

## University Budget Committee Minutes

<b>Meeting Date and Time:</b> 18 Mar 2021, 4-5 PM	
<b>Meeting Topic(s):</b> Q&A about ECU Facilities / Space Planning, Updates on Fiscal Sustainability Activity	
<b>Attendees, Members:</b> Dr. Uduak Akpan, Dr. Molly Jacobs, Dr. Holly Wei (Chair), Dr. Cindy Elmore, Steve Garrett (Secretary), Dr. Page Varnell (Vice Chair), Dr. Jennifer McKinnon	
<b>Ex-officio Members:</b> Ms. Stephanie Coleman, Dr. Wendy Sergeant, Dr. Gary Venderpool, Dr. Becky Welch, Dr. Susan Chapman, Senate Chair Dr. Purificación Martínez, Tucker Robbins	
<b>Attendees, Guests:</b> Ms. Dawn Pilgrim-Dunn, Associate Director of Space Planning at ECU	
<b>Meeting Purpose(s):</b> Primarily a Q&A regarding campus space allocations and expenses,. Also, an introduction of a new project to focus everyone on our mission of regional transformation, and updates to the on-going Fiscal Sustainability efforts.	
<b>Objectives/Outcomes:</b> Answers to questions from committee meetings about the expenses, activities, and future plans around space / building / facility utilization at ECU.	
<b>Agenda Item #1</b>	<b>Approval of minutes from prior meeting</b>
<b>Options/Points Raised:</b>	Approved
<b>Decisions or Recommendations:</b>	
<b>Agenda Item #2</b>	<b>Discussion and Q&amp;A about Campus Space Planning with Ms. Dawn Pilgrim-Dunn, Associate Director of Space Planning</b>
<b>Options/Points Raised:</b>	Q&A about the purpose, processes, and function of the Space Planning department and the Space Allocation Committee. Detailed notes and screen captures of the PPT are below.
<b>Decisions or Recommendations:</b>	Senate Chair Dr. Martínez suggested that anyone with suggestions about space utilization is welcome to contact her by email.
<b>Agenda Item #3</b>	<b>Introduce a project about ECU Mission: Regional Transformation</b>
<b>Options/Points Raised:</b>	Dr. Sharon Payner will present a new project designed to encourage faculty to contribute new ideas and provide information about ways we can support ECU's Regional Transformation efforts. This presentation will be















<b>Decisions or Recommendations:</b>		
<b>Agenda Item #4</b>	<p><b>Updates on Fiscal Sustainability Activities</b></p> <p>Summer Salaries – this is still in the information-gathering stage. The team has learned that there are different approaches used around ECU. The end goal is to ensure a fair and equitable final result.</p> <p>In addition, there are four sub-groups that are tasked with research and will issue reports to Vice Chancellor Van Scott by 4/1/2021. The final report will be compiled and submitted to Chancellor Rogers in June.</p>	
<b>Options/Points Raised:</b>		
<b>Decisions or Recommendations:</b>		
<b>Agenda Item #5</b>		
<b>Options/Points Raised:</b>		
<b>Decisions or Recommendations:</b>		
<b>Action Items</b>		
<b>Task to Be Done</b>	<b>Person Responsible</b>	<b>Due Date</b>
Direct questions about facilities billings to Bill Bagnell	Ms. Stephanie Coleman	4/15/2021

# Freeform Notes

## Attendance

Participants (9) ×

Search

	Steven Garrett Me, internal		
	Holly Wei Host, internal		
BT	Beth Thompson Internal		
C	CHAPMANSUS		
CE	Cindy Elmore Internal		
DP	Dawn Pilgrim-Dunn		
PM	Purificacion Martinez		
UA	Uduak Akpan Internal		
WS	Wendy Sergeant Internal		

Campus Space Planning, Dr. Dawn Pilgrim-Dunn, Associate Director of Space Planning

