AGENDA
FINANCE AND FACILITIES COMMITTEE
September 24, 2004

I. Minutes of July 13, 2004 Meeting
   Motion

II. Minutes of September 2, 2004 Meeting
    Motion

III. Facilities

   A. Designer Selection Approved by Finance and Facilities Since Previous Meeting

      1. Designer Selection for Pavilion 2, 3, 4, 5
         BBH Designs - Research Triangle Park
         Report

   B. Status of Major Capital Projects
      Report

IV. Information Technology

   A. CIO Update
      Report

V. Student Fees
   Update
The Finance and Facilities Committee met on July 13, 2004. In attendance were Chair Mike Kelly and committee members David Brody, Steve Showfety, Margaret Ward, and Fielding Miller. George Harrell, Chuck Hawkins, and Jack Brinn participated. The committee followed the agenda and discussed the following:

1. Minutes of the May 7, 2004 meeting were accepted as distributed in the Trustees materials. Motion to accept the minutes was made and approved.

2. Designer selection for the Carol Belk Building Renovation and the North Recreation Fields were reported as approved since the last committee meeting.

3. An update of the status of major capital projects was presented by Bill Bagnell. Mr. Showfety requested that we look at developing a scheme for lighting fixtures on campus.

4. Kevin Kane and Lydia Burns of Davis Kane Architects (DKA) gave a presentation on the Old Cafeteria Building Renovation Project. The renovation creates student services space and maximizes the balance of the building as academic office space. Mrs. Ward voiced concern with the intended use of the building and the loss of the original character of the building. Bob Thompson gave a brief explanation of the faculty office shortage that was driving the reconfiguration of the building. Dr. Harrell indicated that a $3 million transfer of budget had been approved by the Board of Governors to reconfigure the floor plan to maximize the office space to meet the need. Additional explanation by Dr. Thompson will be provided at the next committee meeting. Mr. Kelly asked if the courtyard could be opened through the breezeway to encourage use of the area and DKA was charged with evaluating that possibility. DKA also indicated that open ceiling plans were being evaluated in an effort to maintain the character of the high windows and ceilings in the upper levels of the building.

5. Dr. Brinn presented the Year in Review document summarizing the past year’s ITCS projects. He emphasized that the report demonstrated the level of activity in ITCS and the value that the organization brings to ECU while keeping ECU on the leading edge of information technology implementation. He also presented the available details of the student loan programs as they relate student computer purchases. The degree of wireless saturation on campus was reported to be 62% based on building square footage with further expansion being funding-dependent. The issue of whether ECU should require all incoming students to own a computer was raised. Dr. Brinn suggested that the answer should come in part from Academic Affairs and that he and Dr. Jim Smith would poll the academic deans on the matter and provide a report at the next Board of Trustees Meeting.
6. Mr. Hawkins briefly presented the status of the state budget and the potential impact to ECU. The positive points included full funding for enrollment growth and financial aid with the likelihood of a permanent budget reduction ranging from 1.4% to 1.7%. Information on proposed salary increases was also presented. Chancellor Ballard expressed his concern given the absence of permanent salary increases over the last few years and the impact on salary levels of all ECU employees.

The report presented to the Board is attached.
To: Finance and Facilities Committee  
From: Charles M. Hawkins  
CC: S. Ballard, J. Smith  
Date: July 13, 2004  
Re: Status of State Budget for 2004-2005  

Attached is a comparison of the budget proposals by the Governor, the House and the Senate and the impact on East Carolina University. The positive points include funding of the Enrollment Growth ($14.3 million) and Need Based Financial Aid ($3.2 million). It was our hope that there would not be any budget reductions after absorbing $49 million in one-time and permanent budget reductions over the last five years despite increasing enrollment by 3,000 students with the potential for an increase of close to 1,000 students in 2004-2005. The proposed permanent budget reductions range from 1.4% to 1.7% ($2.4 million to $2.9 million). It is our hope this reduction could be eliminated or minimized when the final version of the budget is passed.

For our employees, the House version of the budget proposes a $1,000 increase for each permanent state employee, the Senate version of the budget proposes $1,000 or 2.75% whichever is greater. With respect to EPA salary funds, the Senate version would permit funds to be awarded on the basis of merit and equity rather than across the board, in accordance with the Board of Governors guidelines.

Given the state’s ongoing fiscal challenges, both chambers have been very supportive of the University and we appreciate their effort.

Attachment
### University of North Carolina

**Comparison of Budget Recommendations**

#### 2004-05

<table>
<thead>
<tr>
<th>University-wide Continuation Budget</th>
<th>Governor</th>
<th>House Sub-Committee</th>
<th>Senate Sub-Committee</th>
<th>Academic Affairs</th>
<th>Medicine</th>
<th>ECU Impact</th>
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<td>Medicine: 167,333</td>
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</table>

**Reductions:**

**Management Flexibility Reductions:**
- 1.7% reduction (House Excludes Aid to Private Colleges, Senate version is 1.47% reduction)
- 0.85% reduction - UNC-CHA, UNC-HEC, NCSSM
- 0.65% reduction - UNC Institutional Programs
- 2% reduction - UNC Hospitals
- Adjustments for Building Reserves (completion date changes)
- Eliminate Old Distance Education Pilot Project Funds
- Reduce Strategic Initiatives Reserve
- General Fund Swap for Escheats Financial Aid

**Sub-Total Reductions:**
- (26,877,576) |
- (26,040,139) |
- (22,984,634) |
- (2,129,313) |
- (744,409) |
- (2,870,716) |
- (754,174) |
- (754,174) |
- (754,174) |
- (70,101) |
- (70,101) |
- (70,101) |
- (774,279) |
- (774,279) |
- (5,734,555) |
- (5,734,555) |
- (5,734,555) |
- (14,439) |
- (14,439) |
- (34,210,784) |
- (35,702,246) |
- (41,153,004) |
- (2,140,752) |
- (744,408) |
- (2,885,158) |

**Recommended UNC Budget:**
- 1,699,572,129 |
- 1,688,974,553 |
- 1,673,916,583 |
- 137,432,963 |
- 43,153,865 |
- 103,526,831

