

MINUTES
MEETING OF THE BOARD OF TRUSTEES
APPALACHIAN STATE UNIVERSITY

Monday, March 18, 2019

2:00 p.m.

Chancellor's Office Conference Room
B.B. Dougherty Administration Building, Campus

CALL TO ORDER: The Board of Trustees of Appalachian State University met via telephone conference at the call of the Chair and Chancellor on Monday, March 18, 2019, at 2:00 p.m. in the Chancellor's Office Conference Room of the B.B. Dougherty Administration Building on the campus of Appalachian State University in Boone, North Carolina. Chair John M. Blackburn presided and called the meeting to order.

MEMBERS PRESENT VIA TELEPHONE:

James M. Barnes
M. Lee Barnes, Jr.
John M. Blackburn
Susan M. Branch
Robert C. Hatley
Scott K. Lampe
Charles V. Murray
Mark E. Ricks
E. Bonnie Schaefer
D. Kenan Smith
Carole P. Wilson

MEMBERS ABSENT:

Donald C. Beaver
DeJon M. Milbourne

OTHERS PRESENT:

A. Dawn Antonucci
J.J. Brown
Randy K. Edwards
Sheri Everts
Hank T. Foreman
Paul D. Forte
Megan E. Hayes
Darrell P. Kruger

OTHERS PRESENT VIA TELEPHONE:

C. Philip Byers, Member, UNC
Board of Governors
Anna Oakes, *Watauga Democrat*

CONFLICT OF INTEREST NOTICE: Chair Blackburn read the following statement:

Under the State Government Ethics Act, all voting members of the Board of Trustees have a duty to avoid conflicts of interest and appearances of conflicts. Looking at the agenda for today's meeting, does anyone know that you have a conflict of interest or an interest that would give rise to the appearance of a conflict of interest? If so, please let me know. [None reported.]

ROLL CALL: Chair Blackburn asked Dawn Antonucci to call roll to verify all participants on the call.

Designer Selection

Chair Blackburn recognized Vice Chancellor for Business Affairs Paul Forte for this report. Mr. Forte presented and fielded questions for the approval of Terracon Consultants, Inc. as the Designer Selection for the Cone Hall Roof Replacement. (see Exhibit D-1)

Capital Projects


Chair Blackburn recognized Vice Chancellor for Business Affairs Paul Forte for this report. Mr. Forte presented and fielded questions for the approval of three Capital Projects. (see Exhibit D-2)

- Holmes Convocation Center Fire Alarm Replacement
- Stadium Lot Connector to Rivers Street and Peacock Lot
- Wey Hall Comprehensive Renovation and Modernization

Upon motion duly made, seconded and approved, the Designer Selection and Capital Projects were approved as presented.

ADJOURNMENT: There being no further business, the meeting adjourned at 2:16 p.m.

John M. Blackburn, Chair

By: 
Dawn Antonucci
Assistant Secretary

February 22, 2019

MEMORANDUM

TO: Paul Forte
Vice Chancellor for Business Affairs

FROM: Jeff Pierce
Director of Planning, Design & Construction


SUBJECT: Cone Hall Roof Replacement – Designer Selection

The above mentioned project is a student fees funded project. Code and Item numbers are 41830-306. Interviews for the Cone Hall Roof Replacement project (authorized at \$500,000) were conducted on February 22nd, 2019. The interview committee for the subject project included Ted LeJeune (Capital Projects Manager, Planning, Design & Construction), Neal Winebarger (Project Manager, Planning, Design & Construction), Randy Jones (Project Manager, Planning, Design & Construction) and Brandon Czaja (Facility Maintenance Supervisor, University Housing-Operations). Seven (7) letters of interest from design firms were received and reviewed, with three (3) shortlisted to interview. From those interviewed, the following are recommended, listed in priority order.

1. Terracon Consultants, Inc. (*Unanimous 1st choice of the committee*)
(Charlotte, NC)
2. SKA Consulting Engineers, Inc. (Greensboro, NC)
3. REI Engineers, Inc. (Charlotte, NC)

If you concur with the selection committee recommendations, please so indicate by signing this form and returning it to me.

Approved: _____


Paul Forte, VC for Business Affairs

Date: _____

The University of North Carolina Request for New or Increase in Capital Improvement Project
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Institution: Appalachian State University Advance Planning Request: _____
 New Capital Project*: _____

Increase in Authorization from: \$ 95,000 to \$ 498,065
 Project Title: Holmes Convocation Center Fire Alarm Replacement

Project Cost: \$498,065

Source of Funds: CF – Carry Forward

*If this project has previously had advance planning authority, please identify code/item number under which that authority is carried. Code 41730 Item 315

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification: This request for increase in funding is due to the need for a new fire alarm system. After attempting to repair with the initial funding request, has been determined a new system is required to replace the obsolete system.
2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (Answer for capital construction only and include a completed OC-25 form)
 Design: \$41,650 Construction: \$425,000 Contingency: \$21,250
 See Attached OC-25 for other related costs.
3. An estimated schedule of cash flow requirements over the life of the project by FY quarters (Answer for capital construction only):
 FY 18/19 Q4 – 200,000; FY19/20 Q1 – 250,000; FY19/20 Q2 – 48,065
4. An estimated schedule for the completion of the project:
 Design: Apr 2019 – Jul 2019; Bid: Aug 2019; Construction: Sep - Dec 2019
5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (Answer for capital construction only):
 N/A
6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (Answer for capital construction only):
 N/A
7. An explanation of the means of financing: The project will be funded with residual FY17 Carry Forward funds (\$95K), along with FY18 Carry Forward funds.

