

**BUSINESS AFFAIRS COMMITTEE**

**Thursday, October 27, 2016**

**Fisher Student Center**

**Masonboro Island Room 2011**

**1:15 p.m.**

**MINUTES**

Members present:

Mr. Maurice Smith, Chair  
Ms. Agnes Beane  
Mr. Dennis Burgard  
Mr. Hal Kitchin  
Mr. Christopher Leonard  
Mr. Dan McCord

Representing the University:

Dr. Rick Whitfield, Vice Chancellor for Business  
Affairs

Guests: Dr. Zito Sartarelli, Ms. Wilma Daniels, Dr. Marilyn Sheerer, Mr. Mark Lanier, Mr. David Donaldson, Mr. Mark Morgan, Ms. Sharon Boyd, Ms. Sara Thorndike, Ms. Liz Grimes, Mr. Carey Gibson, Mr. Bradley Ballou, Ms. Panda Powell, Mr. John Scherer, Ms. Julia Wicker Lee, Ms. Roberta LaSure, Ms. Nancy Spirakis, Ms. Cindy Hucks, Ms. Stefanie Powell, Ms. Leslie Hudson, Ms. Lisa Seifert, Ms. Ann Glossl, Dr. Brian Victor, Ms. Amber Resetar, Mr. Peter Groenendyk, Mr. Tim McNeilly, Mr. Brian Dailey, Ms. Kristy Burnette, Ms. Ann Freeman, Dr. Charlie Hardy, Ms. Jessica Maitland, Ms. Heather Iannucci, Mr. Nate Miner, Ms. Dana Harris, Ms. Jennifer Combs, Ms. Andrea Weaver, Mr. Justin Smith, Ms. Janet Alexander, Ms. Gina Bowen and Ms. Betty Sue Smith

The Business Affairs Committee of the UNCW Board of Trustees met on Thursday, October 27, 2016 at 1:15 p.m. in the Fisher Student Center – Masonboro Island Room 2011. Mr. Maurice Smith, Chair, called the meeting to order and read the required ethics statement from the State Ethics Act. Trustee Hal Kitchin recused himself from Action Items One, Two and Three due to a potential conflict of interest.

Chairman Smith asked if there were any corrections to the minutes of the July 21, 2016 meeting. Mr. Burgard made a motion to **“approve the minutes of July 21, 2016 as presented”**. Ms. Beane seconded the motion and the motion carried.

Chairman Smith called on Mr. Mark Morgan, Associate Vice Chancellor for Facilities, to present the Facilities Actions Items:

Mr. Morgan presented the first Action Item. After a comprehensive RFP process, the University is requesting Board of Trustee approval of the prioritized order of Construction Manager @ Risk firms listed below to lead the University’s Allied Health bond project. Mr. Burgard made a motion to approve **“The prioritized order of Construction Manager @ Risk firms listed to lead the University’s Allied Health bond project. Subsequent to approval, the University,**

**in conjunction with the State Construction Office, will begin fee negotiations with the chosen firm(s) in rank order until acceptable contract terms are reached.”**

- 1. W. M. Jordan / Sinclair (Wilmington, NC)\***
- 2. Balfour Beatty / Metcon (Raleigh, NC)\***
- 3. Samet Corporation / SRC Inc. (Raleigh, NC)\***

\* These are large, regional firms and the location listed is the office that will be supporting the project

Ms. Beane seconded the motion and the motion carried. (Mr. Kitchin recused himself from voting on Action Item One.)

Next Mr. Morgan presented Action Item Two requesting Board of Trustee approval of the Engineering/Architectural firms listed below to provide design services for informal projects for a two-year period. Mr. McCord made a motion to approve **“The Engineering/Architectural firms listed below to provide design services for informal projects for a two-year period.”**

Affiliated Engineers, Inc.	CLH Design	REI Engineers
Andre Johnson Architect	Criser Troutman Tanner	Right Angle Engineering
Atlas Engineering	Davenport	RMF Engineering
Bateman Civil Survey Company	ECS Carolinas LLP	SEPI Engineering & Construction
Becker Morgan	Hallam ICS	Stanford White
BHDP	Jenkins Peer	Stewart
BMH Architects	Marave Design Studio	Sud Associates
Bohler Engineering NC	McAdams	Terracon Consultants
Catlin Engineers and Scientists	McKim and Creed	Uzon + Case
Cape Fear Engineering	Moffatt & Nichol	Wagner Murray Architects
CBHF Engineers, PLLC	Norris & Tunstall	Walker Group Architecture
Cheatham and Associates	Raymond Engineering	Wetherill Engineering
Clark Nexsen	RDK Engineers	Woolpert

Mr. Burgard seconded the motion and the motion carried. (Mr. Kitchin recused himself from voting on Action Item Two.)

Mr. Morgan presented Action Item Three requesting Board of Trustee approval of the prioritized order of Engineering/Architectural Design firms listed below to lead the University’s Parking Expansion and Improvements project. Ms. Beane made a motion to approve **“The prioritized order of Engineering/Architectural Design firms listed below to lead the University’s Parking Expansion and Improvements project.”**

- 1. McAdams (Durham, NC)**
- 2. BMH Architects (Wilmington, NC)**
- 3. CTT Engineers (Wilmington, NC)**

Mr. Burgard seconded the motion and the motion carried. (Mr. Kitchin recused himself from voting on Action Item Three.)

