

Board of Trustees Meeting

Sep 21, 2018 9:00 AM Eastern Daylight Time

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STATE OF NORTH CAROLINA

COUNTY OF FORSYTH

I, **Robert Barr**, do solemnly swear or affirm that I will support and maintain the Constitution and laws of the United States and the Constitution and laws of North Carolina not inconsistent therewith; and that I will faithfully discharge the duties of my office as a member of the Board of Trustees of **Winston-Salem State University**.

Further, I do solemnly and sincerely swear or affirm that I will be faithful and bear true allegiance to the State of North Carolina and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain, and defend the Constitution of said State, not inconsistent with the United States, to the best of my knowledge and ability; so help me God.

Signature

Sworn to and subscribed before me this _____ day of September 2018.

Camille Kluttz-Leach

Conflicts of Interest Statement

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

**Winston-Salem State University
Board of Trustee Meeting
September 21, 2018**

9:00 a.m.

Roll Call

Name:	Present	Not Present
1. Harris, William		
2. Barr, Robert		
3. Bigelow, Coretta		
4. Clark, Robert		
5. Farmer, Kelvin		
6. Gibson, William		
7. Henderson, Sue		
8. Kelly, Kathleen		
9. Nostitz, Drewry		
10. Shortt, Mike		
11. Sides, Ricky		
12. Smith, David		
13. Wierman, Scott		



200.12 – Involuntary Medical Withdrawal
University Group Policy #200.12

Moving to 300 level where the other withdrawal policies are located?

I. Executive Summary

One of the university's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, research, service, and the growth and safety of all members of its community. From time to time university officials become aware of a student who may be seriously interfering with this purpose because of mental, emotional, or a psychological health condition. In these situations, university officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law. In addition to, or instead of either of those procedures, the matter may be handled as an involuntary medical withdrawal.

II. Policy Statement

An involuntary medical withdrawal from the university can be invoked when a student's behavior demonstrates that s/he poses a potential threat to her/himself or others or creates a pattern of extreme disruption to learning or campus life due to a mental, emotional, or a psychological health condition. This policy should not be used to dismiss socially or politically "eccentric" student who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal university activities. Involuntary medical withdrawal should be reserved for those cases where interim measures, such as behavioral contract, are deemed inappropriate, or cannot be agreed upon by the student and the university.

After investigating the situation, the Dean of Students can recommend that the student withdrawal from the university with extenuating circumstances (Policy 302.8 Undergraduate Withdrawals) with no academic penalty. *(We don't seem to have a policy for graduate students.)* If the student will not withdraw voluntarily, the Dean of Students will convene a Committee on Involuntary Medical Withdrawal (IMW) for advice. The committee must afford the student an opportunity to be heard on the matter and will base its decision on evidence presented at a closed hearing. The concurrence of at least fifty percent of the Committee members will be required to force a student to withdraw under this policy. The Committee will communicate its decision to the student in writing.

The Committee may, at its discretion, permit a student who meets the standard for medical withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination of these conditions.

If the Committee on Involuntary Withdrawal mandates the student's medical withdrawal or imposes conditions on his/her remaining enrolled at the University, and the student believes that the outcome

unreasonable or the procedures used were unfair, the student may appeal, in writing, to the Provost. The decision of the Provost is final.

Students who leave campus under an involuntarily medical withdrawal can be readmitted to the university only after being cleared by the Committee on Involuntary Medical Withdrawal.

Involuntary medical withdrawal is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the disciplinary process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or did not know the nature and quality of the act in question.

III. Definitions

Extenuating Circumstance for Withdrawal: a mental, emotional, or a psychological health condition that seriously interferes with a student's ability to engage the learning process or that s/he poses a potential threat to her/himself or others or creates a pattern of extreme disruption to learning or campus life.

IV. Guidelines

Once identified as behaving in a manner that poses a threat to her/himself, others or the learning process that could be due to a medical condition the student can be asked to withdraw by the Dean of Students. If the student will not withdraw voluntarily, the Dean of Students will consult with the Committee on Involuntary Medical Withdrawal for advice in the disposition of the situation. The committee will consist of: Faculty, Academic Advisors, a representative from the University Counseling Center, and a representative from the A.H. Ray Student Health Center.

The committee must afford the student a hearing and an opportunity to be heard on the matter. Admissible evidence may include witnesses, written reports, documents or written statements, and must include a mental health professional's written evaluation.

1. The student's rights at the hearing shall include the following:
 - a. The right to be present, unless the student disrupts the hearing.
 - b. The right to present relevant evidence.
 - c. The right to question all witnesses at the hearing and to comment upon all documents presented.
2. The members of the Panel may also ask questions of any witness.
3. Form legal rules of evidence will not apply at the hearing. However, the chair may exclude evidence that is not relevant or is cumulative.
4. The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.
5. The hearing will be tape recorded and the recording will be made available to the Committee, the student (upon written request), and to any decision-maker involved in the appeal. The tape shall be preserved so long as the possibility of appeal or litigation remain open.

Following this period, the tape shall be destroyed according to the UNC Record Retention Schedule.

The Decision of the Committee

The Committee will base its decision on evidence presented at the hearing. The concurrence of at least fifty percent of the Committee members will be required to withdraw a student under this policy. If the Committee concludes that the student does not meet the standard for medical withdrawal, it will inform the student in writing, and the procedure shall terminate. If the Committee concludes that the student does meet the standard for medical withdrawal, the Committee shall state its findings in writing and will include its reasons for this conclusion. The Committee will give the student its written decision within two (2) business days after the hearing. The Committee may deliver the decision in email and in hard copy to the student either by certified mail, return receipt requested, or in person, and it will become effective immediately upon sending to the student's university email account.

The Committee may, at its discretion, permit a student who meets the standard for medical withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination thereof. When making its determination of appropriate probationary conditions, the Committee may consult on an informal basis with faculty, Residence Life, and other university staff.

Appeals Process

If the Committee on Involuntary Medical Withdrawal mandates the student's medical withdrawal or imposes conditions on his/her remaining enrolled at the University, and the student believes that the outcome was unreasonable or the procedures used were unfair, the student may appeal, in writing, to the Provost. Once the Committee on Involuntary Medical Withdrawal had delivered its decision to the student, the student has two (2) business days to submit his/her appeal in writing. The provost or designee will respond, in writing, to the student's written appeal within two (2) business days. The Provost may (1) affirm the Committee's decision, (2) send the matter back to the Committee for further consideration, (3) affirm the Committee's finding but alter the disposition from withdrawal to probationary enrollment under specified conditions, or (4) reverse the Committee and reinstate the student. The Provost's decision is final.

Readmission Process

A former student who has been medically withdrawn under this policy and wishes to return must follow the university procedures for readmission. Students who leave campus either voluntarily or involuntarily will be readmitted to the university only after being cleared by the Committee on Involuntary Medical Withdrawal. Permission for readmission will typically be based on the student's demonstration of a period (at least one semester) of stable behavior outside of the university, and shall require a statement from a physician, psychologist, or other qualified professional external to the campus who gives an opinion that the student is ready to return and cope with university life. Conditions for follow-up services may be required as part of the readmission decision. These conditions shall be established by the Committee on Involuntary Medical Withdrawal.

Responsible Division: Associate Provost/Vice Chancellor for Student Affairs

Authority: Board of Trustees

History: (July 2018: The policy was originally created under 200.12 but more appropriately sits under 300 with the other withdrawal policies. This current version has significant revisions that separate policy and procedure and clarify responsibilities.)

V. Applicability

This policy applies to Winston-Salem State University students.

VI. Compliance

William U. Harris
Chairman, Board of Trustees
Winston-Salem State University

Scott F. Wierman
Secretary, Board of Trustees
Winston-Salem State University

Responsible Division:
Authority:
History:



Enterprise Risk Management Steering Committee Charter

I. Responsibilities & Duties

The enterprise risk management (ERM) steering committee (the "committee") shall monitor the risk environment for Winston-Salem State University (the "university") and provide direction for the activities to mitigate, to an acceptable level, the risks that may adversely affect the university's ability to achieve its goals. The committee facilitates continuous improvement of the university's capabilities around managing its priority risks. In addition, the committee will support the Audit, Risk and Compliance Committee's (ARCC) efforts to monitor and evaluate, as mandated by professional standards and the University of North Carolina System Office's requirements, risks that impact the institution's goals.

Specifically, the committee shall:

- Identify and Prioritize Business Risks: Review the university's risk register in order to understand the current risk environment for the university, including a review of emerging risks, the interrelationships between risks and the context of university's risk appetite;
- Evaluate the Effectiveness of Risk Mitigation Activities: Define and communicate expected results of the ERM implementation committee and risk owners. Review risk mitigating strategies for effectiveness and consistency with the university's risk tolerance;
- Ensure that Gaps in Effectiveness are Addressed for High-Priority Risks: Provide direction for the allocation of resources and assignment of responsibilities for activities addressing business risks; and
- Improve ERM Infrastructure: Provide guidance regarding the ERM infrastructure, including systems, processes and organizational structure.

The committee is not responsible for any day-to-day tasks involved in risk management or the mitigation of any risks; however, individuals on the committee may have specific risk management tasks as part of their primary job at the university.

The above list of activities should serve as a guide with the understanding that the committee may carry out additional functions and adopt additional policies and procedures as may be appropriate in light of changing business, legislative, regulatory, legal or other conditions. The committee shall also carry out any other responsibilities and duties delegated to it by the University of North Carolina System Office, the Board of Trustees and/or the Chancellor of the university from time to time, related to the purposes of the committee outlined in this section.

II. Membership & Operations

The ~~Vice Chancellors and General Counsel of the university shall serve as committee will include the following "voting members":~~

~~Provost and Vice Chancellor for Academic Affairs;~~

~~Vice Chancellor for Finance and Administration; Vice Chancellor for Student Affairs;~~

~~Vice Chancellor and Chief of Staff; and~~

~~General Counsel.~~

The committee chairperson will serve as a non-voting, ex officio member of the committee:

Committee Chairperson: Chief Audit, Risk, and Compliance Officer.

Each voting member shall have one vote. A simple majority of Three or more voting committee members in agreement can result in actions directed by the committee. The effect of ceasing to be an employee of the university is the automatic termination as a voting member or member of the committee. It is appropriate that members of the committee have a range of different backgrounds, skills and experiences, having due regard to the operational, financial and strategic risk profile of the university.

Other “non-voting members” include:

- Senior Associate Provost; and
- Associate Provost and Vice Chancellor for Student Engagement and Development.

Committee membership may be modified by the Chancellor after consultation with the Chief Audit, Risk, and Compliance Officer.

The committee may direct internal groups and/or engage outside experts to assist in its responsibilities. The committee will report, through the Chief Audit, Risk, and Compliance Officer, regularly to the ARCC of the university’s board of trustees following meetings of the committee regarding current status of risk and action items.

III. Meetings & Attendance

- The committee should meet at least four times (quarterly) per year. Additional meetings may be held as the work of the committee demands or if requested by the Chancellor, a university board of trustees’ member, external auditor or internal auditor. The chairperson of the committee or a majority of the members (in the chairperson’s absence) may call a special meeting of the committee.
- As necessary or desired, the chairperson may invite members of the ERM implementation committee and/or risk and control owners to be present at meetings. The committee may also exclude from its meetings any person it deems inappropriate for such meeting(s).
- In lieu of detailed minutes, for each meeting, a summary of attendees and any action items or key decisions will be prepared and circulated to all committee members that were invited to the meeting.
- Agendas will be prepared for committee meetings. The agenda of each meeting will be circulated, whenever reasonably practicable, to each member prior to each meeting. The following may serve as the standing agenda for all meetings of the committee regardless of whether it is stated in the quarterly agenda:
 - Quarterly review of the university’s risk register, paying particular attention to items that have changed since the previous meeting (e.g., risks for which the prioritization has changed, new risks, new mitigation activities, etc.);
 - Reports from others concerning activities related to ERM; and
 - Any other business.

IV. Annual Review

The committee shall have oversight to perform a review and assess, at least annually, the adequacy of this charter and any improvements to this charter that the committee considers necessary or valuable. The committee shall conduct such reviews in such manner as it deems appropriate.

~~Effective Date: This Charter becomes effective upon adoption by the Board of Trustees.~~

~~Approved/adopted: March 16, 2018~~

~~Amended: September 21, 2018~~

William U. Harris
Chairman, Board of Trustees
Winston-Salem State University

Scott F. Wierman
Secretary, Board of Trustees
Winston-Salem State University



BOT Self-Assessment Report

August 27, 2018

N = 12 (3 duplicates, 1 blank)

Please indicate your agreement with the following:

#	Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
1	I have been given orientation in preparation for serving on the Board.	44%	56%	0%	0%	0%	9
2	I understand my role and the expectations as a Board Member.	67%	33%	0%	0%	0%	9
3	I know the annual meeting dates and have reserved those dates on my calendar.	78%	22%	0%	0%	0%	9
4	I am compliant with all required ethics training and conflicts of interest disclosures.	67%	33%	0%	0%	0%	9
5	I know my obligations to refrain from undue influence, both internal and external.	67%	33%	0%	0%	0%	9
6	I have been provided a copy of the bylaws and/or know how to access them.	78%	22%	0%	0%	0%	9
7	I have made annual monetary contributions to support the university and its mission.	67%	33%	0%	0%	0%	9

Comments about board responsibilities:

Academic year 2017-18 was the first that an orientation program was provided since my membership on the BOT. It is good that this will become a regular offering going forward.



Please indicate your agreement with the following:

#	Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
1	The Board understands and can articulate and communicate WSSU's strategic plan.	44%	33%	22%	0%	0%	9
2	The Board is kept informed of the trends and issues that affect the institution.	33%	67%	0%	0%	0%	9
3	The Board is effective in identifying threats and opportunities that may have an impact on the university.	44%	33%	22%	0%	0%	9
4	The Board maintains its focus on the institutional mission.	56%	33%	11%	0%	0%	9

Comments about the strategic plan and university mission:

Despite the fact that the Strategic Plan is referenced to or reported on at each BOT meeting, I'm not sure that the majority of members can articulate and communicate the plan. Likewise, I am not sure whether there are a lot of circumstances that require the need for such.



Please indicate your agreement with the following:

#	Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
1	The Board is effective in reviewing and providing feedback on plans presented to it by university administration and staff.	56%	33%	11%	0%	0%	9
2	The Board systematically evaluates the performance of the Chancellor.	56%	11%	33%	0%	0%	9
3	The Board routinely evaluates policies and practices promulgated by the university.	44%	11%	44%	0%	0%	9
4	The Board receives adequate information about the fiscal affairs of the institution to carry out its fiduciary and stewardship responsibilities.	44%	56%	0%	0%	0%	9
5	The Board is effective in monitoring the fiscal affairs of the institution and providing oversight as needed.	33%	67%	0%	0%	0%	9
6	The Board receives adequate information about academic affairs to carry out its governance responsibilities.	56%	44%	0%	0%	0%	9

Comments about the oversight of management:

The Chancellor was evaluated during 2017-18 for the first time since I became a BOT member. It is hoped that systematic evaluations will be conducted at least every two academic years, or more if circumstances warrant.

i do not have information to answer questions two and three with any personal knowledge

I have not experienced the opportunity to evaluate the Chancellor .



Please indicate your agreement with the following:

#	Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
1	The Board receives the agenda and meeting materials in advance of the meetings with ample time to review them.	67%	33%	0%	0%	0%	9
2	The Board meetings are organized and conducted in a manner that provides opportunities for participation.	67%	33%	0%	0%	0%	9
3	The Board is provided sufficient time to address issues that may arise before or during the course of the meeting.	22%	78%	0%	0%	0%	9
4	Board meetings have a good balance of information sharing, discussions, and decision-making.	56%	44%	0%	0%	0%	9

Comments about board meetings:

BOT members are expected to print the voluminous materials from the email. If one has difficulty downloading and printing the materials, as I did once, the member can be disadvantaged not being able to review them before the meeting. Alternatives need to be considered and/or put in place.

Some opportunities are lost to explore audit issues during the full board meeting.



Please indicate your agreement with the following:

#	Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
1	The responsibilities of each Board committee are well defined.	78%	22%	0%	0%	0%	9
2	The committee to which I am assigned works effectively.	78%	22%	0%	0%	0%	9
3	The committee structure ensures that the entire Board understands what is transpiring in the key areas of the university.	67%	33%	0%	0%	0%	9

Comments about board committees:



Please indicate your agreement with the following:

#	Question	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total
1	There is a clear understanding of the role of the Chancellor and that of the Board of Trustees.	78%	22%	0%	0%	0%	9
2	The Board has evaluated the Chancellor within the year.	44%	0%	56%	0%	0%	9
3	The channel of communication between the Board and Chancellor is good.	67%	33%	0%	0%	0%	9
4	The Board provides feedback to the Chancellor if, or when, it is needed.	44%	56%	0%	0%	0%	9

Comments about the Board's relationship with the Chancellor:

I can't remember if it was the 1st QTR of this fiscal year or last year that we provided feedback to the Chairman on the Chancellor's evaluation.

Although the channel of communication is open, it is unevenly used. More emphasis needs to be placed on the availability of one-on-one communication between BOT members and the Chancellor, if either feels such is needed.

ACADEMIC AFFAIRS COMMITTEE

Meeting Name: Academic Affairs Committee

Meeting Start Time: 11:45 AM Eastern Daylight Time

Meeting Start Date: 9/20/2018

Meeting End Time: 1:30 PM Eastern Daylight Time

Meeting End Date: 9/20/2018

Meeting Location: Blair 200, Chancellor's Conference Room

Agenda:

- I. Call to Order (Presenter: Sue Henderson)
- II. Roll Call (Presenter: Letitia Wall)
- III. Approval of Agenda * (Presenter: Sue Henderson)
Voting Action
- IV. Approval of Minutes from June 7, 2018 Committee Meeting * (Presenter: Sue Henderson)
Voting Action
- V. Policy Approval *
Voting Action
 - A. Involuntary Medical Withdrawal Policy (Revised)
- VI. Approval of Structure Reorganization*
Voting Action
- VII. Report from Faculty Senate (Presenter: Lee Stackhouse)
- VIII. Academic Affairs Report (Presenter: Anthony Graham)
- IX. Adjournment

**Winston-Salem State University
Winston-Salem, North Carolina**

**Academic Affairs Committee Meeting
Board of Trustees**

**Blair Hall, Chancellor's Conference Room
September 20, 2018
11:45 am
AGENDA**

1. Call to Order-Committee Chairperson
2. Roll Call—Recorder
3. Approval of Agenda*
4. Approval of Minutes from the June 7, 2018 Committee Meeting*
5. Approval of Policy*
Involuntary Medical Withdrawal Policy (REVISED)
6. Report from the Faculty Senate—Dr. Lee Stackhouse, Senate Chairperson
7. Academic Affairs Report—Dr. Anthony Graham, Provost and Vice Chancellor for Academic Affairs
8. Adjournment

*Items requiring approval

WINSTON-SALEM STATE UNIVERSITY
Office of the Provost
Academic Affairs Division

MEETING MINUTES

Academic Affairs Committee of the Board of Trustees

June 7, 2018

Board members present: William Gibson, Susan Henderson (chair), William Harris, Drewry Nostitz, Scott Wierman. A quorum was present.

University staff and students present:Carolynn Berry (ex-officio), Shannon Henry, Jaime Hunt, Ashlea Jones, Camille Kluttz-Leach, Joel Lee, Michael McKenzie, Elwood Robinson, and Letitia Wall.

1. Sue Henderson called the meeting to order at 12:00 p.m.
2. Letitia Wall completed the roll call. A quorum was present.
3. William Harris motioned and Scott Wierman seconded to approve the revised agenda. The motion was approved.
4. Report of the Provost and Vice Chancellor for Academic Affairs: Interim Provost, Dr. Berry updated the committee on the current admissions cycle for this fall. The statistics showed that WSSU was on track to meet the freshman enrollment target of 950 students. There were good indications of strong enrollments of transfer and graduate students as well. Dr. Berry shared key strategic accomplishments in line with the university's strategic plan. In areas of curriculum, she shared updates on the curriculum coherency project which engages department faculty in a process to decide how to deliver through their curriculum more coherently and in any cases more efficiently so that students can choose a breadth and depth of courses to complement the major.

Interim Associate Provost, Dr. Michael McKenzie updated the committee on the implementation of several high impact practice initiatives that benefit our WSSU students. Those include strengthening internships and student work experiences to reflect high impact practices as well as increasing undergraduate research experiences.

Dr. Berry shared with the committee strategic efforts to incorporate the seven student learning outcomes across all experiences for students in the classroom and outside the classroom. Academic affairs and student affairs have worked closely to ensure consistent application of evaluating the outcomes is evident in all involvements. Dr. Berry reported there will be some infrastructure changes across academic affairs that will support the goals of the strategic plan and provide the necessary organizational synergies to continue serve our students.

Finally, Dr. Berry reported, new Provost Dr. Anthony Graham and new dean of The College, Dr. Darryl Scriven will start in July and everyone is eagerly anticipating their arrivals.

The committee enthusiastically thanked members of the academic affairs leadership team for assuming additional responsibilities this year, particularly, Dr. McKenzie for serving as Interim Associate Provost, Dr. Kathy Stitts for serving as interim Dean of The College and Dr. Berry for serving as Interim Provost.

5. Mr. Wierman motioned and Dr. Harris seconded the motion to adjourn the meeting. The motion was approved. The meeting adjourned at 1:10 p.m.

Respectfully submitted: Letitia C Wall



200.12 – Involuntary Medical Withdrawal University Group Policy #200.12

Moving to 300 level where the other withdrawal policies are located?

I. Executive Summary

One of the university's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, research, service, and the growth and safety of all members of its community. From time to time university officials become aware of a student who may be seriously interfering with this purpose because of mental, emotional, or a psychological health condition. In these situations, university officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law. In addition to, or instead of either of those procedures, the matter may be handled as an involuntary medical withdrawal.

II. Policy Statement

An involuntary medical withdrawal from the university can be invoked when a student's behavior demonstrates that s/he poses a potential threat to her/himself or others or creates a pattern of extreme disruption to learning or campus life due to a mental, emotional, or a psychological health condition. This policy should not be used to dismiss socially or politically "eccentric" student who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal university activities. Involuntary medical withdrawal should be reserved for those cases where interim measures, such as behavioral contract, are deemed inappropriate, or cannot be agreed upon by the student and the university.

After investigating the situation, the Dean of Students can recommend that the student withdrawal from the university with extenuating circumstances (Policy 302.8 Undergraduate Withdrawals) with no academic penalty. *(We don't seem to have a policy for graduate students.)* If the student will not withdraw voluntarily, the Dean of Students will convene a Committee on Involuntary Medical Withdrawal (IMW) for advice. The committee must afford the student an opportunity to be heard on the matter and will base its decision on evidence presented at a closed hearing. The concurrence of at least fifty percent of the Committee members will be required to force a student to withdraw under this policy. The Committee will communicate its decision to the student in writing.

The Committee may, at its discretion, permit a student who meets the standard for medical withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination of these conditions.

If the Committee on Involuntary Withdrawal mandates the student's medical withdrawal or imposes conditions on his/her remaining enrolled at the University, and the student believes that the outcome

unreasonable or the procedures used were unfair, the student may appeal, in writing, to the Provost. The decision of the Provost is final.

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III. Definitions

Extenuating Circumstance for Withdrawal: a mental, emotional, or a psychological health condition that seriously interferes with a student's ability to engage the learning process or that s/he poses a potential threat to her/himself or others or creates a pattern of extreme disruption to learning or campus life.

IV. Guidelines

Once identified as behaving in a manner that poses a threat to her/himself, others or the learning process that could be due to a medical condition the student can be asked to withdraw by the Dean of Students. If the student will not withdraw voluntarily, the Dean of Students will consult with the Committee on Involuntary Medical Withdrawal for advice in the disposition of the situation. The committee will consist of: Faculty, Academic Advisors, a representative from the University Counseling Center, and a representative from the A.H. Ray Student Health Center.

The committee must afford the student a hearing and an opportunity to be heard on the matter. Admissible evidence may include witnesses, written reports, documents or written statements, and must include a mental health professional's written evaluation.

1. The student's rights at the hearing shall include the following:
 - a. The right to be present, unless the student disrupts the hearing.
 - b. The right to present relevant evidence.
 - c. The right to question all witnesses at the hearing and to comment upon all documents presented.
2. The members of the Panel may also ask questions of any witness.
3. Form legal rules of evidence will not apply at the hearing. However, the chair may exclude evidence that is not relevant or is cumulative.
4. The hearing will be closed to the public and the testimony and other evidence presented will be kept confidential.
5. The hearing will be tape recorded and the recording will be made available to the Committee, the student (upon written request), and to any decision-maker involved in the appeal. The tape shall be preserved so long as the possibility of appeal or litigation remain open.

Following this period, the tape shall be destroyed according to the UNC Record Retention Schedule.

The Decision of the Committee

The Committee will base its decision on evidence presented at the hearing. The concurrence of at least fifty percent of the Committee members will be required to withdraw a student under this policy. If the Committee concludes that the student does not meet the standard for medical withdrawal, it will inform the student in writing, and the procedure shall terminate. If the Committee concludes that the student does meet the standard for medical withdrawal, the Committee shall state its findings in writing and will include its reasons for this conclusion. The Committee will give the student its written decision within two (2) business days after the hearing. The Committee may deliver the decision in email and in hard copy to the student either by certified mail, return receipt requested, or in person, and it will become effective immediately upon sending to the student's university email account.

The Committee may, at its discretion, permit a student who meets the standard for medical withdrawal to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination thereof. When making its determination of appropriate probationary conditions, the Committee may consult on an informal basis with faculty, Residence Life, and other university staff.

Appeals Process

If the Committee on Involuntary Medical Withdrawal mandates the student's medical withdrawal or imposes conditions on his/her remaining enrolled at the University, and the student believes that the outcome was unreasonable or the procedures used were unfair, the student may appeal, in writing, to the Provost. Once the Committee on Involuntary Medical Withdrawal had delivered its decision to the student, the student has two (2) business days to submit his/her appeal in writing. The provost or designee will respond, in writing, to the student's written appeal within two (2) business days. The Provost may (1) affirm the Committee's decision, (2) send the matter back to the Committee for further consideration, (3) affirm the Committee's finding but alter the disposition from withdrawal to probationary enrollment under specified conditions, or (4) reverse the Committee and reinstate the student. The Provost's decision is final.

Readmission Process

A former student who has been medically withdrawn under this policy and wishes to return must follow the university procedures for readmission. Students who leave campus either voluntarily or involuntarily will be readmitted to the university only after being cleared by the Committee on Involuntary Medical Withdrawal. Permission for readmission will typically be based on the student's demonstration of a period (at least one semester) of stable behavior outside of the university, and shall require a statement from a physician, psychologist, or other qualified professional external to the campus who gives an opinion that the student is ready to return and cope with university life. Conditions for follow-up services may be required as part of the readmission decision. These conditions shall be established by the Committee on Involuntary Medical Withdrawal.

Responsible Division: Associate Provost/Vice Chancellor for Student Affairs

Authority: Board of Trustees

History: (July 2018: The policy was originally created under 200.12 but more appropriately sits under 300 with the other withdrawal policies. This current version has significant revisions that separate policy and procedure and clarify responsibilities.)

V. Applicability

This policy applies to Winston-Salem State University students.

VI. Compliance

William U. Harris
Chairman, Board of Trustees
Winston-Salem State University

Scott F. Wierman
Secretary, Board of Trustees
Winston-Salem State University

Responsible Division:
Authority:
History:

STUDENT AFFAIRS COMMITTEE

Meeting Name: Student Affairs Committee
Meeting Start Time: 10:00 AM Eastern Daylight Time
Meeting Start Date: 9/20/2018
Meeting End Time: 11:30 AM Eastern Daylight Time
Meeting End Date: 9/20/2018
Meeting Location: Thompson 304

Agenda:

- I. Call to Order (Chair Bigelow)
- II. Roll Call (Ms. Blue)
- III. Approval of June 7, 2018 Committee Minutes (Chair Bigelow)
- IV. Report of Interim Vice Chancellor (Jamar Banks)
 - A. Reorganization Structure
 - B. Review of Annual Reports
 - C. Leadership & Organizational Development/Training Leaders (Heather Davis & Miles Winston)
 - D. Policy Review/Approval
 1. Code of Community Standards & Civility Policy
 2. Academic Integrity Policy
- V. Report of the SGA President (William Gibson)
- VI. Adjournment



WINSTON-SALEM
STATE UNIVERSITY

WINSTON-SALEM STATE UNIVERSITY
Board of Trustees: Student Affairs Subcommittee Meeting
307 Thompson Center – Conference Room
Thursday, June 7, 2018
10 am

MINUTES

Members Present: Dr. Ricky Sides-Chair, Mr. David Smith, and incoming SGA President-Mr. William Gibson

University Staff: Mr. Jamar Banks, Mrs. Camille Kluttz-Leach, Dr.Carolynn Berry, Mrs. LaMonica Sloan-Wilhelmi and Ms. Angela Blue

Guests: Mr. Kambre Stephens

The meeting was called to order at 10:04 a.m. and roll was called.

Approval of the Minutes-March 15, 2018

A motion was made to approve the minutes. This motion was initiated by Mr. Smith and seconded by Mr. Gibson.

Report of the Vice Chancellor – Mr. Jamar Banks, Interim Vice Chancellor

Mr. Banks welcomed the Board and opened the meeting with a discussion concerning the below:

- Space Allocation and Renovation Projects-to include the repurposing of the current SGA office on the third floor of Thompson Center to be the new First Year Experience Office. The SGA office will be moved to the Reaves Center. In addition, future utilization of the old Ram Shack food court is being discussed.

- LGBTQIA Task Force-spearheads collaborations between USAE and campus faculty to make students more aware of support resources, training for campus safe zones and preliminary conversations regarding initiating a chapter of a nationally recognized Greek letter organization for LGBTQIA students.
- Minority Male and Masculinity-conversations to implement a series to discuss what does the WSSU Man look like and issues he may be dealing with from his role in today's society to the impacts of misogyny and patriarchy in male society today.
- WSSU and Appalachian State University Partnerships-with continued interactions between WSSU Business students with Appalachian State Business students in effort to create opportunities for cultural growth for students of both campuses.

Report of the SGA President

Mr. William Gibson was introduced to the members of the subcommittee and shared with the Board his administration's mission, vision and strategic plan for the 2018-2019 school year as well as the completed initiatives from the outgoing SGA President-Mr. Javonty Hunter's administration. These initiatives from the 2017-2018 school year include but are not limited to the following:

- Association of Student Governments Elections-WSSU elected as Delegation of the Year
- Home Depot Retool Your School Revitalization Projects & Volunteer Efforts
- Campus Community Watch Initiative between SGA & Campus Police
- HBCU Political Advocacy Trip to Washington D.C.
- HBCU Pride Day at Central Cabarrus High School
- Bags of Hope School Supply Campaign for K-12 students
- SGA By-Laws Reconstruction
- SGA Spring Elections

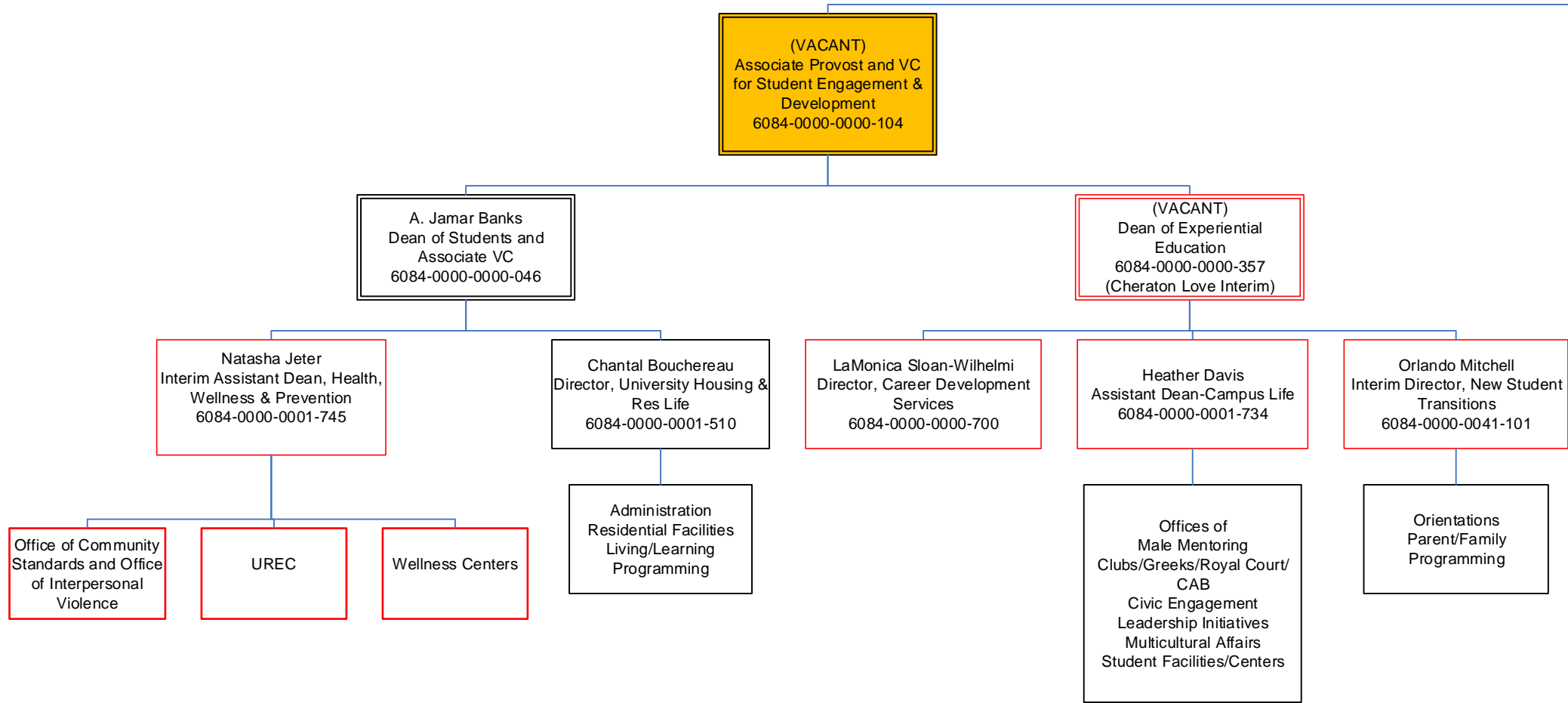
Adjournment

There being no further business before the committee, the meeting was adjourned with a motion at 10:46 a.m.

Angela Blue
Recording Secretary

Academic and Student Affairs Division
 Provost
 &
 Vice Chancellor for Academic Affairs

Dr. Anthony Graham
 Provost/Vice Chancellor for
 Academic Affairs
 6084-0000-0000-207





WINSTON-SALEM
STATE UNIVERSITY

Division of Student Affairs End of Year Reports for 2017-2018

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HOUSING AND RESIDENCE LIFE END OF YEAR REPORT 2017-2018

Part I: Major Accomplishments

Provide the items you would highlight to outside constituencies about your unit's activities, performance and success in 2017-18. If possible, tie these accomplishments to key indicators in the Strategic Plan.

Housing and Residence Life (H&RL) reorganized the Residence Education unit and eliminated the Hall Director positions, while adding four Area Coordinators and three Assistant Directors. In addition, the department partnered with the UNCG-Student Affairs Administration in Higher Education (SAAHE) program by adding three Graduate Hall Directors to the staff. This new initiative has proven successful and has allowed H&RL to save money on personnel. WSSU is now a contributor to the higher education-student affairs profession and helps prepare staff to serve as practitioners in the field, while pursuing their degree. H&RL has successfully hired two Area Coordinators and one Assistant Director to join its team in the coming fall semester and is looking to hire the third and last Area Coordinator in the near future.

The Housing Services unit has worked diligently to effectively communicate with students while ensuring seamless and transparent processes. The housing selection process began two months earlier this year as compared to last year. By the self-selection deadline, there was an increase in applications for both New First Time Freshmen (7) and Continuing Students (183). Furthermore, in an effort to encourage continuing students to proactively seek off-campus housing options, H&RL hosted an off campus Housing Fair in the Donald Julian Reeves Center. The Housing Fair featured 14 properties from the Winston Salem community. Two hundred students participated in the Fair and received positive feedback from the various leasing companies on their level of engagement and the manner in which they conveyed their housing needs and preferences. During the spring semester, the housing management software was upgraded to the latest RMS Mercury system. This web based management model offers more options such as allowing staff the ability to access the system from home without the need of utilizing the campus network. The system will also allow for the conversion and tracking many of the manual processes electronically, while reducing the number of systems used by the Housing and Residence Life staff.

There has been many improvement in the Housing Facilities unit, such as the Housekeepers reporting back to Housing and Residence Life in over 5 years. Since this change, there has been a significant reduction of complaints during the fall 2017 opening. In the fall semester, H&RL took a different approach to build a positive relationship with its partners in University facilities which has increased the synergy and productivity with both departments. With more access to Mainsaver (Maintenance Management System software), streamlining purchases between departments, and increased communication, H&RL has been able to address concerns quicker and established a plan for addressing summer preventative maintenance schedules.

The Residence Hall Association (RHA) completed another successful year of programming. Major programs included RHA's Annual Student Appreciation Week. This week featured signature programs including Trap Karaoke which had over 250 attendees and concluded with a field day where they collaborated with University Recreation to engage students via food, fun, and field games. Additionally, RHA hosted a viewing to see Marvel's Black Panther at a local movie theatre in Winston-Salem. With over 168 residents in attendance, it was one of RHA's most successful programs to date.

Part II: Major Problems and Barriers to Success

List and briefly describe major problems and barriers to success that exist in your department.

- H&RL began to research different Housekeeping models to best meet the needs of its residents. A need has been identified to have two shifts and have the Housekeepers work later into the evening. One of these models includes outsourcing our first year halls which has been positively received from the students.
- In the area of Housing Services working with various departments and offices have proven to be challenging at times. Although the software upgraded took place, the department continues to rely on IT to do a certain level of work because it has not been given all the access needed to complete certain tasks. This problematic matter could cause delays in staff's ability to be productive and/or in finding solutions various problems. The staff continues to work with IT to address this issue moving forward.
- One of the major problems this year included other campus departments taking it upon themselves to disseminate information on Housing's behalf without prior approval from the department. This has led to incorrect information being shared with student and parents. While much of our information was online during the 2017-2018 academic year, it wasn't enough. The department needs to identify additional methods of getting information to students and parents. A strong emphasis will be place in this area in the coming year which will allow students, faculty, and staff to follow processes in a more timely fashion.
- While many positive strides in Housing Facilities have occurred, more work in needed to achieve a best practice model. The Housekeeping program is understaffed which causes many issues when staff members are out of work unexpectedly or go on vacation. Additional training is needed in the areas of communication, leadership, and teamwork to address several years of lingering issues amongst the staff. The department is working on establishing clearer expectations for the housekeeping team with a heavier emphasis on performance management.

Part III: Personnel

List any personnel changes or organizational restructuring that has taken place since August 2017.

- Two staff resigned mid-year leaving the department stranded and understaffed.
- This year was uniquely challenging for some of the Resident Advisors and their ability to make ethical decisions. Several were terminated from the position. Improvements to staffing standards and expectations will take place for this upcoming academic year.

Part IV: Staff Activity

List any awards, honors, professional presentations or publications engaged in by your staff during the 2017-18 academic year.

