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East Carolina University  
Board of Trustees  
Finance and Facilities Committee

Item IA&B – Minutes

Attached are minutes from the special Finance and Facilities committee meeting held on February 23, 2006 and the regular Finance and Facilities Committee meeting held on February 24, 2006.

Vice Chancellor for Administration & Finance  
May 4, 2006
Finance and Facilities Committee Meeting  
February 23, 2006  

Committee Members Attending: Mike Kelly, Chair, Bruce Austin, David Brody, Joel Butler, Steve Showfety, and Margaret Ward.

Mr. Kelly called the meeting to order at 4:00 p.m. and thanked everyone for taking the time to attend the meeting and for their interest in finance and facilities.

Dr. Rick Niswander introduced the Downtown Center. He distributed materials and noted that the location being considered is where the BB&T bank is located on Evans Street across from Sheppard Memorial Library. At this time BB&T has not expressed interest in being an equity partner in the venture, but the project has the full positive support of the senior management team. Negotiations must take place to determine how the BB&T property would become part of the project. The Bicycle Post/Outdoors Shop would not exist in its current location. Mr. Don Edwards is concerned about customer parking and loading dock access to UBE.

A parking deck would either be on site under the hotel or at the parking lot located at Fifth and Evans Streets with a walkway to the hotel.

Mr. Hill asked if the legislature would be asked to fund this project. Dr. Steve Ballard responded “no”. All of the funding would be from non-state sources. Dr. Niswander reviewed a more detailed drawing of the ground view of the project. As the process progresses, a small steering committee will be formed to make the necessary decisions regarding the project.

One of the concepts for the welcome center/alumni center is a large place for receptions and dinners, much like the Murphy Center but larger. Mr. Steve Showfety asked for the square footage and Dr. Niswander responded approximately 100 x 50 or 100 x 75 for the main facility (primarily a banquet room) plus a large pre-function area. The concept is to house 300-500 people for a formal dinner with the ability to accommodate smaller groups as well. The welcome center could also be used as an opportunity to showcase ECU, past, present and future. A prospective student could visit the welcome center with parents, obtain literature, walk across the street and eat at west end dining and then tour the campus.

Mrs. Ward asked how many stories would the Alumni Center be? Dr. Niswander indicated that most of the activity would be on one floor with a smaller second floor for offices.

The challenges for this site would be the lines for the bank and hotel and ingress/egress to the bank’s Drive-thru and Evans Street.

Mr. Kelly thanked Dr. Niswander for the presentation and said he wanted to be sure the committee was informed so they could provide assistance as the project progressed.
Mr. Hill asked about the time line and Dr. Niswander stated it had not been set. He also indicated that the future cost of steel and concrete would be major factors in the price of the project. He indicated that the buildings presently referenced would cost $20M+. The cost would be funded through private equity and a bank loan. Gifts are not being encouraged because the deans and others are concerned that this project would reduce the opportunity for other fund raising projects.

Dr. Niswander referenced the last spreadsheet, potential ownership. He is trying to keep risk to the institution as low as possible with the benefit as high as possible. Equity investors would provide a significant portion of the funding for the project.

The equity investors would not get as good a return as they would in a totally independent transaction, but ECU would be dealing with equity investors familiar with ECU. Equity investors would own 60-80% and the Foundation the remainder. Mr. Brody indicated that financing differs during construction and after construction is complete.

Dr. Niswander indicated that BB&T will probably commit to two floors of a four story building. Occupancy will likely include 75% of credit worthy tenants including ECU. Dr. Niswander is trying to structure the project in a way which will allow for a non recourse loan.

Mr. Showfety commented on the physical layout. He suggested going off site with drive-in tellers. He stated that part of the value of branch banking today is market identity so a remote drive-in would assist BB&T. Dr. Ballard suggested that would ease the space problem. He believes on-site parking, if at all possible, needs to be available for safety reasons. There also needs to be parking for the meeting facility. Dr. Ballard suggested that the worse case would be parking across the street. Mr. Showfety stated that accessible parking is necessary for the facility in addition to the hotel and office building. From 3:30-5:30 there would be a lot of competition for parking spaces and BB&T would trade a better accessible facility for something that is awkward on site.

Dr. Niswander had this discussion with BB&T and the initial reaction was that had to be on site. There was discussion about the idea of parking across the street on the south side of Reade because there is some property available there and their initial reaction was reluctance, but they will have to look at the trade offs as much as ECU.

Mr. Showfety was also concerned about the hotel operating costs if you include franchise fees and third party management. He hoped that ECU could remove these items from the equation. He suggested a plan with franchise fee and no third party management company. ECU could self manage as part of a demonstration of hotel hospitality. The profit margins may not come from the income side. We may have to tackle from the expense side.
Mr. Brody stated that the university is not trying to make a lucrative profit on this. ECU is trying to facilitate making this thing happen.

Dr. Ballard said that ECU is trying to get some much needed space and trying to make it much easier for people to utilize the university for activities such as the International Biosymposium.

Mr. Showfety reiterated that ECU is not only taking the initiative to do the project but the university is taking the lead with the city, and he would hope there’s a strong return on the investment. ECU should not assume all the risk. Mr. Brody warned that we should watch the soft costs such as legal fees. His second concern was practicality and functionality of the project. He also spoke to accessibility, parking and the possibility of a traffic study. Mr. Brody is 110% behind the concept of doing this project but we are packing 12 pounds in a 10 pound sack here and you don’t want to make everything happen on site and wind up choking it so that it is not successful. It has to be successful. We need to be sure we don’t do anything in our zeal to make it happen that would make it impractical or nonfunctional.

Dr. Niswander stated that alternatives such as moving the tellers and potentially changing the location of the parking garage are being explored. Mr. Showfety suggested that valet parking could be offered by going off site with a parking garage. Mr. Brody suggested that a traffic study could offer a realistic traffic pattern, especially because of what the city wants to do with Evans Street. Dr. Ballard mentioned that the City of Greenville might do the traffic study. Dr. Niswander indicated that the city is willing to be accommodating.

