

**Business Affairs Committee
UNCW Board of Trustees
Burney Center Ballroom C
Thursday, October 26, 2017 at 1:00 p.m.**

MINUTES

The Business Affairs Committee of the UNCW Board of Trustees met on Thursday, October 26, 2017 at 1:00 p.m. in the Burney Center Ballroom C. Members present: Mr. Maurice Smith, Mr. Michael Drummond, Mr. Hal Kitchin and Mr. Hank Miller. Mr. Maurice Smith, Chairman, called the meeting to order and declared that a quorum was present. He read the required ethics statement from the State Ethics Act and no conflicts were identified.

Chairman Smith asked if there were any corrections to the minutes of July 27, 2017 meeting. Mr. Drummond made a motion to “**approve the minutes of the July 27, 2017 meeting as presented**”. Mr. Kitchin seconded the motion and the motion carried.

Mr. Mark Morgan, Associate Vice Chancellor – Facilities, presented the following action item:

ACTION ITEM:

Belk, Graham, Hewlett Hall –HVAC Renovations Commissioning Agent Selection

- 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).
- Six valid proposals were received and five firms were 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.
- The committee reached a prioritized consensus as follows:
 1. System WorCx, PLLC
 2. Engineered Designs, Inc.
 3. Dewberry Design-Builders, Inc.

Mr. Kitchin made a motion to “**approve the prioritized order of Commissioning firms listed below to lead the Commissioning efforts for the Belk, Graham, Hewlett Hall – HVAC Renovations project. Subsequent to approval, the University shall begin fee negotiations and design contracting with the chosen firm(s) in rank order until acceptable contract terms are reached.**

- 1. System WorCx, PLLC**
- 2. Engineered Designs, Inc.**
- 3. Dewberry Design-Builders, Inc.**

Mr. Miller seconded the motion and the motion carried.

Mr. Morgan gave a brief Facilities update on:

- UNCW Allied Health Facility
- Parking Lots 1A & 1B
- Psychology Clinic – 720 St. James
- Modular Facility – MacMillan Ave.
- Administrative Annex - MacMillan Ave.
- MacMillan and Hamilton Parking Lots (2A & 2B)
- Track and Field Improvements – Resurfacing Phase
- Softball Facility Improvements – Gift in Place
- Outdoor Fields Enhancement – Phase II
- Softball/Baseball Indoor Practice & Batting Facility
- On Campus Housing Development
- University Police Department Expansion
- UNCW Campus Master Plan 2017

Ms. Sharon Boyd, Associate Vice Chancellor – Business Services, introduced Stan Harts, Director of Environmental Health & Safety, and he introduced Ms. Kat Pohlman, UNCW’s Sustainability Coordinator, to summarize the university’s sustainability recognitions and accomplishments. Ms. Pohlman, presented an infographic summarizing the 2016-17 academic year points of pride. Ms. Pohlman introduced Ms. Ruth Alexander, a Sustainability Peer Educator, to discuss how the Peer Educator program and The Green Initiative Fund (TGIF) is making a difference in her and other students’ lives at UNCW.

Ms. Sara Thorndike, Associate Vice Chancellor for Finance and Controller, shared a financial update on the university’s parking operations. The university’s parking operations rely solely on receipts and receive no financial support from the state. Ms. Thorndike shared a four year history of parking revenues and expenses in addition to current and future year projections. Net income ranged from \$70,000 to \$645,000 during this period for future infrastructure investment. The ending fund balance is projected to be \$4.4 million at the end of fiscal year 2019. Parking currently services debt of \$1.2 million each year. Capital investments of \$179,000 to \$681,000 were made each year.

Ms. Sharon Boyd, Associate Vice Chancellor Business Services, shared future plans for parking to support the university's mission by providing adequate parking that is sensitive to the environment, conveniently located, and convenient to use. These plans include increasing capacity with new lots estimated at \$5.1 million and a \$15.1 million parking garage, improving efficiency of permit types and rate structures, permit pricing changes, and improvement in visitor experiences.

Vice Chancellor Rick Whitfield gave a VCBA Update on FY 2017-18 Projected Tuition Revenue and guidance recently received from General Administration regarding allowed tuition and fee increases for 2018-19 fiscal year.

The External Affairs Committee joined the Business Affairs Committee to discuss a matter in Closed Session. Chairman Smith made the following motion to “**convene into Closed Session pursuant to NCGA § 143-318.11(a).**”

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to Subchapter 05B, Purchase Procedures, under the NC Administrative Code, and namely, 01 NCAC 05B.0103 and 01 NCAS 05B.0210 relating to the confidentiality of information received prior to the award of a procurement contract. [NCGA § 143-318.11(a)(1)], or not considered a public record within the meaning of Chapter 132 of the General Statutes.**
- (4) To discuss matters relating to the location or expansion of business in the area served by this body. [NCGA § 143-318.11(a)(4)]**
- (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. [NCGA § 143-318.11(a)(5)]”**

Mr. Drummond seconded the motion and the motion carried.

Mr. Kitchin made a motion to reconvene into Open Session. Mr. Miller seconded the motion and the motion carried. No action was taken on the items discussed during Closed Session.

There being no further business, the meeting was adjourned.