



Finance and Administration Committee
November 29, 2022

DRAFT MINUTES

MEMBERS PRESENT: Brad Hayes, Chair; Mae Douglas, George Hoyle, Betsy Oakley, Tim Rice

OTHERS PRESENT: Chancellor Frank Gilliam; Provost Debbie Storrs; Bob Shea, Vice Chancellor for Finance and Administration; Jerry Blakemore, VC for Institutional Integrity and General Counsel; Paul Forte, Interim Associate Vice Chancellor for Finance; Scott Milman, Associate Vice Chancellor for Campus Enterprises and Real Estate; Sameer Kapileshwari, Associate Vice Chancellor for Facilities; Jeanne Madorin, Associate Vice Chancellor for Human Resources; Waiyi Tse, Chief of Staff; Mandy Nash, University Controller; Jennifer Leung, Budget Director; Kelly Harris, Assistant Secretary to the Board of Trustees; Kammy Jefferson, Assistant to the VC for Finance and Administration, and other members of faculty, staff, and the general public.

PROCEEDINGS:

Chair Brad Hayes called the meeting to order at 8:31 a.m.

Chair Hayes reminded committee members of the Conflict of Interest (COI) statement from the State Government Ethics Act and their duty to avoid COI and appearances of COI, if any should be identified. None were identified.

Roll call was read, and a quorum was confirmed.

The minutes of the March 22, 2022, Committee meeting were unanimously approved without additions or corrections.

Action Items

FAC-1 Approval of Designer Selection- Mossman Building Roof Replacement

Associate Vice Chancellor Sameer Kapileshwari presented agenda item FAC-1, a request for approval of a designer selection for the Mossman Building roof replacement, which serves as office space for not only the Chancellor and many Vice Chancellors, but also the Cashier's Office, Registrar's Office, and Financial Aid. Utilizing GIS software, AVC Kapileshwari showed an overhead view of the Mossman Building roof. Although the current IRMA roof contains waterproofing, it is failing due to some of the features on the roof line, causing leakage. AVC Kapileshwari stated that the project was advertised via the NC System website and there were eight bids, of which they selected three firms were interviewed. They were:

1. Raymond Engineering, Raleigh, NC
2. REI Engineers, Raleigh, NC
3. Atlas Engineering, Raleigh, NC

The firm selected was Raymond Engineering, as they were most experienced with the IRMA roofing system and proved to have the most expertise and attention to detail. They were also the most thorough in addressing costs and scheduling, and demonstrated the highest level of attention to quality assurance and control measures in the design and construction of similar projects.

Kapileshwari explained that a design company is necessary because there is also water infiltration due to windows, making it more complicated. Moreover, if a project is marked at \$50,000 or more in the state of North Carolina, as with this one, drawings must be signed and sealed by an engineer. He also noted that the cost to replace is higher now than it would have been several years ago due to inflation, supply chain, etc., and will now be \$1.2 million.

Following discussion, Chair Hayes invited a motion oved to approve the firm Raymond Engineering as designer for the Mossman Building Roof Replacement project and, if agreeable terms with Raymond cannot be met, authorize the administration to negotiate terms with the other firms in ranking order.

Trustee George Hoyle made the motion, which was seconded by Trustee Mae Douglas. The motion carried unanimously.

FAC-2 Approval of Designer Selection- Raymond Petty Science Building Portico Waterproofing

Kapileshwari continued with FAC-2, a request for approval of the designer for the Petty Science Building Portico Waterproofing project. The project scope is to determine the cause of the recurring moisture infiltration and water issues and to make recommendations for repairs and replacement. This project was also advertised on the NC System website. There were three bids, and the following firms presented their qualifications to the Designer Selection Committee:

1. Raymond Engineering, Raleigh, NC
2. Atlas Engineering, Inc., Raleigh, NC
3. SKA Consulting Engineers, Inc., Greensboro NC

Raymond Engineering was selected, as they had the most comprehensive approach to all phases of the project, provided the most detail on risk mitigation, demonstrated the capabilities and methodology needed to quickly respond to issues and to be proactive during construction. Additionally, Raymond Engineering is a comprehensive HUB-certified design firm that can provide all services required for the project within their office.

On the topic of cost, Kapileshwari noted that it was too early to confirm, but that the funding of \$700,000 was coming from the System Office. Chair Hayes asked if the university received a cost break from the firm for multiple projects. Kapileswhari responded that once the projects begin, we request a reduction for multiple projects.

Chair Hayes invited a motion to approve the firm Raymond Engineering as the designer for the project and, if agreeable terms cannot be met with the recommended firm, to authorize the administration to negotiate with the other firms in ranking order. Trustee Betsy Oakley made the motion, which was seconded by Trustee Mae Douglas. The motion carried unanimously.

