



WINSTON-SALEM STATE UNIVERSITY
Board of Trustees
Finance and Administration Committee
Thursday, June 9, 2016
Cleon Thompson Center Room 304
11:45 p.m. – 1:30 p.m.

AGENDA

***Action Item**

1. Call to Order – Chairman Michael J. Shortt
2. Roll Call – Leslie Gaynor
3. *Adoption of the Agenda – Chairman Shortt
4. *Approval of March 17, 2016 Minutes – Chairman Shortt
5. Capital Projects Report – Rosalba Ledezma
6. *Approval of Policies
 - No Smoking Rqrle{ – Aaron Leftwich
 - Automated External Defibrillator Rqrle{ – Aaron Leftwich
 - Parking Ordinance – Chief Patricia Norris
 - Payment Card Industry Rqrle{ – Nathan Thompson
7. Financial Report – Wilbourne Rusere
8. Other Discussion Items
9. Adjournment – Chairman Shortt

Winston-Salem State University
Board of Trustees Finance and Administration Committee
304 Thompson Center
Thursday, March 17, 2016

Minutes

Acting Chairman Pradeep Sharma called the Board of Trustees (BOT) Finance and Administration meeting to order at 11:55 a.m.

Roll Call: Leslie Gaynor

At the start of the meeting, a quorum was not established. However, Mrs. Debra Miller joined the meeting and Mrs. Coretta Bigelow arrived. A quorum was established.

Members Present: Mrs. Coretta Bigelow Dr. Randy Mills, ex-officio
Dr. William Harris Mr. Pradeep Sharma
Mrs. Debra Miller

Members Absent: Mr. Michael Shortt, Chairman
Mr. Osyris Uqoezwa

Staff Present: Ms. Constance Mallette Mr. Lester Arnold
Ms. Rosalba Ledezma Mr. Tim McMullen
Mr. Frank Lord Mr. Nathan Thompson
Mr. Jonathan Smith Mr. Wilbourne Rusere
Ms. Leslie Gaynor Ms. London Mickle

While waiting for Mrs. Miller and Mrs. Bigelow, **Dr. Mills** began the meeting with informational items.

- Dr. Mills introduced Tim McMullen, Director of Design and Construction; London Mickle, Chair of Staff Senate; and Constance Mallette, Associate VC for F&A.
- Tuition and Fees proposal that the Committee was briefed on in December was approved.
- General Sciences building (50 million dollar, 120,000 sq. ft.) was approved as part of the Connect NC bond.
- When asked by Dr. Mills about a possible timeline, Rosalba Ledezma said project has been designed and on the shelf since 2013. We are ahead of all the other institutions because we have what is called a shovel-ready project. Since it's been on the shelf for three years, we need to ensure that we align it with today's program requirements. We've had some staff turnovers and would like for Tim to be able to review the program. Additionally we need to resubmit to state construction since it's been more than six months, they will need to review the project. We'll also need to look at the budget. In terms of a timeline, in about six months we should be at a place where we will be bidding the project.

Q: Mr. Sharma inquired about permits from the city and inspections.

A: Rosalba said that state construction has jurisdiction and they will issue the permits and conduct inspections.

Adoption of Agenda

Dr. Harris moved and Mr. Sharma seconded the motion to adopt the agenda. The motion passed.

Approval of Minutes

Dr. Harris moved and Mr. Sharma seconded the motion to approve the December 10, 2015 minutes. The motion passed.

Finance and Administration Update

- **Dr. Randy Mills**

- Moody’s Credit Rating results: we maintained an A3 rating and went from unstable to stable.
- Our Assistant VC for Business & Auxiliary Services has left the university and we have a search underway for that position and in the interim Constance Mallette is filling in that roll and helping with the search.
- At the last meeting, the Committee requested a short update on the Bowman Gray Stadium acquisition and that was provided.
- The Committee also requested to know how we compared with our UNC system peers regarding tuition and fees and that information was provided in the meeting packet. Listed on the bottom of page six, are the financial management flexibility metrics. When UNC has to absorb a management reduction, they apply these performance metrics to give you the opportunity to reduce the impact to your institution. They are used in this way and also impacts our financials; our peers are FSU and UNCP, (ECSU and UNCA are in a tier below us and the other HBCUs are listed to give visibility); for the management flexibility cut, we got credit for the areas of retention rate, graduation rate, degree efficiency, E&R spending per degree, Pell Grant recipients, and diseconomies of scale). We had the best performance of our system peers and the other HBCUs. The only one we are missing is the UNC Compliance Index (one of the four areas, financial aid, general accounting, contracts and grants, and capital assets and student accounts). There’s an index of various performance metrics and we’ve never been able to get that. We started off really low three years ago, we’ve passed the bar on that. It’s composed of key performance indicators, audit scores, a review team visit, and a compliance index checklist. This year we have passed that, so when we go into fiscal year 2016-2017, we’ll get credit for that as well. So that means we will get all available points we had the amount of reduction this year reduced by 38% of a possible 50%. FSU, ECSU and UNCA were exempt from the management flexibility reduction because of their financial situations.

Q: Mrs. Bigelow asked regarding the compliance index, will we meet it for the full 1 or ½.

A: Dr. Mills replied yes for the .5 and the other half will depend upon the rolling three year average for the UNC system.

Q: Mr. Sharma asked was this something UNC does or is this our own little report card.

A: Dr. Mills replied that this is a whole system report card. We are really proud of all the metrics but the UNC compliance we are proud of because Finance and Administration is most heavily involved in that one.

- Page 7, same group of schools; this shows our enrollment, tuition and fees and how we compare with our system peers. After Dr. Mills’ review of this page, Mr. Sharma commented that we are “good value for the money”.

Q: Mrs. Bigelow asked should the enrollment and tuition and fees be in the same category; should we be third in that or third in this or does that matter, is this something we should be looking at, because we’re third in tuition and fees and fifth in enrollment; should they go hand in hand.

A: Dr. Mills replied that we would like enrollment to be higher. We would like to get back to 5,500 students; planned enrollment of 6,200 was too big. The quality of the students is better, the retention is much better because of a “high touch” environment and progress is being monitored better. The target is to get back to the 5,500 level; 5,000 undergraduate and 500 graduate students. We are currently at 4,686 undergraduate and 421 graduate students.

Q: Mr. Sharma asked if our total annual budget was \$100M.

A: Dr. Mills said that it was more like \$89.3M

***Management Flexibility**

- **Lester Arnold** referenced the documents in the meeting packet regarding Management Flexibility
 - The Management Flexibility document developed by UNC General Administration
 - Annual review that covers four areas around the senior academic and administration offices
 - Looks at their salaries and compensation
 - Ensures equity across the UNC system
 - Ensures guidelines set forth by UNC General Administration are followed
 - 2014-2015 salary ranges are included to show how we are complying
 - Part two of the process is the conferral of tenure
 - Throughout 2014-2015 twenty people were reviewed for tenure, nineteen actually granted tenure and no new faculty hired in with tenure
 - Part three of the analysis speaks to equity with regards to pay to ensure fair compensation
 - EEO department just now engaging in developing equity studies
 - We will submit to GA our last affirmative action plan

Q: Dr. Harris asked to discuss why the one faculty member did not get tenure (wanted to know if it was a grievance case).

A: Dr. Mills said no it was not a grievance case, that typically in the sixth year faculty are considered for tenure and by their seventh year they are either offered tenure or promotion or they are not offered renewal of their contract.

Q: Mrs. Miller asked a question around equity, is the system looking at the whole issue, gender etc.

A: Mr. Arnold replied absolutely, we are looking across gender, ethnicity and equal pay for women is something that is being looked at as we go through our equity studies.

Mr. Sharma commented about the issues surrounding hiring foreign workers.

Q: Mr. Sharma asked if there were any benchmarks for effectiveness, do we have any report cards.

A: Dr. Mills said no, but the data is generated by each of the schools looking at their national peer groups.

- **Lester Arnold** continued with his report.
 - The final piece, part four has to do with audit findings, fortunately for this fiscal period there were no significant findings.

Approval of Management Flexibility

Dr. Harris moved and Mr. Sharma seconded the motion to approve consent for the Management Flexibility report. The motion passed.

Capital Projects Report

- **Rosalba Ledezma**
 - Rosalba began with an informal update regarding the visit by BOG member Phillip Byers. He enjoyed walking through campus and learning about our Strategic Plan. Restore the Core is our next big initiative and he sees the need and the vision of the university. Dr. Mills added that Mr. Byers is very enthusiastic to be partnered with WSSU. Mr. Byers is a retired sheriff from Rutherford County and now he is a business associate who travels a lot and works for some very well-known folks.

Q: Mr. Sharma requested that before Rosalba began her presentation that he would like to understand the process from the point of realization that something needs to be done, like the need analysis, to somebody says we need a science building. From the point forward until you get a price estimate, I just want to understand the process we go through and what the constraints are.

A: Ms. Ledezma then proceeded to explain that it is a long process and how a project is initiated varies depending on what the project is. Typically an academic facility or resident hall will be based on the need that is identified through a master plan. The master plan completed in 2011 laid out pretty much the road map that we should follow for the next 20 years and we've been pretty consistent in following that. She continued to outline the process.

- Request for proposals from architects
- Normally approach CMR (use them for procurements)
- Interviews with contenders (short list with recommendations)
- Begin negotiations (can be cyclical)
- University committee (including students) go through the search and designing process
- The office of D&C is the official representative for the university
- Go through various phases (every phase is reviewed by state construction)

Q: Mr. Sharma asked if the state construction reviewers were getting into our business and if there was any value added by them, or were they just blessing the project.

A: Ms. Ledezma replied yes, they are very thorough and do add value and come back with suggestions, recommendations and requirements. We are a state agency and everything that we own as a university is state property.

Q: Mrs. Miller said that one of the concerns Mr. Sharma has is that from a cost standpoint, are we paying too much. When there is a review, do they (state construction) look at the cost associated with these projects, is it fair.

A: Rosalba said yes they do. They look at the life-cycle cost, energy efficiency and best practices in construction.

Q: Mrs. Miller continued and asked are they looking at the cost to build.

A: Tim McMullen expounded a little more on this topic and said that early on during the approval process a cost estimate has been put together (OC-25) which quantifies all costs associated with the project and they have to approve that to make sure that it is consistent with traditional and historical data for similar buildings and that it performs to the proposed scope. Periodic updates are done at each phase of the cost.

Mr. Sharma expounded more on budget and building cost and price fluctuations and essentially said that he does not buy the argument that we have a budget number and that we only build to the budget. He said that when he sees numbers like \$50 million for 72,000 square-foot building, he falls off the chair. He had a hard time understanding why the building costs were so high (especially when compared to the types of buildings he's responsible for constructing).

Dr. Mills said that the state has building standards that must be addressed, and we do have great incentives. The conversation continued around cost and incentives to save. Rosalba said that we do have incentives to save money because the money does not go to GA (it's our housing investment).

The Committee said that they would feel more comfortable if an outside group (outside of GA and WSSU) reviewed the construction documents and determine if everything has been priced right. Their goal is to save money for WSSU. Mr. Sharma said that his company could look at them (no fee from his side), somewhere we need to save money. He felt that the price for the project was excessive.

Mrs. Miller recommended that this issue be handled off-line. Mr. Sharma agreed. Mr. Harris said off-line would work as long as it is not an action item (it is not). Dr. Mills said that the same questions are being asked by the BOG members and GA is putting together documents to show why it costs more to build a state building.

- **Ms. Ledezma** continued with her presentation (found in the meeting packet handout).
 - The environmental assessment field work was completed in the fall for the Bowman Gray Stadium project
 - Process takes about a year
 - Anticipate having the work completed in the fall of 2016
 - City of W-S has committed to completing the remediation steps that were given as part of the report
 - Cost for the report study was shared by the City and WSSU

2015-2016 Allocations for Repairs and Renovations

- **Ms. Ledezma** presented the plans for the repairs and renovations of current buildings. (found in the meeting packet handout).
 - Background on allocations
 - Parameters and process
 - Priority projects
 - Implementation

- **Mr. McMullen** presented the thirteen projects that were identified for repairs and renovations funded out of the \$1.4 million allocation (found in the meeting packet handout).

1	K. R. Williams Auditorium - Emergency Generator Replacement	\$ 34,500
2	C. E. Gaines Complex/Whitaker Gym - Floor, Fixture & Lighting Repairs	\$ 50,000
3	Coltrane Building - Fire Rated Corridor and Door Upgrades	\$ 78,200
4	Heating Plant - Fuel Oil Containment Protection and Pipe Insulation Repairs	\$ 29,000
5	C. F. Thompson Student Services Center - Steam Leak Repairs	\$ 90,000
6	Computer Science Building - Steam Leak & HVAC Repairs	\$ 60,000
7	R. J. Reynolds Center - Lighting Upgrades and HVAC Repairs	\$ 170,000
8	F. L. Atkins Nursing Education Building - HVAC & Domestic Water Upgrades	\$ 140,300
9	Chancellor's Residence - Foundation Repairs	\$ 36,000
10	Physical Plant Building - General Repairs & Renovations	\$ 496,800
11	Campus-Wide Roof Repairs	\$ 30,000
12	Campus-Wide Utility Infrastructure Repairs	\$ 138,000
13	Campus-Wide Sidewalk and Entrance Repairs	\$ 57,500
	TOTAL:	\$ 1,410,300

***Debt Affordability Study**

- **Ms. Ledezma** provided background on the Debt Affordability Study and why it was an action item (found in the meeting packet handout).
 - The 2015 Appropriations Act included a requirement for a yearly UNC Debt Affordability Study to be completed
 - This report is required to be approved by the BOG and submitted to the Joint Legislative Commission on Governmental and Operations, and to OSBM and State Treasury each year
 - Report for this year will be presented in April. It will include four projects WSSU plans to propose to support through the sale of special obligation bonds totaling \$43.3 million for four projects:
 - Covington Residence Hall, Renovation of Hauser Hall to accommodate Music, Renovation of Physical Plant to accommodate Art and Visual Studies, and acquisition of Bowman Gray Stadium.
 - Since our projections for the next five years is required to be approved by the BOG, WSSU requests approval of the BOT first (Dr. Mills)

The BOT Committee agreed to reserve approval of the Debt Affordability Study and move approval to the full Board.

Mr. Sharma moved and Mr. Harris seconded the motion to move the consent for approval to the full BOT. The motion passed.

- **Wilbourne Rusere** presented the Financial Report (found in the meeting packet handout).
 - Bulk of budget is from state appropriations
 - \$89.3 million breakout of general fund expenditures
 - Have spent \$40.6 million as of December 2015
 - Remaining balance is \$48.7 million (55%)
 - 49% of year-to-date receipts
 - Will break even this fiscal year

No other discussion items

Mrs. Miller moved and Mr. Sharma seconded the motion to adjourn. The motion passed and the meeting adjourned at 1:53 pm.

