Board of Trustees Finance and Facilities Committee Meeting
April 19, 2018
Agenda

I. Approval of February 15, 2018 Minutes  
   Action

II. Action and Information Items

   A. Related Persons Report  
      Information

   B. Approved EHRA Employee Salary Adjustments  
      Information

   C. Designer Selections since last Board meeting  
      Information

   D. Capital Projects Update  
      Information

   E. Campus Safety Annual Report  
      Information

   F. Parking Update  
      Information

   G. Dail House  
      Information

   H. Other  
      Information
Board of Trustees  
Finance and Facilities Committee  
April 19, 2018

Agenda Item: I. Approval of February 15, 2018 Minutes  

Responsible Person: Sara Thorndike, VC for Administration & Finance  

Action Requested: Approval  

Notes: N/A
The Finance & Facilities Committee of the ECU Board of Trustees met in regular session on February 15, 2018 at 3:30 pm at the Coastal Studies Institute. Committee members present included Edwin Clark, Vern Davenport, Leigh Fanning, Max Joyner, and Vince Smith.

Finance and Facilities Committee met on February 15, 2018.

I. MINUTES
   A. The committee approved the minutes from the November 8, 2017 meeting.

II. ACTION AND INFORMATION ITEMS
   A. The Committee reviewed a request to approve the Sale of Property located at 301 W Tenth Street. Rick Niswander, VC for Administration and Finance was available for questions. The Committee approved a motion to recommend that the full Board approve the sale.
   
   B. The Committee reviewed a request for Additions to the Millennial property. Ted Morris, Associate VC, RGH Innovation and Econ Dev Admin shared an expansion request to add ten property areas. Rick Niswander, VC for Administration and Finance was available for questions. The Committee approved a motion to recommend that the full Board approve the additions.
   
   C. The Committee reviewed a request to approve the 2016-2017 Annual Human Resources Compliance Report. Rick Niswander, VC for Administration and Finance was available for questions. The Committee approved a motion to recommend that the full Board approve the report.
   
   D. The Committee reviewed a request to approve the Employment Policy for Employees Exempt from the State Human Resources. Rick Niswander, VC for Administration and Finance, was available for questions. The Committee approved a motion to recommend that the full Board approve the policy.
   
   E. The Committee reviewed a request to approve the Designer Selection Recommendations. Bill Bagnell, Associate VC for Campus Operations, was available for questions. The Committee approved a motion to recommend that the full Board approve the report.
   
   F. Rick Niswander, VC for Administration and Finance, was available for questions regarding the Approved EHRA Employee Salary Adjustment.
   
   G. Bill Bagnell, Associate VC for Campus Operations, provided an Update on the Designer Selections since the last Board meeting.
H. Bill Bagnell, Associate VC for Campus Operations, provided the Capital Projects Update.

I. Bill Koch, Associate VC for Environmental Health and Campus Safety provided an update on Campus Safety.

Meeting adjourned at 4:07 pm.

Respectfully Submitted,

Rhonda Jordan, VC Administration & Finance Office
Board of Trustees
Finance and Facilities Committee
April 19, 2018

Agenda Item: II.A. Related Persons Report

Responsible Person: Sara Thorndike,
VC for Administration & Finance
Kitty Wetherington,
Interim Associate Vice Chancellor for Human Resources

Action Requested: Information

Notes: N/A
MEMORANDUM

TO: ECU Board of Trustees

FROM: Cecil Staton
Chancellor

DATE: April 5, 2018

RE: Employment of Related Persons

Annually, I am required to report to you, in accordance with applicable University of North Carolina and East Carolina University Anti-Nepotism Policies and Guidelines, concerning specific cases during the preceding year in which the terms of the Policies were applied. Specifically, the Guidelines require that my written report to you set forth the circumstances for those cases in which the nepotism question arose during the preceding year:

1) All cases in which an individual making written application for employment was denied employment because of the requirements of the Policies and Guidelines (e.g., the employment would have resulted in one relative supervising another, or an unrelated candidate had demonstrably superior qualifications); and

2) All cases in which concurrent employment of related persons was allowed (e.g., the supervisory relationship was not “direct,” or there were no other candidates for the available position whose professional qualifications were demonstrably superior to those of the relative). In instances in which the concurrent employment of related persons was permitted, ECU ensured there was no direct supervisory relationship between the related persons (e.g., through the development of management plans).

