Richard Moore, Chair of the committee, called the meeting to order at 8:11 a.m.

As quorum was not available, we moved to a presentation by Reade Taylor on the PACE initiative mandated by President Bowles. Chancellor Sullivan introduced the presentation by advising that all 16 campuses have been directed to find ways to redirect funding to the “core” missions of instruction and/or research. Cost information for 2005-06 was accumulated from the campuses on a very short time frame and sent to General Administration for their review and to create an analysis of spending patterns. UNCG had submitted a request to increase funding for our research area in light of our new Carnegie rating. This was not approved; therefore we must set a target for reallocation of funds for this area. We have asked the divisions to investigate where we can cut back to reallocate these funds over a five year period.

Chancellor Sullivan reminded the Board that over the past six years we have had permanent and one-time cuts in budget every year. We have had to offset these cuts with growing enrollment, but it is not enough and we are serving more students with less resources each year. The Business Affairs division is already down $1 million if that division was allocated the same percent of the state budget in 2006-07 as it was in 2001-02. The Chancellor will report that towards our cost avoidance and reduction target. The report distributed to the Board will be sent to President Bowles today for comparison with the other campuses.

There was no direction given from the President’s office as to the amount of these reallocations. We decided on an additional $4 million for a total of $5 million in cost savings and avoidance over the next five years for budget reallocations. Our main duty here is to teach, but we would be unable to do so without the infrastructure to clean the classrooms and keep the computers up to date. Faculty might be able to save time for instruction by using electronic methods of recording grades, but if the computers are old or have no power it is not a savings.

There were three areas of study in which UNCG was an outlier: payroll, alumni, and admissions. Mr. Taylor pointed out that the payroll process for the facilities area is cumbersome
due to the amount of overtime and shift work. We are looking at the Banner HR installation to help address this. In the Alumni area, the Students First campaign is requiring Chancellor Sullivan to spend more of her time with alumni and is a short-term aberration in the cost for this function. In Admissions, the cost of gearing up with new CALL program with mailings and catalogs was a significant expense. In most other areas UNCG is below median and we feel that we are running a tight ship. However, this is considered old news to President Bowles.

The spreadsheet that was distributed shows the proposed PACE savings as of February 2007. The figures in blue show our real net savings. The figures in green are net cost avoidance that we would have incurred but have stopped, such as the Oakland deck project that was replaced by the HEAT transit system.

Additional items should be forthcoming from University Advancement and Student Affairs, but the report is due to General Administration today, so those figures will be added at a later time.

Chancellor Sullivan indicated there was one item she wanted the Board to be especially aware of: credit card convenience fees. It has been decided that the users of the credit cards will now be allocated a fee for the processing cost. Currently the non-credit card users and scholarship students have been supplementing the credit card users since the fee was paid from the University’s general resource. This fee will be less than 2%. There will be no fee for people who use debit cards or have their accounts drafted for payment. There will be information sessions prior to implementation in 2008.

Tom Ross asked why we were waiting until 2008 to implement this fee. This is due to the priority of items to be completed in Information Technology Systems.

Carolyn Ferree mentioned that in the session the Board attended at NCAT there was more talk of efficiency and combining resources of the campuses. Reade responded that our intent is to be more efficient, but we may implement with direct cuts and therefore force efficiency or reduce effectiveness.

With quorum present, Mr. Moore asked for the minutes to be approved. The minutes for the November 2, 2006 meeting were approved.

Mr. Moore requested a presentation at a future Board meeting of the revenue sources and how these change over time for student fee supported areas.

ACTION ITEMS

Designer Selection for Bryan Building Fire Alarm, HHP Roof Replacement, and Jackson Library Elevator Improvements (BAC-1)

Dave Lumpkin reported that we had three projects that were above $500,000 in cost and needed Board approval for selection of the designer.

The first was Bryan Building Fire Alarm Planning. The budget for this project is $900,000. We received letters of interest from 13 companies. This was narrowed to a short list of four firms. Stanford White Association of Raleigh, NC was recommended due to their
experience in fire alarms that match the project work, completing successful projects on campus and use Construction Administration practices that are very good.

The second was the Health and Human Performance Roof Replacement. The budget for this project is $1,164,700. We received nine letters of interest and narrowed the list to three firms. Roof Engineering, Inc. of Charlotte, NC is recommended due to the proposed team and expertise, the design approach and their previous project experience with UNCG.