**Funded from Escheats:**

- Need Based Financial Aid: 21,344,000 |
- Scholarships for Students in Teaching (ECSU, FSU, WSSU): 21,344,000 |
- New Teaching Scholarship Program for Worthy and Needy Students: 41,344,000 |
- TOTAL: 1,880,916,129 |
- 1,890,513,333 |
- 1,918,080,583 |
- 140,636,821 |
- 45,193,866 |
- 183,793,665

**UNC Capital Appropriations:**
- Center for Design Innovation: 2,000,000 |
- Department of Life Sciences (WSSU): 2,000,000 |
- Millennium Campus (NCA&T and UNCG): 4,000,000 |
- NC Motor Sports Testing and Research Complex: 4,000,000
East Carolina University
Board of Trustees
Finance and Facilities Committee
Minutes – September 2, 2004

Attendance
Trustees: Mike Kelly, Dan Kinlaw, Steve Showfety, David Brody, Margaret Ward, Steve Ballard
University Staff: Chuck Hawkins, George Harrell, Bob Thompson, Rita Reeves, Jim Smith, Bill Bagnell, Garrie Moore, Scott Buck
Guests: Nancy McGillicuddy, Kelly Sutherland

Campus Office Space Needs
Mr. Kelly opened the Meeting and introduced Mr. Hawkins. Mr. Hawkins in turn introduced Dr. Thompson for an update on Campus Office Space Needs.
Dr. Thompson provided a presentation on the gap of office spaces and the growth in faculty and faculty support positions through the year 2012. The office space gap for 2005-6 will be 154 offices short if no actions are taken. This shortage can be mitigated to about 32 offices if we move forward with plans to rent office space around campus and execute the proposal to convert Slay Residence Hall to office space for faculty.
Additional office space will be available in 2006-8 with the completion of the Old Cafeteria Renovation project, Nursing move to Allied Health (vacating the Rivers Building), the completion of Howell and the completion of the Allied Health and Belk renovations. Dr. Thompson provided examples of current office space issues showing examples of closets, observation rooms and other areas being converted to office space that may not be large enough or private enough, but provides a seat for the faculty member. Dr. Thompson pointed out that his numbers do not include expansion of administrative offices for the Chancellor, Administration and Finance, Information Technology, Student Life and others, nor do they include recent updated numbers which show even larger increases in enrollment than originally projected. The numbers also do not reflect the expectations of privacy, adjacency or size that would be expected by normal standards.

Chancellor Ballard noted that the challenges of enrollment growth are ones he does not mind dealing with as this growth, if managed correctly, can move forward the University’s mission to the region and state. The Chancellor noted that we are still exploring all options prior to making a decision of converting Slay Residence Hall, including options downtown and adjacent to the Campus.
Dr. Thompson was thanked for his thorough update and then Dr. George Harrell was introduced to discuss the status of projects on campus.

State Bond Funded Projects
Dr. Harrell began discussions of State Bond funded projects referring to the September 2004 UNC Bond Report to the Higher Education Bond Oversight Committee and “Handout B” contained in the Trustees Information packet. Dr. Harrell noted the following in the report:
• East Carolina has reached the milestone of having its entire program underway with the Allied Health Sciences/Nursing project moving to the Design Phase.
• ECU remains on track of its projected completion date (within 19 days)
• The reduction of the scope of the Rivers building by $3 million transferring the funds to the Old Cafeteria Office Building to complete the renovations necessary to correct code issues as well as to maximize office space to meet critical University needs.
• ECU has the best Historically Underutilized Businesses (HUB) activity of all UNC institutions under the bond program (32%)
• ECU is running slightly behind in original cash flow projections due to the additional contract negotiations on the Allied Health project caused by the steep increase in steel prices.

Dr. Harrell noted that the Office of the President was required to set aside $2 million to perform an updated facilities study for the Phase II bond program.

Dr. Harrell was thanked by Mr. Kelly for his presentation.

**Status of Capital Construction Projects**

Dr. Harrell introduced Mr. Bill Bagnell to review the status of ECU Construction Projects. The report is attached. The following questions were asked:

• Mr. Showfety asked if the brickwall was the only item removed from the Baseball stadium scope at this point in time which Mr. Bagnell responded in the affirmative.
• Mrs. Ward asked about the light poles and wall not matching the wall and lighting on the rest of campus. Dr. Harrell responded that the light poles could be modified and funded with R&R funds. Chancellor Ballard responded that we would need to determine what we would be giving up if funds are used for this purpose.
• Mrs. Ward responded that she was not aware of the programming change to the Old Cafeteria project to office space, Dr. Harrell responded that the program was not changed and that the Chancellor’s Executive Council had decided to move the $3 million from the Rivers project in order to be able to complete the Old Cafeteria programming. Funding for the Rivers Building would come in a phase II approval of the bond program.
• Mrs. Ward responded that she wanted the Trustees to have considerable input to the Mendenhall Student Center design. Mr. Hawkins responded that we will also need considerable input from the Students as Student Fees will be funding a majority of this project and students need programming space.

Mr. Bagnell was thanked for his report.

**10th Street Properties**

Dr. Harrell referred to the “Neighborhood Map” included in the Trustees information packet which identified the properties on 10th street now owned by the University. He noted that programming for this property would be included in the upcoming Campus Master Plan.
Old Cafeteria Building
Mr. Bagnell, in response to the visual concerns of the doors and windows on the building from Mr. Showfety and Mrs. Ward displayed a picture of the Old Cafeteria Rendition. They agreed that as long as the glass on the doors was extended downward that this adjustment was acceptable to them.

Closed Session
Mr. Kelly then proposed a motion to move into closed session to discuss property matters. Mr. Brody seconded the motion and it was approved unanimously.
It was no question of giving up a luxury; to reduce the water ration meant an increase in hardship. The standard issue of a gallon a day a head was a hardship, even though a usual one; a man could just manage to survive on it. Two thirds of a gallon a day was a horrible deprivation; after a few days, thirst began to colour every thought.

