

**NC STATE UNIVERSITY**

# NC State University Board of Trustees Meeting

September 8, 2023

Dorothy and Roy Park Alumni Center

Hood Board Room

Raleigh, NC, 27606

Ed Weisiger, Jr., Chair

Members: Derick Close, Jim Harrell, David Herring, Tim  
Humphrey, Ghazale Johnston, Wendell Murphy, Ven Poole,  
David Powers, Perry Safran, Ed Stack, Timothy Reid

# NC STATE UNIVERSITY

## September 8, 2023 NC State University Board of Trustees Meeting

10:05 a.m.

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### 1. Group Photo on the Park Alumni Center patio

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### 2. Call to Order, Public Meeting Notice and Reading of Ethics Statement

Ed Weisiger, Jr., Chair

#### A. Ethics Statement

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### 3. Roll Call

Paula Gentius, Assistant Secretary

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### 4. Executive Summary - Open Session

#### A. September 2023 Open Session Exec Summary Full Board

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### 5. Approval of Minutes

Ed Weisiger, Jr., Chair

Items for Full  
Board Approval

#### A. July 12, 2023 Full Board Open Session Minutes

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### 6. Chair's Report

Ed Weisiger, Jr., Chair

#### A. ACC Governing Board Certification Form

Item for Full  
Board Approval

#### B. FCC Questionnaire - 2021 Example

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### 7. Chancellor's Report

Randy Woodson, Chancellor

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### 8. Buildings and Property Committee Report

Erik Dixon, Acting Chair

#### A. Disposition by Lease to ABB, Inc.

Item for Full  
Board Approval

##### a. Sept 2023 ABB -BPC Materials Combined

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### 9. University Advancement and External Affairs Committee Report

Ed Stack, Chair

#### A. Naming Opportunities Proposals

Items for Full  
Board Approval

##### a. Naming Opportunities Proposals

b. Summary Memo Naming Opportunities

c. Chancellor Woodson Memo Naming Opportunities Proposals

B. Naming Opportunity Proposal - Entrepreneurship Garage Program

Item for Full Board Approval

a. Entrepreneurship Garage Program

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10. University Affairs Committee Report  
Jim Harrell, Chair

A. Revisions to Policy 05.15.03 - Non-Salary and Deferred Compensation

Item for Full Board Approval

a. Revised revision - POL 05.15.03 – Non-Salary and Deferred Compensation - REDLINE

B. Revisions to Policy 05.15.01 - Employees Exempt from the State Human Resources Act (EHRA)

Item for Full Board Approval

a. Revision - POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA) Policy - REDLINE

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11. Audit, Risk Management and Finance Committee Report  
Tim Humphrey, Chair

A. Special Obligation Bond Resolution

Item for Full Board Approval

a. Special Obligation Bond Resolution

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12. Faculty Senate Report  
Herle McGowan, Faculty Senate Chair

A. Sept 2023 Faculty Senate Report

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13. Staff Senate Report  
Alan Porch, Staff Senate Chair

A. Sept 2023 Staff Senate Report

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14. Items of Interest to the Board  
Ed Weisiger, Jr., Chair

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15. Executive Summary - Closed Session

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16. Closed Session

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17. Reconvene from Closed Session  
Ed Weisiger, Jr., Chair

18. Adjourn  
Ed Weisiger, Jr., Chair

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## 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.



Open Session Executive Summary for  
the Full Board of Trustees  
September 8, 2023

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Agenda Item: Open and Closed Session Minutes of the July 12, 2023  
NC State University Board of Trustees

Presenter: *Ed Weisiger, Jr., Chair*

Summary: The open session meeting minutes and the closed session minutes from the July 12, 2023 meeting are presented for approval.

Action: Full Board approval

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Agenda Item: ACC Governing Board Certification Form

15

Presenter: *Ed Weisiger, Jr., Chair*

Summary: The 2023-2024 Atlantic Coast Conference requests that the annual certification form be presented for approval.

Action: Full Board approval

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Agenda Item: Disposition by Lease to ABB, Inc.

18

Presenter: *Ven Poole, Committee Chair*

Summary: Disposition of approximately 28,575 rentable square feet of office, lab, and highbay space on the first floor of the Poulton Innovation Center. Disposition is recommended for continued industry-academic partnership in alignment with the vision for Centennial Campus.

Action: Full Board approval

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Agenda Item: Nine Naming Opportunities Proposals

23

Presenter: *Ed Stack, Committee Chair*

Summary: Recommendations of naming proposals for facilities or programs.

Action: Full Board approval

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Agenda Item: Naming Opportunity Proposal - Entrepreneurship Garage Program

25

Presenter: *Ed Stack, Committee Chair*

Summary: Naming of the Entrepreneurship Garage Program which provides space and equipment for campus entrepreneurs to create and prototype. It also includes mentors, skills workshops, networking and collaboration opportunities as part of the campus-wide Innovation and Entrepreneurship infrastructure.

Action: Full Board approval

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Agenda Item: Revisions to Policy 05.15.03 - Non-Salary and Deferred Compensation  
Presenter: *Jim Harrell, Committee Chair*  
Summary: This policy is being revised to add language for clarification purposes and to update hyperlinks.

- Edits to reflect current processes, nomenclature, references and to improve clarity.
- Edits to align with UNC-SO policy.
- Additional edits specific to officers and leased vehicles, adding college/division chief advancement officer and available funds contingency (section 4)
- Additional edits specific to deferred compensation for SAAO Tier I employees (section 4).

Action: Full Board approval

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Agenda Item: Revisions to Policy 05.15.01 - Employees Exempt from the State Human Resources Act (EHRA) 36  
Presenter: *Jim Harrell, Committee Chair*  
Summary: This policy is being revised to reflect current processes and to update hyperlinks, references and nomenclature.

- Edits to align with UNC-SO policy and OSHR policy.
- Edits to reflect current processes, nomenclature, references and to improve clarity.
- Additional edits from the Provost Office, clarifying faculty definitions (section 1.3.2).
- In alignment with UNC-SO policy and OSHR policy, additional edits to clarify funding contingencies (section 2.3), primary/secondary appointments (section 2.4), visiting appointments (section 2.5), return to faculty position (3.1.2), discontinuations/expirations of term (section 5), annual leave payout (section 8), sick and other leave (section 8), preferences for veterans and national guard (section 9).

Action: Full Board approval

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Agenda Item: Special Obligation Bond Resolution 51  
Presenter: *Tim Humphrey, Committee Chair*  
Summary: Approval of the issuance of Special Obligation Bonds for approval.

Action: Full Board approval

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**DRAFT**  
**OPEN SESSION MINUTES**  
**Board of Trustees**  
**North Carolina State University**  
**Raleigh, North Carolina**  
**July 12, 2023**

The North Carolina State University Board of Trustees met in regular session on Wednesday, July 12, 2023. Trustees attended the meeting in the Hood Board Room, located in the Park Alumni Center.

Members present:

Ed Weisiger, Jr., Acting Chair  
Derick S. Close  
Erik L. Dixon  
James A. Harrell  
David D. Herring  
Timothy Humphrey  
Ghazale Johnston  
Ven Poole  
David M. Powers  
Perry Safran  
Edwin J. Stack, III  
Timothy Reid, *ex officio*

Acting Chair Ed Weisiger, Jr. called the meeting to order at 10:00 a.m. and a quorum was present.

Acting Chair Weisiger 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. Acting Chair Weisiger reminded those in attendance that while the full Board meeting is a public meeting, it is not a meeting for public comment and only those on the agenda will be permitted to speak. He asked that all Trustees identify themselves before making or seconding a motion.

**CEREMONIAL OATHS OF OFFICE FOR NEW BOARD MEMBERS – WITH JUDGE PAUL RIDGEWAY**

Acting Chair Weisiger asked the new Trustees Derick Close, Ghazale Johnston, David Powers and Timothy Reid, to move to the front of the room for the Ceremonial Oath of Office. After the oath was administered, Acting Chair Weisiger thanked Judge Ridgeway for presiding.

**MINUTES**

Acting Chair Weisiger asked for a motion to approve the open and closed session minutes of the April 14, 2023 meeting of the full Board and the open session minutes of the July 10, 2023 Nominating Committee meeting.

Trustee Humphrey made the motion, seconded by Trustee Herring, to approve the open and closed session minutes of the April 14, 2023 meeting of the full Board and the open session minutes of the July 10, 2023 Nominating Committee meeting. Acting Chair Weisiger called on the Assistant Secretary, Paula Gentius, to call the roll to establish the quorum.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	AYE	Safran	AYE
Herring	AYE	Stack	AYE
Humphrey	AYE	Weisiger	AYE
Johnston	AYE		
Poole	AYE		

A quorum was present.



### **NOMINATION OF SLATE AND ELECTION OF OFFICERS AND ASSISTANT SECRETARY FOR 2023-2024**

Per the Board of Trustees Bylaws, Acting Chair Weisiger appointed a nominating committee on July 1, 2023. Trustee Stack was asked to chair this committee and Trustees Harrell, Humphrey and Safran were asked to serve as members. Acting Chair Weisiger asked Trustee Safran to provide a report of the committee's work and present a slate of officers for the 2023-24 year.

Trustee Safran stated that the Nominating Committee met via Zoom on July 10, 2023 and reviewed the Board's Nominating Committee guidelines. After discussing the nominations, the nominating committee unanimously voted in favor of recommending the following slate of officers to the full board for approval for 2023-2024:

- Chair: Ed Weisiger, Jr.
- Vice Chair: Ed Stack
- Secretary: Tim Humphrey

Trustee Safran noted for the record that Trustee Stack and Trustee Humphrey recused themselves from the discussion and voting on the positions of Vice Chair and Secretary, respectively.

Trustee Safran also noted that the Nominating Committee voted to recommend Dr. Paula Gentius to serve as Assistant Secretary upon recommendation of the Chancellor.

Acting Chair Weisiger asked if there were any objections to the slate of nominations for board officers or nominations from the floor. Hearing none, he asked for a motion to approve the slate of officers as presented by Trustee Safran. Trustee Dixon made the motion, seconded by Trustee Safran, to approve the slate of officers as presented by the Nominating Committee. Acting Chair Weisiger called for a vote by roll call.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	AYE	Safran	AYE
Herring	AYE	Stack	AYE for Chair and Secretary
Humphrey	AYE for Chair and Vice Chair		ABSTAIN for Vice Chair
	ABSTAIN for Secretary	Weisiger	AYE for Vice Chair and Secretary
Johnston	AYE		ABSTAIN for Chair
Poole	AYE		

The motion passed.

Trustee Herring made a motion, seconded by Trustee Powers to approve Dr. Gentius to serve as the Assistant Secretary. Chair Weisiger called for a vote by roll call.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	AYE	Safran	AYE
Herring	AYE	Stack	AYE
Humphrey	AYE	Weisiger	AYE
Johnston	AYE		
Poole	AYE		

The motion passed.

### **EXECUTIVE COMMITTEE AT-LARGE MEMBERS NOMINATIONS AND ELECTIONS**

Chair Weisiger noted that it was his duty as Chair to nominate two at-large members of the Executive Committee. Chair Weisiger nominated Trustee Harrell as the first of two at-large members of the Executive Committee for a vote by the full board. Trustee Close made the motion, seconded by Trustee Stack, to approve the motion to elect Trustee Harrell as an at-large member of the Executive Committee.

Chair Weisiger called for a vote by roll call.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	ABSTAIN	Safran	AYE
Herring	AYE	Stack	AYE
Humphrey	AYE	Weisiger	AYE
Johnston	AYE		
Poole	AYE		

The motion passed.

Chair Weisiger then nominated the second at-large member of the Executive Committee for a vote by the full board, Trustee Ven Poole. Trustee Humphrey made the motion, seconded by Trustee Harrell, to elect Trustee Poole as an at-large member of the Executive Committee. Chair Weisiger called for a vote by roll call.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	AYE	Safran	AYE
Herring	AYE	Stack	AYE
Humphrey	AYE	Weisiger	AYE
Johnston	AYE		
Poole	ABSTAIN		

The motion passed.

Chair Weisiger stated that it is his responsibility to make committee assignments for the 2023-2024 year and he will review the Board's feedback and share committee assignments, as well as committee chair assignments, via memo before the end of July.

#### **CHAIR'S REPORT – CHAIR ED WEISIGER, JR.**

Chair Weisiger expressed his appreciation to the Trustees for selecting him as Chair for 2023-2024 and stated that he is looking forward to working and serving with them. Chair Weisiger welcomed Trustee Safran and Trustee Stack as reappointments to the Board and also welcomed again the new members of the Board, Trustee Derick Close, Trustee Ghazale Johnston, Trustee David Powers, and the new Student Body President, Timothy Reid. Chair Weisiger stated that the Board is waiting on one additional appointment from the House of Representatives and will make that announcement once the selection has been made.

Chair Weisiger stated that this Board will continue to advance the incredible work that happens at NC State University as the premier Research I institution in the state. Chair Weisiger asked that the Trustees familiarize themselves with the UNC Policy on Duties, Responsibilities, and Expectations of Board Members. Chair Weisiger thanked the group again for their service and thanked Chancellor Woodson for the continued pursuit of excellence at NC State.

That concluded the report from Chair Weisiger.

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

Chancellor Woodson began his report by welcoming the new Trustees and thanking all Board members for their willingness to serve. He then shared a few brief updates beginning with leadership updates. The Board of Visitors has three new members joining this year: Rashida Hodge, Hal Lawton, and Robin Perkins. Chancellor Woodson also shared that we will have new leaders in three of our colleges this fall. Jim Pfaendtner has been named the Louis Martin-Vega Dean of the College of Engineering. Lewis Owen has been named Dean of the College of Sciences. Garey Fox has been named Dean of the College of Agriculture and Life Sciences.

Chancellor Woodson also shared that we are losing a great NC State leader in Brad Bohlander, Chief Communications and Marketing Officer. Bohlander has been with NC State since 2011 and has had an incredible impact and will be greatly missed.

Chancellor Woodson stated that we have yet to receive a budget from the State of North Carolina. He also stated that both proposals from the House and Senate reflect the NC General Assembly's strong support and recognition of NC State's critical role in advancing our state's future.