Mr. Showfety stated that relocating the drive-thru and the parking garage would provide more space. He also mentioned a sensitivity in NC towards universities involved in municipal projects and the possibility of legal repercussions. Mr. Brody said that since this project will have private investment there should not be any problems.

Dr. Niswander described the time frame for the project. It will be a month and a half to two before the site is selected and after that point we are going to have to start spending some money. Preliminary discussions with the foundation have been held. No decisions have been made as yet. Meetings to discuss traffic studies and building design will be held. Critical decisions will be made within a year.

Dr. Ballard agrees with the time frame. Once we have the agreement with BB&T and we’ve got the private investment to make the project go, other people will start to understand that downtown is changing. We are making progress with this important project which will add much value for the university, for downtown, and the safety of our students.

Mr. Showfety addressed the Wright Circle/Fountain Project as a golden opportunity to have a landmark on the campus at a critical location. Mr. Seitz spoke about information from one company suggesting a plan that would present a brand new fountain, similar
to the Lincoln Center fountain in Manhattan. The estimate right now of the work is around $265,000.00 with some addition planning.

Mrs. Ward asked if the fountain would be larger than it is at present. Mr. Bagnell indicated that the size could be changed to make it more prominent. The structure is sinking. The vegetation and a seat wall surrounding it make it almost invisible. Mrs. Ward commented that she liked the vegetation and doesn’t desire a big, modern, deep fountain.

Mr. Showfety suggested viewing renderings before discussing the specifics of the project. Our options are to spend $460,000.00 and keep the same features or we would need to spend $300,000.00 more and make it a real campus landmark. Mr. Showfety remarked that he is searching for a way to raise additional funds from all current and post BOT members, name the fountain “The Trustee Fountain” and create some identify for those past Trustees who participate as part of the centennial program. This project would be used in the literature for the centennial campaign.

Mr. Kelly presented a motion to proceed as outlined to request a rendering and a more detailed cost estimate. Mrs. Ward requested that the Board designate the scale and size of the foundation to give guidance to the designer. The motion passed unanimously.

Mr. Bagnell spoke about the Mendenhall/Ledonia Wright project. The design fee was renegotiated and has been forwarded to state construction for contract execution.

Mrs. Ward questioned the renovation of offices for the SGA. Mr. Bagnell indicated that offices for the SGA are being renovated in the location of the old spot on the first floor of Mendenhall. While these offices are temporary, the cost was minimal and the new location provides SGA with much needed space.

Mr. Bagnell addressed the Allied Health/Nursing Laupus Library project. The project should be completed at the end of April. The decision was made to move in May. The construction firm is still being pushed to make sure that everything will be completed before that time. Mr. Brody commented that the buildings look great. Mr. Bagnell said the order of the moves will be the HS library, Allied Health and then Nursing.

The committee also saw a fly through of the ECHI project.
Finance and Facilities Committee Meeting
Board of Trustees
February 24, 2006

Members present: Mike Kelly, Chair; Bruce Austin, David Brody, Joel Butler, Steve Showfety, and Margaret Ward.

Mr. Mike Kelly called the meeting to order on the morning of February 24, 2006. He requested that the minutes of the December 15 & 16 meetings be approved and verified that the Committee members had received the revised minutes that were faxed and mailed. The minutes were approved as corrected.

Mr. Seitz gave a brief description of the Student Transit Authority, Cell Tower Lease Renewal and Gateway Technology Center leases. Mr. Kelly asked for questions and made the following motions: (1) that the Finance and Facilities Committee support The Student Transit Authority lease as outlined; (2) to give authority to Mr. Seitz as Vice Chancellor for Administration and Finance to negotiate the Student Transit Authority lease and continue the operation on White Residence and in the future with the RFPs, and (3) to give Mr. Seitz authority to negotiate the Cell Tower lease on behalf of ECU for the distance education in conjunction with NC State and with the Gateway Technology Center. All motions passed unanimously.

Mr. Seitz asked Dr. Nancy White, the director of the Coastal Studies Institute and the members of the team working on the project to come forward with Bill Bagnell for introductions and a presentation.

Mr. Bagnell introduced Dr. White and Mr. Cahoon with Cahoon and Kasten of Nags Head and Mr. Stallings with Pierce-Brinkley-Cesley of Raleigh. Dr.White gave a brief history of the Coastal Studies Institute (CSI) regarding the property that will go to the state from Dare County, the programming efforts and finally a conceptual site plan for the development of the property.

Dr. White stated that the Coastal Studies Institute was an inter-institutional program under General Administration, guided by a Board of Directors appointed by the President of the UNC system. The Coastal Studies Institute is a marine science program bringing research and education to the northeastern part of the Outer Banks and enhancing and facilitating the development of marine science programs throughout the university system. These purposes are achieved through faculty appointments and collaboration and sharing of infrastructure within the university system.

Mr. Stallings talked about what has happened in the last several months and presented a preliminary site concept of the Coastal Studies Institute. Groundwork was laid in the last two or three years for the institution which established a benchmark to start formulating a mission for the CSI and what sort of buildings and spaces were needed in order to meet the objectives. A series of workshops were held in August 2005 with the design firm, ECU faculty, members of the CSI, constituent institutions such as UNC
Chapel Hill, neighborhood representatives, and representatives from the Dare County Airport Authority and NC Aquariums attending. The program made of three components: a lab and research component, residential component, and administrative conference and instructional space which totals about 90,000 square feet with a cost of about $28M.

A meeting was held 3 or 4 weeks ago at General Administration to talk about the project and the budget. One request from General Administration was submission of a full package of building, design, construction and up fits for the research lab space as well as the development of the property for research. The architects expect that the total build out for the package could be approximately $33M.

