

CAROL L. FOLT Chancellor

103 SOUTH BUILDING CAMPUS BOX 9100 CHAPEL HILL, NC 27599-9100 T 919.962.1365 F 919.962.1647 carol.folt@unc.edu

#### **MEMORANDUM**

TO:

Members of the Board of Trustees

FROM:

Carol Folt CLF

RE:

Mail Ballot

DATE:

August 6, 2013

I write to request your approval by mail ballot of the following matters:

Endowment Fund: In 2010, the Lineberger Cancer Center received a gift in the amount of \$328,606.46 from the Samuel Page and Katherine B. Graham Charitable Remainder Unitrust. Since the donor did not specify that the funds were to be treated as a permanent endowment, the fund has been held as a quasi-endowment and both principal and income may be used to support the Lineberger Cancer Center. The Lineberger Cancer Center has requested a withdrawal of \$300,000 for use in funding several cancer research projects. The current market value of the fund as of May 31, 2013 is \$507,463. Regulations adopted by the Board of Governors require that the Trustees approve any transfer of Endowment principal or income to the useful possession of the institution. I recommend approval of the withdrawal. The Board of Trustees of the Endowment Fund approved this withdrawal by mail ballot on August 1, 2013.

Lease Approval: During the May 2013 Board of Trustees' meeting, the Trustees approved a lease of space for the Carolina Population Center's Measure Evaluation Project for a 3-year term. The landlord with the most responsive proposal is unwilling to accept a three (3) year lease given the cost of providing the needed tenant upfit and has instead proposed a four (4) year term. All other terms remain as previously approved. I am recommending approval of the lease with a four (4) year term.

Please mark and return the enclosed ballot indicating whether or not you approve of the above actions. Thank you.

Enclosure

cc: Karol Kain Gray Julia Sprunt Grumbles

These items were approved by majority vote on 8/13/2013 by Alston Gardner, Dwight Stone, Chuck Duckett, Jeff Brown, Kelly Hopkins, Phil Clay, Christy Lambden, Sallie Shuping Russell and Haywood Cochrane. Ballots were not received from Lowry Caudill or Peter Grauer.

#### **Mail Ballot**

#### Board of Trustees August 6, 2013

Attached for your review and approval is a memo detailing the issues associated with this mail ballot.

This mail ballot will be approved as part of the Consent Agenda at the Full Board meeting on Thursday, September 26, 2013.

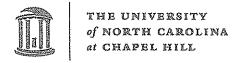
The undersigned votes as follows with respect to the recommendation proposed in Chancellor Folt's memorandum dated August 6, 2013.

Approve Disapprove

Withdrawal from Quasi-Endowment for the benefit of the Lineberger Cancer

4-year term lease for Carolina Population Center's Measure Evaluation Project building space

Please fax to Patti Wilkinson at (919) 962-1647.



CAROL L. FOLT Chancellor

103 SOUTH BUILDING CAMPUS BOX 9100 CHAPEL HILL, NC 27599-9100 T 919.962.1365 F 919.962.1647 carol.folt@unc.edu

August 19, 2013

Members of the Board of Trustees
The University of North Carolina at Chapel Hill

Dear Members of the Board:

I am transmitting to you herewith personnel matters in the following categories:

