MINUTES
The University of North Carolina at Greensboro
Board of Trustees
Business Affairs Committee
April 19, 2007
Alexander Room - EUC

Attending—Business Affairs: Richard Moore, Thomas Ross, William Pratt

Board Members and Guests: Jennifer Amster, Kate Barrett, Mike Byers, Linda Carlisle, Jean Davis, Carol Disque, Rollin Donelson, Chris Dorrenstein-Schultz, Howard Doyle, Carolyn Ferree, Elizabeth Foster, Steve Gilliam, Jill Goodman, Stephen Hassenfelt, Greg Havens, Donna Honeycutt, Davis Lumpkin, Jim McGlade, Karen McNeil-Miller, Anna Marshall-Baker, Carol Matney, Bruce Michaels, Sharlene O’Neil, Fred Patrick, Jane B. Preyer, Sandra Redmond, David Reeves, Steve Rhew, Yvonne Ross, Don Skee, Jay Smith, Patricia Stewart, Patricia Sullivan, Reade Taylor, Edward Uprichard, Lanita Withers

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Richard Moore, Chair of the committee, called the meeting to order at 9:49 a.m.

The minutes of the February 15, 2007 meeting were approved and a note was requested to be added to the minutes regarding new information on students using debit cards for tuition payments. There will be a fee for this transaction just like the credit cards. The updated information is as follows:

“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.”

ACTION ITEMS

Issuance of Special Obligation Bonds to Refinance Existing Debt (BAC-1)

The Board of Governors and the North Carolina state statutes require that the Board of Trustees approve the issuance of debt that is secured by revenue excepting tuition, state appropriations and restricted funds. UNCG is requesting approval to refinance the outstanding 2001-A Bonds when it becomes cost effective to do so. Currently the 2001-A issue is below the 3% savings threshold normally used in a calculation for refinance, but with the ability to bundle refinanced debt with new money, the threshold is less important. Steve Rhew announced that in November the Board approved financing $20 million in debt. Adding to that $15 million for refinancing the 2001-A issue and $29 million for the new residence hall, which puts us in the
range of $60 million debt issue. The refinancing would not change the maturity of the original 2001-A issue which was scheduled to mature in 2026. Our current rate is up to 5%.

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

Traffic and Parking Regulations (BAC-2)

Mike Byers presented the changes under consideration for parking permits. He announced that the University’s Parking and Traffic Committee have worked with the Transportation Master Planners and wish to issue three new permits and modified two existing permits.

The “RA” permit would be for remote parking for faculty and staff at a cost of $6 per year. Arrangements have been made with the city to include faculty and staff on the HEAT transportation for route 73 at no cost to the faculty and staff, requiring only that they show their UNCG ID. These commuters would park off campus at the Becher Weaver site and ride the bus to campus.

The “LB” permit would be for student storage parking at the 1200 W. Lee Street lot, for those students who live on campus and do not use their cars except on rare occasions or to go home. This permit would cost $25 per year. The parking lot would be secured and have security cameras and proximity sensors to allow entrance and exit. The lot would be served by the Spartan Chariot service.

The “AV” permit would be for vendors that currently purchase “A” permits. The cost remains the same but we would be able to determine whether or not the vehicle is a vendor.

Modifications are requested for the “E” permit, which is for evening use. Currently students park off-campus during the morning hours and ride a shuttle to campus, but after 1 p.m. they are allowed to come onto campus and park. This would change to 2 p.m. for coming to campus, thus easing the problem of after lunch parking.

The “DB” permit is for the new residence hall which has deck parking underneath. Currently this is a 12-month permit, but with summer months, the students are not in the residence hall and the building will be used for conferences. Therefore we are asking that this permit change to 10 months. The cost will not decrease since deck parking is considered more attractive than lot spaces.

Richard Moore asked if there would be a 2-month permit made available to summer students who live in the new residence hall during the school year. Mike advised that he would look into the matter.

Kate Barrett asked if other permits had words, such as “Retiree” on the hang tag itself. Mike will check and see if this word can be removed from the tag, leaving it just as an “R” permit.

Tom Ross asked how the $6 per year price was calculated. Mike advised that this is the minimum administrative fee and cost of the tag. The $25 for the new “LB” permit will not cover
the cost but those lots will have cameras, gates and proximity cards. The prices have deliberately been kept as low as possible in order to entice people to park away from campus.

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

Site Selection for Classroom-Office Building (BAC-3)

Reade Taylor stated that $2.3 million has been allocated for the planning of the new classroom/office building. The Governor has proposed taking this building as part of a bond program to the voters in November, therefore currently we do not have funding for construction of this building. We are proceeding with the design phase as though this bond issue will pass.

Jay Smith and Jim McGlade from the firm of O’Brien Atkins presented the information. They have met with the master planning team on site selection for this new building. The two most viable sites for the 120,000 square foot, 3 or 4 story building were presented.

