

**BUSINESS AFFAIRS COMMITTEE**

**Thursday, July 16, 2015**

**Fisher Student Center**

**Masonboro Island Room 2011**

**1:00 p.m.**

**MINUTES**

Members present:

Mr. Hal Kitchin, Acting Chair  
Mr. Ken Cameron  
Ms. Wilma Daniels  
Mr. Michael Drummond  
Mr. Christopher Leonard

Chairman of the BOT:

Mr. Michael Shivar

Representing the University:

Dr. Rick Whitfield, Vice Chancellor for Business  
Affairs

Guests:

Dr. Zito Sartarelli, Ms. Sharon Boyd, Mr. Mark  
Morgan, Dr. Rosalynn Martin, Mr. Carey Gibson,  
Mr. David Donaldson, Ms. Sara Thorndike, Mr.  
Stan Harts, Ms. Cindy Hucks, Mr. Brian Dailey,  
Ms. Pat Leonard, Dr. Mike Walker, Mr. Steve  
Miller, Ms. Dana Harris, Ms. Stefanie Powell, Dr.  
Steve Meinhold, Mr. David Ulaszek, Ms. Andrea  
Weaver, Ms. Marybeth Bianchi, Ms. Ann Freeman,  
Mr. John Scherer, Dr. Terry Curran, Ms. Roberta  
LaSure, Ms. Nancy Spirakis, Dr. Ron Vetter, Ms.  
Joanne Ferguson, Ms. Patti Hale, Ms. Lori Preiss,  
Ms. Carol Strickland, Mr. Russ McBrayer, Ms.  
Patty Thompson, Ms. Kara Farmer, Ms. Bev  
Vagnerini, Ms. Liz Grimes, Mr. Peter Groenendyk,  
Mr. Justin Smith, Mr. Matt Rogers, Ms. Gina  
Bowen, Ms. Janet Alexander and Ms. Betty Sue  
Smith

The Business Affairs Committee of the UNCW Board of Trustees met on Thursday, July 16, 2015 at 1:00 p.m. in the Fisher Student Center-Masonboro Island Room 2011. Mr. Hal Kitchin, Acting Chair, called the meeting to order and read the required ethics statement from the State Ethics Act. No conflicts were identified.

Chairman Kitchin asked the committee members to take a few moments to review the minutes of the April 16, 2015 meeting. Mr. Kitchin asked if there were any corrections to the minutes. Mr.

Drummond made a motion **“to approve the minutes of the April 16, 2015 meeting as stated,”** Mr. Cameron seconded the motion and the motion carried.

Vice Chancellor Rick Whitfield welcomed Mr. Christopher Leonard to the Board of Trustees and to the Business Affairs Committee. Vice Chancellor Whitfield reviewed the Business Affairs organizational chart and fact sheet with the committee members.

Mr. Kitchin called on Vice Chancellor Whitfield to present the first action item – Appointment of a New Director to the Donald R. Watson Foundation, Inc. Board. Donald R. Watson, the incorporator of the foundation, outlined in the articles of incorporation and by-laws of the foundation that there shall be five directors. Each director shall hold office until his death, resignation, retirement, removal, disqualification, or their successor is appointed and qualified. Three of the members of the board shall be appointed by the Board of Trustees of the university. After discussion, Mr. Cameron made a motion that the **“Business Affairs Committee recommend to the Board of Trustees the appointment of Chancellor Jose V. Sartarelli as the successor to Interim Chancellor William A. Sederburg on the Board of the Donald R. Watson Foundation.”** Ms. Daniels seconded the motion and the motion carried.

Vice Chancellor Whitfield presented the second action item – Appointment of Endowment Board Members for Three Year Terms. He briefed the committee on the structure of the Endowment Board and gave an overview of the Endowment’s portfolio which totals \$88,893,321, as of May 31, 2015. He reported that the Board of the UNCW Endowment consists of up to nine members. Four of those members serve because of the offices they hold with the University or our Board. Those are the Chancellor, the Chairman of the Board of Trustees, the Vice Chairman of the Board of Trustees, and the Immediate Past Chair of the Board of Trustees. The five remaining members of the UNCW Endowment Board are appointed by the Board of Trustees. In consultation with Chair Shivar, the University requests the following individuals be appointed by the Board of Trustees to serve a three year term on the Endowment Board. Brief bios were provided to this Board earlier in the week.

After discussion, Mr. Cameron made the following motion **“Business Affairs Committee recommends that the Board of Trustees appoint these 5 individuals to 3-year terms on the UNCW Endowment Board.**

**New Board Members:**

**Phil Marion  
L. Thorne James**

**Returning Board Members:**

**Steve Warwick  
Terry Coffey  
Carlton Fisher**

Ms. Daniels seconded the motion and the motion carried.