We have sought and received information from each division for this report, and this memorandum is to report to you that East Carolina University is in compliance with the Policies and Guidelines. In addition, more specific information as noted, above, can be found on the attached spreadsheet. Please note that the attached spreadsheet contains confidential personnel information in accordance with N.C. GEN. STAT. §126-22, et seq.

Attachment

cc: Kitty H. Wetherington
Interim Associate Vice Chancellor for Human Resources

---

1 See The UNC Policy Manual 300.4.2, Employment of Related Persons (Anti-Nepotism Policy) and the East Carolina University Employment of Related Persons (Anti-Nepotism) Policy (P01.06.05.02) (the “Policies”); and, The UNC Policy Manual 300.4.2.1[G], Guidelines on Implementing Anti-Nepotism Policy (the “Guidelines”).

2 This year’s report includes specific information regarding all cases of concurrent employment, not only those identified since the prior year’s report.
Board of Trustees
Finance and Facilities Committee
April 19, 2018

Agenda Item: II.B. Approved EHRA Employee Salary Adjustments

Responsible Person: Sara Thorndike,
VC for Administration & Finance
Kitty Wetherington,
Interim Associate Vice Chancellor for Human Resources

Action Requested: Information

Notes: N/A
MEMORANDUM

TO: ECU Board of Trustees

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

DATE: March 28, 2018

RE: Report of Approved EHRA Employee Salary Adjustments Pursuant to 9/30/16 Expanded Authority (January 1, 2018 – February 28, 2018)

The attached informational report is provided to you in accordance with the Resolution to Delegate Expanded Authority to the Chancellor of East Carolina University for Certain Salary Actions for Employees Exempt from the State Human Resources Act, as approved by the Board of Trustees on September 30, 2016. Please note that the attached spreadsheet contains confidential personnel information in accordance with N.C. GEN. STAT. §126-22, et seq.

Attachment

cc: Dr. Cecil Staton
Chancellor

Dr. Ronald L. Mitchelson
Provost & Senior Vice Chancellor for Academic Affairs

Dr. Rick Niswander
Vice Chancellor for Administration & Finance

Dr. Phyllis Horns
Vice Chancellor for Health Sciences

Dr. Virginia Hardy
Vice Chancellor for Student Affairs
Board of Trustees
Finance and Facilities Committee
April 19, 2018

Agenda Item: II.C. Designer Selections since last BOT Meeting

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

Action Requested: Information

Notes: N/A
Finance and Facilities Committee
Designer Selection Approval Summary
April 19, 2018

FOR INFORMATION - FORMAL PROJECTS
Below are designers selected for repair and renovation projects, with a cost greater than $500,000.

1 Life Science and Biotechnology Building - Commissioning Agent
   August 9, 2017 Advertisement
   November 2, 2017 Pre-Selection Committee Recommendation
   November 2, 2017 Approval of Committee Recommendation
   FIRM SELECTED: Facility Dynamics Engineering, Greensboro, NC

2 Main Campus Bate Steam Tunnel Renovations
   September 7, 2017 Advertisement
   November 16, 2017 Pre-Selection Committee Recommendation
   December 18, 2017 Approval of Committee Recommendation
   FIRM SELECTED: Dewberry Engineers, Inc., Raleigh, NC

3 Main Campus College Hill Drive Steam replacement - Phase 1
   September 7, 2017 Advertisement
   November 16, 2017 Pre-Selection Committee Recommendation
   December 18, 2017 Approval of Committee Recommendation
   FIRM SELECTED: Dewberry Engineers, Inc., Raleigh, NC

