MINUTES

The Business Affairs Committee of the UNCW Board of Trustees met on Thursday, April 20, 2017 at 2:00 p.m. in the Fisher Student Center – Masonboro Island Room 2011. Members present: Mr. Maurice Smith, Mr. Dennis Burgard, Mr. Hal Kitchin, Mr. Christopher Leonard, Ms. Ottillie Mensah and Mr. Michael Shivar. Mr. Maurice Smith, Chair, called the meeting to order and read the required ethics statement from the State Ethics Act. Mr. Kitchin requested to recuse himself from voting on Action Item # 11.

Chairman Smith asked if there were any corrections to the minutes of the January 19, 2017 meeting. A motion was made and seconded to “approve the minutes of the January 19, 2017 meeting as presented”. The motion carried.

Chairman Smith stated that the action items would be presented and at the conclusion he would ask for a motion to approve all action items by consent. He called on Vice Chancellor Rick Whitfield and Associate Vice Chancellor – Facilities Mark Morgan to present the action items.

Action Item # 1: On-Campus Housing Development

Recommended Action Item: The University is requesting approval from the Board of Trustees to continue the development process for new on-campus housing, including siting and solicitation of services that are required to further explore funding options. Site preparation and construction is expected to occur between 2018 and 2023, using a “village” concept consisting of four or five new residential buildings with around 2,000 new beds, and including the phased removal of Galloway and University Apartments, for a net increase of approximately 1,200 beds. Currently, the project costs are expected to be approximately $154 million.

Action Item # 2: Allied Health – Commissioning Agent

UNCW solicited for Architectural/Engineering Design services in accordance with the prescribed statutes and SCO/GA guidelines (Ref. GS 143-64.31, GS 143-135.25, GS 143-135.26, 01 NCAC 30D, State Construction Manual). We received twelve (12) valid proposals; four (4) firms were selected for consideration and interviewed in accordance with appropriate general statutes and guidelines. UNCW’s Interview Committee consisted of individuals representing Business Affairs – Facilities.

Each firm was evaluated on the following factors:

- Specialized or appropriate expertise in the type of project
- Past performance on similar projects
- Adequate staff and proposed design or consultant team for the project
- Current workload and State projects awarded
- Proposed design approach for the project including design team and consultants
- Recent experience with project costs and schedules
- Construction administration capabilities
- Proximity to and familiarity with the area where the project is located
- Record of successfully completed projects without major legal or technical problems
- Other factors which may be appropriate for the project

The committee reached a prioritized consensus as follows:

**Recommended Action Item:** The University is requesting Board of Trustee approval of the prioritized order of Commissioning firms listed below to lead the Allied Health Commissioning. Subsequent to approval, the University will begin fee negotiations and design contracting with the chosen firm(s) in rank order until acceptable contract terms are reached.

1. RMF Engineering, Inc
2. System WorCx, PLLC
3. Facility Dynamics Engineering Corporation

**Action Item # 3: Modular Facility – Siting and Aesthetics**

- **Purpose:** space for current modular unit occupants on Allied Health plot and space for new CHHS faculty and academic staff to accommodate enrollment growth and new academic programs for 2017-18 academic year
- **Location:** behind CIE
- **Anticipated move in:** November 2017
- **Anticipated cost:** $1.25 million (lease to purchase)
- **Funding source:** trust funds
- **Approvals:** not required, update to BOT April 2017
- **Size:** 10,000 square feet
- **Occupants:**
  - Youth Programs and Purchasing
  - CHHS dean, faculty and staff moving to current Purchasing building
  - New CHHS faculty and staff will move into McNeil
  - All other colleges are finding space for their new faculty and staff for Fall 2017

**Recommended Action Item:** The University is requesting Board of Trustee approval for the Siting and Aesthetics of the Modular Facility.

**Action Item # 4: Administrative Annex – Siting and Aesthetics**

- **Purpose:** relocate staff to edge of campus to create space in the core of campus and near other existing academic buildings for new faculty and academic staff that arrive Fall 2018 to support enrollment growth and new programs
- Location: behind CIE
- Anticipated move in: Summer 2018
- Anticipated cost: $5.3 million
- Funding source: trust funds
- Approvals: BOT April 2017 and BOG May 2017
- Size: 30,000 square feet, 2 stories, brick facade
- Possible Occupants: administrative staff, yet to be finalized and communicated

**Recommended Action Item:** The University is requesting Board of Trustee approval for the Siting and Aesthetics of the Administrative Annex.

**Action Item # 5: Macmillan Ave. Parking Lot – Siting Approval**

**Recommended Action Item:** The University is requesting Board of Trustee approval for the Siting of the Macmillan Ave. Parking Lot.

