

MINUTES
MEETING OF THE BOARD OF TRUSTEES VIA ZOOM CALL
APPALACHIAN STATE UNIVERSITY

Friday, June 26, 2020
2:00 p.m.

CALL TO ORDER: The Board of Trustees of Appalachian State University met via Zoom and conference call in open session at the call of the Chair and the Chancellor on Friday, June 26, 2020; at 2:00 p.m., Chair John M. Blackburn presided and called the meeting to order.

MEMBERS PRESENT VIA ZOOM:

James M. Barnes
M. Lee Barnes, Jr.
Donald C. Beaver
John M. Blackburn
Michael C. Davis
Scott K. Lampe
Charles V. Murray
James K. Reaves
Mark E. Ricks
E. Bonnie Schaefer
Kimberly M. Shepherd
R. Thomas Sofield
Carole P. Wilson

CONSTITUENCY REPRESENTATIVES
PRESENT VIA ADDITIONAL ZOOM:

Michael C. Behrent, Chair
Faculty Senate
Donna Fiori, President
Alumni Council
Kelli H. Wilson, Chair
Staff Senate

MEDIA PRESENT VIA TELEPHONE:

Kayla Lasure
Watauga Democrat
Jessica Stump
University Communications

OTHERS PRESENT VIA ZOOM:

Dawn Antonucci
Mark Bachmeier
Jane Barghothi
JJ Brown
C. Philip Byers, Member, UNC
Board of Governors

Sheri Everts, Chancellor
Randy Edwards
Hank Foreman
Paul Forte
Doug Gillin
Megan Hayes
Paul Meggett
Heather Norris

All votes were taken by roll call (see Attachment 1).

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]

ADMINISTRATION OF OATH OF OFFICE: Chair Blackburn recognized the Honorable Rebecca Eggers-Gryder of Watauga County, to administer the oath of office to new Student Government Association Trustee Michael C. Davis.

ROLL CALL: Chair Blackburn asked Dawn Antonucci to call roll to verify all participants on the call.

RECOGNITION OF VISITORS: Chair Blackburn welcomed guests and press in attendance as confirmed during the roll call.

APPROVAL OF ABSENCE: None to report.

APPROVAL OF MINUTES: The minutes of the March 27, 2020 & May 26, 2020, meetings had been delivered to all members via BoardEffect. Upon motion duly made, seconded, and verified by roll call vote, the minutes of all meetings were approved as presented.

REMARKS FROM CHANCELLOR EVERTS: (see Attachment 2).

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

Chair Barnes, on behalf of Academic Affairs, recommended the approval of the *Faculty Handbook* revisions as presented.

Upon motion duly made, seconded, and verified by roll call vote, the *Faculty Handbook* revisions were unanimously approved as presented. (see Attachment 3)

REPORT FROM ATHLETICS: Chair Blackburn recognized Trustee Mark E. Ricks, Chair of the Athletics Committee, for this report. Trustee Ricks reported the following:

Trustee Ricks reported the Athletics Committee met beginning with a presentation by Director of Athletics, Doug Gillin, who provided the following updates to the committee:

- First, steps taken following NCAA and Sun Belt Conference cancellation announcements related to COVID-19 in March 2020 were reviewed. These steps included:
 - Communications with head coaches regarding teams safely returning to campus
 - Reiterating messages from the University about campus schedule and course delivery changes
 - Ensuring that student-athlete safety, health and well-being was put at the forefront and will continue to be supported during these uncertain times; and
 - Managing the potential budget impact by limiting remaining expenses in Fiscal Year 2020, and preparations for fiscal year 2021, including changes in future App State varsity sport program offerings
- Mr. Gillin then overviewed various recent Campus & Community Connections, including App State Athletics' staff participation in the "Stay at Home Campaign" at the beginning of the COVID-19 pandemic; the rescheduled Luke Combs Concert for 2021; the 14,460 hours of community service achieved this year by App State student-athletes, the highest total in athletics department history; the virtual Yosef Club Spring Tour Event held on April 30th; and the NASCAR Xfinity Series App State branded car, honoring the 2020 graduates.
- Mr. Gillin then discussed facilities updates including progress on the North End Zone Project, Appalachian 105, Quinn Center, and the Kidd Brewer Stadium Turf & South End Zone projects.
- To conclude the presentation, recent department efforts and initiatives regarding Diversity & Inclusion were overviewed, providing App State student-athletes support and a platform for their voices to be heard during recent events involving systemic racism.
- The committee convened in closed session, which concluded the committee meeting.

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

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

Trustee Murray reported there was review and discussion of the 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.

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 2020-2021 Internal Audit Plan by the Audit Committee.

Chair Murray, on behalf of the Audit Committee, recommended the approval of the Internal Audit Activity Charter and the 2020-2021 Internal Audit Plan as presented.

Upon motion duly made, seconded, and verified by roll call vote, the Internal Audit Activity Charter and the 2020-2021 Internal Audit Plan were unanimously approved as presented.

The minutes from the prior audit committee meeting of November 22, 2019 were reviewed and approved.

Mr. David Ehricht from the North Carolina Office of the State Auditor discussed the recently completed 2019 ASU Financial Statement Audit Report. No findings were reported. Mr. Ehricht also discussed the Statewide Federal Compliance Audit Procedures performed for fiscal year ended June 30, 2019. In conjunction with those procedures, one finding was reported and recommendations were made to strengthen the design and implementation of Title IV processes to ensure timely communication and the timely return of funds.

The internal audits reviewed and discussed for this quarter were:

- 2019 GEAR UP, Athletics and AsULearn were completed. No findings were reported.
- Follow-Up Reviews monitor management's implementation of recommendations from previous audits that were performed. Three 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. Recommendations were made regarding following ASU Policy concerning coding E&T funds, departmental bookkeeping processes and in conjunction with using the p-card. No other significant findings to report.

The 2020 Quality Assurance and Improvement Program conducted annually by the Office of Internal Audits was presented and discussed.

In conjunction with the Audit Committee's oversight of the Enterprise Risk Management Program, Mrs. Denise Godwin also provided an update of the program.

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

REPORT FROM BUSINESS AFFAIRS COMMITTEE: Chair Blackburn recognized Trustee Scott K. Lampe, Chair of the Business Affairs Committee, for this report. Trustee Lampe reported the following:

Trustee Lampe stated there were three (3) action items and two (2) informational items discussed in the Business Affairs Committee meeting. The following items require Board approval:

- **Write-off of Uncollectible Accounts**
Vice Chancellor Paul Forte presented the annual request to write-off uncollectible accounts from the University and New River Light and Power Company. 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.
- **Update Parking & Traffic Manual**
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 were no rate increases the only changes are for dates and minor edits.
- **Capital Project**
Vice Chancellor Paul Forte presented capital project to replace obsolete fire alarm panels in various buildings. This is a reallocation funds for the Holmes Convocation Center fire alarm project funds since bids exceeded budget. The Holmes fire alarm system has been stabilized and the replacement will be include in future projects.

Upon motion duly made, seconded, and verified by roll call vote, the Write-off of Uncollectable Debt Accounts, Update Parking & Traffic Manual & Capital Project – Replace Fire Alarm Panels were unanimously approved as presented.

Trustee Lampe stated that Vice Chancellor for Business Affairs Paul Forte also provided Budget and Capital updates.

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

REMARKS FROM CHAIR BLACKBURN:

Chair Blackburn made the following comments/announcements/reminders:

- Thanked the faculty, staff, Chancellor Everts, and the leadership team for carrying on the important work of the university while following the guidelines and recommendations to support the safety and health of the university and the High Country community.
- Thanked Vice Chancellor Randy Edwards for his many years of service to the university.

- Shared that Chancellor Everts was elected as the Sun Belt Conference representative to the NCAA Presidential Forum with her term starting on August 1, 2020.
- Shared that Chancellor Everts was elected to a July 1, 2021 term as an At Large Member of the Sun Belt Conference Executive Committee.
- The next scheduled Board of Trustees meeting will be held on Friday, September 25, 2020.

CLOSED SESSION: Chair Blackburn announced that he would entertain a motion for the Board to convene in closed session. Chair Blackburn asked that the voting Trustees, Chancellor Everts, Governor Byers, Interim Provost, Vice Chancellors, Associate Vice Chancellor for Advancement, General Counsel, Chief Communication Officer, Director of Human Resources, Director of Environmental Health and Safety and Emergency Management, and the Assistant Secretary join the voting members in closed session.

Chair Blackburn stated the secondary telephone line would be closed to conduct closed session business. Should participants like to attend once open session is reconvened they can simply stay on the line and the host will reopen telephone line at the appropriate time.

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

- prevent the disclosure of privileged or confidential information pursuant to North Carolina General Statute, Section 126-22 and 132-1.2(1) in accordance with [N.C.G.S. §143-318.11(a) (1)];
- consult with our attorney to preserve the attorney-client privilege in accordance with [N.C.G.S. §143-318.11(a) (3)]; and
- hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee in accordance with [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 4:38 p.m.

