BOARDS OF TRUSTEES
NORTH CAROLINA STATE UNIVERSITY

Buildings and Property Committee
Time: 2:45 – 4:15 p.m., April 19, 2012
Primrose Hall Conference Room
Cozort, Chair
Members: Clark, Jenkins, Mattocks, Ramsey, Sall

AGENDA

CALL TO ORDER
Reading of the State Government Ethics Act

1. CONSENT AGENDA

Minutes
Kevin MacNaughton, Associate Vice Chancellor for Facilities

• Approval of February 16, 2012 meeting minutes 5.1.A

Property Matters
Ralph Recchie, Real Estate Director

• Information Only: Delegation of Authority to reflect newly authorized 5.1.B.1
delegation from the UNC Board of Governors for Acquisition by
Lease and new approval thresholds

✓ Acquisition by Lease: ± 7,000 square feet (sf) at a location and rental 5.1.B.2
  rate to be determined by bid for the Small Business Technology &
  Development Center

✓ Acquisition by Lease: ± 7,000 sf at a location and rental rate to be 5.1.B.3
determined by bid for The Ergonomics Center (College of Engineering)

✓ Acquisition by Lease: ± 4,000 sf at a location and rental rate to be 5.1.B.4
determined by bid for Athletics Ticket Office

✓ Disposition by Deed: Sale of ± 717 acres in Stokes County, North Carolina 5.1.B.5
  at a market price to be determined by a full appraisal with the proceeds
  benefiting the 4H program in the College of Agriculture and Life Sciences

✓ Disposition by Lease: For up to six separate ATM locations with lending 5.1.B.6
  institutions and at rental rates to be determined by bid. Locations to be
  selected in coordination with the University Architect.

✓ Disposition by Easement: ±0.083 acres on State Forest Road in Durham 5.1.B.7
  County to the NC Department of Transportation for the replacement
  of the Flat River Bridge

✓ Requires full board approval

Material will be distributed to committee members at the meeting
• Disposition by Severance: 9 buildings along Varsity Drive as listed below: 5.1.B.8
  – Bldg. #603, Crop Science Storage, 2,700 sf, constructed 1935
  – Bldg. #604, Soil Science Storage, 972 sf, constructed in 1935
  – Bldg. #605, Plant Pathology Storage, 4,400 sf, constructed in 1948
  – Bldg. #631, Poultry Building, 5,641 sf, constructed in 1950
  – Bldg. #632, Poultry House, 2,560 sf, constructed in 1950
  – Bldg. #633, Plant Pathology Storage, 2,560 sf, constructed in 1950
  – Bldg. #636, Poultry Building, 2,295 sf, constructed in 1956
  – Bldg. #637, Poultry Building, 10,572 sf, constructed in 1950.
  – Bldg. #641, Greenhouse, 160 sf, constructed in 1992
  The buildings are in poor condition and no longer serving a useful purpose. Removal of these buildings will facilitate development of the recreational sports complex and development of Greek Village according to the Physical Master Plan.

Designer and Performance Contracting Selections
  Kevin MacNaughton, Associate Vice Chancellor for Facilities
• Phytotron – Energy Conservation Performance Contracting Project 5.1.C.1
  – North Campus – GEO,
• Approval of Designer Selections Less Than $500,000 5.1.C.2
• 2012-2014 Open-Ended Service Agreements 5.1.C.3

Acceptance of Completed Buildings and Projects
  Kevin MacNaughton, Associate Vice Chancellor for Facilities
• The University and Office of State Construction have accepted the attached list of completed buildings and projects with dollar values greater than $2,000,000. The University has accepted the attached list of completed buildings and projects with dollar values less than $2,000,000. All are recommended to the Buildings and Property Committee for formal acceptance. This listing represents buildings and projects received since the February 16, 2012 meeting.

Policies, Regulations, and Rules
  Charles D. Leffler, Vice Chancellor for Finance & Business
✓ Repeal of POL 04.20.03 – Curator of Alcohol 5.1.E

***END OF CONSENT AGENDA ITEMS***

2. PROPERTY MATTERS (Received after Full Board Mailing)  TAB 2

✓ Requires full board approval
1 Material will be distributed to committee members at the meeting
3. PARKING AND TRANSPORTATION  
   
   Tom Kendig, Director, Transportation  
   ✓ Proposed Revision to Policy 7.60.1 Parking and Transportation Ordinances 2011-2012

4. PHYSICAL MASTER PLAN  
   Lisa Johnson, University Architect  
   • Annual Update (Walking Campus Tour to follow regular business meeting) \(^{1}(5.4.A)\)

5. PLAN APPROVAL  
   Lisa Johnson, University Architect  
   • Approval of Plans and Specifications of Formal Projects less than $2 Million 5.5.A

6. INFORMATIONAL REPORTS  
   • Capital Projects Update (Kevin MacNaughton) 5.6.A.1  
   • Status of Projects in Planning (Lisa Johnson) 5.6.A.2

ADJOURN

✓ Requires full board approval  
\(^{1}\) Material will be distributed to committee members at the meeting
Agenda Item / Issue: Consent Agenda

Requested / Required Action: Approval of the items contained in the Consent Agenda to include committee meeting minutes for February 16, 2012, property matters, designer and performance contracting selections, acceptance of completed buildings and projects, and repeal of POL 04.20.03 – Curator of Alcohol

Suggested Motion: Move approval of the Consent Agenda.

Responsible University Unit: Office of Finance & Business
University Presenter/Contact: Kevin MacNaughton, Associate Vice Chancellor for Facilities
Minutes

Meeting No.: 11-12: 4

Location: Primrose Hall Conference Room

Time: 2:47 – 4:15 p.m.

Committee Members Present:
Mr. Jack Cozort, Chair
Mr. Jimmy Clark
Mr. Ben Jenkins
Mr. Bob Mattocks
Mr. John Sall

Present from the University:
Mr. Charles Leffler, Vice Chancellor, Finance and Business
Mr. Michael Harwood, Associate Vice Chancellor, Centennial Campus Development
Mr. Kevin MacNaughton, Associate Vice Chancellor, Facilities
Ms. Terry White, Associate General Counsel, Office Of General Counsel
Mr. Jack Colby, Assistant Vice Chancellor, Facilities Operations
Ms. Lisa Johnson, University Architect
Mr. Ralph Recchie, Director, Real Estate
Mr. Alan Daeye, Director, Utilities & Engineering
Mr. Kevin Ingalls, Manager, Facilities Condition Assessment Program, Facilities Operations
Ms. Lynn Burris, Executive Assistant, Facilities Division
Mr. Ron Grote, University Program Specialist, Facilities Division

STATE GOVERNMENT ETHICS ACT
At the beginning of the meeting, Chair Cozort reminded all members of their duty to avoid conflicts of interest and appearances of conflicts of interest under the State Government Ethics Act and inquired as to whether there were any known conflicts of interest with respect to any matters coming before the Buildings and Property Committee at this meeting. Trustee Sall said he had a potential conflict of interest with reference to the Disposition by Lease of approximately 18,000 square feet in Corporate Research I to the U.S. Army Corps of Engineers, and said he would recuse himself from that matter. The other committee members had no conflicts of interest or appearances thereof.
CONSENT AGENDA
Chair Cozort asked whether there were any questions or comments about the November 17, 2011 meeting minutes. There being none, Cozort called for a motion to approve the minutes. Mr. Jenkins made the motion, which was seconded by Mr. Sall and carried.

Chair Cozort asked Mr. Recchie to address the three property matters requiring Full Board approval. Recchie addressed the two related to the City of Raleigh. The first is Disposition by Easement to the City of Raleigh for access to a City owned water tower on Blue Ridge Road adjacent to the Centennial Biomedical Campus. Value will be determined in coordination with the State Property Office. This non-exclusive easement will facilitate safer access to the water tower and appurtenances.

The second is Acquisition by Deed of approximately 0.67 acre parcel at the southeast corner of Trailwood Drive and Main Campus Drive on Centennial Campus from the City of Raleigh for a price to be determined by appraisal and negotiation but not to exceed $90,000. The acquisition will provide an additional buffer from development and facilitate the installation of a Centennial Campus Gateway at the location.

Chair Cozort called for a motion to approve these property matters. Mr. Sall made the motion, which was seconded by Mr. Jenkins and carried.

Recchie addressed the Disposition by Lease of approximately 18,000 square feet in Corporate Research I, 1021 Main Campus Drive, Centennial Campus, to the U.S. Army Corps of Engineers for a term up to 10 years at a rate to be determined. Chair Cozort called for a motion to approve this property matter. Mr. Sall indicated he would recuse himself. Mr. Mattocks made the motion, which was seconded by Mr. Clark and carried.

Mr. MacNaughton presented selection of a designer for GEO, Special Inspections, CMT at Broughton Hall and selection of seven designers for projects less than $500,000. He requested acceptance of seven completed projects listed with a combined value of $4.4 million. The list included acceptance of the JW Isenhour Tennis Center expansion at a cost of $2.8 million. MacNaughton requested approval Plans and Specifications for one Formal Project that costs less than $2 Million for approval.

Chair Cozort called for a motion to approve the items presented by MacNaughton. Mr. Sall made the motion, which was seconded by Mr. Jenkins and carried.

