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**Board of Trustees Meeting**

**September 14, 2021**

**Minutes**

**Call to Order**

The September 14, 2021, Board of Trustees Meeting was called to order at 9:00 a.m. by Chair Jan King Robinson.

**Invocation**

Invocation was rendered by Trustee Kim Brown.

**Roll Call**

Trustee Johnson conducted roll call. Trustees present included Phyllis Bosomworth, Kim Brown, Jimmy Chambers, James Copland, Andy Culpepper, Chris Evans, Stephen Friedrich, Stephanie Johnson, Tiffany Jones, Jan King Robinson, Johnny Tillett, Paul Tine and Justin Waddell

**Oath of Office**

The Honorable Eula Reid administered the Oath of Office for new Trustees: Tiffany Jones, Johnny Tillett, James Copland and Justin Waddell.

Chair Robinson thanked Judge Reid and officially welcomed the new Trustees.

**State Government Ethics Act**

Chair Robinson then read the State Ethics Act.

**Approval of Minutes**

Motion was made and seconded for the approval of the June 8 Board meeting (Culpepper/Brown) and July 30 (Johnson/Tillett) special meeting.

**Nominating Committee Report**

Trustee Phyllis Bosomworth delivered the report of the Nominating Committee:

Chair: Trustee Stephanie Johnson

Vice Chair: Trustee Tiffany Jones

Secretary: Trustee Chris Evans

Trustee Bosomworth indicated that the vote will be taken later during the meeting via poll.

**Approval of the Consent Agenda**

Motion was made and seconded to approve the Consent Agenda which included:

* 1. Approval of the FY22 General Fund Budget
  2. Delegation of Authority
  3. Endowment Distributions for FY21-22
  4. Approval of Design Firm ECSU Campus Master Plan

Motion was approved via roll call vote.

**Committee on Endowment**

During the Committee on Endowment meeting Trustee Robinson shared that the Committee received updates from Vice Chancellor of Business and Finance, Lisa McClinton.

Vice-Chancellor McClinton had one action item – Endowment Distribution for FY21 -22. Every year the distributions must be approved. The amounts were provided to the committee and given in the presentation totaling $253,977.00. The motion to draw down the Endowment Distributions was made by Trustee Paul Tine. Trustee Andy Culpepper second the motion. The motion carried, unanimously. Vice Chancellor McClinton mentioned the total market value for the overall breakdown of investments as of June 30, 2021: $9,707,374.41.

**Committee on Academic Excellence and Strategic Growth**

Trustee Johnson reported the committee received an update on the SACSCOC Reaffirmation timeline, including the response to the onsite visit, which was submitted on August 18, 2021. The final reaffirmation decision will be announced at the annual SACSCOC meeting on December 7, 2021. The Provost Office provided online training for 33 faculty participants with two micro credentials focusing on promoting active learning online and designing student-centered courses. Provost Ward advised the university has received advanced level accreditation from the Council for the Accreditation of Educator Preparation (CAEP) for the Master of School Administration and Master Elementary Education with no recommendations. ECSU has partnered with the NC Foundation for Public School Children through the National Education Association Greater Public Schools Grant and hosted the first teacher cadet training this summer. Provost Ward provided additional information regarding the COVID-19 Mitigation Grant to include the university receiving an additional $280,000 from the NC Collaboratory for Genomic sequencing of SARS-CoV-2 variants as a statewide partnership with NC DHHS. Dr. Ward provided information regarding increase enrollment for the fall 2021 semester. Information on the retention and persistence rates as well as an increase in transfer and stopout enrollment was also shared.  Provost Ward shared that admissions is conducting in-person recruiting events this semester and began with the Down East Classic on September 3rd, as this was the first time in schools in 18 months since the pandemic began. Fall Open House will be conducted face to face on October 30th and visits with schools and college will be conducted face to face and virtually this year. Lastly information regarding the 2021-2022 Strategic Goals for Goal 1: Academic Excellence and Goal 3: Sustainable Growth was provided.

