



The University of North Carolina at Charlotte
Board of Trustees

Audit, Compliance, and Enterprise Risk Management Committee Meeting

Thursday, April 27, 2023, 8:00 – 9:00 a.m.
Popp Martin Student Union, Room, Room ABDE

Open Session

Present

Christine Katziff, Chair
Sharon Decker
Dennis Bunker III
Susan DeVore, *ex officio*

Absent

Sasha Weintraub, Vice Chair

Staff/Guests in Attendance (including via Zoom)

Sharon Gaber, Chancellor
Rich Amon, Vice Chancellor for Business Affairs
Alicia Bertone, Provost and Vice Chancellor for Academic Affairs
Kim Bradley, Chief of Staff and Assistant Secretary to the Board of Trustees
John Bogdan, Associate Vice Chancellor for Safety & Security
Anna Clark, Executive Assistant to the Chief of Staff
Tina Dadio, University Public Records Officer/Paralegal
Shari Dunn, Senior Executive Assistant to the Chancellor
Steven Dunham, Chief Risk Officer
Sarah Edwards, Interim Associate Vice Chancellor and Deputy General Counsel
Jesh Humphrey, Vice Chancellor for Institutional Integrity and General Counsel
Melva Jenkins, Administration Liaison for University Governance
Michelle Reinken, Director of Civil Rights and Title IX/Title IX Coordinator
Erica Solosky, Associate General Counsel and Director of Ethics, Policy, & Compliance
Kevin Vehar, Internal Audit Manager
Jennifer Walker, Chief Audit Officer

Technical Support Staff

Brian Mosley, Technology Analyst
Mark Price, Manager, Desktop Support, OneIT
Sean Stallings, ITV Classroom Engineer/Content Producer
Natasha Stracener, AISLE Onsite Zoom Support

Call to Order. Ms. Katziff called the meeting to order and reminded Committee members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government

Ethics Act, and advised Committee members to notify her immediately if anyone should become aware of a conflict of interest or the appearance of a conflict of interest during the meeting. No conflicts were reported.

Approval of Minutes. Ms. Katziff requested action on the February 8, 2023, Audit, Compliance, and Enterprise Risk Management Committee meeting minutes.

Action. On a motion by Mr. Bunker, seconded by Ms. Decker, the Committee approved the February 8, 2023, Audit, Compliance, and Enterprise Risk Management Committee minutes.

Internal Audit Update. Ms. Walker provided an update on the FY23 Internal Audit Plan and a summary of internal audit reports issued this period, with no high-risk findings reported. Ms. Walker explained the annual risk assessment process and then presented a proposal for the FY24 Internal Audit Plan, which was approved with no objections by the Committee.

Ethics, Policy, and Compliance Year-End Summary. Ms. Solosky provided an office year-end summary, and informed the Committee that she permanently assumed the role of Director of Ethics, Policy, and Compliance on March 17, 2023. Ms. Solosky provided a brief overview of the office structure and an overview for each program area. Ms. Solosky identified goals for the reorganized office, including improving understanding of ethics topics, accomplishing the goal of enhancing policies identified in the University's strategic plan, structuring a compliance program that adheres to recognized standards, and identifying an annual compliance project based on the campus risk assessment. Ms. Solosky informed the Committee that the compliance project for the current academic year focuses on the requirements and responsibilities for third-party servicers and institutions in light of the Department of Education's recent "Dear Colleague Letter" expanding the Department's oversight of third-party providers that collaborate with institutions to recruit students, develop instructional content, and provide retention and other support services. Ms. Solosky reported that the AY24 project will focus on improved research administration. Ms. Solosky will work with the Office of Research Protections and Integrity (ORPI) to identify compliant opportunities to improve speed and efficiency between grant and research access to grant funds. The Committee thanked the University for adding this office and for Ms. Solosky's presentation.

Enterprise Risk Management (ERM) Update. Mr. Dunham provided the Committee with an updated risk dashboard and executive summary addressing the university's key enterprise risks. Mr. Dunham noted that the most notable updates include continued improvement on employee recruitment and retention and lingering concerns regarding inflation. Mr. Dunham noted that while some risks are underperforming against operational targets, all are within the University's ability to manage with existing resources. Mr. Dunham informed the Committee that ERM will continue to monitor the University's key risks and provide a closer look at Enrollment risk in the fall. Mr. Dunham will be scheduling individual meetings with each ACERM member in May to discuss the latest risk register and rankings, and to receive feedback from Committee members on which risks are most important to them.

Motion to Convene in Closed Session. Ms. Katziff called for a motion to convene in closed session.

Action. On a motion by Mr. Bunker, seconded by Ms. Decker, the Committee convened in closed session pursuant to the following General Statutes of the State of North Carolina:

- a. *N.C.G.S. §143-318.11(a)(1), to prevent the disclosure of information that is privileged or confidential pursuant to the laws of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, such privilege or confidential arising under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) or N.C.G.S. Ch. 126, Art. 7; and*
- b. *N.C.G.S. §143-318.11(a)(3), to consult with and receive advice from counsel; and*
- c. *N.C.G.S. §143-318.11(a)(6), to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual, public officer or employee, prospective public officer or employee.*

Ms. Katziff excused all attendees except the Committee members, Chancellor Gaber, Dr. Amon, Dr. Bertone, Ms. Bradley, Ms. Clark, Ms. Dadio, Ms. Edwards, Mr. Dunham, Mr. Humphrey, Ms. Jenkins, Mr. Price (*IT/AV Support*), Dr. Reinken, Ms. Solosky, Mr. Stallings (*IT/AV Support*), Ms. Stracener, (*IT/AV Support*), Mr. Vehar, and Ms. Walker.

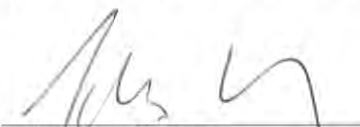
Closed Session

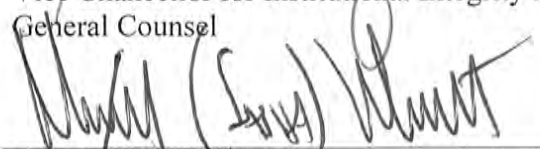
Closed session minutes are filed in the office of the Assistant Secretary to the Board of Trustees.

