

<i>East Carolina University</i>	<i>26472.000</i>	<i>09.01.2009</i>	<i>09.25.2009</i>
PROJECT	PROJECT NO.	MEETING DATE	ISSUE DATE

<i>Mendenhall Student Center</i>	<i>Steering Committee Meeting</i>
MEETING LOCATION	MEETING PURPOSE

<i>Mark Potter</i>	
ISSUED BY	SIGNATURE

PARTICIPANT	COMPANY/TITLE
Mark Potter	SmithGroup- Project Manager
Chris Brasier	SmithGroup- Vice President
Jens Mammen	SmithGroup- Principal, Sen. Planner
David Johnson	SmithGroup- Principal, Architect
Neal Kessler	JJR- Principal, Campus Planner
Peter Isaac	Brailsford & Dunlavey
Thomas Falace	Brailsford & Dunlavey
Bill Martin	Martin Alexiou Bryson
Slade McCalip	Martin Alexiou Bryson
Greg Carnathan	RMF Engineering
Brian Mitchell	RMF Engineering
Dominic Mason	Protection Engineering Group
Dan Brown	Protection Engineering Group
William Bagnell	Assoc. Vice Chancellor, Campus Operations
Phyllis Horns	Interim Vice Chancellor for Health Sciences
Steve Ballard	Chancellor
Marilyn Sheerer	Provost
Glen Gilbert	Dean, Health & Human Performance
Janice Tovey	Chair, Faculty Senate
Marianna Walker	Assoc. Professor, Communication Sciences
Mark Tipton	Board of Trustee Member
Nick Floyd	Athletics Committee Representative
Bill Koch	Assoc. Vice Chancellor, Environmental Health & Safety, Parking & Transportation
Ron Newton	Assistant Vice Chancellor, Administration & Finance
Kevin Seitz	Vice Chancellor, Administration and Finance

MEETING NOTES

The purpose of the Steering Committee Meeting was to update the group on the inventory and data gathering exercises (Task 2 progress) that have been ongoing since the April meetings. This meeting included updates from all of the Comprehensive Plan Team consultants, excluding Eva Klein Associates, who had just recently presented to the Advisory Committee and ISES who just began work on the building conditions assessment. The Advisory Committee meeting was an open forum allowing the panel to ask questions and clarify information throughout the presentation.

Bill Bagnell called the meeting to order. Mark Potter of SmithGroup conducted the meeting, giving the introduction and introducing each of the Comprehensive Plan Team. Following the team introductions, the Advisory Committee introduced themselves and their positions.

Introductions

Neal Kessler

- Neal discussed overall broad reaching goals of the plan
- Discussed the purpose of the master plan which addresses 3 key themes dealing with social, connectivity and community aspects

Mark Potter

- Discussed data gathering and report status that have been generated by the consultants
- The ECU SharePoint site is being utilized for data gathering and sharing of information
- A schedule update was provided in the PowerPoint presentation.
- Mark discussed the next steps, which in Task 3 will define capital needs, program and conditions perspective

Strategic Review Summary (Eva Klein Associates by Mark Potter from SmithGroup, see also slides)

- EKA report will prepare the team for the master plan process and guiding principles.
- There are some issues that the team is looking for decisions from ECU: For example: Will enrollment projections include distance education and physical on-campus enrollments, research growth and space, and space ownership utilization
- ECU is addressing the open issues with a goal of providing direction in October.

Health Sciences Summary (by Jens Mammen from SmithGroup)

- "Maturing of Health Sciences" (See slides)
- Growth of School of Medicine from 320 to 480 students. This means a growth of not only students but also faculty. Based on peer populations and the current ratio, this could mean a growth of 100-120 faculty, not including additional Allied Health.

David Johnson provided comments on Health Research Campus Aspiration and Limitations (see slides)

Housing, Recreation and Union Summary (Brailsford & Dunlavey: Peter Isaac; see slides)

- The Master Plan should:
 - Consider growth and the capacity to house 25% of student enrollment
 - West campus needs to be a consideration for student life options
- Recreation:
 - Addition to recreation center will be needed to alleviate current congestion based on B&D findings.
 - Existing building is of high quality, however, more quantity is needed
- Union:
 - Distributed model vs. centralized building considerations
 - Existing quality and quantity needs improvement
- Research and data collection was done via interviews, surveys, and market analysis
- Housing, Rec and Union demands were discussed (see slides)

Athletics Summary (Brailsford & Dunlavey; see slides)

Traffic, Parking and Pedestrian Summary (Martin Alexiou Bryson: Slade McCalip and Bill Martin; see slides)

- Transit:
 - The bus system needs to be brought closer to campus
 - Issues need to be addressed with new student housing and distance of ECU busses away from campus (not sustainable)
 - Transit facility location?
 - Bus stop locations?
- Parking:
 - Parking convenience, quantity and user costs need to be addressed
- Pedestrians:
 - Pedestrian/bike vs. vehicle conflict areas were reviewed
- MAB is not meeting with focus group during this visit because they want to come back to present the survey instrument and geo-coding.

Safety and Security Summary (Protection Engineering Group: Dominic Mason and Dan Brown; see slides)

- Discussion over access and security systems.
 - PEG has performed an in-depth security and safety analysis
- The Draft Report is currently available in paper and soon to be available digitally.
 - The report contains findings, recommendations, criticality levels and the framework for the next task.

Utility Infrastructure Summary (RMF Engineering; see slides)

- Performed an inventory of all existing utility networks on campus
- Comment on slides and integration between infrastructure expansion, planning, loading, and sustainability.

Architectural Guidelines Summary (SmithGroup: David Johnson; see slides)

- The guidelines are in progress
- David discussed the last meeting
- David gave a brief history of the architecture on campus, building materials, sizes and heights, etc.

Conclusion

Mark Potter discussed the next steps in the process:

- Facilities condition assessment & database will progress by ISES
- Inventory data will be utilized to generate analysis drawings and documents
- Capital needs assessments addressed
- Capital projects plan & database will be created

If this report does not agree with your records or understanding of this meeting, or if there are any questions, please advise the writer immediately in writing; otherwise, we will assume the comments to be correct.

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