Show of Support for Chancellor Recommendation

Chair John M. Blackburn recognized Trustee James K. Reaves for this report. Trustee Reaves made the motion to support Chancellor Everts' recommendation to remove the names of Hoey and Lovill from their respective residence halls and to rename them in accordance with the current campus process.

Upon motion duly made, seconded, and verified by roll call vote, the vote to support Chancellor Everts in the renaming recommendation passed unanimously.

Residence Hall Name Removal

Chair Blackburn called on Chancellor Everts for this item. Chancellor Everts requested the names of Hoey and Lovill residence halls be removed and the buildings be renamed in accordance with the current campus process.

Upon motion duly made, seconded, and verified by roll call vote, the vote to rename Hoey and Lovill residence halls passed unanimously.

ADJOURNMENT: There being no further business, the meeting adjourned at 4:43 p.m.

John M. Blackburn, Chair

By:

A handwritten signature in cursive script, appearing to read "Dawn Antonucci", written over a horizontal line.

Dawn Antonucci,
Assistant Secretary

Appalachian Board of Trustees
Roll Call record of Votes in open Session
June 26, 2020

Roll Call Vote to Approve Absences:

Motion was made by: Scott K. Lampe

Seconded by: Carole P. Wilson

James Barnes - Yes

Lee Barnes- Yes

Don Beaver- Yes

John Blackburn - Yes

Michael Davis - Yes

Scott Lampe - Yes

Charles Murray - Yes

James Reaves - Yes

Mark Ricks - Yes

Bonnie Schaefer - Yes

Kim Shepherd - Yes

Thomas Sofield - Yes

Carole Wilson - Yes

Roll Call Vote to Approve Minutes:

Motion was made by: Charles V. Murray

Seconded by: E. Bonnie Schaefer

James Barnes - Yes

Lee Barnes - Yes

Don Beaver - Yes

John Blackburn - Yes

Michael Davis - Yes

Scott Lampe - Yes

Charles Murray - Yes

James Reaves - Yes

Mark Ricks - Yes

Bonnie Schaefer - Yes

Kim Shepherd - Yes

Thomas Sofield - Yes

Carole Wilson - Yes

Roll Call Vote to Approve Faculty Handbook Revisions:

Motion was made by: M. Lee Barnes

Seconded by: E. Bonnie Schaefer

James Barnes - Yes

Lee Barnes - Yes

Don Beaver - Yes

John Blackburn- Yes

Michael Davis - Yes

Scott Lampe - Yes

Charles Murray - Yes

James Reaves - Yes

Mark Ricks - Yes

Bonnie Schaefer - Yes

Kim Shepherd - Yes

Thomas Sofield - Yes

Carole Wilson - Yes

Roll Call Vote to Approve Internal Activity Charter & Internal Audit Plan:

Motion was made by: Charles V. Murray on behalf of the Audit Committee

Seconded by: Not required

James Barnes

Lee Barnes

Don Beaver

John Blackburn

Michael Davis

Scott Lampe

Charles Murray

James Reaves

Mark Ricks

Bonnie Schaefer

Kim Shepherd

Thomas Sofield

Carole Wilson

Roll Call Vote to Approve Write-off Uncollectable Debt, Parking & Traffic Manual and Capital Project – Replace Fire Alarm Panels:

Motion was made by: Scott k. Lampe on behalf of the Business Affairs Committee

Seconded by: Not required

James Barnes -Yes

Lee Barnes -Yes

Don Beaver -Yes

John Blackburn -Yes

Michael Davis -Yes

Scott Lampe -Yes

Charles Murray -Yes

James Reaves -Yes

Mark Ricks -Yes

Bonnie Schaefer -Yes

Kim Shepherd -Yes

Thomas Sofield-Yes

Carole Wilson -Yes

Roll Call Vote to Convene in Closed Session:

Motion was made by: Scott K. Lampe

Seconded by: James M. Barnes

James Barnes -Yes

Lee Barnes -Yes

Don Beaver -Yes

John Blackburn -Yes

Michael Davis-Yes

Scott Lampe -Yes

Charles Murray -Yes

James Reaves-Yes

Mark Ricks -Yes

Bonnie Schaefer -Yes

Kim Shepherd -Yes

Thomas Sofield -Yes

Carole Wilson -Yes

Roll Call Vote to Reconvene in Open Session:

Motion was made by: Carole P. Wilson

Seconded by: E. Bonnie Schaefer

James Barnes -Yes
Lee Barnes -Yes
Don Beaver -Yes
John Blackburn-Yes
Michael Davis -Yes
Scott Lampe -Yes
Charles Murray -Yes
James Reaves -Yes
Mark Ricks -Yes
Bonnie Schaefer -Yes
Kim Shepherd -Yes
Thomas Sofield -Yes
Carole Wilson -Yes

Roll Call Vote to Show Support for Chancellor Everts' Recommendation to Remove Name
Residence Hall:

Motion was made by: James K. Reaves

Seconded by: Carole P. Wilson

James Barnes -Yes
Lee Barnes -Yes
Don Beaver -Yes
John Blackburn -Yes
Michael Davis -Yes
Scott Lampe -Yes
Charles Murray -Yes
James Reaves-Yes
Mark Ricks-Yes
Bonnie Schaefer-Yes
Kim Shepherd -Yes
Thomas Sofield -Yes
Carole Wilson -Yes

Roll Call Vote to Remove Hoey & Lovill Residence Hall Names and Rename According to University Policy:

Motion was made by: James K. Reaves

Seconded by: E. Bonne Schaefer

James Barnes -Yes

Lee Barnes -Yes

Don Beaver -Yes

John Blackburn -Yes

Michael Davis -Yes

Scott Lampe -Yes

Charles Murray -Yes

James Reaves-Yes

Mark Ricks-Yes

Bonnie Schaefer-Yes

Kim Shepherd -Yes

Thomas Sofield -Yes

Carole Wilson –Yes

Roll Call Vote to Adjourn:

Motion was made by: Mark E. Ricks

Seconded by: E. Bonnie Schaefer

James Barnes -Yes

Lee Barnes -Yes

Don Beaver -Yes

John Blackburn -Yes

Michael Davis -Yes

Scott Lampe -Yes

Charles Murray -Yes

James Reaves-Yes

Mark Ricks-Yes

Bonnie Schaefer-Yes

Kim Shepherd -Yes

Thomas Sofield -Yes

Carole Wilson –Yes

Remarks by Sheri Everts, Chancellor

Good afternoon.

Before I begin my remarks, I would like to echo Chair Blackburn's welcome to:

- The new chair of Appalachian's Staff Senate Kelli Wilson; and
- The new President of Appalachian's Student Government Association, Michael Davis.

We are glad to have you join the board.

My March update to this board took place two weeks after we were forced by the global COVID-19 pandemic to make an abrupt move from teaching a majority of our classes face-to-face to teaching all of them online.

Since that time, we completed the Spring 2020 semester, provided a flexible grading policy as an option for those students who suffered the most significant disruption and held a virtual commencement for more than 3,600 graduates that was virtually attended by a record-setting 27,000+ people from all 50 states.

Last semester, our faculty shared teaching methods and best practices with one another, adapting their courses and their delivery methods always with the best interest of our students as their top priority.

We now look to August with excitement. We miss our students and are looking forward to welcoming them to campus, and yet we are not naïve about this. As Governor Cooper confirmed in his press conference Wednesday in which he extended Phase 2 of North Carolina's re-opening, the percentage of positive COVID-19 cases in North Carolina remains elevated. President Roper, in consultation with UNC System Chancellors, continues to watch these numbers for how they might impact our plans for the future. As we look at a variety of scenarios for a return to campus, we recognize one likely scenario might mean we pivot to online instruction. As we continue watching the numbers, I, along with my leadership team, continue to appreciate our partnerships with faculty and staff, as well as continued conversations with student leaders, to ensure the safest path forward.

We now face the two most important issues that have hit higher education in our lifetimes: a global pandemic and a nationwide response to recent acts of racism that are forcing the evaluation, assessment and reconfiguration of the most basic tenets of our lives.

The UNC System established a six-member Equity Task Force — a special committee of the Board of Governors that will meet with student, faculty and staff groups to discuss issues of race and equity in the UNC System. My leadership team is closely examining the work of their divisions, digging deeper into their systems and processes to help unearth and remedy the disparities that result from centuries of systematic, nationwide oppression. I am meeting with small groups to hear thoughts and ideas about ensuring an inclusive experience for ALL of our Appalachian Community. The voices of Appalachian have been loud and clear, standing in solidarity with our Black faculty, staff and students. We have made great strides, yet recognize they are small in comparison with the necessary systemic change that must be made.

Dr. Willie Fleming, who many of you know is Appalachian's first Chief Diversity Officer dedicated to inclusive excellence, champions this work taking place across our campus, though we know the work belongs to all of us. Last week, he began sharing regular updates broadly with campus. These updates, as well as the significant milestones we have achieved in recent years, links to available resources and support services, and important information about initiatives and programming, are all available at diversity.appstate.edu. The site also addresses the status of requests made by students, staff and faculty as well as proposals related to diversity, equity and inclusion made over the years by the Chief Diversity Officer's Advisory Board.