**Committee on Student Excellence**

Trustee Kim Brown shared updates from the Vice Chancellor for Student Affairs, Dr. Gary Brown, Athletics Department Athletic Director Mr. George Bright and Student Government Association President, Mr. Jimmy Chambers.

***Vice Chancellor Gary Brown*** provided an overview to include the following:

**Summer Recap**

* Student Affairs held an 8-week Professional Development Series, Leading in possibility, SAFE Zone training, Meshing Individual and Institutional goals, plotting and goal action planning, Straight Truth on Accountability, Mental Health First Aid training and Customer Service.

**Fall Reopening**

* Health & Wellness – push toward vaccinations, required re-entry testing for all residential students, and mandated weekly testing for those who have not produced a vaccination card
* Housing capacity – 90% occupancy rate; total of 947 residents; Living Learning Communities consist of Sister2Sister, Champion Scholars (male mentoring), First in Flight (Aviation), CoBAMs, and Honors.
* A variety of programs has already taken place for the Fall, including Freshman Pinning Ceremony, Week of Welcome, Career Services Open House, Campus Recreation activities and more.

**Special Initiatives**

* myFutureNC – Empower NENC, An Educational Collaborative serving Pasquotank, Tyrrell and Washington Counties
* TRIO Educational Opportunity Center - $230K for the next 5 years; 3 positions being created
* Lumina Foundation – Serving Adult Learners-Grant is Pending – Announcement will be made in October
* Resource Development: $537K grants sought; $265K Funded
* 2021 Homecoming – Vikings Reunited was also highlighted (October 23, 2021)

**Strategic Plan – Year 2 Goals**

* 2.1.2 Propose appropriate funding mechanism to support student experience; 2.1.6 Implement leadership and professional development training program for student leaders; 2.3.2 Develop program to orient students to the Elizabeth City Community; 2.3.3 Conduct Survey on student transportation needs; and 2.6.1 Develop a descriptor and definition of ECSU culture to make it attractive to prospective and current students.

***Athletics Director George Bright*** provided an overview of the Dept. of Athletics progress and highlights included new staff introductions, strategic plan update, Spring 2021 Athletic Academic Honors, Winter Sport Schedules, return to action and athletic booster responsibilities. New Hires Hyshem Staten, Men’s & Women’s Cross Country Head Coach and Mark Cole, Men’s Golf Head Coach; Strategic Plan Goals – 2.5.2 Increase exposure of all athletic teams; 2.5.3 Increase fan engagement through game experience and 2.5.7 Develop a facilities improvement plan that includes project prioritization, capital, operating budgets and fundraising plans. AD Bright highlighted Vikings Academic Honors for Spring 2021, averaging 3.34 GPA; also discussed the Men’s and Women’s Basketball schedule for this Fall and Return to Action Mandate related to COVID-19; AD provided an overview of Alumni, Boosters, and Representatives of Athletic interest.

***SGA President Jimmy Chambers*** provided an update on behalf of SGA; Trustee Chambers highlighted 2020-21 goals for SGA; 2021-22 Initiatives to include Civic and community enhancement, advocacy for better relationships with community businesses, improving campus safety, Mental health issues and UNC ASG initiatives. Trustee Chambers highlighted Down East Classic and donations from the LINKS, Inc.; SGA will be hosting a meet the candidates forum on September 30, 2021 and encouraged more civic engagement activities across the campus.

**Election of Officers**

At this time, Trustee Bosomworth asked the Trustees to prepare for the election of officers. Staff launched a poll for each office. The outcome announced later during the meeting

**Committee on Operational Excellence**

Trustee Jimmy Chambers provided the update for this committees’ progress which included the following:

**Dorian Funds- $5.2 Million**

**Phase 1**

**Completed:** University Tower Lower Roof

**In Progress:** Viking Village; Jimmy R. Jenkins Science; Marion D. Thorpe Exterior Wall Repairs

**Phase 2: Construction starts Late Fall 2021**

* + - STEM Exterior Wall Repairs
    - McLendon
    - Griffin
    - ITC
    - Robert L. Vaughan Center
    - H.L. Trigg
    - Dixon Hall

***We are using multiple vendors to complete the projects.***

**HVAC**

Trane will be the single vendor that will manage all of our HVAC needs.

