AGENDA
ECU Board of Trustees
Facilities and Resources Committee
Mendenhall Student Center, Great Room 1
February 21, 2008
12:00 Noon

I. Minutes
   A. Facilities and Resources Committee meetings of
      November 6, 2007, January 8, 2008 and January 28, 2008
          Action

II. UNIVERSITY ADVANCEMENT
   A. Second Century Campaign Overview
          Action
   B. Campus Branding Initiatives
          Discussion

III. ADMINISTRATION AND FINANCE
   A. Resolution Approving the Issuance of Special
      Obligation Bonds
          Action
   B. Family Medicine/Geriatrics Center
          Action
   C. Dental School Building Site
          Action
   D. Property
          Action
      • Severance of Three Modular Offices
      • 920 E. 14th Street
   E. Designer Selections
          Action
      • Brody Roof Replacement Lower Sections (Design)
      • Bate Roof Replacement
      • Messick and McGinnis Window Replacement
      • Aycock and Jones Dormitories Fire Sprinklers
      • Replacement of Condensate Line From Steam Pit
to Green Mill Run Bridge
      • Campus Lighting Master Plan (Design)
F. Alumni Walk Concept  Action
G. 10th Street Connector Project  Information
H. Chancellor Residence Update  Information
I. Capital Project Notebook  Information
J. Architectural Guidelines Update  Information
K. Master Plan Update  Information
L. Wright Fountain Update  Information
M. Status of Major Capital Projects  Information
N. Other
Participants: David Redwine, Chair, and Mark Tipton. By telephone: Robert Brinkley, Carol Mabe and Margaret Ward. Bob Greczyn was also in attendance.

Mr. Redwine called the meeting to order at 9:23 a.m.

Mr. Seitz led a discussion of action items needing approval between Board meetings. Faxes have been used in the past but a telephone conference call was used to approve the design firm for the Campus Master Plan. On small projects the committee can act for the Board, but the Committee agreed that the full Board should be involved with the Master Plan. The information flow to the Board is essential, but fax approvals should be used only in case of emergency.

Designer and Construction Process for Capital Projects

Mr. Redwine addressed the issue of telephone conference calls between Board meetings and whether the committee wanted to act on behalf of the full Board. Mr. Greczyn stated that phone calls work well and as long as critical needs are met, committees should make decisions.

Discussion followed regarding flow of information, distribution of materials and minutes, swift turnaround for some action items, delegated authority, executive summaries, and conference calls. The Facilities and Resources Committee has delegated authority from the full Board to make decisions regarding designer selection, leases, and real estate transactions below $50,000. Recommendations from the committee based on action items, with background information, should be presented to the full Board. Approval of plans, specifications and acceptance of buildings is the responsibility of the full Board.

Recommendations are made to the Facilities and Resources Committee of three designers in numerical order which are presented to the full Board for approval. Discussion of staff responsibilities, Board participation and structure for the approval process followed. Mr. Tipton requested review of RFPs and Mrs. Ward would like architectural guidelines for the university. Mr. Redwine and Mr. Greczyn suggested developing a document outlining the designer and construction process to be reviewed at the November meeting.
CM@Risk

Mr. Redwine introduced the CM@Risk option for capital projects. Mr. Seitz referred to the summary prepared by General Administration describing how CM@Risk was developed, listing benefits, disadvantages and implications for improvements.

Dr. Harrell described the options for construction for state institutions. Discussion of construction phases followed. Mr. Bagnell presented a summary of the CM@Risk process. Mr. Brinkley suggested checking with General Administration to determine if changes can be made to the process without legislation. He made a motion, which passed unanimously, for Mr. Tipton and staff to meet with appropriate people in the general contracting field to discuss improvements that could be made to the CM@Risk process.

Mr. Durham suggested setting a standing meeting time between committee meetings to consider issues that arise which need to be resolved. Mr. Redwine suggested that the committee consider dates and discuss at the November 29 committee meeting.

Master Plan Process

Mr. Seitz referred to the master plan document distributed to the committee. Board members will be asked to serve on various work groups and the committee will be informed of progress. The Board will be involved in the entire process and final decisions will be made by the Board.

Greek Village

A trip is planned for a small group with Student Affairs and two Board members to visit campuses with Greek Villages. The Executive Committee will give an update to the Board at the November meeting. The Facilities and Resources Committee will be involved later in the process.

The meeting was adjourned at 12:05 p.m.
Chairman Redwine called the meeting to order at 10:05 a.m. Committee members attending were David Redwine, Carol Mabe, and Mark Tipton. Robert Brinkley joined by telephone.

Chairman Redwine read the Conflict of Interest statement and asked members to identify any such conflicts. There being no conflicts reported, Mr. Redwine continued the meeting by asking for a motion approving the minutes of November 29. Mr. Tipton requested clarification of his appointment to oversee EC Scholars. The minutes were unanimously approved.

**Designer Selection**

Mr. Seitz presented the designer selection for the Joyner Library Master Plan Feasibility Study. Discussion followed regarding the purpose of the project. Mr. Redwine presented the motion to approve the designer selection which passed unanimously.

**Design and Construction Process for Capital Projects**

Mr. Seitz presented a draft design and construction project document for review.

- Board members will be involved early in the process.
- Projects can be changed, with associated costs.
- E-mail from Mr. Bagnell to Facilities and Resources Chair regarding new projects will be developed.
- Needs are identified by Campus Operations and priorities are designated by the Chancellor’s Executive Council.
- Master planning will facilitate decision making.
- Mr. Harrell and Mr. Bagnell with draft architectural guidelines for Main Campus and West Campus.
- Mr. Tipton and Mr. Redwine would like list of all projects in a notebook to be updated as appropriate.
- State funded and self-liquidating projects lists will be sent to the committee.
- New projects will require a bond referendum.

