



**Finance and Administration Committee
September 9, 2025**

DRAFT MINUTES

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

MEMBERS ABSENT with NOTICE: Anita Bachmann

OTHERS PRESENT: Chancellor Frank Gilliam; Bob Shea, Vice Chancellor for Finance and Administration; Jerry Blakemore, Vice Chancellor 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; Patricia Lynch, Interim Associate Vice Chancellor and Chief Human Resources Officer; Chris Jasso, Chief of Police; Diana Lawrence, Vice Chancellor for Strategic Communications; 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 Vice Chancellor for Finance and Administration.

PROCEEDINGS:

Chair Tim Rice called the meeting to order at 10:15 a.m.

Chair Rice read the Conflict of Interest (COI) statement from the State Government Ethics Act and reminded members of 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 1, 2025 meeting were unanimously approved without additions or corrections.

Following approval of the meeting minutes, Associate Vice Chancellor Milman provided a general overview of matters of the Finance and Administration Division.

Associate Vice Chancellor Sameer Kapileshwari shared a high-level summary of the construction industry, focusing on the material and labor market outlook. He then presented six action items for the committee's consideration.

Action Items

FAC 1 - Moore Building Renovation Project – Approval of CMR Selection

The Moore Building, originally constructed in 1969, has long served as a cornerstone of academic activity on our campus.

This renovation project will transform the facility into a modern, interdisciplinary academic hub, with updated infrastructure including plumbing, mechanical, electrical, fire safety systems, and accessibility improvements. The renovated space will support Health and Human Services programs and retain key instructional spaces such as the 160-person auditorium and fixed-seat classrooms.

After a competitive selection process, the Construction Manager at Risk Selection Committee interviewed three firms and recommended the following in ranking order.

1. Blum Construction, Greensboro, NC
2. Samet Corporation, Greensboro, NC
3. Balfour Beatty Construction, LLC, Raleigh, NC

Blum Construction was selected due to their strong pre-construction strategy, relevant renovation experience, and proactive risk management.

Following discussion, on motion by Trustee Sessoms, seconded by Trustee Hoyle, the Finance and Administration Committee approved the selection of Blum Construction as Construction Manager at Risk for the project and authorized the administration to negotiate with the other firms in ranking order if agreeable terms cannot be met with Blum.

FAC – 2 Campus Steam & Condensate Infrastructure Improvements Project – Approval of CMR Selection

Much of our campus steam distribution infrastructure is over 50 years old, and failures have become more frequent. This poses a risk to heating, cooling, and overall campus operations. The infrastructure improvement project will replace priority piping sections in phases, sequenced to minimize disruption. The phases will focus on the infrastructure in the Peabody section going towards the Music building, the section towards the HRL Quads/Shaw building, and the steam lines running along College Avenue.

After a competitive selection process, the Construction Manager at Risk Selection Committee interviewed three firms and recommended the following in ranking order.

1. Balfour Beatty Construction, LLC. Raleigh, NC
2. LeChase Construction Services, LLC. Durham, NC
3. New Atlantic + SCS – An Association Partnership. Winston-Salem, NC

Balfour Beatty Construction LLC was selected due to their depth of expertise in similar specialized work, their detailed approach to construction logistics on an active campus, and their high level of engagement during pre-construction services.

Following discussion, on motion by Trustee Coleman, seconded by Trustee Sessoms, the Finance and Administration Committee approved the selection of Balfour Beatty Construction, LLC as Construction Manager at Risk for the project and authorized the administration to negotiate with the other firms in ranking order if agreeable terms cannot be met with Balfour Beatty.

FAC - 3 Taylor Theatre Infrastructure Renovation Project – Approval of Increase in Authority to the Board of Governors

Built in 1967, Taylor Theatre is undergoing major infrastructure renewal. While construction is progressing, due to the nature of the existing building and the complexity of the renovation, multiple unforeseen conditions have arisen, specifically surrounding the underground utilities and ground conditions in the courtyard where the building addition is to be located. In addition, the existing fire curtain at the stage has been proven unreliable and needs to be replaced to meet current fire code requirements. The cost of the fire curtain alone is approximately \$215,000. The contingency has been impacted, and a request for \$300,000 in increased authorization is needed to be brought to the Board of Governors for approval at their October 16, 2025, meeting.

