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**OPEN SESSION****FOR ACTION**

1. Ordinance Regulating Traffic & Parking – Effective Aug. 15, 2018 (Attachment A)  
*Cheryl Stout, Director of Transportation & Parking*
2. Internal Audit Strategic Plan & Performance Metrics Approval (Attachment B)  
*Phyllis Petree, Chief Audit Officer*
3. Revised Internal Audit Charter Approval (Attachment C)  
*Phyllis Petree, Chief Audit Officer*
4. Designer Selection (Attachment D)
  - South Campus Parking Deck – S1  
*Anna Wu, Associate Vice Chancellor for Facilities Services*
5. Design Approval (Attachment E)
  - Media and Communications Studios  
*Anna Wu, Associate Vice Chancellor for Facilities Services*
6. Property Disposition by Easement (Attachment F)
  - Research Triangle Regional Public Transportation Authority  
*Gordon Merklein, Associate Vice Chancellor for University Real Estate Ops.*
7. Property Acquisition by Lease (Attachment G)
  - Eshelman School of Pharmacy Office Space  
*Gordon Merklein, Associate Vice Chancellor for University Real Estate Ops.*

**FOR INFORMATION ONLY** (No formal action is requested at this time)

1. Potential Property Swap (Attachment H)  
*Gordon Merklein, Associate Vice Chancellor for University Real Estate Ops.*
2. Preliminary Design Review - Medical Education Building (Attachment I)  
*Anna Wu, Associate Vice Chancellor for Facilities Services*
3. Internal Audit Report (Attachment J)  
*Phyllis Petree, Chief Audit Officer*
4. Results of Internal Audit Quality Assessment Review (Attachment K)  
*Phyllis Petree, Chief Audit Officer*
5. Development Report  
*David Routh, Vice Chancellor for University Development*
6. Financial Update  
*Dwayne Pinkney, Senior Assoc. Vice Chancellor for Finance & Operations*

**COMMITTEE MEMBERS**

**Dwight D. Stone, Chair**  
**W. Lowry Caudill, Vice Chair**  
**Charles (Chuck) Duckett**  
**Julia Sprunt Grumbles**  
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**Richard Y. Stevens**

**Administrative Liaison:**  
**Jonathan Pruitt, Vice Chancellor for Finance & Operations**

**SUMMARY CHANGES OF THE ORDINANCE REGULATING TRAFFIC AND PARKING**

1. Housekeeping item(s):

- date changes
- strike 2017-18 prices

2. Article III. Parking

Section 3-8. Parking at Leased Spaces in Lots Under Control of Lessor

- Policy allows Leasing Departments to manage and administer costs and permits according to lease agreement, including pricing and distribution of parking permits.
- Annual rates are based on location while the total fee charged cannot exceed the costs to the University for obtaining, maintaining, and providing spaces.
- UNC Transportation & Parking has no role in issuing permits, setting or collecting fees, or maintaining or policing these spaces.

**Recommended Action:**

A motion to adopt the Ordinance Regulating Traffic and Parking effective August 15, 2018.

# **The Ordinance Regulating Traffic and Parking on the Campus of The University of North Carolina at Chapel Hill**

## **INTRODUCTION**

This Ordinance defines the general operations and policies for traffic and parking on the campus of The University of North Carolina at Chapel Hill. The provisions set forth in this Ordinance are designed to ensure the safety and protection of all users of the system.

**Effective Date - August 15, 2018**

Be it ordained by the Board of Trustees of The University of North Carolina at Chapel Hill, pursuant to Chapter 116, Article 1, Part 6 of General Statutes of North Carolina:

## ARTICLE I. GENERAL PROVISIONS

### Sec. 1-1. Definitions

The words and phrases defined in this section have the meaning indicated when used in this Ordinance, unless the context clearly requires another meaning:

1. *"Bicycle"* means every device propelled by human power upon which any person may ride, and supported by either two tandem or three wheels, one of which is sixteen inches or more in diameter. "Abandoned bicycles" are those which have not been moved from the same location for a period of two weeks or longer.

2. *"Booting"* means to immobilize a Vehicle through the use of a device designed to be attached to the rear tire or wheel to render the Vehicle inoperable.

3. *"Campus"* means all property that (i) is owned or leased in whole or in part by The State of North Carolina and (ii) is subject to the general oversight of the Board of Trustees of the University excepting and excluding:

- (a) property leased to another not located within one of the areas set out in Sec. 3-3;
- (b) the University Lake watershed; and
- (c) property held for use as an official residence for administrative officers of the University.

4. *"Chancellor"* means the Chancellor of the University.

5. *"Electric Two-Wheeled Vehicle"* means any Motorized Two-Wheeled Vehicle that is propelled by means of a battery powered motor, including, without limitation, Segways.

6. *"Electric Vehicle"* means any Vehicle that is propelled, partially or exclusively, by means of a battery powered motor.

7. *"Internal Combustion Two-Wheeled Vehicle"* means any Motorized Two-Wheeled Vehicle that is propelled by means of an internal combustion motor, including, without limitation, motorcycles, mopeds, motorbikes, and scooters.

8. *"Main Campus"* means the portion of the Campus where the Old Well is located and all other portions of Campus contiguous thereto by University ownership or lease that are north of Fordham Blvd. For purposes of illustration, this definition is intended to include the portions of Campus commonly referred to as "North Campus" and "South Campus," and exclude

(without limitation) the portions of Campus commonly referred to as “Carolina North,” the “Mason Farm Property,” and “University Lake.”

9. “*Motorcycle*” means any Motorized Two-Wheeled Vehicle that has an engine size exceeding 150 cubic centimeters.

10. “*Motorized Two-Wheeled Vehicle*” means any two-wheeled (or three-wheeled) Vehicle that is self-propelled by means of an internal combustion motor or a battery powered motor, and is capable of carrying passenger(s), including, without limitation, Internal Combustion Two-Wheeled Vehicles and Electric Two-Wheeled Vehicles.

11. “*Park*” means to leave a Vehicle unattended by any person authorized to, or capable of, moving it immediately upon the direction of a law enforcement or parking control officer. Notes in Vehicles, activated hazard lights, or a running engine do not render a Vehicle “attended.”

12. “*Parking Coordinator*” means a department-assigned staff member who acts as a liaison with the University Department of Transportation and Parking.

13. “*Parking Permit*” means any identification assigned by the Department of Transportation and Parking to be displayed on a Vehicle for parking legally on the Campus.

14. “*State-owned Vehicles*” are all Vehicles, including service Vehicles, owned by the State of North Carolina.

15. “*T&P*” means the University’s Department of Transportation and Parking.

16. “*University*” means The University of North Carolina at Chapel Hill.

17. “*Vehicle*” means any device by which a person may be transported upon a roadway, except (a) bicycles and other devices moved by human power, and (b) devices used as a means of transportation by a person with a mobility impairment and limited by design to travelling no more than 15 miles per hour.

18. “*Visitor*” means any individual other than a student or employee of either the University or UNC Hospitals and any of their contract or temporary employees.

## **Sec. 1-2. North Carolina Motor Vehicle Laws; Regulating; Delegating of Authority**

1. The laws and regulations of Chapter 20 of the General Statutes of the State of North Carolina relating to the use of highways of the State and the operation of motor vehicles thereon apply to all streets, alleys, driveways, parking lots, and parking structures on University property.

2. The Chancellor is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of this Ordinance.

3. The Chancellor may delegate administrative responsibilities imposed on him/her by this Ordinance to the Director of Public Safety, the Director of Transportation and Parking, and other officers of the University that the Chancellor may choose.

4. The Department of Transportation and Parking operates twenty-four hours a day, seven days a week. In-office customer service is available from 7:30 a.m. until 5:00 p.m., Monday through Friday, except on University-recognized holidays and as otherwise posted. Regulations may be enforced at any time deemed necessary by special event activities or other circumstances.

### **Sec. 1-3. Posting Notice of Ordinance and Regulations**

The Chancellor, through his/her designated administrative officers, shall cause to be posted a public notice of traffic and parking restrictions imposed by or pursuant to the authority of this Ordinance and by Chapter 116, Article 1, Part 6 of the General Statutes of North Carolina. Once posted, these restrictions are in effect at all times unless otherwise stated.

### **Sec. 1-4. Publications of Ordinance and Regulations**

The Chancellor, through his/her designated administrative officers, shall cause copies of this Ordinance and regulations issued pursuant hereto to be printed and made available to students, faculty, and employees of the University in the lobby of the Department of Public Safety building. In addition, this Ordinance shall be posted on the website of the Department of Transportation and Parking.

### **Sec. 1-5. Filing of Ordinance and Regulations**

A copy of this Ordinance and all regulations issued hereunder, except temporary police regulations, shall be filed in:

1. the Office of the President of The University of North Carolina;
2. the Office of the Chancellor of The University of North Carolina at Chapel Hill;
3. the Office of the Secretary of the State of North Carolina;
4. the Office of the University Director of Transportation and Parking; and
5. the Office of Student Affairs.

### **Sec. 1-6. Liability**

The University assumes no liability or responsibility for damage or theft to any Vehicle parked in or on University properties subject to the jurisdiction or control of the Board of Trustees of the University. The provisions of this Ordinance shall apply to all operators of all Vehicles, public and private, and they shall be enforced twenty-four hours a day except as

otherwise specified by this Ordinance. It shall be unlawful for any operator to violate any of the provisions of this Ordinance except as otherwise permitted by The Ordinance or General Statutes of North Carolina.

The operator of any Vehicle shall obey the lawful instruction of any law enforcement officer, parking control officer, official traffic signs or control devices appropriately placed and in accordance with provisions of these regulations.

#### **Sec. 1-7. Cooperation with Civil Authorities**

The Chancellor and his/her designated administrative officers shall cooperate with all law enforcement authorities of the State of North Carolina and its political subdivisions in enforcing this Ordinance and issuing regulations hereunder. When the Town of Chapel Hill enacts an Ordinance that, pursuant to G.S. 116.44.5, supersedes any portion of this Ordinance or any regulation issued hereunder, the Chancellor's designated administrative officers shall, upon receiving a copy of such Ordinance from the town clerk, immediately cause to be removed all parking meters, signs and other devices or markings erected or placed on a public street by authority of the superseded Ordinance or regulations.

#### **Sec. 1-8. Rules of Evidence**

When a Vehicle is found to be in violation of this Ordinance it shall be considered prima facie evidence that the Vehicle was parked by:

1. The person to whom University parking permit for the Vehicle is registered;
2. If no parking permit has been issued for the Vehicle, the person, company, corporation or firm in whose name the Vehicle is registered with the North Carolina Division of Motor Vehicles or the corresponding agency of another state or nation; or
3. The son, daughter, spouse, or ward of the registered owner enrolled in or employed with the University or UNC Hospitals.

The prima facie rule of evidence established by this Section 1-8 shall not apply to the registered owner of a leased or rented Vehicle when said owner can furnish evidence that the Vehicle was, at the time of the parking violation, leased or rented, to another person. In such instances, the owner of the Vehicle shall, within reasonable time after notification of the parking violation, furnish the Department of Transportation and Parking with the name and address of the person or company who leased or rented the Vehicle.

#### **Sec. 1-9. Trust Accounts**

All monies received pursuant to this Ordinance, except for the clear proceeds of civil penalties that are required to be remitted to the Civil Penalty and Forfeiture Fund in accordance with G.S. 115C-457.2, shall be placed in trust accounts and may be used for the following purposes:

1. to defray the cost of administering and enforcing this Ordinance and Chapter 116, Article 1, Part 6 of the General Statutes of North Carolina;
2. to develop, maintain, and supervise parking lots, areas and facilities;
3. to provide bus service or other transportation systems and facilities, including payments to any public or private transportation system serving University students, faculty, or employees;
4. as a pledge to secure revenue bonds for parking facilities issued under Chapter 116, Article 21, of the General Statutes of North Carolina; and/or
5. for any other purpose related to parking, traffic, and transportation on the Campus as authorized by the Chancellor or his/her designated administrative officers.

#### **Sec. 1-10. Parking on Streets or Roads of the Town of Chapel Hill**

Except as expressly permitted by this Ordinance, it is unlawful for any person to park a Vehicle:

1. on the Campus; or
2. on those portions of the following streets in the Town of Chapel Hill where parking is not prohibited by The Ordinance of the Town of Chapel Hill:
  - a. both sides of Battle Lane for its entire length;
  - b. both sides of South Road from Country Club Road to South Columbia Street;
  - c. both sides of Country Club Road from Raleigh Street to South Road;
  - d. both sides of Raleigh Street for its entire length;
  - e. both sides of Pittsboro Street for its entire length;
  - f. both sides of Boundary Street from East Franklin Street to Country Club Road;
  - g. both sides of Park Place for its entire length;
  - h. both sides of South Columbia Street from East Franklin Street to Manning Drive;
  - i. both sides of Cameron Avenue from Raleigh Street to South Columbia Street;
  - j. both sides of McCauley Street from South Columbia Street to Pittsboro Street;
  - k. both sides of Ridge Road between Country Club Road and Manning Drive; and
  - l. all sidewalks.

Nothing in this Ordinance shall be construed as recognition by the Board of Trustees of the University as a prescriptive easement in any street specifically named herein.

## **ARTICLE II. PAYMENTS AND COLLECTIONS**

#### **Sec. 2-1. Payment Methods**

Payments owed to the Department of Transportation and Parking may be made in the following ways (the Department of Transportation and Parking reserves the right to change payment methods for operational efficiency):

1. Cash (not recommended to be sent through the mail) except unrolled coins (receipts will not be given until coins are properly rolled);



2. Checks or money orders (payable to the Department of Transportation and Parking);
3. University and UNC Hospitals Payroll Deduction;
4. University Journal Entry (to be used by University departments for transferring funds);
5. University Departmental Direct Fund Transfers (following T&P Accounting Services guidelines);
6. Department Validation Coupons
7. MasterCard/VISA;
8. UNC - One Card;
9. Online and pay-by-phone payments; and
10. Automated pay stations.

#### **Sec. 2-2. Pay Lots After-Hours**

1. Vehicles Exiting Unattended Pay Lots After-Hours. Vehicles exiting pay parking lots after pay attendant operations have closed and when the gates are lowered must pay for all parking fees incurred by utilizing the automated pay stations to process their payment for parking fees.

2. Failure to Pay Upon Exiting a Pay Lot. The owner of any Vehicle exiting a visitor or patient parking facility without paying or otherwise having parking validated will be sent a billing notice for a full day's parking.

#### **Sec. 2-3. Replacement Fee**

A lost or stolen parking permit must be reported immediately to the Department of Transportation and Parking and an affidavit must be filed. A lost permit will be replaced at a charge of \$25.00 or the face value of the permit, or whichever is less. The replacement fee shall be refunded if the missing permit is found and returned to the Department of Transportation and Parking.

A permit reported stolen will be replaced free of charge on a one time only basis. In order for a stolen permit to be replaced free of charge, a police report must be filed for such permit. Permits reported lost or stolen may not be replaced without the approval of the Director of the Department of Transportation and Parking or his/her designee.

#### **Sec. 2-4 Returned Checks**

Any payment made by a check that is returned by the bank and not cleared upon notification shall necessitate that a hold be placed with the University Registrar or that the amount be deducted from an employee's paycheck. Returned checks of non-affiliated individuals or companies will be forwarded to a collection agency if not cleared upon notification. A \$25.00 service charge shall be imposed for all returned checks.

#### **Sec. 2-5 Collection Methods**

No parking permit may be issued to any individual who has outstanding debts to the Department of Transportation and Parking. The Department of Transportation and Parking may reduce or retain any refund from the cancellation of a permit to clear all outstanding balances associated with the account. Failure to pay debts within the required time frame can result in the University arranging for the collection of fees assessed against faculty, staff, students, and visitors in the following manner:

1. Debts owed by employees of the University and UNC Hospitals may be deducted from payroll checks.
2. Debts owed by students necessitates that a “hold” status be placed with the University Registrar.
3. The Attorney General for the State of North Carolina may recommend the use of a collection agency to collect debts from individuals whose debts may not be collected by payroll deduction or by other means.
4. Failure to pay civil penalties or other just debts owed to the Department of Transportation and Parking within ten calendar days of the date of the citation(s) or incurrence of the debt will result in a \$10.00 late payment fee being assessed on each unpaid citation or other transaction.
5. Debts owed by individuals not eligible for payroll deduction may be subject to garnishment of North Carolina State income tax refund.

#### **Sec. 2-6 Civil Suits for Recovery of Penalties**

When the Chancellor in his sole judgment determines that civil penalties validly imposed for violation of this Ordinance cannot or will not be collected through normal administrative procedures, he may request the Attorney General of North Carolina to bring a civil action against the offender in the name of the State for the recovery of the penalty.

## **ARTICLE III. PARKING**

#### **Sec. 3-1. Method of Parking**

The Chancellor, or his/her delegates, shall cause each area in which parking is permitted by this Ordinance to be surveyed and developed for parking. Each parking space shall be defined by appropriate signs and painted lines (when the parking area is paved). Parking spaces in unpaved lots will be marked by wheelstops. When parking spaces have been marked off in the area in which parking is lawful, Vehicles shall be parked within the spaces so designated at all times.

1. Some spaces shall be marked for compact Vehicles. These spaces shall be fifteen feet in length and five feet in width, with two and one-half feet of hatching between spaces. It is unlawful for any Vehicle to occupy more than the five-foot portion of the space. Signs shall be posted or on-ground markings shall designate compact spaces.

2. It is a violation of this Ordinance to occupy portions of more than one space when such spaces are defined by painted lines. It is also a violation of this Ordinance to park in any portion of the area not clearly designated for parking.

3. When spaces are painted at an angle (diagonally) to a street curb or dividing median, Vehicles must park with the front of the Vehicle next to the curb or median. When parking spaces are parallel to a curb or dividing median, Vehicles must park with the front of the Vehicle facing the direction of travel authorized for that side of the street or driveway.

### **Sec. 3-2. Disabled Vehicles**

It is unlawful to leave a disabled Vehicle parked in violation of this Ordinance without immediately notifying the Department of Transportation and Parking. If the Vehicle is obstructing traffic, in a reserved space, or creating a hazard, it must be moved immediately.

No Vehicle will be placed on the disabled Vehicle list more than one time per month unless the operator will accept assistance from the Department of Transportation and Parking or a tow firm. Persons who exceed the limitations for placing their Vehicle on the disabled list and do not accept assistance shall be subject to the appropriate penalty if the Vehicle remains parked in violation of this Ordinance. If the Department of Transportation and Parking has permits available for the lot in which the Vehicle is parked, the operator may be required to purchase a permit rather than be placed on the disabled list.

### **Sec. 3-3. Parking Zones**

Any person parking a Vehicle in the parking lots and areas described in this Section 3-3 must display the appropriate permit for that lot or parking area during those days and hours specified at the entrance to such lots or areas. Any Vehicle parked without displaying a valid permit is subject to the issuance of a civil penalty, Vehicle immobilization/booting, and/or towing.

If the assigned zone is full, a temporary permit for an alternate zone may be obtained from the Department of Transportation and Parking in the Public Safety building located off Manning Drive. UNC Hospitals' employees may obtain temporary permits from the Hospital Parking Office.

It is unlawful to park a Vehicle within any zone other than the one authorized by permit, as displayed on the registered Vehicle. Vehicles displaying a valid special permit obtained through the Department of Transportation and Parking may park as indicated by use of those permits and their related restrictions. All Main Campus permits shall also be valid in any R Zone lot.

A guide that summarizes the regulations and a map depicting the University's parking zones is available on the Department of Transportation and Parking website. The University's parking zones **are** as follows:

Zone A	Aycock Circle
Zone A	Battle Lane

Zone A	Spencer
Zone BD	Business School Deck

Zone BTB	Bell Tower
Zone Bicycle	Areas designated by bicycle racks or specifically designated bicycle
Zone PR	Chatham County Park and Ride
Zone PR	Friday Center Park and Ride
Zone PR	Franklin Street Park and Ride
Zone PR	Hedrick Park and Ride
Zone PR	725 Martin Luther King Blvd.
Zone CD	Craige Deck
Zone CG	Helipad
Zone FC	Fraternity Court
Zone FG	EPA Gated
Zone JD	Jackson Deck
Zone K	Ehringhaus
Zone KSD	Knapp-Sanders Deck
Zone L	Craige
Zone L	Morrison Circle
Zone M	Hinton James
Zone MC	Areas designated for Motorized Two-Wheeled Vehicles
Zone MD	McCauley Deck
Zone ND	Cobb Deck
Zone NG1	Swain
Zone NG3	Caldwell
Zone NG3	Steele
Zone N1	440 North
Zone N1	440 South
Zone N2	Morehead Planetarium
Zone N2	Porthole
Zone N3	Alumni Place
Zone N3	Bynum
Zone N3	Emerson Drive
Zone N3	Hickerson House
Zone N3	Lenoir Drive
Zone N3	Love House
Zone N3	Peabody
Zone N5	Boundary Street
Zone N5	Forest Theater
Zone N5	Park Place
Zone N7	University Relations
Zone N7	Nash
Zone N8	Undergraduate Library
Zone N9	International Studies
Zone N10	University Development
Zone N11	New Venable
Zone NP	Night Parking
Zone PD	Cardinal Deck
Zone RD	Rams Head Deck
Zone RR	Estes Resident
Zone R1	Electrical Distribution
Zone R1	Energy Services
Zone R1	Physical Plant
Zone R2	Art Building

Zone R2	Administrative Office Building
Zone R3	Cameron-Graham
Zone R3	Cogeneration Facility
Zone R4	Frank Porter Graham
Zone R5	200 Finley Golf Course Road
Zone R5	212 Finley Golf Course Road
Zone R5	220 Finley Golf Course Road
Zone R6	Continuing Education
Zone R6	Day Care Center
Zone R6	School Leadership Program
Zone R6	WUNC
Zone R7	Bolin Creek
Zone R7	725 Airport Rd.
Zone R8	Hedrick Building
Zone R9	Cone Tennis Facility
Zone R10	Chapel Hill North
Zone R12	Carolina North
Zone SFH	Baity Hill
Zone SFH	Mason Farm Residence
Zone S1	Public Safety
Zone S3	Knapp
Zone S3	Law School
Zone S3	Navy Field
Zone S3	Ridge Road
Zone S3	Law Programs
Zone S4	Stadium Drive
Zone S4	Avery
Zone S5	Carmichael Drive
Zone S6	Bioinformatics
Zone S6	EPA
Zone S6	EPA Loading
Zone S6	Glaxo
Zone S6	Isaac Taylor
Zone S6	Mason Farm Road
Zone S6	South Chiller
Zone S8	Kenan Field House
Zone S9	Dean E. Smith
Zone S10	Boshamer
Zone S11	Bowles
Zone S11	Manning
Zone S11	Smith
Zone S11	Williamson
Zone S12	Bernard Street
Zone S12	Branson Street
Zone S12	Community Building
Zone S12	Hibbard Drive
Zone S12	Jackson Circle
Zone S12	Mason Farm Road
Zone S12	Branson Overflow
Zone S12	Community Building
Zone S12	Mason Farm Overflow
Zone T	Outdoor Recreation
Zone W	Beard

Pursuant to Section 1-2, the Chancellor, through his/her delegated administrative officers, may modify parking zones, by adding or deleting University parking areas from such zones, and may change traffic flow patterns and hours of operation as deemed necessary or advisable for the administration or enforcement of this Ordinance.

