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**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY  
NOVEMBER 15-16, 2018**

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**THURSDAY, NOVEMBER 15**

**Reserved parking will be available at the Memorial Bell Tower**

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|---------------------------|--|
| <b>10:15 – 11:30 a.m.</b> | <b>Buildings and Property Committee</b><br><b>Winslow Hall Conference Room</b><br>Chip Andrews, Chair<br>Kelly, Murphy, Washington, Weisiger                             |
| <b>1:15 – 3:00 p.m.</b>   | <b>Advancement and External Affairs Committee</b><br><b>Chancellor's Conference Room 12, Holladay Hall</b><br>Stan Kelly, Chair<br>Andrews, Murphy, Washington, Weisiger |
| <b>1:15 – 3:00 p.m.</b>   | <b>University Affairs Committee</b><br><b>Winslow Hall Conference Room</b><br>Ann Goodnight, Chair<br>Cabaniss, Errico, Harrell, Prestage                                |
| <b>3:00 – 3:15 p.m.</b>   | <b>Break</b>   |
| <b>3:15 – 4:45 p.m.</b>   | <b>Audit, Risk Management and Finance Committee</b><br><b>Winslow Hall Conference Room</b><br>Tom Cabaniss, Chair<br>Errico, Goodnight, Harrell, Prestage, Ward          |

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**NORTH CAROLINA STATE UNIVERSITY  
BOARD of TRUSTEES  
NOVEMBER 16, 2018  
DOROTHY AND ROY PARK ALUMNI CENTER  
A G E N D A**

**Parking Will Be Available in Dorothy and Roy Park Alumni Center Parking Lot**

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|-------------------------|---|---------------|
| <b>7:30 – 8:00 a.m.</b> | <b>Executive Committee Meeting</b><br><b>Eury Room, Park Alumni Center</b><br>Jimmy Clark, Chair<br>Cabaniss, Kelly, Goodnight, Andrews | <b>TAB 10</b> |
| <b>8:30 – 9:15 a.m.</b> | <b>Dean's Briefing</b><br>Louis Martin-Vega, College of Engineering<br>Hood Board Room  |               |

**FULL BOARD MEETING**  
**Alumni Center, Hood Board Room**

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| <b>9:00 a.m.</b> | <ul style="list-style-type: none"><li>■ <b>Call to Order – Reading of the State Government Ethics Act</b><br/>Jimmy Clark<br/>Chair of the Board</li><br/><li>■ <b>Roll Call</b></li><br/><li>■ <b>Approval of Minutes</b> <span style="float:right"><b>TAB 1</b></span><ul style="list-style-type: none"><li>✓ — September 21, 2018 Open and Closed Session of the Full Board Meeting</li><li>✓ — October 29, 2018 Open and Closed Session Special Meeting of the Full Board</li><li>✓ — October 31, 2018 Open and Closed Session Special Meeting of the Full Board</li><li>✓ — November 6, 2018 Open and Closed Session Special Meeting of the Full Board</li></ul></li><br/><li>■ <b>Chair's Report</b> <span style="float:right"><b>TAB 2</b></span><ul style="list-style-type: none"><li>— Chair Clark</li><li>— Update of Activities and Topics of Interest to the Board</li></ul></li><br/><li>■ <b>Chancellor's Report</b> <span style="float:right"><b>TAB 3</b></span><ul style="list-style-type: none"><li>— Chancellor W. Randolph Woodson</li><li>— Update of Activities and Topics of Interest to the Board</li></ul></li><br/><li><b>COMMITTEE REPORTS:</b></li><li>■ <b>Audit, Risk Management and Finance Committee</b> <span style="float:right"><b>TAB 4</b></span><ul style="list-style-type: none"><li>— Tom Cabaniss, Chair</li><li>— <u>On the Agenda:</u> Committee Approvals and Informational Reports</li><li>— Informational Items<ul style="list-style-type: none"><li>— Annual State Auditor Report</li><li>— Internal Audit Update</li><li>— Legislative and Finance/Budget Update</li><li>— Enterprise Risk Management and Compliance Update<ul style="list-style-type: none"><li>— Clery Act and Threat Assessment</li></ul></li></ul></li><li>— Committee Discussion</li></ul></li><br/><li>■ <b>Buildings and Property Committee</b> <span style="float:right"><b>TAB 5</b></span><ul style="list-style-type: none"><li>— Chip Andrews, Chair</li></ul></li></ul> |
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On the Agenda: Board, Committee Approvals; Informational Reports

- Property Matters
  - Disposition by easement: Pee Dee Electric has requested the conveyance of an easement to document the installation of an existing electrical service that provides power to CALS Sandhills Research Station and adjoining properties.
  - Disposition by easement: CenturyLink has requested the conveyance of an easement to document the current existence of a telecommunication switchbox located on Pooles Mill Road, in Jackson Springs, NC, being the CALS Sandhills Research Station.
  - Disposition by easement: The City of Raleigh has requested an easement for the installation of a bus shelter along Hillsborough Street, adjacent to DH Hill Library.
  - ✓ — Disposition by Lease: To Mann + Hummell for ±8,000 rental square feet at Partners I on Centennial Campus.
  - ✓ — Disposition by Lease: to Industrial Heat for ±9,000 rental square feet of office and high-bay space at Research IV on Centennial Campus.
  - ✓ — Acquisition by Lease for NC State University, College of Education, Department of Educational Leadership, Policy and Human Development, of office and conference space to accommodate growth in staff and research as a result of the Envisioning Excellence for Community College Leadership Grant, which is funded by the John M. Belk Endowment.
- Designer and Design-Build Selections
  - Approval of Designer Selections \$1 million or less
- Acceptance of Completed Buildings and Projects
- Site and Plan Approval
  - Alpha Delta Pi House, South Campus Precinct
  - Lake Wheeler Road Creamery, Lake Wheeler Site
  - Approval of Plans and Specifications of formal projects less than \$2M
- Informational Reports
  - Capital Projects Update
  - Status of Projects in Planning

■ **University Advancement & External Affairs Committee** **TAB 6**

Stan Kelly, Chair

On the Agenda: Board, Committee Approvals; Informational Reports; and Closed Session

- Informational Reports
  - University Advancement Update
  - Fundraising and Campaign Report
  - Advancement Services Update and Dashboards Overview
- Committee Discussion
  - Naming Opportunity Proposals
- ✓ — Closed Session

- **University Affairs Committee**  
 Ann Goodnight, Chair  
On the Agenda: Board, Committee Approvals; Discussion and Informational Items; and Closed Session

TAB 7
- ✓

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Consent Agenda
 
  - Academic Degree Program Requests
  - Center/Institute Requests
  - Designation of Time Limited Option for Distinguished Professorships
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Requested Action
 
  - Consideration of Campus Initiated Tuition Increase and Student Fees
  - Premium Tuition Request: Foundations of Data Science
  - Undergraduate Degree Programs: 120 Credit Hour Exception Requests
  - Athletics Bonus Structure for Track & Field and Cross Country
- Reports
 
  - December 2018 Graduation Speaker
  - Faculty Senate Report
  - Staff Senate Report
  - Provost Update on activities in Academic Affairs
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Closed Session
- **Board of Visitors Report**  
 Judi Grainger, Chair

TAB 8
- **Student Body President Report**  
 Jess Errico, President

TAB 9
- **Items of Interest to Members of the Board**
- **Motion to Go Into Closed Session**
- ✓

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**CLOSED SESSION**
- **Reconvene in OPEN SESSION for Any Additional Items to Come Before the Board**
- **Adjourn**

**Board of Trustees**  
**North Carolina State University**  
**Raleigh, North Carolina**  
**September 21, 2018**

The North Carolina State University Board of Trustees met in regular session in the Hood Board Room of the Dorothy and Roy Park Alumni Center on Centennial Campus, in Raleigh, NC, on Friday, September 21, 2018.

Members present:

Jimmy D. Clark, Chair  
Robert F. Andrews III  
Thomas E. Cabaniss  
Ann B. Goodnight  
James A. Harrell, III  
Wendell H. Murphy  
Ronald W. Prestage, DVM  
Susan P. Ward  
Dewayne N. Washington  
Edward I. Weisiger, Jr.  
Jess Errico, *ex officio*

Chair Jimmy Clark called the meeting to order at 9:25 a.m. He reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the board at this meeting. Chair Clark called on Assistant Secretary PJ Teal for the roll call.

**ROLL CALL**

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

**MINUTES**

Mrs. Goodnight made the motion, seconded by Mr. Murphy, to approve the open and closed session minutes of the July 19, 2018 meeting of the full board. The motion passed.

**OATH OF OFFICE FOR NEW MEMBER**

Chair Clark introduced Superior Court Paul Ridgeway to administer the oath of office to new ex officio member, Jess Errico.

**CHAIR'S REPORT- JIMMY CLARK**

Chair Clark introduced NC State's Board of Governors' Liaison, Randy Ramsey. Mr. Ramsey provided an overview of Board of Governors' activities.

Chair Clark took a moment to show respect for Trustee David Nimocks, who passed away. Mr. Nimocks was an asset to the Board and a great friend of NC State. Chair Clark presented a resolution of appreciation for Mr. Nimocks, honoring his longtime support for NC State as well as his leadership.

Mr. Murphy made a motion, seconded by Mr. Weisiger, to approve the resolution of appreciation for David Nimocks. The motion passed.

Chair Clark then gave an Endowment Fund Report and noted a special report on strategies and practices for preventive risk management. The report addressed common causes and types of claims that may be filed against the University, and the associated liabilities and limits. The Endowment Board heard about insurance both for the University and its associated entities.

Gifts were presented on behalf of the Chancellor for the Endowment Board's acceptance. The Endowment Board accepted new gifts and other additions of \$5.7 million that were received between January 20 and August 17, 2018. The Endowment Board also approved the Endowment Fund 2018 Annual Report. The net assets of the Endowment Fund were \$468.2 million on June 30, 2018, an increase of 8.4% from the prior year. The increase reflects \$33.8 million of net investment gains and \$13.2 million in contributions and matching gifts in fiscal year 2018.

He reported that on June 30, 2018 the Fund had \$349.1 million in investments in the NC State Investment Fund (NCSIF) compared with \$311.4 million at June 30, 2017. The Endowment Fund is the largest participant in the Investment Fund. The Investment Fund returned 11.6% for the 12 months ending June 30, 2018; a performance that was comparable to the UNC Investment Fund, with a 12-month return of 12%. The one, three, and five year average annual returns for the NCSIF place it in the top quartile of performance for endowments nationwide. The Board also heard an update on the Investment Fund's asset allocation and the performance of various asset classes in the portfolio.

The Endowment Fund is one component of the University's total endowment. Overall the University's total endowment was valued at \$1.3 billion at June 30, 2018.

The Endowment Board heard an update on WIN—the Wolfpack Investor Network. WIN, an associated entity of the University responsible for operating the investor program, began operations in 2017. It currently has 144 members and continues to grow. The focus of WIN is angel investing, and through these efforts, three university startups have been funded, with more than a dozen Poole MBA and graduate STEM students participating in WIN diligence efforts in fiscal year 2018. The Endowment Fund's current portion of the \$7 million investment total is \$450K. WIN, as part of the Triangle's consortium of Angel Investors associated with the three universities, has attracted a \$5.4 million commitment from the State of North Carolina.

Chair Clark reported that the Endowment Board heard a report on the progress of the "Think and Do the Extraordinary" Campaign for NC State and campaign highlights to date. As of early September, the total raised was \$1.35 billion in gifts and pledges, with \$215.4 million in fiscal year 2018 (the second highest fiscal year total in NC State's history). Fiscal year 2018 results included gifts from nearly 1,400 current students. Other campaign highlights include 425 new scholarship and fellowship funds and 75 new faculty positions.

Chair Clark noted that the Endowment Board heard a report on real estate assets held by the Endowment Fund. The Endowment Fund owns almost 80,000 acres of property in different locations in the state. It receives ground rent income from some of its real estate assets, and other assets are held for programmatic purposes. Most of the acreage owned by the Endowment Fund is the Hofmann Forest, and 75 acres on Centennial Campus of which 47 acres are currently ground leased. The Board heard an update on recent Centennial Campus projects.

Chair Clark stated that the Endowment Board convened to Executive Session to hear a report on property and financial matters related to Hofmann Forest.

#### **CHANCELLOR'S REPORT – RANDY WOODSON**

Chancellor Woodson thanked NC State's BOG liaison, Randy Ramsey for his support. He then noted that NC State mobilized assets to support other universities affected by Hurricane Florence and thanked facilities, campus police, and the campus community for their efforts.

Chancellor Woodson then covered some of NC State's highlights from the last academic year:

#### **Student Success**

- A number of prestigious scholarships were awarded to NC State Students:
  - One Marshall Scholar, one Truman Scholar, one Goldwater Scholar, one Udall Scholar, one Fulbright Student Grant Recipient, 14 Gilman Scholars, one Critical Language Scholarship, one Boren Scholar, one Mount Vernon Leadership Fellow, 22 (16 undergraduate and six graduate) National Science Foundation (NSF) Graduate Research Fellow Program Fellows, and two Hollings Scholars.
- NC State's graduation rates have increased since the implementation of our strategic plan.
  - Four-year undergraduate graduation rate up 15% points
  - Six-year undergraduate graduation rate up 7% to 80%

- The number of bachelor's degrees conferred increased 9%, master's 31% and doctoral 36%.

### **Scholarship and Research**

- Research and development expenditures reported to NSF totaled a little over \$500 million for fiscal year 2017, a 2.1% increase over fiscal year 2016.

### **Innovation**

- Among US universities without medical schools surveyed by the Association of University Technology Managers, NC State ranks in the top five for technology licensing and startup companies launched.

### **Partnerships and Economic Development**

- NC State creates a direct alignment between our expertise and the state's most important industry sectors so we can address both industry and societal challenges.
- Last year alone, NC State's Economic Development Partnership worked with state and local economic development organizations to support the creation of 4,443 jobs and \$417.7 million in capital investment across North Carolina. Examples include:
  - The announcement of Taiwanese sports apparel manufacturing firm Everest Textiles bringing 610 jobs to Rutherford County

### **Recent Rankings and Awards**

- The U.S. News and World Report ranked NC State #80 nationally and #32 for public schools which is up from #81 and #33 last year.
  - NC State's success has been noted by other organizations as well. *Money* Magazine ranked NC State number 31 out of 727 colleges in the United States on its "Best Colleges for Your Money 2018" list. Ranking is determined by educational quality, affordability, and alumni success. NC State is the highest ranked North Carolina College on the list, and one of only two to break the top 50.
- NC State also received the 2018 *INSIGHT Into Diversity* Higher Education Excellence in Diversity (HEED) Award for the third time. The HEED Award is the only national recognition honoring colleges and universities that show an outstanding commitment to diversity and inclusion across their campuses.

### **Student Success**

- NC State students are starting the 2018-2019 academic year off strong by making the most of their opportunities for academic, professional, and personal development.
- Three NC State graduate students were recognized by the Foundation for Food and Agriculture Research (FFAR) as inaugural recipients of the FFAR Fellow Award.
- A class of NC State students were invited to attend the 2018 Venice Biennale architecture exhibition and present the work of their advanced architecture studio class. Students were tasked with designing a major international airport in countries outside the US with special attention to culture, sustainability, ecology, building technology, and social justice. The group projects, collectively titled "Airports of the Future: Global Design Thinking," were honored by the European Cultural Centre with the Architecture University Project Award 2018. This Award recognizes the project's contribution to research, for highlighting the significance of

airport space, and for valuing the experiential journey. The project models are on display through November 25, 2018 in Venice at the Time Space Existence exhibition hosted by the European Cultural Centre.

#### **Faculty and Staff Success**

- NC State had three staff members win the 2018 Governor's Awards for Excellence, an all-time high for NC State. These recipients are:
  - Dane Johnston from the College of Veterinary Medicine
  - David Josephus from Finance and Administration (University Architects Office)
  - David Setser from Finance and Administration (Design and Construction Services)
- The American Chemical Society named Melissa Pasquinelli a Fellow to honor her outstanding achievements in and contributions to the chemical sciences. Dr. Pasquinelli is associate department head and director of graduate programs in the Department of Textile Engineering, Chemistry and Science at the College of Textiles.

#### **Research**

- A new cohort of the Chancellor's Innovation Fund recipients was announced recently. This year the CIF supports the projects of 7 faculty from a variety of colleges.

#### **Campaign Update**

- We are currently 84% toward our fundraising goal - \$1.35B
  - Progress toward sub goals
    - \$188M+ of \$200M raised for facilities
    - \$518M+ of \$600M raised for current use
    - \$638.5M+ of \$800M raised for endowment
- Seventy five out of 203 endowed faculty positions have been created during the Campaign. Including the first endowed dean's chair in the Poole College of Management and the first endowed chair within the College of Veterinary Medicine
- We have created 1700 + new funds; providing scholarship, fellowship, programmatic and facility support
- Support from donors across the country and around the world has increased. Nearly 80,000 (78,555) donors from all 100 counties in NC, all 50 states and 62 countries. The number of individuals making their first gift to NC State has grown from 4,000 to more than 5,000 a year
- Campus support has also increased, as the number of our faculty, staff and students who give has increased since 2016 and student giving has almost tripled.

#### **COMMITTEE REPORTS**

##### **AUDIT, RISK MANAGEMENT AND FINANCE COMMITTEE – CHAIR TOM CABANISS**

Mr. Cabaniss reported that the Committee reviewed and discussed its responsibilities as per the bylaws, this year's agenda, and the draft plan of work for the year. The four key areas of committee authority are audit, finance, risk management, and policy development for institutional trust funds, campus security and information technology and cybersecurity.

Mr. Cabaniss reported that the Committee approved the Internal Audit Charter as it was presented. Changes from the previous charter were minimal and included the System Office name change and using the title "Chief Audit Officer" to reference the Director of Internal Audit, a practice that has become an industry standard.

Mr. Cabaniss noted that the Committee also heard a final report on Internal Audit activities for fiscal year 2018, the process for assessing audits, as well as activities underway in the current year. They also heard a report on legislative activities including a discussion of the potential impact of the cost of the hurricane on the legislative landscape.

Mr. Cabaniss reported that the committee heard a budget update for fiscal year 2019—an in-depth report on changes in state appropriations for the fiscal year—both increases and decreases. Additional funding supported increases in employee compensation, increasing minimum wages, and covering retirement and health insurance rate increases. He noted that undergraduate resident tuition and fees did not increase this year, but other programs and nonresident tuition is driven by market or statutory caps. There were no increases in special fees or new special fees created. The committee heard an update on the Board of Governors' priorities and work plans for the 2019-2021 biennium. Areas of interest include enrollment funding model reform, consolidation of tuition and fees, repair and renovation allocations, a metrics dashboard and data modernization.

He reported that the Committee also heard a year-end update on the University's financial performance and highlights from the University's unaudited financial statements for fiscal year 2018. The net position of the University increased to \$444.6 million, up \$95.5 million from fiscal year 2017. Fiscal year 2017's net position was substantially reduced by required accounting for Other Post-Employment Benefits liabilities (OPEBs) and increased pension expenses. For fiscal year 2018, a 3.7% increase in total revenues was offset by smaller increases in operating expenses, and net operating income increased from \$34.7 million for fiscal year 2017 to \$53.3 million for fiscal year 2018. The University will continue to watch the impact of additional accounting changes on its financial statements and slow top-line revenue growth.

Finally, the Committee also heard the special report on strategies and practices for preventive risk management that was presented to the Endowment Fund Board of Trustees.

#### **BUILDINGS AND PROPERTY COMMITTEE - CHAIR CHIP ANDREWS**

Mr. Andrews reported that the Buildings and Property Committee reviewed and approved eight property matters for committee approval and one property matter that requires full board approval. It is:

Disposition by Cross Easement: This is a proposed easement between the State of North Carolina and The Board of Trustees of the Endowment Fund of North Carolina State University to facilitate the development and management of all Centennial Campus, including Centennial Bio-Medical Campus and Spring Hill Campus for the benefit of North Carolina State University and The Board of Trustees of the Endowment Fund of North Carolina State University. The Cross Easement Agreement will include all properties located on Centennial Campus, Spring Hill Campus, and Centennial Bio-Medical Campus.

Mr. Andrews made a motion, seconded by Dr. Prestage, to approve the property matter. The motion passed.

#### **UNIVERSITY ADVANCEMENT AND EXTERNAL AFFAIRS COMMITTEE – ACTING CHAIR DEWAYNE WASHINGTON**

Mr. Washington reported that the Committee heard the annual plan of work and then was presented a University Advancement update. The highlights from fiscal year 2018 included:

- Second highest fundraising total with \$216 million
- Highest ever total of cash receipts at \$165 million
- Largest individual gift to name a building on campus: Fitts-Woolard Hall
- First time that online gifts exceeded \$2 million
- Largest number of Faculty/Staff donors
- Largest number of Student donors (>1400)

Mr. Washington noted that the Alumni Association continues to grow exponentially with 444 new lifetime members and a 20% growth in membership since 2012. In addition, the University's website garnered over 80,000 visits and had 30 million impressions last year; the number of new gift agreements processed was up 75%. He stated that the Talent Management Office is working smart to recruit and retain top advancement staff.

Mr. Washington reported that the Committee heard a campaign and fundraising update and informed the Committee that we are closing in on 86% of our campaign goal. Progress to goals by the colleges and units are mostly positive, and he is working closely with all deans and development staff to optimize fundraising output and to forecast potential stretch goals for the remaining portion of the campaign.

Mr. Washington stated that the Committee saw a presentation that included six naming opportunity proposals:

- A naming gift proposal for the College of Textiles
- 114 naming opportunities for the Plant Sciences Building
- 17 naming opportunities for the Equine Reproduction Facility
- A naming opportunity for the South Theatre in the College of Veterinary Medicine
- One naming opportunity for the Sports Medicine Center
- Two naming opportunities for the Broadcast and Production Center in the Department of Athletics

The Committee approved the six proposals to move forward with their respective fundraising plans.

Following the presentations, the Committee met in closed session and approved 28 donor naming agreements and one honorary naming which will be presented to the Board for final approval. We then returned to open session, where representatives from the strategic planning firm Credo presented on the University Advancement Road Mapping Project. Following the Credo presentation and with no further business, the meeting was adjourned.

#### **UNIVERSITY AFFAIRS COMMITTEE – CHAIR ANN GOODNIGHT**

Mrs. Goodnight reported that the University Affairs Committee reviewed their responsibilities and plan of work for the academic year. She reported that the Committee approved requests to continue two centers that have completed their required periodic review: the Center for Advanced Self-Powered Systems of Sensors and Technologies (ASSIST) and the Center for Marine Sciences and Technology (CMAST). The Committee also approved the time-limited appointment option for eighteen distinguished professorships, conferral of tenure to two new faculty members, and a bonus structure for coaching staff in Baseball.

Mrs. Goodnight reported that the annual enrollment report highlighted changes in overall graduate and undergraduate enrollment, academic quality of the incoming freshman cohort, and undergraduate student success data.

Mrs. Goodnight reported that a presentation on the UNC System-Wide Employee Engagement Survey was given. The survey is part of a five-year project developed by the University of North Carolina system to help achieve the goals of the UNC strategic plan. The survey was administered this spring and will be administered again in 2020 and 2022 to gauge progress. The results indicate that NC State did well in relation to the other system institutions including having an overall response rate of 54%, which exceeded the UNC System Office target response goal of 50%.

Mrs. Goodnight reported that in the Student Body President report, the Committee was informed of recent programs and initiatives developed by Student Government (SG).



In the Provost's update, the Committee received information regarding the 2018-2019 faculty salary ranges and leadership position searches that are underway this academic year.

Mrs. Goodnight reported that Provost Arden gave a brief presentation on the promotion and tenure process at NC State. The promotion and tenure decision process includes a comprehensive internal review at the department, college and university levels as well as external evaluations by at least five accomplished scholars who are not part of the NC State community. Once tenure is achieved, faculty receive a post-tenure review by peers, the department head and dean every five years.

She stated that in closed session, the Committee approved salary actions for deans, recommended a salary action for approval by the Board of Governors, and they also approved head coach employment agreements for Baseball and Women's Soccer.

#### **CHAIR OF THE FACULTY REPORT – CAROLYN BIRD**

Dr. Bird stated that the following topics were discussed at the full Faculty Senate Meeting:

##### **Athletics and Academics at NC State:**

Highlights included:

- Average student-athlete GPA of 3.08 for Fall 2017 - the highest average GPA to date.
- For the same term (Fall 2017) 159 student-athletes were named to the Dean's list.
- The top five majors for student-athletes with Junior or higher standing are Business Administration, Communications, Biological Sciences, Sports Management and Parks, Recreation, and Tourism.

##### **Faculty Senate Business:**

Chair Bird reported that Faculty Senate welcomed incoming senators while current senators voted to elect an Executive Committee for the sixty-fifth session.

They will discuss Spring 2018 Employee Engagement Survey: A Summary of Results and Next Steps. The Faculty Senate will get an overview of the Employee Engagement Survey (a 5-year UNC initiative), hear results from the Spring 2018 administration of the survey at NC State, learn about plans for using the data, and have the opportunity for questions and discussion.

Chair Bird reported that she partnered with the Office of General Counsel and the Office of Faculty Affairs for professional mediation training. Fifteen faculty participated in the training and are now better equipped to serve as a mediator in instances of faculty grievances, non-reappointment review petitions and other requests for mediation that involve faculty.

#### **CHAIR OF THE STAFF SENATE REPORT – JASON PAINTER**

Chair Painter reported that the Staff Senate does the following for University staff:

- Provides feedback and consultation regarding interests/concerns that affect staff
- Integrates staff into University governance and affairs
- Facilitates communication between staff, administration, faculty, and other partners
- Fosters staff development and recognition to support staff retention
- Monitors, reviews, and makes recommendations on policies, programs, and initiatives that impact staff
- Disseminates information about initiatives, programs, and policies that impact staff and share resources needed to navigate University systems
- Encourages a sense of community and engagement among all staff by the promotion and facilitation of staff participation in the University community.

Chair Painter reported that he asked each Committee member to adopt 2-3 OKRs (Objectives and Key Results) to help the Staff Senate in achieving the goals bulleted above. An objective is significant, action oriented, unambiguous, and inspiring. An objective is where one wants to get, it is a direction, it

is what one hopes to accomplish such that at a later time anyone can easily tell if the objective was reached. Choosing the right objectives in one of the hardest things to do and requires a great deal of thinking and courage to do well.

He reported that adopting OKRs will help the NC State Staff Senate focus on what matters by increasing transparency and collaboration, measuring progress, and accomplishing its goals. Chair Painter reported that Staff Senate includes 30 returning senators, 47 new senators, and three elected officers, representing nearly 6,000 staff across all 100 counties of the State of North Carolina. This next year promises to be one filled with great opportunities for the Staff Senate to serve its constituents in meaningful ways and to make staff feel encouraged and appreciated every day.

**CLOSED SESSION**

With no further business in open session, Mr. Andrews made the motion, seconded by Dr. Prestage, at 10:30 a.m. to prevent the premature disclosure of an honorary award or scholarship; to establish or instruct the staff or agent concerning the negotiation of the amount of compensation or other terms of an employment contract; and to consider the qualifications, competence, performance, conditions of appointment of a public officer or employee or prospective public officer or employee. The motion passed.

**RECONVENE IN OPEN SESSION**

At 11:25 a.m., the board came out of closed session. With no further business in open session, Chair Clark adjourned the meeting at 11:30 a.m.

Respectfully submitted,

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Secretary

Approved:

\_\_\_\_\_  
Chair of the Board

**Board of Trustees**  
**North Carolina State University**  
**Raleigh, North Carolina**  
**October 29, 2018**

The North Carolina State University Board of Trustees met in special session in the Eury Room of the Dorothy and Roy Park Alumni Center on Centennial Campus, in Raleigh, NC, on Monday, October 29, 2018.

Members present:

Jimmy D. Clark, Chair  
Robert F. Andrews III  
Thomas E. Cabaniss  
Wendell H. Murphy  
Jess Errico, *ex officio*

**CALL TO ORDER**

Vice Chair Cabaniss called the meeting to order at 11:30 a.m.

**CLOSED SESSION**

At 11:35 a.m., Mr. Murphy made the motion, seconded by Mr. Andrews, to go into closed session to consider the qualifications, competence, performance, conditions of appointment of a public officer or employee or prospective public officer or employee. The motion passed.

**RECONVENE IN OPEN SESSION**

At 1:00 p.m., the board came out of closed session. With no further business in open session, Chair Clark adjourned the meeting at 1:00 p.m.

Respectfully submitted,

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Secretary

Approved:

\_\_\_\_\_  
Chair of the Board

**Board of Trustees**  
**North Carolina State University**  
**Raleigh, North Carolina**  
**October 31, 2018**

The North Carolina State University Board of Trustees met in special session in the Eury Room of the Dorothy and Roy Park Alumni Center on Centennial Campus, in Raleigh, NC, on Wednesday, October 31, 2018.

Members present:

Jimmy D. Clark, Chair  
Robert F. Andrews III  
Thomas E. Cabaniss  
James A. Harrell III  
Wendell H. Murphy  
Jess Errico, *ex officio*

**CALL TO ORDER**

Chair Jimmy Clark called the meeting to order at 11:30 a.m.

**CLOSED SESSION**

At 11:35 a.m., Mr. Andrews made the motion, seconded by Mr. Cabaniss, to go into closed session to consider the qualifications, competence, performance, conditions of appointment of a public officer or employee or prospective public officer or employee. The motion passed.

**RECONVENE IN OPEN SESSION**

At 1:00 p.m., the board came out of closed session. With no further business in open session, Chair Clark adjourned the meeting at 1 p.m..

Respectfully submitted,

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Secretary

Approved:

\_\_\_\_\_  
Chair of the Board

**Board of Trustees**  
**North Carolina State University**  
**Raleigh, North Carolina**  
**November 6, 2018**

The North Carolina State University Board of Trustees met in special session in the Eury Room of the Dorothy and Roy Park Alumni Center on Centennial Campus, in Raleigh, NC, on Tuesday, November 6, 2018.

Members present:

Jimmy D. Clark, Chair  
Robert F. Andrews III  
Ann B. Goodnight  
James A. Harrell III  
Susan P. Ward  
Dewayne N. Washington  
Jess Errico, *ex officio*

**CALL TO ORDER**

Chair Jimmy Clark called the meeting to order at 11:30 a.m.

**CLOSED SESSION**

At 11:35 a.m., Mr. Andrews made the motion, seconded by Ms. Ward, to go into closed session to consider the qualifications, competence, performance, conditions of appointment of a public officer or employee or prospective public officer or employee. The motion passed.

**RECONVENE IN OPEN SESSION**

At 1:00 p.m., the board came out of closed session. With no further business in open session, Chair Clark adjourned the meeting at 1 p.m..

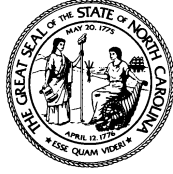
Respectfully submitted,

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Secretary

Approved:

\_\_\_\_\_  
Chair of the Board



## NORTH CAROLINA STATE ETHICS COMMISSION

SAMPLE<sup>1</sup>

### **ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER**

(to be read by the Chair or his or her designee at the beginning of each meeting)

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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<sup>2</sup> in the particular matter involved.

Rev. 1-16-07

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<sup>1</sup> 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.

<sup>2</sup> "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.

## 2018 Board of Visitors New Appointments

### **Johnny Barnes**

Johnny Barnes is president of Farm Pak/Barnes Farming, which is the United States' largest sweet potato producer. Barnes Farming, which was started by Johnny's parents in 1961, is still family owned and operated. Johnny graduated from NC State University in 1987 with a degree in Business-Agricultural Economics and is a board member of the Agricultural Foundation. He is married to Lisa. They have three children-- Bethany, Joshua, and Jacy and are active members of Ridgecrest Worship Center.

### **Marcus Belvin**

Marcus Belvin serves as a Digital Marketing Leader, managing a team of IBM Hybrid Cloud Digital Marketers. His responsibilities include leading the team's effort to increase digital marketing effectiveness of Hybrid Cloud solutions in support of a multi-million dollar portfolio. Marcus started his career with IBM as a Software Engineer and has since expanded his business expertise through a number of roles spanning marketing (ie. demand generation, category, product), worldwide Offering Management (for PureApplication platform, Patterns), as the Technical Assistant to z Systems Software Vice President Mike Perera, and as a Development Manager in IBM Blockchain Platform leading SREs, Datacenter Design, Deployment Automation, and Security Compliance. He actively participates in IBM's patenting program, enjoys mentoring MBA candidates and IBM new hires, and serves on various non-profit community boards.

### **Cristina Fernandez Pierce**

Cristina Fernandez Pierce is a healthcare and pharmaceutical attorney, practicing in Research Triangle Park, North Carolina. Over the past 33 years, her practice has focused on providing contractual, regulatory, and healthcare legal services to corporate clients in the pharmaceutical industry. Cristina was a past member of the Board of Legal Aid of North Carolina and is a member of the Advisory Board for the Dean of the College of Humanities and Social Sciences at North Carolina State University. Cristina was born in Havana Cuba and is bilingual. She graduated from North Carolina State University with a degree in Political Science in 1982 and from the University Of Georgia School Of Law in 1985. Cristina lives in Durham with her husband David Pierce and has two sons, Alex Pierce 26 and Charlie Pierce 22 (who is an N.C. State Student).

### **Jim Hansen**

James “Jim” M. Hansen, is the regional president of PNC Bank Eastern Carolinas. Hansen received his Bachelor of Science in Business Administration with a concentration in finance and a minor in statistics from North Carolina State University and a M.B.A. from the Kenan-Flagler Business School at the University of North Carolina at Chapel Hill. As senior regional executive, he is responsible for PNC’s business, strategy, and brand in the market. This includes the eastern half of North and South Carolina, stretching from the Research Triangle to the Outer Banks and down through the South Carolina low country. He also leads all sponsorship and philanthropic efforts to execute PNC’s community-based goals and initiatives for the region. Hansen is chair of the board of the Greater Raleigh Chamber of Commerce. He also serves on the executive committees of the YMCA of the Triangle and the Research Triangle Regional Partnership. He is a member of the board of directors of the North Carolina Chamber, North Carolina Chamber Foundation, and the South Carolina Aquarium. Previously, he has served on the board of directors for the Economic Development Partnership of Alabama and Mercedes-Benz U.S. Jim is based in Raleigh, NC.

### **Wesley Horne**

Wesley was born and raised in Wadesboro, NC. After completing high school at the McCallie School in Chattanooga, TN, he attended NC State in the fall of 1999. He was a 4 year letter winner on the golf team and earned Academic All-American. He graduated in 2004, Summa Cum Laude with a degree from the College of Textiles in Textile Apparel Management. In 2009, after a 5-year professional golf stint playing on mini tours in the US, as well as aboard on the European Tour, he joined his family’s company, Hornwood, Inc. He earned a MBA from the Wake Forest University School of Business working professional program, graduating with distinction, the highest honor the school awards. Hornwood’s Board of Directors nominated Wesley President of the company in 2016 where his role is to grow and strengthen the 72-year-old business for the future. The company employs 350 people and serves many markets including athletic & active wear, military, digital print, automotive, reverse osmosis filtration, fleece, aerospace, and footwear to name a few. Horne is a member and former president of the Wadesboro Rotary Club, serves on the board of directors for the Anson County United Way, is a Senior Fellow of the American Leadership Forum, serves on the scholarship committee for the North Carolina Textile Foundation, is a charter member of the NCSU College of Textiles Dean’s Young Alumni Leadership Council, and is a member of YPO. He is an aviation enthusiast as he is a private pilot flying a Piper Cherokee 180 and Cessna 172. He also enjoys downhill skiing. Wesley and his wife, Isla, live in Charlotte, NC.

### **Frank Rackley**

Frank Rackley received degrees in Wood Science and Technology and Economics from NC State in 1973. He then earned his MBA from East Carolina University in 1978. Frank retired as Timberlands Manager in 2013 after 40 years with Weyerhaeuser Company. Frank has served as a past Board of Directors member on the NC State College of Natural Resources Foundation Board. He has also served as the Executive Vice President of the North Carolina Forestry Association, Past President of the North Carolina Forestry Association Board of Directors and is currently serving on the North Carolina Forestry Association Board of Directors. Frank’s interests involve golf, fishing, hiking, and travel.



## **Cathy Sigal**

Cathy received her BS degree in Chemistry from North Carolina State University in 1976. During her undergraduate years, she had the privilege of participating in the NC State Fellows Program (now Caldwell Fellows Program). Cathy earned an AM degree in Chemistry from Harvard University in 1978 and an MS degree in Chemical Engineering from MIT in 1981. Later in 1981, she joined Mobil Research and Development Corporation where she developed new catalysts for petrochemical manufacturing. She moved to Merck Research Laboratories in 1984 where she designed and scaled up processes for the production of new drugs and vaccines. In 1989, Cathy returned to graduate school at Princeton University to obtain a PhD degree in Molecular Biology (1995), after which she pursued a postdoctoral fellowship at the National Institutes of Health. She joined the Juvenile Diabetes Research Foundation (JDRF) in 1998, eventually serving as Director of International Research. In this role, Cathy oversaw JDRF's international research portfolio and worked to build numerous partnerships with governmental agencies worldwide for the funding of diabetes research. Cathy is now retired but continues to stay engaged in volunteer activities. Currently, she serves as Chair of the American Chemical Society Development Advisory Board. As Chairperson, she has worked to advocate for scholarships for underrepresented students in the field as well as support other Society priorities such as green chemistry. Cathy was a member of NC State's College of Sciences Foundation Board for ten years and for most of those years she also served on the Finance Committee.

## **Kimberly Wicker**

Kimberly J Wicker opened her own firm, Coaly Design, in 2005, and has been a licensed landscape architect for 15 years. Kimberly has practiced land planning and land development with a wide range of projects from large scale master and urban planning, greenway design, and site specific design. Current projects include pedestrian and downtown master planning, an adaptive reuse of a downtown historic building, a 23-lot Habitat for Humanity community in western North Carolina, and commercial site design. Kimberly received her undergraduate degree from The Pennsylvania State University in 1995, and her Master of Landscape Architecture degree from the North Carolina State University in 1997. She is a life-member of the Alumni Associations of both Universities. She is also a member of the American Society of Landscape Architects, the Triangle Commercial Association of Realtors, and the Urban Land Institute. Kimberly is also a licensed real estate broker in the state of North Carolina. In the past, Kimberly has been an Assistant Adjunct Professor at North Carolina State University in the College of Design's Landscape Architecture Department. She is currently a member of the College's DesignLife Board. She has also given numerous presentations at the College as well as at the annual Urban Design Conference co-hosted by the College of Design. Kimberly also actively serves the local community. Most recently, she was a member of the City of Raleigh's Parks, Recreation, and Greenway Advisory Board from 2010 until June of 2016. Upon her Parks Board term expiring, Kimberly was appointed to the Dix Park Master Plan Advisory Committee. The Committee will work with the consultant over the next 2 years, facilitating the design and community involvement in the planning of the 306-acre proposed park. Kimberly actively served the local community in the past as a member of the Wake County Planning Board from 1999-2003. Kimberly lives in Raleigh with her husband, Tim, 2 dogs, and 3 step children.

**The Chancellor's Report**

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November 2018

**Top 100 Rankings**

For the first time in school history, NC State's College of Education ranked in the top 100 in the World University Rankings. The 2019 *THE* World University Rankings for the education subject area is based on 13 performance indicators related to five areas: teaching, research, citations, international outlook and industry income. The 428 universities included are categorized as, "the leading institutions across education, teacher training and academic studies in education subjects." *The Economist* ranked NC State's Jenkins full-time MBA Program on its top 100 global MBA programs. The program ranked 97 overall, placing it among the top 50 MBA programs in the United States and among the top 25 U.S.-based public institutions.

**Student Success**

A team composed of Jenkins MBA students won a competition at the 2018 Data Challenge, a global event hosted by Teradata University Network. Their project was designed for the Bike MS Program, a non-profit charitable organization that is part of the National Multiple Sclerosis Society. The team was initially selected as one of 15 finalists from a pool of more than 60 submissions from around the globe. The Jenkins MBA students won the "Best Value for Bike MS" award, beating out four highly competitive teams from Canada and Europe in the final. This project began as part of their coursework for the Jenkins MBA Decision Analytics Practicum course last spring. This showcases the ability of our students to make a difference through their educational experiences and the caliber of our faculty who teach and guide them along the way.

**Research Initiatives**

Three NC State researchers have been awarded a \$2 million grant by the National Science Foundation. The research studies gene expression regulation and could potentially benefit human, animal, and environmental health. Caroline Laplante, an assistant professor with the College of Veterinary Medicine, is a co-investigator on the project. Primary investigator Albert Keung and co-investigator Balaji Rao are both in NC State's Department of Chemical and Biomolecular Engineering.

**Professor's Fulbright Research Shapes Education**

NC State College of Education Associate Professor Margareta Thomson was named a U.S. Core Fulbright Scholar recipient for the 2018-2019 academic year. As part of her work in this role, she recently began her outreach and research engagements with education faculty, K-12 teachers and educators in Romania. In addition to presenting her Fulbright research project "Fostering Academic Motivation and a STEM Growth Mindset in High-Poverty Schools through Authentic Research Experiences," Thomson served as a keynote speaker at the 4th International Nonformal Education Conference and is collaborating with the Lucian Blaga University of Sibiu to organize the 19<sup>th</sup> Biennial Conference of International Study Association on Teachers and Teaching. Professor Thomson's work is making a significant impact on educational practices around the world.

**Community Impact**

Brandy Osborne, a student in NC State's online Leadership in the Public Sector Program, served as an emergency communications director for Carteret County during Hurricane Florence. Osborne operated out of the Morehead City Police Department, which also houses the county's Emergency Operations Center and Emergency Communications Center. For more than a week, she and her colleagues worked around the clock to answer 911 calls, direct emergency response and aid in initial recovery efforts.

Alexandru Pop was pursuing an externship at an animal hospital near the North Carolina coast when Hurricane Florence struck. Instead of postponing his externship, Pop helped turn his mentor's home into a supply distribution center for a two-week relief mission for animals affected by the storm. Alongside his mentor, Dr. Christine Long, Pop worked around the clock for weeks helping to rescue stranded animals. Many of these animals suffered from serious health ailments such as dehydration and pneumonia, and required intensive treatment and supervision. In one instance, Pop's team of veterinarians teamed up with Turtle Mountain Animal Rescue and traveled 15 miles by boat up the Cape Fear River to reach a group of stranded horses and alpacas that had been pulled into flood waters near Rocky Point, N.C. The group's efforts saved the lives of hundreds of animals and truly made an impact for hurricane relief efforts.

**Improving the Triangle**

The Triangle Smart Cities Summit was held at the Raleigh Convention Center on October 31. Co-hosted by NC State and the City of Raleigh, the event brought together area city, industry and academic leaders to share ideas aimed at making the region one of the smartest and most connected communities in the U.S. In 2016, the City of Raleigh and NC State formalized a commitment to work together to explore opportunities related to smart cities initiatives. Collaborative research projects are currently being explored, and the City of Raleigh and NC State are working on joint grant opportunities.

**Athletics**

The 12th-ranked NC State women's cross country team edged out No.18 Notre Dame by one point to claim the program's third-straight and 24th overall ACC Championship title. The NC State men's team finished in third place, meaning that they have finished in the top three at the ACC Championships for 28 of the last 30 conference meets. Additionally, NC State saw seven student-athletes collect All-ACC honors between its men's and women's cross country teams. All of the Wolfpack's All-ACC performers on the men's side were first-time honorees. For the women, Henes (who finished 2nd) took home All-ACC honors for the third time in her career, and Clairmonte (who finished 8th) repeated as an All-ACC honoree for the second season in a row.

**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY  
AGENDA**

**Audit, Risk Management and Finance Committee  
3:15 p.m. – 4:45 p.m., November 15, 2018  
Winslow Hall Conference Room**

**Members: Thomas E. Cabaniss, Chair, Jess Errico, Ann B. Goodnight, James A. Harrell, III,  
Ronald W. Prestage, DVM, Susan P Ward**

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**CALL TO ORDER**

Tom Cabaniss, Chair of Committee

**ROLL CALL**

Tom Cabaniss, Chair of Committee

**READING OF STATE GOVERNMENT ETHICS ACT CONFLICT OF INTEREST STATEMENT**

Tom Cabaniss, Chair of Committee

- |  |                |
|--|----------------|
| <b>1. APPROVAL OF MINUTES</b>  | <b>TAB 4.1</b> |
| Approval of September 20, 2018 Minutes   |                |
| <b>2. ACTION ITEMS</b>   | <b>TAB 4.2</b> |
| No Action Items  |                |
| <b>3. INFORMATIONAL REPORTS</b>  | <b>TAB 4.3</b> |
| A. Annual State Auditor Report   | 4.3A           |
| (UNC Pol. Ch. 600.3.1.A.1.e) (NC State Policy 01.05.1, Appendix 1, I.a.viii)                               |                |
| Office of State Auditor  |                |
| <i>Ray Whitby, Jr., State Audit Manager</i>  |                |
| <i>Ashley Byrd, State Audit Supervisor</i>   |                |
| Office of Finance and Administration   |                |
| <i>Mary Peloquin-Dodd, Interim Vice Chancellor, Finance and Administration</i>                             |                |
| B. Internal Audit Update   | 4.3B           |
| (NC State Pol 01.05.1, Appendix 1, I.a.i-viii)   |                |
| Office of Internal Audit   |                |
| <i>Cecile Hinson, Director, Internal Audit</i>   |                |
| C. Legislative and Finance/Budget Update   | 4.3C           |
| (UNC Pol, Ch. 100.1, App 1 (V) Section 502.B (5-6) and 502.C (1-4)) NC State Pol 01.05.1, Appendix 1, I.b) |                |
| Office of External Affairs, Partnerships & Economic Development  |                |
| <i>Kevin Howell, Vice Chancellor, External Affairs, Partnerships</i>                                       |                |
| <i>&amp; Economic Development</i>  |                |
| Office of Finance and Administration   |                |
| <i>Mary Peloquin-Dodd, Interim Vice Chancellor, Finance and Administration</i>                             |                |
| <i>Barbara Moses, Associate Vice Chancellor, Budget and Resource Management</i>                            |                |

- D.      Enterprise Risk Management and Compliance Update      4.3D  
          (UNC Pol. Ch. 1300.9.11) (NC State Pol 01.05.1, Appendix 1, I.c.i, ii)  
          Clery Act and Threat Assessment  
          Office of General Counsel  
          *Robert Hoon, Interim General Counsel*  
          Office of Finance and Administration  
          *David Rainer, Associate Vice Chancellor, Environmental Health and Public Safety*

**4.      COMMITTEE DISCUSSION      TAB 4.4**

**5.      ADDITIONAL INFORMATIONAL MATERIALS      TAB 4.5**

- A.      NC State Investment Fund Performance Review      4.5A  
          (UNC Pol Ch. 600.2.4.II.K) (NC State Pol 01.05.1, Appendix 1, I.b, d.i)
- B.      NC State Intermediate Term Fund Performance Review      4.5B  
          (UNC Pol Ch. 600.2.4.II.K) (NC State Pol 01.05.1, Appendix 1, Ib, d.i)

**ADJOURN**

Meeting of Audit, Risk Management and Finance Committee  
North Carolina State University  
Board of Trustees  
September 20, 2018

Chair Cabaniss opened the meeting at 3:15 p.m. in Winslow Hall Conference Room. Roll was taken and there was a quorum. Committee members present for the meeting were:

Mr. Tom Cabaniss, Chair  
Ms. Jessica Errico  
Ms. Ann Goodnight  
Dr. Ron Prestage  
Ms. Susan Ward

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

The committee reviewed and discussed its responsibilities as per the bylaws, this year's agenda, and the draft plan of work for the year. The four key areas of committee authority are audit, finance, risk management, and policy development for institutional trust funds, campus security and information technology and cybersecurity. Changes to this year's calendar include the State Auditor presenting in November instead of February, and the Athletics Financial Reporting is delayed until November.

The minutes from the April 19, 2018 meeting were presented for approval, and with no changes, they were approved by consent.

The Committee was presented with the Internal Audit Charter for review and approval, as required by state law, BOG policy, and the Institute of Internal Auditors' International Professional Practices Framework. The Charter is a formal document that defines the Internal Audit Division (IAD) mission, scope of work, accountability, authority, and responsibility. The Charter must be reviewed and approved annually by the Board of Trustees. The only changes included updating the name of UNC System Office and the inclusion of Chief Audit Officer in reference to the Director of Internal Audit, which has become an industry standard..

**Ms. Ward made a motion to accept the Charter as presented, Ms. Goodnight seconded, the Charter was approved.**

The results of the University's Internal Audit Division's (IAD) Quality Assurance Review were discussed. IAD was found to be compliant with all 53 standards of the Institute of Internal Auditors' International Professional Practices Framework. The next review will be in 2022. The process for risk assessment and internal audit engagements, the Fiscal Year 2018 NCSU IAD Annual Report, and the Fiscal Year 2018 Year End Summary were also reviewed. Topics included: IAD performance metrics, status of engagements against the Audit Plan, the increase in risk assessment interviews conducted, and the increase in hotline allegations received and investigated. The quarterly update on Internal Audit activity since the last meeting was included in the pre-materials and the committee had no questions regarding the information.

A report on legislative activities included a discussion related to budgets for colleges, a special session regarding the impact of Hurricane Florence and subsequently, potential cuts to budgets.

The committee heard a budget update for fiscal 2019—an in-depth report on changes in state appropriations for the fiscal year—both increases and decreases. Additional funding supported increases in employee compensation, increasing minimum wages, and covering retirement and health insurance rate increases. Undergraduate resident tuition and fees did not increase this year, but other programs and nonresident tuition is driven by market or statutory caps. There were no increases in special fees, or new special fees created. The committee heard an update on Board of Governors' priorities and work plans for the 2019-2021 biennium. Areas of interest include enrollment funding model reform, consolidation of tuition and fees, R&R allocations, a metrics dashboard and data modernization.

The Committee also heard a year-end update on the University's financial performance and highlights from the University's unaudited financial statements for FY2018. The net position of the University increased to \$444.6 million, up \$95.5 million from fiscal 2017. Fiscal 2017's net position was substantially reduced by required accounting for Other Post- Employment Benefits liabilities (OPEBs) and increased pension expenses. For fiscal 2018, a 3.7% increase in total revenues was offset by smaller increases in operating expenses, and net operating income increased from \$34.7 million for fiscal 2017 to \$53.3 million for fiscal 2018. The University will continue to watch the impact of additional accounting changes on its financial statements and slow top-line revenue growth

Office of General Counsel presented an informational report on strategies and practices related to preventative risk management. The University strives to engage the population in preventative risk strategies and commitment to compliance. The Board learned about the most common causes of legal action brought against the University, how the University defends and protects against claims, and the payment of judgements. The Endowment Fund falls under the Defense of State Employees Act. The State of North Carolina is self-insured, while associated entities are not covered under these umbrellas and each carry their own liability insurance policies, university employees assigned to or serving on a board are covered under the Defense of State Employees Act..

The Committee discussed proposed topics to be presented at future meetings.

Chair Cabaniss referenced informational materials provided to the Committee.

With no further business, the Committee adjourned at 4:27 p.m.

Submitted by \_\_\_\_\_  
Secretary to the Committee

Approved \_\_\_\_\_  
Chair of the Committee



**NC STATE UNIVERSITY**

# NC State University

## Annual Security and Fire Safety Report

October 2018





# NC STATE UNIVERSITY

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# NC STATE UNIVERSITY

## Introduction

### Message from the Chief



North Carolina State University (NC State) is the largest university in North Carolina with a population of over 40,000 and encompasses nearly 2,110 acres in the heart of the capital city of Raleigh. The campus is uniquely composed of offices and classrooms, university residence halls, private housing, research facilities, major athletic facilities, a major veterinary hospital, and a research park located at Centennial Campus. NC State has all of the attributes of a major city in North Carolina.

Studying, living and working in a university environment like NC State can make it easy to forget that crime and other problems can occur just as they do in other cities in North Carolina. The purpose of this report is to provide you with the information you need to stay safe while at NC State.

The NC State Police Department (University Police) is the primary department at the university charged with creating a safe and secure environment. This task, however, is not one we can accomplish alone. Crime prevention, identifying risks, and problem solving are the responsibility of everyone.

Our efforts to maintain a safe and secure environment rely on University Police's ability to develop working relationships with the many communities that make up NC State. We believe that through partnering and problem solving, we can make NC State one of the safest universities in the nation. We have a commitment to community policing and we are dedicated to assisting you in maintaining a safe and secure environment in order to enhance the quality of life here at NC State.

University Police has been awarded "Accreditation with Excellence" by the Commission on Accreditation for Law Enforcement Agencies, Inc. University Police is also accredited by the International Association of Campus Law Enforcement Administrators. These professional milestones ensures that the department is practicing nationally and internationally recognized standards for the delivery of police services to the NC State community. The department provides a full range of services, including 24-hour patrol (by vehicles, on foot, on bikes, on Segways, and on horseback), investigations, a 911 center and a crime prevention unit. In addition, University Police offers a wide range of educational services.

We hope you find this report informative and helpful and that your stay at NC State will be both rewarding and safe.

Jack W. Moorman  
Chief of Police



# NC STATE UNIVERSITY

## Clery Act Requirements

In general, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus properties. The statistics must be gathered from University Police, local law enforcement, and other University officials who have "significant responsibility for student and campus activities";
- Provide "Timely Warning" notices of those crimes that have occurred and pose an "ongoing threat to students and employees";
- Provide "Emergency Notifications" for dangerous or emergency situations; and
- Disclose in a public crime log any crime that occurred on campus and is reported to the university police.
- Provide survivors of sexual assault, domestic violence, dating violence, and stalking with information on reporting, interim arrangement options, resources, and University disciplinary processes.
- Outline and disclose University policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

University Police is required by the Clery Act to report certain types of crimes on an annual basis. As a result, NC State reports all Part 1 Criminal Offenses, as well as Hate Crimes as required by the Clery Act, for crimes occurring on campus and certain non-campus properties. These crimes include:

- Criminal Homicide
- Sexual Assault, including Rape, Fondling, Incest, and Statutory Rape
- Stalking
- Domestic Violence
- Dating Violence
- Rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Arrests and Disciplinary Referrals for Violations of Weapons, Drug, and Liquor Laws

The Annual Security Report (ASR) crime statistics are provided below, and are also available on the University Police website at the following link: <https://police.ehps.ncsu.edu/annual-security-report/>.

University Police is responsible for preparing and distributing the ASR. University Police works with many other departments and units within the campus community to compile this information. Because they have local jurisdiction over some NC State locations, the Raleigh Police Department, Wake County



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Sheriff's Office, and other law enforcement agencies are asked to provide Clery Act reportable crime statistics for the required geographical locations.

We encourage members of the NC State community to use this report as a guide for safe practices on and off campus. For a hard copy of this information or alternative formats please contact the NC State University Police at (919) 515-3000.



## Disclosure of Crime Statistics

NC State crime statistics include those crimes reported to University Police, Campus Security Authorities (CSAs), and local law enforcement agencies. These statistics may include crimes that have occurred in private residences, including those maintained by university student organizations, and on certain other non-campus property.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provides the website to access the ASR. Prospective students can obtain a copy by visiting NC State's undergraduate and graduate admissions websites. All prospective employees can obtain a copy from the NC State Human Resources department by visiting <https://jobs.ncsu.edu>; the website address is part of the online employment application. Individuals with disabilities can request the ASR in an alternative format by contacting University Police.

OFFENSE	ON CAMPUS			RESIDENTIAL FACILITIES			NON-CAMPUS			PUBLIC PROPERTY			TOTAL					
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	Unfounded	2016	Unfounded	2017	Unfounded
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	9	30*	15	7	28*	12	0	2	3	0	0	0	9	2	32*	2	18	0
FONDLING	5	4	17	1	2	8	1	1	3	0	0	2	6	1	5	1	22	0
INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	4	3	0	0	0	0	1	1	3	2	3	3	1	7	1	7	0
AGGRAVATED ASSAULT	9	6	13	2	2	6	1	0	3	6	1	0	16	0	7	0	16	0
BURGLARY	19	30	30	10	4	7	4	4	2	0	0	0	23	0	34	0	32	2
MOTOR VEHICLE THEFT	9	6	6	0	0	0	0	0	1	1	0	1	10	0	6	4	8	2
ARSON	3	2	1	0	1	0	0	0	0	0	1	0	3	0	3	0	1	0
ARRESTS: ILLEGAL WEAPONS	2	4	0	0	0	0	0	0	3	1	0	2	3	NA	4	NA	5	NA
DISCIPLINARY REFERRALS: ILLEGAL WEAPONS	0	0	0	0	0	0	0	0	1	0	0	0	0	NA	0	NA	1	NA
ARRESTS: DRUG ABUSE VIOLATIONS	76	73	32	23	27	23	2	3	4	5	2	8	83	NA	78	NA	44	NA
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	76	62	73	54	41	50	11	4	2	1	1	0	88	NA	67	NA	75	NA
ARRESTS: LIQUOR LAW VIOLATIONS	21	27	22	2	8	6	1	48	4	7	17	1	29	NA	92	NA	27	NA
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	435	340	274	359	315	225	48	31	21	8	0	0	491	NA	371	NA	295	NA
STALKING	26	21	28	6	6	5	1	0	0	0	1	1	27	0	22	0	29	1
DOMESTIC VIOLENCE	6	7	7	4	4	3	0	0	1	0	0	0	6	0	7	0	8	0
DATING VIOLENCE	5	33*	18	5	28	12	0	1	0	0	0	2	5	0	34*	0	20	1
HATE CRIMES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*In 2016, an individual reported to University Police that they had been raped approximately 20 separate times, over a period from 2014 to 2016, by another individual with whom they were involved in a dating relationship. Pursuant to the Clery Act, and its implementing regulations and guidelines, the university must include these reported incidents in the year in which they were reported, not in the year in which they occurred. In addition, while these incidents must be reported in the 2016 rape statistics, they must also be included as separate incidents of dating violence.

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## Emergency Communication and Response

Generally, University Police is responsible for providing immediate emergency response, and will respond and confirm if there is a significant emergency on campus. University Police's response may be in conjunction with others, such as the university's Fire and Life Safety Office, University hazardous material officials, or the City of Raleigh Fire Department. In some cases, other University officials (such as members of NC State's Environmental Health and Safety Office) may recognize and confirm a dangerous or emergency situation involving an immediate threat to the health and safety of the campus.

Upon confirmation of an emergency, University Police supervisory personnel, in consultation with University administrators, as appropriate, will determine whether there is a significant emergency that requires notification through NC State's emergency notification system, which segment(s) of the campus community will be notified, and the content of the emergency notification. The Staff Duty Officer for University Police has the authority and capability to activate the university's emergency notification systems and decide which communications tools to use. When time allows, this will be done in consultation with the Chief of University Police, the Associate Vice Chancellor for Environmental Health and Public Safety, and the university's Emergency Communications Group.

However, if, in the professional judgment of University Police, issuing a notification potentially compromises efforts to assist a victim, investigate a crime, or to contain, respond to, or otherwise mitigate the emergency, NC State may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the university will issue the emergency notification to the campus community.



### Alerting the NC State Community

NC State has an Emergency Notification System known as WolfAlert with multi-channel communication capabilities. WolfAlert is primarily intended to rapidly disseminate emergency information about an incident or emerging situation and provide instructions to the NC State campus community in Raleigh, NC. WolfAlert's uses include notifications for emergencies as well as non-emergency situations causing a significant and real or perceived threat to the campus community.

### WolfAlert System Methods:

**Broadcast email:** A broadcast email goes to everyone who has a University email account and any affiliated individual who has provided an email address.

**Billboard:** Notifications can be delivered to electronic billboards located in common areas across campus.

**Desktop Notification:** Desktop alerting software allows NC State to relay critical emergency notifications and communications. The alert appears on an individual's laptop or personal computer as a pop-up window overlaying all other open windows on the computer. This software is available to all

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University classroom, lab, faculty and staff PC's logged onto the campus network. It is also available for download to personal laptops for all students, faculty and staff; but will only be activated when logged onto the campus network via Wi-Fi or Ethernet connection.



**Text Messaging:** NC State sends students, staff, and faculty a text message to their cell phone in the event of a campus emergency, University closing, and for information on the occurrence of certain crimes. An alert will be sent to everyone who has provided his or her text-enabled cell phone number in MyPack Portal. Messages will contain brief safety instructions and/or brief details on where to get more information about the alert, i.e. NC State's emergency website. This service is not intended for family member registration.

**WolfAlert Audible Alert System:** The WolfAlert Audible Alert System is an audible warning system which consists of speaker arrays mounted on poles or building roofs at various locations across campus. In the event of certain emergencies, either tones or brief messages will be broadcast over these speakers to notify persons located outside of buildings to take action. Typically, this action will be to seek shelter in a nearby building and tune in to the various media described above for further information. Additional information on the WolfAlert system is available at [www.ncsu.edu/emergency-information](http://www.ncsu.edu/emergency-information).

**Home Page:** NC State University Communications will post a black WolfAlert banner at the top of the university home page that will alert home page visitors of the situation and link to the NC State WolfAlert site for additional information regarding significant incidents impacting campus.

**Adverse Conditions Hotline:** NC State uses 919-513-8888 for a wide range of announcements, including adverse weather and emergency situations.



**Social Media:** NC State may use various forms of social media (Twitter, Facebook, Google+, etc.) to alert the NC State community about emergencies as well as non-emergency situations causing a significant and real or perceived threat. In addition, WolfAlert Twitter and Facebook pages are maintained by University Communications and only populated during an emergency.

The Staff Duty Officer for University Police will determine which communications tool to use and when to inform the campus community of a significant emergency, a serious or continuing threat, or dangerous situation. When time allows, this will be done in consultation with the Chief of Police,

Associate Vice Chancellor for Environmental Health and Public Safety, and the university's Emergency Communications Group.

The WolfAlert System, campus electronic billboards, text messaging, and e-mail are tested on the first Monday of every month. Records are kept on file of the results of the testing process.



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## Types of Notifications

### Timely Warnings

**WolfAlert Crime Warnings** are issued to notify the campus community for Clery crimes occurring anywhere on NC State's Clery geography that are considered to be, in the judgment of the University Police Chief or his designee, a serious or continuing threat to students and employees. Examples of crimes where crime warnings may be issued include, but are not limited to: sexual assaults, burglary, robbery, or aggravated assaults. Distribution of a WolfAlert Crime Warning is generally by broadcast email or text message from University Police to all students, faculty, and staff and may include social media by University Communications.

An example of a WolfAlert Crime Warning e-mail is:

Wolf Alert - Burglary at North Hall

At approximately 3:15 AM a resident of North Hall reported to University Police that they were awoken by a black male that had entered their room and was going through a dresser drawer. The suspect fled the area in an unknown direction after being confronted by the resident of the room. The suspect is described as being in his 20's and wearing an orange shirt and khaki pants.

The campus community is always encouraged to take the following steps to keep themselves safe:

- Assailants target residences where doors and windows are left unlocked or unsecured. Always lock residence doors and windows when at home and when you leave.
- Assailants may try to gain access into a residence by using force or deception. Don't open your door for or let someone in your residence that you don't know.
- If you feel unsafe in any situation, trust your instinct and contact University Police immediately to report suspicious activities or crimes on campus by calling 911 or 919-515-3000.

In compliance with the Timely Notice provisions of the Federal Jeanne Clery Disclosure of Campus Security Police and Campus crime Statistics Act of 1998, Campus Police are giving notice of a disturbing act of violence. Please share the information contained in this crime warning with other people on campus who may not have seen it.

### Emergency Notifications

**WolfAlert Emergency Notifications** are issued to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Examples of such significant emergencies or dangerous situations include, but are not limited to, shooters on campus or tornado warnings. Emergency Notifications are issued by University Police through a combination of methods that may include broadcast e-mail, audible alert, public media, campus bill boards, desktop notifications, or text message. In addition, University Communications may issue emergency information via the university home page and social media. Follow up communications are directed by the Crisis Communications Team and the university's Chief Communications and Marketing Officer.

Students may also receive communications from University Housing staff, such as Resident Advisors (RAs). Students receive an annual email message highlighting the methods of emergency communication, with special emphasis on registering to receive emergency text messages and to review the information and resources found at [www.ncsu.edu/emergency-information](http://www.ncsu.edu/emergency-information).

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## Safety Notifications

**WolfAlert Safety Notices** are communications to the campus community for crimes that do not occur on NC State's Clery geography but are determined to require the awareness of campus for safety purposes, or for situations that are not deemed an emergency or dangerous situation, but are determined to require the awareness of campus for notification reasons. Distribution of a WolfAlert Safety Notice is generally by broadcast e-mail by University Police or University Communications.

## Testing Emergency Response and Evacuation Procedures

NC State conducts numerous announced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. These drills and exercises simulate emergency scenarios that affect individual operating units or the campus community as a whole. Examples of drills and exercises conducted by NC State include live or tabletop exercises simulating: a tornado or other severe weather event, active shooter on campus, utility disruption, and hazardous material release. The university coordinates on average four or more announced drills or exercises each year, to test, assess, and evaluate the emergency response and evacuation procedures as well as decision-making capabilities. Emergency procedures and evacuation plans are publicized in conjunction with at least one of these tests. Emergency response drills and tabletop exercises are monitored by NC State's Department of Emergency Management and Mission Continuity, University Police, University Housing, and/or by other third party assessors where appropriate. Recommendations for improvements are submitted to the appropriate departments/offices for consideration. For each test, the university documents a description of the exercise, the date, and the time.

In the event of an emergency, NC State's Emergency Operations Plan will be activated. This plan is coordinated with other Wake County emergency response agencies and has been tested in joint training drills and exercises with these agencies. The university also constantly receives the most up-to-date information available on risks as well as threats, and prepares accordingly. NC State continues to evaluate its Emergency Operations Plan as part of an ongoing evaluation of best practices and the use of new technologies.

## Campus Evacuations

In a campus-wide emergency, the decision to implement evacuation procedures rests with the Incident Commander. When time permits, the decision to evacuate rests with the Chancellor or designee in consultation with the Associate Vice Chancellor for Environmental Health and Public Safety. The NC State campus encompasses approximately 2,500 acres and 15,000,000 square feet under roof. Depending on circumstances "evacuation" may or may not be practicable and would likely take in excess of two (2) hours.

Information concerning campus-wide evacuations are communicated through WolfAlert Emergency Notifications.

## Building Evacuations

Building evacuations are coordinated through NC State's Fire and Life Safety and University Police. A building may be evacuated by order of First Responders or due to the activation of a building fire

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evacuation system. Other than the sounding of a fire alarm, First Responders may perform a scene assessment to determine if an evacuation or shelter-in-place order is appropriate. If the decision to evacuate is made, occupants will be moved to a safe area coordinated by First Responders.

Evacuation procedures for specific buildings are prepared with assistance from the Fire and Life Safety Office, are disseminated by building liaisons to building occupants, and included in unit Pack Ready Emergency Plans. Evacuation diagrams are posted near all elevators and in common areas. In general, evacuations follow the procedures set forth on p. 45 of this report.

## **When directed to evacuate your building:**

- Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself
- Use prescribed evacuation routes
- Do not use elevators
- Do not re-enter the building until directed by first responders

Please contact your building liaison or the University Fire and Life Safety Office at 919-515-2568 for more information.

## **Shelter-in-Place**

Shelter-in-Place means selecting a small, interior room if possible, with no or few windows, and taking refuge there. It does not mean sealing off your entire building. If you are told to shelter-in-place, follow the instructions provided.

## **Why You Might Need to Shelter-in-Place:**

Adverse weather and other significant safety emergencies may occur when evacuation of a building or location is not recommended or possible. Should this occur, information will be provided by University authorities through WolfAlert Emergency Notifications. The important thing is for you to follow instructions of University authorities and know what to do if they advise you to shelter-in-place.

## **Missing Student Notification**

NC State RUL 11.31.02, Missing Student Notification, (<http://policies.ncsu.edu/rule/rul-11-31-02>) establishes the procedures for the NC State community regarding the reporting, investigation and required emergency notification when a student residing in on-campus housing is determined to be missing. A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason.

## **Identifying a Contact Person**

All NC State students residing in on-campus housing (including residence halls, Greek Village and university-owned apartments – E.S. King Village, Western Manor, Wolf Village, and Wolf Ridge) must register a contact person to be notified by NC State if NC State determines that the student is missing for more than 24 hours. This contact information will be registered confidentially and will not be disclosed

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except to authorized University officials and law enforcement personnel in furtherance of a missing person investigation. If a student is under 18 years of age and not an emancipated minor, NC State is required to notify a custodial parent or guardian, in addition to notifying any additional contact person designated by the student.

## Procedure for Identifying a Missing Student

Any person who believes that a student who resides in on-campus housing is missing should immediately report this information to University Housing or Greek Life staff, or to University Police at 911 or 919-515-3000. Any missing student report received by University Housing or Greek Life staff will be immediately referred to the University Police. In the event another university officer or employee other than a member of University Housing, Greek Life or University Police receives a report of a missing student, that person shall immediately notify University Police of the report received.

Upon the report of a possible missing student, the University Police will immediately initiate a missing person investigation in accordance with North Carolina law and University Police General Order 500-13 (Missing Persons). If University Policy determines that a student is missing, University Police will take the following actions:

- a. Notify the student's contact person within 24 hours of the determination that the student is missing;
- b. If the student is under 18 years of age and is not an emancipated minor, University Police will notify the student's custodial parent or guardian and any other designated contact person within 24 hours of the determination that the student is missing;
- c. Inform any other appropriate law enforcement agencies within 24 hours of the determination that the student is missing;
- d. University Police and any other appropriate law enforcement agencies will continue to investigate the missing person report.

Nothing in this rule prevents NC State from making notifications earlier than noted above if deemed appropriate under the circumstances. In addition, nothing in this rule shall restrict NC State from contacting other individuals if deemed necessary to prevent harm to a student or others, necessary to the investigation, or otherwise appropriate under the circumstances.

## Reporting of Criminal Offenses

### Who to Report To

All students, employees, and visitors should promptly report criminal incidents, accidents and other emergencies to University Police by dialing 911. For non-emergencies you may contact University Police at (919) 515-3000 or in person at 2610 Wolf Village Way. University Police is available 24 hours a day year round.

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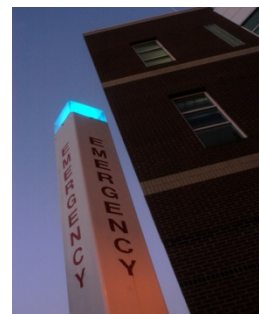
The university has installed emergency call boxes (blue light phones) throughout campus for use when police assistance is needed. By pressing the red button on the phone, users can communicate directly with our Emergency Communications Center. The location of the emergency call box is digitally displayed to the Emergency Communications Officer.

## Campus Security Authorities at NC State

In accordance with the Clery Act, all university “campus security authorities” (CSAs) – those officials who have significant responsibility for student and campus activities – must report certain crimes to University Police.

CSAs are required to report the following crimes, occurring in certain geographic locations associated with NC State, in a timely manner to University Police:

- |  |  |
|--|--|
| -Criminal Homicide                                       | -Domestic Violence   |
| -Sexual Assault (Rape, Fondling, Incest, Statutory Rape) | -Motor Vehicle Theft   |
| -Robbery   | -Aggravated Assault  |
| -Burglary  |  |
| -Arson   | -Liquor, drug and weapons arrests and disciplinary referrals |
| -Stalking  |  |
| -Dating Violence   |  |



CSAs are also required to report whether the crimes listed above, or any other criminal offense such as larceny, simple assault, ethnic intimidation, and destruction, damage, or vandalism of property, were motivated by bias related to race, gender or gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Given the nature of these reporting obligations, NC State recognizes that it would be unrealistic to expect all CSAs to be able to differentiate between similar crimes without significant legal and/or law enforcement training (e.g. knowing the difference between aggravated assault and simple assault or burglary and larceny) or even when a crime is motivated by bias. Therefore, the university believes that the most reasonable and effective way to manage NC State’s federal reporting requirement is to designate University Police as the central data collection unit for all crimes.

If someone reveals to a CSA that they have been the victim or perpetrator of, or witness to, any incident that might involve a crime (reportable or otherwise), CSAs must immediately contact University Police at (919) 515-3000 or complete the online CSA Incident Report Form found at: <https://campuspolice.ehps.ncsu.edu/clery/csa-incident-reporting-form/>. NC State’s CSAs complete annual training so that they are aware of their Clery reporting obligations. This training is delivered in two formats: in-person presentations facilitated jointly by University Police and the Office of General Counsel, and online through NC State’s REPORTER system. Completion of in-person or online CSA training is tracked and reported to University Police by a responsible administrator within each University division or unit.

The following personnel have been identified as CSAs and are required to receive training and notify University Police of incidents or offenses occurring in certain geographic locations associated with NC State:

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- **University Police:** All personnel
- **Division of Academic and Student Affairs:**
  - **Student Development, Health & Wellness:** Selected personnel as identified by the Senior Associate Vice Chancellor for Academic and Student Affairs (but does not include select personnel in Student Health Services and Counseling Center licensed professional staff if these individuals receive a report in the performance of their job duties)
  - **University Housing and Living/Learning Initiatives:** All professional staff, residence directors/assistants, community assistants, administrative assistants, project coordinators, and non-police security personnel
  - **ARTS NC State:** Selected personnel as identified by the Executive Director for ARTS NC State
  - **University College:** Selected personnel as identified by the Senior Associate Dean for Academic and Student Affairs
  - **Service and Leadership:** All faculty/staff advisors to registered/recognized student organizations, and selected personnel as identified by the Assistant Vice Chancellor for Academic and Student Affairs
  - **Academic Success:** Selected personnel as identified by the Associate Vice Chancellor for Academic and Student Affairs
  - **Academic Support Program for Student Athletes:** Selected personnel as identified by the Assistant Dean for Academic and Student Affairs
  - Other personnel as identified by the Vice Chancellor and Dean for Academic and Student Affairs
- **Park Scholarships:** All professional staff
- **Goodnight Scholars Program:** All professional staff
- **Caldwell Fellows:** All professional staff
- **Enrollment Management and Services:** Selected personnel as identified by Vice Provost for Enrollment Management & Services and University Registrar
- **Office of Global Engagement:** All professional staff
- **Institutional Equity and Diversity:** Selected personnel as identified by Vice Provost for Institutional Equity and Diversity
- **Colleges and the Graduate School:** All Deans, Associate and Assistant Deans, Department Heads, Program Directors, Student Career Counselors, and Directors of Graduate Programs
- **Athletics:** All Coaches, Directors, Managers, and Trainers





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## Voluntary and Anonymous Reporting

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or the university conduct procedures. Anonymous reporting can be conducted online through the University Police website at <https://police.ehps.ncsu.edu/forms/>

For those designated as CSAs, anonymous reports can be sent electronically to University Police through the Campus Security Authority Incident Report form. The web-based report form can be accessed via University Police's website at: <https://campuspolice.ehps.ncsu.edu/clery/csa-incident-reporting-form/>. Before a report can be submitted, the CSA must provide certain information including: the date the incident occurred and actual date reported, the type of crime involved, the general location of the crime (campus building, non-campus property, etc.), and a description of the incident. The CSA must identify the individual who received the report and contact phone number. CSAs are trained annually on their duty to report and the reporting requirements.

University Police follows up on each anonymous report as appropriate, based upon the timeliness and substantiation of information provided, to determine if a reported incident represents an on-going threat to the campus community. If the investigating officer determines that the reported incident occurred and that it has not previously been reported, the officer will complete an incident report, and the crime will be included in NC State's crime log and, if applicable, the crime statistics recorded in the university's ASR.

Pursuant to the Clery Act, pastoral counselors and professional counselors are not required to report crimes to University Police for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his/her license or certification.

Certain other University departments may also accept reports from a victim. Such departments include the Office of Student Conduct, Women's Center (including the 24-hour Response Line), Office for Institutional Equity and Diversity, University Housing, Student Legal Services, Student Health Services, and GLBT Center. The Clery Act requires these departments to report the crime to University Police. This reporting allows the university to maintain accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed.

University Police will investigate crimes that are reported.

## Security and Access

### Residence Halls

Residence hall entrance doors are locked at all times. Residents have keys to enable them to gain access to their hall. In accordance with the university's Residence Hall Visitation Regulation, REG 11.30.06, a visitor in the residence halls must be escorted at all times by the hosting student. Some university

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employees, such as housekeepers, maintenance staff and employees of University Housing, also have access to the residence halls to perform their job responsibilities.

During Winter Break - between Fall and Spring semesters - and Spring Break, most residence halls are closed and residents must vacate their rooms. The locks on the entrance doors of closed halls are changed during the two break times to decrease the possibility of unauthorized entrance. In halls remaining open during the Winter and Spring Breaks, the entrance door locks are also changed, and only those students who are registered to remain in the buildings during the breaks receive a key for the new lock.

## Campus Buildings

NC State is a public institution and is generally open to the public. The university is research intensive and may restrict access to certain areas as needed. In order to maintain the safety of the campus community, the university has the ability to restrict, withhold, or remove a person's access to or presence on University property due to safety considerations relating to the university community.

## Maintenance

NC State is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various departments continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. University Police officers conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate a work order. We encourage community members to report any deficiency in lighting or physical security to the Facilities Customer Service Center at (919) 515-2991, or the safety hotline at (919) 515-5445.

The department and representatives from the university lock shops work together to identify inoperative locking mechanisms. We encourage community members to promptly report any locking mechanism deficiency to the facilities customer service center at (919) 515-2991 or to University Police at (919) 515-3000.

Maintenance staff persons are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus and unsecured equipment.

## University Police

### Authority

University Police operates 365 days a year, 24 hours a day. The office is located at 2610 Wolf Village Way. N.C.G.S. § 116-40.5 grants University Police officers full law enforcement powers upon completion of state mandated training. Each officer must meet the same standards and training as all other statewide police agencies in order to obtain certification. University Police's territorial jurisdiction includes all property owned or leased by the university and that portion of any public road or highway passing through such property and immediately adjoining it, wherever located within the State of North Carolina.

University Police officers are granted by the City of Raleigh expanded jurisdiction within the City subject to certain limitations identified in the following agreement:



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## AGREEMENT FOR EXPANSION OF TERRITORIAL JURISDICTION OF NORTH CAROLINA STATE UNIVERSITY POLICE DEPARTMENT

**THIS AGREEMENT** (“Agreement”) made and entered into on the date as of the last signature below, between by and between North Carolina State University ("University") and the City of Raleigh ("City").

**WHEREAS**, University has established a law enforcement agency on its campus pursuant to N.C.G.S. § 116-40.5(a) and Chapter 17C of the North Carolina General Statutes (“University Police”); and

**WHEREAS**, University Police is accredited by the Commission of Accreditation for Law Enforcement, and intends to maintain its accredited status; and

**WHEREAS**, pursuant to N.C.G.S. § 116-40.5(b) and 160A-288, University may enter into agreements that allow its law enforcement agency to extend the territorial jurisdiction beyond the perimeter of the campus; and

**WHEREAS**, University has authorized the Chief of University Police to enter into mutual aid agreements with other law enforcement agencies, and City has authorized the Chief of the Raleigh Police Department (“Raleigh Police”) to enter into mutual aid agreements with other law enforcement agencies; and

**WHEREAS**, there has been a close working relationship between University and City in the function of law enforcement, which University and City wish to continue; and

**WHEREAS**, University and City desire to allow for expanded territorial jurisdiction of University Police officers in certain situations and locations as set forth in this agreement, but not to allow University officers to have general powers to conduct patrol outside of their original territorial jurisdiction under N.C.G.S. § 116-40.5(a).

**THEREFORE**, in consideration of these mutual interests, this Agreement, along with any and all incorporated attachments, shall define the working relationship between the University Police and the Raleigh Police and the parties agree as follows:

1. **Expansion of Territorial Jurisdiction.** University Police shall have expanded territorial jurisdiction beyond all real property owned by University subject to the following conditions and locations:
  - (a) When University Police officers are conducting an investigation offense alleged to have been committed by a University student in certain off-campus buildings occupied by students by virtue of association with an organization given formal recognition or registration by University. A list of these buildings is provided in Attachment A to this agreement and is hereby incorporated into this Agreement. This list may be modified or updated at any time upon joint written agreement by the University or its designee and the Chief of Raleigh Police.

