

MINUTES
MEETING OF THE BOARD OF TRUSTEES
APPALACHIAN STATE UNIVERSITY

Friday, December 8, 2023
12:00 p.m.
Grandview Ballroom
North End Zone Facility

CALL TO ORDER: The Board of Trustees of Appalachian State University met at the call of the Chair and the Chancellor in the Grandview Ballroom in the North Endzone Facility on Friday, December 8, 2023, at 12:00 p.m. Chair Mark E. Ricks presided and called the meeting to order.

MEMBERS PRESENT:

J. Jeffries Chesson
Tamela W. Everett
Anita B. Greene
James E. Harris
Scott K. Lampe
Juan Pablo Neri
James K. Reaves
Mark E. Ricks
E. Bonnie Schaefer
Kimberly M. Shepherd
R. Thomas Sofield
Steven D. Wyatt

MEMBER PRESENT VIA ZOOM:

Fairley Bell Cook

OTHERS PRESENT:

Dawn Antonucci
Jane Barghothi
JJ Brown
C. Philip Byers, UNC Board of Governors
Sheri Everts, Chancellor
Hank Foreman
Megan Hayes
Troy Johnson
Dan Layzell
Paul Meggett
Heather Norris

CONFLICT OF INTEREST NOTICE: Chair Ricks 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.

Chair Ricks also read the following: "As we begin the business portion of the meeting, I would like to remind everyone of the Board's expectations for conduct at our meetings. We ask that those attending today remain respectful of fellow attendees and the Board. 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."

ROLL CALL: Chair Ricks asked Dawn Antonucci to call roll to verify all participants at the meeting.

RECOGNITION OF VISITORS: Chair Ricks welcomed Board of Governors member Philip Byers, guests and press in attendance as confirmed during the roll call.

APPROVAL OF ABSENCES: None to report.

RECOGNITION OF TRUSTEE SHEPHERD: Chair Ricks and Chancellor Everts recognized Trustee Kimberly M. Shepherd in appreciation of her service to the Board as Chair for the past two years. Trustee Shepherd expressed her service to the University in the capacity as Board Chair was an honor.

CLOSED SESSION: Chair Ricks stated he would entertain a motion for the Board to convene in closed session. Chair Ricks asked that Board of Governors member Philip Byers, Chancellor Everts, the Provost and Executive Vice Chancellor, Vice Chancellors, General Counsel, Chief Communications Officer and the Assistant Secretary join the Trustees in closed session.

Chair Ricks stated the livestream would be closed as the Board convenes in closed session. Once the Board returns to open session, the livestream will resume at approximately 1:00 p.m.

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

prevent the disclosure of privileged or confidential information pursuant to North Carolina General Statute, Section 126-22 in accordance with [N.C.G.S. §143-318.11(a) (1)];

prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award in accordance with [N.C.G.S. §143-318.11(a) (2)]; and

consult with the University's attorney in order to preserve the attorney-client privilege pursuant to [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 1:01 p.m.

REMARKS FROM CHANCELLOR EVERTS: (see Attachment 1).

REPORT FROM ATHLETICS COMMITTEE: Chair Ricks recognized Trustee Jeff Chesson, Chair of the Athletics Committee, for this report.

Trustee Chesson stated the Athletics Committee met this morning and began with presentations given by Field Hockey student-athlete, Addie Clark, and Men's Cross-Country student-athlete, Oliver Wilson-Cook, who gave the Committee insights into their transformational experiences as student-athletes at Appalachian.

Director of Athletics Doug Gillin then gave Athletics updates to the Committee. Competitively, App State Women's Field Hockey earned a Mid-American Conference Regular Season Championship this fall, and Men's Cross Country earned a Sun Belt Conference Championship. App State Football also earned a victory against top 25 ranked James Madison, their third win against a ranked opponent in each of the last three seasons, as well as a Sun Belt Conference East Division Championship. In the community, App State student-athletes are currently ranked in the Top 25 in NCAA Division One in total community service hours.

To conclude the meeting, Facility and Fundraising updates were then reviewed including new attendance records set in the sport of Football, and strong growth in the highest App State Athletics donor group, the Circle of Excellence. The Committee then convened in closed session.

Trustee Chesson stated this concluded his report from the Athletics Committee (see Appendix B).

REPORT FROM THE AUDIT COMMITTEE: Chair Ricks recognized Trustee Steve Wyatt, Chair of the Audit Committee, for this report.

Trustee Wyatt stated the Audit Committee met and approved the minutes for the September 29, 2023, Audit Committee meeting. Other informational items discussed included the following:

1. The Committee conducted a review of the updated FY '24 audit plan.
2. The Committee conducted a review of the 4 internal audits that have been completed since the previous Audit Committee meeting which include:
 - a. Management Qualifications Investigation – the allegations were unfounded.
 - b. Secondary Position Time Tracking Audit – Office of Internal Audits (OIA) found instances of non-compliance to the Fair Labor Standards Act. OIA recommended that management for Human Resources, Payroll, and General Counsel work together to correct the non-compliance and update University policies and procedures. Management agreed with the recommendations and has assured us that it is being corrected.
 - c. Follow-up - Information Technology General Controls (ITGC): Physical and Environmental Security of Data Centers – Information Technology is implementing corrective actions. OIA will continue to monitor progress and be a resource for ITS.
 - d. A Quarterly Campus-Wide Review was conducted for fixed assets. No findings were reported.
3. The Committee conducted a discussion of the external audits currently in progress and enhancing hotline and compliance awareness.

4. In conjunction with the Audit Committee's oversight of the Information Security Program, Interim Associate Vice Chancellor and Chief Information Officer Tom Van Gilder and Chief Information Security Officer and Deputy Chief Information Officer Mr. Jim Webb presented an IT Security Update to the Committee.

Trustee Wyatt stated this concluded his report from the Audit Committee (see Appendix C).

REPORT FROM FINANCE AND OPERATIONS COMMITTEE: Chair Ricks recognized Trustee Jamie Harris, Chair of the Finance & Operations Committee, for this report.

