

**BUSINESS AFFAIRS COMMITTEE MEETING
THURSDAY, OCTOBER 20, 2011
FISHER STUDENT CENTER
MASONBORO ISLAND ROOM 2011**

Members Present:

Mr. Britt Preyer
Mr. Carlton Fisher
Mr. George Teague
Ms. Wendy Murphy
Mr. Phil Marion
Mr. Michael Shivar
Mr. Sammy Pisano (SGA President)

Representing the University:

Mr. Charles A. Maimone, Vice Chancellor for
Business Affairs

Guests:

Dr. Gary Miller, Dr. Rick Whitfield, Ms. Sharon
Boyd, Mr. David Donaldson, Mr. Bill Graves, Ms.
JoAnn McDowell, Ms. Dana Harris, Ms. Joy Davis,
Dr. Brian Victor, Ms. Pat Leonard, Ms. Jan
Riemersma, Ms. Nadine Flint, Mr. Randy Askew,
Mr. Robert Hoon, Dr. Mike Walker, Mr. Mark
Morgan, Ms. Cheryl Sutton, Ms. Carol Strickland,
Ms. Ann Freeman, Mr. Zach Mitcham, Ms. Janet
Alexander and Ms. Lynn Aycock

The Business Affairs Committee of the Board of Trustees met on Thursday, October 20, 2011, in the Fisher Student Center, Masonboro Island Room. Chair Britt Preyer welcomed everyone and called the meeting to order. Committee members present were: Mr. Britt Preyer, Mr. Carlton Fisher, Mr. George Teague, Ms. Wendy Murphy, Mr. Michael Shivar, Mr. Phil Marion and Mr. Sammy Pisano.

Chair Britt Preyer asked committee members to take a few moments and review the minutes from the last meeting on August 25, 2011 (handouts provided in packet). After review, Mr. Michael Shivar made a motion to approve the minutes as submitted and Ms. Wendy Murphy seconded the motion. The motion carried.

The following report was given by Mr. Bill Graves, Associate Vice Chancellor-Facilities

Project Status Update

Mr. Graves gave a PowerPoint presentation on the status of various projects.

CMS MARBIONC:

Designer is BJAC (Charlotte). Contractor is TA Loving. Pre-Construction meeting was held on 9/30/11, and notice to proceed given. Construction is to begin soon thereafter.

**Student Recreation
Center Expansion:**

NTP (Notice to Proceed) given April 25, 2011 with a current contractual completion date of September 29, 2012. A restricted beneficial occupancy was given August 18, 2011 regarding the existing renovated building allowing the re-opening of the facility effective August 21, 2011. Construction of new building continues with installation of underground utilities, footings and indoor pool structure. Contractor is JM Thompson and the designer is Hastings & Chivetta Architects in conjunction with BMH Architects.

Referencing the slide for the Student Rec Center, Ms. Wendy Murphy asked if the 95,260 square feet was the total of the renovation project only or the entire recreation center. Mr. Graves said it was the total square feet of the renovation project.

**Teaching
Laboratory:**

NTP (Notice to Proceed) was given to contractor JS Clark on February 28, 2011 with an estimated completion date of September, 2012. Steel erection is complete. Ongoing work includes site, brick, interior wall framing, and MEP rough in.

Mr. Britt Preyer asked if JS Clark was the contractor for the nursing building (McNeill Hall). Mr. Graves said no, this is the first time JS Clark will be a contractor on campus. Mr. Preyer also asked what the 105,480 square feet included for the Teaching Laboratory. Mr. Graves said this includes the outside perimeter. Mr. Charlie Maimone said there will be 85,000 square feet of usable space in this building.

**USI – Utilities Savings
Initiative Report for
FY 2010-2011:**

Energy consumption per gross square foot dropped for the 8th consecutive year. UNCW energy consumption has been reduced by 31% compared to the FY 2003 baseline, exceeding our 30% reduction target mandated to occur by June 30, 2015. Recent significant accomplishments include:

- Substantial completion of energy-saving equipment installation and startup from Performance Contract project#1, with savings before final acceptance of \$300,000.

- Replacement of an aging chiller at Dobo with a reconditioned unit purchased at minimal cost.
- Replacement of an inefficient chiller at Trask Coliseum with a high efficiency frictionless magnetic bearing chiller, providing annual savings of \$40,000.
- Addition of our first HVAC controls technician to the UNCW Physical Plant staff.
- Startup of the 3rd Regional Energy Plant on main campus (behind Wagoner Hall).
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Mr. Preyer asked if the university receives a monthly utility bill from Progress Energy. Mr. Charlie Maimone answered yes—our utility bill is approximately \$8M per year.

Mr. Phil Marion asked if any of the energy efficient buildings have solar panels and Mr. Graves answered no, not currently. Mr. Marion asked if energy savings applies to water also or only electricity. Mr. Graves said water is also included. Mr. Mark Morgan added that the university has a pump system that pulls water for watering plants from ponds on campus. Mr. Maimone said we have two vaults on campus that capture rainwater.

