



ANNUAL CERTIFICATION & REPORT
EQUALITY WITHIN THE UNIVERSITY OF NORTH CAROLINA
August 29, 2024

Peter Hans, President
University of North Carolina System
223 S. West St., Ste. 1800
Raleigh, NC 27603

Dear President Hans:

The University of North Carolina Board of Governors adopted Section 300.8.5 of the UNC Policy Manual, *Equality Within the University of North Carolina*, on May 23, 2024, to reaffirm the University's longstanding commitment to equality.

As such, the chancellor and director of student affairs (or equivalent officer) of each constituent institution must certify and report on his or her constituent institution's compliance with Section 300.8.5¹.

In response to the newly adopted policy, Fayetteville State University formed a working committee to assess its programs and activities across the campus and prepare the University community for the necessary changes. At FSU, we are proud to welcome and serve individuals with varying backgrounds – all seeking to achieve their academic endeavors and participate in a robust non-discriminatory experience while on campus, and in support of the policy that promotes nondiscrimination, equality of opportunity, institutional neutrality, academic freedom and student success. FSU supports the policy and practices outlined in the new policy that aims to ensure that our institution does not endorse specific political or social viewpoints and maintains a neutral stance to foster an inclusive and supportive environment for all students and staff. To that end, the work of this committee was both important and impactful in supporting our mission and service to all of our constituents.

The working committee, made up of representatives from the Office of the Chancellor, Division of Student Affairs, Division of Legal, Audit, Risk, and Compliance, and the Office of Human Resources, conducted a thorough assessment of student, faculty, and staff roles as it relates to diversity and inclusion, as well as an in depth look at

¹ The Equality Policy requires annual certification as to compliance and expects reports of savings derived from achieving compliance. It is likely that any savings achieved will occur in the first year and that succeeding annual certifications will not report on any additional savings in the out years (because non-compliant programs, employment divisions, and employment positions should be addressed completely in the first year).

programs and activities, centers, lectures, speaker series that could be impacted by the policy. A thorough review of previous Diversity & Inclusion annual reports submitted to the UNC System was conducted.

FSU has been very limited in creating new positions and when we did those new positions were prioritized by need. Therefore, the university has not created a Diversity & Inclusion state-supported position. Instead, in 2021, we added extra duties to one of our HR representatives with the specific responsibilities of compiling the annual D&I report. That person was responsible for gathering activities and events related to diversity and inclusion across the campus. During this process we discovered the following:

- FSU has never employed a D&I officer
- The university events related to D&I includes LGBTQ, Black History and Women's History programs, sponsored by student organizations and academic units. Human Resources has hosted two Women's History events that focused on conversations with professional women and invited students, faculty, staff, and the community members from various backgrounds.
- The university has not specifically hosted a program or event specifically titled D&I.

This extra duty pay to the HR representative ended in April 2024, in compliance with the three-year limit for extra duty pay, and it was discontinued at the same time frame in alignment with new policy.

Included in this report is the realignment of an existing position within Student Affairs that is not supported with state funds.

As such, I certify the following on behalf of my constituent institution:

- I. I certify that Fayetteville State University fully complies with the University's commitment to institutional neutrality and nondiscrimination required by law and Section 300.8.5 of the UNC Policy Manual.
- II. To achieve compliance, my constituent institution took the following concrete actions:

Eliminated Positions: 0

While the University did not have an FTE D&I state-supported position, we did add extra duties to an HR employee in 2022, in compliance with the D&I policy. These duties ended in April 2024.

A. Realignment of Positions:

While the University did not have an FTE D&I state-supported position, it did have a position in Student Affairs, paid for with Student Activities Fees, under the title of Student Diversity and Inclusion Coordinator. We have since then submitted changes to this position, renaming it Student Engagement and Enrichment, redefining the duties and responsibilities and have submitted to the UNC System HR division for reclassification and approval. There were no changes to the salary (\$59,740/annual).