Trustee Harris reported the Finance and Operations Committee met and approved the minutes for the September 29, 2023 Finance and Operations Committee meeting and considered five (5) action items in open session and they are included in the consent agenda for approval.

The first action item is the FY 2025 Tuition and Fee Proposal that can be found in BoardEffect under EXHIBIT D-1.

The second action item is a Capital Projects Approval for Rivers Street Steam Tunnel Repairs. The associated materials can be found in BoardEffect under EXHIBIT D-2A.

The third action item is a Capital Projects Approval for full authority to proceed with a new Indoor Practice Facility that can be found in BoardEffect under EXHIBIT D-2B.

The fourth action item is a Capital Projects Approval for an Increased Authorization for the Wey Hall Renovation project that can be found in BoardEffect under EXHIBIT D-2C.

The fifth action item is a Capital Projects Approval for a permanent easement to allow for extension of the Blue Ridge Conservancy Trail that can be found in BoardEffect under EXHIBIT D-2D.

Lastly, there was an informational item on current capital projects underway that was presented to the Committee by Associate Vice Chancellor Nick Katers.

Trustee Harris stated this concluded his report for the Finance and Operations Committee (see Appendix D).

REMARKS FROM CHAIR MARK E. RICKS: Before moving to the next item of business Chair Ricks recognized an important loss to the Appalachian Community. Chair Ricks shared the recent passing of Foundation Board member James Tolliver and stated that he was a passionate advocate for Appalachian who served his alma mater with great pride and Appalachian is grateful for all that he has meant to his Mountaineer family.

Resolution Concerning Board of Trustees
Oversight of University External Advisory Boards

Chair Ricks recognized Vice Chancellor and Chief of Staff Hank Foreman for this item. Mr. Foreman provided an overview of a Resolution Concerning Board of Trustees Oversight of University External Advisory Boards for approval.

Upon motion duly made and seconded, the Resolution was approved as presented (see Attachment 2).

Chair Ricks asked Mr. Foreman to provide an introduction of the next item of business. Mr. Foreman shared the need to fill an open term on the Appalachian State University Foundation Board and recommended Donna Fiori to fill the position. Informational materials were provided in BoardEffect for Trustees review in advance.

Chair Ricks stated he would entertain a motion to appoint Donna Fiori to the Appalachian State University Foundation Board.

Upon motion duly made and seconded, the nomination was approved as presented.

Resolution to Amend and Update the Delegated Authority

Chair Ricks recognized Vice Chancellor and Chief of Staff Hank Foreman for this item. Mr. Foreman gave a brief overview of the Resolution to Amend and Update the Delegated Authority and stated the document had been shared with Trustees in BoardEffect for review in advance.

Upon motion duly made and seconded, the Resolution was approved as presented (see Attachment 3).

CONSENT AGENDA: Upon motion duly made and seconded, the consent agenda was approved as presented and consisted of the following items:

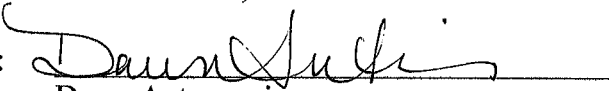
- Approval of the 9.29.23 & 11.30.23 Meeting Minutes
- FY 2025 Tuition and Fee Proposal – (EXHIBIT D-1)
- Capital Projects:
 - a. Rivers Street Steam Tunnel Repairs – (EXHIBIT D-2A)
 - b. Indoor Practice Facility Full Authorization – (EXHIBIT D-2B)
 - c. Wey Hall Renovation Increase in Authority – (EXHIBIT D-2C)
 - d. Blue Ridge Conservancy Easement for Greenway Trail – (EXHIBIT D-2D)

REMARKS FROM CHAIR MARK E. RICKS: Chair Ricks thanked the Committees and Chairs for their reports and shared the next scheduled Board of Trustees Meeting for Appalachian State University will be held on Friday, March 15, 2024. Chair Ricks also thanked supporting staff members to include: catering, IT and security.

ADJOURNMENT: There being no further business, the meeting was adjourned at 1:43 p.m.

Mark E. Ricks, Chair

By:


Dawn Antonucci

Assistant Secretary

Remarks from the December 8, 2023 Meeting of the Board of Trustees

Friday, December 8, 2023

Remarks by Sheri Everts, Chancellor

Thank you, Chair Ricks, and good afternoon, everyone!

With one week until December Commencement, we're looking ahead to App's 125th birthday, as we reflect on an incredible 124th year.

But before I begin my remarks today, I would like to acknowledge the passing of Chancellor Kenneth E. Peacock in October.

As Chancellor of our university for 10 years, from 2004 to 2014, Ken established the university as a leader in undergraduate research, grew our academic enterprise significantly in the areas of health care, establishing the College of Health Sciences, opened a new building for the Reich College of Education, led significant growth in the nexus of energy, the environment and economics, and moved our athletics programs to the Sun Belt Conference and the Football Bowl Subdivision, all while growing enrollment and solidifying our reputation as a national leader in undergraduate education.

He is remembered by former students who learned from him in the classroom, by the colleagues he mentored and supported as a Department Chair and Dean, and by the many lives he touched in his service to the university, which lasted more than 30 years.

The hearts of the entire Mountaineer community remain with Rosanne, and Ken's family and loved ones. We thank them for loaning him to us for so many decades.

I'd also like to acknowledge the university community's recent loss of App State alumnus and Foundation Board member James Tolliver. James was a Mountaineer in the truest meaning of the word: a student leader who was the chapter president of Alpha Phi Alpha for two years, a successful business leader and philanthropist who believed in community engagement, and a passionate alumnus who remained involved with App State. He was instrumental in the success of our NPHC Plots and Gardens project, leading the alumni fundraising efforts for that project, along with Trustee Reaves and former Trustee Susan Branch. Directly and indirectly, he touched thousands of lives, and his legacy will live on for generations. We were so fortunate to have known him and been just one beneficiary of his expansive influence.

