



**ANNUAL CERTIFICATION & REPORT**  
**EQUALITY WITHIN THE UNIVERSITY OF NORTH CAROLINA**  
August 30, 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 300.8.5<sup>1</sup>.

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

- I. I certify that UNC Pembroke, 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:

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<sup>1</sup> 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).

A. Eliminated Positions:

Student Affairs Position 2456, Director of Student Inclusion and Diversity, was eliminated. The incumbent accepted a new role within Academic Affairs.

Office of Chancellor Position 3392, American Indian Liaison to the Chancellor, was eliminated. The position was vacant at the time.

B. Realignment of Positions:

Prior Job Title	Prior Job Description	New Job Title	New Job Description
(Student Affairs Position 3354) - Associate Director for Inclusion Education	Attached	Associate Director for Student Engagement	Attached
(Student Affairs Position 2512) - Administrative Support Associate for Student Inclusion and Diversity	Attached	Administrative Support Associate for the Brave Resource Center	Attached

### C. Other Content or Programmatic Changes

The Office of Student Inclusion and Diversity (OSID) was dissolved.

The Inclusion and Diversity Council was dissolved.

Human Resources collaborated with the contracted provider to review and remove any training or language in conflict with the new policy within the Precipio online training module portfolio.

Supervisors, in collaboration with Human Resources, reviewed and removed any statements in conflict with the new policy from UNCP job descriptions.

University Communications and Marketing reviewed and removed any statements in conflict with the new policy from UNCP websites.

The Department of Information Technology assisted owners in the review of campus listservs and the removal of any in conflict with the new policy.

Rescinded the campus Inclusion and Diversity Policy.



D. Savings & Recommended Reallocations:

Adjustments for fiscal year 2025 and thereafter:

The OSID Director salary line included \$55,450 which was returned to the University for budget reductions/savings. The remainder of the salary, \$52,482, was retained by the Vice Chancellor of Student Affairs for needs and initiatives related to student support and success.

The American Indian Liaison to the Chancellor salary line of \$123,927 is being reallocated to the Southeast American Indian Studies (SAIS) program and \$25,000 will be returned to the UNCP NASNTI grant account all in support of educational, academic, outreach, and student success efforts

The Office of Student Inclusion & Diversity (OSID) operating budget of \$20,535 was reallocated to the Brave Resource Center, the campus food pantry and office connecting students with on campus and community resources supporting their success.

The Inclusion and Diversity Council budget of \$3000 was moved to the Vice Chancellor for Finance and Administration's for needs and initiatives related to student support and success.

E. Redirected Use of Funds:

<b>Savings (\$\$\$)</b>	<b>Prior Use of Funds</b>	<b>Redirected Use of Funds</b>
\$55,450 was returned to the University for budget reductions/savings.	Student Affairs Position 2456 - Director of Student Inclusion and Diversity	\$52,482 to the Vice Chancellor for Student Affairs for needs and initiatives related to student support and success.
	Office of Chancellor Position 3392 - American Indian Liaison to the Chancellor	\$123,927 to the Provost & Vice Chancellor for Academic Affairs for needs in the Southeast American Indian Studies (SAIS) program and \$25,000 returned to the UNCP NASNTI grant all in support of educational, academic, outreach, and student success efforts.
	Office of Student Inclusion & Diversity (OSID) Operating Budget	\$20,535 to the Brave Resource Center, the campus food pantry and office connecting students with on campus and off community resources supporting their success.
	Inclusion and Diversity Council budget	\$3000 to the Vice Chancellor for Finance and Administration needs and initiatives related to student support and success.

**[UNC Pembroke]**

Title: Chancellor

By: 

Name: Dr. Robin Gary Cummings

Date: August 30, 2024

Title: Vice Chancellor for Student Affairs

By: 

Name: Dr. Jeff Howard

Date: August 30, 2024

## **Prior Job Description**

### **Student Affairs Position 2512**

#### **Administrative Support Associate Student Inclusion and Diversity**

The Administrative Support Associate is responsible for assisting with the smooth and efficient operation of the Office for Diversity and Inclusion. Performs a variety of program support duties, involving the preparation of components of emails, letters, articles, correspondence, and/or publications; compilation of materials for the preparation of office products; preparation of compilations of office program and/or operational activities (e.g., office weekly and monthly activity reports), and/or the establishment, preparation, and modernization/modification of internal tracking systems to inventory, monitor, and analyze program components of the office (e.g., budget tracking mechanisms, records management systems).

Coordinates office facilities, processing, and maintaining office products. Processes or maintains records or documents. Coordinates procedures such as travel regulations, time and attendance reports, staff office hours, preparation of administrative and fiscal forms.