Respectively Submitted by:



Leslie Gaynor
Finance and Administration, Office Director



Capital Projects Update

Board of Trustees

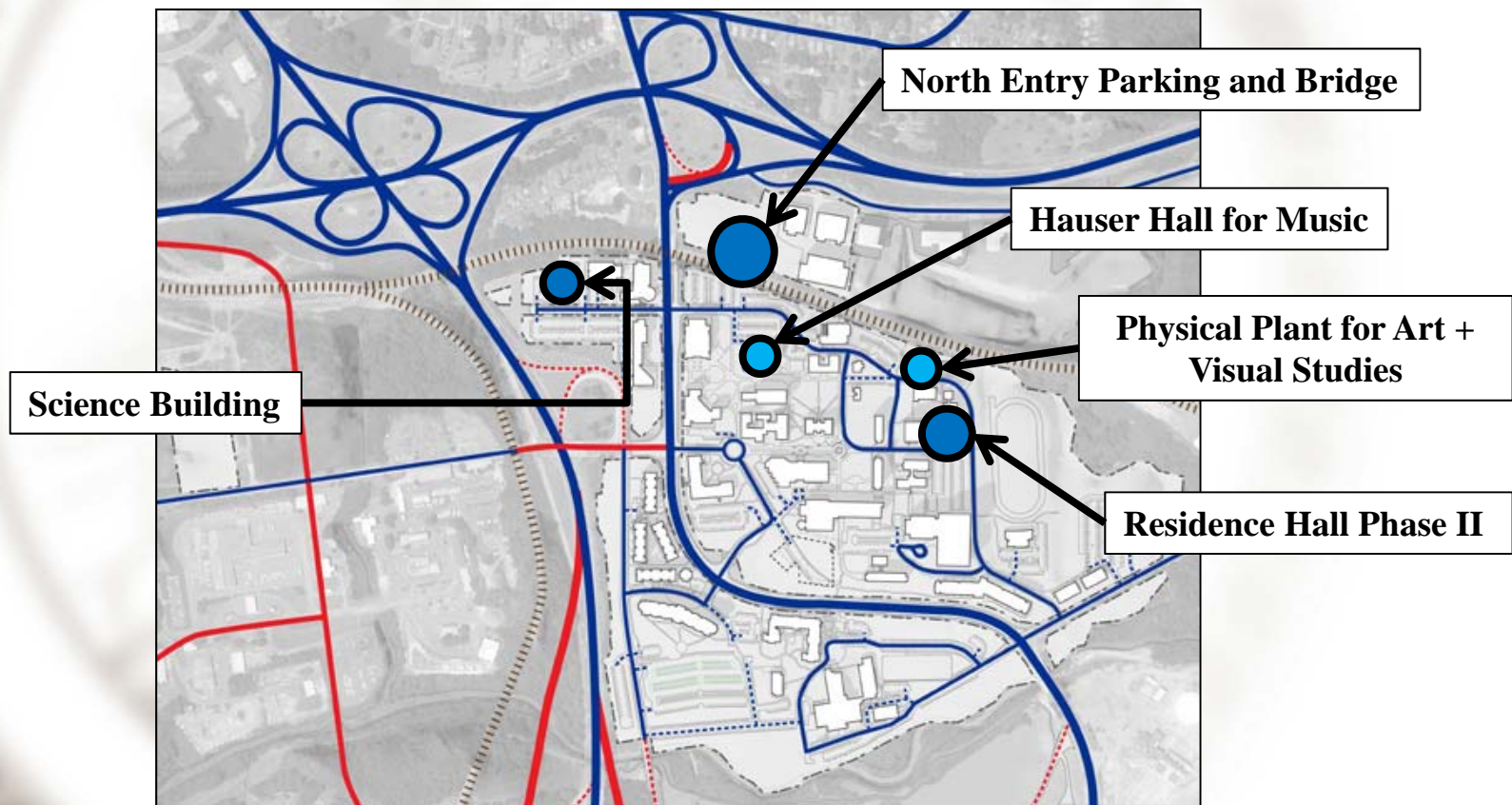
Finance and Administration Committee Meeting

June 9, 2016

Project	Funding	Restore the Core II	Strategic Plan Goal(s)	Size	Total Budget	Construction Budget	Bid Date	HUB Participation	Construction Complete	Notes	Direct Jobs	Indirect Jobs	Induced Jobs	Total
North Entry Surface Parking & Bridge	Student Fee		Efficiency & Effectiveness	195 cars; bridge to Lowery St.	\$3.4M	\$2.44M	October 2015	Designer: 36%, CMR JV with a HUB 15%, Const. 12%	Summer 2016 (8-month construction)	Construction work in-progress.				
Hauser Hall for Music	Gift Funds, Federal Title III Grant & RTC Phase II Student Fee	Yes	Academic Excellence, and Efficiency & Effectiveness	27,000 sf + 6,000 sf addition	\$12M	\$8.9M	Fall 2017, earliest	Design: 1% CMR: 10% Construction: N/A	12-18 months construction	Construction Documents Phase in-progress. This phase will be completed in mid-August. Request for Capital Authorization to proceed to Bidding/Construction will be deferred until early 2017.	55	28	83	165
Physical Plant for Art & Visual Studies	Gift Funds, Federal Title III Grant, R&R Funds, & RTC Phase II Student Fee	Yes	Academic Excellence, and Efficiency & Effectiveness	16,840 sf	\$15M	\$11M	Fall 2017, earliest	CMR: JV 50%	12-15 months construction	Construction Documents Phase completed. Request for Capital Authorization to proceed to Bidding/Construction will be deferred until early 2017.	85	42	127	254
Bowman Gray, Civitan and Pedestrian Bridge	Student Fee (seeking City funds for bridge)		University Culture & Pride Efficiency & Effectiveness	30,000 SF 94 acres	\$7.5M	N/A	acquisition pending	N/A	N/A	Some selective renovation post-acquisition	105	52	157	314
Residence Hall - Freshman Living/Learning	Housing Receipts		Student Success & Academic Excellence	71,000 sf 291 beds	\$24 M	\$19.9 M	Re-Bid Fall, 2016	Design: 9% CMR: 25% Construction N/A	16 months (anticipate Fall 2018 move-in)	Value engineering effort completed. Bidding and Financing anticipated Fall/Winter 2016.	152	76	228	456
Sciences Building	Appropriation (for Design)		Academic Excellence	120,000 SF	\$53.5M	\$40M	on hold	Design: 9% CMR 15% Construction: N/A	22 - 24 months construction	Construction documents completed. Program verification in progress; aligning program with budget. Will reconvene Building Committee to develop reduced project scope, based on reduced allocation from NC Connect Bond.	399	200	599	1197
Martin-Schexnider Residence Hall	WSSU Foundation providing construction loan; paid by Housing Receipts		Student Success Academic Excellence	55,600 SF 227 Beds	\$14.5M	\$11.7 M	Packages bid through Summer and Fall 2012	37%	October 2013	Corrective work and close-out tasks finished in November. COMPLETED.	111	56	167	333
June 2016 BOT				264,840 SF of new or renovated space	\$115.4M	\$82.24M					795	398	1193	2385



Project Location Map



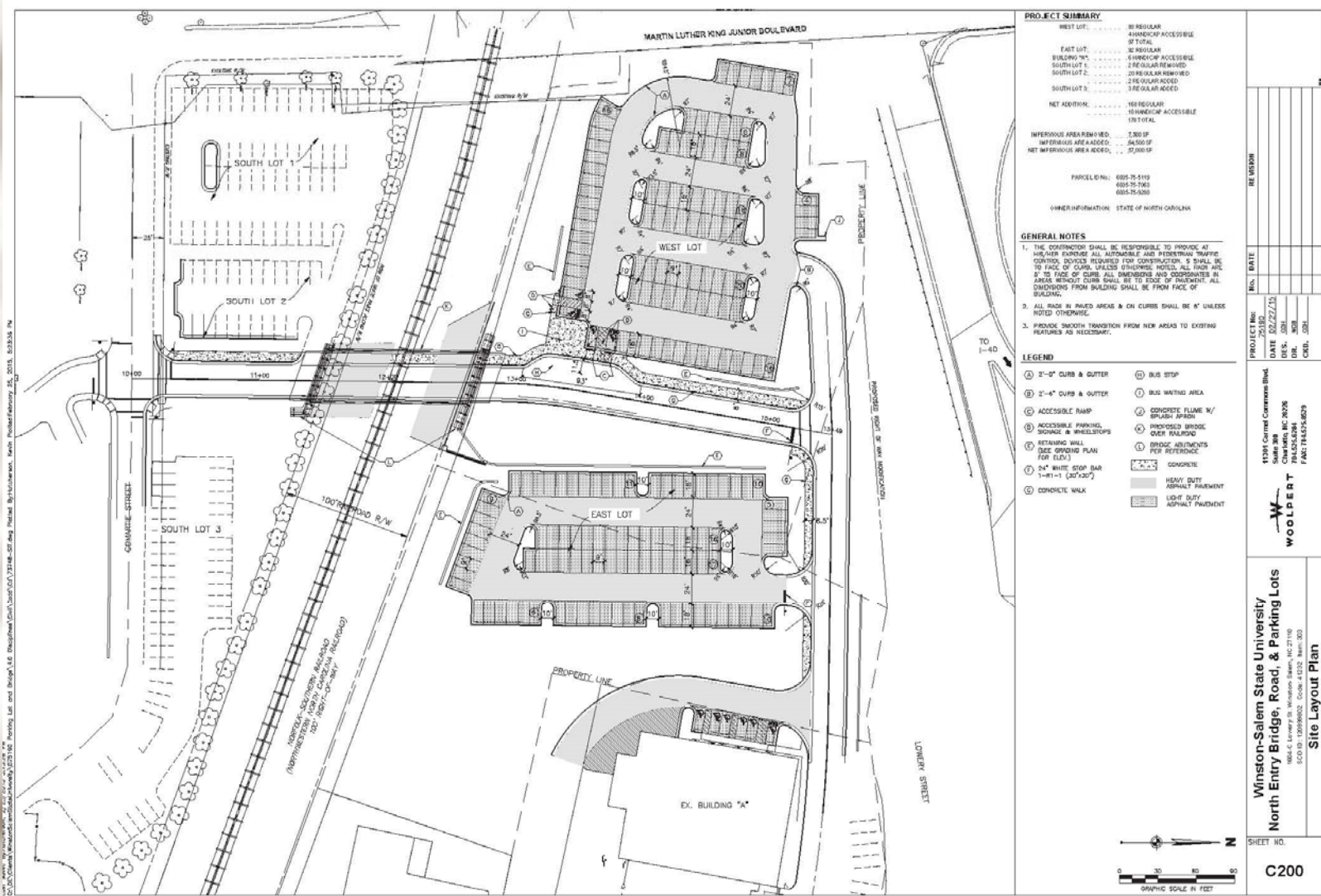


- **Sciences Building**



- **Construction documents completed Spring 2013.**
- **Connect NC Bond Act (SL 2015-280) authorized \$50M for this project.**
- **Complete Program Verification - Summer 2016**
- **Financing Released – Fall 2016**
- **Bidding – February, 2017**
- **Ground breaking - March, 2017**
- **Completion – January, 2019**

- Parking and Bridge



WSSU – North Entry Bridge Project



Parking and Bridge



WSSU – North Entry Bridge Project
Aerial View to Southeast From MLK at Business - 40



- **Hauser Hall for Music**



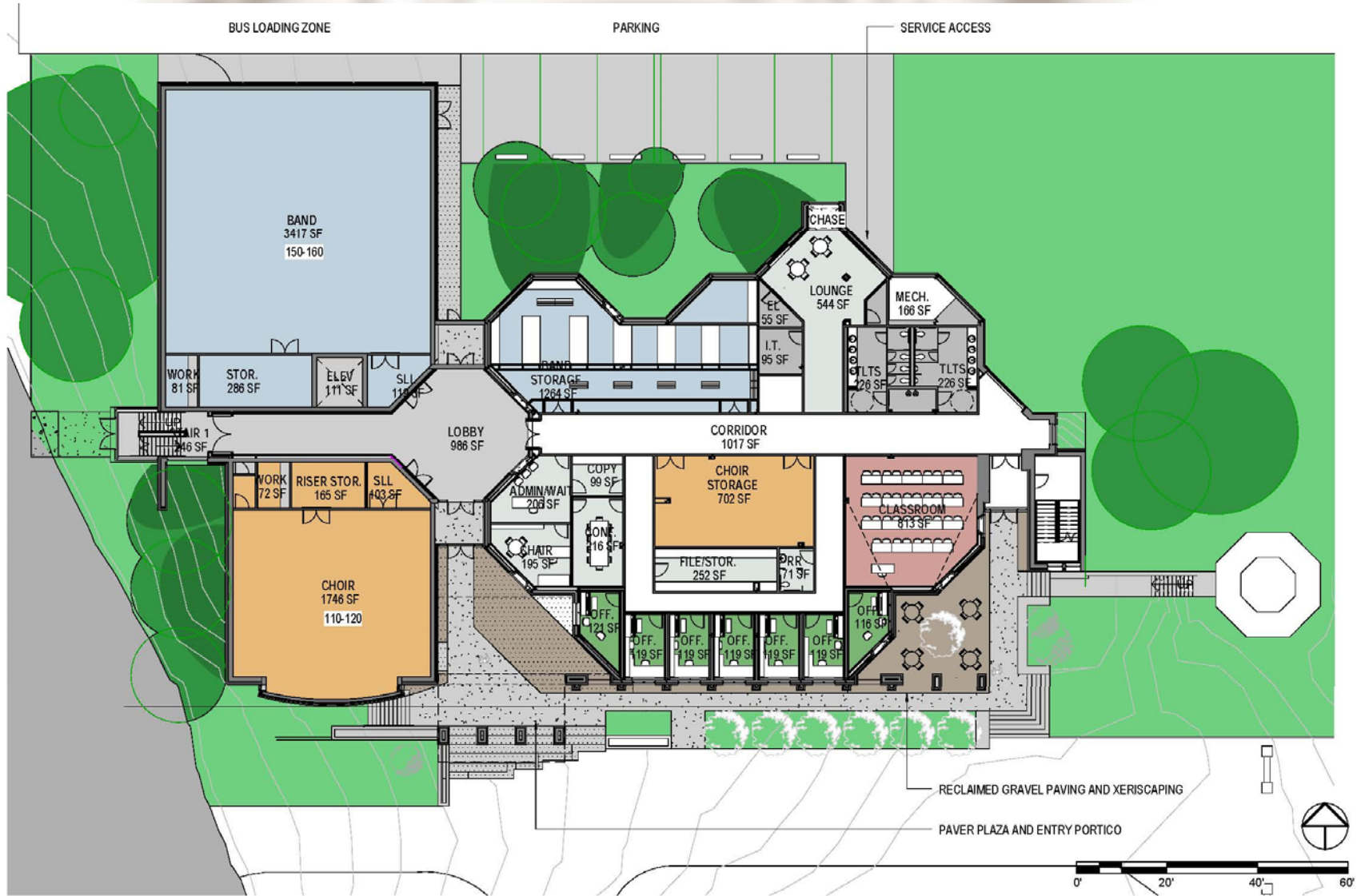
- **Renovate 27,000sf and a 6,000sf addition. Relocate Music department.**
- **Offices, music labs, practice rooms**
- **Design Development is in process.**
- **Self-Liquidating Authorization, July/Aug 2017**
- **Ground Breaking – Fall, 2017**
- **12-18 month construction timeframe**
- **Completion – Fall, 2018**

Hauser Hall for Music









HANBURY EVANS WRIGHT VLATAS + ASSOCIATES ARCHITECTURE P.A.

