9:00am

1. Call to Order
   James M. Barnes, Chair

2. Recognition of Visitors
   James M. Barnes, Chair

3. Oath of Office
   Honorable Rebecca Eggers-Gryder

4. Approval of Absences
   James M. Barnes, Chair

5. Approval of Minutes from 3/16/18 and 6/05/18 Meetings
   James M. Barnes, Chair
   a. 3.16.18 Open Session Minutes.docx
   b. 6.5.18 Conference Call Open Session Minutes.docx

6. Remarks from Chancellor Sheri Everts

7. Report from the Academic Affairs Committee (Appendix A)
   Susan M. Branch, Chair

8. Report from the Athletics Committee (Appendix B)
   Robert C. Hatley, Chair

9. Report from the Audit Committee (Appendix C)
   John M. Blackburn, Acting Chair

10. Report from the Business Affairs Committee (Appendix D)
    Scott K. Lampe, Chair

11. Report from the Student Affairs Committee (Appendix E)
    Carole P. Wilson, Chair

12. Announcement of Officers for Nominating Committee
    James M. Barnes, Chair
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>13.</td>
<td>Election of Board of Visitors Member</td>
<td>Action</td>
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<td>James M. Barnes, Chair</td>
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<td>14.</td>
<td>Remarks from James M. Barnes, Chair</td>
<td>Information</td>
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<tr>
<td>15.</td>
<td>Closed Session</td>
<td>Action</td>
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<td>16.</td>
<td>Open Session</td>
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<td>17.</td>
<td>Adjournment</td>
<td>Action</td>
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MEETING BOOK - JUNE 2018 MEETING OF THE APPALACHIAN STATE UNIVERSITY ACADEMIC AFFAIRS COMMITTEE

Agenda

3:00 p.m.

1. Call to Order
   Susan M. Branch, Chair
   
2. Approval of OPEN SESSION Minutes of 3/15/18 Meeting
   Susan M. Branch, Chair
   
   a. March 2018 OPEN SESSION AA BOT Subcommittee Minutes
   
3. Approval of CLOSED SESSION Minutes of 3/15/18 Meeting
   Susan M. Branch, Chair
   
   a. March 2018 CLOSED SESSION AA BOT Subcommittee Minutes
   
4. Honors College Update
   Dean Valibusch, Dean, Honors College and two students
   
   a. The Honors College Update - BOT Presentation
   
5. System 120 Credit Hour Update
   Mark Ginn, Vice Provost for Undergraduate Education
   
   a. 400.1.5[R] Redline Regulation Related to Fostering Undergraduate Student Success Exhibit A-1
   
   b. 400.1.5[R] Clean Regulation Related to Fostering Undergraduate Student Success Exhibit A-2
   
6. ASU Faculty Handbook Revisions
   Darrell P. Kruger, Provost and Executive Vice Chancellor
   
   a. Proposed Language with Explanations Faculty Handbook changes to be submitted to BOT 2018 Exhibit A-3
   
7. Professorship: Stanley R. Aeschleman Distinguished Professorship in Psychology
   
   Action
Dru Henson, Associate Dean, College of Arts and Sciences

a. Redline version Aeschleman Distinguished Professorship in Psychology 2018 revision Exhibit A-4  
   Informational

b. Clean version Aeschleman Distinguished Professorship in Psychology 2018 revision Exhibit A-5  
   Informational

8. Acquisition of Real Property  
   Chairperson Branch
   a. Acquisition of Real Property Form Exhibit A-6  
   Action

9. Adjournment  
   Susan M. Branch, Chair  
   Action
## Honors College Snapshot

<table>
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<tr>
<th></th>
<th>Number</th>
<th>% Non-White Ethnicity</th>
<th>% Male</th>
<th>% First Generation</th>
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<tr>
<td>Current Honors Students</td>
<td>498</td>
<td>15.66%</td>
<td>34.14%</td>
<td>13.20%</td>
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<tr>
<td>Applications for Fall 2018</td>
<td>1663</td>
<td>12.82%</td>
<td>28.19%</td>
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<tr>
<td>Invited</td>
<td>452</td>
<td>24.12%</td>
<td>22.79%</td>
<td>14.60%</td>
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<tr>
<td>Entering Cohort</td>
<td>122</td>
<td>25.41%</td>
<td>22.13%</td>
<td>15.57%</td>
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Regulation Related to Fostering Undergraduate Student Success

I. Limiting Required Semester Credit Hours for Baccalaureate Degree Programs

Baccalaureate degree programs shall be limited to require no more than 120 semester credit hours. Any requirement beyond 120 semester credit hours must be approved by the board of trustees. Compelling reasons include, but are not limited to: programmatic accreditation standards; licensure requirements; and other state, federal, or professional regulations.

An institution must report any exceptions granted by its board of trustees, and the reasons for those exceptions, to the Board of Governors and the president by the end of calendar year 2018 and annually thereafter.

Any program authorized by the Board of Governors to require 135 semester credit hours or more shall be officially designated as a five-year baccalaureate program.

A. Campuses shall observe these standards in all proposals for new degree programs.

B. This section applies to individual baccalaureate degree programs, not to credit hour requirements for students who earn more than one major.

C. Campuses must publicize the required number of semester credit hours and projected length of full-time enrollment required to obtain the baccalaureate degree in both printed and online catalogs, as applicable. During new student orientation sessions and in publications for students and parents, campuses must provide a description of factors that may extend prolong the length of time to complete a degree.

D. General Administration will maintain a catalog of all active baccalaureate degree programs and their required hours, and the Board of Governors will periodically review compliance with this 120-credit limitation, including approved exceptions to that limitation.

This section is effective as of the beginning of the fall 2018 semester, and shall not affect the credit hour requirements in place at the time of registration for students who registered at a constituent institution prior to the fall 2018 semester. Students who registered at a constituent institution prior to the fall 2018 semester will have the option to elect into the fall 2018 catalog.

II. Student Success Policies

Campuses must have policies addressing student success, including Satisfactory Academic Progress and Good Academic Standing.

A. Satisfactory Academic Progress and Good Academic Standing

Satisfactory Academic Progress and Good Academic Standing are determined by:

1. Cumulative Grade Point Average; and
2. Ratio of attempted to completed semester credit hours.

B. The implementation of these criteria shall include the following:
1. Upon initial admission to a UNC campus, a student is in Good Academic Standing.

2. All undergraduates in the University of North Carolina system must earn and maintain a minimum cumulative GPA of 2.0 to be considered in Good Academic Standing. Campuses may choose to utilize term GPA in determining Good Academic Standing.

3. All campuses must develop an academic progress policy that defines the ratio of attempted to earned semester credit hours required for continued enrollment. Federal Title IV regulations for Satisfactory Academic Progress shall be the minimum allowable standard.

4. If a student meets the criteria in each of the these standards above, then the student is considered to be making Satisfactory Academic Progress, remains in Good Academic Standing, and is eligible to continue enrollment at that UNC campus.

5. Campuses may develop policies that allow students falling below one or more of the standards to be placed on academic warning and/or academic probation as opposed to being academically dismissed or academically suspended. These policies must, at a minimum, be in accord with Federal Title IV regulations and should include the use of academic success contracts where appropriate.

6. Campus policies related to this section must be published in all campus academic and financial aid materials, both printed and online. Students should be informed of these policies at new student orientation.

B. The Course Adjustment Period (i.e., "Drop/Add")

The Course Adjustment Period will be established as the time during which students may drop or add courses without academic penalty (i.e., no impact on the Grade Point Average (GPA), attempted hours, or tuition surcharge). Campuses may choose to make the period for adding courses and the period for dropping courses the same or different; however, both the drop and add periods must be concluded by the census date.

The implementation of this section shall include the following:

1. Campuses may set policies that allow faculty to drop students administratively if they do not attend the course by the end of the Course Adjustment Period. These policies must be publicized to students. Faculty using this option must have a limited window to take such action in order to complete the drop without causing the student to incur financial penalties other than those normally applied during the course adjustment period. Campuses may allow faculty to add students into those seats in a timely fashion under guidelines set by the campus.

2. Campus business practices determine if adjustments made during Course Adjustment Period result in any refund or additional charges to the student. Any financial repercussions to students must be published in campus academic and financial aid policies describing the Course Adjustment Period.

3. Federal Title IV regulations shall be the minimum standard for all policies related to student refunds during the course adjustment period.

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Footnotes:

1. Campuses are not obligated to enact policies for either academic probation or academic warning below the allowable standards.

2. For regular term instruction, the census date is the conclusion of the 10th class day of the fall and spring semesters. For summer sessions, degree credit extension courses, and any other degree-credit courses taught on an irregular calendar, the census date is the end of the class day representing the passage of 10 percent of the instructional period. UNC Policy Manual, Section 400.1.4(D)

3. If the course is offered online, the instructor may administratively drop the student from the course if the student has not signed in by the end of the course adjustment period.

4. All campus business practices must conform to UNC FIS Student Account Standards.
C. Course Withdrawal:

Students are expected to complete all the courses for which they are registered at the close of the Course Adjustment Period. These courses must be recorded on a student's official transcript, and receive a grade that is used in the calculation of a GPA, count as attempted hours, count toward the tuition surcharge calculation, and conform to all financial aid and Satisfactory Academic Progress rules unless withdrawal is permitted under conditions described below:

1. **Course withdrawal with extenuating circumstances.**
   
   a. Campus will develop policies that permit a student to withdraw from a course or courses at any time and without academic penalty for serious extenuating circumstances, including military deployment. These policies must describe a clear process that defines the documentation required, the nature of the review by a designated campus body or official, and an opportunity for one level of appeal at the campus level. Students who must withdraw from a course or courses due to military service should also consult the UNC Policy Manual on Military Student Success, Section 710.7.1.
   
   b. Any campus policy developed for course withdrawal for extenuating circumstances must require that:
      
      (1) A W be recorded on the transcript;
      
      (2) The course(s) count as attempted hours;
      
      (3) The course(s) count in tuition surcharge calculations (see UNC Policy Manual, Section 1000.1.4(G));
      
      (4) The course(s) not count in GPA calculation; and
      
      (5) The course(s) are subject to all financial aid and SAP rules and calculations.

2. **Course withdrawals without extenuating circumstances.**
   
   a. After the initial Course Adjustment Period, campuses may develop policies that allow students to withdraw from one or more courses without meeting the standards for withdrawals for extenuating circumstances. These policies must specify up to four courses or up to 16 semester credit hours as the maximum number of such withdrawals permitted over the course of a student's degree or degree.
   
   b. Any policy developed for course withdrawal without extenuating circumstances must require that:
      
      (1) A W be recorded on the transcript;
      
      (2) The course(s) count as attempted hours;
      
      (3) The course(s) count in tuition surcharge calculations; and
      
      (4) The course(s) are subject to all financial aid and SAP rules and calculations.

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5 All campus policies on withdrawal must include policies about refunds and conform to UNC-FIT Financial Aid and Student Account standards.

6 Summer courses are excluded from the tuition surcharge as per UNC Policy Manual, Section 1000.1.4(G).
Exhibit A-1
The UNC Policy Manual

D. Course Repeats

Campus policies on course repeats must conform, at the minimum, to Federal Title IV Financial Aid standards with regard to course repeats. Students receiving federal financial aid cannot be treated differently from students not on such aid.

D. In addition, all campus policies on course repeats must, at the minimum:

9.1. Include on the student transcript all attempts to complete a course;

9.2. Count all attempts to complete a course in calculations of satisfactory academic progress;

3. Count all attempts to complete a course in the tuition surcharge calculation in accordance with the UNC Policy Manual, Section 1000.1.5(G); and

3f. Use all grades earned in a course in the calculation of the GPA, unless the grade can be excluded through a campus-based grade exclusion or replacement policy.

E. Forgiveness Policies

E. Campuses may establish policies that permit a student who is academically dismissed or academically suspended to be readmitted after a specified period of time, have a modified or a new GPA calculation, and to be under other specific steps for re-admittance to the campus.

F. Grade Exclusion or Grade Replacement

F. Campuses must develop policies on grade exclusion and/or grade replacement. These policies must specify up to four courses or up to 18 semester hours as a maximum number of allowable exclusions/replacements.

F. Campus policies that permit either grade exclusion and/or grade replacement must provide for:

7. a. The inclusion on the transcript of both the initial grade earned for the course and a notation of its exclusion from the calculation of the GPA;

7. b. The inclusion of the course(s) in both the calculations of satisfactory academic progress and the tuition surcharge.

G. Minimum, Maximum, and Average Semester Course Load

G. A minimum "full-time" undergraduate course load is defined as 12 credit hours per semester. In advising and other communications, campuses shall encourage full-time students to consider an average semester load of 15 credit hours, when possible, to stay on track for a timely graduation. Campuses may allow students in good academic standing to enroll in up to 18 semester hours in a fall or spring semester without special permission. No student shall exceed 18 semester hours in a fall or spring semester without special permission as designated by campus policy. Campuses shall develop appropriate policies for a maximum load in summer terms.

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Footnote:

7The calculation of this date should begin with the first day of classes and conclude on the last day of regular class meetings. It should exclude the reading day and exam period.

8The development of a policy does not imply that a campus must allow grade replacement and/or exclusion. A policy may simply state that the campus does not allow such.
III. Student Success Review and Reporting

Campuses will establish a student success support structure of one or more committees comprised of the appropriate officials from areas such as admissions, registrar’s office, financial aid, advising, the counseling center, the cashier’s office, faculty governance, and student government to review and issue regular reports on:

A. Retention and Graduation

1. Each campus shall, in consultation with General Administration, establish goals for retention and graduation for first-time, full-time students. Campuses shall also work with General Administration to develop a tracking model for the retention and graduation rates of full-time students, transfer students, and part-time students.

