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.
Appendix 1

NC State Board of Trustees’ Delegations of Authority, Assignments and Guidelines

I. Audit, Risk Management and Finance Committee Delegated Authority and Assignments

a. Audit

i. Provide oversight of the internal audit function.

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

iii. Receive quarterly activity reports from the internal auditor.

iv. 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.

v. Review a comparison of the annual internal audit plan to the actual internal audits performed.

vi. Provide oversight of the annual financial statement audit.

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

viii. Meet with representatives of the State Auditor’s Office to review the annual state auditor’s report and the university’s corrective action, if any.

ix. Review audit reports of University-associated entities.

b. Finance

i. Advise the Chancellor with respect to the development of budget estimates for the university, and with respect to the execution and administration of the budget as approved by the General Assembly and the Board of Governors.

c. Risk Management

i. Provide oversight of the risk management and compliance functions.

ii. Receive annual reports on risk management, compliance and legal issues.

c. Planning

d. Policy Development

i. Recommend to the Board of Trustees for approval policies regarding the preservation, maintenance and management of institutional trust funds.
ii. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the maintenance of campus security.

II. Buildings and Property Committee Delegated Authority and Assignments

a. Buildings and Real Property

i. Maintain a master plan for the physical development of the university.

ii. Select architects or engineers for buildings and improvements requiring such professional services.

iii. Select construction managers at risk for buildings and improvements requiring such professional services.

iv. Approve building sites.

v. Approve plans and specifications.

vi. Accept all completed buildings and projects.

vii. Approve all proposals involving acquisition or disposition of any interest in real property and for which authority has not been delegated to the chancellor, provided that if the proposal involves an interest in real property valued at $50,000 or more, the matter shall be recommended by the committee to the Board of Trustees for its approval and forwarding to the Board of Governors.

b. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies applicable to the control, operation and supervision of buildings and property pursuant to applicable provisions of State law and policies of the Board of Governors.

ii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval changes to campus parking and traffic policies.

III. Executive Committee Delegated Authority and Assignments

a. Act for the full Board of Trustees between meetings with the responsibility to report on its actions at the next Board meeting.

b. Review and take final action on proposed contracts of $10,000 or more that may constitute a potential conflict of interest under the Dual Memberships and Conflicts of Interest Policy of the Board of Governors, UNC Policy 200.1.
c. Review and make recommended findings to the Board of Trustees regarding allegations of violation of UNC Policy 200.1.

d. If a member of the Executive Committee has a substantial interest in an entity that is intending to contract with the university, as defined in UNC Policy 200.1, the Chair of the Board of Trustees may assign the matter to another standing committee of the Board of Trustees or appoint an ad hoc committee of no less than three members of the Board of Trustees to handle the matter. If the Chair of the Board of Trustees has a substantial interest or is alleged to have violated UNC Policy 200.1, the First Vice Chair of the Board of Trustees will assign or appoint the committee.

e. Serve as the Compensation Committee of the Board of Trustees

IV. University Advancement Committee Delegated Authority and Assignments

a. Development and Advancement Activities

i. Approve all university fundraising campaigns.

ii. Advise the chancellor and vice chancellor for university advancement on the formation of campaign steering committees.

iii. Advise the chancellor and vice chancellor for university advancement on the priority, timing, direction, funding and management of capital and other fundraising campaigns.

iv. Recommend to the Board of Trustees for approval the naming of all facilities and programs, owned, operated or controlled by the university.

v. Advise the chancellor in all areas pertaining to development, advancement services, university communications and alumni relations.

vi. Receive nominations for the Watauga Medals and recommend nominees for approval to the Board of Trustees.

vii. Receive regular reports on University Communications and NC State Alumni Association activities and initiatives.

b. External Affairs

iii. Receive regular reports on the activities of the state legislature.

b. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the relationship between the university and its affiliated foundations and the coordination of all fundraising activities intended to benefit the university.
ii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies including but not limited to such matters as the conduct of fundraising campaigns, and the use and application of privately donated funds for any activity whose sponsorship may implicate or obligate the university.

iii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies regarding fundraising activities intended to benefit the Endowment Fund and various affiliated foundations.

iv. Recommend naming guidelines for endowed funds, and facilities and programs funded in whole or in part by private monies.

v. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies regarding the awarding of the Watauga Medal.