Mr. Bagnell addressed the land issue. The 40 acres on which the campus will sit, which was dedicated to the campus use, by Dare County will ultimately be composed of land that Dare County owns adjacent to the Dare County Airport along with some land that is currently owned by the Dare County Airport Authority. The preliminary survey of the property has been developed and is under review by the authority’s consulting engineer. The survey will then go to Atlanta to the FAA Office for approval and at that point the final survey to draw a boundary around the campus land will be developed. The land will be deeded from Dare County ultimately to the university system as a gift.

Mr. Stallings addressed the site which is next to the Dare County Airport. A thorough site analysis of the existing addition looking at soils and environmental factors, cultural factors, and topography has been done to determine the best use of the site. It will culminate in an overall summary map and from that it will be determined how the land may be used, how the building and campus may begin to lay out and develop on this site.

A series of buildings that comprise the majority of the 90,000 square feet located towards the front of that side on Airport road consisting of administration and research facilities. Residential components would be further back on the site bordering the existing neighborhoods and the rest of the site would be built out of a series of research plots all the way back to encompass as much of the 40 acres as possible. Even though this is preliminary, it is a good road map with which the actual design process can begin.

The schematic design is expected to begin in March with an anticipated 90-day completion. Construction should begin in June/July 2007, with owner occupancy in early 2009.

Mr. Seitz explained that the CSI is a project of shared governance and responsibility. Dr. White reports to Dr. Mageean, Vice Chancellor for Research and Graduate Studies, and to Russ Lee in General Administration. Oversight of this project is a little different because of the shared governance. We want the Board to be aware of ECU’s involvement in the project and that you can approve the general direction of the Coastal Studies Institute project.
Mr. Hill questioned ECU’s exact role in the project. Mr. Seitz affirmed that ECU is a full partner in the project and is taking responsibility for leading the team that is designing and building the project. General Administration is involved, but the construction and operation of the campus will be ECU’s responsibility.

Dr. White elaborated. This project is similar to Water Resources, Research Institute of NC Sea Grant that NC State administers. In this particular situation we have the ability to make academic appointments and partner with the campuses to create ideas and programs. CSI is partnering the With East Carolina University in the process of creating faculty positions involving research agendas, but CSI also does the same thing with the other four marine research campuses.

Mr. Brody raised a question regarding the CM @ Risk. Mr. Bagnell responded that with the construction market the way it’s been, this issue has been raised before. Further design development will need to be done to understand where the project is, but right now the escalation estimates are in the 10-12% range. Mr. Brody asked if savings are realized who gets the savings? Mr. Bagnell responded that the savings always return to the institution.

Mr. Tipton raised the issue of contacting the General Assembly regarding the CM @ Risk process to suggest changing the language to offer incentives to save money with fees being based upon the savings of staying on budget, staying on schedule and doing things that are complimentary to what our wishes and desires are to provide a good building and eliminate waste. Mr. Kelly agreed that BOT members could coordinate the discussion with their offices and decide how best to pursue the issue.

Mr. Kelly offered the motion to approve the building program and also the site development program for the Coastal Studies Institute in Manteo as outlined. The motion passed unanimously.

Mr. Seitz presented two other items: (1) a 3-D fly through of the East Carolina Heart Institute was presented during lunch and (2) in the back of the room were pictures of some of the people involved in the leadership of the Banner project. ECU went live with the Banner project in early February and we wanted to recognize some of the individuals that were involved in that project.

Mr. Kelly asked if the other components of the Banner project were still on schedule, such as the Human Resources function. Mr. Seitz responded affirmatively. HR is scheduled to go live in July 2006 and the first phase of the student system in early Fall. The university will switch to a new version of the software between now and when the HR and the student system are implemented. All applications must be on the version of the software. There will be a tight time schedule and some delays but right now everyone is comfortable that this project can proceed. Mr. Kelly asked if it would be appropriate for the Chairman of the Board to send a letter to the individuals involved
Mr. Seitz offered to draft a letter and Mr. Kelly asked that it be a joint document from Mr. Showfety and Dr. Ballard.

Mr. Kelly offered a comment on Higher One by stating his son-in-law attends school here and he did some independent research. Initially there were some problems/bumps and appreciated Mr. Seitz acknowledging them at a prior meeting, but said that most of the students are now supportive of it. He suggested the need for cash dispensing ATMs. Mr. Kelly requested attention to this issue. Mr. Seitz responded that he would work on this issue.

Mr. Kelly referred to the self-liquidating projects and the major capital projects/proposed projects report. These items were discussed at the meeting on February 23. Mr. Kelly commented that George Harrell, Bill Bagnell and the rest of the staff were very accessible and encouraged anyone who had questions to contact them at anytime.

Mr. Showfety mentioned two items that were part of the minutes of the last meeting that were discussed yesterday; a briefing of the downtown project in February (the briefing was held yesterday) and the Wright Circle/Fountain initiative. The Wright Circle Fountain initiative won’t be the Trustees Fountain unless the Trustees pay for it and as Mr. Bodenhamer is sympathetic to that mission, he has agreed to lead the private fund raising effort. The staff is working on developing the scope of the project so that the committee can determine what should be represented at that centerpiece of the university and as we approach our centennial year trying to look at that valuable landmark. There is progress being made on the physical side and on the economic side of that equation. Additional information will be available at the next Board meeting.

Mr. Kelly asked for questions and hearing none adjourned the meeting at 10:35 a.m.
II A. ECU Supplemental Pay Policy for Employees Exempt from the
State Personnel Act (NT-EPA)

General Administration’s management flexibility guidelines require each
campus to develop a supplemental pay (stipend) policy. The attached
was developed by a campus committee and approved by the Executive
Council. We are using this an interim policy until the Board of Trustees
provides final approval.
(INTERIM)

ECU SUPPLEMENTAL PAY POLICY

FOR

EMPLOYEES EXEMPT FROM THE STATE PERSONNEL ACT (NT-EPA)

I. Introduction

East Carolina University (hereinafter "ECU") recognizes that certain circumstances may warrant the award of additional temporary compensation (supplemental pay) to Non-teaching EPA (NT-EPA) employees (note: for purposes of this policy non-teaching EPA employees occupy those positions that are not subject to the State Personnel Act and are classified in one of three categories: 1) NT-EPA Instructional or Research, 2) Senior Academic Administrative Officer Tier-I, or 3) Senior Academic Administrative Officer Tier-II). The policies governing additional compensation for teaching faculty is contained in Part VI.I, General Personnel Policies of the ECU Faculty Manual. The objective of this regulation is to set forth the conditions under which a non-teaching EPA employee may receive additional temporary compensation and the approval process that must be followed.