#### **Sec. 3-4. Parking Fees**

1. Parking Permit Fees. Parking permit fees for employees are established based on an employee's base salary as of April 1<sup>st</sup> prior to the beginning of the permit year. The salary scale determined on April 1<sup>st</sup> will be used for the entire permit year and will not change if salary changes occur during the permit year. If an employee's employment begins after April 1<sup>st</sup>, the employee's starting day base salary will be used to determine the parking permit fee.

The student parking permit fees shall be charged as follows:

<b>Permit Type</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>Reserved</b>	\$742	\$749	\$749	\$749
<b>Gated</b>	\$599	\$605	\$605	\$605
<b>Non Gated</b>	\$456	\$461	\$461	\$461
<b>RR (Estes Drive)</b>	\$344	\$347	\$347	\$347
<b>PR</b>	\$232	\$234	\$234	\$234
<b>NP (Night Parking)*</b>	N/A	\$234	\$234	\$234
<b>Motorcycle Permit (no on-campus permit)</b>	\$190	\$192	\$192	\$192
<b>Motorcycle (with on-campus permit)</b>	\$48	\$48	\$48	\$48
<b>Motorized Two-Wheeled Vehicle (non-Motorcycle)</b>	\$26	\$26	\$26	\$26
<b>Electric Vehicle Charging Station Decal**</b>	\$265	\$268	\$268	\$268

\* This student permit fee for night parking will be waived if an across-the-board student night parking fee is adopted as a component of student fees at the level of \$3/semester in 2019-2020, \$4/semester in 2020-2021, and \$5/semester in 2021-2022.

\*\* The Electric Vehicle charging station decal fee is supplemental to the base parking permit fee. Electric Vehicle users who have purchased this decal are entitled to use the charging station equipment/space and receive electricity to recharge their Vehicle's battery. After the battery has been fully charged, Electric Vehicle users are encouraged to relocate their Vehicle to a different location in the parking facility to allow other Electric Vehicle users access to the charging station.

The employee parking permit fees shall be charged as follows:

<b>Employee Parking Permit Pricing</b>					
<b>Permit Type</b>	<b>Salary Scale (in thousands)</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>ALG/RS</b>	<\$29	\$1,086	\$1,097	\$1,097	\$1,097
	\$29-<\$50	\$1,196	\$1,208	\$1,208	\$1,208
	\$50-\$100	\$1,509	\$1,524	\$1,524	\$1,524
	>\$100	\$2,332	\$2,355	\$2,355	\$2,355
<b>ALG</b>	<\$29	\$815	\$823	\$823	\$823
	\$29-<\$50	\$898	\$907	\$907	\$907
	\$50-\$100	\$1,131	\$1,143	\$1,143	\$1,143
	>\$100	\$1,748	\$1,766	\$1,766	\$1,766
<b>Reserved</b>	<\$29	\$731	\$739	\$739	\$739
	\$29-<\$50	\$808	\$816	\$816	\$816
	\$50-\$100	\$1,019	\$1,029	\$1,029	\$1,029
	>\$100	\$1,574	\$1,590	\$1,590	\$1,590
<b>Gated</b>	<\$29	\$591	\$597	\$597	\$597
	\$29-<\$50	\$652	\$658	\$658	\$658
	\$50-\$100	\$823	\$831	\$831	\$831
	>\$100	\$1,271	\$1,284	\$1,284	\$1,284
<b>Non Gated</b>	<\$29	\$449	\$453	\$453	\$453
	\$29-<\$50	\$495	\$500	\$500	\$500
	\$50-\$100	\$622	\$628	\$628	\$628
	>\$100	\$962	\$972	\$972	\$972
<b>AM, PM, NR, SR, PDV</b>	<\$29	\$339	N/A	N/A	N/A
	\$29-<\$50	\$370	N/A	N/A	N/A
	\$50-\$100	\$468	N/A	N/A	N/A
	>\$100	\$723	N/A	N/A	N/A
<b>PM ALG</b>	N/A	\$338	\$341	\$341	\$341
<b>PR</b>	<\$29	\$232	\$234	\$234	\$234
	\$29-<\$50	\$255	\$258	\$258	\$258
	\$50-\$100	\$306	\$309	\$309	\$309
	>\$100	\$398	\$402	\$402	\$402
<b>Night Parking</b>	<\$29	N/A	\$234	\$234	\$234
	\$29-<\$50	N/A	\$258	\$258	\$258
	\$50-\$100	N/A	\$309	\$309	\$309
	>\$100	N/A	\$402	\$402	\$402
<b>Motorcycle Permit (no on-campus permit)</b>	<\$29	\$189	\$191	\$191	\$191
	\$29-<\$50	\$206	\$208	\$208	\$208
	\$50-\$100	\$260	\$263	\$263	\$263
	>\$100	\$402	\$406	\$406	\$406

<b>Employee Parking Permit Pricing</b>					
<b>Permit Type</b>	<b>Salary Scale (in thousands)</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>Motorcycle Permit (with on-campus permit)</b>	<\$29	\$43	\$43	\$43	\$43
	\$29-<\$50	\$48	\$48	\$48	\$48
	\$50-\$100	\$58	\$59	\$59	\$59
	>\$100	\$90	\$91	\$91	\$91
<b>Motorized Two-Wheeled Vehicle (non-Motorcycle) Permit</b>	<\$29	\$26	\$26	\$26	\$26
	\$29-<\$50	\$26	\$26	\$26	\$26
	\$50-\$100	\$26	\$26	\$26	\$26
	>\$100	\$26	\$26	\$26	\$26
<b>Electric Vehicle Charging Station Decal*</b>	N/A	\$265	\$268	\$268	\$268

- \* The Electric Vehicle charging station decal fee is supplemental to the base parking permit fee. Electric Vehicle users who have purchased this decal are entitled to use the charging station equipment/space and receive electricity to recharge their Vehicle's battery. After the battery has been fully charged, Electric Vehicle users are encouraged to relocate their Vehicle to a different location in the parking facility to allow other Electric Vehicle users access to the charging station.

<b>Service Permit and Official Visitor Permit Pricing</b>				
	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>
<b>15 Minute Service Permit</b>	\$82	\$82	\$82	\$82
<b>2-Hour Service Permit</b>	\$652	\$658	\$658	\$658
<b>Official Visitor Permit</b>	\$652	\$658	\$658	\$658
<b>Vendor Service Permit</b>	\$808	\$816	\$816	\$816

The Chancellor, through his/her delegated administrative officers, is authorized to change permit prices (higher or lower) once per permit year prior to the beginning of the permit year. Notice of such change shall be given at least 60 days prior to the beginning of the permit year. Any such change shall be reported to the Board of Trustees for information and shall be recorded in the minutes of the Board of Trustees as an amendment to this Ordinance.

2. Short Term Parking and Special Event Parking Fees. Fees for short term parking and special event parking shall be charged as follows:

<b>Short Term and Special Event Parking Fees</b>	
<b>Service</b>	<b>Fee</b>
Metered Space Parking	<ul style="list-style-type: none"> <li>\$1.75 activation fee per hour (maximum of eight hours).</li> <li>All short-term meters across campus shall be \$1.00 per half-hour, and the maximum time for meter parking at these meters will be thirty minutes.</li> </ul>
Electric Vehicle Charging Station Usage by Visitors on Nights and Weekends	<ul style="list-style-type: none"> <li>\$0.75 per hour of battery charging (This fee does not apply to those who have purchased an Electric Vehicle charging station decal)</li> </ul>
Hourly/Daily Pay Parking	

<b>Short Term and Special Event Parking Fees</b>	
<b>Service</b>	<b>Fee</b>
Dogwood Deck, Ambulatory Care Center Lot	<ul style="list-style-type: none"> <li>• \$1.50 per hour with a daily maximum (or lost ticket) of \$10.00</li> <li>• No charge for visits of less than 15 minutes</li> </ul>
Swain Lot, Morehead Lot, Raleigh Road Visitor Lot, Rams Head Deck	<ul style="list-style-type: none"> <li>• \$1.75 per hour</li> <li>• No charge for visits of less than 5 minutes</li> </ul>
<b>Parking Validation Coupons</b>	
Visitor Campus Parking Areas (valid at Swain Lot, Morehead Lot, Raleigh Road Visitor Lot, and Rams Head Deck)	<ul style="list-style-type: none"> <li>• \$1.75 for one hour coupon</li> <li>• \$14.00 for one-day (8 hour) coupon</li> </ul>
Patient Care Parking Areas (valid at Dogwood Deck and ACC Lot)	<ul style="list-style-type: none"> <li>• \$1.50 for one hour coupon</li> <li>• \$10.00 for one-day (8 hour) coupon</li> </ul>
<b>Space Reservations made by University Units in Pay Lots and Pay Decks</b>	
Swain Lot, Morehead Lot, Raleigh Road Visitor Lot, Rams Head Deck	<ul style="list-style-type: none"> <li>• \$8.00 per half day (4 hours)</li> <li>• \$16.00 per day (8 hours)</li> </ul>
<b>Special Event Parking</b>	
Car	• \$20 (maximum fee)
Limousine	• \$30 (maximum fee)
RV	• \$40 (maximum fee)
T&P assistance with chartering bus service with local companies	• \$25 (plus actual cost of charter services provided)
T&P Monitoring Service	• \$27 per hour, with a 3-hour minimum, for each monitor assigned
Reserving Meters – T&P may reserve meter spaces for an event	<ul style="list-style-type: none"> <li>• \$8.00 per meter for half a day</li> <li>• \$16.00 per meter for full day</li> </ul>
Small Event Permit Fees	• \$6 per permit for on-campus non-visitor parking lots will be charged to the sponsoring department.
Equipment Set-up	<ul style="list-style-type: none"> <li>• \$17 per hour per staff person.</li> <li>• \$40 fee per sign, which includes set-up, will be charged to the sponsoring department.</li> </ul>

### **Sec. 3-5. Special Event Parking**

The Chancellor, through his/her delegated administrative officers, may cause any lot to be reserved to accommodate special event parking (e.g., for concerts, plays, athletics, and other similar events). The applicable fee(s) are set forth in Section 3-4. Excluded from this fee are lots approved for use under Section 3-5.2 (football and basketball parking).

Parking in certain lots or areas will be reserved for athletic events held in Kenan Stadium, the Dean E. Smith Center, and other athletic facilities for specifically authorized persons. Management of the lots or areas is the responsibility of the Department of Transportation and Parking. Special permits are required and shall be issued and controlled by the Athletic Department, the Educational Foundation, and the Department of Transportation and Parking, as applicable. Sample permits shall be provided to the Director of Transportation and Parking.



The Director of Transportation and Parking is authorized to remove and/or cite Vehicles parked in reserved spaces prior to football and basketball games pursuant to Section 3-20. On the day that the relocation occurs, a list of all relocated Vehicles will be available at the offices of the Department of Transportation and Parking in the Department of Public Safety building.

1. Notification to Permit Holders. The Chancellor, through his/her delegated administrative officers, will take one or more of the following steps to inform permit holders of special event parking policies:

- (a) Information electronically mailed to all permit holders affected by special event parking,
- (b) Informational signs posted at the entrances to lots reserved for football, basketball, and other special events,
- (c) Press releases,
- (d) Information posted on the website of the Department of Transportation and Parking, and
- (e) Other methods as appropriate.

2. Football and Basketball Game-Day Parking

(a) The Chancellor, through his/her delegated administrative officers, may reserve in advance parking lots for use by authorized persons during times designated for football home game day operations. Special permits are issued and controlled by the Athletic Department, Educational Foundation, the Chancellor's Office and the Department of Transportation and Parking for these times. Vehicles without the appropriate authorization or credentials are not permitted in the affected lots during these times.

(b) Certain parking lots will be designated and reserved in advance for use by working employees who have permits for lots that have been reserved for football special events and others as defined by the Chancellor, through his/her delegated administrative officers. Vehicles already parked in lots designated and reserved for working employees will not be required to move.

(c) Parking is prohibited at metered and permitted spaces on Main Campus roadways between the hours of 8:00 a.m. and 12:00 midnight on home football game days to accommodate routing of incoming and outgoing traffic.

3. Concerts. The Chancellor, through his/her delegated administrative officers, may reserve in advance parking lots for pay parking for the public during times designated for concerts and other non-athletic events. Vehicles already parked in these lots are not required to move unless otherwise posted.

#### 4. Miscellaneous Services.

(a) Charter Bus Services. The Department of Transportation and Parking will assist with chartering service for buses with local companies, subject to the payment of applicable fee(s) described in Section 3-4.

(b) Monitor Services -- the Department of Transportation and Parking will arrange for monitor services for small events upon request of the sponsoring department, subject to the payment of applicable fee(s) described in Section 3-4.

(c) Reserving Meters -- the Department of Transportation and Parking may reserve meter spaces for an event, subject to the payment of applicable fee(s) described in Section 3-4.

(d) Permit Fees -- the Department of Transportation and Parking will schedule small events during normal regulation hours upon the request of the sponsoring department, subject to the payment of applicable fee(s) described in Section 3-4.

(e) Equipment Set-up -- the Department of Transportation and Parking will provide the necessary equipment and signs for a special event, including equipment set-up and removal services, subject to the payment of applicable fee(s) described in Section 3-4.

#### **Sec. 3-6. Metered Spaces**

The Chancellor, through his/her delegated administrative officers, may designate metered parking spaces within any parking lot or area on the Campus for general use, or on those portions of public streets as indicated in Section 1-10 and may specify the length of time for parking in each space. Meter activation is required Monday through Friday during the hours posted. On-street parking meters, off-street parking meters, and meter pay stations may be activated, depending on the design, by insertion of lawful currency of the United States, credit cards or debit cards. The applicable fees are set forth in Section 3-4.

1. Expired Meter. It is a violation of this Ordinance for any Vehicle to occupy a metered space without the meter being activated by appropriate payment.

2. Cumulative Violations of Expired Meter. Any Vehicle in violation of Section 3-6.1 will be subject to the issuance of an additional citation for each additional period of one hour that the Vehicle occupies the space with the meter expired.

3. Extended parking at meters. It is a violation of this Ordinance for any Vehicle to occupy any portion of a metered space for more than twenty-four consecutive hours, regardless of whether or not the meter is activated.

4. Abuse of meters. It is a violation of this Ordinance for any person to damage, tamper with, willfully break, destroy or impair the usefulness of, or open without lawful authority any parking meter installed pursuant to this Ordinance. It is a violation of this Ordinance for any person to insert any object into a parking meter that is not a lawful currency of the United States or a credit/debit card.

### **Sec. 3-7. Controlled-Access Zones**

The Chancellor, through his/her delegated administrative officers, shall cause a gate to be erected at the entrance and exit of each controlled access lot and each controlled access deck that can be opened and closed either by assigned methods of gate-control (gate card, access code, remote control) or by a gate attendant. It shall be unlawful to transfer or to use assigned access cards or devices for Vehicles not registered for that controlled-access zone and for that card or device. If any person uses or allows to be used his or her access card or device to knowingly enable another Vehicle to enter or exit a controlled-access zone without paying the applicable parking fee or permit fee, such person, in addition to being responsible for the applicable parking fine, may have their card-access rights to University controlled-access zones deactivated for a period of one calendar year.

It is unlawful for Vehicles to enter or park in an hourly/daily pay parking area or other controlled access area during the posted operation hours without paying the appropriate fee or displaying a valid permit for that controlled-access area. Whether or not a gate is open during the hours of pay parking operation is not an indication that an unauthorized Vehicle may legally drive through and park in the gated zone.

It is unlawful for any person to deface, damage, tamper with, willfully break, destroy, impair the usefulness of, evade without tendering due payment or open without lawful authority an entry or exit gate or equipment. A \$10.00 fee will be charged for replacing damaged access mechanisms, in addition to the applicable parking fine.

It shall be unlawful for a Vehicle to enter or exit a controlled-access zone by trailing immediately behind another Vehicle before the gate has an opportunity to drop (a.k.a. "tailgating") for the purpose of evading payment of the applicable parking fee or permit fee. It shall be unlawful to allow a Vehicle to enter or exit a controlled-access zone by tailgating behind one's own Vehicle for the purpose of knowingly enabling the second Vehicle to evade payment of the applicable parking fee or permit fee. Violators of either of the two preceding sentences, in addition to being responsible for the applicable parking fine, shall have their card-access rights to University controlled-access zones deactivated for a period of one calendar year.

The applicable parking fees for the University's various hourly/daily pay parking lots and decks are listed in Section 3-4. The hours of operation for each hourly/daily pay parking lot or deck shall be posted at the entrance to such lot or deck. During holidays when the parking attendants are not on duty, the parking gates will be open, and there will be no charge for parking in the University's hourly/daily pay parking areas.

Vehicles are prohibited from parking in any hourly/daily pay parking lot or deck, without prior authorization from the Department of Transportation and Parking, for more than 15 concurrent days without moving from the space. If any Vehicle continues to remain parked without moving from such parking space 5 days after having been ticketed for this parking violation, such Vehicle shall be deemed abandoned and subject to impoundment procedures in accordance with Section 7.3. If the Vehicle is impounded, the owner shall be responsible for

both the towing fees and the parking fee for such hourly/day pay parking lot or deck for the applicable number of days.

1. Dogwood Parking Deck. The Dogwood Parking Deck is primarily reserved for UNC Hospitals patient services. In order to legally park in this deck, University-affiliated faculty members, staff employees and students must be a bona-fide patient or visitor of UNC Hospitals and display an approved permit. Employees and students displaying valid S11 or PDV permits may park in the Dogwood Parking Deck solely on the 4<sup>th</sup> and 5<sup>th</sup> levels and between the hours of 2:30 p.m and 9:30 a.m., Monday through Friday and on weekends, unless otherwise posted. The UNC Park and Ride permit, HAPDV, and all other South Campus commuter permits are valid on the 4<sup>th</sup> and 5<sup>th</sup> levels and between the hours of 5:00 p.m and 9:30 a.m., Monday through Friday and on weekends, unless otherwise posted. The maximum daily parking fee for the Dogwood Parking Deck listed in Section 3-4 may be changed from time to time by mutual agreement of the Department of Transportation and Parking and UNC Healthcare Systems.

2. Ambulatory Care Lot. Parking is available in the Ambulatory Care Lot solely for patients and visitors. Employees and students are not eligible to park in this lot during operational hours unless attending a medical appointment.

3. Hospital Discharge Lot. Short term parking is available for certain individuals in accordance with the Short-Term Discharge Policy posted at the entrance to this lot.

4. Swain Lot. No Vehicle shall remain parked for more than a 24-hour period in the visitor spaces without exiting and paying the required fees.

5. Morehead Lot. Visitors must park in the designated visitor spaces. Faculty, students, and staff are not eligible to park in visitor parking spaces Monday – Friday from 7:30 a.m. until 5:00 p.m, unless otherwise posted. No Vehicle shall remain parked for more than a 24-hour period in the visitor spaces without exiting and paying the required fees.

6. Raleigh Road Visitor Lot. Staff, Faculty, and Students are not eligible to park in visitor parking spaces during operational hours unless otherwise posted. Vehicles can not be left overnight in this lot between the hours of 1:00 a.m. and 7:30 a.m, unless otherwise posted. No Vehicle shall remain parked for more than a 24-hour period in the visitor spaces without exiting and paying the required fees.

7. Rams Head Deck. Student commuter permits for the deck are valid in the deck Monday through Friday, 7:00 a.m. until 6:00 p.m, unless otherwise posted. Students without a commuter permit, as well as any employee or visitor, may park in the Rams Head and pay the applicable fee described in Section 3-4. No Vehicle shall remain parked for more than a 24-hour period in the deck without exiting and paying the required fees.

8. Parking Validation Coupons and Validation Stamps. Departments wishing to pay parking fees for visitors or patients may purchase validation coupons from the Department of Transportation and Parking, which are valid in all pay and hourly visitor parking areas on Campus. The One-day validation coupon is valid for 8 hours of parking. Fees not covered by the validation coupons are the responsibility of the visitor or patient. Parking validation

coupons can be obtained by submitting an approved application and payment (Account Number for Direct Transfer (DT), a check, Visa or MasterCard, or cash) to the Department of Transportation and Parking. The fees for the various types of parking validation coupons are described in Section 3-4. Departments unable to use the coupons for parking in the visitor pay areas may apply for a validation stamp. This stamp is designated for use by the departments to authorize parking for visitors and patients. The parking charges will be billed to the hosting department on a monthly basis. There will be a monthly processing fee of \$10.00 for all validation stamp accounts. Validation stamps and coupons are not to be used by employees or students of the University or UNC Hospitals, and any misuse by the aforementioned persons will result in revocation of stamp and coupon privileges for one calendar year with no refund.

9. Reserving Spaces in Controlled-access Lots. Departments wishing to pay for reserved spaces in the Swain Lot, Morehead Lot, Raleigh Road Visitor Lot, or Rams Head Deck must purchase reservation coupons. The fees for reservation coupons are listed in Section 3-4. A half-day coupon is to be used when a visitor is arriving and leaving before 12:00 p.m. (noon). A full-day coupon is used when a visitor arrives before noon and leaves after noon or when they arrive any time after noon.

#### **Sec. 3-8. Parking at Leased Spaces in Lots Under Control of Lessor**

The University leases property at locations away from Main Campus for the benefit of its departments. Under the terms of such leases, the University may obtain the right to use individual parking spaces in a parking lot that remains under the control of the third party lessor. University departments at such locations may choose (collectively, if more than one department is located at the leased premises) either to provide such parking at no cost to their employees or to require employees to pay for the leased parking in order to recover the costs for obtaining and maintaining such parking. If the department chooses to require employees to pay for parking, the department shall determine rates annually on a location by location basis. At no time shall the total fee charged to University employees for parking at these locations exceed the costs to the University of obtaining, maintaining, and providing these spaces. The Department of Transportation and Parking shall have no role in issuing permits, setting or collecting fees, or maintaining or policing these spaces. The leasing department's administrative office will be responsible for all administrative tasks associated with the management and administration of the parking at these locations consistent with the lessor's policies and regulations.

**Sec. 3-9. [Reserved. Intentionally left blank.]**

**Sec. 3-10. [Reserved. Intentionally left blank.]**

**Sec. 3-11. [Reserved. Intentionally left blank.]**

**Sec. 3-12. [Reserved. Intentionally left blank.]**

**Sec. 3-13. [Reserved. Intentionally left blank.]**

### **Sec. 3-14. Reserved Parking**

A sufficient number of parking spaces shall be reserved to accommodate Service Vehicles, State-owned Vehicles, motorcycles, Electric Vehicles, visitors, and to meet special needs as they arise. The Chancellor, through his/her delegated administrative officers, shall determine the precise location and status of reserved spaces. Reserved spaces for individuals or departments must receive approval from the Chancellor, through his/her delegated administrative officers. The annual fee for reserved spaces shall be defined in Section 3-4 (Permit Fees, RS spaces).

