

WSSU BOT Quarterly Meeting

Jun 12, 2020 9:00 AM - 10:00 AM EDT

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NC State Law Virtual Meetings

As chair of the committee, I want to remind everyone that we will be conducting today's meeting pursuant to the new amendments to the Open Meetings Act that apply during states of emergency. The amendments were signed into law earlier this month, and allow for public bodies to meet via electronic means. The new law does require, however, that we take all votes via roll call, which we will do today.

Additionally, pursuant to the amendments to the law, all chats, instant messages, texts, or other written communications between members of the board regarding the transaction of the public business during the remote meeting are deemed a public record.

Finally, I will ask all committee members, Board members, and participating staff to please identify yourself before participating in deliberations -- including making motions, proposing amendments, and raising points of order.

CONFLICT ON INTEREST STATEMENT

The Chair reads the following statement:

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

“Life is what you make of it and opportunities are what you take from it. And there will be no female black president if no little black girl wants to become it.”

-Dylema

Je'den Clark has believed this ideology from the moment she began grade school, for at that age, she realized that a change had to come for herself, her loved ones, and her people. The expectation designed for young people in her community only depicted a path of stagnancy, deficiency, and delinquency, yet while witnessing the unhealthy cycle, she understood the importance and necessity of rising above the odds and exceeding all conjectures placed on her. She vigorously excelled in scholastic endeavors throughout grade school in order to receive a Provost scholarship while attending the illustrious Winston-Salem State University. In her mind, the sky was never the limit because there are footprints on the moon.

Je'den is currently a rising senior pursuing a bachelor's degree in Mass Communications with a minor in Justice Studies. Aside from being a student, she currently serves as WSSU Student Body President, member of the Simon G. Atkins Scholars Society, and a delegate of the College Advisory Board for the city of Winston-Salem. During the duration of her term as Student Body President, she plans to implement transparency, authenticity, and advocacy within each initiative her administration, The CHOSEN Administration, executes for the upcoming year. She plans to provide the student body with a fresh start, to obtain a plethora of opportunities that involve having representation of their needs on levels that not only meet, but exceed the university's immediate community. Je'den not only wants to see her university excel, but transcend to heights unimaginable.

Je'den aspires to create a wide-based platform which showcases and epitomizes all things black excellence. Within this platform, she wants to highlight black art, literature, music, fashion, and other elements of black culture. She feels it's imperative to teach the young people today as well as the youth of tomorrow about their heritage in order for them to take pride in their identity, know who they are, as well as know who and what they represent in today's society. She serves with an unwilling fire and desire to advocate for herself, her peers, and her university while simultaneously instilling servant leadership in all those she encounters along the way.

**Winston-Salem State University
Board of Trustee Meeting
2020-2021**

Roll Call

Name:	Present	Not Present
1. Farmer, Kelvin		
2. Bailey, L'Tanya		
3. Barr, Robert		
4. Bigelow, Coretta		
5. Clark, Je'den		
6. Clark, Robert		
7. Cullinan, Matthew		
8. Harris, William		
9. Kelly, Kathleen		
10. Moore, Brent		
11. Nostitz, Drewry		
12. Sides, Ricky		
13. Smith, Dave		

**WINSTON-SALEM STATE UNIVERSITY
MINUTES OF THE BOARD OF TRUSTEES CALLED MEETING
FRIDAY, MARCH 27, 2020
ZOOM TELECONFERENCE
DRAFT PENDING BOARD APPROVAL**

Call to Order:

Chairman Farmer called the meeting to order at 9:00 a.m. The meeting is being held via zoom.

Conflict of Interest:

Chairman Farmer read the following statement:

All Board Members are reminded of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflict of interest as required by this Act. Each member has received the agenda and related information for this Board of Trustees' meeting. If any board member knows of any conflict of interest or appearance of conflict with respect to any matter coming before the Board of Trustees at this meeting, the conflict or appearance of conflict should be identified at this time.

There were no conflicts noted.

Roll Call:

Ms. Kluttz-Leach called the roll. Members in attendance were Members in attendance: Kelvin Farmer, L'Tanya Bailey, Robert Barr, Coretta Bigelow, Robert Clark, Matthew Cullinan, William Gibson, William Harris, Kathleen Kelly, Brent Moore, Drewry Nostitz, Ricky Sides, and Dave Smith.

Staff Present: Chancellor Elwood Robinson, L'Tanya Afolayan, Carolyn Berry, Ivey Brown, Raisha Cobb, Anthony Graham, Cornelius Graves, Shannon Henry, Jaime Hunt, Camille Kluttz-Leach, Constance Mallette, Melvin Norwood, and Etienne Thomas.

Adoption of Agenda:

Trustees Clark moved to approve the agenda. Trustee Sides seconded to approve the meeting agenda. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the agenda as presented.

Adoption of the Consent Agenda:

Trustee Harris moved to approve the consent agenda. Trustee Bailey seconded motion. The motion passed.

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

- a. Full Board Meeting December 13, 2019
- b. Called Meeting Minutes January 20, 2020
- c. Called Meeting Minutes February 24, 2020
- d. Resolution for the Conveyance Agreement - New Science Building with the City of Winston-Salem

Chancellor's Report:

Chancellor Robinson reported that the university is currently open. Essential staff is currently on campus, and other offices have some staff working with staff also working remotely. SACSCOC was scheduled to be on campus for our accreditation year, however due to the COVID-19 this was cancelled. The on-site visit has been changed to take place in early 2021. Chancellor Robinson stated that work on a new Strategic Plan is continuing.

Chancellor Robinson announced that the Men's Basketball Team won the CIAA Championship and that a campus wide celebration for the team will take place once we are back on campus.

Chancellor Robinson and the Executive Staff are getting daily assistance from the UNC System's office regarding COVID-19. He thanked Jason Stogner, Director of Emergency Management, and Sarah Isom, Assistant Director of Emergency Management, on their efforts to guide the campus during the pandemic. Provost Graham gave an update on the status of the WSSU student that is infected with the COVID virus. He stated that the student is in critical condition at this time. Chancellor Robinson publicly acknowledge the work of Executive Staff team during this time.