INFORMATIONAL REPORTS
Mr. Colby presented the NCSU Facilities Condition Assessment Program (FCAP). The program assesses and quantifies capital renewal and deferred maintenance needs. Established in 2006 to complement State Construction Office, FCAP has created a centralized database for building deficiencies with the objective to assess 313 state-appropriated assets within a 3-5 year period. To date, 157 (51%) of state-appropriated buildings have been assessed, having a total of 6,980,464 GSF. Colby explained that the amount is 90% of the space to be assessed since the 157 buildings are the larger buildings.
FCAP identified $294 million of deficiencies in the surveyed buildings. When the cost of unsurveyed buildings is extrapolated, the total cost would be $322 million. The amount does not include infrastructure. It is important to note that more than half of the identified deficiencies (57%) are in building systems that are critical to the mission of the university. These include HVAC systems (30.8%), electrical systems (19.3%), and plumbing systems (7.3%). Approximately 79% of the maintenance backlog will become critical within five years.

To state the gravity of the situation in other terms, the University’s Facility Condition Index (FCI), the nationally recognized APPA index, is 0.13. The index should be no more than 0.05. (The index is calculated by dividing the deficiency backlog of $322 million by the current replacement value of $2.5 billion.) If the University’s funding level does not change, the FCI will exceed 0.29 in 20 years.

APPA’s recommended annual funding level is 3% of reinvestment rate. That amount would be $75 million for the University. However, during the past 10 years, the annual Repair & Renovation (R&R) funding has averaged only $9 million. Last year the university did not receive any funding.

Although the University will be able to use money saved from its energy account for energy saving R&R projects, that amount is only estimated to be approximately $1.2 million. And while the Legislature approved R&R funding during its last session, the Governor has not yet authorized release of those funds.

Chair Cozort asked about the initiating of another bond program. Mr. Leffler and Mr. MacNaughton said that would depend upon appropriate timing for a ballot issue and the economy. Right now it is not likely. Mr. Mattocks suggested that the University needs to look for more innovative funding approaches.

Colby summarized his remarks. The Facility Condition Index continues to rise. Building systems, which are critical to the mission of the university, are deteriorating. R&R funding levels have not kept pace with the deferred maintenance backlog. As a result, the maintenance backlog is growing significantly.

Mr. Colby and Mr. Daeke presented NC State’s Utilities Systems & Energy Savings. Colby briefed the trustees on organizational goals, background, fundamental concepts, and current activities. Daeke continued with future plans and energy & climate actions.

Utilities and Engineering goals include:
- Capacity to support growth
- Reliability and Quality
- Fuel & energy diversity
- Leverage energy procurement
- Optimize energy options
- Reduce the campus climate impact
- Support the institutional mission
In 1999 the University’s infrastructure was notable for its deficiencies:
- Aging building chiller systems
- Environmentally unfriendly CFC refrigerants were in use
- Electrical capacity had limitations
- 50 year old steam production equipment
- Frequent system outages
- Rising energy consumption and cost
- No organizational structure

A lot has changed since then:
- Bond Program infrastructure investment
- 5 Central Energy Plants & Distribution
- Utility Master Planning
- Addition of buildings to central chilled water system
- Utilities & Engineering has an organizational structure
- Design & Construction standards have been developed and implemented
- Improved reliability and mission support
- Energy & Climate Action Strategic Plans have been developed and implemented

Today’s utility infrastructure includes:
- 5 Central Energy Plants
- 3 Transmission Substations
- 7 miles of Steam Distribution
- 20 miles of High Voltage Cable
- 5 miles of Chilled Water Distribution
- 14 miles of Water Mains
- 470 utility meters

The fundamental concepts that drive the program are:
- Campus Master Plan
- Utility Master Planning
- Diversity and Redundancy
- Flexibility of Energy Sources
- Leveraging Buying Power
- Energy Strategic Plan
- Climate Action Plan

Highlights about the electrical distribution progress are:
- At CBC, a 25 MW substation was completed in January 2011
- At Sullivan Substation, a redundant transformer bank will be completed fall 2012
- At Centennial Campus substation, planning is underway for expansion and for a redundant transformer bank
NC State’s ownership of substations gives the University options for discounts by buying electricity off the grid and allows for growth.

Highlights of progress at the central plants include:
- Cates Plant Cogeneration project includes 11 MW electrical production and new boilers for steam capacity. Project will be completed July 2012.
- Yarbrough Plant upgrades include two new boilers, rehabilitation of one old boiler, and 2,000 ton chiller, which will be completed in 2013.
- Project cost for work at Cates and Yarbrough will be $61 million, which will result in $3-9 million annual savings over 17 years.
- Planning for chiller addition in 2014 at Centennial Central Plant is underway.

Distribution plans include:
- Renewal of Steam System Phase 8 and Main Campus electrical line replacements
- Expansion of service to Hunt Library, Centennial Campus Student Housing, Conference Center, and Alliance Center
- Connection of two Main Campus Chilled Water Loops

Energy management at NC State is big business. The annual energy budget is $33.4 million, which is 40% increase in cost since 2002. The University has had a growth of 1.6 million gross square feet since 2002, largely due to the 2000 Bond Program. The utility cost per student (FTE) is $1,070. That is up 53% since 2003. Utility cost per square foot of building is $2.38, up 20% since 2003 due to rising prices.

Energy Management successes include:
- 10% Energy Reduction Per Square Foot Since 2003
- 47% Water Reduction Per Square Foot Since 2002
- Strategic Plan for Energy Management
- Climate Action Plan
- Air Quality Master Plan
- ARRA Grants for Fellows and Projects
- Fuels Procurement
- Energy Data and Metering

Energy Management Plans:
- Energy Strategic Plan – 5 Focus Areas, 41 Initiatives
  - Data and Metering
  - Supply Side Management
  - Energy Use in Facilities
  - Equipment Efficiencies
  - Campus Integration
- Annual Tactical Plans – Conservation, Information, Policy
- Energy Performance Contracts
- Renewables & Smart Grid Technologies
• LEED and SB 668 Goals for New and Renovated Buildings
• Vehicle Fleet Management

The Committee received updates on the status of Centennial Campus projects, capital projects, and projects in planning.

Mr. MacNaughton told the committee members that after the meeting his staff would give tours of Yarbrough Plant, SAS Hall, and Park Shops as the trustees had requested at their November meeting. MacNaughton asked Ms. Johnson to narrate a slide show that featured photos of the Yarbrough Plant, SAS Hall, and Park Shops areas taken prior to construction and renovation to show the significant changes that have taken place in those areas.

There being no additional business, the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Kevin J. MacNaughton
Secretary to the Committee

cc: Charles Leffler, Vice Chancellor, Finance & Business
    P.J. Teal, Assistant Secretary of the Trustees

Approved: _____________________________

Committee Chair                                               Date
## APPROVAL AUTHORITY
### STATE PROPERTY TRANSACTIONS

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** Recommendation required
X Approval Required

- Approval Authority for out-lease of space in buildings on Centennial Campus is outlined in "Centennial Campus Disposition by Lease."

**NOTE:** All delegations are subject to necessary approvals from State Officials and Agencies.

- A – Annual Rent includes base rent, plus additional rents for operating costs
1 Delegated by the Board of Governors to Board of Trustees less than $50,000 7/7/72. Delegated by Board of Trustees to Buildings and Property Committee less than $50,000 11/8/72. Board of Governors authorized Board of Trustees to delegate to Chancellor less than $25,000 but not delegated, 11/13/81. Authority to approve routine utility easements delegated to Chancellor by Board of Trustees 5/19/78. (Report to Board of Trustees for information only.)

2 Delegated by Council of State to Board of Trustees 8/9/72, amended 1/8/74. Delegated by Board of Trustees to Vice Chancellor for Finance and Business 9/16/72. Delegation to Board of Trustees rescinded by Council of State 9/1/81. Delegated by Council of State to Department of Administration 9/1/81, in turn to Board of Trustees 11/30/81. Delegation increased by Department of Administration to Board of Trustees to $5,000/3 year limit 4/17/85. Delegation reaffirmed and increased to $12,000 by Board of Trustees to Vice Chancellor for Finance and Business or appointed representative 11/9/85. Department of Administration by letter to Board of Trustees dated 10/23/00 delegated to Chancellor authority to execute leases not exceeding $15,000 in annual rent. Per recommendation of Chancellor, Board of Trustees authorized Vice Chancellor for Finance and Business, and the Vice Chancellor's appointed representative authority, subject to necessary approvals from State officials and agencies, to execute leases not exceeding $15,000 in annual rent.

3 Delegation to the Office of President to authorize the execution of leases for that involve a term of ten (10) years or less is unlimited. Actions taken under the delegated authority will be reported to the Committee at its next scheduled meeting. Delegation to Office of President to authorize contracts to acquire real property valued up to $250,000. Actions taken under the delegated authority will be reported to the Committee at its next scheduled meeting. These delegations were approved and recorded in the minutes of the April 11, 2001 meeting of the Board of Governors Committee on Budget and Finance.

4. Delegation of leasing acquisition from the Board of Trustees to the Buildings and Property Committee with reporting the full Board all activity.

5. North Carolina General Statute Section 116-31.12 gives the Board of Governors of the University of North Carolina the authority to authorize the constituent institutions and the General Administration of the University of North Carolina to acquire real property by lease if the lease is for a term of not more than 10 years. Further, the statute directs the Board of Governors to establish a policy by which this leasing authorization may be further delegated to the boards of trustees of the constituent institutions or to the President of the University of North Carolina.

6. Annual Rent in excess of $500,001 needs Board of Governors Approval. Less only needs the President’s approval.
# APPROVAL AUTHORITY

## Centennial Campus

### Disposition by Lease

### Space in Buildings

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** Recommendation Required

X Approval Required

**NOTE:**

A – Annual Rent includes base rent plus additional rents for operating costs.