Parking at the Carolina Inn, Horace Williams Airport, School of Government, Friday Center, Kenan Center, and certain other designated University lots, as posted, is reserved parking. Spaces are charged at the reserved rate unless otherwise provided herein.

It is unlawful for any unauthorized person to park a Vehicle in a reserved space. Notice of the reserved status of a parking space shall be prominently posted at the space. Once posted, such spaces are reserved at all times unless otherwise indicated.

1. Visitor Disability Parking. It is unlawful for non-mobility impaired affiliated individuals to display a State disability plate, State disability permit, or disabled veteran license plate. Misuse of such plates or permits shall result in the issuance of a parking citation, immobilization, and/or impoundment. A sufficient number of parking spaces shall be reserved to meet the needs of the mobility impaired. It is unlawful to park a Vehicle in a space posted for disability parking or in a manner denying access to a disability parking space or disability access to a building or sidewalk. Public disability spaces are reserved at all times unless otherwise indicated. University and UNC Hospitals' employees (including contract employees), and students are required to apply for and purchase the appropriate permit to park in spaces reserved for disability.

2. Service Zone Parking. Sufficient areas shall be set aside for two-hour service zones for the use of persons making deliveries to and pick-ups from University buildings. The Chancellor, through his/her delegated administrative officers, shall decide the size and location of each two-hour service zone. It is unlawful for any person to cause a Vehicle to occupy a two-hour service zone for any purpose other than that for which the area is designated or without the appropriate permit.

3. Disability Parking for UNC Employees, Students and Affiliates. A sufficient number of parking spaces shall be reserved to meet the needs of University and UNC Hospitals affiliated mobility impaired persons. It is unlawful for any unauthorized person to cause a Vehicle to occupy these designated spaces.

4. Electric Vehicle Parking. Electric Vehicle charging stations have been installed in a limited number of parking facilities on Campus. Adjacent to each Electric Vehicle charging station, one or more parking spaces shall be reserved for Electric Vehicle parking. It is unlawful to park a non-Electric Vehicle in a space reserved for Electric Vehicles.

### **Sec. 3-15. Visitor and Conference Parking**

Departments may request parking spaces in one of the short term visitor pay parking lots (as described in Section 3-7). Applicable fees are set forth in Section 3-4. Parking may be available in fringe lots or visitor parking during the summer and academic breaks at a rate of \$6.00 per permit.

### **Sec. 3-16. Bus Stops**

Sufficient areas shall be set aside for bus stops for the use of municipal and regional public transportation systems serving the University community or any bus / shuttle system operated by the University. The Chancellor, through his/her delegated administrative officers, shall decide the location of each bus stop. It is unlawful for any person to cause a Vehicle to occupy a bus stop for any purpose other than for which the areas are designated.

### **Sec. 3-17. State-owned Vehicle Parking**

State Vehicles may park on Campus as follows:

1. State-owned Vehicles may park in any spaces specifically reserved for state Vehicles for the amount of time indicated on the sign designating the space as a state Vehicle space.
2. State-owned Vehicles may park in any regular parking space for no more than forty-eight hours. All State Vehicles owned or assigned to the are required to display parking permits:
3. Departments with State-owned Vehicles including utility or golf carts are required to complete a parking permit application indicating each Vehicle that it owns or leases. Departments will be issued a permit and charged an annual fee for all Vehicles utilizing parking spaces.
4. State-owned Service Vehicles are subject to parking actions as follows:
  - (a) State-owned Service Vehicles are prohibited from parking in a regular parking space for more than forty-eight hours and are subject to the issuance of a civil penalty, and Vehicle immobilization / booting and/or towing fees.
  - (b) Certain regular parking spaces on Campus may be restricted from use by State-owned Vehicles from time to time, in accordance with Section 3-20.

### **Sec. 3-18. Motorized Two-Wheeled Vehicle Parking**

Owners of Motorized Two-Wheeled Vehicles are required to purchase and display a Permit and must park in designated parking areas for Motorized Two-Wheeled Vehicles. No

person shall park a Motorized Two-Wheeled Vehicle in any area of Campus not designated as Motorized Two-Wheeled Vehicles parking, unless permit requirements are not in effect. Motorized Two-Wheeled Vehicles may park at metered spaces upon activation of the meter. In parking lots, Motorized Two-Wheeled Vehicles are required to park in designated Motorized Two-Wheeled Vehicle parking areas with the appropriate permit.

In the case of a person wishing to register a combination of an automobile and a Motorized Two-Wheeled Vehicle, full payment will be required for the automobile permit, but there will be a reduced charge for the additional Motorized Two-Wheeled Vehicle permit. A Motorized Two-Wheeled Vehicle permit is at the full price when purchased in conjunction with a PR permit or other park and ride areas. No more than one Vehicle permit and one Motorized Two-Wheeled Vehicle permit shall be issued to any registrant.

### **Sec. 3-19. Bicycle Parking**

Employees and students of the University and UNC Hospitals are required to display a bicycle permit when bringing bicycles to Campus. This permit is issued free of charge upon the completion of a bicycle registration form. Bicycle parking is available throughout the Campus and is designated by the presence of bicycle racks or specifically designated areas.

Warning tags issued by the Department of Transportation and Parking may be attached to a bicycle in violation of this Ordinance. Bicycles owners finding such warning tags attached must remove the bicycle within eight hours or it will be impounded. However, impoundment for violation of this Ordinance may be executed with or without such tags attached.

1. Improper Bicycle Parking. Any bicycle parked in violation of this Ordinance is subject to impoundment without prior warning. Bicycles shall not be parked or stored in any location other than areas designated for bicycle parking, including:

- (a) inside a University building, where an unsafe or hazardous condition is created for building occupants;
- (b) against or attached to any tree, bush, plant, or foliage;
- (c) against or attached to any electrical fixture, sign post, railing, public seating fixture, or emergency safety device; or
- (d) in any other area where parking is prohibited specifically by this Ordinance.

2. Bicycle Registration. Any bicycle parked on Campus will be required to register for and display a bicycle permit. At the beginning of each semester a four week warning period will be in place to allow for the registration and display of the permits to occur. Repeated violations of this section may result in bicycle impoundment.

### **Sec. 3-20. Temporary Parking Restrictions**

The Chancellor, through his/her delegated administrative officers, is authorized to temporarily prohibit parking, stopping, or standing on driveways, streets, alleys, and parking lots



on Campus and on public streets in this Ordinance, and to reserve parking spaces for special use when such action is necessary due to special events, emergencies, or construction. Temporary signs or barriers shall be posted, and a representative of the Department of Public Safety, a representative of the Department of Transportation and Parking, or other University official shall give notice of regulations issued under this section. It is unlawful for any person to violate such regulations.

1. Overnight Parking Restrictions. Certain parking lots, parking areas, or parking spaces shall be restricted from overnight parking to ensure availability of the facilities during alternate hours. Signs and/or barriers shall be posted at these locations. It shall be unlawful for any person to violate such regulations.

2. Athletic and Special Event Parking Restrictions. Certain parking lots, parking areas, or parking spaces shall be restricted from overnight parking to ensure availability of the facilities during athletic events and other special events. Signs and/or barriers shall be posted at these locations. It shall be unlawful for any person to violate such regulations.

### **Sec. 3-21. Night Parking**

The Chancellor, through his/her delegated administrative officers, may cause certain lots to be reserved on weekdays after 5:00 p.m. and on weekends to accommodate night parking. It is a violation of this Ordinance to park in lots that have been marked for reserved night parking without a valid permit.

### **Sec. 3-22. Acquisition of Non-University Parking Support**

The Chancellor or his/her designee is authorized to acquire by contract parking, parking management and other related services from representatives owning or controlling non-University facilities.

### **Sec. 3-23. Idling at Air Intake Vents**

It is a violation of this Ordinance for any person to cause a Vehicle to be parked with the engine running near a building's air intake louver. Signs indicating the locations of these air intake louvers shall be posted prominently. Vehicles in violation of this section are subject to the issuance of a citation.

### **Sec. 3-24. Signs**

The Chancellor, through his/her delegated administrative officers, shall decide on the size and appearance of parking signage located on Campus. It is a violation of this Ordinance for any person to deface, damage, tamper with, break, destroy, impair the usefulness of, remove, relocate, steal, or possess any traffic or parking sign erected by the Department of Transportation and Parking. Possession of any such sign shall be prima facie evidence of the violation of this section. Conviction for violation of this section may result in criminal prosecution, a fine, suspension, or expulsion from the University.

# ARTICLE IV. PARKING PERMITS

## Sec. 4-1. Parking Permits

The Chancellor, through his/her delegated administrative officers, may issue permits to park in lots and areas described in Section 3-3 to employees or students of the University and to employees of the UNC Hospitals and affiliated organizations operating on the Campus upon payment of the appropriate fee listed in Section 3-4. As part of the parking permit application process, applicants are required to provide the license plate number(s) of the Vehicle(s) they plan to park on Campus. All permits issued under this section are subject to limitations that may be imposed by the Chancellor, through his/her delegated administrative officers, under Section 3-20 (Temporary Parking Restrictions). Permits shall be allocated among the faculty, students, and staff of the University, and of the UNC Hospitals in a manner that will best serve the needs of the University community as a whole. The University Departmental Parking Permit Allocation Policy is available online at <http://move.unc.edu/parking/parking-allocation-formula/>.

1. Transferring Employee Permits: if an employee transfers from one department to another department, the permit stays with the allocating department. If the employee's new department does not have an allocation, then the individual will be referred to the Department of Transportation and Parking's Registration Division for resolution.

2. Student Parking Permit Allocations. Student parking permits are distributed primarily through a lottery system in accordance with procedures posted on the T&P website. A supplemental set of student parking permits are made available for hardship cases. Student Government representatives are responsible for assigning the available set of student hardship permits to students in accordance with the procedures of the Student Government hardship parking committee.

3. Student Parking Permit Eligibility. The following student parking permit eligibility restrictions apply:

(a) No first-year undergraduate student is eligible for a permit during the academic year unless authorized by the Office of the Dean of Students.

(b) No parking permit shall be issued to any student for any Vehicle that is required to be registered pursuant to Chapter 20 of the North Carolina General Statutes, or the corresponding statute of a state other than North Carolina, until the student requesting the permit provides the name of the insurer, the policy number under which the student has financial responsibility, and the student certifies that the Vehicle is insured at the levels set in G.S. 20-279.1(11) or higher.

4. Retired Faculty/Staff Permits. An allocation of a maximum of 350 permits designated as PM/ALG will be available to retired faculty and staff applying for parking on

Campus. The PM/ALG permits are valid in permit zoned lots excluding the Cardinal Deck after 12:00 p.m. Retired faculty and staff interested in applying for a PM/ALG permit must submit their request through their department coordinator. PM/ALG permits will be distributed to departments requesting them based on the same formula that is utilized to distribute the primary parking allocations. The PM/ALG permit fee will be based on the PM permit at the lowest tiered rate.

5. Postdoctoral Fellows' Permits. Postdoctoral Fellows shall be allocated an appropriate number of permits by the Department of Transportation and Parking. A Postdoctoral Fellow may submit a request to be issued a permit from the Postdoctoral Fellows' allocation if he/she so desires. If there are more requests for permits than there are permits, priority will be given based on years of service with the University. Any Postdoctoral Fellow not receiving a permit will be placed on a waiting list. The department in which the Postdoctoral Fellow works may assign a permit from its departmental allocation if it so desires.

6. Temporary Permits. Temporary permits may be issued in areas where space is determined to be available. A fee will be charged for such permits.

7. Other Agencies. Parking permit allocations may be assigned to agencies closely related but not affiliated with the University as appropriate based on determination by the Department of Transportation and Parking. Full payment of the value of the allocation will be required prior to receipt of the permits for distribution.

#### **Sec. 4-2. Special Parking Permits**

The Chancellor, through his/her delegated administrative officers, may issue special permits under the conditions and at the fees indicated in Section 3-4. All permits issued under this section are subject to limitations that may be imposed by the Chancellor, through his/her delegated administrative officers, under Section 3-20 (Temporary Parking Restrictions). Misuse of said permits shall result in confiscation of the permit and no further permits shall be issued for the remainder of the year. No refunds shall be issued on those permits requiring a paid fee. Persons found to be displaying said permits in violation of this section may be subject to a fine and impoundment of their Vehicle.

##### **1. Service Permits.**

(a) Two-hour service permits are designed for use by employees who perform maintenance on equipment, deliver or install equipment, or have duties that cannot be met by transit or state Vehicles. Use of the two-hour service permit is limited to a two-hour time limit in any one location, unless otherwise specified. Departments may apply for two-hour service permits through the Department of Transportation and Parking using an application form which must be signed by the Department Director / Department Chair. Requests for additional permits must include justification of the need and address the reasons for inability of transit to meet the departmental needs. **Vehicles displaying a two-hour service permit may park in any unreserved parking space or any designated service permit space.**

(b) Fifteen-minute service permits are designed for use by representatives of non-affiliated service companies using unmarked Vehicles that have a need to make deliveries taking fifteen minutes or less. Companies may apply for the permit through the Department of Transportation and Parking. Use of the permit is restricted to fifteen minutes in any one location. The fifteen-minute service permit may not be used by University or UNC Hospitals employees or students. Vehicles displaying a fifteen-minute service permit may park in any unreserved space, or any designated service permit space.

2. Vendor Service Permits. Representatives of non affiliated service companies that have a contractual relationship with the University to deliver goods or services may apply for a vendor service permit through the Department of Transportation and Parking. An application must be completed by the vendor and approved by the Director of Transportation and Parking. Vendors with Vehicles prominently displaying the vendor's name or logo, performing routine deliveries and pick-ups from University buildings, and requiring less than fifteen minutes are exempt from any permit requirement. Faculty, staff and students are not eligible to display or purchase Vendor Service Permits.

Vendors may purchase temporary (one-day) permits from the Department of Transportation and Parking. Vehicles displaying a Vendor Permit may park in areas designated by the Department of Transportation and Parking.

Government Vehicles displaying Federal license plates are exempt from the permit requirement. Construction Vehicles are not exempt and contractors must contact the Department of Transportation and Parking to arrange for appropriate parking. Construction contractors are not eligible for Vendor Permits.

3. "ALG" permits. These permits are issued to employees having broad, significant, Campus-wide responsibilities. ALG permits may be used in all gated and non-gated parking spaces, which are not otherwise reserved, with the exception of the Dogwood, Cardinal, and Rams Head Decks and all surface visitor parking lots. "ALG" permits shall be allocated from the zone adjacent to the primary work location. "ALG" permits are approved by the Chancellor or his/her designee.

4. Morning shift (AM permit). The Chancellor, through his/her delegated administrative officers, may issue special permits to employees of the University and UNC Hospitals whose regular work hours are within the time period 7:30 a.m. to 12:30 p.m., Monday through Friday. The "AM" permit will entitle the holder to park in the assigned zone from 7:30 a.m. to 12:30 p.m., Monday through Friday.

5. Afternoon shift (PM permit). The Chancellor, through his/her delegated administrative officers, may issue special permits to employees of the University and UNC Hospitals whose schedule of work begins after noon 12:00 p.m. These permits entitle the holder to park in the assigned zone space after noon 12:00 p.m., Monday through Friday.

6. Rotating shift (SR/NR permits). The Chancellor, through his/her delegated administrative officers, may issue special permits to employees of the University and UNC Hospitals who have regular working hours rotate equally among shifts. An NR permit will be allocated from one of the north Campus primary zones, which shall appear on the permit. SR permits will be allocated from one of the south Campus primary zones, which shall appear on the permit. The permit shall only be valid in the designated zone, unless the lot is specifically reserved as outlined in Section 3-5.

7. Disability Permits. Mobility impaired students and employees of the University and employees of UNC Hospitals desiring parking on Campus must obtain a UNC Disability permit by the established application process, through the Department of Transportation and Parking. An allocation of spaces will be made available to mobility impaired users, based upon a physician's certification of need. UNC Disability permits will be assigned from zones throughout Campus, and their cost will be based on the sliding scale fee structure. the Department of Transportation and Parking will determine the zone based on access needs and availability. By displaying the UNC Disability permit, an individual may park in his assigned space or any unreserved space within his designated zone. Reasonable accommodations for mobility impaired students and employees will be made.

8. Vanpool permits. The Chancellor, through his/her delegated administrative officers, shall determine vanpool allocations by the predominant driver based on space availability. Vanpool users must submit a list of participants to the Department of Transportation and Parking with name, department name, and work telephone number for each individual. The parking permit fee will be waived for vanpools.

9. Carpool permits. Those persons wishing to carpool may apply through their department jointly for a single transferable permit at no additional charge. Once issued, this permit will be transferable only among the Vehicles in the carpool, as registered with the Department of Transportation and Parking. This permit shall be displayed as provided in Section 4-3. Only one of the registered Vehicles may be parked in the zone designated during parking control hours.

The Chancellor or his/her designee shall determine carpool allocations based on space availability. The Commuter Alternatives Program (CAP) outlines available carpool options. If a carpool is disbanded during the permit year, the carpool permit must be cancelled and returned to the Department of Transportation and Parking.

10. Emergency Staff Permits. Emergency staff permits are issued by UNC Hospitals for those persons responding to emergency medical calls. The permits are only valid in the spaces designated for emergency staff parking.

11. Official Visitor Permits. Departments may apply for annual official visitor permits through the Department of Transportation and Parking. Justification of need must accompany each request. The permit is not authorized for use by employees or students of the University or UNC Hospitals. If there is a visitor lot within two blocks, that lot must be used in lieu of obtaining official visitor permits. Official visitor permits are not valid in any pay operations lot. Vehicles

displaying this permit may park in spaces that are not metered, gates controlled for zone permits, pay visitor parking, or other areas specifically reserved.

12. Board Members Permits. Special permits are issued to serving members of the:

- (a) Board of Trustees of the University;
- (b) Board of Governors of The University of North Carolina;
- (c) Board of Directors of the UNC Healthcare System; and
- (d) Other University-affiliated boards, as specified by the Chancellor, through his/her delegated administrative officers.

Vehicles displaying these permits may park in any unreserved zoned space and in any service space. Normally, these permits shall not be valid for controlled-access zones.

13. Construction Trailer Permits. Contractors who need parking for storage of materials or supplies may purchase a permit for \$70.00 per month. The construction trailers will be stored at a designated location on Campus.

14. Reserved Space Permits (RS). The Chancellor, through his/her delegated administrative officers, may issue a reserved space permit to a person, department, or school. Job duties and other functions associated with employment shall be considered in determining whether a reserved space permit is appropriate (e.g., area directors required to live in residence halls). The cost of the permit and space shall be as defined in Section 3-4. Reserved spaces assigned to departments are for use by visitors / patients to the department only. Use of these permits by departmental employees is prohibited. Should reserved space abuse occur, the Department of Transportation and Parking reserves the right to revoke the department's reserved space permits.

15. Bicycle Permits. Students and employees of the University and UNC Hospitals are required to display a bicycle parking permit. A bicycle registrant will be issued a free, five-year bicycle permit to be affixed as a sticker to the bicycle frame as described in Section 4-3. Bicycle permits are not transferable.

16. Park and Ride Permits. Park and Ride lots are designated for University employees and students commuting to Main Campus by parking their Vehicles away from the Main Campus and using transit services to reach Main Campus. Persons parking in Park and Ride lots shall register in the Park and Ride program and display a Park and Ride (PR) permit in their Vehicle. The pricing for Park and Ride (PR) permits is set forth in Section 3-4. Window sticker permits are to be affixed to the lower right-hand side of the front windshield.

Employees with a primary worksite located adjacent to a Park and Ride lot will not be eligible to utilize a Park and Ride lot as proximate worksite parking. Park and Ride lots are for use by those taking advantage of transit for their daily commute to Main Campus and not meant as primary parking for those working adjacent to the lot.

17. Night Parking (NP) Permits. The Chancellor, through his/her delegated administrative officers, may issue night parking permits. The "NP" permit will entitle the holder to park in designated NP parking zones from 5:00 p.m. to 7:30 a.m., Monday through Friday. For parking zones marked as both an NP zone and as a daytime zone or PR zone, the daytime and PR parking permits will still be honored and remain valid after 5:00 p.m. (subject to Section 3-5).

#### **Sec. 4-3. Display of Permits**

The parking permit must be properly displayed at all times. Parking permits must be clearly visible and cannot be obscured in any manner. A violation of this section will result in the appropriate fine.

Permit display options are:

1. Hanging from the Vehicle's rearview mirror facing the front of the Vehicle, clearly visible through the front windshield. When using a special permit assigned to a department (such as two-hour service, etc.), the parking zone permit must be displayed in front of the special permit, so that both permits are clearly visible through the front windshield.

2. If the tint, slant, or other design factors of the Vehicle obscures in any way the permit's visibility, the permit should be displayed on the passenger side of the windshield in the lower corner.

3. Bicycle permits must be affixed to the rear upright frame bar supporting the seat of the bicycle.

4. Permits for motorcycles must be displayed on the rear fender so it can be seen when viewing the license plate from behind the motorcycle or on the front fork, or on the State inspection plate. Permits for motorcycle covers must be permanently affixed on the top rear area of the motorcycle cover. The Department of Transportation and Parking must record the license plate number of the authorized motorcycle on the motorcycle cover permit.

5. Permits for Vehicles using car covers must be affixed permanently on the top center windshield portion of the cover. The license plate number of the authorized Vehicle must be recorded on the permit by the Department of Transportation and Parking. An additional permit must be displayed from the rearview mirror of the authorized Vehicle. the Department of Transportation and Parking will record the license plate number of the Vehicle on the car cover.

6. Adhesive windshield permits should be displayed in the lower right-hand corner of the front windshield.

#### **Sec. 4-4. Counterfeiting/Altering Parking Permits**

It is unlawful for any person to produce (or cause to be produced), to alter, or to display, without authority of the Chancellor, through his/her delegated administrative officers, any parking permit, sticker, decal, gate card, or other device indicating eligibility to park on the Campus. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the Vehicles shall be towed or booted, and the violators shall be ineligible for a parking permit for one calendar year. Violators will first meet with the Chancellor's designated Hearing Officer, and then violations may be forwarded to the appropriate agency for disciplinary action(s) (i.e., the Student Attorney General for students, the Office of Human Resources and the department chair for SHRA employees, the department chair for University faculty and EHRA non-faculty employees, and UNC Hospitals Personnel Department for hospital employees). Prior to the release of the Vehicle, the improper permit must be surrendered to the Department of Transportation and Parking.