- C. S. Forester
Hornblower and the Hotspur
Space Needs Analysis – Office and Office Support Space

- Demand is likely to be higher than indicated by currently submitted enrollment projections
  - Current condition:
    - Shortfall of office space – 9%
    - Additional office space currently funded: 26%
  - Growth Scenarios and office demands from new faculty
    - Currently submitted enrollment growth: 24%
    - Current growth rate, based on position allocations: 35.5%
    - Potential rate of growth: 38%

Limitations of the UNC Space Standards

- A combined space allowance for
  - Offices
  - Conference rooms
  - Support spaces
- Office size at ECU is an anomaly
  - Faculty office allowance is 140 NASF per standards
  - “Average” office size at ECU is 158 NASF
- Result: even fewer offices per NASF than charts would indicate…….
What Quantities Mean for Quality: Mathematics

- Shared faculty office (converted classroom)
  
  Free air return compromises acoustical privacy…

  ...as do partitions that don’t close at old windows.

What Quantities Mean for Quality: College of Education

- Closets and Observation Rooms pressed into service as offices

  Students sit in corridor and talk through doorway for conference with professor.
What Quantities Mean for Quality: College of Education

- COE lured a *star* to ECU….
  
  ...but her office is too small for all of her books….

...so they’re stored in the hall.

What Quantities Mean for Quality: Education and Arts & Sciences

- Classrooms converted to “bullpens”

Office of the Senior Associate Dean, Harriot
College of Arts & Sciences
What Quantities Mean for Quality: Biology

- Biology: Research space yields to office needs

Space Needs Analysis – Conclusions for 2004-2012

- Offices
  - Current shortfall is acute
    - A near-daily demand on the time and energy of leadership
  - Improvements will be negligible and short-term
    - Limits of currently funded construction
    - Commitments on enrollment growth
    - A **major crisis** builds after the 2007-2008 academic year
Space Needs Analysis – Academic Office Space

Near-Term Plan for Faculty Offices
Comparison A – New Faculty, New Offices

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<th>Academic Year</th>
<th>Project Activity Prior to Fall Semester that will Affect Supply of Space</th>
<th>Additional Offices Required</th>
<th>Running Surplus/Deficit</th>
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<td>2005 - 2006</td>
<td>Vacate Howell North - Renovations (-49)</td>
<td>Faculty: 97</td>
<td>-154</td>
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<tr>
<td></td>
<td>Flanagan Completed (+65)</td>
<td>GA's &amp; Support: 49</td>
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<td>Old Cafeteria Renovation (-24)</td>
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<td>2006 - 2007</td>
<td>Old Cafeteria Completed (+130)</td>
<td>Faculty: 65</td>
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<td></td>
<td>Nursing vacates Rivers (+102)</td>
<td>GA's &amp; Support: 33</td>
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<td>2007 - 2008</td>
<td>Howell Completed (+49)</td>
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Note: Space shortfalls for existing faculty not addressed
## Near-Term Plan for Faculty Offices

**Comparison A – New Faculty, New Offices**

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<tr>
<th>Academic Year</th>
<th>Project Activity Prior to Fall Semester that will Affect Supply of Space</th>
<th>Additional Offices Required</th>
<th>Running Surplus/ Deficit</th>
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<td>2005 - 2006</td>
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<td>Rent Space Off-Campus (+28)</td>
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<td>Convert Slay Residence Hall to Offices (+94)</td>
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<td>Faculty: 65 GA's &amp; Support: 33</td>
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<td>2008 - 2009</td>
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<td>Faculty: 60 GA's &amp; Support: 30</td>
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*Note: Space shortfalls for existing faculty not addressed*

## Near-Term Plan for Faculty Offices

**Comparison B – New Faculty, New Offices**

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<th>Academic Year</th>
<th>Project Activity Prior to Fall Semester that will Affect Supply of Space</th>
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<th>Running Surplus/ Deficit</th>
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<td>2007 - 2008</td>
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<td>2008-2009</td>
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<td>Faculty: 94 GA's &amp; Support: 30</td>
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*Note: Space shortfalls for existing faculty not addressed*
Near-Term Plan for Faculty Offices
Comparison B – New Faculty, New Offices

Note: Space shortfalls for existing faculty not addressed

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<th>Year</th>
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<th>Change</th>
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<td>2008 - 2009</td>
<td>94</td>
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Space Needs Analysis – Office and Office Support Space

- Deans’ expectations of faculty offices
  - Privacy
  - Adjacency
  - Equity
  - Functional heating, cooling, lighting
  - Size yields to any or all of the other issues

- Office space supply cannot be “improved” by higher utilization and other flexibility measures
Near-Term Plan for Faculty Offices

*Notes*

- Positions *unaccounted for*
  - GA’s, RA’s, Post-Docs and Faculty funded from external sources
  - Administration – examples:
    - Finance
    - ITCS
    - Chancellor’s Office
  - Student Life
  - *Additional* Faculty due to Credit Hours *already being produced*

---

Space Needs Analysis – Office and Office Support Space

**Results**

- Additional enrollment = additional faculty = additional need for offices
- Faculty demand is difficult to forecast with precision due to dynamics involved
- Non-academic space forecasts are even less precise
- Supply of office space cannot be “improved” with extended utilization and flexibility in use, as in class labs
Near-Term Plan for Faculty Offices

Planning Issues

- Potential for more flexibility – temporarily
- Significant location shifts for adjacency are possible
- Should there be priorities among units?
  - Quantity
  - Geography

Planning concepts continue in active development by Academic Affairs and IPRE
1. Total Amount of Bond Dollars Allocated to this Campus? $190,609,500

2. Please list the projects currently underway, the estimated cost, and the status of each of these projects? See Attachment “A – Project Status”

3. Are the projects adequately timed to reflect cash-flow requirements? If not, explain. See Attachment “B – Cash Flow Report”

4. List the projects that are substantially above or below budget and explain why. (“Substantially” is defined as plus or minus 10%). None to report at this time.

5. Overall, are the projects underway on this campus ahead, behind, or on schedule? Overall – projects are on schedule

6. What type of construction methods are being used (Single Prime, Multi-Prime, Construction Manager, Construction Manager at Risk)? Which ones have proven to be most effective and efficient?

Construction projects to date have been a combination of multi-prime on Campus Computing Center with partnering; multi-prime with CM Agent on Science & Technology Building; straight multi-prime along with single prime and with CM at Risk for Nursing, Allied Health project. Anticipate single prime for most other projects.