Open Session

Motion to Adjourn. Ms. Katziff requested a motion to adjourn.

Action. On a motion by Ms. Decker, seconded by Mr. Bunker, the meeting was adjourned.

Submitted:  9/27/23
 Jesh Humphrey Date
 Vice Chancellor for Institutional Integrity and
 General Counsel

Approved:  9/27/23
 Sasha Weintraub Date
 Chair
 Audit, Compliance, and Enterprise Risk
 Management Committee



**The University of North Carolina at Charlotte
Board of Trustees**

Executive Committee Meeting

Thursday, April 27, 2023 9:10–10:10 a.m.

Popp Martin Student Union, Third Floor, Room 340 ABDE

Open Session Minutes

Present

Susan DeVore, Chair
John Bailey
Dennis Bunker III
Christine Katziff
Brett Keeter
Fred Klein Jr.
Tatiana Larson
David Mildenberg
Dontá Wilson
Teross Young Jr.

Staff/Guests in Attendance

Sharon Gaber, Chancellor
Rich Amon, Vice Chancellor for Business Affairs
Alicia Bertone, Provost and Vice Chancellor for Academic Affairs
Kim Bradley, Chief of Staff and Assistant Secretary to the Board
Anna Clark, Executive Assistant to the Chief of Staff
Betty Doster, Special Assistant to the Chancellor for External Relations and Partnerships
Shari Dunn, Senior Executive Assistant to the Chancellor
Mike Hill, Director of Athletics
Jesh Humphrey, Vice Chancellor for Institutional Integrity and General Counsel
Melva Jenkins, Administrative Liaison for University Governance

Technical Support Staff

Justin Ashe, Director of Client Solutions & Support
Brad Bowen, Digital Media Communications – Video Support
Harrison Hieb, Digital Media Communications, Cinematographer/Videographer
Adrian Jelley, OneIT, Technology Analyst
Brian Mosley, OneIT, Technology Analyst
Marcus Pena, Emerging Media Communications, Remote Technician
Stephen Snipes, Assistant Director of Technical Services, Student Union and Cone Center
Sean Stallings, Emerging Media Communications, ITV Classroom Engineer/Content Producer
Natasha Stracener, Emerging Media Communications, EMC Manager, In-person Technician

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

Approval of Minutes. Ms. DeVore requested action on the Executive Committee meeting minutes from February 8, 2023, as distributed.

Action. On a motion by Mr. Bunker, seconded by Ms. Katziff, the Committee unanimously approved the February 8, 2023, meeting minutes.

Nominating Committee. Mr. Young, appointed Nominating Committee Chair, presented the timeline and process for developing a slate of board officer nominees. He reported that he will conduct initial discussions with Chair DeVore, Vice Chair Bunker, and Chancellor Gaber to discuss the roles of the officers and ascertain the needs of the Board. Mr. Young stated that he will convene the Nominating Committee between April and June to discuss potential nominations and finalize a proposed slate to be presented at the organizational meeting in July.

University Policy 102.16, Performance Bonuses for Permanent EHRA Employees. Dr. Amon presented this new University policy, in accordance with UNC BOG Policy 300.2.14.2. He stated that the policy will allow the University to give performance bonuses to eligible EHRA employees who exhibit extraordinary accomplishments. He explained that the bonuses will be centrally funded, based on fund availability, and will help with the University's focus on improving employee retention.

Ms. DeVore requested a motion to approve University Policy 102.16 as presented.

Action. On a motion by Mr. Bunker, seconded by Mr. Young, the Committee unanimously approved University Policy 102.16.

Human Resources Annual Compliance Report. Dr. Amon provided an overview of the Annual Human Resources Compliance Report, of which annual Board review is mandated prior to submitting the report to the UNC System Office.

Motion to Convene in Closed Session. Ms. DeVore requested a motion to convene in closed session pursuant to the following General Statutes of the State of North Carolina:

- a. *Pursuant to N.C.G.S. §143-318.11(a)(6), to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; and*
- b. *prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes pursuant to N.C.G.S. §143-318.11 (a)(1).*

Action. On a motion by Mr. Bunker, seconded by Mr. Wilson, the Committee convened in closed session.

Ms. Devore excused all attendees except the Committee members, Chancellor Gaber, Ms. Bradley, Ms. Jenkins, Cabinet members, and participants of the closed session agenda items.

Closed Session

Closed session minutes are filed in the office of the assistant secretary to the Board of Trustees.

Open Session

Action on Faculty Tenure Recommendations. Ms. DeVore requested a motion to approve the faculty tenure recommendations as presented in closed session.

Action. On a motion by Mr. Wilson, seconded by Mr. Bunker, the Committee unanimously approved the faculty tenure recommendations.

Adjourn. There being no further business to come before the Committee, Ms. DeVore adjourned the meeting.

Submitted: Kim S. Bradley 9/27/23
Date
Kim S. Bradley
Assistant Secretary to the Board
UNC Charlotte Board of Trustees

Approved: Dennis N. Bunker III 9/27/23
Date
Dennis N. Bunker III
Chair
UNC Charlotte Board of Trustees



**The University of North Carolina at Charlotte
Board of Trustees**

Academic and Student Life Committee Meeting
Thursday, April 27, 2023, 10:35-11:35 a.m.
Popp Martin Student Union, Room 340F

Minutes

Present

Brett Keeter, Chair
John Bailey
Dennis Bunker
Tatiana Larson
Susan DeVore, Chair, Board of Trustees

Staff in Attendance

Alicia Bertone, Provost and Vice Chancellor for Academic Affairs
Kim Bradley, Chief of Staff
Malcolm Butler, Dean, Cato College of Education
Anna Clark, Chancellor's Office
John Daniels, Interim Vice Chancellor for Research
Susan Harden, Associate Professor, Cato College of Education
Mike Hill, Director of Athletics
Jesh Humphrey, Vice Chancellor for Institutional Integrity and General Counsel
Edward Morse, Norvin Kennedy Dickerson, Jr. Distinguished Professor
Ellissa Brooks Nelson, Divisional Director of Student Affairs Research and Assessment
Karen Shaffer, Assistant Vice Chancellor for Student Affairs
Leslie Zenk, Assistant Provost

Technical Support Staff

Justin Mackin, Video Production Specialist
Sean Stallings, ITV Classroom Engineer/Content Producer

Call to Order. Mr. Keeter called the meeting to order and reminded members of the Committee of their duty to avoid conflicts of interest and appearances of conflicts under the State Government Ethics Act in accordance with Chapter 138A of the North Carolina General Statutes and advised the Trustees to make him aware of any conflict of interest or any appearance of a conflict of interest with respect to any matters coming before the Committee at any time during the meeting. No conflicts of interest were reported.