As you look around the room today, you see posters sharing some new information we've received about how our students, faculty, staff and alumni improve the local and statewide economies.

Earlier this year, we commissioned a study to assess the economic value of the university to the region and the state of North Carolina. The study measured the economic impact of the university for one year, beginning July 1, 2021, through June 30, 2022. The results demonstrate the tremendous power of higher education — and App State in particular — to change lives. We'll have the full report in a few weeks, and I'd like to preview the key highlights with you this afternoon.

During the 2021-22 fiscal year, when the nation, state and region were still struggling to recover from the effects of the global pandemic, App State contributed nearly \$573 million in added income to the region's economy...and \$2.2 billion in added income statewide.

In the five-county region of Watauga, Avery, Ashe, Caldwell and Wilkes Counties, App State and our students support one out of every 14 jobs.

In the 2021-22 fiscal year, the regional net impact of App State student spending exceeded \$79 million.

Students will receive a return of nearly \$6 in higher future earnings for every dollar they invest in their App State educations.

And, for every dollar of public money invested in App State, taxpayers will receive more than \$3 in return, over the course of our students' working lives.

By and large, App State alumni stay in the state, with more than 75% of our alumni living and working in North Carolina.

Those with bachelor's degrees add more than \$31,000 each year to their earnings. This increases to nearly \$45,000 each year for those with master's degrees and more than \$68,000 each year for those with doctoral degrees.

These statistics demonstrate the power of higher education to change lives, and they are bolstered by the recent return on investment study commissioned by the North Carolina General Assembly in 2021 to measure the return on investment for students who earn degrees at a UNC System institution. This study shows that:

- The median lifetime earnings of UNC System graduates holding bachelor's degrees are approximately \$1.2 million — with graduates making about \$500 million more during their lifetimes compared to lifetime earnings without a degree.
- The median lifetime earnings for graduate degrees are \$2.1 million — with a median lifetime return on investment that is more than \$900,000 over those with only bachelor's degrees.

This report also provides institution-specific information. We've already begun to review our academic program portfolio — which was overwhelmingly positive — and we expect System-wide guidance soon from UNC System President Hans that will provide more specific direction, as each campus works to develop an action plan for continual improvement of student outcomes.

Provost Norris is assembling a team to dig deeper into our data, and next semester, we will develop a report of our review of the ROI study results for App State and an action plan for the President and Board of Governors. The Board of Governors will report to the General Assembly on the results of the System-wide review in the spring.

Overall, these findings, and our App State economic impact study, are important indicators of the value of a public education in North Carolina and the significance of the investment students and their families — as well as taxpayers — make in the future of our state.

As educators, we are fortunate to see the differences we make every day. At the App State Hickory campus, a First Year Seminar course taught by Lillian Nave is just one example of the transformative experiences our students are gaining at the outset of their college careers. Her class was able to take advantage of the university's loft in New York City, where they spent a few days immersed in the culture of the city, including visits to the Tenement Museum and the 9/11 Memorial and Museum. Two of the students had never been on a plane before and more than half had never visited New York City. At least one student returned with a professional mentor from this experience.

In a recent story by the Hickory Daily Record, students at the Hickory campus expressed appreciation for the support they have received from the faculty and staff during this first semester. They specifically mentioned the availability of resources, the cost savings, proximity to family, and quality of instruction.

Last month, we recognized a group of faculty and staff from App State's Hickory campus on the field at Kidd Brewer Stadium.

These students, their faculty, and the staff who support them are among a pioneering group of Mountaineers, who will go down in history as the first to help expand access.

This year, App State has been nationally recognized for the seventh consecutive year for our sustained commitment to the success of our transfer student population by being named to Phi Theta Kappa's 2023 Transfer Honor Roll. This year we welcomed the second-largest population of transfer students we've ever had at App State. Approximately 2,000 new transfer students join App State each academic year, representing more than 50 community colleges. Transfer students make up one-fourth of the total undergraduate student population, with 70% of new transfer students coming to the university from community colleges. We are dedicated to their success, and offer a broad array of support and services designed to help them transition and graduate efficiently. Of course, the Hickory campus is a huge part of our strategy to continue serving even more of this important population.

A team of App State researchers in the College of Arts and Sciences has been awarded a National Science Foundation grant, and they're providing opportunities for our students to conduct important research with their faculty.

Dr. Robert Swarthout, associate professor in the Department of Chemistry and Fermentation Sciences, and Dr. Chris Thaxton and Dr. James Sherman from the Department of Physics and Astronomy were awarded more than half a million dollars to support research at App State's Appalachian Atmospheric Interdisciplinary Research facility and Applied Fluids Laboratory. The atmospheric research team includes contributions from Ethan Barber, an engineering physics graduate student from Durham; Shawn Beekman, an engineering physics graduate student from Cary; Mason Fuller, a junior physics major from Colfax; and Tess Mickey, a junior physics major from New London.

This semester, the Department of Geological and Environmental Sciences began its fifth year of an important project that brings access to STEM learning experiences for students in the rural areas of our state, in particular. The department operates what they call the Geobago, which is an RV—converted into an educational vehicle—that brings hands-on science activities to K–12 students throughout Western North Carolina. It's staffed by App State faculty and students, and allows young students to use environmental science probes, computer technology and microscopes to explore science. More than 8,000 young learners, educators and families throughout the region have engaged with this mobile classroom so far.

Last month, we welcomed nearly 100 students from Watauga County schools to the Boone campus for AppKIDS day. I was honored to host these bright students for lunch and to provide each one with a new book. They also enjoyed a fabulous, interactive science demonstration by Jeff Goodman, senior lecturer in the Department of Learning, Teaching and Curriculum; a fascinating talk with Dr. Baker Perry, National Geographic Explorer and professor in the Department of Geography and Planning, about his research on Mount Everest; talking with the students on Team Sunergy and taking photos in our solar vehicle; playing games with staff from Alumni Affairs; checking out App State Police's newest electric vehicles; and getting autographs from Yosef and many App State student-athletes. This year, the high school students were also able to engage with members of our Admissions team about making a college education a reality.