**Chancellor’s Residence**

Mr. Seitz referenced the documents provided to the committee. Discussion followed regarding location, private and public space, zoning, needs of a chancellor’s family and the university, options for change and funding.
Mr. Brinkley and Mr. Redwine recommended a summary of strategic issues be prepared to aid in determining what could facilitate a different residence to be presented at the committee’s next meeting.

**Downtown Development**

Mr. Morris presented information regarding the downtown development process. Discussions are on-going with the City of Greenville, Pitt County, Uptown Greenville and possible developers. One consideration is the use of university (state) owned property. The Committee members expressed support of using university property if a project was mutually beneficial for all involved. ECU’s master plan will address all university property including the warehouse district. The Committee will be updated as the process develops.

**Wright Fountain**

Mr. Bagnell presented a brief history and status of the Wright Fountain project. The original plan was more expensive than anticipated and the design of the project was revised to reduce costs after the Chancellor’s Executive Council reviewed the original project. The fountain was changed to a single tier with a geiser, the paved walkways were reduced in size, and some seat walls were removed. Equipment has been purchased for the fountain base. Use of alternative building materials and funding options were discussed. Mr. Redwine talked with Mr. Nelson at General Administration who indicated that R&R funds could be used for the shortfall in funds. The Committee decided to have the original project plan rebid.

**CM@Risk**

Mr. Seitz referred to the summary of his conversation with Rob Nelson regarding changes to the CM@Risk process. Mr. Nelson advised proceeding cautiously. Mr. Tipton stated that change is resisted even though it is needed. The AGC is resistant and there is not enough support to make changes to the process.

**Dental School Update**

Mr. Bagnell presented a brief update on the Dental School. The project is at the end of programming with the designer and a site is under consideration adjacent to the nursing building on the medical campus. David Brody is serving as Board representative. The project will be presented to the Board in February. Discussion followed regarding enrollment growth for the medical school, impact on nursing, site selection related to programmatic needs, space needs for future growth and cross-utilization.
North Recreation Fields

The project is in phase one and is funded through student fees. Athletics has need for additional facilities and discussion is taking place to help develop phase two of the project which would help both groups. Athletics and Recreation are also looking at the Blount Recreational Fields as a location for further development.

Family Medicine Center

Mr. Seitz gave a brief update of the status of the project. Discussion of funding options followed.

Properties

A number of small properties adjacent to campus are being reviewed for purchase. As the Executive Council decides to proceed each proposal will be presented to the Board for approval. Mr. Tipton recommended that every piece of property that becomes available should be purchased.

The meeting was adjourned at 2:35 p.m.
ECU Board of Trustees  
Facilities and Resources Committee  
January 28, 2008 Teleconference  
Chancellor’s Conference Room  
105 Spilman Building  

MINUTES

Chairman David Redwine called the meeting to order at 11:03 a.m. The following Board members were on the telephone: Bob Greczyn, David Redwine, Robert Brinkley, Mark Tipton, Bruce Austin, Margaret Ward and Carol Mabe.

Mr. Durham read a conflict of interest statement on behalf of Mr. Redwine and asked members to identify any such conflicts. There being no conflicts noted, Mr. Redwine directed Mr. Seitz to proceed with the agenda.

Mr. Seitz called attention to the six-year appropriated capital improvements priorities provided in the materials and gave a brief summary of the state process for designating and changing priorities. He recommended that the committee approve a change in the order of the priorities. After discussion of the Family Medicine/Geriatrics Center history and the need for the Science and Biology Building, Mr. Tipton presented a motion that the following priorities be designated and forwarded to the Board of Governors: (1) School of Dentistry, (2) Family Medicine/Geriatrics Center, (3) Biology and Science Building, (4) Shared Academic Building (Colleges of Business and Education) and (5) Performing Arts Building as the top 5 priorities for six-year appropriated capital improvements priorities for 2007-2013. The motion was seconded by Ms. Mabe and passed unanimously.

Mr. Seitz reviewed the non-appropriated capital improvement project process. Discussion followed regarding how projects are proposed, approved and submitted to General Administration and the Board of Governors. Mr. Floyd and Mr. Johnson were present to answer questions regarding athletics and student life. Mr. Bagnell was present to discuss other campus facilities. The 2008 self-liquidating projects were presented for approval. Mr. Tipton presented a motion which was seconded by Ms. Mabe. The Facilities and Resources Committee approved the motion unanimously.

The meeting was adjourned at 12:35 p.m.
Second Century Campaign: Fulfiling ECU’s Vision for Leadership and Service

Purpose: Support ECU’s Strategic Plan

Duration: Advance Phase: May, 2004—March 27, 2008
Public Phase: March 28, 2008—December 31, 2012

Goal: $200,000,000.00 (confidential)

Key Components: Build endowment; Strengthen Scholarship and Financial Aid Programs; add Distinguished Professorships; support for Leadership Initiatives; Research Support; Campus Capital Projects; Annual & Deferred Gifts for Departments, Colleges, Libraries, Centers & Institutes

Jan.-March, 2008 Key Dates/Events:
- Academic Leaders Campaign Workshop—2/7
- ECU Med & HS Foundation Board Retreat—2/8
- Board of Trustees Meeting—2/21-22
- Board of Visitors Meeting—2/28
- Campaign Kickoff—Thursday, March 27, 2008
- ECU Foundation Board Mtg. in Charleston—3/28-30

Activities in Progress:
- Ongoing Prospective Donor Evaluations
- Information Sessions
- Finalize Campaign Plan
- Case Statement Finalized & Printed
- Enlistment of Honorary Campaign Steering Committee
Campaign Support for Strategic Directions

1. **Education for a New Century**—Access Scholarships, EC Scholars, international study, graduate fellowships

2. **The Leadership University**—professorships, BB&T Leadership Center, leadership conferences, center for student success & service learning experiences.

3. **Economic Prosperity for the East**—scholarship programs for workforce development; research program support; private support for campus facilities projects.

4. **Health Care & Medical Innovation**—scholarships, professorships, research support, facilities.