Report of the Board Chair:

Chairman Farmer thanked Chancellor Robinson and the Executive Staff members for all that they have been doing. He also thanked Provost Graham specifically for taking time to listen when his daughter came to him with an issue. Chairman Farmer stated that he has been in discussion with Camille regarding why it would be better to have one day sessions for the board meetings. Discussions on how to have better BOT quarterly meetings will take place. Board of Trustee meetings will be held as one day sessions. He announced and congratulated Chancellor Robinson on being named one of the top 10 most dominate HBCU leaders.

Chairman Farmer congratulated Trustee William Gibson and thanked him for his service to the WSSU BOT. Trustee Gibson has been the SGA President for the past two years and he will be graduating in May. Chairman Farmer informed Trustee Gibson that due to the virus, we would mail him something or give it to him at the June meeting. Trustee Sides thanked Trustee Gibson for his service as a student leader for the last two years. Chancellor Robinson applauded Trustee Gibson for his competent and thoughtful leadership. Trustee Harris acknowledged Trustee Gibson and his phenomenal substance as a leader. Trustee Harris also highlight that Trustee Gibson will be heading off to Harvard and shared just how proud we are of him.

Chairman Farmer then asked if Chancellor Robinson had any further comments. Chancellor Robinson stated that he would like to make the board aware that the university may/will lose a lot of students due to students having to take on-line classes. He stated that some students perform well with on-line learning.

Finance and Administration Committee Report:

Trustee Bigelow reported that the committee approved the conveyance agreement for the right of way and discussed how the university will address the deficit in Athletics. She provided insight on ways that Finance and Administration are working to address it. Trustee Clark inquired about the legislative process and its impact on the budget. Funding is needed to complete and open the new Science Building. Vice Chancellor Mallette advised that the System Office is aware of our legislative asks and needs.

Trustee Nostitz moved to approve acceptance of the committee report. Trustee Clark seconded. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the acceptance of the committee report.

Motion to Go into Closed Session:

Trustee Bigelow moved and Trustee Sides seconded the motion to go into closed session. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approve the motion to go into closed session.

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

Resume Board Meeting in Open Session

The meeting resumed in Open Session.

Report of Actions Taken in Closed Session

Chairman Farmer reported that while in Closed Session, approved the consent agenda, adopted the action taken by the Grievance and Appeals, and heard a report from Audit Committee, including a report from Chief Legal Officer.

Adoption of Actions Taken in Closed Session*

Trustee Barr moved that the board adopt the actions taken in closed session. Trustee Harris seconded the motion. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees adopt the actions taken in closed session.

OLD BUSINESS

No old business was reported.

NEW BUSINESS

Trustee Bigelow read the Resolution to honor Trustee William Gibson, SGA President. Trustee Gibson spoke about his work over the past two years as SGA President and thanked the WSSU community for the role in his life. While he is excited for the next chapter, he noted that leaving was bittersweet.

ADJOURNMENT

With no further business, the meeting adjourned.

**WINSTON-SALEM STATE UNIVERSITY
MINUTES OF THE BOARD OF TRUSTEES CALLED MEETING
WEDNESDAY, APRIL 7, 2020
TELECONFERENCE
DRAFT PENDING BOARD APPROVAL**

CALL TO ORDER

Chairman Farmer called the meeting to order at 9:00 a. m.

CONFLICT OF INTEREST STATEMENT

Chairman Farmer read the following statement:

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

There were no conflicts.

ROLL CALL

Mrs. Kluttz-Leach conducted the roll call. The following Board of Trustee members were present: Kelvin Farmer, L’Tanya Bailey, Robert Barr, Coretta Bigelow, Robert Clark, Matthew Cullinan, William Gibson, William Harris, Kathleen Kelly, Brent Moore, Drewry Nostitz, Ricky Sides, and David Smith.

Staff present: Chancellor Elwood Robinson, Camille Kluttz-Leach, Carolyn Berry, Ivey Brown, La’Tanya Afolayan, Anthony Graham, Shannon Henry, Melvin Norwood, Constance Mallette, and Karen Cession.

OPEN SESSION

Chairman Farmer discussed that the meeting was being held in order to gain approval to give Chancellor Robinson authority to create polices and take actions necessary for the university during the COVID-19. Specific types of duties as they relate to academics, policies, etc. were discussed.

There was a discussion as to a time limit being placed on the resolution and it was agreed that a time limit would be placed on the resolution. There would be an expiration date of September 2020 placed on the resolution and extension date it will be discussed at the September 2020 Board of Trustees meeting.

Mr. Farmer informed the board that Mrs. Shannon Henry has accepted a position of Chief Operating Officer at UNC TV. Mr. Clark gave kudos to Mrs. Henry and stated that she has done a great job for the university in her roll. Dr. Harris wished Ms. Henry much success with her family and job. Mr. Farmer and Mrs. Henry both gave remarks to the as well.

Mr. Farmer reminded the board members that SEI filings are due by April 15, 2020.

Mr. Farmer then asked Chancellor Robinson if he would say some words.

Chancellor Robinson thanked Mr. Farmer for making the recommendation. He also stating that the university will be issuing refunds to the students for their rooms and meal plans. Chancellor Robinson stated that the university would be taking a 3.4 million dollar hit to the budget, specifically our reserves.

Chancellor Robinson then stated that WSSU will get some of the federal funds that have been allocated for Higher Education and the HBCU Institutions. Also, due to the COVID-19, the UNC System is losing funds. The UNC System will be taking a revised budget back to the Board of Governors.

Dr. Graham was asked how the WSSU student was that has been diagnosed is doing. Dr. Graham stated that the student is off the ventilator and looking good. The student will be moved to the general population floor this week.

There were no further discussions.

ADJOURNMENT

The meeting adjourned with common consent from the board members.