V. University Affairs Committee Delegated Authority and Assignments

a. EHRA Personnel - on the recommendation of the chancellor

i. Fix the non-salary compensation of all employees other than Vice Chancellors who are exempt from the State Human Resources Act in accordance with UNC Policy 300.2.14.

ii. 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.

iii. Recommend any salary increase for an EHRA employee that requires approval by the Board of Governors <link>.

iv. Review and approve any administrative separation or retreat rights subject to Board of Trustees approval under UNC Policy 300.1.6[R] and NC State POL 05.15.01. “Retreat rights” are those conditions of employment that would apply should the administrator leave his/her administrative position.

v Confer permanent tenure consistent with NCSU POL.05.20.01 - Appointment, Reappointment, Promotion and Permanent Tenure

vi. Designate particular Distinguished Professorships, including Distinguished Scholar, and Distinguished Fellow, as time limited pursuant to UNC Policy 600.2.3.

viii. Confer emeritus status to an individual with an SAAO Tier I appointment at retirement.

viii. Appoint or extend the contract of the athletic director and head coaches with employment contracts in accordance with UNC Policy 1100.3. Recommend contracts for Board of Governors’ approval in circumstances where the proposed contract terms require such approval under UNC Policy 1100.3.
b. Employee Appeals

i. Discharge and Suspensions of Employees.

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

ii. Disposition of Employee Grievances.

1. 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.

c. Academic Programs

i. 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.

ii. Receive notification on behalf of the Board of Trustees of other academic program proposals (including new certificates, concentrations and minors).

d. Student Affairs

i. Upon the recommendation of the chancellor, review and recommend 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).

e. Honorary Degrees, Awards and Distinctions

i. Receive and review nominations for Honorary Degrees and Holladay Medals and recommend nominees for approval to the Board of Trustees.

ii. Provide advice in the chancellor’s selection of a Commencement speaker.

f. Planning

i. Review and recommend to the Board of Trustees for approval changes in the university’s mission statement.

ii. Advise the chancellor on the development of plans to carry out the university’s mission.
iii. Review and approve the establishment and continuation of Centers and Institutes as required by UNC Policy 400.5[R].

g. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval 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.

ii. Recommend to the Board of Trustees for approval policies regarding the collection of tuition, fees and other monies to be collected from students, as approved by the Board of Governors.

iii. Recommend to the Board of Trustees for approval policies regarding acceptance of cash obligations in lieu of cash from students in payment of tuition and fees; and requirements for collateral security.

iv. Recommend to the Board of Trustees for approval policies for administration of scholarships and other financial aid to students.

v. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the provision of student services and activities, including student government and intercollegiate athletics, subject to general provisions as may be prescribed by the Board of Governors.

vi. Upon recommendation of the Chancellor, recommend to the Board of Trustees for approval policies related to centers and institutes.

h. Responsibilities

i. Receive and hear reports at committee meetings from the Chair of the Faculty Senate, the Chair of the Staff Senate, and the Student Body President.

VI. Nominations Committee Guidelines

a. Select one or more nominees for Chair from Board of Trustee members in their second consecutive (and last) term of appointment.

b. Where possible, 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.

VII. Chancellor Delegated Authority

a. EHRA Personnel - which may be further delegated to permanent designees
i. Take final action on all EHRA personnel actions, except those contained in UNC Policy 600.3.4 and UNC Policy 1100.3 which are retained by the Board of Trustees.

ii. Approve EHRA salary increases as authorized by UNC Policy 200.6, section I.A.(4) and as further sub-delegated as follows:
   
   a) A temporary salary stipend or supplement with a specified end date that does not exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary, up to 12-months in duration; and

   b) A temporary salary stipend or supplement without a specified end date that does not exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary; and

   c) A permanent base salary adjustment that does not exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary

b. Student Matters - which may be further delegated

i. Determine, after consultation with the faculty, whether an individual student shall be entitled to receipt of a particular degree.

ii. Establish admission policies and resolve individual admission questions for all schools and divisions within the university.

iii. Collect from each student, at the beginning of the semester or term, such tuition, fees and other amounts necessary to pay other expenses for the term, as have been approved by the Board of Governors.

iv. Require payment of such advance deposits, as such times and under such conditions, as may be required by State law or by the Board of Governors.

