MEETING OF THE BOARD OF TRUSTEES
APPALACHIAN STATE UNIVERSITY
Friday, September 21, 2018
9:00 a.m.
Parkway Ballroom Plemmons Student Union

AGENDA

1. Call to Order
   Chair James M. Barnes

2. Recognition of Visitors
   Chair James M. Barnes

3. Oath of Office
   Honorable Rebecca Eggers-Gryder

4. Approval of Absences
   Chair James M. Barnes

5. Approval of 6/22/18, 7/20/18, 8/22/18 & 9/11/18 Meeting Minutes
   Chair James M. Barnes

6. Remarks from Chancellor Sheri Everts

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

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

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

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

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

12. Report from the Nominating Committee
    Chair James M. Barnes

13. Remarks from Chair Barnes

14. Closed Session

15. Open Session

16. Adjournment
MEETING OF THE ACADEMIC AFFAIRS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 20, 2018
3:00-4:00 p.m.
Room 417 – Beacon Heights
Plemmons Student Union

AGENDA

1. Call to Order

2. Review and Approval of Minutes  ACTION

3. Cratis D. Williams School of Graduate Studies  INFORMATION

4. Enrollment Update  INFORMATION
   a. Exhibit A

5. Academy at Middle Fork | Reich College of Education  ACTION

6. Adjournment  ACTION
Total Enrollment (main campus and distance education)
- Appalachian total enrollment for the University: **19,108**, up from **18,811** in fall 2017, an increase of 297, or 1.6%. The target was 19,150.

- Total undergraduate enrollment is **17,381** up from 17,017 in fall 2017, an increase of 364, or 2.1%. The target was 17,350.

- Total graduate enrollment is **1727**, down from 1794 in fall 2017, a decrease of 67, or -3.7%. The target was 1,800. Graduate student enrollment constitutes 9% of total enrollment, down slightly from 9.5% in fall 2017.

- Diverse student enrollment (for which ethnicity/race is indicated) is **3,067**, or 16.2% of total enrollment, up from 2,967 in fall 2017, an increase of 100, or 3.4%.

- Out-of-state enrollment is **1,687**, essentially flat compared to 1,685 in fall 2017. Out-of-state enrollment constitutes 8.8% of total enrollment, down slightly from fall 2017 (9%).

Main Campus Enrollment
- Total main campus enrollment is **17,788**, up from 17,537 in fall 2017, an increase of 251, or 1.4%. The target was 17,876.

- Total main campus undergraduate enrollment is **16,767** up from 16,456 in fall 2017, an increase of 311, or 1.9%. The target was 16,789.

- Total main campus graduate enrollment is **1,021**, down from 1,081 in fall 2017, a decrease of 60, or -5.6%. The target was 1,087.

Distance Education Enrollment
- Total distance education enrollment is **1,409**, up from 1,334 in fall 2017, an increase of 75, or 5.6%. Note that 89 students registered for both main campus and distance education courses; for most reporting purposes, these 89 students will be reported only in main campus numbers, making the totals for main campus and distance education not additive. The distance education registered-only target was 1,274, and enrollment is **1,320**.

- Total distance education undergraduate enrollment is **672**, up from 598 in fall 2017, an increase of 74 or 12.4%. Note that 58 students registered for both main campus and distance education courses; for most reporting purposes, these 58 students will be reported only in main campus enrollment numbers. The undergraduate distance education registered-only target was 561, and enrollment is **614**.

- Total distance education graduate enrollment is **737**, essentially flat compared to 736 in fall 2017, an increase of 1 or 0.01%. Note that 31 students registered for both main campus and distance education courses; for most reporting
purposes, these 31 students will be reported in main campus enrollment numbers. The distance education registered-only target was 713, and enrollment is 706.

**New Student Enrollment**

- Total new first-time first-year student enrollment is **3,445**, up from 3,306 in fall 2017, an increase of 139, or 4.2%. The target was 3,370; the overall yield of students offered admission was 31%, down from 35% in fall 2017. This depressed yield is largely an artifact of a larger applicant pool created by joining the Common Application.