Chancellor Woodson completed his report with a brief update on our preparations for welcoming students back on campus for the fall semester. He shared that we expect to enroll approximately 5,600 first-year students and 1,400 transfer students this fall for a total of more than 38,000 students for the 2023-2024 academic year. Student move-in will begin on August 17. Chancellor Woodson invited the Trustees to attend Wolfpack Welcome Week events, including Packapalooza on August 26, 2023.

Chancellor Woodson thanked the group once again for their leadership and looks forward to working with everyone.

That concluded the report from Chancellor Woodson.

## **COMMITTEE REPORTS**

### **BUILDINGS AND PROPERTY COMMITTEE - CHAIR VEN POOLE**

The Buildings and Property Committee met twice for special meetings on May 4th and June 29th of 2023, and a quorum was present. The Committee reviewed and approved the consent agenda from the June 29, 2023 meeting, which included the April 13, 2023 and May 4, 2023 open session meeting minutes, non-appropriated capital improvement projects funded entirely with non-general fund money that are projected to cost greater than \$300,000 and less than \$750,000, and Polk Hall Renovation – Construction Manager At-Risk Selection.

The Committee also reviewed and approved one non-appropriated capital improvement project – East Steam Tunnel Repair – Yarbrough Central Utility Plant and three designer and construction managers at-risk selections.

At the May 4, 2023 special meeting, the Committee reviewed and approved three property matters for Full Board approval. They are: Disposition by Lease: Chapter Commons Unit A (516-A Dan Allen Drive); Disposition by Lease: Chapter Commons Unit B (516-B Dan Allen Drive); and Disposition by Lease: Chapter Commons Unit C (516-C Dan Allen Drive)

Trustee Poole made the motion to approve the three property matters for Disposition by Lease. A second was not required. Chair Weisiger called on Assistant Secretary Paula Gentius to record the vote. All members were in favor.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	AYE	Safran	AYE
Herring	AYE	Stack	AYE
Humphrey	AYE	Weisiger	AYE
Johnston	AYE		
Poole	AYE		

The motion passed.

On June 29, 2023, the Committee reviewed and approved the Physical Master Plan – Framing the Future, which defines the campus development process, value of the framework plan, and unique stakeholder orientation requirement. The Committee also approved the designation of the Oval as the tenth Hallowed Place as introduced in the Physical Master Plan.

That concluded Committee Chair Poole's report from the Buildings and Property Committee.

#### **UNIVERSITY AFFAIRS COMMITTEE – CHAIR TIM HUMPHREY**

The University Affairs Committee held a special meeting on Thursday, June 29. The committee also met on July 12, 2023 at 9:30 a.m. A quorum was present for both meetings.

At the June 29th special meeting, the Committee approved continuation of the Center for Marine Sciences and Technology (CMAST) and the State Climate Office of North Carolina (SCONC). The Committee also approved conferral of tenure for 14 new faculty members; the appointment and initial salary for the Deans of the College of Agriculture and Life Sciences and the College of Sciences; and a market salary increase for a Tier I employee. The minutes from the June 29th meeting will be presented for approval at the committee's September 7th meeting.

The Committee also held a special meeting on July 12, 2023 and approved a conferral of tenure item and recommended approval of the Request to Establish the Master of Science in Engineering Education and the Request to Establish the Ph.D. in Agricultural Education and Human Sciences. The Master of Science in Engineering Education is to be offered by both the College of Engineering and the College of Education and largely stands alone in the UNC system and the nation. Through the completion of 33 credit hours, including 18 hours of disciplinary engineering and 15 hours of engineering education, students will receive advanced training in educational and multidisciplinary scholarship as well as current trends in engineering.

The Department of Agricultural and Human Sciences proposes to transition its current Ed.D. program in Agricultural and Extension Education to a Ph.D. program in Agricultural Education and Human Sciences; the Ph.D. program will replace the existing Ed.D. The new Ph.D. program will integrate agricultural education, extension education, family and community sciences, and agricultural leadership development. The program will be distinct from all other programs offered in the UNC System and the nation.

Trustee Humphrey made the motion to approve the Request to Establish the Master of Science in Engineering Education. A second was not required. Chair Weisiger called on Assistant Secretary Paula Gentius to record the vote. All members were in favor.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	AYE	Safran	AYE
Herring	AYE	Stack	AYE
Humphrey	AYE	Weisiger	AYE
Johnston	AYE		
Poole	AYE		

The motion passed.

Trustee Humphrey then made the motion to approve the Request to Establish the PhD in Agricultural Education and Human Sciences. A second was not required. Chair Weisiger called on Assistant Secretary Paula Gentius to record the vote. All members were in favor.

Close	AYE	Powers	AYE
Dixon	AYE	Reid	AYE
Harrell	AYE	Safran	AYE
Herring	AYE	Stack	AYE
Humphrey	AYE	Weisiger	AYE
Johnston	AYE		
Poole	AYE		

The motion passed.

Chair Humphrey stated that the Committee also approved the updated bonus structure for Softball as presented by the Department of Athletics. The Committee was also made aware of academic program-related information including new graduate and undergraduate certificates.

In Closed Session, the Committee discussed a head coach employment agreement. Upon returning to Open Session, the employment agreement for the Head Softball Coach was approved by the Committee.

That concluded Committee Chair Humphrey's report from the University Affairs Committee.

**CLOSED SESSION**

With no further business in open session, Assistant Secretary Gentius called for a motion to go into closed session to: consult with an attorney to preserve the attorney-client privilege. Trustee Stack made a motion to move into Closed Session, seconded by Trustee Humphrey. Chair Weisiger called on the Assistant Secretary Paula Gentius to record the vote. All members were in favor.

**RECONVENE IN OPEN SESSION**

With no further business in closed session, Chair Weisiger called for a motion to return to open session. Trustee Humphrey made a motion to return to open session, seconded by Trustee Stack. Chair Weisiger called on the Assistant Secretary Paula Gentius to record the vote. All members were in favor.

At 11:17 a.m. the Board came out of closed session. With no further business in open session, Chair Weisiger adjourned the meeting at 11:18 a.m.

Respectfully submitted,

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

\_\_\_\_\_  
Secretary

Approved:

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



TO: Presidents/Chancellors of the Atlantic Coast Conference Member Institutions

FROM: James J. Phillips, Ph.D.  
Commissioner

DATE: June 1, 2023

SUBJECT: 2023-24 ACC Governing Board Certification Form

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Please find attached a copy of the 2023-24 Atlantic Coast Conference Governing Board Certification form. The form is to be completed annually by the Chair of the Governing Board in order for a member institution to enter a team or individual competitors in an ACC Championship as indicated in ACC Bylaw 2.11.2.

Please review this policy with your Governing Board and return the signed form to Tracey Haith at the Conference office by **October 13, 2023**.

Thank you and best regards.

Attachment

JP/BH:th

cc: Faculty Athletics Representatives  
Athletics Director  
Compliance Director





**Governing Board Certification Form**  
**Academic Year 2023-24**

As Chair of the Governing Board at \_\_\_\_\_,  
(institution name)

I attest that:

- 1) Responsibility for the administration of the athletics program has been delegated to the CEO/President/Chancellor of the Institution.
- 2) The CEO/President/Chancellor has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, Conference and all other relevant rules and regulations.
- 3) The CEO/President/Chancellor, in consultation with the Faculty Athletics Representative and the Athletics Director, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the Conference.

Date Presented to the Governing Board: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Chair of the Governing Board)

Signed: \_\_\_\_\_  
(CEO/President/Chancellor of Member Institution)

*Please mail or email completed form before **October 13, 2023** to:*

Tracey Haith  
thaith@theacc.org  
Atlantic Coast Conference  
4512 Weybridge Lane  
Greensboro, NC 27407

# FCC QUESTIONNAIRE

EXAMPLE

for the Board of Trustees of NC State University as owners WKNC-FM HD-1/HD-2

In 2018 the FCC revised its ownership report to collect additional information about each owner, so this form will be more involved than one you may have completed in previous years.

1. Other than your position with the Board of Trustees of NC State University, do you have an interest in any other radio or television broadcast station? For purposes of this question, "interest in" means that are you are (i) a partner in, (ii) an officer or director of, or (iii) a 5% stockholder or investor of an investment company, bank, insurance company, or other business organization that owns, operates, or otherwise has an interest in a broadcast station.

Yes      No

If the answer is "Yes," please identify the organization, the nature of your interest in the organization, the organization's broadcast interest, and the location of the broadcast interest. Please note that investments of less than 5% of the outstanding voting stock in publicly traded companies need not be reported.

2. Are you a United States citizen?      Yes      No      *If the answer is "No," please state your citizenship.*

3. What is your principal profession or occupation?

4. By whom were you appointed or elected to your position with the Board of Trustees of NC State University?

5. What is your mailing address? *A business address is acceptable.*

6. What is your gender?      Female      Male

7. What is your ethnicity?      Hispanic or Latinx      Not Hispanic or Latinx

8. What is your race? Please select all that apply.

American Indian or Alaska Native	Asian	Black or African American
Native Hawaiian or Other Pacific Islander	White	

## ELECTRONIC SIGNATURE

*In typing this form, I affirm that the above information is complete and accurate as of Oct. 1, 2021. I acknowledge that by typing my name and submitting this form via email I agree to the terms of this document and am providing a valid and binding substitute to my written signature.*

Type name here

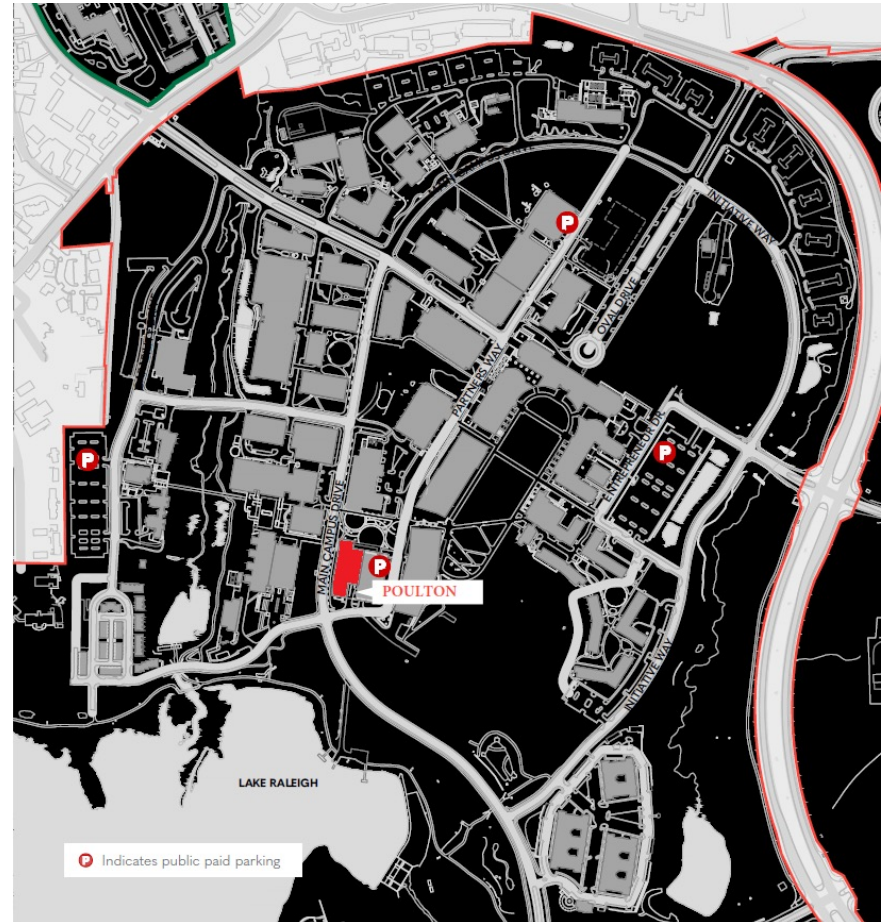
Date



**NC STATE UNIVERSITY**

# Disposition by Lease

Poulton Innovation Center  
1021 Main Campus Drive  
Centennial Campus

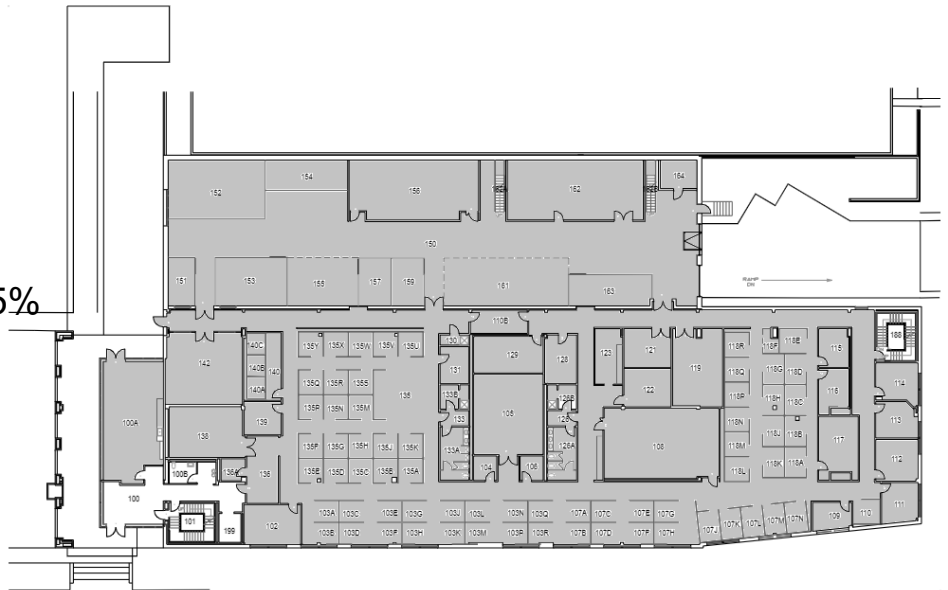


## Disposition by Lease

Disposition of +/- 28,575 rentable square feet of office, lab, and highbay space on the first floor of the Poulton Innovation Center. Disposition is recommended for continued industry-academic partnership in alignment with the vision for Centennial Campus. Lease terms reflect market-rate transaction.

