



East Carolina University | Board of Trustees
Finance & Facilities Committee Meeting
November 10, 2016 | Agenda

- I. Minutes
 - A. Approval of September 29, 2016 Minutes Action

- II. Action and Information Items
 - A. Tuition and Fees Action
 - B. Dowdy – Ficklen Stadium: South Side Renovation Action
 - C. Construction Manager at Risk Selection Recommendation
Life Sciences and Technology Building Action
 - D. Campus Safety Update Information
 - E. Integrated Campus Master Plan and Millennial Plan Information
 - F. Chancellor’s Residence - Concept Elevations and Plans Information
 - G. Capital Projects Update Information
 - H. Designer Selection Approval Summary Information
 - I. Approved EHRA Employee Salary Adjustment Report Information
 - J. Other Information

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	I.A.
Item Description	Minutes of September 29, 2016 Meeting
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	

East Carolina University | Board of Trustees

Finance & Facilities | ECHI | September 29, 2016

Minutes

The Finance & Facilities Committee of the ECU Board of Trustees met in regular session on September 29, 2016 at 1:00 pm in ECHI on the west campus of East Carolina University. Committee members present included Bob Plybon, Leigh Fanning, Max Joyner, and Danny Scott. Terry Yeargan was absent.

I. MINUTES

Bob Plybon asked the Committee to approve the minutes from July 14, 2016. Danny Scott made motion and Max Joyner seconded and the minutes were approved.

II. ACTION AND INFORMATION ITEMS

- A. The Committee reviewed a request for approval to Lease 11,441 SF of Clinical /Office Space at 2150 Herbert Court. Scott Buck, Vice Chancellor for Business Services, was available for questions. The Committee approved a motion to recommend that the full board approve the request.
- B. The Committee reviewed a request for approval to Lease by Acquisition 20,800 SF of Office Space located at 1605 West Arlington Boulevard. Scott Buck, Vice Chancellor for Business Services, was available for questions. The Committee approved a motion to recommend that the full board approve the request.
- C. The Committee reviewed a request for approval to Sublease by Disposition 19,866 SF of Clinical/Office Space located at 2325 Stantonsburg Road. Scott Buck, Vice Chancellor for Business Services, was available for questions. The Committee approved a motion to recommend that the full board approve the request.
- D. The Committee reviewed the Request to approve the Increased Delegation of Authority for Salary Increases. Melissa Bard, Associate Vice Chancellor for Human Resources was available for questions.
- E. The Committee reviewed the Request to approve the Mutual Assistance and Extended Jurisdiction Agreements. Bill Koch, Associate Vice Chancellor for Environmental Health and Campus Safety were available for questions. The Committee approved a motion to recommend that the full Board approve the request.

INFORMATION

- F. Bill Koch, Associate Vice Chancellor for Environmental Health and Campus Safety gave an update on Campus Safety.
- G. Bill Bagnell, Associate Vice Chancellor for Campus Operations, provided a update on the Capital Projects.
- H. Bill Bagnell, Associate Vice Chancellor for Campus Operations, provided a list of Designer Selection Recommendations since July.

Meeting adjourned at 2:54pm.

Respectfully Submitted,

Rhonda Jordan, VC Administration & Finance Office

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Operations and Interim Director of Compliance Management Stephanie Coleman
Agenda Item	II.A.
Item Description	Tuition and Fees
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	Click here to access Tuition & Fees section of Board of Trustees meeting material.

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Campus Operations Bill Bagnell
Agenda Item	II.B.
Item Description	Request the ECU Board of Trustees Approval on Dowdy – Ficklen Stadium: South Side Renovation
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	

