minutes be approved at the next departmental meeting.

Item 3: 3.4 Primacy of Academic Governance Over Academic Curriculum and Instruction (3.4.1)

Section 3.4 (3.4.1). Approved by Faculty Senate on December 3, 2018

Explanation: AP&P would like to change dean to dean or dean's designee in 3.4 (3.4.1).

3.4.1 Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee. After a proposal for curricular or structural change has been acted upon by a college or school and after the dean or the dean's designee of that college or school has submitted the proposal to all other necessary groups, the dean will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Item 4: 3.12 Emeritus Status (3.12.1 Emeritus Status Procedure)

Section 3.12 (3.12.1). Approved by Faculty Senate on April 8, 2019

Explanation: This change was made to allow another tenured faculty member or chair within the candidate's department to initiate the emeritus/emerita/emeritx application process on a faculty member's behalf – and to add the non-gender specific term “emeritx” as new language.

3.12.1 Emeritus/*Emerita*/*Emeritx* Status Procedure

The candidate initiates application for emeritus/*emerita*/*emeritx* status no later than September 15 in the year of consideration. **In the event that the candidate is unable to initiate application, a tenured faculty member in the candidate's department or the candidate's department chair may do so on their behalf 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/*their* recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her/*their* recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her/*their* review will forward his/her/*their* 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/*emerita*/*emeritx* 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 shall accompany the emeritus/*emerita*/*emeritx* 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 or upon immediate, full retirement, or upon documentation of resignation due to long-term disability.

Item 5: Section 3.14 Part-Time Faculty: 3.14.5 Services and 8.11 University Recreation and Health Promotion

Section 3.14.5 and 8.11 Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to correct a contradiction between two sections and to ensure that both sections within the Handbook are properly referenced.

3.14.5.2 Current part-time students, faculty, instructors, adjunct faculty, staff, and temporary employees are allowed to use recreational facilities. Their dependents and spouses are eligible to use the recreational facilities and to obtain an Appalachian State University ID card. (Refer to 8.11.1)

8.11.1 Informal & Fitness Recreation Intramural Sports, Club Sports, and Outdoor Programs

The University Recreation Program offers something for everyone, whether it's informal recreation, structured activities, or outdoor trips and workshops. Faculty members are encouraged to utilize University Recreation Programs. University Recreation provides several ways faculty can get involved. Although primarily UREC programs and facilities are intended for the use of students, faculty and staff may use and take part in many of the programs and facilities. All current faculty who wish to use the fitness/recreation facilities are required to pay a fee. Those qualifying for access include spouses, domestic partners, children under 19 years of age living at home, and children 19 years or older who qualify as dependents for federal income tax purposes (specifically, this means that the child is currently enrolled as a full-time student). Dependents must have an official ASU dependent ID. Dependents under 16 years of age must be supervised by the parent and/or adult who is of 19 years or older. **Current part-time students, faculty (as defined in Article I), staff, and temporary employees are allowed to use recreational facilities. Their dependents and spouses are eligible to use the recreational facilities and to obtain an Appalachian State University ID card.** ~~Temporary employees pay semester by semester and have no dependent privileges. Only dependents of permanent employees qualify for access.~~ For more information visit our website <http://urec.appstate.edu/> (Refer to 3.14.5.2)

Item 6: Section 4.1.6 (4.1.6.3) Composition of Departmental Promotion and Tenure Committees

Section 4.1.6: 4.1.6.3. Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to require that Promotion and Tenure Committee chairs be elected by September 15 and complete training prior to chairing the first PTC meeting.

4.1.6.3 ~~Prior to September 15 of the Academic Year in which the PTC Chair shall serve~~ ~~At its first meeting,~~ the PTC will elect a committee chair from among its members. The committee chair's responsibilities shall include: **presiding over meetings of the PTC**; compiling the votes of the committee members, and forwarding the votes and the vote justification letters to both the departmental chair and dean. **Prior to presiding over the first PTC meeting of the Academic Year, the PTC Chair shall complete training approved by the Vice Provost for Faculty Affairs on the role and responsibilities of the committee chair.**

Item 7: Section 4.1.8 (4.1.8.4) Procedures of Departmental Promotion and Tenure Committees

Section 4.1.8, 4.1.8.4. Approved by Faculty Senate on March 11, 2019.

Explanation: This change was made to strengthen language regarding the vote justification forms.

4.1.8.4 Voting will be carried out anonymously by paper ballots. In addition, each member of the departmental promotion and tenure committee (PTC) shall be ~~encouraged~~ **expected** to complete a university-wide vote justification form citing specific evidence of why the candidate does or does not meet departmental criteria for contract renewal, promotion, and/or tenure in the areas of teaching, research, and service as per the departmental guidelines. These forms ~~are designed to~~ **highlight the importance of the PTC's responsibility, keep PTC members' rationale aligned with the criteria for reappointment, tenure, and promotion,** and provide important information to the deans and the provost in making their decisions. The vote justification forms, which may be anonymous, shall be submitted within three working days of the PTC meeting at which the vote is taken. These letters shall be given to the committee chair, who will then provide these to the departmental chair and the dean at the end of the aforementioned working days, and sent through the dean to the provost and executive vice chancellor.

Item 8: Section 4.12 Policy Regarding Personnel Files

Section 4.12: 4.12.3.2 (update name of office). Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs.

4.12.3.2 For example, information gathered in the investigation of allegations of misconduct should be maintained in a confidential investigation file in the office conducting the investigation (e.g., Office of General Counsel and/or the Office of **Title IX Compliance** ~~Equity, Diversity, and Compliance~~). While investigations often involve review of copies of existing records from an individual's personnel file, investigations also gather information and documents that are not part of that file, including witness statements and other documentary evidence. Such documents should not be made part of a personnel file unless and until it is determined that the information should be relied upon in making one of the listed employment actions and at that time the documents relied upon in the employment action will be placed in the official personnel file, which is available to the faculty member.

Item 9: Section 7.5 University Councils (7.5.8 Council on Teacher Education)

Section 7.5.8. Approved by Faculty Senate on October 8, 2018.

Explanation: This change was made to update the Council's name to what is currently being used.

7.5.8 ~~Council on Teacher Education~~ Professional Education Council

The ~~Council on Teacher Education~~ Professional Education Council has as its main function the role of analyzing and evaluating ~~teacher~~ professional education curricula and of recommending policies and procedures for strengthening the ~~teacher~~ professional education programs. Its composition is interdepartmental. (Dean of the Reich College of Education)

Item 10: Section 8.12 Equity, Diversity and Compliance

Section 8.12 (update name of office). Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs.

The Office of Equity, Diversity and Compliance (EDC) ~~Title IX Compliance (OTC)~~ is charged with ensuring that the dignity of students, employees, and campus visitors is upheld, that the University's commitment to equal access to education and employment is advanced, that respectful treatment is assured, and that an appreciation of differences is fostered for all members of the University community. ~~supports the University's mission of scholarship through promoting the full dignity of every member of the campus community, ensuring access to all facets of campus life, and fostering an environment free of sexual discrimination and sexual harassment, including sexual misconduct and relationship violence.~~ Under the leadership of the ~~Associate Vice Chancellor for Equity, Diversity and Compliance (Chief Diversity Officer)~~ Title IX Coordinator, OTC pursues institutional compliance with Title IX of the Education Amendments of 1972: federal legislation that protects against discrimination based on sex in education programs or activities that receive Federal financial assistance. Further, Title IX requires equal access and participation for Pregnant and Parenting individuals. Title IX covers educational programs and employment activities including classes, employment and advancement, clubs, sports, honor societies, leadership opportunities, and more. Individuals may report their experiences of gender-related discrimination, sexual or relationship violence and seek redress and support through OTC. ~~the EDC staff members guide and monitor search and hiring procedures including affirmative action and equal opportunity compliance, Title IX investigations, harassment and discrimination prevention and~~

investigations, and the exit interview process. EDC also includes the Office of Disability Services, which assists eligible individuals with documented disabilities in determining and coordinating reasonable academic or workplace accommodations. Additionally, the EDC staff provides workshops in harassment prevention and responsible human relations to any on- or off-campus classes, organizations, departments, or units. See <http://edc.appstate.edu/>. OTC investigators are trained to efficiently and equitably pursue reported violations from initial contact with the Office through formal administrative processes. OTC also facilitates active and ongoing training for Appalachian regarding the prevention of and response to prohibited conduct. See <https://titleix.appstate.edu>.