AppKIDS, which is a project of App State's Staff Senate, is now in its 43rd year of making a difference in the lives of local K-12 students, and those who volunteer with this project will tell you it is one of the most rewarding experiences a person can have. I appreciate the dedicated members of the Staff Senate who work to support these students, and the many campus partners who helped provide them with a full App State Experience. I also would like to express my deep appreciation, on behalf of the university, for Chair Ricks' financial support of this important community project, which has allowed the program to grow to provide support to children in need in our community throughout the entire year.

Last month, App State's Parent-to-Parent program, a community outreach program of the Reich College of Education that serves families who have children with special needs in seven High Country counties, held its 13th annual Spooky Duke 5-K/10-K race and costume parade and contest. The event, which is attended each year by many of the families and children served by the program, had record participation this year. Nearly 60 student, staff and community volunteers and our App State Police Department supported the event, which featured more than 360 participants from across the state and raised more than \$31,000 to support local families who have children with special needs or serious illnesses.

As an aside, Vice Chancellor Johnson's daughter took first place in the 10K, running a 7:36 average mile. She's in the photo on the bottom right. Look how happy she is — and that's at the end of the race! Most people only run that fast if someone is chasing them... and not for 6.2 miles!

App State's Police Department is again setting the standard for the state and nation. They are among the first North Carolina police departments to transition our patrol vehicle fleet to electric vehicles. The department worked with the university's Office of Sustainability and Facilities Operations to assess electric vehicle estimated emissions and costs compared with gas-powered vehicles. Each electric vehicle is expected to save the university more than \$16,000 and avoid approximately 35 tons of carbon emissions in the first five years. These significant impacts on our budget and sustainability efforts keep App State at the forefront of innovative universities, and this is just one more reason for us to appreciate the leadership of Police Chief Andy Stephenson!

Of course, Vice Chancellor Barghothi and her team share all of these incredible stories and more with supporters of the university, and we are on track for our best fundraising year in university history.

- We are already more than \$3.5 million ahead of where we were last December in cash and pledges.
- We received a generous gift of \$25,000 to kick-start the fundraising for a new solar vehicle. As you all know, our solar vehicle team has previously designed and constructed two solar vehicles, earning top awards in every competition in which they have participated since the team's inaugural race in 2016. This team of talented and passionate students is now poised and ready to develop a next-generation solar vehicle that will increase their competitive edge and help advance sustainable transportation technologies.
- Jane's development team is hard at work securing end-of-the-year gifts as we close out the calendar year, and they have organized a year-end giving initiative. We hope you will include App State in your philanthropic plans during this season of giving! Please feel free to speak to Jane if you have any questions.

Earlier this week, we held a facilitated safety and preparedness exercise, as part of a UNC System initiative to review and discuss campus emergency operations across the System.

Our exercise focused on our response and communications plans in the event of an active shooter event on campus, and included a review of App State's Emergency Operations Plan by my leadership

team, our emergency operations team, and departments across campus and agencies in the community who would be involved in initial response and communications during an active shooter incident. The external facilitators were extremely complimentary of App State's preparedness planning and initiatives, which speaks to the broad-based coordination and continual planning among campus departments and community partner organizations, as well as App State's ongoing commitment to emergency preparedness and recovery. I'd like to thank Emergency Management Director Jason Marshburn and Emergency Management Coordinator Debi Trivette, the members of my leadership team and the Emergency Operations Team, as well as our community partners and members of campus who dedicate a tremendous amount of planning and preparation to help ensure we can respond quickly and efficiently in the event of a campus emergency.

App State is also engaged daily in cybersecurity preparedness. Each week, our IT security team successfully thwarts millions of attempts to breach our security. Our IT security measures also include mandatory cybersecurity awareness training for all employees, which involves our entire employee base building a culture of security awareness.

App State was also recently recognized as being among the top schools nationwide for military service members and veterans by the Military Times, which named App State to its 2023 "Best for Vets: Colleges" rankings list in November.

Only about 7% of living Americans have served in the U.S. military in some capacity. At App State, that number is just about 2% of our total student, faculty and staff population. Military-affiliated students, faculty and staff enrich our university community, and it is our privilege to recognize and support veterans and active-duty members of the military and their families at App State.

During our annual Veterans Day Ceremony last month, we recognized and thanked the students, faculty and staff who have served or are serving in the United States military. Our featured speaker was Provost and Executive Vice Chancellor Heather Norris, whose remarks honored her parents, grandfather and father-in-law, all of whom served in our armed forces. National Guard Cadet Arieli Pruitt, a senior from Kernersville majoring in cellular and molecular biology, opened and closed the program. The Veterans Day Ceremony was part of a week of events and activities honoring veterans and other members of our military community. We are proud to be nationally recognized as a top university for the services and support we provide to our military community, and this long-standing recognition affirms our university-wide commitment to their success.

In October, we were pleased to welcome representatives from NCInnovation — a not-for-profit, rural economic development and research support initiative — back to the Boone campus. This group of academic, financial and philanthropic leaders is working with regional universities to boost their innovative output, and they met with our academic leadership team to discuss ideas for projects that are germinating in the academic colleges. We also took them on a tour of our Innovation District.

The most recent construction work for the Innovation District's first phase of development includes the drilling of geothermal wells.

Approximately 25% of the 90 planned wells have been drilled. These wells are part of a geothermal system — a component of the district's zero-carbon energy system — that will serve both the conservatory and the faculty and staff housing. Additionally, crews are beginning to install site utilities, including stormwater and sewer systems, and land grading is nearing completion. More than 50% of the construction access road connecting Homespun Hills Road to Bodenheimer Drive has been installed and paved.

The conservatory, housing and energy district will all be operational and open in Fall 2025.

Renovations to Wey Hall, home to the Department of Art, are well underway. The existing front lobby has been removed. The exterior demolition is complete and the second and third floors are underway. The building is slated to re-open in summer 2025.

Preparation in Edwin-Duncan Hall is underway, and the visible construction will be underway next semester. The renovation project is on schedule and slated for completion in summer 2025.