DRAWING

REFERENCE DRAWING NUMBER: ARCHITECTURAL SITE PLAN

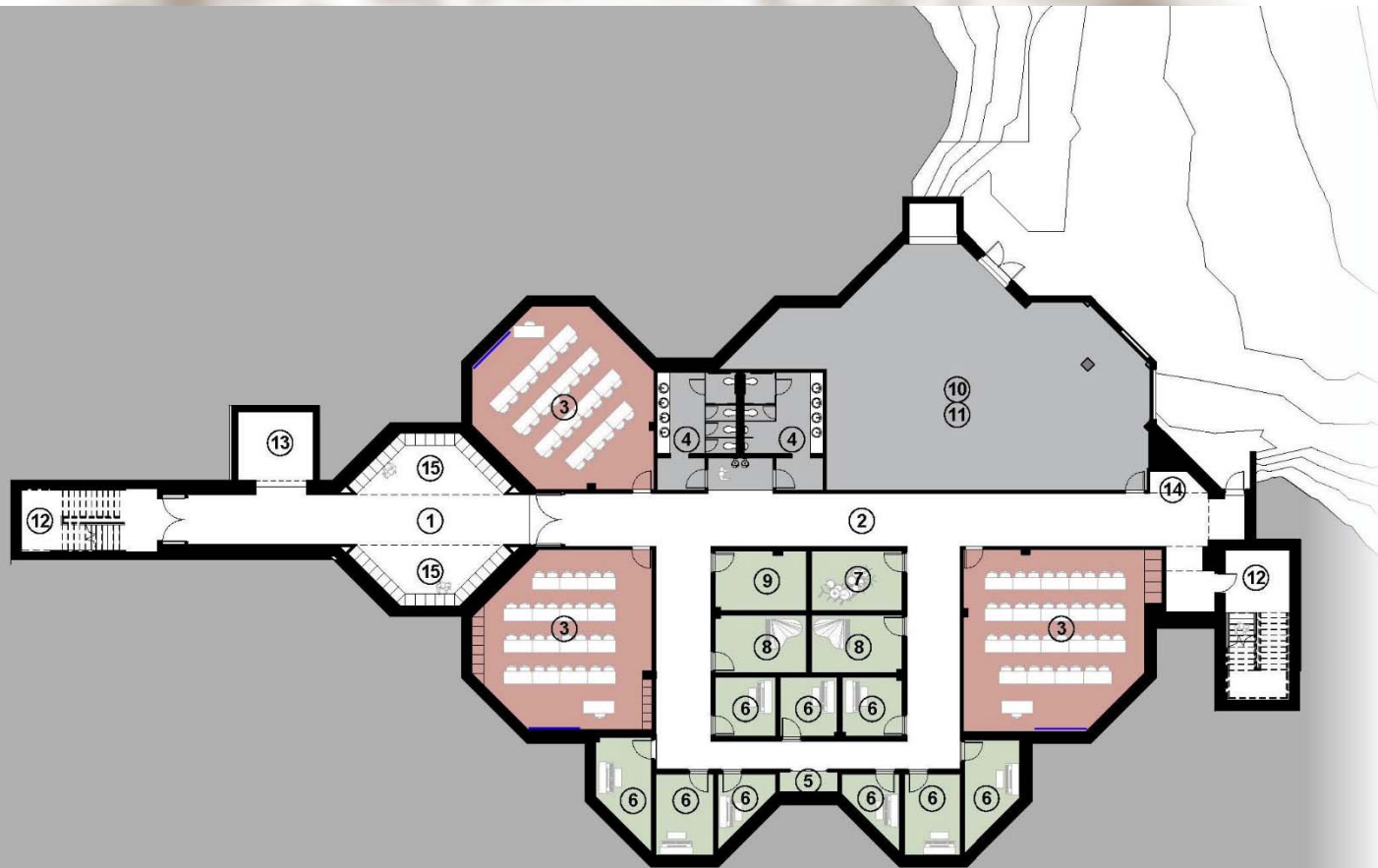
Winston Salem, NC

HANBURY EVANS WRIGHT VLATAS + COMPANY PROJECT NO.: 14039 AD

CONSULTANT:

DEC. 16TH

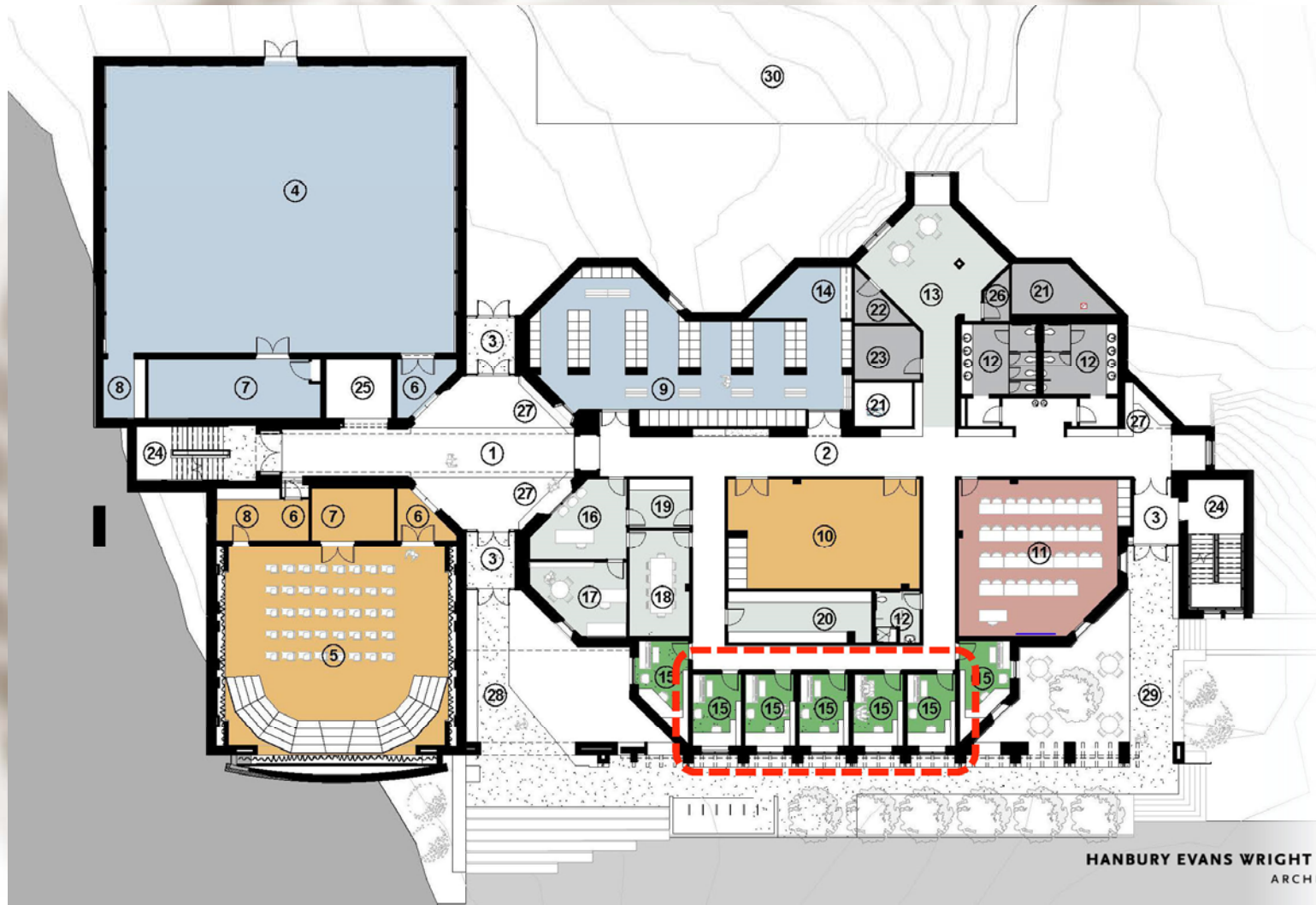




- 1. Lower Lobby (1043 SF)
- 2. Corridor (1763 SF)
- 3. Classroom (793 SF)
- 4. Restroom (225 SF)
- 5. Storage
- 6. Practice Room (100 SF)
- 7. Percussion Practice Room (130 SF)
- 8. Piano Practice Room (130 SF)
- 9. Flexible Practice Room (130 SF)
- 10. Mechanical
- 11. Electrical
- 12. Stair
- 13. Elevator
- 14. Info Wall
- 15. Student Lockers

HANBURY EVANS WRIGHT VLATTAS + COMPANY
 ARCHITECTURE + PLANNING

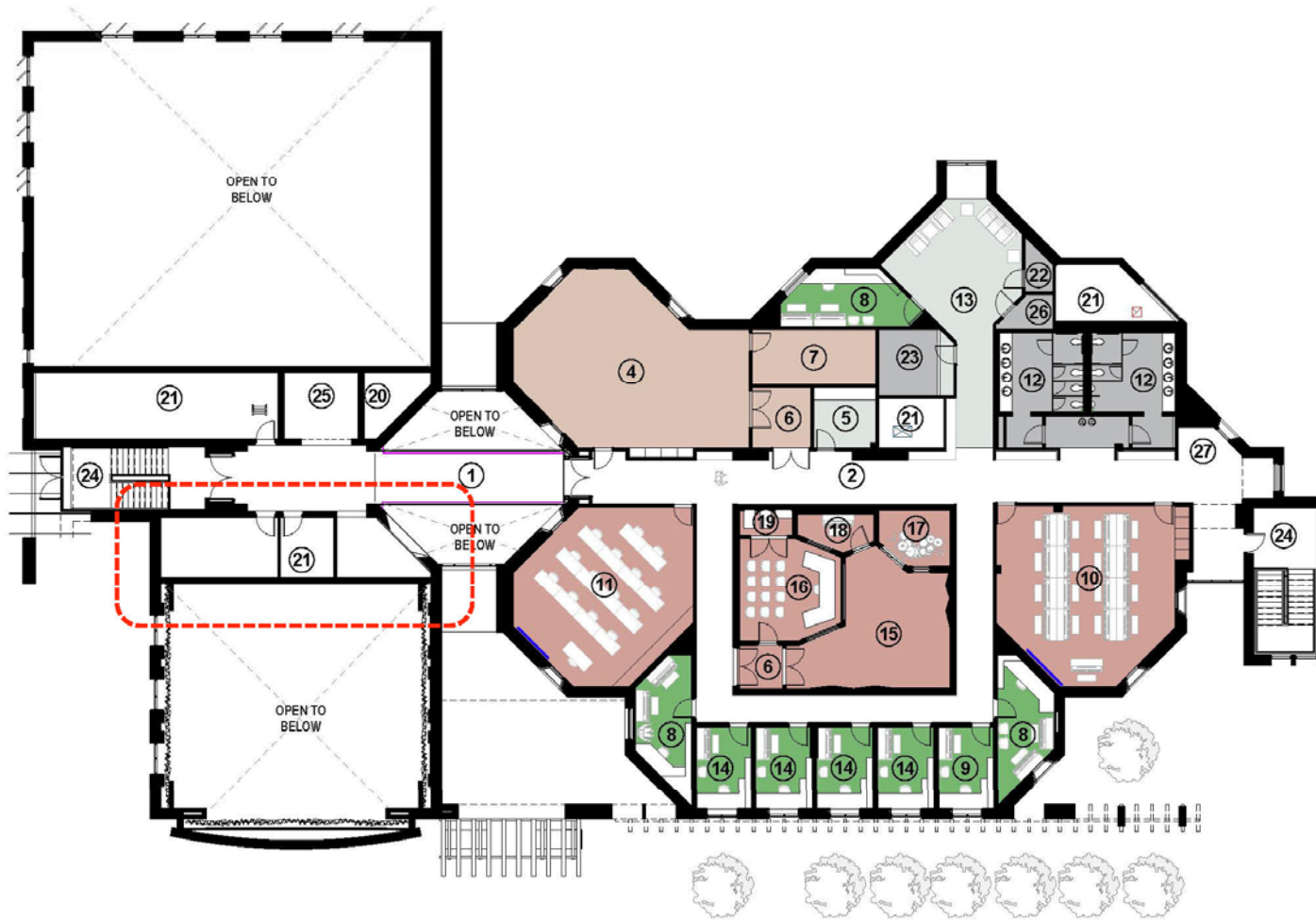




1. Lobby (949 SF)
2. Corridor (1019 SF)
3. Vestibule
4. Band Hall (3396 SF)
5. Choral Hall (1749 SF)
6. Sound & Light Lock
7. Storage
8. Work Area
9. Band Storage (1264 SF)
10. Choral Storage (702 SF)
11. Classroom (793 SF)
12. Restroom (225 SF)
13. Lounge (544 SF)
14. Instrument Repair
15. Office (120 SF)
16. Administrative & Waiting (206 SF)
17. Dept. Chair (195 SF)
18. Conference Room (216 SF)
19. Copy Room (100 SF)
20. Files & Storage (252 SF)
21. Mechanical
22. Electrical
23. I.T. Closet
24. Stair
25. Elevator
26. Janitor's Closet
27. Waiting Area
28. Entrance Plaza
29. Elevated Plaza
30. Parking

HANBURY EVANS WRIGHT VLATTAS + COMPANY
 ARCHITECTURE + PLANNING





- 1. Bridge (949 SF)
- 2. Corridor (1019 SF)
- 3. Vestibule
- 4. Rehearsal Hall (871 SF)
- 5. Coffee Area (100 SF)
- 6. Sound & Light Lock
- 7. Storage
- 8. Piano Office (150 SF)
- 9. Adjunct Office (120 SF)
- 10. Piano Lab (770 SF)
- 11. Computer Lab (700 SF)
- 12. Restroom (225 SF)
- 13. Lounge (544 SF)
- 14. Faculty Office (120 SF)
- 15. Live Room (408 SF)
- 16. Control Room (245 SF)
- 17. Sound Booth (100 SF)
- 18. Vocal Booth (63 SF)
- 19. Rack Room (25 SF)
- 20. Elevator Control Room
- 21. Mechanical
- 22. Electrical
- 23. I.T. Closet
- 24. Stair
- 25. Elevator
- 26. Janitor's Closet
- 27. Info Wall

HANBURY EVANS WRIGHT VLATTAS + COMPANY
 ARCHITECTURE + PLANNING



- **Physical Plant for Art & Visual Studies**



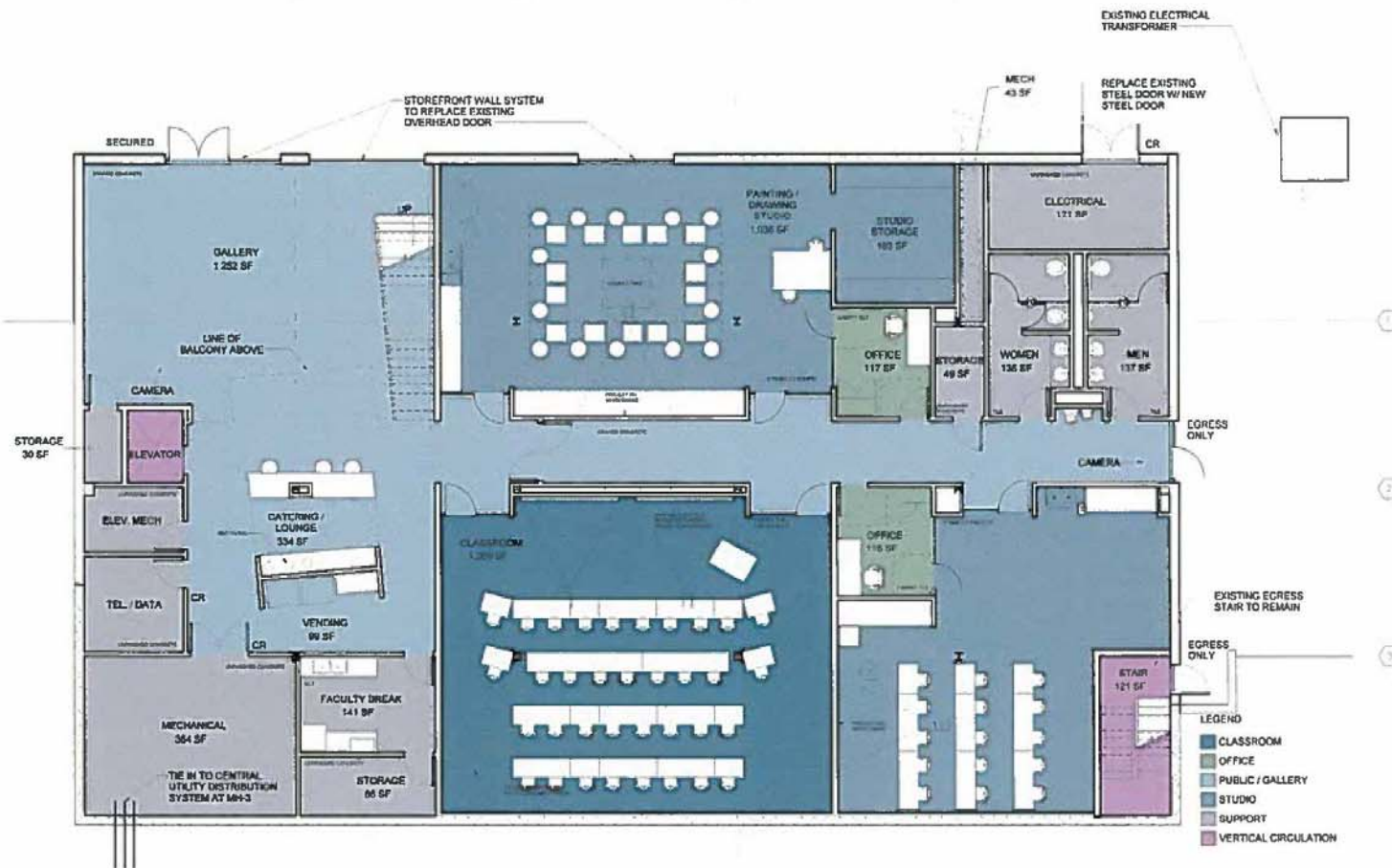
- Renovate 16,000 sf. Relocate Art & Visual Studies department.
- Offices, labs, classrooms, gallery
- Design Development under review by SCO.
- Self-Liquidating Authorization, July/Aug 2017
- Ground breaking September, 2017
- 12-15 month construction timeframe.
- Completion – Fall, 2018