As an institution of higher learning, our mission of teaching, research and service drives us, and our responsibility for the safety of our community guides us.

Our university has been fundamentally changed by COVID-19. Our decisions are informed by Governor Cooper's timeline, as well as guidance from the Centers for Disease Control and Prevention, state and local public health agencies and UNC System leadership. We are keeping our students, faculty and staff up to date with regular communications and through a website dedicated to continuity planning and sharing information about Fall 2020 and beyond.

There is intricate coordination of logistics underway, and certainly many questions arise as we work through safety protocols, class schedules, classroom capacity and locations, transportation, housing, cleaning details, communications, outreach to our new and returning students, athletics and events, and programming for students.

- We are working with our deans, department chairs, academic advisors, Human Resources, Environmental Health Safety and Emergency Management, and Office of Disability Resources staff together so we can have as much flexibility as possible in course delivery methods and work environments for students, faculty and staff. We recognize some will need accommodations, and I

would like to thank the many individuals who are putting in long hours to run and test scenario after scenario in order to offer as many options as possible while planning for the unknown.

- We have a range of personal protection equipment, including plexiglass shields and face coverings. Three reusable face coverings will be provided to every student, faculty and staff member. Face coverings will be required to be worn in accordance with CDC guidelines whether at work, in class or in public areas on campus.
- 50 additional temporary custodial staff will begin work on campus in August to clean high traffic areas throughout times of increased use. Classrooms will be cleaned by custodial staff multiple times a day.
- 300 hand sanitizing stations will be installed at primary entrances and exits of academic buildings and in high traffic areas.
- Classroom furniture will be re-organized to reduce seating and place appropriate distance between each person in the classroom.
- All available space on campus, including the Plemmons Student Union meeting rooms, conference rooms and other meeting room spaces on campus, will be utilized as classroom space in order to accommodate physical distance requirements.
- Cameras, microphones, projectors and other equipment are being purchased for classrooms in order to accommodate a combination of online and face-to-face options.
- Heating and air systems are being optimized to provide the greatest possible fresh air exchange.

As you know, earlier this month we took an extremely difficult step, informing Athletics staff of mandatory furloughs that will impact every full-time employee of the department, a total of 106 employees. Human Resources and Business Affairs have been diligently engaged in finding ways to protect as many jobs as possible.

To avoid additional furloughs, I asked that staff in other areas, including Campus Dining, be reassigned to the important work of safely returning our students, faculty and staff to campus.

On the academic front, our faculty are exploring research topics, including the spread of COVID-19 in nursing homes, mapping the socioeconomic determinants of the virus, social distancing on greenways and trails, as well as several other topics. Our faculty are incredibly skilled at exploring local issues within a global context and preparing our students to do the same, and these studies will contribute to the growing knowledge base surrounding COVID-19 and also offer students an

opportunity to be fully engaged in this critical research. Their work will make differences in this community and beyond for generations.

Also making a difference for our community and beyond is the important work taking place on the Chancellor's Energy Council. This team brings together experts from across campus, along with New River Light & Power, to ensure a thorough and integrated approach to important energy initiatives, practices and policies.

Our students continue to inspire us. Although orientation attendees are not physically on campus, 32 Student Orientation Undergraduate Leaders (we call them SOULs) are dedicated to virtually providing incoming students a welcoming and informative introduction to more than 5,000 incoming first-year and transfer students. These SOULs are hired and trained to speak about a variety of university resources. Each is assigned a group of students to lead through the day's orientation activity. They then follow up throughout the summer, building on the relationship, connecting new students with resources, and letting them know they are not alone.

Additionally, Jane Barghothi and J.J. Brown are leading a phased project through which university staff, faculty and administrators are calling every new and returning student to check in, as COVID-19 disrupted so many aspects of our lives. More than 10,000 incoming and current students have been contacted so far. While we have not connected with all of them, callers report those we have reached are very pleased to hear from App State and appreciate the opportunity to be connected with resources as needed.

Our students, their successes, and their potential drive us to find ways to assist them when they are in need. Many continue to experience financial hardship as a result of COVID-19. As you know, in March, our University Advancement and Student Affairs teams worked together to develop the Mountaineer Emergency Fund for our students who are facing financial challenges that present significant barriers to their academic success. Students who encounter an unforeseen financial emergency or urgent situation that would prevent them from continuing their App State education may apply for short term, emergency grants – that is, money they don't have to pay back – that can help them through this difficult time. More than 2,300 students have applied for emergency aid, and the requests are coming in steadily. More than 425 thousand dollars has been granted to students struggling with job loss, and those with child care, medical, utility and other bills piling up. These are powerful examples of how this fund makes an immediate difference. I know many of you have contributed to this fund, and I would like to thank you for this critical support. If you wish to learn more or share information about how the fund helps our students you may visit: give.appstate.edu.

Additional federal funding from the Coronavirus Aid, Relief, and Economic Security (or CARES) Act is providing grant assistance to the university for direct aid to students. App State's allocation is nearly \$8 million. We began distributing these grants to students in April, and have allocated more than four-point-one million dollars to date. We are appreciative of our congressional leaders and the advocates who ensured Appalachian's allocation, as this has been an important source of aid for more than ten thousand of our students so far.

Before I close, I would like to take a moment to recognize the many contributions of Vice Chancellor for Advancement Randy Edwards and thank those of you who were able to join our celebration of Randy's 37 years of service last week. In his roles as a faculty member, department chair and dean of the Walker College of Business, Vice Chancellor and Chief of Staff and Vice Chancellor for University Advancement Appalachian, Randy has touched many lives. His impact was evident at his retirement reception last week. Randy, thank you for your decades of leadership and service to Appalachian.

I would also like to welcome Jane Barghothi into the role of Vice Chancellor for University Advancement. Jane has served as senior associate vice chancellor for university development since July 2019 and will assume the Vice Chancellor position on July 1. Jane is a consummate advancement professional who brings strong leadership, innovative ideas and passion for the success of our students to her work every day. As an alumna, she knows firsthand the power of an App State education and I know she will bring together her long-standing knowledge of our university and her strong professional skills to advance our fundraising operation in support of the academic mission.

Very little will be the same in August of 2020 as it was when we welcomed students back to campus last fall. In many, many ways, we are building a new Appalachian.

And yet, what remains is what we love: our stellar faculty, our dedicated staff, our passionate students, our beautiful location. These keep us grounded, and keep us going, as we persevere.

Mr. Chairman, this concludes my remarks.

Faculty Handbook
Revisions for 2020-21

Prepared for Interim Provost and Executive Vice Chancellor
Dr. Heather Hulburt Norris by
Jacqui Bergman, Vice Provost for Faculty Affairs
Kathy Ray, Executive Assistant, Academic Affairs

June 5, 2020

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Black = Existing *Handbook* language

Red = Proposed new *Handbook* language

**Faculty Handbook
Revisions for 2020**

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and acknowledgement by the Provost during the academic year 2019-2020 (one was approved in 2018).

Item 1: Section 3.4 (3.4.1) Primacy of Academic Governance Over Academic Curriculum and Instruction

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). This is to allow the dean’s designee to present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

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 **or the dean's designee** will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Item 2: Section 4.4.5.1 The P&T Dossier

Section 4.4.5.1 Approved by Faculty Senate on March 23, 2020.

Explanation: In order to avoid overly and unnecessarily lengthy dossiers, a maximum length for cover letters is needed, much like the maximum length already in place for the narrative sections (Section 5, 6, and 7). Additionally, regarding #2, some candidates (those going up for both promotion and tenure) will need to submit two one-page vitas.

~~The P&T Dossier in its entirety shall be approximately 35 pages plus a curriculum vita (CV).~~ The candidate’s P&T dossier shall consist of the following and be placed in the following order:

1. cover letter (maximum 3 pages);
2. summary one-page vita(s);

Item 3: Section 4.7 (4.7.2) Post-Tenure Review

Section 4.7 (4.7.2). Approved by Faculty Senate on April 27, 2020.

Explanation: It is current practice that department chairs do not undergo PTR while serving in the role. However, there is no written policy to this affect at Appalachian or at the system-level. Chairs and other tenured faculty (e.g., center directors, Director of First-Year Seminar, Faculty Senate chair) who serve in administrative roles with 50% or greater reassigned time should be exempt from PTR until their return to a teaching load of more than six credit hours (more than 50%).