v. Require payment of such nonrefundable application of fees, in connection with each application for admission, as may be required by State law or by the Board of Governors.

vi. Administer scholarships and other forms of financial aid to students which are limited in their application to or are supported by North Carolina State University subject to the terms of any applicable laws and to policies of the Board of Governors.

vii. Regulate student activities including 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 institutional programs and services.

viii. Establish and supervise the institution's program of intercollegiate athletics, subject to such policies as may be prescribed by the Board of Governors and the Board of Trustees.

ix. Maintain campus security, subject to applicable provisions of State law and such policies as may be adopted by the Board of Governors.

x. Control and supervise campus utilities and other facilities subject to applicable provisions of State law and policies of the Board of Governors.

c. Signature Authority for Contracts, Leases and Other Agreements – which may be further delegated.

i. Sign and execute agreements, contracts, leases, and other official documents (all herein referred to corporately as agreements) with institutions, agencies, corporations, partnerships, individuals and other legal entities, said agreements including all such agreements not required by law or administrative regulation to be otherwise executed.

ii. Agreements shall comply with (1) the law of North Carolina, especially North Carolina General Statutes, Chapters 143 and 146, when applicable, and (2) with The Code and with policies determined by the Board of Governors or the Board of Trustees.

d. Acquisition and Disposition of Real Property by Lease

i. Acquire or dispose of real property by lease, subject to necessary approvals from State officials and agencies, provided the interest in property does not exceed $25,000 annual rental.

ii. The Chancellor, or the Chancellor's appointed representative, is authorized, subject to any necessary approvals from State officials or agencies, to execute any lease or rental agreement for space in any building on the Centennial Campus if (a) the business terms of the agreement have been approved by the Board of Trustees or its Committee on Buildings and Property, (b) the agreement is for a period of ten years or less, and (c) the annual rental is less than $50,000.

e. Authority to Award Emeritus Status

i. Award emeritus status to Faculty and SAAO Tier II employees in accordance with applicable Board of Trustees policies governing the award of emeritus status.

f. The Use of Firearms on the University's Research Stations, Field Laboratories, Forest and Woodland Properties – which may be further delegated.

i. Establish operating procedures and to allow the use of weapons on the University's research stations, field laboratories, forest and woodland properties for the purposes of controlling animal depredation of crops and for wildlife management.
VIII. Vice Chancellor for Finance and Administration Delegated Authority

a. Purchase, Sell, Transfer or Sign Trust Fund Assets and Securities

i. Buy stocks, bonds, or other securities of corporations, firms, or individuals, of the United States Government, or of any state or political subdivision thereof.

ii. Sell, trade, assign, endorse, and deliver for transfer certificates representing stocks, bonds, or other securities of corporations, firms, or individuals, of the United States Government, or of any state or political subdivision thereof.

iii. Assign for reissue or redemption any registered obligation of any corporation, the United States Government and its instrumentalities, or of any state or political subdivision thereof, now or hereafter registered in the name of North Carolina State University at Raleigh.

b. Trademark registration and licensing program – or designee

i. Register such marks, symbols and other indicia of the University in the various states and with the U.S. Patent and Trademark Office as he deems appropriate.

ii. Enter into an agreement with an agent for the licensing of North Carolina State University's marks, symbols, and indicia in a manner deemed consistent with the purposes and needs of the University.

c. Internal Revenue Service Reimbursement Resolutions – or designee

i. Declare the official intent of NC State within the meaning of Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, evidencing NC State's intent to reimburse NC State for expenditures incurred and paid by NC State in connection with projects from the proceeds of tax exempt obligations.

d. Business Signatures – or designee

i. Establish Imprest Checking Accounts.

ii. Approve Tax Related Documents necessary for the University.

iii. Approve Trust Fund Authorities and Related Changes.

iv. Approve University Receipt Centers.
Appendix 1

NC State Board of Trustees' Delegations of Authority, Assignments and Guidelines

I. Audit, Risk Management and Finance Committee Delegated Authority and Assignments

a. Audit

i. Provide oversight of the internal audit function.

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

iii. Receive quarterly activity reports from the internal auditor.

iv. 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.

v. Review a comparison of the annual internal audit plan to the actual internal audits performed.

vi. Provide oversight of the annual financial statement audit.

