

NC STATE UNIVERSITY

NC State University Board of Trustees Meeting

February 7, 2025

Dorothy and Roy Park Alumni Center

2450 Alumni Drive

Raleigh, NC, 27606

Ed Weisiger, Jr., Chair

Members: Marie Arcuri, Derick Close, Erik Dixon, Jim Harrell, David Herring, Jim Holmes, Tim Humphrey, Ghazale Johnston, Wendell Murphy, Ven Poole, David Powers, Perry Safran, Ed Stack, Allison Markert

NC STATE UNIVERSITY

Meeting Book - February 2025 NC State University Board of Trustees Meeting

Meeting Agenda

10:00 a.m.

1. Call to Order, Public Meeting Notice and Reading of Ethics Statement
Ed Stack, Acting Chair

A. Ethics Statement

2. Roll Call
Maggie Thompson, Assistant Secretary

3. Executive Summary - Open Session

A. Executive Summary - Open Session

4. Approval of Minutes
Ed Stack, Acting Chair

Action Item for Full Board

A. November 2024 Open Session Minutes

B. November 2024 Closed Session Minutes

5. Chair's Report
Ed Stack, Acting Chair

6. Chancellor's Report
Randy Woodson, Chancellor

7. Buildings and Property Committee Report
Tim Humphrey, Committee Chair

A. Property Matters

Action Item for Full Board

a. Hillsborough Street Land Exchange. Exchange of certain land owned by the Endowment Fund and the State of North Carolina on Hillsborough Street.

8. University Advancement and External Affairs Committee Report
Derick Close, Committee Chair

A. Naming Opportunities Proposals

Action Item for Full Board

a. Summary Naming Opportunities Proposals
February 2025 BOT

b. Chancellor Woodson Summary Memo Naming

Opportunities Proposals

c. Vice Chancellor Sischo Summary Memo
Naming Opportunities Proposals

9. University Affairs Committee Report

Tim Humphrey, Acting Chair

A. Repeal of Policy 05.25.03 Review and Appeal
Processes for EHRA Non-Faculty Employees

Action Item for
Full Board

a. POL 05-25-03 Repeal Request

B. Credit Hour Exception Request: Request to
Increase Degree Credit Hours Above 120

Action Item for
Full Board

a. Environmental Engineering

10. Audit, Risk Management and Finance Committee
Report

Ghazale Johnston, Committee Chair

11. Faculty Senate Report

Herle McGowan, Chair of the Faculty

A. Faculty Senate Report

12. Staff Senate Report

Charles Hall, Staff Senate Chair

A. Staff Senate Report

13. Items of Interest to the Board

14. Executive Summary - Closed Session

15. Closed Session

16. Reconvene in Open Session

17. Adjourn



NORTH CAROLINA STATE ETHICS COMMISSION

SAMPLE¹ **ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER**

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

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 participation² in the particular matter involved.

Rev. 1-16-07

¹ N.C.G.S. §138A-15 (e): "At the beginning of any meeting of a board, the chair shall remind all members of their duty to avoid conflicts of interest and appearances of conflict under [Chapter 138A]." There is no set language required by the Act. Specific language can and should be tailored to fit the needs of each covered board as necessary.

² "A public servant shall take appropriate steps, under the particular circumstances and considering the type of proceeding involved, to remove himself or herself to the extent necessary, to protect the public interest and comply with this Chapter, from any proceeding in which the public servant's impartiality might reasonably be questioned due to the public servant's familial, personal, or financial relationship with a participant in the proceeding." See N.C.G.S. §138A-36 (c). If necessary, the Chairman or individual member involved should consult with his ethics liaison, legal counsel, or the State Ethics Commission to help determine the appropriate response in a given situation.



Open Session Executive Summary for
the Full Board of Trustees
February 7, 2025

	Page
Agenda Item: Open and Closed Session Minutes of the November 22, 2024 meetings of the NC State University Board of Trustees	8
Presenter: <i>Ed Stack, Acting Chair</i>	
Summary: The open session meeting minutes and the closed session minutes from the November 22, 2024 meetings are presented for approval.	
Action: Full Board approval	
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Agenda Item: Property Matters	20
Presenter: <i>Tim Humphrey, Committee Chair</i>	
Summary: Hillsborough Street Land Exchange. Exchange of certain land owned by the Endowment Fund and the State of North Carolina on Hillsborough Street.	
Action: Full Board approval	
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Agenda Item: Naming Opportunities Proposals	33
Presenter: <i>Derick Close, Committee Chair</i>	
Summary: Chancellor Woodson has endorsed and favorably recommends to the Committee and Full Board four naming opportunities proposals: two for the College of Engineering, one for College of Natural Resources, and one for NC State Athletics and the Wolfpack Club.	
Action: Full Board approval	
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Agenda Item: Repeal of Policy 05.25.03 Review and Appeal Processes for EHRA Non-Faculty Employees	38
Presenter: <i>Tim Humphrey, Acting Chair</i>	
Summary: Request to repeal POL 05.25.03 upon its incorporation into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which was revised and renamed; approved by 11/26/24 Cabinet; and is included as support documentation. The revised regulation will become effective upon this policy repeal.	
Action: Full Board approval	
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Agenda Item: Credit Hour Exception Request: Request to Increase Degree Credit Hours Above 120	56
Presenter: <i>Tim Humphrey, Acting Chair</i>	
Summary: The current approved total credit hour level of the B.S. Environmental Engineering (14ENEBS) program at NC State University is 127 hours. Hence, this waiver application is to increase the total credit hour level by only 1	

credit-hour to 128 hours in accordance with program accreditation standards.

Action: Full Board approval

DRAFT
OPEN SESSION MINUTES
Board of Trustees
North Carolina State University
Raleigh, North Carolina
November 22, 2024

The North Carolina State University Board of Trustees met in regular session on Friday, November 22, 2024. Trustees attended the meeting in the Hood Board Room, located in the Park Alumni Center.

Members present: Edward I. Weisiger, Jr., Chair
Marie F. Arcuri
Derick S. Close
Erik L. Dixon
James A. Harrell
David D. Herring
Timothy Humphrey
Ghazale Johnston
Wendell H. Murphy
Ven Poole, III
David M. Powers
Perry Safran
Edwin J. Stack, III
Allison Markert, ex officio

Members absent: James L. Holmes

Chair Weisiger called the meeting to order at 10:00 a.m. and a quorum was present. Chair Weisiger thanked everyone for attending the meeting. 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. Chair Weisiger asked if any members of the media were present and the following introduced themselves: Jayden Jefferson and Kate Denning with *Technician*. Chair Weisiger also 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.

MINUTES

Chair Weisiger asked for a motion to approve the open and closed session minutes of the September 6, 2024 meeting of the full Board. Trustee Powers made the motion and Trustee Dixon seconded. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE
		Weisiger	AYE

The motion passed.

CONSENT AGENDA

Chair Weisiger reviewed the seven policy items on the consent agenda. Six items were proposed by the University Affairs Committee included: POL 05.20.01 - Appointment, Reappointment, Promotion and

Permanent Tenure Policy; POL 05.25.01 - Faculty Grievance and Review Policy; POL 05.50.01 - Post Tenure Review Policy; POL 05.15.01 - Employees Exempt from State Human Resources Act Policy; POL 02.10.01 - Admissions Policy; and POL 02.90.01 - Academic Program Assessment Policy. One item was proposed by Audit, Risk Management and Finance: POL 01.05.06 - BOT Delegations of Authority and Committee Responsibilities. Chair Weisiger explained that these revisions and new policies were put in place to ensure compliance with recent changes at the Board of Governors and UNC System Office levels. Though the policies were not explained in-depth, Chair Weisiger provided a brief description of POL 01.05.06 specifically because of its pertinence to the operation of the Board. The revisions to POL 01.05.06 included changes to reflect the Audit Risk Management and Finance Committee's authority to review and approve the internal audit charter, the appointment of the chief audit executive and appropriate internal audit scope and budget.

Chair Weisiger then asked for a motion to approve the policy items under the consent agenda. Trustee Johnston made the motion and Trustee Poole seconded. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE
		Weisiger	AYE

The motion passed.

CHANCELLOR SEARCH COMMITTEE UPDATE – COMMITTEE CHAIR ED STACK

Committee Chair Stack gave a brief report regarding the ongoing efforts of the Chancellor Search Committee. Up to this point, Committee Chair Stack reported, a large amount of time has been spent listening and gathering information. The Search Committee has held nine listening sessions for a variety of groups—graduate and undergraduate students, staff, faculty, and alumni. Additionally, a survey was sent to the greater NC State community and received a record 6,322 responses—nearly double the number of responses typically received. Committee Chair Stack remarked that this exemplifies the community's engagement with and investment in the individual chosen to fill this position. Using the feedback and responses obtained, the Committee has drafted a Leadership Profile that, once approved, will be posted to signal the position is open for applications. Committee Chair Stack expressed expectations that December and January will be low-activity months for the Committee as nominations accumulate and recruiting efforts are made by the Search Firm. February will be spent synthesizing applications and the Committee hopes to announce a new Chancellor by spring.

This concluded Committee Chair Stack's report.

CHAIR'S REPORT – CHAIR ED WEISIGER, JR.

Chair Weisiger began his report by underscoring the Committee's diligence and responsibility to keep the public informed of updates while retaining confidentiality of candidates and specifics of the search. Additionally, he welcomed the Trustees to utilize their networks to nominate qualified parties, as internal controls had been established to manage conflicts of interest. He also noted that any nominations they wish to make can be directed to Trustee Stack.

Additionally, Chair Weisiger included a reminder for Trustees to complete the required annual Cyber Security training and any other cyclical trainings set forth by the university to maintain a standard of ethics and compliance.

Chair Weisiger expressed gratitude to the members of the Board for their engagement, both at NC State and in the greater community. He noted the significance of their participation in meetings and strategic

discussions, as well as the importance of remaining engaged for the remainder of the academic year, particularly in light of the upcoming leadership transition. Chair Weisiger extended his gratitude to all of the faculty and administrative staff who impact the university's operation and NC State's achievement of a high standard of excellence.

This concluded Chair Weisiger's report.

CHANCELLOR'S REPORT – RANDY WOODSON

Chancellor Woodson began his report by thanking the Board for their work and then provided updates to the Board of Trustees.

Chancellor Woodson shared a Fall admissions update, outlining the upcoming deadlines for new undergraduate students and prospective transfer students applying for the 2025-2026 academic year. Students who applied by the November 1, 2024 early action deadline will receive a decision before January 30, 2025. The regular application deadline falls on January 15 and decisions will be delivered by March 30. For transfer students, the application deadline is February 15 and decisions will be made on a rolling basis through April 15. NC State has received nearly 39,000 applications to date for fall first year students, a 15% increase from last year. About 36,300 of those were submitted before the early action deadline, 12.45% more than last year's total. Transfer applications have increased as well: 9% for fall and 13% for spring. All admitted students must accept or decline their offer by May 1. The Chancellor asserted that demand for NC State has never been stronger.

Chancellor Woodson then shared updates regarding the December 14, 2024 Commencement ceremony. The event will be held at the Lenovo Center with NC State alumna Rashida Hodge slated to speak. Hodge, currently serving on the university's Board of Visitors, is the Corporate Vice President of Azure Data and AI Customer Success at Microsoft and earned both her bachelor's and master's degrees in Industrial Engineering from NC State. Additionally, Elyza Tran was announced as the student speaker. Tran is a Charlotte, NC native and is completing her undergraduate degree in Business Administration and a minor in English.

Another highlight that Chancellor Woodson shared was in regard to alumna and NASA astronaut Christina Koch. She has spent 328 days in space, more time than any woman in history, and will return to space in 2025 to orbit the moon on the Artemis II mission. Just last week, Koch was named as a recipient of the highest civilian honor awarded by the state of North Carolina: the North Carolina Award. The award is given to up to 6 individuals annually who have made significant contributions to North Carolina and the nation in the fields of fine art, literature, public service and science, Koch's field of contribution.