2. General Administration will report annually to the Board of Governors on the success of these various categories at both the campus and system level.

B. Additional Student Success Measures

B.1. Campuses shall work with General Administration to develop common output measures of student success and achievement as a means to assess the academic progress goals set by each campus.

C. Review of Course Scheduling and Offerings

C.1. Campuses shall develop mechanisms to monitor whether all courses necessary for graduation are offered on a timely basis and with an adequate number of sections for a student to graduate in four years. As a part of this review, campuses shall determine:

9. If general education requirements (e.g., themes, designators, etc.) allow appropriate student progress;

10. If excessive or unnecessary specification or augmentation of general education courses for certain majors places an undue burden on students changing majors; and

11. If excessive GPA or course grade requirements for admission to or completion of a major are delaying student progress toward graduation.

These evaluations will be prepared on a three-year cycle beginning in fall 2014 and will examine data from the previous three academic years. General Administration will consult with campuses to develop the reporting format and required data.

D. Advising

D.1. Campuses shall develop policies to monitor the availability of appropriate and timely academic advising, particularly for first-time undergraduates and first-semester transfer students to:

10. Assist students in making effective academic and career decisions;

11. Increase the potential for students selecting appropriate courses and schedules;

For purposes of reporting on first-time, full-time students, retention rate shall be defined as “the percentage of first-time degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.” (http://nces.ed.gov/hschlda/glossary/)

For purposes of reporting, graduation rate data shall be collected as defined by “the number of students entering the institution as full-time, first-time undergraduate students in a particular year (cohort), completing their program within 150 percent of normal time to completion. It shall be calculated by race/ethnicity and gender.” (http://nces.ed.gov/hschlda/glossary/)
Exhibit A-1
The UNC Policy Manual

4.3. Provide students with assistance in selecting a major in a timely fashion;

15.4. Prevent excessive changes of major;

16.5. Increase students’ awareness of an appropriate course load and academic assistance available to them; and

17.6. Provide information as appropriate on course selection and the impact on tuition surcharge.

This review should take place on a three-year cycle beginning in fall 2014 and examine data from the previous three academic years. General Administration will consult with campuses to develop the reporting format and required data.

E. Early Warning System Plan

1. Effective with the start of the Fall 2014 semester, each campus will have an early warning system (EWS) to alert relevant campus personnel to signs of poor academic performance by a student or of behavior likely to lead to a student not making Satisfactory Academic Progress. Each campus will submit a comprehensive intervention plan to General Administration that describes how students are identified by the EWS, what campus staff or faculty are notified when a student is identified by the EWS, and how the staff or faculty member is to respond. Interventions may include written communication with students, phone calls or text messages, face-to-face meetings with campus personnel, and/or formal programs involving extended student participation.

2. The EWS should specify what interventions will be used, who will be responsible for them, how warnings will be communicated to responsible personnel, and how interventions will be tracked and reported.

3. Each campus will identify strategies to assess the effectiveness of its EWS and use the results for ongoing improvement.

IV. Regulations on Student Financial Aid and Title IV

A. All campuses will develop financial aid disclosure practices that will, at the minimum, include entrance and exit counseling for students receiving financial aid. 11

B. All campus policies will be compliant with Federal Title IV Regulations, including, but not limited to, the following:

1. Common definition of the Federal Title IV regulation that defines a student as eligible for federal financial aid for up to 150 percent of normal time to graduation.

2. Four-year-degree requirements in the University of North Carolina system range from 120-128 semester credit hours. The system will use 120 hours as the common definition for defining federal financial aid eligibility, making 180 hours the limit for 150 percent of normal time to graduation.

3. Campuses will define procedures whereby a student completing 120 or more attempted hours will undergo an automatic review to determine continued federal financial aid eligibility. If the student is enrolled in a program requiring more than 120 hours, the appropriate allowance will be calculated on campus based on the exact number of credits required for that degree.

These policies must be widely distributed in all campus academic and financial aid materials.

11All campus policies on disclosure practices must conform to UNC FIT Financial Aid and Student Account standards.
B. C. Guidelines to monitor first undergraduate degree completion.

Federal Title IV regulations require that campuses monitor first undergraduate degree completions and offer no additional federal grant aid (e.g., Pell, SEOG) after a student earns the initial undergraduate degree. Under federal rules, a student can take out federal loans for a second degree, if eligible. To ensure compliance, campuses must develop protocols for:

1. Monitoring student degree completion each term (fall, spring, summer).

   and

2. For advising students of their status and eligibility for federal financial aid.

These policies must be widely distributed in all campus academic and financial aid materials.

V. Compliance with the Comprehensive Articulation Agreement (CAA) with the North Carolina Community College System (NCCCS) and Transfer within the UNC System

A. Campuses will be fully compliant with the Comprehensive Articulation Agreement with the NCCCS.

B. Any student completing the Associate in Arts (AA) or Associate in Science (AS) degrees according to the CAA will be considered to have completed general education requirements at all UNC institutions in which they matriculate.

C. Any change by a campus in its General Education requirements must be consistent with the CAA.

VI. Information Distribution

A. To ensure that students receive policy information that is both comprehensive and timely, campuses must develop broad-based communications plans that inform students about:

   20. Recommended course loads, required numbers of earned hours, and the projected length of full-time enrollment needed to obtain the baccalaureate degree;

   21. Factors that may extend the length of time to complete a degree;

   22. Requirements for Good Academic Standing and Satisfactory Academic Progress;

   23. The course adjustment period;

   24. Tuition surcharge; and

   25. Other policies on course withdrawal, course repeat, and grade replacement or exclusion and their potential financial consequences.

B. All policies and procedures listed in this regulation will be effective no later than the Fall 2014 semester.

VII. Relation to Federal and State Laws and Policies. The foregoing regulation is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern or relate to the subject matter of this regulation.
Regulation Related to Fostering Undergraduate Student Success

I. Required Semester Credit Hours for Baccalaureate Degree Programs

Baccalaureate degree programs shall require no more than 120 semester credit hours. An institution with compelling reasons as to why a program’s requirements must exceed 120 semester credit hours may petition to have an exception approved by its board of trustees. Compelling reasons include, but are not limited to: programmatic accreditation standards; licensure requirements; and other state, federal, or professional regulations.

An institution must report any exceptions granted by its board of trustees, and the reasons for those exceptions, to the Board of Governors and the president by the end of calendar year 2018 and annually thereafter.

Any program authorized by the Board of Governors to require 135 semester credit hours or more shall be officially designated as a five-year baccalaureate program.

A. Constituent institutions shall observe these regulations in all proposals for new degree programs.

B. This section applies to individual baccalaureate degree programs, not to credit hour requirements for students who earn more than one major.

C. Constituent institutions must publicize the required number of semester credit hours and projected length of full-time enrollment required to obtain each baccalaureate degree in both printed and online catalogs. During new student orientation sessions and in publications for students and parents, constituent institutions must provide a description of factors that may prolong the length of time to complete a degree.

D. General Administration will maintain a catalog of all active baccalaureate degree programs and their required hours, and the Board of Governors will periodically review compliance with this 120-credit limitation, including approved exceptions to that limitation.

This section is effective as of the beginning of the fall 2019 semester, and shall not affect the credit hour requirements in place at the time of registration for students who registered at a constituent institution prior to the fall 2019 semester. Students who registered at a constituent institution prior to the fall 2019 semester will have the option to elect into the fall 2019 catalog.

II. Student Success Policies

Constituent institutions must have policies addressing student success, including Satisfactory Academic Progress and Good Academic Standing.

A. Satisfactory Academic Progress and Good Academic Standing. Satisfactory Academic Progress and Good Academic Standing are determined by:

1. Cumulative Grade Point Average; and
2. Ratio of attempted to completed semester credit hours.

B. The implementation of these criteria shall include the following:

1. Upon initial admission to a UNC campus, a student is in Good Academic Standing.

2. All undergraduates in the University of North Carolina system must earn and maintain a minimum cumulative GPA of 2.0 to be considered in Good Academic Standing. Constituent institutions may choose to utilize term GPA in determining Good Academic Standing.
3. All constituent institutions must develop an academic progress policy that defines the ratio of attempted to earned semester credit hours required for continued enrollment. Federal Title IV regulations for Satisfactory Academic Progress shall be the minimum allowable standard.

4. If a student meets the criteria in each of the above standards, then the student is considered to be making Satisfactory Academic Progress, remains in Good Academic Standing, and is eligible to continue enrollment at that UNC constituent institution.

5. Constituent institutions may develop policies that allow students falling below one or more of the standards to be placed on academic warning and/or academic probation as opposed to being academically dismissed or academically suspended. These policies must, at a minimum, be in accord with federal Title IV regulations and should include the use of academic success contracts where appropriate.

6. Constituent institution policies related to this section must be published in all campus academic and financial aid materials, both printed and online. Students should be informed of these policies at new student orientation.

B. The Course Adjustment Period (i.e., "Drop/Add"). The Course Adjustment Period will be established as the time during which students may drop or add courses without academic penalty (i.e., no impact on the Grade Point Average (GPA), attempted hours, or tuition surcharge). Constituent institutions may choose to make the period for adding courses and the period for dropping courses the same or different; however, both the drop and add periods must be concluded by the census date. The implementation of this section shall include the following:

1. Constituent institutions may set policies that allow faculty to drop students administratively if they do not attend the course by the end of the Course Adjustment Period. These policies must be publicized to students. Faculty using this option must have a limited window to take such action in order to complete the drop without causing the student to incur financial penalties other than those normally applied during the course adjustment period. Constituent institutions may allow faculty to add students into those seats in a timely fashion under guidelines set by the constituent institution.

2. Constituent institution business practices determine if adjustments made during Course Adjustment Period result in any refund or additional charges to the student. Any financial repercussions to students must be publicized in the constituent institution's academic and financial aid policies describing the Course Adjustment Period.

3. Federal Title IV regulations shall be the minimum standard for all policies related to student refunds during the course adjustment period.

C. Course Withdrawal. Students are expected to complete all the courses for which they are registered at the close of the Course Adjustment Period. These courses must be recorded on a student's official transcript and receive a grade that is used in the calculation of a GPA, count as attempted hours, count toward the tuition surcharge calculation, and conform to all financial aid and Satisfactory Academic Progress rules unless withdrawal is permitted under conditions described below:

---

1Constituent institutions are not obligated to enact policies for either academic probation or academic warning below the allowable standards.

2For regular term instruction, the census date is the conclusion of the 10th class day of the fall and spring semesters. For summer sessions, degree credit extension courses, and any other degree-credit courses taught on an irregular calendar, the census date is the end of the class day representing the passage of 10 percent of the instructional period. UNC Policy Manual, Section 400.1.8[R]

3If the course is offered online, the instructor may administratively drop the student from the course if the student has not signed in by the end of the course adjustment period.

4All campus business practices must conform to UNC FIT Student Account Standards.

5All campus policies on withdrawal must include policies about refunds and conform to UNC FIT Financial Aid and Student Account Standards.

6Summer courses are excluded from the tuition surcharge as per UNC Policy Manual, Section 1000.1.5[G].
1. Course withdrawal with extenuating circumstances.
   a. Constituent institutions will develop policies that permit a student to withdraw from a course or courses at any time and without academic penalty for serious extenuating circumstances, including military deployment. These policies must describe a clear process that defines the documentation required, the nature of the review by a designated campus body or official, and an opportunity for one level of appeal at the campus level. Students who must withdraw from a course or courses due to military service should also consult the UNC Policy Manual on Military Student Success, Section 700.7.1.
   b. Any campus policy developed for course withdrawal for extenuating circumstances must require that:
      (1) A W be recorded on the transcript;
      (2) The course(s) count as attempted hours;
      (3) The course(s) not count in tuition surcharge calculations (see UNC Policy Manual, Section 1000.1.5[G]);
      (4) The course(s) not count in GPA calculation; and
      (5) The course(s) are subject to all financial aid and SAP rules and calculations.

2. Course withdrawals without extenuating circumstances.
   a. After the initial Course Adjustment Period, constituent institutions may develop policies that allow students to withdraw from one or more courses without meeting the standards for withdrawals for extenuating circumstances. These policies must specify up to four courses or up to 16 semester credit hours as the maximum number of such withdrawals permitted over the course of a student’s degree or degrees.
   b. Any policy developed for course withdrawal without extenuating circumstances must require that:
      (1) A W be recorded on the transcript;
      (2) The course(s) count as attempted hours;
      (3) The course(s) count in surcharge calculations; and
      (4) The course(s) are subject to all financial aid and SAP rules and calculations.
   c. Campus policies must include a deadline for such withdrawal at a date no later than the completion of 60 percent of the term.\footnote{The calculation of this date should begin with the first day of classes and conclude on the last day of regular class meetings. It should exclude the reading day and exam period.}

D. Course Repeats. Campus policies on course repeats must conform, at the minimum, to federal Title IV Financial Aid standards with regard to course repeats. Students receiving federal financial aid cannot be treated differently from students not on such aid. In addition, all campus policies on course repeats must, at the minimum:
   1. Include on the student transcript all attempts to complete a course;
   2. Count all attempts to complete a course in calculations of satisfactory academic progress;
   3. Count all attempts to complete a course in the tuition surcharge calculation in accordance with the UNC Policy Manual, Section 1000.1.5[G]; and
E. Forgiveness Policies. Campuses may establish policies that permit a student who is academically dismissed or academically suspended to be readmitted after a specified period of time, have a modified or new GPA calculation, and to be under other specific steps for readmittance to the campus.

F. Grade Exclusion or Grade Replacement

1. Constituent institutions must develop policies on grade exclusion and/or grade replacement. These policies must specify up to four courses or up to 16 semester hours as a maximum number of allowable exclusions/replacements.