- The admissions selection process continues to enroll students most likely to persist. More than 16,000 first-year students were considered for admission for fall 2018, an increase of 2,017, or 13%, over completed applications for fall 2017.

- For students enrolling for fall 2018, the average weighted high school GPA is 4.28 with an average SAT score of 1186 and an average ACT score of 25.2, predicting an average college GPA of 3.33 after a year of enrollment at Appalachian—another increase over last year (PGPA 3.22 for fall 2017).

- Total new transfer enrollment is **1,568**, which includes 1278 on main campus and 300 in distance education, up from 1527 in fall 2017. This represents an increase of 41 or a 2.7% increase for new transfer students. The target for main campus was 1,305; a target was not set for distance education.

- New graduate student enrollment is **817**, which includes 498 on the main campus and 337 in distance education. New graduate enrollment is down by 67, or -7.6% from 884 in fall 2017. The target for main campus was 515; a target was not set for distance education.

- Total diverse new student enrollment (for which ethnicity/race is indicated) is **1015**, down from 1051 in fall 2017, a decrease of 36, or -3.4%. Diverse new first-year enrollment is **589**, or 17.2% of new first year, essentially flat compared to 589, or 17.9% in fall 2017. Diverse transfer enrollment is **251**, or 16.3% of transfer students, down from 17% in fall 2017, a decrease of 5, or -2%. Diverse new graduate enrollment is **109**, or 13.5% of new graduate students, 137 or 15.8% in fall 2016, a decrease of 28, or -20%.

- Out-of-state new student enrollment is **651**, down from 670 in fall 2017, a decrease of 19, or -2.8%. Out-of-state new undergraduate enrollment is **524**, or 10.3% of new undergraduates, down from 545 in fall 2017, a decrease of 21, or -3.9%. Out-of-state new graduate enrollment is **127**, or 15.5% of new graduates, up from 125 in fall 2017, an increase of 2, or 1.6%.

**Retention and Graduation Rates**

- The retention rate (the rate the fall 2017 first-year cohort returned for fall 2018) is 87.2%, which is consistent with our rates over the past 5 years and is down slightly from 88.8% for the fall 2016 cohort.

- The four-year graduation rate (the rate for the fall 2013 first-year cohort) is **52.9%**, essentially stable from 52.1% for the fall 2012 cohort.

- The five-year graduation rate (the rate the fall 2012 first-year cohort) is **69.4%**, down from 70.5% for the fall 2011 cohort.
• The six-year graduation rate (the rate for the fall 2011 first-year cohort) is 73.3%, up from 71.7% for the Fall 2010 cohort.
MEETING OF THE ATHLETICS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 20, 2018
3:00-4:00 p.m.
Room 415 - Rough Ridge
Plemmons Student Union

AGENDA

1. Call to Order

2. Approval of Minutes ACTION

3. Comments from current Student-Athletes at Appalachian INFORMATION

4. Comments from Director of Athletics
   Doug Gillin INFORMATION

5. Other INFORMATION

6. Closed Session ACTION
MEETING OF THE AUDIT COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 20, 2018
4:00-5:00 p.m.
Room 417 – Beacon Heights
Plemmons Student Union

AGENDA

1. Call to Order

2. Review and Approval of Minutes

3. Summary of 2018-19 Audit Plan and Recent Internal Audit Activity Update

4. Other:
   a. Review 2018 Board of Trustees Audit Committee Certification Letter (Exhibit C-1)
   b. Self-Assessment of Internal Controls over Financial Reporting for Fiscal Year 2018
   c. 2018 External Quality Assessment Report: ASU Internal Audit Function
   d. Overview of Enterprise Risk Management Process Provided by Paul Meggett, General Counsel