Approval of Minutes. Mr. Keeter requested action on the minutes of the February 8, 2023 Academic and Student Life Committee meeting.

Action. On a motion by Mr. Bailey, seconded by Ms. Larson, the Committee unanimously approved the February 8, 2023 meeting minutes.

Resolution on the Affirmation of Academic Freedom, Diversity of Thought and Freedom of Speech. Mr. Keeter commended the Faculty Council on its diligent work and dedication to free speech and reaffirmation of the commitment to the Chicago Statement, the free speech policy statement produced by the University of Chicago that was endorsed by the Faculty Council in its resolution.

Action. On a motion by Mr. Bailey, seconded by Ms. DeVore, the Committee unanimously approved the resolution.

Student Leadership Development. Ms. Shaffer and Dr. Brooks Nelson shared Student Affairs' co-curricular learning and success model to assess initiatives that support student learning and career readiness in core areas that lead to success during and after college. In partnership with Academic Affairs, the co-curricular and success model was aligned with the Competency Compass and Co-curricular Pathways. This collaboration allows for the assessment of students' needs and interests to provide customized guidance on programs, activities, and classes that will assist students in reaching their goals.

The Status of Literacy in the State and the Cato College of Education's Impact. Dr. Butler shared how faculty, staff, and students in the Cato College of Education at UNC Charlotte have been involved and engaged in literacy work for decades. This award-winning work has focused primarily on partnering with schools and community organizations at the local, state, and national level to concomitantly improve students' reading performance and enhance teacher preparation in literacy instruction. Dean Butler highlighted the pressing issues surrounding early literacy, some recent accolades received by the College for its literacy work, and ongoing and future activities that address the chronic literacy issues in the state, nation, and world.

Research Spotlight: Precision Metrology. Dr. Morse presented an overview of the work of the Center for Precision Metrology, a national leader and an interdisciplinary association of UNC Charlotte faculty and student researchers, allied with industrial partners in the research, development and integration of precision metrology as applied to manufacturing. Dr. Morse highlighted the history of the Center, its current engagement with regional and national industries, and some of its current research activities.

Athletic Update. Mr. Hill provided the committee with an athletic update, including four conference titles to date this year.

Adjourn. There being no further business before the Committee, Mr. Keeter adjourned the meeting.

Submitted: JT 9/27/23
Jennifer Troyer Date
Interim Provost and Vice Chancellor for Academic
Affairs

Approved: J. Brett Keeter 9/27/2023
J. Brett Keeter Date
Chair
Academic and Student Life Committee



**The University of North Carolina at Charlotte
Board of Trustees**

Advancement and Public Relations Committee Meeting

Thursday, April 27, 2023, 10:20 – 11:20 a.m.

Popp Martin Student Union, Room 340 I

Open Session Minutes

Present

Teross Young Jr., Chair
Wendy Grubbs, Vice Chair
John Bailey
Dennis Bunker III
Brett Keeter
Fred Klein Jr.
David Mildenberg
Dontá Wilson

Staff/Guests in Attendance

Sharon Gaber, Chancellor
Beth Crigler, Interim Vice Chancellor for University Advancement
Betty Doster, Special Assistant to the Chancellor for Constituent Relations
Shari Dunn, Senior Executive Assistant to the Chancellor
Penny Hawkins, Interim Associate Vice Chancellor of University Development
Laura Sharpe, Senior Director of Special Projects
Jen Ames Stuart, Associate Vice Chancellor of University Communications

Technical Support Staff

Beth McGuire, AISLE – On-Site Support
Yeswanth Adduruari, AISLE – On-site Support

Call to Order. Mr. Young reminded Committee members of their duty to avoid conflicts of interest and appearances of conflicts of interest in accordance with the State Government Ethics Act, Chapter 138A of the North Carolina General Statutes. He advised committee members to notify him immediately if anyone should become aware of a conflict of interest or any items that may

create the appearance of a conflict of interest during the meeting. No conflicts of interest were reported. Mr. Young called the meeting to order.

Approval of Minutes. Mr. Young requested action on the February 8, 2023 Advancement and Public Relations Committee meeting minutes as distributed.

Action. On a motion by Ms. Grubbs seconded by Mr. Klein, the Committee unanimously approved the February 8, 2023, meeting minutes.

Fundraising Update and Capital Campaign Planning. Ms. Hawkins shared that the current fundraising total for the fiscal year is \$53 million. There are more than \$214 million outstanding delivered and target proposals. Ms. Hawkins also reported that Niner Nation Gives, the University's 49-hour fundraising initiative, raised \$3.18 million from more than 5,900 gifts.

Ms. Crigler shared current fundraising trends from the Council for Advancement and Support of Education (CASE) along with Bank of America's Study of Philanthropy. The data from these sources suggested the importance of volunteer leaders in fundraising and the planned capital campaign.

Naming Guidelines Review and Discussion. Ms. Crigler presented revised naming guidelines for review and discussion by the Committee. She reported that the revisions included increases in recommended gift amounts to name facilities, programs, and funds. The minimum to establish an endowment was also increased to \$35,000.

Board of Trustees Philanthropic Guidelines Discussion. Ms. Crigler communicated philanthropic guidelines for the Board of Trustees, advising that while there is not a policy related to philanthropic giving by Trustees, the expectation is that 100% of Trustees will make an annual charitable contribution to the University to help create a philanthropic culture.

