

**E. Notes on Fields in UNC General Administration Centers and Institutes Spreadsheet**

## NOTES ON FIELDS IN UNC-GENERAL ADMINISTRATION CENTERS AND INSTITUTES SPREADSHEET

August 4, 2014

Field	Notes	Center Response
<b>Active Center</b>	Carol Tresolini is reviewing this category and will remove any centers that are inactive. UNC-GA has shaded centers it believes are no longer active.	YES
<b>UNC Centers/ Institutes</b>	Carol Tresolini will correct mistakes in names and status.	UNC Center for Civil Rights
<b>Primary Mission</b>	This category is maintained by Carol Tresolini and is based on criteria that UNC-GA specified some years ago.	Service
<b>Center Website</b>	If your website is not listed or is not correctly stated, please provide the current link.	<a href="http://www.law.unc.edu/centers/civilrights/">http://www.law.unc.edu/centers/civilrights/</a>
<b>Name of Director</b>	This field was populated by UNC-GA. If the director's name is not listed or is not correctly stated, please provide the current information.	Theodore M. Shaw
<b>Center FTE</b>	Please provide counts of permanent and temporary FTEs.	4 (incl director as of 9/1/14; 6 incl director as of today)
<b>Year Established</b>	This field was populated by UNC-GA. If the date is inaccurate, please provide the correct information.	2001
<b>Why is a center/institute the necessary or most desirable organizational structure to accomplish your mission?</b>	<p>We intend to answer this question centrally for all centers based on the University's "Policies and Procedures Governing Centers and Institutes," which defines the purposes for which centers and institutes are to be established (<a href="#">Click here to review Policies &amp; Procedures</a>).</p> <p>If there is something unique about your center or institute's situation that is not covered under the Policies and Procedures Document and that makes "center status" essential to your mission, please provide that explanation in <b>a single sentence</b>.</p>	
<b>Number of Students Involved</b>	This field was populated by UNC-GA based on information that some centers previously provided to us.	120

Field	Notes	Center Response
	The purpose of this field is to show the degree to which your center is engaged in UNC-Chapel Hill's larger mission of educating students (K-12, undergrad, grad/professional, continuing education). If the number listed here is blank, inaccurate or incomplete, please provide the correct number.	
<b>Is the Center Degree Related?</b>	This field was populated by UNC-GA. We will review these responses and provide this information centrally. If this field is blank, or if you disagree with the response reflected in this column, please note the answer and provide a <b>very brief</b> explanation of why.	No. Although part of the law school, the Center does not offer its own classes, certificate s or degrees.
<b>Does the Center:</b>	This section is designed to collect specific detail about your center's role in teaching students of all types – undergraduate, graduate, continuing ed, short course, and/or K-12. The fields under this heading require only "yes/no" answers. Please complete all of the fields in this section.	
<b>Offer <u>required</u> courses for one of more degree programs</b>	This field is confined to <u>required</u> courses for any degree programs—both graduate and undergraduate.	No
<b>Offer <u>elective</u> courses for one of more degree programs</b>	This field covers <u>elective</u> courses that may be used for any degree program, whether graduate or undergraduate.	YES (The senior managing attorney teaches a law school course in Civil Rights Law; other Center faculty have taught courses in Housing Law. The senior managing attorney also teaches an undergraduate APPLES course.)
<b>Train undergraduate or graduate students not funded by center/institute</b>	This field asks whether you train or educate any students who are <u>not</u> being paid by the center or receiving funding of some kind (e.g., stipends, salary, work study funds or other compensation) from it.	Yes
<b>Offer work study</b>	This field asks whether you fund work study programs for students at either the graduate or undergraduate level.	Yes

Field	Notes	Center Response
<b>Offer workshops, open house events and other one-time interactions</b>	This field is designed to be a catch-all for educational programs that don't fall into the other categories (e.g., courses, lectures, workshops, and training for the public, K-12 students, non-student professionals, etc.)	Yes
<b>FY 08-09 GF Budget</b>	This field was populated by UNC-GA. It appears to represent the portion of your budget from state General Fund appropriations. If this field is blank and if you received any funds from state appropriation for that year, we will seek to populate this information centrally.	
<b>09-10 House Reduction</b>	This field was populated by UNC-GA. It appears to represent a reduction in state funds that your center experienced in FY 09-10. If this field is blank and if you received any reduction in state appropriated funds for that year, please provide this information.	
<b>10-11 House Reduction</b>	This field was populated by UNC-GA. It appears to represent a second reduction in state funds that your center experienced in FY 10-11. If this field is blank and if you received any reduction in state appropriated funds for that year, please provide this information.	
<b>11-12 GF Appropriation</b>	Please provide this information for your center.	0
<b>11-12 Other Receipts</b>	This refers to budget obtained from non-state sources. Please provide this information for your center.	\$448,445
<b>Description/Explanation of 11-12 Other Receipts</b>	Indicate the sources for budget coming from non-state sources (e.g., F&A, trust funds, etc.)	Foundation grants, endowment account payouts, private donations
<b>12-13 GF Appropriation</b>	This field was populated by UNC-GA. It appears to represent the portion of your budget from state General Fund appropriations for FY 12-13. If this field is blank and if you received any funds from state appropriations, we will seek to populate this information centrally.	0
<b>12-13 Other Receipts</b>	This field refers to budget from non-state sources. Please provide this information for your center.	\$549,811
<b>Description/Explanation of 12-13 Other Receipts</b>	Indicate the sources of budget coming from non-state sources.	Foundation grants, endowment account payouts, private donations