Chancellor Woodson also spoke on the continued progress of the Research Administration and Support Services Initiative, aimed to expand and restructure current research services to better support NC State's community. He first thanked Alyson Wilson and all those who have supported the Initiative for their time and efforts. Chancellor Woodson openly acknowledged the existence of shortcomings and inefficiencies within the university's research infrastructure before explaining this Initiative as the university's attempt to target and address those issues. Three task forces were developed to better understand challenges faced by current research administration and support systems, and nine pilot projects were selected for implementation based on the task forces' findings. Feedback will be regularly sourced and an executive committee composed of top university leaders will oversee the implementation of these efforts and their long-term performance.

In closing, Chancellor Woodson thanked the Trustees for their continued dedication, investment, and engagement with NC State.

That concluded the report from Chancellor Woodson.

COMMITTEE REPORTS

BUILDINGS AND PROPERTY COMMITTEE –COMMITTEE CHAIR TIMOTHY HUMPHREY

The Buildings and Property Committee met on Thursday, November 25, 2024 and a quorum was present. The Committee reviewed and approved the September 5, 2024 and October 31, 2024 open session meeting minutes.

The Committee reviewed and approved two property matters for Full Board approval:

- Acquisition by Lease. Space to Accommodate Displaced Poe Hall Occupants.
- Acquisition by Purchase. Acquisition of property in Raleigh, NC for a bus maintenance and operations facility for NC State Transportation.

Committee Chair Humphrey asked for approval of these two property matters and a second was not required. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE
		Weisiger	AYE

The motion passed.

The Committee also reviewed and approved several items, including: 10 designer selections of \$2 million or less and 10 plans and specifications of formal projects since the September 5, 2024 meeting; one construction manager at-risk selection for the project 111 Lampe Drive Renovation; 29 completed buildings and projects accepted at the combined value of \$6,461,178; four non-appropriated capital improvement projects that are less than \$750,000; and edits to the campus design review panel guidelines.

The Committee also heard informational reports regarding Capital Projects, Status of Projects in Planning, Campus Development Process, Nuclear Test Reactor Feasibility Study and the Innovation District.

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

UNIVERSITY ADVANCEMENT AND EXTERNAL AFFAIRS COMMITTEE – COMMITTEE CHAIR DERICK CLOSE

The Advancement and External Affairs Committee met on Thursday, November 21, 2024 with a quorum present. The Committee then approved minutes from the September 5, 2024 meeting and five naming opportunities proposals: one for the College of Veterinary Medicine, two for NC State Athletics and Wolfpack Club, one for NC State University Libraries, and one for the Wilson College of Textiles.

Committee Chair Close made a motion for approval of the five naming requests and a second was not required. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE
		Weisiger	AYE

The motion passed.

The Committee heard an update from Vice Chancellor of University Advancement Brian Sischo on Red and White Week, including an overview of the Chancellor's Fall Address and Red and White Night. Vice Chancellor Sischo noted that NC State's volunteer board member's philanthropic contributions collectively comprised 33.4% of all individual donations to the university in the past three fiscal years. He concluded by highlighting over \$125 million has been raised through the Celebrating Transformation fundraising campaign.

The Committee then received an update from Vice Chancellor of External Affairs, Partnerships and Economic Development Julie Smith, which included a high level overview of the 2024 General Election results. She also made note of the ongoing work of the North Carolina General Assembly for the remainder of the year and previewed the upcoming 2025 legislative long session, including the university's operating budget requests.

The Committee heard an update from Jim Broschart, Associate Vice Chancellor of University Development, regarding a plan to increase individual donations to achieve a potential \$3-3.5 billion campaign target. Key focuses of the plan include elevating major gift thresholds, setting higher expectations for donor contributions, and implementing University Advancement-college cost-sharing. This places strategic emphasis on securing major gifts at the \$100,000 level and developing leadership giving programs, encouraging close collaboration with colleges and expanding professional development initiatives to enhance fundraising capacity across the university.

The Committee met in closed session and approved eight donor naming requests: two for the College of Agriculture and Life Sciences, one for the College of Engineering, one for the College of Natural Resources, three for the Office of the Executive Vice Chancellor and Provost, and one for the Wilson College of Textiles, which were presented to the full board in closed session later in the meeting.

That concluded Committee Chair Close's report from the University Advancement and External Affairs Committee.

UNIVERSITY AFFAIRS COMMITTEE – CHAIR DAVID POWERS

The University Affairs Committee met on November 21, 2024 with a quorum present. Under the consent agenda, the Committee approved the September 5, 2024 meeting minutes and six policy items, which were then approved by the Full Board under a consent agenda.

The Committee also recommended approval of the authorization to establish the Master of Science in Global One Health. The Master of Science in Global One Health will be a 36-credit hour program delivered on-campus and offered by the Global One Health Academy. One Health is a guiding framework that recognizes the interconnectedness of the health of humans, animals, and the environment and works to improve health across these systems holistically. Graduates of the proposed degree will be equipped with the skills to translate One Health research into real-world action for societal benefit, thereby producing the next generation of interdisciplinary global health leaders and scholars.

Committee Chair Powers asked for approval of the authorization to establish the Master of Science in Global One Health and a second was not required. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE

Weisiger AYE

The motion passed.

The Committee also heard an overview of the process undertaken and recommendations presented by the Tuition Review Advisory Committee and the Fee Review Committee for the 2025 - 2026 academic year. Committee Chair Powers noted that relevant materials were listed in the meeting materials and that Chancellor Woodson voiced his support for several recommendations made by the Tuition Review Advisory Committee, including a 0% increase for Undergraduate Residents (per UNC System Office Instructions), a 3% increase for Undergraduate and Graduate Nonresidents, and a 4% increase for Graduate Residents. The additional tuition revenue would be used to provide funding to the Graduate Student Support Plan; to improve the quality and accessibility of the NC State educational experience; and to provide funding for faculty promotional increases. The Chancellor also spoke in support of the premium tuition increase recommendations of \$1,400 per year effective Fall 2025 for the Master of Computer Science and the Master of Science in Computer Science.

Next, Chair Powers cited the Chancellor's support for recommendations he received from the Fee Review Committee, again in compliance with the UNC-System Office requirements. These recommendations, which result in a total increase of \$42.00 a year, include increases of \$7.00 per year for Student Center Operations fees, \$10.00 per year for Student Center Repairs & Renovation fees, and \$25.00 per year for Student Health Services fees.

Finally, Chancellor Woodson shared with the Committee his support for the proposed increases to the 2025-2026 University Housing and Dining student rates. The housing and dining programs are self-supporting and need the increases to manage increased operating costs due to labor market and inflationary pressures, and capital investment needs. Specific to university dining rates, the proposed increase on a weighted average basis is 4.81%. Regarding university housing rates, the proposed increase on a weighted average basis is 4.24%.

Committee Chair Powers asked for approval of the recommended adjustments in three separate votes, beginning with approval of the 2025-2026 campus initiated tuition increase requests and premium tuition increases. A second was not required. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE
		Weisiger	AYE

The motion passed.

Committee Chair Powers then asked for approval of the 2025-2026 student fee recommendations and a second was not required. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE

Weisiger AYE

The motion passed.

Finally, Committee Chair Powers asked for approval of the 2025-2026 University Housing and Dining Rate Requests and a second was not required. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE
		Weisiger	AYE

The motion passed.

The Committee received several reports. First, Chancellor Woodson provided a Commencement update, sharing details for the Fall 2024 ceremony. This included the scheduled time and location of Saturday, December 14, at 9 a.m. in the Lenovo Center and the announcement of keynote speaker Rashida Hodge and student speaker Elyza Tran.

In his report to the Committee, Provost Warwick Arden made note of the continued success in faculty retention. He also noted five-year leadership and program reviews will occur this academic year for the Office of Assessment and Accreditation and the College of Natural Resources.

The Committee received updates from Faculty and Staff Senates regarding the activities and ongoing efforts of the 2024 Academic Year thus far and upcoming leadership transitions.

In Closed Session, the committee discussed an exception to the Emeritus/Emerita Status Policy. This item will be considered by the Full Board in closed session at the conclusion of the open session meeting.

That concluded Committee Chair Powers' report from the University Affairs Committee.

AUDIT, RISK MANAGEMENT AND FINANCE COMMITTEE – CHAIR GHAZALE JOHNSTON

The Audit, Risk Management and Finance Committee met on Thursday, November 21, 2024 and a quorum was present. The committee approved minutes from the September 5, 2024 meeting.

The Committee first heard an update from Executive Vice Chancellor for Finance and Administration Charles Maimone regarding revisions to Policy 01.05.06 BOT Delegations of Authority and Committee Responsibilities, which was recommended by the Committee for full board approval and was approved via the consent agenda for today's meeting.

Next, staff from the Office of the State Auditor presented their findings of audit engagement for the 2024 fiscal year. NC State received an unmodified audit opinion and reported no deficiencies in internal controls. The presenters highlighted the cooperation of university staff and the significance of having no reportable findings. The Committee also heard an update from Dana Harris, Associate Vice Chancellor, Finance and University Treasurer, regarding the university's financial performance and highlights from fiscal year 2024.

Cecile Hinson, Chief Audit Officer and Director, updated the Committee on closed, active, and pending engagements of the audit plan, as well as other progress metrics. She also made note of productivity metrics and audit risks covered by the current engagements. Cecile also updated the Committee on activities since the last meeting, including summaries of final reports for completed engagements.

Executive Vice Chancellor Charles Maimone presented the FY25 quarterly All-Funds Operating Budget Summary. The Committee reviewed the current year's actual performance against the approved budget for the first quarter of the fiscal year. All funds are performing as planned. The Committee also compared this year's activities to last year's budget and discussed variance.

Finally, the Committee received a Campus Safety and Security report from Alicia Knight, Senior Associate Vice Chancellor, Finance and Administration and Daniel House, Chief of Police. The report included an overview of the university's Clery Act reporting responsibilities, key safety data included in the 2024 Annual Security and Fire Safety report, and information on select University Police Department outreach, education, and training initiatives.

That concluded Committee Chair Johnston's report from the Audit, Risk Management and Finance Committee.

BOARD OF VISITORS REPORT – JIM HANSEN, CHAIR

Chair Hansen reported the Board of Visitors met on Friday, October 4, 2024, for its regular biannual meeting. The Board of Visitors welcomed four new Board members to the group this year: Mary Fedewa, Dr. Basil Hassan, Sharat Nagaraj, and Jim Perry.

At the recent meeting, Chair Weisiger provided the Board with an update on the Trustees' work, which reaffirmed NC State's commitment to academic freedom, freedom of speech, and institutional neutrality. He also announced the new members of the Board of Trustees, as well as the Board's unanimous decision to name the Integrative Sciences Building Woodson Hall, honoring Chancellor Woodson's significant contributions to the university.

Chancellor Woodson discussed the impact of Hurricane Helene in western North Carolina, commending the NC State community for their support in the recovery efforts. NC State deployed personnel and resources to aid UNC Asheville and other affected areas, while NC State Extension agents across the state continue to actively support local communities in recovery. On campus, several groups organized donation drives to provide essential supplies to those in need.

Chancellor Woodson also updated the Board of Visitors on key accomplishments, such as Dr. Jayant Baliga's 2024 Millennium Technology Prize, significant funding for the NC State-led Commercial Leap Ahead for Wide Bandgap Semiconductors Microelectronics Commons Hub (CLAWS), and the latest increase in NC State's rankings by U.S. News and World Report.

Don Hunt, Senior Vice Provost for Enrollment Management and Services, provided a Fall 2024 enrollment update where he offered an in-depth breakdown of data associated with first year admissions, our transfer class, and graduate enrollments.

Vice Chair Ed Stack, Chair of the Chancellor Search Advisory Committee, provided a search update and process overview. He engaged the Board in a robust conversation to gather feedback and identify key priorities for advancing the university, current strengths, and desired leadership qualifications in the next Chancellor.