# NC STATE UNIVERSITY

- (b) When on-duty, University Police officers will have expended territorial jurisdiction beyond real property owned by the University and within the City limits of the City of Raleigh in the following circumstances:
    - (i) When a University Police officer has in his/her possession an arrest warrant, or has knowledge of an outstanding warrant, charging the individual with an offense that was committed on University-owned property. Prior to serving such a warrant, the University Police officer must contact the on duty Watch Commander with Raleigh Police, who will evaluate the situation and determine the need for assistance of the Raleigh Police. The University Police officers may proceed with the service of the warrant only after receiving the express consent of the Watch Commander. This request may be made verbally, but shall be followed up in written form.
    - (ii) When the University Police officer has in his/her possession a valid search warrant issued pursuant to a crime committed on University owned property. Prior to serving or executing such a warrant, the University Police Officer must contact the on duty Watch Commander with Raleigh Police, who will evaluate the situation and determine the need for assistance of the Raleigh Police. The University Police officers may proceed with the service of the warrant only after receiving the express consent of the Watch Commander. This request may be made verbally, but shall be followed up in written form.
    - (iii) When the University Police officer has probable cause to believe an individual has committed a misdemeanor or felony in the University Police officer's presence.
  - (c) Except as provided for under paragraph 2 this Agreement, University Police officers shall not conduct routine patrol or take enforcement action based on patrol that occurs outside of University-owned property, or any area in which they have original territorial jurisdiction pursuant to N.C.G.S. § 116-40.5.
  - (d) In addition to the provisions outlined above, University shall have general expanded territorial jurisdiction as outlined and agreed to by both University Police and the Raleigh Police. This general expanded territorial jurisdiction is detailed on Attachment B, which is hereby incorporated into this agreement.
  - (e) University Police shall establish guidelines, procedures, or rules, in consultation with Raleigh Police, in order to implement the provisions of this Agreement.
2. **Assistance to Raleigh Police.** University Police shall assist Raleigh Police in the following circumstances:
- (a) Upon the request of a supervising official (watch commander, major, deputy chief or chief) with Raleigh Police, University Police officers may assist Raleigh Police in controlling disturbances, affecting an arrest, investigating or

# NC STATE UNIVERSITY

apprehending suspects for crimes that involve a breach of the peace, physical injury, theft of or damage to property.

- (b) When acting upon the request of Raleigh Police, pursuant to this section, University Police officers shall have the same territorial and subject matter jurisdiction of a Raleigh Police officer, in accordance with N.C.G.S. § 116-50.4(b).
  - (c) City assumes no liability for any actions taken by University Police officers while acting outside their ordinary territorial jurisdiction pursuant to any and all parts of this agreement.
  - (d) University assumes no liability for any actions taken by Raleigh Police officers while operating under this agreement.
3. **Term.** The "Term" of the Agreement shall begin on the Effective Date and terminate on December 31, 2016. Thereafter, the Agreement shall be automatically renewed for one (1)-year successive terms, unless terminated by either party.
  4. **Termination.** Either party may terminate this agreement with 30 days advance written notice to the other party
  5. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties hereto and no other representations, warranties or agreements whether written or oral shall be binding on either of the parties. All changes, additions or deletions to this Agreement shall be in writing and can only be amended by the mutual consent of both parties' authorized representatives.

**IN WITNESS THEREOF**, the parties have executed this Agreement in duplicate originals, one of which is retained by each of the parties, as of the Effective Date below.

NORTH CAROLINA STATE UNIVERSITY

CITY OF RALEIGH

By: 

By: 

Name: Charles D. Leffler

Name: Ruffin L. Hall

Title: Vice Chancellor  
For Finance and Business

Title: City Manager

Date: 1/7/14

Date: 2/19/14

# NC STATE UNIVERSITY

University Police responds to all emergency calls and requests for assistance. Officers are responsible for a full range of public safety services including crime reports, traffic accidents, investigations, medical and fire emergencies and enforcement of all state and local laws, as well as University policies. A daily activity log is available at <https://police.ehps.ncsu.edu/daily-crime-log/>.

All University Police officers can be easily identified. Police officers wear a standard uniform with navy pants and shirt. The uniform shirt is also identified with a police badge and the departmental patch on each shoulder. Criminal investigators and administrative staff, who do not wear uniforms, are required to display an identification tag at all times while on duty. The identification tag includes a color photo of the employee and their departmental affiliation.

If there is ever a doubt as to whether a person is affiliated with University Police, one is encouraged to inquire for one's own safety. All University Police employees will gladly provide proof of their association with the department. In most instances, when officers are working in a plain-clothes capacity, they will have their identification tag displayed on their outer clothing.

## **Contract Security**

University Police may employ contracted security agencies to assist as needed.

## **Relationship with Local Agencies**

University Police recognizes that it is vital to maintain a close working relationship with all local police, state agencies and other emergency response agencies, specifically those with joint or mutual jurisdiction considerations and responsibilities. As a result, the department has mutual aid agreements with various local police and emergency response agencies. Anyone interested in additional information regarding these agreements are encouraged to contact University Police at (919) 515-3000.

## **Crime Prevention and Security Awareness**

During orientation, students are informed of services offered by University Police. Video and slide presentations outline ways to maintain personal safety and residence hall security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees at new employee orientation. Crime prevention programs, including Interpersonal Violence and Workplace Violence Assault Prevention programs, are offered on a continual basis.

Periodically during the academic year, University Police, in cooperation with other university organizations and departments, presents crime prevention awareness sessions on sexual assault, date rape drugs, theft and vandalism, as well as educational sessions on personal safety and residence hall security. In addition to seminars, information is disseminated to students and employees through various campus media, crime prevention awareness literature, posters and displays. When time is of the essence, information is released to the university community through the university's electronic mail system.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.



# NC STATE UNIVERSITY

## Off-Campus Crime

University Police may assist other law enforcement agencies when requested at off-campus locations. Local police are the primary responders to criminal activity occurring off campus. However, local police routinely work and communicate with University Police on incidents involving NC State students or in the immediate neighborhood and business areas surrounding campus.

The City of Raleigh Police monitor, respond to, and document criminal activity occurring at off-campus residences maintained by student organizations. Upon responding, Raleigh Police will notify University Police of any criminal incident, and may refer University students for discipline through NC State's Office of Student Conduct.



# NC STATE UNIVERSITY

## Alcohol and Illegal Drugs

### Chancellor's Statement



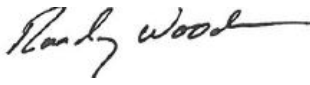
Office of the Chancellor

[ncsu.edu/chancellor](http://ncsu.edu/chancellor)

Campus Box 7001  
Holladay Hall, Suite A  
Raleigh, North Carolina 27695-7001  
P: 919.515.2191

### MEMORANDUM

TO: All University Faculty, Staff, and Students

FROM: W. Randolph Woodson, Chancellor 

SUBJECT: The Drug-Free Schools and Communities Act  
The Drug-Free Workplace Act

DATE: September 28, 2018

Illegal or misuse of drugs or alcohol by university faculty, staff, or students can adversely affect the educational environment and interfere with maximum achievement of personal, social, and educational goals. Therefore, it is the policy of North Carolina State University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on NC State's campus, in the workplace, or as part of any of the university's activities. The workplace and campus include all NC State premises where the activities of the university are conducted. The information below provides NC State's policies, as well as the applicable state and federal laws, on illegal drugs and alcohol, and is intended to assist you in gathering information about alcohol and other drugs and the problems and concerns associated with their misuse. In addition, the below information is to make you aware of the many resources available if you, or a friend or family member, are needing help for a substance use problem. Furthermore, in compliance with the Drug-Free Schools and Communities Act and The Drug-Free Workplace Act, the university is providing you with this information as part of its annual notification designed to reduce drug and alcohol misuse, and to promote the health and safety of our students and employees.

### UNIVERSITY POLICIES

NC State expects its students and employees to maintain an environment that is safe and healthy. The university shall take actions necessary, consistent with state and federal law and applicable university policies, to eliminate illegal drugs from the university community and promote responsible alcohol use. As part of NC State's awareness of possible drug and alcohol misuse in the university community, policies have been adopted on the use of alcohol and other drugs. NC State holds its students and employees responsible for the consequences of their decisions, and students or employees who violate these policies will be subject to sanctions by the university in accordance with procedural safeguards of the applicable student or employee disciplinary procedures.

# NC STATE UNIVERSITY

## Policy on Illegal Drugs

Pursuant to the direction of the Board of Governors, NC State's Board of Trustees adopted a Policy on Illegal Drugs. Every student and employee of the university is responsible for being familiar with and complying with the terms of this policy. Under the policy, students and employees at NC State are held responsible as citizens for knowing and complying with federal and North Carolina laws that make it a crime to possess, sell, deliver, or manufacture any illegal drug. Any member of the university community who violates these laws may be subject both to criminal prosecution and punishment by the Justice System and to disciplinary proceedings by the university. The penalties imposed by the university for students or employees found to have violated applicable law or university policies concerning illegal drugs will vary depending upon the nature and seriousness of the offense and may include a range of disciplinary actions up to and including expulsion from enrollment or discharge from employment. Copies of the full text of the policy are available on the University's Policies, Regulations & Rules website at <http://policies.ncsu.edu/policy/pol-04-20-05>.

## Alcohol Policy

NC State's Alcohol Policy establishes the university policy on the sale, use and consumption of alcoholic beverages on campus and at NC State-sponsored events, as well as University enforcement responses for violations of this policy. Under state law, it is unlawful for any person less than twenty-one (21) years of age to purchase or possess any alcoholic beverage and further that it is against the law for anyone to sell or give any alcoholic beverage to a person under 21 or to aid or abet such person in selling, purchasing or possessing any alcoholic beverage. Any student or employee in violation of NC State's alcohol policy or North Carolina law may be subject to disciplinary measures by the university. The Alcohol Policy can be found on the University's Policies, Regulations & Rules website at <http://policies.ncsu.edu/policy/pol-04-20-02>.

The university also has certain procedures and guidelines for serving alcohol at University-sponsored events. These procedures may be found at <http://policies.ncsu.edu/regulation/reg-04-20-01>. Alcohol served at events held at certain University facilities shall be provided in accordance with the procedures referenced above and consistent with the rules of those facilities.

## Howl for Help

NC State recognizes there may be a time when the consumption of alcohol or other drugs leads to a situation where medical intervention is necessary to ensure the health and safety of a student or others. Students are strongly encouraged to call for medical assistance (911) for themselves or for a friend/acquaintance who is dangerously intoxicated. NC State's "Howl for Help" program encourages students to make responsible decisions when faced with such emergencies and promotes safety as a top university priority.

Under Howl for Help, a student seeking medical treatment for an alcohol or other drug overdose will not be charged with specific violations of the Code of Student Conduct related to the possession and/or consumption of alcoholic beverages or any other drug. This provision also applies to students seeking help for the intoxicated student. In addition, a student organization, such as a fraternity or sorority, which seeks medical assistance for a guest attending an event it hosts will also not be subject to such charges. For more information on Howl for Help, see <https://alcohol.dasa.ncsu.edu/howl/>.

# NC STATE UNIVERSITY

## DRUG-FREE WORKPLACE

As a precondition for receiving any federally funded grants or contracts, NC State is required to certify that it is providing a drug-free workplace. Any employee reporting to work under the influence of alcohol or illegal drugs or using alcohol or illegal drugs on the job is subject to appropriate disciplinary action. In addition to the NC State's Policy on Illegal Drugs, the university is required to adhere to all federal policies. As a condition of employment any faculty, staff, or student must notify the university of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. It is extremely important that you comply with the policies on illegal drugs and alcohol, which have been implemented by the federal government and the university's governing bodies. Maintaining an alcohol and drug-free workplace will benefit us all.

## HEALTH CONCERNS

The use of illegal drugs and the misuse of alcohol or prescription drugs are potentially harmful to a person's health. Health risks of using illegal drugs and misusing alcohol or prescription drugs include physical, emotional and psychological effects. In particular, synthetically-produced drugs often have unpredictable emotional and physical side effects that constitute an extreme health hazard. Frequent use of alcohol and illegal drugs may lead to:

- relationship problems with friends, family, and coworkers
- substance use disorders
- impaired learning ability, memory, ability to solve complex problems
- hindrance of neurological development
- increased risk of sexually transmitted infections (STI's)
- complications due to the combination of prescription medication and other drugs/alcohol
- death, coma or toxic reactions, especially when combining alcohol with any other drug, including over-the-counter medicine or prescriptions
- guilt/regret over activities performed while under the influence of alcohol/drugs, i.e., regretting sexual encounters, fighting, excessive risk-taking, legal and employment difficulties
- damage to brain, cardiovascular system, liver, and other organs
- increased risk of cancer
- fetal alcohol spectrum disorder, birth or genetic defects
- psychosis (hallucinations, loss of contact with reality, extreme changes in personality)
- other physiological, psychological or interpersonal problems

Members of the university community are encouraged to research the health effects of drugs and alcohol abuse through reputable scientific sources, such as the National Institute on Drug Abuse [www.nida.nih.gov](http://www.nida.nih.gov), the National Institute on Alcohol Abuse and Alcoholism [www.niaaa.nih.gov](http://www.niaaa.nih.gov), and the Centers for Disease Control ([www.cdc.gov](http://www.cdc.gov)). In addition, information about the health risks associated with drug and alcohol misuse is available from the Student Health Center, NC State's Alcohol and Other Drug Prevention Education Program, and the Department of Human Resources.

## AVAILABLE SUBSTANCE USE PROGRAMS

Because of the strong potential of unwanted consequences involved in drug and alcohol misuse, administrative, medical, and psychiatric help for students and employees having alcohol or other drug problems are available on a confidential basis. NC State Student Health Services (919-515-2563) and Counseling Center (919-515-2423) provides treatment, counseling, and referrals for students seeking help with substance use concerns. Students can also contact Prevention Services for a free confidential screening at <http://alcohol.dasa.ncsu.edu> or call 919-515-4405. The university's Faculty and Staff Assistance Program (FASAP), 866-467-0467, provides support, resources, information, and referrals for



# NC STATE UNIVERSITY

employees and their dependents. Persons who are experiencing problems with substance or alcohol use, either themselves or through their families, are encouraged to contact these resources within the university or use other resources such as family physicians, county mental health centers, Alcoholics or Narcotics Anonymous, and/or Al-Anon Family Groups. The university hopes that through our education and referral efforts we will be able to provide an effective means of dealing with the difficulties substance use can bring.

## LAWS RELATED TO UNLAWFUL POSSESSION OR DISTRIBUTION OF ILLEGAL DRUGS AND ALCOHOL

The unlawful manufacture, distribution, disposition, possession, and/or use of a controlled substance or alcohol is regulated by a number of federal, state, and local laws. These laws impose legal sanctions for both misdemeanor and felony convictions. Criminal penalties for convictions can range from fines and probation to denial or revocation of federal benefits (such as financial aid) to imprisonment and forfeiture of personal and real property. A summary of North Carolina alcohol and drug laws is available below. The information provided below is illustrative, not exhaustive or a definitive statement of all applicable laws, but rather it indicates the types of conduct that are against the law and the range of legal sanctions that can be imposed for such conduct. More detailed and current information is available from University Police and the North Carolina General Statutes.

A further overview of federal laws governing the manufacture, possession, use and distribution of alcohol and illegal drugs is available at [https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf).

## NC DRUG LAWS

Types of Drugs	Possession	Possession With Intent to Sell or Deliver; To Manufacture; or to Sell and/or Deliver	North Carolina Statute
<b>Schedule I:</b> Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP), and MDA	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	<b>Maximum Penalty:</b> Ten (10) years in prison and/or fine (felony)	§90-89
<b>Schedule II:</b> Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines and other opium and opium extracts and narcotics	<b>Maximum Penalty:</b> Two (2) years in prison and/or \$2,000 fine (misdemeanor) –UNLESS- 1. Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of Hydromorphone. 2. Exceeds 100 tablets, capsules, other dosage units or equivalent quantity. 3. One gram or more of Cocaine <b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	<b>Maximum Penalty:</b> Ten (10) years in prison and/or fine (felony)	§90-90
<b>Schedule III:</b> Certain barbiturates such as amobarbital and codeine containing medicine such as	<b>Maximum Penalty:</b> Possession of less than 100 tablets, capsules, other dosage units or equivalent quantity: Two (2) years in prison	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	§90-91

# NC STATE UNIVERSITY

Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex and Hycomine, and all anabolic steroids	and/or fine (misdemeanor)  To possess more than 100 tablets, capsules, other dosage units or equivalent quantity: Five (5) years in prison and/or fine (felony)		
<b>Schedule IV:</b> Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)	<b>Maximum Penalty:</b> Same as Schedule III	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	§90-92
<b>Schedule V:</b> Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpene Hydrate with codeine, Robitussin AC	<b>Maximum Penalty:</b> Six (6) months in prison and/or fine (misdemeanor)	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	§90-93
<b>Schedule VI:</b> Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol	<p><b>Maximum Penalty:</b> Possession of less than ½ ounce of Marijuana or 1/20 ounce Hashish: 20 days in prison and/or \$200 fine (misdemeanor). If Marijuana, the sentence must be suspended.</p> <p>Possession of more than ½ ounce of Marijuana or 1/20 ounce Hashish: 120 days in prison and/or fine up to \$500 (misdemeanor)</p> <p>Possession of more than 1½ ounce of Marijuana or 3/20 ounce of Hashish or consists of any quantity of synthetic Tetrahydrocannabinols or Tetrahydrocannabinols isolated from the resin of marijuana: Twelve (12) months in prison and/or fine (felony)</p>	<p><b>Maximum Penalty</b> Delivery of less than 5 grams of marijuana for no compensation is not considered sale or delivery, but may still be prosecuted as possession</p> <p>Less than 10 pounds: a Class H felony punishable by up to 8 months in prison and a discretionary fine for the first offense</p> <p>In excess of 10 pounds, but less than 50 pounds: a Class H felony and shall be sentenced up to a maximum of 39 months in prison, and fined \$5,000</p> <p>50 pounds but less than 2,000 pounds: a Class G felony and shall be sentenced up to a maximum term of 51 months in prison, and fined \$25,000</p> <p>2,000 pounds but less than 10,000 pounds: a Class F felony and shall be sentenced up to a maximum term of 93 months in prison,</p>	§90-94

# NC STATE UNIVERSITY

		and fined \$50,000  10,000 pounds or more: a Class D felon and shall be sentenced up to a maximum term of 222 months in prison, and fined not less than \$200,000	
Drug Paraphernalia	<b>Maximum Penalty:</b> One hundred twenty (120) days in prison and/or fine. (misdemeanor)	<b>Maximum Penalty:</b> One hundred twenty (120) days in prison and/or fine. (misdemeanor)  However, delivery of drug paraphernalia by a person over 18 years of age to someone under 18 years of age who is at least three years younger: One (1) year in prison and/or fine. (felony)  It is unlawful for any person to purchase or otherwise procure an advertisement in any newspaper, magazine, handbill, or other publication, or purchase or otherwise procure an advertisement on a billboard, sign, or other outdoor display, when he knows that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia. Sixty (60) days in prison and/or fine. (misdemeanor)	§90-113.22-§90-113.24
<b>Schedule I:</b> Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP), and MDA	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	<b>Maximum Penalty:</b> Ten (10) years in prison and/or fine (felony)	§90-89
<b>Schedule II:</b> Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines	<b>Maximum Penalty:</b> Two (2) years in prison and/or \$2,000 fine (misdemeanor) – UNLESS- 1. Exceeds 4 tablets, capsules, other dosage units or	<b>Maximum Penalty:</b> Ten (10) years in prison and/or fine (felony)	§90-90

# NC STATE UNIVERSITY

and other opium and opium extracts and narcotics	<p>equivalent quantity of Hydromorphone.</p> <p>2. Exceeds 100 tablets, capsules, other dosage units or equivalent quantity.</p> <p>3. One gram or more of Cocaine</p> <p><b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)</p>		
<b>Schedule III:</b> Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussinex and Hycomine, and all anabolic steroids	<p><b>Maximum Penalty:</b></p> <p>Possession of less than 100 tablets, capsules, other dosage units or equivalent quantity: Two (2) years in prison and/or fine (misdemeanor)</p> <p>To possess more than 100 tablets, capsules, other dosage units or equivalent quantity: Five (5) years in prison and/or fine (felony)</p>	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	§90-91
<b>Schedule IV:</b> Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranzene, Serax, Ionamin (yellow jackets)	<b>Maximum Penalty:</b> Same as Schedule III	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	§90-92
<b>Schedule V:</b> Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium, and atropine, such as Terpine Hydrate with codeine, Robitussin AC	<b>Maximum Penalty:</b> Six (6) months in prison and/or fine (misdemeanor)	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	§90-93
<b>Schedule VI:</b> Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol	<p><b>Maximum Penalty:</b></p> <p>Possession of less than ½ ounce of Marijuana or 1/20 ounce Hashish: Thirty (30) days in prison and/or \$100 fine (misdemeanor)</p> <p>Possession of more than ½ ounce of Marijuana or 1/20 ounce Hashish: Two (2) years in prison and/or fine (misdemeanor)</p>	<b>Maximum Penalty:</b> Five (5) years in prison and/or fine (felony)	§90-94

# NC STATE UNIVERSITY

	Possession of more than 1½ ounce of Marijuana or 3/20 ounce of Hashish or consists of any quantity of synthetic Tetrahydrocannabinols or Tetrahydrocannabinols isolated from the resin of marijuana: Five (5) years in prison and/or fine (felony)		
Drug Paraphernalia	<b>Maximum Penalty:</b> One hundred twenty (120) days in prison and/or fine. (misdemeanor)	<b>Maximum Penalty:</b> One hundred twenty (120) days in prison and/or fine. (misdemeanor)  However, delivery of drug paraphernalia by a person over 18 years of age to someone under 18 years of age who is at least three years younger: One (1) year in prison and/or fine. (felony)  It is unlawful for any person to purchase or otherwise procure an advertisement in any newspaper, magazine, handbill, or other publication, or purchase or otherwise procure an advertisement on a billboard, sign, or other outdoor display, when he knows that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia. Sixty (60) days in prison and/or fine. (misdemeanor)	§90-113.22- §90-113.24

# NC STATE UNIVERSITY

## NC ALCOHOL LAWS

State Law	Penalty	North Carolina Statute
To possess, attempt to purchase or purchase, sell or give beer, wine, liquor, or mixed beverages to anyone under the age of 21.	<b>Maximum Penalty:</b> Imprisonment for a term up to 120 days and/or community service and fines up to \$1,000 (Class 1 misdemeanor)	§18B-302-18B302.1
A person under 21 years of age who aids and abets to purchase or to attempt to purchase, purchase or to possess; sell or give, alcohol to a person who is under 21 years of age	<b>Maximum Penalty:</b> Imprisonment for a term up to 60 days and/or community service and fines (Class 2 misdemeanor)	§18B-302 - 18B-302.1
A person over 21 years of age who aids and abets to purchase or to attempt to purchase, purchase or to possess; sell or give, alcohol to a person who is under 21 years of age	<b>Maximum Penalty:</b> Imprisonment for a term up to 120 days and/or community service and fines up to \$1,000 (Class 1 misdemeanor)	§18B-302-18B302.1
Operating a motor vehicle upon any highway, any street, or any public vehicular area within this State: while under the influence of an impairing substance; after having consumed sufficient alcohol that he has, at any relevant time after the driving, an alcohol concentration of 0.08 or more; or with any amount of a Schedule I controlled substance.	1 <sup>st</sup> Offense: Jail - 24 hours; Fine - \$200; License Suspension – 60 days to 1 year; 2d Offense: Jail – 4 days; Fine – varies; License Suspension – 1 to 4 years; 3d Offense: Jail – 14 days to 2 years; Fine – varies; License Suspension – 1 year to permanent	§20-138.1
Operating a motor vehicle on a highway or public vehicular area by a person less than 21 years old while consuming alcohol or at any time while he has remaining in his body any alcohol or controlled substance previously consumed.	Maximum of 20 days in jail and \$200.  If driving while impaired offense is also charged then: 1 <sup>st</sup> Offense: Jail - 24 hours; Fine - \$200; License Suspension – 60 days to 1 year; 2d Offense: Jail – 4 days; Fine – varies; License Suspension – 1 to 4 years; 3d Offense: Jail – 14 days to 2 years; Fine – varies; License Suspension – 1 year to permanent	§20-138.1 & 20-138.3
Possessing an alcoholic beverage other than in the unopened manufacturer's original container, or consume an alcoholic beverage, in the passenger area of a motor vehicle while the motor vehicle is on a highway or the right-of-way of a highway.	<b>Maximum Penalty:</b> Imprisonment for a term up to 60 days and/or community service and fines up to \$1,000 (Class 2 or 3 misdemeanor based on number of offenses).	§18B-301; §18B-401; §20-138.7

# NC STATE UNIVERSITY

## Relationship and Interpersonal Violence

### Chancellor's Statement



Office of the Chancellor

[ncsu.edu/chancellor](http://ncsu.edu/chancellor)

Campus Box 7001  
Holladay Hall, Suite A  
Raleigh, North Carolina 27695-7001  
P: 919.515.2191

### MEMORANDUM

TO: All NC State University Students, Faculty and Staff

FROM: W. Randolph Woodson, Chancellor

SUBJECT: Relationship and Interpersonal Violence

DATE: September 28, 2018

NC State University seeks to provide a campus community that promotes a safe and welcoming environment where all students and employees may succeed. This university takes very seriously our desire and expectation to have an environment free of relationship and interpersonal violence, which includes all forms of sexual harassment and discrimination, sexual misconduct, stalking, and interpersonal, and relationship violence. Respect is one of this university's core values, and respect for the rights and dignity of all people is the duty of every member of this community.

Violations of this nature are serious acts that threaten individuals' ability to pursue or fulfill their educational or career goals. As Chancellor, I assure you that NC State will not tolerate these offenses by any member of the campus community.

The Code of Student Conduct, sections 10.14 and 10.15, found at <http://policies.ncsu.edu/policy/pol-11-35-01>, and the university's regulation on Campus/Workplace Violence Prevention and Management, found at <http://policies.ncsu.edu/regulation/reg-04-05-02>, identify what conduct constitutes relationship or interpersonal violence (dating violence, domestic violence, and stalking), sexual misconduct, and other forms of violent behavior that are prohibited at this University. The university's Policy on Equal Opportunity, Discrimination and Affirmative Action, found at <https://policies.ncsu.edu/policy/pol-04-25-05/>, describes our policy against such behaviors, particularly under Title IX.

Where an individual is found responsible for violating one of these policies, disciplinary action will be pursued in accordance with applicable student or employee disciplinary procedures. Possible sanctions for being found responsible of sexual misconduct, relationship or interpersonal violence include expulsion or dismissal by the University as well as potential criminal prosecution. The University may implement interim corrective measures, including interim suspension, against any student who poses a risk of violence or to protect a victim of sexual misconduct or interpersonal violence, pending a disciplinary hearing. Employees alleged to be in violation of one of these policies may be placed on investigatory leave or subjected to other interim corrective measures of a non-disciplinary nature until an investigation into their conduct is concluded.



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I want to reiterate that NC State prohibits any form of sexual misconduct, relationship or interpersonal violence, as well as unlawful harassment or discrimination, and these acts will not be tolerated at this University. It is my hope that victims will have confidence in our duty and desire to respond to such incidents and they will promptly report these acts to University Police (by calling 911) or to any of our various reporting officials. However, I fully recognize this is a deeply personal decision that affected individuals must come to on their own and in their own time; we support those in these circumstances to do what is right for them. We are a better-informed University and can strive to better address the safety of our campus when we are aware of what is happening. Therefore, certain university officials, who by virtue of their positions have significant responsibility for student and campus activities and are identified as Campus Security Authorities and/or Responsible Employees, are required to report to University Police when they are notified of crimes involving relationship and interpersonal violence. These reports can be made while protecting the victim's identity and preserving their right to pursue any further action.

Regardless of whether victims pursue criminal prosecution, they can still seek support and remedies through the University. Any person may report relationship or interpersonal violence to the Title IX Coordinator within the Office for Institutional Equity and Diversity (OIED) (919-513-0574) or online at <https://oied.ncsu.edu/divweb/safe/file-a-report/>, to Employee Relations or to the Office of Student Conduct. OIED is responsible for prompt, fair and impartial investigation of such matters. University investigators are trained to investigate in a manner that supports individual and community safety and promotes accountability.

Regardless of one's decision to report an incident, individuals may utilize campus resources and/or contact an advocate at the Sexual Assault Help Line by calling 919-515-4444. Available 24 hours a day and 365 days a year, the Help Line provides on-call services, including crisis intervention, support, resources and referrals to survivors of interpersonal violence -- particularly those in the campus community.

As Chancellor, I encourage any member of the NC State University community—staff, faculty, and students—who needs support services, wants to report an incident, or has questions regarding sexual misconduct, stalking, domestic violence, dating violence, workplace harassment or workplace violence, to please contact the resources listed in this memorandum. They are equipped with trained professionals to provide support and assistance to you.

Finally, I reiterate my expectation that each of you take the prevention of such acts very seriously. I ask that you do your part in creating and ensuring that this university community is one that respects one another, values the inherent safety and security of each member, and holds ourselves to the highest levels of integrity.

The following is a list of resources designed to address instances and/or concerns of interpersonal violence, prohibited harassment and/or workplace violence.

## CAMPUS RESOURCES

### Confidential Resources

- **Counseling Center (919) 515-2423**  
Confidential counseling services; on call 24/7/365 by calling 919-515-2423, University Police, or walking in during normal business hours.
- **Student Health Center (919) 515-7017**



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Comprehensive health care and emotional support for students who have experienced relationship or interpersonal violence and referral to a local medical facility for collection of evidence, if desired.

- **Student Legal Services (919) 515-7091**  
Provides free education, advice, referrals and limited representation to students.
- **Faculty and Staff Assistance Program 866-467-0467 or 800-697-0353**  
A 24-hour confidential counseling resource that is provided at no charge to employees and their dependents.

## Additional Campus Resources

- **University Police 911**  
Responds to all reported interpersonal violence and provides assistance during the legal process.
- **Title IX Coordinator (919) 515-3148**  
Sheri Schwab is NC State's Title IX Coordinator, who is charged with overseeing the university's compliance with Title IX.
- **Sexual Assault Help Line (919) 515-4444**  
A 24-hour private, crisis intervention and support line for survivors of rape, sexual assault, and relationship violence in the NC State community.
- **Office for Institutional Equity & Diversity (OIED) (919) 515-3148**  
Investigates complaints of discrimination, harassment, and retaliation and provides resources, information and educational opportunities to students and employees with concerns regarding sexual harassment and Title IX compliance including sex discrimination, sexual misconduct, domestic violence, dating violence and stalking. Manages the University's compliance with Title IX.
- **Office of Student Conduct (919) 515-2963**  
Conducts disciplinary procedures for violations of the Code of Student Conduct allegedly perpetrated by students including sexual misconduct and relationship or interpersonal violence.
- **Violence Prevention and Threat Management (919) 513-4224**  
Ensures the university community is aware of how to identify and share concerns regarding students, staff and faculty, facilitates the university's Behavior Assessment Teams, and ensures that effective intervention and management is provided in situations that pose or may pose a threat of harm to others or to the safety or well-being of the university community.
- **Women's Center (919) 515-2012**  
Advocates trained to provide support for students who have experienced interpersonal violence. These advocates answer questions about processes and procedures, help survivors access medical care, report the incident to University Police or OIED, provide assistance with securing accommodations for such students, and provide referrals to other resources on and off campus. In partnership with the NC State Counseling Center, the Women's Center responds to needs identified through the Relationship & Sexual Violence Phone Line. The Women's Center also offers a course on interpersonal violence and provides a variety of education programs.
- **GLBT Center (919) 513-9742**  
Provides assistance and referrals to members of the gay, lesbian, bisexual and transgender communities.
- **Student Behavioral Case Manager (919) 515-2963**  
Provides support to students who are exhibiting concerning or worrisome behaviors and that need additional attention in order to ensure they are safe and continue to be successful at NC State.
- **Student Ombuds Services (919) 513-0235**  
Assists students in resolving problems related to their university working, learning, or living experience.

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- **Faculty Ombuds Services (919) 935-0922**  
Assists faculty in resolving problems related to their university work experiences and understanding university policies and procedures
- **Employee Relations, Human Resources (919) 515-6575**  
Provides assistance, resources, information and educational opportunities to faculty and staff with regard to complaints or concerns of workplace violence, relationship violence, and/or non-discriminatory workplace harassment.
- **Office of Scholarships and Financial Aid (919) 515-2421**  
Provides assistance, information and advice on financial aid, scholarships, and loan repayment.
- **Office of International Services (919) 515-2961**  
Provides assistance, information and advice on immigration and visa issues related to students' academic studies or work experiences.
- **Cashier's Office (919) 515-2986**  
Provides assistance and information on payment options, refunds, and billing to students.
- **Multicultural Student Affairs (919) 515-3835**  
Provides assistance and referrals for multicultural students at NC State with an emphasis on students who self-identify as African American, Native American, and Hispanic/Latino.
- **African American Cultural Center (919) 515-5210**  
Provides assistance and referrals for students at NC State with an emphasis on students who are African American.

## OFF-CAMPUS RESOURCES

- **Interact of Wake County (919) 828-3005**  
Rape crisis intervention, including forensic exams and post-rape care, community education and shelter for women who have experienced sexual or relationship violence.
- **Wake County District Attorney Victim Services Program (919) 792-5000**  
A Wake County program designed to ensure that victims receive information, assistance, and support as their cases progress through the criminal justice system. The program can provide information to individuals pertaining to their court cases, serving as liaison between the victim and the prosecutor, and keep individuals notified of all court proceedings.
- **WakeMed Sexual Assault Forensic Exam (SAFE) Center/Solace Center (919) 828-3067**  
The SAFE Center is a victim-sensitive program designed to coordinate community resources to provide a team approach for survivors of sexual assault. The team consists of certified nurse examiners to provide the examination and medical support; law enforcement officers to conduct an investigation and provide emergency assistance; victim advocates to provide emotional support; and attorneys to sensitively handle the prosecution of sexual assault cases.

## University Response to Sexual Misconduct, Relationship and Interpersonal Violence

### Reporting Options:

If you have experienced sexual misconduct or relationship or interpersonal violence (including stalking, dating and domestic violence) you can report the incident(s) to law enforcement and/or university personnel. Descriptions of sexual misconduct, relationship and interpersonal violence can be found here: <https://oied.ncsu.edu/divweb/safe/resources/>.

### Filing a Criminal Complaint:

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Due to the importance of evidence collection and preservation, it is critical that reports of any type of violence are made as soon as possible. Filing a police report does not mean that prosecution of the offender is automatic. Filing a police report will:

- Ensure that a victim receives appropriate medical treatment and tests;
- Provide the opportunity for the collection of evidence; and
- Assure the victim has access to important resources such as confidential counseling.

University Police recognizes the importance of providing medical assistance, emotional support, and protection in addition to conducting thorough criminal investigations for all reported incidents of relationship or interpersonal violence and sexual misconduct. To file a criminal complaint, contact University Police at (919) 515-3000. For emergencies, dial 911.

## Filing a University Complaint:

Any person may report alleged misconduct involving acts of sexual misconduct, relationship or interpersonal violence to the Office for Institutional Equity and Diversity (OIED) (919-515-3148, or online at <http://oied.ncsu.edu/titleix/>), Employee Relations in Human Resources, the Office of Student Conduct, or Campus Police. Reports will be referred to OIED for investigation and response, which may involve the Office of Student Conduct or Human Resources.

Reports can be made to or through the following groups or forms:

All University Police and OIED forms:

<https://oied.ncsu.edu/home/reporting-resources/>

Campus Security Authority Incident Report Form

<https://police.ehps.ncsu.edu/campus-security-authority-incident-report-form/>

Campus Online Welfare Report

[https://ncsu.qualtrics.com/jfe/form/SV\\_2uf1BnK8WShJaIJ](https://ncsu.qualtrics.com/jfe/form/SV_2uf1BnK8WShJaIJ)

Responsible Employees

<https://oied.ncsu.edu/divweb/safe/responsible-employees/>

The OIED, the Office of Student Conduct, and University Police will provide individuals who have experienced sexual misconduct or relationship or interpersonal violence with referrals to appropriate resources (e.g., advocacy, counseling, medical treatment, interim measures, etc.).

## Confidentiality:

Confidentiality can be particularly important to individuals reporting acts of sexual misconduct or relationship or interpersonal violence. Confidentiality shall be protected in accordance with university policies to the extent possible (including any accommodations or protective measures provided to the reporting individual and record-keeping that excludes personally-identifiable information). While complete confidentiality cannot be guaranteed, every effort will be made to maintain confidentiality on a “need to know” basis. In certain circumstances, the university may override the request for confidentiality in order to meet its Title IX obligations.

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## Non-Retaliation

The university, including any officer, employee or agent of the institution, or student may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or to utilize the institution's procedures for reporting sexual misconduct or relationship or interpersonal violence.

## Preservation of Evidence

Regardless of whether an incident of sexual misconduct or relationship or interpersonal violence is reported to the police or University personnel, you are encouraged to preserve evidence to the greatest extent possible, as this will best maintain all legal options for you in the future. Preservation of evidence is essential for both law enforcement and University investigations.

Below are suggestions for preserving evidence related to an incident of sexual misconduct, relationship or interpersonal violence. It is important to keep in mind that each suggestion may not apply in every incident:

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), if you wish to preserve evidence you should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection.
- If possible, you should not shower, bathe, wash, douche, brush hair, drink, eat, or change clothes or bedding before a forensic medical exam.
- Even if you do not want evidence collection, you are still encouraged to seek prompt medical care. A health care provider can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.
- If you decide to change clothes or bedding, you should not wash the clothes worn or bedding used during the incident, and should bring them to a hospital, medical facility or the police in a non-plastic bag (e.g., paper bag). However, even if you have already done these things, a forensic exam may still be able to collect valuable evidence.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).
- Write down as much as you can remember about the circumstances, including a description of the assailant.
- Preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident.

## University Complaint Process:

Reports of sexual misconduct or relationship or interpersonal violence will be investigated promptly, fairly, and impartially. University investigators and administrators receive regular training on how to investigate and conduct hearings in a manner that protects your safety and promotes accountability. Throughout the university process, you and the alleged individual are allowed the same opportunities to present the case and be notified of the outcome.

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## Students:

The Office of Student Conduct determines whether formal charges will be filed against a student. Formal charges will be initiated after the OIED investigates the report. Representation by an attorney or other advocate is allowed in student disciplinary proceedings when the respondent is charged with misconduct involving sexual misconduct, or relationship or interpersonal violence. The burden of proof at the hearing is “preponderance of the evidence” (more likely than not). Possible sanctions for a finding of responsibility may include a warning, restitution, service hours, fines, special programs, counseling, restriction of privileges, disciplinary probation, disciplinary eviction, suspension and expulsion. Student Conduct officials determine the appropriate sanctions for findings of misconduct. For more information on the disciplinary procedures applicable to charges sexual misconduct and/or relationship or interpersonal violence, see the Student Discipline Procedures, <http://policies.ncsu.edu/regulation/reg-11-35-02>, Appendix G.

## Employees:

Complaints of sexual misconduct, relationship and/or interpersonal violence against employees or outside parties are processed in accordance with the university’s Discrimination, Harassment and Retaliation Complaint Procedure, REG 4.25.02 and in conjunction with the university’s regulation on Campus/Workplace Violence Prevention and Management, REG 04.05.02. Such complaints are investigated by the OIED. Employees may be placed on investigatory leave or subjected to other interim corrective measures of a non-disciplinary nature until an investigation is concluded. Where allegations are substantiated, employees are subject to disciplinary action up to and including dismissal/discharge under the applicable employee procedures. For more information, contact the OIED and see <http://policies.ncsu.edu/regulation/reg-04-25-02>.

## Your Rights:

You have the following rights:

- To be informed of all reporting options;
- To receive an explanation of the procedures for making reports of misconduct against a student or another university employee;
- To pursue criminal charges or a university action, or both;
- To receive reasonable interim protective measures, including but not limited to “no contact orders,” as well as changes to academic, living, transportation, and working situations;
- To receive information on all available resources;
- To receive an explanation of applicable charges from University Police and/or Office of Student Conduct;
- To have all reports of sexual misconduct, relationship or interpersonal violence investigated by University Police or the Office of Institutional Equity and Diversity (or other University officials as may be appropriate);
- To be free from retaliation, harassment and intimidation from respondents and others;
- To be a witness in the disciplinary process;
- To be free of irrelevant questions about your sexual history during the investigation and hearing;
- To be informed of the outcome of the investigation and any related hearing to the extent allowed under state and federal law and University policies.

For complaints against another student, you additionally have the ability:

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- To question witnesses through a hearing officer;
- To have an individual at the hearing for support;
- To have the same access to the proceedings as the respondent;
- To remain present at a hearing, except during deliberation;
- To make an impact statement prior to imposition of sanctions if the respondent is found responsible;
- To have an attorney, at your own expense, present at the hearing; and
- To appeal a decision based upon the applicable grounds for appeal.

## **Interim Protective Measures:**

### **Criminal Protection**

If you had a personal relationship with the perpetrator, you may be able to seek a domestic violence protective order (also known as a 50B order). A domestic violence protective order can help you by ordering the assailant not to assault, threaten, abuse, follow, harass, or interfere with you or your children either in person, at work, on the telephone, or by other means. For further information, students may contact Student Legal Services or the NC State Women's Center; employees may contact the Faculty and Staff Assistance Program.

### **Civil Protection**

You may seek a civil "no-contact" protective order (known as a 50C order). These orders are for a determined period of time, and you may have to petition the court to have the time extended. A civil no-contact order (also known as a 50C order), is a court order that aims to protect you from unwanted sexual conduct or stalking by someone with whom you do not have an intimate or familial relationship with (such as an acquaintance, co-worker, neighbor, or stranger). For further information, students may contact Student Legal Services or the NC State Women's Center; employees may contact the Faculty and Staff Assistance Program.

## **University Measures:**

### **Students**

Regardless of whether you choose to report an incident of sexual misconduct or relationship or interpersonal violence to law enforcement, the university will work with you to provide reasonable adjustments to address issues of concern, for example:

- If you live on campus and desire a change in rooming assignment, you should contact University Housing for information concerning the room change process;
- The university may issue "no contact" orders and adjust class schedules for you or the accused student. If you need these protective measures, contact the Office of Student Conduct for assistance;
- The university may suspend a student accused of sexual misconduct and/or relationship or interpersonal violence on an interim basis if there is a need to separate that student from campus; and
- The university may issue or enforce other protective measures as necessary.

NC State's OIED is available to assist you with seeking interim measures and adjustments.



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The Student Legal Services Office is available to inform you about your legal options free of charge. In cases involving criminal charges, the office will review the charges, the sentencing scheme and tell you what you should expect from the investigation, trial and sentencing. Student Legal Services can represent you in civil proceedings (restraining and no contact orders) as long as the perpetrator is not another NC State student. If the perpetrator is another NC State student, the office will refer you to other university resources. Student Legal Services also maintains a referral list of local attorneys.

## Employees

- If you are an employee who experiences interpersonal violence, you may contact your relevant department or unit to request a change in their transportation or working situations. Employees may contact Violence Prevention and Threat Management at NC State for additional information, or the Title IX Coordinator in OIED.
- The university is committed to complying with all judicial no-contact, restraining and protective orders and will assist victims in this process.

## Anonymous Reporting of Sexual Misconduct, Relationship or Interpersonal Violence

University Police is charged by state law to investigate any crime; however, state law prohibits the police from taking a blind or anonymous report.

The university recognizes the need for anonymous reporting for those individuals who do not want a criminal investigation. If an individual wishes to remain anonymous and make a report, the university encourages the use of the following departments:

- Office of Student Conduct: 919-515-2963, <http://studentconduct.ncsu.edu/>
- Women's Center: 919-515-2012, <http://oied.ncsu.edu/divweb/womenscenter/>
- 24-Hour Sexual Assault Help Line: 919-515-4444
- Office for Institutional Equity and Diversity (OIED): 919-515-3148, <https://oied.ncsu.edu/divweb/safe/file-a-report/>
- GLBT (Gay, Lesbian, Bisexual, and Transgendered) Center: 919-513-9742, <http://oied.ncsu.edu/divweb/glbtc/>
- University Housing: 919-515-2440, <http://www.ncsu.edu/housing/>

Although the individual making the allegations of sexual misconduct, relationship or interpersonal violence may remain anonymous for reports to University Police, the name of the individual must be identified or provided to OIED in order for NC State to meet its Title IX obligations.

## Prevention of Sexual Misconduct, Relationship and Interpersonal Violence

The university provides various programming to promote the awareness of and response to sexual misconduct and relationship or interpersonal violence. New students and employees are provided primary prevention and awareness education as part of orientation. The programs reinforce that NC State prohibits these offenses and any other form of violence, and give new students and employees the definitions of prohibited actions as well as definitions and examples of consent. The programs train attendees on safe and positive options for bystander intervention and how individuals may take action to prevent harm or intervene in risky situations. The programs train new students and employees to recognize the signs of



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abusive behavior and how to avoid potential attacks. The programs are also offered to current students, student organizations, and employees as part of an ongoing prevention and awareness campaign.

Additionally, University Police, the Women's Center, and Student Health Services offer sexual misconduct, relationship and interpersonal violence education and information programs to University students and employees upon request. Literature on is also provided to survivors of sexual misconduct and relationship or interpersonal violence. The literature includes information about additional on and off-campus resources, as well as information on:

- The importance of preserving evidence;
- The rights of victims and the institution's responsibilities regarding orders of protection including, no contact orders, restraining orders, and other lawful orders issued by criminal or civil courts;
- The procedures for institutional; and
- The access and options victims have for University interim measures.

## **Role & Responsibility of Student Health Services**

You are encouraged to go to a medical center following a sexual assault in order to check for internal injuries, sexual transmitted infections, and/or pregnancy. If a student seeks assistance at Student Health Services following an act of sexual misconduct or relationship or interpersonal violence, the student will be provided information on available sexual assault forensic nurses and referred to a local hospital or InterAct of Wake County. These are designated facilities where trained sexual assault forensic nurse examiners can complete an examination and evidence collection. Student Health Services will provide any follow-up medical care. Female students may contact the Student Health Service's Women's Health Center and male students can contact the Student Health Services mainline to make an appointment for assistance.

## **Role & Responsibility of the Counseling Center**

The Counseling Center offers confidential services for students who experience sexual misconduct or relationship or interpersonal violence. Counselors can help students by working with them to develop coping skills, informing them of resources on- and off-campus and providing support to help them navigate their path to recovery. Whether the misconduct happened recently or several years ago, it is never too late to seek help. The Counseling Center also provides after hours on-call services for mental health emergencies by calling 919-515-2423 and selecting the option to speak with the on-call counselor.

## **North Carolina Sex Offender and Public Protection Registry**

All convicted sex offenders coming to or residing in North Carolina, including students, are required to register with the local county sheriff's department for inclusion in the North Carolina Sex Offender and Public Protection Registry. This Registry may be viewed locally at the county sheriff's department or online at: <http://sexoffender.ncsbi.gov/>.

## Definitions

“Consent” means an affirmative decision to engage in an activity given by clear action or words. It is an informed decision made freely, willingly, and actively by all parties. Behavior will be considered “without consent” if no clear consent, verbal or nonverbal, is given. Consent cannot be procured by physical force, compelling threats, intimidating behavior, or coercion. A person cannot give consent if they are incapacitated as a result of alcohol or drug consumption (voluntary or otherwise), is unconscious, unaware or asleep during the act, is under the legal age to provide consent, or otherwise lacks the capacity to consent. In determining whether a person is incapacitated, the analysis must include whether the accused individual knew or should reasonably have known that the person was incapacitated. A lack of protest or resistance is not a valid form of consent. Silence is not a valid form of consent. A prior relationship or prior sexual activity is not sufficient to demonstrate consent for sexual activity. Consent can be revoked or withdrawn at any time, even during a sexual act. If consent is withdrawn, the sexual act is no longer consensual.

“Relationship or Interpersonal Violence” includes Dating Violence, Domestic Violence, and Stalking. Relationship or interpersonal violence occurs when one person in a social relationship of a romantic or an intimate nature uses abuse to maintain power over a partner. Abusive behaviors can be physical or emotional, including but not limited to, threats of self-harm or harm to others, pervasive and derogatory name calling, belittling, isolation, engaging in sexual acts while in a dating or domestic relationship when one of the individuals does not consent.

- *Dating Violence* is conduct arising out of a social, personal, romantic or intimate relationship or a dating relationship that: inflicts physical injury upon another person; or is a pattern of coercive behavior that is used by one person to gain power and control over another. It may include the use of physical and sexual violence, verbal and emotional abuse, or any conduct that places another in fear of, or at risk of, physical injury or danger.
- *Domestic Violence* is conduct that arises out of a personal, romantic or intimate relationship where the parties are current or former spouses, persons who live together or have lived together, persons who have one or more children in common, or are current or former household members, and inflicts physical injury upon a party to the relationship or shows a pattern of coercive behavior that is used by one person to gain power and control over another. It may include the use of physical and sexual violence, verbal and emotional abuse, or any conduct that places another in fear of, or at risk of, physical injury or danger.
- *Stalking* is engaging in a course of conduct directed at a specific person, whether in the context of a social or intimate relationship or otherwise, that would cause a reasonable person to feel fear for their safety or safety of others or suffer substantial emotional distress. Stalking, including cyber stalking, may include, for example, non-consensual communication, including in-person communication or contact, surveillance, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts or any other communications that are undesired and/or place another person in fear of, or at risk of, physical injury or danger.

“Sexual Assault” means an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. A sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. In North Carolina, a person is guilty of rape if the person engages in vaginal intercourse with another person: (1) By force and against the will of the other person; or (2) Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. In North Carolina, fondling is included in the crime of “sexual battery”, which occurs if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person: (1) by force and against the will of the other person; or who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In North Carolina, a person commits the offense of incest if the person engages in intercourse with the person's (i) grandparent or grandchild, (ii) parent or child or stepchild or legally adopted child, (iii) brother or sister of the half or whole blood, or (iv) uncle, aunt, nephew, or niece.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. In North Carolina, a person is guilty of statutory rape if the defendant engages in vaginal intercourse with another person who is 15 years of age or younger and the defendant is at least 12 years old and at least six years older than the person, except when the defendant is lawfully married to the person.

“Sexual Misconduct” includes sexual assault, sexual harassment, sexual exploitation and retaliation against a person because she or he filed a complaint of sexual misconduct, relationship or interpersonal violence or participated in an investigation or procedure involving sexual misconduct, relationship or interpersonal violence.

### Workplace Violence

Nearly 2 million American workers are impacted by some form of workplace violence each year. Homicide is the leading cause of work-related fatality for women in the workplace. Six out of ten incidents of workplace violence occurred in private companies. While government employees make up approximately 14% of the total U.S. workforce, 30% of known victims of violence were federal, state, or local government employees.

Though it is impossible to predict if or when a workplace violence incident may occur there are some potential warning signs that a person may commit an act of workplace violence. Those warning signs may include, but are not limited to: communicating threats, suspected drug and/or alcohol abuse, noticeable extreme changes in behavior, escalating aggression, history of intimidating others, chronic unsubstantiated complaints about persecution or injustice (victim mindset), erratic and/or bizarre behavior, impulsivity, difficulty letting things go (holds a grudge), concerns regarding paranoia, and a history of violence (especially towards people and animals).

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The Risk Assessment Case Manager/Violence Prevention and Threat Management Program Manager offers training on several topics including Workplace Violence Prevention. Contact (919) 513-4224 or (919)-513-4315 for additional information or to schedule a large group. For more information on training opportunities you may also go to <https://vptm.ehps.ncsu.edu/home/training-events/>.

## Crime Victim Rights

On July 1, 1999, the Crime Victims' Rights law took effect, which established specific responsibilities for many different criminal justice agencies in regards to the notification of victims of certain crimes. This law was passed in an effort to educate the victim and keep them informed of court proceedings, victim restitution, information of the crime itself and how the criminal justice system works, conviction or final disposition and sentencing, notification of escape, release, or proposed parole proceedings, and many other rights.

For certain crimes, University Police is required to provide the victim with information concerning the availability of medical services, crime victims' compensation funds, the address and telephone number of the district attorney's office, name and telephone number of the investigating law enforcement officer whom the victim may contact, information about an accused's opportunity for pre-trial release, and the name and telephone number of the investigating law enforcement officer whom the victim may contact to find out whether the accused has been released from custody.

There are also notification requirements placed upon the District Attorney's office, correctional facilities, Attorney General's office, as well as Probation and Parole.

Crimes covered under this law include many serious felonies such as murder, voluntary manslaughter, assault with a deadly weapon, rape, and armed robbery.

To obtain more information about your rights as a crime victim or a complete list of the crimes covered under the law, contact University Police Investigations at (919) 515-2498.

## Keeping Our University Safe and Secure

### Shared Responsibility

Safety is a shared responsibility. University Police makes a difference, but we all have a role in making NC State a safe campus. Do your part, and you can reduce the likelihood that you will be a crime victim. If you ever need assistance, do not hesitate to call us at 911 or (919) 515-3000. We are here to help!

### Personal Safety Tips

Learn and follow all the NC State safety and security procedures. They have been created out of concern for your welfare and in consideration for everyone's rights in the campus community. If you feel unsafe in any situation, trust your instinct and contact University Police immediately.

#### In residence halls:

- Assailants target residences where doors and windows are left unlocked or unsecured. Always lock residence doors and windows when at home and when you leave.
- Communicate with your roommate on safety issues.

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- Report suspicious persons or activity immediately.
- Report doors, windows, lights or locks in need of repair.
- Keep valuables out of sight.
- Don't prop open exterior doors or allow someone to "piggy back" behind you into the residence hall.

## **When walking or jogging:**

- Stay away from isolated areas.
- Assailants are more likely to target individuals walking alone, on darkened or unlit paths, or who are distracted by headphones or activities such as texting.
- Walk in groups whenever possible, especially at night.
- Safety Escort Services and public transportation are available as alternatives to walking. Individuals can contact Safety Escort Services at 919-515-3000.

## **If you think you are being followed:**

- Cross the street or change directions.
- Keep looking back so the person will know you cannot be surprised.
- Go to a brightly lit area. Enter a store, house, residence hall or any populated building.
- Remember as much as possible about the person so you can describe them later.

## **If you are held up:**

- Do not resist. No amount of money is worth the risk of your life.
- Notify University Police or Raleigh Police immediately.
- Try to give a specific description of the person: height, weight, approximate age, hair color and length, clothing, jewelry, scars, etc.

## **Where you live:**

- Keep all doors locked, day and night. This is the single best deterrent to the would-be thief.
- Assailants may try to gain access into a residence by using force or deception. Don't open your door for or let someone in your residence that you don't know.
- Do not leave a door unlocked to anticipate a roommate or friend's arrival.
- Many thefts occur while the occupant is on the same floor, having left for a minute to visit a restroom or another room.
- Alcohol and drugs are often used by assailants to make someone vulnerable to sexual assault. Be alert to people who pressure you or others to use a drug or consume alcohol. Drinks should not be consumed if they are not from a trusted source or have been left unattended.

## **To protect your property:**

- Lock your door every time you leave.
- Engrave expensive equipment and valuables with an ID number.
- Do not store your purse or wallet in an unlocked desk drawer.
- Do not leave your belongings unattended in the library, cafeteria, locker room, classroom or any public area.

## **To protect your car:**

- Always lock your car and take the keys.
- Don't leave valuables in your vehicle.
- Park in well-lit areas.

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**Keep your keys:**

- Do not loan your keys to anyone. Someone else's carelessness may lead to your key loss.

**When you park:**

- Close and lock windows and doors.
- When returning to your car, have the keys ready in hand and check underneath the vehicle and the interior before entering.

**When working late in academic buildings:**

- Avoid working or studying alone at night in a building.
- Keep the work area door locked.
- Do not take shortcuts when walking alone at night.
- Avoid walking alone at night. Use the "buddy system" or Call (919) 515-3000 for a safety escort during hours of darkness.
- Note locations of the nearest telephone and fire extinguisher in case of an emergency.
- Be aware of your personal surroundings and report suspicious persons or activity to the police immediately.
- Don't leave personal items unattended.

The various colleges on campus determine if or when buildings will be locked after hours. When working after hours, note if the building entrances have been secured and take individual safety precautions as well.





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## FIRE SAFETY REPORT

This annual report is submitted to meet the federal requirements of the Campus Fire Safety Right to Know Act, an amendment to the Higher Education Opportunity Act. It includes information about NC State's fire safety policies and procedures as well as reported campus fire statistics.

### Reporting a Fire

- Call 911 upon discovery of a fire of any kind, you should be connected to the university's Emergency Communications Center.
- Provide your name, location of the fire, type of fire and a contact number to call you back if necessary. If possible stay around to talk to emergency responders.
- If the fire was small and you or someone else put it out, you still need to report it. You may use 515-3000 to report an incident of this nature.
- All fires, including any signs of a fire, must be reported to the Office of Fire and Life Safety for investigation.

### University Housing Rules on Appliances, Smoking, and Open Flames

- Due to fire and safety standards concerns, extension cords, personal air conditioners, lava lamps, toasters, burners or hot plates, heaters, and fireworks are not permitted in University Housing facilities.
- Halogen lamps present significant risk of starting fires and are not permitted in residential rooms.
- All residential facilities (including E.S. King Village and Western Manor Apartments) are smoke-free. Smoking is prohibited within 25-feet of any residence hall/apartment building.
- Candles, gas/oil lanterns, or any device producing open flames (such as incense and Sterno) are not permitted. Students who wish to burn incense for religious reasons need to get approval from their Assistant Director or Residence Director.

### Emergency Evacuation Policy

#### Introduction

Emergency events that threaten the welfare, safety, or health of staff, faculty, students or visitors, though unforeseeable situations may be dealt with in such a way as to minimize the likelihood of injury or loss of life. NC State has developed procedures to help its personnel respond to a variety of emergencies. In the event of fire or potential emergency events such as severe medical situations, bomb threats, extreme weather conditions and power loss, the procedure for evacuation outlined in this policy shall be followed. Following this plan will assure a safe and orderly evacuation of the building in the shortest time. It should be noted that all buildings are equipped with fire extinguishers, emergency lighting and lighted EXIT signs, as required by law.



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The university requires the cooperation of all staff, faculty, guests, and students in conducting training and drills and responding according to established procedures if such events arise. Training will be provided to assure that all employees follow appropriate emergency procedures.

The university relies upon the coordinated action of an extensive emergency response team to evacuate campus buildings quickly and effectively in emergencies. This team includes, but is not limited to, NC State's Fire and Life Safety, University Police, Raleigh Fire Department, and the Raleigh Police Department.

## Fire Protection and Command Procedures

In the event of an emergency necessitating the evacuation of a building, the University Fire Marshal and/or University Police shall be in command. Fire Protection officers should receive information about the nature of the emergency, ensure that the Raleigh Fire Department (911) has been called, communicate with the Fire Department, the Police Department and any other emergency organization, as required, coordinate the operations of the emergency team, and organize the evacuation of the area.

Upon the sounding of a fire alarm or an indication of a pre-signal on the monitor, a search will be conducted of the area from which the signal originates. If a fire or other emergency situation is confirmed, Fire and Life Safety shall activate the general alarm and initiate emergency evacuation. Upon the sounding of a general alarm, a search of the building will be conducted to ensure that no one has been left in the building, to direct anyone found to an emergency exit, and assist in critical situations such as firefighting, medical care or disabled evacuation, when requested. Faculty, employees and students shall familiarize themselves with the location of emergency exits, the locations of fire alarm pull-stations and emergency telephones nearest the areas where they work or study.

## Immediate Response Procedures

In the event of a fire, any employee or student discovering smoke and/or fire should perform the following activities as appropriate:

If fire is small:

- Report the findings at once to his/her supervisor if time permits;
- Attempt to extinguish the fire with a fire extinguisher; and
- Activate the nearest alarm by pulling a fire alarm pull-station or, in buildings where there is no fire alarm system, alert building occupants by word of mouth.

If fire is severe and threatening dial 911 for University Police, and provide the following information:

- Your name and location;
- Location of fire; and
- Details as requested

After reporting the fire, leave the building as quickly as possible. In case of electrical or other serious fire, no attempt should be made to deal with the fire unless such action is compatible with the safety of all concerned.

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## Evacuation Procedures

In the event that an emergency situation requires the complete evacuation of the floor or building, the following procedures will apply to all departments, employees, students, and visitors:

1. An employee discovering a fire or other emergency necessitating a general alarm shall activate the fire or necessary alarm and call University Police, 515-3000 or 911 and give appropriate information.
2. Everyone must leave the building immediately, in an orderly fashion, by the closest possible exit. Exit from emergency stairwells where indicated. Do not use elevators.
3. The first person to reach any exit door should touch it to determine if it is hot. If the door feels hot, direct evacuating persons to an alternate exit route.
4. In smoky areas, stay low (out of highest concentration of smoke).
5. Maintain single file and keep to the right on stairways so that persons entering the stairwell from lower floors can merge safely into the line and emergency response personnel can use the opposite side.
6. Once outside, report to the designated assembly area or move far away from the building. Do not obstruct the exit doors at street level. Clear the area.
7. Remain in the assigned assembly area until instructed by the appropriate authority to return to the building or to move to a safer location.
8. Do not re-enter the building until the Fire Marshal/Deputy Fire Marshal, Raleigh Fire, or University Police give an "All-Clear" signal.
9. Obey the directions of public safety officers at all times.

## Evacuation Procedures for People with Disabilities

At the beginning of each semester, the Disability Resource Office provides the Environmental Health and Public Safety Division a comprehensive list of disabled students and the type of disability to enable the division and these students to plan for possible evacuation. The division also maintains a list of university employees who self-identify a disability with the division. University employees and students are encouraged to communicate to University Police or Fire and Life Safety, as they exit, the location of any disabled person.

In the event of a fire:

- Elevators may be used for wheelchair access.
- Disabled persons are to be evacuated by the stairwells with the assistance of Marshals or Raleigh Fire.
- Generally, wheelchairs should not be carried down the stairs; a person who, for reasons of personal health or safety, may not be removed from his or her wheelchair must so inform the Marshals

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- Evac-chairs, if available, should be brought to assist the non-ambulatory

In the case of fire or any other emergency, the staff duty police officer decides if a public announcement shall be made through one of the university's emergency notification methods. All inquiries from the media shall be referred to NC State's Executive Director of University Relations in University Communications.

## Fire Statistics Regarding Fires in University Residential Facilities

2015 Statistics and Related Information Regarding Fires in Residential Facilities					
Residential Facility	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Property Damage
Alexander Hall – 2700 Cates Avenue	0	0	0	0	0
Avent Ferry Residence Hall A/B – 2110 Avent Ferry Rd.	0	0	0	0	0
Avent Ferry Residence Hall D/E/F – 2112 Avent Ferry Rd.	0	0	0	0	0
Bagwell Hall – 2201 Dunn Ave.	0	0	0	0	0
Becton Hall – 2231 Dunn Ave.	0	0	0	0	0
Berry Hall – 2211 Dunn Ave.	0	0	0	0	0
Bowen Hall – 2821 Thurman Dr.	0	0	0	0	0
Bragaw Hall – 210 Dan Allen Dr.	0	0	0	0	0
Carroll Hall – 2801 Thurman Dr.	0	0	0	0	0
ES King Commons	0	0	0	0	0
ES King Village – Beaufort Hall – 3820 Jackson St.	0	0	0	0	0
ES King Village – Bertie Hall – 3840 Jackson St.	0	0	0	0	0
ES King Village - Bladen Hall – 3920 Jackson St.	0	0	0	0	0
ES King Village - Carteret Hall – 3830 Jackson St.	0	0	0	0	0
ES King Village - Chowan Hall – 2911 Ligon St.	0	0	0	0	0
ES King Village - Craven Hall – 3810 Jackson St.	0	0	0	0	0
ES King Village - Currituck Hall – 2921 Ligon St.	0	0	0	0	0
ES King Village - Edgecombe Hall – 3930 Jackson St.	0	0	0	0	0
ES King Village - Granville Hall – 3011 Ligon St.	0	0	0	0	0
ES King Village - Hyde Hall – 2931 Ligon St.	0	0	0	0	0
ES King Village - Johnston Hall – 3950 Jackson St.	0	0	0	0	0
ES King Village - New Hanover Hall – 3910 Jackson St.	0	0	0	0	0
ES King Village - Northampton Hall – 3001 Ligon St.	0	0	0	0	0
ES King Village - Onslow Hall – 2951 Ligon St.	0	0	0	0	0
ES King Village - Pasquotank Hall – 740 Gorman St.	0	0	0	0	0
ES King Village - Perquimans Hall – 720 Gorman St.	0	0	0	0	0
ES King Village - Tyrrell Hall – 2941 Ligon St.	0	0	0	0	0
Gold Hall – 70 Pullen Dr.	0	0	0	0	0
Lee Hall – 2530 Sullivan Dr.	0	0	0	0	0
Metcalf Hall – 2811 Thurman Dr.	1	Undetermined	0	0	\$0 – 99
North Hall – 2200 Hillsborough St.	0	0	0	0	0
Owen Hall – 2720 Cates Ave.	0	0	0	0	0

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Sullivan Hall – 2921 Thurman Dr.	0	0	0	0	0
Syme Hall – 2210 Bayer Dr.	0	0	0	0	0
Tucker Hall – 2800 Cates Ave.	0	0	0	0	0
Turlington Hall – 2710 Cates Ave.	0	0	0	0	0
Watauga Hall – 2200 Katharine Stinson Dr.	0	0	0	0	0
Welch Hall – 80 Pullen Dr.	0	0	0	0	0
Western Manor A/B/C – 1551 Lilley Ct.	0	0	0	0	0
Western Manor D/E/F – 1531 Lilley Ct.	1	Unintentional – Cooking	0	0	\$0 – 99
Western Manor G/H – 1521 Lilley Ct.	0	0	0	0	0
Western Manor I/J – 1500 Lilley Ct.	0	0	0	0	0
Western Manor K – 1510 Lilley Ct.	0	0	0	0	0
Western Manor L – 1520 Lilley Ct.	0	0	0	0	0
Western Manor M – 1530 Lilley Ct.	0	0	0	0	0
Western Manor N/O – 1540 Lilley Ct.	0	0	0	0	0
Western Manor P/Q – 1550 Lilley Ct.	0	0	0	0	0
Wolf Ridge – Grove Hall – 371 Initiative Way	0	0	0	0	0
Wolf Ridge – Innovation Hall – 381 Initiative Way	0	0	0	0	0
Wolf Ridge – Lakeview Hall – 1930 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Plaza Hall – 1940 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Tower Hall – 1900 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Valley Hall – 351 Initiative Way	0	0	0	0	0
Wolf Village – Arctic Hall – 2770 Wolf Village Way	0	0	0	0	0
Wolf Village – Baffin Hall – 2780 Wolf Village Way	1	Unintentional Fire - Electrical	0	0	\$0 – 99
Wolf Village – Caspian Hall – 2750 Wolf Village Way	0	0	0	0	0
Wolf Village – Gray Hall – 2730 Wolf Village Way	0	0	0	0	0
Wolf Village – Hudson Hall – 2760 Wolf Village Way	1	Unintentional Fire – Cooking	0	0	\$0 - 99
Wolf Village – Mackenzie Hall – 2710 Wolf Village Way	0	0	0	0	0
Wolf Village – Red Hall – 2740 Wolf Village Way	0	0	0	0	0
Wolf Village – Timber Hall – 2720 Wolf Village Way	0	0	0	0	0
Wood Hall A – 2521 Warren Carroll Dr.	0	0	0	0	0
Wood Hall B – 2531 Warren Carroll Dr.	0	0	0	0	0
Wood Hall C – 2541 Warren Carroll Dr.	0	0	0	0	0
Greek 1 - 2613 Fraternity Ct.	0	0	0	0	0
Greek 2 - 2601 Fraternity Ct.	0	0	0	0	0
Greek 3 - 2511 Fraternity Ct.	0	0	0	0	0
Greek 4 - 2501 Fraternity Ct.	0	0	0	0	0
Greek 5 - 2409 Fraternity Ct.	0	0	0	0	0
Greek 7 - 2313 Fraternity Ct.	0	0	0	0	0
Greek 8 - 2309 Fraternity Ct.	0	0	0	0	0
Greek 11 - 2701 Fraternity Ct.	0	0	0	0	0
Greek 12- 2619 Fraternity Ct.	0	0	0	0	0
Greek 13 - 2709A Fraternity Ct.	0	0	0	0	0

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Greek 14 - 2709B Fraternity Ct.	0	0	0	0	0
Greek 15 - 1402 Varsity Dr.	0	0	0	0	0
KD 2304 Greek Village Dr.	0	0	0	0	0
SN 2312 Greek Village Dr.	0	0	0	0	0

<b>2016 Statistics and Related Information Regarding Fires in Residential Facilities</b>					
Residential Facility	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Property Damage
Alexander Hall – 2700 Cates Avenue	0	0	0	0	0
Avent Ferry Residence Hall A/B – 2110 Avent Ferry Rd.	0	0	0	0	0
Avent Ferry Residence Hall D/E/F – 2112 Avent Ferry Rd.	0	0	0	0	0
Bagwell Hall – 2201 Dunn Ave.	0	0	0	0	0
Becton Hall – 2231 Dunn Ave.	0	0	0	0	0
Berry Hall – 2211 Dunn Ave.	0	0	0	0	0
Bowen Hall – 2821 Thurman Dr.	0	0	0	0	0
Bragaw Hall – 210 Dan Allen Dr.	0	0	0	0	0
Carroll Hall – 2801 Thurman Dr.	0	0	0	0	0
ES King Commons	0	0	0	0	0
ES King Village – Beaufort Hall – 3820 Jackson St.	0	0	0	0	0
ES King Village – Bertie Hall – 3840 Jackson St.	0	0	0	0	0
ES King Village - Bladen Hall – 3920 Jackson St.	0	0	0	0	0
ES King Village - Carteret Hall – 3830 Jackson St.	0	0	0	0	0
ES King Village - Chowan Hall – 2911 Ligon St.	0	0	0	0	0
ES King Village - Craven Hall – 3810 Jackson St.	0	0	0	0	0
ES King Village - Currituck Hall – 2921 Ligon St.	0	0	0	0	0
ES King Village - Edgecombe Hall – 3930 Jackson St.	0	0	0	0	0
ES King Village - Granville Hall – 3011 Ligon St.	0	0	0	0	0
ES King Village - Hyde Hall – 2931 Ligon St.	0	0	0	0	0
ES King Village - Johnston Hall – 3950 Jackson St.	0	0	0	0	0
ES King Village - New Hanover Hall – 3910 Jackson St.	0	0	0	0	0
ES King Village - Northampton Hall – 3001 Ligon St.	0	0	0	0	0
ES King Village - Onslow Hall – 2951 Ligon St.	0	0	0	0	0
ES King Village - Pasquotank Hall – 740 Gorman St.	0	0	0	0	0
ES King Village - Perquimans Hall – 720 Gorman St.	0	0	0	0	0
ES King Village - Tyrrell Hall – 2941 Ligon St.	0	0	0	0	0
Gold Hall – 70 Pullen Dr.	0	0	0	0	0
Lee Hall – 2530 Sullivan Dr.	0	0	0	0	0
Metcalf Hall – 2811 Thurman Dr.	0	0	0	0	0
North Hall – 2200 Hillsborough St.	0	0	0	0	0
Owen Hall – 2720 Cates Ave.	0	0	0	0	0
Sullivan Hall – 2921 Thurman Dr.	0	0	0	0	0
Syme Hall – 2210 Bayer Dr.	0	0	0	0	0
Tucker Hall – 2800 Cates Ave.	0	0	0	0	0
Turlington Hall – 2710 Cates Ave.	0	0	0	0	0
Watauga Hall – 2200 Katharine	0	0	0	0	0

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Stinson Dr.					
Welch Hall – 80 Pullen Dr.	0	0	0	0	0
Western Manor A/B/C – 1551 Lilley Ct.	0	0	0	0	0
Western Manor D/E/F – 1531 Lilley Ct.	0	0	0	0	0
Western Manor G/H – 1521 Lilley Ct.	0	0	0	0	0
Western Manor I/J – 1500 Lilley Ct.	0	0	0	0	0
Western Manor K – 1510 Lilley Ct.	0	0	0	0	0
Western Manor L – 1520 Lilley Ct.	0	0	0	0	0
Western Manor M – 1530 Lilley Ct.	0	0	0	0	0
Western Manor N/O – 1540 Lilley Ct.	0	0	0	0	0
Western Manor P/Q – 1550 Lilley Ct.	0	0	0	0	0
Wolf Ridge – Grove Hall – 371 Initiative Way	0	0	0	0	0
Wolf Ridge – Innovation Hall – 381 Initiative Way	0	0	0	0	0
Wolf Ridge – Lakeview Hall – 1930 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Plaza Hall – 1940 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Tower Hall – 1900 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Valley Hall – 351 Initiative Way	0	0	0	0	0
Wolf Village – Arctic Hall – 2770 Wolf Village Way	0	0	0	0	0
Wolf Village – Baffin Hall – 2780 Wolf Village Way	0	0	0	0	0
Wolf Village – Caspian Hall – 2750 Wolf Village Way	0	0	0	0	0
Wolf Village – Gray Hall – 2730 Wolf Village Way	0	0	0	0	0
Wolf Village – Hudson Hall – 2760 Wolf Village Way	0	0	0	0	0
Wolf Village – Mackenzie Hall – 2710 Wolf Village Way	0	0	0	0	0
Wolf Village – Red Hall – 2740 Wolf Village Way	0	0	0	0	0
Wolf Village – Timber Hall – 2720 Wolf Village Way	0	0	0	0	0
Wood Hall A – 2521 Warren Carroll Dr.	0	0	0	0	0
Wood Hall B – 2531 Warren Carroll Dr.	0	0	0	0	0
Wood Hall C – 2541 Warren Carroll Dr.	0	0	0	0	0
Greek 1 - 2613 Fraternity Ct.	0	0	0	0	0
Greek 2 - 2601 Fraternity Ct.	0	0	0	0	0
Greek 3 - 2511 Fraternity Ct.	0	0	0	0	0
Greek 4 - 2501 Fraternity Ct.	0	0	0	0	0
Greek 5 - 2409 Fraternity Ct.	0	0	0	0	0
Greek 7 - 2313 Fraternity Ct.	0	0	0	0	0
Greek 8 - 2309 Fraternity Ct.	0	0	0	0	0
Greek 11 - 2701 Fraternity Ct.	1	Intentional	0	0	\$0-99
Greek 12- 2619 Fraternity Ct.	0	0	0	0	0
Greek 13 - 2709A Fraternity Ct.	0	0	0	0	0
Greek 14 - 2709B Fraternity Ct.	0	0	0	0	0
Greek 15 - 1402 Varsity Dr.	0	0	0	0	0
KD 2304 Greek Village Dr.	0	0	0	0	0
SN 2312 Greek Village Dr.	0	0	0	0	0

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2017 Statistics and Related Information Regarding Fires in Residential Facilities					
Residential Facility	Number of Fires	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Property Damage
Alexander Hall – 2700 Cates Avenue	0	0	0	0	0
Avent Ferry Residence Hall A/B – 2110 Avent Ferry Rd.	0	0	0	0	0
Avent Ferry Residence Hall D/E/F – 2112 Avent Ferry Rd.	0	0	0	0	0
Bagwell Hall – 2201 Dunn Ave.	0	0	0	0	0
Becton Hall – 2231 Dunn Ave.	0	0	0	0	0
Berry Hall – 2211 Dunn Ave.	0	0	0	0	0
Bowen Hall – 2821 Thurman Dr.	0	0	0	0	0
Bragaw Hall – 210 Dan Allen Dr.	0	0	0	0	0
Carroll Hall – 2801 Thurman Dr.	0	0	0	0	0
ES King Commons	0	0	0	0	0
ES King Village – Beaufort Hall – 3820 Jackson St.	0	0	0	0	0
ES King Village – Bertie Hall – 3840 Jackson St.	0	0	0	0	0
ES King Village – Bladen Hall – 3920 Jackson St.	0	0	0	0	0
ES King Village – Carteret Hall – 3830 Jackson St.	0	0	0	0	0
ES King Village – Chowan Hall – 2911 Ligon St.	0	0	0	0	0
ES King Village – Craven Hall – 3810 Jackson St.	0	0	0	0	0
ES King Village – Currituck Hall – 2921 Ligon St.	0	0	0	0	0
ES King Village – Edgecombe Hall – 3930 Jackson St.	0	0	0	0	0
ES King Village – Granville Hall – 3011 Ligon St.	0	0	0	0	0
ES King Village – Hyde Hall – 2931 Ligon St.	0	0	0	0	0
ES King Village – Johnston Hall – 3950 Jackson St.	0	0	0	0	0
ES King Village – New Hanover Hall – 3910 Jackson St.	0	0	0	0	0
ES King Village – Northampton Hall – 3001 Ligon St.	0	0	0	0	0
ES King Village – Onslow Hall – 2951 Ligon St.	0	0	0	0	0
ES King Village – Pasquotank Hall – 740 Gorman St.	0	0	0	0	0
ES King Village – Perquimans Hall – 720 Gorman St.	0	0	0	0	0
ES King Village – Tyrrell Hall – 2941 Ligon St.	0	0	0	0	0
Gold Hall – 70 Pullen Dr.	0	0	0	0	0
Lee Hall – 2530 Sullivan Dr.	0	0	0	0	0
Metcalf Hall – 2811 Thurman Dr.	0	0	0	0	0
North Hall – 2200 Hillsborough St.	0	0	0	0	0
Owen Hall – 2720 Cates Ave.	0	0	0	0	0
Sullivan Hall – 2921 Thurman Dr.	0	0	0	0	0
Syme Hall – 2210 Bayer Dr.	0	0	0	0	0
Tucker Hall – 2800 Cates Ave.	0	0	0	0	0
Turlington Hall – 2710 Cates Ave.	0	0	0	0	0
Watauga Hall – 2200 Katharine Stinson Dr.	0	0	0	0	0
Welch Hall – 80 Pullen Dr.	0	0	0	0	0
Western Manor A/B/C – 1551 Lilley Ct.	0	0	0	0	0



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Western Manor D/E/F – 1531 Lilley Ct.	0	0	0	0	0
Western Manor G/H – 1521 Lilley Ct.	0	0	0	0	0
Western Manor I/J – 1500 Lilley Ct.	0	0	0	0	0
Western Manor K – 1510 Lilley Ct.	0	0	0	0	0
Western Manor L – 1520 Lilley Ct.	0	0	0	0	0
Western Manor M – 1530 Lilley Ct.	0	0	0	0	0
Western Manor N/O – 1540 Lilley Ct.	0	0	0	0	0
Western Manor P/Q – 1550 Lilley Ct.	0	0	0	0	0
Wolf Ridge – Grove Hall – 371 Initiative Way	0	0	0	0	0
Wolf Ridge – Innovation Hall – 381 Initiative Way	0	0	0	0	0
Wolf Ridge – Lakeview Hall – 1930 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Plaza Hall – 1940 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Tower Hall – 1900 Entrepreneur Dr.	0	0	0	0	0
Wolf Ridge – Valley Hall – 351 Initiative Way	0	0	0	0	0
Wolf Village – Arctic Hall – 2770 Wolf Village Way	0	0	0	0	0
Wolf Village – Baffin Hall – 2780 Wolf Village Way	0	0	0	0	0
Wolf Village – Caspian Hall – 2750 Wolf Village Way	0	0	0	0	0
Wolf Village – Gray Hall – 2730 Wolf Village Way	0	0	0	0	0
Wolf Village – Hudson Hall – 2760 Wolf Village Way	0	0	0	0	0
Wolf Village – Mackenzie Hall – 2710 Wolf Village Way	0	0	0	0	0
Wolf Village – Red Hall – 2740 Wolf Village Way	0	0	0	0	0
Wolf Village – Timber Hall – 2720 Wolf Village Way	0	0	0	0	0
Wood Hall A – 2521 Warren Carroll Dr.	0	0	0	0	0
Wood Hall B – 2531 Warren Carroll Dr.	0	0	0	0	0
Wood Hall C – 2541 Warren Carroll Dr.	0	0	0	0	0
Greek 1 - 2613 Fraternity Ct.	0	0	0	0	0
Greek 2 - 2601 Fraternity Ct.	0	0	0	0	0
Greek 3 - 2511 Fraternity Ct.	0	0	0	0	0
Greek 4 - 2501 Fraternity Ct.	0	0	0	0	0
Greek 7 - 2313 Fraternity Ct.	0	0	0	0	0
Greek 8 - 2309 Fraternity Ct.	0	0	0	0	0
Greek 11 - 2701 Fraternity Ct.	0	0	0	0	0
Greek 12- 2619 Fraternity Ct.	0	0	0	0	0
Greek 13 - 2709A Fraternity Ct.	0	0	0	0	0
Greek 14 - 2709B Fraternity Ct.	0	0	0	0	0
Greek 15 - 1402 Varsity Dr.	0	0	0	0	0
KD 2304 Greek Village Dr.	0	0	0	0	0
SN 2312 Greek Village Dr.	0	0	0	0	0
DG 2300 Greek Village Dr.	0	0	0	0	0
KKG 3501 Avent Ferry Rd.	0	0	0	0	0

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## Fire Systems in University Residential Facilities

Fire Safety Systems in Residential Facilities						
Residential Facility	Sprinkler	Fire Alarm	Smoke Detection	Fire Extinguisher	Evacuation Plans & Placards	Number of Fire Drills
Alexander Hall	Yes	Yes	Yes	Yes	Yes	4
Avent Ferry Center	Yes	Yes	Yes	Yes	Yes	4
Bagwell Hall	Yes	Yes	Yes	Yes	Yes	4
Becton Hall	Yes	Yes	Yes	Yes	Yes	4
Berry Hall	Yes	Yes	Yes	Yes	Yes	4
Bowen Hall	Yes	Yes	Yes	Yes	Yes	4
Bragaw Hall	Yes	Yes	Yes	Yes	Yes	4
Carroll Hall	Yes	Yes	Yes	Yes	Yes	4
ES King Village	Yes	Yes	Yes	Yes	Yes	4
Gold Hall	Yes	Yes	Yes	Yes	Yes	4
Lee Hall	Yes	Yes	Yes	Yes	Yes	4
Metcalf Hall	Yes	Yes	Yes	Yes	Yes	4
North Hall	Yes	Yes	Yes	Yes	Yes	4
Owen Hall	Yes	Yes	Yes	Yes	Yes	4
Sullivan Hall	Yes	Yes	Yes	Yes	Yes	4
Syme Hall	Yes	Yes	Yes	Yes	Yes	4
Tucker Hall	Yes	Yes	Yes	Yes	Yes	4
Turlington Hall	Yes	Yes	Yes	Yes	Yes	4
Watauga Hall	Yes	Yes	Yes	Yes	Yes	4
Welch Hall	Yes	Yes	Yes	Yes	Yes	4
Western Manor	Yes	Yes	Yes	Yes	Yes	4
Wolf Ridge	Yes	Yes	Yes	Yes	Yes	4
Wolf Village	Yes	Yes	Yes	Yes	Yes	4
Wood Hall	Yes	Yes	Yes	Yes	Yes	4
Greek 1 - 2613 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 2 - 2601 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 3 - 2511 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 4 - 2501 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 5 - 2409 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 7 - 2313 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 8 - 2309 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 11 - 2701 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 12- 2619 Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 13 - 2709A Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 14 - 2709B Fraternity Ct.	Yes	Yes	Yes	Yes	Yes	4
Greek 15 - 1402 Varsity Dr.	Yes	Yes	Yes	Yes	Yes	4
KD 2304 Greek Village Dr.	Yes	Yes	Yes	Yes	Yes	4
SN 2312 Greek Village Dr.	Yes	Yes	Yes	Yes	Yes	4
DG 2300 Greek Village Dr.	Yes	Yes	Yes	Yes	Yes	4
KKG 3501 Avent Ferry Rd.	Yes	Yes	Yes	Yes	Yes	4

## Number of Emergency Residential Evacuation Drills

NC State conducts a minimum of one emergency evacuation drill per quarter in all University Housing buildings. The university evaluates the following areas on drills based on the 2009 North Carolina Fire Code, Section 405, Emergency Evacuation Drills and Table 405.2, Group R – 2d:

- Identity of the person conducting the drill
- Date and time of the drill
- Notification method used
- Staff members on duty and participating
- Number of occupants evacuated

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- Special conditions simulated
- Problems encountered
- Weather conditions when occupants were evacuated
- Time required to accomplished complete evacuation

## Fire and Life Safety Education

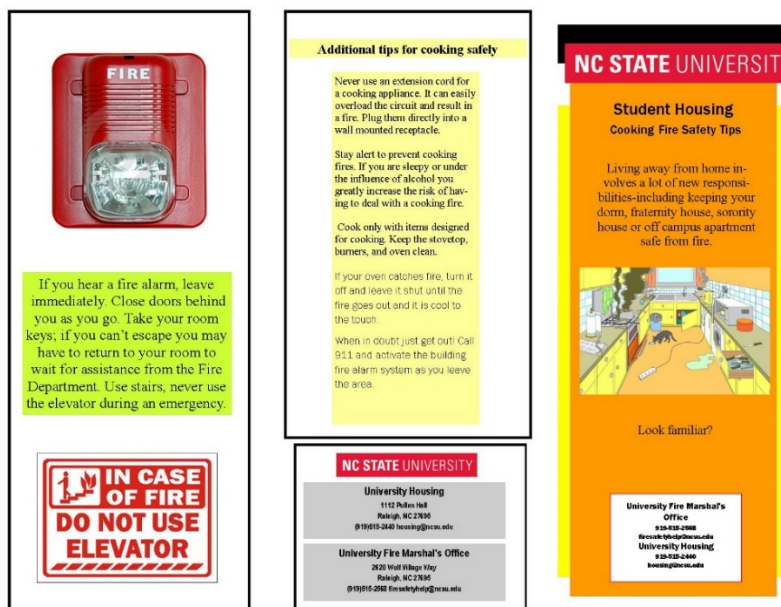
A fire in a University building can endanger lives and destroy property. Every member of the NC State community is responsible for preventing and properly handling common fire hazards, and for familiarity with the university's Fire and Life Safety Education Program.