7. If this campus is using CM at Risk for any of its projects, please describe your overall experiences using this method.

Our CM at Risk experience through the pre-construction phases to date has been a positive one; and, our experience with the CM Agent has generally been positive.

8. Are the expenditures of the proceeds from the bonds issued under this act in compliance with the provisions of this act? Yes

9. Are there projects that have had a change in scope from its original intent? If any of these projects require General Assembly approval, please list these projects and the change.

Health Science Library – project was originally stand alone, but project has subsequently combined with the Nursing, Allied Health project to take advantage of economy of scale, common use areas, and siting.
Utility Infrastructure – expansion of the Science and Technology chiller plant to accommodate the Flanagan Renovation was added to the Science and Technology project to take advantage of favorable chiller prices and to keep from having to start an addition to the plant within weeks of finishing the original portion of the plant.

Academic Space – Teaching Laboratories – original scope of this allocation was design of the next science building on campus; however, language late in the bond legislation caused a modification of the description to construction instead of design. The project currently has the scope of completing the shelled-in labs in the Science and Technology and an addition to Fletcher Music Building ($3.6 million).

10. List projects currently underway that require additional funding, other than bond dollars. None

11. What are the sources for these funds? Are all of these funds on hand? If not, please explain why. N/A

12. What is the current HUB participation rate at this campus (please break down for Women, African-American & Other)? Please list & explain efforts to reach HUB goals.

Women: 10.7% African American: 0.6% Other: 20.8% Total: 32.1%

Efforts to reach HUB goals are as follows:

Opened a Plan Room in campus library for better hourly access.
Outreach session held in March, 2002.
Outreach session held in August, 2002.
Outreach session held in June, 2003 in combination with Elizabeth City State and Fayetteville State Universities.
HUB Liaison Officer attends other campus outreach sessions.
Joint effort with SBTC on all of their “Doing Business with the Government” seminars.
Project Managers present MBE criteria at all pre-bid conferences.
Assists HUBs in getting certified.
Provide HUB subcontractor names to contractors & designers for bidding purposes.
Established standard practice for HUB program accessible on the WEB.
Reports as requested by DOA’s HUB office and General Administration.
Established an MBE database with ongoing efforts to contact MBEs.

13. Please describe any innovative practices being used to complete the Bond Program.

Continuous monitoring of budgets, design and construction, along with attention to details
14. What are the major challenges facing this University in completing the bond projects.

Timely design reviews by other State agencies and a continued favorable construction bidding environment.

15. If this challenge was listed previously, what has been done since the last meeting/survey to remedy the situation?

Department of Insurance reports an improved review time. Office of State Construction review time still lags.

16. Please list projects that are scheduled to start within the next quarter.

17. Additional Comments/Concerns.
East Carolina University

August 25, 2004

Science & Technology Building

Closeout

The contractors are approaching the completion of the punch time span. The architect is conducting reviews of the punch list as they are being turned in. The building is functional and being used for classes. The university and contractors are in negotiations to close out the contracts.

Flanagan Building Renovation

Construction

Project is under construction with a notice to proceed date of February 16, 2004. The project is 80% complete. Most of the site utility relocations are completed. Prime Painting and ceiling grid is begun on the first through third floor. The roof replacement is almost completed. Windows have been installed. Air Handling units have arrived and have been installed. Casework has been delivered and is being installed on the third floor.

Nursing Allied Health & Library Space

Construction

The bidding for the project is approximately 80% complete. The notice to proceed for construction was August 2, 2004, with a construction completion date for January 24, 2005. The site clearing is 85% complete. The site fencing has been installed. Site grading and utilities will be starting soon. Construction Manager at Risk has established their construction trailers on site.

Expansion & Renovation of Old Nursing

Beneficial Occupancy

The building was accepted by the University, Designer and State Construction on August 4, 2004 except for the site work. With the contractor having corrected punch list items for the building and that effort is approximately 60% complete. The site work has continued and is approximately 85% complete with an expected completion of September 3, 2004. The furniture has been installed and the occupants are moved into the building.

Belk Bidg Renovation & Conversion

Designer Selection

Designer has been selected and the contract proposal is being reviewed.

Campus Computing Center

Completed

Classroom Improvements

Bresler Classrooms

Closeout

The project was inspected and accepted on August 23, 2004 with a few punch list items to be completed.

Austin Classrooms

Closeout

The project is complete and the architect is collecting closeout documents.

Jenkins HVAC Improvements

Closeout

Construction is complete and system is operational. Final punchlist items have been cleared. Final inspection complete. Maintenance and operator training complete. EH&S testing has been completed and system approved. Project close-out documents have been completed. The spaces are functional and being used by the classes.
**Academic Space – Teaching Laboratories**

**Labs 6th Floor Science**
- Construction
  - The Kempf Lab Upfit is 50% complete and is expected to be completed by mid-September.

**Fletcher Music**
- In Design
  - The project is almost at the end of Construction Document phase. This Construction Document production phase is approximately 90% complete.

**Old Cafeteria Renovation**
- In Design
  - Design Development documents are approximately 95% complete. Submission of Design Development documents to ECU, DOI and State Construction is scheduled for the week of September 13. Planning is underway for the relocation of some of the buildings residents. Project budget is under review.

**Infrastructure - Steam Line Crossing**
- Completed

**Water Wells**
- Construction
  - Installation of three (3) wells on the Main Campus & three (3) wells on the Health Science Campus are installed, tested and complete. Wells are fully operational; programming of controls is not completed. Hot boxes will be bid in September. Project is 99% complete.

**HSC Utilities Infrastructure Expansion**
- In Design
  - Production of CD’s is 100% complete; Coordination between AH/SON/HSL project for site utilities is 98% complete; Final reviews by SCO and DOI are done; Designer is 98% complete incorporating all comments from SCO, DOI and Owner; Bovis Lend Lease is currently working up the GMP which will be finalized August 27, 2004. Project is scheduled to bid this October.

**Electrical Distribution Upgrades – West Side**
- Construction
  - Project construction began in December 2003; 95% of new cable has been installed; 100% of new switches have been installed. Current completion date is November 23, 2004; however, equipment delivery will push completion date to January 2005.