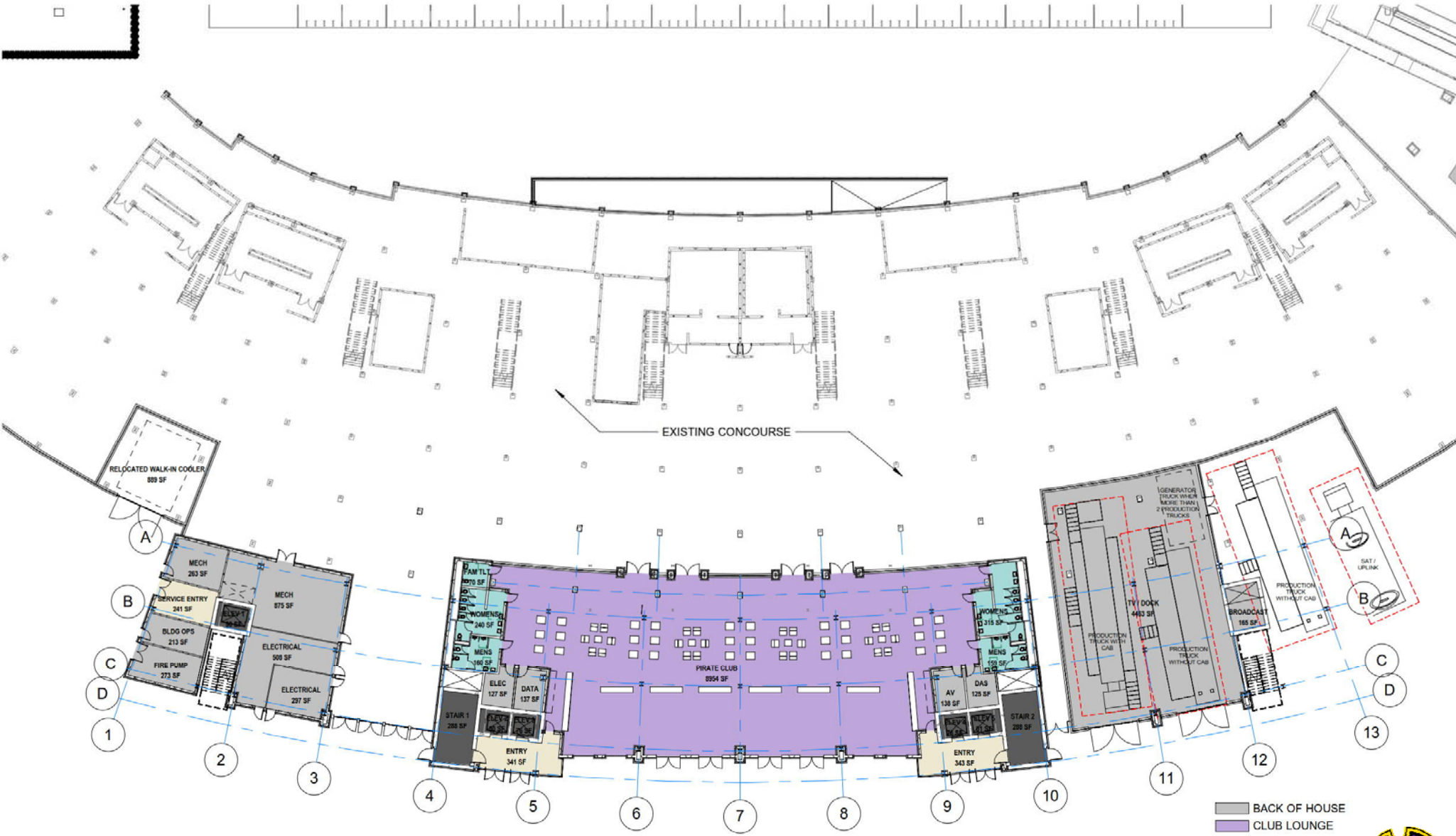
Project update
November 10, 2016





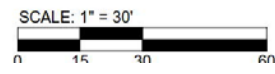
PARKING SUMMARY
 (EXISTING: APPROX. 300 TAILGATE
 APPROX. 178 REGULAR)
 87 REGULAR SPACES
 308 GRASS TAILGATE SPACES
 110 PAVED TAILGATE SPACES
 TOTAL SPACES = 505





EXISTING CONCOURSE

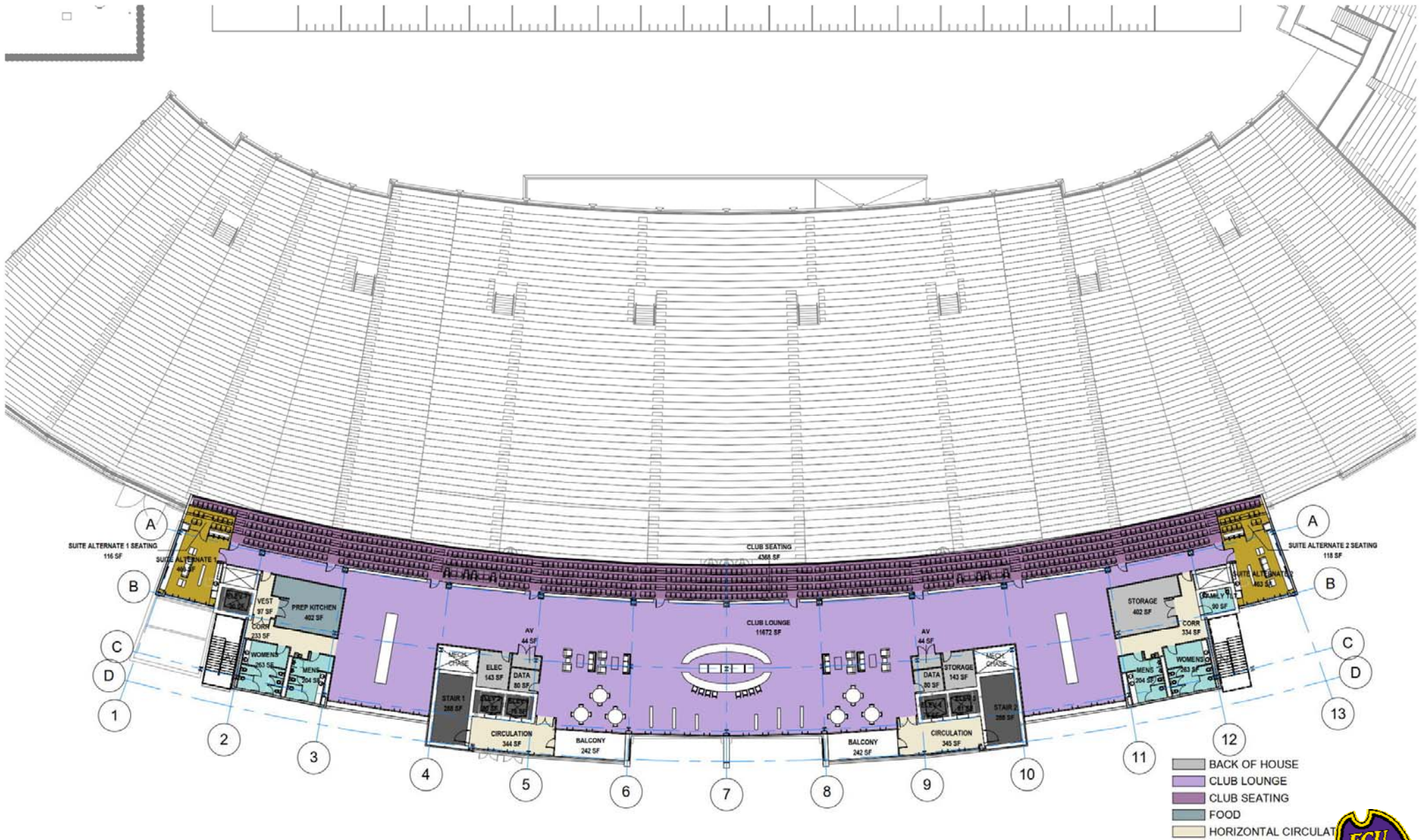
- BACK OF HOUSE
- CLUB LOUNGE
- HORIZONTAL CIRCULATION
- RESTROOM
- VERTICAL CIRCULATION



