



**Finance and Administration Committee**  
**August 27, 2024**

**DRAFT MINUTES**

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**MEMBERS PRESENT:** Tim Rice, Chair; Anita Bachman, Oita Coleman, George Hoyle, Tim Sessoms

**OTHERS PRESENT:** Chancellor Frank Gilliam; Bob Shea, Vice Chancellor for Finance and Administration; Jerry Blakemore, VC for Institutional Integrity and General Counsel; Scott Milman, Associate Vice Chancellor for Finance; Zach Smith, Associate Vice Chancellor for Campus Enterprises; Sameer Kapileshwari, Associate Vice Chancellor for Facilities; Jeanne Madorin, Associate Vice Chancellor for Human Resources; Waiyi Tse, Chief of Staff; Ghazala Bibi, University Controller; Michele Laudenbacher, Budget Director; Kelly Harris, Assistant Secretary to the Board of Trustees; Kammy Jefferson, Assistant to the VC for Finance and Administration.

**PROCEEDINGS:**

Chair Tim Rice called the meeting to order at 9:00 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.

The minutes of the April 9, 2024, Committee meeting were unanimously approved without additions or corrections.

Vice Chancellor Bob Shea commended Facilities staff for the work done over the summer on various campus infrastructure projects and the Controller and Budget offices and their work to close out the fiscal year.

**Information Items**

*FAC-1 Report on Chancellor Delegated Capital Project Approval for Non-Appropriated Projects between \$100,000 and \$500,000*

Associate Vice Chancellor Sameer Kapileshwari reported on three non-appropriated capital improvement projects approved by the Chancellor pursuant to delegated authority.

1. Moore Humanities Roof Section One Maintenance. A total budget of \$200,000 was approved to replace the 40-year-old membrane on the upper main roof of roof section one with a 25-year fluid-applied roof system over the existing membrane.

This new roof system will extend the roof life by 25 years for approximately one third of the cost and without the full impact of a conventional roof replacement. It is also environmentally beneficial in that the old roof membrane will not be disposed of at a landfill.

2. Spring Garden Apartments – Parking Garage Fire Sprinkler System Replacement. A total budget of \$165,000, including all labor, materials, and aerial equipment rentals, was approved to remove and replace the existing dry fire sprinkler system, which has been continuously exposed to outdoor conditions and has deteriorated to the point that leaks often occur, resulting in significant repair expenditures.
3. UNCG Auditorium – Roof Maintenance. A total budget of \$317,000 was approved to replace the 30-year-old membrane with a 25-year fluid-applied roof system over the existing membrane. This new roof system will extend the roof life by 25 years for approximately one third of the cost and without the full impact of a conventional roof replacement and avoids the environmental impact of the old roof membrane being disposed of at a landfill.

#### *FAC – 2 Selection of Designer - 525 Tate Street Renovation*

AVC Kapileshwari reported on the Chancellor’s approval, pursuant to delegated authority, of Strada Architecture, PLLC as the Designer for the renovation of the facility at 525 Tate Street in order to service the needs of three arts and science studio spaces. The facility will undergo modest architectural changes to the layout and existing storefront, accessibility upgrades, and mechanical, electrical, and plumbing modifications to accommodate the change of use, at a project cost of \$630,000. Strada Architecture was selected because the firm’s portfolio and design presentation aligned with and understood the 525 Tate Street Renovation objectives and conveyed an understanding of the unique dynamics of the facility’s planned user groups. Moreover, the firm conveyed an understanding of design solutions to work with the project’s budget limitations, provided a timeline with the best approach to achieve the project’s objectives, and demonstrated an exceptional understanding of the project’s challenges.

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

The Committee heard an in-depth update from AVC Kapileshwari on several ongoing Facilities Design and Construction projects including the Undergraduate Admissions Center, Bryan School classroom upgrades, and everyone’s favorite, the campus chilled water infrastructure and equipment improvements. Collectively, these projects address more than \$200M in much-needed deferred maintenance.

#### *FAC – 4 University Investment Fund Update*

Vice Chancellor Bob Shea reported on the University Investment Board’s decision to move from Cambridge Associates to Blackrock as our Outsourced Chief Investment Officer provider for the university’s endowment, which has a current value of \$420M. This decision was made after a competitive RFP process, and the target transition date is October 31 of this year.

Chair Hoyle represents the Board of Trustees on the Investment Board. Moving forward, the BOT chair will be joined by the Finance and Administration Committee chair as ex officio voting members on the Investment Board.

*FAC – 5 Budget Update*

The meeting concluded with a budget update from Vice Chancellor Shea and an enrollment update from Vice Chancellor Tina McEntire.

The Committee had a robust discussion of the multiple levers UNCG management is using to address our overall enrollment decline since 2019. The levers discussed include:

- Continued expense control discipline via the dual approval process and other administrative and academic program efficiencies
- Early retirement incentive savings
- Savings as a result of the APR
- Limited use of reserves
- Faculty workload policy changes, and
- A dean level review of graduate program efficiencies.

UNCG continues to have a strong balance sheet and adequate reserves which yield a middle of the road investment (middle A's) grade bond rating from both Moody's and Standard and Poor's. Both ratings agencies applaud UNCG for its diligent efforts toward expense control – the university has reduced overall employee headcount by approximately 385 positions over the last five years, which has been a prudent and responsible adjustment in light of the enrollment decline.

There being no further business, the meeting was adjourned at 9:35am.

Respectfully submitted,

Kelly Harris  
Assistant Secretary to the Board of Trustees