

MEETING OF THE BOARD OF TRUSTEES
APPALACHIAN STATE UNIVERSITY

Friday, September 5, 2025

9:00 a.m.

Grandview Ballroom
North End Zone Facility

AGENDA

- | | |
|---|-------------|
| 1. Call to Order
Chair Mark E. Ricks | ACTION |
| 2. Roll Call & Recognition of Visitors
Chair Mark E. Ricks | ACTION |
| 3. Approval of Absences
Chair Mark E. Ricks | ACTION |
| 4. Administration of Oath of Office
Judge Milton Fletcher | ACTION |
| 5. Closed Session | ACTION |
| 6. Reconvene in Open Session | ACTION |
| 7. Remarks from Chancellor Heather Norris | INFORMATION |
| 8. Report from Academic Affairs/Student Affairs Committee
Chair Tamela Everett | ACTION |
| 9. Report from Athletics Committee
Chair Jeff Chesson | ACTION |
| 10. Report from Audit, Risk & Compliance Committee
Chair Anita Greene | ACTION |
| 11. Report from Finance and Operations Committee
Chair James Harris | ACTION |
| 12. Nomination for Affiliated Boards
Chair Mark E. Ricks | ACTION |
| 13. Report from Advancement
Vice Chancellor Will Sears & Guest Presenter | INFORMATION |

14. Consent Agenda ACTION
Chair Mark E. Ricks
Meeting Minutes 3.14.25, 4.25.25, 6.16.25, 6.17-18.25,
7.9.25, 7.24.25, 8.7.25, & 8.18.25
Faculty Handbook Updates – EXHIBITS A-1A and A-1B
2024-25 Faculty Workload Annual Report – EXHIBIT A-2
2026 Internal Audit Plan – EXHIBIT C-1
Capital Project Authorizations – EXHIBIT D-1
a. Campus Dining Master Plan Advanced Planning
b. Campus Dining Master Plan Phase I Construction
c. Belk Library Master Plan
d. NRLP Helene Site and Various Repairs
Parking and Transportation Regulations – EXHIBIT D-2
Account Receivable Write-offs – EXHIBIT D-3
15. Adjournment ACTION
Chair Mark E. Ricks

MOTION TO CONVENE IN CLOSED SESSION

I MOVE THAT THE BOARD CONVENE IN CLOSED SESSION TO:

1. ☒ prevent the disclosure of privileged or confidential information
☒ pursuant to North Carolina General Statutes section 126-22.
_____ pursuant to Title ____ of the United States Code, section _____ or
_____ pursuant to _____ [applicable law or regulation] in accordance with
N.C.G.S § 143-318.11(a)(1).
2. ☒ prevent the premature disclosure of an honorary degree, scholarship, prize, or similar
award in accordance with N.C.G.S § 143-318.11(a)(2).
3. ☒ consult with our attorney
☒ to preserve the attorney-client privilege
☒ to consider and give instructions to our attorney concerning the handling or settlement
of a claim, judicial action, mediation, arbitration, or administrative procedure in
accordance with N.C.G.S. § 143-318.11(a)(3).
4. _____ discuss matters relating to the location or expansion of industries or other businesses in
the area served by this Board in accordance with N.C.G.S § 143-318.11(a)(4).
5. _____ establish or instruct the staff or an agent concerning the position to be taken by or on
behalf of this Board in negotiating the price and other material terms of a contract or
proposed contract for the acquisition of real property by purchase, option, exchange, or lease
in accordance with N.C.G.S § 143-318.11(a)(5).
6. _____ establish or instruct the staff or an agent concerning the position to be taken by or on
behalf of this Board in negotiating the amount of compensation and other material terms of
an employment contract or proposed employment contract in accordance with N.C.G.S §
143-318.11(a)(5).
7. ☒ consider the qualifications, competence, performance, character, fitness, conditions of
appointment, or conditions of initial employment of an individual public officer or employee
or prospective public officer or employee in accordance with N.C.G.S § 143-318.11(a)(6).
8. _____ hear or investigate a complaint, charge, or grievance by or against an individual public
officer or employee in accordance with N.C.G.S § 143-318.11(a)(6).
9. _____ plan, conduct, or hear reports concerning investigations of alleged criminal conduct in
accordance with N.C.G.S § 143-318.11(a)(7).
10. _____ discuss and take action regarding plans to protect public safety as it relates to existing
or potential terrorist activity and to receive briefings by staff members, legal counsel, or law
enforcement or emergency service officials concerning actions taken or to be taken to respond to
such activity in accordance with N.C.G.S §

APPENDIX A

MEETING OF THE ACADEMIC AFFAIRS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 4, 2025
11:00 a.m.
Meeting Room B
North End Zone Facility

AGENDA

- | | | |
|----|---|-------------|
| 1. | Call to Order | ACTION |
| 2. | Approval of Committee Minutes | ACTION |
| 3. | Faculty Handbook Changes – EXHIBITS A-1A and A-1B
Acting Senior Vice Provost, Jamie Parson | ACTION |
| 4. | 2024-25 Faculty Workload Annual Report – EXHIBIT A-2
Acting Senior Vice Provost, Jamie Parson | ACTION |
| 5. | Quality Enhancement Plan presentation
Laura England, Associate Director
Quality Enhancement Plan | INFORMATION |
| 6. | Student Research Presentation
Chris Lucero, Graduate Student
Department of Geography and Planning | INFORMATION |
| 7. | Adjournment | ACTION |

Proposed changes to the Faculty Handbook

Proposal 1: 3.2.2(e)

Reason for Request:

Handbook needs to be more explicit that a candidate must meet the criteria for Associate Professor as well as the criteria for academic tenure to be granted tenure. This was in the old handbook 3.8.5.13 and an old [Faculty Senate FAQ](#)

Current Language:

3.2.2 (e) Application for Tenure. An Assistant Professor must be considered for tenure during their sixth academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year.

i. All applications for tenure shall be made in accordance with the requirements outlined in the AASOPs.

ii. An Assistant Professor may elect to be evaluated under either the Department's current criteria for promotion and tenure or the criteria that was in effect at the time of their hire. The faculty member must notify the Department Chair of their choice at the time they submit their application. If the faculty member does not notify the Department Chair of their choice as a part of their promotion and tenure materials, the faculty member's materials will automatically be evaluated under the Department's current criteria.

Proposed Language:

3.2.2 (e) Application for Tenure/Promotion. An Assistant Professor must be considered for tenure during their sixth academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year.

i. All applications for tenure shall be made in accordance with the requirements outlined in the AASOPs.

ii. An Assistant Professor must request review for promotion and tenure at the same time, and must meet the criteria for Associate Professor as well as the criteria for academic tenure in order to be granted tenure.

ii. An Assistant Professor may elect to be evaluated under either the Department's current criteria for promotion and tenure or the criteria that was in effect at

the time of their hire. The faculty member must notify the Department Chair of their choice at the time they submit their application. If the faculty member does not notify the Department Chair of their choice as a part of their promotion and tenure materials, the faculty member's materials will automatically be evaluated under the Department's current criteria.

Proposal 2: 3.2.2(e)

Reason for Request:

Clarification

Current Language:

3.2.2 (e) Application for Tenure. An Assistant Professor must be considered for tenure during their sixth academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year...

Proposed Language:

3.2.2 (e) Application for Tenure/Promotion. An Assistant Professor must be considered for **promotion and** tenure during their **mandatory** academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure **one year prior to the mandatory** academic year. **If the Assistant Professor is granted promotion to Associate Professor and tenure, the action shall become effective at the beginning of the next fiscal year. If the Assistant Professor is unsuccessful in their early review, they may request review in the following, mandatory year.**

Proposal 3: 3.11.7

Reason for Request:

Clarification of the number of opportunities to write a response for review and the timeline.

Current Language:

3.11.7 Faculty Member's Right to Respond to PTR Evaluation Committee or Chair Evaluation. Before the reviews of the post-tenure evaluation committee and the department chair proceed to the dean, the faculty member shall have no less than fourteen (14) calendar days from receiving these documents to provide a written response. If the faculty member under review disagrees with the evaluation, the

response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward.

Proposed Language:

3.11.7 Faculty Member's Right to Respond to PTR Evaluation Committee or and Chair Evaluation. Before the reviews of the post-tenure evaluation committee and the Department Chair proceed, the faculty member under review shall have the opportunity to submit a written response to each. If the faculty member disagrees with the evaluation, the response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward. The faculty member shall have fourteen (14) calendar days from the receipt of the PTR Committee's evaluation to submit a written response to the Department Chair. The faculty member shall have seven (7) calendar days from the receipt of the Department Chair's evaluation to submit a written response to the Dean.

Proposal 4: 3.2.4

Reason for Request:

Clarify the "and/or" language.

Current Language:

3.2.4(f) evidence of at least one of the following: (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or (2) outstanding accomplishment in professional service to the University and/or to the public with ongoing, recognized accomplishment in research or other germane creative activity.

Proposed Language:

3.2.4(f) evidence of at least one of the following: (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or (2) outstanding accomplishment in professional service to the University or to the public with ongoing, recognized accomplishment in research or other germane creative activity.

Proposal 5: 2.10.1

Reason for Request: Reference clarification

Current Language: N/A

Proposed Language:

2.10.1 Academic Program Review. In accordance with Appalachian State University Policy 224 (Program Review Policy) and UNC Policy Manual 400.1, all academic programs shall be reviewed for their quality, efficiency and productivity on a regular cycle and faculty must participate in that process. These reviews provide the basis on which a Chancellor may take action to expand, contract, or eliminate an academic program. Those recommendations shall include integration of faculty expertise as outlined in Policy 224 to ensure a sound and balanced educational program that is consistent with the mission and functions of Appalachian State University.

Proposal 6: 3.10.5 & 3.10.6

Reason for Request: Should a negative decision result and a 604 Review being requested, the Chancellor would not already have been in the decision-making chain. This is a recommendation from a recent Faculty Hearing Panel.

Current Language:

3.10.5 Provost Recommendation. The Provost and Executive Vice Chancellor shall review the Dean's recommendation and all attached materials. The Provost and Executive Vice Chancellor will submit their own independent recommendation regarding promotion and/or tenure to the Chancellor and make all materials available to the Chancellor. The Provost and Executive Vice Chancellor's recommendation shall be submitted to the Chancellor (with a copy to the faculty member) by the deadline located in the Academic Affairs Promotion, Tenure and Reappointment Deadline Chart, which is updated annually, except under extenuating circumstances.

3.10.6 Chancellor Recommendation to the Board of Trustees. If the Chancellor recommends that a faculty member be granted a promotion in rank and/or tenure, the Chancellor shall forward the recommendation to the Board of Trustees for a final decision. If the Chancellor does not recommend promotion or tenure, the Chancellor shall notify the faculty member in writing and the faculty member will have the right to seek a review of the Faculty Employment Decision in accordance with Chapter VI, Section 604 of The Code, if the faculty member believes the decision was made based on an Impermissible Basis.

3.10.7 Final Decision by Board of Trustees. For faculty members not hired initially with academic tenure, academic tenure or promotion in rank may only be conferred by action of the Board of Trustees. The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.

Proposed Language:

3.10.5 Provost Recommendation. The Provost and Executive Vice Chancellor shall review the Dean's recommendation and all attached materials. The Provost and Executive Vice Chancellor shall make a recommendation to the Chancellor for all positive decisions. These positive recommendations shall be made with a copy to the faculty member will submit their own independent recommendation regarding promotion and/or tenure to the Chancellor and make all materials available to the Chancellor. The Provost and Executive Vice Chancellor's recommendation shall be submitted to the Chancellor (with a copy to the faculty member) by the deadline located in the Academic Affairs Promotion, Tenure and Reappointment Deadline Chart, which is updated annually, except under extenuating circumstances. In the case of negative decisions, the Provost shall notify the faculty member of the faculty employment decision in writing by that same deadline via a method that assures delivery and the letter shall include information regarding the review process in accordance with *Chapter VI, Section 604 of The Code*, if the faculty member believes the decision was made based on an Impermissible Basis.

3.10.6 Chancellor Recommendation to the Board of Trustees. If the Chancellor recommends that a faculty member be granted a promotion in rank and/or tenure, the Chancellor shall forward the recommendation to the Board of Trustees for a final decision. If the Chancellor does not recommend promotion or tenure, the Chancellor shall notify the faculty member in writing and the faculty member will have the right to seek a review of the Faculty Employment Decision in accordance with Chapter VI, Section 604 of The Code, if the faculty member believes the decision was made based on an Impermissible Basis. If the Chancellor supports the positive recommendation for promotion and tenure, the Chancellor shall forward it to the Board of Trustees for a final decision. If the Chancellor decides not to support the recommendation for promotion and tenure, the Chancellor shall notify the faculty member in writing of that decision and rationale. The letter shall include information regarding the review process in accordance with *Chapter VI, Section 604 of The Code*, if the faculty member believes the decision was made based on an Impermissible Basis.

3.10.7 Final Decision by Board of Trustees. For faculty members not hired initially with academic tenure, academic tenure or promotion in rank may only be conferred by action of the Board of Trustees. The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.

Proposal 7: 6.2

Reason for Change: Clarify the process, privileges and obligations of Emeritus status

Current Language:

6.2 Emeritus/Emerita/Emeritx Status. Emeritus/a/x faculty status is a privilege that may be conferred to honor a faculty member who has retired, resigned due to a long-term disability, or who has died after a distinguished professional career that included significant contributions to the University.

6.2.1 Minimum Requirements for Emeritus/Emerita/Emeritx Status. A candidate shall meet the following minimum qualifications to apply for Emeritus/a/x status:

- a. Permanent tenure and at least ten (10) years of full-time employment at Appalachian State University prior to retirement, long-term disability resignation, or death; and
- b. a consistent record of quality performance as demonstrated by one or more of the following:
 - i. a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;
 - ii. a recognized record of outstanding teaching and educational contributions;
 - iii. and evidence of significant service both to the University and to the candidate's respective discipline.

6.2.2 Application for Emeritus/Emerita/Emeritx status. A qualifying faculty member, the faculty member's Department Chair, or another tenured Faculty member in the candidate's department may submit an application. All applications and supporting documentation shall be submitted via the Faculty Emeritus/Emerita/Emeritx Application online portal no later than September 15 in the year of consideration.

6.2.3 Consideration of Application. The APT Committee, Department Chair, and Dean shall all review the application, and each shall provide an independent recommendation through the online portal prior to December 15. These recommendations shall be provided to the Provost and Executive Vice Chancellor who shall review and make a final recommendation to the Chancellor no later than February 15.

6.2.4 Final Decision. If the Chancellor concurs in the recommendation of the Provost and Executive Vice Chancellor, the Chancellor shall submit the recommendation to the Board of Trustees for final decision. If the Board of Trustees decides to confer the status, they shall notify the candidate or the nominator (in the case of death) in writing.

Proposed Language:

6.2 Emeritus/Emerita/Emeritx Status. Emeritus/a/x faculty status is a privilege that may be conferred to honor a faculty member who has retired, resigned due to a long-term disability, or who has died after a distinguished professional career that included significant contributions to the University.

6.2.1 Minimum Requirements for Emeritus/Emerita/Emeritx Status. A

candidate shall meet the following minimum qualifications to apply for Emeritus/a/x status:

- a. at least ten (10) years of full-time employment as a faculty member at Appalachian State University prior to retirement, long-term disability resignation, or death; and
- b. a consistent record of quality performance as demonstrated by one or more of the following:
 - i. a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;
 - ii. a recognized record of outstanding teaching and educational contributions;
 - iii. and evidence of significant service both to the University and to the candidate's respective discipline.