5. Closed Session
Board of Trustees Audit Committee
Certification Letter
July 30, 2018

Ms. S. Lynne Sanders, CPA
Vice President for Compliance and Audit Services
The University of North Carolina System

Dear Ms. Sanders:

In accordance with the Best Financial Practices Guidelines adopted by the Board of Governors in November 2005, I confirm that the Board of Trustees (BOT) audit committee for Appalachian State University’s internal audit function is in compliance with the following for the 2018FY (any exceptions must be identified and explained in an accompanying statement). The Board of Trustees (BOT) audit committee:

1. Met at least four times this past fiscal year.

2. Reviewed the results of the annual financial audit with representatives of the North Carolina Office of the State Auditor (OSA), the Chief Audit Officer and/or appropriate campus official, and discussed corrective actions, if needed.

3. Reviewed all audits and management letters of University Associated Entities as outlined in Section 600.2.5.2[R] of the UNC Policy Manual.

4. Received and reviewed quarterly status updates from the institution’s Chief Audit Officer and internal audit reports that, at a minimum, reported material (significant) reportable conditions, management’s corrective action plan for these conditions, and any follow-up reports regarding whether these conditions have been corrected.

5. Received, reviewed, and approved, at the beginning of the audit cycle, the annual audit plan for the institution’s internal audit function.

6. Received and reviewed, at the end of the audit cycle, a comparison of the annual audit plan with internal audits performed by the internal audit department.

I further attest the following:

1. The institution’s Chief Audit Officer reports administratively to the Chancellor with a clear and recognized functional reporting relationship to the chair of the BOT Audit Committee.
2. The Audit Committee charter defines appropriate roles and responsibilities, including the committee’s oversight of the institutions information security program. These responsibilities also include the assurance that the institution is performing self-assessments of operating risks and evaluations of internal controls on a regular basis.

3. To my knowledge, internal audit functions are carried out in a way that meets professional standards. The auditor’s risk assessment process and annual audit plan considers significant institutional risks, including information security.

To my knowledge, the institution’s Chief Audit Officer forwarded copies of both the approved audit plan and the summary of internal audit results, including any material reportable conditions and how they were addressed, to the University of North Carolina System Office in the prescribed format.

Chair of BOT Audit Committee

Note: A summary of these certifications from each institution will be provided annually to the Board of Governors Committee on Audit, Risk Management, and Compliance.
MEETING OF THE BUSINESS AFFAIRS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 20, 2018
2:00-3:00 p.m.
Room 417 - Beacon Heights Room
Plemmons Student Union

AGENDA

1. Call to Order

2. Approval of Minutes

3. Capital Projects:
   - Capital Project Updates
   - Approval of Integrated Priority List - (EXHIBIT D-1)
   - Approval of Capital Projects - (EXHIBIT D-2)
   - Cone Roof Replacement
   - Greek Plots

4. Endorsement of End Zone and Related Steam Line Financing

5. Other
Appalachian State University
Integrated Priority List
Annual Project Costs

<table>
<thead>
<tr>
<th>Project Description</th>
<th>FY19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wey Hall - Interior Renovations</td>
<td>1,800,000</td>
</tr>
<tr>
<td>Garwood Hall - Roof Repair/Replacement</td>
<td>1,200,000</td>
</tr>
<tr>
<td>Founders Hall - Roof &amp; Envelope Repairs</td>
<td>375,000</td>
</tr>
<tr>
<td>D.D. Dougherty - Building/Lobby Improvements</td>
<td>163,446</td>
</tr>
<tr>
<td>Warehouse Renovation - IDEX and Solar</td>
<td>275,000</td>
</tr>
<tr>
<td>Warehouse Renovation - IDEX and Solar (Phase 2)</td>
<td>275,000</td>
</tr>
<tr>
<td>Warehouse Renovation - Materials Management</td>
<td>150,000</td>
</tr>
</tbody>
</table>