Item 11: Section 8.13 Office of Disability Resources (inserting new office due to reorganization)

Section 8.13 (Adding a new office to the list). Approved at April 29, 2019 meeting.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs. This addition will move current 8.13 to 8.14, etc.

Section 8.13 Office of Disability Resources

The Office of Disability Resources assists eligible students, faculty, staff, and visitors with disabilities by determining access needs and coordinating academic adjustments or workplace accommodations. See <http://odr.appstate.edu/>.

Item 12: Section 8.13 William C. Hubbard Programs for Faculty Excellence

Section 8.13 Updating name and renumbering sections. Approved by Faculty Senate on April 29, 2019.

Explanation: This is to update the Handbook regarding reorganization within Academic Affairs. This addition will move current 8.13 to 8.14 and revise language.

~~8.13 William C. Hubbard Programs for Faculty Excellence~~

~~The William C. Hubbard Programs for Faculty Excellence provide professional support to faculty and staff through three interrelated programs: Faculty and Academic Development; Learning Technology Services; and Diversity and Quality Enhancement.~~

~~**8.13.1 Faculty and Academic Development** promotes success in faculty professional responsibilities— student engagement, scholarly accomplishment, and academic leadership. It supports all faculty (tenured, tenure track, non tenure track, and administrative faculty) in all~~

career stages (from newly hired to retirement) by offering a broad range of programs, resources, and services in a variety of formats. Programs include on-campus workshops and seminars, summer institutes, faculty learning communities, mentoring, analysis of teaching for improvement, special support for new faculty, and web resources. More information can be found at [HTTP://FAD.APPSTATE.EDU](http://FAD.APPSTATE.EDU).

8.13.2 Learning Technology Services is a campus unit that provides training, consulting, and technology services to faculty and staff for the effective use of technologies in the academic environment. LTS supports and advocates for appropriate integration of computer technologies into teaching and learning; provides computer training opportunities and services to Appalachian faculty, administration, and staff; maintains and manages the AsULearn learning management system; advocates for resource allocations necessary to effectively use and explore potential uses of computing in teaching and learning; promotes the integration of computer technologies with other available pedagogical tools; develops and improves specialized learning related and learning assessment related software and systems; provides quality enhancement and instructional design services for technology enhanced courses; provides interactive videoconferencing and two-way video course capabilities and services for teaching and learning; produces instructional and departmentally relevant video materials; manages the University's world-wide web presence in a sustainable and supported fashion; collects, analyzes and disseminates information relating to "best practices" in instructional technologies within the University; and provides a focal point for University efforts and initiatives relating to teaching and learning with technology. General and contact information for LTS is available at <http://lts.appstate.edu>, for Web Services at <http://webservices.appstate.edu>, and for Interactive Video Services at <http://ivs.appstate.edu>.

Section 8.14 The Center for Academic Excellence

The Center for Academic Excellence (CAE) is the university's lead teaching and learning resource for faculty (tenured, tenure-track, non-tenure-track, and administrative faculty) in all career stages. The CAE offers a broad range of programs, resources, and services dedicated to growing excellence in teaching and learning and supporting faculty and student success. The goals of the CAE are to offer professional development programs which advance the teaching and learning core mission, increase the utilization of innovative learning technologies, strengthen leadership development, and cultivate equity, inclusion, and diversity in the classroom and campus community. The Center plays a direct role in supporting colleges, departments, academic programs, and campus units in achieving institutional objectives. The CAE team works collaboratively with constituents across campus to develop, implement, and assess programs and services that advance our collective goals. More information about the CAE may be found on our website at: <http://cae.appstate.edu>

Supplemental Pay Policy 602.10

1 Introduction

The purpose of this policy is to provide uniform and consistent standards for approving and providing supplemental assignments and compensation to university employees.

2 Scope

This policy applies to supplemental compensation paid to Appalachian State University faculty and staff through the University Payroll Office. This policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries or payments for external consulting (see Policy on External Professional Activities for Pay).

3 Definitions

3.1 Contract Period

For nine-month faculty, the contract period is generally from August 15 through May 15. Otherwise, the specific dates of the contract period are based on the employee's employment contract.

3.2 Outside-the-contract Period

For nine-month faculty, this period is generally from May 16 through August 14. Otherwise, the specific dates of the time outside-the-contract period are based on the employee's employment contract.

3.3 Base Salary

The annual permanent salary of the employee as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease. The base salary includes any supplemental administrative stipends extending for one year or more, but does not include temporary payments for a period of less than one year.

3.4 9-Month Equivalent Salary

For faculty, this is the portion of the base salary less any continuing supplemental administrative stipends built into the base salary. For 12-month EHRA Non-Faculty employees, the 9-month equivalent salary is calculated as $9/12^{\text{th}}$ of the base salary. For 10-month and 11-month EHRA Non-Faculty employees, the ratio is $9/10^{\text{th}}$ and $9/11^{\text{th}}$, respectively, of the base salary.

3.5 Supplemental Compensation

For faculty, all extra compensation paid through University Payroll beyond the 9-month equivalent salary, regardless of funding source. For EHRA Non-Faculty employees, this includes all extra compensation paid through University Payroll beyond the base salary, regardless of funding source. This includes, but is not limited to, activities such as conducting seminars, workshops, and training; teaching distance education courses; dual employment payments from other state agencies; internal grant stipends; administrative stipends; external grant and contract stipends and teaching summer courses.

4 Policy and Procedure Statements

4.1 General Policy

4.1.1 For a full-time member of the faculty or EHRA Non-Faculty staff, the salary approved by the Chancellor, Board of Trustees, or Board of Governors is the base salary to be paid during the contract period. No additional compensation may be paid for University duties that are generally related to the position to which the individual is appointed during the contract period. No Tier I Senior Academic and Administrative Officer (see UNC Policy Manual Section 300.1.1, I-A) may be paid in addition to his or her approved annual compensation for any services rendered to any institution-related foundation, endowment, or other entity that was established by officers of the University, that is controlled by the University, or that is tax exempt based on being a support organization for the University.

4.1.2 With appropriate approvals, full-time members of the faculty or EHRA Non-Faculty staff may receive additional compensation for extra duties, as long as these extra services do not cause a conflict of commitment with the primary employment position of the employee. A maximum commitment of time of 120% is allowed and supplemental compensation from all sources may total no more than 20% of the 9-month equivalent salary during the contract period. For EHRA Non-Faculty staff and faculty, all supplemental compensation received outside-the-contract period may total no more than 38.4% of the 9-month equivalent salary.

4.2 Specific Policies

4.2.1 Administrative Stipends for Faculty

Administrative stipends for faculty that are included as part of the base salary will count as part of the limited supplemental compensation associated with the outside-the-contract period specified in the General Policy.

4.2.2 Dual Employment

Dual employment occurs when a University employee agrees to perform services for another state agency on a part-time or contractual basis. Approval must be obtained from the supervisor of the primary employment position before the service is provided in order to ascertain whether the obligation will interfere with the job duties and commitments of the primary position. If approved, all payments to the employee must be sent (along with Form CP-30) from the borrowing agency to the University and paid through the University Payroll. Payments of this type are counted as part of supplemental compensation.

4.2.3 Overload Instruction

In general, faculty should not be paid extra for teaching credit courses in addition to their normal course load. Instead, other arrangements may be made, such as a corresponding course reduction in the following semester. With approval of the chair and dean, overload pay may be approved for faculty that agree to teach additional credit courses beyond the departmental standard load if it does not cause a conflict of commitment with the other duties of the faculty member. There is a one course per semester limit on this type of payment and the stipend will be limited to the standard contract amount offered to part-time faculty based on a pay schedule maintained by the Office of Academic Affairs.

4.2.4 Distance Education Instruction

Supplemental compensation for teaching distance education courses for credit is allowable due to the additional time commitment associated with instructing students at a remote location and not for duties that a faculty member would typically provide for courses offered on campus. Stipends may be provided

for qualifying courses according to a schedule maintained by the Office of Academic Affairs. This additional compensation will not be provided for distance education courses when there are equivalent campus courses that inherently involve travel for which no additional compensation is awarded to faculty. Examples of courses in which travel is required, but no supplemental compensation is offered include internships, student teaching, study abroad or other field-based courses. This policy does not apply to course offerings of the Boone campus, but specifically to offerings coordinated by the distance education area within the Division of Educational Outreach and Summer Programs.