#### **Sec. 4-5. Obtaining Parking Permits Through Unlawful Means**

It is unlawful for any person to obtain a parking permit by any means other than procedures established by the Chancellor pursuant to this Ordinance, including but not limited to, obtaining such permits by theft, fraud, trickery, willful misrepresentation of fact, purchase from another, or gift from another. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the Vehicles shall be towed or booted, and the violators shall be ineligible for a parking permit for one calendar year. Violators will first meet with the Chancellor's designated Hearing Officer, and then violations may be forwarded to the appropriate agency for disciplinary action(s), (i.e., the Student Attorney General for students, the Office of Human Resources and the department chair for SHRA employees, the department chair for University faculty and EHRA non-faculty employees, and UNC Hospitals Personnel Department for hospital employees). Prior to the release of the Vehicle, the improper permit must be surrendered to the Department of Transportation and Parking.

#### **Sec. 4-6. Unauthorized Display of Parking Permits**

The Chancellor, through his/her delegated administrative officers, may issue regulations for the transfer of permits from one Vehicle to another owned or used by the holder of the permit, and it is unlawful for a person in possession of such a permit to use it in any manner inconsistent with such regulations.

It is unlawful for any person in possession of a parking permit, whether that possession is lawful or unlawful, to give, sell, or otherwise transfer or to attempt to transfer it to another. It is unlawful for any person to display on a Vehicle a parking permit not issued to that person for use with that specific Vehicle or to display a lost, stolen, counterfeit, or an altered permit. Such permits shall be confiscated, no refunds shall be issued, the violators will be issued a citation, the Vehicles shall be impounded or booted, and the violators shall be ineligible for a parking permit for one calendar year. Violators will first meet with the Chancellor's designated Hearing Officer, and then violations may be forwarded to the appropriate agency for disciplinary action(s), (i.e., the Student Attorney General for students, the Office of Human Resources and the department chair for SHRA employees, the department chair for University faculty and EHRA non-faculty employees, and UNC Hospitals for hospital



employees). Prior to the release of the Vehicle, the improper permit must be surrendered to the Department of Transportation and Parking.

#### **Sec. 4-7. Reinstatement of Eligibility**

Any person who is permitted to retain their eligibility for a parking permit after being charged with a violation of Section 4-4, 4-5, or 4-6 will not be issued a refund for previously purchased permits (payroll deduction will continue). The person will be required to purchase a permit at the current prorated issuance rate for the zone being purchased.

## **ARTICLE V. TRAFFIC**

#### **Sec. 5-1. Interference with Traffic; Temporary Traffic Restrictions**

It is unlawful for any person to park or bring to a halt on the Campus any Vehicle in such manner as to interfere with normal vehicular or pedestrian traffic.

The Chancellor, through his/her delegated administrative officers, may cause traffic to be restricted or rerouted as necessary by construction, emergency situations, and special events. A notice of such restrictions shall be given by placing temporary signs or barriers by a representative of the Department of Public Safety, a representative of the Department of Transportation and Parking, or other University official. It shall be unlawful to violate such regulations.

#### **Sec. 5-2. Fire Lanes/Fire Hydrants**

No person (whether mobility impaired or not) shall park a Vehicle, or allow it to idle in or block access to any area designated as a fire lane or fifteen feet in either direction of a fire hydrant. Any emergency authorization for use of fire lanes must be obtained through the Department of Public Safety or the Department of Transportation and Parking. Pavement markings and/or signs will prominently indicate fire lanes.

#### **Sec. 5-3. Sidewalks and Landscape**

No person shall operate or park a Vehicle on grass or shrubbery unless such areas are signed and marked for such activity.

No person shall operate or park a Vehicle on a Campus sidewalk unless authorized by the Chancellor or his/her delegates. Bicycles and Electric Two-Wheeled Vehicles may be operated on Campus sidewalks; provided that no person shall operate a bicycle or an Electric Two-Wheeled Vehicle in a manner that jeopardizes pedestrian safety, or State or private property.

No person shall use in-line skates or skateboards (a) on the Campus in a manner that jeopardizes the safety of other pedestrians, or (b) on any walls, monuments, gutters, ditches, railings, bicycle racks, benches, other structures, fixtures, or property on the Campus, or (c) on

any ramps or steps on the Campus except for the purpose of entering or leaving a building or making normal pedestrian progress along a Campus sidewalk.

#### **Sec. 5-4. Speed Limits**

1. It is unlawful to operate a Vehicle on the Campus in excess of a speed of ten miles per hour, except as otherwise posted.
2. It is unlawful to operate a Vehicle on Cameron Avenue, Raleigh Street, or Bowles Drive in excess of a speed of twenty-five miles per hour.
3. It is unlawful to operate a bicycle or an Electric Two-Wheeled Vehicle on sidewalks on Campus at a speed or in a manner that would prove to be hazardous for the safety of pedestrians.

#### **Sec. 5-5. [Reserved. Intentionally left blank.]**

#### **Sec. 5-6. [Reserved. Intentionally left blank.]**

#### **Sec. 5-7. Vehicular Traffic at Marked Crosswalks**

The Chancellor, through his/her delegated administrative officers, may establish pedestrian crosswalks across streets, alleys, and driveways on the Campus and on the public streets listed in Section 1-10 where the location of University buildings and sidewalks requires large numbers of persons to cross streets and driveways at points other than street intersections as governed by G.S. 20-155(c). A crosswalk shall be indicated by traffic signals, signs, or white stripes (hatched or unhatched) and will be a minimum of six feet in width. When a crosswalk has been marked off, it is unlawful for the driver of any Vehicle traveling on the street or driveway to fail to stop and to yield the right-of-way when there is a pedestrian in that portion of the crosswalk. The pedestrian must be on that side of the street or driveway in which the Vehicle is traveling.

#### **Sec. 5-8. Pedestrian Obstructing Traffic**

It is unlawful for a pedestrian to stand on the traveled portion of any street, alley, or driveway on the Campus in such a manner to obstruct or prevent the free flow of traffic thereon, and in crossing streets, alleys, or driveways pedestrians shall keep in motion when in the traveled portion thereof.

#### **Sec. 5-9. Passenger Pick Up and Discharge**

It is unlawful for any person to stop a Vehicle on any street, alley, or driveway on the Campus for the purpose of picking up or discharging a pedestrian without first drawing up to the right hand curb.

# ARTICLE VI. PARKING CONTROL

## Sec. 6-1. Penalties

Any person violating any provision of this Ordinance or a regulation issued hereunder is subject to a civil penalty as indicated in the following schedule:

<b>Violation Code</b>	<b>Title of Ordinance Section Violated</b>	<b>Amount of Civil Penalty</b>
Sec. 3-1	Method of Parking	\$30
Sec. 3-3	Parking Zones	\$30
Sec. 3-6.1	Expired Meter	\$15 for meter expiration of 1 hour or less
Sec. 3-6.2	Cumulative Violations of Expired Meter	\$5 for each additional hour of meter expiration
Sec. 3-6.3	Extended Parking at Meters	\$25
Sec. 3-6.4	Abuse of Meters	\$50
Sec. 3-7	Controlled Access Zones	\$50
Sec. 3-14	Reserved Parking	\$50
Sec. 3-14.1	Visitor Disability Parking	\$250
Sec. 3-14.2	Service Zone Parking	\$50
Sec. 3-14.3	Disability Parking for UNC Employees, Students and Affiliates	\$50
Sec. 3-14.4	Electric Vehicle Parking	\$50
Sec. 3-16	Bus Stops	\$20
Sec. 3-17	State-owned Vehicle Parking	\$30
Sec. 3-18	Motorized Two-Wheeled Vehicle Parking	\$30
Sec. 3-19.1	Improper Bicycle Parking	\$10
Sec. 3-19.2	Bicycle Registration	\$5 for second violation; \$10 for third and subsequent violations
Sec. 3-20	Temporary Parking Restrictions	\$50
Sec. 3-20.1	Overnight Parking Restrictions	\$50
Sec. 3-20.2	Athletic and Other Special Event Parking Restrictions	\$20
Sec. 3-21	Night Parking	\$30
Sec. 3-23	Idling at Air Intake Vents	\$50
Sec. 3-24	Signs	\$50
Sec. 4-1.3	Freshman Parking	\$25
Sec. 4-3	Display of Permits	\$5

Sec. 4-4	Counterfeiting/Altering Parking Permits	\$200
Sec. 4-5	Obtaining Parking Permits Through Unlawful Means	\$200
Sec. 4-6	Unauthorized Display Of Parking Permits	\$50
Sec. 5-1	Interference with Traffic	\$50
Sec. 5-2	Fire Lanes/Fire Hydrants	\$250
Sec. 5-3	Sidewalks and Landscape	\$30, plus cost of repair
Sec. 5-4	Speed Limits	\$20
Sec. 5-7	Vehicular Traffic at Marked Crosswalks	\$200
Sec. 5-8	Pedestrian Obstructing Traffic	\$50
Sec. 5-9	Passenger Pick Up and Discharge	\$20
Sec. 6-2	Emergencies; Law Enforcement Operational Necessities	\$50

#### **Sec. 6-2. Emergencies; Law Enforcement Operational Necessities**

Vehicle operation and parking may be prohibited under emergency and/or other law enforcement operational necessities. It shall be unlawful for any person to violate police instructions related to this section.

#### **Sec. 6-3. Repeated Offenses**

If any person is cited for violation of this Ordinance with respect to parking more than five times in a period of twelve months or more than twice in a period of thirty days, or is determined to owe more than \$250.00 in unpaid fines, the Chancellor, through his/her delegated administrative officers, may cancel any parking permit issued to such person without refund of any portion of the fee paid thereof and shall cause the violator's license plate numbers to be entered on a list of repeated offenders. Once a person's license plate numbers are placed on a repeat offender list, the Vehicle is subject to impoundment or immobilization upon being parked in violation of this Ordinance. A citation found to be invalid will not be counted for purpose of this section. Any repeat offenses of this nature may be forwarded to the appropriate agency for disciplinary action(s), (i.e., the Student Attorney General for students, the Office of Human Resources and the department chair for SHRA employees, the department chair for University faculty and EHRA non-faculty employees, and UNC Hospitals Personnel Department for hospital employees).

## ARTICLE VII. FEES

### Sec. 7-1. Vehicle Impoundment Fee

In addition to the assessment of the applicable civil penalty pursuant to Article VI, any Vehicle parked in violation of this Ordinance may be removed to a storage area. The Chancellor or his/her designee may refuse to authorize release of the Vehicle to the owner or custodian until the towing fee, storage fees, and all other outstanding balances owed to the Department of Transportation and Parking are paid in full or a payment plan established during normal business hours.

The owner or custodian of a Vehicle impounded under any regulation of this Ordinance may appeal the impoundment in person or in writing within ten calendar days to the Chancellor's designated Hearing Officer pursuant to Section 8-1. Submitting an appeal to the Chancellor's designated Hearing Officer does not substitute for payment of the towing or storage fees for removal of the impounded Vehicle.

The Chancellor, through his/her delegated administrative officers, is authorized to have towed from Campus any Vehicle violating the provisions of this Ordinance. A towing fee shall be charged, in addition to any applicable penalty for violation of the Ordinance, to reimburse the University for its costs in removing the Vehicle.

Towing fees are as follows:

<i>Standard Tow</i>	<i>Dolly Wheels Used</i>
\$90.00	\$100.00

If the operator of the Vehicle to be towed arrives at the Vehicle prior to the tow truck moving the Vehicle from where it was parked, such operator shall still be responsible for the cost of the tow fee, which is charged to the University upon the dispatch of the tow truck. If the tow truck has initiated towing actions and the Vehicle's owner has arrived, the Vehicle will not be released until the appropriate fees have been paid to the Department of Transportation and Parking.

A storage fee of \$10.00 per day may be charged to the owner or custodian of Vehicles left at the University compound for more than twenty-four hours after towing. A storage fee of \$2.00 per day may be charged for bicycles, skateboards, or in-line skates, as well as a \$10.00 impoundment fee.

A valid driver's license must be provided by the owner/operator of the Vehicle prior to its release.

### Sec. 7-2. Vehicle Immobilization Fee

Any Vehicle parked in violation of this Ordinance or any parking regulation issued hereunder may be immobilized by use of a wheel boot. Notice of the application of a wheel boot

shall be posted prominently in one of three locations: (1) on the driver's side of the front window of the Vehicle, (2) on the rear windshield, or (3) on the driver's side window. Placement of the notices will depend on the type of Vehicle. A Vehicle immobilization fee shall be charged, in addition to any applicable penalty for violation of the Ordinance, to reimburse the University for its costs in immobilizing the Vehicle.

The Chancellor or his/her designee may refuse to authorize release of the Vehicle to the owner or custodian until the immobilization fee, storage fees, and all outstanding balances owed to the Department of Transportation and Parking are paid in full or a payment plan established during normal business hours. Wheel boots may only be removed by the Department of Transportation and Parking staff or the Department of Public Safety staff, upon payment of the \$55.00 Vehicle immobilization fee. If the operator of the booted Vehicle arrives at the Vehicle prior to the parking control officer leaving the scene, such operator shall still be responsible for the cost of the Vehicle immobilization fee. The owner or custodian of the Vehicle impounded under any regulation of this Ordinance may appeal the immobilization in person or in writing within ten calendar days to the Chancellor's designated Hearing Officer, pursuant to Section 8-1. Submitting an appeal to the Hearing Officer is not a substitute for payment of the immobilization fee.

Vehicles immobilized for longer than twenty-four hours shall be removed to a storage area. The owner/custodian of the Vehicle shall be responsible for both the immobilization and tow fees and applicable storage fees.

### **Sec. 7-3. Impoundment of Abandoned and Derelict Vehicles**

Any Vehicle that is partially dismantled or wrecked and/or deemed abandoned under Section 3-7 and/or does not display a current license plate and such Vehicle is left in such condition for more than 10 days shall have a warning tag placed on it by a parking control officer. Such tag shall provide notice that if the Vehicle is not removed within 5 days from the date reflected on the tag, it will be considered abandoned and derelict. Such Vehicles shall be removed at the end of the 5-day period to the University storage area at owner's expense and disposed of in accordance with Section 7-4 of this Ordinance.

### **Sec. 7-4. Disposal of Abandoned and Derelict Vehicles**

1. An "abandoned Vehicle" is one that has been removed to the University's storage area pursuant to authority granted in this Ordinance and has remained in said storage for longer than five days. A "derelict Vehicle" is a Vehicle:

(a) that has an expired registration and the registered and legal owner no longer resides at the address listed on the last certificate of registration on record with the North Carolina Department of Transportation;

(b) that has major parts removed so as to render the Vehicle inoperable and incapable of passing inspections as required under existing standards;

(c) that has the manufacturer's serial plates, Vehicle identification numbers, license plate numbers, and any other means of identification removed so as to nullify efforts to locate or identify the registered and legal owner;

(d) for which the registered and legal owner of record disclaims ownership or releases his/her rights thereto; or

(e) for which the Vehicle is more than twelve years old and does not bear a current license as required by the Department of Motor Vehicles.

2. When any derelict or abandoned Vehicle is in the University's possession, the University shall dispose of it in accordance with North Carolina statutes.

3. Any proceeds from the sale of a derelict or abandoned Vehicle, after costs have been deducted for removal, storage, investigation, sale, and satisfying any liens of record on the Vehicle, shall be held by the University for thirty days and paid to the registered owner upon demand. If the owner does not appear to claim the proceeds within thirty days after disposal of the Vehicle, the funds shall be deposited in the University Department of Public Safety Trust Fund, and the owner's rights therein shall be forfeited forever.

4. No person shall be held to answer in any civil or criminal action to any owner or other person legally entitled to the possession of any abandoned, lost, or stolen Vehicle for disposing of the Vehicles as provided in this section.

#### **Sec. 7-5. Bicycle and Skateboard Impoundment Fee**

It shall be lawful for the Chancellor, through his/her delegated administrative officers, to impound at the owner/rider's expense, any bicycle that is considered abandoned, junked, lost/stolen, parked/stored or operated in violation of this Ordinance, or state or local fire safety regulations. It shall be lawful for the Chancellor, through his/her delegated administrative officers, to remove security devices attached to Vehicles for impoundment purposes. The University shall not be held liable for damages made to bicycles or locks while impounding or during storage of the bicycle.

It shall be lawful for the Chancellor, through his/her delegated administrative officers, to impound at the owner's/rider's expense any skateboard or in-line skates that are considered abandoned, junked, lost/stolen, or operated in violation of this Ordinance. The University shall not be held liable for damages done to skateboards or in-line skates while impounded. Owners/riders of impounded skateboards or in-line skates may claim them in person at the Department of Transportation and Parking in the University Department of Public Safety building, subject to the payment of the penalty fee, if applicable, under Article VI for violation of Section 5-3. Owners/riders who are under age 18 must bring a parent or guardian with them to claim impounded skateboards or in-line skates. The Department of Public Safety staff or the Department of Transportation and Parking staff, upon payment of the \$10.00 bicycle/skateboard impoundment fee, may release impounded bicycles and skateboards.

Bicycles that remain stored on racks for more than thirty days at the end of any academic term, including summer sessions, will be deemed University property.

#### **Sec. 7-6. Disposal of Junked Bicycles and Impounded Skateboards**

Letters shall be sent notifying bicycle owners with registered permits when Vehicles have been impounded; when owner is unknown, notice shall be posted at the Department of Transportation and Parking in the Department of Public Safety building. Bicycles unclaimed thirty calendar days after the original date of impoundment shall be deemed University property.

When the owner/rider of a skateboard or in-line skates is known, he or she shall be given or sent a letter notifying him or her that the skateboard or in-line skates have been impounded and informing the owner/rider how to claim the impounded skateboard or in-line skates. Where the owner/rider of an impounded skateboard or in-line skates is under age 18, a copy of the letter shall be sent to his or her parent or guardian, if known. When the owner/rider is unknown, notice shall be posted at the Department of Transportation and Parking in the Department of Public Safety building. Skateboards or in-line skates unclaimed within sixty days after the original date of impoundment shall be deemed University property.

## **ARTICLE VIII. APPEALS**

#### **Sec. 8-1. Appeals**

Any person cited for violation of any portion of this Ordinance for which a civil penalty is imposed or a Vehicle is impounded or immobilized for violations may appeal in person, or in writing, or by email within ten calendar days of issuance to the Chancellor's designated Hearing Officer.

Failure to meet the ten day appeal period requirement shall result in a forfeiture of all appeal privileges. The Hearing Officer shall review all written appeals and establish limited hours to review those in-person appeals that meet the ten-day requirement.

Written appeals must be submitted on a standard appeal form, available from the Department of Transportation and Parking.

If the Hearing Officer decides the appeal against the appellant, he or she may appeal to the Chancellor, in writing, within ten calendar days of the date of the Hearing Officer's decision.

The Chancellor may delegate to a committee or other body as he/she may establish authority to hear appeals on his/her behalf. Disposition of an appeal by a vote of the full committee to affirm without a panel hearing or by a vote of the majority of a panel in the case of an appeal having been referred to a panel for hearing shall be deemed to exhaust the available appellate procedures. Final disposition by the committee shall be understood to mean a ruling in which the committee or its panel affirms, modifies, or reverses a decision of the Hearing Officer. Any person cited to the District Court Division of the General Court of Justice for violation of



this Ordinance constituting a misdemeanor must pursue his plea and appeal, if any, as provided by law for criminal actions generally.

Submitting an appeal to the Chancellor's designated Hearing Officer does not substitute for payment of the towing and storage fees for removal of the impounded Vehicle. Such fees must be paid in accordance with Section 7-1. If the hearing officer decides the appeal in favor of the appellant, the Department of Transportation and Parking will refund the costs of towing and storage.

In the event that the owner or operator elects to leave the Vehicle impounded while filing an appeal, the storage fees will be waived from the day the appeal is submitted to the Hearing Officer until the day the decision is rendered.

## **ARTICLE IX. REPEALS**

### **Sec. 9-1. Former Regulations Repealed**

All resolutions heretofore adopted regulating traffic and parking on the Campus are repealed. The repeal herein of these regulations shall not abate or otherwise affect any civil, criminal, or administrative action or proceeding concluded or pending on the effective date of this Ordinance. Except as otherwise provided, this Ordinance may be amended in whole or in part by action of the Board of Trustees. The effective date of this Ordinance shall be August 15, 2018.

**UNC-CH Internal Audit Strategic Plan  
And Performance Metrics  
July 2018 to August 2020**



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

## **Vision**

To be a high-performing internal audit activity that:

- Serves as a leader for a culture of governance, accountability, and compliance;
- Functions as a business partner and trusted advisor;
- Meets the expectations of our stakeholders, and
- Conforms to The Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing* (Standards).

## **Mission**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps the University of North Carolina at Chapel Hill accomplish its mission, goal, and objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The underlying premise of our work is that the University, as a leader in the dynamic environment of higher education, must function at the highest level possible. Internal Audit supports this objective by providing independent, proactive analyses of governance, operations, financial activities, and systems of internal control. The purpose of these analyses is to evaluate whether resources are used in a way that appropriately manages risk and is in keeping with State requirements and the University's mission, goals, and objectives.

## **Core Services**

UNC-CH Internal Audit fulfills its vision and mission statements by providing certain core services:

### **Assurance Services**

Review operations, policies, and procedures to assess and provide management with information about the adequacy, effectiveness of, compliance with internal controls and managements' intentions.

### **Advisory Services**

Assist management, the FIAC, and other key stakeholders with issues and concerns that do not require a full assurance engagement. These projects may involve serving on committees and task forces, assessments of proposed changes in operations, serving as an information resource, reviewing new or revised policies/procedures/standards, etc.

Internal Audit has permanent membership in many UNC Chapel Hill groups, providing advice and reviews on an on-going basis including: Privacy Liaisons, University Committee on the Protection of Personal Data, UNC System Administrators, Information Security Liaisons, HIPAA Security Liaisons, and the Enterprise Risk Planning - Finance and Human Relations/Payroll Steering committees. We also provide early review of all IT Policies, consulting services to groups and departments on IT matters by request, and work closely with the UNC CH ITS Security Group and Privacy Office.

### **Investigative Services**

Investigate allegations of misuse of or financial misconduct involving UNC-CH resources. These services are designed to identify how wrong-doing occurred and make recommendations for preventing a recurrence, to determine the nature and extent of any losses, and to facilitate with loss recovery.

### **Principles/Assumptions for the Strategic Plan**

We developed our Strategic Plan based on several principles and assumptions:

1. We are independent from operational management. The UNC-CH Internal Audit Department reports, functionally, to the Chair of the Finance, Infrastructure, and Audit Committee (FIAC) of the University's Board of Trustees and administratively to the Chancellor of the University.
2. We base our operational activities on a risk-based, annual that is presented to the FIAC for approval at its September meeting.
3. We have flexibility in developing and delivering the approved, annual audit plan. Our intent is to complete the annual plan as approved. However, given the changing nature of risks and requests for unplanned, high-priority engagements, it may be necessary to replace or defer planned projects. We will make decisions based on relative risk of projects and will inform the FIAC of changes to the approved plan.
4. We are not responsible for operations other than those in the Internal Audit Department. We advise but not make decisions regarding operations of other units.
5. Some risks and opportunities, such as research funding, changes in enrollment, or technical compliance issues, are better assessed and managed by subject matter experts. As such, we will assist management by assessing the effectiveness and efficiency of processes for identifying and managing these types of risks.
6. We have a goal of providing high-quality core services and seek to find ways to efficiency of those services.

