



Board of Trustees Finance and Facilities Committee Meeting  
 April 19, 2018  
 Agenda

- |     |  |             |
|-----|--|-------------|
| I.  | Approval of February 15, 2018 Minutes        | Action      |
| II. | Action and Information Items                 |             |
| A.  | Related Persons Report                       | Information |
| B.  | Approved EHRA Employee Salary Adjustments    | Information |
| C.  | Designer Selections since last Board meeting | Information |
| D.  | Capital Projects Update                      | Information |
| E.  | Campus Safety Annual Report                  | Information |
| F.  | Parking Update                               | Information |
| G.  | Dail House                                   | Information |
| H.  | Other  | Information |



**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

|                     |  |
|---------------------|--|
| Agenda Item: I.     | Approval of February 15, 2018<br>Minutes           |
| Responsible Person: | Sara Thorndike,<br>VC for Administration & Finance |
| Action Requested:   | Approval   |
| Notes:              | N/A  |



**Board of Trustees**  
**Finance & Facilities | Coastal Studies Institute | February 16, 2018**  
**Minutes**

The Finance & Facilities Committee of the ECU Board of Trustees met in regular session on February 15, 2018 at 3:30 pm at the Coastal Studies Institute. Committee members present included Edwin Clark, Vern Davenport, Leigh Fanning, Max Joyner, and Vince Smith.

Finance and Facilities Committee met on February 15, 2018.

**I. MINUTES**

- A. The committee approved the minutes from the November 8, 2017 meeting.

**II. ACTION AND INFORMATION ITEMS**

- A. The Committee reviewed a request to approve the Sale of Property located at 301 W Tenth Street. Rick Niswander, VC for Administration and Finance was available for questions. The Committee approved a motion to recommend that the full Board approve the sale.
- B. The Committee reviewed a request for Additions to the Millennial property. Ted Morris, Associate VC, RGH Innovation and Econ Dev Admin shared an expansion request to add ten property areas. Rick Niswander, VC for Administration and Finance was available for questions. The Committee approved a motion to recommend that the full Board approve the additions.
- C. The Committee reviewed a request to approve the 2016-2017 Annual Human Resources Compliance Report. Rick Niswander, VC for Administration and Finance was available for questions. The Committee approved a motion to recommend that the full Board approve the report.
- D. The Committee reviewed a request to approve the Employment Policy for Employees Exempt from the State Human Resources. Rick Niswander, VC for Administration and Finance, was available for questions. The Committee approved a motion to recommend that the full Board approve the policy.
- E. The Committee reviewed a request to approve the Designer Selection Recommendations. Bill Bagnell, Associate VC for Campus Operations, was available for questions. The Committee approved a motion to recommend that the full Board approve the report.
- F. Rick Niswander, VC for Administration and Finance, was available for questions regarding the Approved EHRA Employee Salary Adjustment.
- G. Bill Bagnell, Associate VC for Campus Operations, provided an Update on the Designer Selections since the last Board meeting.

H. Bill Bagnell, Associate VC for Campus Operations, provided the Capital Projects Update.

I. Bill Koch, Associate VC for Environmental Health and Campus Safety provided an update on Campus Safety.

Meeting adjourned at 4:07 pm.

Respectfully Submitted,

Rhonda Jordan, VC Administration & Finance Office



**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

Agenda Item: II.A.

Related Persons Report

Responsible Person:

Sara Thorndike,  
VC for Administration & Finance  
Kitty Wetherington,  
Interim Associate Vice Chancellor for  
Human Resources

Action Requested:

Information

Notes:

N/A



**MEMORANDUM**

**TO:** ECU Board of Trustees  
**FROM:** Cecil Staton   
Chancellor  
**DATE:** April 5, 2018  
**RE:** Employment of Related Persons

Annually, I am required to report to you, in accordance with applicable University of North Carolina and East Carolina University Anti-Nepotism Policies and Guidelines, concerning specific cases during the preceding year in which the terms of the Policies were applied.<sup>1</sup> Specifically, the Guidelines require that my written report to you set forth the circumstances for those cases in which the nepotism question arose during the preceding year:

- 1) All cases in which an individual making written application for employment was denied employment because of the requirements of the Policies and Guidelines (e.g., the employment would have resulted in one relative supervising another, or an unrelated candidate had demonstrably superior qualifications); and
- 2) All cases in which concurrent employment of related persons was allowed (e.g., the supervisory relationship was not “direct,” or there were no other candidates for the available position whose professional qualifications were demonstrably superior to those of the relative). In instances in which the concurrent employment of related persons was permitted, ECU ensured there was no direct supervisory relationship between the related persons (e.g., through the development of management plans).

We have sought and received information from each division for this report, and this memorandum is to report to you that East Carolina University is in compliance with the Policies and Guidelines. In addition, more specific information as noted, above, can be found on the attached spreadsheet.<sup>2</sup> Please note that the attached spreadsheet contains confidential personnel information in accordance with N.C. GEN. STAT. §126-22, *et seq.*

Attachment

cc: Kitty H. Wetherington  
Interim Associate Vice Chancellor for Human Resources

<sup>1</sup> See The UNC Policy Manual 300.4.2, *Employment of Related Persons (Anti-Nepotism Policy)* and the East Carolina University *Employment of Related Persons (Anti-Nepotism) Policy* (POL06.05.02) (the “Policies”); and, The UNC Policy Manual 300.4.2.1[G], *Guidelines on Implementing Anti-Nepotism Policy* (the “Guidelines”).