4.2.5 Summer Instruction

Faculty will be contracted according to a rate schedule maintained by the Office of Academic Affairs. Excluding internship supervision, revenue-generated courses, or other atypical course offerings, faculty will be compensated at no less than the minimum rate applied to part-time faculty during the academic year.

4.2.6 Teaching Continuing Education Programs

Faculty may be approved by their chair and dean for supplemental compensation for teaching non-credit programs offered through the Division of Educational Outreach and Summer Programs or some other University unit as long as such work does not cause a conflict of commitment with their regular job duties. Compensation rates are generally dependent on generation of program revenue. For faculty and EHRA Non-Faculty employees, compensation limits from the General Policy will apply.

4.2.7 Teaching by SHRA FLSA Exempt or EHRA Non-Faculty Staff

4.2.7.1 EHRA Non-Faculty and SHRA FLSA Exempt employees, whose duties are tied to the normal workweek schedule of the University, may be allowed, subject to advance approval by the appropriate supervisor, to take on a University teaching responsibility for supplemental compensation. Supplemental compensation for instruction is not permitted for SHRA FLSA Non-Exempt employees subject to overtime. A staff member's primary employment responsibilities take priority over any additional part-time teaching assignments. Generally, this teaching responsibility must be carried out entirely during times other than the normal working hours established for the full-time employment responsibility.

4.2.7.2 In extraordinary circumstances, when the teaching responsibility must take place during the course of the employee's normal working hours, such exceptions must be approved in advance by the appropriate division vice chancellor. If the arrangement is approved, an alternate work schedule must be approved by the division vice chancellor. The division vice chancellor must review and recertify such arrangements annually, and, if necessary, coordinate for continued concurrence with the appropriate supervisor. Otherwise, the employee may not receive supplemental pay for the teaching assignment. For EHRA Non-Faculty employees, compensation limits from the General Policy will apply.

4.2.8 Compensation for Non-teaching Activities by SHRA or EHRA Non-Faculty Staff

4.2.8.1 For EHRA Non-Faculty and SHRA staff, additional activities for supplemental pay may be permitted, with the supervisor's approval, but must not interfere with the staff member's normal duties, must be outside the scope of the employee's normal job responsibilities, and must be carried out during times other than the normal working hours established for the full-time employment responsibility of that staff member.

4.2.8.2 In extraordinary circumstances, when the additional activities for pay must take place during the course of the employee's normal working hours, such exceptions must be approved in advance by the appropriate division vice chancellor. If the arrangement is approved, an alternate work schedule must be approved by the division vice chancellor. The division vice chancellor must review and recertify such arrangements annually, and, if necessary, coordinate for continued concurrence with the appropriate supervisor. Otherwise, the employee may not receive supplemental pay for the non-teaching activity. For EHRA Non-Faculty employees, compensation limits from the General Policy will apply.

4.2.8.3 SHRA employees subject to the overtime provisions of the Federal Fair Labor Standards Act (FLSA) may only receive supplemental compensation under this policy for activities determined to meet criteria for occasional or sporadic activities under the FLSA. All other hours worked for the university during any workweek must be combined for the purpose of determining overtime eligibility. All payments of overtime must be made in accordance with applicable overtime laws and regulations and must be based upon the appropriate rate(s) of pay for work performed.

4.2.9 Faculty Compensation from External and Internal Grants

4.2.9.1 For 9-month faculty, supplemental compensation may be earned outside-the-contract period for University-sponsored research that is externally funded by a governmental agency as approved by the department chair, dean, and the Office of Research and Sponsored Programs. The maximum payment is 38.4% of the base salary or 120% of time, unless otherwise limited by the sponsor. In the case of a federal grant or contract, the rate of pay for supplemental compensation outside-the-contract period must be the same as the base rate of pay for the contract assignment. This policy is intended to comply with applicable federal and state restrictions on level of effort. Federal restrictions permit up to 33.3% outside-the-contract period and no more than 100% of total compensated effort during the contract period.

4.2.9.2 Government sponsors usually do not permit compensation beyond the base rate of pay during the contract period. As a general rule, faculty members (9 and 12 months) involved in government-funded research during the contract period should have their other assigned responsibilities reduced through a "reassigned time" arrangement. For non-government sponsors, additional compensation can be paid during the contract period if permitted by the sponsor and approved by the chair and dean. The maximum supplemental compensation allowed during the contract period is 20% of the 9-month equivalent salary.

4.2.9.3 For internal grants, the maximum supplemental compensation allowed during the contract period is 20% of the 9-month equivalent salary. Outside-the-contract period, the maximum supplemental compensation allowed is 38.4% of the 9-month equivalent salary. Please note the General Policy may limit compensation further for external and internal grants due to other forms of additional compensation received by the faculty member.

4.3 Procedures for Payment of Supplemental Compensation

4.3.1 Timing of Requests

Proposals for activities involving payment of supplemental compensation must be approved by the chair or immediate supervisor of the employee in advance of initiation of the work. As proposals are reviewed and approved, an individual's total time commitments on institutional as well as external professional activities (e.g., outside consulting) will be considered. The chair or immediate supervisor is responsible for ensuring time and compensation limits specified in the General Policy are enforced.

4.3.2 Duration

No work assignment that results in supplemental compensation may exceed one year; provided, however, that any such additional work assignment may be extended or renewed on a case-by-case basis. Requests for payments must specify the time period for which the person is receiving compensation and the time period must be wholly contained within a contract period or outside a contract period.

4.3.3 Approvals

4.3.3.1 If the employee receiving supplemental compensation is in a different department/unit from the requestor of the work or assignment, the department chair/supervisor of the employee should be

consulted for approval in order to consider such issues as work-load management and adherence to the General Policy concerning limits on time and compensation. Requests for payments of supplemental compensation must be approved by the department chair/supervisor and the dean/unit head of the employee as well as the appropriate supervisors from whom the payments are requested.

4.3.3.2 All proposals for supplemental pay to SHRA employees to perform work outside their normal duties must be documented and submitted for review by the Office of Human Resources for compliance reasons prior to the commencement of the work.

4.3.4 Method of Payment and Deductions

Payment of supplemental compensation will be processed as additional pay to employees (and not as payments to independent contractors) through University Payroll and will have federal/state taxes and other appropriate deductions withheld. Payments will be identified as supplemental compensation above the amount paid as the base salary.

5 Additional References

UNC Policy 300.2.13, Supplemental Pay Policy for Employees Exempt from the State Personnel Act

Federal Fair Labor Standards Act

6 Authority

Appalachian State University Board of Trustees

7 Contact Information

Academic Affairs, Vice Provost for Resource Management

Office of Human Resources

8 Original Effective Date

Approved by the Appalachian State University Board of Trustees, June 2, 2006

9 Revision Dates

September 1, 2006

December 5, 2008

March 29, 2019

**Supplemental Pay
Policy 602.10
APPALACHIAN STATE UNIVERSITY
POLICY ON SUPPLEMENTAL COMPENSATION FOR
PROFESSIONAL SERVICES TO THE UNIVERSITY**

*(As approved by the Board of Trustees on June 2, 2006)
Revised September 1, 2006
Revised December 5, 2008
Revised June 26~~XX~~, 20152019*

1 Introduction

The purpose of this policy is to provide uniform and consistent standards for approving and providing supplemental assignments and compensation to university employees.

2I. Scope

This policy applies to supplemental compensation paid to Appalachian State University faculty and staff through the University Payroll Office. This policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries or payments for external consulting (see Policy on External Professional Activities for Pay).

3II. Definitions

~~For the purposes of this policy, the following definitions apply:~~

3.1 Contract Period-

For nine-month faculty, the contract period is generally from August 15 through May 15. ~~Otherwise, t~~The specific dates of the contract period ~~in any one case~~ are based on the ~~faculty-~~member's~~employee's~~ employment contract.

