



# TRANSMITTAL LETTER

## The University of North Carolina *General Administration*

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Transmittal Number 84  
July 3, 2013

### THIS LETTER TRANSMITS CHANGES TO THE *UNC POLICY MANUAL*\*

- 200.2      *Election Procedures*  
This Policy was amended and approved by the Board of Governors on June 14, 2013.
- 300.7.1    *Optional Retirement Plan*  
This Policy was amended and approved by the Board of Governors on June 14, 2013.
- 400.3.6    *University Teaching Awards*  
This Policy was amended and approved by the Board of Governors on June 14, 2013.
- 600.1.1    *Design, Construction and Financing of Capital Improvement Projects*  
This Policy was amended and approved by the Board of Governors on June 14, 2013.
- 600.6.1    *The University of North Carolina Sustainability Policy*  
This Policy was amended and approved by the Board of Governors on June 14, 2013.
- 700.3.1    *Policy on The University of North Carolina Association of Student Governments*  
This Policy was amended and approved by the Board of Governors on June 14, 2013.
- 700.7.1    *Military Student Success*  
This Policy was adopted by the Board of Governors on June 14, 2013.
- 600.3.1    *Selection Criteria and Operating Instructions for Special Responsibility Constituent Institutions*  
This Policy was amended and approved by the Board of Governors on June 14, 2013.

\*A Redline Version reflecting the changes to each of the policies listed above is attached herein.

The online version of the *UNC Policy Manual* can be accessed at the link below:  
<https://www.northcarolina.edu/policy/index.php>

## Election Procedures

### 1. Officers

In accordance with Section 201 of *The Code*, a chair, a vice chair, and a secretary shall be elected. Candidacy, nominations, and elections shall be conducted pursuant to the schedule set forth in this policy, in the following order: chair, vice chair, and secretary.

### 2. Candidates for Full Terms of Board Offices

a. Board members should avoid discussions of potential nominees and candidates for full terms of any board office until the February Board meeting of the year in which the election for full terms of that board office will take place.

b. Any board member who wishes to be nominated for a full term of any board office shall notify the secretary of the board member's candidacy prior to the April meeting of the Board of Governors.

c. The secretary shall announce the names of candidates for nomination to full terms of each board office during the new business portion of the agenda at the April board meeting.

d. Candidates for full terms of the offices of chair and vice chair shall, by the end of the April meeting, submit a brief written statement to the secretary describing their vision and goals for the office. The secretary shall distribute copies of the statement to board members immediately following the April board meeting.

### 3. Nominations

a. Subject to the requirements of section 2 of this policy, any member of the board may be nominated for any office unless prohibited from serving by *The Code*.

b. Any member of the board may orally nominate any board member for any office. No "second" to the nomination will be permitted or required. The board member making the nomination may offer remarks in support of the nomination that do not exceed five minutes. Once a board member is nominated for an office, no additional nominations for the board member with respect to that office will be received or registered.

c. Each nomination for a full term of the offices of chair, vice chair, and secretary shall be made at the June board meeting, from the slate of candidates for that office as announced by the secretary at the April board meeting.

d. Nominations shall be made in open session.

e. Every person so nominated shall be a candidate for that office.

f. Candidates for the offices of chair, vice chair, and secretary may offer remarks in support of their candidacies. Candidates for each office who choose to offer remarks shall be recognized in alphabetical order by last name and may speak for no more than ten (10) minutes.

4. Election

a. Written ballots for each office shall be distributed to each member of the board who shall cast one vote from the list of candidates for that office. Voting shall be completed for each office separately and in succession, in the order of chair, vice chair, and secretary.

c. After the first and each succeeding ballot, if no candidate receives the requisite majority and when votes are received for three or more candidates, the name of the candidate receiving the smallest number of votes shall be dropped from the list of nominated members and shall cease to be a candidate.

d. All written ballots for each office shall be signed by the member casting the ballot. A committee consisting of no fewer than two chancellors appointed by the chair shall tally the ballots for each office and announce the results to the board. The ballots shall be collected and retained by the assistant secretary of the Board of Governors for disposition under North Carolina General Statutes § 143-318.13(b).

e. If the chair is a candidate for re-election, the vice chair shall preside over the election portion of the meeting. If the chair and the vice chair are both candidates for re-election, the chair shall designate another individual to preside over the election portion of the meeting.

f. A sample ballot is attached.

5. Procedure

Except as above modified, the procedure shall be under Section 202C(4) of *The Code* and *Robert's Rules of Order*.

**Board of Governors**

**Election Ballot**

1. Officer

[ ] Chairman

[ ] Vice Chairman

[ ] Secretary

2. I vote for:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Election Procedures

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b. Any board member who wishes to be nominated for a full term of any board office shall notify the secretary of the board member's candidacy prior to the April meeting of the Board of Governors.

c. The secretary shall announce the names of candidates for nomination to full terms of each board office during the new business portion of the agenda at the April board meeting.

d. Candidates for full terms of the offices of chair and vice chair shall, by the end of the April meeting, submit a brief written statement to the secretary describing their vision and goals for the office. The secretary shall distribute copies of the statement to board members immediately following the April board meeting.

### ~~3.2:~~ Nominations

a. Subject to the requirements of section 2 of this policy, any ~~Any~~ member of the board may be nominated for any office unless prohibited from serving by *The Code*.

b. Any member of the board may orally nominate any board member for any office. No "second" to the nomination will be permitted or required. The board member making the nomination may offer remarks in support of the nomination that do not exceed five minutes. Once a board member is nominated for an office, no additional nominations for the board member with respect to that office will be received or registered.

c. Each nomination for a full term of the offices of chair, vice chair, and secretary shall be made at the June board meeting, from the slate of candidates for that office as announced by the secretary at the April board meeting.

d. Nominations shall be made in open session.