**Electrical Distribution Upgrades – East Side**
- In Design
  - Project Construction Documents are about 100% done; Reviews are pending w/ SCO & DOI for final approval and bid authorization; Additional survey work is underway. Anticipated bid date of October 7, 2004.

**Land Acquisition Technology Infrastructure Expansion**
- 100% Paid Out

**Land Acquisition Technology Infrastructure Expansion**
- 100% Paid Out
August 18, 2004

MEMORANDUM

TO:     Bill Bagnell
FROM:   George W. Harrell
SUBJ:   Designer Selection-Pavilion 2, 3, 4, 5

We have received approval from three of the five Finance and Facilities Committee members approving the designer selection for the Pavilion 2, 3, 4, 5. You may proceed with the next steps of the process.

George W. Harrell, PhD
Senior Associate Vice Chancellor
for Campus Operations

Cc: J. Smith
MEMORANDUM

TO: George W. Harrell
FROM: William E. Bagnell
DATE: August 4, 2004
SUBJ: Designer Selection
Pavilion 2,3,4,5

The designer pre-selection committee recommends the following three firms in prioritized order:
1. BBH Design    Research Triangle Park, NC
2. Heery International    Raleigh, NC
3. Michael Hining Architects    Chapel Hill, NC

The designer pre-selection committee consisted of Ms. Carolyn Erwin of Brody Outpatient Center - Mr. Bill Edwards of Cardiology – Mr. David Lancaster of Facilities Services Health Science Campus – Mr. Bill Bagnell Director Facilities Engineering and Architectural Services, and Mr. Lloyd Nobles of Facilities Engineering and Architectural Services.

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

This project includes renovations at the Pavilion Suite Complex and includes Suites 2, 3, 4, 5. This renovation will be to improve patient circulation, provide support space for the physicians, nurses, staff, and generally increase the effective use of the existing facilities. Additionally, the renovation will include creating a new space for a second nuclear camera to be housed adjacent to the existing Nuclear Cardiology Clinic between Suite 1 and Suite 2. The Nuclear Cardiology Clinic was renovated in 2001.

Approval by the Board of Trustees is requested. If you have any questions or need additional information, please do not hesitate to call.
Date: August 2, 2004

Ratings Used

1. First choice
2. Second choice
3. Third choice

Selection Summary

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Interviewers

A. Carolyn Erwin
B. Bill Edwards
C. Lloyd Nobles
D. Bill Bagnell
E. David Lancaster

Interview Evaluation Form Criteria

*How well does this firm show………*

Quality of the overall approach to the work, including a potential project timeline.

Leadership capabilities of the project manager and longevity to bring the project to completion. Single point of contact and can the single point lead this project successfully.

Approach to construction administration.

Proactive approach methodology for engaging staff into the details of the project. Establishing consensus and buyin.

Compatibility of the overall team. Team organization.

Availability of the team in terms of current workloads, team member assigned projects currently underway.

Approach to cost estimating, services provided during construction, errors & omission avoidance and schedules.

Utilization of Historically Under-Utilized Business (HUBs)
EAST CAROLINA UNIVERSITY
BOARD OF TRUSTEES COMMUNICATION

ITEM FOR INFORMATION

Subject: Status of Construction Projects

Background:

Attached is the status of construction projects as of September, 2004.

The attached schedules update information concerning projects under construction and projects under design.

Respectfully submitted,

Charles M. Hawkins
Interim Vice Chancellor for Administration and Finance

Attachments

September 2004
WEST END DINING:
Funding Source:  Self Liquidating Project – Student Life
A 600 seat dining hall offering food court venues and enhancing food service for students in the central and west areas of the campus. A formal campus plaza is also included. Design and Construction Costs are $12,675,000.
Designer:  Calloway, Johnson, Moore and West, Winston Salem, NC
General Contractor:  D.H. Griffin, Inc., Raleigh, NC

Project Completion Date:  September 27, 2004
Anticipated Completion Date:  November 17, 2004
PROJECT STATUS:  Project is under construction and approximately 80% complete. The flat roof portion is complete and the clay tile roof work has started. The storefront system, including glass is 80% complete. Site landscaping has begun on the student plaza side of the building. Reade Street water taps are complete. Drywall work inside the building is 75% complete. Mechanical, Electrical, and plumbing rough-ins on the 1st floor are 85% complete. The contractor is claiming 18 days of delay due to winter weather and rain.

RIVERS BUILDING ADDITION:
Funding Source:  Higher Education Bond Project
A three story, 35,000 SF addition and 4,000 SF Renovation to the Rivers Building. Space provided will include offices and classrooms for Nursing and Human Environmental Sciences. Design and Construction costs are $10,070,000.
Designer:  Pearce, Brinkley, Cease & Lee Architects, Raleigh, NC
General Contractor:  D.H. Griffin, Inc., Raleigh, NC

Project Completion Date:  February 27, 2004.
Anticipated Completion Date:  July 16, 2004
PROJECT STATUS:  The project had a notice to proceed date of December 30, 2003. ECU and the State Construction Office took beneficial occupancy of the building on August 4, 2004 with the exception of the site work, the large lecture auditorium and the punch list. The punch list for the building is approximately 80% complete. The lecture auditorium was completed August 25, inspected and accepted with a punch list. The site work is expected to be complete by September 8, 2004. Contractor is claiming 89 days of delay for wet weather and foundation problems.
STATUS OF CAPITAL CONSTRUCTION PROJECTS
EAST CAROLINA UNIVERSITY

FLANAGAN BUILDING RENOVATION:
Funding Source: Higher Education Bond Project
This structure will be renovated to address academic space needs for several academic units including: Archaeology, Anthropology, Geology, Institute for Coastal and Marine Resources, Coastal Resource Management, and Math & Science Education. Project Budget is $13,844,000.
Designer: Brown Jurkowski Lord Aeck Sargent, Raleigh, NC
General Contractor: Hudson Brothers Construction, Greenville, NC

Project Completion Date: November 7, 2004
Anticipated Completion Date: November 7, 2004

PROJECT STATUS: Project is under construction and approximately 65% complete. Most of the site utility relocations are completed. Prime Painting and ceiling grid is underway on the 1st thru 3rd floor. Roof replacements are nearly complete. New windows have been installed. Air Handling units have arrived and are installed and the building is connected to the central chilled water plant at Science and Technology. HVAC units are active on the 3rd floor as casework has been delivered and is being installed.