## List of Questions provided to me by the UBC:

1. Space inventories (frequencies, process, data)
2. Classroom space and use
3. The Heritage Hall: the plans with timeline and the 300,000 dollars raised toward the Heritage Hall
4. The plans for the Chancellor's House on 5th street.
5. Leases on buildings that we have terminated/about to terminate: How much money in those leases that we still have to pay for?
6. Plans to move Registrar from current location, reasoning?
7. Plans for the millennial campus and how space there will be used there.
8. More and more departments are being spread out across multiple buildings, sometimes quite far apart, which requires redundancy of core departmental resources. Is this considered in considering space allocation?
9. What are our needs in terms of instructional space and plans to meet these needs?
10. When will new science building be completed, moved in, and Howell vacated?
11. What are the plans for Howell?
12. The building next to the Chancellor's house on 5<sup>th</sup> that has recently been renovated. What are those plans?
13. Is Flex space being considered now that we have been forced to work from home and determined we may not need the space we have? Or more students are taking online classes. Our department has moved half its graduate classes to night hours.
14. Has the university run a survey of faculty, staff, students to identify space needs?
15. Does the university work with researchers on campus who might have the ability to contribute to space research and discussions?
16. How are units able to keep a "claim" on long-unused space in buildings where they don't have classes or offices? This is the case in Joyner East.

## Question 1: Space inventories (frequencies, process, data) and Question 2: Classroom space and use

### Inventories (frequencies):

Total GSF in ECU's inventory 7.7 million!!! This includes Main Campus, Health Sciences Campus, West Research Campus, and CSI

Location Type	Description	User Sqft
110	CLASSROOM FACILITIES	207,509
115	CLASSROOM SERVICE	8,435
210	CLASS LABORATORY	206,158
215	CLASS LABORATORY SERVICE	36,088
220	OPEN LABORATORY	79,241
225	OPEN LABORATORY SERVICE	5,948
250	RESEARCH/NONCLASS	203,783
255	RESEARCH/NONCLASS LABORATORY SERVICE	52,462
310	OFFICE FACILITIES	893,471
315	OFFICE SERVICE	212,630
350	CONFERENCE ROOM	138,687
680	MEETING ROOM	55,390

Over 7.7 million gross square feet, 3 planners to manage this space.  
893.4' sq ft is classroom and support space

If you submit a work order, it goes to the Institutional Planning SharePoint site. This is the way to make a request for new office, new space, change of use, new program space request.

Space-Allocation Committee – charged with details regarding utilization trends, scheduling, styles / designs, and help departments maximize space usage.

Classroom and Class Lab Governance Sub-Committee – focuses on technology and evaluates requests.

## Question 1: Space inventories (frequencies, process, data)

### Process (cont):

USC Charge: Charge is defined in the following PRR: **Allocation of University Space**

REG07.30.01

#### 3. University Space Committee

##### 3.1 Responsibilities

3.1.1 [Analyzing the future physical space requirements](#) for East Carolina University.

3.1.2 [Providing the Executive Council and the Chancellor with recommendations](#) for land and space procurement, programmatic space assignment, and space re-purposing.

3.1.3 [Serving as the organization of record](#) for all space assignments.

3.1.4 [Recommending baseline/initial delegations of authority](#) over ECU property regarding space allocation

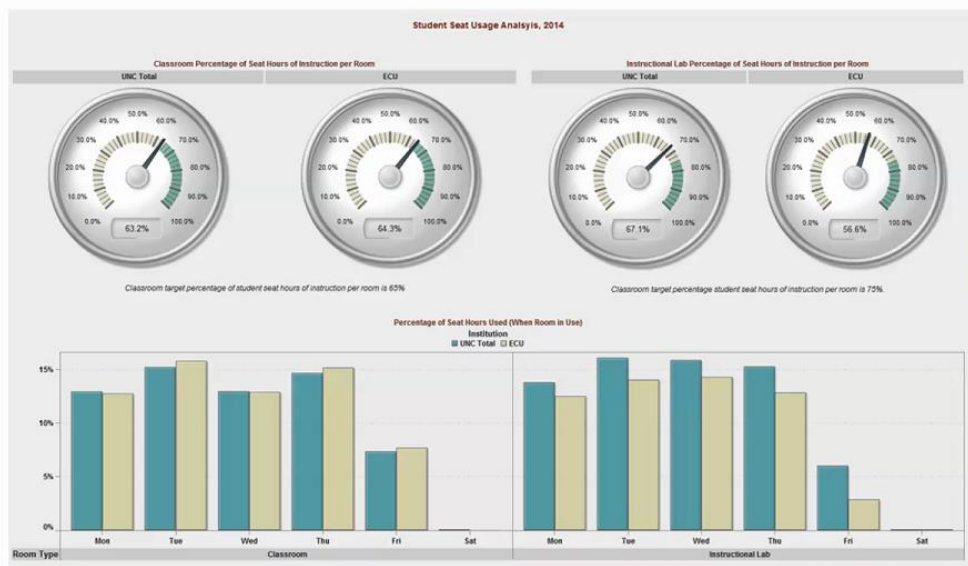
3.1.5 [Develop and publish appropriate process descriptions](#) for making requests to the USC relating to space use.