6.2.2 Application for Emeritus/Emerita**/Emeritx status.** A qualifying faculty member, the faculty member's Department Chair, or another tenured Faculty member in the candidate's department may submit an application. All applications and supporting documentation shall be submitted via the Faculty Emeritus/a/x Application online portal no later than September 15 in the year of consideration.

6.2.3 Consideration of Application. The APT Committee, Department Chair, and Dean shall all review the application, and each shall provide an independent recommendation through the online portal prior to December 15. These recommendations shall be provided to the Provost and Executive Vice Chancellor who shall review and make a final recommendation to the Chancellor no later than February 15.

6.2.4 Final Decision. If the Chancellor concurs in the recommendation of the Provost and Executive Vice Chancellor, the Chancellor shall submit the recommendation to the Board of Trustees for final decision. If the Board of

Trustees decides to confer the status, the Provost shall notify the candidate or the nominator (in the case of death) in writing.

6.2.4.1 Recognition and Privileges. The University shall recognize those with Emeritus/a/x status and make available a list of privileges. Additional procedures related to recognition and privileges are outlined in the AASOPs.

6.2.4.2 Exception to Eligibility. Upon recommendation by the Chancellor, the Board of Trustees may make exceptions to the minimum service or full-time employment criteria and grant emeritus/a/x status in cases where a faculty member has served the university with notable distinction. Additional procedures related to this exception are outlined in the AASOPs.

6.2.5 Revocation of Emeritus/Emerita/Emeritx status. The title of Emeritus may be revoked if the Emeritus Faculty member engages in dishonesty in teaching or research, is convicted of any felony or any crime involving moral turpitude, or exhibits capricious disregard of accepted standards of professional conduct. The Chancellor shall submit a written request to recommend revocation of the emeritus status to the Board of Trustees.

6.2.6 Final Decision by Board of Trustees. The faculty member shall be informed within fourteen(14) calendar days of a decision by the Board of Trustees. [Friendly Amendment request by BOT]

Clean Drafts for the Faculty Handbook

Proposal 1: 3.2.2(e)

Reason for Request:

Handbook needs to be more explicit that a candidate must meet the criteria for Associate Professor as well as the criteria for academic tenure to be granted tenure. This was in the old handbook 3.8.5.13 and an old [Faculty Senate FAQ](#)

Clean Draft Language:

3.2.2 (e) Application for Tenure/Promotion. An Assistant Professor must be considered for tenure during their sixth academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure during their fifth academic year.

i. All applications for tenure shall be made in accordance with the requirements outlined in the AASOPs.

ii. An Assistant Professor must request review for promotion and tenure at the same time, and must meet the criteria for Associate Professor as well as the criteria for academic tenure in order to be granted tenure.

ii. An Assistant Professor may elect to be evaluated under either the Department's current criteria for promotion and tenure or the criteria that was in effect at the time of their hire. The faculty member must notify the Department Chair of their choice at the time they submit their application. If the faculty member does not notify the Department Chair of their choice as a part of their promotion and tenure materials, the faculty member's materials will automatically be evaluated under the Department's current criteria.

Proposal 2: 3.2.2(e)

Reason for Request:

Clarification

Clean Draft Language:

3.2.2 (e) Application for Tenure/Promotion. An Assistant Professor must be considered for promotion and tenure during their mandatory academic year (or earlier if they have been granted credit toward tenure). However, an Assistant Professor who

has demonstrated exceptional performance by exceeding the Department's criteria during their probationary period may apply for promotion and tenure one year prior to the mandatory academic year. If the Assistant Professor is granted promotion to Associate Professor and tenure, the action shall become effective at the beginning of the next fiscal year. If the Assistant Professor is unsuccessful in their early review, they may request review in the following, mandatory year.

Proposal 3: 3.11.7

Reason for Request:

Clarification of the number of opportunities to write a response for review and the timeline.

Clean Draft Language:

3.11.7 Faculty Member's Right to Respond to PTR Evaluation Committee ~~or~~ and Chair Evaluation. Before the reviews of the post-tenure evaluation committee and the Department Chair proceed, the faculty member under review shall have the opportunity to submit a written response to each. If the faculty member disagrees with the evaluation, the response shall offer evidence in support of a different assessment. The response shall become part of the permanent record of the post-tenure review moving forward. The faculty member shall have fourteen (14) calendar days from the receipt of the PTR Committee's evaluation to submit a written response to the Department Chair. The faculty member shall have seven (7) calendar days from the receipt of the Department Chair's evaluation to submit a written response to the Dean.

Proposal 4: 3.2.4

Reason for Request:

Clarify the "and/or" language.

Clean Draft Language:

3.2.4(f) evidence of at least one of the following: (1) outstanding accomplishment in research or other germane creative activity with ongoing, recognized accomplishment in professional service to the University and/or public; or (2) outstanding accomplishment in professional service to the University or to the public with ongoing, recognized accomplishment in research or other germane creative activity.

Proposal 5: 2.10.1

Reason for Request: Reference clarification

Clean Draft Language:

2.10.1 Academic Program Review. In accordance with Appalachian State University Policy 224 (Program Review Policy) and UNC Policy Manual 400.1, all academic programs shall be reviewed for their quality, efficiency and productivity on a regular cycle and faculty must participate in that process. These reviews provide the basis on which a Chancellor may take action to expand, contract, or eliminate an academic program. Those recommendations shall include integration of faculty expertise as outlined in Policy 224 to ensure a sound and balanced educational program that is consistent with the mission and functions of Appalachian State University.

Proposal 6: 3.10.5 & 3.10.6

Reason for Request: Should a negative decision result and a 604 Review being requested, the Chancellor would not already have been in the decision-making chain. This is a recommendation from a recent Faculty Hearing Panel.

Clean Draft Language:

3.10.5 Provost Recommendation. The Provost and Executive Vice Chancellor shall review the Dean's recommendation and all attached materials. The Provost and Executive Vice Chancellor shall make a recommendation to the Chancellor for all positive decisions. These positive recommendations shall be made with a copy to the faculty member by the deadline located in the Academic Affairs Promotion, Tenure and Reappointment Deadline Chart, which is updated annually, except under extenuating circumstances. In the case of negative decisions, the Provost shall notify the faculty member of the faculty employment decision in writing by that same deadline via a method that assures delivery and the letter shall include information regarding the review process in accordance with *Chapter VI, Section 604 of The Code*, if the faculty member believes the decision was made based on an Impermissible Basis.

3.10.6 Chancellor Recommendation to the Board of Trustees. If the Chancellor supports the positive recommendation for promotion and tenure, the Chancellor shall forward it to the Board of Trustees for a final decision. If the Chancellor decides not to support the recommendation for promotion and tenure, the Chancellor shall notify the

faculty member in writing of that decision and rationale. The letter shall include information regarding the review process in accordance with *Chapter VI, Section 604 of The Code*, if the faculty member believes the decision was made based on an Impermissible Basis.

3.10.7 Final Decision by Board of Trustees. For faculty members not hired initially with academic tenure, academic tenure or promotion in rank may only be conferred by action of the Board of Trustees. The faculty member shall be informed within fourteen (14) calendar days of a decision by the Board of Trustees.

Proposal 7: 6.2

Reason for Change: Clarify the process, privileges and obligations of Emeritus status

Clean Draft Language:

6.2 Emeritus/Emerita/Emeritx Status. Emeritus/a/x faculty status is a privilege that may be conferred to honor a faculty member who has retired, resigned due to a long-term disability, or who has died after a distinguished professional career that included significant contributions to the University.

6.2.1 Minimum Requirements for Emeritus/Emerita/Emeritx Status. A candidate shall meet the following minimum qualifications to apply for Emeritus/a/x status:

- a. at least ten (10) years of full-time employment as a faculty member at Appalachian State University prior to retirement, long-term disability resignation, or death; and
- b. a consistent record of quality performance as demonstrated by one or more of the following:
 - i. a substantive record of scholarly achievement commensurate with national and international standards within the specific discipline;
 - ii. a recognized record of outstanding teaching and educational contributions;
 - iii. and evidence of significant service both to the University and to the candidate's respective discipline.

6.2.2 Application for Emeritus/Emerita/Emeritx status. A qualifying faculty member, the faculty member's Department Chair, or another tenured Faculty member in the candidate's department may submit an application. All applications and supporting documentation shall be submitted via the Faculty

Emeritus/a/x Application online portal no later than September 15 in the year of consideration.

6.2.3 Consideration of Application. The APT Committee, Department Chair, and Dean shall all review the application, and each shall provide an independent recommendation through the online portal prior to December 15. These recommendations shall be provided to the Provost and Executive Vice Chancellor who shall review and make a final recommendation to the Chancellor no later than February 15.

6.2.4 Final Decision. If the Chancellor concurs in the recommendation of the Provost and Executive Vice Chancellor, the Chancellor shall submit the recommendation to the Board of Trustees for final decision. If the Board of Trustees decides to confer the status, the Provost shall notify the candidate or the nominator (in the case of death) in writing.

6.2.4.1 Recognition and Privileges. The University shall recognize those with Emeritus/a/x status and make available a list of privileges. Additional procedures related to recognition and privileges are outlined in the *AASOPs*.

6.2.4.2 Exception to Eligibility. Upon recommendation by the Chancellor, the Board of Trustees may make exceptions to the minimum service or full-time employment criteria and grant emeritus/a/x status in cases where a faculty member has served the university with notable distinction. Additional procedures related to this exception are outlined in the *AASOPs*.

6.2.5 Revocation of Emeritus/Emerita/Emeritx status. The title of Emeritus may be revoked if the Emeritus Faculty member engages in dishonesty in teaching or research, is convicted of any felony or any crime involving moral turpitude, or exhibits capricious disregard of accepted standards of professional conduct. The Chancellor shall submit a written request to recommend revocation of the emeritus status to the Board of Trustees.

6.2.6 Final Decision by Board of Trustees. The faculty member shall be informed within fourteen(14) calendar days of a decision by the Board of Trustees.



Faculty Workload Annual Reporting Template (May 2025)

Institution: Appalachian State University

Academic Year: 2024-2025

Submitted by: Jamie Parson, Interim Senior Vice Provost, Academic Affairs

Submission Date: August 21, 2025

BOT Authorization date: [Insert Date]

1. Institutional Overview:

Faculty members self-report their workload across the three primary areas of academic responsibility: teaching, research, and service for fall 2024 and spring 2025 across academic departments, and across academic colleges and schools. In addition, detailed data is provided in Table 4 showing actual instructional activities, including course sections, student credit hours, total contact hours, weekly contact hours, average contact hours, total FTE, and faculty contact hours by total FTE and instructional FTE.

Appalachian State University honors its founding commitment to educational access and excellence and its rural mountain heritage through teaching, research, and service. App State's resilient culture, innovative academic programs, and exemplary faculty and staff prepare students to be leaders who actively contribute to their communities. As one of 17 campuses in the University of North Carolina System, App State enrolls more than 21,500 students, has a 16:1 student-to-faculty ratio, and offers more than 150 undergraduate majors and more than 90 graduate programs through its campuses in Boone and Hickory, as well as its online learning programs, including Flight Path through Project Kitty Hawk.

In 2023, App State opened a campus in Hickory, about 40 miles southwest of Boone. This Catawba County site allows App State and the UNC System to reach the largest urban population in the state that prior to the opening of the App State campus, did not have a public university, making higher education affordable for residents in the Hickory area. Whether at high elevation in the Blue Ridge Mountains or nestled in Catawba Valley, App State's two campuses serve as living-learning laboratories, providing students with hands-on experience in their fields.

App State is guided by its mission statement: "Appalachian State University, a constituent member of the University of North Carolina System sustained by the generous support of North Carolinians, is a long-established public institution that honors our founding commitment to educational access and excellence and our rural mountain heritage through teaching, research, and service. The university's vibrant culture shapes students into globally minded, responsible members of society who engage with and actively contribute to their communities. Our exemplary faculty and staff prepare students in bachelor's, master's and professional doctoral programs to be the leaders of the future."

App State ensures its Faculty Handbook and accompanying Academic Affairs Operating Procedures (AASOPs) are continuously updated to provide the best support for faculty through ongoing reviews and modifications. The university does not solely rely on fixed review cycles for the entire handbook or sections of the handbook; instead, any proposed modifications can be submitted through the Faculty Governance Committee or AASOPs Review Committee, who make recommendations to the Provost as needs or circumstances arise. This proactive approach allows for changes to be made swiftly, especially necessitated by law or policy.

App State aligns the standard distribution of effort in teaching, research and service in accordance with UNC Policy 400.3.4 for different faculty types. Regarding summer sessions, calculations for faculty workload plans exclude summer efforts unless otherwise specified for faculty members with 10, 11, or 12-month contracts.

- For tenure-track faculty members, the standard distribution of effort each academic year is 60% (10% per 3 credit hour course), with the remaining 40% allocated between research and service. The distribution of the remaining 40% varies based on tenure status, rank, departmental foundational documents and faculty administrative or research endeavors.
- For full-time special faculty, the standard distribution of effort is 80% teaching and 20% service.
- A course buyout is equivalent to a shift of 10% effort within the workload plan. While course overloads may not always result in a percentage shift, they are articulated in the workload plan given the extra work required to effectively manage a larger section or additional course.

**Table 1. *Institutional* high-level metrics for faculty workload percentages
AY2024-25 (Faculty workload plan totals only)**

ACTUAL % TEACHING	ACTUAL % RESEARCH/CREATIVE ACTIVITY	ACTUAL % SERVICE	ACTUAL % OTHER - Faculty Leave (Excluding RTL)
59.79%	16.64%	22.35%	1.22%

Table 2. *Institutional* high-level metrics for organized course sections, student credit hours, and faculty contact hours, Summer 2024, Fall 2024, and Spring 2025.

ALL Organized Course Sections ACTUAL #	ALL Student Credit Hours produced ACTUAL #	ACTUAL # ALL Faculty Contact Hours
12,443	622,521	543,267

Term	ALL Organized Course Sections ACTUAL #	ALL Student Credit Hours produced ACTUAL #	ACTUAL # ALL Faculty Contact Hours
Summer I 24	1,030	35,527	33,512
Summer II 24	446	19,052	11,428
Fall 24	5,487	293,767	249,319
Spring 25	5,480	274,175	249,008

Definitions:

Organized course section: A course developed and taught by an instructor, published on the registrar's schedule, with at least one student enrolled.

Student credit hour: The credit hours assigned to an organized course section, multiplied by the number of students who receive a transcribed designation for the course.

Faculty contact hours: The instructional time an instructor spends teaching students per term in an organized course section as the instructor(s) assigned to the organized course section. For asynchronous courses, use instruction time or instructional equivalency. For face-to-face or synchronous instruction, 50 minutes of scheduled class time constitutes 1 contact hour.

2. Percentage of faculty workload plans in place

Total number of faculty required to complete a faculty workload plan for the academic year:

1071

Percentage of faculty workload plans in place by the institution's due date:

100%, August 21, 2025.

Institutional due date for faculty workload plans for the next academic year:

August 31st (App State OP 4.1.2.1)

3. Actual Percentages—teaching, research, and service percentages – academic departments, faculty workload plans only. Provide school/college percentages averaging all individual faculty (weighted by FTE) within the school/college.

Table 3. Academic unit level: College/School for teaching, research, and service— faculty workload plans only.

