



Finance and Facilities Committee Meeting
 July 12, 2018
 Agenda

- | | | |
|-----|--|-------------|
| I. | Approval of April 19, 2018 Minutes | Action |
| II. | Action and Information Items | |
| | A. Designer Selections for Capital Projects | Action |
| | 1. Building 43 Renovations | |
| | 2. Biology Greenhouse | |
| | B. Approved EHRA Employee Salary Adjustments Pursuant to September 30, 2016 Expanded authority | Information |
| | C. Millennial Property Update | Information |
| | D. Designer Selections since last Board meeting | Information |
| | E. Capital Projects Update | Information |
| | F. Campus Safety Update | Information |
| | G. Parking Update | Information |
| | H. Dail House and Proctor Young | Information |
| | I. Other | Information |



**Board of Trustees
Finance and Facilities Committee
July 12, 2018**

Agenda Item: I.A.

Approval of April 19, 2018
Minutes

Responsible Person:

Sara Thorndike,
VC for Administration & Finance

Action Requested:

Approval

Notes:

N/A



**Board of Trustees
Finance & Facilities | Murphy | April 20, 2018
Minutes**

The Finance & Facilities Committee of the ECU Board of Trustees met in regular session on April 20, 2018 at 10:30 am at the Murphy Center. Committee members present included Edwin Clark, Vern Davenport, Leigh Fanning, Deborah Davis Max Joyner, Vince Smith and LaQuon Rogers.

Finance and Facilities Committee met on April 19, 2018.

I. MINUTES

- A. The committee approved the minutes from the February 15, 2018 meeting.

II. ACTION AND INFORMATION ITEMS

- A. Sara Thorndike, VC for Administration and Finance, provided the Related Persons Report.
- B. Sara Thorndike, VC for Administration and Finance, provided the Approved EHRA Employee Salary Adjustments.
- C. Sara Thorndike, VC for Administration and Finance, provided the Update on the Designer Selections since the last Board meeting.
- D. Bill Bagnell, Associate VC for Campus Operations, updated the committee on Capital Projects.
- E. Bill Koch, Associate VC for Environmental Health and Campus Safety and Chief of Police, Barnhill, shared the Campus Safety Annual Report.
- F. Bill Koch, Associate VC for Environmental Health and Campus Safety shared a Parking Update.
- G. Max Joyner, Chair of Finance and Facilities, shared some history and information on the Dail House.
- H. Max Joyner, Chair of Finance and Facilities, shared information regarding Millennial Campus.

Meeting adjourned at 11:15 am.

**Respectfully Submitted,
Rhonda Jordan, VC Administration & Finance Office**



**Board of Trustees
Finance and Facilities Committee
July 12, 2018**

Agenda Item: II.A.	Designer Selections for Capital Projects <ul style="list-style-type: none">• Building 43 Renovation• Biology Greenhouse
Responsible Person:	Sara Thorndike, VC for Administration & Finance Bill Bagnell, Associate VC for Campus Operations
Responsible Person:	Sara Thorndike, VC for Administration & Finance
Action Requested:	Approval
Notes:	N/A



ECU[®]

Finance and Facilities Committee Facilities Engineering and Architectural Services Action Items



Action Item #1:

Designer Selection for Building 43 Renovation

Project Information:



- Building 43 is located on Founders Drive in the Campus Core District of ECU's Master Plan. This existing 2 story building is approximately 25,000 GSF and occupied by Mail Services, ECU Housekeeping Services, Dive Safety equipment storage, miscellaneous ITCS storage and an Environmental Health and Safety chemical storage area. The current facility has limited HVAC and is not fully accessible.
- The intended project will re-purpose the building into a fully accessible, conditioned, technology driven joint use / collaborative facility for the College of Business and College of Engineering and Technology. These Colleges are actively looking for more opportunities to collaborate with one another. Current operations in the building will be relocated except for the chemical storage. It will remain, but it will only be accessible from the exterior of the building and will be a very limited portion within the total renovation.