Construction designs for the addition to Peacock Hall are underway and moving forward. Construction work for the addition is still expected to begin this summer and be completed in Summer 2026.

Holmes Parking Deck seems to be more complete every time I drive by it — and I drive by it every day! The precast panels are being installed, and you can now see the different levels of the structure. A tower for stairs and elevators, which will be one of the entry and egress points for the deck, is also underway. It will be open in Fall 2024.

The most recent work on the App 105 project includes land grading for the softball facility, the installation of net post foundations, preparation work for the outdoor tennis courts, and roof and wall framing for the team support building. The second phase of this project will be complete in summer 2024.

We're also working with the Town of Boone and Department of Transportation to have a traffic light installed at the entrance to the property on Highway 105.

Phase two renovations to the Hickory campus building, which will include more classrooms and offices on the second floor, are beginning now, with some new classrooms ready for Fall 2024, and a full second floor renovation, which will double the academic capacity of the building, will be complete by Fall 2025.

After ending the regular season with a five-game winning streak, including wins over traditional rivals Marshall and Georgia Southern and a victory over then No. 18 ranked James Madison... and appearing for our second year in a row on ESPN's College GameDay, the App State Mountaineers football team is going bowling.

The Sun Belt Conference had the most bowl-eligible teams this year, with 12 programs winning 6 or more games, beating the ACC...by one team...but beating them nonetheless!

I think bringing home our 7th bowl championship will make a nice holiday gift for the App State fans. I know Doug is planning to take care of that for all of us!

In addition to our football program, I want to congratulate App State's women's field hockey team and men's cross-country team for winning their respective athletics conference championships — both teams were recognized during the Marshall football game. Coach Brad Herbster was named the Men's Cross Country Coach of the Year by the Sun Belt Conference, and Emily Dinsmore was recognized as the Co-Field Hockey Coach of the Year by the Mid-American Conference. This was the first Mid-American Regular Season Conference Championship for the field hockey team and the third Sun Belt Conference title for the men's cross-country team.

And of course, our men's basketball team brought home a huge home court victory on Sunday with an exciting win over the Auburn Tigers with more than 7,000 fans in attendance — in the first, nationally televised game from the Holmes Convocation Center. And, I understand, also the first sellout basketball game at the Holmes Center in 15 years!

ATTACHMENT 1

And of course, there will be a huge win in the Holmes Center for all of our graduating students one week from today. More than 1,500 students will be able to call themselves App State alumni, and they will join a passionate and dedicated group that is proud to be Mountaineers! It's my favorite time of year, a celebration of the work we all do, and a reminder of its importance.

I'd like to close my remarks today with a video that shows the power of this work and the significance of its impact around the world. We recently had the opportunity to [interview several student and alumni](#) who are studying and living abroad, and they are proudly representing their university all over the world.

We truly are making a difference in the world, one student at a time.

Mr. Chair, this concludes my remarks.

**RESOLUTION CONCERNING BOARD OF TRUSTEES OVERSIGHT OF
UNIVERSITY EXTERNAL ADVISORY BOARDS**

WHEREAS, University of North Carolina Policy 200.7 sets forth the duties, responsibilities, and expectations of members of the Boards of Trustees of constituent institutions (the “Board Oversight Duties”); and

WHEREAS, the Board Oversight Duties include oversight and monitoring of the affairs of university-affiliated organizations (each one a “University-Affiliated Organization,” and collectively, “University-Affiliated Organizations”) and advisory boards, councils, or committees of constituent institutions; and

WHEREAS, on 13 September 2019, the Appalachian Board of Trustees adopted certain uniform provisions by University-Affiliated Organizations with regard to their respective constitutions, composition, bylaws, and governing rules will allow the Board of Trustees to carry out its Board Oversight Duties over Appalachian’s university-affiliated organizations more effectively and efficiently; and

WHEREAS, Appalachian also appoints members to University advisory councils, boards, or committees that are usually standing bodies comprised of external members (i.e., non-university employees) that do not possess any decision-making authority or fiduciary responsibilities (each one a “University External Advisory Board,” and collectively “University External Advisory Boards”); and

WHEREAS, the Appalachian Board of Trustees has determined that the adoption of certain uniform provisions for University External Advisory Boards with regard to their establishment, goals, areas of advising and establishing documents will allow the Board of Trustees to carry out its Board Oversight Duties over Appalachian’s University External Advisory Boards more effectively and efficiently.

NOW THEREFORE, BE IT RESOLVED by the Appalachian State University Board of Trustees as follows:

1. The Chancellor or the Chancellor’s designees (i.e., the Chancellor, Provost and Executive Vice Chancellor, and Vice Chancellors and heads of all academic and operational units) have the sole authority to establish or approve the establishment of University External Advisory Boards for units that report to them. No *ad hoc* advisory boards may be established by any other individuals without having first been duly authorized by the Chancellor.
2. Any University External Advisory Board established pursuant to this Resolution must have a fundamental purpose of benefiting the academic, operating, and programmatic units to through the advice and perspectives, and fundraising support of outside experts, constituencies, community members, alumni, and others.
3. Each University External Advisory Board must upon proposed establishment provide an impact statement addressing the need for the advisory board and the goals for the board, noting if it be a temporary board (less than a year in duration) or a permanent board, and describing how the work of this board will address the specific concern(s) and the impact to having this board in place.
4. The appropriate Chancellor’s Council member will bring the request with the impact statement to the Chancellor and Council for review.
5. The appropriate Vice Chancellor shall review a list of nominees, sufficiently large enough to provide flexibility in selecting the final slate of appointees, with the Chancellor’s Council if the