ALLIED HEALTH, NURSING AND HEALTH SCIENCES LIBRARY:
Funding Source: Higher Education Bond Project
New construction on the Health Sciences Campus that will re-locate the Schools of Allied Health, Nursing and the Health Sciences Library to the School of Medicine Campus. The building will be a 3 and 4-story structure, consisting 303,000 SF, a 25-acre site with parking lots, and a new campus entrance.

Designer: Walter, Robbs, Callahan and Pierce, Winston Salem, NC
CM @ Risk: Bovis Lend Lease, Raleigh, NC

Project Completion Date: January 24, 2006
Anticipated Completion Date: January 24, 2006

PROJECT STATUS: The project is under construction with a notice to proceed issued on August 2, 2004. The start of construction and cash flow was delayed almost 120 days construction market uncertainty and the difficulty in negotiating a guaranteed maximum price with the CM@Risk during a rapid escalation in construction cost. The site clearing is 90% complete and the site grading has begun. Foundations will begin in late September, with steel erection scheduled to begin mid-October. The first set of bid packages were received on July 8th and all significant bidding is expected to be complete by mid September. A web camera has been established to observe the construction at http://150.216.193.13/view/view.shtml
BASEBALL STADIUM EXPANSION:
Funding Source: Self Liquidating Project – Educational Foundation (Pirate Club)
Project consists of Construction of a new 3,000-seat baseball stadium to replace the existing seating bowl at Harrington Field. The new seating bowl will contain bleachers and individual seats, a press box and upgraded areas for booster club participants. Beneath the seating bowl will include coaching offices, locker, training and equipment rooms. Project budget is $9,735,000.

Designer: Walter, Robbs, Callahan and Pierce, Winston Salem, NC
CM @ Risk: TA Loving Construction, Goldsboro, NC

Project Completion Date: February 17, 2005
Anticipated Completion Date: February 17, 2005
PROJECT STATUS: The Project is under construction and approximately 28% complete. Slabs-on-grade are 95% complete and structural steel is 30% complete. Structural precast is scheduled to begin the week of September 13. Interior masonry walls are 80% complete. Work on the elevator tower has begun. Dugout walls and roofs are complete. Dugout floors and steps are expected to be complete by September 8. Parking lot curb and gutter is underway and the bathroom rough-ins is near completion. A web camera has been established to observe the construction at http://www.taloving.com/ecubaseball
STATUS OF CAPITAL PROJECTS UNDER DESIGN
EAST CAROLINA UNIVERSITY

PIRATE CLUB AND TICKET OFFICES:
Funding Source: Self Liquidating Project – Educational Foundation (Pirate Club)
Construction a new facility for the Pirate Club Offices and Athletic Ticketing Operations.
Project budget is $2,500,000. The building will be a 13,700 GSF two story structure with offices, operations areas and conference room

Designer: Davis Kane Architects, Raleigh, NC

Project Status: Schematic Design is complete and comments have been received from State Construction and Department of Insurance. Project is awaiting Board of Trustee approval of the Schematic Design and Building Elevations. The review and approval was deferred until the new Athletic Director has been hired.

COLLEGE HILL SUITES – PHASE I:
Funding Source: Self Liquidating Project – Student Life
Project consists of construction of a new 488 bed Residence Hall in a suite style arrangement. Project is sited between Tyler Residence Hall and Todd Dining. The project budget is $27,700,000.

Designer: Burt Hill Kosar, Philadelphia, PA
CM @ Risk: Skanska USA Building, Inc., Raleigh, NC

Project Status: The Construction Documents will be submitted to State Construction and the Department of Insurance on September 24th. We plan to have an early site package to State Construction by September 10th. This will include underground utility re-locations in the building footprint and any basement and building footing work. We have reconciled the cost estimate differences between the Architect and the CM@ Risk Design Development cost estimate. The CM@Risk and the Design Team continue to perform Construction Document constructability reviews.

FLETCHER MUSIC ADDITION:
Funding Source: Higher Education Bond Project
Project consists of a 17,000 GSF addition to the Fletcher School of Music. The addition will add rehearsal and practice room to meet the student growth of the School of Music.

Designer: Calloway, Johnson, Moore & West, Greensboro, NC

Project Status: Construction Documents are nearly complete. Design elements related to emergency power, construction sequencing and maintaining functional use of the existing spaces during construction are being added to the documents. Anticipate completion of the documents and ready for bid by December 2004.
STATUS OF CAPITAL PROJECTS UNDER DESIGN
EAST CAROLINA UNIVERSITY

OLD CAFETERIA RENOVATION:
Funding Source: Higher Education Bond Project
Renovation of the 54,800 GSF building constructed in 1909. The renovation will primarily address deferred maintenance needs related to mechanical, electrical, plumbing and building systems. The project will include modernization of the building to office space and renovation of Student Financial Aid offices. The South Wing ground floor offices including Student Loans and the Cashiers Office were recently renovated and will remain unchanged. Project Budget is $7,326,000.

Designer: Davis Kane Architects, Raleigh, NC

Project Status: Schematic Design and reviews have been completed. Design Development Documents will be submitted September 10th to ECU and State Agencies for review.

MENDENHALL STUDENT CENTER AND LEDONIA WRIGHT CULTURAL CENTER STUDY:
Funding Source: Self Liquidating Project – Student Life
This is a first phase design study to analyze and program the space requirements for an expansion and renovation of the Student Union and Cultural Arts Center that maintains pace with increasing enrollment. Mendenhall and the Ledonia Wright Cultural Center currently occupy about 123,000 square feet of floor space. Enrollment projects define a need to increase the student center up to 320,000 square feet. A renovated and expanded student/campus services center would include relocation of the Ledonia Wright Cultural Center, additional 1000 seat banquet room, additional meeting rooms, student organization offices, lounge spaces, gallery spaces, media center, entertainment spaces, retail spaces, business center, expanded game areas, enlarged Hendrix Theatre, etc.