4 Health Science Campus Central Utility Plant Chiller #1 Replacement
   September 22, 2017 Advertisement
   November 9, 2017 Pre-Selection Committee Recommendation
   December 18, 2017 Approval of Committee Recommendation
   FIRM SELECTED: Affiliated Engineers, Inc., Chapel Hill, NC

5 Replacement Condensate Line between Manholes RC-2 to RC-8
   December 18, 2017 Advertisement
   February 2, 2018 Pre-Selection Committee Recommendation
   February 13, 2018 Approval of Committee Recommendation
   FIRM SELECTED: Wiley | Wilson, Lynchburg, VA

6 Main Campus McGinnis to Wright Chilled Water Infrastructure Extension
   December 19, 2017 Advertisement
   February 27, 2018 Pre-Selection Committee Recommendation
   March 2, 2018 Approval of Committee Recommendation
   FIRM SELECTED: Affiliated Engineers, Inc., Chapel Hill

7 Reline Storm Sewer - 5th Street to Greenmill Run
   January 10, 2018 Advertisement
   March 1, 2018 Pre-Selection Committee Recommendation
   March 12, 2018 Approval of Committee Recommendation
   FIRM SELECTED: McAdams, Durham, NC
MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor Administration and Finance
FROM: John G. Fields, PE Director
DATE: 11/02/2017
SUBJ: Commissioning Agent Selection Recommendation Project: Life Science and Biotechnology Building Code: 46536 Item: 301

On 11/01/2017, the designer pre-selection committee for the above referenced project conducted interviews with four (4) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.


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

- Facility Dynamics Engineering Greensboro, NC
- System WorCxx Charlotte, NC
- Hanson Professional Services, Inc. Raleigh, NC
- RMF Engineering, Inc. Raleigh, NC

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

Approval of the recommended firm, Facility Dynamics Engineering, is requested.

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

Enclosure: Interested Designer Memo
cc: William Bagnell
Pre-selection Committee Members
MEMORANDUM

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

FROM: John G. Fields, PE
Director

DATE: November 16, 2017

SUBJ: Designer Selection Recommendation
Main Campus Bate Steam Tunnel Renovations
Code: 41636 Item: 303

On November 16, 2017 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.


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

Dewberry Engineers, Inc. Raleigh, NC
RMF Engineering Raleigh, NC
Wiley | Wilson Lynchburg, VA

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

Approval of the recommended firm, Dewberry Engineers, Inc., is requested.

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

Enclosure: Interested Designer Memo
cc: William Bagnell
Pre-selection Committee Members
MEMORANDUM

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

FROM: John G. Fields, PE
       Director

DATE: November 17, 2017

SUBJ: Designer Selection Recommendation
      Main Campus College Hill Drive Steam Replacement – Phase I
      Code: 41636   Item: 321

On November 16, 2017, the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.


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

   Dewberry Engineers, Inc.         Raleigh, NC
   Affiliated Engineers, Inc.       Chapel Hill, NC
   RMF Engineering                  Raleigh, NC

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

Approval of the recommended firm, Dewberry Engineers, Inc., is requested.

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

Enclosure: Interested Designer Memo
cc: William Bagnell
    Pre-selection Committee Members
MEMORANDUM

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

FROM: John G. Fields, PE Director

DATE: November 17, 2017

SUBJ: Designer Selection Recommendation Health Science Campus Central Utility Plant Chiller #1 Replacement Code: 41636 Item: 306

On November 9, 2017 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.


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

Affiliated Engineers, Inc. Chapel Hill, NC
RDK Engineering Durham, NC
RMF Engineering Raleigh, NC

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

Approval of the recommended firm, Affiliated Engineers, Inc, is requested.

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

Enclosure: Interested Designer Memo
cc: William Bagnell
Pre-selection Committee Members
MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor Administration and Finance
FROM: John G. Fields, PE, Director
DATE: February 6, 2017
SUBJ: Designer Selection Recommendation
Replacement Condensate Line between Manholes RC-2 to RC-8
Code: 41736 Item: 304

On February 2, 2018 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.


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

Wiley | Wilson
RMF Engineering
Affiliated Engineers, Inc.