Policy Submission Form

1. **Policy Title:** Return of Military Tuition Assistance
2. **Is this policy mandated by federal or state law, UNC Board of Governors or UNC Office of the President? If so, please identify the policy, law, or mandate.** While not required by a specific federal or state law or policy, this policy is required by the Department of Defense in order to approve a memorandum of understanding (MOU) with the university.
3. **Is this an amendment to an existing policy? No**
 - a. **If yes, are other policies affected by this amendment (i.e. will a different policy need to be repealed/amended with the approval of this policy)? Identify any affected policies.**
 - b. **If yes, does this amendment change the name of an existing policy?**
4. **Are there additional resources related to this policy that would help with implementation of and compliance with the policy (i.e. procedures, forms, policies, or external resources)? If so, please attach the additional resources or include web addresses for internet resources.** No. It is a stand-alone policy that only impacts military tuition assistance and defines the calculated return of funds in the event of a withdrawal.

Equity Assessment

Answering positively to one of the three questions below will require detailed discussion of the policy and potential implications at the Executive Staff level

1. **Could this policy disadvantage students because of socially determined circumstances? No**
2. **Could this policy disadvantage students because of the previous knowledge/experience of the student or parent? No**
3. **Could this policy negatively impact the academic progress of the student? No**

Suggested Policy Chapter: 300 Undergraduate and Graduate Policies

BOT Reviewing/Reporting Committee: Student Affairs & Enrollment Services Committee

Email address to receive policy feedback from online posting: leej@wssu.edu



Return of Military Tuition Assistance

I. Policy Statement

Military Tuition Assistance (“TA”) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with Department of Defense policy, Winston-Salem State University (“WSSU”) will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion

II. Guidelines

WSSU will return unearned TA funds based on the following schedule. The educational institution’s week of instruction is counted as seven (7) days.

<p>For a 5-Week Course</p>	<p>Days 1-2, 100% return Days 3-7, 75% return During week 2, 50% return During week 3, 40% return (60% of course is completed) After week 3, 0% return</p>
<p>For an 8-Week Course</p>	<p>Days 1-2, 100% return Days 3-7, 90% return During week 2, 75% return During week 3, 50% return During week 4, 40% return (60% of course is completed) After week 4, 0% return</p>
<p>For a 10-Week Course</p>	<p>Days 1-2, 100% return Days 3-7, 90% return During weeks 2-3, 75% return During weeks 4-5, 50% return During week 6, 40% return (60% of course is completed) After week 6, 0% return</p>
<p>For a 16-week Course Withdraw submitted</p>	<p>Before or during weeks 1, 100% return During week 2, 90% return During weeks 3-4, 75% return During weeks 5-8, 50% return During week 9 40% return (60% of course is completed) After week 9, 0% return</p>

III. Applicability

This policy is applicable to undergraduate and graduate students utilizing military tuition assistance at Winston-Salem State University.

Kelvin Farmer, Chairmen
WSSU Board of Trustees

Coretta Bigelow, Secretary
WSSU Board of Trustees

Responsible Division: Provost & Vice Chancellor of Academic Affairs
Authority: Board of Trustees
History:

**Annual Human Resources Compliance Report
PART 1: SAAO Tier I Non-Salary Compensation FY 2018-2019**

Employee Name	CUPA Classification Code and Title	Senior Academic and Administrative (SAAO) Tier I Title	Was this position created or substantially modified this fiscal year? Y/N	Non-Salary Compensation (in dollars)								
				Athletic Tickets	Club Membership	Clinical Fac Benefits	Moving Expenses	Temporary Housing	Personal Vehicle Monthly Allowance*	Personal Vehicle Annual Allowance**	University Vehicle Total Allowance***	
Elwood Robinson	101000: Chief Executive Officer, Single Institution or Campus within a System	Chancellor	N		\$ 1,415							\$ 5,907
Graham, Anthony	[105000] Chief Academic Affairs Officer/ Provost	Provost/Vice Chancellor Academic Affairs	N									
Brown, Ivey	137000: Chief Legal Affairs Officer	Chief Legal Affairs Officer	N									
Kluttz-Leach, Camille	187020: Chief of Staff to System or Institution CEO	Vice Chancellor and Chief of Staff	N									
Malette, Constance	107000: Chief Business Officer	Vice Chancellor for Business and Finance	N									
Brown, Wanda	139000: Chief Library Officer	Head Librarian	N									
Valentine, Peggy	153200: Dean, Health-Related Professions	Dean of School of Health and Sciences	N		\$ 714							
Hunt, Jaime	141000: Chief Public Relations/Communications Officer	Vice Chancellor-Strategic Communications/Chief Marketing Officer	N									
Afolayan, LaTanya	[113000] Chief Development/ Advancement Officer	Vice Chancellor Development & Advancement	N				\$ 5,000					
Norwood, Melvin	[145000] Chief Student Affairs/ Student Life Officer	Vice Chancellor-Associate Provost	Y									

INSTRUCTIONS:
List all Senior Academic and Administrative Officer (SAAO) Tier I employees (including chancellor) as of June 30, 2019.
For the non-salary compensation columns, enter the total dollar value of the amount received in FY 18-19 in each category.
Leave cells blank if no compensation was provided to the employee during FY 18-19 in that category.

NEW INSTRUCTION: Include vacant SAAO-I roles as well as of June 30, 2019.
NEW INSTRUCTION - *If there's a Personal Vehicle allowance, monthly car allowance goes here
NEW INSTRUCTION - **If there's a Personal Vehicle allowance, total annual amount of car allowance goes here
NEW INSTRUCTION - * If there's a University Vehicle allowance, total amount is included as imputed income**

Total Number of SAAO Tier 1 Employees	Total Amount of Non-Salary Compensation for SAAO Tier 1
10	\$ 13,036.00

PART 1 (con't): SAAO Tier II Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution used the UNC System Office published Senior Academic and Administrative Officer (SAAO) Tier II salary ranges in FY 18-19.
<input type="checkbox"/>	Our institution's SAAO Tier II salary ranges and methodology for FY 18-19 are attached.

