

AGENDA
Finance & Facilities Committee
February 10, 2022

- | | | |
|-------|--|-------------|
| I. | Approval of Minutes - November 11, 2021 | Action |
| II. | Review of Operational Metrics | Information |
| III. | Funding Model Changes | Information |
| IV. | Criminal Background Check Policy | Action |
| V. | In-State Tuition/Athletic Scholarships | Action |
| VI. | Building Conditions and Capital Planning Process | Information |
| VII. | Information Items | |
| | A. Comprehensive Budget Report | |
| | B. Report of Approved EHRA Employee Salary Adjustments | |
| | C. Pension Report | |
| | D. Designer Selections since last Board meeting | |
| | E. Capital Projects submitted to BOG for approval | |
| | F. Capital Projects update | |
| | G. Delegated Capital Projects | |
| | H. Statement of Bonded Indebtedness | |
| VIII. | Other | |



Finance and Facilities Committee

February 10, 2022

Agenda Item:	I. Approval of Minutes – November 11, 2021
Committee Chair:	Jason Poole
Action Requested:	Approval
Notes:	N/A

East Carolina University | Board of Trustees
Finance & Facilities | In Person & Virtual /Main Campus Student Center | November 12, 2021
Minutes

The Finance & Facilities Committee of the ECU Board of Trustees met in person and virtually on November 11, 2021 at 2:15 pm. Committee members in attendance/virtual included Cassie Burt, Jason Poole, Dave Fussell, Van Isley, Fielding Miller, and Angela Moss.

I. Approval of Minutes

The Committee approved the minutes from the September 9, 2021 meeting.

II. Review of Operational Metrics

Stephanie Coleman, VC for Administration & Finance, provided the State expenses are on track and the change in unrestricted fund balance is overall better than plan. AF Auxiliary is close to plan while SA auxiliary is a little off plan but anticipate improvement. Tuition compared to prior year is slightly up. DE rates are slightly higher while tuition to budget is better than plan. A lower FTE than normal projection was used in Mandatory Fees. Athletics is showing a significant gain with the football season ticket revenue. ECUP isn't doing as well as plan projection due to unbudgeted electronic health record cost and upper limit payments

III. Fee Proposals for Academic Year 2022-2023 - Stephanie Coleman, VC for Administration & Finance, provided this year's guidelines did not allow any increase in resident tuition. Housing, Dining, Parking and 1card proposed fee increases. Additionally, several Dental fees were proposed. Two of the dental increases will need BOG approval. All other fee increases only require BOT approval.

IV. Ground Lease to Pacesetter Land, Company, LLC - Stephanie Coleman, VC for Administration & Finance, shared that ECU has a developer agreement with Elliott Sidewalk Communities (ESC) for 19.2 acres. Thus far, we have sold them 3 acres which were the historical buildings and have approval to lease 2.5 acres from BOT and BOG. That leaves 13.7 acres that needs approval by this Board and BOG for us to lease to Pacesetter Land Company which is a part of ESC enterprise.

V. Sever Eight Buildings on Millennial Campus-Warehouse District - Stephanie Coleman, VC for Administration & Finance, requesting approval to demolish 8 buildings in the Warehouse District. Most likely not all 8 will be severed, however, the desire is for us to get approval from everyone including Council of State and therefore the project will not be delayed waiting on approvals.

VI. Non-salary compensation policy-Car Allowances - Stephanie Coleman, VC for Administration & Finance, requested an update to include Athletics staff in this benefit if their job requires them to routinely travel for their job.

VII. Capital Projects Update - Stephanie Coleman, VC for Administration & Finance, and Bill Bagnell, Associate VC for Campus Operations, provided information on the Life Sciences and Biotechnology Center, Mendenhall Renovation Phase I, Isley Innovation Hub, Main Campus Steam Plant Fuel Tank Farm, Multi-Sports Strength Training Facility. The Major Capital Projects Schedule was also provided.

Action Items

- A. Stephanie Coleman, VC for Administration & Finance, requested approval of:
- Minutes
 - Fee Proposals for Academic Year 2022-2023
 - Ground Lease to Pacesetter Land Company, LLC
 - Sever Eight Buildings on Millennial Campus-Warehouse District
 - Non-salary compensation policy-Car Allowances

VIII. Informational Items

- A. Stephanie Coleman, VC for Administration & Finance, provided the Comprehensive Budget Report.
B. Stephanie Coleman, VC for Administration & Finance, provided the Report of Approved EHRA Employee Salary Adjustments.
C. Stephanie Coleman, VC for Administration & Finance, provided the Pension Report.
D. Bill Bagnell, Associate VC for Campus Operations, provided information on the Designer Selection.

Informal Projects included: Pharma Center Fit-Up in Life Sciences and Biotechnology Building and ESRC Court Lighting Replacement.

- E. Bill Bagnell, Associate VC for Campus Operations, updated the Committee on Capital Projects. Information was provided on the Chilled water Infrastructure - McGinnis to Wright and Rawl Buildings.
- F. Stephanie Coleman, VC for Administration & Finance, provided the Statement of Bonded Indebtedness as of June 30, 2021.

IX. Other - NA

Meeting adjourned at 2:53 pm.



Finance and Facilities Committee

February 10, 2022

Agenda Item:	II. Review of Operational Metrics
Responsible Person:	Stephanie Coleman, VC Admin & Finance
Action Requested:	Information
Notes:	N/A



Finance and Facilities Committee

February 10, 2022

Agenda Item: III. Funding Model Changes

Responsible Person: Stephanie Coleman, VC Admin & Finance

Requested: Information

Notes: N/A

Proposed Funding Model

Presented by

Stephanie Coleman

Vice Chancellor for Administration and
Finance



Outline

- Current Funding Model
- Desired Attributes of a Revised Model
- Proposed Funding Model



Current Funding Model

Part 1	Enrollment Measure <i>change in completed student credit hours (SCH)</i>	+	Instructional Cost Factor <i>I2 Cell Matrix (Delaware data)</i>	=	Estimated Instructors	x	Average Faculty Salary <i>average of budgeted salary expense/budgeted faculty FTE</i>	=	Instructional Costs
Part 2			Instructional Costs	x	Weight Factors for Non-Instructional Costs <i>based on historic relationship between budgeted instructional costs and other associated costs</i>		=	Total Cost (Requirements)	
Part 3					Enrollment Measure <i>change in completed student credit hours (SCH)</i>	x	Tuition Rates By Campus	=	Tuition Revenue (Receipts)
Part 4					Total Cost (Requirements)	-	Tuition Revenue (Receipts)	=	Appropriation



Current Funding Model Outlook

- Does not reward institutions for student success
- Formula is complicated and lacks transparency
- Model does not make clear distinctions between institution type
- Cost factors are outdated and increasingly being challenged
- Average faculty salary factor perpetuates funding inequities
- Creates pressure to focus on growing graduate education programs rather than undergraduate education
- Using tuition as a factor contributes to the lack of transparency and results in inconsistent State subsidy rates across institutions
- On-campus summer instruction is not funded by the model

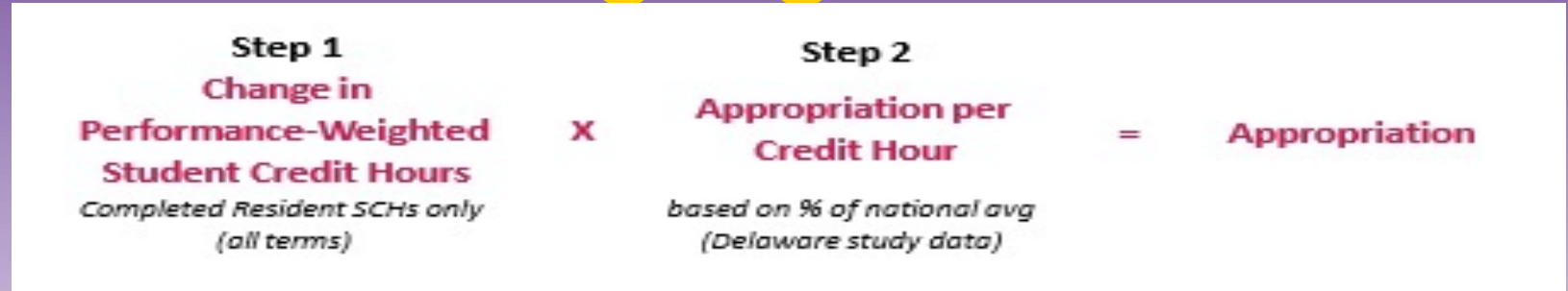


Desired Attributes of Revised Model

- Clearly connect funding to strategic goals
- Enable campuses to generate revenue by improving performance
- Easier to understand
- Eliminate tuition as a factor in model
- Recognize UG instruction as an equal priority and reduce pressure to prioritize graduate education
- Incentivize campus to keep actual costs at or below national averages
- Recognize differences in cost among academic disciplines
- Provide more equitable funding across campuses for similar instruction
- Support summer instruction as a key strategy to improve on-time completion.



Proposed Funding Model Highlights



- Incremental funding based on **performance-weighted resident** SCHs
- Funds year-over-year change in completed, resident credit hours for all terms (including Summer face to face)
- Non-resident SCHs no longer included in the model
- Tuition no longer factors into funding model
- State subsidizes undergraduate and graduate education per discipline equally



Performance-Weighted: BOG Defined Metrics

- Student Success
 - Four-year graduation rates
 - Undergraduate degree efficiency
- Student Debt
 - Average cumulative debt at completion of bachelor's degree for first-time freshman
 - Average cumulative debt at completion of bachelor's degree for transfer students
- Cost
 - Education and related expenses per degree
- One strategic plan metric chosen by campus



Step 1: Change in Performance Weighted, Resident SCH's

	Enrollment	Performance	Prior Year SCH	Current Year SCH	SCH Change (Before Weighting)	Performance Weight	Current Year Weighted SCH	SCH Change (After Weighting)
A	Flat	Improves	100,000	100,000	0	1.02	102,000	2,000
B	Grows	Flat	100,000	102,000	2,000	1.00	102,000	2,000
C	Grows	Declines	100,000	102,000	2,000	.99	100,980	980
D	Declines	Improves	100,000	99,000	-1,000	1.02	100,980	980

- Weighting would be based on how campus performance compares to its baseline and stretch goals
 - If performance **improves** over baseline, all resident SCHs receive a performance weight **> 1** up to the maximum for meeting the stretch goal
 - If performance **remains** at baseline, all resident SCHs receive a weight = **1**
 - If performance **declines** from baseline, all resident SCHs receive a weight **< 1**, but no less than the minimum



Step 2: Multiply by Appropriation per SCH

State Subsidy			
80%	Instruction National average cost per credit hour based on academic discipline and Carnegie classification	+	Overhead System average expenditure per credit hour for institutional, academic, and student support
=	Appropriation per Resident SCH		

- **Instruction:** Delaware Cost study for academic discipline and Carnegie classification
- **Overhead:** System average expenditure per credit hour for institutional, academic, and student support
 - Amount for FY22-23 model is \$170



Appropriation per Credit Hour

Discipline	Appropriation per Credit Hour			
	R1	R2	Master's	Baccalaureate
Biology	\$554	\$371	\$319	\$372
Business	\$348	\$340	\$331	\$285
Communication	\$342	\$300	\$305	\$308
Computer Science	\$401	\$386	\$342	\$368
Education	\$524	\$417	\$401	\$403
Engineering	\$576	\$482	\$417	\$453
English	\$334	\$305	\$306	\$326
Foreign Language	\$371	\$337	\$321	\$359
Health Professions	\$521	\$426	\$388	\$368
History	\$367	\$321	\$284	\$312
Philosophy	\$340	\$301	\$274	\$458
Physical Sciences	\$437	\$395	\$344	\$382

- Recognizes differences in institutional mission and costs by academic discipline
- Graduate credit hours are subsidized by the State at the same rate as undergraduate credit hours



FTE Model

- Impacts Dental and Medical funding
- Will no longer be funded on annual incremental changes
- Required to make separate appropriation request for class size changes



Transition Year Considerations

- To smooth the transition, the FY23 funding request would include:
 - All SCHs have an initial performance weight of 1.
 - Funding for instructional costs (without overhead) for “base” summer SCHs.
 - Funding for each campus would be based on the **higher of** the amount generated by current or the proposed model.



Process

- Introduction December 2021
- Proposal to BOG-Budget and Finance January 2022
- Campus feedback January 2022
- BOG-Budget and Finance February 2022 for approval



Questions





Finance and Facilities Committee

February 10, 2022

Agenda Item:	IV. Criminal Background Check Policy
Responsible Person:	Stephanie Coleman, VC Admin & Finance
Action Requested:	Approval
Notes:	N/A



Date: January 31, 2022
To: BOT Members
From: Stephanie Coleman, Vice Chancellor for Administration and Finance
Re: Employment-Related Background Checks and Criminal Activity Reporting Policy

Our current Criminal Background Check Policy (CBC Policy) originated in 2000 and underwent updates in 2008. The proposed CBC Policy included in your board material is the result of two different initiatives that have evolved over the past several years. These include the need to bring the current policy in line with PRR format and most recently in 2021 the need to align with the recently released UNC System Office Regulation on "Pre-Employment Background Checks." The release of the UNC System Office Regulation came with the directive for campuses to make conforming changes to their existing background check policies no later than March 31, 2022.

The updated policy includes adding clarifying or additional information such as specifically noting that the Policy covers student employees, adjunct and affiliate faculty, defining minor traffic violation, adding additional language around EEO matters. This most recent update clarifies the current mechanisms we use to effectuate the policy and only further provides transparency of what we have been doing for years when it comes to criminal background checks.

Title Employment-Related Background Checks and Criminal Activity Reporting

PRR Classification # (List POL, REG RULE and leave #blank. To be done by Legal)

PRR General Subject Matter (Leave blank. To be done by Legal)

Print-friendly version 

(Print-Friendly version is a word version of this template available for downloading)

Authority: ECU Board of Trustees

History: December 11, 2000, amended April 18, 2008, effective July 1, 2008

Related Policies:

ECU Programs Serving Minors – <https://www.ecu.edu/prr/01/15/13>

Notice of Nondiscrimination and Affirmative Action Policy <http://www.ecu.edu/prr/05/25/02>

Volunteer Regulation <http://www.ecu.edu/prr/06/05/03>

Illegal Drugs and Substance Abuse- Interim <https://www.ecu.edu/prr/05/20/10>

UNC Policy Manual 300.8.7 Regulation on Pre-Employment Background Checks

<https://www.northcarolina.edu/apps/policy/doc.php?id=2722>

Additional References: [Insert task force reports, memoranda, forms, state or federal laws or regulations that may be pertinent and hyperlinks.]