<sup>2</sup> This year’s report includes specific information regarding all cases of concurrent employment, not only those identified since the prior year’s report.



**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

Agenda Item: II.B.

Approved EHRA Employee Salary  
Adjustments

Responsible Person:

Sara Thorndike,  
VC for Administration & Finance  
Kitty Wetherington,  
Interim Associate Vice Chancellor for  
Human Resources

Action Requested:

Information

Notes:

N/A



**MEMORANDUM**

**TO:** ECU Board of Trustees

**FROM:** Kitty H. Wetherington   
Interim Associate Vice Chancellor for Human Resources and  
Chief Human Resources Officer

**DATE:** March 28, 2018

**RE:** Report of Approved EHRA Employee Salary Adjustments  
Pursuant to 9/30/16 Expanded Authority (January 1, 2018 –  
February 28, 2018)

The attached informational report is provided to you in accordance with the *Resolution to Delegate Expanded Authority to the Chancellor of East Carolina University for Certain Salary Actions for Employees Exempt from the State Human Resources Act*, as approved by the Board of Trustees on September 30, 2016. Please note that the attached spreadsheet contains confidential personnel information in accordance with N.C. GEN. STAT. §126-22, *et seq.*

Attachment

cc: Dr. Cecil Staton  
Chancellor

Dr. Ronald L. Mitchelson  
Provost & Senior Vice Chancellor for Academic Affairs

Dr. Rick Niswander  
Vice Chancellor for Administration & Finance

Dr. Phyllis Horns  
Vice Chancellor for Health Sciences

Dr. Virginia Hardy  
Vice Chancellor for Student Affairs

**Department of  
Human Resources**

210 East First Street  
Mail Stop 205  
East Carolina University  
Greenville, NC 27858-5343

252-328-9847 main  
252-328-9918 fax

**Administration**  
328-9884  
328-9918 fax

**Benefits**  
328-9887  
328-9918 fax

**Classification and  
Compensation**  
328-9847  
328-9917 fax

**Employee Relations**  
328-9848  
328-9917 fax

**Employment**  
328-9847  
328-9918 fax

**HR Information Systems**  
328-9847  
328-9917 fax

**Learning and Organizational  
Development**  
328-9848  
328-9917 fax

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constituent institution of the  
University of North Carolina.  
An equal opportunity  
university.*





**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

|                     |   |
|---------------------|---|
| Agenda Item: II.C.  | Designer Selections since last BOT Meeting  |
| Responsible Person: | Sara Thorndike,<br>VC for Administration & Finance<br>Bill Bagnell,<br>Associate VC for Campus Operations |
| Action Requested:   | Information   |
| Notes:              | N/A   |

**Finance and Facilities Committee**  
**Designer Selection Approval Summary**  
**April 19, 2018**

**FOR INFORMATION - FORMAL PROJECTS**

Below are designers selected for repair and renovation projects, with a cost greater than \$500,000.

**1 Life Science and Biotechnology Building - Commissioning Agent**

|                       |  |
|-----------------------|--|
| August 9, 2017        | Advertisement  |
| November 2, 2017      | Pre-Selection Committee Recommendation               |
| November 2, 2017      | Approval of Committee Recommendation                 |
| <b>FIRM SELECTED:</b> | <b>Facility Dynamics Engineering, Greensboro, NC</b> |

**2 Main Campus Bate Steam Tunnel Renovations**

|                       |  |
|-----------------------|--|
| September 7, 2017     | Advertisement                                |
| November 16, 2017     | Pre-Selection Committee Recommendation       |
| December 18, 2017     | Approval of Committee Recommendation         |
| <b>FIRM SELECTED:</b> | <b>Dewberry Engineers, Inc., Raleigh, NC</b> |

**3 Main Campus College Hill Drive Steam replacement - Phase 1**

|                       |  |
|-----------------------|--|
| September 7, 2017     | Advertisement                                |
| November 16, 2017     | Pre-Selection Committee Recommendation       |
| December 18, 2017     | Approval of Committee Recommendation         |
| <b>FIRM SELECTED:</b> | <b>Dewberry Engineers, Inc., Raleigh, NC</b> |

**4 Health Science Campus Central Utility Plant Chiller #1 Replacement**

|                       |  |
|-----------------------|--|
| September 22, 2017    | Advertisement                                      |
| November 9, 2017      | Pre-Selection Committee Recommendation             |
| December 18, 2017     | Approval of Committee Recommendation               |
| <b>FIRM SELECTED:</b> | <b>Affiliated Engineers, Inc., Chapel Hill, NC</b> |

**5 Replacement Condensate Line between Manholes RC-2 to RC-8**

|                       |  |
|-----------------------|--|
| December 18, 2017     | Advertisement                          |
| February 2, 2018      | Pre-Selection Committee Recommendation |
| February 13, 2018     | Approval of Committee Recommendation   |
| <b>FIRM SELECTED:</b> | <b>Wiley   Wilson, Lynchburg, VA</b>   |