EHRA IRIT Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution used the UNC System Office published, recommended Institutional, Research and Information Technology (IRIT) salary ranges in FY 18-19.
<input type="checkbox"/>	In lieu of providing IRIT salary ranges, a disclosure on how individual ranges are derived is attached.

Faculty Salary Ranges (check one)

<input type="checkbox"/>	Our institution's faculty salary ranges and methodology for FY 18-19 are attached.
<input checked="" type="checkbox"/>	In lieu of providing faculty salary ranges, a disclosure on how individual ranges are derived is attached.

Attach your institution's faculty salary ranges and methodology or your institution's disclosure on how individual ranges are derived below (Cell B23). Please pay particular attention to the quality of your submission. We expect to see clear details on your methodology (including target market rate, and the size of the range spread) and primary/secondary data sources.

Insert your institution's document HERE.

PART 2: Conferral of Tenure

10	Number of faculty reviewed for tenure
10	Number of faculty granted tenure
2	Number of new faculty hired with tenure

PART 3: Institution Policies

Does your institution have a supplemental pay, interim appointments, and/or secondary appointments policy?

We understand that campus practices differ, and that, at times, we even see difference in the interpretation of what constitutes “base pay” and “supplemental salary.” We further understand that many of your HRIS systems are calibrated to gather information differently than other campuses, and that you may even have variances in policy amongst different college or business units. These questions represent an initial foray into gathering information on this subject, and you’re welcome to provide whatever context you’d like. Please operate under basic definitions – such as base pay being all pay for the primary role; while everything else falls into the “supplemental” category, including long-term stipends, interim appointments, and other supplements. (It’s okay to exclude things we’ve always excluded, including task-based compensation such as summer course payments and course overloads.)

<input checked="" type="checkbox"/>	YES	Our institution’s supplemental pay, interim appointments, and/or secondary appointments policy and/or procedures is attached.
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102.5 - Supplemental Pay for	Date last reviewed:	3/24/2020
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[Winston-Salem State Univer:](#)

<input type="checkbox"/>	NO	Our institution does not have a supplemental pay, interim appointments, and/or secondary appointments policy or procedures. Attached is the methodology used at our institution to review supplemental pay, interim appointments and/or secondary appointments. Please be
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secondary appointments OR attach your institution's methodology for reviewing supplemental pay, interim appointment and/or secondary appointments (Cell B41).

Insert your institution's document HERE.

In your HRIS system, do you distinguish between base pay and supplemental pay?

<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If "NO", please briefly explain how you do distinguish between base pay and supplemental pay. Please be aware that an answer of "NO" should also be accompanied by an action plan for permanently establishing those procedures over the coming fiscal year.

PART 4: EHRA IRIT Position Actions

Does your institution have delegated authority for IRIT position actions?

<input type="checkbox"/>	YES	My institution has independent IRIT authority to create and reclassify IRIT positions (excepting those that may require special review under periodic legislation, such as the state-mandated Consultation process), with the exception of BADA/CADA position actions which are submitted to UNC
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<input checked="" type="checkbox"/>	NO	My institution does not have delegated authority to create and revise IRIT positions. We submit all requests for new or reclassified IRIT positions to UNC System Office for review
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PART 5: Harassment Complaints

Please affirm that your institution has measures in place to track harassment complaints and can provide this information to the System Office upon request. Internal tracking mechanisms should include the following data elements **(which we are only confirming you have prepared, and are not asking that you provide as part of this report)**:

1. Name of Accused and Employee Type/Student Status (SHRA, EHRA Non-faculty, Faculty, Temp Employee, Student, Other)
2. Name of Complainant and Employee Type/Student Status (use above categories)
3. Date of Complaint
4. Date of Resolution
5. Identify protected basis(es) for complaint: race, religion, color, national origin, sex, age, disability, genetic information, political affiliation.
6. How Complaint was filed: EEOC Complaint, EEO complaint, complaint part of SHRA grievance process
7. Findings? Yes or No
8. If findings, list type of disciplinary action: Dismissal or Other disciplinary action

<input checked="" type="checkbox"/>	YES	My institution tracks harassment complaints and, if requested by the System Office, can provide the above listed data in a report form.
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<input type="checkbox"/>	NO	My institution does NOT track harassment complaints or does not collect all of the above listed data. Please be prepared to send a separate email to System Office HR, to the attention of Keith Dupuis, about this issue. It was an expectation on the FY 17-18 HR Compliance Plan that no
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PART 6: Report of Hiring Activity

Report of Hiring Activity for Fiscal Year 2018-2019. Hiring activity should include competitive events and waivers of recruitment for **permanent positions only** (exclude temporary employees/appointments). Please note that WAIVERS are considered hires as well.

Employee Category	External Hire Count from Outside the UNC System	External Hire Count from Within the UNC System	Internal Hire Count
EHRA Faculty	4		1
EHRA Senior Academic and Administrative Officer Tier I	2	1	
EHRA Senior Academic and Administrative Officer Tier II	2		
EHRA IRIT	1		
All Other EHRA Non-Faculty Not Otherwise Categorized	16		
SHRA Staff=32	32		
Grand Totals	57	1	1

PART 7: Certification of Approval

INSTITUTIONS WITH MANAGEMENT FLEXIBILITY	
I certify that I reviewed and approved WSSU Annual Human Report for the Fiscal Year ending June 30, 2019 and this report was approved by the	
Name: _____	
Chancellor	Date

INSTITUTIONS WITHOUT MANAGEMENT FLEXIBILITY	
I certify that I reviewed and approved WSSU Annual Human Report for the Fiscal Year ending June 30, 2019.	
Name: _____	
Chancellor	Date



Faculty Salary Ranges Disclosure Statement

Winston Salem State University (WSSU) seeks to remain market competitive within each professional sector by advocating for a compensation system that is equitable, efficient, and reasonable. Our goal is to insure that qualified and exceptional faculty can be employed and retained to teach in each program and discipline.