The purpose of this program is to promote the safety of the university community, prevent damage to University property, and to comply with Occupational Safety and Health Administration (OSHA) regulations.

## Training Programs

Prevention is the most effective tool against fires on campus. The university community should be aware of common fire hazards in their respective places of work and residence. The leading fire hazards in University buildings include smoking materials, open flames, combustible decorations, flammable liquids, furniture, and trash. In pursuit of effective fire prevention and education, Fire and Life Safety offers training classes for all employees and students. These classes cover basic fire behavior, fire extinguisher use, basic medical care, evacuation procedures, and disability assistance. These classes include power point presentations as well as hands on training in all fields. The classes are offered before the start of the academic year to new employees, as well as University Housing resident advisors and resident directors. Training is also offered to other employees and students upon request.

Fire and Life Safety Education brochures and informational materials include the following:



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## Cause and Prevention



Campus life can be FUN and FIRE SAFE.

College living can undoubtedly be exciting. For most students attending schools outside of their home town or state, it's their first opportunity to be independent.

For many students, this is the first time they are away from their homes, families and friends for any significant period.

While college provides new and exciting opportunities, it also introduces a myriad of new safety hazards, especially to students living in dormitories, apartments and other community locations.

Although a student may have been the safest person in their school, house or neighborhood, an impeccable safety record doesn't safeguard someone against the actions of other residents in shared college housing facilities.

Therefore, it is extremely important to practice evacuating your building in a controlled manner. This will prove invaluable in the event of a cooking fire or other fire. Please take drills seriously, they are for your safety.

### Cooking Safety Tips



**Watch what you heat!**



**Use a pot lid or baking soda on a cooking fire to smother it.**



**Turn pot handles away from the front of the stove to avoid burn injuries.**



**Have and know an evacuation plan in case of fire.**



**Always have an extinguisher on hand when cooking on a grill. Don't forget your Hot Work Permit!**



**Never take down or disable smoke detectors. You can damage the Fire Alarm system and endanger other occupants of the building.**



**Cook Fire Safe! There's an app for that: Common Sense!**

**DIAL 911** for emergencies on Campus  
The Campus phone system is designed to also 'capture' cell phone signals to route your emergency calls directly to the University Police Department. They can also be reached at 515-3000



If you hear a fire alarm, leave immediately. Close doors behind you as you go. Take your room keys; if you can't escape you may have to return to your room to wait for assistance from the Fire Department. Use stairs, never use the elevator during an emergency.



### Tips for Parents of Students choosing to live off Campus

- > Look for housing with automatic fire sprinklers
- > Make sure there are working smoke detectors on each level
- > Ensure your student knows two ways out of their Residence or building
- > Encourage them to check the cushions of furniture for smoldering cigarette butts after parties
- > 'Candle' with care
- > Invest in an escape ladder for 2nd or 3rd floor bedrooms
- > Use only UL listed power strips
- > Buy and teach them how to use a fire extinguisher
- > Good housekeeping reduces fire load

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#### University Housing

1112 Pullen Hall  
Raleigh, NC 27695  
(919) 515-2440 housing@ncsu.edu

#### University Fire Marshal's Office

2620 Volf Village Way  
Raleigh, NC 27695  
(919) 515-2568 fire.safety@ncsu.edu

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### Student Housing Fire Safety Tips

Living away from home involves a lot of new responsibilities-including keeping your dorm, fraternity house, sorority house or off campus apartment safe from fire.



#### University Fire Marshal's Office

919-515-2568  
fire.safety@ncsu.edu  
University Housing  
919-515-2440  
housing@ncsu.edu

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## Cause and Prevention



Campus life  
can be FUN  
and FIRE  
SAFE.

Fires in dormitories, fraternities, and sororities are more common during the evening hours between 5 p.m. and 11 p.m., as well as on weekends.

From 2003-2006 U.S. fire departments responded to an estimated annual average of 3,570 structure

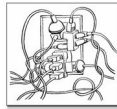
fires in dormitories, fraternities, and sororities.

Fires involving cooking equipment or the heating of food items are the most common occurrences on Campus so, "Watch what you heat!"

Improperly discarded smoking materials cause only 2% of fires in these properties but cause 39% of the deaths. There is NO SMOKING in NC State buildings. If you live off campus and allow people to smoke in your residence please utilize ash trays and check for discarded smoking materials after parties.

EXIT the building immediately when the Fire Alarm sounds. Treat evacuation drills the same as an actual event, they are important for your safety.

### Fire Prevention Tips



Use only UL listed appliances and devices. Don't overload electrical sockets.



Don't block exits or store materials in stairwells.



When you hear the fire alarm, EXIT the building quickly and orderly.



Fire Extinguishers are tools for protection, not toys. Please respect their importance.



Sprinklers save lives, never block or tamper with sprinklers.



Beep!

Never take down smoke detectors. You can damage the Fire Alarm system and endanger other occupants of the building.



Only activate pull-stations in a REAL emergency. Tampering with Fire Alarm devices is against the law.

DIAL **911** for emergencies on Campus.

The Campus phone system is designed to also 'capture' cell phone signals to route your emergency calls directly to the University Police Department. They can also be reached at 515-3000.

## Fire Safety Improvements

Depending on the availability of funds, NC State's Fire and Life Safety Office plans to develop safety online training videos and tutorials. These videos and tutorials would include demonstrations of the university's emergency evacuation procedures, including how to respond in the event of encountering smoke, how to prevent kitchen fires when cooking, as well videos showing the proper use of fire extinguishers.

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## APPENDIX G

### **Relationship or Interpersonal Violence and Sexual Misconduct**

In order to comply with Title IX of the Higher Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.* (“Title IX”)) and the Violence Against Women Reauthorization Act of 2013, reports of conduct involving alleged violations of sections 10.14 (Relationship or Interpersonal Violence, including Dating Violence, Domestic Violence and Stalking) or 10.15 (Sexual Misconduct) of the Code are subject to specialized and/or additional processes and procedures. These processes and procedures are designed to provide a prompt and equitable resolution for both the Complainant and Respondent.

#### **General Provisions for Processing Reports of Relationship or Interpersonal Violence or Sexual Misconduct.**

1. Reports of misconduct involving allegations of Relationship or Interpersonal Violence or Sexual Misconduct pursuant to sections 10.14 or 10.15 of the Code (“reports”) may be filed directly with the Office for Institutional Equity and Diversity (“OIED”), the Office of Student Conduct, or University Police. Upon receiving notification of allegations, the receiving office shall immediately notify the other offices of the report to ensure Clery and Title IX obligations are met. The office who first interacts with the Complainant and/or Respondent shall provide them with resources and notification of their rights.
2. Reports will be reviewed by OIED to determine whether the alleged actions warrant a Title IX investigation and/or whether a Complainant’s request for confidentiality can be maintained. If the Complainant wishes to remain anonymous, OIED will assess whether a request for confidentiality should be maintained under Title IX and inform the Complainant. This assessment will be consistent with REG 04.25.02 – Discrimination, Harassment and Retaliation Complaint Procedure. If the report does not fall within Title IX, OIED will inform the Office of Student Conduct, which will then promptly, thoroughly and impartially investigate and resolve the matter consistent with the Student Discipline Procedures (REG 11.35.02).
3. A Complainant has the right to file a criminal complaint with University Police or other appropriate law enforcement authority. The processing of a report pursuant to the Student Discipline Procedures is independent of any criminal investigation. The University will not wait until the conclusion of a criminal investigation or criminal proceeding to investigate a report of Relationship or Interpersonal Violence or Sexual Misconduct and, if needed, will take interim action to protect the Complainant within the educational setting. In cases involving potential criminal conduct where the Complainant has not pressed criminal charges, the University will determine, consistent with federal and state law, whether appropriate law enforcement should be notified.
4. If the report falls within Title IX, OIED will conduct a review and investigation using its standard operating procedures for Title IX investigations. The OIED investigator will prepare a draft report which summarizes the information gathered and outlines the contested and uncontested facts, but does not include an analysis of the facts. OIED will provide the draft report to the Complainant and Respondent to review and provide the parties with an opportunity to submit additional comments or information to the investigator for consideration. The OIED investigator will then review any additional information submitted and finalize the report, including an analysis of the facts presented. The OIED investigator will provide a draft report to OIED’s Title IX Coordinator or Deputy Coordinator for review of the Title IX components and compliance, including whether



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the alleged conduct could be considered Sexual Harassment, as defined in NCSU POL 04.25.05. OIED will then create a final report.

5. Upon completion of the investigation and final report, OIED will provide the report to the Office of Student Conduct. The report will be treated as confidential, to the extent allowable under applicable law. An Office of Student Conduct representative will determine whether information presented supports a charge under the Code relating to Relationship or Interpersonal Violence, including Dating Violence, Domestic Violence and Stalking, Sexual Misconduct, or any other provision of the Code. If no charge is brought, the matter will be closed and the Office of Student Conduct will notify the Complainant and Respondent and inform them of their rights.
6. If Code charges are brought against the Respondent, the Office of Student Conduct representative will notify the Complainant and Respondent of their rights under the Code and this Regulation.
7. At any point following the filing of a report of Relationship or Interpersonal Violence or Sexual Misconduct the university may take interim action to separate the Respondent and the Complainant. Such interim actions include, but are not limited to: issuing a “no contact” order, altering the student(s)’ academic schedule, changing University housing assignment, etc. In considering interim actions, the Director in consultation with the Title IX Coordinator will seek to minimize unnecessary or unreasonable burdens on either party, but will make reasonable efforts to take into account the wishes of the Complainant with respect to interim actions. In cases where the Director determines that the interim action should be the extraordinary intervention of suspension, the procedure in Appendix F will be followed.
8. If a Complainant requests that his or her report remain confidential, he or she will be notified that the university may still be obligated to investigate and take reasonable steps in response to the report (though any response may be limited by the Complainant’s request to keep the report confidential). Even when disciplinary action cannot be imposed against a Respondent because the Complainant insists on confidentiality, the university may still implement interim action(s) to separate the Respondent and Complainant.
9. It is a separate violation of sections 10.14 or 10.15 of the Code for any Student, Student Group or Student Organization to retaliate against any person making a report of Interpersonal or Relationship Violence or Sexual Misconduct, or against any person participating in the investigation procedure involving these reports. Retaliation includes threats, harassment, intimidation, and/or coercion and should be reported promptly to the Office of Student Conduct.
10. It is not the practice of the university to pursue disciplinary action against a Complainant or witness for his or her improper use of alcohol or drugs provided that such student is acting in good faith as a Complainant or witness to the alleged Interpersonal or Relationship Violence or Sexual Misconduct.

## Hearing Procedures

1. The procedures for an Administrative Hearing (Appendix D) will be followed except with the following adjustments as noted below.
2. Both the Complainant and Respondent may have a single Observer, in accordance with section 6.3 of the Student Discipline Procedures (REG 11.35.02, as support present during the hearing. An Observer may not serve as a witness in the hearing.
3. Both the Respondent and Complainant may be represented by an Attorney/Non-Attorney Advocate in accordance with sections 3.1.10, 3.2.11 and 6 of the Procedures.



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4. An Office of Student Conduct Hearing Officer will facilitate the Administrative Hearing. A University Representative (typically a person from Student Conduct) will present the information supporting the charges and a summary of the Respondent's position. The Complainant and Respondent will be provided the opportunity to present their case. The OIED investigator for the case and/or University Police may be witnesses and may provide witness testimony as allowed regarding their investigatory fact findings.
5. Where the Respondent is found to be "responsible," for the charges, the Complainant may present an impact statement (either verbally or in writing) prior to sanctioning. The impact statement may include a request for a specific sanction, though the Hearing Officer is not bound by such request. The Respondent will be allowed to respond to the impact statement.
6. At the same time that the Respondent is provided with the final written decision, including findings of fact and sanction(s), a copy of the final written decision and sanction(s) shall be provided to the Complainant. The Office of Student Conduct shall consult with OIED throughout this process as needed and inform OIED of the final outcome.
7. A Complainant or Respondent may file an appeal as provided in pursuant to section 7 of the Procedures. The time limit for filing an appeal begins upon delivery or attempted delivery of the written notification of the final decision to the Complainant or Respondent.

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### Policies, Regulations and Rules

Authority	<b>Chancellor</b>
Title	<b>Discrimination, Harassment and Retaliation Complaint Procedures</b>
Classification	<b>REG04.25.02</b>
PRR Subject	<b>Non-Discrimination</b>
Contact Info	<b>Vice Provost for Equal Opportunity and Equity (919-515-4559)</b>

**History:** First Issued: August 30, 1999. Last Revised: August 12, 2014.

#### Related Policies:

[NCSU POL04.25.05 – Equal Opportunity and Non-Discrimination Policy](#)

[NCSU POL05.25.01 – Faculty Grievance and Non-Reappointment Review Policy](#)

[NCSU POL11.35.01 - Code of Student Conduct](#)

[NCSU REG11.35.02 -- Student Discipline Procedures](#)

[NCSU POL05.25.03 -- Review and Appeal Processes for EPA Non-Faculty Employees](#)

[NCSU REG11.40.02 – Grievance Procedure for Graduate Students](#)

[NCSU REG11.40.01 – Grievance Procedure for Undergraduate Students](#)

[NCSU REG04.25.06 - Discrimination and Harassment Prevention and Response Training](#)

[UNC System SPA Employee Grievance Policy](#)

#### Additional References:

[Title IX Website](#)

**Contact Info:** Vice Provost for Equal Opportunity and Equity (919) 515-4559

#### Additional Contact Info:

[Title IX Coordinator](#) [jgwoodar@ncsu.edu](mailto:jgwoodar@ncsu.edu) (919) 515-4559

[Deputy Title IX Coordinator](#) (Complaints/Investigations/Training) [accircos@ncsu.edu](mailto:accircos@ncsu.edu) (919) 513-1234

[Deputy Title IX Coordinator](#) (Athletics) [swmlee2@ncsu.edu](mailto:swmlee2@ncsu.edu) (919) 515-5076

[Deputy Title IX Coordinator](#) (Student Development, Health & Wellness) [lpzapata@ncsu.edu](mailto:lpzapata@ncsu.edu) (919) 513-3403

## 1. INTRODUCTION

North Carolina State University (NC State) prohibits discrimination, harassment and retaliation as defined by **NCSU POL 04.25.05 - Equal Opportunity and Non-Discrimination Policy**. NC State will investigate allegations of discrimination, harassment and retaliation in a prompt, thorough and impartial manner. NC State will take appropriate steps to address policy violations

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whenever substantiated to stop the discrimination, harassment or retaliation, to remedy its effects and to prevent its recurrence. This regulation describes the procedure for filing, processing and resolving complaints that allege discrimination, harassment or retaliation. This regulation additionally describes how NC State handles informal reports or concerns of possible discrimination, harassment or retaliation that are not submitted as a complaint for formal processing.

## 2. DEFINITIONS

**2.1 Complaint:** Allegations of discrimination, harassment, or retaliation submitted directly to the Office for Institutional Equity and Diversity (OIED) or referred to the OIED pursuant to a university grievance procedure (as defined below) for formal processing. An EEO Informal Inquiry submitted by an employee covered by the State Human Resources Act (SHRA) (see section 5.4) will be treated as a Complaint.

**2.2 Complainant:** An individual (or individuals) who submits a Complaint of discrimination, harassment, or retaliation to the OIED for formal processing pursuant to this procedure.

**2.3 Respondent:** The individual (or individuals) named by the Complainant as the person (or persons) who engaged in the alleged discrimination, harassment, or retaliation.

**2.4 University Grievance Procedure:** For purposes of this regulation, “university grievance procedure” includes NCSU POL 05.25.01 (Faculty Grievance and Non-Reappointment Review Policy) and NCSU POL 05.25.03 (Review and Appeal Processes for EPA Non-Faculty Employees). See section 5.4 relating to the [SPA Employee Grievance Policy](#).

## 3. UNIVERSITY’S RESPONSIBILITY

The university has a duty to investigate and to respond appropriately to allegations of discrimination, harassment, or retaliation whether those allegations are reported informally as concerns or are submitted formally as a Complaint. In other words, the university’s responsibility to investigate allegations of discrimination, harassment or retaliation is not obviated even when, for example:

- an individual reports a concern involving possible discrimination, harassment, or retaliation, but does not wish to file a Complaint;
- an individual reports a concern involving possible discrimination, harassment, or retaliation and asks that either his/her identity or the information provided be kept confidential; or
- an individual anonymously reports possible discrimination, harassment, or retaliation and the report includes sufficient specificity to allow the university to investigate the report.

## 4. CONFIDENTIALITY

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Allegations of discrimination, harassment, or retaliation will be handled in a manner that balances an individual's preferences regarding confidentiality with the university's legal obligations. Complete confidentiality cannot be guaranteed, and information about discrimination, harassment and retaliation allegations may be shared with others when necessary to investigate or address the prohibited conduct or to prevent its recurrence. Sharing of information will be limited to persons with a need to know basis. If an individual requests complete confidentiality and/or asks that the university not investigate or seek action against the alleged perpetrator, such request may limit the university's ability to respond fully to the complaint, including pursuing any disciplinary action against the alleged perpetrator. The university ultimately determines whether or not it can honor such a request while providing a safe and nondiscriminatory environment for the university community. Such determination shall be made by the OIED, in consultation with the Office of General Counsel, and, in cases of sexual violence, with the Title IX Coordinator.

Individuals bringing forth allegations of sexual violence who request complete confidentiality are strongly encouraged to consult with individuals, who by law have special professional status, such as mental health counselors, physicians, clergy or private attorneys.

In an effort to protect privacy as well as the integrity of the Complaint process, Complainants, Respondents, witnesses and any other individuals who may have information about a Complaint are expected to maintain confidentiality to the extent permitted by law.

## 5. FORMAL PROCESS(ING)

The submission (filing or referral) of a Complaint to the OIED initiates the formal process/formal processing (preliminary review, investigation, determination) as provided for in this procedure.

### 5.1 Filing a Complaint.

Any individual may file a Complaint by:

- Bringing the Complaint to the OIED office located at **231 Winslow Hall**, 40 Pullen Drive, Raleigh NC 27607;
- Mailing or otherwise transmitting the Complaint to the OIED at Campus Box 7530, NC State University, Raleigh, NC 27695-7530; or
- Completing the OIED's online **OIED Complaint Intake Form**.

For formal processing, Complaints must be submitted to the OIED within 30 calendar days of the alleged action that forms the basis of the Complaint. Complaints submitted outside of the 30-day time limit will be reviewed and addressed as determined by OIED.

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*\*Note:* Pursuant to the **SPA Employee Grievance Policy**, SPA employees must file a Complaint with the OIED within 15 calendar days of the alleged discriminatory, harassing or retaliatory action that forms the basis of the Complaint before initiating a formal internal grievance to preserve their rights under State law. Employees who do not meet the 15-day time limit may still file a Complaint with the OIED; such Complaint will be reviewed and addressed through either formal processing (if filed within 30 calendar days of the action) or through the informal resolution process, as may be required by Federal law. See section 5.4.

## 5.2 Referral of Student Complaints to the Office of Student Conduct.

Complaints filed against students will be referred to the Office of Student Conduct (OSC) to be processed through the **Student Discipline Procedures**. Referrals to the OSC will usually occur within three university business days from receipt of the Complaint. Complaints filed by students against university employees (administrators, faculty or staff) will proceed through formal processing as provided for in this procedure.

## 5.3 Referral of Employee Complaints to the OIED (through a University Grievance Procedure).

Allegations of discrimination, harassment, or retaliation (not previously filed directly with the OIED as a Complaint) that are included in a grievance filed pursuant to a University Grievance Procedure will be considered a Complaint and referred to the OIED for formal processing (and handling as otherwise provided for in the applicable University Grievance Procedure). In order to expedite OIED's formal processing of the Complaint, the referral should occur as soon as possible after the grievance is filed.

## 5.4 Equal Employment Opportunity Informal Inquiry (SPA Employees Only).

Employees and applicants covered by the university's **SPA Employee Grievance Policy** who want to file a grievance that includes allegations of discrimination, harassment, or retaliation, must first file an Equal Employment Opportunity (EEO) Informal Inquiry with the OIED *prior to* filing the internal grievance. For purposes of this regulation and unless otherwise noted, an EEO Informal Inquiry is the same as a Complaint. An EEO Informal Inquiry must be filed with the OIED within 15 calendar days of the alleged action that forms the basis of the Complaint. Due to the timelines imposed by the SHRA for internal grievances, the university has 45 calendar days from receipt of the EEO Informal Inquiry to conduct its investigation and respond back to the Complainant. The 45-day time limit may be extended due to unavoidable delays or occurrences; the Complainant and the university must mutually agree in writing to an extension, which may not exceed 15 calendar days.

## 5.5 External Filing of Discrimination Charge, Civil Suit or Criminal Charge.

The submission of a Complaint to the OIED pursuant to this procedure does not preclude an individual from filing an external charge of discrimination, harassment, or retaliation directly with the Equal Employment Opportunity Commission (EEOC), the Office of Administrative Hearings-Civil Rights Division (OAH-CRD), U.S. Department of Education, Office of Civil

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Rights (OCR), or other relevant agency, nor does it prevent an individual from pursuing a related civil action or criminal charge.

## 6. PRELIMINARY REVIEW

6.1 Once a Complaint has been submitted to the OIED, an investigator will conduct a preliminary review of the Complaint to determine whether the Complaint alleges facts that, if true, might constitute a violation of NCSU POL 04.25.05 (Equal Opportunity and Non-Discrimination Policy). The Complainant is responsible for providing the basis of his or her Complaint to the investigator. Where the allegations are unclear or require clarification, the OIED investigator may seek additional information from the Complainant as part of the preliminary review.

6.2 When a preliminary review of a Complaint indicates that the allegations, if true, might constitute a violation of the Equal Opportunity and Non-Discrimination Policy (“policy violation”), the OIED will initiate an investigation to determine if the facts are true and to determine whether a policy violation has occurred.

6.3 When the preliminary review of the Complaint indicates the allegations within the Complaint would not constitute a policy violation, the investigator will administratively close the formal processing of the Complaint. The investigator will notify the Complainant in writing that the formal process has been administratively closed because the allegations, even if taken as true, would not constitute a policy violation. When a Complaint is administratively closed following a preliminary review, the closure precludes the issues raised in the Complaint from proceeding through the university grievance procedure. When appropriate, the OIED will consult with the supervisor to ensure that any inappropriate conduct is addressed, even when the allegations do not rise to the level of a policy violation.

6.4 If the Complaint raises issues (i.e. health/safety, research misconduct, tort claims) that would fall outside the OIED’s area of responsibility but within the responsibilities of another campus unit, the OIED can refer the issues to the appropriate, responsible university administrator.

6.5 If administrative action is taken to address an employee’s conduct prior to the commencement or completion of an OIED investigation, the OIED will make a determination as to whether to pursue the investigation or to administratively close the formal process.

## 7. INVESTIGATION

7.1 If the preliminary review indicates that an investigation should be initiated, the OIED will, at such time as is appropriate, notify the supervisor(s) of the respondent about the investigation. The OIED will also notify the respondent(s) after the investigation has been initiated and that the respondent will be provided with the opportunity to respond to the allegations.

7.2 Every effort will be made to complete the investigation within 60 calendar days of the filing or referral of the Complaint, however, the investigation period may be extended when deemed



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necessary by the OIED (e.g., due to university holidays or breaks, based on availability of witnesses). (See section 5.4 regarding the time to complete formal processing of an EEO Informal Inquiry pursuant to the [SPA Employee Grievance Policy](#).)

7.3 If a Complainant fails to respond to the OIED's requests to provide information regarding the Complaint or fails otherwise to participate in the investigation, the OIED may administratively close the formal process without issuing a determination or may issue a determination based on the information available in the record.

7.4 If during the course of the investigation the OIED becomes aware of any retaliation or interference in the investigation by the Complainant, Respondent or any witness, the OIED will refer such issue to Employee Relations, the appropriate supervisor, or, in the case of students, to the Office of Student Conduct.

## 8. NOTIFICATION

8.1 Once the investigation has concluded, the OIED will evaluate the information collected during the investigation (e.g., documents, interview notes) and apply a preponderance of evidence (more likely than not) standard to determine whether a policy violation is substantiated.

8.2 For Complaints involving sexual misconduct, the Complainant's past sexual history will not be considered in determining whether a policy violation occurred.

8.3 The OIED investigator's findings and determination will be included in a written report.

## 9. DETERMINATION

### 9.1 Notification to Parties.

The OIED will notify the parties in writing of the outcome of the investigation and determination as to whether any policy violation was substantiated. If the OIED determines there has been no policy violation, the notification to the parties concludes the formal process. If the Complaint was referred to the OIED through a University Grievance Procedure, the OIED will notify the appropriate entity that the formal process has concluded.

### 9.2 Written Report.

The OIED's written report will be provided to the appropriate supervisor(s), with a copy provided to Office of General Counsel and Employee Relations.

### 9.3 Confidential Information.

The notification letters to the parties and the OIED written report shall be treated as confidential to the extent that they contain student information protected under federal privacy law (i.e. FERPA) or employee information protected under state law (i.e. SHRA). Violation of the

# NC STATE UNIVERSITY

confidentiality requirement may result in disciplinary action for anyone disclosing such confidential information. Confidential student and employee information includes information that can identify persons who are Complainants, Respondents or witnesses.

## 10. CORRECTIVE ACTION

10.1 In cases where a policy violation is substantiated, the OIED investigator will meet with the appropriate supervisor(s) and others as needed (e.g., Office of General Counsel, Employee Relations) to discuss taking appropriate corrective action, including possible disciplinary action, to resolve the policy violation and prevent its recurrence.

10.2 The appropriate supervisor(s) will notify the OIED of what corrective action(s) have been taken to address the policy violation.

10.3 Complainants will be notified that the corrective action taken to address the policy violation, however, Complainants are not authorized to access to the confidential employment information contained in another employee's personnel file, unless as permitted by law.

## 11. COMPLAINT RESOLUTION

11.1 If the corrective action taken meets the university's obligations to address the policy violation and resolves the Complaint to the Complainant's satisfaction, the formal process will be concluded and closed.

11.2 If the corrective action taken meets the university's obligations to address the policy violation, but the Complainant remains unsatisfied, the Complainant may seek to pursue any rights he or she may otherwise have available.

## 12. INFORMAL PROCESS(ING)

12.1 At any time after submission of a Complaint to the OIED, a Complaint may be resolved through an informal process provided that: (1) the Complainant(s) and Respondent(s) mutually agree to the terms and conditions of any proposed resolution agreement, and (2) the OIED approves the proposed resolution agreement.

12.2 At any time from the submission of the Complaint, either party or the OIED may suggest a confidential, non-binding mediation of the dispute. Both parties must agree to participate in the mediation and agree to the resolution that arises from the mediation. In addition, OIED must approve the proposed resolution agreement. Mediation is not an option for resolution of allegations of sexual harassment that involve sexual violence.

12.3 Allegations of discrimination, harassment, or retaliation that are untimely or that are reported to the OIED as concerns (and not submitted as a Complaint for formal processing) will be reviewed, investigated as appropriate, and addressed through corrective action (if applicable)

# NC STATE UNIVERSITY

to meet the university's legal obligations. However, the OIED is not required to follow the formal process and has greater flexibility in handling and resolving these types of allegations.



# NC State Investment Fund, Inc.

NC State University, Campus Box 7207, Raleigh, NC 27695-7207

Inception Date: April 1, 1999

June 30, 2018

## MARKET COMMENTARY

An uncertain political backdrop paired with resilient economic data led to a volatile quarter for investment markets. Momentum fueled by strong corporate earnings and consumer confidence was stalled by fears of an escalation in the trade war between the US and a number of its trading partners. Domestically, the unemployment rate fell to 3.8% in May, its lowest point in 18 years and the Fed continued on its rate normalization path with another 0.25% increase to its target rate in June 2018. In the Eurozone, the European Central Bank announced its intention to maintain interest rates at current levels through next summer. Crude oil received a boost following President Trump's decision to withdraw the US from the Iran nuclear accord despite OPEC's announcement of its plan to boost supply.

Domestic equities, as measured by the S&P 500 Index, performed well during the quarter, returning 3.4%. Small cap stocks, as measured by the Russell 2000 Index, were the most resilient domestic performers for the period, gaining 7.8%. Small cap names are typically less reliant on international trade and thus more insulated from the fallout of an international trade war. For the one-year period ended June 30, 2018, large-, mid-, and small-cap stocks all performed well returning 14.4%, 12.3%, and 17.6%, respectively.

International equities, as measured by the MSCI EAFE GR Index, were modestly negative for the quarter, down -0.97%. International equities, while still posting generally strong economic readings, were hindered by political uncertainty in Italy and intensifying concerns within the Eurozone around the threat of tariffs from the US.

After a strong run in recent periods, emerging markets, as measured by the MSCI Emerging Markets GR Index struggled mightily during the period, posting a loss of -7.9%. Fueled by failed US-China trade discussions and the continued strengthening of the US dollar, investors shifted exposure away from riskier assets and into more conservative opportunities. Even with recent struggles, the index posted a gain for the one-year period ending June 30, 2018, gaining 8.6%.

The second quarter of 2018 saw 10-year Treasury yields rise modestly, beginning the quarter at 2.73% before closing at 2.85%. In mid-May, the 10-year yield briefly eclipsed 3.11% before investors began to seek safe-haven assets later in the period, resulting in a fall in yields (increase in price). The front end of the curve continued to rise in tandem with the Fed's rate hikes, with the 1-year moving from 2.08% at the beginning of the quarter to 2.33% on June 30. In general, fixed income securities struggled during the period with one of the lone bright spots once again being high yield. The high yield market continues to benefit from technical tailwinds as a result of limited issuances, even as spreads remain tight.

Going forward, trade-war rhetoric is expected to dominate headlines, with the potential for continued market volatility. While there are no obvious recessionary threats on the immediate horizon, particularly in the US, an escalation of trade wars and continued central bank tightening should keep investors on edge. However, recent corrections have resulted in more reasonable valuations while strong corporate earnings and consumer sentiment has the potential for surprises to the upside. Maintaining a long-term investment horizon will be prudent given the significant left- and right-tail risks that are currently in the market.

## PERFORMANCE

June 30, 2018						
Market Value	\$1,008,371,364	Participants		9		
Performance	QTD	CYTD	1 Year	3 Year	5 Year	10 Year
NCSIF	2.1%	4.4%	11.6%	7.2%	9.2%	5.8%
Policy Index (1)	1.0%	0.8%	7.3%	6.0%	7.2%	6.1%
Global Index (2)	0.3%	-0.7%	7.4%	6.3%	7.3%	5.5%
BNY E&F Univ (3)	1.0%	1.4%	8.5%	6.6%	7.6%	6.1%
UNCIF	2.1%	4.9%	12.0%	7.1%	9.2%	5.8%
NCSIF Private	8.6%	7.9%	17.7%	11.2%	13.3%	8.8%
BlackRock LPP	1.1%	0.2%	8.2%	7.2%	8.2%	

**Note 1:** Policy Index= NCSIF's Strategic Investment Policy Portfolio Index (SIPP)

**Note 2:** Global Index= 70% ACWI; 30% Barclay's Aggregate

**Note 3:** BNY Mellon Endowment & Foundation Universe Median Return—138 portfolios are represented for the one-year period ended June 30, 2018

## FUND PERFORMANCE

The NCSIF (Fund) is a large, diversified investment pool with a long-term perspective. At June 30, 2018 the Fund had \$1 Billion invested with several managers in a wide variety of asset classes. The largest manager for the Fund, UNCMC, managed 87.4% of the Fund's assets. The UNC Investment Fund (UNCIF) produced a three-month return of 2.1%, and a 12-month return of 12.0% return for the period ended June 30, 2018. The NCSIF employs seven additional private equity managers, who oversee 1.8% of the portfolio. This portion of the Fund produced a three-month and 12-month return of 8.6% and 17.7%, respectively, for the period ended June 30, 2018. The Fund's Liquid Policy Portfolio (LPP), managed by Blackrock, was another 9.2% of the portfolio. This investment returned 1.1% for the three months and 8.2% for the 12 months ended June 30, 2018. The remaining 1.6% of the portfolio is invested in cash with the State Treasurer's Short-Term Investment Fund (STIF).

## RISK METRICS

3 Year Period	Fund	UNCIF	Policy Index	MSCI ACWI
Annualized Return	7.2%	7.1%	6.0%	8.2%
Annualized Volatility	4.5%	4.6%	4.8%	10.7%
Annual Sharpe Ratio (1)	1.59	1.54	1.24	0.77
Correlation to Global Index	0.87	0.85	0.94	0.99
Max Drawdown	-6.3%	-6.8%	-5.0%	-12.0%

**Note 1:** Sharpe Ratio: Excess return per unit of risk

*This report is based on information available at the time of distribution. The information comprising this report has not been audited and is subject to change.*

Fourth Quarter Fiscal Year 2018



# NC State Investment Fund, Inc.

**NC State University, Campus Box 7207, Raleigh, NC 27695-7207**

**Inception Date:** April 1, 1999

**June 30, 2018**

## INVESTMENT STRATEGY

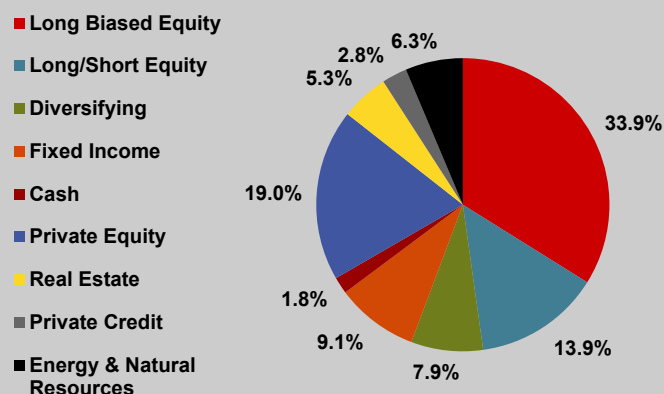
The Fund is managed as a broadly diversified portfolio with exposure to seven primary asset classes and many sub-strategies within each asset class. The Fund seeks to diversify exposure to the sub-strategies through the use of multiple investment managers that utilize a variety of investment approaches. The purpose of diversification is to provide reasonable assurance that no single security, class of securities, or investment manager has a disproportionate impact on the Fund's aggregate results. At times, the Fund invests in passive strategies. In working toward the Fund's investment strategy, through UNCMC, the Fund invests in a number of niche managers that can employ different types of hedging strategies such as short-selling and derivative investing to help reduce the volatility of the Fund. The focus on controlling volatility preserves capital and benefits Fund participants through the power of compounding.



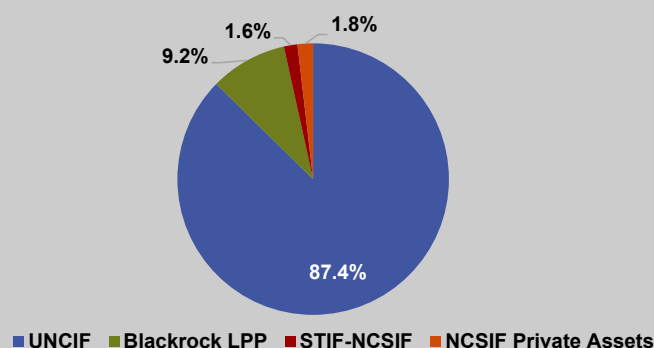
## UNC MANAGEMENT CO.

The UNCMC was established on January 1, 2003 as an exempt 501 (c)(3) organization. It is a professionally-staffed asset management company created to provide investment services to the University of North Carolina at Chapel Hill and its affiliated entities, to the constituent institutions of the UNC system and system affiliated foundations, associations, trusts, and endowments. With nearly 40 employees, UNCMC has two teams, Investment Management and Operations. The Investment Management team manages all public and private investments of the UNCIF. Their responsibilities include evaluating and monitoring investment managers, recommending changes to investment objectives and asset allocation, monitoring risk, and implementing investment decisions approved by Chapel Hill Investment Fund's (CHIF) Executive Committee. The Operations Team performs all administrative, legal, compliance, accounting, and performance reporting duties.

## ASSET ALLOCATION



## ALLOCATION BY MANAGER



## HISTORY OF THE FUND

The NC State Investment Fund, Inc., (Fund) was established in April 1999 to combine NC State University's and its affiliated entities' endowments in an external pooled investment vehicle. The goal of the investment program for the Fund is to provide a real total return from assets invested that will preserve the purchasing power of Fund capital, while generating an income stream to support the spending needs of the University. Effective July 2008, the Fund partnered with UNC Management Company (UNCMC) to invest in the UNC Investment Fund (UNCIF), with the remaining investments committed to a Liquid Policy Portfolio (LPP) of Exchange Traded Funds (ETF's), and to 3 private equity managers which includes an allocation for cash to fund capital calls. The transition of assets to UNCMC was completed December 2009.

*This report is based on information available at the time of distribution. The information comprising this report has not been audited and is subject to change.*

**Fourth Quarter Fiscal Year 2018**

# NC State Intermediate Term Fund

NC State University, Campus Box 7207, Raleigh, NC 27695-7207

Inception Date: July 3, 2014

June 30, 2018

## FUND HISTORY AND PHILOSOPHY

As a pooled fund for the collective investment of operating funds, the NC State Intermediate Term Fund (ITF) consists of Participants' excess cash balances, which are defined as funds not needed for normal operating purposes. Generally, the ITF will not include operating funds needed within the next year, endowed funds or those funds that are specifically excluded by law or contractual agreement.

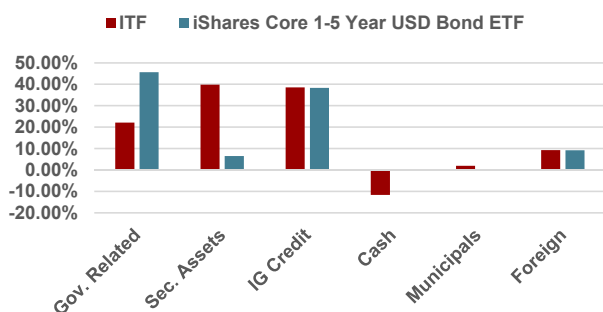
The decision to invest funds takes into account various factors including duration, credit, concentration, and manager risk, along with total return, suitability, and the experiences, quality and capability of external managers.

The primary investment objectives of the ITF are: 1) Preservation and safety of principal; 2) Liquidity; and 3) Maximization of returns within acceptable levels of risk. Because of current concerns about potential changes in monetary policy and rising interest rates, duration is limited. The investment policy calls for an average weighted maturity between one and five years, with an overall credit rating in general of A+/A as rated by a nationally-recognized rating agency. However, for any mutual funds selected by the ITF, their respective approved investment policy guidelines supersede those of the ITF.

The ITF was established on July 3, 2014 with an initial investment of \$122 million. Additional investments were made during FY 2015 & FY 2017, bringing the total invested to \$193.83 million. The ITF can be compared with the State Treasurer's Short-Term Investment Fund (STIF) on both a total return and on an SEC yield basis. In order to provide a buffer for changes in the NAV of the different investments, some of the excess earnings are being used to create a loss reserve. FMV fluctuates on a day-to-day basis.

BlackRock's SIO was liquidated from the fund on June 30, 2016. Proceeds were invested in Vanguard's Short Term Fund and DoubleLine's Total Return Fund on July 1, 2016. Additionally, a small position with PIMCO Income was initiated on November 2, 2016. The ITF's position in JP Morgan was liquidated on September 27, 2017 and PIMCO Low Duration was liquidated on October 2, 2017. The proceeds from these liquidations were reinvested into Vanguard's Short Term Fund and PIMCO Income, bringing the total cost basis to \$190.4 million.

## SECTOR ALLOCATION



This report is based on information available at the time of distribution. The information comprising this report has not been audited and is subject to change.

## PERFORMANCE

Market Value	\$184,648,725			
Performance	QTD	CYTD	1 Year	3 Year
ITF Fund	0.1%	-0.4%	0.6%	1.3%
Barclays 1-3 yr Treasury	0.2%	0.0%	0.0%	0.4%
Barclays Universal 1-5 yr	0.2%	-0.3%	0.1%	1.4%
DoubleLine	0.4%	-0.2%	1.1%	
PIMCO Income	-0.4%	-0.7%	2.5%	
Vanguard Short Term	0.2%	-0.3%	0.3%	1.6%

STATISTICS	Fund	Index (1)
Volatility	1.1%	1.3%
Sharpe Ratio	-0.7	-0.5
SEC Yield	3.5%	3.0%
Effective Duration	3.0	2.8
FYTD Net Interest & Dividends**	\$5,514,459	N/A
Net Interest & Dividends Since Inception**	\$17,593,308	N/A

\*\*Net of Fund expenses

Note 1: The iShares Core 1-5 Year Bond ETF is used as a proxy for the benchmark for Statistics information

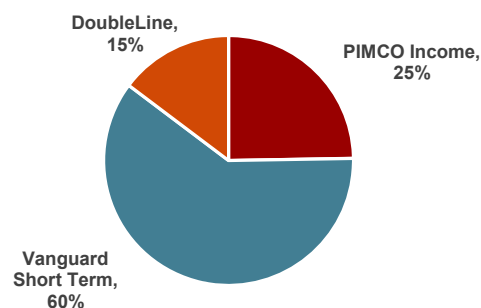
## MANAGERS

**Vanguard's Short Term Fund** has a low tracking error and is a low cost portfolio option consisting primarily of investment grade corporates.

**PIMCO's Income Fund** is a portfolio of a broad range of intermediate-duration bonds that is actively managed to maximize current income while maintaining a relatively low risk profile.

**DoubleLine's Total Return Fund** seeks to maximize total return by exploiting inefficiencies within the subsectors of the mortgage market while maintaining active risk management constraints.

## MANAGER ALLOCATION



**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY**

**Buildings and Property Committee  
Time: 10:15 – 11:30 a.m., November 15, 2018  
Winslow Hall Conference Room  
Robert “Chip” Andrews, Chair  
Members: Kelly, Murphy, Washington, Weisiger**

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**AGENDA**

**CALL TO ORDER**

*Chip Andrews, Chair, Buildings and Property Committee*

- Roll Call
- Reading of the State Government Ethics Act

**1. MINUTES**

**TAB 1**

*Chip Andrews, Chair, Buildings and Property Committee*

- Approval of September 20, 2018 meeting minutes

5.1.A

**2. PROPERTY MATTERS**

**TAB 2**

*Harlan Stafford, Director, Real Estate & Development*

- Disposition by easement: Pee Dee Electric has requested the conveyance of an easement to document the installation of an existing electrical service that provides power to the CALS Sandhills Research Station and adjoining properties, located along Pooles Mill Road and Windblow Road, in Jackson Springs, NC. Pee Dee Electric would like to continue the maintenance of the facilities to provide power to the research station and adjoining properties, located in the area. The proposed easement area will be  $\pm$  (10 feet x 5,664 feet) = 56,640 square feet ~ 1.30 acres. 5.2.A.1
- Disposition by easement: CenturyLink has requested the conveyance of an easement to document the current existence of a telecommunication switchbox located on Pooles Mill Road, in Jackson Springs, NC, being the CALS Sandhills Research Station. The original easement was granted and recorded, under DB 320-675 in the Montgomery Register of Deeds, which Expired May 16, 2016. CenturyLink would like to continue the maintenance 5.2.A.2

✓ **Requires full board approval**

<sup>1</sup> **Materials will be distributed to committee members at the meeting**

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**Buildings and Property Committee**



- of the facilities to provide telecommunication services to the research station and adjoining properties located in the area. The proposed easement area will be  $\pm$  2,500 square feet  $\sim$  .0574 acres. The footprint is unchanged.
- ✓ Disposition by easement. The City of Raleigh has requested an easement for the installation of a bus shelter along the southern existing right of way of Hillsborough St., adjacent to Scott Hall in Raleigh, NC. The conveyance will involve 65.42 sf. as a Permanent Transit Easement and 64.09 sf. as a Temporary Construction Easement. The proposed easement area will total  $\pm$  129.51 sf  $\sim$  .0030 ac. 5.2.A.3
  - ✓ Disposition by Lease: To Mann + Hummel for  $\pm$  8,000 rental square feet at Partners I on Centennial Campus. Disposition is recommended for continued partnership with the University and contribution to the Innovation Ecosystem on Centennial Campus. 5.2.A.4
  - ✓ Disposition by Lease to Industrial Heat for  $\pm$  9,000 rental square feet of office and high-bay space at Research IV on Centennial Campus. Disposition is recommended for partnership with the University and contribution to the Innovation Ecosystem on Centennial Campus. 5.2.A.5
  - ✓ Acquisition by Lease for North Carolina State University, College of Education, Department of Educational Leadership, Policy and Human Development, of office and conference space to accommodate growth in staff and research as a result of continued funding of the Envisioning Excellence for Community College Leadership Grant, which is funded by the John M. Belk Endowment. Strategically located, off campus, space will be used to continue the mission of the Grant to develop a leadership pipeline of future community college leaders and reorient current community college leaders around the student success agenda. 5.2.A.6

**Centennial Campus Development Overview**

*Jeff Bandini, Associate vice Chancellor, University Real Estate and Development*

**3. DESIGNER AND DESIGN-BUILD SELECTIONS** **TAB 3**

*Doug Morton, Associate Vice Chancellor, Facilities*

- Approval of Designer Selections \$1 million or Less 5.3.A.

**4. ACCEPTANCE OF COMPLETED BUILDINGS AND PROJECTS** **TAB 4**

*Doug Morton, Associate Vice Chancellor, Facilities*

- The University and Office of State Construction have accepted the attached list of completed buildings and projects with dollar values greater than \$2,000,000. The University has accepted the attached 5.4.A

✓ Requires full board approval

<sup>1</sup> **Materials will be distributed to committee members at the meeting**

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**Buildings and Property Committee**

**BUILDINGS AND PROPERTY COMMITTEE  
NORTH CAROLINA STATE UNIVERSITY  
November 15, 2018**

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list of completed buildings and projects with dollar values less than \$2,000,000. All are recommended to the Buildings and Property Committee for formal acceptance. This listing represents buildings and projects received since the September 20, 2018 meeting.

- |   |              |
|---|--------------|
| <b>5. PROPERTY MATTERS (Received after Full Board Mailing)</b>                  | <b>TAB 5</b> |
| <b>6. SITE AND PLAN REVIEW / APPROVAL</b>                                       | <b>TAB 6</b> |
| <i>Lisa Johnson, University Architect</i>                                       |              |
| • Alpha Delta Pi House, South Campus Precinct                                   | 5.6.A.1      |
| • Lake Wheeler Road Creamery, Lake Wheeler Site                                 | 5.6.A.2      |
| • Approval of Plans and Specifications of Formal Projects less than \$2 million | 5.6.A.3      |
| <b>7. INFORMATIONAL REPORTS</b>   | <b>TAB 7</b> |
| • Capital Projects Update ( <i>Doug Morton</i> )                                | 5.7.A.1      |
| • Status of Projects in Planning ( <i>Lisa Johnson</i> )                        | 5.7.A.2      |

**ADJOURN**

✓ Requires full board approval

<sup>1</sup> Materials will be distributed to committee members at the meeting

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**Buildings and Property Committee**

**Page 3**

**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY**

**Buildings and Property Committee**

**Meeting Date: September 20, 2018**

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**Minutes**

Meeting No. 18-19: 1

Location: Winslow Conference Room

Time: 10:15 – 11:30 a.m.

Committee Members Present:

Mr. Chip Andrews, Chair  
Mr. Stan Kelly  
Mr. Wendell Murphy  
Mr. Dewayne Washington  
Mr. Ed Weisiger

Other Board of Trustees Members Present

Mr. Jimmy Clark  
Mr. Tom Cabaniss  
Mr. Jim Harrell, III  
Dr. Ron Prestage  
Mr. Randall Ramsey  
Ms. Susan Ward  
Ms. Jess Errico

Present from the University:

Mr. Scott Douglass, Vice Chancellor, Finance and Administration  
Ms. P. J. Teal, Secretary of the University and Assistant to the Chancellor  
Mr. Douglas Morton, Associate Vice Chancellor, Facilities Division  
Mr. Michael Fausnight, Associate General Counsel, Office of General Counsel  
Ms. Lisa Johnson, University Architect  
Mr. Harlan Stafford, Director, University Real Estate and Development  
Mr. Jeff Bandini, Associate Vice Chancellor, University Real Estate and Development  
Ms. Catherine Phillips, Director of Operations, Analysis and Planning, Finance and Administration  
Ms. Melissa Young, Administrative Assistant, Office of the University Architect  
Mr. Daniel Ziser, Technical Support Analyst, Facilities Division

**CALL TO ORDER**

Chair Andrews called the meeting to order at 10:17 a.m.

**ROLL CALL**

Andrews called the roll. All were present.

### **STATE GOVERNMENT ETHICS ACT**

The chair reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act. He inquired as to whether there were any known conflicts of interest with respect to any matters coming before the Buildings and Property Committee at this meeting. The committee members indicated that they had no conflicts of interest or appearances thereof.

### **MINUTES**

Chair Andrews asked whether there were any corrections to the April 19, 2018 meeting minutes. There being none, Andrews declared the minutes approved as drafted.

### **2018-2019 COMMITTEE PLAN OF WORK & RESPONSIBILITIES AND PROCEDURES**

Chair Andrews asked Mr. Morton to review the Committee's Plan of Work and Responsibilities for this fiscal year. Mr. Morton explained that the plan of work describes the information presented at each committee meeting during the year to give members a review of specific state funded building projects. Committee responsibilities are from the UNC Code as delegated by the UNC Board of Governors. Mr. Morton outlined items as follows: review the campus master plan, oversight of capital projects, approval of matters related to disposition and acquisition of property, policies related to the use of campus facilities including transportation, and participate in the designer and construction manager at risk interview and selection process.

### **PROPERTY MATTERS**

Chair Andrews asked Mr. Stafford to present the eight property matters that require committee approval and the one property matter that requires full board approval. They were:

- Disposition by Utility Easement: Duke Energy Progress proposes to install  $\pm$  427 feet of electrical service to the Wake County Emergency Management Service Station Number 8, located at 1351 Varsity Drive in Raleigh, NC. The proposed line will begin at the northwestern corner of the intersection of Marcom Street and Varsity Drive and run northerly  $\pm$  345 feet, then in an easterly direction for  $\pm$  82 feet to its point of terminus. The underground utility easement will be 10 feet wide. Total easement area will comprise  $\pm$  4,270 square feet  $\sim$  0.0980 acres.
- Disposition by Utility Easement: Duke Energy Progress proposes to install  $\pm$  1,240 feet of electrical service to be located on the southern side of Varsity Drive. The proposed line will begin at the southeastern corner of the intersection of Varsity Drive and Avent Ferry Road, thence run in a southeasterly direction for  $\pm$  1,240 feet to its point of terminus near Main Campus Drive. The underground utility easement will be 10 feet wide. Total easement area will comprise  $\pm$  12,400 square feet  $\sim$  0.2846 acres.
- Disposition by Utility Easement: PSNC Energy has requested an easement across State-owned land allocated to North Carolina State University in order to provide underground gas service to the Horticulture Field Lab Greenhouses, located at 4301 Beryl Road, Raleigh, North

Carolina. PSNC Energy proposes to install  $\pm$  500 feet of underground gas service within the existing boundary limits of the property. The underground utility easement will be 10 feet wide. Total easement area will comprise of  $\pm$  5,000 square feet  $\sim$  0.1148 acres.

- **Disposition by Access Easement:** The owners (SRI GUKRUDEV, LLC) Of the Ramada Inn, have plans to develop a five-story improvement to the front of their existing hotel. This proposed improvement will require its current ingress and egress point to be relocated to the northern side of the building, which is located at 1520 Blue Ridge Road in Raleigh, North Carolina. They have requested an access easement from the State of North Carolina to address this issue. The proposed easement will be  $\pm$  8,500 square feet. (.20 acres). The subject tract is located at 1520 Blue Ridge Road in Raleigh, NC. The easement area will have dimensions of  $\pm$  40 feet x 211 feet ( $\pm$  8,500 square feet).
- **Disposition by Utility Easement:** The City of Raleigh has requested an easement for the installation of an underground waterline and two (2) water meter vaults to provide and monitor the distribution of a public water service as part of the renovation of the Gregg Museum, located at 1903 Hillsborough Street in Raleigh, North Carolina. The proposed easement area will be located at the northwestern corner of the property. The underground utility easement will be  $\pm$  18 feet x 12 feet wide. Total easement area will comprise of  $\pm$  209 square feet  $\sim$  0.0048 acres.
- **Disposition by Access Easement:** This substitution of an existing easement, allows the continuing development of the university. The proposed easement will be  $\pm$  24 feet by  $\pm$  113 feet, containing  $\pm$  2,730 square feet ( $\sim$  .0627 acres) running northeasterly from the Tammy Lynn Center to its point of terminus with the Capability Drive Parking Lot on Capability Drive.
- **Disposition by Demolition:** The College of Agriculture and Life Sciences located at the Upper Piedmont Tobacco Research Station at 2022 Wentworth Street, Reidsville, North Carolina requests the demolition of one of their structures located at the research station. The structure to be demolished is a two-story log-constructed blacksmith shop and horse stables containing  $\pm$  9,114 square feet.
- **Disposition by Easement:** An adjoining property owner (172 Asheland Avenue, LLC) has requested the conveyance of an easement for the purpose of increasing the width of the Federal Aly way, due to a permitting requirement by the City of Asheville. The proposed easement will affect the northwestern corner of the North Carolina State University Mineral Laboratory parcel, located at 167 Coxe Avenue in Asheville, North Carolina. This requirement is due to the proposed development of an adjacent property. The proposed easement area will be  $\pm$  1,000 square feet  $\sim$  .0230 acres. *[NOTE: The specific type*

*of conveyance for this item is undetermined at this time. It will be either an easement or a sale.]*

- ✓ Disposition by Cross Easement: This is a proposed easement between the State of North Carolina and The Board of Trustees of the Endowment Fund of North Carolina State University to facilitate the development and management of all Centennial Campus, including Centennial Bio-Medical Campus and Spring Hill Campus for the benefit of North Carolina State University and The Board of Trustees of the Endowment Fund of North Carolina State University. The Cross Easement Agreement will include all properties located on Centennial Campus, Spring Hill Campus, and Centennial Bio-Medical Campus.

Chair Andrews called for a motion and a second to recommend approval of the eight property matters requiring committee approval and the approval of moving the one property matter to the full board for approval as outlined by Mr. Stafford. Mr. Kelly made the motion, which Mr. Washington seconded. Chair Andrews asked if there was any further discussion on the motion. There being none, he called for a vote. He announced the motion passed.

#### **DESIGNER AND DESIGN-BUILD SELECTIONS**

Chair Andrews asked Mr. Morton to discuss the Designer and Design-Build Selections. Mr. Morton recommended approval of two design-build selections, and one designer selection, and approval of ten designer selections less than \$1 million dollars.

Chair Andrews called for a motion and a second to recommend approval of the designer and design-build selections as outlined by Mr. Morton. Mr. Kelly made the motion, which Mr. Weisiger seconded. Chair Andrews asked if there was any further discussion on the motion. There being none, he called for a vote. He announced the motion passed.

#### **ACCEPTANCE OF COMPLETED BUILDINGS AND PROJECTS**

Chair Andrews asked Mr. Morton to present the Completed Buildings and Projects for Acceptance. Mr. Morton requested acceptance of fourteen completed projects listed with a combined value of \$13,862,134, which included the Polk Hall – METRIC Ground Floor renovation and the Phase I Varsity Research Building Lab renovation totaling \$2.7+ million.

Chair Andrews called for a motion and a second to recommend acceptance as outlined by Mr. Morton. Mr. Weisiger made the motion, which Mr. Washington seconded. Chair Andrews asked if there was any further discussion on the motion. There being none, he called for a vote. He announced the motion passed.

#### **SITE AND PLAN APPROVAL**

Chair Andrews asked Ms. Johnson to present the site review and plan approval for the Sigma Kappa House located on South Campus. Ms. Johnson asked Mr. Andrews if she could present the site review and plan approval at the same time. Chair Andrews approved her request to present both site and plan. Ms. Johnson began with the Greek Village Development Overview prior to the site review and plan approval. Ms. Johnson said the Sigma Kappa House would be a three-story structure with the lowest level being a walkout basement. The house includes

entrances on two levels with front grand entrance/porch on the lower level and the rear entrance/porch on the second floor. The house includes 40 beds, a house director's suite, residents den, grand foyer, formal living room, chapter room, media, commercial kitchen, and multi-purpose dining/meeting room. The gross square footage of the house is 19,000.

Chair Andrews called for a motion and a second to recommend the site and plan approval for Sigma Kappa House as outlined by Ms. Johnson. Mr. Kelly made the motion, which Mr. Weisiger seconded. Chair Andrews asked if there was any further discussion on the motion. There being none, he called for a vote. He announced the motion passed.

Chair Andrews asked Ms. Johnson to present the site review and plan approval for the Zeta Tau Alpha House located on South Campus. Ms. Johnson asked Mr. Andrews if she could present the site review and plan approval at the same time. Chair Andrews approved her request to present both site and plan. Ms. Johnson said the Zeta Tau Alpha house would be a three-story structure with a walkout basement/terrace level. The house includes 40 beds, plus a director's suite, sleeping rooms, accessible guest suite, TV lounge, meeting room, group study room, front entry hall, coffee lounge, mailroom, craft room, bathrooms, and a laundry room. The gross square footage of the house is 18,747 SF.

Chair Andrews called for a motion and a second to recommend site and plan approval for the Zeta Tau Alpha House as outlined by Ms. Johnson. Mr. Washington made the motion, which Mr. Weisiger seconded. Chair Andrews asked if there was any further discussion on the motion. There being none, he called for a vote. He announced the motion passed.

### **PLAN APPROVAL**

Chair Andrews asked Ms. Johnson to present the Plans and Specifications of Formal Projects less than \$2 million. Ms. Johnson requested acceptance of twenty-seven projects listed with a combined value of \$7.2 million, which included ES King Village Roof Upgrades, Steam Tunnel Repairs, and the Daniels Hall Roof replacement.

Chair Andrews called for a motion and a second to recommend approval of the Plans and Specifications of Formal Projects less than \$2 million as outlined by Ms. Johnson. Mr. Kelly made the motion, and Mr. Weisiger seconded. Chair Andrews asked if there was any further discussion on the motion. There being none, he called for a vote. He announced the motion passed.

### **INFORMATIONAL REPORTS**

Chair Andrews recognized Mr. Morton to present the Capital Projects Update. Mr. Morton noted that the update is to provide committee members information from design to completion. The projects update included the Plant Sciences Building and Fitts-Woolard Hall.

Chair Andrews recognized Ms. Johnson to provide an update on the Status of Projects in Planning. Ms. Johnson presented the update and noted that in November the committee would



be reviewing the site and plans for the Alpha Delta Pi House and the Lake Wheeler Road Creamery.

There being no additional business, the meeting adjourned at 11:21 a.m.

Respectfully submitted,



D. G. Morton  
Secretary to the Committee

cc: Mary Peloquin-Dodd, Interim Vice Chancellor, Finance and Administration  
P.J. Teal, Assistant Secretary of the Trustees

Approved: \_\_\_\_\_  
Committee Chair Date

**DISPOSITION  
OF REAL PROPERTY**

**EASEMENT**

**GRANTOR**    The State of North Carolina

**GRANTEE**    Pee Dee Electric

**LOCATION**    NCSU Sandhills Research Station, 2148 Windblow Rd., Jackson Springs, NC

**SIZE**            +/- 56,640 sf. (10' x 5,664') of real property.

**RATE**            Benefit

**TERM**            Perpetual Utility Easement

**USE**              Disposition by easement. Pee Dee Electric has requested the conveyance of an easement to document the installation of existing electrical service that provides power to the CALS Sandhills Research Station and adjoining properties, located along Pooles Mill Rd. and Windblow Rd., in Jackson Springs, NC. Pee Dee Electric would like to continue the maintenance of the facilities to provide continued power to the research station and adjoining properties, located in the area. The proposed easement area will be +/- 56,640 sf ~ 1.30 ac.

Form-PO 2  
Original and one copy to  
to State Property Office

**STATE OF NORTH CAROLINA**  
**Department of Administration**  
**\*DISPOSITION OF REAL PROPERTY**

**Institution or Agency:** State of North Carolina

**Date:** October 2, 2018

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

**The disposition is recommended for the following reasons:**

Disposition by easement. Pee Dee Electric has requested the conveyance of an easement to document the installation of existing electrical service that provides power to the CALS Sandhills Research Station and adjoining properties, located along Pooles Mill Rd. and Windblow Rd., in Jackson Springs, NC. Pee Dee Electric would like to continue the maintenance of the facilities to provide continued power to the research station and adjoining properties, located in the area. The proposed easement area will be +/- 56,640 sf ~ 1.30 ac.

**Description of Property:**

The easement will start on the northern side of Pooles Mill Rd., being +/- 1,496 ft. southwesterly of the intersection of Windblow Rd. and Pooles Mill Rd. It will run northwesterly approximately five (5) courses for a distance of +/- 3,726 ft. Then running northeasterly for a distance of +/- 1,938 ft. to its point of terminus. The proposed easement area will be +/- (10ft. x 5,664ft.) = 56,640 sf. ~ 1.30 ac.

**Term:** Perpetual

**Estimated value:** \$1,418.75 (Benefit)

**Where deed is filed, if known:** Montgomery County Register of Deeds.

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

**Rental income, if applicable, and suggested terms:** N/A

**Funds from the disposal of this property are recommended for the following use.** N/A

**Action recommending this transaction was taken by the Building and Property Committee of the Board of Trustees at its meeting held on \_\_\_\_\_, 2018.**

Signature \_\_\_\_\_

**Chancellor**


\*The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)





Utility Line Changes at SRS

Write a description for your map.

Legend5.2.A.1

 Feature 1

 Sandhills Research

 Untitled Path



Vicinity Map - Pooles Mills Rd.  
Utility Easement



**DISPOSITION  
OF REAL PROPERTY**

**EASEMENT**

**GRANTOR** The State of North Carolina

**GRANTEE** CenturyLink

**LOCATION** NCSU Sandhills Research Station, 2148 Windblow Rd., Jackson Springs, NC

**SIZE** +/- 2,500 sf. (50' x 50') of real property.

**RATE** Benefit

**TERM** Perpetual Utility Easement

**USE** Disposition by easement. CenturyLink has requested the conveyance of an easement to document the current existence of a telecommunication switchbox that is located on Pooles Mill Rd., being the CALS Sandhills Research Station in Jackson Springs, NC. The original easement was granted and recorded, in Deed Book 320 page 675 Montgomery County Register of Deeds; expired on May 16, 2016. CenturyLink would like to continue the maintenance of the facilities to provide telecommunication services to the research station and adjoining properties, located along Pooles Mill Rd. The proposed easement area will be +/- 2,500 sf ~ .0574 ac. The footprint is unchanged.

Form-PO 2  
Original and one copy to  
to State Property Office

**STATE OF NORTH CAROLINA**  
**Department of Administration**  
**\*DISPOSITION OF REAL PROPERTY**

**Institution or Agency:** State of North Carolina

**Date:** October 2, 2018

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

**The disposition is recommended for the following reasons:**

Disposition by easement. CenturyLink has requested the conveyance of an easement to document the current existence of a telecommunication switchbox that is located on Pooles Mill Rd., being the CALS Sandhills Research Station in Jackson Springs, NC. The original easement was granted and recorded, in Deed Book 320 page 675 Montgomery County Register of Deeds; expired on May 16, 2016. CenturyLink would like to continue the maintenance of the facilities to provide telecommunication services to the research station and adjoining properties, located along Pooles Mill Rd. The proposed easement area will be +/- 2,500 sf ~ .0574 ac. The footprint is unchanged.

**Description of Property:**

The subject easement is located on the southern side of Pooles Mill Rd, being +/- 225 southeast of the intersection of Windblow Rd. and Pooles Mill Rd., in Jackson Springs, NC. The underground utility easement will be 50 feet x 50 feet. Total easement area will comprise +/- 2,500 square feet ~ .0574 acres.

**Term:** Perpetual

**Estimated value:** \$62.62 (Benefit)

**Where deed is filed, if known:** Montgomery County Register of Deeds.

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

**Rental income, if applicable, and suggested terms:** N/A

**Funds from the disposal of this property are recommended for the following use.** N/A

**Action recommending this transaction was taken by the Building and Property Committee of the Board of Trustees at its meeting held on \_\_\_\_\_, 2018.**

Signature \_\_\_\_\_  
Chancellor

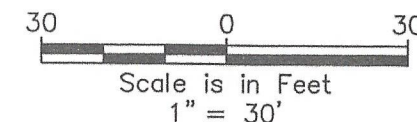


Survey for :

# SPRINT CENTEL

## Utility Easement

A portion of the N.C. State University  
"Agricultural Experiment Station" property  
Rocky Springs Township, Montgomery County, North Carolina  
Deed Reference Book 99 Page 383  
Surveyed by Thomas J. Fields, RLS-2906, on October 14, 1995.

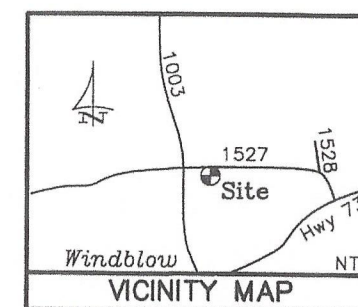


From the office of  
JAMES L. WRIGHT, RLS-1418  
303 WEST SPRING STREET  
TROY, N.C. 27371  
910-572-2449

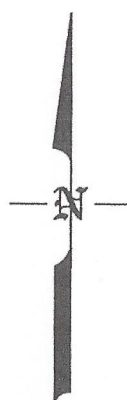
NC State University  
Property  
D.B. 99 Page 383

### Legend

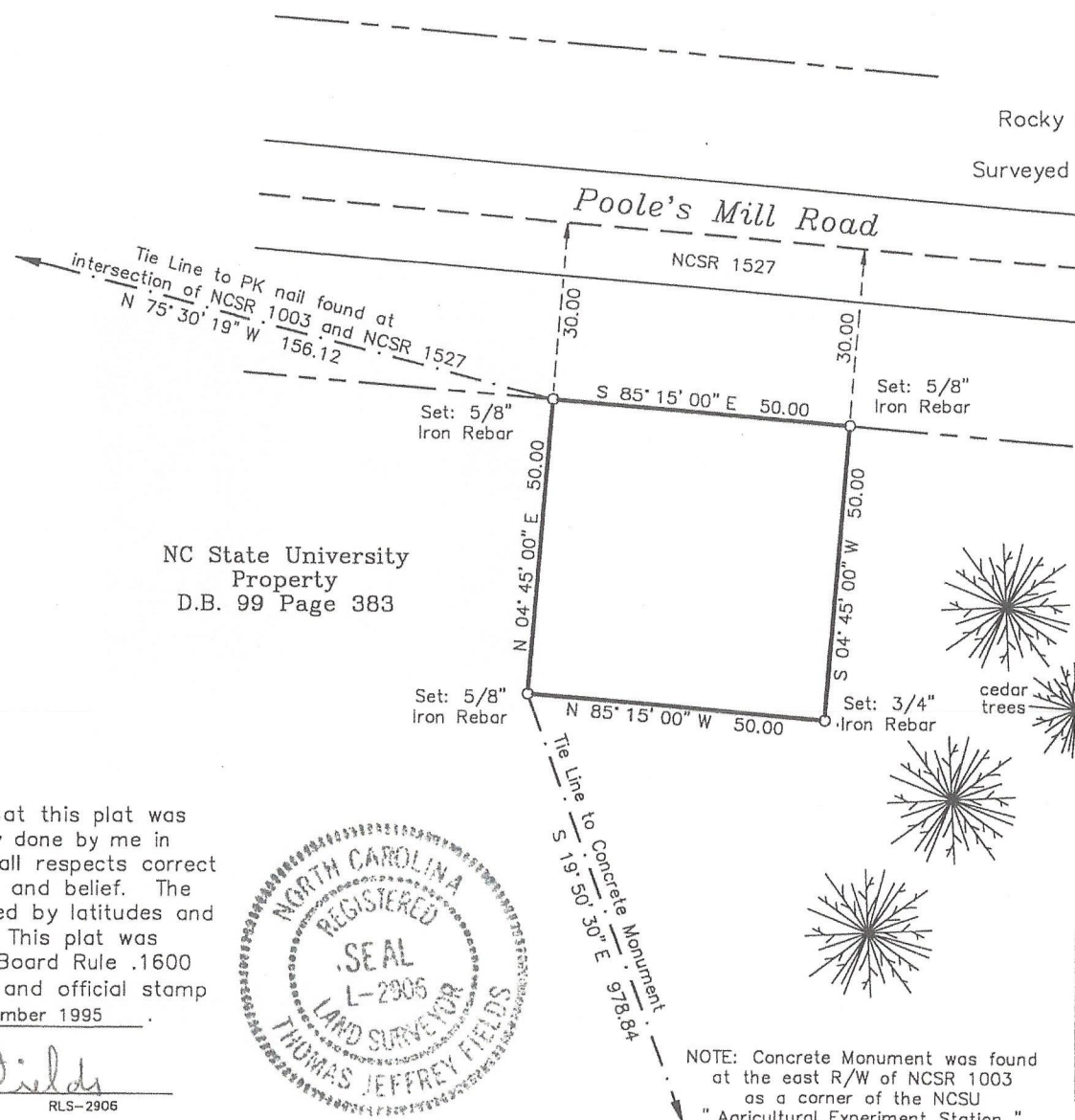
O ..... denotes monuments found  
or set as noted on plat.



Job No. 95-277



MAGNETIC  
NORTH  
Oct. 1995



NC State University  
Property  
D.B. 99 Page 383

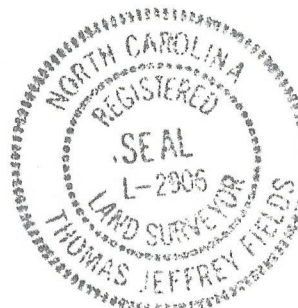
REVISED & UPDATED  
December 4, 1995.

NORTH CAROLINA  
MONTGOMERY COUNTY

I, Thomas J. Fields, certify that this plat was prepared from an actual survey done by me in December 1995 and is in all respects correct to the best of my knowledge and belief. The ratio of precision as calculated by latitudes and departures is  $1:10,000' +$ . This plat was prepared in accordance with Board Rule .1600. Witness my original signature and official stamp this the 4th day of December 1995.

*Thomas J. Fields*  
SURVEYOR RLS-2906

No horizontal control within 2000 feet.



NOTE: Concrete Monument was found at the east R/W of NCSR 1003 as a corner of the NCSU "Agricultural Experiment Station" property

TOTAL AREA  
0.057 Acre  $\pm$   
or  
2500.08 sq.ft.  
by D.M.D.



Vicinity Map - Easement Area - Windblow Rd.

**DISPOSITION  
OF REAL PROPERTY**

**EASEMENT**

**GRANTOR**    The State of North Carolina

**GRANTEE**    City of Raleigh

**LOCATION**   Hillsborough St, Raleigh, NC

**SIZE**            +/- 129.51 ~ .0030 ac. of real property.

**RATE**            Benefit

**TERM**            Perpetual Transit Easement

**USE**            Disposition by easement. The City of Raleigh has requested an easement for the installation of a bus shelter along the southern existing right of way of Hillsborough St., adjacent to Scott Hall in Raleigh, NC. The conveyance will involve 65.42 sf. as a Permanent Transit Easement and 64.09 sf. as a Temporary Construction Easement. The proposed easement area will total +/- 129.51 sf ~ .0030 ac.

Form-PO 2  
Original and one copy to  
to State Property Office

**STATE OF NORTH CAROLINA**  
**Department of Administration**  
**\*DISPOSITION OF REAL PROPERTY**

**Institution or Agency:** State of North Carolina

**Date:** October 11, 2018

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

**The disposition is recommended for the following reasons:**

This is a disposition by easement. The City of Raleigh has requested an easement for the installation of a bus shelter along the southern exiting right of way of Hillsborough St, adjacent to Scott Hall in Raleigh, NC. The conveyance will involve 65.42 sf. as a Permanent Transit Easement and 64.09 sf. as a Temporary Construction Easement. The proposed easement area will total +/- 129.51 sf ~ .0030 ac.

**Description of Property:**

The bus shelter will be located on the southern side of Hillsborough St., approximately 140 ft. west of the intersection of Gardner St. and Hillsborough St. The total easement area will comprise +/- 129.51 sf. ~ 0.0030 acres.