**6 Main Campus McGinnis to Wright Chilled Water Infrastructure Extension**

|                       |  |
|-----------------------|--|
| December 19, 2017     | Advertisement                                  |
| February 27, 2018     | Pre-Selection Committee Recommendation         |
| March 2, 2018         | Approval of Committee Recommendation           |
| <b>FIRM SELECTED:</b> | <b>Affiliated Engineers, Inc., Chapel Hill</b> |

**7 Reline Storm Sewer - 5th Street to Greenmill Run**

|                       |  |
|-----------------------|--|
| January 10, 2018      | Advertisement                          |
| March 1, 2018         | Pre-Selection Committee Recommendation |
| March 12, 2018        | Approval of Committee Recommendation   |
| <b>FIRM SELECTED:</b> | <b>McAdams, Durham, NC</b>             |



**Facilities Engineering and Architectural Services  
Campus Operations**

1001 East Fourth Street | East Carolina University | Greenville, NC 27858-4353  
252-328-6858 office | 252-328-4259 fax

**MEMORANDUM**

TO: Dr. Rick Niswander, Vice Chancellor  
Administration and Finance

Approved: *R. Niswander*  
Date: 11.02.17

FROM: John G. Fields, PE *John Fields*  
Director

DATE: 11/02/2017

SUBJ: Commissioning Agent Selection Recommendation  
Project: Life Science and Biotechnology Building  
Code: 46636 Item: 301

On 11/01/2017, the designer pre-selection committee for the above referenced project conducted interviews with four (4) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Robert Brown of Facilities Engineering & Architectural, James Perron of Facilities Engineering & Architectural Services, Les Hewlett of Facilities Services and Ray Schmit of Facilities Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Facility Dynamics Engineering being the top recommended firm.

- |                                    |                |
|------------------------------------|----------------|
| Facility Dynamics Engineering      | Greensboro, NC |
| System WorCx                       | Charlotte, NC  |
| Hanson Professional Services, Inc. | Raleigh, NC    |
| RMF Engineering, Inc.              | Raleigh, NC    |

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Facility Dynamics Engineering, is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Interested Designer Memo  
cc: William Bagnell  
Pre-selection Committee Members



**MEMORANDUM**

**TO:** Dr. Rick Niswander, Vice Chancellor  
Administration and Finance

**Approved:** *R. Niswander*  
**Date:** 12/18/17

**FROM:** John G. Fields, PE  
Director *John Fields*

**DATE:** November 16, 2017

**SUBJ:** Designer Selection Recommendation  
Main Campus Bate Steam Tunnel Renovations  
Code: 41636 Item: 303

On November 16, 2017 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Robert Still and James Perron of Facilities Engineering & Architectural Services and Mike Deyoc and Paul Carlson of Facilities Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Dewberry Engineers, Inc. being the top recommended firm.

|                          |               |
|--------------------------|---------------|
| Dewberry Engineers, Inc. | Raleigh, NC   |
| RMF Engineering          | Raleigh, NC   |
| Wiley   Wilson           | Lynchburg, VA |

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Dewberry Engineers, Inc., is requested.

If you have any questions or need additional information, please do not hesitate to call.

**Enclosure:** Interested Designer Memo  
**cc:** William Bagnell  
Pre-selection Committee Members



**MEMORANDUM**

**TO:** Dr. Rick Niswander, Vice Chancellor  
Administration and Finance

**FROM:** John G. Fields, PE  
Director

**DATE:** November 17, 2017

**SUBJ:** Designer Selection Recommendation  
Main Campus College Hill Drive Steam Replacement – Phase I  
Code: 41636 Item: 321

Approved: *Rick Niswander*  
Date: 12/18/17

On November 16, 2017, the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Robert Still and James Perron of Facilities Engineering & Architectural Services and Mike Deyoc and Paul Carlson of Facilities Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Dewberry Engineers Inc. being the top recommended firm.

- |                            |                 |
|----------------------------|-----------------|
| Dewberry Engineers, Inc.   | Raleigh, NC     |
| Affiliated Engineers, Inc. | Chapel Hill, NC |
| RMF Engineering            | Raleigh, NC     |

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Dewberry Engineers, Inc., is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Interested Designer Memo  
cc: William Bagnell  
Pre-selection Committee Members



**MEMORANDUM**

TO: Dr. Rick Niswander, Vice Chancellor  
 Administration and Finance  
 Approved: *Rick Niswander*  
 Date: 12/18/17

FROM: John G. Fields, PE  
 Director  
*John G. Fields*

DATE: November 17, 2017

SUBJ: Designer Selection Recommendation  
 Health Science Campus Central Utility Plant Chiller #1 Replacement  
 Code: 41636 Item: 306

On November 9, 2017 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Robert Still and James Perron of Facilities Engineering & Architectural Services and Griffin Avin and Ken Yarnell of Facilities Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Affiliated Engineers, Inc. being the top recommended firm.

|                            |                 |
|----------------------------|-----------------|
| Affiliated Engineers, Inc. | Chapel Hill, NC |
| RDK Engineering            | Durham, NC      |
| RMF Engineering            | Raleigh, NC     |

