

**Business Affairs Committee  
UNCW Board of Trustees  
Burney Center Ballroom C  
Thursday, April 19, 2018 at 1:15 p.m.**

**MINUTES**

The Business Affairs Committee of the UNCW Board of Trustees met on April 19, 2018 at 1:15 p.m. in the Burney Center Ballroom C. Members present: Mr. Maurice Smith, Mr. Michael Drummond, Mr. Hal Kitchin, Mr. Carlton Fisher, Henry Miller and Ms. Wilma Daniels. Members absent: Mr. Woody White. Mr. Maurice Smith, Chairman, called the meeting to order and read the required ethics statement from the State Ethics Act. Mr. Hal Kitchin requested to recuse himself from voting on Action Item # 1 and #2 on the Facilities Update.

Mr. Smith asked if there were any corrections to the minutes of the January 18, 2018 meeting. Mr. Fisher made a motion to “**approve the minutes of the January 18, 2018 meeting as presented**”. Mr. Miller seconded the motion and the motion carried.

Associate Vice Chancellor – Facilities, Mark Morgan, presented the following action items:

**ACTION ITEM #1:**

**Outdoor Recreational Masterplan Designer Selection**

The University is requesting Board of Trustee approval of the prioritized order of professional design firms listed below to lead the Outdoor Recreation planning and design effort. 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. McAdams
2. Mosley Architects
3. ColeJenest & Stone

Mr. Fisher made a motion to approve the above action item, Mr. Miller seconded the motion, and the motion carried.

**ACTION ITEM #2:**

**Dobo Hall – System Renovations:**

The University is requesting Board of Trustee approval of the prioritized order of Commissioning firms listed below to lead the Dobo Hall system design efforts. 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. Mosley Architects
2. RMF Engineering
3. CBRE/Heery

Mr. Fisher made a motion to approve the above action item, Mr. Miller seconded the motion, and the motion carried.

Followed by the action items, Mr. Morgan provided a capital projects update on the following:

- Campus Development Impact Map
- Veterans Hall Facility
- Parking Lots 1A and 1B (Veterans Hall Parking)
- Randall Library – Fire Alarm Replacement, Restroom Renovations and Expansions
- Psychology Clinic – 720 St. James Renovation
- Administrative Annex (MacMillan Avenue)
- Hurst Drive Parking Lots 2A & 2B
- Track and Field Improvements – Resurfacing Phase
- Softball/Baseball Indoor Practice and Batting Facility
- University Police Department Expansion
- Outdoor Fields Enhancement – Phase II Bathroom / Field Support Facilities – Building 7D
- Softball Facility Improvements – Gift in Place Press Box and Bleacher Expansion

Associate Vice Chancellor – Business Services, Sharon Boyd, presented on the proposed parking rates for fiscal year 2019 for several categories of individuals including students, faculty and staff, contractors and visitors. The Board of Trustees approved the last parking increase five years ago. The proposal presented provided for both inflationary increases in expenditures and the current plans to expand parking facilities to meet the needs of campus growth and development. Policy changes proposed covered parking replacement due to construction as well as updates to procedures for charging visitors and events for parking on campus.

Ms. Boyd presented the following action item for the committee's consideration and approval:

**ACTION ITEM #3:**

**Parking Fees and Parking Policies**

The University is requesting Board of Trustees approval for the proposed parking fees, effective for fiscal year 2019, and the proposed policies as presented.

Mr. Kitchin made a motion to approve the above action item, Mr. Fisher seconded the motion, and the motion carried.

Ms. Stefanie Powell gave a brief budget update. The Board of Governors approved university tuition and fees for fiscal year 2019. Fixed tuition will continue for existing resident students, and incoming freshman will pay the same tuition for 4 years. At this time, the university is requesting enrollment growth funding of \$4.9 million for fiscal year 2019, with \$3.1 million coming from additional appropriations and \$1.8 million coming from tuition.

Mr. Kitchin made a motion to go into closed session and the motion carried.

On motion by Mr. Kitchin, seconded by Mr. Drummond and duly carried, the committee reconvened in open session. On motion by Mr. Miller, the committee approved the property and transaction matters as discussed in closed session.

There being no further business, the meeting was adjourned.