- Will Sheppard completed his dissertation and graduated with doctoral degree in education December, 2017 from the University of Nebraska.
- Dr. Sheppard presented at NASPA Achievement Gap: Student Success in Higher Education Conference in Columbus Ohio May, 2018.
- Assistant Director of H&RL, Dr. William Sheppard and Area Coordinator, Magdala Compere presented *Can't Stop Won't Stop: Helping Our Black Males Succeed*, at the NCHO -NCCPA joint conference in Asheville, NC in October, 2017. During this discussion based presentation, the presenters covered some common reason why Black Males attend college, barriers/setbacks, some motivation, and shared resources.
- The Residence Hall Association (RHA) won the Genie Award from the North Carolina Association of Residence Halls (NCARH). The Genie award is awarded to the most improved Residence Hall Organization within the state of North Carolina. As an affiliate member of NCARH, every year WSSU RHA and all affiliated institutions gather at one of the NCARH affiliated schools to learn and share programming ideas, leadership opportunities, discuss and develop dialogue about residential living topics, conduct formal NCARH business, and recognize accomplishments of NCARH schools, and students.
- Magda Compere was appointed as one of the Development Co-Chairs for the Professionals of Color Network (POCN) for the Association of College and University Housing Officers-International better known as ACUHO-I. In this position she oversees the budget for the Network and plans its presence at the ACUHO-I Conference and Expo (ACE).
- Resident Advisors Victoria Bost and Alicia Smith presented a program ("Cash Me at the Program-How About That?) At the NCHO, RA Drive-In Conference on October 14, 2017 at Louisburg College and won the best program award for their program category. The department was very proud of them and the two were overwhelmed with joy for their amazing achievement.
- Chantal Bouchereau serves on the ACUHO-I membership committee designed to increase organizational membership, while marketing the value of joining the organization to non-member institutions.
- Chantal Bouchereau will serve as one of two facilitators to the HBCU Roundtable Retreat (July 5-7, 2018) at the ACUHO-I Conference and Expo (ACE) in Denver, Colorado. The retreat is designed to provide housing and residence life professional the opportunity to network and identify strategic and practical solutions with staff from other HBCU campuses.

Part V: Assessment Results

This year it was decided to discontinue the utilization of Sky factor to collect data from residents living in the hall. H&RL collaborated with the department of Institutional Assessment and Research to continue its surveys. Assistant Director Will Sheppard was in charge of the assessments and had advertisements electronically sent out to students and put on electronic kiosks throughout campus. H&RL's percentages

went down from last year but received valuable information from residents. Overall there were significant quantitative and qualitative data that will help the department serve its students better in the future.

Some highlights from the annual survey consisted the following:

- 90% of students felt safe while living in the halls.
- Feedback about the residence hall laundry services supported the department’s decision to seek a new vendor for better customer and quality service.
- Custodial and housing staff received positive feedback for politeness and interactions with residents.
- Residents overall feedback of the 2018-2019 housing application and room selection process was positive and students expressed the process was easy and user friendly.
- The department continues to hire passionate staff to the department in order to increase the student experience for residents. The department will continue to utilize the assessments to make decisions that are student focused and provide the highest quality services that we can.

Part VI: Snapshots for Benchmarking

Staff	Goal	Data Collection	Timeline	Results
A. Nichols	Learning: Weekend Programming	program log	fall and spring	Goal met
W. Sheppard	Operational: Safety Awareness	survey	annual	Goal met
A. Nichols	Learning: Residence Hall Programming	program log/annual survey	semester and annually	Goal met
C. Bouchereau	Learning: Living and Learning Communities	survey	annual	Goals met
J. Cheeks	Operational: Physical Infrastructure	observation	annual	Goal met

Part VII: Departmental Priorities and Goals

Follow up on your 2017-18 goals and priorities for the department you created last summer. Add an indicator status on each indicator to give an update on where you are on this goal. If you have new goals, add them. If goals are no longer valid, delete them.

Statement of Goals:

- 1) Strengthen Liberal Education – Students will engage in weekend programs in the residence halls.
- 2) Operational: Safety Awareness – 75% of students will report they feel very or somewhat safe on campus.
- 3) Learning: Residence Hall Programming – All students in residence halls will have programming available to them on subjects such as alcohol/drug use or abuse, cultural holidays/celebration, physical activities and resume writing, etc. as well as weekend activities.
- 4) Learning: Engage students through participation in Living and Learning Communities, have them share experiences with those of like interest and earn a higher GPA.
- 5) Operational: Enhance the Quality of Physical and Operational Infrastructure – Take inventory of all currently used and stored furniture in residence hall spaces.

Statement of Outcomes:

- 1) Learning: Weekend Programming - Almost twice the number of weekend programs were conducted from the previous year – from 25 to 42.
- 2) Operational: Safety Awareness – 92% of students felt very/somewhat safe in their room.
- 3) Learning: Residence Hall Programming – tracking logs are kept by the RAs on attendance by students and the annual survey showed that 65% of the students polled reported they were very or somewhat satisfied with the activities.
- 4) Learning: Engage students through participation in Living and Learning Communities - W.I.S.H. has been suspended due to lack of student activity. A transcript review showed the GPAs were higher for students in the LLC W.I.L.D. in contrast to students who were not in an LLC.
- 5) Operational: Enhance the Quality of Physical and Operational Infrastructure – an inventory was taken of furniture. Worn mattresses and furniture were discarded. Unused furniture is being stored and excess furniture will be sold.

STUDENT CONDUCT END OF YEAR REPORT 2017-2018

- A. Department Statistics** – The following information reflects reporting data pertaining to female/male student roles in cases for the 2017-2018 academic school year. The below statistics are for students who were marked as the following:

Students marked as “Complainant”:

Female	161
Male	33

Students marked as “Respondent”:

Female	321
Male	212

After reviewing all numbers from the 2017-2018 academic year, it is obvious that more female than male students have gone through the conduct process in some form or fashion which is the opposite from what has been seen in previous years. In prior years, there were more females marked as the Complainant party and more males marked as the Respondent party. Even though the female to male ratio at the university is female dominant, past statistics have always shown more male than female students in conduct, overall. These numbers, I believe, are due to the rise of marijuana usage by the female population, the increase in physical altercations that have occurred amongst the female student population, and more disorderly conduct infraction from female students due to incidents which have occurred due to verbal disputes which originated from social media and then spilled over into face-to-face interactions.

After running a Maxient Student Conduct System Report on Charges and Findings Breakdown based on Classification, the statistics showed the following pertaining to the following:

Students marked as “Respondents”:

	Responsible	Not Responsible
Freshmen	282	53
Sophomores	179	24
Juniors	93	24
Seniors	26	3
Non-WSSU Affiliated Members	37	1

Note that the freshmen class were found responsible for the following infractions the most: steal/deface/destroy property, fighting/physical assault/verbal altercation, disorderly conduct (went simultaneously with physical/verbal altercations), drug possession/use (**highest stat of infractions**), possession of drug paraphernalia, being under the influence, failure to comply, falsifying information, tampering with fire-fighting equipment, use of allowed substance in an illegal manner, aid or abet, alcohol-underage possession/consumption/alcohol-paraphernalia/public intoxication (**lowest numbers in years**), and visitation violation. While the sophomore class received the same infractions, with the second highest overall numbers. The three infractions that were the highest were aid or abet, drug possession/use, and tampering with fire-fighting equipment (all three infractions normally occurring in the same instance). But all other infractions had statistics on a lower scale compared to the freshmen class. This shows us that as the students matriculate from their freshman to sophomore year through the University, they either used the consequences from their past actions as a learning experience; choosing not to repeat the same mistakes or did not have the same infraction(s) but channeled their actions towards more concentrated infractions such as marijuana usage. The OSC saw more individuals or duos who were of sophomore rankings, going through Conduct process for marijuana infractions compared to small to large groups who had freshmen ranking. These stats could also show that the freshman class is coping with a lot of growing pains as they progress through their freshman year. Their freshman year in college could have been the students' first time having to share their personal space with someone else or someone else that stems from a different demographic background than the person, hence creating a different living environment. The stats also show that from students' junior to senior year, their infractions reduced drastically and were associated with infractions of disorderly conduct, tampering with fire-fighting equipment, and visitation violation. While there were other infractions that the junior population was associated with for the 2017-2018 academic year, the above infractions had the higher percentage numbers. This could be due to students' shift in focus being directed more towards graduation and life after undergrad and therefore, students' wanting to make sure their behavior is an appropriate match for who they currently are. This could also be due to students participating in more activities and illegal activities off-campus, rather than on-campus and in their personal space. The higher number of visitation violations could stem from the students in junior rankings wanting to feel more independence (as if living in an off-campus apartment) and having the ability to live with a significant other and therefore, violating HRL policies. Seniors had the lowest overall percentages out of all four classifications with the highest statistic being for visitation violations. This could also be due to the previous rationalization given above.

The below numbers reflect the number of students who have gone through the conduct process due to drug infractions and were sanctioned with the following:

Noted Cases	1 (non-student); 1 (closed case pertaining to deceased student)
Not Responsible/Dismissed	19

Disciplinary Warning	6
Disciplinary Probation	2
Deferred Suspension	91
Suspensions	13
Expulsions	2

Note that the suspension numbers are lower due to the council opting to not invoke a “zero tolerance” behavior due to mitigating circumstances of each case. However, other disciplinary sanctions (Deferred Suspension, Deferred Housing Revocation, Temporary Housing Revocation, etc.) and educational sanctions (Drug Education Class, Drug Screenings, Reflective Essays, Counseling, etc.) have been implemented so that students are fully being held accountable for their actions, are being held to a high standard, are understanding the severity of their infractions, are more understanding of how their personal actions directly affected their community environment, and so forth. From the Deferred Suspension statistics, the recidivism rates have also decreased compared to previous years.

B. Outreach Statistics – The following are short descriptions of programs that the Office of Student Conduct has been associated with or lead during the 2017-2018 academic year. The information is below:

Title	Purpose/Description	Attendees
Ramdition (transfer/incoming freshmen)	Mini presentation for transfer/incoming freshmen and students to learn about the Code of Conduct and the Office of Student Conduct	30
Revamp the Code of Conduct Committee	Committee of hand selected students, faculty, and staff members who assisted in the review and edit of the Code of Conduct, now known as the Code of Community Standards & Civility.	18
WSSU Rams Helping Hands Fall Giveaway	Students were able to visit the Rams Helping Hands Food Pantry to receive can goods and non-	20 volunteers

	perishable items. Volunteers assisted students through the electronic process and then assisted students in using the food pantry.	56 new or returning users of the food pantry
Title IX Training with NCCASSA	Current faculty and staff members of WSSU were hand-selected and thoroughly trained in Title IX education. Staff and faculty were informed about the Title IX process, as a whole, how panels are run, and all other pertinent information needed to be a council member for Title IX cases.	35 attendees
FYE-Freshmen Males Presentation	Participated in a round table panel with the Freshmen males discussing topics of civility, conduct in society and on campus,	

C. Department successes – The OSC has had a reduction in the amount of overall cases for the 2017-2018 academic year and suspensions. Due to new sanctions such as Alternative Dispute Resolutions and Complainant-Respondent/Respondent-Respondent Mediations, the OSC has been able to resolved minor level infractions from a more amicable, educational, and restorative perspective. 8 out of 10 times, the situation is resolved and there are no cases of recidivism. Educational sanctions such as Drug Education Reflective Essay, Drug Education Class, and Random Drug Screenings, for drug infractions has reduced the number of overall repeat Respondents due to a more intentional holistic sanctioning process which utilizes more community partners to create a better “wrap around” approach for working with students who have encountered infractions of illegal substances.

D. Department challenges –The following were a few challenges that the OSC faced during the 2017-2018 academic year. They are the following:

- Getting the Area Coordinators and Graduate Hall Directors to complete hearings properly (adjudicate in a timely manner, not properly closing cases out, changes in staffing and old staff not completing cases, etc.). After speaking with staff to resolve the issues, the barriers were created due to daunting tasks due to being understaffed which created backlogged cases, discovering cases that were never completed due to past staff

members not completing their duties or merely closing cases out so that they appeared to have been managed, or there was inaccurate or lacking documentation for numerous cases.

- A past Assistant Director did not completing tasks to ensure that Area Coordinators and Graduate Hall Directors were on track with cases. ACs and GHDs informed me that they had not had one on ones with their designated AD for months and when one on ones were completed, there was no mention of their dashboards being checked. This creates a negative conduct environment for the OSC because it creates the standard that if HRL does not support the OSC's endeavors then the students or student workers of HRL may follow suit.
- Due to a lack of physical support (ex. No coordinator or second hand in the OSC), I had to solely complete all conduct tasks and other tasks associated with my office. The student support which I had (SGA Attorney General) became very unreliable and was not executing her duties for conduct and SGA in the appropriate manner in which things should have been handled. Which then required myself to step in and relieve her of her duties for the council. The student support that I once had for endeavors (ex. The Rams Helping Hands Food Pantry) had dwindled away due to their own personal commitments and therefore, tasks or other projects associated with the pantry were not always executed to the standard they could have been.

E. What is next for the Office? – Starting in the month of June 2018 and throughout the upcoming fall academic semester and spring semester, the following are projects that the Office of Student Conduct will be completing. They are the following:

- The entire WSSU Code of Conduct has been revamped, been vetted by numerous committees, and will be going before the BOT in June 2018. If approved the following changes will be immediately implemented. They are the following:
 - a) The Office of Student Conduct will be renamed as the Office of Community Standards & Civility.
 - b) The Office of Community Standards & Civility will now adjudicate all aspects concerning conduct (Disciplinary, Academic, Student Organizations, case adjudication of Title IX cases).
 - c) Appeals process will include the Dean of Students as the first leg of appeals.
 - d) Suspensions/Expulsions will come from the Office of Community Standards & Civility
- Update all documents in Maxient to reflect the new information in *the Code* (ex. Appeal process, Title IX Process, conduct process, name changes, updated documents, etc.).
- Update the Office of Community Standards & Civility and the WSSU Rams Helping Hands Food Pantry's web pages on the WSSU homepage with all current contents.
- Edit that Academic Integrity Incident Reporting Form so that Deans of Departments are automatically kept in the loop when Academic IRs are submitted.
- Meet with faculty to discuss how conduct works and how our partnership (OCSC/Faculty) should grow (ex. working together, transparency, accountability, supportive, educational).
- Create and update social media pages for the WSSU Rams Helping Hands Food Pantry.
- Get a refurbished scanner to make documentation process easier for the Pantry (making sure that items are being accounted for in a more productive manner).

- Have Alcohol and Other Drugs Class approved or merged with the educational classes that Counseling Services is implementing as well as create a positive choices or anger management class and have it up and running for the fall 2018 semester.
- Ensure a better facilitation process for training for the SGA Attorney General, the Community Standards & Civility Council Members, and for Civility Advisors.

CAREER DEVELOPMENT SERVICES END OF YEAR REPORT 2017-2018

Part I: Major Accomplishments

Provide the items you would highlight to outside constituencies about your unit's activities, performance and success in 2017-18. If possible, tie these accomplishments to key indicators in the Strategic Plan.

- Alumni Return to Serve received a record number of alumni registrations; almost 100 alumni registered. Over 20 faculty members allowed us to use their classes. This coincides with Goal 1, Objective 8 of the strategic plan.
- In line with Goal 5, Objective 5.1 approval was received to move to Symplicity as the new Career Services Management platform. This will enable us to provide better online services to students, employers and alumni.
- Career Development Services is almost fully staffed.
- Increased number of FWS students awarded and placed in meaningful work experiences including four students within our own CDS office. Goal 1, Objective 1.8.
- Over 900 students participated in a day of services during Ramdation. Goal 1, Objective 1.8.
- Facilitated 1st annual Spring Business Fashion Show, featuring campus modeling troupe (approx. 300 students attended) and organized by student leaders.
- Created internship email blasts, promoting more than 100 opportunities directly to students on a weekly basis.
- Increased participation in Governor's Internship Program, securing 5 requested interns plus additional interns due to surplus student interest (most applicants of any participating HBCU – 78).

Part II: Major Problems and Barriers to Success

List and briefly describe major problems and barriers to success that exist in your department.

- Project GIVE major problems and barriers for the 2017-2018 academic year was the lack of funding/ transportation to support on and off campus community engagement activities.
- The lack of centralized reporting for internship/research outcomes continues to be a barrier in appropriate tracking.
- Consistent academic support of major initiatives e.g. career fairs, continues to be a barrier. Without academic support, many major initiatives cannot be successful.
- Need a more streamlined process for students to begin their FWS assignments. Takes too long to start work after awarded and placed.
- Departments assessing funding for student employment for those students who do not receive FWS.
- Expanding FWS off campus with transportation not being a barrier.

- Streamlined process for applying to opportunities needed to increase amount of students applying to internships and full-time positions.

Part III: Personnel

List any personnel changes or organizational restructuring that has taken place since August 2017.

- Internship Coordinator started in September 2017.
- Administrative Support Associate started in January 2018.

Part IV: Staff Activity

List any awards, honors, professional presentations or publications engaged in by your staff during the 2017-18 academic year.

- Community Service Coordinator, Dana Walker was named to the Keep Winston-Salem Beautiful Board.

Part V: Assessment Results

What changes were made in your unit due to this year's assessment results?

- We incorporated student learning outcomes to specific activities in accordance with university guidelines.
- Gained approval for new Career Services Management tool to better track employer engagement. Additionally, this tool will address some issues that were noted on first destination and UNC System surveys.

Part VI: Snapshots for Benchmarking

Complete the Benchmarks spreadsheet with 2017-18 data and any past data available. Strive for 3-5 items to continually benchmark the department against in the future.

- Office visits increased 5.62 percent year over year.
- RamTrak usage decreased by 19.22 percent year over year.
- Student employment increased 5.81 percent year over year.

***See Career Development Services Comparisons spreadsheet ***

Appendix

WSSU - Office of Career Development Services		
Office Visit Summary		
	2016-17	2017-18
Total Number of Contacts -	1178	1,240
Contact Type		
APPT - Appointment	272	384
SE - Student Employment	382	504
WI - Walk In	524	352
ClassStanding		
Freshman	322	378
Graduate	2	2
Junior	323	283
Senior	274	329
Sophomore	275	248

RamTrak New Accounts		
	2016-17	2017-18
Employers	286	194
Students	1081	756
Total	1376	950

Student Employment		
	16-17	17-18
FWS Student Employees	213	222
Non FWS Student Employees	526	560
Total	739	782

Project GIVE 2017-2018 Composite Breakdown		
Volunteer Groups:	Individual	Athletics
Hours Completed	7,357.54	985.1
Student Participants	(1344 students)	(10 teams)
Volunteer Areas:	Schools	Churches
Hours Completed		
Site Numbers		

Total Hours

- A. 2017-2018:** 40,243.64 hours
- B. 2016-2017:** 42,328.73

Economic Impact @ rate 22.14:	
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- A. 2017-2018 :** \$890,994.18
- B. 2016-2017:** \$937,158.08

Service-Learning

- A. 2017-2018:** 288 WSSU students (14 courses) completed a total of 31,901.00 clock hours of service-learning
- 2. 2016-2017:** 500 WSSU students (17courses) completed a total of 18, 296 clock hours of service learning

WELLNESS CENTER END OF YEAR REPORT 2017-2018

Part I: Major Accomplishments

During the academic year 2017-2018 the Winston-Salem State University Wellness Center supported health initiatives on and off campus, supporting through outreach and prevention activities, “Do Not Cancel Class” sessions, supporting student internships, and grant collaborations efforts. The Wellness Staff successfully completed our Truth Initiative grants during this academic year.

Part II: major Problems and Barriers to Success

The Wellness Center experienced financial challenges due to overall reduction in State funding and unanticipated budget cuts. The Counseling Center continues to see an increase in the demand for Psychiatric services, with limited funding and resources.

Part III: Personnel

The Wellness Center continues to experience a high level of turnover in our area. During this current academic year our Counseling Director position was vacated. This can be attributed to the current realignment of staffing across the board at WSSU.

Part IV: Staff Activity

The Wellness continues to partner with various departments and organizations on and off campus, including emergency preparedness, the enterprise center’s garden, the “Do not Cancel Class” initiative and participation in health fairs and other outreach activities.

Part V: Assessment Results

Part VI: Snapshots for Benchmarking

Part VII: Departmental Priorities and Goals

Goals for fiscal 2018-2019 include, 1) maintaining a stable clinician base to address ongoing substance abuse, student developmental issues, and psychiatric concerns, 2) increasing the knowledge base of clinicians to address LGBTQ concerns, 3) developing at least two safe zones on campus, and 4) facilitating at least one peer led mental health support group on campus.

INTERPERSONAL VIOLENCE PREVENTION / SINGLE STOP

END OF YEAR REPORT 2017-2018

Overview

The department of Interpersonal Violence Prevention's mission is to create a safe, respectful and non-threatening environment for students who may be involved in abusive relationships and those who may be interested in learning about healthy interpersonal relationships. It is our goal to foster healthy, stable relationships through education, holistic student development and community resources. The department of IVP has successfully provided workshops and presentations on identifying abusive relationships including sexual assaults. The department continues to be innovated in creating new ideas that are consistent with our ever evolving society; in addition, focusing on how to be successful in maintaining healthy relationships.

Single Stop Services

Single Stop services offered at WSSU was created to connect students with assistance they may need in order to meet their basic needs outside of the classroom. Single Stop is aimed to assist students succeed inside the classroom. Under the umbrella of services offered by SS students can apply for the following:

- Food and Nutrition Program
- WSSU Food Pantry/Community
- Utility Assistance

Medicaid and NC Health Choice

- Free Tax Services
- Shelter Placement (housing crisis)

(Single Stop provided service to 169 students for the academic year 2017-2018.)

Departmental Successes (Workshops, Campaigns, Events)

- **Ramdition** Staff provided information to new incoming students on the services available through the department of Interpersonal Violence Prevention and Single Stop.
- **Single Stop/IVP**
Marketing Event Hill Hall Lobby. This event was held to provide students with information and literature on services available through the offices of Interpersonal Violence Prevention and Single Stop services at WSSU.

- **Ever Fi Professional Development Training:**
Staff completed webinar training on sexual assault issues regarding student athletes and bystander interventions.
- **SGA/AKA-** Presentation pt. 2 “Don’t Mix Your Liquor & Your Loving” focused on alcohol consumption vs consent and title IX policies.
- **IVP/SS**

Interpersonal Violence Prevention and Single Stop literature was placed in student centered locations across campus. Brochures and pamphlets were placed in DJR, Anderson Center, Admissions, Financial Aid, Housing, and Social Work dept., Blair Hall, Campus Police, all Resident Halls, Thompson Center, Hill Hall RJR and Carolina Hall.
- **Interpersonal Violence Prevention**– Workshops were held in (8) resident halls; focusing on educating students on prevention. All workshops consist of small groups. Our focus was to create a safe place for students to engage in conversations centered on domestic abuse, dating and violence, consent, and sexual assault issues.
- **Class Presentations** – Class presentations for Dr. Jack Monell and Dr. Yancu department of social work. Presentations on IVP, consent and bystander intervention.
- **Annual Domestic Violence Resource Fair**–Annual domestic violence resource fair held in collaboration with our community partners. Family Services Inc. Winston Salem police department (victim’s advocacy), Pathway Interventions, and WSSU Student Government Association.
- **Interpersonal Violence Prevention and Student Conduct** – This orientation was held for transfer students and Renaissance Men. The department of IVP and Student Conduct provided policies and available services for students who may experience a crisis; or any student who may be interested in learning about healthy interpersonal relationships.
- **Domestic Violence Prevention Workshop** - Workshop was provided for student organization Q.U.E.E.N. This workshop addressed title IX polices and IVP services available for students. In addition provided information on the signs of UN healthy relationships, signs of abuse, consent, rape and the NC laws on taking out restraining orders aka 50B or 50C.

- **Beyond Insecurities: Holistic Approach to Student Success (WSSU/SS) Webinar:**

Winston Salem State University and Single Stop presented a workshop on the needs of SS services in a 4 year university. This workshop was office to colleges and universities across the United States. There were a total of 45 universities that participated in the webinar.

Annual Clothesline Project (Sexual Assault Awareness Campaign) -The two day campaign honors survivors as well as victims of sexual violence. Any person who has experienced sexual violence, at any time in their lives, are encouraged to come forward and design a shirt. The shirts are displayed on a clothesline as a powerful step to breaking the silence and letting go of these often horrific and unspeakable experiences. In addition, there are resources and literature available for participants. Our guest speakers are any person who has experienced sexual assault and want to share their story as a survivor. Over the past 5 years this campaign has become one of the department's most successful events and was featured on channel 12 news last year.

- **Take Back the Night a Candle Light Visual:**

Mission of TBN was to bring awareness to the issues of domestic violence and sexual assault; which sometimes become the silent stressor for our students. Students in many cases have been violated and has never shared what happened or ask for support/counseling for their abuse.

- **Wear Jeans Day-** Wear jeans day continues as an annual event to promote discussion of the misconceptions that surround sexual assault.

Title IX & IVP (Consent Week)

- **Pledge Cards**
- **Consent (Tracy Wright NCCASA) NC Coalition Against Sexual Assault**
- **W.O.R.D Society (Spoken Word / Painting)**
- **Intrusion (Play)**
- **Netflix & Consent (Tee Shirt Giveaways)**
- **Worthy Women NC (Displayed Literature on Consent)**

Departmental Challenges

IVP Funding – Due to lack of funding the department IVP has become creative in finding ways to meet challenges; by seeking collaborative efforts with other WSSU departments and utilizing community partnerships.

Departmental Goals 2017-2018

- **Student Resources-** IVP will provide resource literature on domestic violence and sexual assault throughout key campus locations. IVP's goal is to focus on student's having access and knowledge of the services available on campus.
- **Community Partnerships** – IVP will continue to seek and develop strong community partnerships. Through collaborative efforts the department can look at cutting cost on funding annual campaigns and events.
- **IVP/Academic Affairs Collaboration** – IVP will focus on working in partnership (per student request) on how the department of academic affairs and the department of Interpersonal Violence Prevention can serve the student holistically; when a student is confronted with a crisis and need to maintain their grade point average. In addition continue their educational responsibilities with support from faculty and staff.

New Initiatives

“Let's Talk” Group Discussions on Healthy vs. Un Healthy Relationships- IVP would like to offer a monthly pilot program for students, with the intent to address relationship issues amongst our incoming students. Over the past 5 years the majority of freshman students enter into college with several issues. Due to many sensitive issues such as molestation, rape, physical abuse, separation anxiety and insecurities, we as a university need to address these issues from the time they enter as freshmen. The Counseling center will be encouraged to be involved in this initiative as well as Student Conduct and Housing staff. In addition, SGA should consider being involved in relationship groups to support freshman students (perhaps as peer supporters).

Faculty/Academic Collaborations

IVP worked closely with faculty from the department of social work this past year. Several class presentations on domestic violence and consent was done in Coltrane. In addition students completed community service projects and met for individual sessions on domestic violence and sexual assault issues with the department of IVP.

UNIVERSITY STUDENT ACTIVITIES AND ENGAGEMENT

END OF YEAR REPORT 2017-2018

Part I: Major Accomplishments

Provide the items you would highlight to outside constituencies about your unit's activities, performance and success in 2017-18. If possible, tie these accomplishments to key indicators in the Strategic Plan.

One of our major accomplishments this year was it being the first year students were able to engage in a full year of programming that was specified as leadership. The Leadership Development opportunities offered in University Student Activities and Engagement has been coined "The Process". This programming speaks specifically to the desire to **Strengthen Liberal Education:**

Objective 1.8A: Opportunities for co-curricular engagement focused on developing essential skills will be developed and supported across the educational experience and for all populations.

Strategy: Featured learning opportunities in all student organizations, activities, and groups (i.e. athletics, band, choir, honors) that focus on developing essential skills and leadership skills.

Desired Success: As a result of co-curricular engagement, students will have the ability to articulate the value of their engagement, and identify and apply the transferable skills acquired during their matriculation. This will empower students to leverage campus involvement to achieve their post-graduate goals and give students the confidence they need in order to engage with employers. Students that are in leadership positions are normally easier to engage; therefore, the desire is to have them serve as facilitators of this way of thinking. The desire is to change the way in which are students are thinking about their educational experience not matter the environment or engagement.



The Process of leadership development incorporates a variety of services and programs that cultivate the development of Winston-Salem State University students into effective leaders on and off campus. The Process is designed to elevate the college experience by helping students explore self (interest, strengths, talents, passion, etc.); become actively engaged, learn the importance of service and citizenship; unleash their inner potential; identify and enhance their leadership qualities and style; effectively navigate systems and resources; strategically challenge processes; and prepare for a smooth transition into the world and tomorrow's workforce.

2017-2020 Model Theme: The Five Practices of Exemplary Leadership and the Social Change Model

Membership: 103 students

Student Leadership Training II (SLT II) August 2017: Reiteration of the Five Practices of Exemplary Leadership

Participants Monday and Tuesday Morning: 122 students

Participants Monday and Tuesday Afternoons: 22 students (less Legacy Leaders)

Survey Participants: 21 students

- Over 90% were satisfied with each area of training
- Over 85% learned something about themselves
- 100% were surprised at some aspect of the Peer and Self assessments of strengths and weaknesses
- Over 90% found the individual workshops and sessions useful and engaging

Nationwide Student Leadership Breakfast: *Leading to Careers: How Service, Campus Involvement and Leadership Experiences Translate to Industry Demands*

RSVP: 49 students

Participants: 34 students

Certificate in Organizational Leadership Program: Leadership Development is offering a Certification in Organizational Leadership. This program is designed to help develop managerial and interpersonal skills. It will help students become highly productive, organized and outstanding leaders within their organization and in the workplace. They will gain knowledge and skills that will help them create high-achieving organizations and motivated teams.

Students will:

- set strategic objectives
- manage cross-cultural teams
- work through and resolve conflict
- pursue strategic alliances
- plan, facilitate and manage programs
- communicate effectively
- motivate teams and individuals

Criteria for completion:

- 7 workshops (offered once a month during the R.O.C. meeting)
- 2 Leaders Lounges (once per mo.)
- 2 Studios (offered once a month)
- A strengths assessment
- 1 Leadership coaching session
- OrgSync Training
- A presentation

RSVP: 90 students

1st ROC/ Certificate in Organizational Leadership Workshop (Sept 19th): *Non-Positional Leadership: How to Lead from the Middle*

Participants: 75 students

2nd ROC/ Certificate in Organizational Leadership Workshop (October 17th): *Organizational Meeting and Event Planning 101*

Participants: 34 students

3rd ROC/ Certificate in Organizational Leadership Workshop (November 14th): *Organizational Wellness: The Mission, the Members and Me*

Participants: 24 students

Participants (still interested in Certificate): 19 students

Observation: As a department, we need to do a better job of enforcing the attendance policy.

Advisors Training (Sept 26th): *Expectations of Organization Advisors in the Development of Future Leaders*

Participants: 23 Advisors

Report/ Comments: Advisors appreciated the training and had a better understanding of their role in the development process.

Don't Cancel Class/ Workshop Request

Health Law and Ethics Class- HCM 2301-01 Dr. Boykin (Sept 28th): *Model the Way: One of Five Practices of Exemplary Leadership*

Participants: 28

Class comments/ Instructor Report: Students enjoyed the workshop. They wanted to know more about how to get involved (where to start). They wanted to know more about how to build their co-curricular transcript.

As a result, Individual Meetings: 3

Alpha Phi Omega (Oct 12th): *Leading FULLY Loaded*

Participants: 10

Comments: Students wanted more training on how to get members involved and committed to the mission and programs. Students wanted coaching on how to hold board members accountable to duties and responsibilities.

As a result, Individual Meetings: 1

RA In-Service (Oct 12th): *Five Practices of Exemplary Leadership*

Participants: 57

Comments/ Director Report: Students wanted to learn more about how the RA position and skills gained translate to other opportunities. Students had a better understanding of how to take ownership of their leadership qualities and strengths. Students were very engaged.

As a result, Individual Meetings: 3

The Studio:

October 5th Participants: 10

November 2nd Participants: 17

The Leaders Lounge:

October 12th Topic: The Courage to Lead: Inner Dimensions of Leadership.

Leadership does not happen without courage. To be an effective leader, you need to know your strengths, yet that is only part of the process. You also need a broad perspective on the behaviors needed to be an effective leader in order to avoid one-dimensional leadership styles.

The inner dimensions of leadership include pioneering, energizing, affirming, resolving, commanding, etc.

October 12th Participants: 31 students

November 9th Topic: Building Your Value: Self-branding to Become More Visible

Are you striving to transition into a stronger leadership position? Shifts in perspectives and thinking more strategically can help you move beyond the superficial “fake it ‘til you make it” advice and dig more deeply into understanding yourself and the foundation you need to build value. Highly successful people do not leave things to chance. They know the importance of self-branding (building networks, leverage connections, impact and influence others, and accomplish goals), which is essential to climb the corporate ladder. Take charge of your personal brand and start thinking more creatively and strategically about yourself and your abilities. Learn how to frame your accomplishments in ways that showcase your worth and impact on your organization.

November 9th Participants: 36 students

March 22nd Topic: (The LeadHERship Lounge) (2)

Topic: How to Swim with the Sharks

Certain fields remain dominated by men at the top—and often in the trenches too. Because senior leadership tends to be largely male, and these men perpetuate a stereotype of the masculine-identified qualities required to become leaders (not to mention promoting people who most closely resemble themselves), cracking the door open in these fields has continued to be tough. Learn the challenges women face in a male-dominated workplace and gain some of the strategies women find helpful as they try to stay afloat—and keep swimming.

Topic: Finding and Owning Your Voice

What does it mean for women to have a “voice” in meetings or within their organization? Many women consistently feel less effective in meetings than in other business situations. Some say their voices are ignored or overlooked while others point to an inability to find their way into conversations. How can women navigate perceptions around assertiveness in the workplace while owning their voice?

March 22nd Participants: 42 students

BB&T Emerging Leader Certificate: The BB&T Leadership Institute’s mission includes the desire to expand the learning experiences of the next generation of leaders by supporting and creating awareness of leadership concepts.

The BB&T Leadership Institute began as Farr Associates, a firm founded in 1956 by Dr. James Farr, a pioneer in the application of psychological principles to leadership development. For more than three decades, he led the process of consulting with top companies and teaching several generations of executives and managers that in order to lead others, they must first understand and be able to lead themselves to achieve business results. In 1994, Farr Associates joined its expertise with BB&T’s leadership knowledge and know how. With the 2014 formation of The BB&T Leadership Institute, BB&T has decided to take key components of our leadership curriculum and make them available to emerging leaders in colleges and universities throughout our footprint

RSVP: 55 students

Participants: 23 students

Assessment Notes: Based of on observations and student reports

- **Change times of program offerings**
- **Develop smaller cohorts**

Program: EMERGE (Establishing Mindsets and Experiences Representing Growth towards Excellence) series

Program Length: Wednesday, Weekly (Jan. 31st- Feb. 28th), 5pm-6:30pm

Program Purpose: The program is designed to introduce students to and develop skillsets for becoming effective team members, leaders and contributing members of the WSSU and great community. This program provides space and opportunity for students o are newer to the leadership process to have in-depth conversations about the foundation of leadership, justice and campus involvement.

Program Objectives:

- **Articulate an increased knowledge and understanding of their own identity and how to engage with other on a team**
- **Report an increased knowledge and understanding of basic leadership concepts**
- **Articulate the skills they have gained that relate to the values of the Social Change Model of Leadership and diversity**

Program Student Learning Outcome: Oral Communication

Oral Communication is use appropriate language, conventions, elocution, poise, organization, supporting evidence, and content to effectively communicate through the spoken word for the purpose and audience.

Program Assessment Methods:

Students were observed in structured workshop discussion, small group break-out discussions, task groups, presentations to class, recap discussions, structured group discussions, communication assignment, and role play activities and focus group.