FAC-3 Phillip Hawkins and Moore Strong Phased Resident Halls HVAC Replacement Project- Approval to Move Forward for Full Authority at the January 19, 2023, Board of Governors Meeting

Kapileshwari reviewed agenda item FAC-3, a request for approval to move forward for full authority from the Board of Governors for the Phillip Hawkins and Moore Strong Phased Resident Halls HVAC Replacement Project, which was approved by the Board of Trustees in March 2022.

The scope of this project is to replace the outdated mechanical systems in both resident halls (including fan coil units, AHUs, and mechanical piping) and update mechanical rooms to provide chilled and hot water to HVAC units and add redundancy to the HVAC system. The HVAC system units are well past their expected useful life. These units now need to be updated with high-efficiency equipment. These project schedules are tied together so UNCG Housing can phase the construction and schedule occupancy in the most beneficial way to meet student needs. The scope and budget for the project have been more clearly defined at \$10,685,509, and the project has moved into the Program Verification Phase. Approval from the Board of Governors is required to move forward.

Following discussion, Chair Hayes invited a motion to approve moving forward with the full authority request at the Board of Governors' January 19, 2023, meeting, on a total project estimate of \$10,685,509. Trustee George Hoyle made the motion, which was seconded by Trustee Tim Rice. The motion carried unanimously.

FAC-4 Acceptance of Complete Projects FY21-22

Kapileshwari reviewed with the committee those campus capital construction projects that were completed in FY 2021-22. They were:

1. Music Building Exterior Walkway Repair and Waterproofing -Project Cost: \$230,375
2. Walker Avenue Parking Deck Elevator Modernization -Project Cost: \$332,800
3. Walker Avenue Parking Deck - Project Cost: \$300,000

Twenty-one additional projects under \$300,000 and greater than \$5,000 were completed in the fiscal year 2021-22.

Following discussion, Chair Hayes invited a motion to approve acceptance of completed projects for FY21-22 as presented. Trustee Mae Douglas made the motion, which was seconded by Trustee Tim Rice. The motion carried unanimously.

FAC-5 Approval of Increased Authority for Jeanne Tannenbaum Center for Creative Practice (Formerly Known as Arts Place at Tate and Gate)

This project was originally planned to be a 20,000 GSF facility with underground parking and was authorized at a total project cost of \$10,330,306. However, due to escalation and inflationary costs, after the Advance Planning Phase, the project was reduced to 15,200 GSF with surface parking. Continuing fluctuations in the construction market necessitated a further reduction after the Schematic Design phase to the current 15,200 GSF with surface parking. At that bare programmatic minimum to support the project, there remains a shortfall of \$3,071,813. This additional amount will increase the original cost to a total project budget of \$13,402,119, with funds coming from non-state sources.

To move forward with the project at this scope, a request for increased authorization from the Board of Governors is necessary and can be presented to the Board of Governors for approval at their January 19, 2023, meeting.

Following discussion, Chair Hayes invited a motion to grant approval to move forward with a request for increased authorization from the Board of Governors at their January 19, 2023 meeting, for a total project budget of \$13,402,119 for the Jeanne Tannenbaum Center for Creative Practice (formerly the Arts Place at Tate and Gate).

Trustee Betsy Oakley made the motion, which was seconded by Trustee George Hoyle. The motion carried unanimously.

FAC-6 Approval of Request for Authorization- Fuel Island Replacement Capital Improvement Project

Kapileshwari presented the final action item, a request to approve a capital improvement project for the Fuel Island fuel system at a total project cost of \$500,000. The existing system is beyond its intended lifespan, outdated, and in danger of leakage or accident. The scope of the project includes replacing the fuel tanks with increased capacity tanks, replacing the fuel leak monitoring system with a modern system for greater reliability, and replacing the old pump system, fuel island, and associated piping. The project will also avoid prohibitively expensive fuel leaks underground, increase operation and fuel purchasing efficiency by installing larger tanks, and address critical safety concerns. This could result in savings of \$25,000 annually for the university.

Following discussion, Chair Hayes invited a motion to approve the authorization of the Fuel Island Replacement Project in the amount of \$500,000. Trustee George Hoyle made the motion, which was seconded by Trustee Mae Douglas. The motion carried unanimously.

Information Items

FAC- 7 System Office Approval of Request to Invest Short Term Cash

FAC- 8 University Investment Fund (UIF) Update

FAC-9 Direct Selection of Designer- Bestway Condensation, Refrigeration, and Meat Room Repair

FAC-10 UNCG Facilities Design & Construction Update

Four information items were included in the committee members' pre-meeting materials, as identified above. There were no questions or comments about those items.

There being no further business, the meeting was adjourned at 9:53 am.

Respectfully submitted,

Kelly Harris

Assistant Secretary to the Board of Trustees