- decision is made: 1) to establish the advisory council, board or committee and its members, and 2) in the case of a permanent board, appoint additional nominees to boards on an annual basis.
6. If approved, the requesting area shall draft a letter of invitation for each prospective member on behalf of the appropriate vice chancellor or their designee. It is the requesting area designee's responsibility for all follow-up and coordination of proposed committee or board, unless otherwise stipulated.
 7. Each University External Advisory Board established pursuant to this Resolution must explicitly state in its establishing documents that the group is only advisory in nature and that it has no legal authority to act on behalf of or commit Appalachian State University to any course of action. The foregoing notwithstanding, advisory boards that are mandated by specific legislative or accreditation requirements, and which may be comprised both of external and internal members may have a very narrow mandate to act on behalf of, or represent, the University. In these cases, the Office of the General Counsel and the Division of Institutional Integrity will review the scope of activities carried out by the mandated advisory boards to determine the appropriate insurance coverage that may be required.
 8. All University External Advisory Board members must comply with Appalachian State University's Conflict of Interest Policy, including the completion and submission of an annual conflict of interest disclosure. Failure to comply may lead to the member being declared ineligible to serve by the University.
 9. Membership lists, documents establishing standing advisory boards, and completed conflict of interest disclosures must be kept on file in the applicable executive, academic or administrative unit of the university.
 10. The Board of Trustees will take any other action necessary or appropriate to carry out its Board Oversight Duties set forth in this Resolution.
 11. This Resolution shall take effect immediately upon its passage.

APPROVED this 8th day of December, 2023.

**THE BOARD OF TRUSTEES OF
APPALACHIAN STATE UNIVERSITY**

Mark E. Ricks, Chair *(signature)*

James E. Harris, Secretary *(signature)*

**Resolution to Amend and Update the Delegated Authority
from the Board of Trustees of Appalachian State University**

WHEREAS, the Board of Trustees of Appalachian State University (“Board of Trustees”) has a duty to promote the sound development of Appalachian State University within the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other University of North Carolina institutions and aiding it to perform at a high level of excellence in every endeavor; and

WHEREAS, the Board of Trustees serves as an advisor to the University of North Carolina Board of Governors on matters pertaining to Appalachian State University and serves as an advisor to the Chancellor concerning the management and development of Appalachian State University; and

WHEREAS, the Board of Trustees’ powers and duties are defined by the Board of Governors through the Board of Governors delegating certain authorities and responsibilities to the Board of Trustees; and

WHEREAS, the Board of Governors’ approval of the “Resolution to Amend and Restate Constituent Institution Board of Trustees Delegations,” dated July 22, 2021, directed each board of trustees of the constituent institutions to identify and restate in one binding resolution all instances in which the board of trustees of each respective constituent institution has delegated all or some of its delegated authority from whatever source to any committee, person, agency, or entity; and

WHEREAS, the Board of Trustees identified a list of its delegated authority from the relevant sources in order to respond to the Board of Governors’ direction contained in the July 22, 2021 resolution and passed such resolution on September 24, 2021; and

WHEREAS, the Board of Trustees, upon receiving further guidance from the UNC System Office related to appointment and compensation of EHRA SAAO Tier I, SAAO Tier II, IRIT and Faculty positions in the “Delegated Authority and Salary Action Thresholds for EHRA Human Resources Classification and Compensation Actions,” dated November 07, 2022 (attached hereto) then further amended and updated their delegations of authority through a resolution passed on March 24, 2023; and

WHEREAS, the Board of Governors granted authority to the Board of Trustees for the approval of sign-on, retention, and performance-based bonuses for EHRA Faculty and EHRA Non-Faculty employees in the UNC System Office regulation 300.2.14.2[R], “Regulation on Delegated Authority for Non-Base Salary Compensation for University Employees Exempt from the State Human Resources Act” adopted August 31, 2022.

NOW THEREFORE, the Board of Trustees hereby amends and updates, as appropriate, effective on December 8, 2023 the following delegation of authority:

1. Pursuant to UNC Policy Manual regulation 300.2.14.2[R], the Board of Trustees has been delegated the power to approve sign-on, retention, and performance-based bonuses for EHRA Faculty and EHRA Non-faculty employees. The Board of Trustees hereby delegates this authority to the Chancellor. The Chancellor hereby is authorized to further delegate this authority upon the discretion of the Chancellor to senior leadership. Such delegation to the Chancellor shall include the authority to approve and monitor bonus awards and to establish rules surrounding appropriate criteria for receipt and reimbursement of any such bonuses.

2. Notwithstanding any other provision authorized by the Board of Trustees, all authority that has been delegated to the Board of Trustees and has not been expressly identified and further delegated in this resolution or the resolutions adopted by the Board of Trustees on September 24, 2021, and March 24, 2023, is hereby vested in the authority of the Board of Trustees.

ADOPTED AND APPROVED this 8th day of December 2023.

**THE BOARD OF TRUSTEES OF
APPALACHIAN STATE UNIVERSITY**

Mark E. Ricks, Chair (signature)

James E. Harris, Secretary (signature)

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

Friday, December 8, 2023
Grandview Ballroom
North End Zone Facility Breakout Room A
Livestream at: chancellor.appstate.edu/bot/

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, December 8, 2023, at 10:00 a.m. in the North End Zone Facility Breakout Room B on the campus of Appalachian State University. J. Jeffries Chesson presided and called the meeting to order.

MEMBERS PRESENT:

J. Jeffries Chesson
Scott K. Lampe
Kimberly M. Shepherd
Fairley Bell Cook

OTHERS PRESENT:

John Adams
George Baldwin
Jane M. Barghothi
J.J. Brown
C. Philip Byers
Addie Clark
Tamela Everett
Sheri Everts, Chancellor
Henry T. Foreman
Douglas P. Gillin
Anita Greene
James E. Harris
Megan Hayes
David Jamison
Troy Johnson
Dan Layzell
Tony Lombardo
Paul Meggett
Jennifer Myers
Juan Pablo Neri
Heather Hulburt Norris
Patrick Ransdell
James K. Reaves
Jonathan B. Reeder
Mark E. Ricks
Rene Salinas
R. Thomas Sofield
Oliver Wilson-Cook
Steven D. Wyatt

CONFLICT OF INTEREST NOTICE: Chair Chesson 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 Chesson 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 Sofield stated the June 23, 2023 Athletics Committee meeting minutes were included in Committee members' materials. A motion was made, seconded, and approved to accept the minutes as distributed.