5. **Arts, Culture & Quality of Life**—student support, lectureships, professorships, athletic program scholarship costs and facility enhancements, visual & performing arts center, conference center.
PRELIMINARY $ GOALS (as of 2/1/08)

STUDENT-CENTERED ($30.0 MM):

$10.0 MM  Need-based aid including the ECU Access Scholarship program

$10.0 MM  Merit scholarship programs including expansion of the EC Scholars program

$5.0 MM  International Studies initiatives

$5.0 MM  Initiatives supporting Student Success, Leadership & Engagement

FACULTY-RELATED ($55.0 MM):

$25.0 MM  Distinguished Professorships & Fellowships

$30.0 MM  Research Funds University-wide

CAMPUS SUPPORT ($30.0 MM):

$30.0 MM  Private Support for New Campus Facilities Initiatives—
            Family Medicine & Monk Geriatrics Ctr., Dental School
            ECHI, Visual & Performing Arts Center, Dowdy-Ficklen Stadium
            expansion, Athletic facilities, Alumni-University Conference Ctr.

ANNUAL GIVING/STRATEGIC INITIATIVES ($85 MM):

Annual gifts and strategic initiatives in support of each of ECU’s colleges,
schools, departments, libraries, athletic scholarships and program, institutes
and centers.

$85.0 MM

$200.0 MM
## Public institution Comparative Data

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<th>Endowment ($ millions)</th>
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Curtis Evans of Carolina Patch and Seal, left, installs a thermo plastic ECU Pirate logo with the help of Ray Kennedy of Flint Trading, at the intersection of Chancellors Way and Founders Drive on campus, Jan. 8. Eight new logos are being installed as part of a program initiated by the ECU Trustees to enhance the identity and sense of spirit on campus. The logos will be framed by a compass oriented to points east. (Photo by Marc J. Kawanishi)
A century ago, this was just a farm field.

A century ago, all of the colleges in North Carolina combined could not provide enough teachers for the eastern region of the state. Today, ECU provides more educators for all North Carolina schools than any other university.

A century ago, surgery often meant traveling great distances just to find a suitable facility and a surgeon. Today, physicians from around the world travel to Greenville to train with our faculty and in our facilities.

A century ago, it was estimated that the economic impact of East Carolina would be $2 million over thirty years. Today, the economic contribution of ECU is estimated to be $3 billion per year.

A century ago, North Carolina chartered the East Carolina Teachers Training School. Now East Carolina University officially celebrates its first one hundred years.

A century ago, there was great excitement about East Carolina.

There still is. Tomorrow starts here.
Some doctors cross oceans to see us.

At ECU, we’re teaching doctors from around the world new techniques such as surgical robotics, which are revolutionizing medicine.

The advances we’re showing the world are available to all of our patients, whether from Norway or New Bern. We’re ECU Physicians, the largest and most comprehensive medical practice in eastern North Carolina.

Call us or visit us online for more details on how ECU Physicians can provide health-care solutions for your entire family.

The newest treatments, close to home. That’s smart medicine.

For you, we’re a lot closer.

252-744-1111 • 800-722-3281
www.ecu.edu/ecuphysicians

ECU Physicians
Smart medicine
Item III. A. Resolution Approving the Issuance of Special Obligation Bonds

When the situation warrants it, ECU participates in a system-wide bond pool issued by the Board of Governors. General Administration periodically reviews these bonds to determine if refinancing is appropriate. General Administration has identified an opportunity for refinancing which includes a bond for ECU. Before General Administration can proceed, the ECU Board of Trustees must approve the enclosed resolution which is presented for the Committee’s review and approval.
RESOLUTION OF THE BOARD OF TRUSTEES OF
EAST CAROLINA UNIVERSITY
APPROVING THE ISSUANCE OF SPECIAL OBLIGATION BONDS

WHEREAS, East Carolina University (“ECU”) is a constituent institution of the University of North Carolina (the “University”);

WHEREAS, the Board of Governors (the “Board of Governors”) of the University has from time to time issued its revenue bonds to finance improvements at the ECU campus pursuant to the provisions of Chapter 116 of the North Carolina General Statutes, as amended, such bonds secured by pledges of revenue of the facilities or systems improved from the proceeds of such bonds as provided therein;

WHEREAS, under Article 3, Section 116D General Statutes of North Carolina (the “Act”) the Board of Governors of the University may issue special obligation bonds and bond anticipation notes, in anticipation of the issuance of special obligation bonds, payable from obligated resources to pay the costs of acquiring, constructing or providing a special obligation project at one of the constituent institutions of the University or refunding any obligations previously issued by the Board of Governors, including bonds issued under Chapter 116;

WHEREAS, the Board of Governors and its financial consultants from time to time review the viability of refunding all or a portion of bonds issued by the Board on behalf of ECU, including revenue bonds issued pursuant to Chapter 116;

WHEREAS, Section 116D-26(b) of the Act provides that the Board of Governors shall not issue any special obligation bonds for a project at a constituent institution unless the board of trustees of that institution has approved the issuance of bonds for that project, and the Board of Trustees of ECU wishes to approve the issuance of special obligation bonds from time to time by the Board of Governors to refund revenue bonds issued pursuant to Chapter 116 to finance improvements to the ECU campus if such refunding results in debt service savings to ECU (to the extent such approval is required for a refunding under the Act);

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of ECU as follows:

Section 1. Approval of Issuance of Bonds. The issuance of special obligation bonds by the Board of Governors under the Act to refund revenue bonds issued by the Board of Governors pursuant to Chapter 116 to finance improvements on the ECU campus is approved if such refunding results in debt service savings to ECU. The Board of Trustees intends that this resolution shall constitute the approval of the Board of Trustees of the issuance of special obligation bonds pursuant to the Act for the project initially financed by the revenue bonds, to the extent such approval is required under the Act.

Section 2. Effective Date. This Resolution is effective immediately.
ADOPTED AND APPROVED this ________ day of February, 2008.