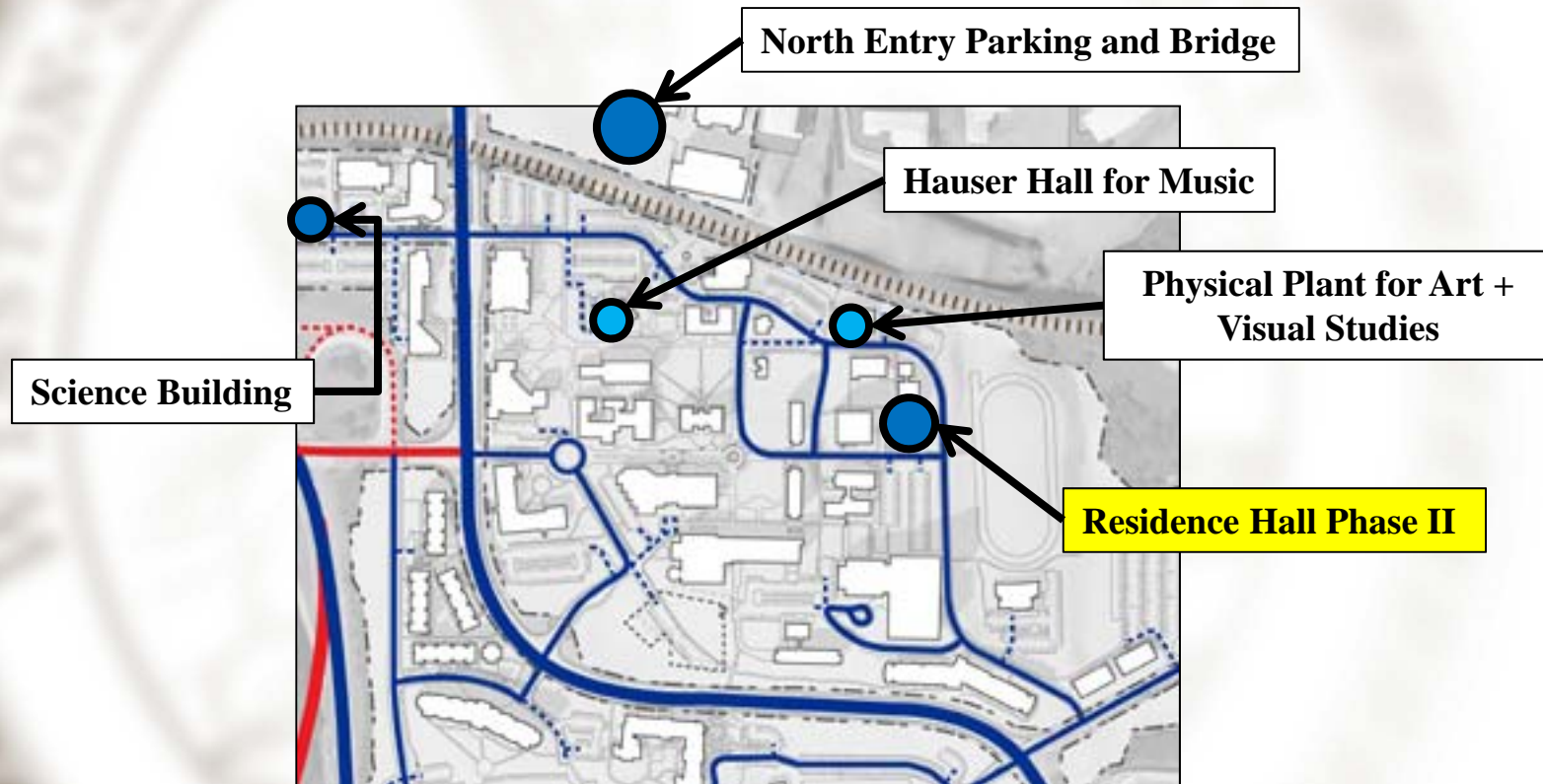


Floor Plan – Lower Level

PHYSICAL PLANT / ART & VISUAL STUDIES



Project Location Map





• Residence Hall – Phase II



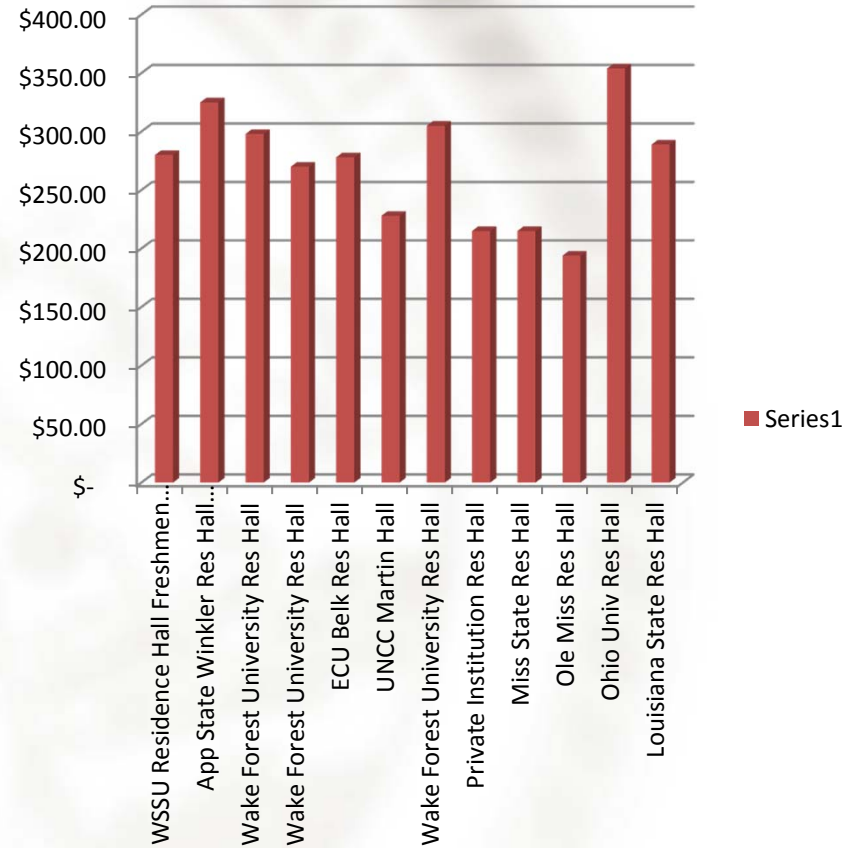
- 71,000 sf; 291 beds. \$24 M total project budget.
- **Compete Value Engineering Effort Summer, 2016**
- **Financing \$20.8M Released - Fall 2016**
- **Bidding - November, 2016**
- **Ground breaking - January, 2017**
- **Construction time frame is 18-20 months**
- **Completion - Spring, 2018**
- **Occupancy anticipated for Fall Semester, 2018**



LORD
AECK
SARGENT

Residence Hall – Phase II

Residence Halls Built Between 2010 and 2016	2016 Adjusted Cost Per SF	State	Year
WSSU Residence Hall Freshmen Living/Learning	\$ 280.00	NC	planned 2018
App State Winkler Res Hall Replacement	\$ 325.00	NC	planned 2018
Wake Forest University Res Hall	\$ 298.00	NC	2010
Wake Forest University Res Hall	\$ 270.00	NC	2014
ECU Belk Res Hall	\$ 278.00	NC	2015
UNCC Martin Hall	\$ 228.00	NC	2014
Wake Forest University Res Hall	\$ 305.00	NC	2017
Private Institution Res Hall	\$ 215.00	VA	2016
Miss State Res Hall	\$ 215.00	MS	2016
Ole Miss Res Hall	\$ 194.00	MS	2016
Ohio Univ Res Hall	\$ 354.00	OH	2015
Louisiana State Res Hall	\$ 289.00	LA	2014
Average Cost	\$ 270.92		



- **Bowman Gray Stadium**



- **State Property Office requires a Brownfield agreement prior to purchase agreement with the City.**
- **Environmental Assessment field work update.**
- **Land Acquisition – Completed Fall/Winter 2016-17**
- **Salem Creek Connector – Projected Opening Fall/Winter, 2016-17**



NO SMOKING POLICY

STATEMENT OF POLICY

In order to promote a safer and more healthful working and learning environment and consistent with amendments to Article 23, “Smoking in Public Places” of the North Carolina General Statutes (NCGS 130A-491 et. seq.), Winston-Salem State University (WSSU) has adopted the following smoking policy, which applies to university visitors, students, and employees, including faculty, EPA non-faculty, staff, and student employees. It is the responsibility of every member of the university community to conduct himself or herself in compliance with this policy.

Smoking Prohibited:

The smoking of tobacco or substitute tobacco products, including cigarettes, electronic cigarettes, pipes and cigars is prohibited in all university buildings including residence halls, in any university-owned or operated motor vehicle, *within 50 feet of any university owned or operated bulk fuel storage site*, and within 100 linear feet of any entrance to any university building.

Signage

The university will post signs about the policy appropriately throughout campus.

Enforcement:

All faculty, staff, and students are responsible for adhering to and enforcing this policy. Any conflicts should be brought to the attention of the immediate supervisor or appropriate staff. Employees (smokers and non-smokers) may also request the assistance of the Environmental Health and Safety (EHS) Director to address compliance with this policy. When consulted, the EHS Director will address the problem with the workplace supervisor and advise on possible accommodations. In all cases, the right of a non-smoker to protect his or her health and comfort

will take precedence over another person's desire to smoke. *No smoking signs shall be placed in various locations within the university grounds to include in close proximity of fuel storage sites, although any outdoor area occupied by one or more persons who are "non-smokers" shall be deemed as a smoking prohibited area if and when an individual objects to exposure to second hand smoke which shall include the by-products of any electronic cigarette device.*

For employees, a first reported violation of this smoking policy will result in an oral request to comply with the policy. Continual violations may result in disciplinary action, up to and including dismissal. Smoking in violation of this policy is considered a personal conduct issue and is subject to disciplinary action up to and including dismissal from employment for employees. Students found smoking in violation of this policy will receive two warnings before being subject to sanctions under the Student Judicial Code. Additionally, the Department of Public Safety may issue citations to anyone who violates this policy.

Effective date: This amended policy becomes effective upon approval.

Amended: This the 10th day of June 2016

Debra B. Miller, Chairman

WSSU Board of Trustees

Vivian H. Burke, Secretary

WSSU Board of Trustees

No Smoking Policy

Adopted: The 6th day of April 2001

Amended: The 14th day of December 2007

Amended: The 6th day of June 2014

Amended: The 10th day of June 2016



Automated External Defibrillators

Purpose

The purpose of this policy is to outline the procedures for the acquisition, use, training, and maintenance of automated external defibrillators (AEDs) at Winston Salem State University. Experience indicates that AEDs can increase the survival for patients who suffer a sudden cardiac arrest, if used in conjunction with trained personnel in the emergency management system, as well as a well-equipped first responder force. It is the further intent of this plan to assure University compliance with State of North Carolina laws, State of North Carolina Office of State Human Resources guidelines, and the American Heart Association's Public Access Defibrillation Programs.

Procedures

This policy will designate various locations within the University where AEDs will be located as well as indicating responsible parties which will ensure the training and maintenance of the same. When new buildings are added, the University Emergency Management Director and/or the University EHS Director shall make a determination regarding the necessity of additional AEDs for newly added areas. In accordance with North Carolina State law, the University shall adhere to guidance governing AED regulations provided by the UNC General Administration and the Office of Emergency Medical Services.

To help avert the loss of life of all persons on the WSSU campus, it has been determined by senior leadership that AED's will be placed in the following areas:

All University buildings where employees are assigned to work

All University residence halls

All University police patrol vehicles **

The University shall acquire AEDs for use in individual buildings and University owned patrol vehicles. All acquisitions shall be made in conjunction with a contracted vendor licensed to operate in the State of North Carolina. Upon acquisition and placement in designated locations within the University, AED's shall be registered with the Forsyth County Medical Director or the Director of Emergency Services.

Inspections and Training

In areas where AEDs are located, these devices must be inspected monthly. This inspection shall adhere to the requirements established by current State of North Carolina laws and statutes and will be performed and documented by the servicing vendor. A copy of such inspections shall be maintained by the vendor and provided to the University on a quarterly basis or upon request. The building coordinator or his/her designee shall perform a visual inspection once monthly. Any problems identified during a visual inspection shall be reported by email to the University Emergency Management Director and the University Environmental Health & Safety Director. The inspection will include a visual check of the device in the cabinet. Additionally, the servicing vendor shall provide primary oversight for the maintenance and servicing of the devices on a regular basis in accordance with State of North Carolina requirements. This vendor shall provide the necessary training for these devices to affected personnel at designated periods. AED units in first responder vehicles shall be inspected monthly by the vendor.

Use

In an emergency, University personnel shall call the University campus police at 336-750-2911, which will allow them to initiate the emergency response protocol. Persons not trained in AED use are not expected to use AEDs in an emergency. However, AEDs on hand are outfitted with voice instructions that will talk a potential user through the procedures. In accordance with the North Carolina General Statute 90-21.14, any non-licensed medical or health care professional is exempt from civil liability related to the use of an AED device to save a life.

Following Use

Within 24 hours following the use of any AED, the building coordinator shall notify the Department Chair of the building where the device is located, the University Emergency Management Director, and the University EHS Director.

Administration

A master list of all University AEDs, which includes the corresponding model and unit serial number, shall be maintained at the Campus Police Dispatch Center. In accordance with NC State Law, the University shall develop and maintain a Medical Emergency Response Plan that communicates a plan for identifying a designated person in each building responsible for visual inspections of AED units and coordinated and practiced emergency plans. This plan shall be a part of the overall University Emergency Operations Plan. This plan shall be designed and directed as deemed appropriate by the University Emergency Management Director.

Effective date: This policy becomes effective upon approval.

Debra B. Miller, Chairman

WSSU Board of Trustees

Vivian H. Burke, Secretary

WSSU Board of Trustees



The Ordinance Regulating Traffic and Parking On the Campus of Winston-Salem State University

INTRODUCTION

This Ordinance defines the general operations and policies for traffic and parking on the campus of Winston Salem State University (hereinafter referred to as University or WSSU). Parking on WSSU is a privilege. The provisions set forth in this Ordinance are designed to ensure the safety and protection of all users of the system.

Effective: August 1, 2016

Be it ordained by the Board of Trustees of Winston-Salem State University, pursuant to Chapter 116, Article 1, Part 6 of the General Statutes of the State of North Carolina, as it may be amended from time to time

Approved by the Board of Trustees: June 17, 2016

1 of 22

ARTICLE I. GENERAL PROVISIONS

Section 1.1 Definitions

The words and phrases defined in this section have the meaning indicated when used in this Ordinance, unless the context clearly requires another meaning:

1. *“Assigned parking”* means customers must park in parking areas designated by their permit. Assigned parking is from 7:00 am to 5:00 p.m. Monday through Friday unless designated otherwise by the Chancellor or his designee.
2. *“Bicycle”* means every device propelled by human power upon which any person may ride, and supported by either two tandem or three wheels, one of which is sixteen inches or more in diameter. *“Abandoned bicycles”* are those which have not been moved from the same location for a period of two weeks or longer.
3. *“Booting”* means to immobilize a vehicle through the use of a device designed to be attached to the rear tire/wheel that renders the vehicle inoperable.
4. *“Campus”* means all property that (i) is owned or leased in whole or in part by The State of North Carolina, (ii) is subject to the general oversight of the Board of Trustees of Winston Salem State University, and (iii) is located within Winston Salem, Forsyth County, North Carolina.
5. *“Campus Safety Committee”* means the hearing body that consists of university and students representatives that addresses appeals of traffic offenses committed under this Ordinance.
6. *“Chancellor”* means the Chancellor of Winston Salem State University or designee.
7. *“Guest”* means any individual that is invited to come to campus by Faculty, Staff or student for the sole purpose of conducting official university business such as guest speaker/lecturer.
8. *“Moped/Motorbike”* means two-wheeled vehicles that are self-propelled by means of motor. As of June 1, 2015, the State of North Carolina issued a bill that requires citizens to register these vehicles with the Division of Motor Vehicle and be issued a valid license plate that is operated on North Carolina roads.
9. *“Motor vehicle”* means every licensed vehicle that is self-propelled and every vehicle designed to run upon the highway that is pulled by a self-propelled vehicle. This includes automobiles, trucks, motorcycles and any other licensed, motor-powered, passenger-carrying device.
10. *“Open parking”* means customers with a permit may park in any non-resident parking area during designated open parking times. Open parking times are from 5:00 p.m. - 7:00 a.m. each weekday and every weekend unless designated otherwise by the Chancellor or his designee.
11. *“Park”* means to leave a motor vehicle unattended by any person authorized to, or capable of, moving it immediately upon the direction of a law or traffic enforcement officer. Notes in

vehicles, activated hazard lights, or a running engine *do not* render the vehicle “attended.”