**Term:** Perpetual

**Estimated value:** \$1,359.86 (Benefit)

**Where deed is filed, if known:** Wake County Register of Deeds.

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

**Rental income, if applicable, and suggested terms:** N/A

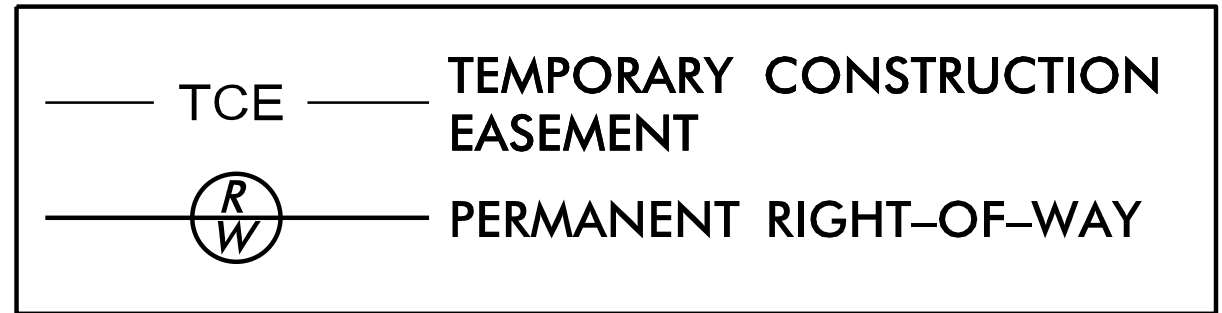
**Funds from the disposal of this property are recommended for the following use.** N/A

**Action recommending this transaction was taken by the Building and Property Committee of the Board of Trustees at its meeting held on \_\_\_\_\_, 2018.**

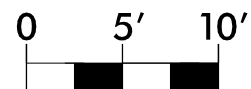
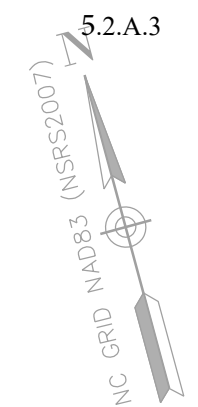
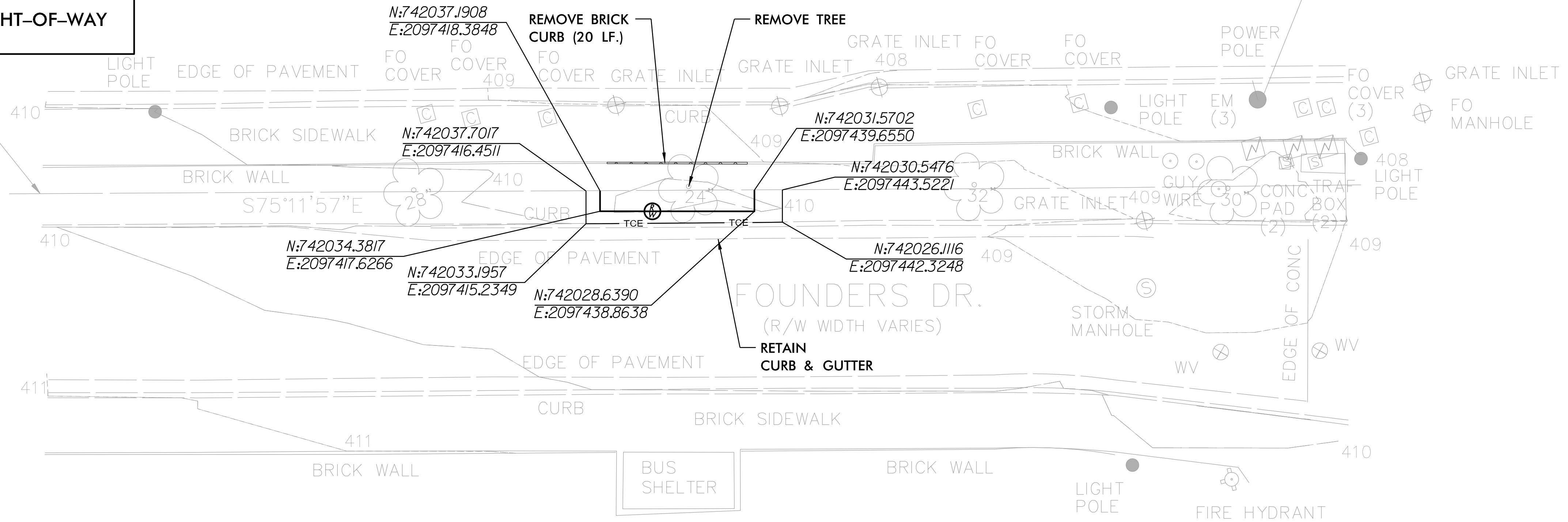
**Signature** \_\_\_\_\_  
**Chancellor**



EXISTING SURVEY/DEMOLITION PLAN



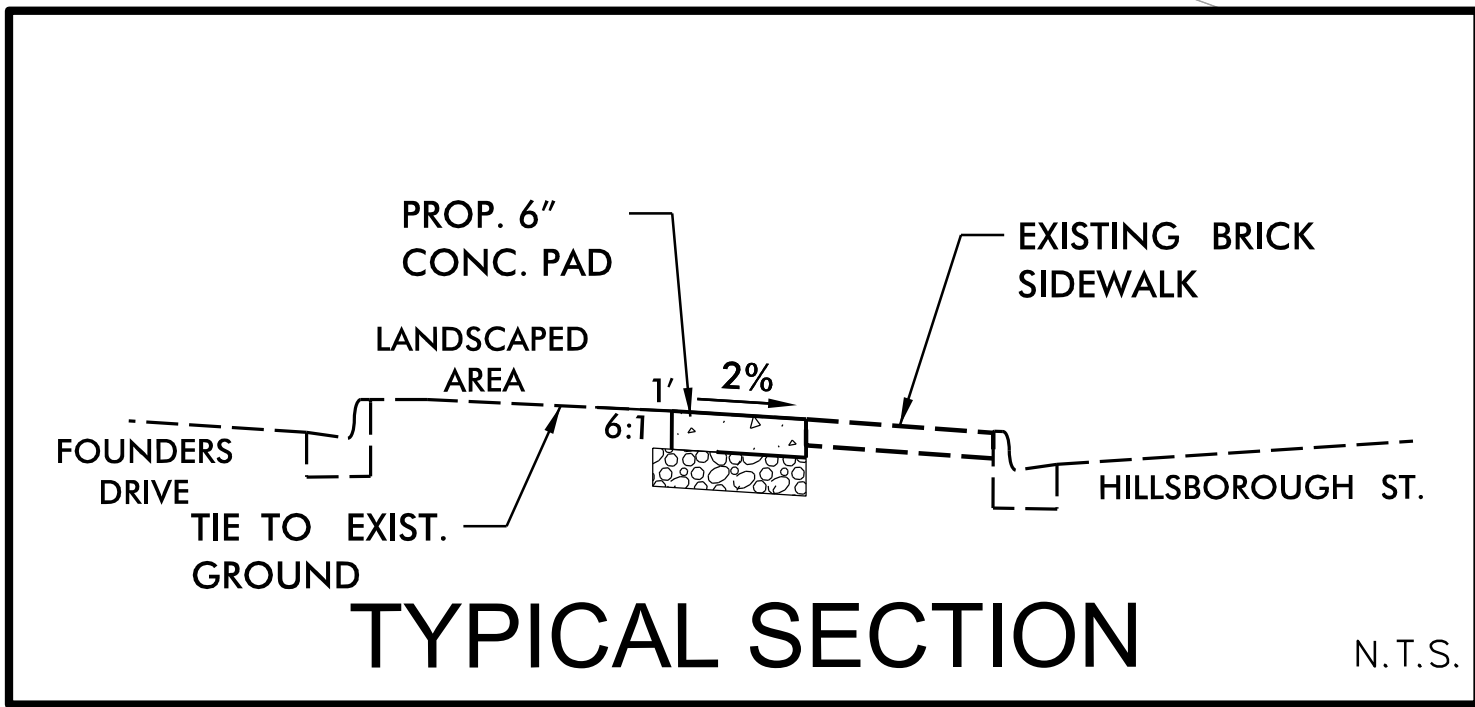
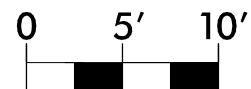
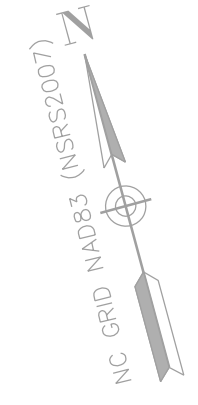
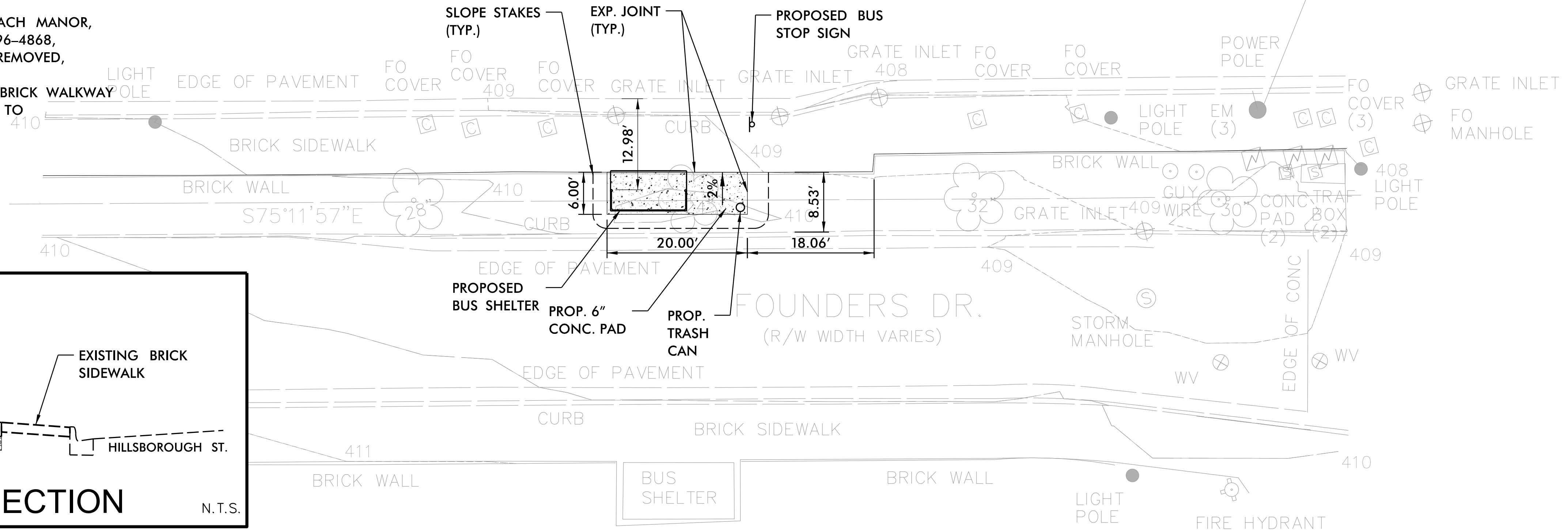
HILLSBOROUGH STREET  
RIGHT-OF-WAY LINE  
PER GIS AND DEEDS AND  
MAPS OF RECORD



PROPOSED PLAN

NOTES:

- SEE GENERAL NOTES, LIST OF STANDARDS, AND LEGEND ON SHEET C0.2.
- CONTRACTOR TO COORDINATE WITH ZACH MANOR, URBAN FORESTER WITH THE CITY 919-996-4868, IF EXISTING TREES ARE TO BE PRUNED, REMOVED, OR ROOTS IMPACTED.
- INSTALL PROPOSED BUS STOP SIGN IN BRICK WALKWAY WITHIN HALF OF BRICK. INSTALL SIMILAR TO NCDOT STD. 904.50 (SHEET 2 OF 2) MAPS OF RECORD



C65.0



CITY OF RALEIGH

GoRaleigh TRANSIT PASSENGER AMENITY SET 5

HILLSBOROUGH STREET AT  
FOUNDERS DRIVE

REVISIONS

DATE: 06/01/2018

DESIGNED BY: GSS

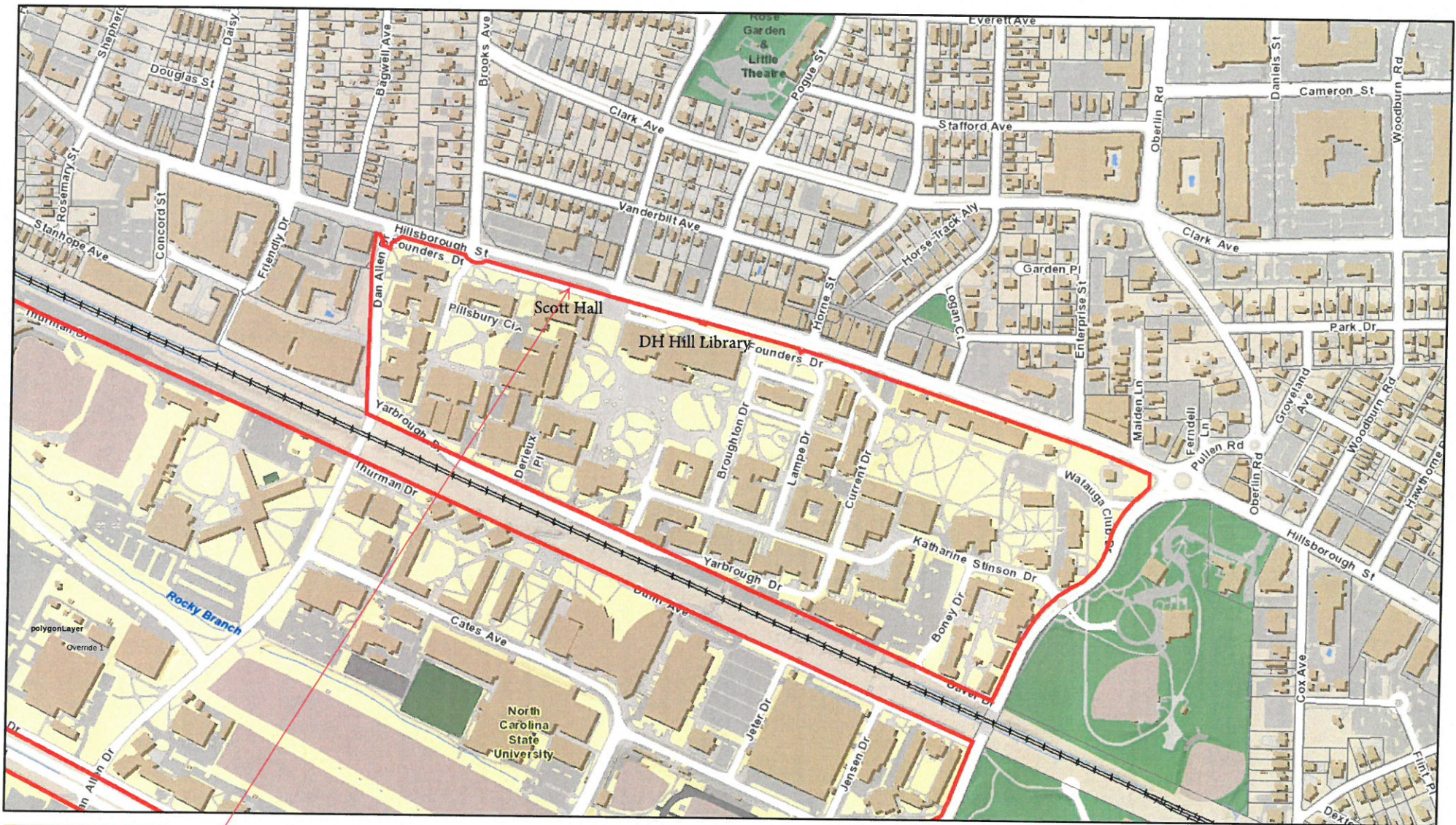
DRAWN BY: GSS

CHECKED BY: LSH



5808 Faringdon Place  
Suite 100  
Raleigh, North Carolina 27609  
Phone: (919) 872-5115  
Fax: (919) 878-5416  
www.rameykemp.com  
NC License No. C-0910





Vicinity Map - COR Bus Shelter at Scott Hall



0 225 450 900 ft  
1 inch = 400 feet

**Disclaimer**  
Maps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.



**DISPOSITION  
OF REAL PROPERTY**

**LEASE**

**GRANTOR**    The State of North Carolina

**GRANTEE**    Mann + Hummel

**LOCATION**    NCSU Centennial Campus Partners Bldg. 1, 1017 Main Campus Dr. Raleigh, NC

**SIZE**            +/- 8,000 rsf office space.

**RATE**            \$25.00 rsf / 8.000 sf = \$200,000.00 annual rent.

**TERM**            Five (5) year term, including a 2.75% annual escalation with an option to renew for five (5) years.

**USE**              Disposition by lease. Mann + Hummel has requested the lease of 8,000 rsf on NCSU Centennial Campus in Partners Bldg. I, Main Camps Dr. in Raleigh, NC. This is a full service lease.

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION  
DISPOSITION OF REAL PROPERTY**

Institution or Agency: **North Carolina State University**

Date: October 2, 2018

The Department of Administration is requested, as provided by GS §146-28 et seq., to dispose of the real property herein described by *purchase, lease, rental, or other (specify)*. **Lease**

This disposition is recommended for the following reasons:

**Disposition by Lease to Mann + Hummel for +/- 8,000 rsf at Partners I on Centennial Campus. Disposition is recommended for continued partnership with the University and contribution to the Innovation Ecosystem on Centennial Campus.**

Description of Property: *(Attach additional pages if needed.)*

**+/- 8,000 total rentable square feet consisting of office space on Centennial Campus at Partners I, 1017 Main Campus Drive, Raleigh, NC**

Estimated value: **Initial year's total annual rent is +/- \$200,000 (escalating annually by 2.75%)**

Where deed is filed, if known: **N/A**

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

**N/A**

Rental income, if applicable, and suggested terms:

**Five (5) year term beginning on January, 2019 through December 31, 2023  
One (1) option to renew for five (5) years  
\$25.00/RSF/Yr, Full Service Rental Rate, escalating annually by 2.75%  
\$25.00/RSF in Tenant Improvement Allowance**

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

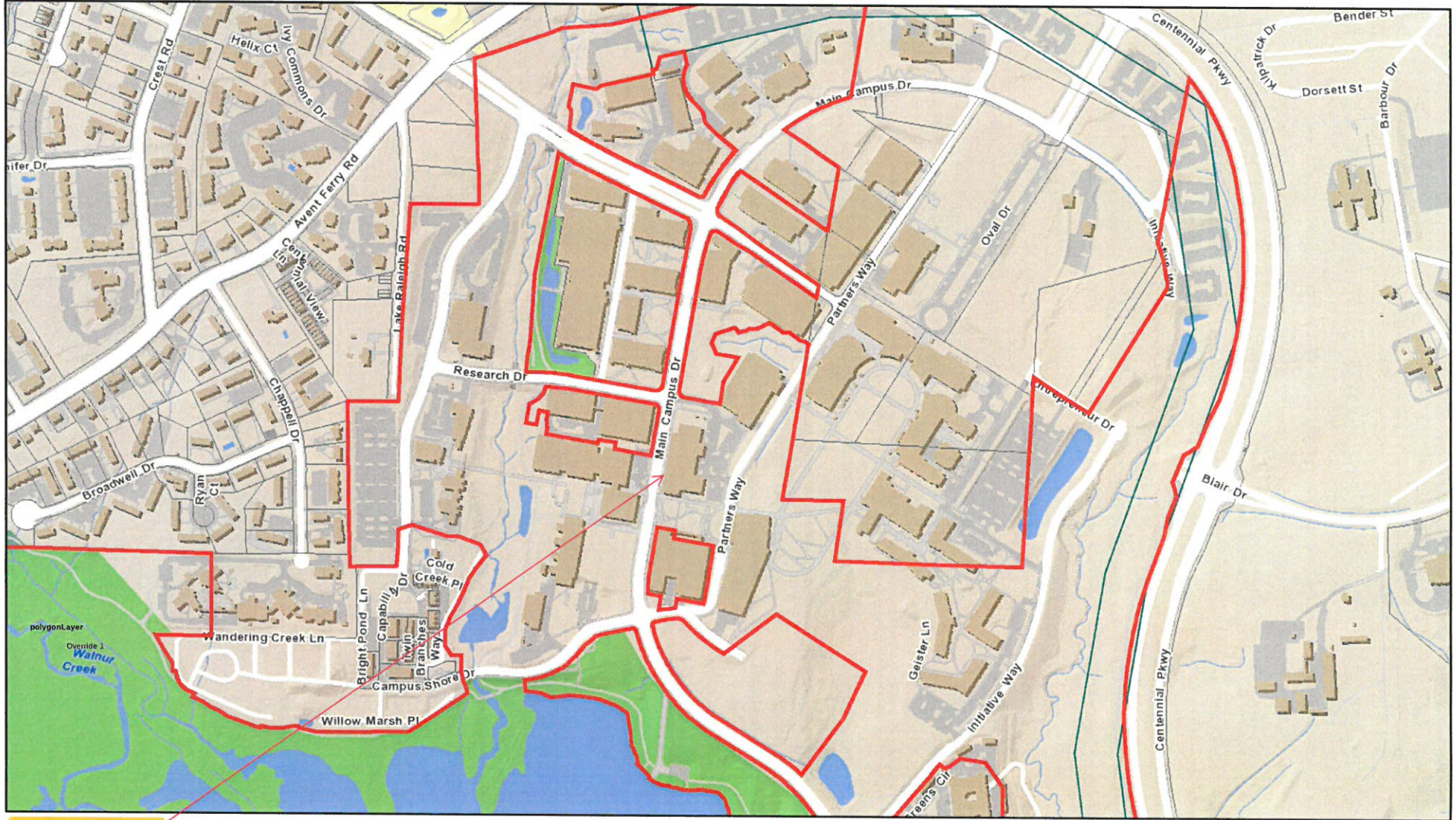
**Centennial Campus Trust Fund for the furtherance of campus development**

*(Complete if Agency has a Governing Board.)*

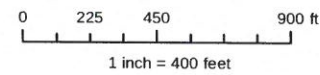
Action recommending the above request was taken by the **Board of Trustees** and is recorded in the meeting minutes thereof on \_\_\_\_\_ *(date)*.

Signature: \_\_\_\_\_

Title: **Chancellor**



**Vicinity Map - NCSU Centennial Campus, PTI, 1017 Main Campus Dr.**



**Disclaimer**  
 Maps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

**DISPOSITION  
OF REAL PROPERTY**

**LEASE**

**GRANTOR**    The State of North Carolina

**GRANTEE**    Industrial Heat

**LOCATION**    NCSU Centennial Campus Research Bldg. IV, 909 Capability Dr., Raleigh, NC

**SIZE**            +/- 9,000 rsf office space.

**RATE**            \$25.00 rsf / 9,000 sf = \$225,000.00 annual rent.

**TERM**            Five (5) year term, including a 2.75% annual escalation with an option to renew for five (5) years.

**USE**              Disposition by lease. Industrial Heat has requested the lease of 9,000 rsf on NCSU Centennial Campus in Research Bldg. IV, Capability Dr. in Raleigh, NC. This is a full service lease. It includes a tenant improvement allowance of \$30.00 / rsf.

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION  
DISPOSITION OF REAL PROPERTY**

Institution or Agency: **North Carolina State University**

Date: October 11, 2018

The Department of Administration is requested, as provided by GS §146-28 et seq., to dispose of the real property herein described by *purchase, lease, rental, or other (specify)*. **Lease**

This disposition is recommended for the following reasons:

**Disposition by Lease to Industrial Heat for +/- 9,000 rsf of office and high-bay space at Research IV on Centennial Campus. Disposition is recommended for partnership with the University and contribution to the Innovation Ecosystem on Centennial Campus.**

Description of Property: *(Attach additional pages if needed.)*

**+/- 9,000 total rentable square feet consisting of office and high-bay space on Centennial Campus at Research IV, 909 Capability Drive, Raleigh, NC**

Estimated value: **Initial year's total annual rent is +/- \$225,000 (escalating annually by 2.75%)**

Where deed is filed, if known: **N/A**

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

**N/A**

Rental income, if applicable, and suggested terms:

**Five (5) year term beginning on January 1, 2019 through December 31, 2023  
One (1) option to renew for five (5) years  
\$25.00/RSF/Yr, Full Service Rental Rate, escalating annually by 2.75%  
\$30.00/RSF in Tenant Improvement Allowance**

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

**Centennial Campus Trust Fund for the furtherance of campus development**

*(Complete if Agency has a Governing Board.)*

Action recommending the above request was taken by the **Board of Trustees** and is recorded in the meeting minutes thereof on \_\_\_\_\_ *(date)*.

Signature: \_\_\_\_\_

Title:

**Chancellor**





**Vicinity Map - NCSU Centennial Campus, RE4, 909 Capability Dr.**



0 225 450 900 ft  
1 inch = 400 feet

**Disclaimer**  
iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use or its interpretation.



**ACQUISITION  
OF REAL PROPERTY**

**LEASE**

**GRANTOR** To be determined

**GRANTEE** State of North Carolina on behalf of the College of Education

**LOCATION** To be determined. Close proximity to NC State University; downtown and west Raleigh submarkets being targeted.

**SIZE** +/- 5,000 rentable square feet of real property.

**RATE** \$35.00 rsf / 5,000 sf = \$175,000.00

**TERM** Five (5) year term, including a 3% annual escalation with an option to renew for five (5) years.

**USE** Acquisition by lease. North Carolina State University, on behalf of the College of Education, Department of Educational Leadership, Policy and Human Development, requires work space to accommodate growth and research as a result of continued funding of the Envisioning Excellence for Community College Leadership Grant, which is funded by the John M. Belk Endowment. Strategically located, off campus, space will be used to continue the mission of the Grant to develop a leadership pipeline of future community college leaders and reorient current community college leaders around the student success agenda.

**Form PO-1**

Original and one copy to  
to State Property Office

**STATE OF NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION  
RALEIGH**

**\* ACQUISITION OF REAL PROPERTY**

**Institution or Agency:** North Carolina State University

**Date:** October 11, 2018

**The Department of Administration is requested, as provided by GS 146-22 et seq. to acquire the real property herein described by (~~purchase~~), (~~lease~~), (~~rental~~), or (~~other specify~~):** Space Lease

**This Property is needed for the following reasons and purposes:** North Carolina State University, on behalf of the College of Education, Department of Educational Leadership, Policy and Human Development, requires work space to accommodate growth and research as a result of continued funding of the Envisioning Excellence for Community College Leadership Grant, which is funded by the John M. Belk Endowment. Strategically located, off campus, space will be used to continue the mission of the Grant to develop a leadership pipeline of future community college leaders and reorient current community college leaders around the student success agenda.

**Name and Address of Present Owner:** N/A; Currently staff working under this Grant are located on main campus in Poe Hall

**Description of Property: (attach additional sheets if necessary).**

Class A Office space in Raleigh, Wake County, NC or other comparable property with reasonable proximity to NC State University; Downtown and West Raleigh submarkets being targeted (exact location to be determined based on availability); ±5,000 rentable square feet of office and meeting space.

**Term:** Five (5) year renewal term with one (1) option to renew for five (5) years

**Rental price (if applicable):** Not to exceed \$35.00 per rentable square feet = \$175,000/year with 3% annual increases. Cost includes utilities, janitorial services, and required maintenance.

**Funding:** The lease costs will be paid utilizing incoming and reserve funds from internal and external sources (contracts, grants, and receipts)

**Item:** Acct. 251431 BELK Grant (among others)

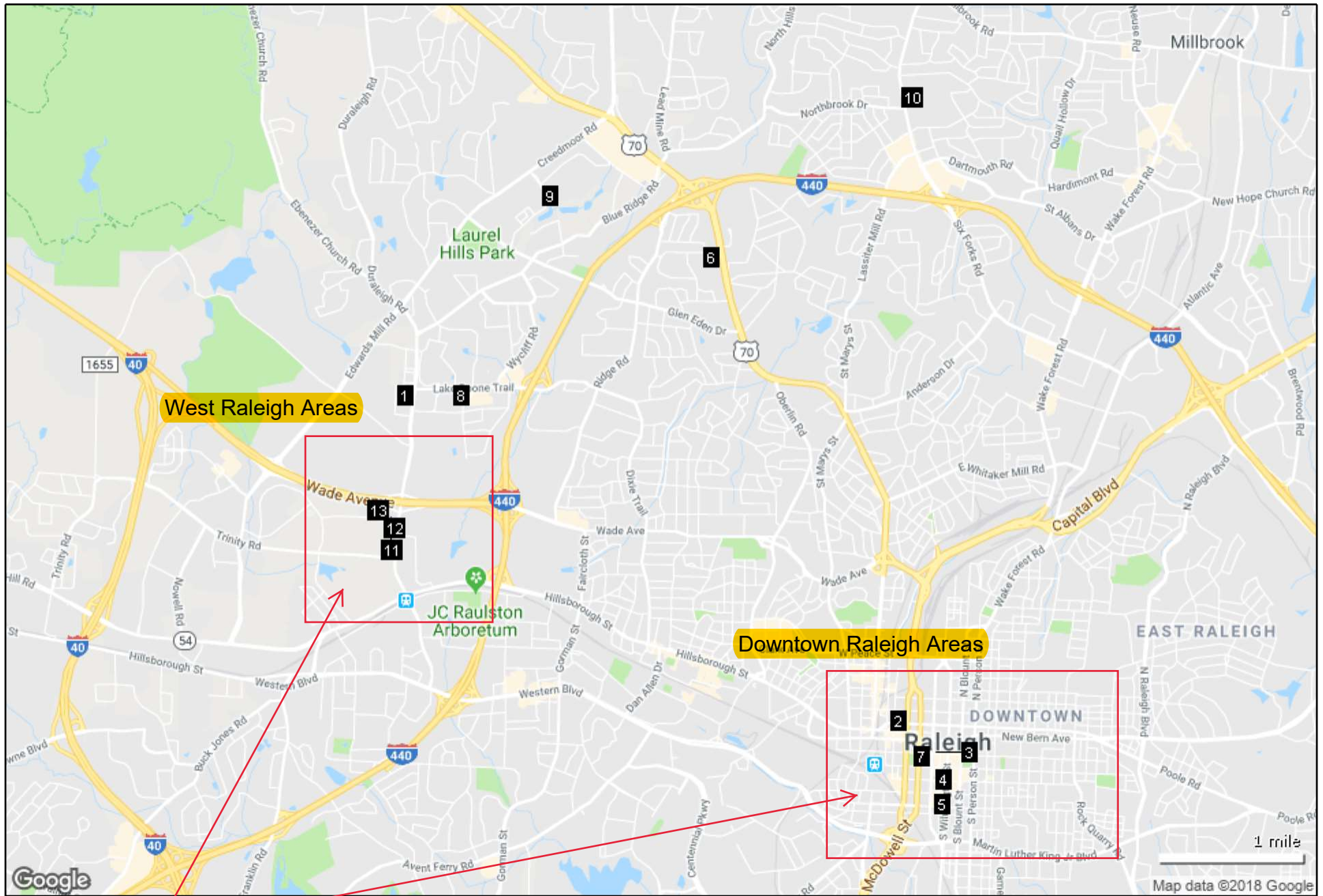
**Other:**

**In the event the above described real property is not acquired, is there other real property available, owned by the State or otherwise, that you believe would, if acquired, fulfill the requirement of your agency? If so, give details.** No.

**Action, recommending the above request, was taken by the Board of Trustees and is recorded in the minutes thereof on \_\_\_\_\_, 2018.**

Signature \_\_\_\_\_

Chancellor



Vicinity Map: West and Downtown Raleigh Regions

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9/17/2018

### Approval of Designer Selections for Projects \$1,000,000 or Less

**Note:** The projects below are submitted to the Board of Trustees Buildings and Property Committee for formal approval of designer selections for projects \$1,000,000 or less that are not on the OESAD list. This listing represents designers selected since September 20, 2018.

<b><u>Project:</u></b>	<b><u>Fee:</u></b>
<b>Material Management Warehouse Renovation</b> Designer: IBI Group of NC, P.C Funds Source: Materials Support Trust	<b>\$27,000</b>
<b>Renovate Plumbing at Avent Ferry Complex E, F, &amp; G</b> Designer: McKim & Creed Funds Source: Housing Receipts	<b>\$37,000</b>
<b>Centennial Campus Utility Infrastructure Medium Voltage Pkg- CMT</b> Designer: Kleinfelder Funds Source: Carry Forward	<b>\$10,000</b>
<b>Group Study Room- DH Hill Library</b> Designer: Skinner Farlow Kirwan Architecture Funds Source: Library Facilities Appropriated Funds	<b>\$ 11,800</b>
<b>Scott Hall Door Security Access Modifications</b> Designer: Matrix Health & Safety Consultants Funds Source: Repair and Renovations	<b>\$7,950</b>
<b>Dabney Approach Slab and Storm Water</b> Designer: Kimley- Horn and Associates Funds Source: Facilities Safety Trust Funds	<b>\$5,500</b>
<b>Method Road Head House Standby Generator</b> Designer: Optima Engineering Funds Source: Agricultural Research Service	<b>\$7,500</b>
<b>Building Envelope Repairs- Harris Hall</b> Designer: Davis Kane Architects, PA Funds Source: Repair and Renovations	<b>\$27,000</b>
<b>Building Abatement and Demolition- 207 &amp; 209 Oberlin &amp; 8 Ferndell</b> Designer: Matrix Health & Safety Consultants Funds Source: Centennial Campus Trust Funds	<b>\$5,600</b>
<b>Lighting Renovation- Poe Hall 216</b> Designer: Sigma Engineered Solutions Funds Source: Repair and Renovations	<b>\$12,000</b>
<b>CALS Turkey Education Unit (TEU) Modular</b> Designer: McGahey Design Funds Source: Poultry Science Trust Fund	<b>\$6,900</b>

### 5.4.A

September 20, 2018



**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY**

**Committee: Buildings and Property**

**Meeting Date: November 15, 2018**

<b>Agenda Item / Issue:</b>	<b>5.6.A.1</b>	<b>Site and Plan Review/Approval Alpha Delta Pi House – South Campus</b>								
<b>Requested / Required Action:</b>	Approval									
<b>Functions:</b>	The Alpha Delta Pi sorority house is a 20,625 GSF, three-story building with elevator connecting all floors. The first floor includes a multi-purpose meeting room, den, parlor, conference room and miscellaneous utility spaces. The second floor provides space for a commercial kitchen and dining areas, house director and several student sleeping rooms. The third floor will be dedicated to sleeping rooms and private study spaces. The majority of the exterior walls are brick veneer with siding limited to the dormers and bay elements. Forty beds are included in the project in addition to the house director. Anticipated completion is May 2021.									
<b>Project Scope:</b>	<table><tr><td>\$ 600,000</td><td>Design/Consultant Costs</td></tr><tr><td>\$ 5,200,000</td><td>Construction</td></tr><tr><td>\$ 200,000</td><td>Contingency/Other Project Costs</td></tr><tr><td><u>\$ 6,000,000</u></td><td>Total Project Budget</td></tr></table>		\$ 600,000	Design/Consultant Costs	\$ 5,200,000	Construction	\$ 200,000	Contingency/Other Project Costs	<u>\$ 6,000,000</u>	Total Project Budget
\$ 600,000	Design/Consultant Costs									
\$ 5,200,000	Construction									
\$ 200,000	Contingency/Other Project Costs									
<u>\$ 6,000,000</u>	Total Project Budget									
<b>Design Team:</b>	Cline Design Associates – Lead Designer									
<b>Master Plan Summary:</b>	The Greek Village master plan envisions creating a sense of community with houses facing in towards a large campus green/community space. Each house will connect to the campus path system. There will be on-street parking but the majority of the parking will be behind the houses.									
<b>Recommendation:</b>	Reviewed by CDRP on September 26, 2018. Approval recommended.									
<b>Suggested Motion:</b>	Move approval of plans for the Alpha Delta Pi Sorority House.									
<b>Funding Source:</b>	Private Funding - \$6,000,000									
<b>Responsible University unit University Presenter/Contact:</b>	Office of Finance and Administration, Facilities Division Lisa Johnson, University Architect									



ENLARGED DETAIL



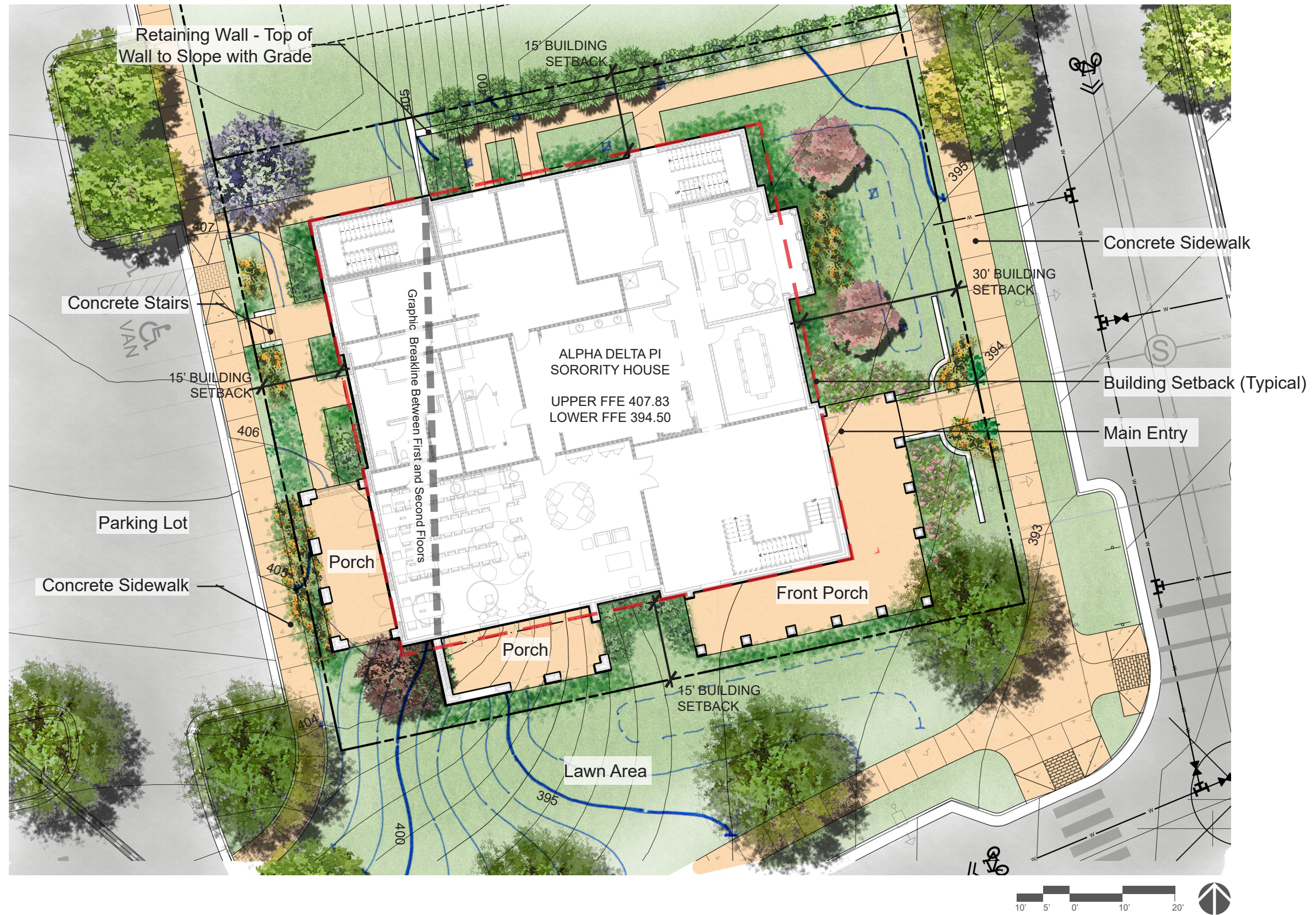
**ALPHA DELTA PI SORORITY HOUSE**  
 TRUSTEES BUILDINGS & PROPERTY COMMITTEE  
 NOVEMBER 20, 2018

## MASTER PHASING PLAN

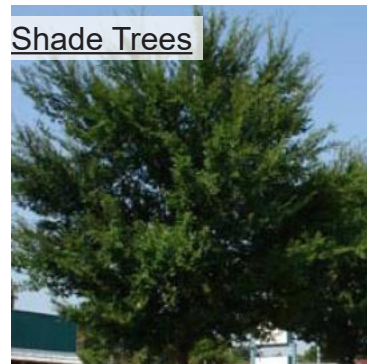


**ALPHA DELTA PI**  
*First. Finest. Forever. Since 1851.*









Chinese Elm



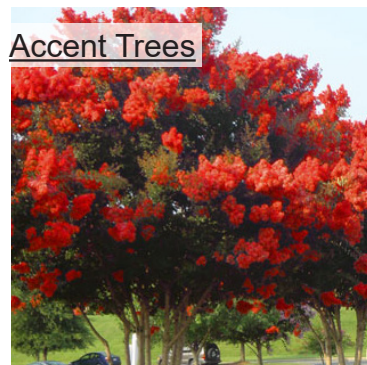
Nuttall Oak



Foster Holly



Little Gem Magnolia



Crape Myrtle



Redbud



Japanese Maple



Panicum



Miscanthus



Camellia



Raulston Hardy Viburnum



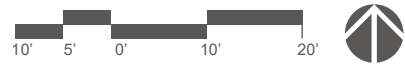
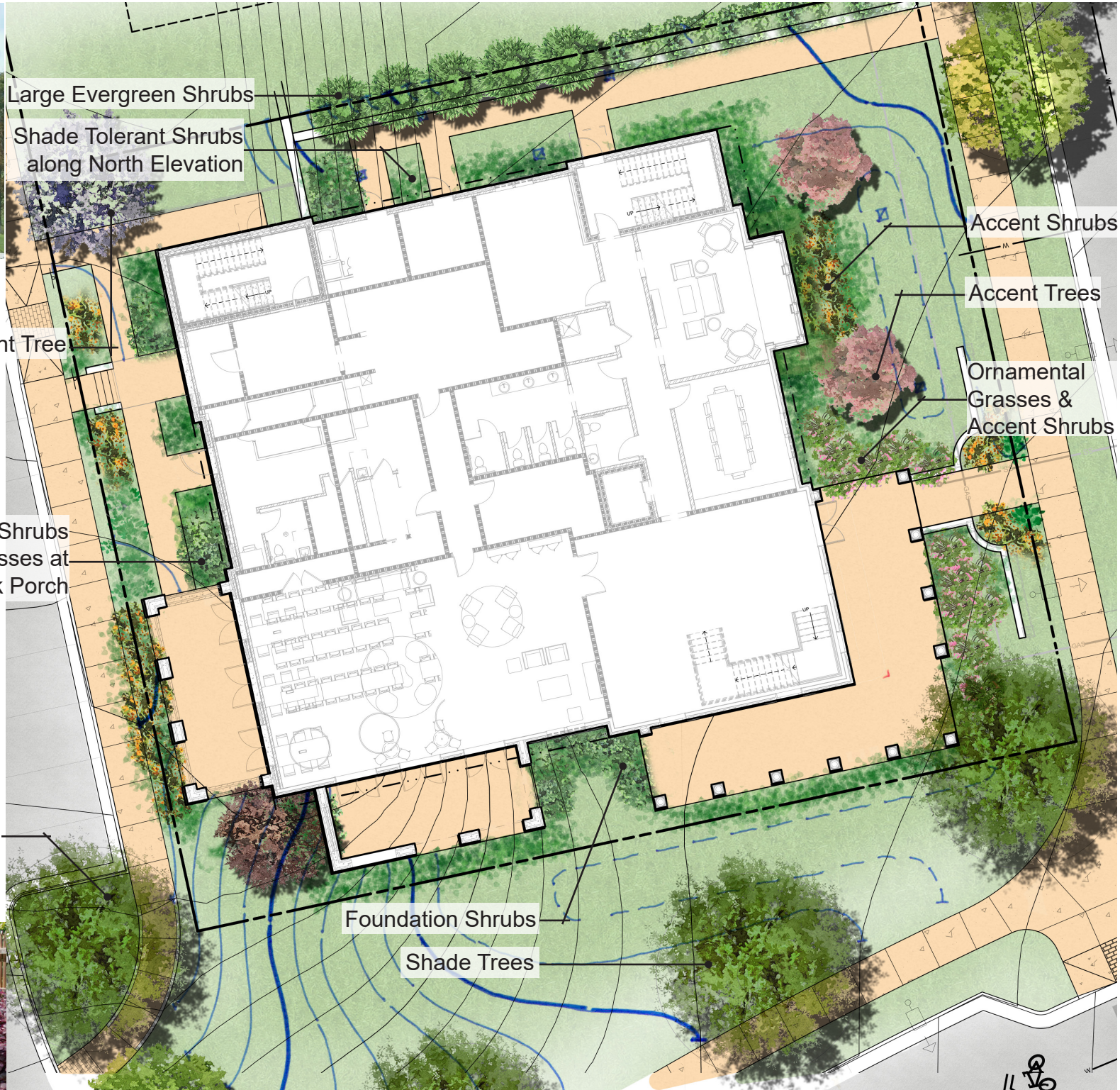
Gulf Green Indian Hawthorn



Hydrangea



Loropetalum











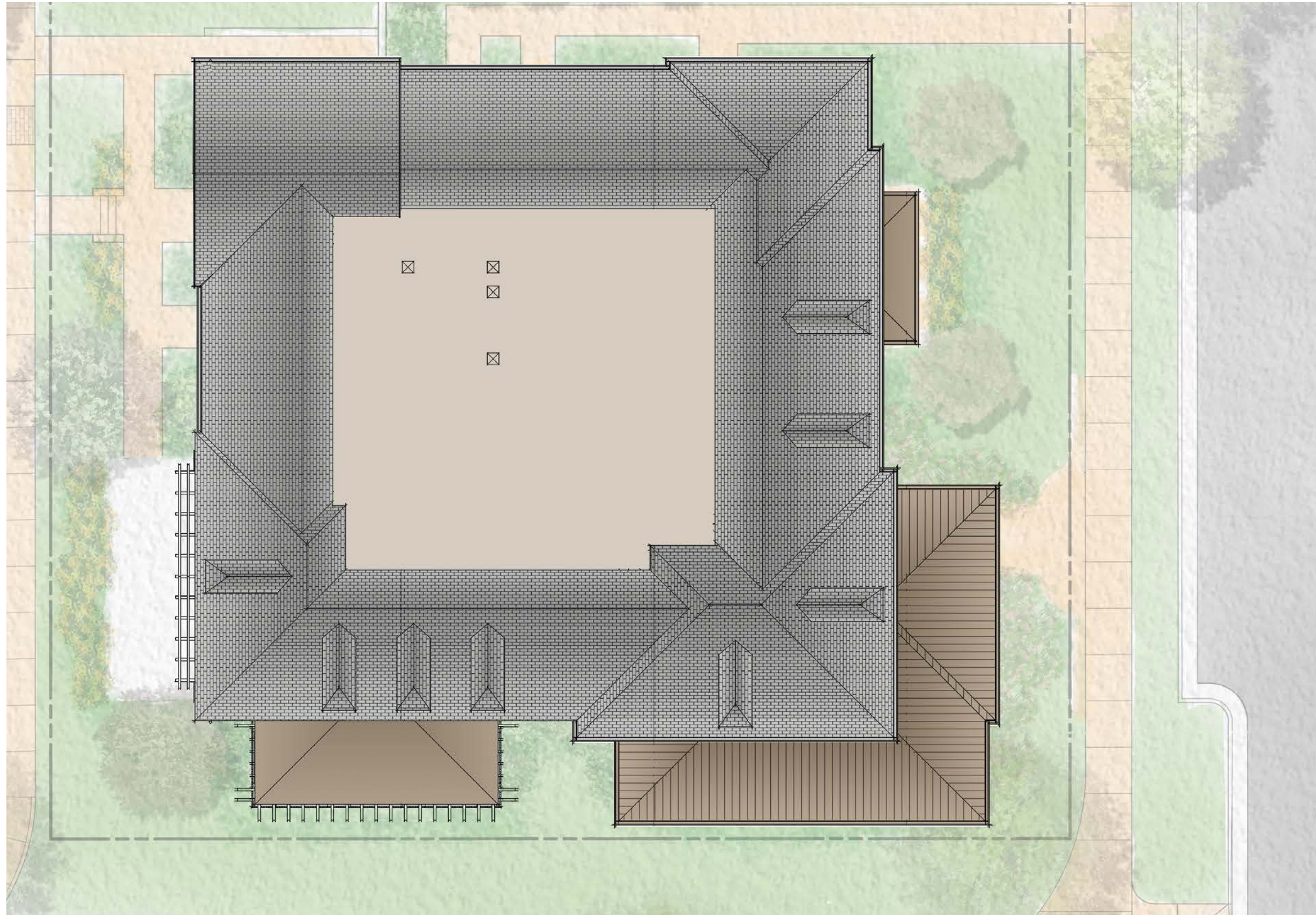








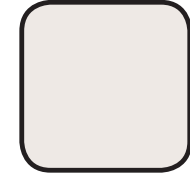






**MATERIALS**

**01 WALLS**  
BRICK  
- Old Hard Tan



**02 WALLS**  
EXTERIOR PANEL,  
TRIM & COLUMNS  
- Westhighland White



**03 ROOFING**  
ARCHITECTURAL  
SHINGLES  
- Slate



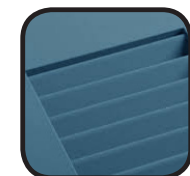
**04 ROOFING**  
STANDING SEAM  
METAL ROOFING  
- Bronze



**05 FENESTRATION**  
WINDOWS & DOORS  
- Cloud



**06 FENESTRATION**  
FORMAL ENTRY DOORS  
- Wood, Natural Finish



**07 FENESTRATION**  
SHUTTERS  
- Smoky Blue

**EAST ELEVATION**

**ALPHA DELTA PI SORORITY HOUSE**  
TRUSTEES BUILDINGS & PROPERTY COMMITTEE  
NOVEMBER 20, 2018



**ALPHA DELTA PI**  
*First. Finest. Forever. Since 1851.*

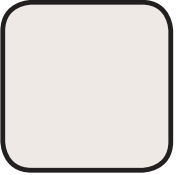




**MATERIALS**



**01 WALLS**  
BRICK  
- Old Hard Tan



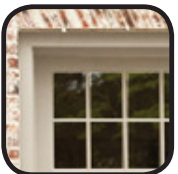
**02 WALLS**  
EXTERIOR PANEL,  
TRIM & COLUMNS  
- Westhighland White



**03 ROOFING**  
ARCHITECTURAL  
SHINGLES  
- Slate



**04 ROOFING**  
STANDING SEAM  
METAL ROOFING  
- Bronze



**05 FENESTRATION**  
WINDOWS & DOORS  
- Cloud



**06 FENESTRATION**  
FORMAL ENTRY DOORS  
- Wood, Natural Finish



**07 FENESTRATION**  
SHUTTERS  
- Smoky Blue



**ALPHA DELTA PI SORORITY HOUSE**  
TRUSTEES BUILDINGS & PROPERTY COMMITTEE  
NOVEMBER 20, 2018

**SOUTH ELEVATION**

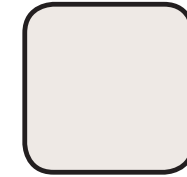


**ALPHA DELTA PI**  
*First. Finest. Forever. Since 1851.*



**MATERIALS**

**01 WALLS**  
BRICK  
- Old Hard Tan



**02 WALLS**  
EXTERIOR PANEL,  
TRIM & COLUMNS  
- Westhighland White



**03 ROOFING**  
ARCHITECTURAL  
SHINGLES  
- Slate



**04 ROOFING**  
STANDING SEAM  
METAL ROOFING  
- Bronze



**05 FENESTRATION**  
WINDOWS & DOORS  
- Cloud



**06 FENESTRATION**  
FORMAL ENTRY DOORS  
- Wood, Natural Finish



**07 FENESTRATION**  
SHUTTERS  
- Smoky Blue

**WEST ELEVATION**

**ALPHA DELTA PI SORORITY HOUSE**  
TRUSTEES BUILDINGS & PROPERTY COMMITTEE  
NOVEMBER 20, 2018

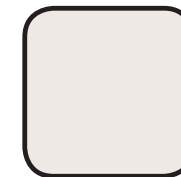


**ALPHA DELTA PI**  
*First. Finest. Forever. Since 1851.*



**MATERIALS**

**01 WALLS**  
BRICK  
- Old Hard Tan



**02 WALLS**  
EXTERIOR PANEL,  
TRIM & COLUMNS  
- Westhighland White



**03 ROOFING**  
ARCHITECTURAL  
SHINGLES  
- Slate



**04 ROOFING**  
STANDING SEAM  
METAL ROOFING  
- Bronze



**05 FENESTRATION**  
WINDOWS & DOORS  
- Cloud



**06 FENESTRATION**  
FORMAL ENTRY DOORS  
- Wood, Natural Finish



**07 FENESTRATION**  
SHUTTERS  
- Smoky Blue

**NORTH ELEVATION**

**ALPHA DELTA PI SORORITY HOUSE**  
TRUSTEES BUILDINGS & PROPERTY COMMITTEE  
NOVEMBER 20, 2018



**ALPHA DELTA PI**  
*First. Finest. Forever. Since 1851.*





**ALPHA DELTA PI SORORITY HOUSE**  
TRUSTEES BUILDINGS & PROPERTY COMMITTEE  
NOVEMBER 20, 2018

## NEIGHBOR COMPARISON ELEVATION



**ALPHA DELTA PI**  
*First. Finest. Forever. Since 1851.*

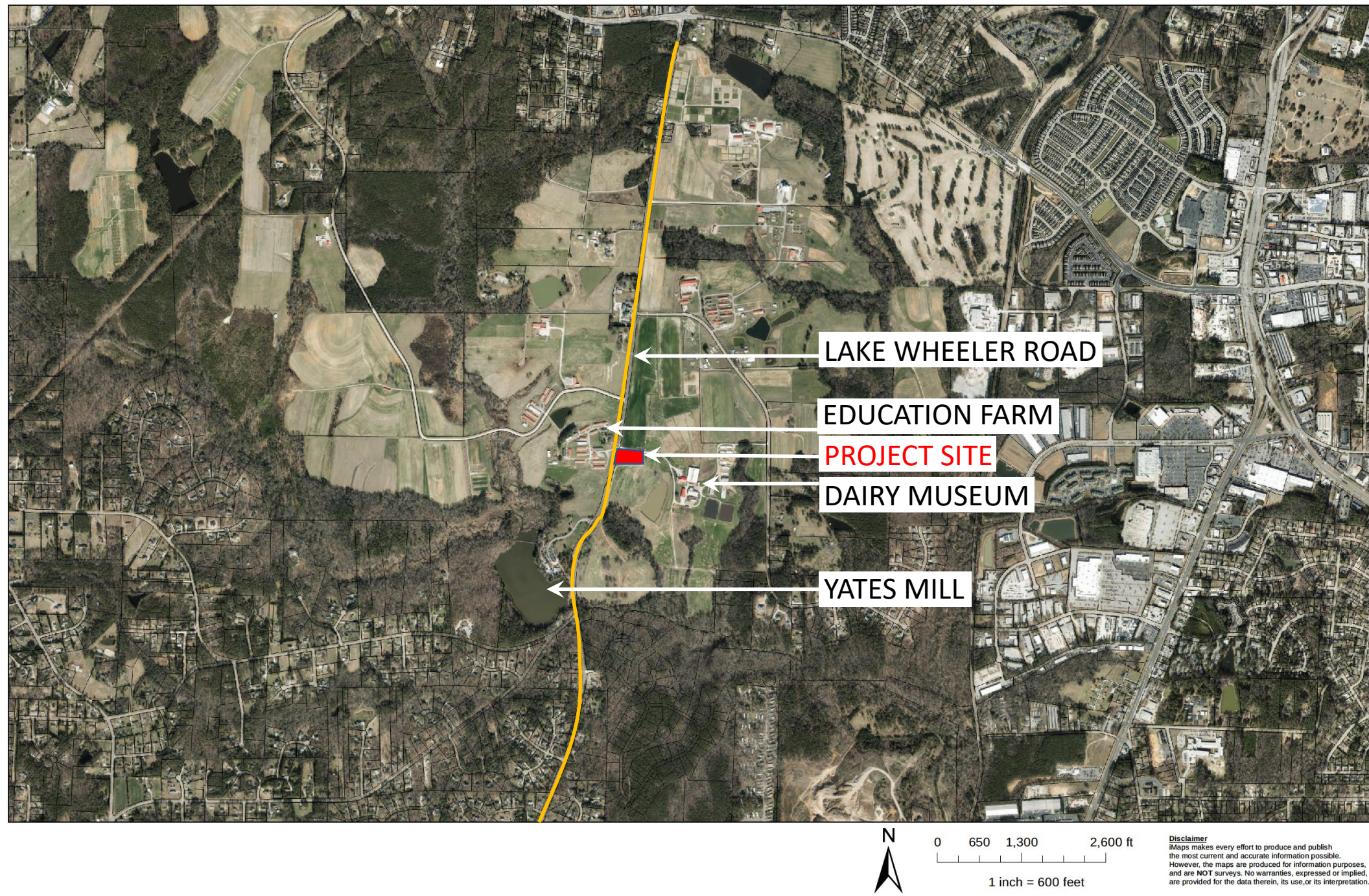
**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY**

**Committee: Buildings and Property**

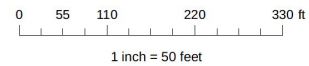
**Meeting Date: November 15, 2018**

Agenda Item / Issue:	5.6.A.2	Site and Plan Review/Approval Creamery Café – Lake Wheeler Campus								
Requested / Required Action:	Approval									
Functions:	The creamery café and education center will be a 2,325 SF facility located at the Lake Wheeler Farm Site on the southeast corner of Lake Wheeler Road and Dairy Lane. The single-level wood-frame building will provide a commercial outlet to the Dairy Enterprise Department for selling Howling Cow ice cream. The project will be multi-phased due to budget constraints, the building will be austere and functional, with the possibility of future expansion. Site work will be minimal, including dumpsters, grease trap, septic tank and field, and grass and gravel parking.									
Project Scope:	<table><tr><td>\$ 200,000</td><td>Design/Consultant Costs</td></tr><tr><td>\$ 750,000</td><td>Construction</td></tr><tr><td>\$ 50,000</td><td>Contingency/Other Project Costs</td></tr><tr><td><u>\$ 1,000,000</u></td><td>Total Project Budget</td></tr></table>		\$ 200,000	Design/Consultant Costs	\$ 750,000	Construction	\$ 50,000	Contingency/Other Project Costs	<u>\$ 1,000,000</u>	Total Project Budget
\$ 200,000	Design/Consultant Costs									
\$ 750,000	Construction									
\$ 50,000	Contingency/Other Project Costs									
<u>\$ 1,000,000</u>	Total Project Budget									
Design Team:	Muter Construction – Design-Builder Louis Cherry Architecture - Architect CLH Design - Landscape Architect									
Master Plan Summary:	Buildings will be designed to blend with the agrarian or farm-like architecture of Lake Wheeler Road Field Labs.									
Recommendation:	Reviewed by CDRP on October 31, 2018.									
Suggested Motion:	Move approval of plans for the Creamery Café at Lake Wheeler.									
Funding Source:	NC Dairy Foundation - \$1,000,000									
Responsible University unit University Presenter/Contact:	Office of Finance and Administration, Facilities Division Lisa Johnson, University Architect									









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iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

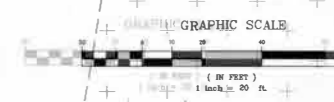


# SITE DATA:

SITE ACREAGE: 1734.31 AC  
 PROJECT AREA: 2 AC  
 ZONING: R-40  
 WATCHDOG: WITH SPECIAL USE PERMIT  
 WATERCROSS: SWIFT CREEK  
 WETLAND: NONE  
 RHYTHM BASIN: NONE  
 SOILS: MAPPING AND CECIL SERIES  
 (BUILDABLE)  
 BUILDING/STRUCTURE SETBACKS (MIN.):  
 FROM PRIMARY STREET: 30'  
 FROM SIDE STREET: 30'  
 FROM SIDE LOT LINE: 15'  
 FROM REAR LOT LINE: 30'  
 BUILDING HEIGHT: 35'  
 MAX. PERCENTAGE OF IMPERVIOUS SURFACE COVERAGE: 24% WITH STORMWATER MEASURES, 12% LOW IMPACT  
 MIN. PARKING REQUIREMENTS FOR RETAIL:  
 1 PER 300 SF FLOOR SALES (2,000 / 300 = 7)  
 1 PER 800 SF STORAGE (1,500 / 800 = 2)  
 9 SPACES REQUIRED  
 MIN. PARKING REQUIREMENTS FOR EATING/DRINKING:  
 1 PER 100 SF FLOOR AREA FOR PUBLIC USE (2,800 / 100 = 28 SPACES) OR  
 1 PER 4 SEATS, WHICHEVER IS GREATER (48 SEATS) = 12 SPACES  
 PARKING PROVIDED: 2 SPACES  
 NO WATER OR SEWER CURRENTLY GOING TO PROPERTY  
 ELECTRIC FENCE TO REMAIN IN PLACE DURING CONSTRUCTION AS COW WAY IS ACTIVE COW ROUTE

.6A.2

## PHASE 1





# **SITE DATA:**

SITE ACREAGE: 734.31 AC  
 PROJECT AREA: 2 AC  
 ZONING: R-40  
 WATERSHED: SWEET CREEK  
 USES ALLOWED: WITH SPECIAL USE PERMIT  
 WETLAND: NONE  
 RIVER BASIN: NEUSE  
 SOILS: APLING AND CECIL  
 SERIES (BUILDABLE)

BUILDING/STRUCTURE SETBACKS (MIN.):  
 FROM PRIMARY STREET: 30'  
 FROM SIDE STREET: 30'  
 FROM SIDE LOT LINE: 15'  
 FROM REAR LOT LINE: 30'

BUILDING HEIGHT: 35'  
 MAX. PERCENTAGE OF IMPERVIOUS SURFACE COVERAGE:  
 24% WITH STORMWATER MEASURES, 12% LOW IMPACT

MIN. PARKING REQUIREMENTS FOR RETAIL:  
 1 PER 300 SF FLOOR SALES (2,080 / 300 = 7)  
 1 PER 800 SF STORAGE (1,580 / 800 = 2)  
 9 SPACES REQUIRED

MIN. PARKING REQUIREMENTS FOR EATING/DRINKING:  
 1 PER 100 SF FLOOR AREA FOR PUBLIC USE (2,080 / 100 = 21 SPACES) OR  
 1 PER 4 SEATS, WHICHEVER IS GREATER (48 SEATS) = 12 SPACES

PARKING PROVIDED: 31 SPACES + 10 OPTIONAL  
 NO WATER OR SEWER CURRENTLY GOING TO PROPERTY  
 ELECTRIC FENCE TO REMAIN IN PLACE DURING CONSTRUCTION

## **PHASE 2**

## **5.6.A.2 LOUIS CHERRY ARCHITECTURE**

LOUIS CHERRY, FAIA  
 222 N. BLOODWORTH STREET,  
 RALEIGH, NORTH CAROLINA 27601  
 919.971.2299  
 LOUIS@LOUISCHERRY.COM

LOUIS CHERRY ARCHITECTURE  
 Registered Architectural Corporation  
 North Carolina

**OWNER**  
 NCSU Dairy Sciences

**Structural Engineer**

**PME ENGINEER**  
 Sigma Engineered Solutions  
 2100 Gateway Centre Blvd, Suite  
 100 Morrisville, NC 27560  
 919-840-9300

**CIVIL ENGINEER**  
 CLH Design  
 400 Agency Forest Drive, Suite  
 100 Cary, NC 27518  
 919-319-6716

**LANDSCAPE ARCHITECT**  
 CLH Design  
 400 Agency Forest Drive, Suite  
 100 Cary, NC 27518  
 919-319-6716

## **Creamery Cafe and Education Center 301 DAIRY LANE Raleigh, NC**

SHEET ISSUE 10/12/18  
 REISSUE

PHASE:

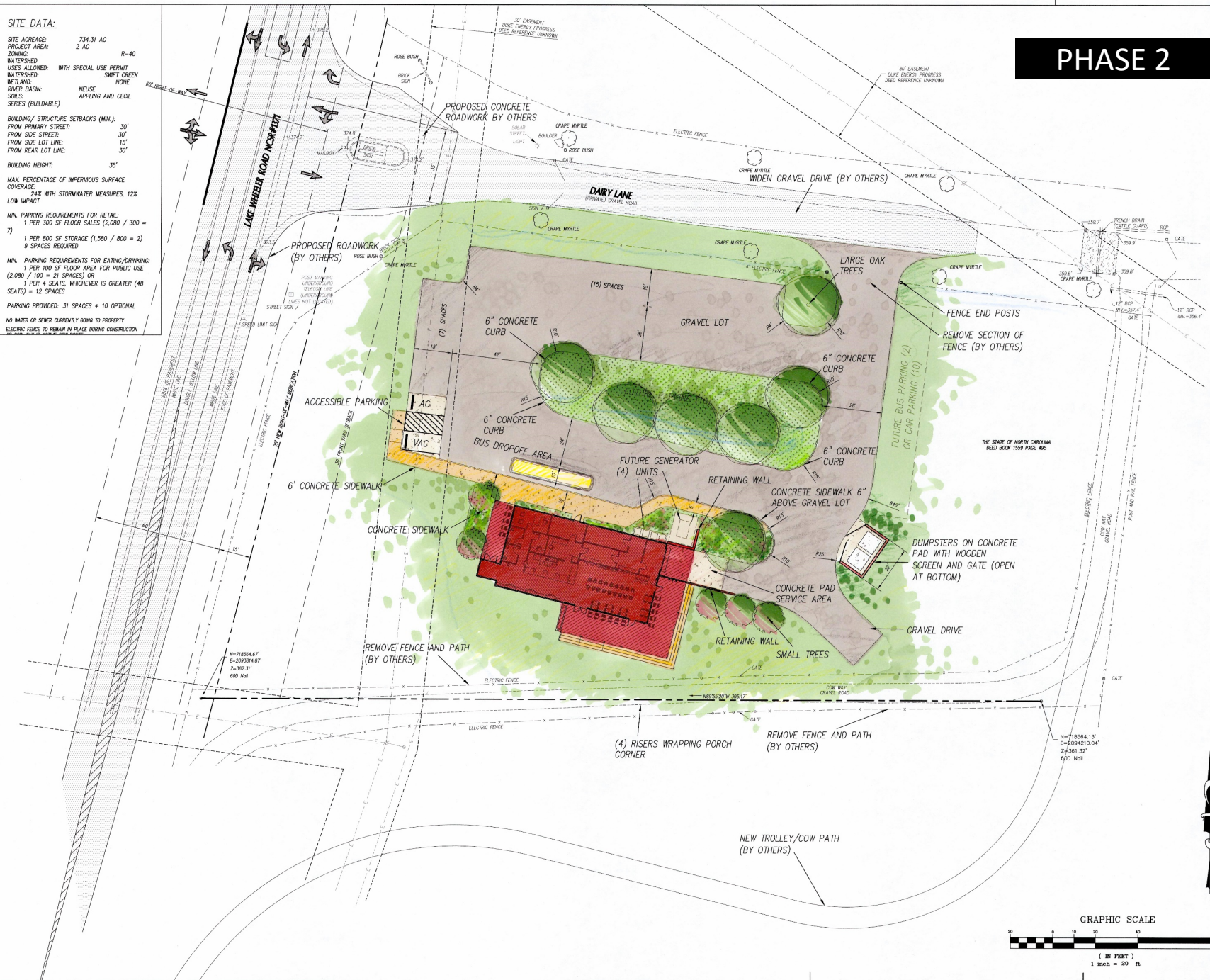
CHECKED BY:

APPROVED BY:

PROJECT NO.:

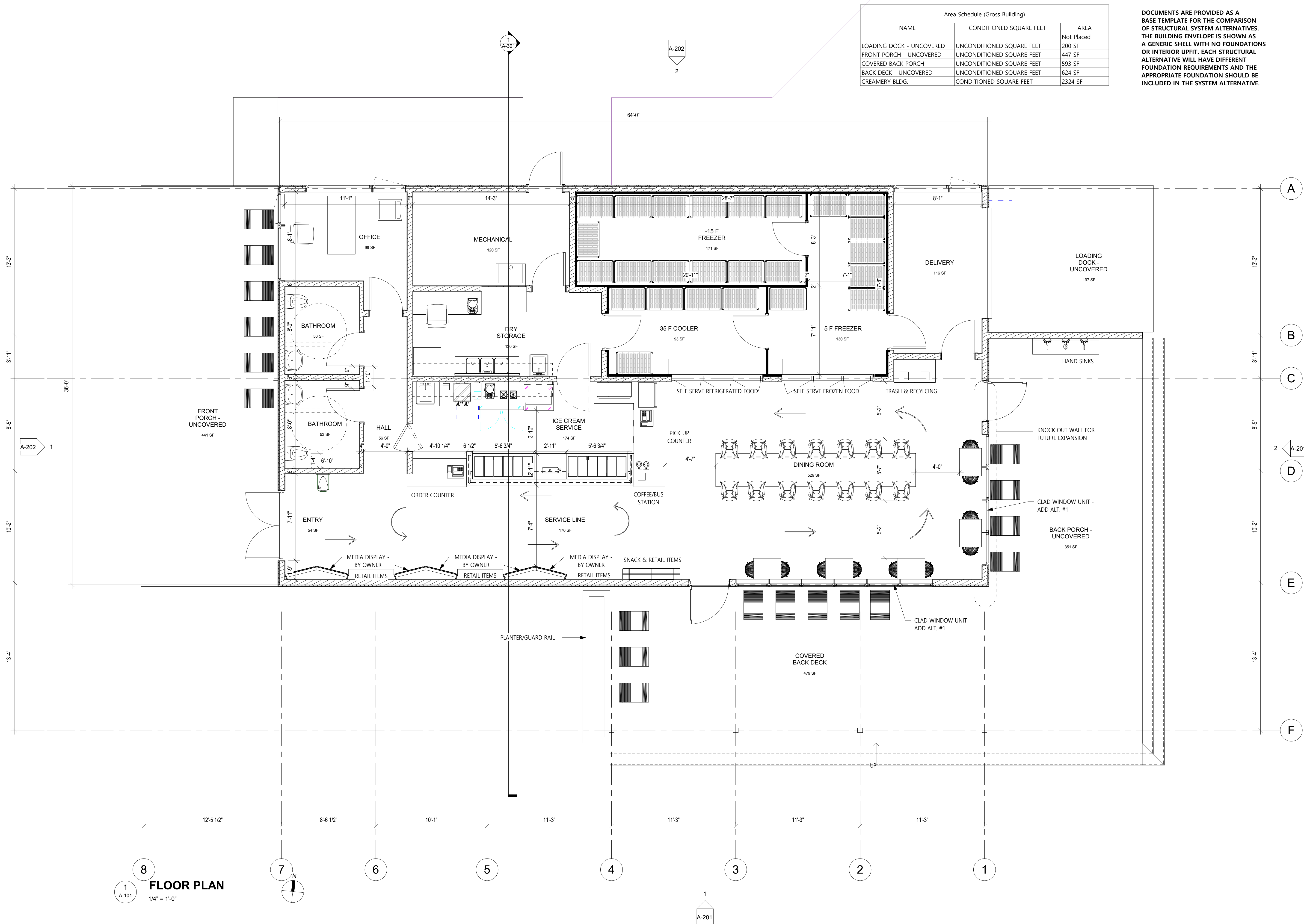
SCHEMATIC DESIGN

**C-001**



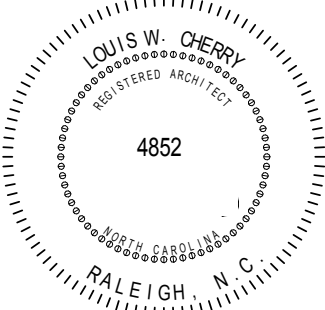


10/19/2018 3:52:47 PM



Area Schedule (Gross Building)		
NAME	CONDITIONED SQUARE FEET	AREA
LOADING DOCK - UNCOVERED	UNCONDITIONED SQUARE FEET	200 SF
FRONT PORCH - UNCOVERED	UNCONDITIONED SQUARE FEET	447 SF
COVERED BACK PORCH	UNCONDITIONED SQUARE FEET	593 SF
BACK DECK - UNCOVERED	UNCONDITIONED SQUARE FEET	624 SF
CREAMERY BLDG.	CONDITIONED SQUARE FEET	2324 SF

DOCUMENTS ARE PROVIDED AS A  
BASE TEMPLATE FOR THE COMPARISON  
OF STRUCTURAL SYSTEM ALTERNATIVES.  
THE BUILDING ENVELOPE IS SHOWN AS  
A GENERIC SHELL WITH NO FOUNDATIONS  
OR INTERIOR UPFIT. EACH STRUCTURAL  
ALTERNATIVE WILL HAVE DIFFERENT  
FOUNDATION REQUIREMENTS AND THE  
APPROPRIATE FOUNDATION SHOULD BE  
INCLUDED IN THE SYSTEM ALTERNATIVE.



LOUIS CHERRY ARCHITECTURE  
Registered Architectural Corporation  
North Carolina

OWNER  
NCSU Dairy Sciences

Structural Engineer

PME ENGINEER  
Sigma Engineered Solutions

CIVIL ENGINEER  
CLH Design  
400 Ragency Forest Drive,  
Suite 120 Cary, NC  
919-319-6716 Ragency Forest  
Drive, Suite 120 Cary,  
NC 27518  
LANDSCAPE ARCHITECT

CLH Design  
400 Ragency Forest Drive, Suite  
120 Cary, NC 27518  
919-319-6716 Ragency Forest Drive, Suite  
120 Cary, NC 27518

## Creamery Cafe and Education Center

3437 Lake Wheeler Rd  
Raleigh, NC

SHEET ISSUE 09/28/18  
REISSUE

PHASE:

CHECKED BY:

APPROVED BY:

PROJECT NO.: Project Number

FIRST FLOOR PLAN

A-101



LOUIS CHERRY  
ARCHITECTURE

LOUIS CHERRY, FAIA  
222 N. BLOODWORTH STREET,  
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919.971.2299  
LOUIS@LOUISCHERRY.COM



LOUIS CHERRY ARCHITECTURE  
Registered Architectural Corporation  
North Carolina

OWNER  
NCSU Dairy Sciences

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120 Cary, NC 27518  
919-319-6716

LANDSCAPE ARCHITECT  
CLH Design  
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120 Cary, NC 27518  
919-319-6716

Creamery Cafe and  
Education Center  
3437 Lake Wheeler Rd  
Raleigh, NC

SHEET ISSUE 05/26/16  
REISSUE

PHASE:

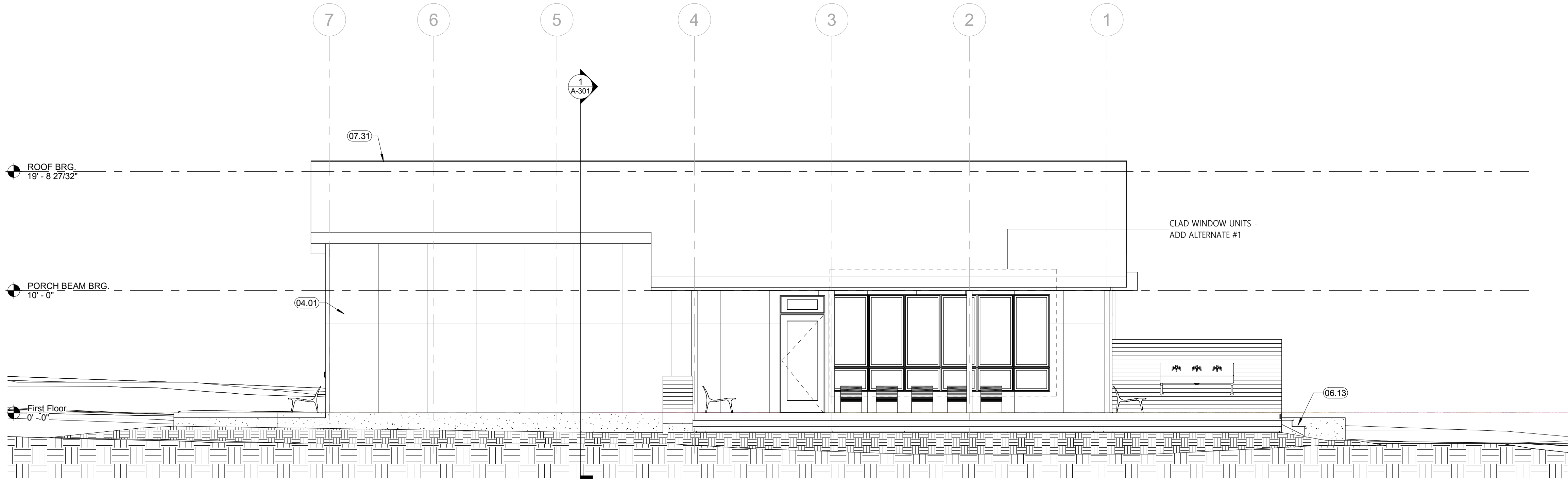
CHECKED BY:

APPROVED BY:

PROJECT NO.: Project Number

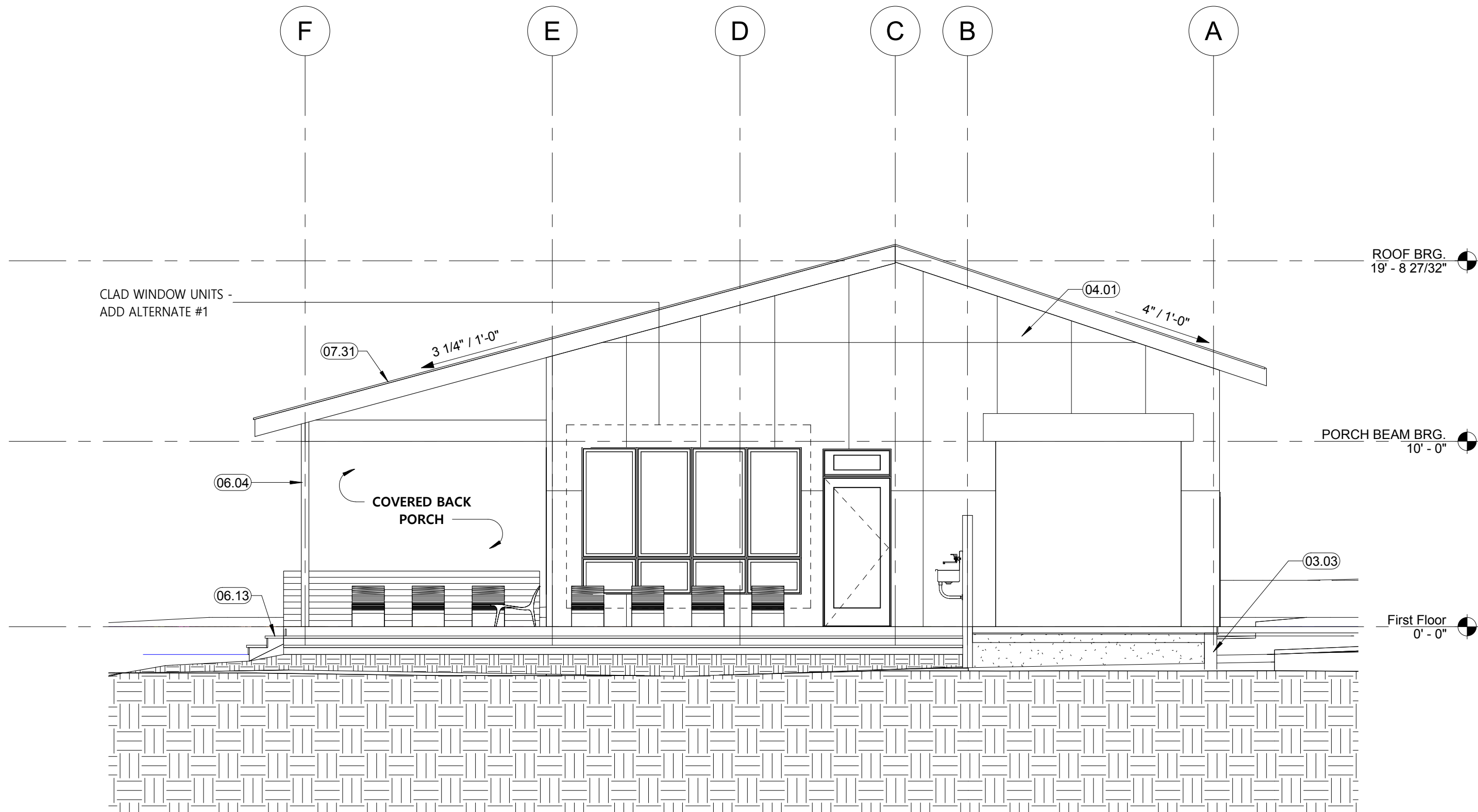
EXTERIOR ELEVATIONS

A-201



1 SOUTH ELEVATION  
A-201 3/16" = 1'-0"

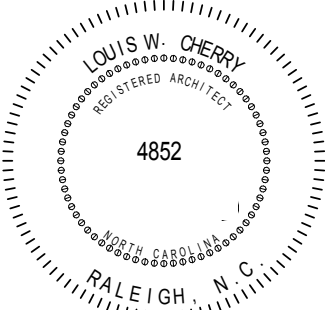
EXTERIOR MATERIALS KEYNOTES	
KEYNOTE NUMBER	DESCRIPTION
03.03	CONCRETE FOUNDATION WALL
04.01	FIBER CEMENT WALL PANELS
06.04	TIMBER POST
06.09	1X4 WOOD SHIPLAP
06.13	WOOD DECK - PRESSURE TREATED PINE
07.31	ASPHALT SHINGLES
08.01	ALUM. CLAD WOOD WINDOWS - TYP. ALL OPERABLE WINDOWS



2 EAST ELEVATION  
A-201 3/16" = 1'-0"

LOUIS CHERRY  
ARCHITECTURE

LOUIS CHERRY, FAIA  
222 N. BLOODWORTH STREET,  
RALEIGH, NORTH CAROLINA 27601  
919.971.2299  
LOUIS@LOUISCHERRY.COM



LOUIS CHERRY ARCHITECTURE  
Registered Architectural Corporation  
North Carolina

OWNER  
NCSU Dairy Sciences

Structural Engineer

PME ENGINEER  
Sigma Engineered Solutions

CIVIL ENGINEER  
CLH Design  
400 Rgency Forest Drive,  
Suite 120 Cary, NC  
919-319-6716 Rgency Forest  
Drive, Suite 120 Cary,  
NC 27518  
LANDSCAPE ARCHITECT  
CLH Design  
400 Rgency Forest Drive, Suite  
120 Cary, NC 27518  
919-319-6716 Rrest Drive, Suite  
120 Cary, NC 27518

Creamery Cafe and  
Education Center

3437 Lake Wheeler Rd  
Raleigh, NC

SHEET ISSUE 10/08/18  
REISSUE

PHASE:

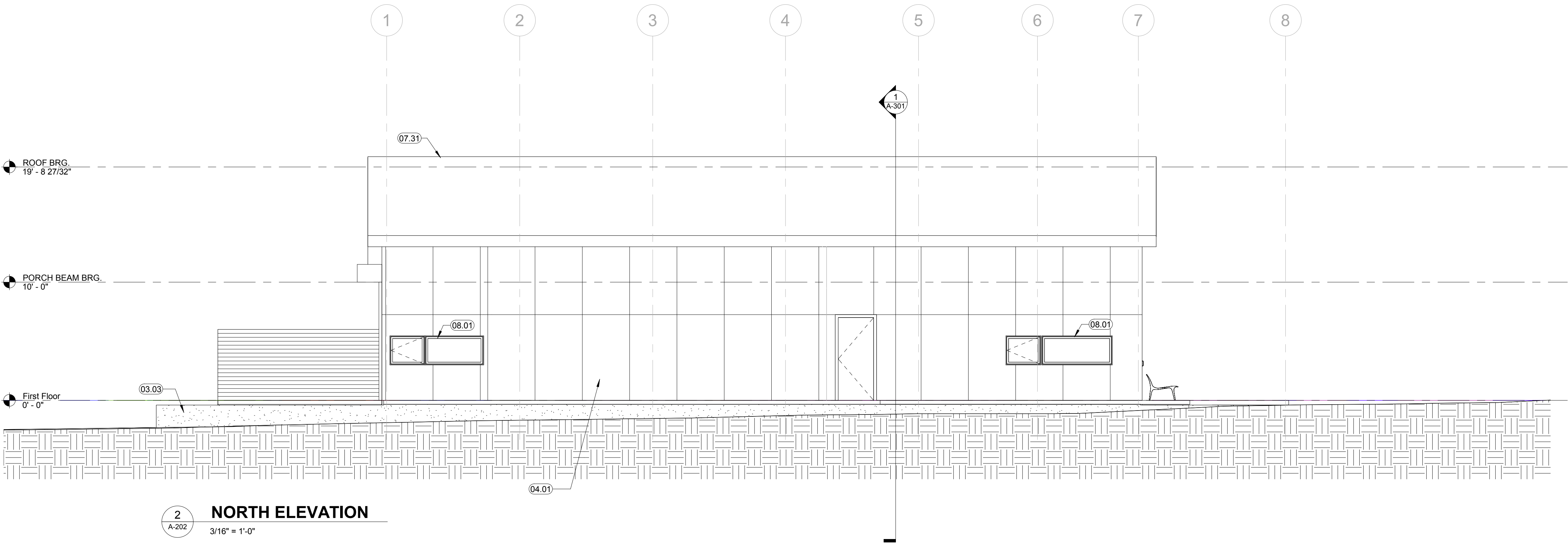
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APPROVED BY:

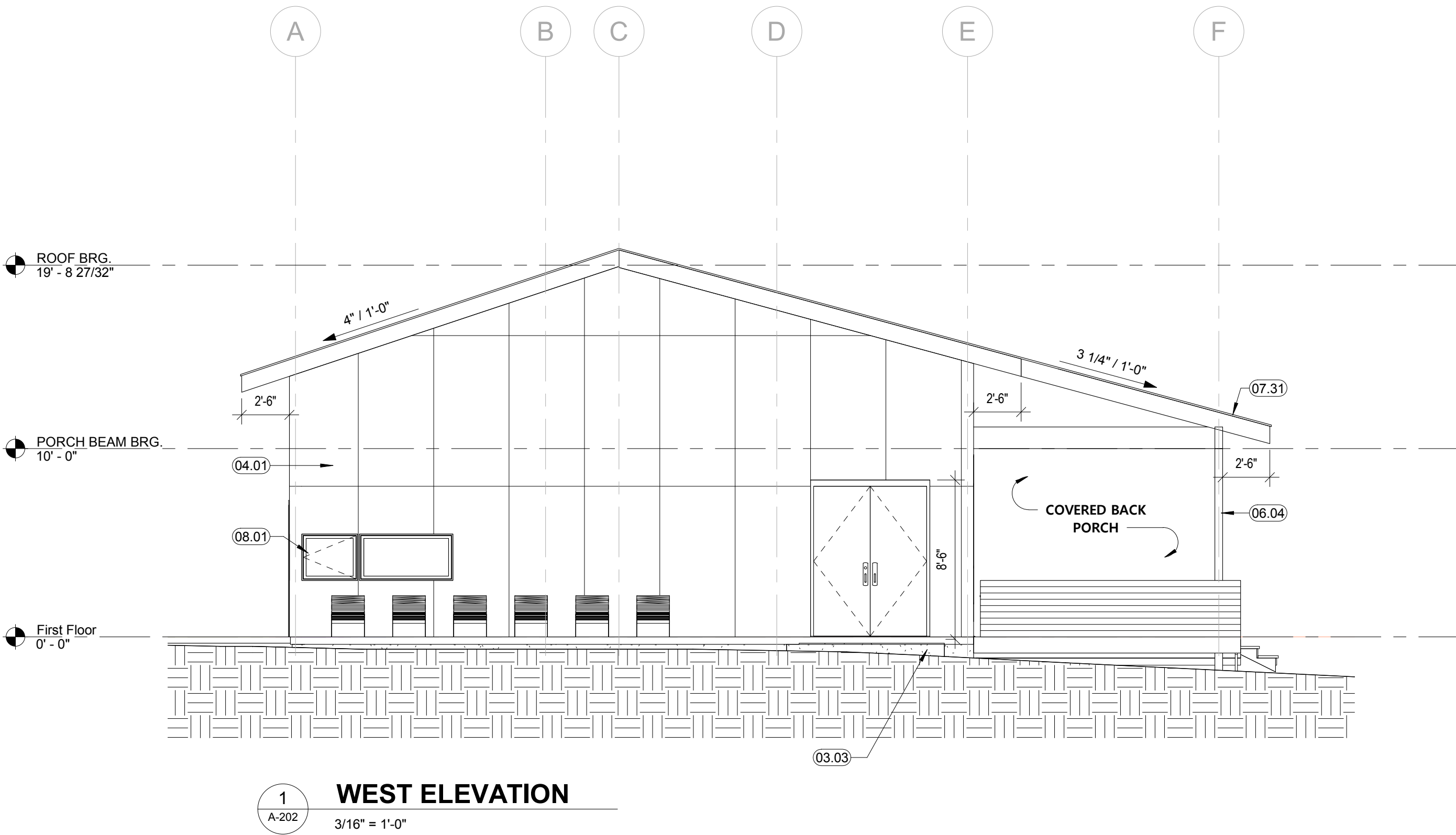
PROJECT NO.: Project Number

EXTERIOR ELEVATIONS

A-202



EXTERIOR MATERIALS KEYNOTES	
KEYNOTE NUMBER	DESCRIPTION
03.03	CONCRETE FOUNDATION WALL
04.01	FIBER CEMENT WALL PANELS
06.04	TIMBER POST
06.09	1X4 WOOD SHIPLAP
06.13	WOOD DECK - PRESSURE TREATED PINE
07.31	ASPHALT SHINGLES
08.01	ALUM. CLAD WOOD WINDOWS - TYP. ALL OPERABLE WINDOWS







VIEW OF SOUTH/WEST ELEVATION





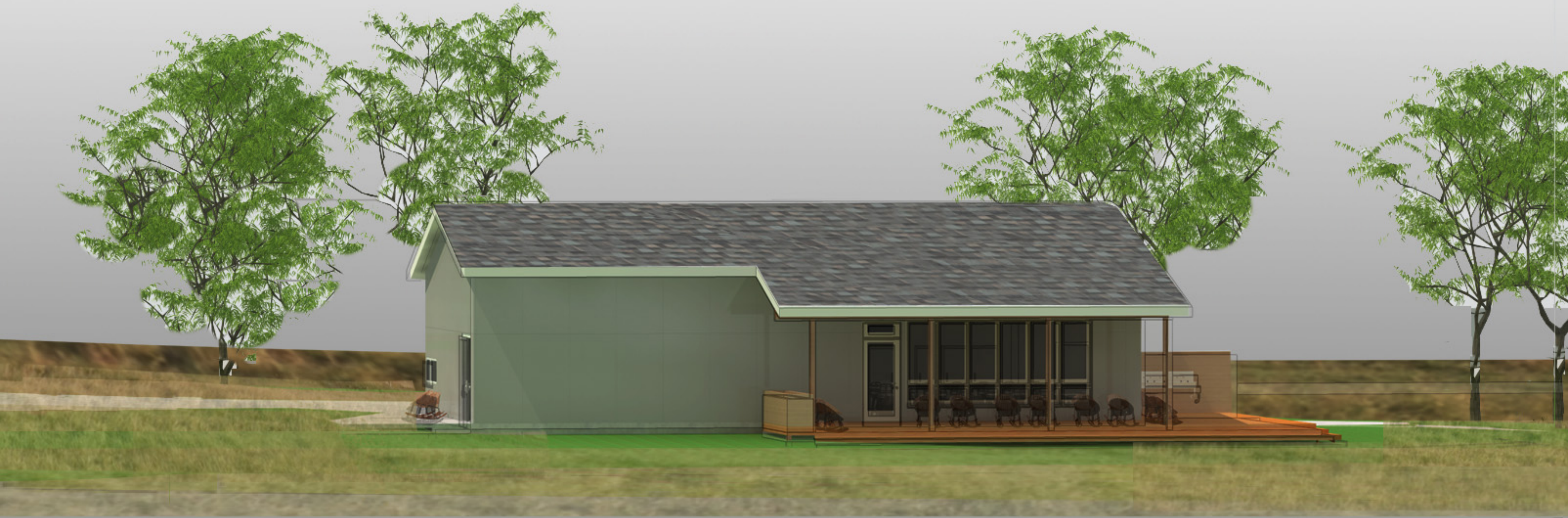
VIEW OF NORTH/WEST ELEVATION





VIEW OF NORTH/EAST ELEVATION







**Approval of Plans and Specifications of Formal Projects  
\$2,000,000 or Less**

**Note:** The projects below are submitted to the Board of Trustees Buildings and Property Committee for formal acceptance of plans and specifications. This listing represents projects received since the September 20, 2018 meeting.