Garey Fox, Dean of the College of Agriculture and Life Sciences, gave an overview of the college, highlighting achievements in teaching, research, and extension. After the meeting, several Board of Visitors members had the opportunity to tour the Lake Wheeler Road Field Lab.

NC State Men's Basketball Coach Kevin Keatts shared updates on the team's recent success, including their run to the Final Four in the Spring of 2024. He also discussed topics including the transfer portal and team culture. The Board enjoyed having the opportunity to view the ACC and NCAA trophies at the meeting.

That concluded Chair Hansen's report from the Board of Visitors.

STUDENT GOVERNMENT REPORT – ALLISON MARKERT, STUDENT BODY PRESIDENT

Student Body President Allison Markert reported that the Student Government remains focused on addressing the evolving needs and concerns of their fellow students.

President Markert provided an overview of each branch's ongoing efforts. The Executive branch is the largest it has ever been and acts as a catalyst for student events, engaging with the student body and supporting transparent communication. President Markert also provided updates on the Senate and Treasury Branches, such as Tuition and Fees town hall discussions, civic action discussions and activities, and the allocation of funds to support student organizations. She also spotlighted two students from the Department of Government Affairs, Syd Fryer and Ethan Clark.

President Markert highlighted key efforts regarding Student Government's commitment to engagement, leadership, and community. Specifically, she drew attention to three points: students are actively engaging with Student Government through initiatives and membership; Student Government officials and students actively participated in civic engagement opportunities at all levels, demonstrating a strong commitment to the Raleigh community; Student Government has a strong foundation to continue advocating for and supporting students next semester.

That concluded President Markert's report from Student Government.

CLOSED SESSION

With no further business in open session, Chair Weisiger called for a motion to go into closed session to: to prevent the premature disclosure of an honorary degree, scholarship, prize or similar award and to consult with an attorney to preserve the attorney-client privilege. Trustee Murphy made a motion to move into Closed Session, seconded by Trustee Powers. Chair Weisiger called on Assistant Secretary Maggie Thompson to record the vote. All members were in favor.

Arcuri	AYE	Johnston	AYE
Close	AYE	Markert	AYE
Dixon	AYE	Murphy	AYE
Harrell	AYE	Poole	AYE
Herring	AYE	Powers	AYE
Holmes	ABSENT	Safran	AYE
Humphrey	AYE	Stack	AYE
		Weisiger	AYE

The motion passed.

RECONVENE IN OPEN SESSION

At 11:33 a.m. the Board came out of closed session.

With no further business in open session, Chair Weisiger adjourned the meeting at 11:34 a.m.

Respectfully submitted,

Assistant Secretary

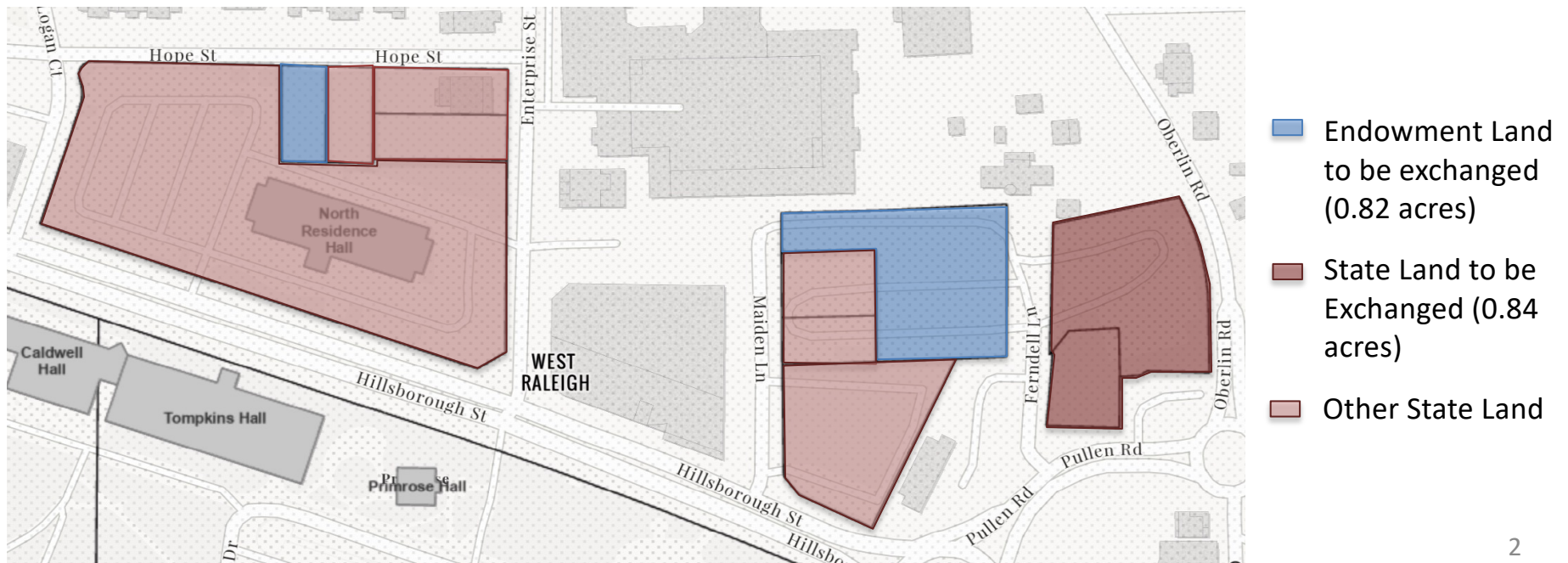
Secretary

Approved:

Chair

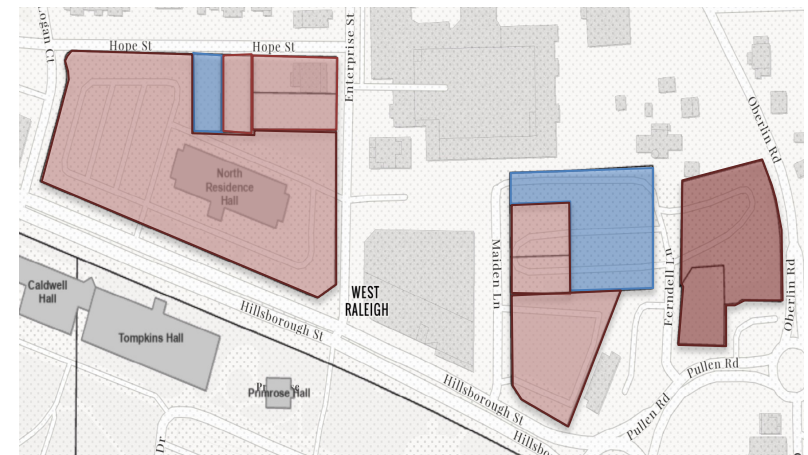
Hillsborough Land Exchange

Requesting approval of a land exchange between the State of North Carolina/NC State and NC State's Endowment Fund for parcels north of Hillsborough Street near the Bell Tower / Pullen Road roundabout.



Current parcel ownership is result of opportunity acquisitions and is not optimal for future development or interim land administration.

- State Parcels - Larger parcel along Oberlin Road is currently used for construction staging but is generally used for university parking; smaller parcel along Ferndell Lane is currently vacant and unutilized.
- Endowment Parcels - Hope Street parcel is currently vacant and unutilized; Maiden Lane parcel is used as part of a university parking lot.

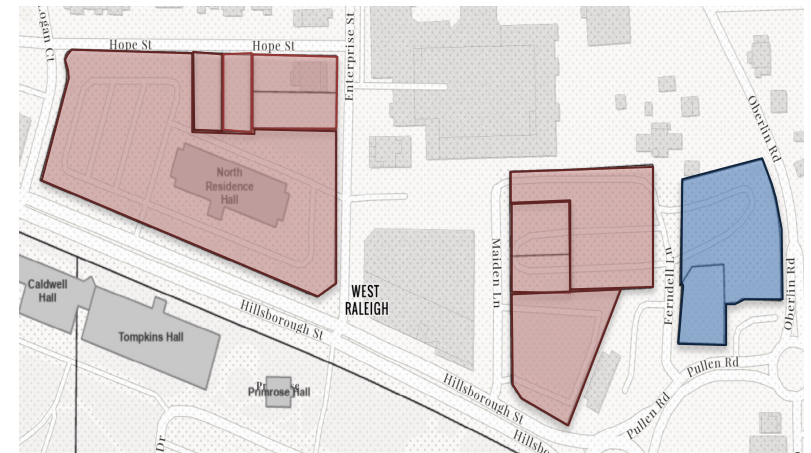


- Endowment Land
- State Land to be exchanged
- Other State Land

Exchange of land creates assemblages to allow for future development and simplifies property administration in the near-term.

- Exchange completes assemblages of adjacent parcels under common ownership
- Staff to pursue exchange of parcels with a stipulation of equal value
 - Nearly identical size (0.02 acre difference)
 - Similarly situated and located
 - Consistent with Centennial Campus practice (acre for acre exchanges)
- Stipulation of equal value will require agreement from State of North Carolina State Property Office

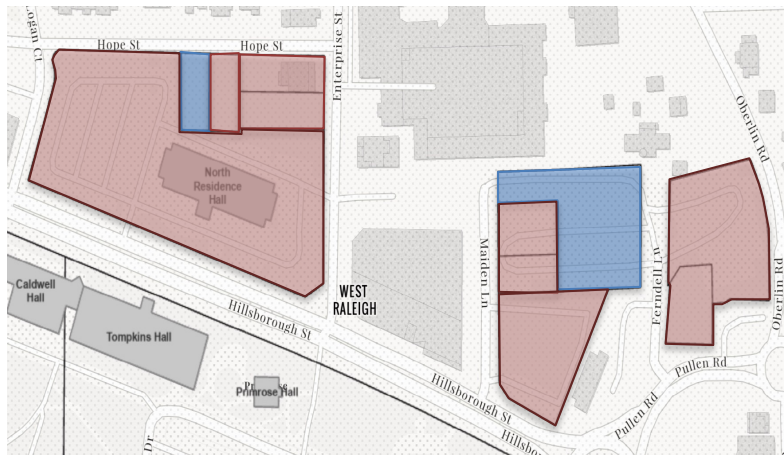
Contemplated Ownership Following Exchange



- Endowment Land
- State Land

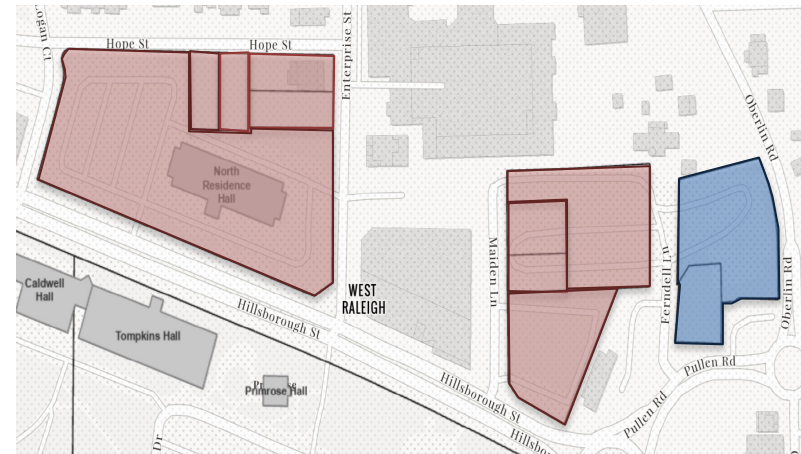
Result of exchange is logical and consistent land ownership, benefiting NC State University.