~~e. d.~~ Every person so nominated shall be a candidate for that office.

f. Candidates for the offices of chair, vice chair, and secretary may offer remarks in support of their candidacies. Candidates for each office who choose to offer remarks shall be recognized in alphabetical order by last name and may speak for no more than ten (10) minutes.

~~4.3:~~ Election

a. Written ballots for each office shall be distributed to each member of the board who shall cast one vote from the list of candidates for that office. the person to serve as officer of the board. Voting shall be completed for each office separately and in succession, in the order of chair, vice chair, and secretary.

c. After the first and each succeeding ballot, if no candidate receives the requisite majority and when votes are received for three or more candidates, the name of the candidate receiving the smallest number of votes shall be dropped from the list of nominated members and shall cease to be a candidate.

d. All written ballots for each office ~~all officers~~ shall be signed by the member casting the ballot. A committee consisting of no fewer than two chancellors appointed by the chair shall tally the ballots for each office and announce the results to the board. The ballots shall be collected and retained by the assistant secretary of the Board of Governors for disposition under North Carolina General Statutes § 143-318.13(b).

e. If the chair is a candidate for re-election, the vice chair shall preside over the election portion of the meeting. If the chair and the vice chair are both candidates for re-election, the chair shall designate another individual to preside over the election portion of the meeting.

~~f.-e.~~ A sample ballot is attached.

~~5.4:~~ Procedure

Except as above modified, the procedure shall be under Section 202C(4) of *The Code* and *Robert's Rules of Order*.

**Board of Governors**

**Election Ballot**

1. Officer

[ ] Chairman

[ ] Vice Chairman

[ ] Secretary

2. I vote for:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Optional Retirement Program**

An Optional Retirement Program (ORP) for employees of The University of North Carolina has been in operation since 1972.

The latest ORP Plan Document and related policies are available on the UNC General Administration Human Resources Division website.

### **Optional Retirement Program**

An Optional Retirement Program (ORP) for ~~certain faculty and administrators~~ employees of The University of North Carolina has been in operation since 1972.

The latest ORP Plan Document and related policies are available on the UNC General Administration Human Resources Division website.

## University Teaching Awards

### Introduction

At its September 1993 meeting, the Board of Governors adopted a report on *Tenure and Teaching in the University of North Carolina*. The report, prepared jointly by the Board's Committee on Personnel and Tenure and its Committee on Educational Planning, Policies, and Programs, reaffirmed the Board's insistence that teaching is the primary responsibility of each of the 17 constituent institutions of the University. To underscore the importance of teaching and to encourage, identify, recognize, reward, and support good teaching within the University, the Board adopted a set of six specific recommendations, including the following:

*That the Board of Governors create annual systemwide teaching awards with monetary stipends which are designated "Board of Governors Awards for Excellence in Teaching."*

#### I. Annual Awards for Teaching Excellence

A. The Board of Governors will allocate \$352,000 each year for the Awards for Teaching Excellence with approximately one half of the fund (\$217,500) to be used each year for a system-wide awards program and the other half (\$134,500) to be used for allocations to campuses for teaching awards.

B. Each year the chair of the Board of Governors will appoint a special committee, or designate a standing committee such as the Committee on Personnel and Tenure, to provide coordination and oversight for the teaching awards programs.

C. The program of awards will be evaluated and revised periodically.

#### II. System-wide Awards

##### A. Number of Awards

There shall be a total of 17 Board of Governors Awards annually. One recipient shall be nominated from each of the 17 constituent institutions.

##### B. Nature of Awards and Recognition

Each recipient of a Board of Governors Award for Excellence in Teaching will receive a citation and a one-time award of \$12,500. Presentation of the awards will be made at an appropriate event to be attended by recipients and their guests, members of the Board of Governors, the President and vice presidents of the University, the chancellors or their designees, and other guests.

##### C. Eligibility for Selection

Any faculty member who has earned tenure<sup>1</sup> at the institution and has taught at the institution for at least seven years is eligible. The recipient must have demonstrated excellent or exceptional teaching ability over a sustained period of time. Potential nominees must be teaching in the academic year in which they are selected.

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<sup>1</sup>At the North Carolina School of Science and Mathematics and the University of North Carolina School of the Arts, a faculty member with a multi-year contract who has taught at the institution for at least seven years is eligible.

No faculty member will be eligible to receive this award more than once while teaching at any UNC institution.

III. Institutional Teaching Awards

A. A total of \$134,500 will be allocated each year to the 17 constituent institutions to establish additional faculty awards for teaching excellence.

B. Each institution should develop procedures for establishing awards and selecting recipients supported by the Board's allocation.

C. In establishing these awards, the Board gave special emphasis to the smaller institutions with more limited resources and to those institutions which did not have teaching awards.

In keeping with this objective the following eight institutions are allocated \$9,500 each: Elizabeth City State University, Fayetteville State University, North Carolina Central University, University of North Carolina at Asheville, University of North Carolina at Pembroke, University of North Carolina School of the Arts<sup>2</sup>, Winston-Salem State University and North Carolina School of Science and Mathematics, with the other nine constituent institutions being allocated \$6,500 each for teaching awards.

IV. Guidelines for Implementing the Awards for Teaching Excellence

The President will issue guidelines for the nomination and selection of system-wide teaching awards and the allocation of funds for institutional teaching awards.