Faculty members are paid on academic-year (nine-month) and fiscal-year (twelve-month) salary scales. Faculty pay is a function of internal and external considerations and is determined based on multiple factors, including: rank, discipline, educational background, length of service, and performance. Faculty pay includes three components: base salary, market pay, and merit pay. Higher education market varies by Carnegie classification and academic discipline. WSSU therefore collects competitor and/or comparator data from a variety of sources to determine salary. Such sources include:

- Chronicle of Higher Education;
- American Association of University Professors;
- Integrated Postsecondary Educational Data System (IPEDS), Federal Government;
- National Faculty Salary Survey by Discipline and Rank in Four-Year Colleges and Universities, College and University Professional Association for Human Resources (CUPA-HR);
- Market salary data from the respective professional organizations, for example, National Association of Accredited Business Schools Faculty Survey or North Carolina Physical Therapy Association;
- Southern Association of Colleges and Schools (SACS) accreditation requirements.

Once the comparative analysis is completed, a market competitive faculty salary range is established. As a guideline for extending job offer, We try to stay within the 80th percentile of our peer institutions.

Maxwell Awando, Ph.D
Faculty Affairs Manager

102.5 - Supplemental Pay for EHRA Employees

University Group Policy #102.5

I. Policy Statement

Commensurate with University of North Carolina policy, Winston-Salem State University (hereinafter “WSSU”) recognizes that certain circumstances may exist to justify the award of supplemental pay to SHRA employees and to EHRA employees (note: EHRA employees are those positions that are not subject to the State Human Resources Act and are classified in one of four categories: 1) EHRA Professional, 2) Faculty, 3) Senior Academic and Administrative Officer Tier-1, or 4) Senior Academic and Administrative Officer Tier-II). The policy supplements existing guidance and statutes and should not be interpreted in any way that is not consistent with guidance provided in UNC Policy 300.2.13. This policy sets forth the conditions under which a supervisor may approve supplemental pay for employees and the approval request process that must be followed.

II. Definitions

“Supplemental pay” is defined as compensation in excess of an employee’s annual salary that is paid by WSSU to the employee for: (a) temporary increases in responsibility and/or (b) extra duties beyond the scope of the employee’s contract/appointment. “Annual Salary” is defined as the compensation paid to the employee by WSSU for duties to be performed within the scope of the contract/appointment.

III. Guidelines

Exclusions

This policy does not cover compensation provided by WSSU to WSSU Athletic Department Head Coaches and their EHRA staff related to Conference Championships (Central Intercollegiate Athletic Association and the National Collegiate Athletic Association) or post-season invitations or team graduation rates which are governed by the Athletic Department’s established Championship & Post Season Compensation Guidelines

Limits on Supplemental Pay

a) Employees Within Contract Period

The maximum amount of supplemental pay cannot exceed 20% of an employee’s annual base salary. If operational needs or other compelling circumstances arise, supplemental compensation may exceed the 20% threshold and must be approved by the appropriate Vice Chancellor. Supplemental compensation from federally sponsored contract and grants

administered through WSSU Office of Sponsored Programs is not allowable during the employment contract period unless specifically allowed by the sponsoring agency.

b) Employees Outside of Contract Period

1. Academic Year Appointments (9-month). Total supplemental pay that may be received during summer months is equal to the annual base salary divided by the number of contract/appointment month multiplied by the number of non-contract months. For example, a 9-month EHRA employee with a full-time annual salary of \$45,000 would have a summer salary cap of \$15,000 ($\$45,000/9 = \$5,000 * 3 = \$15,000$)
2. The same calculation method is used for appointments/contracts other than academic year appointments/contracts (i.e., <9, 10 or 11), using base salary, on a prorated basis
3. There is no out of contract period of 12-month employees

c) Under this policy EHRA employees and SHRA employees with appointments at less than 1.0 FTE (full time equivalent) are eligible for supplemental pay at the part time rate until they reach the equivalent of 1.0 FTE rate. Once 1.0 FTE rate is reached, supplemental pay limits apply as described in this section. Supplemental pay for SHRA employees includes duties on campus only when such duties are occasional, sporadic, unrelated to primary job duties and performed outside regular working hours. Assignments that are related to primary job duties should be compensated under the guidelines of the Overtime Compensation Policy.

EXAMPLE: An SHRA employee subject to FLSA may teach a course outside regular working hours or while using leave, and the compensation for teaching the course shall be consistent with the rate for instructors of the respective course.

d) Supplemental payments will not be adjusted if employee receives a salary increase applied retroactively to the period of supplemental assignment.

Approval Request Process

The following steps must be completed and documents before a supplemental payment can be made:

- a. The employee's supervisor must submit an appropriately completed Personnel Action Form with a written request stating the justification for supplemental pay in advance of the start of the special assignment.
- b. The request must clearly identify the activities covered, the relationship of the activities to normal job responsibilities, the expected duration and the basis for determining the one-time or periodic supplemental payment.
- c. The request must be made to the appropriate administrator (Provost/Vice Chancellor, Department Head, Dean, etc.)

- d. The approved request must be submitted to Human Resources or Faculty Personnel Administration for final review and processing.

IV. Applicability

This policy applies to all Winston-Salem State University EHRA employees.

V. Compliance

Record Retention

Original supporting documentation for the supplemental pay must be retained in the hiring department's file for a period of five years from the date of payment. Documentation for the supplemental payment must also be retained in the employee's personnel file for a period of five years from the date of payment. If documentation is in support of expenditures charged to a sponsored award, the documentation must be retained for 5 years after termination of the sponsored award.