THE BOARD OF TRUSTEES OF EAST CAROLINA UNIVERSITY

By: ________________________________

Secretary
Item III. B. Family Medicine/Geriatrics Center

Information regarding the Family Medicine/Geriatrics Center, including the elevations, is attached for the Committee’s review and approval.
Family Medicine Center/Monk Geriatrics Center

- **Size** - 113,000 square feet
  - 103,000 Family Medicine Center
  - 10,000 Monk Geriatrics Center
- **Cost** - $46,800,000 (Including the utility tunnel, completion of all spaces in the building and escalation of cost for construction delay)
  - $36,800,000 State funding
  - $2,500,000 Monk family gift
  - $1,000,000 Grant from Golden Leaf
  - $6,500,000 from practice plan Medicare Escrow account
- **Location** – Corner of Arlington and Heart Drive
- **Features**
  - Clinic Space
  - Faculty Offices
  - Administrative Offices
  - Sports Medicine
  - Physical Therapy
  - Diagnostics/Labs
  - Urgent Care Unit
  - Educational Space
  - Pharmacy
  - Resident Space
- **Tentative Construction Schedule** (will need to be adjusted)
  - Schematic Design 1/07 - 5/07
  - Design Development 5/07 – 9/07
  - Construction Documents 9/07 – 1/08
  - Bid/Award Contracts 1/08 – 5/08
  - Ground Breaking 5/08
  - Construction 5/08 – 7/09
  - Furniture and Equipment 7/09 – 9/09
    - Installation
  - Occupancy 9/09
- **Designer** – BBH Design
- **Construction manager** – Bid Single Prime – General Construction
Family Practice Center
Fact Sheet

○ The Eastern Carolina Family Practice Center was built in 1975 and encompasses 27K square feet
  ○ The new facility is designed to provide 113K square feet including the geriatric center.

○ Designed to accommodate a maximum of 100 patients per day.
  ○ Care is provided to 220-230 patients per day in the Family Practice Center not including patients who come to the facility to have labs drawn, to secure dental services, or have x-rays taken. The majority of patients cared for have complicated medical problems that often necessitate intensive service.

○ Designed for the delivery of care in an era of relatively low technology
  ○ All new technologies that require computer hardware, such as the electronic medical record and IDX scheduling and billing system (the physician practice management system), have been retrofitted to the center. The use of these technologies has significantly altered the smooth flow of patient care.
  ○ The cables and support devices for this technology have been placed in open bays and cramped available storage space with wires piled on the floor behind temporary dividers and behind storage shelving. Storage space also contains space for telephone and other electronic equipment. Safety concerns have arisen as a result of placing this equipment in areas that are not designed to accommodate it.

○ Designed to provide administrative office space for a maximum of 10 faculty
  ○ There are at least 20 faculty and seven physician extenders who now have offices in the FPC resulting in:
    ▪ Four “remodeled” offices which are 9' x 10’ and have 3 faculty or staff sharing them.
    ▪ A single office, 19’ x 5’, created from one wall of our Library space and which has 5 work cubicles for staff including our billing and coding staff who are crucial for obtaining payment for medical services provided by physician faculty.
    ▪ Four resident offices, which have 10 study carrels in an 18’ x 12’ room, shared by our residents and all other student learners who work in our Center.
    ▪ A secretarial pool with seven secretaries, copiers, and fax machines works in an area that is 750 square feet. They have absolutely no room to have any of the faculty members whom they support sit down for a private conversation.
Four transcriptionists work in a room that is 102 square feet.

- Designed for the training of 36 Family Practice residents and medical students on a Family Practice rotation.
  - In addition to 36 residents, we almost always have 4 medical students, and 3 - 4 other learners from nutrition, family therapy, the nurse practitioner and physician assistant program as well as other programs.

- Three managed care special assistants share a space that is 80 square feet and sometimes meet with patients there.

- The physical therapy operation has been moved to our Firetower office because there is not enough room for them at the Family practice Center.

- Storage space is woefully inadequate resulting hallways being crowded with storage carts and medical equipment. The lack of proper space makes inventory control almost impossible.
Item III. C. Dental School Building Site

The Dental School site plan is attached for the Committee’s review and approval.
SITE ASSETS & LIABILITIES

Site 1

Site 1 is located west of the Allied Health and Nursing Building. The site strategy is to create an internal campus green space, around which campus buildings are organized.

Assets

- Adjacent to the Laupus Library.
- Preserves potential sites for future buildings.
- Appropriate for a building of this scale.
- Excellent pedestrian access.
- Maximizes internal campus green space potential.
- Maximizes the building’s southern exposure and the associated environmental benefits.
- Good access to potential loading and building service areas.
- Close to the campus utility tunnel requiring short service extension.

Liabilities

- Recommends reduction in existing parking lot.
- Could impact future expansion of Allied Health and Nursing Building.
- Limits public visibility of the Dental School from Route 43.

Site 2

Site 2 is located southeast of MacGregor Downs Road and northeast of the site of the future Family Medicine Building. It is aligned with the proposed site of the Family Medicine Building as well as the existing surface parking lot to the southeast.

Assets

- High public visibility on MacGregor Downs Road.
- Good public vehicular access.
- Adjacent to the Family Medicine Building.

Liabilities

- Requires the longest extension of central utilities from the central utility tunnel.
- Existing surface parking lot is reconfigured.
- Results in remote parking.
- Site is not oriented in a north-south axis, reducing building's southern exposure and the environmental benefits gained from this orientation.
- Is a catch basin and might have geotechnical issues.
- Remote from the Laupus Library.
SITE ASSETS & LIABILITIES

Site 3

Site 3 is located between the Cardiovascular Institute and the future Family Medicine Building.

Assets
- Modest extension of the central utilities from the central utility tunnel.
- Preserves existing surface parking lot.
- Locates the Dental School near other health sciences buildings with clinical functions.

Liabilities
- Parking occupies prime building sites and eliminates interior campus green space.
- Site is not oriented in a north-south axis, reducing building's southern exposure.
- Reduced public visibility from Route 43 compared to other sites
- Remote from the Laupus Library.
- ECU FE&AS stated that the site is currently being considered for another project and might not be available.