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

viii. Meet with representatives of the State Auditor’s Office to review the annual state auditor’s report and the university’s corrective action, if any.

ix. Review audit reports of University-associated entities.

b. Finance

i. Advise the Chancellor with respect to the development of budget estimates for the university, and with respect to the execution and administration of the budget as approved by the General Assembly and the Board of Governors.

c. Risk Management

i. Provide oversight of the risk management and compliance functions.

ii. Receive annual reports on risk management, compliance and legal issues.

c. Planning

d. Policy Development

i. Recommend to the Board of Trustees for approval policies regarding the preservation, maintenance and management of institutional trust funds.
ii. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the maintenance of campus security.

II. Buildings and Property Committee Delegated Authority and Assignments

a. Buildings and Real Property

i. Maintain a master plan for the physical development of the university.

ii. Select architects or engineers for buildings and improvements requiring such professional services.

iii. Select construction managers at risk for buildings and improvements requiring such professional services.

iv. Approve building sites.

v. Approve plans and specifications.

vi. Accept all completed buildings and projects.

vii. Approve all proposals involving acquisition or disposition of any interest in real property and for which authority has not been delegated to the chancellor, provided that if the proposal involves an interest in real property valued at $50,000 or more, the matter shall be recommended by the committee to the Board of Trustees for its approval and forwarding to the Board of Governors.

b. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies applicable to the control, operation and supervision of buildings and property pursuant to applicable provisions of State law and policies of the Board of Governors.

ii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval changes to campus parking and traffic policies.

III. Executive Committee Delegated Authority and Assignments

a. Act for the full Board of Trustees between meetings with the responsibility to report on its actions at the next Board meeting.

b. Review and take final action on proposed contracts of $10,000 or more that may constitute a potential conflict of interest under the Dual Memberships and Conflicts of Interest Policy of the Board of Governors, UNC Policy 200.1.
c. Review and make recommended findings to the Board of Trustees regarding allegations of violation of UNC Policy 200.1.

d. If a member of the Executive Committee has a substantial interest in an entity that is intending to contract with the university, as defined in UNC Policy 200.1, the Chair of the Board of Trustees may assign the matter to another standing committee of the Board of Trustees or appoint an ad hoc committee of no less than three members of the Board of Trustees to handle the matter. If the Chair of the Board of Trustees has a substantial interest or is alleged to have violated UNC Policy 200.1, the First Vice Chair of the Board of Trustees will assign or appoint the committee.

e. Serve as the Compensation Committee of the Board of Trustees

IV. University Advancement Committee Delegated Authority and Assignments

a. Development and Advancement Activities

i. Approve all university fundraising campaigns.

ii. Advise the chancellor and vice chancellor for university advancement on the formation of campaign steering committees.

iii. Advise the chancellor and vice chancellor for university advancement on the priority, timing, direction, funding and management of capital and other fundraising campaigns.

iv. Recommend to the Board of Trustees for approval the naming of all facilities and programs, owned, operated or controlled by the university.

v. Advise the chancellor in all areas pertaining to development, advancement services, university communications and alumni relations.

vi. Receive nominations for the Watauga Medals and recommend nominees for approval to the Board of Trustees.

vii. Receive regular reports on University Communications and NC State Alumni Association activities and initiatives.

b. External Affairs

iii. Receive regular reports on the activities of the state legislature.

b. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the relationship between the university and its affiliated foundations and the coordination of all fundraising activities intended to benefit the university.
ii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies including but not limited to such matters as the conduct of fundraising campaigns, and the use and application of privately donated funds for any activity whose sponsorship may implicate or obligate the university.

iii. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval policies regarding fundraising activities intended to benefit the Endowment Fund and various affiliated foundations.

iv. Recommend naming guidelines for endowed funds, and facilities and programs funded in whole or in part by private monies.

v. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies regarding the awarding of the Watauga Medal.