Current Ownership



■ Endowment Land
■ State Land

Ownership Following Exchange



■ Endowment Land
■ State Land

**ACQUISITION
OF REAL PROPERTY
LAND EXCHANGE**

GRANTOR The Board of Trustees of the Endowment Fund of North Carolina State University

GRANTEE The State of North Carolina, NC State University

LOCATION 0 Maiden Lane, Raleigh NC and 2209 Hope Street, Raleigh, NC

SIZE Approximately 0.82 acres of land

RATE Equal value to parcels to be conveyed via Land Exchange

TERM Perpetual

USE Exchange of property as proposed would complete block assemblages with adjacent parcels already owned by the State of North Carolina. Creation of full block assemblages will simplify administration of current and prospective uses, allow for future development opportunities and enhance overall land value.

**STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION**

***ACQUISITION OF REAL PROPERTY**

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

Date: **January 6, 2025**

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

This Property is needed for the following reasons and purposes: *(Attach additional pages if needed.)*

The proposed acquisition of real property by land exchange would exchange ownership of parcels of approximately equal size between the State of North Carolina (on behalf of North Carolina State University) and the Board of Trustees of the Endowment Fund of North Carolina State University. This exchange would complete block assemblages with adjacent parcels already owned by the State of North Carolina. Creation of full block assemblages will simplify administration of current and prospective uses, allow for future development opportunities and enhance overall land value.

Name and Address of Present Owner:

**The Board of Trustees of the Endowment Fund of
North Carolina State University
Campus Box 7472
Raleigh, North Carolina 27695-7408**

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

The parcels to be acquired total 0.82 acres and are located north of Hillsborough Street, in West Raleigh, proximate to NC State's campus, as depicted on the attached map:

- **0 Maiden Lane, Raleigh, NC - 0.69 acres**
- **2209 Hope Street, Raleigh NC - 0.13 acres**

Estimated value: **Equal to parcels to be conveyed via Land Exchange (see below)**

Funds for the acquisition of this property are available in our budget under Code: _____, Item: _____, Other: **Properties owned by the State of North Carolina totaling 0.84 acres located at 207 Oberlin Road, Raleigh NC and 8 Ferndell Lane, Raleigh NC will be exchanged as consideration.**

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

Action recommending the above request was taken by the Board of Trustees of North Carolina State University and is recorded in the minutes thereof on February ____, 2025 *(date)*.

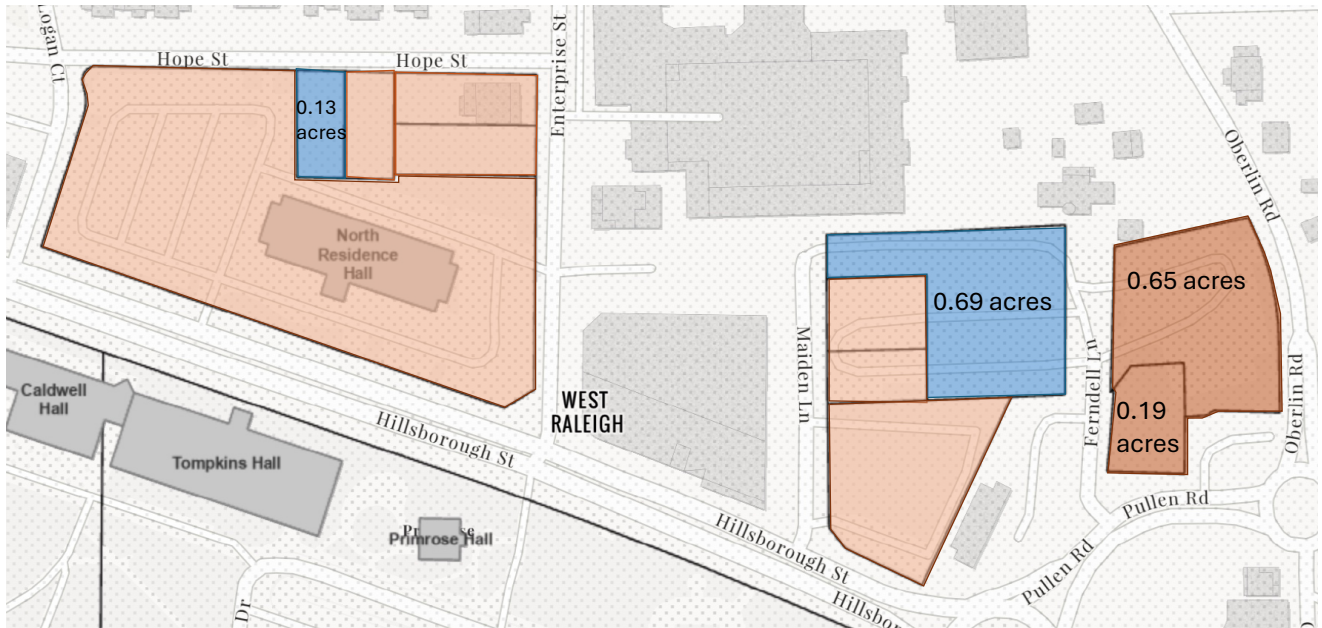
Signature: _____

Title:

Assistant Secretary, Board of Trustees

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

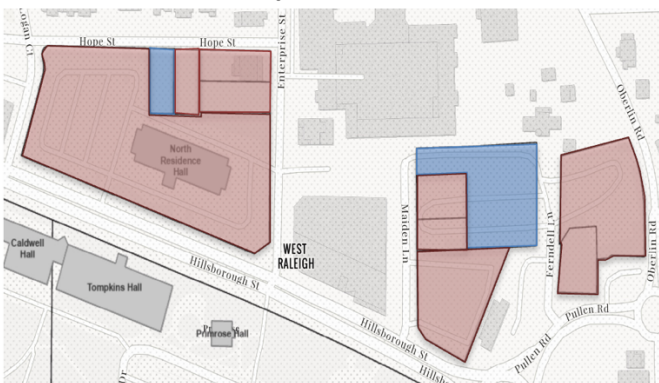
Map Showing Parcels to be Exchanged



- Property to be acquired through exchange (owned by the Board of Trustees of the Endowment Fund of North Carolina State University): 0.82 acres total
- Property to be conveyed through exchange: 0.84 acres total
- Other land owned by the State of North Carolina

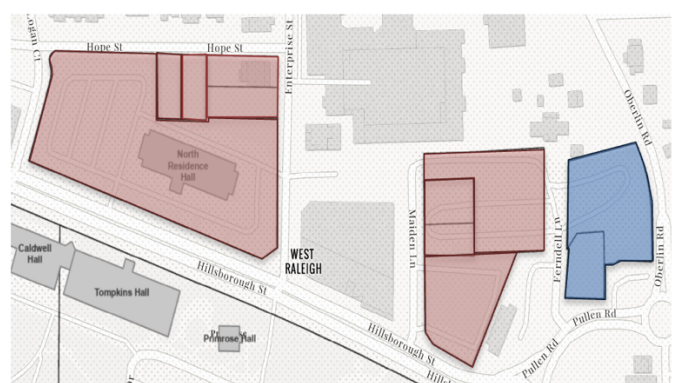
Maps Comparing Current Ownership and Ownership Following Proposed Exchange

Current Ownership



- Endowment Land
- State Land

Ownership Following Exchange



- Endowment Land
- State Land

**TRANSMITTAL OF REQUEST FOR ACQUISITION/DISPOSITION OF REAL
PROPERTY**

Form

Number: PO-1

Preparation

Date: January 6, 2025

Request: The proposed acquisition of real property by land exchange would exchange ownership of parcels of approximately equal size between the State of North Carolina (on behalf of North Carolina State University) and the Board of Trustees of the Endowment Fund of North Carolina State University. This exchange would complete block assemblages with adjacent parcels already owned by the State of North Carolina. Creation of full block assemblages will simplify administration of current and prospective uses, allow for future development opportunities and enhance overall land value.

Institution NORTH CAROLINA STATE UNIVERSITY

.....

RECOMMENDED BY CHANCELLOR, NCSU

(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)

.....

**DISPOSITION
OF REAL PROPERTY
LAND EXCHANGE**

GRANTOR The State of North Carolina, NC State University

GRANTEE The Board of Trustees of the Endowment Fund of North Carolina State University

LOCATION 207 Oberlin Road, Raleigh NC and 8 Ferndell Lane, Raleigh NC

SIZE Approximately 0.84 acres of land

RATE Equal value to parcels to be acquired via Land Exchange

TERM Perpetual

USE Exchange of property as proposed would complete block assemblages with adjacent parcels already owned by the State of North Carolina. Creation of full block assemblages will simplify administration of current and prospective uses, allow for future development opportunities and enhance overall land value.

STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION

DISPOSITION OF REAL PROPERTY

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

Date: **January 6, 2025**

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)~~. **Land exchange**

This disposition is recommended for the following reasons:

The proposed disposition of real property by land exchange would exchange ownership of parcels of approximately equal size between the State of North Carolina (on behalf of North Carolina State University) and the Board of Trustees of the Endowment Fund of North Carolina State University. This exchange would complete block assemblages with adjacent parcels already owned by the State of North Carolina. Creation of full block assemblages will simplify administration of current and prospective uses, allow for future development opportunities and enhance overall land value.

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

The parcels to be dispositioned total 0.84 acres and are located north of Hillsborough Street, in West Raleigh, proximate to NC State's campus, as depicted on the attached map:

- **207 Oberlin Road, Raleigh, NC (0.65 acres)**
- **8 Ferndell Lane, Raleigh, NC (0.19 acres)**

Estimated value: **Equal to parcels being acquired via Land Exchange**

Where deed is filed, if known: Wake County Register of Deeds, Book 16722, Page 372 and Book 17075, Page 2180

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

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

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

Properties owned by the State of North Carolina totaling 0.82 acres located at 0 Maiden Lane, Raleigh, NC and 2209 Hope Street, Raleigh, NC will be exchanged as consideration.

(Complete if Agency has a Governing Board.)

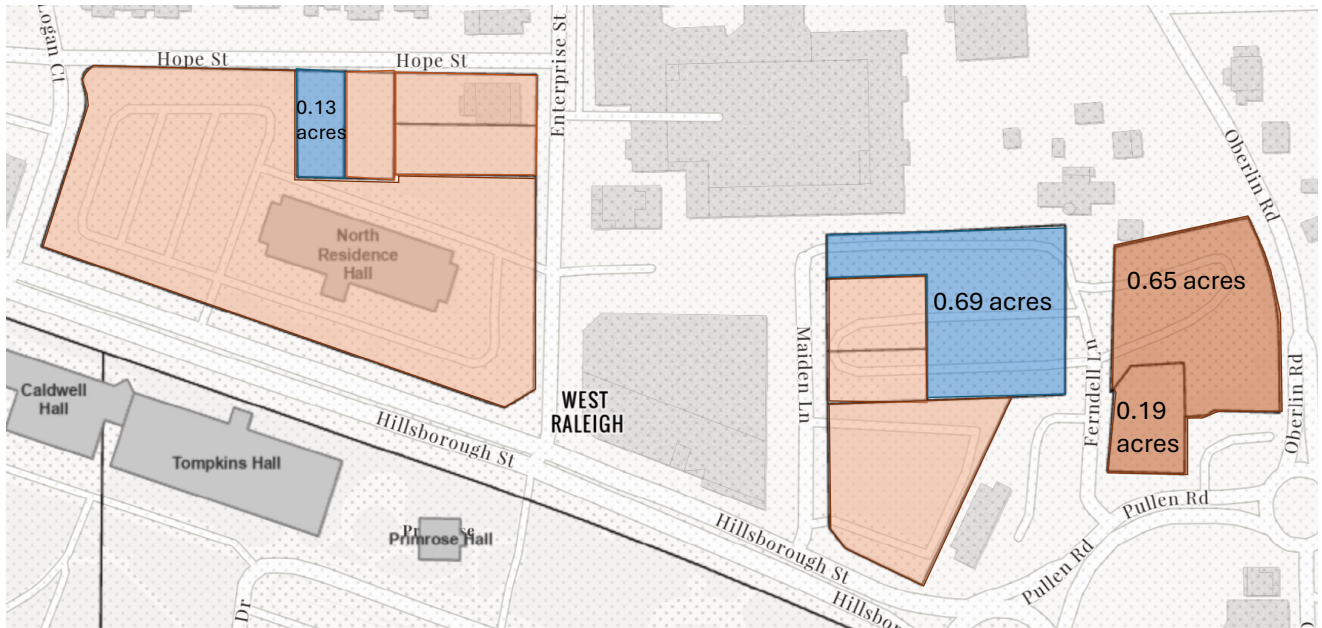
Action recommending the above request was taken by the Board of Trustees of North Carolina State University and is recorded in the minutes thereof on February ____, 2025 *(date)*.