**Controls Upgrades**

**Phase 1: Completed**

* + - Griffin Hall
    - McLendon Hall
    - Lane Hall
    - Fine Arts Building
    - Student Center
    - KE White

**Completion Expected Summer 2021**

* + - STEM Building
    - Marion D. Thorpe
    - ITC
    - Bedell Hall
    - R.L. Vaughan Center

**Phase 2: Expected Completion Fall 2021**

* + - Moore Hall
    - Viking Tower

**System Upgrades- Chiller upgrades**

**Phase 1- $ 4 Million:** University Tower\Waiting on parts to arrive

**Phase 2 - $ 4 Million:** Williams Hall, Jenkins Science and University Suites/Waiting on the parts to arrive

**Unmanned Aircraft Systems Facility:** Construction will begin in October

* + Will be located near KE White Center in front of the water tower
  + Converted building to serve as a classroom space

**Campus Master Plan:** Heard proposals from five vendors

**The committee approved the following action item:** The recommended designer for the campus master plan was approved.

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**Information Technology Updates:** Interim CIO Eric Zarghami

* DIT Completed the third-party Cyber Maturity Assessments and submitted the Risk Review Board charter to the system office pursuant to BOG, Policy 1400.1 on IT Governance
* By the direction of Chancellor Dixon, The IT Risk Review Board will provide key reviews associated with governance, risk tolerance, risk acceptance and compliance.
* IT Risk Review Board will consist of:
  + CIO, Deputy CIO, ISO, VC & Chief of Staff, VC of Operations & General Council and VC for Business & Finance

**Communications and Marketing Update:** VC Wilkins reported the update for Communications

* Saturday, WTKR out of Norfolk, VA will conduct a live remote broadcast from the EC Regional airport. They will showcase our aviation program.
* Chancellor Dixon will be featured on ABC-11 out of Raleigh on September 28 at 5:30
* ECSU will be a part of the PBS-NC series in partnership with the UNC System and the BOG historically minority serving institutions committee.

**Committee on Finance, Audit and University Advancement**

Trustee Andy Culpepper shared updates from Finance, Internal Audit, and University Advancement.

Vice-Chancellor for Business & Finance Lisa McClinton presented one action item: Approval of the proposed FY22 General Fund Budget. The proposed base budget was $39,780,530, which is an increase of $286,739 over last year`s FY21 approved budget. The presentation included a discussion about the budgets of some individual operational areas. The Committee approved the item. Vice-Chancellor McClinton then indicated that the state budget may include some additional recurring funds for ECSU if it passes. If that happens, she will come back to the Board for approval of the revised budget.

Vice-Chancellor McClinton then gave updates on the FY21 General Fund and Trust & Auxiliary budgets, the General Fund Three Year Budget Plan, the upcoming FY23 All-Funds Budget, and an FY23 Tuition & Fees preview. General Fund expenditures and revenues as of 6/30/21 were 99.6% of the total budget, with the remaining .4% ($1.7 Million) carried forward into FY22 for R&R and Summer School use. The 6/30/21 Trust & Auxiliary fund balances were $20.3 million, with $15 million of that attributed to the recent MacKenzie Scott Gift. She also noted that $13.4 million of the Trust & Auxiliary fund balance was unrestricted, which is important since these funds can be used university wide and will help with our Moody`s rating. The goals of the Three-Year Budget Plan were presented along with a discussion of the All-Funds Budget that will be brought before this Board in March 2022 for approval before it is sent to the Board of Governors in May 2022. In the FY23 Tuition & Fees discussion, she indicated that the expected guidance from the Board of Governors on instate tuition is that it will remain flat for FY23. Finally, Vice-Chancellor McClinton answered some questions regarding ECSU`s debt service.