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Affiliated Engineers, Inc, is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Interested Designer Memo  
 cc: William Bagnell  
 Pre-selection Committee Members



Facilities Engineering and Architectural Services  
Campus Operations

1001 East Fourth Street | East Carolina University | Greenville, NC 27858-4353  
252-328-6858 office | 252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor  
Administration and Finance  
Approved: Rick Niswander  
Date: 2/12/18

FROM: John G. Fields, PE  
Director  
John G. Fields

DATE: February 6, 2017

SUBJ: Designer Selection Recommendation  
Replacement Condensate Line between Manholes RC-2 to RC-8  
Code: 41736 Item: 304

On February 2, 2018 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Robert Still and James Perron of Facilities Engineering & Architectural Services and Paul Carlson and Michael Deyoc of Facilities Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Wiley | Wilson being the top recommended firm.

Wiley | Wilson  
RMF Engineering  
Affiliated Engineers, Inc.

Lynchburg, VA  
Raleigh, NC  
Chapel Hill, NC

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Wiley | Wilson, is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Interested Designer Memo  
cc: William Bagnell  
Pre-selection Committee Members



**Facilities Engineering and Architectural Services  
Campus Operations**

1001 East Fourth Street | East Carolina University | Greenville, NC 27858-4353  
252-328-6858 office | 252-328-4259 fax

**MEMORANDUM**

TO: Dr. Rick Niswander, Vice Chancellor  
Administration and Finance

Approved: R. Niswander  
Date: 3/2/18

FROM: John G. Fields, PE  
Director 

DATE: February 27, 2018

SUBJ: Designer Selection Recommendation  
Main Campus McGinnis to Wright Chilled Water Infrastructure Extension  
Code: 41636 Item: 322

On February 16, 2018, the designer pre-selection committee for the above referenced project conducted interviews with Three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Robert Still and James Perron of Facilities Engineering & Architectural Services and W. Ray Schmit, Jr. and Paul Carlson of Facilities Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Affiliated Engineers, Inc. being the top recommended firm.

|                            |                 |
|----------------------------|-----------------|
| Affiliated Engineers, Inc. | Chapel Hill, NC |
| RMF Engineering            | Raleigh, NC     |
| RDK Engineers              | Durham, NC      |

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Affiliated Engineers, Inc., is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Interested Designer Memo  
cc: William Bagnell  
Pre-selection Committee Members





**MEMORANDUM**

TO: Dr. Fredrick Niswander, Vice Chancellor  
Administration and Finance

FROM: John G. Fields, PE *John Fields*  
Director

DATE: March 5, 2018

SUBJECT: Designer Selection Recommendation  
Reline Storm Sewer- 5<sup>th</sup> Street to Greenmill Run  
Code: 41736 Item: 305

Approved: *F. Niswander*  
Date: 3/12/18

On March 1, 2018 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of; Robert Still, Project Manager Facilities Engineering and Architectural Services; James Perron, Project Manager Facilities Engineering and Architectural Services; Gerry Gable, Project Manager Facilities and Architectural Services; Paul Carlson, Facilities Service Mechanical Engineer.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with McAdams being the top recommended firm.

- |  |                |
|--|----------------|
| McAdams                                | Durham, NC     |
| The Wooten Company                     | Greenville, NC |
| Municipal Engineering Services Company | Garner, NC     |

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, McAdams, is requested.

If you have any questions or need additional information please do not hesitate to call.

Enclosure: Interested Designer Memo  
cc: William Bagnell, Associate Vice Chancellor for Campus Operations  
Pre-selection Committee Members

**Finance and Facilities Committee**  
**Designer Selection Approval Summary**  
**April 19, 2018**

**FOR INFORMATION - INFORMAL PROJECTS**  
**Below are designers selected for repair and renovation**  
**projects, with a cost less than than \$500,000.**

**1 Direct Select Approvals - November 20, 2017**

|   |           |
|---|-----------|
| Chancellor's House                                  | MHA Works |
| Student Recreation Center - Personal Training Rooms | MHA Works |

**2 Direct Select Approvals - December 11, 2017**

|  |                         |
|--|-------------------------|
| Brody Building - Replace Circuit Breakers in Switchboard SSA | Stanford White          |
| Jenkins Art - Replace Generator                              | Stroud Engineering      |
| Brody Building - 2nd Floor Restroom Upgrades                 | JKF Architecture        |
| Cotanche Data Center Expansion Study Update                  | Engineered Designs Inc. |

**3 Direct Select Approvals - January 3, 2018**

|   |                   |
|---|-------------------|
| McGinnis Ragsdale Sewer                         | McAdams Company   |
| Brewster Emergency Power Upgrades               | East Group        |
| Brewster Classroom Asbestos                     | Affinity          |
| Proctor-Yongue House Asbestos                   | Affinity          |
| Dining/Housing Interior Design                  | MHA Works         |
| Warren Life Sciences_Section A Roof Replacement | Atlas Engineering |
| Ragsdale Roof Replacement                       | Atlas Engineering |
| Graham Roof Replacement                         | REI               |
| ADA Wright Elevator (Design Only)               | MHA Works         |
| ADA Brewster Routes                             | MHA Works         |