Site 4

Site 4 is located northeast of the Cardiovascular Institute building and southwest of the Allied Health and Nursing building.

Assets
- Shortest extension of central utilities from the central utility tunnel.
- Preserves existing surface parking lot.

Liabilities
- Parking occupies prime building sites and eliminates interior campus green space.
- Site is not oriented in a north-south axis, reducing building's southern exposure.
- Low public visibility from adjacent roads.
- Site is accessed from a service road.
- Limited building expansion potential.
- ECU FE&AS stated that the site is currently being considered for another project and might not be available.
SITE ASSETS & LIABILITIES

Site 5

Site 5 is located northwest of the Allied Health and Nursing Building.

Assets

- Allows multiple building siting options that respond to the Campus Master Plan.
- Provides more than adequate area for a building of this size.
- Excellent public visibility with the potential to serve as a landmark to aid wayfinding for patients and visitors.
- Excellent vehicular access and allows for the necessary parking adjacent to the building.
- Parking can be organized so as not to dominate either the Dental School Building or the overall Health Sciences Campus, preserving interior green space for the Campus.
- Allows the building to be sited directly on a north-south axis.
- Storm water management strategies using retention basins and bio-swales can be used on the existing campus and northwest of the MacGregor Downs Road.
- Adjacent to the Laupus Library.
- Affords multiple future expansion alternatives for the Dental School and Allied Health and Nursing Building.
- Excellent views to the Campus to the south.
- Good access to all the required utilities.
- Good vehicular and service access.

Liabilities

- Length of the central utilities extensions from the central utility tunnel is longer when compared to other sites.
- More challenging to integrate Dental School Building into overall Campus and Health Sciences Community.
Item III. D. Property

There are two property items for the Committee’s approval:

- Severance of Three Modular Offices, Belk Annex #2, #4 and #5, located on Oglesby Drive and adjacent to the Belk building
- 920 East 14th Street

Please see the attached materials describing the properties.
MEMORANDUM

TO: John Durham
FROM: Kevin Seitz
DATE: February 4, 2008
SUBJECT: Request for Approval to Sever Three Modular Offices Adjacent to Belk Building

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the request to sever three modular offices adjacent to the Belk Building. The units are Belk Annex #2, #4 and #5 on Oglesby Drive. The recommendation is attached for review.

Please contact Scott Buck at (252) 328-6910 if you have any questions regarding this recommendation.

Attachment
cc: Scott Buck  
    Bill Bagnell
MEMORANDUM

TO: Kevin Seitz

FROM: Scott Buck

DATE: January 25, 2008

RE: Request Board of Trustees Approval to Sever Three (3) Modular Offices Adjacent to Belk Building

Request Board of Trustees approval to sever three modular office units adjacent to the Belk Building in concert with the Belk Building renovation project. Units identified are Belk Annex #2, #4 and #5 which are in poor condition.

A fourth unit, Belk Annex #6, will be relocated to the West Research Campus.

Contingent on Board of Trustees approval, we will request the State Property Office obtain Council of State approval.

cc: Bill Bagnell
MEMORANDUM

TO: John Durham
FROM: Kevin Seitz
DATE: February 4, 2008
SUBJECT: Request for Strategic Property Acquisition – 930 East 14th Street

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the request for strategic property acquisition of 930 East 14th Street.

Please contact Scott Buck at (252) 328-6910 if you have any questions regarding this recommendation.

Attachment
cc: Scott Buck
MEMORANDUM

TO: Kevin Seitz
FROM: Scott Buck
DATE: February 4, 2008
SUBJECT: Request For Strategic Property Acquisition-920 East 14th Street

Request ECU Board of Trustees approval to purchase a house with detached apartment located at 920 East 14th Street, across from Belk Dormitory. Since the 1990's, ECU has been acquiring strategic properties along with south side of East 14th Street and to date have acquired all but four properties between Berkley Drive and the ECU Steam Plant.

The site is 0.25 acres with a 1,606 square foot brick and frame house with a 909 square foot detached apartment. The house is in fair condition and the apartment is in poor condition.

With the assistance of the State Property Office, a purchase price of $165,000 was negotiated. Contingent on ECU Board of Trustees approval, we will seek additional approvals from UNC General Administration, Joint Commission on Governmental Operations and Council of State.

Source of funds shall be from auxiliary overhead.
East Carolina University  
Board of Trustees  
Facilities and Resources Committee  
Administration and Finance  

Item III. E. Designer Selections  

Since the last Board meeting designer selections were made for the following projects:

- Brody Roof Replacement Lower Sections  
- Aycock and Jones: Install Sprinkler Systems  
- Messick & McGinnis Window Replacement  
- Bate Roof Replacement  
- Campus Lighting Master Plan  
- Replacement Condensate line to MH-MC3 (Greenmill Run)  

Attached for your review and approval is correspondence used in the selection process.
MEMORANDUM

TO: John Durham
FROM: Kevin Seitz
DATE: February 4, 2008
SUBJECT: Designer Selection for Brody Roof Replacement Lower Sections (Design)
          Code: 40736  Item: 320

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the selection of a designer for the Brody Roof Replacement Lower Sections (Design).

Attached is the recommendation from the Designer Pre-Selection Committee. The firms are recommended in priority order; the firm recommended for first priority is Roof Engineering Inc. of Greenville, NC.

Thank you for your assistance. Please contact Lloyd Nobles at (252) 328-6858 if you have any questions regarding this recommendation.