CONCOURSE LEVEL

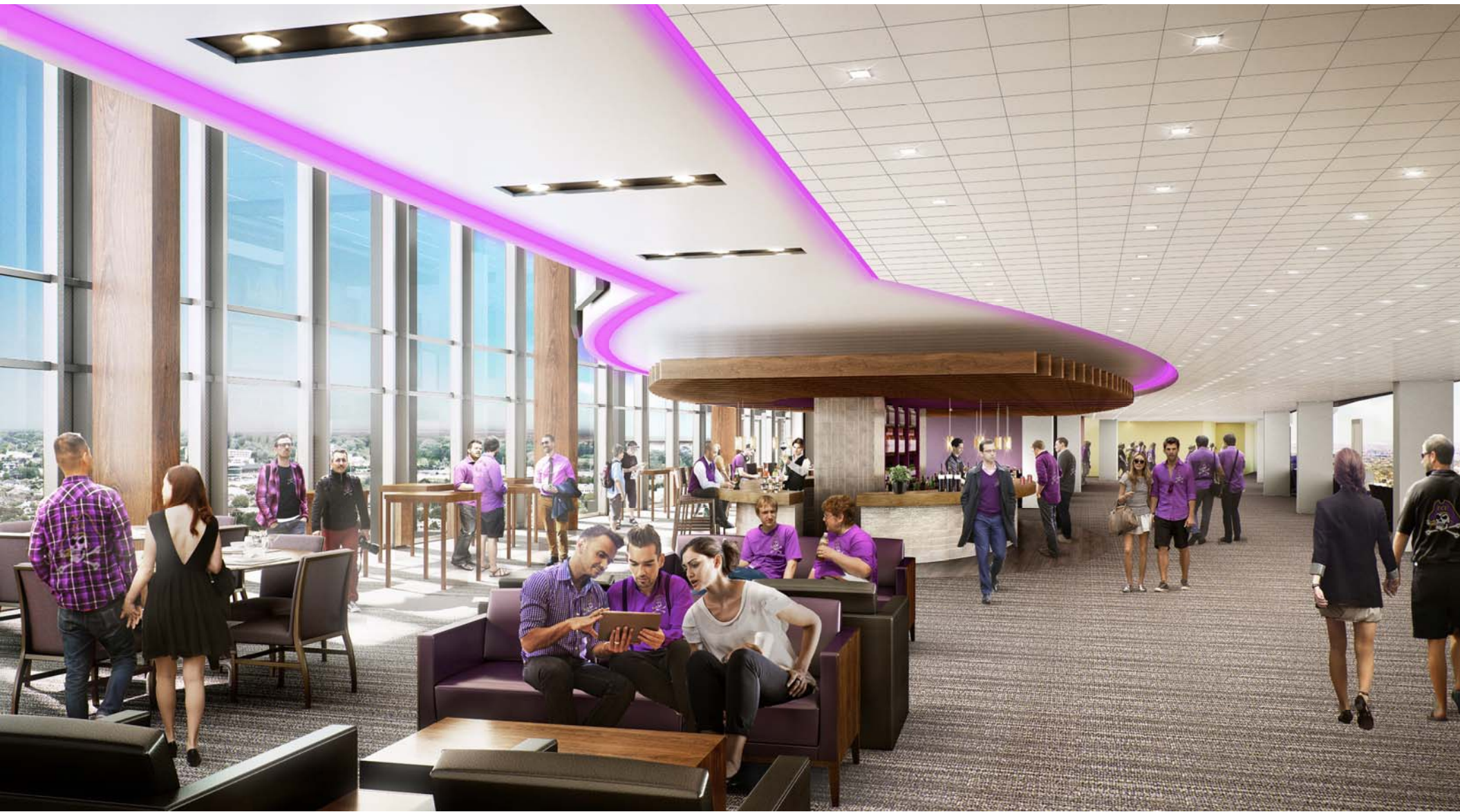




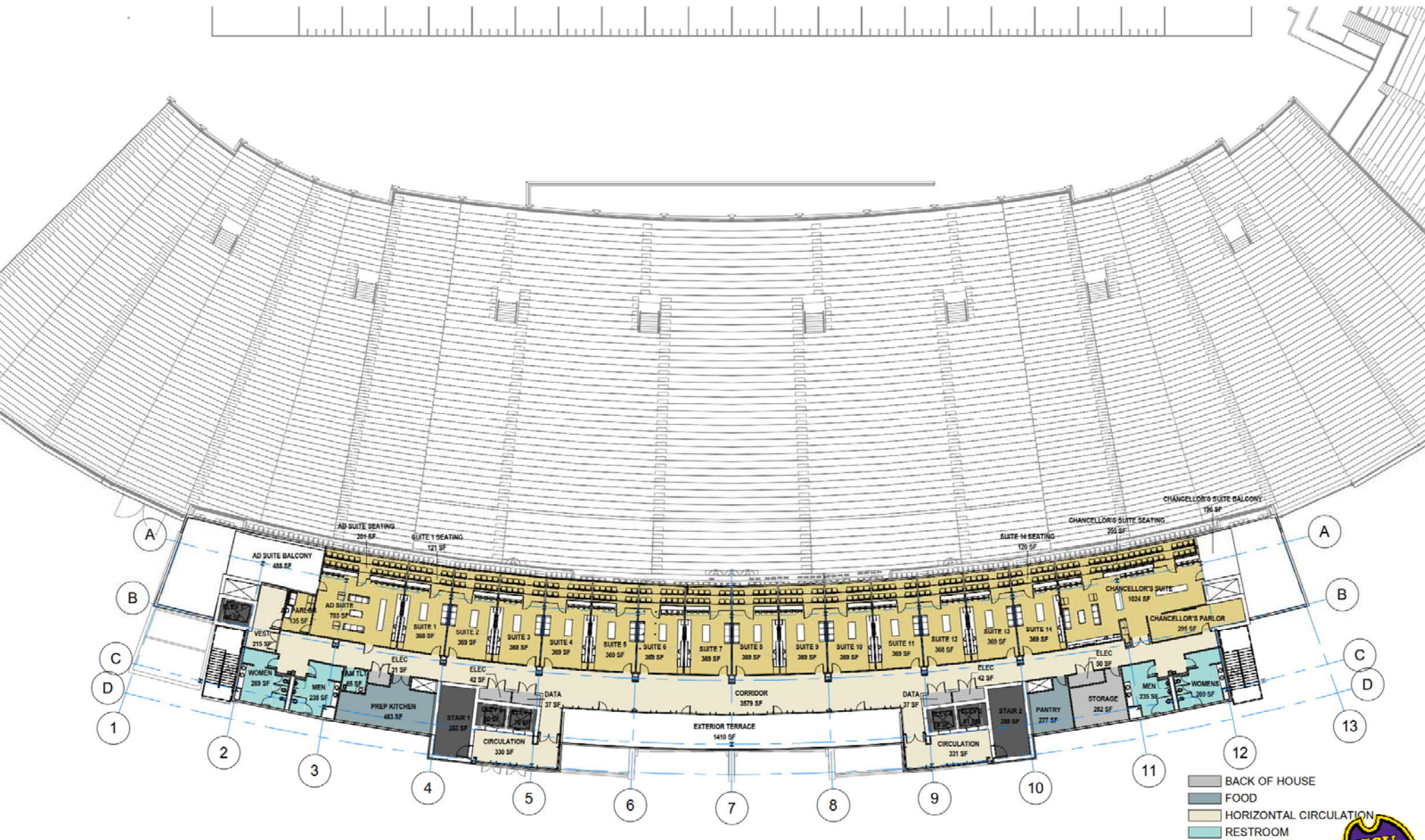


- BACK OF HOUSE
- CLUB LOUNGE
- CLUB SEATING
- FOOD
- HORIZONTAL CIRCULATION

CLUB LEVEL



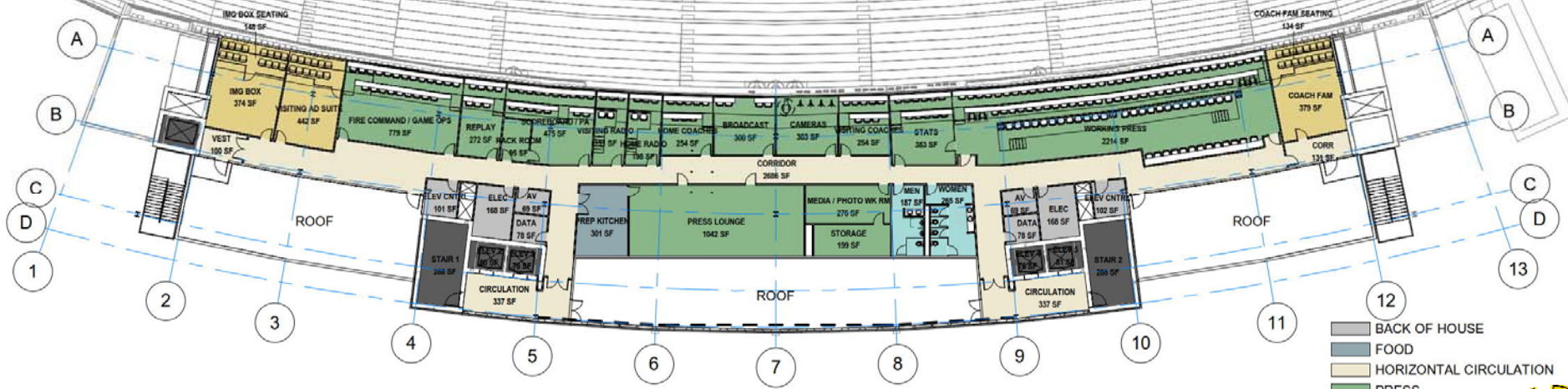




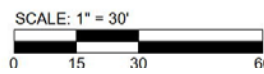
- BACK OF HOUSE
- FOOD
- HORIZONTAL CIRCULATION
- RESTROOM

SUITE LEVEL



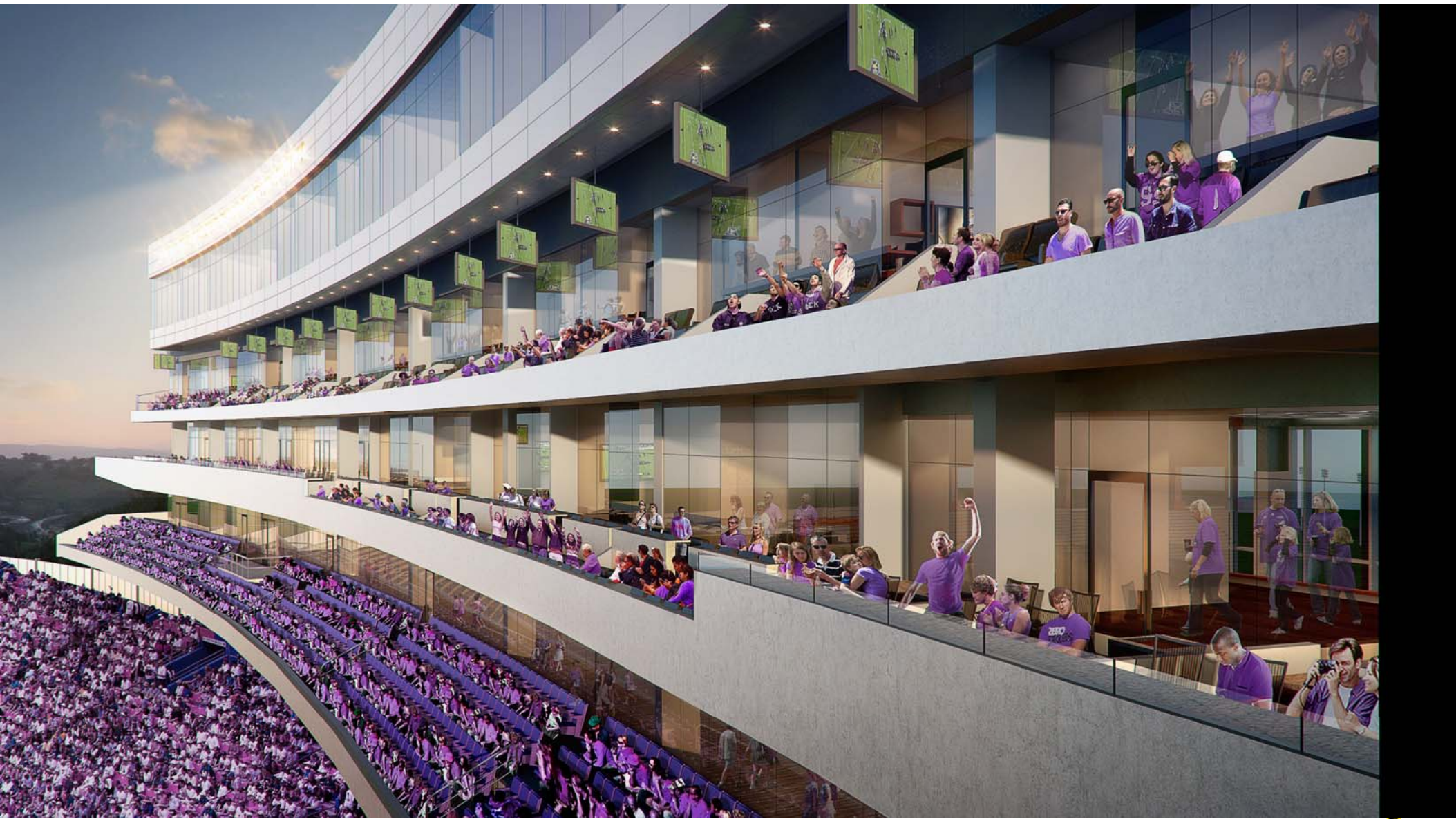


- BACK OF HOUSE
- FOOD
- HORIZONTAL CIRCULATION
- PRESS
- RESTROOM
- SUITE
- VERTICAL CIRCULATION



PRESS LEVEL







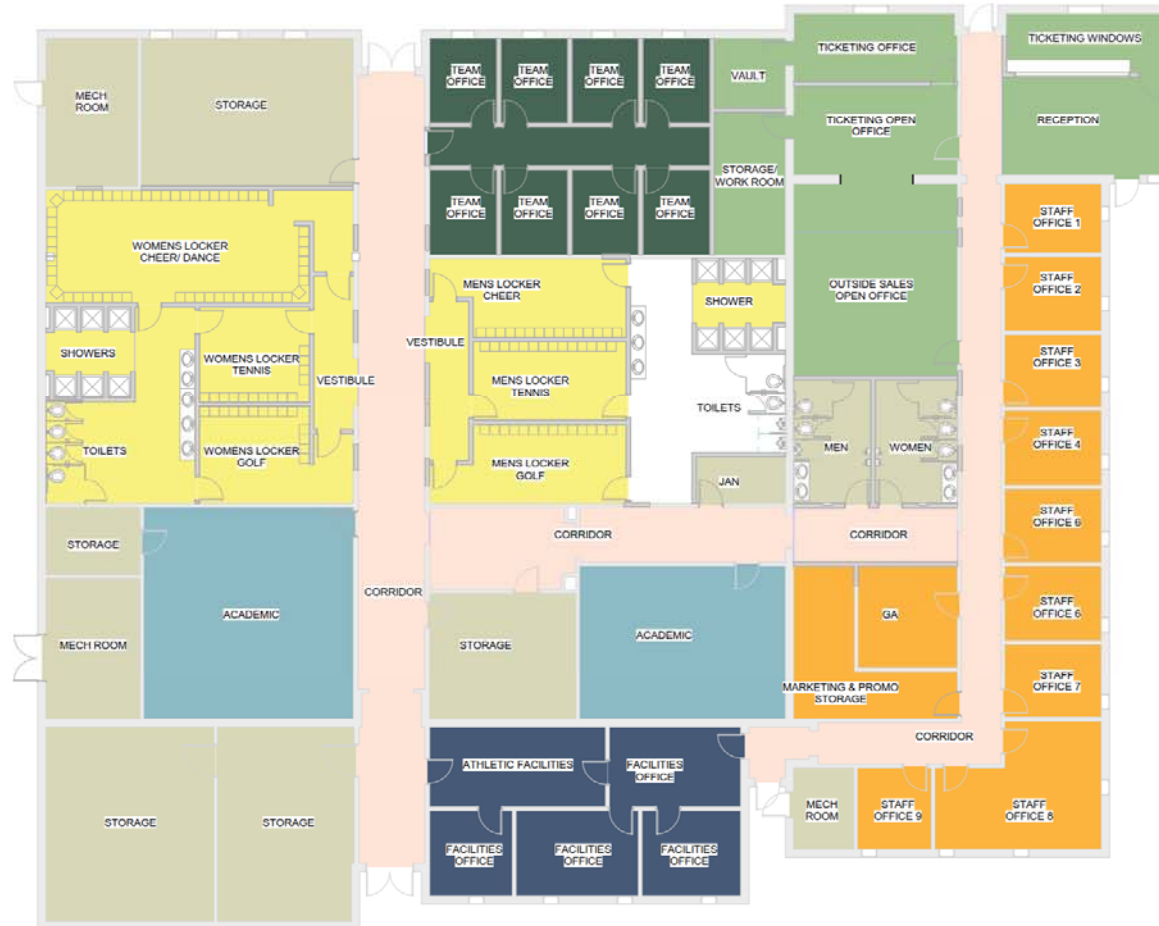


WARD SPORTS MEDICINE



LEGEND

- MARKETING
- TICKETING
- TEAM OFFICES
- TEAM LOCKERS
- ACADEMICS
- FACILITIES
- SERVICE
- CIRCULATION




East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Campus Operations Bill Bagnell
Agenda Item	II.C.
Item Description	Request the ECU Board of Trustees Approval of the Construction Manager at Risk Selection Recommendation- Life Sciences and Technology Building
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	



MEMORANDUM

To: Rick Niswander, Vice Chancellor for Administration and Finance

From: John G. Fields, Director 

Date: November 3, 2016

Subj: Life Sciences and Biotechnology Building
Construction Manager at Risk Selection Recommendation

On November 3, 2016 the Construction Manager at Risk (CMR) Pre-selection Committee for the above referenced project conducted interviews with four (4) CMR firms who were shortlisted for interviews based on the qualifications based selection criteria required by the State Building Commission.

The committee consisted of the following members;

- Leigh Fanning, ECU Board of Trustees
- Rick Niswander, Vice Chancellor for Administration and Finance
- Ron Mitchelson, Provost and Senior Vice Chancellor for Academic Affairs
- Mike Van Scott, Interim Vice Chancellor, Research, Economic Development and Engagement
- Bill Bagnell, Associate Vice Chancellor for Campus Operations