Lynchburg, VA
Raleigh, NC
Chapel Hill, NC

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

Approval of the recommended firm, Wiley | Wilson, is requested.

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

Enclosure: Interested Designer Memo
cc: William Bagnell
Pre-selection Committee Members
MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor Administration and Finance
FROM: John G. Fields, PE Director
DATE: February 27, 2018
SUBJ: Designer Selection Recommendation
Main Campus McGinnis to Wright Chilled Water Infrastructure Extension
Code: 41636 Item: 322

On February 16, 2018, the designer pre-selection committee for the above referenced project conducted interviews with Three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.


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

Affiliated Engineers, Inc. Chapel Hill, NC
RMF Engineering Raleigh, NC
RDK Engineers Durham, NC

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

Approval of the recommended firm, Affiliated Engineers, Inc., is requested.

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

Enclosure: Interested Designer Memo
cc: William Bagnell
Pre-selection Committee Members
MEMORANDUM

TO: Dr. Fredrick Niswander, Vice Chancellor Administration and Finance
FROM: John G. Fields, PE Director
DATE: March 5, 2018
SUBJECT: Designer Selection Recommendation
Reline Storm Sewer - 5th Street to Greenmill Run
Code: 41736 Item: 305

On March 1, 2018 the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of; Robert Still, Project Manager Facilities Engineering and Architectural Services; James Perron, Project Manager Facilities Engineering and Architectural Services; Gerry Gable, Project Manager Facilities and Architectural Services; Paul Carlson, Facilities Service Mechanical Engineer.

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

McAdams       Durham, NC
The Wooten Company Greenville, NC
Municipal Engineering Services Company Garner, NC

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

Approval of the recommended firm, McAdams, is requested.

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

Enclosure: Interested Designer Memo
cc: William Bagnell, Associate Vice Chancellor for Campus Operations
Pre-selection Committee Members
1 Direct Select Approvals - November 20, 2017

Chancellor's House
Student Recreation Center - Personal Training Rooms

2 Direct Select Approvals - December 11, 2017

Brody Building - Replace Circuit Breakers in Switchboard SSA
Jenkins Art - Replace Generator
Brody Building - 2nd Floor Restroom Upgrades
Cotanche Data Center Expansion Study Update

3 Direct Select Approvals - January 3, 2018

McGinnis Ragsdale Sewer
Brewster Emergency Power Upgrades
Brewster Classroom Asbestos
Proctor-Yongue House Asbestos
Dining/Housing Interior Design
Warren Life Sciences, Section A Roof Replacement
Ragsdale Roof Replacement
Graham Roof Replacement
ADA Wright Elevator (Design Only)
ADA Brewster Routes

4 Direct Select Approvals - February 13, 2018

Flanagan Waterproofing
Health Science Building - Suite 1310 Wall Addition
Family Medicine Center - Room L223 Lab
Howell Science Complex - HVAC Improvements
McGinnis Dimming Lighting/Controls Replacement
Building 133 (Financial Services) Entrance Alteration
Building 198 Parking Lot Expansion
Brody Auditorium Theater Lighting Upgrade

5 Direct Select Approvals - March 9, 2018

Building 198 Parking Lot Expansion
Brewster Generator Evaluation
Ross Hall Modifications

6 Direct Select Approvals - March 28, 2018

Chilled Water Line at Library Drive
Electrical Duct Bank at Library Drive
Lighting Master Plan
MEMORANDUM

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

FROM: John G. Fields, P.E.
Director

DATE: November 17, 2017

SUBJ: Direct Select Designer Recommendations
Informal Repair and Renovation Projects with Cost Less Than $500,000

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the February 15, 2018 meeting.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESIGNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chancellor's House</td>
<td>MHA Works</td>
</tr>
<tr>
<td>2. Student Recreation Center - Personal Training Rooms</td>
<td>MHA Works</td>
</tr>
</tbody>
</table>

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

cc: William Bagnell
MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor Administration and Finance
FROM: John G. Fields, PE Director
DATE: December 6, 2017
SUBJ: Direct Select Designer Recommendations Informal Repair and Renovation Projects with Cost Less Than $500,000