Prior Job Title	Prior Job Description	New Job Title	New Job Description
Student Diversity & Inclusion Coordinator	See attached	Student Engagement & Enrichment Coordinator (pending UNC System approval)	See attached

B. Other Content or Programmatic Changes

[Detailed description reporting other content or programmatic changes made in accordance with Section 300.8.5 to achieve compliance.]

Other programmatic changes included:

1. Review of student organization programs and process for approving student organizations. These types of events and activities were related to LGBTQ, Black History, Women's History.
2. Review of faculty related programs/activities with topics related to D&I.
3. Removing D&I words and references from the university website (uncfsu.edu)
4. Review of previously submitted D&I Annual Reports submitted to the UNC System
5. Presentation to the FSU Board of Trustees meeting outlining the new policy and guidance (June 2024).

C. Savings & Recommended Reallocations:

[Detailed description reporting concrete actions taken to reduce spending and redirect funds pursuant to this policy including, but not limited to, the information inputted in the tables]

Under the new policy, there is no savings and recommended reallocation.

Under the previous policy, the extra duty pay was a part of the Office of Human Resources salary allocation, and remains in the salary line for use towards the salary adjustments needed individuals in that office.


D. Redirected Use of Funds:

Savings (\$\$\$)	Prior Use of Funds	Redirected Use of Funds
0	0	0

**[CONSTITUENT INSTITUTION -
FAYETTEVILLE STATE UNIVERSITY]**

Title: Chancellor

Title: Director of Student Affairs

By: 

By: 

Name: Darrell T. Allison

Name: Juanette Council

Date: August 30, 2024

Date: August 30, 2024



FAYETTEVILLE STATE UNIVERSITY

POSITION DESCRIPTION FORM FOR EHRA POSITIONS

Proposed Title: Student Engagement and Enrichment Coordinator

Division and Department: Division of Student Affairs

Current Title (if applicable): Student Cultural Diversity and Inclusion Coordinator

Current Position Number (if applicable): _____

Name of Incumbent (if applicable): Jeden Clark

Requested by:

Naadiya Hopkins, Ed.D.

Juanette Council, Ed.D.

Dean or Department Head

Vice Chancellor

Primary Purpose of the Organizational Unit:

Briefly describe the primary mission of your unit or department)

The Student Engagement and Enrichment Coordinator is responsible for developing and managing the student community building programs, events, and activities designed to build and grow students at FSU. The Coordinator fosters educational experiences for all students through programming, and support and develops programs to support the educational, social, and intellectual growth of students. The normal work schedule for the position is Monday-Friday 9:00 am-6:00 pm and includes evenings and weekends; however, the work schedule for this position will vary to accommodate the comprehensive calendar of events sponsored by the unit. Employee will be required to work evenings and weekends on a regular basis to implement programs and activities.

Primary Purpose of the Position:

(Briefly describe the primary purpose of the position and describe briefly the nature of the services rendered)

The Student Engagement and Enrichment Coordinator is responsible for developing, implementing, and overseeing programs and activities designed to enhance the student

experience and increase student engagement. This role focuses on fostering a vibrant campus life, promoting student involvement, and supporting the personal and professional growth of students. The Coordinator will work closely with various departments, student organizations, and external partners to create a dynamic and comprehensive environment that supports student success.

Duties and Responsibilities

(Describe the principal duties and responsibilities of the position)

40% Provides strategic leadership and direction for optimal student engagement, education, and enrichment exploration.

- Design, plan, and execute a variety of engagement and enrichment programs, including workshops, seminars, social events, and leadership development activities.
- Collaborate with student organizations, faculty, and staff to create programs that address the needs and interests of the student body.
- Evaluate and assess the effectiveness of programs and make recommendations for improvements.
- Effectively collaborates with other internal and external constituents.
- Identifies measurable learning outcomes related to enrichment programming.
- Plans and coordinates a vibrant lyceum series that enriches the intellectual climate through presenting the speaker series programs including but not limited to theater, music, dance, and arts, and entrepreneurship.
- Plan specialized programs for targeted campus districts.