- Ricky Hill, Interim Executive Director, Facilities Services
- Robert Brown, Assistant Director, Capital Projects
- Bill Chatfield, Project Manager, Capital Projects
- John Fields, Director, Capital Projects
- Derek West, Lord Aeck Sargent (ex officio)
- Doug Edwards, State Construction Office (ex officio)

Based on the interviews and requirements of this project the committee recommends the following firms in priority order with Rodgers Builders, Inc. being the committee's top recommended firm.

Rodgers Builders, Inc.	Raleigh, NC
Balfour Beatty Construction	Raleigh, NC
Skanska USA Building, Inc.	Durham, NC
Rentenbach Constructors Inc.	Greensboro, NC

To our best knowledge and belief, all steps in the selection process were conducted in accordance with the State Building Commission requirements as they apply to the institutions of the University of North Carolina. Approval of the top recommended firm, Rodgers Builders, Inc., is requested.

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

JGF/jf

Enclosure: Construction Manager at Risk Advertisement Memorandum



MEMORANDUM

TO: Interested Construction Managers

FROM: John G. Fields, PE
Director

DATE: August 24, 2016

SUBJECT: Construction Manager at Risk for the East Carolina University Life Sciences and Biotechnology Building

East Carolina University is seeking the services of a Construction Manager at Risk for pre-construction services and potentially providing a Guaranteed Maximum Price and Construction Manager at Risk services for the Life Sciences and Biotechnology Building, East Carolina University, Greenville, North Carolina, Code# 46636, Item# 301.

The Life Sciences and Technology Building will house interdisciplinary programs that involve external partners, faculty and students from biology, chemistry and biomedical/process engineering. It will provide state of the art classrooms, laboratories, offices, associated support spaces and is anticipated to be approximately 140,000 square feet. A 500 space parking garage will be constructed adjacent to the building.