<b><u>Project</u></b>	<b><u>Construction Estimate</u></b>
<b>Centennial Campus</b> Project # 201620008 Exterior Lighting LED Conversion Designer: Dewberry Design Build Raleigh, North Carolina Fund Source: University Trust Funds	<b>\$ 1,268,479</b>
<b>Talley Student Union</b> Project # 201720087 Rigging Replacement Stewart Theatre Designer: Huffman Architects PA Raleigh, North Carolina Fund Source: NC Arts Trust Funds	<b>\$ 1,032,091</b>
<b>Price Music Hall</b> Project # 201720105 HVAC Renovations Designer: Sud Associates, PA Durham, North Carolina Fund Source: NC Arts Trust Funds	<b>\$ 920,660</b>
<b>Wendell H. Murphy Football Center</b> Project # 201620022 Murphy Sports Medicine Designer: Davis Kane Architects, PA Raleigh, North Carolina Fund Source: Athletics Trust Funds	<b>\$ 863,000</b>
<b>Centennial Campus</b> Project # 201820014 Fuel Oil Tank Expansion Designer: RMF Engineering, Inc. Durham, North Carolina Fund Source: Energy Savings Carry Forward	<b>\$ 800,000</b>

**Approval of Plans and Specifications of Formal Projects  
\$2,000,000 or Less**

<b>Avent Ferry Complex E, F, &amp; G</b>	<b>\$ 450,000</b>
Project # 201820034	
Renovate Plumbing	
Designer: McKim & Creed	
Raleigh, North Carolina	
Fund Source: Housing Trust Funds	

Capital Projects at a Glance  
as of September 30, 2018

NORTH CAROLINA STATE UNIVERSITY						
	Bid 2018					
	Bid 2019					
	In Construction					
	Complete					
Code/Item	Project Name		Bid	Expected Acceptance	Total Project Budget	Remarks
41524 314	Centennial Campus Utility Infrastructure	Design	8/28/18	4/24/20	\$9.6M	Awaiting Award
41524 338	Dabney Hall HVAC and METRIC	Design	10/2/18	11/4/19	\$4.5M	Insufficient bids; Readvertise
41724-317	Fuel Oil Tank Expansion	Design	11/9/18	6/18/19	\$825K	CD Review Underway
41624 310	Exterior Lighting LED Conversion	Design	11/30/18	4/15/19	\$1.5M	CD Production Underway
41624-316	Murphy Center Sports Medicine	Design	12/9/18	6/17/19	\$1.0M	CD Review Underway
41724 305	Rigging Replacement Stewart Theatre	Design	12/13/18	8/16/19	\$1.1M	Awaiting Full Funding approval
41724 310	Price Music HVAC Renovations	Design	1/28/19	8/10/19	\$975K	CD Production Underway
41624 331	B104 Lab Renovation, CVM Main Building	Design	2/4/19	9/1/19	\$2.0M	CD Review Underway
41724 316	Steam Repairs Phase 8C	Design	2/14/19	10/23/20	\$1.8M	CD Production Underway
41624 311	DH Hill Academic Success Center	Design	2/18/19	5/7/20	\$14.2M	DD Review Underway
41724 308	Creamery Café & Education Center	Design	3/20/19	11/16/19	\$1.2M	SD/DD Production Underway
41524 314	Plant Sciences Building	Design	4/25/19	2/10/22	\$150.6M	CD Production Underway
41724 306	Equine Isolation Unit - CVM	Design	5/27/19	1/8/20	\$1.0M	On Hold Pending CVM Decisions
41624 312	Bureau of Mines Renovation	Design	7/10/19	8/6/20	\$6M	SD/DD Production Underway
41724 313	Renovation of Memorial Belltower	Design	11/8/19	12/18/20	\$6.5M	Contract Execution
41424 307	Patterson Business Center Renovation	Construction		9/14/18	\$3.0M	99% Construction Complete
41624 325	Steam Tunnel Structure Repairs-Main Campus	Construction		10/11/18	\$950K	75% Construction Complete
41624 328	Daniels Hall Roof Replacement	Construction		10/12/18	\$1.0M	95% Construction Complete
41424 310	CBC Chiller Plant Expansion	Construction		11/21/18	\$4.98M	94% Construction Complete
41424 314	CC Thermal Utilities & Infrastructure (CTI, COT & MRC)	Construction		11/30/18	\$12.975M	94% Construction Complete
41524 341	Scott Hall HVAC Upgrades	Construction		12/14/18	\$750K	60% Construction Complete
41524 339	Murphy Center Broadcast Studio	Construction		12/16/18	\$5.6M	50% Construction Complete
41624 339	DH Hill & Poe Waterproofing	Construction		12/18/18	725K	0% Construction Complete
41324 357	North & Central Electrical Distribution - Phase 1	Construction		12/21/18	\$4.1M	50% Construction Complete
41224 370	Energy Performance Contracting #4, CCUP Cogen	Construction		12/21/18	\$20.2M	90% Construction Complete
41524 340	Dearstyne Entomology and Avian HVAC Upgrades	Construction		12/28/18	\$1.5M	20% Construction Complete
41524-337	Carbon Electronics Cluster Lab Renovations	Construction		1/7/19	\$1.3M	2% Construction Complete
41524 336	Reedy Creek Equine Farm	Construction		2/14/19	\$3.0M	45% Construction Complete
41224 352	Centennial Campus Substation Expansion-Phase 1 & 2	Construction		4/1/19	\$7.3M	85% Construction Complete
41724 311	ES King Village Roof Replacements - Ph 3	Construction		7/12/19	\$1.37M	12% Construction Complete
41624 318	Greek Village Phase 3 Infrastructure	Construction		8/16/19	\$5.5M	32% Construction Complete
41524 313	Engineering Building Oval	Construction		6/30/20	\$137M	18% Construction Complete
41624 302	Carmichael Renovation & Expansion	Construction		7/31/20	\$45M	12% Construction Complete



STATUS OF PROJECTS IN PLANNING  
Trustees' Buildings and Property Committee  
and Campus Design Review Panel

SUBMITTAL NUMBER	PROJECT NAME	SCOPE	DESIGNER		TRUSTEE'S BPC SITE SELECTION		CAMPUS DESIGN REVIEW PANEL		TRUSTEE'S BPC REVIEW		PLAN	CONSTRUCTION	DURATION
			FIRM NAME	DATE SELECTED	REVIEW	APPROVAL	REVIEW	RECOMMENDATION	REVIEW	APPROVAL		ESTIMATED START	ESTIMATED COMPLETION
155	Alpha Delta Pi House	\$5,500,000	Cline Design	Spring 2018	11/15/18		9/26/18	9/26/18	11/15/18			Spring, 2020	May, 2021
156	Lake Wheeler Road Creamery	\$1,248,870	Muter Construction (w/ Louis Cherry Architecture)	5/10/18	11/15/18		10/31/18		11/15/18			February, 2019	October, 2019
157	Academic Success Center	\$14,234,213	Lord Aeck Sargent	2/24/17	NA		10/31/18		2/21/19			May, 2019	June, 2020
	Upcoming Projects												
	Student Housing Master Plan	\$250,000	LS3P Associates, Ltd.	4/13/18			1/30/19					NA	NA
	Belltower Restoration	\$6,028,971	New Atlantic Contracting (w/ Walter Robbs Architecture)	5/24/18	2/21/19		11/28/18		2/21/19			November, 2019	December, 2020
	Bureau of Mines Renovation	\$6,000,000	Clearscapes Architecture + Art	02/13/17			11/28/18					July, 2019	August, 2020
	Approved Projects												
148	Carmichael Gym Addition & Renovation	\$45,000,000	CRA Associates, Inc.	11/05/16	9/21/17	9/21/17	10/25/17 7/26/2017	10/25/17	11/16/17	11/16/17		November, 2018	August, 2020
007	The Shores Residential Project - Phase I	\$25,000,000	White Oak Properties J Davis Architects			2/18/99	4/26/00 3/22/00 2/1/00	8/29/07 4/26/00	2/17/00 4/15/99	4/27/00		July, 2015	December, 2019
137	Sigma Phi Epsilon House	\$3,000,000	Hager Smith	2012	9/10/15		9/30/15 7/29/15	9/30/15 7/29/15	11/12/15 9/10/15			Summer 2017	Fall, 2019
140	Centennial Campus Utility Plant (Cogeneration and Building Addition)	\$18,226,054	AEI and Flad	4/19/13	NA		2/24/16	2/24/16	NA			March, 2017	December, 2018
143	Lambda Chi House	\$4,600,000	Carl Winstead, AIA	June, 2015	2/16/17	2/16/17	11/30/16	11/30/16	2/16/17	2/16/17/		June, 2017	Fall, 2020
144	Delta Zeta House	\$4,600,000	Carl Winstead, AIA	May, 2015	2/16/17	2/16/17	11/30/16	12/19/16	2/16/17	2/16/17		June, 2017	Fall, 2019
145	Reedy Creek Equine Farm Therio Phase A	\$2,400,000	Szotak Design, Inc.	8/22/16	4/20/17		1/25/17	1/25/17	4/20/17			April, 2018	January, 2019
150	Case Academic Dining Addition	\$1,999,000	RND Architects	08/24/16	9/21/17	9/21/17	7/26/17	7/26/17	9/21/17	9/21/17		April, 2018	August, 2019
146	Engineering Building Oval	\$154,000,000	Clark Nexsen	11/18/08	4/20/17	4/20/17	7/26/17 3/29/17	7/26/17	9/21/17	9/21/17		March, 2018	June, 2020
149	Thermal Energy Storage	\$9,600,000	RMF Engineering	10/14/16	9/21/17	9/21/17	5/31/17	5/31/17	9/21/17	9/21/17		January, 2018	December, 2018
151	Plant Sciences Building	\$160,200,000	Flad Architects	09/15/16	2/15/18	2/15/18	3/23/18 1/31/2018	3/23/18	04/19/18 2/15/2018	4/19/18		July, 2019	December, 2021
152	Kappa Alpha Theta House	\$5,500,000	Cline Design	June, 2017	4/19/18	4/19/18	3/28/18	3/23/18	4/19/18	4/19/18		Spring, 2019	June, 2020

**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY  
AGENDA**

**University Advancement and External Affairs Committee  
1:15 p.m. – 3:00 p.m., November 15, 2018  
Chancellor's Conference Room – Holladay Hall**

**Stan Kelly, Chair  
Members: Chip Andrews, Wendell Murphy,  
Dewayne Washington, Ed Weisiger, Jr.**

**CALL TO ORDER**

Stan Kelly, Chair of Committee

**ROLL CALL**

Stan Kelly, Chair of Committee

**READING OF STATE GOVERNMENT ETHICS ACT CONFLICT OF INTEREST STATEMENT**

Stan Kelly, Chair of Committee

- |   |  |
|---|--|
| <b>1. CONSENT AGENDA</b><br>Approval of September 20, 2018 Minutes  | <b>TAB 6.1</b><br>6.1A                             |
| <br>  |  |
| <b>2. INFORMATIONAL REPORTS</b><br><br>A. University Advancement Update<br><i>Brian Sischo, Vice Chancellor, University Advancement</i><br><br>B. Fundraising and Campaign Report<br><i>Jim Broschart, Associate Vice Chancellor, University Development</i><br><br>C. Advancement Services Update and Dashboards Overview<br><i>Kushal Dasgupta, Associate Vice Chancellor, Advancement Services</i> | <b>TAB 6.2</b><br><br>6.2A<br><br>6.2B<br><br>6.2C |
| <br>  |  |
| <b>3. COMMITTEE DISCUSSION</b><br><br>A. Naming Opportunity Proposals<br><i>Jim Broschart, Associate Vice Chancellor, University Development</i>  | <b>TAB 6.3</b><br><br>6.3A                         |

<b>4.</b>	<b>CLOSED SESSION</b>	<b>TAB 6.4</b>
A.	Approval of September 20, 2018 Closed Session Minutes *	6.4A
✓ B.	Request Approval for Naming Specific University Facilities and Programs	6.4B
✓ C.	Watauga Medal Recommendation	6.4C

**ADJOURN**

\* Committee Approval

✓ Full Board Approval





# **CONSENT AGENDA**

**Approval of September 20, 2018 Minutes**

University Advancement and External Relations Committee  
Board of Trustees  
North Carolina State University  
September 20, 2018

The University Advancement Committee of the Board of Trustees of North Carolina State University met in Open Session at 1:15 p.m. in the Chancellor's Conference Room in Holladay Hall.

Chair Kelly called the session to order and read the State of North Carolina's Government Ethics Act.

Chair Kelly called roll after which he asked Vice Chancellor Brian Sischo to review the committee's plan of work. Following Brian's review of the plan of work, Chair Kelly presented the consent agenda, and the minutes from the April 19, 2018 meeting were approved. He then asked Vice Chancellor Sischo to present a University Advancement update. Brian shared highlights from fiscal year 2018, which included the second highest fundraising total with \$216 million dollars; our highest ever total of cash receipts at \$165 million dollars; the largest individual gift to name a building on campus, Fitts-Woolard Hall; that online gifts exceeded \$2 million dollars for the first time; and we had the largest number of both faculty/staff and student donors, reflecting that our Culture of Philanthropy is truly taking root.

Brian then reported that the Alumni Association continues to grow exponentially, having realized 444 new lifetime members and a 20% growth in membership since 2012; that during the last year, our university website garnered over 80 thousand visits and had 30 million impressions; that Advancement Services reports that the number of new gift agreements processed was up 75%; and that through our newly established Talent Management office, we are working smart to recruit and retain top advancement staff.

Next, Jim Broschart presented a campaign and fundraising update, stating that we're focusing on forecasting our fundraising potential. He shared that at nearly 86% of the campaign goal achieved, most of our units are right on track toward their individual campaign goals and that we're working to develop and implement strategies to ensure that all units are successful. Jim explained that the idea is to try to forecast based on the variables that impact campaign success, using conservative, moderate and aggressive approaches. Jim next shared that he's working with Deans to set stretch goals, with Advancement Services to fine tune forecasting, and partnering with each of the Development units to build fundraising capacity.

Jim then presented six naming opportunity proposals totaling approximately \$100 million dollars in gift potential, including a naming gift proposal for the College of Textiles; naming opportunities for the Plant Sciences Initiative Building in CALS; naming opportunities for the Equine Reproduction Facility and the South Theatre in Vet Med; and two naming opportunities for the Broadcast and Production Center in Athletics; all six were approved.

The committee then moved to go into closed session to review naming proposals and when completed, returned to open session, where Brian Sischo and representatives from the strategic planning firm, Credo, presented on the University Advancement Roadmapping Project. Following the Credo presentation and with no further business, the meeting was adjourned.

Respectfully submitted,

Stan Kelly  
Chair



# **INFORMATIONAL REPORTS**

**University Advancement Update**

**Fundraising and Campaign Report**

**Advancement Services Update and  
Dashboards Overview**





**NC STATE**

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# **FY19 Development Activity Reports**

September 30, 2018

Office	FTE	Visits Count	Discovery Qualifications Count	Major Asks Count	Total Asked Amount	Number of Closed Asks Count	Total Granted Amount
CEN	8.85	172	120	48	\$47,445,205	24	\$10,036,449
CALS	7	130	14	31	\$5,018,000	7	\$210,000
CHASS	2.5	17	6	3	\$180,000	1	\$50,000
CNR	2	33	10	3	\$675,000	1	\$25,000
COS	1.5	26	3	4	\$600,000	4	\$4,721,000
DES	1.08	20	2	2	\$265,000	5	\$428,396
DSA	2	28	10	4	\$375,000	1	\$250,000
EDU	1	4	1	2	\$150,000	2	\$37,500
ENG	5.5	126	24	13	\$7,730,000	14	\$3,048,844
KI	1	4		3	\$225,000	1	\$25,000
LIB	1.5	24	5	3	\$200,000	3	\$117,422
Provost: IEI/Shelton	1	28	6	8			
PCOM	2.75	78	12	5	\$625,000	6	\$298,000
TEX	1.75	41	1	10	\$40,350,000	3	\$640,000
VTM	2.25	31	6	15	\$3,265,000	14	\$5,801,845
Wolfpack Club	3.3	68	27	32	\$9,635,000	15	\$3,385,000

\*Outcomes do not include administratively qualified, transfers or in process outcomes

- Goals are self-reported
- Outcomes do not include administratively qualified, transfers or in process qualifications.
- Highlighted data indicates goal met for year to date
- Italics indicates no longer in this role.

Office	Last Name	FTE	Visits		Discovery		Major & PG Ask			Major & PG Closed	
			Count	Goal*	Count	Goal*	Count	Goal*	Amount	Count	Amount
ADV	Sischo	50%	8				9		\$41,566,000	2	\$2,000,000
	Walker	15%	4		1						
CEN	Compton	15%									
	Manshack	50%	7	96		36	1	9	\$100,000	1	\$116,000
	Price	100%	22	144	22	36	4	10	\$225,000	2	\$15,000
	Ricciardi	5%					1		\$200,000		
	Royer	100%	7	144	23	36	6	10	\$445,105	4	\$265,760
	Taylor	75%	26	108	3	12	4	18	\$750,000	2	\$400,000
	Wilkerson	100%	10	144	3	36	2	8	\$35,050,000	1	\$50,000
	Welch	100%	59	55	62		9		\$2,075,100	2	\$22,500
CENCF	Evelhoch	25%	3	12		0		5			
	McLaren	100%	12							2	\$141,000
CENCP	Masich	50%	14		6		10		\$3,684,000	8	\$6,717,813
	Miller	100%					1		\$200,000	1	\$421,845
CALs	Anderson	100%	19	144	2	24		18			
	Cammarene-Wessel	50%	14	144	2	36	13	20	\$1,572,000	2	\$75,000
	Colby	100%	23	72		12	1	9	\$30,000		
	Kennel	25%					1		\$200,000		
	Maxwell	75%	1	168	1	24	4	18	\$100,000	1	\$25,000
	Murphy	100%	24	144		36	3	18	\$1,279,000	1	\$20,000
	Stewart	75%		144		36	1	12	\$1,500,000		
	Teague	100%	28	144	3	48	5	16	\$1,712,000	2	\$60,000
	Thornton	75%	21	144	6	48	3	10	\$225,000	2	\$50,000
CHASS	Engler	50%	1	72	1	24		7			
	Knight	100%	9	120	3	144	1	2	\$50,000		
	Orbin	100%	7	120	2	120	2	11	\$130,000	1	\$50,000



Office	Last Name	FTE	Visits		Discovery		Major & PG Ask			Major & PG Closed	
			Count	Goal*	Count	Goal*	Count	Goal*	Amount	Count	Amount
CNR	De Fuenmayor	75%	11	120		24	2	10	\$575,000	1	\$25,000
	Piercy	25%	2	36	1	12		6			
	Viets	100%	20	156	9	60	1	12	\$100,000		
COS	Matthews	50%	13	96	1	6	2	18	\$450,000	3	\$171,000
	Thompson	100%	13	144	2	60	2	6	\$150,000	1	\$4,550,000
DES	Driscoll	75%	14	120	2	36	2	18	\$100,000	3	\$213,210
	Hage	33%	6								
DSA	Orr	75%	14	108	1	24	3	9	\$300,000		
	Peterson	50%	11	72	2	12	1	6	\$75,000	1	\$250,000
	Seltzer	75%	3	96	7	48		8			
EDU	Friedrick	100%	4	144	1	36	2	15	\$150,000	2	\$37,500
ENG	Bremer	50%	29	120	3	24	6	10	\$1,281,000	5	\$575,000
	Campbell	50%	16	120	2	24	4	9	\$1,934,000	3	\$1,504,344
	Grady	100%	1	144		36		18			
	Hughes	50%	6	72		0		5		3	\$791,000
	Kremer	100%	22	168	9	60		8			
	Smith	100%	19	144	7	36		12		1	\$50,000
	Walsh	100%	33	156	3	36	3	18	\$215,000		
KI	Vogel	100%	4	96			3	12	\$225,000	1	\$25,000
LIB	Droll	50%	7	60		12	3	12	\$200,000	2	\$97,422
	Morrison	100%	17	84	5	36		6		1	\$20,000
Provost Office/	Reevy	100%	28	156	6	30	8		\$1,858,450	1	\$25,000
PCOM	Manning	100%	24		4					3	\$90,000
	Reid	75%	23	60	2	12	1	12	\$250,000	1	\$116,000
	Stokley	100%	31	144	6	24	4	6	\$625,000	2	\$92,000
TEX	Bhada	75%	19	120	1	24	5	10	\$39,675,000	2	\$590,000
	Ward	100%	22	180		24	5	15	\$36,175,000	2	\$550,000
VTM	Buckles	100%	24	144	6	24	14	18	\$3,240,000	9	\$3,280,000
	Dunning	25%	6	36		24		5		1	\$2,000,000
	Hooper	100%	1	144		24	1	18	\$25,000	4	\$521,845
Volfpack Club**	Bostian	100%	31		12		5		\$750,000	3	\$450,000
	Clark	100%	9	144	4	36	17	19	\$7,550,000	9	\$2,500,000
	Correll	15%	3	72	3	0	3	6	\$410,000	2	\$360,000
	Hull	100%	24	144	8	36	5	19	\$650,000		
	Purcell	15%	1	72		0	2	6	\$2,750,000	1	\$1,500,000

Goals are self-reported  
 Outcomes do not include administratively qualified, transfers or in process qualifications.  
 Highlighted data indicates goal met for year to date  
 Italics indicates no longer in this role.

**NC STATE UNIVERSITY**

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The Campaign for NC State

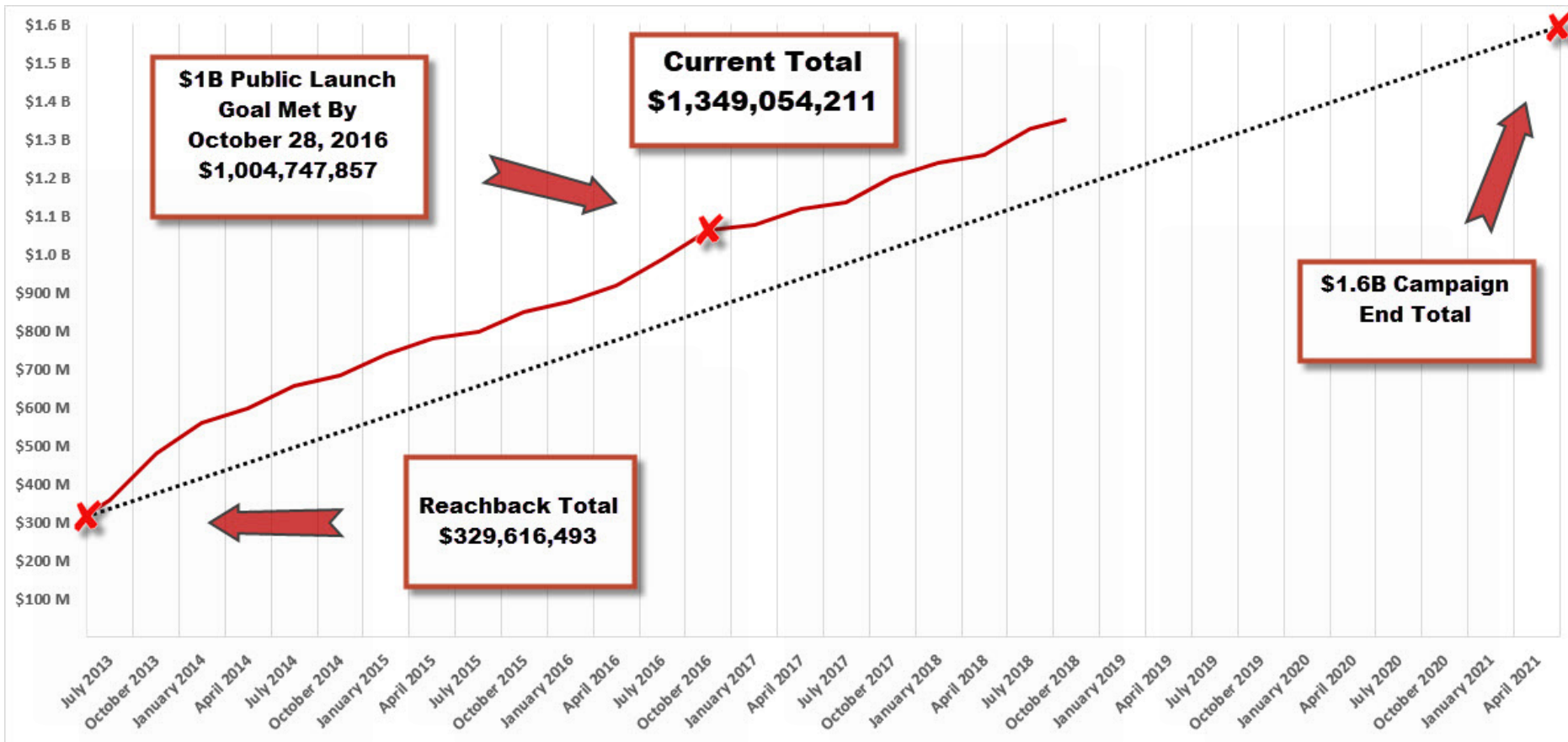
September 30, 2018

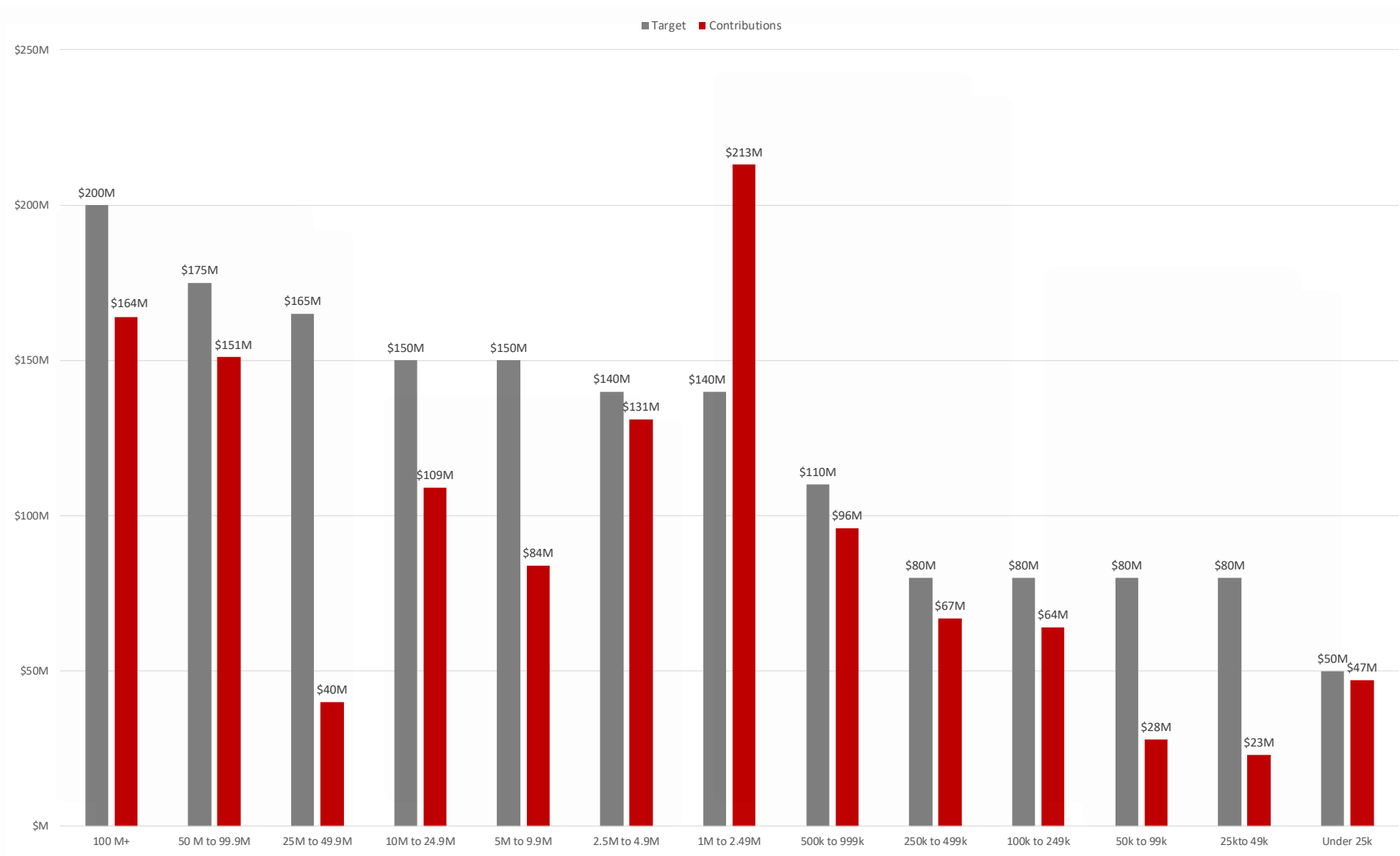


# Campaign Reports

September 30, 2018







GOAL				RAISED TO DATE			YET TO BE RAISED	
Gift Range	# Donors	Dollars	% to Goal	# Donors	Dollars	% to Goal	# Additional Donors	# Additional Dollars
\$100,000,000 or Greater	1	\$200,000,000	13%	1	\$164,487,450	82%	0	\$35,512,550
\$50,000,000 to \$99,999,999	3	\$175,000,000	11%	2	\$151,372,692	86%	1	\$23,627,308
\$25,000,000 to \$49,999,999	6	\$165,000,000	10%	1	\$40,000,000	24%	5	\$125,000,000
\$10,000,000 to \$24,999,999	12	\$150,000,000	9%	6	\$109,327,184	73%	6	\$40,672,816
\$5,000,000 to \$9,999,999	25	\$150,000,000	9%	12	\$83,967,812	56%	13	\$66,032,188
\$2,500,000 to \$4,999,999	50	\$140,000,000	9%	37	\$131,237,868	94%	13	\$8,762,132
\$1,000,000 to \$2,499,999	125	\$140,000,000	9%	139	\$213,191,981	152%	-14	-\$73,191,981
<b>Subtotal</b>	<b>222</b>	<b>\$1,120,000,000</b>	<b>70%</b>	<b>198</b>	<b>\$893,584,988</b>	<b>80%</b>	<b>24</b>	<b>\$226,415,012</b>
\$500,000 to \$999,999	200	\$110,000,000	7%	144	\$96,384,284	88%	56	\$13,615,716
\$250,000 to \$499,999	300	\$80,000,000	5%	199	\$66,889,230	84%	101	\$13,110,770
\$100,000 to \$249,999	600	\$80,000,000	5%	423	\$63,925,801	80%	177	\$16,074,199
\$50,000 to \$99,999	1500	\$80,000,000	5%	431	\$28,461,766	36%	1069	\$51,538,234
\$25,000 to \$49,999	3000	\$80,000,000	5%	718	\$23,377,895	29%	2282	\$56,622,105
Under \$25,000	Many	\$50,000,000	3%	Many*	\$46,829,870	94%	Many	\$3,170,130
<b>Subtotal</b>	<b>5600</b>	<b>\$480,000,000</b>	<b>30%</b>	<b>1915</b>	<b>\$325,868,847</b>	<b>68%</b>	<b>3685</b>	<b>\$154,131,153</b>
<b>Wolfpack Club/Textiles++</b>				**	\$129,600,376			
<b>Campaign Totals</b>	<b>5822</b>	<b>\$1,600,000,000</b>	<b>100%</b>	<b>63282</b>	<b>\$1,349,054,211</b>	<b>84%</b>	<b>3709</b>	<b>\$250,945,789</b>

**Wolfpack Club/Textiles++** information is reflected in the total dollars raised, but not on the the donor level.

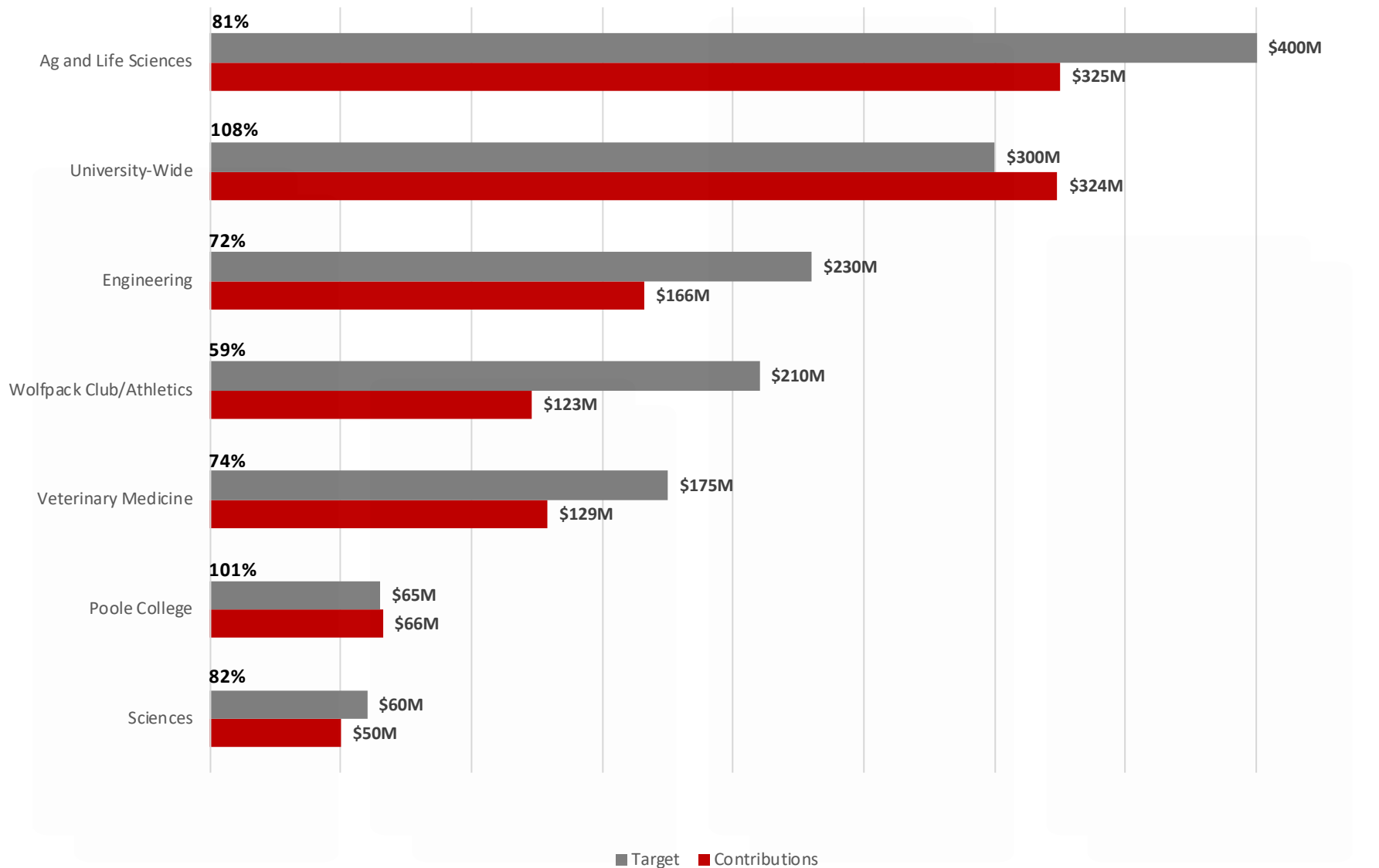
\*\* Excludes WPC/Textiles Transactions processed in Advance.

# Donors is the total number of households and organizations

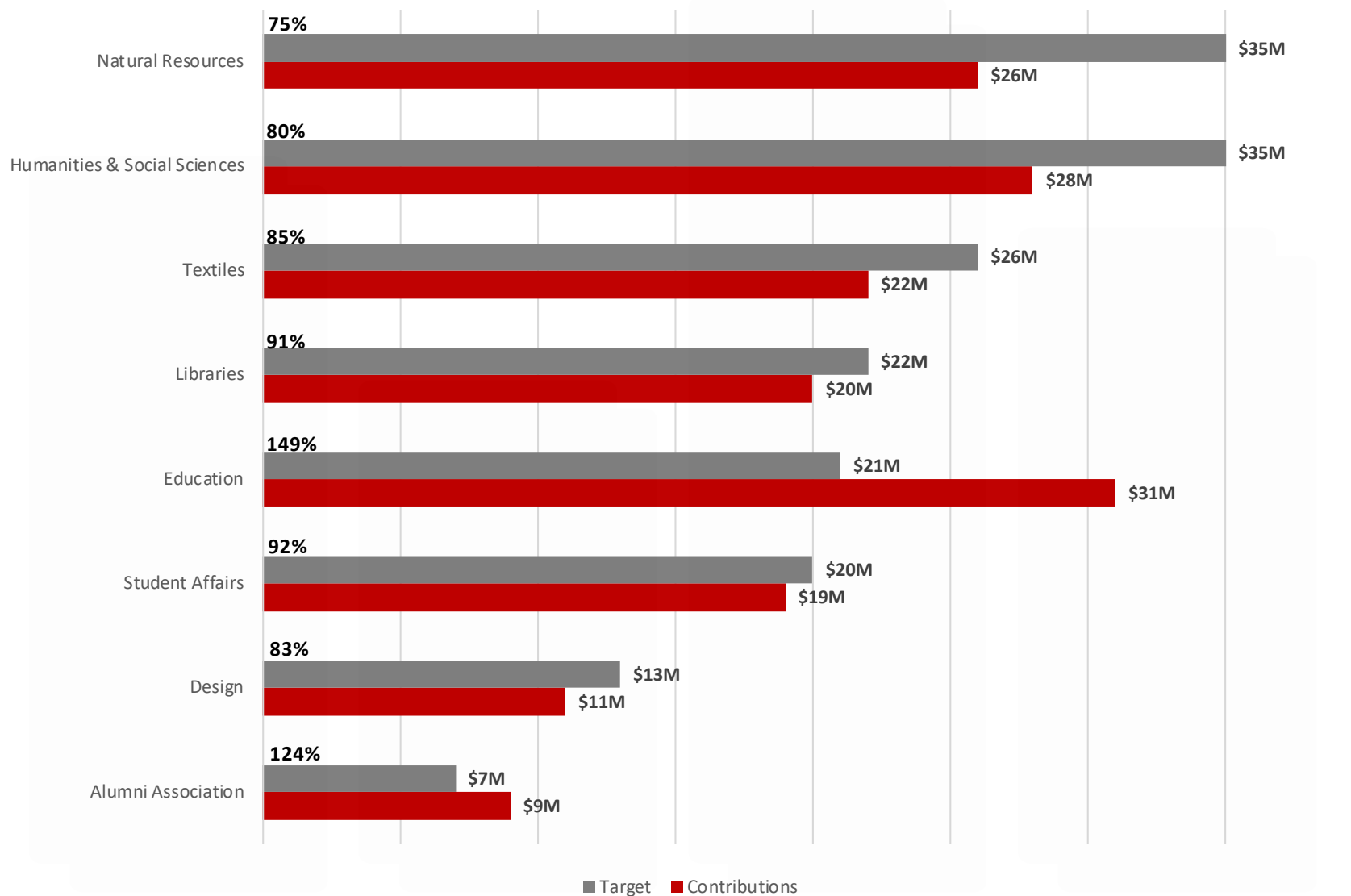
\* 61,169 donors to date



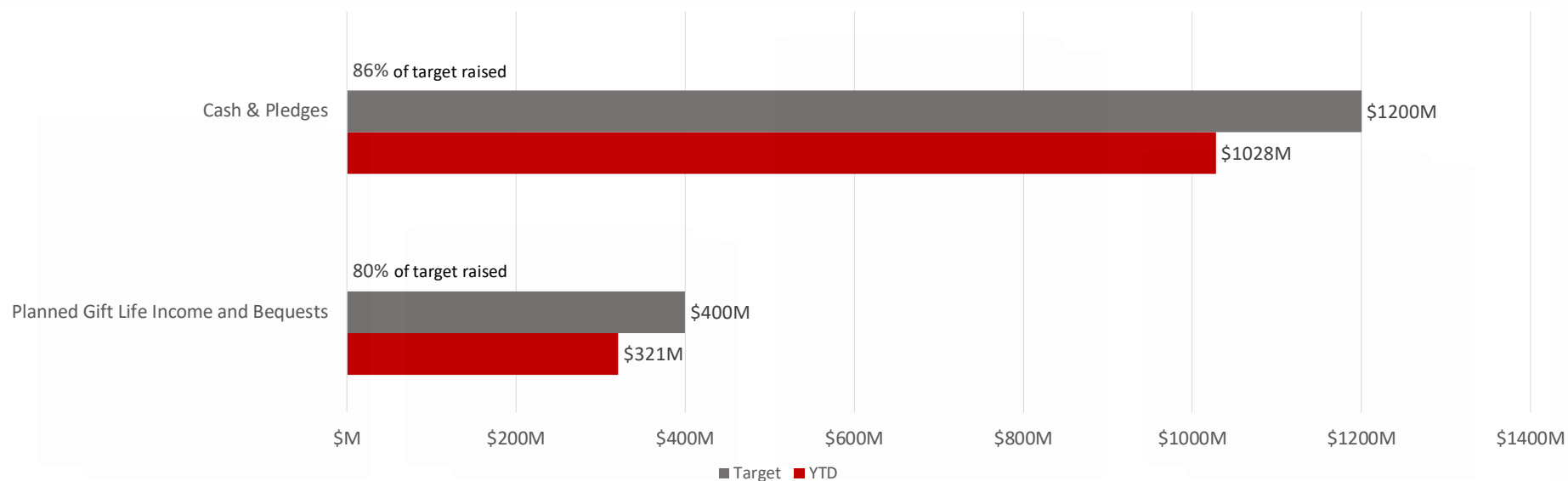
**TARGET \$50M - \$400M**



**TARGET \$5M - \$50M**

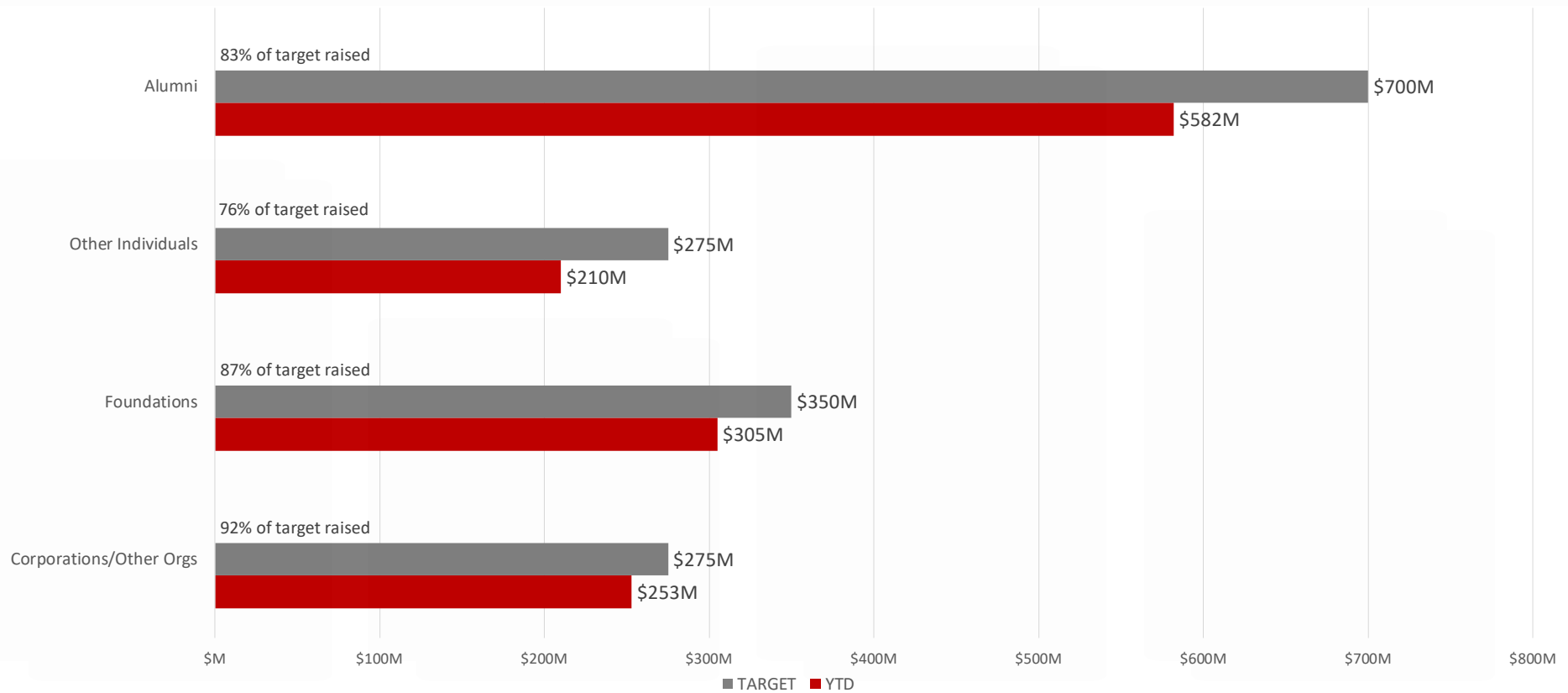


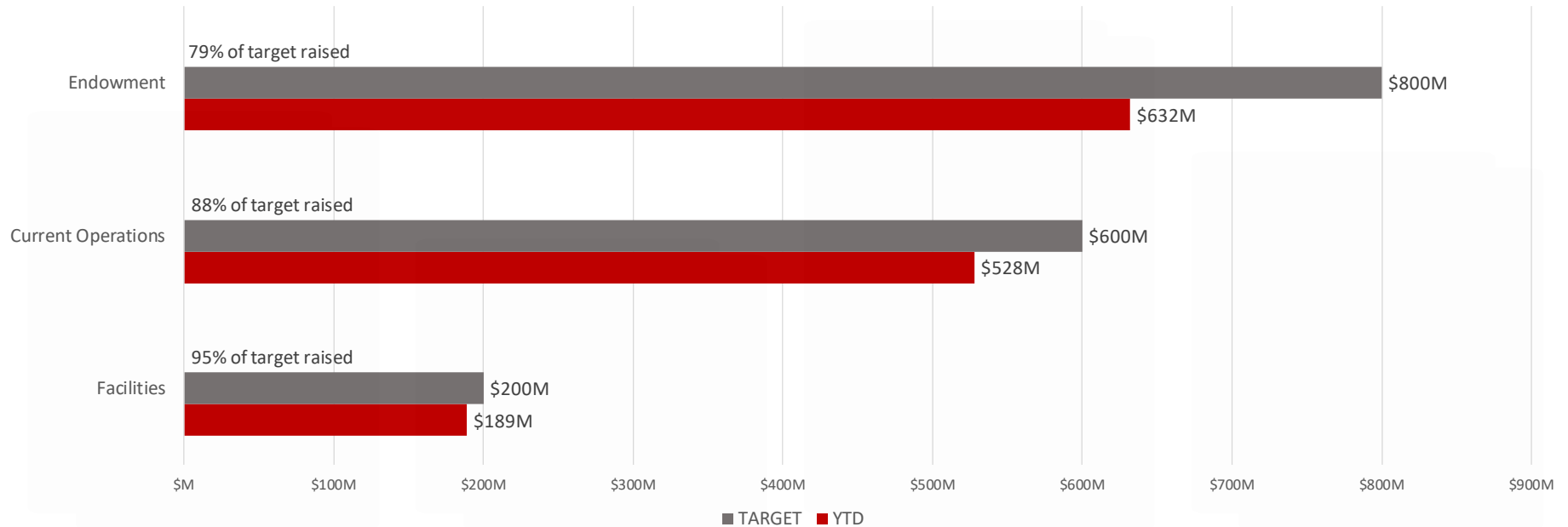
**Campaign Progress**  
**Gift Activity: Gifts by Type**  
as of September 30, 2018





**Campaign Progress**  
**Gift Activity: Gifts by Source**  
as of September 30, 2018





	Reachback Phase	Nucleus Phase	Public Phase	Campaign Total
Ag and Life Sciences	\$58,611,437	\$197,556,110	\$68,880,664	\$325,048,211
Design	\$1,971,028	\$4,496,539	\$4,371,268	\$10,838,835
Education	\$1,496,879	\$13,217,205	\$16,732,590	\$31,446,674
Engineering	\$26,589,290	\$78,303,535	\$61,042,258	\$165,935,083
Humanities & Social Sciences	\$2,149,234	\$19,736,176	\$5,671,245	\$27,556,655
Poole College	\$40,141,243	\$15,672,221	\$10,561,685	\$66,375,149
Natural Resources	\$9,998,541	\$9,017,802	\$7,330,348	\$26,346,691
Sciences	\$6,159,812	\$26,684,437	\$16,683,160	\$49,527,409
Textiles*	\$6,165,558	\$9,277,376	\$6,891,107	\$22,334,041
Veterinary Medicine	\$24,759,368	\$71,911,439	\$32,177,572	\$128,848,379
Alumni Association	\$878,313	\$5,011,646	\$2,846,415	\$8,736,374
DASA	\$2,969,535	\$11,289,223	\$4,340,535	\$18,599,293
Libraries	\$6,216,734	\$8,138,120	\$5,774,107	\$20,128,961
University-wide	\$137,380,611	\$111,827,898	\$74,802,153	\$324,010,662
Wolfpack Club/Athletics**	\$4,128,910	\$77,675,487	\$41,517,396	\$123,321,793
<b>Total</b>	<b>\$329,616,493</b>	<b>\$659,815,214</b>	<b>\$359,622,503</b>	<b>\$1,349,054,211</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association



	Alumni	Parents	Faculty Staff	Other Individuals	Corporations	Foundations	Other Organizations	Campaign Total
Ag and Life Sciences	\$53,637,746	\$15,053,544	\$4,068,056	\$32,759,946	\$84,174,105	\$85,080,609	\$50,274,205	<b>\$325,048,211</b>
Design	\$4,638,780	\$54,804	\$166,345	\$630,483	\$2,519,598	\$2,193,592	\$635,232	<b>\$10,838,834</b>
Education	\$3,854,621	\$47,220	\$187,375	\$2,562,674	\$2,906,325	\$9,281,827	\$12,606,632	<b>\$31,446,674</b>
Engineering	\$94,587,606	\$2,386,471	\$6,132,460	\$5,587,709	\$36,014,778	\$16,337,050	\$4,889,010	<b>\$165,935,084</b>
Humanities & Social Sciences	\$12,676,733	\$1,132,520	\$1,387,417	\$9,335,594	\$467,316	\$2,186,773	\$370,303	<b>\$27,556,656</b>
Poole College	\$48,152,698	\$291,114	\$2,669,727	\$4,493,564	\$7,258,494	\$2,299,955	\$1,209,597	<b>\$66,375,149</b>
Natural Resources	\$16,124,443	\$17,467	\$1,266,867	\$2,630,657	\$3,888,304	\$1,710,184	\$708,768	<b>\$26,346,690</b>
Sciences	\$25,160,310	\$5,284,213	\$5,596,583	\$751,136	\$6,415,726	\$3,193,971	\$3,125,469	<b>\$49,527,408</b>
Textiles*	\$11,926,183	\$126,276	\$641,501	\$1,353,691	\$5,782,361	\$2,263,576	\$240,455	<b>\$22,334,043</b>
Veterinary Medicine	\$20,491,048	\$193,715	\$4,397,102	\$63,454,723	\$4,134,236	\$34,744,976	\$1,432,579	<b>\$128,848,379</b>
Alumni Association	\$5,636,407	\$39,192	\$35,028	\$506,171	\$388,622	\$1,733,414	\$397,540	<b>\$8,736,374</b>
DASA	\$6,179,516	\$646,476	\$353,797	\$8,165,110	\$851,946	\$1,568,555	\$833,892	<b>\$18,599,292</b>
Libraries	\$2,618,118	\$1,929,642	\$3,705,716	\$7,299,065	\$2,292,968	\$2,174,997	\$108,456	<b>\$20,128,962</b>
University-wide	\$159,134,796	\$1,712,903	\$2,885,278	\$3,948,019	\$13,093,421	\$139,959,170	\$3,277,076	<b>\$324,010,663</b>
Wolfpack Club/Athletics**	\$117,224,366	\$530,956	\$60,639	\$2,217,255	\$2,804,454	\$377,574	\$106,550	<b>\$123,321,794</b>
<b>Total</b>	<b>\$582,043,371</b>	<b>\$29,446,513</b>	<b>\$33,553,889</b>	<b>\$145,695,796</b>	<b>\$172,992,654</b>	<b>\$305,106,224</b>	<b>\$80,215,764</b>	<b>\$1,349,054,211</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association

	Cash Gifts	Gifts-In-Kind	Matching Gifts	PG Life Income	Realized Bequests	Bequest Expectancies	Pledges	Non-Governmental Grants	Campaign Total
Ag and Life Sciences	\$91,983,626	\$5,917,960	\$267,584	\$5,907,140	\$5,072,651	\$65,251,590	\$44,848,675	\$105,798,984	<b>\$325,048,210</b>
Design	\$3,780,050	\$88,888	\$57,814	\$25,000	\$235,746	\$2,664,000	\$901,073	\$3,086,264	<b>\$10,838,835</b>
Education	\$3,293,206	\$8,184	\$25,108	\$50,000	\$192,677	\$3,295,000	\$636,708	\$23,945,792	<b>\$31,446,675</b>
Engineering	\$44,087,938	\$2,371,421	\$1,282,766	\$1,125,782	\$3,540,159	\$43,453,139	\$58,992,508	\$11,081,369	<b>\$165,935,082</b>
Humanities & Social Sciences	\$4,000,433	\$3,751	\$136,544	\$342,991	\$62,809	\$10,785,728	\$10,539,917	\$1,684,482	<b>\$27,556,655</b>
Poole College	\$9,993,146	\$4,310	\$427,323	\$29,710,000	\$26,837	\$11,452,391	\$12,509,787	\$2,251,356	<b>\$66,375,150</b>
Natural Resources	\$8,958,805	\$1,112,119	\$173,891	\$548,278	\$369,420	\$11,649,455	\$2,332,902	\$1,201,819	<b>\$26,346,689</b>
Sciences	\$15,052,166	\$2,920,969	\$218,771	\$804,500	\$152,193	\$19,403,874	\$4,755,204	\$6,219,732	<b>\$49,527,409</b>
Textiles*	\$6,910,667	\$438,460	\$20,528	\$0	\$50,000	\$5,075,012	\$7,312,462	\$2,526,915	<b>\$22,334,044</b>
Veterinary Medicine	\$23,572,990	\$1,168,976	\$85,734	\$25,052	\$1,595,766	\$71,544,207	\$23,232,059	\$7,623,596	<b>\$128,848,380</b>
Alumni Association	\$3,605,048	\$0	\$195,688	\$29,032	\$396,050	\$636,969	\$3,873,588	\$0	<b>\$8,736,375</b>
DASA	\$5,389,071	\$730,061	\$160,962	\$3,517,451	\$622,650	\$3,916,022	\$3,733,822	\$529,254	<b>\$18,599,293</b>
Libraries	\$2,796,694	\$11,401,699	\$37,846	\$1,076	\$75,848	\$3,284,195	\$673,686	\$1,857,917	<b>\$20,128,961</b>
University-wide	\$192,992,383	\$793,388	\$450,969	\$1,227,428	\$644,691	\$11,041,104	\$112,870,818	\$3,989,882	<b>\$324,010,663</b>
Wolfpack Club/Athletics**	\$60,359,240	\$2,143,044	\$1,671,868	\$0	\$32,200	\$930,110	\$58,185,333	\$0	<b>\$123,321,795</b>
<b>Total</b>	<b>\$476,775,463</b>	<b>\$29,103,228</b>	<b>\$5,213,394</b>	<b>\$43,313,731</b>	<b>\$13,069,698</b>	<b>\$264,382,796</b>	<b>\$345,398,541</b>	<b>\$171,797,361</b>	<b>\$1,349,054,211</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association

	Current Operations	Endowment	Facilities	Campaign Total
Ag and Life Sciences	\$162,534,488	\$106,426,039	\$56,087,684	<b>\$325,048,211</b>
Design	\$5,448,758	\$5,301,188	\$88,888	<b>\$10,838,834</b>
Education	\$25,650,765	\$5,787,096	\$8,814	<b>\$31,446,675</b>
Engineering	\$53,047,276	\$65,441,912	\$47,445,894	<b>\$165,935,082</b>
Humanities & Social Sciences	\$6,336,246	\$21,216,658	\$3,751	<b>\$27,556,655</b>
Poole College	\$13,742,541	\$52,138,299	\$494,310	<b>\$66,375,150</b>
Natural Resources	\$6,524,652	\$18,706,919	\$1,115,119	<b>\$26,346,690</b>
Sciences	\$15,577,296	\$31,474,597	\$2,475,516	<b>\$49,527,409</b>
Textiles*	\$11,339,681	\$10,510,902	\$483,460	<b>\$22,334,043</b>
Veterinary Medicine	\$33,820,350	\$93,755,098	\$1,272,931	<b>\$128,848,379</b>
Alumni Association	\$1,141,463	\$7,522,261	\$72,651	<b>\$8,736,375</b>
DASA	\$6,642,012	\$7,323,167	\$4,634,113	<b>\$18,599,292</b>
Libraries	\$4,160,067	\$4,567,195	\$11,401,699	<b>\$20,128,961</b>
University-wide	\$117,887,438	\$197,978,073	\$8,145,152	<b>\$324,010,663</b>
Wolfpack Club/Athletics**	\$64,205,570	\$4,109,788	\$55,006,436	<b>\$123,321,794</b>
<b>Total</b>	<b>\$528,058,603</b>	<b>\$632,259,192</b>	<b>\$188,736,417</b>	<b>\$1,349,054,211</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association

Unit Supporting	Prior to FY 11	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY18	FY 11 - 18 Total	Overall Total
CALS	56	1		2	3 (1)	7 (5)	1	3 (2)		17 (8)	73
Humanities	3			1		1				2	5
CNR	9			1 (1)			1 (1)			2 (2)	11
Design	0									0	0
Engineering	36	8 (2)		1	3 (1)	2 (1)	5 (3)	6 (1)	1	26 (8)	62
Sciences	19	3				2	5		1 (1)	11 (1)	30
CVM	2	1			1	3		1		6	8
Education	1							2 (1)		2 (1)	3
Institute Adv. Analytics	0					3				3	3
PCOM	11	2	1				1			4	15
PCOM & Textiles	1									0	1
Textiles	10									0	10
University wide	4									0	4
<b>Total</b>	<b>152</b>	<b>15 (2)</b>	<b>1</b>	<b>5 (1)</b>	<b>7 (2)</b>	<b>18 (6)</b>	<b>13 (4)</b>	<b>12 (4)</b>	<b>2 (1)</b>	<b>73 (20)</b>	<b>225</b>

\* Numbers include fully established professorships (term and endowed), BTEs and planned gifts with signed commitments as of the end of the quarter reflected above.

\*\* Numbers in parentheses indicate professorships funded through planned gifts.

*P.H. Cooper Distinguished Professorship was initially reported in FY16 but moved to FY17 when the agreement was signed September 2016.*



**NC STATE**

# **FY19 Monthly Reports**

## **Gift Activity**

September 30, 2018

Source	FYTD 9/30/17	FYTD 9/30/18	% of Change	Average FY16-FY18	YTD Period % Change 3 Yr Avg/FY19
<b>Individuals</b>					
Outright Gifts and Pledges	\$ 6,591,660	\$ 4,024,067	-39%	\$ 7,572,461	-47%
Life Income Gifts and Realized Bequests	\$ 2,309,015	\$ 1,252,673	-46%	\$ 2,565,421	-51%
Revocable Bequest Pledges/Life Insurance Pledges	\$ 1,745,906	\$ 11,373,469	551%	\$ 3,240,451	251%
<b>Corporations/Foundations/Orgs</b>					
Outright Gifts, Pledges and Matching Gifts	\$ 12,058,140	\$ 12,904,811	7%	\$ 31,485,720	-59%
<b>New Business Total</b>	<b>\$ 22,704,721</b>	<b>\$ 29,555,019</b>	<b>30%</b>	<b>\$ 44,864,053</b>	<b>-34%</b>

<b>Source</b>	<b>FYTD 09/30/17</b>	<b>FYTD 09/30/18</b>	<b>% of Change</b>	<b>Average FY16-FY18</b>	<b>YTD Period % Change 3 Yr Avg/FY19</b>
<b><u>Individuals</u></b>					
Outright Gifts and Pledge Payments	\$ 9,994,927	\$ 3,923,632	-61%	\$ 10,402,001	-62%
Life Income Gifts and Realized Bequests	\$ 3,370,273	\$ 1,299,247	-61%	\$ 2,423,524	-46%
<b><u>Corporations/Foundations/Orgs</u></b>					
Outright Gifts, Pledge Payments and Matching Gifts & Equipment	\$ 13,824,808	\$ 23,241,068	68%	\$ 14,204,340	64%
<b>Cash Flow Total</b>	<b>\$ 27,190,008</b>	<b>\$ 28,463,947</b>	<b>5%</b>	<b>\$ 27,029,866</b>	<b>5%</b>

## FY19 Development Reports

### Gift Report: Monthly Gifts & New Commitments by Use as of September 30, 2018

	Current Operations	Endowment	Facilities	Year-to-date FY '19 Totals	Year-to-date FY '18 Totals	YTD Period % Change FY18/19	3 year Average (FY16 - FY18)	YTD Period % Change 3 yr avg/FY19
Ag and Life Sciences	\$3,590,743	\$240,051	\$56,553	\$3,887,347	\$7,299,617	-47%	\$21,717,879	-82%
Design	\$540,983	\$170,160	\$0	\$711,143	\$87,295	715%	\$61,910	1049%
Education	\$2,218,367	\$735	\$0	\$2,219,102	\$706,368	214%	\$911,228	144%
Engineering	\$3,093,939	\$1,459,127	\$499,674	\$5,052,740	\$3,453,608	46%	\$3,636,860	39%
Humanities & Social Sciences	\$149,644	\$71,075	\$0	\$220,719	\$944,380	-77%	\$1,140,093	-81%
Poole College	\$455,084	\$132,780	\$0	\$587,864	\$617,544	-5%	\$441,364	33%
Natural Resources	\$239,293	\$98,657	\$0	\$337,950	\$403,771	-16%	\$382,036	-12%
Sciences	\$1,359,675	\$4,264,565	\$0	\$5,624,240	\$1,196,233	370%	\$958,216	487%
Textiles*	\$845,713	\$705	\$14,995	\$861,413	\$2,410,884	-64%	\$896,862	-91%
Veterinary Medicine	\$1,136,489	\$4,990,642	\$35,162	\$6,162,293	\$1,151,215	435%	\$1,701,689	262%
Alumni Association	\$110,567	\$393,341	\$75	\$503,983	\$85,950	486%	\$105,131	379%
DASA	\$75,807	\$262,805	\$3,860	\$342,471	\$428,101	-20%	\$1,481,066	-77%
Libraries	\$49,449	\$40,834	\$82,443	\$172,726	\$138,727	25%	\$763,020	-77%
University-wide	\$2,238,448	\$1,046,195	\$3,000	\$3,287,642	\$2,256,335	46%	\$7,892,960	-58%
Wolfpack Club/Athletics**	\$1,060	\$360,000	\$0	\$361,060	\$1,525,092	-76%	\$2,773,875	-87%
<b>Total</b>	<b>\$16,105,261</b>	<b>\$13,531,672</b>	<b>\$695,762</b>	<b>\$30,332,693</b>	<b>\$22,705,121</b>	<b>34%</b>	<b>\$44,864,188</b>	<b>-34%</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association

Reporting Period: July 1 - September 30, 2018

Data Refresh: Thursday, October 4, 2018



**FY19 Development Reports**  
**Gift Report: Monthly Gifts & New Commitments by Source**  
as of September 30, 2018

	Alumni	Parents	Faculty Staff	Other Individuals	Corporations	Foundations	Other Organizations	Year-to-date FY '19 Totals
Ag and Life Sciences	\$162,700	\$10,045	\$16,745	\$175,745	\$1,989,131	\$516,667	\$1,016,315	\$3,887,347
Design	\$274,266	\$300	\$200	\$60,900	\$177,477	\$147,867	\$50,133	\$711,143
Education	\$10,586	\$150	\$1,230	\$16,225	\$88,930	\$2,101,981	\$0	\$2,219,102
Engineering	\$2,015,183	\$672,030	\$200	\$371,050	\$904,065	\$400,476	\$689,737	\$5,052,740
Humanities & Social Sciences	\$106,216	\$267	\$680	\$1,426	\$109,617	\$0	\$2,513	\$220,719
Poole College	\$127,323	\$1,525	\$3,425	\$18,561	\$318,640	\$78,389	\$40,000	\$587,864
Natural Resources	\$151,205	\$110	\$1,030	\$29,800	\$117,991	\$15,000	\$22,814	\$337,950
Sciences	\$4,353,023	\$1,100	\$1,780	\$1,225	\$112,652	\$93,722	\$1,060,738	\$5,624,240
Textiles*	\$534,170	\$1,050	\$32,465	\$90,500	\$122,228	\$81,000	\$0	\$861,413
Veterinary Medicine	\$74,537	\$6,545	\$2,352,425	\$3,361,403	\$137,698	\$111,373	\$118,313	\$6,162,293
Alumni Association	\$470,335	\$950	\$0	\$701	\$4,647	\$25,250	\$2,100	\$503,983
DASA	\$267,012	\$19,388	\$3,900	\$11,483	\$6,973	\$32,146	\$1,570	\$342,471
Libraries	\$12,840	\$575	\$525	\$59,367	\$96,533	\$2,500	\$387	\$172,726
University-wide	\$912,012	\$55,297	\$1,410	\$82,684	\$367,061	\$1,783,015	\$86,164	\$3,287,642
Wolfpack Club/Athletics**	\$60	\$0	\$0	\$361,000	\$0	\$0	\$0	\$361,060
<b>Total</b>	<b>\$9,471,467</b>	<b>\$769,331</b>	<b>\$2,416,015</b>	<b>\$4,642,070</b>	<b>\$4,553,643</b>	<b>\$5,389,385</b>	<b>\$3,090,783</b>	<b>\$30,332,693</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association

**FY19 Development Reports**  
**Gift Report: Monthly Gifts & New Commitments by Type**  
as of September 30, 2018

	Cash Gifts	Gifts-In-Kind	Matching Gifts	PG Life Income	Realized Bequests	Bequest Expectancies	Pledges	Non-Governmental Grants	Year-to-date FY '19 Totals
Ag and Life Sciences	\$2,121,578	\$6,553	\$2,336	\$22,000	\$9,921	\$25,000	\$183,925	\$1,516,035	\$3,887,347
Design	\$291,259	\$0	\$2,725	\$0	\$50,000	\$50,000	\$13,740	\$303,419	\$711,143
Education	\$26,930	\$0	\$1,150	\$0	\$0	\$0	\$3,761	\$2,187,261	\$2,219,102
Engineering	\$1,622,497	\$49,064	\$14,551	\$0	\$879,344	\$1,066,000	\$505,453	\$915,831	\$5,052,740
Humanities & Social Sciences	\$46,054	\$0	\$824	\$0	\$0	\$0	\$68,667	\$105,174	\$220,719
Poole College	\$484,107	\$0	\$18,402	\$0	\$0	\$0	\$10,355	\$75,000	\$587,864
Natural Resources	\$195,822	\$0	\$5,202	\$0	\$0	\$0	\$32,825	\$104,100	\$337,950
Sciences	\$158,923	\$0	\$13,065	\$0	\$0	\$4,200,000	\$30,365	\$1,221,887	\$5,624,240
Textiles*	\$188,740	\$14,995	\$0	\$0	\$0	\$0	\$608,445	\$49,233	\$861,413
Veterinary Medicine	\$878,118	\$35,162	\$535	\$0	\$153,940	\$4,850,000	\$133,946	\$110,593	\$6,162,293
Alumni Association	\$143,385	\$0	\$2,847	\$9,032	\$75,000	\$272,469	\$1,250	\$0	\$503,983
DASA	\$76,967	\$2,860	\$6,239	\$0	\$0	\$0	\$256,406	\$0	\$342,471
Libraries	\$69,057	\$82,443	\$240	\$0	\$0	\$0	\$20,986	\$0	\$172,726
University-wide	\$1,968,874	\$0	\$21,663	\$0	\$53,437	\$550,000	\$560,501	\$133,167	\$3,287,642
Wolfpack Club/Athletics**	\$1,060	\$0	\$0	\$0	\$0	\$360,000	\$0	\$0	\$361,060
<b>Total</b>	<b>\$8,273,371</b>	<b>\$191,077</b>	<b>\$89,779</b>	<b>\$31,032</b>	<b>\$1,221,642</b>	<b>\$11,373,469</b>	<b>\$2,430,625</b>	<b>\$6,721,700</b>	<b>\$30,332,693</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

Reporting Period: July 1 - September 30, 2018

\*\* Includes gift information provided by the NCSU Student Aid Association

Data Refresh: Thursday, October 4, 2018

## FY19 Development Reports Gift Report: Monthly Gifts Receipts by Use as of September 30, 2018

	Current Operations	Endowment	Facilities	Year-to-date FY '19 Totals	Year-to-date FY '18 Totals	YTD Period % Change FY18/19	3 year Average (FY16 - FY18)	YTD Period % Change 3 yr avg/FY19
Ag and Life Sciences	\$4,334,025	\$157,782	\$1,785,378	\$6,277,185	\$7,395,668	-15%	\$6,989,848	-10%
Design	\$475,564	\$125,696	\$0	\$601,260	\$44,513	1251%	\$42,857	1303%
Education	\$235,736	\$27,880	\$30	\$263,646	\$653,489	-60%	\$1,062,017	-75%
Engineering	\$2,436,894	\$596,920	\$282,824	\$3,316,638	\$2,806,436	18%	\$3,982,561	-17%
Humanities & Social Sciences	\$32,835	\$47,921	\$0	\$80,755	\$151,314	-47%	\$691,345	-88%
Poole College	\$459,979	\$155,298	\$0	\$615,277	\$483,827	27%	\$311,257	98%
Natural Resources	\$194,040	\$84,527	\$0	\$278,567	\$375,262	-26%	\$328,622	-15%
Sciences	\$358,396	\$148,494	\$0	\$506,891	\$1,487,704	-66%	\$940,701	-46%
Textiles*	\$243,137	\$10,595	\$0	\$253,732	\$1,744,174	-85%	\$668,660	-89%
Veterinary Medicine	\$1,075,425	\$575,549	\$35,162	\$1,686,136	\$683,419	147%	\$649,405	160%
Alumni Association	\$110,912	\$424,582	\$75	\$535,569	\$76,134	603%	\$98,571	443%
DASA	\$80,126	\$19,541	\$11,697	\$111,363	\$580,894	-81%	\$924,289	-88%
Libraries	\$49,662	\$77,952	\$82,443	\$210,057	\$82,158	156%	\$746,968	-72%
University-wide	\$2,181,451	\$11,713,634	\$13,277	\$13,908,362	\$4,643,042	200%	\$4,601,469	202%
Wolfpack Club/Athletics**	\$1,075	\$0	\$0	\$1,075	\$5,283,802	-100%	\$4,758,571	-100%
<b>Total</b>	<b>\$12,269,257</b>	<b>\$14,166,371</b>	<b>\$2,210,886</b>	<b>\$28,646,513</b>	<b>\$26,491,838</b>	<b>8%</b>	<b>\$26,797,143</b>	<b>6%</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association