ECU Data Governance Regulation <https://ecu.edu/prr/06/25/03>

Criminal Background Checks Standard Operating Procedure (SOP)

Contact for Info:

Director of Employment and Clinical Support Services, Department of Human Resources

Phone: 252.328.9847 or 252.328.9897

Director of Employee Relations, Department of Human Resources

Phone: 252.328.9844

1. Introduction

- 1.1. The East Carolina University (hereinafter ECU or University) Employment-Related Background Checks and Criminal Activity Reporting Policy seeks to promote a safe learning and work environment for students, staff, faculty, and visitors. Background checks will be used to evaluate prospective or current employees for employment purposes and will not be used to discriminate on the basis of any of the Protected Classes as outlined in the University's Notice of Nondiscrimination and Affirmative Action Policy. Employment decisions must be solely job related to the position in question and consistent with business necessity.

2. Scope

- 2.1. ECU will conduct background checks on any applicant for employment with the University who has also been selected as a final candidate for a position, as well as current employees who change positions; employees holding designated sensitive positions; all employees subject to the State Human Resources Act (SHRA); Clinical Support Services (CSS) employees; employees exempt from the State Human Resources Act (EHRA) including faculty (including adjunct and affiliate) and non-faculty; Senior Academic and Administrative Officers (SAAO); and temporary employees, including student employees, or post-doctoral positions at ECU. Additionally, due to the job responsibilities and their access to sensitive information, the ECU Police department conducts comprehensive background checks on its positions and coordinates with Human Resources to ensure compliance with ECU, UNC System Office, and Office of State Human Resources standards.

3. Definitions

- 3.1. "Covered Individual" means any finalist for employment or current employee employed by the University in a permanent, temporary, or time-limited EHRA faculty and non-faculty, SAAO, SHRA, CSS, or post-doctoral position.
- 3.2. "Charge" means an accusation of a crime by a formal complaint, information, or indictment.
- 3.3. "Conviction" means a guilty verdict, guilty plea, or a "no contest," *nolo contendere*, or Alford plea, or any other resolution that is the functional equivalent of a judgment, including probation before judgment and deferred prosecution.
 - 3.3.1. For Employees who drive a dedicated State or University vehicle as part of their job, or to whom a State vehicle is provided to for the purposes of conducting University business, suspension or loss of driving privileges will also be considered a Conviction for purposes of this regulation.
- 3.4. Minor traffic violation means any moving violations or moving infractions.
- 3.5. "Positions with Sensitive Duties" are positions identified by the Human Resources Department in conjunction with the unit, with the following duties, including:
 - 3.5.1. Direct responsibility for the care, safety, and security of vulnerable populations.
 - 3.5.2. Direct access to or responsibility for cash and cash equivalents, credit card information, University property disbursements or receipts, or extensive authority for committing the financial resources of the University.
 - 3.5.3. Direct access to or responsibility for controlled substances, select agents, or hazardous materials.
 - 3.5.4. Master key and/or badge access to buildings, residence halls or other secure facilities.
 - 3.5.5. Direct access to, or responsibility for, information or areas designated by the University as safety or security sensitive.

3.5.6. Direct access to sensitive information/data classified as level 3 or level 4 data classification in accordance with University data governance.

3.5.7. Any other position deemed sensitive by the University due to the nature of the duties of the position.

4. Covered Individuals

4.1. Any finalist for selection and employment for all EHRA faculty and non-faculty, SHRA, CSS, SAAO, and post-doctoral positions, as well as finalists for all temporary appointments, including students, are subject to background checks.

4.2 University employees who change positions due to promotion, lateral transfer, or reassignment are subject to background checks. Current employees who assume new duties that cause the current position to become appropriate for background checks, such as assuming sensitive duties, are also subject to background checks at the time of the assumption of these duties.

4.3 University employees who are convicted of a criminal offense (other than a minor traffic violation), must report any conviction to their immediate supervisor within five (5) calendar days of the conviction. Upon report of a criminal conviction, employees will undergo a background check. The immediate supervisor shall notify the Employee Relations unit in Human Resources (HR) within five (5) business-days of receiving notice of a conviction in order to initiate the required background check.

4.4 Any other individual deemed necessary by the Human Resources Department.

5. Scope and Types of Background Checks

5.1. Criminal history, and sex offender checks will be conducted on all covered individuals in accordance with the procedure applicable to the individual's position designation. All background checks must include, at a minimum, federal criminal history, applicable criminal history for all local and state jurisdictions in which an individual has previously lived within the time period of the check, the national sex offender registry, and, for designated positions, a federal System for Award Management (SAM) and Office of Inspector General debarment check. The check should include a good faith attempt to identify any omissions by the candidate with respect to prior residences during the time period being checked. Certain University programs may have additional or more stringent requirements for background checks than those provided by this Regulation.

5.1.1 All background checks must cover a time period of no fewer than seven years as of the date of the check, when available within the relevant jurisdictions, or until age 18 if the applicant is younger than 25 years old, or as required by external, affiliated programs.

5.2 A criminal conviction does not necessarily eliminate a prospective or current employee from consideration for employment with the University. Each conviction will be reviewed, as outlined in the Criminal Background Checks Standard Operating Procedure (SOP), with respect to the nature of the offense, the surrounding circumstances, seriousness, the amount of time since the conviction, and the relevance of the conviction to the position. In addition, an applicant's criminal history will be considered in accordance with the U.S. Equal Employment Opportunity Commission's Enforcement Guidance on the Consideration of Arrest and Conviction Records

in Employment Decisions under Title VII of the Civil Rights Act, and any guidance provided by the North Carolina Office of State Human Resources (OSHR). Elimination from consideration for employment or termination should not be based on a candidate's expunged or pardoned convictions; pending charges; arrests not resulting in a conviction; or charges resulting in dismissal or not guilty.. However, separate and apart from a specific judicial status or disposition, the institution may consider a candidate's documented conduct incidental to an arrest (including matters that remain pending) if the conduct is demonstrably related to the position's responsibilities or access to institutional resources, and an employment decision may be based on the conduct underlying an arrest if the conduct makes the individual unfit for the position in question.

5.3 The discovery of falsification of criminal history or activity, including misrepresentation or failure to disclose relevant information as part of the recruitment and application process, will disqualify a candidate from employment consideration and may result in termination from employment.

5.4 Employees of the University are employees of the State of North Carolina and, as such, are expected to adhere to all federal and state laws both in the workplace and in the community. A Conviction for an Unlawful Offense may be considered unacceptable personal conduct for staff (specifically, conduct unbecoming a State employee that is detrimental to State service); ; misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty; or misconduct that interferes with the capacity of the employee to perform effectively the requirement of his or her employment for a NF-EHRA employee and, accordingly, may result in disciplinary action up to and including separation from University employment.

5.4.1 Convictions for an Unlawful Offense that do not result in separation from University employment may be reconsidered in the event the Employee takes on additional duties or apply for other position(s) within the University.

5.4.2 If an Employee receives a Charge for an Unlawful Offense, the totality of the circumstances surrounding the Charge may be sufficient to be considered unacceptable personal conduct for staff; misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty; or misconduct that interferes with the capacity of the employee to perform effectively the requirements of his or her employment for a NF-EHRA employee, and, accordingly, may result in disciplinary action up to and including separation from University employment.

5.5 Exceptions- Background checks are not required in the following circumstances:

5.5.1 Faculty members under consideration for reappointment, or subsequent appointment, promotion to a new Faculty rank or title, or the conferral of permanent tenure;

5.5.2 Invited guest speakers, guest lecturers, or guest instructors having no Direct Contact as defined in the ECU Programs Serving Minors regulation and whose interactions with minors or other vulnerable populations is always supervised by or in the presence of a University employee;

5.5.3 For the Early College High School, public school teachers do not require background checks if an adequate background check is required, and completed, by their respective local education agency.

5.6 Motor Vehicle Checks (MVR). Motor vehicle checks will be conducted on the final candidate(s) for any position(s) that require the individual to drive a State or University vehicle as a regular part of their job responsibilities or when a dedicated vehicle is provided to the employee for the purpose of conducting University business. MVR will be conducted in accordance with the Standard Operating Procedure (SOP) for MVR implemented with this Regulation.

6. Procedure

6.1 HR will process and obtain background checks required by this regulation, using a Professional Background Screening Association (PBSA) accredited vendor. No candidate may commence work until the background check is completed and deemed satisfactory by the University.

6.1.1. In limited emergency hiring situation—such as filling a vacancy to perform critical work or to ensure campus safety—the Associate Vice Chancellor for Human Resources, or designee, in consultation with the Vice Chancellor of the applicable division for the position, may make an exception and allow an employee to begin work prior to completion of the background check.

6.1.2 In such cases where an exception is made for a candidate to commence employment, the offer and appointment letter shall state that both the offer and continued employment are contingent on the return of a background check which is deemed satisfactory by the University, through the Department of Human Resources.

6.2 Procedures for applicable background checks are provided by the Standard Operating Procedure (SOP) implemented with this Regulation. Specifically, the Criminal Background Checks SOP shall be followed for employment hires and events covered by this regulation.

6.3 The Department of Human Resources will receive and review the results of the background check to determine whether the results are satisfactory to the University. This review will be completed consistent with the applicable SOP and with input from other campus units, such as the Office of University Counsel and/or Campus Police, as needed.

6.4 Violations of this Policy, including failure to consent to any background checks required by this Policy, may result in the failure to meet the contingencies of the appointment and/or disciplinary action in accordance with the policies and procedures applicable to the Employee's position designation.

6.5 The associated SOPs are subject to periodic updates. Any such revisions to the SOPs will be conducted in consultation with the Office of University Counsel.

7. Confidentiality and Retention of Background Checks


7.1 Employment-related background check records are considered to be part of an Employee's confidential personnel file and are not subject to public release except as required or allowed under applicable provisions of state law [NCGS §126-22](#). Background check records generated under this Policy will be maintained in accordance with University Policy.



THE UNIVERSITY OF NORTH CAROLINA SYSTEM

MEMORANDUM

TO: Chief Human Resources Officers

FROM: Matthew S. Brody 
Senior Vice President for Human Resources

DATE: October 12, 2021 *[revised]*

SUBJECT: "Regulation on Pre-Employment Background Checks" within the University of North Carolina, new Section 300.8.7[R] of the UNC Policy Manual

A new set of requirements for constituent institutions on pre-employment background checks has now been finalized by the UNC System Office and is being issued as [Section 300.8.7\[R\]](#) of the UNC Policy Manual with the title of "Regulation on Pre-Employment Background Checks."

The purpose of this regulation is to ensure that background checks are accomplished in a fair and compliant manner in accordance with industry standards and federal and state requirements. This regulation applies to faculty, permanent EHRA non-faculty and SHRA staff, and temporary employees, including student employees, with the exception of currently enrolled student employees whose position is an extension of their educational experience.

The proposed regulation directs the institutions to establish and implement internal policies and procedures to meet the minimum pre-employment background check requirements for all hiring decisions of employee populations set forth in the regulation. Key requirements found in the regulation include:

- A prohibition on hiring managers from viewing applicants' responses to questions regarding their criminal history on their employment applications;
- Minimum requirements for pre-employment background checks, including vendor accreditation, length of criminal history to be reviewed, scope of the check, and compliance with the Fair Credit Reporting Act; and
- Centralized review of adverse results and subsequent employment actions to ensure consistency of practice and compliance with state and federal law and university policy.

Constituent institutions and affiliates may choose to exceed these requirements as deemed appropriate to meet operational needs provided any implemented procedures comply with applicable federal and state compliance requirements. A draft of this regulation had been sent to the UNC institutions for comment in June 2021.

UNC constituent institutions are expected to make conforming changes to their existing background check policies, or establish a new policy, **no later than March 31, 2022**. Please also recall that the UNC System recently completed an RFP process to award master contracts to five vendors to conduct pre-employment background checks for participating constituent institutions. The [award memo and individual contracts](#) are available on the secure System Office HR website and may prove helpful as you implement this regulation.

If you have any questions regarding the application of this regulation, please contact Lynn Duffy, Senior Associate Vice President for Leadership and Talent Development at lsduffy@northcarolina.edu or Scott Murray, Assistant Vice President of Executive Searches and Leadership Programs at sfmurray@northcarolina.edu.

cc: Chiefs of Staff

Regulation on Pre-Employment Background Checks

- I. **Purpose.** This regulation sets forth requirements related to the administration of pre-employment background checks in order to promote a safe and secure environment for the University's faculty, staff, students, and visitors and to ensure that such checks are accomplished in a fair and compliant manner in accordance with industry standards and federal and state requirements.

- II. **Coverage.** This regulation applies to faculty, permanent EHRA non-faculty and SHRA staff, and temporary employees, including student employees. Sworn law enforcement personnel are subject to the State of North Carolina's background check requirements for law enforcement certification as well as any specific requirements established by the institution's public safety lead; therefore, the chancellor or their designee may exclude these individuals from the provisions of this regulation at the institution's discretion. Students who seek University employment incidental to their status as a student or otherwise related to their education may be exempted from the background check requirement at the institution's discretion unless a background check is mandated by another policy or regulation.

- III. **Required Policies and Procedures.** Each constituent institution and affiliate of the University of North Carolina System will establish and implement policies and procedures to meet the minimum pre-employment background check requirements set forth in this regulation for all hiring decisions of employees to whom this regulation applies. Constituent institutions and affiliates may choose to exceed these requirements as deemed appropriate to meet operational needs as long as any implemented procedures comply with applicable federal and state compliance requirements.

- IV. **Basic Requirements.** The policies and procedures required by this regulation must:
 - A. Prohibit hiring managers from viewing applicants' responses to questions regarding their criminal history on their employment applications.

 - B. Prohibit the consideration of a candidate's expunged or pardoned convictions; pending charges; arrests not resulting in a conviction; or charges resulting in dismissal or not guilty; however, separate and apart from a specific judicial status or disposition, the institution may consider a candidate's documented conduct incidental to an arrest (including matters that remain pending) if the conduct is demonstrably related to the position's responsibilities or access to institutional resources.

 - C. Ensure that employment decisions are not based on the criminal history of an individual unless that criminal history is demonstrably job-related and consistent with business necessity associated with the position, or unless state or federal law prohibits hiring an individual with certain criminal convictions for a particular position.