Name of School/College	# Faculty workload plans	ACTUAL % TEACHING	ACTUAL % RESEARCH/CREATIVE ACTIVITY	ACTUAL % SERVICE	ACTUAL % OTHER - Faculty Leave
Total	1,071	59.79%	16.64%	22.35%	1.22%
Arts & Sciences	468	60.66%	16.58%	21.33%	1.43%
Business	126	59.09%	20.99%	19.72%	0.20%
Education	107	53.45%	19.35%	25.99%	1.21%
Fine & Applied Arts	168	59.87%	15.85%	21.95%	2.34%
Health Sciences	139	56.94%	15.40%	26.99%	0.66%
School of Music	50	70.76%	9.24%	20.00%	0.00%
University College	13	74.23%	6.54%	19.23%	0.00%

4. Academic Unit Level Summaries:

- Total ALL Organized Course Sections for Summer 24, Fall 24, Spring 25: 12,443 - see Table 2
- Total ALL Student Credit Hours (SCH)for Summer 24, Fall 24, Spring 25: 622,521 - see Table 2
- Total ALL Faculty Contact Hours (FCH)for Summer 24, Fall 24, Spring 25: 543,267 - see Table 2

Table 4. Metrics at the academic unit level (Fall 2024 & Spring 2025):

Academic Unit	Organized Course Sections	Student Credit Hours	Total Faculty Contact Hours	Weekly Contact Hrs.	Average Weekly Contact Hours per Faculty	# of Faculty	Total FTE	Instructional FTE	Faculty Contact Hours per Total FTE	Faculty Contact Hours per Reported Instructional FTE
OVERALL	7,960	439,054	367,500.50	24,503.50	11.4	1,071	1,067.75	640.3	344.18	573.95
COLLEGE - Arts & Sciences Total	3,677	218,410	161,968.50	10,791.50	11.5	468	467	283.9	346.83	570.51
Anthropology	103	7,946	4,427.50	300.5	11.6	13	13	7.7	340.58	575
Biology	443	25,277	18,573.50	1,231.50	13.7	45	44.75	26.6	415.05	698.25
Chemistry & Fermentation Sciences	277	14,419	17,073.00	1,143.00	17.9	32	31.75	21.7	537.73	786.77
Computer Science	166	7,301	6,952.50	457.5	11.4	20	20	11.9	347.63	584.24
English	544	31,093	24,049.50	1,610.50	10.9	74	74	48.6	324.99	494.85
Geography & Planning	112	6,792	4,550.00	292	9.7	15	15	8.3	303.33	548.19
Geological & Environmental Sciences	144	7,583	6,937.50	462.5	13.6	17	17	10.2	408.09	680.15
Government & Justice Studies	220	12,248	9,000.00	612	10.2	30	30	16.4	300	548.78
History	203	16,488	8,977.50	598.5	9.4	32	31.58	18.5	284.28	485.27
Interdisciplinary Studies	110	4,875	5,215.50	338.5	10.6	16	16	8.3	325.97	628.37
Languages, Literatures & Cultures	192	7,269	8,113.50	542.5	10.4	26	26	16.4	312.06	494.73
Mathematical Sciences	281	18,740	12,914.50	868.5	11.1	39	39	24.4	331.14	529.28
Philosophy & Religion	112	9,114	4,857.00	327	9.6	17	17	10.2	285.71	476.18
Physics & Astronomy	191	9,216	7,185.00	479	11.4	21	20.92	11.2	343.45	641.52
Psychology	382	25,913	14,839.50	974.5	11.9	41	41	24.2	361.94	613.2
Rural Resilience and Innovation	58	2,686	2,115.00	141	7.8	9	9	7.6	235	278.29
Sociology	139	11,452	6,187.50	412.5	9.8	21	21	12.1	294.64	511.36
Business Total	840	72,426	36,566.50	2,441.50	9.7	126	125.75	74.5	290.79	490.83
Accounting	163	12,924	7,653.50	506.5	11.5	22	22	13.6	347.89	562.76
Computer Information Systems	107	7,769	3,955.50	266.5	8.9	15	15	9.6	263.7	412.03
Economics	114	16,719	5,029.50	339.5	8.5	20	20	9.9	251.48	508.03
Finance, Banking & Insurance	145	10,869	5,745.00	391	9.3	21	21	11.7	273.57	491.03
Management	139	10,014	6,221.00	411	8.6	24	24	14.2	259.21	438.1
Marketing & Supply Chain Mgmt (SCM)	172	14,131	7,962.00	527	11	24	23.75	15.6	335.24	510.38
Education Total	606	26,134	30,771.50	2,012.50	9.4	107	107	57.2	287.58	537.96
Child Development, Literacy, and Special Education	176	8,076	9,222.00	602	10	30	30	16.2	307.4	569.26

Counseling, Family Therapy, and Higher Education	86	3,274	4,116.00	256	7.5	17	17	8.1	242.12	508.15
Leadership & Edu Studies	58	2,145	2,581.50	172.5	9.6	9	9	4.5	286.83	573.67
Learning, Teaching, and Curriculum	143	6,686	8,702.00	575	10.6	27	27	15.7	322.3	554.27
Media, Career Studies, and Leadership Development	143	5,953	6,150.00	407	8.5	24	24	12.7	256.25	484.25
Fine and Applied Total	1,128	55,761	66,030.50	4,395.50	13.1	168	166.5	100.6	396.58	656.37
Applied Design	135	7,071	10,049.50	662.5	17.4	19	19	11.3	528.92	889.34
Art	375	13,567	25,920.50	1,727.50	17.6	49	48.25	29.9	537.21	866.91
Communication	247	15,198	10,872.00	741	10	37	36.75	22.2	295.84	489.73
Sustainable Development	73	5,650	3,471.50	224.5	8.6	13	13	6.5	267.04	534.08
Sustainable Technlgy & Built Envirn	157	9,485	9,436.50	620.5	10.7	29	28.5	19.1	331.11	494.06
Theatre & Dance	141	4,790	6,280.50	419.5	10	21	21	11.7	299.07	536.79
Health Sciences Total	973	49,659	45,220.00	3,060.00	11	139	138.75	79.2	325.91	570.96
Nursing	85	3,827	6,588.00	452	13.3	17	17	10.4	387.53	633.46
Nutrition & Health Care Mgt.	142	7,484	5,839.00	386	9.7	20	20	11.6	291.95	503.36
Public Health and Exercise Science	301	15,830	12,632.50	831.5	11.5	36	35.75	20	353.36	631.63
Recreation Mgmt and Phys Ed (RMPE)	174	7,921	7,972.50	601.5	15.8	19	19	11.8	419.61	675.64
Rehabilitation Sciences	135	7,424	6,345.50	399.5	8.3	24	24	12.6	264.4	503.61
Social Work	136	7,173	5,842.50	389.5	8.5	23	23	12.7	254.02	460.04
School of Music Total	618	10,541	22,686.50	1,499.50	15	50	49.75	35.4	456.01	640.86
Music	618	10,541	22,686.50	1,499.50	15	50	49.75	35.4	456.01	640.86
University College Total	118	6,123	4,257.00	303	11.7	13	13	9.7	327.46	438.87
University College	118	6,123	4,257.00	303	11.7	13	13	9.7	327.46	438.87

5. Academic unit level Summaries: Teaching, Research & Service

Table 5. Academic unit *department* metrics for annual report percentages AY2024-25.

Academic Unit	# Faculty Workload plans per Department	Actual % TEACHING - Faculty workload plan totals only	Actual % RESEARCH/CREATIVE ACTIVITY - Faculty	Actual % SERVICE - Faculty workload plan totals only	% OTHER - Faculty Leave (Excluding RTL) Faculty workload plan totals only
OVERALL	1,071	59.79%	16.64%	22.35%	1.22%
COLLEGE - Arts & Sciences Total	468	60.66%	16.58%	21.33%	1.43%
Anthropology	13	59.23%	20.00%	20.77%	0.00%
Biology	45	59.00%	18.89%	22.11%	0.00%
Chemistry & Fermentation Sciences	32	67.69%	14.91%	17.41%	0.00%
Computer Science	20	59.25%	19.15%	21.60%	0.00%
English	74	65.68%	11.62%	21.08%	1.62%
Geography & Planning	15	55.00%	19.67%	18.67%	6.67%
Geological & Environmental Sciences	17	59.82%	18.18%	22.00%	0.00%
Government & Justice Studies	30	54.70%	24.47%	20.83%	0.00%
History	32	57.78%	16.41%	21.75%	4.06%
Interdisciplinary Studies	16	51.88%	20.31%	27.81%	0.00%
Languages, Literatures & Cultures	26	63.08%	16.15%	20.77%	0.00%
Mathematical Sciences	39	62.56%	13.15%	23.00%	1.28%
Philosophy & Religion	17	59.71%	17.06%	20.29%	2.94%
Physics & Astronomy	21	53.33%	16.19%	25.71%	4.76%
Psychology	41	59.00%	18.24%	21.54%	1.22%
Rural Resilience and Innovation	9	83.89%	3.67%	12.44%	0.00%
Sociology	21	57.38%	18.81%	20.48%	3.33%
Business Total	126	59.09%	20.99%	19.72%	0.20%
Accounting	22	61.59%	15.00%	23.41%	0.00%
Computer Information Systems	15	64.00%	16.00%	20.00%	0.00%
Economics	20	49.50%	30.50%	20.00%	0.00%

Finance, Banking & Insurance	21	55.48%	23.10%	20.24%	1.19%
Management	24	59.17%	21.88%	18.96%	0.00%
Marketing & Supply Chain Mgmt (SCM)	24	64.79%	18.96%	16.25%	0.00%
Education Total	107	53.45%	19.35%	25.99%	1.21%
Child Development, Literacy, and Special Education	30	54.00%	19.50%	26.50%	0.00%
Counseling, Family Therapy, and Higher Education	17	47.65%	18.47%	30.94%	2.94%
Leadership & Edu Studies	9	49.89%	27.89%	22.22%	0.00%
Learning, Teaching, and Curriculum	27	58.15%	17.22%	23.52%	1.11%
Media, Career Studies, and Leadership Development	24	52.92%	18.96%	26.04%	2.08%
Fine and Applied Total	168	59.87%	15.85%	21.95%	2.34%
Applied Design	19	59.21%	14.74%	18.16%	7.89%
Art	49	60.98%	14.49%	22.65%	1.90%
Communication	37	59.86%	14.46%	22.97%	2.70%
Sustainable Development	13	50.00%	24.23%	21.92%	3.85%
Sustainable Technlgy & Built Envirn	29	65.86%	14.93%	19.21%	0.00%
Theatre & Dance	21	55.71%	18.57%	25.71%	0.00%
Health Sciences Total	139	56.94%	15.40%	26.99%	0.66%
Nursing	17	61.29%	12.06%	26.06%	0.59%
Nutrition & Health Care Mgt.	20	58.00%	17.00%	25.00%	0.00%
Public Health and Exercise Science	36	55.67%	18.78%	25.56%	0.00%
Recreation Mgmt and Phys Ed (RMPE)	19	62.11%	11.58%	26.32%	0.00%
Rehabilitation Sciences	24	52.67%	16.25%	29.75%	1.33%
Social Work	23	55.00%	13.48%	29.35%	2.17%

<i>School of Music Total</i>	50	70.76%	9.24%	20.00%	0.00%
Music	50	70.76%	9.24%	20.00%	0.00%
<i>University College Total</i>	13	74.23%	6.54%	19.23%	0.00%
University College	13	74.23%	6.54%	19.23%	0.00%

6. Teaching:

Faculty duties are defined at the departmental level. They are generally consistent with a standard teaching load of 24 credit hours per academic year for a full-time (.75+ FTE) faculty member. The standard load may be adjusted to account for additional responsibilities in research/creative activities or service. The general faculty culture of going above and beyond the standard load is supported by our policy's recognition of a wide range of instructional efforts that contribute to a faculty member's total workload. Faculty actively engage in course development and modernization, particularly in response to technological changes, industry disrupters, and new university initiatives like the QEP (Quality Enhancement Plan). There is a significant focus at App State on student mentorship, including supervising honors theses, supervising competitive research teams, and providing advising outside of formal office hours. Many faculty engage in taking overload teaching assignments, managing large classes, teaching summer courses, and conducting independent studies to support department and student needs. In fall 2024 and spring 2025, 100 faculty (9.3%) reported overload teaching assignments.

7. Measures of Research/Creative Activity: Include a statement and (quantitative and qualitative data) of selected “measures of research and creative activity” for each academic unit.

App State faculty engage in a diverse array of scholarship and creative activities. For many, a substantial amount of this work occurs during the summer when they are not traditionally teaching. A primary focus of this work is writing and submitting manuscripts for peer-reviewed journals. About 65% of the faculty self-reported working on peer-review publications in various stages. Many faculty members participate in specific projects such as writing books, book chapters, and monographs. Another significant area of research and creative activities is grant writing. Faculty apply for both internal and external funding from organizations to support the production of scholarly work. This kind of work often involves undergraduate and graduate students, which helps build the next generation of academic scholars. In fiscal year 2024-25, Appalachian State University brought in \$40.5M in grants.

Faculty also conduct fieldwork and obtain data through focus groups, interviews, and laboratory experiments, which can take several years to complete. Creative activities are also a central component of faculty scholarly activity for some fields. This includes producing creative works such as music compositions, sculpture works, and poetry. Faculty in this area of scholarly work are generally active in their fields as performers, exhibitors, and artists, with a number of them conducting solo exhibitions, commissioned work, and international art residences and festivities. It is worth noting that faculty scholarship and creative activities don't live in a silo compared to the other areas of faculty workload. Many faculty integrate their research and teaching as scholarship informs pedagogical practices and this work often runs parallel to supporting undergraduate and graduate students in research activities.