Mr. Preyer asked if Performance Contracting II will also be handled by RFP. Mr. Maimone answered yes. Mr. Phil Marion asked if this RFP will include solar panel installation. Mr. Graves said it would be looked at and an outside service will be used to determine the best methods for energy savings that will be used. Mr. Preyer asked if this could be done public/private. Mr. Robert Hoon answered that we have looked into this before but procurement by the State is a different procedure.

Minor Construction

Parking Lot College Road Cinema:

The cinema building was demolished last year. This project provides improvements to the footprint occupied by the building. It involves grading of the site, installation of curb and gutter, installation of new fencing along the perimeter of the property, seeding, resurfacing and striping of the parking lot.

Pedestrian Crosswalks:

UNCW is moving to implement Streetprint (XD) as the campus standard for pedestrian crosswalks. Streetprint provides an attractive herringbone pattern in asphalt that simulates brick pavers. This project provides five new Streetprint crosswalks.

They are located on Hamilton (2), Wagoner, Walton, and Cahill Drive.

Mr. Britt Preyer asked if this project was contracted out. Mr. Graves answered yes, it involves asphalt. Mr. Preyer asked the length of time it takes to build a crosswalk and Mr. Graves said depending on the traffic it could take up to one week.

Parking Lot M

Visitor Control

Booth:

Business Services is changing the usage designation of Parking Lot M to visitor parking. To facilitate this change, we added a visitor booth and gate mechanisms.

*Construction Manager at Risk for Wagoner Hall Renovation

UNCW solicited Construction Manager at Risk services for the Wagoner Hall Renovation project and received 21 proposals. Facilities reviewed all proposals, interviewed five firms and recommended the following unanimous prioritized list of firms for approval:

1. Balfour Beatty Construction
2. Rogers Builders
3. New Atlantic Contracting

Vice Chancellor Maimone explained that this is one of the most highly used buildings on campus, it was built in 1989 and is critical to dining on the campus. Ms. Sharon Boyd said that at peak times 8,000 meals are served daily and on average 20,000 meals are served per week. All three recommended firms have offices in North Carolina. After discussion, Ms. Wendy Murphy made a motion to approve the three firms recommended for the Construction Manager at Risk for Wagoner Hall Renovation. Mr. Phil Marion seconded and the motion carried. This will be recommended to the Full Board for approval.

Open-Ended Design Services

UNCW solicited for various open-ended, professional, design services and received 76 proposals. Facilities reviewed all proposals and recommend the following 25 firms for approval.

- Affiliated Engineers, Inc
- Atlas Engineering, Inc
- Becker Morgan Group, Inc
- BJAC, pa
- Bowman Murray Hemingway Architects
- Capstone & Associates, PLLC
- KCI Associates, of NC, P.A.
- LS3P Associates, Ltd
- MCBH Engineers, PLLC
- Mulkey Engineers & Consultants
- Norris Tunstall Consulting Engineers
- RDK Engineers

- CATLIN Engineers and Scientists
 - Cheatham & Associates, P.A
 - Clark Nexsen
 - Criser Troutman Tanner Consulting Engineers
 - Davenport Transportation Consulting
 - Interior Architecture & Design, PLLC
 - Jerome Rufaro Redmond, PE
- Right Angle Engineering, PC
 - Rooftop Systems Engineers, PC
 - Sud Associates, P.A.
 - The John R. McAdams Company
 - URS Corporation
 - W.K. Dickson & Co., Inc.

Mr. Graves told the members that five of these recommended firms are small, disadvantaged companies and three are owned by women. Mr. Graves said that we recommend 25 firms because many different disciplines are required on campus. Mr. Michael Shivar made a motion to accept the recommended list of 25 firms for the open-end designer agreements. Mr. Phil Marion seconded and the motion carried. This will be recommended to the Full Board for approval.

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This concluded the Facilities update.

The following report was given by Mr. Charlie Maimone, Vice Chancellor of Business Affairs

UNCW Long Term Eco-System Reserve (NE Cape Fear River)

Vice Chancellor Maimone began his report with a description of the Long Term Eco-System Reserve on the Northeast Cape Fear River. The state of North Carolina has now acquired 700.1 acres of undisturbed forested Wetlands along the North East Cape Fear River which is being made available for transfer to UNCW for research and education. The property is currently being managed by DENR (Division of Water Resources). Once the State Property office has received a formal request for the land from UNCW, and accepted, a letter for signature will be sent from the Secretary of Administration to the respective department secretaries confirming the transfer. It is understood that management will primarily be passive but monitoring of the land and reporting encroachments, illegal use and any other external interference are expected. Access and Parking will be from a 20 foot reserved easement off CowPen Landing Road. There are no property taxes payable.