Below are designers recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the February 15, 2018 meeting.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESIGNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Brody Building - Replace Circuit Breakers in Switchboard SSA</td>
<td>Stanford White</td>
</tr>
<tr>
<td>2. Jenkins Art - Replace Generator</td>
<td>Stroud Engineering</td>
</tr>
<tr>
<td>3. Brody Building - 2nd Floor Restroom Upgrades</td>
<td>JKF Architecture</td>
</tr>
<tr>
<td>4. Cotanche Data Center Expansion Study Update</td>
<td>Engineered Designs Inc.</td>
</tr>
</tbody>
</table>

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

cc: William Bagnell
MEMORANDUM

TO:       Dr. Rick Niswander, Vice Chancellor Administration and Finance
FROM:     John G. Fields, PE
           Director
DATE:     January 3, 2018
SUBJ:     Direct Select Designer Recommendations
           Informal Repair and Renovation Projects with Cost Less Than $500,000

Below are designers recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the February 15, 2018 meeting.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>DESIGNER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. McGinnis Ragsdale Sewer</td>
<td>McAdams Company</td>
</tr>
<tr>
<td>2. Brewster Emergency Power Upgrades</td>
<td>East Group</td>
</tr>
<tr>
<td>3. Brewster Classroom Asbestos</td>
<td>Affinity</td>
</tr>
<tr>
<td>4. Proctor-Yongue House Asbestos</td>
<td>Affinity</td>
</tr>
<tr>
<td>5. Dining/Housing Interior Design</td>
<td>MHA Works</td>
</tr>
<tr>
<td>6. Warren Life Sciences Section A Roof</td>
<td>Atlas Engineering</td>
</tr>
<tr>
<td>Replacement</td>
<td></td>
</tr>
<tr>
<td>7. Ragsdale Roof Replacement</td>
<td>Atlas Engineering</td>
</tr>
<tr>
<td>8. Graham Roof Replacement</td>
<td>REI</td>
</tr>
<tr>
<td>9. ADA Wright Elevator (Design Only)</td>
<td>MHA Works</td>
</tr>
<tr>
<td>10. ADA Brewster Routes</td>
<td>MHA Works</td>
</tr>
</tbody>
</table>

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

cc:     William Bagnell
MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor Administration and Finance
FROM: John G. Fields, PE Director
DATE: February 9, 2018

SUBJ: Direct Select Designer Recommendations Informal Repair and Renovation Projects with Cost Less Than $500,000

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the April 19, 2018, meeting.

**Project**
- Flanagan Waterproofing
- Health Science Building - Suite 1310 Wall Addition
- Family Medicine Center - Room L223 Lab
- Howell Science Complex - HVAC Improvements
- McGinnis Dimming Lighting/Controls Replacement
- Building 133 (Financial Services) Entrance Alteration
- Building 198 Parking Lot Expansion
- Brody Auditorium Theater Lighting Upgrade

**Designer**
- ARK Consulting Group
- Steve Hall Architecture
- Steve Hall Architecture
- The East Group
- The East Group
- JKF Architecture
- Rivers and Associates
- Thorburn Associates

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

cc: William Bagnell
MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor Administration and Finance
FROM: John G. Fields, PE Director
DATE: March 7, 2018

SUBJ: Direct Select Designer Recommendations Informal Repair and Renovation Projects with Cost Less Than $500,000

Approved: [Signature]
Date: 3/8/18

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these firms is requested. If approved, this information will be reported to the Board of Trustees at the April 19, 2018, meeting.

**Project**
- Building 198 Parking Lot Expansion
- Brewster Generator Evaluation
- Ross Hall Modifications

**Designer**
- Gary S. Miller and Associates
- The East Group
- Lord Aeck Sargent

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

cc: William Bagnell
MEMORANDUM

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

FROM: John G. Fields, PE
       Director

DATE: March 28, 2018

SUBJ: Direct Select Designer Recommendations
      Informal Repair and Renovation Projects with Cost Less Than $500,000

Below are consultants recommended for the listed informal repair and renovation projects. Approval of these
firms is requested. If approved, this information will be reported to the Board of Trustees at the April 19, 2018,
meeting.