	Total Faculty	Participated in ANY Research/Creative Activities		Research/Creative		Writing for Publication		Additional Activities	
	#	#	%	#	%	#	%	#	%
University Total	1,071	862	81%	746	70%	732	68%	718	67%
<i>College of Arts and Sciences Total</i>	468	361	77%	299	64%	326	70%	298	64%
Anthropology	13	13	100%	12	92%	13	100%	12	92%
Biology	45	36	80%	31	69%	34	76%	30	67%
Chemistry & Fermentation Sciences	32	20	63%	19	59%	15	47%	18	56%
Computer Science	20	13	65%	8	40%	12	60%	13	65%
English	74	56	76%	43	58%	45	61%	42	57%
Geography & Planning	15	14	93%	12	80%	14	93%	12	80%
Geological & Environmental Sciences	17	15	88%	13	77%	12	71%	13	77%
Government & Justice Studies	30	30	100%	27	90%	29	97%	26	87%
History	32	25	78%	21	66%	23	72%	17	53%

	Total Faculty	Participated in ANY Research/Creative Activities		Research/Creative		Writing for Publication		Additional Activities	
	#	#	%	#	%	#	%	#	%
Interdisciplinary Studies	16	16	100%	12	75%	15	94%	15	94%
Languages, Literatures & Cultures	26	19	73%	13	50%	17	65%	17	65%
Mathematical Sciences	39	24	62%	19	49%	23	59%	20	51%
Philosophy & Religion	17	12	71%	5	29%	12	71%	8	47%
Physics & Astronomy	21	13	62%	13	62%	12	57%	11	52%
Psychology	41	35	85%	33	81%	31	76%	28	68%
Rural Resilience and Innovation	9	3	33%	3	33%	2	22%	1	11%
Sociology	21	17	81%	15	71%	17	81%	15	71%
<i>College of Business Total</i>	126	105	83%	91	72%	96	76%	82	65%
Accounting	22	16	73%	15	68%	16	73%	9	41%
Computer Information Systems	15	11	73%	11	73%	11	73%	11	73%

	Total Faculty	Participated in ANY Research/Creative Activities		Research/Creative		Writing for Publication		Additional Activities	
	#	#	%	#	%	#	%	#	%
Media, Career Studies, Leadership Development	24	22	92%	17	71%	20	83%	22	92%
<i>College of Fine & Applied Arts Total</i>	168	141	84%	137	82%	85	51%	113	67%
Applied Design	19	15	79%	15	79%	8	42%	13	68%
Art	49	45	92%	44	90%	19	39%	33	67%
Communication	37	30	81%	27	73%	23	62%	24	65%
Sustainable Development	13	12	92%	12	92%	12	92%	11	85%
Sustainable Technlgy & Built Envirn	29	20	69%	20	69%	13	45%	17	59%
Theatre & Dance	21	19	91%	19	91%	10	48%	15	71%
<i>College of Health Sciences Total</i>	139	108	78%	88	63%	103	74%	101	73%

	Total Faculty	Participated in ANY Research/Creative Activities		Research/Creative		Writing for Publication		Additional Activities	
	#	#	%	#	%	#	%	#	%
Nursing	17	12	71%	8	47%	11	65%	11	65%
Nutrition & Health Care Mgt.	20	18	90%	14	70%	18	90%	18	90%
Public Health and Exercise Science	36	29	81%	26	72%	28	78%	27	75%
Recreation Mgmt and Phys Ed (RMPE)	19	15	79%	10	53%	13	68%	15	79%
Rehabilitation Sciences	24	19	79%	18	75%	18	75%	16	67%
Social Work	23	15	65%	12	52%	15	65%	14	61%
<i>School of Music Total</i>	50	45	90%	44	88%	24	48%	30	60%
Music	50	45	90%	44	88%	24	48%	30	60%
<i>University College Total</i>	13	5	39%	5	39%	5	39%	2	15%
University College	13	5	39%	5	39%	5	39%	2	15%

8. Service Contributions: Include a statement and (quantitative and qualitative data) on selected measures of service contributions for each academic unit.

App State faculty demonstrate a wide range of service contributions that extend across departmental, college, university, community, and professional levels. The self-reported service activities highlighted below represent a broad sampling, not an exhaustive list, of the many contributions made by faculty. The chart below provides a summary of self-reported service activities by faculty. About 30% of the faculty take on significant administrative roles, such as program directors and department chairs, or contribute to key initiatives by leading committees. Over 50% of our faculty extend their expertise to their professional fields by serving as journal reviewers and editors, holding leadership positions on national professional society boards, and organizing conferences. Given App State's somewhat isolated and rural location, there is a strong culture of community engagement, with faculty volunteering on local boards, providing pro-bono consulting and services, organizing service-learning projects that serve our rural communities, and giving public lectures to a variety of groups.

	Total Faculty	Participated in ANY Service Activities		Department/Unit Service		College, School, or University Service		UNC System Service		Administrative Service		Professional Service	
	#	#	%	#	%	#	%	#	%	#	%	#	%
University Total	1,071	1,020	95%	938	88%	591	55%	41	4%	324	30%	584	55%
<i>College of Arts and Sciences Total</i>	468	437	93%	398	85%	230	49%	20	4%	122	26%	211	45%
Anthropology	13	12	92%	11	85%	8	62%	1	8%	1	8%	7	54%
Biology	45	42	93%	37	82%	23	51%	2	4%	12	27%	24	53%
Chemistry & Fermentation Sciences	32	30	94%	26	81%	18	56%	0	0%	3	9%	9	28%
Computer Science	20	16	80%	14	70%	9	45%	2	10%	5	25%	7	35%
English	74	71	96%	65	88%	29	39%	4	5%	18	24%	27	37%
Geography & Planning	15	14	93%	12	80%	11	73%	0	0%	7	47%	8	53%
Geological & Environmental Sciences	17	17	100%	17	100%	10	59%	1	6%	3	18%	12	71%
Government & Justice Studies	30	29	97%	28	93%	14	47%	2	7%	10	33%	19	63%
History	32	31	97%	31	97%	10	31%	1	3%	7	22%	7	22%

	Total Faculty	Participated in ANY Service Activities		Department/Unit Service		College, School, or University Service		UNC System Service		Administrative Service		Professional Service	
	#	#	%	#	%	#	%	#	%	#	%	#	%
Interdisciplinary Studies	16	15	94%	15	94%	10	63%	0	0%	9	56%	12	75%
Languages, Literatures & Cultures	26	26	100%	23	89%	9	35%	2	8%	7	27%	12	46%
Mathematical Sciences	39	35	90%	29	74%	20	51%	3	8%	13	33%	14	36%
Philosophy & Religion	17	14	82%	13	77%	10	59%	1	6%	2	12%	6	35%
Physics & Astronomy	21	19	91%	17	81%	10	48%	0	0%	8	38%	13	62%
Psychology	41	37	90%	33	81%	21	51%	1	2%	12	29%	23	56%
Rural Resilience and Innovation	9	8	89%	8	89%	4	44%	0	0%	0	0%	2	22%
Sociology	21	21	100%	19	91%	14	67%	0	0%	5	24%	9	43%
<i>College of Business Total</i>	126	119	94%	110	87%	69	55%	4	3%	24	19%	65	52%
Accounting	22	22	100%	22	100%	13	59%	0	0%	4	18%	13	59%
Computer Information Systems	15	15	100%	15	100%	6	40%	0	0%	1	7%	8	53%

EXHIBIT A-2

[illegible]

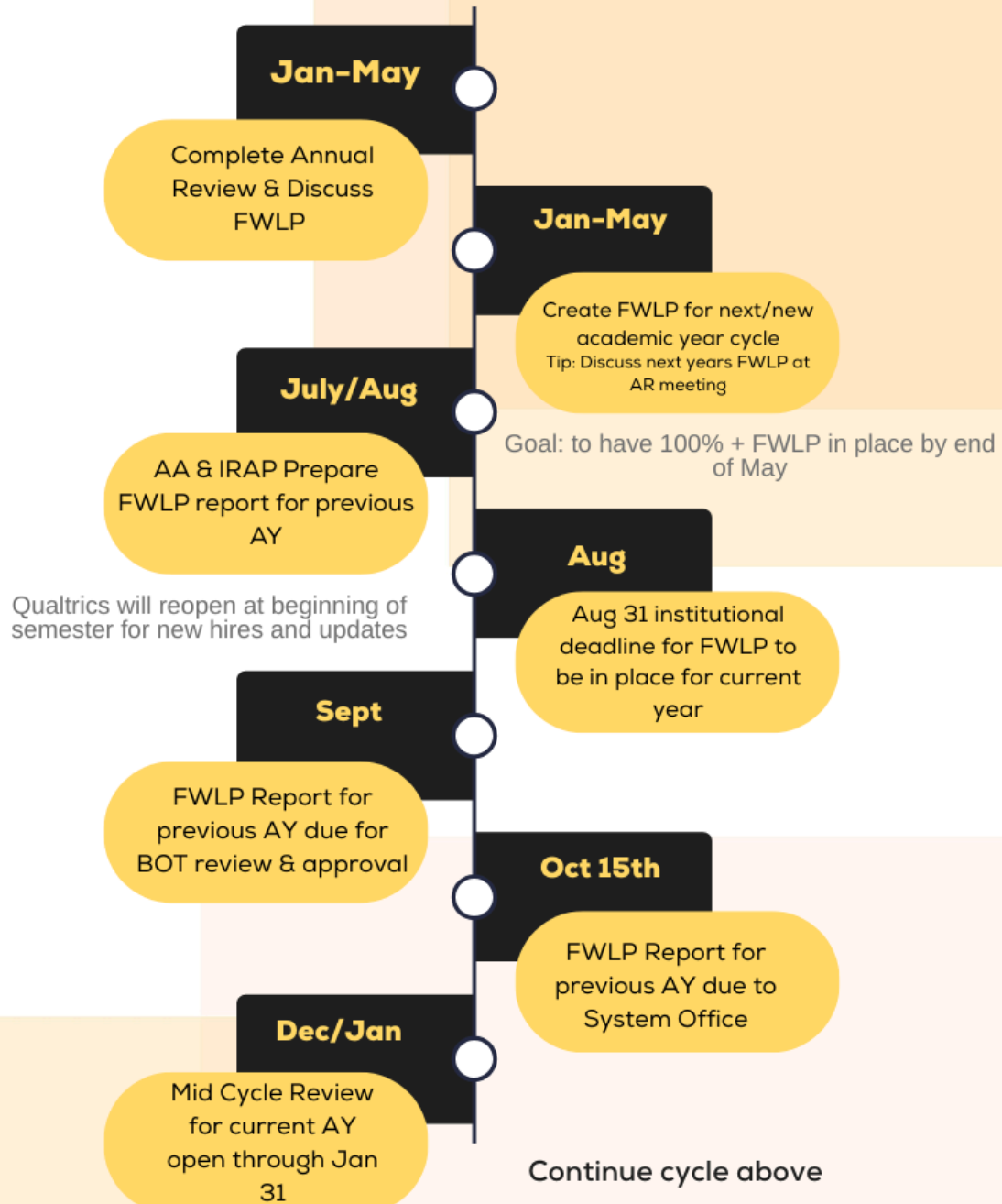
	Total Faculty	Participated in ANY Service Activities		Department/Unit Service		College, School, or University Service		UNC System Service		Administrative Service		Professional Service	
	#	#	%	#	%	#	%	#	%	#	%	#	%
Media, Career Studies, and Leadership Development	24	24	100%	24	100%	18	75%	0	0%	13	54%	15	63%
<i>College of Fine & Applied Arts Total</i>	168	161	96%	148	88%	84	50%	6	4%	54	32%	92	55%
Applied Design	19	18	95%	17	90%	8	42%	0	0%	6	32%	10	53%
Art	49	47	96%	42	86%	21	43%	3	6%	21	43%	28	57%
Communication	37	35	95%	32	87%	21	57%	2	5%	9	24%	22	60%
Sustainable Development	13	13	100%	12	92%	6	46%	0	0%	2	15%	8	62%
Sustainable Technlgy & Built Envirn	29	28	97%	27	93%	11	38%	0	0%	6	21%	13	45%
Theatre & Dance	21	20	95%	18	86%	17	81%	1	5%	10	48%	11	52%
<i>College of Health Sciences Total</i>	139	137	99%	127	91%	95	68%	8	6%	52	37%	103	74%

	Total Faculty	Participated in ANY Service Activities		Department/Un it Service		College, School, or University Service		UNC System Service		Administrative Service		Professional Service	
	#	#	%	#	%	#	%	#	%	#	%	#	%
Nursing	17	17	100%	17	100%	10	59%	2	12%	5	29%	14	82%
Nutrition & Health Care Mgt.	20	20	100%	19	95%	17	85%	2	10%	10	50%	17	85%
Public Health and Exercise Science	36	35	97%	30	83%	26	72%	2	6%	13	36%	25	69%
Recreation Mgmt and Phys Ed (RMPE)	19	19	100%	17	90%	13	68%	2	11%	7	37%	13	68%
Rehabilitation Sciences	24	24	100%	23	96%	13	54%	0	0%	12	50%	16	67%
Social Work	23	22	96%	21	91%	16	70%	0	0%	5	22%	18	78%
<i>School of Music Total</i>	50	49	98%	47	94%	24	48%	0	0%	22	44%	30	60%
Music	50	49	98%	47	94%	24	48%	0	0%	22	44%	30	60%
<i>University College Total</i>	13	13	100%	11	85%	7	54%	0	0%	3	23%	5	39%
University College	13	13	100%	11	85%	7	54%	0	0%	3	23%	5	39%

9. Process Evaluation and Compliance:

Full-time faculty work with their department chair to develop their workload plan. In the initial year, this workload plan was developed using a PDF version of the workload plan form that faculty then uploaded into Qualtrics. The form asked a series of questions related to how faculty spent their time in teaching, research/creative activities, and service. In the initial 2024/25 cycle, workload plans were created in the fall semester. Moving forward, workload plans will be developed at the end of the annual review cycle. After the faculty member creates their workload plan in consultation with their department chair, the Dean reviews the workload plans for the college. Below is a graphic representation of the timeline discussed above.

FWLP TIMELINE



Concluding Remarks:

App State's 2024-25 Faculty Workload Annual Report highlights the institution's commitment to educational excellence. Faculty activities extend beyond formal metrics, encompassing a wide range of routinely expected duties such as course development, student mentorship and managing large classes. Furthermore, the report showcases a robust engagement in scholarly and creative work with 81% of faculty participating in research and creative activities, including publishing, grant writing and artistic production. Service contributions are also a cornerstone of the faculty's work, with nearly all faculty involved in activities at the departmental, university, and community levels, including administrative roles, journal reviews, and community engagement.

Notably, the 2024-25 cycle was marked by the profound impact of Hurricane Helene, during which many faculty members faced the loss of their homes or significant property damage. Despite these personal hardships, faculty not only maintained their professional responsibilities, but also volunteered countless hours to support community recovery efforts—demonstrating exceptional resilience and an unwavering commitment to the community in which we are fortunate to serve.

Certification:

This report was prepared by Jamie Parson, Interim Senior Vice Provost, Faculty Policies Development and Training & Rick Sears, Interim Executive Director of Institutional Research, Assessment & Planning and reviewed by the chief academic officer, Provost & Executive Vice Chancellor Neva J. Specht, before submission.