 - D. Provide an applicant a copy of the criminal record and a copy of "Summary of Your Rights Under the Fair Credit Reporting Act" if a criminal record is obtained as part of the employment process, unless the act of sharing the criminal record is prohibited by state or federal law.

 - E. Set forth the procedure and criteria for considering an applicant's criminal history, consistent with section VI., of this regulation, the U.S. Equal Employment Opportunity

Commission's Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions¹ under Title VII of the Civil Rights Act, and any guidance provided by the North Carolina Office of State Human Resources (OSHR).

F. If the results of a background check may result in a non-selection decision:

1. Allow the applicant a reasonable opportunity to explain the circumstances surrounding their relevant conviction(s) and/or charge(s) and provide any proof of rehabilitation, including a certificate of relief;
2. Address under what circumstances, if any, a previously completed background check may be used for a subsequent position or appointment; and
3. Include consequences for an applicant or employee either failing to provide the required information in a complete and timely manner or willfully omitting, concealing, or falsifying information.

V. Minimum Requirements for Pre-Employment Background Checks. The following minimum standards apply to all background checks conducted by the UNC System and its constituent institutions and affiliates.

A. Accreditation. Any vendor conducting a background check must be accredited by the Professional Background Screening Association (PBSA).

B. Length of criminal history. All background checks must cover a time period of no fewer than seven years as of the date of the check, when available within the relevant jurisdictions, or until age 18 if the applicant is younger than 25 years old, or as required by external, affiliated programs.

C. Scope. All background checks must include, at a minimum, federal criminal history, applicable criminal history for all local and state jurisdictions in which an individual has previously lived within the time period of the check, the national sex offender registry, and, for designated positions, a federal System for Award Management (SAM) and Office of Inspector General debarment check. The check should include a good faith attempt to identify any omissions by the candidate with respect to prior residences during the time period being checked.

D. Federal Fair Credit Reporting Act (FCRA)² Compliance. The institution shall ensure that all requirements of the FCRA are satisfied in the conduct of its pre-employment background check process. This shall include notification to an applicant of any background check results that are determined to have an impact on a non-selection employment decision and providing an opportunity to receive and respond to such results in accordance with the Act.

E. Confidentiality. Background check applications and results are considered part of an applicant's or employee's confidential personnel record. The results of background checks will be made available to applicants on request in accordance with State personnel policies as well as the requirements of the FCRA.

F. Records Retention. Records of background checks shall be retained in accordance with the State of North Carolina records retention schedules for universities and the UNC General Records Retention schedule.

VI. Assessment of Background Check Results

A. Designated Individuals. The constituent institution or affiliate must designate a specific individual or individuals within Human Resources, the Provost's Office, Legal Affairs, and/or other appropriate administrative office(s) of the institution to make a determination as to whether adverse background check results impact an employment determination. While such designated individuals may consult with department-level hiring managers in reviewing adverse results, the authority and responsibility for a final employment decision based upon adverse background check results lies with the individual designated pursuant to this subparagraph, to ensure consistency of application across the institution.

B. Assessment of Adverse Results. The designated individuals who will make such a determination must consider the following factors with respect to each applicable conviction, infraction, or charge and its bearing on a potential employment decision:

1. The relationship of the conduct to the specific job duties and responsibilities that would be performed by the covered individual, if appointed;
2. The nature, gravity, and context of the events surrounding the conduct, as evidenced by the background check results and any supplementary information that can be obtained by the University or that is promptly provided by the covered individual;
3. The time that has elapsed since the conduct occurred and/or the completion of any sentence served;
4. The individual's demonstrated behavior since any conviction and the future potential for illegal activity by the individual, as might be inferred from a past pattern of conduct; and
5. Any other extenuating circumstances documented by the covered individual or otherwise known to the University (e.g., the age of the candidate at the time of the conduct, the totality of the circumstances, etc.).

VII. Other Matters

A. Effective Date. The requirements of this regulation will be effective on the date of adoption of this regulation by the president.

B. Relation to State Laws. The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern the activities of public officials.

¹See <https://www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions>.

²See 15 U.S.C. § 1681.



Finance and Facilities Committee

February 10, 2022

Agenda Item:	V. In-State Tuition/Athletic Scholarships
Responsible Person:	Stephanie Coleman, VC Admin & Finance
Action Requested:	Approval
Notes:	N/A

ALLOW IN-STATE TUITION/ATHLETIC SCHOLARSHIPS

SECTION 8.7.(a) G.S. 116-143.6 reads as rewritten:

"§ 116-143.6. Full scholarship students attending constituent institutions.

(a) Notwithstanding any other provision of law, if the Board of Trustees of a constituent institution of The University of North Carolina elects to do so, it may by resolution adopted consider as residents of North Carolina all persons who receive full ~~scholarships, unless the scholarship is for athletics,~~ scholarships to the institution from entities recognized by the institution and attend the institution as undergraduate students. The aforesaid persons shall be considered residents of North Carolina for all purposes by The University of North Carolina.

(b) The following definitions apply in this section:

(1) "Full cost" means an amount calculated by the constituent institution that is no less than the sum of tuition, required fees, and on-campus room and board.

(2) "Full scholarship" means a grant that meets the full cost for a student to attend the constituent institution for an academic year.

(c) This section shall not be applied in any manner that violates federal law.

~~(d) This section shall be administered by the electing constituent institution so as to have no fiscal impact.~~

(e) In administering this section, the electing constituent institution shall maintain at least the current number of North Carolina residents admitted to that constituent institution.

(f) A change in residency status under this section shall not impact the financial aid amount a student is able to receive as determined by the Free Application for Federal Student Aid."

SECTION 8.7.(b) This section applies beginning with the 2021-2022 academic year.



Finance and Facilities Committee

February 10, 2022

Agenda Item: VI. Building Conditions and Capital
Planning Process

Responsible Person: Stephanie Coleman, VC Admin & Finance
Bill Bagnell, Associate VC Campus Operations

Requested: Information

Notes: N/A

Finance and Facilities Committee

Facilities Engineering and Architectural Services

Building Condition Analysis

February 10, 2022



ECU Background and Content

- ❑ ECU has 7.65 **million gross square feet** of space and 220 **buildings**
- ❑ What data is used in this report?
 - 2021 annually updated information on facility and room characteristics, as reported by ECU Institutional Planning and Research
 - 2019 D.A.V.E information on facility and room characteristics
- ❑ How is this information used?
 - Informs University-level decisions (i.e., R&R prioritization)
 - Campus-level space planning and management

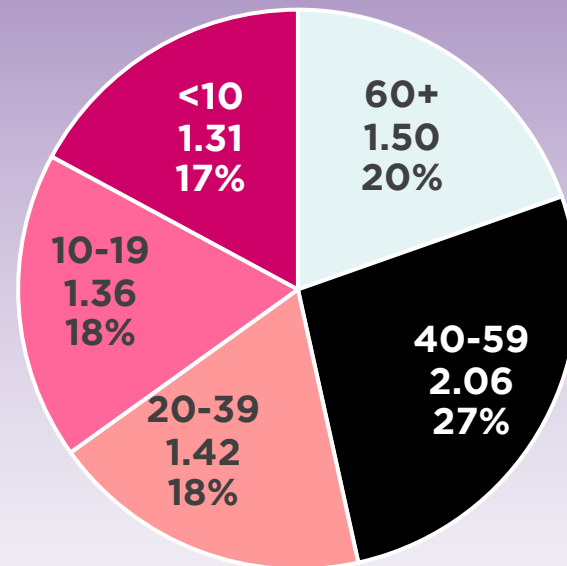


ECU Building Characteristics

Age of Buildings (Years)
(MGSF)
(%)

Number of Buildings by Fund Type	
138	Appropriated
82	Non-Appropriated
220	Total

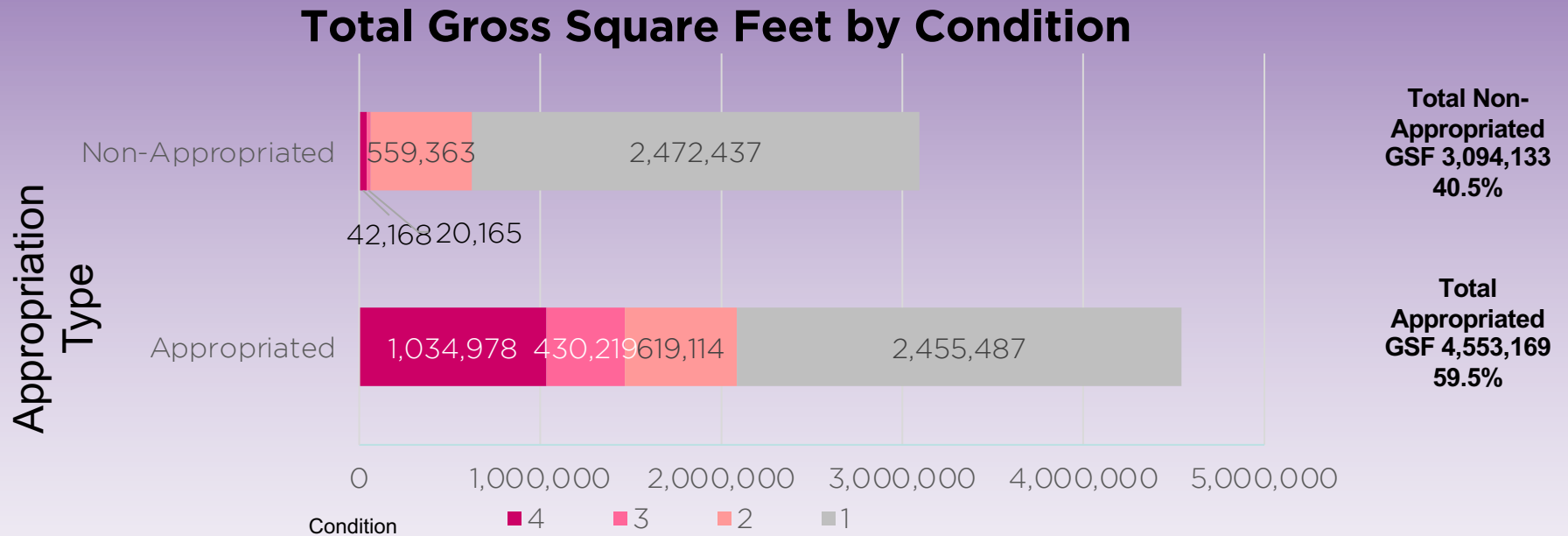
Gross Square Feet (GSF) - in Millions	
4.55	Appropriated
3.09	Non-Appropriated
7.65	Total



As building systems exceed their useful life they become more labor intensive, and parts become obsolete. System failures become more prevalent and potential for interruption to mission critical activities becomes more frequent



ECU 2021 Building Condition by Fund Type



Deferred maintenance continues to grow exponentially while funding levels for repair and renovation and manning per gross square foot continue to decrease.



How Capital Projects Are Generated

1. Master Plan
 - a) Elevator studies
 - b) ADA studies
 - c) Infrastructure studies
2. FCAP reports
3. ISES reports
4. Input from maintenance operations staff
5. Input from auxiliary staff





Finance and Facilities Committee

February 10, 2022

Agenda Item: VII. Information Items

Responsible Person: Stephanie Coleman, VC Admin & Finance

Action Requested: Approval

Notes: N/A



Finance and Facilities Committee

February 10, 2022

Agenda Item:	VII. A. Comprehensive Budget Report
Responsible Person:	Stephanie Coleman, VC Admin & Finance
Action Requested:	Information
Notes:	N/A

Comprehensive University Operating Budget
 FYMG810
 For DECEMBER FY 2022

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
State Funds						
Tuition Annual Revenues 16065						
On Campus	122,194,711	0	122,194,711	111,605,715	101,951,261	9,654,454
Distance Education	31,539,149	0	31,539,149	30,424,097	39,631,289	(9,207,192)
Summer Face-to-Face	2,007,087	0	2,007,087	470,115	75,706	394,409
**Total Tuition Annual Revenues 16065	155,740,947	0	155,740,947	142,499,927	141,658,256	841,671
Tuition Annual Revenues 16066						
School of Dental Medicine	5,738,279	0	5,738,279	4,700,210	5,304,080	(603,870)
Brody School of Medicine	6,541,667	0	6,541,667	6,789,483	6,971,751	(182,268)
**Total Tuition Annual Revenues 16066	12,279,946	0	12,279,946	11,489,693	12,275,831	(786,138)
Continuing Education Revenues	794,857	2,332,000	3,126,857	3,576,594	3,545,507	31,087
Appropriations 16065	237,020,776	0	237,020,776	98,450,000	91,309,521	7,140,479
Appropriations 16066	78,885,988	0	78,885,988	33,000,000	43,585,798	(10,585,798)
Other Miscellaneous Revenues	11,655,482	240,422	11,895,904	27,598,209	31,159,619	(3,561,410)
**Total State Funded Revenues	496,377,996	2,572,422	498,950,418	316,614,423	323,534,532	(6,920,109)
Total 16065 Operating Expenses	404,858,602	2,572,422	407,431,024	184,444,827	181,665,727	2,779,100
Total 16066 Operating Expenses	91,519,394	0	91,519,394	41,317,767	59,504,935	(18,187,168)
**Total State Funded Expenses	496,377,996	2,572,422	498,950,418	225,762,594	241,170,662	(15,408,068)

Comprehensive University Operating Budget
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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Non-State Funds						
Academic Affairs						
College of Engineering Fee						
Beginning Fund Balance				855,359	517,306	338,053
Total Annual Revenues	850,000	0	850,000	721,588	745,775	(24,187)
Total Annual Expenses	1,270,072	0	1,270,072	364,650	473,935	(109,285)
Annual Operating Results	(420,072)	0	(420,072)	356,938	271,840	85,098
Net Transfers	(7,269)	0	(7,269)	(8,744)	(21,489)	12,745
Annual Operating Results Net Transfers	(427,341)	0	(427,341)	348,194	250,351	97,843
Ending Fund Balance				1,203,553	767,657	435,896
College of Business Professional Program						
Beginning Fund Balance				536,568	532,877	3,691
Total Annual Revenues	75,000	0	75,000	5,000	21,700	(16,700)
Total Annual Expenses	150,765	0	150,765	4,995	1,999	2,996
Annual Operating Results	(75,765)	0	(75,765)	5	19,701	(19,696)
Net Transfers	(477)	0	(477)	(477)	(643)	166
Annual Operating Results Net Transfers	(76,242)	0	(76,242)	(472)	19,058	(19,530)
Ending Fund Balance				536,096	551,935	(15,839)
Admissions						
Beginning Fund Balance				1,734,345	1,730,476	3,869
Total Annual Revenues	1,050,000	0	1,050,000	746,737	757,666	(10,929)
Total Annual Expenses	2,143,816	0	2,143,816	1,227,636	1,097,487	130,149
Annual Operating Results	(1,093,816)	0	(1,093,816)	(480,899)	(339,821)	(141,078)
Net Transfers	(26,950)	0	(26,950)	(22,732)	(21,971)	(761)
Annual Operating Results Net Transfers	(1,120,766)	0	(1,120,766)	(503,631)	(361,792)	(141,839)
Ending Fund Balance				1,230,714	1,368,684	(137,970)