4.7.2 In addition to the annual review for all faculty, described in [section 4.3.2](#), each tenured member of the teaching faculty will be subject to a comprehensive, cumulative review on a regular and systematic basis, no less frequently than every five years. A review undertaken to decide on promotion qualifies as such a cumulative review. This comprehensive review shall provide for the evaluation of all aspects of the professional performance of faculty, whose primary responsibilities are teaching, and/or research, and/or service. If faculty responsibilities are primarily in one or two of these areas, post-tenure review and resulting recommendations should take this allocation of responsibilities into account. Faculty performance will be examined relative to the mission of the University, college, and program. Exemplary faculty performance will be recognized and rewarded. Because performance rewards are often part of the annual review process (described in [section 4.3.2](#)), the post-tenure review may provide additional support for this form of recognition.

Any academic year during which a tenured faculty member is on approved leave for more than 25 class days of the academic calendar or receives a total teaching-load reduction of more than six credit hours for medical or family reasons (6.2) or other adjustments of employment obligation (6.2.3) will not count for the post-tenure review five-year cycle unless the faculty member requests in writing to the departmental chair that it be counted. Such a request must be made within one calendar year following the end of the leave or course-load reduction.

Any academic year during which a tenured faculty member receives a total teaching-load reduction of six credit hours or more in one or two semesters for the performance of administrative duties (e.g., department chair, center director, etc.) will not count for the post-tenure review five-year cycle. Once a tenured faculty member serves in such an administrative role for five consecutive years or more, the post-tenure review cycle will begin anew upon the return of their teaching load to six credit hours or more.

Item 4. Section 4.13 (4.13.2.1.3 e) Dean Evaluations

Section 4.13 (4.13.2.1.3 e.). Approved by Faculty Senate on January 13, 2020.

Explanation: Rank is emphasized for the four other members of the dean's review committee defined in this section: two must be chairs and two must be faculty "with the rank of professor." Only the member of the Senate's Welfare and Morale Committee is defined in a way that leaves open the possibility that an assistant professor or otherwise untenured faculty member could be assigned to a dean evaluation committee. Generally speaking, untenured faculty may feel uncomfortable evaluating deans, especially if the dean in question is their college's dean.

"(e) The reading committee for the dean of a college will be composed of five members: a **tenured faculty** member **servicing** on the Faculty Senate Committee for Welfare and Morale; a department chair from within the dean's college; a department chair from outside the dean's college; a faculty member with the rank of professor from within the dean's college; and one faculty member with the rank of professor outside the dean's college. The reading committee chair will be elected by the committee and should not be in the college of the dean being evaluated. For colleges or schools without formal departments (such as the Library or School of Music) a program head will substitute for the inside department chair.

Item 5: Section 4.1.3 (4.13.2.1.3 g) Dean Evaluations

Section 4.13 (4.13.2.1.3 g.) Dean Evaluations. Approved by Faculty Senate on March 23, 2020.

Explanation: This arrangement would ensure that faculty members who are in the dean's college will not be placed in the uncomfortable situation of having to evaluate their own dean in the dean's presence. Additionally, providing the dean with the report alone, rather than the raw data, will give the faculty evaluating the dean greater anonymity.

(g) The reading committee **chair, along with at least one other member of the reading committee (as determined by the committee)**, will then meet with the provost and executive vice chancellor and the dean under review to discuss the findings. **At the discretion of the committee, additional members may attend.** The dean and provost and executive vice chancellor shall receive a copy of the report and the summary data at least three working days prior to the meeting with the provost and executive vice chancellor. After **the** meeting with the dean and the provost and executive vice chancellor, the reading committee will write a final report. The Faculty Senate chair shall receive the raw data and summary report at the completion of the administrative review. **The dean shall not receive the raw data. The committee's report to the provost should provide a**

summary of the data such that will convey to the provost and dean the positive and negative aspects of the evaluation. The evaluation meeting with the provost and executive vice chancellor should take place before the end of the spring semester of the academic year in which the evaluation takes place. The review process shall be confidential including, but not limited to, such components as the raw data, committee deliberations, and the final report.

Item 6: Section 6.2.1 Paid Leaves of Absence for Medical or Family Reasons

Section 6.2.1 (6.2.1.1) Paid Leaves of Absence for Medical or Family Reasons. Approved by Faculty Senate on April 8, 2019.

Explanation: This is to bring our policy into compliance with the confidentiality provisions of the Family and Medical Leave Act, which requires an employer to keep all such information confidential and separate from an employee's personnel file. The proposed edits clarify that all confidential information will be maintained in the central Leave Management Office.

Proposed language

6.2.1 Paid Leaves of Absence for Medical or Family Reasons

6.2.1.1 There are times when a faculty member, for one of the reasons listed in section [6.2.1.3](#) below, may find it necessary to be absent in total or in part for an extended period of time. In such cases, leave with pay will be considered subject to the following procedures and conditions, ~~including the completion of the Leave Request and Certification forms:~~

- (a) Eligibility for consideration is limited to those faculty who (1) are eligible to participate in the N.C. Teachers' and State Employees' Retirement System or the UNC Optional Retirement Program; (2) ~~have been employed a minimum of half-time at Appalachian State University for at least one year~~ have at least one year of cumulative service in State government; and (3) have been employed a minimum of half-time at Appalachian State University during the twelve (12) months preceding the request for leave.
- (b) When a faculty member finds it necessary to take such leave, ~~a request in writing will be submitted to the departmental chair stating the reason for the request and the expected length of time (not to exceed one semester) the absence or reduced workload will last. The request for leave should be submitted at least sixty (60) days in advance of the leave or as soon as practicable after the need for the leave is foreseeable;~~ the faculty member must notify the department chair of their intention to request paid leave and complete a Request for Leave of Absence Form (available on the University's Leave Management website). The Leave Management Administrator will work with the faculty member to obtain any necessary medical or other documentation to determine eligibility for job-protected leave

under the federal Family and Medical Leave Act (FMLA) and consideration of paid leave under this policy.

- (c) The Request for Leave of Absence form shall state the reason for the request and the expected length of time (not to exceed one semester) the absence or reduced workload will be expected to last. The request for leave should be submitted at least sixty (60) days in advance of the leave or as soon as practicable after the need for the leave is foreseeable.
- (d) Any information obtained by the Leave Management Administrator related to the faculty member's eligibility will be maintained confidentially in the Leave Management Office.
- (e) Upon verification of the faculty member's eligibility for an FMLA job-protected leave of absence and consideration for leave with pay under this policy, the Leave Management Administrator will inform the department chair of the faculty member's eligibility.
- (f) Following confirmation of the faculty member's eligibility, the departmental chair will discuss the request with the dean, who will in turn notify the provost and executive vice chancellor what is requested and what is recommended.
- (g) The provost and executive vice chancellor will make the final decision regarding any requests for leave with pay and will so notify the faculty member in writing.
- (h) When leave is taken for medical reasons for oneself, the University may require that the faculty member have a health care provider certify that the faculty member is fit to resume duties. The University makes the ultimate decision as to the faculty member's fitness to resume duties.
- (i) The departmental chair is responsible for arranging coverage of the faculty member's duties. Whenever feasible, replacement instructors should be hired to assume the duties of a faculty member on extended leave. Responsibility for covering the cost of replacement instructors will be determined through consultations among the departmental chair, dean, and provost and executive vice chancellor.
- (j) Any academic year during which, under this policy, a probationary faculty member is on leave for more than twenty-five (25) class days of the academic calendar or receives a total teaching-load reduction of more than six credit hours will not count as probationary service with respect to permanent tenure unless the faculty member requests in writing to the departmental chair that it be so counted. Such request must be made within one calendar year following the end of the leave or course-load reduction.
- (k) Paid leave provided for under this policy has no effect on the faculty member's other employment benefits. All periods of paid leave under this policy will be construed as family and medical leave under the Family Medical Leave Act, and the FMLA entitlement of twelve (12) weeks without pay will run concurrently with any period of paid time off. The North Carolina Family Illness Act allows for an extension of up to fifty-two (52) weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse, or parent. Faculty with a balance of accrued leave from a previous twelve (12)-month appointment will be requested to exhaust that leave before receiving paid sick leave under this policy;

- (l) Unused leave under this policy will not be accumulated or carried over to another academic year; allowable as terminal leave payment when the faculty member leaves the University; or used to extend years of creditable service for retirement benefit purposes;
- (m) Responsibility for maintaining faculty leave records rests with ~~the Office of Academic Affairs. Copies of all such records should also be maintained in the offices of the appropriate departmental chair and dean~~ Leave Management Office and all records will be maintained confidentially in compliance with the Family and Medical Leave Act.

Item 7: Section 6.2.1 (6.2.1.3) Leave with pay will be considered for any of the following reasons:

Section 6.2.1 Paid Leaves of Absence for Medical or Family Reasons (6.2.1.3). Approved by Faculty Senate on October 7, 2019.

Explanation: This would remove age restrictions for adopted or foster care children for whom faculty can claim leave with pay. This change brings us into line with the Family & Medical Leave Act of 1993 (FMLA).

6.2.1.3 Leave with pay will be considered for any of the following reasons: ..

- (b) to exercise primary responsibility for care of a child ~~under age five~~ placed with the faculty member for adoption or foster care, ~~provided the leave is taken immediately~~ following the placement;

Item 8: Section 6.2.2. (6.2.2.1.4 Conditions) Off-Campus Scholarly Assignments

Section 6.2.2 (Off-Campus Scholarly Assignments (6.2.2.1.4 c. Conditions). Approved by Faculty Senate on November 11, 2019.