V. University Affairs Committee Delegated Authority and Assignments

a. EHRAPA Personnel - on the recommendation of the chancellor

i. Fix the non-salary compensation of all employees other than Vice Chancellors who are exempt from the State Personnel Human Resources Act in accordance with UNC Policy 300.2.14.

ii. 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.

iii. Recommend for Board of Governors' approval any salary increase for an EHRAPA employee that requires approval by the Board of Governors, which exceeds the established salary range or results in a salary that is at least 15% and at least $10,000 above the previous June 30th salary.

iv. Review and approve any administrative separation or reappointment subject to Board of Trustees approval under UNC Policy 300.1.6[R] and NC State POL 05.15.01. “Retreat rights” are those conditions of employment that would apply should the administrator leave his/her administrative position.

vi. Confer permanent tenure consistent with NCSU POL 05.20.01 - Appointment, Reappointment, Promotion and Permanent Tenure

vii. Designate particular Distinguished Professorships, including Distinguished Scholar, and Distinguished Fellow, as time limited pursuant to UNC Policy 600.2.3.

viii. Confer emeritus status to an individual with an SAAO Tier 1 appointment at retirement.

ix. Appoint or extend the contract of the athletic director and head coaches with employment contracts in accordance with UNC Policy 1100.3. Recommend contracts for Board of Governors' approval in circumstances where the proposed contract terms require such approval under UNC Policy 1100.3.
b. Employee Appeals

i. Discharge and Suspensions of Employees.

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

ii. Disposition of Employee Grievances.

1. 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.

c. Academic Programs

i. 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.

ii. Receive notification on behalf of the Board of Trustees of other academic program proposals (including new certificates, concentrations and minors).

d. Student Affairs

i. Upon the recommendation of the chancellor, review and recommend 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).

e. Honorary Degrees, Awards and Distinctions

i. Receive and review nominations for Honorary Degrees and Holladay Medals and recommend nominees for approval to the Board of Trustees.

ii. Provide advice in the chancellor’s selection of a Commencement speaker.

f. Planning

i. Review and recommend to the Board of Trustees for approval changes in the university’s mission statement.

ii. Advise the chancellor on the development of plans to carry out the university’s mission.
iii. Review and approve the establishment and continuation of Centers and Institutes as required by UNC Policy 400.5[R].

g. Policy Development

i. Upon the recommendation of the chancellor, recommend to the Board of Trustees for approval 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.

ii. Recommend to the Board of Trustees for approval policies regarding the collection of tuition, fees and other monies to be collected from students, as approved by the Board of Governors.

iii. Recommend to the Board of Trustees for approval policies regarding acceptance of cash obligations in lieu of cash from students in payment of tuition and fees; and requirements for collateral security.

iv. Recommend to the Board of Trustees for approval policies for administration of scholarships and other financial aid to students.

v. Upon recommendation of the chancellor, recommend to the Board of Trustees for approval policies related to the provision of student services and activities, including student government and intercollegiate athletics, subject to general provisions as may be prescribed by the Board of Governors.

vi. Upon recommendation of the Chancellor, recommend to the Board of Trustees for approval policies related to centers and institutes.

h. Responsibilities

i. Receive and hear reports at committee meetings from the Chair of the Faculty Senate, the Chair of the Staff Senate, and the Student Body President.

VI. Nominations Committee Guidelines

a. Select one or more nominees for Chair from Board of Trustee members in their second consecutive (and last) term of appointment.

b. Where possible, 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.

VII. Chancellor Delegated Authority

a. EPRAHRA Personnel - which may be further delegated to permanent designees
Take final action on all EHRA personnel actions, except those contained in UNC Policy 600.3.4C(3) and UNC Policy 1100.3 which are retained by the Board of Trustees.

Approve EHRA salary increases as authorized by UNC Policy 200.6, section IA (d) and as further sub-delegated as follows:

- A temporary salary stipend or supplement with a specified end date that does not exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary, up to 12-months in duration; and

- A temporary salary stipend or supplement without a specified end date that does not exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary; and

- A permanent base salary adjustment that does not exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary.

b. Student Matters - which may be further delegated

i. Determine, after consultation with the faculty, whether an individual student shall be entitled to receipt of a particular degree.

ii. Establish admission policies and resolve individual admission questions for all schools and divisions within the university.

iii. Collect from each student, at the beginning of the semester or term, such tuition, fees and other amounts necessary to pay other expenses for the term, as have been approved by the Board of Governors.

iv. Require payment of such advance deposits, as such times and under such conditions, as may be required by State law or by the Board of Governors.

v. Require payment of such nonrefundable application of fees, in connection with each application for admission, as may be required by State law of the Board of Governors.