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Performing Arts						
Beginning Fund Balance				348,955	353,708	(4,753)
Total Annual Revenues	51,956	0	51,956	39,580	(2,666)	42,246
Total Annual Expenses	147,160	0	147,160	54,241	11,095	43,146
Annual Operating Results	(95,204)	0	(95,204)	(14,661)	(13,761)	(900)
Net Transfers	44,975	0	44,975	0	(42)	42
Annual Operating Results Net Transfers	(50,229)	0	(50,229)	(14,661)	(13,803)	(858)
Ending Fund Balance				334,294	339,905	(5,611)
Administration and Finance						
lCard						
Beginning Fund Balance				625,835	579,593	46,242
Total Annual Revenues	106,500	0	106,500	43,871	69,251	(25,380)
Total Annual Expenses	82,298	0	82,298	17,694	126,517	(108,823)
Annual Operating Results	24,202	0	24,202	26,177	(57,266)	83,443
Net Transfers	(1,834)	0	(1,834)	(1,711)	(1,072)	(639)
Annual Operating Results Net Transfers	22,368	0	22,368	24,466	(58,338)	82,804
Ending Fund Balance				650,301	521,255	129,046
Campus Safety & Police						
Beginning Fund Balance				1,339,846	1,731,382	(391,536)
Total Annual Revenues	1,252,992	0	1,252,992	1,151,055	638,566	512,489
Total Annual Expenses	2,131,677	0	2,131,677	705,292	749,443	(44,151)
Annual Operating Results	(878,685)	0	(878,685)	445,763	(110,877)	556,640
Net Transfers	878,685	0	878,685	890,913	407,070	483,843
Annual Operating Results Net Transfers	0	0	0	1,336,676	296,193	1,040,483
Ending Fund Balance				2,676,522	2,027,575	648,947

Comprehensive University Operating Budget
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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
ECU Purchasing Card						
Beginning Fund Balance				1,101,299	774,238	327,061
Total Annual Revenues	400,000	0	400,000	0	336,658	(336,658)
Total Annual Expenses	78,073	0	78,073	38,017	36,486	1,531
Annual Operating Results	321,927	0	321,927	(38,017)	300,172	(338,189)
Net Transfers	(1,000,385)	0	(1,000,385)	(1,000,158)	(1,407)	(998,751)
Annual Operating Results Net Transfers	(678,458)	0	(678,458)	(1,038,175)	298,765	(1,336,940)
Ending Fund Balance				63,124	1,073,003	(1,009,879)
Ed & Tech						
Beginning Fund Balance				7,203,499	4,579,462	2,624,037
Total Annual Revenues	10,520,000	0	10,520,000	9,356,655	9,340,353	16,302
Total Annual Expenses	10,365,000	0	10,365,000	5,147,826	4,298,882	848,944
Annual Operating Results	155,000	0	155,000	4,208,829	5,041,471	(832,642)
Net Transfers	(155,000)	0	(155,000)	(140,092)	(167,712)	27,620
Annual Operating Results Net Transfers	0	0	0	4,068,737	4,873,759	(805,022)
Ending Fund Balance				11,272,236	9,453,221	1,819,015
Minges						
Beginning Fund Balance				139,946	140,710	(764)
Total Annual Revenues	105,000	0	105,000	104,153	96,901	7,252
Total Annual Expenses	57,109	0	57,109	61,055	73,766	(12,711)
Annual Operating Results	47,891	0	47,891	43,098	23,135	19,963
Net Transfers	(47,891)	0	(47,891)	(47,621)	(79)	(47,542)
Annual Operating Results Net Transfers	0	0	0	(4,523)	23,056	(27,579)
Ending Fund Balance				135,423	163,766	(28,343)

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Parking and Transportation						
Beginning Fund Balance				11,170,278	11,008,859	161,419
Total Annual Revenues	3,652,425	0	3,652,425	3,037,724	1,495,263	1,542,461
Total Annual Expenses	2,825,726	0	2,825,726	1,115,300	723,715	391,585
Annual Operating Results	826,699	0	826,699	1,922,424	771,548	1,150,876
Net Transfers	(635,206)	0	(635,206)	(248,223)	(277,007)	28,784
Annual Operating Results Net Transfers	191,493	0	191,493	1,674,201	494,541	1,179,660
Ending Fund Balance				12,844,479	11,503,400	1,341,079
Printing and Graphics						
Beginning Fund Balance				1,168,343	1,300,252	(131,909)
Total Annual Revenues	2,190,000	0	2,190,000	964,449	718,574	245,875
Total Annual Expenses	2,441,787	0	2,441,787	1,037,003	704,430	332,573
Annual Operating Results	(251,787)	0	(251,787)	(72,554)	14,144	(86,698)
Net Transfers	(42,148)	0	(42,148)	(42,805)	(32,036)	(10,769)
Annual Operating Results Net Transfers	(293,935)	0	(293,935)	(115,359)	(17,892)	(97,467)
Ending Fund Balance				1,052,984	1,282,360	(229,376)
Student Stores						
Beginning Fund Balance				4,364,794	5,344,615	(979,821)
Total Annual Revenues	1,460,000	0	1,460,000	847,141	3,411,019	(2,563,878)
Total Annual Expenses	310,670	0	310,670	154,199	3,374,844	(3,220,645)
Annual Operating Results	1,149,330	0	1,149,330	692,942	36,175	656,767
Net Transfers	(369,886)	0	(369,886)	(77,456)	(118,255)	40,799
Annual Operating Results Net Transfers	779,444	0	779,444	615,486	(82,080)	697,566
Ending Fund Balance				4,980,280	5,262,535	(282,255)

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Vending						
Beginning Fund Balance				294,424	434,748	(140,324)
Total Annual Revenues	132,500	0	132,500	49,490	22,769	26,721
Total Annual Expenses	0	0	0	54	0	54
Annual Operating Results	132,500	0	132,500	49,436	22,769	26,667
Net Transfers	(315,000)	0	(315,000)	(250,000)	0	(250,000)
Annual Operating Results Net Transfers	(182,500)	0	(182,500)	(200,564)	22,769	(223,333)
Ending Fund Balance				93,860	457,517	(363,657)
Warehouse & Storerooms						
Beginning Fund Balance				1,060,526	932,517	128,009
Total Annual Revenues	1,081,270	0	1,081,270	701,026	860,879	(159,853)
Total Annual Expenses	1,052,445	0	1,052,445	666,975	783,011	(116,036)
Annual Operating Results	28,825	0	28,825	34,051	77,868	(43,817)
Net Transfers	(19,429)	0	(19,429)	(18,716)	(14,392)	(4,324)
Annual Operating Results Net Transfers	9,396	0	9,396	15,335	63,476	(48,141)
Ending Fund Balance				1,075,861	995,993	79,868
IT Maintenance and Infrastructure						
Beginning Fund Balance				3,334,770	3,993,547	(658,777)
Total Annual Revenues	245,268	0	245,268	31,538	106,740	(75,202)
Total Annual Expenses	971,502	0	971,502	79,903	560,294	(480,391)
Annual Operating Results	(726,234)	0	(726,234)	(48,365)	(453,554)	405,189
Net Transfers	90,025	0	90,025	105,148	197,972	(92,824)
Annual Operating Results Net Transfers	(636,209)	0	(636,209)	56,783	(255,582)	312,365
Ending Fund Balance				3,391,553	3,737,965	(346,412)

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Storm Damage						
Beginning Fund Balance				631,900	607,326	24,574
Total Annual Revenues	0	0	0	0	0	0
Total Annual Expenses	0	0	0	0	(24,573)	24,573
Annual Operating Results	0	0	0	0	24,573	(24,573)
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	0	24,573	(24,573)
Ending Fund Balance				631,900	631,899	1
Millennial Campus						
Beginning Fund Balance				853,747	862,895	(9,148)
Total Annual Revenues	2,634,500	0	2,634,500	16,384	3,563	12,821
Total Annual Expenses	100,000	0	100,000	2,911	10,955	(8,044)
Annual Operating Results	2,534,500	0	2,534,500	13,473	(7,392)	20,865
Net Transfers	0	0	0	(193)	(799)	606
Annual Operating Results Net Transfers	2,534,500	0	2,534,500	13,280	(8,191)	21,471
Ending Fund Balance				867,027	854,704	12,323
Athletics						
Athletics Operating				0	0	0
Beginning Fund Balance						
Total Annual Revenues	33,491,675	0	33,491,675	19,934,761	13,158,662	6,776,099
Total Annual Expenses	42,979,323	129,000	43,108,323	20,263,779	15,902,789	4,360,990
Annual Operating Results	(9,487,648)	(129,000)	(9,616,648)	(329,018)	(2,744,127)	2,415,109
Net Transfers	(254,733)	129,000	(125,733)	(243,541)	(35,317)	(208,224)
Annual Operating Results Net Transfers	(9,742,381)	0	(9,742,381)	(572,559)	(2,779,444)	2,206,885
Ending Fund Balance				(572,559)	(2,779,444)	2,206,885

Comprehensive University Operating Budget
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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Marching Pirates						
Beginning Fund Balance				237,001	210,501	26,500
Total Annual Revenues	70,000	0	70,000	69,435	64,601	4,834
Total Annual Expenses	70,000	0	70,000	113,375	22,758	90,617
Annual Operating Results	0	0	0	(43,940)	41,843	(85,783)
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	(43,940)	41,843	(85,783)
Ending Fund Balance				193,061	252,344	(59,283)
Southside Stadium						
Beginning Fund Balance				0	0	0
Total Annual Revenues	3,579,375	0	3,579,375	3,141,656	37,837	3,103,819
Total Annual Expenses	3,579,375	0	3,579,375	2,534,127	2,179,760	354,367
Annual Operating Results	0	0	0	607,529	(2,141,923)	2,749,452
Net Transfers	0	0	0	0	(1)	1
Annual Operating Results Net Transfers	0	0	0	607,529	(2,141,924)	2,749,453
Ending Fund Balance				607,529	(2,141,924)	2,749,453
ESPN Media Rights						
Beginning Fund Balance				575,929	615,206	(39,277)
Total Annual Revenues	0	0	0	0	904,545	(904,545)
Total Annual Expenses	0	0	0	6,740	234,887	(228,147)
Annual Operating Results	0	0	0	(6,740)	669,658	(676,398)
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	(6,740)	669,658	(676,398)
Ending Fund Balance				569,189	1,284,864	(715,675)

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Chancellor						
Chancellors Discretionary						
Beginning Fund Balance				775,473	833,091	(57,618)
Total Annual Revenues	0	0	0	0	0	0
Total Annual Expenses	399,245	0	399,245	52,127	29,178	22,949
Annual Operating Results	(399,245)	0	(399,245)	(52,127)	(29,178)	(22,949)
Net Transfers	(755)	0	(755)	(956)	(3,413)	2,457
Annual Operating Results Net Transfers	(400,000)	0	(400,000)	(53,083)	(32,591)	(20,492)
Ending Fund Balance				722,390	800,500	(78,110)
Health Sciences						
ECU Physicians						
Beginning Fund Balance				76,994,294	83,213,650	(6,219,356)
Total Annual Revenues	232,322,689	0	232,322,689	112,272,160	105,063,624	7,208,536
Total Annual Expenses	229,569,679	0	229,569,679	101,934,158	98,300,461	3,633,697
Annual Operating Results	2,753,010	0	2,753,010	10,338,002	6,763,163	3,574,839
Net Transfers	(6,657,364)	0	(6,657,364)	(12,483,492)	(11,001,210)	(1,482,282)
Annual Operating Results Net Transfers	(3,904,354)	0	(3,904,354)	(2,145,490)	(4,238,047)	2,092,557
Ending Fund Balance				74,848,804	78,975,603	(4,126,799)
School of Dental Medicine						
Beginning Fund Balance				13,293,002	8,480,664	4,812,338
Total Annual Revenues	23,100,143	0	23,100,143	12,364,488	9,806,989	2,557,499
Total Annual Expenses	22,565,593	798	22,566,391	10,225,640	9,119,092	1,106,548
Annual Operating Results	534,550	(798)	533,752	2,138,848	687,897	1,450,951
Net Transfers	(211,576)	798	(210,778)	(216,729)	(214,623)	(2,106)
Annual Operating Results Net Transfers	322,974	0	322,974	1,922,119	473,274	1,448,845
Ending Fund Balance				15,215,121	8,953,938	6,261,183

Comprehensive University Operating Budget
 FYMG810
 For DECEMBER FY 2022

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Comparative Medicine						
Beginning Fund Balance				263,144	351,520	(88,376)
Total Annual Revenues	733,487	0	733,487	340,904	357,253	(16,349)
Total Annual Expenses	966,217	0	966,217	280,309	370,497	(90,188)
Annual Operating Results	(232,730)	0	(232,730)	60,595	(13,244)	73,839
Net Transfers	(17,109)	0	(17,109)	(14,721)	(21,343)	6,622
Annual Operating Results Net Transfers	(249,839)	0	(249,839)	45,874	(34,587)	80,461
Ending Fund Balance				309,018	316,933	(7,915)
Research						
F&A						
Beginning Fund Balance				6,004,867	3,390,643	2,614,224
Total Annual Revenues	6,061,394	0	6,061,394	3,377,679	3,204,609	173,070
Total Annual Expenses	5,823,612	0	5,823,612	1,757,058	2,307,625	(550,567)
Annual Operating Results	237,782	0	237,782	1,620,621	896,984	723,637
Net Transfers	(906,445)	0	(906,445)	(265,348)	(350,127)	84,779
Annual Operating Results Net Transfers	(668,663)	0	(668,663)	1,355,273	546,857	808,416
Ending Fund Balance				7,360,140	3,937,500	3,422,640
Student Affairs						
Campus Recreation						
Beginning Fund Balance				6,544,841	6,198,921	345,920
Total Annual Revenues	5,313,950	0	5,313,950	5,009,523	4,410,195	599,328
Total Annual Expenses	5,229,104	0	5,229,104	2,251,895	2,182,337	69,558
Annual Operating Results	84,846	0	84,846	2,757,628	2,227,858	529,770
Net Transfers	(1,369,421)	0	(1,369,421)	(1,022,832)	(372,004)	(650,828)
Annual Operating Results Net Transfers	(1,284,575)	0	(1,284,575)	1,734,796	1,855,854	(121,058)
Ending Fund Balance				8,279,637	8,054,775	224,862