3.2 Outside-the-contract Period-

For nine-month faculty this period is generally from May 16 through August 14. ~~Otherwise, t~~The specific dates of the time outside-the-contract period ~~in any one case~~ are based on the ~~faculty-~~member's~~employee's~~ employment contract.

3.3 Base Salary-

The annual permanent salary of the employee as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease. The base salary includes any supplemental administrative stipends extending for one year or more, but does not include temporary payments for a period of less than one year.

3.4 9-Month Equivalent Salary-

For faculty, this is the portion of the base salary less any continuing supplemental administrative stipends built into the base salary. For 12-month ~~EPAEHRA Non-Faculty~~ employees, the 9-month equivalent salary is calculated as $\frac{9}{12}$ th ~~$\frac{9}{11}$ th $\frac{12}{11}$~~ of the base salary. For 10-month ~~and 11-month EPAEHRA Non-Faculty~~ employees, the ratio is $\frac{9}{10}$ th ~~$\frac{9}{10}$ th and $\frac{9}{11}$ th~~, respectively, of the base salary.

3.5 Supplemental Compensation.

For faculty, all extra compensation paid through ~~the~~ University Payroll ~~Office~~ beyond the 9-month equivalent salary, regardless of funding source. For EHRA Non-Faculty employees, this includes all extra compensation paid through University Payroll beyond the base salary, regardless of funding source. This includes, but is not limited to, activities such as conducting seminars, workshops, and training; teaching distance education courses; dual employment payments from other state agencies; internal grant stipends; administrative stipends; external grant and contract stipends and teaching summer courses.

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4 Policy and Procedure Statements III. General Policy

4.1 General Policy

4.1.1 For a full-time member of the faculty or ~~EPA~~EHRA Non-Faculty staff, the salary approved by the Chancellor, Board of Trustees, or Board of Governors is the base salary to be paid during the contract period. No additional compensation may be paid for University duties that are generally related to the position to which the individual is appointed during the ~~c~~Contract pPeriod. No Tier I Senior Academic and Administrative Officer (see UNC Policy Manual Section 300.1.1, I-A) may be paid in addition to his or her approved annual compensation for any services rendered to any institution-related foundation, endowment, or other entity that was established by officers of the University, that is controlled by the University, or that is tax exempt based on being a support organization for the University. ~~may be paid, in addition to his or her salary, for any services rendered to any institution-related foundation, endowment, or other entity that (a) was established by officers of the University, (b) is controlled by the University, or (c) is tax exempt based on being a support organization for the University.~~

4.1.2 With appropriate approvals, full-time members of the faculty or ~~EPA staff~~EHRA Non-Faculty staff may receive additional compensation for extra duties, as long as these extra services do not cause a conflict of commitment with the primary employment position of the employee. A maximum commitment of time of 120% is allowed and supplemental compensation from all sources may total no more than 20% of the 9-month equivalent salary during the contract period. For ~~EPA staff~~EHRA Non-Faculty staff and faculty, all supplemental compensation received outside-the-contract period may total no more than 38.4% of the 9-month equivalent salary.

4.2 IV. Specific Policies

4.2.1 A. Administrative Stipends for Faculty

Administrative stipends for faculty ~~and EPA staff~~ that are included as part of the base salary will count as part of the limited supplemental compensation associated with the outside-the-contract period specified in the General Policy.

4.2.2 B. Dual Employment

Dual employment occurs when a University employee agrees to perform services for another state agency on a part-time or contractual basis. Approval must be obtained from the supervisor of the primary employment position before the service is provided in order to ascertain whether the obligation will interfere with the job duties and commitments of the primary position. If approved, all payments to the employee must be sent (along with Form CP-30) from the borrowing agency to the University and paid through the University Ppayroll. Payments of this type are counted as part of supplemental compensation.

4.2.3 C. Overload Instruction

In general, faculty should not be paid extra for teaching credit courses in addition to their normal course load. Instead, other arrangements may be made, such as a corresponding course reduction in the following semester. With approval of the chair and dean, overload pay may be approved for faculty that agree to teach additional credit courses beyond the departmental standard load if it does not cause a conflict of commitment with the other duties of the faculty member. There is a one course per semester limit on this type of payment and the stipend will be limited to the standard contract amount offered to part-time faculty based on a pay schedule maintained by the Office of Academic Affairs. ~~The current rates are as follows:~~

<u>Highest Degree</u>	<u>Rate/Credit Hour</u>	<u>9-Month Equivalent Salary</u>
Bachelor	\$ 900	\$ 33,750
Master	\$ 1,012	\$ 37,950
Doctorate/Terminal	\$ 1,125	\$ 42,188

4.2.4 D. Distance Education Instruction

Supplemental compensation for teaching distance education courses for credit is ~~limited to additional travel-related duties and allowable due to the time~~ additional time commitment associated with instructing students at a remote location and not for duties that a faculty member would typically provide for courses offered on campus. Stipends may be provided for qualifying courses according to a schedule maintained by the Office of Academic Affairs. This additional compensation ~~applies to both in-load and overload courses, but~~ will not be provided for distance education courses when there are equivalent campus courses that inherently involve travel for which no additional compensation is ~~not~~ awarded to faculty. Examples of courses in which travel is required, but no supplemental compensation is offered include internships, student teaching, study abroad or other field-based courses. ~~This policy does not apply to on-line courses offered on the students from the Boone campus. Additional compensation applies for courses taught on an overload basis as per the guidelines for overload instruction of the Boone campus, but specifically to offerings coordinated by the distance education area within the Division of Educational Outreach and Summer Programs.~~

~~For courses that are taught on-line with minimal face-to-face interaction, the compensation will be 5% of the faculty member's 9-month equivalent salary. For the purpose of this policy, a course will be considered on-line if the face-to-face interaction within the course consists of no more than 10% of the contact time normally associated with the course if it was delivered in a face-to-face manner. This category excludes courses that are delivered through synchronous electronic delivery methods, such as NCIH.~~

~~For all other distance education courses that qualify for compensation, the compensation offered per course is a specified percentage of the faculty member's 9-month equivalent salary based on the distance of the remote location from Boone as outlined in the table below.~~

<u>Distance to Remote Location</u>	<u>Percentage of 9-Month Equivalent Salary</u>
Under 20 miles	0%
20 – 40 miles	2%
41 – 60 miles	3.5%
Over 60 miles	4.5%

4.2.5 E. Summer Instruction

Faculty will be contracted ~~at a rate of 2 2/3% of their 9-month equivalent salary per credit hour of instruction according to a rate schedule maintained by the Office of Academic Affairs.~~ Excluding internship supervision, revenue-generated courses, or other ~~non-~~atypical course offerings, faculty will be compensated at no less than the minimum rate applied to part-time faculty during the academic year. ~~For distance education courses taught in the summer, additional compensation associated with travel-related duties and time commitment applies as per the guidelines specified in the Distance Education Instruction section.~~

4.2.6 F- Teaching Continuing Education Programs

Faculty may be approved by their chair and dean for supplemental compensation for teaching non-credit programs offered through the Division of ~~Continuing Education~~ Educational Outreach and Summer Programs or some other University unit as long as such work does not cause a conflict of commitment with their regular job duties. Compensation rates are generally dependent on generation of program revenue. For faculty and EPAEHRA Non-Faculty employees, compensation limits from the General Policy will apply.

4.2.7 G- Teaching by SPASHRA FLSA Exempt or EPA-StaffEHRA Non-Faculty Staff

4.2.7.1 Non-teaching staff, both EPAEHRA Non-Faculty and SPASHRA FLSA Exempt employees, whose duties are tied to the normal workweek schedule of the University, may be allowed, subject to advance approval by the appropriate supervisor, to take on a University teaching responsibility for supplemental compensation. Supplemental compensation for instruction is not permitted for SHRA FLSA Non-Exempt employees subject to overtime. A staff member's primary employment responsibilities take priority over any additional part-time teaching assignments. Generally, this teaching responsibility must be entirely carried out entirely during times other than the normal working hours established for the full-time employment responsibility.