**Action Item # 6: Friday Annex II – Siting**

- Purpose: space in the core of campus for new faculty and staff arriving Fall 2019, swing space, student study space and possible dining
- Location: next to Friday Annex
- Anticipated move in: Summer 2019
- Anticipated cost: $5-10 million; depends on type of facility and use
- Funding source: trust funds, possible dining contribution
- Approvals: BOT: April 2017 and BOG: Summer/Fall 2017
- Size: 30,000 square feet, 2 stories
- Possible occupants: to be determined
- Additional swing space will be available in current Purchasing building when Allied Health building finished

**Recommended Action Item:** The University is requesting Board of Trustee approval for the Siting of the Friday Annex II Facility.

**Action Item # 7: Parking Expansion and Improvements Lot 2 – Aesthetic Approval**

- Design Objectives: provide 450 new spaces in the vicinity of the Greene Track
- Maintain Attractive Campus Environment, with an eye toward screening views of vehicles and greening the lots and perimeter
- Maintain Safe Routes of vehicle and pedestrian circulation
- Create Inviting Entrances to the Athletic and Outdoor Recreation areas
- Anticipated Cost: $3.5M; $7,686 per parking spot
- $7,016 construction and $670 design costs per parking spot
- Anticipated Annual Net Revenue: $175K
- Funding Source: internal loan from trust funds, 10 year payback
• Approvals: BOT April 2017, BOG May 2017

Recommended Action Item: The University is requesting aesthetic approval for the purpose of constructing parking lot 2 on the site indicated and previously approved by the Board of Trustees.

Action Item # 8: University Police Department Expansion

Recommended Action Item: The University is requesting Board of Trustee approval for the expanded footprint and aesthetics of a nominal 1,600 SF addition to the existing University Police Department Building.

Action Item # 9: Outdoor Fields Enhancement – Phase II Bathroom and Field Support Facilities Building 7D

Recommended Action Item: The University is requesting Board of Trustee approval for the aesthetics of Building 7D, the bathroom and Field Support Facility.

Action Item # 10: Randall Library – Bathroom Expansion and Fire Alarm Replacement

UNCW solicited for Architectural/Engineering Design services in accordance with the prescribed statutes and SCO/GA guidelines (Ref. GS 143-64.31, GS 143-135.25, GS 143-135.26, 01 NCAC 30D, State Construction Manual). We received five (5) valid proposals; three (3) firms were selected for consideration and interviewed in accordance with appropriate general statutes and guidelines. UNCW’s Interview Committee consisted of representatives from Business Affairs – Facilities.

Each firm was evaluated on the following factors:

• Specialized or appropriate expertise in the type of project.
• Past performance on similar projects.
• Adequate staff and proposed design or consultant team for the project.
• Current workload and State projects awarded.
• Proposed design approach for the project including design team and consultants.
• Recent experience with project costs and schedules.
• Construction administration capabilities.
• Proximity to and familiarity with the area where the project is located.
• Record of successfully completed projects without major legal or technical problems.
• Other factors which may be appropriate for the project.

The committee reached a prioritized consensus as follows:

Recommended Action Item: The University is requesting Board of Trustee approval of the prioritized order of Architectural Design firms listed below to lead the Randall Library Bathroom Expansion and Fire Alarm Replacement project. Subsequent to approval, the University will
begin fee negotiations and design contracting with the chosen firm(s) in rank order until acceptable contract terms are reached.

1. Becker Morgan Group, Inc.
2. BHDP Architecture, PLLC
3. HH Architecture, PA

**Action Item # 11: Duke Energy East Substation 23KV Feeder – Right of Way**

*Recommended Action Item:* The University is requesting Board of Trustee approval for a designated right-of-way to Duke Energy for the installation of a new 23KV primary electrical service.

After discussion, Mr. Burgard made a motion to approve all action items, as presented, by consent. Mr. Shivar seconded the motion and the motion carried. (Mr. Kitchin recused himself from voting on Action Item # 11 and requested that he be allowed to vote on the remaining ten action items.)

Mr. Morgan gave a Facilities update and reported on the following projects:

- Softball Facility Improvements – Gift in Place – Press Box and Bleacher Expansion
- UNCW Allied Health Facility
- UNCW HUB Dining Facility
- Synthetic and Natural Turf Field Upgrade
- Softball/Baseball Indoor Practice & Batting Facility

Vice Chancellor Whitfield presented the VCBA Update on the budget.

John Scherer, General Counsel, reported on the 2017 EEO/AA Plan and highlighted the following:

- Federal regulations require annual evaluation of the representation of women and racial/ethnic minorities
- Reaffirms UNCW’s commitment to equal employment opportunity and documents efforts towards achieving labor market parity among women and racial/ethnic minorities
- As of 1/1/2017, UNCW had 1,922 employees
  - 58% women
  - 19% racial/ethnic minorities

Mr. Scherer reported on the current initiatives and strategies and the university’s plan to move forward. He also reviewed the Employment of Related Persons Plan with the committee.

Chairman Smith asked if there was any old or new business to come before the committee, there being none, the meeting was adjourned.