### **Key Initiatives**

#### **Initiative #1: Align elements of audit risk assessment and planning with the University's strategic plan, *Blueprint for Next*, and strategic plans developed by individual schools and departments.**

Develop a methodology that identifies auditable risks to the University's strategic plans and develops audit techniques for assessing the nature and significance of these risks and the adequacy of plans for managing these risks.

We will review strategic plans prior and include information from those plans in discussion in our annual risk assessment interviews.

We will add a review of strategic plans to our planning and risk assessment work for individual audit projects and, when possible, include strategic planning controls objectives in our audit projects.

**Obstacles to achievement:** Strategic plans that do not contain elements that can be easily audited with existing staff resources and skills (see Principles/Assumptions #5). Units selected for audits based on risk or management requests that do not have strategic plans.

**Time frame:** FY 2018/19 and on-going

**Initiative #2: Improve efficiency of audit projects and completion of annual audit plan.**

We have always set time budgets and interim due dates for planned audits and began setting them for unplanned projects after the prior external quality assessment review in January 2014. However, due dates are often missed and projects go over-budget without a valid reason.

We allot a block of time in each annual plan for unplanned projects. However, unplanned projects can sometimes be time sensitive and disrupt projects in progress. Multiple, complex unplanned projects and require more hours than the block allotted even if the projects are conducted as efficiently and effectively as possible.

**Obstacles to achievement:** Unplanned audit projects that interrupt on-going work. Staffing changes.

**Time frame:** FY 2018/19 and on-going

**Initiative #3: Expand use of automated auditing tools and develop continuous auditing tools.**

We currently use analytical capabilities of Microsoft Excel and have ACL software that can do more sophisticated analytics. Most of our analytics are done on an ad hoc basis and we have not made full use of the capabilities of ACL.

We will need to obtain training for all staff members in use of ACL and other data analytics tool. We will also need to develop scripts (ACL programs) that are designed to detect indicators of non-compliance or unusual patterns of transactions for further follow-up.

**Obstacles to achievement:** Availability of training, learning curve for ACL, reallocation of time to high-risk, time-sensitive audit projects

**Time frame:** FY 2018/19 and 2019/20

**Initiative #4: Expand use of electronic working papers and project management tools.**

We currently use Microsoft Office products and Adobe software to prepare audit working papers. Working papers and other project-related documents are submitted and reviewed on-line and stored in SharePoint. This approach serves our purposes but working paper software packages are available that might streamline working paper preparation processes.

We have project management software, but it is not integrated with other software products we use.

**Obstacles to achievement:** Availability of software products, cost, ease/difficulty of use.

**Time frame:** FY 2018/19

### **Initiative #5: Update Internal Audit Website.**

The existing website was created in the late 1990s. The information on the website is current but the appearance of the website is dated and there are limited links to audit, risk management, and governance resources.

**Obstacles to achievement:** None

**Time frame:** FY 2018/19

### **Performance Metrics**

The department will use the following metrics to periodically monitor and assess its performance.

- Staff with professional certifications – target 85% or six of seven professional staff positions;
- Hours of continuing education received by staff members;
- Participation in key university initiatives or serving on key committees;
- Percentage of Internal Audit recommendations accepted by management – target of 95%;
- Number of engagements completed relative to the annual plan;
- Number of engagements completed that were not included in the annual audit plan

### **Monitoring, Maintaining, and Reporting**

The Chief Audit Officer (CAO) will:

- Monitor progress toward completing the initiatives in the 2018/20 two-year strategic plan;
- Review the strategic plan at least once a year and update it as necessary, removing initiatives that have been completed and adding new initiatives when these are identified;
- Accumulate and analyze information about performance metrics on an ongoing basis.

The CAO will present progress toward completing the strategic plan and key performance metrics to the FIAC at least once a year. Revisions to the strategic plan will be submitted for review and approval by the FIAC at least once a year, as part of presenting the annual risk assessment and audit plan for review and approval.



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

**INTERNAL AUDIT CHARTER – MAY 2018**

The purpose of the University of North Carolina at Chapel Hill's (University) internal audit department is to provide independent, objective assurance, and consulting services designed to add value and improve the University's operations. The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The internal audit department helps the University accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of governance, of risk management, and control processes.

**Standards for the Professional Practice of Internal Auditing**

The internal audit department will govern itself by adherence to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing (Standards)*, and the *Definition of Internal Auditing*. In addition, the Department will adhere to the University's relevant policies and procedures and the Department's *Policies and Procedures Manual*.

The chief audit officer will report periodically to senior management and the Finance, Infrastructure, and Audit Committee (FIA Committee) of the University's Board of Trustees (Board) regarding the internal audit department's conformance to the Code of Ethics and the *Standards*.

**Authority**

The Chief Audit Officer reports functionally to the Chair of the FIA Committee and administratively (i.e. day to day operations) to the Chancellor of the University.

To establish, maintain, and assure that the University's internal audit department has sufficient authority to fulfill its duties, the FIA Committee will govern the Department and:

- Approve the internal audit charter;
- Approve the risk-based internal audit plan;
- Receive communications from the Chief Audit Officer on the internal audit department's performance relative to its plan and other matters;
- Approve decisions regarding the appointment and removal of the Chief Audit Officer; and
- Make appropriate inquiries of management and the Chief Audit Officer to determine whether there is inappropriate scope or resource limitations.

The Chief Audit Officer will have the unrestricted ability to communicate and interact directly with the Board including in private meetings without management present..

The FIA Committee authorizes the internal audit department to:



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

**INTERNAL AUDIT CHARTER – MAY 2018**

- Have full, free, and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports.
- Obtain assistance from the necessary personnel of the University, as well as other specialized services from within or outside the University, in order to complete the engagement.

**Independence and Objectivity**

The Chief Audit Officer will ensure that the internal audit department remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the chief audit officer determines that independence or objectivity may be impaired in fact or appearance, the details of impairment will be disclosed to appropriate parties.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that no quality compromises are made, and that they do not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other department that may impair an internal auditor's judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing any operational duties for the University or its affiliates.
- Initiating or approving transactions external to the internal audit department.
- Directing the activities of any the University employee not employed by the internal audit department, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors.

Where the chief audit officer has or is expected to have roles and/or responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to appropriate parties.





THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

**INTERNAL AUDIT CHARTER – MAY 2018**

- Exhibit professional objectivity in gathering, evaluating, and communicating information about the department or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments.

The chief audit officer will confirm to the FIA Committee, at least annually, the organizational independence of the internal audit department.

The chief audit officer will disclose to the FIA Committee any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

**Scope of Internal Audit Activities**

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the FIA Committee, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the University. Internal audit assessments include evaluating whether:

- Risks relating to the achievement of the University's strategic objectives are appropriately identified and managed.
- The University promotes governance, ethics, and integrity and communicates risk and control information;
- The actions of the University's officers, directors, employees, and contractors are in compliance with the University's policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations or programs are consistent with established goals and objectives.
- Operations or programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly affect the University.
- Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have integrity.
- Resources and assets are acquired economically, used efficiently, and protected adequately.

The chief audit officer will report periodically to senior management and the FIA Committee regarding:

- The internal audit department's purpose, authority, and responsibility.



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

**INTERNAL AUDIT CHARTER – MAY 2018**

- The internal audit department's plan and performance relative to its plan.
- The internal audit department's conformance with The IIA's Code of Ethics and *Standards*, and action plans to address any significant conformance issues.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by, the FIA Committee.
- Results of audit engagements or other activities.
- Resource requirements.
- Any response to risk by management that may be unacceptable to the University.

The chief audit officer also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed. The internal audit department may perform advisory and related client service activities, the nature and scope of which will be agreed with the client, provided the internal audit department does not assume management responsibility.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

**Reporting and Monitoring**

The Chief Audit Officer or a designee will prepare a written report following the conclusion of each internal audit project other than small consulting projects. Audit reports and close-out letters will be distributed to appropriate members of University management, all members of the Board, UNC General Administration, and the Council of Internal Auditing.

Internal audit reports will typically include management's response regarding corrective action taken or to be taken in regard to the specific findings. Management's response should include a timetable for anticipated completion of planned corrective action and an explanation for any findings that will not be corrected. If management elects not to correct a finding, its response should include a statement accepting the risk from choosing not to address a reported condition.

**Responsibility**

The chief audit officer has the responsibility to:

- Submit, at least annually, to senior management and the FIA Committee a risk-based internal audit plan for review and approval.



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

**INTERNAL AUDIT CHARTER – MAY 2018**

- Communicate to senior management and the FIA Committee the impact of resource limitations on the internal audit plan.
- Review and adjust the internal audit plan, as necessary, in response to changes in the University's business, risks, operations, programs, systems, and controls.
- Communicate to senior management and the FIA Committee any significant interim changes to the internal audit plan.
- Ensure each engagement of the internal audit plan is executed, including the establishment of objectives and scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results, and the communication of engagement results with applicable conclusions and recommendations to appropriate parties.
- Follow up on engagement findings and corrective actions, and report periodically to senior management and the FIA Committee any corrective actions not effectively implemented.
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld.
- Ensure the internal audit department collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the internal audit charter.
- Ensure trends and emerging issues that could impact the University are considered and communicated to senior management and the FIA Committee as appropriate.
- Ensure emerging trends and successful practices in internal auditing are considered.
- Establish and ensure adherence to policies and procedures designed to guide the internal audit department.
- Ensure adherence to the University's relevant policies and procedures, unless such policies and procedures conflict with the internal audit charter. Any such conflicts will be resolved or otherwise communicated to senior management and the FIA Committee.
- Ensure conformance of the internal audit department with the *Standards*, with the following qualifications:
  - If the internal audit department is prohibited by law or regulation from conformance with certain parts of the *Standards*, the chief audit officer will ensure appropriate disclosures and will ensure conformance with all other parts of the *Standards*.
  - If the *Standards* are used in conjunction with requirements issued by the U.S. Government Accountability Office (GAO), often referred to as *The Yellow Book*, the chief audit officer will ensure that the internal audit department conforms with the *Standards*, even if the internal audit department also conforms with the more restrictive requirements of the GAO.



THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL  
Office of the Chancellor

**INTERNAL AUDIT CHARTER – MAY 2018**

**Quality Assurance and Improvement Program**

The internal audit department will maintain a quality assurance and improvement program that covers all aspects of the internal audit department. The program will include an evaluation of the internal audit department's conformance with the *Standards* and an evaluation of whether internal auditors apply the IIA's Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit department and identifies opportunities for improvement.

The chief audit officer will communicate to senior management and the FIA Committee on the internal audit department's quality assurance and improvement program, including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside the University.

Approved this \_\_\_\_\_ day of May, 2018

\_\_\_\_\_  
Carol L. Folt, Chancellor

\_\_\_\_\_  
Dwight D. Stone  
Chair, Finance, Infrastructure, and Audit Committee of the UNC-CH Board of Trustees

\_\_\_\_\_  
Phyllis C. Petree, Chief Audit Officer

## **ATTACHMENT D**

### **DESIGNER SELECTION – PARKING DECK AT S1 LOT**

The project includes both a new Parking Deck intended to be built on the S-1 surface parking lot off Paul Hardin Drive. The new multi-story parking deck shall contain approximately 450 parking spaces. This project will be designed in parallel with a new approximately 12,000 GSF Emergency Power Generation Plant building adjacent to the Parking Deck. The Generator Plant is being developed, and will be operated, by UNC Healthcare.

Project budget is \$14,400,000 and will be funded through the Transportation & Parking Trust Fund. The project was advertised on March 26, 2018. Eleven (11) proposals were received. Four (4) firms were interviewed on May 2, 2018. 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. XXX | XXX, XX |
| 2. XXX | XXX, XX |
| 3. XXX | XXX, XX |

The firms were selected for their past performance on similar projects, strength of their consultant team and experience with campus projects.

### **RECOMMENDED ACTION:**

A motion to approve the three firms in the following priority order:

- |        |         |
|--------|---------|
| 1. XXX | XXX, XX |
| 2. XXX | XXX, XX |
| 3. XXX | XXX, XX |

## **ATTACHMENT E**

### **FOR APPROVAL—MEDIA AND COMMUNICATION STUDIOS**

The project will demolish the northernmost portion of Koury Natatorium and build a new 13,600 square feet addition in roughly the same location. This project will provide a broadcast center to produce events on the ACC Network through broadcasts across all production levels: linear television, digital online, extra, and video boards. The facility will include control rooms and studios, offices and support space.

The project is scheduled to start construction in Summer 2018.

Anticipated project budget is \$10 million and will be funded from Athletics funds.

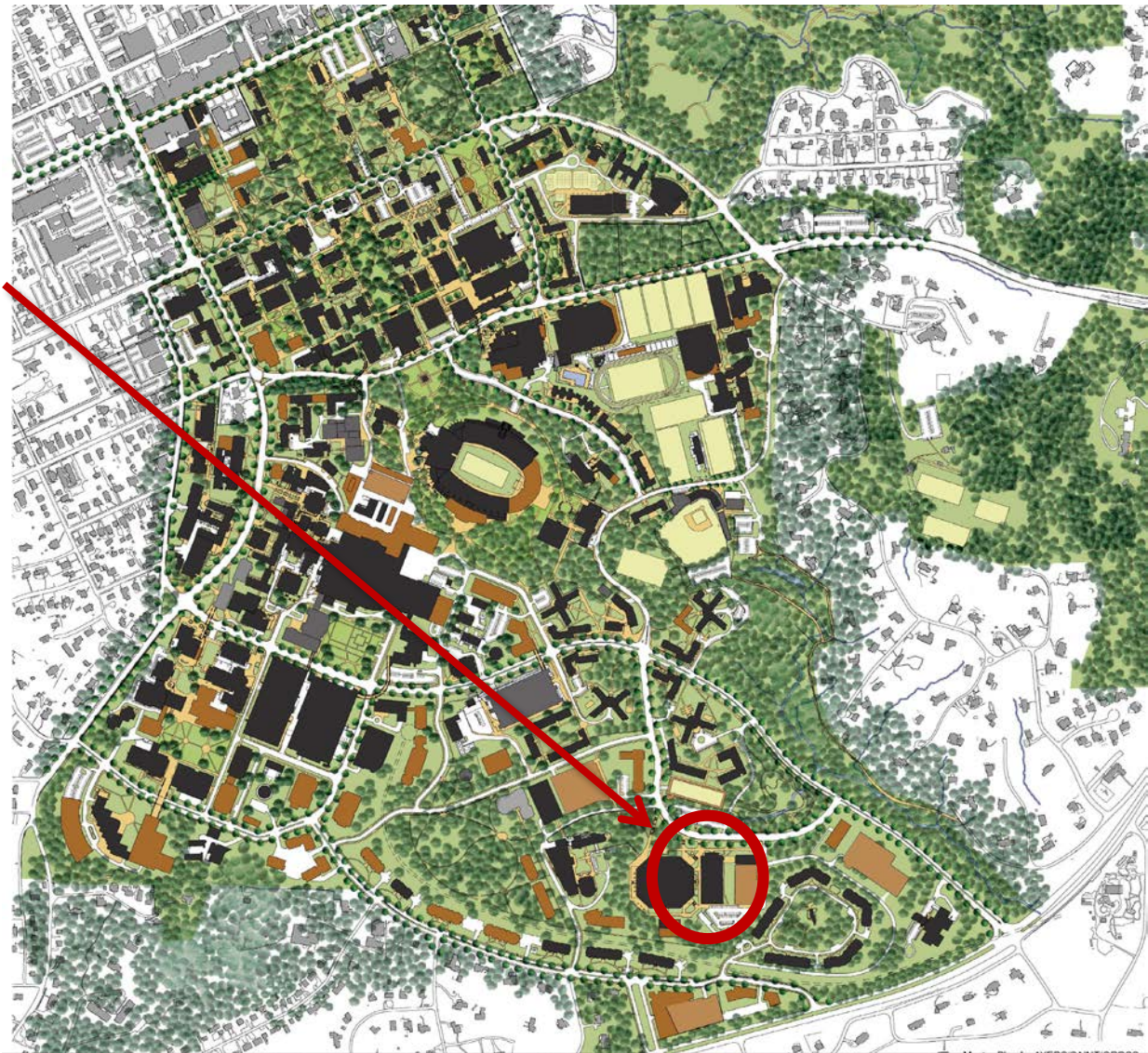
The project was presented to the Board of Trustees for information at the January 2018 meeting.

### **RECOMMENDATION ACTION:**

A motion to approve the design.