### Key Lease Terms:

- **Term:** 38 months commencing 12/1/2023, plus a 3-year renewal option
- **Concession:** Initial two (2) months rent abated
- **Rate**
  - \$31.00/RSF/Year, escalating annually at 2.5%
  - Full Service Lease with a Base Year 2024 operating expense stop
- **Tenant Improvements:** N/A



**DISPOSITION  
OF REAL PROPERTY**

**DISPOSITION OF REAL PROPERTY BY LEASE**

**LESSOR**      The State of North Carolina, North Carolina State University

**LESSEE**      ABB, Inc

**LOCATION**    Poulton Innovation Center, 1021 Main Campus Drive, Raleigh, Wake County,  
NC

**SIZE**          +/- 28,575 RSF of office, lab and highbay space

**RATE**          +/- \$31.00/RSF/Year, Full Service Lease (with Base Year 2024 operating expense  
stop); Rent escalating annually by 2.5%

**TERM**          38 months (with one, 3-year renewal option)

**USE**            This disposition continues industry-academic partnership in alignment with the  
vision for Centennial Campus.

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

Institution or Agency: North Carolina State University

Date: September 7, 2023

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 of +/- 28,575 rentable square feet of office, laboratory, and highbay space at Poulton Innovation Center on Centennial Campus to ABB, Inc. Disposition is recommended to continue industry-academic partnership in alignment with the vision for Centennial Campus. Lease terms reflect market-rate transaction.**

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

**+/- 28,575 RSF of office & lab space at 1021 Main Campus Drive, Raleigh, NC**

Estimated value: **Initial year's total annual rent is +/- \$885,825.00 (rent will escalate annually by 2.5%)**

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:

- **Thirty-eight (38) months, beginning on December 1, 2023**
- **One option to renew for 36 additional months**
- **Rental rate of \$31.00/RSF/Year, escalating annually by 2.5%**
- **Full Service Lease with a Base Year 2024 operating expense stop**

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

**Net proceeds to be deposited in the university's Centennial Campus Trust Fund for use consistent with the trust fund purpose.**

*(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**

TRANSMITTAL OF REQUEST FOR ACQUISITION/DISPOSITION OF REAL  
PROPERTY

Form

Number: PO-2

Preparation

Date: September 7, 2023

**Request:** Disposition by Lease of +/- 28,575 rentable square feet of office, laboratory, and highbay space at Poulton Innovation Center on Centennial Campus to ABB, Inc. Disposition is recommended for continued industry-academic partnership in alignment with the vision for Centennial Campus. Lease terms reflect market-rate transaction.

**Institution** NORTH CAROLINA STATE UNIVERSITY

RECOMMENDED BY CHANCELLOR, NCSU

W. R. Wood  
(Chancellor's Signature)

RECOMMENDED BY COMMITTEE ON  
BUILDINGS AND PROPERTY

\_\_\_\_\_  
(Chairman's Signature)

RECOMMENDED BY BOARD OF TRUSTEES,  
NCSU

\_\_\_\_\_  
(Chairman's Signature)

RECOMMENDED BY BOARD OF GOVERNORS

\_\_\_\_\_  
(Secretary's Signature)

## Board of Trustees Consent Agenda University Advancement Committee Naming Opportunities Proposals

September 7, 2023

### Background

As per *POL 03.00.02 – Criteria and Procedures for Naming Facilities, Programs and Funds*, 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 proposed naming opportunities.

### Overview

- **Total Naming Opportunities Proposals:** 9
- **Total Facility Proposals:** 9
- **Total Naming Opportunities:** 96
- **Total Gift Amount:** \$16,995,000
- **Colleges/Units Represented:**
  - College of Agriculture and Life Sciences
  - College of Engineering
  - NC State Athletics and the Wolfpack Club
  - NC State University Libraries
  - Office of the Executive Vice Chancellor and Provost
  - Wilson College of Textiles

### College of Agriculture and Life Sciences

#### Millstone 4-H Camp

*Millstone 4-H Camp is the oldest continuously operated 4-H camp in the state, beginning in 1939. New construction, renovations and upgrades have continued in each decade. The camp is used year-round by 4-H and the general public.*

- **Naming Type:** Existing spaces
- **Total Naming Opportunities:** 32
- **Total Gift Amount of Naming Opportunities:** \$2,000,000
- **Purpose of Funds:** Gifts will support Millstone 4-H Camp.

## Board of Trustees Consent Agenda University Advancement Committee Naming Opportunities Proposals

September 7, 2023

### **College of Engineering**

*Note: Naming opportunities approved in 2018 for Engineering Buildings I, II and III have expired. Donor Services re-evaluated a selection of spaces for current fundraising efforts. (Naming opportunities and their values expire five years after BoT approval.)*

#### **Engineering Building I Updates**

*The building houses the Department of Chemical and Biological Engineering and the Department of Materials Science and Engineering.*

- **Naming Type:** Existing spaces
- **Total Naming Opportunities:** 11
- **Total Gift Amount of Naming Opportunities:** \$2,855,000
- **Purpose of Funds:** Gifts will support the College of Engineering.

#### **Engineering Building II Updates**

*The building houses the Department of Electrical and Computer Engineering and the Department of Computer Science.*

- **Naming Type:** Existing spaces
- **Total Naming Opportunities:** 26
- **Total Gift Amount of Naming Opportunities:** \$6,225,000
- **Purpose of Funds:** Gifts will support the College of Engineering.

#### **Engineering Building III Updates**

*The building houses the Department of Mechanical and Aerospace Engineering and the Joint NC State-University of North Carolina Department of Biomedical Engineering.*

- **Naming Type:** Existing spaces
- **Total Naming Opportunities:** 21
- **Total Gift Amount of Naming Opportunities:** \$4,890,000
- **Purpose of Funds:** Gifts will support the College of Engineering.



## Board of Trustees Consent Agenda University Advancement Committee Naming Opportunities Proposals

September 7, 2023

### **Main Lobby and Atrium, Engineering Building III**

*The Main Lobby and Atrium is the large open area at the primary entrance of Engineering Building III.*

- **Naming Type:** Existing spaces
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$500,000
- **Purpose of Funds:** Gifts will support the Department of Mechanical and Aerospace Engineering.

### **NC State Athletics and the Wolfpack Club**

#### **Front Desk of Room 219A, Weedon Press Box building, Doak Field at Dail Park**

*In the five-room press box facility behind home plate, the room-width front desk of Room 219A is under the window. Note: The 2024 Doak Field renovation plans do not include this structure.*

- **Naming Type:** Existing space
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$25,000
- **Purpose of Funds:** Gifts will support the Doak Field at Dail Park renovation and upgrade project.

### **NC State University Libraries**

#### **Makerspace, Room 1222 North Bookstacks Tower, D.H. Hill Jr. Library**

*The Makerspace is located in D.H. Hill Jr. Library near the Brickyard entrance lobby. It provides equipment and supplies to explore the technologies of making, including 3D printers and scanners.*

- **Naming Type:** Existing space
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$200,000
- **Purpose of Funds:** Gifts will support the Library Excellence Endowment.



## Board of Trustees Consent Agenda University Advancement Committee Naming Opportunities Proposals

September 7, 2023

### Office of the Executive Vice Chancellor and Provost

#### **Integrative Sciences Building (ISB) Updates**

*The original list of ISB naming opportunities was approved at the February 2023 BoT meeting. Revised plans from June 2023 include two new spaces created from four previously-approved naming opportunities.*

- **Naming Type:** Existing spaces
- **Total Naming Opportunities:** 2
- **Total Gift Amount of Naming Opportunities:** \$250,000
- **Purpose of Funds:** Gifts will support construction of the Integrative Sciences Building.

### Wilson College of Textiles

#### **Conference Room 3437, Textiles Complex**

*Room 3437 is a medium-sized conference room in an office area of the Textiles Building.*

- **Naming Type:** Existing space
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$50,000
- **Purpose of Funds:** Gifts will support programs for students in financial need.

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### **Policy References**

POL 03.00.02 – Criteria and Procedures for Naming Facilities, Programs and Funds



August 18, 2023

**MEMORANDUM**

TO: W. Randolph Woodson, Chancellor

FROM: Brian C. Sischo, Vice Chancellor, University Advancement

A handwritten signature in black ink that reads "Brian C. Sischo".

SUBJECT: Naming Opportunities Proposals

We request board approval for the following proposed naming opportunities:

**College of Agriculture and Life Sciences**

**Millstone 4-H Camp**

The College of Agriculture and Life Sciences proposes 32 naming opportunities at Millstone 4-H Camp.

**College of Engineering**

**Engineering Building I Updates**

The College of Engineering proposes 11 naming opportunities in Engineering Building I.

**Engineering Building II Updates**

The College of Engineering proposes 26 naming opportunities in Engineering Building II.

**Engineering Building III Updates**

The College of Engineering proposes 21 naming opportunities in Engineering Building III.

**Main Lobby and Atrium, Engineering Building III**

The College of Engineering proposes a naming opportunity in Engineering Building III.

**NC State Athletics and the Wolfpack Club**

**Front Desk of Room 219A, Weedon Press Box building, Doak Field at Dail Park**

NC State Athletics and the Wolfpack Club propose a naming opportunity in Doak Field at Dail Park.

### **NC State University Libraries**

#### **Makerspace, Room 1222, D.H. Hill Jr. Library**

The NC State University Libraries proposes a naming opportunity in D.H. Hill Jr. Library.

### **Office of the Executive Vice Chancellor and Provost**

#### **Entrepreneurship Garage Program, Integrative Sciences Building (ISB)**

The Office of the Executive Vice Chancellor and Provost proposes a program naming opportunity on Centennial Campus.

#### **Integrative Sciences Building (ISB) Updates**

The Office of the Executive Vice Chancellor and Provost proposes two updated naming opportunities in the Integrative Sciences Building.

### **Wilson College of Textiles**

#### **Conference Room 3437, Textiles Complex**

Wilson College of Textiles proposes a naming opportunity in the Textiles Complex.

August 18, 2023

**MEMORANDUM**

TO: Board of Trustees  
FROM: W. Randolph Woodson, Chancellor  
SUBJECT: Naming Opportunities Proposals



We request board approval for the following proposed naming opportunities:

**College of Agriculture and Life Sciences**

**Millstone 4-H Camp**

The College of Agriculture and Life Sciences proposes 32 naming opportunities at Millstone 4-H Camp.

**College of Engineering**

**Engineering Building I Updates**

The College of Engineering proposes 11 naming opportunities in Engineering Building I.

**Engineering Building II Updates**

The College of Engineering proposes 26 naming opportunities in Engineering Building II.

**Engineering Building III Updates**

The College of Engineering proposes 21 naming opportunities in Engineering Building III.

**Main Lobby and Atrium, Engineering Building III**

The College of Engineering proposes a naming opportunity in Engineering Building III.

**NC State Athletics and the Wolfpack Club**

**Front Desk of Room 219A, Weedon Press Box building, Doak Field at Dail Park**

NC State Athletics and the Wolfpack Club propose a naming opportunity in Doak Field at Dail Park.

**NC State University Libraries**

**Makerspace, Room 1222, D.H. Hill Jr. Library**

The NC State University Libraries proposes a naming opportunity in D.H. Hill Jr. Library.

## **Office of the Executive Vice Chancellor and Provost**

### **Integrative Sciences Building (ISB) Updates**

The Office of the Executive Vice Chancellor and Provost proposes two updated naming opportunities in the Integrative Sciences Building.

### **Entrepreneurship Garage Program, Integrative Sciences Building (ISB)**

The Office of the Executive Vice Chancellor and Provost proposes a program naming opportunity on Centennial Campus.

## **Wilson College of Textiles**

### **Conference Room 3437, Textiles Complex**

Wilson College of Textiles proposes a naming opportunity in the Textiles Complex.

# NC STATE UNIVERSITY

## Board of Trustees University Advancement Committee Naming Opportunities Proposal

September 7, 2023

### Background

As per *POL 03.00.02 – Criteria and Procedures for Naming Facilities, Programs and Funds*, 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 proposed naming opportunity.

### Office of the Executive Vice Chancellor and Provost

#### Entrepreneurship Garage Program

*The Entrepreneurship Garage program provides space and equipment for campus entrepreneurs to create and prototype. It also includes mentors, skills workshops, networking and collaboration opportunities as part of the campus-wide Innovation and Entrepreneurship infrastructure.*

- **Naming Type:** Program
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$2,000,000
- **Purpose of Funds:** Gifts will support NC State Innovation and Entrepreneurship programs, activities and initiatives.

## POL 05.15.03 – Non-Salary and Deferred Compensation

**Authority:** Board of Trustees

**History:** First Issued: February 19, 2010. Last Revised: February 22, 2019.

### Related Policies:

[~~UNC Policy Manual 300.2.14 – Non-Salary and Deferred Compensation~~](#)

[~~UNC Policy Manual 300.2.14 – Non-Salary and Deferred Compensation~~](#)

[~~UNC Policy Manual 300.2.14\[R\] – Regulations for Deferred Compensation for Chancellors~~](#)

[~~UNC Policy Manual 300.2.14\[R\] – Regulations for Deferred Compensation for Chancellors~~](#)

**Error! Hyperlink reference not valid.**

**Error! Hyperlink reference not valid.**[~~UNC Policy Manual 300.1.5 – Occupation of Official~~](#)

[~~Residence of the Chancellors and President~~](#)

[~~UNC Policy Manual 1100.3 – Head Coaches' and Athletic Directors' Contracts~~](#)

[~~UNC Policy Manual 1100.3 – Head Coaches' and Athletic Directors' Contracts~~](#)

[~~UNC Policy Manual 300.2.13 – Supplemental Pay Policy for Employees Exempt from the State Human Resources Act~~](#)

[~~UNC Policy Manual 300.2.13 – Supplemental Pay Policy for Employees Exempt from the State Human Resources Act~~](#)

[~~NCSU REG08.00.02 – Computer Use Regulation~~](#)

[~~NCSU REG08.00.02 – Computer Use Regulation~~](#)

[~~NCSU REG01.20.01 – Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act \(EHRA\)~~](#)

[~~NCSU REG01.20.01 – Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act \(EHRA\)~~](#)

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### Additional References:

[~~State Budget Manual~~](#)

[~~State Budget Manual~~](#)

[~~UNC Job Categories \(JCATS\)~~](#)

[~~UNC Job Categories \(JCATS\)~~](#)

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**Contact Information:** [~~Associate Vice Chancellor, Human Resources \(919-515-3443\)~~](#); [~~University Controller's Office \(919-515-2139\)~~](#); [~~and and Director, University Payroll Office \(919-515-435067\)~~](#)

Commented [CP1]: Added semicolons between three contacts.  
As per Finance email, updated controller's office title and payroll office title and phone number (4/5/23)

## 1. INTRODUCTION

1.1 [~~UNC Policy 300.2.14 \(Non-Salary and Deferred Compensation\)~~](#) requires each campus of the University of North Carolina [~~System~~](#) to develop a policy on non-salary compensation that is provided to employees who are exempt from the State Human Resources Act ("~~EHRA~~").