1 - The North Carolina General Assembly under Session Law 1998-159 amended GS 116-198.34 (5) to empower the Board of Governors of the University of North Carolina to enter into dispositions by easement, lease, or rental agreement of space in any building on the Centennial Campus without obtaining the approval of the Governor and the Council of State, notwithstanding the provisions of GS 143-341 and GS 146 chapter as long as dispositions are for a period of 10 years or less. Approved 2/19/99.

2 - Chancellor or Chancellor=s appointed representative is authorized, subject to any necessary approvals from State officials or agencies, to execute any lease or rental agreement for space in any building on the Centennial Campus if (a) the business terms of the agreement have been approved by the Committee or Board of Trustees, (b) the agreement is for a period of ten years or less, and (c) the annual rental is less than $50,000. Approved 2/19/99.

3 – Delegation to the Office of President to authorize the execution of leases valued up to $150,000 per year. Actions taken under the delegated authority will be reported to the Committee at its next scheduled meeting. Delegation to Office of President to authorize contracts to acquire real property valued up to $250,000. Actions taken under the delegated authority will be reported to the Committee at its next scheduled meeting. These delegations were approved and recorded in the minutes of the April 11,2001 meeting of the Board of Governor’s Committee on Budget and Finance.

4 – Chancellor or Chancellor’s appointed representative is authorized to approve and execute leases for space in buildings on Centennial Campus that are to be occupied by Incubator Program tenants if annual rent is less than $50,000 and term is 3 years or less. Approved 7/14/03.
ACQUISITION
OF REAL PROPERTY

Lease

LESSEE
State of North Carolina for North Carolina State University

LESSOR
To be determined by bid

LOCATION
To be determined by bid

SIZE
Up to ±7,000 square feet of office space

RATE
To be determined by bid

TERM
Up to five (5) years

USE
Office space for the Small Business and Technology Development Center’s statewide administrative offices. The current location is 5 West Hargett Street, Raleigh, NC and the annual rent is $81,329. The existing leases terminate December 31, 2012.
STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
RALEIGH

* ACQUISITION OF REAL PROPERTY

Institution or Agency: North Carolina State University       Date: March 26, 2012

The Department of Administration is requested, as provided by GS 146-22 et seq. to acquire the
real property herein described by (purchase), (lease), (rental), or (other specify):

This Property is needed for the following reasons and purposes: (attach additional sheets if
necessary). Office space for the Small Business and Technology Development Center’s statewide
administrative offices. The state headquarters currently occupies 5,451 square feet under two leases that
expire December 31, 2012. Annual rent is $81,329.

Name and Address of Present Owner: The state headquarters are currently located at 5 West Hargett
Street, Raleigh, NC. The Raleigh Building, LLC, Lessor. New lease to be determined by bid.

Description of Property (attach additional sheets if necessary): Up to ±7,000 sq. ft. of office space

Term: Up to five (5) years.

Rental price (if applicable) To be determined by bid.

Funds for the acquisition of this property are available in our budget under Code:

Item: Other:

In the event the above described real property is not acquired, is there other real property
available, owned by the State or otherwise, that you believe would, if acquired, fulfill the
requirement of your agency? If so, give details. None

Action, recommending the above request, was taken by the Board of Trustees and is recorded in
the minutes thereof on ______________ (Date).

Signature   Original Signature on File
Chancellor

The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
ACQUISITION
OF REAL PROPERTY

Lease

LESSEE  State of North Carolina for North Carolina State University

LESSOR  To be determined by bid

LOCATION  To be determined by bid

SIZE  Up to ±7,000 square feet of office and training space

RATE  To be determined by bid

TERM  Up to five years

USE  Office and training space for the Ergonomics Center of NC (College of Engineering Dept. of Industrial and Systems Engineering). The current location is 3701 Neil Street, Raleigh, NC and the annual rent is $66,900. The existing lease terminates November 30, 2012.
STATE OF NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION  
RALEIGH  

* ACQUISITION OF REAL PROPERTY  

Institution or Agency: North Carolina State University  
Date: March 23, 2012  

The Department of Administration is requested, as provided by GS 146-22 et seq. to acquire the real property herein described by (purchase), (lease), (rental), or (other specify):  

This Property is needed for the following reasons and purposes: (attach additional sheets if necessary). Office and training space for The Ergonomics Center of NC (College of Engineering Dept. of Industrial and Systems Engineering). The current lease will expire November 30, 2012. The Center currently occupies ±7,000 sq. ft. Annual rent is $66,900.00.  

Name and Address of Present Owner: The Center is currently located at 3701 Neil Street, Raleigh, NC Colon Hobby, Lessor. New lease to be determined by bid.  

Description of Property: (attach additional sheets if necessary). Up to ±7,000 sq. ft. of office and training space (usable).  

Term: Up to five years.  

Rental price (if applicable) To be determined by bid.  

Funds for the acquisition of this property are available in our budget under Code 307247, 527108  

Item: Other:  

In the event the above described real property is not acquired, is there other real property available, owned by the State or otherwise, that you believe would, if acquired, fulfill the requirement of your agency? If so, give details. None  

Action, recommending the above request, was taken by the Board of Trustees and is recorded in the minutes thereof on ____________ (Date).  

Signature  
Original Signature on File  
Chancellor  

The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
ACQUISITION
OF REAL PROPERTY

LEASE

LESSEE
State of North Carolina for North Carolina State University

LESSOR
To be determined by bid process

LOCATION
To be determined by bid process

SIZE
±4,000 square feet of office space

RATE
To be determined by bid process

TERM
Up to five years

USE
New lease for Athletics Ticket Office in near proximity to the campus.
STATE OF NORTH CAROLINA
DEPARTMENT OF ADMINISTRATION
RALEIGH

* ACQUISITION OF REAL PROPERTY

Institution or Agency: North Carolina State University

Date: March 23, 2012

The Department of Administration is requested, as provided by GS 146-22 et seq. to acquire the real property herein described by (purchase), (lease), (rental), or (other specify):

This Property is needed for the following reasons and purposes: New lease for the Athletics Department Ticket Office and other related functions for ± 4,000 sq. ft. in a location and at a rental rate to be determined by a bid process.

Name and Address of Present Owner: To be determined by bid process.

Description of Property: ±4,000 sq. ft. of office space to be located in near proximity to campus.

Term: Up to Five years.

Rental price (if applicable): To be determined by bid process.

Funds for the acquisition of this property are available in our budget under Code: Ticket sales revenue.

Item: Other:

In the event the above described real property is not acquired, is there other real property available, owned by the State or otherwise, that you believe would, if acquired, fulfill the requirement of your agency? If so, give details. None.

Action, recommending the above request, was taken by the Board of Trustees and is recorded in the minutes thereof on ________________

Signature ____________________________
Original Signature on File
Chancellor

* The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
DISPOSITION
OF REAL PROPERTY

SALE

GRANTEE  To be determined

GRANTOR  State of North Carolina for North Carolina State University.

LOCATION  1105 Camp Sertoma Dr., Westfield, Stokes County, NC

SIZE  ±717 acres

RATE  The market value will be determined by a full appraisal of the property conducted in conjunction with the State Property Office.

TERM  Conveyance

USE  The proceeds from the sale are recommended for continued support of the 4-H program in the College of Agriculture and Life Sciences.
STATE OF NORTH CAROLINA  
Department of Administration  
*DISPOSITION OF REAL PROPERTY*

Institution or Agency: North Carolina State University  
Date: March 26, 2012

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify):

The disposition is recommended for the following reasons: The College of Agriculture and Life Sciences is requesting the disposition by sale of ± 717 acres in Stokes County, NC in support of the 4-H program. The market value will be determined by a full appraisal of the property conducted in conjunction with the State Property Office.

Description of Property: ± 717 ac. in Stokes County, NC currently utilized by 4-H

Term: Conveyance

Estimated value: To be determined by full appraisal of the property conducted in conjunction with the State Property Office.

Where deed is filed, if known: Wake County

If deed is in the name of agency other than applicant, state the name: N/A

Rental income, if applicable, and suggested terms: N/A

Funds from the disposal of this property are recommended for the following use: Support for the 4-H programs within the College of Agriculture and Life Sciences.

Action recommending this transaction was taken by the Board of Trustees at its meeting held on ________________.

Signature ___________________  
Original Signature on File  
Chancellor

*The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)*
### Disposition of Real Property

**Lease / License**

<table>
<thead>
<tr>
<th><strong>Grantee</strong></th>
<th>To be determined</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Grantor</strong></td>
<td>State of North Carolina for North Carolina State University.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>ATM locations will be determined in coordination with the University Architect</td>
</tr>
<tr>
<td><strong>Size</strong></td>
<td>To be determined</td>
</tr>
<tr>
<td><strong>Rate</strong></td>
<td>To be determined by bid process</td>
</tr>
<tr>
<td><strong>Term</strong></td>
<td>Up to five (5) years</td>
</tr>
<tr>
<td><strong>Use</strong></td>
<td>Proceeds are recommended to be applied primarily to any outstanding building debt or secondarily to building operating costs per selected location.</td>
</tr>
</tbody>
</table>
STATE OF NORTH CAROLINA
Department of Administration
*DISPOSITION OF REAL PROPERTY

Institution or Agency: North Carolina State University
Date: March 26, 2012

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify): Lease / License

The disposition is recommended for the following reasons: In order to increase the convenience of ATM banking on campus for our students, faculty, staff and visitors, we are recommending the bid process for six (6) separate ATM locations on campus.