The Request for Proposals for this project can be downloaded from the ECU Facilities website: http://www.ecu.edu/cs-admin/campus_operations/facilities_engineering_and_architectural_services/Index.cfm

The State of North Carolina reserves the unqualified right to reject any and all proposals.

The ECU project manager for this project is Bill Chatfield, PE. Sealed proposals, with a minimum of five (5) copies, 8 ½" by 11" pages, 20 page limit - front and back (excluding financials), will be received until 5 P.M. on September 15, 2016, and should be addressed as follows:

Bill Chatfield, PE
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system, Construction Managers are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the ECU Project Manager. The use of fax or email is highly recommended.

East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for Historically Underutilized Businesses (HUB).

Thank you for your interest in East Carolina University.

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor Environmental Health and Campus Safety Bill Koch
Agenda Item	II.D.
Item Description	Campus Safety Update
Comments	N/A
Action Requested	Information
Disposition	
Notes	

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	II.E.
Item Description	Integrated Campus Master Plan and Millennial Plan
Comments	N/A
Action Requested	Information
Disposition	
Notes	

Integrated Campus Master Plan and Millennial Plan

The current ECU Master Plan was finalized and presented to the Board of Trustees in 2012. It was created with formal input from over 1,000 individuals from ECU, governmental entities, regional businesses, and the community; and provides guidance for campus development over a 20-25 year time horizon.