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employees). This policy establishes guidelines and procedures for deferred compensation and non-salary compensation at North Carolina State University (NC State).

1.2 Within the parameters outlined below, non-salary compensation may be provided for reasons that are relevant to attracting and/or retaining faculty and staff of the highest possible quality. Decisions concerning non-salary compensation shall not be based on a Protected Status as defined by NCSU POL 04.25.05 (Equal Opportunity, Non-Discrimination and Affirmative Action Policy).

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1.3 In accordance with UNC Policy 300.2.14, this policy specifies non-salary compensation that is provided uniformly to defined categories of employees. Advance approval by the NC State Board of Trustees (BOT), which may be delegated to its University Affairs Committee, is required for any other non-salary compensation.

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## 2. APPLICABILITY OF, AND EXEMPTIONS FROM, THE POLICYSCOPE

2.1 This policy applies to EHRA employees at NC State, except –as follows:

- Chancellors are exempt from this policy. UNC Policy 300.2.14, Section C, addresses non-salary and deferred compensation for the Chancellor and UNC Policy 300.1.5 addresses the official residence provided to the Chancellor.
- Athletic directors and head coaches to whom contracts are issued are exempt from most provisions of this policy, but are subject to policy UNC Policy 1100.3 of the UNC Policy Manual. Non-salary and/or deferred compensation that falls outside of the terms of an athletic director's or head coach's contract is subject to this policy.
- Athletic coaches with at-will appointments and non-head coaches with fixed-term appointments are covered by this policy.
- Deferred compensation that is included as part of formal faculty medical (including veterinary) practice plans is exempt from this policy.

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## 3. DEFINITIONS

### 3.1 Deferred or Delayed Salary/Compensation

3.1.1 For purposes of this policy, "deferred" or "delayed" salary or compensation is defined broadly as including, but not limited to, any payment or contribution by the institution or one of its associated entities, whether paid directly to the employee, to the employee's account or plan, or to a person acting in a capacity similar to a trustee for the employee, and which is paid later than the regular or next subsequent payment cycle (except for a payroll error that is promptly corrected upon discovery).

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3.1.2 Delayed and deferred salary or compensation includes traditional 457 deferred compensation plans, retirement plans or accounts, annuities, and life insurance policies, that

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accumulate cash value. This definition includes both tax qualified and non-qualified plans, and any other similar form of payment, whether tax sheltered or not.

3.1.3 The State of North Carolina and NC State offer employees standard benefit offerings for deferred compensation, including voluntary 457, 403(b), and 401(k) options; contributions to those plans by the institution or its associated entities are not permitted ~~under UNC policy~~.

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3.1.4 This policy does not prohibit the institution from making permitted employer contributions to the Teachers and State Employees Retirement System (TSERS) or the Optional Retirement Program (ORP).

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3.1.5 Unless expressly approved by the Board of Governors, neither NC State nor its associated entities may provide any other employer-paid, entity-paid, or privately-paid options for deferred compensation to any employee.

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### 3.2 Non-Salary Compensation

3.2.1 For purposes of this policy, non-salary compensation includes all compensation of monetary value other than (a) base salary; (b) salary supplements for additional temporary, acting, interim, or administrative responsibilities beyond base salary; (c) honor supplements that are part of formally-established programs at the departmental, college, university, or UNC system level, such as stipends associated with named or endowed professorships; or (d) one-time award recognition programs established and administered at the college/division, university, or UNC system level, such as the university's annual Awards for Excellence and Service Recognition programs. Any other awards of non-salary compensation at the departmental or unit level ~~that~~ require advance BOT approval.

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3.2.2 Non-salary compensation also includes, but is not limited to, payment of a relocation allowance, provision of a motor vehicle or motor vehicle allowance, club memberships, or other special benefits provided for job-related reasons and business necessity.

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### 3.3 Exclusions from ~~the Definition of~~ "Non-Salary Compensation"

3.3.1 Items that are required by the organization for the express purpose of conducting University business are not considered "non-salary compensation" and are not ~~covered by~~ subject to this policy. Examples include, but are not limited to, interview expenses incurred by job candidates as part of a University recruitment; ~~provision of housing when occupancy of such housing is required as part of the job~~; reimbursement of professional or work-related travel expenses, including mileage reimbursement for business use of a personal vehicle, and allowable per diem meal expenditures; payment of required visa-related fees for work authorization of non-resident alien employees; and the provision of equipment to perform the work of the position, even if used at home, including computers, printers, cellular phones, ~~personal data assistants (PDA)~~ tablets, pagers, and similar work-related items, and ~~including~~ allowing for occasional personal use as authorized under NCSU REG 08.00.02 – Computer Use Regulation.

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3.3.2 Some direct expenses associated with remote work assignments, such as extended foreign assignments for less than twelve months, may be excluded from the definition of non-salary compensation in accordance with tax law, and must be evaluated on a case-by-case basis by the University Payroll Office and the Office of General Counsel.

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3.3.3 In accordance with the State Budget Manual, interview-related travel and lodging expenses for EHRA job candidates are considered expenses for official state business and may be paid with state appropriated funds. Payment/reimbursement of such expenses is not considered to be compensation to the individual and is not treated as taxable income. Expenses of accompanying family members cannot be paid or reimbursed with state funds.

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### 3.4 Funding Source

~~3.4.1~~ The funding source for non-salary compensation shall be from sources other than state-appropriated funds, except as noted below. Non-salary compensation may be provided by an associated foundation or other associated entity only if permitted by that entity's policies and approved by the BOT. The BOT may approve an exception permitting non-salary compensation to be funded from state-appropriated funds only when also permitted by the Office of State Budget and Management (OSBM).

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### 3.5 Tax Implications

~~3.5.1~~ Non-salary compensation shall be appropriately reported to federal and state tax agencies. The value of personal use that is deemed not to be job-related must be reported and assessed appropriate taxes.

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## 4. TYPES OF NON-SALARY COMPENSATION

### 4.1 Relocation Allowances

4.1.1 In accordance with the State Budget Manual, relocation allowances (e.g., moving expenses, house-hunting trips, temporary housing) cannot be paid from state-appropriated funds for initial employment and are fully taxable to the employee. Only discretionary funds can be used for relocation allowances.

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4.1.2 The Chancellor is delegated with the authority to provide payment of a relocation allowance in an employment offer, and may further delegate such authority no lower than the ~~Executive Vice Chancellor and~~ Provost, Vice Chancellor, or Dean level.

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~~4.1.2.1~~ NCSU REG01.20.01 – Delegations of Authority for Appointments, Compensation and Other Personnel Actions for Employees Exempt from the State Personnel Act (EHRA), in effect on the date of the adoption of this policy authorizes such delegation by the Chancellor. Accordingly, the Chancellor has issued a standing authorization for relocation allowances (up to

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a designated limit) as part of an initial appointment offer for permanent full-time tenured, tenure-track, non-tenure track faculty, and other EHRA non-faculty employees. The Chancellor has also issued a standing authorization to the Athletic Director for relocation expenses (up to a designated limit) as part of an initial appointment offer for coaches, assistant coaches, assistant/associate athletic directors, and other EHRA non-faculty employees in the Department of Athletics. Such delegations and authorization levels may be subsequently changed or updated outside of this policy, as long as any such change remains in compliance with UNC System policy.

4.1.3 Relocation allowance exceptions that exceed the designated limit must be authorized in advance on a case-by-case basis by the Chancellor, ~~Executive Vice Chancellor and~~ Provost, or supervising Vice Chancellor. Relocation allowance requests that exceed the designated limit will be limited to the actual amount of relocation expenses incurred, or up to the approved relocation allowance amount, supported by receipts.

4.1.4 All relocation allowance requests must be submitted and processed using the University's designated Non-Salary and Deferred Compensation Form.

4.1.5 Not every offer/appointment is intended or required to include ~~such relocation provisions~~ allowances, and its inclusions should be based on business necessity to attract well-qualified candidates, and contingent upon the availability of discretionary funds.

#### 4.3.32 Remote Work Assignment Expenses

1. ~~(a)~~ Any EHRA employee covered by this policy may be reimbursed for receipted expenses, including temporary housing and other incidental living costs necessary to facilitate a temporary out-of-state or foreign-duty work assignment (e.g., study abroad assignments, remote research stations, etc.), not to exceed \$2,500 per calendar month for a period not to exceed one year, with the approval of the Chancellor, the ~~Executive Vice Chancellor and~~ Provost, or the supervising Vice Chancellor or Dean.

2. The Chancellor shall have the authority to authorize temporary housing and other incidental living costs per item a. above in an amount not to exceed \$5,000 per calendar month and/or a total duration of up to 18 months, when deemed necessary to conduct legitimate University business that is out-of-state or related to a foreign-duty work assignment.

~~(b)~~  
3. ~~(c)~~ Any reimbursements that exceed these limits or duration must be authorized in advance on a case-by-case basis by the BOT.

#### 4.43 Vehicle and Parking Costs

Vehicle and parking costs for all categories of EHRA employees except those listed below must be authorized in advance by the BOT on a case-by-case basis ~~by the BOT~~. Any personal use of such vehicles must be reported and is considered taxable income.

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4.34.1 The following positions are authorized ~~as resources allow~~ (but ~~are~~ not required) ~~by this policy~~ to receive one leased vehicle, courtesy vehicle, or comparable vehicle allowance up to \$7,500 in value (plus associated vehicle insurance, vehicle tax expenses, and campus parking permits, if any) for the primary purpose of conducting university business: the university's chief advancement officer; the university's chief development officer; the university's chief alumni affairs officer; ~~and the chief development officer of each college/division; and the chief advancement officer of each college/division.~~ The university's athletic director and head coaches to whom contracts are issued may receive vehicles or a vehicle stipend as provided under the express terms of those contracts. Provision of such vehicles or vehicle allowance is contingent upon available funds. Employees who receive a leased car or courtesy car are responsible for reporting personal mileage to their departments.

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4.34.2 The following positions in athletics are authorized (but ~~are~~ not required), ~~as resources allow~~, to receive one vehicle or comparable vehicle allowance (no associated vehicle costs are provided):

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- head coaches appointed at-will;
- the assistant coaches, director of operations, and head strength/conditioning coach for football, men's basketball, and women's basketball;
- assistant coaches for baseball and volleyball; and
- the head athletic trainer and the director of high school recruiting for football.

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Provision of such vehicles or vehicle allowance is contingent upon available funds.

#### 4.54 Club Memberships

4.54.1 Positions categorized as top executive officers (JCAT 1A), senior institutional/chief functional officers (JCAT 1B), ~~and the chief advancement officer of each college/division, and the chief development officer of each college/division~~ may be provided with memberships at the University's institution-affiliated clubs (~~The State Club and/or the NC State~~ University Club) for job-related purposes. Personal use of these amenities is taxable as noted below.

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4.54.2 University departments may hold a "departmental" membership, in the name of the department head, for departmental business use only at either of the University's institution-affiliated clubs, if such memberships are allowed by club policy. Such memberships must be approved in advance by the Chancellor or designee. All personal use of departmental memberships is prohibited.

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4.54.3 The Provost, and the university's chief advancement officer, may be provided with one external club membership for job-related purposes; any such club must have a non-discrimination policy prohibiting discrimination against groups protected by federal and North Carolina law.

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4.54.4 Individuals who hold academic rank and a primary faculty appointment in the department of physical education – and whose primary role is to provide physical education instruction to students — as well as EHRA ~~non-faculty~~ employees in the departments of physical education, campus recreation, and athletics whose primary responsibilities involve providing the direct physical training of students/athletes and/or ensuring the safety and maintenance of fitness and physical education equipment — may be provided membership or access to Carmichael Complex or Department of Athletics fitness facilities (as appropriate) for job-related purposes.

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4.54.5 All other memberships in health clubs/fitness facilities, as well as any club memberships for all other categories of EHRA employees, must be authorized in advance by the BOT on a case-by-case basis ~~by the BOT~~.

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4.54.6 In no case may the funding source for club memberships be state-appropriated funds. Use of an authorized club membership for personal reasons must be reported for tax purposes, and is considered taxable income. Under IRS regulations, all use is assumed to be personal and taxable unless all usage is documented and reported to the University Payroll Office, distinguishing each instance of business/job-related use.

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#### 4.65 Athletic and Cultural Events

4.65.1 Positions categorized as top executive officers (JCAT 1A) and senior administrators/chief functional officers (JCAT 1B) may be provided with admission to university-related athletic or cultural events for job-related purposes, including admission for an accompanying guest, if the guest is expected to assist in university-related hosting activities.

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4.65.2 Athletic event tickets may be provided for coaches and athletics administrators in accordance with a standardized, position-based schedule that is maintained by the Athletic Director ~~Athletic Director~~ and approved by the Chancellor.

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4.65.3 Athletic or cultural event tickets or related amenities provided to any EHRA employee for discretionary (non-business-related) use must be authorized in advance by the BOT on a case-by-case basis ~~by the BOT~~, must be reported for tax purposes, and ~~is~~are considered taxable income, except that excess single-use tickets to campus events that could not otherwise be sold (and as a result are deemed to have no market value) may be distributed on a non-discriminatory basis as occasional employee recognition /or expression of appreciation ~~awards~~ by the Chancellor, Provost ~~and Executive Vice Chancellor~~, Vice Chancellor, or Dean.