2. Campus policies that permit either grade exclusion and/or grade replacement must provide for:
   a. The inclusion on the transcript of both the initial grade earned for the course and a notation of its exclusion from or replacement in the calculation of the GPA; and
   b. The inclusion of the course(s) in both the calculations of satisfactory academic progress and the tuition surcharge.

G. Minimum, Maximum, and Average Semester Course Load. A minimum “full-time” undergraduate course load is defined as 12 credit hours per semester. In advising and other communications, campuses shall encourage full-time students to consider an average semester load of 15 credit hours, when possible, to stay on track for a timely graduation. Constituent institutions may allow students in good academic standing to enroll in up to 18 semester hours in a fall or spring semester without any special permission. No student shall exceed 18 semester hours in a fall or spring semester without special permission as designated by campus policy. Constituent institutions shall develop appropriate policies for a maximum load in summer terms.

III. Student Success Review and Reporting

Constituent institutions will establish a student success support structure of one or more committees comprised of the appropriate officials from areas such as admissions, registrar’s office, financial aid, advising, the counseling center, the cashier’s office, faculty governance, and student government to review and issue regular reports on:

A. Retention and Graduation

1. Each campus shall, in consultation with General Administration, establish goals for retention and graduation for first-time, full-time students. Constituent institutions shall also work with General Administration to develop a tracking model for the retention and graduation rates of full-time students, transfer students, and part-time students.

2. General Administration will report annually to the Board of Governors on the success of these various categories at both the campus and system level.

B. Additional Student Success Measures. Constituent institutions shall work with General Administration to develop common output measures of student success and achievement as a means to assess the academic progress goals set by each campus.

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8The development of a policy does not imply that a campus must allow grade replacement and/or exclusion. A policy may simply state that the campus does not allow such.

9For purposes of reporting on first-time, full-time students, retention rate shall be defined as “the percentage of first-time degree-seeking undergraduates from the previous fall who are again enrolled in the current fall.” (http://nces.ed.gov/ipeds/glossary/)

10For purposes of reporting, graduation rate data shall be collected as defined by “the number of students entering the institution as full-time, first-time undergraduate students in a particular year (cohort), completing their program within 150 percent of normal time to completion. It shall be calculated by race/ethnicity and gender.” (http://nces.ed.gov/ipeds/glossary/).
C. Review of Course Scheduling and Offerings. Constituent institutions shall develop mechanisms to monitor whether all courses necessary for graduation are offered on a timely basis and with an adequate number of sections for a student to graduate in four years. As a part of this review, campuses shall determine:

1. If general education requirements (e.g., themes, designators, etc.) allow appropriate student progress;
2. If excessive or unnecessary specification or augmentation of general education courses for certain majors places an undue burden on students changing majors; and
3. If excessive GPA or course grade requirements for admission to or completion of a major are delaying student progress toward graduation.

These evaluations will be prepared on a three-year cycle beginning in fall 2014 and will examine data from the previous three academic years. General Administration will consult with campuses to develop the reporting format and required data.

D. Advising. Constituent institutions shall develop policies to monitor the availability of appropriate and timely academic advising, particularly for first-time undergraduates and first-semester transfer students to:

1. Assist students in making effective academic and career decisions;
2. Increase the potential for students selecting appropriate courses and schedules;
3. Provide students with assistance in selecting a major in a timely fashion;
4. Prevent excessive changes of major;
5. Increase students' awareness of an appropriate course load and academic assistance available to them; and
6. Provide information as appropriate on course selection and the impact on tuition surcharge.

This review should take place on a three-year cycle beginning in fall 2014 and examine data from the previous three academic years. General Administration will consult with campuses to develop the reporting format and required data.

E. Early Warning System Plan

1. Effective with the start of the fall 2014 semester, each campus will have an early warning system (EWS) to alert relevant campus personnel to signs of poor academic performance by a student or of behavior likely to lead to a student not making Satisfactory Academic Progress. Each campus will submit a comprehensive intervention plan to General Administration that describes how students are identified by the EWS, what campus staff or faculty are notified when a student is identified by the EWS, and how the staff or faculty member is to respond. Interventions may include written communication with students, phone calls or text messages, face-to-face meetings with campus personnel, and/or formal programs involving extended student participation.

2. The EWS should specify what interventions will be used, who will be responsible for them, how warnings will be communicated to responsible personnel, and how interventions will be tracked and reported.

3. Each campus will identify strategies to assess the effectiveness of its EWS and use the results for ongoing improvement.

IV. Regulations on Student Financial Aid and Title IV
A. All campuses will develop financial aid disclosure practices that will, at the minimum, include entrance and exit counseling for students receiving financial aid. 12

B. All campus policies will be compliant with federal Title IV regulations, including, but not limited to, the following:

1. Common definition of the federal Title IV regulation that defines a student as eligible for federal financial aid for up to 150 percent of normal time to graduation.

2. Four-year-degree requirements in the University of North Carolina system range from 120-128 semester credit hours. The system will use 120 hours as the common definition for defining federal financial aid eligibility, making 180 hours the limit for 150 percent of normal time to graduation.

3. Constituent institutions will define procedures whereby a student completing 180 or more attempted hours will undergo an automatic review to determine continued federal financial aid eligibility. If the student is enrolled in a program requiring more than 120 hours, the appropriate allowance will be calculated on campus based on the exact number of credits required for that degree.

These policies must be widely distributed in all campus academic and financial aid materials.

C. Guidelines to monitor first undergraduate degree completion. Federal Title IV regulations require that campuses monitor first undergraduate degree completion and offer no additional federal grant aid (e.g., Pell, SEOG) after a student earns the initial undergraduate degree. Under federal rules, a student can take out federal loans for a second degree, if eligible. To ensure compliance, campuses must develop protocols for:

1. Monitoring student degree completion each term (fall, spring, summer); and

2. For advising students of their status and eligibility for federal financial aid.

These policies must be widely distributed in all campus academic and financial aid materials.

V. Compliance with the Comprehensive Articulation Agreement (CAA) with the North Carolina Community College System (NCCCS) and Transfer within the UNC System

A. Constituent institutions will be fully compliant with the Comprehensive Articulation Agreement with the NCCCS.

B. Any student completing the Associates in Arts (AA) or Associates in Science (AS) degrees according to the CAA will be considered to have completed general education requirements at all UNC institutions in which they matriculate.

C. Any change by a campus in its General Education requirements must be consistent with the CAA.

VI. Information Distribution

A. To ensure that students receive policy information that is both comprehensive and timely, campuses must develop broad-based communications plans that inform students about:

1. Recommended course loads, required numbers of earned hours, and the projected length of full-time enrollment needed to obtain the baccalaureate degrees;

2. Factors that may extend the length of time to complete a degree;

3. Requirements for Good Academic Standing and Satisfactory Academic Progress;

4. The course adjustment period;

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12All campus policies on disclosure practices must conform to UNC FII Financial Aid and Student Account standards.
5. Tuition surcharge; and
6. Other policies on course withdrawal, course repeat, and grade replacement or exclusion and their potential financial consequences.

B. All policies and procedures listed in this regulation will be effective no later than the fall 2014 semester.

VII. Relation to Federal and State Laws and Policies

The foregoing regulation is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern or relate to the subject matter of this regulation.
Faculty Handbook
Revisions for 2017-18

Prepared for Provost and Executive Vice Chancellor
Darrell Kruger by
Sue Edwards, Vice Provost for Faculty Affairs
Kathy Ray, Executive Assistant, Academic Affairs

June 6, 2018
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Black = Existing Handbook language
Red = Proposed new Handbook language
Faculty Handbook
Revisions for 2018

The following recommended Faculty Handbook revisions are the result of actions by the Faculty Senate and approvals by the Provost during the academic year 2017-2018.

Item 1: ARTICLE VII. Amendments

ARTICLE VII. Amendments – Approved at the Full Faculty Meeting on February 2, 2018.
Explanation: This article was amended to allow electronic voting by faculty.

I. Faculty Constitution

ARTICLE VII. Amendments

Section 1. Amendments to this constitution shall be presented by the Faculty Senate. After senate deliberations, it shall be the responsibility of the chair of the Faculty Senate to circulate written copies of each proposed amendment, together with its recommendation as to action, to all members of the faculty. Notification of the proposed amendment and the senate recommendation shall be made not later than six days prior to the faculty meeting at which the proposed amendment is to be acted upon. Section 2. Amendments shall be approved by an affirmative vote of at least two-thirds of the faculty present. Section 3. Amendments shall become effective immediately unless otherwise specified within the amendment.

ARTICLE VII. Amendments

Section 1. Any section of the Faculty Constitution may be amended. Amendments to the constitution shall first be considered by the Faculty Senate in a regularly scheduled or called meeting with a quorum present. The proposed amendment(s) shall require a two-thirds vote to pass.

An amendment may refer to multiple sections of the Constitution, but an amendment must refer only to a single theme or topic. If a second theme or topic is to be considered, it shall be treated as a second amendment. More than one amendment may be considered at each meeting.

Section 2. The Faculty Senate shall determine whether a faculty vote on the amendment be carried out electronically or through a general meeting of the faculty. The decision will require a majority vote of the Senators.

Section 3. If voting is to be carried out electronically, a forum to discuss the proposed amendment(s) must be held prior to a vote by the faculty. The forum will be organized by the Faculty Senate. The proposed changes and written notice of the forum shall be sent to voting-
eligible faculty by the Faculty Senate Chair at least ten (10) working days prior to the event. Voting on the proposed amendment(s) shall begin within 24 hours of the forum’s completion and will remain open for five (5) working days. An affirmation of the proposed amendment(s) will require approval by two-thirds of the faculty voting. A quorum for voting purposes shall consist of a simple majority (50% + 1) of the voting-eligible faculty.

Section 4. If the voting on proposed changes to the Constitution are to be carried out by a general meeting of the faculty, the Faculty Senate will notify the faculty at least ten (10) days prior to the scheduled meeting. The Faculty Senate Chair will distribute to the faculty a copy of the proposed amendment(s) and the rationale for the proposed changes. A quorum for the meeting shall consist of a simple majority (50% + 1) of the voting-eligible faculty. The meeting shall be conducted according to Robert’s Rules of Order. Passage of the proposed amendment will require approval by a two-thirds of the faculty present.

**Item 2: Section 3.8 Tenure-Eligible Academic Ranks**

<table>
<thead>
<tr>
<th>3.8.3—regarding faculty ranks—Approved by Faculty Senate on September 11, 2017</th>
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<td>Explanation: Additional language added under Section 3.8.3 for clarification.</td>
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3.8.3 The faculty ranks to which appointments may be made, the minimal criteria that a candidate must meet in order to be eligible for consideration for the various ranks, and the incidents of academic tenure applicable to each rank are set forth in sections 3.8.4 through 3.8.7. The Faculty Handbook criteria for ranks shall be the basis for each academic department’s criteria, and both Faculty Handbook and departmental criteria shall be considered in all appointment, reappointment, promotion, and tenure decisions. Departmental criteria may be more rigorous than Faculty Handbook criteria. Changes to the departmental requirements for promotion and tenure shall be made in a meeting of the tenure-eligible and tenured academic faculty.

**Item 3: Section 3.8 Tenure-Eligible Academic Ranks**

<table>
<thead>
<tr>
<th>3.8.3.1 regarding faculty ranks—Approved by Faculty Senate on April 23, 2018</th>
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<td>Explanation: Additional language was added under Section 3.8.3 in the form of 3.8.3.1 for clarification.</td>
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3.8.3.1
A faculty member appointed to the tenure-track as an assistant professor, or as an associate professor without tenure, will be bound by the department’s criteria for promotion to associate or tenure in effect at the time of hire.
Item 4: Section 3.8 Tenure-Eligible Academic Ranks

3.8.3.2 regarding faculty ranks – Approved by Faculty Senate on April 9, 2018.

Explanation: Additional language was added under Section 3.8.3 in the form of 3.8.3.2 for clarification.

A faculty member seeking promotion to the rank of professor may elect to be evaluated under either their department’s current criteria for promotion or the criteria that were in effect at the time that the candidate for promotion was tenured and promoted to the rank of associate professor or appointed with tenure at the rank of associate professor. Should the candidate take more than five years from date of initial eligibility to seek promotion to the rank of professor (Please refer to Section 3.8.7), they will then be bound by the department’s criteria that are currently in effect.

Item 5: Section 3.12 Emeritus Status

3.12.1 section regarding Emeritus Status Procedure – Approved by Faculty Senate on April 9, 2018.

Explanation: This change was necessary as the emeritus faculty medallion procedure has never been in practice.

3.12.1 Emeritus Status Procedure The candidate initiates application for emeritus status no later than September 15 in the year of consideration. A letter will be submitted to the departmental promotion and tenure committee with supporting documentation including a comprehensive curriculum vitae and record of the faculty member’s achievement and contribution to the University and the appropriate discipline. The committee will review the application and make approval, or non-approval, as provided for other personnel decisions to the department chair. The department chair will forward his/her recommendation, with the supporting materials, to the appropriate dean. The dean will forward his/her recommendation, with the supporting materials, to the provost and executive vice chancellor by December 15. The provost and executive vice chancellor, after his/her review will forward his/her recommendation as well as the recommendations of the other reviewing individuals/bodies to the chancellor by February 15. Upon approval of the chancellor, the provost and executive vice chancellor will submit the candidate’s documentation to the Academic Affairs Committee of the Board of Trustees for consideration at the spring semester meeting. Candidates whose emeritus rank has been approved by the Board of Trustees are notified promptly. The chancellor will confer the rank during the August annual meeting of the University. A letter of commendation and an emeritus faculty medallion shall accompany the emeritus faculty designation from the chancellor upon official notice of the faculty member’s full retirement/long-term disability resignation from the University, i.e., at the end of any phased retirement service period or upon immediate, full retirement, or upon documentation of resignation due to long-term disability.
Item 6: Section 3.13.5 Clinical Faculty

3.13.5.4 Minimal criteria for appointment/promotion to clinical associate professor - Approved by Faculty Senate on April 9, 2018.