APPENDIX B

MEETING OF THE ATHLETICS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 4, 2025
2:00 p.m.
Meeting Room B
North End Zone Facility

AGENDA

- | | | |
|----|--|-------------|
| 1. | Call to Order in Open Session | ACTION |
| 2. | Approval of Minutes | ACTION |
| 3. | Comments from Director of Athletics
Doug Gillin | INFORMATION |
| 4. | Closed Session | ACTION |
| 5. | Reconvene in Open Session | ACTION |
| 6. | Adjournment | ACTION |

MOTION TO CONVENE IN CLOSED SESSION

I MOVE THAT THE BOARD CONVENE IN CLOSED SESSION TO:

1. ☒ prevent the disclosure of privileged or confidential information
☒ pursuant to North Carolina General Statutes section 126-22.
_____ pursuant to Title ____ of the United States Code, section _____ or
_____ pursuant to _____ [applicable law or regulation] in accordance with
N.C.G.S § 143-318.11(a)(1).
2. _____ prevent the premature disclosure of an honorary degree, scholarship, prize, or similar
award in accordance with N.C.G.S § 143-318.11(a)(2).
3. ☒ consult with our attorney
_____ to preserve the attorney-client privilege
_____ to consider and give instructions to our attorney concerning the handling or
settlement of a claim, judicial action, mediation, arbitration, or administrative procedure
in accordance with N.C.G.S. § 143-318.11(a)(3).
4. _____ discuss matters relating to the location or expansion of industries or other businesses in
the area served by this Board in accordance with N.C.G.S § 143-318.11(a)(4).
5. _____ establish or instruct the staff or an agent concerning the position to be taken by or on
behalf of this Board in negotiating the price and other material terms of a contract or
proposed contract for the acquisition of real property by purchase, option, exchange, or lease
in accordance with N.C.G.S § 143-318.11(a)(5).
6. _____ establish or instruct the staff or an agent concerning the position to be taken by or on
behalf of this Board in negotiating the amount of compensation and other material terms of
an employment contract or proposed employment contract in accordance with N.C.G.S §
143-318.11(a)(5).
7. ☒ consider the qualifications, competence, performance, character, fitness, conditions of
appointment, or conditions of initial employment of an individual public officer or employee
or prospective public officer or employee in accordance with N.C.G.S § 143-318.11(a)(6).
8. _____ hear or investigate a complaint, charge, or grievance by or against an individual public
officer or employee in accordance with N.C.G.S § 143-318.11(a)(6).
9. _____ plan, conduct, or hear reports concerning investigations of alleged criminal conduct in
accordance with N.C.G.S § 143-318.11(a)(7).
10. _____ discuss and take action regarding plans to protect public safety as it relates to existing
or potential terrorist activity and to receive briefings by staff members, legal counsel, or law
enforcement or emergency service officials concerning actions taken or to be taken to respond to
such activity in accordance with N.C.G.S §

APPENDIX C

MEETING OF THE AUDIT, RISK, AND COMPLIANCE COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 4, 2025
10:00 am
Meeting Room A
North End Zone Facility

AGENDA

- | | |
|--|-------------|
| 1. Call to Order | |
| 2. Approval of Minutes | ACTION |
| 3. Annual Confirmation of Organizational Independence | INFORMATION |
| 4. Presentation (PowerPoint): Key Performance Indicators for FY '25 | INFORMATION |
| 5. 2025 Board of Trustees Audit Committee Certification Letter | INFORMATION |
| 6. Summary of Finalized FY '25 Audit Plan | INFORMATION |
| 7. Summary of External Audits Completed and In-Progress | INFORMATION |
| 8. Other OIA Updates | INFORMATION |
| 9. Approval of FY '26 Audit Plan – Exhibit C-1
and Recent Internal Audit Activity Update | ACTION |
| 10. Self-Assessment of Internal Controls over Financial Reporting for FY '25
David Jamison, Associate Vice Chancellor and University Controller | INFORMATION |
| 11. Closed Session | INFORMATION |
| 12. Open Session and Adjournment | ACTION |

MOTION TO CONVENE IN CLOSED SESSION

I MOVE THAT THE BOARD CONVENE IN CLOSED SESSION TO:

1. ☒ prevent the disclosure of privileged or confidential information
☒ pursuant to North Carolina General Statutes section 126-22.
_____ pursuant to Title ____ of the United States Code, section _____ or
_____ pursuant to _____ [applicable law or regulation] in accordance with
N.C.G.S § 143-318.11(a)(1).
2. _____ prevent the premature disclosure of an honorary degree, scholarship, prize, or similar
award in accordance with N.C.G.S § 143-318.11(a)(2).
3. ☒ consult with our attorney
_____ to preserve the attorney-client privilege
_____ to consider and give instructions to our attorney concerning the handling or
settlement of a claim, judicial action, mediation, arbitration, or administrative procedure
in accordance with N.C.G.S. § 143-318.11(a)(3).
4. _____ discuss matters relating to the location or expansion of industries or other businesses in
the area served by this Board in accordance with N.C.G.S § 143-318.11(a)(4).
5. _____ establish or instruct the staff or an agent concerning the position to be taken by or on
behalf of this Board in negotiating the price and other material terms of a contract or
proposed contract for the acquisition of real property by purchase, option, exchange, or lease
in accordance with N.C.G.S § 143-318.11(a)(5).
6. _____ establish or instruct the staff or an agent concerning the position to be taken by or on
behalf of this Board in negotiating the amount of compensation and other material terms of
an employment contract or proposed employment contract in accordance with N.C.G.S §
143-318.11(a)(5).
7. ☒ consider the qualifications, competence, performance, character, fitness, conditions of
appointment, or conditions of initial employment of an individual public officer or employee
or prospective public officer or employee; or to hear or investigate a complaint, charge, or
grievance by or against an individual public officer or employee in accordance with N.C.G.S
§ 143-318.11(a)(6).
8. _____ plan, conduct, or hear reports concerning investigations of alleged criminal conduct in
accordance with N.C.G.S § 143-318.11(a)(7).
10. _____ discuss and take action regarding plans to protect public safety as it relates to existing
or potential terrorist activity and to receive briefings by staff members, legal counsel, or law
enforcement or emergency service officials concerning actions taken or to be taken to respond to
such activity in accordance with N.C.G.S §

Appalachian State University - Office of Internal Audits
PROPOSED Internal Audit Plan for the fiscal year ending June 30, 2026

Exhibit C-1

PENDING APPROVAL - BOT September 5, 2025

Audit	Included in the Audit Plan
Financial Audits/Reviews	
New River Light & Power - short fiscal year '25 (Jan-Jun 2025)	CF '25
Impacts on Research Funding (Less federal \$, lower F&A%)	Yes
Information System Controls	
Access Controls (Identity Access Management Phase I & 2)	CF '25
New River Light & Power Cybersecurity and IT Infrastructure	CF '25
Institute of Internal Auditors - Cyber Security Topical Requirement	Yes
Campuswide Tech Redundancies and Excess Applications	Yes
Audits/Reviews of Internal Controls	
Business Continuity & Disaster Recovery Programs	CF '24 & '25
Domestic Travel with Non-travel Expenditures	CF '25
UNC System Policy 1300.7.2 - Regulation on University Procurement & Purchasing Card Programs	Yes
Performance/Operational Audits and/or Reviews	
Appalachian Police Department	Yes
Compliance Audits	
GEAR UP Grants 2025 (Yr 5 of 2.0 grant, Yr 1 of APEX grant)	Yes
UNC System Policy 1300.7.3 - Regulation on Campus Emergency Communication & Alert Systems	Yes
Hazardous Waste Storage Compliance	Yes
Youth Protections & Compliance (focus area TBD)	Yes
Audit Findings Follow-up	
Follow-up (2) - Appalachian Senior Programs	CF '25
Follow-up - Campus Dining	CF '25
Follow-up (2) - Secondary Position Time Tracking Audit	Yes
Follow-up - IT: Asset Management	CF '25
Follow-up - IT: Remote Work Environment	Yes
Follow-up - OSA Annual Financial Audit (if any issues noted by OSA)	Yes
Follow-up - OSA IT Audit (timing: TBD)	Yes
Special Investigations	
Other Investigations to be determined	To be Determined
Consulting Engagements (e.g., advice, facilitation, training)	
Athletic Coaches' Ticket Incentive Requests (up to 4, 50 hrs each as separate audits when requested)	Yes
Consulting Requests to be determined	To be Determined

Appalachian State University - Office of Internal Audits
PROPOSED Internal Audit Plan for the fiscal year ending June 30, 2026

Exhibit C-1

PENDING APPROVAL - BOT September 5, 2025

Special Assignments	
Search Committees - Office Postings (as needed)	Yes
* Campus Committee Participation (15 committees)	Yes
Internal Control Certification: Review of Controls for FY26	Yes
UNC Auditors Association Officer	Yes
Other	
Other General Audit activities to be determined	Yes
Self Assessment Maturity Model Reporting due 7/15/25 (for year ended 6/30/25)	CF '25
Self Assessment Maturity Model Reporting due 7/15/26 (for year ended 6/30/26)	Yes
Plan & Host UNCAA Fall 2025 Conference (Oct 13-14)	Yes
Peer participant for External Quality Assurance Review - UNCW due May 2026	Yes
Annual Risk Assessment and Audit Planning for FY '27	Yes
Ongoing assessments and reports for KPI's / QAIP/ SAMM Improvements	Yes
On-boarding and training new employees (as needed)	Yes

*** Campus Committees**

Chancellor's AI Task Force
 Compliance Partners Working Group
 Data Governance Committee
 Data Stewards Council
 Audit, Risk, & Compliance Committee (BOT)
 GROUPS: Finance and Administration Monthly Updates, Sponsored Programs Administration Network (SPAN)
 Identity Access Management Governance
 Identity Management Committee
 Information Security Advisory Council
 Internal Control Assessments Committee
 Intranet Task Force
 Payment Card Oversight Committee
 Pcard Review Committee
 Risk Review Board
 Staff Senate Representative

APPENDIX D

MEETING OF THE FINANCE AND OPERATIONS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 4, 2025

3:00 p.m.

Meeting Room A
North End Zone Facility

AGENDA

- | | |
|--|-------------|
| 1. Call to Order | ACTION |
| 2. Approval of Minutes | ACTION |
| 3. Capital Project Authorizations | ACTION |
| a. Campus Dining Master Plan Advanced Planning (Exhibit D-1A) | ACTION |
| b. Campus Dining Master Plan Phase I Construction (Exhibit D-1B) | ACTION |
| c. Belk Library Master Plan (Exhibit D-1C) | ACTION |
| d. NRLP Helene Site and Various Repairs (Exhibit D-1D) | ACTION |
| 4. Parking and Transportation Regulations (Exhibit D-2) | ACTION |
| 5. Account Receivable Write-offs (Exhibit D-3) | INFORMATION |
| 6. Credit Rating Report | INFORMATION |
| 7. Capital Project Update | INFORMATION |
| 8. Adjournment | ACTION |



Division of University Operations
BB Dougherty Administration Bldg.
PO Box 32003
438 Academy St., Suite 327
Boone, NC 28608
Phone: (828) 262-6830

MEMO

To: Appalachian State University Board of Trustees

From: Matt Dull, Deputy Chief Operating Officer

Re: Action Item - Dining Master Plan Advanced Planning

Date: September 5, 2025

This is a Dining Trust Fund supported project to engage with a single designer to progress the Dining Master Plan to the Advanced Planning phase. Campus Dining will pay for the cost of the designer services by using the fund balance of the Campus Dining Reserve.

The projected cost of the advanced planning work is \$500,000 and falls within the approval threshold of the Appalachian State University Board of Trustees (the "Board").

A University of North Carolina Capital Project Authorization form is attached with additional details.

The scope of the work includes the following:

- (1) expand on the Dining Master Plan, which was completed in summer 2025, to begin developing comprehensive design solutions for all impacted spaces and prepare packages for long lead time items. This will allow us to renovate spaces continuously based on the Master Plan Phasing Strategy over the next 4 years, maintain consistent aesthetics across spaces, and purchase equipment ahead of construction to prevent delays in future projects.

This project is time sensitive as this work kicks off the multi-year capital improvement plan of our Campus Dining facilities. University Operations will present full project authority requests to this Board as each phase of the Dining Master Plan is ready to begin the full design and construction process. This request is for advanced planning approval only.

**THE UNIVERSITY OF NORTH CAROLINA
CAPITAL PROJECT AUTHORIZATION FORM**

Institution: Appalachian State University Date: 8/14/25 Interscope Code: _____
 Project Title: Dining Master Plan - Advance Planning Interscope Item: _____

A. CAPITAL PROJECT SCOPE AND JUSTIFICATION

1. Name of Building(s): Dining Facilities (see proposed scope) 2. Project Type: Misc. Other Construction
 3a. Estimated Existing GSF: varies 4a. Current Use: Dining 5. Land Ownership: State Owned (SCO is the AHJ)
 3b. Estimated New or Additional GSF: N/A 4b. Proposed Use: Dining
 6. Was Adv Planning authorized by legislation or BOT? Yes BOT Authorization Date: 9/5/2025 Date SD submitted to SCO: _____

7. Describe proposed project scope:

This project will expand on the Dining Master Plan, completed in summer 2025, to begin developing comprehensive design solutions for all impacted spaces and prepare packages for long lead time items. This will allow us to renovate spaces continuously based on the Master Plan Phasing Strategy over the next 3-4 years, maintain consistent aesthetics across spaces, and purchase equipment ahead of construction to prevent delays in future projects. Proposed projects are listed below:

Central Dining (Sanford Commons renovation): \$5,400,000 17,738 SF
 Mountaineer Hall (retail concept): \$792,000 1,144 SF
 Trivette Hall (market renovation and lower level cafe): \$3,090,000 5,903 SF
 Plemmons Student Union (Crossroads & Cascades renovations): \$3,900,000 8,657 SF
 Belk Library (Wired Scholar renovation): \$1,608,000 1,850 SF
 Central Dining (Rivers Street dining room updates): \$2,400,000 22,328 SF

8a. Current departments and programs:

Campus Dining

8b. Proposed departments and programs:

Campus Dining

9. If the project is new construction or addition, describe the proposed use or disposition of the existing facility, including proposed timeline.

10. Is project incl. in the 6-year capital plan? No If so, indicate version: _____ Project Title: _____

B. CURRENT CAPITAL PROJECT AUTHORIZATION AND FUND SOURCES

1. Identify fund sources for proposed project. For R&R funds and carry forward funds, provide the fiscal year. For trust funds and student fees, provide specific source of funds.

Authorization Approval	By	Approval Date	Appropriated	R&R	Specify FY	Carry Forward*	Specify FY	Trust Funds	Source	Student Fees	Source	Debt Service Fees
Advance Planning	BOT	9/5/25						500,000	Dining			
PREVIOUS AUTHORIZATION:			\$0	\$0	\$0	\$0	\$0	\$500,000		\$0		\$0
			#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!
Incr. Authorization												
Change fund source(s)												
CHANGE IN AUTHORIZATION:			\$0	\$0	\$0	\$0	\$0	\$0		\$0		\$0
REV. TOTAL AUTHORIZATION:			\$500,000	\$0	\$0	\$0	\$0	\$500,000		\$0		\$0
			100%	0%	0%	0%	0%	100%		0%		0%

2. Provide additional details on proposed fund sources (e.g., availability of donations and gifts as of the date of the request, pledged amounts, type of federal grants, specific student fees including date and amounts already approved by the Board of Governors, etc.):

Dining receipts

3. For auxiliary-supported projects (e.g., housing, dining, parking, etc.), provide an estimate of annual revenues that will be generated by the project and the revenue source for the first five years.

Year 1		Year 2		Year 3		Year 4		Year 5	
Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source

4. For any new construction, addition, or comprehensive renovation, provide the estimated annual operations and maintenance costs and the fund source for the first five years.

Year 1		Year 2		Year 3		Year 4		Year 5	
Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source

C. TOTAL ESTIMATED PROJECT BUDGET

Proposed Construction Schedule:

Date project estimate prepared: 7/31/2025
 Estimated construction start date: _____
 Estimated construction completion date: _____

Estimated Construction Costs:

Qty	Unit	Cost per Unit	Total
		#DIV/0!	
		#DIV/0!	
		#DIV/0!	
		#DIV/0!	



Division of University Operations
BB Dougherty Administration Bldg.
PO Box 32003
438 Academy St., Suite 327
Boone, NC 28608
Phone: (828) 262-6830

MEMO

To: Appalachian State University Board of Trustees

From: Matt Dull, Deputy Chief Operating Officer

Re: Action Item - Dining Master Plan Phase I Construction

Date: September 5, 2025

This is a Dining Trust Fund supported project to begin the design and construction of Phase I of the Dining Master Plan. Campus Dining will pay for the cost of the designer services by using cash in the Campus Dining Reserve.

The projected cost of the project is \$4,500,000. This project authorization request falls within the approval authority of the UNC Board of Governors and, if approved today, will be presented at the Board of Governors meeting in October 2025.

A University of North Carolina Capital Project Authorization form is attached with additional details.

The scope of the work includes the following:

- (1) Full renovation of 4,600 sf kitchen and server area in Plemmons Student Union, in the vacated McAllisters restaurant, to serve as a commissary kitchen to support a number of other restaurant concepts across the dining enterprise; This includes a renovation of the existing commercial kitchen and server spaces; and,
- (2) Creation of a new market on the ground floor of Thunder Hill Residence Hall to allow the existing market space in Trivette Hall to be converted into a future dining concept that will expand dining capacity for the west side of campus.

This project is time sensitive as this work kicks off the multi-year capital improvement plan of our Campus Dining facilities.