The first was the location of the current McIver building. It has great proximity to the core of campus, utilities are currently run to the existing building; however there are 43,000 square feet already assigned which would be difficult to relocate and the footprint of the existing building is actually larger than necessary for the building we can afford to build. He advised that site could accommodate a 200,000 square foot building in the future when funds are available.

The second location shown was the current Bryan parking lot facing Spring Garden Street. This also has good proximity to the campus and would strengthen our growing Spring Garden presence. The negative is the loss of 101 parking spaces. It has been determined that these spaces can be accommodated in Oakland deck and current surface parking.

The recommendation is that we use the site south of the Bryan building and north of Spring Garden Street.

Richard Moore asked about the style of architecture for the building. Jay said that the new Humanities and Research building would be a strong influence on the planning. Tom Ross asked what the tenants in the Bryan building would see in the future. A courtyard between the two buildings is envisioned. The new building would be equal to or higher than the Bryan building. A final determination on distance from the street and green space or enhanced sidewalk has not been made at this time.

Stephen Hassenfelt asked how many sites were in the original study. Five sites were originally investigated for utility layout, circulation of pedestrian and vehicle traffic. These two were determined to be the best choices at this time.

Dr. Uprichard announced that the School of Education, minus the Counseling and Educational Development department would be moved to the new building which is 50% classroom. Several departments from the College of Arts & Sciences would move into Curry. The Psych Clinic would move to the Ferguson building making that an all-clinical services building for individuals coming in for services from off-campus. The Math department which is currently in Bryan will move to the Petty building when that renovation is complete freeing up space in Bryan as well. He also stressed that we need to implement a plan to replace McIver in
order to free up space to accommodate for future growth if we do hit the expected 24,000 students by 2017.

The designers stated that 10% growth has been built into the plans for the new building. We will need flexibility because we do not know what the next ‘hot’ discipline will be for future students.

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

Designer Selection for Weil-Winfield Fire Sprinkler Installation, and Weil-Winfield Window Renovation - (BAC4)

The first project will add fire sprinklers in all areas of Weil-Winfield Residence Hall. The existing fire alarm system was installed in 2000 and will be expanded to include the sprinkler system. There is a budget of $1,000,000. The project was advertised on the North Carolina General Administration website. Nine (9) letters of interest were received; none from local firms, and three (3) firms were interviewed. The firm of Robson Woese, Inc., of Charlotte, NC, is recommended because of their relevant experience in the residence halls, familiarity with fire protection issues on our campus and a good relationship with Department of Insurance.

The second project, also in Weil-Winfield Residence Hall is for the replacement of existing windows. The budget is $500,000. The project was advertised on the North Carolina General Administration website. Six (6) letters of interest were received; two (2) from local firms, and three (3) firms were interviewed. The firm of TFF Architects is recommended as the designer due to their knowledge and expertise working with window replacement projects, past experience with UNCG projects and sensitivity to residence hall issues.

Tom Ross made a motion to approve the two firms recommended for the Weil-Winfield projects. William Pratt seconded the motion and it was unanimously approved for recommendation to the full Board.

INFORMATION ITEMS

Report on Architects/Designers Appointed by Chancellor (BAC-5)

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.

Three projects were presented to the Chancellor: McNutt Data Center Commissioning, EUC West Side Landscaping, and 1200 W. Lee Street Parking Lot.

The McNutt Data Center Commissioning is a new process for UNCG to test all systems to ensure that the building functions for IT purposes. This has become more complicated in recent years due to the interrelated systems and is now essential to the completion of a project. The firm of KLG Jones of Charlotte, NC, was recommended due to their relevant data center experience, good organization of deliverables and experience with commissioning.
The EUC West Side Landscaping will improve the existing landscaping of the grassy lawn on the west side of the Elliott University Center. The firm of Bell/Glazener Design Group of Raleigh, NC, was recommended due to their familiarity with this particular project, proposed design approach and past performance on similar projects.

The 1200 W. Lee Street Parking Lot will provide a new surface parking lot with 228 spaces, a bus shelter, area lighting and emergency telephones. The firm of Efird Sutphin Pearce & Associates of Greensboro, NC, was recommended due to familiarity with this project, proposed design approach and past performance on similar projects.

University Investment Fund Update (BAC-6)

Reade Taylor presented the University Investment Fund figures as of December 31, 2006. He presented charts showing the members of the fund, the percentage of their participation, and the allocation of the funds spread over the different asset classes. The University Investment Fund meets quarterly with representatives from Cambridge & Associates of Boston, MA, to discuss the investment of the funds. We have seen a 14.2 percent return on the investments for the 2006 calendar year. A 4.25% spending rate that is calculated on the average of the past three years December 31 market value has been maintained for the last four years.

Kate Barrett asked if there were policies in place regarding ex-officio members of the boards. Each board is independent and has by-laws that address the composition of their board and the voting requirements of the members.

There being no further business, Mr. Moore adjourned the meeting at 10:44 a.m.

Respectfully submitted,

Donna Honeycutt