THURSDAY, SEPTEMBER 16, 2010

Reserved Parking will be Available at the Memorial Bell Tower

8:30 to 11:45 a.m.  Board of Trustees of the Endowment
Winslow Hall Conference Room
Davenport, Lanier

11:45 a.m.  Trustee Group Photo
Winslow Hall
All Trustees

Noon – 1:00 p.m.  Lunch Presentation:  Strategic Planning
Winslow Hall Conference Room
All Trustees and Executive Officers

1:00 – 2:30 p.m.  Audit, Finance and Planning Committee
Winslow Hall Conference Room
Ben Jenkins, Chair
Hook, Jordan, Owens, Sall, Warren

1:00 – 2:30 p.m.  Development Committee
Chancellor’s Conference Room (12 Holladay)
Gayle Lanier, Chair
Cozort, Mulkey, Ramsey, Tolson, Williams

2:30 – 2:45 p.m.  Break

2:45 – 4:15 p.m.  Academic Affairs and Personnel Committee
Winslow Hall Conference Room
Norris Tolson, Chair
Jenkins, Jordan, Williams

2:45 – 4:15 p.m.  Buildings and Property Committee
Primrose Hall Conference Room
Randy Ramsey, Chair
Cozort, Lanier, Owens

2:45 – 4:15 p.m.  Student and Campus Affairs Committee
Chancellor’s Conference Room
Barbara Mulkey, Chair
Hook, Sall, Warren

6:00 p.m.  Football:  NC State vs. Cincinnati (Pregame at 6 p.m./Kickoff at 7:30 p.m.), Carter Finley Stadium
FRIDAY, SEPTEMBER 17, 2010
DOROTHY AND ROY PARK ALUMNI CENTER
Parking Will Be Available in Dorothy and Roy Park Alumni Center Parking Lot

8:00 – 8:30 a.m.  Continental Breakfast
                Tab Williams Reception Room

8:30 – 9:15 a.m.  Dean’s Briefing
                College of Engineering
                Hood Board Room
                Louis Martin-Vega, Dean

FULL BOARD MEETING
DOROTHY AND ROY PARK ALUMNI CENTER BOARD ROOM

9:00 a.m.*  ■ Call to Order – Reading of the State Government Ethics Act
            Lawrence Davenport
            Chair of the Board

  ■ Roll Call

  ■ Approval of Minutes  TAB 1
        — July 15, 2010

  ■ Chair’s Report – Lawrence Davenport  TAB 2
        — Delegation of Authority for Athletics to Chancellor
          as Required by Atlantic Coast Conference
        — Revision to POL 01.05.1: Bylaws
        — Revision to POL01.05.10 – Guidelines for Committee
          Assignments, Scheduling of Board and Committee
          Meetings, and the Nomination Committee
        — Update of Activities and Topics of Interest to the Board

  ■ Chancellor’s Report – W. Randolph Woodson  TAB 3
        — Update of Activities and Topics of Interest
          to the Board

COMMITTEE REPORTS:
  ■ Academic Affairs and Personnel Committee  TAB 4
        Norris Tolson, Chair
        On the Agenda: Committee, Board Approvals; Informational Items
        and Closed Session
        — Review of Committee Responsibilities and Revisions to POL 01.05.2:
          Academic Affairs and Personnel Committee Authority
Academic Affairs and Personnel Committee (continued)

- Title Change of B.S. in Environmental Technology to B.S. in Environmental Technology and Management
- Approval of Time-Limited Distinguished Professorship
- Provost’s Update, including:
  - Undergraduate Certificate in General Horticulture (Distance Education)
  - Department Name Change: Department of Mathematics, Science, and Technology Education (MSTE) to Department of Science, Technology, Engineering, and Mathematics Education (STEM)
  - Revision to REG05.55.2 – Hiring Procedures for Faculty and EPA Personnel
  - Revision to REG05.15.1 – Procedures for Establishing EPA Positions
  - Revision to REG05.20.20 – RPT Dossier Format Requirements
  - Revision to REG05.20.11 – Scholarly External Evaluations
  - Revision to REG 05.20.10 – Evaluation of Teaching
  - Revision to REG 01.25.12 – University Record Retention and Disposition
  - Revision to REG 08.00.2 – Computer Use
  - Position Description: Provost and Executive Vice Chancellor
  - SKEMA Update
  - Strategic Planning Update
  - Budget Update

Closed Session: Personnel Actions

Audit, Finance and Planning Committee

Ben Jenkins, Chair

On the Agenda: Committee, Board Approvals; Informational Reports

- Committee Responsibilities
- Special Obligation Bonds Resolution
- Strategic Planning Process
- Korea Campus Initiative Update
- NC State Budget Status
- Internal Audit Update
- UNC-CH and NC State Partnership on PeopleSoft
- NC State’s Fall 2010 Enrollment
- NC State Investment Fund Performance
Buildings and Property Committee
Randy Ramsey, Chair

On the Agenda: Board, Committee Approvals; Informational Reports

Property Matters

- Disposition by Lease: ± 9,742 gross square foot (gsf) fraternity house at 2409 West Fraternity Court to Delta Epsilon of Sigma Chi for a term of one year with a one year extension available at the discretion of the University. The rental amount will be ± $123,000 per year.

- Disposition by Lease: ± 1,900 square feet (sf) in Partners Building II, Suite 3700, to Phononic Devices, LLC, for an initial one year term with two renewals of one year each. The annual rent will be $32 per sf escalating annually at CPI and additional rent increases based on actual cost.

- Disposition by Lease: ± 796 square feet (sf) in Research Building II, Suite 200, to GlaxoSmithKline for an 18 month initial term and three 18-month renewal options. The annual rent will be $25 per sf escalating at Consumer Price Index (CPI) on the base rent portion and actual percent increase on the additional rent portion.

- Disposition by Lease: ± 564 sf in Research Building I, Suites 309, 310 and 312 to Soil, Water, & Environment Group, PLLC, for a term of one year with three one-year renewals. This replacement lease for an existing partner will be ± $32.97 per sf including operating expenses, and with escalations based on CPI.

- Acquisition by Lease: ± 2,600 sf at a location in Raleigh, NC that will be determined by advertised bid process for the College of Design’s Downtown Studio. This lease is for a term of 5 years at an anticipated annual rental rate of ± $35,000.

- Acquisition by Lease: ± 1,630 sf at 115 Pomona Drive, Greensboro, NC with 115 Pomona LLC for the Small Business Technology Development Center (SBTDC). This replacement lease is for a term of up to 3 years, at an anticipated annual rental rate of ± $23,000.

- Acquisition by Lease: ± 1,139 sf at 302 Jefferson Street, Raleigh, NC with Hirsch & Sons LLC for the College of Humanities and Social Sciences’ Center for Family and Community Engagement. This replacement lease is for a term of 1 year with a 1-year renewal option, at an anticipated annual rental rate not to exceed ± $20,000.
Buildings and Property Committee (continued)

— Severance by Demolition: Of the NCSU Bookstores, 2521 Dunn Ave, Raleigh, NC. The 53,527 gsf structure built in 1959 will be demolished to make way for the Talley Student Center expansion and renovation.

— Designer Selections, Commissioning Agent Selection, and Designer Selections Less Than $500,000
  — North Hall Exterior Improvements – North Campus
  — Greek Village Townhouses – South Campus
  — Emerging Issues Policy Lab – Centennial Campus
  — Talley Student Center – Special Inspections, Testing and Geotechnical Services – Central Campus
  — Centennial Campus Student Housing – Special Inspections, Testing and Geotechnical Services – Centennial Campus
  — Centennial Campus Student Housing – Commissioning Agent – Centennial Campus

— Acceptance of Completed Buildings and Projects

— Site Review & Approval
  — North Hall Exterior Improvements – North Campus

— Plan Review / Approval
  — North Hall Exterior Improvements – North Campus
  — Alliance Center – Centennial Campus

— Informational Reports
  — Gregg Museum of Art and Design Update
  — Centennial Campus Status Report
  — Capital Project Update
  — Status of Projects in Planning

Development Committee

Gayle Lanier, Chair

On the Agenda: Board, Committee Approvals; Informational Reports

— Annual Review of Committee Responsibilities
— Capital Projects
— Fund Raising Reports FY 2010
— Fund Raising Reports FY 2011
— University Advancement Goals 2010-2011
— “Best Practices” in Gift Accounting

— Closed Session: Request for Naming of University Facilities

Student and Campus Affairs Committee

Barbara Mulkey, Chair

On the Agenda: Committee Approvals; Informational Reports

— Annual Review of Committee Responsibilities
— Student Body President Report
— Tuition and Fees
— Student Life Updates
■ Faculty Senate Report  
Margery Overton, Chair  

■ Staff Senate Report  
Randy Colby, Chair  

■ Items of Interest to Members of the Board  

■ Motion to go into Closed Session  

✓ ■ CLOSED SESSION  

■ Reconvene in OPEN SESSION for Any Additional Items to Come Before the Board  

11:00 a.m.* ■ Adjourn
In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation\(^2\) in the particular matter involved.

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1 N.C.G.S. §138A-15 (e): “At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict under [Chapter 138A].” There is no set language required by the Act. Specific language can and should be tailored to fit the needs of each covered board as necessary.

2 “A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant’s impartiality might reasonably be questioned due to the public servant’s familial, personal, or financial relationship with a participant in the proceeding.” See N.C.G.S. §138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or the State Ethics Commission to help determine the appropriate response in a given situation.
The North Carolina State University Board of Trustees met in regular session in the Hood Board Room of the Dorothy and Roy Park Alumni Center on Centennial Campus, Raleigh, NC, on Thursday, July 15, 2010. Chair Lawrence Davenport presided.

Members present: Lawrence Davenport, Chair
Jack L. Cozort
Benjamin P. Jenkins III
Gayle S. Lanier
Barbara H. Mulkey
James W. Owens
Randall C. Ramsey
John P. Sall
E. Norris Tolson
Steve F. Warren
Cassius S. Williams

Chair Davenport called the meeting to order at 2:15 p.m. He welcomed guests Debbie Yow, newly hired Director of Athletics, and Dr. Trudy MacKay who was recently elected to the National Academy of Sciences. The chair reminded all members of their duty to avoid conflicts of interest and appearance of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest or appearances of conflicts with respect to any matters coming before the Board at this meeting. There being none, Chair Davenport called upon Assistant Secretary PJ Teal for the roll call.

ROLL CALL
Assistant Secretary PJ Teal called roll and certified that a quorum was present.

MINUTES
Mr. Davenport called for a motion to approve the open session minutes of the April 16, 2010, full board meeting. Mr. Sall pointed out a typographical error on page four of the open session minutes. Mr. Tolson made the motion, seconded by Mr. Cozort, to approve the minutes with the correction to page four. The motion carried. Mr. Ramsey made the motion, seconded by Mr. Jenkins, to approve the closed session minutes of the April 16, 2010 meeting of the full board with a correction to the AAPC report noted by Mr. Williams. The motion carried.

CHAIR’S REPORT-LAWRENCE DAVENPORT
Chair Davenport thanked Trustees Warren and Williams for serving on the Athletics Director Nomination Committee. He thanked Barbara Mulkey for serving on the Installation Committee and Norris Tolson for serving as the trustee liaison for the Provost Nomination Committee.
NC State Board of Trustees  
July 15, 2010  
Page 2

He reminded the trustees that Chancellor Woodson’s installation will be held on Tuesday, October 26. Chair Davenport reported that as part of a goal to reduce paper usage and mailing costs, we will move the trustee notebook to an electronic format beginning with the September meeting. The PDF document will be made available through a secure site for all trustees to download before the meeting. Trustees will be able to work with it directly on their computers or on netbooks that will be available during trustee meetings.

Chair Davenport closed his report by thanking all Trustees for their assistance during the legislative session. He stated that we have laid the groundwork for the next session.

**CHANCELLOR’S REPORT-W. RANDOLPH WOODSON**

Chancellor Woodson began his report by welcoming Debbie Yow on her first official day at NC State. He reported on his first three months on campus and stated that his visits to the seven economic partnership regions were giving him an excellent introduction to the state. Chancellor Woodson said that he was pleased with the outcomes of the legislative session, considering the tough economic conditions, and gave a synopsis of the results of our budget requests. He remarked about the strong commitment of North Carolina to higher education.

Chancellor Woodson discussed the need for the $750 tuition increase in order not to erode our academic core. He stated that no one is in favor of raising tuition, but it is necessary given the recent budget cuts.

Chancellor Woodson introduced Dr. Trudy MacKay who was recently elected to the National Academy of Sciences. She is the William Neal Reynolds and Distinguished University Professor of Genetics and Entomology and is currently the ninth NC State faculty member to gain election to this academy. Dr. MacKay thanked her students, staff and genetics colleagues for their support over the years and said that NC State is a great place to do research and this is a great time for research.

**COMMITTEE REPORTS**

**Academic Affairs and Personnel Committee-Chair Cassius Williams**

Chair Williams reported that at the June 25, 2010, meeting, the committee recommended approval of revisions to Policy 05.15.1-Employees Exempt from the Personnel Act (EPA). The only changes proposed are those that remove reference to postdoctoral scholars who are now covered under a specific regulation, REG 10.10.8-Postdoctoral Scholars. Mr. Williams made the motion, seconded by Mr. Tolson, to approve the revised Policy 05.15.1. The motion carried.

The committee also recommended approval of revisions to Policy 05.20.2 Emeritus/Emeriti Faculty Status and Involvement. The revisions address the need for emeritus/emeriti faculty who accept an assignment from a department to have a set of goals and objectives, to complete an annual report, and to develop an agreement with the department head about the disposition for any faculty research or discretionary funds. This revision would address the issues identified in a
recommendation from the Office of the State Auditor. Mr. Williams made the motion, seconded by Mr. Ramsey, to approve these revisions to Policy 05.20.2. The motion carried. Discussion and action on a new policy regarding the review and appeal processes for EPA non-faculty employees was deferred until a future meeting.

Mr. Williams reported that the committee recommended approval of three new degree proposals:

- Doctorate in Sociolinguistics (Intent to Plan and Authorization to Establish)
- Master of Business Administration Distance Education (Intent to Plan and Authorization to Establish)
- Master of Education in Adult and Community College Education Distance Education (Intent to Plan and Authorization to Establish)

Mr. Williams made the motion, seconded by Mr. Warren, to approve these three new degree proposals. The motion carried.

Mr. Williams said that the committee recommended approval of four proposals from the Counselor Education program to change degree program titles and curriculum codes. The changes are in alignment with new accreditation standards and respond to the need for more accurate titles that more closely reflect the actual program areas. The proposals are:

- M.S. and M.Ed. in Counselor Education, Agency Counseling (current code=CEA) change to M.S. and M.Ed. in Clinical Mental Health Counseling (proposed code=CMH)
- M.S. and M.Ed. in Counselor Education, Personnel Higher Education (current code=CES) change to M.S. and M.Ed. in College Counseling and Student Development (proposed code=CSD)
- M.S. and M.Ed. in Counselor Education (current code=CED) change to M.S. and M.Ed. in School Counseling (proposed code=CSC)
- Ph.D. in Counselor Education (current code=CED) change to Ph.D. in Counseling and Counselor Education (proposed code=CCE)

Mr. Williams made the motion, seconded by Mr. Tolson, to approve these changes. The motion carried. In closed session, the committee approved personnel actions including approval of three conferrals of tenure, approval of non-salary compensation for one employee and appointment of the Director of Athletics by approving the employment agreement for the position.

Mr. Williams reported that at the July 15, 2010 meeting, the committee approved revisions to POL 05.20.1-Academic Tenure Policy. This revision, prompted by changes in UNC Code Chapter VI regarding grounds for imposition of serious sanctions, simultaneously clarified aspects of the policy that had created questions in recent years. Mr. Williams made the motion, seconded by Ms. Lanier, to approve the revisions to Policy 05.20.1. The motion carried.
The committee was notified of the following items in the Provost’s Update:

- The new Postdoctoral Scholars Regulation, REG 10.10.8, that described the terms and conditions of postdoctoral appointments
- A new graduate certificate in Environmental Assessment
- Participation in the EU-US Transatlantic Masters Degree Program in Forest Resources Consortium that will train graduate students in managing, protecting, utilizing and improving forest and natural resources
- The FREEDM Systems Center Cooperative Agreement for Distance Learning Access Courses between NC State, Florida State, Missouri University of Science and Technology, Florida A&M and Arizona State University.
- Participation in the AG*IDEA program via the College of Agriculture and Life Sciences. Our participation in this program provides an opportunity to increase course offerings to students enrolled at NC State and to develop a national community of scholars in sub-disciplines related to agriculture, natural resources, human sciences and related areas.
- NC State is negotiating a Memorandum of Agreement with SKEMA, a French business school. The MOA would allow SKEMA to open a U.S. campus on Centennial Campus.
- NC State has opted to postpone further planning on the possibility of establishing a degree-granting education site at the Global University Campus in Songdo, South Korea.

Chair Williams reported that, in closed session, the committee recommended for approval by the Board of Governors a faculty member’s salary increase resulting in an increase of at least 15% and $10,000 above the individual’s previous June 30 salary. The committee was notified of three successful retention offers made from the UNC General Administration Faculty Recruiting and Retention Fund, all of which resulted in salary increases of at least $10,000 and 15% above each faculty member’s previous June 30 salary. Finally, the committee approved non-salary compensation requests that fell outside of Policy 05.15.3, Non-Salary and Deferred Compensation, and thus required committee approval.

Mr. Owens inquired about the strength of our distance education courses, and Interim Provost Arden responded that these courses are subject to the same rigorous approval processes as regular classes. Mr. Owens also asked if there was a policy for hiring faculty from within the UNC system. Ms. Goldgeier said that she would look into this and report back to the trustees.

Buildings and Property Committee-Chair Gayle Lanier
Chair Lanier reported that the committee approved two property matters, and one of them requires full Board approval: the Disposition by Lease to AT&T for a cellular telephone antenna array on the roof of Metcalf Residence Hall for a term of up to 20 years. Consideration will be market rent per the State Property Office. AT&T has requested that the antenna be moved from its current location on D.H. Hill Library to Metcalf because the Metcalf location better addresses AT&T’s need for coverage on campus. In addition, the university may retain all
revenues received from a residence hall location. Ms. Lanier made the motion, seconded by Mr. Ramsey, to approve this property matter. The motion carried.

For informational purposes, Ms. Lanier reported on a sublease to AEG Power Solutions USA for roof-top installation of solar arrays on the Keystone Science Center for a period of six years. This installation would be for the purpose of joint research with the FREEDM Center, and the equipment will become University property at the conclusion of the sublease.

Ms. Lanier also stated that the committee received an informational report about the proposed move of the Gregg Museum of Art and Design to the Chancellor’s residence on Hillsborough Street when The Point is ready for occupancy. The committee heard an update on The Point along with other construction updates.

**Student and Campus Affairs Committee-Chair Barbara Mulkey**

Chair Mulkey reported that Chancellor Woodson gave the committee an update on tuition increases. NC State plans to raise tuition for the 2010-2011 academic year by $750, in addition to the already approved tuition increase of $150 for in-state undergraduates and $200 for all other students. Annual tuition rates, not including fees, will be as follows:

- Undergraduate in-state: $4,853
- Undergraduate out-of-state: $17,388
- Graduate in-state: $5,358
- Graduate out-of-state: $17,406

Even with this increase, NC State tuition remains lower than all but one of the schools on our list of peers. NC State’s share of this year’s budget reduction is $19.6 million, and we will still have a $3 million budget shortfall to cover. Ms. Mulkey said that NC State will continue to honor our historical commitment of protecting need-based financial aid. Authority was given for a furlough option, and implementation guidelines are under review, although it would be a budget reduction of last resort.

Ms. Mulkey stated that in response to the committee discussion at the April meeting, a motion was made and approved to recommend to the full board that the current Residence Hall Visitation Policy (POL 11.30.1) be rescinded. Ms. Mulkey made the motion, seconded by Mr. Cozort, that the full Board approve rescinding the current Residence Hall Visitation Policy. The motion carried.

Ms. Mulkey said that the committee heard a report of activities of the Staff Senate from Past Chair Steve Carlton. Activities included streamlining the elections process, updating Staff Senate practices and bylaws, sponsoring a diversity film series and updating and disseminating information about sustainability. In addition, the Legislative Liaison Committee has provided
updates on items of concern to state employees including tuition waivers, budget, and the state health plan.

**ELECTION OF OFFICERS**

Chair Davenport presented the following slate of officers:

- Lawrence Davenport, Chair
- Cassius Williams, First Vice Chair
- Barbara Mulkey, Second Vice Chair
- Steve Warren, Secretary
- PJ Teal, Assistant Secretary

Mr. Tolson made the motion, seconded by Mr. Owens, to approve this slate of officers by acclamation. The motion carried.

Chair Davenport thanked everyone for their support during the past year. He said that Trustees should continue to work hard. Chair Davenport then announced the following committee assignments for next year:

**Audit, Finance and Planning Committee**
- Ben Jenkins, Chair
- Kelly Hook
- Bob Jordan
- Jim Owens
- John P. Sall
- Steve Warren

**Development Committee**
- Gayle Lanier, Chair
- Jack Cozort
- Barbara Mulkey
- Randy Ramsey
- Norris Tolson
- Cassius Williams

**Academic Affairs and Personnel Committee**
- Norris Tolson, Chair
- Ben Jenkins
- Bob Jordan
- Cassius Williams
ITEMS OF INTEREST TO MEMBERS OF THE BOARD
Mr. Owens reminded the Trustees that there will not be stimulus money next year, and federal research money may also be affected because of the federal budget deficit.

With no further business to discuss, Chair Davenport adjourned the meeting at 3:06 p.m.

Respectfully submitted,

______________________                            _______________________
Assistant Secretary    Secretary

Approved:

______________________
Chair of the Board
MEMORANDUM

August 3, 2010

TO: Chief Executive Officers of Atlantic Coast Conference Member Institutions
FROM: John D. Swofford
Commissioner

SUBJECT: 2010-11 ACC Governing Board Certification Form

Please find attached a copy of the 2010-11 Atlantic Coast Conference Governing Board Certification Form. The form is to be completed annually by the Chair of the Governing Board in order for a member institution to enter a team or individual competitors in an ACC Championship as indicated in Article XI-2 of the ACC Bylaws.

Please review this policy with your Governing Board by October 15, 2010 and return the signed form to me at the Conference office.

Thank you and best regards.

Enclosure

JDS/SL:th

cc: Faculty Athletics Representatives (memo only sent via email)
Athletics Directors (memo only sent via email)
Compliance Directors (memo only sent via email)
Atlantic Coast Conference

Governing Board Certification Form
Academic Year 2001-11

As Chairman of the Governing Board at North Carolina State University, I attest that:

1) Responsibility for the administration of the athletics program has been delegated to the Chief Executive Officer of the Institution.

2) The Chief Executive Officer has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, ACC and all other relevant rules and regulations.

3) The Chief Executive Officer, in consultation with the Faculty Athletics Representative and the Director of Athletics, determines how the institutional vote shall be cast on issues of athletic policy presented to the NCAA and the ACC.

Date Presented to the Governing Board: __________________________

Signed: ______________________________________________________

(Chairman of the Governing Board)

Signed: ______________________________________________________

(CEO of Member Institution)

Please return completed form before October 15, 2010 to:

Commissioner John D. Swofford
Atlantic Coast Conference
P.O. Drawer ACC
Greensboro, NC 27417-6724
PROPOSED REVISION TO: POL01.05.1 Bylaws

**Rationale:** Revised to further define the notification procedures for regular and special meetings of the Board of Trustees or a Standing Committee (Sections 2.1 and 2.2.1).

**Consultation Process:**

- PJ Teal authorizes transmittal of PRR for review
- General Counsel final review, if changes have been made
- EOM, or official with delegated authority to review PRR
- University Council (recommendation/notification), if applicable
- Board of Trustees (approval/notification), if applicable
1. ORGANIZATION

1.1 Membership

1.1.1 North Carolina State University at Raleigh shall have a Board of Trustees composed of thirteen persons chosen as follows:

1.1.1.a Eight elected by the Board of Governors of The University of North Carolina,

1.1.1.b Four appointed by the Governor, and

1.1.1.c The President of the Student Body, ex officio.

1.1.2 In every odd-numbered year, the Board of Governors shall elect four persons to the Board of Trustees and the Governor shall appoint two persons to the Board of Trustees; and the term of office of all such elected or appointed trustees (excluding the officio trustee) shall be four years or until successors are elected or appointed commencing on July 1 of such odd-numbered year.

1.1.3 Whenever any vacancy shall occur in the membership of the Board of Trustees among those appointed by the Governor, it shall be the duty of the Assistant Secretary of the Board of Trustees to inform the Governor of the existence of such vacancy, and the Governor shall appoint a person to fill the unexpired term, and whenever any vacancy shall occur among those elected by the Board of Governors, it shall be the duty of the Assistant Secretary of the Board of Trustees to inform the Board of Governors of the existence of the vacancy, and the Board of Governors shall elect a person to fill the expired term. Whenever a member shall fail, for any reason other than ill health or service in the interest of the State or nation, to be present for three
successive regular meetings of the Board of Trustees, that member's place shall be deemed vacant.

1.1.4 Any person who has served two full four-year terms in succession as a member of the Board of Trustees shall, for a period of one year, be ineligible for election or appointment to the Board.

1.1.5 No member of the General Assembly or officer or employee of the State or of any constituent institution of The University of North Carolina or spouse of any such member, officer or employee shall be eligible for election or appointment as a member of the Board of Trustees. Any trustee who is elected or appointed to the General Assembly or who becomes an officer or employee of the State or of any constituent institution of The University of North Carolina or whose spouse is elected or appointed to the General Assembly or becomes such officer or employee shall be deemed thereupon to resign from membership on the Board of Trustees.

1.1.6 No person may serve simultaneously as a member of the Board of Trustees and as a member of the Board of Governors. Any trustee who is elected or appointed to the Board of Governors shall be deemed to have resigned as a trustee effective as of the date that the person's term commences as a member of the Board of Governors.

1.2 Officers

1.2.1 At the first meeting after June 30 of each year, the Board of Trustees shall elect from its membership a Chair, a First Vice Chair, a Second Vice Chair and a Secretary, each of whom shall serve for a term of one year and until a successor is elected. A Chair who is serving a second consecutive year as Chair is ineligible for reappointment as Chair until one year has elapsed from the end of the second consecutive year of service. If a vacancy occurs in any of these officers, the Board of Trustees shall elect a person to serve for the remainder of the unexpired term. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Board of Trustees.

1.2.2 The Board of Trustees may also elect an Assistant Secretary, from among the members of the Chancellor's staff as recommended by the Chancellor. Copies of all minutes, papers and documents of the Board of Trustees may be certified by its Assistant Secretary with the same force and effect as though such certification were made by the Secretary of the Board.

1.3 Committees

1.3.1 The Board of Trustees shall have the following standing committees: Academic Affairs and Personnel Committee, Audit Finance and Planning Committee, Buildings and Property Committee, Development Committee, Executive Committee, and Student and Campus Affairs Committee. The Board may create such other committees as it deems appropriate. The Chair of the Development Committee shall serve ex officio as a member of the Board of Trustees of the Endowment Fund.
1.3.2 The officers of the Board plus the immediate past Chair shall constitute the Executive Committee, which shall be chaired by the Chair. In the event there is no immediate past Chair, the Chair shall nominate for the Board's approval one Trustee to serve at-large on the Executive Committee. The Executive Committee shall be empowered to act for the Board between Trustee meetings with the responsibility to report on its actions at the next Board meeting.

1.3.3 At the first meeting after June 30 of each year, the newly elected Chair shall appoint the members of the standing committees and designate a chair for each committee. The Chair of the Board shall be an ex officio member of all standing committees except the Nominating Committee.

1.3.4 The Board of Trustees may delegate to its committees such of its powers as it deems appropriate except for those powers which are expressly delegated to the Board of Trustees by the Board of Governors without the power to sub-delegate. Each committee shall present to the Board for its approval a description of committee responsibilities and such descriptions shall be reviewed and updated as the Board deems appropriate.

1.3.5 A Nominating Committee shall be appointed each year by the Chair and shall consist of not less than three nor more than five members of the Board. The Chair shall not serve as a member of the Nominating Committee. The Nominating committee shall be responsible for presenting a slate of nominees to the Board at its last meeting before the beginning of each University fiscal year. The slate of nominees shall contain at least one nominee for each of the offices of Chair, First Vice Chair, Second Vice Chair, and Secretary.

2. MEETINGS

2.1 Regular Meetings

There shall be not fewer than three regular meetings of the Board of Trustees each year. These meetings shall be held-scheduled on such dates as determined by the Board. A notice specifying the time and place of each regular meeting of the Board shall be mailed by the Assistant Secretary to each member of the Board at least ten (10) calendar days in advance of the meeting date. Any matter of business may be considered at a regular meeting of the Board.

2.2 Special Meetings

2.2.1 A special meeting of the Board of Trustees or of a Standing Committee with delegated authority may be called by the Board Chair or by the Chancellor. A notice specifying the time and place of a special meeting called by the Chair shall be communicated by mailed, e-mail, fax or telephone by the Assistant Secretary to each member of the Board so that it is received at least fourteen (14) calendar days in advance of the meeting date; but three days' notice may be given by telephone, fax, or courier or e-mail when, in the opinion of the Board Chair or by the Chancellor, an emergency exists. When deemed necessary by the Board Chair or by the Chancellor, the Board Chair may conduct an emergency special meeting of the Board without prior notice via electronic means provided that the arrangements for such meeting comply with the applicable State laws concerning the conduct of electronic meetings of public
bodies. A special meeting requested by members under section 2.2.2 to be called by the Secretary or Assistant Secretary shall be held within three (3) calendar fourteen (14) days of receipt by the Secretary or Assistant Secretary of the sixth written request for such special meeting. Any matter of business may be considered at a special meeting of the Board.

2.2.2 A special meeting of the Board of Trustees may be requested upon the written request of not fewer than six members of the Board directed to the attention of the Assistant Secretary. A special meeting requested by members to be called by the Assistant Secretary shall be held within fourteen (14) days of receipt by the Assistant Secretary of the sixth written request for such special meeting. Any matter of business may be considered at a special meeting of the Board.

2.3 Agenda

2.3.1 At least seven days prior to each regular meeting of the Board of Trustees, a copy of the agenda, including (insofar as is practicable) copies of all reports and other written materials to be presented to the meeting, shall be mailed to each member of the Board by the Assistant Secretary. Insofar as is practicable, a copy of the agenda of each special meeting of the Board shall be mailed to each member of the Board at least seven (7) days in advance of the special meeting; however, if such advance mailing is not practicable, the agenda for a special meeting may be presented to the members of the Board as the first order of business at the meeting. No items may be considered at a special meeting except as contained on the agenda.

2.3.2 The agenda for every meeting of the Board shall be prepared by the Chancellor in consultation with the Chair. Every request for inclusion of an item on the agenda of a meeting shall be put in writing and filed, together with any supporting documents, with the Chancellor sufficiently far in advance of the meeting to permit a determination to be made by the Chancellor with respect to the propriety and practicability of including that item on the agenda for the meeting.

2.3.3 Any member of the Board of Trustees may present to any regular meeting of the Board any item whether or not the same is on the agenda of the meeting, but no final action shall be taken on an item not on the agenda except by unanimous consent.

2.4 Conduct of Business

2.4.1 A quorum of the Board shall consist of a majority of the members of the Board.

2.4.2 The Chair shall preside over all regular and special meetings of the Board of Trustees. In the absence of the Chair, the First Vice Chair will preside. In the absence of the First Vice Chair, the Second Vice Chair will preside. In the absence of the Chair and both Vice Chairs, a presiding officer shall be elected by and from the membership of the Board of Trustees.

2.4.3 All members of the Board of Trustees may vote on all matters coming before the Board for consideration. No member may vote by proxy.
2.4.4 Except as modified by specific rules and regulations enacted by the Board of Trustees, Robert's Rules of Order Newly Revised (latest edition) shall constitute the rules of the parliamentary procedure applicable to all meetings of the Board of Trustees and its several committees.

2.5 Minutes

2.5.1 The Secretary or Assistant Secretary shall take minutes of all meetings of the Board of Trustees; shall file, index, and preserve all minutes, papers, and documents pertaining to the business and proceedings of the Board; shall be custodian of all records of the Board; when required the Secretary or Assistant Secretary, shall attest the execution of all legal documents and instruments of North Carolina State University at Raleigh.

2.5.2 Within a reasonable period after each meeting of the Board of Trustees, the Secretary or Assistant Secretary shall transcribe the minutes of the meeting and mail a copy to each member of the Board.

2.6 Executive Session

By Vote of a majority of the members present at any meeting of the Board of Trustees, the meeting may be closed to the public, subject to the requirements of State law concerning access to such meetings.

2.7 Keeping Board of Governors Informed

The Assistant Secretary of the Board of Trustees shall keep the Board of Governors, through the Secretary of The University of North Carolina, fully and promptly informed concerning activities of the Board of Trustees, including notice of any changes in the membership of the Board or in its committee structure or bylaws, notices of meetings and a copy of the minutes of all meetings.

3. POWERS AND DUTIES

3.1 General Powers and Duties

The Board of Trustees shall promote the sound development of North Carolina State University at Raleigh within the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions and aiding it to perform at a high level of excellence in every area of endeavor. The Board of Trustees shall serve as advisor to the Board of Governors on matters pertaining to North Carolina State University at Raleigh and shall also serve as advisor to the Chancellor concerning the management and development of the institution. The Chancellor shall be the official medium of communication between the Board of Trustees and all individuals, officials, agencies and organizations, both within and without the institution.

3.2 Other Powers and Duties
The Board of Trustees shall have such other powers and duties, not inconsistent with provisions of The Code of The University of North Carolina or with applicable provisions of State law, as are specified in said Code or as shall be defined and delegated by the Board of Governors.

4. AMENDMENT OF BYLAWS

4.1 Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Board of Trustees by an affirmative vote of a majority of the members of the Board if the substance of the amendment has been filed in writing with the Secretary or Assistant Secretary and a copy has been mailed to each member of the Board at least seven days prior to the meeting at which the amendment is to be voted upon.

5. SUBORDINATION TO UNIVERSITY CODE

5.1 Subordination to University Code

To the extent that any of these bylaws may be inconsistent with The Code of The University of North Carolina, as the same may be amended from time to time, said Code shall control.
**PROPOSED REVISION TO:** POL01.05.10 Guidelines for Committee Assignments, Scheduling of Board and Committee Meetings, and the Nomination Committee

**Rationale:** Revised to further define the Board Chair’s voting status on standing committees (Section 3.3).

**Consultation Process:**

- PJ Teal authorizes transmittal of PRR for review
- General Counsel final review, if changes have been made
- EOM, or official with delegated authority to review PRR
- University Council (recommendation/notification), if applicable
- Board of Trustees (approval/notification), if applicable
1. **PURPOSE**

The Guidelines for Committee Assignments, Scheduling of Board and Committee Meetings, and the Nomination Committee are non-binding and aim to provide the Board Chair with the flexibility to ensure consistent leadership and shared responsibilities on Board Committees.

2. **MEETING SCHEDULE**

2.1 The Board will meet on the North Carolina State University Campus in Raleigh, North Carolina, for committee meetings and a full Board meeting.

2.2 The Board Chair will set the meeting dates at the spring meeting of the Board. Meetings usually are held the third Thursday and Friday in February, April, September, and November. A summer meeting may be held on a mutually agreeable date.

2.3 The Committee schedule normally will be:

2.3.1 1:00 to 2:30 p.m. - Concurrent meetings of Audit, Finance and Planning Committee and Development Committee.

2.3.2 2:45 to 4:15 p.m. (or until adjournment) - Concurrent meetings of Academic Affairs and Personnel Committee, Student and Campus Affairs Committee, and Buildings and Property Committee.
3. COMMITTEE ASSIGNMENTS

3.1 The Board Chair will appoint half of the membership of the Board to serve on the Audit, Finance and Planning Committee, and half on the Development Committee. The Board Chair also will assign each Trustee to serve on either the Academic Affairs and Personnel Committee, the Student and Campus Affairs Committee, or the Buildings and Property Committee.

3.2 All Trustees will serve on two Board Committees (excluding the Executive Committee) each year. In making assignments to Board Committees, the Board Chair will balance Trustees’ interests, expertise, and experience on the Committees. The goal will be for a balance of new and returning Trustees on each Committee, with a rotation of Committee leadership to provide all Trustees the opportunity to serve on multiple Committees during a four-year term.

3.3 The Board Chair will be an ex officio, voting member of all standing Committees, except the Nominating Committee. The Board Chair shall count for purposes of determining whether a quorum is present at a committee meeting.

4. NOMINATING COMMITTEE GUIDELINES

4.1 The Nominating Committee should select one or more nominees for Chair from Board members in their second consecutive (and last) term of appointment.

4.2 Where possible, the Nominating Committee should attempt to ensure that each nominee for Chair corresponds to the guideline of limited continuity of leadership: a term as Chair of at least two years. A Chair who is serving a second consecutive year as Chair is ineligible for reappointment as Chair until one year has elapsed from the end of the second consecutive year of service.

4.3 These procedures are provided for guidance only.

4.4 The Chair shall provide each member of the Committee a copy of the guidelines prior to the meeting at which nominees are selected.
NC State Kicks Off a New Semester
On August 18, NC State welcomed students back to campus for another school year. With an expected freshman class of 4,550, NC State’s student body grows to more than 33,000 students. Last year alone, the university received more than 19,000 freshman applications for admission this fall – the largest number of applications in its history. The new arrivals boast an average high school GPA of 4.23, an average SAT score of 1187 in critical reading and math and 1746 including the writing portion. Approximately 43 percent of the freshmen were in the top 10 percent of their high school class. The class also hails from 97 of North Carolina’s 100 counties, as well as 42 states and 23 countries.

NC State Faculty Help Land North Carolina’s “Race to the Top” Grant
After months of work, North Carolina was awarded a “Race to the Top” grant with the help of key university faculty and staff members. In June 2009, President Obama and U.S. Department of Education Secretary Arne Duncan announced the creation of the “Race to the Top” program, an initiative designed to spur reforms in state and local K-12 education districts. In order to receive funding, states were required to meet a set of criteria and submit a formal grant proposal. NC State’s Dr. Glenn Kleiman, executive director of the Friday Institute and professor of education, was chosen to coordinate the grant proposal for North Carolina. Working alongside Dr. Kleiman were Verna Lalbeharie, a senior research associate, Dr. Trip Stallings, a post-doctoral fellow and many other faculty members from the Friday Institute and the College of Education. The $400 million in funds awarded to North Carolina will be used for innovative initiatives that address specific state needs in key areas of education reform.

CSLEPS Introduces Students to NC State’s Commitment to Service
As a part of Service NC State, students wrapped up the first week of classes by engaging in volunteer work to benefit those in need. The project was organized by the Center for Student Leadership, Ethics, and Public Service (CSLEPS) and involved numerous student organizations on campus. Together, the students were able to package 405,215 meals, which have been sent to Haiti. In addition, CSLEPS also sponsored a 500-pint blood drive in partnership with NC State’s Teaching Fellows and Carmichael Gymnasium the same weekend. In true NC State fashion, the blood drive not only reached the 500-pint goal, but exceeded with 569 pints drawn from 725 donors.

Syme Residence Hall’s Backyard Goes Green
On August 17, a special ribbon cutting ceremony was held to celebrate the completion of the Syme Hall Rain Garden, a project conceived and created by graduate students in the College of Design’s Landscape Architecture program. Prior to starting, Andrew Fox, an assistant professor of landscape architecture, noticed the landscape arrangement behind Syme enabled rainwater to carry sediment and pollutants directly into a storm water system that connects to Rocky Branch Creek. To solve the problem, Fox applied for a grant with the Provost’s office to find a sustainable solution to this problem. With the grant, Fox and his students created a natural filtering system in the form of a garden, with plants with roots to absorb some rainwater and a cistern consisting of layers of mulch, sand, soil and glass beads called cullet to filter out pollutants and sediment.
Two NC State Faculty Named ASA Fellows
In August, the American Statistical Association, a scientific and educational society founded in Boston in 1839, welcomed its newest class of fellows. This year, 53 statisticians from across the world received this prestigious honor. Included among these 53 distinguished fellows were NC State statistics professors Dr. Subhashis Ghoshal and Dr. John Monahan. The ASA is the second oldest continuously operating professional society in the United States.

CHASS Junior Gets Chance to Star on “OWN” TV Show
Recently, the Oprah Winfrey Network (OWN) launched a nationwide contest to find someone to host their own talk show on “OWN.” After thousands of video submissions from across the world and millions of votes, NC State junior Kornelius Bascombe was named one of the top five online finalists with more than 5.8 million votes. Bascombe, a criminology major, is an active leader on the Union Activities Board and the Black Students Board and was motivated to apply for the competition because of his desire to help others. At the end of July, Bascombe flew to Los Angeles to pitch his show to the “OWN” producers. If selected as the competition winner, Bascombe will return to California for a few months to finalize the details of his show.

NC State Receives Grants to Prepare Students for Green Jobs
NC State received grants totaling $1.7 million from the North Carolina Energy Office, providing undergraduate and graduate students with the opportunity to engage in hands-on experience and training for jobs in North Carolina’s economy through “green” internships and fellowships. Units receiving funds included the Utilities and Engineering Services/Department of Energy Management, the Department of Mechanical and Aerospace Engineering, the NC Solar Center and the College of Natural Resources.

College of Management Course Earns Spot on Forbes List
In August, Forbes Magazine released a list of the ten most innovative business school classes offered in the nation. Along with universities like John Hopkins and Georgetown, NC State’s College of Management was represented by its course, “Product Innovation Lab.” The course works to bring business, engineering and industrial design professionals together to challenge MBA students to work on sponsored projects from companies. In the past, student teams have developed video conferencing systems for patients in rural areas needing physical therapy and diet/nutrition-tracking applications for iPhones.