**THE UNIVERSITY OF NORTH CAROLINA
CAPITAL PROJECT AUTHORIZATION FORM**

Institution: Appalachian State University Date: 8/15/25 Interscope Code: _____
 Project Title: Dining Master Plan Renovations - Phase I Interscope Item: _____

A. CAPITAL PROJECT SCOPE AND JUSTIFICATION

1. Name of Building(s): Plemmons Student Union Commissary Kitchen & Servery and Thunder Hill Terrace level 2. Project Type: Comprehensive Renovation
 3a. Estimated Existing GSF: 4,600 4a. Current Use: Dining 5. Land Ownership: State Owned (SCO is the AHJ)
 3b. Estimated New or Additional GSF: NA 4b. Proposed Use: Dining
 6. Was Adv Planning authorized by legislation or BOT? No BOT Authorization Date : _____ Date SD submitted to SCO: _____
 7. Describe proposed project scope:

Full renovation of 4,600 sf kitchen and servery area in Plemmons Student Union, in the vacanted McAllisters restaurant to serve as a commissary kitchen to support a number of other restaurant concepts across kitchen, includes a renovation of the existing commercial kitchen and servery spaces. Also, included in this project is the creation of a new market at Thunder Hill Hall.

8a. Current departments and programs:

Dining

8b. Proposed departments and programs:

Dining

9. If the project is new construction or addition, describe the proposed use or disposition of the existing facility, including proposed timeline.

N/A

10. Is project incl. in the 6-year capital plan? Yes If so, indicate version: FY25-27 Project Title: IG Greer Demolition

B. CURRENT CAPITAL PROJECT AUTHORIZATION AND FUND SOURCES

1. Identify fund sources for proposed project. For R&R funds and carry forward funds, provide the fiscal year. For trust funds and student fees, provide specific source of funds.

Authorization Approval	By	Approval Date	Appropriated	R&R	Specify FY	Carry Forward*	Specify FY	Trust Funds	Source	Student Fees	Source	Debt Service Fees
New Capital Project	BOG							4,500,000	Dining			
PREVIOUS AUTHORIZATION:		\$4,500,000	\$0	\$0		\$0		\$4,500,000		\$0		\$0
		100%	0%	0%		0%		100%		0%		0%
Incr. Authorization												
Change fund source(s)												
CHANGE IN AUTHORIZATION:		\$0	\$0	\$0		\$0		\$0		\$0		\$0
REV. TOTAL AUTHORIZATION:		\$4,500,000	\$0	\$0		\$0		\$4,500,000		\$0		\$0
		#DIV/0!	#DIV/0!	#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!

2. Provide additional details on proposed fund sources (e.g., availability of donations and gifts as of the date of the request, pledged amounts, type of federal grants, specific student fees including date and amounts already approved by the Board of Governors, etc.):

Dining Trust funds (\$4,500,000) from Dining Reserves.

3. For auxiliary-supported projects (e.g., housing, dining, parking, etc.), provide an estimate of annual revenues that will be generated by the project and the revenue source for the first five years.

Year 1		Year 2		Year 3		Year 4		Year 5	
Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source

4. For any new construction, addition, or comprehensive renovation, provide the estimated annual operations and maintenance costs and the fund source for the first five years.

Year 1		Year 2		Year 3		Year 4		Year 5	
Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source

C. TOTAL ESTIMATED PROJECT BUDGET

Proposed Construction Schedule:

Date project estimate prepared: _____
 Estimated construction start date: _____
 Estimated construction completion date: _____

8/12/2025

3/15/2026

10/15/2026

Estimated Construction Costs:

01 General Requirements	
02 Existing Conditions	
03 Concrete	
05 Metals	
06 Wood, Plastics, and Composites	
08 Openings	
09 Finishes	
11 Equipment	
12 Furnishings	
22 Plumbing	

Qty	Unit	Cost per Unit	Total
4,500	SF	\$93.33	\$420,000.00
4,500	SF	\$57.33	\$258,000.00
4,500	SF	\$9.51	\$42,800.00
4,500	SF	\$44.61	\$200,763.86
4,500	SF	\$28.89	\$130,000.00
4,500	SF	\$42.22	\$190,000.00
4,500	SF	\$100.00	\$450,000.00
4,500	SF	\$144.44	\$650,000.00
4,500	SF	\$30.00	\$135,000.00
4,500	SF	\$97.78	\$440,000.00

Institution: Appalachian State University	Date: 8/15/25	Interscope Code:
Project Title: Dining Master Plan Renovations - Phase I		Interscope Item:

23 Heating, Ventilating, and Air Conditioning (HVAC)	4,500	SF	\$77.78	\$350,000.00
26 Electrical	4,500	SF	\$77.78	\$350,000.00
Subtotal				\$3,616,564
Bonds and Insurance	1.50 %			\$54,248
Overhead and Profit	5.00 %			\$180,828
Total Estimated Construction Cost				\$3,851,641
Owner's Contingency (3% New Construction, 5% R&R)	5.00 %		3% (New) or 5% (R&R)	\$192,582
Escalation Cost Increase (from date of estimate to midpoint of construction)	2	months	8.0% annually	51,355
Total Estimated Escalation Cost				\$243,937

Percent	Recommended Range	Total
%	1% - 2.5%	0
10.00 %	9% - 11%	385,164
%	1% for CM@R	0
0.50 %	0.5% - 1.5%	19,258
%	1.25%	0
%	2% - 3%	0
Total Other Project Fees		\$404,422

Qty	Unit	Cost per Unit	Total	Total w/ Escalation
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
Total Other Project Costs				\$0
TOTAL ESTIMATED PROJECT COSTS				\$4,500,000

Other Project Fees:

Advanced Planning

Design Services

Preconstruction Services

Commissioning

Special Inspections/Materials Testing/Geotechnical

Sustainability

Other Project Fees (not included in construction contract above):

Land Purchase

Demolition

AV Equipment

Fixed Equipment

Movable Equipment

Other (specify)

Other (specify)

D. CERTIFICATION AND AUTHORIZATIONS

I certify that this capital improvement request, to the best of my knowledge, is true and correct and describes the permanent improvements necessary to construct and complete the project. I further certify that the capital improvement request has been duly authorized.

	Matt Dull, Deputy Chief Operating Officer	9/5/25
Signature of AVC for Facilities (or equivalent)	Print name and title	Date
I certify that the funds are available for the planning, design, construction, and operations and maintenance of the proposed project.		
	Greg Lovins, Interim CFO	9/5/25
Signature of CFO (or equivalent)	Print name and title	Date

CAPITAL BUDGET REQUESTS AND REVISIONS (To be completed after approval by campus capital budget office)

Budget Fund: 	Date Authorized by OSC: 	Date IBIS Budget Approved by OSBM: 	
IBIS Short Title: 	For revisions, date IBIS Budget Approved by OSBM: 		



Division of University Operations
BB Dougherty Administration Bldg.
PO Box 32003
438 Academy St., Suite 327
Boone, NC 28608
Phone: (828) 262-6830

MEMO

To: Appalachian State University Board of Trustees

From: Matt Dull, Deputy Chief Operating Officer

Re: Action Item - Belk Library Master Plan

Date: September 5, 2025

This is a donor-supported project to engage with a designer to develop a master plan for Belk Library and Information Commons.

The projected cost of the master plan is \$75,000 and falls within the approval threshold of the Appalachian State University Board of Trustees (the "Board").

A University of North Carolina Capital Project Authorization form is attached with additional details.

The scope of the work includes the following:

- (1) Develop a comprehensive, long-term strategy designed to enhance the library experience on campus which:
 - (a) optimizes library facilities, services, and technology to meet the evolving needs of students, faculty, and staff;
 - (b) enhances study spaces, reimagines book stack areas, reviews service point placement, reviews wayfinding, and integrates technology throughout the building; and,
 - (c) considers campus growth, future library/academic trends, and the creation of vibrant, branded spaces that encourage community engagement.

This project is not time sensitive but allows for long-range planning for this critical campus resource.

**THE UNIVERSITY OF NORTH CAROLINA
CAPITAL PROJECT AUTHORIZATION FORM**

Institution: **Appalachian State University** Date: **9/5/25** Interscope Code:
 Project Title: **Belk Library Master Plan** Interscope Item:

A. CAPITAL PROJECT SCOPE AND JUSTIFICATION

1. Name of Building(s): **Belk Library & Information Commons** 2. Project Type: **Misc. Other Construction**
 3a. Estimated Existing GSF: **0** 4a. Current Use: **Academic Support** 5. Land Ownership: **State Owned (SCO is the AHJ)**
 3b. Estimated New or Additional GSF: **0** 4b. Proposed Use: **Academic Support**
 6. Was Adv Planning authorized by legislation or BOT? **No** BOT Authorization Date : Date SD submitted to SCO:

7. Describe proposed project scope:

The Belk Library Master Plan is a comprehensive, long-term strategy designed to enhance the library experience on campus. It focuses on optimizing library facilities, services, and technology to meet the evolving needs of students, faculty, and staff. The plan takes into account factors enhancing study spaces, reimagining book stack areas, reviewing service point placement, reviewing wayfinding, and integrating technology throughout the building. It also considers campus growth, future library/academic trends, and the creation of vibrant, branded spaces that encourage community engagement. The goal is to provide diverse, high-quality, and innovative spaces that support the overall student experience while promoting academic rigor and prepare the library for future technologies.

8a. Current departments and programs:

Library Services

8b. Proposed departments and programs:

Library Services

9. If the project is new construction or addition, describe the proposed use or disposition of the existing facility, including proposed timeline.

N/A

10. Is project incl. in the 6-year capital plan? **No** If so, indicate version: Project Title: **App State Library Master Plan**

B. CURRENT CAPITAL PROJECT AUTHORIZATION AND FUND SOURCES

1. Identify fund sources for proposed project. For R&R funds and carry forward funds, provide the fiscal year. For trust funds and student fees, provide specific source of funds.

Authorization Approval	By	Approval Date	Appropriated	R&R	Specify FY	Carry Forward*	Specify FY	Trust Funds	Source	Student Fees	Source	Debt Service Fees
Advance Planning	BOT	9/5/25						75,000	Endowment			
PREVIOUS AUTHORIZATION:			\$75,000	\$0		\$0		\$75,000		\$0		\$0
			100%	0%		0%		100%		0%		0%
Incr. Authorization	BOT							0				
Change fund source(s)												
CHANGE IN AUTHORIZATION:			\$0	\$0		\$0		\$0		\$0		\$0
REV. TOTAL AUTHORIZATION:			\$75,000	\$0		\$0		\$75,000		\$0		\$0
			0%	0%		0%		100%		0%		0%

2. Provide additional details on proposed fund sources (e.g., availability of donations and gifts as of the date of the request, pledged amounts, type of federal grants, specific student fees including date and amounts already approved by the Board of Governors, etc.):

The Bevins fund held by the Foundation will fund the project.

3. For auxiliary-supported projects (e.g., housing, dining, parking, etc.), provide an estimate of annual revenues that will be generated by the project and the revenue source for the first five years.

Year 1		Year 2		Year 3		Year 4		Year 5	
Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source

4. For any new construction, addition, or comprehensive renovation, provide the estimated annual operations and maintenance costs and the fund source for the first five years.

Year 1		Year 2		Year 3		Year 4		Year 5	
Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source

C. TOTAL ESTIMATED PROJECT BUDGET

Proposed Construction Schedule:

Date project estimate prepared: **05.20.2025**
 Estimated construction start date: **9.8.2025**
 Estimated construction completion date: **12.31.2025**

Estimated Construction Costs:

Qty	Unit	Cost per Unit	Total
		#DIV/0!	



Division of University Operations
BB Dougherty Administration Bldg.
PO Box 32003
438 Academy St., Suite 327
Boone, NC 28608
Phone: (828) 262-6830

MEMO

To: Appalachian State University Board of Trustees

From: Matt Dull, Deputy Chief Operating Officer

Re: Action Item - NRLP Multiple Site Helene Repairs

Date: September 5, 2025

This is a Utility Trust Fund supported project to repair infrastructure damage to New River Light & Power ("NRLP") locations by Hurricane Helene. The primary damage occurred to the Oak Grove Substation when the location was covered with 8 inches of storm debris and mud. NRLP will pay for the cost of the repairs and seek reimbursement through insurance, state funding, and FEMA reimbursement.

The initial estimated cost of the renovation was \$748,000. The Appalachian State University Board of Trustees (the "Board") approved a project authorization of \$748,000 at its March 2025 meeting of the Board.

After engaging in the design phase of the project, it has been determined that the project needs an additional \$223,879 in order to be completed. NRLP has identified a funding source for the added cost. The revised estimated cost for the Board's consideration and approval is \$971,879 and falls within the approval threshold of the Board.

A University of North Carolina Capital Project Authorization form is attached with additional details.

The scope of the work includes the following:

- (1) Oak Grove Substation - work to restore the area to pre-storm condition which broadly includes the removal of at least 8" of mud infiltrated stone base and replacing with clean stone, repairing/resetting a number of chain link fence posts, removal and replacement of spalled transformer concrete pad and dike wall, repairing and modifying dike ledges and grading, repairing grounding connections, and other minor work;
- (2) Flood Mitigation - Work to improve the site to protect from future flooding which broadly including removal of existing 42" drainpipe and replacement with a dual 48" concrete pipe, new headwall, new and additional yard inlets, regrading and stone base, and a new chain link fence;

- (3) 1915 Greenway Dam – Work to include demolition of existing decorative metal fence with gate, install new metal decorative fence with gate, post concrete, and any associated site disturbance and reseeding/mulching; and,
- (4) ASU Switchgear Doors - Replace large doors and frame on the south side of the ASU Switchgear structure due to corrosion and sagging.

This project is not time sensitive as the substation is operational. Construction will last approximately nine months upon approval of this revised project authorization.

Institution:	Appalachian State University	Date:	8/14/25	Interscope Code:	42430
Project Title:	NRLP Multiple Site Helene Repairs			Interscope Item:	328

1. Name of Building(s):		NRLP - Oak Grove Substation, 1915 Greenway Dam, and Main Switchgear Building		2. Project Type:		Misc. Other Construction	
3a. Estimated Existing GSF:		0		4a. Current Use:		Other	
3b. Estimated New or Additional GSF:		0		4b. Proposed Use:		Other	
6. Was Adv Planning authorized by legislation or BOT?		No		BOT Authorization Date :		Date SD submitted to SCO:	

7. Describe proposed project scope:

Scope: OAK GROVE SUBSTATION (General Site Repairs) - Work to restore the area to pre-storm condition which broadly includes removal of at least 8" of mud infiltrated stone base and replacing with clean stone, repairing/resetting a number of chain link fence posts, removal and replacement of spalled transformer concrete pad and dike wall, repair/modify dike ledges and grating, repair grounding connections, and other minor work.

OAK GROVE SUBSTATION (Drainage Mitigation Repairs) - Work to improve the site to protect from future flooding which broadly includes removal of existing 42" drain pipe and replacement with dual 48" concrete pipe, new headwall, new and additional yard inlets, regrading and stone base, rework/new chain link fence, extending dike wall an additional 2.5' high, raising sump pump manhole height, any required permitting, and other minor work.

Work to include demolition of old decorative metal fence with gate, install new metal decorative fence with gate, post concrete, and any associated site disturbance and reseed/mulching.

ASU SWITCHGEAR DOORS - Replace large doors and frame on the south side due to corrosion and sagging.