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<sup>2</sup>Name changed from North Carolina School of the Arts to University of North Carolina School of the Arts effective August 1, 2008.

## University Teaching Awards

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*That the Board of Governors create annual systemwide teaching awards with monetary stipends which are designated "Board of Governors Awards for Excellence in Teaching."*

#### I. Annual Awards for Teaching Excellence

A. The Board of Governors will allocate \$~~267,000~~352,000 each year for the Awards for Teaching Excellence with approximately one half of the fund (~~\$132,500~~217,500) to be used each year for a system-wide awards program and the other half (\$134,500) to be used for allocations to campuses for teaching awards.

B. Each year the chair of the Board of Governors will appoint a special committee, or designate a standing committee such as the Committee on Personnel and Tenure, to provide coordination and oversight for the teaching awards programs.

C. The program of awards will be evaluated and revised periodically.

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### **Design, Construction and Financing of Capital Improvement Projects**

- A. The 1997 Session of the General Assembly delegated to the Board of Governors the authority for the administration of design and construction of certain capital improvement projects. This delegation limit was increased to projects estimated at \$2,000,000 or less by the 2002 Session of the General Assembly. The board was also authorized to delegate that authority to constituent institutions of the University of North Carolina if an institution is qualified under procedures developed in consultation with the director of the Budget and the State Building Commission. Pursuant to this authority, regulations entitled "The University of North Carolina Design and Construction Guidelines" were implemented to provide assistance to the constituent institutions in the administration of the design and construction of capital improvement projects. Copies of the guidelines may be obtained at UNC General Administration.
- B. The Board of Governors must approve all capital improvement projects that are projected to cost more than \$500,000<sup>1</sup> except as noted in D. below. Capital improvement projects which are projected to cost between \$300,000 and \$500,000 must be approved by the president. Projects below \$300,000 may be approved by the campus. The president will provide notice of projects that the president intends to approve under this provision to the members of the Committee on Budget and Finance at least one week prior to authorizing the project; and
- C. After the long term financing of a capital improvement project has been approved in accordance with statutory requirements, the president may approve interim financing or bank loans as a means of short term financing. The president shall report any such actions to the Committee on Budget and Finance at its next meeting.
- D. The Chancellor of a campus may approve a project for alteration, renovation, maintenance or repair work on a campus facility up to one million dollars (\$1,000,000) using appropriated operating funds. (Such a project is not considered a capital improvement but must be accomplished under the rules governing capital improvement projects.) The funds designated for such a project will remain available beyond the current fiscal year in order to complete the project, provided that it is under construction by June 30.

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<sup>1</sup>Pursuant to NCGS §116-11(13), and notwithstanding *The Code* or any other Board of Governors policy, the Board of Governors has delegated certain authorities to the President of the University. See Policy 200.6, *Delegation Authority to the President of the University*, adopted 11/13/06.

### Design, Construction and Financing of Capital Improvement Projects

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B. The Board of Governors must approve all capital improvement projects that are projected to cost more than ~~\$250,000~~\$500,000<sup>1</sup> except as noted in D. below. Capital improvement projects which are projected to cost ~~\$250,000 or less~~ between \$300,000 and \$500,000 must be approved by the president. Projects below \$300,000 may be approved by the campus. The president will provide notice of projects that the president intends to approve under this provision to the members of the Committee on Budget and Finance at least one week prior to authorizing the project; and

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## The University of North Carolina Sustainability Policy

The University of North Carolina (“The University”) is committed to leading the State of North Carolina as an environmental steward that endeavors to proactively and effectively manage its impact on energy, water and other natural resources. Further, The University is obligated to ensure full compliance with all applicable local, state, and federal environmental laws and regulations. Therefore, it is the policy of The University’s Board of Governors (the “Board”) that The University, including General Administration, the constituent institutions, and affiliated entities, shall establish sustainable development and resource management, or “sustainability” as a core value of institutional operations, planning, capital construction, and purchasing practices.

Budgetary constraints, capital improvement and modernization requirements, and training and management needs required to facilitate the implementation of these sustainable practices are limiting factors and, as such, the University’s General Administration, in collaboration with the constituent institutions and affiliated entities, shall pursue the appropriate enabling legislation and funding to implement this policy. The Board recognizes that the goals of this policy range from short-term to long-term and adds further emphasis on the importance of the aspirational nature of the highest ideals of sustainability. In addition, the Board values Return on Investment (ROI) as a factor in institutional resource planning and decision making and requires an ROI calculation for any new project.

The Board delegates authority to the President to implement the following sustainable practices to apply to each constituent institution and, when appropriate, General Administration and affiliated entities:

*Systematic Integration of Sustainability Principles:* Systematically incorporate sustainability throughout the institution by integrating the policy goals into the institution’s processes, administration, teaching, research, and engagement. Each constituent institution and affiliated entity and General Administration shall designate an appropriate individual to serve as “Chief Sustainability Officer” to be responsible for implementation of this policy.

*Master Planning:* Sustainability principles related to infrastructure, natural resources, site development, and community impact shall be incorporated into comprehensive master plans.

*Design and Construction:* Capital project planning and construction processes shall meet statutory energy and water efficiency requirements and deliver energy, water, and materials efficient buildings and grounds that minimize the impact on and/or enhance the site and provide good indoor environmental quality for occupants.

*Operations and Maintenance:* The operation and maintenance of buildings and grounds shall meet or exceed statutory requirements to reduce energy and water use, provide excellent air quality and comfort, improve productivity of faculty, staff and students, and minimize materials use. Further, priority shall be given to the purchase and installation of high-efficiency equipment and facilities as part of an ongoing sustainability action plan following life cycle cost guidelines where applicable.