**Grand Total**                                      4,238,446

**Appropriated Funding Allocation (FY19):**

<table>
<thead>
<tr>
<th>Appropriated Allocation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flex Carryforward</td>
<td>2,500,000</td>
</tr>
<tr>
<td>Current Year R&amp;R</td>
<td>1,738,446</td>
</tr>
</tbody>
</table>

**Total Appropriated Funding (FY19)** 4,238,446

- Projects which are $300,000 or greater require UNC Board of Governors approval
The University of North Carolina
Request for New or Increase in Capital Improvement Project

Institution: Appalachian State University
Advance Planning Request: n/a

Increase in Authorization from: $__________ to $__________
Project Title: Greek Plots Campus Plaza

Project Cost: $375,000

Source of Funds: Institutional Trust Funds

*If this project has previously had advance planning authority, please identify code/item number under which that authority is carried. Code__________ Item_____

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification: Design and construct a Greek Plot campus plaza area beside the administration building to commemorate the founding African-American Greek organizations at Appalachian State University. Scope includes demolition of sidewalk and old utilities along Academy Street, as well as the installation of new utilities, sidewalks, stone retaining wall, nine Greek shield pedestals, signage, shields, and trellis.

   Increase is due to unforeseen conditions (old utilities discovered, unsuitable soil, and weather delays)

2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (Answer for capital construction only and include a completed OC-25 form)

   Design: $27,798
   Construction: $327,041
   Contingency: $16,352
   Other: $3,809

3. An estimated schedule of cash flow requirements over the life of the project by FY quarters (Answer for capital construction only):

   4th Qtr 17-18: $15,000  1st Qtr 18-19: $100,000  2nd Qtr 18-19: $100,000  3rd Qtr 18-19: $160,000

4. An estimated schedule for the completion of the project: March 2018 – Oct 2018

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (Answer for capital construction only):

   N/A

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (Answer for capital construction only):

   N/A

7. An explanation of the means of financing: Institutional Trust Funds

Revised 8-27-2012
The University of North Carolina  
Request for New or Increase in Capital Improvement Project

Institution: Appalachian State University  
Advance Planning Request: N/A  
New Capital Project*: X

Increase in Authorization from: $_____ to $_____
Project Title: Cone Hall Roof Replacement

Project Cost: $449,757
Source of Funds: Housing Receipts

*If this project has previously had advance planning authority, please identify code/item number under which that authority is carried. Code _N/A_ Item _N/A_

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification: Replace existing 50 plus year old built up roof with new insulation and modified bitumen roofing system. There is a good chance the current roof contains asbestos and needs to be tested and addressed. There are current ongoing leaks present that present constant maintenance issues.

2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (Answer for capital construction only and include a completed OC-25 form)
   
   Design: $31,562
   Construction: $394,524
   Contingency: $19,726
   Other: $3,945

3. An estimated schedule of cash flow requirements over the life of the project by FY quarters (Answer for capital construction only):
   
   2nd Qtr 18-19: $25,000; 3rd Qtr 18-19: $25,000; 4th Qtr 18-19: $200,000
   1st Qtr 19-20: $199,757

4. An estimated schedule for the completion of the project: Oct 2018 – July 2019
   
   Design: Oct 2018 - Dec 2018
   Construction: May 2019 - July 2019

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (Answer for capital construction only):
   
   N/A

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (Answer for capital construction only):
   
   N/A

7. An explanation of the means of financing: Housing Receipts

Revised 8-27-2012
MEETING OF THE STUDENT AFFAIRS COMMITTEE
APPALACHIAN STATE UNIVERSITY
BOARD OF TRUSTEES

Thursday, September 20, 2018
1:00-2:00 p.m.
Room 415 – Rough Ridge Room
Plemmons Student Union

AGENDA

1. Call to Order

2. Approval of Minutes
   ACTION

3. Counseling and Psychological Services Center
   INFORMATION

4. Office of the Dean of Students
   Case Management
   INFORMATION

5. University Housing Project Update
   ACTION