12. “*Parking meter*” a device used to collect money in exchange for the right to temporarily park without a parking permit or having your vehicle registered.

13. “*Passport Parking/(Pay by Phone)*” Passport Parking is designed to provide more short-term parking options for those who do not need to be on campus all day such as visitors and part-time students. WSSU launched Passport Parking in two sections of campus. They are Zone 85 with 41 numbered spaces located in Lot E behind K. R. Williams Auditorium and Zone 86 with 25 spaces located in Lot R behind the Thompson Center.

14. “*Parking Permit*” means any identification assigned by the Winston Salem State University Department of Public Safety that is to be displayed to verify a legally parked vehicle on the campus.

15. “*Repeat Offender*” any customer who has received 3 or more citations within an academic semester is considered a Repeat Offender. Repeat Offenders will forfeit their parking permit and lose their parking privileges for the remaining academic semester.

16. “*Scofflaw*” describes any customer or vehicle that has three or more unpaid parking citations.

17. “*Tow*” means to remove a vehicle through the use of a vendor/tow company.

18. “*Visitor*” means any individual other than a student or employee of Winston-Salem State University that is on campus to conduct any personal or non-personal business.

19. An “abandoned motor vehicle” is one that has been removed to a storage area pursuant to authority granted in this Ordinance and has remained in said storage area for longer than thirty days.

20. A “derelict vehicle” is a vehicle (1) that has an expired registration and the registered and legal owner no longer resides at the address listed on the last certification of registration on record with the N.C. Department of Motor Vehicles, (2) that has major parts removed so as to render the vehicle inoperable and incapable of passing inspections as required under existing standards, (3) that has the manufacturer’s serial plates, vehicle identification numbers, license plate numbers, and any other means of identification removed so as to nullify efforts to locate or identify the registered and legal owner, (4) for which the registered and legal owner of record disclaims ownership or releases his/her rights thereto, or (5) that is more than twelve years old and does not bear a current license as required by the Department of Motor Vehicles. (6) Has flat tires or has not been moved due to mechanical problems for two weeks.

Any proceeds from the sale of a derelict/abandoned motor vehicle, after costs for removal, storage, investigation, sale, and satisfying any liens of record on the vehicle have been deducted there from, shall be held by the University for thirty days and paid to the registered owner upon demand. If the owner does not appear to claim the proceeds within thirty days after disposal of the vehicle, the funds shall be deposited in the Department of Public Safety Parking Trust Fund, and the owner’s rights therein shall be forever forfeited.

No person shall be held to answer in any criminal or civil action to any owner or other person

legally entitled to the possession of any abandoned, lost, or stolen motor vehicle for disposing of the vehicles as provided in this section.

Section 1.2 Regulating: Delegating of Authority

1. The Chancellor is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of this Ordinance.
2. The Chancellor may delegate administrative responsibilities imposed on him/her by this Ordinance to the Director of Public Safety and other officers of the University that the Chancellor may choose.
3. The Department of Public Safety operates twenty-four hours a day, seven days a week. In-office customer service is available from 8:00 a.m. until 4:00 p.m., Monday through Friday, except on University- recognized holidays. Regulations may be enforced at any time deemed necessary by special event activities or other circumstances.

Section 1.3 Posting Notices of Ordinance and Regulations

The Chancellor, through designated administrative officers, shall cause to be posted a public notice of traffic and parking restrictions imposed by or pursuant to the authority of this Ordinance and by Chapter 116, Article 1, Part 6 of the General Statutes of North Carolina. Once posted, these restrictions are in effect at all times unless otherwise stated.

Section 1.4 Publications of Ordinance and Regulations

The Chancellor, through administrative officers, shall cause copies of this Ordinance and regulations issued pursuant hereto to be printed and made available to students, faculty, and employees of the University.

Section 1.5 Filing of Ordinance and Regulations

A certified copy of this Ordinance and all regulations issued hereunder, except temporary police regulations, shall be filed in:

1. The Office of the President of The University of North Carolina;
2. The Office of the Chancellor of Winston Salem State University;
3. The Office of the Secretary of State of North Carolina;
4. The Office of the WSSU Director of Public Safety; and
5. The Office of Student Affairs.

Section 1.6 Liabilities

Winston Salem State University assumes no liability or responsibility for damage or theft to any vehicle parked in or on University properties subject to the jurisdiction or control of the Board of Trustees of the

University. The provisions of this Ordinance shall apply to all operators of all vehicles, public and private and they shall be enforced 24 hours a day except as otherwise specified by this Ordinance. It shall be unlawful for any operator to violate any of the provisions of this Ordinance except as otherwise permitted by the Ordinance or General Statutes of North Carolina.

The operator of any vehicle shall obey the lawful instructions of any law enforcement officer, parking control officer, official traffic signs or control devices appropriately placed and in accordance with these regulations.

Section 1.7 Cooperation with Civil Authorities

The Chancellor shall cooperate with all law enforcement authorities of the State of North Carolina and its political subdivisions in enforcing this Ordinance and issuing regulations hereunder. When the City of Winston Salem enacts an Ordinance that, pursuant to G.S. 116, 44.5, supersedes any portion of this Ordinance or any regulation issued hereunder, the Chancellor shall, upon receiving a certified copy of such Ordinance from the city clerk, make such changes to policy and procedure as necessitated by the new ordinance.

Section 1.8 Rules of Evidence

When a vehicle is found to be in violation of this Ordinance it shall be considered prima facie evidence that the vehicle was parked by:

1. The person to whom a University parking permit for the vehicle is registered;
2. If no parking permit has been issued for the vehicle, the person, company, corporation or firm in whose name the vehicle is registered with the North Carolina Division of Motor Vehicles or the corresponding agency of another state or nation; or
3. The son, daughter, spouse, or ward of the registered owner enrolled in or employed with Winston-Salem State University.

The prima facie rule of evidence established by Section 1-8 shall not apply to the registered owner of a leased or rented vehicle when said owner can furnish evidence that the vehicle was, at the time of the parking violation, leased or rented, to another person. In such instances, the owner of the vehicle shall, within reasonable time after notification of the parking violation, furnish the Department of Public Safety with the name and address of the person or company who leased or rented the vehicle.

Section 1.9 Trust Accounts

All monies received from parking fees and penalties imposed by this Ordinance shall be placed in trust accounts and may be used for the following purposes:

1. To defray the cost of administering and enforcing this Ordinance and Chapter 116, Article 1, Part 6 of the General Statutes of North Carolina;
2. To develop, maintain, and supervise parking lots, areas, shuttles/shelters and facilities;
3. To support, maintain, and develop shuttle services and personnel;

4. As a pledge to secure revenue bonds for parking facilities issued under Chapter 116, Article 21, of the General Statutes of North Carolina; and/or
5. For any other purpose related to parking, traffic, and transportation on the campus as authorized by the Chancellor.

Section 1.10 Parking on Streets of Winston Salem State University

Except as expressly permitted by this Ordinance, it is unlawful for any person to park a motor vehicle:

1. On streets that is not permitted by the ordinance of Winston-Salem State University.
The following designated streets are marked for vehicle parking:

- West Cromartie Street
- Price Street
- Old Stadium Street

Nothing in this Ordinance shall be construed as recognition by the Board of Trustees of Winston-Salem State University as a prescriptive easement in any street specifically named herein.

ARTICLE II - PAYMENTS AND COLLECTIONS

Section 2.1 Payment Methods

Payments owed to the WSSU Department of Public Safety for permits, citations, visitor parking, and so forth may be made in the following ways (the Department reserves the right or the ability to change payment methods for operational efficiency):

1. Cash (not recommended to be sent through the mail), except unrolled coins;
2. Checks or money orders (payable to WSSU Department of Public Safety);
3. Debit/credit (payable at WSSU Department of Public Safety parking office / Online);
4. Payroll deduction (for employees);
5. Student vouchers;
6. Veteran administration voucher;
7. Vocational rehabilitation program voucher;
8. WSSU internal payment forms
9. WSSU Parking Office Payment Plan (Temp Employees Only)
 - Installment payment plans of four (4) for temporary/Adjunct Employees who are not

eligible for Payroll Deduction.

- An installment plan will be considered ONLY if you demonstrate the inability to pay the amount in full and if you have satisfied payments for the previous year.
- Pursuant to North Carolina law (Chapters 143-552, 143-553), you cannot be indebted to State agencies and must therefore make full restitution to Winston-Salem State University as a condition of your continued employment with the University (See attached payment plan agreement form).

Section 2.2 Replacement Fee

A lost or stolen permit must be reported immediately to the Department of Public Safety. There is a replacement fee of \$20.00. The replacement fee shall be refunded if the missing permit is found and returned to the Department of Public Safety.

Section 2.3 Returned Checks

Any payment made by check that is returned by the bank and not cleared upon notification shall necessitate the implementation of one or more of the Collection Methods described in Section 2-4. A \$25.00 service charge shall be imposed for all returned checks.

Section 2.4 Collection Methods

No parking permit may be issued to any individual who has outstanding debts to the Department of Public Safety in excess of \$150.00. Student citations remaining unpaid ten (10) days after issuance will have a \$10.00 late fee added. After thirty (30) days if payment has not been made, the citation is sent to the Cashier's Office for collection. The vehicle becomes subject to towing, booting or impoundment; and the customer will forfeit their parking privileges for the remaining academic semester if three or more citations have been issued to the vehicle and it is found on campus thirty (30) days or more after the issuance of the original citation.

Student accounts will be put in hold status, preventing registration, graduation, and receipt of transcripts. Employee citations remaining unpaid ten (10) days after issuance will have a \$10.00 late fee added and fines may be deducted from paychecks or any other money owed to the employee by the State of North Carolina, such as an income tax refund. NCGS 143-553 provides that, "All persons employed by a State employing entity who owe money to the State and whose salaries are paid in whole or in part by State funds must make full restitution of the amount owed as a condition of continuing employment." Employees who fail to pay citations are subject to dismissal under this law.

Debts owed by any individuals, whether or not employees or students, may be subject to garnishment of North Carolina state income tax refund. Debts owed by any individuals, whether or not employees or students, may be subject to the use of a collection agency.

Section 2.5 Civil Suits for Recovery of Penalties

When the Chancellor in his sole discretion determines that civil penalties validly imposed for violation of this Ordinance cannot or will not be collected through normal administrative procedures, he may request the Attorney General of North Carolina to bring civil action against the offender in the name of the State for the recovery of the penalty.

ARTICLE III - PARKING

Section 3.1 Method of Parking

The Chancellor shall cause each area in which parking is permitted by this Ordinance to be surveyed and developed for parking. Each parking space shall be defined by appropriate signs and painted lines (when the parking area is paved). When parking spaces have been marked off in the area in which parking is lawful, vehicles shall be parked within the spaces so designated at all times.

1. Some spaces may be marked for compact vehicles. These spaces shall be fifteen (15) feet in length and five feet in width, with two and one-half feet of hatching between spaces. It is unlawful for any vehicle to occupy more than the five-foot portion of the space. Signs shall be posted or on-ground markings shall designate compact spaces.
2. It is unlawful at any time to occupy portions of more than one space when such is defined by painted lines or to park in any portion of the area not clearly designated for parking.
3. When spaces are designated at an angle (diagonally) to a street curb or dividing median, vehicles shall be parked therein with the front of the vehicle next to the curb or median. When parking spaces are parallel to a curb or dividing median, vehicles shall be parked within the front of the vehicle facing the direction of travel authorized for that side of the street or driveway.

Section 3.2 Disabled Vehicles

It is unlawful to leave a disabled vehicle parked in violation of this Ordinance without immediately notifying the Department of Public Safety. If the vehicle is obstructing traffic, in a reserved space, or creating a hazard, it will be moved immediately.

No vehicle will be placed on the disabled vehicle list more than one time per month unless the operator will accept assistance from the Department of Public Safety or a tow firm. Persons who exceed the limitations for placing their vehicle on the disabled list and do not accept assistance shall be subject to a penalty as provided in Section 6.1 of this Ordinance if the vehicle remains parked in violation of this Ordinance. If the Department of Public Safety has permits available for the lot in which the vehicle is parked, the operator may be required to purchase a permit rather than be placed on the disabled list.

Section 3.3 Parking

Any person parking a motor vehicle as described in this Section 3-3 must display the appropriate permit for that parking area during assigned parking times (7:00 a.m.-5:30 p.m. Monday-Thursday and Friday 7:00 a.m.-5:00 p.m.). During the hours of 5:00 p.m. and 7:00 a.m. and weekends, any customer with a valid permit may park in any parking area, other than a residential (designated in yellow on map) parking area on campus and except for Reserved Spaces, which are reserved at all times unless otherwise indicated. Any vehicle parked without displaying a permit is subject to the issuance of a civil penalty, vehicle immobilization/booting, and/or towing.

Vehicles displaying special permits obtained through the Department of Public Safety may park as indicated by use of those special permits and their related restrictions.

A guide that summarizes the regulations and a map depicting the parking areas is available at the Department of Public Safety office or visit <http://www.wssu.edu/campus-map/campus-map.pdf>

Parking areas are described as follows:

- Green: Commuter Student
- Red: Staff
- Orange: Shuttle
- Yellow: Resident Student
- Blue: Meter/visitor
- Red/Green- shared (staff/student)

Pursuant to Section 1.2, the Chancellor or designee may provide for subdivision of and for addition or deletion of lots to or from any one of these areas and may change traffic flow patterns as deemed necessary or advisable for the administration or enforcement of this Ordinance.

Section 3.4 Area Permit Fees

Permit	Fee
<i>Student</i>	<i>\$160.00</i>
<i>Faculty/Staff</i>	<i>\$260.00</i>
<i>Faculty/Staff Gated</i>	<i>\$300.00</i>
<i>Shuttle</i>	<i>\$110.00</i>
<i>Reserved</i>	<i>\$420.00</i>
<i>Summer Session I</i>	<i>\$60.00</i>
<i>Summer Session II</i>	<i>\$60.00</i>
<i>Motorcycle</i>	<i>\$40.00</i>
<i>Motorcycle (with valid WSSU parking permit)</i>	<i>\$20.00</i>
<i>Replacement Permits</i>	<i>\$40.00</i>

Permit-holders on campus during summer sessions must purchase separate summer session permits. All other permit fees are annual fees. All permit fees are pro-rated on a monthly basis. Employees not registering for a permit at the beginning of the permit year who wish to pay for the permit by payroll deduction shall pay for the first month in cash, after which payroll deduction will begin. New employees not registering for a permit at the beginning of the permit year who wish to pay for the permit in cash may pay for the first month at the beginning of their employment, and the remainder of the pro-rated charge after receiving their initial pay check.

Section 3.5 Special Event Parking

The Chancellor may cause any lot to be reserved Monday through Friday after 5:00 p.m. and on selected weekends to accommodate special event parking (i.e., for concerts, athletics, or other events). A maximum charge of \$10.00 per automobile may be charged for use of these lots.

Section 3.6 Reserved Parking

Parking spaces may be reserved to meet special needs, such as for state-owned vehicles, visitors, or specific individuals. The Chancellor shall determine the precise location and status of reserved spaces. Reserved spaces for individuals must be approved by the Chancellor. The annual fee for an individual reserved space shall be \$420.00.

It is unlawful for any unauthorized person to park a motor vehicle in a reserved space. Notice of the reserved status of a parking space shall be prominently posted at the space. Once posted, such spaces are reserved at all times unless otherwise indicated.

It is unlawful for non-disabled, affiliated individuals to display a disability State plate, State disability permit, or disabled veteran license plate. Misuse of such plates or permits shall result in the issuance of a parking citation, immobilization, and/or impoundment. A sufficient number of parking spaces shall be reserved to meet the needs of the disabled. It is unlawful to park a vehicle in a space posted for disability parking or in a manner denying access to a disability parking space or facility handicap access area. Disability spaces are reserved at all times unless otherwise indicated.

Section 3.7 Visitor and Conference Parking

Departments may request groups of parking spaces for guests attending conferences, meetings, and seminars. Parking assignments for such groups will be determined by the Department of Public Safety. A \$5.00 fee per permit will be charged.

