AGENDA

CALL TO ORDER
Reading of Conflicts of Interest
Jimmy Clark, Chair

ROLL CALL

APPROVAL OF MINUTES
✓ — February 22, 2019 Open & Closed Meeting of the Executive Committee

CHANCELLOR’S REPORT

RECONVENE IN OPEN SESSION

ADJOURNAL
Members present: Jimmy D. Clark, Chair; Robert F. “Chip” Andrews, Thomas E. Cabaniss; Ann B. Goodnight; and Stanhope A. Kelly

Others present: Randy Woodson, Chancellor; Allison Newhart, Vice Chancellor and General Counsel; and PJ Teal, Assistant Secretary

Chair Clark called the meeting to order at 7:30 a.m. He reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest or appearances of conflict with respect to any matters coming before the board at this meeting. There being none, Chair Clark then called on Assistant Secretary PJ Teal for the roll call.

ROLL CALL
Assistant Secretary PJ Teal called roll and certified that a quorum was present.

MINUTES
Mr. Cabaniss made the motion, seconded by Mr. Kelly, to approve the open and closed session minutes of the January 25, 2019, meeting of the Executive Committee. The motion passed.

CLOSED SESSION
A motion was made by Mrs. Goodnight to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. Mr. Kelly seconded the motion. The motion carried.

RECONVENE IN OPEN SESSION
After coming out of closed session, Chair Clark announced that the meeting is in open session.

With no further business for the Executive Committee, Chair Clark adjourned the meeting at 8:00 a.m.

Respectfully submitted:

______________________________
Assistant Secretary

______________________________
Secretary

______________________________
Chair
NORTH CAROLINA STATE UNIVERSITY
Vice Chancellor for Finance and Administration

North Carolina State University (NC State), a leading public research university, is seeking an experienced and innovative leader with exceptional strategic, financial, operational and administrative skills, to serve as its next Vice Chancellor for Finance and Administration (VCFA). The VCFA reports directly to the Chancellor and will serve as a member of the University’s executive leadership team.

THE UNIVERSITY

At NC State, we create prosperity for North Carolina and the nation. The university began as a land-grant institution grounded in agriculture and engineering. Today, we are a pre-eminent research enterprise that excels across disciplines. Located in the capital city of Raleigh, NC State is one of two flagship research extensive universities in the 17-institution University of North Carolina System. The largest university in North Carolina, with an enrollment of nearly 36,000 students, NC State has 12 academic colleges (Agriculture and Life Sciences, Design, Education, Engineering, Humanities and Social Sciences, Management, Natural Resources, Sciences, Textiles, Veterinary Medicine, Graduate School and University College) and, as a land-grant institution is committed to outreach and engagement. NC State also provides Cooperative Extension Services in all 100 counties of North Carolina. The University employs more than 9,000 permanent faculty, administrative, and support employees and has an annual budget that exceeds $1.5 billion and a growing endowment currently valued at more than $1.4 billion.

THE OFFICE OF FINANCE AND ADMINISTRATION

The Office of Finance and Administration (OFA) supports the advancement of NC State’s strategic goals by ensuring the best use of available resources and fostering a culture of effectiveness, efficiency, and excellence. With the University’s core academic mission in mind, OFA and its more than 1,500 employees serve the NC State community through the development and management of the University’s physical, financial, and human resources.

The VCFA has strategic oversight of the seven OFA divisions, managed by a team of senior leaders responsible for delivering essential financial and administrative services to campus. These divisions include:

- **Budget and Resource Management**: Budget Office, Office of Cost Analysis, and F&A Analysis
- **Campus Enterprises**: Auxiliary Services which includes WolfPack Outfitters, Trademark Licensing, Retail Services and Lonnie Poole Golf Course; Hospitality Services including Rave Catering, Vendor Services, Technology Services, StateView Hotel Liaison, Residence Dining, and Retail Dining; and University Student Centers
- **Facilities**: Capital Project Management, Facilities Services, Facilities Budget and Accounting, Facilities HR, Energy Systems, University Architect and Business Systems
- **Human Resources**: HR Information Management and Analytics, Classification and Compensation, Talent Acquisition and Employment, Executive Search Services, Benefits, Employee Wellness and Work Life, Employee Relations, Onboarding Center, HR Continuous Improvement, and HR Communications and Marketing
- **Real Estate and Development**: Real Estate and Development

**POSITION RESPONSIBILITIES**

The VCFA is responsible for:

- Develop and implement a sound and sustainable fiscal plan by stewarding financial assets, optimizing physical resources and investing in our human capital;
- Overseeing OFA leadership who direct the seven divisions that deliver financial and administrative services to campus;
- Advising the Chancellor and Executive Vice Chancellor and Provost on financial and administrative affairs, including budget and resource allocations, and the Director of Athletics on athletics financial matters;
- Acting as the Executive Officer liaison to the Board of Trustees' Building & Property Committee and Audit, Risk Management & Finance Committee;
- Working collaboratively with other Executive Officers, Deans, Department Heads, faculty, staff and students to achieve the goals and objectives of the University;
- Creating, implementing, and serving on ad hoc task forces, standing committees, and implement initiatives to transform and promote a division culture of collaboration, transparency, innovation, entrepreneurial thinking, efficiency, effectiveness and accountability;
- various governing boards;
- Acting as a key member of the University Space Committee, guiding resource allocations with respect to physical facilities on campus;
- Making strategic decisions with respect to the campus physical master plan and/or campus capacity plan or an exceptionally large campus that includes approximately 15.25 million square feet in more than 446 buildings on the 2,1370-acre Raleigh campus;
- Making strategic decisions regarding the financing and acquisition of facilities on and off campus;
- Serving as a key decision-maker in coordinating fundraising for capital projects, along with the Vice Chancellor for University Advancement and officials of other associated entities;
- Serving in leadership roles on other University-related Associated Entities such as college-related foundations, other University affiliated corporations, and local agencies and quasi-governmental bodies that interface with NC State;
- Making effective financial and administrative decisions surrounding the operations of more than 1,100 off-campus research and extension facilities including various farms, forests, marine sciences facilities, 4-H camps and research laboratories;
- Leading the decision-making process and negotiation of public/private partnerships;
• Approving key financial and administrative financial reports that are distributed to other governmental bodies and/or the public;
• Approving large financial transactions consistent with the authority delegated to the VCFA;
• Assuring operational compliance with federal and state regulations as well as UNC System and NC State University requirements in key areas of finance and administration;
• Representing NC State in UNC System, city, county, state, or federal governmental meetings dealing with financial and administrative affairs;
• Making strategic decisions and providing advice regarding: human resources, personnel, and talent management on campus; stewardship, maintenance and investment of short and long term financial assets; and enterprise operations that include dining and bookstores;
• Maintaining open, informational and advisory communications with the Internal Audit Director and interacting collaboratively with him/her, in conjunction with the Executive Vice Chancellor and Provost, to ensure proactive identification and addressing of risks, a strong internal control and compliance environment, and effectiveness and efficiency in operational processes;
• Serving as a key NC State representative in transportation affairs and interfacing with local/regional authorities on issues including transit planning, neighborhood partnerships and emergency coordination; and
• Making key strategic decisions that help to ensure campus safety;
• Other duties and projects assigned by the Chancellor.

QUALIFICATIONS

The Vice Chancellor for Finance and Administration is an integral member of the university’s executive leadership team led by NC State’s Chancellor. To be an effective team member, the Vice Chancellor must be a consummate professional who will embrace positive change and is highly collaborative within a culture of transparency and fiscal responsibility.

Successful candidates will possess many of the following attributes:

• An advanced degree in business administration, public administration or other relevant field. In lieu of an advanced degree, candidates must possess a relevant bachelor’s degree and extensive experience in a comparable position at institution(s) of similar size and scope;
• Significant experience as a proven senior executive in a higher education, foundation, government or business organization of relevant size and complexity;
• Record of significant leadership and accomplishment in planning, managing and implementing major business and financial systems, human resources, and knowledge of trends in enterprise resource planning and management;
• Must be a visionary, highly collaborative leader with a service and solutions focused mindset, and entrepreneurial orientation;
• Ability to function in a complex, high demand environment, managing multiple priorities simultaneously and accustomed to setting and achieving goals;
• Ability to provide critical, conceptual and strategic thinking to important financial, academic and administrative issues across the university;
• Excellent interpersonal skills, demonstrated ability to cultivate strong team collaboration among diverse groups and to maintain positive relationships with administrative and academic colleagues;
• Proven record of achieving institutional cost savings in a decisive yet collaborative and professional manner;
• In-depth understanding of the political, social and economic factors shaping the future of higher education, and the political skill to develop strong partnerships with local, state and federal legislative and regulatory agencies in ways that build trust and promote mutual benefit;
• Must possess exceptional communication skills, including written, verbal, presentation and listening capabilities;
• Demonstrated commitment to embracing and enhancing diversity, affirmative action, and equal opportunity; and
• Ability to crystallize complex financial information into lay terms and to effectively articulate the university's financial vision, strengths, goals and requirements to a wide range of audiences, both internal and external;
• Familiarity with major construction, renovation and maintenance programs; understanding of facilities management, real estate development, campus master planning, and space planning. Familiarity with sustainability practices, including recycling, LEED construction, and energy conservation;
• Demonstrated excellence in leading operational best practices, spearheading efficiency initiatives, and exhibiting problem-solving skills;
• Strong proficiency in utilizing Microsoft Office, with working knowledge of computerized financial systems, including web-based information technologies.

FOR CONSIDERATION

Inquiries, nominations, and applications are invited and may be directed to Justin Lang, director, NC State Executive Search Services, at (919) 513-1963 or jdlang2@ncsu.edu.

Confidential review of applications will begin in May, and will continue until the position is filled. Candidates should provide a resume or curriculum vitae, cover letter, and the names and contact information of three references. References will not be contacted without prior knowledge and approval of candidates. These materials may be submitted online at https://jobs.ncsu.edu/ (position #00001673).

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.