II. Scope

The Supplemental Pay Policy is intended to address two situations:

A. Temporary increases in responsibility during the employee’s normal work hours or contract period.
B. Extra duties performed outside the employee’s job description and outside of normal work hours or that add extra work hours in addition to those spent on normal job duties.

Supplemental pay is not a bonus for performance. Employees who are eligible for overtime under FLSA regulations must not be given supplemental pay in lieu of overtime.

This regulation applies to additional temporary compensation paid to NT-EPA employees of ECU from all sources. It does not cover any benefit-related compensation that may be received by the employee (i.e. annual leave payout, car allowances, etc.). Also, this policy does not cover pay for external activities. The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI-V of the Faculty Manual.

III. Eligibility

NT-EPA employees are occasionally assigned administrative duties that are not associated with their existing appointment, nor anticipated to become regular assignments on a permanent basis. In these cases, additional temporary compensation, which may also take the form of a temporary stipend, may be appropriate. Examples include, but are not limited to, assignments of one year or less as coordinators of undergraduate, graduate, or special programs. Interim appointments to a higher level of administrative responsibility, such as interim director or head of a unit may also justify additional temporary compensation for a limited period of time.
Additional compensation is not authorized for activities and assignments that are reasonable expectations of the individual's current appointment on a temporary basis, such as special projects, task forces, campus committee assignments, etc.

No temporary assignment should exceed twelve (12) months. Justification for an extension request must be presented through the normal approval request process outlined in this policy.

Eligibility by category is listed below:

SAAO Tier I - Tier I Senior Academic and Administrative Officers do not typically receive additional temporary compensation. However, should there be a compelling reason to adjust a Tier I officer’s salary for a short duration, such as due to an “acting capacity”, it should be accomplished by following the approval process as outlined in the ECU Management Flexibility Plan (Attachment C-2).

SAAO Tier II & NT-EPA, Instructional or Research - Additional temporary compensation to employees in this group may be considered only under exceptional circumstances, and must have the recommendation of the provost or the division vice chancellor, review by the Director of EPA Administration and the prior approval of the Chancellor or his/her designee.

IV. Definitions

A. Compensation Within the Employee's Contract/Appointment Period: A NT-EPA employee's regular annual salary represents the full compensation for duties to be performed within the scope of the contract/appointment paid to the employee during the period of time the employee is under contract with ECU. This is the regular annual salary that is stated in an employee's contract letter.

B. Additional Compensation: Compensation paid to an employee by the university from ECU sources, including foundations, in excess of the employee's regular annual salary for the performance of administrative duties beyond the scope of the employee's contract/appointment. Such compensation may be within or outside of the employee's contract/appointment period.

1. Additional Compensation within the Employee's Contract/Appointment Period: Compensation paid by ECU to a NT-EPA employee from any source that is approved and is in addition to the employee's regular annual salary as stated in the employee's appointment/contract letter.

2. Additional Compensation Outside of an Employee's Contract/Appointment Period: Compensation received by a NT-EPA employee from ECU sources that is received outside of the stated contract period and is in addition to the employee's regular annual base salary as stated in the employee's contract letter (NOTE: there is no outside of contract period for 12-month employees).

V. Approval Request Process

Requests for additional compensation must be approved in writing prior to the time the NT-EPA employee is to begin performing the additional duties.

The following steps must be completed and documented before supplemental pay can be authorized:

A. A written request stating the justification for supplemental pay in advance of the start of the special assignment must be approved by the employee’s supervisor.
B. The request must clearly identify the activities covered, the relationship of the activities to the employee’s regularly assigned job responsibilities, the expected duration, and the basis for determining payment.

C. The request must be made to the appropriate administrator (Department Head, Dean, Provost/Vice Chancellor, etc.)

D. If approved by the Provost/Vice Chancellor, the request should be forwarded to the Director for EPA Administration for review and forwarding to the Chancellor for final decision by the Chancellor or his/her designee.

E. Documentation of supplemental compensation payments must be maintained in the employee’s personnel file.

VI. Limits on Additional Compensation (Maximum Amounts Allowable)

Limits on additional temporary compensation represent the maximum amount a NT-EPA employee may be paid from all ECU sources and are based upon the employee’s annual salary rate as stated in the contract letter. The limit differs depending on whether the employee receives the additional compensation within or outside of their contract/appointment period.

A. Limits on Additional Compensation Paid Within the Contract/Appointment Period

The maximum additional compensation that may be received during an employee’s contract/appointment period is limited to 25% of the annual salary rate earned during the specified period unless extraordinary compelling justification is provided and approval is obtained from the appropriate Vice Chancellor and/or the Chancellor for an exception.

B. Limits on Additional Compensation Paid Outside of Contract/Appointment Period

Total additional compensation that may be received outside of an employee’s contract/appointment, (i.e. three months for a 9-month employee), would be equal to the annual salary divided by the number of contract/appointment months multiplied by the number of non-contract months. For example, a 9-month NT-EPA employee with a full-time annual salary of $36,000 would have an outside-of-contract-period salary cap of $12,000 ($36,000/9 = $4,000 x 3 = $12,000). This section does not apply to 12-month employees, since there is no outside period of employment for 12-month employees.

VII. Record Retention

Original supporting documentation for the additional compensation approved and paid to a NT-EPA employee must be retained in the hiring unit’s personnel file for a period of five years from the additional compensation payment date and in the Human Resources Office files permanently since this documentation constitutes an item contained in the official personnel file. If documentation is in support of expenditures charged to a contract and/or grant account, the documentation must be retained for 5 years after termination of the contract and/or grant.