vi. Administer scholarships and other forms of financial aid to students which are limited in their application to or are supported by North Carolina State University subject to the terms of any applicable laws and to policies of the Board of Governors.

vii. Regulate student activities including 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 institutional programs and services.

viii. Establish and supervise the institution's program of intercollegiate athletics, subject to such policies as may be prescribed by the Board of Governors and the Board of Trustees.

ix. Maintain campus security, subject to applicable provisions of State law and such policies as may be adopted by the Board of Governors.

x. Control and supervise campus utilities and other facilities subject to applicable provisions of State law and policies of the Board of Governors.

c. Signature Authority for Contracts, Leases and Other Agreements – which may be further delegated.

i. Sign and execute agreements, contracts, leases, and other official documents (all herein referred to corporately as agreements) with institutions, agencies, corporations, partnerships, individuals and other legal entities, said agreements including all such agreements not required by law or administrative regulation to be otherwise executed.

ii. Agreements shall comply with (1) the law of North Carolina, especially North Carolina General Statutes, Chapters 143 and 146, when applicable, and (2) with The Code and with policies determined by the Board of Governors or the Board of Trustees.

d. Acquisition and Disposition of Real Property by Lease

i. Acquire or dispose of real property by lease, subject to necessary approvals from State officials and agencies, provided the interest in property does not exceed $25,000 annual rental.

ii. The Chancellor, or the Chancellor's appointed representative, is authorized, subject to any necessary approvals from State officials or agencies, to execute any lease or rental agreement for space in any building on the Centennial Campus if (a) the business terms of the agreement have been approved by the Board of Trustees or its Committee on Buildings and Property, (b) the agreement is for a period of ten years or less, and (c) the annual rental is less than $50,000.

e. Authority to Award Emeritus Status

i. Award emeritus status to Faculty and SAAO Tier II employees in accordance with applicable Board of Trustees policies governing the award of emeritus status.

f. The Use of Firearms on the University's Research Stations, Field Laboratories, Forest and Woodland Properties – which may be further delegated.

i. Establish operating procedures and to allow the use of weapons on the University's research stations, field laboratories, forest and woodland properties for the purposes of controlling animal depredation of crops and for wildlife management.
VIII. Vice Chancellor for Business Finance and Finance Administration Delegated Authority

a. Purchase, Sell, Transfer or Sign Trust Fund Assets and Securities
   i. Buy stocks, bonds, or other securities of corporations, firms, or individuals, of the United States Government, or of any state or political subdivision thereof.
   
   ii. Sell, trade, assign, endorse, and deliver for transfer certificates representing stocks, bonds, or other securities of corporations, firms, or individuals, of the United States Government, or of any state or political subdivision thereof.
   
   iii. Assign for reissue or redemption any registered obligation of any corporation, the United States Government and its instrumentalities, or of any state or political subdivision thereof, now or hereafter registered in the name of North Carolina State University at Raleigh.

b. Trademark registration and licensing program – or designee
   i. Register such marks, symbols and other indicia of the University in the various states and with the U.S. Patent and Trademark Office as he deems appropriate.
   
   ii. Enter into an agreement with an agent for the licensing of North Carolina State University’s marks, symbols, and indicia in a manner deemed consistent with the purposes and needs of the University.

c. Internal Revenue Service Reimbursement Resolutions – or designee
   i. Declare the official intent of NC State within the meaning of Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, evidencing NC State’s intent to reimburse NC State for expenditures incurred and paid by NC State in connection with projects from the proceeds of tax exempt obligations.

d. Business Signatures – or designee
   i. Establish Imprest Checking Accounts.
   
   ii. Approve Tax Related Documents necessary for the University.
   
   iii. Approve Trust Fund Authorities and Related Changes.
   
   iv. Approve University Receipt Centers.
**UNC General Administration**  
Salary Pre-Authorization Requirements for Employees Exempt from the State Human Resources Act  
Revised September 2, 2016