Responds to information requests on topics related to the mission, products, or services of the office. Explains resources, services, and administrative processes to students, staff, faculty, and visitors, using the appropriate form(s) and/or making appropriate referrals following established procedures.

The Administrative Support Associate carries out assignments independently, as well as exercises initiative when resolving problems encountered.

#### **Specific Duties:**

(1) Serves as the Office front line representative, by greeting and assisting guests with office programs, services and resources to include those who may be looking for other departments/services in Old Main.

Greets and directs visitors to office

(2) Serves as the Administrative Support Associate to the Director

(3) Serves as a Campus Security Authority: As an official of at UNCP who has significant responsibility for student and campus activities you are a designated Campus Security Authority and are required by university policy and federal law to report all crime(s) that have been reported to you in good faith to UNCP university police

(4) Assist in managing and maintaining Director's schedule

(5) Answer phones, directing callers to office staff and/or voice mail and to other campus departments when necessary.

(6) Responsible for requesting keys and maintaining key control log for the Office for Diversity and Inclusion/ Multicultural Center

(7) Serves as direct contact for submission of updates from all departments for directories located in Old Main, to include updating boards accordingly

(8) Assist Director with office budget in conjunction with preparing budget transfer request, monitor/report fund balances, compile information for submission of office expenditure reporting

(9) Sorts, opens and distributes incoming correspondence, including faxes and emails

(10) Generates and tracks Personal Services Contracts, Check Request/Reimbursements and Engagement Agreements

(11) Generates and tracks contracts and payroll forms for hire of students and non-students through UNCP's Handshake



- (12) Certified and participates in E-Verify for the purpose of employment verification for new hires
- (13) Generates and tracks Surplus Asset Relocation forms through Business Services Department
- (14) Generates and tracks Vehicle requests
- (15) Generates and tracks Printing requests
- (16) Plans and coordinates travel arrangements for guest presenters/speakers of the Office for Diversity and Inclusion and as needed prepare travel requests/reimbursements
- (17) Plans and coordinates travel arrangements for the Director and prepares travel request/reimbursements
- (18) Serves as administrative coordinator for the Multicultural Center Exhibit Room exhibitions.
- (19) Upon Director's absence and request, attend scheduled meetings
- (20) Serves as an administrative liaison with other university units
- (21) Assist with office duties for other university departments located in Old Main in the absence of their Administrative personnel
- (22) Co-supervise student assistants employed in the Office for Diversity and Inclusion
- (23) Schedules facility usage on and off campus per department programming via EMS/FRS
- (24) Monitor and approve facility use request for Multicultural Center Conference Room via EMS
- (25) Generate and monitor classroom usage request via Registrar's website/forms
- (26) Assist with the development of flyers and brochures for publicity and other program projects
- (27) Assist with program setup activities in accordance with technical and catering service requests/reservations
- (28) Supervise events upon request of and in absence of Director
- (29) Upon request of Director, solicits donations from campus and community partners in support of department programs and generate Gift In Kind Reports.
- (30) Generate and track online workorder requests and/or service calls for department and for Old Main Building as needed/requested
- (31) Maintain and support proper functioning of office equipment
- (32) Perform office errands on and off campus
- (33) Stock, organize and order office supplies and other office products ensuring receipt of all items requisitioned/purchased
- (34) Maintain and post a calendar of office events, activities and other related programs via BraveConnect
- (35) Advise student organizations as requested
- (36) Tracks and reconciles expenditures via Director's Purchase Card and submits monthly log/report to Student Affairs
- (37) Maintains professional and technical knowledge by attending educational workshops; reviewing periodically updates to administrative policies and procedures.
- (38) Prepares correspondence in conjunction with letters, email and also voice communication on behalf of the Director
- (39) Maintains computer and manual filing system; Merging files at the end of each fiscal year
- (40) Takes accurate minutes of meetings upon Director's request
- (41) Performs annual equipment inventory IAW Business Services policies and procedures
- (42) Performs other duties as assigned by the Director



**New Job Description**  
**Student Affairs Position 2512**  
**Administrative Support Associate Brave Resource Center**

The Administrative Support Associate will support the Brave Resource Center by managing communication, records, program support, and budget tracking. The Administrative Support Associate is integral in ensuring smooth operations within the center and fostering positive relationships with students, faculty, staff, community agencies, and external partners.

The position will serve as a representative to students, faculty, staff, and guests; be responsible for multiple duties related to office management, including coordinating record keeping, data tracking, processing documents, contracts, and transactions; assist the office with following university policies and procedures; provide general budget support; and support staff with overall resource management and program support.