Signature:

Title:

Assistant Secretary, Board of Trustees

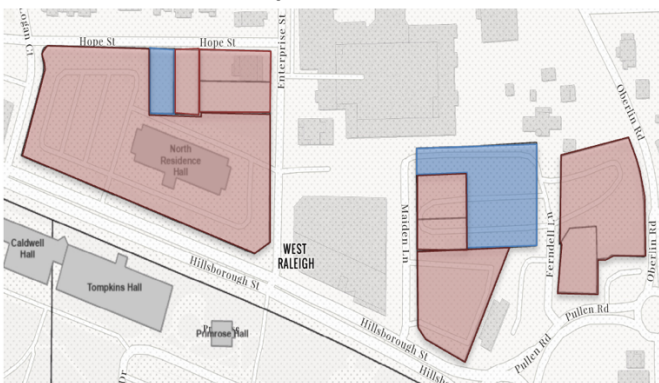
Map Showing Parcels to be Exchanged



- Property to be acquired through exchange (owned by the Board of Trustees of the Endowment Fund of North Carolina State University): 0.82 acres total
- Property to be conveyed through exchange: 0.84 acres total
- Other land owned by the State of North Carolina

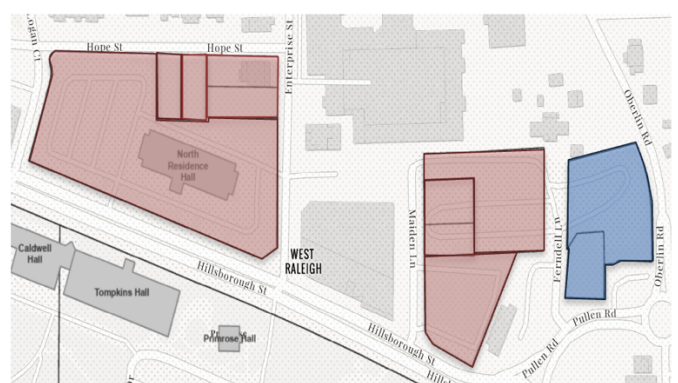
Maps Comparing Current Ownership and Ownership Following Proposed Exchange

Current Ownership



- Endowment Land
- State Land

Ownership Following Exchange



- Endowment Land
- State Land

**TRANSMITTAL OF REQUEST FOR ACQUISITION/DISPOSITION OF REAL
PROPERTY**

Form

Number: PO-2

Preparation

Date: January 6, 2025

Request: The proposed disposition of real property by land exchange would exchange ownership of parcels of approximately equal size between the State of North Carolina (on behalf of North Carolina State University) and the Board of Trustees of the Endowment Fund of North Carolina State University. This exchange would allow NC State to complete block assemblages with adjacent parcels already owned by the State of North Carolina. Creation of full block assemblages will simplify administration of current and prospective uses, allow for future development opportunities and enhance overall land value.

Institution NORTH CAROLINA STATE UNIVERSITY

.....

RECOMMENDED BY CHANCELLOR, NCSU

(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 Proposed Naming Opportunities

February 7, 2025 BoT

Background

As per *POL 03.00.02 – Criteria and Procedures for Naming Facilities, Programs, Positions 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:** 4
- **Total Facility Proposals:** 4
- **Total Program Proposals:** 1
- **Total Non-Faculty Position Proposals:** 2
- **Total Naming Opportunities:** 7
- **Total Gift Amount:** \$29,550,000
- **Colleges/Units Represented:**
 - College of Engineering
 - College of Natural Resources
 - NC State Athletics and the Wolfpack Club

Continued on the next page

Board of Trustees Consent Agenda University Advancement Committee Proposed Naming Opportunities

College of Engineering

1. Department Head, Department of Civil, Construction, and Environmental Engineering
Degrees in the Department of Civil, Construction, and Environmental Engineering focus on the improvement and care of built and natural environments. The department head guides approximately 80 faculty members, 900 undergraduate students and 250 graduate students. A leader in research and teaching, the department offers three undergraduate and six graduate degrees and prepares graduates to excel in their careers and make a difference in the world.

- **Naming Type:** Non-Faculty Position
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$3,000,000
- **Purpose of Funds:** Gifts will be directed into an endowment to provide support for the Department Head of Civil, Construction, and Environmental Engineering and general support for the Department of Civil, Construction, and Environmental Engineering.

2. Joint Department of Biomedical Engineering at NC State University and the University of North Carolina at Chapel Hill
The Joint Department of Biomedical Engineering at NC State University and the University of North Carolina at Chapel Hill is a unique collaboration that integrates engineering and medicine to improve lives through innovation, collaboration and translation.

- **Naming Type:** Program
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$20,000,000
- **Purpose of Funds:** Gifts will be directed into an endowment to provide support for the Joint Department of Biomedical Engineering at NC State University and the University of North Carolina at Chapel Hill.

Continued on the next page

Board of Trustees Consent Agenda University Advancement Committee Proposed Naming Opportunities

College of Natural Resources

3. Four Selected Spaces, Pulp and Paper Laboratories Building

The 1988-1991 Pulp and Paper Laboratories building is connected to Biltmore-Robertson by lobbies and corridors. The four proposed spaces are primarily used by the Paper Science Engineering program, including the Pilot Paper Plant.

- **Naming Type:** Existing spaces
- **Total Naming Opportunities:** 4
- **Total Gift Amount of Naming Opportunities:** \$1,550,000
- **Purpose of Funds:** Gifts for these spaces will be directed into a restricted fund to support capital project needs and equipment purchases in the College of Natural Resources' Department of Forest Biomaterials.

NC State Athletics and the Wolfpack Club

4. Director of Athletics

As the chief administrator for NC State's athletic programs, the Director of Athletics leads the Wolfpack's development, strategy and management. They are responsible for 21 sports with the associated facilities, staff and programs, which all support more than 550 student-athletes.

- **Naming Type:** Non-Faculty Position
- **Total Naming Opportunities:** 1
- **Total Gift Amount of Naming Opportunities:** \$5,000,000
- **Purpose of Funds:** \$3,000,000 of the gift will be directed into an endowment to support the Director of Athletics and to provide support for NC State Athletics. The remaining \$2,000,000 will be directed to an existing athletics enhancement fund designated to assist in the areas of greatest need.

Policy References

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



MEMORANDUM

TO: Board of Trustees

FROM: W. Randolph Woodson, Chancellor

A handwritten signature in black ink, appearing to read "Randolph Woodson", written over the printed name.

SUBJECT: Proposed Naming Opportunities

DATE: January 17, 2025

We request board approval for the following proposed naming opportunities:

College of Engineering

1. Department Head, Department of Civil, Construction, and Environmental Engineering

The College of Engineering proposes an opportunity to name the position of Department Head for Civil, Construction, and Environmental Engineering.

2. Joint Department of Biomedical Engineering at NC State University and the University of North Carolina at Chapel Hill

The College of Engineering proposes an opportunity to name the Joint Department of Biomedical Engineering at NC State University and the University of North Carolina at Chapel Hill.

College of Natural Resources

3. Four Selected Spaces, Pulp and Paper Laboratories building

The College of Natural Resources proposes four naming opportunities in the Pulp and Paper Laboratories building.

NC State Athletics and the Wolfpack Club

4. Director of Athletics

NC State Athletics and the Wolfpack Club propose an opportunity to name the position of Director of Athletics.



MEMORANDUM

TO: W. Randolph Woodson, Chancellor

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

SUBJECT: Proposed Naming Opportunities

DATE: January 17, 2025

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

We request board approval for the following proposed naming opportunities:

College of Engineering

1. Department Head, Department of Civil, Construction, and Environmental Engineering

The College of Engineering proposes an opportunity to name the position of Department Head for Civil, Construction, and Environmental Engineering.

2. Joint Department of Biomedical Engineering at NC State University and the University of North Carolina at Chapel Hill

The College of Engineering proposes an opportunity to name the Joint Department of Biomedical Engineering at NC State University and the University of North Carolina at Chapel Hill.

College of Natural Resources

3. Four Selected Spaces, Pulp and Paper Laboratories building

The College of Natural Resources proposes four naming opportunities in the Pulp and Paper Laboratories building.

NC State Athletics and the Wolfpack Club

4. Director of Athletics

NC State Athletics and the Wolfpack Club propose an opportunity to name the position of Director of Athletics.

Request to repeal POL 05.25.03 - Review and Appeal Processes for EHRA Non-Faculty Employees Overview

Contact: Tim Danielson, Associate Vice Chancellor, University Human Resources

- Request to repeal POL 05.25.03 upon its incorporation into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which was revised and renamed; approved by 11/26/24 Cabinet; and is included as support documentation. The revised regulation will become effective upon this policy repeal.
- Stems from recent UNC Policy Manual updates, efforts to ensure our PRRs are current and reflect best practices, and desire to streamline, simplify and better clarify our processes.
- Policy and regulation address employment-related concerns and grievance procedures for EHRA Non-faculty employees (now named Exempt Professional Staff).
- Policy authority is BOT. Policy last updated in 2010.
- Revisions to REG 05.25.06 approved by Cabinet on 11/26/24 and will become effective upon BOT repeal of POL 05.25.03. Revised regulation incorporates POL 05.25.03, to create a modernized, streamlined version consistent with recent changes by the UNC Board of Governors and the UNC Code and Policy Manual. Additional regulation edits align with recent UNC Policy Manual updates, updated nomenclature such as the new 'Exempt Professional Staff' name for EHRA Non-Faculty employees, updating OIED references to OEO and updating related policies and hyperlinks. Regulation title updated to reflect scope and processes. Regulation authority updated from (Executive) Vice Chancellor, Finance and Administration to the Chancellor.
- Two support documents provided:
 - POL 05.25.03 - BOT/UA repeal request
 - REG 05.25.06 - Clean version, approved by 11/26/24 Cabinet and effective upon BOT repeal of POL 05.25.03

Request to repeal this policy as it is being incorporated into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which follows this document.

NC STATE UNIVERSITY

Policies, Regulations and Rules

Authority	Board of Trustees
Title	Review and Appeal Processes for EHRA Non-Faculty Employees (EHRA Professionals and Tier-II Senior Academic & Administrative Officers)
Classification	POL05.25.03
PRR Subject	Employment
Contact Info	Director, HR Employee Relations (919-515-4300)

History: First Issued: November 19, 2010.

Related Policies:

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

[UNC Policy 300.2.1 - Employees Exempt from the State Personnel Act](#)

[UNC Code Section 609 - Appellate Jurisdiction of the Board of Governors](#)

[UNC Code Section 611 - Review of Personnel Actions Affecting Specified Employees Exempt from the State Personnel Act \(EPA\)](#)

[NCSU POL01.05.08 - Faculty and EHRA Non-Faculty Appeals to Board of Trustees](#)

[NCSU POL04.25.05 - Equal Opportunity & Non-Discrimination Policy Statement](#)

[NCSU REG04.25.02 - Resolution Procedures for Discrimination, Harassment, and Retaliation Complaints](#)

[NCSU REG05.20.04 – Post Tenure Review of Faculty](#)

[NCSU REG05.35.01 - Mediation Procedure for Faculty and Staff](#)

Additional References:

[Personnel File Privacy FAQ](#)

[N.C. General Statute. §126-1](#)

1. INTRODUCTION

In accordance with UNC Code and policies, this policy provides for timely and good faith review and attempted resolution of employment-related concerns for those EHRA non-faculty professionals and Tier-II senior academic and administrative officers whose positions are not subject to SPA grievance or faculty review procedures.