Chairman Kitchin called on Vice Chancellor Whitfield and Mark Morgan, Interim Associate Vice Chancellor - Facilities to present the third action item – UNCW Dining Facility. Vice Chancellor Whitfield reviewed the process to date including the nature of Aramark’s contractual

agreement to design and construct the facility, the University's involvement in the design and construction of the facility and related exterior enhancements, and the nature of the approval that is being sought from the Board. After some discussion of the proposed site, as well as the design and aesthetics of the proposed facility as indicated by several site plans and renderings shown to the Committee, Mr. Drummond made a motion **'To recommend to the Board of Trustees to approve the requested site and aesthetic approval for the purpose of constructing a new dining facility adjacent to Galloway Hall, Belk Hall, Graham-Hewlett Hall, and the University Apartments in accordance with UNCW's contract with Aramark, the University's food service provider.'** Mr. Leonard seconded the motion and the motion carried.

Mr. Mark Morgan, Interim Associate Vice Chancellor-Facilities provided an update on certain construction projects, including:

The Renovation of the Social and Behavioral Science Building.

The S&BS construction effort is complete with final inspections in progress. FF&E installation is in progress. Faculty and staff are scheduled to move into the building beginning August 3, 2015 and classes will begin with Fall 2015 semester. The project has 13% HUB participation.

The Athletic and Recreational Master Plan, including

The Outdoor Fields and Facilities Enhancement Plan is moving forward as follows:

Outdoor Fields Enhancement – Phase I (Field and Lighting Improvements)

The previous bid efforts were rejected by the state due to an incomplete submission by the low bidder. The bid package was re-developed and is currently being negotiated. The construction efforts will begin in August 2015 with an estimated completion date in February 2016.

Outdoor Fields Enhancement – Phase II (Bathroom Facilities)

Design of the Bathroom Facilities is complete and is currently under review. Site work on the project began in May, 2015. Estimated completion date for building 4D is December 2015 with buildings 7C and 7D to follow in January and February 2016.

Softball/Baseball Indoor Practice & Batting Facility

Advance Planning and Programming of the Softball/Baseball Indoor Practice & Batting Facility is underway. This is a philanthropically funded project; fund raising efforts for the construction phase are in progress.

The Gift in Place Donation for Softball Facility Improvements

The Softball Facility Improvements project is donor funded. Dugout construction started in May 2015 with an estimated completion date in September 2015.

Finally, Mr. Morgan provided an update on the University's new Performance Contract being negotiated with Ameresco:

The scope of Performance Contract II consists of Guaranteed Energy Savings Measures affecting 20 academic buildings. The next phase, the financial RFP, is under review. RFPs for Financing are due in August, 2015; Council of State approval is scheduled for October 2015; Contract Execution is expected in November 2015. The construction phase will begin in November and end June of 2017; Guarantee ends May, 2037.

Mr. Kitchin called on Ms. Sharon Boyd, Associate Vice Chancellor – Business Services, for a Business Services update. Ms. Boyd's update focused on enhancements for the academic year beginning Fall 2015. The presentation included a brief overview of Business Services funding sources, and select accomplishments for fiscal year 2015. In addition, financial reserves were reviewed with the explanation that reserves are important, which is why dining investments by the food service contractor will be so beneficial. This led to an overview of the current and future investments in campus dining made possible by the recently-awarded food service contract with ARAMARK which will be entering its second year in the Fall of 2015. The food service operator is investing \$11 million in capital improvements, one of which is the new dining facility that is planned to be completed in time for a Fall 2016 opening. Several campus dining locations have already received an uplift, and this Fall, Dub's Café will have increased seating capacity and new menu. Chick fil A is being transformed into a restaurant quality experience. In summary, Business Services is working to improve the student experience, and preparing for growth, satisfaction and success.

Chairman Kitchin called on Vice Chancellor Whitfield for the Vice Chancellor's update. He reported on the status of the CIO search. The Search Committee consists of a 19-member search committee - including 11 faculty - is hard at work evaluating 112 applicants who have advanced from a pool of 164. The search committee is being chaired by Dr. Ron Vetter, Associate Provost for Research and Dean of the Graduate School.

Vice Chancellor Whitfield reported that the university is operating on a continuation budget, as the state legislature is still in session and has not passed a final budget for fiscal year 2016. Our Board's Tuition and Fees request has been approved by the Board of Governors, and will be implemented in the Fall tuition bills. The Enrollment Growth request for increased appropriations is pending approval by the General Assembly. According to reports from Mr. Lanier, the prospects are very good that the UNC system will be funded for enrollment growth requests across all campuses.

Chairman Kitchin asked if there was any other business. There being no further business, the meeting was adjourned.