

**WINSTON-SALEM STATE UNIVERSITY
MINUTES OF THE BOARD OF TRUSTEES MEETING
FRIDAY, DECEMBER 8, 2017
DRAFT PENDING BOARD APPROVAL**

Board Chair William Harris called the meeting to order.

CONFLICT OF INTEREST STATEMENT

Dr. Harris read the following statement:

“It is my responsibility to remind all members of the Board of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflict of interest as required by this Act. Each member has received the agenda and related information for this Board of Trustees’ meeting. If any board member knows of any conflict of interest or appearance of conflict with respect to any matter coming before the Board of Trustees at this meeting, the conflict or appearance of conflict should be identified at this time.”

There were no conflicts.

ROLL CALL

Members present: Dr. William Harris, Mrs. Coretta Bigelow, Mr. Robert Clark, Mr. Kelvin Farmer, Mrs. Sue Henderson, Mr. Javonty Hunter, Ms. Kathleen Kelly, Mrs. Drewry Nostitz, Mr. Kenneth Raymond, Mr. J. Mike Shortt, Dr. Ricky Sides, Mr. David Smith (via teleconference), and Mr. Scott Wierman.

There were no members absent.

ADOPTION OF THE AGENDA

Motion: Resolved, that the Winston-Salem State University Board of Trustees adopt the current agenda as distributed.

Ms. Henderson moved and Mr. Clark seconded the motion to adopt the agenda. The motion passed.

INTRODUCTION OF GUEST SPEAKER

Chancellor Robinson gave an introduction of Dr. Belle Wheelan, President of the Southern Association of Colleges and Schools Commission on Colleges.

Dr. Belle Wheelan –Presentation

President of the Southern Association of Colleges and Schools Commission on Colleges – (SACSCOC)

Dr. Wheelan spoke in great detail about the role of the Board of Trustees, Faculty, Legislators, and Governors and how SACSCOC steps in to assist and ensure that universities stay in compliance. There are three things that the board is responsible for they are:

1. Making and approving policies
2. Hiring, evaluating and firing the CEO – you should not ever fire the CEO without evaluating him/her and offered feedback regularly
3. Make sure that there is enough money to keep the institution running

Other topics discussed included:

4. Determining the entrance requirements into Education Programs at Universities – this is not the boards responsibility, it's the faculty's role
5. Core requirement and comprehensive standard - there should be a policy showing responsible & authority of faculty in the governance process and in academic matters
6. Procedures that safeguard and protect academic freedom – professors cannot say or do anything that they want in the classroom but they can present both sides of an argument – the university has to protect the professor's right to say or duplicate various studies
7. The BOT is expected to protect the university from undue influence from political or religious or other entities, including the Governor
8. The board is required to do a self-evaluation, to make sure that you are doing what you should be doing
9. The BOT is the legal authority over the institution

Accreditation and Reaffirmation:

10. The full board of SACSCOC must vote before any institution's accreditation status is determined – this is a two year process
11. SACSCOC reaffirmation can work in the following ways:
 - a. Reaffirm accreditation can be done without a follow-up,
 - b. Reaffirm with a monitoring report, request specific information later
 - c. Deny reaffirmation but continue the institution in accreditation status with a warning,
 - d. Deny affirmation but continue in accreditation and place institution on probation, or
 - e. Drop the institution from membership

Dr. Wheelan's full presentation can be found in the December 8, 2017 board materials.

APPROVAL OF THE MINUTES

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the minutes of the September 15, 2017 full board meeting as distributed.

Mrs. Henderson moved and Mr. Clark seconded the motion. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the executive session minutes of the September 15, 2017 meeting as distributed.

Mrs. Bigelow moved and Mr. Wierman seconded the motion. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the minutes of the October 25, 2017 called meeting of the BOT Appeals Committee as distributed.

Mr. Shortt moved and Mr. Clark seconded the motion. The motion passed.

CONSENT AGENDA

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve all items listed on the consent agenda as listed.

Ms. Henderson moved and Mr. Clark seconded the motion. The motion passed.

CHANCELLOR'S REPORT

Chancellor Robinson took a moment to publicly thank Dr. Trae Cotton and Dr. Randy Mills for their service to the university. He stated how critical and instrumental the two work that has been done and to their involvement in with the strategic plan, and the work going forward. Chancellor Robinson stated that he would miss them both.

He then went on to let the board know that we are experiencing a testament to the vision of team of teams. Experienced people are building teams that enable them to move on to greater things for themselves they have built teams that are able to keep moving forward once they are gone.

Chancellor Robinson went on to mention the following highlights that have taken place on campus since the board's last meeting.

1. The holiday greeting that the Office of Marketing & Communication put together – it was recommended that the board review it if they hadn't
2. The opening of the "Center for the study of Economic Mobility" - \$3mm was given from the Thurgood Marshal Fund – there are currently 3 faculty members doing research in the center
3. WSSU has been ranked 9th in College Net's Social Mobility index's – in the last three years we have ranked in the top 20 and earned the distinction of Social Mobility Intervator- We have been asked to host a Social Mobility Conference on campus in the Spring
4. WSSU partnered with Forsyth Technical College to bring Disney Institute's customer service training to both campuses for two days - approx. 100 WSSU employees attended

Chancellor Robinson also spoke about great leadership of the university and the importance of the leadership that will be provided by the Board of Trustees.