For Action – Personnel Actions

Appendix A

For Action - Actions Conferring Tenure

Appendix A

For Action - Compensation Actions

Appendix B

Sincerely,

Carol L. Folt

Attachments

# The University of North Carolina at Chapel Hill EXECUTIVE SUMMARY Board of Trustees August 12, 2013

| No. C       | No.  College/Division              | Name  | Dept,/School        | Current Rank  | New Rank  | Effective Date   | Salary    |
|-------------|------------------------------------|---|---------------------|---|---|--|-----------|
| <u>۾</u>    | rsonne                             | Personnel Actions   |                     |   |   | SELECTION OF PRINCIPAL AND PRI |           |
| New         | New Appointments without Tenure    | hout Tenure   |                     |   |   |  |           |
| 1/          | 1 Academic Affairs                 | Boyce Griffith  | Mathematics         | N/A   | Assistant Professor                                   | 1/1/2014   | \$88,000  |
| 2 }         | 2 Health Affairs                   | Kathryn Muessig   | Health Behavior     | N/A   | Assistant Professor                                   | 6/15/2013  | \$91,553  |
| 3           | 3 Health Affairs                   | Jennifer Nelson   | Surgery             | N/A   | Assistant Professor                                   | 8/23/2013  | \$350,000 |
| 4           | 4 Health Affairs                   | Kimberly Powers   | Epidemiology        | N/A   | Assistant Professor                                   | 9/1/2013   | \$95,000  |
| Additt      | ion of Joint Appoi                 | Addition of Joint Appointment Conferring Tenure Track     | Α                   |   |   |  |           |
| 0           | oln/A                              | N/A   | N/A                 | N/A   | N/A   | N/A  | N/A       |
| Promit      | Promotion to Full Professor        | ssor  |                     |   |   |  |           |
| 0           | o N/A                              | N/A   | N/A                 | N/A   | W/A   | N/A  | N/A       |
| Reapp       | Reappointments to the same Rank    | same Rank   |                     |   |   |  |           |
| 0           | oln/a                              | N/A   | N/A                 | N/A   | N/A   | N/A  | N/A       |
| Design      | nation/Reappoint                   | Designation/Reappointments to Departmental Chair          |                     |   |   |  |           |
| 1 4         | 1 Academic Affairs                 | Michael Emch  | Geography           | Professor, Chair  | Professor, Chair                                      | 7/1/2013   | \$121,440 |
| 2 4         | 2 Academic Affairs                 | Daniel Gitterman  | Public Policy       | Distinguished Term Associate                            | Distinguished Term Associate Professor, Acting        | 7/11/2013  | \$108,700 |
| 3.4         | 3 Academic Affairs                 | Richard McLaughlin  | Mathematics         | Professor, InterIm Chair                                | Professor, Chair                                      | 7/1/2013   | \$124,693 |
| Design      | nation/Reappoint                   | Designation/Reappointments to Distinguished Professorship | orship              |   |   |  |           |
| Ħ           | 1 Health Affairs                   | John Mounsey  | Medicine            | Professor   | Sewell Family/ McAllister Distinguished Professor     | 9/1/2013   | \$340,000 |
| Ac          | tions C                            | <b>Actions Conferring Tenure</b>                          | ure                 |   |   |  |           |
| Promo       | Promotion Conferring Tenure        | enure   |                     |   |   |  |           |
| 6           | 0 N/A                              | N/A   | N/A                 | N/A   | N/A   | N/A  | N/A       |
| New         | New Appointments Conferring Tenure | rferring Tenure   |                     |   |   |  |           |
| ON/A        | ۱/A                                | IN/A  | N/A                 | N/A   | N/A   | N/A  | N/A       |
| Additi      | ion of Joint Appo                  | Addition of Joint Appointment Conferring Tenure           |                     |   |   | 8  |           |
| 0           | oln/a                              | N/A   | N/A                 | N/A   | N/A   | N/A  | N/A       |
| ω           | 8 Total                            |   |                     |   |   |  |           |
| Corrections | dions                              |   |                     |   |   |  |           |
| य<br>इ      | 1 Academic Affairs                 | Lara Wagner   | Geological Sciences | Associate Professor (corrected,<br>Assistant Professor) | Associate Professor                                   | 1/1/2014   | \$70,613  |
| 2 A         | 2 Academic Affairs                 | Saule Omarova   | School of Law       | Associate Professor (7/1/2013)                          | George R. Ward Distinguished Term Professor of<br>Law | 7/1/2013 -   | \$117,344 |
|             |                                    |   |                     |   |   | T  |           |