20 %-Student Support and Advising:

- Provide guidance and support to student organizations and leaders, helping them to develop and execute their initiatives.
- Acts as a liaison between various academic colleges/schools and other affairs areas such as Bronco One Stop and Office of Adult Learners, Transfer, Military Connected Students.
- Directs daily operations for the student community engagement lounge area.
- Advises student-governed organizations.
- Assists student organizations in planning student run events that meet the needs of the FSU student community.
- Chaperones activities sponsored by the Office of Student Activities and Student Engagement, student-governed organizations, and other events as needed.
- Develops appropriate training for student leadership groups and the broader student population, as well educational programs for staff and faculty to increase engagement and levels of participation.

10%-Community Building:

- Foster a sense of school spirit among students through intentional programming and outreach efforts.

- Organize and support events that celebrate the various student populations including residential, adult-learners, commuter, military-affiliated, transfer.
- Coordinates workshops and seminars to help build coalitions between the student organizations and the FSU community at large.

10%-Communication and Outreach:

- Develop and maintain effective communication channels to promote student engagement opportunities, including newsletters, social media, and campus-wide announcements.
- Actively seek and incorporate student feedback to enhance engagement efforts.

10%-Administrative Duties:

- Manage program budgets and resources effectively.
- Maintain accurate records of student participation and program outcomes.
- Prepare reports and presentations for senior leadership on program impact and student engagement metrics.
- Develops quality reports on major annual assessment efforts to understand student engagement satisfaction.
- Ensures programs are effectively coordinated and managed to maximize student learning and development as outlined in CAS (Council for the Advancement of Standards in Higher Education) standards.
- Prepares budgets, monitors expenditures, and completes all paperwork in a timely manner and ensures proper maintenance of records.
- Identify and apply for grants and other revenue streams to expand enrichment programs.
- Represents the Division, as needed, at relevant campus and off-campus events, and perform other duties as assigned.
- Participates in division committees and special projects.
- Performs other duties as assigned.

10%- Partnerships and Collaboration:

- Establish and maintain partnerships with local organizations, alumni, and other stakeholders to enhance program offerings.
- Work with academic departments to integrate co-curricular activities with the academic curriculum.

Organizational Relationships:

(Give the position title and provide a brief statement of the principal role of each direct report. Provide a current chart identifying organizational structure within which the position is placed.)

The **Student Engagement and Enrichment Coordinator** reports directly to the Director of Student Activities and Student Engagement. The coordinator may supervise a graduate assistant and other student workers. The graduate assistant and student workers will assist with implementing programs and activities in the various student lounges across campus and other co-curricular spaces.

Authority Exercised:

(As appropriate to the basic function of position, describe fully the independence and/or administrative authority and discretion this position has.)

The **Student Engagement and Enrichment Coordinator** has independence in developing systems and programs to create a positive university student experience through programming, advocacy, and support in alignment with university policy. Additionally, the Coordinator will be required to consistently make independent judgements to develop, implement, and evaluate programs, activities, and services that foster a welcoming and engaging campus.

Education, Skills and Experience Requirement:**Educational Requirements and Experience**

A master's degree in College Student Personnel, Higher Education Administration, or College Student Development or related degree is required.

Experience:

- 2-3 years of work-related experience ideally in a higher education environment in planning and implementing student activities programming and major event coordination.
- Demonstrated experience in advising student organizations and assessing the risk associated with student events and programs.
- Experience in developing learning outcomes, and assessment plans and conducting assessment projects in accordance with CAS Standards, is preferred.

Specific Skills and Competencies

- Demonstrated ability to develop and implement comprehensive strategic plans that increase student engagement in co-curricular activities.
- Demonstrated ability to undertake independent projects and manage competing tasks.
- Demonstrated ability and willingness to work nights and weekends hours on a regular basis as determined by programs.
- Demonstrated ability in assessment of student services and use of assessment results to make changes that improve the delivery of services and programs for students.
- Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Ability to utilize technology in the delivery of student programs preferred.
- Knowledge of student development theory, issues, and trends in the field.
- Excellent organization, interpersonal, and oral/written/presentation skills.
- Strong problem-solving and interpersonal skills and the ability to drive innovative thinking.
- Expertise to develop, articulate and implement a vision for student leadership development and student on-boarding/orientation area.
- Experience in assessment of educational outcomes in student engagement and leadership.
- Experience working with and creating budgets.
- Experience working effectively with administrative and academic partners within the University.
- A positive attitude, high energy, innovation, and creativity.