Explanation: Addition to specify five instead of seven years of appropriate professional service.

3.13.5.4 Minimal criteria for consideration of appointment/promotion to the rank of clinical associate professor are:
(a) The appropriate earned terminal degree in the field of practice from an accredited institution unless there are exceptional circumstances; and appropriate licensures and certifications; and at least five (5) years of appropriate professional experience, and
(b) Recognized skill in clinical/professional practice; and
(c) Recognized skill in teaching associated with the position; and
(d) Recognized accomplishment in research, publications, and presentations associated with the position; and
(e) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.

Item 7: Section 3.13.5 Clinical Faculty

3.13.5.5 Minimal criteria for consideration of appointment/promotion to rank of clinical professor – Approved by Faculty Senate on April 9, 2018.

Explanation: The change states the person must have at least ten instead of twelve years of appropriate professional experience.

3.13.5.5 Minimal criteria for consideration of appointment/promotion to the rank of clinical professor are:
(a) The appropriate earned terminal degree in the field of practice from an accredited institution, unless there are exceptional circumstances; and appropriate licensures and certifications; and at least twelve (10) years of appropriate professional experience; and
(b) Outstanding skill and accomplishments in clinical/professional practice; and
(c) Evidence of at least one of the following: (i) recognized skill in teaching associated with the position and exceptional accomplishment in research, publications, and presentations associated with the position; or (ii) exceptional accomplishment in teaching associated with the position and recognized accomplishment in research, publications, and presentations associated with the position; and
(d) Recognized accomplishment in assisting the unit in meeting its needs for clinical/professional services.
**Item 8: Section 4.3.1 Evaluation of Faculty**

4.3.1.1 Peer Review of Faculty 6.2.2.1.3 Procedures for Application and Approval — Approved by Faculty Senate on April 9, 2018.

Explanation: Due to inconsistent practices across the University, Faculty Senate wished to have a clear procedure for faculty peer review across campus.

4.3.1.1 Peer Review of Faculty

1. Tenured faculty are subject to peer observation of teaching at least once prior to post-tenure review or promotion. (Has to be within the five-year cycle of post-tenure review).
2. Probationary faculty would be subject to three annual peer observations of teaching prior to each contract renewal. Thereafter, probationary faculty are subject to at least one peer observation of teaching prior to being reviewed for tenure and promotion.
3. Senior lecturer faculty will be subject to at least one peer observation of teaching prior to each contract renewal. (They have a three-year contract renewal).
4. Non-tenure track faculty, adjunct faculty, and teaching assistants are subject to at least one peer observation per academic year.
5. The completed peer review narrative must be conveyed to the observed instructor and chair in a timely manner.
6. The faculty member under review may request that an additional peer observer conduct a review of the faculty member’s teaching.
7. The faculty member that is being reviewed is allowed to provide a written response to the peer review. This response must be presented to the faculty member’s Department Chairperson within five working days from the receipt of the peer review and will be attached to the completed peer review narrative.
8. Departments shall adopt procedures and practices for peer review of teaching.

**Item 9: Section 4.3.1**

4.3.1.2 Evaluation of Faculty – Approved by Faculty Senate on April 9, 2018

Explanation: Renumbering of section due to addition above.

4.3.1.2 Evaluation of Faculty: In addition to the formal components of a faculty evaluation specified in section 4.3.1, faculty must be aware of other factors, which may influence the annual review or other personnel actions pertaining to section 4.3.2.1 such as section 4.4 (Reappointment, Promotion and Tenure) or section 4.7 (Post-Tenure Review). Therefore, no items that will be considered or relied upon in an annual review or other personnel action may be placed in the faculty member's personnel file within five working days prior to the annual review.
or personnel action, except under exigent circumstances. The circumstances justifying an exception to this rule should be confined to criminal or other serious misconduct of such a nature that requires the University to act promptly to mitigate physical risk to the University community, or circumstances in which the Chancellor, pursuant to section 4.10.2.6, suspends a faculty member with pay until a decision concerning discharge has been made.

**Item 10: Section 7.3.4 Committees**

7.3.4.13 Tuition Appeals Committee – Approved by Faculty Senate on April 9, 2018

Explanation: Name changed from Learning Assistance Program to Student Learning Center, and updated areas of responsibility and added GS. 116-143.47.c

7.3.4.13 **Tuition Appeals Committee**

Members on Committee: 7 members consisting of 4 faculty and 3 staff. The four faculty shall represent four different colleges. The three staff shall represent the Student Learning Center, Office of Financial Aid, and Office of Transfer Services. The Registrar and University Treasurer shall serve as ex-officio members. The Associate Vice Chancellor for Enrollment Management and Associate Vice Chancellor for Business Affairs will convene the first meeting and facilitate the selection of a chair, or co-chairs, from among the voting members of the committee. The committee reports to the provost and executive vice chancellor.

Areas of Responsibility: Review and make decisions on appeals for tuition surcharge, fixed tuition, and tuition and fee refunds based upon eligibility detailed in GS. 116-143.47.c.
Plan for Establishing the
Stanley R. Aechleman Distinguished Professorship in Psychology

The Stanley R. Aechleman Distinguished Professorship in Psychology will be used to recruit a highly-qualified faculty member or to reward a faculty member in the Department of Psychology who has demonstrated outstanding accomplishment in research, teaching, and/or service in a behavioral health-related field. The distinguished professorship will be open to candidates with a doctoral degree in psychology whose teaching, research, and professional work is focused on health-related psychology; this could include occupational health, health disparities, clinical health, or health-related expertise in other areas, although preference will be given to candidates whose expertise meets the current program and course needs of the department.

The holder of the Distinguished Professorship will be expected to maintain a high-level of externally funded scholarship and leadership beyond the institution. Responsibilities of this position include undergraduate and graduate instruction, being available for consultation with faculty, researchers, and members of the community, and contributing to the University in ways appropriate to the holder’s expertise.

I. Proposed Plan for Establishing the Endowed Professorship

a. The Stanley R. Aechleman Distinguished Professorship in Psychology will be a single position in the Department of Psychology in the College of Arts and Sciences.

b. The holder will be salaried in an amount at or above the average salary for Professors in the Department of Psychology.

c. The availability of a payout is dependent on investment performance and the level of available reserves.

d. The payout, if available, may be used for a salary supplement for the holder of the Professorship, matching employee benefits as required by the University, travel support, research support, support for student activities, or other activities consistent with the mission of the Department of Psychology.

e. Partial funding for the Stanley R. Aechleman Distinguished Professorship in Psychology is made possible through the C.D. Spangler Endowment Fund.

f. Endowment payout will be distributed as follows:

i. as a salary supplement for the holder of the Professorship in an amount or proportion approved by the Chancellor or the Chancellor’s designee, subject to Board of Governors policies. In addition, all employee benefits required to be paid in conjunction with the salary supplement must be paid from funds received in the payout;

ii. as support for graduate assistantship(s) funded at the current departmental rate;

iii. as research and travel support; and

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1 Consistent with the university’s status as a special responsibility constituent institution and its management flexibility plan, the Board of Trustees delegated to the Chancellor authority to approve certain compensation actions (permanent base salary adjustments that do not exceed 20% or $15,000 based on the employee’s June 30 salary for the previous fiscal year) by resolution adopted December 9, 2016.
iv. other activities consistent with the mission of the Department of Psychology in amounts or proportions approved by the Chancellor or the Chancellor’s delegate and all other necessary authorities

g. Reassigned time equivalent to one course per semester may be granted to the faculty member holding the Professorship, subject to the ability of the Department to cover the course. This reassigned time is to be provided in addition to any time earned through the College of Arts & Sciences policy for reassigned time for scholarly activities.

h. During the annual faculty review process, the supervisor of the faculty member holding the Professorship will review the guidelines set forth above to ensure that the faculty member is in compliance with the guidelines. Specifically, the supervisor will note
   i. whether the faculty member is maintaining required faculty qualification status and
   ii. whether the faculty member’s activities are sufficient to qualify the faculty member to be granted release time during the upcoming academic year.

i. A search for qualified applicants will follow prescribed University and Board of Governors policies.

j. The benefits Appalachian will realize include excellence in scholarship, and undergraduate and graduate instruction with a special emphasis on behavior analysis. Our undergraduate and graduate students will have the opportunity to study under a leader in the field who will serve as a model for scholarly inquiry. Additionally, the Stanley R. Aeschleman Distinguished Professor will continue and advance the strong legacy of behavior analytic studies at Appalachian.

2. Selection of the Distinguished Professor

The selection and appointment process will follow the established policies as described in Appalachian’s *Faculty Handbook and Policy Manual, and applicable policies adopted by the Board of Governors*.

The following stipulations regarding the Distinguished Professor will be adhered to:

a. Appointment at rank of Professor, or Associate Professor (if at the latter rank, the title will be Distinguished Scholar)

b. The holder will be expected to be available for consultation with faculty, researchers, and members of the community; and will contribute to the University in ways suitable to their expertise.

c. Psychology will continue as an academic discipline of major importance in the academic program of Appalachian.

d. Only tenured existing faculty members, or new faculty members being hired at the Associate Professor or Professor rank, who will teach courses within the Department of Psychology, are eligible to receive the professorship.

e. The successful candidate will be expected to exceed the level of performance that is normally expected of a faculty member in the Department of Psychology. Such performance may be in the areas of teaching, research, or service, or in some combination of these areas, but should be significant in terms of effort and accomplishment, and should strongly support the mission of the department and the College of Arts & Sciences.

f. The holder of the Professorship must meet Departmental and College of Arts & Sciences guidelines for reassigned time.
g. If the professorship is available and there is not a position vacancy (vacant salary line) in the department, the selection process for filling the professorship will be limited to internal department candidates.

h. If the professorship is available and there is a position vacancy (vacant salary line) in the department, the Dean of the College of Arts & Sciences, in conjunction with the Chairperson of the Department of Psychology and the tenured faculty members in the department, will decide if the search will be an open national search that allows both internal and external candidates to apply, or if the search will be limited to internal department candidates only. The Dean will make the final decision regarding the scope of the search.

i. For an internal search, the Dean of the College of Arts & Sciences, or the Dean’s designee, will select faculty members for a search committee. For an open external/internal search, which may result in a hiring recommendation for a new faculty member, all new faculty hiring policies as outlined in the ASU Faculty Handbook will apply.

j. Candidates interested in applying for the professorship should submit a letter of application, resume, and other supporting materials to the committee.

k. The search committee will review applications and conduct interviews as needed. The process will focus on evidence that demonstrates outstanding performance in the areas of teaching, research, or service, or some combination of these areas, and that is significant in terms of effort and accomplishment, and strongly supports the mission of the Department of Psychology.

l. The search committee and the Department Chairperson will submit separate recommendations to the Dean of the College of Arts & Sciences. The Dean may accept the recommendation of the committee and/or chairperson or recommend a different faculty member to the Provost for appointment to the position.

m. The Provost will submit an independent recommendation to the Chancellor.

n. Final approval of the appointment is made by the Board of Trustees upon the Chancellor’s recommendation.

Terms

A recipient will retain the professorship for a period of three years; reappointment is possible, subject to satisfactory annual review. If the holder of the Professorship wishes to request reappointment, the request should be submitted to the Dean in writing in the final year of a term. The renewal request will be reviewed by the Dean in consultation with the Department Chairperson. The Board of Trustees will make the final decision regarding reappointment upon the Chancellor’s recommendation.
Plan for Establishing the
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The holder of the Distinguished Professorship will be expected to maintain a high-level of externally funded scholarship and leadership beyond the institution. Responsibilities of this position include undergraduate and graduate instruction, being available for consultation with faculty, researchers, and members of the community, and contributing to the University in ways appropriate to the holder’s expertise.

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b. The holder will be salaried in an amount at or above the average salary for Professors in the Department of Psychology.

c. The availability of a payout is dependent on investment performance and the level of available reserves.

d. The payout, if available, may be used for a salary supplement for the holder of the Professorship, matching employee benefits as required by the University, travel support, research support, support for student activities, or other activities consistent with the mission of the Department of Psychology.

e. Partial funding for the Stanley R. Aeschleman Distinguished Professorship in Psychology is made possible through the C.D. Spangler Endowment Fund.

f. Endowment payout will be distributed as follows:
   i. as a salary supplement for the holder of the Professorship in an amount or proportion approved by the Chancellor or the Chancellor’s designee, subject to Board of Governors policies.¹ In addition, all employee benefits required to be paid in conjunction with the salary supplement must be paid from funds received in the payout;
   ii. as support for graduate assistantship(s) funded at the current departmental rate;
   iii. as research and travel support; and

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¹ Consistent with the university’s status as a special responsibility constituent institution and its management flexibility plan, the Board of Trustees delegated to the Chancellor authority to approve certain compensation actions (permanent base salary adjustments that do not exceed 20% or $15,000 based on the employee’s June 30 salary for the previous fiscal year) by resolution adopted December 9, 2016.
iv. other activities consistent with the mission of the Department of Psychology in amounts or proportions approved by the Chancellor or the Chancellor's delegate and all other necessary authorities

g. Reassigned time equivalent to one course per semester may be granted to the faculty member holding the Professorship, subject to the ability of the Department to cover the course. This reassigned time is to be provided in addition to any time earned through the College of Arts & Sciences policy for reassigned time for scholarly activities.

h. During the annual faculty review process, the supervisor of the faculty member holding the Professorship will review the guidelines set forth above to ensure that the faculty member is in compliance with the guidelines. Specifically, the supervisor will note
   i. whether the faculty member is maintaining required faculty qualification status and
   ii. whether the faculty member's activities are sufficient to qualify the faculty member to be granted release time during the upcoming academic year.

i. A search for qualified applicants will follow prescribed University and Board of Governors policies.

j. The benefits Appalachian will realize include excellence in scholarship, and undergraduate and graduate instruction with a special emphasis on behavior analysis. Our undergraduate and graduate students will have the opportunity to study under a leader in the field who will serve as a model for scholarly inquiry. Additionally, the Stanley R. Aeschleman Distinguished Professor will continue and advance the strong legacy of behavior analytic studies at Appalachian.