Vice-Chancellor Anita Walton presented informational items only, which were an update on year-end fundraising for FY21, fundraising goals and metrics for FY22, strategic plan priorities, and new ECSU Foundation board members. Total dollars received as of June 30, 2021 was $1,785,985. This exceeded the FY21 fundraising goal of $1.4 million. There were a total of 1,493 donors. Steady trends for donor participation were reflected across various constituents. The FY22 fundraising goal is $1,801,443. This amount is based on a three-year average plus 10%. FY22 fundraising goals include new partnerships and increasing ECSU alumni participation numbers by 20%. VC Walton shared the FY22 advancement priorities which include increasing and tracking engagement and financial support, developing and implementing a stewardship plan, and developing policies and procedures to increase operational efficiencies. It is a priority to have leadership giving at 100%. Minimum giving amount for Trustees is $3,000. New infographics were introduced. There will be one infographic to represent each university priority. Finally, two new Foundation Board of Directors were introduced, Chancellor’s Appointee Mr. Elston Howell, and Dr. Sadie Johnson Carter.

Chief Audit Officer Sharnita Parker presented two action items: The re-naming of both Audit Charters and the Annual Audit Plan. The two Audit Charters, the Internal Audit Charter and the Audit Committee Charter, currently reference the previous audit committee name of “Finance, Audit, and Strategic Planning”. It was requested that the charters be updated to include the current committee’s name which is The Committee on Finance, Audit, and University Advancement. The Annual Audit Plan consists of areas that Internal Audit plans on reviewing during this fiscal year. The Committee approved both items.

Ms. Parker then presented one informational item: one report was completed this quarter which was the Statewide Federal Compliance Audit. This report contained two findings where one was resolved, and one was not resolved. A follow-up on the remaining finding will be conducted in the fall

**Committee on Regional Development**

An update on strategic initiative #6 – secure our position as a catalyst in regional, economic, social, and environmental development and facilitate collaboration with industry and government to improve our region.

The ECSU Board of Visitors (11) have been announced.

The Regional Economic Summit will be held on October 14th featuring Secretary Machelle Sanders, NC Department of Commerce. The announcement is now available and there are great speakers for each topic.

Data was also shared on the Small Business and Technology Center with 267 businesses served, 1,578 business counseling hours, $11,777,181 Capital Formation created, 165 Jobs created/retained, 13 new business starts, 7 training/events and 160 event participants.

The SBTDC participated in the 10th annual back to school bash and Food drive and the 6th annual NENC High School Football media day which aligns with strategic initiative 6.3.2

**Committee on University Governance**

Chair Robinson share the update for this committee which included the reference to the Human Resources report provided. The Board members received information on personnel matters. The board discussed protocol regarding subcommittee roles.

**Chancellor’s Report**

Chancellor Dixon began her report by thanking the trustees for their support and particularly Chair Robinson, this being her last meeting as Chair. She graciously welcomed the new trustees.

Chancellor Dixon reported a safe re-opening of the campus in August, having had prior town halls and sharing return to campus expectations. She mentioned that the NC State Legislature is currently in the midst of finalizing the budget for 2021-22 biennium with hopes of seeing the final budget in the coming weeks. This budget will have more the $150 million dollars for ECSU with a portion of those funds set aside for a new residence hall, new dining hall, a state-of-the-art aviation school and a sky bridge when crossing over Weeksville road.

Tremendous strides have been made with regard to the strategic plan. Chancellor Dixon noted that one of the goals of the plan is to host high profile visitor to the campus and since the June Board meeting, ECSU has hosted tow of the new UNC Board of Governors- Sonya Nichols and Joel Ford; President Sotunde and his executive team from Blue Cross Blue Shield of North Carolina and a delegate from United Airlines for the ECSU-United Airlines Aviate Launch program.

Chancellor Dixon then shared a few slides highlighting campus improves, events and partnerships. (presentation is on file).

Chancellor reminded everyone to continue to follow ECSU on social media.

**Final Report from the Nominating Committee**

Trustee Bosomworth announced the outcome of the election:

Chair: Trustee Stephanie Johnson

Vice Chair: Trustee Tiffany Jones

Secretary: Trustee Chris Evans

All were elected by majority vote.

There being no further business, the meeting was adjourned.

Respectfully submitted,

**Gwendolyn Sanders**

Gwendolyn Sanders

Deputy Chief of Staff