Explanation: It should be clear that when a faculty member with administrative responsibilities is relieved of those responsibilities during an OCSA, the faculty member will not receive the associated stipend during the OCSA. Because another individual will be needed to cover those responsibilities, the funding for the stipend is needed to compensate that individual. Special arrangements may be made with the dean for the faculty member to continue some or all of those responsibilities during the OCSA.

- (c) For the duration of off-campus scholarly assignments (OCSAs), faculty members who hold administrative positions with stipends (e.g. department chairs, program directors, etc.) are relieved of their administrative responsibilities, and will therefore not receive their stipend, unless specific arrangements are made with the dean of their College and detailed in a written

memorandum of agreement.

Item 9: Section 6.8 Students with Disabilities:

Section 6.8 Students with Disabilities. Approved by Faculty Senate on April 27, 2020.

Explanation: This is an updating to reflect current practice and policy.

~~The Office of Disability Services assists eligible students with documented disabilities to achieve their goal of becoming graduates of Appalachian State University. Consistent with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990, it is the policy of Appalachian State University that “no otherwise qualified handicapped individual in the United States shall, solely on the basis of her/his handicap, be excluded from participation or be denied benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.” It is the responsibility of the student to provide the Office of Disability Services with current, comprehensive documentation to support her/his request for accommodations. Due to the confidential nature of such documentation, the student is responsible for showing the instructor a copy of their individual Academic Accommodation Plan and explaining the impact of the requested accommodation(s) within the University classroom, program, and campus-wide activities. It is the responsibility of the Office of Disability Services to determine eligibility, meet with the student, and create an individual Academic Accommodation Plan that reflects reasonable academic accommodations. It is the responsibility of each instructor to provide the reasonable accommodations stated on the Academic Accommodation Plan. Accommodations may include (not all exclusive): closed-captioned videos, interpreters, extended time on test in a distraction-reduced environment, scribes, and assistive technology. The Office of Disability Services may be reached at (828) 262-3053 or (828) 262-3056, Monday through Friday, from 8:00 a.m. until 5:00 p.m.~~

6.8 Students with Disabilities

Appalachian State University is committed to providing equal opportunity and participation for otherwise qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Section 504) and state law.

In accordance with the ADA/504, Appalachian has designated the Office of Disability Resources (ODR) as the only authorized office to receive documentation and determine eligibility for reasonable accommodations on the basis of disability. ODR engages in an interactive process and considers each individual’s condition, history, request and the essential elements of Appalachian State University programs, services and activities to determine eligibility.

Accommodations are determined individually and are intended to minimize the effects of the impact of specific limitations caused by a disability in order for a qualified individual to have

equal opportunities for participation. Accommodations may include, but are not limited to: alternate formats of materials, extended test time, distraction-reduced test environment, etc.

Students needing accommodations on the basis of disability must complete the ODR requesting accommodation process. Students eligible for accommodations will have an ODR-created Accommodation Plan outlining the student's approved academic accommodations. To use approved accommodations, students must request access for faculty to view their Accommodation Plan via the ODR online module.

It is the responsibility of faculty to work with ODR to provide approved accommodations. Faculty should have an interactive conversation to determine how those accommodations will be provided in each course and consult with ODR if it is believed an accommodation fundamentally alters essential elements or requirements of a course/program including technical and performance standards, or if courses contain nontraditional components (i.e., clinicals/simulations/internships, etc.) to determine applicable or alternative accommodations. Any student requesting an accommodation due to a disability which is not on an ODR Accommodation Plan should be referred to ODR.

The Office of Disability Resources may be reached at (828) 262-3056 or odr@appstate.edu.

Item 10: Section 7.1 (7.1.5) Faculty Senate

Section 7.1 Faculty Senate (7.1.5). Approved by Faculty Senate on April 27, 2020.

Explanation: This Senate Governance Committee was recently advised that it is in the Senate's legal interest to codify its procedure for electing officers by putting it in the Handbook. This proposed change would simply codify existing practice by placing it in the Handbook.

7.1.5 At the last senate meeting of the academic year, the senate shall elect **by secret ballot** the officers, with the exception of the parliamentarian, for the following year, chosen from a minimum of two names for each position nominated from the floor. Candidates must give permission before their names are placed in nomination. Officers may be re-elected each year for the duration of their tenure on the senate. The Committee on Committees will solicit names and oversee the voting and the election process for the following year's nominations of officers.

Item 11: Section 7.3. 1 (7.3.1.6) The Membership of University Committees.

Section 7.3.1 (7.3.1.6). Approved by Faculty Senate on January 13, 2020.

Explanation: There is currently no language in the Handbook specifying what happens in case of a vacancy or needed replacement. This change adds a new subsection to 7.3.1.

7.3.1.6 Should a faculty member resign or otherwise leave a University Committee, the Committee Chair shall notify the Chair of the Senate and the Senate will appoint a replacement.

Item 12: Section 7.3.4.8 Graduate Academic Policies and Procedures Committee, Section 7.3.4.14 Undergraduate Academic Policies and Procedures Committee, and Section 8.5.2 University Bookstore

Sections 7.3.4.8. (b), 7.3.4.14, and 8.5.2. Approved by Faculty Senate on March 23, 2020.

Explanation: The program previously known as Distance Ed is now called App State Online.

Section 7.3.4.8 (b): Graduate Academic Policies and Procedures

(b) Members on the Graduate Academic Policies and Procedures Committee: 14 – 13 Faculty holding full graduate faculty status, excluding affiliate members, and one graduate student as voting members. The faculty voting members shall include at least one faculty member from each college or school offering graduate programs and the Library, with additional faculty members to be based on the current proportion of full graduate faculty in the colleges or schools. The graduate student member shall be selected by the Graduate Student Association Senate (GSAS). The ex-officio non-voting membership of the Graduate Committee shall include the graduate dean and associate dean, the chair of the Undergraduate Academic Policies and Procedures Committee (or his/her designee), and one person from each of the following areas: dean’s office in each college/school, Registrar, ~~Distance Education~~ App State Online, Office of Research, Division of Enrollment Management, and Faculty Senate’s Academic Policy Committee. The provost and executive vice chancellor, or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee.

Section 7.3.4.14 Undergraduate Academic Policies and Procedures Committee

(a) Members on Committee: 17–15 faculty and 2 undergraduate students. The student membership (one-year term) shall include two undergraduate students as voting members. The student members shall be selected by the Student Government Association. The students will serve as liaison between the Undergraduate Academic Policies and Procedures Committee and the Student Government Association. The faculty voting members of Undergraduate AP&P shall include at least one faculty member from each college or school (with the exception of the Graduate School and University College), and the Library, with additional faculty members based on the current proportions of full-time equivalent (FTE) faculty. The ex-officio nonvoting membership of

Undergraduate AP&P shall include one person from each of the following areas: dean's office in each college/school, one member from the Faculty Senate's Academic Policy Committee, one member from the provost and executive vice chancellor's office, Registrar, ~~Distance Education~~ **App State Online**, Academic Advising, and General Education. The provost and executive vice chancellor, or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee;

Section 8.5.2 University Bookstore

Rental textbooks must be returned by the deadline date at the end of each semester, or students will be billed the replacement cost of the book. Graduate students ~~and Distance Education~~ **App State Online** students are not eligible to participate in the rental program.

Item 13: Section 7.3.4.14 (a) Undergraduate Academic Policies And Procedures Committee

Section 7.3.4.14. Approved by Faculty Senate on February 10, 2020.

Explanation: The UAPP&P Chair sits ex officio on the Graduate AP&P Committee but the chair of the Graduate AP&P Committee is not listed as an ex officio member on the Undergraduate AP&P Committee.

(a) Members on Committee: 17–15 faculty and 2 undergraduate students. The student membership (one-year term) shall include two undergraduate students as voting members. The student members shall be selected by the Student Government Association. The students will serve as liaison between the Undergraduate Academic Policies and Procedures Committee and the Student Government Association. The faculty voting members of Undergraduate AP&P shall include at least one faculty member from each college or school (with the exception of the Graduate School and University College), and the Library, with additional faculty members based on the current proportions of full-time equivalent (FTE) faculty. The ex-officio non-voting membership of Undergraduate AP&P shall include **the chair of the Graduate Academic Policies and Procedures Committee (or their designee)**, and one person from each of the following areas: dean's office in each college/school, one member from the Faculty Senate's Academic Policy Committee, one member from the provost and executive vice chancellor's office, Registrar, Distance Education, Academic Advising, and General Education. The provost and executive vice chancellor, or his/her designee, will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee;

Item 14: Section 7.3.4.18 Withdrawal Committee

Section 7.3.4.18 (new section). Approved by Faculty Senate on April 13, 2020.