2. COVERED POSITIONS

This campus policy applies to permanent positions that are –

Request to repeal this policy as it is being incorporated into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which follows this document.

- EHRA: Exempt from most provisions of the State Personnel Act (N.C. Gen. Stat. §126-1 et seq.), and instead subject to UNC Policy 300.2.1: Employees Exempt from the State Personnel Act; and either
- Professional (non-faculty): As defined in UNC Policy 300.2.1: Employees Exempt from the State Personnel Act, or
- SAAO-Tier II: Categorized as “Tier II” senior academic and administrative officers (SAAO), as defined in UNC Policy 300.1.1: Senior Academic and Administrative Officers, Sec. I.B.
- This policy does not apply to individuals whose primary appointments are as “Tier I” senior academic and administrative officers; nor to (a) faculty, including non-tenure-track faculty; (b) SPA staff; (c) county operations support staff (COSS) employees; or (d) postdocs -- each of whom are covered by other policies or regulations.

3. WHAT CAN BE REVIEWED

- Allegations of failure to provide the required notice or severance for (a) a discontinuation of at-will employment, (b) expiration of a term appointment, or (c) termination of employment with notice, in accordance with UNC Policies 300.1.1 (for SAAOs) or 300.2.1 (for EHRA non-faculty).
- Allegations that an intent to discharge for cause, or other serious sanction, was illegal or violated a policy of the Board of Governors.
- Allegations that an interpretation or application of a policy was illegal or violated a policy of the Board of Governors.
- Allegations that an adverse employment action was based on unlawful discrimination.
- Allegations that the individual was adversely affected as a result of the exercise of rights under the First Amendment of the U.S. Constitution or Article I of the North Carolina Constitutions (as limited by state statute on political activity, and/or by UNC policy).
- Allegations that inaccurate or misleading material is contained in the employee’s personnel file and the employee seeks removal of the material.

Other Employment Matters: Consideration of other employment matters that are not listed above may be addressed through department and college/divisional channels described in Sec. 12 below.

Request to repeal this policy as it is being incorporated into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which follows this document.

4. INFORMAL RESOLUTION

Employees and departmental managers are encouraged to identify and resolve workplace problems promptly and informally. Before filing a request for review, the employee is encouraged to first meet first with the supervisor whose actions gave rise to the complaint, or with the next-level manager.

The HR Office of Employee Relations is available to consult with any employee who has a complaint or concern, and can assist in arranging a timely meeting with the supervisor/manager if requested by the employee. Such a meeting should be requested in writing to the supervisor/manager no more than 10 business days after the decision or action that caused the complaint, and the meeting should occur no more than 10 business days after the request.

5. FILING A REQUEST FOR REVIEW

If the employee is not able to resolve a complaint informally and wishes to pursue the matter, they must submit an EHRA Request for Review Form to Employee Relations, no more than 30 calendar days after the decision or action that caused the complaint.

In accordance with UNC Code Sec. 611, if the written request for review is not received timely, then the personnel action is final without recourse to any institutional review, appeal, or grievance procedure.

6. REVIEWABILITY

The Director of Employee Relations will promptly review the request to determine if the matter falls within the scope of this policy and is timely. If the matter is reviewable, the Director will provide the employee and the department with a set of established procedures that describe the detailed logistics, action steps, and timelines for the review process. If the matter is not reviewable, the Director will provide both parties with written notice of the determination, and the matter is closed.

7. MEDIATION

Mediation is a structured process that allows parties to voluntarily discuss problems and attempt to generate mutually-satisfactory resolutions. Mediation is available whether or not the matter is reviewable under the university's formal review process.

If both the employee and the department voluntarily agree to participate in mediation, Employee Relations will arrange for trained mediator(s) acceptable to both parties to facilitate a structured mediation session. Mediators are neutral facilitators; they are not arbitrators and have no decision-making role in a mediation session. Any decisions or agreements reached in a mediation must be between the parties themselves; except that an agreement to resolve a complaint that includes prohibited discrimination, harassment, and/or retaliation must also be reviewed and endorsed by the Office for Equal Opportunity (OEO) before it may be finalized.

Request to repeal this policy as it is being incorporated into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which follows this document.

If mediation does not occur or is not successful, reviewable matters proceed to formal review.

8. STEP ONE: REVIEW BY DIRECTOR/DEPARTMENT HEAD

The first stage of review is by the appropriate department head. If the employee has already met with the department head in an effort to resolve the concern informally – or if the department head is alleged to have engaged in prohibited discrimination against the employee – this step is instead handled by the next-higher level administrator in the reporting chain.

Employee Relations coordinates the meeting with the department head and provides a standard set of written procedures to ensure timeliness of the meeting and the department head's written decision.

If the concern includes allegations that may violate **NCSU POL04.25.05 - Equal Opportunity & Non-Discrimination Policy Statement**, the Office for Equal Opportunity (OEO) will first conduct a preliminary review and/or investigation of those aspects of the concern as part of the review process, in accordance with **NCSU REG04.25.02 - Resolution Procedures for Discrimination, Harassment, and Retaliation Complaints**. OEO will submit a report of its findings to the department head, and provides notice to the parties that the report has been submitted, before the meeting between the employee and the department head.

If the department head's decision resolves the employee's concern, the review is closed. If not, the review may be continued to a Review Panel if requested by the employee to Employee Relations within 5 business days following the issuance of the decision.

9. STEP TWO: REVIEW PANEL

A Review Panel is made up of other NC State EHRA non-faculty professionals who have been trained to serve as panelists and who are neither closely associated with, nor have a conflict of interest with, either the employee or the department. The panelists serve as a hearing board, considering the information presented from the employee and from the department.

Employee Relations facilitates the panel selection process from a list of trained panelists that are nominated periodically by the Staff Senate and by each college and division. Either party (the employee and/or the department) can request the replacement of one proposed panelist for any reason; no explanation is required. The panelists select one of the three panelists to serve as the panel chair.

Employee Relations facilitates the meeting logistics and provides established written procedures to the employee, the department, and the panel about the review meeting itself. Employee Relations has no decision-making role in the review.

Request to repeal this policy as it is being incorporated into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which follows this document.

All attempts will be made to conduct the hearing within 30 calendar days. The employee and the department are allowed to present opening statements, to testify, to provide witness testimony, to cross-examine witnesses, to present the documents that were submitted in advance, and to give closing statements. Strict rules of legal evidence do not apply. The panel has full control of the hearing, may decide who is allowed to testify, may avoid hearing redundant, irrelevant, and repetitive evidence, and may set reasonable time limits for both parties' presentations.

10. REVIEW PANEL HEARING

Witnesses: During a Review Panel hearing, both the employee and the department may offer witnesses who can testify to the events giving rise to the action being reviewed.

Hearing Assistants: The employee may also consult with another NC State employee – one who has been trained to serve as a “hearing assistant” – and who is available to assist the employee in developing their case. The assistant may attend the hearing in a support role but may not speak on behalf of the employee as an advocate, spokesperson, or witness; or present the employee’s case on their behalf; or otherwise actively participate in the hearing. Information shared by an employee with their assistant is considered confidential and is not to be divulged except as required by law.

Other Participants: A member of the Employee Relations staff serves as a meeting facilitator. Since a hearing is an internal effort on the part of the University to address confidential personnel complaints or disputes – rather than a formal legal or judicial hearing – it is a closed meeting. Neither the employee nor the department may have an attorney at the hearing.

The Panel considers only evidence presented at the hearing and such written or oral arguments as the Panel, in its discretion, may allow. The employee or former employee has the burden of proof based on a “preponderance of evidence” standard.

After the hearing, the Panel deliberates and may consult with Employee Relations, Office of General Counsel or OEO staff (as appropriate based on the subject matter of the review), who serve in an advisory capacity only. The Panel itself has no power to reverse an administrative decision; the Panel can only recommend a reassessment of that decision if it reaches the conclusion, based on the preponderance of evidence, that the decision was reached improperly. The Panel presents its recommendations – along with the records of the hearing – to the Chancellor (or designee if delegated by the Chancellor). After review of the official record and the Panel’s recommendation, the Chancellor shall issue a written determination.

11. FINAL APPEAL

If the Chancellor either declines to accept a Panel recommendation that is favorable to the employee, or concurs with a Panel recommendation that is unfavorable to the employee, the employee may appeal to the Board of Trustees in accordance with UNC Code Sec. 611. In accordance with UNC Code Sec. 611 and **NCSU POL01.05.08 - Faculty and EHRA Non-Faculty Appeals to Board of Trustees**, the decision of the Board of Trustees is final.

Request to repeal this policy as it is being incorporated into its companion regulation, REG 05.25.06 - Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees, which follows this document.

12. OTHER ISSUES AND ACTIONS

Concerns over general organizational issues or actions are not reviewable through the Review Hearing process, but consideration may be requested through departmental and college/divisional channels. This includes but is not limited to issues such as job title or job-category assignment; assigned rates or ranges of pay; organizational changes, such as department reorganizations or reallocation of resources; performance evaluations; work schedules or flex schedule decisions; position elimination; salary determinations; workplace disagreements among work colleagues; separation due to the unavailability of contingent funding that was stipulated at the time of appointment; the decision to end an at-will appointment; or failure to issue a subsequent fixed-term contract.

An employee with a concern about such issues should first discuss the concern with the supervisor – or with the departmental manager to whom the supervisor reports.

If that discussion does not resolve the concern, the employee may arrange to meet with the department head. Employee Relations will help arrange the meeting if desired.

If the employee does not consider the issue to be satisfactorily addressed after these discussions, Employee Relations will notify the appropriate administrator, up to the level of dean or vice chancellor, to provide the administrator an opportunity to consider the employee's concerns. Such decisions by the dean or vice chancellor, including decisions not to review a lower-level action, are final.

Complaints alleging violations of **NCSU POL04.25.05 - Equal Opportunity & Non-Discrimination Policy Statement** may also be filed with and investigated by the Office for Equal Opportunity. See **NCSU REG04.25.02 - Resolution Procedures for Discrimination, Harassment, and Retaliation Complaints.**

Revised and renamed regulation to become effective upon repeal of POL 05.25.03.



Policies, Regulations and Rules

Authority	Chancellor
Title	Review and Appeal Procedures for Exempt Professional Staff (EPS) Employees
Classification	REG 05.25.06
PRR Subject	Employment
Contact Info	Director, HR Employee Relations (919) 513-0700

History: First Issued: October 30, 2012.

Related Policies:

[UNC Policy 100.1 - The Code - Chapter II - The Board of Governors](#)

[UNC Policy 100.1 - The Code - Chapter VI - Academic Freedom and Tenure](#)

[UNC Policy 300.1.1 - Employees Exempt from the North Carolina Human Resources Act](#)

[UNC Policy Manual 300.1.1\[R\] – Discharge for Stated Cause for Non-Faculty Employees](#)

[Exempt from the North Carolina Human Resources Act](#)

[NCSU POL01.05.08 – Faculty and Exempt Professional Staff \(EPS\) Appeal to BOT](#)

[NCSU POL04.25.05 - Equal Opportunity and Nondiscrimination Policy](#)

[NCSU REG04.25.02 - Discrimination, Harassment, and Retaliation Complaint Procedures](#)

[NCSU REG05.35.01 - Mediation Procedure for Faculty and Staff](#)

[University SHRA Employee Grievance Policy](#)

Additional References:

[**N.C. General Statute. §126-1**](#)

1. Introduction

In accordance with the UNC Code and UNC Policy Manual, this regulation provides employees in Exempt Professional Staff (EPS) positions for the review of discontinuations of “at-will” employment, termination, discharge from employment or other adverse employment action (“covered employment actions”).