4.2.7.2 However, in extraordinary circumstances, when the teaching responsibility must take place during the course of the employee's normal working hours, such exceptions must be approved in advance by the appropriate division vice chancellor. If the arrangement is approved, an alternate work schedule must be approved by the division vice chancellor and forwarded with the appropriate assignment documentation for inclusion in the employee's official personnel record (EPA to Division Vice Chancellor, SPA to Human Resources). The division vice chancellor must review and recertify such arrangements annually, and, if necessary, coordinate for continued concurrence with the appropriate supervisor. Otherwise, the employee may not receive supplemental pay for the teaching assignment. For EPAEHRA Non-Faculty employees, compensation limits from the General Policy will apply.

4.2.8 H- Compensation for Non-teaching Activities by SPASHRA or EPA-StaffEHRA Non-Faculty Staff

4.2.8.1 For non-teaching EPAEHRA Non-Faculty and SPASHRA staff, additional activities for supplemental pay may be permitted, with the supervisor's approval, but must not interfere with the staff member's normal duties, must be outside the scope of the employee's normal job responsibilities, and must be carried out during times other than the normal working hours established for the full-time employment responsibility of that staff member.

4.2.8.2 However, in extraordinary circumstances, when the additional activities for pay must take place during the course of the employee's normal working hours, such exceptions must be approved in advance by the appropriate division vice chancellor. If the arrangement is approved, an alternate work schedule must be approved by the division vice chancellor and forwarded with the appropriate assignment documentation for inclusion in the employee's official personnel record (EPA to Division Vice Chancellor, SPA to Human Resources). The division vice chancellor must review and recertify such arrangements annually, and, if necessary, coordinate for continued concurrence with the appropriate supervisor. Otherwise, the employee may not receive supplemental pay for the non-teaching activity. For EHRA Non-Faculty employees, compensation limits from the General Policy will apply.

4.2.8.3 For EPA employees, compensation limits from the General Policy will apply. For those SPA employees exempt from the overtime provisions, a revised monthly salary or a lump sum payment must be agreed upon. SPASHRA employees subject to the overtime provisions subject to the overtime provisions of the Federal Fair Labor Standards Act (FLSA) may only receive supplemental compensation under this policy for activities determined to meet criteria for occasional or sporadic activities under the FLSA. All other hours worked for the university during any workweek must be paid on the basis of the

combined ~~for the purpose of determining overtime eligibility-number of hours worked during a workweek.~~ ~~All payments of overtime must be made~~ ~~Such payment must be~~ in accordance with ~~the minimum wage-regulations and any applicable~~ overtime ~~laws and regulations provisions~~ and must be based upon the appropriate rate(s) of pay for ~~the work-being done performed.~~

4.2.9 I-Faculty Compensation from External and Internal Grants

4.2.9.1 For 9-month faculty, supplemental compensation may be earned outside-the-contract period for University-sponsored research that is externally funded by a governmental agency as approved by the department chair, dean, and the Office of Research and Sponsored Programs. The maximum payment is 38.4% of the base salary or 120% of time, unless otherwise limited by the sponsor. In the case of a federal grant or contract, the rate of pay for supplemental compensation outside-the-contract period must be the same as the base rate of pay for the contract assignment. This policy is intended to comply with applicable federal and state restrictions on level of effort. Federal restrictions permit up to 33.3% outside-the-contract period and no more than 100% of total compensated effort during the contract period.

4.2.9.2 Government sponsors usually do not permit compensation beyond the base rate of pay during the contract period. As a general rule, faculty members (9 and 12 months) involved in government-funded research during the contract period should have their other assigned responsibilities reduced through a "~~released-reassigned~~ time" arrangement. For non-government sponsors, additional compensation can be paid during the contract period if permitted by the sponsor and approved by the chair and dean. The maximum supplemental compensation allowed during the contract period is 20% of the 9-month equivalent salary.

4.2.9.3 For internal grants, the maximum supplemental compensation allowed during the contract period is 20% of the 9-month equivalent salary. Outside-the-contract period, the maximum supplemental compensation allowed is 38.4% of the 9-month equivalent salary. Please note the General Policy may limit compensation further for external and internal grants due to other forms of additional compensation received by the ~~employee~~faculty member.

4.3 V- Procedures for Payment of Supplemental Compensation

4.3.1 A-Timing of Requests

Proposals for activities involving payment of supplemental compensation must be approved by the chair or immediate supervisor of the employee in advance of initiation of the work. As proposals are reviewed and approved, an individual's total time commitments on institutional as well as external professional activities (e.g., outside consulting) will be considered. The chair or immediate supervisor is responsible for ensuring time and compensation limits specified in the General Policy are enforced.

4.3.2 B-Duration

No work assignment that results in supplemental compensation may exceed one year; provided, however, that any such additional work assignment may be extended or renewed on a case-by-case basis. Requests for payments must specify the time period for which the person is receiving compensation and the time period must be wholly contained within a contract period or outside a contract period.

4.3.3 C- Approvals

4.3.3.1 If the employee receiving supplemental compensation is in a different department/unit from the requestor of the work or assignment, the department chair/supervisor of the employee should be consulted for approval in order to consider such issues as work-load management and adherence to the General Policy concerning limits on time and compensation. Requests for payments of supplemental compensation must be approved by the department chair/supervisor and the dean/unit head of the employee as well as the appropriate supervisors from whom the payments are requested.

~~4.3.3.2 All proposals for supplemental pay to SPASHRA employees to perform, who will receive supplemental compensation for hourly work outside their normal duties, must be documented and submitted for review. Documentation outlining the work activity, all documentation must be reviewed by the Office of Human Resources for compliance reasons prior to the commencement of paid activities the work. and such documentation shall be retained in the employee's personnel files.~~

4.3.4 D- Method of Payment and Deductions

Payment of supplemental compensation will be processed as additional pay to employees (and not as payments to independent contractors) through ~~the ASU payroll area~~ University Payroll and will have federal/state taxes and other appropriate deductions withheld. Payments will be identified as supplemental compensation above the amount paid as the base salary.

5 Additional References

UNC Policy 300.2.13, Supplemental Pay Policy for Employees Exempt from the State Personnel Act

Federal Fair Labor Standards Act

6 Authority

Appalachian State University Board of Trustees

7 Contact Information

Academic Affairs, Vice Provost for Resource Management

Office of Human Resources

8 Original Effective Date

Approved by the Appalachian State University Board of Trustees, June 2, 2006

9 Revision Dates

September 1, 2006

December 5, 2008

March 29, 2019

DRAFT

Academic Affairs Pay Schedule

(Effective Date: Fall 2019)

I Part-time Instruction

In general, part-time faculty will be paid at a fixed rate per credit hour offering based on the faculty member's highest degree as indicated in the table below. While the scale will apply to most offerings, exceptions may apply to atypical courses such as those involving labs, student teaching and internship supervision, or other situations approved by the Office of Academic Affairs.

Highest Degree	Rate/Credit Hour	9-month Equivalent Salary
Bachelor's	\$ 945	\$ 35,438
Master's	\$ 1,063	\$ 39,863
Doctorate/Terminal	\$ 1,181	\$ 44,288

II Distance Education Instruction

For qualifying in-load courses, compensation may be provided at a rate outlined in the appropriate chart below. Percentages are calculated based on the faculty member's 9-month equivalent salary. If a course is an overload or contracted outside the normal contract period of the faculty member, the stipend is paid in addition to the appropriate overload or summer compensation. On-line courses which are part of a distance education program qualify for a stipend, but courses offered on-line to students from the main campus do not qualify. Hybrid and face-to-face courses must be taught at a site that is at least 30 miles from the Boone campus or the faculty member's assigned duty station to qualify for a stipend. Other courses excluded from the policy include distance education offerings when there are equivalent campus courses for which travel is an inherent part of instructing the course. Examples may include internships, student teaching, study abroad or other field-based courses.

Online

Effective Date	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Percentage	4.0%	3.0%	2.0%	1.0%	0.0%

Face to Face >60 miles from Boone Campus or Faculty Duty Station

Effective Date	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023 and Beyond
8+ Class Meetings	4.5%	4.0%	3.5%	3.0%	2.5%
<8 Class Meetings	3.0%	2.5%	2.0%	1.5%	1.0%

Face to Face 30-60 miles from Boone Campus or Faculty Duty Station

Effective Date	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023 and Beyond
8+ Class Meetings	3.5%	3.0%	2.5%	2.0%	1.5%
<8 Class Meetings	2.5%	2.0%	1.5%	1.0%	0.5%

III Summer Instruction

For qualifying courses, compensation may be provided at a rate equal to 2 2/3% of the faculty member's 9-month equivalent salary per credit hour of delivery or the part-time instruction schedule in section I, whichever is greater. Internship supervision, revenue-generated courses, and other atypical offerings are excluded as qualifying courses for this policy and may be compensated using a different metric. The compensation for a revenue-generated course may not exceed the rate specified above for a regular course offering.