Oral Communication Results:

Initial workshop observation on January 31, 2018: Utilized task groups and structured workshop discussion

Oral Communication Competency Area	Capstone (4)	Milestone (3)	Milestone (2)	Benchmark (1)
Context/ Audience/ Medium	Speakers skillfully adapts style and message to the context (e.g. public speaking , interpersonal, small group and teams) and consistently demonstrates respect and sensitivity for diverse audiences	Speaker adapts to the context (e.g. public speaking , interpersonal, small group and teams) and demonstrates respect and sensitivity for diverse audiences	Speaker attempts to adapt to the context (e.g. public speaking , interpersonal, small group and teams) and inconsistently demonstrates respect and sensitivity for diverse audiences	Speaker fails to adapt to the context (e.g. public speaking , interpersonal, small group and teams); and demonstrate some cultural bias and is insensitive to the needs of a diverse audience
Organization	Organizational pattern is clearly and consistently observable, well structured, and make the content of the message cohesive	Organizational pattern is observable within the message	Organizational pattern is attempted within the message	Organizational pattern is not observable within the message
Delivery	Speaker consistently demonstrates mastery of delivery techniques and	Speaker demonstrates mastery of delivery	Speaker demonstrates some matter of delivery	Speaker fails to demonstrate mastery of delivery techniques and

	appears polished and confident	techniques and appears comfortable	techniques and appears hesitant	appears uncomfortable
Language	Language choices are imaginative, memorable, compelling and appropriate and enhance the effectiveness of the message	Language choices are thoughtful, appropriate and generally support the effectiveness of the message	Language choices are mundane and commonplace and partially support the effectiveness of the message	Language choices are unclear, inappropriate to the audience and minimally support the effectiveness of the message
Supporting Materials	Provides a variety of supporting materials and makes appropriate reference to information or analysis that significantly supports the message or establishes the speaker's credibility/authority on the topic	Provides supporting materials and makes appropriate reference to information or analysis that generally supports the message or establishes the speaker's credibility/authority on the topic	Occasionally provides supporting materials and makes appropriate reference to information or analysis that supports the message or establishes the speaker's credibility/authority on the topic	Fails to provide supporting materials or make reference to information that supports the message or establishes the speaker's credibility/authority on the topic
Central Message	Central message is compelling and strongly supported	Central message is clear and consistent with the supporting material	Central message is basically understandable but is not often repeated and is not memorable	Central message is not explicitly stated or understandable
Students Level of Articulation/ Oral Communication		Bre'Jon Armstrong Victoria Dibble Shaheera Drummond Karon Gates Naviyea Adams Je'Den Clark	Lauryn Andrews Johnae Brittingham Keyonna Bryant Arlenna Douglas Ikea Grigsby Denzel Hanes Alexis Hill	Alexis Blount Alexis Brooks Jada Brown Aleyah Brown Brittney Headen Brianna Headen ShaTonya Howell

			Jacquel Hill	Lydia McDonald
			ShaTonya Howell	Danita McDuffie
			Tykaijha Howell	Martasia Thompson
			Jayden Lynch	Shakayla Torrence
			Deja Malachi	Ayer'Jhanae Winchester
			Ashanti Marshall	
			Niazha Moore	
			Xavier Morehead	
			Courtney Thomas	
			Kaliah Thompson	
			Leah Westbrook	
			Natasia Wright	
			Dominique Wright	
			Asia Warren	

Students observed weekly each workshop through the last workshop on February 28, 2018: Methods utilized were structured workshop discussion, presentations, recap discussions, structured group discussions, communication assignment, role play activities, small group break-out discussions and focus group (notes)

Oral Communication Competency Area	Capstone (4)	Milestone (3)	Milestone (2)	Benchmark (1)
Context/ Audience/ Medium	Speakers skillfully adapts style and message to the context (e.g. public speaking , interpersonal, small group and teams) and consistently demonstrates	Speaker adapts to the context (e.g. public speaking , interpersonal, small group and teams) and demonstrates respect and sensitivity for diverse audiences	Speaker attempts to adapt to the context (e.g. public speaking , interpersonal, small group and teams) and inconsistently demonstrates respect and	Speaker fails to adapt to the context (e.g. public speaking , interpersonal, small group and teams); and demonstrate some cultural bias and is insensitive to

	respect and sensitivity for diverse audiences		sensitivity for diverse audiences	the needs of a diverse audience
Organization	Organizational pattern is clearly and consistently observable, well structured, and make the content of the message cohesive	Organizational pattern is observable within the message	Organizational pattern is attempted within the message	Organizational pattern is not observable within the message
Delivery	Speaker consistently demonstrates mastery of delivery techniques and appears polished and confident	Speaker demonstrates mastery of delivery techniques and appears comfortable	Speaker demonstrates some matter of delivery techniques and appears hesitant	Speaker fails to demonstrate mastery of delivery techniques and appears uncomfortable
Language	Language choices are imaginative, memorable, compelling and appropriate and enhance the effectiveness of the message	Language choices are thoughtful, appropriate and generally support the effectiveness of the message	Language choices are mundane and commonplace and partially support the effectiveness of the message	Language choices are unclear, inappropriate to the audience and minimally support the effectiveness of the message
Supporting Materials	Provides a variety of supporting materials and makes appropriate reference to information or analysis that significantly supports the message or establishes the speaker's credibility/authority on the topic	Provides supporting materials and makes appropriate reference to information or analysis that generally supports the message or establishes the speaker's credibility/authority on the topic	Occasionally provides supporting materials and makes appropriate reference to information or analysis that supports the message or establishes the speaker's credibility/authority on the topic	Fails to provide supporting materials or make reference to information that supports the message or establishes the speaker's credibility/authority on the topic
Central Message	Central message is compelling and strongly supported	Central message is clear and consistent	Central message is basically understandable but is not often	Central message is not explicitly stated or understandable

		with the supporting material	repeated and is not memorable	
Students Level of Articulation/ Oral Communication <i>(*indicates progressive change)</i>	Shaheera Drummond	Bre'Jon Armstrong	Lauryn Andrews	ShaTonya Howell
	Victoria Dibble	Karon Gates	Alexis Blount	Lydia McDonald
	Naviyea Adams	Denzel Hanes	Johnae Brittingham	Danita McDuffie
	Je'Den Clark	Brianna Headen	Alexis Brooks	Martasia Thompson
		Deja Malachi	Jada Brown	Shakayla Torrence
		Xavier Morehead	Aleyah Brown	
		Courtney Thomas	Keyonna Bryant	
		Kaliah Thompson	Arlenna Douglas	
		Dominique Wright	Ikea Grigsby	
			Brittney Headen	
			Alexis Hill	
			Jacquel Hill	
			ShaTonya Howell	
			Tykaijha Howell	
			Jayden Lynch	
			Ashanti Marshall	
			Niazha Moore	
			Asia Warren	
			Ayer'Jhanae Winchester	
			Natasia Wright	

Other Results:

- When asked to present and with little guidance, 70% of students were able to articulate what was learned and/or discussed in previous workshops
- Students progressively became more comfortable with speaking (public speaking) in front of their peers (eventual
- Students reported increase understanding and/knowledge of the various leadership concepts
- Students reported an appreciation for understanding their own leadership style and how they can understand better how to interact with others
- Students were not able to grasp the importance of the Social Change Model in their current attempt to matriculate in the leadership process
- Students reported they would be willing to participate in a program design that lasted the extent of a semester
- Students reported that the workshop offering (time) was appropriate but would not want to stay longer than 1 ½ hours
- Students appreciated the incentive of recognition for completion of the program

Results Used:

Results will be used to create a semester long EMERGE program for Fall 2018, inclusive of more ways in which students can develop their oral communication skills.

Senior Transitions is a workshop/session for WSSU Seniors to help prepare you for life after graduation. From financial planning to personal wellness, this program is designed to get you thinking about taking charge of your next step. A true leader is properly prepared to take leadership in every aspect of their life.

Part II: Major Problems and Barriers to Success

List and briefly describe major problems and barriers to success that exist in your department.

Goal Setting: This has been difficult since institutionally we have not received feedback from the goal setting work we did and submitted. Though we have been certain to make sure the work that we do speaks to the University's Strategic Plan it would be helpful to receive feedback from the original work done to make certain we are striving towards a unified goal.

Assessment: Referring to the aforementioned, though we are indeed measuring a few of the initiatives within the department we aren't clear as to how the institution is looking to utilize this information as to how it should guide collaborations, synergies, new programming, etc. We as a department must continue to work on gaining a better understanding in regards to our role in providing the most impactful and relevant assessment in an effort to make the best contribution and impact on the learning taking place at WSSU. We will be working more closely with Institutional Assessment & Research in regards to goal setting and assessment.

Value: There continues to be inequity in perceived value of this area and how it serves as a place of learning AND engagement. Though it is not clear if this perception is due to the unit not communicating the work that is being done well enough, lack of understanding, the lack of desire to understand how this area fits into the overall learning this unit will do its best to increase the level of communication in regards to the resources/services available.

Culture:

Faculty/staff: We will have to continue to work on shifting the culture in regards to faculty utilizing us as a resource to help engage students outside the classroom. The working relationship with most faculty is that they have the ability to teach students and we have the ability to *merely* get students out to events. There needs to be a culture shift so that there is more respect between academic affair and student affairs practitioners as it relates to their level of competency in teaching and engaging students so that true productive synergies can be established, after which they can become a standard and expectation. Once an institution-wide ownership for retention is established we can begin working in concert with one another and begin to model the behaviors we are aspiring to teach.

Students: Getting students to shift the way they think immediately upon entering WSSU to give them the opportunity to engage fully in their education. Creating a culture that makes the students feel as responsible as we do for their success. The barriers come with having to be dynamic in the approach to reach students since the

Funding: It would always be easier to do more with more. It has been identified that when bringing in speakers or performers the more well-known they are the more likely the students are to turn out. Though funding is limited we will continue to make the greatest impact with what we have.

Part III: Personnel

This year was the first full year where the Assistant Director is the primary advisor of Student Government Association and the Director is a secondary/co advisor.

Part IV: Staff Activity

Tiffany Seawright: John Maxwell Leadership Certification, Certified Life Coach

Orlando Mitchell: National Association of Student Affairs Professionals (NASAP) Student Leadership Institute (SLI): SGA President Roundtable “Leadership 101” (facilitator), NASAP: “I am My Brother’s Keeper, A Kings Story” (facilitator), Leadership for Kings and Queens: “I Am A Man” (facilitator), National Black College Hall of Fame (advisor), Mister HBCU Leadership Competition (advisor), Founder Day Speaker: Livingstone College, Coppin State University: “Leadership 101, Know Your Worth” (facilitator).

Katrina McCoy: OrgSync Connect Conference, Student Health Chat (panelist)

Chelii Broussard: Girl Power in The Workplace” (panelist), Women Leadership in Hip Hop (guest speaker), Ram Choice Awards: Staff member of the year, Ram Girls Rock: Legacy Award, University of North Carolina at Greensboro: Diversity and Inclusion Fair (Alumni participant)

Heather Davis: Certified Life Coach, Student Health Chat (panelist), Leaders Lounge (facilitator)

Part V: Assessment Results

Currently working with Institutional Research to make sure I assessment profile is up to date since there were gaps due to leadership change it will be completed before the University deadline they are currently working with faculty because their information had to be completed first. I have a meeting with Laura Crist the Assessment Coordinator with Institutional Assessment and Research, June 14th; therefore, I am looking to have or 17-18 Assessment Plan complete by the 19th of June.)

We implemented more leadership programming

Decided to go to a more staff facilitated Greek structure opposed to student facilitated.

Make resources easier for students to find on the website

Continue to invite faculty into the planning and facilitation process with students.

Re-vamping of the Advisors Training

Re-vamping of the Student Org Training

Part VI: Snapshots for Benchmarking

Part VII: Departmental Priorities and Goals

Increased participation in leadership programming

Increase in LGBTQ+ programming

More affective student org training

More affective advisor training

UNIVERSITY RECREATION END OF YEAR REPORT 2017-2018

Part I: Major Accomplishments

1. January 22, 2018 marked the highest number of members served in a single day with 792 member entries into the indoor facility. This does not include Ramdition programs, but actual members swiping for use.
2. UREC has increased the number of students in related academic majors working at UREC as interns (8) or student staff (44). A new recreation track in the Therapeutic Recreation major has allowed for UREC to be a host site for interns in spring, 2018. We hosted one in Spring 2018 and have placed two for the upcoming Fall 2018.
3. Students with increased interest in personal training are self-initiating and earning top level personal training certifications such as ACE, ACSM and NASM. These certifications are gold standard and recognized by the National Association of Certifying Agencies.
4. Facility improvements included converting the swipe access to the campus-wide system on the door at the lower level and recovering of the weight machine pads in the facility.
5. The number of intramural basketball teams has increased to the highest level since DJR opened. Fourteen teams in the fall and sixteen teams in the spring included teams representing our graduate students.
6. Alumni Affairs and UREC teamed up for a positive, well-attended student / alumni basketball game during Homecoming.
7. Hours were adjusted to encourage positive programming. UREC extended Friday night hours this school year until 10 p.m. due to the popularity of basketball in previous years.
8. UREC continues to develop programs and experiences for interns and student staff. A new orientation program was rolled out for summer temporary hires.
9. UREC increased the number of faculty and staff sharing their expertise in fitness classes, with new dance, kickboxing and cycling instructors.

Part II: Major Problems and Barriers to Success

- UREC is challenged with student staffing numbers and annual turnover. This is due to the high dependence on work-study. Many talented related majors are unable to gain experience here because they do not qualify for work-study and temporary positions are limited due to budget. Many top UREC staff are not able to return in subsequent years due to a loss of work-study awards. With over 60% new hires this year, a lot of time is spent in basic training.
- Hours of Operation are greatly reduced in the fall due to small numbers of returning front-line student staff. The large number of summer staff from 2017 who played football also created some additional coverage problems for the transition to the school year. The hiring process and procedures are evaluated and reviewed annually. UREC is not able to fully function at the beginning of the school year and offer a full experience to our students due to the limited number of staff. This was highlighted by our SGA president as a wish for change.

- UREC programs, services and fire codes continue to cause facility reservation issues. Conflicting desires of other departments and outside entities with UREC student and member services and programs have created a need for a facility reservation policy. Most reservations and collaborations are win-win, although some create either risk or win-lose relationships.
- The use of Fusion, the software utilized for University Recreation has not been utilized optimally for our membership area. Methods for payroll deduction were introduced and not implemented. Some areas of Fusion were changed and have created confusion and training issues for both professional and student staff. Discussions with Fusion representatives at our National conference and for the 2018 upgrade have put us on track for an overhaul of this area in June. This will increase productivity of staff and decrease training times creating further efficiencies.
- Fiscal Issues created huge challenges for University Recreation in 2017-18. Deep budget cuts were distributed in the summer of 2017. Decisions to redistribute funds in early fall allowed us to re-organize somewhat, however the actual transfer of funds did not occur until late October. A freeze and then redistribution of funds at the end of the school year created further issues. The combination resulted in decreased programming, decreased developmental opportunities for staff, decreased facility improvements, deferred maintenance and deferred equipment repair and replacement.

Part III: Personnel

- University Recreation has had no professional staff changes in 2017-2018.
- UREC hired 49 new student staff members during the 2017-2018 school year. We hosted 8 interns. 34 student staff members returned, of this 6 were student officials and 6 were personal trainers. UREC was understaffed in the fitness and membership areas during the year and overstaffed in the intramural area.
- UREC has evaluated the efficiency and effectiveness of different areas and has decided to pilot a new initiative for the 2018 fall semester. The equipment desk staffing will be split for increased professional staff supervision. The Assistant Director of Membership and Business will supervise during the daytime and weekend hours. The Assistant Director for Competitive Sports will supervise the equipment desk area from 4 pm – closing Monday - Friday.

Part IV: Staff Activity

Cindy Strine:

- NIRSA HBCU Task Force
- NoCRSA Scholarship Committee
- 2017 Chancellor’s Team Award for Social Justice
- FYE Instructor
- Therapeutic Recreation Advisory Board
- Search Committee Chair: Assistant Directors of Residence Life
- Attended NIRSA National Conference
- Dress for Success – Board Chair, volunteer

- Red Cross – Board Member; Community Organizations Active in Disaster Liaison; Disaster Action Team Member
- Winston-Salem Public Assemblies Facility Commission – Vice Chair

Kevin Maurer:

- NIRSA National Soccer Tournament Assistant Director of Officials/Assigner
- NIRSA National Conference
- NoCRSA State Conference
- NIRSA Region II Divisional Soccer Coordinator
- NCAA ACC Men’s and Women’s Soccer Referee
- NCAA Women’s Basketball Official
- High School Soccer and Men’s and Women’s Basketball Official
- Men’s Semi-Professional Soccer Referee

Vanessa Hood:

- SCW Atlanta Mania Conference
- IFTA Conference
- USA Weightlifting
- Guest Lecturer
- Ramdation Committee

Rhodra Anderson-Brown

- Hospitality and Service Training through HandsOn NWNC
- WSSU Continuing Education Training:
 - Public Speaking
 - Conflict Resolution
 - Communication with Influence
- Employee Separation Training – Human Resources

Part V: Assessment Results

1. **Fiscal Responsibility while Maximizing Experience.**
 - a. UREC has decided to utilize funds as early as possible in FY19 so that budget funds are not taken for non-budgeted projects in other areas and spending priorities in UREC are completed and not continually deferred.
 - b. A reduction in student temps was implemented in January when it appeared work-study funds may not be carried through finals. Temp staff hours were reduced further due to staff performance or availability. The smaller staff for finals did not utilize all the funds allocated for this time frame.
 - c. UREC has researched staff scheduling and timeclock software to improve professional staff efficiency and effectiveness. UREC plans to implement the software in 2018-2019.

- d. UREC has reviewed floor refinishing needs with a new vendor which will result in cost savings and better performance.
2. **Academic Excellence: Continue to Strengthen Ties to Academics and Key Partners**
- a. Please see departmental priorities and goals section for information
3. **Review Practices, Policies and Procedures after 4 year of operation**
- a. Policy Revision Under development: Facility Reservation policy research complete – policy is currently being written
 - b. Practice Revision: Funds for 2018-2019 will be used as soon as possible to reduce deferred maintenance, equipment purchases, and facility upgrades. This will reduce funds being taken from UREC near the end of the year to be used by other departments.
 - c. Practice Revision Implementation: Supervision of the first floor Equipment Desk will be split between professional staff for more oversight to this key area.
 - d. Procedure Revision: Hiring procedures are modified annually to improve efficiency and effectiveness
 - e. Practice Revision: Onboarding and training programs are being further developed with screen-shot computer training implementation. The new staff orientation was implemented for summer 2018.
 - f. Practice Revision: Internship experiences are evaluated with exit interviews and roundtable wrap-up discussions with interns and professional staff. Ideas are generated for future internship experiences.
 - g. Student professional development opportunity request procedures are being developed.
 - h. Full-time staff professional development opportunities are evaluated to assess value to the staff and the department.
 - i. Ramdation session and programs are evaluated annually to increase effectiveness. Staff and student input is considered for changes.

4. **Student staff Learning Outcomes will be assessed to evaluate opportunities for increased learning.**

UREC identified a national study on student staff employability skills which is a free longitudinal study. UREC plans to work with Institutional Research this summer to start this survey in the 2018-2019 school year. Data collected can be used to improve internal training programs as well as benchmark against other institutions. Identification or development of the instrument was the goal for 2017-2018 and was completed.

Part VI: Snapshots for Benchmarking

UREC Spring Interns completed an HBCU Benchmarking project. Each of the 6 interns researched 6-7 HBCU recreation departments including what programs are offered in club sports, intramural sports, fitness classes, and personal training. They provided a brief description of the facilities, interesting

events, and the overall impression. All interns shared information on anything that they would like to see at WSSU at our intern meeting with all professional staff. All professional staff will review the full report in early June as we plan for FY19.

NIRSA Institutional Data Set: WSSU previously was the only HBCU currently in the system so we compared ourselves to 4-year institutions between 4-6,000 students. NIRSA is encouraging all HBCU's to complete the data set to give us a better analysis in multiple comparative factors. The dataset is completed every other year. Six categories of data are collected. We primarily benchmark programs and services, participation, and operations. Other categories include Institutional Details, Reporting Structures and Facilities. Information is very limited and general. Definitions for entry are vague and open to interpretation so there is room for variance.

Part VII: Departmental Priorities and Goals

- a. Academic and Key Partnerships: Overall statement: UREC meets with partner academic faculty both formally and informally to share student and academic needs. These conversations result in programs/policies and ideas for key partnerships.
 - i. Red Cross CPR/AED/First Aid Certifications: URec would like to train students to teach classes. Faculty and students in related majors have identified a need for the classes. Although the program has potential to make money and provide additional student jobs, the current budget systems would cost the UREC budget \$6000 per year. We are investigating options. **Follow-up**: *The Physical Education Department has been able to fill the void in this area. Due to the cost of the program for roll-out, UREC will continue to offer certifications to staff who serve as supervisors and work with intramural sports. Status: **Red: Discontinuing Action Item.***
 - ii. Use of Facility as a Lab for enhancing Academic Learning: Cindy Strine attended the 2017 year-end Exercise Physiology department meeting. *Professor Amanda Price and Cindy are meeting to create plans for the tie-in to the spring 2019 class. Plans are to provide hands-on assessment practice and practical fitness experience to students in the program. Students from the Physical Therapy program, Therapeutic Recreation, Exercise Physiology and Physical Education have utilized University Recreation spaces. Status **Yellow/Green: Moving forward – planning and implementation.***
 - iii. TR Clients to Campus for Student Experience: In the Therapeutic Recreation Advisory Board meeting internship agencies expressed the desire for students to have more contact with client populations prior to internships. With travel an issue for many students, discussions have started between UREC and TR faculty about bringing client populations on-campus and utilizing UREC facilities during slow times for contact, programming and experiential learning which can increase the effectiveness and placement of students in internships. **Status**

Yellow: In development.

- iv. New Program Equipment: Beep Baseball: Beep Baseball is a new program we rolled out in fall 2017. This adaptive sport was marketed to Physical Education and Therapeutic Recreation departments, baseball and softball teams, and Residence Halls. *The Therapeutic Recreation classes utilized this new activity for teaching their students about adaptive sports. We plan to encourage this more in the fall 2018. Students who participated enjoyed the experience and expressed interest for more opportunities. Weather in the Spring semester 2018 prevented a programming roll out.* **Status Green: Successful and increasing.**
- v. Internships, Field Experience: UREC continues to host interns and develop our internship experiences. *Key improvements included group meetings, post-it note experience planning, a variety of external experiences which prepared students for internal experiences and a wrap-up meeting with all interns and professional staff.* **Status Green: Continued improvement and development. New successful strategies.**
- vi. Grants: UREC hosted two grant program participants: the Diabetes Prevention Program and Weight Matters. Both programs brought in new members and programs within the facility. Student staff were able to observe trained program facilitators working with clients. Professional staff were involved in program development on both grants. **Status Green: Positive Partnerships.**
- vii. Volunteer / Social Justice Opportunities for students: UREC staff and student volunteers engage in multiple volunteer and social justice opportunities. Partnerships with other campus organizations and departments assist with successful programs including the Dress for Success pre-career fair events and the Special Olympics Unified Sports Program. Unified sports had some challenges with the number of Athletes attending. New staff with partners created a transition and athlete desires for awards/competition created some challenges. UREC staff are reviewing the program and seeking ways to include competition at a higher level. WS Rec and Parks Staff are promoting activities more and continue to have conversations about partnerships. **Status: Green Dress for Success: Positive Partnerships. Status Yellow Unified Sports. Revisions in Progress for the Upcoming Year.**
- viii. Guest Lectures: UREC staff continues to guest lecture / collaborate with faculty in Physical Education, Exercise Science and Therapeutic Recreation classes. Staff present to off-campus organizations as well. **Status Green: Positive Partnerships.**
- ix. Increased Hiring of Related majors: *44 Student Staff Members are related majors including Exercise Science, Physical Education, Therapeutic Recreation, Occupational Therapy, Sports Management, Healthcare Management, and Business Administration.* **Status Green: Increasing**

- x. Additional Related Major Employment Experience: URec sent a proposal to the Provost's office for 6 additional temporary student positions to employ related majors without work-study who need additional experience. Many of the related majors are not awarded work-study and have limited related experience. Initial emails indicated the next step was meeting with faculty. Subsequent emails have indicated further review of how funds will be allocated. Paperwork is ready to be submitted if the process started this year continues into next year. **Status: Orange: Awaiting decisions.**
- xi. Professional Networking: UREC had professional and student staff visits from Elon College and NC Central. UREC professional staff, student staff and interns took tours of newly renovated / built facilities at Wake Forest and UNCG. In addition, attendance at the NoCRSA conference resulted in maintaining and strengthening state-wide recreational staff and program ties. These networking experiences are win-win for students. WSSU continues to partner with Wake Forest in hosting the MLK Basketball Tournament, working with student and professional staff throughout the state. **Status Green: Positive Networking and Experiences.**
- xii. Alumni Connections: Alumni affairs called UREC about a potential Homecoming addition in October. This new partnership created a successful event. Sharing success and award status of WSSU alumna and Duke Recreation Director Felicia Tittle with alumni affairs strengthened and connected ties in both areas. **Status Green: Win-Win.**
- xiii. Athletic Collaborations: UREC continues to work well with athletic teams and coaches. Examples include providing group yoga classes, reserving spaces for group cycling classes, providing emergency facility reservations for practices, and programming halftime entertainment. **Status Green: Positive.**
- xiv. Use of Research: UREC utilizes findings of student and faculty research to evaluate and improve URec facilities, programs, marketing and overall effectiveness. Staff talk with students at Scholarship Day and review/request data for movement forward. Status Green: Positive – room for further collaboration.
- xv. Formation of the Student Wellness Committee: UREC led the initial meeting of a campus-wide student wellness committee with faculty and staff partners in attendance. **Status Yellow: In the formation stage with Positive results.**
- b. Expansion of Club Sports: Kevin worked with students, staff and others interested in starting or improving club sports on campus.
 - i. Baseball. This idea has been dropped as a future club at this time due to the lack of field space and not enough student interest. The student leading the effort turned his attention to another opportunity. **Status Red: Discontinued.**
 - ii. Powerlifting. Kevin and Vanessa met with a potential host site for the powerlifting club. Staff from the site attended our bench press competition and

were introduced to those in attendance. **Status: Yellow: Need more student interest to continue movement forward. Strong potential off-campus coaches with significant experience.**

- iii. Men's Track. The track coach met with Kevin and Cindy regarding a potential partnership and start-up of a men's club track team. The coach left WSSU prior to plans moving forward. The coach was gone before passing along any student names interested in starting the club. **Status Orange: On Hold until Students are identified to start the club and an advisor identified.**
 - iv. Men's Basketball. The men's club basketball team was led by a student coach who took the initiative and organized the club and their season. The club showed more organization and momentum than previous years. **Status Green: Continued Progress.**
 - v. Women's Basketball. The Women's club basketball team was showing more organization and student leadership. With the captain graduating, we will be helping with the transition to next year. Three returning students are taking the lead for next year **Status: Green: Continued Progress.**
 - vi. Club Soccer: Students have inquired about a soccer club. We have encouraged them to play in the 4v4 intramural soccer tournament. We have collected names of students interested in soccer and are encouraging participation through a GroupMe for these students. **Status: Yellow: Additional help needed to keep moving forward, but potential for internal group. Building interest through GroupMe.**
 - vii. Club Volleyball: The club meets regularly on-campus. They have practices and are a solid recreational club on campus. **Status: Green: Solid Recreational Club with Regular Activity.**
 - viii. Two strategies are being developed for potential expansion efforts: **Status Orange: In Development.**
 - 1. Capturing specified interest via Ramdition and additional sign-up options online or in UREC.
 - 2. Working with Admissions to identify interests of incoming students prior to entry and focus on expansion efforts through interests or needs not being met.
- c. Student Staff Development Opportunities: UREC continues to expand student staff development opportunities utilizing internal and external resources and networking. Examples include:
- i. UREC took 7 students to the 2018 FitExpo held at UNCG Recreation & Wellness.
 - ii. Fitness staff and interns toured the Wake Forest and UNCG facilities and met with staff. Intramural staff toured and worked the MLK Tournament at Wake Forest.
 - iii. One personal trainer attended a Group Fitness Management workshop provided by Les Mills at UNCG.
 - iv. Officiating: 5 students are NCHSAA basketball officiating certified and have worked school and AAU Tournaments,
 - v. 1 Intern attended the NIRSA National Conference (self-funded)
 - vi. Two students attended NoCRSA, the statewide workshop
 - vii. Seniors Resume Review by Professional Staff
 - viii. Seniors Linked-In Profile Workshop

- ix. *Mock Interviews*
 - x. *Area Meetings and development sessions*
 - xi. *Interns informational session with Aquatics guru Laura Garner*
 - xii. *Three students are scheduled to attend the SCW Atlanta Mania in July, 2018.*
 - xiii. *Upon completion of the group fitness sound system corrections, UREC will begin hosting fitness certifications on campus.*
- d. *Learning Outcomes & Employee Training:*
- i. *UREC has identified a longitudinal study to assess student employability skills in the university recreation field. We plan to work with Institutional Research to begin to assess student staff learning outcomes in the coming year.*
 - ii. *UREC Interns held a wrap-up feedback session to discuss learning outcomes and the internship experience with all spring interns and the full professional staff.*
 - iii. *UREC staff are discussing ways to implement some of the intern training / experiences with student staff.*
 - iv. *UREC is formalizing training procedures with training outlines, skills check sheets, and screenshot computer trainings.*
- e. A departmental operations assessment is currently underway. With 4 years of data on operations since the building opened, we are reviewing all operational aspects.
- i. See items under Assessment. ***Continuing and ongoing.***

STUDENT CENTERS END OF YEAR REPORT 2017-2018

Part I: Major Accomplishments

The Student Union employed 36 student employees and five were Student Building Managers. Allowing students to develop and enhance essential skills/interpersonal skill such as leadership, work ethics and work-team.

The Union allowed 27 students to volunteer with 20 students completing their Community Service requirements in the Union.

The Student Union, provided event space for over 1600 events where information and learning technology supported hands on and visual learning with the collaboration of students/audiences using mobile devices to communicate with Speakers or Presenters.

The breakdown of these over 1600 events held in the Union: 974 were student events, 300 were faculty events, 119 were staff events and 16 community events.

Community Engagement:

The Union was the host of the "Opening Reception of the 2017 Black Theater Festival.

Day One of the CSNAP Conference was held in the Union and hosted by The College of Arts, Science and Business

The NC MedAssist is scheduled to be in the Union June 22, 2018.

Part II: Major Problems and Barriers to Success

One major barrier to success in the Union is being under staff by professional staff. The unofficial repurposing of Thompson Center, leave the problem of inadequate signage throughout the building.

Part III: Personnel

The Union now reports to the Dean of Campus Life along with the departments of Student Activities & Engagement and Career Development.

Part IV: Staff Activity

None

Part V: Assessment Results

After review of the Student Union Student Appraisal, Student Union professional staff will be responsible for Mentor/Coach a core group of 10 to 12 student employees. Staff will meet with their core group of students monthly to monitor and assist students in their development of essential skills

Part VI: Snapshots for Benchmarking

Part VII: Departmental Priorities and Goals

Follow up on your 2017-18 goals and priorities for the department you created last summer. Add an indicator status on each indicator to give an update on where you are on this goal. If you have new goals, add them. If goals are no longer valid, delete them.

2017 – 2018 Goals and Priorities:

- Re-establish Student Union Advisory Board. Establishing Board’s true identity. (Starting from beginning).
- Establish Student Union Student Employee Program. Students are employed. The Program is continuing to form. (40 percent complete).
- Provide Union space for a Veterans Center to support Veteran and military-affiliated students (preliminary stage).

University Student Activities and Engagement:
Ms. Heather Davis, Assistant Dean of Campus Life

A. Joint Student Leadership Training

Student Leadership Training (SLT): A joint training for student leaders from around campus. The SLT is designed to supplement their individual organization and/or departmental training. Students will be exposed to the operational and theoretical foundations of the university, policies critical to their personal experience and social responsibility, emergency protocol and best practices for leaders and civil responsibility.

- **WSSU Strategic Plan Objective(s):** Objective 1.8, Objective 3.2
- **WSSU Student Learning Outcome(s):** Critical Thinking, Oral Communication
- **SLT Student Learning Outcomes:** Cognitive Complexity; Knowledge Acquisition, Integration and Application

As a result of the SLT, students:

- Will understand the history of HBCUs; and will be able to articulate how their role as leaders correlate with that history and the Universities Strategic Plan.
- Will be able to think critically and process through emergency situations and critical decisions (personal, social and professional); and will be better equipped to advocate and educate about policies, procedures and threats associated with risky behaviors and emergencies.
- Will expand their mindset, competence, brand and practice of leadership; and will be able to use key concepts in practical application.
- Will be able to practice as knowledgeable members of the WSSU community; and will be able to better engage in more informed discourse.

B. Leadership Programs

Program: EMERGE (Establishing Mindsets and Experiences Representing Growth towards Excellence) series

The program is designed to introduce students to and develop skillsets for becoming effective team members, leaders and contributing members of the WSSU and great community. This program provides space and opportunity for students who are newer to the leadership process to have in-depth conversations about the foundation of leadership, justice and campus involvement.

Program Objectives:

- Articulate an increased knowledge and understanding of their own identity and how to engage with others on a team
- Report an increased knowledge and understanding of basic leadership concepts
- Articulate the skills they have gained that relate to the values of the Social Change Model of Leadership and diversity

Program Student Learning Outcome: Oral Communication

Program Assessment Methods:

Students were observed in structured workshop discussion, small group break-out discussions, task groups, presentations to class, recap discussions, structured group discussions, communication assignment, and role play activities and focus group.

Results:

- When asked to present and with little guidance, 70% of students were able to articulate what was learned and/or discussed in previous workshops
- Students progressively became more comfortable with speaking (public speaking) in front of their peers
- Students reported increase understanding and/knowledge of the various leadership concepts
- Students reported an appreciation for understanding their own leadership style and how they can understand better how to interact with others
- Students were not able to grasp the importance of the Social Change Model in their current attempt to matriculate in the leadership process
- Students reported they would be willing to participate in a program design that lasted the extent of a semester
- Students reported that the workshop offering (time) was appropriate but would not want to stay longer than 1 ½ hours
- Students appreciated the incentive of recognition for completion of the program

C. The Leaders Lounge Series

D. Certificate in Organizational Leadership Program

E. Greek Life

F. OrgSync Updates

- a. Service Learning/Community Service
- b. Co-Curricular Transcript

Career Development Services:

Mr. Miles Winston, Interim Associate Director of Career Development Services

A. Student Employment/SLOs

- Student Learning Outcomes allow the university to establish a consistent framework of measurable outcomes
- All Federal Work Study jobs are to have a student learning outcome in the job descriptions
- Employer and student training has been updated to reflect the student learning outcomes
- Revised assessment measures will be used to ensure that we are accurately tracking student progress

B. Symplicity

- Symplicity is a leading career services manager platform with 5 million qualified students and recent grads from 1,100 Symplicity partner schools
- WSSU's version of Symplicity is called CAREERlink which has taken the place of RAMTrak, powered by Grad Leaders.
- Student, faculty, staff and employers and alumni have access to Symplicity
- Symplicity allows students to prepare for the job search process, take employer connections further by delivering interview opportunities, hosting career fairs, connecting with alumni and increase hiring outcomes

C. Summer Internships

- Emana Carroll
 - Summer Intern at **Wal-Mart Corporate Home Office** in Bentonville, Arkansas
Business Analytics Intern in Merchant Operations
- Brooke Bennett
 - Summer Intern at **Campbell Law** in Raleigh, North Carolina
The Restorative Justice Clinic Intern

D. Diversity In Tech Summit

E. WFU/WSSU 18-19 Partnership

F. Fall Career Expo

G. Thurgood Marshall College Fund Leadership Institute

Student Government Association:

Mr. William Gibson, President

A. Strategic Plan: Organizational Focus

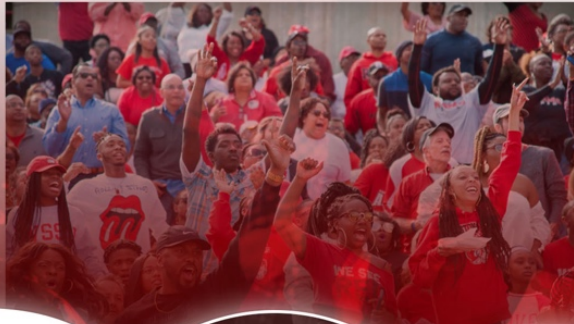
- **Improve External Relations** – SGA will strive to cultivate working relationships with student organizations, campus departments, administrators, local and state officials, and other universities
- **Streamline the Legislative Process** – SGA will seek to train all members of the senate to properly write and introduce resolutions, demonstrating an understanding of the legislation process
- **Increase SGA Interaction/Awareness** – SGA will aim to recreate our brand in order to make more apparent our efforts purposefully and effectively, in addition, students with concerns or ideas will be able to reach out to SGA for assistance
- **Increase accessibility to Campus Resources** – SGA pledges to work intricately with campus departments to ensure that students are aware of the resources we offer and that they are readily available to them
- **Acceptance & Inclusion** – SGA will strive to represent all WSSU students and student-led organizations regardless of race, ethnicity, religion, gender, disability, or political thought
- **Establish Internal Cohesion** – SGA will ensure that all members are aware of the organization’s goals and work as a team to achieve them while holding each other accountable in a respectful manner
- **Accountability** – SGA will maintain an open line of communication and transparency about decisions and operations of the Student Government Association
- **Leadership Development** – SGA pledges to create and foster opportunities for members to gain and develop transferable, real-world leadership skills
- **Student Advocacy** – SGA will strive to represent the student interests in the fullest capacity possible by drafting and proposing legislation that advances the rights and liberties of students on campus

B. Strategic Plan: Administrative Focus

- **Promote Community Empowerment**- At Winston-Salem State University, as well as the rest of the nation, there is a call for unity. The SGA will strive to promote campus unity through sponsored university, club, and community events. On the state level, we wish to partner with our fellow UNC-System schools to further unify students across the State in accomplishing and furthering like-minded goals and objectives.

- **Promote Social Activism-** Activism is politically essential at a Historically Black Colleges or Universities specifically in the climate we are in. By honing in on building social activists and thought provokers, the student population will begin to unite and have a desire for change.

C. Homecoming 2018



SGA

**STUDENT GOVERNMENT ASSOCIATION
STUDENT BODY STRATEGIC PLAN
2018-2019**



SGA

INTRODUCTION

PURPOSE AND VISION

MEET THE PRESIDENT

MEET THE VICE-PRESIDENT

ORGANIZATIONAL FOCUS

ADMINISTRATION FOCUS



FELLOW RAMS,

Mr. Gibson

I bring you greetings on behalf of the Winston-Salem State University Student Government Association. I am William Gibson, a junior Political Science major from Charlotte, NC and I serve as your Student Government Association (SGA) president 2018-2019. The motto for Student Government Association this year is “Navigate the Climate.” Our SGA is more than an acronym and more than an organization. The Student Government Association is an organism of representatives that exist to amplify the student voice by providing service to our communities through initiatives and partnerships, governance through representation on campus boards, committees, adopting legislation that enhances the quality of student life, and advocacy on behalf of students from all walks of life. The purpose of this strategic plan is to fulfill our commitment to always remain transparent and accountable to every student, this great university, and to supporters and friends. It is my hope that as you turn each page that your level of confidence in SGA’s ability to represent you and your needs will increase. I can assure you, as we navigate the climate, your opportunities will increase. Ralph Waldo Emerson once said, “What lies behind us and what lies before us, are tiny matters compared to what lies within us.” Join SGA in navigating the climate, as we aspire to become America’s next nationally recognized institution. You have a voice and it matters!

Ever your servant,
William Gibson, Student Body President

GO RAMS!

who are we

our Purpose

We, the Student Government Association (SGA), exist to serve the students of Winston-Salem State University (WSSU) as both a body of governance and advocacy. This organization will encourage cooperation that inspires positive change within the university and its constituents, all while upholding the values and mission of WSSU. The focus of the Student Government Association is to advocate for the Winston-Salem State University student body by promoting and creating opportunities for students to engage with different components of the university. The SGA will help students use their voice and other outlets to express ideas and establish agency.

our Vision

The student government association envisions a campus where students are eager and expectant to participate in key components of our universities structure. We envision an association that provides support to over 5,000 students as they use their agency to design an experience around their interests and passions, and govern over the policies that affect the student experience.

Its important to remember that EVERY student is a member of SGA! Our aim is that we work as partners to make for a better WSSU! Please feel free to reach out to any board member for opportunities!



PRESIDENT WILLIAM GIBSON & VICE PRESIDENT KAMBRE STEPHENS

Hello Rams! I am William Gibson, a junior Political Science major from Charlotte, NC and I serve as your Student Government Association (SGA) president 2018-2019. My most recent accomplishments include being appointed to serve as Chief of Staff of the University of North Carolina Association of Student Governments, Winston-Salem College Advisory Board member, a White House HBCU All-Star, a member of the Renaissance Minority Male Mentoring program and a Young Black Male Leadership Alliance college ambassador. I believe that in order to be an effective leader, one must have the heart of a servant, the willpower of a soldier, and the ability to leave the impact of a lifetime in a single moment. I come into this position with a desire to navigate our campus climate in a new direction. A climate where we transform Winston-Salem State and create a new wave of thinkers on our campus and in the community. It is time to become the 21st century social activists or change agents that will be ready to depart and serve their community. Join me on this journey as we strive to create a new climate in this ever changing terrain.

William Gibson, Student Body President

Hello fellow Rams, I am Kambre J. Stephens a Junior Elementary Education Major from Norfolk Virginia. with a goal of one day being a Chancellor or President for an HBCU. I am so glad to say that in spite of the many challenges I faced getting to college (and thus WSSU), I have held on to faith and allowed my passion for service to guide me through this journey. Since my freshman year, I have served in The Renaissance Minority Male Mentoring program, as Mister Freshman 2016-17 and Mister Sophomore 2017-18, and was also selected as the Grand Prize recipient for the Food Lion and Coca Cola CIAA Scholarship. Something that I hold near and dear to my heart is scholarship and knowing that "you can do whatever you put your mind to". Along with my academic and extracurricular activities, I am a Spring 18 initiate into the Beta Iota Chapter of Alpha Phi Alpha Fraternity Incorporated. I have made it my responsibility to be a problem solver in every role I've been blessed to fill. I wake up everyday with a prayer that I can have a positive influence on someone who needs encouragement. This year, as your student government association Vice-President, I will work with the Student Senate to create a transparent and transformative body of advocacy and influence. It is my hope and expectation that you hold us accountable as we tackle the great responsibility of governance. We are all in partnership and together we will Navigate the Climate.

