

BUSINESS AFFAIRS COMMITTEE
UNCW Board of Trustees
Thursday, January 19, 2017
Fisher Student Center, Masonboro Island Room 2011
1:00 p.m.

MINUTES

The Business Affairs Committee of the UNCW Board of Trustees met on Thursday, January 19, 2017 at 1:00 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, Mr. Dan McCord and Mr. Michael Shivar. Mr. Maurice Smith, Chair, called the meeting to order and read the required ethics statement from the State Ethics Act. No conflicts were identified.

Chairman Smith asked if there were any corrections to the minutes of the October 27, 2016 meeting. Mr. Burgard made a motion to “**approve the minutes of October 27, 2016 as presented**”. Mr. Kitchin seconded the motion and the motion carried.

Chairman Smith called on Vice Chancellor Whitfield to present the Hurricane Matthew FEMA Cost Recovery action item. Vice Chancellor Whitfield presented the following information to the committee:

- New Hanover County qualified for several categories of FEMA cost recovery following Hurricane Matthew.
- UNCW incurred significant expenses during Hurricane Matthew to qualify for FEMA reimbursement.
- While UNCW maintains insurance policies, FEMA will reimburse many expenses not eligible, including deductibles.
- Staff have finalized submittal of cost recovery documentation requesting \$200,786.81.
- Eligible expenses submitted include overtime, contractor expenses for debris and major repairs, and materials.
- The University will not receive this full amount due to a cost match required, similar to an insurance deductible.
- The Resolution Designation of Applicant’s Agent is a document required for us to submit in order to receive reimbursement.

The following action item was presented by Vice Chancellor Whitfield for the committee’s consideration and approval:

BE IT RESOLVED BY the governing body of The University of North Carolina at Wilmington (a public entity duly organized under the laws of the State of North Carolina) that the Primary Agent Rick Whitfield, Vice Chancellor for Business Affairs, and the Secondary Agent Eric Griffin, Assistant Director of Environmental Health and Safety, are hereby authorized to execute and file applications for federal and/or state assistance on

behalf of The University of North Carolina at Wilmington for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act (Public Law 93-288, as amended) or as otherwise available.

BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for The University of North Carolina at Wilmington in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof.

BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this _____ day of January, 2017.

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

Chairman Smith called on Ms. Liz Grimes, Interim Associate Vice Chancellor – Human Resources, to present the 2017 UNCW Management Flexibility Report and action item. Ms. Grimes briefly reviewed the 2017 UNCW Management Flexibility Report and presented the following action item for the committee’s consideration and approval:

Summary: At this meeting, 2017 UNCW Annual Management Flexibility Report, for the 2015-16 fiscal year, is presented for approval.

Context: Annually, based on UNC General Administration policy and guidance, the Chancellor and the Board of Trustees review and affirm the university’s Management Flexibility Report. As shown in the accompanying document form UNC General Administration, this report consists of: 1) various policies previously approved by the Board of Trustees and/or the Board of Governors that are requirements for institutions with management flexibility; 2) descriptions of various processes used during the previous year, and 3) summaries of personnel actions taken during the previous year that are relevant to delegated management flexibility. The form required by UNC General Administration (and its attachments) provide additional details in each of these areas.

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

Chairman Smith called on Ms. Sharon Boyd, Associate Vice Chancellor – Business Services, and Mr. Mark Morgan, Associate Vice Chancellor – Facilities, to present the Parking Projects 1A & 1B Concept Design. Ms. Boyd and Mr. Morgan presented the design objectives for the project as follows and aerial representations:

- Provide 238 new spaces for a total of 318 spaces in vicinity of new Allied Health Building (these spaces are in addition to the existing parking deck)
- Maintain Attractive Campus Environment, with an eye toward screening views of vehicles and greening the parking lots and the lot perimeters

- Maintain Safe Routes of vehicle and pedestrian circulation
- Create Inviting Entrances to the newly renovated Madeline Suites, a prime venue for visitors and events, and Wagoner Hall

After discussion, Mr. Leonard made the following motion “**to approve the concept design for the purpose of constructing parking projects 1A & 1B on the sites indicated and previously approved by the Board of Trustees**”. Mr. Kitchin seconded the motion and the motion carried.

Mr. Morgan introduced the Facilities management team and updated the committee on the construction projects.

Chairman Smith called on Ms. Sara Thorndike, Associate Vice Chancellor for Finance and Controller, to give the Financial Update. Ms. Thorndike shared that the university received an unqualified opinion with no management letter comments and no material weaknesses in internal control over financial reporting. The university experienced a strong year of performance, including an increase in net position of \$21.1 million to \$466.7 million. The university’s unrestricted net position as of June 30, 2016 was \$97.2 million and increased \$12.9 million. The university’s 2016 revenues were \$319.1 million and 2016 operating expenses were \$287.6 million. In 2016, revenues increased 3.5% and operating expenses increased 3.8%.

Chairman Smith called on Ms. Sharyne Miller, Associate Vice Chancellor – Information Technology Services and CIO, to give the ITS Update. Ms. Miller reported that the cyber and information landscape changes minute to minute making the protection of our universities’ assets a paramount priority. An update of the IT Security strategy will be provided with discussion points covering: information security education and training, updated security policies, risk-management methodologies and security resources. Information will be provided on progress made over the past twelve months to enhance our information security environment and next steps.

Vice Chancellor Rick Whitfield gave the VCBA Update and reported on the:

- FY 2016-17 Budget
- FY 2016-17 Projected Tuition Revenue
- FY 2017-18 UNC System Draft Budget

There being no further business, the meeting was adjourned.