Explanation: The Dean of Students and Enrollment Management feel that these decisions, which were previously made by Student Affairs, should be made primarily by the faculty. The creation of this committee would achieve this goal.

7.3.4.18 Withdrawal Committee

Members on Committee: Seven (7) members consisting of five (5) voting members and two (2) ex-officio non-voting members. The five (5) voting members shall consist of four (4) faculty and one (1) ex-officio staff member from the Office of Disability Resources, who shall serve as co-chair. The two (2) ex-officio non-voting members shall consist of one (1) representative from the Office of the Registrar and one (1) from the Office of the Dean of Students. Service on this committee will require annual orientation and/or training by committee ex-officio members. Each year the Associate Vice Chancellor of Enrollment Management will convene the first meeting, charge the committee, and facilitate the selection of a second co-chair from among the faculty members of the committee. The committee reports to the Provost and Executive Vice-Chancellor.

Item 15: Section 8.13 Office of Disability Resources

Section 8.13 Approved by Faculty Senate on April 27, 2020.

Explanation: The new language more clearly states the office's purpose and the relevant federal laws for which the office oversees compliance.

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/>.~~

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Appalachian State University has designated the Office of Disability Resources (ODR) as the only authorized office to receive documentation and determine eligibility for reasonable accommodations on the basis of disability. ODR assist students, faculty, staff and visitors with disabilities by determining access needs and academic adjustments or workplace accommodations. ODR is also responsible for assisting faculty with their obligation of providing course accessibility and approved academic accommodations.

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

Friday, June 26, 2020
11:00 a.m.
Via Zoom Meeting

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 26, 2020, at 11:00 a.m. via zoom meeting. Mark E. Ricks presided and called the meeting to order.

MEMBERS PRESENT:

Scott K. Lampe
James K. Reaves
Mark E. Ricks
R. Thomas Sofield
Carole P. Wilson

CONSTITUENCY REPRESENTATIVE PRESENT:

Donna Fiori

OTHERS PRESENT:

Jane Barghothi
John Blackburn
C. Philip Byers
J.J. Brown
Michael Davis
Randy Edwards
Sheri Everts, Chancellor
Hank Foreman
Douglas Gillin
Megan Hayes
Kayla Lasure
Darrell Laws
Heather Norris
Paul Meggett
Charles Murray
Jonathan Reeder
Kimberly Shepherd

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 November 22, 2019 Athletics Committee meeting minutes were included in Committee members’ materials. A motion was made by Trustee R. Thomas Sofield and approved by all Board of Trustees Athletics Committee members to accept the minutes as distributed.

PRESENTATION BY DIRECTOR OF ATHLETICS: Mr. Doug Gillin, Director of Athletics, presented several updates to the Committee:

- First, steps taken in recent months following initial COVID-19 impacts were reviewed. These steps include:
 - Ensuring that student-athlete safety, health and well-being are put at the forefront; and
 - Managing the negative budget impact by limiting remaining expenses in Fiscal Year 2020, as well as preparing for fiscal year 2021, including changes in future App State varsity sport program offerings
- Mr. Gillin then overviewed various recent Campus & Community Connections, including App State Athletics’ staff participation in the “Stay at Home Campaign” at the beginning of the COVID-19 pandemic; the rescheduled Luke Combs Concert for 2021; the 14,460 hours of community service achieved this year by App State student-athletes, the highest total in athletics department history; the virtual Yosef Club Spring Tour Event held on April 30th; and the NASCAR Xfinity Series App State branded car, which honored this year’s 2020 graduating class
- Mr. Gillin then discussed facility updates including progress on the North End Zone Project, Appalachian 105, Quinn Center, and the Kidd Brewer Stadium Turf & South End Zone projects
- To conclude the presentation, recent department efforts and initiatives regarding Diversity & Inclusion were overviewed, providing App State student-athletes support, and a platform for their voices to be heard amid recent events involving systemic racism

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 section 126-22 of North Carolina General Statutes or regulations;
2. consult with our attorney; and
3. to protect the attorney-client privilege.

The motion was made by Trustee Scott K. Lampe, and approved unanimously by all Board of Trustees Athletics Committee. All Board of Trustees Members, Philip Byers, Board of Governors Representative, Chancellor Sheri N. Everts, Hank Foreman, Heather Norris, Paul Forte, JJ Brown, Randy Edwards, Jane Barghothi, Paul Meggett, Megan Hayes, Doug Gillin, Jonathan Reeder, Paul Meggett, General Counsel, 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, a motion to adjourn the meeting of the Athletics Committee was approved unanimously by all Board of Trustees Athletics Committee at 11:45 a.m.

Respectfully submitted,

Jonathan B. Reeder
Recording Secretary

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

Friday, June 26, 2020
Zoom Meeting

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 26, 2020, at 12:58 p.m. via the virtual Zoom Meeting format. Mr. Charles V. Murray, Chair, presided and called the meeting to order.

MEMBERS PRESENT VIA ZOOM:

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

CONSTITUENCY REPRESENTATIVE
PRESENT VIA ZOOM:

Kelli Wilson, Staff Senate

OTHERS PRESENT VIA ZOOM:

Jane Barghothi
John Blackburn
JJ Brown
C. Philip Byers, Member, UNC,
Board of Governors
Eloise Covalt
Michael Davis
David Ehricht
Sheri Everts, Chancellor
Hank Foreman
Paul Forte
Denise Godwin
Megan Hayes
David Hayler
Scott Lampe
Paul Meggett
Heather Norris
James Reaves
Mark Ricks
Sharon Bell

David Jamison
Monica Saner
Kim Shepherd

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 OPEN & CLOSED MINUTES: The minutes of the November 22, 2019 Audit Committee meeting were delivered to all members of the Audit Committee prior to the meeting. There being no corrections, Chair Murray called for a motion to approve the minutes of the November 22, 2019 Audit Committee meeting. Upon motion duly made, seconded, and verified by roll call vote the minutes of the meeting were approved as presented.

PRESENTATION OF THE 2019 FINANCIAL STATEMENT AUDIT REPORT AND 2019 STATEWIDE FEDERAL COMPLIANCE AUDIT PROCEDURES: Mr. David Ehricht, Assistant State Auditor - Supervisor, Office of the State Auditor, discussed the recently completed 2019 ASU Financial Statement Audit Report. No findings were reported. Mr. Ehricht also discussed the Statewide Federal Compliance Audit Procedures performed for fiscal year ended June 30, 2019. In conjunction with those procedures, Mr. Ehricht discussed a reported finding concerning the timely return of Title IV funds.

SUMMARY OF 2019-2020 AUDIT PLAN AND RECENT INTERNAL AUDIT ACTIVITY UPDATE: Mrs. Eloise Covalt, Chief Audit Officer, reviewed the 2019-2020 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.

REVIEW AND APPROVAL OF THE 2020-2021 AUDIT PLAN: Mrs. Covalt presented the proposed 2020-21 Audit Plan to the Committee and explained how this risk-based audit plan was developed. There being no further questions, Chair Murray called for a motion to approve the

2020-21 Audit Plan. Upon motion duly made and seconded, a roll-call vote commenced. All voting members of the Audit Committee were present and recorded as voting Aye and the 2020-2021 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 a draft of the Internal Audit Activity Charter for review and affirmation. 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 conformed to the IIA Standards in the work that they conducted.
- The Office of Internal Audits is structured to ensure the organizational independence of the internal audit activity. During 2019-20, there was no interference regarding determining the scope of internal auditing, performing the work, and communicating the audit results.

There being no further questions, Chair Murray called for a motion to approve the Internal Audit Activity Charter. Upon motion duly made, seconded, and verified by roll call vote, the Internal Audit Activity Charter was approved as presented and recommended for final approval to the Full Board (see Exhibit C-1).

QAIP ANNUAL REPORT: Mrs. Covalt presented the report to the Committee. The report provided the results of the ongoing and periodic assessments, 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) confirmation of no resource limitations.

ENTERPRISE RISK MANAGEMENT UPDATE: Mrs. Denise Godwin, Risk Manager, reported an update to the Committee concerning the completion of the Comprehensive Insurance Manual for the University.

CLOSED SESSION: Chair Murray called for a motion to enter into closed session. Upon motion duly made, seconded, and verified by roll call vote, all voting members of the Audit Committee convened in closed session to:

- prevent the disclosure of privileged or confidential information pursuant to North Carolina General Statute section 132-6.1(c) and to plan, conduct, or hear reports concerning investigations of alleged criminal conduct [N.C.G.S § 143-318.11(a) (7)].

Chair Murray asked that Mr. Philip Byers, Chancellor Sheri Everts, Mr. Hank Foreman, Dr. Heather Norris, Mr. Paul Forte, Mr. JJ Brown, Dr. Randy Edwards, Ms. Jane Barghothi, Ms. Megan Hayes, Mr. Paul Meggett, Mrs. Eloise Covalt, Mr. David Hayler, and Ms. Monica Saner, the recording secretary, join the voting members in closed session.