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#### 4.76 Discounts and Privileges

4.76.1 Employee discounts on products or services such as those offered through ~~u~~university dining, bookstore, or other university business operations, if offered, must be made available to all benefits-eligible University employees and may not exceed 20% of the cost charged to non-employee customers for the same products or services. Any cost waiver or discount exceeding

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20% must be reported to the University Payroll Office as taxable compensation on a case-by-case basis.

4.76.2 Occasional meals or refreshments of *de minimis* value that are furnished on business premises for the convenience and benefit of the employer (~~such as i.e., coffee, or a working lunch~~ provided to a group of employees at a meeting) are permitted. If state funds are used, the expenditure must be in accordance with the State Budget Manual ~~if state funds are used.~~

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4.76.3 Regular meal privileges or lodging provided to an employee as a required condition of employment (i.e., meals provided to dining service employees who cannot leave their workplace during meal service hours, or housing provided to dormitory resident advisors) may be permitted; employing units should consult with the University Payroll Office in advance of providing meals or lodging.

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4.76.4 One meal per work shift may be provided to the following positions within ~~the department~~ of university dining for job-related purposes to help ensure quality control: director and associate director of dining services; ~~as well as the~~ directors of dining hall operations, retail operations, marketing, and catering; ~~and the~~ department's chief dietitian, and executive chef.

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4.76.5 Meals for coaches, athletic trainers, and sports supervisors interacting directly with athletes at training table during that sport's season are authorized ~~as a job-related purpose under this policy (but not required).~~

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#### 4.87 Incentive & Overload Compensation

4.87.1 Incentive payments provided to employees for participating in an approved research study conducted by NC State are authorized by this policy. Payments of cash or equivalent (such as gift certificates or cards with a specific face value) must be included as compensation through payroll and are taxable.

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4.87.2 Incentive-based compensation beyond base salary provided to any ~~individual Department of Athletics~~ employee (other than the ~~a~~ athletic ~~d~~irector and head coaches with contracts covered by UNC Policy 1100.3, and who are exempt from this policy), for reasons including, but not limited to, reaching performance goals such as post-season playoffs or student academic achievement levels, must be approved by the BOT on a case-by-case basis (for a specific individual) or through a position based "bonus schedule" (for groups of positions for a specific sport) by the BOT.

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From Ryan Bernarduci (UHR) via email/IM:  
Gift cards should only be provided for items outlined in this POL. Typically, before gift cards are purchased, a department should provide a list of people to payroll that will receive a gift card. The list should include the fields as follows: person's name, employee/non-employee, gift card amount, account info, etc. This information notifies payroll of any potential tax (crp 4/5/23)

4.87.3 Compensation paid from NC State-associated entities to faculty who teach in executive education or comparable programs is authorized by this policy. Payments in excess of 20% of the faculty member's annual base salary – from all sources including supplemental or overload pay that is subject to the 20% overload limit — must be approved on a case-by-case basis by the Chancellor, on recommendation of the Dean and Provost on a case-by-case basis.

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4.87.4 Any form of incentive-based compensation beyond base salary to be paid to any EHRA employee in recognition of performance or productivity, except as provided for in this policy, must be expressly authorized by the Chancellor and the BOT and must conform with any ~~relevant~~applicable UNC System policies and guidelines ~~of the BOG~~ then in effect.

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#### 4.98 Educational Assistance, Dependent Care, and Related Benefits

4.98.1 Any employer-provided benefits in excess of current IRS limits for qualified educational assistance, dependent care, or similar benefit programs must be authorized in advance by the Chancellor or Provost on a case-by-case basis, and must be reported to the University Payroll Office as taxable compensation ~~on a case-by-case basis~~.

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~~4.10 Deferred Compensation for Tier I Senior Academic and Administrative Officers Other than Chancellors or the President~~  
~~4.10 Deferred Compensation for Tier I Senior Academic and Administrative Officers Other than Chancellors or the President~~  
~~4.10 Deferred Compensation for Tier I Senior Academic and Administrative Officers Other than Chancellors or the President~~  
~~4.109 Deferred Compensation for SAAO Tier I Senior Academic and Administrative Officers Employees Other than the Chancellors or the President~~

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~~4.10.1 Consistent with Section of the UNC Policy manual, this section covers the eligibility of any Tier I Senior Academic and Administrative Officer Pursuant to UNC Policy 300.2.14, (SAAO Tier I employees) may be eligible under UNC Policy 300.2.14 for deferred compensation in the form of annual contributions to a qualified executive retirement plan administered by the UNC System Office on recommendation of the eChancellor and with the approval of any constituent institution's the Board of TrusteesOT.~~

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4.9.1 There is no automatic entitlement for any individual employee, position, or group of positions to contributions ~~under the provisions of this policy~~ to a UNC System approved deferred compensation plan. All such contributions are voluntary and may be suspended or discontinued at any time and for any reason by the Chancellor and the BOT, UNC Board of Governors, or the UNC System president. Further, contributions are subject to the availability of funds and no contribution shall be accomplished if an employee has received notice of an end of appointment and/or is no longer currently actively employed by ~~North Carolina State University (NC State)~~ regardless of prior approvals or written commitments of the same.

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~~4.109.2 Permissible Contribution Amount.~~ Contributions to any individual employee participating in the qualified executive retirement plan set forth in this regulation shall occur once annually and may not exceed ten percent (10%) of the employee's current base salary in effect at the time the contribution is made by the UNC System Office. Contributions ~~under this policy~~ may be made with any source of funds which may be state or non-state appropriations if the funding source permits an expenditure for this purpose.

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4.409.3 Vesting Period. The immediate vesting or a specified vesting period, not to exceed five (5) years, must be identified for each eligible employee and their account approved for participation under the provisions of this regulation and shall be communicated to the employee at the time of the initial contribution.

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4.409.4 Administrative Process. North Carolina State University (NC State) must deliver a written notification to the UNC System Office for each Tier I SAAO Tier I employee in order to receive contributions to the plan ~~which is approved through the institution's Board of Trustees,~~ and which shall include the following items:

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- A.(a) The source(s) of funds from which the contributions will be made and the amount of the proposed contribution(s) as a percent of the eligible employee's base salary;
- B.(b) Whether the contribution(s) will be ongoing until appointment end or shall expire in a specified period;
- C.(c) The vesting period that shall apply to all contributions made to the eligible employee's qualified executive retirement plan account; and
- (d) Notation of approval by the BOT.;

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#### 4.1010 All Other Non-Salary Compensation

4.110.1 Provision of any other form of non-salary compensation or benefit — including but not limited to, cash, gifts, gift certificates or cards, prizes, awards, additional paid time off, parking fee waivers, payment of visa-related fees for family members of a non-resident alien employee, or access to other special campus services or benefits — must be authorized in advance ~~on a case-by-case basis~~ by the Chancellor (up to \$500) or by the BOT, (if more than \$500) ~~on a case-by-case basis;~~ and, if approved by either, such non-salary compensation must be treated as taxable income ~~as applicable.~~

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# POL 05.15.01 – Employees Exempt from the State Human Resources Act (EHRA) Policy

**Authority:** Board of Trustees

**History:** First Issued: May 22, 1981. Last Revised: July 19, 2018, with an effective date of July 1, 2018.

**Related Policies:**

[UNC Code, Appendix I.C – Personnel Policies](#)

[UNC Policy 300.2.1 – Employees Exempt from the State Human Resources Act](#)

[UNC Policy 300.2.10 – Faculty Community Service Leave](#)

[UNC Policy 300.1.1 – Senior Academic and Administrative Officers](#)

[UNC Policy 300.4.2 – Employment of Related Persons](#)

[UNC Policy 300.5.1 – Political Activities of Employees](#)

[UNC Policy 1000.2.2 – Waiver of Tuition and Fees for Faculty and Staff](#)

[NCSU POL04.20.06 – Interpersonal Relationships among Faculty, Staff and Students](#)

[NCSU POL08.00.01 – Computer Use Policy](#)

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

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

NCSU POL05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure

NCSU REG05.20.34 – Non-Tenure Track Faculty Ranks and Appointments

NCSU REG10.10.08 – Postdoctoral Scholars

**Additional References:**

~~Approval Authority for EHRA Personnel Appointments Flow Chart~~

Checklist & Sample Offer Letters for SAAO-Tier I Appointments

~~State Personnel~~ Human Resources Manual, Section 5 – Leave Policies

Community Service Leave Community Service Leave (Human Resources Website)

N.C.G.S. §116-11(4) and (5) – Powers and Duties of the Board of Governors

N.C.G.S. §116-14 – UNC President; Professional Staff

N.C.G.S. §116-143 – Tuition and Fees for Staff and Faculty

N.C.G.S. §126-5 – Employees Subject to Chapter; Exemptions

N.C.G.S. §128-15 – Employment Preference for Veterans and their Spouses or Surviving Spouses

**Contact Info:** Associate Vice Chancellor for Human Resources (919-515-3443)

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## **1. SCOPE, OF POLICY COVERAGE, AND DEFINITIONS OF POSITIONS**

## 1.1 Scope ~~of Policy~~

### 1.1.1 Coverage

Positions Exempt from the ~~State Human Resources Act~~ State Human Resources Act (EHRA positions) are those positions that are not subject to the State Human Resources Act (SHRA) and are classified in one of four categories: 1) EHRA Non-Faculty Professional, 2) Faculty, 3) Senior Academic and Administrative Officer Tier I (SAAO Tier I), or 4) Senior Academic and Administrative Officer Tier II (SAAO Tier II). ~~University students who receive stipends are not covered by this policy.~~

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### 1.1.2 ~~Scope~~ Coverage

1.1.2.1 EHRA Non-Faculty Professional: This policy (~~POL05.15.01~~) applies to all permanent EHRA Non-Faculty Professional employees.

1.1.2.2 Faculty: This policy does not apply to academic year (9-month) or fiscal year (12-month) faculty, ~~except but for for~~ Section 2.4 which applies to all faculty and Section 8 which applies to fiscal year (12-month) faculty ~~only~~. NCSU POL05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure contains ~~the~~ other applicable personnel policies for faculty.

1.1.2.3 SAAO Tier-I: Sections 2.4, 6, 7, 8.2.1.2, 8.2.3, 8.2.4, 8.3, 8.5, 8.6 and 9 of this policy (~~POL05.15.01~~) apply to SAAO Tier-I positions. ~~In addition, Chapter III-A of the Administrative Manual of The University of North Carolina applies to SAAO Tier-I employees.~~

1.1.2.4 SAAO Tier-II: Sections 2.4, 3, 4, 5, 6, 7, 8.2.1, 8.2.3, 8.2.4, 8.3, 8.5, 8.6, and 9 of this policy (~~POL05.15.01~~) apply to SAAO Tier-II positions. ~~In addition, Chapter III-A of the Administrative Manual of The University of North Carolina applies to SAAO Tier-II employees.~~

1.1.2.5 Postdocs: This policy does not apply to postdoctoral scholars, ~~they who~~ are covered by NCSU REG10.10.08 – Postdoctoral Scholars.

## 1.23 Definitions of Positions

1.23.1 EHRA Non-Faculty Employees Professional:

~~1.2.1.1 Permanent-EHRA Non-Faculty Professionals:~~ are ~~e~~Employees who are not subject to the State Human Resources Act (N.C.G.S. Chapter 126) and who are not: (1) faculty subject to institutional tenure regulations; (2) employees within administrative categories of employment subject to N.C.G.S. § 116-11(4), N.C.G.S. §116-11(5), or N.C.G.S. § 116-14; (3) positions within the “physicians or dentists” category under N.C.G.S. § 126-5; and (4) University students or postdocs who are employed incident to their status as students or postdocs, as in graduate teaching assistantships or work-study positions.

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1.2.3.2 Faculty: ~~Faculty are~~ Employees covered by ~~NCSU POL05.20.01 – Appointment, Reappointment, Promotion and Permanent Tenure for faculty who are tenured or on the tenure track, and -NCSU REG05.20.34 - Professional Faculty Ranks and Appointments for faculty on professional tracks.~~

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1.2.3.3 ~~Senior Academic and Administrative Officer~~ Tier-I: ~~SAAO Tier-1 employees include the~~ Chancellor [N.C.G.S. 116-11(4)]; vice chancellors, provosts, deans, and directors of major administrative, educational, research and public services activities designated by the Board of Governors [N.C.G.S. 116-11(5)].

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1.2.3.4 ~~Senior Academic and Administrative Officer~~ Tier-II: ~~SAAO Tier-2 employees include~~ Associate and assistant vice chancellors; associate and assistant deans; and other administrative positions that have been designated and approved by the president.

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## 2. APPOINTMENT TO EHRA POSITIONS

### 2.1 Method of Appointment

Every appointment to an EHRA position shall be made by the chancellor or chancellor’s designee by means of a letter of appointment that fulfills the requirements of ~~S~~section 2.

### 2.2 Letter of Appointment

The letter of appointment shall include the items specified in ~~the UNC Policy Manual, chapters Board of Governors policy~~ 300.2.1 or 300.1~~2~~1, as applicable. ~~Section II. B.~~

### 2.3 ~~CONTINGENT APPOINTMENTS~~Funding Contingencies

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When an EHRA position is funded in whole or substantial part from sources other than continuing State budget funds or permanent trust accounts, the letter of appointment shall state: 1) continuation of the employee's service in that position is contingent upon the continuing availability of funds from such other sources to support that position; 2) specify the source of such funds; and 3) that the effect of such contingency may apply without the additional notice otherwise required by Sections 3.1, 3.2, and 3.3 provided that the affected employee shall be informed at the earliest practicable date of the occurrence of such a funding contingency.

## 2.4 Individuals Covered by More than One Employment Policy

2.4.1 When an employee is to serve simultaneously in more than one type of EHRA position as defined in Section 1.2, one position shall be designated in writing as the base or primary appointment that governs the conditions of employment and the rights and responsibilities of the employee. If appointment to an additional type of EHRA position occurs subsequent to the initial appointment, the letter of appointment ~~for~~ the additional position shall embody the required designation of base employment (or primary appointment) versus secondary appointment. The designation of base employment shall specifically describe the different rights, duties, and compensation for each position and the relationship, if any, between/among the positions.