Mr. Morgan gave an update on the capital projects—recently completed, in progress and in planning:

### **Hurricane Matthew:**

UNCW's campuses were impacted by Hurricane Matthew. There was significant tree loss across campus and minor flooding. Several building systems sustained electrical damage with most occurring as a result of the fluctuations in power. Overall, building damage was minimal; predominantly limited to water intrusion and electrical system failures. UNCW's staff prepared effectively for the storm and responded well for the recovery effort.

### **HUB Dining Facility:**

The HUB dining facility has entered the construction phase with a formal Notice to Proceed given on July 19, 2016. Estimated completion of this project is projected for spring of 2017. The building will include multiple dining choices with modern and sustainable features to serve the students.

### **Campus Master Plan Update:**

**General Expectations:** We anticipate several campus wide charrettes and surveys being necessary for the purpose of data collection. The consultants will be providing monthly progress updates, draft reports and subsequent modifications prior to the acceptance of the final Master Plan.

### **Phase I: Information Gathering, Assessment, and Organization.**

UNCW is proceeding with the 2016/2017 Campus Master Plan update in support of the University's Strategic Plan and accreditation requirements. In the first phase, the consultant will evaluate the following materials from the University:

- Current facility inventory and utilization study conducted in the spring of 2016. (This study includes all the space at all UNCW properties, both appropriated and non-appropriated that are either state-owned, leased, or held by UNCW affiliated entities.)
- Outdoor/Athletic Master Plan
- Parking Plan
- Housing Master Plan (currently underway)
- Stormwater Master Plan

The designer will also review the following:

- The current space inventory management system(s) in use and provide recommendations for improved functionality and utilization.
- The current space planning and management policy.
- The University's space standards and guidelines.

The completion date for Phase I is November 30, 2016.

## **Phase II: Advanced Planning: Site, Building, and Infrastructure Master Planning**

Based upon the 2016 inventory/utilization and the Master Plans provided in Phase I, the designer is expected to plan a projected space needs analysis of facility utilization; enrollment; and student, faculty, and staff growth projections to project building and physical plant infrastructure to meet a five-year growth strategy that expressed the 2016 UNCW Strategic Plan initiative. The final work will provide recommendations for the following:

- Traffic planning and planning systems
- Street planning and streetscapes
- Parking strategy and planning
- Multimodal transportation recommendations
- Pedestrian links
- Utility planning that will cover general recommendations for energy generation, HVAC generation, Water, Sewage, Gas, Electrical, Storm Water, Communications, and Sustainability

The completion date for Phase II is April 30, 2017.

### **Outdoor Fields Enhancement:**

### **Synthetic and Natural Turf Field Upgrade:**

The project contracts were approved by the State Construction Office in October 2016 and the contractor has begun mobilization on-site. The project is estimated to be complete in April, 2017.

### **Phase II Bathroom and Field Support Facilities – Building 7C**

Preliminary site work is complete (water, sewer, etc.) and the building construction is underway. We have 100% HUB MBE participation. Construction of the building is estimated to complete in April, 2017.

### **Performance Contract II:**

The scope of Performance Contract II consists of Guaranteed Energy Savings Measures affecting 20 academic buildings at a cost of \$6.8M. The construction phase is underway and will continue through August, 2017. Interior building lighting and parking lot lighting retrofits are well underway. Walkway and roadway lighting replacements will begin soon. The Trask Coliseum complex boiler replacements are complete. The savings guarantee ends in February, 2034, (16.5 years).

### **Softball/Baseball Indoor Practice & Batting Facility:**

The Softball/Baseball Indoor Practice & Batting Facility project is in the construction documents phase. Site development and utility infrastructure will begin in November; construction of building is anticipated to begin early next year.

### **Softball Facility Improvements – Gift in Place:**

The project donor has completed the field improvements, dugout construction, and training facility are complete. The Press Box and Bleacher Expansions projects are anticipated to move forward in 2017.

### **Baseball Game Day Hitting Facility:**

The philanthropically funded Baseball Game Day Hitting Facility is complete.

### **Completed Projects:**

Men's Basketball Locker Room Renovations  
Baseball Infield Practice Turf  
Baseball Bleacher Renovations  
Soccer Bleacher Renovations

Chairman Smith called on Ms. Sharon Boyd, Associate Vice Chancellor – Business Services, to present Action Items Four and Five. Ms. Boyd updated the Committee on the process and scope of a study engaged by Parking and Transportation Services with the assistance of Engineering Consultants familiar with Campus Physical Master Plan and Stormwater Management Plan and as a result presented the following action items for consideration and approval. After discussion Mr. Leonard made a motion to approve **“The Siting and Concept of Parking Projects known as 1A and 1B, in the vicinity of the new Allied Health Building and Student Recreation Center.”** Mr. Burgard seconded the motion and the motion carried.