Kambre Stephens, Student Body Vice-President



**IMPROVE
EXTERNAL
RELATIONS**

**STREAMLINE
THE LEGISLATIVE
PROCESS**

**INCREASE SGA
RELATABILITY**

**INCREASE
ACCESSIBILITY TO
CAMPUS RESOURCES**

**ACCEPTANCE AND
INCLUSION
OF STUDENTS**

**ESTABLISH
INTERNAL
COHESION**

**LEADERSHIP
DEVELOPMENT**

**STUDENT
ADVOCACY**

The Student Government Association aims to be a vehicle for student advocacy, governance and leadership development while improving efficiency in the internal workstreams that aid in these elements. Our goal is to give students access to tools that promote agency, community, and the responsibility each student has to the advancement of our university. We have a team who is committed to working in partnership with every student in an effort to realize their ideal experience both in the academy and in co-curricular engagement. Aside from giving students the tools to question processes, we are invested in the responsibility we carry to assess how students want to experience WSSU and have the conversations necessary to enable those desires.



- 1 PROMOTE COMMUNITY EMPOWERMENT**
- WE SEE YOU CAMPAIGN
 - HOMETOWN RAMS
 - PAINT THE CITY RED
 - RED & BLACK DINNER
 - ENTER TO LEARN, DEPART TO SERVE PASSPORT SCHOLARSHIP
 - 40/40 ALUMNI MIXER-STRENGTHEN ALUMNI ENGAGEMENT

- 2 PROMOTE HEALTH AND WELLNESS**
- MENTAL HEALTH MONTH
 - ASG MENTAL HEALTH DAY
 - PROMOTION OF THE ZEN ZONE
 - COLLABORATIONS WITH THE WELLNESS CENTER

- 2 PROMOTE SOCIAL ACTIVISM**
- RAMS VOTE
 - WSSU'S TRIP TO THE BOARD OF GOVERNORS
 - WSSU'S TRIP TO CAPITOL HILL
 - KNOW YOUR RIGHTS FORUM
 - TRUST TALKS
 - MAKE THE RIGHT MOVE CAMPAIGN- HOMECOMING SEASON
 - #KNOWYOUR9- TITLE IX
 - CAMPUS SAFETY WALKS



SGA ADMINISTRATIVE FOCUS

NAVIGATE THE CLIMATE

UNIVERSITY ADVANCEMENT COMMITTEE

Meeting Name: Advancement Committee
Meeting Start Time: 2:00 PM Eastern Daylight Time
Meeting Start Date: 9/20/2018
Meeting End Time: 3:00 PM Eastern Daylight Time
Meeting End Date: 9/20/2018
Meeting Location: Blair 308

Agenda:

- I. Call to Order (Mr. Kelvin Farmer, Chair)
- II. Roll Call (Ms. Dionne Evans, Recorder)
- III. Introduction of Dr. LaTanya Afolayan (Mr. Farmer)
- IV. Approval of Today's Meeting Agenda* (Mr. Farmer)
- V. Approval of June 7, 2018 Meeting Minutes (Mr. Farmer)
- VI. Advancement Quarterly Gift Summary Report (Dr. LaTanya Afolayan)
- VII. Advancement Divisional Highlights
 - A. Alumni Engagement (Mr. Isaac Moore)
 - B. Major and Planned Gifts (Mrs. Andrea Jenkins)
 - C. Stewardship (Mrs. Lisa Knight)
 - D. University Events (Mrs. Kimberly Reese)
 - E. WSSU Foundation (Mr. Gordon Slade)
- VIII. Integrated Marketing and Communications Updates (Ms. Jaime Hunt)
- IX. New Business (Mr. Farmer)
 - A. Advancement Clearance Policy *
- X. Adjournment (Mr. Farmer)

Winston-Salem State University Board of Trustees Advancement Committee
Thursday June 7, 2018

Minutes

Call to Order:

Mr. Kelvin Farmer called the meeting to order.

Roll Call:

Members Present: Dr. William Harris, Mr. Kelvin Farmer, Mrs. Sue Henderson, Mrs. Drewry Nostitz and Mr. William Gibson

Members Absent: Mr. Kenneth Raymond and Mr. David Smith

Staff Present:

Chancellor Elwood Robinson, Mrs. Camille Kluttz-Leach, Mrs. Andrea Jenkins, Mrs. Lisa Knight, Ms. Dionne Evans, Mr. Isaac Moore, Mr. Gordon Slade, Mrs. Kimberly Reese and Mrs. Jamie Hunt.

Guest Present:

Mr. Kambre Stephens

Approval of Agenda:

Mr. Farmer asked for a motion to approve the agenda. Mrs. Henderson moved approval and Dr. Harris seconded the motion to approve the agenda. The motion carried.

Approval of Committee Meeting Minutes:

Mr. Farmer asked for a motion to approve the March 15, 2018 meeting minutes. Dr. Harris moved approval and Mrs. Henderson seconded the motion to approve the minutes. The motion carried.

Gift Summary Report:

Mrs. Jenkins presented the Gift Summary Report for the period ending May 31, 2018. Though the numbers were down, the dollars were \$2.3 million as of today.

Divisional Highlights:

Mrs. Reese reported on the celebration of WSSU's 125th anniversary. She reported the NC Black Theatre Festival reception was a success. Other events, the YWCA Women of Vision, Campus Compact CSNAP Conference and the much anticipated Board of Governors visit with President Margaret Spellings on April 4, 2018 were also successful. University Events hosted the Scholarship Luncheon April 12, 2018 in collaboration with University Advancement, featuring Chancellor's Scholar, Aaron Brown, as the keynote speaker. 85 scholarship recipients were able to meet and greet their donors. The 2018 Commencement graduated over 1200 students with high media coverage. The Ribbon Cutting Ceremony is being held today for the 150 bed Residence Hall for the students.

Mrs. Hunt gave an update on goals that were set regarding the use of digital marketing. The goal of digital marketing is to increase brand awareness among respective students and their parents, increase visits to WSSU's website, and create prospect generation for the Office of Admissions transfer students and master degree students (MBA). She reported that the marketing campaign competed favorably against industry benchmark data. The average click through rates, video click through rates and email campaigns have been very successful. Since January, 678 application visits were made. She shared

various celebratory commencement moments from media coverage that was viewed across the world by 3.4 million viewers.

Mrs. Jenkins reported that Alumni Engagement is preparing for Homecoming, October 20, 2018 with an array of events. The Young Alumni Council 40 under 40 Awards will be held April 2019. The Nursing Alumni Organization has integrated their accounts with the WSSU Foundation in order to provide emergency grant funding to students. In collaboration with IMC and the DMV, a new license plate with the RAM Logo is in production and will be available soon for purchase.

Mrs. Jenkins reported that the 2018 Annual Golf Tournament held on April 13, 2018 at the Meadowlands Golf Club was successful. This Annual Giving event was planned in collaboration with Mrs. Sonia Barbre, Mr. Titus Lee and the WSSU Foundation. Total dollars raised for scholarships was \$46,000 with 31 corporate sponsors and 133 golf participants.

Mrs. Jenkins reported that Blue Cross Blue Shield will give a \$1 million grant that will be used for the Nursing Program for student support and scholarships, emergency funds and for nursing education. Dr. Paul and Mrs. Marcia Meis established an Almost Home/Gap Fund for \$100,000. Miller Coors, along with Constellation Brands has committed \$30,000 over five years to match the Title III grant funds of \$50,000 toward the Family Fare Entrepreneurship Fund established in December 2017. She reported \$75,000 was received from SECU Foundation for the SECU Public Fellows Internship – Career Development Services and \$14,000 was received from Islamic Relief USA.

Mrs. Knight confirmed the success of the Scholarship Luncheon, April 12, 2018. She reported that the searchable scholarship database is now live. 75 endowed scholarships are listed for students to view and determine if they are qualified to submit applications. A link to the institution's scholarship application is provided on the Office of Scholarships and Financial Aid's web page. She is working on adding the non-endowed scholarships. She is working with the Office of Scholarships and Financial Aid to refine the process to identify recipients.

Mrs. Jenkins thanked Mr. Farmer for establishing an endowed scholarship fund in honor of Mrs. Michelle Cook, former Vice Chancellor of University Advancement for \$10,000.00.

Mr. Slade talked about how the foundation in collaboration with the university strategically planned to secure funding to help aid in early construction for the new Residence Hall that is opening today for students.

Other Business:

There was no new business.

Adjournment:

Mr. Farmer motioned and Mrs. Nostitz moved approval and Mrs. Henderson seconded the motion to adjourn the meeting. The motion carried.

Ms. Dionne Evans, Recorder

Gift Summary Report
Period ending July 01, 2017 - August 31, 2018

Gift Summary Report
JUL 01 2017 to AUG 31 2017 vs JUL 01 2018 to AUG 31 2018

Gift Summary by Source	FY 2019 Donors	FY 2018 Donors	Donor % Change	FY 2019 Dollars	FY 2018 Dollars	Dollars % Change
Alumni	252	237	6.33%	\$100,204.86	\$105,580.59	-5.09%
Corporations	16	14	14.29%	\$1,016,978.50	\$63,284.41	1,507.00%
Faculty/Staff	49	56	-12.50%	\$7,395.04	\$13,865.13	-46.66%
Foundations	5	4	25.00%	\$177,209.76	\$110,829.00	59.89%
Friends	73	88	-17.05%	\$22,144.10	\$113,055.11	-80.41%
Fundraising Consortias	1	1	.00%	\$2,220.81	\$3,113.36	-28.67%
Other Organizations	4	17	-76.47%	\$1,900.00	\$10,212.50	-81.40%
Parents	2	0	.00%	\$2,000.00	\$.00	.00%
Religious Organizations	1	0	.00%	\$100.00	\$.00	.00%
Students	52	240	-78.33%	\$121.88	\$850.50	-85.67%

TOTAL 455 657 -30.75% \$1,330,274.95 \$420,790.60 216.14%

WINSTON-SALEM STATE UNIVERSITY

Alumni Engagement Updates

Internal

- Events
 - WSSU Alumni Housing Tour
 - The Hidden Keys to Success, Bridging the Gap, Homecoming, Alumni Return to Serve, Students versus Alumni Basketball game, alumni in criminal justice event (spring)
 - Forty Under 40
- Intentional data upgrades and process enhancement

External

- WSSU Alumni Cookout
- Individual alumni visits
- Social media engagement (1 yr.)
 - Facebook – 5,831
 - Twitter – 1,967
 - Instagram – 3,036
 - LinkedIn - 633
 - Text Based Chat Group – 389
 - 11,856 (Total)

WINSTON-SALEM STATE UNIVERSITY

Major and Planned Gifts Updates

- BOT Major and Planned Gifts Report
- Blue Cross Funds Received \$1,000,000 July 5th, 2018
- Drs. Vincent and Pamela Moses Snipes Math Faculty received grant for summer Math Camp
 - \$5,000 grant from a donor advised fund (Winston-Salem Foundation) June 2018
- Josephine Robinson Endowed scholarship fund \$25,000,
 - established by the Vaughn Family Charitable Fund
 - scholarship funded by Trust proceeds August 2018
- Submission of WSSU Planned Giving Report for Fiscal Year 2017-18 to UNC Office of Gift Planning, UNC System
- Attended Funder engagements
 - "HBCUs: Continuing the Great Investments for Our Future June 2018 sponsored by NC Legislative Black Caucus
 - HBCU Diversity in Tech Summit, NC A&T – August 2018 Sponsored by Congresswoman Alma Adams

Stewardship Updates

- The Searchable Scholarship Database lists 121 scholarship opportunities for WSSU students. The Office of Scholarships and Financial Aid received 170 scholarship applications for the 2018-2019 academic year.
- The Stewardship Office is collaborating with the faculty and staff of Health Sciences and Business to insure all scholarships for these disciplines have been awarded.
- Revised tiers for acknowledging donor gifts. The revision creates a more customized touch point and enables further engagement from the area benefiting from the gift.
 1. Gifts between \$1,000 and \$9,999 will receive a letter from the Department Chair, Director of Alumni Engagement and/or the appropriate Development Director (inclusive of Athletics).
 2. Gifts between \$10,000 and \$24,999 will receive a letter from the Academic Dean, Athletics Director and/or Vice Chancellor for University Advancement.
 3. Gifts \$25,000 or greater will receive a letter from the Chancellor. This also includes contributions that result in cumulative giving \$25,000 or greater.

Stewardship Updates

- Create philanthropic awareness event for WSSU scholarship recipients.
- Assess current stewardship events and revise them where necessary to insure they are meeting departmental goals and objectives.
- Create new touch points for both internal and external stakeholders.

Office of University and Donor Events

Events	Date
American Congressional Exchange Visit (Virginia Foxx, Susan Davis)	July 20, 2018
Ram Family Day	August 18, 2018
Meet the Rams	August 18, 2018
WSSU vs. UNC Pembroke (Box Suite & Outdoor Patio Hospitality Area)	September 1, 2018
WSSU vs. Catawba College (Box Suite & Outdoor Patio Hospitality Area)	September 8, 2018
WSSU vs. Virginia Union University (Box Suite & Outdoor Patio Hospitality Area)	September 22, 2018

Office of University and Donor Events

2018 Homecoming Planning

Signature Events

2018 Founder's Day Convocation (October 19th)

Simon Green Atkins Founder's Day Celebration (October 19th)

Marquee Events

WSSU Homecoming Musical Extravaganza

2018 Vendors' Fair

2018 Community Stage

2018 Ram Rave & Mini-Parade

2018 Ram Music Super Lounge

2018 Chancellor's Homecoming Pre-Game Hospitality Tent

Return to the Yard – Homecoming Campus Block Party

WINSTON-SALEM STATE UNIVERSITY

Office of University and Donor Events

- On the Horizon:

Dedication of New Residence Hall (*Covington Hall*) (October 2018)

Swing Phi Swing National Conference (March 2019)

Women of Vision Luncheon (April 2019)

2018 Lyceum Event Planning Committee

2018 Ramdion Planning Committee

2018 Commencement Planning Committee

Igniting WSSU Champions

Winston-Salem State University



WSSU

Introduction

What is a WSSU champion?

A WSSU champion:

- Promotes the university and its accomplishments in academic, professional, and social settings;
- Becomes a storyteller that makes the WSSU brand come alive;
- Has a greater understanding of WSSU's value to the region, state, and nation;
- Is inspired and inspires others to financially support the university;
- Advocates on behalf of the university with federal, state, and local representatives; and
- Encourages prospective students to consider WSSU for their college experience.

Who are WSSU champions?

Anyone who is interested in and passionate about WSSU can be a WSSU champion. For our formal program, we are targeting:

- Faculty and staff
- Alumni
- Current students
- Parents of current students/parents of alumni
- Board of Trustee members
- WSSU Foundation Board members
- The community

Pilot project

Goals of the pilot project

- Start with a group of highly invested faculty, staff, students, alumni, and friends – in addition to the members of our Board of Trustees and the WSSU Foundation Board
- Launch a “WSSU Champion Toolbox” with resources for champions.
- Solicit feedback on ways the program can be improved before rolling it out to a larger audience.

WSSU Champion Toolbox

- Monthly e-newsletter with the latest news and headlines from WSSU
- WSSU Champion website
- Special “WSSU Champion” pin
- Special “WSSU Champion” kick-off event
- Advocacy Guide

WSSU Champion Website

- Latest news from and headlines about WSSU
- PowerPoint presentation that WSSU Champions can use for Rotary Club or other civic organization presentations
- Downloadable flyers and other materials
- Logging form to report WSSU Champion activities

WSSU Champion activities

1. Present about WSSU at an event
2. Amplify WSSU's storytelling by sharing information on social media
3. Advocate for the university with local, state, and federal lawmakers
4. Write letters to the editor about WSSU and its value to the state, region, and nation
5. Correct misperceptions about the university on social media

Questions?

FINANCE & ADMINISTRATION COMMITTEE

Meeting Name: Finance & Administration Committee

Meeting Start Time: 11:45 AM Eastern Daylight Time

Meeting Start Date: 9/20/2018

Meeting End Time: 1:30 PM Eastern Daylight Time

Meeting End Date: 9/20/2018

Meeting Location: Thompson 304

Agenda:

- I. Call to Order – Chairman Michael J. Shortt
- II. Roll Call – Leslie Gaynor
- III. *Adoption of the Agenda – Chairman Shortt
- IV. *Approval of March 15, (no quorum) and June 7, 2018 minutes – Chairman Shortt
- V. Finance and Administration Update – Constance Mallette
- VI. Capital and Informal Projects Update – Tim McMullen
- VII. Financial Report – Wilbourne Rusere
- VIII. Other Discussion Items
- IX. Adjournment – Chairman Shortt



**Board of Trustees, Finance and Administration Committee
Thursday, September 20, 2018
Cleon Thompson Center Room 304
11:45 am**

AGENDA

***Action Item**

1. Call to Order – Chairman Michael J. Shortt
2. Roll Call – Leslie Gaynor
3. *Adoption of the Agenda – Chairman Shortt
4. *Approval of March 15, (no quorum) and June 7, 2018 minutes – Chairman Shortt
5. Finance and Administration Update – Constance Mallette
6. Capital and Informal Projects Update – Tim McMullen
7. Financial Report – Wilbourne Rusere
8. Other Discussion Items
9. Adjournment – Chairman Shortt

Winston-Salem State University
Board of Trustees Finance and Administration Committee
304 Thompson Center
Thursday, March 15, 2018

Minutes

Chairman Michael Shortt called the Board of Trustees (BOT) Finance and Administration meeting to order at 11:42 am.

** The University COS, Ms. Camille Klutz-Leach and the EEO Director, Aishah Casseus, met with the Committee prior to the F&A Department.

Roll Call: Leslie Gaynor

A quorum was established.

Members Present: Mr. Michael Shortt (Chair) Dr. Ricky Sides
 Mrs. Coretta Bigelow Ms. Constance Mallette, ex-officio
 Mr. Robert Clark

Staff Present: Mr. Jesse Batten Mr. Aaron Leftwich Mr. Jonathan Smith
 Ms. Leslie Gaynor Mr. Frank Lord
 Ms. Rosalba Ledezma Mr. Tim McMullen

Guest Present: Mr. John Duffy, Principal, AEI Affiliated Engineers

Adoption of Agenda

Mr. Clark moved and Mrs. Bigelow seconded the motion to adopt the agenda. The motion passed.

Approval of Minutes

Mr. Clark moved and Dr. Sides seconded the motion to approve the minutes. The motion passed.

Finance and Administration Update

Ms. Constance Mallette opened the meeting with the following briefing.

- Vice Chancellor/CFO
 - Began role January 1, presently in Day 74
 - Transition Plan (First 90 Days)
 - Introduce myself via e-mail to BOT Finance Committee
 - Conduct Listening Tours w/Each Business Unit with F&A (By Staffing Group) (Have about 2 groups remaining)
 - Meet Individually with Chancellor, each V/C as well as each Executive Staff and Dean (Have not met with the Dean of Health Sciences yet)
 - Been able to discuss our platform – Customer Service with TRAITS
Trust/Reliable/Accountable/Integrity/Transparency/ Spirit of Excellence
 - Established Vice Chancellors subcommittee group and we meet every other week
 - Presently recruiting for Assoc. VC Financial Planning & Budget – Goal to have someone in place by April 1 but May 1 is more reasonable
 - Goals for next 9 months
 - Significantly improve Customer Service throughout Division
 - Establish Customer Service Unit in Facilities
 - Improve collaboration with Foundation
 - Improve use of technology

- Implement a Travel Software System (scheduled for roll-out in July)
 - Realign resources along operational needs
 - Seek cost saving opportunities
 - Renegotiate Xerox contract
 - Consider outsourcing some services
 - Continue to implement austerity stringent budgetary controls
- Organizational Changes
 - Some of the reporting structures have changed
 - Assoc. VC Financial Planning & Budget
 - Business Services
 - EHS
 - Budget
 - Assoc. VC Financial Services/Controller
 - Contracts & Grants
 - Admin Assistant – Elaina Barron – Moved to Facilities – Admin Support in Customer Service Unit (Will go with a part-time lower salaried position)
- Follow-up on the December Meeting
 - Change in the funding model; from projected to actual
 - Held to the floor = 4.9 M – With 5 months left to meet the permanent reduction
Abolished 43 Vacant Faculty & 2 Vacant Non-Faculty ~3.9M & 1M Operations
 - Austerity measures in place

Environmental Health & Safety

Mr. Aaron Leftwich gave an update of the Injury and Illness Report, presenting data from 2017.

- WSSUs lost time injury rate in the past six years has trended downward; moreover, the lost time injuries over the annual span has decreased by just less than ½
- Slips, trips, and falls make up just under 50% of all reportable injuries, which is a common trend across all employment sectors

Campus Utility Infrastructure

Mr. John Duffy of AEI Engineering, presented an update on the Master Plan

- A summary of findings on the Campus Utility Infrastructure by AEI Engineering, the engineering consultants participating with Sasaki on the Master Plan was presented. The formal report on infrastructure will be included in the completed Master Plan Update.
- As our current utility infrastructure continues to age, we will need to begin a phased upgrade and replacement of all systems.

Capital Projects Update

Mr. Tim McMullen gave brief updates on the following projects.

- New Freshman Living/Learning Residence Hall
 - Construction started in January, 2017
 - Exterior Envelop Insulation and Moisture Protection are installed.
 - Windows have been installed and the roofing is complete.
 - Masonry Veneer installation is underway.
 - Plumbing, Mechanical & Electrical Rough-in installations are complete.
 - Interior Drywall installation is in progress in Bedrooms, Lobby and Corridors.
 - A Full-Room mock-up has been completed and approved by Housing and Residence Life.
 - Construction is scheduled to be completed by June 6, 2018.
- Sciences Building
 - The Project (funded at \$50M) is part of the Connect NC Bond.
 - It is a 5-story 103,000 square foot facility with classrooms, laboratory space and faculty offices.

- A 3-story central atrium provides direct access to mail level classrooms and also will serve as a gathering and mixed-use area able to accommodate receptions, exhibits and public presentations.
 - The Construction Manager has mobilized on site. The construction field office is in place and the construction perimeter fencing and barricades are installed.
 - Site clearing and rough grading are complete.
 - Site Utility Relocations/Installations are in progress.
 - Project is on a current track for completion in late fall, 2019.
 - University Store (Bookstore)
 - University Store Up-fit was completed in December and officially with a ribbon cutting ceremony in January.
 - Barnes & Noble is the operator and offers a wide array of books, apparel, and convenience items.
 - Print and Copy Center
 - Relocation of the Print & Copy Center from Old Nursing to the lower level of Thompson Center has been completed.
 - The new location offers expanded space and a Customer Service Counter area with space for future self-service printing and copying.
- **Informal Construction Projects**
 - Relocation of Passport Office to Lowery Street
 - Project bids came in 40% over budget
 - A slightly modified Bid Package has been issued and is under review
 - Due to small scope, Passport Office Construction was combined with Financial Services Expansion
 - Economies of Scale should yield better bid results
 - Demolition of Old Nursing/Health Building
 - UNC-Board of Governors, State Property Office and Council of State have approved demolition
 - Hazardous Materials Assessment and Remediation documentation have been completed
 - A civil engineering firm is developing Demolition, Site Remediation and Grading Plans
 - Drawings and Bid Package to be submitted for final review at SCO in March.
 - All Building Occupants and Copy Center have been relocated
 - Demolition will start April/May, 2018
 - K.R. Williams – Seating Upgrade and Other Improvements
 - Seating replacements are on hold pending funding allocation for comprehensive project scope, including major HVAC Upgrade, Dressing Area and Interior Upgrades. Estimated cost is \$5.7 million, based on 2015 Facility Condition Assessment Program (FCAP) study, with escalation.
 - WSSU issued a Design Contract for repairs to roof and structural damage above the stage. 2015 FCAP estimates the project cost, including escalation at \$230,000.
 - Emergency Generator Upgrade is complete.
 - Emergency Generators for Anderson Center & Thompson Center
 - Design Phase is complete for each facility
 - Design Reviews and Approvals received from the SCO for Thompson and Bid Package has been issued for installation
 - Anderson Center Design Reviews and Approvals are pending
 - Received quotes for Generators Sets for Thompson and Anderson
 - Finalizing Procurement Packages for direct purchase of units
 - Chiller Loop Extensions for Thompson Center & O’Kelly Library
 - Design Phase was completed in 2013 and project placed on-hold pending funding.
 - UNC Board of Governors and OSBM respectively, have approved use of a combination of Repairs & Renovations and Carryforward Funds for project.

- State Construction Office has approved updated design for code compliance.
- Bid packages for Formal Bids were released in February.
- A construction contract approval is pending, based acceptance of bids received.

Financial Report

Mr. Wilbourne Rusere gave an update on the Finance and Administration financials.

This cumulative Fiscal Year 2017-18 report includes financial statements as of December 31, 2017, as well as other information that helps substantiate the University's accountability to WSSU's Board of Trustees.

○ **General Fund Summary:**

The statements of revenues and expenses summarize the university's results of operations as of December 31, 2017. The total budget was \$92.2M.

- State Appropriations – \$66.5M.
- Revenue (tuition and fees) – \$25.7M.
- The university spent \$41.8M or 45% of the total budget towards personnel salaries and operating requirements.
- Expenditures as of December 31, 2017 are \$404,833 more than the amount for December 31, 2016.
- Receipts recorded through December 31, 2017 total \$14.1M, or 55% of the budget.
- Total receipts collected as of December 31, 2017 are \$1,169,419 more than the amount collected for the same period last year.

○ **Auxiliary Services and Business Enterprises Summary:**

The university manages a number of auxiliary and business enterprises that are self-supporting operations.

- As of December 31, 2017, all business entities had positive fund balances, except for WSSU's Athletics Program.
- The cumulative negative balance for the Athletics program was (\$12.1M) through the end of December 31, 2017.

Other discussion items

Mr. Shortt said that he is "tickled" to have Constance Mallette as the new VC of Finance and Administration, and to have her working with the BOT. Ms. Bigelow thanked her for her efforts thus far.

Mr. Clark moved and Dr. Sides seconded the motion to adjourn. The motion passed and the meeting adjourned at 1:09 pm.

Next meeting, Thursday, June 7, 2018

Respectively Submitted by:



Leslie Gaynor
Finance and Administration, Office Director

Winston-Salem State University
Board of Trustees Finance and Administration Committee
304 Thompson Center
Thursday, June 7, 2018

Minutes

Mr. Robert Clark called the Board of Trustees (BOT) Finance and Administration meeting to order at 11:45 am.

Roll Call: Leslie Gaynor

A quorum was **not** established.

Members Present: Mr. Robert Clark Ms. Constance Mallette, ex-officio
Dr. Ricky Sides

Staff Present: Mr. Jesse Batten Mr. Tim McMullen Mr. Jonathan Smith
Ms. Leslie Gaynor Mr. Jimmy Norwood Ms. LaToya Wiley
Mr. Frank Lord Mr. Wilbourne Rusere Ms. Brenda Fulmore

Guest Present: Mr. Jay Davis Mr. George Knox

Adoption of Agenda

The agenda was not adopted (no quorum).

Approval of Minutes

The minutes were not approved (no quorum).

Finance and Administration Update

Vice Chancellor Constance Mallette gave the following updates.

Staffing Changes

- New Associate Vice Chancellor Financial Planning & Budget effective May 1, Wilbourne Rusere. Mr. Rusere was previously the Budget Director and has served several positions here at WSSU.
- Former Associate Vice Chancellor Facilities Rosalba Ledezma left the university on April 30. We were fortunate enough to bring in a local architect who has been in business for the last twenty plus years, Jimmy Norwood.
- Jimmy is serving in as Interim Associate Vice Chancellor – Facilities. Jimmy has done work on the campus of UNC School of the Arts, North Carolina A&T State University, Winston Salem State University as well as other projects throughout North Carolina. He is active in various local organizations. We are fortunate to have his expertise in understanding state processes, ability to manage capital projects as well as facilities operation and team management.
 - We began the search May 15th for a permanent replacement. We will begin the interview process ~ last week in June, with hopes of having someone in place no later than Sept. 1.
 -

Operational Changes (Realigning resources along operational lines)

- In March we discussed the Customer Service Traits as the platform for the Division of Finance & Administration. To that end we are continuously making operational improvements to serve our community
 - Facilities Customer Service Unit is beginning to shape up to include enhancements to the Mainsaver work order system.
 - Recruiting for Customer Service/Business Manager position
 - Customer Service Traits are prominently being displayed in each Business Unit
 - Stand by who/what we say we are

- Repetition
- New automated Travel System – Chrome River will begin pilot soft launch in July with a phased in approach for the campus community.
- Presently in the process of entering a new print shop solution program. Finalizing service assessment between Xerox & Ricoh vendors.
-

Successes

- Scheduled Power Outage project to upgrade electrical infrastructure was successfully complete this past weekend with minimal interruptions.
- The university participated in the Retool Your School competition by Home Depot last year came in 3rd place resulting in \$30,000 in store product. Not only did they provide the in store credit, we also had a great kick-off on 4/27 – they provided about 100 Home Depot team members over a two day period on-sight to assist with the various projects.
 - Concerted collaborative effort – Students/Staff & Faculty – great community effort
 - Replaced wood slats on benches, landscaped, installed concrete patio pavers and the largest project was building a gazebo around the recently restored historic bell. The bell dates back to 1900.
 - Tim McMullen was very instrumental and provided great leadership in bringing this program to fruition.
- HUB office is co-hosting the UNC Triad Coalition here on campus next Friday along with UNCG and NCA&TSU. This group was established to bridge gaps among minority & majority contractors, subcontractors and suppliers. Thanks to the work of Brenda Fulmore, this coalition began here at WSSU in 2010 and has sustained through the years.

HUB Presentation – Brenda Fulmore

Ms. Fulmore gave an update on WSSU’s HUB action plan and goals and how they were developed to generate increased HUB participation and involvement campus-wide.

- Purchasing goods and services
- Aramark
- CMR Construction Projects

Capital Projects Update

Mr. Tim McMullen gave brief updates on the following projects.

- **Capital Projects**
 - New Freshman Living/Learning Residence Hall
 - Construction started in January, 2017.
 - Major Construction is complete, with only final touchup and punch list items remaining.
 - The Formal Ribbon Cutting Ceremony is scheduled for June 7th at 3:30 PM.
 - A Beneficial Occupancy Inspection is scheduled for May 12, 2018.
 - This will allow move-in and occupancy of the facility by Housing and residence Life.
 - Students will begin moving in in mid-to-late July.
 - Sciences Building
 - The Project (funded at \$50M) is part of the Connect NC Bond.
 - It is a 5-story 103,000 square feet facility with classrooms, laboratory space and faculty offices.
 - A 3-story central atrium provides direct access to mail level classrooms and also will serve as a gathering and mixed-use area able to accommodate receptions, exhibits and public presentations.
 - Site clearing and rough grading are complete.
 - Site Utility Relocations/Installations are in complete.
 - Shoring and Retaining Wall construction are complete.
 - Vertical construction on Foundation Walls, and Elevator Shaft are progressing
 - Project is on a current track for completion in late fall, 2019.

- Master Plan Update
 - Sasaki, the Master Planning consultant will be providing to the full board, an overview presentation of the 2018 Master Plan
- **Informal Construction Projects**
 - Relocation of Passport Office to Lowery Street
 - Due to bids coming in above budget and the project's small scope, the proposed construction phase is being combined with Financial Services Expansion.
 - A combined construction documents package will be submitted to the State Construction Office in July for review.
 - Economies of Scale should yield better bid results
 - Demolition of Old Nursing/Health Building
 - Demolition, Site Remediation and Grading Plans have been reviewed and approved by the State Construction Office.
 - Bids were received in April and a demolition contract has been awarded.
 - The scope of work includes providing 49 temporary parking spaces which should be in place for 5 – 10 years until a new structure is placed on the site.
 - Demolition will start mid-June, 2018
 - K.R. Williams – Seating Upgrade and Other Improvements
 - Seating replacements are on hold pending funding allocation for comprehensive project scope, including major HVAC Upgrade, Dressing Area and Interior Upgrades. Estimated cost is \$5.7 million, based on 2015 Facility Condition Assessment Program (FCAP) study, with escalation.
 - WSSU issued a Design Contract for repairs to roof and structural damage above the stage.
 - A Structural Investigation is underway to identify causes for a bow in the brick on the east wall of the Stage and to provide a permanent corrective fix.
 - Emergency Generators for Anderson Center & Thompson Center
 - Design Phase is complete for each facility
 - Design Reviews and Approvals received from the SCO for Thompson
 - Bids on Thompson were over budget. Project is currently in negotiations to reduce construction cost to below \$500,000.
 - Anderson Center Design Reviews and Final Approvals are pending resolution of minor revisions
 - Chiller Loop Extensions for Thompson Center & O'Kelly Library
 - Design Phase was completed in 2013 and project placed on-hold pending funding.
 - Bids were received in April.
 - A construction contract has been awarded.
 - Construction mobilization, scheduling and material procurement are underway.
 - 1602 Lowery Street
 - The Facilities Warehouse Building will be up-fitted to accommodate relocating Building & Environmental Services, Motor Pool and Operations & Maintenance from the Physical Plant Building.
 - This will make way for Physical Plant's future repurposing for Art & Visual Studies.
 - Main Electrical Feeder Upgrade
 - Weekend of June 2 – 3, 2018 was set for a major power shutdown
 - The scope was replacement of the wires connecting campus to Duke Energy's electrical distribution network.
 - Earlier attempts to fix this were canceled due to adverse weather
 - Central Chilled Water Plant – Upgrade to a third Chiller
 - 2017-18 R&R Funding Allocation of \$850,000 was received for Design and Infrastructure.
 - A third Chiller with a 1,000-Ton cooling capacity is proposed to be added to the Central Plant

- This will increase overall capacity to accommodate future growth and provide redundancy in the event of a failure of one of the other units.

Financial Report

Mr. Wilbourne Rusere gave an update on the Finance and Administration financials. This cumulative Fiscal Year 2017-18 report includes financial statements as of March 31, 2018, as well as other information that helps substantiate the University's accountability to WSSU's Board of Trustees.

General Fund Summary:

The statements of revenues and expenses summarize the university's results of operations as of March 31, 2018. The total budget was \$87.5M.

- State Appropriations – \$63.3M.
 - Revenue (tuition and fees) – \$24.2M.
-
- The university spent \$64.3M or 73% of the total budget towards personnel salaries and operating requirements.
 - Expenditures as of March 31, 2018 are \$1,127,725 more than the amount for March 31, 2017.
 - Receipts recorded through March 31, 2018 total \$24.3M, or 100% of the budget.
 - Total receipts collected as of March 31, 2018 are \$1,649,243 more than the amount collected for the same period last year.

Auxiliary Services and Business Enterprises Summary:

The university manages a number of auxiliary and business enterprises that are self-supporting operations.

- As of March 31, 2018, all business entities had positive fund balances, except for WSSU's Athletics Program.
- The cumulative negative balance for the Athletics program was (\$11.9M) through the end of March 31, 2018.

Other discussion items

No other items.

The meeting ended at 12:26 pm.

Next meeting, Thursday, September 20, 2018

Respectively Submitted by:



Leslie Gaynor
Finance and Administration, Office Director

Facilities Management

Capital and Informal Projects Updates

Board of Trustees

September 20 - 21, 2018



WINSTON-SALEM STATE UNIVERSITY

WSSU

•Capital Projects

Covington Hall - Freshmen Living/Learning Community

- **Funding Source:** Housing Receipts
- **Strategic Planning:** 282 Resident Beds, 9 Advisor Beds, 2 Apartments, Living/Learning Environment.
- **Schedule:** Move-in August 10, 2018
- **Construction Cost:** \$20,075,000
- **Overall Project Budget:** \$24,000,000
- **Area:** 71,021 SF
- **Stories:** 5 + Basement
- **Current Status:** Building is now fully occupied. Primary building systems are being monitored and Punch List items are being completed. Final Commissioning will be completed during Fall and Winter Breaks



Covington Hall - Freshmen Living/Learning Community



Lobby



2nd Level Lobby Balcony

Covington Hall - Freshmen Living/Learning Community



Entrance to Bedroom Pod



Typical 2- Person Bedroom



Typical Bathroom

New Sciences Building

Funding Source: State Appropriation and Connect NC Bond
Strategic Planning: Sciences collaborative educational building, including Biological Sciences, Chemistry, Clinical Lab Science, and BRIC.

Schedule: Construction Fall 2017 through Summer 2019

Construction Cost: \$40,072,361

Overall Project Budget: \$53,312,000

Area: 103,000 SF

Stories: 5

Current Status: Foundation construction and Basement waterproofing is complete. Concrete elevator hoistway has been erected. Electrical ductbank and underslab plumbing are in place. Steel super-structure erection is underway.

5 FOCUS GROUP STRATEGY

CLINICAL
MICROBIOLOGY & BIOHAZARD
BIOINFORMATICS & MOLECULAR GENETICS
SYNTHETICS & MEDICINAL
BIOANALYTICAL

WINSTON-SALEM STATE UNIVERSITY



New Sciences Building Progress Photos



Installation of Waterproofing at Basement Level

WINSTON-SALEM STATE UNIVERSITY



Elevator Hoistway Forming Complete

New Sciences Building



Erecting Steel Super Structure



Installing Corrugated Steel Floor Deck



Installing Electrical Ductbank on Cromartie St.

Master Plan Update:

- The Final Report by Sasaki Associates, Inc. has been submitted electronically. Design & Construction is completing final reviews and editing
- A read-only copy will be placed on the University and Design & Construction web sites for public access
- The official printable version will be released later this Fall

Informal Projects

- Relocation of Passport Office to Lowery Street and Expansion of Financial Services
 - Plans for Passport Office and Financial Services have been submitted to SCO for review
 - Bid Package will be issued in October
 - Work will be performed during late Fall and continue through Winter Break
- Demolition of Old Nursing/Health Building
 - Demolition and Abatement Plans have been approved by SCO
 - Bids have been received and contract award is pending
 - Demolition will be completed Fall , 2018
- K.R. Williams – Structural and Roof Repairs
 - Roof leaks and structural damage above the stage have been investigated
 - Report reveals corrosion/failure of wall reinforcement resulting in a bulge and cracks in wall
 - Project scope includes removing and replacing a portion of brick façade and rebuilding parapet wall
 - Roof above stage will be replaced
 - Repair and restoration design is underway and will be completed in November.