**Communication:**

Receive and respond to inquiries related to program services, resources, and operations.

Communicate discretely and effectively with students, faculty, staff, community agencies, university departments, Brave Resource Center staff, and external partners.

Maintain a good working knowledge of institutional policies and procedures and assist staff with following policies and procedures; disseminate information appropriately.

Independently receive, compose, and edit various types of correspondence to support the department's mission and services.

Complete and distribute various forms, reports, requests, and work orders.

Serve as the department's Web Information Coordinator (WIC), maintaining and updating the website.

Periodically compose and edit reports and documents to support programs and services.

**Records:**

Track data and maintain records for donations, student engagement, and community/donor engagement.

Maintain a filing system for various documents and records, including reports, contracts, travel requests and reimbursements, financial transactions, student schedules and hours, purchase card transactions, etc.

**Program Support:**

Provide administrative support for Brave Resource Center programs and events.

Assist staff in planning, promoting, and executing events and programs that engage students, faculty, staff, and community organizations in accessing basic needs resources.

**Budget:**

Maintain records of financial transactions; assist with monitoring budgets in Banner.

Enter and process requisitions and purchase orders.

Support donor tracking and process appropriate documentation.

**Prior Job Description**  
**Student Affairs Position 3354**  
**Associate Director for Inclusive Education**

The Associate Director for Inclusive Education reports to the Director of the Office of Student Inclusion and Diversity. The Associate Director will design and implement education and training, programs and experiential activities that bolster diversity, equity, inclusion and social justice while increasing students' cultural awareness, sense of belonging and intercultural competencies – all through intercultural engagement.

More specifically, the Associate Director will:

- Assist the Director in providing support to all students, through diverse programming and services.
- Develop an education and training curriculum for students, which includes the development and delivery of a broad range of training classes (e.g., identity development, implicit bias, microaggressions, systemic oppression, structural racism and racial equity education) to increase student's awareness and understanding of self and diverse communities and intercultural competencies as well as provide strategies and techniques for taking action to communicate and work with diverse groups, identify and openly discuss cultural differences and issues, challenge biases and discrimination and facilitate the development of a culture that is inclusive.
- Develop and facilitate collaborative and impactful dialogues and programs with students, student organizations, and university units that explore topics related to diversity, equity, inclusion, social justice, identity development, and difference.
- Develop and implement an Intercultural Student Ambassadors program where students assist with facilitating education and training sessions and dialogues and working with university units to develop and promote diversity, equity, inclusion and social justice initiatives that support student recruitment, engagement and persistence.
- Develop collaborative cultural awareness initiatives and programs that provide intercultural engagement opportunities for students.
- Aid in the promotion of a safe, supportive and inclusive campus for all students that celebrates and respects diversity.
- Collaborate with and assist university units with the orientation, retention, leadership development, advising and support of students.
- Evaluate programs to ensure their effectiveness at meeting the needs of students, promoting student engagement and persistence, creating an inclusive campus culture and supporting OSID's goals and the university's strategic plan.
- Attend appointed committee meetings and office-sponsored programs and special events.
- Work a flexible schedule, including evenings and weekends, as needed.
- Perform other appropriate duties as assigned.

**New Job Description**  
**Student Affairs Position 3354**  
**Associate Director for Student Engagement**

This position provides ongoing development for student leaders of registered student organizations, trains and provides ongoing development and resources for student organization advisors, and contributes to leadership development of student organization members and officers. This position is critical for providing opportunities for students to get engaged, which has a direct positive impact on student retention and success. This position also oversees the Student Organization Resource Center (SORC) and is the primary administrator for the BraveConnect student engagement platform for clubs/organizations and for the calendar of events. The Associate Director serves as a liaison between student leaders, faculty/staff advisors, and campus administration, facilitating communication and collaboration to enhance the overall student experience.

**Student Organization Support:**

- Manage the annual student organization recognition process which includes receipt of updated constitution, roster, officers and confirmation of faculty/staff advisor and all other alumni or other advisors for each club/organization by an annual deadline.
- Provide guidance and assistance to student leaders in the formation, operation, management, and development of student organizations.
- Oversee the implementation of the Student Organization Leadership Development (SOLD) process, including tracking progress and advising student organization leaders on requirements for each level and benefits of participation.
- Maintain the Student Organization Handbook and facilitate the creation and implementation of policies, procedures, and guidelines for student organizations to ensure compliance with campus regulations and standards.
- Provide training and assistance for student organizations in fundraising and managing their budgets, including funding allocation, expense tracking, financial reporting, and budgeting best practices.
- Plan and implement the EMPOWER student organization conference in support of leadership development, organization strategic planning, and BraveConnect platform training.
- Coordinate and facilitate monthly Student Organization Roundtables throughout the academic year to facilitate skill development, leadership training, and organizational management.
- Mediate conflicts and disputes within student organizations, providing guidance and support to resolve issues in a constructive manner.
- Serve as the primary point of contact for faculty and staff advisors of student organizations.
- Provide advisor training and ensure compliance with requirements, offering support, resources, and assistance as needed.
- Serve as a student organizational advisor as assigned.