Effective Date

New Salary

# The University of North Carolina at Chapel Hill

# EXECUTIVE SUMMARY Board of Trustees

August 12, 2013

Increase Percent of Current Amount Increase Salary Kequested

Reason

**Compensation Actions** 

Department/School

Name

No. College/Division

|                                | が対対している。<br>では、<br>は、<br>は、<br>は、<br>は、<br>は、<br>は、<br>は、<br>は、<br>は、 |                        | THE PARTY OF THE P |  |          | _      |                             |  |           |
|--------------------------------|---|------------------------|--|--|----------|--------|-----------------------------|--|-----------|
| 1 Health Affairs               | 1 Health Affairs   Delesha Carpenter*   Pharmacy                      | Pharmacy               | Assistant Professor(7/1/2013)  | New appointment, competitive recruitment | \$45,610 | 67.68% | \$67,390                    | \$45,610   67.68%   \$67,390   \$113,000   9/14/2013 | 9/14/2013 |
| 7 Haalth Affaire               | Hoolth Affaire Donna Culton*  | 7.0                    | Assistant Professor(10/1/2013)   | New appointment                          | \$78,502 | 53.59% | \$78,502   53.59% \$146,498 | \$225,000   10/1/2013                                | 10/1/2013 |
| 3 Haalth Affairs Inlie Dimond* |   | Pharmacy               | Assistant Professor(8/1/2013)  | New appointment, competitive recruitment | \$31,040 | 38.34% | \$80,960                    | \$31,040 38.34% \$80,960 \$112,000 9/14/2013         | 9/14/2013 |
| A Moolth Affaire (Kant Hoolay  | Yant Haslay   | Dantistry              | Adjunct Professor  | EGIITA                                   | \$8,000  | 28.57% | \$28,000                    | \$28,000   \$36,000   9/14/2013                      | 9/14/2013 |
| E Hoolth Affaire               | 795   | Allied Health Sciences | Allied Health Sciences   Clinical Associate Professor  | New appointment, competitive recruitment | \$21,567 | 21.91% | \$98,433                    | \$21,567 21.91% \$98,433 \$120,000 9/14/2013         | 9/14/2013 |
| A Health Affaire               | G Health Affaire Steven Offenbacher Dentistry                         | Dentistry              | Distinguished Professor  | Distinguished Professorship              | \$29,050 | 12.97% | \$224,007                   | 12.97% \$224,007 \$253,057 9/14/2013                 | 9/14/2013 |
| 7 Health Affairs               | 7 Health Affairs Stuart Rennie* Social Medicine                       | Social Medicine        | Associate Professor(10/1/2013)   | New appointment, competitive recruitment | \$12,000 |        | \$93,000                    | 12.90% \$93,000 \$105,000 10/1/2013                  | 10/1/2013 |
|                                | 211112122   |                        |  |  |          |        |                             |  |           |

\* Requested increase is dependent on approval of personnel action in next month's Appendix A.

of Non-Monetary Duration Salary Non-Salary Value of Total

Compensati Compensa Effective tion Ö

Reason

Rank

End Date

Date

Non-Salary Compensation Actions No. College/Division

Department/School

Name

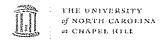
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N/A



#### BOARD OF TRUSTEES

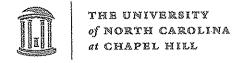
From: Members of the Board of Trustees

To: Patti Wilkinson

Date

| Fax: (919) 962-1647  | Pages: 1 (including cover sheet)   |
|--|--|
| Date: August 22, 2013  | Re: Mail Ballot, dated August 19, 2013   |
|  | regular personnel mail ballot. This mail ballot wil<br>at the Full Board meeting on Thursday, Septembe |
| The undersigned votes as follows with response                       | ect to the recommendations proposed in Chancellor  |
| Folt's letter dated, August 19, 2013.                                |  |
| Folt's letter dated, August 19, 2013.                                | Approve Disapprove   |
| Folt's letter dated, August 19, 2013.  Appendix A, Personnel Actions | <u>Approve</u> <u>Disapprove</u>   |
|  |  |
| Appendix A, Personnel Actions  | nure NO ITEMS  |

Please fax or email to Patti Wilkinson at (919) 962-1647 or pattiw@unc.edu



CAROL L. FOLT Chancellor

103 SOUTH BUILDING CAMPUS BOX 9100 CHAPEL HILL, NC 27599-9100 T 919.962.1365 F 919.962.1647 carol.folt@unc.edu

TO:

Members of the Board of Trustees

FROM:

Carol L. Folt CLF

RE:

Mail Ballot

DATE:

August 31, 2013

I write to request your approval by mail ballot of the following matters:

Endowment Fund: North Carolina General Statute 116-36 and Board of Governors' regulations require that the Board of Trustees elect the membership of the Endowment Board of Trustees. There are two (2) vacancies. Attached is a chart showing the names and terms of the current Endowment Trustees. The nominees for each vacancy are shown in bold on the chart.

The University of North Carolina at Chapel Hill Foundation, Inc. (Foundation): The Bylaws of the Foundation provide that the Board of Trustees shall elect two directors from the membership of the Board of Trustees and three directors from the membership of the Endowment Trustees. There is one (1) vacancy in the Trustee category of directors and one (1) vacancy in the Endowment category of directors. A chart showing the current directors, all of the proposed directors (in bold), and the method of selection of each director is attached. The election of the directors in category II is not part of this mail ballot.