Approvals:

Chancellor/Executive Council: February 15, 2006
II B. Budget Update

Mr. Seitz will provide a verbal update of the current status of operating and capital budget planning for 2006/2007.
Item IIIA  Property Purchase

The following property purchase requires Board of Trustee approval:

Redditt Property

Attached is a description of the property purchase.

Vice Chancellor for Administration & Finance
May 4, 2006
MEMORANDUM

To: Kevin Seitz

From: Scott Buck

Date: April 19, 2006

Subject: Redditt House, 160 E. 10th Street

In May 2005, Ms. Nina Belle Redditt gifted her house, located at 610 E. 10th Street, to the ECU Real Estate Foundation. Ms. Redditt is now deceased.

The Foundation was used as an intermediary to expedite the acceptance of the gift for the University due to Ms. Redditt's declining health. The executor of Ms. Redditt's estate has turned the house over to the Foundation per the gift arrangement and the University is leasing the property for $1.00 per year from the Foundation to handle utilities, yard maintenance, etc.

Please seek Finance & Facilities Committee approval to begin the State approval process for the University to acquire this property. This acquisition is strategic as we own facilities on either side.

Please see the action item request for submittal to the Board.

Attachment

ASB:kc
East Carolina University
Board of Trustees
Finance & Facilities Committee

ACTION ITEM
Approval of the Resolution purchase for $1.00 (one and 00/100) a house located at 610 East Tenth Street from the ECU Real Estate Foundation. The house was recently gifted by the owner, Ms. Nina Belle Redditt, just prior to her death. The ±2,000 square foot masonry house, sited on ±3/4 acre, was built in 1955 and has a tax value of $120,000. The house is directly across the street from the ECU Police Department and is between the Family Therapy Clinic and the Police Department Annex. Source of funds shall be from Fund: 310672 Org: 230101 Acct: 72410 Prog: 1700.

BACKGROUND INFORMATION
The ECU Real Estate Foundation has served as an intermediary for the University to expedite acceptance of the gift prior to Ms. Redditt’s death. Several departments such as Family Therapy and ECU Police have expressed interest in its use.

RECOMMENDED ACTION
We recommend the Finance & Facilities Committee members approve this request. Contingent upon your approval, we will seek State Property Office and Council of State approvals.
III B. Proposed Delegated Authority for Real Property Acquisition

Mr. Seitz and Dr. Lewis will provide a verbal update regarding this project.
III C. Project Update

Mr. Seitz will provide a verbal update on the following projects:

1. Wright Circle/Fountain
2. Downtown Center
3. ECHI
Item III D – Designer Selections

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

Academic Building A---Walter Robbs Callahan & Pierce Architects

Jones Hall Loading Dock Storage Room---JFK Architecture
   MHAworks, P.A.
   Maune Belangia Faulkenberry Architects

Open End Design Agreements---Dr. George Harrell, Campus Operations

Brody Auditorium Renovation---Cherry Huffman Architects
   BJC
   HH Architecture

Todd Dining Hall Servery---Moser Mayer Phoenix Association
   MHAworks, P.A.
   Stantec Architecture Inc.

Jones Aycock Residence Hall Fire Alarm upgrades---Dewberry and Davis
   The Wooten Co.
   Dibble & Pledger

2005 Drainage: Umstead Avenue---McKim and Creed, PA
   Wetherill Engineering
   Municipal Engineering
MEMORANDUM

TO: Dr. George W. Harrell
FROM: William E. Bagnell
DATE: February 17, 2006
SUBJ: Designer Selection
       Academic Building A

The designer pre-selection committee recommends the following three firms in prioritized order:

- Walter Robbs Callahan & Pierce Architects
- LS3P Boney PLLC
- BBH Design

Winston-Salem, NC
Wilmington, NC
Research Triangle Park, NC

The designer pre-selection committee consisted of:

Dr. Rick Niswander
Dr. Marilyn Sheerer
Mr. Kevin Seitz
Dr. George Harrell
Mr. Bill Bagnell
Mr. Mark Myer
Mr. Ken Kisida

Dean of the School of Business
Dean of the School of Education
Vice Chancellor of Administration & Finance
Senior Associate Vice Chancellor for Campus Operations
Director of Facilities Engin. & Architectural Services
Project Manager, Facilities Engin. & Arch. Services
Executive Director of Facilities Services-Main 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 the East Carolina University growth of the academic programs on the main campus. This program is for a new 225,000 square feet building to house the schools of Business and Education with a total project budget of $84,800,000. The new building will be comprises of classrooms, class labs, offices, student support services and building support spaces.

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

TO: Dr. George W. Harrell
FROM: William E. Bagnell
DATE: February 22, 2006
SUBJ: Designer Selection
Jones Hall Loading Dock Storage Room
Code: 40536 Item: 308

The designer pre-selection committee recommends the following three firms in prioritized order:

1. JK Federation Architecture
2. MHAworks, P.A.
3. Maune Belangia Faulkenbery Architects

Greenville, NC
Chapel Hill, NC
New Bern, NC

The designer pre-selection committee consisted of: Mr. Todd Johnson, Associate Vice Chancellor of Campus Living, Housing & Dining, Mr. Mark I. Kimball, Facilities Services for Housing, Ms. Gina Shoemaker, Facilities Engineering and Architectural Services, Mr. Anthony Yamada, Utilities Manager and Ms. Joyce Sealey, Food Service Director.

The scope of design for this project is to add approximately 400sf of space to the existing dry storage and cooler room for the Galley to allow for additional needed storage capacity.

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.