# Media and Communication Studio

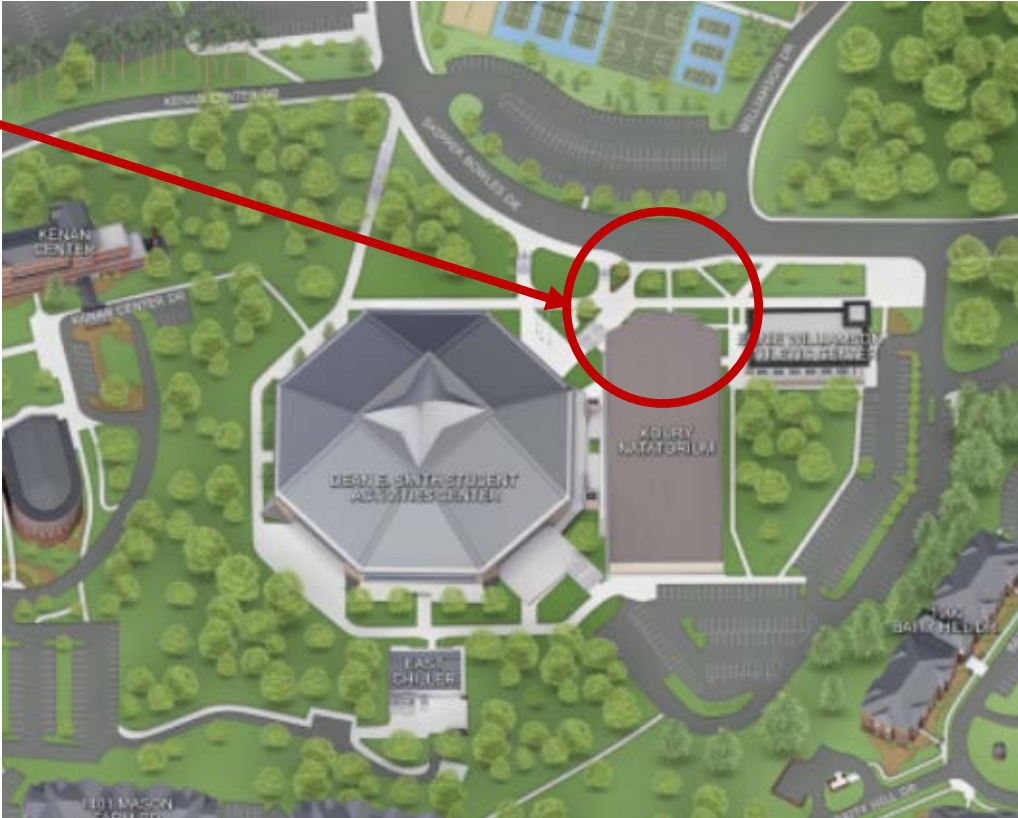
PROJECT LOCATION





# Media and Communication Studio

PROJECT LOCATION

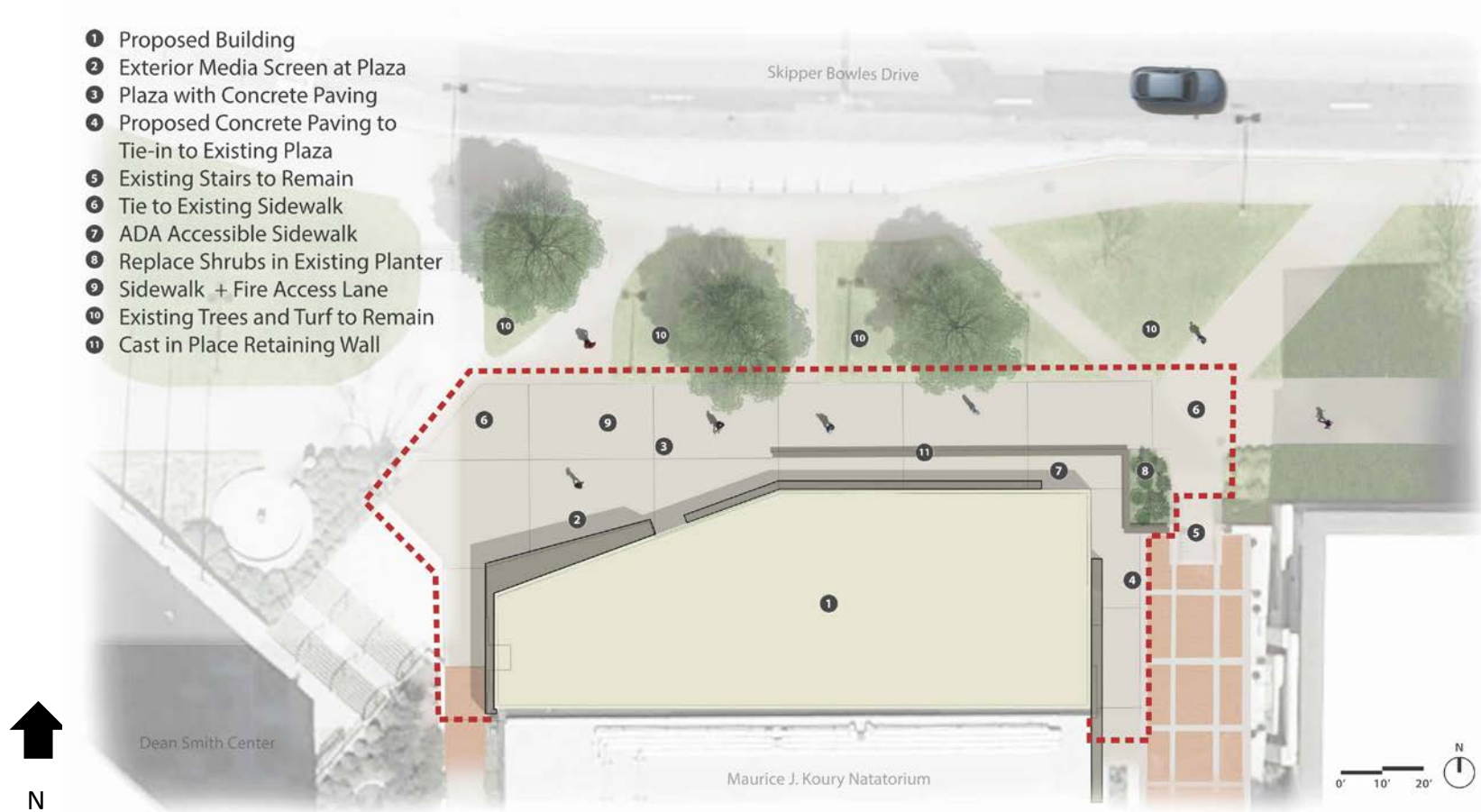




# Media and Communication Studio



# Media and Communication Studio





# Media and Communication Studio



**AERIAL VIEW  
LOOKING SOUTH**

# Media and Communication Studio



**VIEW FROM NORTH**

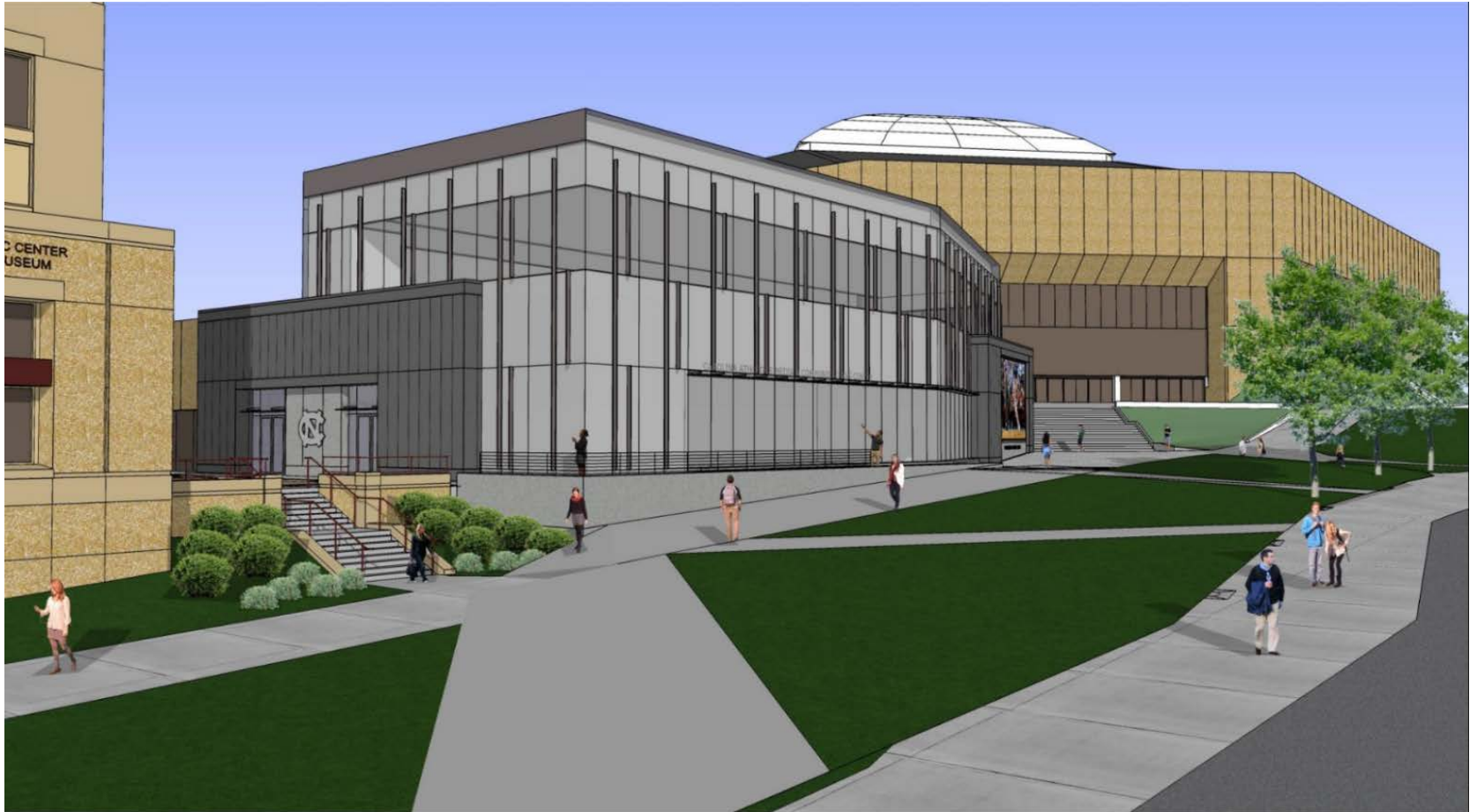


# Media and Communication Studio



**VIEW FROM NORTHWEST**

# Media and Communication Studio



**VIEW FROM NORTHEAST**

## **ATTACHMENT F**

### **PROPERTY DISPOSITION BY EASEMENT TO THE RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY**

This request is for approval to authorize disposition of property by donation of easements to the Research Triangle Regional Public Transportation Authority d/b/a GoTriangle along the projected route to be needed for construction of the Durham-Orange Light Rail Transit system. The easements are needed to construct the track and will provide a 75 foot corridor through which the track will run. GoTriangle will have maintenance responsibilities within the donated easements. The easements are interspersed across 20 locations on campus and make up approximately 20 acres. The final path of the track, as well as the terms of the easements, will be determined in consultation between UNC-CH and GoTriangle. All donated easements are reversionary and will be returned to the University in the event that the Durham-Orange Light Rail Transit is not constructed as currently planned.

#### **RECOMMENDED ACTION:**

A motion to recommend approval authorizing disposition of property by easement by donation to The Research Triangle Regional Public Transportation Authority d/b/a GoTriangle for the purpose of constructing the Durham-Orange Light Rail Transit system, in accordance with design plans and terms approved by UNC-CH and GoTriangle.

# Donation of Rights-of-Way to Go Triangle

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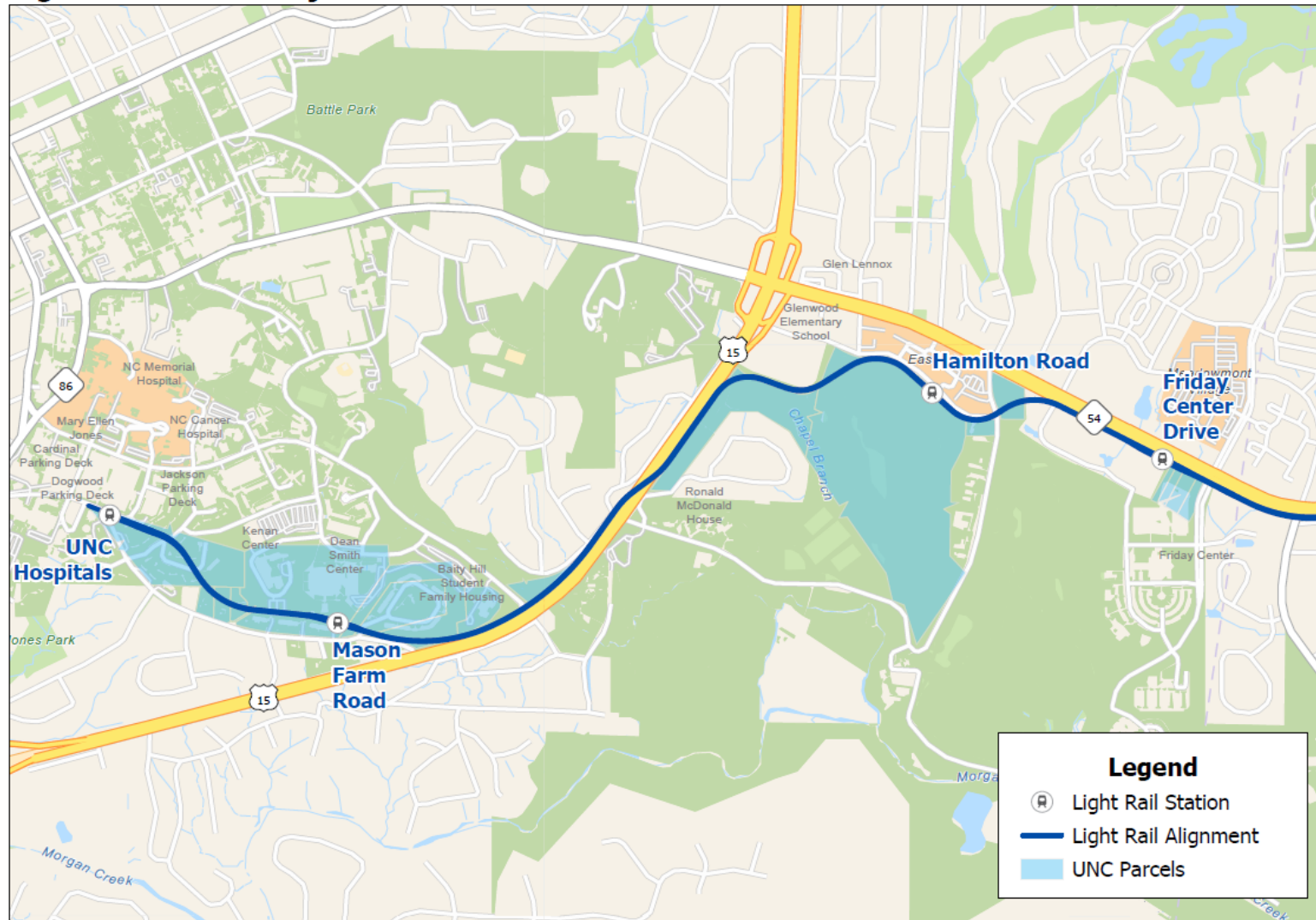
FINANCE AND  
OPERATIONS





# Map of Route and Impacted UNC-CH Parcels

## Durham-Orange Light Rail Transit Project



# Line-Item Donation Summary

Parcel	Owner	Pin #	Address	Overall value per sq.ft.	Land value per sq.ft.	Area Acquired (sq. ft.)	Appraised Value
1	State of North Carolina	9788-54-3697	None	\$47.22	\$50.00	98,662	\$4,658,475
5	State of North Carolina	9788-52-5084	1301 Mason Farm Rd	\$5.34	\$4.50	9,583	\$51,200
6	State of North Carolina	9788-51-7989	1303 Mason Farm Rd	\$10.43	\$4.50	15,942	\$166,200
7, 8	State of North Carolina	9788-51-9953	1307 Mason Farm Rd	\$26.71	\$4.50	18,251	\$487,525
		9788-61-0844	None				\$0
9, 10, 11	State of North Carolina	9788-62-8174	1351-1501 Mason Fm. Rd	\$36.92	\$10.00	158,208	\$5,841,575
		9788-82-1430					\$0
		9788-71-7979	1600-2000 Baity Hill Rd.				\$0
12	State of North Carolina	9788-82-4500	580 Manning Dr	\$50.00	\$50.00	4,225	\$211,250
30	State of North Carolina	9798-14-9225	None	\$0.04	\$0.04	68,955	\$2,775
30A	State of North Carolina	9798-33-3326	None	\$19.24	\$9.70	120,095	\$2,310,600
35	State of North Carolina	9798-44-2085	None	\$14.00	\$13.50	12,371	\$173,200
37	State of North Carolina	9798-34-3092	1370 Raleigh Rd	\$0.30	\$0.30	23,435	\$7,050
41, 42, 43, 44	State of North Carolina	9798-63-1365	None	\$17.62	\$19.50	17,336	\$305,425
		9798-63-2331	None				\$0
		9798-63-4301	None				\$0
		9798-62-4156	None				\$0
524	State of North Carolina	9788-54-3697	None	\$0.30	\$0.30	18,687	\$5,600
			Totals			565,750	\$14,220,875
				Appraised for Easements		12.988	\$14,220,875
				Temporary construction easements (TCE) and permanent utility easements:		6.553	\$1,189,171
				Totals		19.541	\$15,410,046

# Schedule for Approvals

Approval Body	Meeting Date	Purpose
PRC	3/16/18	General information about project
BOT	March 28/29	General information about project
PRC	4/20/18	Vote
BOT	May 30/31	Vote
BOG	July 27/28	Vote
COS	Aug 7 or Sept. 4	Vote on donation of easements
COS	Sept. 4 or Oct. 2	Vote on sale of 3 residential easements

## **ATTACHMENT G**

### **PROPERTY ACQUISITION BY LEASE – OFFICE SPACE – THE SCHOOL OF PHARMACY**

This request is to renew a lease for approximately 4,244 SF of office and laboratory space located at 6 Davis Drive in the Research Triangle Park for use by the UNC School of Pharmacy's Institute for Drug Safety Sciences from Alexandria Real Estate Equities, Inc. This leased space is currently used for drug research by the Institute and expires June 30, 2018. The lease term will be three (3) years at an initial annual cost, including operating expenses, of approximately \$180,000. UNC has the right to terminate the lease after the first year and an option to renew for an additional three (3) years, if it so chooses. Alexandria Real Estate Equities, Inc. was selected as the lessor through a public bid process.

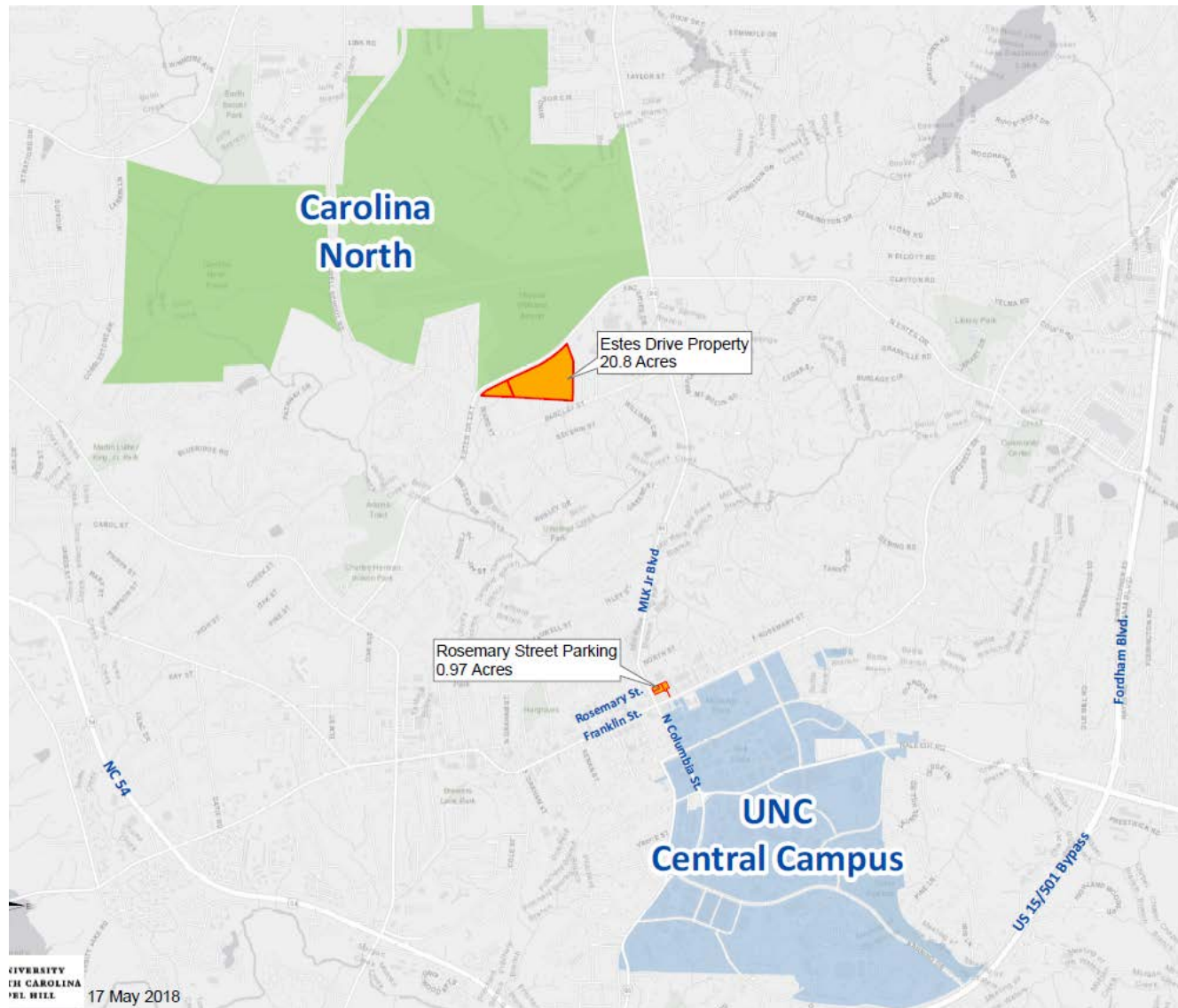
#### **RECOMMENDED ACTION:**

A motion to recommend approval to acquire office space by lease as described above.

# Town of Chapel Hill Parking Lot

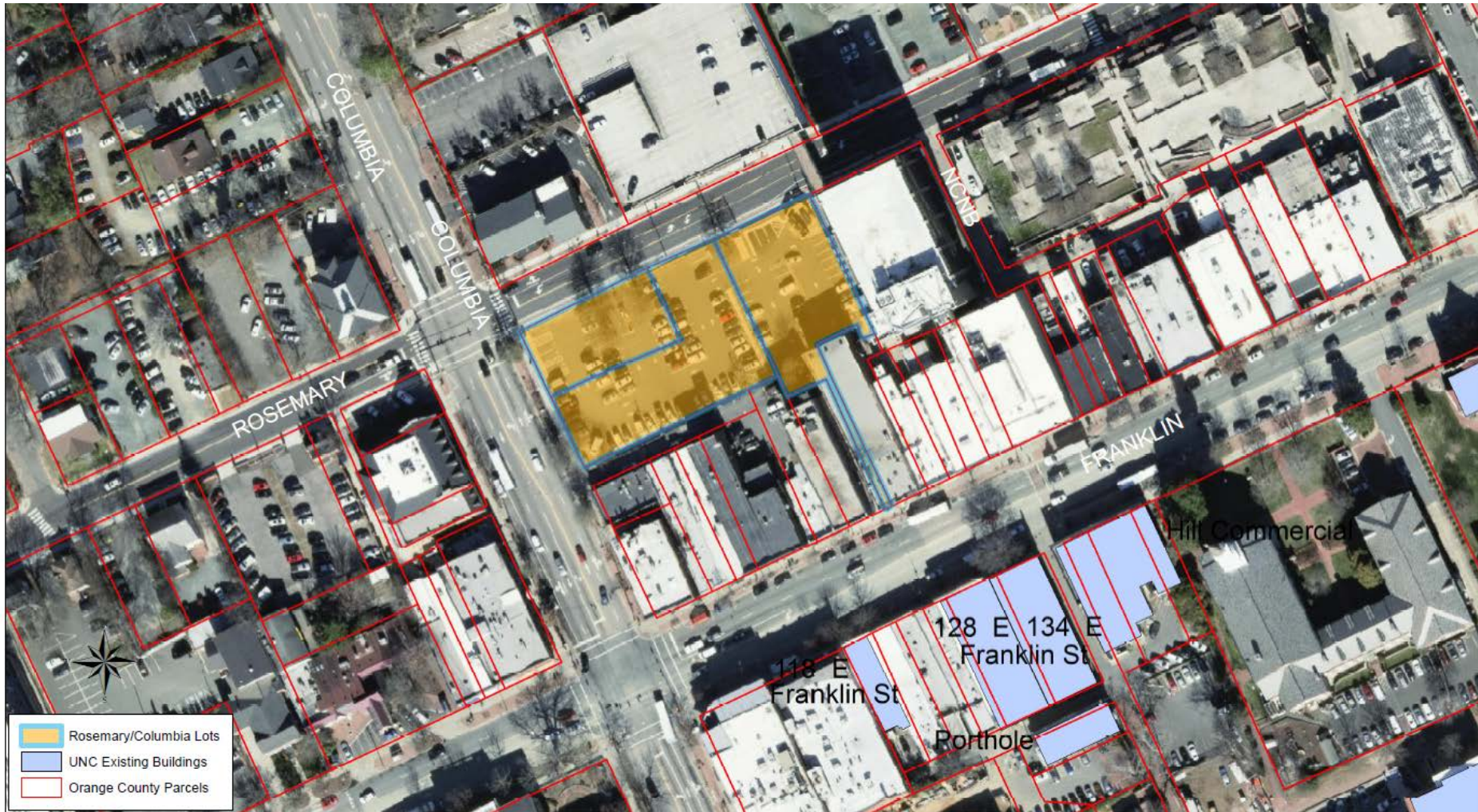
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# Overview





# Columbia and Rosemary Parcels



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

Town of Chapel Hill Parking Lot - Rosemary & Columbia

50 0 50  
Feet  
17 May 2018



# Estes Parcels



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

UNC Property on Estes Drive

100 0 100  
Feet  
17 May 2018



## **ATTACHMENT I**

### **FOR INFORMATION – MEDICAL EDUCATION BUILDING**

The new Medical Education building will replace Berryhill Hall with a new facility that would allow the Medical Education program to compete with top medical schools across the country. The project includes immersive learning for simulation, standardized patients, surgical training, and skills labs to meet the most current thinking about the increased need for inter-professional practice and education. It also includes a more flexible and consolidated foundational sciences teaching space representing anatomy and physiology (human structures) and microbiology.

Other program components in the project include an Active Learning Theatre that can hold the projected class size of 230 medical students and also facilitate interactive, case-based learning; medical education classroom and seminar space; and medical education administrative and student interface space. Additionally, the project will co-locate School of Medicine and Health Care leaderships to provide improved efficiency and bring students, clinicians and administrators together in a collaborative environment.

The project is scheduled to start construction in late 2019.