*Climate Change Mitigation and Renewable Energy:* The University shall develop a plan to become carbon neutral as soon as practicable and by 2050 at the latest, with an ultimate goal of climate neutrality.

*Transportation:* The University shall develop and implement a comprehensive, multimodal transportation plan designed to reduce carbon emissions and dependency on single occupant vehicles.

*Recycling and Waste Management:* The University shall develop policies and programs that work toward achieving zero waste and will comply with the provisions of NC General Statute 130A-309.14 regarding recycling and waste management.

*Environmentally Preferable Purchasing (EPP):* Any purchasing shall, to the extent practicable, improve the environmental performance of its supply chain with consideration given to toxicity, recycled content, energy and water efficiency, rapidly renewable resources, and local production and shall also improve the social performance of its supply chain with consideration given to working conditions and historically underutilized businesses.

The President shall develop and implement best practices, guidelines, and implementation plans necessary to achieve the goals of this policy to the constituent institutions and affiliated entities. This policy shall be reviewed every two (2) years by the President, and any necessary revisions and modifications shall be recommended to the Board for its consideration.

## The University of North Carolina Sustainability Policy

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Budgetary constraints, capital improvement and modernization requirements, and training and management needs required to facilitate the implementation of these sustainable practices are limiting factors and, as such, the University’s General Administration, in collaboration with the constituent institutions and affiliated entities, shall pursue the appropriate enabling legislation and funding to implement this policy. The Board recognizes that the goals of this policy range from short-term to long-term and adds further emphasis on the importance of the aspirational nature of the highest ideals of sustainability. In addition, the Board values Return on Investment (ROI) as a factor in institutional resource planning and decision making and requires an ROI calculation for any new project.

The Board delegates authority to the President to implement the following sustainable practices to apply to each constituent institution and, when appropriate, General Administration and affiliated entities:

*Systematic Integration of Sustainability Principles:* Systematically incorporate sustainability throughout the institution by integrating the policy goals into the institution’s processes, administration, teaching, research, and engagement. Each constituent institution and affiliated entity and General Administration shall designate an appropriate individual to serve as “Chief Sustainability Officer” to be responsible for implementation of this policy.

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The President shall develop and implement best practices, guidelines, and implementation plans necessary to achieve the goals of this policy to the constituent institutions and affiliated entities. This policy shall be reviewed every two (2) years by the President, and any necessary revisions and modifications shall be recommended to the Board for its consideration.

### **Policy on The University of North Carolina Association of Student Governments**

1. The Board of Governors of the University of North Carolina finds that, in order to further the education of students of the University of North Carolina, and in order to improve the governance of the University, it is necessary and appropriate for there to be a student government association that represents the interests of the students of all of the constituent institutions of the University. The Board of Governors, therefore, recognizes the University of North Carolina Association of Student Governments (“UNCASG”) as the student government organization designated to represent the interests of students in the deliberations of the University of North Carolina Board of Governors.
2. In order to further the education of the students of UNC in self governance and civic responsibility, and in order to assure that the interests of students are known to the Board of Governors during its deliberations, the Board of Governors recognizes the following purposes of the UNCASG:
  - a. Represent the students of the university before the University of North Carolina Board of Governors.
  - b. Develop and maintain open lines of communication between institutions, promote each student’s right to a quality education, and promote the issues deemed beneficial to students.
  - c. Actively promote affordable, quality higher education within the State of North Carolina.
  - d. Act as a liaison between the students and the Governor of the State of North Carolina, the North Carolina General Assembly, the Office of the President of the University of North Carolina, and other state and federal officials.
  - e. Address and act on the collective interests of students enrolled in member institutions.
  - f. Involve students in the political process by educating students on the issues affecting them and the university.
  - g. Actively involve students in the area of governmental relations so as to promote the passage or defeat of legislation, which the Association deems relevant to the education of students, their institutions, and higher education in North Carolina.
  - h. Promote and maintain conditions conducive to academic freedom.
  - i. Promote unity and cooperative efforts between the sixteen public institutions of The University of North Carolina.
  - j. Provide services and benefits to members of the Association.
3. All delegates to and officers of the UNCASG shall be selected in the manner set out in its Constitution. All amendments to the Constitution, By-Laws, Financial Policy, or Personnel Policy of the UNCASG shall be approved by the President of the University of North Carolina, or the President’s designee, before they are implemented.
4. Neither the Board of Governors nor the President shall assert control over the substantive positions of the UNCASG, and the UNCASG shall not claim that its views are the views of the University of North Carolina, the Board of Governors, or the President of the University without prior approval.
5. Any mandatory student fee that is approved by the Board of Governors for use by the UNCASG shall be used for the purposes set out in this policy and in accordance with procedures approved by the Chief Operating Officer of the University of North Carolina.

6. The President of the University shall appoint a member of the President's staff to act as an adviser to UNCASG, who will supervise the provision of such support to the UNCASG as the president may deem appropriate. The President of the University shall consult with the President of the UNCASG about the selection of an advisor. The UNCASG shall confer with the adviser to ensure that the activities of the UNCASG are consistent with University policy and for such other purposes as the President of the University or his designee may specify.

7. The UNCASG shall be administered by the officers and the Board of Directors of the UNCASG. The UNCASG shall not retain any person with substantive, policy or lobbying duties.