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

Enclosure
MEMORANDUM

February 28, 2006

TO: Finance and Facilities Committee

FROM: George W. Harrell

SUBJECT: Designer Selection – Open End Design Agreements

Below is the recommendation from the Designer Pre-Selection Committee in regard to the Open End Design Agreements. The firms are recommended in priority order from left to right:

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<tr>
<th>One Year Contracts</th>
<th>1st choice</th>
<th>2nd choice</th>
<th>3rd choice</th>
<th>4th choice</th>
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<td>Davis Kane</td>
<td>MHAworks</td>
<td>BJAC</td>
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<td>Dibble &amp; Pledger</td>
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<td>Cole, Jenest &amp; Stone</td>
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* indicates Women or Minority Owned Firms

Please review this recommendation, register your vote below, and return this memo by fax to (252) 328-0792. Please contact Bill Bagnell or me at (252) 328-6858 if you have any questions regarding this recommendation.

Thank you

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

Attachment

Disapproved Date

cc: K. Seitz
    J. Durham
    B. Bagnell

East Carolina University is a constituent institution of the University of North Carolina. An Equal Opportunity/Affirmative Action Employer.
MEMORANDUM

TO: Dr. George W. Harrell
FROM: William E. Bagnell
DATE: March 7, 2006
SUBJ: Designer Selection
       Brody Auditorium Renovation

The designer pre-selection committee recommends the following three firms in prioritized order:

- Cherry Huffman Architects, Raleigh, NC
- BJAC, Raleigh, NC
- HH Architecture, Raleigh, NC

The designer pre-selection committee consisted of:

- Dr. Virginia Hardy: Associate Dean of Academic Support & Counseling, BSOM
- Dr. Nick Benson: Associate Dean, BSOM
- Mr. Gary Vanderpool: Executive Vice Chancellor of Admin. & Finance for HSC
- Mrs. Carolyn Erwin: Administrator with HSC Group Practice
- Dr. George Harrell: Senior Associate Vice Chancellor for Campus Operations
- Mr. Bill Bagnell: Director of Facilities Engin. & Architectural Services
- Mr. Mark Myer: Project Manager, Facilities Engin. & Arch. Services
- Mr. David Lancaster: Director of Facilities Maintenance for HSC
- Mr. Griffin Avin: Assistant Director of Facilities Maintenance for HSC

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 the upgrade of facilities on the Health Sciences Campus of the East Carolina University. Project will renovate the 8,800 sq ft Brody Auditorium with approximately 500 seats, to include the work required for the replacement of the seating, replace dividing partitions, new curtains and projection screen, upgraded audio/visual infrastructure, entry doors, accessibility issues, lighting, ceiling and finishes.

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

TO: Dr. George W. Harrell
FROM: William E. Bagnell
DATE: March 15, 2006
SUBJ: Designer Selection
       Todd Dining Hall Servery Renovation
       Code: 40536 Item: 309

The designer pre-selection committee recommends the following three firms in prioritized order:

1. Moser Mayer Phoenix Associates, Greensboro, NC
2. MHAworks, P.A., Chapel Hill, NC
3. Stantec Architecture Inc., Raleigh, NC

The designer pre-selection committee consisted of: Mr. Todd Johnson, Associate Vice Chancellor of Campus Living, Housing & Dining, Mr. Bill Bagnell Director of Facilities Engineering & Architectural Services, Ms. Gina Shoemaker, Facilities Engineering and Architectural Services, Mr. Bill Clutter, Assistant Vice Chancellor for University Life, Mr. Ken Kisida, Executive Director of Facilities Services, and Ms. Joyce Sealey, Food Service Director.

The renovation will include replacing existing serving lines, stations and floor to allow for a better traffic flow through the dining hall. This will include expanding the servery into the current Sweetheart’s private dining space. We also plan on the addition of a stone pizza oven, a Mongolian grill, and a bakery station and the replacement of the current dish machine. The design will also have to closely evaluate the heat loads added to the building, as we are currently close to cooling capacity during the summer months.

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.

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

Enclosure
MEMORANDUM

To: Dr. George W. Harrell
From: William E. Bagnell
Date: March 14, 2006
RE: Designer Selection
    Jones/Aycock Residence Hall Fire Alarm Upgrades

The designer pre-selection committee recommends the following three firms in prioritized order:

Dewberry & Davis
The Wooten Company
Dibble & Pledger

Raleigh, NC
Raleigh, NC
Washington, NC

The pre-selection committee consisted of Mr. Mark J. Kimball of Facilities Services-Housing, Mr. Tony Yamada, Assistant Director, Facilities Services-Utilities, Mr. Lloyd Nobles, and Mr. Nick McKinley of Facilities Engineering and Architectural Services.

To the best of my 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 fire alarm systems in residence halls. The upgrade will provide new addressable fire alarm systems and devices to meet current NFPA codes/standards and the removal of the abandoned conventional fire alarm systems.

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

Enclosure
MEMORANDUM

TO: Dr. George W. Harrell

FROM: William E. Bagnell

DATE: March 20, 2006

SUBJ: Designer Selection
2005 Drainage: Umstead Area

The designer pre-selection committee recommends the following three firms in prioritized order:

McKim & Creed, PA  Raleigh, NC
Wetherill Engineering  Raleigh, NC
Municipal Engineering  Garner, NC

The designer pre-selection committee consisted of Mr. Robert Still, Mr. Gerry Gable, and Mrs. Gina Shoemaker of Facilities Engineering and Architectural Services.

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

This project is a Capital Improvement Project for 2005. The project is to repair and line approximately 720 LF of 72 inch corrugated metal storm drain pipe east of Umstead Residence Hall.

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

Enclosure
Item III E – Status of Major Capital Projects

Attached is a revised report on the major capital projects ECU is undertaking.
STATUS OF CAPITAL PROJECTS UNDER CONSTRUCTION
EAST CAROLINA UNIVERSITY

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

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

Project Completion Date: January, 24, 2006
Anticipated Completion Date: May 18, 2006

Project Status: The project is under construction with a notice to proceed issued on August 2, 2004. The project is approximately 95% complete. The building exterior façade and roofing work is completed. Drywall and ceiling installation is completing. All finishes including paint, tile, and carpet are nearing completion. Exterior site work is completed except final asphalt and landscaping. A web camera has been established to observe the construction at http://150.216.193.13/view/view.shtml

COLLEGE HILL SUITES – PHASE I:
Funding Source: Self Liquidating Project – Student Life project consists of construction of a new 488 bed Residence Hall in a suite style arrangement. Project is sited between Tyler Residence Hall and Todd Dining. The project budget is $31,500,000.