Chancellor Wraps Up State Tour
In order to become more acquainted with North Carolina this summer, Chancellor Randy Woodson traveled across the state as a part of a statewide tour. Along the way, he met with business leaders and members from all seven of the state’s economic development partnerships and attended a number of alumni gatherings, where he met more than 1,100 NC State alums. In addition, he participated in eight NC State program site visits, where he learned more about the diverse ways NC State helps the people of North Carolina. From sending seniors off in Guilford to visiting the Edible Schoolyard in Greensboro to touring industrial facilities in Edenton and Elizabeth City, Woodson got a glimpse of NC State’s presence across the state.
CALL TO ORDER
Norris Tolson, Committee Chair

ROLL CALL

READING OF STATE GOVERNMENT ETHICS ACT CONFLICT OF INTEREST STATEMENT

1. AGENDA
   Approval of July 15, 2010 Minutes 4.1A
2. REQUESTED ACTION
   ☑ A. Review of Committee Responsibilities and Revisions to POL 01.05.2
      Academic Affairs and Personnel Committee Authority
      Reason for Revision: Revised to incorporate authority to review and approve
      appointments for distinguished professorships (Section 1.8).
   ☑ B. Title Change of B.S. in Environmental Technology to
      B.S. in Environmental Technology and Management 4.2B
   C. Approval of Time-Limited Distinguished Professorship 4.2C
3. INFORMATIONAL REPORTS
   A. Provost Update
      Activities in Academic Affairs since the July 15, 2010 Board Meeting
      Presenter: Warwick A. Arden, Interim Provost and Executive Vice Chancellor
      a. Undergraduate Certificate in General Horticulture (Distance Education) 4.3A.a.
      b. Department Name Change: Department of Mathematics, Science, and
         Technology Education (MSTE) to Department of Science, Technology,
         Engineering, and Mathematics Education (STEM) 4.3A.b.
      c. Revision to REG05.55.2 – Hiring Procedures for Faculty and EPA Personnel
         Reason for Revision: Revisions are intended to incorporate numerous
         changes in the University’s hiring practices that have occurred since the
         regulation was last updated in 2002. Also, the revisions help to ensure the
         University’s obligation as a federal contractor to comply with the requirement
         to post all job vacancies of more than three days duration unless those
         vacancies are for top administrative positions or internal hires.
d. **Revision to REG05.15.1 – Procedures for Establishing EPA Positions**
   
   **Reason for Revision:** Revisions are intended to incorporate changes in the University’s classification practices that have occurred since the regulation was last updated in 2002. The title of the regulation was also revised.

  4.3A.d.

  e. **Revision to REG05.20.20 – RPT Dossier Format Requirements**

   **Reason for Revision:** In response to Deans’ request, section 3 (III.A. of dossier) was revised to allow inclusion of submitted work that is under review, as long as it is clearly marked as such. Section 3 (III.B. of dossier) was revised to require a RADAR report of the faculty member’s grant activity. Additional minor revisions have been included to clarify current practice.

  4.3A.e.

  f. **Revision to REG05.20.11 – Scholarly External Evaluations**

   **Reason for Revision:** This revision clarifies that external evaluation letters received too late to be included in all the levels of review, i.e., letters received after review by the DVF, are not to be added to the dossier for subsequent reviewers. The need for this revision arose from the University Reappointment, Promotion and Tenure Committee, who identified the fact that a letter may have been added to a dossier after department review.

  4.3A.f.

  g. **Revision to REG 05.20.10 – Evaluation of Teaching**

   **Reason for Revision:** The 2009-2010 Standing Committee on Evaluation of Teaching approved a change to section 3.4 eliminating classes with <4 enrolled students from the administration of ClassEval because of concerns about student confidentiality. This reverses a 2008-2009 revision to include these classes in ClassEval administration. Reference to resources on peer review of teaching were deleted to be consistent with the format of other PRRs.

  4.3A.g.

  h. **Revision to REG 01.25.12 – University Record Retention and Disposition**

   **Reason for Revision:** To clarify the responsibilities of units and individual employees with regards to record retention management practices and e-mail retention/disposition. It further clarifies the role of the Office of Information Technology.

  4.3A.h.

  i. **Revision to REG 08.00.2 – Computer Use**

   **Reason for Revision:** To further define responsibilities of university employees, students and affiliates with regards to the use of university-owned equipment and reflect responsibility/organizational changes of the Office of Information Technology based upon input from the Deans’ Council, Staff Senate, Faculty Senate and Student Senate.

  4.3A.i.

  j. Position Description: Provost and Executive Vice Chancellor

  4.3A.j.

  k. SKEMA Update

  4.3A.k.

  l. Strategic Planning Update

m. Budget Update

4. **PERSONNEL MATTERS AND HONORARY AWARDS**

   **TAB 4.4**

   Executive Summary of All Personnel Actions Requiring Approval

   4.4

   ✔ A. To prevent the premature disclosure of an honorary award or scholarship

   4.4A

   B. To establish or to instruct the staff or agent concerning the amount of compensation and other material terms of an employment contract or proposed employment contract.

   4.4B

5. **ADJOURN**

   * Discussed in Closed Session

   ✔ Requires Full Board Approval
The Academic Affairs and Personnel Committee of the Board of Trustees of North Carolina State University met July 15, 2010 at 1:00 p.m. in the Tab Williams Reception Room of Park Alumni Center.

Members Present: Cassius Williams, Committee Chair
Ben Jenkins
Norris Tolson
Steve Warren

Other Trustees Present: Lawrence Davenport, Board Chair

Others Present: Randy Woodson
Warwick Arden
John Ambrose
Betsy Brown
Barbara Carroll
Eileen Goldgeier
Amy Jinnette
Duane Larick
Charlie Leffler
Terri Lomax
Margery Overton
Marielle Pocan
Pat Sobrero
PJ Teal
Carlton Thornton
Debbie Yow

Chair Williams called the meeting to order. A quorum was present.

Chair Williams reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the Academic Affairs and Personnel Committee at this meeting. Hearing none, Chair Williams proceeded with the Committee agenda.

A motion was made by Mr. Tolson and seconded by Mr. Jenkins to approve the minutes of the open and closed sessions of the June 25, 2010 meeting. The motion carried.

Interim Provost Arden presented revisions to Policy 05.20.1 - Academic Tenure. This revision, prompted by changes in UNC Code Chapter VI regarding grounds for imposition of serious sanctions, simultaneously clarified aspects of this policy that had created questions in recent years. A list of changes to the policy and a tracked changes version of the policy were included in the board materials. Information pertinent to non-tenure track faculty (Special Faculty) is being moved to the regulation on non-tenure track faculty which is in the final approval stages. Revisions to the Academic Tenure Policy will go into effect when the Non-Tenure Track Regulation is approved. Mr. Jenkins
made a motion to recommend the revised policy to the full board for approval, seconded by Mr. Tolson. The motion carried.

Mr. Tolson made a motion to ratify the action taken by the Academic Affairs and Personnel Committee at its June 25, 2010 meeting to recommend to the full board the new Master of Business Administration Distance Education degree proposal. Mr. Warren seconded the motion. The motion carried. [Note: Mr. Jenkins recusal from this item at the June 25, 2010 meeting carried forward. The other members of the committee, which constituted a quorum, ratified the recommendation.]

Interim Provost Arden provided an update on activities since the April meeting including the following:

- There is a new regulation on Postdoctoral Scholars (REG10.10.8) which describes the terms and conditions of postdoctoral appointments.
- A new graduate certificate in Environmental Assessment is being established.
- The university is participating in the EU-US Transatlantic Masters Degree Program in Forest Resources Consortium which will train graduate students in managing, protecting, utilizing and improving forest and natural resources.
- The university is participating in the FREEDM Systems Center Cooperative Agreement for Distance Learning Access Courses between NC State, Florida State, Missouri University of Science and Technology, Florida A&M and Arizona State University.
- NC State is participating in the AG*IDEA program. Our participation in this program provides an opportunity to increase course offerings to students enrolled at NC State and to develop a national community of scholars in subdisciplines related to agriculture, natural resources, human sciences and related areas.
- NC State is negotiating a Memorandum of Agreement with SKEMA, a French business school. The MOA would allow SKEMA to open a U.S. campus on Centennial Campus.
- NC State has opted to postpone further planning on the possibility of establishing a degree-granting education site at the Global University Campus in Songdo, South Korea.
- The appropriations bill included a provision authorizing the UNC System to implement furloughs to address budget reductions for the 2010-11 fiscal year; however, this would be a last option to addressing NC State’s budget.

The Committee carried the motion of Mr. Warren, seconded by Mr. Tolson, to go into closed session to establish or instruct the staff or agent concerning the negotiations of the amount of compensation or other terms of an employment contract according to North Carolina General Statute, Section 143-318.11(a)(5).

After coming out of closed session, Chair Williams announced the meeting in open session.

Mr. Tolson made a motion, seconded by Mr. Jenkins, to approve non-salary compensation to certain employees presented in closed session for items falling outside of Non-Salary and Deferred Compensation Policy 05.15.3, including club memberships, temporary housing, department level award, athletic/cultural events, parking, meals and bonus payments for fiscal year 2009-10 per previous written commitments. The motion carried.

With no further business, Chair Williams announced the meeting adjourned.

Norris Tolson, Chair
**PROPOSED REVISION TO:** POL01.05.2 – Academic Affairs and Personnel Committee Authority

**Rationale:** Revised to incorporate authority to review and approve appointments for distinguished professorships (Section 1.8).

**Consultation Process:**

- Office of the Provost authorizes transmittal of PRR for review
- General Counsel final review, if changes have been made
- EOM, or official with delegated authority to review PRR
- University Council (recommendation/notification), if applicable
- Board of Trustees (approval/notification), if applicable
Additional History Information.

Related Policies:
UNC Code: Sections 203 A(9), 402 B, 602, 603, 604, 605, 607, 609 C, 611 and Appendix 1, parts I and II
UNC POL 300.1.1 - Senior Academic and Administrative Officers
UNC POL 300.2.14 - Non-salary and Deferred Compensation
UNC POL 600.2.3 - Distinguished Professors Endowment Trust Fund
UNC POL 600.3.4 – Management Flexibility to Appoint and Fix Compensation
UNC POL 1100.3 – Head Coaches’ and Athletic Directors’ Contracts
UNC POL 300.1.6 - Administrative Separation and/or Retreat to a Faculty Position
UNC POL 300.1.6[R] - Regulations on Administrative Separation and/or Retreat to a Faculty
UNC POL 400.1.1[R] - Regulations for Academic Program Planning and Evaluation
UNC POL 400.1.1.1[G] - Guidelines for Academic Program Development
UNC Policy 600.2.3 - Distinguished Professors Endowment Trust Fund
NCSU POL05.20.1 - Academic Tenure
NCSU POL05.15.3 - Non-Salary and Deferred Compensation
NCSU POL05.15.2 - Emeritus/Emerita Status for Senior Academic Administrative Officers
NCSU REG05.20.17 - Professorships of Distinction

The Academic Affairs and Personnel Committee has the following delegated authority:

1. **EPA PERSONNEL**

On the recommendation of the Chancellor:

1.1 Appoint and fix the salary for all vice chancellors and other “Tier I” Senior Academic and Administrative Officers (SAAOs, as defined in Section I.A. of UNC POL 300.1.1 - Senior
Academic and Administrative Officers”) consistent with the salary ranges and policies of the Board of Governors and regulations and guidelines established by UNC General Administration.

1.2 Fix the non-salary compensation of all employees who are exempt from the State Personnel Act, in accordance with UNC POL 300.2.14 - Non-salary and Deferred Compensation and NCSU POL05.15.3 - Non-Salary and Deferred Compensation.”

1.3 Establish salary ranges, based on available relevant market data for deans and other senior academic and administrative officers that are not established by UNC General Administration.

1.4 Recommend for Board of Governors’ approval any salary increase for an EPA employee that (1) exceeds the established salary range or (2) results in a salary that is at least 15% and at least $10,000 above the previous June 30th salary.

1.5 Review and approve any administrative separation or retreat rights subject to Board of Trustees approval under UNC POL 300.1.6[R] - Regulations on Administrative Separation and/or Retreat to a Faculty. "Retreat rights" are those conditions of employment that would apply should the administrator leave his/her administrative position.

1.6 Confer permanent tenure consistent with NCSU POL05.20.1 - Academic Tenure.

1.7 Designate particular Distinguished Professorships, including Distinguished Scholar, and Distinguished Fellow, as time limited pursuant to UNC POL 600.2.3 - Distinguished Professors Endowment Trust Fund.

1.8 Review and approve the appointment of faculty to distinguished professorships supported by the Distinguished Professorship Endowment Trust Fund.

1.9 Conferral of emeritus status to an individual with an SAAO Tier I appointment at retirement.

1.10 Appoint or extend the contract of the athletic director and head coaches with employment contracts, in accordance with UNC POL 1100.3 – Head Coaches’ and Athletic Directors’ Contracts. Recommend contracts for Board of Governors approval in circumstances where the proposed contract terms require such approval under UNC POL 1100.3 – Head Coaches’ and Athletic Directors’ Contracts.

2. POLICY DEVELOPMENT

Upon the recommendation of the Chancellor, recommend to the Board of Trustees personnel policies not otherwise prescribed by State law, the UNC Code or policies of the Board of Governors, for personnel in all categories of University employment.

3. APPEALS
3.1 Discharge and Suspensions

In a manner consistent with the Board of Trustees' Policies and Procedures, with applicable policies of the Board of Governors, and with State law, to hear appeals of discharged or suspended employees from actions taken by the Chancellor when the applicable policies allow such appeals.

3.2 Disposition of Grievances

To hear and render a decision on appeals in UNC Code Section 607 grievances, where neither the relevant administrative respondent nor the Chancellor made an adjustment recommended by the grievance committee in favor of the grievant.

4. ACADEMIC PROGRAMS

4.1 To review academic degree proposals requiring approval by the Board of Governors or UNC General Administration (including new degree programs, distance education delivery versions of approved academic programs, new distance education sites, discontinuation of degrees, and changes in degree program titles) and, upon the recommendation of the Chancellor, to recommend such programs and proposals to the Board of Trustees.

4.2 To receive notification on behalf of the Board or Trustees of other academic program proposals (including new certificates, concentrations, and minors).

5. HONORARY DEGREES, AWARDS AND DISTINCTIONS

5.1 To receive and review nominations for Honorary Degrees, Holladay Medals and Watauga Medals and recommend nominees for approval to the Board of Trustees.

5.2 To provide advice in the Chancellor's selection of a Commencement speaker.
March 29, 2010

From: Dr. Barry Goldfarb  
Head, Department of Forestry and Environmental Resources

To: Dr. Warwick Arden  
Interim Provost and Executive Vice Chancellor

Re: Change in title of current B.S. in Environmental Technology to B.S. in Environmental Technology and Management.

By agreement among the faculty in the Environmental Technology Program, the Department Head, and the Dean of the College of Natural Resources, the Department of Forestry and Environmental Resources requests that the title of the current B.S. in Environmental Technology be changed to B.S. Environmental Technology and Management.

The Department requests that the curriculum remain unchanged. This change will more appropriately describe the faculty teaching and student learning outcomes in the Program.

Justification:

The current degree name, created in 2002, doesn’t fully represent our program curricular objectives. Curricular objectives #2 and #3 listed below justify the request to change the title of this degree to Environmental Technology and Management. Our degree educates and trains students in the monitoring, measurement, analysis and response to environmental problems. In addition there are components of ethics, economics, law, regulations and political science all of which are involved in environmental management. This degree title change will improve the attractiveness of the degree to people interested in the interface between science and policy. The Environmental Technology degree is not just "hard" science–it provides the student with the ability to succeed in many job arenas as is demonstrated by our placement record. Many Environmental Technology graduates are going into master degrees that hold the titles of assessment and management such as the Duke MEM program and the Michigan Professional Environmental Management degree. In addition our graduates are securing careers such as Environmental Health and Safety Managers, Environmental Health and Safety Coordinators, as well as Regulators and Environmental Scientists who are responsible for project management as well as data management using GIS. The name change reflects the true nature of the degree and makes it far more attractive to a broader array of potential students as well as employers for our graduates and alumni. Additionally, Environmental Technology and Management will further differentiate us from the community college Environmental Technology degrees which has been confusing for potential students and employers.

No curriculum changes are required as a result of the name change. We will continue to teach the same major courses in Environmental Science, Environmental Monitoring and Analysis, Water Quality, Hazardous Material Management, Lab Safety Systems and Management, Environmental Impact Assessment, Adaptive Management, Environmental Regulations, and related courses.
Curricular Objectives of Environmental Technology

The undergraduate program in Environmental Technology will prepare students for professional challenges, personal growth, and a lifetime of service as environmental managers. The curriculum produces well-educated graduates who have the basic knowledge, skills, flexibility, and attitude needed for successful professional performance as well as good citizenship. The curriculum is designed to produce environmental management professionals with a broad interdisciplinary background coupled with a specific focus in environmental monitoring and assessment and technological environmental management. After completing the Environmental Technology curriculum, graduates should:

1. Understand the physical and biological components of Earth’s environment and how human and natural disturbances influence that environment.

2. Be able to assess, analyze, plan, and implement actions needed to manage that environment.

3. Be able to utilize quantitative knowledge and skills and modern tools and technologies for environmental management.

4. Understand the social, political, ecological, and economic framework in which environmental assessment and management decisions are made and in which environmental technologists must function.

5. Be able to communicate effectively.

No curriculum changes are required as a result of the name change. We will continue to teach the same major courses in natural history, ecology, habitat management, natural resources policy and administration, population dynamics, management techniques, human dimensions, and sustainable land use. Thus, the CIP discipline designation, as described below, will not change.

Current CIP: 150507
Environmental Engineering Technology

Approval Signatures:

__________________________________________________  ____________  
Chair of the CNR Academic Affairs Committee  Date

__________________________________________________  ____________  
Dean of the College of Natural Resources  Date

__________________________________________________  ____________  
Chair, University Courses & Curricula Committee  Date

__________________________________________________  ____________  
Dean, Undergraduate Academic Program  Date
Yvonne,
Please attach this consultation to the name change memo and then we need to do the signatures.
AK

>>> Andy Nowel 4/12/2010 5:29 PM >>>
Hi Adrianna,

Shannon asked me to review this to see if your proposal had any affect on College of Management courses. As you have mentioned, you are not changing your curriculum and there are no changes in course offerings that would affect our College. I believe the only course required from our College is the EC 205/EC 201 requirement.

Shannon asked me to respond with her endorsement on behalf of the College of Management to change the name of your program to "Environmental Technology and Management".

Respectfully,

Andy Nowel
Andrew F. Nowel
Senior Academic Advisor/Coordinator of Curriculum
College of Management, NC State
Campus Box 8614
Raleigh, NC 27695
fax: (919)515-5564, Andy_Nowel@ncsu.edu
Nelson Hall 2160 (2150 suite)

>>> Shannon Davis 4/12/2010 4:36 PM >>>
Hi Adrianna -

I'm copying Andy Nowel, our undergraduate curriculum coordinator, so he can route to appropriate dept heads for consult. Based on a very quick review, I see no concerns myself. Will get back to you.

Shannon

K. Shannon Davis, PhD, MBA, SPHR
Associate Dean, Undergraduate Programs
Alumni Distinguished Undergraduate Professor
College of Management
North Carolina State University
Raleigh, NC
919-515-3349
919-515-5564 (fax)

real knowledge • real solutions • real education
www.mgt.ncsu.edu ( http://www.mgt.ncsu.edu/ )
Hi Shannon,

Attached is a proposed name change for the Environmental Technology Program in CNR. I wanted to pass it by you and get consultation since they want to use the word "management". I think their justification spells it out pretty well. Their primary focus is management in the context of project management and data management in the environmental technology field, as opposed to the broader business management areas. The graduates would be part of teams identifying environmentally harmful compounds in a natural setting or work on an OSHA or Hazops team at a plant site. Please give me your read on this and pass it on to the department if appropriate. Let me know if you have questions.

Thanks,

Adrianna

A. G. Kirkman, PhD
Associate Dean, Academic Affairs
College of Natural Resources
Phone: 919 515-6191
Fax: 919 513-3496
ag_kirkman@ncsu.edu
A MEMORANDUM OF UNDERSTANDING

between
Dr. Ross W. Lampe, Jr.
and the
Board of Trustees of the Endowment Fund of North Carolina State University

Dr. Ross W. Lampe, Jr. (the “Donor”) of Raleigh, North Carolina wishes to establish a permanent endowed fund with the Board of Trustees of the Endowment Fund of North Carolina State University (“the Endowment Fund”). This endowment will be funded through outright gifts from the Donor, and matching funds from the C.D. Spangler Foundation Matching Grant Program and the University of North Carolina’s Distinguished Professors Endowment Trust Fund. These funds shall be used to create a distinguished professorship in the joint Department of Biomedical Engineering in the College of Engineering (the “College”) at North Carolina State University and the Medical School at the University of North Carolina at Chapel Hill. The endowment will be administered according to the following provisions:

1. The endowment shall be designated as the Lampe Distinguished Professorship in Biomedical Engineering (the “Endowment”). (Lampe Distinguished Professor #2)

2. This Endowment will be funded through private contributions totaling $417,000 from the Donor and matching funds of $250,000 from the C.D. Spangler Foundation and $333,000 from the Distinguished Professors Endowment Trust Fund, and will be used to create a $1,000,000 distinguished professorship in the Department of Biomedical Engineering in the College of Engineering at NC State University.

3. This Endowment shall be used to support the activities of a full professor in Biomedical Engineering as determined to best meet the needs of the Department by the Dean of the College of Engineering. The holder of the Lampe Distinguished Professorship in Biomedical Engineering will be a senior faculty member of high professional statute determined by a demonstrated record of research productivity, including obtaining external research funding, an extensive publication record, graduation of quality graduate students, involvement in academic and professional activities and the receipt of awards and other recognition. The goal is to ensure that the holder of the Lampe Distinguished Professorship in Biomedical Engineering be a demonstrated and recognized scientific and technical leader who reflects the high standards of the Lampe Family and North Carolina State University. This Endowment may be used for a partial salary support and to provide funding for undergraduates, graduate students, or faculty working with the professor, professional development, research materials, travel and meal expenses, and scholarly publications.

4. The Lampe Distinguished Professor (#2) will be selected in accordance with the procedures outlined in the University of North Carolina’s Rules and Regulations for the
Distinguished Professors Endowment Trust Fund. This endowment will enable the College of Engineering to recruit and/or retain highly distinguished senior faculty member who contribute to the overall teaching, research and outreach mission, bringing credit to the Department of Biomedical Engineering, the College and NC State University. This distinguished professorship will be conferred for a five-year, time limited appointment. Continuation of the Lampe Distinguished Professor (#2) beyond the five-year initial appointment will require the approval of the Biomedical Engineering Department Head and the Dean of the College of Engineering. Such approval will be based on the results of a performance review and periodically every five years thereafter. The criteria for approval, in addition to the expectations described above, shall include the requirement that the Lampe Distinguished Professor (#2) demonstrate the ability to attract external research funding at a level that is consistent among the top producers within the Biomedical Engineering faculty. At the end of each academic year, the Lampe Distinguished Professor (#2) will provide a brief written summary of his/her research productivity, courses taught, significant publications, and any other pertinent research or academic activity. Each year, copies of the summary will be sent to Ross W. Lampe, Sr., Ross W. Lampe, Jr., Guy L. Lampe, and John H. Lampe or their designates.

5. For investment purposes, the assets of this Endowment may be commingled with other investment assets of the Endowment Fund, but this Endowment shall always be on the Endowment Fund’s records as the Lampe Distinguished Professorship in Biomedical Engineering. All decisions regarding the appropriation, accumulation or expenditure of this fund shall be made in a manner consistent with the Endowment Fund’s policies and procedures, including the endowment spending policy, now in effect or as may be amended from time to time, and shall be consistent with the standards specified under the Uniform Prudent Management of Institutional Funds Act (UPMIFA), or such future law as may be applicable, with the sole exception that there will be no spending allowed from the corpus of this ENDOWMENT.

- The Endowment Fund is responsible for managing and investing the fund in good faith and with the care an ordinarily prudent person in a like position would exercise under similar circumstances.
- The Endowment Fund may pool endowment funds for purposes of management and investment.
- The Endowment Fund may delegate to an external agent the management and investment of endowment funds.
- Management and investment decisions will be made in the context of the Endowment Fund’s portfolio of investments as a whole and as a part of an overall investment strategy having risk and return objectives reasonably suited to the portfolio.

6. This Endowment shall accept additional contributions at any time from any source, but additional contributions shall be subject to the terms of this agreement.

7. When the required minimum funding level for a permanent endowment ($1,000,000) is
reached, disbursements for the professorship will be authorized from this Endowment in accordance with both established spending policies and the Donor’s intended purpose for the Endowment. In the future, the value of the Endowment may be sufficient to support one or more professors. Additional Lampe Distinguished Professorships in Biomedical Engineering may be added as long as each professorship can be supported equitably at the level of an endowed professor.

8. In grateful recognition of the impact of this gift on the future of the College of Engineering and North Carolina State University, and to encourage similar giving, this gift may be publicized.

9. If, in the future, the Donor and the Board of Directors of the Endowment Fund determine that it would be in the best interest of North Carolina State University, the College of Engineering, and the Department of Biomedical Engineering to amend this Agreement, they may do so by mutual consent. If the Donor is deceased or otherwise unavailable, and the Endowment Fund determines that it would be in the best interest of North Carolina State University, the College of Engineering, and the Department of Biomedical Engineering to amend this agreement, then the Board may make such amendment(s) as are necessary to assure that the use of the Endowment is both legal and appropriate. In all cases, the Board will utilize the income as closely as possible to the intent expressed by the Donor and keep the name of the Lampe Family linked with any distributions from this Endowment.

10. In the event that NCGS §116-36 should ever be repealed by the State of North Carolina General Assembly, resulting in the dissolution of The Endowment Fund of North Carolina State University or, if the Distinguished Professor Endowment Trust Fund program ceases to exist or ceases disbursement of funds prior to full funding for this endowment, the assets of this endowment may be transferred to the N.C. State Engineering Foundation and will be subject to the terms of this endowment unless otherwise provided by law.

11. This agreement shall be construed in accordance with, and the administration of all properties held in this endowment shall be determined by, the laws of the State of North Carolina (without regard to its conflict of laws provisions), irrespective of the domicile or residence of the Donor or of the situs of any property held in the endowment.

(The remainder of this page is left blank intentionally.)
Dated this ________ day of August 2010.

The Donor:

_______________________________
Dr. Ross W. Lampe, Jr.

For The College of Engineering:

_______________________________
Louis A. Martin-Vega, Dean

Board of Trustees of the Endowment
Fund of North Carolina State University:

_______________________________
S. Lawrence Davenport, Chair

North Carolina State University:

_______________________________
Nevin E. Kessler, Vice-Chancellor
For University Advancement
Undergraduate Certificate in General Horticulture

1. Statement of Justification for the program

Horticulture is a rapidly changing applied science where new technologies and plant growth management strategies are continually being developed. Horticultural professionals (landscape maintenance operators, landscape designers, arboretum and public garden staff, florists, and greenhouse and nursery technicians) seek additional training and horticultural education regardless of whether they have a bachelor’s degree or not. Additionally, home gardeners desire a formal introduction into the science and application of horticultural principles as they apply to their own home landscapes.

For a variety of reasons, many of these people cannot attend NC State. They may have full-time jobs which cannot allow them the time away from work, financial situations which do not allow for higher education, or family obligations with schedules that are not flexible. A distance education certificate in horticulture would afford these people the opportunity to pursue additional horticultural training that would better enable them to be successful in their chosen professions or home landscapes.

The Department of Horticultural Science currently offers BS, MS, and PhD degrees in Horticulture to students admitted into NC State. Additionally, students enrolled in degree programs other than Horticulture (Agriculture Education, Plant Biology, and Agriculture Business) may obtain a minor in Horticultural Science to supplement their selected degree program and make them more marketable and qualified post-graduation. Horticultural Science also offers a Graduate Certificate in Horticulture and will be soon offering a Masters of Horticultural Science both of which will be offered through distance education. However, the Department of Horticulture does not offer any formal, structured enrichment programs for people that do not have a bachelor’s degree.

A continuing education program where horticultural skills and knowledge would train horticultural technicians to work for landscape maintenance and installation firms, garden centers, nursery and greenhouse production operations, vegetable and fruit production operations, tree care firms, public gardens and arboretum, and municipal parks. Current trends in horticulture accreditation and licensing are requiring more education be obtained by all levels of horticultural professions.

Gardening is very popular, and gardeners are constantly seeking knowledge. An outreach program open to a broader array of North Carolina citizens would be good community-relations as well as serving a real need in our state. A more educated gardening public would be better consumers of Horticultural products (48% of the value of plant related crops in NC) and better stewards of our environment. Growing one’s own food, sustainable (“green”) horticultural practices such as water-wise landscaping practices, and therapeutic gardening are the 3 of the 10 current landscape trends.
2. **Statement of Program Objective**

   The Undergraduate Certificate in General Horticulture would provide training in current horticultural practices that are environmentally sound and reflect current horticultural technologies and knowledge for individuals seeking continuing education in horticulture.

3. **Statement of Proposed Revisions with Reasons**

   This is a new program meeting a current, un-met need.

4. **Statement of Program Requirements and Completion of Format B**

   The Undergraduate Certificate in General Horticulture is offered to anyone who desires a strong foundation in the principles of horticultural science with an emphasis on current technologies and environmentally responsible practices. Students will be required to complete 6 hours (2 courses) of foundational horticultural course work and select 9 hours (3-4 courses) from a list of electives where the student may choose to specialize in a certain area of horticulture or maintain a broad, general focus. All the course work will be available as distance education courses. With completion of 15 credit hours and a grade of C (2.0) or better in each course, the student will be award a certificate acknowledging their accomplishments.

   **Required Courses (6 credit hours)**
   
   - HS 201, Principles of Horticulture (3 credits)
   - HS 203, Home Plant Propagation (3 credits)

   **Elective Courses (9 credit hours)**
   
   Select at least 2-3 courses from the following:
   
   - HS 100, Home Horticulture (3 credits)
   - HS 250, Home Landscape Design (3 credits)
   - HS 431, Vegetable Production (4 credits)*
   - HS 432, Introduction to Permaculture (3 credits)
   - HS 451, Plant Nutrition (3 credits)*
   - HS 462, Postharvest Physiology (3 credits)*
   - HS 423, General Viticulture (3 credits)*

   One course (of the 9 elective credit hours) may be selected from the following:
   
   - PP 315, Principles of Plant Pathology (3 credits)*
   - PP 318, Forest Pathology (4 credits)*
   - ENT 425, General Entomology (3 credits)*
   - SSC 200, Soil Science (3 credits)*
   - SSC 341, Soil Fertility and Fertilizers (3 credits)*
   * Courses followed by a * have a prerequisite requirement

   Students must complete the 15 hours of course work required plus any course prerequisites within 4 calendar years, beginning with the date the student commences
courses applicable to the certificate. Students enrolled in the BS in Horticultural Science or any other BS degree may not complete the requirements for the Undergraduate Certificate in Horticultural Science. This certificate is designed to meet the needs of non-degree seeking students (NDS). Degree seeking students desiring to enhance their own major should seek out the minor in Horticultural Science.

5. Description

Intended for horticultural professionals and avid gardeners, the Undergraduate Certificate in General Horticulture offered by the Department of Horticultural Science is designed to meet both the foundational and specialized educational needs of these non-traditional students. Students completing the 15 credit hours of course work will have a strong background in horticultural science and techniques and specialization in elective areas of the students choosing.

6. Number of Certificate recipients in the past Five years

Program has not been offered. However, the graduate certificate in Horticultural Science, begun in 2005, currently has 11 students enrolled and has had one complete the certificate.

7. Projected Enrollment:

Year 1  5
Year 2  10
Year 3  15
Year 4  20
Year 5  20

8. Admissions Requirements:

Student seeking the Undergraduate Certificate in General Horticulture must have completed high school with a GPA of at least 3.0 on a 4-point scale and provide a transcript or copy of other such documentation indicating high school completion and grade point average.

Dr. Helen T. Kraus
Distance Education Coordinator
Department of Horticultural Science
North Carolina State University
Box 7609
Raleigh, NC 27695-7609

515-1208
Helen_Kraus@ncsue.edu
9. Statement on Other Departments Likely to be Affected and Summary of Consultations with those Departments

The Departments of Soil Science, Biology, and Plant Biology will likely be impacted by this certificate in that courses listed as additional electives or that are prerequisites to Horticulture course are taught by these departments. Please see departmental comments below.

Helen,
The Department of Soil Science and the faculty involved in the 2 SSC courses that are included in your proposed certificate do not have a problem with the inclusion of these courses.
Thank you.
Joe Kleiss

Helen,

Thank you for consulting with the Department of Biology on the proposed Undergraduate Certificate in General Horticulture. This looks like a certificate that will definitely meet a need in North Carolina, and perhaps beyond.

Since many of the elective courses require BIO 181 as a prerequisite, I am wondering if you would like to add BIO 181 as a required course. I was recently told that our online version of BIO 181 will be ready as early as this summer, and given the demand for this course, I believe we will try to offer on online version every year. If it is a required course in your certificate program, we would make a firm commitment to do so. (I am copying our department head on this email, in case he wants to qualify that statement.)
Jane Lubischer

Hello Helen,

We do not have a problem with more students enrolling in PB 321 or PB 421 as a prerequisite for HS 462. The course catalog currently shows PB 421 as being the prerequisite physiology course, FYI.

Thanks,
Chad
### Undergraduate Certificate in General Horticulture

#### Certificate Requirements:

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Credit hours</th>
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<td>3</td>
</tr>
<tr>
<td>HS 423, General Viticulture*</td>
<td>3</td>
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</tbody>
</table>

**Other: One course (of the 9 elective credit hours) may be selected from the following:**

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<td>3</td>
</tr>
<tr>
<td>SSC 341, Soil Fertiligy and Fertilizers*</td>
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*Courses followed by a * have a prerequisite requirement

**Total hours required for Certificate:** 15
May 17, 2010

MEMORANDUM

TO: Warwick Arden
    Interim Provost

FROM: Jose Picart
      Interim Dean

SUBJECT: Departmental Name Change

In order to better achieve the purpose and vision for the College of Education, I am requesting that the Mathematics, Science, and Technology Education Department (MSTE) name be changed to the Department of Science, Technology, Engineering, and Mathematics Education (STEM). This name change will position us to more effectively compete for external funding, graduate students, and faculty leaders in the STEM education fields. The rationale for this change is included in the attached memo from Dr. Patricia Simmons, MSTE Department Head.

In accordance with the NC State SOP for departmental name changes, the following actions have been taken. On December 8, 2009, a request was made to the Department Heads in the College of Education for their comments and approval. All three department heads supported the name change. A formal request was made on March 11, 2010, to the Associate Deans of Academic Affairs in all the colleges to review and recommend approval or revision of the new name. There was one concern expressed about changing the name of the department to reflect a current buzz word (acronym), but the name change was not opposed by the college.

Therefore, I strongly recommend that the name of the Mathematics, Science, and Technology Education Department name be changed to the Department of Science, Technology, Engineering, and Mathematics Education.

Thank you for your consideration of this request.

JAP:mlp

Attachment

cc: Gerald Ponder
    Patricia Simmons
May 10, 2010

Dean Jose Picart
208 Poe Hall, Box 7801
Campus

Dear Dean Picart,

The request for a name change for the MSTE Department to the Department of Science, Technology, Engineering and Mathematics Education is ready for submission to the Dean’s office. The name change will not affect any of the degree programs or degree program names, CIP codes and other items. The change in department name better reflects national trends in STEM education, and will position our department to compete more effectively for external funding, graduate students, and faculty leaders in the STEM education fields.

The rationale for this change is based on the following accomplishments and future directions: 1) The vision for our department is to create an environment that promotes world-class scholarship in teaching, research, and innovation in STEM education. We currently have three program areas—Mathematics Education, Science Education, and Technology, Engineering, and Design Education. The newly proposed name is inclusive of all aspects and participants in our Department, and reflects our focus on precollege engineering and teacher education in the Technology, Engineering, and Design Education program. Many faculty have received millions of dollars in external funding for STEM Education research themes, published extensively in this area, and are considered experts in the integration of STEM Education.

2) The Technology Education program area has been reconfigured and renamed as the Technology, Engineering, and Design Education program (combining the Technology Education and Graphic Communications programs) to reflect the integration of these program areas in our fields.

3) The advances in the knowledge base and scholarly expertise in our three program areas have enabled us to grow into a new and integrated identity. We are in the process of integrating our undergraduate and graduate programs to reflect this integration.

4) Key environmental shifts in our fields have yielded a new progress model for research and educational innovation in which we collectively generate and manage knowledge, within a media rich learning environment for the 21st Century.

Attached are the documents on: the SOP for changing the department name, the rationale for the name change, the responses from the CED department heads, and the letter and responses from the Associate Deans.

Please let me know if you require any additional information.

Sincerely,

Patricia Simmons
PROPOSED REVISION TO: REG05.55.2 Hiring Procedures for EPA Personnel

Rationale: Revisions to the Hiring Procedures for EPA Personnel are intended to incorporate numerous changes in the University’s hiring practices that have occurred since the regulation was last updated in 2002. Also, the revisions help to ensure the University’s obligation as a federal contractor to comply with the requirement to post all job vacancies of more than three days duration unless those vacancies are for top administrative positions or internal hires.

Review Process:

11-15-07 Provost authorizes transmittal of PRR for review

various Vice Provost for Equal Opportunity reviews

various Associate Vice Chancellor for Human Resources reviews

3-10-10 General Counsel preliminary review

1-20-10 EPA Hiring Task Force

2-28-08/3-8-10/6-24-10 Dean’s Council review

5-3-10 Vice Provosts review

5-18-10 Human Resources Advisory Council review

6-20-10 General Counsel final review

[ ] [EOM, or official with delegated authority to approve PRR] approval

[ ] University Council (review/notification), if applicable

[ ] Board of Trustees (review/notification), if applicable

History: First Issued, 1975, Revised July 2010.

Related Policies:
- NCSU REG04.25.1 - Equal Opportunity and Non-Discrimination Policy Statement
- NCSU REG04.25.2 - Affirmative Action Policy Statement
- NCSU POL05.15.1 - Conditions and Terms of Employment - Non-Faculty EPA Professionals
1. Covered Positions:

All EPA employee positions at NC State University are subject to the procedures outlined in this regulation. Postdoctoral appointments are covered under NCSU REG10.10.8: Postdoctoral Scholars, rather than this regulation.

All vacant EPA positions at North Carolina State University are subject to the hiring procedures outlined in this regulation.

2. Purpose:

This regulation outlines the procedures to be followed when hiring faculty and EPA non-faculty employees at the University to ensure our obligations under equal employment opportunity and affirmative action are fulfilled and to support consistency of administration across the institution.

A full and affirmative search must be conducted when filling full-time faculty positions, EPA positions of instruction, research, extension and “senior academic and administrative officer” (SAAO) positions. A “full” Such a search includes both widespread publicity of the open available position, but also efforts to encourage qualified women and minorities to apply, review of applications, and interviews.

3. EPA Recruitment Procedures

These are the steps required by equal opportunity and affirmative action regulations when conducting a search for a vacant position. The recruitment process for compliance with affirmative action and equal opportunity guidelines is a multi-step procedure. Appropriate recruitment activities must be undertaken to fill such vacant positions at NC State when the appointment will be more than 3 days in length. While there is flexibility on how each department conducts their individual searches, the documentation requirements are the same for all.

3.1 The EPA Recruitment Process

These are the steps required by equal opportunity and affirmative action regulations when conducting a search for a vacant position.

3.1.1 Notice of EPA Vacancy Notice
This is the first official paperwork to be completed by a department in the regular recruitment process.

3.1.1 To post a position whether full-time or part-time, gain approval for advertising, a department must submit a Notice of EPA Vacancy Notice (form EPA 004) through the HR online employment system. EPA vacancies are posted by Human Resources (HR) on the University’s website. A department seeking to fill a vacant EPA position must advertise the position for at least 30 days in a variety of media. HR reviews the advertisement for compliance with state and federal regulations. HR approval must be obtained prior to any advertisements being distributed through any venue.

3.1.2 All tenured/tenure track faculty vacancies and all SAAO-Tier I vacancies must be advertised in a national publication with broad circulation. Electronic, web and listserv media are acceptable. Tenured/tenure track faculty and SAAO-Tier I vacancies must accept applications for at least twenty (20) business days.

3.1.3 All other EPA positions, including SAAO-Tier II positions, non-tenure track faculty and other non-faculty professional positions, must be posted for at least ten (10) business days. In addition, media sources deemed appropriate for the level and specialization of the position should be used to ensure a qualified, diverse applicant pool.

3.1.4 Vacancies posted for current/internal employees only, or those advertised only in North Carolina advertising sources, must be open and accept applications for at least ten (10) business days.

3.1.5 HR must review and endorse all proposed advertisements for compliance with university policies and state and federal law and regulations prior to the advertisement being distributed through any venue. After a department has received final HR approval of the EPA-001, advertisements may be placed in a variety of media.

3.1.1b All EPA position vacancies are automatically advertised by Human Resources in the Faculty & EPA Professional Vacancies Listing. Each position appears in four editions (four weeks) of the paper version of this publication; positions will remain posted on the Internet version until the position’s deadline date. Additional media sources are required for most vacancies. All tenured/tenured-track faculty vacancies must be advertised in the Chronicle of Higher Education.

3.1.2 Acknowledgment letter and Applicant Tracking Form

3.1.2a The hiring department must answer or respond to each application received, preferably within the week of receipt. The letter of acknowledgment is a simple note and states that the application has been received and will be attended to by the search committee shortly. If an application has been submitted after the advertised deadline date, departments must still respond to these with a letter that implicitly states that the applicant missed the deadline and will not be considered for the position.
3.1.2 Each applicant must be instructed to complete the online EEO Data Form. This form is used to collect race and sex information on applicants, as required by law. The form, created by OEO, includes instructions and instruction on the form, so departmental acknowledgement letters need not include such information.

3.1.3 Interim EPA Recruitment Report

3.1.3.1 Applicant Statuses. Hiring departments must update each applicant status in the online employment system to identify “first tier” and “second tier” candidates.

3.1.3.2 Departments must give preference in employment to “eligible veteran” applicants. Hiring departments should contact HR-Employment for assistance in applying “veteran’s preference” as outlined in G.S. 126-82.

3.1.3.3 Departments must consider all applications that are received during the posting period and that meet the minimum required qualifications for the position.