Field	Notes	Center Response
<b>13-14 GF Appropriation</b>	This field was populated by UNC-GA. It is intended to represent the portion of your budget from state General Fund appropriations for FY <del>12-13</del> 13-14. If this field is blank and if you received any funds from state appropriations, we will seek to populate this information centrally.	0
<b>13-14 Other Receipts</b>	This field was populated by UNC-GA. It appears to be based on information provided by UNC-CH to UNC-GA in response to their last data request earlier this year. If your center's field is blank, please provide this amount to us.	\$462,746
<b>Description/Explanation of 13-14 Other Receipts</b>	This field was populated by UNC-GA. It appears to be based on information that we provided to UNC-GA in response to their last data request earlier this year. If it appears incorrect, please provide what you believe the correct information to be. If your center's field is blank, please provide us with the sources of these funds. For reference, see the descriptions and explanations that have already been provided for other centers in this field of the UNC-GA spreadsheet.	Foundation grants, endowment account payouts, private donations
<b>Matching Funds Required</b>	This field was populated by UNC-GA. It is designed to assess whether, as part of your operations or mission, your center needs to periodically identify and demonstrate matching funds (such as funds from state appropriations) to secure grants, contracts or other external funding. If this field is blank or if the information included here is incorrect, please provide the correct response.	No
<b>Director's Current Annual Salary</b>	This field was populated by UNC-GA and needs to be revised. If your director is not a full-time director (e.g., a director who allocates 50% of his or her time directing the center and 50% of his or her time doing classroom instruction or sponsored research projects, please	\$7,500 for stipend

Field	Notes	Center Response
	provide only that portion of the director's salary that represents compensation for the FTE time spent directing the center. If the center funds the director's salary through course buyouts, those amounts should be included here as compensation from the center – <u>not</u> as compensation from department receiving the buyout funds. The goal is to align this dollar figure with the amount of the salary reflected in your center budget, as reported in a later column in this section (see below). If this field is blank, it needs to be completed.	
<b>Funding source for the director's salary (If split funded show all sources and amounts)</b>	This field was populated by UNC-GA and needs to be reviewed and possibly revised. If your director is not a full-time director, please provide the information for only that portion of the director's total salary that represents compensation for the time spent directing the center. Do not include sources of salary that compensate the director for something other than directing the center (instructional time, non-center clinical work, etc.). If the center funds the director's salary through course buyouts, those amounts should be included here as compensation from the center – <u>not</u> as compensation from department receiving the buyout funds. If this field is blank, it needs to be completed.	State funds for faculty salary and private for stipend
<b>Is the Director's salary included in the Center budget?</b>	If the subfields in this category are blank, they need to be completed. If the information in this blank is wrong, please note that.	Yes
<b>Yes or No</b>	This field was populated by UNC-GA and needs to be revised. If this field is blank, it needs to be completed. If the center pays any portion of the director's salary – whether directly or through course buy-outs – this field should be answered yes.	Partial
<b>If partial, enter amount.</b>	This field should match the amount of the field for Director's Current Annual Salary above. In other words,	\$7,500

Field	Notes	Center Response
	<p>it should show the total compensation the director receives (including the amount of any buyouts) for running the center – and not salary for other university functions.</p>	
<p><b>Does this Center receive in-kind support funded by state appropriations for any of the following?</b></p>	<p>This field (and its subfields) intends to assess whether a center receives significant support <u>indirectly</u> from <u>state appropriations</u> that are received by some other part of the university. It is designed to assess the amount of money the state is indirectly paying to support the center.</p> <p>Because there is considerable potential for confusion in answering this series of questions, do not enter answers to the specific questions posed in the spreadsheet (i.e., those in the column to the left). Rather, provide us with the answers to the questions included in this column, and we will attempt to derive this information centrally.</p> <p>If the center receives in-kind support from other sources in the university <u>but</u> its in-kind support does <u>not</u> come from state appropriations (e.g., if the university or a department provides in-kind support paid for by its F&amp;A funds, or some other non-state appropriated source) the question should be answered “no.”</p>	
<p><b>Space</b></p>	<ol style="list-style-type: none"> <li>1. What building(s) houses your facility (name and address)?</li> <li>2. Does your center pay for the cost of the space it occupies from funds in your center’s budget?</li> <li>3. If not, what university department or office has administrative responsibility for the space you occupy?</li> </ol>	<ol style="list-style-type: none"> <li>1. Castilia at Meadowmont, 323 W. Barbee Chapel Road, Chapel Hill, NC 27517</li> <li>2. No</li> <li>3. School of Law</li> <li>4. 764</li> </ol>