Motion to Convene in Closed Session. Mr. Young requested a motion to convene in closed session.

Action. On a motion by Mr. Wilson, seconded by Ms. Grubbs, the Committee convened in closed session pursuant to the following General Statutes of the State of North Carolina:

- a. Pursuant to N.C.G.S. §143-318.11(a)(6), to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; and
- b. prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes pursuant to N.C.G.S. §143-318.11 (a)(1);
- c. establish, or to instruct the public body's staff concerning the amount of compensation and other material terms of an employment contract or

proposed employment contract pursuant to N.C.G.S. §143-318.11 (a)(5);

Closed Session

Closed session minutes are filed in the office of the assistance secretary to the Board of Trustees.


Open Session

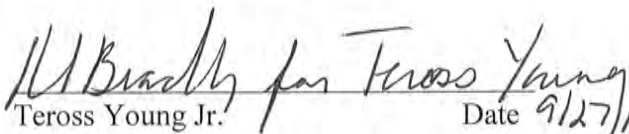
Naming Proposals Recommendation Vote. Mr. Young requested a motion to recommend three naming proposals presented in closed session, as a slate, to the full board for approval.

Action. On a motion by Ms. Grubbs, seconded by Mr. Wilson, the Committee approved the recommendation of the naming proposals presented in closed session to the full board for approval.

Marketing and Communications Updates. Ms. Stuart provided an overview of current marketing and communications efforts by the University to advance Charlotte's reputation as an emerging top tier research institution through paid, owned, and earned methods.

Adjourn. There being no other business, Mr. Young adjourned the meeting.

Submitted:  9/27/23
Beth Crigler Date
Interim Vice Chancellor for Advancement

Approved:  Date 9/27/23
Teross Young Jr. Date 9/27/23
Chair
Advancement and Public Relations Committee



**The University of North Carolina at Charlotte
Board of Trustees**

Finance and Physical Properties Committee Meeting

Thursday, April 27, 2023, 10:50 – 11:50 am

Popp Martin Student Union, 340 C

Open Session Minutes

Present

Fred Klein, Chair

David Mildeberg, Vice Chair

Dennis Bunker

Absent

Christine Katziff

Staff/Guests in Attendance

Sharon L. Gaber, Chancellor

Rich Amon, Vice Chancellor Business Affairs

Kevin Bailey, Vice Chancellor for Student Affairs

Kim Bradley, Chief of Staff

Anne Brown, Associate Vice Chancellor for Finance

Douglas Lape, Interim Associate Vice Chancellor for Business Services

Ken Smith, Associate Vice Chancellor for Budget

Robert Sewell, Director of Business Services

Darin Spease, Assistant Athletic Director for Business

Rich Steele, Associate Vice Chancellor for Facilities Management

Nelda Tatum, Board and Committee Specialist

Casey Tullos, Associate Vice Chancellor for Student Affairs

Greg Verret, Director of Treasury Services

Technical Support Staff

Marcus Pena, Emerging Media Communications, Remote Technician

Natasha Stracener, Emerging Media Communications, EMC Manager, In-person Technician

Call to Order. Mr. Klein called the meeting to order and reminded committee members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State

Government Ethics Act, in accordance with Chapter 138A of the North Carolina General Statutes, and advised the committee members to notify him immediately if anyone should become aware of a conflict of interest or the appearance of a conflict of interest during the meeting. No conflicts of interests were reported.

Approval of the Minutes. Mr. Klein requested approval of the February 8, 2023, minutes of the Finance and Physical Properties Committee (FPPC).

Action: On a motion by Mr. Bunker, seconded by Mr. Milderberg, the Committee unanimously approved the minutes for the February 8, 2023, meeting.

Request for Authorization – Advance Planning.

Richardson Stadium Expansion. Mr. Steele stated that advance planning for this project is for the expansion and renovation of the Richardson Stadium to increase seating capacity, build a new press/suite tower to accommodate spaces for premium suite seating, pre-function donor spaces, game operations, catering function, day-to-day operations, and University functions.

Action: On a motion by Mr. Bunker, seconded by Mr. Mildenberg, the Committee unanimously voted to recommend that the Board authorize the University to undertake the Richardson Stadium Expansion Advance Planning with a budget of \$750,000.

Requests for Authorization

Mr. Steele presented nine capital projects for authorization.

Student Health Center Renovation. The Student Health Center was opened in 2006 and at that time the student population was 21,000. The student population has grown to 30,000. The Center will be renovated to optimize the interior space to meet the current and growing demand for student health services to have medical and wellness services on campus. Budget for this project is \$3,000,000. Board of Governors (BOG) approval is required for this project.

Greek Village HVAC and Kitchen Upgrades. Greek Village was constructed in 2005. It includes 13 individual buildings. The buildings will be renovated to include upgraded mechanical HVAC systems and kitchens. The Board of Trustees authorized advance planning totaling \$100,000 in September 2022. Total budget for this project is \$6,900,000.

SAC Broadcast Control Room Renovation. The space in the Barnhardt Student Activity Center will be renovated for a new broadcast control room located in the centralized hub for broadcasting athletic competitions. Project budget is \$710,000.

Energy Projects Phase 4. Several initiatives will be implemented to reduce campus energy consumption through replacement of older lighting, upgrades to mechanical systems, and upgrade/replacement of building automation controls. Project budget is \$750,000.

Parking Lot Renewals. Three parking lots will be renewed to include resurfacing, striping, replacement of damaged curb and gutter, and landscaping.

Parking Lot CRI 3 – 98 spaces - \$350,000
Parking Lot 4A – 128 spaces - \$450,000
Parking Lot 5 – 582 spaces - \$2,040,000

BOG approval is required for this project.

Cone Center Food Venue Refresh. The Mainstreet Market food court in the Cone Center will update some of its present venues and provide new dining options. New equipment, finishes, signage and lighting are included in the refresh. Project budget is \$400,000.

Holshouser Hall Roof Replacement. This facility is more than 20 years old and its roof has reached the end of its useful life. This project will remove the existing roof system and install new roof insulation and roof membrane. Budget for this project is \$700,000.