Current Projects

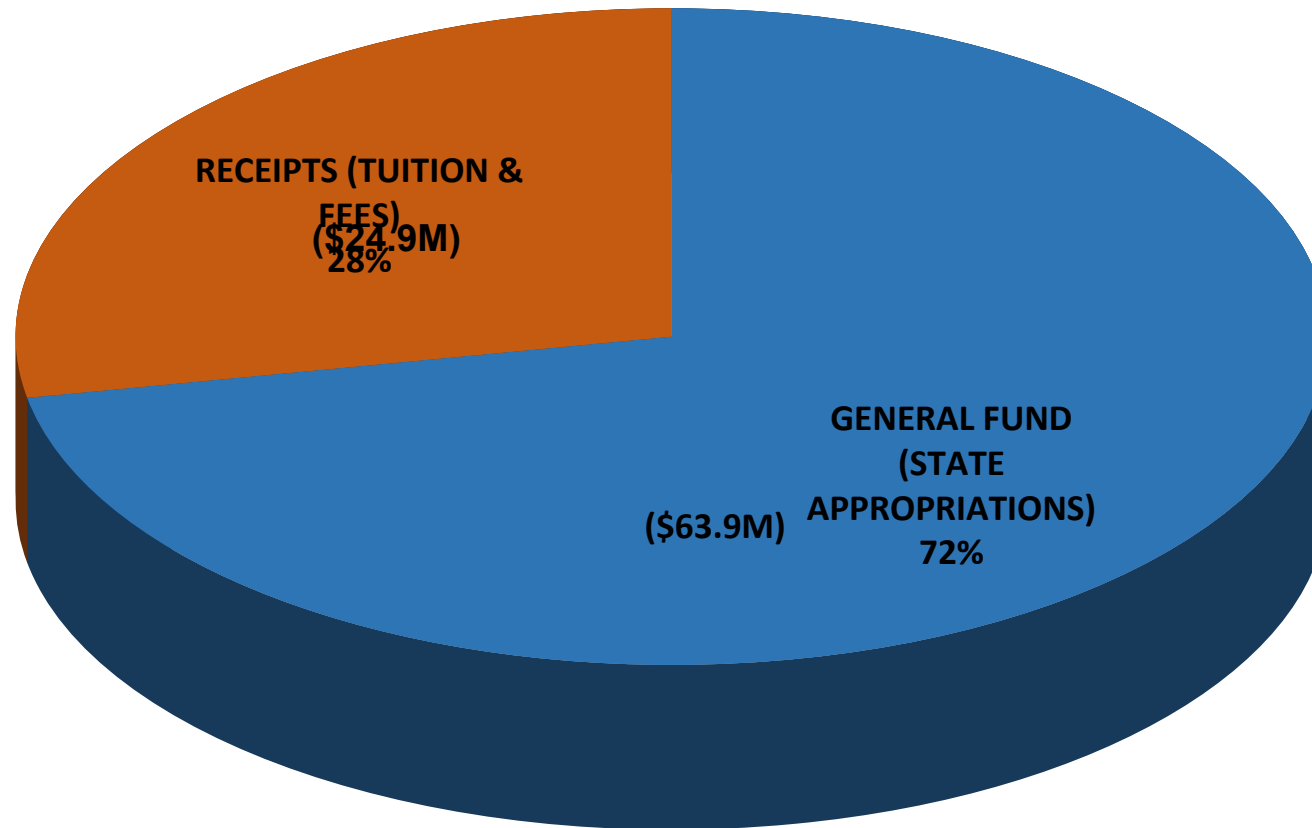
- Emergency Generators for Anderson Center & Thompson Center
 - Design Phase is complete for each facility
 - Design Reviews and Approvals received from the SCO for Thompson
 - Bids on Thompson were over budget. Thompson Center is currently in negotiations to reduce construction cost to below \$500,000.
 - Anderson Center Design Reviews and Approvals are pending resolution of minor revisions
- Chiller Loop Extensions for Thompson Center & O’Kelly Library
 - Construction is substantially complete
 - New lines have been extended to both buildings and are ready for activation, in Phase 2, which is part of the Chiller Plant Upgrade
 - Pavement and Landscaping affected by the installation have been repaired.
- 1602 Lowery Street
 - The Facilities Warehouse Building will be up-fitted to accommodate relocating Building & Environmental Services, Motor Pool and Operations & Maintenance from the Physical Plant, to make way for its future repurposing for Art & Visual Studies, as part of “Restore the Core”
 - A request for an additional \$945,000 was included in the 2018-19 Repairs and Renovations project request
 - Total project budget is \$1,875,747

Current Projects

- Main Electrical Feeder Upgrade
 - A major power shutdown is allowed for successful replacement of the main electrical wires connecting campus to Duke Energy's network
 - Earlier attempts to fix this were canceled due to adverse weather
 - There have been no problems with this segment of our network since then
 - Work is needed on other portions to the system and will be scheduled for Fall and Winter Breaks pending scoping and funding.
- Central Chilled Water Plant – Upgrade to a third Chiller
 - 2017-18 R&R Funding Allocation of \$850,000 received for Design and Infrastructure
 - A Designer Solicitation process was deferred until the funds for the full \$2,000,000 project can be secured
 - A 1,000-Ton Chiller is proposed, to increase overall cooling capacity for future buildings, and provide redundancy if one of the existing 400 or 800-Ton Units

STATEMENT OF GENERAL FUND BUDGET

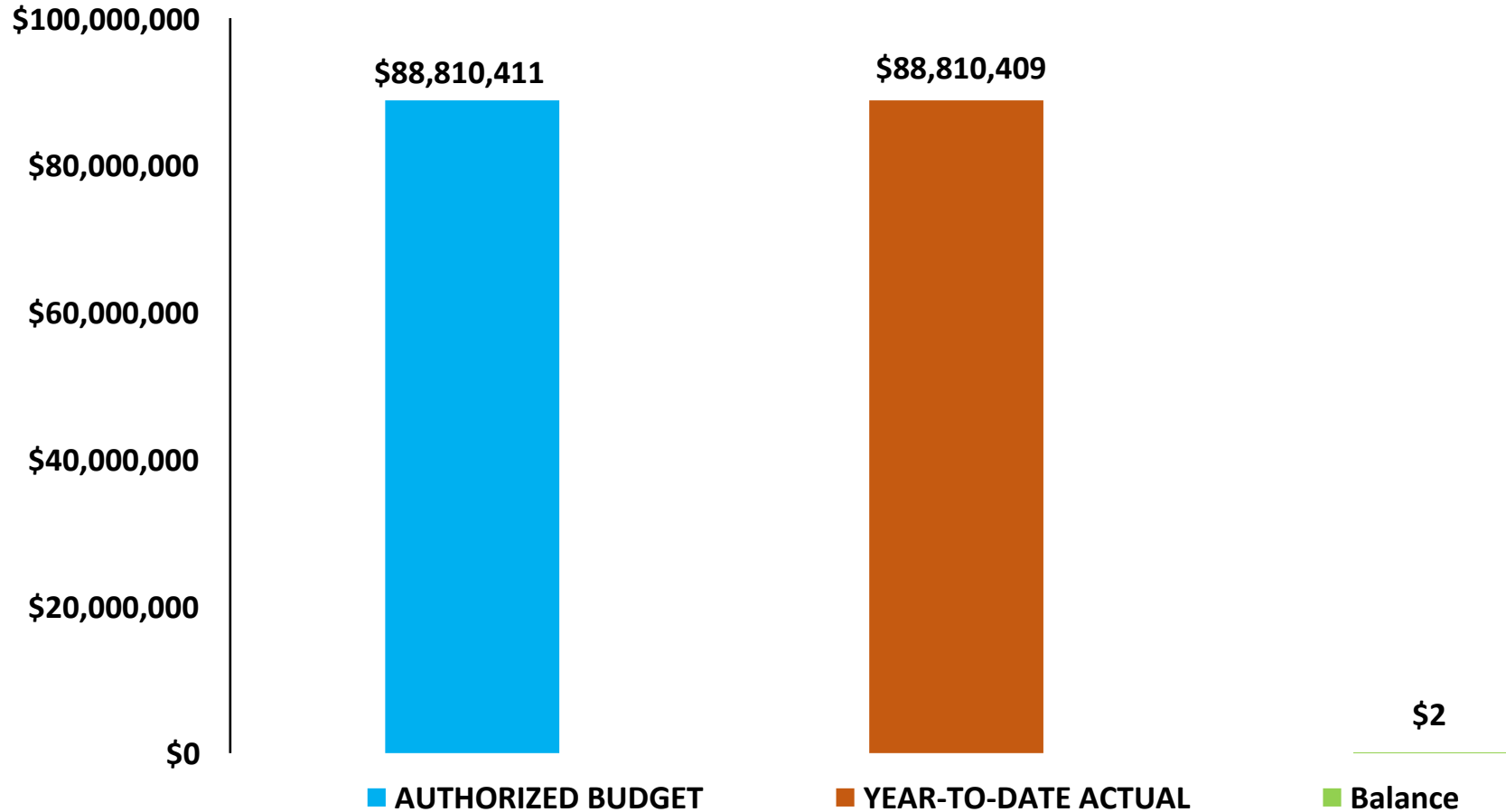
\$88.8M Allocation as of June 30, 2018



■ GENERAL FUND (STATE APPROPRIATIONS) ■ RECEIPTS (TUITION & FEES)

STATEMENT OF GENERAL FUND EXPENDITURES

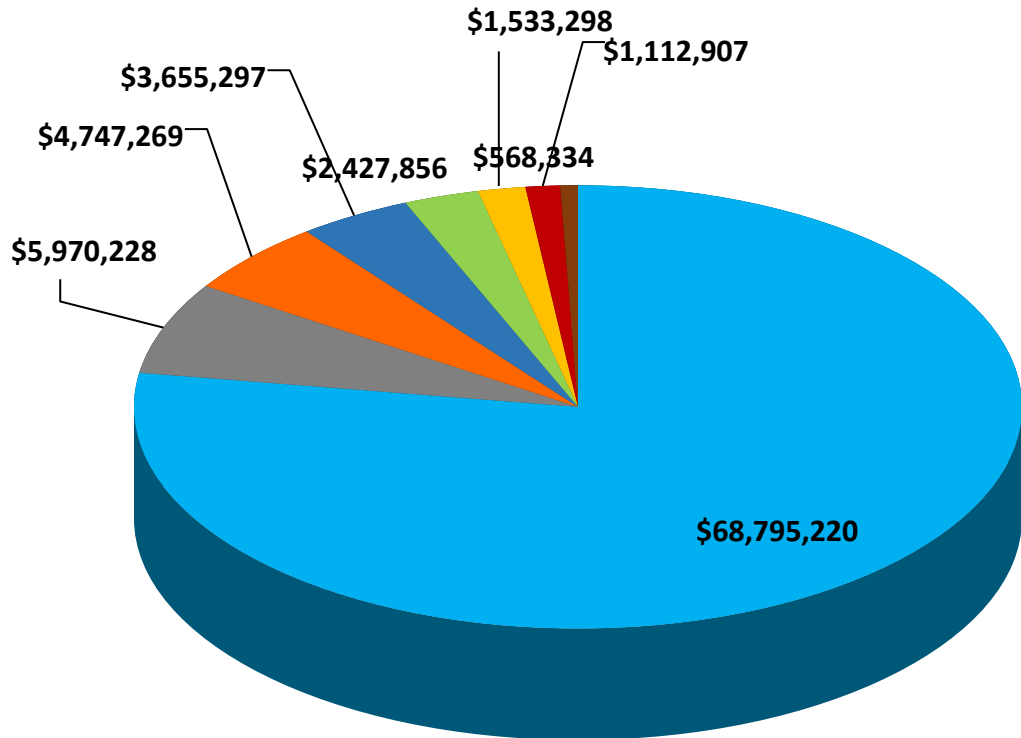
July 1, 2017 –June 30, 2018



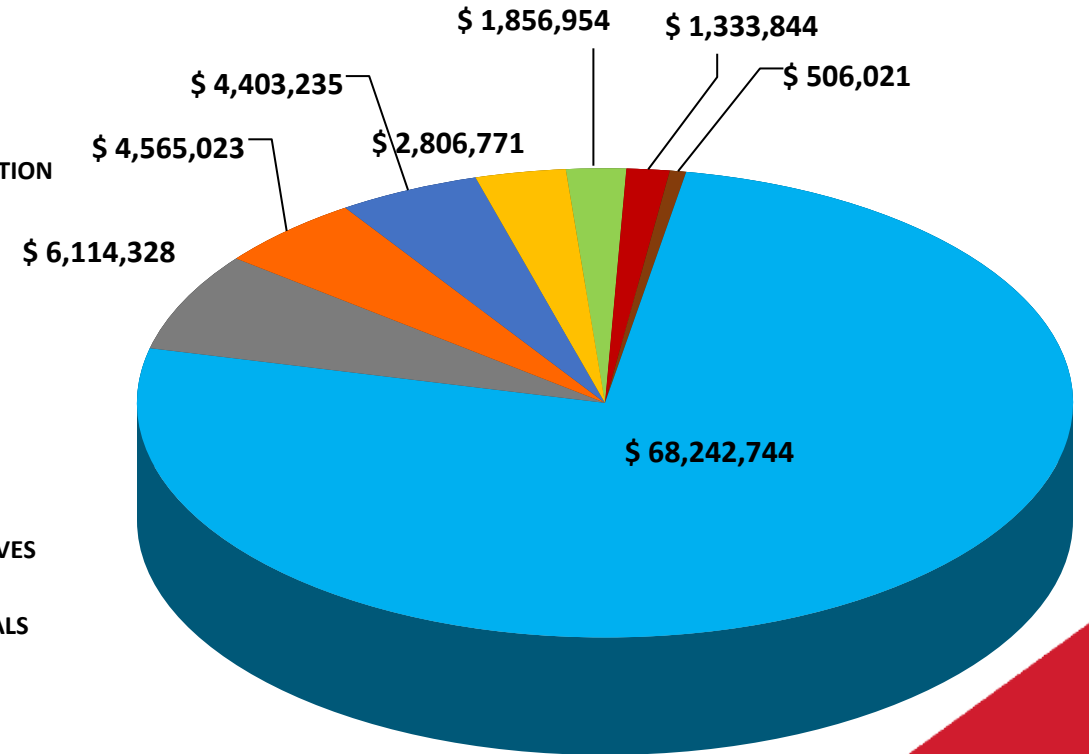
COMPARISON OF GENERAL FUND EXPENDITURES

Summary by Account

June 2018- \$88,810,409

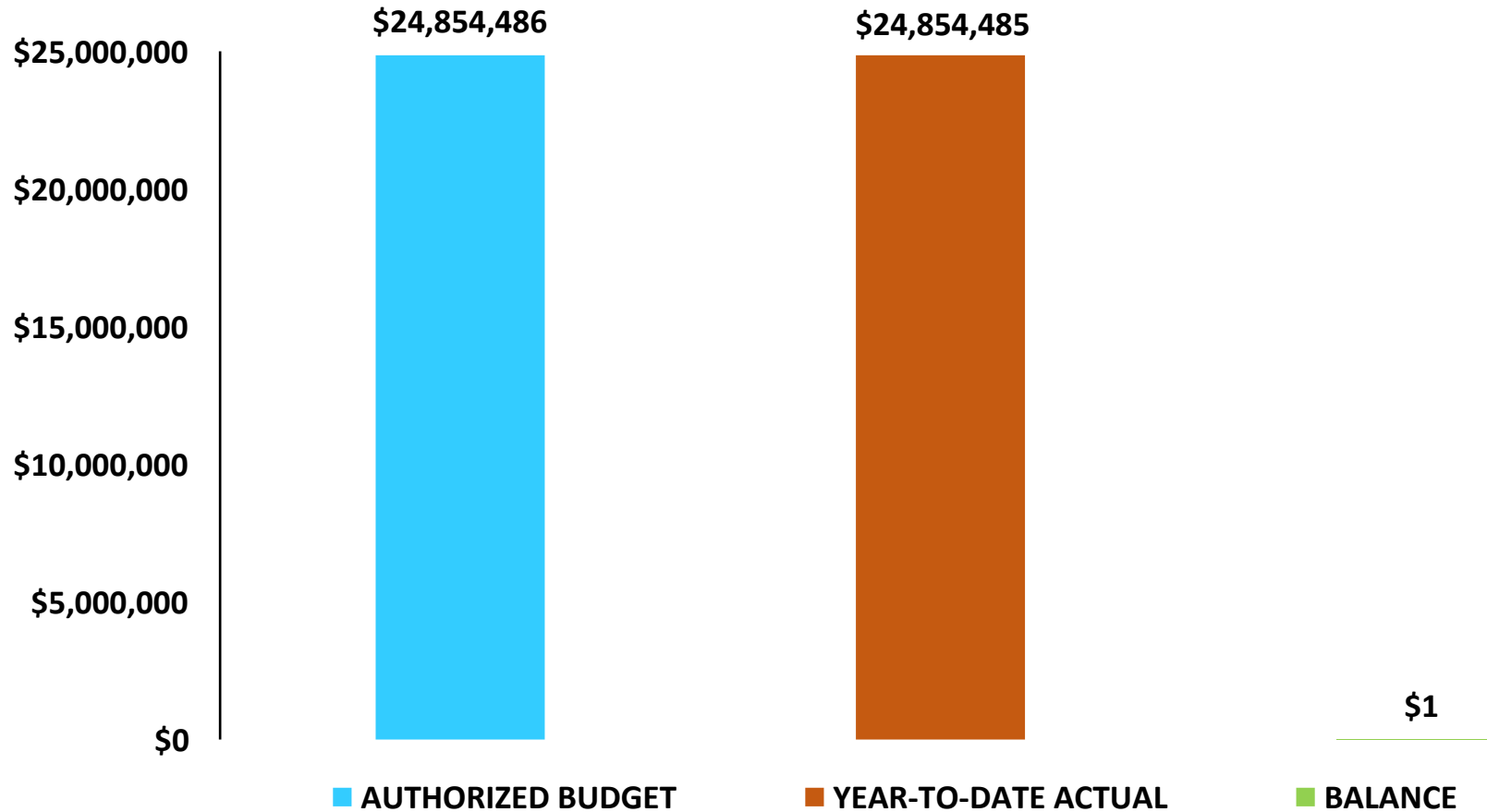


June 2017- \$89,828,920



STATEMENT OF GENERAL FUND RECEIPTS

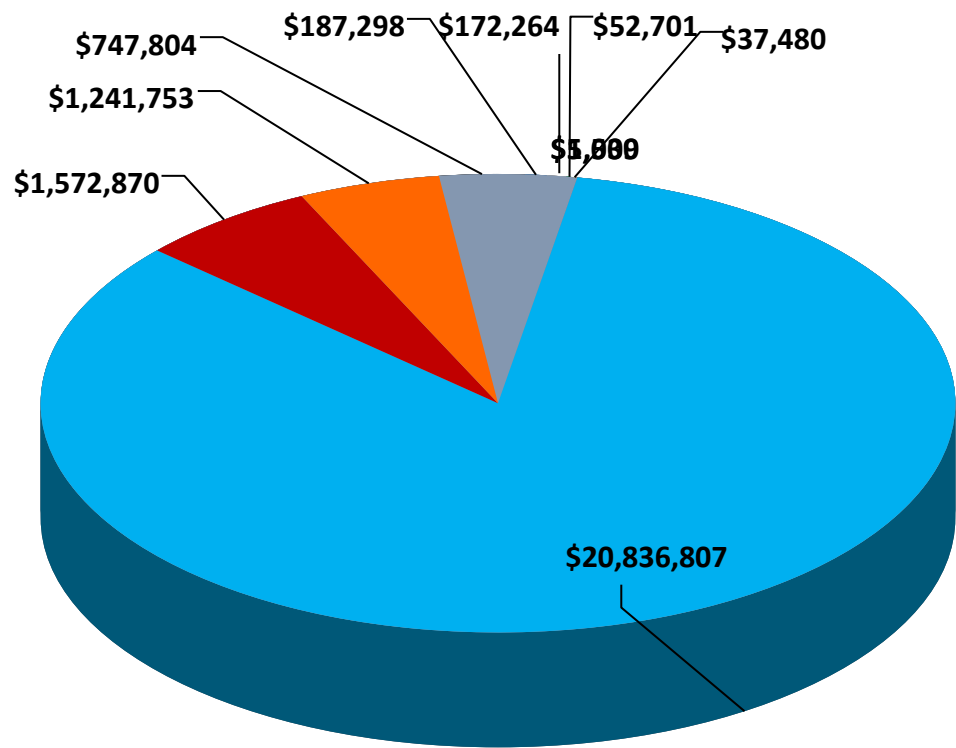
July 1, 2017 – June 30, 2018



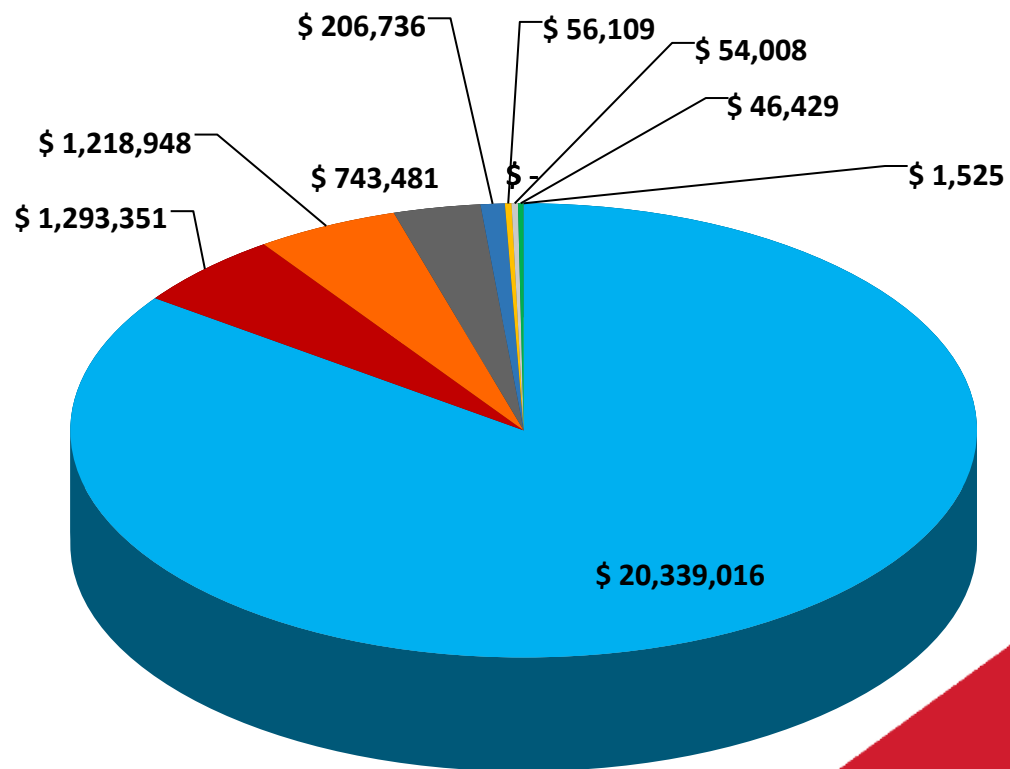
COMPARISON OF GENERAL FUND RECEIPTS

Summary by Program

June 2018- \$24,854,485



June 2017- \$23,959,603



STATEMENT OF AUXILIARY SERVICES

July 1, 2017 – June 30, 2018

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	ENDING CASH BALANCE
Athletics Division	\$4,022,714	(\$11,692,295)	\$3,561,646	\$4,255,372	(\$12,386,021)
Food Service	6,805,500	100,008	7,607,836	6,804,875	902,969
Campus Book Store	492,666	26,860	493,203	492,604	27,459
Copier Management/Xerox	950,162	22,630	844,304	842,744	24,190
Health Service	1,656,094	441,524	1,387,046	1,656,093	172,477
Housing Service	12,591,985	11,216,645	14,304,099	10,962,122	14,558,622
One Card Office	90,011	63,407	103,465	86,864	80,008
Student Extracurricular Activities	2,205,029	453,751	2,298,239	2,205,028	546,962
Educational & Technology Fee (I.T.)	1,785,840	1,357,180	1,725,525	1,688,835	1,393,870
TOTAL	\$30,600,001	\$1,989,710	\$32,325,363	\$28,994,537	\$5,320,536

STATEMENT OF BUSINESS ENTERPRISES

July 1, 2017 – June 30, 2018

FUND	EXPENSE BUDGET	BEGINNING BALANCE	RECEIPTS COLLECTED	YTD ACTUAL EXPENSES	ENDING CASH BALANCE
Auxiliary Admin/Ticket Office	\$1,234,257	\$188,170	\$1,124,598	206,700	\$1,106,068
Central Transportation Fleet	126,008	21,224	151,647	125,998	46,873
Conference Facility Rentals	59,350	9,928	43,149	33,071	20,006
Food Court	150,000	16,092	189,094	150,000	55,186
Logo Licensing	34,953	4,932	35,498	34,953	5,477
Passport Services	121,500	30,325	145,352	98,300	77,377
Summer Camps & Conferences	55,000	33,316	52,138	55,000	30,454
Telecommunication (Phones)	692,379	46,045	738,335	691,609	92,771
Vehicle Registration/Fines	883,775	427,489	737,303	883,775	281,017
Vending Machines	375,966	4,319	375,820	375,965	4,174
TOTAL	\$3,733,188	\$781,840	\$3,592,934	\$3,655,371	\$719,403
GRAND TOTAL (Auxiliary/Business Enterprises)	\$34,333,189	\$2,771,550	\$35,918,297	\$32,649,908	\$6,039,939
Budget Performance Assessment			105%	95%	

AUDIT, RISK, AND COMPLIANCE COMMITTEE

Meeting Name: Audit, Risk, and Compliance Committee

Meeting Start Time: 10:00 AM Eastern Daylight Time

Meeting Start Date: 9/20/2018

Meeting End Time: 11:30 AM Eastern Daylight Time

Meeting End Date: 9/20/2018

Meeting Location: Blair 200, Chancellor's Conference Room

Agenda:

I. Open Session Agenda

- A. Call to Order and Confirm Quorum (Presenter: Chairman Clark)
- B. Approval of Minutes from the June 7, 2018 Meeting (Presenter: Chairman Clark)
- C. Enterprise Risk Management (Presenter: Shannon Henry and Austin Grier)
 - 1. Approval of the revised Enterprise Risk Management Steering Committee Charter
 - 2. Discussion of Risk Assessment
- D. Other Matters of Governance, Risk and Compliance
 - 1. Information Governance and Security (Presenter: Derrick Murray and Raisha Cobb)
 - 2. Environmental Health and Safety (Presenter: Jason Stogner)
 - 3. NCAA Compliance (Presenter: George Knox)
 - a. Nothing to report at this time
- E. Discussion of External Audits and Reviews (Presenter: S. Henry and WSSU Management)
 - 1. None to report at this time
- F. Discussion of Internal Audits and Reviews (Presenter: Shannon Henry and Rod Isom)
 - 1. Activity Summaries and Reports
 - 2. Annual Risk Assessment and Updated Internal Audit Plan
 - 3. Review of Committee and Office Charters
- G. Other Business

II. Closed Session Agenda

- A. Approval of Minutes from the June 7, 2018 Meeting (Presenter: Chairman Clark)
 - B. Discussion of Internal and External Reviews and Reports (Presenter: Internal Audit Staff and WSSU Management)
 - 1. Discussion of Special Reviews, Investigations and Reports
 - C. Litigation Report (Presenter: Ivey Brown)
- III. Adjourn



OPEN SESSION MINUTES

Winston-Salem State University
Chancellor's Conference Room
200 Blair Hall
Winston-Salem, NC 27110

TRUSTEES PRESENT

Robert C. Clark (Chair), Kelvin Farmer, William Harris (ex-officio)

TRUSTEES ABSENT

Jerry M. Shortt, Kathleen Kelly

COMMITTEE STAFF PRESENT

Shannon B. Henry (Chief Audit, Risk, and Compliance Officer), Austin Grier (Risk and Compliance Program Specialist)

OTHERS STAFF PRESENT

Elwood Robinson (Chancellor), Constance Mallette (Vice Chancellor for Finance and Administration), Rod Isom (Internal Audit Manager), Sarah Pinion (Internal Auditor), Dr.Carolynn Berry (Interim Provost), George Knox (Interim Athletic Director), Raisha Cobb (Director of Communications, Technology and Security), Frank Lord (Controller), Jesse Batten (Assistant Vice Chancellor for Business and Auxiliary Services), Venus Boston (Deputy Chief Legal Counsel), Wilbourne Rusere (Associate Vice Chancellor for Finance and Administration), Kerwin Graham (Director of Admissions)

CONVENE MEETING AND CONFIRM QUORUM

Robert Clark convened the meeting at 10:05am. A quorum of board members was confirmed.

APPROVAL OF MINUTES

William Harris made the motion to approve the minutes from the March 15, 2018 meeting. The motion was seconded by Kelvin Farmer and unanimously approved.

ENTERPRISE RISK MANAGEMENT

Shannon Henry and Austin Grier presented the following report to the committee:

A. Discussion of Risk Assessment:

Mrs. Henry discussed the Winston-Salem State University Enterprise Risk Management (ERM) and Compliance Policy that was approved at the March 15, 2018 meeting in response to the ERM policy approved by the North Carolina System Office. Mrs. Henry also discussed the ERM Governance Structure which outlines the roles and responsibilities for the implementation of ERM. As a part of the effort to continue the implementation of ERM on the campus, a workgroup has been assembled to facilitate WSSU's first enterprise-wide risk assessment. That team will be led by Austin Grier (Risk and Compliance Program Specialist) under the supervision of Shannon Henry.

Mr. Grier gave a high-level overview of what the risk assessment will look like. First, the workgroup will come to an understanding of the university's value drivers and strategic priorities. That understanding will be presented to the ERM Steering Committee for consensus from management as to whether or not the workgroup's understanding is accurate. After consensus has been reached, the workgroup will facilitate individual interviews with the Chancellor, senior management, and Board of Trustees' members to identify risks to the university's value drivers and strategic priorities. Ultimately, the risks that are identified during those interviews will be ranked and managed. A campus risk registry will be established from the same.

MATTERS OF GOVERNANCE, RISK, AND COMPLIANCE

A. Information Governance And Security

Raisha Cobb (Director of Communications, Technology and Security) gave the report for Information Governance and Security.

- i. Ms. Cobb noted that there were no outstanding incidents with regard to security issues. Recently, there has been a vacancy for the Security Analyst position. The Office of Information Technology (IT) is currently working to fill that role.
- ii. IT Auditors from the NC Office of the State Auditor will be on campus in July to audit IT controls.
- iii. Ms. Cobb noted that she is the chair of the UNC Security Council. That group has created a system risk register populated by risks submitted from each UNC system campus. The group also identified resources that could help to mitigate those risks.
- iv. Annually IT facilitates a crosswalk of their system against an industry framework (ISO 27002). IT has worked to standardize its responses for each control so there is consistency across the system.

B. Environmental Health and Safety

Wilbourne Rusere (Associate Vice Chancellor for Finance and Administration) noted that work orders have been submitted to correct deficiencies outlined in the Fire and Life Safety Inspection conducted by the State Fire Marshall. Mr. Rusere also informed the committee that his office will evaluate the cost of replacing fire alarm systems in two buildings. Estimates have been submitted; final numbers are forthcoming.

C. Insurance Risk Management

Mr. Jesse Batten (Assistant Vice Chancellor for Business and Auxiliary Services) gave an overview of the insurance products Winston-Salem State University is currently taking advantage of through the insurance market provided by the North Carolina Department of Insurance. Mr. Batten provided an insurance schedule that itemized the premiums and deductibles for each of the University's policies. Mr. Batten also responded to questions about liability with regard to tort claims.

D. NCAA Compliance

George Knox (Interim Athletic Director) gave an overview of the student athlete's graduation rates that were due to the NCAA in early June. The rates were for the cohort that entered the University in the 2011-2012 academic year. Mr. Knox agreed to bring a list of athletes on the Dean's List, at the request of the committee, to the next ARCC meeting.

INTERNAL AUDIT

Mr. Isom provided summary level information related to the following:

- Investigative Report – Review of Admissions
 - Internal Audit reviewed allegations from the UNC System Office as it relates to certain operations within Admissions, concerning:
 - Timeliness of students admitted into classes;
 - No transcripts on file for late students or students in general;
 - Security of student files in the Office of Admissions;
 - Minimum admission and course requirements; and
 - Students that are deferred for capacity.
 - The report identified **9** observations and provided **18** recommendations to management regarding corrective measures to mitigate adverse impacts on the university's ability to meet its strategic, operational, financial, reporting, and compliance objectives.
- Observations and recommendations – YTD
 - Internal Audit completed audits and advisory services resulting in reports with 22 findings that produced 39 written recommendations and 1 verbal recommendation for the following university Departments: Enrollment Management, Academic Affairs, Facilities, Campus Police, Environmental Health & Safety, Finance & Administration, Library Services, Student Affairs, Admissions, and the Office of the Provost.
- Status of Projects:
 - 8 reports were released this year.
 - 1 planned project and 10 unplanned reviews/investigations are in various stages.

CLOSED SESSION

Robert Clark read the motion to go into closed session at 11:04 a.m. to prevent the disclosure of privileged information under N.C.G.S. 143-318.11(a) (1) and internal auditor's work papers under Section 116-40.7 of the N.C.G.S. The motion was seconded by Kelvin Farmer and unanimously approved.

RETURN TO OPEN SESSION

Robert Clark made the motion to come out of closed session at 11:17a.m. The motion was seconded Kelvin Farmer and unanimously approved.

ADJOURNMENT

Robert Clark made the motion to adjourn the meeting at 11:18 a.m. The motion was seconded by Kelvin Farmer and unanimously approved.

The next WSSU Audit, Risk, and Compliance Committee meeting will be held on September 20, 2018 at 10:00am.

Submitted by: Austin Grier, Risk and Compliance Program Specialist



AGENDA ITEM

I. **Enterprise Risk Management – Policies and Structure Update...**Shannon Henry

Summary: The University has initiated the process to develop and implement Enterprise Risk Management (ERM). The groundwork was set through the ERM Policy that detailed the high-level goals and intentions of ERM, as well as the ERM Steering Committee Charter which put in place a governance structure. Revisions have been made to the ERM Steering Committee Charter to better reflect the university's intentions.

Action:

The following item requires the Board's approval:

- WSSU Enterprise Risk Management Steering Committee Charter - *Revised*

II. **Enterprise Risk Management – Risk Assessment Update.....**Austin Grier

Summary: An internal team was put together to perform WSSU's first campus-wide ERM risk assessment. The team's processes to: develop and understand the university's strategies and values and identify risks are complete. The process of having the risks rated and ranked, for prioritized risk management and the creation of an enterprise level risk register, has begun.

Action: For informational purposes only.



Enterprise Risk Management Steering Committee Charter

I. Responsibilities & Duties

The enterprise risk management (ERM) steering committee (the "committee") shall monitor the risk environment for Winston-Salem State University (the "university") and provide direction for the activities to mitigate, to an acceptable level, the risks that may adversely affect the university's ability to achieve its goals. The committee facilitates continuous improvement of the university's capabilities around managing its priority risks. In addition, the committee will support the Audit, Risk and Compliance Committee's (ARCC) efforts to monitor and evaluate, as mandated by professional standards and the University of North Carolina System Office's requirements, risks that impact the institution's goals.

Specifically, the committee shall:

- Identify and Prioritize Business Risks: Review the university's risk register in order to understand the current risk environment for the university, including a review of emerging risks, the interrelationships between risks and the context of university's risk appetite;
- Evaluate the Effectiveness of Risk Mitigation Activities: Define and communicate expected results of the ERM implementation committee and risk owners. Review risk mitigating strategies for effectiveness and consistency with the university's risk tolerance;
- Ensure that Gaps in Effectiveness are Addressed for High-Priority Risks: Provide direction for the allocation of resources and assignment of responsibilities for activities addressing business risks; and
- Improve ERM Infrastructure: Provide guidance regarding the ERM infrastructure, including systems, processes and organizational structure.

The committee is not responsible for any day-to-day tasks involved in risk management or the mitigation of any risks; however, individuals on the committee may have specific risk management tasks as part of their primary job at the university.

The above list of activities should serve as a guide with the understanding that the committee may carry out additional functions and adopt additional policies and procedures as may be appropriate in light of changing business, legislative, regulatory, legal or other conditions. The committee shall also carry out any other responsibilities and duties delegated to it by the University of North Carolina System Office, the Board of Trustees and/or the Chancellor of the university from time to time, related to the purposes of the committee outlined in this section.

II. Membership & Operations

The ~~Vice Chancellors and General Counsel of the university shall serve as committee will include the following "voting members":~~

~~Provost and Vice Chancellor for Academic Affairs;~~

~~Vice Chancellor for Finance and Administration; Vice Chancellor for Student Affairs;~~

~~Vice Chancellor and Chief of Staff; and~~

~~General Counsel.~~

The committee chairperson will serve as a non-voting, ex officio member of the committee:

Committee Chairperson: Chief Audit, Risk, and Compliance Officer.

Each voting member shall have one vote. A simple majority of Three or more voting committee members in agreement can result in actions directed by the committee. The effect of ceasing to be an employee of the university is the automatic termination as a voting member or member of the committee. It is appropriate that members of the committee have a range of different backgrounds, skills and experiences, having due regard to the operational, financial and strategic risk profile of the university.

Other “non-voting members” include:

- Senior Associate Provost; and
- Associate Provost and Vice Chancellor for Student Engagement and Development.

Committee membership may be modified by the Chancellor after consultation with the Chief Audit, Risk, and Compliance Officer.

The committee may direct internal groups and/or engage outside experts to assist in its responsibilities. The committee will report, through the Chief Audit, Risk, and Compliance Officer, regularly to the ARCC of the university’s board of trustees following meetings of the committee regarding current status of risk and action items.

III. Meetings & Attendance

- The committee should meet at least four times (quarterly) per year. Additional meetings may be held as the work of the committee demands or if requested by the Chancellor, a university board of trustees’ member, external auditor or internal auditor. The chairperson of the committee or a majority of the members (in the chairperson’s absence) may call a special meeting of the committee.
- As necessary or desired, the chairperson may invite members of the ERM implementation committee and/or risk and control owners to be present at meetings. The committee may also exclude from its meetings any person it deems inappropriate for such meeting(s).
- In lieu of detailed minutes, for each meeting, a summary of attendees and any action items or key decisions will be prepared and circulated to all committee members that were invited to the meeting.
- Agendas will be prepared for committee meetings. The agenda of each meeting will be circulated, whenever reasonably practicable, to each member prior to each meeting. The following may serve as the standing agenda for all meetings of the committee regardless of whether it is stated in the quarterly agenda:
 - Quarterly review of the university’s risk register, paying particular attention to items that have changed since the previous meeting (e.g., risks for which the prioritization has changed, new risks, new mitigation activities, etc.);
 - Reports from others concerning activities related to ERM; and
 - Any other business.

IV. Annual Review

The committee shall have oversight to perform a review and assess, at least annually, the adequacy of this charter and any improvements to this charter that the committee considers necessary or valuable. The committee shall conduct such reviews in such manner as it deems appropriate.

~~Effective Date: This Charter becomes effective upon adoption by the Board of Trustees.~~

~~Approved/adopted: March 16, 2018~~

~~Amended: September 21, 2018~~

William U. Harris
Chairman, Board of Trustees
Winston-Salem State University

Scott F. Wierman
Secretary, Board of Trustees
Winston-Salem State University



AGENDA ITEM

Information Security Program Update..... Derrick Murray, CIO & Raisha Cobb, CISO

Summary:

- WSSU Information Security Program Updates
 - WSSU Internal Audit Exercises
 - WSSU 2018-2019 Internal Audit Risk Assessment Discussion
 - WSSU 2018-2019 Fraud Risk Assessment
 - UNC ISO 27002 Security Framework Gap Assessment
 - Assessment underway and due to System by September 30, 2018.
 - Office of State Audit Fiscal Yr. '18 Financial Statement Audit
 - Staff fielded additional inquiries from the state auditor regarding Banner and Jaggaer security access and redundancy.
 - Security Risk Mitigation Activities
 - Cyber Security Insurance – Actively pursuing cybersecurity insurance application over the fall semester. Nine UNC campuses currently have policies.
 - Multi-Factor Authentication – Planning over the 2018-2019 year for implementation tentatively for fall 2019. Multi-factor authentication involves the requirement of utilizing a password (something you know) along with another set of information or physical device (something you have) to prove identity.