Comprehensive University Operating Budget
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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Dining						
Beginning Fund Balance				(46,186)	1,616,193	(1,662,379)
Total Annual Revenues	30,502,885	0	30,502,885	24,713,429	10,117,656	14,595,773
Total Annual Expenses	28,243,996	0	28,243,996	15,220,680	9,286,987	5,933,693
Annual Operating Results	2,258,889	0	2,258,889	9,492,749	830,669	8,662,080
Net Transfers	(446,680)	0	(446,680)	(439,219)	(447,458)	8,239
Annual Operating Results Net Transfers	1,812,209	0	1,812,209	9,053,530	383,211	8,670,319
Ending Fund Balance				9,007,344	1,999,404	7,007,940
Housing						
Beginning Fund Balance				1,226,566	13,846,977	(12,620,411)
Total Annual Revenues	31,239,433	0	31,239,433	29,546,026	12,119,577	17,426,449
Total Annual Expenses	26,104,451	0	26,104,451	14,824,247	15,188,786	(364,539)
Annual Operating Results	5,134,982	0	5,134,982	14,721,779	(3,069,209)	17,790,988
Net Transfers	(5,101,990)	0	(5,101,990)	(5,129,975)	(2,165,934)	(2,964,041)
Annual Operating Results Net Transfers	32,992	0	32,992	9,591,804	(5,235,143)	14,826,947
Ending Fund Balance				10,818,370	8,611,834	2,206,536
Student Health						
Beginning Fund Balance				6,080,823	5,118,184	962,639
Total Annual Revenues	7,318,707	0	7,318,707	5,606,323	5,400,560	205,763
Total Annual Expenses	7,171,261	0	7,171,261	3,335,610	3,594,097	(258,487)
Annual Operating Results	147,446	0	147,446	2,270,713	1,806,463	464,250
Net Transfers	(478,451)	0	(478,451)	(503,530)	(380,399)	(123,131)
Annual Operating Results Net Transfers	(331,005)	0	(331,005)	1,767,183	1,426,064	341,119
Ending Fund Balance				7,848,006	6,544,248	1,303,758

Comprehensive University Operating Budget
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 For DECEMBER FY 2022

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Student Unions						
Beginning Fund Balance				6,131,102	6,175,977	(44,875)
Total Annual Revenues	5,467,900	0	5,467,900	5,039,180	4,658,779	380,401
Total Annual Expenses	5,138,054	0	5,138,054	2,127,548	2,438,327	(310,779)
Annual Operating Results	329,846	0	329,846	2,911,632	2,220,452	691,180
Net Transfers	(1,205,227)	0	(1,205,227)	(1,229,018)	(375,606)	(853,412)
Annual Operating Results Net Transfers	(875,381)	0	(875,381)	1,682,614	1,844,846	(162,232)
Ending Fund Balance				7,813,716	8,020,823	(207,107)
Transit						
Beginning Fund Balance				648,414	957,473	(309,059)
Total Annual Revenues	3,961,400	0	3,961,400	3,254,832	2,828,551	426,281
Total Annual Expenses	4,308,296	0	4,308,296	2,111,312	2,173,529	(62,217)
Annual Operating Results	(346,896)	0	(346,896)	1,143,520	655,022	488,498
Net Transfers	349,358	0	349,358	(43,119)	(19,892)	(23,227)
Annual Operating Results Net Transfers	2,462	0	2,462	1,100,401	635,130	465,271
Ending Fund Balance				1,748,815	1,592,603	156,212
Student Activities Board						
Beginning Fund Balance				1,127,337	1,060,654	66,683
Total Annual Revenues	443,750	0	443,750	425,292	395,679	29,613
Total Annual Expenses	443,492	0	443,492	156,236	122,683	33,553
Annual Operating Results	258	0	258	269,056	272,996	(3,940)
Net Transfers	(258)	0	(258)	(317)	(313)	(4)
Annual Operating Results Net Transfers	0	0	0	268,739	272,683	(3,944)
Ending Fund Balance				1,396,076	1,333,337	62,739

Comprehensive University Operating Budget
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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Student Government Association						
Beginning Fund Balance				1,099,874	975,776	124,098
Total Annual Revenues	481,250	0	481,250	477,368	444,130	33,238
Total Annual Expenses	403,117	0	403,117	187,568	105,067	82,501
Annual Operating Results	78,133	0	78,133	289,800	339,063	(49,263)
Net Transfers	(78,133)	0	(78,133)	(384)	(371)	(13)
Annual Operating Results Net Transfers	0	0	0	289,416	338,692	(49,276)
Ending Fund Balance				1,389,290	1,314,468	74,822
Fine Arts Funding Board						
Beginning Fund Balance				327,521	269,468	58,053
Total Annual Revenues	140,000	0	140,000	138,871	129,201	9,670
Total Annual Expenses	140,000	0	140,000	39,400	24,468	14,932
Annual Operating Results	0	0	0	99,471	104,733	(5,262)
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	99,471	104,733	(5,262)
Ending Fund Balance				426,992	374,201	52,791
Career Programs						
Beginning Fund Balance				620,717	627,552	(6,835)
Total Annual Revenues	217,534	0	217,534	75,283	58,235	17,048
Total Annual Expenses	214,846	0	214,846	58,007	66,589	(8,582)
Annual Operating Results	2,688	0	2,688	17,276	(8,354)	25,630
Net Transfers	(2,688)	0	(2,688)	(2,367)	(5,717)	3,350
Annual Operating Results Net Transfers	0	0	0	14,909	(14,071)	28,980
Ending Fund Balance				635,626	613,481	22,145

Comprehensive University Operating Budget
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 For DECEMBER FY 2022

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Orientation						
Beginning Fund Balance				581,763	560,002	21,761
Total Annual Revenues	570,130	0	570,130	39,398	14,640	24,758
Total Annual Expenses	525,419	0	525,419	148,875	163,105	(14,230)
Annual Operating Results	44,711	0	44,711	(109,477)	(148,465)	38,988
Net Transfers	(477)	0	(477)	(490)	(504)	14
Annual Operating Results Net Transfers	44,234	0	44,234	(109,967)	(148,969)	39,002
Ending Fund Balance				471,796	411,033	60,763
Student Engagement						
Beginning Fund Balance				1,200,752	1,205,581	(4,829)
Total Annual Revenues	573,300	0	573,300	572,001	529,079	42,922
Total Annual Expenses	527,992	0	527,992	164,347	213,023	(48,676)
Annual Operating Results	45,308	0	45,308	407,654	316,056	91,598
Net Transfers	(45,308)	0	(45,308)	(99)	(225)	126
Annual Operating Results Net Transfers	0	0	0	407,555	315,831	91,724
Ending Fund Balance				1,608,307	1,521,412	86,895
Mendenhall Student Center Renovations						
Beginning Fund Balance				7,500,000	7,500,000	0
Total Annual Revenues	0	0	0	0	0	0
Total Annual Expenses	0	0	0	0	0	0
Annual Operating Results	0	0	0	0	0	0
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	0	0	0
Ending Fund Balance				7,500,000	7,500,000	0

Comprehensive University Operating Budget
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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Student Unions Construction						
Beginning Fund Balance				2,557,214	3,066,530	(509,316)
Total Annual Revenues	0	0	0	0	0	0
Total Annual Expenses	0	0	0	0	0	0
Annual Operating Results	0	0	0	0	0	0
Net Transfers	0	0	0	(4,188)	(120,254)	116,066
Annual Operating Results Net Transfers	0	0	0	(4,188)	(120,254)	116,066
Ending Fund Balance				2,553,026	2,946,276	(393,250)
Student Media						
Beginning Fund Balance				987,420	1,024,819	(37,399)
Total Annual Revenues	598,850	0	598,850	561,622	476,149	85,473
Total Annual Expenses	597,578	40,000	637,578	263,064	288,246	(25,182)
Annual Operating Results	1,272	(40,000)	(38,728)	298,558	187,903	110,655
Net Transfers	(1,145)	0	(1,145)	(955)	(1,052)	97
Annual Operating Results Net Transfers	127	(40,000)	(39,873)	297,603	186,851	110,752
Ending Fund Balance				1,285,023	1,211,670	73,353
University						
Auxiliary Overhead						
Beginning Fund Balance				72,658,983	35,401,918	37,257,065
Total Annual Revenues	751,000	0	751,000	201,956	536,966	(335,010)
Total Annual Expenses	817,290	0	817,290	64,876	960,929	(896,053)
Annual Operating Results	(66,290)	0	(66,290)	137,080	(423,963)	561,043
Net Transfers	8,306,219	0	8,306,219	15,365,115	12,478,908	2,886,207
Annual Operating Results Net Transfers	8,239,929	0	8,239,929	15,502,195	12,054,945	3,447,250
Ending Fund Balance				88,161,178	47,456,863	40,704,315

Comprehensive University Operating Budget
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 For DECEMBER FY 2022

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Debt Service						
Beginning Fund Balance				15,469,014	15,872,103	(403,089)
Total Annual Revenues	7,855,000	0	7,855,000	7,732,859	7,234,468	498,391
Total Annual Expenses	8,186,095	0	8,186,095	5,894,192	5,928,757	(34,565)
Annual Operating Results	(331,095)	0	(331,095)	1,838,667	1,305,711	532,956
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	(331,095)	0	(331,095)	1,838,667	1,305,711	532,956
Ending Fund Balance				17,307,681	17,177,814	129,867
Campus Operations Aux Funded Positions						
Beginning Fund Balance				(5,537)	0	(5,537)
Total Annual Revenues	1,256,422	0	1,256,422	733,758	0	733,758
Total Annual Expenses	7,210,364	0	7,210,364	3,012,375	0	3,012,375
Annual Operating Results	(5,953,942)	0	(5,953,942)	(2,278,617)	0	(2,278,617)
Net Transfers	5,953,942	0	5,953,942	5,953,932	0	5,953,932
Annual Operating Results Net Transfers	0	0	0	3,675,315	0	3,675,315
Ending Fund Balance				3,669,778	0	3,669,778



Finance and Facilities Committee

February 10, 2022

Agenda Item:	VII. B. Report of Approved EHRA Employee Salary Adjustments
Responsible Person:	Stephanie Coleman, VC Admin & Finance
Action Requested:	Information
Notes:	N/A



MEMORANDUM

TO: ECU Board of Trustees

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

DATE: January 21, 2022

RE: Report of Approved EHRA Employee Salary Adjustments
Pursuant to 9/30/16 Expanded Authority (October 1, 2021 –
December 31, 2021)

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.*

Attachments

cc: Dr. Philip Rogers
Chancellor

Ms. Stephanie Coleman
Vice Chancellor for Administration and Finance

Dr. B. Grant Hayes
Interim Provost and Senior Vice Chancellor for Academic Affairs

Dr. Ronald L. Mitchelson
Interim Vice Chancellor for Health Sciences

Mr. Christopher Dyba
Vice Chancellor for University Advancement

**Department of
Human Resources**

210 East First Street
Mail Stop 205
East Carolina University®
Greenville, NC 27858-4353

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

Administration
328-9884
328-9918 fax

ADA Coordinator
737-1018
328-9918 fax

Benefits
328-9887
328-9918 fax

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

Employee Relations
328-9819
328-9917 fax

Employment
328-9847
328-9918 fax

HR Information Systems
328-9847
737-5818 fax

**Learning and Organizational
Development**
737-5824
328-9917 fax

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



Finance and Facilities Committee

February 10, 2022

Agenda Item: VII. C. Pension Report

Responsible Person: Stephanie Coleman, VC Admin & Finance

Action Requested: Information

Notes: N/A



North Carolina
Total Retirement Plans



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

12/9/2021

20300 - EAST CAROLINA UNIVERSITY
ATTN: CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR
210 EAST FIRST STREET
GREENVILLE, NC 27858

Dear 20300 - EAST CAROLINA UNIVERSITY:

During the 2014 General Assembly session, contribution-based benefit cap legislation was enacted effective January 1, 2015. This legislation was created to control the practice of "pension spiking," in which a member's compensation substantially increases, resulting in a monthly retirement benefit that is significantly greater than the member and employer contributions would fund. The Contribution-Based Benefit Cap (CBBC) approach was created to protect each system for current and future retirees and to prevent all employers in the Retirement Systems from absorbing the additional liabilities caused by compensation decisions made by other employers. This legislation applies to members who retire on and after January 1, 2015, with an average final compensation of \$100,000 or higher (adjusted annually for inflation), and will directly impact only a small number of those individuals. It requires the member's last employer to pay the additional contribution required to fund the member's benefit in excess of the cap. [G.S. 135-5(a3); 135-4(jj); 128-27(a3); and 128-26(y)]

In order to assist employing agencies with planning and budgeting to comply with the CBBC provisions, we are required to report monthly to each employer a list of those members for whom the employer made a contribution to the Retirement System in the preceding month that are most likely to require an additional employer contribution should they elect to retire in the following 12 months. This letter and the attached report serve as our required monthly notification to your agency under this provision. [G.S. 135-8(f)(2)(f) and G.S.128-30(g)(2)(b)]

The chief financial officer of your agency is required to provide a copy of the attached report to the chief executive of your agency, as well as to the governing body, including any board which exercises financial oversight. Additionally, the chief financial officer of a public school system is required to provide a copy of the report to the local board of education and notify the board of county commissioners of the county in which the local administrative unit is located that the report was received and how many employees were listed in the report. [G.S. 115C-436(c); 135-8(j); and 128-30(j)]

For the purpose of determining the employees of your agency that are likely to require an additional employer contribution should they elect to retire in the following 12 months, the Retirement System modified the criteria used in the CBBC calculation. This allows for a broad list of potential employees, including those whose compensation average may approach the threshold and attempts to provide your agency with prior notification of a potential cost. The attached report

lists employees of your agency who may be eligible to retire in the next 13 months (at either a reduced or unreduced benefit), whose salary is \$95,000 or greater, and whose estimated monthly retirement benefit exceeds the CBBC based on information in the employee's most recent annual benefits statement. In addition, a lower CBBC Factor (i.e., TSERS is 4.2 and LGERS is 4.4) is applied.