Dr. Harris gave a special thank you to Ms. Jaime Hunt and her group for the daily and weekly reports that are sent to keep the board members informed about camps activity.

Chancellor Robinson then turned the floor over to Dr.Carolynn Berry, Interim Provost, who discussed the enrollment report and enrollment goals.

Dr. Berry gave information on how the numbers are calculated in order to come up with the funding that the university received. She discussed head count, student credit, and semester hours, and

1. Head count – drives the fee structure and the university's tuition structure
2. Student credit hours – drives state appropriation and our funding
3. Course ID – also drives the funding
4. Funding was done on projections but now it will be done on actual numbers

Dr. Berry went on to give the enrollment report. She stated there is a continuous drop in the number of continuing students, which is alarming and cause for concern.

She also went on to explain how projection numbers as opposed to actual numbers in Health Sciences has caused the university to lose funding of \$5 million dollars.

Dr. Berry stated that they are currently looking at a database system that would help assist with following/tracking what it happening with students who are on a downward spiral. This real-time tool is called *Student Success Collaborative*, is currently being used at NC State, who is having successes with it. The university has applied for a grant to support this database.

Dr. Berry then asked Ms. Letitia Wall to present information to the board regarding campus housing tasks force. The tasks force was developed to work and develop strategy to ensure that there is adequate inventory to meet student demand.

The task force consisted of:

- a. Housing & Residence Life – Ms. Chantal Bouchereau, Mr. Jeremi Cheeks,
- b. University College & Life Long Learning – Dr. Donna Durham-Pierre,
- c. AVC – Enrollment Management – Mr. Joel Lee,
- d. AVC – Finance & Administration, Ms. Constance Mallette, and
- e. AVC Academic Affairs - Ms. Letitia Wall.

The current capacity available for beds is 2355, and next year's inventory will be 2582 beds due to the new residence hall becoming available. Supplemental off-campus housing inventory has not be included in the inventory because the committee is still looking at the demand first and the impact of the new dorm.

Ms. Wall mentioned the importance of educating our families on housing. Students are not guaranteed housing on campus for the entire four years only the first two years. The university has a two year live on campus requirement.

In the spring the task force will have a housing fair in which apartment complexes that are student friendly will be invited to come and talk to the students at WSSU. They will also have literacy training for the students in order for them to be more knowledgeable on apartment leasing, credit, etc.

Dr. Cotton answered questions regarding living on campus vs living off-campus. He stated how we have to give more information to families so that they can make more informed decisions.

Ms. Wall's full presentation can be found in the December 8, 2017 board materials.

Dr. Berry's full presentation can be found in the December 8, 2017 board materials.

TUITION AND FEES INCREASED PROPOSAL

Ms. Constance Mallette, presented the proposed Tuition and Fees for 2018-2019. Ms. Mallette first provided information on how the annual process works, and what guidelines they are given from UNC General Administration.

She stated that there is an Inter-Disciplinary Committee created to review the tuition and fees requests. The information is presented to the Chancellor and two student forums. The information is then presented to the Board of Trustees for approval, then presented to the Board of Governors.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the Tuition and Fees Proposal as presented.

Mrs. Henderson moved and Mr. Clark seconded the motion. The motion passed.

Ms. Mallette's full presentation can be viewed in the December 8, 2017 board materials.

REPORTS OF THE COMMITTEES

Due to time, the committee reports were delayed until the next board meeting.

FORMER BUSINESS:

There was no former business discussed.

NEW BUSINESS

EXECUTIVE SESSION

Motion: Resolved, that the Winston-Salem State University Board of Trustees move into executive closed session to consult with our attorney under N.C. Gen. Stat. 143-218.11(a)(3) to protect the attorney-client privilege and to consider and give instructions concerning potential and actual claims, administrative procedures, or judicial actions, privilege and to consider and give instructions concerning potential and actual claims, administrative procedures, or judicial actions; to consider the qualifications, competence, Performance, or condition of appointment of a public officer or employee or prospective public officer or employee under N.C.G.S. 143-318.11(a)(6);.

Ms. Bigelow moved and Mr. Clark seconded the motion to go into executive session. The motion passed.

The meeting moved into executive (closed) session.
(The complete minutes of the executive session are recorded separately)

Motion: Resolved, that the Winston-Salem State University Board of Trustees return to open session.

Mr. Wierman moved and Mr. Clark seconded the motion to come out of executive session. The motion passed.

The public meeting resumed in open session

PUBLIC STATEMENT REGARDING ACTIONS TAKEN IN EXECUTIVE SESSION

Dr. Harris reported that while in executive session, the board:

1. consulted with our attorney on pending legal matters;
2. received advice and counsel from the university attorney;
3. received a report of public records from the university attorney; and
4. approved the contract for Mrs. Hilliard-Gray, Head Women's Softball Coach.

Motion: Resolved, that the while in Executive Session the board received advice and counsel from Mr. Brown, Chief Counsel to protect attorney client privilege, heard information concerning complaints or grievances, received a report of public records.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the Head Women's Softball Coach's contract as presented.

Mrs. Henderson moved and Mrs. Nostitz seconded. The motion passed.

NEXT MEETING DATE

The next meeting date is June 8, 2018.

ADJOURNMENT

The meeting was adjourned by common consent.

Respectfully submitted,

Scott Wierman
Secretary