Action: For informational purposes only.



AGENDA ITEM

Environmental Health and Safety Update.....presented by Jason Stogner

Summary: Environmental Health and Safety (EH&S) has recently merged with Emergency Management, under the Department of Police and Public Safety. In light of this restructuring, the department is assessing current EH&S program capabilities and is working to prioritize operational and compliance needs. Program initiatives are being evaluated and an EH&S Manager position has recently been advertised to be filled.

Action: For informational purposes only.



AGENDA ITEM

Internal Audit Activity Update.....presented by Shannon Henry & Rod Isom

Summary:

1. Summary of New Reports:**
 - Investigative Report – Immunization Compliance:
 - Internal Audit received a complaint from the Office of the State Auditor (OSA) related to concerns about immunization compliance.
 - The report identified **1** observation and provided **2** recommendations to management regarding corrective measures to mitigate adverse impacts on the university’s ability to meet its operational, reporting, and compliance objectives.
 - Risk Monitoring Memo – Ineffective Performance Evaluation Process – Admissions:
 - During a review of the Admissions Department, we noted employees were not receiving regular and timely performance evaluations, in accordance with State and university policy.
 - We provided a recommendation to the Vice Chancellor for Enrollment Management to ensure employees are evaluated in accordance with university policies.
2. Summary of Observations and Recommendations (FY2019):**
 - Internal Audit completed audits and advisory services resulting in reports with **2** findings that produced **3** written recommendations for the following university Departments: Enrollment Management, Registrar, Student Health Center, and Admissions.
3. Other Internal Audit Activity:**
 - Risk Monitoring Memos Issued:
 - The following risk monitoring memos were issued to management for reviews planned for FY2018 that were either deferred or cancelled to focus on higher priority projects. The purpose of each memo is to encourage management to evaluate the area and implement mitigations where necessary:
 - ❖ Title IX
 - ❖ Information Technology – Strategy, Operations, & Performance
 - Follow-up Memos Issued for Response:
 - A request for actions taken to address findings disclosed in Internal Audit’s review of the university’s Business Continuity Management Program was sent to management for a response.
4. Annual Risk Assessment and Internal Audit Plan:**

- The annual process to identify, measure, and prioritize risks is complete. The ongoing Internal Audit Plan has been adjusted to reflect projects that will address current risks considered to have the highest impact and likelihood of occurring and negatively impacting the university's ability to achieve its objectives.
5. Review of Committee and Office Charters:
- Internal Auditing Standards require a periodic review of the Internal Audit Charter by senior management and the board.
 - The ARCC is charged with the responsibility to direct and/or oversee the university's activities and hold senior management accountable.
 - The Internal Audit Charter is a formal document that defines the internal audit activity's purpose, authority, and responsibility. It further establishes the activity's position within the organization; authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of audit activities.

**Additional information related to this item or any internal audits or reviews released prior to the meeting will be provided at the meeting.

Action: These items are for informational purposes only.



WINSTON-SALEM STATE UNIVERSITY

Office of Audit, Risk and Compliance

Shannon B. Henry, Chief Audit, Risk, and Compliance Officer
1600 Lowery Street, 2nd Floor, Winston-Salem, North Carolina 27110
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www.wssu.edu | www.uncsa.edu

July 25, 2018

Anthony Graham, Ph.D.
Provost and Vice Chancellor for Academic Affairs
Winston-Salem State University
202 Blair Hall
Winston-Salem, NC 27110

Dear Dr. Graham:

This letter is in response to an anonymous allegation received by the North Carolina Office of the State Auditor (OSA) concerning WSSU's immunization standards and protocols. The concerns were forwarded to Winston-Salem State University's (WSSU) Office of Audit, Risk, and Compliance for investigation. Specifically, it was alleged that WSSU's Admissions and Enrollment Management are violating policy by allowing students who do not comply with the immunization requirement to remain enrolled in the university.

Pursuant to North Carolina General Statute § 116-40.7, we have completed our review of this matter to the extent allowed by the quality of information received and the available evidence. The purpose of this review was to determine if the allegation had merit and could be substantiated.

Please see the *Results, Recommendations, and Responses* section for further details, including university management's responses to the reported observations and recommendations.

Respectfully Submitted,

Shannon B. Henry
Chief Audit, Risk, and Compliance Officer

July 25, 2018

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cc: Elwood L. Robinson, Ph.D., Chancellor
Dr.Carolynn Berry, Associate Provost
Joel Lee, Assistant Vice Chancellor for Enrollment Management
A. Jamar Banks, Interim Vice Chancellor for Student Affairs
Jonathan Edwards, M.D., Director of Student Health Services

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BACKGROUND, OBJECTIVE, AND SCOPE

BACKGROUND:

The immunization process at Winston-Salem State University (WSSU) is overseen by the Assistant Vice Chancellor for Enrollment Management. The specific departmental responsibilities are as follows:

- Enrollment Communications notifies students about the university's immunization requirements, specifically, the information needed from each student to demonstrate compliance along with the associated deadlines;
- The university's Registrar is responsible for ensuring all new students enrolling into the university are compliant with the State's immunization requirements, and for reporting immunization data to the North Carolina Department of Health and Human Services; and
- The Student Health Center (Student Health) collects, verifies, and records immunization information. To assist with immunization verification, Student Health contracts with Med+Proctor¹.

OBJECTIVE:

The objective of our review was to determine if the allegation, "WSSU's Admissions and Enrollment Management are violating policy by allowing students who do not comply with the immunization requirement to remain enrolled in the university", had merit and could be substantiated.

To conduct our review, we performed the following procedures:

- Interviewed university employees;
- Examined relevant documents and records; and
- Reviewed applicable governing regulations and university policies.

SCOPE:

The scope of our review was academic year 2017-2018.

This report presents the results of our review.

Engagements completed by Internal Audit at Winston-Salem State University are conducted in conformance with the *International Standards for the Professional Practice of Internal Auditing*, published by the Institute of Internal Auditors.

¹ Med+Proctor is a healthcare technology company that focuses on automating the immunization verification process for incoming students at colleges and universities.

RESULTS, RECOMMENDATIONS, AND RESPONSES

The following information represents the results of our investigation of the reported concerns. Recommendations have been provided to mitigate adverse impacts on the university's ability to meet its operational, reporting, and compliance objectives.

RESULTS:

The review did not substantiate that WSSU's Office of Admissions (Admissions) has any authority over or responsibility for immunization compliance. Admissions does, however, provide education to students about immunization requirements by way of an enrollment guide with instructions related to compliance.

The review substantiated the concern regarding students being enrolled in the university who do not comply with immunization requirements and noted the following deficiencies:

Noncompliance with Immunization Guidelines

There are students in attendance at the university who have not submitted mandatory immunization information to certify compliance with the State's requirements. Additionally, for the Fall semester of 2017, the university did not adhere to the 30-day immunization compliance deadline for administrative withdrawals and reporting. As a result, the university is not operating in compliance with State law and university policies.

We tested 169 students for compliance with the State's immunization requirements and found 28 with insufficient records.

The enrollment statuses of the 28 students were identified as follows:

- 4 sophomores;
- 1 junior;
- 21 seniors; and
- 2 graduate students.

Further, from the population of new enrollees for the Fall semester of 2017, the university's internal Immunization Noncompliance Report reflected 76 noncompliant students at the 30-day deadline for administrative withdrawals and reporting. However, the students were not withdrawn, and the university's Annual Immunization Report to the State, representing the immunization status of newly admitted students, reflected only two students as noncompliant. The incorrect reporting happened as a result of the university reporting to the State the number of students considered noncompliant on the report date (11/15/17) rather than the number of students who had not certified compliance within 30 days of attendance (9/19/17).

RESULTS, RECOMMENDATIONS, AND RESPONSES
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Other Causes:

- Insufficient monitoring of the entire student population to ensure immunization records are or had been sufficiently and adequately obtained. Specifically, there were no controls or practices in place to obtain immunization information from students whose enrollment status changed from an exempted status to a status necessitating compliance. The university's reviews for noncompliance includes new students only.
- Insufficient accountability measures to ensure students submit immunization records timely and as according to university policy. We noted, in some cases, Student Health extracts information from the North Carolina Immunization Registry² to obtain evidence of immunization.
- Senior management's acceptance of risks associated with noncompliance to mitigate negative impacts to students caused by the university's operational inefficiencies.

Criteria:

WSSU's Immunization Policy (#301.6) states:

North Carolina state law requires that no person shall attend a college or university in North Carolina unless a certificate of immunization indicating that the person has received the immunizations required by law is presented to the college or university on or before the first day of registration.

If the certificate of immunization has not been submitted to Winston-Salem State University by the date of the students' initial registration, the University shall present a notice of deficiency to the student. The student shall have thirty (30) calendar days from the first date of the person's registration to obtain the required immunizations. If immunization requires a series of doses and the period necessary to give the vaccine at standard intervals extends beyond the 30 calendar days from the date of the first registration, the student shall be allowed to attend the college or university upon written certification by a physician that the standard series is in progress and when the series is expected to end. Those persons who have not complied with the immunization requirements by the end of thirty (30) calendar days will be administratively withdrawn from the University unless a valid exemption exists.

The "Roles and Responsibilities" section of policy #301.6 states, "WSSU is required to maintain on-file permanently immunization records of all students attending the school".

² The North Carolina Immunization Registry is a secure, web-based clinical tool which is the official source for North Carolina immunization information.

RESULTS, RECOMMENDATIONS, AND RESPONSES
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North Carolina General Statute (NCGS) § 130A-155.1(c) states:

Within 60 calendar days after the commencement of a new school year, the college or university shall file an immunization report with the Department (*i.e., the Immunization Branch of the Department of Health and Human Services*). The report shall be filed on forms prepared by the Department and shall state the number of students attending the school or facility, the number of students who had not obtained the required immunization within 30 days of their first attendance, the number of students who received a medical exemption and the number of students who received a religious exemption.

According to NCGS 130A-155.1(e), provisions related to certificate or record of immunization for colleges or universities does not apply to:

Students residing off-campus and registering for any combination of:

- Off-campus courses.
- Evening courses.
- Weekend courses.
- No more than four traditional day credit hours in on-campus courses.

The immunization guidelines provided by the North Carolina Department of Health and Human Services for Colleges and Universities state:

If at any time the above student status changes to: on-campus courses, course load of more than four (4) credit hours, on-campus residence, and/or enrollment in day-time courses, a Certificate of Immunization or record of immunization must be presented on or before the date the person first registers for a quarter or semester.

RECOMMENDATIONS:

- 1) The Registrar should work with the Student Health Center and perform a self-audit of the entire student population to determine enrolled students that are immunization noncompliant and implement corrective measures.
- 2) The university should update its understanding of mandatory student immunization laws, policies, and standards and ensure its practices are efficient, effective and designed to facilitate and ensure compliance.

University Management's Response: We concur with the audit's recommendations. The Division of Enrollment Management has met extensively with the Student Health Center over the past year

RESULTS, RECOMMENDATIONS, AND RESPONSES

to identify holes in the current process, put additional procedures in place to ensure compliance, and clarify communication both to students and internally between departments. A self-audit of the entire student population has been completed, and any non-compliant students are being contacted to ensure that they understand and adhere to compliance regulations for any subsequent terms of enrollment. Additional term-based processes will better identify changes in student status as it relates to immunization compliance, and any students who need to become compliant due to said status changes will be notified immediately and given firm deadlines.

The Office of the Registrar has reviewed state policy and reporting requirements and has a better understanding of the full scope of the regulations. Reporting will henceforth be the full list of non-compliant students at the 30-day mark of a term rather than a “live data” report at the time of the reporting to the state in November.

For fall 2017 specifically, the university identified deficiencies in the process at the time of the 30-day deadline. In an effort to assist students and prevent them from being harmed by inefficient backend processes, the university allowed a short window beyond the 30 days for all students to become compliant. During this window students were informed in writing that they were not to attend classes until they had worked with the Student Health Center, and faculty were informed in writing to direct students to Student Health in the event that they tried to attend on-campus courses. Housing delivered notifications at the time of the deadline providing an immediate date for non-compliant on-campus students to move out of residence halls. Within 5 days of the deadline, the total had decreased from 76 non-compliant new students to 8 new students. Again, these students were consistently informed that they could not attend classes without becoming compliant.

Additional work is also being done to review contracts and data flow from third party vendors who assist with immunization compliance so that the university can better achieve a cohesive, robust immunization compliance standard in which all involved departments have a shared understanding of student immunization data. This effort includes specific Health Sciences programs that have their own immunization standards and systems but which may not report their data into the university’s system of record.



WINSTON-SALEM STATE UNIVERSITY

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Memorandum

To: Mr. Joel Lee, Assistant Vice Chancellor for Enrollment Management
From: Shannon B. Henry, Chief Audit, Risk, and Compliance Officer *SBAH*
Date: July 3, 2018
Re: Notification of Risk Identification – Deficient Evaluation & Monitoring Processes

The Internal Audit Unit (IA) of the Office of Audit, Risk, and Compliance (OARC) completed a review report on April 16th, 2018 addressing certain aspects of Admissions' operations at Winston-Salem State University (WSSU) in response to complaints received by the University of North Carolina System Office (System Office) and forwarded to OARC for investigation.

During that review, IA noted other areas where controls should be strengthened that were outside of the scope of the investigation. It is important to note that further examination of these areas is not included on the current audit focus list; however, the assessment of potential risk for loss or reputational damage is appreciable.

Specifically, it was revealed that Admissions does not conduct regular and timely performance evaluations in accordance with university policies. Further insufficiency was noted in its monitoring of major processes.

As a person responsible for oversight of the control environment within Admissions, we are writing to encourage you to exercise greater than routine vigilance to ensure employees are evaluated in accordance with university policies and major processes are monitored to assess the quality of performance over time.

We encourage you to bring to our attention any other potential deficiencies in controls and procedures you believe may pose any risks so that we may help you identify and implement solutions.

REVIEW CRITERIA:

According to the university's Performance Management Program:

Performance Management is one of the most important leadership responsibilities for managers. The work plan establishes goals for employees to achieve during the work cycle. The interim and annual performance appraisal process provides a structured forum to provide constructive feedback and/or observations to direct reports in regards to their respective work performance during the current appraisal cycle.

According to the "Performance Appraisal Cycle" section of the System Office's SHRA Performance Appraisal Policy:

The standard University annual performance appraisal cycle is April 1 to March 31. The annual performance appraisal shall be completed, approved, discussed with the employee, and entered into the constituent institution's system of record within 60 calendar days following the end of the cycle (by May 30).

According to the "Addressing Supervisory Non-compliance" section of the System Office's SHRA Performance Appraisal Policy:

If a manager/supervisor fails to complete the appraisal process and/or to submit a final overall rating as required by this policy, then the next-level manager/supervisor shall ensure that appropriate ratings are assigned in a timely manner. The manager/supervisor's failure to execute their performance management requirements through this policy shall be addressed in their annual appraisal and, as necessary, through application of the SHRA Disciplinary Policy or other applicable corrective process for SHRA or EHRA managers/supervisors.

The Committee of Sponsoring Organizations of the Treadway Commission's "Internal Control – Integrated Framework" provides:

Internal control systems need to be monitored. This is accomplished through ongoing monitoring activities, separate evaluations or a combination of the two. Ongoing monitoring occurs in the course of operations. It includes regular management and supervisory activities, and other actions personnel take in performing their duties. The scope and frequency of separate evaluations will depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. Internal control deficiencies should be reported upstream, with serious matters reported to top management and the board.

Engagements completed by Internal Audit at Winston-Salem State University are conducted in conformance with the International Standards for the Professional Practice of Internal Auditing, published by the Institute of Internal Auditors.

July 3, 2018

Page 3

cc: Elwood L. Robinson, Ph.D., Chancellor
Dr. Anthony Graham, Provost and Vice Chancellor for Academic Affairs
Dr.Carolynn Berry, Associate Provost
Dr. Kerwin Graham, Director of Admissions
Mr. Ivey Brown, General Counsel
Audit, Risk, and Compliance Committee, WSSU Board of Trustees



WINSTON-SALEM STATE UNIVERSITY

Office of Audit, Risk, & Compliance

Shannon B. Henry, Chief Audit, Risk, and Compliance Officer
1600 Lowery Street, Winston-Salem NC 27110
(336) 750-2065 | henrysb@wssu.edu

Memorandum

To: Camille Kluttz-Leach, Vice Chancellor and Chief of Staff
From: Shannon B. Henry, Chief Audit, Risk, and Compliance Officer *SBH*
Date: August 1, 2018
Re: Risk Monitoring for Title IX Compliance

Internal Audit's review for Title IX¹ Compliance, planned for fiscal year (FY) 2017-18, was cancelled or deferred by the need to focus on other areas or functions considered higher priority. While a review of the university's policies and protocols related to this area was removed from the current audit focus list, based on last year's risk assessment, our consideration of the university's potential for exposure to the risk of noncompliance was appreciable.

Thus, we are writing you, as a person responsible for oversight of this major area of compliance, to encourage you to exercise greater than routine vigilance to ensure that your employees adhere to the guidelines, internal controls, and procedures in place to mitigate risks. We encourage you to bring to our attention any updates related to this area, and/or any deficiencies in controls and procedures you believe may expose the university to potential losses so that we may help you identify and implement solutions.

Internal Audit's resources for the FY 2018-2019 are being allocated based on present high priority concerns, along with the results of the annual university-wide risk assessment, currently underway. The updated audit plan will be shared at the Board of Trustees' Audit, Risk, and Compliance Committee meeting this September.

We thank you very much for your attention to this matter. Please contact us if you have any questions.

cc: Elwood L. Robinson, Ph.D., Chancellor
Aishah Casseus, EEO Director/Title IX Coordinator
Audit, Risk, and Compliance Committee

¹ Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance and states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.



WINSTON-SALEM STATE UNIVERSITY

Office of Audit, Risk, & Compliance

Shannon B. Henry, Chief Audit, Risk, and Compliance Officer
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(336) 750-2065 | henrysb@wssu.edu

Memorandum

To: Derrick Murray, Associate Provost and Chief Information Officer
From: Shannon B. Henry, Chief Audit, Risk, and Compliance Officer *SBH*
Date: August 6, 2018
Re: Risk Monitoring for Information Technology – Strategy, Operations & Performance

Internal Audit's review of the Office of Information Technology's (IT) strategy, operations & performance, planned for fiscal year (FY) 2017-18, was cancelled or deferred by the need to focus on other areas or functions considered higher priority. While the review of IT's management of the university's key applications and systems was removed from the current audit focus list, based on last year's risk assessment, our consideration of the university's potential for exposure to risk in these areas was appreciable.

Thus, we are writing you, as a person responsible for oversight of this major area, to encourage you to exercise greater than routine vigilance to ensure that the university adheres to the guidelines, internal controls, and procedures in place to mitigate risks and achieve its objectives. We encourage you to bring to our attention any updates related to this area, and/or any deficiencies in controls and procedures you believe may expose the university to potential losses, so that we may help you identify and implement solutions.

Internal Audit's resources for the FY 2018-2019 are being allocated based on present high priority concerns, along with the results of the annual university-wide risk assessment, currently underway. The updated audit plan will be shared at the Board of Trustees' Audit, Risk, and Compliance Committee meeting this September.

We thank you very much for your attention to this matter. Please contact us if you have any questions.

cc: Elwood L. Robinson, Ph.D., Chancellor
Anthony Graham, Ph.D., Provost and Vice Chancellor for Academic Affairs
Audit, Risk, and Compliance Committee, WSSU Board of Trustees



WINSTON-SALEM STATE UNIVERSITY

Office of Audit, Risk, & Compliance

Shannon B. Henry, Chief Audit, Risk, and Compliance Officer
1600 Lowery Street, Winston-Salem NC 27110
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Memorandum

To: Jason Stogner, Emergency Management Director
Derrick Murray, Associate Provost and Chief Information Officer

From: Shannon B. Henry, Chief Audit, Risk, and Compliance Officer *SBH*

Date: August 14, 2018

Re: Follow-up to Internal Audit's report on the University's Business Continuity Management Program

At the conclusion of our audit of Business Continuity Management, findings and proposed recommendations were discussed with management and, subsequently, management action plans were developed to explain how the agreed upon recommendations would be implemented. The purpose of this communication is to follow up on the actions related to the university's Business Continuity Management Program, inclusive of its Business Continuity, Information Technology (IT) Disaster Recovery, and Pandemic Plans, to ensure management has implemented corrective actions, and sufficiently addressed the issues.

Following is a summary of the issues identified by the audit and the accompanying recommendations:

- The University has no documented policies and procedures for its Business Continuity, IT Disaster Recovery, and Pandemic Plans;
- The University's plans are outdated, not reflective of current operations and not annually tested;
- Critical University functions responsible for developing and maintaining Business Continuity Plans were unable to locate their plans. In some cases there is no identified plan owner; and
- Physical controls for safeguarding the security of the University's information system assets are inadequate.

Internal Audit's Recommendations:

- The University should strengthen its control structure over its Business Continuity, IT Disaster Recovery and Pandemic Plans by developing and implementing policies and procedures to help

ensure that management directives are carried out and that necessary steps to address risks are taken;

- The University should develop updated Business Continuity, IT Disaster Recovery, and Pandemic Plans that reflect the current environment and risks. These plans should be reviewed, approved, tested, and updated on an annual basis or whenever significant changes in the environment and risks occur;
- The University should identify and implement clearly defined roles, responsibilities, and authorities to manage the Business Continuity Management Program. The University should implement training and awareness programs to ensure the established roles, responsibilities, and authorities are clearly understood by the University community; and
- The University should strengthen its physical controls for safeguarding information technology assets by: implementing adequate security devices, limiting access to programs and restricted areas, and physically segregating assets.

Management's response to the issues and recommendations was as follows:

1. The Emergency Management Director (EMD) will draft a Business Continuity Management Program policy. This policy will be presented to the Board of Trustees for review and adoption at their September 2013 quarterly meeting. This policy will establish the University's business continuity management program's framework and objective, and how it supports the University's fourth strategic goal, Efficiency, Effectiveness, and Resources;
2. Representatives from the critical departments with content in the plans have been designated and assigned to serve on the Business Continuity Planning Team. The EMD will coordinate with these representatives the development of updated plans that reflect relevant standards and best practices during the fourth quarter of the 2013 calendar year. Updated plans are projected to be finalized and published by March 2014. Included in the updated plans will be a schedule that guides annual testing of the plans; and
3. The Chancellor has designated the EMD as the coordinator of the Business Continuity Management Program. As such, the EMD will serve as primary owner of the Business Continuity Plans and Pandemic Plan, and maintain a repository for housing updated versions of the plans. In addition, the EMD will coordinate the development and implementation of a training and education program that increases awareness and clarity of the roles, responsibilities, and authorities associated with the program across the University community.
4. The Office of Information Technology has taken the following actions to address the noted deficiencies of the University's physical controls listed in the audit report:
 - Necessary action has been taken to repair the Mitsubishi uninterrupted power supply (UPS) that provides backup power to the server room. The UPS is currently operational and now under a maintenance plan that checks the health of the UPS annually to ensure the unit is always functioning optimally;
 - All glass windows located on the exterior of the building joining the server room have been reinforced with shatterproof plexa glass;
 - The server room cooling system has been completely replaced and has adequate cooling capacity and air circulation. Doors will no longer be propped open to provide ventilation to the room. A completely new Liebert In-The-Row cooling system was designed and implemented in the spring of 2013 that provides a perfect balance of temperature and humidity control throughout the entire server room;

August 14, 2018

Page 3

- A surveillance camera was installed in the server room to monitor all activity in the room. The camera is operational 24 hours a day, seven days a week and logs all activity; and
- The list of employees that have access into the server room has been reviewed and restricted to essential employees within the Office of Information Technology and University Facilities. All new access requests have to be approved through the office of the CIO and are now reviewed semi-annually.

Please respond to this office by August 27, 2018, and let us know if and how the agreed upon actions were implemented or if management has measured and accepted the risk of not taking action. Please include any and all evidence necessary to corroborate your statements.

Thank you very much for your attention to this matter, and please contact us if you have any questions.

cc: Patricia Norris, Chief of Police/Director of Public Safety
Anthony Graham, Ph.D., Provost and Vice Chancellor for Academic Affairs
Camille Kluttz-Leach, J.D., Vice Chancellor and Chief of Staff
Elwood L. Robinson, Ph.D., Chancellor



WINSTON-SALEM STATE UNIVERSITY BOARD OF TRUSTEES AUDIT, RISK AND COMPLIANCE COMMITTEE CHARTER

I. PURPOSE

To assist the Winston-Salem State University (WSSU) Board of Trustees in fulfilling its oversight responsibilities of the institution and associated entities which fall under the requirements established by the Board of Governors in the following areas:

1. The financial reporting process;
2. The effectiveness of the institution's internal control and enterprise risk management systems;
3. The audit process;
4. The institution's process for monitoring compliance with laws and regulations; and
5. The institution's code of conduct.

The committee provides open lines of communication between the university's Office of Audit, Risk and Compliance and the WSSU Board of Trustees. The committee will take all appropriate actions to set the overall tone at the institutions for quality financial reporting, effective internal control, risk management and compliance, and ethical behavior. The University Chancellor and/or Audit, Risk and Compliance Committee (ARCC) Chair has the power to call a meeting whenever necessary.

II. AUTHORITY

The ARCC has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

1. Appoint, compensate, and oversee the work of the North Carolina Office of the State Auditor and any other registered public accounting firm employed by the organization;
2. Resolve any disagreements between management and the auditor regarding financial reporting;
3. Pre-approve all audit and related services;
4. Retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation;
5. Seek any information it requires from employees — all of whom are directed to cooperate with the committee's requests — or external parties; and
6. Meet with the organization's officers, external auditors, or outside counsel as necessary.
7. Set the university's risk appetite.

III. COMPOSITION

1. The ARCC shall be a standing committee of at least three, and no more than six, members of the Board of Trustees.
2. The Chair of the Board will select both the chair of the ARCC and the members of the committee.
3. The Chair of the Board will serve as an ex officio member of the ARCC.
4. Voting committee members must be comprised only of trustees, however, committee members may be non-trustees. Non-trustee committee members shall have all of the rights and responsibilities of trustee members, except the right to vote.
5. Each committee member must be independent of WSSU management and free of any relationship with the University that would impair independence.

6. Each ARCC member will be financially literate. Financial literacy is defined as being able to read and understand fundamental financial statements. If possible, at least one member of the ARCC shall be designated as the “financial expert”. This is defined as a person who has an understanding of generally accepted accounting principles and financial statements, the ability to assess the application of these principles, an understanding of ARCC functions, experience preparing, auditing, analyzing or evaluating financial statements, or experience supervising persons engaged in such activities and an understanding of internal controls and procedures for financial reporting.

IV. MEETINGS

1. The ARCC will meet at least four times a year, with authority to convene additional meetings as circumstances require.
2. All ARCC members are expected to attend each meeting in person or via teleconference or videoconference.
3. A majority of the voting members of the committee will constitute a quorum.
4. The ARCC will invite members of management, auditors, risk and compliance managers, or others to attend meetings and provide pertinent information as necessary.
5. The ARCC will hold private meetings with internal and external auditors and executive sessions. If the internal or external auditors request a meeting, the committee is required to meet as promptly as possible.
6. Meeting agendas will be prepared by WSSU staff and provided in advance to the committee members, along with the appropriate briefing materials.
7. The committee shall maintain written minutes of its meetings.

V. RESPONSIBILITIES

With regards to each topic listed below, the ARCC will:

Financial Statements

1. Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
2. Review with management and the external auditors the results of the audit, including any difficulties encountered.
3. Review the annual financial statements and other sections of the annual report and related regulatory filings.
4. Review with management and the external auditors all matters required to be communicated to the committee under auditing standards.
5. Understand how management develops financial information, and the nature and extent of internal and external auditor involvement.

Internal Control

1. Review the effectiveness of the internal control system, including information technology security and control, through activities of the internal and external auditors.
2. Understand the scope of internal and external auditor’s reviews of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management’s responses.
3. Determine whether recommendations made by the internal and external auditors have been implemented by management.

Internal Audit

1. Review with management and the chief audit, risk and compliance officer (CARCO) the charter, activities, staffing, and organizational structure of the internal audit function. Given the CARCO’s responsibility for risk and compliance, ensure there are safeguards in place to limit impairments to independence or objectivity.
2. Have final authority to review and approve the annual audit plan, the internal audit budget and resource plan, and all major changes to the plans.

3. Ensure there are no unjustified restrictions, limitations or interferences, and review and concur in the appointment, compensation, replacement, or dismissal of the CARCO.
4. Review the effectiveness of the internal audit function, including compliance with The Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing.
5. On a regular basis, meet separately with the CARCO to discuss any matters that the committee or internal auditing believes should be discussed privately.
6. Consider and review any changes to the scope of the internal audit charter.

External Audit

1. Review the external auditors' proposed audit scope and approach.
2. Review the performance of the external auditors and exercise final approval on their appointment or discharge.
3. On a regular basis, meet separately with the external auditors to discuss any matters that the committee or auditors believe should be discussed privately.

Compliance

1. The ARCC, through the Chancellor and CARCO, shall receive reports from management and the organization's legal counsel regarding compliance matters institution-wide, including, but not limited to, the following areas: athletics, environmental health and safety, diversity and affirmative action, research, contracts and grants, and financial aid.
2. Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
3. Review the findings of any examinations by regulatory agencies and any auditor observations.
4. Review the process for communicating the code of conduct to the organization's personnel and for monitoring compliance therewith.

Risk Management

1. The ARCC is responsible for oversight of the processes to identify, assess, prioritize, and manage general business risks. This includes the current risk environment, emerging risks, and the interrelationship between risks and the context of the university's risk appetite.
2. The ARCC shall receive reports from management regarding the risk environment for WSSU and ensure that management's responses to significant risks are appropriate, and that resources to address high priority risks are allocated appropriately.
3. Monitor and evaluate guidelines and policies to govern the process by which risk assessment and management is undertaken.

Reporting

1. Regularly report to the Board of Trustees about committee activities, issues, and related recommendations.
2. Provide an open avenue of communication among internal auditing, risk and compliance managers, the external auditors, and the Board of Trustees.
3. Report annually to the UNC Board of Governors, describing the ARCC's composition, responsibilities and how they were discharged, and any other information required.
4. Review any other reports issued by the organization that relate to the ARCC's responsibilities.

Complaints and Ethics


1. Ensure policies and procedures are established to allow employees to report alleged improper activities.

Other Responsibilities


1. Review and assess the adequacy of the charter annually, requesting board approval for updates of its charter, as necessary.
2. Perform other activities related to this charter as requested by the Board of Trustees.
3. Institute and oversee special investigations as needed.
4. Evaluate the ARCC's and individual members' performance on a regular basis.
5. Consult with WSSU legal counsel to review any legal matters that may have a significant financial impact.
6. Ensure that the internal auditors receive continuing education annually.
7. Ensure that members of the Office of Audit, Risk and Compliance participate in the University of North Carolina Auditors' Association, the Institute of Internal Auditors, and other professional organizations in order to stay updated on professional standards, developments with audit, risk, and compliance procedures and other relevant issues.

Effective Date: This Charter becomes effective upon adoption by the Board of Trustees.

Modified: December 6, 2013
December 9, 2016



William U. Harris
Chairman, Board of Trustees
Winston-Salem State University



Scott F. Wierman
Secretary, Board of Trustees
Winston-Salem State University



INTERNAL AUDIT CHARTER

I. MISSION

The mission of Internal Audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight. Internal Audit helps the university accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

II. SCOPE

The scope of work of Internal Audit is to determine whether the university's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

1. Risks are appropriately identified and managed.
2. Interaction with the various governance groups occur as needed.
3. Significant financial, managerial, and operating information is accurate, reliable, and timely.
4. Employee's actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
5. Resources are acquired economically, used efficiently, and adequately protected.
6. Programs, plans, and objectives are achieved.
7. Quality and continuous improvement are fostered in the university's control processes.
8. Significant legislative and regulatory issues impacting the university are recognized and addressed properly.

Opportunities for improving risk management, management control, efficiency, compliance, and the university's image identified during audits will be communicated to the appropriate level of management.

Internal Audit will provide the same level of assurance services, described in this charter, to the University of North Carolina School of the Arts.

III. INDEPENDENCE

Internal Audit shall maintain its independence. The Chief Audit, Risk, and Compliance Officer (CARCO) reports administratively to the Chancellor and functionally to the Audit, Risk and Compliance Committee (ARCC) of the university Board of Trustees in a manner outlined in the section on *Accountability*. Internal Audit staff personnel shall report to the CARCO. The CARCO shall include a report on internal audit personnel as part of the regularly scheduled ARCC meetings or upon request from the Chair of the ARCC.

IV. AUTHORITY

1. The CARCO and staff are authorized to:
 - a. Have unrestricted access to all functions, records, property, and personnel, in a manner consistent with North Carolina law.
 - b. Have full and free access to the ARCC.
 - c. Allocate resources, set frequencies, select subjects, determine scopes of work, and apply techniques required to accomplish audit objectives.
 - d. Obtain the necessary assistance of personnel in units of the university where they perform audits, as well as other specialized services from within or outside the university.

2. The CARCO and staff are **not** authorized to:
 - a. Perform any operational duties for the university or its affiliates.
 - b. Initiate or approve accounting transactions external to Internal Audit.
 - c. Direct the activities of any university employee not employed by or assigned to the Office of Audit, Risk and Compliance.

V. ACCOUNTABILITY

The CARCO, in the discharge of his/her duties, shall be accountable to the Chancellor and the ARCC to:

1. Provide an assessment on the adequacy and effectiveness of the university's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
2. Report significant issues related to the processes for controlling the activities of the university and its affiliates, including potential improvements to those processes, and provide information concerning such issues through resolution.
3. Provide information periodically on the status and results of the annual audit plan and the sufficiency of department resources.
4. Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

VI. RESPONSIBILITY

The CARCO and staff shall have the responsibility to:

1. Apply and uphold the principles and rules of conduct in the Code of Ethics established by the Institute of Internal Auditors (IIA).
2. Develop a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the ARCC for review and approval.
3. Implement the annual audit plan, as approved, including, and as appropriate, any

- special tasks or projects requested by management and the ARCC.
4. Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
 5. Establish a quality assessment program by which the CARCO assures the operation of internal auditing activities.
 6. Perform consulting services, beyond internal auditing's assurance services, to assist management in meeting its objectives. Examples may include facilitation and advisory services.
 7. Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
 8. Periodically report to the Chancellor and the ARCC summarizing the results of audit activities.
 9. Keep the Chancellor and the ARCC informed of emerging trends and successful practices in internal auditing.
 10. Provide significant goals and results to the ARCC.
 11. Assist in the investigation of significant suspected fraudulent activities within the university and notify the Chancellor and the ARCC of the results.
 12. Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to the university.
 13. Provide audit and/or activity reports to the University of North Carolina Board of Governors and the General Administration Office, the North Carolina (NC) Office of State Budget Management, and the NC Office of the State Auditor.

VII. ROLES BEYOND INTERNAL AUDITING

To help ensure key business risks are being managed appropriately and that the system of internal control is operating effectively, the CARCO's role has been expanded to include oversight of the university's enterprise risk management (ERM) and compliance monitoring functions.

Enterprise Risk Management

1. The CARCO's roles related to ERM include the following:
 - a. Championing the establishment of ERM.
 - b. Facilitation of the processes to identify, evaluate, manage and monitor risks.
 - c. Advising, challenging, coaching and supporting management's decisions on risk, as opposed to making risk management decisions.
 - d. Coordinating ERM activities.
 - e. Consolidating the reporting on risks.
 - f. Communicating with senior management and the ARCC when management has accepted a level of risk that may be unacceptable to the university.
2. The University's Risk and Compliance Program Specialist (RCPS) reports to the CARCO. The role of the RCPS related to ERM includes the following:

- a. Maintaining the ERM framework.
- b. Ongoing assessments of risks having the greatest impact.

Compliance

1. The CARCO's role related to university-wide compliance monitoring includes the following:
 - a. Oversee maintenance of the university-wide compliance calendar.
 - b. Serve as the connector for individual components of university compliance.
 - c. Facilitate reports from compliance managers to the ARCC.
 - d. Report auditor observations of noncompliance to the ARCC.
2. The RCPS's role related to university-wide compliance includes the following:
 - a. Maintain the university's compliance calendar and coordinate updates.

To ensure these additional roles related to ERM and compliance do not impair, or appear to impair the organizational independence and objectivity of the CARCO and the internal audit function, the following safeguards are in place:

- a. The CARCO reports administratively to the Chancellor and functionally to the ARCC.
- b. The CARCO does not own risks. University management remains responsible for risk management and compliance.
- c. The CARCO does not manage risks or compliance on behalf of management.
- d. University management sets the risk appetite, makes decisions about and implements risk responses.
- e. The ARCC and Chancellor are responsible for imposing risk management practices.
- f. The RCPS does not have any audit-related responsibilities and the internal auditors' responsibilities related to ERM and compliance are limited to assurance and consulting.
- g. The ARCC will periodically evaluate reporting lines and responsibilities of the CARCO and the internal auditors and develop alternative processes to obtain assurance related to ERM, if deemed necessary.

VIII. STANDARDS OF AUDIT PRACTICE

The Office of Internal Audit and Institutional Compliance will meet or exceed the International Standards for the Professional Practice of Internal Auditing (Standards) of the IIA.

Effective Date: This charter becomes effective upon adoption by the Board of Trustees.

Modified: September 21, 2012

March 21, 2014

December 9, 2016



William U. Harris

Chairman, Board of Trustees

Winston-Salem State University



Scott F. Wierman

Secretary, Board of Trustees

Winston-Salem State University



AGENDA ITEM

Litigation Report.....presented by Ivey Brown

Summary: Legal trends report including updates on public records requests, pending litigation, Equal Employment Opportunity Commission charges, and investigations being managed by the Office of Legal Affairs so that these risks can be assessed in light of other university risks coming before the Committee.

Action: For informational purposes only.

Meeting Name: Endowment Committee

Meeting Start Time: 8:00 AM Eastern Daylight Time

Meeting Start Date: 9/20/2018

Meeting End Time: 10:00 AM Eastern Daylight Time

Meeting End Date: 9/20/2018

Meeting Location: Blair 200, Chancellor's Conference Room

Agenda:

- I. Call to Order – Chairman Dr. William Harris
- II. Roll Call – Leslie Gaynor
- III. Adoption of the Agenda *– Chairman Dr. Harris
- IV. Presentation from UNC Management Company, Inc. – Mr. Jonathon King
- V. Approval of March 15, 2018* and June 7, 2018 minutes* – Chairman Dr. Harris
- VI. Enhanced Revenue/Integrated Planning and Budgeting:
 - A. University Endowment Financial Statements – Frank Lord
 - B. Foundation Endowment Financial Statements – Gordon Slade
 - C. Endowment Fund Spend Rate for next year – Frank Lord
- VII. Other Discussion Items
- VIII. Adjournment – Chairman Dr. Harris



**Board of Trustees, Endowment Committee
Thursday, September 20, 2018
Chancellor's Conference Room
8:00 am**

AGENDA

***Action Item**

1. Call to Order – Chairman Dr. William Harris
2. Roll Call – Leslie Gaynor
3. *Adoption of the Agenda – Chairman Dr. Harris
4. Presentation from UNC Management Company, Inc. – Mr. Jonathon King
5. *Approval of March 15, (no quorum) and June 7, 2018 minutes – Chairman Dr. Harris
6. Enhanced Revenue/Integrated Planning and Budgeting:
 - University Endowment Financial Statements – Frank Lord
 - Foundation Endowment Financial Statements – Gordon Slade
 - * Approval of Endowment Fund Spend Rate for next year – Frank Lord
7. Other Discussion Items
8. Adjournment – Chairman Dr. Harris

Winston-Salem State University Board of Trustees Endowment Committee
Chancellor's Conference Room, Thursday, March 15, 2018
Minutes

Committee Chairman Dr. William Harris called the Board of Trustees (BOT) Endowment Committee meeting to order at 8:00 a.m. He acknowledged and welcomed Constance Mallette, new Vice Chancellor for Finance and Administration.

