



Finance and Administration Committee
November 11, 2025

MINUTES

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

MEMBERS ABSENT WITH NOTICE: George Hoyle

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; Patricia Lynch, Associate Vice Chancellor for Human Resources; Chris Jasso, Chief of Police; 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 8:30 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 September 9, 2025, Committee meeting were unanimously approved without additions or corrections. Following the approval of the meeting minutes, Vice Chancellor Shea provided a general overview of matters of the finance and administration division.

Associate Vice Chancellor Sameer Kapileshwari presented four action items for the committee's consideration. All were approved for inclusion on the consent agenda for the November 13 meeting of the full board.

Action Items

FAC- 1 Campus Elevator Replacement, Renovations, and Upgrades Project – Approval of Designer Selection

The project involves the modernization of elevators, including the replacement of units nearing the end of their lifespan, as well as the installation of new elevators in four campus buildings.

The estimated cost of the project is \$3,757,056, 10% of which is currently available to get the design started.

The RFQ for engineering services was advertised on the UNC System website, resulting in seven firms submitting letters of interest, none from Guilford County. After review, the Designer Selection Committee shortlisted three firms—RND Architects, WHN Architects, and C Design Inc. — and conducted interviews on October 24, 2025. RND Architects, PA of Durham, was recommended as the designer due to its extensive experience with State Construction Office elevator replacement projects, a thorough approach to assessing existing conditions and integrated systems, and a proactive process for risk management and scope/schedule evaluation within the project budget. Following discussion, on motion by Trustee Sessoms, seconded by Trustee Hoyle, the Finance and Administration Committee approved the selection and authorized the administration to negotiate with the other two firms, in ranking order, if negotiations with RND Architects should fail.

FAC-2 Quad Electrical Duct Bank – New Capital Project

The project scope is to install the duct bank life safety and optional standby power systems from the Weil/Winfield generator to the seven residence halls in the Quad (Jamison, Coit, Bailey, Cotten, Hinshaw, Gray, Shaw). The scope of work includes disconnects, transfer switches, panels, and other equipment at the buildings. The generator at Weil/Winfield was installed in 2019 and was sized to accommodate the additional load required. The estimated project cost of \$2,655,000 is within the threshold that requires Board of Governors approval for capital improvement projects designed, constructed, and operated by non-general fund money. Following discussion, on motion by Trustee Sessoms, seconded by Trustee Coleman, the Finance and Administration Committee approved the project and authorized administration to seek Board of Governors approval at the January 2026 meeting.

FAC – 3 Moore Strong Plumbing Renovation – New Capital Project

Constructed in 1961, the fixtures in Moore Strong have well exceeded their original lifespan and require replacement with modern units. The scope of this project is to remove and replace the existing sinks and piping in the student rooms and renovate the common area bathrooms. The estimated project cost is \$4,225,000.

Per recent delegation by the Board of Governors under the Board’s Construction Task Force, Advance Planning is authorized by the University’s Board of Trustees. Once the Schematic Design phase is completed and the scope and budget have been more clearly defined, the Capital Request is to be brought to the Board of Governors for approval.

Following discussion, on motion by Trustee Sessoms as seconded by Trustee Coleman, the Finance and Administration Committee approved Advance Planning (design and commissioning) in the amount of \$422,500 for the Moore Strong Plumbing Renovation project.

FAC – 4 Taylor Theatre Infrastructure Renovation Project – Approval of Increase in Authority to the Board of Governors

The Taylor building, originally opened in 1967, requires comprehensive rehabilitation to replace outdated infrastructure and extend its service life. The project primarily focuses on replacing obsolete mechanical, electrical, and plumbing systems to meet operational needs. Due to space limitations and structural constraints, a small building addition and courtyard renovation are necessary to house new mechanical units.

Additional alternates include ADA upgrades to theatre seating and accessibility, replacement of door hardware, improvements to the fire alarm system, and installation of a life safety generator.

Unforeseen conditions, including additional abatement and unsuitable soil removal, extended the schedule by four months and increased costs. Value engineering measures were implemented to offset impacts and maintain the May 2026 completion target. Following discussion, on motion by Trustee Coleman as seconded by Trustee Hoyle, the Committee approved the administration's request to seek Board of Governors approval for an additional \$305,000, bringing the total project budget to \$15,109,664.

Information Items (FAC – 5 through FAC – 9):

The Committee's pre-meeting materials included five informational reports: a preview of the 2026-2027 Tuition and Fees recommendations, updates on the Chancellor's delegated Coleman Concessions Alterations and Moran Commons Locker Installation projects, the designer selection for the Campus Transportation Master Plan Update, a regular Facilities Design and Construction Update, and an update on the recent University Investment Fund audit, which was clean in all respects.

There were no questions or comments, and the meeting subsequently adjourned at 9:12 am.

Respectfully submitted,

Kelly Harris
Assistant Secretary to the Board of Trustees