COMMENTS FROM STUDENT-ATHLETES: Field Hockey student-athlete, Addie Clark, and Men's Cross Country student-athlete, Oliver Wilson-Cook, who gave the committee insights into their transformational experiences as student-athletes at Appalachian.

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

- Dr. Zachary Farris, Associate Professor from the Beaver College of Health Sciences, was named Sun Belt Conference Faculty Member of the Year.
- In the community, App State student-athletes are currently ranked in the Top 25 in NCAA Division One in total community service hours.
- Competitively, App State Women's Field Hockey earned a Mid-American Conference Regular Season Championship this fall, and Men's Cross Country earned a Sun Belt Conference Championship. App State Football also earned a victory against top 25 ranked James Madison, their third win against a ranked opponent in each of the last three seasons, as well as a Sun Belt Conference East Division Championship.
- Facility and Fundraising updates were then reviewed, including new Attendance records set in the sport of Football, and strong growth in the highest App State Athletics donor group, the Circle of Excellence.

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

- Prevent the disclosure of confidential or privileged information under Chapter 126-24 of North Carolina General Statutes. Pursuant to [N.C.G.S § 143-318.11(a)(1)].
- To discuss matters relating to the location or expansion of business in the area served by this body. [N.C.G.S § 143-318.11(a)(4)].

The motion was approved unanimously. Chancellor Sheri Everts, Governor Philip Byers, Board of Trustees members, Paul Meggett, Hank Foreman, Heather Norris, Dan Layzell, J.J. Brown, Jane Barghothi, Troy Johnson, Megan Hayes, Doug Gillin, and Jonathan Reeder were asked to remain for closed session. All others were excused.

OPEN SESSION RECONVENED: Chair J. Jeffries Chesson reconvened the open session.

ADJOURNMENT: After the open session reconvened, the meeting of the Athletics Committee adjourned at 11:00 a.m.

Respectfully submitted,

Jonathan B. Reeder
Recording Secretary

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

Friday, December 8, 2023

11:00 a.m.

Meeting Room A

North End Zone Facility

Livestream at: chancellor.appstate.edu/bot/

CALL TO ORDER: The Audit Committee of the Board of Trustees of Appalachian State University met at the call of the Chair on Friday, December 8, 2023, at 11:00 a.m. in meeting room A, North End Zone facility on the campus of Appalachian State University in Boone, North Carolina. Mr. Steve Wyatt, Chair, presided and called the meeting to order.

MEMBERS PRESENT: Steve Wyatt, Chair
Tamela Everett
Anita Greene
James Reaves

OTHERS PRESENT:

Jennifer Myers	Kristi Gragg
Daniel Lightfoot	Paul Pusateri
Paul Meggett	David Jamison
Heather Norris	Jim Webb
Tom Van Gilder	Omar Gonzalez

CONFLICT OF INTEREST NOTICE: Chair Wyatt 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.” No conflicts were voiced.

EXPECTATION OF CONDUCT NOTICE: Chair Wyatt also read the following: “As we begin the business portion of the meeting, I would like to remind everyone of the Committee’s expectations for conduct at our meetings. We ask that those attending today remain respectful of fellow attendees and the Committee. Those attending an official meeting may not engage in

conduct that is inconsistent with our Bylaws or that interferes with the rights of others to observe and listen to the proceedings. Any individual who disrupts the meeting will be asked to leave and may be subject to arrest.”

APPROVAL OF MINUTES: The minutes of the September 29, 2023 Audit Committee meeting were delivered to all Audit Committee members prior to the meeting. There were no corrections. Chair Wyatt called for a motion to approve the September 29, 2023 Audit Committee meeting minutes. Upon motion made by Trustee Reaves seconded by Trustee Greene, the minutes of the meeting were approved as presented.

INTRODUCTIONS: Paul Meggett introduced Interim Enterprise Risk Manager Omar Gonzalez to the Committee.

SUMMARY OF 2023-2024 AUDIT PLAN AND RECENT INTERNAL AUDIT ACTIVITY: Mrs. Jennifer Myers, Chief Audit Officer, provided the committee with an update on the current audit plan progress. The audit plan was reviewed, noting some changes due to new audits being added to the plan. The internal audits reviewed and discussed for this quarter were:

- **Management Qualifications Investigation:**
We received an anonymous tip alleging six employees were hired without conducting searches and/or were unqualified for their management positions. Both allegations were unsubstantiated.
- **Secondary Position Time Tracking Audit:**
The purpose of this audit was to determine if the policies and procedures of the University and state and federal law were being followed when employees subject to the North Carolina Human Resources Act and the overtime provisions of the Fair Labor Standards Act (FLSA) hold a second position at the University. The department responsible for administrating this is Human Resources (HR). We found instances of non-compliance to the FLSA including: Some employees with secondary positions were not paid at the correct rate, and HR’s secondary job position form does not support FLSA compliance. We recommended that management for HR, Payroll, and General Counsel work to correct any instances of incorrect pay and that management should review and update University policies and procedures to meet FLSA requirements. Management agreed with these recommendations. OIA will conduct a follow-up in one year.
- **Campus-Wide Quarterly Reporting:**
On-going reviews of University internal control systems and processes were conducted.
 - **Fixed Assets – Quarterly Review July, August, and September 2023**

There were no findings.

- **Follow-Up Reviews:**

- **ITGC: Physical and Environmental Security of Data Centers**

On November 30, 2022, we issued a report on ASU's Information Technology General Controls (ITGC). Management was in agreement with the recommendations. The follow-up audit concluded that management has fully implemented some of the recommendations and/or corrective actions and is in the process of addressing some of the recommendations and/or corrective actions. OIA will not conduct another follow-up for this audit but will monitor ITS' progress, continue the collaboration efforts between our areas, and be a resource for ITS.