This list is not exhaustive, and members included on this list may or may not exceed the CBBC upon retirement, depending on a number of factors such as the member's average final compensation, the member's age at retirement, and membership service. This is merely a notification of a potential cost that your agency may be required to pay, in the form of a lump-sum payment, due after the member retires.

For those employees hired on or after January 1, 2015, the employer is not required to pay the additional contribution to fund the member's benefit in excess of the Contribution-Based Benefit Cap. The employer has the option to pay all or part of the contribution required in excess of the CBBC; the employee also has the option to pay all or part of the contribution. However, should neither of you choose to pay this additional contribution, the employee's retirement benefit will be capped.

You can calculate the likelihood of whether the retirement benefit of a member listed on the attached report will exceed the CBBC with information available on our website at <https://www.myncretirement.com/employers/employer-training/pension-spiking>.

If you have any questions or need assistance in calculating the likelihood of a potential CBBC liability, please contact us at the address or telephone number listed below.

Sincerely,

Retirement Systems Division
N.C. Department of State Treasurer

623_PENSPK



Finance and Facilities Committee

February 10, 2022

Agenda Item: VII. D. Designer Selection since Last Board Meeting

Responsible Person: Stephanie Coleman, VC Admin & Finance
Bill Bagnell, Associate VC Campus Operations

Action Requested: Information

Notes: N/A

Finance and Facilities Committee

Facilities Engineering and Architectural Services

Designer Selection Approval Summary

February 10, 2022



Informal Designer Selection Approval Summary

FOR INFORMATION - INFORMAL PROJECTS

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

1 Direct Select Approvals - December 17, 2021

Project

Neurology and MRI ADA Assessment
Umstead Limited Indoor Environmental Quality Evaluation
Athletics Title 9 Requirements Feasibility Study

Funding Source

Foundation Funds
Student Life - Counseling Center
Athletics

Designer

MHA Works
Terracon
HH Architecture

2 Direct Select Approvals - January 25, 2022

Project

HSC Brody Basement Exhaust Repairs
Science & Technology Roof Section B – Breezeway

Funding Source

20-21 Carry Forward
20-21 Carry Forward

Designer

Dewberry
Atlas Engineering



Formal Designer Selection Approval Summary

None





Finance and Facilities Committee

February 10, 2022

Agenda Item:	VII. E. Capital Projects submitted to BOG for Approval
Responsible Person:	Stephanie Coleman, VC Admin & Finance Bill Bagnell, Associate VC Campus Operations
Action Requested:	Information
Notes:	N/A

Finance and Facilities Committee

Facilities Engineering and Architectural Services

UNC Board of Governors
Submission for Capital Project
Funding Authorization
February 10, 2022



UNC Board of Governors

Submission for Capital Project Funding Authorization

February 23-24, 2022 Meeting

FOR INFORMATION

Project	Amount Approved	Funding
Bate Building Fire Walls - Code Correction – Supplemental Funding	\$ 500,000	Carry Forward - Supplemental Funding (Total Revised Project Cost \$2,565,382)
Health Science Campus Deaerator - Supplemental Funding	\$ 407,454	Carry Forward - Supplemental Funding (Total Revised Project Cost \$1,342,454)
Main Campus Steam De-Centralization to Minges, Murphy, Ward - Supplemental Funds	\$ 1,300,000	Carry Forward - Supplemental Funding (Total Revised Project Cost - \$2,919,620)
Joyner to Student Rec (Shared use path) Pedestrian Plaza Phase 3	\$ 1,000,000	Carry Forward - Capital Project
Eastern Region Pharma Education Center	\$ 978,000	Trust Funds – Golden Leaf Grant – Capital Project





Finance and Facilities Committee

February 10, 2022

Agenda Item: VII. F. Capital Projects update

Responsible Person: Stephanie Coleman, VC Admin & Finance

Bill Bagnell, Associate VC Campus Operations

Action Requested: Information

Notes: N/A

Finance and Facilities Committee

Facilities Engineering and Architectural Services

Capital Projects Update

February 10, 2021



Life Sciences and Biotechnology Center



- Status: Closeout
- Budget: \$90,000,000
- Designer: Lord, Aeck & Sargent, Inc.
- Contractor: Rodgers Builders, Inc.
- Construction: 07/15/19 - 12/01/21
- Next quarter: Covid delayed material installs completed; Commissioning Completed; FF&E installation completed. Move-in completed.



Mendenhall Renovation Phase I



- Status: Construction
- Budget: \$6,700,000
- Designer: Davis Kane, Architects, P.A.
- Contractor: AR Chesson Construction Co, Inc.
- Estimated Construction: 03/22/21 – 05/01/22
- Next Quarter: Construction Continuing – Complete Exterior Stair Tower, Underground Utilities and Most Interior Finishes



Isley Innovation Hub



- Status: Construction
- Budget: \$4,900,000
- Designer: Clark Nexsen
- Contractor: Cooper Tacina General Contracting Company
- Estimated Construction: 01/06/21 – 02/15/22
- Next quarter: Project Close Out



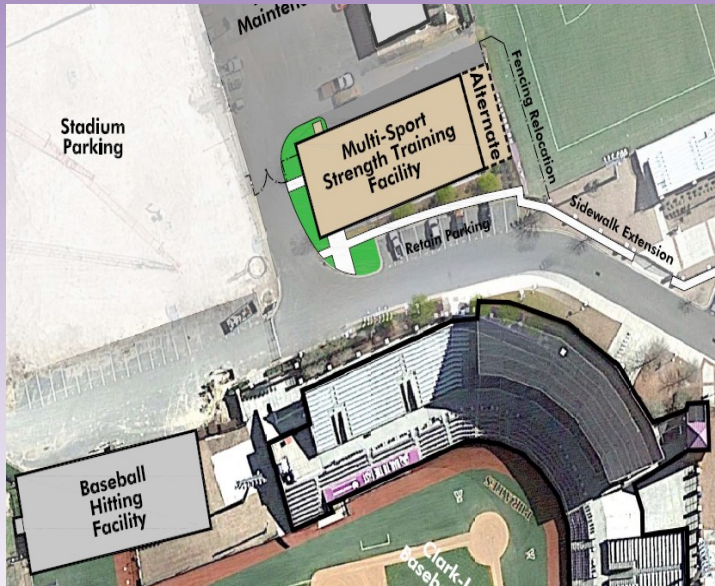
Main Campus Steam Plant Fuel Oil Containment



- Status: Project is Complete
- Budget: \$2,587,532.00
- Designer: RMF Engineers, Inc.
- Contractor: Garrett Construction Services, Inc.
- Construction: 11/21/2019 – 12/1/2021
- Next quarter: Project Close Out



Multi-Sports Strength Training Facility



- Status: Construction Documents
- Budget: \$2,500,000
- Consultants: CRA
- Construction: 02/01/22- 08/15/22
- Next quarter: Continue shop drawings, infrastructure, and foundation work.



Major Capital Projects Schedule



FINANCE AND FACILITIES COMMITTEE Major Capital Projects Schedule

PROJECT	BOT MEMBER	2020												2021												2022												2023-24
		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	
Life Sciences and Biotechnology Building	Fanning	[Yellow]												[Yellow]												[Yellow]												
Mendenhall Renovation Phase I		[Blue]												[Red]												[Yellow]												
Main Campus Steam Plant Fuel Oil Containment		[Yellow]												[Yellow]												[Yellow]												
Multi-Sports Strength Training Facility		[Blue]												[Red]												[Yellow]												
Isley Innovation Hub		[Blue]												[Red]												[Yellow]												
KEY:		[Green]				[Blue]				[Red]				[Yellow]				[Light Blue]				[Yellow]				[Light Blue]												





Finance and Facilities Committee

February 10, 2022

Agenda Item: VII. G. Delegated Capital Projects

Responsible Person: Stephanie Coleman, VC Admin & Finance

Bill Bagnell, Associate VC Campus Operations

Action Requested: Information

Notes: N/A

Finance and Facilities Committee
Facilities Engineering and Architectural
Services

FOR INFORMATION
Delegated Project Approval
February 10, 2022



For Information: BOT Delegated Project Approvals

<u>Project Title</u>	<u>Total Project Authorization</u>	<u>Funding Source</u>
School of Dental Medicine Faculty Practice Renovation	\$355,000	Carry Forward 20-21
Dail House - Heritage Hall Renovations	\$750,000	Carry Forward 20-21
Science & Tech Electrical Distribution - Switch Replacements	\$500,000	Carry Forward 20-21
Brewster Exterior Door Replacement (Including 1 Card)	\$450,000	Carry Forward 20-21
Main Campus HVAC Improvements	\$647,500	Energy Carry Forward 20-21
Main Campus Steam Plant Permanent Gas Line Replacement	\$400,000	Energy Carry Forward 20-21
Brewster A Wing BAS Upgrades	\$446,300	Energy Carry Forward 20-21
Science & Technology Classroom Building - Lecture Halls Fireproofing Replacement	\$600,000	Carry Forward 20-21

The Board of Governors, on May 22, 2019, approved changes to the dollar value of projects requiring Board of Governors approval of non-appropriated capital improvement projects, delegating authority for projects where the projected cost is less than \$750,000 to the institutions' Boards of Trustees, effective July 1, 2019 (UNC Policy Manual Section 600.1.1).

The Board of Trustees (BOT) of East Carolina University per their delegation to the Chancellor in consultation with the Chair of the Finance and Facilities Committee, authorized the above capital improvement projects.



STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2021-2022

Form OC-25
 (Rev 3/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/26/22
 PROJECT IDENTIFICATION: School of Dental Medicine-Faculty Practice Renovation
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

Renovate a portion of the SODM 2nd floor for conversion of existing office space into a second dental fabrication lab. Also included is the creation of support space for 3D-printing, materials storage, and a dental patient presentation space.

(Definitions/explanations are provided on pg 2 to assist in completion of this form.)

CURRENT ESTIMATED CONSTRUCTION COST

	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition			\$ -	\$0
2. Site Work				\$0
C. Construction				
1. Utility Services				\$0
2. Building Construction (new space)				\$0
3. Building Construction (existing)	1	LS	\$ 120,000.00	\$120,000
4. Plumbing	170	SF	\$ 30.00	\$5,100
5. HVAC	801	SF	\$ 55.00	\$44,055
6. Electrical (Includes TV & Radio Studio)	701	SF	\$ 35.00	\$24,535
7. Fire Supression and Alarm Systems	699	SF	\$ 6.00	\$4,194
8. Telephone, Data, Video	1	LS	\$ 10,001.00	\$10,001
9. Associated Construction Costs-demolition	1	LS	\$ 9,000.00	\$9,000
10. Other: <u>Bonds, Insurance, Off-hours w</u>	1	SF	\$ 33,500.00	\$33,500
D. Equipment				
1. Fixed	1	LS	\$ 15,000.00	\$15,000
2. Moveable	1	LS	\$ 30,000.00	\$30,000
Total Cost of Work				\$ 295,385

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field.

DESIGN FEE	0 %	(% of Estimated Construction Costs)	\$ 30,000
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$ -
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$ 5,000
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$ -
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$ -
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$ -
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ 14,769
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$ 345,154
Escalation = percent per month multiplied by number of months			
(From Est. Date to mid-point of construction) =	8	months	5.0 % annually beginning on month 1
ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %)			\$9,846
TOTAL ESTIMATED PROJECT COSTS		(Estimated Construction Costs + Escalation Cost Increase)	\$ 355,000

APPROVED BY: William E Bagnell
 (Governing Board or Agency Head)

TITLE: Associate Vice Chancellor for Campus Operations

DATE: 01/26/22

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2019-2021

Form OC-25
(Rev 3/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys, State Construction Office charges.
C. 10. Other	List other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

The University of North Carolina System
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution ECU Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ 355,000 to \$ _____ Code _____ Item _____
Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title SODM Faculty Practice Renovation

Project Cost \$355,000

Source of Funds 2021-22 Carryforward (CF)

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
 Category SA including gifts/
 donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below.
 Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification.
 Speight currently houses ECU's College of Education and was constructed in 1966. Project scope will consist of replacing all original single pane windows with energy efficient insulated windows, replacing the roof that is at the end of its useful life, and re-skinning the entire facade of the building in order to improve on energy efficiency and help eliminate air infiltration.

2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs
 \$355,000 – See attached OC-25.

3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).
 Designer start 03/5/21 Construction start 07/1/22 Construction Complete 12/8/22

4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).N/A

FY/Qtr	21-22-Q3	21-22-Q4	22-23-Q1	22-23-Q2	23-24 Q1	23-24-Q2
\$ Amount	\$4,200	\$12,600	\$135,363	\$223,035	\$11,426	\$0

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No Financing

8. This is to certify that this capital improvement request was duly authorized on 01/26/22.
(date)

(signature) Stephanie Coleman, Vice Chancellor for Administration and Finance
(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.

	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2021-2023

Form OC-25
 (Rev 8/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/26/22
 PROJECT IDENTIFICATION: Dail House Heritage Hall Renovations
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

The project includes renovations to the historic Dail House to integrate a Heritage Hall. This will be accomplished using static and electronic displays. The content will provide historic information about the develop of East Carolina University throughout its four primary phases of development.

(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

CURRENT ESTIMATED CONSTRUCTION COST

	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition	500	SF	\$ 25.00	\$12,500
2. Site Work				\$0
C. Construction				
1. Utility Services (describe)				\$0
2. Building Construction (new space)				\$0
3. Building Construction (existing)	2022	SF	\$ 124.00	\$250,728
4. Plumbing (specify existing or new space)				\$0
5. HVAC (specify existing or new space)				\$0
6. Electrical (includes TV & Radio Studio work)				\$0
7. Fire Supression and Alarm Systems				\$0
8. Telephone, Data, Video				\$0
9. Associated Construction Costs (describe)				\$0
10. Other (Static and Electronic Displays)	2022	SF	\$ 184.00	\$372,048
D. Equipment				
1. Fixed (describe)				\$0
2. Moveable (describe)				\$0
Total Cost of Work				\$ 635,276

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field and explain.