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

Project Completion Date: July 24, 2006
Project Completion Date: July 24, 2006

Project Status: Building is under construction and approximately 84% complete. Underground utility re-locations are 99% complete. Concrete Block and Concrete Plank are complete. Steel installation is 99% complete. Brick installation is complete. Roof top equipment is 95% complete. Roofing is on-going. Mechanical, Electrical & Plumbing rough-in is substantially complete on all floors. Drywall work is 75% complete and window installation is 80% complete. Steam tie-in is complete. Building has permanent power. A web camera has been established to observe the construction at http://150.216.128.239/top/liveapplet.html. Control the camera by hitting “Start Control” or select one of the preset camera positions. You will have control for a minimum of 20 seconds, at this point if someone else is in on the camera, they can take control. You will remain in control until someone else takes it. If this occurs, you can take control back after the 20 minimum seconds.
STATUS OF CAPITAL PROJECTS UNDER CONSTRUCTION
EAST CAROLINA UNIVERSITY

OLD CAFETERIA RENOVATION:

Funding Source: Higher Education Bond Project Renovation of the 54,800 GSF building that was built in several phases, beginning in 1909. The renovation will primarily address deferred maintenance needs related to mechanical, electrical, plumbing and building systems. The project will include modernization of the building to office space and renovation of Student Financial Aid offices. The South Wing ground floor offices including Student Loans and the Cashiers Office were recently renovated and will remain unchanged. Project Budget is $8,700,005.

Designer: Davis Kane Architects, Raleigh, NC
General Contractor: D.S. Simmons, Goldsboro, NC

Project Completion Date: July 14, 2006
Anticipated Completion Date: August 14, 2006

Project Status: Construction is underway. Demolition is complete and asbestos abatement is complete. Temporary power for occupied portions of the building and Mamie Jenkins Building are complete. Conversion of the data and telecommunications room is complete. Parking area has been demolished and curb and gutter is complete. Storm sewer is complete. Mechanical, Electrical and Plumbing rough-in is 80% complete. Metal Stud installation is 100% complete. Exterior waterproofing and brick tuck point is 70% complete. Roof remediation is 100% complete. Project is approximately 65% complete.

FLETCHER MUSIC ADDITION:

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

Designer: Calloway, Johnson, Moore & West, Greensboro, NC
General Contractor: Daniels and Daniels, Goldsboro, NC

Project Completion Date: June 27, 2006
Anticipated Completion Date: July 18, 2006

Project Status: Project is under construction and approximately 75% complete. Installation of the floor slabs in the renovation areas and laying of brick masonry for exterior walls are on-going. The trusses for the roof are being installed. Mechanical, Electrical & Plumbing rough-in work is continuing. Drywall installation has begun. Main building and recital hall entrance work is on-going.
EAST CAROLINA CARDIOVASCULAR INSTITUTE:
Funding Source: State Appropriation: House Bill – H 1264 Certificates of Participation. This ECU project consists of two components that comprise a 210,000 gsf building. The new building will include cardiovascular clinical research, outpatient programs and an education center, and basic science research for cardiovascular disease. The new building will create a facility with a focused initiative directed toward comprehensive treatment, prevention and eradication of cardiovascular maladies. Project Budget is $60,000,000.

Designer: Perkins and Will, Charlotte, NC  
CM@ Risk: Bovis Lend Lease, Raleigh, NC

Project Status: The building program has been restructured to meet budget. The two story addition and elevated bridge to Warren Life Sciences have been eliminated. In addition, the new ECCI building has been increased to four floors to accommodate both clinical and research functions. Revised Design Development drawings have been submitted to DOI and State Construction and to East Carolina for review. Upfits for the Auditorium in the Education Wing and the 4th Floor Research upfits will be designed, but treated as additive alternates that will be accepted if funds allow. The anticipated project schedule will include an early release site package to start in June 2006 with the building package following in August 2006 and a project completion date of November 2007. The early release package is presently under review by state agencies and the CM@ Risk is preparing the preliminary GMP package.

GERIATRICS CENTER:
Funding Source: Donor Gift: This program is for a new Geriatrics Clinic space of approximately 10,000 gsf and a total project budget of $2,500,000. The new facility will be located in proximity to the future Family Practice Building on the Health Sciences Campus. The building will consist of exam rooms, support spaces, offices, patient services and building support spaces.

Designer: BBH Design Research Triangle Park, NC

Project Status: Design contract has been approved and executed. Schematic Design and Programming are complete. Site selection is underway and will be coordinated with the site selection for the Family Medicine Center. At this time, the proposal is to incorporate the center into the Family Medicine Building, but with an identifiable presence including a separate entrance.
STATUS OF CAPITAL PROJECTS UNDER DESIGN
EAST CAROLINA UNIVERSITY

MENDENHALL STUDENT CENTER AND LEDONIA WRIGHT CULTURAL CENTER RENOVATION:
Funding Source: Self Liquidating Project – Student Life. Mendenhall and the Ledonia Wright Cultural Center currently occupy about 123,000 square feet of floor space. Enrollment projections define a need to increase the student center up to 320,000 square feet. A renovated and expanded student/campus services center will include relocation of the Ledonia Wright Cultural Center, additional 1000 seat banquet room, additional meeting rooms, student organization offices, lounge spaces, gallery spaces, media center, entertainment spaces, retail spaces, business center, expanded game areas, and additional building renovations. The project budget is $35,000,000.

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

Project Status: The Programming and Concept Design document has been completed and reviewed with the executive committee. The program includes new and renovated space for Mendenhall Student Union and Ledonia Wright Cultural Center. Design negotiations are complete, and the design contract has been signed. Bi-weekly meetings with the project committee have started to begin the Schematic Design process.