The third was the Jackson Library Elevator Improvements. The budget for this project is $1,100,000. We received eight letters of interest which was narrowed down to three. John B. Hawkins, AIA, Architect of Chapel Hill, NC is recommended due to their specialized expertise in elevator modernization, familiarity with the UNC system and state projects and the volume of similar projects performed in the past.

Kate Barrett asked what the procedure was for going from 13 letters of interest down to four. Mr. Lumpkin explained that a team goes over the letters looking for similar experience. A spreadsheet of points is created. Everyone on the project has access and scores the information. Using a matrix the scores are totaled and the top four are chosen.

Erlene Hardie Cox asked if competitive cost is part of the equation. Mr. Lumpkin advised that the total cost is listed on the state web site, but due to Brooks law, we only look at quality, adequate staff, etc. Contract negotiations handle price and we are allowed to go with a second choice if price becomes an issue.

Richard Moore asked if any Greensboro firms were given consideration, due to our economy and the need to support our own community. Mr. Lumpkin told the Board that these procedures are usually done blind and we are unaware of anything except the quality and experience of work. Mr. Moore requested that we give consideration to support the local community when designers are selected. He also asked if there were any HUB firms. Mr. Lumpkin advised that there were none on the design end.

William Pratt asked about the Bryan Building fire alarm project. Mr. Lumpkin advised that the current alarms were installed in the 1980’s. There are no longer parts available for repairs, and the current fire alarms are more sophisticated, allowed responder to view a panel that gives better information regarding the location of a fire.

Mr. Moore asked which other buildings’ alarms need to be replaced. Mr. Lumpkin explained that we would probably never complete this project with technological improvements being advanced daily.

William Pratt moved to approve the report. Tom Ross seconded the motion and it was unanimously approved for recommendation to the full Board.

INFORMATION ITEMS

Report on Architects/Designers Appointed by Chancellor (BAC-2)
At the November 9, 1995 meeting of the Board of Trustees, the Board authorized the Chancellor to appoint architects and engineers for projects whose authorized funding is less than $500,000. The same process is used in making a recommendation for the Chancellor.

Five projects were presented to the Chancellor; Curry Pedestrian Mall, Forest Street Pedestrian Walkway, Grogan Resident Hall-Fire Department Access, Foust Building Window Repairs and Print Shop/Store Room Fire Alarm Systems.

The Curry Pedestrian Mall will be located between McNutt, Curry and Ferguson Building from Forest Street to Highland Avenue. The firm of Susan Hatchell Landscape Architecture of Raleigh, NC was recommended due to similar pedestrian project experience with the UNC system, previous work on the UNCG campus, and experience with this type of project.

The Forest Street Pedestrian Walkway will provide improvements to Forest Street, from its termination at the service yard on the south side of Elliott University Center to the intersection with Spring Garden Street. The firm of Kimley-Horn and Associates, Inc. of Raleigh, NC was recommended due to their familiarity with this particular project, and past performance on similar street-scape projects including Spring Garden Street and the College Avenue project on UNCG campus.

The Grogan Residence Hall-Fire Department Access involves reworking the existing driveway on the north side of Grogan to allow better access for fire trucks to the building. The firm of Kimley-Horn of Raleigh, NC was recommended due to similar project experience with the UNC system, previous work experience on the UNCG campus and the ability to provide ancillary services for the project.

The Foust Building Window Repairs will evaluate the existing windows in the Foust Building and make necessary repairs and repaint. The firm of TFF Architects and Planners, LLP of Greensboro, NC was recommended for this project because of specialized expertise in historic window repair and replacement, including an experienced Historic Window Rehabilitation Consultant as part of the design team, and past performance on similar projects.

The Print Shop/Store Room Fire Alarm Systems will add fire alarm systems to the Print Shop and Store Room Building. Currently these buildings have no fire alarm or sprinkler systems. The firm of Spring Stoops McCullen Engineering, PA of Durham, NC was recommended to the Chancellor due to experiences of projects of similar size and complexity, successful projects on other university campuses and experience in renovation projects.

There being no further business, Mr. Moore adjourned the meeting at 8:50 a.m.

Respectfully submitted,

Donna Honeycutt