Responsible Division: Vice Chancellor and Chief of Staff

Authority: Board of Trustees

History:

- Adopted: December 9, 2011

Winston-Salem State University Overload Assignment and Compensation

A. Introduction:

1. A fundamental principle of instructional activity at Winston-Salem State University (WSSU) is to provide each student a high quality educational experience. To achieve this principle, faculty members must not only spend considerable time in direct contact with students in the formal classroom, laboratory, clinic, or studio setting, they must also spend significant time fulfilling other instructional responsibilities. Activities such as selecting, reviewing, and preparing course materials and syllabi; constructing exams; grading and evaluating student work; meeting with students outside the classroom; setting up laboratories; advising; and responding to student queries are critical to high quality instruction. When done properly, these activities account for the majority of time devoted to instruction.
2. Faculty members must also devote considerable time and effort in developing and sustaining viable research programs or other scholarly activities, reading and practicing in their professions, making presentations, attending workshops, and similar activities in order to continue to grow as professionals. Finally, faculty activities that are related to public service are important for our role as a public institution that serves the citizens of its community, region, and state.
3. When faculty members are tasked with duties and course teaching loads that are beyond the obligations stipulated in their contracts, the quality of instruction, research, professional development, and public service may suffer. Consequently, the intent of the policies outlined herein is to minimize instances of faculty teaching beyond a normal course load of instruction. Overload assignments are exceptions to standard practices and will be considered only as an occasional solution to meet critical needs of a department. Overload assignments should not be considered as a regular, routine part of any faculty member's assigned duties.

B. Scope:

This policy applies to all instructional and instructional-related duties performed by WSSU permanent faculty and non-faculty employees that are not within the scope of their contractual employment, as well as the compensation associated with those duties from all University funding sources. These funding sources could include continuing education, summer school, summer activities, grant funds, state accounts, foundation accounts, etc. Policies that govern the annual salaries, salary adjustments, and additional employment of EPA employees are promulgated in the Policy Manual of the University of North Carolina, the State Personnel Manual, and the State Budget Manual. Nothing contained herein is intended to supersede or in any way conflict with those policies.

C. References

Policies from the UNC Office of the President, Office of State Personnel, and the Office of State Budgets regarding workloads are available at the following URLs:

- OP Guidelines on Faculty Teaching Loads and Faculty Workloads: www.ga.unc.edu/UNCGA/assessment/reward_teaching.html
- UNC Policy Manual (Including The Code, Chapter 300): www.northcarolina.edu/content.php/legal/policymanual/contents.htm
- OSP Dual Employment for All State Employees: www.osp.state.nc.us/manuals/manual99/dualempl.pdf
- Secondary Employment: www.osp.state.nc.us/manuals/manual99/secempl.pdf
- SPA Employees WSSU Human Resources Web site
 - Overtime: wssu.edu/hr/manual/1.4.asp
 - Honorariums: wssu.edu/hr/manual/1.6.asp
- Office of State Budgets: www.osbm.state.nc.us/files/pdf_files/2003_budget_manual.pdf

CI. Overload Assignment:

1. General: The assignment of faculty duties is a fundamental responsibility of department chairs and deans. When absolutely essential in order to meet an unanticipated, critical need or to ensure an appropriate level of expertise which is not otherwise available in the local community to the mission, the department chair may request a faculty overload as outlined in Appendix 1, Overload Activity Approval Form. Overload teaching requires approval by the appropriate dean and Vice Chancellor for Academic Affairs.
2. Eligibility: Tenure-track faculty members must establish a level of scholarly activity in order to grow in their profession and meet established parameters to achieve tenured status. Overload assignments for tenure-track faculty members are not consistent with good faith efforts to provide an environment and opportunity for professional growth that would lead to a conferral of tenure. Therefore, any overload assignments for tenure-track faculty members is limited to not more than one in an academic year. Fully tenured or non-tenure track faculty or administrative members may not conduct more than a single overload activity in a given semester.

CII. Compensation

1. EPA Personnel:
 - a). Academic Year Compensation:

This policy applies to supplemental compensation paid to WSSU faculty and staff. For a full-time member of the faculty or EPA staff, the salary approved by the Chancellor, Board of Trustees, or Board of Governors is the full compensation for an employee during the period of appointment. No additional payments may be made for University duties which are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled. Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document (BD-119), except as provided in Section IV.

b). Periods Outside the Academic Year:

For a nine-month EPA faculty member, total compensation earned from all forms of work performed during the summer, including such forms as continuing education activities, Summer School, research, curriculum development, course development, etc., cannot exceed one-third of the current nine-month salary. For a ten-month faculty, it cannot exceed two months equivalence of the current ten-month salary. For an eleventh-month faculty, the total compensation cannot exceed the one month equivalence of the current eleventh-month salary.

The level of compensation awarded for participation in summer school, teaching activities during the summer months, and sponsored program activity during the summer months will be determined for each employee at a rate not in excess of the base salary divided by the period to which the base salary relates and will be limited to charges made in accordance with the other parts of this section. The base salary period used in computing charges for work performed during the summer months will be the number of months covered by the faculty member's official academic-year appointment. The monthly summer salary cannot exceed the monthly nine (ten or eleven) month salary.

Faculty employed in summer school cannot teach more than a standard load for a given summer session. Generally, six to eight hours (two three- or two four-semester hour courses) constitute a full teaching load during the summer.

c). Appropriate compensation for any overload assignment of EPA personnel may consist of release time awarded in a subsequent semester.

- d). In some instances, units may jointly provide overload salary compensation for an employee. For example, a faculty member may teach an online course designed for a Distance Education Program and also a separate section of the same course for campus-based students, in which case the Division of Lifelong Learning and the academic unit offering the course to on-campus students would split the compensation to the faculty member. If split payment from more than one source is used, written approvals from the hiring department, the supervisory chain through the Vice Chancellors of each division involved, and the Provost must be obtained in advance from all appropriate supervisors.

2 SPA Personnel:

Employees who are eligible for overtime under Fair Labor Standards Act (FLSA) regulations must not be given supplemental pay in lieu of overtime pay. This also applies for SPA employees who are contracted to teach.

F. Exceptions to the General Policy

1. Overload Teaching

a). Faculty Overload Teaching in Support of WSSU:

1) Additional compensation is paid to faculty members for teaching course overloads. Overloads are defined as courses taught in addition to the standard full-time load assigned to the faculty member. Except in extreme circumstances requiring written permission from the appropriate dean and the Provost, Faculty will not teach more than one course overload (face-to-face, online, distance learning) or other overload activity per semester during a contractual period.

2) For purposes of this policy, a faculty member who participates in a curriculum development project or course development project (Distance Learning, Online, etc.) that is equivalent to teaching a three to four semester hour course can be compensated for an overload or granted release time, if the project constitutes a workload beyond the standard full-time workload.