Description of Property: ATM locations will be determined in coordination with the University Architect

Term: Up to five (5) years

Estimated value: To be determined by the bid process

Where deed is filed, if known: Wake County

If deed is in the name of agency other than applicant, state the name: N/A

Rental income, if applicable, and suggested terms: N/A

Funds from the disposal of this property are recommended for the following use: Proceeds are recommended to be applied primarily to any outstanding building debt or secondarily to building operating costs per selected location.

Action recommending this transaction was taken by the Board of Trustees at its meeting held on ____________.

Signature ____________ Original Signature on File ____________
Chancellor

*The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)
DISPOSITION
OF REAL PROPERTY

EASEMENT

GRANTOR   NC State University

GRANTEE    North Carolina Department of Transportation

LOCATION  Bridge #151 over Flat River on State Forest Rd., Sec. Rd. #1614 in Durham, NC

SIZE      Four (4) separate tracts comprised of +/- .083 ac. (3,609.618 sf.)

RATE      For benefit of the University

TERM      Perpetual Use

USE       NCDOT proposes to acquire +/- .083 ac. (3,609.618 sf.) to be used as a permanent drainage easement. There will be approximately four (4) separate tracts containing the following acreage (.024 ac., .029 ac., .012 ac., and .018ac.). The easements will be used for the purpose of erosion and drainage control, in relation to the proposed construction for the replacement of Bridge #151 in Durham, NC.
STATE OF NORTH CAROLINA
Department of Administration
*DISPOSITION OF REAL PROPERTY

Institution or Agency: NC State University       Date: March 23, 2012

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real
property herein described by (sale), (lease), (rental), or (other specify): Permanent Drainage
Easement

The disposition is recommended for the following reasons: NCDOT has requested a permanent
drainage easement in relation to the proposed replacement of Bridge #151 over Flat River in Durham,
NC.

Description of Property: NCDOT proposes to acquire +/- .083 ac. (3,609.618 sf.) to be used as a
permanent drainage easement. There will be approximately four (4) separate tracts containing the
following acreage (.024 ac., .029 ac., .012 ac., and .018 ac.). The easements will be used for the
purpose of erosion and drainage control, in relation to the proposed construction for the replacement
of Bridge #151 in Durham, NC.

Term: Perpetual Use

Estimated value: For benefit of the University

Where deed is filed, if known: Durham Co. Register of Deeds   Recorded in Deed Book: 102 pg.
#488 and 489

If deed is in the name of agency other than applicant, state the name. North Carolina State College
of Agriculture and Engineering

Rental income, if applicable, and suggested terms: N/A

Funds from the disposal of this property are recommended for the following use.

Action recommending this transaction was taken by the _Board of Trustees_ at its meeting held on
__________________________.

Signature   _Original Signature on File_
Chancellor

*The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)*
**DISPOSITION OF REAL PROPERTY**

**Demolition**

**GRANTOR**  
State of North Carolina for North Carolina State University

**GRANTEE**  
N/A

**LOCATION**  
NC State University, South Campus  
1331 Varsity Drive, Raleigh, NC (Bldg. #603)  
1321 Varsity Drive, Raleigh, NC (Bldg. #604)  
1351 Varsity Drive, Raleigh, NC (Bldg. #605)  
1324 Varsity Drive, Raleigh, NC (Bldg. #631)  
1328 Varsity Drive, Raleigh, NC (Bldg. #632)  
1332 Varsity Drive, Raleigh, NC (Bldg. #633)  
1344 Varsity Drive, Raleigh, NC (Bldg. #636)  
1350 Varsity Drive, Raleigh, NC (Bldg. #637)  
1260 Varsity Drive, Raleigh, NC (Bldg. #641)

**SIZE**  
Bldg. #603: 2,700 gross sq. ft.  
Bldg. #604: 972 gross sq. ft.  
Bldg. #605: 4,760 gross sq. ft.  
Bldg. #631: 5,641 gross sq. ft.  
Bldg. #632: 2,560 gross sq. ft.  
Bldg. #633: 2,560 gross sq. ft.  
Bldg. #636: 2,295 gross sq. ft.  
Bldg. #637: 10,572 gross sq. ft.  
Bldg. #641: 160 gross sq. ft.

**RATE**  
N/A

**TERM**  
N/A

**USE**  
Demolition of three (3) University buildings along the east side of Varsity Drive (#603, #604, #605) and demolition of six (6) University buildings along the west side of Varsity Drive (#631, #632, #633, #636, #637, #641). The buildings are old and in poor condition. Alternate space for the contents in several of the buildings will be identified. Removal of the buildings will facilitate the development of the sports complex contemplated in the NC State Recreational Sports Master Plan and development of a future phase of Greek Village.
STATE OF NORTH CAROLINA  
Department of Administration  
*DISPOSITION OF REAL PROPERTY*

Institution or Agency: North Carolina State University  
Date: March 16, 2012

The Department of Administration is requested, as provided by GS 146-28 to dispose of the real property herein described by (sale), (lease), (rental), or (other specify): DEMOLITION

The disposition is recommended for the following reasons: Nine University buildings in the vicinity of Varsity Drive on the South Campus are old and in poor condition. Alternate space for the contents in several of the buildings will be identified. Severance of six buildings on the west side of Varsity Drive will facilitate development of the sports complex contemplated in the NC State Recreational Sports Master Plan. Severance of three buildings on the east side of Varsity Drive will facilitate development of a future phase of Greek Village. The University will arrange for the removal of the buildings.

Description of Property:

<table>
<thead>
<tr>
<th>Building</th>
<th>Construction</th>
<th>Size</th>
<th>Built</th>
<th>Complex #</th>
<th>Asset #</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>#603 (1331 Varsity Dr.) Crop Science Storage</td>
<td>1 story - frame</td>
<td>2,700 sq. ft.</td>
<td>1935</td>
<td>46</td>
<td>3</td>
<td>Poor</td>
</tr>
<tr>
<td>#604 (1321 Varsity Dr.) Soil Science Storage</td>
<td>1 story – frame</td>
<td>972 sq. ft.</td>
<td>1935</td>
<td>46</td>
<td>4</td>
<td>Poor</td>
</tr>
<tr>
<td>#605 (1351 Varsity Dr.) Plant Pathology Storage</td>
<td>1 story conc. blk. part 2 story</td>
<td>4,760 sq. ft.</td>
<td>1948</td>
<td>46</td>
<td>5</td>
<td>Poor</td>
</tr>
<tr>
<td>#631 (1324 Varsity Dr.) Poultry Building</td>
<td>1 story conc. blk.</td>
<td>5,641 sq. ft.</td>
<td>1950</td>
<td>46</td>
<td>22</td>
<td>Poor</td>
</tr>
<tr>
<td>#632 (1328 Varsity Dr.) Poultry House</td>
<td>1 story conc. blk. part 2 story</td>
<td>2,560 sq. ft.</td>
<td>1950</td>
<td>46</td>
<td>23</td>
<td>Poor</td>
</tr>
<tr>
<td>#633 (1332 Varsity Dr.) Poultry House</td>
<td>1 story conc. blk. part 2 story</td>
<td>2,560 sq. ft.</td>
<td>1950</td>
<td>46</td>
<td>24</td>
<td>Poor</td>
</tr>
<tr>
<td>#636 (1344 Varsity Dr.) Poultry Building</td>
<td>1 story - frame</td>
<td>2,295 sq. ft.</td>
<td>1956</td>
<td>46</td>
<td>27</td>
<td>Poor</td>
</tr>
<tr>
<td>#637 (1350 Varsity Dr.) Poultry Building</td>
<td>1 story conc. blk.</td>
<td>10572 sq. ft.</td>
<td>1950</td>
<td>46</td>
<td>28</td>
<td>Poor</td>
</tr>
<tr>
<td>#641 (1260 Varsity Dr.) Greenhouse</td>
<td>1 story metal frame</td>
<td>160 sq. ft.</td>
<td>1992</td>
<td>46</td>
<td>31</td>
<td>Poor</td>
</tr>
</tbody>
</table>

(See attached photos)

Term: N/A

Estimated value: N/A

Where deed is filed, if known: Wake County

If deed is in the name of agency other than applicant, state the name: N/A

Rental income, if applicable, and suggested terms: N/A

Funds from the disposal of this property are recommended for the following use. N/A

Action recommending this transaction was taken by the Buildings and Property Committee of the Board of Trustees at its meeting held on ________________.