Action: On a motion by Mr. Bunker, seconded by Mr. Mildenberg, the Committee unanimously voted to recommend for Board approval these nine capital improvement projects with their respective budgets.

Student Health Center Renovation – \$3,000,000
Greek Village HVAC and Kitchen Upgrades – 6,900,000
SAC Broadcast Control Room Renovation – \$710,000
Energy Projects Phase 4 – \$750,000
Parking Lot CR3 – \$350,000
Parking Lot 4A \$450, 000
Parking Lot 5 – \$2,040,000
Cone Center Food Venue Refresh – \$400,000
Holshouser Hall Roof Replacement – \$700,000

Request for Commissioning Agent Ratification Selection. Mr. Steele stated the Atkins Library tower has 10 floors served by two elevators. This project is to replace the existing elevators to meet ADA requirements, renovate the existing tower restrooms, and upgrade the smoke and fire systems.

Action: On a motion by Mr. Mildenberg, seconded by Mr. Bunker, the Committee unanimously ratified the selected Commissioning Agent, MBP Carolinas, Inc., with first and second alternates, Affiliated Engineers Inc., and RMF Engineers, Inc., respectively to undertake the Atkins Library Tower ADA and Fire/Smoke Systems Upgrades with a budget of \$13,840,000.

Requests for Designer Ratification

Mr. Steele presented eight capital projects for designer ratification.

Duke Centennial Hall HVAC and Controls. This project will replace the building automation system with full direct-digital control (DDC). The project budget is \$754,500. This project was authorized by Legislative Appropriations as part of the FY22 SCIF fund.

On February 15, 2023 the selection committee interviewed three firms and selected RMF Engineering Inc. First and second alternates are Optima Engineering and CMTA, Inc., respectively.

Cameron Roof and Windows Replacement. This project will replace the roof and windows to improve energy efficiency and reduce operating costs. The project budget is \$2,500,000 as authorized by the BOT on September 15, 2022.

On March 17, 2023, the selection committee interviewed three firms and selected Walter P. Moore and Associates, Inc. First and second alternates are REI Engineers, Inc., and SKA Consulting Engineers, Inc., respectively.

Cone North Roof Replacement. This project will provide a new roof coating, replace damaged roof insulation, and flashings. The total project budget of \$1,000,000 was authorized by the BOT on September 15, 2022.

On February 15, 2023, the selection committee interviewed three firms and selected SKA Consulting Engineers, Inc. First and second alternates are Terracon Consultants, Inc and REI Engineers, Inc., respectively.

Reese Exterior Envelope Repairs. This project will replace aluminum windows and curtain wall systems on the building exterior to protect the interior of the building from the external environment while reducing energy costs. The project budget is \$1,145,269. This project was authorized by Legislative Appropriations as part of the FY22 SCIF fund.

On March 10, 2023, the selection committee interviewed three firms and selected Walter P. Moore and Associates, Inc. First second alternates are SKA Consulting Engineers, Inc., and REI Engineers, Inc., respectively.

Roof Repairs- Multiple Buildings. This project will replace existing roofs, roof insulation, flashings, caulking, copings, and roof leaders on multiple buildings including (in priority order) Robinson Hall, Garinger, Denny, and grounds storage buildings. The total project budget of \$2,300,000 was approved by the BOT on September 15, 2022.

On February 15, 2023, the selection committee interviewed three firms and selected REI Engineers, Inc. First and second alternates are Terracon Consultants, Inc., and SKA Consulting Engineers, Inc., respectively.

Woodward Controls and Lab HVAC Modernization. This project will replace all deteriorated steam and condensate lines and receiver tanks, condensate pumps, and deteriorated steam racks inside the penthouse air handling units. Project budget is \$2,700,000 and was authorized by Legislative Appropriations as part of the FY22 SCIF fund.

On March 21, 2023, the selection committee interviewed three firms and selected McKim & Creed.

First and second alternates are AEI and Optima Engineering, respectively.

Atkins Air Handler # 3 Repair. This project will replace the air handler unit (AHU) in Atkins Library to meet the requirements of the life safety code. The project budget is \$1,000,000 and was approved by the BOT on January 18, 2023.

On March 20, 2023, the selection committee interviewed three firms and selected CMTA. First and second alternates are AME Consulting Engineers, and DeVITA & Associates, Inc., respectively.

RUP 2 and Fretwell HVAC and Controls. This project will upgrade the existing controls and network controllers, replace all sensors, flow meters, control valves, and actuators. The cooling tower valves and meters will be upgraded, a domestic water meter will be installed, and existing lighting fixtures will be upgraded to LED fixtures. The total project budget of \$2,305,509 was authorized by Legislative Appropriation as part of the 2021-22 State Capital and Infrastructure Fund (SCIF).

On March 29, 2023, the selection committee interviewed three firms and selected McKim & Creed. First and second alternates are Optima Engineering and CMTA, respectively.

Action: On a motion by Mr. Bunker, seconded by Mr. Mildenberg, the Committee unanimously ratified the selected designers for the following projects and budgeted amounts mentioned previously.

Duke Centennial Hall HVAC & Controls
Cameron Roof and Windows Replacement
Cone North Roof Replacement
Reese Exterior Envelope Repairs
Roof Repairs-Multiple Buildings
Woodward Controls and Lab Modernization
Atkins Air Handler #3 Repair
RUP 2 and Fretwell HVAC and Controls

Housing Rate Update. Dr. Bailey stated that the Board approved a 2% housing rate increase for FY24 at the November 2022 meeting. At the time, the University did not have a plan on how to address potential overflow housing for the coming academic year. Cedar and Hickory Halls were renovated in anticipation of increased housing. Proposed rates for overflow housing are:

Sanford single - \$4,550
Sanford double - \$3,380
Cedar/Hickory single - \$4,600
Cedar/Hickory double - \$4,250

Action: On a motion by Mr. Bunker, seconded by Mr. Mildenberg, the Committee unanimously voted to recommend that the Board amend the previously approved FY24 housing rates to include the proposed overflow housing rates.