**Delegated Authority**

<table>
<thead>
<tr>
<th>Salary Increase/Adjustment Type</th>
<th>BOT or Chancellor*</th>
<th>President**</th>
<th>BOG Committee on Personnel &amp; Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promotion resulting from internally-posted competitive event or waiver of recruitment</td>
<td>Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date</td>
<td>Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date</td>
<td>All Other</td>
</tr>
<tr>
<td>Promotion resulting from externally-posted competitive event</td>
<td>Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date</td>
<td>All Other</td>
<td>None</td>
</tr>
<tr>
<td>Faculty rank promotion</td>
<td>Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date</td>
<td>All Other</td>
<td>None</td>
</tr>
<tr>
<td>Permanent base salary adjustment for retention of an employee actively under recruitment or in receipt of an offer</td>
<td>Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date</td>
<td>Not to exceed 30% of cumulative salary adjustments fiscal year to-date and any amount if approved for funding by the Faculty Recruitment and Retention Fund</td>
<td>All Other</td>
</tr>
<tr>
<td>All other permanent base salary adjustments (e.g., reclassification, permanent additional duties, equity, labor market, etc.)***</td>
<td>Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date</td>
<td>Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date</td>
<td>All Other</td>
</tr>
<tr>
<td>Salary supplement with no specific end date for department chair appointment, faculty center director appointment, faculty administrative rank, and named or distinguished professorship</td>
<td>Not to exceed 20% and $15,000 of cumulative salary adjustments fiscal year to-date</td>
<td>Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date</td>
<td>All Other</td>
</tr>
<tr>
<td>All other temporary salary adjustments/supplements with a specific projected end date (e.g., interim/acting appointment, temporary additional duties, etc.)</td>
<td>Not to exceed 25% and $25,000 of cumulative salary adjustments fiscal year to-date up to 12 months in duration</td>
<td>Not to exceed 30% of cumulative salary adjustments fiscal year to-date and 13 months in duration</td>
<td>All Other</td>
</tr>
</tbody>
</table>

Footnotes:

* BOT may delegate all or a part of this authority to the Chancellor; the Chancellor in turn may authorize the executive vice chancellor, provost, chief financial officer/chief business officer, chief and deputy chief human resources officer, or other senior officer with responsibility for campus-wide faculty human resources actions.

** Authorized designees of the President include the SVP for Academic Affairs, the SVP and COO, the VP for HR, and the Chief Classification & Compensation Administrator.

*** Federally-mandated prevailing wage decisions are excluded from the BOG salary increase process; campuses are delegated full authority to respond to such situations.

Additional Notes:

1) For fiscal year 2016-2017, please remember that the "June 30 salary" should include the 1.5% across-the-board Legislative Increase that was effective July 1.
2) For campus without management flexibility, all Tier 1 SAAO salary actions require the endorsement of the Board of Trustees and pre-approval by the President.
3) Boards of Trustees may not further delegate pre-approval of salary actions for Tier 1 SAAO employees such as the Provost, Vice Chancellors, and Deans.
MEMORANDUM

July 21, 2016

TO: Chief Executive Officers of Atlantic Coast Conference Member Institutions

FROM: John D. Swofford
Commissioner

SUBJECT: 2016-17 ACC Governing Board Certification Form

Please find attached a copy of the 2016-17 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, Section XI-2 of the ACC Bylaws.

Please review this policy with your Governing Board and return the signed form to me at the Conference office by October 21, 2016.

Thank you and best regards.

Attachment

JDS/BH:th

cc Faculty Athletics Representatives
Athletics Directors
Compliance Directors
Atlantic Coast Conference

Governing Board Certification Form
Academic Year 2016-17

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, Conference and all other relevant rules and regulations.

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

Date Presented to the Governing Board: ________________________

Signed: __________________________________________________
(Chairman of the Governing Board)

Signed: __________________________________________________
(CEO of Member Institution)

Please return completed form before October 21, 2016 to:

Commissioner John D. Swofford
Atlantic Coast Conference
4512 Weybridge Lane
Greensboro, NC 27407
2016-17 Board of Visitors New Appointments

W. Dwight Armstrong

Dwight Armstrong earned a bachelor’s degree in Agriculture from Murray State University and master’s and doctoral degrees from Purdue University in Animal Science. He served on the faculty at NC State in the Animal Science Department from 1975-1982. Dr. Armstrong built a career in the swine nutrition area beginning at Akey, Inc., in Lewisburg, Ohio, where he served as Director of Nutrition, Director of Sales and, finally, President. In 2000, the company was sold to Provimi, located in the Netherlands. There, Armstrong served as CEO of North American Nutrition Companies, Director of the Americas and Global Group Vice President. In 2008, he retired from Provimi to start his own consulting business in the animal nutrition and agribusiness areas which he continues today. In 2009, Dwight joined the National FFA Organization as Chief Operating Officer and was later named Chief Executive Officer of both the National FFA Organization and the National FFA Foundation where he served until his retirement in June 2016.

