Executive Committee Meeting
PORTAL, Room 232
February 28, 2014, 8:15 a.m.

Open and Closed Session Minutes

Present
Karen A. Popp, Chair
Martin L. Brackett
Dhiaa Jamil
Joe L. Price
Mary Ann Rouse
Laura Schulte
Michael L. Wilson

Staff /Guests in Attendance
Philip L. Dubois, Chancellor
David Broome, Legal Affairs
David Graham, ACE Fellow
Beth Hardin, Business Affairs
Jeff Jensen, Legal Affairs
Joan Lorden, Academic Affairs
Jeanne Madorin, Human Resources
Krista Newkirk, Chancellor’s Office
Judy Rose, Athletics
Gary Stinnett, Human Resources
Jennifer Ward, Chancellor’s Office

Ms. Popp called the meeting to order and reminded Committee members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act, in accordance with Chapter 138A of the North Carolina General Statutes, and advised the Committee members to notify her immediately if anyone should become aware of a conflict of interest or the appearance of a conflict of interest during the meeting. No conflicts were reported.

Approval of Minutes. Ms. Popp requested action on the minutes of the December 5, 2013, Executive Committee Meeting.
Action. On a motion by Mr. Price, seconded by Mr. Wilson, the Committee approved the December 5, 2013, minutes.

EPA and SPA Employees (Orientation). Ms. Hardin introduced Gary Stinnett, Director of Human Resources, and Jeanne Madorin, Executive Director of Human Resources for EPA Non-faculty Administration, Employee Relations, and Compliance. As part of the ongoing orientation program for Trustees, Mr. Stinnett and Ms. Madorin described the differences between UNC Charlotte staff positions that are exempt from the North Carolina State Personnel Act (EPA) and those that are subject to the Act (SPA). Mr. Stinnett and Ms. Madorin presented the numbers of University EPA and SPA employees and reviewed key strategic issues for Human Resources, including recruitment and retention, competitive salaries and benefits, performance management, leadership development, and succession planning. Mr. Stinnett noted that Human Resources is working to improve the performance management system. Mr. Stinnett also noted that 30 percent of the University’s employee base will be eligible to retire in the next few years, and that the University is actively engaged in leadership development and will give significant attention to succession planning in the coming year. Mr. Stinnett stated that he is a member of the University of North Carolina Human Resources Advisory Board, which is working to establish priorities for Human Resources departments throughout the system.

2013 Evaluation of Statements of Economic Interest. Chancellor Dubois reviewed a summary analysis of the State Ethics Commission’s evaluation of Trustees’ and Cabinet members’ annual Statements of Economic Interest (SEI). The Committee acknowledged receipt of the SEI analysis.

Motion to Convene in Closed Session. Ms. Popp requested a motion to convene in closed session. On a motion by Mr. Wilson, seconded by Mr. Price, the Committee convened in closed session pursuant to the following General Statutes of the State of North Carolina:

- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual, public officer or employee, or prospective public officer or employee pursuant to N.C.G.S. §143-318.11 (a)(6); and
- to prevent the premature disclosure of an award pursuant to N.C.G.S. §143.318.11(a)(2).

Closed Session

Closed session minutes are filed in the office of the Assistant Secretary of the Board of Trustees.

Public Session

Action on EPA Coaching Contract. Ms. Popp requested a motion to approve the EPA coaching contract as presented in closed session.

Action. On a motion by Mr. Wilson, seconded by Mr. Price, the Committee voted to approve the EPA coaching contract as presented.

Professional Internship Program. Dr. Lorden described the new University Professional Internship
Program (UPIP). Dr. Lorden stated that the paid internships offered through UPIP serve as an additional source of college funding for students for whom financial aid does not fully cover the cost of attendance. Dr. Lorden reported that Academic Affairs used a small amount of funding from the 2013-2014 tuition increase to support the program’s initial year. Dr. Lorden stated that interns are paid $10 per hour and that the UPIP program and the hiring department each cover half of the cost of their employment. Dr. Lorden explained that, to be eligible for a UPIP internship, students must be a sophomore or higher in good standing and must submit a cover letter and résumé. Dr. Lorden stated that University departments that propose to hire an intern must offer professional development and mentoring opportunities, and that UPIP interns are required to complete an orientation and workshop program during the course of the internship. Dr. Lorden indicated that student and staff feedback on the program has been positive and that Academic Affairs hopes to expand the program.

Adjournment. There being no further business before the Committee, Ms. Popp adjourned the meeting.

Submitted: ________________________________________
Krista L. Newkirk Date
Assistant Secretary to the Board
UNC Charlotte Board of Trustees

Approved: ________________________________________
Karen A. Popp Date
Chair
UNC Charlotte Board of Trustees