Field	Notes	Center Response
	<p>4. If your center does not pay for the cost of its space, what is the square footage of space occupied by the actual center itself. <b>Note:</b> If the center does not have an actual physical location or if there is no unique space dedicated solely to the center, answer this question "0." Otherwise, provide only the square footage of space that is dedicated 100% to center activity and staff.</p> <p>4. If you occupy leased space, and some other university department or office pays the rent on the space you occupy, which department or office is that?</p>	
<p><b>Computers, software, office equipment and furnishings</b></p>	<p>Is your center responsible for purchasing its own computers, software, office equipment and furnishings?</p> <p>Is there some other department or office of the university that purchases any computers, software, office equipment and furnishings used by your center?</p> <p>If the answer to the second question is "yes," does your center have the exclusive use of that equipment – or is it also used by non-center personnel or for non-center purposes?</p> <p>If the answer to the preceding question is "yes," do you know the source of funds (e.g., state appropriations, grant or contracts funds, F&amp;A funds, etc.) used to provide these items?</p> <p>If so, and if that source of funds is state appropriations, do you know the annual value of the items that are provided free of charge? If so, please provide that information.</p>	<p>No</p> <p>Yes</p> <p>Exclusive use of computers, but not copiers, fax machines, etc</p>

Field	Notes	Center Response
<b>Course buyout for Director</b>	<p>Does your center use state appropriated funds to fund the cost of any course buyouts for the center’s director?</p> <p>If your center does fund course buyouts for the director, <u>but</u> those buyouts are funded by sources <u>other than</u> state appropriated funds (e.g., F&amp;A funds or funds from contracts or grants, etc.), this question should be answered “no.”</p> <p>If the answer is “yes,” please identify the amount of <u>state appropriated funding</u> used to fund the course buyouts.</p>	<p>Yes. The director receives a one-course reduction annually. .</p>
<b>Access to specialized fee-for-use equipment or facilities</b>	<p>Does your center regularly use free-of-charge <del>any</del> <u>any</u> university equipment or facilities that is not owned by the center, and for which the unit that does own the equipment or facility would normally charge a fee?</p> <p>If your center regularly <del>uses-any</del> <u>uses any</u> free-of-charge any university equipment or facility for which a fee is normally charged, do you know the source of funds used to provide that benefit?</p> <p>If so, do you know the annual value of that benefit? If so, please provide that information.</p>	
<b>Other</b>	<p>If your center is provided any other regular and significant in-kind support – and if you know that state appropriations are used to provide that support – please explain what that support is and list any details here.</p>	<p>The Center uses the School of Law building for events. It also uses mail, federal express, copiers, and other central services.</p>
<b>Description</b>	<p>This field was populated by UNC-GA, using information UNC-CH provided in response to the request we received earlier this year. Please review these responses and provide any changes to this information. These descriptions must be brief.</p>	

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	<p>If this field is blank, please provide a <b>brief</b> explanation of your center’s mission and its significance and value to the State of North Carolina.</p> <p>For public service centers, please <b>briefly</b> indicate the extent and type of your engagement with the community.</p>	<p>The Center uses community-based impact advocacy and outreach to advance strategies to seek social, economic and environmental justice for low wealth, minority families and neighborhoods in North Carolina. Our focus is on ending structural racism through community-led, lawyer-supported challenges to discriminatory policies and practices that have led to the exclusion or under-development of low-wealth, minority communities.</p>
<p><b>Notes from Campus</b></p>	<p>This field was populated by UNC-GA. Please review these responses and provide any changes to this information. If there is additional information you feel we need to be aware of for purposes of this exercise, please include it here.</p> <p>In addition, please provide us two strong “points of pride” for your center that demonstrate its value to the state and people of North Carolina. Please limit this to <u>a single sentence for each example</u>.</p>	<p>Using a range of advocacy strategies that includes community education, research, and public policy efforts, the Center is recognized nationally as one of the principal, university-based hubs of civil rights advocacy in the South. The Center draws on the strengths and resources of the School of Law, the university, its client communities and a range of nationally renowned advocates, scholars and lawyers to assist low-income minority communities that are often the least able to advocate for themselves.</p>