Signature  
[Signature]
Chancellor

*The term "real property" includes timber rights, mineral rights, etc. (GS 146-64)*
Phytotron Energy Conservation Performance Contracting Project
Total Project Scope $6,200,000 (Self Liquidating)

12/12/11 Advertised in NC Purchase Directory

01/26/12 Closing date for submittals
(10 proposals received)

01/30/12 Appointment of Selection Committee
By Kevin MacNaughton, Secretary – Buildings and Property Committee

02/09/12 Selection Committee review:
03/02/12
- Steve Bostian, Capital Project Management
- Carolyn Axtman, Capital Project Management
- Alan Daeye, Utilities and Engineering Services
- Allen Boyette, Building Maintenance and Operations
- Carole Saravitz, Phytotron
- Cindy Williford, Office of the University Architect

02/09/12 Short list recommendation by Selection Committee:
- Affiliated Engineers Inc., Chapel Hill, NC
- Clark Nexsen Architecture and Engineering, Raleigh, NC
- RMF Engineering Inc., Raleigh, NC

02/16/12 Short list approved by Jack L. Cozort
- Affiliated Engineers Inc., Chapel Hill, NC
- Clark Nexsen Architecture and Engineering, Raleigh, NC
- RMF Engineering Inc., Raleigh, NC

02/16/12 Pre-interview briefing of design firms

03/02/12 Firms interviewed. Recommendation in priority order:
- RMF Engineering Inc., Raleigh, NC
- Affiliated Engineers Inc., Chapel Hill, NC
- Clark Nexsen Architecture and Engineering, Raleigh, NC

Those involved:
- Steve Bostian, Capital Project Management
- Carolyn Axtman, Capital Project Management
- Alan Daeye, Utilities and Engineering Services
- Allen Boyette, Building Maintenance and Operations
- Carole Saravitz, Phytotron
- Cindy Williford, Office of the University Architect
- Sumayya Jones-Humienny, Office of the University Architect
- Cameron Smith, Capital Project Management
- Marvin Williams, Capital Project Management
- Shanna Harwell, Utilities and Engineering Services
- Damian Lallathin, Capital Project Management
- Charlie Marshall, Capital Project Management
- David Setser, Capital Project Management
## Approval of Designer Selections Less than $500,000

**Note:** The projects below are submitted to the Trustees’ Buildings and Property Committee for formal approval of designer selections for projects less than $500,000 that are not on the OESAD list. This listing represents projects selected since February 2012.

<table>
<thead>
<tr>
<th>Project</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Carter Finley Ribbon Board Display Mounts</strong></td>
<td>$19,600</td>
</tr>
<tr>
<td>Designer: Atlas Engineers, Raleigh, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
<tr>
<td><strong>Council Building – Code Rehab Study</strong></td>
<td>$10,700</td>
</tr>
<tr>
<td>Designer: Swanson + Stewart, Raleigh, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
<tr>
<td><strong>Dan Allen Parking Deck Maintenance Repairs</strong></td>
<td>$36,000</td>
</tr>
<tr>
<td>Designer: Sutton Kennerly, Greensboro, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
<tr>
<td><strong>Golden Leaf Biomass Pilot Plant Study</strong></td>
<td>$28,000</td>
</tr>
<tr>
<td>Designer: O’Brien Atkins, Durham, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
<tr>
<td><strong>Witherspoon Entrance and Exterior Improvements</strong></td>
<td>$36,697</td>
</tr>
<tr>
<td>Designer: JDavis Architects, Raleigh, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
</tbody>
</table>
# The 2012-2014 Open-Ended Service Agreement
## Designer Selections

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>City</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Architecture:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>310 Architecture &amp; Interiors, PA</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Architektur PA</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Isley Hawkins Architecture</td>
<td>Durham</td>
<td>NC</td>
</tr>
<tr>
<td>In Situ Studio</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Maune Belangia Faulkenberry Architects, PA</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Moseley Architects</td>
<td>Morrisville</td>
<td>NC</td>
</tr>
<tr>
<td>Szostak Design</td>
<td>Chapel Hill</td>
<td>NC</td>
</tr>
<tr>
<td>Winstead Wilkinson Architects, PLLC</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td><strong>Asbestos/Environmental/Hazardous Materials:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMED Environmental and Infrastructure, Inc.</td>
<td>Durham</td>
<td>NC</td>
</tr>
<tr>
<td>KCI Associates of North Carolina, PA</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Vistabution</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td><strong>Civil Engineering:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Morton Thomas and Associates, Inc (AMT)</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Biohabitats Southeast Bioregion, Incorporated</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>CH Engineering, PLLC</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Corley Redfoot Architects, Inc.</td>
<td>Chapel Hill</td>
<td>NC</td>
</tr>
<tr>
<td><strong>Electrical Engineering:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Affiliated Engineers, Inc.</td>
<td>Chapel Hill</td>
<td>NC</td>
</tr>
<tr>
<td>Dewberry</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Sigma Engineered Solutions</td>
<td>Morrisville</td>
<td>NC</td>
</tr>
<tr>
<td>Stantec Consulting Services, Inc.</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>United Engineering Group, Inc.</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td><strong>Lab Design:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moser Mayer Phoenix Associates, PA</td>
<td>Greensboro</td>
<td>NC</td>
</tr>
<tr>
<td>Perkins &amp; Will</td>
<td>RTP</td>
<td>NC</td>
</tr>
<tr>
<td>RGG Architects</td>
<td>Durham</td>
<td>NC</td>
</tr>
<tr>
<td>SGE Solutions, PC</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td><strong>Landscape/Master Planning:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Hatchell, Landscape Architecture, PLLC</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
<tr>
<td>Swanson and Associates, PA, Landscape Architecture</td>
<td>Carrboro</td>
<td>NC</td>
</tr>
<tr>
<td>Timmons Group</td>
<td>Raleigh</td>
<td>NC</td>
</tr>
</tbody>
</table>
Mechanical:
- Atlantec Engineers, PA .................................................. Raleigh .............. NC
- Clark, Richardson & Biskup Consulting Engineers, Inc ...... Cary ............... NC
- Edmondson Engineers ...................................................... Durham .............. NC
- Elm Sustainability Commissioning Engineering .............. Willow Spring ...... NC
- The Wooten Company ...................................................... Raleigh .............. NC

Roofing:
- Bute, PLLC ........................................................................ Durham .............. NC
- Stafford Consulting Engineers ........................................ Raleigh .............. NC
- Sutton-Kennerly & Associates, Inc ...................................... Greensboro ........... NC

Structural Engineering:
- Atlas Engineering, Inc ...................................................... Raleigh .............. NC
- Stewart Engineering, Inc .................................................... Raleigh .............. NC
- Wetherill Engineering, Inc .................................................... Raleigh .............. NC

Surveying:
- CDK Geomatics, PC ......................................................... Cary .............. NC
- Greenhorne & O’Mara Consulting Engineers .................... Raleigh .............. NC
- McKim & Creed ................................................................ Raleigh .............. NC
- Taylor Wiseman & Taylor ............................................... Cary .............. NC

Testing:
- Geotechnologies, Inc ...................................................... Raleigh .............. NC
- Summit Consulting-Engr., Arch. and Surveying, PLLC ....... Hillsborough ...... NC
- Terracon ............................................................................. Raleigh .............. NC
- Trimat Materials Testing, Inc .............................................. Raleigh .............. NC
## Acceptance of Completed Buildings and Projects

<table>
<thead>
<tr>
<th>Code/Item</th>
<th>Project#</th>
<th>Location</th>
<th>Title</th>
<th>Project Cost</th>
<th>University Acceptance</th>
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</thead>
<tbody>
<tr>
<td>NA / NA</td>
<td>201011132</td>
<td>Greek Houses 1, 5, 6, 11</td>
<td>Fire Suppression Systems</td>
<td>$382,000</td>
<td>01/06/12</td>
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<td>40824 / 315</td>
<td>200911073</td>
<td>Carmichael Gym</td>
<td>Pool Equipment Replacement</td>
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<td>11/10/2011</td>
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<td>40024 / 303</td>
<td>200920009</td>
<td>Corporate Research I</td>
<td>Non-Woven Upfit</td>
<td>$760,000</td>
<td>3/12/2012</td>
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<td>41024 / 314</td>
<td>201020003</td>
<td>Former TOPS building at 1528 Blue Ridge Road</td>
<td>CBC Facilities Operations Zone Shop Upfit</td>
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Agenda Item / Issue: Proposed Repeal of POL 04.20.03 – Curator of Alcohol

Requested/Required Action: Approval of the Resolution by the Full Board of Trustees. The policy is recommended for repeal and the information is to be restated in REG 04.20.2.

Suggested Motion: WHEREAS, it is necessary to repeal current policy

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of North Carolina State University repeals North Carolina State University POL 04.20.03 – Curator of Alcohol as indicated above. Effective date of repeal is April 20, 2012.

Responsible University Unit: Finance & Business
University Presenter/Contact: Charles D. Leffler, Vice Chancellor
**Rationale:** Recommendation to repeal the Curator of Alcohol policy and include the information in the regulation that governs the curator or alcohol REG 04.20.2.

<table>
<thead>
<tr>
<th>Consultation Process:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/05/2012 General Counsel preliminary review</td>
</tr>
<tr>
<td>1/18/2012 Vice Chancellor Charlie Leffler approves transmittal of PRR for review</td>
</tr>
<tr>
<td>N/A General Counsel final review, if changes have been made</td>
</tr>
<tr>
<td>1/24/2012 EOM, or official with delegated authority to review PRR</td>
</tr>
<tr>
<td>04/20/2012 Board of Trustees Approval (proposed)</td>
</tr>
<tr>
<td>08/13/2012 University Council Notification (proposed)</td>
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**Authority**

<table>
<thead>
<tr>
<th>Board of Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>Curator of Alcohol</td>
</tr>
<tr>
<td><strong>Classification</strong></td>
</tr>
<tr>
<td>POL04.20.03</td>
</tr>
<tr>
<td><strong>PRR Subject</strong></td>
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<tr>
<td>Health, Safety and Welfare</td>
</tr>
<tr>
<td><strong>Contact Info</strong></td>
</tr>
<tr>
<td>Executive Director for Financial Services (919-513-0410)</td>
</tr>
</tbody>
</table>


1. The United States Department of Treasury, Bureau of Alcohol requires that specific officers or employees be designated by the governing board of the institutions to sign documents and communications with the United States Government relating to the use of tax-free alcohol.