FAYETTEVILLE STATE UNIVERSITY

POSITION DESCRIPTION FORM FOR EHRA POSITIONS

Proposed Title: Student Cultural Diversity & Inclusion Coordinator

Division and Department: Division of Student Affairs

Current Title (if applicable): Director of Cultural Programs

Current Position Number (if applicable): _____

Name of Incumbent (if applicable): vacant

Requested by:

Naadiya Hopkins, Ed.D.

Juanette Council, Ed.D.

Dean or Department Head

Vice Chancellor

Primary Purpose of the Organizational Unit:

Briefly describe the primary mission of your unit or department)

The Office of Student Activities and Student Engagement is a department within the Division of Student Affairs. The mission of the department is to provide cultural, social, and recreational programs that enhance the overall educational development of students and promote programs that enhance campus culture and campus traditions. The department is also responsible for administrative advising of select student organizations including the Student Activities Council and AUTOS Commuter Student Association; oversees Fraternity and Sorority Life and FSU Honda Campus All-Star Program; coordinates the Safe Zone program and c lyceum programs; and implements special events for Welcome Week, Homecoming and Spring Rodeo Week.

Primary Purpose of the Position:

(Briefly describe the primary purpose of the position and describe briefly the nature of the services rendered)

The Student Cultural Diversity & Inclusion Coordinator is responsible for developing and managing the student inclusion and diversity programs, events, and services designed to build and grow FSU as an engaging and inclusive campus for all students. The Coordinator fosters an inclusive educational experience for all students through programming, advocacy, and support and develops programs and services to support the educational, cultural, social, and intellectual growth of students about individual

differences and global issues. The normal work schedule for the position is Monday-Friday 8:00 am-5:00 pm; however, the work schedule for this position will vary to accommodate the comprehensive calendar of events sponsored by the unit. Employee will be required to work evenings and weekends on a regular basis to implement programs and activities.

Duties and Responsibilities

(Describe the principal duties and responsibilities of the position)

40% Provides strategic leadership and direction for optimal student engagement, education, and cultural exploration.

- Works with related Student Affairs departments to foster collaboration in achieving the goal of greater diversity and a more inclusive campus climate.
- Acts as a liaison between various academic colleges/schools and other affairs areas such as Bronco One Stop and Office of Adult Learners, Transfer, Military Connected Students.
- Directs daily operations for the Safe Zone Office.
- Effectively collaborates with other internal and external constituents.
- Identifies measurable learning outcomes related to diversity and cultural programming.
- Develops quality reports on major annual assessment efforts.
- Ensures programs are effectively coordinated and managed to maximize student learning and development as outlined in CAS (Council for the Advancement of Standards in Higher Education) standards.
- Teaches University Studies course.
- Prepares budgets, monitors expenditures, and completes all paperwork in a timely manner and ensures proper maintenance of records.
- Identify and apply for grants and other revenue streams to expand cultural, diversity and inclusion programs.
- Represents the Division, as needed, at relevant campus and off-campus events, and perform other duties as assigned.
- Serves on various diversity and inclusion and cultural programming campus and community committees.
- Participates in division committees and special projects.
- Performs other duties as assigned.

40% Coordinates and promotes student cultural and diversity programs, activities, and services to foster an inclusive, welcoming, and engaging campus climate.