The ECU Chancellor is the overall leader responsible for this department and committee. The team makes recommendations, manages and oversees all the property, and helps allocate space.

Q2 – classroom and class lab space and use –

## Question 2: Classroom/Class Lab space and use (data):

### Seat Usage Analysis Tab



\*2014 UNC SO Dashboard Data, last year of published data.

The department uses the same data set to evaluate our performance. This measures seat hours usage per seat for regular and lab spaces. We try to hit 65% and 75% respectively. This is useful to compare our performance vs. other schools.

Q3 and 4 – Heritage Hall and Dail House

The Dail House (formerly known as the Chancellor's Residence) is currently being considered for assembly space for meetings, receptions, etc. The timeline is still under review.

Simultaneously, Heritage Hall is currently being considered for placement inside the Dail House. The \$300K is being managed by Univ. Advancement for use in planning and design, technology, and renovations (should those be needed).

Dr. PM – Dail House needs extended renovations. If Heritage Hall is moved there, when can it open?

DP-M – it's too early to know, as we don't know the extent of required renovations in Dail House. If we can't place Heritage Hall in the Dail House, then ECU will reconsider where to locate Heritage Hall.

Q5 – terminated leases – how much money do we still have to pay out?

Name	Property Street Address	City	Department User	*Annual Rent	Price/Sq. Ft.	Sq. Ft.	Reg. Date	End Date	Comments
ECU Auditing	1704-B Arlington Blvd	Greenville	Auditors	\$37,625.00	\$12.45	3,023	8/1/2014	6/26/2020	Lease Terminated and Auditing moved to Building 109
Self-Help	301 S. Evans Street	Greenville	Continuing Studies	\$212,068.50	\$14.25	14,882	2/15/2005	1/15/2020	Lease Terminated and occupants moved to 2nd floor of Mendenhall
BHS	211 Jarvis Street, Suite 102	Greenville	Env. Health & Safety	\$52,080.00	\$15.00	3,472	10/1/2016	9/30/2021	Still in negotiations
Financial Svcs. Select Bank	3800 E. 10th Street	Greenville	Financial Svcs	\$77,701.50	\$15.50	5,013	3/1/2016	2/28/2021	Lease Terminated and occupants moved to 2nd floor of Greenville Centre
Swing Space	211 Jarvis Street, Suite 104	Greenville	A&F	\$37,665.00	\$15.00	2,511	1/2/2018	12/31/2022	Still in negotiations
Fox Haven	102 Fox Haven Rd.	Greenville	AA_Personnel Admin.	\$39,430.03	\$11.54	3,388	7/1/2013	6/30/2019	Lease Terminated as of May 2019
Innovation Lab	211 Jarvis Street, Suite 100	Greenville	Innov. Lab_Honor's College	\$80,595.20	\$14.39	5,600	9/1/2015	8/31/2019	Lease extended to 8/31/2020; discussions in place to extend for longer. (Dec 2022)
Uptown 207_No Quarter LLC	207 E. Fifth Street	Greenville	Registrar	\$148,974.28	\$18.48	8,062	1/1/2018	12/31/2024	Plan is to move Registrar to main campus.
DE Proctoring	1029 WH Smith Blvd.	Greenville	Continuing Studies	\$81,810.00	\$15.00	5,454	12/1/2018	12/31/2022	Plan is to renew lease at lease end.
STEM/PSYC	1038 WH Smith Blvd.	Greenville	COE-STEM	\$65,800.00	\$14.00	4,700	1/2/2018	12/31/2022	Plan is to renew lease at lease end
Blast Simulator	1800 N. Greene Street	Greenville	REDE	\$15,192.13	\$6.30	2,408	2/1/2016	1/31/2019	Lease renewed until 1/31/2022
Onset of Lease Term Plan - Annual Rent as of 6/26/2019				\$848,023.53					
After Lease Term Plan - Annual Rent as of 3/5/2021				\$462,116.59					
Savings				\$365,906.94					

Summary – savings so far \$365,906.94, and still working to try to eliminate other leases

Process to evaluate leases for renewal

- a) Can we move the department or function to main campus?
- b) Can we downsize and relocate?