Action Item #1:

Designer Selection for Building 43 Renovation

On June 14, 2018, 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 Harry Ploehn, Dean, College of Engineering & Technology; Mike Harris, Professor and Director, Miller School of Entrepreneurship, College of Business; Max Joyner, Board of Trustees; Bill Bagnell, Associate Vice Chancellor, Campus Operations; John Fields, Director, and Michael Talton, Project Manager, Facilities Engineering & Architectural Services; and Ricky Hill, Director Facilities Services.

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

Clark Nexsen	Raleigh, NC
MHAWorks	Greenville, NC
RATIO design	Raleigh, NC
310 Architecture & Interiors	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.

Action Item #1 – Approval of the top recommended firm, Clark Nexsen, is requested.

Action Item #2:

Designer Selection for Biology Greenhouse

Project Information:



- The Biology Greenhouse on the main campus does not meet current departmental and institutional research needs.
- This project comprises 7360 SF of new greenhouse/head house facilities. The greenhouse portion will have multiple rooms for research and teaching, and will be two thirds conventional greenhouse and one third containment greenhouse.
- The support building is for plant processing and storage. Both facilities will be designed for future expansion to accommodate ECU's growing research and development needs in biology.

Action Item #2:

Designer Selection for Biology Greenhouse

On June 15, 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 Michael Van Scott, Senior Associate Vice Chancellor, Research, Economic Development & Engagement; Claudia Jolls, Associate Professor, Biology; Julie Marik, Research Specialist, Biology (ex-officio); Leigh Fanning, Board of Trustees; Bill Bagnell, Associate Vice Chancellor, Campus Operations; John Fields, Director, and Michael Talton, Project Manager, Facilities Engineering & Architectural Services; and Ricky Hill, Director, Facilities Services.

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

Clark Nexsen	Raleigh, NC
Flad Architects	Raleigh, NC
Lord Aeck Sargent	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.

Action Item #2 – Approval of the top recommended firm, Clark Nexsen, is requested.




**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: Sara Thorndike, Vice Chancellor
Administration and Finance

FROM: John G. Fields, PE 
Director

DATE: June 25, 2018

SUBJ: Designer Selection Recommendation
Building 43 Renovation
Code: 41736 Item: 309

On June 14, 2018, 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 Harry Ploehn, Dean, College of Engineering & Technology; Mike Harris, Professor and Director, Miller School of Entrepreneurship, College of Business; Max Joyner, Board of Trustees; Bill Bagnell, Associate Vice Chancellor, Campus Operations; John Fields, Director, and Michael Talton, Project Manager, Facilities Engineering & Architectural Services; and Ricky Hill, Director Facilities Services.

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

Clark Nexsen	Raleigh, NC
MHAworks	Greenville, NC
RATIO design	Raleigh, NC
310 Architecture & Interiors	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.

Board of Trustees approval of the recommended firm, Clark Nexsen, 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: Interested Designers

FROM: John G. Fields, PE 
Director

DATE: April 4, 2018

SUBJECT: Building 43 Renovation

East Carolina University is requesting proposals from qualified design firms for the subject project. Detailed project information is as follows below.

Building 43 is located on Founders Drive in the Campus Core District of ECU's Master Plan. This existing 2 story building is approximately 25,000 GSF and occupied by Mail Services, ECU Housekeeping Services, Dive Safety equipment storage, miscellaneous ITCS storage and an Environmental Health and Safety chemical storage area. The current facility has limited HVAC and is not fully accessible.

The intended project will re-purpose the building into a fully accessible, conditioned, technology driven joint use / collaborative facility for the College of Business and College of Engineering and Technology. These Colleges are actively looking for more opportunities to collaborate with one another. Current operations in the building will be relocated except for the chemical storage. It will remain, but it will only be accessible from the exterior of the building and will be a very limited portion within the total renovation.

Both Colleges need areas in which to work individually, work in small groups, participate in large joint lectures, have classes and host academic competitions. Many of the proposed spaces in the building are envisioned as places for both groups to work and study simultaneously in a collaborative and innovative environment. Creating these types of environments is part of ECU's 2017-22 Strategic Plan, "*Capture Your Horizon*".

The ECU project manager for this project is Michael Talton. Interested firms should submit three (3) copies of your letter of interest and current SF330 to the ECU project manager at the address below by 5 pm, April 18, 2018.