	Alumni	Parents	Faculty Staff	Other Individuals	Corporations	Foundations	Other Organizations	Year-to-date FY '18 Totals
Ag and Life Sciences	\$109,326	\$11,092	\$18,483	\$113,256	\$1,810,584	\$2,262,396	\$1,952,048	\$6,277,185
Design	\$234,296	\$300	\$1,341	\$51,900	\$125,738	\$137,552	\$50,133	\$601,260
Education	\$24,662	\$330	\$14,073	\$16,475	\$2,650	\$105,456	\$100,000	\$263,646
Engineering	\$1,376,815	\$6,332	\$7,012	\$248,380	\$1,008,447	\$440,476	\$229,175	\$3,316,638
Humanities & Social Sciences	\$67,390	\$265	\$3,112	\$3,006	\$4,470	\$0	\$2,513	\$80,755
Poole College	\$146,928	\$2,451	\$5,308	\$18,561	\$318,640	\$78,389	\$45,000	\$615,277
Natural Resources	\$160,435	\$110	\$1,530	\$5,088	\$73,591	\$15,000	\$22,814	\$278,567
Sciences	\$182,298	\$7,519	\$4,099	\$13,931	\$71,046	\$72,501	\$155,497	\$506,891
Textiles*	\$34,155	\$14,464	\$36,957	\$550	\$86,605	\$81,000	\$0	\$253,732
Veterinary Medicine	\$37,444	\$5,715	\$2,627	\$1,253,193	\$128,945	\$157,230	\$100,983	\$1,686,136
Alumni Association	\$501,441	\$1,100	\$0	\$1,031	\$4,647	\$25,250	\$2,100	\$535,569
DASA	\$28,879	\$18,229	\$6,352	\$14,714	\$9,473	\$32,146	\$1,570	\$111,363
Libraries	\$56,978	\$635	\$3,583	\$44,442	\$96,533	\$2,500	\$5,387	\$210,057
University-wide	\$246,853	\$42,137	\$7,301	\$87,481	\$899,229	\$12,622,365	\$2,997	\$13,908,362
Wolfpack Club/Athletics**	\$75	\$0	\$0	\$1,000	\$0	\$0	\$0	\$1,075
<b>Total</b>	<b>\$3,207,976</b>	<b>\$110,679</b>	<b>\$111,777</b>	<b>\$1,873,008</b>	<b>\$4,640,597</b>	<b>\$16,032,260</b>	<b>\$2,670,216</b>	<b>\$28,646,513</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association

Reporting Period: July 1 - September 30, 2018

Data Refresh: Thursday, October 4, 2018

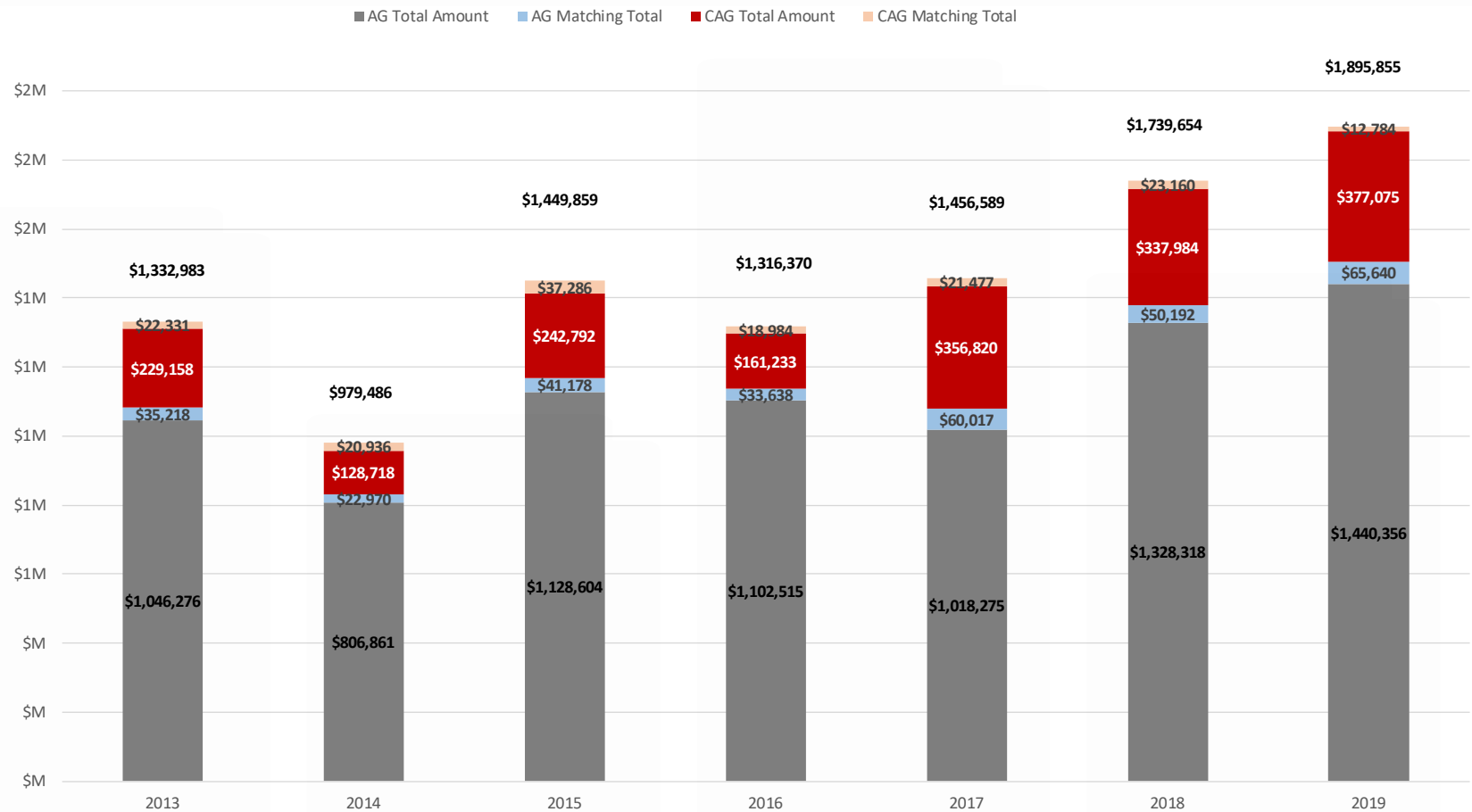


## FY19 Development Reports Gift Report: Monthly Gift Receipts by Type as of September 30, 2018

	Cash Gifts	Gifts-In-Kind	Matching Gifts	PG Life Income	Realized Bequests	Non-Governmental Grants	Year-to-date FY '18 Totals
Ag and Life Sciences	\$2,889,120	\$6,553	\$2,336	\$9,118	\$13,321	\$3,356,737	\$6,277,185
Design	\$313,970	\$0	\$2,725	\$0	\$50,000	\$234,565	\$601,260
Education	\$59,540	\$0	\$1,150	\$0		\$202,956	\$263,646
Engineering	\$1,941,422	\$49,064	\$14,551	\$0	\$934,900	\$376,700	\$3,316,638
Humanities & Social Sciences	\$79,931	\$0	\$824	\$0	\$0	\$0	\$80,755
Poole College	\$516,876	\$0	\$18,402	\$0	\$0	\$80,000	\$615,277
Natural Resources	\$213,665	\$0	\$5,202	\$0	\$0	\$59,700	\$278,567
Sciences	\$266,237	\$0	\$13,065	\$0	\$0	\$227,589	\$506,891
Textiles*	\$213,127	\$0	\$0	\$0	\$0	\$40,605	\$253,732
Veterinary Medicine	\$1,367,948	\$35,162	\$535	\$0	\$153,940	\$128,551	\$1,686,136
Alumni Association	\$448,690	\$0	\$2,847	\$9,032	\$75,000	\$0	\$535,569
DASA	\$102,265	\$2,860	\$6,239	\$0	\$0	\$0	\$111,363
Libraries	\$127,375	\$82,443	\$240	\$0	\$0	\$0	\$210,057
University-wide	\$13,778,912	\$0	\$21,663		\$53,937	\$53,850	\$13,908,362
Wolfpack Club/Athletics**	\$1,075	\$0		\$0	\$0	\$0	\$1,075
<b>Total</b>	<b>\$22,320,153</b>	<b>\$176,082</b>	<b>\$89,779</b>	<b>\$18,150</b>	<b>\$1,281,098</b>	<b>\$4,761,253</b>	<b>\$28,646,513</b>

\* Includes gift information provided by the North Carolina Textiles Foundation

\*\* Includes gift information provided by the NCSU Student Aid Association



*\*Beginning FY19, ANNUAL GIVING at NC State includes*  
*I. All gifts made through Central Annual Giving solicitations AND*  
*II. All gifts from individuals below \$50,000 (excluding major gift pledge payments) AND*  
*III. Associated matching gifts*

#### Overall Performance Year-to-Date

Total Dollars With Matching				Total Donors			
FY19	FY18	Chng	% Chng	FY19	FY18	Chng	% Chng
\$389,860	\$361,145	\$28,715	7.95%	2,786	2,830	(44)	(1.55%)

Alumni Dollars With Matching				Alumni Donors			
FY19	FY18	Chng	% Chng	FY19	FY18	Chng	% Chng
\$243,624	\$199,938	\$43,687	21.85%	1,373	1,336	37	2.77%

#### \$1,000+ Household Donors *(Primary donors only, no matching gifts)*

Total Dollars without Matching				Total Donors			
FY19	FY18	Chng	% Chng	FY19	FY18	Chng	% Chng
\$80,105	\$36,250	\$43,855	120.98%	27	25	2	8.00%

Alumni Dollars without Matching				Alumni Donors			
FY19	FY18	Chng	% Chng	FY19	FY18	Chng	% Chng
\$72,000	\$27,750	\$44,250	159.46%	24	17	7	41.18%

#### Progress to Goals\*\*

FY18 Actuals	FY19 Goals	Needed to Meet Goals	FY19 % of Goal	FY18 Rpt Date to 6/30/2018	Projected
(FY18 Final: \$3,467,492)*				\$3,106,347	\$3,496,207
(FY18 Final: 14,196)*				11,366	14,152

\* From FY18 Final Reports

\*\*Goals for FY19 have not been set

#### Average Gift

Average	FY19	FY18	Change	% Change
By Gift	\$102	\$90	\$12	13.13%
By Donor	\$135	\$119	\$16	13.33%

#### Corporate Matching Gifts

Corporate Match Dollars				Number Corporate Match Gifts			
FY19	FY18	Chng	% Chng	FY19	FY18	Chng	% Chng
\$12,784	\$23,160	(\$10,376)	(44.80%)	28	48	(20)	(41.67%)

\*Beginning FY19, ANNUAL GIVING at NC State includes

I. All gifts made through Central Annual Giving solicitations AND

II. All gifts from individuals below \$50,000 (excluding major gift pledge payments) AND

III. Associated matching gifts

	Gift Dollars No Match				Donors No Match*				Average Gift**		Corporate Matching		Total Gifts and Matching	
Academic Unit Detail - Mailable Alumni	FY19	FY18	Chng	% Chng	FY19	FY18	Chng	% Chng	FY19	FY18	FY19	FY18	FY19	FY18
<b>CALS – 30,716</b>	\$17,460	\$15,449	\$2,012	13.02%	142	129	13	10.08%	\$123	\$120	\$131	\$75	\$17,591	\$15,524
<b>CHASS - 39,474</b>	\$34,246	\$13,018	\$21,227	163.06%	157	133	24	18.05%	\$218	\$98	\$311	\$1,434	\$34,557	\$14,453
<b>Design – 7,085</b>	\$6,916	\$6,378	\$538	8.44%	56	47	9	19.15%	\$123	\$136	\$225	.	\$7,141	\$6,378
<b>Education – 15,529</b>	\$8,715	\$10,347	(\$1,632)	(15.77%)	79	72	7	9.72%	\$110	\$144	\$1,150	\$50	\$9,865	\$10,397
<b>Engineering – 61,989</b>	\$46,678	\$43,327	\$3,350	7.73%	323	355	(32)	(9.01%)	\$145	\$122	\$3,450	\$6,099	\$50,128	\$49,426
<b>PCOM – 28,115</b>	\$17,870	\$12,845	\$5,025	39.12%	143	99	44	44.44%	\$125	\$130	\$4,871	\$6,945	\$22,741	\$19,790
<b>Natural Resources – 11,556</b>	\$7,857	\$7,677	\$180	2.34%	60	72	(12)	(16.67%)	\$131	\$107	\$530	.	\$8,387	\$7,677
<b>College of Sciences – 27,072</b>	\$18,761	\$12,492	\$6,269	50.18%	114	97	17	17.53%	\$165	\$129	\$450	\$1,265	\$19,211	\$13,757
<b>Textiles –9,474</b>	\$4,420	\$3,992	\$428	10.72%	50	47	3	6.38%	\$88	\$85	.	\$1,100	\$4,420	\$5,092
<b>Vet Med – 2,831</b>	\$105,221	\$101,215	\$4,006	3.96%	1,214	1,141	73	6.40%	\$87	\$89	\$185	\$100	\$105,406	\$101,315
<b>Arts NC State</b>	\$5,314	\$4,704	\$611	12.98%	34	31	3	9.68%	\$156	\$152	.	\$100	\$5,314	\$4,804
<b>First Year College</b>	.	\$2	.	.	0	1	(1)	(100.00%)	.	\$2	.	.	.	\$2
<b>Graduate School</b>	\$895	\$2,541	(\$1,646)	(64.77%)	8	11	(3)	(27.27%)	\$112	\$231	.	\$150	\$895	\$2,691
<b>Library Enhancement</b>	\$3,773	\$3,931	(\$158)	(4.01%)	30	27	3	11.11%	\$126	\$146	\$50	\$75	\$3,823	\$4,006
<b>Parents Fund</b>	\$4,295	\$15,913	(\$11,618)	(73.01%)	48	157	(109)	(69.43%)	\$89	\$101	\$175	\$350	\$4,470	\$16,263
<b>Student Financial Aid Fund</b>	\$6,178	\$10,041	(\$3,863)	(38.48%)	59	107	(48)	(44.86%)	\$105	\$94	\$106	\$1,050	\$6,283	\$11,091
<b>University's Greatest Needs Fund</b>	\$20,947	\$24,408	(\$3,461)	(14.18%)	182	202	(20)	(9.90%)	\$115	\$121	\$200	\$1,617	\$21,147	\$26,025
<b>Other University Funds</b>	\$67,531	\$49,706	\$17,825	35.86%	213	238	(25)	(10.50%)	\$317	\$209	\$950	\$2,750	\$68,481	\$52,456
<b>Total Dollars and Donors deduped</b>	<b>\$377,075</b>	<b>\$337,984</b>	<b>\$39,091</b>	<b>11.57%</b>	<b>2,786</b>	<b>2,830</b>	<b>(44)</b>	<b>(1.55%)</b>	<b>\$135</b>	<b>\$119</b>	<b>\$12,784</b>	<b>\$23,160</b>	<b>\$389,860</b>	<b>\$361,145</b>

\*FY19 and FY18 Donor No Match TOTAL adjusted for donors who gave to multiple designations. For example, if a donor gave to CALS and CHASS they are counted in each of these lines; however in the TOTAL line that donor is only counted once.

\*\*Average Gift for academic units is calculated by gifts, including payroll deduction and ETF, not donors. The TOTAL line calculation for average gift is based on deduped donors.

*\*Beginning FY19, ANNUAL GIVING at NC State includes*

*I. All gifts made through Central Annual Giving solicitations AND*

*II. All gifts from individuals below \$50,000 (excluding major gift pledge payments) AND*

*III. Associated matching gifts*



## FY19 Development Reports Summary of Gifts not through Central Annual Giving as of September 30, 2018

	Gift Dollars (no match)			Donors (no match)			Average Gift		Corporate matching		Total Gift and matching	
	FY19	FY18	%Chng	FY19	FY18	%Chng	FY19	FY18	FY19	FY18	FY19	FY18
Ag and Life Sciences	\$228,844	\$290,575	-21%	657	717	-8%	\$291	\$339	\$2,200	\$2,378	\$231,044	\$292,952
Design	\$42,857	\$20,095	113%	32	14	129%	\$649	\$804	\$2,500	\$5,000	\$45,357	\$25,095
Education	\$46,825	\$23,568	99%	42	40	5%	\$650	\$471	\$0	\$0	\$46,825	\$23,568
Engineering	\$284,413	\$196,839	44%	209	146	43%	\$745	\$724	\$4,782	\$25,463	\$289,195	\$222,302
Humanities & Social Sciences	\$39,527	\$44,096	-10%	53	52	2%	\$316	\$371	\$500	\$250	\$40,027	\$44,346
Poole College	\$55,378	\$18,924	193%	47	25	88%	\$615	\$371	\$13,450	\$2,775	\$68,828	\$21,699
Natural Resources	\$109,305	\$100,575	9%	144	99	45%	\$516	\$684	\$1,600	\$500	\$110,906	\$101,075
Sciences	\$134,086	\$163,711	-18%	84	88	-5%	\$1,108	\$1,186	\$11,055	\$5,050	\$145,141	\$168,761
Textiles*	\$1,145	\$1,080	6%	3	3	0%	\$229	\$360	\$0	\$0	\$1,145	\$1,080
Veterinary Medicine	\$142,428	\$158,212	-10%	429	191	125%	\$254	\$496	\$350	\$925	\$142,778	\$159,137
Alumni Association	\$21,162	\$53,991	-61%	38	75	-49%	\$326	\$524	\$2,847	\$230	\$24,009	\$54,221
DASA	\$51,003	\$71,542	-29%	188	133	41%	\$215	\$406	\$5,783	\$5,350	\$56,786	\$76,892
Libraries	\$101,815	\$50,646	101%	220	287	-23%	\$430	\$166	\$190	\$50	\$102,005	\$50,696
University-wide	\$154,954	\$116,612	33%	99	90	10%	\$975	\$821	\$20,383	\$2,221	\$175,337	\$118,834
Institute for Emerging Issues	\$12,515	\$400	3029%	8	7	14%	\$1,391	\$57	\$0	\$0	\$12,515	\$400
Kenan Institute	-	-	-	-	-	-	-	-	-	-	-	-
Wolfpack Club/Athletics**	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>\$1,426,257</b>	<b>\$1,310,866</b>	<b>9%</b>	<b>2253</b>	<b>1967</b>	<b>15%</b>	<b>\$ 512</b>	<b>\$ 458</b>	<b>\$65,640</b>	<b>\$50,192</b>	<b>\$1,491,898</b>	<b>\$1,361,058</b>

\* Data migration from North Carolina Textiles Foundation in Progress

\*\* Data migration from NCSU Student Aid Association in Progress

*\*Beginning FY19, ANNUAL GIVING at NC State includes*  
*I. All gifts made through Central Annual Giving solicitations AND*  
*II. All gifts from individuals below \$50,000 (excluding major gift pledge payments) AND*  
*III. Associated matching gifts*



# COMMITTEE DISCUSSION

## Naming Opportunity Proposals

**Board of Trustees Consent Agenda**  
**University Advancement Committee**  
**Naming Opportunities Proposals**  
November 15, 2018

## **Background**

As per POL 03.00.02 – Criteria and Procedures for Naming Facilities and Programs, the act of naming a facility or program shall be that of the Board of Trustees, acting after receiving the recommendation of the Chancellor.

## **Recommended Action**

Chancellor W. Randolph Woodson recommends to the Board of Trustees the following program and facilities fundraising projects for approval.

## **Overview**

- **Total Naming Opportunities:** 4
- **Total Gift Amount:** \$19,175,000
- **Colleges/Units Represented:**
  - Division of Academic and Student Affairs
  - NC State Athletics
  - Poole College of Management
  - College of Agriculture and Life Sciences

### **Division of Academic and Student Affairs**

#### **Wellness and Recreation Center**

*The Wellness and Recreation Center will feature a climbing wall, sprint ramp, nutrition/teaching kitchen and over 20,000 square feet of fitness space. It is part of the project to significantly expand and upgrade the Carmichael Gymnasium complex.*

- **Naming Type:** New construction
- **Total Naming Opportunities:** 55
- **Total Gift Amount of Naming Opportunities:** \$18 million

### **NC State Athletics**

#### **Wolfpack Turf Statue, Wendell H. Murphy Football Center**

*The Wolfpack Turf statue is a prominent landmark at Carter-Finley Stadium. The 21-foot monument is a symbol of Wolfpack pride and of the football program.*

- **Naming Type:** Existing structure
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$1 million

**Board of Trustees Consent Agenda  
University Advancement Committee  
Naming Opportunities Proposals  
November 15, 2018**

**Poole College of Management**

**Dean's Suite, Nelson Hall**

*The newly renovated Dean's Suite houses the offices of the Dean and the Associate Dean for Academic and Faculty Affairs, as well as shared administrative space.*

- **Naming Type:** Renovation
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$150,000

**College of Agriculture and Life Sciences**

**Room 130, Weaver Laboratories**

*Room 130 is used primarily for fabrication of precision agriculture and machine systems.*

- **Naming Type:** Existing space
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$25,000

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**Policy References**

POL 03.00.02 – Criteria and Procedures for Naming Facilities and Programs



# Proposals for Naming Opportunity Approval

Board of Trustees' Meeting  
*November 15, 2018*



## Division of Academic and Student Affairs

# Wellness and Recreation Center

- **Naming Type:** New Construction
- **Total Naming Opportunities:** 55
- **Total Gift Amount of Naming Opportunities:** \$18 million
- **Timeline:** Construction began Summer 2018, anticipated opening Fall 2020
- **Fund Purpose:** To support building construction





## NC State Athletics and The Wolfpack Club

### Wolfpack Turf Statue at Wendell H. Murphy Football Center

- **Naming Type:** Existing structure
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$1 million
- **Fund Purpose:** Discretionary fund





## Poole College of Management

### Dean's Suite in Nelson Hall

- **Naming Type:** Renovation
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$150,000
- **Timeline:** Renovation completed Summer 2018
- **Fund Purpose:** Ongoing maintenance and improvements for the space





## College of Agriculture and Life Sciences

### Room 130 in Weaver Laboratories Department of Biological and Agricultural Engineering



- **Naming Type:** Existing structure
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$25,000
- **Fund Purpose:** Restricted fund for facility and programmatic enhancements

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BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY  
AGENDA

University Affairs Committee  
1:15 p.m. – 3:00 p.m. November 15, 2018  
Winslow Hall Conference Room

Ann Goodnight, Chair

Members: Tom Cabaniss, Jess Errico, Jim Harrell, Ron Prestage, Susan Ward

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**CALL TO ORDER**

Ann Goodnight, Chair

**ROLL CALL**

Ann Goodnight, Chair

**READING OF STATE GOVERNMENT ETHICS ACT CONFLICT OF INTEREST STATEMENT**

Ann Goodnight, Chair

- |           |   |                |
|-----------|---|----------------|
| <b>1.</b> | <b>CONSENT AGENDA</b>   | <b>TAB 7.1</b> |
|           | A. Approval of September 20, 2018 Minutes (open & closed session)   | 7.1A           |
|           | B. Request to Establish Centers/Institutes  | 7.1B           |
|           | a. The Moise Khayrallah Center for Lebanese Diaspora Studies (KCLDS)  |                |
| ✓         | C. Request to Change Degree Program Title   | 7.1C           |
|           | a. Masters of Education in Science Education <u>to</u> Masters of Education in Science, Technology, Engineering and Mathematics Education (STEM Ed) |                |
| ✓         | D. Request to Discontinue Degree Programs   | 7.1D           |
|           | a. Masters of Education in Technology Education   |                |
|           | b. Masters of Education in Mathematics Education  |                |
|           | E. Designation of Time Limited Option for Distinguished Professorships  | 7.1E           |
| <b>2.</b> | <b>REQUESTED ACTION</b>   | <b>TAB 7.2</b> |
| ✓         | A. Consideration of Campus Initiated Tuition Increase and Student Fees  | 7.2A           |
|           | <i>Presenters: Chancellor W. Randolph Woodson, Executive Vice Chancellor and Provost Warwick Arden and Vice Chancellor and Dean Michael Mullen</i>  |                |
| ✓         | B. Premium Tuition Request: Foundations of Data Science   | 7.2B           |
|           | <i>Presenter: Duane Larick, Senior Vice Provost, Academic Strategy &amp; Resource Mgt.</i>  |                |
| ✓         | C. Undergraduate Degree Programs: 120 Credit Hour Exception Requests  | 7.2C           |
|           | <i>Presenters: Vice Chancellor and Dean Michael Mullen and Senior Associate Dean Bret Smith</i>   |                |

✓ Denotes full Board approval required

- D. Department of Athletics Bonus Structure for Track & Field and Cross Country 7.2D  
*Presenter: Deborah Yow, Director of Athletics*  
Rationale: Requires approval per Non-Salary and Deferred Compensation Policy 05.15.03.

**3. REPORTS**

**TAB 7.3**

- A. December 2018 Commencement Speaker (no materials)  
*Presenter: Chancellor W. Randolph Woodson*
- B. Faculty Senate Report 7.3B  
*Presenter: Carolyn Bird, Chair*
- C. Staff Senate Report 7.3C  
*Presenter: Jason Painter, Chair*
- D. Provost Update 7.3D  
*Presenter: Warwick Arden, Executive Vice Chancellor and Provost*  
a. Academic Programs Update  
• New Undergraduate Certificate in Field Botany  
• MOA for Dual Degree Partnership - College of Textiles and Zhejiang Sci-Tech University  
b. Faculty Retention Report (no materials)

**4. CLOSED SESSION**

**TAB 7.4**

- ✓ A. Personnel Matters 7.4A  
B. Honorary Awards 7.4B

**5. RECONVENE OPEN SESSION**

**6. ADJOURN**

# **CONSENT AGENDA ITEMS**



## **MINUTES**

### **UNIVERSITY AFFAIRS COMMITTEE**

Board of Trustees  
North Carolina State University  
September 20, 2018

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The University Affairs Committee of the Board of Trustees of North Carolina State University met September 20, 2018 in the Winslow Hall Conference Room.

Members Present:                      Ann Goodnight, Committee Chair  
   Tom Cabaniss  
   Jess Errico  
   Ron Prestage  
   Susan Ward

Chair Goodnight called the meeting to order at 1:19 p.m. The roll was called and a quorum was present.

All members of the committee were reminded of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act. It was inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the committee at this meeting. There being none, the meeting continued.

#### **Committee Responsibilities and Plan of Work**

Provost Arden provided a brief overview of the committee's responsibilities. He noted that in an effort to maximize efficiency, the committee adopted a consent agenda format for items that have been through comprehensive evaluation processes on campus, e.g., conferral of tenure requests, center and institute requests and new academic programs. He explained a committee member may request an item be pulled from the consent agenda for discussion as needed.

In reference to the committee's plan of work for the year, Chair Goodnight noted that the plan is a working document that can be updated as the year progresses. She explained that much of the committee's work is prescribed by policy; however, utilization of the consent agenda will allow more time for brief presentations on topics of interest. Input from committee members on topics of interest is welcome.

#### **Consent Agenda**

A motion was made by Mrs. Ward to approve the consent agenda items which included approval of the July open and closed session meeting minutes; continuation of two Centers, the Advanced Self Powered Systems of Sensors and Technologies Center (ASSIST) and the Center for Marine Sciences and Technology (CMAST); designation of a time limited option for eighteen distinguished professorships; and conferral of tenure to two new faculty members. Mr. Cabaniss seconded the motion. The motion carried.

#### **Requested Action**

Director of Athletics Deborah Yow discussed updates to the bonus structure for baseball. She explained incentive compensation for the head coach and staff are in keeping with those utilized for all sports. Mr. Cabaniss moved to approve the bonus structure as presented. Mrs. Ward seconded the motion. The motion carried.

#### **Informational Reports**

The annual enrollment report highlighted changes in overall graduate and undergraduate enrollment; academic quality of the incoming freshman cohort, and undergraduate student success data. Overall enrollment for Fall 2018 was 35,479, which is the largest in NC State's history. The freshman cohort was also the largest in history at 4,845 students. Similarly, the university enrolled its largest group of transfer students at 1,345. The academic profile of these students met or exceeded previous cohorts. The university's four, five, and six-year graduation rates are at record highs. Initiatives to enhance diversity and student success were also discussed. Provost Arden commended Dr. Louis Hunt and his team in Enrollment Management and Services for their work in helping the university achieve success in this area. A question was asked about the status of the Board of Governors 120 course hour policy. The Provost responded that the BOG passed a policy revision that undergraduate programs should be 120 credit hours unless the Board of Trustees approves an exception. The university is reviewing programs now to determine how many can be revised to 120 credit hours and which ones will request exceptions. Exception requests will be brought to the Board of Trustees in November.

Next, a presentation on the UNC System-Wide Employee Engagement Survey was given. The survey is part of a five-year project developed by the University of North Carolina system to help achieve the goals of the UNC strategic plan. The survey was administered to NC State's 8,538 full-time permanent employees during spring 2018 and will be administered again in 2020 and 2022 to gauge progress. The results of the survey indicate NC State did well in relation to the other systems institutions: NC State's overall response rate of 54% (4,633 of 8,538) exceeded the UNC System Office's target response goal of 50%; NC State employees gave consistently more favorable ratings than the UNC system overall; and areas rated less favorably by NC State employees are also rated less favorably by the system overall. The NC State Employee Engagement Survey Advisory Group will oversee and monitor the University's progress in enhancing our survey scores for the strategic focus areas identified for the period 2018-2020.

Student Body President Jess Errico provided an update on programs and initiatives in Student Government. In partnership with University Dining, Student Government led the way in advocating for a student-to-student meal sharing program for students facing short-term food insecurity. In response to a need expressed by students last semester, Student Government collaborated with Campus Enterprises to identify an interfaith prayer space convenient to students in Talley Student Union. Student Government has added an executive department on Student Health to advocate on topics such as emotional, physical, social, financial and environmental wellness. Finally, Ms. Errico noted that she and other student body officers are listening to students to determine the best ways they can make changes on campus while also informing students about existing resources available to them for which they may not be aware. Chancellor Woodson acknowledged Ms. Errico and her colleagues for the job they did to help inform students about campus resources available in the wake of Hurricane Florence.

Provost Arden provided an update on the 2018-2019 faculty salary ranges and leadership position searches that are underway this academic year. The faculty salary ranges are established for tenured/tenure-track faculty positions based on current market data and have been approved by the Chancellor for this academic year. Provost Arden noted that the issue of faculty salaries and moving them forward continues to be an important issue for him and the Chancellor. The Provost noted this will be a busy year for leadership position searches. Searches for the Executive Director of the Friday Institute and Senior Vice Provost and Director of Libraries are underway. There are four finalists for the Libraries position and on-campus interviews are expected to occur in the next few weeks. Searches for Dean of the Graduate School, Dean of the Poole College of Management, Vice Provost for Equity and Diversity and Vice Provost for Continuing Education will all commence this academic year.

### **Topic of Interest/Committee Discussion**

Provost Arden gave an overview of the promotion and tenure process at NC State, including a brief history of the origins of academic tenure. The tenure track faculty life cycle begins with a rigorous and competitive search process. The promotion and tenure decision process includes a comprehensive internal review at the department, college and university levels as well as external evaluations by at least five accomplished scholars who are not part of the NC State community. Once tenure is achieved, faculty receive a post-tenure review by peers, the department head and dean every five years. In response to questions, Provost Arden explained that in general new faculty hired with tenure had already achieved tenure at their previous institution and therefore an abbreviated tenure review occurs on campus. He also noted that the most recent substantive change to the tenure policy was to introduce more specific procedures for faculty with interdisciplinary appointments.

### **Closed Session**

A motion was made by Dr. Prestage, and seconded by Mrs. Ward, to go into closed session to establish the amount of compensation and other materials terms of an employment contract or proposed employment contract and to consider the qualifications, competence, performance, character, fitness, conditions of appointment or conditions of initial employment of an employee or prospective employee. The motion carried.

### **Reconvene in Open Session**

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

Dr. Prestage moved to approve the personnel items discussed in Closed Session related to the approval of two head coach employment agreements and salary actions for the Tier I positions of Deans. Mrs. Ward seconded the motion. The motion carried.

With no further business, Chair Goodnight announced the meeting adjourned at 2:59 p.m.


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Ann Goodnight, Chair



MEMORANDUM

TO: Alan H. Rebar  
Vice Chancellor for Research, Innovation and Economic Development

FROM: W. Randolph Woodson   
Chancellor

SUBJECT: Recommendation to approve the request to establish the Khayrallah Center for Lebanese  
Diaspora Studies (KCLDS) under Regulation 10.10.04

DATE: October 25, 2018

In response to your Memorandum dated October 24, 2018, authorization is hereby granted to forward the request for establishment of the Khayrallah Center for Lebanese Diaspora Studies (KCLDS) to the Board of Trustees for approval.

WRW/mh

cc: Jeffery Braden, Dean, College of Humanities and Social Sciences  
Akram Khater, Director, KCLDS  
Mladen Vouk, Associate Vice Chancellor, Research Development  
Jonathan Horowitz, Assistant Vice Chancellor, Research Administration  
Larisa Slark, Senior Administrative Coordinator – Centers and Institutes



## MEMORANDUM

TO: W. Randolph Woodson  
Chancellor  
NC State University

FROM: Alan H. Rebar   
Vice Chancellor for Research and Innovation  
NC State University

SUBJECT: Recommendation to approve the request to establish the Khayrallah Center for  
Lebanese Diaspora Studies (KCLDS) under Regulation 10.10.04

DATE: October 24, 2018

In keeping with NC State Regulation 10.10.04, this memo requests your approval of the request by the College of Humanities and Social Sciences (CHASS) to establish the Khayrallah Center for Lebanese Diaspora Studies (KCLDS). KCLDS' mission is to research, preserve and publicize the history of the Lebanese diaspora communities in the United States and beyond.

KCLDS was approved for planning on September 24, 2014, and is funded by a generous philanthropic gift of \$8.1 million dollars from Dr. Moise Khayrallah. KCLDS will become NC State's first Center focused on the Humanities, marking it a milestone for CHASS and the University. The Khayrallah Center's focus on the Lebanese Diaspora will advance the College's strategic priority for generating scholarship on migration and movement of populations around the globe, and will enhance the University's strategic priority for interdisciplinary scholarship with a global focus. Indeed, the Khayrallah Center will be the first interdisciplinary entity at NC State committed to advancing personal, historical and cultural understanding of migration, movement, and the immigrant experience. Given that equivalent Centers for the study of Lebanese or Middle Eastern migrations and diasporas do not exist within the UNC System, North Carolina, the U.S. or the world, KCLDS will be a unique global asset.

KCLDS has already established itself as a leader in its area of focus, and is an important resource for the citizens of North Carolina, the nation and citizens around the globe. I request your approval of the proposal to establish this Center.

AHR/mh

cc: Jeffery Braden, Dean, College of Humanities and Social Sciences  
Akram Khater, Director, KCLDS  
Mladen Vouk, Associate Vice Chancellor, Research Development  
Jonathan Horowitz, Assistant Vice Chancellor, Research Administration  
Larisa Slark, Senior Administrative Coordinator – Centers and Institutes

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## NORTH CAROLINA STATE UNIVERSITY

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### Moise Khayrallah Center for Lebanese Diaspora Studies (KCLDS)

#### CHARTER

##### Mission and Objectives

The mission of the *Khayrallah Center for Lebanese Diaspora Studies* is to research, preserve and publicize the history of the Lebanese diaspora communities in the United State and beyond.

The *Khayrallah Center* will be the first and only Center of its kind in the U.S. and the world. This groundbreaking Center will be a leading world-class institution that:

- Shapes and advances research into Lebanese migrations;
- Produces public historical projects that preserve and highlight the history of the Lebanese Diaspora;
- Advances public discussion on immigration, in general, through scientific and research-based publications, presentations, public policy forums and public outreach.

The *Khayrallah Center* will accomplish this agenda by the following means:

- Organize international conferences on Middle Eastern migration and diaspora, that brings together the top scholars in the field;
- Build an on-line digital research archive for the history of the Lebanese Diaspora in the Americas;
- Host visiting scholars and provide them with access to its archive;
- Publish an on-line journal dedicated to the Lebanese Diaspora that includes scholarly articles and artistic productions; and
- Train Public History students to become the next generation of scholars advancing Lebanese Diaspora studies.

With these scholarly activities, the *Khayrallah Center* will gain recognition as the premier Center for scholarship and research on the Lebanese Diaspora.

In addition, the *Khayrallah Center* will dedicate itself to the production and dissemination of public historical projects relating to the Lebanese Diaspora. The scope of our public history outreach will include:

- Video productions;
- Museum exhibits;
- Digital Humanities projects;
- K-12 curriculum development and dissemination through teacher workshops that are held periodically to help select teachers from across the U.S. develop lesson plans that integrate the story of the community into the history of the U.S. and their

particular state;

- Training volunteers from across the U.S. to collect oral histories of the Lebanese-Americans and to preserve their stories in an on-line freely accessible archive;
- Social media outreach (YouTube channel, Twitter feeds, blogs, etc.);
- Annual artistic production competition centered around themes of Lebanese-American experiences;
- Develop technologies, such as Arabic Optical Character Recognition (OCR), to facilitate research, preservations of history and outreach.

The *Khayrallah Center* will become NC State's first Center focused on the Humanities, marking it a milestone for the University and the College of Humanities and Social Sciences (CHASS). The *Khayrallah Center's* focus on the Lebanese Diaspora will advance the College's strategic priority for generating scholarship on migration and movement of populations around the globe, and will enhance the university's strategic priority for interdisciplinary scholarship with a global focus. Indeed, the *Khayrallah Center* will be the first interdisciplinary entity at NC State committed to advancing personal, historical and cultural understanding of migration, movement, and the immigrant experience. As a result, the *Khayrallah Center* will break new ground not only by advancing the study and understanding of the Lebanese experience, but also by recognizing the unique value and importance the humanities bring to understanding our place in the world, and in particular to understanding a key element of today's world: human population movements. This will allow the Center to engage and help shape one of the most critical national and international conversations.

### Relationships

One of the key elements in the mission of NC State University is engagement with the public through extension and outreach. Another core principal is the creation and application of knowledge to provide leadership at a national and global level in social issues. The proposed *Khayrallah Center* is designed to fulfill each of these goals.

### Engagement

The Center will be established on two pillars: the first is public engagement. Working with the Ph.D. program in Public History as well as other graduate and undergraduate programs within the College of Humanities and Social Sciences and other colleges, the *Khayrallah Center* will develop a series of programs, events, and products that are meant to transmit knowledge to the general public in an engaging and accessible manner. Below is a list of activities the Center has undertaken over the last three years that illustrates the type of engagement it will continue to develop and foster.

- The precursor to the Center, the *Khayrallah Program*, has produced a documentary that has been watched by over 100,000 people (through cinema screenings across the US, classroom use, broadcast on WUNC TV and public access channels, as well as Mercury Media (a subscription streaming service in Lebanon), and excerpts of the documentary were broadcast on commercial TV stations in Lebanon and Australia);

- The Center developed curriculum for K-12 students and educated more than 100 teachers on the Lebanese-American community and its role in North Carolina;
- The Center's online archive now houses hundreds of thousands of documents, thousands of objects and over 300 hours of interviews, and is continuing to grow into a premiere and unique historical research archive;
- The opening of the *Cedars in the Pines* museum exhibit in 2015 was the culmination of the Center's oral history project and it has received widespread media attention within North Carolina. Over the following two years it drew an estimated 20,000 visitors to three museums (NC Museum of History, Tryon Palace in New Bern, and Levine Museum of the New South in Charlotte). We have also developed a traveling exhibit, *The Lebanese in America*, that has toured the United States for the past two years;
- The Center held dozens of events pertaining to Lebanese culture (e.g., film screenings, speakers, festivals) that have attracted more than 5,000 attendees;
- The KCLDS social media and newsletter provide daily, weekly and monthly contacts with over 50,000 individuals globally.

KCLDS will continue to pursue such projects, and expand their scope within North Carolina, as well as nationally and internationally.

### *Knowledge Production*

The production and dissemination of knowledge is the second pillar of the proposed *Khayrallah Center*. It will be a focal point in scholarship on the Lebanese Diaspora, and by extension on migration studies, which is vital in today's globalized world with a more mobile population than ever before. This knowledge will be developed through research carried out at the center, as well as through the creation of an international network to connect and facilitate the work of scholars outside NC State.

The PhD in Public History at NC State marks a new chapter in our commitment to scholarly excellence and public service. It is one of only three doctoral programs in the nation focused on Public History, and the only one in the state of North Carolina. Chancellor Woodson and Provost Arden not only vigorously advocated for the establishment of the Program, they also allocated funding for its support. Chancellor Woodson stated that "Public History exemplifies the kind of engaged scholarship that NC State encourages; it also comports perfectly with its land-grant mission." The *Khayrallah Center* will be a laboratory for doctoral students in Public History, as they design and carry out research projects pertaining to Diaspora Studies with emphasis on the Middle Eastern experience.



## Existing Structures

Currently there are no equivalent Centers for the study of Lebanese or Middle Eastern migrations and diasporas anywhere within North Carolina, the UNC System, or the US for that matter. More to the point — and with the exception of the Latino Migration Project at UNC Chapel Hill’s Institute for the Study of the Americas— there is no Center or Institute within the UNC system that is dedicated to the study of human migration. This makes the *Khayrallah Center* not only unique but also a critical key element in the contemporary politics and economics of the world, and certainly in the US.

## Organizational Structure

### *Director*

Dr. Akram Khater will be the director of the *Khayrallah Center*. Dr. Khater is a professor of history in the College of Humanities and Social Sciences, a University Faculty Scholar, and the Khayrallah Distinguished Professor in Lebanese Studies. Dr. Khater launched the pilot project, *The Lebanese in North Carolina*, which collected documented the history of the Lebanese in the state and produced a documentary and museum exhibit narrating that story. It was through the overwhelming success of this initial project that Dr. Khater worked with Moise Khayrallah to secure an \$8 million gift to NC State to fund the establishment of the future *Khayrallah Center*. In addition, Dr. Khater is recognized internationally as the leading scholar on Lebanese immigration. He has published a substantial number of articles and reviews, and has made conference presentations throughout the United States and internationally. He has delivered over 400 talks in the past 10 years on topics relating to the Middle East. Professor Khater has been awarded a number of teaching accolades (Outstanding Teacher, Outstanding Junior Faculty and Outstanding Extension Faculty) and grants during his tenure at N.C. State, and has also obtained fellowships from the National Humanities Center, American Philosophical Society, National Endowment for the Humanities, Fulbright Foundation, and the Council of American Overseas Research Centers, among others. His professional affiliations include the Middle East Studies Association, Arab-American Studies Association, American Academy of Religion, and the American Historical Association. He is also the editor of the *International Journal of Middle East Studies*, and sits on the editorial board of a book series on immigration studies.

The *Khayrallah Center* Director will implement the mission of the Center through the following activities:

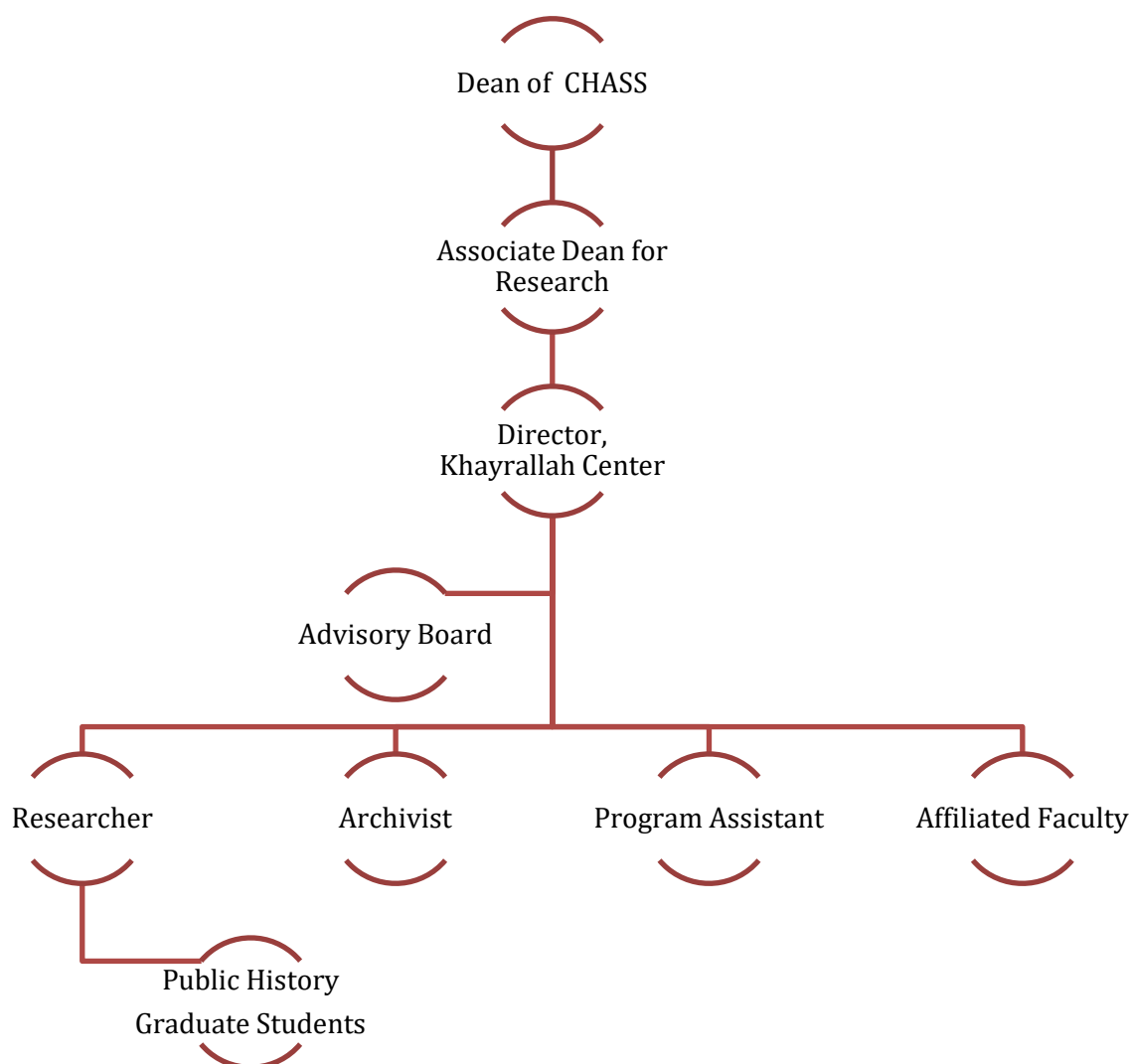
- Financial leadership and main responsibility for fundraising to continue enhancing the endowment of the *Khayrallah Center*. These enhancements will be directed at specific goals including video productions, hiring new faculty specializing in areas of interest to the Center, underwriting research projects, public history presentations, and more;
- Lead scholarship and research on the Lebanese Diaspora, and represent the Center at scholarly conferences. In addition, the director will attract outstanding scholars to the

*Khayrallah Center* to enhance the scholarly impact, profile, and status of the Center by adding to and extending research on Lebanese immigration;

- Oversee and help organize all Center events, including the selection and awarding of the annual Khayrallah Prize in scholarship and the arts;
- Publish the online scholarly journal, *Mashriq & Mahjar*;
- Initiate and oversee all research projects undertaken by the Center; and
- Convene an Advisory Committee to provide support and expertise in the development of the Center, and to whom the Director will submit an annual report.

The *Khayrallah Center* is located in CHASS. The Center director reports directly to the Associate Dean for Research in CHASS, and is a faculty member in the Department of History.

### *Khayrallah Center Organizational Chart*



### *Advisory Committee*

The Advisory Committee will be made up of prominent Lebanese-Americans who help advance and expand the Center's mission:

- The Advisory Committee will meet once a year during Spring semester on the NC State campus.
- Through personal investment, active involvement and engagement, the *Khayrallah Center's* Advisory Committee will enhance the welfare and development of the Center through advocacy, fund-raising, and service. Committee members will be effective spokespersons for the role of the Center across the state and beyond. Through their contacts, members will be effective liaisons for generating interest in the Center's activities and for helping to develop the financial resources necessary to ensure the success of the Center's mission.

### *Budget Estimate*

The *Khayrallah Center* was funded initially by a gift from Dr. Moise Khayrallah totaling \$8.1 million dollars. This gift supports an endowed chair in Lebanese Diaspora Studies, as well as KCLDS. Endowment payments are scheduled as follows:

- Payments received (including annual operating funds):
  - \$3,970,000
- Schedule of remaining payments:
  - June 2019 \$500,000
  - March 2019: \$1,865,000
  - March 2020: \$1,915,000

The College of Humanities and Social Sciences made a request to the State of North Carolina for \$667,000 in matching funds (to add to the \$1,333,000 provided by Dr. Khayrallah) to permanently endow the Khayrallah Chair in Lebanese Diaspora Studies. These funds were secured in 2017.

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### Khayrallah Center Funding Schedule

	Pledge #	Pledge Date	Pledge Amount	Payments Made to Date	Current Balance	Payments Remaining	Due Date
Khayrallah Term Professorship	990605743	7/2/14	\$320,000	\$213,333.00	\$106,667.00	\$106,667.00	3/31/20
Khayrallah Center Endowment	990605746	7/2/14	\$5,667,000	\$2,224,499.33	\$3,442,500.67	\$1,721,250.50	3/31/19
Khayrallah Center Endowment - Income #1	990605744	7/2/14	\$820,000.00	\$820,000.00	\$0.00	\$0.00	
Khayrallah Center Endowment - Income #2	991194921	6/7/18	\$387,192.50	\$156,360.00	\$230,832.50	\$143,749.50	3/31/19
						\$87,083.00	3/31/20
Khayrallah Distinguished Professorship	990605755	7/2/14	\$1,333,000.00	\$1,333,000.00	\$0.00		
<b>TOTAL</b>			<b>\$8,527,192.50</b>	<b>\$4,747,192.33</b>	<b>\$3,780,000.17</b>	<b>\$3,780,000.17</b>	



Khayrallah Center Estimated Annual Budget (Year 1)

Year 1		
PERSONNEL		
1.1	Center Director/Endowed Chair	\$49,000
1.2	Researcher	\$34,000
1.3	Public History Graduate Students	\$25,000
1.4	Archivist (.667 FTE)	\$27,840
1.5	Program Assistant (.50 FTE)	\$17,775
	<b>Sub-Total</b>	<b>\$153,055</b>
FRINGE		
2.1	Center Director/Endowed Chair	\$13,720
2.2	Assistant Director	\$9,369
2.3	Public History Graduate Students 400 hours @ \$12/hr)	\$2,288
1.4	Archivist (.667 FTE)	\$1,810
1.5	Program Assistant (.50 FTE)	\$1,598
	<b>Sub-Total</b>	<b>\$28,785</b>
TRAVEL		
3.1	Travel (air, ground)	\$22,000
	<b>Sub-Total</b>	<b>\$22,000</b>
SUPPLIES		
4.1	Office Supplies (Equipment, etc.)	\$5,000
4.2	Subscriptions (Database hosting, memberships, etc.)	\$1,800
4.3	Postage & Telecommunications	\$4,000
4.4	Advertising	\$4,200
	<b>Sub-Total</b>	<b>\$15,000</b>
OTHER		
5.1	Summer Internships	\$10,000
5.2	Artist in Residence	\$7,000
5.3	Visiting Scholars Program	\$10,000
5.4	Archive (Acquisition/Digitization)	\$15,000
5.5	Khayrallah Prize (Scholars, Artists)	\$7,500
5.6	Documentary/Conferences	\$20,000
5.7	Visiting Lectures and public events	\$10,000
	<b>Sub-Total</b>	<b>\$79,500</b>
TOTAL EXPENDITURES		\$298,340

Years 2 - 5		
PERSONNEL		
1.1	Center Director/Endowed Chair	\$49,000
1.2	Researcher	\$34,000
1.3	Public History Graduate Students	\$25,000
1.4	Archivist (.667 FTE)	\$27,840
1.5	Program Assistant (.50 FTE)	\$17,775
	<b>Sub-Total</b>	<b>\$153,055</b>
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5.7	Visiting Lectures and public events	\$10,000
	<b>Sub-Total</b>	<b>\$79,500.00</b>
TOTAL EXPENDITURES		\$298,340

### Space and Capital Requirements Needs

The *Khayrallah Center* has secured office space in the College of Humanities and Social Sciences. This suite of offices is located at Withers Hall, Suite 332, and it provides ample space for the director, researcher, program assistant, visiting scholars, and graduate and undergraduate students. In addition, the *Khayrallah Center* has storage space made available to it by the Department of History, and that is located in Withers Hall, Room 473. Finally, and for the purpose of its physical archive, the *Khayrallah Center* has secured storage space in the Special Collections vault in the D. H. Hill Library.

The Center is fully furnished and equipped and will not require any major resources for capital equipment. Additional monetary commitments for the *Khayrallah Center* are not needed, or have been made.

### Effects on Instructional Needs

The *Khayrallah Center* will provide a unique opportunity for graduate students to gain experience in digital humanities, archives, oral history, museum design, documentary film making, and other forms of public history. In the last three years, the Center has provided the opportunity for over 20 students to conduct research, and will continue to do so. This opportunity applies to graduate students in History and the Humanities as well as students from other colleges, such as Engineering, Design, and Natural Resources. For example, KCLDS is currently working on developing a breakthrough OCR (optical character recognition) software for Arabic language. This will enable the Center to transform digital images of Arabic newspapers, journals, and manuscripts into searchable text, something that is currently very difficult to attain. For this project KCLDS is working with the Laboratory for Analytic Sciences, a Ph.D. student in Communications, Rhetoric and Digital Media (CRDM), a Ph.D. student in statistics, and a graduate student in computer science.

## Program Curriculum Changes

### Masters of Education in Science Education

#### Proposed to change to

### Masters of Education in Science, Technology, Engineering, and Mathematics Education

**Background:** The STEM Education Department seeks to combine its three Master's programs to be consistent with its reorganization of its doctoral programs. In 2017 our doctoral degrees became a Ph.D. in Learning and Teaching in STEM Education. Similarly, we request to merge our three Master's programs - in mathematics education, science education and technology education - into one STEM Education Master's degree program. We want to have three concentrations: Mathematics and Statistics Education, Science Education and Engineering and Technology Education. Each of these degrees will have a shared course, and will consist of 30 credit hours.

We will accomplish our reorganization by (1) discontinuing our Master of Education programs in Mathematics Education and Technology Education, and (2) renaming our master's program in Science Education to Science, Technology, Engineering, and Mathematics Education.

Note that our current MS programs are not affected by this change and we will make sure to communicate that to our MS students.

#### Proposed changes:

##### Name Change:

Prior name: Science Education

New Name: **Science, Technology, Engineering, and Mathematics Education**

b) Number of credit hours: change from 36 hrs to 30 hours.

c) Admissions requirements are the same. 3 references, min 3.0 undergraduate GPA, personal statement.

d) New preferred CIP code: 13.1399

#### Logistics:

This change will go into effect Fall 2019. Current students will be allowed to switch over to the new option if they desire, or continue in their Plan of Work until completion. The teach out plan for current students is that if they have already started in our old plan, as late as Fall 2018, they will be allowed to choose to stay in the plan until graduation, no later than Fall 2024 (maximum 6 year window). We will start the recruitment process in spring of 2019



**Current Curriculum--36 hrs**

**Science Education Core (12 semester hours)**

- EMS 575 Foundations of Science Education (3)
- EMS 521 Advanced Methods in Science Education I (3)
- EMS 522 Advanced Methods in Science Education II (3)
- EMS 573 Technology Tools for Science Teaching (3)

**Focus Area (6 semester hours)**

Courses may be taken to develop expertise in areas such as College Science Education, Teacher Education (Elementary, Middle or High School) or Informal Education. Focus areas include but are not limited to:

Middle School Education (ECI 550, ECI 551, PSY 582)

Special Populations (ECI 500, ECI 570, ELP 515)

Thesis Research (EMS 695)

Mentoring Preservice/Inservice Teachers (ECI 641, ECI 651)

Science (additional 6 hours in a specific content concentration)

**Science Courses (15 semester hours) 400-level or above**

(Note: No more than six credit hours of 400-level courses may be counted toward the degree, and they may not come from the major field). 3 hours may be a research experience.

**Research (3 hrs)**

- EMS 531 Introduction to Research in Science Education (3)

## Proposed Curriculum--30 hrs

### Core Course 3 hrs

EMS 573 Design of Tools and Learning Environments in STEM Education

### Concentration-specific Courses 27 hrs

**Three concentrations: Science Education, Engineering and Technology Education, Mathematics and Statistics Education**

For each concentration, there will be 12 hours of courses specific to the concentration (mathematics education, science education, technology education) and 15 hrs of specialty content courses that students can take to deepen their content disciplinary knowledge (e.g., ST 508, MA 509, EAC 559, NTR 515)

- Transcript Notation: This degree will be noted on the student's transcript as either:
- Program Name: **"Master of Education in Science, Technology, Engineering and Mathematics Education"**
- Concentrations: [Student will choose one of these subplans]
  - **Science Education**
  - **Engineering and Technology Education**
  - **Mathematics and Statistics Education**

## **M.Ed. in Science Technology Engineering and Mathematics Education**

### **Curriculum: 30 hrs**

**Core Course 3 hrs (All three concentrations take this course. Existing course that will undergo only a name change)**

EMS 573 Design of Tools and Learning Environments in STEM Education

### **Speciality Courses 27 hrs**

#### *Science Education Concentration*

- 12 hrs of science education courses
  - EMS 521 Advanced Methods in Science Education I (3)
  - EMS 522 Advanced Methods in Science Education II (3)
  - EMS 531 Introduction to Research in Science Education (3)
  - EMS 575 Foundations of Science Education (3)
- 15 hrs of specialty content courses from an estimated 200 options, such as: Bio 592, BCH 553, NTR 515, NTR 624, FOR 595, FOR 501, HS 541, MEA 517, MEA 582, EA 501, EA 503, PHY 552, PY 582.

#### *Mathematics and Statistics Education Concentration*

- 12 hrs of mathematics education
  - EMS 513 Teaching and Learning Algebra
  - EMS 514 Teaching and Learning Geometry
  - EMS 519 Teaching and Learning Statistics
  - EMS 580 Teaching Mathematics with Technology or EMS 510 Interactions in Mathematics Classrooms or EMS 581 Advanced Application of Technology in Math Ed
- 15 hrs of specialty content courses from an estimated 20 options, such as: MA 501, MA 502, MA 508, MA 511, MA 513, MA 523, MA 580, MA 591.

#### *Engineering and Technology Education Concentration*

- 12 hrs of Engineering and Technology Education
  - TED 530
  - TED 558
  - TED 552
  - TED 555
- 15 hrs of specialty content courses from an estimated 300 options, such as: ED 572, ECI 514, ECI 511, EAC 539, EAC 551, EAC 559, EAC 580, EAC 582, EAC 585, ECI 716, ECI 719.

\*\*\*\*\*

### **Admissions Requirements and Process**

(no GRE)

3 references, min 3.0 GPA, personal statement

Applicants will select a subspeciality on application time and then routed to subspeciality review.

Admit for Summer and Fall,

## Combined Master's Program for STEM Education North Carolina State University

This request has been reviewed and approved by the appropriate campus committees and authorities.


**Endorsed By:**

 Aaron C. Chaffin 2/26/18  
Head, Department/Director of Graduate Program (Printed Name and Signature) Date

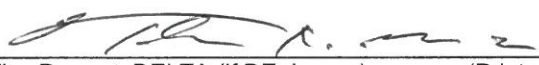
**Recommended By:**

 Karen F. Hollebrands 3/29/18  
Chair, College Graduate Studies Committee (Printed Name and Signature) Date


**Endorsed By:**

 Lee V. Stiff 4/3/18  
College Dean (Printed Name and Signature) Date

**Recommended By:**

 Thomas R. McIlwain III 4/17/18  
Vice Provost, DELTA (if DE degree) (Printed Name and Signature) Date

**Approved By:**

 Peter J. Harris 9/27/18  
Dean of the Graduate School (Printed Name and Signature) Date

**Recommended By:**

\_\_\_\_\_  
Dean's Council (Printed Name and Signature) Date

**Approved By:**

\_\_\_\_\_  
Executive Vice Chancellor and Provost (Printed Name and Signature) Date

**Approved By:**

\_\_\_\_\_  
Chancellor (Printed Name and Signature) Date



Request to discontinue  
Last updated 2/25/18

**UNIVERSITY OF NORTH CAROLINA**  
**REQUEST TO DISCONTINUE**  
**A DEGREE PROGRAM, SITE OR DELIVERY MODE**

Date: 8/26/18

Constituent Institution: N C State University

Is the program a joint degree program? Yes No X

Joint Partner campus

Title of Authorized Program: Technology Education Degree Abbreviation: TEDMED

CIP Code (6-digit): 13.1309 Level: B M X I D

CIP Code Title: Technology Teacher Education/Industrial Arts Teacher Education

If the degree program has associated UNC Teacher Licensure Specialty Area Codes that, upon this discontinuation, should be attributed to a different degree program, then complete the following:

UNC Teacher Licensure Specialty Area Code (one per line; add as needed)	Degree Program to Receive Specialty Area Code		
	Title	Degree awarded	6-Digit CIP
109	Technology Teacher Education/Industrial Arts Teacher Education	M.Ed.	131309

Term of Proposed Discontinuation (when new students will no longer be admitted):

term Spring year 2019

1. What type of program discontinuation is being requested? (if b/c/d, one or more can be selected)
  - a) Discontinue - Permanent. (While course offerings already shared across degree programs may continue, the program components will not become a significant or distinct component of another program. Degree program is discontinued in full in Academic Program Inventory (API), including any approved off-campus sites and alternate means of delivery; requires action of Board of Governors)
  - b) **Discontinue - Delivery**. Eliminate one or more delivery types and keep the program active.

- \_\_\_\_\_ On-campus delivery of program
- \_\_\_\_\_ Online delivery of program
- \_\_\_\_\_ Site-based delivery of program
  - \_\_\_\_\_ Instructor present (off-campus delivery)
  - \_\_\_\_\_ Instructor not present (site-based distance education)

c) **X** **Discontinue - Consolidate.** Program components will become a significant or distinct component in another degree program (e.g. concentration/track).

- **X** Existing degree program (BOG approved)
  - Program title, degree, CIP \_\_\_\_\_
- \_\_\_\_\_ New degree program (Request to Establish and BOG approval generally required)
  - Proposed program title, degree, CIP STEM Education. 13.1399 (new. re-named degree)

If (b) is selected and sites are to be discontinued, please list them (add lines as needed).

Site #1

\_\_\_\_\_  
(address, city, county, state)

\_\_\_\_\_  
(date of site authorization by GA)

Site #2

\_\_\_\_\_  
(address, city, county, state)

\_\_\_\_\_  
(date of site authorization by GA)

Site #3

\_\_\_\_\_  
(address, city, county, state)

\_\_\_\_\_  
(date of site authorization by GA)

2. Explain why the program, site, or delivery mode is being discontinued.

- a. If the program, site or delivery mode addresses high priority needs, how will those needs be addressed by other programs? **Consolidation of Mathematics Ed, Science Ed and Technology Ed into a Master's of Education in STEM Ed for feasibility and function.**
- b. Describe how affected parties (faculty, staff, students) will be informed of the impending closure and, where applicable, of any additional charges/expenses to students. **Web page announcements, email, faculty meeting announcements. Will be a cost benefit to students due to reduced course hours.**
- c. Describe steps to be taken to allow students enrolled in the program, site or delivery mode to complete their courses of study. **They may remain in the current degree, or choose to go into the new option. The "teach-out-plan" for current students is that if they have already started in the old plan, as late as Spring 2019, they will be allowed to choose to stay in the plan until graduation, no later than Fall 2024 [maximum 6 year window]. All courses required of the existing degree programs will continue to be offered until Fall 2024 so students will be able to satisfy all requirements for the current degree programs. We anticipate this will involve fewer than 10 students.**

3. Discuss the reassignment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be reassigned. **N/A**
4. Discuss the discontinuation of the employment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be discontinued. **N/A**
5. Discuss reallocation or reduction of costs resulting from each discontinuation(s), including specific amounts related to each discontinuation. **Consolidation of 3 programs and the Distance Ed delivery will reduce overall costs by having a shared course for the 3 concentrations.**
6. Name, title, telephone, and e-mail of contact person for this notification of discontinuation:  
**Dr. Margaret R. Blanchard, Director of Graduate Programs, STEM Ed, NC State, 919-515-1771, mrblanch@ncsu.edu**

This request to discontinue a degree program, delivery mode, or site has been reviewed and approved by the appropriate institutional committees and authorities.

Signature of Chief Academic Officer: \_\_\_\_\_

Signature of Chief Academic Officer (Joint Campus partner) \_\_\_\_\_

Request to discontinue  
Last updated 2/25/18

**UNIVERSITY OF NORTH CAROLINA  
REQUEST TO DISCONTINUE  
A DEGREE PROGRAM, SITE OR DELIVERY MODE**

Date: 8/26/2018

Constituent Institution: North Carolina State University

Is the program a joint degree program? Yes No X

Joint Partner campus

Title of Authorized Program: Mathematics Education Degree Abbreviation: MEDMED

CIP Code (6-digit): 13.1311 Level: B M X I    D

CIP Code Title: Mathematics Teacher Education

If the degree program has associated UNC Teacher Licensure Specialty Area Codes that, upon this discontinuation, should be attributed to a different degree program, then complete the following:

UNC Teacher Licensure Specialty Area Code (one per line; add as needed)	Degree Program to Receive Specialty Area Code		
	Title	Degree awarded	6-Digit CIP
0901	Mathematics Education	M.Ed.	131311

Term of Proposed Discontinuation (when new students will no longer be admitted):

term Spring year 2019

1. What type of program discontinuation is being requested? (if b/c/d, one or more can be selected)
  - a)        **Discontinue - Permanent.** (While course offerings already shared across degree programs may continue, the program components will not become a significant or distinct component of another program. Degree program is discontinued in full in Academic Program Inventory (API), including any approved off-campus sites and alternate means of delivery; requires action of Board of Governors)
  - b) **Discontinue - Delivery.** Eliminate one or more delivery types and keep the program active.
    - o        On-campus delivery of program



- ☐ Online delivery of program
- ☐ Site-based delivery of program
  - ☐ Instructor present (off-campus delivery)
  - ☐ Instructor not present (site-based distance education)

c) ☒ **Discontinue - Consolidate.** Program components will become a significant or distinct component in another degree program (e.g. concentration/track).

- ☐ Existing degree program (BOG approved)
  - Program title, degree, CIP \_\_\_\_\_
- ☐ New degree program (Request to Establish and BOG approval generally required)
  - Proposed program title, degree, CIP STEM Education. 13.1399 (new, re-named degree)

If (b) is selected and sites are to be discontinued, please list them (add lines as needed).

Site #1

\_\_\_\_\_  
(address, city, county, state)

\_\_\_\_\_  
(date of site authorization by GA)

Site #2

\_\_\_\_\_  
(address, city, county, state)

\_\_\_\_\_  
(date of site authorization by GA)

Site #3

\_\_\_\_\_  
(address, city, county, state)

\_\_\_\_\_  
(date of site authorization by GA)

2. Explain why the program, site, or delivery mode is being discontinued.

- a. If the program, site or delivery mode addresses high priority needs, how will those needs be addressed by other programs? **Consolidation of Mathematics Ed, Science Ed and Technology Ed into a Master's of Education in STEM Ed for feasibility and function. Students will be able to enroll in the M.Ed. in Science Technology Engineering and Mathematics Education and pursue a concentration in Mathematics and Statistics Education**
- b. Describe how affected parties (faculty, staff, students) will be informed of the impending closure and, where applicable, of any additional charges/expenses to students.  
**Currently enrolled students will be notified via email about the option to continue in the program or switch to the M.Ed. in Science Technology Engineering and Mathematics Education and pursue a concentration in Mathematics and Statistics Education**
- c. Describe steps to be taken to allow students enrolled in the program, site or delivery mode to complete their courses of study. **The "teach-out-plan" for current students is that if they have already started in the old plan, as late as Spring 2018, they will be allowed to choose to stay in the plan until graduation, no later than Fall 2024 (maximum 6 year window). All courses required of the existing degree programs will continue to be offered until Fall 2024 so students will be able to satisfy all requirements for the current degree programs. We anticipate this will involve fewer than 10 students.**

All students currently enrolled in the program will be allowed to continue until completion. They will also be given the option to switch programs to the revised degree in Science Technology Engineering and Mathematics Education

3. Discuss the reassignment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be reassigned.

No reassignment of faculty. Faculty will continue offering courses in EMS that will now be part of revised degree in Science Technology Engineering and Mathematics Education

4. Discuss the discontinuation of the employment of any faculty, staff and EHRA non-faculty, including number of each type of personnel to be discontinued.

NONE

5. Discuss reallocation or reduction of costs resulting from each discontinuation(s), including specific amounts related to each discontinuation.

NONE

6. Name, title, telephone, and e-mail of contact person for this notification of discontinuation:

Karen Hollebrands, Professor and Graduate Coordinator, 919-513-0505, kfholleb@ncsu.edu

This request to discontinue a degree program, delivery mode, or site has been reviewed and approved by the appropriate institutional committees and authorities.

Signature of Chief Academic Officer: \_\_\_\_\_

Signature of Chief Academic Officer (Joint Campus partner) \_\_\_\_\_

## **Designation of Time Limited Option for Distinguished Professorships**

**Background:** Donors who endow a distinguished professorship at NC State University may elect to pursue matching funds available through the state's Distinguished Professors Endowment Trust Fund (DPETF). In accordance with state statutes, as well as University of North Carolina system and NC State University policies, the NC State University Board of Trustees (BoT) is authorized to designate that endowed distinguished professorships seeking DPETF matching funds may be time limited.

We request this designation from the BoT when a donor agreement indicates intent that a distinguished professorship be awarded, or potentially awarded, at a rank other than professor (i.e. assistant, associate professor) and/or for a period other than an individual's full career.

This designation provides the university with the maximum flexibility in awarding the distinguished professorship over time. Still, the overwhelming majority of NC State's distinguished professorships are offered to professors for the duration of their career at NC State.

**Recommended Action:** We request designation of the following distinguished professorships which may be time limited:

1. Goodnight-NC GlaxoSmithKline Foundation Distinguished Professorship in Social Sciences, College of Humanities and Social Sciences, \$500K endowment
2. Gertrude M. Cox Distinguished Professorship in Statistics, College of Sciences, \$1M endowment
3. Wesley O. Doggett Distinguished Professorship, College of Sciences, \$500K endowment

### **Policy References:**

[UNC Policy 600.2.3 - Distinguished Professors Endowment Trust Fund](#)

[NCSU Policy 01.05.01 – Board of Trustees Bylaws](#)

[NCSU Regulation 05.20.17 – Professorships of Distinction](#)

# **REQUESTED ACTION ITEMS**





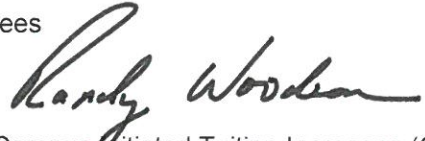
Office of the Chancellor

[ncsu.edu/chancellor](http://ncsu.edu/chancellor)

Campus Box 7001  
Holladay Hall, Suite A  
Raleigh, NC 27695-7001  
P: 919.515.2191

**MEMORANDUM**

**TO:** NC State University Board of Trustees

**FROM:** Chancellor W. Randolph Woodson 

**SUBJECT:** Recommendations for 2019-2020 Campus Initiated Tuition Increases (CITI) and Student Fees

**DATE:** October 29, 2018

In accordance with the University of North Carolina Board of Governors' policy and the NC State Tuition and Fee adjustment process, a Tuition Review Advisory Committee (TRAC), co-chaired by Executive Vice Chancellor and Provost Warwick Arden and Student Body President Jess Errico, and a Fee Review Committee (FRC), co-chaired by Vice Chancellor and Dean for Academic and Student Affairs Mike Mullen and Student Senate President Adam Schmidt, were appointed. The Tuition Review Advisory Committee (Attachment A) and the Fee Review Committee (Attachment B) forwarded their recommendations to me.

**The TRAC Committee approved the following Campus Initiated Tuition Increase (CITI) recommendations:**

**2019-20**

- Continue guaranteed 8/10 semester fixed tuition rate for undergraduate residents enrolled as of Fall 2016
- (\$ 0 CITI = 0%) Undergraduate Residents (New Cohort)
- (\$ 776 CITI = 3%) Undergraduate Nonresidents
- (\$ 178 CITI = 2%) Graduate Residents
- (\$1016 CITI = 4%) Graduate Nonresidents

**The TRAC Committee recommends that the additional tuition revenues be used to:**

**2019-20**

- Increase the need-based Financial Aid to raise it closer to the 15% cap: **33.7% [which equals \$2 million]**
- improve the quality and accessibility of the NC State educational experience: **27.2%**
- provide funding for faculty promotional increases **12.6%**
- provide funding to the Graduate Student Support Plan: **26.5%**

**The Fee Review Committee recommended the following fees for NC State students for the 2019-20 academic year:**

The committee had no fee requests and the committee voted unanimously to have no fee increases for the 2019-20 academic year.

I want to thank both committees for considerate discussions to be both attentive of student finances as well as adhere to guidelines set forth by the UNC System office. I concur with the recommendations by both the TRAC and the FRC and recommend them to you for review.

Thank you for your consideration of my 2019-2020 CITI and fee recommendations.

Attachments

cc: Warwick Arden, Executive Vice Chancellor and Provost  
Mary Peloquinn-Dodd, Interim Vice Chancellor, Finance and Administration  
Mike Mullen, Vice Chancellor and Dean



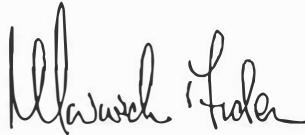

Office of the Executive  
Vice Chancellor & Provost

provost.ncsu.edu

Campus Box 7101  
102 Holladay Hall  
Raleigh, NC 27695-7101  
P: 919.515.7624

**MEMORANDUM**

**TO:** W. Randolph Woodson  
Chancellor

**FROM:** Warwick A. Arden  
Executive Vice Chancellor and Provost   
Jess Errico  
President, Student Body 

**SUBJECT:** Report of the 2018-19 Tuition Review Advisory Committee Regarding Campus Initiated Tuition Increase (CITI)

**DATE:** October 19, 2018

The Tuition Review Advisory Committee (the Committee) submits the following campus initiated tuition increase (CITI) for 2019-20.

The Committee recognizes that final authority for recommending tuition increases to the North Carolina Legislature rests with the UNC System Office and the UNC Board of Governors. Information received from a UNC System Chief Financial Officers conference call was shared with the committee as follows:

- ✓ UNC-Board of Governors 0% cap on campus-initiated tuition increase for resident undergraduate students for this year based on the above mentioned conference call.
- ✓ The fixed, 8/10 consecutive semesters guaranteed tuition for new and existing undergraduate resident students.

Two committee meetings were scheduled [September 19 and October 2]. These meetings were well attended, and members engaged in thoughtful discussions during each meeting. The committee received directions from the UNC System office between the first and second meeting confirming what was communicated on the System Chief Financial Officers conference call. The Committee proceeded with the CITI *review and recommendation* process focusing on tuition rates for nonresident undergraduate students and for resident and nonresident graduate students. Members reviewed and discussed relevant information relating to tuition, evaluated available data, and formulated CITI recommendations for the 2019-20 fiscal year.

During the committee's meeting cycle, it was discussed that there is a desire among students to remain conservative with a special request that nonresident undergrad be lower than nonresident graduate students. NC State will remain second lowest for resident undergraduate tuition, fourth lowest for nonresident undergraduate tuition, lowest for resident graduate student tuition and fifth lowest for nonresident graduate tuition. The Committee reviewed several scenarios and agreed to keep a modest approach. However, while the Committee understood the importance of remaining a good value, it also recognized and discussed the importance of continuing to move the university forward and the important role that tuition revenue plays in achieving student success initiatives.

W. Randolph Woodson  
Page 2  
October 19, 2018

Ultimately, the committee recommended the following: 3% for nonresident undergraduate students, 2% for resident graduate students and 4% for nonresident graduate students. As previously mentioned, 0% for resident undergraduate students was mandated by the UNC System office.

For the first time in a few years, NC State was below the 15% cap on total tuition dollars that may be used for need-based financial aid. The committee therefore recommended \$2 million dollars (33.7%) be allocated to need-based financial aid and the remaining to be distributed as appropriate to the Graduate Student Support Plan (GSSP) (26.5%) , faculty promotional increases (12.6%) and to improve quality & accessibility (27.2%). The committee also recommended that any unused funds from the GSSP and faculty promotional increases be allocated to quality and accessibility.

At its October 2nd meeting the Committee completed its work by voting and approving the recommended percent tuition increase for three student categories and the percent allocation for four expenditure categories. The Committee includes 11 *voting members* and 6 *non-voting members*; 10 out of 11 *voting members* cast votes.

**The Committee approved the following campus initiated tuition increase (CITI) recommendations:**  
2019-20

- Continue guaranteed 8/10 semester fixed tuition rate for undergraduate residents enrolled as of Fall 2016
- (\$ 0 CITI = 0%) Undergraduate Residents (New Cohort)
- (\$ 776 CITI = 3%) Undergraduate Nonresidents
- (\$ 178 CITI = 2%) Graduate Residents
- (\$1016 CITI = 4%) Graduate Nonresidents

**The Committee recommends that the additional tuition revenues be used to:**  
2019-20

- Increase the need-based Financial Aid to raise it closer to the 15% cap: **recommended allocating \$2 million [which equals 33.7%]**
- provide funding to the Graduate Student Support Plan: **recommended allocating 26.5%**
- improve the quality and accessibility of the NC State educational experience: **recommended allocating 27.2%**
- provide funding for faculty promotional increases: **recommended allocating \$750,000 [which equals 12.6%]**

If you have questions or would like further information, please let us know.

WAA/kmw

W. Randolph Woodson  
Page 3  
October 19, 2018

Final Tuition Recommendation for 2019-20				
	2019-20			
Student Categories:	%	Projected FTEs	Rate Increase	Revenue Generated
Undergraduate Residents (Guaranteed – All But New Cohort)		14,445	\$0	\$0
Undergraduate Residents	0.00%	4,500	\$0	\$0
Undergrad Nonresidents	3.00%	2,990	\$776	\$2,320,240
Graduate Residents	2.00%	2,910	\$178	\$517,980
Graduate Nonresidents	4.00%	3,043	\$1,016	\$3,091,688
Total		27,888		\$5,929,908
Proposed Use:			%	Allocation
Need-based Financial Aid			33.7%	\$2,000,000
Graduate Student Support Plan (GSSP)			26.5%	\$1,568,500
Improve Quality & Accessibility			27.2%	\$1,611,408
Faculty Promotional Increases			12.6%	\$750,000
Total			100.0%	\$5,929,908
Graduate Student Support Plan (GSSP)		Students	Rate	Increased Cost
State Supported Graduate Students		1,750	\$178	\$311,500
Non-State Supported Graduate Students		1,500	\$1,016	
Differential in Tuition Remission		1,500	\$838	\$1,257,000
Total				\$1,568,500
Summary		Increase	2019-20	
Tuition 2018-19		Amounts	Percent	New Tuition
\$6,535		\$0	0.0%	\$6,535
\$25,878		\$776	3.0%	\$26,654
\$8,917		\$178	2.0%	\$9,095
\$25,405		\$1,016	4.0%	\$26,421
Differential in graduate resident and non-resident tuition:				
\$16,488		\$838		\$17,326

- FTEs include On-Campus Regular term and CVM portion of Vet Med students. DE and DVM not included here.
- Undergraduate Residents have a guaranteed rate, except for the 4,500 FTE assumed to be in the new freshmen (and new transfers-in) undergraduate cohort.
- 14,445 of Undergraduate Resident FTEs are assumed to be in the existing cohorts with guaranteed rates.



**NCSU**

**Tuition and Fee Proposals for 2019-20**

Tuition Category	2019-20 Tuition				
	2018-19 Tuition	Proposed Increase	% Change	Revenue Generated	2019-20 Rate
Undergraduate Resident	\$6,535.00	\$0.00	0.0%	\$0	\$6,535.00
Undergraduate Nonresident	25,878.00	\$776.00	3.0%	\$2,373,388	26,654.00
Graduate Resident	8,917.00	\$178.00	2.0%	\$732,371	9,095.00
Graduate Nonresident	25,405.00	\$1,016.00	4.0%	\$3,136,408	26,421.00
Estimated Total Revenue Generated				\$6,242,167	

Proposed Expenditures:

Inflationary Adjustments	0	0.0%
<i>Insert concise justification</i>		
Faculty and Staff Retention	750,000	12.0%
<i>Faculty Promotional Increases</i>		
Expanded Institutional Opportunities	1,792,518	28.7%
<i>Improve Quality and Accessibility</i>		
Student Services	0	0.0%
<i>Insert concise justification</i>		
Academic Support	131,149	2.1%
<i>Course redesign and instructional redesign to support faculty</i>		
Libraries	0	0.0%
<i>Insert concise justification</i>		
Technology Improvements	0	0.0%
<i>Insert concise justification</i>		
Other	3,568,500	57.2%
<i>Need-based Financial Aid &amp; Graduate Student Support Plan</i>		
<b>Total - Proposed Expenditures</b>	<b>6,242,167</b>	<b>100.0%</b>

General Fees and Debt Service	2019-20 Fees			
	2018-19 Fees	Proposed Increase	% Change	2019-20 Fees
Athletics	\$232.00	\$0.00	0.0%	\$232.00
Health Services	407.00	0.00	0.0%	407.00
Student Activities	679.32	0.00	0.0%	679.32
Educational & Technology	439.28	0.00	0.0%	439.28
Campus Security	30.00	0.00	0.0%	30.00
<b>Subtotal - General Fees</b>	<b>1,787.60</b>	<b>0.00</b>	<b>0.0%</b>	<b>1,787.60</b>
Debt Service *	572.00	0.00	0.0%	572.00
ASG Fee	1.00	0.00	0.0%	1.00
<b>Total Proposed UG Fees</b>	<b>\$2,360.60</b>	<b>\$0.00</b>	<b>0.0%</b>	<b>\$2,360.60</b>
<b>Proposed UG Resident Tuition &amp; Fees</b>				<b>\$8,895.60</b>

\* The debt service line should capture the total debt service fee (all debt projects) and the total proposed increases.