FEMA INSPECTION SUMMARY - FEMA visited the impacted sites on 1/8/25 (Greenway) and 1/31/25 (Oak Grove) to assess and document the above noted damages to be repaired to pre-storm condition. The Oak Grove mitigation portion involving upsizing storm drainage and transformer wall height increase continues to be under further evaluation.

8a. Current departments and programs:		8b. Proposed departments and programs:	
New River Light & Power - State owned public utility		New River Light & Power - State owned public utility	

9. If the project is new construction or addition, describe the proposed use or disposition of the existing facility, including proposed timeline.
N/A

10. Is project incl. in the 6-year capital plan?	No	If so, indicate version:	Project Title: NRLP Helene Site and Various Repairs
--	----	--------------------------	---

1. Identify fund sources for proposed project. For R&R funds and carry forward funds, provide the fiscal year. For trust funds and student fees, provide specific source of funds.

Authorization Approval	By	Approval Date	Appropriated	R&R	Specify FY	Carry Forward*	Specify FY	Trust Funds	Source	Student Fees	Source	Debt Service Fees
New Capital Project	BOT	3/14/25						748,000	Utility			
PREVIOUS AUTHORIZATION:		\$748,000	\$0	\$0		\$0		\$748,000		\$0		\$0
		100%	0%	0%		0%		100%		0%		0%
Incr. Authorization								223,879	Utility			
CHANGE IN AUTHORIZATION:		\$225,688	\$0	\$0		\$0		\$223,879		\$0		\$0
REV. TOTAL AUTHORIZATION:		\$973,688	\$0	\$0		\$0		\$971,879		\$0		\$0
		100%	0%	0%		0%		100%		0%		0%

2. Provide additional details on proposed fund sources (e.g., availability of donations and gifts as of the date of the request, pledged amounts, type of federal grants, specific student fees including date and amounts already approved by the Board of Governors, etc.):

Reauthorization needed: Design firm construction estimate exceeds available project funding. Additional funds required to proceed with project. Funding will be via Utility Trust funds (\$971,879) initially and FEMA Hurricane Helene funding will reimburse the majority of the expenses once project is completed.

3. For auxiliary-supported projects (e.g., housing, dining, parking, etc.), provide an estimate of annual revenues that will be generated by the project and the revenue source for the first five years.

[illegible]

4. For any new construction, addition, or comprehensive renovation, provide the estimated annual operations and maintenance costs and the fund source for the first five years.

Year 1		Year 2		Year 3		Year 4		Year 5	
Amount	Source	Amount	Source	Amount	Source	Amount	Source	Amount	Source

<u>Proposed Construction Schedule:</u>	Date project estimate prepared:	8/14/2025
	Estimated construction start date:	10/15/2025
	Estimated construction completion date:	3/15/2026

Estimated Construction Costs:

<i>OAK GROVE - General site repairs from flood</i>	
02 Existing Conditions	Stone removal and regrading
03 Concrete	Spalled slab around transformer, fence posts
05 Metals	Grating/ledge adjustments around transformer
26 Electrical	Grounding fixes at fence
32 Exterior Improvements	Spread new stone and fine grading
32 Exterior Improvements	Chain link fence repairs
<i>OAK GROVE - Drainage mitigation from future flooding</i>	
02 Existing Conditions	Demolition of old piping/wall prep
03 Concrete	Extend dike wall/sump pump manhole height
05 Metals	Reinforcing/forming for dike and manhole/raise batteries
31 Earthwork	Excavation/remove old piping
32 Exterior Improvements	Drainage structures, headwall, and chain link fence
33 Utilities	New parallel RCP piping
35 Waterway and Marine Construction	Rework grades at headwall
<i>GREENWAY - Fence and misc site work from flood</i>	
02 Existing Conditions	Fence removal and disposal
03 Concrete	Fence post bases
31 Earthwork	Minor grading and post drilling

Qty	Unit	Cost per Unit	Total
723	CY	\$12	\$9,000
200	SF	\$335	\$67,000
100	SF	\$30	\$3,000
1	LS	\$2,500	\$2,500
1,150	CY	\$35	\$40,250
100	LF	\$30	\$3,000
800	CY	\$50	\$40,000
35	CY	\$350	\$12,250
500	SF	\$16	\$8,000
1,200	CY	\$21	\$25,200
1	LS	\$48,000	\$48,000
500	LF	\$645	\$322,500
2,000	CY	\$15	\$30,000
208	LF	\$10	\$2,080
10	CY	\$350	\$3,500
1	LS	\$4,000	\$4,000

Institution: Appalachian State University Date: 8/14/25 Interscope Code: 42430
Project Title: NRLP Multiple Site Helene Repairs Interscope Item: 328

32 Exterior Improvements	New decorative fence
32 Exterior Improvements	Seeding and stabilization
08 Openings	ASU - Switchgear Bldg Doors
	Replace large doors

Bonds and Insurance
Overhead and Profit

Owner's Contingency (3% New Construction, 5% R&R)
Escalation Cost Increase (from date of estimate to midpoint of construction)

Other Project Fees:

Advanced Planning
Design Services
Preconstruction Services (Permitting)
Commissioning
Special Inspections/Materials Testing/Geotechnical
Sustainability

Other Project Fees (not included in construction contract above):

Land Purchase
Demolition
AV Equipment
Fixed Equipment
Movable Equipment
Other (specify)
Other (specify)

208	LF	\$100	\$20,800
1,000	SF	\$3	\$3,000
1	EA	\$16,489	\$16,489
Subtotal			\$660,569
2.00 %			\$13,211
15.00 %			\$99,085
Total Estimated Construction Cost			\$772,866

5.00 %		3% (New) or 5% (R&R)	\$38,643
9	months	5.0% annually	28,982
Total Estimated Escalation Cost			\$67,626

Percent		Recommended Range	Total
1.50 %		1% - 2.5%	11,593
9.00 %		9% - 11%	69,558
4.00 %			30,915
0.50 %		0.5% - 1.5%	3,864
1.50 %		1.25%	11,593
0.50 %		2% - 3%	3,864
Total Other Project Fees			\$131,387

Qty	Unit	Cost per Unit	Total	Total w/ Escalation
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
		#DIV/0!		\$0
Total Other Project Costs				\$0
TOTAL ESTIMATED PROJECT COSTS				\$971,879

D. CERTIFICATION AND AUTHORIZATIONS

I certify that this capital improvement request, to the best of my knowledge, is true and correct and describes the permanent improvements necessary to construct and complete the project. I further certify that the capital improvement request has been duly authorized.

Signature of AVC for Facilities (or equivalent) Matt Dull, Deputy Chjief Operating Officer 8/14/25
Print name and title Date

I certify that the funds are available for the planning, design, construction, and operations and maintenance of the proposed project.

Signature of CFO (or equivalent) Greg Lovins, Interim CFO 8/14/25
Print name and title Date

CAPITAL BUDGET REQUESTS AND REVISIONS (To be completed after approval by camous capital budget office)

Budget Fund: Date Authorized by OSC: Date IBIS Budget Approved by OSBM:
IBIS Short Title: For revisions, date IBIS Budget Approved by OSBM:

**Appalachian State University
Parking and Transportation
Regulations**

Effective August 16, 2025

University Parking and Transportation Department
400 University Hall Drive
Boone, North Carolina 28608
(828) 262-2878

FOREWORD

Welcome to Appalachian State University! The Parking and Transportation Department is responsible for providing parking services for all faculty, staff, students, and visitors to the campus. Management of the University's parking space inventory 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, the University's visitors, and contractors.

Through the following resolution on page 2, the Board of Trustees of Appalachian State University has adopted the regulations contained herein as official policy of the University.

Questions regarding these regulations should be directed to: University Parking and Transportation Department at (828) 262-2878.

**RESOLUTION OF THE APPALACHIAN STATE UNIVERSITY BOARD OF TRUSTEES APPROVING
APPALACHIAN STATE UNIVERSITY’S PARKING REGULATIONS**

WHEREAS, Appalachian State University’s Board of Trustees is authorized by Chapter 116, Article 1, Part 6 of the North Carolina General Statutes, to adopt parking and transportation regulations on campus;

WHEREAS, Appalachian State University’s Board of Trustees has determined that the adoption of parking and transportation regulations is necessary to provide guidance on parking and transportation on campus;

NOW THEREFORE, BE IT RESOLVED by the Appalachian State University Board of Trustees as follows:

1. The Board of Trustees hereby repeals all prior actions authorizing regulations governing parking, transportation and the registration of motor vehicles for Appalachian State University;
2. The Board of Trustees for Appalachian State University adopts and records in its proceedings the following regulations governing parking, transportation, and the registration of motor vehicles on the campus of Appalachian State University at Boone in lieu thereof to supplement North Carolina General Statutes, Chapter 20, N.C. Motor Vehicles Laws.
3. The Chief Operating Officer and Executive Vice Chancellor shall be responsible for all physical arrangements, including implementation and installation of additional traffic control signs and signals on University property as deemed necessary
4. All previous actions taken by the Board of Trustees or other duly authorized Appalachian representatives in connection with the approval of the Regulations that are not in conflict with this resolution are hereby ratified and approved.
5. This Resolution shall take effect immediately upon its adoption and approval.

ADOPTED AND APPROVED this _____ day of September, 2025.

**THE BOARD OF TRUSTEES OF
APPALACHIAN STATE UNIVERSITY**

Mark Ricks, Chair

(signature)

TABLE OF CONTENTS

Article I. General Regulations	4
Article II. Vehicle Registration	8
Article III. Vehicle Registration Fees	12
Article IV. Regulations Governing Disability Parking	13
Article V. Regulations Governing Parking	15
Article VI. Regulations Governing the Operation of Motor Vehicles	19
Article VII. Regulations Governing Parking for Special University Events	20
Article VIII. Regulations Governing Motorcycle Parking	20
Article IX. Parking Violations and Civil Penalties	21
Article X. Appeals of Parking Violations	22

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 in addition to the public streets listed under N.C.G.S. § 116-44.5(2).
- C. **CHANCELLOR**: Chief Administrative Officer of Appalachian State University.
- D. **CHRONIC OFFENDER**: An individual who exhibits an observable pattern of recurring parking violations without demonstrating a recognizable intent to self-correct the behavior.
- E. **CONCURRENT PARKING**: When multiple vehicles registered to one account are found parked on campus at the same time.
- F. **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.
- G. **DIRECTOR OF PARKING AND TRANSPORTATION**: The person designated by the Chief Operating Officer and Executive Vice Chancellor to be responsible for enforcing these regulations.
- H. **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. Vehicles not bearing an authorized state license plate will be considered as inoperative. Inoperative vehicles may be removed from the campus after seven days at the owner's expense.

- I. **E-CITATION**: An electronic parking citation or bill delivered via electronic methods, such as email.
- J. **FIRE LANE**: Any area specifically marked, signed or designated where parking is strictly prohibited, and/or any area in which direct and immediate access to a fire hydrant or firefighting apparatus would be blocked by a parked vehicle.
- K. **FACULTY MEMBER**: Employees with faculty or equivalent professional status. (Graduate Assistants are not included.)
- L. **IMMOBILIZATION (booting)**: The placing of a mechanical wheel lock (boot) on a vehicle to prevent movement of the vehicle.
- M. **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.
- N. **LEGAL PARKING SPACE**: An area that has been clearly designated by pavement markings as a parking space.
- O. **LPR**: A parking management technology known as License Plate Recognition.
- P. **NO PARKING AREA**: Any area not clearly designated by pavement markings as a parking space shall be considered a no parking area.
- Q. **PARK**: The standing of a vehicle whether occupied or not.
- R. **PARKING AREA**: Any place or area set aside, marked, or intended for the parking of vehicles, either permanently or temporarily.
- S. **PARKING PERMIT**: A physical or virtual parking credential that grants access to parking in designated areas during designated times. All permits require registration of a vehicle with Parking Services.
- T. **PAY-BY-PLATE**: Technology that allows visitor/hourly parking fees to be paid via mobile phone app.
- U. **PAY LOT INVOICE**: A payment request issued for daily parking fees incurred in a visitor parking area when there is no evidence that parking fees were paid at the time of use.
- V. **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, pay by phone, or by attendants who collect the parking fees.

- W. RETIRED UNIVERSITY EMPLOYEE:** Individuals who no longer receive a salary from the University and are declared retired by the North Carolina Retirement Systems Division of the Department of State Treasurer.
- X. SIDEWALK:** Any area designated for, or marked by proper authorities for the exclusive use of pedestrians.
- Y. STAFF MEMBER:** Any non-faculty employee paid by the state and employed at the University on a full or part-time basis.
- Z. STOP:** When required, means complete cessation of movement of a vehicle.
- AA. STREET:** Any way or place designated or marked by proper authorities for vehicular travel.
- BB. 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 SHRA or EHRA guidelines.
- CC. TOWING:** The removal of a vehicle from the campus by a contracted towing firm at the vehicle operator's expense.
- DD. UNIVERSITY:** Unless otherwise provided, the word "University" throughout these regulations shall be interpreted to mean properties managed by Appalachian State University.
- EE. 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.
- FF. 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 Chief Operating Officer and Executive Vice Chancellor the responsibility for administering the provisions of these regulations. The Chief Operating Officer and Executive Vice Chancellor shall designate the Director of Parking and Transportation 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 transportation control. Violators can face criminal charges as well as being referred to the Office of Student Conduct.

Section 7 WEATHER EMERGENCY

In order to provide for public safety, the University Parking and Transportation Department shall have the authority during times of severe weather conditions to relocate a legally or illegally parked vehicle from one street or parking area to another in order to assist authorities with storm mitigation efforts.

Section 8 VEHICLE COVERS

No person shall utilize any type of vehicle cover 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 Chief Operating Officer and Executive Vice Chancellor.

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 either be registered for parking privileges with the University Parking and Transportation Department, or utilize parking in areas designated as visitor parking. 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 parking privileges are available, depending upon the category of the registrant. The University Parking and Transportation Department will provide the appropriate parking privileges at the time of registration. *Note: Parking privileges grant permission to park, but do not guarantee the availability of a parking space in a specific location.

Section 1 PERMIT TYPES

- A. **Valid License Plate**: Once an individual registers for campus parking privileges their state-issued vehicle license plate serves as their parking permit. **The plate must be completely visible at all times while the vehicle is parked on the campus.**
- B. **Hang Tag**: In certain special situations, physical hang tags may be issued as parking permits. They must be displayed with the number facing outward from the rearview mirror or on the dashboard directly above the steering wheel. All numbers on the permit must be completely visible from outside the vehicle.
- C. **Guest Parking Permits**: Valid for one day of guest parking on campus. Must be displayed with the numbers facing outward from either the rearview mirror or on the dashboard directly above the steering wheel. All numbers on the permit must be completely visible from outside the vehicle. The correct date must be scratched off for the permit to be considered valid. Employees and Students are not eligible to use these permits.

NOTE: In all cases, campus parking privileges are granted solely by the Appalachian State University Parking and Transportation Department. As such, these privileges may not be resold or transferred to any person other than the original registrant without authorization.

Section 2 ELIGIBILITY FOR PARKING PRIVILEGES

- A. **Faculty/Staff Parking Privileges**: Persons eligible for this permit shall be faculty members and all permanent or temporary non-student employees. Categories are as follows.
 - **Parking Deck Privileges**: Allows parking in the assigned deck, as well as all surface lots on campus.

- **Surface Lot Privileges:** Allows parking in all surface lots on the campus.
-
- **Park and Ride Privileges:** Allows parking in certain designated remote lots and utilizing AppalCART shuttles to and from campus.

NOTE: Employees who purchase parking privileges may register up to five vehicles. However, if multiple vehicles associated with the same account are found to be on campus at the same time, citations for Concurrent Parking may be written to all the involved vehicles.

