

**Business Affairs Committee
UNCW Board of Trustees
Thursday, April 27, 2023, at 11:00 a.m.**

MINUTES

The Business Affairs Committee of the UNCW Board of Trustees met on Thursday, April 27, 2023, at 11:00 a.m. Members present at the meeting were: Mr. Jeff Clark (Chair), Mr. Cody Brandon, Mr. Hugh Caison, Ms. Perry Chappell, Mr. Carlton Fisher, and Mr. Jimmy Tate.

Mr. Clark called the meeting to order and read the required ethics statement from the State Government Ethics Act. No conflicts were identified.

Mr. Clark asked for a motion to approve the minutes of the January 26, 2023, meeting. Mr. Tate made a motion to “approve the minutes of the January 26, 2023, meeting as presented.” Mr. Caison seconded the motion and the motion carried.

Next, Mr. Mark Morgan, Associate Vice Chancellor for Facilities, began by providing the committee with an overview of the Natatorium Lighting and Filtration Systems Improvement Project. Following the overview, Mr. Morgan requested Board of Trustees approval for UNCW to select CBHF Engineers to serve as the Designer for the Natatorium Lighting and Filtration Systems Improvement Project. CBHF Engineers were the project's sole bidder.

Mr. Caison made a motion to approve CBHF Engineers to serve as the Designer for the Natatorium Lighting and Filtration Systems Improvement Project. Mr. Tate seconded the motion and the motion carried.

Following Action Item #1, Mr. Morgan provided an overview of the Wagoner/Hurst/Hamilton Roadway & Stormwater Improvements Project. Following the overview, Mr. Morgan requested Board of Trustees approval of the prioritized list of professional design firms (provided below) to lead the design effort for the Wagoner/Hurst/Hamilton Roadway & Stormwater Improvements Project.

1. Timmons Group – Raleigh/Wilmington, NC
2. Summit Design & Engineering Services, PLLC – Wilmington, NC
3. Richard Catlin & Associates, Inc. – Wilmington, NC

Mr. Tate made a motion to approve the prioritized list of professional design firms to lead the design effort for the Wagoner/Hurst/Hamilton Roadway & Stormwater Improvements Project. Mr. Caison seconded the motion and the motion carried.

Following Action Item #2, Mr. Morgan then requested Board of Trustees approval of the prioritized order of professional design firms (provided below) to lead the design effort for Galloway Hall Demolition Project.

1. Kimley-Horn and Associates, Inc. – Raleigh, NC
2. The Walker Group Architecture, Inc. – New Bern, NC
3. Tally & Smith Architecture, Inc. – Shelby, NC

Mr. Caison made a motion to approve the prioritized order of professional design firms provided on the screen to lead the design effort for Galloway Hall Demolition Project. Ms. Chappell seconded the motion and the motion carried.

Following Action Item #3, Mr. Morgan provided an update on several projects – including: the Randall Library Renovation and Expansion project and the renovation projects for King Hall and Alderman Hall.

Following Mr. Morgan's update, Mr. Miles Lackey, Vice Chancellor for Business Affairs, provided an overview of the All-Funds Budgeting process which each of the UNC System campuses is using to facilitate the development of their budgets for FY24.

Mr. Lackey stated that UNCW had applied the standardized conventions (prescribed through the All-Funds Budgeting process) to UNCW's budget planning practices, and developed a budget for FY24 which manages to make important investments which will:

- Promote student access and success,
- Help to attract and retain faculty and staff, and
- Support the formation of two new colleges.

Mr. Lackey then provided the committee with an overview of UNCW's proposed FY24 all-funds budget, by walking through the university-level template which includes all funds and units rolled up to the university level. As part of Mr. Lackey's review, he discussed the major sources and uses associated with each of the funds and how they relate to one another.

After Mr. Lackey's review of the university level budget, he provided the committee with a brief overview of the composition of revenues and expenses for sub-units identified under the all-funds budgeting process.

Following Mr. Lackey's presentation, he requested BOT approval of the Fiscal Year 23-24 all funds budget for UNCW as presented to the committee.

Mr. Caison made a motion to approve the Fiscal Year 23-24 all funds budget for UNCW. Mr. Tate seconded the motion and the motion carried.

In closing, Mr. Lackey provided a brief personnel update for the Business Affairs Division and provided the committee with a summary from the Endowment Board meeting held on April 25th.

Following Mr. Lackey's presentation, there was no further business, and the meeting was adjourned.