**Policy on The University of North Carolina Association of Student Governments**

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- b. Develop and maintain open lines of communication between institutions, promote each student’s right to a quality education, and promote the issues deemed beneficial to students.
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- e. Address and act on the collective interests of students enrolled in member institutions.
- f. Involve students in the political process by educating students on the issues affecting them and the university.
- g. Actively involve students in the area of governmental relations so as to promote the passage or defeat of legislation, which the Association deems relevant to the education of students, their institutions, and higher education in North Carolina.
- h. Promote and maintain conditions conducive to academic freedom.
- i. Promote unity and cooperative efforts between the sixteen public institutions of The University of North Carolina.
- j. Provide services and benefits to members of the Association.

3. All delegates to and officers of the UNCASG shall be selected in the manner set out in its Constitution. All amendments to the Constitution, By-Laws, Financial Policy, or Personnel Policy of the UNCASG shall be approved by the President of the University of North Carolina, or the President’s designee, before they are implemented.

4. Neither the Board of Governors nor the President shall assert control over the substantive positions of the UNCASG, and the UNCASG shall not claim that its views are the views of the University of North Carolina, the Board of Governors, or the President of the University without prior approval.

5. Any mandatory student fee that is approved by the Board of Governors for use by the UNCASG shall be used ~~by the UNCASG for expenditures germane to~~ for the purposes set out in this policy and in accordance with procedures approved by the ~~Vice President of Finance~~ Chief Operating Officer of the University of North Carolina.

6. The President of the University shall appoint a member of the President’s staff to act as an adviser to UNCASG, who will supervise the provision of such support to the UNCASG as the president may deem

~~appropriate. The President of the University shall consult with the President of the UNCASG about the selection of an advisor. The Board of Directors of the UNCASG. The UNCASG shall confer with the adviser to ensure that the activities of the UNCASG are consistent with University policy and for such other purposes as the President of the University or his designee may specify. shall be responsible for the selection of employees of the UNCASG, and for the termination of their employment, in accordance with the personnel Policy of the UNCASG. The Administrator will report to the Board of Directors. All other employees will report to the Administrator.~~

7. The UNCASG shall be administered by the officers and ~~directors~~ the Board of Directors of the UNCASG. ~~The Any employees of the UNCASG shall be clerical in nature. The Association UNCASG shall not employ an executive director or other~~ retain any person with substantive, policy or lobbying duties.

## **Military Student Success**

The University of North Carolina is committed to the success of military-affiliated students.<sup>1</sup> This policy, and its associated regulations and guidelines, provide a framework for the constituent institutions of the University of North Carolina to develop and maintain a comprehensive network of services for military-affiliated students seeking to meet their educational goals. The President shall establish regulations to implement the requirements of these policies and to promote the general welfare of service members, veterans, spouses, and dependent family members at the constituent institutions.

### **A. Admission of Active Duty Service Members and Veterans**

The University of North Carolina and its constituent institutions are committed to equality of opportunity. The University administers nondiscriminatory admissions policies by fairly evaluating the records of applicants.

For purposes of undergraduate admission to any constituent institution of The University of North Carolina, any individual having completed a minimum of two years of cumulative active duty service in the United States Armed Forces who otherwise meet the criteria for a transfer student will be considered a transfer student in the admissions process pursuant to 700.1.1.1[R], Special Consideration 3, with the branch of service functioning as the institution of transfer. If discharged from active duty, the veteran must have received an Administrative Discharge. This policy shall not apply to veterans receiving a “Bad Conduct or Dishonorable Discharge.”

Under conditions set forth by the President in regulations associated with this policy, applicants in this profile may be offered special consideration with regard to the minimum admissions and minimum course requirements for transfer students.

Nothing in this policy guarantees admission for students who do not meet institutional academic standards for admission. Constituent institutions retain sole authority for admissions determinations.

### **B. Military-Affiliated Student Data**

The President shall establish appropriate and uniform data collection procedures to enable the constituent institutions to identify and track the academic progress of service members, veterans, spouses, and dependent family members for the purposes of evaluating and reporting retention, graduation and the length of time to degree.

### **C. Residency Status of Military-Affiliated Students**

North Carolina created and maintains its public institutions of higher education primarily for the benefit of the residents of North Carolina, and its institutions are generously supported by the General Assembly and the public. Active duty personnel in the United States Armed Forces, and their spouses, dependent children and dependent relatives and members of the North Carolina National Guard may be eligible for in-state tuition under the conditions established by General Statutes of the state of North Carolina and enacted by regulations in the North Carolina State Residence Classification Manual and in association with this policy.

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<sup>1</sup>For the purposes of this policy, “military-affiliated students” shall include students who are service members (including National Guard and Reserve members), veterans, spouses of service members or veterans, or dependent family members of service members or veterans.

D. Campus Support Structures for Military-Affiliated Students

The constituent institutions of the University of North Carolina shall develop and maintain campus-based support networks as well as a comprehensive series of community, regional, and national referrals for military-affiliated students to assist in successful navigation of their educational goals. These services shall include, but not be limited to, admissions, financial aid, housing, student affairs, health services and counseling, and academic affairs.

E. Military Credit Transferability

The University of North Carolina recognizes the value of the education, training and experience that military students bring to the university. The university and its constituent campuses shall establish a process by which this learning can be evaluated for possible course credit. Such military learning may include but will not be limited to recruit training, military occupational specialty (MOS) training and education, Defense Language Institute foreign language coursework and exams, Community College of the Air Force (CCAF) coursework, CLEP (College-Level Examination Program) and DANTES Standardized Subject tests. The American Council on Education (ACE) credit equivalency recommendations serve as the standard reference work for recognizing learning acquired in the military.<sup>2</sup>

F. Call to Duty

The University of North Carolina supports students called to active duty or training in the United States Armed Forces, including service in the National Guard or Reserve.<sup>3</sup> The policies of the University shall assist, whenever possible, the student in withdrawing and re-entering the university without financial or academic hardship. Such policies shall include but are not limited to:

- Military Withdrawal
- Refunds of Tuition, Fees, and Other Expenses
- Academic Credit
- Deferral of Enrollment
- Military Leave of Absence
- Re-admission into the University
- Scholarship Status

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<sup>2</sup>Nothing in this policy prevents constituent institutions from evaluating military learning independent of the ACE evaluation.