DRAFT

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

Friday, June 21, 2019
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 Friday, June 21, 2019, at 1:00 p.m. in the Rough Ridge Room of the Plemmons Student Union on the campus of Appalachian State University, Boone, North Carolina. Mark E. Ricks presided and called the meeting to order.

MEMBERS PRESENT:

Robert C. Hatley
Mark E. Ricks
D. Kenan Smith
Carole P. Wilson

OTHERS PRESENT:

Steve Behr
George M. Baldwin
Pierre M. Banks
Lee Barnes
Kynda J. Bichara
J.J. Brown
Elijah E. Diarrassouba
Aubry Dix
Matthew T. Dockham
Brenton M. Ervin
Sheri Everts
Willie C. Fleming
Douglas P. Gillin
Mark C. Ginn
Megan E. Hayes
Paul A. Meggett
Jeff Merritt
Jonathan B. Reeder
Toussaint C Romain
Rene A. Salinas

CONFLICT OF INTEREST NOTICE: Chair Ricks 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]

OPENING STATEMENT ON EXPECTATIONS OF CONDUCT: Chair Ricks read the statement: “As we begin the business portion of the meeting, I would like to remind everyone of the Committee’s expectations for conduct at our meetings. We ask that those attending today remain respectful of fellow attendees and the Committee. Those attending an official meeting may not engage in conduct that is inconsistent with our Bylaws or that interferes with the rights of others to observe and listen to the proceedings. Any individual who disrupts the meeting will be asked to leave and may be subject to arrest.”

APPROVAL OF MINUTES: Chair Ricks stated the March 28, 2019 Athletics Committee meeting minutes were included in Committee members’ materials. A motion was made, seconded and approved to accept the minutes as distributed.

COMMENTS FROM STUDENT-ATHLETES: Sophomore student-athlete, Kynda Bichara from Women’s Track & Field, and junior student-athlete, Elijah Diarrassouba from Football, gave the Committee insight into the newly-developed Black Student-Athlete Subcommittee at App State, and overviewed mental health and other initiatives they hope to address in the coming academic year. The subcommittee was formed to be a voice for black student-athletes and to positively represent and influence the community through four core values: academics, leadership, service and to be uplifting.

H.B. 389 PRESENTATION: Mr. Doug Gillin, Director of Athletics, presented on North Carolina House Bill 389, which will allow public Universities to sell beer and wine at Athletics facilities with Board of Trustees approval. Key priorities of consumption control and fan experience, including preliminary safety and logistics plans for the potential implementation of beer sales at future Athletics events were discussed. As the legislative process continues to progress and plans are further developed, discussions will be held at future Board of Trustees meetings.

PRESENTATION BY DIRECTOR OF ATHLETICS: Mr. Doug Gillin, Director of Athletics, presented a recap of the 2018-19 academic year to the Committee:

- Student-Athlete academic success, including the 14th consecutive semester Mountaineer student-athletes have achieved at least a 3.0 Grade Point Average. Also, 14 of 18 total Mountaineer sport programs earned perfect scores in the NCAA Academic Progress Rate during the most recent data collection period, which measures student-athlete retention and academic eligibility
- Mountaineer student-athletes doubled their total hours of community service for the second consecutive year, logging a record 10,434 total hours
- Four sports programs won conference championships, with App State Athletics posting its best-ever finish in the Sun Belt Conference Bubas Cup, which is the annual all-sports championship trophy
- Senior Field Hockey Student-Athlete Rachel Gaines was also named to “Team Dream” to compete in the USA Field Hockey Young Women’s National Championship this month
- \$43 million have been raised to date toward the A Mountaineer Impact Initiative’s \$60 million goal, including the launch of the A Mountaineer Impact website

- In the area of Student-Athlete Well-Being, a strategic reporting line change was made where the Senior Associate Athletics Director for Health and Wellness now oversees the Sports Medicine, Strength and Conditioning, Nutrition and Sports Psychology areas
- Facilities progress was made including the future North End Zone facility, future athletics facilities at the Appalachian 105 property, and completed Wrestling and Field Hockey projects
- Promotion of the App State brand through the Young Transportation “wrapped” App State bus, which has traveled throughout the region
- The potential of App State being a United States Olympic Committee Developmental Site
- Several Campus and Community Partnerships over the previous academic year, including but not limited to the Department of Mathematics in the area of sports analytics, the Hayes School of Music’s Basketball Pep Band being named the best in the Sun Belt Conference, partnership with the local Sports Commission when hosting the 2019 Southern Conference Wrestling Championship, the Office of Sustainability’s “Recycle Mania” event held at a home Basketball game, and the Healthy Heart Collaborative in conjunction with Appalachian Regional Healthcare System and the Beaver College of Health Sciences

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

1. prevent the disclosure of confidential or privileged information under Chapter 126 of North Carolina General Statutes or regulations [N.C.G.S § 143-318.11(a)(1)];
2. 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
3. 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)(6)].

The motion was approved unanimously. Chancellor Sheri Everts, Board of Trustees members, General Counsel, Mr. Doug Gillin, Director of Athletics, and Mr. Jonathan Reeder, Senior Associate Athletics Director, were asked to remain for closed session. All others were excused.

OPEN SESSION RECONVENED: Chair Mark E. Ricks reconvened the open session.

ADJOURNMENT: After the open session reconvened, the meeting of the Athletics Committee adjourned at 2:00 p.m.

Respectfully submitted,

Jonathan B. Reeder
Recording Secretary

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

Friday, June 21, 2019
Room 417 – Beacon Heights
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 on Friday, June 21, 2019, at 12:55 p.m. in the Beacon Heights 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:

Charles V. Murray, Chair
James M. Barnes
Donald C. Beaver

MEMBER ABSENT:

Susan M. Branch

CONSTITUENCY REPRESENTATIVE PRESENT: Mallory Sadler, Chair, Staff Senate

OTHERS PRESENT:

John Adams
Mark Bachmeier
Michael Behrent
Sharon Bell
John Blackburn
Eloise Covalt
James Douthit
Terry Edwards
Paul Forte
Denise Godwin
Jay Jackson
David Jamison
Darrell Kruger
Paul Meggett
Anna Oakes
Monica Saner
Heather Stewart
David Hayler
Crawford Cleveland

CONFLICT OF INTEREST NOTICE: Chair Murray 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.]

EXPECTATION OF CONDUCT NOTICE: Chair Murray also read the following:

“As we begin the business portion of the meeting, I would like to remind everyone of the Committee’s expectations for conduct at our meetings. We ask that those attending today remain respectful of fellow attendees and the Committee. Those attending an official meeting may not engage in conduct that is inconsistent with our Bylaws or that interferes with the rights of others to observe and listen to the proceedings. Any individual who disrupts the meeting will be asked to leave and may be subject to arrest.”

APPROVAL OF MINUTES: The minutes of the March 28, 2019 Audit Committee meeting were delivered to all members of the Audit Committee prior to the meeting. Chair Murray called for a motion to approve the minutes of the March 28, 2019 Audit Committee meeting. There being no corrections, upon motion duly made and seconded, the minutes of the meeting were approved as presented.