3) Approval for additional compensation will also normally be granted for conducting non-credit short courses, seminars, workshops, and conferences for continuing professional education and special lectures and forums for the personal enrichment of interested citizens.

- 4) Faculty and/or EPA non-faculty administrators working under twelve-month contractual periods are not permitted to receive additional compensation for overload teaching assignments.
- b). Non-Faculty Overload Teaching in Support of WSSU:
- 1) EPA Non-Faculty employees whose duties are tied to the normal workweek schedule of the university are allowed to assume a university teaching responsibility for additional compensation. This teaching responsibility must be carried out at times other than during the normal working hours established for full-time employment responsibility; otherwise, such teaching will not be compensated.
 - 2) Employees who are eligible for overtime under Fair Labor Standards Act (FLSA) regulations must not be given supplemental pay in lieu of overtime pay. This applies for SPA employees who are contracted to teach. The overtime rate of compensation is based upon the employee's normal pay rate, and not a by-course rate.
- c). Overload Teaching in Support of Another Institution:
- 1) Teaching at another institution in The University of North Carolina system is covered under the statewide "Policy on Dual Employment," and approval is obtained via completion of a Dual Employment Form. Payment is made by Winston-Salem State University with funds transferred from the sister institution.
 - 2) Teaching at institutions that are not part of the UNC system is covered under the External Professional Activities for Pay policy. The employee should obtain prior approval before entering into contractual arrangements with other institutions.
 - 3) All overload activity should be taken into consideration prior to approving the activity to include dual employment at another institution in the UNC system, teaching at another institution outside of the UNC system, professional consultation, and teaching overloads at WSSU. All such activities are considered to be overload activities for a full-time employee.
 - 4) In some instances, a unit may wish to split the overload salary compensation for an employee. If split payment from more than one source is requested, approvals should

be obtained in advance from all appropriate supervisors to pay the employee from more than one funding source. Such arrangements will require the signatures of the supervisor of the employee, the signature of the head of the hiring department and his/her supervisor, the Vice Chancellor of each division affected, and the Provost

2. Additional Responsibilities Other than Teaching:

In extraordinary, extenuating circumstances, EPA Non-faculty and EPA faculty may receive additional compensation for non-teaching activities that are unrelated to the employee's normal duties. These activities must not interfere with the employee's normal duties and must be carried out at times other than during the normal working hours established for full-time employment responsibility of that staff member. Such exceptions must be approved in advance by all of the employee's supervisors and the Provost or Vice Chancellor of the affected division using the Overload Activity Approval Form at Appendix 1.

3. Sponsored Program Activity:

Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration by the Provost for supplemental payment. Release time should be provided to allow faculty members to fulfill the program activity if such provisions were written into the proposal and approved by the funding agency; otherwise, time devoted to the project is to be considered in-kind support. Guidelines provided by the funding agency, the federal government, the State Budget Office, and the State Personnel Office must be followed in awarding compensation to faculty for activities during the academic year and during the summer months. It is important to note that, for grant activity, an employee cannot devote more than 100% of his/her time to grant activity. For example, an employee cannot write several grants and devote 60% to one grant, 50% to another grant, and 20% to another non-grant activity since the commitment exceeds 100%.

4. Maximum Payments for Exceptions

Compensation guidelines may vary in each department for overload activities, depending upon the rank of the faculty member, the type of course/activity, and other factors. Nevertheless, when exceptions have been granted, the total amount of payments for all overload activities may not exceed 25 percent of the employee's annual salary for the contract period.

5. Fringe Benefits

Mandatory employer contributions for fringe benefits must be funded from the same source as the additional compensation.

G. Procedure for Overload Compensation Approval

- Complete Personnel Budget Action Form.
 - Include the annual salary and the length of contract (9, 10, 11, or 12 month);
 - Include the total number of semester hours that comprise the faculty member's current teaching load;
 - Include other current overload activities for which employee is being compensated (specify activity and equivalent semester hours);
 - Include the total number of semester hours of overloads from previous semester;

- Complete Overload Activity Approval Form
 - If non-teaching activity, attach a page describing the scope of the activity and the time when deliverables will be submitted.
 - If overload is for an EPA non-faculty or an EPA twelve-month faculty, indicate the time periods that constitute the regular workday and specify the time when the activity will be conducted.
 - Include signatures of all of the appropriate administrators in the hiring department and the signatures of all of the supervisors (if different from the hiring department) of the employee and the Provost.
 - Obtain all approvals before beginning the overload activity.

OVERLOAD ACTIVITY APPROVAL FORM

Appendix 1

Classification of Employee

- EPA faculty EPA non-faculty exempt EPA non-faculty non-exempt
 SPA exempt SPA non-exempt

Name: Title:

Home Department: Requesting Department: Annual Salary:

Length of Contract: 9-month 10-month 11-month 12-month

Dates of Contract Period:

Current Teaching Load (SH): Teaching Load: Full-time Part-time

Overload Activity: from: to: [Overload Compensation:](#)

Services Provided (Please describe):

Previous overload activities (in two previous semesters):

None

Dates:

Activity:

Amount of Compensation:

Dates:

Activity:

Amount of Compensation:

Dates:

Activity:

Amount of Compensation:

[Current External Professional Activity for Pay:](#)

None

Dates:

Activity:

Amount of Compensation:

Dates:

Activity:

Amount of Compensation:

Dates:

Activity:

Amount of Compensation:

Prior to beginning an activity, each overload activity must be approved by the head of the unit where the employee's regular appointment lies, the employee's immediate supervisor, department head, dean/director, and by the head of the unit where the overload is to occur, and by the dean/director of unit and by the Senior Associate Provost.

Approved: _____ Date:
(Requesting Head)

Approved: _____ Date:
(Requesting Dean/Director)

Approved: _____ Date:
(Home Chair)

Approved: _____ Date:
(Home Dean/Chair/Director)

Approved: _____ Date:
(Senior Associate Provost)

*Approval indicates that total effort expended is not in conflict with employee's regular duties.