Special parking shall be reserved on request of Anderson Center personnel. A fee of \$5.00 per permit shall be included in the Anderson Center facility fee in such circumstances.

Section 3.8 State-Owned Vehicle Parking

State-owned vehicles may park in any space specifically reserved for service use or any regular parking space. Parking in any regular service space for more than twenty-four hours is unlawful. A violation of this Section by a state-owned vehicle will result in the issuance of a citation, immobilization, or impoundment.

Section 3.9 Motor/Moped/Motorbike Parking

Licensed motorcycles, mopeds and motorbikes (required by the State of North Carolina Department of Motor Vehicles to have a license) are required to purchase and display a WSSU permit and must park in a designated parking space. It is unlawful for motorcycles, mopeds and motorbikes to park blocking the entrance to buildings, ramps, or walkways.

In the case of a person wishing to register a combination of an automobile and a motorcycle, full payment will be required for the automobile permit, but there will be a charge for the additional motorcycle permit of \$20.00. No more than one motor vehicle permit and one motorcycle permit shall be issued to any registrant.

Section 3.10 Bicycle Parking

Bicycles shall not be parked or stored in any location other than areas designated for bicycle parking, including:

1. inside any University building, including stairwells, hallways, and balconies;

2. against or attached to any tress, bush, plant, or foliage;
3. against or attached to any electrical fixture, sign post, railing, public seating fixture, or emergency safety device; or
4. in any other area where parking is prohibited specifically by this Ordinance.

Section 3.11 Temporary Parking Restrictions

The Chancellor is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots on campus and on public streets in this Ordinance, and to reserve parking spaces for special use when such action is necessary due to special events, emergencies, or construction.

Temporary signs or barriers shall be posted, and a representative of the Department of Public Safety or other University official shall give notice of regulations issued under this Section. It is unlawful for any person to violate such regulations.

Overnight Parking Restrictions

Certain parking lots, parking areas, or parking spaces may be restricted from overnight parking in order to ensure availability of the facilities during alternate hours. Signs and/or barriers shall be posted at these locations. It shall be unlawful for any person to violate such regulations. Overnight parking is not permitted in the shuttle parking area. Visitors to Resident Halls may park in parking areas Lot CC and Lot O from 5:00 p.m. 2:00 a.m. each day without a pass or permit. Overnight visitors must obtain a visitor pass and be approved by Housing & Residence Life. New hire temporary employees will be issued a 30-day pass at no charge to park at Lott FF Shuttle Lot between 7:00 a.m. and 5:00 p.m. After 5:00 p.m., they can park on campus in Faculty or Commuter Lots.

Section 3.12 Evening Parking

The Chancellor may cause certain lots to be reserved on weekdays after 5:00 p.m. and on weekends to accommodate employee and commuting student parking. Employees and students desiring to park in such lots shall purchase evening parking permits. Customers with shuttle parking passes may park in non-resident parking areas after 5:00 p.m. each day and all weekend.

Section 3.13 a. Metered Parking

Meters may be used by anyone parking on the premises of Winston-Salem State University. Meters are available at a cost of \$ 0.25 per 15 minutes, or as otherwise indicated on the meter, with a one hour limit. Anyone parking at a metered space in excess of the one hour time limit is subject to ticketing, booting and towing as allowed under this policy. After 5:00 p.m., parking in metered spaces is allowed by anyone with a valid WSSU parking permit. Visitors without a parking permit must pay the meter to park legally in that respective space.

Section 3.13 b. Passport Parking

Register for Passport using the pay by phone method, Download Passport Parking App or call 336-441-1684 from your cell phone.

All Day: 9.50 + .25 service fee for \$9.75
Four Hours: 5.25 + .25 service fee for \$5.50
Two Hours: 3.25 + .25 service for \$3.50

Section 3.14 Idling at Air Intake Vents

It is unlawful for any person to cause a motor vehicle to be parked with the engine running near a building’s air intake louver. Signs indicating the locations of these air intake louvers shall be posted prominently. Vehicles in violation of this section are subject to the issuance of a citation.

Section 3.15 Signs

It is unlawful for any person to deface, damage, tamper with, break, destroy, impair the usefulness of, remove, relocate, steal, or possess any traffic or parking sign erected by the WSSU Department of Public Safety. Possession of any such sign shall be prima facie evidence of the violation of this Ordinance. Conviction for violation of this section may result in criminal prosecution, a fine, suspension, or expulsion from Winston Salem State University.

ARTICLE IV - REGISTRATION OF VEHICLES AND PARKING PERMITS

Section 4.1 Registration of Vehicles

Any motor vehicle maintained or operated on the campus by any student or employee of the University must be registered with the Department of Public Safety. Persons found in violation of this section are subject to a fine as allowed by this Ordinance. Any person who drives a vehicle on campus is the “Responsible Party” for any violations received or accrued.

Section 4.2 Parking Permits

The Chancellor may issue permits to park in lots and areas described in Section 3-3 to employees or students of the University and affiliated organizations operating on the campus upon payment of the established fee.

1. Retired employees and those designated as “Faculty Emeritus” may obtain a parking permit by contacting the Department of Public Safety.
2. No parking permits shall be issued to any freshmen living on campus unless authorized by the Chief of Police and Public Safety, or the Chief’s designee.

Section 4.3 Special Parking Permits

The Chancellor may issue special permits under the conditions and at the fees indicated in this section. Misuse of said permits shall result in confiscation of the permit and no further permits shall be issued for the remainder of the year. No refunds shall be issued on those permits requiring a paid fee. Persons found to be displaying said permits in violation of this section will be subject to the appropriate fine and impoundment of their vehicles.

1. **Vendor Service Permits** - Representatives of non-affiliated service companies that have contractual relationship with the University to deliver goods or services may apply for a vendor service permit through the Department of Public Safety. An application must be completed by the vendor and approved by the Director of Public Safety. A payment of \$90.00 shall be made for each permit issued. Vehicles displaying Vendor Service Permits may park in any designated space. Vendors with vehicles prominently displaying the vendor’s name or logo, performing routine deliveries and pick-ups from University buildings, and requiring less than fifteen minutes are exempt for any permit requirement. Vendors needing to be on campus for longer than 15 minutes only on an occasional basis may purchase one-day visitor permits from the Department of Public Safety.

Construction contractors and their employees are not eligible for Vendor Service Permits. All construction-related vehicles must park within the lay down area designated for the construction project.

2. **Disability Permits** - Disabled students and employees desiring disability parking on campus must obtain a WSSU Disability permit by the established application process, through the Department of Public Safety. An allocation of spaces will be made available to disabled users, based upon a physician’s certification of need. WSSU Disability permits will be assigned parking areas throughout the campus, and their cost will be based on the permit price structure for non-disability permits. The Department of Public Safety will determine the parking area based on need and availability. By displaying the WSSU Disability permit, an individual may park in a designated handicapped or any open parking space in his/her designated parking area. Reasonable accommodations for disabled students and employees will be made.
3. **All Access Privilege Permits** - Departments may apply for annual All Access Privilege Permits. A \$150.00 payment shall be made for each permit issued. Justification of need must accompany each request. Privilege Permits may not be utilized by students. Persons with vehicles displaying Privilege Permits may park in any non-gated lot. This does not include meters or Passport Parking.

4. **Reserved Permits** - The Chancellor may issue a reserved-at- all-times permit to a person, department or school providing justification for said permit is met. Job duties and other functions associated with employment shall be considered (i.e. employees required to live in residence halls). The cost of the permit and space shall be \$420.00.
5. **Temporary Permits** – Temporary employees, adjunct faculty, students and vendors may purchase a temporary permit for vehicles not registered with the Public Safety Department. Temporary permits cost \$5 per day, \$20 per week for students and \$30 per month for faculty and staff. Fees paid for temporary permit do not apply towards permanent permit fee.

*All temporary permit holders and Day pass holders must park in shuttle lots.

Section 4.4 Display of Permits

The parking permit must be properly displayed at all times. Parking permits must be clearly visible and cannot be obscured in any manner. A violation of this section will result in the appropriate fine. If you fail to display your permit your vehicle may be towed.

Permit display options are:

1. Hanging from the vehicle’s rearview mirror facing the front of the vehicle, clearly visible through the front windshield.
2. If the tint, slant, or other design factors of the vehicle obscure in any way the permit’s visibility, the permit should be displayed on the left side of the windshield in the lower corner.
3. Permits for motorcycles must be displayed on the rear fender so it can be seen when viewing the license plate from behind the motorcycle or on the front fork or on the State inspection plate. Permits for motorcycle covers must be permanently affixed on the top rear area of the motorcycle cover. The license plate number of the authorized motorcycle must be recorded on the motorcycle cover permit by the Department of Public Safety.
4. Permits for vehicles using car covers must be affixed permanently on the top center windshield portion of the cover. The license plate number of the authorized vehicle must be recorded on the permit by the Department of Public Safety. An additional permit must be displayed from the rearview mirror of the authorized vehicle. The license plate number of the vehicle will be recorded on the cars cover by the Department of Public Safety.

Section 4.5 Failure to Pay Parking Fines on Unregistered Vehicles

Any failure to pay parking fines on unregistered vehicles found on the campus more than thirty-five days after notice to the owner of the vehicle, as identified on the records of the North Carolina Department of Motor Vehicles or similar departments of other states, shall result in the vehicle being towed or booted. Said vehicle shall not be released until all fines and fees have been paid and the vehicle is registered in accordance with this Ordinance.

Section 4.6 Failure to Register Vehicles

Any motor vehicle being operated on the campus in violation of the registration provisions of this Section 4-1 shall be towed. The employee or student operating said vehicle shall be required to register the vehicle and pay any towing and storage fees before the vehicle will be released.

Section 4.7 Counterfeiting/Altering Parking Permits

It is unlawful for any person to produce or cause to be produced, to alter, or to display without authority of the Chancellor, any parking permit, sticker, permit, or other device indicating eligibility to park on the campus of Winston-Salem State University. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Pursuant to the citation, violators must appear before the Lieutenant that supervises parking services to address the charges. Any sanction may be appealed to the Campus Safety Committee in accordance with Article VII, Appeals. Employee and student violators may also be subject to disciplinary action, pursuant to their respective disciplinary policies, up to and including dismissal and/or expulsion. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety. Counterfeiting is a criminal offense and criminal charges may also be imposed against the offender.

Section 4.8 Obtaining Parking Permits through Unlawful Means

It is unlawful for any person to obtain a parking permit by any means other than procedures established by the Chancellor pursuant to this Ordinance, including but not limited to, obtaining permits by theft, fraud, trickery, willful misrepresentation of fact, purchase from another or gift from another. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Pursuant to the citation, violators must appear before the Parking Manager that supervises parking services to address the charges. Any sanction may be appealed to the Campus Safety Committee in accordance with Article VII, Appeals. Employee and student violators may also be subject to disciplinary action, pursuant to their respective disciplinary policies, up to and including dismissal and/or expulsion. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety.

Section 4.9 Unauthorized Display of Parking Permits

The Chancellor may issue regulations for the transfer of permits from one motor vehicle to another owned or used vehicle by the holder of the permit, and it is unlawful for a person in possession of such a permit to use it in any manner inconsistent with such regulations.

It is unlawful for any person in possession of a parking permit, whether that possession be lawful or unlawful, to give, sell, or otherwise transfer or attempt to transfer it to another. It is unlawful for any person to display on a motor vehicle a parking permit not issued to that person for use with that specific motor vehicle or to display a lost, stolen, counterfeit, or altered permit. Such permits shall be confiscated and no refunds shall be issued. The violators will be issued a citation and the vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Pursuant to the citation, violators must appear before the Parking Manager that supervises parking services to address the charges. Any sanction may be appealed to the Campus Safety Committee in accordance with Article VII, Appeals. Employee and student violators may also be subject to criminal or disciplinary action, pursuant to

their respective disciplinary policies, up to and including dismissal and/or expulsion. Prior to the release of the vehicle, the illegal permit must be surrendered to the Department of Public Safety.

Section 4.10 Reinstatement of Eligibility

Any person who is permitted to retain their eligibility for a parking permit after being charged with violations of Section 4-4, 4-5, or 4-6, will not be issued a refund for previously purchased permits. The person will be required to purchase a permit at the current prorated issuance rate for the type of permit purchased.

ARTICLE V - TRAFFIC

Section 5.1 Interference with Traffic

It is unlawful for any person to park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic.

1. Temporary traffic restrictions - The Chancellor may cause traffic to be restricted or rerouted as necessary by construction, emergency situations, and special events. Notice of such restrictions shall be given by temporary signs or barriers or by a representative of the Department of Public Safety. It shall be unlawful to violate such regulations.

Section 5.2 Fire Lanes/Fire Hydrants

No person shall park a vehicle (whether disabled or not), or permit it to stand in or block access to any area designated as a fire lane or fifteen feet in either direction of a fire hydrant. Any emergency authorization for use of fire lanes must be obtained through the Department of Public Safety. Fire lanes will be indicated prominently by pavement markings and/or signs.

Section 5.3 Parking or Driving on Sidewalks, Grass, or Shrubbery

It is unlawful for any person to drive or to park a motor vehicle on a sidewalk or on grass or shrubbery unless such area is signed and marked for parking.

It is unlawful to operate a bicycle on the campus in a manner that jeopardizes pedestrian safety, or State or private property. It is unlawful to ride or operate a moped or motorbike with the engine running on campus sidewalks.

It is unlawful for pedestrians to use in-line skates or skateboards on the campus in a manner that jeopardizes the safety of other pedestrians. It is also unlawful for pedestrians to use in-line skates or skateboards on any walls, monuments, gutters, ditches, railings, bicycle racks, benches, or other structures, fixtures, or property on the University campus. It is unlawful for pedestrians to use in-line skates or skateboards on any ramps or steps on the University campus except for the purpose of entering or leaving a building or making normal pedestrian progress along a campus sidewalk.

Section 5.4 Speed Limits

1. It is unlawful to operate a vehicle on the campus in excess of a speed of fifteen miles per hour, except as otherwise posted.
2. It is unlawful to operate a moped or bicycle on sidewalks on campus at a speed or in a manner that would prove to be hazardous to the safety of pedestrians. It is unlawful to operate a moped without a safety helmet of the type approved by the Commissioner of Motor Vehicles.

Bicyclists are encouraged to give warning to pedestrians about to be passed from the rear. Warnings may be either verbal or by means of a bell, horn, whistle, or other audible warning device. While riding on any public right-of-way, bicyclists must obey all traffic laws applicable to vehicles. Bicyclists are encouraged to wear bicycle safety helmets at all times when riding a bicycle.

Section 5.5 Stop Intersections

Pursuant to G.S. 20-158, the Chancellor shall cause to be erected at intersections, signs requiring drivers of vehicles to come to a full stop on the streets designated as “stop signs.” Whenever any such sign is erected, it is unlawful for the driver of any vehicle to fail to stop in obedience to the stop sign and to yield the right-of-way to vehicles being operated on the streets designated as “through streets.”

Section 5.6 U-Turns Prohibited

It is unlawful for any driver of a vehicle to reverse the direction of his vehicle by making a “U-turn” on any of the streets, alleys or driveways on the campus.

Section 5.7 Vehicular Traffic at Marked Crosswalks

The Chancellor may establish pedestrian crosswalks across streets, alleys, and driveways on the campus where the location of University buildings and sidewalks requires large numbers of persons to cross streets and driveways at points other than street intersections as governed by G.S. 20-155(c). A crosswalk shall be indicated by traffic signals, signs, or white stripes (hatched or un-hatched) and will be a minimum of six feet in width. When a crosswalk has been marked off, it is unlawful for the driver of any vehicle traveling on the street or driveway to fail to stop and to yield the right-of-way when there is a pedestrian in that portion of the crosswalk. The pedestrian must be on that side of the street or driveway in which the vehicle is traveling.

Section 5.8 Pedestrian Obstructing Traffic

It is unlawful for a pedestrian to stand on the traveled portion of any street, alley, or driveway on the campus in such a manner as to obstruct or prevent the free flow of traffic thereon, and in crossing streets, alleys, or driveways pedestrians shall keep in motion when in the traveled portion thereof.

Section 5.9 Passengers Pick Up and Discharge

It is unlawful for any person to stop a motor vehicle on any street, alley, or driveway on the campus for the purpose of picking up or discharging a pedestrian without first driving up to the right hand curb.