Approval of Parking Ordinance for 2023-2024. Mr. Lape stated that parking rates for FY24 were approved at the November 2022 meeting. The Committee was presented with a proposed updated parking ordinance for the University for FY24.

Action: On a motion by Mr. Bunker, seconded by Mr. Mildenberg, the Committee unanimously approved the changes in the ordinance governing parking, traffic, and the registration of motor vehicles for the University.

Capital Improvement Projects Update. Mr. Steele reported that the construction industry continues to struggle with supply chain delays, cost escalation, and labor shortages. Mr. Steele then provided a short review of the major projects under construction. There are 230 capital projects in some phase of development.


Fiscal Health Dashboard. Mr. Verret discussed the Fiscal Health Dashboard, including an update on financial metrics related to headcount, investment performance, research awards, and housing occupancy. He also provided additional information related to the University's endowment.


University Budget Update. Mr. Smith provided the operations budget as of March 2023, which shows the University operating budgets compared to the annual and forecasted budget and actual for the general funds, housing, athletics, parking, and dining. Mr. Smith reported that all budgets are in positive standing.

Other Business. Mr. Verret shared a brief update on the UNC Charlotte Marriott Hotel & Conference Center and provided fiscal year to date performance information.

Mr. Klein shared that this will be his last FPPC meeting. He has enjoyed working with the committee and appreciates all that those involved have contributed to all reporting.

Adjourn. There being no further business before the Committee, the meeting was adjourned at 1:00 p.m.

Submitted:  9/27/23
Rich Amon Date
Vice Chancellor for Business Affairs

Approved:  9/27/23
Christine Katziff Date
Chair
Finance and Physical Properties Committee



**The University of North Carolina at Charlotte
Board of Trustees**

Thursday April 27, 2023
Popp Martin Student Union, Room 340 ABDE

Open Session Minutes

Present

Susan DeVore
John Bailey
Dennis Bunker III
Sharon Decker
Wendy Grubbs
Christine Katziff (*via Zoom*)
J. Brett Keeter
Fred Klein Jr.
Tatiana Larson
David Mildenberg
Tife Olusesi
Sasha Weintraub
Dontá Wilson
Teross Young Jr.

Staff/Guests in Attendance

Sharon Gaber, Chancellor
Rich Amon, Vice Chancellor for Business Affairs
Kevin Bailey, Vice Chancellor for Student Affairs
Alicia Bertone, Provost and Vice Chancellor for Academic Affairs
John Bogdan, Associate Vice Chancellor for Safety and Security
Kim Bradley, Chief of Staff and Assistant Secretary to the Board
Anna Clark, Executive Assistant to the Chief of Staff
Celeste Corpening, Staff Council Chair
Beth Crigler, Interim Vice Chancellor for University Advancement
John Daniels, Interim Vice Chancellor for Research
Jay Davis, Senior Director of Executive Communications
Betty Doster, Special Assistant to the Chancellor for External Relations & Partnerships
Shari Dunn, Senior Executive Assistant to the Chancellor
Beth Foster, Principal-in-Charge, Page Southerland Page, Inc.
Susan Harden, Faculty Council President
Mike Hill, Director of Athletics
Jesh Humphrey, Vice Chancellor for Institutional Integrity and General Counsel
Melva Jenkins, Administrative Liaison for University Governance
Lisa Keith, Space Analytics Principal, Page Southerland Page, Inc.
Philip Perlin, Lead Campus Planner, Page Southerland Page, Inc.

Biff Poggi, Head Football Coach
Ken Smith, Chief Budget Officer
Darin Spease, Deputy Athletic Director
Rich Steele, Associate Vice Chancellor for Facilities Management
Jen Ames Stuart, Associate Vice Chancellor for University Communications

Technical Support Staff

Brian Black, Digital Media Communications, Videographer/Editor
Brad Bowen, Digital Media Communications – Video Support
Harrison Hieb, Digital Media Communications, Cinematographer/Videographer
Adrian Jelley, OneIT, Technology Support Analyst
Brian Mosley, OneIT, Technology Support Analyst
Marcus Pena, Emerging Media Communications, Remote Technician
Mark Price, OneIT, Desktop Support, Manager
Stephen Snipes, Assistant Director of Technical Services, Student Union and Cone Center
Sean Stallings, Emerging Media Communications, ITV Classroom Engineer/Content Producer
Natasha Stracener, Emerging Media Communications, EMC Manager, In-person Technician

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

Board Chair's Remarks. Ms. DeVore welcomed attendees and then shared announcements and upcoming events. She acknowledged that this is the last meeting for Trustees who have reached the end of their appointments. She advised that the Board will recognize these outgoing board members at a later date pending final notification of new Board appointments and reappointments from the Board of Governors and General Assembly. She invited outgoing trustees to return at that time to be recognized for their years of service to the University.

AGB Conference Report. Mr. Keeter reported that the recent AGB Conference offered valuable networking opportunities with other trustees, regents, and governors from colleges and universities across the country.

Approval of Previous Meeting Minutes. Ms. DeVore requested action on the minutes of the February 8, 2023, meeting.

Action. On a motion by Mr. Bunker, seconded by Mr. Young, the Board unanimously approved the minutes of the February 8, 2023, meeting as distributed.

Recognition of Outgoing Student Body President and Trustee. Ms. DeVore and Chancellor Gaber presented Ms. Larson with a gift for her service as student body president and trustee for the past year. Ms. Larson thanked the Board for its support.

Introduction and Swearing-In of New Student Body President and Trustee. Ms. Larson introduced Mr. Olusesi, who was then administered the oath by Ms. Clark and sworn in as a trustee.

Chancellor's Report. Chancellor Gaber reported that the search for a permanent vice chancellor for university advancement is well underway, with plans to name the new vice chancellor this summer, with a start date by the Fall.

She then took a moment to remember three UNC Charlotte friends and supporters, Dale Halton, Leon Levine, and Jerry Richardson, who passed away over the past few weeks and who all leave an enduring legacy for the University.

Next, Chancellor Gaber advised Board members of the April 30th Remembrance Memorial Dedication and encouraged their attendance at the memorial ceremony on April 28, 2023.