## Programming & Event Support

- Serve as the lead coordinator for Weeks of Welcome, coordinating across campus for events and happenings to create a sense of belonging and community for students in the critical first weeks of the fall and spring semesters.
- Provide training and assistance for student leaders in the logistical coordination of student organization events, including room reservations, equipment rentals, catering orders, and promotional support.
- Provide training and guidance on event planning, budgeting, risk management, and compliance with campus policies and procedures.
- Train and assist student leaders in developing strategies to promote their organizations and activities through various channels, including BraveConnect, social media, campus marketing, etc.
- Collaborate with Marketing & Communications as well as other campus partners to help organizations increase their visibility on campus.

## Digital Platform Management & Assessment

- Manage and maintain digital platforms, including but not limited to BraveConnect, websites, social media accounts, and other communication tools for Chavis Student Center.
- Maximize tracking of attendance at organization events in BraveConnect, and ensure events are tagged appropriately.
- Collaborate with Fraternity & Sorority Life to ensure Greek organizations are maintaining updated chapter rosters on BraveConnect
- Regularly update content and ensure that information is accurate and relevant.
- Develop and implement an assessment plan to evaluate the effectiveness and impact of student organizations and their programs.
- Analyze data and feedback to identify areas for improvement and implement strategies to enhance the student organization experience.

## Other Duties

- Host deliberative dialogue trainings to ensure student groups and other campus entities can facilitate civil, healthy, productive, and honest conversations about sensitive topics in support of belongingness.
- Assist with the planning and implementation of major campus programming efforts led by the James B. Chavis Student Center including Homecoming, Festival at Old Main, Late Night Breakfasts, Greek Week, and others.
- Responsible for management of SORC monies/budget and related student and part time staff members.
- Other duties as assigned by the Director of Student Engagement.



**Prior Job Description**  
**Office of the Chancellor, Position 3392**  
**American Indian Liaison to the Chancellor**

The American Indian Liaison to the Chancellor works directly in the Chancellor's Office cultivating relationships among university partners to implement applicable university initiatives. The American Indian Liaison is responsible for advising the Chancellor on programming and initiatives that are designed to help improve outreach, retention and graduation rates of American Indian students. The American Indian Liaison provides comprehensive support for our American Indian student, faculty and staff success by promoting and actively assisting in:

- Enrollment: Create open access and provide a strategic recruitment plan to enroll American Indian students both locally and nationally. Assist in the collection and maintenance of American Indian student data analysis and program records.
- Academic Affairs: Research, promote and implement best practices for retention and graduation of American Indian Students. Develop a strong working relationship with faculty and Academic Affairs administration to provide counsel and support for their American Indian student initiatives. Create and foster relationships with other institutions of Higher Education.
- Student Affairs: Provide real world opportunities for service learning, leadership training and competitive career placement of American Indian Students.
- Southeast American Indian Studies Program/Department of American Indian Studies/Museum of Southeast American Indian: Support the obtainment of grant funding in order to meet the cultural needs of the American Indian community at UNCP.
- Tribal Communities: Working with applicable university partners, develop MOU's with tribal communities to improve access to UNCP.
- Advancement: Serves as an agent to develop relationships with potential community and tribal donors, state and federal agencies, and corporate partnerships.
- Human Resources: Partnering with the university's Human Resources Office, develop and implement initiatives to increase the pool of American Indian applicants for faculty and staff positions at UNCP.

Externally, the successful candidate represents the Chancellor and Board of Trustees as liaison and envoy to American Indian nations. Additionally, the successful candidate will represent the university at applicable national, regional, and state level conferences, meetings, and events. Internally, the candidate will advocate for the support and success of American Indian students on campus. The successful candidate must possess the ability to effectively advocate on behalf of American Indian students, and engage in conversations on a range of topics and issues, where all members of the university community have an opportunity to participate and provide input. The desired candidate will be familiar with American Indian secondary and post-secondary schools and communities throughout North America to identify, recruit, and retain American Indian students at UNCP.