**4 Direct Select Approvals - February 13, 2018**

|   | <b><u>Designer</u></b>  |
|---|-------------------------|
| Flanagan Waterproofing                                | ARK Consulting Group    |
| Health Science Building - Suite 1310 Wall Addition    | Steve Hall Architecture |
| Family Medicine Center - Room L223 Lab                | Steve Hall Architecture |
| Howell Science Complex - HVAC Improvments             | The East Group          |
| McGinnis Dimming Lighting/Controls Replacement        | The East Group          |
| Building 133 (Financial Services) Entrance Alteration | JKF Architecture        |
| Building 198 Parking Lot Expansion                    | Rivers and Associates   |
| Brody Auditorium Theater Lighting Upgrade             | Thorburn Associates     |

**5 Direct Select Approvals - March 9, 2018**

|                                    |                               |
|------------------------------------|-------------------------------|
| Building 198 Parking Lot Expansion | Gary S. Miller and Associates |
| Brewster Generator Evaluation      | The East Group                |
| Ross Hall Modifications            | Lord Aeck Sargent             |

**6 Direct Select Approvals - March 28, 2018**

|                                       |             |
|---------------------------------------|-------------|
| Chilled Water Line at Library Drive   | AEI         |
| Electrical Duct Bank at Library Drive | AEI         |
| Lighting Master Plan                  | Clark-Nixon |



**MEMORANDUM**

TO: Dr. Rick Niswander, Vice Chancellor  
 Administration and Finance  
 Approved: *R. Niswander*  
 Date: 11/30/17

FROM: John G. Fields, PE  
 Director *John Fields*

DATE: November 17, 2017

SUBJ: Direct Select Designer Recommendations  
 Informal Repair and Renovation Projects with Cost Less Than \$500,000

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the February 15, 2018 meeting.

| <b>PROJECT</b>   | <b>DESIGNER</b> |
|--|-----------------|
| 1. Chancellor's House                                  | MHA Works       |
| 2. Student Recreation Center - Personal Training Rooms | MHA Works       |

If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell



**MEMORANDUM**

TO: Dr. Rick Niswander, Vice Chancellor  
 Administration and Finance  
 Approved: R. Niswander  
 Date: 12/11/17

FROM: John G. Fields, PE  
 Director  
J. G. Fields

DATE: December 6, 2017

SUBJ: Direct Select Designer Recommendations  
 Informal Repair and Renovation Projects with Cost Less Than \$500,000

Below are designers recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the February 15, 2018 meeting.

| <u>PROJECT</u>  | <u>DESIGNER</u>         |
|---|-------------------------|
| 1. Brody Building - Replace Circuit Breakers in Switchboard SSA | Stanford White          |
| 2. Jenkins Art - Replace Generator                              | Stroud Engineering      |
| 3. Brody Building - 2nd Floor Restroom Upgrades                 | JKF Architecture        |
| 4. Cotanche Data Center Expansion Study Update                  | Engineered Designs Inc. |

If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell



**MEMORANDUM**

**TO:** Dr. Rick Niswander, Vice Chancellor  
Administration and Finance

**FROM:** John G. Fields, PE  
Director

**DATE:** January 3, 2018

**SUBJ:** Direct Select Designer Recommendations  
Informal Repair and Renovation Projects with Cost Less Than \$500,000

Approved: R. Niswander  
Date: 1/3/18

Below are designers recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the February 15, 2018 meeting.

| <u>PROJECT</u>                                     | <u>DESIGNER</u>   |
|--|-------------------|
| 1. McGinnis Ragsdale Sewer                         | McAdams Company   |
| 2. Brewster Emergency Power Upgrades               | East Group        |
| 3. Brewster Classroom Asbestos                     | Affinity          |
| 4. Proctor-Yongue House Asbestos                   | Affinity          |
| 5. Dining/Housing Interior Design                  | MHA Works         |
| 6. Warren Life Sciences_Section A Roof Replacement | Atlas Engineering |
| 7. Ragsdale Roof Replacement                       | Atlas Engineering |
| 8. Graham Roof Replacement                         | REI               |
| 9. ADA Wright Elevator (Design Only)               | MHA Works         |
| 10. ADA Brewster Routes                            | MHA Works         |

If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell



**MEMORANDUM**

TO: Dr. Rick Niswander, Vice Chancellor  
 Administration and Finance

Approved: R. Niswander  
 Date: 2/13/18

FROM: John G. Fields, PE JG Fields  
 Director

DATE: February 9, 2018

SUBJ: Direct Select Designer Recommendations  
 Informal Repair and Renovation Projects with Cost Less Than \$500,000

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the April 19, 2018, meeting.