2. Covered Positions

This policy applies to EPS employees in permanent positions as defined in UNC Policy 300.1.1–I.C.

This regulation does not apply to individuals whose primary appointments are as senior academic and administrative officers (SAAOs); nor to (a) faculty, including non-tenure-track faculty; (b) SHRA staff; (c) county operations support staff (COSS) employees; (d) postdocs or house

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officers; or (e) commissioned police officers -- all of which are covered by other policies or regulations.

3. Covered Employment Actions / Reviewability

3.1 EPS employees may seek review of the following (“Covered Employment Actions”):

- (a) Discontinuation of “at-will” appointment;
- (b) Expiration of a fixed-term appointment;
- (c) Discharge for cause; or
- (d) Other formal discipline for cause, with formal discipline defined as an involuntary demotion in position and/or salary or a suspension without pay for disciplinary reasons.

3.2 EPS employees may seek review of Covered Employment Actions based on the allegations of:

- (a) A violation of applicable notice requirements set out in Section 300.1.1 of the UNC Policy Manual;
- (b) A violation of any provision of subsection III.D (Equal Employment Opportunity) of the UNC Policy Manual;
- (c) A violation of any provision of subsection III.E (Protected Activity) of the UNC Policy Manual; or
- (d) For discharge for cause or other formal disciplinary action, or for interpretation and application of a policy provision, all pursuant to and limited by subsection III.C of Section 300.1.1 of the UNC Policy Manual, a review may be sought only if the employee alleges the discharge, formal discipline, or policy interpretation, or application was illegal or violated a policy of the Board of Governors.

Consideration of other employment matters that are not listed above may be addressed through department and college/divisional channels described in Section 11 below.

4. Filing a Request for Review

Employees and their supervisors are encouraged to identify and resolve workplace problems promptly and informally. Before filing a request for review, the employee is encouraged to meet first with the supervisor whose actions gave rise to the complaint in an attempt to resolve the issue informally.

University Employee Relations is available to consult with any employee who has a complaint or concern and can assist in arranging a timely meeting with the supervisor/manager if requested by the employee.

If the employee is not able to resolve a complaint informally and wishes to pursue the matter, they must submit an EPS Request for Review Form to Employee Relations, no more than fifteen (15) calendar days after the decision or action that caused the complaint.

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In accordance with UNC Code Section 612, if the written request for review is not received in a timely manner, then the employment action is final without recourse to any institutional review or appeal.

5. Reviewability

The Director of Employee Relations (“ER Director”)¹ will promptly review the request to determine if the matter falls within the scope of this regulation and is timely. If the matter is reviewable, the ER Director will provide the employee and the department with a set of established procedures that describe the detailed logistics, action steps, and timelines for the review process. If the matter is not reviewable, the ER Director will provide the appropriate party or parties with written notice of the determination, and the matter is closed.

6. Allegations of Discrimination

6.1 Referral to Office of Equal Opportunity (OEO)

If an EPS Request for Review Form submitted by an employee includes allegations of unlawful discrimination, the ER Director shall make a good faith effort to refer the allegations within five (5) calendar days of receipt to the Office of Equal Opportunity (OEO) for review. The request for review is held in abeyance and all proceedings are put on hold until the OEO issues its determination on the allegations of discrimination.

6.2 OEO Investigation

If the OEO determines that the request for review contains allegations that, if true, might constitute a violation of [NCSU POL 04.25.05 - Equal Opportunity and Nondiscrimination Policy](#), the OEO will initiate an investigation in accordance with [NCSU REG 04.25.02 Discrimination, Harassment and Retaliation Complaint Procedures](#). The amount of time required for an OEO investigation will depend on the specifics of the issues involved.

6.3 OEO Findings and Continuation of Review

The OEO will notify the employee and the ER Director of the outcome of its review. If the matter is not resolved through the OEO process, the ER Director will then consult with the employee to determine if the employee would like to continue with the EPS Review or withdraw the Request for Review.

7. Informal Dispute Resolution

Covered employees may seek informal resolution of employment related disputes through facilitated conversations, outreach to the [University Ombuds Office](#) or mediation, administered through University Human Resources. Mediation is a structured process that allows parties to

¹ Unless otherwise noted, references to the ER Director throughout this regulation and its appendices will also include any designee of the ER Director (e.g., Employee Relations Strategic Partner).

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voluntarily discuss problems and attempt to generate mutually satisfactory resolutions. Informal dispute resolution is available whether or not the matter is reviewable under the university's formal review process.

If both the employee and the department voluntarily agree to participate in mediation, Employee Relations will arrange for a mediator(s) to facilitate a structured mediation session. Mediators are neutral facilitators; they are not arbitrators and have no decision-making role in a mediation session. Any decisions or agreements reached in a mediation must be between the parties themselves; except that an agreement to resolve a complaint that includes prohibited discrimination, harassment, and/or retaliation must also be reviewed and endorsed by the Office of Equal Opportunity (OEO) before it may be finalized.

If mediation does not occur or is not successful, reviewable matters proceed to formal review.

*See Appendix A for Mediation Procedures.

8. Step One – Review by Next Level Manager

8.1 The ER Director shall make a good faith effort to provide the next level manager with a copy of the employee's EPS Request for Review Form within five (5) calendar days following receipt of the EPS Request for Review Form from the employee or OEO determination (if applicable) and shall advise the next level management to conduct a Step One meeting. Reasonable efforts shall be made to hold this meeting within ten (10) calendar days of notification to the next level manager.

8.2 Participation in Step One Meeting

Only the employee, the appropriate next level manager (or designee) and a representative of University Employee Relations (or designee) may attend the Step One Meeting. No attorneys may be present in the meeting and no audio or video recording may be made of the meeting. Participants may make written notes from the meeting.

8.3 Written Decision

8.3.1 After the Step One meeting, the next level manager (or designee) may seek subsequent information from other relevant parties, as appropriate, including the individual whose actions gave rise to the issue, to understand the nature and scope of the situation and to formulate an informed response.

8.3.2 Notification of Written Decision

The next level manager (or designee) shall make reasonable efforts to issue a written decision to the employee with copies provided to the immediate supervisor and the ER Director within ten (10) calendar days following the Step One meeting. If applicable, the Step One decision shall include any recommendations to resolve the issue, with a timeframe for implementing any such recommendations. The next level manager should consult with the ER Director before

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issuance of any recommendation that might result in a deviation from University policies, regulations, rules or standard operating procedures.

The Step One decision will be sent to the employee's email and/or mailing addresses of record by a means that assures delivery and provides proof of receipt (e.g., email reply, FedEx, USPS certified mail, return receipt required, hand-delivered with signature receipt). If the decision resolves the employee's issue, the review is closed. If not, the employee may submit a written request to the ER Director to move to Step Two. Any written request to move to Step Two shall be submitted within five (5) calendar days following the issuance of the Step One decision.

9. Step Two: Review Hearing

Upon notice of the employee's decision to proceed to a Review Hearing, the ER Director shall take steps to form a Review Panel and proceed in accordance with procedures set forth in Appendix B of this regulation.

The Review Panel has no power to reverse an administrative decision; the Review Panel can only recommend a reassessment of that decision if it reaches the conclusion, based on the preponderance of evidence, that the decision was reached improperly. The Review Panel presents its recommendations – along with the record of the hearing – to the Chancellor (or designee if delegated by the Chancellor). After review of the official record and the Review Panel's recommendation, the Chancellor shall issue a written decision.

10. Final Appeal

If the Chancellor either declines to accept a Review Panel recommendation that is favorable to the employee or concurs with a Review Panel recommendation that is unfavorable to the employee, the employee may file a written appeal within fourteen (14) calendar days to the Board of Trustees. The employee must file the appeal with the Chancellor (for transmission to the Board of Trustees) and a written notice of appeal that includes a brief statement of the basis for the appeal. The notice must be sent to the Chancellor by certified mail, return receipt requested, or another means that provides proof of delivery. In accordance with UNC Code Section 612, the decision of the Board of Trustees is final.

11. Non-Reviewable Issues and Other Considerations

Concerns over general organizational issues or actions are not reviewable matters under this policy, but consideration may be requested through departmental and college/divisional channels. Such issues may include but not be limited to job title or job-category assignment; assigned rates or ranges of pay; organizational changes, such as department reorganizations or reallocation of resources; performance evaluations, including contents, comments and ratings; memorandums of expectations; decisions pertaining to remote work locations, or flexible work assignments; position elimination; salary determinations; workplace disagreements among work colleagues; separation due to the unavailability of contingent funding that was stipulated at the time of appointment; the decision to end an at-will appointment; or failure to issue a subsequent fixed-term contract.

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An employee with a concern about such issues should first discuss the concern with the supervisor – or with the departmental manager to whom the supervisor reports.

If that discussion does not resolve the concern, the employee may arrange to meet with the department head. Employee Relations will help arrange the meeting if desired.

If the employee does not consider the issue to be satisfactorily addressed after these discussions, Employee Relations may notify the appropriate administrator, up to the level of dean or vice chancellor, to provide the administrator an opportunity to consider the employee's concerns. Such decisions by the dean or vice chancellor, including decisions not to review a lower-level action, are final.

In the absence of filing a request for review, complaints alleging violations of NCSU POL04.25.05 - Equal Opportunity and Nondiscrimination Policy may be filed with the OEO. See NCSU REG 04.25.02 - Discrimination, Harassment, and Retaliation Complaint Procedures.

APPENDIX A

Mediation

1. The ER Director shall arrange for the parties to attend mediation and select a qualified mediator to facilitate the mediation.
2. The mediation must be concluded within thirty (30) calendar days from the filing of the request for mediation unless the parties agree in writing to extend the time due to extenuating circumstances. Any extension should be limited to an additional fifteen (15) calendar days.
3. The mediation will be conducted at a date, time, and location identified by the ER Director after conferring with the mediator and the parties. The mediation shall be scheduled for an amount of time determined by the mediator to be sufficient. If necessary, the mediation may be recessed by the mediator and reconvened at a later time.
4. Only the employee, respondent, and mediator can attend the mediation. Both parties must make a good faith effort to resolve the matter. Upon voluntary commitment to attend, the employee's failure to attend the mediation, without advance notice to the ER Director will result in an automatic dismissal of the request for review, except in emergency circumstances beyond the employee's control. If the respondent fails to attend the mediation, the matter may proceed to Step One at the request of the employee. Requests by either party for a continuance of a scheduled mediation will be entertained in compelling circumstances only and must be submitted to the ER Director in writing.
5. Attorneys or other observers may not attend the mediation. Either party may ask for a recess at any time to consult with an attorney or another advisor.
6. The mediation cannot be recorded or transmitted in any format. In addition, all documents generated during the mediation and any communications shared in connection with the mediation are confidential to the extent provided by law.
7. Upon conclusion of the mediation, the mediator will notify the ER Director of the outcome (either resolution or impasse). Any proposed resolution must be reviewed and endorsed by Employee Relations (or appropriate designee) before the resolution may be considered final. All agreed upon resolutions end the Review process, and the employee may not proceed to Step One.
8. If the matter is not resolved, the employee must contact the ER Director in writing within five (5) calendar days to confirm the employee desires to proceed to Step One. Failure to do so will result in the end of the Review process.

APPENDIX B

Step Two: Review Hearing

Review Panel

1. The ER Director shall secure three (3) employees as proposed review panelists. When contacting potential Review Panel members, the ER Director shall inquire whether the proposed members have any conflicts of interest with any of the parties such that they could not maintain objectivity in the review process.
2. The ER Director shall request that legal counsel be assigned to the Review Panel from the Office of General Counsel to provide advice to the Review Panel on procedural matters and substantive law.