Michael Talton, AIA, NCARB
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 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.




**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: Sara Thorndike, Vice Chancellor
Administration and Finance

FROM: John G. Fields, PE 
Director

DATE: June 25, 2018

SUBJ: Designer Selection Recommendation
Biology Greenhouse
Code: 41736 Item: 307

On June 15, 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 Michael Van Scott, Senior Associate Vice Chancellor, Research, Economic Development & Engagement; Claudia Jolls, Associate Professor, Biology; Julie Marik, Research Specialist, Biology (ex-officio); Leigh Fanning, Board of Trustees; Bill Bagnell, Associate Vice Chancellor, Campus Operations; John Fields, Director, and Michael Talton, Project Manager, Facilities Engineering & Architectural Services; and Ricky Hill, Director, Facilities Services.

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

Clark Nexsen	Raleigh, NC
Flad Architects	Raleigh, NC
Lord Aeck Sargent	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.

Board of Trustees approval of the recommended firm, Clark Nexsen, 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: Interested Designers

FROM: John G. Fields, PE
Director

A handwritten signature in blue ink that reads "John G. Fields".

DATE: April 4, 2018

SUBJECT: Biology Greenhouse

East Carolina University is requesting proposals from qualified design firms for the subject project. Detailed project information is as follows below.

The Biology Greenhouse on the main campus does not meet current departmental and institutional research needs. This project comprises 7360 SF of new greenhouse/headhouse facilities. The greenhouse portion will have multiple rooms for research and teaching, and will be two thirds conventional greenhouse and one third containment greenhouse. The support building is for plant processing and storage. Both facilities will be designed for future expansion to accommodate ECU's growing research and development needs in biology.

The greenhouse program would include space for a plant biochemist, corn development, biotech/transgenics, gene expression, plant breeding systems and native taxa, future faculty, collection space and circulation. Certain of these programs are required to be located within the containment greenhouse. The support building would house bulk storage, large equipment, sample processing, work space, chemical storage, materials storage, offices, toilet facilities, lockers, cold room, and an autoclave room.

The ECU project manager for this project is Michael Talton. Interested firms should submit three (3) copies of your letter of interest and current SF330 to the ECU project manager at the address below by 5 pm, April 18, 2018.

Michael Talton, AIA, NCARB
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 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.



**Board of Trustees
Finance and Facilities Committee
July 12, 2018**

Agenda Item: II.B.

Approved EHRA Employee Salary
Adjustments Pursuant to September 30,
2016 Expanded authority

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 *Kathy Wetherington*
Interim Associate Vice Chancellor for Human Resources and
Chief Human Resources Officer

DATE: June 26, 2018

RE: Report of Approved EHRA Employee Salary Adjustments
Pursuant to 9/30/16 Expanded Authority (March 1, 2018 – May
31, 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

Ms. Sara Thorndike
Vice Chancellor for Administration & Finance

Mr. Lee Workman
Acting Chief Operating Officer for Athletics

Dr. Phyllis N. Horns
Vice Chancellor for Health Sciences

**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

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



**Board of Trustees
Finance and Facilities Committee
July 12, 2018**

Agenda Item: II.C.

Millennial Property 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
July 12, 2018**

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



ECU®

Finance and Facilities Committee
Facilities Engineering and Architectural Services
Designer Selection Approval Summary



Formal Designer Selection Approval Summary

FOR INFORMATION - FORMAL PROJECTS

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

Ragsdale Roof Replacement

February 21, 2018

Advertisement

April 25, 2018

Pre-Selection Committee Recommendation

April 30, 2018

Approval of Committee Recommendation

FIRM SELECTED:

Atlas Engineering

Informal Designer Selection Approval Summary

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 - May 10, 2018

Project

Brewster Building - C105 ClassLab Renovation

Rivers Building - CDC ClassLab Renovations

Ward Sports Medicine Building - Student Athletic Development Center

MC Steam Plant Boiler Control Room Upgrades

Moye Blvd Pedestrian Crossing

Leo Jenkins Cancer Center - First Floor Sprinklers

Designer

JKF Architecture

JKF Architecture

MHAworks

The East Group

The East Group

The Wooten Company

2 Direct Select Approvals June 27, 2018

Project

Brody_ 5E 83-85-87-89 Lab Renovations

Brody_ 5W 66-68 Lab Renovation

College Hill Courtyard Sculpture

Designer

Lord Aeck Sargent

Steve Hall Architecture

Lynch Mykins



**Board of Trustees
Finance and Facilities Committee
July 12, 2018**

Agenda Item: II.E.