I recommend election of the proposed nominees.

cc:

Karol Kain Gray Julia Sprunt Grumbles Jonathon King

These items were approved by majority vote on 9/6/13 by Lowry Caudill, Chuck Duckett, Steve Lerner, Dwight Stone, Don Curtis, Phillip Clay, Sallie Shuping Russell, Jeff Brown, Haywood Cochrane, and Kelli Hopkins. Ballots were not received from Alston Gardner or Peter Grauer.

#### THE BOARD OF TRUSTEES OF THE ENDOWMENT FUND OF THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

#### MEMBERSHIP – MINIMUM 6; MAXIMUM 9 (three year term)\*

#### MEMBERS ELECTED BY BOARD OF TRUSTEES

|  | <u>TERM</u>  |
|--|--------------|
| Chairman Board of Trustees   | (Ex-Officio) |
| Chancellor   | (Ex-Officio) |
| Sallie Shuping-Russell   | (Ex-Officio) |
| Nelson Schwab  | 2014         |
| Max Chapman  | 2014         |
| John Townsend  | 2015         |
| Peter Grauer   | 2015         |
| John Ellison (vacancy created by expiration of term of John Ellison) | 2016         |
| Steve Lerner (vacancy created by expiration of term                  | 2016         |
| of Bill Harrison)  |              |

<sup>\*</sup> Effective with appointments after July 26, 1996, individuals are eligible for a maximum of two consecutive 3 year terms. Individuals are eligible for reappointment after one year has elapsed from conclusion of most recent term.

### THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL FOUNDATION, INC. BOARD OF DIRECTORS 17 MEMBERS; METHOD OF SELECTION

#### I. NINE EX-OFFICIO MEMBERS

A. 4 BY VIRTUE OF OFFICE (term concurrent with office tenure)

Chairman of the Board of Trustees

Chancellor

Vice Chancellor for Finance and Administration

Vice Chancellor for University Advancement

B. 2 ELECTED BY BOARD OF TRUSTEES FROM BOARD OF TRUSTEES MEMBERSHIP (term concurrent with Board tenure)\*

Sallie Shuping-Russell

2015

Steve Lerner

2015

(vacancy created by expiration of term of John Townsend)

C. 3 ELECTED BY BOARD OF TRUSTEES FROM MEMBERSHIP OF THE BOARD OF TRUSTEES OF THE ENDOWMENT FUND (term concurrent with Endowment tenure)\*

| Nelson Schwab | 2014 |
|---------------|------|
| Peter Grauer  | 2015 |
| John Townsend | 2015 |

(vacancy created by expiration of term of Bill Harrison

#### II. EIGHT DIRECTORS ELECTED BY THE NINE EX-OFFICIO DIRECTORS (four year term)

| Max Chapman                        | 2014             |
|------------------------------------|------------------|
| Roger Perry                        | 2014             |
| Ed Fritsch                         | 2015             |
| David Carroll                      | 2015             |
| (vacancy created by resignation of | Paul Fulton, Jr. |
| Mercer Reynolds                    | 2016             |
| Mike Overlock                      | 2016             |
| David Pardue                       | 2017             |
| (vacancy created by expiration of  |                  |
| term of David Pardue)              |                  |
| Kel Landis                         | 2017             |
| (vacancy created by expiration of  | term of          |
| Kel Landis)                        |                  |
|                                    |                  |

<sup>\*</sup> Chairman of the Board of Trustees may vote but is not eligible for election.

#### Mail Ballot

#### **Board of Trustees**

#### August 31, 2013

Attached for your review and approval is a memo detailing the issues associated with this mail ballot. This mail ballot will be approved as part of the Consent Agenda at the Full Board meeting on Thursday, September 26, 2013.