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b. The holder will be expected to be available for consultation with faculty, researchers, and members of the community; and will contribute to the University in ways suitable to their expertise.

c. Psychology will continue as an academic discipline of major importance in the academic program of Appalachian.

d. Only tenured existing faculty members, or new faculty members being hired at Professor rank, who will teach courses within the Department of Psychology, are eligible to receive the professorship.

e. The successful candidate will be expected to exceed the level of performance that is normally expected of a faculty member in the Department of Psychology. Such performance may be in the areas of teaching, research, or service, or in some combination of these areas, but should be significant in terms of effort and accomplishment, and should strongly support the mission of the department and the College of Arts & Sciences.

f. The holder of the Professorship must meet Departmental and College of Arts & Sciences guidelines for reassigned time.
g. If the professorship is available and there is not a position vacancy (vacant salary line) in the department, the selection process for filling the professorship will be limited to internal department candidates.

h. If the professorship is available and there is a position vacancy (vacant salary line) in the department, the Dean of the College of Arts & Sciences, in conjunction with the Chairperson of the Department of Psychology and the tenured faculty members in the department, will decide if the search will be an open national search that allows both internal and external candidates to apply, or if the search will be limited to internal department candidates only. The Dean will make the final decision regarding the scope of the search.

i. For an internal search, the Dean of the College of Arts & Sciences, or the Dean’s designee, will select faculty members for a search committee. For an open external/internal search, which may result in a hiring recommendation for a new faculty member, all new faculty hiring policies as outlined in the ASU Faculty Handbook will apply.

j. Candidates interested in applying for the professorship should submit a letter of application, resume, and other supporting materials to the committee.

k. The search committee will review applications and conduct interviews as needed. The process will focus on evidence that demonstrates outstanding performance in the areas of teaching, research, or service, or some combination of these areas, and that is significant in terms of effort and accomplishment, and strongly supports the mission of the Department of Psychology.

l. The search committee and the Department Chairperson will submit separate recommendations to the Dean of the College of Arts & Sciences. The Dean may accept the recommendation of the committee and/or chairperson or recommend a different faculty member to the Provost for appointment to the position.

m. The Provost will submit an independent recommendation to the Chancellor.

n. Final approval of the appointment is made by the Board of Trustees upon the Chancellor’s recommendation.

Terms

A recipient will retain the professorship for a period of three years; reappointment is possible, subject to satisfactory annual review. If the holder of the Professorship wishes to request reappointment, the request should be submitted to the Dean in writing in the final year of a term. The renewal request will be reviewed by the Dean in consultation with the Department Chairperson. The Board of Trustees will make the final decision regarding reappointment upon the Chancellor’s recommendation.
STATE PROPERTY OFFICE
DEPARTMENT OF ADMINISTRATION
* ACQUISITION OF REAL PROPERTY

INSTITUTION OR AGENCY: Appalachian State University  DATE: June 8, 2018

The Department of Administration is requested, as provided by G.S. 146-22 et seq. to acquire the
real property herein described, by LEASE.  Proposed TERM: 09/01/18 – 08/31/21

This property is needed for the following purposes: (attach additional pages if needed)
Office space for the university’s Appalachian Senior Programs. The office space in Jefferson, NC
centrally locates the office to provide services for five adjoining counties. The Appalachian Senior Programs
consists of the Senior Companion and the Foster Grandparent Programs. These two Senior Corps programs
are funded primarily by the Corporation for National and Community Service with additional funding from
local grants.

Name & Address of Present Owner:  NB Properties, LLC
(or TBD if advertised)
220 North Star Lane
Deep Gap, NC 28618
Attn: Nathan Barker

Description of Property: (give physical address or for advertisement give City and County)
Office Space consisting of ~ 1,500 SF square feet of office space, located at the following address:
414 East Main Street
Jefferson, NC 28640
In the County of Ashe

Annual Rent: $16,200.00  Rent / NSF: 1,323.45 sq.ft.  Includes:
(check all that apply)
☐ Utilities  ☐ Janitorial  ☐ Water & Sewer

Funds for the acquisition of this property are available in our budget under code:
Company: 6080  Account: 532512  Center: U800

% State: 100  % Federal: 100  Approved by (as needed):
% Other: (explain below)  Title:

Details (rent acceleration, special funding, etc.): Funding for the annual rent will be split between 552172 and 552173 fund numbers.

In the event the above described real property is not acquired, is there other real property
available, owned by the State or otherwise, that you believe would, if acquired, fulfill the
requirements of your agency? If so, give details.

Action recommending the above request was taken by the Board of Trustees of Appalachian State University on June 22,
2018, and is recorded in the minutes thereof.

Certification is given to the Department of Administration by Department of Sociology, Appalachian State
University (Agency) that it has searched existing State-owned or leased property, contacted other State
agencies to identify existing unused State-owned or leased property and found none that would be suitable
for the agency’s needs.

Signature: Date:

Print: Sheri N. Everts  Title: Chancellor

PO-1 (L) rev. 2/2018
MEETING BOOK - JUNE 2018 MEETING OF THE APPALACHIAN STATE UNIVERSITY ATHLETICS COMMITTEE

Agenda

4:00pm

1. Call to Order
   Robert C. Hatley, Chair

2. Approval of Open Session Minutes from 3/15/18 Meeting
   Robert C. Hatley, Chair
   a. 3-15-18 - BOT Athletics Committee Meeting Minutes.docx

3. Comments from Current Student-Athletes at Appalachian

4. Comments from Head Football Coach at Appalachian
   Scott Satterfield, Head Football Coach

5. Comments from Director of Athletics
   Douglas P. Gillin, Director of Athletics

6. Closed Session
   Robert C. Hatley, Chair

7. Adjournment
   Robert C. Hatley - Chair
MEETING BOOK - JUNE 2018 MEETING OF THE APPALACHIAN STATE UNIVERSITY AUDIT COMMITTEE

Agenda

1:00 pm

1. Call to Order
   Charles V. Murray, Chair

2. Approval of Minutes from 3/15/18 Meeting
   Mr. Charles Murray, Chair

3. Summary of 2017-2018 Audit Plan and Recent Internal Audit Activity Update
   Mrs. Eloise Covalt, Chief Audit Officer

4. Review and Approval of the 2018-2019 Audit Plan
   Mrs. Eloise Covalt, Chief Audit Officer

5. Review and Approval of Audit Activity Charter (Exhibit C-1)
   Mrs. Eloise Covalt, Chief Audit Officer
      a. Internal Audit Activity Charter 2018 - Exhibit C-1

6. QAIP Annual Report
   Mrs. Eloise Covalt, Chief Audit Officer

7. QAR External Review Update
   Mrs. Eloise Covalt, Chief Audit Officer

8. New UNC Policy Update
   Mr. David Hayler, Associate Vice Chancellor and Chief Information Officer

9. State of IT Security
   Mr. James Webb, Chief Information Security Officer
Appalachian State University
Office of Internal Audits
Internal Audit Activity
Charter

MISSION, PURPOSE AND SCOPE OF WORK:
The Institute of Internal Auditors’ International Professional Practices Framework (IPPF) defines the mission of internal audit as follows: “to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight.” The mission, purpose and scope of this office is consistent with both the IPPF mission statement and the mandatory elements of the IPPF. Internal Auditing is an independent and objective assurance and consulting activity that is designed to add value to improve the operations of Appalachian State University. The Office of Internal Audits assists the University in accomplishing its objectives through a systematic and disciplined approach to evaluate and improve the effectiveness of the organization’s risk management, control, and governance processes. The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the Chancellor, the Appalachian State University Board of Trustees Audit Committee (hereafter referred to as the “Audit Committee”), other management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the University.

ROLE AND ACCOUNTABILITY:
The internal audit activity is established by the Audit Committee. The Office of Internal Audits’ responsibilities are defined by the Audit Committee as part of its oversight role. Final approval of the internal audit activity charter resides with the Board of Trustees.

STANDARDS FOR THE PROFESSIONAL PRACTICE OF INTERNAL AUDITING:
The Office of Internal Audits will govern itself by adherence to The Institute of Internal Auditors’ IPPF mandatory guidance including the Definition of Internal Auditing, the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing (Standards). This mandatory guidance constitutes principles of the fundamental requirements for the professional practice of internal auditing and for evaluating the effectiveness of the internal audit activity’s performance. The Chief Audit Officer (hereafter referred to as CAO) will report periodically to the Chancellor and the Audit Committee regarding the Office of Internal Audits’ conformance to the Code of Ethics and the Standards.

The Institute of Internal Auditors’ Implementation Guides, Practice Advisories, and Supplemental Guidance will also be adhered to as applicable to guide operations. In addition, the Office of Internal Audits will adhere to Appalachian State University’s relevant policies and procedures and the standard operating procedures manual (Audit Manual).
AUTHORITY:
The Office of Internal Audits, with strict accountability for confidentiality and safeguarding records and information, is authorized full, free, and unrestricted access to any and all records, physical properties, and personnel pertinent to carrying out any engagement in accordance with North Carolina General Statute 147-64.7 and Session Law 2010-194, Section 21. All university employees are directed to assist the Office of Internal Audits in fulfilling its roles and responsibilities upon request. The Office of Internal Audits will also have free and unrestricted access to the Audit Committee.

The Office of Internal Audits is not authorized to perform operational duties for the University, implement internal controls, initiate or approve accounting or other transactions external to the internal audit office, nor direct the activities of any university employee not employed in the Office of Internal Audits.

ORGANIZATION:
The CAO will report functionally to the Chair of the Audit Committee and administratively (i.e., day-to-day operations) to the Chancellor. The CAO will communicate and interact directly with the Audit Committee, including in closed sessions and between regularly scheduled Audit Committee meetings, as appropriate.

The Audit Committee shall be composed and organized in accordance with the Audit Committee Charter approved by the Board of Trustees.

INDEPENDENCE AND OBJECTIVITY:
The Office of Internal Audits should be free from interference in determining the scope of internal auditing, performing work, and communicating results. To provide for the independence of the Office of Internal Audits, its personnel should report to the CAO, who reports administratively to the Chancellor and functionally to the Audit Committee. The CAO shall have full and independent access to the Chancellor and the Audit Committee. The CAO will confirm to the Audit Committee and the Board of Trustees, at least annually, the organizational independence of the Office of Internal Audits. If the CAO determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties. The CAO will disclose to the Chancellor and the Audit Committee any interference and related implications in determining the scope of internal auditing, performing work and communicating results.

Internal auditors must exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors must make a balanced assessment of all the relevant circumstances and not be unduly influenced by their own interests or by others in forming judgment.
Objectivity and independence are crucial to the duties of the Office of Internal Audits. Either may be compromised if auditors participate directly in any activity that may impair their judgment, including implementing internal controls or developing procedures, preparing records or accounting transactions, designing systems and operations, or directing activities of any organization personnel not employed in the Office of Internal Audits. In addition, the Office of Internal Audits staff will not assess specific operations for which they had responsibility within the previous year. Therefore, the Office of Internal Audits’ staff will serve only in an advisory capacity in these matters.

RESPONSIBILITY:
The Office of Internal Audits is responsible for:

- Evaluating the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Evaluating operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out effectively and efficiently.
- Monitoring and evaluating the effectiveness of the organization's risk management processes.
- Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations that could have a significant impact on the organization.
- Assessing information security and information technology controls in all appropriate projects.
- Performing consulting and advisory services related to governance, risk management and control as appropriate for the organization, provided the Office of Internal Audits does not assume management responsibility.
- Maintaining a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Charter.
- Communicating to the Chancellor and the Audit Committee the impact of resource limitations, if any, on the internal audit plan.
- Ensuring the internal audit activity conforms to the Institute of Internal Auditors’ (IIA) International Standards for the Professional Practice of Internal Auditing (Standards).
- Establishing a quality assurance and improvement program by which the CAO assures the operation of internal auditing activities. This will include assuring adherence to both internal policies and procedures and University policies and procedures.
- Issuing periodic reports summarizing results of audit activities to management, the Chancellor, and the Audit Committee.
- Keeping the Chancellor and Audit Committee informed of emerging trends and issues that could impact the University.
- Ensuring that emerging trends and successful practices in internal auditing are considered.
• Assisting and/or conducting the investigation of suspected fraudulent activities within the organization and notifying the Chancellor and the Audit Committee of the results.
• Serving as a liaison between University management and external auditors. In addition, as appropriate, coordinating activities and considering reliance on the work of other external assurance and consulting service providers as needed.
• As appropriate, providing consulting services to management that add value and promote the best interests of the organization.
• Developing 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 Chancellor and Audit Committee for review and approval as well as periodic updates.
• Ensuring that information security is addressed in the risk-based annual audit plan, in accordance with UNC Policy 1400.2.
• Implementing the annual audit plan, as approved, including any special tasks or projects requested by management and the Audit Committee. At the end of the audit cycle, providing the Audit Committee with a comparison of the annual audit plan with internal audits performed by the internal audit department.
• Forwarding copies of both the approved audit plan and the summary of internal audit results, including any material reportable conditions and how they were addressed, to the UNC System Office in the prescribed format.