Designer: The Freelon Group, Inc., Research Triangle Park, NC

Project Status: Design proposal has been forwarded to the State Construction Office for contract approval and execution. Anticipate the study to begin within the next 30 days.
**NORTH RECREATIONAL FIELDS:**

Funding Source: Self Liquidating Project – Student Recreational Services
This project is an incremental development of a 129 acre site for additional recreational sports fields to accommodate enrollment growth in the student population. The site is outside the city limits of Greenville at the intersection of highways NC 33 and US 264. The site development includes new roadways, parking, infrastructure, support facilities, and fields for intramurals and club sport activities. Once the site is fully developed, fields would include but not be limited to football, softball, soccer, rugby, lacrosse, ultimate Frisbee, and field hockey. A large lake for boating and swimming, a skate park, a student services building and an amphitheater have also been considered in the planning effort.

**Designer:** Site Solutions, Inc., Charlotte, NC

**Project Status:** Design proposal has been forwarded to the State Construction Office for contract approval and execution. Masterplan study has begun.

---

**STADIUM MAINTENANCE REPAIRS:**

Funding Source: Self Liquidating Project – Athletics
This Project includes continued maintenance repairs on Dowdy-Ficklen Stadium. Major projects include selected seat replacement, pre-cast guard rail repairs, sanitary sewer upgrades, replacement of plumbing fixtures on North and South sides, renovation of the visitor’s locker room, North and South side electrical upgrades and modifications, press box roof replacement as well as restroom and concession roof replacements. The project budget of $2,600,000 consists of approximately 30 smaller projects of various size and scope.

**Designer:** To be selected as necessary

**Project Status:** Approved in the last legislative session. Project planning is just getting underway with almost all of the repairs and renovations beginning at the conclusion of the football season.
A question was raised in the previous Board of Trustees Meeting regarding the feasibility of a computer requirement for all entering ECU students. The question has been addressed previously as follows:

1. Jeff Huskamp, the former CIO, chaired a large committee that included faculty from each of the colleges, unit administrators, and personnel from admissions, student life, and housing, as well as representatives from ITCS. In a process that lasted more than a year the committee examined the policies of other universities that required all incoming students to have a computer, solicited and discussed input from all faculty, and considered the existing and future plans for open student labs on campus. All aspects of our incoming population were discussed relative to high school experiences with computers, economic ability to afford a computer, off-campus connectivity, etc. The current policy of allowing each department to select the requirement was the nearly unanimous choice of the committee.

2. Last year the Faculty Senate voted (overwhelmingly) against a campus-wide computer requirement. The present chair of the Senate, Dr. Catherine Rigsby, feels that if a vote were taken now on the question, the response would be the same. The feeling is that a campus-wide requirement without regard for the needs and design of the curriculum is not the way to "bring students into the age of technology." The Senate supported the idea that individual units/programs were free to require their students to purchase computers, thus leaving the computer issue firmly in the hands of those who are designing the curriculum for the various degree programs.

Dr. Rigsby added that she feels that the ACE program is doing a very good job of helping students with computer issues on campus and working with the dozen or so units that do have computer requirements. Given the presence of 68 computer laboratories with 2000 desktop machines, one network outlet per dormitory bed, 62% wireless coverage, and electronic card catalogues and other library databases that students must use, there is a strong technology presence at ECU that transcends the need for a computer ownership requirement.

A university-wide computer requirement may also place us in an awkward support position. Since roughly 90% of our students own a computer upon enrollment, a university-wide requirement could put us in the position of supporting machines which students already own and which (1) we are not certified to support or (2) have non-standard configurations, thus risking the voiding of warranties.

In summary, the current unit-level computer requirement is working well, allowing a co-development of the units’ curricula and the University’s ability to service the required machines.

Jack Brinn
Interim CIO
ITEM FOR INFORMATION

Subject: Student Fees/Tuition Adjustments

Background:

There are three processes that begin in September regarding adjustments to student fees and tuition. One is a Task Force with student and administrative members from each UNC Institution that recommends an overall increase in tuition rates to the Board of Governors.

The second process focuses on student fee adjustments for East Carolina University and results in recommended changes to the SGA, Board of Trustees and Board of Governors.

The third process focuses on campus-based tuition adjustments to meet the most critical needs of East Carolina University and results in recommended changes to the university community, Board of Trustees and Board of Governors.

The attached schedules provide current information on the processes for student fees and campus-based tuition adjustments.

Respectfully submitted

Charles M. Hawkins
Interim Vice Chancellor for Administration and Finance

Attachments

September 2004
### EAST CAROLINA UNIVERSITY

#### Tuition and Student Fees

**2005-06 Proposal**

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| TOTAL REQUIRED FEES (ANNUAL-REG TERMS RATES) | 1,008.00 | 1,048.00 | 1,090.00 | 1,141.00 | 1,185.00 | 0.00% | 1,185.00 | 0.00% |

