



**Finance and Administration Committee
November 11, 2025**

Information Item

**FAC – 6 Report on Chancellor Delegated Capital Projects:
Coleman Concessions Alterations and Moran Commons Locker Installation**

Background Information

At the August 15, 2023, meeting of the Board of Trustees, the Board delegated authority to the Chancellor, ex-officio, to approve capital improvement projects designed, constructed, and operated by non-appropriated funds, with a total project budget between \$100,000 and \$500,000, and authorized the Chancellor to report all such approvals to the Board at its next meeting. A copy of the formal delegation was provided to the UNC System Office, Capital Planning and Finance Division, for the record.

Coleman Concessions Alterations: \$490,000

Athletics is seeking to renovate the concession and ticketing offices on the third floor of the Coleman Building. These alterations will enhance the operational needs of both UNCG Volleyball and Basketball games and events. The project will be managed by Facilities Design and Construction, and the funding source will be Athletics Trust Funds. A designer will be required for this project.

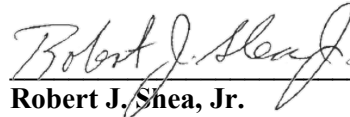
Moran Commons Locker Installation: \$397,000

With the reduction in the UNCG Postal budget (state funds), Campus Enterprises has reduced the number of postal staff, which has, in turn, placed an operational strain on postal operations (student mail and faculty/staff mail). This project is in response to strong recommendations from an external consultant to close the existing mail window and transition swiftly to using smart lockers. The implementation of this project will support improved operations, modernize postal services, and expand student mail pick-up times. The redesign of the Business Center for smart locker installation and the construction of supporting infrastructure are needed by Fall 2026. The project will be managed by Facilities Design and

Construction, and the funding source will be Campus Enterprises Auxiliary Trust Funds. A designer will be required for this project.

Attachments:

Signed Memorandums from Chancellor Franklin D. Gilliam, Jr. regarding the above-listed projects.

A handwritten signature in cursive script that reads "Robert J. Shea, Jr." is positioned above a horizontal line.

Robert J. Shea, Jr.

Vice Chancellor for Finance *and* Administration



UNC
GREENSBORO

Finance and Administration

254 Mossman Building
PO Box 26170, Greensboro, NC 27402-6170
336.334.5200 Phone 336.334.4754 Fax

MEMORANDUM

TO: Chancellor Franklin D. Gilliam, Jr.

FROM: Robert J. Shea, Jr. *RSJ*

DATE: September 11, 2025

RE: **Approval of Capital Improvement Project –
Coleman Concessions Alterations**

At the August 15, 2023 meeting of the Board of Trustees, the Board delegated authority to the Chancellor, ex-officio, to approve capital improvement projects designed, constructed and operated by non-appropriated fund moneys, with a total project budget between \$100,000 and \$500,000, and authorized the Chancellor to report all such approvals to the Board at its next meeting.

Athletics is seeking to renovate the concession and ticketing offices on the 3rd floor of the Coleman Building. These alterations will enhance the operational needs of both UNCG Volleyball and Basketball games and events.

The project will be managed by Facilities Design and Construction, and the funding source will be Athletics Trust Funds.

Anticipated Design start date: September 2025

Construction start date: April 2026

Construction completion date: August 2026

The total budget of **\$490,000** for the **Coleman Concessions Alterations** project will be within the \$100,000 to \$500,000 threshold for Projects. We recommend the approval of this capital improvement project.

A formal report of our procedures and your approval will be made at the next meeting of the Board of Trustees. Please acknowledge your approval by your signature below.

Approved: _____

Franklin D. Gilliam, Jr.
Chancellor

Date: _____

9/15/25



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MEMORANDUM

TO: Chancellor Franklin D. Gilliam, Jr.

FROM: Robert J. Shea, Jr. SK *RJS*

DATE: September 15, 2025

RE: **Approval of Capital Improvement Project – Moran Commons Locker Installation**

At the August 15, 2023 meeting of the Board of Trustees, the Board delegated authority to the Chancellor, ex-officio, to approve capital improvement projects designed, constructed and operated by non-appropriated fund moneys, with a total project budget between \$100,000 and \$500,000, and authorized the Chancellor to report all such approvals to the Board at its next meeting.

With the reduction in the UNCG Postal budget (state funds), Campus Enterprises has reduced the number of postal staff, which has, in turn, placed an operational strain on postal operations as a whole (student mail and faculty/staff mail). This project is in response to strong recommendations provided by an external consultant, to close the existing mail window and transition swiftly to the use of smart lockers. This project's implementation will support improved operations, modernize postal services, and expand mail pick-up time for students.

The redesign of the Business Center for smart locker installation and construction of infrastructure support are needed before Fall 2026,

The project will be managed by Facilities Design and Construction, and the funding source will be Campus Enterprises Auxiliary Trust Funds.

Anticipated Design start date: September 2025

Construction start date: April 2026

Construction completion date: August 2026

The total budget of **\$397,000** for the **Moran Commons Locker Installation** project will be within the \$100,000 to \$500,000 threshold for Projects. We recommend the approval of this capital improvement project.

A formal report of our procedures and your approval will be made at the next meeting of the Board of Trustees. Please acknowledge your approval by your signature below.

Approved: _____

Franklin D. Gilliam, Jr.
Chancellor

Date: _____

9/22/25