3.1.3.4 Once a hiring official or a search committee identifies candidates to interview, an Interim EPA Recruitment Report (form EPA-002) must be completed in the online employment system and approved by the Office for Equal Opportunity (OEO). Screening of the applicants and submission of an Interim Recruitment Report may occur during the minimum advertising period (20 business days or 10 business days as noted above in sections 3.1.2, 3.1.3 and 3.1.4). This report lists the candidates who are not being considered further, have been eliminated from the search, and the specific reasons for their elimination, as well as listing the top candidates who will continue to be considered. Subsequent Interim Recruitment Reports can be submitted after the initial report, if additional candidates are identified for interview after the initial interim report. After receiving final OEO approval (via HR) of the EPA 002, the search committee may proceed with the interviewing stage.

3.1.4 Final Recruitment Report

3.1.4.1 Applicant Statuses. Hiring departments must submit the Applicant Flow Form along with the Interim EPA Recruitment Report. The following information is required regarding all applicants for a vacant position: name, application date, interview date (if applicable), interim disposition code and final disposition code.

3.1.4.2 Final Recruitment Report

Hiring departments must update each applicant’s status in the online employment system to identify which candidates were interviewed and to indicate a justification for each non-interviewed candidate.

3.1.4.3 Hiring Proposal

3.1.4.3.1 Applicant Flow Form for eliminated candidates

After conducting the interviews and narrowing the applicant pool to its final-top candidates, but before extending an offer of employment, the department and the search committee must complete the Final Recruitment Hiring Proposal Report (form EPA-003) via the online employment system and submit the form to Human Resources. The Final Recruitment
Report Hiring Proposal indicates who the finalists are, and specifically names the person to whom the hiring department proposes to extend an offer. Position will be offered. The Hiring Proposal is forwarded to the OEO for approval. Only after a department has received notification of OEO approval of the EPA-003 from HR that they may extend the hiring offer to the chosen candidate.

3.3.3 Additional Hiring Proposals may be submitted if the initial candidate to whom an offer is made declines the offer. The additional proposal is submitted via the online employment system to extend an offer to another finalist from the same search.

3.4.1b Applicant Flow Form for eliminated candidates

Hiring departments must submit the Applicant Flow Form along with the Final Recruitment Report. The following information is required regarding all applicants for a vacant position: name, application date, interview date (if applicable), interim disposition code and final disposition code.

3.4 Exceptions to the EPA Recruitment Process

There are circumstances that may be more aptly suited to utilization of a Time-Limited EPA Appointment or a Waiver of Recruitment Procedures Request.

3.4.1 CVM Interns and Residents

Individuals appointed as interns and residents (House Officers) in the College of Veterinary Medicine (CVM) may be selected through the process utilized to place interns and residents at colleges of veterinary medicine. The American Association of Veterinary Clinicians (AAVC) Matching Program Directory (www.virmp.org) is used to advertise most clinical training positions. Internship and residency programs that do not participate in the Matching Program are advertised in the Journal of the American Veterinary Medical Association, and other applicable sources.

3.2.1 Time-Limited EPA Appointments

There are a number of situations in which time or the temporary nature of a position is critical and the use of a Time-Limited EPA Appointment Report is warranted. Time-limited appointments are intended for academic and EPA personnel who will be employed for a short period of time, that is, one or two years. Typical examples include visiting scientists or professors, research assistants/associates hired through grant monies, post docs or persons needed to fill interim positions while a regular search is being conducted.

3.2.1b Persons appointed on a time-limited basis may be hired without the department undergoing a full, open search.
If a hiring department would like to conduct a search, it is highly recommended that they do so. If this is the case, then the hiring department would start with the EPA-001, proceeding with the usual recruitment process, and use the EPA-004 form (instead of the EPA-003) for the final hiring appointment.

3.2.1c The maximum length of appointment for a time limited position is one full calendar year. Two (2) such one-year appointments may be granted, allowing the person to be employed for a total of two full calendar years. A separate request must be made for each year.

3.2.1d Post-docs

The notable exception to the two-year maximum for time-limited appointments is for post-doctoral positions. A post-doc may be appointed once for a duration of no longer than three (3) consecutive years from the initial date of appointment as a post-doc.

3.4.2 Request for Waiver of EPA Recruitment Procedures

3.4.2a To ensure that the University employs faculty, staff and administrators of the highest quality, concerted recruitment efforts to reach large and diverse audiences are strongly encouraged; however, there are limited circumstances that may warrant a Waiver of Recruitment Procedures. The Request for Waiver of EPA Recruitment Procedures is to be used only in exceptional circumstances.

3.4.2.1 Before submitting a waiver request, the hiring official must contact the University’s Equal Opportunity Officer in OEO to discuss the hiring situation and the reason for a waiver.

3.4.2.2 If OEO agrees that a waiver is appropriate, the hiring unit must complete a Vacancy Notice in the online employment system and identify it as an EPA Waiver to hire individuals when the usual search process is not followed.

1. A hiring unit seeking to employ a candidate by requesting a waiver must complete the EPA-005 form (Request for Waiver of EPA Recruitment Procedures).

2. The waiver request must include a memorandum of justification explaining why recruitment procedures should be waived.

3.4.2.3 Hiring departments may proceed with hiring candidates using a waiver only after the OEO has granted approval of the request in the online employment system.
PROPOSED REVISION TO: REG05.15.1 Procedures for Determining the Classification of EPA Positions

Rationale: Revisions to the Procedures for Determining the Classification of EPA Positions are intended to incorporate changes in the University’s classification practices that have occurred since the regulation was last updated in 2002. The title of the regulation was also revised.

Review Process:

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Provost authorizes transmittal of PRR for review

1-22-10 Vice Provost for Equal Opportunity reviews

2-3-10 HR Director reviews

3-11-10 General Counsel preliminary review

5-3-10 Vice Provosts review

5-18-10 Human Resources Advisory Council review

3-8-10/6-24-10 Dean’s Council review

6-20-10 General Counsel final review

7-13-10 [EOM, or official with delegated authority to approve PRR] approval

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University Council (notification), if applicable

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Board of Trustees (notification), if applicable

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Authority

Board of Trustees

Issued by the Chancellor

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Title

Procedures for Establishing EPA Positions for Determining the Classification of EPA Positions

---

Classification

REG05.15.1

---

PRR Subject

Employment - EPA

---

Contact Info

Academic Personnel Position Management Department Coordinator, Human Resources; Office Vice Provost for Equal Opportunity.

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Related Policies:

NCSU REG05.20.18 - Qualifications for Rank
NCSU POL05.15.1 - Employees Exempt From the State Personnel Act (EPA) Policy

NCSU REG10.10.8 – Postdoctoral Scholars UNC & OSP Guidelines for Interpreting General Statute 126-5(c1)(8).


1. Purpose:
   This regulation describes the procedures for establishing the appropriate classification of EPA positions at the University. The procedures outline NC State University's compliance with the guidelines provided by the University of North Carolina-General Administration and the Office of State Personnel in determining if a position should be classified as exempt from the personnel act (EPA).

2. Covered Positions
   All EPA employee positions at NC State University are subject to the procedures outlined in this regulation. Postdoctoral appointments are covered under NCSU REG10.10.8: Postdoctoral Scholars, rather than this regulation.

3. Procedures for Establishing New EPA Positions:
   A position is “new” if it is not a position vacated by the person who previously held the position. Additional internship and residency positions in the College of Veterinary Medicine will not be considered “new.”

3.1. Requests to Classify a New EPA faculty positions
   Departments or units desiring to create a new EPA position must complete Form EPA-006.

3.1.1. Definition. A position is "new" if it is not produced by the departure of a person who previously held the job. A newly created position must fill a bona fide need within the department.

3.1.2. Requests to classify EPA faculty positions
3.1.2a. Academic departments wishing to establish a new faculty (tenured/tenure track and non-tenure track) position must submit a completed Personnel Action Form to the Office for Equal Opportunity. Requests to classify tenured/tenure track faculty (assistant, associate and full professors) and non-tenure track faculty (lecturers and visiting faculty) must be reviewed and endorsement by the Vice Provost for Equal Opportunity. This review is the request to ensure that the request position meets the requirements of being classified as "Exempt from the State Personnel Act (EPA)" the qualifications for faculty rank. The Provost approves the request to create new faculty positions.

3.1.2b. Academic departments wishing to create new faculty positions must submit the Personnel Action Form to the Office for Equal Opportunity along with a memorandum of justification for the proposed position. The memorandum should explain the need of the department or unit for the new position and how this position will fill those needs.

3.1.2c. Faculty positions at NC State University require appropriate Master's, doctoral or terminal degrees.

3.1.3. Requests to classify EPA non-faculty positions

3.2.1 3.1.3a. Departments or units requesting to establish a new EPA non-faculty position must submit a completed Personnel Action Form. A request to create a new EPA non-faculty position must be submitted to Human Resources for approval, review, and endorsement. The Coordinator reviews the request to ensure that the request position meets the requirements of being classified as "Exempt from the State Personnel Act (EPA)" instructional, research or extension.

3.2.2. Departments or units requesting to convert a position from SPA to EPA non-faculty must submit a completed Personnel Action form to the Coordinator in Human Resources for review and endorsement. The Coordinator reviews the request to ensure that the requested conversion meets the requirements for being an "EPA instructional, research or extension" position.

3.1.3b. Departments or units requesting to create and classify new EPA non-faculty positions should submit the EPA-006 form to the Position Management Department in Human Resources.

3.1.3c. All EPA non-faculty positions require at least a Bachelor of Arts or Bachelor of Science degree.

3.1.4 3 Senior Academic and Administrative Officer (SAAO) positions

3.1.4a. A requesting to create a new Senior Academic and Administrative Officer (SAAO) position must submit a Personnel Action Form.
to the Coordinator in Human Resources for review and endorsement. The Coordinator reviews the request to ensure that the position meets the requirements of being classified as "Senior Academic and Administrative Officer" (SAAO) and whether it can be approved on campus per delegated authority or must go to the University of North Carolina-General Administration (UNC-GA) for approval. The Coordinator forwards the SAAO position request to the Chancellor or to UNC-GA for approval, as appropriate.

3.1.4b. Departments or units requesting to create and classify new SAAO positions should submit the EPA-006 form to the Position Management Department in Human Resources.

3.1.4c. Persons nominated to fill SAAO positions normally must have an advanced educational degree and extensive relevant experience and be recruited in a national search process.

3.1.4d. A memorandum of justification must accompany the EPA-006 Form. The memorandum should explain the reason for the request to establish the position with SAAO designation.

3.1.4e. SAAO positions require the review of the Chancellor before being submitted to the UNC Board of Governors for review and approval.

3.2. Requests to change the title and/or duties of an existing EPA position

3.2.1. Definitions--A change of title of an existing EPA position may reflect a change in duties and/or responsibilities. A change in title and duties is requested when additional duties have been added to an employee's current job position or to a vacant position. A change in title is also requested when the duties of a vacant position will change for the next incumbent who will occupy the position.

3.2.2. EPA faculty positions: Departments or units desiring to change the title and/or duties of an EPA faculty position must complete the Personnel Action Form EPA-008C and submit it to the OEO for review and endorsement.

3.2.2a. A memorandum of justification must accompany the EPA-008C form. The memorandum should explain the reason for the proposed change in title and/or duties.

3.2.3. EPA non-faculty positions: Departments or units desiring to change the title and/or duties of an EPA non-faculty position must complete the Personnel Action Form EPA-008C and submit it to the Coordinator Position Management Department in Human Resources for review and endorsement.

3.2.3a. A memorandum of justification must accompany the EPA-008C form. The memorandum should explain the reason for the proposed change in titles and/or duties.
**Rationale:**
In response to Deans’ request, section 3 (III.A. of dossier) was revised to allow inclusion of submitted work that is under review, as long as it is clearly marked as such. Section 3 (III.B. of dossier) was revised to require a RADAR report of the faculty member’s grant activity. Additional minor revisions have been included to clarify current practice.

**Review Process:**

12-4-08 Provost authorizes transmittal of PRR for review (based on Deans Council discussion)

2-16-09 General Counsel preliminary review

3-26-09 Deans Council recommended approval; second review 3-23-10

4-7-09 Faculty Senate review (sent to FS 3-27-09; response received 4-7-09)

4-17-10 General Counsel final review

7-18-10 EOM approval

_____ University Council (review/notification)

_____ Board of Trustees (review/notification)

**History:** First Issued: August 1988. Last Revised: June 10, 2008.

**Related Policies:**
- NCSU POL05.20.1 - Academic Tenure Policy
- NCSU REG05.20.5 - Consultation in RPT Review
- NCSU REG05.20.10 - Evaluation of Teaching (include Class Eval Report when available)
- NCSU REG05.20.11 - External Evaluations for RPT Review
- NCSU REG05.20.18 - Qualifications for Rank
- NCSU REG05.20.27 - Statements of Mutual Expectations
1. Introduction

1.1. This regulation addresses the required format of the Reappointment, Promotion, and Tenure (RPT) dossier. The dossier is to be submitted with the cover sheet provided by the Office of the Provost.

1.2. The outline is designed to present accomplishments of the faculty according to their Statement of Mutual Expectations that identifies their areas of responsibility relative to the six realms of responsibilities, i.e., Teaching and Mentoring of Undergraduate and Graduate Students, Discovery of Knowledge through Discipline-Guided Inquiry, Creative Artistry and Literature, Technological and Managerial Innovation, Extension and Engagement with Constituencies Outside the University, and Service in Professional Societies and Within the University Itself.

2. Formatting requirements for the entire dossier

2.1. Use only one side of paper.

2.2. Font size must be 10 point or larger; New Times Roman is preferred.

2.3. Margins must be equal to or greater than 0.75 inches on all sides.

2.4. Number all pages (excluding the cover form). The preferred location for page numbers is bottom-center of the page. For photocopying purposes, page numbers must be positioned at least 0.75 inches from the edge of the page. Hand-written numbers in black ink will be accepted on external letters and any pages inserted.

2.5. All efforts must be made to minimize inserted pages. Do not put the section title on a blank page and have the section contents begin on the next page. If necessary, use a handwritten title.

2.6. Each primary section (Roman Numeral) must begin on a new page, unless the section is empty. If empty, mark as NA (not applicable) and begin the next section on the same page. Exception: Subsection I.B. (Brief Resume) must also begin on a new page.

2.7. For each section/subsection, record only the header number and name/topic, i.e. I. Introduction; II.A.2.C. Instructional Development; III.B. External and Internal Sponsored Grants and Contracts.
2.8. Where applicable, list most recent activity/entries first.

2.9. If any subsection is not applicable, indicate the subsection number and mark as NA.

2.10. In the outline format REQUIRED for the dossier, the examples of items to include may not all be applicable to an individual faculty member. Only those items appropriate for the individual should be included.

2.11. Do not staple the dossier copy submitted to the Office of the Provost.

2.12. Do not place the dossier copy submitted to the Office of the Provost in a binder or notebook.

2.13. Do not three-hole punch the dossier copy submitted to the Office of the Provost.

3. Outline format REQUIRED for the dossier

<table>
<thead>
<tr>
<th>Sections I-VI to be prepared by the individual being reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, Current Rank, Department</td>
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</tbody>
</table>

I. INTRODUCTION

A. **Statement of Mutual Expectations** - (Page limit: 2)

B. **Brief Resume** - (Begin on new page; Page limit: 2) Include dissertation title and name of major professor.

C. Candidate's Statement (Optional) - (Page limit: 2)

Although the dossier format allows for annotation in lists and other methods of providing pertinent information, a candidate may want to provide additional information or perspective about aspects of his/her accomplishments. The candidate's statement should not duplicate information found elsewhere in the dossier. However, the statement may reference applicable pages of the dossier to highlight material that the candidate wishes to emphasize.

II. TEACHING AND MENTORING OF UNDERGRADUATE AND GRADUATE STUDENTS  (See Evaluation of Teaching)

A. Teaching Effectiveness. (Items in II.A. are for the period since initial appointment at NC State University or since the most recent positive RPT action, as appropriate).

1. List courses taught with enrollment in each. Include only course code and number with number of students. Do not include text describing the
course.

2. Include an evaluation of teaching effectiveness, including:

   a. A summary of student evaluations (see “A Collection of Samples…” in the Additional References list at the top of this regulation) and

   b. A summary of peer evaluations of teaching

B. Instructional Development - List innovations in courses, curricula, and programs.

C. Mentoring Activities - As appropriate, include undergraduate and/or graduate academic advising, postdoctoral advising, advising student organizations, independent study courses, special projects with students, supervision of clinical faculty, and assessments of any of the above.

D. List all past and current graduate committee memberships and identify those committees on which you have served or are currently serving as committee chair-major advisor for master's and doctoral theses; show numbers and dates of service in each category (see “A Collection of Samples…” in the Additional References list at the top of this regulation).

III. SCHOLARSHIP IN THE REALMS OF FACULTY RESPONSIBILITY

(Scholarship in Teaching, Discovery of Knowledge, Creative Artistry and Literature, Technological and Managerial Innovation, Extension and Engagement)

A. List accomplishments as applicable, e.g., original research articles and research review articles in peer-reviewed journals, refereed articles that are pedagogy or extension-related, research abstracts, books; interdisciplinary/multidisciplinary works; invited and contributed research presentations; appointments or election to study sections and editorial boards; creative or professional works; exhibitions; juried shows, honors; awards, fellowships, prizes, competitions, and other pertinent evidence. Include an explanation of authorship convention. Clearly identify completed work from work that has been submitted but has not been accepted for publication/presentation.

B. List externally and internally sponsored grants and contracts as well as non-sponsored and independent programs that have supported your scholarship; indicate funding levels and duration; clearly identify whether submitted and under review, funded or not, indicate funding levels and duration. Include a Research Administration Data and Reporting System
(RADAR) report of your grant activity.

C. Participation in centers, consortia, institutes, interdisciplinary/multidisciplinary activities and other organized scholarly efforts between departments within and across colleges or institutions.

IV. EXTENSION AND ENGAGEMENT WITH CONSTITUENCIES OUTSIDE THE UNIVERSITY

A. List accomplishments as applicable, e.g., bulletins, brochures, reports, pamphlets, non-refereed publications, computer software, educational videotapes, slide sets, popular press articles, and other pertinent evidence.
B. Describe program impacts.

V. TECHNOLOGICAL AND MANAGERIAL INNOVATION

A. List knowledge and technology transfer accomplishments, e.g., copyrights awarded, invention disclosures, patents filed, patents awarded, new cultivars developed and released, major software packages, design patents, system designs, organizational processes developed, technologies commercialized, etc.
B. Describe program impacts.

VI. SERVICE TO THE UNIVERSITY AND PROFESSIONAL SOCIETIES

University service (department, college, university committees and governance organizations, administrative duties, e.g. Assistant/Associate Department Head, Undergraduate Coordinator, Director of Graduate Programs, Center or Program Director); state, regional, national and international professional activities and committee work, including professional associations.

Sections VII-VIII to be completed by the department head

VII. EXTERNAL EVALUATIONS - NOT required for Reappointment as Assistant Professor cases. (See External Evaluations in RPT Review)

A. Sample copy of the letter soliciting the external evaluation. (see “A Collection of Samples…” in the Additional References list at the top of this regulation) (See example in Additional Information Section).
B. Annotated listing of evaluators showing professional affiliation and providing commentary on reputation in the field and means of selection. (see “A Collection of Samples…” in the Additional References list at the top of this regulation) (See example in Additional Information Section).
C-B. C. Insert originals of external letters.

VIII. DEPARTMENTAL ASSESSMENT AND RECOMMENDATION

{See Written Assessments, Recommendations, and Responses in RPT Review} The Departmental Voting Faculty (DVF) assessment and the Department Head’s recommendation must follow the RPT Dossier Format outline; i.e., do not provide in memorandum format, insert memoranda or include language as if written to an individual or group.

A. Written assessment by the DVF. (Page limit: 2) {See Consultation in RPT Review}

B. Department head's written recommendation including early tenure explanation, if applicable and explanation of missing DVF votes and abstentions. (Page limit: 2)

C. Optional candidate response if applicable (Page limit: 2). The department head must make any candidate response available to the DVF.

Section IX to be completed by the dean

IX. COLLEGE ASSESSMENT AND RECOMMENDATION {See Written Assessments, Recommendations, and Responses in RPT Review} The College Reappointment, Promotion, and Tenure Committee assessment and the Dean’s recommendation must follow the RPT Dossier Format outline; i.e., do not provide in memorandum format, insert memoranda or include language as if written to an individual or group.

A. Written assessment by the College Reappointment, Promotion, and Tenure Committee [CRPTC]. {See Consultation in RPT Review} (Page limit: 2)

B. Dean's written recommendation including early tenure explanation, if applicable. (Page limit: 2)

C. Optional candidate response if applicable (Page limit: 2). The dean must make any candidate response available to the CRPTC and to the department head who must, in turn, make it available to the DVF.

4. The dossier is to be considered in the control of the candidate until the candidate’s portion is completed and the faculty member’s attestation by signature is on the Dossier Cover Form. Release to any other party (except the department and college RPT liaisons who must have access) of any parts of the dossier before the candidate signs the dossier (such as to external reviewers) requires the candidate’s express permission.
TABLE 4.3A.f.
Page 1

<table>
<thead>
<tr>
<th>Authority</th>
<th>Provost and Executive Vice Chancellor</th>
</tr>
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<td>Contact Info</td>
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</tr>
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Related Policies:
NCSU POL05.20.1 Academic Tenure Policy
NCSU REG05.20.20 RPT Dossier Format Requirements

Additional References:
RPT Process Description
A Collection of Samples and Guidance on How to Present Sections of the Dossier

1. Scholarly External Evaluations Required for Promotion in Rank and Conferral of Tenure

Thoughtful evaluations by accomplished scholars who are not a part of the NC State University community provide a valuable element in assessing the accomplishments of faculty who are being considered for promotion in rank and for conferral of tenure (note: external evaluations are not required for reappointments). External evaluations must be solicited and reviewed in the form of letters of evaluation.

2. Identifying Scholarly External Evaluators

2.1 Evaluators must not be members of the North Carolina State University faculty.

2.2 All evaluators must be persons with significant expertise and reputation in the field of the individual faculty member under review. Wherever possible, care should be taken to avoid requesting evaluations from individuals who now or in the past have had a close working relationship with the faculty member, were the candidate's major professor or were members of the candidate's doctoral advisory committee.

2.3 The candidate must be given the opportunity to suggest names of evaluators. In arriving at the collection of scholars from which evaluations will be solicited, these suggestions will be considered by the department head along with guidance from members of the Departmental
Voting Faculty, the candidate's mentor(s), or others with expertise appropriate to the area of specialty of the candidate, as appropriate. College Reappointment, Promotion and Tenure Rules may also require the Dean's review or approval of selected reviewers.

2.4 Evaluators should be selected with the aim of obtaining evaluations from, at least, five individuals.

3. Obtaining Scholarly External Evaluations

3.1 The department head should consult with the candidate regarding the appropriate sample of the candidate's scholarly work and other documentation to be provided to external evaluators to facilitate their review.

3.2 Each evaluator should be provided an appropriate sample of the candidate's scholarly work and asked to comment on the quality, quantity, impact, and creativity of the candidate's accomplishments.

3.3 All correspondence with external evaluators should be initiated by the department head or a member of the departmental voting faculty specifically designated by the department head for this communication purpose.

3.4 All external evaluators should be informed that their letters will become part of the personnel file of the candidate, and that, accordingly, the letters may be examined by the candidate upon request.

3.5 Evaluations should be sought with the aim of obtaining five external evaluation letters for inclusion in the candidate's RPT dossier.

4. Use of Scholarly External Evaluations

4.1. All solicited external evaluation letters received are to be included by the department head in the candidate's dossier for review at the departmental, college, and university levels. However, any letters received too late to be included in all the levels of review, i.e., letters received after review by the DVF, shall not be added to the dossier for the subsequent reviewers.

4.2. External evaluation letters should be preceded in the candidate's dossier by a listing, prepared by the department head or designee, of the names of the evaluators including their current academic and/or professional affiliations, a brief biographical statement, and indications of how each reviewer was selected (i.e., at the suggestion of the candidate, the departmental voting faculty, or the department head.)

4.3. Original copies of all solicited external letters received should be included in the dossier which becomes part of the permanent personnel file of the candidate located in Human Resources. A copy of the letters should be retained in the faculty member's personnel file in the department.
1. INTRODUCTION

UNC Policy Manual chapter 400.3.1.1[G] requires each institution in the UNC System to develop teaching evaluation policies for all teaching faculty members that include student and peer evaluations of teaching performance on a regular and ongoing basis. This regulation describes NC State University's philosophy and procedures for the evaluation of teaching. This regulation establishes procedures that must be followed for the summative evaluation of faculty teaching effectiveness. This regulation does not establish procedures for formative evaluation of teaching effectiveness that occurs at the faculty member's discretion.

2. DEFINITIONS

2.1 Formative Evaluation
Evaluation that is used for the purpose of self-improvement is defined as “formative evaluation”. The instructor collects student and peer perceptions of teaching effectiveness solely for the purposes of modifying and enhancing teaching strategies.

2.2 Summative Evaluation

Evaluation for the purpose of making personnel decisions and for enhancing teaching effectiveness is defined as “summative evaluation”. Administrators and departmental voting faculty evaluate data from students, peers, and the instructor in order to make informed decisions regarding reappointment, promotion and tenure, for post tenure review of faculty, teaching awards or for consideration of merit pay increases.

2.3 Peer Evaluator

For reviews of teaching, the peer reviewers may be colleagues of any rank mutually agreed upon by the faculty member and the department head or academic administrator, pending resolution by the Dean if there is disagreement. The peer reviewers may be selected from inside or outside the department. In small departments or in highly specialized disciplines, it may be difficult to find colleagues who can provide the required insights within the same department.

3. SCOPE

3.1 All courses delivered by faculty of NC State University must be evaluated by students each time each course is taught except as indicated in 3.5 below.

3.2 Faculty or a departmental designate must explain to students how evaluations will be administered for their class.

3.3 Peer review is to be conducted for all faculty with teaching assignments.

3.3.1 Peer review of professors must be completed every five years.

3.3.2 Peer review of associate professors must be completed every three years.

3.3.3 Peer review of assistant professors must be completed annually.

3.3.4 Peer review of non-tenure track faculty with 0.75 FTE or greater must be completed annually for the first three years and then every three years.

3.4 In addition to student evaluations and peer review, faculty evaluations may include other measures of teaching effectiveness such as teaching portfolios, exit interviews, and alumni surveys. For additional resources related to the peer review of teaching see departmental guidelines and the NC State Guide on Peer Review of Teaching.
3.5 Courses that have enrollments too low to insure anonymity of student evaluations (n ≤ 4) or that do not present course material (e.g., undergraduate and graduate research, internships, independent study, supervised teaching) will not be evaluated using the university evaluation instrument. Other exemptions must be approved by the Provost.

4. INSTRUMENTS FOR EVALUATION

4.1 Student Evaluation Instruments

The university instrument for evaluation of instruction (ClassEval) consists of a set of core closed-ended and open-ended questions, and a section(s) for optional approved questions that may be added by the teacher, department or college.

4.1.1 ClassEval Core questions

4.1.1.1 All departments must use the university core questions, unless exempted as set forth in section 3.5 above.

4.1.1.2 The Evaluation of Teaching Committee will review core questions every three years.

4.1.1.3 Core questions may be revised following recommendations made by the Evaluation of Teaching Committee and approval of the provost.

4.1.2 ClassEval Core specific questions

4.1.2.1 All lab courses must use the set of questions related to lab courses.

4.1.2.2 All distance education classes must use the set of questions related to distance education.

4.1.2.3 The Evaluation of Teaching Committee will review core-specific questions every three years.

4.1.2.4 Core-specific questions may be revised following recommendations made by the Evaluation of Teaching Committee and approval of the provost.

4.1.3 ClassEval Optional questions

4.1.3.1 The instructor, department, and college may add optional questions to ClassEval.

4.1.3.2 Optional questions must be approved by University Planning and Analysis for methodological soundness prior to being added to the approved question bank used to produce ClassEval.

4.2 Peer Evaluation Instrument
The development of an instrument(s) for documenting peer evaluations of teaching effectiveness is a departmental responsibility. However, the instrument used in the evaluation must contain the general requirements specified below.

4.2.1 The instrument must address the wide range of strategies, media and materials used in achieving learning objectives.

4.2.2 The instrument must include categories such as instructor organization, instructional strategies, choice of content, mastery of content, presentation skills, instructional materials and/or media, interaction with students and additional items appropriate for laboratory, clinic, studio or field settings.

4.2.3 The instrument must include a section for comments and other observations relevant to the discipline or type of class. Examples of peer evaluation instruments, including some for distance education courses, may be found in references listed in related information above.

5. PROCEDURES FOR STUDENT EVALUATIONS

Anonymity and confidentiality are the basic principles that govern distributing, collecting and handling student evaluations. Strict adherence to procedures that insure anonymity and confidentiality is imperative so that students feel free to provide honest and candid perceptions of teaching effectiveness.

A student may choose not to submit an evaluation if, for example, he or she feels the instructor may recognize a particular student as the source of a particular evaluation (e.g., if the class is very small, optional written comments would suggest who the student is, or some other factor pertains). There is no penalty to students who decline to submit evaluations.

5.1 Student evaluations of teaching must be conducted every time a course is taught except as noted in Section 3.5. The electronic evaluation instrument for a class will be made available to each student via a unique URL during the last two weeks of a regular term or during a proportionately similar period during summer terms, closing prior to final exam week.

5.2 No form of incentive should be provided to increase response rate.

5.3 All faculty who teach courses as part of their regular assignment and all teaching assistants for a class will be evaluated.

5.4 Faculty and administrators must not have access to evaluation data until after final grades for the course have been submitted.

5.5 The Provost will designate the administrative unit that will carry out data analysis in a timely manner so that data will be available for personnel decisions and for enhancing teaching effectiveness.
5.6 Data and student responses to open-ended questions will be compiled and returned to the faculty member and department head for review with faculty.

5.7 Distance education and other classes offered outside the classroom will be evaluated using ClassEval. Guidelines for completion of ClassEval must be presented to students prior to the last ten percent (10%) of the course.

6. PROCEDURES FOR PEER EVALUATION

Peer evaluation of teaching requires observation of instruction methodologies, review of course materials, and a written assessment of these observations. Each department must develop an evaluation instrument (see Section 4.2). Multiple reviewers should be assigned to each course.

6.1 Observation Procedures

6.1.1 The evaluator(s) communicates and meets with the teacher prior to making observations in order to learn the course objectives and become aware of the range of methods/materials/media utilized to achieve these objectives.

6.1.2 Observation must include visits to the classroom or course Web site for online courses, review of the key media and other materials used in instruction, and review of electronic interactions between students and teacher as applicable.

6.1.3 The evaluator must complete a section of the peer evaluation instrument during the class observation period.

6.2 Review of Learning Materials

6.2.1 Learning materials may include the syllabus, examinations, handouts, electronic materials and examples of students work.

6.2.2 Peer evaluation of materials should include accuracy and currency of content, assessment strategies, and difficulty level.

6.2.3 The evaluator must complete the written assessment of learning materials by the end of the semester or at the discretion of the department head.

6.3 Assessment

The written assessment of class observations and learning materials is discussed with the instructor by the evaluator. The written assessment is signed by the evaluator and instructor and submitted to the department head with a copy to the instructor.

7. MAINTAINING STUDENT AND PEER EVALUATION DATA
Completed student and peer evaluation instruments and resulting summary data are confidential.

7.1 Student and peer evaluations become part of the faculty member's personnel file.

7.2 Faculty members must be provided access to completed evaluations and any summary data resulting from those evaluations.

7.3 Original or summary data from student evaluations, including student responses to open-ended questions, and from peer evaluations must be retained for at least six years.

7.4 Data collected via electronic student evaluations (ClassEval) will be securely stored by the university.

8. EVALUATION OF TEACHING EFFECTIVENESS

Because the results of student and peer evaluations of teaching are used in personnel decisions, interpreting evaluation results must be done with caution.

8.1 Evaluation of teaching effectiveness must not be based on any single source of data. It may include peer review, faculty evaluations, teaching portfolios, exit interviews, and alumni surveys.

8.2 Departmental Voting Faculty will establish guidelines for interpretation of ClassEval data that will be employed in departmental decisions affecting employment status or compensation of faculty. Personnel decisions shall be based on the guidelines established a minimum of one year prior to the decision under consideration.

9. CONFIDENTIALITY OF CLASSEVAL DATA

9.1 Individual evaluation data may be shared only with department voting faculty, administrators, and other faculty (e.g. college RPT committees) involved in personnel decisions.

9.2 Faculty may share their individual evaluation data, but not the evaluation data of TAs or other instructors involved in the class without written permission.

9.3 Aggregate evaluation data may not be presented in a way that would allow identification of an individual faculty member.
PROPOSED REVISION TO: REG01.25.12

**Rationale:** The purpose of this regulation is to establish and recognize the primacy of the University General Schedule and establish a procedure for the adoption of institutional Unit Specific Addenda. This update clarifies the responsibilities of units and individual employees with regards to record retention management practices and e-mail retention/disposition. It further clarifies the role of the Office of Information Technology.

**Review Process:**

- 10/6/2009 General Counsel preliminary review
- 9/1/2009 Academic IT Directors (AITD) (review only)
- 9/8/2009 University Archivist preliminary review
- 9/8/2009 Director of Security and Compliance OIT review/endorsement
- 9/8/2009 UITC Review/Approval
- 10/7/2009 VC for Information Technology (CIO) review/endorsement
- 10/21/2009 Steering Team Review/Approval
- 11/13/2009 Management Team Review/Approval
- 5/26/2010 Additional Review from OIT, Office of General Counsel, University Archivist, Internal Audit
- Dean’s Council Review/Approval
- General Counsel Final Review [EG consolidation with E-Mail Retention REG]
1. Introduction

1.1 State law requires agencies to retain Public Records and prohibits their destruction except in accordance with the consent of the North Carolina Department of Cultural Resources. The Department of Cultural Resources has approved a University General Records Retention and Disposition Schedule ("University General Schedule") that governs the destruction or other disposition of University records.

1.2 The University General Schedule may be supplemented by individual unit specific schedules ("Unit Specific Addenda") submitted to the Department of Cultural Resources pursuant to the procedures outlined in this regulation. Unit specific schedules approved prior to June 5, 2007 are superceded and no longer effective.

2. Records Retention and Disposition Policy Statement
2.1 The University General Schedule and all approved supplemental institutional Unit Specific Addenda govern the retention and disposition of all University records. Public Records, including electronic records, not listed in the schedule or in an official approved Unit Specific Addenda that meet the minimum retention periods specified in the University General Schedule may not be destroyed unless specific approval from the Department of Cultural Resources is obtained.

2.2 Public Records Destruction (subject to 2.3)

2.2.1 Public Records may be destroyed when they have met their retention requirements under an approved schedule.

2.2.2 Public Records with short-term value may be destroyed or otherwise disposed of when their reference value ends.

2.2.3 Unscheduled Public Records that the Department of Cultural Resources has specifically approved for destruction may then be destroyed by the University.

2.3 Notwithstanding the instructions of the University General Schedule and approved institutional Unit Specific Addenda, any records subject to audit or official investigative proceedings or that relate to pending or probable litigation must be retained until the final conclusion of the audit, official proceedings or litigation and an official release has been communicated by either the Auditor or the Vice Chancellor and General Counsel, as applicable.

3. Scope

This regulation applies to all University Personnel and covers all records, regardless of form, made or received, in connection with the transaction of University business.

4. Definitions

4.1 "Public Record" means all documents, papers, letters, maps, books, photographs, films, sound recordings, electronic data-processing records such as E-mails and other electronic documents, magnetic or other tapes, electronic data-processing records, artifacts or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Personal records such as personal E-mail messages do not constitute public records. (N.C.G.S. 132-1)

4.2 "University Personnel" includes all employees of the University whether permanent, temporary, full-time or part-time, faculty, staff, administrators, student employees and agents of the University (including volunteers but not including independent contractors) to the extent they are acting within the scope of their agency authority.

4.3 "Unscheduled Record" means any record not listed in a retention and disposition schedule or unit specific schedule approved by the Chancellor, General Counsel, University Archivist and Department of Cultural Resources.
4.4 "Historical Value" means records that have administrative, legal, fiscal or evidential importance as well as documenting significant events, actions, decision, conditions, relationships and similar developments.

4.5 “Public Record with Short-Term Value” means those records possessing only brief administrative, fiscal, legal, research or reference value. This category of record includes, but is not limited to, the following: reservations, routing slips, facsimile cover sheets, and those records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives.

5. Procedures for Approval of Unit Specific Addenda

5.1 University units may need to seek approval for new or revised Unit Specific Addenda when specific unit records are not included in the University General Schedule or when an approved Unit Specific Addenda need revision. If units cannot locate particular records in the University General Schedule or a Unit Specific Addenda need revision, the unit should contact the University Archivist for assistance.

5.2 If the University Archivist determines that there is no appropriate record series in the University General Schedule or existing Unit Specific Addenda that meet the needs of the unit, the unit must submit a “Request for Approval of Unit Specific Schedule/Addenda” form to the University Archivist who will consult with the Office of General Counsel. If the request is approved, the University Archivist shall forward the form to the Chancellor or designee for approval and then to the Department of Cultural Resources for final approval. Unit Specific Addenda are not effective until approved by the Department of Cultural Resources and electronically published by the University as Unit Specific Addenda.

5.3 A request for approval of Unit Specific Schedule/Addenda must meet the minimum retention requirements set forth in the University General Schedule.

6. Procedures for Seeking Approval for the Destruction of Unscheduled Records

Authorization for destruction of Unscheduled Records may be obtained from the Department of Cultural Resources. To obtain such approval, the unit must submit a "Unit Request for Destruction of Unscheduled Records" to the University Archivist. If the University Archivist determines that the record has historical value, the unit will be notified of the possibility of transferring the record(s) to the Archives or to another designated, authorized permanent storage area. If the University Archivist determines that the records do not have historical value and that they no longer have administrative value, the Archivist will forward the Unit Request for Destruction of Unscheduled Records to the Department of Cultural Resources. No destruction of any Unscheduled Record may take place until the unit is notified in writing of the approval of the Department of Cultural Resources.

7. Unit and Individual University Personnel Responsibilities.

7.1 Unit Record Retention Management Practices. University units are responsible for establishing appropriate record retention management practices that are consistent with this regulation and the
procedures of the University General Schedule and approved Unit Specific Addenda. Each unit head should identify and appoint a records manager who shall be responsible for ensuring (a) that unit records are retained and disposed of in accordance with the University General Record Schedule and Unit Specific Addenda; (b) that access to confidential University records and information is restricted; (c) that records with historical value are delivered to the University Archivist; and (d) that accurate records of destruction or transfer activity are maintained. The records manager shall also process appropriate unit requests for approval of Unit Specific Addenda, as necessary. Records managers should be familiar with the guidelines contained in the State Records Center Handbook.

7.1.1 University Personnel Termination or Transfer. When a University Personnel terminates or changes his/her affiliation with the University, it is the responsibility of the relevant unit administrator to ensure that records under the responsibility of that University Personnel are retained or disposed of in compliance with this regulation and the University Records Retention and Disposition Schedule. This action should be taken before the University Personnel leaves.

7.2 E-Mail Retention and Disposition. The custodian of e-mail messages will normally be the originator if that person is University Personnel; otherwise, it will be the individual University Personnel to whom the message is addressed once the message is received at the University. The custodian is responsible for preserving the e-mails, notwithstanding any automatic repository as mentioned in section 8 or computer backup. The NC Department of Cultural Resources and the NC State Office of Information Technology provide guidance on the methods for managing, storing, preserving and destroying e-mails.

7.2.1 Non-University E-Mail Accounts. If University Personnel use e-mail addresses not maintained by the University (e.g. Yahoo, MSN, Roadrunner) to create or receive e-mail that relates to University business, then the University Personnel, as the e-mail custodian, is under a legal obligation to preserve, maintain and present upon request that e-mail according to the University Records Retention and Disposition Schedule.

8. E-Mail Retention Archive.

The Office of Information Technology will copy all e-mails sent or received externally through the University central e-mail system (except spam) by University Personnel (“E-mail Records”) and create a searchable repository of copied E-mail Records. This repository will be retained as a permanent archive until an e-mail records retention and disposition system can be implemented that is compliant with the University’s approved Records Retention and Disposition Schedule. The Office of Information Technology will use this archival repository to assist University units and University Personnel in responding to requests for e-mail within the custody of the unit/personnel.
**PROPOSED REVISION TO: REG08.00.2 - Computer Use Regulation**

**Rationale:** The purpose of this Regulation is to define the appropriate use of computer networks, equipment and resources owned by NC State University. This update to the Regulation further defines responsibilities of university employees, students and affiliates with regards to the use of university-owned equipment and reflects responsibility/organizational changes of the Office of Information Technology based upon input from the Dean’s Council, Staff Senate, Faculty Senate and Student Senate.

**Review Process:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
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<tbody>
<tr>
<td>2/21/08</td>
<td>General Counsel preliminary review and submission of changes to reflect eDiscovery compliance (revision to sections 2.4, 2.5; addition of sections 6.2, 6.3) – David Drooz</td>
</tr>
<tr>
<td>3/24/08</td>
<td>Faculty/Senate sends suggested changes (section 2.11) to Legal and OIT for review – Paul Williams</td>
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<tr>
<td>3/27/08</td>
<td>OIT review and incorporation of suggested changes to section 2.11 as well as other changes to reflect the OIT organization – Mardecia Bell</td>
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<tr>
<td>3/28/08</td>
<td>General Counsel review and acceptance of changes from OIT – David Drooz</td>
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<tr>
<td>3/30/08</td>
<td>Director of Security and Compliance sends reviewed document with suggestions to section 2.11 and changes from General Counsel to Faculty/Senate – Mardecia Bell</td>
</tr>
<tr>
<td>4/18/08</td>
<td>Included feedback from 4/1/08 review with Academic IT Directors (AITD) – Mardecia Bell</td>
</tr>
<tr>
<td>5/08/08</td>
<td>Copyright Infringement investigation initiates thorough review of Computer Use Policy and another review of Computer Use Regulation for clarification – Mardecia Bell</td>
</tr>
<tr>
<td>7/07/08</td>
<td>Included feedback from 7/1/08 review with Academic IT Directors and OIT management (changes to sections 2.1.2, 2.5, 2.11, 2.12, 3.3, 3.5, 3.9, 4.4, 6.1, 6.2, 6.3, 7.4) – Mardecia Bell</td>
</tr>
<tr>
<td>7/31/08</td>
<td>Final review by General Counsel, Internal Audit, AITD, and OIT management</td>
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<tr>
<td>8/05/08</td>
<td>Reviewed by Management Team</td>
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<tr>
<td>8/13/08</td>
<td>Reviewed at Informal UITC Meeting</td>
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<tr>
<td>8/14/08</td>
<td>VC for Finance and Business Reviews/Endorses Draft</td>
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</table>
### 8/19/08
EOM reviews – Requests Mardecia Bell to review once more with Faculty Senate and review with Staff Senate and Dean’s Council. Mardecia should present again at 9/2/08 EOM meeting with incorporation of feedback/changes from designated review groups.

