



**Board of Trustees**  
**Compliance, Audit, Risk Management and Legal Affairs Committee**  
**March 16, 2021**  
**MINUTES**

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**MEMBERS PRESENT:** Mona Edwards (Chair), Brad Hayes, Betsy Oakley, Dean Priddy, Linda Sloan

**OTHERS PRESENT:** Chancellor Franklin Gilliam; Jerry Blakemore, General Counsel; Bob Shea, Vice Chancellor for Finance and Administration; Dr. Julia Jackson-Newsom, Associate Vice Chancellor for Strategy and Policy; Don Skeen, Internal Auditor; Mark McKinney, Director of Institutional Risk Management; Tina McEntire, Vice Chancellor for Enrollment Management; Zach Smith, Director of Emergency Management; Waiyi Tse, Chief of Staff; Kelly Harris, Associate Chief of Staff and Assistant Secretary to the Board of Trustees, and other members of the administration and staff.

**PROCEEDINGS:**

Chair Edwards called the meeting to order at 9:45 a.m.

The Chair reminded the Committee members of their duty under the State Government Ethics Act to avoid conflicts of interest and advised that any conflict of interest or appearance thereof with respect to any matter before the Board or the Committee needed to be raised at that time. None were identified.

Special acknowledgement and note of appreciation was given to Carolyn Coppedge, who retired in January 2021 after over twenty-five years of service to UNCG. Carolyn, who worked with Board members with respect to ethics requirements, will be receiving the Order of the Long Leaf Pine award, an honor issued by the Governor to persons who have made significant contributions to the state and their communities through exemplary service and exceptional accomplishments.

The Chair introduced Leigh Olsen, a double alumna of UNCG, who returned from retirement to assist the Office of the General Counsel on a temporary basis. Leigh's 32-year career included over fifteen years as an employee of the University.

The Chair announced that Kelly Harris has taken over responsibilities for ethics requirements for the Board, as well as for the University in general. Kelly is the Associate Chief of Staff in the Office of the Chancellor and serves as Assistant Secretary to the Board. Kelly will work with the Office of General Counsel to advise the Board in meeting continuing obligations and will answer any questions regarding ethical standards and rules of conduct outlined in the Ethics and related acts.

Quorum was confirmed through roll call.

**Approval of the Minutes of the December 1, 2020 Meeting**

On roll call vote, minutes from the December 1, 2020 CARL meeting were unanimously approved with no additions or corrections.

## **Discussion Items:**

### Update: Top Five Risks Reporting and Other Issues (CARL-1)

#### *Top Five Risks Reporting*

Mark McKinney, Director of Institutional Risk Management, provided an update of the University's continuing risk assessment and the latest request from the UNC System Office regarding UNCG's top five risks. Mr. McKinney referred the Committee to *UNC Policy Manual 1300.7*, which outlines System-level and institution-level collaborative processes to identify risks that impact institutional goals.

McKinney advised that the University will submit its top five list to the UNC System Office by April 30, 2021. Follow-up conversations will continue with key stakeholders throughout the year, and a presentation of top risks and associated information will be shared at the September 2021 CARL Committee meeting.

#### *Deferred Maintenance*

McKinney also provided updates related to the UNC Board of Governors' \$104M approval for repair and renovation projects for UNCG in its proposed budget. If approved, \$81M will be allocated for the UNCG Library project, and the remaining \$23M will be distributed across other approved repair and renovation projects. Bob Shea, Vice Chancellor for Finance and Administration, added that while the UNCG team submits a list of priorities to the UNC System, the System ultimately determines which projects are approved for funding. Currently, UNCG's deferred maintenance budget is over \$500M.

#### *Financial Impact of Insurance Coverage (UNC Policy 1300.7.1)*

Shea advised the Committee that the UNC System Office has mandated that each campus enhance their insurance coverage to be more robust. Specifically, the System Office mandated minimum insurance coverages focused on mitigating risks associated with damage to or loss of University property.

As a result, UNCG performed an analysis of the impact of increased premium and reviewed the budget and risk implications. In fiscal year 2020-21, the total premium was \$688,691.