Brenda Brickhouse

Brenda Brickhouse earned a bachelor’s degree in Forestry in 1980 and a master’s degree in Public Affairs, Public Administration in 1988, both from NC State. She currently serves as Vice President of Environmental and Energy Policy and Chief Sustainability Officer, Tennessee Valley Authority, in Chattanooga, TN. Prior to working at TVA, she served in several capacities with Progress Energy and CP&L.

Over 25 years, Brenda has served in a variety of roles at NC State including serving as President of the NC Forestry Foundation and the NC State Natural Resources Foundation. She worked on the committee that developed a new business model for the Hofmann Forest, led the effort to merge the Forestry and Pulp and Paper Foundation supporting the college, and served on the most recent Dean Search Committee. She has worked collaboratively with faculty, administration, staff, and volunteers. Brenda has a 37-year career in industry that has both informed and influenced her work for NC State through considerable experience in business and organization development and external relations including regulatory and other government agencies, communities, stakeholders, and customers.

Erik Dixon

Erik Dixon, Vice President of Engineering at Broadcom Limited, has nearly three decades of business and product development experience in the networking equipment industry, both with end product and software/semiconductor technology. He has spent recent years running global software engineering operations as well as being the General Manager of a software and wireless LAN business as part of Broadcom’s Infrastructure and Networking Group. He joined Broadcom in 2007 after engineering their successful acquisition of LVL7 Systems, Inc. As a LVL7 founder, Vice President of Business Development, Vice President of Sales, and ultimately Chief Executive Officer, he performed multiple roles, including: establishing the strategic objectives and company vision, raising capital, and creating a global sales operation. Prior to LVL7, Mr. Dixon was responsible for engineering IBM Corporation's networking edge product line.

Erik holds a bachelor’s degree in Mechanical Engineering from NC State (1988), and a master’s degree from Kenan-Flagler Business School, both earned with honors.
General Raymond T. Odierno, US Army, Retired

General Odierno earned his master’s degree in nuclear engineering in 1986 from North Carolina State University. He is also a graduate of the United States Military Academy at West Point, Army War College and Naval War College. He was Chief of Staff of the U.S. Army from 2011 to 2015. During more than 38 years of service, he has commanded units at every echelon, from platoon to theater, with duty in Germany, Albania, Kuwait, Iraq, and the United States. After his assignments with U.S. Army Europe and at Fort Bragg, NC, Odierno served as a commander during deployment for Operations Desert Shield and Desert Storm. He later served as a commander during Operation Iraqi Freedom and in subsequent operations in Iraq. Other significant assignments include: Arms Control Officer, Office of the Secretary of Defense; Chief of Staff, V Corps; Assistant Division Commander (Support), 1st Armored Division; Deputy Commanding General, Task Force Hawk, Albania; Director of Force Management, Office of the Deputy Chief of Staff for Operations and Plans; and Assistant to the Chairman of the Joint Chiefs of Staff. He retired from the Army in 2015. He is currently owner and President of Odierno Associates, LLC.

Danny Peebles

Danny Peebles has bachelor’s degrees in both Accounting and Business Management from NC State’s Poole College of Management. He is an executive sales leader specializing in strategic and consultative sales processes. He is currently the Business Development Director with InfoPro Learning, Inc. Prior to working at InfoPro, he held various positions with Xerox, IBM, GP Strategies Corp., and SAP.

Danny played football and ran track at NC State. He was a two-time ACC Track and Field Championship’s Most Outstanding Performer (1985, ’86) and was the winner of the Kennett Award as NC State’s top male athlete in 1989. He caught 65 passes for 1,086 yards during his NC State football career. On the track, he was a nine-time All-American, a nine-time ACC champion, and a four-time All-American in the 4x100 relay and 200 meters. In 2014, he was inducted into the NC State Hall of Fame. He was a second-round draft pick of the Tampa Bay Buccaneers in the 1989 NFL draft. He played three NFL seasons until an injury ended his career.