<sup>3</sup>Campuses may choose whether to extend some or all of the benefits of these policies to the spouse or child of a person called to active duty. Campuses may also choose to include spouses and children of persons called to active duty under the extenuating circumstances regulation (BOG Policy 400.1.5[R]).

## **Selection Criteria and Operating Instructions for Special Responsibility Constituent Institutions**

### **A. Achieving and Retaining Status as a Special Responsibility Constituent Institution**

#### **Management Staffing Standards and Internal Controls and Safeguards**

##### **1. Responsibilities of Special Responsibility Constituent Institutions**

The following standards and safeguards must be met and maintained in order to receive and retain the designation as a special responsibility constituent institution.

a. The Chancellor/Executive Director must assume personal responsibility and also establish the appropriate administrative and internal control procedures for carrying out the special delegations of authority. In this regard, the Chancellor/Executive Director must certify that the administrative capability on campus in the areas of budgeting and accounting, personnel, and purchasing, as noted in b., c., and d. below, are sufficient to carry out the increased flexibility being granted.

b. The capability of the staff and the system of budgeting, accounting and internal controls must be sufficient to administer the increased budget flexibility given to the designated institutions.

c. The personnel capacity, which must be exercised under the direction of appropriate administrative officials, must be available on campus to evaluate jobs, classify positions appropriately, set compensation properly, and carry out the related functions of position management at the level of authority provided by the delegation.

d. The on-campus expertise must be available to purchase properly the equipment, supplies, and other goods and services for the institution up to the benchmark level established by the Board of Governors for the institution pursuant to G.S. 116-31.10.

e. The institution must maintain its financial records in such a manner that there are no significant findings in the annual financial audit reports, special reports, electronic data the State Auditor's Office.

f. [Repealed]

g. Chancellors/Executive Director may delegate the authority for approving departmental plans for expenditures authorized under budget flexibility, but may not delegate the authority below the level of the appropriate Vice Chancellor.

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<sup>1</sup>On February 13, 2004, the Board placed into policy changes to these criteria that it had adopted on 2/08/02 and 9/12/03.

h. The Chancellors/Executive Director shall review an annual internal audit report on expenditures authorized under budget flexibility, if that audit is deemed necessary based on the annual risk assessment performed by the Internal Auditor.

i. The Chancellor shall ensure that procedures and support systems are in place to provide for the effective operation and maintenance of all existing campus buildings and infrastructure. Procedures shall also be in place to assure proper accountability and safeguarding of all fixed assets and other items purchased by the University.

2. Responsibilities of the President and the Board of Governors

The President is directed to establish the administrative procedures necessary to carry out the following rules:

a. The President and her/his staff shall review the annual financial audit reports, special reports, electronic data processing reports, performance reports, management letters, or any other report issued by the State Auditor's Office for each special responsibility constituent institution.

b. The President shall take immediate action regarding reported weaknesses in the internal control structure, deficiencies in the accounting records, and noncompliance with rules and regulations. In any instance where significant findings are identified, the President shall notify the Chancellor/Executive Director of the particular special responsibility constituent institution that the institution must make satisfactory progress in resolving the findings, as determined by the President of The University, after consultation with the State Auditor, within a three-month period commencing with the date of receipt of the published financial audit report, any other audit report, or management letter.

c. If satisfactory progress is not made within a three-month period, the President shall recommend to the Board of Governors at its next meeting that the designation of the particular institution as a special responsibility constituent institution be terminated until such time as the exceptions are resolved to the satisfaction of the President of The University of North Carolina, after consultation with the State Auditor. However, once the designation as a special responsibility constituent institution has been withdrawn by the Board of Governors, reinstatement may not be effective until the beginning of the following fiscal year at the earliest.

d. Any actions taken by the Board of Governors with respect to withdrawal or reinstatement of an institution's status as a special responsibility constituent institution shall be reported immediately to the Joint Legislative Education Oversight Committee.

e. The President and her/his staff, after consultation with the State Auditor, shall review and consult with the Director of the Office of State Personnel and the Director of the Division of State Purchasing and Contracts in ascertaining whether or not a constituent institution has the management staff and internal financial controls to administer the

additional authorities authorized under G.S. 116-30.2, 116-30.4, and 116-31.10. Such review and consultation must take place no less frequently than once each biennium.

f. [Repealed]

B. Budget Administration

1. Appropriations to Special Responsibility Constituent Institutions

a. All General Fund appropriations made by the General Assembly for continuing operations of a special responsibility constituent institution of The University of North Carolina shall be made in the form of a single sum to each budget code of the institution for each year of the fiscal period for which the appropriations are being made.

b. Notwithstanding G.S. 143-23(al), G.S. 143-23 (a2), G.S. 143-23(a3), and G.S. 120-76(8), each special responsibility constituent institution may expend the General Fund monies so appropriated to it in the manner deemed by the Chancellor/Executive Director to be calculated to maintain and advance the programs and services of the institutions, consistent with the directives and policies of the Board of Governors including but not limited to the following:

1. A current institutional expenditure plan for each budget code must be established and maintained under the direction of the Chancellor/Executive Director.