## TUITION REQUEST FORM

**NCSU**

### Regular Campus-Initiated Tuition Increases for 2019-20

**Requested Campus-Initiated  
Tuition Increase**

Undergraduate Residents **(not allowed)**  
Undergraduate Nonresidents  
Graduate Residents  
Graduate Nonresidents

2019-20 Tuition Increases		
Reg. Term Annual Increment	DE Rate (SCH)	Revenues
\$0.00	\$0.00	
\$776.00	\$26.22	
\$178.00	\$8.73	
\$1,016.00	\$49.80	

Undergraduate Residents **(Fall 2017, 2018, & 2019)**  
Undergraduate Residents **(Before Fall 2017)**  
Undergraduate Nonresidents  
UG Resident per G.S. 116-143.6  
Graduate Residents  
Graduate Nonresidents

FTE	SCH
14,445.00	23,233.00
4,500.00	
2,990.00	2,027.00
2,910.00	24,558.00
3,043.00	898.00

**Projected Revenues**

Undergraduate Residents  
Undergraduate Nonresidents  
UG Resident per G.S. 116-143.6  
Graduate Residents  
Graduate Nonresidents

-	-	-
2,320,240	53,148	2,373,388
-	-	-
517,980	214,391	732,371
3,091,688	44,720	3,136,408
<b>5,929,908</b>	<b>312,259</b>	<b>6,242,167</b>

**Total**

**Projected Expenditures**

Inflationary Adjustments  
Other Critical Needs:

1. Faculty & Staff Retention
2. Expanded Instit. Opportunities
3. Student Services
4. Academic Support
5. Libraries
6. Technology Improvements
7. Other *(provide details below)*

-	-	-
750,000	-	750,000
1,611,408	181,110	1,792,518
-	-	-
-	131,149	131,149
-	-	-
-	-	-
3,568,500	-	3,568,500
<b>5,929,908</b>	<b>312,259</b>	<b>6,242,167</b>

**Total**

*"Other" Expenditure Explanation:*

Need-based Financial Aid \$2,000,000; Graduate Student Support Plan (GSSP) \$1.568,500

## NC State University's CITI Request Justification

FY 2019-20

NC State's request for CITI will enable us to continue to provide expanded educational opportunities and innovative enhancements that promote the success of our students. Consistent with our strategic plan, we continue to invest in programs that promote a strong interdisciplinary and entrepreneurial culture to position students to be successful engaged leaders in society when they graduate.

Our regular term CITI request will generate approximately \$5.9m, about 33.7% will be allocated to need-based students via financial aid, 26.5% will support the GSSP, a fund that provides stipend, tuition and health benefits to graduate students. About 12.6% is allocated for faculty promotional increases that are awarded when faculty are promoted with tenure through NC State's Reappointment, Promotion, and Tenure process and assists with our faculty retention efforts. The remaining 27.2% is allocated to improve quality and accessibility by supporting additional seats and sections in our general education courses, adding professional advisers, and supporting expanded institutional opportunities for our students. In addition, the distance education CITI will generate approximately \$312k and it will be distributed to expand educational opportunities (58%) and increase academic support (42%). For example, these additional funds allow us to:

- 1) hire additional faculty in order to expand into new and emerging programs, to reduce class size and to increase the flexibility in the delivery of courses,
  - Through NC State's targeted interdisciplinary faculty hiring plan, we are bringing together the brightest minds in a range of academic disciplines. We will continue to fund faculty lines in targeted interdisciplinary programs, such as:
    - Bioinformatics
    - Translational Regenerative Medicine
    - Digital Transformation
    - Human Health & the Environment
  - We continue to assess class size and its impact on student learning. Class size will be reduced by expanding course offerings which will enable students to take more courses in the sequence needed which decreases time to degree and reduces the financial burden on students and parents.
  - NC State strives to provide innovative and technology-driven modes of course delivery to students, which provides students more opportunities and schedule flexibility. This flexibility allows students to participate in a variety of other academic opportunities that they may not be afforded otherwise.
- 2) invest in developing and implementing innovative learning technologies,
  - NC State promotes a technology-rich education by investing in learning technologies. The rate of innovation in learning technologies is rapid. Advances in research on learning and teaching, coupled with advances in information and communications technology, have paved the way for the next generation of technology-rich education. We invest in high-end equipment to support instructional research and student learning experiences.

- We immerse ourselves in emerging technology research. We are continually exploring new learning technology tools and delivery mechanisms to lead educational innovation.
  - Our instructional tools enhance learning, streamline course administration, increase engagement, and support student achievement. For example, Moodle is a virtual course environment that offers a suite of teaching and learning tools. With this tool, an engaging learning space can be created for a particular course – blending content, interaction and testing. There are other hardware/software platforms that allow video, audio and/or screen capture of any event to be streamed live and/or archived for future viewing. Lectures can be recorded and students can watch and review at their convenience. In addition, there is another learning technology tool that enables faculty to hold live sessions with their students for office hours and/or problem-solving sessions.
  - Financial resources are being dedicated to enhance learning spaces for our students; such as the visualization and data spaces in the DH Hill Library.
- 3) increase the opportunities for advising and mentoring at both the graduate and undergraduate levels
- NC State continues to assess the need for academic advisors and invests in positions to strengthen advising in high-demand areas. Professional advisors and faculty mentors play a pivotal role in the success of both our undergraduate and graduate students.
- 4) provide graduate and undergraduate internships and professional development experiences.
- Investments are being made to provide educational opportunities for students to inspire them to lead and prepare them for life after graduation. For example, the Professional Experience Program (PEP) aims to create meaningful campus student employment opportunities with particular emphasis toward expanding undergraduate research opportunities and career development. Students are paid a wage while working with NC State entities to participate in undergraduate research and expand their professional development. Creating meaningful on-campus employment gives students a greater ability to focus on their studies and excel in the classroom. PEP connects university colleges, departments, and students seeking on-campus employment. Students receive hands-on work experience in the disciplines in which they are planning a career.
  - Student internship opportunities are numerous. Many of the colleges offer internships specific to the disciplines within their college. For example, the College of Natural Resources requires all undergraduate students in the Department of Parks, Recreation, and Tourism Management to participate in a 10-week student internship. Participation in this internship provides students with relevant hands-on experiences in program development, administrative procedures, supervision, time-management, facility operation and maintenance.
  - Internships are offered in a variety of businesses, non-profits, government agencies, or educational institutions in the Triangle and are matched to the students' career path.



- We're constantly evaluating professional development opportunities in graduate education. We work with our graduate students to help them think about how the knowledge and skills they develop while students at NC State are transferable out into the real world and excel in a career. For example, we are offering a Dissertation Institute to master's students and PhD students. We're also holding writing workshops to encourage our students to write more and in a timely manner. Workshops are offered on communication – both speaking and writing; leadership and management; project management; academic development – teaching and mentorship; and personal and professional development, including skills to help students in their job search.
- Networking events are held for our graduate students, discussion panels, presentations, company site visits, and team projects, to name a few of the opportunities provided to move our students from academics to industry.

NC State has a proven record of improving student success. The additional resources coming from CITI will continue to build on program quality, maintain affordability and help ensure a stable workforce.

## **MEMORANDUM**

**TO:** W. Randolph Woodson, Chancellor

**FROM:** Mike Mullen, Vice Chancellor and Dean, Co-Chair  
Adam Schmidt, Student Senate President, Co-Chair

**SUBJECT:** 2019-2020 Student Fee Review Committee Recommendations

**DATE:** October 18, 2018

In accordance with your charge to the 2018-2019 Student Fee Review Committee, the Committee met to review all student fees and make recommendations concerning continuation of existing fees and proposed increases for 2019-2020.

The members of the Student Fee Review Committee members were:

Dr. Mike Mullen, Co-Chair, Vice Chancellor and Dean, Academic and Student Affairs  
Adam Schmidt, Co-Chair, Student Senate President  
James Withrow, Graduate Student Representative  
Jess Errico, Student Body President  
Noah Johnson, Undergraduate Student Representative  
Dr. Jerome Lavelle, Associate Dean, Academic Affairs, College of Engineering  
Barbara Moses, Associate Vice Chancellor, Budget and Resource Management  
Krista Ringler, Director, Scholarships and Financial Aid  
Dr. Paul Williams, Professor, Poole College of Management  
Michael Evans, Ex. Officio Non-voting, Student Senate Tuition and Fees Committee Chair

The committee had one meeting on October 3, 2018 as there were no fee requests. Guidance from the UNC System stated no more than 3% maximum increase on fees and the university worked to have no increases. All members of the committee were present, with the exception of Noah Johnson, the Undergraduate Student Representative. Dr. Mullen discussed that the university was not asking for any fee increases for the 2019-20 academic year. Paul Williams

made a motion to maintain fees at current levels for the 2019-20 academic year, and Jerome Lavelle seconded the motion. The committee voted unanimously 8-0 for no fee increases.

Submitted October 18, 2017



Michael D. Mullen, Co-Chair  
Vice Chancellor and Dean, DASA



Adam Schmidt, Co-Chair  
Student Senate President

cc: Dr. Warwick Arden, Executive Vice Chancellor and Provost  
Mary Peloquin-Dodd, Interim Vice Chancellor for Finance and Business  
Student Fee Review Committee  
Student Fee Area Contacts

North Carolina State University  
Academic Year 2019-20 Proposed Student Fees

Student Fees Summary

	Description of Fee	2016-17	2017-18	2018-19	Inc./(Dcr.) FY19-20	Proposed 2019-20
<b>Student Fees - Academic Year</b>						
<b>Student Activity Fees</b>						
1	Union Activity Board	\$ 19.63	\$ 19.63	\$ 19.63	\$ -	\$ 19.63
2	Student Publications/Media	24.00	27.00	27.25	-	27.25
3	Student Government	15.15	15.50	15.50	-	15.50
4	Student Legal Services	16.50	16.50	16.50	-	16.50
5	School (Student Association)*	5.00	5.00	5.00	-	5.00
6	<b>Student Center Operations Total</b>	<b>125.16</b>	<b>127.39</b>	<b>132.39</b>	<b>-</b>	<b>132.39</b>
	Academic and Student Affairs	27.77	30.00	32.00	-	32.00
	Campus Enterprises	97.39	97.39	100.39	-	100.39
7	<b>Student Center Repairs and Renovations Total</b>	<b>43.70</b>	<b>45.80</b>	<b>47.80</b>	<b>-</b>	<b>47.80</b>
	Academic and Student Affairs	8.90	11.00	13.00	-	13.00
	Campus Enterprises	34.80	34.80	34.80	-	34.80
8	<b>Student Center Programming Total</b>	<b>225.19</b>	<b>234.15</b>	<b>241.40</b>	<b>-</b>	<b>241.40</b>
	Student Programming and Arts	203.54	212.00	218.00	-	218.00
	Office of Institutional Equity and Diversity	21.65	22.15	23.40	-	23.40
9	Sustainability	4.50	5.00	5.00	-	5.00
10	<b>University Wellness and Recreation</b>	<b>167.35</b>	<b>167.35</b>	<b>168.85</b>	<b>-</b>	<b>168.85</b>
	<b>Total Student Activity Fees</b>	<b>\$ 646.18</b>	<b>\$ 663.32</b>	<b>\$ 679.32</b>	<b>\$ -</b>	<b>\$ 679.32</b>
11	Association of Student Governments	1.00	1.00	1.00	-	1.00
12	Campus Security Fee	30.00	30.00	30.00	-	30.00
13	Intercollegiate Athletics	232.00	232.00	232.00	-	232.00
14	Student Health Service	372.00	392.00	407.00	-	407.00
15	Educational & Technology Fee	439.28	439.28	439.28	-	439.28
16	Transit Operations (Bus Service)	181.00	193.00	205.00	-	205.00
<b>Indebtedness Fees**</b>						
17	Thompson Hall - Indebtedness (expires FY2021)	38.00	38.00	38.00	-	38.00
18	Student Health Service - Expansion (expires FY2022)	35.00	35.00	35.00	-	35.00
19	Intercollegiate Athletics - Indebtedness (expires FY2027)	96.00	96.00	96.00	-	96.00
20	Carmichael Complex - Indebtedness (expires FY2023)	23.00	23.00	23.00	-	23.00
21	Student Center - Expansion (expires FY2036)	260.00	260.00	260.00	-	260.00
22	Carmichael Complex - Expansion (expires FY2027)	27.50	27.50	27.50	-	27.50
23	Carmichael Complex - Addition and Renovation (expires FY2046)	92.50	92.50	92.50	-	92.50
	<b>Total Indebtedness Fees</b>	<b>\$ 572.00</b>	<b>\$ 572.00</b>	<b>\$ 572.00</b>	<b>\$ -</b>	<b>\$ 572.00</b>
	<b>Fees subject to the 3% Cap</b>	<b>\$ 2,292.46</b>	<b>\$ 2,329.60</b>	<b>\$ 2,360.60</b>	<b>\$ -</b>	<b>\$ 2,360.60</b>
	Increase Requests as % of prior year base				<b>0.00%</b>	
	3% of base year fees			<b>\$ 70.82</b>		<b>\$ 70.82</b>
	Requested amount under/(over) cap				<b>\$ 70.82</b>	
<b>Total Student Fees - Undergraduate</b>		<b>\$ 2,473.46</b>	<b>\$ 2,522.60</b>	<b>\$ 2,565.60</b>	<b>\$ -</b>	<b>\$ 2,565.60</b>
<b>Percent Increase</b>					<b>0.00%</b>	
24	<b>Graduate Student Fee*</b>	<b>11.00</b>	<b>12.00</b>	<b>12.00</b>	<b>-</b>	<b>12.00</b>
<b>Total Student Fees - Graduate</b>		<b>\$ 2,484.46</b>	<b>\$ 2,534.60</b>	<b>\$ 2,577.60</b>	<b>\$ -</b>	<b>\$ 2,577.60</b>
<b>Percent Increase</b>					<b>0.00%</b>	



North Carolina State University  
Academic Year 2019-20 Proposed Student Fees

Student Fees Summary					Inc./(Dcr.)	Proposed
Description of Fee		2016-17	2017-18	2018-19	FY19-20	2019-20
<b>Engineering Major</b>						
25	COE Program Graduate and Undergraduate Enhancement Fee	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00
<b>Total Undergraduate Fees - Engineering Major</b>		<b>\$ 3,473.46</b>	<b>\$ 4,022.60</b>	<b>\$ 4,065.60</b>	<b>\$ -</b>	<b>\$ 4,065.60</b>
<b>Total Graduate Fees - Engineering Major</b>		<b>\$ 3,484.46</b>	<b>\$ 4,034.60</b>	<b>\$ 4,077.60</b>	<b>\$ -</b>	<b>\$ 4,077.60</b>
<b>Professional Golf Management Major</b>						
26	Professional Golf Management Fee	\$ 700.00	\$ 700.00	\$ 700.00	\$ -	\$ 700.00
<b>Total Undergraduate Fees - PGM Major</b>		<b>\$ 3,173.46</b>	<b>\$ 3,222.60</b>	<b>\$ 3,265.60</b>	<b>\$ -</b>	<b>\$ 3,265.60</b>
<b>Application Fees for Admission to NC State</b>						
27	Undergraduate Student Application Fee - Domestic	\$ 85.00	\$ 85.00	\$ 85.00	\$ -	\$ 85.00
28	Undergraduate Student Application Fee - International	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00
29	Graduate Student Application Fee - Domestic	\$ 85.00	\$ 85.00	\$ 85.00	\$ -	\$ 85.00
30	Graduate Student Application Fee - International	\$ 95.00	\$ 95.00	\$ 95.00	\$ -	\$ 95.00
31	Non Degree Studies Application Fee	\$ 35.00	\$ 35.00	\$ 40.00	\$ -	\$ 40.00
*	The Graduate Student Fee represents both the Graduate Student Fee and the School Fee for a total of \$17.00					
**	Debt Service fees are project-based, changes will be evaluated annually					

Chancellor

Chair, Board of Trustees

North Carolina State University  
Academic Year 2019-20 Proposed Student Fees

<u>Mandatory Fee</u>	<b>FY19-20 Requested Amount</b>	<b><u>Description of Fee</u></b>
Union Activity Board	\$ 19.63	The Union Activities Board is the main programming body for the campus which is responsible for acquiring, scheduling, publicizing, and presenting films, speakers, and special events.
Student Publications/Media	\$ 27.25	This fee is used to defray the cost of the various campus-wide student publications. At present these include two student newspapers, a yearbook, a radio station, and "The Windover" (a literary magazine).
Student Government	\$ 15.50	This fee is allocated to the Student Government for distribution to Campus organizations for activities, they deem, are in the best interest of the student body.
Student Legal Services	\$ 16.50	This fee funds the student legal services program which offers legal services to all students.
School (Student Association)*		
Undergraduates	\$ 5.00	This fee is used by the student body to support student activities of each of the various schools.
Graduates	\$ 17.00	This fee is used by the graduate student association to support graduate student activities.
Student Center Operations Total	\$ 132.39	This fee supports the maintenance and operations of the Student Center facilities,
Student Center Programming Total	\$ 241.40	This fee supports programming for the Student Centers and the Office of Institutional Equity and Diversity.
Student Center Repairs and Renovations Total	\$ 47.80	This fee is used to maintain and upgrade the Talley Student Center, Price Music Center, Witherspoon Student Center and Thompson Theater.
Sustainability	\$ 5.00	This fee will be used to promote sustainability and green ambassador efforts
University Wellness and Recreation	\$ 168.85	This fee is used to defray the cost of operating and maintaining the intramural recreational sports program and other physical education programs.
Association of Student Governments	\$ 1.00	This UNC Board of Governors approved fee for all UNC institutions to help finance the Association of Student Governments, a coalition of student leaders from across the state. To be used for administrative staff, travel and small stipends for student leaders.
Campus Security Fee	\$ 30.00	Fee initiated by UNC Board of Governors for all campuses to help meet security initiatives.
Intercollegiate Athletics	\$ 232.00	This fee is used in partial support of intercollegiate athletic programs.
Student Health Service	\$ 407.00	This fee is used by the University Health Center to offer medical and counseling services to students.
Educational & Technology Fee	\$ 439.28	This academic fee is used by colleges and schools to equip and operate computing and scientific laboratories which supplement classroom instruction.
Transit Operations (Bus Service)	\$ 205.00	This fee partially funds the campus transit system.
Indebtedness Fees		
Thompson Hall - Indebtedness (expires FY2021)	\$ 38.00	This fee is pledged to support renovation for the Thompson Theatre Building.
Student Health Service - Expansion (expires FY2022)	\$ 35.00	This fee is pledged to support an addition for the Student Health Services Building.
Intercollegiate Athletics - Indebtedness (expires FY2027)	\$ 96.00	This fee is pledged to the Department of Athletics in support of facility improvements, renovations, repairs and maintenance.
Carmichael Complex - Indebtedness (expires FY2023)	\$ 23.00	This fee is pledged to support repairs and renovations of outdated equipment and facilities at Carmichael Complex
Student Center - Expansion (expires FY2036)	\$ 260.00	This fee is pledged to support the renovation of the Student Center Buildings.
Carmichael Complex - Expansion (expires FY2027)	\$ 27.50	This fee is pledged to support the Locker Room Renovation and Fitness Center Expansion
Carmichael Complex - Addition and Renovation (expires FY2046)	\$ 92.50	This fee is pledged to support an addition of space with a renovation .to the Carmichael Complex
<b>Total Required Student Fees</b>		
Undergraduate	\$ 2,565.60	
Graduate	\$ 2,577.60	
<u>Major Specific Fees</u>		
COE Program Graduate and Undergraduate Enhancement Fee	\$ 1,500.00	This fee is used for program and infrastructure improvements in the College of Engineering to ensure our engineering students are provided career-ready skills that continue to advantage them in the marketplace.
Professional Golf Management Fee	\$ 700.00	This fee ensures access for students in the PGM program to partnering golf facilities for the use of their golf course and golf practice facilities.
<u>Application Fees</u>		
Undergraduate Student Application Fee - Domestic	\$ 85.00	This fee is used to support costs necessary in the application process.
Undergraduate Student Application Fee - International	\$ 100.00	This fee is used to support costs necessary in the application process.
Graduate Student Application Fee - Domestic	\$ 85.00	This fee is used to support costs necessary in the application process.
Graduate Student Application Fee - International	\$ 95.00	This fee is used to support costs necessary in the application process.
Non Degree Studies Application Fee	\$ 40.00	This fee is used to support costs necessary in the application process.

**Attachment 3**


**Student Involvement in Tuition and Fee Setting Process**

**Campus Name:** North Carolina State University

**Date:** October 18, 2018

**Campus Administrator Name:** Dr. Michael Mullen

**Campus Administrator Title:** Vice Chancellor and Dean, Academic and Student Affairs

**Campus Administrator Signature:** 

**Student Body President Name:** Jess Errico

**Student Body President Signature:** 

**Collaboration**

- ☒ Tuition and Fee committee(s) established
- ☒ Students were represented on the committee (s)
- ☒ Student representatives were appointed by the Chancellor in consultation with the Student Body President
- ☒ Committees were co-chaired by the Chief Academic Officer and/or Chief Student Affairs Officer or their designee along with the Student Body President and/or Student Senate President.

**Inclusiveness**

- ☒ Students on the Tuition and Fee committees were representative of student constituencies: (for example, In-State, Out-of-State, Undergraduate, Graduate, Professional School, Distance Education, etc.)
- ☒ Student involvement throughout the entire tuition and fee setting process
- N/A Student forums were conducted (at least two, one mid-day and one in the evening)

**Transparency**

- N/A Utilization of social media to reach out to students
- N/A Utilization of university listserv(s) and website

**Timeliness**

- ☒ Process initiated and completed consistent with the UNC Policy (September 1<sup>st</sup> through December 1<sup>st</sup>)

**Accountability**

- ☒ Inclusion of Student Involvement form in the campus Tuition & Fee request packet submitted to UNC-General Administration

**Additional Information:** NC State made the decision to not increase fees for the 2019-2020 academic year, therefore we did not hold forums. Dr. Mike Mullen did meet with Student Senate on September 19, 2018 to discuss fees and why there were no requests.



Office of the Chancellor

[ncsu.edu/chancellor](http://ncsu.edu/chancellor)

Campus Box 7001  
Holladay Hall, Suite A  
Raleigh, NC 27695-7001  
P: 919.515.2191

**MEMORANDUM**

**TO:** NC State University Board of Trustees  
**FROM:** Chancellor W. Randolph Woodson   
**SUBJECT:** Recommendation for Premium Tuition Proposal  
**DATE:** October 29, 2018

In accordance with the University of North Carolina Board of Governors' policy and the NC State Tuition and Fee adjustment process, a Tuition Review Advisory Committee (TRAC), co-chaired by Executive Vice Chancellor and Provost Warwick Arden and Student Body President Jess Errico was appointed.

**The TRAC Committee approved the following premium tuition proposal for 2020-21:**

**2020-21 premium tuition recommendations**

- A new tuition premium of \$5,600 per year premium for the following proposed degree program:
  - Master in Foundations of Data Science

This premium tuition recommendation is being submitted separately from the tuition and fee recommendation to follow the policies and procedures. Per the policy of the University System Office, premium tuition proposals for proposed programs must be approved by the institution's Board of Trustees and then submitted with the request to establish packet for the new program.

I concur with the recommendations by the TRAC and recommend them to you for review.

Thank you for your consideration of the 2020-21 premium tuition proposal for the proposed Masters in Foundations of Data Science program.

Attachments

cc: Warwick Arden, Executive Vice Chancellor and Provost  
Scott Douglass, Vice Chancellor, Finance and Administration





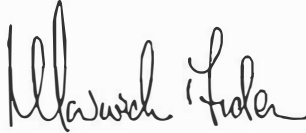

Office of the Executive  
Vice Chancellor & Provost

provost.ncsu.edu

Campus Box 7101  
102 Holladay Hall  
Raleigh, NC 27695-7101  
P: 919.515.7624

**MEMORANDUM**

**TO:** W. Randolph Woodson  
Chancellor

**FROM:** Warwick A. Arden  
Executive Vice Chancellor and Provost   
Jess Errico  
President, Student Body 

**SUBJECT:** Report of the 2018-19 Tuition Review Advisory Committee Regarding Premium Tuition Proposal

**DATE:** October 19, 2018

The Tuition Review Advisory Committee (the Committee) submits the following premium tuition proposal for 2020-21. NC State is in the process of requesting approval for the following academic program. It requires we submit a premium but the request cannot be submitted to the Board of Governors until the request to establish program has been submitted. We plan to submit both items at the same time.

The Committee recognizes that final authority for recommending tuition premium proposals to the North Carolina Legislature rests with UNC System Office and the UNC Board of Governors. There were no specific instructions given regarding tuition premium proposals from the UNC System Office.

Two committee meetings were scheduled [September 19 and October 2]. These meetings were well attended, and members engaged in thoughtful discussions during each meeting. As charged, the Committee considered one premium tuition request.

At its October 2nd meeting members heard a presentation from Dr. George Rouskas, Professor and Director of Graduate Programs in Computer Science presenting a premium tuition proposal for the proposed Masters in Foundations of Data Science program. The Committee completed its work by voting and approving the premium tuition proposal. The Committee includes 11 *voting members* and 6 *non-voting members*; 10 out of 11 *voting members* cast votes.

**2019-20 premium tuition recommendation to be effective Fall 2020**

- A new tuition premium of \$5,600 per year premium for the following proposed degree program:
  - Master in Foundations of Data Science

The Committee recognizes that the additional tuition will make attending NC State more expensive for students than in the past, and yet affirms that an NC State education is still an exceptional value. The Committee wishes to maintain and improve the quality of that education for the benefit of our students, the state and region, which we serve. Tuition Review Advisory Committee members voiced agreement that the recommended tuition premium request is necessary.

If you have questions or would like further information, please let us know.

WAA/kmw

W. Randolph Woodson  
Page 2  
October 19, 2018

**Impact statements regarding the premium tuition proposals include the following:**

**Master in Foundations of Data Science:** The Masters of Foundations in Data Science (MSFDS) program is a proposed program being requested to be established and implemented for fall of 2020. Due to UNC System processes, we asked that this program concurrently make the request for any premium tuition they will require for the program. This program is requesting \$5,600 per year in premium tuition for 2020-21 and 2021-22. The proposed cost of the program will be \$ 14,695 for resident and \$ 32,021 for nonresident based on proposed regular term tuition rates for 2019-20. This is an interdisciplinary program to be offered by the Departments of Computer Science, Mathematics, and Statistics that will train the next generation of professionals for careers in industry, government, and academia. The requested premium tuition is necessary to enable the three departments to serve a larger student population in the face of a mostly stagnant number of faculty. To make this possible, the proposed degree will be available both as a regular on-campus degree and as an online degree. Specifically, the availability of tuition premium will improve both accessibility and quality of instruction and scholarship by:

1. Providing needed support for the program director (course buyout and summer salary);
2. Hiring graduate program staff members to improve advising and support services;
3. Providing three Teaching Assistantships (one in each of CSC, Math and Stat) to facilitate teaching and advising;
4. Providing need-based financial assistance and recruiting incentives, especially for under-represented groups;
5. Providing buyouts for faculty to ensure the continuous and sustained development of the courses associated to the proposed program.

**Summary of Tuition Premium Requests for Graduate Degree Programs**

<b>Title of Graduate Degree Program</b>	<b>Tuition Premium Requested for Year 2020-21</b>	<b>Resident / Non-resident 2020-21 Tuition Per Year (including premium) *</b>
Proposed Master of Foundations in Data Science	\$5,600	\$14,695 / \$32,021

- Based on proposed regular term tuition rates for 2019-20

**PREMIUM TUITION REQUEST FORM  
FOR PROFESSIONAL SCHOOLS  
2020-21 and 2021-2022**

**North Carolina State University**  
**Master of Science in Foundations of Data Science**  
**30.3001**

	<b>2020-21</b>	<b>2021-22</b>
<b>Requested School-Based Tuition Increase</b>	<b>Annual Increment</b>	<b>Annual Increment</b>
Graduate Residents	\$5,600.00	\$5,600.00
Graduate Nonresidents	\$5,600.00	\$5,600.00

	<b>FTE</b>	<b>FTE</b>
Graduate Residents	5.00	7.00
Graduate Nonresidents	18.00	23.00
<b>Total</b>	<b>23.00</b>	<b>30.00</b>

<b>Projected Revenues</b>		
Graduate Residents	\$28,000.00	\$39,200.00
Graduate Nonresidents	\$100,800.00	\$128,800.00
<b>Total</b>	<b>\$128,800.00</b>	<b>\$168,000.00</b>

<b>Projected Expenditures</b>		
Fellowships	\$19,320.00	\$25,200.00
Program Support	\$109,480.00	\$142,800.00
Expenditure Caption		
Expenditure Caption		
<b>Total</b>	<b>\$128,800.00</b>	<b>\$168,000.00</b>

**Does your campus intend to charge students in this program the requested graduate CITI plus the SBTI? (respond yes or no in the box)**

**Yes**

## Campus Request for Authorization of Premium Tuition for the Masters in Foundations of Data Science

Date: October 23, 2018

Institution: N.C. State University

Degree Program CIPs

30.3001

Level: Masters

Degree Types:  
see above

Proposed Date of Implementation:  
Semester: Fall  
Year: 2020

### Introduction

The present request for authorization of premium tuition is for the support of our proposed Master of Science in Foundations of Data Science (MSFDS). The MSFDS is an interdisciplinary program to be offered by the Departments of Computer Science, Mathematics, and Statistics that will train the next generation of professionals for careers in industry, government, and academia. The program will provide students with advanced skills in the components, methods and tools of data science and their application to a variety of tasks related to knowledge discovery as well as computational and statistical data analysis. The program will not only provide a solid understanding of the foundational concepts of the field but also emphasize collaboration among the field's key disciplines, as advocated by the American Statistical Association, namely database management, statistics and machine learning, as well as distributed and parallel systems. The program is intended to contribute to the economic development of North Carolina by providing a pipeline of experienced data scientists trained to develop data solutions across a range of industries. The Request to Plan (Letter of Intent) was approved in August 2018.

The MSFDS is proposed jointly by three N.C. State departments: Computer Science (CSC), Mathematics and Statistics and thus involves two Colleges (Sciences and Engineering). The CSC department is one of the largest departments at N.C. State University by student enrollment and by the number of graduated students. It is also one of the largest computer science departments in the nation<sup>1</sup>. CSC is one of the top

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<sup>1</sup> <https://www.asee.org/papers-and-publications/publications/college-profiles>



departments at N.C. State by research funding<sup>2</sup> and among other computer science departments nationwide<sup>1</sup>; the department is larger in student numbers, and brings in more research funding, than several of the Colleges at N.C. State. Our university is ranked 3<sup>rd</sup> in the nation in R&D expenditures in the mathematical sciences<sup>3</sup>, i.e., in Mathematics and Statistics; this is a testimony not only of the quality of both the Department of Mathematics and the Department of Statistics but also of the amount of resources both departments generate and bring to the university. The Department of Mathematics is a recognized pole of excellence in applied mathematics. The Department of Statistics is the largest one in the country and is currently ranked 8<sup>th</sup> among all Statistics Departments in the country<sup>4</sup>.

All three departments are key in workforce production relevant to high-technology areas of North Carolina, and we are a top supplier of new university-graduated hires to industry leaders such as IBM, Cisco, and SAS. In fact, access to new computer savvy workforce well versed in quantitative sciences is critical for a number of high-technology companies (re)locating to North Carolina. The proposed program will increase the impact of N.C. State in this regard by developing education capabilities for data science in the sciences and engineering disciplines. The need for such capabilities was strongly emphasized in a 2017 report by the National Academies of Sciences, Engineering and Medicine.<sup>5</sup>

Professionals completing the program will:

- Design efficient data modeling and processing methods by using mathematical and algorithmic tools.
- Construct conceptual data models, optimize query languages, and implement principles of information integrity, security and confidentiality.
- Quantify appropriate measures of uncertainty associated with the methods of analysis.
- Perform core predictive/descriptive data-mining tasks and design and implement strategies for real-world data-mining problems.
- Develop appropriate data structures and algorithm design techniques including recursion, divide-and-conquer, distributed and parallel optimization, and dynamic programming for analysis of emerging data types.
- Apply statistical learning principles to a variety of data-analysis problems.
- Use relevant software packages and tools and gain insight into how knowledge discovery and data use occurs in practice.

With its strong credentials in math, statistics, and computer science, NC State is well positioned to lead the nation in developing unique formal training in data science that covers the key concepts above, including domain-specific considerations.

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<sup>2</sup> N.C. State Report by the Task Force on Review of N.C. State Academic Programs, October 15, 2012

<sup>3</sup> [https://ncesdata.nsf.gov/herd/2016/html/HERD2016\\_DST\\_22.html](https://ncesdata.nsf.gov/herd/2016/html/HERD2016_DST_22.html)

<sup>4</sup> [http://www.amstat.org/asa/files/pdfs/OGRP-USNews\\_StatisticsRankings.pdf](http://www.amstat.org/asa/files/pdfs/OGRP-USNews_StatisticsRankings.pdf)

<sup>5</sup> <http://www.nap.edu/24886>

We request a premium tuition of \$2,800 per semester for each full-time Masters student in the MSFDS degree, an amount that is equal to the premium tuition for Masters students in Computer Science. The premium will be prorated for part-time students, including Distance Track degree students.

#### **A. The anticipated impact of the proposed tuition premium on program quality and capacity**

Our top priorities will be (i) to provide our students with an educational experience that is of the highest caliber and nationally competitive and (ii) to equip our graduates with advanced skills in the components, methods and tools of data science and their application to a variety of tasks related to knowledge discovery as well as computational and statistical data analysis.

The proposed degree is organized around 7 core courses (out of a total of 10 courses) that all students in the program have to pass; these include two courses in each of Computer Science, Mathematics and Statistics (and a seventh in machine learning that may be taken either within Computer Science or in Statistics).

The requested premium tuition is necessary to enable our three departments to serve a larger student population in the face of a mostly stagnant number of faculty. To make this possible, the proposed degree will be available both as a regular on-campus degree and as an online degree. Specifically, the availability of tuition premium will improve both accessibility and quality of instruction and scholarship by:

1. Providing needed support for the program director (course buyout and summer salary);
2. Hiring graduate program staff members to improve advising and support services;
3. Providing three Teaching Assistantships (one in each of CSC, Math and Stat) to facilitate teaching and advising;
4. Providing need-based financial assistance and recruiting incentives, especially for under-represented groups;
5. Providing buyouts for faculty to ensure the continuous and sustained development of the courses associated to the proposed program.

Our proposed program will not be able to remain on a path towards higher quality and rankings without an independent source of funding that is not tied to the constituent departments.

#### **B. The projected impact of increased tuition on access for North Carolina residents**

We expect the percentage of students in the proposed Masters degree program who will be residents of North Carolina to be between 10 and 20%. Further, based on our experience with current MS programs, we estimate that about half of the students

who complete the Master degree will do so in three semesters and half will do so in four semesters. The proposed premium tuition of \$5,600 per academic year will thus increase the cost of a Masters degree education for full-time students by ( $\$5,600 \text{ per year} \times 1.75 \text{ years} =$ ) \$9,800 on average. Predictions on the affordability of the proposed programs are complicated by the fact that we expect our students to come with different undergraduate degrees each with its distinct earning potential. Let us conservatively assume that the expected starting salary of a prospective student is \$70,000 if he/she does not join a graduate program versus an expected salary of \$100,000 after he/she graduates with the proposed MSFDS. Then, the time it takes that student to fully recover the cost of the premium tuition from his/her \$30,000 increase in salary is less than four months on a gross basis (i.e. excluding the impact of payroll taxes), both for NC residents and non-resident students<sup>6</sup>.

This represents a fast “return on investment” for students. This analysis does not include the additional positive impacts, such as higher placement rates and quality of career paths, made possible by a high quality graduate program.

We will set aside part of the proposed premium tuition increase for financial aid for underrepresented groups, and for U.S. students with documented financial hardships.

### **C. The availability of student financial aid for students with economic need and of tuition remission**

Students in all degree programs are eligible to apply for need-based subsidized and unsubsidized federal loans (Perkins and Stafford), and the federal PLUS program. As already mentioned, part of the proposed tuition increase will be set aside for the recruitment of, and financial aid for, underrepresented groups, and for U.S. students with documented financial hardships; therefore, affordability will actually improve for those populations.

### **D. The extent to which current and prospective students can afford increases in tuition**

The U.S. Bureau of Labor Statistics projections for the period 2016-2026 shows that the number of positions for computer and information research scientists (M.S. degree) will increase by 19.2%. These occupations had median annual wages of \$114,520 in 2017. Likewise, the number of positions for mathematicians and statisticians will increase by 29.7% and 33.8% respectively. In 2017, these

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<sup>6</sup> A North Carolina resident who takes three semesters to complete the degree will incur a loss of income of \$105,000 (at the estimated \$70K salary over 18 months) and a tuition cost (including the premium) of ( $\$14,517 \text{ per year} \times 1.5 \text{ years} =$ ) \$21,776, as listed in Table 1, for a total cost of \$126,776. At an estimated salary increase of \$30K after graduation, it would take this graduate just over four years to recoup the lost income, premium tuition, and regular term tuition cost on a gross basis (i.e. excluding the impact of payroll taxes) and excluding University fees.

occupations had median annual wages of \$103,010 (Math M.S. degree) and \$84,060 (Stat. M.S. degree).

Major employers who have established or are establishing substantial operations in North Carolina do so because of the readily available supply of a highly-skilled workforce in science, engineering, and computing. Recent examples include Fidelity Investments, Credit Suisse, Deutsche Bank, MetLife, LexisNexis, and others. The N.C. State Engineering Career Fair each year attracts several hundred employers.

#### **E. The relationship between projected tuition revenue to institutional and/or program costs**

We project that the proposed program will reach a steady state of around 50 students by year 4. By that time and with premium tuition, the program will be fully self-supported.

#### **F. Tuition and fees, net of remissions and waivers, charged by peer institutions or programs as compared to tuition and fees, net of remissions, for the program**

Although there exists a growing number of Data Science and/or Analytics programs, both within the UNC system and nationwide, the proposed program fills a void in this area. Existing programs in Data Science and/or Analytics provide training in the usage of Data Science techniques and applications. The proposed program will instead target the rigorous underpinnings of Data Science providing a full mathematical viewpoint into the field. This will enable the graduates from this program to gather a more in-depth understanding of not only the usage, but also the development of the methods, and the field itself. To the best of our knowledge, the MS in Statistics: Data Science program at Stanford University is the only other program whose curriculum aligns with our proposed training. The annual graduate tuition there is over \$50,000.

Table 1 in the next page lists the tuition for other premium tuition programs at N.C. State in 2018-2019. Even with the proposed premium tuition, the new MSFDS degree will have total tuition in line with related NC State programs with premium tuition in the College of Engineering, the College of Management or the Provost's office (Master of Science in Analytics). Note that the above figures for MSFDS do not include the COE enhancement fee. Even if the COE fee were to apply, the total cost would be the same as for Computer Science. We believe that the tuition for the proposed program represents an excellent value considering the expected outcomes.

Table 1. Annual tuition for premium tuition programs at N.C. State in 2018-19



<b>Program</b>	<b>Resident</b>	<b>Nonresident</b>
Master of Business Administration (MBA), Global Luxury and Management (GLAM), Supply Chain Engineering & Management (MSCEM)	\$23,042	\$40,015
Master of Accounting	\$21,979	\$38,405
Master of Science in Analytics	\$18,917	\$35,405
Master of Financial Mathematics	\$18,917	\$35,405
Doctor of Veterinary Science	\$16,861	\$44,064
Computer Science	\$14,517	\$31,005
ECE and Computer Networking	\$13,717	\$30,205
Biomedical Engineering	\$13,217	\$29,705
<b>MSFDS - Proposed</b>	<b>\$14,517</b>	<b>\$31,005</b>
Doctorate of Design	\$12,917	\$29,405
Master in Chemical Engineering	\$11,317	\$27,805
MArch, MAD, MGD, MID, MLA	\$10,317	\$26,805

### **G. A plan for the intended use of additional tuition receipts**

The proposed premium tuition increase will be allocated approximately as follows:

- 15% - Financial aid (need- and merit-based)
- 85% - Program support, including, but not limited to:
  - 60% - faculty and teaching assistants;
  - 12% - graduate program staff;
  - 5% - professional development; employer relations; and career services;
  - 4% - online education initiatives;
  - 4% - software, equipment, and technical support needed, above and beyond ETF funding

These expenditures will improve the quality, scholarship, and experience of our students as described in Section A above.

Responsibility for the use of premium tuition funds as described in this section will rest with the DGP of the program. Only one set of three separate projects will be created for financial management of the premium funds, and these projects will be associated with the program, not the constituent departments.

#### **H. Assistantships or grant support for graduate students**

For graduate students appointed on the premium tuition account (see Section A), the 25% GSSP tuition remission match (for non-residents), in-state tuition award (ISTA), and health insurance (GSHI) required for students supported from non-state sources will be paid from the premium tuition receipts. Therefore, the premium tuition will allow the new degree program to support graduate students without affecting the GSSP costs to the university.

#### **I. Analysis of student indebtedness levels within the university**

Not applicable to this proposal (new degree).

## UNC System 120 Credit Hour Degree Exception Requests

The UNC Board of Governors recently amended UNC Policy 400.1.5 (January 26, 2018) to stipulate that “Constituent institutions will require no more than 120 semester credit hours for a four-year baccalaureate degree program unless an exception is granted by a board of trustees...(see policy, Appendix A)” In order to meet this mandate, any bachelor's degree with greater than 120 credits required for graduation has to either be revised to be 120 credits, or an exception must be requested, and approved by the Board of Trustees. This report, and the accompanying documentation documents our work to meet this mandate.

To comply with the 120 credit hour mandate, NC State reviewed its undergraduate degree programs. There are 102 individual degree programs, and 80 of these programs currently exceed 120 hours. Of these 80 degree programs, 60 are revising their curricula in order to bring the credit hours required for graduation to 120 by fall of 2019. We are requesting that the remaining 20 degree programs be granted an exemption from the 120 credit hour mandate.

Below is a summary of the number of degree programs exceeding 120 credits and how they are being addressed.

College	Degree Programs Exceeding 120	Revising	Exception Requests
College of Agriculture and Life Sciences	12	12	0
College of Design	5	4	1
College of Education	6	5	1
College of Engineering*	17	0	17
College of Natural Resources	7	6	1
Humanities and Social Sciences	19	19	0

College of Science	9	9	0
College of Textiles	5	5	0
<b>Totals:</b>	<b>80</b>	<b>60</b>	<b>20</b>

\*Three of these exceptions are engineering degrees in the Colleges of Agriculture and Life Sciences, Natural Resources, and Textiles, all of which are accredited by ABET as meeting the requirements for baccalaureate engineering degree programs.

The basis for the 20 exceptions are briefly outlined below. Details can be found in the appendices.

## Engineering Programs

The College of Engineering requests exceptions for 17 engineering degrees (see Appendix B). These exceptions to the 120-credit hour mandate are for all 14 BS engineering and computer science degree programs in the College of Engineering, as well as affiliated engineering programs in the College of Agriculture and Life Sciences (Biosystems and Agricultural Engineering), College of Natural Resources (Paper Science and Engineering), and College of Textiles (Textile Engineering). Note that though these programs are in other colleges, they are subject to the same ABET accreditation standards and requirements.

The College of Engineering indicates that there are negative impacts that compliance with UNC Policy 400.1.5 would have on each program. These are as follows and are explained in their document:

- **Competency of graduates:** Reduction of credit hours will compromise professional preparation as detailed by ABET standards.
- **Competitiveness of graduates:** NC State Engineering programs are extremely competitive, but are below the average total credit hour requirements of peer institutions. Further reduction of credit hours will decrease the competitiveness of Engineering graduates.
- **T-Shaped graduates:** Any credit hour reduction will require cutting hours either from technical or critical soft-skill areas that are essential for Engineering graduates to be competitive.



- **Constituents Relations:** Reduction of credit hours will undermine the ability of the programs to meet the needs of the constituents who employ NC State engineering graduates.
- **Student Success:** In 2012 the College of Engineering implemented a strategic plan that improved student retention, matriculation, and graduation rates over historical levels. The College of Engineering is already achieving the stated goals of the new UNC Policy 400.1.5.

We request that these 17 exemptions be approved.

### **College of Natural Resources**

The College of Natural Resources requests an exception for the Forest Management Bachelor's degree in order to maintain their Summer internship course that makes their graduates competitive in the industry and is a common component of all Forestry degree programs nationally. These courses also address part of their accreditation requirements. (See Appendix C).

The Forest Management degree is accredited by the Society of American Foresters (SAF). The SAF prescribes the topics that the curriculum must address, and reviews how the department covers those topics via coursework and related experiences in which students engage every 10 years. The requirements for accreditation include general education as well as technical course work, and the core sciences and math from which the technical coursework grows. The Forest Management degree includes a nine-week, nine-credit summer field course, for which the program has been lauded during every SAF accreditation review for decades. These nine credit hours occur during the summer after the second year in the curriculum. Therefore, the summer field course does not affect the eight-semester array of courses constituting the normal degree path for students. The eight semesters actually only require 119 hours. The total degree requirements are therefore 128 hours. This is also the norm for most forest management programs throughout the nation.

We recommend that this exemption be approved.

### **College of Design**

The School of Architecture in the College of Design requests an exception for its Bachelor of Environmental Design in Architecture (Appendix D). The School offers a professional degree, and as such, the program has to meet the accreditation standards

as defined by the National Architectural Accrediting Board (NAAB). Currently, architecture students at NC State must complete a four-year, pre-professional 126-credit hour Bachelor of Environmental Design in Architecture degree (BEDA) and a one-year, 30-credit hour professional Bachelor of Architecture degree (B.Arch.) in order to qualify for professional licensure. This "4+1" model is common among other accredited architecture programs in the U.S. Work experience and successful completion of the Architect Registration Exam (A.R.E.) are additional requirements of licensure.

We recommend that this exemption be approved.

### **College of Education**

The College of Education requests an exception for its Middle Grades Education Language Arts and Social Studies degree program (MSL) due to licensure requirements. (See Appendix E). The MSL degree program is a professional teacher education program that leads to dual licensure in middle grades English Language Arts and Social Studies. The program is currently 126 hours, distributed as follows.

1. NC State General Education Program (GEP) requirements - 39 semester hours
2. Education Courses, including required education core courses, major area courses, and required field placements - 39 semester hours
3. Required Teaching Content course - 48 semester hours

The GEP and Education requirements are at the minimum for the program. The Required Teaching Content courses (48 semester hours) cause the program to exceed 120 credits. The North Carolina Department of Public Instruction stipulates that all licensed teachers must have minimum content preparation in each field they are initially licensed to teach. That minimum is equivalent to the core of the bachelor's degree or minimum of 24 semester hours in the content field. In order to meet this requirement, the MSL program includes 24 semester hours in English language arts content and 24 additional semester hours in social studies content (i.e. history, political science, geography, economics, behavioral sciences) for a total of 48 hours in this area.

We recommend that this exemption be approved.

## Appendix A

## The UNC Policy Manual

400.1.5[R] Adopted 04/29/13 Amended 08/01/14 Amended 01/31/18

### Regulation Related to Fostering Undergraduate Student Success

#### I. Required Semester Credit Hours for Baccalaureate Degree Programs

Baccalaureate degree programs shall require no more than 120 semester credit hours. An institution with compelling reasons as to why a program's requirements must exceed 120 semester credit hours may petition to have an exception approved by its board of trustees. Compelling reasons include, but are not limited to: programmatic accreditation standards; licensure requirements; and other state, federal, or professional regulations.

An institution must report any exceptions granted by its board of trustees, and the reasons for those exceptions, to the Board of Governors and the president by the end of calendar year 2018 and annually thereafter.

Any program authorized by the Board of Governors to require 135 semester credit hours or more shall be officially designated as a five-year baccalaureate program.

A. Constituent institutions shall observe these regulations in all proposals for new degree programs.

B. This section applies to individual baccalaureate degree programs, not to credit hour requirements for students who earn more than one major.

C. Constituent institutions must publicize the required number of semester credit hours and projected length of full-time enrollment required to obtain each baccalaureate degree in both printed and online catalogs. During new student orientation sessions and in publications for students and parents, constituent institutions must provide a description of factors that may prolong the length of time to complete a degree.

D. General Administration will maintain a catalog of all active baccalaureate degree programs and their required hours, and the Board of Governors will periodically review compliance with this 120-credit limitation, including approved exceptions to that limitation.

This section is effective as of the beginning of the fall 2019 semester, and shall not affect the credit hour requirements in place at the time of registration for students who registered at a constituent institution prior to the fall 2019 semester. Students who registered at a constituent institution prior to the fall 2019 semester will have the option to elect into the fall 2019 catalog.



## Appendix B



COLLEGE OF ENGINEERING  
Office of Academic Affairs  
120 Page Hall, Main Campus

Campus Box 7904  
21 Current Drive, Page Hall  
Raleigh, NC 27695-7904  
P: 919.515.3263

June 18, 2018

Dr. Michael Mullen  
Vice Chancellor and Dean  
Division of Academic and Student Affairs  
311 Park Shops Hall  
NC State University  
Raleigh, NC 27695

Dear Dr. Mullen,

On behalf of the deans in which engineering/computer science programs reside at NC State University, and the BS engineering/computer science programs and their faculty, I respectfully submit to you this exception request to UNC Policy 400.1.5(I) for consideration by the NC State University Board of Trustees.

Per instructions for submission, attached to this memo is a table providing internal tracking data on the college, degree code, type, program name, sub-plan title, total hours, and hours-over for each program included in this exception request.

In addition, attached to the Exception Request Form are details upon which the exception request is based.

Please contact me at any time. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Jerome P. Lavelle". The signature is fluid and cursive, with the first name "Jerome" being the most prominent part.

Jerome P. Lavelle  
Associate Dean

## **Application for Exception for an Undergraduate Degree Exceeding 120 Credit Hours**

**Degree Title and Type (BS/BA):** Please see attached

**Subplan title (if appropriate):** Please see attached

**Number of credit hours over 120:** Please see attached

**Please describe why this program cannot require 120 credit hours, including specific reference to licensure or accreditation requirements either through links or as attachments to this form.**

This exception, submitted by the College of Engineering, is sought for all undergraduate engineering and computer science degree programs at NC State University, resident in the College of Engineering (14), College of Agriculture and Life Sciences (11), College of Natural Resources (15), and College of Textiles (18), as one action.

The Associate Dean of Academic Affairs for the College of Engineering is included as a signatory to this document on behalf of each of the individual program department heads.

The Dean of the College of Engineering is included as a signatory on this document on behalf of each of the colleges where affiliated programs reside.

The underlying motivations for this exception request are equivalent for all programs and are addressed in the attached document.

**Table of Engineering/Computer Science Programs included in UNC Policy 400.1.5(I) Exception Request, 2018**

College	Degree Code	Type	Program Name	Sub-Plan	Total Hours	Hours Over
14	14AEBS	BS	Aerospace Engineering		127	7
14	14BMEBS	BS	Biomedical Engineering		127	7
14	14BMHBS	BS	Biomedical and Health Sciences Engineering		127	7
14	14CEBS	BS	Civil Engineering		125	5
14	14CHEBS	BS	Chemical Engineering	Biomanufacturing Sciences	128	8
14	14CHEBS	BS	Chemical Engineering	Green Chemistry and Engineering	125	5
14	14CHEBS	BS	Chemical Engineering	Nanoscience	125	5
14	14CHEBS	BS	Chemical Engineering	Sustainable Engineering, Energy, and the Environment	125	5
14	14CHEBS	BS	Chemical Engineering		125	5
14	14CHEBS	BS	Chemical Engineering	Biomolecular	127	7
14	14CHEBS	BS	Chemical Engineering	Honors	127	7
14	14CONBS	BS	Construction Engineering	General Construction	125	5
14	14CPEBS	BS	Computer Engineering		122	2
14	14CSCBS	BS	Computer Science		121	1
14	14CSCBS	BS	Computer Science	Game Development	121	1
14	14EEBS	BS	Electrical Engineering	Renewable Electric Energy Systems	122	2
14	14EEBS	BS	Electrical Engineering		122	2
14	14EGRBS	BS	Engineering		122	2
14	14EGRBS	BS	Engineering	Mechanical Engineering Systems	123	3
14	14EGRBS	BS	Engineering	Mechatronics (Joint with UNCA)	128	8
14	14ENEBS	BS	Environmental Engineering		127	7
14	14IEBS	BS	Industrial Engineering		124	4
14	14MEBS	BS	Mechanical Engineering		126	6
14	14MSEBS	BS	Materials Science and Engineering	Biomaterials	126	6
14	14MSEBS	BS	Materials Science and Engineering	Nanomaterials	126	6
14	14MSEBS	BS	Materials Science and Engineering		126	6
14	14NEBS	BS	Nuclear Engineering		123	3
11	11BEBS	BS	Biological Engineering	Bioprocessing Engineering	124	4
11	11BEBS	BS	Biological Engineering	Environmental Engineering	125	5
11	11BEBS	BS	Biological Engineering		127	7
11	11BEBS	BS	Biological Engineering	Agricultural Engineering	128	8
11	11BEBS	BS	Biological Engineering	Ecological Engineering	128	8
15	15PSEBS	BS	Paper Science and Engineering		128	8
18	18TEBS	BS	Textile Engineering		125	5
18	18TEBS	BS	Textile Engineering	Chemical Processing	126	6
18	18TEBS	BS	Textile Engineering	Machine Design	126	6
18	18TEBS	BS	Textile Engineering	Product Engineering	126	6
18	18TEBS	BS	Textile Engineering	Information Systems	127	7



## North Carolina State University

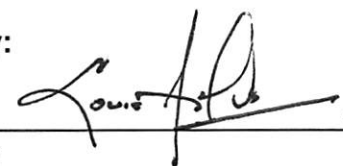
This application has been reviewed and approved by the appropriate campus committees and authorities.

Endorsed By:

  
Associate Dean, Academic Affairs on behalf of Department Heads


06/18/18  
Date

Endorsed By:

  
College Dean

6/18/18  
Date

Approved By:

  
Vice Chancellor and Dean - DASA

6/22/18  
Date

Approved By:

\_\_\_\_\_  
Executive Vice Chancellor and Provost

Date

Approved By:

\_\_\_\_\_  
Board of Trustees

Date

## COLLEGE OF ENGINEERING

### Policy Exception Request, to NC State University Board of Trustees

#### Pursuant to UNC Policy Manual 400.1.5, Section I

#### RE: 120-semester credit hour requirement

#### (A) Background:

In response to legislation enacted by the North Carolina General Assembly in 1992, the UNC Board of Governors in 1993 enacted policy requiring all undergraduate degree programs offered by constituent universities in the system to contain no more than 128 semester credit hours effective Fall 1995. At that point in time, engineering curricula at NC State, and peer institutions across the nation, averaged in the approximate range of 132-138. Compliance with the policy required NC State programs to reduce both engineering content and important support knowledge. Since that time, and at present, all of the bachelors programs in the College are at or below the maximum 128 semester credit hours allowed by Policy (see Table 1). From Table 1 the credit hour range of base-curriculum programs currently is 121-128 hours.

Table 1: Required semester credit hours, BS base programs, College of Engineering

Degree Program	Hours	Degree Program	Hours
Aerospace Engineering	128	Computer Science	121
Biological Engineering	128	Construction Engineering	128
Biomedical Engineering	127	Electrical Engineering	122
Biomedical Joint w/ UNC-CH	125	Environmental Engineering	127
BSE-Mechanical Systems (Havelock)	125	Industrial and Systems Engineering	124
BSE-Mechatronics Joint w/ UNC-A	128	Material Science and Engineering	126
BSE general (non-accredited)	122	Mechanical Engineering	126
Chemical Engineering	125	Nuclear Engineering	121
Civil Engineering	125	Paper Science and Engineering	128
Computer Engineering	122	Textile Engineering	127

#### (B) Policy Exception Request:

The College of Engineering at NC State University requests an exception to the 120-credit hour maximum requirement under UNC Policy 400.1.5 (I) for all **BS engineering and computer science degree programs** in the College of Engineering, as well as **affiliated engineering** programs in the College of Agriculture and Life Sciences, College of Natural Resources, and College of Textiles. It is asserted in this exception request that there are common negative effects that compliance with UNC Policy 400.1.5(I) would have on each program. Below please find details of each of these anticipated effects.

#### *(1) Critical Domain: Competency of Graduates*

#### *Assertion: Policy adoption will compromise professional preparation*

Within the disciplines of engineering, the bachelor's degree is the minimum required terminal degree for the licensed professional. Upon completion of an ABET accredited BS degree, students are permitted to sit for the Fundamentals of Engineering (FE) exam, the first step in the licensure process. As a result, the BS curriculum becomes the primary mechanism by which students are exposed to the broad content-

knowledge tested on the FE. It follows then that reducing the engineering content from the BS curricula will naturally reduce students' preparedness for the exam.

At present, the engineering/computer science curricula at NC State University do a fantastic job of preparing students for the FE exam. Each year students from the following departments routinely take the discipline-specific or general FE exams: Mechanical and Aerospace; Biomedical; Biological, Chemical; Civil Construction and Environmental; Electrical and Computer; Industrial and Systems, Materials Science and Engineering, Nuclear, and Textiles. Table 2 below provides the NC State University and national pass rates on the FE exam over the last 5-year period. Please notice that NC State's pass rate has been 9-17 percentage points above the national average in these years! This is a historical trend.

Table 2: Fundamentals of Engineering Pass Rates, all student takers\*

Year	% Pass Rate		Difference
	NC State	National	
2013	88	79	+9%
2014	93	79	+14%
2015	91	75	+16%
2016	91	74	+17%
2017	89	73	+16%

\* School and national FE pass rates are highly confidential, and shared here only in the context of this academic communication. These are not to be published or in any way referenced outside this context by any party.

**In summary, approval of this exception request will serve to protect the necessary broad and critical engineering content currently present in the curricula, and avoid an eroding of students' preparedness for this important professional licensure examination. This exception would protect NC State's positive standing on this exam relative to national test-takers.**

Note: On the subject of professional licensure, consider the case of other licensed professions such as physicians, dentists, or lawyers and the processes in place in those curricula to train and prepare students for licensure. Curricular constraints by an external body that affect the depth and breadth of the student training would not be acceptable, and is not appropriate in the case of the engineering profession. On the contrary, professionals within those fields develop the appropriate level of depth and breadth requirements for students in those disciplines. This same dynamic holds for the education and training of the engineering and computer science professions, where depth and breadth requirements are expressed in the FE exam topical areas. These FE exam areas serve as the template for coverage for engineering curricula in the college.

## ***(2) Critical Domain: Competitiveness of Graduates***

***Assertion: Policy adoption will compromise competitiveness***

Technology has increased in nearly every aspect of modern living, resulting in higher demand for graduates with skills such as those developed in engineering and computer science programs. Today in the US, over 70,000 students graduate with BS degrees in these disciplines. Although opportunities are abundant, so too is competition.

Twice a year the College of Engineering hosts an *Engineering Career Fair* event, which draws nearly 200 companies and ~4,000 job seekers per day. As a public land-grant school, the College has chosen not to restrict this event to NC State students only. As such, it is common to have students from Duke, UNC-Charlotte, ECU, Clemson, and UNC-Chapel Hill attend—as well as students from institutions in other states, such as Florida, Texas, and New York. Our students understand competition, and the fact that engineering/computer science employers come to NC State University (and that we are a designated as a preferred recruiting site by many of our partners) attests to the fact that our students are currently competing quite well.

However, as geological engineers know, shifting sand can change a landscape. Table 3 below shows the current total credit hours required for engineering/computer science programs at NC State University and several peer engineering schools and programs.

Table 3: Semester credit hour Requirements of Peer Engineering Programs

School	AE	BME	ChE	CE	CS	CPE	EE	ISE	ME	MSE	NE
Georgia Tech	132	131	132	128	126	132	132	128	129	132	129
Virginia Tech	130	—	135	133	123	131	132	133	131	126	—
Penn State	131	131	133	127	129	128	130	129	131	128	129
Texas A&M	128	128	128	128	126	128	128	123	128	128	128
U Illinois	128	128	128	128	128	128	128	128	128	129	128

Peer Average	129.3	129.5	131.2	128.8	126.4	129.4	130	128.2	129.4	128.6	128.5
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NC State	128	127	125	125	121	122	122	124	126	126	121
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Table 3 illustrates that NC State’s engineering/computer science curricula are at present 1 to 3 courses below those of our *average* peer requirement—and in some individual cases 10-12 hours below. Adherence to UNC 400.1.5(I) would further widening this gap by requiring programs to drop 1-8 hours of critical content and jeopardize the competitiveness of graduates compared to peer programs. At 120 hours NC State’s engineering/computer science programs simply would not stack up against peers, thus incentivizing employers and graduate schools to prioritize students from peer schools.

**In summary, in 1995 UNC-GA passed an academic policy that set the credit hour requirement of all BS/BA programs at state universities to a maximum of 128 hours. That policy required NC State’s engineering/CS programs to reduce from what was then a 132-138 credit hour level. However, peer institutions have maintained those higher credit hour requirements, and at present NC State’s programs are 1-8 hours below peers on average. Adherence to the new UNC Policy would further widen that gap and emphasize the difference of our graduates to employers and graduate schools. At 120 hours, some of our programs would require a full semester less academic content compared to their peer programs—this is not a message that we want to send to faithful industry partners who hire our graduates and graduate programs who admit them.**

Note: Related to competitiveness, consider the case of the demand for seats in the College of Engineering. For the incoming class in Fall 2018 we received nearly 10,000 applications for what will be a class of ~1,400 new students. This is an all-time high number of applicants for our programs. In addition, transfer applications from students who started at other institutions were also at an all-time high this past year. As such, it is clear that students see the value in our programs, and the stepping-stone that a degree in engineering/computer science represents for achieving their personal and professional goals and

aspirations. Students who come to NC State Engineering do so because we are seen as competitors with our peers, not something less.

### ***(3) Critical Domain: T-Shaped Graduates***

***Assertion: Policy adoption will compromise critical skills***

Currently the College's undergraduate engineering/computer science, and affiliated programs, range from 121 to 128 semester credit hours. Reducing programs to 120 hours will require the cutting of 1 to 3 courses from each program. These hours will come from either technical and/or critical supporting soft-skill areas. In the 21<sup>st</sup> century, knowledge is expanding exponentially and the problems that engineers/computer scientists solve are complex and multi-disciplined. Now is exactly the wrong time to be cutting important content in either of these categories.

Lowering credit hours reduces the quality of students' education and skills. By necessity, less coursework is less emphasis, less exposure, and less skill development—and thus less overall preparation to participate as quality *Thinkers and Doers* in the companies that hire them. The National Academy of Engineering's (NAE) 2005 report *Educating the Engineer of 2020* speaks of the need to educate "T-shaped" engineers with deep technical skills complemented with anchoring and context skills in communications, ethics, teaming, leadership, systems thinking, global competence and the like. Adherence to the new UNC Policy erodes the skills of engineer/computer scientist graduates at exactly the wrong time.

**In summary, in today's technological society engineers and computer scientists have important skills that contribute to solving mankind's grand challenges—such as sustainability, health and wellness, energy, transportation and systems, materials, security, computing, data, and analytics. These skills are nurtured and developed in curricula built to meet specific needs, and include skills in both technical and complementary subject areas. Adherence to the new UNC Policy would reduce graduates' skill development in these areas, thus reducing their ability to contribute to robust and lasting solutions.**

### ***(4) Critical Domain: Constituent Relations***

***Assertion: Policy adoption will compromise constituent relations***

The ABET accreditation process requires programs to identify unique constituency groups, and to work with those groups in an explicit manner to ensure that curricula meet the needs of each group. Using this process insures that measured student outcomes (those skills students leave the program with) match the needs of the constituents (companies that hire students, etc.). At NC State, the College first implemented ABET's EC2000 Criterion (which requires this connection to constituencies) in 2004. Since that time, our programs have been reaccruited in 2010 and recently in 2016, and as such have continued to demonstrate proficiency with constituent groups. An important element in the constituent-group relationship is the linking of student outcomes to the curricula, and thus each of the ABET accredited programs in the college have worked to design unique curricula with their groups. In this way, a program's curriculum reflect the best design to promote the outcomes and needs of the constituencies. In fact, this explains the variance that exists today in the degree requirements of programs in the College (121-128 credit hour range).



Externally and artificially reducing program hours from their existing levels to 120 hours (as required under the new UNC Policy) disrupts this relationship with constituent groups, and inserts an unnecessary constraint. The very fact that programs have worked with constituent groups and arrived at curricula that are all different is evidence of the health of those relationships.

**In summary, accreditation processes require programs' to work closely with their constituency groups. Over the past 15 years NC State's programs have a demonstrated record of excellence in ensuring the constituent voice in curricula development and achieving student outcomes. The observed variance in program requirements reflects the needs of each program working with their constituents. Adherence with UNC Policy will undermine the health of the relationship programs have with their constituent groups. Healthy relationships are pivotal for meeting continuing accreditation requirements**

**(5) Critical Domain: Student Success**

***Assertion: College is already achieving student success***

The stated purpose of the recent change to UNC Policy 400.1.5 (I) is to improve student retention and graduation rates, and reduce the time required for students to graduate. In the fall semester of 2012 the College implemented the *College of Engineering Undergraduate Student Success* strategic plan, whose goal was to improve student performance metrics, the quality of students' experiences, and their overall preparation for contributing to the solution of society's grand challenges. Table 4 below provides details of the strategic plan which is based on four primary theme areas: messaging, structural, support, and community.

Table 4: Linked Student Success Strategies

Strategic Theme	Phase/Interaction	Activities/Programs	Purpose
Messaging	Pre-College	<ul style="list-style-type: none"> <li>• K-12 outreach activities</li> <li>• Engr. summer camps</li> <li>• Teacher training</li> </ul>	<ul style="list-style-type: none"> <li>• Change messaging</li> <li>• Change culture</li> <li>• Educate and enable</li> <li>• Promote competency</li> </ul>
	Application Process	<ul style="list-style-type: none"> <li>• University application for admissions</li> </ul>	<ul style="list-style-type: none"> <li>• Promote broad thinking</li> <li>• Break unhealthy affinity</li> </ul>
	First Year Engineering	<ul style="list-style-type: none"> <li>• E101/E102 courses</li> </ul>	<ul style="list-style-type: none"> <li>• Educate on nature of engineering informed by Grand Challenge framework</li> </ul>
Structural	Matriculation into Degree Program	<ul style="list-style-type: none"> <li>• Process for meeting minimum standard</li> <li>• Standing in matriculation process</li> </ul>	<ul style="list-style-type: none"> <li>• Focus on success variables</li> <li>• Raise standards/expectations</li> <li>• Establish std. processes</li> <li>• Improve communications</li> </ul>
Support	Course options	<ul style="list-style-type: none"> <li>• E102/E102 and E201</li> <li>• E122</li> <li>• E144/E145</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain connections</li> <li>• Intentional reflection</li> </ul>
	Active advising	<ul style="list-style-type: none"> <li>• Proactive intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Early identification</li> <li>• Course correction</li> </ul>
	Residence life	<ul style="list-style-type: none"> <li>• Engineering Village</li> <li>• WISE Village</li> </ul>	<ul style="list-style-type: none"> <li>• Positive link, academic and student life</li> <li>• In-residence programs</li> </ul>
Community	Various programs and events throughout	<ul style="list-style-type: none"> <li>• Orientations, E101/E102</li> <li>• COE Welcome, FEDD</li> <li>• Career Fair, Grad. Event</li> <li>• Student Groups</li> </ul>	<ul style="list-style-type: none"> <li>• Connection to college</li> <li>• Connection to other students, faculty and staff</li> </ul>

The strategic plan is already producing successes. As an example, Tables 5 below provides data of graduation rates for first-time students admitted in the College for the 2009 through 2013 cohorts.

Table 5: Engineering/CS Student Graduation Rates by Year

Cohort	Start in Engr/CS, graduate in Engr/CS		Start in Engr/CS, graduate elsewhere at NC State	
	4-yr rate	6-yr rate	4-yr rate	6-yr rate
2009	22.9%	54.7%	29.6%	75.4%
2010	23.9%	56.3%	30.6%	75.2%
2011	27.4%	59.5%	35.4%	78.6%
2012	34.7%	65.4%	42.2%	80.8%
2013	36.1%		44.5%	
2014	36.9%		45.7%	

From Table 5, students that started in engineering in the Fall 2012 semester, the four-year graduation rate in engineering has increased by 7.3% (from 27.4% to 34.7%, as in Table) and the graduation rate in any major at the University increased by 6.8% (from 35.4% to 42.2%, not in Table) over previous years. The Fall 2013 cohort had even more impressive gains of 8.7% and 9.1% for these 4-year graduation rate metrics, and for the Fall 2014 cohorts the rates were 9.5% and 10.3% over the base-year 2011 cohort. From the strategic plan, the stated 6-year graduation rate goal is 65% in engineering and 80% in any major at the University. For the 10 years prior to 2012, these rates had been at 21.6% (four-year) and 53.8% (six-year). Looking at the 6-year graduation in Table 5 the 6-year graduation rates have increased to 65.4% (engineering) and 80.8% (University)—in other words **the strategic goals have been met in the first cohort class!** In addition, based on achievements of successive cohorts these numbers are trending to be well above the stated goals.

**In conclusion, independently in 2012, the College of Engineering implemented a strategic plan that improved student retention, matriculation and graduation rates over historical levels. The policies and processes have produced the anticipated impact. As a result, the College is achieving the stated goals of the new UNC Policy 400.1.5(I), thus obviating the need for the policy for students in engineering/computer science at NC State University.**

### **(C) Summary:**

The engineering/computer science programs at NC State University have a long and successful legacy at the institution. In fact, the University was founded, in part, for the purpose of advancing access to programs in the mechanic arts. As such, our mechanical engineering program has existing for all 130 year of the existence of this school. As the flagship engineering college in the UNC System we take seriously our mission, history, and purpose in engineering and computer science education.

Provided in this request have been details of the bases upon which we seek an exception to the new UNC Policy 400.1.5 (I) capping semester credit hours at 120 for all BS/BA programs. This exception request is based on the negative impact the Policy will have on the professional competency promoted in our curricula, the competitiveness of our graduates compared to their peers, and the depth and breadth on critical skills necessary in our graduates to solve modern problems. In addition, the Policy creates a negative impact on accreditation processes by interjecting unnecessary constraints on the program-constituents relationship. Lastly, the College has demonstrated through its student success strategic

processes to have improved, and are continuing to improve, key student metrics—the stated purpose of the Policy.

In conclusion, we respectfully submit this exception to the Board of Trustees of NC State University for thoughtful consideration. Please note that attached to this exception are several letters of support from key stakeholder groups connected with the College. These letters should provide an important external voice when considering this exception. They include the following boards/groups:

*Professional Engineers of North Carolina (PENC)*

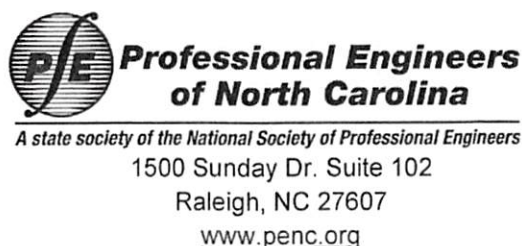
*North Carolina Society of Engineers (NCSE)*

*North Carolina State Engineering Foundation Board*

*Industrial Advisory Board, Department of Civil, Construction and Environmental Engineering*

*Industrial Advisory Board, Department of Chemical Engineering*

*Industrial Advisory Board, Department of Material Science and Engineering*



DATE: April 25, 2018

TO: Dr. Jerome P. Lavelle  
Associate Dean, Academic Affairs  
21 Current Drive  
120 Page Hall, College of Engineering  
NC State University  
Raleigh, NC 27695

RE: Letter of Support for Engineering Credit Hour Waiver

The Professional Engineers of North Carolina (PENC) would like to express our support for the NCSU waiver petition in relation to UNC Policy 400.1.5 (I) regarding the credit hours for BA/BS degrees at universities within the UNC System.

PENC believes that the proposed reduction in hours compromises preparation for the Fundamentals of Engineering (FE) exam and consequently, licensure as a professional engineer. This may lead to a reduction of licensed professional engineers in North Carolina, which may have an impact on the health, safety, and well-being of our communities.

Licensed engineers are held to high standards of technical and professional competency for the protection of public health, safety, and welfare. These high standards have led the National Council of Examiners for Engineering and Surveying (NCEES) to generate Position Statement 35\*, recommending additional education for licensure as a professional engineer. The proposed UNC Policy 400.1.5 (I) is reducing credit hours at a time when NCEES has identified the need to increase hours for professional licensure due to need for increased technical and professional skills.

The professional engineering licensure is the industry's highest standard of competence. In order to continue to protect and promote professional engineering licensure in North Carolina, PENC strongly supports NCSU's petition for a 128-credit hour engineering program to maximize graduates' preparation for the path to licensure.

Sincerely,

Paul R. Shivers, PE  
PENC President  
2017-2018  
[pshivers@hiepc.com](mailto:pshivers@hiepc.com)

\*Link to NCEES Position Statement 35: <https://ncees.org/about/publications/ncees-position-statement-35/>



May 17, 2018

Jerome P. Lavelle, Associate Dean  
NC State University, College of Engineering  
Campus Box 7904  
21 Current Drive, Page Hall  
Raleigh, NC 27695-7904

**RE: Letter of Support/Endorsement for Waiver Petition**

Dear Dr. Lavelle,

On behalf of the North Carolina Society of Engineers, the oldest engineering society in North Carolina, we would like to offer strong support to you and encourage the Board of Trustees of the University system to not compromise the engineering degree programs you represent at North Carolina State University. We do understand many programs across the broad university system can adequately meet the expectations for graduation with only a 120 hour course requirement. However, the 20 engineering and computer science programs at N. C. State cannot meet this expectation. We strongly agree with Dr. Lavelle's concerns that this reduced degree requirement would compromise the professional preparation for these degrees, reduce skill levels of the graduates, reduce our competitiveness against other university programs, compromise our accreditations, and reduce the overall performance of our graduates.

We understand a waiver of this regulation is an option. We strongly support the waiver process at all levels to allow N.C. State to retain the high standards for graduation for these programs that we currently maintain. We as a long standing and key engineering organization in our state stand ready to support and assist you at any level to ensure you are successful in allowing our current criteria to be maintained. Thank you for your leadership and efforts as you represent our great profession.

Sincerely,

A blue ink signature of H. E. "Tony" Withers, III, written in a cursive style.

H. E. "Tony" Withers, III, P.E.  
Executive Director  
North Carolina Society of Engineers

A blue ink signature of Wesley Cook, written in a cursive style.

Wesley Cook, P.E.  
President  
North Carolina Society of Engineers





College of Engineering  
NC State Engineering Foundation

Campus Box 7901  
Raleigh, NC 27695  
P: 919.515.7458

To: Dr. Jerome Lavelle  
Associate Dean of Academic Affairs  
College of Engineering  
NC State University  
Campus Box 7904  
Raleigh, NC 27695

From: Mrs. Suzanne Gordon, President NC State Engineering Foundation Board of Directors

Re: Maximum Credit Hours for Engineering Degrees

On April 20, 2018 at the NC State Engineering Foundation Board meeting I was given unanimous support of the board to write a letter enthusiastically endorsing your efforts to acquire a waiver on the reduction in hours needed to receive a degree from the College of Engineering.

As Engineering alumni, we are very proud of our own degrees from NC State and the quality and rigor of the program that was expected of us and has continued to produce quality graduates for many years. We wish to keep that quality and rigor as an expectation for future generations of NC State engineers. Several concerns were presented that bolster the argument for a waiver petition for the College of Engineering:

- The policy compromises professional preparation: NC State's engineering/computer science curricula cover the breadth of engineering topics in preparation for graduates to successfully complete the Fundamentals of Engineering examination—the first step toward professional engineering licensure. This policy will result in a cutting of engineering content in the curricula and thus reduce student preparation for this important career step.
- The policy reduces quality of skills: Currently the College's 20 undergraduate engineering/computer science programs range from 121 to 128 semester credit hours. Reducing programs to 120 hours will require the cutting of 1 to 3 courses in each program. Due to accreditation constraints, these hours will come from technical and/or supporting soft skill areas. Lowering credit hours reduces the quality of students' education and skills, and thus their preparation to participate as quality engineers in the companies that hire them.
- The policy reduces competitiveness further: In 1995 UNC-GA passed a policy that set the credit hour requirement of all BS/BA programs at state universities to a maximum of 128 hours. That policy required our engineering/CS programs to reduce from what was then a 132-138 credit hour level. However, NC State's College of Engineering has several regional/national peers that have maintained the level of 132-135 hours up to this day, this policy would further widen that gap and emphasize the difference to employers in terms of graduate's preparation and quality.

In closing, the NC State Engineering Foundation Board of Directors unanimously endorses your waiver request. Should there be any questions or need to further emphasize the importance of the waiver of the 120-credit hour limit please contact any member of the board from the enclosure.

NAME	TITLE	EMAIL ADDRESS
Bruce R. Baldwin	Specialist Leader, Deloitte Consulting LLP	brbaldwin@deloitte.com
Ashley S. Barnes		asb@donniebarnes.com
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Ashok S. Bhatnagar	Senior Vice President, Nuclear Generation, Development and Construction	dunetriology@aol.com
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David Dove	President of Cardtronics	davidwdove@gmail.com
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Deborah B. Young	Retired HS & E Director, Honeywell International Foundation	sewmattie@aol.com

May 14, 2018

To: Dr. Jerome Lavelle  
Associate Dean of Academic Affairs  
College of Engineering  
NC State University  
Campus Box 7904  
Raleigh, NC 27695-7904

From: Mr. Stacey Smith, P.E., Chair and Mr. William Pope, Vice Chair  
Civil, Construction, and Environmental Engineering Industrial Advisory Board

Re: Maximum Credit Hours for Engineering Degrees

We are writing in our capacities as Chair and Vice Chair of the Industrial Advisory Board (IAB) for the Department of Civil, Construction, and Environmental Engineering (CCEE). At its April meeting, the IAB came to understand that the UNC-General Administration Board of Governors (UNC-GA-BOG) has implemented a requirement that no undergraduate degree program in the UNC system may exceed 120 semester credit hours. The IAB was not in favor of this requirement and strongly supports the request for a waiver that you will be submitting to the NC State University Board of Trustees.

The CCEE IAB includes senior engineers as well as executive officers of major civil, construction and environmental engineering firms of regional and in some cases national stature. Our firms collectively hire many graduates of CCEE annually and value the broad and well-rounded education that they bring to the workplace, as well as their engineering skills. In this context, we believe the restrictive policy enacted by UNC-GA-BOG would prevent the CCEE department from adequately preparing young engineers for professional practice. As such, we urge the NC State Board of Trustees to grant a waiver.

The 120-credit hour limit would reduce the skills that NCSU students bring to the workplace and would result in degrees with less credits than other top engineering schools in the U.S. As the civil, construction, and environmental engineering industry, we are designing, building and managing state-of-the-art infrastructure for society. In this capacity, we need the best prepared engineers that we can hire and the credit limit policy will move undergraduate engineering education at NC State in the wrong direction.

Again, the CCEE Industrial Advisory Board strongly endorses your waiver request. Members of the board would be happy to meet with the NC State University Board of Trustees at any time if helpful to emphasize the importance of the waiver of the 120-credit hour limit. The CCEE IAB membership list is attached.

