MINUTES
The University of North Carolina at Greensboro
Board of Trustees
Business Affairs Committee

April 10, 2008

Attending—Business Affairs: Richard Moore, Randall Kaplan, William Pratt

Board Members and Guests: John Bryant, Lucien Capone, Linda Carlisle, Carol Disque, Rollin Donelson, Howard Doyle, Carolyn Ferree, Steve Gilliam, Stephen Hassenfelt, Jill Hillyer, Donna Honeycutt, Dudley Lacy, Jim McGlade, Sharlene O’Neil, Fred Patrick, David Perrin, Cindy Reed, Jen Day Shaw, Don Skeen, Patricia Stewart, Patricia Sullivan, Reade Taylor

Richard Moore called the meeting to order at 8:02 a.m. Due to lack of quorum the approval of the minutes was moved to the end of the meeting.

ACTION ITEMS

Land Acquisition – Alamance County, Thompson Mill Road (3.042 acres) (BAC-1)

UNCG has participated with Guilford College and NCA&T State University to operate the “Three College Observatory” in Alamance County since 1977. In 2005, land adjoining the observatory became available. The UNCG Excellence Foundation, Inc. purchased the property to create a buffer for lighting close to the observatory. The Foundation has authorized the sale of the property to the State of North Carolina for $16,244.40 which was the price paid by the Foundation.

Action was deferred on this item due to lack of quorum.

Amendment to Previously Approved Disposition of Property and Lease of Spring Garden Apartments (BAC-2)

In April 2005 a ground lease of state-owned land and long-term lease was approved, allowing UNCG to enter into an agreement with the Capital Facilities Foundation, Inc. to construction new student housing. Since this is the first time such an agreement has been developed in North Carolina, the process of turning the property over to UNCG has taken longer than expected. The Board is asked to extend the loan repayment date by one year to a date prior to May 1, 2009.

Ms. Ferree asked who comprised the Capital Facilities Foundation. Mr. Moore advised that the CFF is a legally created entity to handle the construction of this structure for UNCG.

Mr. Bryant asked if the reason for the extension was a short fall of funds. Mr. Byers reported that the delay is not financial but process related, as well as a few punch list items to be corrected. The State Property Office has protocols that are normally outlined, but due to the
differences in the process they did not know which state agency should approve the construction. It is now at State Administration since there are no preexisting procedures.

Action was deferred on this item due to lack of quorum.

Parking Regulations (BAC-3)

UNCG’s parking committee requested that the Board approve the increase of the maximum deck rate from $5 per day to $6 per day. This is the first increase of the daily rate in 13 years.

Additionally, the parking committee asked for the approval of four new permit types for residential students using the parking decks. The price would be the same as other deck users, but the designation will help in the management of the parking supply.

There is a temporary permit rate for surface parking. The parking committee asked that the rate be increased $5 per month to $30 per month in order to keep this permit in line with the annual permit price.

Ms. Ferree asked why someone would not continually buy a temporary rather than a deck pass since it is cheaper. Mr. Byers advised that the temporary permits are only for surface lots.

Mr. Bryant asked why this was necessary for the Spring Garden Apartments. Mr. Byers responded that this was only to keep consistency with the decks.

Mr. Bryant asked for confirmation that all deck permits would be the same price. Mr. Byers agreed that all deck permits, regardless of permit type will be $420 for next year.

Action was deferred on this item due to lack of quorum.

Designer Selection for Baseball Locker Room and Training Facility, and Health and Human Performance Building Courts Roof Replacement (BAC-4)

Design services for the Baseball Locker Room and Training Facility, project budgeted at $2,800,000, would contain a new locker room, batting cage, lockers and showers for the baseball team, coaches and visiting umpires.

Twelve letters of interest were received, of which three were local. Six firms were interviewed and Walter Robbs Callahan & Pierce of Winston Salem was recommended due to their previous experience with similar sports facilities, design approach and previous experience with state review agencies.

The project for the Health and Human Performance Building Courts Roof replacement, budgeted at $1,500,000 would include removal and replacement of the existing ballasted, single-ply membrane roof system with a modified bitumen roofing system.
Eleven letters of interest were received, two of which were local. Four firms were interviewed and Roof Engineering, Inc. of Charlotte was recommended due to their familiarity with UNCG, a successful project on an adjacent roof and specialized expertise of personnel on this type of project.

Mr. Kaplan moved for approval, Mr. Pratt seconded the motion. The vote was unanimous.

**Exterior Design Approval for Classroom-Office Building (BAC-5)**

Mr. Taylor advised the Board that at the November 2, 2006 meeting the firm of O’Brien Atkins Associates was selected to design this new building. Mr. Lacy and Mr. McGlade of O’Brien Atkins gave a presentation on the exterior design and floor space allocation. The building will be UNCG’s first LEEDS certified structure.

Ms. Carlisle asked how the building would relate to the existing Bryan building. Since the building will take the surface parking currently between Bryan and Spring Garden Street, Bryan building will be partially hidden from the Spring Garden view. The building is four stories on Spring Garden Street and two stories on the wing closest to Bryan Building. There will be a rain garden on the space between the street and the building, allowing for water runoff to be processed more environmentally friendly.

Mr. Hassenfelt asked how the number of classrooms and offices was determined and if there was room for our projected growth.

O’Brien Atkins met with the administration of the School of Education regarding office space and the Registrar’s office regarding student needs. Due to inflation the building was scaled back from a growth potential of 120% to 110%. The Department of Counseling and Educational Development will remain in the Ferguson building allowing the rest of the School of Education move room for expansion.

Chancellor Sullivan advised that the informal student gathering centers were specifically created and designed for areas to study or collaborate.