NORTH RECREATIONAL FIELDS:
Funding Source: Self Liquidating Project – Student Recreational Services. This project is an incremental development of a 129 acre site, for additional recreational sports fields to accommodate enrollment growth in the student population. The site is outside the city limits of Greenville at the intersection of highways NC 33 and US 264. The site development includes new roadways, parking, infrastructure, support facilities, and fields for intramurals and club sport activities. Once the site is fully developed, fields would include but not be limited to football, softball, soccer, rugby, lacrosse, ultimate Frisbee, and field hockey. A large lake for boating and swimming, a skate park, a student services building and an amphitheater have also been considered in the planning effort. Phase I project budget is $6,000,000.

Designer: Site Solutions, Inc., Charlotte, NC

Project Status: Master plan was approved by the Board of Trustees. Construction Documents will be submitted for review before the end of the year. Documents are at State Construction and DOI for review. Anticipate construction to begin June/July 2006.
BELK BUILDING RENOVATIONS:
Funding Source: Higher Education Bond Project. This project is a comprehensive renovation and conversion from Allied Health to General Academic use by the College of Health and Human Performance. The scope of work is primarily deferred maintenance needs as well as a significant amount of asbestos abatement that will restore the flexibility and utility of the building.

Designer: Michael Hining Architects, Chapel Hill, NC

Project Status: Construction Document drawings have been submitted for reviewed by SCO, DOI and the owner. The project will proceed with the current scope and identify bid alternates that will allow the project to be bid within the budget. Anticipate bidding June 2006 and construction to begin July 2006.

UNC COASTAL STUDIES INSTITUTE:
Funding Source: State Appropriation The Coastal Studies Institute will consist of the development of 40 acres adjoining the North Carolina Aquarium and the Dare County Airport in Manteo, NC. The Institute will conduct basic research and training on large scale interactions between ecological systems, the ocean, the earth, and the atmosphere. The research activities of the Institute will require offices, common spaces, areas of computer research, wet labs, dry labs, flexible space for equipment assembly and storage, as well as associated facilities that include residential functions for visiting researchers. The design will place a high priority on minimizing environmental impacts as well as maximizing possible energy efficiency and use of sustainable materials necessary for LEED certification. The project is approved for advanced planning with a planning budget of $1,300,000.

Designer: PBC+L Architecture/ Kahoon & Casten Raleigh, NC
CM@Risk: Whiting-Turner Contracting Co., Raleigh, NC

Project Status: The program identifies 90,000gsf and $28.1 million program budget. A meeting was held at UNC-GA to review the program as well as the proposed project budget for consideration in the 2006 General Assembly. It is anticipated that the legislative request will be $30-31 million to include; design, construction, FF&E, LEEDS Certification, Scientific Equipment, and Wetland development for Research. We have received a design proposal through construction, and contract negotiations are currently underway.

WRIGHT CIRCLE INFRASTRUCTURE REPAIRS:
Funding Source: 2003 COPS Repairs and Renovation Funds $412,900.
The project involves removing the fountain and repairing the storm drain line beneath that has deteriorated and is causing sink holes in Wright circle and below the fountain. In addition, the project will relocate a sanitary sewer line crossing under the fountain and repair a storm drain line from the steam tunnel located beneath the
fountain. The fountain, landscaping and walkways will be restored following the repairs.

Designer: Rivers and Associates, Greenville, NC

Project Status: Revised Construction Documents have been submitted for review. Anticipate bidding and notice to proceed for construction in June / July 2006. Plans and specifications have been forwarded to Mr. Showfety for evaluation of scope and the potential of donor contributions for changes to the fountain and landscaping within the Wright Circle. The University has contacted two fountain companies to solicit input for enhancing the fountain as a visual anchor for the Wright Circle. Delta Fountains in Jacksonville, FL and Dynamic Fountains in Cartersville, GA have provided estimates for proposed fountain designs. Both firms have been asked to provide a rendering of their proposed fountain.

SCOTT RESIDENCE HALL RENOVATION:
Funding Source: Self Liquidating Project – Student Life.
This project will provide ADA up-fits, door and window replacements, asbestos abatement, HVAC replacement, elevator installation, complete bathroom renovations, fire alarm replacement, and emergency generator installation.

Designer: Davis Kane Architects, Raleigh, NC

Project Status: Survey work around the site will begin in the next 2 weeks, and the designer has started preliminary study work.

TODD DINING SERVERY RENOVATION:
Funding Source: Self Liquidating Project – Student Life.
This project will include replacing existing serving lines and stations to allow for a better traffic flow through the dining hall. This will also include expanding the servery into the current Sweetheart’s private dining space. Also plan the addition of a stone pizza oven and a bakery station. Design will also evaluate head load added to the space, since the building is close to maximum cooling capacity in the summer now.

Designer: Moser Mayer Phoenix Assoc. PA, Greensboro, NC

Project Status: We have received a design proposal and are negotiating with the designer.
CAPTIAL PROJECTS ANTICIPATED FOR ADVANCED PLANNING AND DESIGN
EAST CAROLINA UNIVERSITY

Academic Building A: Designer Selection completed with Walter Robbs Callahan & Pierce selected. Design Contract is pending.

Family Medicine Center: Designer Contract Amendment is completed, and meeting for revisiting the program are being scheduled.

Health Science Campus Student Services Building and Police Department: Advanced Planning Authorized

Health Science Administration Space Study and Renovation: Designer Selection Underway (vacated Health Sciences Library)

Brody School of Medicine Auditorium Renovation: Designer Selection completed with Cherry Huffman selected. Design Contract is pending.

Main Campus: New Police Department Building: Project Authorization Requested

Performing Arts Building Study: Concept Planning Started

Belk Residence Hall Demolition: Project Authorization Requested

Health Sciences Campus New Dental School Study: Concept Planning Started

Ficklen Stadium East End Zone Expansion and Press Box Renovation and Expansion Study: Project Authorization Requested

ATHLETICS: WOMEN’S CENTER FOR OUTDOOR SPORTS: Concept Planning