Section 5.10 One-Way Streets

Vehicular traffic upon streets, driveways and alleys shall move in only one direction as indicated by traffic signs.

Section 5.11 Noise Ordinance

A vehicle on campus emitting any noise that is audible from fifty feet away is subject to a noise violation fine.

ARTICLE VI - ENFORCEMENT

Section 6.1 Penalties

Any person violating any provisions of this Ordinance or a regulation issued hereunder is subject to a civil penalty as indicated in the following schedule:

Offense	Civil Penalty
Exceeding time limit (meter)	\$10.00
Parking on Landscape	20.00
Not Parked in a Designated Space	20.00
Failure to Display WSSU Permit	*20.00
Violating Temporary Restrictions	30.00
Blocking a Dumpster	30.00
Idling Near Building Air Intakes	30.00
Parking in a No Parking Area	40.00
Parking Within Fifteen Feet of a Fire Hydrant	40.00
Failure to Stop at a Duly Erected Stop Sign	40.00
Traveling the Wrong Way on a One-Way Street	40.00
Exceeding the Posted Speed Limit	40.00
Exceeding Safe Speed for Existing Conditions	40.00
Performing a U Turn	40.00

Discharging Passengers	40.00
Failure to Stop for Pedestrians in Crosswalk	40.00
Pedestrian Obstructing Traffic/Fail to use Crosswalk	40.00
Failure to Display a Valid Permit	50.00
Parking in a Reserved Space	50.00
Parking in a Fire Lane	50.00
Removed Barricade Placed by Police	50.00
Failure to Follow Police Instructions	50.00
Noise violation	50.00
Displaying Stolen Permit	200.00
Displaying an Altered/Counterfeit Permit	200.00
Obtaining a Parking Permit through Unlawful Means	200.00
Parking in Handicapped Space	250.00

Section 6.2 Police Regulations

Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be unlawful for any person to violate police instructions related to this section.

Section 6.3 Repeated Offenses

If any vehicle is cited for violations of this Ordinance more than three times in a period of an academic semester, the customer's parking permit will be forfeited without refund of any portion of the fee paid and shall cause the violator's license plate number to be entered on a list of **repeat offenders**. The vehicle will be subject to impoundment or immobilization if parked in violation of this Ordinance. A citation found to be invalid shall not be counted for purpose of this section. Employees and students with repeat offenses of this nature will be forwarded to the appropriate body for disciplinary action, (i.e. the Office of Student Affairs for students and the immediate supervisor for employees).

Section 6.4 Vehicle Impoundment

Any vehicle parked in violation of this Ordinance or a regulation issued hereunder, including failure to pay fines, may be removed to a storage area. The vehicle will not be released until the cost of storage and removal has been paid to the storage facility owner. The Chancellor or designee may refuse to authorize release of the vehicle until the University's citation fee is paid as well.

The owner or custodian of a vehicle impounded under any regulation of this Ordinance may appeal the impoundment in person or in writing within 10 business days to the Chancellor's designated Campus Safety Committee pursuant to Section 7-1 of this Ordinance. Submitting an appeal to the Chancellor's designated Campus Safety Committee does not substitute for payment of the towing or storage fees for removal of the impounded vehicle.

The Chancellor or designee is authorized to have towed from campus any vehicle violating the provisions of this Ordinance. Notification must be sent to the owner of the intent that the vehicle is being towed. Proof of payment must be shown before vehicle is released.

The cost of towing and storage shall be the actual cost charged by the vendor providing the towing and storage services. If the operator of the vehicle to be impounded arrives at the vehicle prior to the tow truck moving the vehicle from where it was parked, such operator shall pay to the vendor providing the towing services said vendor's tow cancellation fee or the vehicle will be towed.

Section 6.5 Vehicle Immobilization

Any vehicle parked in violation of this Ordinance or any parking or traffic regulation, including overdue fines, may be immobilized by use of a wheel boot. Notice of the application of a wheel boot shall be posted prominently in one of three locations: (1) on the driver's side of the front window of the vehicle, (2) on the rear windshield, or (3) on the driver's side window. Placement of notices will depend on the type of vehicle.

The Chancellor or designee may refuse to authorize release of the vehicle to the owner or custodian until the cost of immobilization and all outstanding balances owed the Department of Public Safety have been paid. Boots may only be removed by the Department of Public Safety upon payment of a \$50.00 fee in addition to the citation amount. The owner or custodian of a vehicle impounded under any regulation of this Ordinance may appeal the immobilization in person or in writing within ten calendar days to the Chancellor's designated Campus Safety Committee, pursuant to Section 7-1 of this Ordinance. Submitting an appeal to the Campus Safety Committee is not a substitute for payment of the immobilization fee. Vehicles immobilized for longer than twenty-four hours shall be removed to a storage area. The owner/custodian of the vehicle shall only be responsible for the tow and impoundment fee as well as any citation and storage fees.

Section 6.6 Impoundment of Abandoned and Derelict Vehicles

Any vehicle that is partially dismantled or wrecked and/or does not display a current license plate and/or left in such condition for more than two weeks shall be considered abandoned and junked. Such vehicles shall be removed to a storage area at the owner's expense and disposed of in accordance with Section 6-7 of this Ordinance.

Section 6.7 Disposal of Abandoned and Derelict Vehicles

When any "abandoned or derelict motor vehicle" is in the possession of the University, the University shall dispose of it in accordance with North Carolina statutes.

Section 6.8 Bicycle, Vehicle and Skateboard Impoundment

It shall be lawful for the Chancellor to impound at the owner's/rider's expense, any bicycle or vehicle that is

considered abandoned, junked, lost/stolen, parked/stored, or operated in violation of this Ordinance, or state or local fire safety regulations. It shall be lawful for the Chancellor to remove security devices attached to vehicles for impoundment purposes. The University shall not be held liable for damages made to bicycles, vehicles or locks while impounding or during storage of said vehicles.

Bicycles that remain stored on racks for more than thirty days at the end of any academic term, including summer sessions, will be deemed University property.

Section 6.9 Disposal of Junked Bicycles

Notice shall be posted at the Department of Public Safety when bicycles have been impounded. Letters will be sent to the bicycle owners if known. Bicycles unclaimed thirty calendar days after the original date of impoundment shall be deemed University property.

ARTICLE VII - APPEALS

Section 7.1 Appeals

Any person cited for violation of any portion of this Ordinance for which a civil penalty is imposed or a vehicle is impounded or immobilized for violations may appeal in person or in writing within ten (10) business days of issuance to the Campus Safety Committee. An appeal will be heard and a decision will be made within 30 days or the next Campus Safety Committee meeting date, whichever comes first.

Anyone filing an appeal must appear in person before the Campus Safety Appeal Committee. Failure to attend the Campus Safety Appeal meeting shall result in an automatic reinstatement of the fines or penalties.

The Campus Safety Committee will consist of (1) Faculty member, (1) Staff member, (1) Student and the Chief of Police/Director of Public Safety. The determination made by this committee is final and not subject to further administrative appeals.

Submitting an appeal to the Campus designated Campus Safety Committee does not substitute for payment of towing and storage fees for removal of an impounded vehicle. Such fees must be paid in accordance with this Ordinance. If the Campus Safety Committee decides the appeal in favor of the appellant, the costs of towing and storage will be refunded by the Department of Public Safety.

In the event that the owner or operator elects to leave the vehicle impounded while filing an appeal, the storage fees will be waived from the day the appeal is submitted to the Campus Safety Committee until the day the decision is rendered if the appeal is decided in favor of the appellant.

Any person cited to the District Court, Division of the General Court of Justice for violation of this Ordinance must pursue that appeal, if any, as provided by law for statutory criminal actions.

ARTICLE VIII - REPEALS

Section 8.1 Former Regulations Repealed

Previously adopted Resolutions that regulate traffic and parking on the campus of Winston Salem State University are hereby repealed. The repeal herein of those regulations shall not abate or otherwise affect any civil, criminal, or administrative action or proceeding concluded or pending on the effective date of this Ordinance. This Traffic and Parking Ordinance shall be effective upon its adoption.

Adopted: This the 10th day of June 2016

Debra B. Miller
Chair
WSSU Board of Trustees

Charles Wright
Secretary
WSSU Board of Trustees

Approved by the Board of Trustees: June 17, 2016

22 of 22



WINSTON-SALEM STATE UNIVERSITY

PAYMENT CARD INDUSTRY COMPLIANCE POLICY

Policy

Winston-Salem State University (WSSU) is committed to safeguarding personal and account information conveyed in processing payment cards directly or through a third party. WSSU will comply with the Payment Card Industry Data Security Standards (PCI DSS) and E-Commerce policies of the Office of State Controller (NC OSC) Statewide Electronic Commerce Program, as they may be amended from time to time.

Scope of the Policy

This policy applies to all WSSU faculty, staff, students, temporary employees and any other persons who collect, process, transmit or store credit card information physically or electronically. Any other entity or individual using WSSU servers or the WSSU network must also abide by this policy. Hereinafter, all applicable persons will be referred to as “Department” for the purposes of this policy.

PCI Compliance

WSSU engages in a variety of activities that involve the collection of payments by credit card. The Payment Card Industry Security Standards Council publishes PAYMENT CARD INDUSTRY (PCI) DATA SECURITY STANDARDS that are required as part of the University’s contract with its merchant card processor (<https://www.pcisecuritystandards.org/index.php>).

As a state agency, the University is also required to follow the E-Commerce policies published by the NC Office of State Controller as part of their Statewide Electronic Commerce Program. The PCI requirements apply to all systems that store, process, or transmit cardholder data. The WSSU environment does not include storage of cardholder data on any computer system or terminal. Credit card merchant accounts must be compliant with all applicable DSS for their method of payment acceptance. Maintaining PCI compliance is a continual process as each payment card brand has defined its own specific requirements for compliance, validation and enforcement.

All WSSU departments accepting payment cards must comply with the security requirements involved with being a payment card merchant. All WSSU departments that process payment card transactions also must comply with WSSU’s defined methodologies and acceptable technology. Complete cardholder data may not be transmitted, processed, or stored on any University-owned or University-controlled devices, including its networks.

The Student Accounts and Cashiering Office (SACO) oversees WSSU’s method for accepting and processing payment card transactions as well as distribution of policies, procedures, and other guidance required under PCI DSS and ongoing maintenance of a the PCI DSS compliance program. All departments wishing to process payment card transactions must contact the SACO for approval. Upon approval, SACO will establish a specialized Merchant Account Number for the department. The department then becomes responsible for achieving and maintaining compliance with PCI DSS, this policy, and SACO procedural requirements. Departments should contact SACO for a copy of the SACO procedures for PCI DSS compliance.

WSSU departments may not process credit cards under any circumstances without the required SACO

approval and may not set up their own banking relationships for payment card processing.

Card Transaction Fees

Transaction fees may be charged to cover the cost of permitting a person to complete a transaction using a web application or other means of electronic access. The fee imposed must be approved by the SACO and General Administration. The transaction fees that are charged must be for conducting an electronic transaction, not for the use of a merchant card. Electronic access includes the internet and voice response systems but not mail orders, telephone orders, or a face-to-face transaction. The revenues from the transaction fee and expenditures funded by the fee must be accounted for separately to provide an audit trail on the collection and use of the fees. Expenditures may only be made for e-commerce initiatives and projects, to include any third-party related fees and merchant card processing services.

Annual Compliance Review

The Student Accounts & Cashiering Office in conjunction with Information Technologies is responsible for security breach management must review security breach procedures on an annual basis. The PCI DSS Incident Response Plan will be reviewed on an annual basis and will be modified and improved upon as industry security standards change. In addition, SACO will monitor PCI-DSS compliance for service providers on an annual basis. The review will include reconfirmation of certified PCI compliance of WSSU's third party vendors that accept payment card payments on behalf of the University.

Effective date: This policy becomes effective upon approval.

Adopted: This the 17th day of June 2016

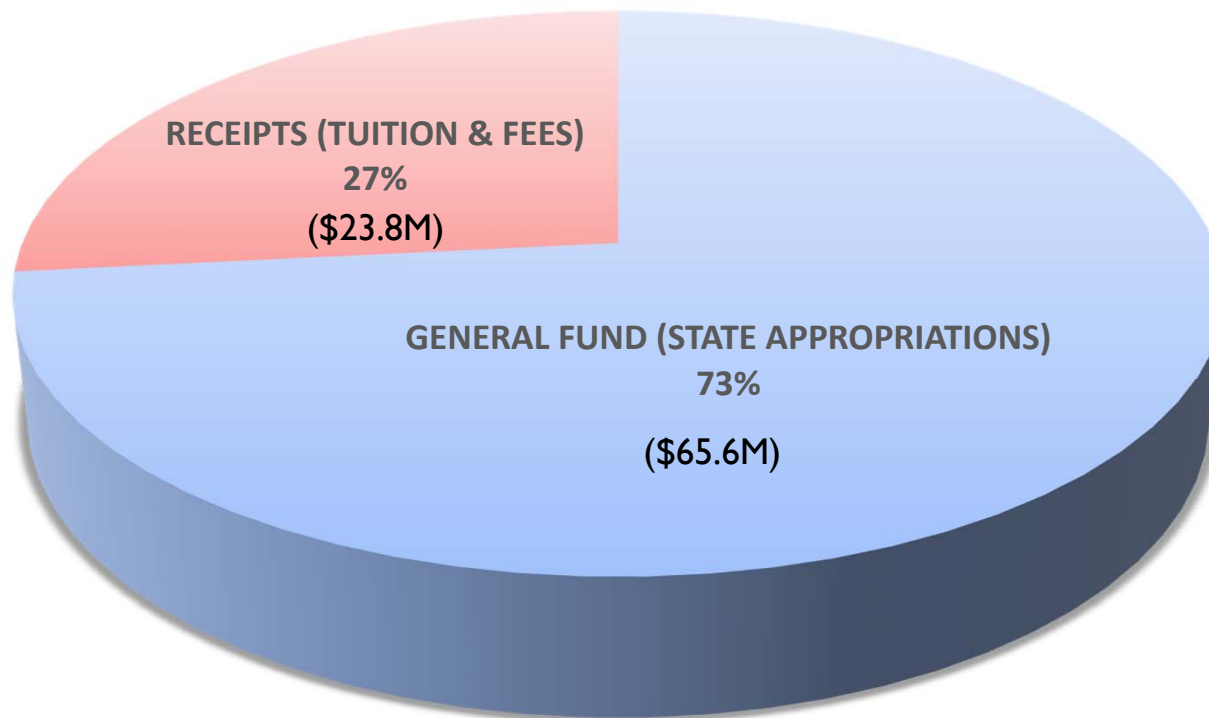
Debra B. Miller, Chairman
WSSU Board of Trustees

Charles Wright, Secretary
WSSU Board of Trustees

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF GENERAL FUND BUDGET \$89.4M Allocation as of March 31, 2016



■ GENERAL FUND (STATE APPROPRIATIONS)