**Project**

- Flanagan Waterproofing
- Health Science Building - Suite 1310 Wall Addition
- Family Medicine Center - Room L223 Lab
- Howell Science Complex - HVAC Improvements
- McGinnis Dimming Lighting/Controls Replacement
- Building 133 (Financial Services) Entrance Alteration
- Building 198 Parking Lot Expansion
- Brody Auditorium Theater Lighting Upgrade

**Designer**

- ARK Consulting Group
- Steve Hall Architecture
- Steve Hall Architecture
- The East Group
- The East Group
- JKF Architecture
- Rivers and Associates
- Thorburn Associates

If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell



Facilities Engineering and Architectural Services  
Campus Operations

1001 East Fourth Street | East Carolina University | Greenville, NC 27858-4353  
252-328-6858 office | 252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor  
Administration and Finance  
Approved: *Rick Niswander*  
Date: 3/9/18

FROM: John G. Fields, PE  
Director  
*Robert M. Boy*  
*for John Fields*

DATE: March 7, 2018

SUBJ: Direct Select Designer Recommendations  
Informal Repair and Renovation Projects with Cost Less Than \$500,000

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the April 19, 2018, meeting.

Project

Building 198 Parking Lot Expansion  
Brewster Generator Evaluation  
Ross Hall Modifications

Designer

Gary S. Miller and Associates  
The East Group  
Lord Aeck Sargent

If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell



**MEMORANDUM**

TO: Dr. Rick Niswander, Vice Chancellor  
Administration and Finance

Approved: R. Niswander  
Date: 3/28/18

FROM: John G. Fields, PE J. G. Fields  
Director

DATE: March 28, 2018

SUBJ: Direct Select Designer Recommendations  
Informal Repair and Renovation Projects with Cost Less Than \$500,000

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the April 19, 2018, meeting.

**Project**

Chilled Water Line at Library Drive  
Electrical Duct Bank at Library Drive  
Lighting Master Plan

**Designer**

AEI  
AEI  
Clark-Nixon

If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell





**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

Agenda Item: II.D.

Capital Projects Update

Responsible Person:

Sara Thorndike,  
VC for Administration & Finance  
Bill Bagnell,  
Associate VC for Campus Operations

Action Requested:

Information

Notes:

N/A



**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

|                     |       |  |
|---------------------|-------|--|
| Agenda Item:        | II.E. | Campus Safety Annual Report  |
| Responsible Person: |       | Sara Thorndike,<br>VC for Administration & Finance<br>Bill Koch,<br>Associate VC for Environmental Health and<br>Campus Safety |
| Action Requested:   |       | Information  |
| Notes:              |       | N/A  |

**East Carolina University**  
**Board of Trustees**  
**Finance and Facilities Committee**  
**April 19, 2018**

|                    |   |
|--------------------|---|
| Session            | Finance and Facilities  |
| Responsible Person | Sara Thorndike, Vice Chancellor for Administration and Finance<br>Bill Koch, Associate Vice Chancellor for Environmental Health and Campus Safety |
| Agenda Item        |   |
| Item Description   | Annual Campus Safety Update   |
| Comments           | Materials include 2017 Accomplishments, 2018 Goals and crime data.  |
| Action Requested   | Information   |
| Disposition        |   |
| Notes              |   |

## 2017 SAFETY ACCOMPLISHMENTS AND 2018 GOALS

Strategic Commitment: ***We will be a national model for campus safety and the safest campus in the UNC system.*** (2014-2019 Strategic Plan: Beyond Tomorrow – Our Commitment to the Future)

### **2017 Accomplishments**

- Hired new ECU Police Chief and oriented – met key ECU and Greenville community members, reviewed policies and procedures, etc.
- Working with SGA and Student Affairs, ECU Police Chief implemented a student safety committee to advise and partner with Chief on student safety needs, such as safety corridors, campus lighting assessment, safety walks, ECUPD officer designated for residence halls.
- Implemented and assessed citywide extended jurisdiction and Center City mutual assistance agreement.
- Implemented body cameras and wellness/fitness policy.
- Finalized design and installed emergency bluelight phones with cameras along 10<sup>th</sup> Street.
- Installed rapid flashing (pedestrian) beacons along Cotanche Street at 9<sup>th</sup> Street and The Boundary student apartment complex. This is a collaboration between ECU, the City, NCDOT and a developer.
- Completed Christenbury (Army ROTC) security upgrade and installed access controls on a variety of other buildings.
- Conducted a variety of emergency response training and tabletop drills, including ECUPD ALERRT, crisis policy team training and drill and Run.Hide.Fight training for departments.
- Identified, purchased and implemented a virtual EOC solution, trained/drilled staff in use and implemented during football operations and severe/winter weather events.
- Reduction of Part 1 (serious violent and property) crimes by 14% in 2017 to include a 10% reduction in property theft.
- ECUPD provided 44 training sessions on Run.Hide.Fight and how to survive an active shooter situation.
- ECUPD provided 149 various crime prevention and engagement programs.
- ECUPD has developed an internal Field Recommendations Committee for rank and file dialogue and input with administration regarding goal setting and departmental direction.
- Hired a new Clery Coordinator in August 2017 to assist in Title IX and Clery compliance.
- Member of ECUPD Criminal Investigations has obtained level 4 certification in sexual assault response through the Association of Title IX Administrators.
- Additional member of ECUPD certified in Advanced Threat Assessment and Management Training through Gavin de Becker Associates.
- Instituted a new MOU with the Greenville regional drug task force to continue our partnership with local law enforcement to address drug activity.
- Successful year one accreditation review for ECUPD. Year two review scheduled for May 4, 2018.
- Parking & Transportation Services and SGA participated in Uptown Parking Study and worked with City to improve bicycle infrastructure through partnering with LimeBike, a bike rental company.