Project
Chilled Water Line at Library Drive
Electrical Duct Bank at Library Drive
Lighting Master Plan

Designer
AEI
AEI
Clark-Nixon

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

cc: William Bagnell
Capital Projects Update

Agenda Item: II.D.

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

Action Requested: Information

Notes: N/A
Agenda Item:  II.E.  Campus Safety Annual Report

Responsible Person:  Sara Thorndike,  
VC for Administration & Finance  
Bill Koch,  
Associate VC for Environmental Health and 
Campus Safety

Action Requested:  Information

Notes:  N/A
<table>
<thead>
<tr>
<th>Session</th>
<th>Finance and Facilities</th>
</tr>
</thead>
</table>
| Responsible Person | Sara Thorndike, Vice Chancellor for Administration and Finance  
                    | Bill Koch, Associate Vice Chancellor for Environmental Health and Campus Safety |
| Agenda Item   |                        |
| Item Description | Annual Campus Safety Update |
| Comments      | Materials include 2017 Accomplishments, 2018 Goals and crime data. |
| Action Requested | Information |
| Disposition   |                        |
| Notes         |                        |
2017 SAFETY ACCOMPLISHMENTS AND 2018 GOALS

Strategic Commitment: **We will be a national model for campus safety and the safest campus in the UNC system.** (2014-2019 Strategic Plan: Beyond Tomorrow – Our Commitment to the Future)

2017 Accomplishments

- Hired new ECU Police Chief and oriented – met key ECU and Greenville community members, reviewed policies and procedures, etc.
- Working with SGA and Student Affairs, ECU Police Chief implemented a student safety committee to advise and partner with Chief on student safety needs, such as safety corridors, campus lighting assessment, safety walks, ECUPD officer designated for residence halls.
- Implemented and assessed citywide extended jurisdiction and Center City mutual assistance agreement.
- Implemented body cameras and wellness/fitness policy.
- Finalized design and installed emergency bluelight phones with cameras along 10th Street.
- Installed rapid flashing (pedestrian) beacons along Cotanche Street at 9th Street and The Boundary student apartment complex. This is a collaboration between ECU, the City, NCDOT and a developer.
- Completed Christenbury (Army ROTC) security upgrade and installed access controls on a variety of other buildings.
- Conducted a variety of emergency response training and tabletop drills, including ECUPD ALERRT, crisis policy team training and drill and Run.Hide.Fight training for departments.
- Identified, purchased and implemented a virtual EOC solution, trained/drilled staff in use and implemented during football operations and severe/winter weather events.
- Reduction of Part 1 (serious violent and property) crimes by 14% in 2017 to include a 10% reduction in property theft.
- ECUPD provided 44 training sessions on Run.Hide.Fight and how to survive an active shooter situation.
- ECUPD provided 149 various crime prevention and engagement programs.
- ECUPD has developed an internal Field Recommendations Committee for rank and file dialogue and input with administration regarding goal setting and departmental direction.
- Hired a new Clery Coordinator in August 2017 to assist in Title IX and Clery compliance.
- Member of ECUPD Criminal Investigations has obtained level 4 certification in sexual assault response through the Association of Title IX Administrators.
- Additional member of ECUPD certified in Advanced Threat Assessment and Management Training through Gavin de Becker Associates.
- Instituted a new MOU with the Greenville regional drug task force to continue our partnership with local law enforcement to address drug activity.
- Successful year one accreditation review for ECUPD. Year two review scheduled for May 4, 2018.
- Parking & Transportation Services and SGA participated in Uptown Parking Study and worked with City to improve bicycle infrastructure through partnering with LimeBike, a bike rental company.
2018 Goals

