Chairman Burgard called the meeting to order at 8:32 am and read the required statement from the State Government Ethics Act. Dennis Burgard, Daniel McCord, Michael Shivar, Chris Leonard, Gidget Kidd, Kenneth Cameron, Maurice Smith, Bill Kawczynski, Siobhan Norris, and Mark Lanier were present at the meeting. Guests included Andrea Weaver, Claire Stanley, Janine Iamunno, and Steve Miller.

There was an amendment made to the October 27, 2016, minutes. After amendment, Mr. Shivar moved to approve. Ms. Kidd seconded the motion, which was duly carried.

Mr. Kawczynski discussed events that have taken place since the last meeting in October, including the visit by Randy Hetrick, distinguished guest and speaker, and other events held through the course of the week in celebration of Veterans Day:

- Military Service dog social – thank veterans and service dogs for their service. Put together with Paws 4 People. This event will be continued on an annual basis
- Flags of Significance Videos: 3 hours spent on the first Sunday of November placing 1500 flags around campus to represent military affiliated students, faculty and staff. Bill then shared one of the five videos shared across campus. All videos are posted on the MA website. Plan to do this every year. Student spotlight each month – rotating between veteran male and female, spouse, or child.
- Veterans Day ceremony: AHS JROTC presented the colors and sang the national anthem, Honored military spouse spoke.
- Military resource lounge completed the Home Depot grant and welcomed about 650 new military affiliated students.
Mr. Kawczynski commented on the planning for the allied health building and its military-related space (significantly larger lounge, a training room, a quiet room, etc.). He also commented on other recent activities of the office:

- On December 21, 2016, the office hosted CG Weidley. There are now two more dates on the calendar for opportunities to interact with the Marine Corps.
- UNCW Athletics Military Appreciation Game was held. There were representatives from JROTC programs from 4 local area schools. The office is looking to enhance the week more next year.
- There was a crowd funding initiative held in November: The goal was to raise $3600 make repairs to a Veterans home, we raised $5500. Because of the amount raised, not only are repairs being made to the initially identified home, but also to two others.
- Step Up for Soldiers selected UNCW Student Veteran to be the first family to live in the Kramer house.
- There was a Memorandum of Understanding (MOU) developed with the National Military Family Association. It will be finalized within the next few weeks to increase branding of UNCW and attract high level military spouses that would be interested in programs we offer. Currently, there are four scholarships available associated with this MOU.
- PsychArmour is partnering with UNCW to help bridge civilian-military divide. UNCW is branded on their website. They offer self-paced online courses, for free.
- ETEAL presentation at the US Chamber of Commerce.
- In Gear Career: Extended the offer to become an official education partner. Conference in March to meet with the chamber as well as other fortune 500 companies.
- NC Defense Business Association: 30 industry and business leaders came to campus.
- The most recent issue of GI Jobs which features a “spotlight article” in every edition. Siobhan Norris was featured in this edition. She discussed the article and the interview process with the committee.
- A video clip from Higher Education Works that discussed military affiliated students, featuring Chancellor Sartarelli.
Exercise science program at the CCCC campus – offered almost completely online in the fall. Will look at putting the program in place at Fayetteville Tech as well.

Drone program consultation in progress for a 4 year degree as well – this is a highly successful and sought after program at Camp Lejuine.

History channel aired a new show, Six, which featured 4 of UNCW’s military students.

Members of the committee asked if we are moving quickly enough to accommodate the significant student interest and demand for new degree programs. Mr. Kawczynski said that the urgency has been expressed to UNCGA and that only five proposals can be in the queue at one given time to establish new programs. When we already have them provided on a face to face basis, it can be maneuvered to be offered online as well. The office is working closely with the AVC DE to develop the programs. We are hoping to move toward the accelerated program that the RN to BSN program is currently using.

Members of the committee then asked all three members of the team present to reflect on the last year, the first year of the Office of Military Affairs, and the future vision for the office. Staff responded that there is no final blueprint, however we would like to have a faculty academic advisor that could be a voice to provide feedback from the academic side, someone to provide support from the research side to pull in more grants, continuing to work with advancement to increase the number of scholarships available, and the ability to develop more trust money to support some of the programs and events that are held in the lounge (e.g., welcome back pizza party held at the beginning of the semester to draw students in to get their feedback about what we are or are not doing for them and what they need). We want to develop and obtain more scholarships by visiting larger companies. Many of the visits are already occurring and preliminary discussions are taking place.

Chairman Burgard expressed his pride in the office and the employees and what they are doing.

The meeting adjourned at 9:55a.m.