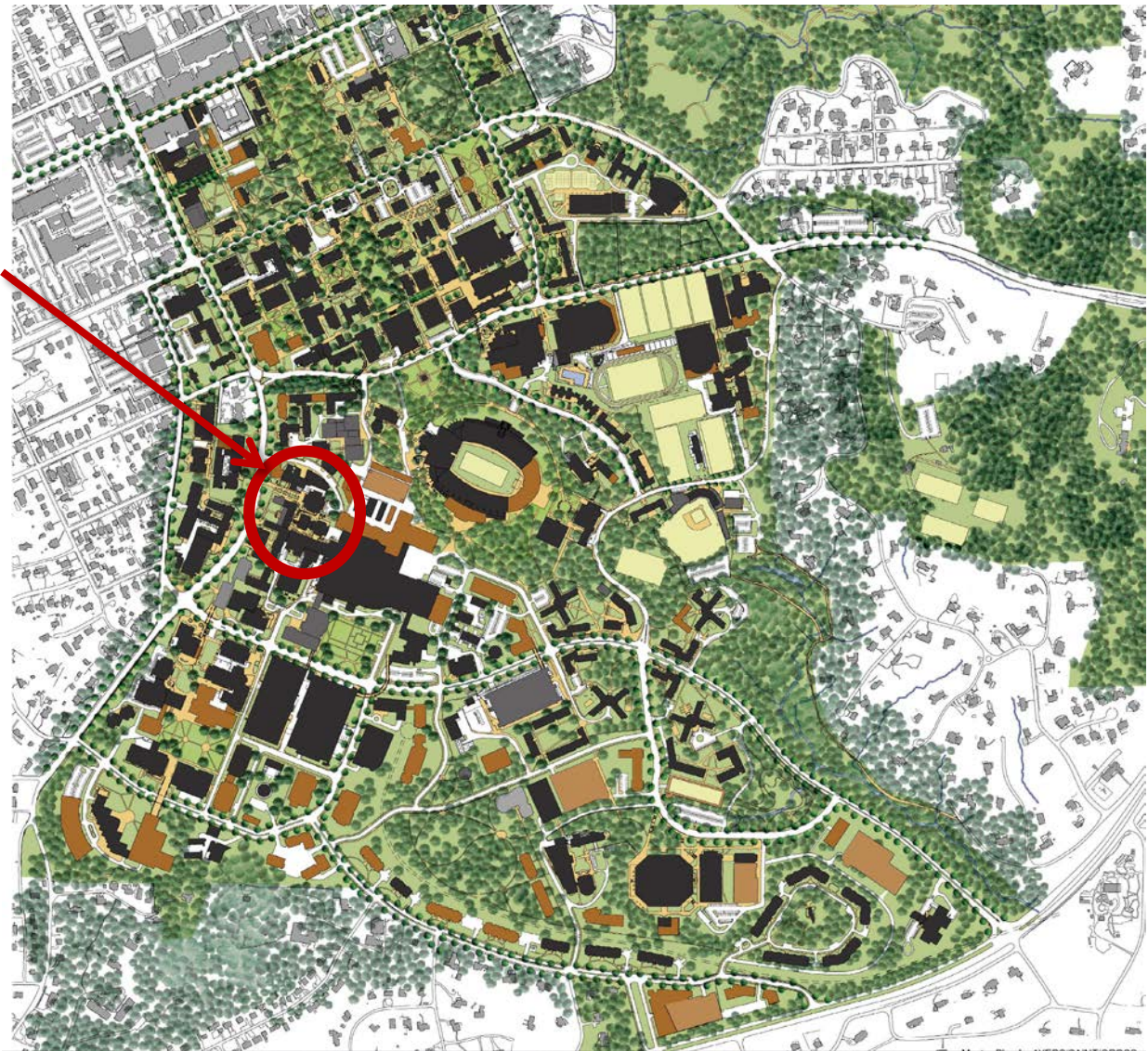
Anticipated project budget is \$104,500,000 and will be funded by State of North Carolina bonds, F&A, and UNC Healthcare.

This information is presented to the Board of Trustees for review and comment.

No formal action is requested at this time.

# Medical Education Building

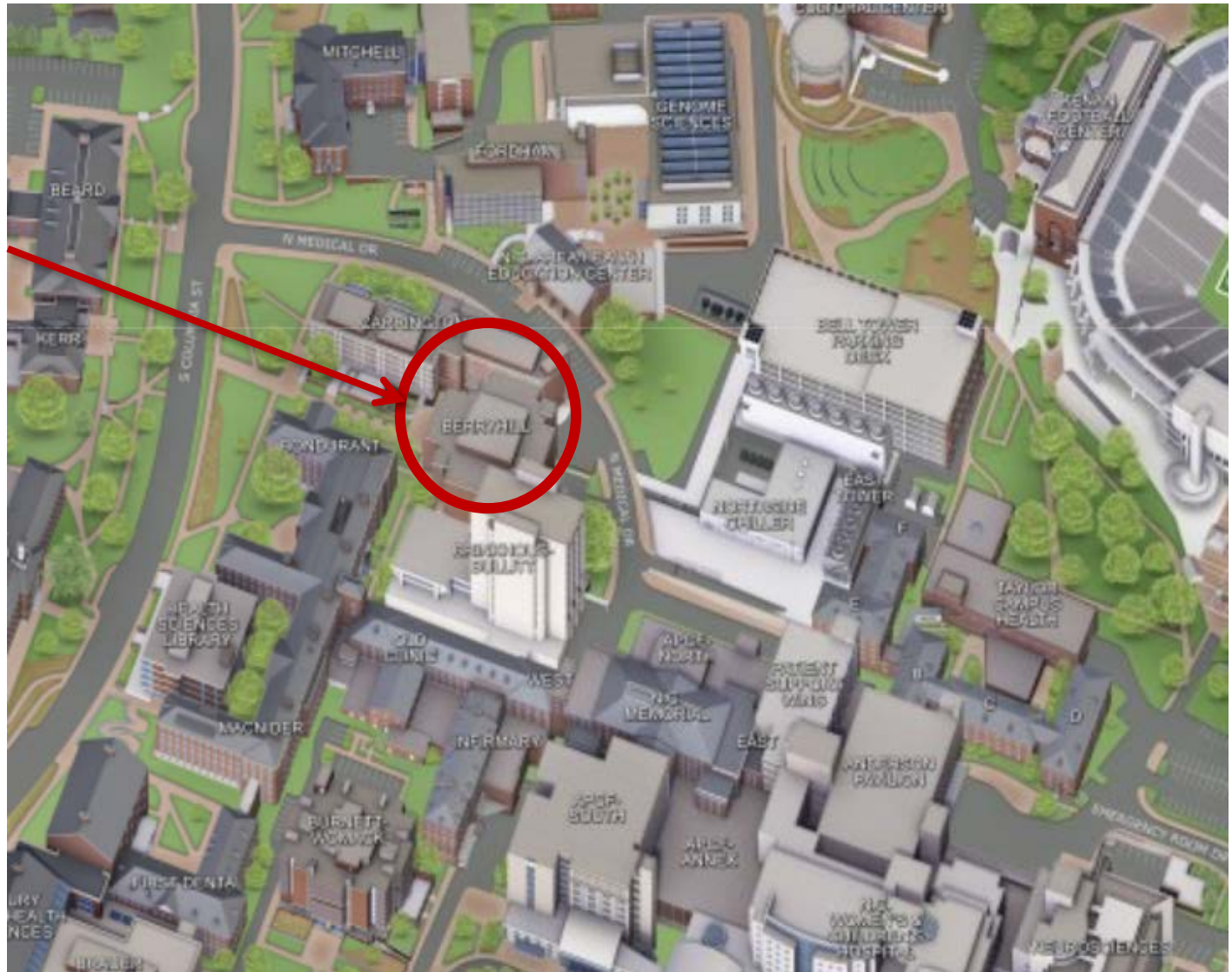
PROJECT LOCATION





# Medical Education Building

## PROJECT LOCATION



N

# Medical Education Building



**AERIAL VIEW  
EXISTING CONDITIONS**



# Medical Education Building



# Medical Education Building



**VIEW FROM WEST / SOUTH COLUMBIA STREET**



# Medical Education Building



**VIEW FROM EAST / MEDICAL DRIVE**

# Medical Education Building



**VIEW FROM NORTHEAST**



# Medical Education Building



**VIEW OF WEST ENTRY PLAZA**



# Medical Education Building



**VIEW OF EAST ENTRANCE**

REPORT TO THE FINANCE,  
INFRASTRUCTURE, AND  
AUDIT COMMITTEE  
OF THE  
BOARD OF TRUSTEES

Internal Audit Department

University of North Carolina  
at Chapel Hill

May 30, 2018

**UNC - CHAPEL HILL**  
**INTERNAL AUDIT DEPARTMENT**  
**SUMMARY OF AUDIT ACTIVITIES AND PROJECTS COMPLETED AND IN PROCESS**  
**DECEMBER 11, 2017 TO APRIL 15, 2018**

---

**ANNOUNCEMENTS**

May is Internal Audit Awareness Month, a recognition sponsored by the Institute of Internal Auditors. Governor Roy Cooper issued an order proclaiming May 2018 “Internal Audit Awareness Month” in North Carolina.

In response to the results of our Internal Quality Assessment Review, we developed an internal audit strategic plan (plan) for July 2018 to August 2020. The plan focuses on resolving areas for improvement noted in that review. The plan also includes key performance indicators for Internal Audit that will be reported as part of each Internal Audit presentation to the Board of Trustees.

**COMPLETED PROJECTS**

**Follow-up to Office of State Auditor’s Information Technology General Controls (ITGC) Review** – procedures to assess the status and adequacy of management’s work to correct the findings. Internal Auditors are required to perform these reviews and report the status of corrective action within 90 days of the date of a report issued by the Office of the State Auditor. One of four findings has been corrected, satisfactory progress has been made to resolving the remaining three.

**Internal Quality Assessment Review** – a review done to assess the degree of conformity with the *International Standards for the Professional Practice of Internal Auditing (Standards)*. These standards require these internal reviews to be done, periodically. Our review showed that the UNC-CH Internal Audit Generally conforms with the *Standards*. Generally conforms means that we have a charter, policies, and processes that are judged to be in conformance with the *Standards* and the Code of Ethics. The review identified four areas for improvement and we have developed corrective action plans to address these issues.

**Lineberger Comprehensive Cancer Center (LCCC) Tissue Culture Facility** – a review of allegations regarding camera and computer purchases made by the Tissue Culture Facility. We were unable to locate or otherwise account for approximately \$78,000 worth of items, primarily cameras, purchased since fiscal year 1995. LCC implemented new purchasing processes during the audit. These changes satisfactorily resolve the findings from this audit.

**Clery Act Reporting** – a review of processes used to manage notifications and reporting required by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. This project has been delayed by the Nutrition Research Institute review and work done to assess the status of prior audit findings. *Rescheduled.*

**Follow-up of Prior Internal Audit Findings** – review and testing done to determine if management had corrected findings from past audit reports. Standard **2500 – Monitoring Progress** of the *International Standards for the Professional Practice of Internal Auditing* requires that “the chief audit executive must establish and maintain a system to monitor the disposition of results communicated to management.”:

**UNC - CHAPEL HILL**  
**INTERNAL AUDIT DEPARTMENT**  
**SUMMARY OF AUDIT ACTIVITIES AND PROJECTS COMPLETED AND IN PROCESS**  
**DECEMBER 11, 2017 TO APRIL 15, 2018**

<b>Original Report #</b>	<b>Report Title</b>	<b># of Findings</b>	<b>Status of Findings</b>
#428.2	Deficit Spending - Sponsored Research	7	All corrected
#452	Recharge Center Function	4	1 corrected, ` 3 satisfactory progress
#456.1	Restricted Funds - Development	4	All corrected
#456.10	Restricted Funds - Finance	1	Corrected
#469.1	Gene Therapy Vector Core	3	All corrected
#469.2	Gene Therapy Vector Core - Provost	1	Corrected
#472.2	Independent Contractors Review - Disbursement Services	1	Corrected
#472.3	Independent Contractors Review - KFBS	1	Corrected
#481	Management of Sponsored Awards and Time and Effort Reporting	4	1 corrected, ` 3 satisfactory progress
#488	Shared Services and Data Monitoring	1	Satisfactory progress

**Assistance to Management** – Three projects – financial analyses and email reviews in support of reviews being done by management.

### **IN PROCESS**

**Follow-up of Prior Internal Audit Findings** – assessment of the status of the remaining group of prior audit findings.

**Historically Under-utilized Business Program** – a review of processes used to promote and encourage full and open competition, promote equal access to contracting opportunities among the various contractors and vendors that do business with the University, and ensure compliance with policy reporting requirements related to this program. This project was delayed in April, May, and June 2017 by time-sensitive projects requested by management. Field work is complete.

**Nutrition Research Institute** – a review of allegations of incorrect purchasing practices and use of requisitions when needed. We have expanded the scope of this review to include a wider range of fiscal activities at the Institute. Audit work is complete and draft report is in process.

**Follow-up to Audit of the Carolina Center for Educational Excellence (CCEE)** – a review to assess progress toward correcting issues reported in our spring 2017 audit of CCEE. Audit work is complete and draft report is in process.

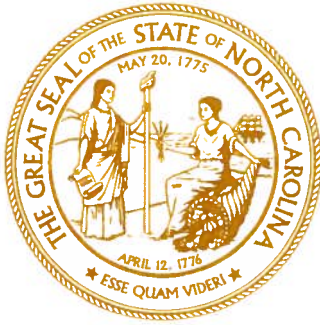
**UNC - CHAPEL HILL**  
**INTERNAL AUDIT DEPARTMENT**  
**SUMMARY OF AUDIT ACTIVITIES AND PROJECTS COMPLETED AND IN PROCESS**  
**DECEMBER 11, 2017 TO APRIL 15, 2018**

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**Governance – Trustee Orientation** – an assessment of information and training provided to Board of Trustee members. The Board of Trustees is one of the cornerstones of the University’s governance structure. Audits of governance are required by *International Standards for the Professional Practice of Internal Auditing*. Project is in the planning phase.

**Protein Expression and Purification Core** – advisory project related to the Core’s project management and billing practices. Initiated based on anonymous allegations.

**Sexuality Studies** – a review of processing of donor gifts. Initiated based on anonymous allegations.



# State of North Carolina

**ROY COOPER**  
GOVERNOR

**INTERNAL AUDIT AWARENESS MONTH**

**2018**

**BY THE GOVERNOR OF THE STATE OF NORTH CAROLINA**

## **A PROCLAMATION**

**WHEREAS**, internal auditing is a vital part of strengthening organizations and protecting stakeholders of both the public and private sectors; and

**WHEREAS**, internal auditing helps identify and manage organizations' risk and ensures that policies, procedures, and controls are in place and working appropriately; and

**WHEREAS**, internal auditing is an increasingly sophisticated and complex activity requiring specialized knowledge, training, and education; and

**WHEREAS**, internal auditing is an established profession, led by the institute of Internal Auditors, with a globally recognized code of ethics and International Standards for the Professional Practice of Internal Auditing; and

**WHEREAS**, the contribution of internal auditors to the success of organizations, and the global economy at large, deserves our recognition and commendations;

**NOW, THEREFORE**, I, ROY COOPER, Governor of the State of North Carolina, do hereby proclaim May, 2018, as **"INTERNAL AUDIT AWARENESS MONTH"** in North Carolina, and commend its observance to all citizens.



  
\_\_\_\_\_  
Roy Cooper  
Governor

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the Great Seal of the State of North Carolina at the Capitol in Raleigh this twenty-sixth day of April in the year of our Lord two thousand and eighteen and of the Independence of the United States of America the two hundred and forty-second.

**UNC Internal Audit**  
**Report to Finance, Infrastructure, and Audit Committee**  
**UNC-CH Internal Audit**  
**Key Performance Indicators**  
**May 2018**

Indicator	May 2018
Staff with professional certifications – target 85%	100%
Hours of continuing education received by staff members	694.8
Participation in key university initiatives or serving on key committees -1-	12
Percentage of Internal Audit recommendations accepted by management – target of 95%	100%
Number of engagements completed relative to the annual plan -2-	5 of 16
Number of engagements completed that were not included in the annual audit plan -3-	11

-1- = Internal Control and Governance

Policy Liaisons  
Integrity Advisors  
Enterprise Data Coordinating Committee  
General Data Protection Regulation (GDPR) Working Group \*  
HIPAA Security Liaisons  
University Committee for the Protection of Personal Data (UCPPD)  
Privacy Liaisons  
AICPA Committee  
Search Committee - Executive Director for Enterprise Financial Accounting \*  
Interviews - Associate Director, Office of Ethics Education and Policy Management \*  
Compliant Electronic Receipt Transactions through Innovation and Financial Integrity (CERTIFI)

-2- = In addition, we completed follow-up work for 25 of 38 previously issued audit reports. The follow-up project is a single item in the audit plan.

-3- = the audit plan has a single unit with a pool of hours for special projects and investigations. Individual projects are identified during the fiscal year.

\* = new for 2017/18



**UNC Internal Audit  
Use of Audit Resources  
Summary of Audit Hours Used - FY 2018 as of 04/15/18**

	<u><b>Budgeted</b></u>	<u><b>Pro-Rated Budget -5-</b></u>	<u><b>Hours Charged</b></u>	<u><b>Variance (Over)/Under</b></u>	<u><b>Budgeted Percent</b></u>
Total Hours Available -1-	14,560	n/a	n/a	n/a	
<u>Add:</u> Projected temporary staff	600	n/a	n/a	n/a	
<u>Less:</u> Vacancies -2-	(3,120)	n/a	n/a	n/a	
<b>Adjusted hours available</b>	<b>12,040</b>				
<u>Less:</u> Leave	(1,904)	(1,507)	1,684	(176)	
<u>Less:</u> Continuing Education	(440)	(348)	756	(407)	
<u>Less:</u> Other Administrative Time -3-	(1,258)	(996)	980	16	
<b>Total for Training, Leave, &amp; Administrative</b>	<b>(3,602)</b>	<b>2,852</b>	<b>3,419</b>		<b>29.9%</b>
<b>Hours Available for Projects</b>	<b>8,438</b>				
Routine Audits & Annual Projects	3,860	3,056	2,567	489	32.1%
Audit Related -4-	2,100	1,663	574	1,089	17.4%
Unplanned Projects and Advisory Work	2,500	1,979	2,274	(295)	20.8%
<b>Total Scheduled/Charged</b>	<b>8,460</b>	<b>6,698</b>	<b>5,415</b>		
<b>Under/&lt;Over&gt; Scheduled</b>	<b>(22)</b>				

-1- = seven staff members at 2080 hours/year

-2- = one position projected to be filled by 12/31/17 (1,040 hours vacant); one position with insufficient funding to fill (2,080 hours)

-3- = training, audit committee activities, meetings, professional reading, etc.

-4- = consulting and advisory work, activities that improve audit operations.

-5- = budget pro-rated for nine and a half months

# **UNC Internal Audit**

## **Status of 2017/18 Audit Schedule as of 04/15/18**

### **Planned Audits**

#### **Complete**

Follow-up for OSA IT GC Audit

#### **In Process**

Historically Under-utilized Business Program

***Carolina Center for Educational Excellence - follow-up      addition***

Follow-up for Prior Internal Audit Findings

Governance - Trustee Orientation

Chemistry - departmental audit

Energy Services Equipment

#### **Scheduled**

Athletics Ticket Sales

Building Access

#### **Deferred**

Clery Act Reporting

### **Annual Projects**

#### **Complete**

2017/18 Risk Assessment and Audit Plan

2017 State Audit

Internal QAR

SACS 2018

#### **In-process**

2018/19 Risk Assessment and Audit Plan

#### **Not Needed**

UNC Business Compliance Program 2018

### **Audit Related**

#### **Complete**

Key Performance Indicators Reporting

#### **On-going**

Audit Manual

Time System

Office Systems

Audit Committee

Media Requests

Audit Process Improvement

Data Access and Reporting

#### **Not Needed**

Board of Governors' Meetings

### **Special Projects & Management Requests**

#### **Complete**

Radiology 2016

Carolina Center for Educational Excellence

## **UNC Internal Audit**

### **Status of 2017/18 Audit Schedule as of 04/15/18**

Law - Center for Civil Rights  
School of Law - Teaching Loads  
Journalism - Fair Labor Standards Act  
UNC Core  
Lineberger Cancer Center Tissue Culture Facility  
Search Committee - Executive Director for Financial Reporting  
Other, short-term projects - four

#### **In Process**

Nutrition Research Institute  
UNC Protein Core  
Sexuality Studies

#### **On-going**

CERTIFI  
Internal Control and Governance Committee  
Policy Liaisons  
Compliance Strategy  
Integrity Advisors  
GDPR Working Group  
HIPAA Security Liaison  
University Committee on the Protection of Personal Data  
Privacy Liaison  
Enterprise Data Coordinating Committee  
Multiple short-term advisory projects

**University of North Carolina at Chapel Hill  
Internal Audit Department  
Internal Quality Assessment Review  
May 4, 2018**



THE UNIVERSITY  
*of* NORTH CAROLINA  
*at* CHAPEL HILL

Distribution of Final Report

Carol L. Folt  
Amy Locklear Hertel

UNC Board of Trustees  
University of North Carolina System  
Council of Internal Audit



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

INTERNAL AUDIT  
DEPARTMENT

HILL COMMERCIAL BUILDING  
CAMPUS BOX 1050  
CHAPEL HILL, NC 27599-1050

T 919.962.5524  
F 919.962.2659

May 04, 2018

Mr. Dwight Stone  
Chair - Finance, Infrastructure, and Audit Committee  
UNC-CH Board of Trustees

Dear Mr. Stone:

We have conducted an internal quality assessment review (internal QAR) of internal audit activity at the University of North Carolina at Chapel Hill (UNC-CH). The *International Standards for the Professional Practice of Internal Auditing (Standards)* require these reviews to be conducted, periodically.

The internal QAR was performed using tools from the Institute of Internal Auditor's *Quality Assessment Manual for the Internal Audit Activity* (2017 IPFF Aligned).

The review period was calendar year 2017.

The Institute of Internal Auditors' QAR framework uses categories for rating conformity with the *Standards*:

"Generally Conforms" means that an internal audit activity has a charter, policies, and processes that are judged to be in conformance with the *Standards* and the Code of Ethics.

"Partially Conforms" means that deficiencies in practice are noted and are judged to deviate from the *Standards* and the Code of Ethics; however, these deficiencies did not preclude the internal audit activity from performing its responsibilities in an acceptable manner.

"Does Not Conform" means that deficiencies in practice are judged to deviate from the *Standards* and the Code of Ethics and are significant enough to seriously impair or preclude the internal audit activity from performing adequately in all or in significant areas of its responsibilities.

Based on the procedures we performed, we conclude that the UNC-CH internal audit activity generally conforms with the *Standards* and the Code of Ethics.

Our review identified opportunities for improvement and we have developed corrective action plans to address these issues – refer to Attachment A. We also identified successful practices – refer to Attachment B.

Mr. Dwight Stone  
May 04, 2018  
Page 2

We will perform additional internal QARs in the future and will report the results of those review to the Board of Trustees and University management.

If you have questions or comments, please call me at (919) 962-7883.

Sincerely,



Phyllis C. Petree  
Chief Audit Officer

Attachments: 2

**Attachment A – Opportunities for Improvement  
UNC-CH Internal Audit  
Internal Quality Assessment Review**

---

**Internal auditors must consider the nature and extent of work needed to achieve the engagement's objectives. Internal auditors must evaluate nature and complexity of each engagement, time constraints, and available resources.**

**Observations**

Projects have time budgets and due dates. However, some projects are not completed in expected time frames or within budget. Due dates are sometimes missed.

We have a time/project management system that tracks hours charged to each project and staff members receive copies of reports from the time system bi-weekly. The reports provide good information, but we could make more use of them as a project and time management tool.

**Planned Action**

We plan to make more effective use of time system reports in bi-weekly status meetings between the Chief Audit Officer and staff members.

Our newly developed strategic plan includes an initiative to complete projects in more reasonable time frames and improve project management skills. We will facilitate staff training in management of time and projects as training opportunities are identified.

**The internal audit activity must assess and make appropriate recommendations to improve the organization's governance processes. The internal audit activity must evaluate the effectiveness and contribute to the improvement of risk management processes.**

**Observations**

The University published its first strategic plan, Blueprint for Next, in Spring 2017. There are no formal governance or risk management functions.