The undersigned votes as follows with respect to the recommendation proposed in Chancellor Folt's memorandum dated August 31, 2013.

|  | Approve | Disapprove |
|--|---------|------------|
| Election of John Ellison and Steve Lerner to the Endowment Fund each for a three (3) year term ending in 2016.               |         |            |
| Election of Steve Lerner to the Foundation's Board of Directors for a term concurrent with his term as a Trustee.            |         |            |
| Election of John Townsend to the Foundation's Board of Directors for a term concurrent with his term as an Endowment Trustee |         |            |
| Signed   |         |            |
| Date   |         |            |

Please fax to Patti Wilkinson at (919) 962-1647 or email at pattiw@unc.edu



#### Governing Board Certification Form Academic Year 2013-14

As Chairman of the Governing Board at *University of North Carolina at Chapel Hill*, I attest that:

- 1) Responsibility for the administration of the athletics program has been delegated to the Chief Executive Officer of the Institution.
- 2) The Chief Executive Officer has the mandate and support of the board to operate a program of integrity in full compliance with NCAA, ACC and all other relevant rules and regulations.
- 3) The Chief Executive Officer, in consultation with the Faculty Athletics Representative and the Athletics Director, determines how the institutional vote shall be cast on issues of athletics policy presented to the NCAA and the ACC.

Signed:

(Chairman of the Governing Board)

Signed:

(CEO of Member Institution)

Please return completed form before October 18, 2013 to:

Commissioner John D. Swofford Atlantic Coast Conference 4512 Weybridge Lane Greensboro, NC 27407

#### SPECIAL OBLIGATION BOND PROJECTS

The General Statutes permit the Board of Governors to issue special obligation bonds payable from obligated resources to fund the costs of acquiring, constructing or providing a special obligation project at any of the constituent institutions of the University of North Carolina. The General Statutes require the Board of Trustees of The University of North Carolina at Chapel Hill to approve the issuance of the bonds for its special obligation bond projects.

Attached is a resolution authorizing the issuance of special obligation bonds for self-liquidating projects recently approved by the North Carolina General Assembly. Debt service will be funded consistent with each project's funding plan.

#### **RECOMMENDED ACTION**

A motion to approve the attached resolution.

#### RESOLUTION OF THE BOARD OF TRUSTEES OF THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL APPROVING THE ISSUANCE OF SPECIAL OBLIGATION BONDS

**WHEREAS**, under Article 3, Section 116D General Statutes of North Carolina (the "Act") the Board of Governors (the "Board of Governors") of the University of North Carolina (the "University") may issue special obligation bonds, payable from obligated resources to pay the costs of acquiring, constructing or providing a special obligation project at one of the constituent institutions of the University or refunding any obligations previously issued by the Board of Governors;

WHEREAS, The University of North Carolina at Chapel Hill ("UNC-CH") will request the Board of Governors to issue its special obligation bonds in one or more series to be known as "The University of North Carolina at Chapel Hill General Revenue Bonds" or "The University of North Carolina System Commercial Paper Bonds (UNC at Chapel Hill/NC State)", with appropriate series designations for each series (collectively, the "Bonds"), the proceeds of which will be applied to:

- (1) financing the costs of the projects set forth in Exhibit A (collectively, the "Special Obligation Bond Projects"), and
- (2) paying the costs incurred in connection with the issuance of the Bonds; and:

**WHEREAS**, Section 116D-26(b) of the Act requires the Board of Trustees of The University of North Carolina at Chapel Hill to approve the issuance of the Bonds for the Special Obligation Bond Projects;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of The University of North Carolina at Chapel Hill as follows:

Section 1. *Approval of Issuance of Bonds*. The issuance of the Bonds for the Special Obligation Bond Projects is approved.

Section 2. *Effective Date.* This Resolution is effective immediately.

ADOPTED AND APPROVED this \_\_\_\_\_ day of September, 2013.

THE BOARD OF TRUSTEES OF THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

| By: _ |                     |  |
|-------|---------------------|--|
| -     | Assistant Secretary |  |

| STATE OF NORTH CAROLINA  | )   |  |
|--|---|--|
|  | )   | SS:  |
| COUNTY OF ORANGE   | )   |  |
|  |   |  |
| University of North Carolina at Chapfull, true and correct copy of the Res of North Carolina at Chapel Hill at minutes of such meeting, (2) notice of North Carolina at Chapel Hill held Board, and (3) a quorum was present foregoing Resolution was adopted. | oel Hill<br>solution<br>its me<br>of the n<br>on Sep<br>at at the | Assistant Secretary of the Board of Trustees of The , <i>DO HEREBY CERTIFY</i> that (1) the foregoing is a adopted by the Board of Trustees of The University eting of September, 2013 and appearing in the neeting of the Board of Trustees of The University of otember, 2013 was sent to each member of the meeting on September, 2013 at which time the The University of North Carolina at Chapel Hill this |
| [SEAL]   |   |  |
|  |   |  |
|  |   | Assistant Secretary  |

