

**Business Affairs Committee
UNCW Board of Trustees
Burney Center Ballroom C
Thursday, October 18, 2018 at 2:30 p.m.**

MINUTES

The Business Affairs Committee of the UNCW Board of Trustees met on October 18, 2018 at 2:30 p.m. in the Burney Center Ballroom C. Members present: Mr. Michael Drummond, Ms. Gidget Kidd, Mr. Bob Rippy, Mr. Cole Tillett, and Mr. Ronnie McNeill. Members absent: Mr. Hank Miller and Mr. Hal Kitchen. Mr. Michael Drummond called the meeting to order and read the required ethics statement from the State Ethics Act.

Mr. Drummond asked if there were any corrections to the minutes of the July 19, 2018 meeting. Mr. Drummond made a motion to **“approve the minutes of the July 19, 2018 meeting as presented”**. Ms. Kidd seconded the motion and the motion carried.

Vice Chancellor for Business Affairs, Miles Lackey, gave a brief description of the impacts of Hurricane Florence on the campus grounds and buildings.

Following Mr. Lackey, Sharon Boyd began by highlighting the work performed before and after Hurricane Florence by Emergency Management, Risk Management and Environmental Health and Safety. Emergency Management established and set-up the Emergency Operations Center before the storm and provided support in evacuation decisions and arranging for accommodations and transportation to UNC Asheville for students lacking a place to evacuate during the storm. There were approximately 12 people in the EOC readying the campus for power outages.

Risk Management and UNCW’s Insurance liaison has been working with the North Carolina Department of Insurance, their adjusters, consultants and FEMA consultants.

The Department of Environmental Health and Safety was an integral part to the response and recovery assessing water damage in buildings and evaluating corrective measures EH&S provided. Assistance to faculty in moving freezers and research samples out of Dobo Hall and the Center for Marine Science before, during and after the event. The staff also assisted faculty in caring for research animal populations, accessing Dobo Hall after the storm, and moving office contents and lab equipment.

Following Ms. Boyd, David Donaldson gave an update on the duties provided by University Police. Campus evacuation, security, facilitating property retrieval, and staffing campus entrances for 25 days were among the tasks performed. All police employees worked including some students. Thirty percent of police employees' homes were significantly damaged and two, are currently uninhabitable. One employee commuted by canoe to the highway, rented a truck and came to work. Another employee stayed on campus for 7 days while unable to get back home. Chief Donaldson also gave a brief update on incidents reported during and after Hurricane Florence.

Following Chief Donaldson, Mark Morgan provided an update on all of Facilities' activities relating to the storm. Pre-event activities included a combined effort with Purchasing to establish recovery service contracts; gathering equipment needed during the storm and completing a phased power down of the entire campus. During the event, Facilities provided fuel for generators and monitored building infrastructure. Mitigation and remediation activities began immediately after the storm.

Next, Sharyne Miller presented the preparation and recovery effort of Information Technology Services. ITS performed a phased system shutdown saving time and equipment with the support of the IT Advisory Council, Facilities and OUR communications.

The availability of ITS staff allowed all production systems to be back online in two days. Fifty ITS staff worked approximately 750 hours while employees were under condition 3 and not required to work. Inspections of classroom technology were performed before reopening, and ITS Consultants worked with faculty in Dobo Hall to remove computers, research servers and phones. Cloud hosted systems

were available throughout the storm, and ITS is working to move additional systems to the Cloud.

Following Ms. Miller, Stefanie Powell provided an update on Finance. Bond payments of over \$5 million were due during the campus closure. A request of extending the deadline was denied, so with limited staff, working through condition 3 status and assistance from the State Treasurer's Office, the bonds were submitted on time.

Before the storm, Purchasing staff worked on the weekend and made all arrangements to evacuate students to UNC Asheville. All Purchasing staff were back on campus, September 18 putting in long hours from the time they arrived back in Wilmington until campus reopened. So faculty and staff could receive paychecks for the month of September, the payroll staff began work at 8:00 a.m. on Monday, September 10 and finished at 11:30 p.m. That night the Payroll Manager remained working to reconcile and finished the payroll cycle at 5 a.m., on Tuesday, September 11, just before ITS began the system shutdown.

Next, Mark Morgan's presentation began with the following action items from Facilities:

ACTION ITEM #1: Parking Deck II:

Recommended Action Item: The University is requesting Board of Trustee approval of the prioritized order of professional design/build firms listed below to lead the Parking Deck II, Design/Build effort. Subsequent to approval, the University will begin fee negotiations with the chosen firm (s) in rank order until acceptable contract terms are reached.

1. Balfour Beatty Construction, LLC
2. Rodgers Builders, Inc.
3. New Atlantic Contracting, Inc.

Mr. Drummond made a motion to approve the above action item, Ms. Kidd seconded the motion, and the motion carried.

ACTION ITEM #2: Parking Deck II Site Location:

Recommended Action Item: The University is seeking site approval for the Parking Deck II project. The proposed site is located on the north side of Parking Lot L, adjacent to Belk Hall and the Bluethenthal Preserve. This site provides convenient parking access for students living in and visiting the new Housing Village and its associated amenities, students accessing the pedestrian path to Chancellor's Walk to attend classes, and people attending athletics or campus recreation events at the nearby fields and facilities.

Mr. Drummond made a motion to approve the above action item, Mr. Tillett seconded the motion, and the motion carried.

ACTION ITEM #3: Housing Village – Siting and Aesthetics:

Recommended Action Item: The University is requesting Board of Trustee approval for the Siting and Aesthetics of the Housing Village Facilities.

Mr. Drummond made a motion to approve the above action item, Mr. Tillett seconded the motion, and the motion carried.

Following the action items, Mr. Morgan provided an update on current capital projects. These included the Administrative Annex on MacMillan Avenue adding additional crews and working 6 days a week to stay on the timeline; Veterans Hall site development is in progress and a contract was awarded on the Hurst Drive parking lots.

The track and field paving is expected to begin soon and completed this fall. Renovation of the existing University Police Department building is in progress. Randall Library building improvements on the fire alarm and restroom renovations and expansions are estimated to be complete by December 2018.

Additional projects in preliminary development are: Dobo Hall reconstruction, Randall Library renovation and expansion, a new laboratory facility, a film studies MFA facility and the Coastal Engineering lab.

For the final presentation, Mr. Lackey gave a brief update on the funding requests being submitted this month and the P3 housing project.

Funding requests are being made as part of the expansion budget request and the capital budget request. There was discussion around when UNCW will know if the requests are approved and, if approved, the timing for the receipt of funds.

Since the last BOT meeting in July, the Board of Governors approved the ground lease on the P3 housing and in September, the design development was completed. The next step will be receiving our ratings from Moody's that we expect by the middle of November. We are anticipating financial closing on December 19th.

There being no further business, the meeting was adjourned.