



Finance and Administration Committee  
August 15, 2023

**DRAFT MINUTES**

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**MEMBERS PRESENT:** Tim Rice, Chair (participated remotely); Anita Bachman, Oita Coleman, George Hoyle

**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; Zach Smith, Associate Vice Chancellor for Emergency and Risk Management; Waiyi Tse, Chief of Staff; Ghazala Bibi, University Controller; Michele Laudenschlager, 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 the faculty, staff, and general public.

**PROCEEDINGS:**

Chair Tim Rice called the meeting to order at 8:31 a.m.

Chair Rice 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.

Minutes of the March 14, 2023 Finance and Administration Committee meeting were unanimously approved without additions or corrections.

Vice Chancellor Bob Shea introduced his team, in particular newest staff members Michele Laudenschlager, Budget Director, and Dr. Ghazala Bibi, University Controller.

**Action Items**

*FAC-1 Approval of Commissioning Agent Selection for Jackson Library Addition and Renovation*

Associate Vice Chancellor Sameer Kapileshwari presented agenda item FAC-1, a request for approval of the commissioning agent selected for the Jackson Library Addition and Renovation project. The State Construction Office approved the Advanced Planning phase of the Jackson Library project, which is currently in the design phase and progressing well.

The scope of this project will consist of a comprehensive renovation of the existing building. The current facility does not reflect the evolving definition of a modern-day library: a dynamic, technology-rich learning environment and intellectual community hub. Building Commissioning shall include the whole building and may consist of the following systems: Mechanical Systems, Electrical Systems, Plumbing Systems, Irrigation Systems, Building Envelope, and Evaluation of LEED Silver certification. The University of North Carolina System website advertised the request for qualifications and letters of interest for commissioning services for this project. Thirteen firms submitted letters of interest; of those, two were from Guilford County. The Commissioning Agent Selection Committee reviewed the letters of interest and invited three firms to present their qualifications at an interview held on June 26, 2023.

RMF Engineering of Raleigh was selected as the Commissioning Agent for this project in light of their depth of experience and resources needed for this complex renovation project, expertise in commissioning similar multi-phased renovation projects of occupied buildings, proposed HUB participation, and their working relationship with State Construction Office, UNCG, designers, and CMRs.

Based on that information, Chair Rice invited a motion to approve RMF Engineering as Commissioning Agent for the project and, if agreeable terms with RMF cannot be met, to authorize the administration to negotiate terms with the other two interviewed firms in ranking order. Trustee Hoyle made the motion, which was seconded by Trustee Bachmann. The motion carried unanimously.

*FAC-2 Request for Delegation of Authority to the Chancellor for Approval of Non-Appropriated Capital Improvement Projects between \$100,000 and \$500,000*

Kapileshwari continued with FAC-2, a request for delegation of authority to the Chancellor for approval of non-appropriated capital improvement projects between \$100,00 and \$500,000. On May 22, 2019, the Board of Governors delegated to the Board of Trustees (BOT) authority to approve capital improvement projects designed, constructed, and operated by non-general fund money with a total project budget of less than \$750,000. On November 17, 2022, the Board of Governors approved amendments to UNC Policy Manual Sections 200.6, 600.1.1, and Chapter 100.1 regarding the Policies on Delegations and Design, Construction, and Financing of Capital Improvement Projects. According to the new thresholds, authority for capital projects between \$100,000 (decreased from \$300,000) and \$750,000 requires Board of Trustees authorization. The Committee was asked to consider delegating approval authority for projects up to \$500,000.

Following discussion, Chair Rice invited a motion to delegate authority to the Chancellor for approval of non-appropriated capital improvement projects between \$100,000 and \$500,000. Trustee Bachmann made the motion, which was seconded by Trustee Hoyle. The motion carried unanimously.

A copy of the formal delegation will be provided to the UNC System Office Capital Planning and Finance Division for the record, and any exercise of this new authority will be reported to the Board of Trustees at the next scheduled meeting.

Additional conversation was had around deferred maintenance and the importance of investing in the infrastructure.

## **Information Item**

### *FAC- 3 UNCG Facilities Design and Construction Update*

The meeting closed with an update on Facilities projects currently in the design and construction phases. AVC Kapileshwari reviewed those projects with the Committee and shared an update on projects currently in close-out or that have been closed-out since the last Board meeting.

There being no further business, the meeting was adjourned at 9:03 am.

Respectfully submitted,

Kelly Harris  
Assistant Secretary to the Board of Trustees