Following discussion, on motion by Trustee Hoyle as seconded by Trustee Coleman, the Finance and Administration Committee approved and recommended proceeding with the request to the Board of Governors at their October 16, 2025, meeting for increased authorization in the amount of \$300,000.00, for a total project budget of \$14,804,664.

FAC – 4 Spring Garden Apartments HVAC and Roof Replacement Project - Approval to Move Forward for Full Authority with the Board of Governors

Spring Garden Apartments were built in 2005. The building's HVAC system comprises individual heat pumps for each apartment unit. The typical life span of such equipment is around 15-17 years. These heat pumps are aging, having operational challenges, and needs replacement. The roof is 20 years old and shows significant degradation, particularly in the flat portion that accommodates the heat pumps. The project scope is to combine the flat portion of the roofing and replacement of the rooftop HVAC unit to limit building disruption as much as possible.

The design is to be completed in time so that bidding, contracting, and material procurement can facilitate construction in the summers of 2026 and 2027 when the apartments are unoccupied. The project is in the design development phase, and we now better understand the scope and the total project cost estimate.

Following discussion, on motion by Trustee Coleman as seconded by Trustee Hoyle, the Committee approved moving forward with a full authority request with the Board of Governors at their October 16, 2025, meeting on a total project estimate of \$4,815,000.00.

FAC – 5 North and South Spencer HVAC Replacement – New Capital Project

North and South Spencer residence halls were built in 1904 and 1907, respectively. Fan coil and air handling units are quite aged, and the HVAC system is well past its expected useful life.

The scope of the North and South Spencer HVAC Replacement project is to add redundancy to the HVAC system by replacing the mechanical systems, including fan coil units, AHUs, mechanical piping, and updating mechanical rooms to provide both chilled and hot water to HVAC units. The estimated total project cost is \$5,980,000.

Following discussion, on motion by Trustee Hoyle as seconded by Trustee Coleman, the Finance and Administration Committee approved the Advance Planning (design and commissioning) amount of \$598,000 for the North and South Spencer HVAC Replacement project. Once the Schematic Design phase is completed and the scope and budget are more clearly defined, the capital request will be presented to the Board of Trustees prior to submission to the Board of Governors for approval. Moving forward, additional information will be shared with the Committee regarding the project construction schedule and impact and disruption mitigation plans for occupancy.

FAC – 6 High Rise Roof Replacement – New Capital Project

High-rise residence halls Cone, Grogan, and Reynolds last received roofs in 2003. Those systems have reached the end of their useful life, and a new capital project is needed to replace the three roofs, repair flashings and caulking, and add walkway pads for safe HVAC access.

By packaging the work together, we gain efficiency and potential cost savings. The total anticipated project cost is \$1.575 million, within the Board’s delegated authority.

Following discussion, on motion by Trustee Sessoms as seconded by Trustee Hoyle, the Finance and Administration Committee approved the capital improvement project in the amount of \$1,575,000.

FAC – 7 Coleman Concessions Alterations – New Capital Project

A new capital project request for Coleman concessions alterations was removed from the agenda based on updated costs projections that put the project within the Chancellor's delegated authority range.

Information Items

The Committee was provided with additional agenda items as informational reports included in the pre-meeting materials. These included an update on the Chancellor-delegated Campus Transportation Master Plan Update (FAC – 8), a Facilities Design and Construction Update (FAC – 9), and an annual report on delegated real property transactions (FAC – 10).

There were no questions or comments about the information items.

There being no further business, the meeting adjourned at 11:06 am.

Respectfully submitted,

Kelly Harris
Assistant Secretary to the Board of Trustees