DESIGN FEE	10 %	(% of Estimated Construction Costs)	\$ 63,528
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$ -
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$ -
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$ -
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$ -
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$ -
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ 31,764
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$ 730,567
Escalation = percent per month multiplied by number of months			
(From Estimate Date as entered above on this form to mid-point of construction) =			
	7.5	months	5.0 % annually beginning on month 1
ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %)			\$19,852
TOTAL ESTIMATED PROJECT COSTS (Estimated Construction Costs + Escalation Cost Increase)			\$ 750,000

APPROVED BY: William E Bagnell
 (Governing Board or Agency Head)

TITLE: Associate Vice Chancellor for Campus Operations

DATE: 01/26/22

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys.
C. 10. Other	List and describe other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

The University of North Carolina
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution East Carolina University Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title Dail House Heritage Hall Renovation
Project Cost \$750,000
Source of Funds Carry-Forward 2021-2022 (CF)

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
Category R&R including gifts/
donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below.
Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification.
The project includes renovations to the historic Dail House to integrate a Heritage Hall. This will be accomplished using static and electronic displays. The content will provide historic information about the develop of East Carolina University through its four primary phases of development.
2. An estimate of acquisition, planning, design, site development, construction, contingency, and other related costs (attach a completed OC-25 form).
3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).
Designer start 03/01/2022 Construction start 08/01/2022 Construction complete 02/28/2022
4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).N/A

FY/Qtr	XX-YY Q1	XX-YY-Q2	XX-YY-Q3	XX-YY-Q4	XX-ZZ-Q1	XX-ZZ-Q2
\$ Amount						

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No Financing

1. This is to certify that this capital improvement request was duly authorized on 01/26/22.
(date)

(signature) Stephanie Coleman, Vice Chancellor for Administration and Finance
(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.

	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/26/22
 PROJECT IDENTIFICATION: Main Campus - Science & Tech Electrical Distribution Switch Replacements
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

Replace 3 existing air-insulated 15 kV switches with 3 SF-6 gas-insulated 15 kV switches. Existing are beyond their useful life; a 4th switch has already failed and been removed from service back in 2021. Also, project shall provide improvements to electrical ductbank configurations by installation of an additional manhole to separate some of the circuits; currently, seven different circuits share a single manhole, impeding Facilities Services ability to isolate & test loads w/o multiple building outages concurrently.

(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

CURRENT ESTIMATED CONSTRUCTION COST	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition - Sidewalk, switches, concrete pads, ductbank	1	LS	\$ 15,500.00	\$15,500
2. Site Work - Replacement sidewalks, landscaping & irrigation	1	LS	\$ 26,000.00	\$26,000
C. Construction				
1. Utility Services (Switch box pads with electrical ductbanks)	3	Ea	\$ 16,500.00	\$49,500
2. Building Construction (new space)				\$0
3. Building Construction (existing)				\$0
4. Plumbing (specify existing or new space)				\$0
5. HVAC (specify existing or new space)				\$0
6. Electrical (1500 LF of 15 kV cables + splicing, terms & testing)	3	Ea	\$ 15,227.00	\$45,681
7. Fire Suppression and Alarm Systems				\$0
8. Telephone, Data, Video				\$0
9. Associated Construction Costs (Temporary Electrical services)	1	LS	\$ 41,729.00	\$41,729
10. Other (Replacement pad mounted 15 kV Electrical Switches)	3	Ea	\$ 80,000.00	\$240,000
D. Equipment				
1. Fixed (describe)				\$0
2. Moveable (describe)				\$0
Total Cost of Work				\$ 418,410

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field and explain.

DESIGN FEE	<u>9.5</u> %	(% of Estimated Construction Costs)	\$ 39,749
PRECONSTRUCTION COSTS	<u>0</u> %	(% of Estimated Construction Costs [1% for CM@Risk])	\$ -
COMMISSIONING	<u>0</u> %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$ -
SPECIAL INSPECTIONS/MATERIALS	<u>0</u> %	(1.25% estimated)	\$ -
SUSTAINABILITY	<u>0</u> %	(3% LEED Gold, 2% LEED Silver)	\$ -
ADVANCE PLANNING	<u>0</u> %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$ -
CONTINGENCIES	<u>5</u> %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ 20,921
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$ 479,079

Escalation = percent per month multiplied by number of months
(From Estimate Date as entered above on this form to mid-point of construction) = 12 months 5.0 % annually beginning on month 1
 ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %) \$20,921

TOTAL ESTIMATED PROJECT COSTS (Estimated Construction Costs + Escalation Cost Increase) **\$ 500,000**

APPROVED BY: William E Bagnell
 (Governing Board or Agency Head)

TITLE: Associate Vice Chancellor for Campus Operations

DATE: 01/26/22

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys.
C. 10. Other	List and describe other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

The University of North Carolina
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution East Carolina University Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title MC – Science & Tech Electrical Distribution Switch Replacements
Project Cost \$500,000
Source of Funds Carry Forward (CF)

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
Category R&R including gifts/ donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below. Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification. Replace 3 existing air-insulated 15 kV switches with 3 SF-6 gas-insulated 15 kV switches. Existing are beyond their useful life; a 4th switch has already failed and been removed from service back in 2021. Also, project shall provide improvements to electrical ductbank configurations by installation of an additional manhole to separate some of the circuits; currently, seven different circuits share a single manhole, impeding Facilities Services ability to isolate & test loads w/o multiple building outages concurrently.
2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form). \$500,000 - See attached OC-25.
3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).
Designer start 2/21/2022 Construction start 7/11/2022 Construction complete 3/18/2023

4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	21-22 Q3	21-22 Q4	22-23 Q1	22-23 Q2	22-23-Q3	22-23-Q4
\$ Amount	\$278	\$3,548	\$10,087	\$235,704	\$250,106	\$278

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No Financing

8. This is to certify that this capital improvement request was duly authorized on 01/26/22.
(date)

(signature) Stephanie Coleman, Vice Chancellor for Administration and Finance
(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.

	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2021-2023

Form OC-25
 (Rev 8/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/25/22
 PROJECT IDENTIFICATION: Main Campus - Brewster Exterior Doors Replacement
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

The Brewster Building is comprised of 4 Buildings known as Wings A, B, C, D connected by open but covered Breezeways/Stairways. A wing is 4 stories and B, C, D wings are 3 stories. This equates to 27 exterior door units for access and egress. The building is currently secured by metal swing gates at the 4 breezeways to prevent access to the open courtyard after business hours. Twenty-six of the twenty-seven door units are not lockable - only the A wing ground floor door unit is lockable. The 26 door units are original to the building constructed in 1970. This project will replace the hollow metal door slabs (with half glass), mullions, and hardware utilizing the existing hollow metal frame with transom. New hardware will operate (ECU) card reader system for door locking and building security. This project will eliminate the existing metal gates. A card reader system will be installed for access. We will use a Siemens proprietary system to integrate with current ECU system.

(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

	QTY	UNIT	COST PER UNIT	TOTAL
CURRENT ESTIMATED CONSTRUCTION COST				
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition - Existing Doors & Gates	26	Ea	\$ 850.00	\$22,100
2. Site Work - Replacement sidewalks, landscaping & irrigation				\$0
C. Construction				
1. Utility Services (Switch box pads with electrical ductbanks)				\$0
2. Building Construction (new doors)	26	Ea	\$ 7,000.00	\$182,000
3. Building Construction (existing)				\$0
4. Plumbing (specify existing or new space)				\$0
5. HVAC (specify existing or new space)				\$0
6. Electrical				\$0
7. Fire Supression and Alarm Systems				\$0
8. Telephone, Data, Video (Card Reader system)	26	Ea	\$ 6,300.00	\$163,800
9. Associated Construction Costs				\$0
10. Other				\$0
D. Equipment				
1. Fixed (describe)				\$0
2. Moveable (describe)				\$0
Total Cost of Work				\$ 367,900

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field and explain.

DESIGN FEE	10 %	(% of Estimated Construction Costs)	\$	36,790
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$	-
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$	-
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$	-
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$	-
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$	-
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$	18,395
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$	423,085

Escalation = percent per month multiplied by number of months

(From Estimate Date as entered above on this form to mid-point of construction) = 17 months 5.0 % annually beginning on month 1

ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %) \$26,060

TOTAL ESTIMATED PROJECT COSTS (Estimated Construction Costs + Escalation Cost Increase) **\$ 450,000**

APPROVED BY: William E Bagnell

TITLE: Associate Vice Chancellor for Campus Operations

DATE: 01/26/22

(Governing Board or Agency Head)

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys.
C. 10. Other	List and describe other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

The University of North Carolina
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution East Carolina University Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title MC – Brewster Exterior Doors Replacement
Project Cost \$450,000
Source of Funds Energy Carry Forward (CF)

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
Category R&R including gifts/ donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below. Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

- A detailed project description and justification.
The Brewster Building is comprised of 4 Buildings known as Wings A, B, C, D. Each wing is connected by open but covered Breezeways/Stairways. A wing is 4 stories and B, C, D wings are 3 stories. This equates to 27 exterior door units for access and egress. The building is currently secured by metal swing gates at the 4 breezeways to prevent access to the open courtyard after business hours. Twenty-six of the twenty-seven door units are not lockable - only the A wing ground floor door unit is lockable. The 26 door units are original to the building constructed in 1970. This project will replace the hollow metal door slabs (with half glass), mullions, and hardware utilizing the existing hollow metal frame with transom. New hardware will operate (ECU) card reader system for door locking and building security. This project will eliminate the existing metal gates. A card reader system will be installed for access. We will use a Siemens proprietary system to integrate with current ECU system.
- An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form). \$450,000 - See attached OC-25.

- An estimated schedule for the completion of the project (enter dates mm/dd/yr).
Designer start 2/21/22 Construction start 5/10/23 Construction complete 8/15/23

- An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	21-22 Q3	21-22 Q4	22-23 Q1	22-23 Q2	22-23-Q3	22-23-Q4
\$ Amount	\$500	\$5,000	\$9,207	\$9,207	\$21,840	\$178,679
FY/Qtr	23-24 Q1	23-24 Q2				
\$ Amount	\$179,679	\$18,634				

- An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

- An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No Financing
8. This is to certify that this capital improvement request was duly authorized on 01/26/2022.
(date)

_____ Stephanie Coleman/Vice Chancellor for Administration and Finance
(signature) (printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.

	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

The University of North Carolina System
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution _____ Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title Main Campus HVAC Improvements

Project Cost \$647,500

Source of Funds Energy Carry Forward (CF)

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
 Category R&R including gifts/ donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below. Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

- A detailed project description and justification.
 This project will perform improvements for HVAC and Controls various projects for academic buildings on ECU Main Campus to include: 1) Variable Air volume (VAV) upgrades for Old Cafeteria Complex, River Building, and Flanagan Building to enhance control capabilities 2) Building Automation (BAS) upgrades for Carol Belk Building for improved monitoring and control 3) Air Handling Unit Coil Replacement for Graham Building (AHU-1) and Rawl Building (AHU-3) due to impacted with poor air flow 4) Commissioning for Central Chiller Plant #3 (Mendenhall) for new control strategies to be implemented to keep the systems operating at peak efficiency with new hardware/software for plant adaptations and expansion.
- An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form). \$647,500 - See attached OC-25.
- An estimated schedule for the completion of the project (enter dates mm/dd/yr).
 Designer start _____ Construction start November 1, 2022 Construction complete June 1, 2023

- An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	22-23-Q2	22-23-Q3	22-23-Q4	23-24-Q1	23-24-Q2
\$ Amount	\$97,125	\$165,113	\$231,158	\$124,000	\$30,104

- An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

- An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No Financing
8. This is to certify that this capital improvement request was duly authorized on 01/26/22.
(date)

Stephanie Coleman, Vice Chancellor for Administration and Finance

(signature)

(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.

	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/26/22
 PROJECT IDENTIFICATION: Main Campus - HVAC Improvements
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

This project will perform improvements for HVAC and Controls various projects for academic buildings on ECU Main Campus to include: 1) Variable Air volume (VAV) upgrades for Old Cafeteria Complex, River Building, and Flanagan Building to enhance control capabilities 2) Building Automation (BAS) upgrades for Carol Belk Building for improved monitoring and control 3) Air Handling Unit Coil Replacement for Graham Building (AHU-1) and Rawl Building (AHU-3) due to impacted with poor air flow 4) Commissioning for Central Chiller Plant #3 (Mendenhall) for new control strategies to be implemented to keep the systems operating at peak efficiency with new hardware/software for plant adaptations and expansion.

(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

CURRENT ESTIMATED CONSTRUCTION COST	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition				\$0
2. Site Work - Replacement sidewalks, landscaping & irrigation				\$0
C. Construction				
1. Utility Services (Switch box pads with electrical ductbanks)				\$0
2. Building Construction (new)				\$0
3. Building Construction (existing)				\$0
4. Plumbing (specify existing or new space)				\$0
5. HVAC (Old Cafeteria VAV Upgrades)	1	LS	\$ 61,500.00	\$61,500
5. HVAC (Rivers VAV Upgrades)	1	LS	\$ 140,000.00	\$140,000
5. HVAC (Flanagan VAV Upgrades)	1	LS	\$ 200,000.00	\$200,000
5. HVAC (Carol Belk BAS Controls Upgrads)	1	LS	\$ 50,000.00	\$50,000
5. HVAC (Graham - HVAC Coil Replacement)	1	LS	\$ 18,000.00	\$18,000
5. HVAC (Rawl - HVAC Coil Replacement)	1	LS	\$ 55,000.00	\$55,000
5. HVAC (CCP#3 Commissioning)	1	LS	\$ 61,900.00	\$61,900
6. Electrical				\$0
7. Fire Supression and Alarm Systems				\$0
8. Telephone, Data, Video				\$0
9. Associated Construction Costs				\$0
10. Other				\$0
D. Equipment				
1. Fixed (describe)				\$0
2. Moveable (describe)				\$0
Total Cost of Work				\$ 586,400

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field and explain.

DESIGN FEE	0 %	(% of Estimated Construction Costs)	\$ -
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$ -
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$ -
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$ -
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$ -
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$ -
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ 29,320
ESTIMATED COSTS	(% of Estimated Construction Costs + Contingencies + Design Fee)		\$ 615,720

Escalation = percent per month multiplied by number of months

(From Estimate Date as entered above on this form to mid-point of construction) = 13 months 5.0 % annually beginning on month 1

ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %) \$31,763

TOTAL ESTIMATED PROJECT COSTS

(Estimated Construction Costs + Escalation Cost Increase)

\$ 647,500

APPROVED BY: William E Bagnell

TITLE: Associate Vice Chancellor for Campus Operations

DATE: 01/26/22

(Governing Board or Agency Head)

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys.
C. 10. Other	List and describe other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2019-2021

Form OC-25
 (Rev 3/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/26/22
 PROJECT IDENTIFICATION: Main Campus Steam Plant Gas Line Replacement
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

Placement of new 8 inch natural gas line to each of the boilers back to the meter. The old lines are to be removed.