Mr. Preyer asked the number of parking spaces on the property. Mr. Phil Marion asked what expenses are associated with the property. Mr. Maimone answered there is currently room for a couple of vans, Cowpen Landing Road is paved but there would be an expense to pave the parking area. Mr. Maimone said the Biology department has the most interest in this property. Chancellor Miller added that this is an important acquisition for research. Mr. Carlton Fisher recommended having university signage placed on the property. Mr. Phil Marion recommended signage include “no firearms” since this will be university property. After discussion, Mr. Carlton Fisher made a motion to accept the transfer of the Long Term Eco-System Reserve (NE Cape Fear River) from the state of North Carolina to UNCW. Ms. Wendy Murphy seconded, the motion carried and will be recommended to the Full Board for approval.

The following report was given by Dr. Rick Whitfield, Associate Vice Chancellor-Finance

Dr. Rick Whitfield, Associate Vice Chancellor for Business Affairs – Finance, and Ms. Nadine Flint, Director of Student Accounts Services, briefed the Committee on the implementation of a new in-house student tuition payment plan, TealPay. Prior to the current fall semester, parents/students had the option to subscribe to a tuition payment plan through Sallie Mae. The plan offered multiple payment plan options with UNCW receiving the tuition funds collected by Sallie Mae 30 days after collection. By bringing the multiple payment plan program in-house, UNCW was able to offer reduced program enrollment fees, and receives the tuition funds, approximately \$5.2 million for fall semester 2011, in 2 days versus 30 days. The TealPay plan enrollment fees, approximately \$50,000 for fall semester, are utilized to offset costs of other student support services.

Overall, parents/students costs are reduced through the reduced payment plan enrollment fees, and through the TealPay plan enrollment fee revenues being applied to reduce other student support program costs. Additionally, UNCW interest earnings increase from the 28 day improved cash investment float. The positive response to the in-house program is evidenced by the 450 additional parents/students subscribing to the TealPay plan in fall 2011 than the Sallie Mae plan in fall 2010.

This concluded the Finance Department’s presentation.

On motion by Ms. Wendy Murphy and seconded by Mr. Carlton Fisher and duly carried, the Committee voted to convene in closed session, as allowed under the Open Meetings Act, “to establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property. [N.C.G.S. § 143-318.11(a)(5)].”

The Committee entered closed session to conduct the business which will be discussed at the Full Board of Trustees meeting in closed session.

(Chairman Preyer requests a motion to adjourn.)

There being no further business, the meeting was adjourned.

On motion by Ms. Wendy Murphy and seconded by Mr. Carlton Fisher and duly carried, the Committee voted to convene in closed session, as allowed under the Open Meetings Act, “to discuss matters relating to the location or expansion of business in the area served by this body. [N.C.G.S. § 143-318.11(a)(4)] and establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property. [N.C.G.S. § 143-318.11(a)(5)].”

The Committee entered closed session to conduct the business which will be discussed at the Full Board of Trustees meeting in closed session.

The Committee resumed in open session.

Mr. Phil Marion made a motion to accept the proposal discussed in closed session and recommend its acceptance to the Full Board. Mr. Sammy Pisano seconded and the motion carried.

Vice Chancellor Maimone continued by introducing Ms. JoAnn McDowell and said he is pleased to announce that Ms. McDowell has assumed the position as Interim Associate Vice Chancellor for Human Resources in the Business Affairs Division. JoAnn has worked at UNCW for 20 years, the last 18 of them in the Human Resources Department. In her previous position as Director of Human Resources Administration she was responsible for salary administration, benefits, classification and compensation, employment and HR Banner systems.

JoAnn's leadership provides a strong foundation for the HR department, and her knowledge and experience will provide seamless continuity of all aspects of HR operations. JoAnn has served on several state-level committees and currently serves on the UNC Investment Advisory Committee for the Optional Retirement Program. Prior to moving to Wilmington, she worked in the compliance area for several brokerage firms in Philadelphia.

He also introduced Ms. Kimberly McKoy, a student at Fayetteville State University, who is doing her internship for the 2011-2012 academic year in our Business Affairs Division. Kimberly has been employed with the University of North Carolina Wilmington for over four years as a grant officer, where she has progressed as an administrator of complex contracts and grants ranging from the department of Biology, Marine Biology, Chemistry, Biochemistry, and the Center of Marine Science.

Additionally, Kimberly demonstrates a knowledge base of higher education and she has the potential to be a successful administrator. Through this internship relationship Kimberly will serve as an asset to Business Affairs and she will be able to enhance her classroom scholarship.

I look forward to assisting Kimberly in completing her internship and adding to her academic and professional growth.

This concluded the Vice Chancellor's update.

Chairman Britt Preyer asked if there was any new business. There being no new business, Mr. Phil Marion made a motion to adjourn, Mr. Michael Shivar seconded and the meeting was adjourned.