If no, goes back to the Finance Department for evaluation.

Q6 – reasoning for plans to move Registrar back to main campus

Original plan was to consolidate all One Stop functions to a new building. That building is on hold indefinitely, so the best option was to move as many functions to locations as close as possible to Old Cafeteria (possibly Mendenhall). This will reduce the 'back & forth'.

Q7. Plans for Millennial campus and space usage

Elliot Sidewalk Communities (developer of Millennial Campus) is currently advertising for tenants at Intersect East. (You can see the banner hanging on the Tobacco Leaf Building-facing 10<sup>th</sup> Street). [INTERSECT EAST | elliotssidewalk](#)

At the onset of the agreement, ECU will lease 10,000 sq. ft. This leased space will be for lab space allocated to CET and their ECU partners.

History: The 10,000-sf allocation comes from discussions between REDE and ECU Leadership regarding the Innovations Hub (when we were looking at 40,000sf of space.) Additional conversations reduced the Innovations Hub to 10,000sf of space; it was a programming decision with CET on how they would utilize the 10,000sf.

*Note: Anyone allocated space on the Millennial property will have rent associated with the allocation.*

**CET = College of Engineering and Technology**

Ms. Stephanie Coleman – timeline for Elliot Sidewalk Community and new leases still in development. ECU needs new space to relocate a warehouse / office currently in the general area; this will still be a net savings. CET will move into that space and ECU has agreed to pay that lease to Elliott. This rent plus the warehouse rent will come from current savings.

Dr. PM – ECU will pay the rent for CET for 5 years. The department will need to pay for specific upfit and equipment.

**Q8 – Departments spread over multiple buildings – duplicate support**

Mass relocations of departments to allow for reductions of core departmental space and adjacency alignment is very expensive. When a request for a space comes into our office, we analyze for what space we have available (with consideration taken for minimal disruption) and assess resources needed, i.e., Space, Equipment, Funding, and Time Constraints. Given our current economic environment over the last five years, we have been restricted by available resources.

When a space request comes in, they first look for open space. Then, they look at what it would take to move people around and what it would cost, plus the timeline. Given the current budget situation, we generally can't make big changes. We do the best we can with the funds available, which sometimes results in departments that are spread out (Harriott College is the main example). Colleges and Departments can make a request for feasibility study to evaluate their current space and consider changes.

**Q9 – 14 –**

Question 9: What are our needs in terms of instructional space and plans to meet these needs?

&

Question 14: Has the university run a survey of faculty, staff, and students to identify space needs?

Our current instructional space need is a moving target, especially due to COVID. We're still collecting data (DELTC Inventory Collection and Registrar's biennial survey) as to what faculty and students will need post COVID. The SAC made a recommendation to enlarge classrooms in Brewster to create larger capacities (from 45/48 seats to 75/77 seats). This allowed for larger course sections for instructors who wanted to teach more students in fewer sections. (2016-2018)

We do know that research space is always a NEED. We evaluate research space annually with REDE to understand the need vs available space. If a research space isn't producing what it agreed to produce, the PI is notified that the space could be up for reallocation if goals are not met. As research studies are concluded, the vacated space is brought to the SAC for reallocation based on what is in the queue.

We have done studies that have allowed us to take underutilized space and turn it into research lab space if funding is available. We are very excited that the LSB Building is coming soon to alleviate some of the pressure.

Space needs are a moving target. COVID, for example, led to requests for larger classrooms in Brewster. This was achieved by removing walls to retrofit space. This is a good way to make improvements without building new classroom buildings.

PBL (activity-based learning) requests are common – they evaluate the spaces and do what is possible.

The Dept uses Surveys to find out how to improve the educational experience in rooms that can be modified.

We know that more research space is an on-going need. We review all space annually to make sure we're doing an optimal use of space. Life Science Building coming online will help this effort, as it might free up space for the waiting list.



Questions 10 and 11: When will new science building be completed, moved in, and Howell vacated? What are the plans for Howell?