Notification to Parties of Proposed Review Panel Members and Challenges to Panel

3. The ER Director shall notify the employee and management representative (“respondent”) in writing of the names of the three (3) proposed members of the Review Panel. Either or both of the parties may request to strike one review panel member; a request to strike a panelist must be delivered in writing to the ER Director within three (3) calendar days following provision of the proposed panelist names; a reason or explanation for striking a name shall be included and considered by the ER Director for a final determination of the panelist’s eligibility. The ER Director will finalize the Review Panel members and will notify the parties in writing of the panel’s final membership.
4. The ER Director will schedule a pre-hearing procedural meeting/training session with the Review Panel members prior to the actual review hearing. During this procedural meeting/training session, a member of the panel will be selected to serve as Panel Chair, who will oversee the hearing and draft the Review Panel’s report and recommendations. The meeting is procedural only and will not involve panel review of the merits of the case.

Date, Time, and Location of Review Hearing

5. The ER Director (or designee) will coordinate and schedule the date, time, and location for the Review Hearing and shall inform the parties and panelists accordingly. Every attempt will be made to conduct and complete the Review Hearing within thirty (30) calendar days of the filing of the Step 2 process.
6. Requests by either party for a continuance of a scheduled review hearing will be entertained in compelling circumstances only and must be submitted to the ER Director in writing. The ER Director may grant such requests upon a showing of good cause.

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Providing Documentation to Panel/Opposing Party

7. Once the date for the Review Hearing has been set, the Panel Chair will direct both parties to submit a copy (electronic or hard) of the information listed below to the Panel Chair and the opposing party at least seven (7) calendar days prior to the hearing. The information provided to the Panel Chair and exchanged between the parties must include:
 - a written summary of the allegations or issues;
 - a written summary of the respondent's response to the allegations;
 - any documentation the parties wish to present to support their case or position;
 - a list of proposed witnesses, and the specific issue(s) to which each proposed witness is expected to discuss if called. General character witnesses, or others without first-hand knowledge of the situation giving rise to the request for review, are not appropriate and are not to be included.
8. The Panel Chair shall determine the admissibility of any proposed materials or witness testimony.

Review Hearing

9. The Panel Chair shall have full control of the Review Hearing. The Panel Chair has the authority to prescribe the order and conduct of the hearing; to determine the relevance and/or admissibility of the evidence or testimony including for reasons to avoid the presentation of redundant, irrelevant and repetitive evidence; to limit the length of any opening/closing statements and/or presentation of the case by the parties; and to take any other action necessary to ensure an appropriate and fair review hearing. The employee and the department are allowed to present opening statements, to testify, to provide witness testimony, to cross-examine witnesses, to present the documents that were submitted in advance, and to give closing statements. Strict rules of legal evidence do not apply.
10. The following general rules shall apply to the hearing:
 - Hearings are closed to the public. Attorneys or other observers (other than the legal counsel assigned to provide advice to the Review Panel) are not permitted at the Review Hearing.
 - Prospective witnesses will be sequestered at the beginning of the hearing and excluded from the hearing during the testimony of other witnesses.
 - Upon timely request by a party or a witness and for good cause, the Panel Chair may allow for testimony to be presented through web-based technology (particularly

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where the witness would otherwise be unable to participate in the hearing). Testimony through this mode is allowable in the sole discretion of the Panel Chair.

- The sequence of the hearing shall be as follows:
 - The Panel Chair shall remind the parties (and witnesses) of the expectation for truthfulness and confidentiality.
 - The Panel Chair shall allow both parties to make a short opening statement summarizing their positions.
 - The employee shall present evidence, including any documentation and witnesses. The Review Panel and respondent may question the witnesses.
 - The respondent shall present evidence, including any documentation and witnesses. The Review Panel and employee may question the witnesses.
 - Panel members may address questions directly to a party, although the Panel Chair may determine whether the question and any response would be relevant to the issue(s).
 - Each party may make a closing statement. The respondent shall make its closing statement first; the employee shall have the right to make the last statement.
 - After the hearing, the Review Panel's deliberations take place in closed session. The Panel Chair serves to oversee the deliberations. The Review Panel may consult with Employee Relations, the Office of General Counsel or OEO staff (as appropriate based on the subject matter of the review), who serve in an advisory capacity only. The Review Panel's advisors may observe deliberations and may answer questions from or otherwise advise the Review Panel members of applicable University policies, regulations and rules or relevant law; no advisor will participate in discussions or attempt to influence the outcome of the hearing. The Review Panel should consider all the competent evidence and place appropriate weight on the evidence when determining whether the employee has met the burden of proof by a preponderance (greater weight) of the evidence; make findings that resolve the material issues presented; and make a recommendation regarding the disposition of the matter.

11.If the employee fails to appear at the review hearing or fails to provide a showing of good cause for failing to appear, the review will be administratively closed and not subject to further consideration. If the respondent fails to appear at the review hearing or fails to provide a showing of good cause for failing to appear, the review hearing will proceed without the respondent in attendance.

12. The ER Director shall arrange to have the Review Hearing recorded. Either party may request a copy of the recording by contacting the ER Director after the conclusion of the Review Hearing. Use of any other recording device by any other party is not permitted in the room where the review hearing is conducted.

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Review Panel Report and Recommendation to Chancellor (or designee)

13. The Panel Chair will prepare a written report, setting forth the Review Panel's findings, conclusions, and any recommendation to the Chancellor (or designee). The Panel Chair is also responsible for working with the ER Director to compile the official record of the review.
14. The Panel Chair shall provide the report and the official record to the Chancellor (or designee) no later than fifteen (15) calendar days from the conclusion of the hearing. The Panel Chair shall provide a copy of the report to the parties and to the ER Director.

Chancellor's Decision

15. The Chancellor (or designee) shall base any decision on a review of the official record and the Review Panel Report. The final decision is that of the Chancellor (or designee). The final decision shall set out appeal rights if the decision is not in favor of the employee. The final decision shall be provided to the parties in writing that provides documentation of delivery or attempted delivery within thirty (30) calendar days following the Chancellor's receipt of the official record and Review Panel report.

**Application for Waiver
for an Undergraduate Degree Exceeding 120 Credit Hours**

Degree Title and Type (BS/BA) _____

Subplan title (if appropriate) _____

Number of credit hours over 120 _____

Reason for overage

Your program has been approved at the current total credit hour level by the NC State Board of Trustees. Please provide a detailed justification for adding to the credit count, including reference to licensure, accreditation, outcomes, and/or meeting constituent needs. Include letters of support, market comparisons, and/or other supporting materials.

On behalf of the NC State University Office of the Faculty Senate, please find the February 2025 report to the Board of Trustees, summarizing the agenda issues presented to the Faculty Senate during the last three meetings of the Fall 2024 semester.

Academic Program Review

On October 29, Faculty Senate discussed academic program review. In May 2024, the UNC System adopted Policy 400.1 on Academic Program Planning, calling for campuses to systematically review every academic program. Fashaad Crawford, Vice Provost for Assessment and Accreditation, Kaitlyn Mittan, Executive Director of Assessment and Accreditation, and Pierre Gremaud, Associate Dean of the Graduate School, presented proposed changes to NC State's policies in response to this. Faculty Senators voiced several concerns, including:

- increased workload for departments without additional resources;
- difficulty in defining appropriate metrics and gathering data, especially data on alumni who may not stay in contact with the university;
- emphasis on financial and employment metrics, without consideration of job satisfaction or impact to society, which could disproportionately impact humanities and interdisciplinary programs where success may not align with high salaries or immediate local employment;
- emphasis on North Carolina specific outcomes, which may not align with NC State's status as an R1 research institution with a global impact; there was a call for future conversations with the incoming Chancellor to balance system requirements with NC State's broader mission.

Notice of Intent, Conflict of Interest, and External Professional Activity for Pay

The November 12 meeting featured a presentation by Mary Millsaps, Director of Research Compliance, about recent federal changes to regulations regarding Notice of Intent (NOI), Conflict of Interest (COI), and External Professional Activities for Pay (EPAP) in response to National Security Presidential Memorandum (NSPM) 33 and other evolving state and federal regulations. It is important for both the university and individual faculty for faculty to be in compliance with these regulations, so Mary and her team created a variety of resources to explain and simplify the new processes, including clearer definitions, streamlined forms, and a decision tree to help faculty identify when new disclosures are needed. When faculty had specific questions about individual circumstances, Mary encouraged consultation with her office to ensure they are navigating the new processes correctly.

Results from the Employee Engagement Survey

The last Faculty Senate meeting of the fall semester was held on November 26. Nancy Welchel, Assistant Vice Provost for Institutional Survey Research and Analysis, presented findings from the UNC System Employee Engagement Survey. Overall results indicated that NC State performed well relative to the UNC System, with 26 of 41 belief statements rated as “Excellent” or “Very Good.” Within NC State, faculty generally reported lower ratings than staff across the university. Key areas of concern for faculty included confidence in senior leadership, communication, collaboration, and performance management. Specific concerns focused on senior leadership’s ability to communicate openly, address low performance, and provide clear direction. On a positive note, faculty expressed strong satisfaction with certain areas, such as being treated with respect by their supervisors and maintaining high standards within their departments. Some improvements were noted in areas like clear procedures for addressing discrimination and creating a welcoming environment for diverse identities.

As always, I thank you for the opportunity to present this report. I look forward to providing my next report, which will cover the first four meetings of the spring semester.

Respectfully submitted,



Dr. Herle McGowan
Chair of the NC State University Faculty, 2022-2025
Teaching Professor, Department of Statistics, College of Sciences



Staff Senate
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To: **Honorable Trustees and Distinguished Members**
From: **Charles Hall, Chair of the University Staff Senate**
Date: **January 29, 2025**
Re: **Board of Trustees Report**

On behalf of the Staff Senate of NC State University, please find the following report outlining current subjects of concern, interest, and opportunity affecting the over 7,000 represented staff at the university and the 101 Cooperative Extension locations across the state.

The activities of the Senate take three main approaches—enriching the lives and community of our staff across the university through professional development and a **culture of service**; advocating for **positive change** that affects staff members from all walks of life; and helping to be a **voice communicating** policy, opportunity, and collaboration across our campuses and counties.

While in a comprehensive review of the Staff Senate's governing documents, we have had the opportunity to tie off numerous threads that have been subjects of discussion for years. One of the notable changes being proposed for final approval of the Senate body, and signature by the Chancellor include expanding the duration of Senate Chair from one year to two, following the model of the Faculty Senate and several of our sister senates across the state. This, if successful, will allow greater experience and relationship building by the Chair, and enhance consistency of leadership and voice.

The senate has been a strong advocate for digital access for employees regardless of means or digital experience, and a long running Computer Loan Program has been a significantly impactful initiative putting computers in the hands of employees who themselves could not afford them. This provides employees with opportunities to grow professionally, learn new skills, and have an equitable level of access to resources. We have recently expanded that level of resource to help provide digital literacy support and access to staff, working with campus partners in divisions with the greatest need.

The [results of the Employee Engagement Survey](#) are always met with great interest by the Senate, and we are encouraged to see consistent results with mostly positive outcomes. While we are not perfect, we appear to be moving in a positive direction and the Staff Senate consistently strives to be a resource and advocate for areas of concern.

While we are making strong strides in positive directions setting colleagues and initiatives up for success, uncertainty is a strong emotion and concern amongst staff. Rhetoric is a powerful tool to uplift, but an equally powerful one to instill fear and disenfranchisement. As public servants, NC



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State staff participate eagerly in a shared mission to educate the future, use science to improve lives, and use passion across our campuses to build up communities across this state. Challenges to those missions instill career uncertainty, and indeed, certainty of purpose that bring these thousands of talented staff together for the pursuit and application of knowledge for everyone's benefit.

We are deeply grateful for the support of this board and university leadership over the years, for the incredibly positive relationship we enjoy in active shared governance from our Chancellor, and for the eagerness of all in our campus and state community to come together to make a difference.

Respectfully submitted,

Charles Hall
Chair, University Staff Senate 2024-2025