REPORTING AND MONITORING:
A written report will be prepared and issued by the CAO or audit designee following the conclusion of each internal audit engagement and will be distributed as appropriate. Internal audit results will also be communicated to the Audit Committee and the Board of Trustees. The Office of Internal Audits will be responsible for appropriate follow-up on engagement findings and recommendations. Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

The internal audit report may include management’s response and corrective action to be taken in regard to the specific findings and recommendations. Management’s response, whether included within the audit report or provided thereafter (i.e., within fifteen days) by management of the audited area, should include a timetable for anticipated completion of action to be taken or an explanation for any corrective action recommendations that will not be implemented (management will accept the risk). The CAO will report to the Chancellor and the Audit Committee any response to risk by management that, in the CAO’s opinion, may be unacceptable to the University.

The Office of Internal Audits will be responsible for appropriate follow-up on audit findings and recommendations. All significant findings will remain in an open issues file until they are cleared.
QUALITY ASSURANCE AND IMPROVEMENT PROGRAM:
The internal audit activity will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit activity’s conformance with the Definition of Internal Auditing and the Standards, and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement.

The CAO will communicate to the Chancellor and the Audit Committee on the Office of Internal Audits’ quality assurance and improvement program, including results of ongoing internal assessments and external assessments conducted at least every five years by a qualified, independent assessor or assessment team from outside of Appalachian State University.

PERIODIC ASSESSMENT:
The CAO will periodically report to the Chancellor and the Audit Committee on the Office of Internal Audits’ purpose, authority, and responsibility, as well as performance relative to its audit plan. The reporting will include any resource requirements of the Office of Internal Audits as well as the Office of Internal Audits’ conformance with the IIA’s Code of Ethics and Standards. Action plans to address significant conformance issues, if any, will be reported. Reporting will also include significant risk exposures and control issues, including fraud risks, governance issues, and other matters as determined in the discretion of the CAO or requested by senior management or the Audit Committee.

Updated and approved this 22nd day of June, 2018.

__________________________
Chief Audit Officer

__________________________
Chancellor

__________________________
Chair of the Audit Committee

__________________________
Chair of the Board of Trustees
MEETING BOOK - JUNE 2018 MEETING OF THE APPALACHIAN STATE UNIVERSITY BUSINESS AFFAIRS COMMITTEE

Agenda

2:00 P.M.  

1. Call to Order  
Scott Lampe, Chair  
   a. Conflict of Interest Statement - Expectations of Conduct  

2. Approval of Minutes from 3/15/18 Meeting  
Scott Lampe, Chair  
   a. Business Affairs Minutes 031518  

3. Write-Off Of Uncollectible Accounts  
Paul Forte, Vice Chancellor for Business Affairs  
   a. 2018 AR Write Off GT 1,000 for BOT - 062218 - Exhibit D-1  
   b. 2018 AR Write Off GT 1,000 for BOT - Acct Detail - 062218 - Exhibit D-1  

Paul Forte, Vice Chancellor for Business Affairs  
   a. Proposed Traffic Regulation Changes - 059218 - Exhibit D-2  

5. Capital Update  
Paul Forte, Vice Chancellor for Business Affairs  

6. Closed Session  
Paul Forte, Vice Chancellor for Business Affairs  
   a. Proposed Millennial Campus - 062118 - Exhibit D-3  

7. Adjournment  
Scott Lampe, Chair
Write off Uncollectable Accounts - University Treasurer/Student Accounts

The write off of uncollectable accounts in excess of $1,000 requires board action by the Board of Trustees. All attempts to collect these accounts have been exhausted. Accounts receivable write offs are an accounting transaction. All debts owed to the University are still valid and all registration, transcript, diploma, and other holds are not removed when an account is written off. The administration is seeking approval to write-off of these account balances.

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
<th>$  Variance</th>
<th>%  Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>125,592.50</td>
<td>63,311.99</td>
<td>62,280.51</td>
<td>98.37%</td>
</tr>
<tr>
<td>Fees</td>
<td>33,628.87</td>
<td>20,198.62</td>
<td>13,430.25</td>
<td>66.49%</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>195,349.94</td>
<td>83,019.80</td>
<td>112,330.14</td>
<td>135.31%</td>
</tr>
<tr>
<td>Late Fees/Interest</td>
<td>132,232.63</td>
<td>43,559.06</td>
<td>88,673.57</td>
<td>203.57%</td>
</tr>
<tr>
<td>Library</td>
<td>1,853.10</td>
<td>689.30</td>
<td>1,163.80</td>
<td>168.84%</td>
</tr>
<tr>
<td>Other State Funds</td>
<td>3,948.46</td>
<td>1,500.16</td>
<td>2,448.30</td>
<td>163.20%</td>
</tr>
<tr>
<td>Payroll</td>
<td>4,591.35</td>
<td>-</td>
<td>4,591.35</td>
<td>100.00%</td>
</tr>
<tr>
<td>Food Services</td>
<td>14,782.83</td>
<td>5,813.92</td>
<td>8,968.91</td>
<td>154.27%</td>
</tr>
<tr>
<td>Health Services</td>
<td>25,287.77</td>
<td>14,727.88</td>
<td>10,559.89</td>
<td>71.70%</td>
</tr>
<tr>
<td>Housing</td>
<td>15,046.40</td>
<td>6,462.24</td>
<td>8,584.16</td>
<td>132.84%</td>
</tr>
<tr>
<td>Bookstore</td>
<td>10,886.28</td>
<td>2,666.23</td>
<td>8,220.05</td>
<td>308.30%</td>
</tr>
<tr>
<td>Other Trust Funds</td>
<td>14,700.14</td>
<td>2,190.00</td>
<td>12,510.14</td>
<td>571.24%</td>
</tr>
<tr>
<td></td>
<td>577,900.27</td>
<td>244,139.20</td>
<td>333,761.07</td>
<td>136.71%</td>
</tr>
</tbody>
</table>

Total University and Student Accounts $ 577,900.27

Write off Uncollectable Accounts - New River Light and Power Company

Action is required by the Board of Trustees for the write off of uncollectable accounts in excess of $1,000. The Administration is seeking permission to write off the following New River Light and Power Company account balances.

Total New River Light & Power Accounts $ 9,362.01
Appalachian State University Parking and Traffic Regulations

(Requesting deletions noted in red and additions highlighted in yellow.)

Effective August 21, 2017 - 20, 2018

University Parking and Traffic Department
461 Rivers Street, Suite A
Boone, North Carolina 28608
(828) 262-2878
FOREWORD

Welcome to Appalachian State University! The Parking and Traffic Department is responsible for providing parking services and traffic control for all faculty, staff, students, and visitors to the campus. Management of the University’s more than 6,000 parking spaces is accomplished through vehicle registration, as well as enforcement of the regulations set forth in this manual. These regulations are designed to enhance the safety and welfare of the entire University community.

Through the following resolutions, the Board of Trustees of Appalachian State University has adopted the regulations contained herein as official policy of the University.

BE IT RESOLVED THAT pursuant to authority vested in North Carolina General Statues, Chapter 116, Article 1, Part 6, the Board of Trustees of Appalachian State University hereby repeals all prior actions authorizing Regulations Governing Parking, Traffic and the Registration of Motor Vehicles for Appalachian State University at Boone and on June 23, 2017 and June 22, 2018 adopts and records in its proceedings the following Regulations Governing Parking, Traffic, and the Registration of Motor Vehicles on the campus of Appalachian State University at Boone in lieu thereof. The regulations are intended only to supplement North Carolina General Statutes, Chapter 20, N.C. Motor Vehicle Laws, all provisions of which, under the terms of the law referenced above now apply to the campus of Appalachian State University at Boone except as provided in North Carolina General Statutes, Chapter 116, Article 1, Part 6. These regulations shall apply to and be in effect on all parts of the campus of Appalachian State University immediately; and be it

FURTHER RESOLVED, that the Office of Business Affairs shall be responsible for all physical arrangements, including implementation and installation of additional traffic control signs and signals on University property as deemed necessary; and be it

FURTHER RESOLVED, that copies of these regulations shall be filed in the Office of the President of the University of North Carolina and the Office of the Secretary of State of North Carolina.
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Article I—General Regulations

Section 1 DEFINITIONS

The definitions of all terms used in these regulations shall be those provided in Chapters 20-38 and other applicable sections of the General Statutes of North Carolina insofar as they are provided. The meaning of other terms shall be as follows:

A. ACADEMIC YEAR: From the beginning of one fall semester to the beginning of the next fall semester.

B. CAMPUS: All properties belonging to Appalachian State University, including New River Light and Power, the Child Development Center, the holdings of the permanent Endowment Fund and all properties leased or controlled by the University.

C. CHANCELLOR: Chief Administrative Officer of Appalachian State University.

D. CROSSWALK: That portion of a roadway ordinarily included within the prolongation or connection of the lateral lines of sidewalks at intersections, or any portion of a roadway distinctly indicated for pedestrian crossing by line or other markings on the surface.

E. DIRECTOR OF PARKING AND TRAFFIC: The person designated by the Vice Chancellor for Business Affairs to be responsible for enforcing the provisions of these regulations.

F. DORMANT STORAGE: The parking of a non-operative motor vehicle for a period longer than seven days. State owned vehicles and privately owned motor vehicles displaying a current parking permit and parked in an area authorized by the displayed permit shall not be classified as dormant unless there is evidence that the vehicle is inoperative. Failure to display a current authorized state license plate classifies a vehicle as inoperative. Inoperative vehicles may be removed from the campus after seven days at the owner’s expense.

G. FACULTY MEMBER: Employees with faculty or equivalent professional status. (Graduate Assistants are not included.)

H. IMMOBILIZATION (BOOTING): The placing of a mechanical wheel lock (boot) on a vehicle to prevent movement of the vehicle.

I. INTERSECTION: The area embraced within the prolongation of the lateral curb lines, or, if none, then the lateral boundary lines of two or more
highways, streets or roadways, which join one another at any angle whether or not one such highway, street or roadway crosses the other.

J. LEGAL PARKING SPACE: An area that has been clearly designated by pavement markings as a parking space.

K. NO PARKING AREA: Any area not clearly designated by pavement markings as a parking space shall be considered a no parking area.

L. PARK: The standing of a vehicle whether occupied or not.

M. PARKING AREA: Any place or area set aside, marked, or intended for the parking of vehicles, either permanently or temporarily.

N. PAY LOT: Any parking lot or area where payment for parking is required based on the length of time the vehicle is parked. Pay lots may be operated by automated pay machines, meters or by attendants who collect the parking fees.

O. SIDEWALK: Any area designated for or marked by proper authorities for the exclusive use of pedestrians.

P. STAFF MEMBER: Any non-faculty employee paid by the state and employed at the University on a full or part-time basis.

Q. STOP: When required, means complete cessation of movement of a vehicle.

R. STREET: Any way or place designated or marked by proper authorities for vehicular travel.

S. STUDENT: Any person registered with the University as a full-time, part-time, graduate or other special student. This does not include employees of the University who are in a full-time permanent position and subject to SPA or EPA guidelines.

T. TOWING: The removal of a vehicle from the campus by a contracted towing firm at the vehicle operator’s expense.

U. UNIVERSITY: Unless otherwise provided, the word “University” throughout these regulations shall be interpreted to mean Appalachian State University at Boone.

V. VEHICLE: Any device in, upon, or by which any person or property is or may be transported or drawn upon the campus, excepting devices moved by human power; the term motorcycle, motor bike, or motor scooter in these regulations applies to any two-wheeled or three-wheeled motor propelled vehicle.
W. VISITOR: Any person on the campus who is not classified as faculty, staff or student.

Section 2 These regulations are in effect twenty-four hours a day, except as herein provided. Any revisions will be announced in official University publications.

Section 3 AUTHORITY

The Chancellor shall delegate to the Vice Chancellor for Business Affairs the responsibility for administering the provisions of these regulations. The Vice Chancellor for Business Affairs shall designate the Director of Parking and Traffic to be responsible for enforcing the provisions of these regulations.

Section 4 LIABILITY

Appalachian State University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on all University owned, leased or controlled property.

Section 5 PEDESTRIAN REGULATIONS

Pedestrians have the right of way in crosswalks and on sidewalks at all times. Pedestrians should only cross streets at designated crosswalks.

Section 6 PROPERTY DAMAGE

No person shall deface, injure or remove any signs or other equipment used for the purpose of parking and traffic control. Violators can face criminal charges as well as being referred to Student Judicial Affairs.

Section 7 SNOW EMERGENCY

In order to provide for public safety the University Parking and Traffic Department shall have the authority during times of severe winter weather conditions to relocate a legally or illegally parked vehicle from one street or parking area to another in order to assist in snow removal.

Section 8 VEHICLE COVERS

No person shall utilize any type of vehicle cover or sun shield which prevents full visibility of a properly displayed parking permit. It is the vehicle operator’s responsibility to make any necessary alterations to the device to allow for the parking permit to be viewed from outside the vehicle.

Section 9 USE OF PARKING FACILITIES

Campus parking areas are designated for vehicular parking only and vehicles must be in compliance with the University’s Facility Use Policy as it pertains to
advertising. All other uses are prohibited, unless authorized by the Vice Chancellor for Business Affairs.

Section 10 VIOLATION OF REGULATIONS

In addition to the criminal penalties set by North Carolina General Statutes, any person violating these regulations is subject to a civil penalty as set forth in this document. When a vehicle is found to be in violation of these regulations, it will be considered prima facie evidence that the vehicle was parked: (1) by the person holding a University parking permit for that vehicle; (2) by the person registered with the University for a parking permit displayed on that vehicle or (3) by the person on file as the vehicle’s owner with the North Carolina Division of Motor Vehicles or corresponding agencies of another state or nation.