# REPORT TO THE FINANCE AND INFRASTRUCTURE COMMITTEE OF THE BOARD OF TRUSTEES

Internal Audit Department

University of North Carolina at Chapel Hill

September 25, 2013

## UNC - CHAPEL HILL INTERNAL AUDIT DEPARTMENT SUMMARIES OF AUDIT PROJECTS COMPLETED AND IN PROCESS MAY 1, 2013 TO AUGUST 25, 2013

<u>Independent Contractor Function</u> – a financial, compliance, and operational review of processes used to retain and pay independent contractors and to determine whether individuals should be paid as contractors or employees for services performed. Changes connected with this audit include:

- A new policy that requires anyone who teaches for academic credit to have a faculty appointment
  and be paid through the payroll system and reiterates the need to verify credentials for anyone who
  teaches a course for academic credit;
- An enhanced independent contractor checklist that requests more of the information needed to determine someone's employee versus contractor status and requires certification of the accuracy of information provided; and
- Revised revenue and expenditure processes related to an executive development program.

This project is complete.

<u>University-wide Follow-up Review</u> – this review determines the status of previous audit findings – if findings have been corrected; if satisfactory progress is being made to resolve an issue; if corrective action is incomplete due to unforeseen circumstances; or if findings issues that should have been corrected have not been resolved.

This review is in process but we have found that, in general, prior findings have been corrected partially or in full.

**2013 Risk Assessment and Audit Plan** – this project forms the basis for selecting items scheduled for audit in fiscal year 2013/14. The risk assessment process defines auditable units – a combination of core business practices, information technology systems and activities, individual schools and departments, cross-department activities, and current issue in higher education – and evaluates the significance or risk associated with each auditable. Members of University management provide input in identifying risks and opportunities that the University has making the audit work plan a collaborative product.

<u>Quality Assurance Review Preparation</u> – a self-study of internal audit activities in preparation for a validating quality assurance review later this fiscal year. The Institute of Internal Auditors *International Standards for the Professional Practice of Internal Auditing (Standards)* require that internal audit functions have an external assessment every five years to determine the level of compliance with the Standards.

<u>General Administration Surveys</u> – General Administration recently requested information about Athletics camps held at UNC System schools and about internal audit resources and practices.

## UNC - CHAPEL HILL INTERNAL AUDIT DEPARTMENT SUMMARIES OF AUDIT PROJECTS COMPLETED AND IN PROCESS MAY 1, 2013 TO AUGUST 25, 2013 – PAGE 2

The camps survey came about after an audit of university-sponsored camps at another institution identified the need for improved policies and procedures related to camp operations. Athletics camps held at UNC-Chapel Hill are privately run and are, therefore, lower risk activities. However, this year's audit schedule includes an audit of camps that will evaluate governance of privately run camps held in UNC facilities as well as operation of University-run camps and programs that are not Athletics-related.

The survey of internal audit activities is an out-growth of recommendations for shared or centralized audit services that appeared in the January 2013 Strategic Directions report. A committee of audit directors is evaluating alternatives for sharing audit services and resources in a way that strengthens audit activities system-wide in an effective, beneficial manner. The focus of the survey was identifying existing audit resources, the types of projects performed, the size of the universe of auditable units at each institution, and to get input for campus auditors about possible shared services models.

<u>Follow-up Review: Office of Sponsored Research</u> – procedures to evaluate the status of issues reported in a 2011 audit of sponsored research billing and receivable activities. Because that review was relatively complex, we are conducting additional, separate follow-up work for findings in that review.

<u>Cell Biology and Physiology</u> - a financial, compliance, and operational review of fiscal processes in this department. We identified opportunities for process improvement but no significant control weaknesses. We are currently writing the draft report which will be sent to department management during the week of September 9, 2013.