____  University Council (approval//notification), if applicable

____  Board of Trustees (approval/notification), if applicable

### 9/2/2008  Interim version published

#### Additional Review:

<table>
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<tr>
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<tr>
<td>9/25/08</td>
<td>Dean’s Council Preliminary Review</td>
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<tr>
<td>9/30/08</td>
<td>Faculty Senate Resource &amp; Environments Committee Review</td>
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<tr>
<td>10/25/08</td>
<td>Student Senate Review/Approval</td>
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<tr>
<td>2/18/09</td>
<td>Staff Senate Review/Approval</td>
</tr>
<tr>
<td>5/29/09</td>
<td>Deadline for general public (Steering Team, Management Team, UITC, Faculty Senate, Staff Senate, Student Senate, OIT staff, AITD Committee, Class in College of Management taught by Julie Earp) to provide feedback on revised version thus far.</td>
</tr>
<tr>
<td>6/01/09</td>
<td>Draft version with compilation of received changes produced</td>
</tr>
<tr>
<td>07/01/09</td>
<td>Suggestion to submit for final approval with revised Records Retention and University E-mail Retention regulations</td>
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<tr>
<td>4/23/10</td>
<td>OIT S&amp;C and Office of General Counsel Review (in conjunction with review of GoogleApps e-mail access options) – suggested changes to handle external providers of university information</td>
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<tr>
<td>5/24/10</td>
<td>Director of Security &amp; Compliance OIT Review (compilation of all suggested changes)</td>
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<td>VC for Information Technology (CIO) Review/Endorsement</td>
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<tr>
<td>6/22/10</td>
<td>Dean’s Council Final Review (Presented at 6/3 meeting with feedback deadline of 6/22)</td>
</tr>
<tr>
<td>6/30/10</td>
<td>General Counsel Final Review</td>
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____  EOM Review
Computer Use Regulation

REG 08.00.2

Information Technology

Print-friendly version

Authority: Issued by the Chancellor. Changes or exceptions to administrative regulations issued by the Chancellor may only be made by the Chancellor.


Related Policies:
NCSU POL08.00.1 - Computer Use
NCSU REG01.25.2 - Copyright Infringement Policy Statement
NCSU REG07.30.14 - Home Use of Equipment
NCSU REG08.00.9 - University E-mail Retention
NCSU REG08.00.3 - Data Management Procedures
NCSU REG01.25.5 - Procedure for Formatting, Adopting, and Publishing Policies, Regulations, and Rules (PRR Protocol)
NCSU REG 08.00.10 Anti-Virus Software Requirements

Additional References:

Advice Memo on Public Computers and Pornography
NCSU Trademark Licensing Office
NCSU Administrative Password Standard

Contact Info: Director of Security & Compliance, Office of Information Technology (919-515-2794)

1. Introduction

North Carolina State University's (hereinafter "University") Information Technology (IT) Resources consists of computer networks, equipment, and resources that primarily support the academic and administrative functions of the University. These IT
Resources are either owned by the University, or used by the University under contract with an external provider, and are provided primarily to support the academic and administrative functions of the University. The use of these IT Resources is governed by federal and state laws and University policies and procedures.

2. Regulatory Limitations

2.1. University computer accounts are for the exclusive use of the individual to whom they were assigned, and users may not allow or facilitate unauthorized access to University computer accounts or IT Resources by others. Users may not set up a proxy or anonymous remailer for purposes of allowing access to others. For example, users may not allow unauthorized access to restricted resources by sharing their password, or by setting up a Web proxy, an anonymous remailer or other methods.

2.1.1. Students and employees of NC State receive computer accounts and are authorized users of IT Resources unless access privileges have been revoked under University procedures.

2.1.2. Departments may establish guest and temporary accounts for authorized use of University IT Resources by non-university personnel. The department that is responsible for the guest and temporary accounts must ensure that the Computer Use Policy and Computer Use Regulation is understood and adhered to by the users of the accounts. The users of the accounts are responsible for personally adhering to University regulations and all state and federal laws.

2.2. Use of University IT Resources must comply with federal and state laws.

2.3. Use of University IT Resources must not violate any policy or directive of the UNC Board of Governors, the NC State Board of Trustees, the UNC General Administration, or the NC State administration. Use of IT Resources provided to the University under a contract with an external provider are also subject to the terms and conditions of the contract with the provider.

2.4. The University may examine the content of personal electronic information stored on or passing over University IT Resources, including resources of an external provider, for any of the following purposes:

2.4.1. To ensure the security and operating performance of its IT Resources.

2.4.2. To enforce University policies or compliance with state or federal law where examination is approved in advance by a Dean, Vice Chancellor, or Vice Provost, and either

2.4.2a. there is a reasonable suspicion that a law or University policy has been violated, and examination is appropriate to investigate the apparent violation, or
2.4.2b. examination is necessary to comply with a state or federal law.

2.4.3 These investigations may To bring investigate particular issues before bringing them to the University IRB Institutional Review Board (IRB).

2.4.4 To conduct an audit.

2.4.5 To comply with E-discovery rules relating to an actual, threatened or potential lawsuit, with a subpoena, or with other court orders.

2.5. Computer users should have no expectation of privacy in personal material stored by them on the University IT Resources when any of the conditions of subparagraph 2.4.1, 2.4.2(a), or 2.4.2(b) above section 2.4 have been satisfied; although attempts University staff will be made to protect respect personal privacy where possible.

2.6 The University may use active measures to detect compromised machines and identify vulnerable services as long as the active methods are low risk and concerns are reported to appropriate users.

2.6. The University may authorize confidential passwords or other secure access identification; however, users should have no expectation of privacy in the material sent or received by them over the University IT Resources. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above in section 2.4.

2.7 The University may use active measures to detect compromised machines and identify vulnerable services as long as the active methods are low risk and concerns are reported to appropriate users.

2.78. For information related to university business, a supervisor or other designated university official may have appropriate access for work-related purposes. No permission or approval from the user is needed for such access. If personal and business information are not clearly separated, the designated university official may examine all information to the extent needed to separate and access business information for work-related purposes. Deans or Vice Chancellors may approve rules to exclude personal files from storage on network drives, in which case all files and data on the affected systems may be treated as information related to University business.

2.89. Authorized University personnel may examine server/desktop “log” information to identify computer users and the electronic addresses to which they have connected (e.g., web sites or e-mail) to the extent consistent with privacy laws and necessary for University business purposes.

2.910. The University reserves the right to limit or revoke access to University IT Resources when federal or state laws or University policies are violated or where University contractual
obligations or University operations may be impeded. Attempts will be made to notify the affected user(s).

2.9.1. Federal or state laws or University policies are violated, or

2.9.2. Where University contractual obligations or University operations may be impeded.

2.10. All material prepared and utilized for purposes of University business and posted to or sent over University IT Resources must be accurate and must correctly identify the sender, unless a University administrator (department head or higher) approves anonymity for a University business purpose.

2.11. Any traffic on the University's IT Resources may be monitored by designated university personnel for operational or research purposes. Access to information content should be consistent with University regulations, state and federal laws, and the purpose for which the traffic is being monitored.

2.12. Individuals using University IT Resources may not convey personal statements that could be construed as representing the positions or beliefs of the University. For example, religious views, political campaign positions, proselytizing remarks, and quotations, and etc. are not allowed in e-mail signature blocks.

2.13. University computers must be registered with NC State in University-approved domains. It is forbidden to register a non-University-approved domain for any computer that is connected to the NC State network without approval of the Vice Chancellor for Information Technology or his/her designee. If such approval is given, it must be made clear that this domain is using NC State IT Resources for delivery.

2.14. Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup or archival purposes, may be a violation of copyright law.

2.16. Users of IT resources including computer systems must take appropriate security precautions. These precautions include ensuring that critical vendor-supplied security patches are applied to software products, following the university Anti-Virus Software Requirements regulation, and following the university Administrative Password Standard.

3. Personal Use

Authorized users may access University IT Resources for personal uses, with no expectation of privacy, if the following conditions are met:
3.1. The use does not overload the University IT Resources, or otherwise negatively impact their performance.

3.2. The use does not result in commercial-gain or private profit, except as allowed under University intellectual property policies and the external activities for pay policy. However, in no case may University IT Resources be used for solicitation of external activity for pay.

3.3. The use does not violate any University licensing agreements or any law or University policy on copyright and trademark.

3.4. The use does not state or imply University sponsorship or endorsement.

3.5. The use does not violate any law or University policy, regulation, or rule.

3.6. The use does not involve unauthorized passwords or the abuse of identifying data and/or tools that attempt to circumvent system security or that in any way attempts to gain unauthorized access.

3.7. The use does not involve sending or soliciting chain letters, nor does it involve sending unsolicited bulk mail messages (e.g., "junk mail," or "spam," or "MLM.").

3.8. The use does not result in any direct cost to the University.

3.9. Any creation of a personal World Wide Web page or a personal collection of electronic material that is available to others must include a disclaimer that reads as follows:

"The material located at this site is not endorsed, sponsored or provided by or on behalf of North Carolina State University."

4. Use of Computing Facilities for Commercial, Advertising, and Broadcast Purposes

4.1. No paid advertising will be allowed on official University Web sites. However, an NC State Web site may contain a simple acknowledgment of sponsorship by an outside entity in the following form: "Support for this Web site [or university unit] has been provided by ______________." The acknowledgment may include the sponsorship's logo only if permission is granted by the sponsor and the use of the logo does not imply commercial endorsement by the University.

4.1.1. An "official University Web site" is any World Wide Web address that is sponsored, endorsed or created on authority of a University department or administrative unit. Web sites on University servers are either "University Web sites" or personal Web sites allowed by the University.
4.1.2. "Paid advertising" means advertising or promotional information provided in exchange for legal consideration, including money or other valuable benefits.

4.2. Personal Web pages that are maintained by University-owned computers account holders may not contain paid advertising.

4.3. University employees may post advertisements to newsgroups, Web sites, or other Internet resources dedicated to advertising. The ads may not refer readers to a University telephone number or university e-mail address. Like other personal use of State computing resources, the ads must be sent on an employee's own time, not during hours when they are being paid to work.

4.4. University computer account holders may not "broadcast" E-mail messages without prior approval from the Chancellor, Provost, Vice Chancellor for Finance and Business, Vice Chancellor for Information Technology, or their designees. "Broadcast," means transmission of an unsolicited message to a significant number of computer accounts on a University server or servers; the intent is to prevent mass mailings from tying up employee time and computer resources. The use of e-mails by university units to reach their constituency will not be considered “broadcast” e-mail under this section. The use of authorized university e-mail lists for their intended purpose will not be considered “broadcast” e-mail under this section.

4.5. Registered marks of the University as designated by the NCSU Trademark Licensing Office may be used in the Web sites of University computer account holders on the conditions that (a) they are not used for or related to private profit or commercial purposes, and (b) they do not mislead or confuse viewers as to whether the Web page is University-sponsored.

4.6. The Chancellor or designee may approve specific exceptions to the prohibition on paid advertising.

5. Violation of Policies and Regulations

5.1. Any violation of this policy by employees may be "misconduct" under EPA policies (faculty and EPA non-faculty), or "unacceptable personal conduct" under SPA policies. For students, violations are "misconduct" under the applicable student disciplinary code. For approved guests, violations will result in appropriate action depending on their affiliation. Violators may be referred to the appropriate disciplinary procedure, and violations of law may also be referred for criminal or civil prosecution. Sanctions may include revocation of access privileges in addition to other sanctions available under the regular disciplinary policies.

5.2. Apart from referrals to disciplinary procedures, an authorized University system administrator (or designee such as the system administrator’s supervisor, or a university Help Desk representative) may suspend a user's access privileges or suspend services to a computer, for as long as necessary to protect the University's IT resources, to prevent an ongoing threat of harm to persons or property, or to prevent a threat of interference with normal University
functions. As soon as practicable following the suspension of access privileges, the system administrator must take the following actions:

5.2.1. The user must be sent written or electronic notice of the suspension of access and the reasons for it, along with notice of the time, date, location, and person with which the suspension may be discussed.

5.2.2. The user must be given an opportunity to meet with the system administrator or his/her designee in a timely manner to discuss the suspension and present any reasons the user has why the suspension should be lifted. The system administrator must reconsider his or her suspension decision in light of the information received at this meeting.

5.2.3. Following the meeting, the user must be sent a written or electronic copy of the system administrator's decision upon reconsideration, and must be notified that the user may appeal to the system administrator's immediate supervisor if the user is dissatisfied with the outcome of the meeting.

6. Application of Public Records Law

6.1. Duty to preserve records: All information created or received for University work purposes and contained in University IT Resources, or electronic mail (e-mail) depositories are public records and are available to the public unless an exception to the N.C. Public Records Law applies. As with hard-copy documents, e-mail users are responsible for the retention of e-mail messages that have lasting or archival value in accordance with the N.C. Public Records Law and NC State University's published guidelines regarding records retention and disposition.

6.2. Additional duty regarding records requests and potential litigation: Any University employee or authorized guest (e.g., volunteers and students serving in a University office) who receives notice of a public record request, or possible lawsuit or other legal claim must promptly (a) notify the Office of General Counsel or Office of Legal Affairs of the request or possible claim, and (b) locate and preserve all relevant records.

6.3. Duty to provide access to information content: Employees and approved guests with a network account or University computing device must provide appropriate assistance for access to information content (including decryption and entry of passwords). This assistance should only be provided when an identified University official (e.g., supervisor or person in employee's chain of command) needs access to any of the University's records/data the employee may have stored on University machines, systems, or storage devices, or on non-university machines, systems, or storage devices.

7. Additional Rules

Additional rules on computer use may be adopted by various divisions/departments to meet specific administrative or academic needs. Any adopted requirement must:
7.1. Comply with applicable federal and state laws;

7.2. Be consistent with the policies of NC State University and the University of North Carolina;

7.3. Be adopted and posted in writing or electronically in a manner that is available to all affected users in accordance with the Procedure for Formatting, Adopting, and Publishing Policies, Regulations, and Rules (PRR Protocol); and

7.4. Be filed with the General Counsel and the Vice Chancellor for Information Technology.
LEADERSHIP STATEMENT

July 2010
THE OPPORTUNITY

North Carolina State University is a leading comprehensive land-grant institution with significant strengths in science, engineering, and technology and is Carnegie-designated as a “very extensive” research university. NC State is entering a dynamic period in its history under the new leadership of Chancellor W. Randolph Woodson, appointed in January 2010. Chancellor Woodson has launched a strategic planning effort that will cultivate the strong entrepreneurial spirit that has always characterized NC State and that will continue to build a first-tier university that is, in his words, “locally responsive and globally engaged.” NC State’s provost will be a key partner in the success of these endeavors.

The provost and executive vice chancellor reports directly to the chancellor, serves as the institution’s second-in-command, and has chief responsibility for advancing the academic mission of the university. As the university’s chief academic officer, the provost oversees the policies and priorities that create and sustain educational excellence across the university’s broad spectrum of academic and student affairs. The provost’s responsibilities include leading academic strategic planning and resource allocation and overseeing academic personnel matters including the recruitment, hiring, retention, performance, promotion, and tenure of faculty who excel in the creation and dissemination of knowledge that is meaningful to society and critical for our students’ success in the world.

The ideal candidate for this position will present academic credentials and accomplishments appropriate for appointment at the rank of professor; leadership experience and management sophistication that demonstrate strong preparation to lead a large and complex array of programs and functions; and the communication skills, values, and personal qualities that are essential to success in this critical role.

The university’s website (www.ncsu.edu) provides a breadth of institutional information. Specific information about the provost search may be found at www.ncsu.edu/provostsearch.
OVERVIEW OF NC STATE

NC State University is a national center for teaching, research, and public service in the sciences and engineering, in business and management, in the humanities and social sciences, and in a range of professional programs including veterinary medicine and design.

It is the largest academic institution in North Carolina, with almost 34,000 students and 7,900 employees, including more than 2,000 full-time faculty. Its historic strengths in science and technology are supported by its commitment to excellence in a comprehensive range of fields, and its research strength is complemented by its extensive community engagement.

Since 1887, the university has served its students, the people of North Carolina, and the nation, and its reach is increasingly global. The university is organized into 10 colleges that offer the baccalaureate degree in more than 110 fields, master’s degrees in more than 100 fields, and doctoral degrees in 61 fields.

NC State is a flagship among the 17 institutions of the University of North Carolina system, which is led by System President Erskine Bowles and governed by a 32-member Board of Governors appointed by the North Carolina General Assembly. NC State University is led by the chancellor and governed by a 13-member Board of Trustees.

The university has a current annual budget of approximately $1.1 billion and an endowment valued at approximately $500 million. The student body is approximately 22 percent minority and 44 percent female. Students come from 54 U.S. states and territories, as well as 111 foreign countries, with an international enrollment of more than 2,200. The university has extensive, rapidly growing distance education programs that are offered in many formats. Almost 7,100 degrees were conferred during the 2009-2010 academic year.

Distinguished faculty include members of the National Academy of Sciences, the National Academy of Engineering, the Institute of Medicine and fellows in a large number of professional associations.
NC State has more than 60 interdisciplinary research centers across a comprehensive array of disciplines, in the STEM fields and beyond. The university is ranked seventh in industry-funded research and third in total state and local research among national research universities. It ranks ninth nationally in research expenditures among public universities without medical schools. Expenditures for research and sponsored programs exceed $350 million annually. The most recent annual licensing income from patents and technologies resulting from the research enterprise totaled more than $3.6 million. The continuing growth of research and the associated expansion of doctoral programs is a high priority. Core interdisciplinary research areas include health and well-being, energy and environment, safety and security, and educational innovation.

The university’s campuses in Raleigh consists of 257 major buildings on almost 2,100 acres. Nearby are university research farms, biology and ecology sites, and forests. The Centennial Campus, established 25 years ago as a visionary academic enterprise and internationally recognizes as a leading-edge model, houses faculty and programs from every college -- as well as more than 70 corporate and government partners -- organized into educational neighborhoods that simulate creativity and innovation. Collaborative projects take on some of the most significant scientific and technological challenges of our time.

North Carolina Cooperative Extension is shared between NC State University and at the state’s other land-grant institution, NC A&T State University, with a presence in all 100 counties and on the Cherokee reservation. Cooperative Extension gives state residents ready access to the resources and expertise of both institutions. Through educational programs, publications, and events, Cooperative Extension field faculty deliver unbiased, research-based information to North Carolina citizens.

During the first decade of the millennium, NC State University engaged in a major construction effort, constructing over 1.3 million new gross square feet and renovating over 900,000 square feet of space. In all, 46 major capital projects were completed. Today the university continues “Building a New NC STATE” to meet the educational, economic development, and quality of life needs of the state and its people. Major construction projects include a third new engineering building and a new library on Centennial Campus, as well as a new animal hospital on Centennial Biomedical Campus.
NC State University is one of the three universities, along with Duke University and the University of North Carolina at Chapel Hill, that comprise the conceptual “points” of the 7,000-acre Research Triangle Park (RTP) that lies at the region’s center. Since its inception in 1959, RTP has been home to numerous public research agencies as well as the research and development centers of major national and international corporations. RTP is the largest and longest-operating research and development park in the U.S., with 170 research organizations, an investment of more than $2.8 billion in capital improvements, and more than 42,000 full-time employees. The three universities cooperate through the Triangle Universities Center For Advanced Studies, Inc. (TUCASI), the Board of Governors of RTI International, Inc, the North Carolina Supercomputing Center and the North Carolina Research and Education Network (NCREN), the National Institute of Statistical Sciences, the Statistical and Applied Mathematical Sciences Institute, the North Carolina Biotechnology Center, and the National Humanities Center. Their shared facilities include the Triangle Universities Library Network, the North Carolina Network Initiative, and Sigma Xi.

NC State’s Mission

The mission of NC State is to serve its students and the people of North Carolina as a doctoral/research-extensive, land-grant university. Through the active integration of teaching, research, extension, and engagement, NC State creates an innovative learning environment that stresses mastery of fundamentals, intellectual discipline, creativity, problem solving, and responsibility. Enhancing its historic strengths in agriculture, science, and engineering with a commitment to excellence in a comprehensive range of academic disciplines, NC State provides leadership for intellectual, cultural, social, economic, and technological development within the state, the nation, and the world.

Vision and Planning

Following his appointment in January, Chancellor Woodson officially began his service at NC State on April 1, 2010. In the short time since he arrived, he has begun to articulate his vision for the university, and he has established the framework for a planning process. The process will be broadly inclusive, and a strategic plan will be developed in the next six months, with forums
each semester to engage the campus community in discussions of strategic planning as well as important issues of the university. It is expected that a plan will be formulated during the 2010-11 academic year.

The chancellor’s vision, which will be more fully explored and articulated through the planning process, includes the following key elements:

- Continuing to build the strength and recognition of NC State as one of the best science and technology institutions in the world
- Developing a global agenda with a more extensive “global footprint” for the university
- Building the size of the faculty to match enrollment demands by recruiting, developing and retaining faculty who excel in education and research
- Enhancing revenue and aligning the budget with the priorities of the university
- Emphasizing and continuing the role that NC State plays in the state’s economy and establishing its work as a model for the role of higher education in economic development
- Encouraging continued innovation in research and discovery
- Supporting student success, and attracting the best and brightest students to NC State, while remaining accessible to qualified students with financial need
- Capitalizing on the strengths of NC State in interdisciplinary education in which large teams do complex work and all reap the benefits of being “One University”
- Using the Centennial Campus to pursue further partnerships in research and education

The Community

By any measure of competitive success, the city of Raleigh and the Research Triangle region of North Carolina are consistently ranked among the best places in the world to live, work, and do business. The region and city have been voted the #1 for education (Forbes); the #1 place to live and work (Employment Review); the #1 region for biotechnology (Milken Institute), the #1 boomtown in America (Business 2.0), the #1 high-tech region (Silicon Valley Leadership Group), the #4 strongest economy (Policom), the #5 Leading Life Sciences Clusters in the U.S. (Raleigh-Durham, NC) (Milken Institute), #1 City with Best Economic Potential (fDi Magazine), #1 City where Americans are relocating (Forbes), #1 Best Place for Business and Careers (Forbes), and #1 Fastest-Growing Metropolitan Area in the Country (Raleigh-Cary) (US Census).

Education is highly valued. More than 47% of the adult population in the area holds at least a bachelor's degree. One in nine holds graduate, professional, or Ph.D. degrees.
Raleigh is the second-largest city in North Carolina, with more than 380,000 residents; there are over a million people in the Raleigh-Durham-Chapel Hill metropolitan region. The population is expected to double as much as double by 2025. A collaborative, supportive climate for business; vibrant clusters of innovation; world-renowned research universities, and a highly skilled workforce are a few of the many reasons people and businesses choose the Research Triangle region.

Located in the central Piedmont region of North Carolina, Raleigh is situated midway between the Great Smoky Mountains to the west and the Atlantic Ocean to the east. A trip to the mountains takes about three hours, and great beaches are less than two hours away. The region has a temperate climate with four distinct seasons. The mild climate makes outdoor recreation possible all year. Many of Raleigh’s 200 major parks are connected by the city’s 41-mile greenway system, which provides walking, jogging, hiking and biking trails.

In addition to NC State’s own 23 NCAA Division I intercollegiate athletic teams, Raleigh is home to the 2006 NHL Stanley Cup champion Carolina Hurricanes. Two of minor league baseball’s most recognizable teams -- the Durham Bulls, a triple-A affiliate of Tampa Bay, and the Carolina Mudcats, a double-A affiliate of the Florida Marlins -- also call the region home.

Raleigh has a diverse art scene, featuring Broadway shows, the N.C. Symphony, the Opera Company of North Carolina and the Carolina Ballet. Raleigh is also home to major state museums of art, history and natural science.

The region offers a unique combination of city life and college-town charm. NC State shares the city of Raleigh with Meredith College, Peace College, St. Augustine’s College, and Shaw University. UNC-Chapel Hill, NC Central University, and Duke University are all located within a 30-minute drive of NC State.

**ORGANIZATIONAL ISSUES AND GOVERNANCE**

The provost and executive vice chancellor reports directly to the chancellor and serves as the chancellor’s designee in his absence. The provost and the vice chancellor for finance and business (the university’s chief financial officer) work especially closely and regularly with each
other and with the chancellor. The provost also works closely with the Academic Affairs and Personnel Committee, one of six standing committees of the Board of Trustees.

Soon after the chancellor arrived, he restructured to bring student affairs, as well as university planning and analysis, into the portfolio of the provost. Both units had previously been direct reports to the chancellor. This enhances the opportunity for both units to operate in ways that are more fully integrated with the core academic mission of the university. In addition, the dean of the graduate school became a direct report to the provost, with a dotted line reporting relationship to the vice chancellor for research. Examination of the university’s organizational structure and its impact on how the university functions will be ongoing as part of the strategic planning process.

The university’s ten colleges, which report directly to the provost, along with the graduate school and the division of undergraduate academic programs (DUAP), are –

- Agriculture and Life Sciences
- Design
- Education
- Engineering
- Humanities and Social Sciences
- Management
- Natural Resources
- Physical and Mathematical Sciences
- Textiles
- Veterinary Medicine

The provost’s portfolio also includes

- The Libraries
- The Division of Student Affairs
- The Division of Enrollment Management and Services, including
  - Admissions
  - Registration & Records
  - Financial Aid
- Distance Education and Learning Technology Applications (DELTA)
- The Office of Faculty Affairs
- The Office of International Affairs
- The Office of Diversity and Inclusion
- The Office for Equal Opportunity and Equity
- Biotechnology Program
- Institute for Advanced Analytics
Entrepreneurship Initiative
Science, Technology, Engineering and Math (STEM) Initiative

The organizational chart for the Provost’s Office may be found at http://www.provost.ncsu.edu/about-us/documents/provost-org-chart.pdf

Chancellor Woodson seeks to leverage the strengths of NC State’s individual colleges to ensure that the university as a whole is greater than the sum of its parts. The provost will lead the continuing evolution of the collective academic enterprise, working with the deans and supporting their continuing efforts to build strong colleges and interdisciplinary initiatives while also strengthening the perceptions, and resources, of a cohesive, world-class, and fully-integrated institution.

Within the colleges, academic department heads report to the deans. These are administrative appointments upon recommendation of finalists by the faculty, typically with a five-year review cycle. Faculty governance is carried out through the Faculty Senate, composed of 35 senators elected by their colleges. The senate is headed by the chair of the faculty, who works closely with the past chair and the chair elect. Standing senate committees address matters including academic policy, resources, governance, and personnel. The provost, as an ex officio member of the senate’s executive committee, attends Faculty Senate meetings; the deans typically attend by invitation, though all meetings are open to the university community.

THE ROLE OF THE PROVOST

The responsibilities of the provost include:

- Advancing the academic mission of the university and serving as an articulate advocate for the success of the academic enterprise;
- Leading the academic planning process, including encouraging consideration of collaborative initiatives across academic programs and with other areas of the university;
- Building the size and quality of the faculty, as well as the quality of the faculty experience;
- Managing institutional and organizational change at a pace that is brisk without being disruptive;
- Taking substantial fiscal responsibility, including overseeing the allocation of state funds associated with enrollment growth and tuition, directing the allocation of new and existing resources, and aligning resources with the priorities established by the strategic plan;
- Managing resources strategically at a time of increasing financial constraint, and recognizing that growth in some areas may entail reallocation of resources from other areas of lower priority;
• Working collaboratively with the chancellor and the other senior officers of the university, and working effectively in the political context that surrounds any public institution;
• Providing the accessibility, trustworthiness and transparency that are essential to a climate of mutual respect both on and beyond the campus;
• Ensuring a focus on student academic success and positive collegiate experience;
• Building graduate programs and research, and support for graduate students
• Advancing the university’s commitment to diversity;
• Sustaining and expanding NC State’s entrepreneurial and innovative spirit and its support for the development of the state and the region;
• Advancing NC State’s global commitments and the engagement of both students and faculty in other countries; and
• Contributing to increasing institutional resources by helping to build extramural and philanthropic support.

LEADERSHIP OPPORTUNITIES AND CHALLENGES

The new provost will be asked to address the following leadership opportunities and challenges:

• Leadership for strategic planning: Chancellor Woodson has launched a strategic planning process that is expected to be presented to the Board of Trustees in late spring, 2011. The provost will lead the continuing process of further defining and implementing the strategic plan.

• Strategic use of resources: As the plan is formulated, the provost will work closely with the chancellor to identify and allocate funds to support its key elements. North Carolina provides more support per student than almost any other state, and there is a deep mutual commitment between the people of the state and NC State. But resources are limited and additional state budget reductions are expected, while needing to maintain and enhance the responsibilities of the university’s core mission. The chancellor is taking a range of approaches to the financial challenge of assembling resources that will allow the university to fulfill its potential. The provost will support those efforts, and will also be responsible for deploying the resources, allocating new and existing resources, and identifying and supporting the areas of highest strategic priority. The chancellor is committed to increasing the size of the faculty and to achieving the highest levels of excellence, and the provost will identify those areas in which growth will occur and inspire the faculty to the highest possible levels of accomplishment.

• Build stature and recognition: The chancellor recognizes NC State as “locally responsive and globally engaged.” In striving to realize this goal, the provost will play a central role in sustaining relationships with North Carolina students, families, alumni, and supporters,
and championing the economic development of the state, while also building the university’s national and international visibility and recognition. Improvement in the university’s rankings will reflect the steps that the provost takes to build quality in every key dimension. Growth in stature and recognition will also reflect the university’s efforts to become more comprehensive in its character by, for example, adding doctoral programs and post-doctoral experiences in a wider array of programs.

- **Support student success:** The situating of Student Affairs within the Provost’s Office provides an opportunity to reinforce the academic emphasis and to create expanded partnerships with faculty, deans and other academic leaders to enhance the student experience. The provost will have the opportunity to define the critical issues of undergraduate student life, both inside and outside the classroom, and to contribute to shaping the student experience in ways that enhance retention and timely graduation.

### QUALITIES AND QUALIFICATIONS

The ideal candidate will demonstrate the following professional qualifications and personal characteristics:

- **Academic qualifications and accomplishments** that earn the respect of the academic community, including a demonstrated record of excellence appropriate for appointment as a full professor in one of the academic departments of the university;

- **Leadership experience**, including the ability to articulate a vision and to engage others in its implementation; and to be a “leader of leaders” in working with deans and department heads to attract, appoint, develop and retain the next generation of faculty;

- **Management experience**, including experience with the effective management of institutional change;

- **Financial sophistication**, including the ability to oversee the management of complex budgets and to work in close partnership with the chief financial officer;

- **Understanding of the complexities associated with leading a large research university**, including community outreach and other key aspects of the land-grant mission;

- **Communication skills**, including accessibility, the ability to work with wide range of audiences, and transparency in decision-making;

- **Understanding key factors in creating academic excellence and student success**, and a commitment to focus the university’s attention on that goal;
- Understanding of strategies for growing graduate programs and research and supporting graduate students;
- Demonstrated commitment to diversity and to the strengths that it brings to an institution and a leadership team;
- Familiarity with global issues, including opportunities for global research partnerships, and enhancement of international student recruiting;
- Strong academic values and good academic judgment;
- Personal qualities including integrity, transparency, and an entrepreneurial spirit.

**PROCEDURE FOR CANDIDACY**

Inquiries, nominations, and applications are invited. Applications should include a cover letter, curriculum vitae and the names and contact information for five references. To be assured full consideration, applications should be received by September 15, 2010. The search will be conducted with a commitment of confidentiality for candidates until finalists are selected. Candidates will be informed before references are contacted. Recruitment will continue until the position is filled. Starting date is as soon as possible on or after January 1, 2011, but no later than June 2011. All correspondence relative to this search should be sent to the university’s consultants, Dr. Jean Dowdall and Elizabeth Bohan of Witt/Kieffer. Materials should be submitted via email to NCStateProvost@wittkieffer.com. Materials that cannot be emailed may be sent to them at Witt/Kieffer, 2015 Spring Road, Suite 510, Oak Brook, IL 60523. The consultants can be reached by phone at (630) 575-6131.

*NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, age, veteran status, or disability. In addition, NC State welcomes all persons without regard to sexual orientation.*

The material presented in this position specification should be relied on for informational purposes only. This material has been copied, compiled, or quoted in part from North Carolina State University documents and personal interviews and is believed to be reliable. Naturally, while every effort has been made to ensure the accuracy of this information, the original source documents and factual situations govern.
Witt/Kieffer is the nation’s leading executive search firm dedicated to serving education, health care, and not-for-profit communities nationwide. Our mission is to identify outstanding leadership solutions for organizations committed to improving the quality of life. Witt/Kieffer has served more than 800 colleges and universities, as well as community, cultural, and service organizations. We focus on searches for presidents/chancellors; provosts; vice presidents for advancement, finance, student affairs, enrollment management, and technology; deans; and directors of major service/academic units.
MEMORANDUM OF AGREEMENT

This Agreement, entered into as of the date of the last signature below, sets forth the parameters for the establishment of a United States campus for SKEMA, a higher education association formed in France, on the Centennial Campus of NC State University (“NC State”) in Raleigh, North Carolina. NC State is committed to playing an active and vital role in improving the quality of life for the citizens of North Carolina, the nation and the world. Both SKEMA and NC State wish to create global partnerships to enhance the educational environment for their students and provide research and cultural opportunities for their faculty. Specifically, this Agreement is intended to create the beginning of a long term relationship between the institutions by establishing student exchanges and joint faculty research, which may lead to the development of dual degree programs as well as opportunities for global executive education partnerships.

In consideration of the promises and mutual covenants set forth below, the parties agree as follows:

1. The parties to this Agreement are SKEMA and NC State University. SKEMA is a distinct entity with its own students, faculty and programs. NC State is a statutorily created constituent institution of the University of North Carolina System and an agency of the State of North Carolina. SKEMA is neither a department, college nor division of NC State. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties. The two entities shall maintain their separate legal identities and programs. The parties intend to align both talent and resources as appropriate and practicable to promote their relationship and to encourage cooperation and learning among their students and faculty.

2. SKEMA shall comply and pay for all federal, state, local and higher education requirements for institutions of hiring learning in North Carolina, including but not limited to, federal and state laws, curriculum, instructional calendar, provision of textbooks and related materials, compliance with all laws and regulations governing the education of students with disabilities, compliance with federal laws governing privacy of student records, and the health and safety of their students and student discipline. NC State does not guarantee nor can it promise that SKEMA will be granted a license to engage in higher education programs in the State of North Carolina. Accordingly, NC State shall not be liable for any damages, costs or expenses incurred by SKEMA resulting from any failure to obtain such a license.

3. As a condition of the relationship, SKEMA will operate its academic programs in a building(s) located on NC State’s Centennial Campus. SKEMA must enter into a separate lease agreement with a building owner or into a sublease with a building lessee. NC State shall have no obligations, responsibilities or liability as it relates to the availability of academic space for this purpose on Centennial Campus. All expenses and costs of upfit or build for the leased premises shall be the sole responsibility of SKEMA. Any increase in the initial aggregated square footage must be approved by mutual agreement of SKEMA and NC State, even though NC State may not be a party to the lease. If SKEMA
does not obtain a lease or otherwise vacates the physical location of Centennial Campus, this Agreement is terminated automatically.

4. All students, faculty and staff of SKEMA must abide by applicable NC State policies and regulations relating to their occupancy and use of its campus and facilities. While using NC State facilities or NC State property, SKEMA students, faculty and staff shall comply with all federal, state and local laws, as well as applicable NC State policies, regulations and rules. Failure to follow these proscriptions will subject the individual to the applicable disciplinary procedures of NC State and may result in discipline, including, but not limited to, dismissal, trespass, and/or denial of privileges, from NC State. SKEMA shall notify all its students who will study at NC State that under this Agreement they will be subject to the NC State Code of Student Conduct while at NC State, even if they are not enrolled in NC State courses. The Code of Student Conduct is posted at http://www.ncsu.edu/policies/student_services/student_discipline/POL11.35.1.php.

5. SKEMA students while enrolled in SKEMA courses on Centennial Campus will be classified by NC State as Non-Degree Seeking (NDS) students. Accordingly, SKEMA students participating under the terms of this Agreement shall be subject to the rules, regulations and codes of conduct at NC State, as well as have privileges held by other NDS students, such as access to library facilities and services, campus recreation and gym facilities and services, and university bus transportation. SKEMA shall pay the same fees charged by NC State to its full-time undergraduate/graduate students for use of these facilities and services. Fees for Fall 2010 are posted at http://www7.acs.ncsu.edu/cashier/tuition/explanation.asp.

6. If qualified SKEMA students meet eligibility requirements and the prerequisites to take NC State courses, they may seek to enroll or audit courses, in addition to the required Global Training Initiative orientation program, as NDS students, and will be required to pay the regular non-resident tuition.

7. SKEMA students shall be required to participate in a semester long Global Training Initiative orientation program, as an NDS student, each semester they are resident as a visiting SKEMA student on Centennial Campus. It is intended that the GTI will offer a 2 semester orientation sequence of Culture and Business in the US. Student’s resident for 1 semester will participate in the introductory program while those resident for 2 semesters will complete the entire sequence. SKEMA students will be expected to fully participate in the GTI program and certification of acceptable attendance and participation will be reported to SKEMA. Students not fully participating in the GTI program are subject to losing their student status and all rights and privileges associated with that status. It is expected that SKEMA will pay all appropriate GTI program fees. The cost of the GTI program for SKEMA students is $500 per student per term for the 2010-2011 academic year. NC State will notify SKEMA no later than June 30 of any cost increase for the GTI program in each term following June 30; cost increases must reasonably correspond to actual increases in NC State’s cost of delivering the GTI program.
8. SKEMA shall require its students to pay for and maintain credible U.S. health insurance as recommended by NC State.

9. SKEMA agrees that the students admitted to the program on the Centennial Campus of NC State are (a) eligible to obtain an appropriate non-immigrant visa to enter the United States and are eligible to participate in the program, (b) have good to excellent academic performance and conduct records, (c) have proficiency in English and (d) have satisfactorily met the student safety check as required by NC State.

10. SKEMA shall, at no cost or liability to NC State, be responsible for arranging appropriate housing for its faculty, staff and students.

11. There shall be no discrimination on the basis of race, color, national origin, religion, creed, sex, sexual orientation, age, disability or veteran's status in either the selection of students for participation or as to any other aspect of this relationship.

12. NC State shall provide consultative services and professional development opportunities to SKEMA faculty as time and resources permit. NC State shall deem qualified faculty of SKEMA eligible for uncompensated faculty adjunct status as benefits the students and programs of NC State, in accordance with NC State policies and regulations. Instructional faculty who are appointed adjunct or visiting status may be eligible for a J-1 nonimmigrant visa and NC State will assist with applying for that visa.

13. SKEMA shall not offer its courses on Centennial Campus to persons not enrolled in SKEMA’s academic programs. Until such time as dual degree programs or articulation agreements may be approved and implemented, SKEMA agrees not to offer a full course of study or full academic program that is similar to NC State’s curriculum, at their Centennial Campus facilities.

14. It is the intent of the parties that following the establishment of the SKEMA campus at NC State, the parties will explore dual degree programs, student and faculty exchanges to SKEMA’s global campuses, and joint faculty collaborations. Both institutions declare their willingness to carry out joint projects in fields of research, teaching or service where a mutual interest of the academic faculty of each institution is expressed and shall form a joint committee for this purpose. Both institutions declare their willingness to encourage exchange of students, faculty, staff and administrators. The persons taking part, the length of the exchange(s), the nature of the program(s), and other aspects will be agreed upon separately in correspondence or in a separate Memorandum of Agreement between the chief academic officers of both institutions or their authorized representative and is not part of this Agreement.

15. Neither party shall identify the other in any promotional advertising or other promotional materials to be disseminated to the public or to use the name of either party’s trademark, service mark, symbol, nickname or logo of either party, without the prior written consent of the other party’s authorized representative, except to identify the existence of the Agreement and the nature of the relationship.
16. This Agreement may not be assigned by either party without the written consent of the other party’s authorized representative.

17. SKEMA, at its sole cost and expense, shall purchase and maintain during the term of this Agreement the following policies, the deductible amounts to be approved by NC State, which approval will not be unreasonably withheld, conditioned or delayed:

   a. General Liability Insurance – Commercial General Liability insurance, with combined single coverage limits for bodily injury and property damage of no less than $1 million dollars per occurrence, $2 million dollars aggregate, and Excess Liability insurance with combined single coverage limits of not less than $5 million per occurrence.
   b. Automobile Liability insurance of $1 million dollars combined single limits on a per occurrence basis
   c. Worker’s compensation insurance, where required by North Carolina law, including employer’s liability insurance.

All insurance provided for in this Agreement shall be issued by insurers of recognized responsibility rated not less than A+BIII in the most current available “Best’s Key Rating Guide” and be issued by companies qualified to do business in the State of North Carolina. SKEMA shall name the State of North Carolina and NC State as additional insured’s on all policies. Each policy of insurance shall have an endorsement that the policy shall not be cancelled or materially changed without at least thirty (30) days prior written notice to NC State.