For fiscal year 2021-22, we are establishing a deductible of \$100K. As such, the University's total premium will be \$1,084,033. This increase was caused because of the state mandated additional coverage requirement, and the addition of two new buildings on campus (the Nursing and Instructional Building and the Chiller Plant).

### Coronavirus Response and Relief (CRRSAA) 2021 Supplemental Appropriations Act – HEERF II Spending Plan (CARL-2)

Tina McEntire, Vice Chancellor for Enrollment Management, provided an update on the second allocation of funds (\$9.3M) from the Higher Education Emergency Relief Fund (HEERF). The guiding principles of the allocation process are to distribute funds to students with exceptional need, minimize delays in distribution, re-employ the simple application used in the first round of funding that will allow students to self-identify need, distribute funds as widely as possible, and develop an award notification system that encourages students to enroll for summer and fall terms.

There was discussion among Committee members regarding how students were identified for these funds and whether students were using the funds for educational expenses or other needs. McEntire noted that, while the University cannot require students to remain enrolled, approximately 84% of students

who received funds from the first distribution no longer had outstanding balances by the end of the fall term. In addition, approximately 64% of students who were issued summer 2020 term funding used it for enrollment expenses. The summer-to-fall retention rate was also increased. Trustee Betsy Oakley inquired as to the percentage of students who received allocation funds but did not use them for education purposes. McEntire advised that she would review data to determine the percentage of students who received funding but did not re-enroll.

The Committee felt it was significant to note that, through the data provided, over 50 percent of UNCG students are receiving these allocation funds, and members commended the staff for their work to make this available to students. McEntire noted that UNC System institutions are not uniform in the methods used for funds allocation. UNCG has developed a student needs and success framework which, though more time-consuming, is best for students and the University and is consistent with the culture of care that is a key hallmark of the University.

### **Information/Action Item:**

#### **Audit Review for Board of Trustees (CARL-3)**

Director of Internal Audit, Don Skeen, presented a Summary of Internal and External Audits Performed to date. No exceptions were reported for these audits. A Summary History of Internal Audit Plan Activity, which provides a basis for the University's Audit Plan for the coming year, was also provided to the Committee. Mr. Skeen noted that the University has had no audit exceptions reported in the past seven years. Chair Edwards commended the University's internal audit team for their consistency and accuracy.

Mr. Skeen also presented the Audit Plan for Fiscal Year, ending June 30, 2022, which required Committee action. Trustee Brad Hayes moved to approve the plan; Trustee Dean Priddy seconded the motion. On roll call vote, the motion carried unanimously.

#### **COVID-19 Briefing (CARL-4)**

Dr. Julia Jackson-Newsom, Associate Vice Chancellor for Strategy and Policy, provided an update of the University's experience addressing the COVID-19 pandemic. Jackson-Newsom shared an overview of campus operations, noting that at the midpoint in the spring 2021 semester, there is a downward trend in positive COVID-19 case counts. She also noted that students have been extremely receptive and supportive of the University's testing efforts; over 7,000 tests have been administered with extremely low positivity rates. This is due in large part to the collaborative nature of the University's efforts and those of the faculty and staff.

Currently, UNCG is offering approximately 45 percent of classes via online instruction, 35 percent via face-to-face instruction, and approximately 20 percent in a hybrid format. Jackson-Newsom noted that UNCG has among the highest percentages of face-to-face classes being offered across the system. Despite the changing Executive Order guidelines regarding size of gatherings, UNCG will remain consistent with its current requirements.

Zach Smith, Director of Emergency Management, noted that UNCG is now serving as a Point of Distribution (POD) site for vaccinations for both UNCG students and employees, as well as all students and employees of Guilford County educational institutions. The School of Nursing is taking a partnership role in this effort, along with approximately 350 faculty, staff and student volunteers. As of last week, 1,739 people received the one-dose vaccination at the POD. Smith noted that due to low availability of the one-

dose vaccination, UNCG's site will begin offering the two-dose vaccinations. The Committee asked whether the clinic would be open to other education institutions in the county, and he noted that it is available to all higher education institutions.

Chair Edwards thanked Mr. Smith and Dr. Jackson-Newsom for their leadership and vigilance in implementing this cross-campus collaboration.

With no further business before the Committee, the meeting was adjourned at 11:02am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelly Harris".

Kelly Harris  
Associate Chief of Staff