2. The Board of Governors of the University of North Carolina had delegated to the Board of Trustees of each institution the authority to designate a Curator of Alcohol and an Assistant Curator of Alcohol.

3. The Board of Trustees designates the Manager of Materials Support as the Curator of Alcohol and the Warehouse Manager of Materials Support as Assistant Curator of Alcohol and authorizes each individual to sign applications, requisitions, reports, and all other documents or communications with the United States Government relating to the use of tax-free alcohol.

1. Purpose

To dispense ethyl alcohol for use by campus personnel.

2. Intent:

To maintain documentation and control as required by the Industrial Alcohol User Permit issued by the Bureau of Alcohol, Tobacco and Firearms.

3. Ethyl Alcohol

The Board of Trustees designates the Manager of Materials Support as the Curator of Alcohol and the Warehouse Manager of Materials Support as Assistant Curator of Alcohol and authorizes each individual to sign applications, requisitions, reports, and all other documents or communications with the United States Government relating to the use of tax-free alcohol.

Materials Support Central Stores is the only department on campus authorized to dispense ethyl alcohol. Ethyl alcohol is a controlled substance with strict storage, dispensing and reporting requirements. The university is required, as an Industrial Alcohol User Permit holder to account for all ethyl alcohol used on campus.

Secure storage, accountability, and reporting rest with Materials Support Central Stores. Therefore, all users are required to purchase ethyl alcohol through Central Stores Materials Support. Certain documentation must be furnished at the time of the purchase. See the Materials Support Central Stores Web Site for details.
Agenda Item / Issue: Resolution amending the Parking and Transportation Policies on the Campus of North Carolina State University

Requested / Required Action: Approval of the Resolution by the Full Board of Trustees approving the Proposed Revision to Policy 7.60.01: Parking and Transportation Ordinances for 2012-2013 as described in the attached Summary of 2012-2013 Proposed Changes. The proposed Changes would be effective August 16, 2012.

Suggested Motion: WHEREAS, the Board of Trustees approved amendments to the Parking and Transportation Policies on the Campus of North Carolina State University on April 22, 2011 and

WHEREAS, it is necessary to make changes in current policies,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of North Carolina State University amends the Parking and Transportation Policies on the Campus of North Carolina State University superseding all previous editions. Effective date of this amendment is August 16, 2012.

Responsible University Unit: Department of Transportation
University Presenter/Contact: Thomas Kendig, Director, Transportation
2012-2013 PROPOSED CHANGES TO PARKING AND TRANSPORTATION ORDINANCES

1.2.4 Changed The Office of the President of the University of North Carolina System to UNC General Administration Office

3.1.1 Changed terminology to “access control devices” to recognize change in utilized technology

3.5 Revised Permit Cost chart to reflect new permit pricing structure

3.10.1 Changed terminology to “access control devices” to recognize change in utilized technology

4.3.2 Changed Chancellor’s residence address

5.1.1 Changed note under penalties chart from “Certain first-time parking violations will result in a warning citation being issued with no fine associated” to “Certain first-time parking violations may result in a warning citation being issued with no fine associated”

5.2 Changed chancellor’s residence address; Added “unauthorized use of permit” to list of towable offenses

5.3.2 Deleted statement providing for an immobilization fee to be appealable

5.7 Removed “petition” from all references and replaced with “appeal” to reflect terminology change
6.3.A5.3.A

Policies, Regulations and Rules

NC STATE UNIVERSITY

Authority
Board of Trustees
Title
Parking and Transportation Ordinances
Classification
POL07.60.1
PRR Subject
Transportation
Contact Info
Associate Vice Chancellor for Environmental Health
& Public Safety
(919-515-7915)


1. GENERAL PROVISIONS

1.1 Definitions

1.1.1 Abandoned Bicycle: Any bicycle that has been parked illegally for more than ten days or which is determined to be "derelict" or inoperable under North Carolina General Statute 20-137.7.

1.1.2 Academic Year: The period of time from August 16 of one calendar year until August 15 of the next calendar year.

1.1.3 Access Point for Accessibility Spaces: The road space adjacent to all curb cuts built for wheelchair access from the street to the sidewalk and the space adjacent to each mobility-impaired parking space identified by white diagonal lines.

1.1.4 Administrative Sanctions: Penalties which may be assessed for repeated violations of these ordinances or for failure to pay validly due fines. Administrative sanctions include, but is not limited to, revocation of parking permits. Administrative penalties include the issuance of a campus appearance ticket to students.

1.1.5 Bicycle: A device propelled by human power upon which any person may ride, and supported by either two tandems or three wheels, one of which is 16 inches or more in diameter. For the purpose of this Ordinance, a bicycle will be deemed a vehicle.

1.1.6 Bicycle Path: A paved strip or path that is designated for use by bicycles. May be adjacent to a roadway, or a separate route to a roadway, and may also include strips to delineate bicycle lanes from pedestrian lanes.

1.1.7 Campus: All property located in and around Raleigh, North Carolina, which is owned or leased by the State of North Carolina and under the supervision of the Board of Trustees of North Carolina State University.
1.1.8 Campus Appearance Ticket: A citation issued to a student by the University's Campus Police that subjects the student to discipline under the Code of Student Conduct.

1.1.9 Carpool: An organized group of two or more commuting members of campus who regularly ride together in one car and share the use of a carpool permit issued by Transportation.

1.1.10 Chancellor: The Chancellor of North Carolina State University at Raleigh, NC.

1.1.11 Chronic Offender—An individual who exhibits an observable pattern of reoccurring parking violations without demonstrating a recognizable intent to self correct the violating behavior.

1.1.12 Client: One for whom professional services are rendered.

1.1.13 Crosswalks: Any portion of a roadway distinctly indicated for pedestrian crossing by lines, other markings on the surface, a raised elevation of asphalt or concrete and/or signs.

1.1.14 Director of Transportation: That person designated by the Chancellor who will be responsible for administering, implementing, and enforcing the provisions of the Ordinance, except where another person or party is specified in the Ordinance.

1.1.15 Dismount Zone: Areas where cyclists, skateboarders, and non-motorized scooter drivers must dismount their vehicle. All motorized vehicles are prohibited in this zone.

1.1.16 Employees: The faculty (including a non-salaried visiting faculty), research/teaching/associate/intern (post doctoral) employees, re-employed retirees (including those re-employed through the University's Phased Retirement Program), administrative officers, extension personnel, clerical personnel and all other non-student employees of the University employed part-time or full-time as permanent EPA, SPA, or temporary employees.

1.1.17 Fire Lane: Any area specifically marked, striped, signed or designated where vehicles are prohibited from parking, and/or any area in which direct and immediate access to a fire hydrant or fire fighting apparatus would be blocked by a parked vehicle.

1.1.18 Intersections: A road junction where two or more roads either meet or cross at grade (at the same level).

1.1.19 Loading Zone: Any area designated by signs and proclaimed for use for loading and unloading materials and supplies.

1.1.20 Low Speed Vehicle: A four-wheeled vehicle whose top speed is less than 20 miles per hour. This includes, but is not limited to, golf carts, golf cart-type utility vehicles and gator-type utility vehicles.

1.1.21 Moped/Scooter: Any motorized two or three wheeled vehicle capable of carrying a rider and which is currently exempt from North Carolina motor vehicle registration and licensing regulations.

1.1.22 Motorcycle: Any motorized two or three wheeled vehicle capable of carrying a rider and which is currently subject to North Carolina motor vehicle registration and licensing regulations.
1.1.23 No Parking Area: Any area not specifically marked, striped, or designated for parking. Parallel/angled spaces must be striped on each end of parked vehicle.

1.1.24 Operator: A person in actual physical control of a vehicle, which is in motion, stopped, or standing.

1.1.25 Park: The standing of a vehicle, whether occupied or not, other than while actually engaged in the loading or unloading of passengers.

1.1.26 Parking Area: Any place or area specifically set aside, marked or assigned by Transportation for the parking of vehicles, either permanently or temporarily.

1.1.27 Parking Meter: Any mechanical device activated by coin, credit card or cash key which enables an individual to purchase parking at a specific parking space in incremental time-limited units.

1.1.28 Parking Meter Space: Any space where a parking meter has been installed.

1.1.29 Parking Meter Zone: Any area, including on streets or in a parking lot, where parking meters are installed and in operation.

1.1.30 Parking Services: The office designated by the Director of Transportation, which issues parking permits, keeps registration and permit records, records violations, and collects transportation fees and fines.

1.1.31 Pay Lot: Any parking lot or area where payment for parking is required based on the length of time the vehicle is parked. Pay lots may be operated by automated pay machine or by attendants who collect the parking fees.

1.1.32 Pedestrian Safety Zone: Areas where cyclists, skateboarders, and non-motorized scooter drivers must either ride at the walking pace of the nearby pedestrians or dismount their vehicle. Pedestrians have the right-of-way in a pedestrian safety zone. All sidewalks, pathways, plazas, or walkways are pedestrian safety zones.

1.1.33 Personal Assistive Mobility Device: A self-balancing device, designed to transport one person, with a propulsion system that limits the maximum speed of the device to 15 miles per hour or less. This includes, but is not limited to, electric wheelchairs and segways.

1.1.34 Registered Vehicle: A vehicle, which has been registered with Transportation and is authorized to display a valid University parking permit.

1.1.35 Reserved Lot: A designated lot or part of a lot reserved for users who have purchased permits specifically for that lot.