## 2018 Goals

- Complete 10<sup>th</sup> Street safety corridor (Pirate Pathway) once new Student Center emergency bluelight phones are installed. Then, work with the City to upgrade lighting to finalize this pirate pathway modeled after the one on 5<sup>th</sup> Street.
- Finalize Pirate Pathway recommendations through Student Safety Committee. Design College Hill and 14<sup>th</sup> Street pathways.
- Working with City and NCDOT, increase pedestrian safety/awareness programs and infrastructure.
- Assess exterior lighting and develop master plan with Campus Operations.
- Conduct law enforcement and security personnel deployment study to evaluate and reallocate resources based on the results.
- Develop and execute multi-year training and exercise plan. Conduct various departmental table-top exercises and a full-scale emergency operations exercise with EH&S and others in 2018.
- Continue to identify and systematically train/update ECU departments in Run.Hide.Fight response to armed intruder.
- Update the university emergency operations plan and complete departmental emergency action plans on severe weather (shelter-in-place), evacuation and active shooter/assailant.
- Review camera placement, use and monitoring/staffing.
- Finalize camera recording system upgrade. Evaluate cameras and develop multi-year upgrade plan with budget.
- Review and revise safety publications and enlist SGA and Student Safety Committee to develop methods to promote material, including pedestrian safety, crime reporting and LiveSafe.
- Initiate design of new facility to house ECU Police, Dispatch and Monitoring Center, Emergency Operations Center, Environmental Health & Safety, Security Technology and Parking & Transportation Services.
- Continue to collaborate with Student Affairs on alcohol/drug programs and off-campus safety.
- FBI contact and cover active shooter training in conjunction with Duke and UNC to be conducted in April 2018.
- Implement Emotional Intelligence testing as a component for the police officer hiring process.
- Provide Emotional Intelligence and Results Based Management training to police supervisory and command staff personnel.
- Work with OSHR and ECU Human Resources to develop a metro rate pay scale for police officers to aid in recruitment and retention efforts.
- Update the police records management system to fully integrate e-citations and e-crash reports for DMV.
- Identify storm shelter locations in academic buildings.
- Implement Crime Mapping to assist with predictive analysis and resource deployment.
- Decrease OSHA lost work day cases by 10% through emphasis on Return-to-Work initiatives with Facilities Services. Continue to decrease workers' compensation costs and recordable injuries by 10% through targeted job analysis, training, supervisor engagement, accident investigations and follow-up.
- Implement measures to comply with revisions to the Resource Conservation and Recovery Act's (RCRA) hazardous waste generator regulatory program. The final rule includes over 60 changes with impacts that include, but are not limited to, labeling, notification and emergency response requirements. Measures will include employee training and a courtesy inspection by NCDEQ.
- Implement measures to comply with revisions to the OSHA General Industry Walking/Working Surface and Fall Protection Standards. Impacts include, but are not limited to, ladder safety, fixed ladders, and fall protection systems. Employee education/training will be included as a program component.

- Expand ECU Police strategic planning process to include all campus safety units in creating a 5-year strategic plan for campus safety.
- Utilize National Safety Council's Safe Community accreditation as a framework and a measure for achieving the university goal of becoming a national model for campus safety and the safest campus in the UNC system.
- Collaborate with Facilities Services to decommission select chemical fume hoods and other laboratory ventilation systems to help meet energy conservation goals. Targeted systems will include those that are currently not in use or in areas with multiple/duplicate systems.

Part 1 Index Crimes

|             | Previous Year<br>Current Month |     |     | Current Month |     |     | Previous Year<br>Year to Date |     |     | Current Year<br>Year to Date |     |     | Monthly<br>Percent<br>Change | Yearly<br>Percent<br>Change |      |
|-------------|--------------------------------|-----|-----|---------------|-----|-----|-------------------------------|-----|-----|------------------------------|-----|-----|------------------------------|-----------------------------|------|
|             | Main                           | HSC | TOT | Main          | HSC | TOT | Main                          | HSC | TOT | Main                         | HSC | TOT |                              |                             |      |
| Homicide    | 0                              | 0   | 0   | 0             | 0   | 0   | 0                             | 0   | 0   | 0                            | 0   | 0   | 0                            | N.C.                        | N.C. |
| Rape        | 0                              | 0   | 0   | 1             | 0   | 1   | 7                             | 7   | 0   | 7                            | 5   | 0   | 5                            | N.C.                        | -29% |
| Robbery     | 0                              | 0   | 0   | 0             | 0   | 0   | 4                             | 0   | 4   | 1                            | 0   | 1   | N.C.                         | -75%                        |      |
| Assault     | 0                              | 0   | 0   | 0             | 0   | 0   | 3                             | 0   | 3   | 3                            | 0   | 3   | N.C.                         | 0%                          |      |
| Burglary    | 0                              | 0   | 0   | 0             | 0   | 0   | 12                            | 0   | 12  | 8                            | 0   | 8   | N.C.                         | -33%                        |      |
| Residential | 0                              | 0   | 0   | 0             | 0   | 0   | 4                             | 0   | 4   | 4                            | 0   | 4   | N.C.                         | 0%                          |      |
| Non-R       | 0                              | 0   | 0   | 0             | 0   | 0   | 7                             | 0   | 7   | 2                            | 0   | 2   | N.C.                         | -71%                        |      |
| Commercial  | 0                              | 0   | 0   | 0             | 0   | 0   | 1                             | 0   | 1   | 2                            | 0   | 2   | N.C.                         | 100%                        |      |
| Larceny     | 10                             |     | 10  | 14            | 0   | 14  | 122                           | 9   | 131 | 104                          | 16  | 120 | 40%                          | -8%                         |      |
| Auto Theft  | 0                              | 0   | 0   | 0             | 0   | 0   | 0                             | 0   | 0   | 0                            | 0   | 0   | N.C.                         | N.C.                        |      |
| Arson       | 0                              | 0   | 0   | 0             | 0   | 0   | 1                             | 0   | 1   | 0                            | 0   | 0   | N.C.                         | -100%                       |      |