RECONVENE IN OPEN SESSION: Upon motion duly made, seconded, and verified by roll call vote, the Audit Committee reconvened in open session.

ADJOURNMENT: There being no further business, the meeting adjourned at 1: 47 p.m.

CHARLES V. MURRAY, Chair

By: _____
Monica Saner
Recording Secretary

Appalachian State University

Office of Internal Audits

Internal Audit Activity

Charter

MISSION, PURPOSE AND SCOPE OF WORK:

The Institute of Internal Auditors' *International Professional Practices Framework (IPPF)* defines the mission of internal audit as follows: "to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight." The mission, purpose and scope of this office is consistent with both the *IPPF* mission statement and the mandatory elements of the *IPPF*. Internal Auditing is an independent and objective assurance and consulting activity that is designed to add value to improve the operations of Appalachian State University. The Office of Internal Audits assists the University in accomplishing its objectives through a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's risk management, control, and governance processes. The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Chancellor, the Appalachian State University Board of Trustees Audit Committee (hereafter referred to as the "Audit Committee"), other management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the University.

ROLE AND ACCOUNTABILITY:

The internal audit activity is established by the Audit Committee. The Office of Internal Audits' responsibilities are defined by the Audit Committee as part of its oversight role. Final approval of the internal audit activity charter resides with the Board of Trustees.

STANDARDS FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING:

The Office of Internal Audits will govern itself by adherence to The Institute of Internal Auditors' *IPPF* mandatory guidance including the Definition of Internal Auditing, the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, and the *International Standards for the Professional Practice of Internal Auditing (Standards)*. This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity's performance. The Chief Audit Officer (hereafter referred to as CAO) will report periodically to the Chancellor and the Audit Committee regarding the Office of Internal Audits' conformance to the Code of Ethics and the Standards.

The Institute of Internal Auditors' Implementation Guides, Practice Advisories, and Supplemental Guidance will also be adhered to as applicable to guide operations. In addition, the Office of Internal Audits will adhere to Appalachian State University's relevant policies and procedures and the standard operating procedures manual (Audit Manual).

AUTHORITY:

The Office of Internal Audits, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all records, physical properties, and personnel pertinent to carrying out any engagement in accordance with *North Carolina General Statute 147-64.7* and *Session Law 2010-194, Section 21*. All university employees are directed to assist the Office of Internal Audits in fulfilling its roles and responsibilities upon request. The Office of Internal Audits will also have free and unrestricted access to the Audit Committee.

The Office of Internal Audits is not authorized to perform operational duties for the University, implement internal controls, initiate or approve accounting or other transactions external to the internal audit office, nor direct the activities of any university employee not employed in the Office of Internal Audits.

ORGANIZATION:

The CAO will report functionally to the Chair of the Audit Committee and administratively (i.e., day-to-day operations) to the Chancellor. The CAO will communicate and interact directly with the Audit Committee, including in closed sessions and between regularly scheduled Audit Committee meetings, as appropriate.

The Audit Committee shall be composed and organized in accordance with the Audit Committee Charter approved by the Board of Trustees.

INDEPENDENCE AND OBJECTIVITY:

The Office of Internal Audits should be free from interference in determining the scope of internal auditing, performing work, and communicating results. To provide for the independence of the Office of Internal Audits, its personnel should report to the CAO, who reports administratively to the Chancellor and functionally to the Audit Committee. The CAO shall have full and independent access to the Chancellor and the Audit Committee. The CAO will confirm to the Audit Committee and the Board of Trustees, at least annually, the organizational independence of the Office of Internal Audits. If the CAO determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties. The CAO will disclose to the Chancellor and the Audit Committee any interference and related implications in determining the scope of internal auditing, performing work and communicating results.

Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgment.

Objectivity and independence are crucial to the duties of the Office of Internal Audits. Either may be compromised if auditors participate directly in any activity that may impair their judgment, including implementing internal controls or developing procedures, preparing records or accounting transactions, designing systems and operations, or directing activities of any organization personnel not employed in the Office of Internal Audits. In addition, the Office of Internal Audits staff will not assess specific operations for which they had responsibility within the previous year. Therefore, the Office of Internal Audits' staff will serve only in an advisory capacity in these matters.

RESPONSIBILITY:

The Office of Internal Audits is responsible for:

- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out effectively and efficiently.
- Monitoring and evaluating the effectiveness of the organization's risk management processes.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations that could have a significant impact on the organization.
- Assessing information security and information technology controls in all appropriate projects.
- Performing consulting and advisory services related to governance, risk management and control as appropriate for the organization, provided the Office of Internal Audits does not assume management responsibility.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Charter.
- Communicating to the Chancellor and the Audit Committee the impact of resource limitations, if any, on the internal audit plan.
- Ensuring the internal audit activity conforms to the Institute of Internal Auditors' (IIA) *International Standards for the Professional Practice of Internal Auditing (Standards)*.
- Establishing a quality assurance and improvement program by which the CAO assures the operation of internal auditing activities. This will include assuring adherence to both internal policies and procedures and University policies and procedures.
- Issuing periodic reports summarizing results of audit activities to management, the Chancellor, and the Audit Committee.
- Keeping the Chancellor and Audit Committee informed of emerging trends and issues that could impact the University.
- Ensuring that emerging trends and successful practices in internal auditing are considered.

- Assisting and/or conducting the investigation of suspected fraudulent activities within the organization and notifying the Chancellor and the Audit Committee of the results.
- Serving as a liaison between University management and external auditors. In addition, as appropriate, coordinating activities and considering reliance on the work of other external assurance and consulting service providers as needed.
- As appropriate, providing consulting services to management that add value and promote the best interests of the organization.
- Developing a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Chancellor and Audit Committee for review and approval as well as periodic updates.
- Ensuring that information security is addressed in the risk-based annual audit plan, in accordance with UNC Policy 1400.2.
- Implementing the annual audit plan, as approved, including any special tasks or projects requested by management and the Audit Committee. At the end of the audit cycle, providing the Audit Committee with a comparison of the annual audit plan with internal audits performed by the internal audit department.
- Forwarding copies of both the approved audit plan and the summary of internal audit results, including any material reportable conditions and how they were addressed, to the UNC System Office in the prescribed format.

REPORTING AND MONITORING:

A written report will be prepared and issued by the CAO or audit designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Audit Committee and the Board of Trustees. Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

The internal audit report may include management's response and corrective action to be taken in regard to the specific findings and recommendations. Management's response, whether included within the audit report or provided thereafter (i.e., within fifteen days) by management of the audited area, should include a timetable for anticipated completion of action to be taken or an explanation for any corrective action recommendations that will not be implemented (management will accept the risk). The CAO will report to the Chancellor and the Audit Committee any response to risk by management that, in the CAO's opinion, may be unacceptable to the University.

The Office of Internal Audits will be responsible for appropriate follow-up on audit findings and recommendations. All significant findings will remain in an open issues file until they are cleared.

QUALITY ASSURANCE AND IMPROVEMENT PROGRAM:

The internal audit activity will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the Standards, and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement.

The CAO will communicate to the Chancellor and the Audit Committee on the Office of Internal Audits' quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years by a qualified, independent assessor or assessment team from outside of Appalachian State University.

PERIODIC ASSESSMENT:

The CAO will periodically report to the Chancellor and the Audit Committee on the Office of Internal Audits' purpose, authority, and responsibility, as well as performance relative to its audit plan. The reporting will include any resource requirements of the Office of Internal Audits as well as the Office of Internal Audits' conformance with the IIA's Code of Ethics and Standards. Action plans to address significant conformance issues, if any, will be reported. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters as determined in the discretion of the CAO or requested by senior management or the Audit Committee.

Approved this 26th day of June, 2020.



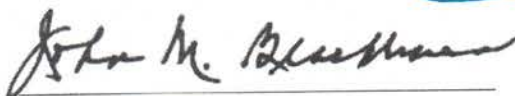
Chief Audit Officer



Chancellor



Chair of the Audit Committee



Chair of the Board of Trustees

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

Friday, June 26, 2020
10:00 am.
Via Zoom Meeting

CALL TO ORDER: The Business Affairs Committee of the Board of Trustees of Appalachian State University met via zoom at the call of the Chairperson and the Chancellor on Friday, June 26, 2020, at 10:00 a.m. Mr. Scott Lampe presided.

MEMBERS PRESENT:

John M. Blackburn
Michael C. Davis
Scott K. Lampe
Charles V. Murray
James K. Reeves
Mark E. Ricks
E. Bonnie Schaefer
Kimberly M. Shepherd
R. Thomas Sofield
Carole P. Wilson

CONSTITUENCY REPRESENTATIVES
PRESENT:

Michael Behrent, Chair
Faculty Senate

OTHERS PRESENT:

John Adams
Jane Barghothi
Philip Byers
Sharon Bell
J.J. Brown
Matthew Dockham
Randy Edwards
Sheri Everts, Chancellor
Hank Foreman
Paul Forte
Doug Gillian
Megan Hayes
David Jamison
Nick Katers
Paul Meggett
Heather Norris
Diane Pitts

MEDIA PRESENT:

Kayla Lasure, *Watauga Democrat*

ALL VOTES ARE RECORDED BY ROLL CALL – See attached list.

