

**WINSTON-SALEM STATE UNIVERSITY BOARD OF TRUSTEES
CHIEF OF STAFF INFORMATION PRESENTATION
FINANCE AND ADMINISTRATION COMMITTEE
THURSDAY, MARCH 15, 2018
DRAFT PENDING BOARD APPROVAL**

Trustee Shortt, Committee Chairman, called the Finance and Administration Committee meeting to order.

Leslie Gaynor conducted roll call. There was a quorum. The roll call information is available in the Finance and Administration Committee minutes.

During the Finance and Administration Committee meeting, time was allotted for the COS division to present reports and policy items for approval. Mrs. Kluttz-Leach, Vice Chancellor & COS, reminded the committee that Human Resources, EEO, Police, and External Relations report to her and that this committee was given the authority to hear, consider, and approve action items for the COS division. She also explained that she serves as the SACSCOC accreditation liaison and identified three (3) items that required the Boards review and approval: (1) Sexual Misconduct and Gender Based Harassment Policy; (2) Annual HR Summary Report for FY 2016-2017; and (3) Substantive Change Policy.

Ms. Kluttz-Leach also introduced Ms. Aishah Casseus, the new Director of EEO/Title IX Coordinator. Ms. Casseus joined WSSU in November from Florida State University. The Committee welcomed Ms. Casseus.

Sexual Misconduct and Gender Based Harassment Policy

Ms. Casseus presented a modified policy for the board's approval. The Sexual Misconduct and Gender Based Harassment Policy was modified to be more student-centered and equitable. The policy changes also include new definitions, coordination with other policies, and external reporting options.

Annual HR Summary Report

Mr. Lester Arnold reviewed the Annual Summary HR Report. The report discloses non-salary compensation for Tier I Senior Officers. In addition, the summary collects specific information that the UNC System Office tracks to ensure that the universities are complying with salary ranges for Tier II positions, and institutional policies regarding supplemental pay, interim appointments, and secondary appointments.

Substantive Change Policy

Ms. Kluttz-Leach presented a new policy entitled Substantive Change Policy. SACSCOC, our accreditation organization, requires the university to have a policy for reporting substantive changes to them prior to implementing program changes. This policy will ensure that we comply with the accreditation requirement.

Trustee Clark moved that the policies be approved and submitted to the full Board of Trustees. Trustee Sides seconded the motion. The motion passed.

Respectfully submitted,

Camille Kluttz-Leach, J.D.
Assistant Secretary to the Board of Trustees

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