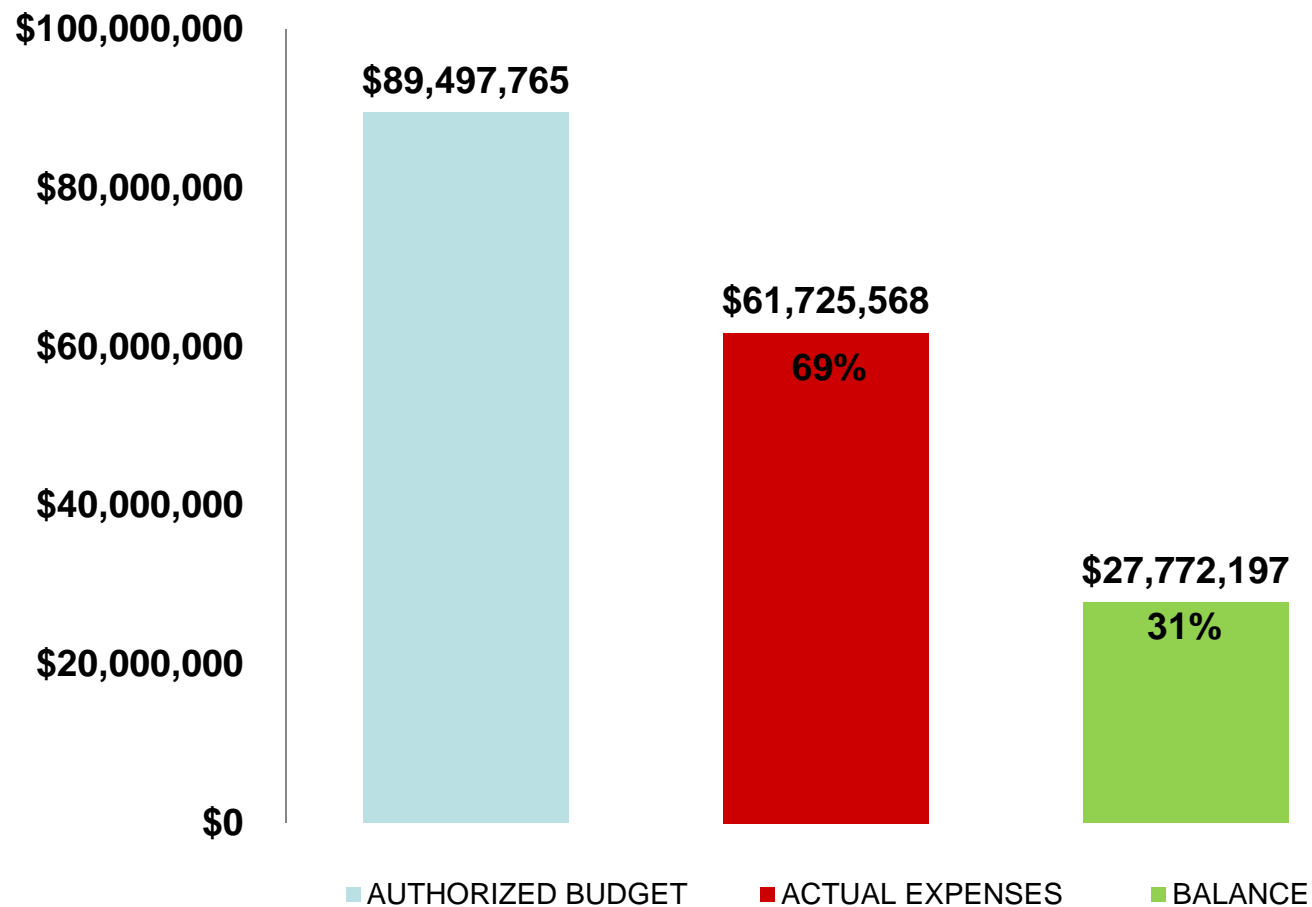
■ RECEIPTS (TUITION & FEES)

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF GENERAL FUND EXPENDITURES

July 1, 2015 – March 31, 2016



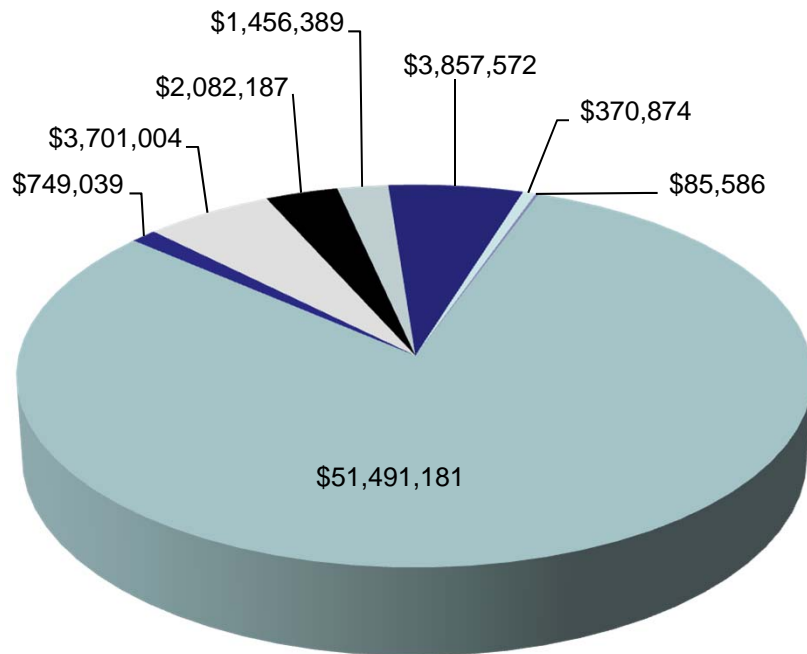
Board of Trustees

Finance and Administration Committee Meeting

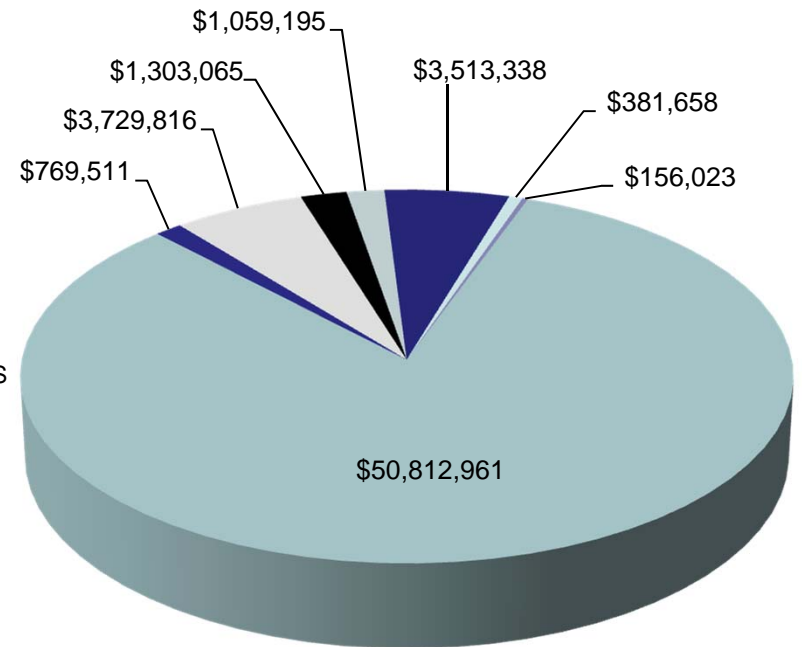
COMPARISON OF GENERAL FUND EXPENDITURES Summary by Account

March 2015

March 2016



- PERSONNEL COMPENSATION
- SUPPLIES AND MATERIALS
- CURRENT SERVICES
- FIXED CHARGES
- CAPITAL OUTLAY
- AIDS AND GRANTS
- DEBT SERVICE
- TRANSFERS AND RESERVES

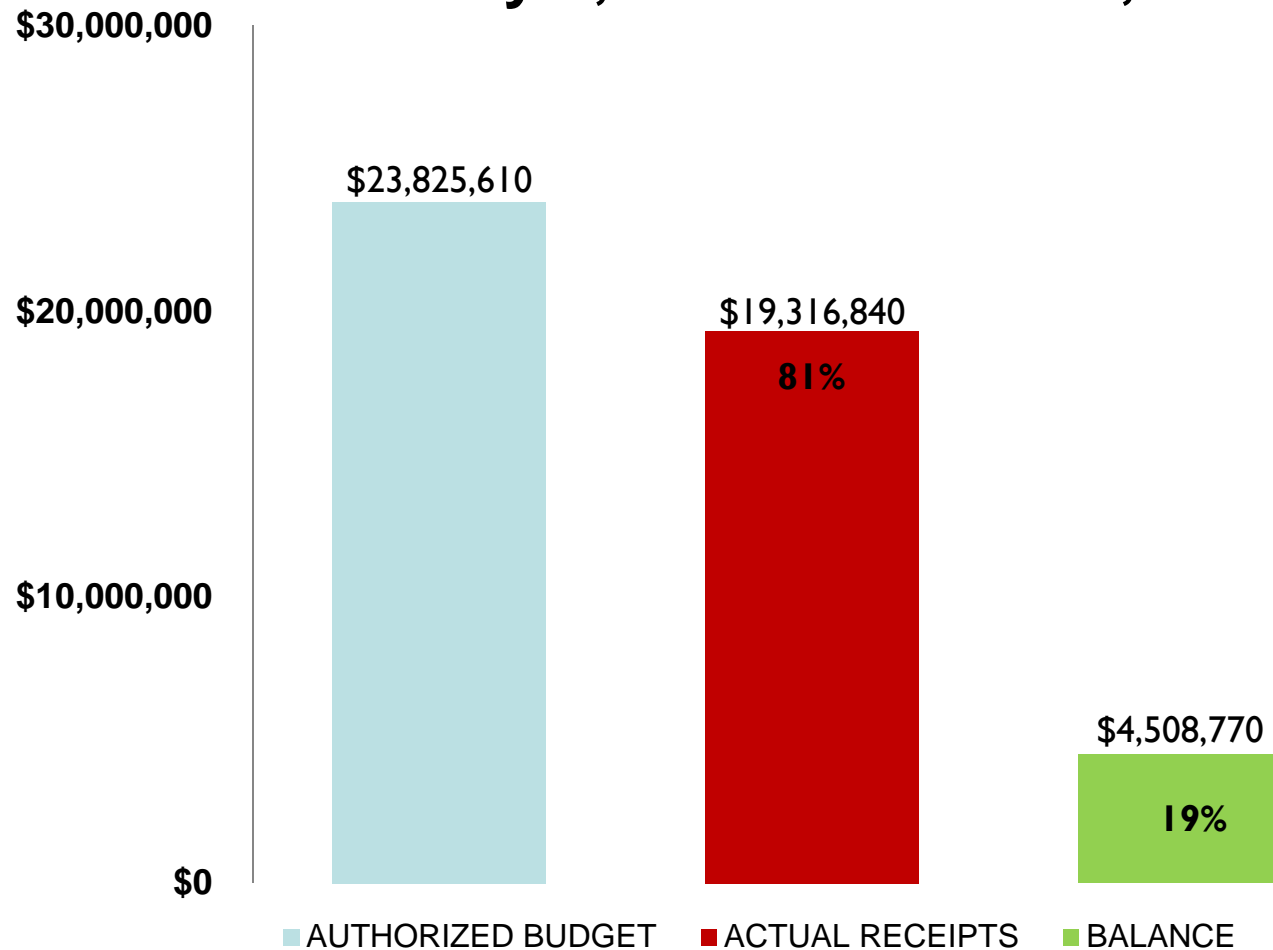


Board of Trustees

Finance and Administration Committee Meeting

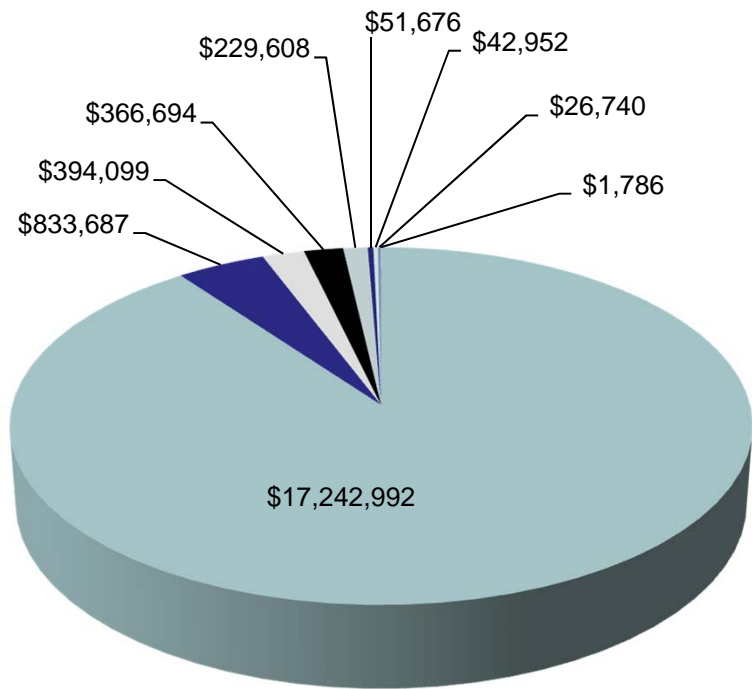
STATEMENT OF GENERAL FUND RECEIPTS

July 1, 2015 – March 31, 2016

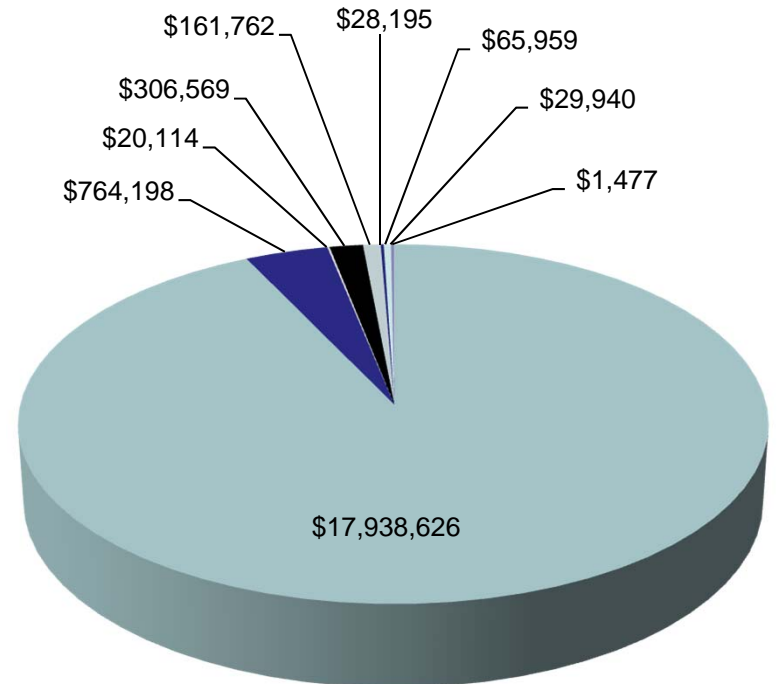


COMPARISON OF GENERAL FUND RECEIPTS

March 2015



March 2016



- MULTI-ACTIVITY (TUITION)
- SUMMER TERM INSTRUCTION
- OTHER RESERVES
- PHYSICAL PLANT OPERATIONS
- STUDENT SERVICES
- REGULAR TERM INSTRUCTION
- INSTITUTIONAL SUPPORT
- EXTENSION INSTRUCTION
- LIBRARIES

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF AUXILIARY SERVICES

July 1, 2015 – March 31, 2016

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	ENDING CASH BALANCE
Athletics Division I – FY2009-10	-	(\$3,854,904)	-	-	(\$3,854,904)
Athletics Division I/II – FY2010-15	-	(5,171,222)	-	-	(5,171,222)
Athletics Division II – FY 2015-16	4,646,000	-	3,248,417	3,848,695	(600,278)
Food Service	6,883,750	375,414	7,134,369	6,883,593	626,190
Campus Book Store	120,244	55,328	207,000	252,773	9,555
Copier Management/Xerox	658,100	38,556	580,795	578,932	40,419
Health Service	1,434,618	1,120,170	1,178,820	1,171,072	1,127,918
Housing Service	10,591,095	9,062,071	13,356,697	6,118,803	16,299,965
One Card Office	126,689	(25,996)	121,924	38,373	57,555
Student Extracurricular Activities	2,456,643	888,889	2,175,679	1,863,121	1,201,447
Educational & Technology Fee (I.T.)	1,713,899	699,953	1,703,052	1,241,639	1,161,366
TOTAL	\$28,631,038	\$3,188,259	\$29,706,753	\$21,997,001	\$10,898,011

Board of Trustees

Finance and Administration Committee Meeting

STATEMENT OF BUSINESS ENTERPRISES

July 1, 2015 – March 31, 2016

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	ENDING CASH BALANCE
Auxiliary Admin/Ticket Office	\$1,125,156	\$304,776	\$703,535	\$913,224	\$95,087
Central Transportation Fleet	-	(4,970)	165,103	150,028	10,105
Conference Facility Rentals	72,000	162,295	44,791	99,401	107,685
Food Court	70,000	43,342	158,186	156,274	45,254
Logo Licensing	18,000	7,831	17,111	19,179	5,763
Telecommunication (Phones)	1,200,000	252,468	877,572	1,069,663	60,377
Vehicle Registration/Fines	577,577	809,147	670,489	456,040	1,023,596
Vending Machines	146,200	41,914	443,542	148,474	336,982
TOTAL	\$3,208,933	\$1,616,803	\$3,080,329	\$3,012,283	\$1,684,849
GRAND TOTAL (Auxiliary/Business Enterprises)	\$31,839,971	\$4,805,062	\$32,787,082	\$25,009,284	\$12,582,860
Budget Performance Assessment			92%	79%	