CONFLICT OF INTEREST NOTICE: Mr. Scott Lampe 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 open and closed session minutes of the March 27, 2020 Business Affairs Committee, upon motion made and seconded, were approved as submitted.

WRITE OFF UNCOLLECTABLE ACCOUNTS

The write-off of uncollectable 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).

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

UPDATE PARKING AND TRANSPORTATION MANUAL:

Vice Chancellor for Business Affairs Paul Forte, presented the 2020-2021 proposed updates to the Parking and Transportation Manual. The updates include editorial and date changes, fine increases and an increase for the Rivers Street Deck daily rate.

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

APPROVAL OF CAPITAL PROJECT:

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

- Campus Fire Monitoring System and Alarm Panel Replacement - \$452,176

This project will advance a broad based life safety program to replace obsolete fire alarm panels in twenty-one campus buildings and provide a high bandwidth fiber based campus network for fire protection monitoring that will provide head end infrastructure to accommodate future connectivity to all campus fire panels.

Following discussion, the motion was made and seconded to approve this capital project. The motion carried.

CLOSED SESSION: Chair Lampe announced that he would entertain a motion for the Business Affairs Committee to convene in closed session.

Upon motion duly made, seconded and approved, the Business Affairs Committee convened in closed session to:

- prevent the disclosure of privileged information under North Carolina General Statutes 132-1.7, subsections (a) and (a2) of United States laws or regulations [N.C.G.S. §143-318.11(a)(1)];
- consult with our attorney to preserve the attorney-client privilege [N.C.G.S. §143-318.11(a)(3)].

PUBLIC SESSION RECONVENED: Upon motion duly made, seconded and approved, the Board reconvened in open session at 10:50 a.m. There being no further business, the meeting adjourned at 10:50 a.m.

Respectfully submitted,

Diane Pitts

Board of Trustees Meeting
Business Affairs Committee
June 26, 2020
10:00 a.m.

Roll Call to Approve Absences:

Michael Behrent
Michael Davis
Scott Lampe
Mark Ricks
Bonnie Schaefer
Kim Shepherd
Thomas Sofield

Roll Call to Approve Write Off Uncollectable Accounts:

John Blackburn
Michael Behrent
Michael Davis
Scott Lampe
Mark Ricks
Bonnie Schaefer
Kim Shepherd
Thomas Sofield

Roll Call to Approve Update of Parking and Transportation Manual

John Blackburn
Michael Behrent
Michael Davis
Scott Lampe
Mark Ricks
Bonnie Schaefer
Kim Shepherd
Thomas Sofield

Roll Call to Approve Capital Project – Replace Fire Alarm Panels:

John Blackburn
Michael Behrent
Michael Davis
Scott Lampe
Mark Ricks
Bonnie Schaefer
Kim Shepherd

Thomas Sofield

Roll Call to Convene in Closed Session:

John Blackburn
Michael Behrent
Michael Davis
Scott Lampe
Mark Ricks
Bonnie Schaefer
Kim Shepherd
Thomas Sofield

Roll Call to Reconvene in Open Session:

John Blackburn
Michael Behrent
Michael Davis
Scott Lampe
Mark Ricks
Bonnie Schaefer
Kim Shepherd
Thomas Sofield

Roll Call to Adjourn:

John Blackburn
Michael Behrent
Michael Davis
Scott Lampe
Mark Ricks
Bonnie Schaefer
Kim Shepherd
Thomas Sofield

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.

	2020	2019	\$ Variance	% Variance
Tuition	133,276.34	83,221.52	50,054.82	60.15%
Fees	37,954.74	29,723.83	8,230.91	27.69%
Financial Aid	167,916.43	78,679.17	89,237.26	113.42%
Late Fees/ Interest	136,634.90	78,207.65	58,427.25	74.71%
Library	2,314.40	307.60	2,006.80	652.41%
Other State Funds	1,491.85	590.69	901.16	152.56%
Payroll		6,022.63	(6,022.63)	-100.00%
Food Services	17,019.81	9,531.20	7,488.61	78.57%
Health Services	39,877.25	15,042.82	24,834.43	165.09%
Housing	24,718.93	15,414.21	9,304.72	60.36%
Bookstore	10,586.96	3,365.61	7,221.35	214.56%
Other Trust Funds	3,533.16	1,107.50	2,425.66	219.02%
	<u>575,324.77</u>	<u>321,214.43</u>	<u>254,110.34</u>	<u>79.11%</u>
Total University and Student Accounts			\$ 575,324.77	

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 \$19,356.70

New River Light and Power Company

Appalachian Exxon	1,269.24
Blockbuster Store 92611	1,555.38
Goody's #155	1,853.68
TP Land Holdings LLC	3,468.69
K Mart Store 9547	11,209.71
	<u>\$ 19,356.70</u>

Total Accounts for Board of Trustees Approval for Write Off \$ 594,681.47

Analysis of 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. 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.

	2020	2019	2018	2017	2016	Averages
Total AR Charges	\$ 212,324,638.71	\$ 223,103,952.26	\$ 216,935,931.68	\$ 208,429,109.95	\$ 197,099,777.44	\$ 211,578,682.01
Student FTE	19,280	19,108	18,811	18,295	17,932	18,685
Write Offs						
	2020	2019	2018	2017	2016	
Tuition and Fees	\$ 171,231.08	\$ 112,945.35	\$ 160,403.28	\$ 83,510.61	\$ 157,210.52	137,060.17
Financial Aid	167,916.43	78,679.17	195,135.57	83,019.80	154,456.73	135,841.54
Late Fees & Interest	136,634.90	78,207.65	131,072.86	43,559.06	77,663.53	93,427.60
Payroll		6,022.63	4,591.35	-	1,613.28	3,056.82
Bookstore	10,586.96	3,365.61	10,247.79	2,666.23	7,963.01	6,965.92
Food Services	17,019.81	9,531.20	14,782.83	5,813.92	14,493.89	12,328.33
Health Services	39,877.25	15,042.82	23,372.80	14,727.88	23,033.25	23,210.80
Housing	24,718.93	15,414.21	15,046.40	6,462.24	27,208.53	17,770.06
All Other	7,339.41	2,005.79	19,150.84	4,379.46	7,988.78	8,172.86
	\$ 575,324.77	\$ 321,214.43	\$ 573,803.72	\$ 244,139.20	\$ 471,631.52	437,222.73
Number of Accounts Written Off	120	147	59	124	135	117.00
Average Write Off	\$ 4,794.37	\$ 2,185.13	\$ 9,725.49	\$ 1,968.86	\$ 3,493.57	\$ 3,736.95
Write Off/ Total AR Charges	0.271%	0.144%	0.265%	0.117%	0.239%	0.207%
Collection of Prior Write Offs	\$ 75,675.04	\$ 73,453.26	\$ 40,240.73	\$ 53,988.42	\$ 66,055.36	\$ 61,882.56

Collection and Write Off Process

- 1 On a weekly basis past due accounts over \$50 are sent to the Department of Revenue for tax refund garnishment.
- 2 At 30 days past due Transcript and Registration holds are placed on the account. They are not released until the balance is paid in full
- 3 At 30 days the account holder is sent a past due bill
- 4 At 60 days the account holder is sent a past due bill
- 5 At 90 days the account holder is sent a collection letter
- 6 At 120 days the account is submitted to the NC Attorney General
- 7 The attorney General sends the account holder a past due letter
- 8 If no response is received, the University is notified
- 9 The account is sent to a collection agency and collection efforts are initiated for 1 year
- 10 After 1 year the account is returned and sent to a different collection agency for 1 year
- 11 If no response or collections occur after the account is sent to the 2nd collection agency the account is deemed uncollectable
- 12 Accounts are subject to tax refund garnishments after write off

Notes:

- 1 Total AR charges are less in FY2020 due to limited operations and changes in billings for the summer terms as a result of the COVID19 pandemic. AR charges are off at least \$7.1 to \$10.2 million.
- 2 Prior to fiscal year 2015, the University's interest rate was 1%. After fiscal year 2015, the State mandated a 5% interest rate.
- 3 A one time late fee of 10% is assessed on a past due balance.
- 4 The University is only allowed to keep 20% of the late fee for administrative expenses
- 5 Collection agencies are contracted through the State
- 6 There are currently 4 collection agencies on State contract
- 7 Transcript, Registration, and Diploma holds are not removed after write off

Common Origin of Balances Due:

- 1 Schedules were cancelled, and student re-enrolled after cancellation date
- 2 Student financial aid was reversed creating an outstanding balance
- 3 Student withdrew after receiving financial aid. Financial aid was reversed
- 4 Schedules were protected at the request of Financial Aid or Enrollment Management
- 5 Account was on a payment plan and student stopped paying.