Attachment
cc: Bill Koch
    Lloyd Nobles
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor
Administration & Finance

FROM: Lloyd Nobles, Interim Director

DATE: January 10, 2008

SUBJ: Designer Selection
Brody Roof Replacement Lower Sections (Design)
Code: 40736 Item: 320

The pre-selection committee in Facilities Engineering and Architectural Services
conducted a qualifications based selection of designers for this work, and recommends the
following three firms in prioritized order:

- Roof Engineering Inc., Greenville, NC
- Rooftop Systems Engineering, Raleigh, NC
- MHA Works, Greenville, NC

The committee consisted of Mr. Griffin Avin; Facilities Services – Health Science
Campus, Mr. Gerald Gable; Facilities Services – Engineering and Architectural Services
and Mr. James Lewis; Facilities Services – Health Science Campus

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 is a continuation of ECU's program to maintain buildings on campus. The
renovation will include the replacing sections of the roof which are over fifteen years’ old
and showing signs of serious deterioration.

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

Cc: Dr. George Harrell – AVC Campus Operations

Att: Memorandum to Interested Designers
MEMORANDUM

TO: John Durham

FROM: Kevin Seitz

DATE: February 4, 2008

SUBJECT: Designer Selection
Aycock and Jones: Install Sprinkler Systems

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the selection of a designer for installation of sprinkler systems in Aycock and Jones dormitories.

Attached is the recommendation from the Designer Pre-Selection Committee. The firms are recommended in priority order; the firm recommended for first priority is Sutton and Kennerly & Assoc. of Greensboro, NC.

Thank you for your assistance. Please contact Lloyd Nobles at (252) 328-6858 if you have any questions regarding this recommendation.

Attachment
cc: Bill Koch
Lloyd Nobles
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor
    Administration & Finance

FROM: Lloyd B. Nobles, Interim Director

DATE: February 4, 2008

SUBJ: Designer Selection
       Aycock and Jones: Install Sprinkler Systems

The designer pre-selection committee, after conducting interviews on January 31, 2008, and after using a qualification based criteria recommends the following three firms in prioritized order:

   Sutton and Kennerly & Assoc.   Greensboro, NC
   Rolf-Jensen & Assoc., Inc.     Cary, NC
   Polytech, Inc.                 Durham, NC

The committee consisted of Mr. Gerald A. Stein; Facilities Engineering and Architectural Services, Mr. Robert Still; Facilities Engineering and Architectural Services and Mr. Mark Kimball, Facility Services, Assistant Director - Housing.

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 is a continuation of ECU’s program to install sprinkler systems in all of the residence halls on the campus.

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

LN/gs
Cc: Mr. Bill Koch – Interim AVC Campus Operations
Attachment: Memorandum to Interested Designers
MEMORANDUM

TO: John Durham

FROM: Kevin Seitz

DATE: February 4, 2008

SUBJECT: Designer Selection
Messick & McGinnis Window Replacement
Code: 40736  Item: 320

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the selection of a designer for the Messick & McGinnis Window Replacement.

Attached is the recommendation from the Designer Pre-Selection Committee. The firms are recommended in priority order; the firm recommended for first priority is JK&F Architecture of Greenville, NC.

Thank you for your assistance. Please contact Lloyd Nobles at (252) 328-6858 if you have any questions regarding this recommendation.

Attachment
cc: Bill Koch
    Lloyd Nobles
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor  
    Administration & Finance

FROM: Lloyd Nobles, Interim Director

DATE: January 31, 2008

SUBJ: Designer Selection  
      Messick & McGinnis Window Replacement  
      Code: 40736 Item: 320

The selection committee in Facilities Engineering and Architectural Services conducted a qualifications based selection of designers for this work, and recommends the following three firms in prioritized order:

JKF Architecture  Greenville, NC  
MHA Works  Greenville, NC  
Sutton-Kennerly & Associates  Greensboro, NC

The committee consisted of Mr. R. V. Parker; Facilities Services, Mr. Gerald Gable; Facilities Services – Engineering and Architectural Services and Mr. Stephen Atkinson; Facilities Services – 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 is a continuation of ECU’s program to maintain buildings on campus. The renovation will include the replacing windows in the two building which are over fifteen years’ old and showing signs of serious deterioration and have no thermal barrier.

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

Cc: Dr. George Harrell – AVC Campus Operations

Att: Memorandum to Interested Designers
MEMORANDUM

TO: John Durham
FROM: Kevin Seitz
DATE: February 4, 2008
SUBJECT: Designer Selection
Bate Roof Replacement
Code: 40736 Item: 320

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the selection of a designer for the Bate Roof Replacement.

Attached is the recommendation from the Designer Pre-Selection Committee. The firms are recommended in priority order; the firm recommended for first priority is Roof Engineering, Inc. of Greenville, NC.

Thank you for your assistance. Please contact Lloyd Nobles at (252) 328-6858 if you have any questions regarding this recommendation.

Attachment
cc: Bill Koch
Lloyd Nobles
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor
     Administration & Finance

FROM: Lloyd B. Nobles, Interim Director

DATE: January 31, 2008

SUBJ: Designer Selection
       Bate Roof Replacement
       Code: 40736 Item: 320

The designer pre-selection committee, after conducting interviews on January 23 2008, recommends the following three firms in prioritized order:

   Roof Engineering, Inc. Greenville, NC
   Rooftop Systems Engineers, PC. Raleigh, NC
   Stafford Consulting Engineers Cary, NC

The committee consisted of Mr. Gerry Gable; Facilities Services – Engineering and Architectural Services, Mr. Michael Talton; Facilities Services – Engineering and Architectural Services, Mr. R.V. Parker; Facilities Services – Maintenance.

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 is a continuation of ECU's program to upgrade and maintain buildings on campus. The renovation will include the replacement of the roof to the Bate Building which is over fifteen year’s old and showing signs of serious deterioration.

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

Att: Memorandum to Interested Designers
Cc: Dr. George Harrell – AVC Campus Operations
MEMORANDUM

TO: John Durham
FROM: Kevin Seitz
DATE: February 4, 2008
SUBJECT: Designer Selection
        Campus Lighting Master Plan

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the selection of a designer for the Campus Lighting Master Plan.

Attached is the recommendation from the Designer Pre-Selection Committee. The firms are recommended in priority order; the firm recommended for first priority is Light Defines Form, Inc. of Greensboro, NC.