The University of North Carolina
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution: Appalachian State University Advance Planning Request New Capital Project Code _____
 Item _____*

Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
 Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title Stadium Lot Connector to Rivers St and Peacock Lot

Project Cost \$916,866

Source of Funds TR - Transportation and Parking Reserves

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources on page 2. Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification. To create an alternate egress from the Stadium Parking Lot to Rivers Street & Peacock Lot. Normally a pedestrian walkway, but this project will provide the ability to allow vehicle passage for game day events, secondary emergency access to Student Housing, and an improved pedestrian walk from the new parking deck to Rivers Street and Peacock Lot. This project includes new concrete/paver drive, relocation of sidewalk & utilities.
2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form).
3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).
 Designer start 02/01/2019 Construction start 05/01/2019 Construction complete 09/01/2019

4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	XX-YY Q1	XX-YY-Q2	18-19-Q3	18-19-Q4	19-20-Q1	XX-ZZ-Q2
\$ Amount			300,000	316,866	300,000	

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount	N/A				

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount	N/A				

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). TR - Transportation and Parking Reserves

Fund Sources

Group Type	Title	Reporting Abbreviation	Description
State Appropriations	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
State Appropriations	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Mandatory Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
Mandatory Student Fees	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
Mandatory Student Fees	Debt Service Fee	DSF	Debt service fees authorized for specific projects.
Mandatory Student Fees	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
Mandatory Student Fees	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
Mandatory Student Fees	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Auxiliary Trust Funds	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
Auxiliary Trust Funds	Dining	DR	Receipts from operations, cash reserves.
Auxiliary Trust Funds	Housing	HR	Receipts from operations, cash reserves.
Auxiliary Trust Funds	Transportation and Parking	TR	Receipts from operations, cash reserves.
Auxiliary Trust Funds	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
Auxiliary Trust Funds	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
Other Trust Funds	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
Other Trust Funds	Clinical Receipts	CR	Receipts from operations, cash reserves.
Other Trust Funds	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
Private Sources/Foundations	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
Private Sources/Foundations	Endowment	ENDF	Funds from the endowment fund of the University.

The University of North Carolina
Request for New or Increase in Capital Improvement Project

Institution: Appalachian State University Advance Planning Request: x
 New Capital Project*:

Increase in Authorization from: \$ 200,000 to \$ 2,000,000
 Project Title: Wey Hall Comprehensive Renovation and Modernization

Project Cost: \$2,000,000

Source of Funds: CF- Carry Forward

*If this project has previously had advance planning authority, please identify code/item number under which that authority is carried. Code 41730 Item 317

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification: This project will be a full renovation/modernization of the interior and exterior with new mechanical, electrical and plumbing systems. The scope of work shall include a first floor art gallery and full bldg. sprinkler system. The 54,098 GSF building is located on the west campus adjacent to the Schaefer Center. The project will also include improvements to the exterior like new concrete sidewalks and accessibility and a new elevator shaft. ASU is requesting to utilize the initial \$2M for the approved partial renovation to complete a full design for a full renovation.
2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (Answer for capital construction only and include a completed OC-25 form)

Advance Planning: \$232,462	Design: \$1,317,282
Construction: \$15,497,440	Contingency: \$774,872

See Attached OC-25 for other related costs.
3. An estimated schedule of cash flow requirements over the life of the project by FY quarters (Answer for capital construction only):

FY 18/19 Q4 – \$2,000,000 FY 20/21 Q1: \$1,000,000; FY 20/21 Q2 - \$500,000; FY20/21 Q3 \$3,000,000; FY 20/21 Q4 - \$2,000,000; FY 21/22 Q1- \$2,000,000; FY 21/22 Q2 - \$3,000,000; FY 21/22 Q3 - \$2,000,000; FY 21/22 Q4 - \$2,000,000; FY 22/23 Q1 - \$2,000,000; FY22/23 Q2 - \$1,000,000; FY 22/23 Q3 - \$1,615,667
4. An estimated schedule for the completion of the project:

Design: Apr 2019 – Jan 2021; Bid: Mar 2021; Construction: May 2021 – Jan 2023
5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (Answer for capital construction only):

N/A
6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (Answer for capital construction only):

N/A
7. An explanation of the means of financing: The advanced planning costs will be funded using the remaining balance of FY17 Carry Forward previously allocated to Wey Hall (\$200,000), along with FY18 Carry Forward funds (\$1,800,000).