SUMMARY OF EXTERNAL AUDITS COMPLETED AND IN PROGRESS:

Mrs. Jennifer Myers, Chief Audit Officer, provided a summary of the following external audits that are currently in progress:

- **Digital Accessibility Audit:** The U.S. Department of Education – Office of Civil Rights is conducting an audit to determine whether people with disabilities have the full and equal enjoyment of the University's online programs, services, and activities. This is ongoing.
- **State Financial Audit - OSA** – The Office of State Auditor is in the process of performing control work and doing interviews. The report is expected to be released in December 2023.
- **NCAA Agreed Upon Procedures re: Intercollegiate Athletics Revenues, Expenses, and Capital Expenditures** – This is in process with a planned completion date of 12/31/23. External Auditor: Combs, Tennant & Carpenter

Mrs. Jennifer Myers, Chief Audit Officer, provided a summary of the following external audits that have recently been completed:

- **ASU Foundation** - An audit of the financial statements for June 30, 2023, has been completed by an External Auditor: Williams Overman Pierce, LLP. The Foundation received a clean audit opinion.
- **Appalachian Student Housing Corporation** - The Board of Directors of the Appalachian Student Housing Corporation engaged Blackburn Childers & Steagall, PLC to complete the Fiscal Year 2023 audit of the Corporation. The final audited statements and audit report were approved by the Corporation's Board of Directors at their December 7, 2023 meeting.

- **Reducing Energy Burden in the High Country Grant:** The NC Department of Environmental Quality & State Energy Office conducted a virtual monitoring visit and had no findings. No report was issued. The grant is closed.

Other OIA Updates:

- **Hotline presentations and awareness**
 - The Compliance Training Working Group continues to work toward its goal to create a culture of compliance on campus. The group plans to have a proposal to the Chancellor by June '24 regarding mandatory trainings which would include hotline awareness.
- OIA is contracting with Huron Consulting Group to conduct a staffing and skills assessment to ensure OIA is properly positioned and resourced to address the high-risk areas of the university. We had our kick-off meeting last week.

Chair Wyatt commented regarding the current audit plan. He stated that he has discussed with management about repeat issues of non-compliance with cash and receipt books. Management agreed to reinforce compliance in those areas.

CLOSED SESSION: Chair Wyatt called for a motion to enter into closed session at 11:29 a.m. A motion was made by Trustee Wyatt seconded by Trustee Reaves that the Committee adjourn the open session and convene in closed session to prevent the disclosure of privileged or confidential information pursuant to North Carolina Statute section 132-1.7 and 132-6.1(c) in accordance with N.C.G.S § 143-318.11(a)(1). The motion was approved. Chair Wyatt asked that Chancellor Dr. Everts, Chief of Staff Hank Foreman, Paul Meggett, Jennifer Myers, Kristi Gragg, Heather Norris, Tom Van Gilder, and Jim Webb join the voting members in closed session.

OPEN SESSION RECONVENED: Chair Wyatt reconvened the open session at 11:55 a.m.

ADJOURNMENT: There being no further business, the meeting adjourned at 11:56 a.m.

STEVE WYATT, Chair

By: Kristi Gragg
Recording Secretary

MINUTES
MEETING OF THE FINANCE AND OPERATIONS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Friday, December 8, 2023
Grandview Ballroom, North Endzone Facility
Meeting Room B
11:00 a.m.

CALL TO ORDER: The Finance and Operations Committee of the Board of Trustees of Appalachian State University met at the call of the Chair and the Chancellor on Friday, December 8, 2023, at 11:02 a.m. at the North End Zone facility on Appalachian State University's Boone Campus. Chair James Harris presided.

MEMBERS PRESENT:

James Harris
Jeffries Chesson
Kim Shepherd
Scott Lampe
Thomas Sofield

OTHERS PRESENT:

J.J. Brown
John Eckman
John Adams
Chancellor Sheri Everts
Nick Katers
Dan Layzell
Patrick Billings
Amanda Whittington
Tony Lombardo
Mike McKenzie
Anitra Ball
Matt Dull
Jonathan Reeder
Jessica Stump
JP Neri

CONFLICT OF INTEREST NOTICE:

Trustee Harris 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:

A motion was made by Trustee Chesson and seconded by Trustee Sofield to approve the minutes of the September 29th, 2023 meeting of the Finance and Operations Committee. The motion was approved unanimously.

FY 2025 TUITION AND FEE PROPOSAL:

Dr. Dan Layzell, Vice Chancellor of Finance and Operations, presented tuition and fee adjustments for Fiscal Year 2025. A motion was made by Trustee Chesson and seconded by Trustee Shepherd to approve the adjustments. The motion was approved unanimously.

CAPITAL PROJECT APPROVALS:

Chair Harris recognized Nick Katers, Associate Vice Chancellor of Facilities Management, who presented the following capital projects for approval:

- a) Rivers Street Steam Tunnel Repairs
- b) Indoor Practice Facility Full Authorization
- c) Wey Hall Renovation Increase in Authority
- d) Blue Ridge Conservancy Easement for Greenway Trail

The motion was made by Trustee Chesson and seconded by Trustee Lampe to approve these capital projects as presented. The motion was approved unanimously.

CAPITAL PROJECTS UPDATE:

Mr. Nick Katers, Associate Vice Chancellor for Facilities Management, gave a capital projects update on the projects currently underway, which include:

- a) Holmes Convocation Center Parking Deck
- b) Edwin Duncan Renovation
- c) Peacock Renovation
- d) Wey Hall Renovation
- e) Innovation District – Townhome Project
- f) Conservatory for Biodiversity Education & Research
- g) App 105 Phase II (Softball/Tennis Facilities)

Mr. Nick Katers also gave an update on recent capital projects success stories, which include:

- a) Anne Belk Hall Envelope Repair
- b) Hickory Campus Roof

ADJOURNMENT:

There being no further business, a motion was made by Trustee Lampe to adjourn the meeting. The motion was seconded by Trustee Chesson and was approved unanimously. The meeting adjourned at 11:41 a.m.

James Harris, Chair

Respectfully submitted by:

Amanda R. Whittington
Recording Secretary