The Master Plan is a living document subject to periodic review and modification as circumstances dictate. Since issuance of the Master Plan in 2012, a number of changes have occurred that suggest a review is warranted. The 10th Street Connector is nearing completion, additional properties around the borders of the campus have been acquired, and the NC Connect bond referendum passed. Possibly the most significant change was the 2015 designation of four areas of campus as Millennial Campuses.

Consequently, ECU has begun the process to review, update, and expand the Master Plan. The project manager of the 2012 Plan, SmithGroup/JJR, has been hired to guide the revision. The process will be operationalized in a manner similar to what was done in 2012. Workgroups will be formed that will focus on key inputs to the plan. These groups are outlined below and will include representation from internal and external constituencies. A steering committee will guide the process.

Integrating the Millennial Campus into the Master Plan will be a major component of the revision. Prior to receiving Millennial designations, ECU was severely constrained in its ability to engage in collaborative research/teaching activities with external entities or form public-private partnerships. These types of interactions were not contemplated in the 2012 Master Plan because of those constraints. With the Millennial designations, the university can now engage in activities that were previously not feasible. To ensure appropriate integration of these activities into University planning, one or more Millennial workgroups will be constituted to inform and shape the master plan revision. Upon completion of the Master Plan revision, it is envisioned that one or more of the workgroups will continue to function in assisting the university in making connections with external partners and participating in operationalizing the Millennial Campuses.

The Millennial workgroup(s) will include representation from the following units within ECU: Research, Economic Development and Engagement; Administration and Finance; Academic Affairs; and Health Sciences. Representation of external constituents will include delegates from the Board of Trustees and the Greenville community. In addition, the master planning process will be assisted by two external consultants with extensive experience in Centennial/Millennial activities and economic development. These individuals are:

- Mike Harwood, Associate Vice President for Campus Planning and Facilities Management at the University of Oregon. Formerly Mr. Harwood was Associate Vice Chancellor for Centennial Campus Development at NC State University
- Charles Hayes, former President and CEO of the Research Triangle Regional Partnership for over 20 years.

Additional individuals with Centennial Campus experience may be added as expertise is required.

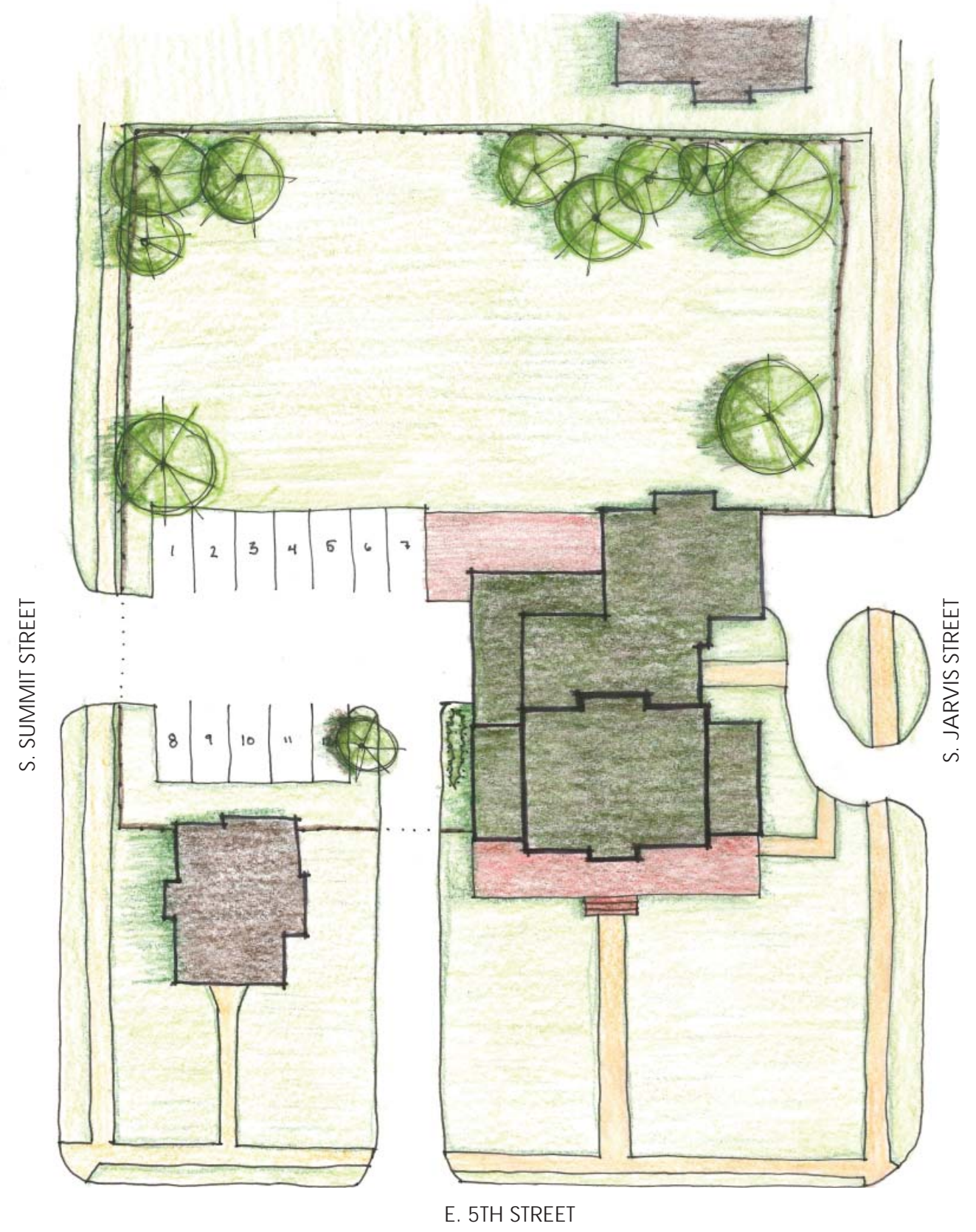
Anticipated Master Plan Workgroups:

Architectural Standards
Facilities Infrastructure
Housing, Dining, Recreation
Land Planning
Millennial (one or more)
Pedestrian, Transit, Traffic, Parking
Safety and Security
Strategic and Academic/Research Planning