Capital Projects Update

Responsible Person:

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

Action Requested:

Information

Notes:

N/A



ECU[®]

Finance and Facilities Committee Facilities Engineering and Architectural Services Capital Projects Update



Main Campus Student Center



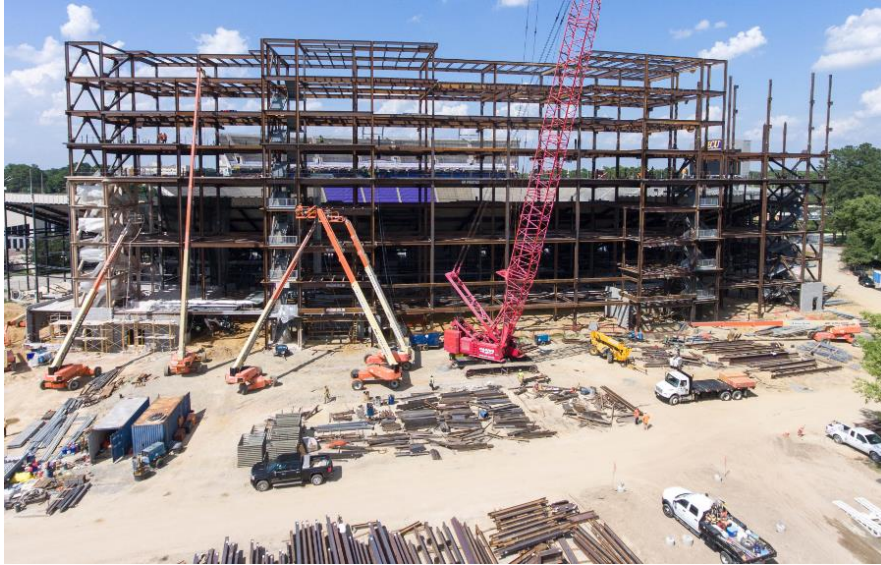
- Status: Construction
- Budget: \$122,200,000
- Designer: Perkins + Will
- Contractor: TA Loving/Barnhill Contracting (Joint Venture)
- Estimated Construction: 02/21/16 – 10/10/18

Life Sciences and Biotechnology Center



- Status: Design
- Budget: \$95,050,000
- Designer: Lord, Aeck & Sargent, Inc.
- Estimated Construction: 07/26/19 - 08/16/21

Dowdy-Ficklen Stadium Southside Renovation



- Status: Construction
- Budget: \$60,000,000
- Designer: LS3P & AECOM
- Contractor: T. A. Loving Company/ Frank L. Blum - Joint Venture
- Estimated Construction: 12/04/17 – 05/31/19

Greene Residence Hall Renovations



- Status: Construction Documents
- Budget: \$28,500,000
- Designer: MHA Works
- Contractor: Frank L Blum Construction
- Estimated Construction: 06/26/18 – 07/31/19

Mendenhall Comprehensive Renovation



- Status: Advance Planning
- Budget: \$18,153,622
- Designer: Davis Kane, Architects, P.A.
- Estimated Construction: 09/15/19 – 03/15/21

Jones Galley



- Status: Construction
- Budget: \$6,131,000
- Designer: HH Architecture
- Contractor: BridgePoint General Contracting
- Estimated Construction: 03/06/18 – 08/06/18