Ms. Boyd requested reaffirmation of the site across the street from Greene Track, at the intersection of Hamilton and Hurst Drives, to include alternative transportation amenities, visitor spaces, and address immediate needs of a growing student body – known as Project 2. Mr. Leonard made a motion to approve **“The reaffirmation of the previously reviewed Siting, and approval of a Concept of Parking Project 2, at the intersection of Hurst Drive and Hamilton Drive.”** Mr. Burgard seconded the motion and the motion carried.

Chairman Smith recognized Ms. Liz Grimes, Interim Associate Vice Chancellor – Human Resources, and asked her to give an update and present Action Item Six. Ms. Grimes briefly reviewed the 2017 FY – 2018 FY Faculty salary ranges by discipline and rank and the Annual Labor Market Salary Evaluation for Senior Academic or Administrative Officers and Faculty. She discussed the Delegation of Expanded Authority to the Chancellor for EHRA Salary Actions. In accordance with UNCW's Management Flexibility to Appoint and Fix Compensation agreement as approved by the UNC Board of Governors in 2004, the approval authority for EHRA salary delegations are granted to the Board of Trustees, who in turn have the authority to further delegate EHRA salary increases to the Chancellor for the proper and

expeditious operation of the institution, except SAAO Tier I actions per Board of Governors requirement.

On September 13, 2016, UNC General Administration President Margaret Spellings increased the baseline delegation of authority to UNC Wilmington for most EHRA salary actions up to 20% and \$15,000. Ms. Grimes presented the following Resolution of the UNCW Board of Trustees to Delegate Expanded Authority to the Chancellor for Certain Salary Actions for Employees Exempt from the State Human Resources Act for consideration and approval. Mr. McCord made a motion to approve the following resolution. Mr. Leonard seconded the motion the motion carried.

**Resolution of the UNCW Board of Trustees to Delegate Expanded Authority to the Chancellor for Certain Salary Actions for Employees Exempt from the State Human Resources Act**

WHEREAS, pursuant to N.C.G.S. 116-11(2), the UNC Board of Governors is responsible for the general determination, control, supervision, management and governance of all affairs of the constituent institutions; and

WHEREAS, the UNC Board of Governors has adopted policies relevant to salary actions for employees exempt from the State Human Resources Act (“EHRA employees”) that delegate certain actions to the president and/or boards of trustees, and on July 29, 2016, approved changes to Sections 200.6 and 600.3.4 of the UNC Policy Manual that raised the thresholds at which proposed salary increases for EHRA employees may be approved by the president and authorized the president to delegate all or a portion of such authorities to the boards of trustees consistent with its authority under N.C.G.S. 116-11(13), as necessary or prudent to enable the institution to function in a proper and expeditious manner ; and

WHEREAS, consistent with the UNC Board of Governors’ authorization, the president has determined that it is necessary and prudent to delegate to the boards of trustees of the constituent institutions the authority to approve individual EHRA employee salary adjustments within the following limits:

- a) A temporary salary stipend or supplement with a specified end date that does not exceed 25% and \$25,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary, up to 12-months in duration; and
- b) A temporary salary stipend or supplement without a specified end date that does not exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date based on the employee’s June 30 salary; and

c) A permanent base salary adjustment that does not exceed 20% and \$15,000 of cumulative salary adjustments fiscal year to-date based on the employee's June 30 salary; and

WHEREAS, the president has authorized the boards of trustees, at their option, to further delegate any or all of the above authorities to approve salary adjustments, with the exception of adjustments for Tier I Senior Academic and Administrative Officers, to the chancellor and the chancellor's permitted designees identified in the paragraph below, as deemed necessary for the proper and expeditious operation of the institution;

NOW THEREFORE, after careful consideration, the UNCW Board of Trustees hereby further delegates to the chancellor and the chancellor's permitted designees the authority to approve EHRA salary adjustments up to the aforementioned limits. This delegation shall remain in effect until modified or rescinded by the board of governors, president, or board of trustees. For purposes of this Resolution, the chancellor's permitted designees may be the following senior officers of the institution: provost, chief financial/business officer, chief human resources officer, or chief of staff. The UNCW Board of Trustees shall receive an informational report at each of its regular quarterly meetings of all salary adjustments approved under this delegation.

BE IT SO RESOLVED.

October 28, 2016

APPROVED BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

By: \_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Assistant Secretary, Board of Trustees

Vice Chancellor Whitfield was called on next and he provided an update on important areas:

- FY 2016-17 Budget
- FY 2016-17 Budget Allocations
- FY 2016-17 Projected Tuition Revenue
- FY 2017-18 and FY 2018-19 Tuition, Fee & Enrollment Growth
- 2006A Pool Bond Refunding—Fisher Student Union, Parking, Wagoner Dining Hall Improvements, Housing Facilities, and Student Health Center resulting in a possible cash

savings of \$3.3 million, NPV savings of \$2.2 million and annual cash savings of \$181 thousand

- UNC System FY 15 Financial Statements, highlighting UNCW's position among the 17 campuses

There being no further business, the meeting was adjourned.

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