Thank you for your assistance. Please contact Lloyd Nobles at (252) 328-6858 if you have any questions regarding this recommendation.

Attachment
cc: Bill Koch
    Lloyd Nobles
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor
Administration & Finance

FROM: William E. Bagnell

DATE: February 4, 2008

SUBJ: Designer Selection – Campus Lighting Master Plan

The pre-selection committee in Facilities Engineering and Architectural Services conducted a qualifications based selection of designers for this work, and recommends the following three firms in prioritized order:

- Light Defines Form, Inc. Greensboro, NC
- RMF Engineering, Inc. Durham, NC
- Dibble & Pledger, PA Washington, NC.

The committee consisted of Mr. John Gill, Grounds Department; Mr. Devin Levi, Grounds Department and myself.

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 is for programming of a lighting master plan to identify, interpret and enhance the campus standards for outdoor lighting policies and practices.

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

Attachment
MEMORANDUM

TO: John Durham
FROM: Kevin Seitz
DATE: February 4, 2008
SUBJECT: Designer Selection
Replacement Condensate Line to MH-MC3 (Greenmill Run)

I would like to request that we ask the Board of Trustees Facilities and Resources Committee to approve the selection of a designer for the Replacement Condensate Line to MH-MC3 (Greenmill Run).

Attached is the recommendation from the Designer Pre-Selection Committee. The firms are recommended in priority order; the firm recommended for first priority is Affiliated Engineers East, PC of Chapel Hill, NC.

Thank you for your assistance. Please contact Lloyd Nobles at (252) 328-6858 if you have any questions regarding this recommendation.

Attachment
cc: Bill Koch
    Lloyd Nobles
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor
   Administration & Finance

FROM: Lloyd Nobles, Interim Director
       Facilities Engineering & Architectural Services

DATE: February 5, 2008

SUBJ: Designer Selection
       Replacement Condensate Line to MH-MC3 (Greenmill Run)

The pre-selection committee in Facilities Engineering and Architectural Services conducted a qualifications based selection of designers for this work, and recommends the following three firms in prioritized order:

   Affiliated Engineers East, PC
   RMF Engineering, Inc.
   United Engineering Group

   Chapel Hill, NC
   Durham, NC
   Raleigh, NC

The committee consisted of Mr. Gerald A. Stein - Project Manager, Facilities Engineering & Architectural Services, Mr. Robert Still – Project Manager, Facilities Engineering and Architectural Services and Mr. Tony Yamada – Assistant Director, Facilities 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 is a continuation of ECU's program to upgrade steam and condensate utility systems throughout ECU’s campus.

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

Cc: Mr. William Koch, Interim AVC Campus Operations
    Mr. William Bagnell, Executive Director Facilities Services

Attachment: Memorandum to Interested Designers
Item III. F. Alumni Walk Concept

The schematic site plan is attached for the Committee’s review and approval. Mr. Seitz will also present comments provided by the Chancellor’s Cabinet.
Item III. G. 10th Street Connector Project

Mr. Seitz will present an overview of the project and its current status.
Item III. H. Chancellor Residence Update

The attached report is provided in response to the Committee’s request for information regarding the Chancellor’s residence.
CHANCELLOR’S RESIDENCE
Analysis of Functionality and Associated Upgrades/Improvements

Background: In 1948 Trustees executed an option to buy the Dail house. Besides serving as the official residence of the university president/chancellor the purchase afforded the university an opportunity to host high-level social engagements. The home was first occupied by President and Mrs. Messick. At this time ECU’s enrollment was 1511 students. Today’s enrollment is 26,183. There was an estimated 65-70 faculty in 1948. Faculty membership today is close to 2,000. In the ensuing 60 years since the purchase of the Dail House the social engagement purpose of the home has been stretched to its limits due to the growth of the campus and the growing numbers of alumni.

The Dail House has served as the continuous residence of the ECU Chancellor since its purchase. When first purchased Fifth Street around the university was a quiet residential area. This has changed and the area across from the main campus is a combination of private residences, sorority and fraternity houses and university offices. During the years since Dr. and Mrs. Messick occupied the Dail House, the changes to downtown Greenville and the area of Fifth Street near the campus have been profound. With the exodus of several long term department stores downtown Greenville has transformed into a center for night clubs, specialty shops and eating establishments. This transformation has significantly increased the late evening automobile and pedestrian traffic on Fifth Street.

In evaluating the functionality of the Chancellor’s Residence there are three principal aspects dictating its use.

(1) The residence serves as the Chancellor’s home. It therefore should provide a quiet, safe family-like environment free from unusual disturbances.

(2) The residence should provide adequate facilities and space for entertaining as well as adequate parking and security for guests.

(3) The residence stands as an historic site and its historic value must be honored.

Discussion: The residence serves as the Chancellor’s home.

The increased pedestrian traffic from downtown Greenville’s night scene has created opportunities for the Chancellor’s residence to be an inviting target for “student dares.” Dares include ringing the doorbell in the middle of the night along with other activities that are seen as harmless by the students but which do interfere with the residential and family like requirement of a Chancellor’s residence. Private property has also been stolen from the residence on occasion. Since anyone who owns a private residence expects the courtesy of a quiet setting in order to entertain guests, read, study, watch television, listen to music and sleep it must be assumed that the needs of the ECU Chancellor are no different. In order to compensate for the inconvenience associated with the “student

Vice Chancellor for Administration and Finance
2/6/2008
dares” the front door bell of the residence has been put on a switch which allows it to be turned off at night and ECU police are sometimes stationed in the driveway to deter mischief. Noise issues outside the residence have also required the addition of soundproofing to the sleeping area of the home. The residence does not have an elevator so any resident or house guest who has ambulatory issues may have to seek alternate housing as there is not a bedroom on the first floor. If any future Chancellor or family member had issues with walking the lack of a second floor elevator would take on added significance. The upper floor has four bedrooms and three small bathrooms. One bedroom serves as the master bedroom, one as a guest suite, one doubles as the Chancellor’s office, and an additional bedroom doubles as an office and work area for the Chancellor’s wife. If required the sleeping accommodations could satisfactorily serve a family of four (master suite, guest suite, separate bedrooms for two children). This would replace the office or require a bedroom to serve both functions. There is a large hallway that serves as a common area on the second floor in front of the double staircase. From this location people residing in a house behind the Chancellor’s residence have a direct view into the second floor of the residence. There are several other locations within the residence that lack sufficient window covers thus allowing direct visual access into the residence. This issue requires caution on the part of the residents as to personal and family privacy concerns.