1.1.36 Reserved Space: Any parking space, which is marked for a specific University parking permit, permit type, user or use.

1.1.37 Restitution: Compensation due to Transportation for the full value of a product/service without benefit of having made previous payment for the same.
1.1.38 Retired Employees: Individuals who have separated from employment with North Carolina State University because of completion of an appropriate term of service, or due to a mental or physical disability, and who are drawing annuities from one of North Carolina State University's retirement programs, and are not receiving compensation for current services. (Employees participating in the Phased Retirement Program are not considered retired employees. PRP employees retain their pre-employment permit and gate card, and continue to pay the regular permit rate for the duration of the three-year PRP assignment.)

1.1.39 Service Provider: One who is providing repair and/or maintenance of equipment or facility. Exceptions to this definition are by Transportation approval only.

1.1.40 Sharrow: An on-the-street marking denoting a “safety zone” where cyclists can ride on the street without being hit by an opened car door. These markings may also denote where cyclists should be riding, such as at intersections with multiple turn lanes. A sharrow also serves to alert both cyclists and drivers that the lane is for both types of vehicles.

1.1.41 Sidewalks: All property along or by any street, highway, or roadway which is intended for pedestrian use and which lies between the curb line and lateral line of any street, highway, or roadway and the line at which the use of property for purposes other than pedestrian traffic ends.

1.1.42 State: When unmodified, means the State of North Carolina.

1.1.43 Stop: When required, means complete cessation of movement. When prohibited, means any stopping of a vehicle except when necessary to avoid conflict with other traffic or in compliance with the direction of a law enforcement officer or traffic control sign or signal.

1.1.44 Traffic Signal: A road signal that flashes a red, green, or amber warning light to direct traffic to stop, proceed, or proceed with caution.

1.1.45 Store: The parking of a bicycle or vehicle for a continual period of more than twenty-four hours, or the parking of a bicycle or vehicle with the intent that it will not be moved for a period of at least 24 hours.

1.1.46 Street, Highway, or Roadway: The entire width of a corridor designed or marked by proper authorities for vehicular traffic.

1.1.47 Student: Any person registered with the University as a full-time, part-time, graduate, or other special student. This does not include employees of the University who are in a full-time permanent position and subject to the SPA or EPA guidelines, and are taking one class per semester.

1.1.48 Temporary Employee: Any non-student part-time or full-time temporary (nonpermanent) employee of the University. This does not include Graduate Research Assistants and Teaching Assistants.

1.1.49 Traffic Way: Any way, area, or region where vehicles or bicycles are permitted to be operated or parked.
1.1.50 Transfer Students: Any student who enrolls at NC State University and receives credit for class hours from another college or university, and has been verified through University Registration and Records as a transfer student.

1.1.51 Transportation: The North Carolina State University department in the Administrative Services Center on Sullivan Drive is responsible for, but not limited to: transportation planning, transit services, enforcement of rules and regulations for parking and traffic, registration of vehicles, distribution of permits, issuance of parking penalties, collections of transportation receipts and the upkeep, renovations, and construction of transportation facilities.

1.1.52 Travel Lane: That portion of the road, street, or way between the centerline and curb on which vehicles or bicycles are permitted to operate, but where parking is prohibited.

1.1.53 University: Unless otherwise provided, North Carolina State University at Raleigh.

1.1.54 University Holidays: Those days named by the Chancellor as Official University Holidays. This does not include Fall and Spring Break, or other student breaks.

1.1.55 University Partner: Any non-University agency or business, or employee of such, leasing space from the University, which is located on one of the University's Campuses or properties.

1.1.56 Unregistered Vehicle: Any vehicle on campus not registered with Transportation.

1.1.57 Unsettled Fines, Fees and Charges: Any fines, fees, and charges (monetary or otherwise) levied by Transportation which have not been resolved by payment of outstanding debts, return of a parking permit or gate card as specified by Transportation, the Director of Transportation, or other University Agencies.

1.1.58 Vehicle: Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power or used exclusively upon fixed rails or tracks; provided, that for the purpose of this Ordinance, bicycles will be deemed vehicles, and every rider of a bicycle on the campus will be subject to the provisions of this Ordinance governing traffic and parking. This term shall not include a device which is designed for and intended to be used as a means of transportation for a person with a mobility impairment, or who uses the device for mobility enhancement, including on sidewalks, and is limited by design to 15 miles per hour.

1.1.59 Visitor: Individuals not identified by this section as an employee, student, University partner or temporary employee. May also include non-salaried visiting faculty and adjunct faculty.

1.1.60 Walk or Walkway: A path designed for or marked for exclusive use by pedestrians whether along a street, roadway or other areas.
1.2 Authority

1.2.1 As provided by North Carolina General Statute Chapter 116-44.4 the Board of Trustees of North Carolina State University adopts these Parking and Transportation Ordinances, and through their designee, the Director of Transportation, will be responsible for the registration, flow, and parking of vehicles on property owned or leased in whole or in part by the State of North Carolina and which is under the control of the Board of Trustees of North Carolina State University.

1.2.2 The Director of Transportation, acting pursuant to the authority vested by this Ordinance and the Board of Trustees, will exercise discretion and authority in a manner as to assure the proper conduct of the necessary business of the University and the effective utilization and control of the available parking areas and facilities on the campus of the University for the benefit and maximum convenience of visitors, students and employees.

The Director of Transportation is authorized to issue exceptions to regulations within this Ordinance, to issue temporary regulations and suspend enforcement of parking regulations to allow for the benefit and maximum convenience of visitors, students, and employees. The Director of Transportation retains the right to authorize or deny the use of or closing of campus streets and parking lots. The Director of Transportation retains the right to remove vehicles from closed streets and/or parking lots.

The Director of Transportation may suspend enforcement of parking regulations to allow for special events on campus. Exceptions to regulations, temporary regulations and enforcement suspensions are valid only for when and how specified, and will not be considered precedent for future situations.

1.2.3 Posting notice of this Ordinance: The Director of Transportation will post notice of this Ordinance and the General Statutes of North Carolina Chapter 116-44.4 to the public.

1.2.4 Filing of this Ordinance: The Director of Transportation will provide a certified copy of this Ordinance, to be filed in the following locations:

a. The Office of the Secretary of State of North Carolina;

b. The Office of the President of the University of North Carolina System, UNC General Administration Office

All ordinances adopted under this Part shall be recorded in the minutes of the board of trustees. Each board of trustees shall provide for printing and distributing copies of its traffic and parking ordinances.

1.2.5 Liability: North Carolina State University assumes no liability or responsibility for damage to or theft of any vehicle parked or in operation on the properties leased or under the control of the Board of Trustees of North Carolina State University.

1.2.6 The provisions of this Ordinance will apply to all NC State University employees, students, partners, vendors, contractors and visitors, as well as the operators of all vehicles, whether public or private, and they will be enforced 24 hours a day, except as herein provided. It will be unlawful for any operator to violate any of the provisions of the Ordinance, except as otherwise permitted in this Ordinance or the General Statutes of North Carolina.
1.2.7 The operator of any vehicle will obey the lawful instruction of any law enforcement officer, parking enforcement officer, traffic officer, and any official traffic signs or control devices appropriately placed and in accordance with the provisions of these regulations. Whenever a particular section does not state that signs are required, such section will be effective without signs being provided.

1.2.8 Nothing in this Ordinance will be deemed to prohibit authorized vehicles of the University, or its agents, or of any public utility company from making any such stops as the establishment and maintenance of streets, grounds, water supply, and utility lines require. It is unlawful to drive or park a motor vehicle on sidewalks, grass, or shrubbery unless such areas are designated for parking.

1.2.9 Monies: Any monies collected pursuant to this Ordinance will be used for staffing of Transportation, enforcement, planning for services, parking operations, consultants, construction and maintenance of parking facilities, and such other purposes as deemed necessary by the Chancellor to carry out the transportation program at North Carolina State University.

1.3 Violation of Ordinance

1.3.1 In addition to the criminal penalties set out by North Carolina General Statute, any person violating this or any regulations issued hereunder is subject to a civil penalty as set forth in this Ordinance. In addition to any civil penalty that may be imposed, Administrative Sanctions may also be imposed if an offender does not pay a validly due penalty or upon repeated offenses. Violations of these Ordinances are not infractions as defined in G.S. 116-44-4.

1.3.2 Rules of Evidence: When a vehicle is found parked or unattended in violation of this Ordinance it will be considered prima facie evidence that the vehicle was parked:

   a. By the person holding a University parking permit for that vehicle
   b. By the person registered with the University for a parking permit displayed on that vehicle or
   c. By the person on file as the vehicle's owner with the North Carolina Division of Motor Vehicles, or corresponding agencies of another state or nation.

2. LOW SPEED AND TWO OR THREE WHEELED VEHICLES

2.1 Motorcycles/Mopeds/Scooters

2.1.1 Motorcycles, mopeds and scooters must have valid parking permits to utilize a campus parking space. North Carolina State University employees, students, employees of corporate partners and employees of other entities with offices on one of the University's campuses are eligible to request a parking permit.

2.1.2 Permits are purchased from Transportation. Anyone who has a valid permit for an automobile may obtain a motorcycle/moped/scooter permit for his or her personal use at a reduced rate. Motorcycle permits may not be used as part of a carpool.

2.1.3 The permit must be affixed to the front fork of the motorcycle or displayed visibly on the frame of the moped.
2.1.4 Mopeds and/or Scooters may be parked at bicycle racks without a parking permit if they do not block pedestrian access in any manner in excess of that of a bicycle.