18. SKEMA shall indemnify, defend and hold harmless NC State, its trustees, officers agents and employees from liability of any kind, including all claims and losses, damages, penalties, costs, charges and expenses, including reasonable attorney’s fees, accruing or resulting to any other person, firm or corporation that may be furnishing or supplying work, services, materials or supplies in connection with this Agreement, and from any and all claims and losses, damages, penalties, costs, charges and expenses, including reasonable attorney’s fees, accruing or resulting to any person, firm or corporation that may be injured or damaged, including death, by SKEMA, its affiliates, faculty, staff, students, employees and agents in the performance of the Agreement. In case any action is brought against NC State by reason of a claim, SKEMA shall, upon written notice from NC State, at SKEMA’s sole cost and expense, including reasonable attorney’s fees, defends the action by counsel approved by NC State.

19. In the event that the performance of the obligations under this Agreement is prevented by reason of Force Majeure, the parties are released from their obligations and neither party shall be responsible for any damages sustained and have no further recourse against the other party. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God or other natural disasters, epidemics or pandemics, nuclear explosions, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, terrorism, power of government, or governmental agency or authority, or
any other cause like or unlike any cause mentioned which is beyond the control of the parties.

20. This Agreement shall be governed, construed, and enforced by the laws of the State of North Carolina (excluding any conflict of law provisions of the State of North Carolina which would refer to and apply the substantive laws of another jurisdiction). Any suit or proceeding shall be brought in the courts located in North Carolina. SKEMA consents to the exclusive personal jurisdiction and venue of the courts located in North Carolina.

21. This Agreement has been prepared in the English language, which shall be the official language for this Agreement. Any translations or other versions of this Agreement are solely for the convenience of the parties and are not binding on the parties.

We affirm that we have read and approved this Memorandum of Agreement to establish SKEMA on the Centennial Campus of NC State University, and we are prepared to support all assurances and program commitments made in this Agreement. This Agreement is effective from July ___, 2010 to July __, 201__. During this time, this Agreement may be amended or supplemented by mutual written consent of the authorized representatives of both SKEMA and NC State. SKEMA and NC State reserve the right to terminate this Agreement upon service of written notice to the other party. Should this Agreement be terminated it shall have no adverse effect upon the students already admitted to study and resident on Centennial Campus. This Agreement may be renewed at the end of the term noted above upon such terms as the parties agree in writing.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on the last date written below:

NC STATE UNIVERSITY

BY: ______________________

__________________________

__________________________

__________________________

__________________________

Date: _____________________

SKEMA

BY: ______________________

__________________________

__________________________

__________________________

__________________________

Date: _____________________
BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY

Audit, Finance and Planning Committee  
1:00-2:30 p.m., September 16, 2010  
Winslow Conference Room  
Ben Jenkins, Chair

AGENDA

CALL TO ORDER

Reading of Conflicts of Interest Inquiry

1. CONSENT AGENDA  TAB 5.1
   * Approval of Minutes from April 15, 2010 meeting  5.1A

***END OF CONSENT AGENDA ITEMS***

2. RESPONSIBILITIES OF THE COMMITTEE  TAB 5.2
   * Audit, Finance and Planning Committee  5.2A
     Delegated Authority
     Finance and Business
     Kathryn S. Hart, Associate Vice Chancellor for Finance and Business
     and University Treasurer

3. REQUESTED ACTION  TAB 5.3
   ✓ * Approval of Special Obligation Bonds Resolution  5.3A
     Finance and Business
     Kathryn S. Hart, Associate Vice Chancellor for Finance and Business
     and University Treasurer

4. INFORMATIONAL REPORTS  TAB 5.4
   * Strategic Planning Process  5.4A
     Office of Provost
     Dr. Warwick Arden, Interim Provost and Executive Vice Chancellor

✓ Requires Full Board Approval
Audit, Finance and Planning Committee
September 16, 2010

* Korea Campus Initiative Update 5.4B
   Office of Provost
   Dr. Warwick Arden, Interim Provost and Executive Vice Chancellor
   Finance and Business
   Charles D. Leffler, Vice Chancellor for Finance and Business

* NC State Budget Status 5.4C
   Office of Provost
   Dr. Warwick Arden, Interim Provost and Executive Vice Chancellor
   Finance and Business
   Charles D. Leffler, Vice Chancellor for Finance and Business

* Internal Audit Update 5.4D
   Internal Audit
   Cecile Hinson, Director, Internal Audit

* UNC-CH and NC State Partnership on PeopleSoft 5.4E
   Office of Information Technology
   Dr. Marc Hoit, Vice Chancellor for Information Technology

* Fall 2010 Enrollment Report 5.4F
   University Planning and Analysis
   Karen Helm, Director

* NC State Investment Fund Performance 5.4G
   Treasurer’s Office
   Kathryn S. Hart, Associate Vice Chancellor for Finance and Business
   and University Treasurer

ADJOURN
Agenda Item / Issue: 5.1A

Approval of Minutes from April 15, 2010 meeting

Requested / Required Action:

Committee Approval

Suggested Motion:

Approve minutes as presented.
Chair Warren opened the meeting at 1:10 p.m. in the Winslow Hall Conference Room. Committee members present for the meeting were:

Chair Steve F. Warren  
Mr. Jim Cereznak  
Mr. Jack Cozort  
Mr. Ben Jenkins  
Mr. Jim Owens

Others present were:

Dr. Warwick Arden, Interim Provost and Executive Vice Chancellor  
Ms. Judy Curry, Associate General Counsel, Office of General Counsel  
Mr. Lawrence Davenport, Chair, Board of Trustees  
Ms. Tabitha Groelle, Executive Assistant, Treasurer’s Office  
Ms. Kathryn Hart, University Treasurer  
Mr. Michael Harwood, Interim Associate Vice Chancellor for Centennial Campus Development  
Ms. Karen Helm, Director, University Planning and Analysis  
Ms. Cecile Hinson, Director of Internal Audit  
Mr. Kevin Howell, Assistant to Chancellor, External Affairs  
Dr. Duane K. Larick, Dean, Graduate School  
Mr. Charles Leffler, Vice Chancellor for Finance and Business  
Dr. Terri Lomax, Vice Chancellor, Research and Graduate Studies  
Dr. Thomas Stafford, Vice Chancellor for Student Affairs  
Ms. Marilyn Stieneke, Director, Planning and Communication, Finance and Business  
Chancellor Randy Woodson  
Dr. James Zuiches, Vice Chancellor for Extension, Engagement, and Economic Development

Chair Warren reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the Committee at this meeting. Being none, the meeting continued.

Minutes from the February 18, 2010 meeting were approved unanimously.

Ms. Cecile Hinson presented the Internal Audit Annual Audit Plan for Fiscal Year 2011. The plan describes the continuous risk assessment process used by Internal Audit to identify areas of high risk across the University. This process is the core of their audit and consulting engagements and is used as an objective tool in the development of the Annual Audit Plan. Ms. Hinson emphasized that the Plan is a "snapshot in time" of the current risks and is subject to change. In that way, the continuous risk assessment process is also critical in analyzing emerging areas of risk and management requests throughout the year that may result in
unplanned audits being performed in addition to, or instead of, those on the Plan. The Committee unanimously approved the FY 2011 Audit Plan.

Ms. Cecile Hinson provided the Committee an update on the Internal Audit activities during the past two months. Her report included an update on the Alumni Association audit. Issues noted primarily related to a lack of internal controls resulting in part from ineffective use of their Office for Business and Financial Services and a need for comprehensive Standard Operating Procedures. Corrective action plans have been provided by the Alumni Association and a final report will be issued soon.

Interim Provost Arden and Vice Chancellor Leffler gave a brief report on the continuing feasibility study and planning for the Global University Campus in Songdo, Korea. Based on discussion at the last meeting, an extension of the first year planning agreement has been preliminarily approved by Korean representatives. The academic planning team is redesigning the curriculum to be initially limited to graduate programs. A briefing report was given by Provost Arden and Vice Chancellor Leffler at the Board of Governors meeting on April 8th.

Dr. Terri Lomax discussed the role of NC State’s Centers & Institutes and the underlying mission for Centers and Institutes to bring together the best knowledge, facilities, and research teams and to develop the best solutions for North Carolina, the nation, and beyond. There are currently 45 Centers and 12 Institutes, with 3 in planning. The combined budget is $138.3 million dollars of which $104.9 million dollars comes from External Grants/Awards. For every $1 in direct state appropriations received, Centers & Institutes attract an additional $9.70 from other sources.

Dr. Lomax also provided an overview of the American Recovery and Reinvestment Act (ARRA) Funding awarded to NC State to date and the discoveries and technologies resulting from this funding. ARRA investments in research address crucial problems affecting North Carolina, the nation, and the world. NC State has been awarded more than $26.9 million from 75 grants.

Mr. Michael Harwood presented a summary of milestones, current projects and future initiatives on Centennial Campus during the past year. Completed projects included the opening of the Lonnie Poole Golf Course in July 2009 and opening of Main Campus Drive extension. The Engineering Building III and Centennial Science Center are close to completion. The Hunt Library and Randall B. Terry Jr. Veterinary Medical Center are both underway. Future plans continue to include a conference center and hotel, residential multi-family housing, additional student housing and a biomedical flex building.

Dr. Duane Larick reported on plans to establish master degrees in Supply Chain Engineering and Management, Animal Science Distance Education, Horticultural Science Distance Education and Nutrition Distance Education.
Vice Chancellor Leffler updated the Committee on the status of state appropriated budgets for the remainder of fiscal year 2010 and for fiscal year 2011.

With no further business, the Committee adjourned at 2:35 p.m.

Submitted by ________________________________
Secretary to the Committee

Approved ________________________________
Chair of the Committee
Board of Trustees
North Carolina State University

Committee: Audit, Finance and Planning Committee

Meeting Date: September 16, 2010

Agenda Item / Issue: 5.2A

Audit, Finance and Planning Committee Delegated Authority

Requested / Required Action:

None required.

Suggested Motion:

None required.

Responsible University Unit:

Finance and Business

University Presenter/Contact:

Kathryn S. Hart, Associate Vice Chancellor for Finance and Business
and University Treasurer

Related Policies: UNC Code, Section 402B, UNC Regulation 400.5 - Regulations for Planning, Establishing, and Reviewing Centers and Institutes in The University of North Carolina

The Audit, Finance and Planning Committee has the following delegated authority:

1. **Budget Development, Execution and Administration**

1.1 To advise the Chancellor with respect to the development of budget estimates for the institution, and with respect to the execution and administration of the budget as approved by the General Assembly and the Board of Governors.

*This responsibility is evidenced by:*
- Updates on legislative budget situation
- Information about overall university budget and periodic budget status updates
- Advisory role regarding specific budget issues

2. **Trust funds**

2.1 To recommend to the Board of Trustees policies regarding the preservation, maintenance and management of institutional trust funds.

*This responsibility is evidenced by:*
- Quarterly updates on investment performance of NC State Investment Fund, Inc.
- Centennial Campus updates
- Advisory role regarding debt management
- Approval of special obligation bond issuance
- Periodic reports on auxiliary operations
3. Policy Development

3.1 To recommend policies to the Board of Trustees regarding the collection of tuition, fees and other monies to be collected from students, as approved by the Board of Governors.

_This responsibility is evidenced by:_
- Approval of tuition collection procedures – ex. approved student (Tuition Management Systems) monthly payment plan
- Periodic review of billing and collection efforts

3.2 To recommend policies to the Board of Trustees concerning a) acceptance of obligations in lieu of cash from students in payment of tuition and fees, and b) requirements for collateral security.

_This responsibility is evidenced by:_
- Advisory role regarding financial aid status

4. Audits

4.1 To provide oversight of the internal audit function.

_See the following items_

4.1.1 Review and approve the annual internal audit plan at the beginning of the audit cycle.

_This responsibility is evidenced by:_
- Annual presentation of audit plan by Director of Internal Audit for approval

4.1.2 Receive quarterly activity reports from the internal auditor.

_This responsibility is evidenced by:_
- Twice yearly updates regarding progress against the audit plan
- Special reports on audit issues or findings

4.1.3 Receive direct verbal and/or written reports from the University’s internal auditor regarding out of the ordinary reviews and findings that may involve senior level University employees, trustees, or affiliates.

_This responsibility is evidenced by:_
- Quarterly reports include discussion of significant audit issues or findings.
- Significant findings are be brought to Board’s attention in a timely manner.
4.1.4 Review a comparison of the annual internal audit plan to the actual internal audits performed.

This responsibility is evidenced by:
Twice yearly update by Internal Auditor regarding progress against the audit plan

4.2 To provide oversight of the annual financial statement audit.

See the following items 4.2.1 and 4.2.2

4.2.1 Assure that the institution is performing self-assessments of operating risks and evaluations of internal controls on a regular basis.

This responsibility is evidenced by:
Internal Auditor performs continuous risk assessment process year-round which results in twice yearly updated audit plan presented to Committee.
Internal Auditor reports annually to the Committee the results of the University’s Assessment of Internal Controls over Financial Reporting letter and summary report which are provided to the State Controller. Further, the Chancellor certifies the institution’s self-assessment activities and results in his annual compliance letter to the President.

4.2.2 Meet with representatives of the State Auditor’s office to review the annual state auditor’s report and the institution’s corrective action, if needed.

This responsibility is evidenced by:
Annual presentation of audited financial statement and management letter

4.3 To complete other audit-related activities.

4.3.1 Review audit reports of University-associated entities.

This responsibility is evidenced by:
Annual report to AF&P Committee

4.3.2 Review annual summary of Committee audit-related work submitted to the Board of Governors.

This responsibility is evidenced by:
Annual certification letters from Chair of AF&P Committee and Internal Auditor
Recognition of Internal Auditor reporting responsibility to both the Chancellor and the Chair of AF&P

5. Planning

5.1 To review and recommend to the Board of Trustees changes in the University's mission statement.

This responsibility is evidenced by:
Advisory role regarding University strategic planning
Periodic updates regarding enrollment data
Informational reports about intent to plan new degree programs
Special reports on campus initiatives

5.1.1 To advise the Chancellor on the development of plans to carry out the University's mission.

This responsibility is evidenced by:
Special requests by Chancellor for review of specific plan development

5.1.2 To review and approve the establishment and continuation of Centers and Institutes as required by UNC Regulation 400.5.

This responsibility is evidenced by:
Routine approval of establishment of Centers and Institutes
Periodic approval for continuation of Centers and Institutes

6. Board of Visitors

6.1 To receive reports from the Board of Visitors.

This responsibility is evidenced by:
Request for presentations of reports impacting committee. Full Board of Trustees receives Board of Visitor reports
Agenda Item / Issue: 5.3A

Approval of Special Obligation Bonds Resolution

Requested / Required Action:

Committee and Full Board Approval

Suggested Motion:

Move to approve Special Obligation Bonds Resolution as presented.

Responsible University Unit:

Finance and Business

University Presenter/Contact:

Kathryn S. Hart, Associate Vice Chancellor for Finance and Business and University Treasurer
RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH CAROLINA STATE UNIVERSITY AT RALEIGH APPROVING THE ISSUANCE OF SPECIAL OBLIGATION BONDS

WHEREAS, under Article 3, Section 116D General Statues of North Carolina (the “Act”) the Board of Governors (the “Board of Governors”) of the University of North Carolina (the “University”) may issue special obligation bonds and bond anticipation notes, in anticipation of the issuance of special obligation bonds, payable from obligated resources to pay the costs of acquiring, constructing or providing a special obligation project at one of the constituent institutions of the University or refunding any obligations previously issued by the Board of Governors;

WHEREAS, North Carolina State University at Raleigh (“NC State”) may request the Board of Governors to issue one or more series of bonds to be known as “North Carolina State University General Revenue Bonds” (the “Bonds”), the proceeds of which will be applied to the (a) renovation, expansion and improvement of the Talley Student Center and (b) the construction, acquisition and equipping of the Greek Village Townhouses (collectively, the “Special Obligation Projects”);

WHEREAS Section 116D-26(b) of the Act requires the Board of Trustees of North Carolina State University at Raleigh to approve the issuance of Bonds for the Special Obligation Projects;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of North Carolina State University at Raleigh as follows:

Section 1. Approval of Issuance of Bonds. The issuance of Bonds for the Special Obligation Projects is approved.

Section 2. Effective Date. This Resolution is effective immediately.

ADOPTED AND APPROVED this ___ day of September, 2010.

THE BOARD OF TRUSTEES OF NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

By: _________________________________
   Assistant Secretary
Agenda Item / Issue: 5.4A

Strategic Planning Process

Requested / Required Action:

None required.

Suggested Motion:

None required.

Responsible University Unit:

Office of Provost

University Presenter/Contact:

Dr. Warwick Arden, Interim Provost and Executive Vice Chancellor
Proposed Strategic Planning Process
July 23, 2010

Schedule:

Early June  
Arden and Helm discuss overall process

Mid June  
Plan to Plan Team formed  
(Arden, Helm, Overton, Malecha, Leffler, Lomax, Hoit, and Hice)  
• Review proposed overall process  
• Plan retreat

July 21  
Steering Committee formed

July 23  
Planning Retreat for University Council and Steering Committee  
• Chancellor’s call for planning  
• Review proposed overall process  
• Identification of key strategic issues/strategies around which we will form task forces  
• Quick review of mission

July 29/Aug 3  
Steering Committee meets  
• Finalize strategic issues to be addressed in plan  
• Plan task forces (5-10): members (8-10), charges  
• Complete communications plan

August  
Strategic Planning Committee formed  
(Steering Committee above, task force chairs, and trustee and alumni representatives)  
• Review retreat results  
• Plan task forces

Provost launches task forces

Sept-Nov  
Task Forces at work

October 26  
Chancellor discusses strategic planning process and task forces at installation

Fall  
SPC “listens” to campus input through various avenues. SPC revises mission statement if Necessary.

Nov 29-Dec 3  
Task forces present reports to SPC

Dec-Early Jan  
Strategic Planning Committee collates task force reports and drafts Strategic Plan

Jan 10  
University Council retreat: time available for this purpose if needed

Jan 26 or 27  
Chancellor’s Forum on strategic plan (tentative)

Jan-Early Feb  
Input on draft Strategic Plan: presentation to Senates and other groups, open comment

Late Feb  
Strategic Planning Committee considers input, revises draft, presents plan to Chancellor

March  
Chancellor’s review of draft plan

April 6  
Chancellor mails strategic plan to Board of Trustees

May  
Final revisions incorporating trustee input

June  
Final publication/or mailing to trustees for adoption at July meeting
Undergraduate Student Success
- How do we best prepare our graduates for life and work? How do we provide a comprehensive education for all students?
- How do we provide the flexibility in education required in the future?
- What opportunities will ensure a rich undergraduate experience inside and outside of classes (e.g., internships, research)?
- Do we offer adequate and appropriate student support services for all students (e.g., online, out-of-state students)?
- How do we improve students’ ability to achieve their educational goals efficiently?
- How can we facilitate internal transfers and improve graduation rates?
- What is our desired student profile (e.g., mix of in-state and out-of-state, qualifications)?

Graduate and Postdoctoral Program Development
- What are the highest priority areas for graduate and professional degree program development?
- How will we increase graduate enrollment as a proportion of total enrollment?
- How do we ensure effective mentoring of doctoral students?
- How will we provide sufficient GSSP, space, and other resources to be competitive for the best students?
- What is the role of postdoctoral students and programs on our campus?

Faculty Excellence
- How can we best enable the effectiveness of all faculty?
- How do we become more competitive in recruiting faculty (e.g., through start-up packages)?
- How many faculty do we need, and in which areas? How can we substantially increase the number and proportion of faculty, especially tenured/tenure-track faculty with research portfolios? What should be the role of cluster hiring?
- What is the appropriate balance between tenure-track and non-tenure-track faculty for NC State? What is the role of non-tenure-track faculty?

Research and Scholarship
- How do we encourage more faculty to engage in more research and scholarship?
- How do we expand our capacity for research and scholarship?
- How can we improve our competitiveness for external funding?
- How can we make the research experience a hallmark of an NC State undergraduate degree?

Comprehensiveness and Interdisciplinarity
- What is NC State’s model for comprehensiveness?
- What steps should we take to achieve that model?
- How do we ensure quality appropriate to a research-extensive university in all areas?
- How do we encourage and support development of interdisciplinary collaborations, including STEM and non-STEM collaborations?
- How do we hire faculty into interdisciplinary programs?

Global Engagement and Competitiveness
- What are NC State’s goals and strategy for expanding international activities? How do we develop an international identity?
- How do we ensure that our undergraduate and graduate students achieve global competencies?
- How can we facilitate faculty international activities in education, research, and service?
- How can NC State compete effectively for strategic partnerships with international universities and other organizations?
- How can we attract international students and faculty to campus? How can we capitalize on their presence?
Partnerships, Innovation, and Entrepreneurship

- How can we systematically encourage and support innovation, creativity, and sustainability throughout the university, including teaching, research, service and all operations?
- How can we encourage and support partnerships with other universities, agencies, and organizations?
- What is NC State’s role in economic development, and how does it contribute to other university activities?
- How can we drive economic development through innovation, partnerships, and effective technology transfer?
- How can we stimulate student entrepreneurship?
- How do we capitalize on the resources available in the Raleigh community?

Campus Culture and Community

- How do we strengthen our campus identity? How can we build pride and personal connection with the university as a whole for all students, faculty, staff, and alumni?
- How do we encourage partnerships within the university?
- What is the role of staff in the cultivation of student success and faculty excellence?
- How can NC State be a “best place to work”?
- How do we recognize the importance of a diverse population in achieving our mission? How can we ensure that we have a diverse campus community and a welcoming environment?

Resource Strategies

- How can we increase our capacity for teaching, research, and service in light of resource constraints?
- What are realistic goals and strategies for reducing our reliance on state funding?
- Should we consider Resource-Centered Management (RCM) or other alternative resource allocation methods?
- What is the best strategy for allocating instructional resources, including distance education?
Agenda Item / Issue: 5.4B

Korea Campus Initiative Update

Requested / Required Action:

None required.

Suggested Motion:

None required.

Responsible University Unit:

Office of Provost
Finance and Business

University Presenter/Contact:

Dr. Warwick Arden, Interim Provost and Executive Vice Chancellor
Charles D. Leffler, Vice Chancellor for Finance and Business
5.4C

BOARD OF TRUSTEES
NORTH CAROLINA STATE UNIVERSITY

Committee: Audit, Finance and Planning Committee

Meeting Date: September 16, 2010

Agenda Item / Issue: 5.4C

NC State Budget Status

Requested / Required Action:

None required.

Suggested Motion:

None required.

Responsible University Unit:

Office of Provost
Finance and Business

University Presenter/Contact:

Dr. Warwick Arden, Interim Provost and Executive Vice Chancellor
Charles D. Leffler, Vice Chancellor for Finance and Business
NC State University

Highlights of 2010-11 Appropriated Budget

- Increased NC State’s “Management Flexibility” budget reduction for 2010-11 from $5.7 million as specified in the original appropriation bill to $19.7 million
- Tuition was increased by $750 per academic year to partially offset the negative impact of the management flexibility reductions
- Withdrawn the action that prohibited the Campus Initiated Tuition Increases (CITI) adjustments from taking affect therefore, tuition for the 2010-11 academic year increased by $900 ($450 per semester) for resident undergrad students and $950 ($475 per semester) for resident graduate students and for all non-resident students.
- Fully funded the enrollment change budget request of $19.5 million
- Provided an additional $3 million in recurring funds for the College of Engineering.
- Requires 1% of the state appropriated (approximately $5.2 million) fund budget to be set aside for reversion to the state due to continuing concern about state revenue collections.
- Specified funding approved for Emerging Issues ($309,000 one-time) and Veterinary Medicine Research ($200,000 recurring)
- Funded $8.9 million maintenance and operations of new facilities coming online during 2009-10 and 2010-11. No funding was appropriated for inflationary increases for utilities and library acquisitions.
- Provides $11.2 million for facility repairs and renovations
- UNC System was appropriated funds for Teaching and Research Equipment ($22 million), Coast Wave Energy Initiative ($2 million), and Kannapolis research center ($2 million) of which NC State will receive a portion.
NC State University

2010-11 General Operating Budget

(Excludes Contracts & Grants and Auxiliary Services)

State Appropriated Funds $526,306,207
Tuition and Fees 223,217,744
Federal Land-Grant Funds 23,107,432
Other Receipts 62,477,016
Total General Operating Budget $835,108,399

2010-11 Budget Reinvestment

Reinvestment of available funds, such as Enrollment Change funding, is in process and will be allocated, primarily, on a one-time basis in anticipation of significant reductions in the 2011-13 Appropriation. Priorities for allocation are:

- providing student access to quality instruction by increasing the number of seats and sections in high demand courses and programs and hiring faculty
- rebuilding capacity, particularly strategic faculty lines that significantly impact both our instructional and discovery missions
- providing adequate student advisors, counseling support services, and career planning and placement services for students
- protecting library access and resources for both students and faculty
- providing infrastructure that enables the above priorities
NC State University

2011-13 Budget Planning

State Revenue projections are for a $2.5 to $3.5 billion shortfall in state revenues; 2010-11 state general fund budget is approximately $19 billion.

Highlights of preliminary budget instructions from the Office of State and Management and UNC-General Administration include:

- Enrollment Growth funding increases are expected to be less and may be connected to performance metrics (e.g. retention/persistence rates, graduation rate, etc.)
- Plan for a 10% reduction in appropriated funds
- May offset part of reduction with tuition increase of up to $500 per academic year.
- Continuation Budget (e.g. new building maintenance/operations, inflationary increases for utilities, library acquisitions, etc. and replacement of vehicles/motorized equipment) may be submitted in priority order.
- Expansion Request (new or expanded programs) is limited to three priorities to be merged in priority order with Continuation Budget requests. Priorities must be consistent with areas of focus identified in the final report of the UNC Tomorrow Commission and should have program-focused submission at a college or division level. Submission due September 15th.
- System-wide request for funding for campus safety initiatives may be considered.

Note: These guidelines are preliminary for submission to UNC-GA and may be altered prior to Board of Governors consideration and by additional instructions from the Office of State Budget and Management.
Agenda Item / Issue: 5.4D

Internal Audit Update

Requested / Required Action:

None required.

Suggested Motion:

None required.

Responsible University Unit:

Internal Audit

University Presenter/Contact:

Cecile Hinson, Director
<table>
<thead>
<tr>
<th>Activity Type and Unit Audited</th>
<th>Included in FY10 Audit Plan?</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Internal Control Testing and/or Review Audits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Engineering - The Future Renewable Electric Energy Delivery and Management Systems (FREEDM) Center</td>
<td>Yes</td>
<td>Report in draft</td>
<td>No</td>
<td>General internal controls over business operations, including business office, financial transactions, contract and grant compliance, and other administrative activities. Issues to auditee for response.</td>
</tr>
<tr>
<td><strong>Departmental Audits and/or Reviews</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative Extension Service - Harnett County</td>
<td>No</td>
<td>In Progress</td>
<td>No</td>
<td>Review of business and finance practices at County CES office</td>
</tr>
<tr>
<td>Campus Enterprises - University Dining</td>
<td>No</td>
<td>Report issued 06/2010</td>
<td>No</td>
<td>Review of Departmental business and finance activities including IT systems in use. Financial (reconciliation, billing, non-salary income) and IT issues. Report issued 06/10. IA to follow-up on corrective actions.</td>
</tr>
<tr>
<td><strong>Performance Audits</strong></td>
<td></td>
<td></td>
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<tr>
<td>Cooperative Extension Service - Central Office Governance and Business Processes</td>
<td>Yes</td>
<td>Returned to RA; C/F to FY2011</td>
<td></td>
<td>Risk assessment survey of all CES offices and general controls review of central business and finance processes with the goal of efficiency and effectiveness and process improvement recommendations</td>
</tr>
<tr>
<td><strong>Financial Statement Audits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Friends of NC State Baseball, L.L.C. (&quot;Rally Club&quot;)</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
<td>Audit in progress at end of FY09 (on FY 2009 Plan) and continued in FY10 - Financial statement audit of minor associated entity per BOG policy; CY2009 - Report issued 7/09. No issues noted.</td>
</tr>
<tr>
<td>The Friends of NC State Baseball, L.L.C. (&quot;Rally Club&quot;)</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
<td>Financial statement audit of minor associated entity per BOG policy; CY2009 - Report issued 03/10. No issues noted.</td>
</tr>
</tbody>
</table>
### Information System Control Audits

<table>
<thead>
<tr>
<th>Activity Type and Unit Audited</th>
<th>Included in FY10 Audit Plan?</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT General Controls - Distance Education and Learning Technology Applications (DELA)</td>
<td>Yes</td>
<td>Returned to RA: C/F to FY2011</td>
<td></td>
<td>General IT and internal control processes</td>
</tr>
<tr>
<td>IT General Controls - Student Affairs</td>
<td>Yes</td>
<td>In-progress</td>
<td></td>
<td>General IT and internal control processes</td>
</tr>
<tr>
<td>Office of Information Technology - Enterprise Application Services and Financial and Business Division - Financial Services (Controller's Office) - Audit of the Financials System</td>
<td>Yes</td>
<td>In-progress</td>
<td></td>
<td>Detailed application system control review</td>
</tr>
<tr>
<td>Human Resources Division - Human Resources Information System</td>
<td>Yes</td>
<td>Returned to RA: C/F to FY2011</td>
<td></td>
<td>Integrated audit with Operational team to assess general controls and data integrity</td>
</tr>
<tr>
<td>IT General Controls - College of Natural Resources</td>
<td>No</td>
<td>Report Issued 03/2010</td>
<td>No</td>
<td>Audit in progress at end of FY09 (on FY 2009 Plan) and continued in FY10 - General IT and internal control processes</td>
</tr>
<tr>
<td>College of Textiles - Information Technology Department</td>
<td>No</td>
<td>Report Issued 03/2010</td>
<td>No</td>
<td>Audit in progress at end of FY09 (on FY 2009 Plan) and continued in FY10 - General IT and internal control processes</td>
</tr>
</tbody>
</table>

### Special Investigations (i.e. Misuse or Misappropriation of Assets)

<table>
<thead>
<tr>
<th>Activity Type and Unit Audited</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Education - Education Curriculum and Instruction - Contracts and Grants Investigation</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
</tr>
<tr>
<td>Facilities Division - Power Systems Investigation</td>
<td>No</td>
<td>Report issued 07/2009</td>
<td>No</td>
</tr>
<tr>
<td>College of Veterinary Medicine - Veterinary Teaching Hospital - Pharmacy</td>
<td>No</td>
<td>Report issued 01/2010</td>
<td>No</td>
</tr>
<tr>
<td>University Housing - Upholstery Shop</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
</tr>
</tbody>
</table>
## Activity Type and Unit Audited

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Type and Unit Audited</th>
<th>Included in FY10 Audit Plan?</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-11</td>
<td>College of Agriculture and Life Sciences - Dairy Education Unit</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
<td>Allegation of misuse of state resources (time, computer resources, and location) not substantiated. Internal allegations of mismanagement of timesheet/keeping processes and compensatory/leave time substantiated; ER and CALS Food Science Department and CALS HR implementing corrective actions. Letters issued 1/10.</td>
</tr>
<tr>
<td>2010-07</td>
<td>College of Agriculture and Life Sciences - University Field Laboratory</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
<td>OSA Hotline delegation; inappropriate employee conduct; addressed by Employee Relations. Letter issued 10/09.</td>
</tr>
<tr>
<td>2010-17</td>
<td>CES Gates and Hertford Counties</td>
<td>No</td>
<td>In Progress</td>
<td></td>
<td>Investigate allegations of funds mismanagement in the Gates County CES and Hertford County CES Offices.</td>
</tr>
<tr>
<td>2010-17</td>
<td>College of Education - Friday Institute for Educational Innovation Telephone Logs Investigation</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
<td>Investigate allegations of misuse of University-owned telephones and the lack of a process for long distance telephone calls; Friday Institute Director addressed use of telephones to staff, IA provided best practice guidance; Letter issued 04/10</td>
</tr>
<tr>
<td>2010-18</td>
<td>College of Education - Friday Institute for Educational Innovation Signature Investigation</td>
<td>No</td>
<td>Closed</td>
<td>No</td>
<td>Allegation of unauthorized signatures on grant expenditures (indicating approval of expense); unsubstantiated. No issues; letter issued 6/10.</td>
</tr>
</tbody>
</table>
## Special Assignments

<table>
<thead>
<tr>
<th>Activity Type and Unit Audited</th>
<th>Included in FY10 Audit Plan?</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance with Retreat Rights</td>
<td>No</td>
<td>Report issued 08/2009</td>
<td>Yes</td>
<td>Chancellor request; investigation into retreat rights agreements for SAAO employees; significant issues relating to non-compliance, lack of process, and policy inconsistencies. Report issued 08/09. IA to follow-up on corrective actions.</td>
</tr>
<tr>
<td>CALS DELTA Funded Distance Education Program</td>
<td>No</td>
<td>Report in draft</td>
<td>No</td>
<td>Chancellor and Provost request; investigation of allegations related to management and issues in the Distance Education Program at CALS. Report in draft.</td>
</tr>
<tr>
<td>NC State Alumni Association</td>
<td>No</td>
<td>Report issued 06/2010</td>
<td>No</td>
<td>Chancellor request; audit of finance and business operations, internal controls, compliance; significant internal control weaknesses throughout processes. Report issued 06/10. IA to follow-up on corrective actions.</td>
</tr>
</tbody>
</table>

## Compliance Audits

<table>
<thead>
<tr>
<th>Activity Type and Unit Audited</th>
<th>Included in FY10 Audit Plan?</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-wide - High Risk Contracts and Grants Compliance Audit</td>
<td>Yes</td>
<td>Returned to RA</td>
<td></td>
<td>Pre- and post-award processes, compliance, and internal controls at Principle Investigator, department, college, and central levels.</td>
</tr>
</tbody>
</table>

## Previous Years Audit Findings Follow-up

<table>
<thead>
<tr>
<th>Activity Type and Unit Audited</th>
<th>Included in FY10 Audit Plan?</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-Up on Timesheet Issues from 3 separate prior report</td>
<td>No</td>
<td>Closed</td>
<td>n/a</td>
<td>Follow-up on timesheet issues from several old audits (1) Fair Labor Standards Act (FLSA) - Time Sheet Review [June 2006]; 2) Compliance with Additional Pay and Leave for Subject to Personnel Act (SPA) Employees [September 2007]; 3) Office for Diversity and African American Affairs [October 2007]; Followup completed 04/2010; all 3 audits closed.</td>
</tr>
<tr>
<td>Office of Information Technology - Office of the State Auditor (OSA) General IT Controls</td>
<td>Yes</td>
<td>Closed</td>
<td>n/a</td>
<td>Follow-up on issues in OSA report per GA and state requirements; GA closure of 90 day corrective action implementation period 05/2009; IA full follow-up report to GA issued 4/2010; GA issued closure of full follow-up 4/2010; IA continuing to follow-up on outstanding corrective actions 6/10.</td>
</tr>
<tr>
<td>Activity Type and Unit Audited</td>
<td>Included in FY10 Audit Plan?</td>
<td>Status</td>
<td>Significant Issue(s)?</td>
<td>Auditor Comments</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------</td>
<td>--------</td>
<td>-----------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Office of Information Technology - Office of the State Auditor (OSA) &quot;Copyright Investigation&quot;</td>
<td>Yes</td>
<td>Closed</td>
<td>n/a</td>
<td>Follow-up on issues in OSA report per GA and state requirements; GA closure of 90 day corrective action implementation period 12/2008; IA full follow-up report to GA issued 8/2009; GA closure of full follow-up 8/2009; IA closed audit 8/2009.</td>
</tr>
<tr>
<td>College of Engineering, Electrical and Computer Engineering Department - Faculty Performance Review Audit</td>
<td>Yes</td>
<td>Returned to RA: C/F to FY2011</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report; will be included in FY 2011 comprehensive audit of ECE Finance &amp; Business function</td>
</tr>
<tr>
<td>College of Engineering, Electrical and Computer Engineering Department - Contracts and Grants Audit</td>
<td>Yes</td>
<td>Returned to RA: C/F to FY2011</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report; will be included in FY 2011 comprehensive audit of ECE Finance &amp; Business function</td>
</tr>
<tr>
<td>College of Engineering- Electrical and Computer Engineering Department - Special Review of Internal Allegations of Misuse of State Property/Assets</td>
<td>No</td>
<td>Returned to RA: C/F to FY2011</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report; will be included in FY 2011 comprehensive audit of ECE Finance &amp; Business function</td>
</tr>
<tr>
<td>College of Physical and Mathematical Sciences - Department of Chemistry</td>
<td>No</td>
<td>Closed</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report; Follow-up completed 09/2009.</td>
</tr>
<tr>
<td>Office of Information Technology (OIT) - Administrative Data Back-up</td>
<td>No</td>
<td>In progress</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report</td>
</tr>
<tr>
<td>College of Natural Resources - IT General Controls</td>
<td>No</td>
<td>In progress</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report</td>
</tr>
<tr>
<td>College of Engineering - Materials Science Engineering</td>
<td>No</td>
<td>Closed</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report. Follow-up completed 03/2010.</td>
</tr>
<tr>
<td>College of Agriculture and Life Sciences - Dairy Records Management</td>
<td>No</td>
<td>Closed</td>
<td>n/a</td>
<td>Follow-up issues in prior Internal Audit report; Follow-up completed 06/2010.</td>
</tr>
<tr>
<td>College of Engineering - Office of the State Auditor (OSA) Engineering Foundation</td>
<td>No</td>
<td>In progress</td>
<td>n/a</td>
<td>Follow-up on issues in OSA report per GA and state requirements; GA closed the 90 day corrective action implementation period on April 30, 2010 but IA to follow-up after July BOT meeting (should approve PRR) when all corrective actions are fully completed</td>
</tr>
<tr>
<td>Facilities Division - Power Systems Investigation</td>
<td>No</td>
<td>Report issued 07/2009</td>
<td>n/a</td>
<td>Follow-up on Facilities corrective actions</td>
</tr>
</tbody>
</table>

**Other (Consulting)**

Cooperative Extension Service | Yes | On-going | n/a | Training on University policies, best practices in business and financial activities/transactions, use of new IA self-assessment tools on IA website, and awareness of common issues. On-site reviews as necessary. Consulting at District Meetings. |
<table>
<thead>
<tr>
<th>Activity Type and Unit Audited</th>
<th>Included in FY10 Audit Plan?</th>
<th>Status</th>
<th>Significant Issue(s)?</th>
<th>Auditor Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNC Finance Improvement and Transformation (FIT) Team</td>
<td>No</td>
<td>On-going</td>
<td>n/a</td>
<td>Director on FIT Internal Audit Advisory Team and will also participate in GA monitoring visits and follow-up on any issues reported as needed</td>
</tr>
<tr>
<td>Associated Entities</td>
<td>Yes</td>
<td>As needed</td>
<td>n/a</td>
<td>Oversight/Review responsibilities related to external financial statement audits of activity in minor entities</td>
</tr>
<tr>
<td>Identity and Access Management (IAM)</td>
<td>Yes</td>
<td>On-going</td>
<td>n/a</td>
<td>Participation on OIT strategic IAM initiative; consulting on IAM standards and best practices</td>
</tr>
<tr>
<td>Email Task Force</td>
<td>Yes</td>
<td>Completed</td>
<td>n/a</td>
<td>Participation on task force to develop recommendations for university email archival and retention processes; consulting on standards and best practices</td>
</tr>
<tr>
<td>University IT Committee (UITC)</td>
<td>Yes</td>
<td>On-going</td>
<td>n/a</td>
<td>Participation in UITC including security subcommittee and college Academic IT Directors meetings; consulting on university PRR's, IT standards, and best practices</td>
</tr>
<tr>
<td>NC State Moodle Pilot</td>
<td>Yes</td>
<td>Completed</td>
<td>n/a</td>
<td>Consulting on learning management system (LMS) pilot project re: IT standards and best practices</td>
</tr>
<tr>
<td>Alcohol Policy Review Task Force</td>
<td>No</td>
<td>Completed</td>
<td>n/a</td>
<td>Participation on Task Force Committee; provided recommendations to the Chancellor</td>
</tr>
<tr>
<td>University IT Governance Initiative</td>
<td>No</td>
<td>In Progress</td>
<td>n/a</td>
<td>University Security &amp; Compliance Taskforce chair</td>
</tr>
<tr>
<td>Consulting Review: Facilities Focus System</td>
<td>No</td>
<td>Completed</td>
<td>n/a</td>
<td>High level review of access and data security of the Facilities Focus System.</td>
</tr>
<tr>
<td>College of Veterinary Medicine</td>
<td>No</td>
<td>In Progress</td>
<td>n/a</td>
<td>Second occurrence of theft of controlled substances; theft discovered due to corrective actions put in place after first theft (see above audit number 2010-13). Additional controls and training will be implemented pending results of investigation by CVM (IA consulting only due to lack of audit staff). Report to be provided by CVM.</td>
</tr>
<tr>
<td>Institute for Maintenance Science and Technology Investigation</td>
<td>No</td>
<td>Completed</td>
<td>n/a</td>
<td>Request from Vice Chancellor for Research and Graduate Studies; confirm of policy violation and disregard for direct order from University Executive Officers; provided data, chronology of events, and recommendations for further actions to Provost. No report required. To be followed-up by Provost, COE Dean, and VC Research. No further IA work required.</td>
</tr>
</tbody>
</table>
Agenda Item / Issue: 5.4E

UNC-CH and NC State Partnership on PeopleSoft

Requested / Required Action:

None required.

Suggested Motion:

None required.

Responsible University Unit:

Office of Information Technology

University Presenter/Contact:

Dr. Marc Hoit, Vice Chancellor for Information Technology
Agenda Item / Issue: 5.4F

Fall 2010 Enrollment Report

Requested / Required Action:

None required.

Suggested Motion:

None required.