SUMMARY OF 2018-2019 AUDIT PLAN AND RECENT INTERNAL AUDIT REPORTS: Mrs. Eloise Covalt, Chief Audit Officer, reviewed the 2018-2019 Audit Plan and the percentage of “Completed and In-Progress” to “Active Assignments Included on the Plan” was reported. Mrs. Covalt also provided the Committee with a summary of internal audit reports completed in the recent quarter. The following reports were presented and discussed:

- 2018 Gear Up – Year 4
- Tuition Appeals Process Review
- Internal Controls Review – HR Personnel Clearing Fund
- Follow-Up: Payments to Students Compliance Audit
- Follow-Up: FLSA Exempt Employees Hours of Work and Compensatory Audit
- Follow-Up: Institutional Conflict of Interest
- Follow-Up: Food Services Inventory Transfer
- Quarterly: P-Card Expenditures JFM-2019
- Quarterly: Travel Disbursements JFM-2019
- Quarterly: Departmental Fund Reconciliation JFM-2019
- Quarterly: Education & Technology JFM-2019
- Computer Access/Security Review JFM- 2019

REVIEW AND APPROVAL OF THE 2019-2020 AUDIT PLAN Mrs. Covalt presented the following reports to the Committee and explained how this risk-based audit plan was developed:

- 2019-20 Audit Plan Summary
- 2019-20 Audit Plan in the UNC System Format

The proposed audit plan was discussed by the Committee. There being no further questions, upon motion duly made and seconded, the 2019-2020 Audit Plan was approved as presented and was recommended for final approval to the Full Board.

REVIEW AND APPROVAL OF INTERNAL AUDIT ACTIVITY CHARTER: Mrs. Covalt provided an updated Internal Audit Activity Charter for review and discussed minor changes proposed. In conjunction with the review of the Internal Audit Activity Charter, Mrs. Covalt confirmed that:

- The Office of Internal Audits recognizes the mandatory nature of the Definition of Internal Auditing, the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, and the IIA Standards.

- The Office of Internal Audits is structured to ensure the organizational independence of the internal audit activity.

There being no further questions, upon motion duly made and seconded, the Internal Audit Activity Charter was approved as presented (Attachment 1) and was recommended for final approval to the Full Board.

QAIP ANNUAL REPORT: Mrs. Covalt presented the report to the Committee. The results of the periodic assessments were reported, including: 1) confirmation of conformance to the *Standards* and the Code of Ethics; 2) confirmation of the independence of the Office of Internal Audits Activity; 3) confirmation of no interference occurring regarding determining the scope of internal auditing, performing the work, or communicating the audit results; and 4) no resource limitations. Additionally, Mrs. Covalt reported the OIA opportunities identified and implemented during 2018/19.

ENTERPRISE RISK MANAGEMENT PROGRAM UPDATE: Mr. Paul Meggett, General Counsel, and Mrs. Denise Godwin, Risk Manager, were introduced to the Committee. Mrs. Godwin provided a brief overview of her role and discussed the function of risk management within the University. Mrs. Godwin then provided a short synopsis regarding insurance products available to the University. Mr. Meggett highlighted areas in which Mrs. Godwin will focus to include forming an Enterprise Risk Management Council and begin meeting with various areas of operations across campus to assist with risk assessments. The Committee and attendees discussed insurance and risk management considerations.

CLOSED SESSION: A motion was made for the Committee to convene in closed session to: plan, conduct, or hear reports concerning investigations of alleged criminal conduct. [N.C.G.S § 143-318.11(a)(7)]. The motion was seconded and approved. Chair Murray asked that Dr. James Douthit, Mrs. Denise Godwin, Dr. Jay Jackson, Dr. Darrell Kruger, Mr. Paul Meggett, and Ms. Monica Saner, the recording secretary, join the voting members in closed session. All others were excused.

RECONVENE IN OPEN SESSION: After the closed session was adjourned, the Committee reconvened in open session.

ADJOURNMENT: There being no further business, the meeting of the Audit Committee adjourned at 2:00 p.m.

CHARLES V. MURRAY, Chair

By: Monica Saner
Recording Secretary

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

Friday, June 21, 2019
Room 415 – Rough Ridge
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 Thursday, June 21, 2019, at 10:00 a.m. in the Rough Ridge Room of the Plemmons Student Union on the campus of Appalachian State University, Boone, North Carolina. Mr. John M. Blackburn presided.

MEMBERS PRESENT:

M. Lee Barnes, Jr.
Robert C. Hatley
Mark E. Ricks
D. Kenan Smith
Carole P. Wilson

CONSTITUENCY REPRESENTATIVES
PRESENT:

Michael Behrent, Chair
Faculty Senate
Mallory Sadler, Chair
Staff Senate

OTHERS PRESENT:

John Adams
Mark Bachmeier
J.J. Brown
George Baldwin
Sharon Bell
Danielle Carter
Crawford Cleveland
Linda Coutant
Aubrey Dix
Matthew Dockham
Matt Dull
Chancellor Sheri Everts
Paul Forte
Willie Fleming
Mark Ginn
Megan Hayes
David Jamison

Nick Katers
Phyllis Kloda
Darrell Kruger
Susan McCracken
Paul Meggett
Diane Pitts
Toussaint Romain
Andy Stephenson
Heather Stewart
Jessica Stump

MEDIA PRESENT:

Ms. Anna Oakes, *Watauga Democrat*

CONFLICT OF INTEREST NOTICE: Mr. John 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]

The following statement was also read, as we begin the business portion of the meeting, I would like to remind everyone of the Committee's expectations for conduct at our meetings. We ask that those attending today remain respectful of fellow attendees and the Committee. Those attending an official meeting may not engage in conduct that is inconsistent with our Bylaws or that interferes with the rights of others to observe and listen to the proceedings. Any individual who disrupts the meeting will be asked to leave and may be subject to arrest."

APPROVAL OF MINUTES:

The minutes of the March 28, 2019 meeting of the Business Affairs Committee had been reviewed and, upon motion made and seconded, were approved as submitted.

WRITE OFF UNCOLLECTIBLE 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 accounts, see Exhibit D-1 for details.

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

UPDATE PARKING AND TRAFFIC MANUAL:

Vice Chancellor for Business Affairs Paul Forte, presented the 2019-2020 proposed updates to the Parking and Traffic Manual. The updates include editorial and date changes

only. Following discussion, the motion was made and seconded to accept these changes to the Parking and Traffic Manual. The motion carried.

APPROVAL OF CAPITAL PROJECTS:

Paul Forte, Vice Chancellor for Business Affairs, presented information regarding the following capital project for Board of Trustee approval:

- App Heights HVAC Upgrades - Increase Project Authorization from \$1,650,000 to \$6,455,348
- Combine Phase 2 and Phase 3 of Steam Line Improvements in the P3 Project - \$6,914,268 –
Prior Approval Phase 2 - \$3,256,597

Following discussion, the motion was made and seconded to approve these capital projects. The motion carried.

BUDGET OVERVIEW

Mr. Paul Forte, Vice Chancellor for Business Affairs, gave an overview of the FY 2020 budget as well as a time-line for approval. The major change for this year is the lack of enrollment growth funding for 2020 as the university transitions from funding allocated on forecasted enrollment to funding actual enrollment growth. To close this funding gap the System Office has requested funding for summer enrollments from the legislature.

UPDATE ON CAPITAL IMPROVEMENT PROJECTS:

Mr. Paul Forte, Vice Chancellor for Business Affairs, gave an update on capital improvement projects.

There being no further business, the meeting adjourned at 10:25 a.m.

Respectfully submitted,

Diane Pitts

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.

	2019	2018	\$ Variance	% Variance
Tuition	83,221.52	125,423.55	(42,202.03)	-33.65%
Fees	29,723.83	34,979.73	(5,255.90)	-15.03%
Financial Aid	78,679.17	195,135.57	(116,456.40)	-59.68%
Late Fees/ Interest	78,207.65	131,072.86	(52,865.21)	-40.33%
Library	307.60	1,853.10	(1,545.50)	-83.40%
Other State Funds	590.69	3,720.47	(3,129.78)	-84.12%
Payroll	6,022.63	4,591.35	1,431.28	31.17%
Food Services	9,531.20	14,782.83	(5,251.63)	-35.53%
Health Services	15,042.82	23,372.80	(8,329.98)	-35.64%
Housing	15,414.21	15,046.40	367.81	2.44%
Bookstore	3,365.61	10,247.79	(6,882.18)	-67.16%
Other Trust Funds	1,107.50	13,577.27	(12,469.77)	-91.84%
	321,214.43	573,803.72	(252,589.29)	-44.02%

Total University and Student Accounts

\$ 321,214.43

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:

Total New River Light & Power Accounts

\$ 1,086.90

Write off Uncollectable Accounts -University Bookstore

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 University Bookstore nonsufficient fund accounts:

