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Interim Vice Chancellor for Administration and Finance

East Carolina University

112 Spilman • Greenville, NC 27858-4354

252-328-6975 office • 252-328-4835 fax

hawkinsc@mail.ecu.edu

To: Faculty Senate
From: Charles M. Hawkins
CC: Chancellor Ballard, Vice-Chancellor Smith
Date: December 6, 2004
Re: Responses to Questions from November Faculty Senate Meeting

Attached are the questions and our responses that were asked of me at the last Faculty Senate meeting. I apologize that I will be in Raleigh regarding project and budget matters, but George Harrell will respond to additional questions.

Attachment

CH20042106

MEMORANDUM

November 17, 2004

TO: George W. Harrell

FROM: Rebecca Bizzell

SUBJECT: Response to questions from Faculty Senate per 11/9/04 email from Chuck Hawkins

- 1) *There have been a few incidents where construction workers on campus have been making "cat calls", or hooting at our female students (around Flanagan), how do we orient contractors on what is appropriate behavior of their workers on campus?*

Per Bill Bagnell (11/16/04 email): At the Pre-Construction meeting with the contractor we cover policy and rules for harassment. Our rule is that we enforce a zero tolerance policy for inappropriate conduct. We inform the contractor that there is no need for any contact between workers and Students, Faculty or Staff. If a complaint is issued for cat calls as an example, we will attempt to identify the individual and they will be removed from the campus. If we are unable to identify an individual from a group (i.e. roofers) we have on specific occasions removed the entire crew. We also inform the contractor that harassment can occur from both directions and that any inappropriate behavior directed toward their workers should be reported to us. We reinforce the harassment policy with reminders throughout the course of construction at monthly meetings and at times that we'll see a likely influx of students or the on-set of warm weather when less clothing will be worn.

- 2) *Trees have been removed around the Mall area and also the visitors lot on 5th street, what are our landscaping plans....more trees? Will the stump at the visitors lot be removed?*

John Gill nor his staff have been able to locate the stump at the visitors' lot on 5th street. Suggest faculty member contact him to provide more information.

Per John Gill: The total number for non-project related tree removals for main campus is 25 - that figures to be about a 4 to 1 ratio on replacement to removal. Currently, there are approx. (76) trees left on the 'Mall'.

November 1st memo from John Gill regarding the tree removal from Mall area:

The purpose of this memo is to give background on tree removal activities on the mall for the calendar year 2004. Since January, four trees have been removed from the mall (3-Darlington Oaks and 1-Southern Red Oak). All four trees posed a danger to students, staff and faculty. Once this opinion was reached, Jim Kea was contacted to confirm the trees demise. As you know, Jim is the certified arborist/registered forester we often use when questions arise on the health of trees. He collaborated and documented the findings. He wrote that the trees died from various ailments ranging from lightning strikes to hypoxlin canker. In addition to Mr. Kea's expert opinion, I also consulted with Doug Caldwell, superintendent for the grounds department for 33 years prior to my arrival. He offered another expert opinion, as well as a historical view of the trees in question.

It is the Grounds Department's policy that for every tree removed, two are replaced. As you are aware, many more trees are added per year than are removed. As of November 1, 2004, the Grounds Department has purchased and installed over 100 trees to the University landscape (this number does not include capital or bond projects). Included in this count are canopy, ornamental, and evergreen trees. The policy does not dictate the location of the replacement trees. When referring to the Mall area, it is not always practical to install a replacement tree where one was removed. Factors affecting

this decision are: health of existing trees and turf, utilities, future development and probability of success. When introducing a new tree into an already established and mature community of trees, it is sometimes difficult for that tree to succeed and frequently creates competition for the existing trees and lawn underneath. Often time the trees and landscape around the lost tree will flourish in its' absence.

The Grounds Department has a very active tree management/maintenance program. Our grounds workers patrol the campus daily, observing the campus grounds, ensuring no immediate dangers are present. These observations include tree inspections for dead branches, storm or wind damage and disease. There are also inspections done by Jim Kea at least two or three times annually. In addition, Grounds maintains a tree inventory that ensures all campus trees are accounted for before and after construction projects. When a tree is removed, we document when, where and why. We are also very proactive in removing dead wood from trees that might pose a safety threat.

I feel the best way to evaluate the effectiveness of the tree management system is to look at the results during storms where strong winds are present. We have had very few trees knocked down or physical damage from tree debris during the last few years as a result of high winds.

- 3) *There are chemicals stored in the Speight basement (by the Rivers Bldg contractor), that could be a hazard, why do we store these items in the building instead of a trailer. Besides answering the question, let's also check the site to make sure there is not a problem there.*

Per Bill Koch (11/16/04 email): This question came to us just the other day through Chuck Hawkins who was filling in for Dr. Harrell at last week's Faculty Senate meeting. We checked the area and it contains paint, caulking and ladders. We contacted Mark Myer and he will have the Rivers contractor clean out the area in the next week or two when they have completed their punch list items. Although this area is not designed for long term storage, there are no hazardous chemicals (flammables, toxins, etc.) stored in this area and it is perfectly acceptable to store this material there on a short term basis. Why they are storing the materials there is a question for Mark, but I would guess it is because there was no area to put another trailer at the site and we would ultimately be charged for trailer rental. It probably just made sense for this short term usage and those are the decisions our project managers need to make in the field. There was no need to involve our department since there were no hazardous materials being stored.

Per Mark Myer, Rivers Addition Project Manager (11/16/04 email): The contractor was given permission to use the Speight Basement for storage of tools, materials and cleaning supplies rather than a trailer to avoid the unsightly appearance and the occupancy of parking spaces. The only "chemicals" stored in the space were cleaning supplies which did not pose any hazards to the occupants. The contractor plans to be complete with their punch lists work by the 1st of December, and direction has been given to them to have the Speight Basement cleared by that date.

- 4) *We seem to have more and more issues with contractors coming in and using equipment, disrupting classes, sometimes we do not know who these people are that are in the building and then we find out they are a contractor (originated from Health Sciences). Do contractors have identification badges? How is coordination of work in buildings done to minimize the disturbance in buildings?*

Per Bill Bagnell (11/16/04 email): Contractors are not specifically required to wear identification when they are working within our buildings. There is a lot of work going on in and around buildings and we try to coordinate work so the disruption is kept to a minimum. However, we also do not schedule all work to be performed after hours, on weekends or during summer because it is often impractical to do. Contractors are regularly performing work on campus for not only major capital projects but also many of the smaller informal projects as well as the individual shops that bring in contractors to perform regular work below the \$5K limit. Major capital projects tend to be larger more defined scopes of work that are well documented, but that is not to say that we're immune to

this kind of complaint. However, the smaller work items would be harder to track and announce to the building occupants as they occur, especially when they do not involve a building utility outage. These work items could be from Facilities Services, ITCS or the end user in some cases. In the past, calls to the work management center have been effective in identifying the problems or complaints and what office is managing the work. For my office, we inform contractors that they do not take direction from anyone except the designer and project manager in the event that they are approached. We inform the contractor that if they are given instructions from a faculty, staff or student that they should always be polite and contact the project manager immediately to report the request. If action is necessary on our part, the project manager will respond. In addition, our contracts require that a responsible supervisor for the general contractor or appropriate trade be on-site if work is occurring. This may not always be the case, but it is a requirement.

We will also review procedures with building contacts to see if we can improve communications through this mechanism.