Most of our governance, strategic planning advice, risk management, and ethics work has been in the form of advisory and committee work. We have not completed assurance audits of governance and risk management processes.

We review a department's strategic plan, if one exists, as part of our audit procedures.

We have a governance audit, Trustee Orientation, scheduled for FY 2017/18 but it will not be completed until the 4<sup>th</sup> quarter.

**Planned Action**

We will include a review of strategic plans in future, annual risk assessments and discuss the plan with management in our annual audit planning meetings.

We will encourage management to revisit recommendations of the ERM Task Force and begin to develop a formal risk management function or at least a process for anticipating, identifying, and communicating risks. We will advise management as they develop governance and risk management programs for the University and schedule audits of these programs as they mature.

**Attachment A – Opportunities for Improvement**  
**UNC-CH Internal Audit**  
**Internal Quality Assessment Review**

---

We will complete the Trustee Orientation audit by July 2018.

**The Chief Audit Officer should communicate the results of ongoing monitoring on an annual basis to senior management and the board.**

**Observations**

In the past, we have not had a strategic plan or key performance indicators that are reported to the Finance, Infrastructure, and Audit Committee.

**Planned Action**

As part of the internal review, we developed an initial strategic plan with several key initiatives and a small group of performance metrics.

We will review these items and least once a year, update if necessary, and report to the Finance, Infrastructure, and Audit Committee regarding progress toward completing the strategic plan and any changes to it and information regarding performance metrics.

**Internal auditors must consider the use of technology-based audit and other data analysis techniques.**

**Observations**

We have auditing software and use it for some analyses but have not taken full advantage of its features. We use analytical tools available in Excel and work with data we retrieve directly from Connect Carolina.

**Planned Action**

We will expand our technology-based audit activity and increase the use of data analytics. We will also obtain training for staff members in use of our auditing software.



**Attachment B – Successful Practices  
UNC-CH Internal Audit  
Internal Quality Assessment Review**

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**Relationship with the Board, senior management, and the campus community**

**Observations**

UNC-CH Internal Auditors have built strong relationships with campus constituents. We are seen as trusted advisors and partners who focus on finding solutions and identifying opportunities for improvement. We are accessible to the campus community and focus on keeping all levels of management up-to-date about audit projects and issues identified.

These relationships and practices are essential to internal audit's role as an informational resource and to our ability to assist with governance and risk management processes.

**Risk Assessment and Audit Planning**

**Observations**

UNC-CH Internal Audit bases its annual work plan on a university-wide risk assessment that considers departments as well campus-wide functions and specific activities in or among departments.

We consult with the Chair of the Finance, Infrastructure, and Audit Committee, members of senior management, and other key personnel in the campus community to identify and understand any risk concerns they might have, recent accomplishments in their areas of responsibility, and plans for the new future. We use these discussions to identify possible audit projects and other ways that Internal Audit can assist management. We use information obtained in these meetings to assess university-wide risk and to select audit projects for each fiscal year.

Risk factors include both qualitative and quantitative factors as well as trends and changes at the University and in higher education as a whole.

**Purpose, Authority, and Responsibility; Organizational Independence**

**Observations**

The internal audit activity has a comprehensive charter that defines its mission, role, responsibilities, and reporting structure and guarantees independence and freedom from interference.

There is also a charter for the audit-related functions of the Finance, Infrastructure, and Audit Committee of the Board of Trustees.

Both charters are reviewed at least annually and updated if needed.

The Department of Internal Audit is placed appropriately, organizationally. The Chief Audit Officer reports functionally to the Chair of the Finance, Infrastructure, and Audit Committee of the UNC-CH Board of Trustees and administratively to the Chancellor.

The Chief Audit Officer has unrestricted access to members of the Board of Trustees and senior management. All members of the Internal Audit staff have unrestricted to individual and information needed to conduct audit projects.

**Attachment B – Successful Practices  
UNC-CH Internal Audit  
Internal Quality Assessment Review**

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**Communicating Results**

**Observations**

Internal audit reports are clear, concise, use neutral language, and identify the cause and effect of issues reported. Our reports provide an overall opinion that is based on the results of the work we performed.

Reports have an Executive Summary that provides high-level information about the results of the audit and a Findings and Recommendations section that has details about what we found and the significance of those issues.

We keep auditees informed about the results of work while audits are in process. This practice helps ensure that we have complete, relevant information and gives management an opportunity to begin resolving any issues noted.

**Audit Process**

**Observations**

UNC-CH Internal Audit has a robust set of guidelines and templates for each phase of our audits. These documents help ensure that work is complete, consistent, and thorough.

Our audit process begins with a planning and risk assessment process designed to focus each project on an area's mission, significant activities, and significant risks. We consult with management and staff of an area being audited when we select the focus of our audit.

We do extensive reviews and analyses of internal controls and operations to identify strengths and opportunities for improvement. These analyses consider efficiency of operations in addition to processes related to financial and compliance issues.

**Audit Report Tracking Software**

**Observations**

UNC-CH Internal Audit uses Access database for keeping track of previously issued audit reports and issues from those reports.

The elements in the database allow us to filter and retrieve information about the results of past audits in a variety of categories:

By department, school, associate vice chancellor, or vice chancellor.

By date range; and

By status of previously reported issues – corrected, unresolved, risk accepted.

Filtering database information allows us to produce reports for management about prior internal audit work in their areas of responsibility.

**Attachment B – Successful Practices**  
**UNC-CH Internal Audit**  
**Internal Quality Assessment Review**

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We also use the database to manage the work we do to monitor and assess action taken in response to previously reported issues.



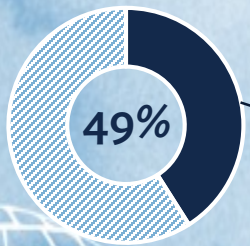
• *the* CAMPAIGN *for* CAROLINA •

David S. Routh, Vice Chancellor for Development

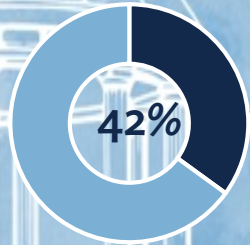
Finance, Infrastructure, and Audit Committee

# Campaign Dashboard

TOTAL CAMPAIGN ACTIVITY **\$2,068,215,967**



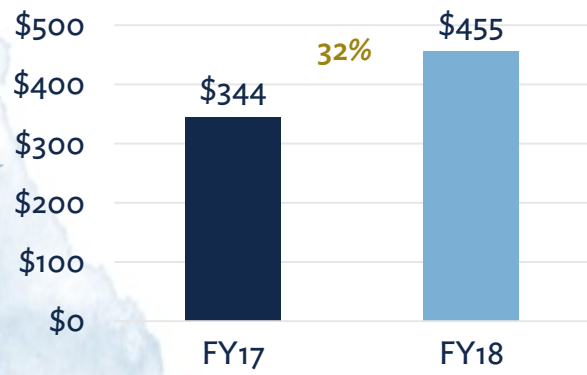
PERCENT to \$4.25B GOAL



TIME ELAPSED

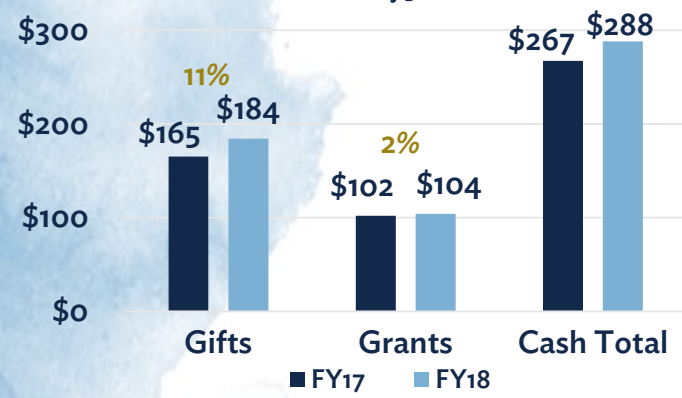
## New Cash & Commitment Totals

Amounts in millions. YTD as of 5.21.2018.



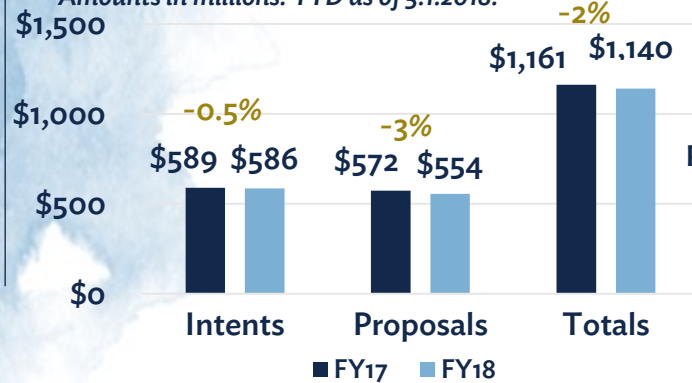
## Cash Totals

Amounts in millions. YTD as of 5.21.2018.

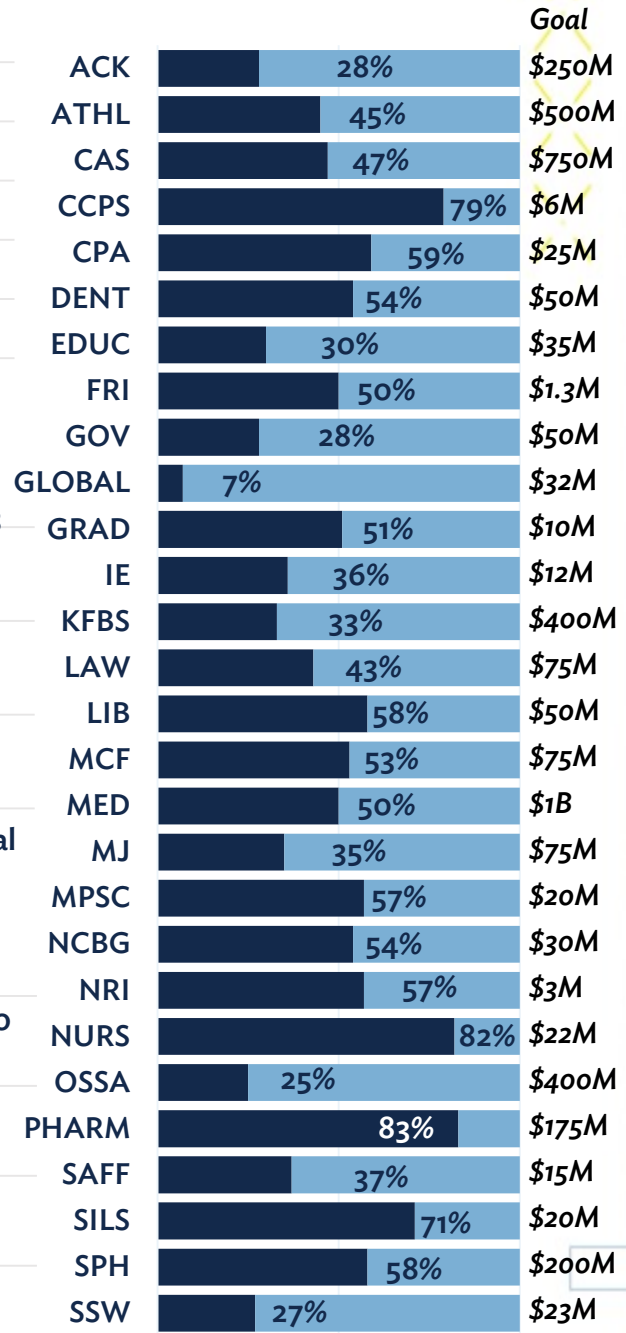


## The Pipeline

Amounts in millions. YTD as of 5.1.2018.



## SITE PROGRESS







# Palm Beach Campaign Launch

March 2, 2018

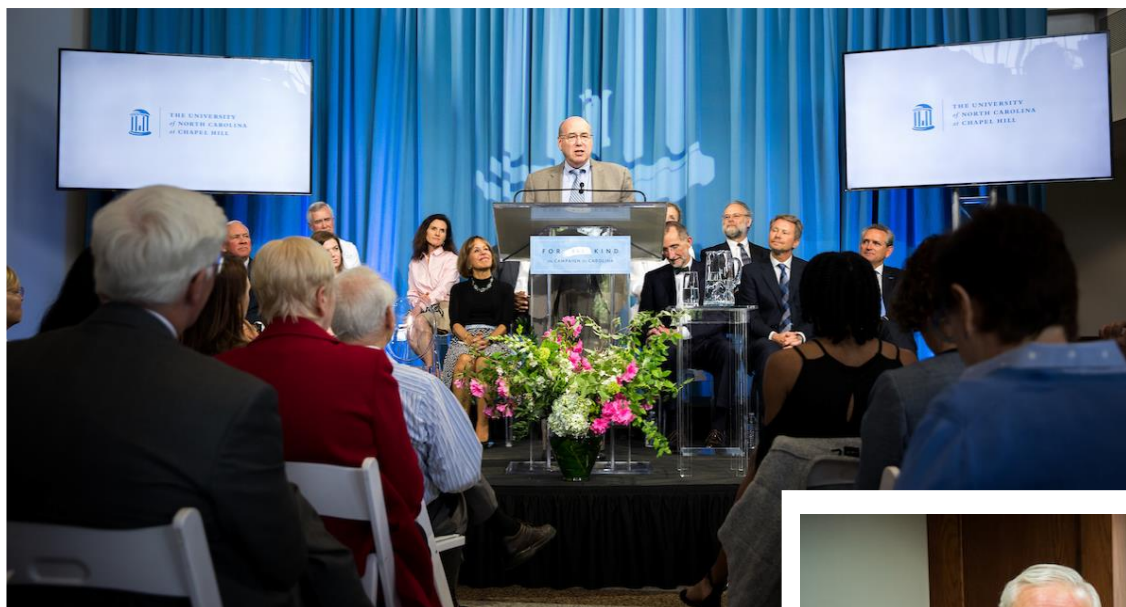




# Washington, D.C. Campaign Launch

April 12, 2018





# John William Pope Foundation

April 23, 2018







# Atlanta Campaign Launch

May 3, 2018



• *the* CAMPAIGN *for* CAROLINA •

David S. Routh, Vice Chancellor for Development

Finance, Infrastructure, and Audit Committee

# Finance, Infrastructure & Audit Committee

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FY2018 Third Quarter Management Report for UNCCH

May 2018

# Agenda

- UNC's Performance vs. Moody's Outlook for the Industry in 2018
- Impact of New GASB Standard on OPEB
- Revenues, Expenses, and Changes in Net Position Highlights
- Revenues, Expenses, and Changes in Net Position Overview

# UNC's Performance vs. Moody's Outlook for the Industry in 2018

## Moody's Outlook for Industry

**Aggregate revenue growth is expected to hover around 3.5%.** Moody's outlook for 2018 downgraded from stable to negative in December, 2017. Moody's projects subdued net tuition revenue growth, as well as research funding and state appropriations. Academic medical performance is expected to moderate and be outpaced by expense growth.

**Multiple factors contributing to negative outlook.** Rising pension liabilities, increasing labor costs and uncertainty around future federal policies contribute to negative outlook.

**Changing business conditions will affect elements of the diverse sector differently.** Universities, both public and private, with the strongest brands and value propositions for students will continue to outperform. Smaller, more regionally oriented public and private universities will face the greatest challenges.

**What could change Moody's outlook.** A stable outlook would be supported by aggregate operating revenue growth of at least 3% and above expense growth, coupled with ongoing solid student demand and strong cash and investment levels.

## UNC's Performance

**UNC's<sup>1</sup> aggregate revenue<sup>2</sup> is 2.3% higher at third quarter-end than at the comparable period of the prior year.** This aligns with Moody's growth projections, with gains concentrated in net tuition revenue, consistent endowment payouts, patient care revenue, and state appropriations.

**UNC's labor costs and pension liabilities continue to grow.** As of the nine-month period ended March 31, 2018, the University's operating expenses have increased 3.3 percent due primarily to increased labor costs. Pension liabilities are expected to continue to rise.

**UNC's brand continues to attract top students.** For fall 2017 first-year admissions, the University received 40,918 applications—approximately 14.0 percent more than fall 2016. UNC's selectivity is increasing, as the percentage of applicants admitted is 24.0 percent in FY2017 compared to 26.0 percent in FY2016.

**UNC's financial results continue to depend significantly on financial market performance.** The UNC Investment Fund, the primary pool of university investments, has consistently outperformed benchmarks. Its FY2018 to-date performance has exceeded its long-term return objective.

<sup>1</sup>The financial performance of consolidated foundations included in the CAFR are not reflected in interim management reporting.

<sup>2</sup>Aggregate revenue is calculated to align with Moody's analysis and includes operating revenue, pro rata state appropriations, non-capital gifts and endowment payout.



# Impact of New GASB Standard on OPEB

## **GASB 75 – Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB):**

- Effective FY2018, we are required to record a liability for postemployment benefits other than pensions. The liability at the beginning of the year will be recorded as a restatement of FY2017 unrestricted net assets.
- The majority of the liability is for Retiree Health Benefits. Also included is Disability Income which is currently slightly overfunded.
- Implementation is similar to GASB 68 (Pension) which was effective in FY2015.
- UNC Chapel Hill will record its proportionate share of the state collective net OPEB liability.
- The amount of net OPEB liability for North Carolina is \$43 billion as of 7/1/2017. UNC Chapel Hill's portion is 7.25% resulting in a \$3.1 billion net OPEB liability.
- The net OPEB liability for North Carolina is \$33 billion as of 6/30/2018. UNC Chapel Hill's portion is 6.36% resulting in a \$2.1 billion net OPEB liability.
- While we expect that the rating agencies will evaluate the University's OPEB liability, we currently do not expect a change in rating based on GASB 75 in isolation.

# Revenues, Expenses, and Changes in Net Position Highlights

UNC's<sup>1</sup> financial results for the nine-month period ended March 31, 2018 show operating expenses increasing over the same nine-month period of the prior year, and at a greater rate than the growth in revenue, leading to less favorable operating results. The increase in net position as of March 31, 2018 is primarily attributable to a strong return on investments.

- Operating revenues increased by \$38.8 million, or 2.4 percent, to \$1.677 billion in FY2018 from \$1.638 billion in FY2017. Revenue growth was primarily driven by a \$28.5 million increase in patient services, continued strong performance in UNCFP-related sales and services, and a slight increase in student tuition and fees.
- Operating expenses increased by \$73.1 million, or 3.3 percent, to \$2.287 billion in FY2018, from \$2.214 billion in FY2017, driven by increases in salaries and benefits and in services which were offset by a decrease in supplies and materials due to the outsourcing of the student bookstore.
- Salaries and benefits increased \$30.6 million, or 2.4 percent, due largely to an increase in the employer contribution rate for state retirement, and growth of employee headcount by 1.3%.

<sup>1</sup>The financial performance of consolidated foundations included in the CAFR are not reflected in interim management reporting.



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- Services expense increased \$38.6M, or 7.3 percent, driven by increases in OSR subcontracts and UNCFP contracted services increases.
- Adjusted to include state appropriations, the University's operating loss increased to \$271.6 million, \$19 million greater than the loss in the same period of the prior year.
- Investment income increased to \$171.3 million from \$153.7 million; UNC Investment Fund FY2018 to-date return of 9.7 percent is exceeding benchmarks and the fund's primary long-term investment return objective.
- At the end of the third quarter, UNC's net position has increased by \$15.1 million. This increase is driven primarily by the strong investment performance.

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# Revenues, Expenses, and Changes in Net Position Overview

Revenues	FY2018	FY2017	\$ Change	% Change
	(Period Ended 3/31/2018)	(Period Ended 3/31/2017)		
Operating Revenues:				
Student tuition and fees, net	\$ 407,055,461	\$ 400,436,507	\$ 6,618,954	1.7%
Patient services, net	346,653,432	318,192,169	28,461,263	8.9%
Grants and contracts (federal, state, and non-governmental)	610,465,952	619,589,557	(9,123,605)	-1.5%
Sales and services, net	293,369,863	278,590,515	14,779,348	5.3%
Other operating revenues	19,129,345	21,054,389	(1,925,044)	-9.1%
<b>Total operating revenues</b>	<b>1,676,674,053</b>	<b>1,637,863,137</b>	<b>38,810,916</b>	<b>2.4%</b>
<b>Expenses</b>				
Operating Expenses:				
Salaries and benefits	1,308,317,339	1,277,741,338	30,576,001	2.4%
Supplies and materials	133,136,627	140,544,292	(7,407,665)	-5.3%
Services	565,152,994	526,579,926	38,573,068	7.3%
Scholarships and fellowships	117,572,174	108,641,906	8,930,268	8.2%
Utilities	61,067,370	59,622,443	1,444,927	2.4%
Depreciation and amortization	102,121,248	101,170,117	951,131	0.9%
<b>Total operating expenses</b>	<b>2,287,367,752</b>	<b>2,214,300,022</b>	<b>73,067,730</b>	<b>3.3%</b>
<b>Operating loss</b>	<b>\$ (610,693,699)</b>	<b>\$ (576,436,885)</b>	<b>\$ (34,256,814)</b>	<b>-5.9%</b>

Note: To ensure an accurate comparison, certain FY17 figures were adjusted to conform with FY18 presentation.

# Revenues, Expenses, and Changes in Net Position Overview

Non-Operating Revenues (Expenses)	FY2018 (Period Ended 3/31/2018)	FY2017 (Period Ended 3/31/2017)	\$ Change	% Change
State appropriations	\$ 339,120,488	\$ 323,849,786	\$ 15,270,702	4.7%
Other non-capital grants	91,689,715	76,909,725	14,779,990	19.2%
Non-capital gifts, net	108,298,431	112,107,769	(3,809,338)	-3.4%
Investment income	171,291,888	153,728,064	17,563,824	11.4%
Interest and fees on debt	(38,785,369)	(41,179,515)	2,394,146	5.8%
Other non-operating revenues (expenses)	807,374	1,142,927	(335,553)	-29.4%
<b>Net non-operating revenues</b>	<b>672,422,527</b>	<b>626,558,756</b>	<b>45,863,771</b>	<b>7.3%</b>
<b>Income before other revenues, expenses, gains, or losses</b>	<b>61,728,828</b>	<b>50,121,871</b>	<b>11,606,957</b>	<b>23.2%</b>
Capital appropriations	9,038,073	12,780,982	(3,742,909)	-29.3%
Capital grants	6,862,501	2,904,589	3,957,912	136.3%
Additions to endowments	19,882,053	16,584,684	3,297,369	19.9%
<b>Total other revenues, expenses, gains, or losses</b>	<b>35,782,627</b>	<b>32,270,255</b>	<b>3,512,372</b>	<b>10.9%</b>
<b>Change in Net Position</b>	<b>\$ 97,511,455</b>	<b>\$ 82,392,126</b>	<b>\$ 15,119,329</b>	<b>18.4%</b>

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