Responsible University Unit:

University Planning and Analysis

University Presenter/Contact:

Karen Helm, Director
## North Carolina State University
### Preliminary Total Headcount Enrollment
#### 2006 - 2010

<table>
<thead>
<tr>
<th>Cohort Year</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Freshmen</td>
<td>4,559</td>
<td>4,792</td>
<td>4,692</td>
<td>4,638</td>
<td>4,560</td>
</tr>
<tr>
<td>New Transfers</td>
<td>1,075</td>
<td>1,035</td>
<td>1,087</td>
<td>1,097</td>
<td>1,144</td>
</tr>
<tr>
<td>New Agricultural Institute (Fr+Tr)</td>
<td>167</td>
<td>149</td>
<td>141</td>
<td>134</td>
<td>147</td>
</tr>
<tr>
<td><strong>Total New Undergrad</strong></td>
<td>5,801</td>
<td>5,976</td>
<td>5,920</td>
<td>5,869</td>
<td>5,851</td>
</tr>
<tr>
<td>New Master's</td>
<td>1,335</td>
<td>1,521</td>
<td>1,613</td>
<td>1,775</td>
<td>2,011</td>
</tr>
<tr>
<td>New Doctoral</td>
<td>501</td>
<td>495</td>
<td>590</td>
<td>508</td>
<td>603</td>
</tr>
<tr>
<td>New DVM</td>
<td>78</td>
<td>80</td>
<td>81</td>
<td>79</td>
<td>78</td>
</tr>
<tr>
<td><strong>Total New Grad &amp; Prof.</strong></td>
<td>1,914</td>
<td>2,096</td>
<td>2,284</td>
<td>2,362</td>
<td>2,692</td>
</tr>
</tbody>
</table>

### College Enrollment

<table>
<thead>
<tr>
<th>College Enrollment</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture &amp; Life Sciences</td>
<td>5,124</td>
<td>5,323</td>
<td>5,592</td>
<td>5,816</td>
<td>5,948</td>
</tr>
<tr>
<td>Design</td>
<td>685</td>
<td>701</td>
<td>736</td>
<td>759</td>
<td>792</td>
</tr>
<tr>
<td>Education</td>
<td>1,552</td>
<td>1,699</td>
<td>1,791</td>
<td>1,962</td>
<td>2,035</td>
</tr>
<tr>
<td>Engineering</td>
<td>7,467</td>
<td>7,829</td>
<td>8,151</td>
<td>8,368</td>
<td>8,491</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>1,183</td>
<td>1,286</td>
<td>1,363</td>
<td>1,459</td>
<td>1,595</td>
</tr>
<tr>
<td>Humanities &amp; Social Sciences</td>
<td>4,832</td>
<td>4,588</td>
<td>4,742</td>
<td>4,944</td>
<td>5,059</td>
</tr>
<tr>
<td>Physical &amp; Mathematical Sciences</td>
<td>1,608</td>
<td>1,604</td>
<td>1,591</td>
<td>1,539</td>
<td>1,599</td>
</tr>
<tr>
<td>Textiles</td>
<td>864</td>
<td>1,008</td>
<td>1,042</td>
<td>1,095</td>
<td>1,105</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>381</td>
<td>391</td>
<td>398</td>
<td>403</td>
<td>397</td>
</tr>
<tr>
<td>Management</td>
<td>2,805</td>
<td>2,939</td>
<td>3,109</td>
<td>3,196</td>
<td>3,144</td>
</tr>
<tr>
<td>First Year College + Transition Program</td>
<td>1,417</td>
<td>1,495</td>
<td>1,531</td>
<td>1,417</td>
<td>1,420</td>
</tr>
<tr>
<td>Provost Office (Analytics)</td>
<td>33</td>
<td>70</td>
<td>39</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Non-Degree Seeking</td>
<td>3,212</td>
<td>2,896</td>
<td>2,755</td>
<td>2,822</td>
<td>2,782</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>31,130</td>
<td>31,792</td>
<td>32,871</td>
<td>33,819</td>
<td>34,404</td>
</tr>
</tbody>
</table>

### Status

<table>
<thead>
<tr>
<th>Status</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Degree-Seeking in Distance Ed</td>
<td>1.7%</td>
<td>2.3%</td>
<td>2.6%</td>
<td>2.8%</td>
<td>3.3%</td>
</tr>
<tr>
<td>Percent of Non-Degree-Seeking Distance Ed</td>
<td>38.9%</td>
<td>44.6%</td>
<td>50.4%</td>
<td>41.5%</td>
<td>59.6%</td>
</tr>
<tr>
<td>Percent of Degree Seeking at Graduate Level</td>
<td>23.8%</td>
<td>23.7%</td>
<td>24.1%</td>
<td>24.6%</td>
<td>25.7%</td>
</tr>
</tbody>
</table>

### Gender

<table>
<thead>
<tr>
<th>Gender</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>55.9%</td>
<td>55.6%</td>
<td>55.8%</td>
<td>55.5%</td>
<td>55.5%</td>
</tr>
<tr>
<td>Female</td>
<td>44.1%</td>
<td>44.4%</td>
<td>44.3%</td>
<td>44.5%</td>
<td>44.5%</td>
</tr>
</tbody>
</table>

### Ethnicity

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>75.8%</td>
<td>74.9%</td>
<td>74.0%</td>
<td>72.7%</td>
<td>71.7%</td>
</tr>
<tr>
<td>African-American</td>
<td>8.9%</td>
<td>8.7%</td>
<td>8.6%</td>
<td>8.1%</td>
<td>8.0%</td>
</tr>
<tr>
<td>Native American</td>
<td>0.6%</td>
<td>0.6%</td>
<td>0.5%</td>
<td>0.5%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Asian</td>
<td>4.7%</td>
<td>5.1%</td>
<td>4.9%</td>
<td>4.6%</td>
<td>4.7%</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0%</td>
<td>0.1%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>2.3%</td>
<td>2.5%</td>
<td>2.4%</td>
<td>2.8%</td>
<td>3.1%</td>
</tr>
<tr>
<td>International</td>
<td>6.1%</td>
<td>6.1%</td>
<td>6.8%</td>
<td>7.7%</td>
<td>7.9%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0.5%</td>
<td>1.1%</td>
</tr>
<tr>
<td>Not Reported</td>
<td>1.6%</td>
<td>2.1%</td>
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<td>3.2%</td>
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### Residency

<table>
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<td>In-State</td>
<td>86.2%</td>
<td>85.7%</td>
<td>84.7%</td>
<td>85.0%</td>
<td>83.8%</td>
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<tr>
<td>Out-of-State</td>
<td>8.3%</td>
<td>8.2%</td>
<td>8.4%</td>
<td>7.3%</td>
<td>8.2%</td>
</tr>
<tr>
<td>International</td>
<td>5.5%</td>
<td>6.1%</td>
<td>7.0%</td>
<td>7.7%</td>
<td>8.0%</td>
</tr>
</tbody>
</table>

### Sources and Notes:

2010 information preliminary census
Graduate Admissions & Profile: Student Data Files
Includes on-campus and off-campus (Distance Ed) non-duplicated enrollment
## North Carolina State University
### Undergraduate Admissions
#### 2006 - 2010

<table>
<thead>
<tr>
<th>Cohort Year</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
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<tbody>
<tr>
<td><strong>Freshmen</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Applied</td>
<td>15,500</td>
<td>16,437</td>
<td>17,661</td>
<td>18,782</td>
<td>19,163</td>
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<td>Admitted</td>
<td>9,470</td>
<td>9,869</td>
<td>10,371</td>
<td>10,252</td>
<td>10,384</td>
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<td>Admit/Apply %</td>
<td>61.1%</td>
<td>60.0%</td>
<td>58.7%</td>
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<td>54.2%</td>
</tr>
<tr>
<td>Enrolled</td>
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<td>4,791</td>
<td>4,669</td>
<td>4,638</td>
<td>4,560</td>
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<td>Enrolled/Admit %</td>
<td>48.1%</td>
<td>48.5%</td>
<td>45.0%</td>
<td>45.2%</td>
<td>43.9%</td>
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<tr>
<td><strong>Transfers</strong></td>
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<tr>
<td>Applied</td>
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<td>3,988</td>
<td>3,766</td>
<td>3,869</td>
<td>4,227</td>
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<td>Admitted</td>
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<td>1,370</td>
<td>1,410</td>
<td>1,390</td>
<td>1,448</td>
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<td>Admit/Apply %</td>
<td>35.4%</td>
<td>34.4%</td>
<td>37.4%</td>
<td>35.9%</td>
<td>34.3%</td>
</tr>
<tr>
<td>Enrolled</td>
<td>1,075</td>
<td>1,039</td>
<td>1,089</td>
<td>1,097</td>
<td>1,144</td>
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<tr>
<td>Enrolled/Admit %</td>
<td>76.1%</td>
<td>75.8%</td>
<td>77.2%</td>
<td>78.9%</td>
<td>79.0%</td>
</tr>
<tr>
<td>% of Tot. Enrolled Transfers From Comm. Colleges</td>
<td>38.6%</td>
<td>40.4%</td>
<td>34.1%</td>
<td>37.6%</td>
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<td><strong>Freshmen Profile</strong></td>
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<tr>
<td>Avg. SAT Critical Reading</td>
<td>569</td>
<td>568</td>
<td>569</td>
<td>571</td>
<td>575</td>
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<tr>
<td>Avg. SAT Math</td>
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<td>603</td>
<td>607</td>
<td>612</td>
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<td>Avg. SAT Write</td>
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<td>557</td>
<td>560</td>
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<tr>
<td>Avg. SAT Total (CR + M)</td>
<td>1178</td>
<td>1172</td>
<td>1176</td>
<td>1184</td>
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<td>Avg. High School GPA</td>
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<td>4.17</td>
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<tr>
<td>Male</td>
<td>54.9%</td>
<td>54.5%</td>
<td>53.6%</td>
<td>55.6%</td>
<td>54.5%</td>
</tr>
<tr>
<td>Female</td>
<td>45.1%</td>
<td>45.5%</td>
<td>46.4%</td>
<td>44.4%</td>
<td>45.5%</td>
</tr>
<tr>
<td>White</td>
<td>79.2%</td>
<td>79.4%</td>
<td>78.2%</td>
<td>75.5%</td>
<td>76.2%</td>
</tr>
<tr>
<td>African-American</td>
<td>8.9%</td>
<td>9.0%</td>
<td>9.5%</td>
<td>7.5%</td>
<td>8.5%</td>
</tr>
<tr>
<td>Native American</td>
<td>0.5%</td>
<td>0.6%</td>
<td>0.7%</td>
<td>0.5%</td>
<td>0.4%</td>
</tr>
<tr>
<td>Asian</td>
<td>5.1%</td>
<td>5.0%</td>
<td>5.3%</td>
<td>4.5%</td>
<td>5.2%</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0%</td>
<td>0.2%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>2.4%</td>
<td>2.7%</td>
<td>2.4%</td>
<td>3.6%</td>
<td>3.8%</td>
</tr>
<tr>
<td>International</td>
<td>0.7%</td>
<td>0.6%</td>
<td>1.1%</td>
<td>2.5%</td>
<td>1.2%</td>
</tr>
<tr>
<td>Two or More Races</td>
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<td>N/A</td>
<td>N/A</td>
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<td>2.6%</td>
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<tr>
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<td>2.8%</td>
<td>3.8%</td>
<td>1.2%</td>
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<tr>
<td>In-State</td>
<td>91.2%</td>
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<tr>
<td>Out-of-State</td>
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<td>2.8%</td>
<td>1.1%</td>
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### Sources and Notes:

**2010 information preliminary census**

Freshman-Transfer Admissions & Freshman Profile: Student Data Files - Bachelor's degree-seeking only

Community College transfers represent students whose last transfer institution was a NC Community College

Includes on-campus and off-campus (Distance Ed) non-duplicated enrollment
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<th></th>
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<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
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<td>4,826</td>
<td>6,094</td>
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<td>50.8%</td>
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<td>36.4%</td>
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<td>Enrolled</td>
<td>1,335</td>
<td>1,525</td>
<td>1,613</td>
<td>1,775</td>
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<tr>
<td>Enrolled/Admit %</td>
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<td>62.2%</td>
<td>72.7%</td>
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<td>80.4%</td>
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<td><strong>Doctoral Degree</strong></td>
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<td>Applied</td>
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<td>2,563</td>
<td>3,386</td>
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<td>857</td>
<td>911</td>
<td>949</td>
<td>902</td>
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<td>Admit/Apply %</td>
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<td>23.7%</td>
<td>20.8%</td>
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<td>Enrolled</td>
<td>501</td>
<td>495</td>
<td>590</td>
<td>508</td>
<td>603</td>
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<td>Enrolled/Admit %</td>
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<td>483</td>
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<td>101</td>
<td>83</td>
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<td>Admit/Apply %</td>
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<td>79</td>
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<tr>
<td>Enrolled/Admit %</td>
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<td>82.5%</td>
<td>75.0%</td>
<td>78.2%</td>
<td>95.2%</td>
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<tr>
<td><strong>Graduate Profile</strong></td>
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<tr>
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<td>685</td>
<td>669</td>
<td>678</td>
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<td>516</td>
<td>512</td>
<td>505</td>
<td>505</td>
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<tr>
<td>Male</td>
<td>52.7%</td>
<td>54.2%</td>
<td>54.5%</td>
<td>54.5%</td>
<td>53.3%</td>
</tr>
<tr>
<td>Female</td>
<td>47.3%</td>
<td>45.8%</td>
<td>45.5%</td>
<td>45.5%</td>
<td>46.7%</td>
</tr>
<tr>
<td>White</td>
<td>60.4%</td>
<td>57.8%</td>
<td>58.0%</td>
<td>58.4%</td>
<td>57.9%</td>
</tr>
<tr>
<td>African-American</td>
<td>6.4%</td>
<td>6.9%</td>
<td>6.4%</td>
<td>6.9%</td>
<td>7.0%</td>
</tr>
<tr>
<td>Native American</td>
<td>0.3%</td>
<td>0.3%</td>
<td>0.4%</td>
<td>0.3%</td>
<td>0.3%</td>
</tr>
<tr>
<td>Asian</td>
<td>3.5%</td>
<td>3.3%</td>
<td>3.3%</td>
<td>3.1%</td>
<td>3.2%</td>
</tr>
<tr>
<td>Native Hawaiian or Pacific Islander</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>1.6%</td>
<td>2.3%</td>
<td>2.0%</td>
<td>2.2%</td>
<td>2.3%</td>
</tr>
<tr>
<td>International</td>
<td>26.4%</td>
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<td>28.7%</td>
<td>27.5%</td>
<td>27.2%</td>
</tr>
<tr>
<td>Two or More Races</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0.0%</td>
<td>0.9%</td>
</tr>
<tr>
<td>Not Reported</td>
<td>1.4%</td>
<td>1.3%</td>
<td>1.3%</td>
<td>1.6%</td>
<td>1.4%</td>
</tr>
<tr>
<td>In-State</td>
<td>54.1%</td>
<td>53.3%</td>
<td>61.3%</td>
<td>64.6%</td>
<td>53.7%</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>19.5%</td>
<td>18.6%</td>
<td>9.9%</td>
<td>7.9%</td>
<td>20.4%</td>
</tr>
<tr>
<td>International</td>
<td>26.4%</td>
<td>28.1%</td>
<td>28.7%</td>
<td>27.5%</td>
<td>25.9%</td>
</tr>
</tbody>
</table>

**Sources and Notes:**

2010 information preliminary census
Graduate Admissions & Profile: Student Data Files
Includes on-campus and off-campus (Distance Ed) non-duplicated enrollment
Agenda Item / Issue:  5.4G
NC State Investment Fund Performance

Requested / Required Action:
None required.

Suggested Motion:
None required.

Responsible University Unit:
Treasurer’s Office

University Presenter/Contact:
Kathryn S. Hart, Associate Vice Chancellor for Finance and Business and University Treasurer
<table>
<thead>
<tr>
<th>Performance Summary</th>
<th>QTR</th>
<th>1 Year</th>
<th>3 Year</th>
<th>5 Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC State Investment Fund, Inc.</td>
<td>-2.36%</td>
<td>11.44%</td>
<td>-7.14%</td>
<td>0.13%</td>
</tr>
<tr>
<td>Strategic Investment Policy Portfolio (1)</td>
<td>-3.89%</td>
<td>10.87%</td>
<td>-3.27%</td>
<td>2.93%</td>
</tr>
<tr>
<td>Market Index (2)</td>
<td>-7.06%</td>
<td>13.27%</td>
<td>-4.49%</td>
<td>1.37%</td>
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</table>

<table>
<thead>
<tr>
<th>Asset Allocation</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Class/Style</td>
<td>Market Value</td>
<td>Actual</td>
<td>Policy</td>
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<tr>
<td>Total NC State Investment Fund, Inc.</td>
<td>$ 313,799,724</td>
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<td>100.0%</td>
</tr>
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<td>Public Equity Strategies</td>
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<td>Domestic Equity</td>
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<td>International Equity</td>
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<td>15.0%</td>
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<tr>
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<td>10.0%</td>
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<td>Fixed Income Strategies</td>
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<td>Enhanced Fixed Income</td>
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<tr>
<td>Absolute Return</td>
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<tr>
<td>Absolute Return</td>
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<td>10.0%</td>
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<tr>
<td>Private Strategies</td>
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<tr>
<td>Energy and Natural Resources</td>
<td>22,315,926</td>
<td>7.2%</td>
<td>7.5%</td>
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</table>

Note 1 - Strategic Investment Policy Portfolio (SIPP) Index =20% Russell 3000, 15%: (67% MSCI EAFE/ 33% MSCI EM), 10%: (50% MSCI World + 5%), 7.5%: (Barclay's LT Gov/Corp), 5%: (50% JPM GB/ 50% Barclays'S), 10%: (T-Bills + 5%), 15%: (Cambridge Private Equity Composite), 10%: (80% NCREIF / 20% NAREIT), and 7.5%: (50% GSCI / 50% Real 3%)

Note 2 - Market index of 70% S&P and 30% Barclay's Aggregate
BOARD OF TRUSTEES
NORTH CAROLINA STATE UNIVERSITY

Buildings and Property Committee
Time: 2:45-4:15 p.m., September 16, 2010
Primrose Hall Conference Room
Ramsey, Chair
Members: Cozort, Lanier, Owens

AGENDA

CALL TO ORDER
Reading of the State Government Ethics Act

1. CONSENT AGENDA

Minutes
- Approval of July 15, 2010 meeting minutes 6.1.A

Property Matters
✓ Disposition by Lease: ± 9,742 gross square foot (gsf) fraternity house at 2409 West Fraternity Court to Delta Epsilon of Sigma Chi for a term of one year with a one year extension available at the discretion of the University. The rental amount will be ± $123,000 per year. 6.1.B.1
✓ Disposition by Lease: ± 1,900 square feet (sf) in Partners Building II, Suite 3700, to Phononic Devices, LLC, for an initial one year term with two renewals of one year each. The annual rent will be $32 per sf escalating annually at CPI and additional rent increases based on actual cost. 6.1.B.2
- Disposition by Lease: ± 796 sf in Research Building II, Suite 200, to GlaxoSmithKline for an 18 month initial term and three 18-month renewal options. The annual rent will be $25 per sf escalating at Consumer Price Index (CPI) on the base rent portion and additional rent increases based on actual cost. 6.1.B.3
- Disposition by Lease: ± 564 sf in Research Building I, Suites 309, 310 and 312 to Soil, Water, & Environment Group, PLLC, for a term of one year with three one-year renewals. This replacement lease for an existing partner will be ± $32.97 per sf including operating expenses, and with escalations based on CPI. 6.1.B.4
- Acquisition by Lease: ± 2,600 sf at a location in Raleigh, NC that will be determined by advertised bid process for the College of Design’s Downtown 6.1.B.5

✓ Requires full board approval
1 Material will be distributed to committee members at the meeting

Buildings and Property Committee
Page 1
Studio. This lease is for a term of 5 years at an anticipated annual rental rate of + $35,000.

- Acquisition by Lease: ± 1,630 sf at 115 Pomona Drive, Greensboro, NC with 115 Pomona LLC for the Small Business Technology Development Center (SBTDC). This replacement lease is for a term of up to 3 years, at an anticipated annual rental rate of + $23,000.

- Acquisition by Lease: ±1,139 sf at 302 Jefferson Street, Raleigh, NC with Hirsch & Sons LLC for the College of Humanities and Social Sciences’ Center for Family and Community Engagement. This replacement lease is for a term of 1 year with a 1-year renewal option, at an anticipated annual rental rate not to exceed + $20,000.

- Severance by Demolition: Of the NCSU Bookstores, 2521 Dunn Ave, Raleigh, NC. The 53,527 gsf structure built in 1959 will be demolished to make way for the Talley Student Center expansion and renovation.

Designer Selections, Commissioning Agent Selection, and Designer Selections Less Than $500,000

Designer Selections and Commissioning Agent Selection

- North Hall Exterior Improvements – North Campus
- Greek Village Townhouses – South Campus
- Emerging Issues Policy Lab – Centennial Campus
- Talley Student Center – Special Inspections, Testing and Geotechnical Services – Central Campus
- Centennial Campus Student Housing – Special Inspections, Testing and Geotechnical Services – Centennial Campus
- Centennial Campus Student Housing – Commissioning Agent – Centennial Campus

Designer Selections Less Than $500,000

- Approval of Designer Selections Less Than $500,000

Acceptance of Completed Buildings and Projects

- The University and Office of State Construction have accepted the attached list of completed buildings and projects with dollar values greater than $2,000,000. The University has accepted the attached list of completed buildings and projects with dollar values less than $2,000,000. All are recommended to the Buildings and Property Committee for formal acceptance. This listing represents buildings and projects received since the April 15, 2010 meeting.

***END OF CONSENT AGENDA ITEMS***
2. PROPERTY MATTERS (Received after Full Board Mailing) TAB 2

3. SITE REVIEW & APPROVAL TAB 3
   • North Hall Exterior Improvements – North Campus 6.3.A

4. PLAN REVIEW AND APPROVAL TAB 4
   Plan Review
   • North Hall Exterior Improvements – North Campus 6.4.A.1
   • Alliance Center – Centennial Campus 6.4.A.2
   Plan Approval
   • Approval of Plans and Specifications of Formal Projects less than $2 Million 6.4.B

5. INFORMATIONAL REPORTS TAB 5
   • Gregg Museum of Art & Design Update 1(6.5.A.1)
   • Centennial Campus Status Report 6.5.A.2
   • Capital Project Update 6.5.A.3
   • Status of Projects in Planning 6.5.A.4

ADJOURN
Agenda Item / Issue: Consent Agenda

Requested / Required Action: Approval of the items contained in the Consent Agenda: committee meeting minutes for July 15, 2010, property matters, designer selections and commissioning agent selection, designer selections less than $500,000, and acceptance of completed buildings and projects.

Suggested Motion: Move approval of the Consent Agenda.

Responsible University Unit: Office of Finance & Business
University Presenter/Contact: Kevin MacNaughton, Associate Vice Chancellor for Facilities
STATE GOVERNMENT ETHICS ACT
At the beginning of the meeting, Chair Lanier reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest with respect to any matters coming before the Buildings and Property Committee at this meeting. Committee members had no conflicts of interest or appearances thereof.

CONSENT AGENDA
Chair Lanier asked whether there were any questions or comments about the April 15, 2010 meeting minutes. There being none, Chair Lanier called for a motion to approve the minutes. Mr. Ramsey made the motion, which was seconded by Dr. Owens and carried.

Chair Lanier asked Mr. Recchie to address the property matters. Recchie requested approval of two property matters. The first was the Disposition by Lease to AT&T for a cellular telephone antenna array on the roof of the Metcalf Residence Hall for a term of up to 20 years. Consideration will be market rent per the State Property Office. The Full Board had previously
approved placement of AT&T’s cellular telephone antenna on DH Hill Library at the April 16 meeting. Now AT&T is requesting that the antenna be placed on Metcalf Residence Hall because the Metcalf location better addresses AT&T’s need for coverage on the campus and the University may retain all revenue in full received from a residence hall location. Not so with the library.

Chair Lanier asked whether the antenna would be visible from other locations. Recchie said that it would be painted to blend in. Lisa Johnson said it would be located away from the edge of the building. Mr. Sall asked whether there could be any adverse health effects. Recchie replied there would not be any adverse effects since it is his understanding that the mechanicals for the building are between the roof and the top dorm rooms.

The other property matter was a sublease to AEG Power Solutions USA for roof top installation of solar arrays on the Keystone Science Center (formerly known as the Centennial Science Center) for a period of 6 years. This installation would be for the purpose of joint research with the FREEDM Center and the equipment will become the property of the University at the conclusion of the sublease. At the April 15, 2010 meeting, approval had been given for assignment of a lease directly from Keystone-Centennial I, LLC (the landlord) for installation of these same solar arrays. Now the landlord has granted NC State access to the rooftop by means of an amendment to the space lease at no extra cost, allowing the university to directly sublease to AEG.

Chair Lanier called for a motion to approve the two property matters. Mr. Sall made the motion, which was seconded by Dr. Owens and carried.

**INFORMATIONAL REPORTS**

Lisa Johnson provided an information report about the proposed study to move the Gregg Museum of Art & Design from Talley Student Center to the chancellor’s residence on Hillsborough Street once The Point is ready for occupancy. She said the study arose from the design work on Talley addition and renovation. Talley may not be the best location based on student access, growth potential, campus/public visibility and aesthetics.

The study committee looked at various sites across campus and found the chancellor’s residence to be the best location. In addition to creating synergies with like art / cultural facilities such as the College of Design, College of Humanities and Social Sciences, Thompson Theater and Craft Center, Pullen Arts Center, and Theater in the Park, the chancellor’s residence would allow for increased gallery and collection space, and could draw a larger audience.

Johnson said that Nevin Kessler, Vice Chancellor for University Advancement, and Alex Miller, Arts NC State Associate Vice Chancellor, are enthused about the idea. Planners have received favorable comments from the deans.

Mr. Leffler said the mayor and the city manager are in support of the idea. It would be another activity on Hillsborough Street and another partnership with the City.
Leffler cautioned that the study is just a concept at this point. If it has viability, then University officials would come back to the committee seeking approval for the $7 million project, which would include $3 million funded from the Talley project and $4 million from fund raising.

Dr. Owens asked for attendance statistics. Johnson said she would provide that information. He has reservations about moving out of Talley. Chair Lanier opined that most students do not know about the Gallery. Mr. Ramsey questioned whether the chancellor’s residence would be the best location for the Gallery. Mr. Sall said he was skeptical about the idea. The Gallery would suffer from being an independent site and would attract more non-students than students. He remains convinced that we need to keep the Gallery in a destination complex. Lanier said we need more information. Leffler said he would invite Alex Miller to the next Buildings and Property Committee meeting to provide more details.

Mr. MacNaughton presented a PowerPoint Presentation showing the completion of several construction projects that included Engineering Building III, Centennial Campus Gateway, Court of North Carolina improvements, and pedestrian improvements on the west side of 1911. He provided an update on construction of The Point, Hunt Library and Parking Deck, and Watauga Club Drive Gateway, showing the trustees recent photos.

There being no additional business, the meeting adjourned at 1:55 p.m.

Respectfully submitted,

Original Signature on File
Kevin J. MacNaughton
Secretary to the Committee

cc: Charles Leffler, Vice Chancellor, Finance & Business
    P.J. Teal, Assistant Secretary of the Trustees

Approved: _________________________________ Date
DISPOSITION
OF REAL PROPERTY

Lease

LESSEOR State of North Carolina for North Carolina State University

LESSOR DELTA EPSILON of SIGMA CHI

LOCATION 2409 W. Fraternity Court, Raleigh, North Carolina

RATE ±$123,000 per year

TERM One year with option to renew for one additional year at the discretion of the University

USE Student housing and organization space for fraternity chapter. This is a short-term lease to coincide with the Greek Village redevelopment project and demolition of this facility.
STATE OF NORTH CAROLINA  
Department of Administration  
*DISPOSITION OF REAL PROPERTY*

Institution or Agency: North Carolina State University  
Date: August 9, 2010

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify):

The disposition is recommended for the following reasons: To provide student housing and organization space for DELTA EPSILON of SIGMA CHI.

Description of Property: 2409 W. Fraternity Court -- NC State South Campus, Raleigh, NC

Term: One year with option to renew for one additional year at the discretion of the University. This is a short-term lease to coincide with the Greek Village redevelopment project and demolition of this facility.

Estimated value: N/A

Where deed is filed, if known: N/A

If deed is in the name of agency other than applicant, state the name.

Rental income, if applicable, and suggested terms: ±$123,000 per year.

Funds from the disposal of this property are recommended for the following use: Operation of Fraternity Housing – Project 3-70931

Action recommending this transaction was taken by the governing Board of Trustees at its meeting held on ________________.

Signature: Original Signature on File  
Chancellor

*The term “real property” includes timber rights, mineral rights, etc. (GS146-64)*
REQUIRES FULL BOARD APPROVAL

6.1.B.1

2409 Fraternity Ct.

2409 Fraternity Court
NCSU Bldg. #145
DISPOSITION
OF REAL PROPERTY

LEASE

LESSOR  State of North Carolina for N. C. State University

LESSEE  Phononic Devices, LLC

LOCATION  Centennial Campus, Partners Building II, 840 Main Campus Dr., Suite 3700, Raleigh, NC.

SIZE  +/- 1,900 square feet

RATE  Annual rent will be $32.00 per sf escalating annually at CPI and additional rent increases based on actual cost.

TERM  Lease will be for a term of one year with two (2) one-year renewal options each.

USE  Phononic Devices LLC researches advanced materials nano-engineered to recapture “waste heat” and convert it into useable electric power and/or an efficient refrigeration and cooling source.
STATE OF NORTH CAROLINA
Department of Administration
*DISPOSITION OF REAL PROPERTY

Institution or Agency: North Carolina State University Date: August 20, 2010

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify):

The disposition is recommended for the following reasons: Phononic Devices, LLC has proposed a one year lease with two (2) one - year renewal options each for research in advanced materials nano-engineered to recapture "waste heat" and convert it into usable electric power or an efficient refrigeration and cooling source.

Description of Property:
Centennial Campus, Partners Building II, 840 Main Campus Dr., Suite 3700, Raleigh, NC.

Term: A one year lease with two (2) one - year renewal options each.

Estimated value: $60,800.00 annually

Where deed is filed, if known: N/A

If deed is in the name of agency other than applicant, state the name. N/A

Rental income, if applicable, and suggested terms: +/- 1,900 sf @ $32.00 psf. escalating annually at CPI and additional rent increases based on actual cost.

Funds from the disposal of this property are recommended for the following use.

Action recommending this transaction was taken by the Board of Trustees at its meeting held on ________________.

Signature: Original Signature on File
Chancellor

*The term "real property" includes timber rights, mineral rights, etc. (GS146-64)
REQUIRES FULL BOARD APPROVAL
6.1.B.2
### DISPOSITION OF REAL PROPERTY

**Lease**

<table>
<thead>
<tr>
<th><strong>LESSOR</strong></th>
<th>State of North Carolina for North Carolina State University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LESSEE</strong></td>
<td>GlaxoSmithKline</td>
</tr>
<tr>
<td><strong>LOCATION</strong></td>
<td>Research Building II, Suite 200, 1009 Capability Drive, Centennial Campus, Raleigh, North Carolina</td>
</tr>
<tr>
<td><strong>RATE</strong></td>
<td>±$25.00 per sq. ft. with annual escalation at Consumer Price Index (CPI) on the base rent portion and actual percent increase on the additional rent portion.</td>
</tr>
<tr>
<td><strong>TERM</strong></td>
<td>Eighteen month initial term with three eighteen month renewal options</td>
</tr>
<tr>
<td><strong>USE</strong></td>
<td>Office space - ±796 square feet</td>
</tr>
</tbody>
</table>
STATE OF NORTH CAROLINA
Department of Administration
*DISPOSITION OF REAL PROPERTY

Institution or Agency: North Carolina State University　　　　　Date: August 9, 2010

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify):

The disposition is recommended for the following reasons: Lease to GlaxoSmithKline on NC State's Centennial Campus

Description of Property: ±796 square feet of office space in Research Building II, Suite 200 – 1009 Capability Drive, NC State Centennial Campus, Raleigh, NC

Term: Eighteen month initial term with three eighteen month renewal options

Estimated value: N/A

Where deed is filed, if known: Wake County

If deed is in the name of agency other than applicant, state the name.

Rental income, if applicable, and suggested terms: ±$25.00 per sq. ft. escalating annually at Consumer Price Index (CPI) on the base rent portion and actual percent increase on the additional rent portion.

Funds from the disposal of this property are recommended for the following use: Centennial Campus Trust Fund for continued development of the Centennial Campus

Action recommending this transaction was taken by the Buildings and Property Committee of the Board of Trustees at its meeting held on ________________.

Signature: Original Signature on File
Chancellor

*The term “real property” includes timber rights, mineral rights, etc. (GS 146-64)
REQUIRES COMMITTEE APPROVAL

6.1.B.3

Research Building II
1009 Capability Drive
DISPOSITION
OF REAL PROPERTY

LEASE

LESSEE Soil Water & Environmental Group, PLLC

LESSOR State of North Carolina for North Carolina State University.

LOCATION Research I, Suite 309, 310 & 312 1001 Capability Dr., Centennial Campus.

SIZE ±564 square feet of office space.

RATE $18,598 per year rent including operating expenses.

TERM 1 year lease with (3) one-year renewal options.

USE Soil Water & Environmental Group, PLLC has been a partner on Centennial Campus. This replacement lease allows them to continue to occupy their existing location.
STATE OF NORTH CAROLINA
Department of Administration
*DISPOSITION OF REAL PROPERTY

Institution or Agency: North Carolina State University
Date: August 20, 2010

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify):

The disposition is recommended for the following reasons: Lease to the Soil Water & Environmental Group, PLLC of rooms 309, 310, 312 in the Research I building, consisting of ±564 USF.

Description of Property: Research I, 1001 Capability Dr., Centennial Campus.

Term: One (1) year with (3) one-year renewals.

Estimated value: N/A

Where deed is filed, if known: N/A

If deed is in the name of agency other than applicant, state the name: N/A

Rental income, if applicable, and suggested terms: ±$ 32.97 / USF or ±18,598 per year.

Funds from the disposal of this property are recommended for the following use. To be directed to the Centennial Campus Trust Fund for use in debt reduction and future development.

Action recommending this transaction was taken by the Building and Property Committee of the Board of Trustees at its meeting held on _______________________.

Signature: Original Signature on File
Chancellor

*The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
REQUIRES COMMITTEE APPROVAL
6.1.B.4
ACQUISITION
OF REAL PROPERTY

Lease

LESSEE State of North Carolina for North Carolina State University

LESSOR To be determined by bid

LOCATION Downtown Raleigh

SIZE ±2,608 sq. ft. of studio and office space for the College of Design’s Downtown Studio

RATE To be determined by bid

TERM Five years

USE To provide an environment for students to learn about urban design and planning while assisting rural and urban communities and neighborhoods in NC. The Downtown Studio provides opportunities for faculty and students to engage the City as a living laboratory. The space also provides badly needed instructional space.
STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
RALEIGH

* ACQUISITION OF REAL PROPERTY

Institution or Agency: North Carolina State University               Date: August 2, 2010

The Department of Administration is requested, as provided by GS 146-22 et seq. to acquire the real property herein described by (purchase), (lease), (rental), or (other specify):

This Property is needed for the following reasons and purposes: (attach additional sheets if necessary). To provide an environment for students to learn about urban design and planning while assisting rural and urban communities and neighborhoods in NC. The Downtown Studio provides opportunities for faculty and students to engage the City as a living laboratory. The space also provides badly needed instructional space.

Name and Address of Present Owner: The Downtown Studio is currently located at 131 ½ S Wilmington Street, Raleigh, NC. New lease to be determined by bid.

Description of Property: (attach additional sheets if necessary). ±2,608 sq. ft. of studio and office space.

Term: Five years

Rental price (if applicable) $33,000.00 per year ~ ±$12.65 per sq. ft. (current rent). New rate to be determined by bid.

Funds for the acquisition of this property are available in our budget under Code FAS 2-01400, College of Design, Operating

Item: Other:

In the event the above described real property is not acquired, is there other real property available, owned by the State or otherwise, that you believe would, if acquired, fulfill the requirement of your agency? If so, give details. None

Action, recommending the above request, was taken by the Buildings and Property Committee of the Board of Trustees and is recorded in the minutes thereof on ______________ (Date).

Signature: Original Signature on File
Chancellor

* The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
ACQUISITION
OF REAL PROPERTY

Lease

LESSEE
STATE OF NORTH CAROLINA for North Carolina State University

LESSOR
115 POMONA, LLC

LOCATION
115 Pomona Drive, Greensboro, NC

SIZE
±1,630 square feet of office space

RATE
±$23,000 per year

TERM
One year with two one-year renewal options

USE
Office space for the Small Business Technology and Development Center’s Western Regional Headquarters. Seven staff will occupy the space.
STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
RALEIGH

* ACQUISITION OF REAL PROPERTY

Institution or Agency: North Carolina State University          Date: August 13, 2010

The Department of Administration is requested, as provided by GS 146-22 et seq., to acquire the real property herein described by (purchase), (lease), (rental), or (other specify):

This Property is needed for the following reasons and purposes: (attach additional sheets if necessary). Office space for Small Business Technology and Development Center – Western Regional Headquarters. Seven staff will occupy the space.

Name and Address of Present Owner: 115 Pomona, LLC
                                              115 Pomona Drive
                                              Greensboro, NC 27407

Description of Property (attach additional sheets if necessary): ±1,630 sq. ft. of office space

Term: One year with two one-year renewal options

Rental price (if applicable) ±$23,000 per year

Funds for the acquisition of this property are available in our budget under Code: #211022-54995 SBTDC State Appropriations

Item: Other:

In the event the above described real property is not acquired, is there other real property available, owned by the State or otherwise, that you believe would, if acquired, fulfill the requirement of your agency? If so, give details. None

Action, recommending the above request, was taken by the Buildings and Property Committee of the Board of Trustees and is recorded in the minutes thereof on _______________ (Date).

Signature: Original Signature on File
                          Chancellor

The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
ACQUISITION
OF REAL PROPERTY

Lease

LESSEE State of North Carolina for North Carolina State University

LESSOR Hirsch & Sons, LLC

LOCATION 302 Jefferson Street, Raleigh, NC

SIZE ±1,139 square feet (usable) of office space

RATE Not to exceed $20,000 per year ~ $17.50/s.f.

TERM One (1) year with additional 1-year renewal option

USE Office space for Center for Family and Community Engagement, a program within the College of Humanities and Social Sciences. The space will be occupied by five full-time staff.
STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
RALEIGH

* ACQUISITION OF REAL PROPERTY

Institution or Agency: North Carolina State University

Date: August 9, 2010

The Department of Administration is requested, as provided by GS 146-22 et seq, to acquire the real property herein described by (purchase), (lease), (rental), or (other specify):

This Property is needed for the following reasons and purposes: (attach additional sheets if necessary). Office space for the Center for Family and Community Engagement, a program within the College of Humanities and Social Sciences. The space will be occupied by five staff.

Name and Address of Present Owner: Hirsch & Sons, LLC
302 Jefferson Street
Raleigh, NC 27605

Description of Property: (attach additional sheets if necessary). ±1,139 sq. ft. (usable) of office space at 302 Jefferson Street, Raleigh, NC

Term: One (1) year with renewal option for one (1) additional 1-year period

Rental price (if applicable) Not to exceed $20,000 per year ~ ±$17.50/s.f.

Funds for the acquisition of this property are available in our budget under Code OUC #166101, Account #201161 ~ Center for Family and Community Engagement

Item: Other:

In the event the above described real property is not acquired, is there other real property available, owned by the State or otherwise, that you believe would, if acquired, fulfill the requirement of your agency? If so, give details. None

Action, recommending the above request, was taken by the Buildings and Property Committee of the Board of Trustees and is recorded in the minutes thereof on ________________ (Date).

Signature: Original Signature on File
Chancellor

* The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
302 Jefferson Street

REQUIRES COMMITTEE APPROVAL
6.1.B.7
**DISPOSITION OF REAL PROPERTY**

**Demolition**

<table>
<thead>
<tr>
<th><strong>GRANTOR</strong></th>
<th>State of North Carolina for North Carolina State University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GRANTEE</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>LOCATION</strong></td>
<td>NC State University, Central Campus, 2521 Dunn Ave., Raleigh, NC</td>
</tr>
<tr>
<td><strong>SIZE</strong></td>
<td>53,527 gross sq. ft., 1-story steel and masonry structure with basement</td>
</tr>
<tr>
<td><strong>RATE</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>TERM</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>USE</strong></td>
<td>The NCSU Bookstores building was constructed in 1959. It is to be demolished as part of the Talley Student Center Renovation and Addition Project, a student fee funded project. The retail operation(s) will relocate to temporary facilities on campus in late Spring 2011, prior to demolition. The Bookstores will subsequently occupy space within the renovated Talley Student Center. Demolition will be facilitated by the project contractor.</td>
</tr>
</tbody>
</table>
STATE OF NORTH CAROLINA
Department of Administration
*DISPOSITION OF REAL PROPERTY

Institution or Agency: North Carolina State University Date: July 23, 2010

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify): DEMOLITION

The disposition is recommended for the following reasons:

The NCSU Bookstores building is to be demolished as part of the Talley Student Center Renovation and Addition Project, a student fee funded project. The building is located on the University’s Central Campus and was constructed in 1959. The retail operation(s) will relocate to temporary facilities on campus in late spring 2011, prior to demolition. The Bookstores will subsequently occupy space within the renovated Talley Student Center. Demolition will be facilitated by the project contractor.

Description of Property:

<table>
<thead>
<tr>
<th>Building</th>
<th>Construction</th>
<th>Size</th>
<th>Condition</th>
<th>Age</th>
<th>Complex #</th>
<th>Asset #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Univ. Bldg. #98</td>
<td>steel and masonry</td>
<td>53, 527 s.f.</td>
<td>satisfactory</td>
<td>51</td>
<td>18</td>
<td>75</td>
</tr>
<tr>
<td>NCSU Bookstores</td>
<td>1 story</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2521 Dunn Ave.</td>
<td>with basement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(See attached photos)

Term: N/A

Estimated value: N/A

Where deed is filed, if known: Wake County

If deed is in the name of agency other than applicant, state the name: N/A

Rental income, if applicable, and suggested terms: N/A

Funds from the disposal of this property are recommended for the following use: N/A

Action recommending this transaction was taken by the Buildings and Property Committee of the Board of Trustees at its meeting held on ________________.