2. No action shall be taken that would materially change the capability of the institution to carry out its educational mission as defined by the Board of Governors. The Board of Governors will retain program responsibility. No actions taken should have the effect of either establishing a new academic, research, or public service program or closing such a program without the specific approval by the Board. Reallocation of academic program resources should not be made to the extent that a particular existing program is seriously weakened or effectively discontinued, or a new activity not expressly authorized by the Board of Governors is initiated.

3. Reallocations of interinstitutional program resources should not be made to the extent that campus participation in a particular program is materially weakened without specific approval by the Board.

4. No action should be taken which would have the effect of establishing a new community service or student financial aid program without specific approval by the Board of Governors.

5. Appropriations providing support for Distance Education/Extension degree credit instruction at off-campus locations cannot be reallocated for other purposes without specific approval by the Board of Governors.

c. The quarterly allotment procedure established pursuant to G.S. 143-17 shall apply to the General Fund appropriations made for the current operations of each special responsibility constituent institution.

d. All General Fund monies so appropriated to each special responsibility constituent institution shall be recorded, reported, and audited in the same manner as are General Fund appropriations to other constituent institutions.

e. The preparation, presentation, and review of General Fund budget requests of special responsibility constituent institutions shall be conducted in the same manner as are requests of other constituent institutions.

## 2. Reversions and Carry-Forwards of Appropriations

Of the General Fund current operations appropriations credit balance remaining in each budget code of a special responsibility constituent institution, at the close of a fiscal year, any amount of the General Fund appropriations for that budget code, may be carried forward by the institution to the next fiscal year and may be used for one-time expenditures that will not impose additional financial obligations on the State. However, the amount carried forward under this section shall not exceed two and one-half percent (2 1/2%) of the General Fund appropriation. The Director of the Budget, under the authority set forth in G.S. 143-25, shall establish the General Fund current operations credit balance remaining in each budget code of each institution

## C. Personnel Administration

The Chancellor of a special responsibility constituent institution, when he finds that to do so would help to maintain and advance the programs and services of the institution, may establish and abolish positions, acting in accordance with:

(1) State Personnel policies and procedures if these positions are subject to the State Personnel Act and if the institution is operating under the terms of a Performance Agreement or a Decentralization Agreement authorized under Chapter 126 of the General Statutes; or

(2) Policies and procedures of the Board of Governors if these positions are exempt from the State Personnel Act.

The results achieved by establishing and abolishing positions pursuant to the conditions set forth in subdivision (1) of this section shall be subject to postauditing by the Office of State Personnel.

With respect to personnel actions taken under subdivision (2) of this section, no action should have the effect of either establishing a new academic program or administrative unit or closing an existing academic or inter-institutional program or administrative unit. No action should be taken which permanently reduces the number or amount of Regular Term budgeted teaching positions supported by General Fund appropriations thereby changing the student-faculty ratio or the budgeted average teaching salary established by the Board of Governors.

Implementation of all personnel actions shall be subject to the availability of funds within the institution's current budget to fund the full annualized costs of these actions.

#### D. Purchasing

Notwithstanding G.S. 143-53.1 or G.S. 143-53(a)(2), the expenditure benchmark for a special responsibility constituent institution with regard to competitive bid procedures and the bid value benchmark shall be an amount not greater than \$500,000. The Board shall set the benchmark for each institution from time to time. In setting an institution's benchmark, the Board shall consider the institution's overall capabilities including staff resources, purchasing compliance reviews, and audit reports. The Board shall also consult with the Director of the Division of Purchase and Contract and the Director of the Budget prior to setting the benchmark.

Institutions with an expenditure benchmark greater than \$250,000 but not greater than \$500,000 shall submit to the Division of Purchase and Contract for that Division's approval, or other action deemed necessary by the Division, a copy of all offers received and the institution's recommendation of award or other action. Notice of the Division's decision shall be sent to that institution. The institution shall then proceed with the award of contract or other action recommended by the Division.

The power and authority granted to the Board of Governors with regard to the acquisition, operation, maintenance and disposition of real and personal property and services shall be subject to, and exercised in accordance with, the provisions of Chapter 143 and 146 of the General Statutes and related sections of the North Carolina Administrative Code, except when a purchase is being made that is not covered by a State term contract and either:

- (1) The funds used to procure personal property or services are not moneys appropriated from the General Fund or received as tuition or, in the case of multiple fund sources, moneys appropriated from the General Fund or received as tuition do not exceed thirty percent (30%) of the total funds; or
- (2) The funds used to procure personal property or services are contract and grant funds or, in the case of multiple fund sources, the contract and grant funds exceed fifty percent (50%) of the total funds.

When a special responsibility constituent institution procures personal property or services under condition (1) or (2) above, the special responsibility constituent institution is delegated the authority to procure the property or services without approval by the Board of Governors, and the requirements of Chapter 143, Article 3 shall apply, except the approval or oversight of the Secretary of Administration, the State Purchasing Officer, or the Board of Awards shall not be required, regardless of dollar value.

Special responsibility constituent institutions shall have the authority to purchase equipment, materials, supplies, and services from sources other than those certified by the Secretary of Administration on term contracts, subject to the following conditions:

- (1) The purchase price, including the cost of delivery, is less than the cost under the State term contract;
- (2) The items are the same or substantially similar in quality, service, and performance as items available under State term contracts;
- (3) The cost of the purchase shall not exceed the benchmark established under G. S. 116-31.10; and
- (4) The special responsibility constituent institution notifies the Department of Administration of purchases consistently being made under this provision so that State term contracts may be improved.