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<td>50.00%</td>
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<p>| OTHER FEES:                                        | VCFA | 45.00 | 45.00 | 45.00 | 50.00 | 50.00 | 50.00 | 50.00 | 0.00% |
| APPLICATION FEE - UNDERGRAD | VCGA | 45.00 | 45.00 | 45.00 | 50.00 | 50.00 | 50.00 | 50.00 | 0.00% |
| APPLICATION FEE - MEDICAL SCHOOL | VCHA | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 50.00 | 0.00% |
| TRANSCRIPT | VCA  | 5.00  | 5.00  | 5.00  | 5.00  | 5.00  | 5.00  | 5.00  | 0.00% |
| RETURNED CHECK | VCAF | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 0.00% |
| LATE PAYMENT | VCFA/VCA  | 10.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 25.00 | 0.00% |
| GRADUATION - Replaced | CHANCELLOR | 25.00 | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |</p>
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<tr>
<td>4 Meet with SGA President/Treasurer to review schedule and SGA participation</td>
<td>August, 2004</td>
<td>AVC Financial Services</td>
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<tr>
<td>5 Set up orientation with SGA Executive Council</td>
<td>September, 2004</td>
<td>AVCF/SGA Pres</td>
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<tr>
<td>6 Initial meeting with Student Fee units providing guidelines for 2004-2005 Student Fees and Cash Reports</td>
<td>September, 2004</td>
<td>Financial Services</td>
<td>Student Representatives cannot be appointed until October.</td>
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<tr>
<td>7 SGA identifies representatives for each of the following Student Fee units: Student Union &amp; MSC Operations; Special Funds – Recreational Services; Athletics; Student Health; Educational &amp; Technology; Student Transit – also work with Student Transit Board.</td>
<td>October 8, 2004</td>
<td>SGA</td>
<td>The SGA representatives will consist of one Executive Council member for each group and four legislative representatives. The representatives will work with the University administration on the following units. A total of 25 SGA representatives, (five for each group or unit), will be chosen. The fund group/unit(s) are as follows: 1) Student Union &amp; Mendenhall Student Center Operations 2) Recreation Services 3) Athletics 4) Student Health 5) Education &amp; Technology 6) Transit (President &amp; Treasurer serve on the Transit Board)</td>
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<tr>
<td>8 Budget Packages due from Student Fee Units</td>
<td>October 29, 2004</td>
<td>Student Fee Units</td>
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<td>9 Other Fee requests due (e.g. application fees, orientation fees, etc)</td>
<td>November 3, 2004</td>
<td>Financial Services</td>
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<tr>
<td>Task</td>
<td>Approximate Date</td>
<td>Responsibility</td>
<td>Prior Year Notes</td>
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<tr>
<td>10 Review budget packages with individual units and modify as necessary.</td>
<td>November 1, 2004 – November 9, 2004</td>
<td>Financial Services/Student Fee Units/SGA Representatives</td>
<td>Respective SGA representatives are invited to attend</td>
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<tr>
<td>11 Prepare Summary Schedules</td>
<td>November 10, 2004</td>
<td>Financial Services</td>
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<tr>
<td>12 Review Summary Schedules with Fee Review Committee and Chancellor's Cabinet</td>
<td>November 12, 2004</td>
<td>AVCF</td>
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<tr>
<td>13 Send Summary Schedules to SGA for distribution</td>
<td>November 15, 2004</td>
<td>AVCF</td>
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<tr>
<td>15 Meet with SGA for Review</td>
<td>November 17, 2004</td>
<td>Student Fee Units, SGA, Financial Services</td>
<td>SGA Legislator Presentation</td>
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<tr>
<td>16 Prepare Board of Trustee Package</td>
<td>Complete by November 28, 2003</td>
<td>Financial Services</td>
<td>Package needs to be mailed at least 2 weeks before the meeting</td>
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<tr>
<td>17 Letter from SGA President to Chancellor regarding Student Fees</td>
<td>Complete by November 29, 2004</td>
<td>SGA President</td>
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<td>18 Present to Finance &amp; Facilities Committee</td>
<td>December 10, 2004</td>
<td>AVC Fin</td>
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<tr>
<td>19 Present to Board of Trustees</td>
<td>December 10, 2004</td>
<td>VC Finance/Fin/Fac'l Chair</td>
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<tr>
<td>20 Prepare Schedules and package for General Administration</td>
<td>January 18, 2005</td>
<td>Financial Services</td>
<td>Financial Director</td>
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<tr>
<td>21 Schedule Follow-Up with SGA President and/or SGA for future improvements to the process</td>
<td>March, 2005</td>
<td>AVC Fin</td>
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</tbody>
</table>
## Campus Based Tuition Task List for 2005-2006

<table>
<thead>
<tr>
<th>Task</th>
<th>Approximate Date</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Review Critical Needs for University</td>
<td>September, 2004</td>
<td>Chancellor's Executive Council</td>
</tr>
<tr>
<td>2 Determine if CBT process needs to be initiated</td>
<td>September, 2004</td>
<td>Chancellor's Executive Council</td>
</tr>
<tr>
<td>3 Form Campus Based Tuition Review Committee upon approval of Chancellor</td>
<td>September, 2004</td>
<td>SGA President, 2 Representatives; President of Staff Forum, 2 Faculty Senate Representative, Academic Affairs and Allied Health/SCOM; Dean's Representative, Director of Financial Aid, VC Academic Affairs, VC Administration and Finance, Assoc VC Brody School of Medicine, IPRE Director</td>
</tr>
<tr>
<td>4 Assemble required information for review by Committee</td>
<td>September 2004</td>
<td>VCAF and Director IPRE</td>
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<tr>
<td>5 Meet with Focus Groups (SGA meeting, Open Student Forums, Staff Forum, Faculty Senate Budget Committee, Faculty Senate, Campus open Forums)</td>
<td>October/November</td>
<td>VCAF, VCAF, IPRE Director, SGA President</td>
</tr>
<tr>
<td>6 Assemble draft package and comments for review with Campus Based Tuition Committee</td>
<td>November 2004</td>
<td>VCAF, IPRE</td>
</tr>
<tr>
<td>7 Work with Finance and Facilities Chairperson</td>
<td>October, 2004 thru December 2004</td>
<td>VCAF</td>
</tr>
<tr>
<td>8 Take Final Vote and Assemble Final Campus Based Tuition Package</td>
<td>Complete by November 29, 2004</td>
<td>VCAF</td>
</tr>
<tr>
<td>9 Prepare Press Release</td>
<td>December, 2004</td>
<td>VCAF/News &amp; Comm Syos</td>
</tr>
<tr>
<td>10 Prepare Board of Trustee Package</td>
<td>Complete by November 10, 2004</td>
<td>Financial Services</td>
</tr>
<tr>
<td>Task</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>11 Letter from SGA President to Chancellor regarding Campus Based Tuition</td>
<td>Complete by November 30, 2004</td>
<td>SGA President</td>
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<tr>
<td>12 Present to Finance &amp; Facilities Committee</td>
<td>December 10, 2004</td>
<td>VCAF</td>
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<tr>
<td>13 Present to Board of Trustees</td>
<td>December 10, 2004</td>
<td>VCAF</td>
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<td>14 Prepare Schedules and package for General Administration</td>
<td>January 18, 2005</td>
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<td>March, 2005</td>
<td>VCAF</td>
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