Chancellor Gaber next thanked those trustees who participated in the recent SACSCOC reaffirmation visit. She reported that while we await the official announcement and preliminary report, the committee had no recommendations, the best possible outcome. She shared that the committee was very complimentary noting UNC Charlotte's well-maintained physical plan, strong support from state and system, the University's work to evolve to meet the needs of one of the most dynamic regions, and endorsement of the Quality Enhancement Plan. She thanked Dr. Christine Robinson and her team in the Office of Assessment and Accreditations for their work on the reaffirmation.

Next, Chancellor Gaber reported the latest US News & World Report's Best Graduate Programs rankings, in which UNC Charlotte had two programs, Public Administration (MPA) and Public Health (MPH) receive their best ranking ever, at #46 and #67, respectively. In total, 11 programs or specialties showed an overall increase in this year's rankings (year over year), all good signs toward the University's reputation goals.

Chancellor Gaber also referenced an expected large gift for the Cato College of Education to support early literacy teacher training, indicating more details would be shared in closed session.

Chancellor Gaber then provided updates on the housing demand for the spring and a look ahead at the expected increased demand for the fall. She discussed the new Phase XVI residence hall currently under construction.

Next, she shared highlights from her recent trip to Washington, DC where she had the opportunity to speak with several members of our congressional delegation about the great things happening at UNC Charlotte.

Chancellor Gaber introduced two new monthly initiatives, lunch with the Chancellor for students; and breakfast with the Chancellor for faculty and staff, that are intended to increase dialogue on campus and allow her to hear views across campus in a small-group setting.

She then reported that on April 16, Charlotte Professor Steven Rogelberg was featured in a segment on effective meetings on CBS Sunday Morning, the popular talk show that is number one in its time slot with more than half a million live viewers and thousands more streaming and viewing online.

Lastly, Chancellor Gaber celebrated the Charlotte 49ers Athletics teams that recently set records or brought home championships, including men's basketball, men's and women's track, and women's softball. She then introduced our new football coach, Biff Poggi and invited him to say a few words to the Board about the upcoming football season.

Bylaws Revision. Ms. DeVore summarized proposed revisions to the Board of Trustees bylaws, most which were minor in nature and largely include punctuation and which were highlighted in the trustees' materials. She detailed the following more significant changes which were proposed to create consistency:

- The following was added to section N of the Audit, Compliance, and Enterprise Risk Management committee: *Delegated full authority to review and approve any decision regarding the appointment, remuneration, and removal of the Chief Audit Officer.* This authority was inadvertently omitted in the last round of revisions and is being added back in.

- The following was updated in bullet C of the Finance and Physical Properties section: The threshold for projects covered by the delegated authority is being updated from \$15 million to \$20 million to incorporate the resolution that was approved at the July 12, 2022 Board of Trustees meeting.

- Section 2. Other Powers and Duties section: In light of the proposed revisions to Section 200.8 of the UNC Policy Manual, Policy on Chancellor Searches and Elections, the language in the bylaws is being revised to be more general. It will now read: In the event of a vacancy in the chancellorship, the Board of Trustees will conduct a search for a new chancellor in accordance with the provisions of the Code of University of North Carolina, Section 200.8 of the UNC Policy Manual and any other applicable policies of the Board of Governors in effect.

Ms. DeVore requested a motion to approve the revisions of the Board of Trustees bylaws as presented.

Action. On a motion by Mr. Bunker, seconded by Mr. Keeter, the Board unanimously approved the revisions of the Board of Trustees bylaws.

All Funds Budget. Dr. Amon presented the FY24 All Funds Budget for approval for submission to the Board of Governors for approval on May 3.

After a robust Q&A session, Ms. DeVore entertained a motion to approve the FY24 All Funds Budget as presented for submission to the Board of Governors for approval.

Action. On a motion by Mr. Bunker, seconded by Mr. Young, the Board unanimously approved the FY24 All Funds Budget for submission to the Board of Governors for approval.

University Budget Update. Dr. Amon provided an update on the operations budget as of March 2023, which shows the university operating budget compared to the annual and forecasted budget for the general fund, housing, athletics, parking, and dining.

Report of the Executive Committee. Ms. DeVore reported that Mr. Young presented the timeline and process for developing a slate of board officer nominees for 2023-24. She reported that he will convene the Nominating Committee in the coming months to discuss potential nominations and finalize the slate. Ms. DeVore also reported that the Executive Committee unanimously approved University Policy 102.16, Performance Bonuses for Permanent EHRA Employees. Lastly, she reported that the Committee also reviewed the Human Resources Annual Compliance Report.

Report of the Audit, Compliance, and Enterprise Risk Management Committee. Ms. Katziff reported that the Committee received Internal Audit updates from Ms. Walker, an enterprise risk management update from Dr. Dunham, and a year-end compliance summary and office overview from Ms. Solensky.

Report of the Academic and Student Life Committee. Mr. Keeter reported that the Committee voted to recommend Board approval of a Resolution on the Affirmation of Academic Freedom, Diversity of Thought and Freedom of Speech. He then reported that Ms. Shaffer and Ms. Brooks Nelson shared the co-curricular learning and success model collaboration which allows for the assessment of students' needs and interests to provide customized guidance on programs, activities, and classes to assist students in reaching their goals. He then reported that Dr. Butler highlighted the pressing issues surrounding early literacy, some recent accolades received by the Cato College of Education for its literacy work, and ongoing and future activities that address the chronic literacy issues. Lastly, Mr. Keeter reported that Dr. Morse provided the research spotlight on Precision Metrology, highlighting the history of the Center for Precision Metrology at UNC Charlotte, our current engagement with regional and national industries, and some of the current research activities.

Report of the Advancement and Public Relations Committee. Mr. Young reported that the Committee received an update on fundraising and the capital campaign. He commended the great work of Beth Crigler, Penny Hawkins, and team to boost the total giving numbers to unprecedented levels. He then reported that the Committee received an update on naming guidelines and were advised that the full revised policy regarding those guidelines would be presented at a future meeting. Mr. Young reported that at the committee's recent request, they discussed trustee philanthropic guidelines and data to clarify expectations for board members. He also stated that Ms. Stuart provided an update on marketing and communications.