Roll Call: Ms. Leslie Gaynor

Members Present: Chair Dr. William Harris Mr. Scott Wierman
 Ms. Peggy Carter Chancellor Elwood Robinson
 Mr. Harvey McIntyre Ms. Constant Mallette, ex-officio
 Mr. David Smith Ms. Michelle Cook, ex-officio

A quorum was established.

Staff Present: Mr. Frank Lord
 Mr. Gordon Slade
 Ms. Leslie Gaynor

Guest: Mr. Jonathan King, President – UNC Management Company, Inc. (by teleconference)

Adoption of Agenda

Ms. Carter moved and Mr. Wierman seconded the motion to adopt the agenda. The motion passed.

UNC Management Company, Inc. Presentation (Endowment Fund Update)

Mr. Jonathan King began his presentation (Via teleconference).

- Return Headlines
The UNC Investment Fund (UNCIF or Fund) returned +13.1% for Calendar Year 2017
For the six-month FYTD 2018 period the Fund has returned +6.8% (+9.6% through January)
 - The Fund continues to earn a > 1% rate of return per month
- Mr. King continued through the presentation.
- Wrap-Up
After a weak CY 2016, the Fund generated solid performance in CY 2017
 - “Alternative” asset classes hurt performance in CY2017
 - We maintain the conviction that a highly diversified portfolio with significant allocations to alternative assets provides the best long-term risk/return profile
 - The Fund’s 3-, 5-, and 10-year returns remain strong relative to peers and a “traditional” Global 70/30 Portfolio
 - Over the long term, the Fund has achieved its primary return objective
 - Global equity markets will likely continue to move higher in the coming months, but we believe that market volatility will remain increased from the extremely low levels experienced in CY 2017UNCIF’s return has averaged > 1%/month for almost two years, but we are concerned about future returns given valuation levels and increased volatility.

Mr. Wierman wanted to know when the markets get concerned about the growing deficit. **Mr. King** replied, when a recession hits is when there’s worry about it. If the growth picks up, then the deficit is not a huge problem.

Mr. McIntyre asked who the investment managers were. **Mr. King** replied that they were venture capitalists (not household names), Hillhouse Capital Group, Acadian Asset Management LLC, etc.

The UNC Management Company, Inc. Presentation ended

Approval of September Minutes

Mr. Wierman moved and Mr. McIntyre seconded the motion to approve the minutes. The motion passed.

Enhanced Revenue/Integrated Planning and Budgeting

University Endowment Financial Statements Ending December 2017, Presented by **Mr. Frank Lord**

- 2nd Quarter return 2018: +0.9%, December 2017
- Fiscal Year to Date performance +6.8%
- WSSU Endowment Invested Funds combined as of Dec 31 2017 \$44,259,469
- WSSU Endowment Funds invested as of Dec 31 2017 (fair market value) \$31,679,572
- Net Realized and Unrealized Gains \$1,377,640
- Cash Gifts received -0-
- Permanently Restricted Cash to be invested -0-
- Restricted Cash for Spending \$2,923,437
- WSSU Endowment principal invested with UNC Management Trust account \$18,449,312
- Total Amount Spent:

Scholarships	22,300
Chairs/Professorships	94,025
Program Dev/Inst Support	11,599
Library	<u>120</u>
Total Amount Spent	128,044
- No reinvestments were made during this period.
- There were no gifts during this period.

Foundation Endowment Financial Statements presented by **Mr. Gordon Slade**

- WSSU Endowment funds invested as of Dec 31 2017 (fair market value) \$12,579,898
 - Net Realized and Unrealized Gains \$826,943
 - Cash Gifts received \$227,118
 - Restricted Cash for Spending \$370,927
 - WSSU Endowment principal invested with UNC Management Trust account \$8,789,884
 - Amount spent on scholarships \$58,408
- Ms. Cook gave an update on the professorship utilization. There is some flexibility in using funds for distinguished research scholars and speakers. The Provost is looking at what professorships are available to release funds to.

Discussion

Ms. Cook gave a few comments about her plans for retirement and that it's been an honor to serve in this capacity. Mr. McIntyre thanked her for the guidance she provided to the Committee.

Chairman Harris adjourned the meeting at 8:57 am.

Next meeting, Thursday, June 7, 2018

Respectively Submitted by: Leslie Gaynor, Finance and Administration, Office Director

Winston-Salem State University Board of Trustees Endowment Committee
Chancellor's Conference Room, Thursday, June 7, 2018
Minutes

Committee Chairman Dr. William Harris called the Board of Trustees (BOT) Endowment Committee meeting to order at 8:02 a.m.

Roll Call: Ms. Leslie Gaynor

Members Present: Chair Dr. William Harris Chancellor Elwood Robinson
Ms. Peggy Carter Ms. Constant Mallette, ex-officio
Mr. Scott Wierman

A quorum was **not** established.

Staff Present: Ms. Camille Klutz-Leach Mr. Gordon Slade
Mr. Frank Lord Ms. Leslie Gaynor

Guest: Mr. Jonathan King, President – UNC Management Company, Inc.

Adoption of Agenda

The agenda was not adopted (no quorum).

UNC Management Company, Inc. Presentation (Endowment Fund Update)

Mr. Jonathan King began his presentation by stating that the “good news” continues.

FY2018 looks strong entering the final months of the year

- The UNC Investment Fund (UNCIF or Fund) has returned:
 - +9.7% for FYTD 2018 through March (9 months)
 - +10.5% for FYTD 2018 through April (10 months)
- For FYTD 218, the Fund is significantly ahead of SIPP and the Global 70/30 Portfolio

Mr. King continued through the presentation.

Over the long term, the Fund has achieved its objectives

- Maintaining conviction in our investment approach and philosophy has led to the Fund achieving its long-term objectives
 - Maintain a long-term time horizon
 - Portfolio diversification is a key component in managing risk
 - Focus assets with our highest conviction investment managers
 - Alternative asset classes play a significant role
 - Tactical portfolio shifts can be utilized selectively to capture shorter-term opportunities
 - Downside protection matters
- The most important and difficult challenge remains striking the proper portfolio balance between upside participation and downside protection
- Global equity markets will likely continue to move higher in the coming months, but we believe that market volatility will persist
- UNCIF's return has averaged > 1%/month for almost two years, but we are concerned about future returns given valuation levels and increased volatility

The UNC Management Company, Inc. Presentation ended

Approval of September Minutes

The minutes were not approved (no quorum).

Enhanced Revenue/Integrated Planning and Budgeting

University Endowment Financial Statements Ending March 2018, Presented by **Mr. Frank Lord**

- 3rd Quarter return 2018: +1.2%, March 2018
- Fiscal Year to Date performance +9.7%
- WSSU Endowment Invested Funds combined as of March 31 2018 \$45,146,696
- WSSU Endowment Funds invested as of March 31, 2018 (fair market value) \$32,227,160
- Net Realized and Unrealized Gains \$1,925,228
- Cash Gifts received -0-
- Permanently Restricted Cash to be invested -0-
- Restricted Cash for Spending \$3,169,711
- WSSU Endowment principal invested with UNC Management Trust account \$18,449,312
- Total Amount Spent:

Scholarships	29,000
Chairs/Professorships	145,341
Program Dev/Inst Support	15,001
Library	<u>120</u>
Total Amount Spent	189,462

- No reinvestments were made during this period.
- There were no gifts during this period.

Foundation Endowment Financial Statements presented by **Mr. Gordon Slade**

- WSSU Endowment funds invested as of March 31, 2018 (fair market value) \$12,919,536
- Net Realized and Unrealized Gains \$1,182,757
- Cash Gifts received \$358,961
- Restricted Cash for Spending \$-104,424
- WSSU Endowment principal invested with UNC Management Trust account \$8,638,119
- Amount spent on scholarships \$133,685
- Permanently restricted cash to be invested \$388,382

Approval of Endowment Fund Spend Rate for Next Year

Not discussed or approved as there was no quorum.

Discussion

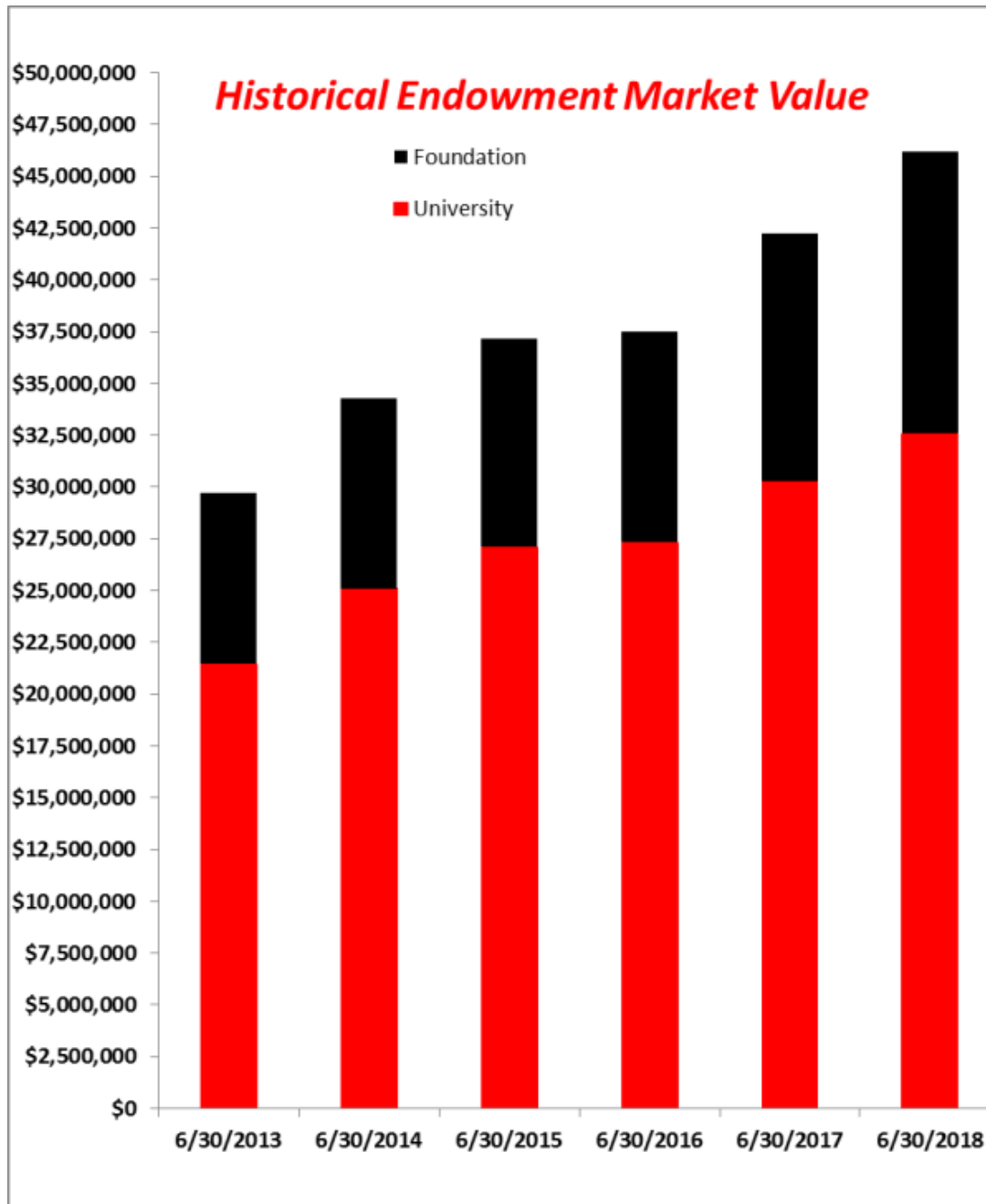
There was some discussion around spending on unrestricted scholarships. VC Mallette said a meeting was scheduled for next week to determine why funds were not being utilized.

Chairman Harris stated that the meeting was good and positive information was shared.

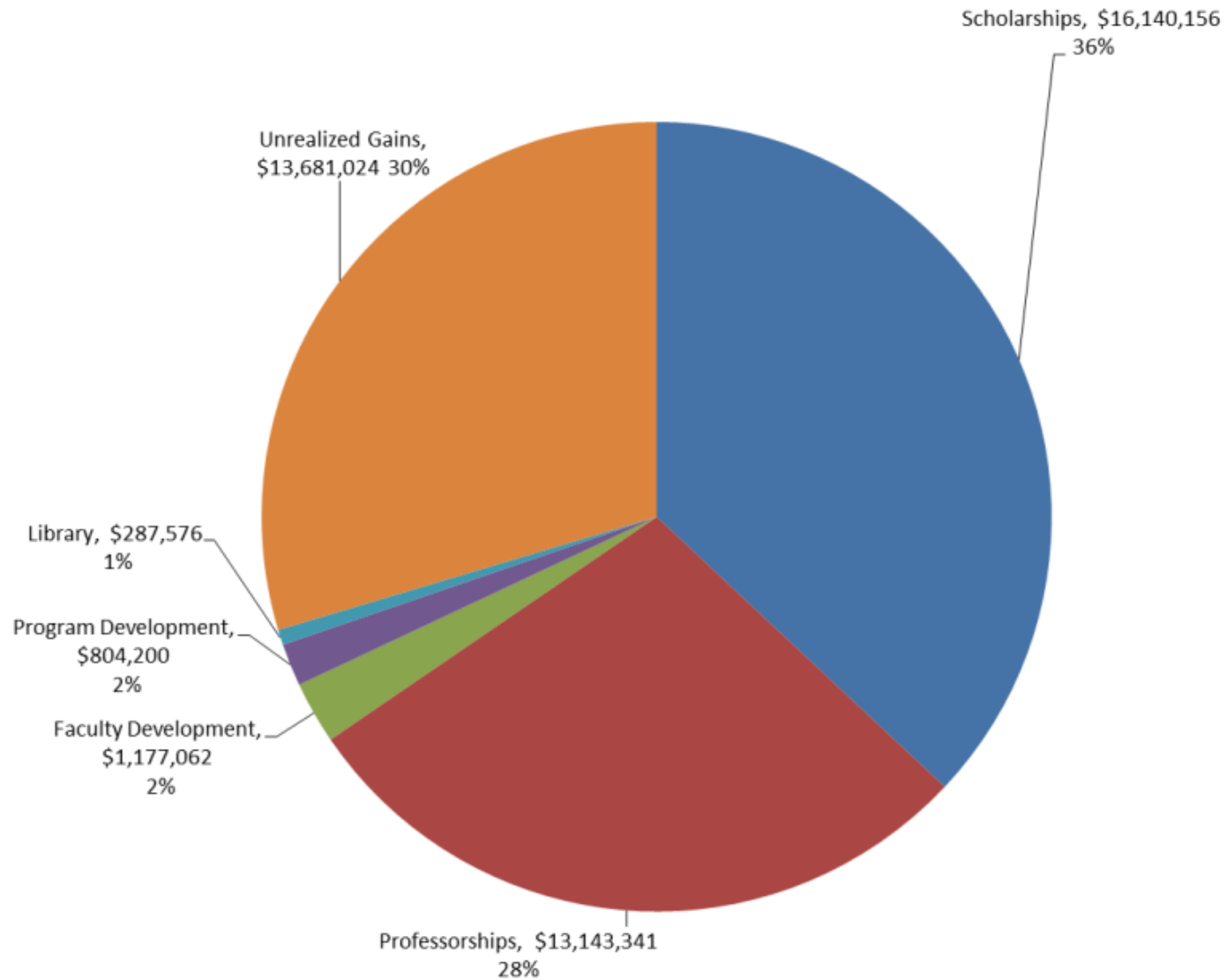
Chairman Harris adjourned the meeting at 8:55 am.

Next meeting, Thursday, September 20, 2018

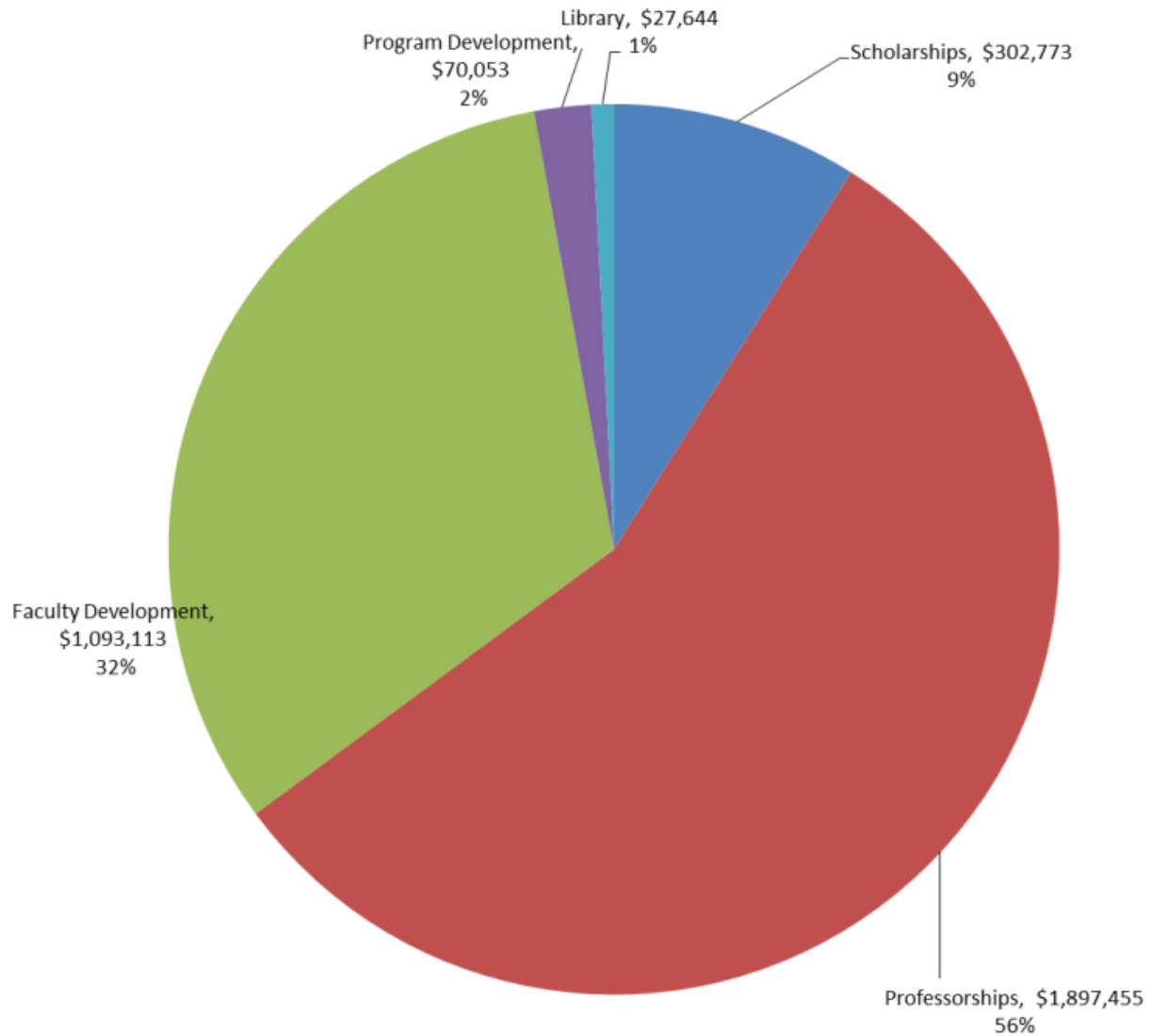
Respectively Submitted by: Leslie Gaynor, Finance and Administration, Office Director



**Endowed Invested Funds at
June 30, 2018
\$46,173,103**



**Endowed Restricted Funds Available for Spending at
June 30, 2018
\$3,391,038**



Winston-Salem State University
Board of Trustees Endowment Committee Report
Thursday September 20, 2018

Fiscal Year to Date as of June 30, 2018

• Endowment Principle Balance	
Invested with UNC Management trust account	\$18,449,312
• Fair Market Value	32,576,678
• Cash gifts received	0
• Net Realized and Unrealized Gains(losses)	2,274,747
• Permanently Restricted Cash to be invested	0
• Restricted Cash for spending	3,387,413
• Transfer to Foundation/Other	0
• Income Distributed	1,230,766
• Reinvested Endowment	0
• Amount spent:	
Scholarships	74,667
Chair/Professorships	179,469
Program Development/Inst Support	25,195
Library	120
Total amount spent	279,451

Winston-Salem State University Foundation
Board of Trustees Endowment Committee Report
Thursday September 20, 2018

Fiscal Year to Date as of June 30, 2018

• Endowment Principle Balance	
Invested with UNC Management trust account	\$9,133,839
• Fair Market Value	13,596,425
• Cash gifts received	427,944
• Net Realized and Unrealized Gains(losses)	1,462,733
• Permanently Restricted Cash to be invested	64,928
• Restricted Cash for spending	3,625
• Income Distributed	479,857
• Amount spent on scholarships	143,271

Winston-Salem State University
 Banner Finance

Board of Trustees Endowment Fund Account Balances
 As Of
 Month: June Fiscal Year: 2018

FUND NAME	PRINCIPAL	QUASI-ENDOWMENT	RESTRICTED	RESTRICTED EARNINGS TO-DATE	RESTRICTED DISBURSEMENTS TO-DATE
Scholarships					
Alumni Scholarships	10,980.00	11,758.46	354.54	1,464.84	2,580.90
Anne Hanes Willis Schol	85,000.00	-12,113.38	10,666.39	4,846.51	.00
Athletic Endowment Sch	85,431.52	-4,832.07	11,593.77	5,255.80	27,467.24
Bank of America Schol	250,000.00	-20,102.85	18,564.15	15,047.64	.00
Bernice James Davenport Sch	18,764.69	-1,061.34	5,601.71	1,154.42	250.00
Bryan Family Schol	150,000.00	-13,438.79	11,027.29	8,938.45	.00
C C Ross BB&T Schol	122,500.00	-11,278.09	8,981.15	7,279.90	.00
C E Gaines Athletic Sch	410,202.56	-35,923.08	30,223.01	24,498.03	.00
Chancellor s Scholarship	63,455.88	-5,347.28	4,692.26	3,803.43	.00
Class of 1938 Schol	4,200.00	10,779.47	233.56	964.99	1,700.33
Cleon Edwina Thompson Sch	54,940.32	-4,927.11	4,038.56	3,273.56	.00
Coca Cola Dist Schol	50,000.00	-4,491.87	3,674.76	2,978.67	.00
Corn Products Schol	.00	.00	.00	.00	.00
George Virginia Newell Sch	.00	.00	.00	.00	.00
Glenn Family Schol	110,000.00	-9,836.15	8,088.23	6,556.12	.00
HBCU Masters Scholarship	175,500.00	-9,926.40	12,866.83	10,796.86	1,000.00
Hanes Scholarship	100,000.00	6,581.72	1,661.85	6,866.10	12,095.33
Haywood L Wilson Jr Schol	170,950.00	-13,254.03	12,733.94	10,321.82	.00
James G Hanes Schol	400,000.00	-35,824.21	29,407.12	23,836.68	.00
John Lillian Lewis Schol	7,500.00	155.61	7,335.02	493.17	.00
Kenneth R Williams Schol	20,130.07	-1,791.81	1,480.82	1,200.32	.00
Laura Sawyer Schol	27,394.43	-1,549.44	1,687.67	1,685.32	747.90
Lillie Middleton Schol	10,000.00	-565.61	7,500.17	615.19	500.00
Merit Scholarships	396,070.72	-36,525.92	29,033.18	23,533.58	.00
Nettie Frank Setzer Sch	11,372.42	-741.23	857.36	694.76	.00
North Car Assoc Insur Agt Sch	70,000.00	-6,296.94	5,144.02	4,169.62	.00
Omega Psi Phi Schol	21,451.17	-1,398.63	1,617.16	1,310.46	.00
Paul Fulton Sara Lee Emer Fund	150,000.00	17,727.01	26,690.81	10,805.12	6,925.00
Peter Kim Schol	20,000.00	-1,131.21	1,778.48	1,230.42	.00
R H Barringer Schol	.00	.00	.00	.00	.00
Robert Emken Schol	180,000.00	-10,180.93	11,089.18	11,073.72	4,909.99
Sam Walton Memo Schol	102,000.00	-9,484.87	7,470.58	6,055.47	.00
So Area Links Inc Scholarship	10,513.43	-594.65	897.71	646.79	.00
Student Gen Scholarships	58,418.97	-5,240.15	4,294.19	3,480.77	.00
Wells Fargo Scholarship	65,000.00	-5,538.57	4,801.49	3,891.97	.00
Winston Salem Beauticians Sch	5,000.00	61.11	1,056.32	326.05	.00
Z Smith Reynolds Schol	300,000.00	-16,968.22	12,004.40	18,456.19	16,490.00
Total Scholarships	3,716,776.18	-233,301.45	299,147.68	227,552.74	74,666.69

Chairs/Professorships					
ARF Dist Prof in Biopharm	500,000.00	17,040.89	141,750.96	33,842.30	.00
Anne Reynolds Forsyth Chr SOE	500,000.00	-446.85	140,338.84	32,697.67	.00
BB&T End Prof Fin Ethics	250,000.00	-25,564.31	20,660.27	15,202.04	2,603.53
CD Spangler Dist Prof Phy Ther	500,000.00	-29,010.46	37,928.30	30,725.05	.00
Dist Prof African Amer History	500,000.00	-28,280.35	49,321.61	30,760.33	.00
Dist Prof African Amer Lit	500,000.00	-28,280.35	45,874.69	30,760.33	.00
Dist Prof Nur/Allied Health L4	500,000.00	-39,265.93	37,204.20	30,156.81	.00
Dist Prof Political Science	500,000.00	-28,280.35	51,646.08	30,760.33	.00
Gray Chair of Religion	458,681.27	17,930.12	133,753.33	30,563.17	.00
Hanes Dist Prof Coll Arts Sci	1,000,000.00	-56,560.67	89,978.73	61,520.54	.00
Novant Health FMC Chair Recrui	500,000.00	-28,280.35	67,378.71	30,760.33	47,565.77
Paul Fulton 2nd Chair CS	800,000.00	-45,248.53	63,868.11	49,216.52	.00
Paul Fulton Chair CS	500,000.00	-28,280.35	57,233.68	30,760.33	.00
RJR Computer Science Prof	1,000,000.00	347,464.52	140,914.60	86,804.93	53,847.96
Sara Lee Chr Accounting	1,000,000.00	304,221.22	157,326.93	84,019.15	37,706.75
Sara Lee Foreign Language Chr	500,000.00	-446.85	140,338.84	32,697.67	.00
Shelton Foundation Chr Nurs	583,500.00	8,800.82	100,885.46	38,156.56	37,745.29
Vivian Chambers Prof-Math/Elem	500,000.00	-28,280.35	39,917.51	30,760.33	.00
Wells Fargo Chair-Education	500,000.00	-28,280.35	39,917.51	30,760.33	.00
Willie Bradsher Prof Educ	150,000.00	555,407.69	156,961.56	46,171.64	.00
Wilveria B Atkinson Chr Lif Sc	500,000.00	73,309.40	146,294.64	37,525.29	.00
Z Smith Reynolds-Justice	500,000.00	-28,508.93	37,960.12	30,749.29	.00
Total Chairs/Professorships	12,242,181.27	901,159.68	1,897,454.68	855,370.94	179,469.30
Faculty Development					
Faculty Enrichment	16,011.15	-905.60	9,768.60	985.03	.00
Wells Fargo Teach Excellence	1,231,618.16	-69,661.14	1,083,344.82	75,769.95	5,399.86
Total Faculty Development	1,247,629.31	-70,566.74	1,093,113.42	76,754.98	5,399.86
Program Development					
Academic Development	.00	.00	.00	.00	.00
Athletics Program Development	10,335.13	-584.57	8,297.62	635.81	.00
James G Hanes Curr Dev	.00	.00	.00	.00	.00
Nursing Program	900,000.00	-131,576.66	39,856.65	50,020.43	19,795.82
Program Development	27,587.00	-1,560.34	21,898.92	1,697.17	.00
Total Program Development	937,922.13	-133,721.57	70,053.19	52,353.41	19,795.82
Library					
Friends of the Library	244,803.50	-13,846.25	25,094.33	15,060.46	.00
JG Hanes Diggs Gallery	60,000.00	-3,381.88	2,549.97	3,673.83	120.00
Total Library	304,803.50	-17,228.13	27,644.30	18,734.29	120.00
Other					
Realized Gains Losses	.00	3,968.93	.00	.00	.00
Unrealized Gains Losses	.00	13,677,054.93	.00	.00	.00
Total Other	.00	13,681,023.86	.00	.00	.00
TOTAL ALL	18,449,312.39	14,127,365.65	3,387,413.27	1,230,766.36	279,451.67

WINSTON SALEM STATE UNIVERSITY
 BOARD OF TRUSTEES ENDOWMENT FUND
 STATEMENT OF CHANGES IN FUND EQUITY
 FOR JULY 1, 2017 THROUGH JUNE 30, 2018
 WITH COMPARISON TO PRIOR QUARTER

	RESTRICTED FUNDS			ENDOWED FUNDS			TOTAL ALL FUNDS		
	Jun 30 2018	Mar 31 2018	VARIANCE	Jun 30 2018	Mar 31 2018	VARIANCE	Jun 30 2018	Mar 31 2018	VARIANCE
REVENUES:									
Private Gifts, Grants and Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest and Investment Income	\$1,230,766.36	\$923,074.77	\$307,691.59	\$0.00	\$0.00	\$0.00	\$1,230,766.36	\$923,074.77	\$307,691.59
Realized Gain(Loss) From Sale on Securities	\$0.00	\$0.00	\$0.00	(\$844,715.27)	(\$641,609.71)	(\$203,105.56)	(\$844,715.27)	(\$641,609.71)	(\$203,105.56)
Unrealized Gain(Loss) on Securities Held by Fiscal Agent	\$0.00	\$0.00	\$0.00	\$3,119,461.96	\$2,566,837.98	\$552,623.98	\$3,119,461.96	\$2,566,837.98	\$552,623.98
Transfers to/from Restricted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$1,230,766.36	\$923,074.77	\$307,691.59	\$2,274,746.69	\$1,925,228.27	\$349,518.42	\$3,505,513.05	\$2,848,303.04	\$657,210.01
EXPENDITURES:									
Academic Support	\$179,469.30	\$145,340.78	\$34,128.52	\$0.00	\$0.00	\$0.00	\$179,469.30	\$145,340.78	\$34,128.52
Student Financial Aid	\$74,666.69	\$29,000.24	\$45,666.45	\$0.00	\$0.00	\$0.00	\$74,666.69	\$29,000.24	\$45,666.45
Institutional Support	\$25,315.68	\$15,121.45	\$10,194.23	\$0.00	\$0.00	\$0.00	\$25,315.68	\$15,121.45	\$10,194.23
Transfers to Endowment/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$279,451.67	\$189,462.47	\$89,989.20	\$0.00	\$0.00	\$0.00	\$279,451.67	\$189,462.47	\$89,989.20
NET INCREASE (DECREASE)	\$951,314.69	\$733,612.30	\$217,702.39	\$2,274,746.69	\$1,925,228.27	\$349,518.42	\$3,226,061.38	\$2,658,840.57	\$567,220.81
FUND EQUITY JULY 1, 2017	\$2,436,098.58	\$2,436,098.58	\$0.00	\$30,301,931.35	\$30,301,931.35	\$0.00	\$32,738,029.93	\$32,738,029.93	\$0.00
FUND EQUITY March 31, 2018	\$3,387,413.27	\$3,169,710.88	\$217,702.39	\$32,576,678.04	\$32,227,159.62	\$349,518.42	\$35,964,091.31	\$35,396,870.50	\$567,220.81

EXPLANATION OF VARIANCES:

Restricted Funds:

Variance is due to difference in quarters' income and expenditures

Endowed Funds:

Variance is due to realized and unrealized gains and losses for the quarter

WINSTON SALEM STATE UNIVERSITY
 BOARD OF TRUSTEES ENDOWMENT FUND
 BALANCE SHEET
 JUNE 30, 2018
 WITH COMPARISON TO PRIOR QUARTER

	RESTRICTED FUNDS			ENDOWED FUNDS			TOTAL ALL FUNDS		
	Jun 30 2018	Mar 31 2018	VARIANCE	Jun 30 2018	Mar 31 2018	VARIANCE	Jun 30 2018	Mar 31 2018	VARIANCE
ASSETS									
Cash in Institutional Trust	3,387,413.27	3,169,710.88	217,702.39	0.00	0.00	0.00	3,387,413.27	3,169,710.88	217,702.39
Cash with Fiscal Agent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investments	0.00	0.00	0.00	32,576,678.04	32,227,159.62	349,518.42	32,576,678.04	32,227,159.62	349,518.42
Due from WSSU Foundation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ASSETS	\$3,387,413.27	\$3,169,710.88	217,702.39	\$32,576,678.04	\$32,227,159.62	\$349,518.42	\$35,964,091.31	\$35,396,870.50	\$567,220.81
LIABILITIES AND FUND EQUITY									
LIABILITIES									
Due to Institutional Trust	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LIABILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FUND EQUITY									
Fund Balances:									
Endowment	0.00	0.00	0.00	18,449,312.39	18,449,312.39	0.00	18,449,312.39	18,449,312.39	0.00
Quasi-Endowment - Restricted	0.00	0.00	0.00	14,127,365.65	13,777,847.23	349,518.42	14,127,365.65	13,777,847.23	349,518.42
Other Restricted Funds	3,387,413.27	3,169,710.88	217,702.39	0.00	0.00	0.00	3,387,413.27	3,169,710.88	217,702.39
TOTAL FUND EQUITY	\$3,387,413.27	\$3,169,710.88	217,702.39	\$32,576,678.04	\$32,227,159.62	\$349,518.42	\$35,964,091.31	\$35,396,870.50	\$567,220.81
TOTAL LIABILITIES AND FUND EQUITY	\$3,387,413.27	\$3,169,710.88	217,702.39	\$32,576,678.04	\$32,227,159.62	\$349,518.42	\$35,964,091.31	\$35,396,870.50	\$567,220.81

Restricted Funds - Funds which are available for current operating purposes subject to limitations placed by a donor or grantor.

Endowment Funds - Funds for which the donor has stipulated, as a condition of the gift, that the principal is to be maintained inviolate and in perpetuity.

The principal is to be invested for the purpose of producing income for expenditures as provided by the terms of the gift.

Term Endowment - Same definition as above except for that the conditions provide that the gift can be released from inviolability upon the happening of a particular event or the passage of a stated period of time.

Quasi-Endowment - Income generated by realized gains on the endowment principal that is reinvested in the endowment pool. These amounts can be spent at the discretion of the Board of Trustees.

Principal - Original gift awarded by the donor for an established endowment account.