2.4.2 Any funding contingency of the type referred to in section 2.3 shall be set forth separately for ~~the covered each~~ position to the extent applicable and for the other position(s), since the operation of any such contingencies may be independent.

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## 2.5 Terms of Appointment/Subsequent Appointments and Reappointment

~~2.5.1~~ Initial appointments and any ~~reappointment(s)~~ subsequent appointment(s) for EHRA non-faculty ~~professional~~ positions ~~should be "at will."~~ In exceptional circumstances, with Human Resources endorsement and executive officer approval, EHRA non-faculty ~~professionals positions~~ may be appointed on a "fixed term."

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2.5.1.4 Fixed-term appointment: An initial fixed-term appointment and any subsequent fixed-term ~~reappointment(s)~~ for a permanent EHRA ~~Professional non-faculty position~~ may be for a period of no more than five (5) years.

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2.5.1.2 "At will" appointment: An appointment may be designated as "employment "at will" subject to continuation or discontinuation at the discretion of the chancellor or chancellor's designee. Such an appointment is for an indefinite term. When a position is not expected to continue indefinitely — such as due to finite programmatic or funding constraints — the appointment should be designated as "at-will" for a period "not to exceed" an anticipated ending period.

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2.5.4.3 A fixed-term appointment may be converted to an “at will” appointment at the end of a fixed-term. An “at will” appointment may be converted to a fixed-term appointment at any time.

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## 2.5.24 Visiting Appointments

An appointment and any subsequent reappointment(s) in a visiting EHRA position shall be for a period(s) of no more than two (2) years. If the visiting appointment is funded in whole or substantial part from sources other than continuing State budget funds or permanent trust accounts, the letter of appointment shall state include the funding contingency set forth in section 2.3.—that: 1) continuation of the employee’s service in that position is contingent upon the continuing availability of funds from such other sources to support that position, 2) specify the source of such funds, and 3) state that the effect of such contingency may apply without the additional notice otherwise required by Sections 3.1, 3.2 and 3.3. Any subsequently proposed change from a visiting appointment to a regular appointment is subject to this policy. (POL05.15.01).

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## 2.6 Rank/Title, Appointment, Re Subsequent aAppointments, and Promotion

Where applicable, a university unit may develop procedures and criteria regarding rank/title, appointment, re subsequent appointments, and promotion. Such procedures and criteria must be in accordance with the provisions of section 2.5 and approved by the executive officer to whom the unit reports.

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## 3. DISCONTINUATIONS OF EMPLOYMENT; discontinuations of Employment

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### 3.1 Discontinuation of Appointment

#### 3.1.1 Discontinuation with Notice or Severance Pay

Employment within an EHRA position that is established by the letter of appointment to be an employment “at will” is subject to discontinuation at any time at the discretion of the chancellor or chancellor’s designee; provided, that such a discontinuation (as distinguished from discharge for cause, Ssection 4.1) shall be subject to advance timely notice of discontinuation, as follows:

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-1) during the first year of service, not less than 30 days notice prior to discontinuation of employment or the payment of severance pay for 30 days;

2) during the second and third years of service, not less than 60 days notice prior to discontinuation of employment or the payment of severance pay for 60 days; and

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3) during the fourth and all subsequent years of service, not less than 90 days notice prior to discontinuation of employment or the payment of severance pay for 90 days.

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-After consultation with the provost, vice chancellor, and/or dean as appropriate, the chancellor or designee may determine, at their discretion, that it is in the best interest of the University to provide the employee with severance pay in lieu of notice. The severance pay amount must be directly related to the required notice period. Any agreement to compensate the employee in excess of the amount set forth in this section must be approved by the Board of Trustees.

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### 3.1.2 Return to a Faculty Position

An EHRA non-faculty employee who is employed at will and holds a concurrent tenured faculty appointment may assume the rights and responsibilities of that faculty appointment in the home department after voluntary or involuntary removal from an administrative appointment, unless a proceeding is initiated to discharge or demote the employee from the faculty position. Any administrative ~~supplement~~ paid during the administrative appointment must be removed once the employee's administrative appointment ends ~~assumes the duties and responsibilities of the faculty position~~. -The employee's new salary must be adjusted to a 9-month or 12-month faculty salary that is commensurate with the salaries of comparable faculty members within the employee's department/college.

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At the discretion of the chancellor, the chancellor may provide for up to a one semester research leave for any tenured faculty member who has served in one or more consecutive SAAO Tier-1 Senior Academic and Administrative Officer positions ~~subject to UNC Policy 300.1., I.A~~ for at least five years in order to provide an opportunity for the faculty member to prepare for teaching and research responsibilities. Prior to the beginning of the research leave, the administrator will submit a work plan for the leave period to include expected outcomes. The plan will be reviewed and approved by the chancellor.

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Exceptions may be made to recognize extraordinary circumstances including, but not limited to, extended or superior service in administrative roles. Any exception to these provisions must be approved by the Board of Trustees and by the President.

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In the event that the faculty member does not assume faculty responsibilities for at least one semester after the research leave in accordance with this policy, the chancellor is authorized, in his

or her discretion, to require repayment of compensation paid during the leave period from the non-returning faculty member.

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### 3.1.3 ~~Re Subsequent a~~Appointment of an Administrator without ~~Faculty Retreat~~Return to Faculty Rights

An EHRA employee who is employed at will has no claim to a position at the University. The University may determine that it is in its best interest to assign an employee without a right to return to faculty faculty retreat rights to another administrative or teaching position. In the case of such reassignment, the employee must receive advance notice in accordance with Section 3.1.1 above, and the new salary must be appropriate to the assignment. Any exception to the above must be approved by the Board of Trustees and by the President.

### 3.2 Expiration of a Fixed-Term Appointment

Employment within an EHRA position that is established by the letter of appointment to be for a stated definite term expires automatically at the conclusion of the stated term; such an appointment may be renewed or extended at the option of the employer, by a new appointment as required by Section 2. If the employer intends not to renew or extend the term ~~appointment~~contract:

- 1) with respect to a term of one year or less, no notice of intent not to renew or extend the term shall be required; the letter of appointment is considered to be adequate notice of the expiration of the term;
- 2) with respect to a term of more than one year but less than four years, notice of intent not to renew or extend shall be transmitted in writing at least 60 days prior to the expiration date of the term;
- (3) with respect to a term of four years or more, notice of intent not to renew or extend shall be transmitted in writing at least 90 days prior to the expiration of the date of the term.

Failure to provide the required 60 or 90 days written notice shall result in the automatic extension of employment for a period that would equal the applicable notice requirement.

### 3.3 Termination of Employment Because of Financial Exigency or Program Curtailment or Elimination



Employment within an EHRA position that is established by the letter of appointment to be for a stated definite term may be terminated prior to expiration of the stated term because of: 1) demonstrable, bona fide institutional financial exigency, or 2) major curtailment or elimination of a program. "Financial exigency" is defined to mean a significant decline in financial resources of the University that compels a reduction in the institution's budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or an elimination of a program shall be made by the chancellor, with advance notice to and approval by the president and the Board of Governors. If the financial exigency or curtailment or elimination of a program is such that the contractual obligation to an employee within an EHRA position cannot be met, the employment of the individual may be terminated, subject to the following notice requirements; 1) during the first year of service, not less than 30 days notice prior to termination; 2) during the second and third years of employment, not less than 60 days notice prior to termination; and, 3) during the fourth and all subsequent years of service, not less than 90 days notice prior to termination.

## 4. DISCHARGE FOR CAUSE

4.1 Any employee occupying an EHRA position may be discharged for stated cause. Discharge for cause is to be distinguished from discontinuation of an at-will appointment with notice or severance pay (Section 3.1.1), expiration of a fixed-term appointment (Section 3.2.) and termination of employment because of financial exigency or program curtailment or elimination (Section 3.3).

4.2 Stated causes for discharge shall include, but not necessarily be limited to, incompetence, unsatisfactory performance, neglect of duty, or misconduct that interferes with the capacity of the employee to perform effectively the requirements of his or her employment. Discharge for cause is to be preceded by written notice of intent to discharge and is subject to Section 4 of this policy.

4.3 When an employee occupying an EHRA position has been notified of the intention to discharge the employee for cause, the chancellor (or designee) may place the employee on paid administrative leave with pay ~~suspend the employee's employment~~ at any time and continue the administrative leave~~suspension~~ until the decision concerning discharge is final. The decision is final either: a) after the employee has been notified of the decision to discharge and the employee does not request a review of the discharge pursuant to NCSU POL 05.25.03 - Review and Appeal Processes for EHRA Non-Faculty Employees (for EHRA Non-Faculty and SAAO Tier II positions); or b) after the employee requests a review of the discharge and the chancellor (or designee) has issued a final decision. At such time as the discharge is final, the employee may be separated from employment without further pay. ~~The power to suspend shall be invoked only in exceptional circumstances and such suspension shall be with full pay.~~

4.4 For purposes of this policy, an individual serving in a ~~stated fixed-term~~ appointment should be regarded as having the protection of these procedures until the end of the term. ~~These discharge~~

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~~procedures shall not apply to cases of non-reappointment failure to be provided with a subsequent appointment, discontinuation of at-will appointment, or termination of employment.~~

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4.5 The executive officer of the employee's division shall send the individual by a method of delivery that documents receipt, a written statement of intention to discharge ~~or suspend~~ the individual. The statement shall include notice of the individual's rights, upon request, to both written specification of the reasons for the intended action and a hearing.

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4.6 Review of a discharge for cause may be requested in accordance with ~~NCSU POL05.25.01 – Faculty Grievance and Non-Reappointment Review Policy (for faculty) or NCSU POL05.25.03 – Review and Appeal Processes for EHRA Non-Faculty Employees (for EHRA non-faculty professional and SAAO Tier II positions).~~

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## **5. REVIEW OF DISCONTINUATIONS, ~~OR NON-RE~~ EXPIRATIONS OF TERM APPOINTMENTS AND ~~OR~~ TERMINATION OF ~~OTHER~~ EMPLOYMENT ~~GRIEVANCES~~**

Requests for reviews concerning discontinuation of "at-will" employment with notice or severance pay pursuant to ~~S~~section 3.1.1, ~~or non-expiration of term reappointments pursuant to S~~section 3.2, ~~and termination of employment based on financial exigency or program curtailment pursuant to section 3.3~~ may be brought only upon allegations of violations of applicable notice or severance pay requirements of ~~S~~section 3.1, ~~or 3.2, or 3.3,~~ or violations of any provision of ~~S~~sections 6 (~~Equal Employment Opportunity~~) or ~~section 7 (Protected Activity)~~ of this policy.

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## **6. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy and intention of ~~North Carolina State University~~ that there be equal employment opportunity and freedom from unlawful discrimination in all employment within the University. There shall be no discrimination ~~in covered positions~~ on the basis of a Protected Status as defined in NCSU ~~POL 04.25.05~~ (Equal Opportunity, Non-Discrimination and Affirmative Action Policy).<sup>\*</sup> Employment in covered positions shall be conducted in accordance with all provisions of state or federal law or regulation prohibiting any such discrimination, and in accordance with the ~~University's NCSU POL 04.25.05s affirmative action policy.~~

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<sup>\*</sup>-Bona fide occupational qualifications or other exceptions to those general prohibitions, specifically provided for by State or Federal law are applicable to EHRA positions.

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## 7. PROTECTED ACTIVITY

Employment in EHRA positions shall not be adversely affected by the exercise of rights guaranteed by the First Amendment to the United States Constitution or by Article I of the North Carolina Constitution; provided, that employees in EHRA positions shall be subject to any limitations on political activity established by Article 5 of N.C.G.S. Chapter 126, Section 300.5.1 if the UNC Policy Manual, and as and may be revised periodically, shall apply to EHRA positions. ~~The Board of Governors' policy in this regard, as adopted on January 16, 1976, and as it may be revised from time to time, shall apply to EHRA positions.~~

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## 8. HOLIDAY AND LEAVE ENTITLEMENT

### 8.1 Holidays

EHRA employees shall be subject to the same number of days as given to employees subject to the State Human Resources Act.

### 8.2 Annual Leave ~~(effective July 1, 2001)~~

#### 8.2.1 Basic Leave Policy

8.2.1.1 Annual Leave: Annual leave is accrued at a monthly rate and is adjusted proportionately for a part-time employee who works halftime or more (0.50 – 0.99 FTE). The monthly earnings amount is equal to one-twelfth of the annual rate for each month the employee works or is on approved leave with pay. Monthly leave is earned when an employee works or is on approved leave with pay at least half the working days of a month.

8.2.1.1.1 Permanent EHRA ~~Professional~~ and SAAO Tier ~~II~~ Employees: ~~The amount of annual leave to which a p~~Permanent full-time (1.00 FTE) EHRA employees s shall be entitled to accrue ~~is~~ twenty-four (24) ~~work~~ annual leave days per year.

8.2.1.1.2 SAAO Tier I Employees: ~~The amount of annual leave to which a~~ SAAO Tier I employees s shall be entitled to accrue ~~is- twenty-six (26) workdays~~ annual leave days per year.

8.2.1.2 Definition of Year: NC State defines a year as the "calendar year" (January 1 – December 31). The scheduling of an employee's annual leave shall be subject to the approval of the employee's supervisor. With respect to an incumbent employee who is earning more than 24 days

per year as of the date this policy becomes effective, such employee shall be entitled to continue to earn leave at that rate.

8.2.1.3 Leave Carry Forward and Conversion: The maximum number of unused days of annual leave that an EHRA employee may accrue and carry forward from one calendar year to the next shall be thirty (30) days. Annual leave in excess of 30 days will be automatically converted to sick leave at the end of the calendar year.

#### 8.2.2 Transfer of Accrued Annual Leave

NC State may accept the transfer of partial or full accrued annual leave at the discretion of the Chancellor or designee. This applies to any leave from a UNC constituent institution, the UNC System, State of North Carolina agency or local North Carolina government agency as designated by OSHR.

