

BUSINESS AFFAIRS COMMITTEE OF THE BOARD OF TRUSTEES

North Carolina Agricultural and Technical State University
Greensboro, NC

September 18, 2009

MINUTES

The Business Affairs Committee of the Board of Trustees convened on Friday, September 18, 2009 at 8:00 a.m., in Room 102 of the Alumni Foundation Events Center with Mr. Willie Deese presiding.

Roll Call revealed the following:

Present: Mrs. Pamela McCorkle-Buncum
Mr. Chuck Cornelio
Mr. Willie Deese
Mrs. Patricia Zollar

Others Present: Mr. Bill Barlow, University Engineer
Dr. Deborah Calloway, Special Asst. to the Chancellor
Mr. Scott Hummel, Comptroller
Mr. Larry Krieser, Internal Auditor
Mrs. Akua Matherson, AVC Budget & Planning
Mr. Andrew Perkins, AVC for Facilities
Mrs. Angela Peterson, Director of Auxiliary Services
Mr. Robert Pompey, Jr. VC for Business & Finance
Mrs. Daphne Rogers, Executive Assistant
Mr. Marc Williams, Deputy General Counsel

Absent: Mr. Emerson Fullwood
Dr. Harold L. Martin, Sr.

The meeting was called to order by Mr. Willie Deese followed by a moment of meditation and roll call. It was moved and properly seconded by Mr. Chuck Cornelio and Mrs. Patricia Zollar to receive the April 2009 minutes as approved. The meeting was yielded to Mr. Robert Pompey. The following updates were given:

FACILITIES UPDATE

The University has revised its six year capital improvement priority plan. This plan reflects a research intensive university that supports the academic opportunities of our students and faculty.

We continue to focus on improving academic facilities, residential facilities and infrastructure to maintain adequate support to our students, faculty and staff. This revision also includes a new enrollment student management center, a new data center with UNC-Greensboro, and student wellness areas and facilities. Upon Board approval, we will submit both to UNC-GA in November 2009.

BUDGET & PLANNING UPDATE

The University's state fund budget was reduced overall by approximately 4.9%. A total of 5.5 middle management positions were eliminated or transferred from state funds as a part of the flexibility reduction. The University was able to protect academics and did not permanently cut any faculty positions to achieve the reduction.

All state agencies are mandated to revert 5% of their budgets. This equates to \$5.1 million for North Carolina A & T State University. The University received \$2.0 million state appropriations for the College of Engineering support and \$200k in support of North Carolina A & T State University's efforts in the Joint School of Nanoscience and Nanoengineering.

COMPTROLLER'S OFFICE

The cash basis financial records for the 2008-2009 fiscal year were successfully closed in July and the required State reporting deadlines were met. The annual financial statements and footnotes worksheets were delivered to the Office of the State Controller by August 31, 2009.

The State Auditors are now on-site to conduct the audit of our 2008-09 fiscal year financial records and internal control systems. NC A&T was not selected to be included in this year's single-audit component, but the auditors have conducted a fiscal controls audit of endowed scholarships. As of this writing, that audit report had not been issued. The State Information System Auditors are also on-site, conducting an audit of the University's general systems controls. The primary objective of this type audit is to evaluate system security, disaster recovery, program maintenance, and systems software. The audit is scheduled to be completed by the end of September.

Human Resources/Payroll Implementation Project

The UNC Financial Improvement and Transformation Project (UNC FIT), a UNC General Administration (UNC GA) initiative, is underway to increase efficiency and reduce audit findings by providing a set of best practice standards for all of the UNC system schools. The most significant UNC FIT initiative is the Human Resources/Payroll (HR/PR) project for the nine schools that must bring their payroll function in-house.

Treasurer's Office

To virtually eliminate lines during the fall refund period, the Treasurer's Office gave students two refund options: direct deposit, or mailed checks. As a result, nearly 5,800 students received over \$9 million in refunds by direct deposit during the initial refund period. An additional 4,200 refund checks totaling over \$4 million were mailed. This is the first semester that direct deposits have exceeded check distribution. Refund lines were non-existent, the need to maintain a high level of cash in the Cashier's unit was reduced, and we eliminated setup costs that in the past have resulted from moving to the gym for the refund process.

With no further business, the meeting adjourned at 9:45 a.m.

Recorded by:

Daphne M. Rogers