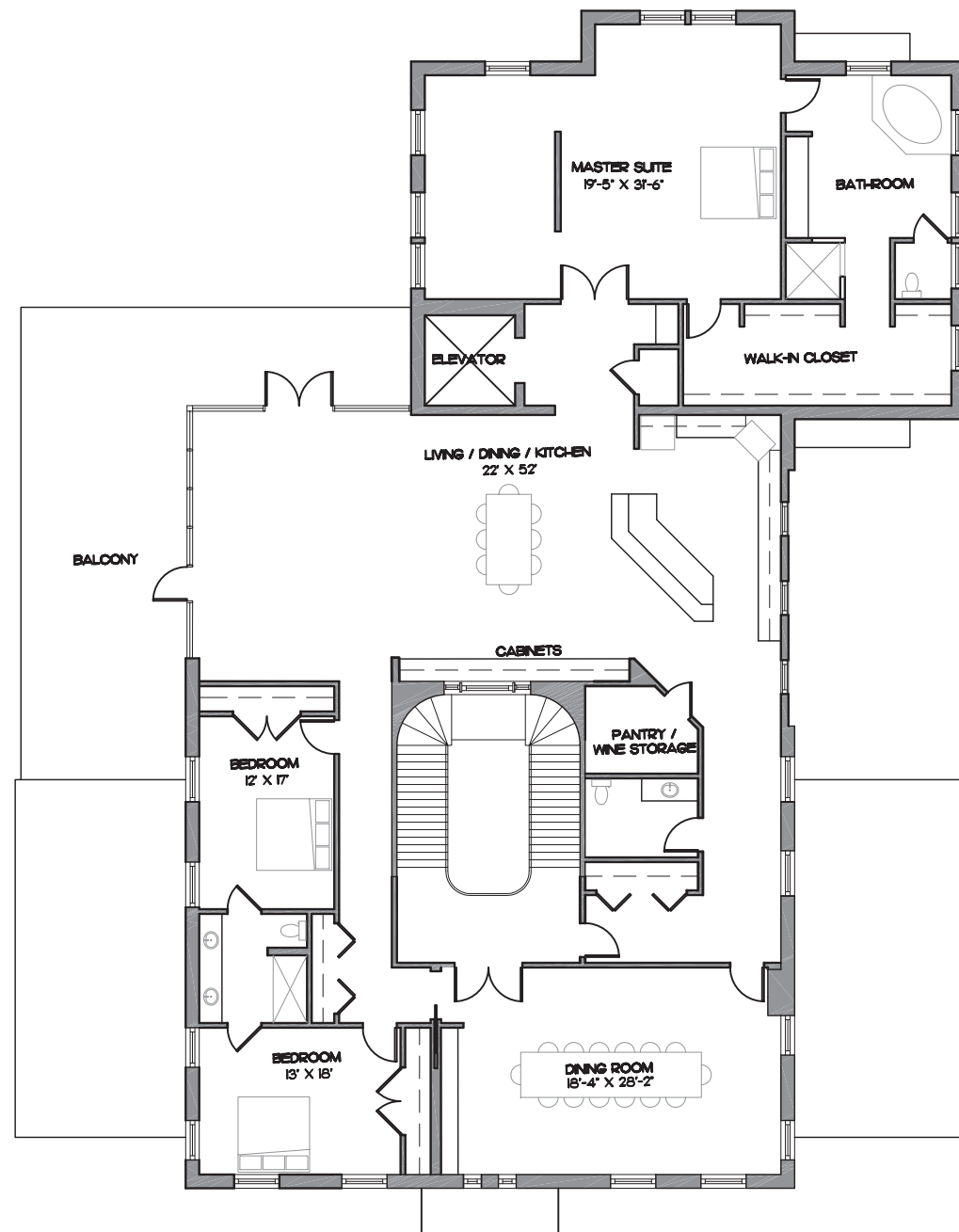
We expect to identify membership in the workgroups by the end of December, 2016.

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

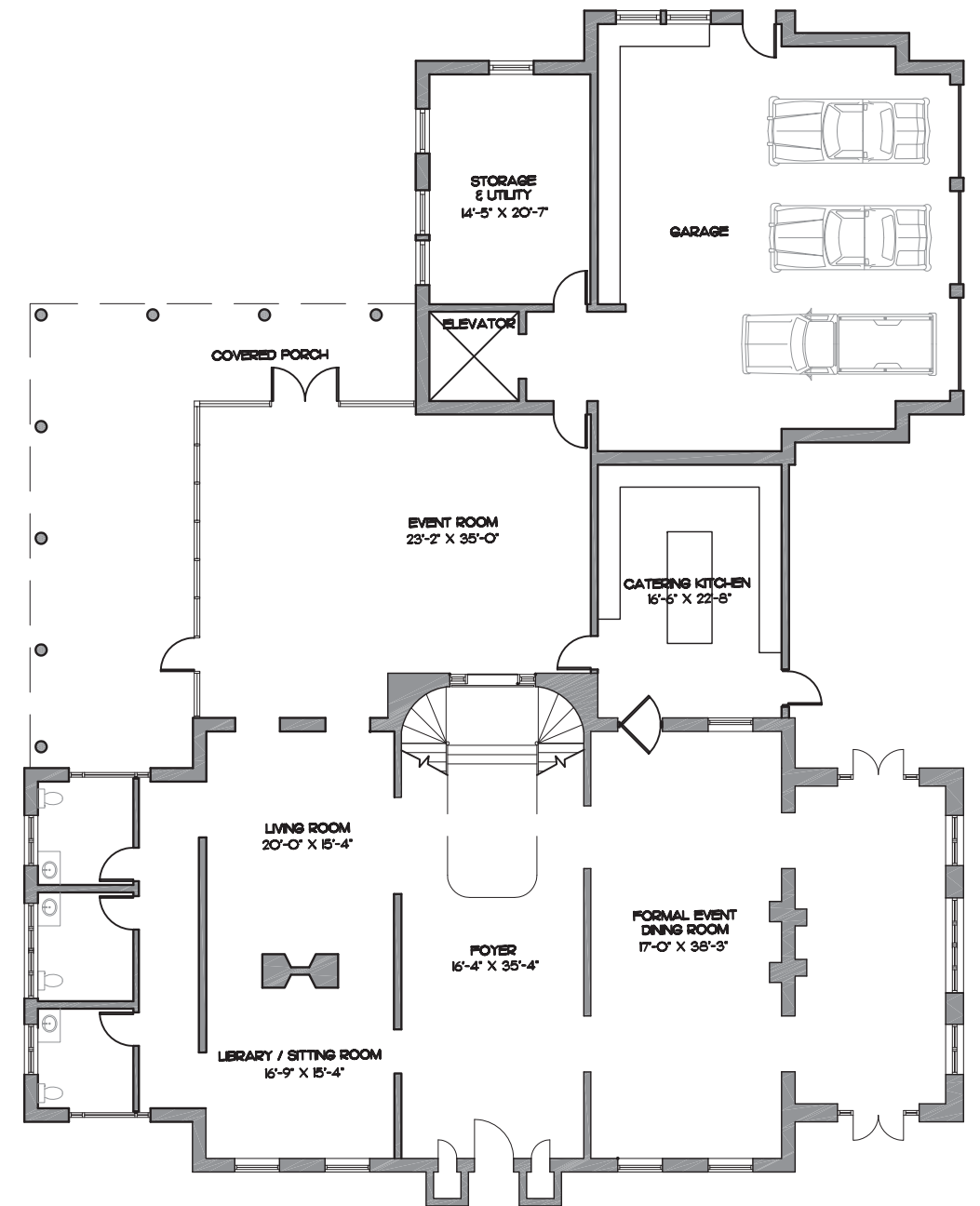
Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Campus Operations Bill Bagnell
Agenda Item	II.F.
Item Description	Chancellor's Residence - Concept Elevations and Plans
Comments	N/A
Action Requested	Information
Disposition	