B. Student Parking Privileges: All students registered for classes are eligible to apply. Assignments will be based on student classification and availability of space. Allows parking at all times in the assigned area(s), except during special campus events such as football games.

- **Parking Deck Privileges:** Allows parking in the assigned deck at all times, except during home football games.
- **Surface Lot Privileges:** Allows parking in the assigned lot at all times, except during home football games.

C. Hickory Campus Parking Privileges: Allows faculty, staff and students to park in all surface lots on this campus only.

NOTE: All parking privileges for the Boone campus are also valid for the Hickory campus, but parking privileges for the Hickory campus are not valid on the Boone campus.

D. Reserved Space Privileges: Allocated only to persons or departments with extenuating circumstances. Requests require the approval of the Chief Operating Officer and Executive Vice Chancellor.

E. Appalachian Heights/Mountain Laurel Hall/Mountaineer Hall: Persons eligible must be a resident of the complex.

F. Disability Parking Privileges: See Article IV.

G. Motorcycle Privileges: Allows parking in designated motorcycle zones. See Article VIII.

H. Vendor Privileges: Persons eligible for this permit are not employed by the University, but are performing work on the campus. Any vendor requiring a

parking space on campus must register for and purchase the appropriate parking privileges.

I. Retiree Privileges: All Appalachian State University retirees are eligible to apply for complimentary campus parking. Verification of retirement status is required. However, employees who return to work are subject to the appropriate parking fees.

J. Special Privileges: Certain unique situations, as solely determined by Parking and Transportation, may merit special parking consideration. In such cases, an application shall be submitted by the individual at the Parking and Transportation Department.

K. Visitor Privileges: Pay by the hour parking is available for visitors in specifically designated areas on campus. Campus departments are eligible to purchase visitor parking permits for their guests at a reduced rate.

- Section 3 Students registering for parking privileges for the Boone campus must do so online via their AppalNET account. Students registering for parking privileges for the Hickory campus should do so at the Campus Services Express Desk on the first floor of the Hickory building. Check **www.parking.appstate.edu** for more information.
- Section 4 Faculty and staff new to the University should apply for parking privileges at the Parking and Transportation Department, located in University Hall, or the Customer Service Express Counter in the Student Union. Faculty and staff registering for parking privileges for the Hickory campus should do so at the Campus Services Express Desk on the first floor of the Hickory building. Check **www.parking.appstate.edu** for more information.
- Section 5 Physical parking permits must be displayed in accordance with their accompanying directions. Parking permits allow parking only in the assigned area(s) designated on them and only in legally marked parking spaces.
- Section 6 In the case of physical parking permits, defaced, lost, stolen or removed permits it becomes the responsibility of the registrant to replace immediately. Replacement permits may be obtained from the Parking and Transportation Department.
- Section 7 Failure to display a valid state-issued license plate on the rear of a vehicle, or displaying a counterfeit or altered campus parking permit will result in a civil penalty of \$250.00. If the parking permit is documented as stolen, the situation may be referred to the University Police Department.
- Section 8 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 \$250.00, as well as loss of campus parking privileges.

- Section 9 Parking permits shall be valid from the date of issuance until August 15 of the academic year issued, unless otherwise noted on the permit.
- Section 10 Temporary parking is allowed in timed spaces for the amount of time designated by posted signs without having campus parking privileges. However, parking in excess of the posted time limit shall be considered a violation, with the appropriate civil penalty applying.
- Section 11 If two or more members of a family are employed or enrolled as students and use multiple parking spaces simultaneously, each automobile must be registered separately for parking privileges.
- Section 12 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 13 PAY LOT PARKING
- A. Anyone may park in lots on campus that have been specifically designated by posted signage as visitor parking, subject to space available, and pay the posted fee.
 - B. Fees: No charge for 30 minutes or less, \$5.00 for each additional hour or part, with a daily maximum of \$20.00 per vehicle exit.

Article III—Vehicle Registration Fees

- Section 1 ANNUAL FEES

A. Faculty/Staff Parking Privileges:

- Reserved Space: \$1344.00 (\$112.00/month)
- Parking Decks: \$576.00 (\$48.00/month)
- Surface Lots: \$384.00 (\$32.00/month)
- Park and Ride: \$120.00 (\$10.00/month)
- Hickory Campus: n/a

B. Student Parking Privileges:

- Parking Decks: \$804.00
- Surface Lots: \$408.00
- Hickory Campus: n/a

C. Contractor/Vendor Privileges:

- Parking Decks: \$804.00
- Surface lot: \$408.00
- Hickory Campus: n/a

D. Short Term/Temporary Privileges: In certain situations involving very extenuating circumstances, parking privileges may be sold on a monthly basis rather than an annual basis.

E. Motorcycle Privileges: \$120.00

Section 2 PAYMENT

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

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

Section 3 REFUNDS

A. Prorated refunds will be issued for any parking registration canceled in writing before March 31, 2026.

B. No refund requests will be accepted after March 31, 2026

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

Section 5 Lost or stolen physical permits should be reported immediately to the Parking and Transportation Department.

Section 6 All parking privileges are valid from the purchase date until August 15, 2026 unless otherwise indicated.

Article IV—Disability Parking

Section 1 All faculty, staff and students, including those with disabilities, must obtain an Appalachian State University parking permit appropriate to their University category. 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 Transportation Department or the nearest office of the DMV. Pursuant to N.C.G.S. 20-37.6(c1), the initial application to the DMV must be “accompanied by a certification of a licensed physician, a licensed ophthalmologist, a licensed optometrist, a licensed physician assistant, a licensed nurse practitioner, or the Division of Services for the Blind that the applicant or person in the applicant's custody or care is handicapped or by a disability determination by the United States Department of Veterans Affairs that the applicant or person in the applicant's custody or care is handicapped. For an initial application for a temporary removable windshield placard only, the certification that the applicant is handicapped may be made by a licensed certified nurse midwife.”

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 or partially 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 civil 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 Disability Placard issued by the DMV or other appropriate out-of-state authority should be displayed by hanging from the rearview mirror.

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 specify 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. METHOD OF PARKING:** All vehicles must be parked with the rear of the vehicle facing the drive lane with a valid state issued license plate displayed on the rear bumper. Vehicles are prohibited from being pulled through spaces or backed in, unless displaying a valid state issued front license plate on the vehicle bumper with letters/numbers exactly matching the back license plate. Approved front plates may be ordered through the Parking and Transportation Department for \$15.00.

*Note: Vanity plates for the front of the vehicle must be displayed from the bumper only and must be state issued.
- B.** No person shall park a vehicle at any time on campus in an area not specifically designated by pavement markings as a parking space.
- C.** With the exception of visitor parking in specifically designated areas, visitor parking with a guest pass, or short-term parking in posted time zone spaces, all vehicles parked on the campus are required to be registered for parking privileges from 7:00am until 5:00pm Monday through Friday, unless otherwise posted.
- D.** Vehicles must be parked in appropriate areas based on their assigned parking privileges.
- E.** 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.
- F.** Each person operating and parking a vehicle on the campus shall be responsible for doing so in accordance with the established parking and transportation regulations.

- G.** 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.
- H.** Parking is strictly prohibited in the bicycle lanes along Rivers Street at all times.
- I.** 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 a vehicle for a period of time longer than that indicated by the sign or painting.
- J.** Spaces posted as reserved for a particular person, department or vehicle are reserved 24 hours per day, seven (7) days per week.
- K.** 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 transportation enforcement personnel.
- L.** All visitors, contractors, and vendors must register for parking privileges when on campus, unless utilizing areas specifically designated as visitor parking.
- M.** 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.
- N.** No person, firm or corporation shall park a vehicle upon any street, roadway, alley, parking lot or driveway for the principal 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 a vehicle.
 - Maintaining an abode or sleeping quarters, whether temporary or otherwise.
- O.** 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 or service areas.
- K.** Any unauthorized vehicle parked in a posted disability space.
- 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 Transportation Department subject to all provisions of Article 7A, Chapter 20. All fees associated with the towing and storage of a vehicle are 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 Transportation Department may immobilize vehicles in lieu of towing. The vehicle operator will be required to contact the University Parking and Transportation Department to obtain the release of the vehicle. Failure to do so 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 any unauthorized tampering with or removal of the device shall be equal to the cost of repair or replacement of the device. The penalty for unauthorized tampering or removal of the device is \$500.00 (estimated replacement cost).

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 Vehicles Law (N.C. General Statutes, 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 Transportation 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 Transportation 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 Transportation is authorized to remove and/or cite for violation of this regulation any vehicle parked in restricted areas.

Article VIII—Motorcycle Parking

Motorcycles may be parked only in areas designated by signage as being for that purpose. All motorcycles must be registered for parking privileges with the University Parking and Transportation Department. The parking of a motorcycle anywhere on the campus other than these areas shall be considered a parking violation.

Article IX—Parking Violations and Civil Penalties

Section 1 RESPONSIBILITY

Under the authority granted by 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 aisle, path, or curb cut.) | |

- | | |
|--|----------|
| 2. False registration of a vehicle | \$250.00 |
| 3. Displaying counterfeit/altered parking permit | \$250.00 |
| 4. Displaying lost/stolen parking permit | \$250.00 |

*These matters may also be referred to the University Police Department and Student Conduct.

- | | |
|---|----------|
| 5. Parking in a fire lane or blocking hydrant | \$100.00 |
| 6. Unauthorized parking in a posted reserved space | \$100.00 |
| 7. Unauthorized parking in a loading dock or service area | \$100.00 |

8. Unauthorized parking in an area reserved for a special event	\$60.00
9. Unauthorized parking in electric vehicle charging space	\$60.00
10. Parking in an improper area for permit	\$60.00
11. Parking in a “no parking” area	\$60.00
12. Vehicle not registered for parking	\$60.00
13. Unauthorized motorcycle parking	\$60.00
14. Permit expired or not properly displayed	\$60.00
15. Overtime in a time limited space	\$60.00
16. Concurrent parking	\$60.00
17. Rear of vehicle not facing drive lane	\$60.00
18. Failure to pay appropriate fee in a pay lot	\$60.00
19. Failure to exit pay lot by posted time (overnight parking)	\$60.00
20. Obstructing the flow of traffic	\$60.00
21. Encroachment of two or more parking spaces	\$60.00
22. Parking on sidewalk/pedestrian walkway	\$60.00
23. Parking on grass or landscape	\$60.00
24. Warning for circumstances (reduced fine)	\$30.00
25. Warning for circumstances (no fine)	\$0.00

Section 3 PAYMENT

- A.** Students may pay civil penalties at the Student Accounts office in the John E. Thomas 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, a person may lose the privilege to park on the campus for the remainder of the academic year. 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 X—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 Chief Operating Officer and Executive Vice Chancellor. Subject to these 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 transportation Regulations. Lack of knowledge is not an excuse for committing parking violations.

Exhibit D-3

Write off Uncollectible Accounts - University Treasurer/ Student Accounts

Under current university policy, the write off of uncollectible accounts in excess of \$1,000 requires approval from the Chief Financial Officer and reporting to the Board of Trustees as an information Item. All attempts to collect these accounts have been exhausted.

	2025	2024	\$_Variance	%_Variance
Tuition	\$ 152,795	\$ 142,157	\$ 10,639	7.48%
Fees	29,232	44,548	(15,316)	-34.38%
Financial Aid	109,177	126,982	(17,805)	-14.02%
Late Fees/ Interest	132,120	119,641	12,479	10.43%
Library	1,444	3,190	(1,745)	-54.72%
Other State Funds	11,907	23,691	(11,784)	-49.74%
Payroll	2,849	4,674	(1,825)	-39.05%
Dining Services	23,046	15,026	8,019	53.37%
Health Services	31,342	30,568	775	2.53%
Housing	41,199	37,568	3,630	9.66%
Bookstore	7,579	1,831	5,748	313.97%
Other Trust Funds	8,706	4,673	4,033	86.30%
	\$ 551,396	\$ 554,549	\$ (3,152)	-0.57%
Total University and Student Accounts				\$ 551,396
	2025	2024	\$_Variance	%_Variance
New River Light and Power	\$ 39,874	\$ 13,875	\$ 25,999	187.38%
Total New River Light and Power				\$ 39,874
Total Accounts Written Off				\$ 591,270

Exhibit D-3

Analysis of Uncollectible Accounts - University Treasurer/Student Accounts

Under current university policy, the write off of uncollectible accounts in excess of \$1,000 requires approval from the Chief Financial Officer and presentation to the Board of Trustees as an information item. 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, diploma, and other holds are not removed when an account is written off.**

	2025	2024	2023	2022	2021	5 Year Average
Total AR Charges	\$ 298,513,626	\$ 288,633,256	\$ 258,078,130	\$ 247,113,184	\$ 216,147,807	\$ 261,697,201
Enrollment ¹	21,570	21,253	20,436	20,641	20,023	20,785
Write Offs	2025	2024	2023	2022	2021	
Tuition and Fees	\$ 182,028	\$ 186,705	\$ 195,589	\$ 184,430	\$ 359,764	\$ 221,703
Financial Aid	109,177	126,982	75,273	40,986	84,838	87,451
Late Fees & Interest	132,120	119,641	68,090	77,036	155,427	110,463
Payroll	2,849	4,674	-	5,059	9,593	4,435
Bookstore	7,579	1,831	11,069	12,502	15,671	9,730
Dining Services	23,046	15,026	11,461	9,991	32,085	18,322
Health Services	31,342	30,568	56,449	70,789	90,428	55,915
Housing	41,199	37,568	27,206	43,287	42,481	38,348
All Other	22,057	31,553	8,048	6,883	160,737	45,856
	\$ 551,396	\$ 554,549	\$ 453,184	\$ 450,962	\$ 951,024	\$ 592,223
Number of Accounts Written Off	233	117	115	219	66	150
Average Write Off	\$ 2,367	\$ 4,740	\$ 3,941	\$ 2,059	\$ 14,409	\$ 3,948
Write Off/ Total AR Charges	0.185%	0.192%	0.176%	0.182%	0.440%	0.226%
Collection of Prior Write Offs	\$ 103,304	\$ 148,334	\$ 98,711	\$ 110,952	\$ 94,006	\$ 111,061

Collection and Write Off Process

- 1 On a weekly basis past due accounts over \$50 are sent to the Department of Revenue for tax refund garnishment.
- 2 At 30 days past due Transcript and Registration holds are placed on the account. They are not released until the balance is paid in full
- 3 At 30 days the account holder is sent a past due bill
- 4 At 60 days the account holder is sent a past due bill
- 5 At 90 days the account holder is sent a collection letter
- 6 At 120 days the account is submitted to the NC Attorney General
- 7 The attorney General sends the account holder a past due letter
- 8 If no response is received, the University is notified
- 9 The account is sent to a collection agency and collection efforts are initiated for 1 year
- 10 After 1 year the account is returned and sent to a different collection agency for 1 year
- 11 If no response or collections occur after the account is sent to the 2nd collection agency the account is deemed uncollectible
- 12 Accounts are subject to tax refund garnishments after write off

Notes:

- 1 The State mandated interest rate is 5%
- 2 A one time late fee of 10% is assessed on a past due balance.
- 3 The University is only allowed to keep 20% of the late fee for administrative expenses
- 4 Collection agencies are contracted through the State
- 5 There are currently 4 collection agencies on State contract
- 6 Registration, and Diploma holds are not removed after write off (Transcript holds are no longer applicable due to changes in Federal Cash Management Regulations)

¹ Enrollment numbers collected from Institutional Research and Planning