Signature: Original Signature on File

Chancellor

*The term “real property” includes timber rights, mineral rights, etc. (GS 146-64)
REQUIRES COMMITTEE APPROVAL

6.1.B.8

NCSU Bookstores
2521 Dunn Ave.
North Hall Exterior Improvements
Total Project Scope $2,400,000 (Debt)

02/16/10  Advertised in NC Purchase Directory

03/16/10  Closing date for submittals
(29 proposals received)

03/16/10  Appointment of Selection Committee
By Kevin MacNaughton, Secretary – Buildings and Property Committee

03/16/10-03/22/10  Selection Committee review:
  Gayle Lanier, Trustee
  Lisa Johnson – Interim University Architect
  Lisa LaBarbera – University Housing
  Susan Grant – University Housing
  Pete Fraccaroli – University Housing
  Rachel Miller – Project Manager, Capital Project Management
  Others who assisted in review and short listing process
  Cameron Smith – Capital Project Management
  Aristotle Moseir – University Housing
  Jordan Luzader – University Housing
  Rudy Lopez – Capital Project Management
  Carole Acquesta – Capital Project Management
  Marvin Williams – Capital Project Management

03/22/10  Short list recommendation by Selection Committee:
  HH Architecture – Raleigh, NC
  Roughton Nickelson DeLuca – Durham, NC
  Swanson + Stewart – Raleigh, NC

03/22/10  Short list approved by Gayle Lanier
  HH Architecture – Raleigh, NC
  Roughton Nickelson DeLuca – Durham, NC
  Swanson + Stewart – Raleigh, NC

04/01/10  Pre-interview briefing of design firms

04/06/10  Firms interviewed. Recommendation in priority order:
  Swanson + Stewart – Raleigh, NC
  HH Architecture – Raleigh, NC
  Roughton Nickelson DeLuca – Durham, NC

Those involved:
John Sall, Trustee
Lisa Johnson – Interim University Architect
Rachel Miller – Project Coordinator, Capital Project Management
Carole Acquesta – Director, Capital Project Management
Susan Grant, Director, University Housing
Barry Olson, Associate Director, University Housing
Lisa LaBarbera, Associate Director, University Housing
Pete Fraccaroli, Engineer, University Housing
Cameron Smith, Associate Director, Capital Project Management
Rudy Lopez, Construction Manager, Capital Project Management
Greek Village Townhouses
Total Project Scope $20,000,000 (Debt)

03/01/10 Advertised in NC Purchase Directory

04/12/10 Closing date for submittals
(19 proposals received)

04/12/10 Appointment of Selection Committee
By Kevin MacNaughton, Secretary – Buildings and Property Committee

04/12/10 Selection Committee review:
05/10/10 Gayle Lanier, Trustee
Lisa Johnson – Interim University Architect
Rachel Miller – Project Manager, Capital Project Management
Tim Luckadoo – Student Affairs
John Mountz – University Housing/Greek Life
Barry Olson – University Housing
Shelly Brown Dobek – University Housing/Greek Life
Others who assisted in review and short listing process
Cameron Smith – Capital Project Management
Jacob Terrell – Capital Project Management
Carolyn Axtman – Capital Project Management
Peter Fraccaroli – University Housing
Thomas Skolnicki – Office of the University Architect
Brian Jones – Capital Project Management
Carole Acquesta – Capital Project Management
Kathleen O’Brien – Office of the University Architect

04/28/10 Short list recommendation by Selection Committee:
Clark Nexsen – Raleigh, NC
JDavis Architects – Raleigh, NC
Jenkins Peer Architects – Charlotte, NC

04/28/10 Short list approved by Gayle Lanier
Clark Nexsen – Raleigh, NC
JDavis Architects – Raleigh, NC
Jenkins Peer Architects – Charlotte, NC

05/05/10 Pre-interview briefing of design firms

05/10/10 Firms interviewed. Recommendation in priority order:
Clark Nexsen – Raleigh, NC
JDavis Architects – Raleigh, NC
Jenkins Peer Architects – Charlotte, NC

Those involved:
Randy Ramsey, Trustee
Lisa Johnson – Interim University Architect
Rachel Miller – Project Manager, Capital Project Management
Tim Luckadoo – Student Affairs
John Mountz – University Housing/Greek Life
Shelly Brown Dobek – University Housing/Greek Life
Jacob Terrell – Capital Project Management
Carolyn Axtman – Capital Project Management
Peter Fraccaroli – University Housing
6.1.C.4

Emerging Issues Policy Lab
Total Project Scope $5,000,000 (Gifts or private fund-raising)

04/12/10 Advertised in NC Purchase Directory

05/05/10 Closing date for submittals
(8 proposals received)

05/05/10 Appointment of Selection Committee
By Kevin MacNaughton, Secretary – Buildings and Property Committee

05/05/10 - Selection Committee review:
05/14/10 Lisa Johnson – Interim University Architect
Rachel Miller – Project Manager, Capital Project Management
H. Clymer Cease, – Pearce Brinkley Cease + Lee
Anita Brown-Graham, Institute for Emerging Issues
Wendy Lombard – Institute for Emerging Issues
Roland Stephen – Institute for Emerging Issues
Matt Munoz – Partner, New Kind
Bill McCrea – North Carolina Museum of History
Carolyn Axtman – Capital Project Management

05/14/10 Short list recommendation by Selection Committee:
Gallagher & Associates – Silver Springs, MD
Ralph Appelbaum Associates – New York, NY
C&G Partners – New York, NY

05/26/10 Pre-interview briefing of design firms

06/01/10 Firms interviewed. Recommendation in priority order:
Gallagher & Associates – Silver Springs, MD
Ralph Appelbaum Associates – New York, NY
C&G Partners – New York, NY

Those involved:
The Honorable James B. Hunt, Jr.
Lisa Johnson, Interim University Architect
Carolyn Axtman, Associate Director, Capital Project Management
Rachel Miller, Project Manager, Capital Project Management
H. Clymer Cease, Pearce Brinkley Cease + Lee
Anita Brown-Graham, Director, Institute for Emerging Issues
Wendy Lombard, Manager of Special Initiatives, Institute for Emerging Issues
Matt Munoz, Partner, New Kind
Bill McCrea, Associate Director, North Carolina Museum of History
Talley Student Center Special Inspections/Testing/Geotechnical
Total Project Scope $120,000,000 (Debt)

12/22/09 Advertised in NC Purchase Directory

01/25/10 Closing date for submittals
(13 proposals received)

01/25/10 Appointment of Selection Committee
By Kevin MacNaughton, Secretary – Buildings and Property Committee

01/25/10- Selection Committee review:
06/08/10 Gayle Lanier, Trustee
Charles Marshall – Capital Project Management
Carole Acquesta – Capital Project Management
Sumayya Jones-Humienny – Capital Project Management
Tim Miller – Rodgers Russell Dayeco
Russ Holcomb – Duda Paine Architects

06/08/10 Short list recommendation by Selection Committee:
Froehling & Robertson, Inc. – Raleigh, NC
Kleinfelder – Morrisville, NC
S&ME – Raleigh, NC

06/09/10 Short list approved by Gayle Lanier
Froehling & Robertson, Inc. – Raleigh, NC
Kleinfelder Southeast Inc. – Morrisville, NC
S&ME – Raleigh, NC

06/09/10 Pre-interview briefing of design firms

06/21/10 Firms interviewed. Recommendation in priority order:
Kleinfelder Southeast, Inc. – Morrisville, NC
S&ME – Raleigh, NC
Froehling & Robertson, Inc. – Raleigh, NC

Those involved:
Charles Marshall – Capital Project Management
Carole Acquesta – Capital Project Management
Sumayya Jones-Humienny – Capital Project Management
Tim Miller – Rodgers Russell Dayeco
Russ Holcomb – Duda Paine Architects
Centennial Campus Student Housing Special Inspections/Testing/Geotechnical
Total Project Scope $100,000,000 (Debt)

03/04/10 Advertised in NC Purchase Directory

03/30/10 Closing date for submittals
(13 proposals received)

03/30/10 Appointment of Selection Committee
By Kevin MacNaughton, Secretary – Buildings and Property Committee

03/30/10- Selection Committee review:
04/12/10 Gayle Lanier, Trustee
Damian Lallathin – Capital Project Management
Carole Acquesta – Capital Project Management
Cameron Smith – Capital Project Management
Lisa Johnson – Interim University Architect
Barry Olson – University Housing
Peter Fraccaroli – University Housing
Others who assisted in review and short listing process
Marvin Williams – Capital Project Management
Jacob Terrell – Capital Project Management

04/12/10 Short list recommendation by Selection Committee:
ATC Associates of NC, PC – Raleigh, NC
Froeling & Robertson, Inc. – Raleigh, NC
Kleinfelder Southeast, Inc. – Morrisville, NC

04/13/10 Short list approved by Gayle Lanier
ATC Associates of NC, PC – Raleigh, NC
Froeling & Robertson, Inc. – Raleigh, NC
Kleinfelder Southeast, Inc. – Morrisville, NC

04/20/10 Pre-interview briefing of design firms

04/27/10 Firms interviewed. Recommendation in priority order:
ATC Associates of NC, PC – Raleigh, NC
Froeling & Robertson, Inc. – Raleigh, NC
Kleinfelder Southeast, Inc. – Morrisville, NC

Those involved:
Lisa Johnson – Interim University Architect
Ken Pearce – Associate Director, Capital Project Management
Damian Lallathin – Project Manager, Capital Project Management
Cameron Smith – Associate Director, Capital Project Management
Rudy Lopez – Senior Construction Project Manager, Capital Project Management
Jake Terrell – Engineer, Capital Project Management
Tim Luckadoo – Associate Vice Chancellor for Student Affairs
Barry Olson – Associate Director, University Housing Facilities
Pete Fraccaroli – Engineer, University Housing Facilities
Centennial Campus Student Housing Commissioning Agent
Total Project Scope $100,000,000 (Debt)

01/23/10 Advertised in NC Purchase Directory

02/23/10 Closing date for submittals
   (23 proposals received)

02/23/10 Appointment of Selection Committee
   By Kevin MacNaughton, Secretary – Buildings and Property Committee

02/23/10-03/08/10 Selection Committee review:
   Gayle Lanier, Trustee
   Damian Lallathin – Capital Project Management
   Cameron Smith – Capital Project Management
   Lisa Johnson – Interim University Architect
   Barry Olson – University Housing
   Peter Fracaroli – University Housing
   Susan Grant – University Housing
   Others who assisted in review and short listing process
   Carole Acquesta – Capital Project Management
   Ken Pearce – Capital Project Management
   Rudy Lopez – Capital Project Management
   Tim Blair – University Housing

03/08/10 Short list recommendation by Selection Committee:
   Affiliated Engineering, Inc. – Chapel Hill, NC
   EMC Engineers, Inc. – Raleigh, NC
   Horizon Engineering Associates, LLP – Raleigh, NC

03/16/10 Short list approved by Gayle Lanier
   Affiliated Engineering, Inc. – Chapel Hill, NC
   EMC Engineers, Inc. – Raleigh, NC
   Horizon Engineering Associates, LLP – Raleigh, NC

03/17/10 Pre-interview briefing of design firms

03/24/10 Firms interviewed. Recommendation in priority order:
   EMC Engineers, Inc. – Raleigh, NC
   Affiliated Engineering, Inc. – Chapel Hill, NC
   Horizon Engineering Associates, LLP – Raleigh, NC

Those involved:
Lisa Johnson – Interim University Architect
Ken Pearce – Associate Director, Capital Project Management
Carole Acquesta – Director, Capital Project Management
Damian Lallathin – Project Manager, Capital Project Management
Cameron Smith – Associate Director, Capital Project Management
Rudy Lopez – Senior Construction Project Manager, Capital Project Management
Jake Terrell – Engineer, Capital Project Management
Barry Olson – Associate Director, University Housing Facilities
Pete Fraccaroli – Engineer, University Housing Facilities
Johnny Wood – Dewberry Davis
## Approval of Designer Selections Less than $500,000

**Note:** The projects below are submitted to the Trustees’ Buildings and Property Committee for formal approval of designer selections for projects less than $500,000 that are not on the OESAD list. This listing represents projects selected since April 16, 2010.

<table>
<thead>
<tr>
<th>Project</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Smoke Alarms at Reynolds Coliseum</td>
<td>$4,975</td>
</tr>
<tr>
<td>Designer: RMF Engineering, Inc., Durham, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Safety Funds</td>
<td></td>
</tr>
<tr>
<td>Cellulose to Ethanol Refining Facility–Construction Admin</td>
<td>$17,500</td>
</tr>
<tr>
<td>Designer: Hipp and Best Architects, PC, Wilmington, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
<tr>
<td>Cox 205 Delta Proctoring/Test Room</td>
<td>$11,880</td>
</tr>
<tr>
<td>Designer: Swanson &amp; Stewart, Raleigh, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
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<tr>
<td>Dairy Museum: Fundraising Renderings</td>
<td>$7,500</td>
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<tr>
<td>Designer: HH Architecture, Raleigh, NC</td>
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<td>Fund Source: Departmental</td>
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<tr>
<td>Gregg Museum Site Feasibility Study</td>
<td>$49,000</td>
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<tr>
<td>Designer: The Freelon Group, Durham, NC</td>
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<tr>
<td>Fund Source: Departmental</td>
<td></td>
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<tr>
<td>Miller Fields Fence Replacement</td>
<td>$14,800</td>
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<tr>
<td>Designer: JDavis Architects, Raleigh, NC</td>
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<tr>
<td>Fund Source: Departmental</td>
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<tr>
<td>Partners II Greenhouse #3</td>
<td>$34,500</td>
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<tr>
<td>Designer: BAI Architects, Raleigh, NC</td>
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<tr>
<td>Fund Source: Departmental</td>
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<tr>
<td>Recreational Sports Master Plan</td>
<td>$150,000</td>
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<tr>
<td>Designer: Corely Redfoot Zack, Chapel Hill, NC</td>
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<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
<tr>
<td>Thompson Theatre - Fire Alarm Modifications</td>
<td>$16,675</td>
</tr>
<tr>
<td>Designer: United Engineering Group, Raleigh, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
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</table>
## Buildings and Property Committee
### Board of Trustees
### Acceptance of Completed Buildings and Projects

<table>
<thead>
<tr>
<th>Code/Item</th>
<th>Project#</th>
<th>Location</th>
<th>Title</th>
<th>Project Cost</th>
<th>University Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>40824 / 308</td>
<td>200911001</td>
<td>Wayne Day Field</td>
<td>Renovations</td>
<td>$712,196</td>
<td>8/1/2009</td>
</tr>
<tr>
<td>40624 / 320</td>
<td>200920001</td>
<td>Centennial Biomedical Campus</td>
<td>23KV Conversion</td>
<td>$620,051</td>
<td>3/5/2010</td>
</tr>
<tr>
<td>40824 / 310</td>
<td>062100</td>
<td>Rocky Branch Stream</td>
<td>Enhancement and Greenway Phase III</td>
<td>$3,154,276</td>
<td>3/25/2010</td>
</tr>
<tr>
<td>40724 / 302</td>
<td>200812077</td>
<td>Millstone 4H Camp</td>
<td>Water and Sewer Improvements</td>
<td>$268,445</td>
<td>3/30/2010</td>
</tr>
<tr>
<td>40724 / 302</td>
<td>200911045</td>
<td>Sertoma 4H Camp</td>
<td>Replacement of 3 Cabins</td>
<td>$240,175</td>
<td>5/7/2010</td>
</tr>
<tr>
<td>N/A N/A</td>
<td>200911011</td>
<td>Centennial Campus Play Fields</td>
<td>New Construction</td>
<td>$237,092</td>
<td>5/10/2010</td>
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<tr>
<td>N/A N/A</td>
<td>200911106</td>
<td>Partners I Lab 3500</td>
<td>Renovations</td>
<td>$123,967</td>
<td>5/14/2010</td>
</tr>
<tr>
<td>400624 / 311</td>
<td>072147</td>
<td>Greek Village Phase I</td>
<td>Infrastructure</td>
<td>$2,747,212</td>
<td>5/25/2010</td>
</tr>
<tr>
<td>40887 / 302</td>
<td>200911043</td>
<td>Swannanoa 4H Camp</td>
<td>Cabin Renovations</td>
<td>$522,945</td>
<td>6/10/2010</td>
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<tr>
<td>N/A N/A</td>
<td>082106</td>
<td>Court of North Carolina</td>
<td>Landscape Upgrades Phase III</td>
<td>$418,850</td>
<td>6/15/2010</td>
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<tr>
<td>N/A N/A</td>
<td>200811055</td>
<td>Ricks Hall</td>
<td>Delta Upgrade</td>
<td>$295,792</td>
<td>6/23/2010</td>
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<tr>
<td>40787 / 302</td>
<td>072020</td>
<td>Engineering Building III</td>
<td>New Construction</td>
<td>$60,300,000</td>
<td>7/2/2010</td>
</tr>
<tr>
<td>40989 / 302</td>
<td>201011061</td>
<td>College of Textiles</td>
<td>PODs 3 &amp; 4 Lintels</td>
<td>$190,000</td>
<td>7/14/2010</td>
</tr>
<tr>
<td>40624 / 304</td>
<td>200911070</td>
<td>Achievement Drive Entrance</td>
<td>Gateway</td>
<td>$125,079</td>
<td>7/15/2010</td>
</tr>
<tr>
<td>40989 / 301</td>
<td>201012010</td>
<td>DH Hill Library</td>
<td>Roof Replacement</td>
<td>$181,556</td>
<td>7/27/2010</td>
</tr>
<tr>
<td>40824 / 311</td>
<td>200920006</td>
<td>Atrium Food Court Renovation</td>
<td>Demolition</td>
<td>$552,000</td>
<td>8/17/2010</td>
</tr>
<tr>
<td>40824 / 311</td>
<td>200920006</td>
<td>Atrium Food Court Renovation</td>
<td>Temporary Tent</td>
<td>$280,000</td>
<td>8/17/2010</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$71,702,633</strong></td>
<td></td>
</tr>
</tbody>
</table>

September 16, 2010
Agenda Item / Issue: 6.3.A Site Review/North Hall Exterior – North Campus

Requested / Required Action: Approval

Functions: The improvements to North Hall Residence Hall include structural repairs to the exterior balcony walkways, replacement of storefront room entries, and replacement of the exterior portico.

Project Scope: $208,380 Design/Consultant Costs
$1,850,000 Construction
$341,620 Contingency/Other Project Costs
$2,400,000 Total Project Budget

Design Team: Swanson + Stewart Architects – Lead Designer
Engineered Designs, Inc. (MEP)
Atlas Engineering, Inc. (Structural)

Master Plan Summary: Exterior improvements will consider the Master Plan “tripartite” organization (base, middle and top) with focus on base and middle. Roof renovation (top) was completed as a separate project. This project includes enhancement of the building entrance.


Suggested Motion: Move approval of site for the North Hall Exterior Improvements

Funding Source: Housing Receipts

Responsible University unit: Office of Finance and Business, Facilities Division

University Presenter/Contact: Lisa Johnson, Interim University Architect
Agenda

North Residence Hall
Existing: Hillsborough St. Building Elevation
North Residence Hall

Photographs

North Hall:
- Previously the Lemon Tree Inn

North Hall:
- New roof overbuilds (2009)

North Hall:
- New roof overbuilds (2009)
**North Residence Hall**
Renovated: Hillsborough St. Building Elevation

- New metal panel guardrails
- New storefront units with operable window units for fresh air at dorm rooms (typical)
- Repaint precast, stamped concrete wall sections (typ.)
- Structural repairs to existing concrete breezeways
- New brick "colonnade" to form building base (brick to match existing at stair towers)
- Alternate bid for new thermally-efficient aluminum entrance storefronts (typical)
- New aluminum entrance canopy
North Residence Hall
Renovated: Perspective from SE
North Residence Hall
Renovated: Perspective from SW
North Residence Hall
Renovated: Main Entrance view
North Residence Hall
Renovated: Main Entrance view
Agenda

North Residence Hall
Renovated: Perspective from Hillsborough Street
Agenda

North Residence Hall
Renovated: New Canopy at Main Entrance

swanson+stewart architects, p.a.
400 west morgan st., suite 204
Raleigh nc 27603
North Residence Hall
Renovated: Resident Approach from Campus
BOARD OF TRUSTEES
NORTH CAROLINA STATE UNIVERSITY

Committee: Buildings and Property

Meeting Date: September 16, 2010

Agenda Item / Issue: 6.4.A.1 Plan Review/North Hall Exterior – North Campus

Requested / Required Action: Review only

Functions: The improvements to North Hall Residence Hall include structural repairs to the exterior balcony walkways, replacement of storefront room entries, and replacement of the exterior portico.

Project Scope: $208,380 Design/Consultant Costs
$1,850,000 Construction
$341,620 Contingency/Other Project Costs
$2,400,000 Total Project Budget

Design Team: Swanson + Stewart Architects – Lead Designer
Engineered Designs, Inc. ( MEP)
Atlas Engineering, Inc. (Structural)

Master Plan Summary: Exterior improvements will consider the Master Plan “tripartite” organization (base, middle and top) with focus on base and middle. Roof renovation (top) was completed as a separate project. The project includes enhancement of the building entrance.


Funding Source: Housing Receipts

Responsible University unit: Office of Finance and Business, Facilities Division
University Presenter/Contact: Lisa Johnson, Interim University Architect
North Residence Hall
Existing: Hillsborough St. Building Elevation
North Residence Hall
Photographs

North Hall:
- Previously the Lemon Tree Inn

North Hall:
- New roof overbuilds (2009)
North Residence Hall
Renovated: Hillsborough St. Building Elevation

- New metal panel guardrails
- New storefront units with operable window units for fresh air at dorm rooms (typical)
- Repaint precast, stamped concrete wall sections (typ.)
- Structural repairs to existing concrete breezeways
- New brick "colonnade" to form building base (brick to match existing at stair towers)
- Alternate bid for new thermally-efficient aluminum entrance storefronts (typical)
- New aluminum entrance canopy
North Residence Hall
Renovated: Perspective from SE
North Residence Hall
Renovated: Perspective from SW
North Residence Hall
Renovated: Main Entrance view

swanson+stewart architects, p.a.
400 west morgan st., suite 204
Raleigh nc 27603
Agenda

North Residence Hall
Renovated: Main Entrance view
North Residence Hall
Renovated: Perspective from Hillsborough Street
North Residence Hall
Renovated: New Canopy at Main Entrance
North Residence Hall
Renovated: Resident Approach from Campus
6.4.A.2

BOARD OF TRUSTEES
NORTH CAROLINA STATE UNIVERSITY

Committee: Buildings and Property

Meeting Date: September 16, 2010

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**Agenda Item / Issue:** 6.4.A.2 Plan Review/Alliance Center – Centennial Campus

**Requested / Required Action:** Review

**Functions:**
The Alliance Center building One, will be a 5-story LEED Silver office building that includes about 150,850 GSF and an adjacent 3-level, 543 space, parking deck. The building will be located at the intersection of Main Campus Drive and Varsity Drive and includes a two-story retail component located at the street intersection corner of the building. The retail component will include food service along with a plaza for outdoor dining opportunities.

**Project Scope:**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design/Consultant Costs</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Construction</td>
<td>$22,000,000</td>
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<tr>
<td>Contingency/Other Project Costs</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Total Project Budget</td>
<td>$26,000,000</td>
</tr>
</tbody>
</table>

**Design Team:** Craig Davis Properties - Developer
Jenkins & Peer Architects – Lead Designer

**Master Plan Summary:**
The Alliance Center will blend architecturally with its campus neighborhood and complement the Venture Center Complex. The prominent corner location is an opportunity to create an architectural focal point. The project includes pedestrian connections to the College of Engineering Building I.


**Funding Source:** Private Funding

**Responsible University unit:** Office of Finance and Business, Facilities Division

**University Presenter/Contact:** Lisa Johnson, Interim University Architect
ALLIANCE ONE at ALLIANCE CENTER

PROJECT DESCRIPTION

Following and reinforcing NCSU’s Centennial Campus planning concept, Alliance One will be a 5-story LEED Silver office building consisting of approximately 150,850 GSF and an adjacent 3-level parking deck with 543 spaces located at the intersection of Varsity Drive and Main Campus Drive. This strategic location provides students, faculty, NCSU staff, and private partners the opportunity to circulate and collaborate between public and private facilities. This location also provides the opportunity to create an iconic “front” entry reflecting Centennial Campus’s commitment to excellence. Great care has been taken to create seamless integration through the site plan by connecting all surrounding clusters and neighborhoods via walkways. The corner of the Alliance One building, at the intersection of Varsity Drive and Main Campus Drive, will have an outdoor plaza for seating and gathering, as well as an internal 2-story retail element which will allow for dramatic views from each of the two levels looking toward Varsity Drive. This corner location for the retail component of the site will also house food services. The topography affords upper and lower courtyards and 1st and 2nd level access between the building and Parking Deck along Varsity Drive allowing for easy transitioning. Additional pedestrian connections will be provided through a pathway system located along the southern portion of the parking deck connecting Venture Center, Alliance Center, and the College of Engineering. New street trees and landscaping will be planted along the Main Campus Drive section to mirror what was planted at Venture Center. There will be 5 exterior entrances which will be located at Main Campus Drive, Varsity Drive, the south elevation, and the two locations (upper and lower) that connect to the parking deck structure. A spacious landscaped courtyard will be located adjacent to the building and parking deck and will be used to house business functions and events. The exterior building materials are drawn from the most prominent Centennial Campus buildings. Alliance One features NCSU flashed red brick, sandblasted precast, clear anodized aluminum panels, high performance transparent glass, a clear anodized aluminum top, curtain wall, and storefront glazing. Special attention has been paid to the Neuse River Buffer limits at the site, which is located adjacent to the parking deck. A bio retention area has been created adjacent to the pedestrian pathway and Neuse River Buffer at the lower level as well as the upper garden location off of Varsity Drive. For future expansion, a graphic is shown that can accommodate up to 150,000 GSF of additional office space.
Alliance One
Elevation from Varsity Drive (North)
with Exit through Terrace on NW Corner
CDRP Submittal 14 August 2010

Courtyard Elevation/Site Section (East)

NC State University
Alliance I & Parking Deck

Croix Davis Properties
Little & Little Landscape Architects
Ballentine Associates Civil

Jenkins • Peer Architects
Approval of Plans and Specifications of Formal Projects  
Less than $2,000,000

**Note:** The projects below are submitted to the Trustees’ Buildings and Property Committee for formal acceptance of plans and specifications. This listing represents projects received since the April 15, 2010 meeting.

<table>
<thead>
<tr>
<th>Project</th>
<th>Construction Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Riddick Hall</strong></td>
<td><strong>$350,000</strong></td>
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<tr>
<td>Clean Room 165</td>
<td></td>
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<tr>
<td>Designer: Jacobs Engineering</td>
<td></td>
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<tr>
<td>Cary, NC</td>
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</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
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<tr>
<td><strong>Administrative Services I</strong></td>
<td><strong>$185,000</strong></td>
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<tr>
<td>Campus Enterprises New Offices</td>
<td></td>
</tr>
<tr>
<td>Designer: Cherry Huffman</td>
<td></td>
</tr>
<tr>
<td>Raleigh, NC</td>
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<tr>
<td>Fund Source: Facility Funded</td>
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<tr>
<td><strong>Derr Track</strong></td>
<td><strong>$150,000</strong></td>
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<tr>
<td>Softball/Track Underground Water Storage</td>
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</tr>
<tr>
<td>Designer: Ballentine Associates</td>
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<tr>
<td>Chapel Hill, NC</td>
<td></td>
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<tr>
<td>Fund Source: Capital Improvement</td>
<td></td>
</tr>
</tbody>
</table>
Centennial Campus and Biomedical Campus Project Status Report
Board of Trustees – Building and Property Committee September 16, 2010
(Actions since February 18, 2010 Report)

**KEYSTONE SCIENCE BUILDING**
- **Scope:** 70,000 GSF speculative lab and office space (FREEDM Center)
- **Developer:** Keystone Corporation
- **Designer:** Hager Smith Architects
- **Budget:** Approximately $15,000,000
- **Funding:** Private Developer
- **Status:** Complete. Uplift for remaining tenants underway.
- **Construction Start:** June 2009
- **Completion:** July 20, 2010

**ENGINEERING BUILDING III**
- **Scope:** 162,000 GSF to house the Departments of Mechanical & Aerospace Engineering and Biomedical Engineering
- **Designer:** Perkins & Will
- **Budget:** $103,700,000
- **Funding:** Legislative appropriation
- **Status:** Complete and open for classes
- **Construction Start:** December 2007
- **Completion:** July 2010

**JAMES B. HUNT JR. LIBRARY**
- **Scope:** 264,000 GSF (Library, Institute for Emerging Issues, Parking Deck, Infrastructure)
- **Designer:** Pearce Brinkley Cease + Lee (Library)
  Hayes Seay Mattern & Mattern (Parking Deck)
- **Budget:** $115,400,000
- **Funding:** Appropriated
- **Status:** Parking deck and infrastructure are underway. Building foundations have begun. Remainder of project will be bid in October, 2010.
- **Construction Start:** Fall 2009
- **Completion:** Spring 2011 for the Deck
  Summer 2012 for the Library
N-4 CLUSTER

Scope: 150,000 s.f. mixed use with structured parking. Dining building as prepayment of ground rent.
Developer: Craig Davis Properties
Designer: Jenkins-Peer Architects
Budget: Approximately $26,000,000
Funding: Private Developer
Status: Developer selected, ground lease executed. Possible tenants being investigated. Soil borings completed. Design meetings underway. Leasing threshold has been met.
Construction Start: January 2011
Completion: March 2012

EXECUTIVE CONFERENCE CENTER

Scope: Conference Center with Hotel on south shore of Lake Raleigh.
Developer: Concord Eastridge, Inc.
Designer: Cooper Carry Architects
Budget: Approximately $50,000,000
Funding: Private Developer
Status: All governmental requirements have been met. Ground lease has been executed. Finalizing operating agreement and establishing design meetings.
Construction Start: 2011
Completion: 2013

RESIDENTIAL – THE SHORES AT CC

Scope: The Shores at Centennial Campus
Developer: Craig Davis Properties
Designer: J. Davis Architects
Budget: TBD
Funding: Private Developer
Status: TBD
Construction Start: Based on the housing market
Completion: Multi-phase with the first phase of construction being townhouses.
RESIDENTIAL – MULTIFAMILY RENTAL “SITE R-2”

Scope: Market-Based Multi-Family Residential Rental Housing Development
Developer: Capital Associates
Designer: TBD
Budget: TBD
Funding: Private Developer
Status: Ground lease negotiations underway. Capital Associates is interested in partnering to make this complex a sustainable Energy Star community.

Construction Start: TBD
Completion: TBD

GREENWAY PATH AND ENTRY IMPROVEMENTS

Scope: Greenway path from Wildlife Resources to Centennial Parkway following North and Walnut Creeks and Centennial Entry Improvements at Varsity, Achievement, and Oval Drives.
Designer: Reynolds & Jewel
Budget: $1,863,147
Funding: Centennial Campus Funds
Status: Construction on Phase 2a, the pedestrian bridge south of Campus Shore Drive is complete. Entry Improvements: multi-phase with the delivery of the first phase, Varsity Entrance, completed in October 2008. The second phase, Achievement Drive, was completed in June 2010.

Construction Start: September 2007
Completion: June 2010
FLEX BUILDING
CENTENNIAL
BIOMEDICAL CAMPUS

Scope: 44,500 s.f. Flexible Laboratory Building for CVM & Partner Occupancy
Developer: Capital Associates
Designer: Jenkins Peer
Budget: $10,300,000
Funding: Private Developer
Status: Developer selected. Ground lease and space lease negotiations concluded. Zoning issues with the City of Raleigh resolved.
Construction Start: TBD
Completion: TBD
## NORTH CAROLINA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Code/Item</th>
<th>Project Name</th>
<th>Status</th>
<th>Bid</th>
<th>Expected Acceptance</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>40624 320</td>
<td>Cates &amp; Yarbrough Plants - Boiler Replacement</td>
<td>In Design</td>
<td></td>
<td></td>
<td>IGIA underway</td>
</tr>
<tr>
<td>40624 303</td>
<td>Non-Wovens Institute - Centennial Campus</td>
<td>In Design</td>
<td></td>
<td></td>
<td>Pursuing Funding for Option 1A</td>
</tr>
<tr>
<td>40824 312</td>
<td>J.W. Isenhour Tennis Complex Expansion</td>
<td>In Design</td>
<td>9/10</td>
<td>7/11/11</td>
<td>CD Review Underway</td>
</tr>
<tr>
<td>40824 312</td>
<td>Deer Track Improvements</td>
<td>In Design</td>
<td>9/17/10</td>
<td>7/29/11</td>
<td>CD Review Underway</td>
</tr>
<tr>
<td>40624 314</td>
<td>Dairy Milking Parlor</td>
<td>In Design</td>
<td>12/10</td>
<td>10/10/11</td>
<td>Scope Redefinition Underway</td>
</tr>
<tr>
<td>40624 315</td>
<td>Millar Field Lighting</td>
<td>In Design</td>
<td>12/20/10</td>
<td>8/16/11</td>
<td>SD/DD Production Underway</td>
</tr>
<tr>
<td>40924 309</td>
<td>North Hall Improvements</td>
<td>In Design</td>
<td>2/17/11</td>
<td>7/31/12</td>
<td>SD/DD Production Underway</td>
</tr>
<tr>
<td>40824 313</td>
<td>Talley Student Center Addition and Renovation</td>
<td>In Design</td>
<td>3/21/11</td>
<td>11/14/14</td>
<td>Bid date shown is for Chilled Water Extension</td>
</tr>
<tr>
<td>40824 314</td>
<td>Centennial Campus Student Housing</td>
<td>In Design</td>
<td>8/31/11</td>
<td>7/1/14</td>
<td>SD Production Underway</td>
</tr>
<tr>
<td>40924 307</td>
<td>Greek Village Townhomes</td>
<td>In Design</td>
<td>1/4/12</td>
<td>8/9/13</td>
<td>Advanced Planning Underway</td>
</tr>
<tr>
<td>40724 302</td>
<td>4H Eastern Conference Center</td>
<td>In Construction</td>
<td>8/5/10</td>
<td>99% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40724 302</td>
<td>Millstone Kitchen Renovation</td>
<td>In Construction</td>
<td>8/22/10</td>
<td>99% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40724 320</td>
<td>Polk Hall Phase II</td>
<td>In Construction</td>
<td>9/17/10</td>
<td>45% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40824 315</td>
<td>Carmichael Tennis Court Replacement</td>
<td>In Construction</td>
<td>9/24/10</td>
<td>50% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40724 302</td>
<td>Cheshire Hall - Fire Replacement Systems</td>
<td>In Construction</td>
<td>10/1/10</td>
<td>50% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40724 302</td>
<td>Swannanoa 4H Education Center - Lodge</td>
<td>In Construction</td>
<td>11/16/10</td>
<td>60% Construction complete</td>
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<tr>
<td>40124 317</td>
<td>Terry Small Companion Animal Hospital</td>
<td>In Construction</td>
<td>2/11/11</td>
<td>75% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40724 302</td>
<td>Sertoma Kitchen Renovation</td>
<td>In Construction</td>
<td>3/4/11</td>
<td>20% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40724 308</td>
<td>ESK Village - Fire Sprinkler</td>
<td>In Construction</td>
<td>4/1/11</td>
<td>72% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40724 370</td>
<td>Performance Contracting 13 Buildings</td>
<td>In Construction</td>
<td>4/30/11</td>
<td>Priority 1 - 75% Construction complete</td>
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<tr>
<td>40524 312</td>
<td>Facilities Operations Support Space</td>
<td>In Construction</td>
<td>5/16/11</td>
<td>30% Construction complete</td>
<td></td>
</tr>
<tr>
<td>LLC</td>
<td>The Point</td>
<td>In Construction</td>
<td>6/1/11</td>
<td>9% complete; framing complete</td>
<td></td>
</tr>
<tr>
<td>40824 306</td>
<td>West Lot Parking Deck</td>
<td>In Construction</td>
<td>6/21/11</td>
<td>3% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40824 311</td>
<td>Atrium Food Court Renovation</td>
<td>In Construction</td>
<td>8/1/11</td>
<td>15% Construction complete</td>
<td></td>
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<tr>
<td>40724 307</td>
<td>Student Health Services Center - Addition and Renovation</td>
<td>In Construction</td>
<td>8/11/11</td>
<td>5% Construction complete</td>
<td></td>
</tr>
<tr>
<td>40824 315</td>
<td>Carmichael Pool Repairs</td>
<td>In Construction</td>
<td>8/17/11</td>
<td></td>
<td>Clearing Package 95% construction complete Deck 9% construction complete Infrastructure 8% construction complete Building 8% construction complete Bid date shown is for MEP and Balance of project Building CD Review Underway for MEP and Balance of project</td>
</tr>
<tr>
<td>40724 301</td>
<td>Hunt Library Complex</td>
<td>In Construction</td>
<td>10/19/10</td>
<td>6/20/12</td>
<td>Clearing Package 95% construction complete Deck 9% construction complete Infrastructure 8% construction complete Building 8% construction complete Bid date shown is for MEP and Balance of project Building CD Review Underway for MEP and Balance of project</td>
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<tr>
<td>40624 304</td>
<td>CC Landscaping - Greenway Phase IIA</td>
<td>Complete</td>
<td></td>
<td></td>
<td>Designer Selected</td>
</tr>
<tr>
<td>LLC</td>
<td>American Home Development</td>
<td>On Hold</td>
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<td></td>
<td>Designer Selected</td>
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<tr>
<td>40724 320</td>
<td>Central Chilled Water Extensions &amp; Connections to 6 Buildings</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Designer Selected</td>
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<tr>
<td>40724 307</td>
<td>ESK Infrastructure Phase II</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Designer Selected</td>
</tr>
<tr>
<td>40624 320</td>
<td>NCSU Bell Tower Masonry Repairs, Waterproof, &amp; Tuckpoint</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Fundraising underway in Jan. 2010; business plan not yet approved</td>
</tr>
<tr>
<td>40724 306</td>
<td>Schaub Food Science Building - Dairy Retail Facility</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Fundraising underway in Jan. 2010; business plan not yet approved</td>
</tr>
</tbody>
</table>

**In Construction**

**Complete**
| SUBMITTAL NUMBER | PROJECT NAME | SCOPE | DESIGNERblick | D. | PHYSICAL ENVIRONMENT | COMMITTEE | D. | SELECTED | REVIEW | APPROVAL | D. | SELECTED | REVIEW | APPROVAL | D. | RECOMMENDATION | REVIEW | APPROVAL | D. | PLAN REVIEW | D. | APPROVAL | D. | ESTIMATED START | D. | COMPLETION |
|-----------------|--------------|-------|---------------|-----|----------------------|-----------|-----|-----------|--------|----------|-----|-----------|--------|----------|-----|----------------|--------|-----------|-----|----------------|-----|-----------|
| 017             | Conference Center/Hotel | $50,000,000 | Hines Benchmark, Rabun, Hogan, Ota, & Rasche | 7/31/97 | 2/4/99 | 2/18/99 | 10/31/01 | 4/24/02 | 10/25/00 | 11/29/01 | 11/18/00 | 6.5.A.4 | 020 | 1997 | 2/4/99 | 2/18/99 | 10/31/01 | 4/24/02 | 10/25/00 | 11/29/01 | 11/18/00 |
| 095             | Alliance Center | $27,500,000 | Craig Davis Properties, Jenkins-Peer Architecture | 3/19/04 | 2/28/09 | 2/18/99 | 10/31/01 | 4/24/02 | 10/25/00 | 11/29/01 | 11/18/00 | 6.5.A.4 | 020 | 1997 | 2/4/99 | 2/18/99 | 10/31/01 | 4/24/02 | 10/25/00 | 11/29/01 | 11/18/00 |
| 10              | Shaw Dairy Retail Facility | $2,400,000 | Cherry Huffman Architects | 8/27/08 | 9/16/01 | 7/28/10 | 9/16/01 | 7/28/10 | 9/16/01 | 7/28/10 | 9/16/01 | 7/28/10 | 9/16/01 | 7/28/10 | 9/16/01 | 7/28/10 | 9/16/01 | 7/28/10 | 9/16/01 | 7/28/10 |
|                |                |       |                |       |                |           |       |           |        |          |       |           |        |          |       |             |        |          |       |             |        |          |       |             |        |          |       |             |        |          |       |             |        |          |       |

### Upcoming Projects

- North Campus Parking Deck: $9,000,000, Kimley-Horn Engineers. Scheduled for completion on November 8, 2006.
- Centennial Campus Student Housing: $100,000,000, LS3P Associates, Ltd. Scheduled for completion on July 1, 2014.
- Talley Student Center Renovation: $120,000,000, Duda Paine. On Hold.
- Non-Wovens Pilot Facility: $30,500,000, Clark Nexsen. On Hold.