- Develops and implements programming to specifically engage and retain commuter students, adult student learners and military affiliated students.
- Coordinates workshops and seminars to help build coalitions between the diverse student organizations and the FSU community at large.
- Oversees the planning and implementation of annual campus-wide events that promote and celebrate diversity, multiculturalism, and inclusion, specifically for heritage month celebrations and PRIDE Week.
- Plans and coordinates a vibrant lyceum series that enriches the cultural and intellectual climate through presenting cultural programs including theater, music, dance, and speakers.
- Works with staff and the Student Cultural Program Committee to devise interesting, innovative, creative student activity programs that promote cultural appreciation, diversity, and inclusion.
- Provides support and assists students, faculty and staff in developing programs designed to enhance and foster a campus environment that recognizes, celebrates, and values diversity and social justice
- Develops marketing strategies, publications, and other media to promote programs and activities sponsored by Cultural and Diversity Programs.

20% Increase levels of student engagement through advising student organizations and promoting student involvement.

- Serves as the primary advisor to the AUTOS Commuter Student Association and Cultural Program Committee.
- Assists student organizations in planning student run events that meet the needs of a diverse FSU community.
- Chaperones activities sponsored by the Office of Student Activities and Student Engagement, AUTOS Commuter Student Association, and other events as needed.
- Develops appropriate trainings for student leadership groups and the broader student population, as well educational programs for staff and faculty on diversity-related issues including Safe Zone training.
- Identifies new technology to enhance the Fayetteville State University student experience.
- Responds to inquiries from students with care and quality services via phone, email and in person.
- Assists the director with responding to student complaints.

Organizational Relationships:

(Give the position title and provide a brief statement of the principal role of each direct report. Provide a current chart identifying the organizational structure within which the position is placed.)

The Student Cultural Diversity & Inclusion Coordinator reports directly to the Director of Student Activities and Student Engagement. The Coordinator will supervise a graduate assistant and other student workers. The graduate assistant and student workers will assist with implementing programs and activities and maintaining the Safe Zone Office.

Authority Exercised:

(As appropriate to the basic function of position, describe fully the independence and/or administrative authority and discretion this position has.)

The Student Cultural Diversity & Inclusion Coordinator has independence in developing systems and programs to create a positive university student experience through programming, advocacy, and support in alignment with university policy. Additionally, the Coordinator will be required to consistently make independent judgements to develop, implement, and evaluate programs, activities, and services that foster an inclusive, welcoming, and engaging campus climate.

Education, Skills and Experience Requirement:

(Describe briefly the formal education or training, the professional skills, and the work experience required to perform the duties of this position. Include any special certifications or licensure required)

Educational Requirements and Experience

A Master's Degree in College Student Personnel, Higher Education Administration, or College Student Development or related degree is required.

Experience:

- 2-3 years of work related experience ideally in a higher education environment advising student organizations and developing programs that advance inclusion and diversity efforts, performing arts and campus programming.
- Experience in developing learning outcomes, and assessment plans and conducting assessment projects in accordance with CAS Standards, is preferred.
- Demonstrated understanding of issues of diversity; demonstrated leadership and effectiveness in promoting respect and appreciation for diversity and pluralism among students and staff required.

Specific Skills and Competencies

- Demonstrated ability to develop and implement comprehensive strategic plans that advance inclusion and diversity efforts.

- Demonstrated ability to undertake independent projects and manage competing tasks.
- Demonstrated ability and willingness to work nights and weekends hours on a regular basis as determined by programs.
- Demonstrated expertise working with diverse student populations and fostering inclusive environments within an educational setting.
- Demonstrated ability in assessment of student services and use of assessment results to make changes that improve the delivery of services and programs for students.
- Ability to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Ability to utilize technology in the delivery of student programs preferred.
- Knowledge of student development theory, issues, and trends in the field.
- Excellent organization, interpersonal, and oral/written/presentation skills.
- Strong problem-solving and interpersonal skills and the ability to drive innovative thinking.
- Expertise to develop, articulate and implement a vision for student leadership development and student on-boarding/orientation area.
- Experience in assessment of educational outcomes in student engagement and leadership.
- Experience with assessing the risk associated with student events and programs.
- Experience working with and creating budgets.
- Experience working effectively with administrative and academic partners within the University.
- A positive attitude, high energy, innovation, and creativity.