Article II—Vehicle Registration

Individuals who park a motor vehicle between the hours of 7:00am and 5:00pm, Monday through Friday on University controlled property, for any period, however short, must immediately register their vehicle(s) with the University Parking and Traffic Department. Parking permits are not required from 5:00pm until 7:00am, Monday through Friday and at all times on Saturday and Sunday, unless otherwise posted.

Several types of permits are available, dependent upon the category of the registrant. The University Parking and Traffic Department will provide the appropriate parking permit at the time of registration. Only one permit will be issued per faculty member, staff member or student, therefore persons wishing to register and operate multiple vehicles will be issued a hang tag permit that can easily be transferred between vehicles. A parking permit serves as permission to park and does NOT guarantee a parking space.

Section 1 PERMIT TYPES

A. **Hang Tag Parking Permits:** Hang from rearview mirror, or display on vehicle dashboard directly above steering wheel with numbers facing outward. Entire permit number must be visible from outside of the vehicle.

B. **Guest Parking Vouchers:** Hang from rearview mirror, or display on vehicle dashboard directly above steering wheel with numbers facing outward. Entire permit must be visible from outside of the vehicle. Permit is valid for one day only, and correct month, day, and year must be scratched off.

**NOTE:** In all cases, parking permits remain the property of the Appalachian State University Parking and Traffic Department and may not be resold or transferred to any person other than the original registrant. Display of a permit on any vehicle not registered to the permit is a violation of University policy.
Section 2  ELIGIBILITY FOR PERMITS

A. **Faculty/Staff Parking Permits:** Persons eligible for this permit shall be faculty members and all permanent or temporary non-student employees. Categories are as follows.

- **Parking Deck Permit:** Allows parking in the assigned deck, as well as all surface lots on campus.
- **General Permit:** Allows parking in all surface lots on the campus.
- **Adjunct Faculty/Part-Time Staff:** Persons eligible for this permit must be classified as adjunct faculty members, teaching 6 or fewer hours, or a part-time staff member working 20 or fewer hours per week. No one eligible for this reduced rate permit may be enrolled as a student. Documentation verifying this employment status must be provided by the faculty or staff member’s department prior to obtaining a parking permit. This permit allows parking in all surface lots on the campus.

B. **Student Parking Permits:** All students registered for classes are eligible to apply for these permits. Assignments will be based on student classification and availability of space. These permits allow parking at all times in area(s) indicated on the permit, except during home football games.

C. **Evening Parking Permit:** All students except freshmen are eligible for this permit which allows parking on the campus after 1:30 pm in all student lots (Stadium, Hill Street, Greenwood, and State Farm).

D. **Reserved Space Permit:** These permits are allocated only to persons with very extenuating circumstances. Requests for these permits require the approval of the Vice Chancellor for Business Affairs.

E. **Appalachian Heights/Appalachian Pan-Hellenic Hall/Mountaineer Hall:** Persons eligible for these permits must be a resident of the complex.

F. **Disability Parking Permits:** See Article IV

G. **Graduate Assistant Permits:** Persons eligible for this permit must have a signed contract with the University. Parking lot assignment will be made at the time the permit is purchased.

H. **Vendor Permits:** Persons eligible for this permit are not employed by the University, but yet are performing work on the campus. Any vendor requiring a parking space on campus must purchase and display a valid University parking permit.
I. **Retired Permits:** All Appalachian State University retirees are eligible to apply for a complimentary campus parking permit. Verification of retirement status is required before a permit may be issued. However, employees who return to work are subject to the appropriate parking fees.

J. **Temporary Permits:** These permits are to cover emergency situations subject to the approval of the Director of the Parking and Traffic Department.

K. **Special Permits:** Certain cases may merit special parking consideration. In such cases, application shall be made by the individual at the Parking and Traffic Department. No consideration will be given to situations involving off-campus employment.

L. **Motorcycle Permits:** See Article VIII

M. **Visitor Permits:** Pay by the hour parking is available for visitors in the Rivers Street Parking Deck. In certain situations, visitors may be issued temporary permits for other areas of campus. Campus departments are eligible to purchase visitor parking permits for their guests at a reduced rate.

N. **Loading Permits:** Students may obtain a short term permit to allow the use of a legal parking space for loading their vehicle.

**NOTE:** Parents picking up/dropping off a student may obtain a complimentary 30 minute loading permit from the Parking and Traffic Department.

Section 3 Students registering for fall semester parking permits must do so online via their AppalNET account. Check [www.parking.appstate.edu](http://www.parking.appstate.edu) for more information. Registration at all other times of the year must be done in person at the Parking and Traffic Department.

Section 4 Faculty and staff new to the University should make application for parking privileges at the University Parking and Traffic Department. Existing employees may renew their parking registration online in August, or by visiting the Parking and Traffic Department in person. Check [www.parking.appstate.edu](http://www.parking.appstate.edu) for more information.

Section 5 Parking permits must be affixed in accordance with the directions accompanying them. Parking permits allow parking only in assigned areas or the areas designated on them and only in legally marked parking spaces. It does not permit parking in “No Parking Zones” or other illegal parking areas.

Section 6 If at any time, the parking permit is defaced, lost, stolen or removed, it becomes the responsibility of the registrant to replace it immediately. Replacement
permits may be obtained from the University Parking and Traffic Department for a fee of $10.00.

Section 7  A faculty member, staff member or student may not register a vehicle that is owned or used by another faculty member, staff member or student. Violation of this rule is false registration and constitutes a civil penalty of $200.00, as well as loss of campus parking privileges. Violator(s) will be required to surrender the parking permit to the University Parking and Traffic Department with no refund.

Section 8  A faculty member, staff member or student displaying a counterfeit or altered campus parking permit or a campus parking permit issued to another vehicle registrant will pay a civil penalty of $200.00. If the parking permit is listed as stolen, the situation may be referred to the University Police Department.

Section 9  Registration of a vehicle at the University requires accurate information. Giving of false information constitutes false registration and will result in a civil penalty of $200.00 as well as loss of campus parking privileges. Violator(s) will be required to surrender the parking permit to the University Parking and Traffic Department with no refund.

Section 10 All parking permits shall be valid from the date of issuance and shall expire on August 15 of the academic year issued, unless otherwise noted on the permit. Persons assigned to park in off campus storage lots will be reassigned at the end of spring semester if summer parking is needed.

Section 11 Faculty members, staff members, students and visitors are allowed to park in timed spaces for the amount of time designated by posted signs without displaying a campus parking permit. However, parking in excess of the posted time limit shall be considered a violation, with the appropriate civil penalty applying.

Section 12 If two or more members of a family are employed or enrolled as students and use multiple parking spaces, each automobile must display a valid parking permit.

Section 13 The State of North Carolina requires that all students requesting parking privileges on the campus must certify that their vehicle(s) are insured at or higher than the levels mandated in North Carolina General Statute 20-279.1(11). Prior to a parking permit being issued, the applicant must provide the insurance company name, policy number and certify that the coverage meets the minimum standards indicated below:

The levels set by G.S./20-279.1 (11) state it is the proof of ability to respond in damages for liability in the amount of:

A. $30,000 because of bodily injury to or death of one person in any one accident and subject to said limit for one person.
B. $60,000 because of bodily injury to or death of two or more persons in any one accident.

C. $25,000 because of injury to or destruction of property of others in any one accident.

**NOTE:** This requirement applies to motor vehicles registered in other states, as well as those registered in the State of North Carolina.

**Section 14** PAY LOT PARKING

A. Anyone may park in the Rivers Street Parking Deck, subject to space availability, and pay the appropriate fee upon exit.

B. Fees are free for the first 30 minutes, $2.00 for each additional hour or part, with a daily maximum of $10.00 per vehicle exit.

C. All hourly pay lot customers are required to exit the facility no later than the posted closing time. Failure to do so will be considered a parking violation.

D. Annual permit holders are required to use their AppCard to enter and exit the Rivers Street Parking Deck. Failure to do so will result in being required to pay the daily parking fee in order to exit.

**Section 15** OVERNIGHT PARKING RESTRICTIONS

Overnight parking is prohibited in campus parking decks without display of a valid annual permit for the facility.

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**Article III—Vehicle Registration Fees**

**Section 1** FEES

A. **Faculty/Staff Permits**

- **Reserved Space:** $540.00 $576.00 (Allocated based on special circumstances by the Vice Chancellor for Business Affairs.)

- **Reserved Space for Disability:** $396.00 $432.00 (Allocated based on special circumstances by the Vice Chancellor for Business Affairs.)

- Reserved Space for Resident Director: $396.00 $432.00

- **Parking Decks:** $396.00 $432.00

- **Surface Lots:** $240.00 $276.00
• Adjunct Faculty/Part-Time Staff: $120.00 $144.00/year, $50.00 $60.00/semester, $20.00 $24.00/summer

B. **Student Permits**

• Parking Deck: $540.00 $576.00
• Surface Lots: $240.00 $276.00
• Evening: $420.00 $444.00 (Allows parking AFTER 1:30 pm in student lots: Stadium, Hill Street, Greenwood, and State Farm)

C. **Vendor Permits:** $240.00 $276.00

D. **Short Term Temporary Permits:** Parking permits may be sold to certain short-term employees at a rate of $20.00 $23.00 per month.

Section 2 PAYMENT

A. **Faculty/Staff:** Parking fees will be payroll deducted on a monthly basis.

B. **Students:** Parking fees will be charged to students’ University accounts.

Section 3 REFUNDS

A. Refunds of vehicle registration fees will be prorated on a monthly basis less a $10.00 service charge. The parking permit must be returned at the time of the refund request.

B. No refund requests will be accepted after March 31, 2018 2019!

Section 4 Parking permits purchased after the beginning of the fall semester will be sold on a prorated basis dependent upon the amount of time the permit will be valid.

Section 5 Lost or stolen permits may be replaced for $10.00. The person the permit is registered to must fill out a lost/stolen permit report in person at the Parking and Traffic Department.

Section 6 All permits are valid from the purchase date until August 15, 2018 2019 unless otherwise indicated.

**Article IV—Disability Parking**

Section 1 All faculty, staff and students, including those with disabilities, must obtain and properly display an Appalachian State University parking permit appropriate to
their category. In addition, parking for persons with disabilities is governed by North Carolina General Statutes, 20-37.5, 20-37.6, and 20-37.6A

A. N.C.G.S. 20-37.6(a) provides that: “Any vehicle that is driven by or is transporting a person who is handicapped and that displays a distinguishing license plate, a removable windshield placard, or a temporary removable windshield placard may be parked for unlimited periods in parking zones restricted as to the length of time parking is permitted. This provision has no application to those zones or during times in which the stopping, parking, or standing of all vehicles is prohibited or which are reserved for special types of vehicles. Any qualifying vehicle may park in spaces designated as restricted to vehicles driven by or transporting the handicapped.”

- Pursuant to N.C.G.S. 20-37.6A, any vehicle displaying “an out-of-state handicapped license plate, placard, or other evidence of handicap issued by the appropriate authority of the appropriate jurisdiction may park in any space reserved for the handicapped pursuant to G.S. 20-37.6.”

- Because wheelchair-accessible parking spaces are limited, individuals with properly displayed distinguishing license plates or placards who do not require a wheelchair-accessible space are encouraged to use other available spaces, if possible, as a courtesy to those who do use wheelchairs.

B. Individuals with disabilities who wish to avail themselves of parking permitted under N.C.G.S. 20-37.6(a) must obtain from the North Carolina Division of Motor Vehicles (“DMV”) and properly display a “distinguishing license plate” or “a removable windshield placard or a temporary removable windshield placard” pursuant to N.C.G.S. 20-37.6(b) and (c). Applications for these license plates and windshield placards may be obtained from the University Parking and Traffic Department or the nearest office of the DMV. Pursuant to N.C.G.S. 20-37.6(d), the initial application to the DMV must be “accompanied by a certification of a licensed physician, opthalmologist, or optometrist or of the Division of Services for the Blind that the applicant is handicapped.”

C. N.C.G.S. 20-37.6(e) makes it unlawful:

- To park or leave standing any vehicle in a space designated with a sign [designating parking] for handicapped persons when the vehicle does not display the distinguishing license plate, removable windshield placard, or temporary removable windshield placard as provided in this section, or a disabled veteran registration plate.
- For any person not qualifying for the rights and privileges extended to handicapped persons under this section to exercise or attempt to exercise such rights or privileges by the unauthorized use of a distinguishing license plate, removable windshield placard, or temporary removable windshield placard issued pursuant to the provisions of this section;

- To park or leave standing any vehicle so as to obstruct a curb ramp or curb cut for handicapped persons as provided for by the North Carolina Building Code or as designated in G.S. 136-44.14.

D. Violations of these provisions are punishable with penalties of “at least one hundred dollars ($100.00) but not more than two hundred fifty dollars ($250.00),” and a law enforcement officer “may cause a vehicle parked in violation of this section to be towed.” N.C.G.S. 20-37.6(f)(1) and (3).

Section 2  DISPLAY

A. A Disability Placard issued by the DMV should be displayed by hanging from the rearview mirror.

B. A University Permit should be displayed on the vehicle dashboard directly above the steering wheel with numbers facing outward.

Article V—Regulations Governing Parking

Section 1  GENERAL

The control of parking on the campus is necessary to provide for public safety and to permit the proper conduct of University business. These regulations specifically stipulate where parking is authorized, and all other areas shall be deemed to be unauthorized, and therefore illegal. Inability to locate a legal parking space near where one works, resides or attends class is not a valid excuse for violating parking regulations.

Section 2  REGULATIONS

A. No person shall park a vehicle at any time on the campus in an area not specifically designated by pavement markings as a parking space.