EXPLANATION OF VARIANCES:

Restricted Funds:

Variance is due to difference in quarters' income and expenditures

Endowed Funds:

Variance is due to realized and unrealized gains and losses for the quarter

Schedule of Endowments													
3/31/2018													
Account Number	Account Name	Principle	Balance Invested 6/30/2018	Cash not met min. requirement	Unrealized Gains/(Losses)	Restricted Cash for Spending 6/30/2018	Restricted Cash Not invested 6/30/2018	Total Value Cash & Mkt	Revenues	Scholarship	Endowment	Unrealize gains (losses)	Fair Market Value
4001	& Jannie Marie College	57,440.94	57,290.94	-	20,238.28	(4,956.50)	150.00	72,722.72	650.00	1,165.00	254.96	9465.77	77,529.22
4002	Endowment	350,000.00	350,000.00	-	203,708.31	(9,791.40)	-	543,916.91	-	13,043.91	2,969.30	58396.47	553,708.31
4003	Christopher Endowed Scholarship	44,000.00	44,000.00	-	23,435.95	(3,302.08)	-	64,133.87	-	500.00	334.86	7340.38	67,435.95
4004	Mary Williams Endow	15,736.56	15,736.56	-	8,578.73	2,240.61	-	26,555.90	-	-	123.22	2624.61	24,315.29
4005	Leslie M & Suzanne Baker Endow Sch	246,488.47	246,488.47	-	139,413.78	(10,214.06)	-	375,688.19	-	6,050.00	2,019.47	41125.31	385,902.25
4006	Doris Lee Hairston Dye endow	11,825.00	11,825.00	-	6,642.33	(419.00)	-	18,048.33	-	-	96.06	1972.3	18,467.33
4007	Mary & Rufus Hairston Endow. Sch	1,040,000.00	1,040,000.00	-	642,911.76	21,294.89	-	1,704,206.65	-	-	9,490.84	173593.25	1,682,911.76
4008	Chelyn Cheryl Conner Endowed Scholarship	11,304.00	11,304.00	-	6,008.58	4,869.17	-	22,181.75	1,000.00	-	87.61	1719.48	17,312.58
4009	East Area Council Sch.	30,000.00	30,000.00	-	17,371.39	3,681.97	-	51,053.36	-	1,821.00	252.92	5004.26	47,371.39
4010	EL Davis	1,680.00	-	1,680.00	-	227.12	-	1,907.12	-	-	-	0	-
4011	Goler AME Zion Endow.	8,000.00	8,000.00	-	-	-	-	8,000.00	-	-	-	0	8,000.00
4012	Class of 81 Manderline Scales Endowed Scholar	7,890.70	7,680.70	-	-	(45.58)	70.00	7,705.12	970.00	-	-	0	7,680.70
4013	BIG FOUR	20,000.00	20,000.00	-	13,266.09	620.46	-	33,886.55	-	-	198.43	3336.16	33,266.09
4014	W & P Blackwell Endow. Sch.	75,250.00	75,250.00	-	43,190.86	(789.40)	-	117,651.46	-	-	627.68	12554.21	118,440.86
4015	Class of 1958	103,305.27	103,305.27	-	63,395.29	(9,076.46)	-	157,624.10	-	4,003.00	934.25	17234.87	166,700.56
4016	Class of 1946 Endowed	23,123.61	23,123.61	-	14,491.34	1,321.72	-	38,936.67	-	894.26	214.46	3857.26	37,614.95
4017	Schexnider/Pleasants Endowed Scholarship	25,000.00	25,000.00	-	13,586.60	2,271.06	-	40,857.66	-	966.00	195.03	4170.25	38,586.60
4018	Kennedy & Diggs Family Endow	-	-	-	-	-	-	-	-	-	-	0	-
4019	Graduating Class Endow	9,909.59	9,909.59	-	2,929.97	(400.00)	-	12,439.56	-	-	33.86	1652.35	12,839.56
4020	Logan T. & Vivian H. Burke Endow Scholarships	150,021.52	150,021.52	-	82,088.99	(2,794.35)	-	229,316.16	-	-	1,180.26	25029.77	232,110.51
4021	Ellen & Andrew Schindler Endow Sch.	200,000.00	200,000.00	-	109,369.94	(22,741.47)	-	286,628.47	-	4,300.00	1,572.28	33368.45	309,369.94
4022	WSSU Alumni Queens Endowed	9,100.00	9,100.00	-	2,691.42	(800.00)	-	10,991.42	-	-	31.11	1517.85	11,791.42
4023	Harold & Davida Martin Endowed Sch	16,700.49	16,700.49	-	10,087.70	116.50	-	26,904.69	-	-	148.19	2785.9	26,788.19
4024	Elva Jones Endow. Scholarship	67,190.73	66,578.73	-	33,761.82	2,205.91	252.00	102,798.46	3,764.00	-	483.09	10465.79	100,340.55
4025	Class of 1953 End. Sch.	25,275.79	25,275.79	-	14,719.53	(1,758.52)	-	38,236.80	-	-	214.59	4216.7	39,995.32
4026	Class of 1954 End. Sch.	50,105.00	50,105.00	-	27,767.37	(6,365.01)	-	71,507.36	25.00	1,933.00	400.45	8355.06	77,872.37

Account Number	Account Name	Principle	Balance Invested 6/30/2018	Cash not met min. requirement	Unrealized Gains/(Losses)	Restricted Cash for Spending 6/30/2018	Restricted Cash Not invested 6/30/2018	Total Value Cash & Mkt	Revenues	Scholarship	Endowment	Unrealize gains (losses)	Fair Market Value
4027	1000 Rams 1000 Donors Endowed	14,250.33	14,250.33	-	4,040.80	5,957.70	-	24,248.83	-	-	45.63	2377.08	18,291.13
4028	Atkins Gleason Carew Endowment	464,797.40	464,797.40	-	271,049.02	(78,865.59)	-	656,980.83	-	-	3,953.03	77475.23	735,846.42
4029	Anne Reynolds Forsyth Endow. Sch	200,000.00	200,000.00	-	108,291.98	(23,439.98)	-	284,852.00	-	6,549.00	1,553.20	33368.45	308,291.98
4030	BB&T Merit	180,000.00	180,000.00	-	96,429.97	(4,408.92)	-	272,021.05	-	5,750.00	1,375.64	30320.49	276,429.97
4031	Barney and Catherine Pettie Hart WSSU Choir Endowed Scholars	16,655.00	16,655.00	-	7,788.67	411.33	-	24,855.00	-	500.00	112.71	2301.63	24,443.67
4032	Class of 1955 End. Sch.	51,990.00	51,990.00	-	33,297.37	(9,518.72)	-	75,768.65	-	-	494.67	8625.38	85,287.37
4033	Henry Jones, Jr. Endow	23,901.80	23,901.80	-	13,410.03	2,131.73	-	39,443.56	25.00	-	193.44	4021.05	37,311.83
4034	John & Peggy Taylor Endow. Student Tech. Fund	220,000.00	220,000.00	-	103,987.43	15,432.44	-	339,419.87	-	5,657.00	1,435.94	37058.33	323,987.43
4035	John G. Medlin Endow. Scholarship	247,226.44	247,226.44	-	142,874.50	(52,766.17)	-	337,334.77	-	3,500.00	2,077.08	41220.38	390,100.94
4036	Class of 1973 Endowed Scholarship Fund	32,893.58	32,893.58	-	11,687.31	(1,591.97)	-	42,988.92	1,300.00	985.00	150.36	5143.59	44,580.89
4037	Larry and Carrie Poole	10,000.00	10,000.00	-	4,601.04	1,803.09	-	16,404.13	-	-	63.25	1668.09	14,601.04
4038	Lucille Mauge Endowed	20,214.86	20,214.86	-	12,711.32	(13,640.92)	-	19,285.26	-	-	188.24	3372.38	32,926.18
4039	Rebecca O. Bailey Endowed Scholarship	50,250.00	50,250.00	-	29,742.50	(9,160.55)	-	70,831.95	-	1,943.00	435.08	8383.68	79,992.50
4040	Reynolds American Endow. Sch.	740,066.50	750,000.00	-	471,113.70	(65,123.48)	-	1,155,990.22	-	29,005.00	6,974.89	125135.56	1,221,113.70
4041	Ruth W. Payne Endow	27,996.32	27,996.32	-	15,736.51	(2,672.83)	-	41,060.00	-	1,082.00	227.65	4670.51	43,732.83
4042	Sara Lee Int'l Endowed Fund	100,000.00	100,000.00	-	56,324.33	(8,542.15)	-	147,782.18	-	(1,875.00)	815.15	16683.5	156,324.33
4043	Sophia Pierce	110,050.00	110,050.00	-	47,452.07	(18,132.13)	-	139,369.94	13,050.00	5,841.83	667.46	16193.66	157,502.07
4044	Joseph H. Daniels Endowment	31,766.00	31,666.00	-	11,539.13	(73.09)	100.00	43,232.04	1,425.00	-	149.62	4990.01	43,205.13
4046	J.M. & B.H. DAVENPORT MUSIC ENDOW	1,245.00	-	1,245.00	-	-	-	1,245.00	45.00	-	-	0	-
4047	John Henry Martin Endowment	26,815.34	26,815.34	-	18,914.82	(3,678.36)	-	42,051.80	-	683.00	286.13	4459.29	45,730.16
4048	The Cedric S. and Mae L. Rodney Endowed Undergraduate Resear	21,065.00	21,065.00	-	11,880.27	277.34	-	33,222.61	1,500.00	-	174.65	3268.07	32,945.27
4051	John and Peggy Taylor	-	-	-	-	-	-	-	-	-	-	0	-
4065	J Alston Atkins Lecture Endowment	86,496.21	86,496.21	-	51,833.26	(4,513.99)	-	133,815.48	-	-	760.16	14430.67	138,329.47

Account Number	Account Name	Principle	Balance Invested 6/30/2018	Cash not met min. requirement	Unrealized Gains/(Losses)	Restricted Cash for Spending 6/30/2018	Restricted Cash Not invested 6/30/2018	Total Value Cash & Mkt	Revenues	Scholarship	Endowment	Unrealize gains (losses)	Fair Market Value
4066	WSSU Class of 1962 Endowed Scholarship	43,545.00	43,545.00	-	18,123.86	(11,749.34)	-	49,919.52	3,910.00	1,520.00	248.93	6586.66	61,668.86
4068	John and Clarice Scarritt Scholarship for Education Abroad	14,290.00	14,290.00	-	5,202.48	(1,953.77)	-	17,538.71	-	-	66.14	2383.32	19,492.48
4069	Aurelia and Samuel McFadden Endowed Scholarship	10,000.00	10,000.00	-	6,434.71	(2,446.79)	-	13,987.92	-	2.62	95.71	1668.09	16,434.71
4070	Donald J. & Deborah R. Reaves Endowed Scholarship	337,896.27	312,896.27	-	160,728.51	(18,272.25)	25,000.00	480,352.53	25,000.00	8,906.00	2,292.66	49905.38	473,624.78
4071	Fannie M. Williams Endowed Scholarship	11,281.73	11,281.73	-	7,823.03	482.49	-	19,587.25	-	436.00	117.94	1881.68	19,104.76
4072	Herrell-Bell Endowed Scholarship Fund	6,545.00	-	6,445.00	-	(11.06)	-	6,433.94	100.00	-	-	0	-
4073	Rachel E. Diggs Wilkinson Endowed Scholarship	110,000.00	110,000.00	-	75,421.76	(8,870.84)	-	176,550.92	-	3,400.00	1,134.90	18353.04	185,421.76
4074	Diggs Art Gallery Endowment	110,050.00	110,050.00	-	82,092.58	(5,110.64)	-	187,031.94	-	-	1,252.86	18360.35	192,142.58
4075	Warren C. & Gladys D. Oldham Endowed	28,375.00	28,125.00	-	19,713.00	589.42	250.00	48,677.42	250.00	1,000.00	297.77	4691.62	47,838.00
4076	Lelia, John & Ruth Vickers Endowed Scholarship	100.00	-	100.00	-	-	-	100.00	-	-	-	0	-
4077	R. H. Barringer Endowed	20,000.00	20,000.00	-	12,575.92	1,855.25	-	34,431.17	-	-	186.22	3336.16	32,575.92
4078	William U. & C. Estell Harris Endowed Scholarship	100,935.77	93,088.61	-	30,616.28	(14,231.98)	347.16	109,820.07	18,343.57	2,487.00	393.83	13475.58	123,704.89
4079	Harden '74 & Janet Wheeler Endowed Scholarship Fund	-	-	-	(0.02)	-	-	(0.02)	-	-	0.02	0	(0.02)
4080	William, Patricia and Valeria Price Endowed Scholarship	55,000.00	55,000.00	-	19,318.30	(4,202.50)	-	70,115.80	10,000.00	869.00	259.96	7520.57	74,318.30
4081	Class of 1965 Endowed Scholarship	59,044.50	58,744.50	-	14,411.11	(4,737.08)	300.00	68,718.53	8,550.00	1,073.00	168.03	7912.72	73,155.61
4082	Class of 1964 Endowed	95,196.66	91,946.66	-	26,828.71	(8,498.39)	3,250.00	113,526.98	11,750.00	2,500.00	323.91	13716.1	118,775.37
4083	Terry and Yvette Griffin Endowed Scholarship	59,600.00	54,400.00	-	13,044.42	(3,902.62)	5,200.00	68,741.80	16,150.00	558.00	154.88	6780.93	67,444.42

Account Number	Account Name	Principle	Balance Invested 6/30/2018	Cash not met min. requirement	Unrealized Gains/(Losses)	Restricted Cash for Spending 6/30/2018	Restricted Cash Not invested 6/30/2018	Total Value Cash & Mkt	Revenues	Scholarship	Endowment	Unrealize gains (losses)	Fair Market Value
4084	Henry & Viola Gwyn, Dorothy Gwyn Womble & Owen Luchion Wombl	25,312.60	25,312.60	-	7,833.23	(2,630.96)	-	30,514.87	-	-	92.11	4263.11	33,145.83
4085	Carl J. Miller Endowed Scholarship	23,020.90	23,020.90	-	8,207.75	(800.74)	-	30,427.91	25.00	-	102.99	3872.99	31,228.65
4086	Carl J. Miller Non-Endowed Scholarship	6,000.00	6,000.00	-	2,176.92	(200.00)	-	7,976.92	-	-	27.64	1000.04	8,176.92
4087	Carolyn Anderson Torch of Wisdom Endowment	19,525.00	19,025.00	-	93.86	(0.74)	500.00	19,618.12	4,525.00	-	0.31	13.44	19,118.86
4088	Class of 1966 Endowed Scholarship	32,116.69	32,116.69	-	7,117.49	(218.96)	-	39,015.22	1,500.00	-	73.32	4696.45	39,234.18
4091	Class of 1974 Endowed Scholarship	41,994.81	37,649.81	-	9,889.61	(3,538.48)	2,050.00	46,050.94	9,254.05	532.00	115.52	5465.37	47,539.42
4092	Class of 1968 Conley Rice Endowment	52,641.24	52,641.24	-	15,591.61	(4,738.28)	-	63,494.57	-	-	180.37	8782.6	68,232.85
4093	Louise Smith Endowment	13,957.00	13,957.00	-	3,897.05	(1,132.00)	-	16,722.05	-	-	43.63	2327.7	17,854.05
4094	Eleanor Dalton and Michael Williams Endowed Scholarship Fund	5,125.00	-	5,000.00	-	(147.60)	125.00	4,977.40	5,125.00	-	-	0	-
4100	Kennedy & Diggs Family Endow	44,010.00	44,010.00	-	21,511.71	(6,093.35)	-	59,428.36	1,250.00	1,570.00	302.97	7137.86	65,521.71
4112	Emma Duren Endowed	3,140.00	-	3,140.00	-	-	-	3,140.00	-	-	-	0	-
4113	Graduate School Endowed	1,000.00	-	1,000.00	-	-	-	1,000.00	-	-	-	0	-
4114	Class of 1975	8,425.00	-	7,775.00	-	(54.01)	300.00	8,020.99	650.00	-	-	0	-
4115	Evelyn E. Botley-Ervin Endowed	120.00	-	120.00	-	-	-	120.00	-	-	-	0	-
4144	Class of 1996 Endowed Scholarship	976.54	-	972.54	-	(0.12)	-	972.42	4.00	-	-	0	-
4145	James G. Hanes Memorial Trust Endowed Scholarship	250,000.00	250,000.00	-	142,703.46	(18,101.91)	-	374,601.55	-	9,321.00	2,071.32	41711.53	392,703.46
4146	Wayland Cato, Jr. Endowed Scholarship	10,000.00	10,000.00	-	5,195.36	1,083.68	-	16,279.04	-	-	73.79	1668.09	15,195.36
4147	WSSU Class of 1957 Endowed Sch	36,819.43	36,819.43	-	19,895.82	(5,900.88)	-	50,814.37	1,444.43	-	288.25	5846.56	56,715.25
4148	Cunningham & Winston Family Endowed Scholarship	11,025.00	11,025.00	-	7,002.64	108.02	-	18,135.66	-	-	103.91	1838.79	18,027.64
4149	Class of 1949 Endowed Sch.	14,300.00	14,300.00	-	9,642.08	946.57	-	24,888.65	-	-	144.67	2385.5	23,942.08
4150	GSK Women In Science Endowed Sch.	50,000.00	50,000.00	-	31,656.05	(13,121.55)	-	68,534.50	-	2,405.00	469.63	8325.59	81,656.05
4158	Nigel & Sarah Alston Endowed Scholarship	26,000.00	26,000.00	-	13,847.08	(1,505.78)	-	38,341.30	-	1,000.00	197.82	4337.68	39,847.08

Account Number	Account Name	Principle	Balance Invested 6/30/2018	Cash not met min. requirement	Unrealized Gains/(Losses)	Restricted Cash for Spending 6/30/2018	Restricted Cash Not invested 6/30/2018	Total Value Cash & Mkt	Revenues	Scholarship	Endowment	Unrealize gains (losses)	Fair Market Value
4159	St. Peter's World Outreach Ctr.Endowment	10,000.00	10,000.00	-	5,388.60	1,034.66	-	16,423.26	-	-	77.20	1668.09	15,388.60
4167	Steve & Allison Williams Endowed Scholarship	25,000.00	25,000.00	-	16,552.04	(3,554.02)	-	37,998.02	-	-	247.50	4170.25	41,552.04
4168	The Tommy L. and Patricia B Hickman Endowed Scholarship Fund	17,000.00	-	9,000.00	-	-	8,000.00	17,000.00	17,000.00	-	-	0	-
4171	Class of 1978 Endowed Scholarship	35,070.50	28,570.50	-	14,335.90	2,645.68	6,500.00	52,052.08	10,340.00	368.31	209.70	4038.32	42,906.40
4172	Helen Powers Stevens Endowed Scholarship	41,649.22	41,649.22	-	32,309.96	3,175.44	-	77,134.62	-	1,153.00	495.20	7015.37	73,959.18
4173	Eryca Burch Endowed Scholarship	15,315.11	-	12,206.11	-	(68.57)	1,000.00	13,137.54	13,304.00	-	-	0	-
4174	Class of 1960 Endowed Scholarship	82,940.00	82,640.00	-	47,569.30	(9,369.66)	300.00	121,139.64	1,825.00	3,045.00	691.76	13673.29	130,209.30
4175	CLASS OF 1956 Endowment	17,611.28	17,611.28	-	11,898.65	1,614.67	-	31,124.60	-	-	178.20	2964.87	29,509.93
4176	Ethical Values of Capitalism - endowed	-	-	-	(0.02)	-	-	(0.02)	-	-	0.02	0	(0.02)
4177	George and Virginia Newell Endowed Scholarship	26,970.42	26,966.42	-	10,194.89	1,133.65	-	38,294.96	11,054.00	-	151.71	2593.32	37,161.31
4178	Class of 1959 Endowed Scholarship	57,010.57	56,910.57	1,712.20	15,320.00	(1,884.41)	100.00	72,158.36	300.00	-	166.43	9540.93	72,230.57
4179	Black Men For Change Walter Harley Endowed Scholarship	10,138.73	10,138.73	-	5,390.85	210.00	-	15,739.58	-	-	76.76	1707.5	15,529.58
4180	Bettie Harvey Little Endowed Scholarship	6,760.00	-	6,594.00	-	(4.53)	-	6,589.47	-	-	-	0	-
4181	Cleveland and Marlene Ellison Endowed Scholarship	50,165.03	50,165.03	-	21,547.20	(2,502.40)	-	69,209.83	2,999.79	-	294.26	7812.63	71,712.23
4182	Kelvin and Tammy Farmer Endowed Scholarship	60,000.00	60,000.00	-	30,868.26	(4,485.00)	-	86,383.26	-	1,730.00	437.31	10009.97	90,868.26
4183	Shirley Faison Endowed	15,945.00	15,945.00	-	8,458.84	1,077.49	-	25,481.33	-	-	120.74	2662.86	24,403.84
4184	Isabell Samuel Tate Endowed	14,000.00	14,000.00	-	8,605.16	1,473.17	-	24,078.33	-	-	127.52	2242.17	22,605.16
4185	Eva W. Bovender Endowed	11,805.00	11,805.00	-	7,706.26	961.29	-	20,472.55	-	-	114.94	1969.1	19,511.26
4186	Doretha Mcknight Stone Endowment	10,000.00	10,000.00	-	6,516.77	1,341.12	-	17,857.89	-	-	97.18	1668.09	16,516.77

Account Number	Account Name	Principle	Balance Invested 6/30/2018	Cash not met min. requirement	Unrealized Gains/(Losses)	Restricted Cash for Spending 6/30/2018	Restricted Cash Not invested 6/30/2018	Total Value Cash & Mkt	Revenues	Scholarship	Endowment	Unrealize gains (losses)	Fair Market Value
4187	Reynolda Rotary/Clarence Bighouse Gaines Memorial Endowed	72,949.75	72,949.75	-	42,264.40	(3,084.39)	-	112,129.76	-	2,598.53	615.33	12180.32	115,214.15
4188	L'Tanya Bailey Endowed Scholarship	20,750.00	20,750.00	-	-	-	-	20,750.00	-	-	-	0	20,750.00
4189	Lorraine H. Morton Endowed Scholarship	25,000.00	25,000.00	-	14,362.97	(522.32)	-	38,840.65	-	-	208.77	4170.6	39,362.97
4190	WSSU Natl Alumni Assn Endowed Scholarship	185,096.11	184,352.98	-	38,833.29	(13,630.83)	573.13	210,128.57	83,378.18	-	501.75	16989.3	223,186.27
4191	Dr. Sylvia A. Flack Health Disparity Endowed Scholarship	29,528.77	29,348.77	-	8,551.40	(2,147.92)	-	35,752.25	720.00	-	100.08	4708.47	37,900.17
4192	Belinda S. Womack Memorial Music Appreciation Endowed Schol	9,429.25	9,030.25	-	-	(3.05)	399.00	9,426.20	1,494.25	-	-	0	9,030.25
4193	Class of 1961 Endowed Scholarship	57,098.00	57,098.00	-	21,712.01	(9,279.69)	-	69,530.32	8,655.00	-	297.24	8009.43	78,810.01
4194	Paul and Marcia Meis Endowed Scholarship Fund	279,987.93	279,987.93	-	65,960.34	(16,575.00)	-	329,373.27	55,000.00	2,500.00	757.60	37617.46	345,948.27
4196	Elwood L. & Denise Robinson Endowed Scholarship	59,390.00	59,300.00	-	17,226.83	(4,158.06)	90.00	72,458.77	1,910.00	-	199.95	9614.35	76,526.83
4198	The Maggle Knight Knox Endowed Scholarship Fund	1,630.00	-	1,630.00	(0.06)	(14.85)	-	1,615.09	-	-	-	0	(0.06)
4199	The United Christian Campus Ministry Endowed Scholarship	40,000.00	40,000.00	-	12,316.18	(3,000.00)	-	49,316.18	-	-	145.33	6673.52	52,316.18
4200	The Cynthia A. Williams Endowed Scholarship	50,000.00	50,000.00	-	1,854.75	-	-	51,854.75	25,000.00	-	4.08	1858.83	51,854.75
4201	The Sue and Doug Hederson Endowed Scholarship in Honor of Dr	19,763.47	19,763.47	-	-	(10.14)	-	19,753.33	5,570.00	-	-	0	19,763.47
4203	The Ingredion Undergraduate Research Fellowship Endowed Fund	41,101.43	41,101.43	-	(0.02)	(6,500.00)	-	34,601.41	-	-	0.02	0	41,101.41
4204	Rose Marie Matthews Endowed Scholarship	10,544.00	10,544.00	-	-	(1.58)	-	10,542.42	225.00	-	-	0	10,544.00

Account Number	Account Name	Principle	Balance Invested 6/30/2018	Cash not met min. requirement	Unrealized Gains/(Losses)	Restricted Cash for Spending 6/30/2018	Restricted Cash Not invested 6/30/2018	Total Value Cash & Mkt	Revenues	Scholarship	Endowment	Unrealize gains (losses)	Fair Market Value
4205	Class of 2012 Scholarship Endowment	1,036.90	-	1,001.88	-	(16.30)	-	985.58	801.90	-	-	0	-
4206	John & Peggy Taylor Endowed Scholarship Fund	200,000.00	200,000.00	-	14,698.78	-	-	214,698.78	-	-	32.59	14731.37	214,698.78
4207	The Dennis-Stroud Endowed Scholarship	15,000.00	5,000.00	-	-	-	10,000.00	15,000.00	-	-	-	0	5,000.00
4208	Roland and Barbara Hayes Education Endowed Scholarship	30,001.00	30,001.00	-	-	(1.13)	-	29,999.87	30,001.00	-	0.02	21	30,001.00
4209	The Family Fare Endowed Entrepreneurship Program Fund	10,000.00	5,000.00	-	-	-	5,000.00	10,000.00	10,000.00	-	-	3.36	5,000.00
4474	Gamma Phi of Delta Sigma Theta Sorrority Endowed Scholarship	4,102.00	-	3,222.00	-	(115.32)	-	3,106.68	1,781.00	-	-	0	-
4475	Allston And Jean Olive Stubbs Endow Scholarship in Nursing	10,000.00	-	-	-	-	4,638.43	4,638.43	5,000.00	-	-	3.64	-
4998	Holding Temp. account	-	10,000.00	3,244.31	(20,471.05)	472,289.80	(75,654.72)	389,408.34	-	-	528.18	40356.95	(10,471.05)
4999	Board designated endowment	575,000.00	575,000.00	-	179,655.79	39,424.02	-	794,079.81	-	-	2,122.82	96858.56	754,655.79
	Total	9,269,186.06	9,133,838.72	66,088.04	4,462,586.70	3,624.99	(1,160.00)	13,664,978.45	427,944.17	143,271.46	64,279.10	1,462,732.90	13,596,425.42

**WINSTON-SALEM STATE UNIVERSITY FOUNDATION
BOARD OF TRUSTEES ENDOWMENT FUND
BALANCE SHEET as of
June 30, 2018
WITH COMPARISON TO PRIOR QUARTERS**

	RESTRICTED FUNDS			ENDOWED FUNDS			TOTAL ALL FUNDS		
	<u>31-Mar-18</u>	<u>31-Dec-17</u>	<u>VARIANCE</u>	<u>31-Mar-18</u>	<u>31-Dec-17</u>	<u>VARIANCE</u>	<u>31-Mar-18</u>	<u>31-Dec-17</u>	<u>VARIANCE</u>
ASSETS									
Cash	3,625	(104,406)	108,031	64,928	388,182	(323,254)	68,553	283,776	(215,223)
Cash with Fiscal Agent	-	-	-	-	-	-	-	-	-
Investments	-	-	-	13,596,425	12,967,832	628,593	13,596,425	12,967,832	628,593
Other	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	3,625	(104,406)	108,031	13,661,353	13,356,014	305,339	13,664,978	13,251,608	413,370
LIABILITIES AND FUND EQUITY									
LIABILITIES									
Due to Restricted Funds	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	-	-	-	-	-	-	-	-	-
FUND EQUITY									
Fund Balances:									
Endowment Invested	-	-	-	13,596,425	12,967,832	628,593	13,596,425	12,967,832	(628,593)
Quasi-Endowment - Restricted	-	-	-	-	-	-	-	-	-
Other Restricted Funds	3,625	(104,406)	108,031	64,928	388,182	(323,254)	68,553	283,776	215,223
TOTAL FUND EQUITY	3,625	(104,406)	108,031	13,661,353	13,356,014	305,339	13,664,978	13,251,608	413,370
TOTAL LIABILITIES AND FUND EQUITY	3,625	(104,406)	108,031	13,661,353	13,356,014	305,339	13,664,978	13,251,608	413,370

WINSTON-SALEM STATE UNIVERSITY FOUNDATION
BOARD OF TRUSTEES ENDOWMENT FUND
STATEMENT OF CHANGES IN FUND EQUITY
For Period July 1, 2017 through March 31, 2018
WITH COMPARISON TO PRIOR QUARTERS

	RESTRICTED FUNDS			ENDOWED FUNDS			TOTAL ALL FUNDS		
	<u>30-Jun-18</u>	<u>31-Mar-18</u>	<u>VARIANCE</u>	<u>30-Jun-18</u>	<u>31-Mar-18</u>	<u>VARIANCE</u>	<u>30-Jun-18</u>	<u>31-Mar-18</u>	<u>VARIANCE</u>
REVENUES:									
Private Gifts, Grants and Contracts	-	-	-	427,944	358,961	68,983	427,944	358,961	68,983
Interest and Investment Income	-	-	-	-	-	-	-	-	-
Unrealized Gain(Loss) on Securities Held by Fiscal Ag	-	-	-	1,462,733	1,182,757	279,976	1,462,733	1,182,757	279,976
Realized Gain(Loss) From Sale on Securities	-	-	-	-	-	-	-	-	-
Transfers from Restricted	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	-	-	-	1,890,677	1,541,718	348,959	1,890,677	1,541,718	348,959
EXPENDITURES:									
Academic Support	-	-	-	-	-	-	-	-	-
Scholarships	143,271	133,685	9,586	-	-	-	143,271	133,685	9,586
Admin. Fees/Trust Fees	183,056	136,856	46,200	-	-	-	183,056	136,856	46,200
Transfers to Endowment	-	-	-	-	-	-	-	-	-
TOTAL EXPENDITURES	326,327	270,541	55,786	-	-	-	326,327	270,541	55,786
NET INCREASE (DECREASE)	(326,327)	(270,541)	(55,786)	1,890,677	1,541,718	348,959	1,564,350	1,271,177	293,173
FUND EQUITY BEGINNING	329,952	166,135	163,817	11,770,676	11,814,296	(43,620)	12,100,629	11,980,431	120,197
FUND EQUITY MARCH 31, 2018	3,625	(104,406)	108,031	13,661,353	13,356,014	305,339	13,664,978	13,251,608	413,370

Winston-Salem State University Endowment Summary
As of June 30, 2018

Statement of Changes of Fund Equity

This report reflects the changes to fund equity between quarters from income and expense transactions. The quarterly income was distributed. The change in the Endowed Funds (investments) was due to an increase in the net realized loss and unrealized gains.

Balance Sheet

This report reflects our cash and investment position between quarters for our Restricted and Endowed Funds.

Endowment Fund Account Balances

This report provides detailed information on our individual endowment funds. The report covers the following categories:

Scholarships
Chairs/Professorships
Faculty Development
Program Development
Library
Undistributed Gains

For Endowed Funds, the Principal (gifts) and Quasi-endowment (realized gains) investment balances are provided. For Restricted Funds, the cash balance along with income distributed and expenditures are provided.

Winston-Salem State University
Projected Endowment Income Distribution
For 2018-2019

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2015	26,245,339.35
December	2015	27,814,759.64
March	2016	26,800,950.89
June	2016	27,325,058.40
September	2016	28,124,661.35
December	2016	28,408,007.56
March	2017	29,034,434.20
June	2017	30,301,931.35
September	2017	30,938,242.57
December	2017	31,679,571.50
March	2018	31,679,571.50
June	2018	31,679,571.50
Total		350,032,099.81
Average		29,169,341.65
Annual Distribution	4.5%	1,312,620.37
Quarterly Distribution		328,155.09
Projected Distribution	5.5%	1,604,313.79
Projected Distribution	5.0%	1,458,467.08
Projected Distribution	4.5%	1,312,620.37

Winston-Salem State University
Projected Endowment Income Distribution
For 2017-2018

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2014	25,435,420.74
December	2014	25,317,416.62
March	2015	26,275,879.18
June	2015	27,120,498.11
September	2015	26,245,339.35
December	2015	27,814,759.64
March	2016	26,800,950.89
June	2016	27,325,058.40
September	2016	28,124,661.35
December	2016	28,408,007.56
March	2017	29,034,434.20
June	2017	30,301,931.35
Total		328,204,357.39
Average		27,350,363.12
Annual Distribution	4.5%	1,230,766.34
Quarterly Distribution		307,691.59
Projected Distribution	5.5%	1,504,269.97
Projected Distribution	5.0%	1,367,518.16
Projected Distribution	4.5%	1,230,766.34

Winston-Salem State University
Projected Endowment Income Distribution
For 2016-2017

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2013	22,213,320.44
December	2013	24,145,998.87
March	2014	24,440,700.04
June	2014	25,097,940.22
September	2014	25,435,420.74
December	2014	25,317,416.62
March	2015	26,275,879.18
June	2015	27,120,498.11
September	2015	26,245,339.35
December	2015	27,814,759.64
March	2016	26,800,950.89
June	2016	27,325,058.40
Total		308,233,282.50
Average		25,686,106.88
Annual Distribution	4.5%	1,155,874.81
Quarterly Distribution		288,968.70
Projected Distribution	5.5%	1,412,735.88
Projected Distribution	5.0%	1,284,305.34
Projected Distribution	4.5%	1,155,874.81

Winston-Salem State University
Projected Endowment Income Distribution
For 2015-2016

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2012	19,441,484.13
December	2012	19,624,015.56
March	2013	21,148,780.97
June	2013	21,449,540.23
September	2013	22,213,320.44
December	2013	24,145,998.87
March	2014	24,440,700.04
June	2014	25,097,940.22
September	2014	25,435,420.74
December	2014	25,317,416.62
March	2015	26,275,879.18
June	2015	27,120,498.11
Total		281,710,995.11
Average		23,475,916.26
Annual Distribution	5.0%	1,173,795.81
Quarterly Distribution		293,448.95
Projected Distribution	5.5%	1,291,175.39
Projected Distribution	5.0%	1,173,795.81
Projected Distribution	4.5%	1,056,416.23

Winston-Salem State University
Projected Endowment Income Distribution
For 2014-2015

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2011	17,330,812.75
December	2011	17,258,394.54
March	2012	19,065,027.00
June	2012	18,684,781.24
September	2012	19,441,484.13
December	2012	19,624,015.56
March	2013	21,148,780.97
June	2013	21,449,540.23
September	2013	22,213,320.44
December	2013	24,145,998.87
March	2014	24,440,700.04
June	2014	25,097,940.22
Total		249,900,795.99
Average		20,825,066.33
Annual Distribution	5.0%	1,041,253.32
Quarterly Distribution		260,313.33
Projected Distribution	5.5%	1,145,378.65
Projected Distribution	5.0%	1,041,253.32
Projected Distribution	4.5%	937,127.98

Winston-Salem State University
Projected Endowment Income Distribution
For 2013-2014

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2010	16,774,493.11
December	2010	17,975,781.12
March	2011	18,280,810.91
June	2011	18,284,449.20
September	2011	17,330,812.75
December	2011	17,258,394.54
March	2012	19,065,027.00
June	2012	18,684,781.24
September	2012	19,441,484.13
December	2012	19,624,015.56
March	2013	21,148,780.97
June	2013	21,449,540.23
Total		225,318,370.76
Average		18,776,530.90
Annual Distribution	5.0%	938,826.54
Quarterly Distribution		234,706.64
Projected Distribution	5.5%	1,032,709.20
Projected Distribution	5.0%	938,826.54
Projected Distribution	4.5%	844,943.89

Winston-Salem State University
Projected Endowment Income Distribution
For 2012-2013

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2009	15,955,532.34
December	2009	16,640,250.98
March	2010	16,743,814.96
June	2010	16,141,561.60
September	2010	16,774,493.11
December	2010	17,975,781.12
March	2011	18,280,810.91
June	2011	18,284,449.20
September	2011	17,330,812.75
December	2011	17,258,394.54
March	2012	19,065,027.00
June	2012	18,684,781.24
Total		209,135,709.75
Average		17,427,975.81
Projected Distribution	5.5%	958,538.67
Quarterly Distribution		239,634.67

Winston-Salem State University
Projected Endowment Income Distribution
For 2011-2012

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2008	17,969,199.63
December	2008	15,900,693.73
March	2009	14,413,112.83
June	2009	15,335,816.47
September	2009	15,955,532.34
December	2009	16,640,250.98
March	2010	16,743,814.96
June	2010	16,141,561.60
September	2010	16,774,493.11
December	2010	17,975,781.12
March	2011	18,280,810.91
June	2011	18,284,449.20
Total		182,131,067.68
Average		15,177,588.97
Projected Distribution	5.5%	834,767.39
Quarterly Distribution		208,691.85

Winston-Salem State University
Projected Endowment Income Distribution
For 2010-2011

<u>Month</u>	<u>Year</u>	<u>Market Value</u>	
September	2007	18,280,069.61	
December	2007	20,170,107.54	
March	2008	19,274,725.63	
June	2008	19,467,203.05	
September	2008	17,969,199.63	
December	2008	15,900,693.73	
March	2009	14,413,112.83	
June	2009	15,335,816.47	
September	2009	15,955,532.34	
December	2009	16,640,250.98	
March	2010	16,743,814.96	
June	2010	16,141,561.60	
Total		206,292,088.37	
Average		17,191,007.36	
Projected Distribution	5%	859,550.37	
Quarterly Distribution		214,887.59	
	4.5%	773,595.33	85,955.04
	5.5%	945,505.41	(85,955.04)

Winston-Salem State University
Projected Endowment Income Distribution
For 2009-2010

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2006	15,909,581.45
December	2006	16,424,477.51
March	2007	16,772,703.25
June	2007	17,284,783.38
September	2007	18,280,069.61
December	2007	20,170,107.54
March	2008	19,274,725.63
June	2008	19,467,203.05
September	2008	17,969,199.63
December	2008	15,900,693.73
March	2009	14,413,112.83
June	2009	15,335,816.47
Total		207,202,474.08
Average		17,266,872.84
Projected Distribution	5%	863,343.64
Quarterly Distribution		215,835.91

Winston-Salem State University
Projected Endowment Income Distribution
For 2008-2009

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2005	13,905,937.39
December	2005	14,515,146.06
March	2006	14,887,713.54
June	2006	14,596,210.05
September	2006	15,909,581.45
December	2006	16,424,477.51
March	2007	16,772,703.25
June	2007	17,284,783.38
September	2007	18,280,069.61
December	2007	20,170,107.54
March	2008	19,274,725.63
June	2008	19,467,203.05
Total		201,488,658.46
Average		16,790,721.54
Projected Distribution	5%	839,536.08
Quarterly Distribution		209,884.02

Winston-Salem State University
Projected Endowment Income Distribution
For 2007-2008

<u>Month</u>	<u>Year</u>	<u>Market Value</u>	
September	2004	12,995,214.09	
December	2004	14,028,442.91	
March	2005	13,858,292.52	
June	2005	13,796,871.36	
September	2005	13,905,937.39	
December	2005	14,515,146.06	
March	2006	14,887,713.54	
June	2006	14,596,210.05	
September	2006	15,909,581.45	
December	2006	16,424,477.51	
March	2007	16,772,703.25	
June	2007	17,284,783.38	
Total		178,975,373.51	
Average		14,914,614.46	
Projected Distribution	5%	745,730.72	
Quarterly Distribution		186,432.68	
1st Quarter		170,915.51	Wachovia - Per Last Year Calculation
2nd Quarter		201,949.85	UNC Mgmt - Catch Up
3rd Quarter		186,432.68	
4th Quarter		186,432.68	
		745,730.72	

Winston-Salem State University
Projected Endowment Income Distribution
For 2004-2005

<u>Month</u>	<u>Year</u>	<u>Market Value</u>
September	2001	12,258,227.26
December	2001	13,288,240.27
March	2002	13,107,987.12
June	2002	11,959,056.38
September	2002	10,712,556.25
December	2002	11,309,006.38
March	2003	11,477,744.48
June	2003	12,114,537.72
September	2003	12,259,138.45
December	2003	13,083,168.38
March	2004	13,400,595.59
June	2004	13,186,208.26
Total		148,156,466.54
Average		12,346,372.21
Projected Distribution	5%	617,318.61
Quarterly Distribution		154,329.65

**Winston-Salem State University
Endowment Market Values**

<u>Month</u>	<u>Year</u>	<u>Gifts</u>	<u>Net Income</u>	<u>Market Value</u>
June 30	1999	132,085.00	1,277,187.05	13,763,373.67
June 30	2000	42,500.00	1,403,597.57	15,209,471.24
June 30	2001	558,112.00	(2,089,317.45)	13,678,265.79
June 30	2002	475,728.57	(2,194,937.98)	11,959,056.38
June 30	2003	606,634.00	(451,152.66)	12,114,537.72
June 30	2004	28,025.50	1,043,645.04	13,186,208.26
June 30	2005	82,406.30	528,256.80	13,796,871.36
June 30	2006	671,214.56	128,124.13	14,596,210.05
June 30	2007	1,055,355.00	1,633,218.33	17,284,783.38
June 30	2008	2,086,723.45	95,696.22	19,467,203.05
June 30	2009	529,154.63	(4,660,541.21)	15,335,816.47
December 31	2009	562,800.00	741,634.51	16,640,250.98

MOTIONS TO GO INTO CLOSED SESSION

I move that we go into closed session to:

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

- Prevent the disclosure of privileged information under N.C.G.S. 143-318.11(a)(1):**
- State employee personnel records**, under The Privacy of State Employee Personnel Records Act, Article 7 of chapter 126 of the North Carolina General Statutes.
- Internal Auditor's work papers**, under Section 116-40.7 of the North Carolina General Statutes.
- A student's education records**, under The Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended by Public Law 93-568.
- Social Security account numbers**, under The Privacy Act of 1974, Public Law 93-579, as amended by Public Law 94-455.
- Prevent the premature disclosure of an honorary degree, scholarship, prize or similar award under N.C.G.S. 143-318.11(a)(2)**
- Consult with our attorney under N.C.G.S. 143-318.11(a)(3):**
- to protect the attorney-client privilege.
- to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action; if known, title of action is:
_____ v. _____
- Discuss matters relating to the location or expansion of business in the area served by this body under N.C.G.S. 143-318.11(a)(4).**
- Establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property under N.C.G.S. 143-318.11(a)(5).**
- Establish or instruct the staff or agents concerning the negotiations of the amount of compensation or other terms of an employment contract under N.C.G.S. 143-318.11(a)(5).**
- Consider the qualifications, competence, performance, or condition of appointment of a public officer or employee or prospective public officer or employee under N.C.G.S. 143-318.11(a)(6).**
- Hear or investigate a complaint, charge, or grievance by or against a public officer or employee under N.C.G.S. 143-318.11(a)(6).**
- Plan, conduct, or hear reports concerning investigations of alleged criminal conduct N.C.G.S. 143-318.11(a)(7).**