SITE PLAN - OPTION 3



TOTAL GROSS SQUARE FEET: 5,321
SECOND FLOOR PLAN



TOTAL GROSS SQUARE FEET: 6,336
FIRST FLOOR PLAN

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Campus Operations Bill Bagnell
Agenda Item	II.G.
Item Description	Capital Projects Update
Comments	N/A
Action Requested	Information
Disposition	
Notes	

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Campus Operations Bill Bagnell
Agenda Item	II.H.
Item Description	Designer Selection Recommendations Approval Summary
Comments	N/A
Action Requested	Information
Disposition	
Notes	

Designer Actions, Recommendations and Selection Approvals

1. Mendenhall Catering Kitchen Renovation

July 6, 2016	Advertisement
September 23, 2016	Pre-Selection Committee Recommendation
September 23, 2016	Approval of Committee Recommendation
FIRM SELECTED:	Davis Kane Architects, Raleigh, NC

2. Uptown 209 Renovation

August 10, 2016	Advertisement
October 3, 2016	Pre-Selection Committee Recommendation
October 4, 2016	Approval of Committee Recommendation
FIRM SELECTED:	Dunn & Dalton Architects, Kinston, NC

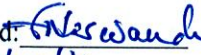
MEMORANDUM

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

FROM: John G. Fields, PE
Director

DATE: September 23, 2016

SUBJ: Designer Selection Recommendation
Mendenhall Catering Kitchen Renovation
Code: 41536 Item: 306

Approved: 
Date: 9/23/16


rmb

On September 21, 2016 the designer pre-selection committee for the above referenced project conducted interviews with three firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Joyce Sealey of Campus Dining, Bill McCartney of Campus Living, JP Fesperman with Aramark, Ricky Hill of Main Campus Facilities Services, and Michael Talton and Gina Shoemaker of Facilities Engineering & Architectural Services.

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

Davis Kane Architects	Raleigh, NC
Moser Mayer Phoenix Assoc.	Greensboro, NC
310 Architecture	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, Davis Kane, is requested.

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

JGF/gs

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Pre-selection Committee Members



East Carolina University


Tomorrow starts here.

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: Interested Designers

FROM: John G. Fields, PE 

DATE: July 6, 2016

SUBJECT: Mendenhall Kitchen Renovation

East Carolina University is seeking design services for a renovation to the existing food service space in Mendenhall Student Center. The renovation will take the existing kitchen and servery space and turn it into the catering operations for the University. Once the renovation in Mendenhall is complete, the space currently occupied by catering in Todd Dining Hall, will be renovated to convert the space back to dining hall operations.

Project is planned for construction to begin in Mendenhall in Spring 2018 with construction completion by August 1, 2018. Work in Todd will start after Mendenhall completion.

Interested firms should submit five (5) copies of your letter of interest and five (5) copies of your current SF330 to the following address by July 25, 2016:

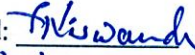
Gina Shoemaker, PE, LEED AP
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system, designers are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the attention of this office. The use of fax is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for Historically Underutilized Businesses.

Thank you for your interest in East Carolina University.

MEMORANDUM

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

Approved: 
Date: 10/4/16

FROM: John G. Fields, PE
Director



DATE: October 3, 2016

SUBJ: Designer Selection Recommendation
Uptown 209
Code: 41636 Item: 301

On October 3, 2016, the designer pre-selection committee for the above referenced project conducted interviews with three firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Dr. Michael Van Scott, Interim Vice Chancellor, Division of Research, Economic Development and Engagement; John Fields, Director, Facilities Engineering & Architectural Services; and Michael Talton, project manager, Facilities Engineering & Architectural Services.

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

Dunn & Dalton Architects	Kinston, NC
Davis Kane Architects	Raleigh, NC
David E. Gall, Architect	Winston Salem, 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, Dunn and Dalton, is requested.

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

JGF/mwt

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Pre-selection Committee Members



MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE
Director

DATE: August 10, 2016

SUBJECT: Uptown 209

East Carolina University is seeking the services of a qualified design firm to provide design services for the renovation of an existing building in downtown Greenville. The building is 2 stories, and constructed in 1915, with a false brick façade added to the 5th Street elevation around 1985. Over the years, there have been extensive renovations to the interior, but there are still vestiges of the original construction visible, including tin ceiling, beaded board ceiling, ceramic tile flooring, and exposed heavy timber trusses. The approximate net area is 13,590 square feet, and approximate gross area is 14,556 square feet.

The intent of this project is to create office and support space for the ECU Division of Research, Economic Development and Engagement, similar to the renovations recently undertaken in the adjacent building, which now houses the ECU Registrar's Office.

Current requested design services include preparation of complete construction documents, bidding assistance, and construction administration through close-out.

Interested firms should submit three (3) copies of both a current SF330 form and a portfolio of relevant work, plus a letter of interest to the project manager, Michael Talton, at the address listed below, by August 24, 2016. Succinct proposals that convey the breadth of the team's qualifications will be very much appreciated and considered in the review process.

Michael Talton
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system, designers are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the attention of this office. The use of fax is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for Historically Underutilized Businesses.

Thank you for your interest in East Carolina University.

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Human Resources Melissa Bard
Agenda Item	II.I.
Item Description	Approved EHRA Employee Salary Adjustment Report
Comments	N/A
Action Requested	Information
Disposition	
Notes	

MEMORANDUM

TO: ECU Board of Trustees

FROM: Melissa L. Bard *MB*
Associate Vice Chancellor for Human Resources
Chief Human Resources Officer

DATE: November 1, 2016

RE: Report of Approved EHRA Employee Salary Adjustments
Pursuant to 9/30/16 Expanded Authority (October 1, 2016 –
October 31, 2016)

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 ECU Board of Trustees on September 30, 2016. Please note that the attached spreadsheet contains confidential personnel information in accordance with N.C. GEN. STAT. §126-24.

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

East Carolina University
Board of Trustees
Finance and Facilities Committee
November 10, 2016

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	II.J.
Item Description	Other
Comments	N/A
Action Requested	Information
Disposition	
Notes	