<u>School of Dentistry</u> – a routine financial, compliance, and operational review of fiscal processes in the School. No significant issues noted to date. (in process)

<u>Women's Studies</u> – a financial, compliance, and operational review of the department; requested by management. We found that supporting documents for travel were sometimes missing or incomplete. We referred these items to management for resolution and will be working with individual in the department to try to obtain additional documentation. We also found that some unallowable travel expenses needed to be reimbursed; management is working to recover those funds. Financial support for the department has been transferred to a unified business center in the College of Arts and Sciences. (in process)

<u>School of Law</u> – a financial, compliance, and operational review of fiscal processes in the School. (in process)

<u>Neurology Department</u> – a limited review of processes the department uses to manage sponsored awards.

# UNC - CHAPEL HILL INTERNAL AUDIT DEPARTMENT SUMMARIES OF AUDIT PROJECTS COMPLETED AND IN PROCESS MAY 1, 2013 TO AUGUST 25, 2013 – PAGE 3

<u>Enterprise Resource Planning</u> – advisory assistance to teams implementing modules of the new enterprise information technology systems. (on-going)

HIPPA Security Liaison, University-wide Committee on the Protection of Personal Data, Enterprise Risk Management Committee, Recharge Centers Task Force, CERTIF, IT Governance Committee, and other short-term advisory projects – advisory work done to assist management with identifying and managing risks. (on-going)

#### Withdrawal from Quasi-Endowment

In 2005, the Department of Environmental Sciences and Engineering (ESE) created a quasiendowment fund using expendable gifts and over time reinvested the distribution to build up the fund. ESE wishes to withdraw \$300,000 from principal for use in connection with support costs for the Department and its faculty. Examples of those costs are faculty, graduate student and staff support and equipment and supplies for laboratory or field research. The current market value of the fund as of July 31, 2013 is \$2,038,142.

The Board of Trustees of the Endowment Fund approved this withdrawal by mail ballot on September 17, 2013. Regulations adopted by the Board of Governors require that the Trustees approve any transfer of Endowment principal or income to the useful possession of the institution.

#### Recommended Action:

A motion to approve the withdrawal described above.

#### **DESIGNER SELECTION - 208 WEST FRANKLIN STREET RENOVATION**

This project will renovate the existing 21,800 SF building for the Development Office. The renovation will increase space utilization to accommodate staffing requirements to serve the upcoming campaign. The project will also make improvements to the existing HVAC system.

The project budget is \$2 million and will be funded by the UNC Development Office.

This project was advertised on July 19, 2013. Twenty five (25) proposals were received. Four (4) firms were interviewed on August 26, 2013. Members of the Board of Trustees did not participate in the interviews.

The committee recommended the selection of the three firms in the following priority order:

1. Symmes Maini & McKee Associates Chapel Hill, NC

2. HART Design Group, PLLC Durham, NC

3. Interior Architecture & Design, PLLC Raleigh, NC

The firms were selected for their past performance on similar projects, strength of the proposed staff and understanding of the project.

#### **RECOMMENDED ACTION:**

A motion to approve the three firms in the above priority order.

#### SITE APPROVAL - UNC HOSPITALS PERIOPERATIVE TOWER ADDITION

This project, developed by the UNC Health Care Systems, will provide an addition to house new operating rooms, central sterile processing, administrative support space and infrastructure.

The project budget is \$143 million and will be funded by the UNC Health Care System.

The Chancellor's Buildings and Grounds Committee approved the site at its September 5, 2013 meeting.

#### **RECOMMENDED ACTION:**

A motion to approve the site.

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#### <u>SITE APPROVAL - MANNING POWER GENERATION AND CHILLER PLANT ADDITIONS</u>

This project will add a new steam turbine driven chiller plant and a new electrical generation plant adjacent to the Manning Drive Steam Plant.

The project budget is \$67 million and will be funded by University receipts.

The Chancellor's Buildings and Grounds Committee approved the site at its September 5, 2013 meeting.

#### **RECOMMENDATION ACTION:**

A motion to approve the site.

#### PROPERTY DISPOSITION BY EASEMENT TO THE TOWN OF CHAPEL HILL

This request is for approval to authorize permanent disposition by easement of approximately 503 SF of University property, and temporary disposition by easement of approximately 2,720 SF of University property, to the Town of Chapel Hill. This easement will facilitate construction and maintenance of a new sidewalk adjacent to Old Mason Farm Road near the NC Botanical Garden entrance. The project will be funded by NCDOT and administered by the Town of Chapel Hill.

#### **RECOMMENDED ACTION:**

A motion to recommend approval of temporary and permanent easements to the Town of Chapel Hill for the purpose of sidewalk construction and maintenance as described above.