Total University Bookstore NSF Accounts

\$ 3,022.00

Total Accounts for Board of Trustees Approval for Write Off

\$ 325,323.33

University and Student Accounts

Count Write Offs	Total Due
Alroomy, Hamood	1,081.06
Barnes, Mariah Lynn	1,014.31
Barringer, Krystal Danielle	7,800.02
Barrow, Alexandra L.	3,296.86
Bartee, Amanda	4,183.95
Becerra, Dakota Garcia	2,989.45
Bingman, Adam Lee	2,348.84
Blair, Jacob Palmer-Peppers	13,928.81
Brohaugh, Catherine	1,200.61
Bryson, James P.	1,139.19
Chillious, Jasmine A.	2,421.92
Cipriano, Carlos D.	1,179.71
Cruey, Alexandria Danielle	6,356.80
Davis, Keelan Lewis	5,590.57
Dobbins, Kevin	11,551.84
Dotson, Michael J.	6,379.57
Frye, Katrina Calhoun	2,230.62
Gragg, Matthew Phillip	7,322.93
Hill, Jaylin Arteze	1,966.91
Hill, Jennifer Nicole	1,226.58
Johnson, Bruce Wayne	6,738.46
Klinestiver, Alex Kellen	6,618.57
Lane, Aimee Nicole	7,517.12
Lindsay, Kenneth John	8,829.57
Long, Natasha	1,859.35
Lynch, Regina Anne	1,786.24
MacKay, Kaylee Melissa	6,618.00
Martin, Michael Anthony	3,279.97
Mathis, Michael Tripp	13,287.78
Maxwell, Melissa Maritz	5,774.26
McCarver, Terry Lee	3,463.92
McSwain, Veronica Leigh	2,139.97
Medina, Cody James	8,564.44
Messina, Nicole Marie	2,447.37
Mitchell, Andrew Ryan	5,323.28
Morine, Narvis DeJaneiro	3,058.92
Morley, Jordyn Denise-Beryl	1,822.26
Morrison, Kevin Alan	3,976.69
Nichols, Dakota Denton	1,074.07
Okike, Kingsley	3,000.92
Oliver Higgins, Emilee Kayla	3,375.62
Perez, Dallas Kirkland	1,135.73
Perez, Kyle Austin	1,241.78
Peyton, Noelle C.	13,063.42
Phaup, Brian James	2,399.90
Pimienta, John Wayne	7,326.23
Ramsey, Matthew Justin	2,595.24
Randall, Anthony Blake	9,185.81
Rice, Chad Wayne	10,553.18
Rippy, Taylor Leigh	1,012.87
Sears, Samantha Catherine	6,274.40
Shannon, Zoe Elizabeth	9,857.44
Sinnott, Charlene	1,263.72
Smith, Sawyer Trey	12,864.76
Stansbury, Chesnea L.	1,768.06
Storer, Andrew Murdoch	2,777.32

Count Write Offs	Total Due
Swaney, Colin Douglas	8,933.64
Swanzy, David Ryan	3,268.80
Tarleton, Jeremy Adam	4,906.98
Tenorio, Tarah Leigh	3,268.16
Thasy, Suvith Matt	9,137.81
Unrue, Kenneth Marshall	5,871.61
Vowels, William Connor	10,275.04
Wahome, Claudia Nduta	1,280.01
Watts, Stefon Dwayne	1,267.57
Williams, Bobby Joe	3,917.62
	<u>321,214.43</u>

Write off Uncollectable Accounts - New River Light and Power Company

Count Write Offs	Total Due
Joe's Italian Kitchen	1,086.90

Write off Uncollectable Accounts -University Bookstore

Count Write Offs	Total Due
Baker, Jason	3,022.00

MEETING OF THE STUDENT AFFAIRS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Friday, June 21, 2019
Room 417 – Beacon Heights Room
Plemmons Student Union

CALL TO ORDER: The Student Affairs Committee of the Board of Trustees of Appalachian State University met at the call of Chairperson and the Chancellor on Friday, June 21, 2019, at 11:00 a.m. in the Beacon Heights room of the Plemmons Student Union on the campus of Appalachian State University in Boone, North Carolina. Chair James Barnes presided and called the meeting to order.

MEMBERS PRESENT:

James Barnes
DeJon Milbourne-McCoy
Kenan Smith
Carole Wilson

OTHERS PRESENT:

Ben Asma
Sharon Bell
Kendavee Bichara
J.J. Brown
Kaitlin Burg
Danielle Carter
Crawford Cleveland
Linda Coutant
Matthew Dockham
Matt Dull
Lori Eggers
Chancellor Everts
Jerisha Farrer
Paul Forte
Denise Godwin
Mikayla Harvey
Megan Hayes
Valerie Kankiewicz
Ruth Mazza
Aiden Malone
Susan McCracken
Kendal Rankin
Alan Rasmussen
Toussaint Romain

Traci Royster
Karla Rusch
Mallory Sadler
Erin Sanders
Eddie Simmons
Kenan Smith
Heather Stewart
Heather Strine-Patterson
Jessica Stump
Andrew Stephenson
Becca Wood

CONFLICT OF INTEREST NOTICE: Chair Barnes 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.” There were none reported.

EXPECTATIONS OF CONDUCT: Chair Barnes read the following statement regarding conduct at the meeting:

“As we begin the business portion of the meeting, I would like to remind everyone of the Committee's expectations for conduct at our meetings. We ask that those attending today remain respectful of fellow attendees and the Committee. Those attending an official meeting may not engage in conduct that is inconsistent with our Bylaws or that interferes with the rights of others to observe and listen to the proceedings. Any individual who disrupts the meeting will be asked to leave and may be subject to arrest.”

APPROVAL OF MINUTES: Chair Barnes stated the March 28, 2019 Student Affairs Committee minutes were provided as an attachment in BoardEffect. A motion was made, seconded and approved to accept the minutes.

STUDENT AFFAIRS EXTENDED ORIENTATION PROGRAMS: Chair Barnes introduced Mr. J.J. Brown, Vice Chancellor for Student Affairs, who introduced the first agenda item, Extended Orientation programs. These programs help prepare and connect students prior to classes beginning. There are over 300 participants in these programs. Mr. Brown then turned the portion of the meeting over to student presenters who shared about specific programs.

The first program highlighted was ASCEND presented by Ms. Kyndavee Bichara and Mr. Kendal Rankin. ASCEND is a supplemental orientation tailored for first time students from historically marginalized underrepresented backgrounds. ASCEND establishes a foundation for students to feel a sense of belonging and community, and be empowered to succeed with knowledge, connections and resources. Students are connected with mentors who follow up with

students throughout the year. This program is facilitated by the Office of Multicultural Student Development and currently has 75 students enrolled in the program.

Ms. Becca Wood and Mr. Aidan Malone then presented on First Ascent and shared their own experiences with the program. First Ascent serves as the University's only wilderness orientation program for incoming first-year and transfer students. First Ascent provides successful inclusive experiences that promote growth and development. This program is facilitated by Outdoor Programs and provides students with challenging experiences utilizing the wilderness as a backdrop.

Ms. Kaitlin Burg and Ms. Ruth Mazza shared with the group about the Trailhead Academy. Trailhead is an extended Orientation program in which students build a strong sense of community among their peers. The program introduces students to understanding campus culture, transitioning to college and traditions and history of Appalachian State. Trailhead Academy also helps students build a strong sense of belonging and community building.

Chair Barnes thanked the students for presenting on these Extended Orientation programs and sharing their experiences.

UNIVERSITY HOUSING PROJECT UPDATE: Chair Barnes then introduced Mr. Matt Dull, Assistance Vice Chancellor for Student Affairs, to update on the University Housing Project.

Mr. Dull shared images and updates of the parking garage and shared progress of the first two buildings scheduled to be completed next summer. He stated Phase 1 includes the parking garage and buildings 100 and 200. The parking garage is on schedule and budget for completion by August. Planning for Phase 2 is underway and is on schedule to begin construction in February 2020.

Mr. Dull added there is a weekly podcast to stay up to date on the project.

Chair Barnes thanked Mr. Dull for the updates, and thanked him for all the work he has done on this initiative.

ADJOURNMENT: There being no further business to come before the Committee, a motion was made, seconded and approved to adjourn the meeting.

Respectfully submitted,

Lori Eggers
Recording Secretary