B. Display of a valid parking permit is required from 7:00 am-5:00 pm Monday through Friday, unless otherwise posted. Parking permits are not required from 5:00 pm-7:00 am Monday through Friday and at all times Saturday and Sunday, unless otherwise posted.
C. Vehicles must park in the area appropriate for the displayed permit.

D. No person shall stop, stand or park a vehicle upon a street or roadway in such a manner as to block the movement of vehicular traffic, except that a driver may stop temporarily to load or unload passengers, or when directed to stop by traffic signs or signals, or at the instruction of a police officer or parking control officer.

E. Each person operating and parking a vehicle on the campus shall be responsible for doing so in accordance with the established parking and traffic regulations.

F. Where “No Parking” signs are placed, erected or installed in conspicuous places, giving notice thereof, or the curbing or streets have been painted (yellow markings) in such a manner as to give notice thereof in lieu of signs no person shall park a vehicle.

G. No parking is permitted in the bicycle lane on Rivers Street except on special occasions as deemed necessary by the administration. Such events include, but are not limited to, football games, basketball games, concerts and graduations. AT ALL OTHER TIMES IT IS CONSIDERED A NO PARKING ZONE, AND WILL BE ENFORCED AS SUCH.

H. When signs are placed, erected or installed in a time zone giving notice thereof, or the curbing or street has been painted in such a manner as to give notice thereof of the time zone in lieu of signs, no person shall park vehicle for a period of time longer than that indicated by the sign or painting.

I. Spaces posted as reserved for a particular person, department or vehicle are reserved 24 hours per day, seven (7) days per week.

J. No person shall park in an area of the campus specifically reserved for special events and so designated by the erection of appropriate signs, or supervised by the traffic enforcement personnel.

K. All persons visiting a faculty member, staff member or student must obtain a parking permit when on the University campus.

L. Whenever a particular angle or manner of parking is indicated in a parking area by signs, fences, barriers or markings, no person shall park a vehicle except in the manner so indicated, and no vehicle shall be parked in such a manner as to occupy more than the space indicated with lines, signs, or markings for a vehicle.

M. No person, firm or corporation shall park a vehicle upon any street, roadway, alley, parking lot or driveway for the principle purpose of:
• Washing, greasing or repairing such vehicles, except such repairs necessitated by an emergency.
• Storage which is not incidental to the bona fide use and operation of such vehicle.
• Maintaining an abode or sleeping quarters, whether temporary or otherwise.

N. The administration shall have the authority to cause closing of any street, roadway, parking lot, alley or driveway or any portion thereof on the campus when it shall appear necessary or appropriate to facilitate construction or maintenance work, for the protection of pedestrians or for special events. When such closing has been caused and when proper signs, barriers or obstructions have been erected to give notice thereof, no person shall willfully drive into or upon such street, roadway, alley and driveway, or portion thereof, or break down, remove, injure or destroy any such sign, barrier or obstruction.

Section 3 TOWING

Parking Control Officers and University Police Officers shall have the authority to remove to a place of storage at the owner’s expense any vehicle parked in such a manner as listed below:

A. Any vehicle illegally stopped or parked in such a manner as to be blocking the normal movement of a properly parked car.

B. Any vehicle obstructing the flow of traffic or that is a safety hazard endangering life and property.

C. Any vehicle parked in an area reserved for a special event as designated by signs or traffic enforcement personnel.

D. Any vehicle that meets the criteria for dormant storage.

E. Any vehicle whose operation and parking privileges have been suspended.

F. Any vehicle parked on sidewalks or walkways.

G. Any vehicle parked within an intersection or crosswalk or in front of a public driveway.

H. Any vehicle parked on the grass or landscaped areas.

I. Any vehicle parked in the approaches or other portions of a parking area, which are not clearly marked for parking.
J. Any vehicle blocking fire hydrants, trash receptacles, fire lanes and service entrances.

K. Any unauthorized vehicle parked in “Reserved” and “Disability” parking spaces.

L. Any vehicle that has had an immobilization device placed on it and remains unclaimed as of 11:00pm on the date of the immobilization.

M. Any vehicle parked in the bicycle lanes on Rivers Street from the intersection of Depot Street and Rivers Street, running along Rivers Street to the intersection of Rivers Street and US 321.

N. Any vehicle parked in reserved spaces, areas, or lots without authorization.

O. Any vehicle parked in violation of the posted restrictions for that area.

P. Any vehicle parked in bus stop zones

Section 4 TOWING FEE

All towing is done by private companies at the request of the Parking and Traffic Department. All fees associated with the towing and storage of a vehicle is the responsibility of the vehicle operator or owner. In the event that the operator of the vehicle to be towed arrives at the tow scene prior or subsequent to the tow truck, but prior to actual towing, such operator may be required to pay a service fee to the tow truck driver.

The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request shall be filed with the magistrate in the county where the vehicle was towed. The magistrate shall set the hearing within 72 hours of his/her receiving the request. The owner, the person who requested the hearing, or someone other than the owner, the tower, and the person who authorized the towing shall be notified of the time and place of the hearing. The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower’s lien continues. If the magistrate finds that probable cause did not exist, the tower’s lien is extinguished. At any stage in the proceedings, including before the probable cause hearing, the owner may obtain possession of this vehicle by:

A. Paying the towing fee, or

B. Posting a bond for double the amount of the towing fee.

Section 5 IMMOBILIZATION
When feasible, the University Parking and Traffic Department may immobilize vehicles in lieu of towing. The vehicle operator will be required to report to the University Parking and Traffic Department to obtain the release of the vehicle. Failure to report to the University Parking and Traffic Department prior to 11:00pm on the date of immobilization may result in the vehicle being towed off campus at the owner’s expense.

**NOTE:** The penalty for unauthorized removal of the immobilization device (boot) shall be equal to the cost of repair or replacement of the device.

**Section 6 RESPONSIBILITY**

All persons registered for parking on the campus are responsible for all violations issued to the vehicles they have registered. Citations issued to unregistered vehicles will be billed to the faculty member, staff member, or student identified as being associated with the vehicle owner. Citations issued to unregistered vehicles operated by persons not associated in any way with the University shall be the responsibility of the vehicle owner.

**Article VI—Regulations Governing The Operation of Motor Vehicles**

**Section 1** All provisions of North Carolina Motor Vehicle Law (N.C. General Statues, Chapter 20) shall apply to the campus.

**Section 2** For the purpose of determining the speed limit on the University campus, it shall be deemed to be a business district, and the speed limit shall be 20 miles per hour unless otherwise posted.

**Section 3** No vehicle shall be driven or ridden except upon the streets, roadways, alleys and driveways of the campus and shall not be driven or ridden upon or within any sidewalk area, or walking area, or within any area which is marked by posts, signs, or other markings, as being prohibited to vehicles. This section shall not be deemed to prohibit service vehicles or any utility company vehicles from being driven in any area necessary for them to enter to perform the necessary construction and maintenance work.

**Section 4** All accidents involving motor vehicles which occur on University property should be immediately reported to the University Police.

**Article VII—Parking for Special University Events**
Section 1  HOME FOOTBALL GAMES

Most campus parking areas have specific restrictions on football home game days. The campus community will be notified of these restrictions via electronically mailed information, press releases and signage posted at the parking lot entrances. The Director of Parking and Traffic is authorized to remove and/or cite for violation of this regulation any vehicle parked in restricted areas.

Section 2  OTHER EVENTS

The Director of Parking and Traffic shall have the authority to restrict access to University streets and parking areas to accommodate the needs of various special events, including but not limited to athletic functions, academic conferences and cultural events. Notice of these temporary restrictions will be prominently posted. The Director of Parking and Traffic is authorized to remove and/or cite for violation of this regulation any vehicle parked in restricted areas.

**Article VIII—Motorcycle Parking**

Section 1  Motorcycles may be parked only in areas designated by signage as being for that purpose. No permit is required to utilize these areas. The parking of a motorcycle anywhere on the campus other than these areas shall be considered a parking violation.

**EXCEPTION:** A faculty/staff member who is registered for a campus automobile parking permit may park a motorcycle in a regular parking space, provided they first register the motorcycle with the Parking and Traffic Department. However, the employee’s motorcycle and automobile may not be parked on campus consuming parking spaces at the same time.

**Article IX—Non-Motorized Vehicles**

Section 1  The University strictly prohibits the use of skateboards, in-line skates or similar devices on the entire campus. Students found in violation of this regulation will be referred to the Office of Student Judicial Affairs for disciplinary action under the procedures outlined in the Code of Student Conduct.

Section 2  Bicycles, mopeds and similar devices may be operated and parked in designated racks located throughout the campus. However, parking or securing any of these devices in stairwells, hallways, doorways, etc. is considered a safety hazard endangering life and property, and will result in the device being removed and
impounded at the owner’s expense. To aid in property identification, these devices may be registered free of charge at the University Police Department.

**Article X—Parking Violations and Civil Penalties**

**Section 1** RESPONSIBILITY

Pursuant to North Carolina General Statutes, Section 116-44.4 (g), none of the violations listed below or otherwise described in these regulations shall be infractions. Any person who parks or operates a motor vehicle in violation of these regulations is subject to a written citation from an authorized officer and shall be held responsible for payment of the civil penalty indicated by the violation.

**Section 2** VIOLATIONS AND CIVIL PENALTIES

1. Unauthorized parking in a disability space ........................................... $250.00
   (Includes blocking designated accessible isle, path or curb cut.)

2. False registration of a vehicle .......................................................... $200.00

3. Displaying counterfeit/altered parking permit ................................... $200.00

4. Displaying lost/stolen parking permit .............................................. $200.00
   (These matters may also be referred to the University Police Department and Student Judicial Affairs.)

5. Parking in a fire lane or blocking hydrant ........................................ $50.00

6. Unauthorized parking in a reserved space or lot ................................ $50.00

7. Unauthorized parking in an area reserved for a special event ............. $50.00
   (Article VII)

8. Unauthorized parking in faculty/staff area electric vehicle charging space .......................................................... $20.00 $50.00

9. Parking in an improper area for permit ........................................... $30.00

10. Parking in a “no parking” area ......................................................... $30.00
    (Any area not specifically marked and designated for parking.)

11. No valid permit displayed .............................................................. $30.00
12. Unauthorized parking in service area............................................. $30.00
13. Unauthorized motorcycle parking................................................... $30.00
14. Vehicle not registered to permit......................................................... $30.00
15. Overtime in a timed space................................................................. $30.00
16. Permit improperly displayed............................................................ $5.00
17. Registered vehicle not displaying permit........................................... $5.00
18. Failure to exit pay facility by the posted time................................. $30.00
19. Obstructing the flow of traffic......................................................... $30.00
20. Encroachment of two parking spaces.............................................. $30.00
21. Parking on sidewalk/pedestrian walkway......................................... $30.00
22. Parking on grass/landscape............................................................... $30.00
23. Warning for circumstances.............................................................. $15.00

Section 3  PAYMENT

A. Students may pay civil penalties at the Student Accounts office in the John E. Thomas Academic Support Building. Civil penalties not paid or not waived following appeal will be charged to the student’s account.

B. Faculty members and staff members will have civil penalties payroll deducted.

Section 4  Citations issued to unregistered vehicles will be billed to the faculty member, staff member or student identified as being associated with the vehicle owner.

Section 5  Upon receiving ten parking violations in a semester, a person may lose the privilege to park on the campus for the remainder of that semester. Vehicles in violation may be immobilized or towed at the owner’s expense. Persons who lose their parking privileges are not eligible for refunds.

**Article XI—Appeals of Parking Violations**

Section 1  HOW TO APPEAL A PARKING CITATION

Complete an online appeal form via Appalnet Self Service within fourteen days from the date of issuance of the citation. Appeals filed later than the fourteen day limit will not be reviewed.
Section 2 APPEALS PROCESS

The appeal will be read and ruled on by an Appeals Officer designated by the Vice Chancellor for Business Affairs. Subject to rules and regulations adopted by the Board of Trustees of Appalachian State University and the Board of Governors of the University of North Carolina, the Appeals Officer’s ruling shall be considered binding.

Section 3 POINTS TO CONSIDER PRIOR TO FILING AN APPEAL

A. Hazard lights and/or notes left on vehicles do not permit parking in unauthorized areas, no matter how short the time period.

B. The absence of “NO PARKING” signs/pavement markings does not mean that parking is allowed. Any area not specifically designated by pavement markings as a parking space shall be considered a “no parking area”.

C. Inability to find a legally marked parking space does not constitute an excuse for parking illegally.

D. Unauthorized parking in disability spaces and/or reserved spaces is strictly prohibited for ANY reason.

E. You are responsible for any parking violations pertaining to your vehicle, regardless of whom you allow to operate the vehicle.

F. Familiarize yourself with the Parking and Traffic Regulations. Lack of knowledge is not an excuse for committing parking violation.
MEETING BOOK - JUNE 2018 MEETING OF THE APPALACHIAN STATE UNIVERSITY STUDENT AFFAIRS COMMITTEE

Agenda

3:00 pm

1. Call to Order
   Carole Wilson, Chair
   
2. Approval of Minutes from 3/15/18 Meeting
   Carole Wilson, Chair
   
   a. 3.15.18 Student Affairs Committee Meeting Minutes.docx
   
3. University Housing and Public Private Partnership (P3) Update
   J.J. Brown, Vice Chancellor for Student Affairs; Matt Dull,
   Assistant Vice Chancellor

4. National Pan-Hellenic Council (NPHC) Plots Update
   Leroy Wright, Associate Vice Chancellor

5. Student Government Association 2018-19 Update
   DeJon McCoy-Milbourne, SGA President

6. Adjournment
   Carole Wilson, Chair