Documentation must be maintained in the department for a period of 5 years.

2019-20 Faculty Update

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Mesia Moore Steed

Faculty Senate Chair

Communication, Understanding, and Collaboration

The 2019-20 Academic Year

1. Fantastic team of faculty on the Faculty Senate Executive Board who are knowledgeable and committed: Drs. Snipes, Smith, Foster, Gaitors, Bradford, and Jackson-Figueroa.
2. Repair and build a strong faculty infrastructure: faculty leadership and general faculty committees.
3. Edit governing documents: Faculty Handbook.
4. Address the concerns and grievances of faculty from within the faculty.
5. Maintain communication with our administrative and academic leaders: Chancellor, Provosts, Deans and Chairs.

Spring 2020 Transition to Online/Remote Learning due to COVID 19

1. Faculty successfully transitioned to remote learning
 - The quick transition was challenging for faculty and students.
 - We demonstrated our commitment to Strategic Plan Goal 1: Strengthen Liberal Education.
2. A new academic strategy: online/remote learning can be a powerful tool to deliver high quality curricula. We look forward to further developing this area.

The Fall 2020 Return

1. Many faculty are fully engaged in summer training opportunities
-Thank you Provost Graham and CITI.
2. We have faculty representatives serving on many of the committees tasked with our Fall return.
3. Faculty Senate will not be taking a break this summer but will be remain active and available to assist with decision making related to the Fall 2020 return.
-We have had 2 meetings since the ending of the 2019-20 academic year.

From the UNC Faculty Assembly

1. The entire team of 3 delegates attended every FA meeting this academic year.
2. Two top priorities have been: Faculty Salaries and advocating that every Faculty Senate Chair has a non-voting ex officio seat on the Board of Trustees.
3. As part of the FA leadership, since COVID 19, we meet monthly with President Roper along with other System leadership Kim Van Noort and Matt Brody, to maintain open lines of communication with the system office and receive timely information.
4. At the last meeting of the UNC Faculty Assembly in April, I was unanimously elected to be the new HMSI Caucus Leader. I look forward to working closely with all of the HMSI faculty senate leaders and Chancellors to better advocate for our institutions at the UNC System and Board of Governors.

MOTIONS TO GO INTO CLOSED SESSION

I move that we go into closed session to:

(Specify one or more of the following permitted reasons for closed sessions)

Prevent the disclosure of privileged information under N.C.G.S. 143-318.11(a)(1):

State employee personnel records, under The Privacy of State Employee Personnel Records Act, Article 7 of chapter 126 of the North Carolina General Statutes.

Internal Auditor's work papers, under Section 116-40.7 of the North Carolina General Statutes.

A student's education records, under The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended by Public Law 93-568.

Social Security account numbers, under The Privacy Act of 1974, Public Law 93-579, as amended by Public Law 94-455.

Prevent the premature disclosure of an honorary degree, scholarship, prize or similar award under N.C.G.S. 143-318.11(a)(2)

Consult with our attorney under N.C.G.S. 143-318.11(a)(3):

to protect the attorney-client privilege.

to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action; if known, title of action is: _____ v. _____

Discuss matters relating to the location or expansion of business in the area served by this body under N.C.G.S. 143-318.11(a)(4).

Establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property under N.C.G.S. 143-318.11(a)(5).

Establish or instruct the staff or agents concerning the negotiations of the amount of compensation or other terms of an employment contract under N.C.G.S. 143-318.11(a)(5).

Consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or prospective public officer or employee under N.C.G.S. 143-318.11(a)(6).

Hear or investigate a complaint, charge, or grievance by or against a public officer or employee under N.C.G.S. 143-318.11(a)(6).

Plan, conduct, or hear reports concerning investigations of alleged criminal conduct N.C.G.S. 143-318.11(a)(7).

**WINSTON-SALEM STATE UNIVERSITY BOARD OF TRUSTEES
CLOSED SESSION MINUTES OF FULL BOARD MEETING
FRIDAY, MARCH 27, 2020
DRAFT PENDING BOARD APPROVAL**

CLOSED SESSION

The Winston-Salem State University Board of Trustees meeting came into closed session pursuant to North Carolina law to: (1) to protect the disclosure of privileged information under N.C. Gen. Stat. 143-218.11(a)(1); (2) to establish or instruct the staff or agents concerning the negotiation of the amount of compensation or other terms of an employment contract under N.C. Gen. Stat. 143-218.11(a)(5); and (3) to consider the qualifications, competence, performance, or condition of appointment of a public officers, or employee, or prospective public officers or employee under N.C. Gen. Stat. 143-218.11(a)(6).

CONSENT AGENDA*

Approval of the December 13, 2019 Closed Session Minutes

Approval of the February 24, 2020 Grievance and Appeals Committee Closed Session Minutes

Trustee Kelly moved approval of the consent agenda. Trustee Nostitz seconded the motion. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees approves the consent agenda.

REPORT OF THE GRIEVANCE AND APPEALS COMMITTEE

Trustee Harris provided an update on the Boulware grievance. The Grievance and Appeal Committee met on February 24, 2020 and considered Mr. Boulware's appeal. The Committee voted to uphold the Chancellor's decision. Attorney Brown provided some additional information regarding the timeline for this appeal.

REPORT OF THE PERSONNEL AND TENURE COMMITTEE

Trustee Harris provided an update on the tenure and promotion process. Trustee Harris moved that the Board adopts the recommendation of the committee to grant tenure and promotion to the recommended candidates. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees adopts the recommendation of the Personnel and Tenure Committee and grants tenure to those recommended candidates.

LITIGATION UPDATE

Attorney Brown provided an update on pending litigation.

MOTION TO COME OUT OF CLOSED SESSION

Trustee Clark moved that the board come out of closed session. Trustee Nostitz seconded the motion. The motion passed.

Motion: Resolved, that the Winston-Salem State University Board of Trustees meeting resumes in open session.

The board meeting resumed in Open Session

Respectfully submitted,

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