E. Impact on Education

Each special responsibility constituent institution shall include in its institutional effectiveness plan those assessment measures that are determined by the Board to be measures that will assure some standard measure of student learning and development in general undergraduate education. The intent of this requirement is to measure the impact of G.S. 116-30.1 through G.S. 116-30.5, establishing and administering special responsibility constituent institutions, and their implementation on undergraduate student learning and development. The measures shall be taken from accountability reports to the Board and any other performance measures developed for this purpose by the Board.

F. Reporting Requirements

1. Monthly Report

Each designated institution must prepare a monthly operating report for each budget code in the format of the current BD-701 report. The "Authorized Budget" included in this report, which may be changed under the direction of the Chancellor/Executive Director, will show the institution's current expenditure plan. The current Chart of Accounts will be used for reporting purposes.

2. [Repealed]

3. [Repealed]

## Selection Criteria and Operating Instructions for Special Responsibility Constituent Institutions

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b. The capability of the staff and the system of budgeting, accounting and internal controls must be sufficient to administer the increased budget flexibility given to the designated institutions.

c. The personnel capacity, which must be exercised under the direction of appropriate administrative officials, must be available on campus to evaluate jobs, classify positions appropriately, set compensation properly, and carry out the related functions of position management at the level of authority provided by the delegation.

d. The on-campus expertise must be available to purchase properly the equipment, supplies, and other goods and services for the institution up to the benchmark level established by the Board of Governors for the institution pursuant to G.S. 116-31.10.

e. The institution must maintain its financial records in such a manner that there are no significant findings in the annual financial audit reports, special reports, electronic data the State Auditor's Office.

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h. The Chancellors/Executive Director shall review an annual internal audit report on expenditures authorized under budget flexibility, if that audit is deemed necessary based on the annual risk assessment performed by the Internal Auditor.

i. The Chancellor shall ensure that procedures and support systems are in place to provide for the effective operation and maintenance of all existing campus buildings and infrastructure. ~~New facilities financed by the 2000 Higher Education Bond Program or any other sources of funds shall become a part of an effective program of preventive maintenance from the time that construction is completed.~~ Procedures shall also be in place to assure proper accountability and safeguarding of all fixed assets and other items purchased by the University.

2. Responsibilities of the President and the Board of Governors

The President is directed to establish the administrative procedures necessary to carry out the following rules:

a. The President and her/his staff shall review the annual financial audit reports, special reports, electronic data processing reports, performance reports, management letters, or any other report issued by the State Auditor's Office for each special responsibility constituent institution.

b. The President shall take immediate action regarding reported weaknesses in the internal control structure, deficiencies in the accounting records, and noncompliance with rules and regulations. In any instance where significant findings are identified, the President shall notify the Chancellor/Executive Director of the particular special responsibility constituent institution that the institution must make satisfactory progress in resolving the findings, as determined by the President of The University, after consultation with the State Auditor, within a three-month period commencing with the date of receipt of the published financial audit report, any other audit report, or management letter.

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d. Any actions taken by the Board of Governors with respect to withdrawal or reinstatement of an institution's status as a special responsibility constituent institution shall be reported immediately to the Joint Legislative Education Oversight Committee.

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1. A current institutional expenditure plan for each budget code must be established and maintained under the direction of the Chancellor/Executive Director.

2. No action shall be taken that would materially change the capability of the institution to carry out its educational mission as defined by the Board of Governors. The Board of Governors will retain program responsibility. No actions taken should have the effect of either establishing a new academic, research, or public service program or closing such a program without the specific approval by the Board. Reallocation of academic program resources should not be made to the extent that a particular existing program is seriously weakened or effectively discontinued, or a new activity not expressly authorized by the Board of Governors is initiated.

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c. The quarterly allotment procedure established pursuant to G.S. 143-17 shall apply to the General Fund appropriations made for the current operations of each special responsibility constituent institution.

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## C. Personnel Administration

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(1) State Personnel policies and procedures if these positions are subject to the State Personnel Act and if the institution is operating under the terms of a Performance Agreement or a Decentralization Agreement authorized under Chapter 126 of the General Statutes; or

(2) Policies and procedures of the Board of Governors if these positions are exempt from the State Personnel Act.

The results achieved by establishing and abolishing positions pursuant to the conditions set forth in subdivision (1) of this section shall be subject to postauditing by the Office of State Personnel.

With respect to personnel actions taken under subdivision (2) of this section, no action should have the effect of either establishing a new academic program or administrative unit or closing an existing academic or inter-institutional program or administrative unit. No action should be taken which

permanently reduces the number or amount of Regular Term budgeted teaching positions supported by General Fund appropriations thereby changing the student–faculty ratio or the budgeted average teaching salary established by the Board of Governors.

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- (1) The funds used to procure personal property or services are not moneys appropriated from the General Fund or received as tuition or, in the case of multiple fund sources, moneys appropriated from the General Fund or received as tuition do not exceed thirty percent (30%) of the total funds; or
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When a special responsibility constituent institution procures personal property or services under condition (1) or (2) above, the special responsibility constituent institution is delegated the authority to procure the property or services without approval by the Board of Governors, and the requirements of Chapter 143, Article 3 shall apply, except the approval or oversight of the Secretary of Administration, the State Purchasing Officer, or the Board of Awards shall not be required, regardless of dollar value.

Special responsibility constituent institutions shall have the authority to purchase equipment, materials, supplies, and services from sources other than those certified by the Secretary of Administration on term contracts, subject to the following conditions:

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#### E. Impact on Education

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#### F. Reporting Requirements

##### 1. Monthly Report

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2. [Repealed]

3. [Repealed]