(Definitions/explanations are provided on pg 2 to assist in completion of this form.)

CURRENT ESTIMATED CONSTRUCTION COST	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition				\$0
2. Site Work				\$0
C. Construction				
1. Utility Services				\$0
2. Building Construction (new space)				\$0
3. Building Construction (existing)	1	LS	\$ 5,819.00	\$5,819
4. Plumbing (new space)	1	LS	\$ 340,000.00	\$340,000
5. HVAC (new space)				\$0
6. Electrical (Includes TV & Radio Studio)				\$0
7. Fire Supression and Alarm Systems				\$0
8. Telephone, Data, Video				\$0
9. Associated Construction Costs				\$0
10. Other: <u>demolition of old lines</u>	1	LS	\$ 10,000.00	\$10,000
D. Equipment				
1. Fixed				\$0
2. Moveable				\$0
Total Cost of Work				\$ 355,819

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field.

DESIGN FEE	9.5 %	(% of Estimated Construction Costs)	\$ 33,803
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$ -
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$ -
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$ -
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$ -
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$ -
CONTINGENCIES	0 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ -
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$ 389,622
Escalation = percent per month multiplied by number of months			
(From Est. Date to mid-point of construction) =	7	months	5.0
			% annually beginning on month 1
ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %)			\$10,378
TOTAL ESTIMATED PROJECT COSTS (Estimated Construction Costs + Escalation Cost Increase)			\$ 400,000

APPROVED BY: William E Bagnell
 (Governing Board or Agency Head)

TITLE: Associate Vice Chancellor for Campus Operations

DATE: 01/26/22

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2019-2021

Form OC-25
(Rev 3/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys, State Construction Office charges.
C. 10. Other	List other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

8. This is to certify that this capital improvement request was duly authorized on 01/26/22.
(date)

(signature) Stephanie Coleman, Vice Chancellor for Administration and Finance
(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.

	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2021-2023

Form OC-25
 (Rev 8/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/26/22
 PROJECT IDENTIFICATION: Brewster A Wing BAS Upgrades
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

This HVAC project is the fourth of four projects to convert the Brewster complex from pneumatic to DDC controls. This phase will include: 1) Replacement of all failing return, relief, and make up air dampers and actuators on Air Handling Units (AHU): #1, #2, #3, and #4; 2) Replace all 3 way hot water control valves with 2 way on each AHU to convert from constant volume pumping to on demand pumping; 3) Upgrade the building automation system to incorporate AHUs: #1, #2, #3 and #4; Replace all pneumatically control dual ducted terminal units with new DDC controlled dual ducted terminal units. These improvements will reduce energy consumption by enabling the ability to established operating schedules in the building automation systems which can in turn be interfaced with 25Live the central reservations office platform as well as improved indoor air quality for faculty, staff, and students

(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

	QTY	UNIT	COST PER UNIT	TOTAL
CURRENT ESTIMATED CONSTRUCTION COST				
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition - Absolute dual duct terminal units	45	EA	\$ 216.00	\$9,720
2. Demolition - AHU Pnurmatic control cabinets and field devices	3	EA	\$ 750.00	\$2,250
C. Construction				
1. HVAC Controls - Convert Pneumatic to Digital (1 building)	1	EA	\$ 185,000.00	\$185,000
2. HVAC (Provide and Install new Dual Duct Terminal Units)	45	EA	\$ 3,900.00	\$175,500
3. HVAC (Provide and Install AHU control valves and dampers)	3	EA	\$ 5,320.00	\$15,960
4. Electrical (Power to each Dual Duct terminal box)	45	EA	\$ 418.00	\$18,810
9. Associated Construction Costs (describe)				\$0
10. Other (describe and insert additional lines as needed)				\$0
D. Equipment				
1. Fixed (describe)				\$0
2. Moveable (describe)				\$0
Total Cost of Work				\$ 407,240

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field and explain.

DESIGN FEE	0 %	(% of Estimated Construction Costs)	\$	-
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$	-
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$	-
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$	-
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$	-
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$	-
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$	20,362
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$	427,602
Escalation = percent per month multiplied by number of months				
(From Estimate Date as entered above on this form to mid-point of construction) =				
	11	months	5.0	% annually beginning on month 1
ESCALATION COST INCREASE	(Total of Estimated Construction Costs x Escalation %)			\$18,665
TOTAL ESTIMATED PROJECT COSTS	(Estimated Construction Costs + Escalation Cost Increase)			\$ 446,300

APPROVED BY: William E. Bagnell TITLE: Associate Vice Chancellor for Campus Operations DATE: 01/26/22
 (Governing Board or Agency Head)

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys.
C. 10. Other	List and describe other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

The University of North Carolina System
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution _____ Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title Brewster A Wing BAS Upgrades
Project Cost \$446,300
Source of Funds Energy Carry Forward (CF)

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
Category R&R including gifts/
donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below.
Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

- A detailed project description and justification.
This HVAC project is the fourth of four projects to convert the Brewster complex from pneumatic to DDC controls. This phase will include: 1) Replacement of all failing return, relief, and make up air dampers and actuators on Air Handling Units (AHU): #1, #2, #3, and #4; 2) Replace all 3 way hot water control valves with 2 way on each AHU to convert from constant volume pumping to on demand pumping; 3) Upgrade the building automation system to incorporate AHUs: #1, #2, #3 and #4; Replace all pneumatically control dual ducted terminal units with new DDC controlled dual ducted terminal units. These improvements will reduce energy consumption by enabling the ability to established operating schedules in the building automation systems which can in turn be interfaced with 25Live the central reservations office platform as well as improved indoor air quality for faculty, staff, and students
- An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form). \$446,300 See Attached OC-25

3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).
Designer start _____ Construction start November 1, 2022 Construction complete March 1, 2023

4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	22-23-Q2	22-23-Q3	22-23-Q4	23-24-Q1	23-24-Q2
\$ Amount	\$89,260	\$142,816	\$107,112	\$107,112	

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No Financing
8. This is to certify that this capital improvement request was duly authorized on 01/26/22.
(date)

(signature) Stephanie Coleman, Vice Chancellor for Administration and Finance
Printed name/title

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.

	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2021-2023

Form OC-25
 (Rev 8/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 01/26/22
 PROJECT IDENTIFICATION: Science & Technology Classroom Bldg - Lecture Halls Fireproofing Replacement
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

Existing 1 hr rated protection in Lecture Halls C307 and C309 has failed. This project replaces it. The original spray-on fireproofing material is progressively peeling off the structural deck and falling onto the seating and floors in large chunks presenting a potential hazard to occupants and degrades fire protection of the building. This project includes removing existing media equipment attached to walls and ceilings (saved & reinstalled); removing existing finished ceilings and walls as necessary for proper deck access; removing failed fire proofing; installing new fire proofing and replacing ceilings.

(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)

CURRENT ESTIMATED CONSTRUCTION COST

	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition	7000	SF	\$ 4.25	\$29,750
2. Site Work				\$0
C. Construction				
1. Utility Services (describe)				\$0
2. Building Construction (new space)				\$0
3. Building Construction (existing)	7000	SF	\$ 77.00	\$539,000
4. Plumbing (specify existing or new space)				\$0
5. HVAC (specify existing or new space)				\$0
6. Electrical (includes TV & Radio Studio work)				\$0
7. Fire Supression and Alarm Systems				\$0
8. Telephone, Data, Video				\$0
9. Associated Construction Costs - AV Removal/Reinstall				\$0
10. Other (Static and Electronic Displays)				\$0
D. Equipment				
1. Fixed (describe)				\$0
2. Moveable (describe)				\$0
Total Cost of Work				\$ 568,750

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field and explain.

DESIGN FEE	0 %	(% of Estimated Construction Costs)	\$	-
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$	-
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$	-
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$	-
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$	-
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$	-
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$	28,438
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$	597,188
Escalation = percent per month multiplied by number of months				
(From Estimate Date as entered above on this form to mid-point of construction) =				
	3	months	5.0	% annually beginning on month 1
ESCALATION COST INCREASE	(Total of Estimated Construction Costs x Escalation %)			\$7,109
TOTAL ESTIMATED PROJECT COSTS	(Estimated Construction Costs + Escalation Cost Increase)			\$ 600,000

APPROVED BY: William E Bagnell
 (Governing Board or Agency Head)

TITLE: Associate Vice Chancellor for Campus Operations

DATE: 01/26/22

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2021-2023

Form OC-25
(Rev 8/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
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B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
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The University of North Carolina
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution East Carolina University Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title Science & Technology Classroom Building-Lecture Halls Fireproofing Replacement
Cost \$600,000
Source of Funds Carry-Forward 2021-2022 (CF)

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
Category R&R including gifts/
donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below.
Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification.
Existing 1 hr. rated protection in Lecture Halls C307 and C309 has failed. This project replaces it. The original spray-on fireproofing material is progressively peeling off the structural deck and falling onto the seating and floors in large chunks presenting a potential hazard to occupants and degrades fire protection of the building. This project includes removing existing media equipment attached to walls and ceilings (saved & reinstalled); removing existing finished ceilings and walls as necessary for proper deck access; removing failed fire proofing; installing new fire proofing and replacing ceilings.
2. An estimate of acquisition, planning, design, site development, construction, contingency, and other related costs (attach a completed OC-25 form). \$600,000 - See attached OC-25.
3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).
Designer start NA Construction start 03/15/2022 Construction complete 06/31/2022

4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	21-22 Q1	XX-YY-Q2	21-22-Q3	21-22-Q4	21-22-Q1	21-22-Q2
\$ Amount			\$ 60,414	\$539,586		

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). N/A

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No Financing

8. This is to certify that this capital improvement request was duly authorized on 01/26/22.
(date)

(signature) Stephanie Coleman, Vice Chancellor for Administration and Finance
(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
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Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
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	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
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	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
Endowment	ENDF	Funds from the endowment fund of the University.	
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.



Finance and Facilities Committee

November 11, 2021

Agenda Item: VII. H. Statement of Bonded Indebtedness

Responsible Person: Stephanie Coleman, VC Admin & Finance

Action Requested: Information

Notes: N/A

**The University of North Carolina
Statement of Bonded Indebtedness as of December 31, 2021**

East Carolina University

Facility	Bond Issue	Date of Issue	Amount of Issue	Final Maturity	Amount Outstanding 12/31/21	Debt Service 12/31/21
Refunding of 2004C Pool Bonds (College Hill Dorm)	UNC System Pool Bonds, Series 2010A	03/31/10	4,370,000	10/01/21	-	984,000
Refunding of 2004C Pool Bonds (College Hill Dorm)	UNC System Pool Bonds, Series 2011A	12/07/11	2,545,000	05/01/23	1,000,000	20,000
Refunding of 2004C Pool Bonds (College Hill Dorm)	General Revenue Refunding Bonds, Series 2013A	02/07/13	10,905,000	10/01/33	10,905,000	162,969
Gateway East and West Housing Project	General Revenue Bonds, Series 2014A	02/13/14	53,685,000	10/01/23	2,565,000	1,283,875 *
West Facility Student Union	ECU General Revenue Bonds 2015A	07/23/15	29,955,000	10/01/44	26,230,000	1,203,176
Refunding of 2009A Bonds (Dining Project Croatan)	ECU General Revenue Bonds 2015A	07/23/15	5,164,922	10/01/44	4,157,796	521,353
Refunding of 2009A Bonds (Scott Residence Hall)	ECU General Revenue Bonds 2015A	07/23/15	24,248,294	10/01/44	21,014,488	1,629,348
Refunding of 2009A Bonds (Softball Field Project)	ECU General Revenue Bonds 2015A	07/23/15	3,946,784	10/01/44	3,417,716	264,030
Refunding of 2006A Bonds (College Hill Dorm)	ECU General Revenue Bonds 2015A	07/23/15	2,930,000	10/01/44	2,240,000	184,739
Refunding of 2006A Ref Bonds (2001A Bonds -Jones and Galley)	ECU Taxable General Revenue Bonds 2015B	07/23/15	4,895,657	10/01/21	-	1,015,000
East Union Project, Bookstore, Parking, and Dining	ECU General Revenue Bonds 2016A	01/27/16	102,730,000	10/01/45	92,040,000	4,905,956
Housing Projects: White, Greene, and Clement	ECU General Revenue Bonds 2016A	01/27/16	37,190,000	10/01/45	33,475,000	1,452,716
Refunding of 2010A Pool Bonds (East End Zone)	ECU General Revenue Refunding Bond, Series 2017A	10/12/17	12,490,000	10/01/29	10,010,000	1,206,490 **
Refunding of General Revenue Refunding Bond 2012 (West End Dining)	ECU General Revenue Refunding Bond, Series 2017B	10/12/17	3,330,217	10/01/26	2,193,710	1,100,783 **
Refunding of General Revenue Refunding Bond 2012 (College Hill Dorm)	ECU General Revenue Refunding Bond, Series 2017B	10/12/17	4,814,783	10/01/26	4,571,290	92,623 **
Dowdy Ficklen Stadium Renovation	ECU General Revenue Bonds, Series 2018A	04/24/18	51,685,000	10/01/47	49,535,000	2,045,538
Greene Residence Hall Renovation	ECU General Revenue Bonds, Series 2018A	04/24/18	24,110,000	10/01/47	22,585,000	866,938
Refunding of 2010B Bonds Tyler Dorm Project	ECU General Revenue Refunding Bonds, Series 2020	10/14/20	6,121,043	10/01/35	5,610,873	624,217
Refunding of 2010B Bonds Olympic Sports Facility	ECU General Revenue Refunding Bonds, Series 2020	10/14/20	10,718,957	10/01/35	10,154,127	730,708
Refunding of 2014A Bonds Gateway East and West	ECU General Revenue Refunding Bonds, Series 2021	06/17/21	50,100,000	10/01/43	49,245,000	1,185,200
Total- East Carolina University					350,950,000	21,479,659

*Bonds partially refunded with ECU Series 2021.

**Direct Placement Bonds.



Finance and Facilities Committee

February 10, 2022

Agenda Item:	VIII. Other
Responsible Person:	Stephanie Coleman, VC Admin & Finance
Action Requested:	Information
Notes:	N/A