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.

[Signature]

Approved: Paul Forte, VC for Business Affairs  
Date: __________
The University of North Carolina
Request for New or Increase in Capital Improvement Project

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:

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).

<table>
<thead>
<tr>
<th>FY/Qtr</th>
<th>XX-YY Q1</th>
<th>XX-YY-Q2</th>
<th>18-19-Q3</th>
<th>18-19-Q4</th>
<th>19-20-Q1</th>
<th>XX-ZZ-Q2</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ Amount</td>
<td>300,000</td>
<td>316,866</td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source/</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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).

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source/</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$ Amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Revised 10/2018
<table>
<thead>
<tr>
<th>Group Type</th>
<th>Title</th>
<th>Reporting Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>R&amp;R</td>
<td>RR</td>
<td>Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.</td>
</tr>
<tr>
<td>State Appropriations</td>
<td>Carry Forward</td>
<td>CF</td>
<td>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.</td>
</tr>
<tr>
<td>Mandatory Student Fees</td>
<td>Athletics Fee</td>
<td>SAF</td>
<td>Fees collected specifically for support of campus student athletics and recreation services.</td>
</tr>
<tr>
<td>Mandatory Student Fees</td>
<td>Campus Safety Fee</td>
<td>SSF</td>
<td>Fees collected specifically for support of campus safety items such as emergency phones and cameras.</td>
</tr>
<tr>
<td>Mandatory Student Fees</td>
<td>Debt Service Fee</td>
<td>DSF</td>
<td>Debt service fees authorized for specific projects.</td>
</tr>
<tr>
<td>Mandatory Student Fees</td>
<td>Education and Technology Fee</td>
<td>ETSF</td>
<td>Fees collected specifically for support of education and technology items.</td>
</tr>
<tr>
<td>Mandatory Student Fees</td>
<td>Health Services Fee</td>
<td>HSF</td>
<td>Fees collected specifically for support of campus student health services.</td>
</tr>
<tr>
<td>Mandatory Student Fees</td>
<td>Other Student Fees</td>
<td>OSF</td>
<td>Any other student fees authorized and collected for other purposes, but not listed in above categories.</td>
</tr>
<tr>
<td>Auxiliary Trust Funds</td>
<td>Athletics</td>
<td>AR</td>
<td>Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.</td>
</tr>
<tr>
<td>Auxiliary Trust Funds</td>
<td>Dining</td>
<td>DR</td>
<td>Receipts from operations, cash reserves.</td>
</tr>
<tr>
<td>Auxiliary Trust Funds</td>
<td>Housing</td>
<td>HR</td>
<td>Receipts from operations, cash reserves.</td>
</tr>
<tr>
<td>Auxiliary Trust Funds</td>
<td>Transportation and Parking</td>
<td>TR</td>
<td>Receipts from operations, cash reserves.</td>
</tr>
<tr>
<td>Auxiliary Trust Funds</td>
<td>Utility Trust Funds</td>
<td>UTF</td>
<td>Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).</td>
</tr>
<tr>
<td>Auxiliary Trust Funds</td>
<td>Other Auxiliary Trust Funds</td>
<td>OTF</td>
<td>Receipts from operations, cash reserves from other campus auxiliaries not specified above.</td>
</tr>
<tr>
<td>Other Trust Funds</td>
<td>Centennial/Millennial</td>
<td>CMF</td>
<td>Receipts from operations, cash reserves under the Millennial Campus financing act.</td>
</tr>
<tr>
<td>Other Trust Funds</td>
<td>Campus Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Trust Funds</td>
<td>Clinical Receipts</td>
<td>CR</td>
<td>Receipts from operations, cash reserves.</td>
</tr>
<tr>
<td>Other Trust Funds</td>
<td>Facilities and Administrative</td>
<td>FA</td>
<td>Overhead receipts (facilities and administrative overhead) generated from campus research.</td>
</tr>
<tr>
<td>Private Sources/Foundations</td>
<td>Donations and Gifts</td>
<td>DG</td>
<td>Contributions made by gift, donation, bequest, or other private sources.</td>
</tr>
<tr>
<td>Private Sources/Foundations</td>
<td>Endowment</td>
<td>ENDF</td>
<td>Funds from the endowment fund of the University.</td>
</tr>
</tbody>
</table>
Institution: Appalachian State University
Advance Planning Request: x
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; FY 20/21 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; FY 22/23 Q2 - $1,000,000; FY 22/23 Q3 - $1,615,667

4. An estimated schedule for the completion of the project:

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).