- Complete 10th Street safety corridor (Pirate Pathway) once new Student Center emergency bluelight phones are installed. Then, work with the City to upgrade lighting to finalize this pirate pathway modeled after the one on 5th Street.
- Finalize Pirate Pathway recommendations through Student Safety Committee. Design College Hill and 14th Street pathways.
- Working with City and NCDOT, increase pedestrian safety/awareness programs and infrastructure.
- Assess exterior lighting and develop master plan with Campus Operations.
- Conduct law enforcement and security personnel deployment study to evaluate and reallocate resources based on the results.
- Develop and execute multi-year training and exercise plan. Conduct various departmental table-top exercises and a full-scale emergency operations exercise with EH&S and others in 2018.
- Continue to identify and systematically train/update ECU departments in Run.Hide.Fight response to armed intruder.
- Update the university emergency operations plan and complete departmental emergency action plans on severe weather (shelter-in-place), evacuation and active shooter/assailant.
- Review camera placement, use and monitoring/staffing.
- Finalize camera recording system upgrade. Evaluate cameras and develop multi-year upgrade plan with budget.
- Review and revise safety publications and enlist SGA and Student Safety Committee to develop methods to promote material, including pedestrian safety, crime reporting and LiveSafe.
- Initiate design of new facility to house ECU Police, Dispatch and Monitoring Center, Emergency Operations Center, Environmental Health & Safety, Security Technology and Parking & Transportation Services.
- Continue to collaborate with Student Affairs on alcohol/drug programs and off-campus safety.
- FBI contact and cover active shooter training in conjunction with Duke and UNC to be conducted in April 2018.
- Implement Emotional Intelligence testing as a component for the police officer hiring process.
- Provide Emotional Intelligence and Results Based Management training to police supervisory and command staff personnel.
- Work with OSHR and ECU Human Resources to develop a metro rate pay scale for police officers to aid in recruitment and retention efforts.
- Update the police records management system to fully integrate e-citations and e-crash reports for DMV.
- Identify storm shelter locations in academic buildings.
- Implement Crime Mapping to assist with predictive analysis and resource deployment.
- Decrease OSHA lost work day cases by 10% through emphasis on Return-to-Work initiatives with Facilities Services. Continue to decrease workers’ compensation costs and recordable injuries by 10% through targeted job analysis, training, supervisor engagement, accident investigations and follow-up.
- Implement measures to comply with revisions to the Resource Conservation and Recovery Act’s (RCRA) hazardous waste generator regulatory program. The final rule includes over 60 changes with impacts that include, but are not limited to, labeling, notification and emergency response requirements. Measures will include employee training and a courtesy inspection by NCDEQ.
- Implement measures to comply with revisions to the OSHA General Industry Walking/Working Surface and Fall Protection Standards. Impacts include, but are not limited to, ladder safety, fixed ladders, and fall protection systems. Employee education/training will be included as a program component.
• Expand ECU Police strategic planning process to include all campus safety units in creating a 5-year strategic plan for campus safety.

• Utilize National Safety Council's Safe Community accreditation as a framework and a measure for achieving the university goal of becoming a national model for campus safety and the safest campus in the UNC system.

• Collaborate with Facilities Services to decommission select chemical fume hoods and other laboratory ventilation systems to help meet energy conservation goals. Targeted systems will include those that are currently not in use or in areas with multiple/duplicate systems.
CRIMES LISTED ABOVE ARE FOR CALENDAR YEAR 2017. PREVIOUS YEAR WOULD BE 2016 COMPARISON

- 14% decrease in overall crime
- 10% reduction in property theft – the most prevalent crime on campus
Agenda Item: II.F. Parking Update

Responsible Person: Sara Thorndike, VC for Administration & Finance
                    Bill Koch, Associate VC for Environmental Health and Campus Safety

Action Requested: Information

Notes: N/A
Agenda Item: II.G.

Responsible Person: Sara Thorndike,
VC for Administration & Finance

Action Requested: Information

Notes: N/A
Board of Trustees
Finance and Facilities Committee
April 19, 2018

Agenda Item:   II.H.       Other

Responsible Person:   Sara Thorndike,
                        VC for Administration & Finance

Action Requested:   Information

Notes:   N/A