Ms. Carlisle asked if the brick color and roof pitch would be similar to the Spring Garden Apartments. Mr. Patrick advised that we have not finalized the brick color but it will be similar.

Mr. Kaplan moved for approval, Mr. Pratt seconded the motion. The vote was unanimous.

**INFORMATION ITEMS**

**Report on Architects/Designers Appointed by the Chancellor (BAC-6)**

At the November 9, 1995 meeting the Board authorized the Chancellor to appoint architects and engineers for projects whose funding is less than $500,000.
For the Child Care/Research and Academic Building Feasibility Study, twenty letters of interest were received, four from local firms. The team of Winstead Wilkinson Architects, PLLC of Raleigh working with Horizons Design of Brookline, MA was selected for their unique and recent experience with child care facilities, experience with previous assessment studies and collaborative experience with one another.

Campus Security (BAC-7)

Rollin Donelson, Chief of Police and Jen Day Shaw, Dean of Students presented an update for the campus security procedures in relation to the Attorney General’s Campus Safety Task Force. There were eleven recommendations from the task force:

1. Campuses should establish threat assessment teams - Dr. Shaw advised that we have six committees on campus involved in threat assessment. These are 1) Student Safety and Concerns, 2) Threat Assessment, 3) Workplace Violence, 4) UNCG Cares, 5) the Safety Committee, and 6) the Extraordinary Admissions Committee. The UNCG Cares will be part of the student orientation this fall.

2. Campus administrators and mental health professionals should be provided accurate guidance about student privacy laws - Mr. Capone has held sessions educating the faculty and staff on the realities of the FERPA regulations.

3. North Carolina should prohibit those who have been involuntarily committed from purchasing guns by reporting this information to the National Instant Background Check System - Chief Donelson advised that Governor Easley is working on this recommendation.

4. Campuses should adopt emergency plans that integrate into the National Incident Management System - Chief Donelson reported that this is a federal mandate and all agencies are working with this system.

5. Campuses should enter into mutual aid agreements or MOUs with key partners where relevant - Chief Donelson advised that we have MOUs in place with area agencies.

6. Campuses should practice and regularly update their emergency plans - UNCG has carried out two such practices this fiscal year and is working toward holding two drills per year.

7. Campuses should educate and train faculty, staff and students as part of their emergency plans - Chief Donelson advised that education is part of our orientation or yearly processes, both specific and broad for faculty, staff and students. Additional training is also available for groups that request it.

8. Campuses should adopt multiple, redundant notification systems and rigorously evaluate such systems - Chief Donelson reported that we have broken this recommendation into two parts, notification and communication. For notification we are re-engineering 16 of
the blue light phones that are placed strategically around the campus for public address systems, the teaching stations that are in classrooms are also being retrofitted with a ‘panic’ button that alerts the police of an incident in a classroom, pop-ups on the computers will alert users to turn to communication venues. Other measures are also underway. For communication we have instituted an AM radio station similar to low wattage stations that broadcast traffic information. The information can be updated minute by minute. The Safety Committee distributed emergency crank powered AM radios to all of the departments and offices on campus. This broadcast will also be streamed over the internet. Time limits kept Chief Donelson from covering all of our procedures underway, but asked that anyone on the Board call him for further information.

9. Campuses should partner with local law enforcement and first responders to ensure interoperable communications - Chief Donelson advised that we have this communication set up with the City of Greensboro police. The radios will be an integral part of communications since the cell phone towers can only handle 168 simultaneous calls. Additional mobile towers can be set up if a multi-day crisis should occur.

10. Campuses should incorporate victim counseling services in their emergency plans and establish a system of regular briefings for victims’ families - Dr. Shaw advised that family assistance and counseling services have already been established.

11. The State should establish a Center for Campus Safety to coordinate training programs, hold an annual summit, and share “best practices” information - Dr. Shaw reported that we have ‘best practices’ set up and that UNCG has been the example in the state for these procedures.

Mr. Hassenfelt asked how we ensured that all faculty, staff and students were trained. Dr. Shaw stated that she and Chief Donelson have been invited to many of the groups on campus, attend orientation for new staff, new faculty and students. A manual is being created for distribution as well. Chief Donelson advised that a new sub-committee had also been established with the express purpose of ensuring that everyone on campus is trained, and we have duplicity to ensure that most people see the information more than once from their different areas and interests.

The AM station can be picked up off campus but not to the extent WUAG is.

University Investment Fund Update (BAC-8)

Mr. Taylor reported that the University Investment Fund, Inc. attempts to have a real, inflation adjusted rate of return of 5%. Over the last ten years we have averaged 6.7%. Our spending rate is set by the UIF Board for a growth strategy and is currently at 4.25%.

Mr. Kaplan asked how we were doing the first quarter of 2008. Mr. Taylor advised that we do not receive those figures until the 25th of the following month. Ms. Hillyer reported that the return was down around 3% for the first quarter which was better than the S&P rate due to our hedging instruments.
Chancellor Sullivan pointed out how important this entity is to the university and thanked Chancellor Moran and Mr. Weaver for the wisdom of separating the investment side from the spending side when creating this entity. Investment spending is the main source of funds for scholarships and faculty and staff support. The unrestricted funds are allocated by the Chancellor with a position supporting University Advancement so that state funds are not used for this purpose. Chancellor Sullivan reminded the Board that all members of this board are volunteers and share their expertise and talent on finance with us for the good of the University.

Mr. Moore asked that the minutes be approved now that quorum had been achieved. Mr. Kaplan moved and Mr. Pratt seconded. The minutes were approved as submitted. The first three action items were not voted on by the committee since a quorum of committee members was not present when the items were presented.

The meeting was adjourned at 9:15 a.m.

Respectfully submitted

Donna Honeycutt, CPS