Report of the Finance and Physical Properties Committee. Mr. Klein reported that the Committee approved several requests for authorization of construction on campus, requests for designer ratifications, the parking ordinance, and received updates on the housing rates, the UNC Charlotte Marriott Hotel, capital improvements, the financial ratios, and the University budget.

Mr. Klein brought forward Committee recommendations for full Board approval for a number of projects:

Richardson Stadium Expansion – Advance Planning – Mr. Klein presented the Committee's recommendation that the Board approve the Richardson Stadium Expansion Advance Planning project with a budget of \$750,000.

Ms. DeVore requested action on the Committee's recommendation for the Board to approve authorizing the University to undertake the Richardson Stadium Expansion Advance Planning project with a budget of \$750,000.

Action. The Board unanimously approved authorization to the Richardson Stadium Expansion Advance Planning project with a budget of \$750,000.

Requests for Authorization of Capital Projects (Multiple Projects) – Mr. Klein presented the following projects for which the Committee recommends full Board approval:

Student Health Center Renovation project with a budget of \$3,000,000
Greek Village HVAC & Kitchens Upgrades project with a budget of \$6,900,000
SAC Broadcast Control Room Renovation project with a budget of \$710,000
Energy Projects Phase 4 project with a budget of \$750,000
Parking Lot CRI 3 Renewal project with a budget of \$350,000
Parking Lot 4A Renewal project with a budget of \$450,000
Parking Lot 5 Renewal project with a budget of \$2,040,000
Cone Center Food Venue Refresh project with a budget of \$400,000
Holshouser Roof Replacement project with a budget of \$700,000

Ms. DeVore requested action on the Committee's recommendation for approval of the requests for authorization of the aforementioned projects

Action. The Board unanimously approved authorization of the capital projects:

Student Health Center Renovation project with a budget of \$3,000,000
Greek Village HVAC & Kitchens Upgrades project with a budget of \$6,900,000
SAC Broadcast Control Room Renovation project with a budget of \$710,000
Energy Projects Phase 4 project with a budget of \$750,000
Parking Lot CRI 3 Renewal project with a budget of \$350,000
Parking Lot 4A Renewal project with a budget of \$450,000
Parking Lot 5 Renewal project with a budget of \$2,040,000
Cone Center Food Venue Refresh project with a budget of \$400,000
Holshouser Roof Replacement project with a budget of \$700,000

Proposed Overflow Housing Rates 2023-2024 – Mr. Klein brought forward a recommendation from the Committee to amend the previously approved FY24 housing rates to include overflow housing rates for Sanford, Cedar, and Hickory halls.

Ms. DeVore requested action on the Committee's recommendation to amend the previously approved FY24 housing rates to include overflow housing rates for Sanford, Cedar, and Hickory halls.

Action. The Board unanimously approved amending the previously approved FY24 housing rates to include overflow housing rates for Sanford, Cedar, and Hickory halls.

Report of the University Staff Council. Ms. Corpening shared announcements of the Staff Council, including winners of Golden Nuggets awards, and the Erskine Bowles Award Recipient. She shared the topics of discussion at the Staff Assembly Chairs, and the Staff Assembly Full Body meetings.

Report of the Student Government Association. Mr. Olusesi provided updates on recent changes for the 2023-24 year. He shared the values of his administration platform and the initiatives he will focus on during his term. Mr. Olusesi concluded with identifying his summer goals for the Student Government Association.

Report of the University Faculty Council. Dr. Harden shared her last message on the importance of faculty and their contribution to the University, emphasizing the continued request for the University to invest in faculty. She highlighted the fact that UNC Charlotte ranks second in the system for return on investment, and stressed the contribution of the faculty.

Free Expression Activities. Dr. Harden reminded the Board of its charge to the faculty, through the Chancellor, to design programs to support and advance Free Expression and Constructive Dialogue, values emphasized at the Board's retreat in August. She reported that she assigned responsibility to the Faculty Council's Faculty Advisory Library Committee, which then created the Free Expression and Constructive Dialogue Task Force to lead this work. The Task Force was charged with developing a program and drafting a resolution to be brought forward to the Faculty Council to consider in spring 2023. Dr. Harden shared the accomplishments of the task force, which she chaired.

Board Resolution on the Affirmation of Diversity of Thought, and Freedom of Speech. Ms. DeVore invited Mr. Keeter to present a recommendation from the Academic and Student Life Committee to approve the Resolution of the Affirmation of Diversity of Thought and Freedom of Speech, in support of the Faculty Council resolution and to acknowledge BOT commitment to freedom of speech and inquiry.

Ms. DeVore requested action on the Academic and Student Life Committee's recommendation to approve the Resolution of the Affirmation of Diversity of Thought and Freedom of Speech.

Action. The Board unanimously approved the Academic and Student Life Committee's recommendation to approve the Resolution of the Affirmation of Diversity of Thought and Freedom of Speech.

Motion to Convene in Closed Session. Ms. DeVore called for a motion to convene in closed session, and excused everyone except the Trustees, Chancellor Gaber, Ms. Bradley, Ms. Jenkins and Cabinet members.

Action. On a motion by Mr. Young, seconded by Mr. Bunker, the Board convened in closed session pursuant to the following General Statute of the State of North Carolina:

- a. *Pursuant to N.C.G.S. §143-318.11(a)(1), to prevent the disclosure of information that is privileged or confidential pursuant to the laws of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, such privilege or confidentiality arising under the Family Educational Rights and Privacy Act (20 U.S.C. §1232g) or N.C.G.S. Ch. 126, Art. 7.*

Closed Session

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

Open Session

Master Plan Feedback Session. Ms. DeVore invited Dr. Amon to introduce members of the Page Southerland Page, Inc. consultant group who were present to provide an overview of their work on the University's Campus Master Plan and to solicit feedback from the trustees.

The consultants led the Board in a robust discussion and Q&A session regarding the involvement and schedule of the steering committee, working group, focus groups, and stakeholder engagement