Part 2 Index Crimes

|                      | Previous Year<br>Current Month |     |     | Current Month |     |     | Previous Year<br>Year to Date |     |     | Current Year<br>Year to Date |     |     | Monthly<br>Percent<br>Change | Yearly<br>Percent<br>Change |
|----------------------|--------------------------------|-----|-----|---------------|-----|-----|-------------------------------|-----|-----|------------------------------|-----|-----|------------------------------|-----------------------------|
|                      | Main                           | HSC | TOT | Main          | HSC | TOT | Main                          | HSC | TOT | Main                         | HSC | TOT |                              |                             |
| Drugs                | 14                             | 0   | 14  | 24            | 0   | 24  | 196                           | 3   | 199 | 307                          | 8   | 315 | 71%                          | 58%                         |
| Assault-Simple       | 3                              | 0   | 3   | 4             | 0   | 4   | 53                            | 3   | 56  | 47                           | 0   | 47  | 33%                          | -16%                        |
| Forgery/Counterfeit  | 0                              | 0   | 0   | 0             | 0   | 0   | 6                             | 1   | 7   | 5                            | 0   | 5   | N.C.                         | -29%                        |
| Fraud                | 3                              | 0   | 3   | 0             | 0   | 0   | 29                            | 1   | 30  | 22                           | 4   | 26  | -100%                        | -13%                        |
| Embezzlement         | 0                              | 0   | 0   | 0             | 0   | 0   | 0                             | 0   | 0   | 0                            | 1   | 1   | N.C.                         | N.C.                        |
| Stolen Property      | 0                              | 0   | 0   | 0             | 0   | 0   | 2                             | 0   | 2   | 1                            | 0   | 1   | N.C.                         | -50%                        |
| Vandalism            | 2                              | 0   | 2   | 5             | 1   | 6   | 56                            | 2   | 58  | 40                           | 4   | 44  | 200%                         | -24%                        |
| Weapons              | 0                              | 0   | 0   | 1             | 0   | 1   | 3                             | 0   | 3   | 11                           | 0   | 11  | N.C.                         | 267%                        |
| All other Sex Off.   | 0                              | 0   | 0   | 0             | 0   | 0   | 8                             | 0   | 8   | 5                            | 0   | 5   | N.C.                         | -38%                        |
| DWI                  | 1                              | 0   | 1   | 1             | 0   | 1   | 22                            | 2   | 24  | 27                           | 1   | 28  | 0%                           | 17%                         |
| Liquor law Violation | 9                              | 0   | 9   | 1             | 0   | 1   | 103                           | 0   | 103 | 62                           | 1   | 63  | -89%                         | -39%                        |
| Disorderly Conduct   | 0                              | 0   | 0   | 0             | 0   | 0   | 4                             | 0   | 4   | 2                            | 1   | 3   | N.C.                         | -25%                        |
| Obscenity            | 0                              | 0   | 0   | 0             | 0   | 0   | 0                             | 0   | 0   | 2                            | 0   | 2   | N.C.                         | N.C.                        |
| Kidnap               | 0                              | 0   | 0   | 0             | 0   | 0   | 0                             | 0   | 0   | 0                            | 0   | 0   | N.C.                         | N.C.                        |
| All other offenses   | 1                              | 0   | 1   | 1             | 0   | 1   | 12                            | 7   | 19  | 22                           | 14  | 36  | 0%                           | 89%                         |

CRIMES LISTED ABOVE ARE FOR CALENDAR YEAR 2017. PREVIOUS YEAR WOULD BE 2016 COMPARISON

- 14% decrease in overall crime
- 10% reduction in property theft – the most prevalent crime on campus



**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

Agenda Item: II.F.

Parking Update

Responsible Person:

Sara Thorndike,  
VC for Administration & Finance  
Bill Koch,  
Associate VC for Environmental Health and  
Campus Safety

Action Requested:

Information

Notes:

N/A





**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

Agenda Item: II.G.

Dail House

Responsible Person:

Sara Thorndike,  
VC for Administration & Finance

Action Requested:

Information

Notes:

N/A



**Board of Trustees  
Finance and Facilities Committee  
April 19, 2018**

Agenda Item: II.H.

Other

Responsible Person:

Sara Thorndike,  
VC for Administration & Finance

Action Requested:

Information

Notes:

N/A