Mendenhall Catering Kitchen Renovations



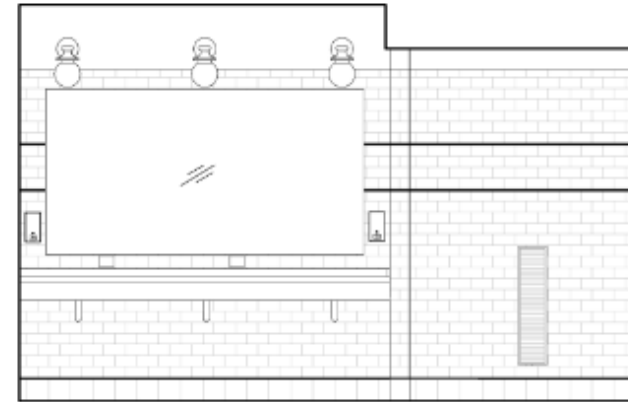
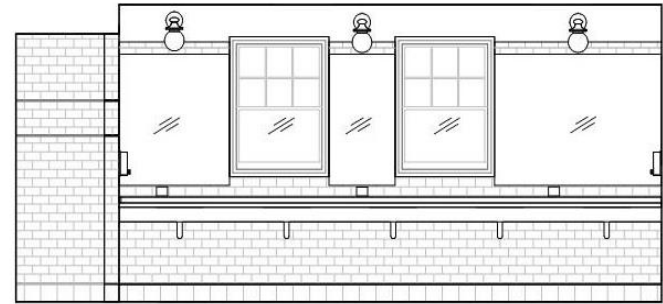
- Status: Construction
- Budget: \$5,200,000
- Designer: Davis Kane Architects, P.A.
- Contractor: Daniels and Daniels Construction Company
- Estimated Construction: 05/22/18 – 10/30/18

Uptown 209



- Status: Bidding (Bid 07/12/18)
- Budget: \$2,998,409
- Designer: Dunn & Dalton, Architects
- Estimated Construction: 08/16/18 – 06/03/19

Cotten Bathroom Renovation



- Status: Construction
- Budget: \$1,663,717
- Designer: Davis Kane Architects, P.A.
- Contractor: Hudson Brothers Construction Co. Inc.
- Estimated Construction: 05/07/18 - 08/01/18

Major Capital Projects Schedule

PROJECT	BOT MEMBER	2016												2017												2018												2019 - 2022																								
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC																									
Jones Galley	n/a	[Blue bar]												[Red bar]												[Yellow bar]																																				
Main Campus Student Center	Joyner	[Yellow bar]																																																												
Mendenhall Kitchen Renovation	n/a	[Green bar]												[Blue bar]												[Yellow bar]																																				
Uptown 209	n/a	[Green bar]												[Hatched bar]												[Blue bar]												[Red bar]												[Yellow bar]												Jun-19
Life Sciences and Biotechnology Building	Fanning	[Hatched bar]												[Green bar]												[Blue bar]												[Red bar]												Aug-21												
Dowdy Ficklen Stadium Press Box Renovation	Joyner/ Plybon	[Green bar]												[Blue bar]												[Red bar]												[Yellow bar]												May-19												
Greene Residence Hall Renovation	Plybon	[Green bar]												[Blue bar]												[Red bar]												[Yellow bar]												Jul-19												
Cotten Residence Hall Bathroom Renovations	n/a	[Hatched bar]												[Green bar]												[Yellow bar]																																				
Mendenhall Comprehensive Renovation		[Hatched bar]												[Green bar]												[Yellow bar]												Apr-21																								
Building 43		[Hatched bar]												[Yellow bar]																																																
Biology Greenhouse		[Hatched bar]												[Yellow bar]																																																
KEY:		Project Approval/Designer Selection												Programming												Advertise, Bid & Award												Design												Construction												



**Board of Trustees
Finance and Facilities Committee
July 12, 2018**

Agenda Item: II.F.

Campus Safety 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
July 12, 2018**

Agenda Item: II.G.

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
July 12, 2018**

Agenda Item: II.H.

Dail House and Proctor Young

Responsible Person:

Sara Thorndike,
VC for Administration & Finance

Action Requested:

Information

Notes:

N/A



**Board of Trustees
Finance and Facilities Committee
July 12, 2018**

Agenda Item: II.I.

Other

Responsible Person:

Sara Thorndike,
VC for Administration & Finance

Action Requested:

Information

Notes:

N/A