### Approved Projects

- North Shore Residential Project - Phase I: $25,000,000, Craig Davis Properties, Cline Design Group. Scheduled for completion on April 28, 2007.
- Center for Marine Sciences & Technology (CMAST) Guest House: $1,500,000, Meuse Belangia Faulkberry Architect. Scheduled for completion on April 26, 2006.
- Randall B. Terry Jr. Animal Campanion Veterinary Medical Center: $64,000,000, Small Kane Architects. Scheduled for completion on November, 2008.
- Centennial Biomedical Campus Flex Building: $10,000,000, Capital Associates, Jenkins-Peer Architects. Scheduled for completion on June 1, 2010.
- Greek Village - Sigma Nu House: $3,000,000, Greene Architects. Scheduled for completion on April 2, 2008.
- The Eastern 4-H Conference Center: $4,000,000, MHA Works. Scheduled for completion on November 20, 2008.
- University Club Renovations: $4,000,000, Winstead Wilkinson Architects. Scheduled for completion on September 27, 2008.
- Facilites Operations Support Space: $3,000,000, Davis Kane Architects. Scheduled for completion on May 9, 2009.
- James B. Hunt Jr. Library on Centennial Campus: $114,000,000, PBC+L. Scheduled for completion on September 14, 2009.
- Student Health Center Addition: $10,000,000, BBH Design. Scheduled for completion on September 28, 2009.
<table>
<thead>
<tr>
<th>SUBMITAL NUMBER</th>
<th>PROJECT NAME</th>
<th>SCOPE</th>
<th>DESIGNER</th>
<th>FIRM NAME</th>
<th>DATE SELECTED</th>
<th>REVIEW</th>
<th>APPROVAL</th>
<th>REVIEW</th>
<th>APPROVAL</th>
<th>REVIEW</th>
<th>APPROVAL</th>
<th>REVIEW</th>
<th>APPROVAL</th>
<th>ESTIMATED START</th>
<th>ESTIMATED COMPLETION</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>The Atrium Renovation</td>
<td>$4,000,000</td>
<td>Moser Mayer Phoenix Associates</td>
<td>6/4/09</td>
<td>11/18/09</td>
<td>1/27/10</td>
<td>2/18/10</td>
<td>11/18/09</td>
<td>2/18/10</td>
<td>2/18/10</td>
<td>May, 2010</td>
<td>8/1/11</td>
<td></td>
<td></td>
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<tr>
<td>105</td>
<td>JW Isenhour Tennis Complex</td>
<td>$2,225,000</td>
<td>Woolpert NC</td>
<td>7/16/09</td>
<td>3/18/10</td>
<td>5/8/10</td>
<td>2/18/10</td>
<td>2/24/10</td>
<td>11/18/09</td>
<td>2/18/10</td>
<td>2/24/10</td>
<td>4/15/10</td>
<td>09/01/10</td>
<td>07/11/11</td>
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<tr>
<td>107</td>
<td>Den Track Improvements</td>
<td>$2,450,000</td>
<td>WHN Architects</td>
<td>7/16/09</td>
<td>4/22/10</td>
<td>5/8/10</td>
<td>2/18/10</td>
<td>2/27/10</td>
<td>3/11/10</td>
<td>2/18/10</td>
<td>4/15/10</td>
<td>07/29/11</td>
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<tr>
<td>108</td>
<td>JC Raulston Lath House</td>
<td>$120,000</td>
<td>Frank Harmon</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>2/24/10</td>
<td>2/24/10</td>
<td>N/A</td>
<td>N/A</td>
<td>08/01/10</td>
<td>08/20/10</td>
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<tr>
<td>109</td>
<td>Watauga Club Gateway</td>
<td>$330,000</td>
<td>Sears Design Group</td>
<td>1/2011</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>3/31/10</td>
<td>3/31/10</td>
<td>N/A</td>
<td>N/A</td>
<td>08/07/10</td>
<td>08/20/10</td>
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</tbody>
</table>
AGENDA

CALL TO ORDER – Chair Lanier reads script re: State Gov’t Ethics Act

1. REVIEW DEVELOPMENT COMMITTEE RESPONSIBILITIES Tab 7.1

2. CONSENT AGENDA Tab 7.2
   A. Approval of April 15, 2010 Minutes

3. INFORMATIONAL REPORTS Tab 7.3
   A. Capital Projects
   B. Fund Raising Reports FY 2010
   C. Fund Raising Reports FY 2011
   D. University Advancement Goals – 2010-11

4. TOPIC FOR DISCUSSION Tab 7.4
   A. “Best Practices” in Gift Accounting

5. CLOSED SESSION Tab 7.5
   A. Approval of April 15, 2010 Minutes

   ✔ Request for Naming Specific University Facility

RECONVENE OPEN SESSION

ADJOURN

✔ Requires full board approval
Development Committee
Board of Trustees

Development Committee Responsibilities
September 16, 2010
Delegated Responsibilities

• Policy Development
  – Recommend policies governing the relationship between the University and its entities and the coordination of fundraising activities
  – Recommend policies on the conduct of fundraising campaigns and other fundraising activities
  – Recommend naming guidelines
Delegated Responsibilities

• Development Activities
  – Approve all NC State fundraising campaigns
  – Advise on the formation of a campaign steering committee
  – Advise on priority, timing, direction, funding and management of fundraising campaigns
Delegated Responsibilities

• Recommend approval of the naming of all facilities (buildings, rooms, interior spaces, streets courts, athletic fields, open spaces, forests, and all other areas owned, operated or controlled by NC State)

• Recommend approval of the naming of all programs (colleges, departments, institutes, centers, and other units)
The Development Committee of the Board of Trustees of North Carolina State University met at 1:00 p.m. in the Chancellor’s Conference Room in Holladay Hall.

Members Present: E. Norris Tolson, Chair  
W. Randy Woodson, Chancellor  
Lawrence Davenport, Board of Trustees, Chair  
Bob Jordan  
Gayle Lanier  
Barbara Mulkey  
Randy Ramsey  
Cassius S. Williams

Others Present: Marc I. Hoit, Vice Chancellor for Information Technology  
Nevin E. Kessler, Vice Chancellor for University Advancement  
PJ Teal, University Secretary  
Eileen Goldgeier, Vice Chancellor and General Counsel  
Kenneth E. Sigmon, Jr., Associate Vice Chancellor for University Development  
Jeff Braden, Dean, College of Humanities and Social Sciences  
Dan Solomon, Dean, College of Physical and Mathematical Sciences  
Margery Overton, Faculty Senate, Chair  
Joe Hice, Associate Vice Chancellor, University Communications  
John H. Taylor, Associate Vice Chancellor, Advancement Services  
Ben Hughes, Executive Director of Development, College of Engineering  
Ed Hand, Executive Director of Development, College of Management  
Keith Oakley, Executive Director of Development, College of Agriculture and Life Sciences  
Keith Nichols, Director of News Services  
Hilda Renfrow, Executive Assistant

Chair E. Norris Tolson called the meeting to order and each introduced himself.

Chair Tolson reminded all members of their duty to avoid conflicts and the appearance of conflicts of interest under the State of North Carolina’s Government Ethics Act. There were no known conflicts identified.

Randy Ramsey made a motion to approve the minutes of the February 18, 2010 meeting, seconded by Cassius Williams. The motion was approved by general consent.

Informational Reports

Associate Vice Chancellor for Development Ken Sigmon provided an update on the University’s capital projects and noted the Lonnie Poole Golf Course goal has been revised to
include the Clubhouse and the Research and Training Facility. Mr. Sigmon also presented the gift and pledge commitments and gift receipts through February 28, 2010. Gift receipts are down 9% from last year at this time, and gifts and new commitments are down 16%. The deans, fund raising professionals, and volunteers have their work cut out although efforts are being made to increase fund raising activity to help close the gap by the end of June, 2010. There are over $32 million in solicitations and planned solicitations scheduled to occur before the end of the fiscal year.

The committee spent the majority of its time together discussing how we fund the staffing and operations to prepare the University for its next campaign. Members of a task force assembled by Vice Chancellor Kessler were invited to participate in the discussion. The task force is exploring the best way to successfully implement a gift assessment fee at NC State. Executive directors of development from the Colleges of Engineering, Management, and Agriculture and Life Sciences were participants at the meeting. The conversation focused on many issues including which types of gifts might be exempted from the fee, and how this proposed fee gets communicated to the stakeholders. The Gift Assessment Fee Committee members are surveying other schools to see how they have successfully implemented their gift fees.

The Task Force will make its recommendations to Mr. Kessler, with the final decisions in the hands of the Chancellor. Each member of the Development Committee was asked to express his or her opinion, and the support for implementing a gift assessment fee, was unanimous.

After further discussion, the members recommended that the full board be asked to support the implementation assessment fee at the meeting.

Barbara Mulkey moved that the committee go into Closed Session to discuss the two namings of specific university facilities under North Carolina General Statutes §143-318.11(a) (2). Randy Ramsey seconded the motion and it was approved by general consent.

Bob Jordan made a motion to return to open session, seconded by Gayle Lanier, and the meeting returned to opened session.

Bob Jordan made a motion to approve all actions in closed session, seconded by Gayle Lanier and the motion was approved.

Chair Tolson thanked everyone for their participation in the discussion and encouraged the members to listen to the arguments and educate our boards on the assessment.

With no further business, the meeting adjourned.

E. Norris Tolson, Chair
## Approved Capital Projects

<table>
<thead>
<tr>
<th>Project</th>
<th>Private Fundraising Goal</th>
<th>Cash Gifts &amp; Pledges Received</th>
<th>Gifts-in-Kind Received</th>
<th>Percent to Private Fundraising Goal</th>
<th># Proposals Submitted Since Last Report</th>
<th>Total # Proposals Pending</th>
<th>Total Amount of Proposals Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chancellor's Residence (The Point)</td>
<td>$3,527,055</td>
<td>$3,027,055</td>
<td>$0</td>
<td>86%</td>
<td>0</td>
<td>13</td>
<td>$850,000</td>
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<tr>
<td>Lonnie Poole Golf Course (Note 1)</td>
<td>$16,000,000</td>
<td>$8,375,038</td>
<td>$3,561,127</td>
<td>75%</td>
<td>3</td>
<td>7</td>
<td>$2,050,000</td>
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<tr>
<td>NC State University Club: A Bright Future Ahead (Note 2)</td>
<td>$2,000,000</td>
<td>$367,000</td>
<td>$0</td>
<td>18%</td>
<td>3</td>
<td>3</td>
<td>$160,000</td>
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<tr>
<td>The Institute for Emerging Issues: Legacy in Action Campaign</td>
<td>$20,000,000</td>
<td>$5,301,650</td>
<td>$0</td>
<td>27%</td>
<td>2</td>
<td>1</td>
<td>$755,000</td>
</tr>
<tr>
<td>NC 4-H: Campaign for the Clover</td>
<td>$11,500,000</td>
<td>$3,579,232</td>
<td>$67,000</td>
<td>32%</td>
<td>11</td>
<td>14</td>
<td>$1,865,000</td>
</tr>
<tr>
<td>Dairy Campaign for Excellence (Note 3)</td>
<td>$2,500,000</td>
<td>$986,396</td>
<td>$0</td>
<td>39%</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Randall B. Terry, Jr. Companion Animal Veterinary Medical Center (Note 4)</td>
<td>$34,000,000</td>
<td>$27,445,483</td>
<td>$378,945</td>
<td>82%</td>
<td>6</td>
<td>13</td>
<td>$1,115,000</td>
</tr>
</tbody>
</table>

### Notes

1. Revised goal as follows: Course - $6MM, Research & Training Facility - $5MM, and Clubhouse - $5MM
2. An alternative site for the "Packhouse" is currently being studied. Phase I of the campaign will be complete in September, 2010.
3. New architectural plans are now complete, and fundraising will resume this quarter.
4. Does not include the Terry Foundation Challenge Match of $5MM
## NC State University
### Gift Receipts by Gift Source
(Includes Gift Receipts and Pledge Payments)
July 1, 2009 to June 30, 2010

<table>
<thead>
<tr>
<th>College</th>
<th>Alumni</th>
<th>Parents</th>
<th>Faculty Staff</th>
<th>Other Individuals</th>
<th>Corporations</th>
<th>Foundations</th>
<th>Other Organizations</th>
<th>Year End FY '10 Totals</th>
<th>Year End FY '09 Totals</th>
<th>YTD Period % Change FY09/FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Agriculture and Life Sciences</td>
<td>$943,797</td>
<td>$13,538</td>
<td>$220,154</td>
<td>$1,200,178</td>
<td>$7,709,430</td>
<td>$1,041,230</td>
<td>$4,747,968</td>
<td>$15,876,295</td>
<td>$23,670,325</td>
<td>-33%</td>
</tr>
<tr>
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<td>$54,217</td>
<td>$150</td>
<td>$5,408</td>
<td>$9,155</td>
<td>$249,196</td>
<td>$85,779</td>
<td>$71,722</td>
<td>$475,626</td>
<td>$705,974</td>
<td>-33%</td>
</tr>
<tr>
<td>College of Education</td>
<td>$51,865</td>
<td>$15</td>
<td>$12,535</td>
<td>$20,871</td>
<td>$99,764</td>
<td>$122,900</td>
<td>$26,698</td>
<td>$334,646</td>
<td>$508,127</td>
<td>-34%</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>$4,881,125</td>
<td>$2,980</td>
<td>$20,139</td>
<td>$288,902</td>
<td>$5,634,795</td>
<td>$1,258,607</td>
<td>$518,314</td>
<td>$12,604,861</td>
<td>$10,700,278</td>
<td>18%</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences</td>
<td>$87,815</td>
<td>$400</td>
<td>$38,198</td>
<td>$117,462</td>
<td>$68,729</td>
<td>$437,745</td>
<td>$38,963</td>
<td>$789,312</td>
<td>$595,941</td>
<td>32%</td>
</tr>
<tr>
<td>College of Management</td>
<td>$2,081,730</td>
<td>$2,700</td>
<td>$48,943</td>
<td>$32,026</td>
<td>$2,081,853</td>
<td>$876,360</td>
<td>$34,256</td>
<td>$5,157,867</td>
<td>$2,587,571</td>
<td>99%</td>
</tr>
<tr>
<td>College of Natural Resources</td>
<td>$131,084</td>
<td>$25</td>
<td>$49,587</td>
<td>$59,712</td>
<td>$473,848</td>
<td>$275,942</td>
<td>$292,287</td>
<td>$1,282,484</td>
<td>$2,297,330</td>
<td>-44%</td>
</tr>
<tr>
<td>College of Physical &amp; Mathematical Sciences</td>
<td>$335,836</td>
<td>$250</td>
<td>$15,060</td>
<td>$847,435</td>
<td>$2,711,120</td>
<td>$531,787</td>
<td>$230,888</td>
<td>$4,672,377</td>
<td>$5,367,731</td>
<td>-13%</td>
</tr>
<tr>
<td>College of Textiles</td>
<td>$425,614</td>
<td>$900</td>
<td>$50,995</td>
<td>$17,945</td>
<td>$470,409</td>
<td>$174,831</td>
<td>$41,568</td>
<td>$1,182,263</td>
<td>$2,581,321</td>
<td>-54%</td>
</tr>
<tr>
<td>College of Veterinary Medicine</td>
<td>$99,490</td>
<td>$1,186</td>
<td>$11,479</td>
<td>$2,014,017</td>
<td>$624,315</td>
<td>$3,577,133</td>
<td>$160,966</td>
<td>$6,488,586</td>
<td>$6,501,174</td>
<td>0%</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>$388,134</td>
<td>$200</td>
<td>$1,850</td>
<td>$180,446</td>
<td>$115,607</td>
<td>$145,879</td>
<td>$3,978</td>
<td>$836,095</td>
<td>$842,930</td>
<td>-1%</td>
</tr>
<tr>
<td>ARTS NC State</td>
<td>$204,066</td>
<td>$1,635</td>
<td>$50,094</td>
<td>$196,479</td>
<td>$74,306</td>
<td>$87,900</td>
<td>$18,016</td>
<td>$632,497</td>
<td>$607,370</td>
<td>4%</td>
</tr>
<tr>
<td>Graduate School</td>
<td>$30,111</td>
<td>$0</td>
<td>$4,500</td>
<td>$1,538</td>
<td>$4,858</td>
<td>$0</td>
<td>$0</td>
<td>$41,007</td>
<td>$50,486</td>
<td>-19%</td>
</tr>
<tr>
<td>Libraries</td>
<td>$1,047,360</td>
<td>$650</td>
<td>$52,657</td>
<td>$477,342</td>
<td>$299,458</td>
<td>$7,982</td>
<td>$230,058</td>
<td>$2,115,507</td>
<td>$1,720,928</td>
<td>23%</td>
</tr>
<tr>
<td>University-wide</td>
<td>$1,775,972</td>
<td>$100,279</td>
<td>$28,284</td>
<td>$689,672</td>
<td>$1,688,730</td>
<td>$5,865,605</td>
<td>$235,791</td>
<td>$10,384,334</td>
<td>$10,502,892</td>
<td>-1%</td>
</tr>
<tr>
<td>Athletics</td>
<td>$15,053,988</td>
<td>$0</td>
<td>$32,200</td>
<td>$15,086,188</td>
<td>$20,194,566</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$27,592,204</td>
<td>$124,908</td>
<td>$609,883</td>
<td>$6,153,180</td>
<td>$22,306,416</td>
<td>$14,521,881</td>
<td>$6,651,473</td>
<td>$77,959,944</td>
<td>$89,434,944</td>
<td>-13%</td>
</tr>
</tbody>
</table>

Prepared by Advancement Services 8/24/2010
## NC State University
### Gift Receipts by Type
#### (Includes Gift Receipts and Pledge Payments)
#### July 1, 2009 to June 30, 2010

<table>
<thead>
<tr>
<th>College</th>
<th>Cash</th>
<th>Gift-In-Kind</th>
<th>Matching Gift</th>
<th>Year End FY '10 Totals</th>
<th>Year End FY '09 Totals</th>
<th>YTD Period % Change FY09/FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Agriculture and Life Sciences</td>
<td>$15,436,903</td>
<td>$386,653</td>
<td>$52,740</td>
<td>$15,876,295</td>
<td>$23,670,325</td>
<td>-33%</td>
</tr>
<tr>
<td>College of Design</td>
<td>$475,014</td>
<td>$337</td>
<td>$275</td>
<td>$475,626</td>
<td>$705,974</td>
<td>-33%</td>
</tr>
<tr>
<td>College of Education</td>
<td>$332,027</td>
<td>$1,025</td>
<td>$1,595</td>
<td>$334,646</td>
<td>$508,127</td>
<td>-34%</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>$11,947,632</td>
<td>$522,278</td>
<td>$134,951</td>
<td>$12,604,861</td>
<td>$10,700,278</td>
<td>18%</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences</td>
<td>$769,426</td>
<td>$7,248</td>
<td>$12,638</td>
<td>$789,312</td>
<td>$595,941</td>
<td>32%</td>
</tr>
<tr>
<td>College of Management</td>
<td>$5,100,277</td>
<td>0</td>
<td>$57,591</td>
<td>$5,157,867</td>
<td>$2,587,571</td>
<td>99%</td>
</tr>
<tr>
<td>College of Natural Resources</td>
<td>$1,229,678</td>
<td>$42,781</td>
<td>$10,025</td>
<td>$1,282,484</td>
<td>$2,297,330</td>
<td>-44%</td>
</tr>
<tr>
<td>College of Physical &amp; Mathematical Sciences</td>
<td>$2,162,920</td>
<td>$2,477,515</td>
<td>$31,942</td>
<td>$4,672,377</td>
<td>$5,367,731</td>
<td>-13%</td>
</tr>
<tr>
<td>College of Textiles</td>
<td>$1,167,756</td>
<td>$13,422</td>
<td>$1,075</td>
<td>$1,182,263</td>
<td>$2,581,321</td>
<td>-54%</td>
</tr>
<tr>
<td>College of Veterinary Medicine</td>
<td>$6,413,468</td>
<td>$58,721</td>
<td>$16,398</td>
<td>$6,488,586</td>
<td>$6,501,174</td>
<td>0%</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>$797,944</td>
<td>0</td>
<td>$38,151</td>
<td>$836,095</td>
<td>$842,930</td>
<td>-1%</td>
</tr>
<tr>
<td>ARTS NC State</td>
<td>$443,513</td>
<td>$180,703</td>
<td>$8,281</td>
<td>$632,497</td>
<td>$607,370</td>
<td>4%</td>
</tr>
<tr>
<td>Graduate School</td>
<td>$37,207</td>
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<td>$3,800</td>
<td>$41,007</td>
<td>$50,486</td>
<td>-19%</td>
</tr>
<tr>
<td>Libraries</td>
<td>$610,772</td>
<td>$1,501,480</td>
<td>$3,255</td>
<td>$2,115,507</td>
<td>$1,720,928</td>
<td>23%</td>
</tr>
<tr>
<td>University-wide</td>
<td>$10,106,125</td>
<td>$237,548</td>
<td>$40,660</td>
<td>$10,384,334</td>
<td>$10,502,892</td>
<td>-1%</td>
</tr>
<tr>
<td>Sub Total</td>
<td>$57,030,669</td>
<td>$5,429,712</td>
<td>$413,375</td>
<td>$62,873,756</td>
<td>$69,240,378</td>
<td>-9%</td>
</tr>
<tr>
<td>Athletics</td>
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<td>0</td>
<td>$20,194,566</td>
<td>$15,086,188</td>
<td>$15,086,188</td>
<td>-25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$72,116,857</strong></td>
<td><strong>$5,429,712</strong></td>
<td><strong>$413,375</strong></td>
<td><strong>$77,959,944</strong></td>
<td><strong>$89,434,944</strong></td>
<td><strong>-13%</strong></td>
</tr>
</tbody>
</table>
## NC State University
### Gift Receipts by Use
(Includes Gift Receipts and Pledge Payments)
**July 1, 2009 to June 30, 2010**

<table>
<thead>
<tr>
<th>College, Department</th>
<th>Current Operations Restricted</th>
<th>Current Operations Unrestricted</th>
<th>Endowment Restricted</th>
<th>Endowment Unrestricted</th>
<th>Facilities</th>
<th>Year End FY '10 Totals</th>
<th>Year End FY '09 Totals</th>
<th>YTD Period Change FY09/FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Agriculture and Life Sciences</td>
<td>$12,170,267</td>
<td>$1,594,994</td>
<td>$1,693,474</td>
<td>$3,200</td>
<td>$414,359</td>
<td>$15,876,295</td>
<td>$23,670,325</td>
<td>-33%</td>
</tr>
<tr>
<td>College of Design</td>
<td>$365,328</td>
<td>$71,161</td>
<td>$38,800</td>
<td>$0</td>
<td>$337</td>
<td>$475,626</td>
<td>$705,974</td>
<td>-33%</td>
</tr>
<tr>
<td>College of Education</td>
<td>$281,554</td>
<td>$26,372</td>
<td>$25,526</td>
<td>$0</td>
<td>$1,195</td>
<td>$334,646</td>
<td>$508,127</td>
<td>-34%</td>
</tr>
<tr>
<td>College of Engineering</td>
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<td>$635,805</td>
<td>$5,100,977</td>
<td>$1,100</td>
<td>$414,418</td>
<td>$12,604,861</td>
<td>$10,700,278</td>
<td>18%</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences</td>
<td>$647,087</td>
<td>$82,835</td>
<td>$52,142</td>
<td>$0</td>
<td>$7,248</td>
<td>$789,312</td>
<td>$595,941</td>
<td>32%</td>
</tr>
<tr>
<td>College of Management</td>
<td>$1,482,903</td>
<td>$301,466</td>
<td>$3,373,499</td>
<td>$0</td>
<td>$0</td>
<td>$5,157,867</td>
<td>$2,587,571</td>
<td>99%</td>
</tr>
<tr>
<td>College of Natural Resources</td>
<td>$879,149</td>
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<td>$178,509</td>
<td>$0</td>
<td>$42,781</td>
<td>$1,282,484</td>
<td>$2,297,330</td>
<td>-44%</td>
</tr>
<tr>
<td>College of Physical &amp; Mathematical Sciences</td>
<td>$1,644,111</td>
<td>$988,818</td>
<td>$329,764</td>
<td>$150</td>
<td>$1,709,534</td>
<td>$4,672,377</td>
<td>$5,367,731</td>
<td>-13%</td>
</tr>
<tr>
<td>College of Textiles</td>
<td>$631,620</td>
<td>$43,201</td>
<td>$475,270</td>
<td>$0</td>
<td>$32,172</td>
<td>$1,182,263</td>
<td>$2,581,321</td>
<td>-54%</td>
</tr>
<tr>
<td>College of Veterinary Medicine</td>
<td>$2,422,501</td>
<td>$109,099</td>
<td>$1,357,330</td>
<td>$2,540,935</td>
<td>$58,721</td>
<td>$6,488,586</td>
<td>$6,501,174</td>
<td>0%</td>
</tr>
<tr>
<td>Alumni Association</td>
<td>$199,734</td>
<td>$66,772</td>
<td>$43,951</td>
<td>$0</td>
<td>$525,638</td>
<td>$836,095</td>
<td>$842,930</td>
<td>-1%</td>
</tr>
<tr>
<td>ARTS NC State</td>
<td>$52,717</td>
<td>$125,692</td>
<td>$34,452</td>
<td>$38,000</td>
<td>$381,635</td>
<td>$632,497</td>
<td>$607,370</td>
<td>4%</td>
</tr>
<tr>
<td>Graduate School</td>
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<td>$12,525</td>
<td>$17,949</td>
<td>$0</td>
<td>$0</td>
<td>$41,007</td>
<td>$50,486</td>
<td>-19%</td>
</tr>
<tr>
<td>Libraries</td>
<td>$489,086</td>
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<td>$124,940</td>
<td>$0</td>
<td>$1,501,480</td>
<td>$2,115,507</td>
<td>$1,720,928</td>
<td>23%</td>
</tr>
<tr>
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<td>$0</td>
<td>$1,436,823</td>
<td>$10,384,334</td>
<td>$10,502,892</td>
<td>-1%</td>
</tr>
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</tr>
<tr>
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<td>$20,194,566</td>
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<td>-13%</td>
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<td>$2,583,385</td>
<td>$11,464,150</td>
<td>$77,959,944</td>
<td>$89,434,944</td>
<td>-13%</td>
</tr>
</tbody>
</table>
## NC State University

**Gifts and New Commitments by Source**

*(Outright Gifts and New Commitments - No Pledge Payments)*

**July 1, 2009 to June 30, 2010**

<table>
<thead>
<tr>
<th>Source</th>
<th>Alumni</th>
<th>Parents</th>
<th>Faculty Staff</th>
<th>Other Individuals</th>
<th>Corporations</th>
<th>Foundations</th>
<th>Other Organizations</th>
<th>Year End FY '10 Totals</th>
<th>Year End FY '09 Totals</th>
<th>YTD Period % Change FY09/FY10</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Agriculture and Life Sciences</td>
<td>$3,578,271</td>
<td>$13,338</td>
<td>$275,732</td>
<td>$3,612,789</td>
<td>$8,049,307</td>
<td>$1,003,730</td>
<td>$5,040,398</td>
<td>$21,573,565</td>
<td>$22,732,634</td>
<td>-5%</td>
</tr>
<tr>
<td>College of Design</td>
<td>$159,622</td>
<td>$100</td>
<td>$11,676</td>
<td>$9,125</td>
<td>$248,970</td>
<td>$85,779</td>
<td>$71,722</td>
<td>$586,994</td>
<td>$1,275,731</td>
<td>-54%</td>
</tr>
<tr>
<td>College of Education</td>
<td>$48,765</td>
<td>$15</td>
<td>$10,640</td>
<td>$18,151</td>
<td>$99,614</td>
<td>$122,900</td>
<td>$26,698</td>
<td>$326,781</td>
<td>$418,341</td>
<td>-22%</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>$6,867,247</td>
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<td>$14,556</td>
<td>$402,639</td>
<td>$5,071,871</td>
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<td>$533,214</td>
<td>$14,060,373</td>
<td>$12,779,228</td>
<td>10%</td>
</tr>
<tr>
<td>College of Humanities &amp; Social Sciences</td>
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<td>$400</td>
<td>$36,768</td>
<td>$25,292</td>
<td>$67,679</td>
<td>$1,007,265</td>
<td>$38,913</td>
<td>$1,461,437</td>
<td>$1,236,844</td>
<td>18%</td>
</tr>
<tr>
<td>College of Management</td>
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<td>$2,725</td>
<td>$20,511</td>
<td>$26,696</td>
<td>$211,203</td>
<td>$1,131,840</td>
<td>$25,265</td>
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Prepared by Advancement Services 8/24/2010
## NC State University
### Gifts and New Commitments by Type
**(Outright Gifts and New Commitments - No Pledge Payments)**

**July 1, 2009 to June 30, 2010**

<table>
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<th>Department</th>
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<th>Deferred Gifts</th>
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AGENDA

CALL TO ORDER
Reading of “The State Government Ethics Act”

1. CONSENT AGENDA
   - Approval of Minutes from July 15, 2010 Meeting 8.1A

***END OF CONSENT AGENDA ITEMS***

2. ANNUAL REVIEW OF STUDENT & CAMPUS AFFAIRS 8.2A
   COMMITTEE RESPONSIBILITIES
   Tom Stafford, Vice Chancellor for Student Affairs

3. INFORMATIONAL REPORTS 8.3A
   - Student Body President Report
     Update on Student Government activities
     Kelly Hook, Student Body President

   - Tuition and Fees Update
     Update on process for setting tuition and fees for 2011-2012
     Tom Stafford, Vice Chancellor for Student Affairs

   - Student Life Updates
     Tom Stafford, Vice Chancellor for Student Affairs

ADJOURN
The Student and Campus Affairs Committee of the Board of Trustees of North Carolina State University met at 1:00 pm on July 15, 2010, in Park Alumni Conference Room 352.

Committee members present:
   Barbara Mulkey, Chair
   Jack Cozort
   Bob Jordan (telephone)

Chair Barbara Mulkey called the meeting to order. Chair Mulkey reminded all members of their duty to avoid conflicts of interest and appears of conflicts of interest under the State of North Carolina’s Government Ethics Act. Chair Mulkey inquired as to whether there were any known conflicts or appears of conflict with respect to any matters coming before the committee. Hearing none, Chair Mulkey continued with the agenda.

Trustee Cozort made a motion to approve the minutes of the April 15, 2010 meeting, which was seconded by Trustee Jordan, and approved by general consent.

Chancellor Woodson gave the Committee an update on tuition increases. This year, in order to attempt to meet the state’s budget shortfall, the legislature reduced funding for the UNC System by $99 million. Chancellor Woodson stated that NC State’s share of this year’s reduction is $19.6 million, and that NC State will still have a $3 million budget shortfall to cover. The legislature gave the universities the authority to raise tuition rates and use the dollars to slow the academic erosion, and benefit students by having more course sections and classroom seats. NC State plans to raise tuition for the 2010-11 academic year by $750, in addition to the already approved tuition increase of $150 for in-state undergraduates and $200 for all other students. Annual tuition rates, not including fees, will be as follows:

   Undergraduate in-state:  $4,853
   Undergraduate out-of-state:  $17,388
   Graduate in-state:  $5,358
   Graduate out-of-state:  $17,406

Even with this increase, NC State tuition remains lower than all but one of the schools on its peer list, and we will continue to honor our historical commitment of protecting need-based financial aid. The Chancellor also reported that authority was given for a furlough option, and implementation guidelines are under review, although it would be a budget reduction of last resort. Under the difficult economic situation universities are facing, NC State is striving to bring about the best possible outcome. A letter from the Chancellor was emailed to students, faculty, and staff and all documents are available on the NC State website.
In response to the discussion at the April meeting of the Committee, a motion was made by Trustee Cozort and seconded by Trustee Jordan to approve recommendation to the Full Board that the current Residence Hall Visitation Policy (POL 11.30.1) be rescinded.

Next, Steve Carlton, Past Chair of the Staff Senate, introduced this year’s Staff Senate Chair, Randy Colby, Chair and David DeFoor, Chair-Elect. Mr. Carlton gave a report of the activities of the Staff Senate including streamlining the elections process, updating the processes and Bylaws of the Staff Senate to allow for more accurate representation of all staff at NC State, sponsoring a diversity film series, and updating and disseminating information about sustainability. The Legislative Liaison Committee has been involved and has provided updates regarding items of concern to state employees, such as tuition waiver, the budget, and the state health plan.

With no further business to discuss, Chair Mulkey adjourned the meeting.

Respectfully Submitted:

______________________________
Nancy P. Jenkins
Executive Assistant

Approved:

______________________________
Barbara Mulkey, Student and Campus Affairs Committee
The Student and Campus Affairs Committee has the following delegated authority:

1. **Appeals**

To act on behalf of the Board to hear and render a decision on the types of appeals described in 1.1 through 1.4 below. However, where the decision of the Committee is to reverse the decision being appealed, the Committee shall recommend its decision to the full Board of Trustees whose decision shall be the final institutional decision.

1.1  **Grades and Degrees**

1.1.1 Grade appeals which allege the violation of an established policy of the Board of Trustees, the Board of Governors or law or constitutional provision of North Carolina or the United States.

1.1.2 Appeals concerning whether an individual student shall be entitled to the receipt of a degree when the appeal alleges the violation of an established policy of the Board of Trustees, the Board of Governors or law or constitutional provision of North Carolina or the United States.

1.2  **Admissions**

Appeals involving individual admissions cases when the appeal alleges that an established policy of the Board of Trustees, the Board of Governors or a law or constitutional provision of North Carolina or of the United States has been violated in the admission-evaluation process at the campus level.

1.3  **Student Conduct, Activities and Government**
Appeals of student activities cases when the appeal alleges the violation of an established policy of the Board of Trustees, the Board of Governors or any law or constitutional provision of North Carolina or the United States. A "student activities case" means a case involving a) student conduct, b) organized, institutionally recognized student activities, c) student self-government, or d) student participation in institutional governance.

1.4 Disposition of Grievances

Appeals from the disposition of grievances where the appeal alleges a violation of policies, rules or regulations adopted by the Board of Trustees.

2. Policy Development

2.1 Campus Security

Upon recommendation of the Chancellor, to recommend to the Board of Trustees policies related to the maintenance of campus security.

2.2 Intercollegiate Athletics

Upon recommendation of the Chancellor, to recommend to the Board of Trustees policies related to the establishment and supervision of North Carolina State University’s program of intercollegiate athletics.

2.3 Scholarships and Financial Aid

Upon recommendation of the Chancellor, to recommend to the Board of Trustees regulations for administration of scholarships and other financial aid to students.

2.4 Student Conduct, Activities and Government

Upon recommendation of the Chancellor, to recommend to the Board of Trustees policies related to student conduct, the approval of organized institutionally recognized student activities and the definition of roles and functions of any institutionally-recognized system of student self-government and student participation in the governance of any aspect of the institutional programs and services.

2.5 Student Services

Upon recommendation of the Chancellor, to recommend to the Board of Trustees policies related to the provision of student services at North Carolina State University, subject to general provisions concerning types and levels of student services as may be prescribed by the Board of Governors.

3. Tuition and Fees
Upon the recommendation of the Chancellor review and recommendation to the Board of Trustees the approval of campus initiated tuition increases and the approval of student fees (proposed new fees as well as adjustments to existing fees).
Student Government has been hard at work since last April. We have filled all University Standing Committee appointments and developed an effective means of communication with the Student Body. The Executive Branch has specific goals set for the year and the means to accomplish them. Through working under a “power vs. influence” mentality, student government is truly becoming a respected conduit between students and the administration.

**Strategic Plan:** Student Government is ensuring students are kept at the forefront of the strategic plan. We have appointed various students (within and outside of SG) to task forces and will make sure we bring well-researched and articulate solutions to the table.

**Synergy:** We are working with a new program called Orgsync that is basically like Facebook for Student Organizations. Organizations can share calendars, message each other, share pictures and communicate via a central message board. We are teaching student organizations about the program. If successful, it will be an amazing tool for student organizations and a huge benefit to the campus as a whole. Student Government is also utilizing social networking this year via blogs, Facebook, Twitter and podcasts in order to keep the student body updated.

**Athletics:** Athletics Commission Chair, Jeff Johnson, put the finishing touches on the Kay Yow Memorial in August. Jeff raised over $40,000 and the unveiling was on August 24th. Other current Athletics initiatives include: reevaluating the Intramural fields and looking at Turf Grass options, recycling bins in the football stadium, working with AD Yow on getting students into games earlier and discouraging “fair-weather fans.”

**Academics:** Students often express concerns over academic advising. We are about to release a survey in hopes to narrow down specific issues and address them. Student Government is researching the cost/benefit of online classes and the increasing number of them (Ex. Should students be dissecting animals via an online lab?). We are very excited about the launching a students’ favorite professor award as an additional incentive for professors to be passionate and engaging in the classroom. We will ask the top 3 professors to do a speaker series.

**Traditions:** Chandler Thompson, the Student Government Traditions Chair, headed a project aimed at informing students of NC State traditions in a fun way. She developed the 54 Things to Do at NC State Deck of Cards. Each card has an NC State tradition that students should do before they graduate. There is also an interactive website where students can log the ones they’ve completed and learn about the origins of that tradition. Chandler is also working to get a “traditions keeper” medal which students can earn and where at their graduation.
**Sustainability:** We have brought together all student organizations with a sustainability focus and are working with them to create a quality over quantity approach to sustainability projects. Also, we will be continuing the Think Outside the Brick Competition under a revamped model and with outside funding.

**Diversity:** Student Government will be the conduit for the “diversity of perspective” message. We are talking with student organizations about how to incorporate diversity into their organizations/programs and making sure we all sincerely understand why it’s important.

**Transportation:** At UNCC, if students pay their parking ticket in the first week it’s ½ off. We are currently researching this policy with University’s comparable to NC State’s size and evaluating the feasibility. Transportation is also looking at a new design for the route display maps around campus and ensuring the Red Terror Transit is the best it can be.

**Community Service:** Student Government had a huge role in this year’s Service NC State. We had a record breaking blood drive, collecting 569 units of blood. The Stop Hunger Now Million Meal event had over 1500 volunteers and packaged 405,216 meals, which are now on their way to Haiti. For the Fall semester, we are working on a fundraising effort to help provide assistance to Pakistan. In the Spring Semester, we will have a large collaborative service project through a partnership with Stop Hunger Now, Habitat for Humanity and other service organizations.
Report to the Board of Trustees
8/27/2010
Chair of the Faculty

The last session of the 56th session of the North Carolina State University Faculty Senate was held on April 20, 2010 bringing to a close a very interesting and stimulating year for faculty governance particularly through our conversations with Provost Warwick Arden, Chancellor Woodward and our 14th chancellor, Chancellor Randy Woodson. Further given the inclusion of the Chair of the Faculty during the 2010 summer on Chancellor initiated activities, some that will be ongoing this year, I would predict that the 57th session of the Faculty Senate will also prove to be engaging.

During the summer 2010, I was given the opportunity to:

1) serve on the Athletic Director Nominating Committee
2) serve on the Chancellor’s Installation Committee
3) chair the Provost Search Nominating Committee and
4) co-chair the Strategic Planning Steering Committee.

I comment on this specifically to bring to your attention the importance of recognizing faculty governance through appointment of the Chair of the Faculty to key activities. Chancellor Woodson, the faculty has noticed.

In addition, I met with Betsy Brown Vice-Provost for Faculty Affairs and Hope Murphy, Assistant General Counsel to continue work on faculty grievance procedures. While a new policy was passed by the Board of Trustees in your April 2010 meeting, follow up rules and regulations need drafting and operational best practices for the new 604/607 Committee need developing. I am pleased that the Chancellor has appointed the new chair of the committee, Dr. Duane Akroyd, Professor of Education Leadership and Policy Studies so the work can proceed this fall under the new policy. Further, training sessions for faculty on the committee have been developed by Hope Murphy and Sarah Lannom, Associate General Counsel and will be conducted next week.

The 57th session of the NCSU Faculty Senate opened with the August 24th meeting with comments from the Provost on the strategic planning process, the budget reinvestment initiative, and the recent publication of university rankings. In particular, the straightforward discussion of rankings was noted and appreciated by the Senate.

This fall we have invited a number of NCSU Executive Officers to speak with the Senate. These include Vice Chancellors Lomax, Hoit, Kessler, and Goldgeier, our new Athletic Director.

In addition, we are pleased that Board of Trustees Chairman Lawrence Davenport will be our guest at our November 16th meeting.

We look forward to these conversations and the work of the 2010-2011 year.
This is my first report to the Board as Chair of the Staff Senate. I would like to state how fortunate I am to have fellow staff members such as I have in the 2010-2011 Staff Senate. They are very eager to work together to achieve our goals and initiatives throughout the year. We have elected our officers for 2010-2011, which include Chair-Elect David DeFoor, Vice-Chair Joan Lassiter, and Parliamentarian Carrie Levow. Steve Carlton will serve as Past-Chair.

At the beginning of our 16th Session, marking the 2010-2011 fiscal year, I proposed certain goals for this year’s Senate. They are as follows:

- To educate on-campus staff about the university’s extension and research districts across the state, and about the NC State University employees within those districts.

- To encourage and empower each committee to collaborate or initiate at least one program, activity, or event (i.e. Diversity Film Series) on campus or within the extension/research districts to promote the Staff Senate name and purpose to all university staff as well as to faculty and students.

- To clarify or address any deficiencies in the by-law dealing with the election of senate officers.

- To Implement the transition from paper materials and physical travel to electronic communications and electronic meetings with all districts of staff representation.

- Focus on improving moral for all University community members in times of crisis.

At our annual Staff Senate retreat on July 7, we welcomed new members and recognized outgoing members. We had 3 guest speakers including Charlie Leffler, Vice Chancellor for Finance and Business, who provided a budget update. Dr. Joe Zublena, Interim Director, North Carolina Cooperative Extension and Director of County Operations gave an update on the current status of the six Extension and Research districts. Barbara Sherry, Professor in Molecular and Biomedical Sciences solicited the Staff Senate’s interest in an upcoming research seminar series. From the number of
raised hands, interest in the series was very positive. We also participated in exercises facilitated by HR’s Training and Organizational Development department that helped foster communication skills among the senators and established the groundwork for building our committees.

At our August 4\textsuperscript{th} Staff Senate meeting, we welcomed Kelley N. Eaves-Boykin, Chair of the UNC Staff Assembly, as our guest speaker. The Staff Assembly is the elected body of representatives of the staff of all seventeen constituent institutions of the University of North Carolina, as well as UNC Public Television, the North Carolina Arboretum, and UNC-General Administration. Ms. Eaves-Boykin shared the following platform emphasizing four action items that the Staff Assembly is focused on:

- Communication
- Collaboration
- Staff Development
- Community Service

Information on the Staff Assembly is available at http://www.northcarolina.edu/staffassembly/index.html

I attended the University Council Retreat on July 29\textsuperscript{th}, 2010 at which Chancellor Woodson’s new strategic planning process was discussed. The plan will evolve around nine strategic priorities for the University, guided by a task force for each priority. The Staff will have an opportunity to serve on these task forces.

Since the August meeting the Senate’s seven committees, which consist of Legislative Liaison, Diversity, Human Resources, Governance, Public Relations, Resource & Environment, and Elections, have been meeting to select their officers. From what I have seen so far I think we will have an outstanding Executive Committee full of talented, motivated, staff members eager to do the work of the Staff Senate. I am thrilled with the great group of Senators that comprise the 2010-2011 Staff Senate, and am honored to have the opportunity to share their many achievements in the coming year.

As the University moves forward with the new strategic plan, I hope the executive officers and trustees of N C State acknowledge and consider how critically important the staff are to student success, to faculty excellence and to the NC State campus and community. We all look forward to working together to making sure that NC State is the best university in North Carolina, and one of the best in the world.

Best Regards,

Randy R. Colby
Staff Senate 2010-2011
NC State University