List of Board Members and Affiliations

<b>Jennifer Brandenburg '86</b> <b>Vice President - Design Services</b> Volkert, Inc.	<b>Dan Pleasant '72</b> <b>Chief Operating Officer</b> Dewberry
<b>Heather Denny '95 (Past Chair)</b> <b>Chief Executive Officer</b> McDonald York Building Company	<b>Bill Pope '83 (Vice Chair)</b> <b>Owner and President</b> Pope Custom Homes
<b>Glenda Gibson '87</b> <b>Vice President</b> Mott MacDonald	<b>Stacey Smith '92 (Chair)</b> <b>President</b> Smith Gardner, Inc.
<b>Christine Herrick '11</b> <b>Project Engineer</b> Kimley-Horn and Associates, Inc.	<b>David Simpson '81</b> <b>President &amp; CEO</b> Simpson Engineers & Associates
<b>Tyler Highfill '92</b> <b>President</b> Highfill Infrastructure Engineering	<b>Alan Stone '87</b> <b>Vice President</b> Hazen & Sawyer
<b>Joe Hines '91</b> <b>Principal and Director of Economic Development</b> Timmons Group	<b>Gray Talley '98 (Secretary)</b> <b>Senior Vice President</b> Shelco, LLC.
<b>Jon Holtvedt '15</b> <b>Assistant Superintendent</b> Balfour Beatty Construction	<b>Steve Thomas '84</b> <b>Chief Operating Officer</b> SEPI Engineering
<b>John Lucey</b> <b>President and CEO</b> McKim & Creed	<b>Hans Warren '84</b> <b>President</b> Warco Construction Inc.
<b>Tonya Mills '94</b> <b>Vice President- Business Development</b> Tri Properties Inc.	<b>Mike Wayts</b> <b>North Carolina Division Manager and Vice President/Principal</b> Freese and Nichols, Inc.
<b>Mike Munn '95</b> <b>President and CEO</b> McAdams Company	



Chemical and  
Biomolecular Engineering  
College of Engineering  
<http://www.che.ncsu.edu/>

911 Partners Way  
Campus Box 7905  
Raleigh, NC 27695-7905  
P: 919.515.2324  
F: 919.515.3465

May 2, 2018

Dr. Jerome Lavelle  
Associate Dean, Academic Affairs  
College of Engineering  
NC State University

Dear Dr. Lavelle,

As members of the Chemical and Biomolecular Engineering Alumni Advisory Board, we strongly support a waiver petition to the 120-credit hour maximum policy recently passed by the UNC Board of Governors. As proud alumni of this department who work as engineers and managers for diverse companies and agencies, we value the competency and quality of our graduates and the competitiveness of our department to attract exceptional students and faculty.

In 1995 UNC-GA passed a policy that set the credit hour requirement of all BS/BA programs at state universities to a maximum of 128 hours. That policy required our program to reduce from what was then a 132-138 credit-hour level. However, several of our regional/national peers in chemical engineering have maintained the level of 128-133, in particular Georgia Tech, our closest peer institution, and one with which we are perhaps the most competitive in attracting outstanding undergraduates in the southeast US. The table below shows the most recent undergraduate rankings from *US News and World Report* and each program's credit hours to graduate. (Those universities marked with an asterisk do not use credit hours to track course load.)

US NWR Ranking	ChE Program (166 programs accredited)	# of Credit Hours to Undergraduate Degree
1	MIT	***
2	UC Berkeley	120
3	Georgia Tech	132
4	Stanford University	***
5	University of Wisconsin	133
6	University of Texas, Austin	128
7	University of Minnesota	122
8	Cal Tech	***
9	University of Delaware	126
10	Princeton University	***
11	University of Illinois	129
11	University of Michigan	128
13	Purdue University	130
14	Cornell University	130
15	UC Santa Barbara	125
16	Northwestern University	***
17	<b>NC State University</b>	<b>125</b>
17	Penn State	133
17	University of Colorado	128

At present, the NC State chemical engineering program is light when compared to these peer programs—and the proposed policy change would *further* widen that gap and emphasize the difference to employers



in terms of our graduates' preparation and quality. This is not a message that we want to send to the industry partners who hire our students.

The proposed reduction in credit hours would reduce quality of skills; reducing our program to 120 hours will require removing two courses from the curriculum. Due to accreditation constraints, these hours would likely come from supporting technical and/or soft-skill areas. In the 21st century, knowledge is expanding exponentially, and the problems that chemical engineers solve are complex and multi-disciplined. Now is exactly the wrong time to be cutting important content in either of these categories.

While there are fewer chemical engineers who take the FE exam compared to other disciplines, it is a valuable credential for those going into process/plant design or project management roles. NC State CBE graduates have typically performed better than the national average over the last five years. Cutting engineering content in the curriculum by reduction of credit hours required would reduce student preparation for this important career step, and once again place our students at a competitive disadvantage.

As the department's Alumni Advisory Board, we urge that the waiver petition be approved by campus administration so that NC State's College of Engineering and our department may continue to be a national leader.

Yours sincerely,

**CBE Alumni Advisory Board**

**Mr. Billy Bardin**  
Global Operations Technology  
Director  
Dow Chemical

**Mr. Thad Leister**  
Global Operations Manager  
GE Hitachi Nuclear

**Ms. Ann Quillian**  
Lead Environmental Specialist  
Duke Energy

**Mr. Nick Clausi**  
Vice President, Global  
Chemicals Technology  
Exxon Mobil

**Ms. Yang Luo**  
Director R&D  
Praxair

**Mr. Joe Royer**  
Development Manager,  
Emerging Business  
Milliken

**Ms. Ana Piqueras Davis**  
Head, Health Safety and  
Environment  
Syngenta

**Mr. Ellis McGaughy**  
Site Manager, Fayetteville  
Works  
Chemours

**Mr. Billy Willis**  
CTO  
Duke University Health System

**Mr. John Davis**  
Head, Finished Product  
Processing  
Syngenta

**Mr. Nate Miranda**  
Director, Technical Service and  
Development  
MonoSol

**Mr. Ron Zumstein**  
Sr. Vice President Corporate  
Engineering  
Albemarle

**Mr. Danny Henderson**  
Vice President, Manufacturing  
Corning

**Mr. Tim Nolan**  
Technology Fellow  
Eastman Chemical

**Mr. Mark Hurley**  
CEO  
Blueknight Energy Partners

**Mr. Russ O'Dell**  
Global Manager PET (retired)  
KoSa

CC: Dean L. Martin-Vega



**NC STATE UNIVERSITY**

May 17, 2018

Jerome P. Lavelle  
Associate Dean  
College of Engineering  
NC State University

Donald Brenner  
Interim Department Head  
Kobe Steel Distinguished Professor  
911 Partners Way  
Engineering Building I  
Raleigh, NC 27695-7907  
919.515.0493

Dear Dr. Lavelle,

On behalf of the faculty of the Department of Materials Science and Engineering (MSE), I am submitting this support letter for a waiver to the 120-credit hour maximum allowance for our undergraduate curriculum, which leads to a BS degree in materials science and engineering. The MSE department currently has three undergraduate curriculum tracks, all requiring completion of 126 credit hours: an MSE base curriculum, a bio-materials concentration, and a nano-materials concentration.

In the MSE department at NC State, we provide a broad curriculum, covering all classes of materials, instead of asking students to select a specific materials track; this attribute of our curriculum allows students to be competitive in a range of industries and graduate programs. Additionally, there are several technical courses **required** in our curriculum, which exceed the ABET minimum: (1) a required statistics course (3 credits) was incorporated at the request of our External Advisory Board who believed that our students were lacking experience with experimental design; (2) an introductory cell biology course (4 credits) was incorporated into the bio-materials concentration since it serves as a pre-requisite course for many of the bio-materials concentration electives; (3) an organic chemistry course (4 credits) is required as a pre-requisite for MSE courses focused on polymers and soft materials.

While we are able to successfully fulfill ABET requirements within a 120-credit hour limit that includes the aforementioned required technical courses, the current 126-credit hours in each curriculum allows incorporation of two technical electives into the bio-materials curriculum and three technical electives into the base and nano-materials curricula. We strongly believe that removing the required technical electives will result in the following consequences for our students:

- Graduates of the MSE department will be underprepared for graduate school and/or industry positions without required technical electives that allow them to choose additional courses in advanced mathematics, chemistry, and physics, computer-aided design, computer programming, and materials processing. This is the only tool available to formally encourage students to take courses beyond the most basic curriculum.
- Fewer students will be motivated to complete high impact activities including double majors and minors, research credit, and study abroad without the technical elective flexibility.
- Students will not be competitive with MSE graduates from NCSU peer institutions.
  - Georgia Tech requires 132 credits with 5 credits of advised electives
  - Virginia Tech requires 126 credits with 12 credits of technical electives
  - University of Illinois Urbana-Champaign requires 129 credits with 6 credits of technical electives

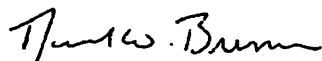
In addition, we have discussed this issue with our External Advisor Board members, and they have prepared the following statement:

*The members of the MSE External Advisory Board have been actively engaged with the MSE Undergraduate Program Committee to provide guidance over the last five years with regard to curriculum initiatives and continuous improvement practices. We are excited to work with an undergraduate program that continues to be innovative in preparing its students to be competitive in the national and global marketplace. During our previous campus visits, we spent time with undergraduate students discussing their experiences in the department, and we feel strongly that the impactful, collaborative, and cross-disciplinary activities students often pursue are motivated by high department expectations and rigorous coursework. While we support and respect the ABET accreditation process, we also feel strongly that that a quality education requires flexibility in order to mold to rapidly changing expectations within the disciplinary community and also adapt to desires of students with varying interests and career goals.*

*NC State is the only university in the state of North Carolina to offer a BS degree in materials science and engineering; we strongly support a waiver to the 120-credit hour limit, which will enable students to remain competitive for top-tier graduate programs and industry positions and ultimately become leaders in the field.*

Thank you for your consideration.

Best Regards,



Donald W. Brenner  
Kobe Steel Distinguished Professor and Interim Department Head

Past Presidents

(2016-2007)

Tom Fitzgerald, PE  
John Garner, PE  
Daniel Bridges, PE  
Duane Bents, PE  
Eric Rysdon, PE  
Jesse Jacobson, PE  
Kathryn Benson, PE  
Yolande Stover, PE  
Joseph M. Moore, PE  
Jeffrey Coonse, PE  
Jason Reeves, PE

**NORTH CAROLINA SECTION**



May 4, 2018

Dr. Jerome P. Lavelle  
Associate Dean, Academic Affairs  
21 Current Drive  
120 Page Hall, College of Engineering  
NC State University  
Raleigh, NC 27695

**Reference: Waiver to UNC Policy 400.1.5 (I)**

Dear Dr. Lavelle:

The North Carolina Section of the American Society of Civil Engineers (ASCE) emphatically endorses NC State University's College of Engineering waiver petition of UNC Policy 400.1.5(I). ASCE's strong support for civil engineering education is based upon its Policy Statement 465. The entire PS 465 is enclosed for a full description of our position. PS 465 states in part, "... changes have created a need for civil engineers to have a greater breadth of capability and specialized technical competence, placing increased expectations on civil engineers in their role of protecting the health, safety and welfare of the public."

Several other states have already allowed their engineering schools to require (in most cases just 8 additional hours) more than a mandated maximum of 120 hours. Unfortunately, there is not enough time within the current curriculum to offer the technical depth and breadth of classes necessary to train our future engineers. Many civil engineering programs have already been forced to cut fundamental classes – surveying for example – from their degree requirements.

To competently train the next generation of civil engineers for professional practice and to maintain our competitive edge around the world, the College of Engineering's waiver request of UNC Policy 400.1.5(I) must be approved.

If any questions should arise, please feel free to contact me by phone at (727) 421-1730 or by e-mail at engharris@yahoo.com.

Sincerely,

David Harris, PE  
President, North Carolina Section, ASCE

## Appendix C



**Application for Exception for an Undergraduate  
Degree Exceeding 120 Credit Hours**

Degree Title and Type (BS/BA) Forest Management B. S.

Subplan title (if appropriate) **No Subplan**

Number of credit hours over 120 **8**

Please describe why this program cannot require 120 credit hours, including specific reference to licensure or accreditation requirements either through links or as attachments to this form.

The Society of American Foresters (SAF) accredits the forest management curriculum at North Carolina State University. SAF prescribes the topics that the curriculum must address. SAF periodically (10 years) reviews how the department covers those topics via coursework and related experiences in which students engage. The requirements for accreditation include general education as well as technical course work, and the core sciences and math from which the technical coursework grows.

Graduation from an SAF-accredited forestry or forest management curriculum is usually an important requirement for professional certification or registration or licensure in states throughout the United States. Though requirements vary in small ways, state examinations universally treat the same core topics. Moreover, such examinations typically have very applied and practical grounding in terms of the questions asked or problems posed.

A hallmark of the North Carolina State University degree in forest management has been its 9-week, 9-credit field course, for which the program has been lauded during every SAF accreditation review for decades. Moreover, employers demand forest management students have excellent field and technical skills. Earning these nine credit hours occurs during the summer between students' second and third year in the curriculum. Therefore, the summer field course does not affect the eight-semester array of courses constituting the normal degree path for students. The eight semesters actually only require 119 hours. The total degree requirements are therefore 128 hours.

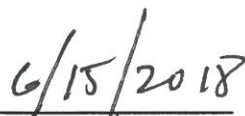
A student properly prepared and applying his or her academic prowess should complete the degree requirements in four academic years.

## North Carolina State University

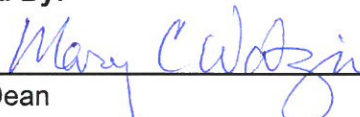
This application has been reviewed and approved by the appropriate campus committees and authorities.


Endorsed By:

  
\_\_\_\_\_  
Head, Department/Program

  
\_\_\_\_\_  
Date

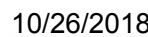
Endorsed By:

  
\_\_\_\_\_  
College Dean

  
\_\_\_\_\_  
Date

Approved By:

  
\_\_\_\_\_  
Vice Chancellor and Dean - DASA

  
\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Executive Vice Chancellor and Provost

\_\_\_\_\_  
Date

Approved By:

\_\_\_\_\_  
Board of Trustees

\_\_\_\_\_  
Date

## Appendix D

**Application for Exception for an Undergraduate  
Degree Exceeding 120 Credit Hours**

Degree Title and Type (BS/BA) Bachelor of Environmental Design in Architecture (BEDA)

Subplan title (if appropriate) N/A

Number of credit hours over 120 6

Please describe why this program cannot require 120 credit hours, including specific reference to licensure or accreditation requirements either through links or as attachments to this form.

The School of Architecture is requesting an exception to the 120-credit hour limit because we offer a professional degree, and as such, the program has to meet the accreditation standards as defined by the National Architectural Accrediting Board (NAAB). Currently, architecture students at NC State must complete a four-year, pre-professional 126-credit hour Bachelor of Environmental Design in Architecture degree (BEDA) and a one-year, 30-credit hour professional Bachelor of Architecture degree (B.Arch.) in order to qualify for professional licensure. This "4+1" model is common among other accredited architecture programs in the U.S. Work experience and successful completion of the Architect Registration Exam (A.R.E.) are additional requirements of licensure.

NAAB has defined 26 learning objective categories, known as Student Performance Criteria (SPC), that each accredited program must achieve. The SPC's relate to a broad range of professional competencies that are specific to architecture and that are critical abilities and areas of understanding that graduates must possess. Each SPC has a list of sub-topics that constitutes the overall SPC. Requirements of these sub-topics must be met in order to achieve the overall SPC. See p.15-18 in this link:

[https://www.naab.org/wp-content/uploads/01\\_Final-Approved-2014-NAAB-Conditions-for-Accreditation.pdf](https://www.naab.org/wp-content/uploads/01_Final-Approved-2014-NAAB-Conditions-for-Accreditation.pdf)

NAAB also requires a minimum of 45 credit hours in non-architecture courses that have content beyond the required SPC's. We achieve this requirement primarily through NC State's General Education Program courses.

The School of Architecture's 126-credit hour model (see 8-semester display:

<https://oucc.dasa.ncsu.edu/dn-12edab-nosubplan-2168/>) is structured precisely to meet each of NAAB's SPC and general education requirements and to provide a high quality professional degree program that will prepare students for licensure and practice. Reducing the hours to 120 in the Bachelor of Environmental in Architecture program would eliminate critical courses and limit our ability to meet NAAB's SPC requirements. Eliminating courses in the BEDA program would potentially hurt our students' chances of being accepted to professional degree programs (B.Arch. or M.Arch.) in other universities because they will be less prepared in architecture discipline-based subject matter.

As a note, UNC-Charlotte is the only other accredited architecture program in the state of North Carolina. Their four-year, pre-professional degree program requires 128 credit hours. They also have a one-year, 30-credit hour professional degree program. The School of Architecture at UNCC has submitted an exception request to the UNCC Board of Trustees, and the exception has already been approved.

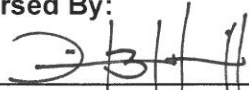
Thank you for considering this request. If you have questions, please contact:

David B. Hill, AIA  
Professor and Head of the School of Architecture  
david\_hill@ncsu.edu  
919.741.1743

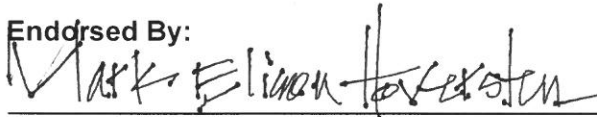
## North Carolina State University

This application has been reviewed and approved by the appropriate campus committees and authorities.


Endorsed By:

 ARCHITECTURE 06.27.18  
Head, Department/Program Date

Endorsed By:

 6-28-18  
College Dean Date

Approved By:

 10/26/2018  
Vice Chancellor and Dean - DASA Date

Approved By:

\_\_\_\_\_  
Executive Vice Chancellor and Provost Date

Approved By:

\_\_\_\_\_  
Board of Trustees Date



## Appendix E

**Application for Exception for an Undergraduate  
Degree Exceeding 120 Credit Hours**

Degree Title and Type (BS/BA) Middle Grades Education (13MIDEDBS)

Subplan title (if appropriate) Language Arts and Social Studies Concentration

Number of credit hours over 120 6 hours

Please describe why this program cannot require 120 credit hours, including specific reference to licensure or accreditation requirements either through links or as attachments to this form.

The Middle Grades Education Language Arts and Social Studies (MSL) degree program is a professional teacher education program that leads to dual licensure in middle grades English language arts and social studies. The program is currently 126 hours.

<https://ced.ncsu.edu/programs/middle-grades-language-arts-social-studies-education-msl-bachelor/>

The MSL program consists of courses in three areas.

1. NC State General Education Program (GEP) requirements - 39 semester hours
2. Education Courses, including required education core courses, major area courses, and required field placements - 39 semester hours
3. Required Teaching Content course - 48 semester hours

Total - 126 semester hours

We are requesting this exception for the MSL program to remain at 126 hours given teacher education licensure requirements and requirements for undergraduate programs at NC State. In each of these three areas listed above, we have no flexibility to reduce the required number of hours.

We understand that dropping GEP courses (39 semester hours) is not permitted as a path to reach 120 hours. The required Education Courses (39 semester hours) represent the minimum number of courses that program faculty in the College of Education have deemed necessary for the preparation of teachers. Included among these 39 hours are 18 hours of core education courses required of all education majors in the College of Education. Another three courses (11 hours) are focused on teaching methods. The remaining 10 hours are part of a required one semester full-time internship.

With regard to the third area, Required Teaching Content courses (48 semester hours), the North Carolina Department of Public Instruction sets the rules for teacher licensure and has stipulated that all licensed teachers must have minimum content preparation in each field they are initially licensed to teach. That minimum is equivalent to a bachelor's degree or minimum 24 semester hours in the content field. In order to meet this requirement, the MSL program includes 24 semester hours in English language arts content and 24 additional semester hours in social studies content (i.e. history, political science, geography, economics, behavioral sciences) for a total of 48 hours in this area.

## North Carolina State University

This application has been reviewed and approved by the appropriate campus committees and authorities.

**Endorsed By:**

John K. Lee

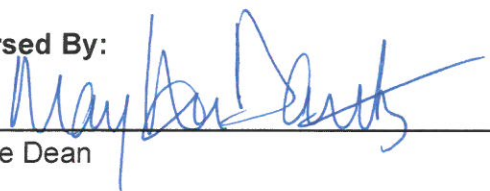


06/29/2018

Head, Department/Program

Date

**Endorsed By:**



29 June 2018

College Dean

Date

**Approved By:**



10/26/2018

Vice Chancellor and Dean - DASA

Date

**Approved By:**

Executive Vice Chancellor and Provost

Date

**Approved By:**

Board of Trustees

Date

NC State University  
Department of Athletics  
**Proposed Bonus Grid for Board of Trustees**

November 2018

2018-19 Bonus Structure									
Track/XC Program Head Coach	W Track/XC Head Coach	Assistant Coaches						Directors	

**ACADEMIC** (cumulative; may be individually earned in each category)

**Federal Graduation Rate**

Single Year FGR ≥ 75%	Men	5,000	2,000	2,000	2,000	2,000	2,000		
	Women	5,000	5,000	2,000	2,000	2,000	2,000		

**Academic Progress Rate**

Cross Country	Men	5,000	2,000	2,000	2,000	2,000	2,000		
Single Year APR ≥ 1000	Women	5,000	5,000	2,000	2,000	2,000	2,000		
Track & Field	Men	5,000	2,000	2,000	2,000	2,000	2,000		
Single Year APR ≥ 1000	Women	5,000	5,000	2,000	2,000	2,000	2,000		

**COMPETITIVE**

**Coach of the Year** (may be earned one time per year, total, for all three seasons)

ACC Coach of the Year (XC, Indoor T&F or Outdoor T&F)	Men	5,000							
	Women		5,000						
National Coach of the Year (XC, Indoor T&F or Outdoor T&F)	Men	10,000							
	Women		10,000						

**CROSS COUNTRY** (earns highest men's and women's bonus in each category)

**ACC Championship Meet**

ACC Champions	Men	5,000	2,500	2,500	2,500	2,500	2,500	1,000	1,000
	Women	5,000	5,000	2,500	2,500	2,500	2,500	1,000	1,000

**NCAA Championship Meet**

Place as a Team (score)	Men	2,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Women	2,000	2,000	1,000	1,000	1,000	1,000	1,000	1,000
21st to 25th Place	Men	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
	Women	4,000	4,000	2,000	2,000	2,000	2,000	2,000	2,000
16th to 20th Place	Men	6,000	3,000	3,000	3,000	3,000	3,000	-	-
	Women	6,000	6,000	3,000	3,000	3,000	3,000	-	-
11th to 15th Place	Men	8,000	4,000	4,000	4,000	4,000	4,000	-	-
	Women	8,000	8,000	4,000	4,000	4,000	4,000	-	-
6th to 10th Place	Men	10,000	5,000	5,000	5,000	5,000	5,000	3,000	3,000
	Women	10,000	10,000	5,000	5,000	5,000	5,000	3,000	3,000
2nd to 5th Place	Men	12,500	6,000	6,000	6,000	6,000	6,000	-	-
	Women	12,500	12,500	6,000	6,000	6,000	6,000	-	-
National Champions	Men	15,000	7,500	7,500	7,500	7,500	7,500	5,000	5,000
	Women	15,000	15,000	7,500	7,500	7,500	7,500	5,000	5,000

**INDOOR TRACK** (earns highest men's and women's bonus in each category)

**ACC Championship Meet**

ACC Champions	Men	5,000	2,500	2,500	2,500	2,500	2,500	1,000	1,000
	Women	5,000	5,000	2,500	2,500	2,500	2,500	1,000	1,000

**NCAA Championship Meet**

Place as a Team (score)	Men	2,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Women	2,000	2,000	1,000	1,000	1,000	1,000	1,000	1,000
21st to 25th Place	Men	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
	Women	4,000	4,000	2,000	2,000	2,000	2,000	2,000	2,000
16th to 20th Place	Men	6,000	3,000	3,000	3,000	3,000	3,000	-	-
	Women	6,000	6,000	3,000	3,000	3,000	3,000	-	-
11th to 15th Place	Men	8,000	4,000	4,000	4,000	4,000	4,000	-	-
	Women	8,000	8,000	4,000	4,000	4,000	4,000	-	-
6th to 10th Place	Men	10,000	5,000	5,000	5,000	5,000	5,000	3,000	3,000
	Women	10,000	10,000	5,000	5,000	5,000	5,000	3,000	3,000
2nd to 5th Place	Men	12,500	6,000	6,000	6,000	6,000	6,000	-	-
	Women	12,500	12,500	6,000	6,000	6,000	6,000	-	-
National Champions	Men	15,000	7,500	7,500	7,500	7,500	7,500	5,000	5,000
	Women	15,000	15,000	7,500	7,500	7,500	7,500	5,000	5,000

**OUTDOOR TRACK** (earns highest men's and women's bonus in each category)

**ACC Championship Meet**

ACC Champions	Men	5,000	2,500	2,500	2,500	2,500	2,500	1,000	1,000
	Women	5,000	5,000	2,500	2,500	2,500	2,500	1,000	1,000

**NCAA Championship Meet**

Place as a Team (score)	Men	2,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Women	2,000	2,000	1,000	1,000	1,000	1,000	1,000	1,000
21st to 25th Place	Men	4,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
	Women	4,000	4,000	2,000	2,000	2,000	2,000	2,000	2,000
16th to 20th Place	Men	6,000	3,000	3,000	3,000	3,000	3,000	-	-
	Women	6,000	6,000	3,000	3,000	3,000	3,000	-	-
11th to 15th Place	Men	8,000	4,000	4,000	4,000	4,000	4,000	-	-
	Women	8,000	8,000	4,000	4,000	4,000	4,000	-	-
6th to 10th Place	Men	10,000	5,000	5,000	5,000	5,000	5,000	3,000	3,000
	Women	10,000	10,000	5,000	5,000	5,000	5,000	3,000	3,000
2nd to 5th Place	Men	12,500	6,000	6,000	6,000	6,000	6,000	-	-
	Women	12,500	12,500	6,000	6,000	6,000	6,000	-	-
National Champions	Men	15,000	7,500	7,500	7,500	7,500	7,500	5,000	5,000
	Women	15,000	15,000	7,500	7,500	7,500	7,500	5,000	5,000

# REPORTS



# NC STATE UNIVERSITY

## Chair of the NC State University Faculty Report

### to the North Carolina State University Board of Trustees University Affairs Committee

*Submitted October 17, 2018*

The last report to the Board of Trustees was submitted on August 28, 2018. Since that time, through October 9, 2018 the following topics have been **discussed at the full Faculty Senate**:

#### **Spring 2018 Employee Engagement Survey: Results Summary and Next Steps** (August 28)

*Marie Williams, Associate Vice Chancellor for Human Resources*

*Nancy Whelchel, Director for Survey Research, Office of Institutional Planning and Research*

The discussion included an overview of the Employee Engagement Survey (a 5-year UNC initiative), overall results from the Spring 2018 administration of the survey at NC State, and plans for using the data.

#### **Campus IT Accessibility** (September 11)

*Crystal Tenan, IT Accessibility Coordinator*

University IT Accessibility Coordinator Crystal Tenan gave a brief overview of IT accessibility resources available for faculty members to make their course materials accessible, including the Captioning Grant, workshops and online training. Senators learned about some basic accessibility tips and tools.

#### **GLBT Advocate Program** (September 11)

*Preston Keith, Assistant Director, GLBT Center*

Senators were introduced to the GLBT Advocate Program designed to create a visible network of support and resources for students, faculty and staff as members of the NC State community.

#### **Human Resources Re-organization Project** (September 25)

*Marie Williams, Associate Vice Chancellor for Human Resources*

Last year, (November 14, 2017) Faculty Senate, Human Resources, and Sibson Consulting discussed campus needs, procedures and structures regarding Human Resources functions. The discussion focused on the Sibson report that included an overview of Faculty Senate primary concerns and Sibson suggestions to improve processes and to reposition Human Resources.

#### **Transportation** (October 9)

*Bruce McDonald, Associate Professor of Public Budgeting and Finance*

As part of its engagement initiative, Transportation is interested in stakeholder input to its processes. Faculty were alerted to and encouraged to respond to a new survey on transportation and parking to be deployed on October 10<sup>th</sup>.

#### **Salary Equity Study Results** (October 9)

*Sheri Schwab, Interim Vice Provost for Institutional Equity and Diversity*

*Katharine Stewart, Vice Provost Faculty Affairs*

*Marcia Gumpertz, Professor, Department of Statistics (formerly Assistant Vice Provost for Faculty Diversity)*

*Mary Lelik, Senior Vice Provost for Institutional Research and Planning*

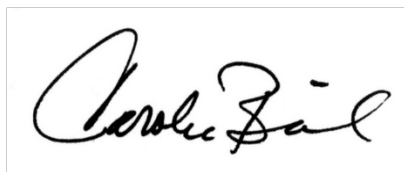
The Salary Equity Study is conducted every three years to assess whether there are salary differences by group (gender, underrepresented minority) after accounting for some relevant professional factors. Study results are useful to develop a plan to address the salary inequities; and has potential for insight into factors giving rise to inequities. The discussion reviewed 2016/2017 study, the methods and how these differed from prior years, and an overview of measures being implemented to address the study's findings.

**Other items:**

The **Fall General Faculty Meeting** is scheduled for October 30, 2018 in the Talley Student Center, Room 4140, Governance Chamber. The topic is Student Well-Being. Faculty will learn about programs that assist students in addressing life experience challenges and supports students' readiness to learn.

The three **Faculty Senate Committees** (Academic Policy; Governance and Personnel Policy; Resources and Environment) discuss many issues and some of them are resolved without coming to the full Senate. Committee reports are posted on the website: <https://facultysenate.ncsu.edu/>

*Respectfully Submitted by:*

A handwritten signature in black ink, appearing to read "Carolyn L. Bird", enclosed within a thin black rectangular border.

Carolyn L. Bird, Ph.D.  
Professor of Family Resource Management  
Chair of the NC State University Faculty, 2017-2019

## Board of Trustees Report

October 25, 2018

Honorable Trustees,

It has already been a very exciting and busy year for the NC State University Staff Senate. Representing approximately 6,000 staff, across the University and all 100 counties of the State of North Carolina, Staff Senate provides opportunities for staff to inquire, engage and serve.

The Staff Senate has addressed many constituent questions and concerns during this year's first quarter including items related to:

- Wage compression following new state-mandated \$31,200/year salary minimum;
- Hurricane Florence and adverse weather time reporting;
- Annual enrollment being a month before HCA enrollment, making it difficult to compare options;
- SHRA and EHRA Annual Raise Process (ARP);
- 2018 Special Bonus Leave offsetting provision;
- Wofltime;
- Parking; and
- Staff getting large increases in volume of work without increases in pay.

The Staff Senate continues to work productively with campus leaders and especially the AVC for Human Resources, Marie Williams, to find solutions that addresses constituents' questions and concerns. Staff Senate also created a new committee on "Employee Experience and Relations" that deals with issues around the staff experience such as work/life balance, campus environment, and transportation. One of the first initiatives this committee is working on is to establish a Staff Advisory Council in every college and administrative area to better address local staff needs.

The Staff Senate is currently:

- Running a Food Drive to support the Food Bank of Central and Eastern North Carolina to help victims of Hurricane Florence;
- Planning a Dancing Around the World Event for staff, students, and faculty to celebrate the diversity of dance from different regions of the world;
- Providing monthly greenway bike tours, a Floating Island tour, an agro-ecology farm tour, and a Wake County Landfill Tour;
- Operating a Computer Loan Program for qualifying staff members making less than \$40K per year; and
- Revising and amending the organization's bylaws.

The Staff Senate has worked hard this year to improve communication with constituents through interesting and timely communication disseminated through multiple channels (newsletters, social media, Youtube, and Billboards) and through supporting staff senators in communicating directly with their constituents at least monthly. We are looking forward to the rest of the year as we continue to support and encourage staff.

Respectfully Submitted,



Jason Painter, PhD  
Director, The Science House  
Chair, NC State Staff Senate, 2018-2019

**N. C. STATE UNIVERSITY  
UNIVERSITY UNDERGRADUATE CERTIFICATE PROGRAM FORM**

COLLEGE/DEPARTMENT/PROGRAM NAME:

**College of Agriculture and Life Sciences/Plant and  
Microbial Biology  
College of Natural Resources/Forestry and Environmental  
Resources**

TYPE OF PROPOSAL:

New: ☒

Revision: ☐

Discontinuation: ☐

CERTIFICATE TITLE:

**Undergraduate Certificate in Field Botany**

CIP DISCIPLINE#: 23.0301

PROPOSED OR CURRENT PROGRAM CODE: 11FBOCTU

CERTIFICATE TYPE: On-campus ☒ Distance ☐ On-campus & Distance ☐

PROPOSED EFFECTIVE DATE: Fall 2018

APPROVED EFFECTIVE DATE:

**ATTACHMENTS TO BE INCLUDED:**

- ☒ Statement of Justification for Program
- ☒ Statement of Program Objectives
- ☐ Proposed Revision(s) with Reasons
- ☒ List of Program Requirements (use attached Format B)
- ☒ Catalog Description of Proposed Certificate
- ☐ Number of Certificate recipients in the past Five Years
- ☒ Projected Enrollment
- ☒ Admission Requirements
- ☐ Statement on Other Departments Likely to be Affected and Summary of  
Consultations with those Departments
- ☒ Signature Page
- ☒ Routing Form

North Carolina State University

This request to establish or discontinue a University Undergraduate Certificate Program or change the Title for an Existing Certificate Program has been reviewed and approved by the appropriate campus committees and authorities.

Undergraduate Certificate in Field Botany  
Title of Certificate

Endorsed By:

Margaret E. Davis 1/4/18  
Head, Department/Program Jay S. Blak DFER Date 13 Feb 2018

Recommended By:

St. H. The 2/2/18  
Chair, College Curriculum Committee Am. Difer Date 2-14-18

Endorsed By:

W. H. Jeff 2/1/18  
College Dean Adrianne S. Kirkman CNR Date 2/15/18

Recommended By:

Vice Provost, DELTA (if DE degree or certificate) \_\_\_\_\_ Date \_\_\_\_\_

Recommended By:

Marta Konath 3/14/18  
Chair University Courses and curriculum Committee \_\_\_\_\_ Date \_\_\_\_\_

Approved By:

[Signature] 3/14/18  
Dean of Undergraduate Academic Programs \_\_\_\_\_ Date \_\_\_\_\_

Recommended By:

[Signature] 8/23/18  
Dean's Council \_\_\_\_\_ Date \_\_\_\_\_

Approved By:

[Signature] 8/23/18  
Provost \_\_\_\_\_ Date \_\_\_\_\_

Approved By:

Pamela Wood 9/25/18  
Chancellor \_\_\_\_\_ Date \_\_\_\_\_



## **Proposal to Develop an Undergraduate Certificate in Field Botany**

17 November 2017

**1. Statement of Justification for Program.** As the population of the United States and the world increases, the need for management and sustainable use of vascular plant ecosystems becomes increasingly important. A major component of management is plant identification, because all management plans must be tailored to the affected plants. Plant identification is also critical to satisfy the requirements of several mandatory state and federal programs, including wetland delineation, environmental impact statements, environmental planning reports, and conservation of rare plants. Unfortunately, recent studies have shown that agencies are suffering from insufficient expertise in field botany. In a recent survey, botanists in the federal government chose lack of staff with appropriate botanical training as one of the top three resources limiting their agency and 90% indicated they did not have enough botanically trained staff to meet their needs (Kramer et al. 2010). Students completing the Certificate in Field Botany will find the certificate very helpful in securing employment with the U. S. Army Corps of Engineers (protecting wetlands), private consulting firms (preparing impact statements and planning reports), the U. S. Fish and Wildlife Service (conserving threatened and endangered plants), Natural Heritage Programs (conserving rare plants), and private conservation organizations.

The proposed suite of four courses for the Certificate in Field Botany (see Format B and Table 1 below) is currently not required in any major or minor, or any other certificate program at N. C. State University, indicating unmet need. Although three of the four required courses are found among the 14 elective courses in the Plant Biology minor, no duplication exists because a student could earn the Plant Biology minor without taking any of the courses required in the Field Botany certificate. Furthermore, the fourth course (FOR 339, Dendrology) is not found among the Plant Biology minor electives. Thus, the proposed certificate does not duplicate any other program at N. C. State University.

The proposed certificate meets the University's strategic plan goal #3 to "... address the major challenges that confront the world," and goal #5 "... to be locally responsive to the needs of our community and state ...". It meets the College of Agriculture and Life Sciences' strategic theme #2 to "ensure environmental stewardship and sustainability of air, land, soil and water resources." It meets the College of Natural Resources' strategic goal #5 to "...create positive change and contribute to ecological and socioeconomic sustainability."

References: Kramer, A.T., B. Zorn-Arnold, and K. Havens. 2010. Assessing botanical capacity to address grand challenges in the United States. 64 pp. plus appendices. Available at [www.bgci.org](http://www.bgci.org).

**2. Statement of Program Objectives/Outcomes.** The objectives of this certificate are to prepare students to be centrally involved in the sustainable management of vascular plant ecosystems. After completing the certificate requirements, students will be (1) able to identify about 300 vascular plant species by sight, using the scientific name, botanical family and common name, (2) able to use plant identification keys, (3) fluent in domain specific terminology, and (4) familiar with species-site relationships.

**3. Proposed Revisions.** Not applicable.

**4. List of Program Requirements.** The certificate requires four courses, a total of 14 semester credit hours. The proposed coursework is shown in Format B and Table 1. Students must earn a grade of C- or better in all four required courses. No other requirements or time limits exist. Three of the required courses have PB 200 as a prerequisite. A prerequisite of PB 200 should not be problematic for students, because it is commonly required in agricultural, forestry, life science, and natural resource disciplines.

## CURRICULUM REQUIREMENTS

### Format B

<u>Degree/Plan Title:</u> Undergraduate Certificate in Field Botany		<u>Plan SIS Code:</u> 11FBOCTU
<u>Concentration/Subplan Title:</u>		<u>Subplan SIS Code:</u>
<u>Indicate requirements status:</u> Current:	Proposed: X	<u>Proposed Effective Semester:</u> Fall 2018
<u>New Degree Audit required?</u> (Y or N) No		
<u>Critical Path Courses</u> - Identify using the code (CP) which courses are considered critical path courses which represent specific major requirements that are predictive of student success in a given program/plan. Place the (CP) next to the credit hours for the course.		

MAJOR FIELD OF STUDY REQUIREMENTS:		
<i>Required Courses/Groups/ Electives:</i>	<i>Credit Hours</i>	<i>GEP category, if applicable</i>
Indicate if course or course groupings have a C-wall or MGPA requirement and which are considered Critical Path courses – indicate with (CP) next to applic. course.		List GEP category and hours satisfied by a Major requirement
PB 220, Local Flora (C wall)	3	
FOR 339, Dendrology (C wall)	4	
PB 403, Systematic Botany (C wall)	4	
PB 464, Rare plants (C wall)	3	
<u>Concentration Courses/Groups/Electives:</u> None	None	None
<u>Free Electives:</u>	None	None
<b>Total credit hours under Major Field of Study:</b> <i>Minimum 27 hours required in program area.</i>	14 hours	

Table 1. Proposed course work for Certificate in Field Botany.

Course	Course Title	Credits	Course Prerequisites
PB 220	Local Flora	3	PB 200 or BIO 181
FOR 339	Dendrology	4	None
PB 403	Systematic Botany	4	PB 200 or PB 250 or BIO 183
PB 464	Rare Plants	3	PB 200 or PB 220 or PB 403 or PB 405

**5. Catalog Description.** The Certificate in Field Botany will provide the opportunity to develop skills in vascular plant identification, through both sight recognition and use of taxonomic keys, and knowledge of domain specific terminology. The certificate requires 14 hours of traditional course work in four courses. The certificate is a non-degree program offered jointly by the Department of Plant and Microbial Biology (PMB) and Department of Forestry and Environmental Resources through on-campus classroom instruction, but is administered by PMB. It is available to students pursuing an undergraduate degree in any major at N. C. State University or to Non-Degree Studies (NDS) students. Students who have earned an undergraduate degree may also return as NDS students to complete the certificate. Students completing the certificate will find it very helpful in securing employment with the U.S. Army Corps of Engineers (protecting wetlands), private consulting firms (preparing impact statements and planning reports), the U.S. Fish and Wildlife Service (conserving threatened and endangered plants and improving wildlife habitat), Natural Heritage Programs (conserving rare plants), and private conservation organizations.

**6. Number of Certificate Recipients in the Previous Five Years.** Not applicable.

**7. Projected Enrollment.** Based upon enrollments in both PB 220 (Local Flora) and FOR 339 (Dendrology) over the last four years, we anticipate an initial enrollment of 8-10 students per year. We hope to grow this enrollment to 15-20 students within five years.

**8. Admission Requirements.** Students must be enrolled in an undergraduate degree at N. C. State University or as a Non-Degree Studies student (NDS).

Certificate coordinator: Dr. Alexander Krings, 2109 Gardner Hall, Box 7612, 919-515-2700, [akrings@ncsu.edu](mailto:akrings@ncsu.edu).

**9. Statement on Other Departments Likely to be Affected.** Not applicable.

**10. Signature Page (see attached).**

**11. Routing Form (see attached).**

**MEMORANDUM OF AGREEMENT FOR DUAL DEGREE PARTNERSHIP**  
**Collaborative Academic Agreement**

**Establishment of a dual degree with N.C. State University requires completion of this MOA and signatory approval by the Provost. In addition, SACSCOC must be notified 6 months prior to implementation of this agreement.**

Complete the following and provide thorough explanation and answers to each item.

**I. N.C. State Participation:**

**Level of Degree:** Master

**College Participating:** College of Textiles

**Other Participating College(s), if applicable:** N/A

**Full Title of Degree Conferred (Include concentration title if applicable.):**

Master of Textiles, NC State University;

The academic degree of Master of Engineering in Clothing Design and Engineering, Zhejiang Sci-Tech University

**Name and contact information for the primary developer of Agreement:**

Yingjiao Xu, Director of Graduate Programs,

Department of Textiles and Apparel, Technology and Management,

College of Textiles

[yxu11@ncsu.edu](mailto:yxu11@ncsu.edu)

Tel: 919-515-1858

Name and contact information for the program coordinator, if different from developer:

**II. Participating Partner Institution: If multiple partners, complete separate form for each**

**Name of Partner Institution:**

Zhejiang Sci-Tech University (ZSTU)

**Location of Institution (Full Physical Address):**

928 2<sup>nd</sup> Avenue, Xiasha Higher Education Zone, Hangzhou, Zhejiang 310018, China

**Name and contact information for the primary developer of this Agreement**

Xiaofen Ji, Chair of Executive Committee

School of International Education

Zhejiang Sci-Tech University

928 2<sup>nd</sup> Ave,

Xiasha Higher Education Zone, Hangzhou, Zhejiang 310018, China

[xiaofenji@zstu.edu.cn](mailto:xiaofenji@zstu.edu.cn)



**Name and contact information for the program coordinator, if different from developer:**

**Level of Degree:**

Master

**Full Title of Degree Conferred (Include concentration title if applicable):**

The academic degree of Master of Engineering in Clothing Design and Engineering

**Partner Institution Accreditation Status:**

Accredited by China Academic Degrees & Graduate Education Development Center (CDGDC)

**Duration of Agreement:**

This Agreement will be for 5 years from August 1st, 2019 to July 31, 2024. There will be 4 consecutive intakes of students with one intake in every academic year after the Program is approved. (With the MOA to be effective from August 1<sup>st</sup> 2019, the first intake of students will be in Fall, 2020 as the general graduate school admission exams occur in December of each year).

**III. Timeline:** (Note that the program cannot begin recruitment or matriculation of students until after SACSCOC notification and/or approval. SACSCOC reviews new program proposals twice per year.)

**Proposed Start Date of Agreement:** August 1<sup>st</sup>, 2019

**Expected Date for recruitment and advertising:** August 1<sup>st</sup>, 2019

**Expected Date of student matriculation/enrollment in dual degree program:**

September 1<sup>st</sup>, 2020

(The first enrollment at ZSTU will be September 1<sup>st</sup>, 2020. Students will attend NC State in their 2<sup>nd</sup> year (2021) to start the dual degree program).

**IV. Attachments: In addition to this MOA, attach other applicable documentation and list each attachment/appendices below: (ex: SACSCOC prospectus, letter of support from College Dean and/or Provost, organizational charts, faculty CV's)**

The following documents can be found in the attachment:

- 1) Letter of Support from Dean Hinks (College of Textiles, NC State University)
- 2) Letter of Support from President Chen of ZSTU

**V. Collaborative Objectives:**

**1. What is the purpose and benefits of the dual degree partnership?**

Adhering to the principles of non-profit in the Sino-foreign cooperation in running schools, ZSTU will utilize high quality educational resources from NC State and learn from NC State in terms of its advanced education philosophy, teaching methodology and schooling and management experience, in order to enhance the competitiveness of ZSTU in the field of the fashion design, production, and marketing. Another purpose of this collaboration is to recruit high quality students from this program for the master's program at NC State.

This project is to be carried out with a view to produce high caliber, multi-disciplinary and application oriented specialized students who are proficient in Chinese and English with global vision and insight of fashion industry trend. In addition, these students will also possess solid knowledge and demonstrated skills in garment engineering specialty, comprehensive competence in terms of fashion brand operation, management of supply chain and analysis of fashion consumer behavior.

This agreement is to define the terms for students to obtain dual Master of Textiles (MT) and Master of Engineering degrees from North Carolina State University (NC State) and Zhejiang Sci-Tech University (ZSTU), respectively, on the conditions that the students fulfill the degree requirements of both universities. This agreement does not create a new degree; rather, it articulates the terms for both universities accepting transfer credits, which are applied toward MT and Master of Engineering degrees at NC State's College of Textiles and Zhejiang Sci-Tech University's School of International Education, respectively. Students are recruited from China by Zhejiang Sci-Tech University. The MT/ Master of Engineering dual degree program provides the students (enrolled at Zhejiang Sci-Tech University) an opportunity to gain insights of the U.S. textiles industry from the perspectives of marketing, design and product development, technology, and management. The Dual degree program also provides a great opportunity for NC State College of Textiles to recruit a prepared student population (2<sup>nd</sup> year master's students at Zhejiang Sci-Tech University). The different perspectives these students bring will contribute greatly to the diversity and learning of the other students enrolled in the Textiles program at NC State. This dual degree program enables students to earn both degrees in 3 years of full-time study.

## **2. What evidence of institutional/program comparability exists (rankings, joint faculty research, publications, etc.)?**

NC State has collaborated with Zhejiang Sci-tech through other programs, including the 3+X program, which recruits top ZSTU undergraduate students in their senior year to participate in NC State's graduate programs. As a leading higher education provider in the field of textile and apparel, the College of Textiles at NC State ranked top 5 in all different ranking systems. Zhejiang Sci-Tech University is a key university in Zhejiang Province, China, with a long tradition of cultivating professionals for the fashion and textile industry in China. ZSTU's programs in the area of fashion and textile have been ranked among the top five in China.

There are research collaborations between the faculty members of the two programs. Several faculty members from ZSTU, including Dr. Xiaofen Ji (Chair of the Executive Committee for the School of International Education), conducted their visiting scholarship in the College of Textiles at NC State. Another faculty member will be coming in October, 2018 to complete her visiting scholarship at NC State. It is expected that more research collaboration will occur between the faculty at the two programs.

## **3. What are the areas of mutual interest? Past partnerships?**

The degree at ZSTU focuses on the fashion engineering perspective, while the MT program at NC State provides students with an opportunity to gain insights of the U.S. textiles industry from the perspectives of marketing, design and product development, technology, and management.

The mutual interest between the two programs is to develop competitive future leaders for the global fashion and textile industry.

Currently there is a collaboration in the form of 3+X program between the two universities. This partnership has been in place for 5 years now with consistent flow of students from ZSTU to the MT program in the College of Textiles at NC State. The implementation of the proposed joint dual degree program will attract more qualified and prepared students to enroll into the MT program.

#### **4. What are the partner institutional priorities?**

Zhejiang Sci-Tech University has a strong focus on engineering, with the coordinated interdisciplinary development of science, engineering, arts, economics, management, law, fine arts, and education. The university boasts 17 schools (teaching & research departments) and one independent college, and a population of over 27,000 full-time students, over 3100 of whom are graduate students.

Zhejiang Sci-Tech University boasts three(3) first-level disciplines to confer doctoral degree and 26 first-level disciplines to confer master's degree, and is entitled to confer such professional degrees as master of engineering (including 13 categories of master of engineering), master of fine arts, master of business administration, master of applied psychology, master of translation and interpretation, and confer master's degree to those candidates with same educational level. Zhejiang Sci-Tech University houses over 1,900 teaching and administrative staff, among whom there are over 840 teachers with the professional rank of associate professor and over 240 teachers with the professional rank of professor.

Zhejiang Sci-Tech University has been sticking to the ideology of opening schooling, has established cooperation with over 100 universities and scientific research institutions from over 20 countries and areas, and the education for foreign students is booming.

#### **5. How does this agreement fit with NC State Institutional Mission?**

As a comprehensive research university in the land-grant tradition, North Carolina State University is dedicated to excellent teaching, the creation and application of knowledge, and engagement with public and private partners. By uniting the strengths of two globally strong programs, this dual degree program fits the institutional mission of ***enhancing local and global engagement through focused strategic partnerships***. By extending the capacity of the Graduate programs in the Department of Textile and Apparel, Technology and Management to reach beyond the current pool of prospective students, the partnership with ZSTU will bring an additional group of well-prepared students to our master's program. The inclusion of students from this joint program will bring additional perspectives and diversity to the student body in the Textiles program at NC State. This dual degree program provides an opportunity to offer excellent future leaders to the global community in the fashion industry.

#### **6. How does this agreement fit with the NC State College's Mission?**

The vision for the College of Textiles is to be the global leader in textile innovation: education, research, and service. The partnership with ZSTU through this dual degree program fits nicely

with the college's mission of *"Through innovative educational practices and multi-disciplinary research activities, we provide visionary leadership and collaborative services to the university, State and global communities."*

## **VI. Administration:**

### **1. How was the proposed dual degree developed? Describe the process by which NC State faculty worked with the partner faculty to plan program content, select courses, and choose mode of delivery.**

Dr. Xiaofen Ji (former Associate Dean in the College of Fashion and current Chair of the Executive Committee in the School of International Education at ZSTU) visited the College of Textiles at NC State during the summer of 2016 and got a firsthand acknowledgement of the facility, expertise, and curriculum associated with the graduate programs in the Dept. of Textile and Apparel, Technology and Management as well as in the College of Textiles. An interest was initiated by ZSTU to have a joint dual degree program during Dr. Yingjiao Xu's visit of the ZSTU campus in the Summer of 2017. Dr. Xu reported this collaboration initiative to the college leadership as well as the Graduate Committee in the Dept. of TATM, and consulted with the Global Partnership Office and the Graduate School at the beginning of the Fall 2017 semester. All responses were supportive. After a series of back and forth communication regarding the curriculum and program operation, the Graduate Committee in the Dept. of TATM finalized the details of this agreement.

### **2. How will the proposed program be administered? Include detail regarding each partner responsibilities related to administration, academic policy enforcement, logistics, and student recruitment, registration, admissions. Attach organizational chart and recruitment timeline if applicable. (Examples of recruitment materials may be requested when pursuing SACSCOC approval).**

ZSTU will recruit students from China. NC State will be collaborating with ZSTU to develop recruitment and promotional materials to be distributed to targeted student population in China. Applicants will be required to apply for and to be accepted for admission first to ZSTU's graduate program, which is a 3 year program for full time students.

Students enrolled at the ZSTU graduate program will apply for admission to the graduate program at NC State before the end of their first year (Year 1) at ZSTU. Students who meet the MT degree requirement at NC State will pursue the MT degree at NC State in their second year (Year 2). Specifically, for students enrolled in this program, they will be guaranteed to be admitted to the MT degree program if the following conditions are met: 1) obtained a GPA of 3.0 or above in their first year of study at ZSTU; 2) achieved a TOEFL score of 80 or higher; and recommended by the ZSTU's operation committee for this dual degree program. These students will return to ZSTU at the end of Year 2 to spend the last Year at ZSTU to complete the degree requirement for the Master of Engineering degree at ZSTU. If a student doesn't perform well while at NC State and fails to get the MT degree, he/she is still eligible to return to ZSTU to complete the degree requirement for the Master of Engineering degree at ZSTU.

The application for the admission to the master's program at ZSTU will be reviewed by ZSTU faculty chaired by Dr. Jie Xiong (Dean of Graduate School). The application to the MT program

at NC State will be reviewed by the TATM Graduate Admission review committee chaired by the Director of Graduate Program (DGP) for TATM. The DGPs at both programs will be consulted in each partner's admission review process.

Each spring semester, a meeting of the Dual degree committee will be convened (in person or via teleconference such as Skype) for the purpose of reviewing and planning for enrollment management, curricular oversight and resource management. The graduate program directors will administer the dual degree program at each institution, as it fits very well with the standard admission processes and procedures. The standards, policies, rules and regulations of the respective institutions will remain intact with the same compliance expectations.

Dual Degree Administrative Committee			
ZSTU	Wenxing Chen	Chair	President, ZSTU
	Zhengrong Gao	Member	Vice President, ZSTU
	Jie Xiong	Member	Dean, Graduate School, ZSTU
	Xiang Fu	Member	Director of Global Collaboration, ZSTU
	Xiaofen Ji	Member	Chair of Executive Committee, College of Global Education
NC State	Peter Harries	Co-Chair	Interim Dean, Graduate School, NC State
	David Dixon	Member	Director, Office of Global Partnership
	Jon Rust	Member	Interim Assoc. Dean, College of Textiles, NC State
	Abdel-Fattah Seyam	Member	Dept. Head, TATM, NC State
	Yingjiao Xu	Member	Director of Graduate Programs, TATM, NC State

### **3. How will tuition and fees be coordinated? Include detail regarding student enrollment and tuition at each partner institution.**

The students admitted into the dual degree program will typically enroll in the first year at ZSTU, the second year at NC State, and the third year at ZSTU. The students will pay full tuition and fees at the school in which they are currently enrolled and in accordance with that school's published tuition and fees policy. Students are responsible for personal expenses, transportation, textbooks and other course materials, and any required educational fees or taxes.

The students in the dual degree program will be flagged as dual degree, so they are not penalized for not meeting the continuous registration requirement while enrolled at ZSTU and not enrolled at NC State. The students must take a sufficient number of credits at one of the schools to be deemed a "full time" student at that school for that semester.

### **4. Proposed NC State SIS sub-plan code for designated students participating in dual degree. The sub-plan identifying the dual-degree students must align with the SIS plan code for the NC State degree program (max 10 char)**

To be created by the graduate school when it is approved.



## **VII. NC State Policy Disclaimer for this agreement:**

“Students participating in this coordinated dual degree program will be subject to all applicable policies and regulations at all partner institutions, even during semesters enrolled at the partnership institution(s).”

## **VIII. Expected Annual Student and Faculty (if applicable) Participation during each year of the agreement:**

ZSTU has the capacity to enroll 30 students annually through this collaboration. A goal for this joint degree program is to recruit 10 out of the 30 students to pursue both degrees. The remaining 20 students will remain at ZSTU for their 2<sup>nd</sup> and 3<sup>rd</sup> years to complete the Master of Engineering degree at ZSTU.

		2019	2020	2021	2022	2023
ZSTU	Faculty exchange	0	0	0	0	0
NC State	Faculty Exchange	0	4	4	4	4

		2019	2020	2021	2022	2023
ZSTU	Student enrollment	0	30	30	30	30
NC State	Student enrollment	0	0	10	10	10

## **IX. CURRICULUM DESIGN:**

### **1. Provide an overview of how the degree requirements for each Institution will be completed as part of this dual arrangement.**

The MT program at NC State requires completion of 30 credits. At least 18 credits must be earned at NC State, and no more than 12 credits may be earned at ZSTU. Students that meet the MT degree requirement will receive the Master of Textiles degree at NC State University.

The Master of Engineering program at ZSTU requires completion of 32 credits + thesis. Students who meet the degree requirement for the Master of Engineering at ZSTU will get the Master of Engineering degree from ZSTU and receive the diploma from ZSTU. Up to 12 hours taken at NC State can be transferred to count toward the degree at ZSTU.

### **2. Provide list of NC State course requirements for degree and equivalency to related courses at Partner Institution. (Attach as semester-by-semester display of course**

**requirements and provide a list of course requirements and equivalencies for the dual degree program):**

The Master of Textiles Degree at NC State requires a minimum of 30 hours of graduate level courses. Per the graduate school guidelines, MT students are allowed to transfer in up to 12 hours of graduate level courses taken at another university. Under this proposed program, the four (4) courses are delivered in English at ZSTU by faculty members at NC State. These four(4) courses are required for all students enrolled in the program.

The 18 hours of courses (6 courses) to be taken at NC State during their 2<sup>nd</sup> year in the program will be equally distributed between the two semesters, with three courses in each semester. NC State will cover the cost related to the delivering of these courses to the students enrolled in the program via the tuition paid by these students. All these courses are already in existence. There is no need to develop additional new courses just for this dual degree program.

	# of Courses	# of Cr hrs	Available courses*
Fall Semester	3	9	TTM510 TTM515 TTM583** TT551** TT570 TTM591** TT591**
Spring Semester	3	9	TTM517 TTM533 TTM535 TTM561** TTM591** TT550** TT571 TT591**
*The MT degree allows students to take other graduate level courses (TT5XX) offered in the college to count toward the degree. ** These courses are also available via Distance Education.			

**3. Provide list of Partner Institution's course requirements, analysis of course content, and equivalency to related courses at NC State.**

The four courses (12 hours) highlighted are the ones to be counted in the student's degree at NC State. These courses will be developed and delivered by faculty members from NC State. The NC State faculty will be paid by ZSTU to teach the courses. Travel expenses (transportation, room and board) will be covered by ZSTU. NC State will provide faculty vitae to ZSTU three months in advance for ZSTU's approval. Courses to be offered by ZSTU faculty are delivered in Chinese. Courses to be offered by NC State faculty are delivered in English. This will help to ensure seamless transition of the students into their 2<sup>nd</sup> year study at NC State.

Course classification		Number	Course name	Class hour / Credits	Semester	Remarks
Degree courses	Degree General courses	FL10012	Oral English	32/1	2	Required course
		FL10020	Postgraduate English	54/3	1	Required course
		MS10004	Research on theory and practice of	36/2	1	Required course
		MS10005	Dialectics of nature	18/1	2	Required course
	Degree Core courses	FD11001	Fashion theory and research	48/3	2	
		FD11021	Fashion Market Research	48/3	1	NCSU equivalence TTM585
		FD11022	Fashion brand management	48/3	1	NCSU equivalence TTM582
		FD11004	Fashion Company management	32/2	1	
		FD11023	Fashion consumer behavior	48/3	2	NCSU equivalence TTM580
		FD11024	Global Dynamics in the Textile and Fashion Complex	48/3	2	NCSU equivalence TTM581
		SC11002	mathematical statistics	48/3	1	
Non-degree courses		SC11027	Engineering psychology theory	48/3	1	
Others (research and practicum)		Academic Seminar		/1	Min. of 4 seminar presentations, Min of 8 attendance in seminars	
		Academic Report		/1	Min of 4 attendance	
		Practical Training			Year 1.	
		Thesis Proposal			By the end of 2 <sup>nd</sup> semester in year 1	
		Thesis Writing and defense			3 <sup>rd</sup> year	

**4. Describe how and when transfer courses will be evaluated.**

Only 12 credit hours from each institution can be transferred to complete program requirement. The evaluation process will be facilitated via course transfer form, in accordance with the universities' (NC State and ZSTU) policies on transfer credits.

**5. If Thesis requirement, provide details (supervision/credit).**

**5.1** No thesis is required for the MT degree at NC State.

**5.2** A thesis is required for the Master of Engineering degree at ZSTU as detailed below:

- Upon entering the program, the student works closely with an adviser to identify a research topic. The proposed thesis research needs to bring new insights to the field of study, testing techniques, or manufacturing techniques, and make theoretical and/or practical contributions to the field.
- The student is to submit a thesis research proposal to the college by the end of their 2<sup>nd</sup> semester in the program;
- Under the guidance of the adviser, the student independently conducts the research project.
- The student needs to organize the thesis in writing according to the "Graduate Dissertation Standard of Zhejiang Sci-Tech University".
- Upon completion of the proposed research and thesis writing, approved by the adviser, the student schedules the thesis defense with the graduate school according to the "Regulations of Dissertation Published by Postgraduate Studies at Zhejiang Sci-Tech University".
- The student can schedule the oral defense in the last semester of their 3<sup>rd</sup> year of the program. But, upon approval from the adviser and the college, the student can apply to the graduate school at ZSTU to schedule an early defense by following the university's early defense regulation.
- The student needs present the thesis to and be evaluated by the adviser, the college's academic committee (assigned by the college), and the graduate school at the oral exam.
- Successful passing of the thesis defense is required to obtain the degree.

**6. What is the total percentage of courses taken at Partner Institution?**

For the MT degree at NC State, the percentage of courses taken at ZSTU is 40%.

**7. What is the total percentage of courses taken at NC State? (At least 50% of hours for graduate programs and at least 25% for undergraduate programs must be taken at NC State)**

60% of courses required for the MT degree are taken at NC State. Basically, the entire curriculum will be delivered by NC State faculty, considering there are four courses at ZSTU being taught by NC State faculty members.

**8. To be eligible for a bachelor's degree, a student must have earned at least 30 of the last 45 hours of credit through NC State courses. If this requirement will not be met, please provide justification to explain.**

N/A. The dual degrees are at the graduate level.

**9. Transfer hours allowed by NC State.**

12 hours.

**10. Transfer hours allowed by Partner.**

12 credit hours

**11. Will course credit from Partner Institution count toward NC State GPA calculation? (If yes, explain)**

No. Transfer credits will not be included in the calculation of a student's periodic or cumulative grade point average by the transferee school. Grade point averages for both programs are calculated independently by the two schools.

**12. Describe other requirements. (residence, comprehensive exams, internships, language, etc.)**

No other requirements.

**13. Provide list of courses that will be offered totally online and in hybrid format. Indicate the applicable format next to each course.**

No.

**14. Will NC State courses be offered at an off-campus site either through DE or face-to-face? If so, has the site been approved by SACS?**

Only at ZSTU for the 4 transfer courses.

**X. ASSESSMENT/MEASURABLE OUTCOMES:**

**What are the measurable student learning outcomes for this academic arrangement and how will they be assessed? Note: Outcomes for the existing degree must be met in the dual degree arrangement, and a copy of the most recent assessment plan must be attached to all Memorandum of Agreement renewals. Provide any additional outcomes related to the academic collaborate arrangement.**

Consistent with the standard curriculum for the MT course and the Department of TATM courses, the standard measures of student learning outcomes will continue in the dual degree program.

**XI. FACULTY CREDENTIALS FROM THE PARTNER INSTITUTION:**

**1. Provide a list of the faculty directly involved in teaching courses as part of this program of study. Attach the CV for each.**

- a. Faculty at partner institutions who wish to serve as NC State Graduate Faculty members, advising graduate students and serving on graduate student advisory committees, must be nominated to the Graduate Faculty. Contact the Graduate School for more information. (<https://www.ncsu.edu/grad/handbook/sections/1.3-grad-faculty.html> and email [gfac-nomination@ncsu.edu](mailto:gfac-nomination@ncsu.edu))**

No new faculty will be hired specifically for the dual degree programs. The standard procedures for hiring and credentialing graduate faculty will continue in the dual degree programs.



## **XII. INSTITUTIONAL COMMITMENT AND RESOURCES:**

NC State University:

### **1. Provide description of NC State's commitment to this academic arrangement.**

No additional resources are required for the proposed dual degree program to exist and to be successful. The Department of TATM has committed the necessary resources by using its standard allotment of budget spending, space and human resources/faculty/staff.

### **2. Provide detail regarding the funding for this arrangement (amount, source, duration).**

NO additional funding is required at NC State to run for the dual degree program.

ZSTU will seek funding from their institution to run the program and providing financial support for the eligible students to attend the MT program at NCSU in Year 2.

### **3. Provide detail regarding facilities and space (amount, source, duration).**

No additional space is required at NC State.

### **4. Provide detail regarding library resources (amount, source, duration).**

No additional library resources are required.

### **5. Provide detail regarding equipment required for this arrangement.**

No additional equipment is required at NC State to run the program.

### **6. Other:**

N/A

Partner Institution:

### **1. Provide description of Partner's commitment to this academic arrangement.**

ZSTU has committed the necessary resources by using its standard allotment of budget spending, space and human resources/faculty/staff by agreeing to the attached Memorandum of Agreement.

### **2. Provide detail regarding the funding for this arrangement (amount, source, duration).**

ZSTU will be responsible for all the necessary expenses for the part of the dual degree program offered at ZSTU campus (including the cost of the 4 courses taught by NC State faculty members at ZSTU), and will set up a scholarship as the financial aid for students going to study at NC State in Year 2. The funding would be sought mainly from the students' tuition paid to ZSTU.

### **3. Provide detail regarding facilities and space (amount, source, duration).**

ZSTU will provide the right to the use of such infrastructures as places for the part of the program implemented at ZSTU campus (including classrooms, public computer rooms, libraries, places for hands-on instruction and sports facilities), student dormitories and logistics.

**4. Provide detail regarding library resources (amount, source, duration).**

Students of the dual degree program will have the same access to the library resources as other ZSTU students.

**5. Provide detail regarding equipment required for this arrangement.**

N/A

**6. Provide detail regarding any institutional policy or practice that would prohibit student participation based on race, gender, ethnicity, or religion.**

N/A

**7. Other: N/A**

**XIII. REVIEW SCHEDULE FOR AGREEMENT:**

All agreements will be for a period of 5 years, unless otherwise specified. If requesting a renewal, nine months prior to the end date of the agreement the required renewal documentation must arrive at the Graduate School or the Office of Undergraduate Courses and Curricula and Academic Standards. This will provide continuity in the university review process. Upon the scheduled review date, responses to review criteria will be required to be completed and provided to the university review committee. If the agreement will be discontinued, a teach-out plan will be required for those students remaining in the program. Results of the most recent assessment plan must be attached to renewal documents.

As part of this agreement, specify the following:

**1. What criteria will be used by the participating NC State College to determine whether the program should continue?**

The standard university policy for all other dual degree programs should apply to this proposed degree program.

**2. In what year will this agreement be evaluated (if not 5 years from the original effective date)?**

In 5 years from the arrival of the first class of students at NC State campus.

**XIV. SACSCOC disclaimer to be followed as part of this Agreement:**

For agreements with Partner institutions that are not accredited by SACSCOC, the following disclaimer must be included in the Memorandum of Agreement and in any advertised postings by the Partner institution in compliance with SACSCOC procedures related to collaborative academic agreements. The NC State program coordinator for this agreement must monitor the Partner institution's statements of relationship to ensure conformance with this disclaimer. In addition, neither Member nor Partner institutions may use the SACSCOC logo. Its use is reserved exclusively for the Southern Association of Colleges and Schools Commission on Colleges.

Disclaimer Statement:

“North Carolina State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award **Master of Textiles degree. Zhejiang Sci-Tech University** is not accredited by the Commission on Colleges and the accreditation of North Carolina State University does not extend to or include **Zhejiang Sci-Tech University** or its students. Further, although North Carolina State University agrees to accept certain course-work from **Zhejiang Sci-Tech University** to be applied toward an award from North Carolina State University, that course-work may not be accepted by other colleges or universities in transfer, even if it appears on a transcript from North Carolina State University. The decision to accept course-work in transfer from any institution is made by the institution considering the acceptance of credits and course-work.”

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**XV. SACSCOC Prospectus**

Please see <http://www.sacscoc.org/forms/principle/Prospectus-SubstantiveChange.docx> regarding SACSCOC prospectus requirements. For procedural guidance, please contact the Graduate School or the Office of Undergraduate Courses and Curricula and Academic Standards.

**XVI. This agreement must follow the stipulations listed below to be in compliance with N.C. State and SACS policies:**

- The SACSCOC disclaimer is included in this agreement and will be included in any marketing for this dual degree arrangement.
- This agreement requires at least 25% of the credits for an Undergraduate program and 50% for a Graduate program be awarded by N.C. State.
- The SACSCOC logo does not appear on this agreement and will not be used by the N.C. State or the Partner institution.
- The Partner institution will provide timely access to their materials, physical site(s), and personnel in conjunction with accreditation reviews, if requested.
- This agreement will be reviewed in 5 years from the date of final signature.
- The signing of this agreement and any supporting documentation assures compliance with the requirements of this Memorandum of Agreement. Any changes will require approval by the signatories and other approval bodies as applicable.

## **XVII. General Provisions**

**1. Contact Person and Notices.** All notices under this Memorandum of Agreement should be delivered in writing, signed by the party giving notice, to:

	<u>NC State</u>	<u>Partner Institution</u>
Name	Jon Rust	Xiaofen Ji
Title	Interim Associate Dean College of Textiles	Chair of Executive Committee College of International Education
Office	Room 3409	Room 521
Address	1020 Main Campus Drive	No. 19 Building of Xiasha Campus
Phone	919-515-6564	057186843486
Email	<a href="mailto:jon_rust@ncsu.edu">jon_rust@ncsu.edu</a>	<a href="mailto:xiaofenji@zstu.edu.cn">xiaofenji@zstu.edu.cn</a>

**2. Termination of this Agreement.** This agreement may be terminated by either party upon sixty (60) days written notice to the other party. If the agreement is terminated, any participants identified previous to the termination of the agreement will be allowed to complete their programs.

**3. Costs.** Each party shall be responsible for its own costs and expenses in implementing this program.

**4. Transfer.** Neither party may assign, delegate, or otherwise transfer any obligations under this Memorandum of Agreement without the prior written consent of the other party.

**5. Use of Marks.** Neither party shall identify the other in any promotional advertising or other promotional materials or to use the name of either party's trademarks, service marks, symbols, nicknames, or logos of either party, without the prior written consent of the other party, except to identify that the parties have entered into this Memorandum of Agreement.

**6. Compliance with Applicable Law.** The Partner Institution shall comply will all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, treatment of personal information, and local agencies having jurisdiction and/or authority.


**7. Severability.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Memorandum of Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

**8. Entire Agreement.** This Memorandum of Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed herein. All changes, additions or deletions to this Memorandum of Agreement shall be in writing and executed by the authorized representatives of both parties.

Signatures – Memorandum of Agreement

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this agreement on the date(s) indicated below:

The signing of this agreement and any supporting documentation assures compliance with the requirements of this Memorandum of Agreement. Any changes will require approval by the signatories and other approval bodies as applicable.

NC State	Zhejiang Sci-Tech University
<p>Dr. Peter Harries Dean, Graduate School</p>  <p>Date: 9/27/18</p>	<p>Prof. Xiaofen Ji Chair of Executive Committee School of International Education</p> <p>Date:</p>
<p>Dr. Warwick Arden Executive Vice Chancellor and Provost</p> <p>Date:</p>	<p>Prof. Wenxing Chen President</p> <p>Date:</p>





# 浙江理工大学

## ZHEJIANG SCI-TECH UNIVERSITY

中国杭州下沙高教园西区

West District, Xia Sha Higher Education Zone  
Hangzhou, China, 310018

Tel: +86-571-86843078

Fax: +86-571-86843079

### Letter of Support

April 8, 2018

Dear Sir/Madam,

Zhejiang Sci-Tech University is pleased to collaborate with North Carolina State University on the dual Master's degree program. Students will be admitted first to ZSTU graduate program and apply for admission to the graduate program at NC State at the end of their first year at ZSTU. Qualified applicants will pursue the Master of Textile degree at NC State in their second year. These students will return to ZSTU at the end of the second year to complete the degree requirement for the Master of Engineering degree at ZSTU.

Zhejiang Sci-Tech University is a key university in Zhejiang Province, China known for its tradition and strength in the teaching and research in the field of fashion and textiles. Fashion and textile industry has long been a pillar industry in Zhejiang Province, and will be developed into one of the eight "trillion" industries according to the developmental strategies of the Zhejiang Provincial Government. The dual Master's degree program is in line with ZSTU's goal to develop students' international perspective and expand the international exchange and cooperation and would help to satisfy the need for a growing number of professionals for the further development of fashion and textile industry. On behalf of Zhejiang Sci-Tech University, I hereby confirm that ZSTU will give its full support to the development of the dual Master's degree program and do everything in its capacity to fulfill its obligations under the program agreement.

I look forward to working with you towards a fruitful collaboration.

Sincerely,

A handwritten signature in black ink, appearing to be 'Wenxing Chen'.

Wenxing Chen

President

Zhejiang Sci-Tech University



College of Textiles  
Office of the Dean  
[textiles.ncsu.edu](http://textiles.ncsu.edu)

Campus Box 8301  
1020 Main Campus Drive  
Raleigh, NC 27695-8301  
P: 919.515.6500

August 6, 2018

Peter Harries, Interim Dean  
The Graduate School  
NC State University  
Raleigh, NC 27695

Re: NCSU-ZSTU Dual Degree Partnership

Dear Dr. Harries:

I am writing this letter to provide my strong support to the proposed Dual Degree Partnership between the College of Textiles at NC State and the College of Global Education at the Zhejiang Sci-Tech University (ZSTU). Through the collaboration between the two programs, high quality students recruited from China can accomplish two master's degrees within three years: a Master of Textiles (MT) degree from NC State and an Academic degree of Master of Engineering in Clothing Design and Engineering (ME) from ZSTU. Students will spend their first year at ZSTU to fulfill some of the degree requirements for the Master of Engineering degree while also taking four courses delivered by NC State faculty members. Students will be enrolled at NC State in their second year to accomplish the degree requirement for MT. In their 3<sup>rd</sup> year, the students will return to ZSTU campus to complete their ME degree requirement. This program will provide mutual benefits to both programs. For NC State, this partnership provides a great opportunity to recruit high quality and well prepared students to graduate programs in the college.

ZSTU is a key university in the Zhejiang Province of China and is well-known for its research and higher education in the field of fashion and textiles. The university provides great research and talent support to the textile and fashion industry in the area, which is the leading fashion and textile zone in the country. ZSTU has been a long time global partner for the College of Textiles through research and education endeavors. The two universities have an MOU in place to oversee the diverse collaborations between the two universities, including the 3+X programs. The College of Textiles has continuously been receiving 3+X students from ZSTU in the past 5 years.

Several of the faculty members in the college, including myself, have visited ZSTU and were impressed with the research and teaching activities of the university. ZSTU also has sent a group of faculty members to the College of Textiles for short-term visit or long-term research collaborations, including Dr. Xiaofen Ji, the chair of the executive committee of the College of Global Education. Therefore, the faculty of the two programs have a good appreciation of each other's research expertise, curriculum, and vision and mission statements. I am very positive that this proposed partnership will not only provide opportunity for graduate education, but also can foster and enhance the research collaborations between the two universities.

I would like to provide my full support to this proposed dual degree partnership between the College of Textiles and ZSTU. The College is looking forward to working closely with the graduate school on this dual-degree program. Please let me know if you need further information

Sincerely,

A handwritten signature in black ink, appearing to read "D. Hinks".

David Hinks, Ph.D.  
Dean

# NC STATE UNIVERSITY

BOARD OF VISITORS

Friday, October 5, 2018

12:00 p.m. – 5:00 p.m.

Hood Board Room, Dorothy and Roy Park Alumni Center

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**11:45 a.m. Headshots- outside Chancellor's Reception Room**

*Roger Winstead, University Communications*

**12:00 p.m. Lunch- Chancellor's Reception Room**

*Nelson Dollar, Representative*

**12:45 p.m. Group Photo**

*Roger Winstead, University Communications*

**1:00 p.m. Welcome- Hood Board Room**

*Judi Grainger, Chair of the Board of Visitors*

**Campus Update**

*Randy Woodson, Chancellor*

**Board of Trustees Update**

*Jimmy Clark, Chair of the Board of Trustees*

**Enrollment 2025: Enrollment Update**

*Warwick Arden, Provost*

*Louis Hunt, SVP Enrollment Management and Services Division*

**2:35 p.m. Break**

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**North Carolina Beyond the Connected Age: The Tar Heel State in 2050**

*Michael Walden, Distinguished Professor & Extension Economist*

**Basketball Program Update**

*Kevin Keatts, Basketball Head Coach*

**Adjournment**

*Judi Grainger, Chair of the Board of Visitors*

**5:00 p.m. Chancellor's Reception- The Point**

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**The date for the Spring 2019 Board of Visitors Meeting is scheduled for March 8, 2019**

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*THE OFFICE OF THE STUDENT BODY PRESIDENT  
NC STATE UNIVERSITY  
STUDENT GOVERNMENT  
98TH SESSION*

*BOARD OF TRUSTEES REPORT NO. 1*

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AS OF OCTOBER 19, 2018

## PACK Meal Share Program Update

The PACK Meal Share Program started by Student Government and Campus Enterprises has been a successful addition to the tools the University uses to help students in need. The impact of Hurricane Florence saw an increase in students facing food insecurity and who were temporarily without food options, leading to an increase in requests to the Pack Essentials program. Student Government will be collecting student donations of unused guest meal swipes from November 19th - November 30th.

## Campus Child Care Resources for Students

Recognizing the need for affordable child care resources for students at NC State, Student Government led the way in advocating for the inclusion of NC State students in current programs and the creation of new programs. We are pleased to announce that Meredith College has opened up their new after school program, [Wings After School](#), to NC State students. This low cost enrichment-based after school program is available from 3-6pm for children ages 5-12 for \$175 per child per month. We are working on advertising this opportunity to relevant student populations. We are also currently working on assessing the exact needs (full-time vs. part-time vs. emergency care) and the demand for these services so that resources can possibly be expanded to better meet need. We are continuing to investigate many potential solutions that could complement the Wings After School program.

## Campout

The NC State Student Government Traditions Department hosts their annual event “Campout” to celebrate the tradition of camping overnight to receive tickets to NC State vs. Chapel Hill athletic events! This year’s event has nearly 500 students signed up and includes participation in Primetime with the Pack, UAB’s late night breakfast and Karaoke, Hall Council Cocoa and Coco, and more. This event is an all night experience where participating students receive 6 loyalty points to apply to the basketball ticket request cycle.





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*THE OFFICE OF THE STUDENT BODY PRESIDENT*  
*NC STATE UNIVERSITY*  
*STUDENT GOVERNMENT*  
*98TH SESSION*

## Accessibility Excursion

On Monday, October 15th NC State Student Government in partnership with a wide array of campus partners, hosted the inaugural NC State Accessibility Excursion to raise awareness about campus accessibility and to address accessibility barriers. With an accessibility barrier checklist in hand, as a team, students explored campus areas for barriers and logged their findings. Information collected during this one-hour event was sent to the proper campus departments to be addressed.

## Association of Student Governments Legislation

Legislation supporting the Beyond the Box initiative and Gender Inclusive Housing passed unanimously at the Association of Student Governments General Assembly and the Council of Student Body Presidents. The Beyond the Box legislation encourages UNC System schools to do research into the impact of criminal history questions on application completion rates for their particular institution. The Gender Inclusive Housing legislation encourage UNC System Institutions to work towards repealing UNC System Policy 700.8.1 which does not allow students to live in on campus housing that aligns with their gender identity.

## #GoStrawless

Inspired by the NC State Waste Reduction and Recycling's #GoStrawless initiative, we worked with NC State Dining to make 1887 Bistro an opt-in location. Straws are available upon request, but will not be automatically given with drinks, which helps reduce waste and improve sustainability.

## Promotion of QPR Training

The newly created Student Wellness Department is kicking off the year with promotion of the Counseling Center's QPR training. This suicide prevention training is offered by the Counseling Center and teaches students to question about suicidal thoughts, persuade them to get help, and refer them to the best resources. The Student Wellness Director is currently working to help get Student Government members certified while promoting the opportunity to the greater campus community.

## Fall Appropriations

The Student Government Fall Appropriations cycle saw \$72,666.17 allocated to over 200 student organizations. These allocations serve as start up funds, help finance student organization events, and is the primary way many student organizations receive funding.

**BOARD OF TRUSTEES  
NORTH CAROLINA STATE UNIVERSITY**

**Executive Committee**

**November 16, 2018**

**Jimmy Clark, Chair**

**Members: Andrews, Cabaniss, Goodnight, Kelly**

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**AGENDA**

**CALL TO ORDER**

Reading of Conflicts of Interest

*Jimmy Clark, Chair*

**ROLL CALL**

**APPROVAL OF MINUTES**

✓ — September 21, 2018 Open & Closed Meeting of the Executive Committee

**CLOSED SESSION**

**RECONVENE IN OPEN SESSION**

**ADJOURN**

**OPEN SESSION MINUTES**  
**North Carolina State University**  
**Board of Trustees Executive Committee**  
**Friday, September 21, 2018**

**Members present:** Jimmy D. Clark, Chair; Robert F. “Chip” Andrews, Thomas E. Cabaniss; Ann B. Goodnight; and Stanhope A. Kelly

**Others present:** Randy Woodson, Chancellor; Rob Hoon, Interim Vice Chancellor and General Counsel; and PJ Teal, Assistant Secretary

Chair Clark called the meeting to order at 7:20 a.m. He reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the board at this meeting. There being none, Chair Clark then called on Assistant Secretary PJ Teal for the roll call.

**ROLL CALL**

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

**MINUTES**

Ms. Goodnight made the motion, seconded by Mr. Cabaniss, to approve the open session minutes of the April 20, 2018, meeting of the Executive Committee. The motion passed.

**CLOSED SESSION**

A motion was made by Mrs. Goodnight to go into closed session to establish or instruct the staff or agent concerning the negotiation of the amount of compensation or other terms of an employment contract and to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. Mr. Andrews seconded the motion. The motion carried.

**RECONVENE IN OPEN SESSION**

After coming out of closed session, Chair Clark announced that the meeting is in open session.

With no further business for the Executive Committee, Chair Clark adjourned the meeting at 8:00 a.m.

Respectfully submitted:

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Assistant Secretary

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Secretary

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Chair