#### 8.2.3 Advancement of Annual/Sick Leave

Subject to approval by the employee's supervisor, an EHRA employee may be advanced an amount of annual leave and/or sick leave up to a combined maximum deficit balance of twenty (20) days. ~~Appropriate uses for sick leave are prescribed in the State Personnel~~ Human Resources Manual, Section 5. A supervisor may approve a deficit balance of annual and/or sick leave, for extenuating circumstance or exceptional need. The permissible negative balance is adjusted proportionately for a permanent part-time employee who works halftime or more (0.50 – 0.99 FTE). If an employee separates from NC State and has taken more annual and/or sick leave than has been accrued, then NC State will determine the amount of annual and/or sick leave the employee must repay to NC State and make deductions from the employee's final salary check accordingly. However, if the employee has been advanced more leave than can be repaid in the employee's final paycheck, the employee will be billed accordingly.

#### 8.2.4 Payout of Accrued Annual Leave

8.2.4.1 An EHRA employee who has accrued unused annual leave upon ~~discontin~~ separation of employment from NC State and who either does not elect or is not eligible to transfer such accrued leave to another State or local governmental agency, shall be paid for such unused annual leave.

8.2.4.2 The amount paid to an EHRA employee who has been employed an aggregate of 24 months or less of regular employment (not to include temporary employment) by one or more State or local governmental agencies is equal to one day for each month worked less the number of days

of annual leave taken during the employment period. An employee who has been employed for more than 24 months shall be paid subject to a maximum of 30 such days.

8.2.4.3 If an EHRA employee changes ~~contract~~appointment status from 12 months (fiscal year) to 9 months (academic year), then the employee's annual leave balance as of the effective date of the ~~contract~~appointment change will be paid out at the time of the appointment conversion. An EHRA employee who transfers inside NC State to an SHRA position shall have the annual and sick leave balances transferred to that position.

### 8.3 Sick Leave, Family and Medical Leave, Civil Leave, Military Leave, and Community Service Leave

#### 8.3.1 Sick Leave

8.3.1.1 A permanent EHRA employee shall be subject to the same policies concerning sick leave as may be prescribed for employees subject to the State Human Resources Act.

~~8.3.1.2 Subject to approval by the employee's supervisor, a permanent "at-will" EHRA employee may be advanced an amount of annual and/or sick leave up to a combined maximum deficit balance of twenty (20) days. A permanent fixed-term EHRA employee may be advanced an amount of annual and/or sick leave up to the amount that can be earned through the appointment end date or a maximum of twenty (20) days, whichever is less. Appropriate uses for sick leave are prescribed in the State Personnel Manual, Section 5. A supervisor may approve a deficit balance of annual and/or sick leave, for extenuating circumstance or exceptional need. The permissible negative balance is adjusted proportionately for a permanent part-time employee who works halftime or more (0.50—0.99 FTE). If an employee separates from NC State and has taken more annual and/or sick leave than has been accrued, NC State will determine the amount of annual and/or sick leave the employee must repay to the institution and make deductions from the employee's final salary check accordingly. However, if the employee has been advanced more leave than can be repaid in the employee's final paycheck, the employee will be billed accordingly.~~

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#### 8.3.2 ~~Family and Medical Leave, Civil Leave, Military Leave, and Community Service~~Other Leave

A permanent EHRA employee shall be subject to the same policies concerning family and medical leave, family illness leave, civil leave, military leave, and community service leave, and any other applicable leave as may be prescribed for employees subject to the State Human Resources Act.

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#### 8.4 Leave ~~of Absence w~~Without Pay

A permanent EHRA employee may request a leave ~~of absence~~ without pay, subject to approval of such leave by the department head or division leadership, as applicable. ~~by the chancellor or chancellor's designee, as applicable.~~

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#### 8.5 Voluntary Shared Leave

A permanent EHRA employee shall be subject to the same provisions concerning shared leave as are applicable to employees subject to the State Human Resources Act with the exception that the donation and acceptance of such leave shall be computed on the basis of days rather than hours.

#### 8.6 Educational Entitlement

A permanent EHRA employee is entitled to the same opportunities as other University employees to invoke the privilege of tuition waiver conferred by UNC Policy 1000.2.2.

## 9. STATUTORY AND OTHER RULES OF EMPLOYMENT

#### 9.1 Privacy of Personnel Records

An EHRA employee has the protections of and is subject to the provisions of Article 7 of N.C.G.S.126, entitled "The Privacy of State Employee Personnel Records."

#### 9.2 Employment Preference for Veterans and National Guard

An EHRA employee has the protections of and is subject to the provisions of N.C.G.S.128-15 which provide for preference in employment for veterans of United States military service and their spouses and widows or widowers. State law requires that employment preference be given for having served in the Armed Forces of the United States on active duty (for reasons other than training) during periods of war or any other campaign, expedition, or engagement for which a campaign badge or medal is authorized by the United States Department of Defense. The preference to be accorded eligible veterans shall apply in initial employment, subsequent employment, promotions, reassignments, horizontal transfers and reduction in-force situations.

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### 9.3 Employment of Related Persons

An EHRA employee is subject to Board of Governors policy 300.4.2 concerning employment of related persons ~~as it may be revised from time to time.~~

### 9.4 Retirement

An EHRA employee may retire in accordance with the provisions of Chapter 135 of the North Carolina General Statutes ("Retirement System of Teachers and State Employees"). Nothing in this policy shall prevent an employee from retiring or an administrator with faculty retreat rights from participating in phased retirement consistent with existing policies.

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Audience: Faculty and Staff.

Category: Employees Exempt from the State Personnel Act (SPA).

**RESOLUTION OF THE BOARD OF TRUSTEES OF  
NORTH CAROLINA STATE UNIVERSITY AT RALEIGH  
APPROVING THE ISSUANCE OF SPECIAL OBLIGATION BONDS**

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

**WHEREAS**, North Carolina State University at Raleigh may request the Board of Governors to issue one or more series of bonds (the “*Bonds*”), the proceeds of which will be applied to the acquisition and renovation of University Towers approved by the North Carolina General Assembly in North Carolina Session Law 2023-66 (the “*Special Obligation Project*”);

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

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

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

Section 2. ***Documents Authorized.*** The Chair of the Board of Trustees, the Chancellor and the Vice Chancellor for Finance and Administration, individually or collectively, are hereby authorized, empowered and directed to do any and all other acts and to execute any and all documents, which they, in their discretion, deem necessary and appropriate in order to consummate the issuance of the Bonds and the transactions contemplated by this Resolution.

Section 3. ***Effective Date.*** This Resolution is effective immediately.

**ADOPTED AND APPROVED** this 8th day of September, 2023.

**THE BOARD OF TRUSTEES OF NORTH CAROLINA  
STATE UNIVERSITY AT RALEIGH**

By: \_\_\_\_\_  
Chair



**STATE OF NORTH CAROLINA**)  
 )  
**COUNTY OF WAKE**)       **SS:**

I, \_\_\_\_\_, the duly elected Assistant Secretary of the Board of Trustees of North Carolina State University at Raleigh, ***DO HEREBY CERTIFY*** that (1) the foregoing is a full, true and correct copy of the Resolution adopted by the Board of Trustees of North Carolina State University at Raleigh at its regular meeting of September 8, 2023 and appearing in the minutes of such meeting, (2) notice of the meeting of the Board of Trustees of North Carolina State University at Raleigh held on September 8, 2023 was sent to each member of the Board, and (3) a quorum was present at the meeting on September 8, 2023 at which time the foregoing Resolution was adopted.

**WITNESS**, my hand and the seal of North Carolina State University at Raleigh this \_\_\_\_ day of September, 2023.

[SEAL]

Assistant Secretary

On behalf of the NC State University Office of the Faculty Senate, please find the September 2023 report to the Board of Trustees, summarizing the agenda issues presented to the Faculty Senate since our last Board of Trustees report.

### **Campus Safety and Employee Engagement**

The March 7, 2023 meeting of the Faculty Senate had two presentations. First, NCSU Police Chief Dan House presented about campus' preparation for an emergency. This topic was requested by several faculty who expressed concerns in wake of the shooting on Michigan State's campus last year. Second, Dr. Nancy Whelchel, Assistant Vice Provost for Institutional Survey Research and Analysis, presented results from the 2022 Employee Engagement Survey. The Faculty Senate is fortunate that Dr. Whelchel is always willing to present institutional survey results with us.

### **Student Mental Health Task Force Update**

The March 21, 2023 meeting focused on the recommendations made by the Student Mental Health Task Force. Drs. Helen Chen (Senior Vice Provost for Instructional Programs), Doneka Scott, and Lisa Zapata, (Vice Chancellor and Associate Vice Chancellor of DASA, respectively) presented on the task force's process, recommendations, and path forward. Faculty, both the senators and general faculty in attendance, were very interested in the work of the task force and asked a lot of questions of the presenters. Given the ongoing work of the task force, this topic will be revisited during the 2023-2024 Faculty Senate session.

### **Online Teaching and Athletics Update**

The main presentation for the April 4, 2023 Faculty Senate meeting was about teaching online, particularly when the number of students enrolled in an online section is large. This discussion was in response to a faculty member's concern that online section sizes had increased during the pandemic, resulting in increased faculty workload without an increase in compensation. In addition to discussing class sizes, a panel of faculty experts also discussed the challenges of teaching large classes online and ways that they had found successful in addressing such challenges.

This meeting also has the annual athletics update. Dr. Joel Pawlak, Chair of the Council on Athletics, presented on the Council on Athletics and the student-athlete experience. Katie Graham, Assistant Dean and Associate Athletic Director for Academics, presented on the academic achievements and post-graduation success of our student athletes.

## Updates and Elections

The final meeting of the academic year was held on April 18, 2023. It was dedicated to commit updates and elections. Every faculty senator serves on a standing committee of the senate (Academic Policy; Governance, Communications, and Recruitment; Personnel Policy; Resources and Environment) and also on a university standing committee (such as Courses and Curricula, University Housing, Evaluation of Teaching). Co-chairs of the Faculty Senate standing committee were given a few minutes to update the entire senate on the business their committee had discussed during the year. Likewise, Faculty Senate liaisons reported on the meetings and business of the university standing committees.

The meeting ended with instructions for electronic voting in elections for general faculty representation to the Council on Athletics, the Faculty Senate Associate Chair for the 2023-2025 term, and members of the Faculty Senate Executive Committee for the 2023-2024 academic year. Each of these elections follows a different process, which I hope to streamline in the future.

As always, I thank you for the opportunity to present this report to the Board of Trustees. I look forward to providing my next report, which will cover the beginning of the 2023-2024 academic year.

Respectfully submitted,



Dr. Herle McGowan

Chair of the NC State University Faculty, 2022-2025

Teaching Professor, Department of Statistics, College of Sciences

To: Honorable Trustees and Distinguished Members

From: Alan Porch

Staff Senate Chair

Date: September 8, 2023

Re: Board of Trustees Report

On behalf of our fantastic Staff Senate Community- thank you for this opportunity to present to you today. Our Staff Senate enters its 28th year of being the advisory voice of our staff to the Chancellor and we are extremely appreciative of the continued support that we receive by his office, our campus leadership and this body.

The Staff Senate exists as the advisory body and “voice” of our constituents. We make recommendations regarding the interest or concerns that affect our staff members; we review policy, assist in communicating issues and promote and facilitate staff participation in the university community. The Staff Senate encompasses the entire community. While we are representative of staff, staff is just one part of our community here at NC State-that community includes staff, students and faculty-it’s one NC State Community. As we continue into our 28th year as an advisory body, we come to it with this thought and mentality: ***Be the community we want to be, Build the community we want to see for a better NC State.*** We can do that when we work together, Staff, Students and Faculty.

Staff Senate continues to use the positivity and great passion that Past Chair Phipps instilled in our Senators and our staff as we work to build a better NC State community together.

Building a community that includes all of NC State, includes support of our Staff, and some of our key initiatives and activities since April included:

- Welcoming UNC Staff Assembly Chair Crystal Woods to speak to our Staff Senate here. Chair Woods shared with us the role our Staff Senate, Senators, and our Staff Assembly delegates play in representing NC State’s staff interest to the University System Office. Chair Woods reminded us that there is always a bigger picture and that we are each tiny pieces, and when we bring our tiny pieces to make this bigger picture fit, it matters, and it matters to everyone, not just the people in the room. Even if we can’t always see it, what we do matters.
- The Staff Senate Community Service and Engagement committee organized and hosted an “Employee Mental Health Week” May 8 through the 12th. The week took some cues from the activities sponsored by University Human Resources and were able to feature added daily activities that included “Meditation Motivations”- short meditations that can be done at your desk; a “Wolfpack Stroll” where we took employees by bus to the JC Raulston Arboretum for a walk through nature; a wildly successful “Hug a pup” with a service pup on Lee Field; a “Heal the Pack: Mental Health Discussion”-an open panel discussion about mental health that was presented in a hybrid format; and a successful Pack Gives Back blood drive to round out the week- with all the blood donated staying in the NC State and Raleigh communities. The blood drive also included an opportunity to donate to the “Feed the Pack” Food Pantry.

- Our Diversity and Inclusion committee engaged people across the university with a workshop on inclusive language and how to have difficult conversations, helping employees develop skills communicating through differences.
- In June, we held our elections for officers and committee chairs. Our officers and committee chairs are an outstanding group of leaders, and we will continue to have much more to share in the coming months.
- The Staff Senate Diversity and Inclusion committee served as one of the sponsors and organizers of NC State's second annual Juneteenth celebration. There was an outstanding turn-out across our NC State community-staff, faculty and students, as members of our extended community came out to enjoy amazing presentations, performances, and fantastic food!
- Our Staff Senate community came together for our annual retreat on July 18 at the beautiful Plant Sciences Building. We welcomed all of our new senators and returning senators to a day of community building and gave them the tools to build community. We welcomed several special guests including Chair of the Faculty, Dr. Herle McGowan. Chancellor Woodson shared comments and answered so many questions to help our senators better understand and communicate information to our constituents; and our Associate Vice Chancellor for Human Resources Tim Danielson answered even more questions and helped explain how we work together. We had an amazing time working with Assistant Director of Learning & Organization Development Stephanie Davis and Alexa DeFalco as they facilitated “community building” activities which enhanced our understanding and commitment to building an amazing NC State community.
- We rounded out the fiscal year facilitating 98 emergency loans through our Employee Emergency Loan Program

As we look ahead for this academic and fiscal year, we hope to continue to build a strong community between our staff, faculty and students. The Staff Senate will continue many of past initiatives while we look to new opportunities to build and strengthen our community.