An ancillary issue dealing with the residence has to do with furnishings. If a Chancellor comes with furniture s/he may want the option of putting it in the residence. This of course means that visitors will be using the private furnishings during events. If the university furnishes the residence it could involve storing private furnishings for the duration of the Chancellor’s service to the university. Under current circumstances there is a mixed use situation in the residence.

The residence should provide adequate facilities and space for entertaining as well as adequate parking and security for guests.

The second major use of the Chancellor’s residence is for social functions. With the dramatic growth at ECU since the opening of the Dail House the ability to hold large scale functions is limited. While the traffic pattern for first floor is excellent, event planning is limited by several factors. There is only one small bathroom downstairs that is not handicap accessible. There is no caterer’s kitchen so when an event is planned the occupants must share access or turn over access to the catering function for 1-2 days at a time. The residents have noticed on occasion that some personal items have disappeared. This is likely due to the accidental mixing of silverware, or other service items. The catering service must access the residence by the back door and has to park its vehicles in the area behind the residence. This can cause temporary traffic issues for all concerned. There are only two small coat closets in the residence which are inadequate for large groups. This is especially a problem during inclement weather. While the Office of Special Events has successfully utilized all the space available (front porch, side porch, back yard) from time to time the ability to host large scale events is a problem. At a recent event (Women’s Roundtable) attended by 150 people tents were required to hold the crowd. Fortunately there was good weather. Private vehicle parking remains a

Vice Chancellor for Administration and Finance
2/6/2008
problem when hosting events at the residence and event planners often have to schedule so that the main campus areas can be used for overflow. This creates a secondary issue of having proper parking clearance for campus parking. There have been instances of cars being towed while the guests were attending an event in the home. Many times guests do park in front of the Jenkins Arts building which requires navigating across busy Fifth Street. The parking issue has been a problem for some time. Even private and more intimate dinner parties are faced with the parking dilemma. Special Events planners do work with Parking Services to provide reserved spaces on the campus or operate shuttle services from external parking (such as Willis Building) to the residence.

The residence stands as an historic site and its historic value must be honored.

The historical value of the Dail House remains unchallenged and the Dail House should continue to figure prominently in East Carolina’s future. If it remains as the primary residence of the current and ensuing Chancellors certain additions/improvements need to be considered. Any changes will certainly face issues with historical renovation restrictions.

Other:

The residence is assigned a full time housekeeper. While space has been created in the basement there is no private space for the housekeeper on the main floor of the residence. Using the basement space requires descending a narrow staircase and working in a place with no other ingress or egress route.

Upgrades/Improvements

The functionality of the Dail House depends on specific use. For historical value and some special events it is excellent. Social events are always impacted due to lack of parking and insufficient downstairs bathroom access. As a private, secure residence it has several deficiencies.

The residence needs:
Additional bathroom facilities downstairs.
A handicap accessible second floor.
Improved window treatments for privacy.
A caterer’s kitchen.
A small office for the housekeeper on the main floor.
Improved parking during events
Additional coat closet space downstairs
The home has some original plumbing and some original wiring. If the water is not turned on for several days there is a residue present when the water first runs. While a bit unsightly it is not harmful. While some of the original wiring is still used in the house the entire house has been put on circuit breakers. There is some asbestos under the house and the bottom floor has asbestos tile. This is “spot abated” when upgrades or

Vice Chancellor for Administration and Finance
2/6/2008
maintenance requires. There are no health concerns from the undisturbed asbestos. A complete asbestos abatement work order is on the “to do” list. Maintenance issues are considered in the normal range for this home and the facilities personnel have been able to deal with all challenges presented by this eighty-five year old home.

Summary

Over the 60 years since the Dail House was purchased it has outgrown its ability to host large scale social events. Renovations to the home over the years have progressively improved the quality of life for the residents while protecting the historical value of the property. There are two competing issues dealing with increasing the entertainment space of the Chancellor’s residence. One issue is staying within the architectural restrictions when modifying an historical single family residence. The second issue deals with adequate parking and that remains the major problem. There is a Facilities Services Standard Practice instruction (32-1003) that specifically deals with maintenance of the residence. The quality of service on maintenance, upgrades, or grounds keeping has been excellent.
Item III. I. Capital Project Notebook

A draft notebook will be presented at the Committee meeting. Staff need additional time to prepare the materials requested by the Committee.
East Carolina University
Board of Trustees
Facilities and Resources Committee
Administration and Finance

Item III. J. Architectural Guidelines Update

Mr. Seitz will provide a status report on architectural guidelines.
Item III. K. Master Plan Update

Mr. Seitz will provide a status report on the Master Plan project.
Item III. L.  Wright Fountain Update

Mr. Seitz will provide a status report on the project.
Item III. M. Status of Major Capital Projects

A status report on major capital projects is included in the Board materials.
<table>
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<th>PROJECT</th>
<th>2007</th>
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<th>2009</th>
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<tr>
<td>North Recreational Fields Complex</td>
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<td>Tipton</td>
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<td>Ph 1 Phase 2</td>
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<td>Tipton</td>
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<td>Cultural Center Addition and Renovation</td>
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**KEY:**
- Project Approval/Designer Selection
- Programming
- Design
- Advertise, Bid & Award
- Construction

**February 1, 2008**
Item III. N. Other

This agenda item is an opportunity to discuss other topics of interest.