The Life Sciences and BioTech (LSBT) building will be completed around August 2021 with move-in occurring in October 2021. The new occupants will have about two weeks to complete the move process that is paid from project resources. Any other moves will be through a self-move or a separate move service coordinated with Facilities.

Howell Science Building will be vacated as occupants relocate to the new LSBT Building. The current plan is to combine research and office space into two wings and leave a strategically planned wing of the building vacant for future renovations. The funding for the project has been prioritized and sent to the System Office for resource consideration. Campus Space Planning, Facilities, and the remaining building occupants will be partners in the strategic plan.

**Current objective is to phase the renovation of the Howell Science Building by creating two wings and moving / renovating by wing.**

Question 12: The building next to the Chancellor's house on 5<sup>th</sup> that has recently been renovated. What are those plans?

The Proctor-Yongue house occupants were chosen after careful review by the University Space Committee. The selection process included a list of possible occupants based on the location, size of the structure, and available parking. The College of Fine Arts & Communication's Dean's Office was the final selection. They have already moved in as of December 2020.

The CFAC Dean's Office space that was vacated in Erwin Building will be backfilled after the Space Allocation Committee reviews the list of possible occupants. The timeframe is TBD.

Question 13: Is Flex space being considered now that we have been forced to work from home and determined we may not need the space we have? Or more students are taking online classes. Our department has moved half its graduate classes to night hours.

Yes, Flex space is being considered. We are waiting on guidance from the UNC System Office. More to come...

Question 15: Does the university work with researchers on campus who might have the ability to contribute to space research and discussions?

We have several faculty members on the Space Allocation Committee who contribute to space research and discussions. In years past, we have bought out faculty member's time to run analyses. I run reports and do space analysis as part of my responsibilities to the System Office as well as the Chancellor.

Question 16: How are units able to keep a "claim" on long-unused space in buildings where they don't have classes or offices? This is the case in Joyner East.

A unit doesn't have to have classes or offices in a building in order to be allocated space in a building. Space is allocated after careful and strategic review of the Space Allocation Committee. We are purposeful in our review of comments like, "I never see anyone use the Space"; "I never see anyone in there!"; "He/She is never in his or her Office!" Because the reality is unless you have someone staged outside the office 24 hours a day, 7 days a week, and 365 days a year...the real picture is inaccurate without a more detailed review.

DP-M concluded with an invitation to hear from anyone if we have suggestions about how to better use space.

Introduce a project about an ECU Mission: Regional Transformation, brought by the vice chancellor Dr. Sharon Payner who is to present it to the faculty senate in April

The main purpose of the project is to get faculty to think about the ways that the work they are doing is helping with the university mission of regional transformation. This is something being worked on, see if anyone has any ideas or information about things that should be taken into account with that, and to let them know that her presentation will be made at the April 27 Faculty Senate meeting.  
Innovation and Economic Prosperity University  
Designation

I think that is it! I hope that helps. --Rachel

## Updates

Summer Salaries – Beth Thompson – sub-comm met with Deans and learned that different Colleges have different approaches to how to pay Summer Salaries. This is still in the information-gathering stage. It's a very complicated system and will require careful analysis to ensure that everyone is treated fairly.

Sustainability Task Force – Dr. PM – 4 sub-groups  
Each sub-group is finished with basic research and will issue reports to Vice Chancellor Van Scott by 4/1. Final report will be issued to the Chancellor Rogers in June.

Enrollment – ECU undertaking many initiatives – sub-group will consolidate and report overall efforts

Organization – Libraries working group has developed a plan to improve efficiencies over the next few years

Wendy Sargent – operations sub-group – they have made progress that needs to be reported on a campus-wide basis. They collaborated with an existing IT work group. This will also include a framework for tele-work and software package consolidations for centralized management (more buying power, fewer duplications).

Dr. Mary Farwell is not able to attend, however Dr. Kathryn Verbanac will be available.

Q about departmental billings from Facilities – if work requires outsourced assistance, it's billed back to the department. Painting and carpet replacement are maintenance items and should be charged to the department budget. Safety hazards are an exception (example is tile replacement in Howell Science Building).

Ms. Stephanie Coleman will ask a few questions to Bill Bagnell and ask for a bullet-point response so that we can get back to those who raised the question.

The meeting adjourned at 5:00 PM.