- So far in the new fiscal year, we have seven requests for emergency loans.
- Our Community Service and engagement committee kicked off its second annual Backpack Drive, helping get our NC State employee’s kids ready for school with backpacks and school supplies and distributed Backpacks and school supplies to our NC State on-campus community. We will continue our Toys for Tots, FeedThePack Food drives and our Warm Clothing drives-we’re hoping to partner with PackEssentials on distribution this year!
- Our Computer Loan Program is quickly positioning itself to better assist our staff than ever before. Thanks to support and recognition from leadership, and our campus partners, we are replacing laptops that no longer meet university requirements, collecting more donated computers, and will soon be able to fill requests for computers on demand. In the last seven years I can say personally, we have never been able to do that before. We have nearly 130 participants and we hope to grow that number. Thanks to the talented and very well connected senators that support this program, we have support from Plant Sciences Initiative, the NC Food Innovation Lab, and Plants for Human Health Science Institute to help us secure solid state hard drives and RAM for our stock computers that will extend function and ultimately help our staff learn and develop more efficiently.

- Our Employee Experience and Relations committee will be working on creating a collective list of lactation rooms, and how they are accessed to provide easier access to our working mothers.
- We will be continuing our work to support the hire of the Digital Navigator position to promote “Digital Access and Inclusion” for all NC State staff.
- The Resources and Environment Committee will continue our partnership with the NC State Sustainability Office as well as continue our support to eliminate single use plastics from campus
- Our Diversity and Inclusion committee will continue to support and sponsor our next Juneteenth celebration later this year.
- We will continue to visit NC State Cooperative Extension sites so all of our staff know they have a voice.

Those are just a few of the things that are important to our staff and I hope to share more activities and successes with you all throughout the year!

We intend to make sure all our staff across North Carolina and here on campus know that they have a “voice” with the Staff Senate. Our continued relationships with both Faculty Senate and Student Government will truly help us be the community we want to be and build the community we want to see for a better NC State.

Respectfully submitted,

Lewis Alan Porch, II (Alan Porch)

Staff Senate Chair \*2023/2024

- The **Small Business and Technology Development Center (SBTDC)** continued to support small- and mid-sized businesses across the state. A few ways the SBTDC provided services for the people of North Carolina are outlined below.
  - This year, the SBTDC served 5,783 clients, offered 45,006 hours of counseling, helped start 325 businesses, created and retained 4,714 jobs, and provided 25,690 hours of student engagement.
  - The SBTDC partnered with the NC Bankers Association, NC Rural Center and NC Chamber of Commerce to create a website ([www.capitalopportunitiesnc.org](http://www.capitalopportunitiesnc.org)) designed to help increase access to business financing in underserved markets. The site's content was created by the SBTDC with the lender search function maintained by the NC Bankers Association.
- NC State's work to further **develop our campus** as one of the premier university research and education campuses in the country continued this year. Examples include:
  - The university achieved significant milestones this year that will further progress the development of the **Innovation District**. The Endowment Fund, which owns the land that the Innovation District will occupy, has entered into a 15 year development option agreement with Lincoln Harris / Goldman Sachs. The Endowment Fund has approved Lincoln Harris' proposed plans for two projects as part of the Innovation District development so far: plans to make necessary updates to infrastructure, and plans for a science and technology-focused building.
  - Work continues on the **Integrative Sciences Building**, a \$180 million project that will support the Integrative Sciences Initiative's work to transform teaching, research and discovery in chemistry and other STEM fields at NC State. This new facility will provide our community with the latest technology to help solve major societal challenges and train a new generation of interdisciplinary scientists ready for every future opportunity. The building will also revitalize the Brickyard, one of the most important centers of activity on our North Campus.
- The **Center for Family and Community Engagement (CFACE)** continues its work in the community, supporting children and families through training and consulting. The North Carolina Department of Social Services (NCDSS) expanded its contract with CFACE to include a new component on domestic violence prevention, including development of an NCDSS supervisor tool, webinar development and evaluation of the Safe and Together Model. This is a direct result of the NCDSS's very positive response to CFACE Training programming and delivery for the course, "Building Cultural Safety." The center also completed the delivery of an Addictions Certificate Program for Paraprofessionals, and its training efforts have expanded to Cherokee County where Native American family partners may be recruited.
- The Association of Public and Land-grant Universities (APLU) awarded NC State the **2022 Innovation and Economic Prosperity Award in the Place Category**, which recognizes exemplary initiatives resulting in social, cultural or community development via public service, outreach and community engagement. NC State's application included case studies focused on partnerships between the Coastal Dynamics Design Lab and three municipalities that have

partnered to rebuild with greater resiliency and economic vibrancy following devastating floods and hurricanes.

**Goal 4: Champion a culture of equity, diversity, inclusion, belonging and well-being in all we do.**

NC State's strength comes from all of its amazing people and their diversity of thought and experience. We believe that institutionalized inequality, including racism, is unacceptable in our nation and state, and on campus. We commit to creating sustainable systemic change across the university that improves our campus culture and empowers NC State to be a truly inclusive, welcoming and supportive environment for all. Therefore, as an institution, we must ensure an equitable, accessible and welcoming environment so all members of the Wolfpack community — especially those in underserved populations — feel respected, valued and a sense of belonging in every corner of campus. We work to ensure diverse perspectives are embraced at all levels, in all processes and decisions. We work to promote the health and well-being of our campus community. We seek to invest our minds and hearts at the individual level, and our capacity and resources at the institutional level, to bring about and sustain needed change in a way that champions equity, diversity, inclusion, belonging and well-being at NC State.

- As mental health concerns continue to increase among elementary and college students across the country, NC State remains committed to supporting the wellbeing of our students, faculty and staff. Examples of how NC State has helped promote resources and programs to support the mental health and well-being of our community this year are outlined below.
  - The **Student Mental Health Task Force** was formed to thoroughly review NC State's mental health services, resources and policies and to identify best practices in higher education. The task force published its report and recommendations in February 2023, and implementation teams were established to review the recommendations and their feasibility. Several recommendations have already been put into action, and additional efforts are planned for the coming year.
  - **Counselors are now embedded in every college**, with all positions reporting to the Counseling Center. The College of Engineering has two embedded counselors housed on Centennial Campus; the College of Agriculture and Life Sciences and College of Sciences share a counselor with office space in Patterson Hall; the Wilson College of Textiles and Graduate School share a counselor housed on Centennial Campus; the College of Natural Resources and the College of Education share a counselor; and the College of Humanities and Social Sciences and Poole College of Management have individual counselors.
  - In 2022-23, the university added two **wellness days** to the university calendar: November 3, 2022, and February 16, 2023. The university's official three-year calendar has been updated to include one wellness day in each fall and spring term for the next three academic years.
  - A total of 32,206 unique members from the NC State community used **Wellness and Recreation** programs this year, an 8% increase compared to last year. More than 26,000 students and over 3,000 faculty and staff used these services.



- The **University Police Department (UPD)** worked with Student Government and Emergency Management and Mission Continuity (EMMC) to host quarterly meetings to ensure partnership programming addressed current student concerns and conducted a joint campus security night walk to identify after-dark security concerns. UPD conducted nearly 1,000 safety programs and community engagement events last year.
- NC State continues to promote a campus environment that supports all students, faculty and staff, and prepares them for success. Examples of initiatives dedicated to cultivating equity, diversity, inclusion and belonging include the following:
  - As a charter member of the American Association for the Advancement of Science **STEMM Equity Achievement (SEA) Change** initiative, we have assembled a self-assessment team that worked to evaluate NC State's policies, practices and programs through an equity lens and prepare our application materials. We anticipate submitting our application in fall 2023.
  - NC State held its second **Equity Research Symposium** in March 2023. The symposium was sponsored by the deans of all 10 colleges, as well as The Graduate School and the Division of Academic and Student Affairs, in collaboration with the University's Office for Institutional Equity and Diversity, the Office of Research and Innovation, the Office of University Interdisciplinary Programs, and the University Libraries.
  - The Office for Faculty Excellence and the Office for Institutional Equity and Diversity (OIED) partnered to create the **faculty affinity group program** and hosted three events this year: one for Black faculty, one for Hispanic/Latinx faculty, and one for Asian/Pacific Islander faculty.
  - Facilities increased **Historically Underutilized Business (HUB)** contractors to 23.45% this year, exceeding the goal of 10% participation. Last year's HUB spend exceeded \$11.5 million. Eleven of the 31 designers selected for the open-ended service agreement designer selections are small businesses, disadvantaged businesses or woman-owned businesses.
  - University Communications and Marketing and OIED developed, launched and updated **NC State's Inclusive Language Guide** as a valuable resource for more than 200 communicators on campus.
  - **Women and Minority Engineering Programs (WMEP)** at NC State continue to be known as a national leader in recruitment, retention, graduation and job placement of outstanding engineers and computer scientists. This year, the programs hosted three VIP recruitment receptions: one for students attending the North Carolina School of Science and Mathematics (NCSSM), one for women, and one for Black males.

**Goal 5: Improve university effectiveness through transformative technologies, cutting-edge processes and actionable data.**

NC State strives to exceed best practices through customer service, employee engagement and resource management using collaborative processes that leverage data and technology. We pursue emerging technologies that connect and empower our campus community. We are agile and flexible in

adapting to change and the evolving needs of our students, faculty and staff. NC State commits to utilizing actionable intelligence to engage in more strategically focused planning and decision-making activities that benefit our students, staff, faculty, partners and the broader community. We will attain greater efficiency and effectiveness to ensure the resiliency of our institution.

- NC State has worked throughout the year to employ best-in-class processes and new initiatives to improve employee performance. Select examples include:
  - Campus Enterprises created a new **Professional Advancement in CE (PACE)** program to increase employee awareness of advancement opportunities and participation in skills training. Documenting advancement paths and sequence, identifying skills competencies, and encouraging on-the-job learning, supervisor mentoring and calibrated professional development are key aspects of this new employee engagement and retention effort.
  - University Human Resources (UHR) launched several new initiatives this year, including the **Wolfpack Performance Program**, an electronic performance management system to replace the paper-based process; **Employee Value Proposition** to build workplace culture and to articulate career building blocks; **KPI dashboards** to track recruitment and retention statistics, including time to hire and turnover; and a **redesigned UHR website** to promote NC State as a premier employer to potential applicants, to better market HR services internally, and to integrate **HRNow** (a new customer service e-tool that provides a virtual agent and online knowledge base to assist employees in obtaining timely, accurate and single-sourced answers to common HR questions).
- The Office of General Counsel continues to manage and update the **Policies, Regulations and Rules (“PRR”s)** website, as well as conduct a comprehensive review of all PRRs. PRRs are the internal “laws” of the university, and reflect regulatory and institutional requirements, clarify responsibilities, and set expectations for conducting University operations. During the review and revision process, 123 PRRs were reviewed in 2022-23, an increase of more than 700% over last year. Review of existing PRRs will continue in 2023-24, and changes to the PRR process will likely be considered.
- NC State completed several significant campus-wide planning processes this year that will guide the university’s future growth, ensuring effectiveness and efficiency in our operations. A brief summary of select processes are included below.
  - The **FY 22-24 implementation plan for Wolfpack 2030: Powering the Extraordinary** was released in February 2023. Metrics were also finalized with 144 strategic initiatives identified. Institutional Strategy and Analysis completed and released and a web-based metrics dashboard in February 2023.
  - We completed the 10-year **Physical Master Plan: Framing the Future** to align physical resource planning with the university’s new strategic plan. The new physical master plan encompassed six development principles, an inclusive campus development process, updated design guidelines, and a catalog of development opportunities across all campus precincts.

- **Undergraduate Admissions** held nearly 800 in-person visits to high schools and community colleges in North Carolina.
- The **College Advising Corps** continues its service to students from economically disadvantaged communities and communities of color. The program served nearly 4,000 high school juniors and seniors and across 16 high schools in 11 counties. In addition to one-on-one advising appointments with the students, CAC advisers also met with parents and guardians and assisted students with submitting applications for colleges and FAFSA.
- NC State is dedicated to helping the state address critical workforce needs through training, education, research and facilities. Examples of university initiatives are described below.
  - Units across NC State collaborated with the NCWorks Commission and the NC Association of Workforce Development Boards to earn a \$500,000 grant from the U.S. Economic Development Administration to help launch the **NC Workforce Development Leadership Initiative** in fall 2022. The NC Workforce Development Leadership Initiative is an intensive, six-month professional training program. The curriculum consists of four instructional courses, each of which include 12 contact hours in the classroom. This year, the program graduated 30 professional, credentialed workforce developers. Under the guidance of NC State, these cohorts are currently engaged in six-month follow-up regional projects on workforce development, and public policy challenges and opportunities. The initiative also received full accreditation by the National Association of Workforce Boards and is being studied as a model to replicate nationally.
  - With philanthropic, university and college support, the Wilson College of Textiles is building a university-wide entrepreneurship space, called the **Wilson College Flex Factory**, that will be open to all university community members and entrepreneurs interested in product and business development using textiles.
  - The **College of Education** continues to excel in preparing educators for their careers. The college welcomed 44 new North Carolina Teaching Fellows this year, bringing the total number of Teaching Fellows we are preparing to 144. That represents 58% of all Teaching Fellows in the state.
  - The **Office for Information Technology** partnered with the North Carolina Higher Ed Digital Accessibility Collaborative to sponsor the “Join the Journey: 2023 Digital Accessibility Conference,” a professional development opportunity open to anyone in higher education in North Carolina.
- NC State is proud to be one of the state’s major economic drivers. We work across North Carolina to attract new businesses and industries to the state, partnering closely with the N.C. Department of Commerce, the Economic Development Partnership of North Carolina, and local and regional economic development organizations. Select projects from this year are included under Goal 6, but should also be recognized here as one of the ways our work benefits the state.