2.1.5 Scooters/mopeds are permitted to operate on sidewalks, plazas and in pedestrian safety zones provided that 1) pedestrians have the right-of-way, 2) vehicles are operated at speeds that do not endanger pedestrian or operator safety; 3) vehicles are dismounted in areas of pedestrian congestion. Persons failing to safely navigate these pedestrian areas are subject to fines/citations.

2.1.6 Any scooter/moped deemed to not be mechanically safe by Transportation, or with a gas or oil leak may be immediately impounded. Any scooter/moped that appears to be abandoned may be impounded following the same procedure as followed for bicycles as described in 2.2.4. abandoned.

2.2 Bicycles

2.2.1 For the purpose of this Ordinance, bicycles will be deemed vehicles, and every rider of a bicycle on the campus will be subject to the provisions of the Ordinance with the modifications issued in this section.

2.2.2 Bicycles must be parked and/or secured only to bicycle racks. Bicycles found in the following areas are subject to immediate impoundment:

1. next to a yellow curb
2. on the sidewalk
3. in a driveway
4. against trees or posts
5. in stairways or on handrails
6. in hallways or classrooms
7. at building entrances
8. in any manner which could impede the flow of pedestrian, or vehicular traffic
9. parking meters or signposts.
10. impound

2.2.3 Registration of Bicycles

a. Registration of Bicycles: All bicycles, which are operated, parked, or stored, on the campus by any employee, student, or corporate partner should be registered with Transportation.

b. Bicycle Permits: Bicycle permits are not transferable (either between persons or assigned bicycles). If a bicycle permit becomes damaged, or if the owner acquires a new bicycle, then the owner should obtain a replacement permit from Transportation.

c. Effective Period: Initial registration will be effective from the day registration is completed, and will not expire except when the registration permit is removed from the bicycle to which it was assigned; or there is a change of ownership of the bicycle.
2.2.4 Bicycle Impounding

a. Any bicycle may be impounded if such bicycle appears to have been abandoned.
b. In case of any registered bicycle so impounded, notice will be sent within 15 working days after such impounding to the registered owner at the place of residence designated on the last registration form on file with Transportation.
c. In the case of any unregistered bicycle so impounded, Transportation will make reasonable inquiry to identify the owner or the person entitled to possession thereof, and will within 15 working days after such impounding, post in a conspicuous manner, a notice specifying: 1) the location where the bicycle was impounded, and 2) the color of the bicycle.
d. Any impounded bicycle, which is not redeemed within ninety days after notice, will be surplused at the NC State University Surplus Property Office for sale in accordance with NC State University procedures.

2.2.5 Operation of a Bicycle

**Required Adherence to Traffic Laws:** Every person operating a bicycle will do so in adherence with traffic control devices and rules of the road applicable to motor vehicles under: North Carolina state laws as prescribed in the General Statutes of North Carolina Chapter 20, Motor Vehicles and these Parking and Transportation Ordinances for North Carolina State University (see section 6.0 Traffic Regulations). Persons who violate this subsection are subject to fines/citations.

2.2.6 Operation of a bicycle in pedestrian safety zones: Cyclists are permitted, though not encouraged, to operate their vehicle in pedestrian safety zones provided that 1) pedestrians are given the right-of-way, 2) vehicles are operated at speeds that do not endanger pedestrian or cyclist safety, 3) vehicles are dismounted in areas of pedestrian congestion. Persons failing to safely navigate these pedestrian areas are subject to fines/citations.

2.2.7 Operation of a bicycle in dismount zones: Cyclists must dismount their vehicle in a dismount zone. Persons who violate this subsection are subject to fines/citations.

2.3 Skateboards/Roller Skates/In-line Skates

2.3.1 Skateboards, roller skates and inline skates shall be considered a means of transportation on NC State campus. In point to point progression, ollies (the event of the rider jumping the device from the ground) and manuals (where only two wheels remain in contact with the ground in a exhibition of balance) shall be considered legal activities.

2.3.2 The use of skateboards, roller skates or inline skates on all of NC State University shall be tolerated beyond a 50-foot radius surrounding all school buildings, and as a means of point-to-point transportation as defined above. As such, obstacles such as staircases, ledges, benches and flower planters shall be off limits to the riders due to the inherent destruction of property that may result from such activities.

2.3.3 Grinding (i.e., frictional contact between any part of the skateboard and a ledge, plant or bench) shall be illegal due to applicable damage to university property. Certain obstacles may be set up by campus recreation for permitted use outside of parking and pedestrian areas.
2.3.4 Skaters must be responsible in consideration of pedestrians and vehicular traffic. Reckless operation, whereby the rider upholds no concern for the safety of others, constitutes a violation of acceptable skateboard use.

2.3.5 Violations of this regulation by students, faculty, or staff will be enforced in accordance with current University guidelines for violations of the University Student Code of Conduct or the University disciplinary policy for employees. Individuals who violate this regulation and are not affiliated with the University may be trespassed from the University. In addition, the skateboard, roller skates, or in-line skates may be temporarily confiscated for possible use in a University hearing.

2.3.6 Persons who violate this section 2.3 are subject to fines/citations.

2.3.7 Violation of section 2.3 by visitors may result in the person being asked to leave campus. Future violations or failure to leave the campus may result in an arrest for trespassing. The skateboard, roller skates, or in-line skates may be seized for use as evidence in a criminal proceeding.

2.4 Low Speed Vehicles (Gators, Kubotas, Mules, Golf Carts)

2.4.1 Authorized Use - Acquisition, use, and parking is limited to University departments and University contractors with a valid business need. Departments or contractors operating gators, mules or golf carts are expected to comply with all provisions of this document. Personally owned gators, mules or golf carts are prohibited from operating on university property. Any exceptions must be approved by Transportation.

2.4.2 Valid Business Need - Defined as: transporting personnel, equipment, and/or supplies for University purposes when other transportation means are unavailable or problematic; or transporting employees, students, and/or guests with temporary or permanent disability-related needs.

2.4.3 Authorized Operators - Operation of low-speed vehicles is restricted to University employees and students designated by the Department Head. Each department shall maintain a current list of approved operators.

2.4.4 Registration - All Low Speed vehicles are required to be registered with Transportation. Transportation provided decal must be displayed on the vehicle to provide for identification.

2.4.5 Approved and Prohibited Areas – Gators, mules and golf carts may travel on University roads, streets and in University parking lots. They may be operated on sidewalks provided that pedestrians have the right-of-way and vehicles are operated at speeds that do not endanger pedestrian safety. Generally, these vehicles should not be operated in areas of pedestrian congestion or on sidewalks during times of class change. Persons failing to safely navigate these pedestrian areas are subject to fines/citations.

Additionally, these vehicles should not be operated on the grass except when necessary for a temporary detour. These vehicles may not be operated on streets or roads where the speed limit exceeds 35 miles per hour, except to cross such street or road.

2.4.6 Parking – Gators, mules and golf carts must display a valid University parking permit for the appropriate space or zone when utilizing a parking space. Parking is prohibited on sidewalks and grass in a manner that blocks any pedestrian access or route.
2.4.7 **Specifications** – Gators, mules and golf carts must be equipped with headlamps, horn, reflex reflectors and parking brakes.

2.4.8 Operators of gators, mules and golf carts must possess a valid operator’s driver’s license.

2.4.9 **Safety and Protection**
   a. **General** – Gators, mules and golf carts shall not be operated in a manner that may endanger occupants or nearby individuals and property.
   b. **Speed Limits** - Operators shall not exceed the posted or designated speed limit when operating gators, mules and golf carts on any street, road, or parking lot. In areas of congestion, operators must reduce speed to the equivalent of a slow walking pace.
   c. **Traffic Laws and Defensive Driving** - Operators shall operate gators, mules and golf carts in compliance with all applicable laws and University traffic and parking rules. Additionally, operators shall operate in a safe and responsible manner with due regard for the driving conditions.
   d. **Passenger Limit and Load Capability** - Operators shall ensure that the number of passengers and their seating arrangement and/or the weight, type, and placement of the load do not exceed the manufacturer’s recommendations.
   e. **Operator and Passenger Safety** - Operators and passengers must keep their head, legs, and arms inside the cab area of the gators, mule or golf cart. Operators and passengers should not step or jump from the vehicle until it has stopped moving.

2.5 **Personal Assistive Mobility Device**

2.5.1 **Use** - An electric personal assistive mobility device may be operated on the public highways, sidewalks and bicycle paths. A person operating an electric personal assistive mobility device on a sidewalk, roadway, or bicycle path shall yield the right-of-way to pedestrians and other human powered devices. A person operating an electric personal assistive mobility device shall have all rights and duties of a pedestrian.

2.6 **Impoundment**

2.6.1 Bicycles, scooters, mopeds, motorcycles and other alternative modes of transportation are to be stored in an appropriate manner at bicycle racks or other designated spaces. Those deemed to be stored in a manner that creates a safety issue or inhibits pedestrian movement may be impounded by Transportation.

3. **PARKING PERMITS**

3.1 **General Terms and Conditions**

3.1.1 All eligible individuals may request permits through Transportation. Visitors to Campus may obtain a daily visitor parking permit or a temporary parking permit from Transportation. Parking permits, gate cards and electronic remote gate openers, and access control devices remain the property of Transportation. Parking permits, replacement permits, temporary permits, transponders, gate cards, or electronic remote gate openers, or access control devices may not be given, sold, or traded to another person or placed on a vehicle other than the one(s) for which the permit is registered.
3.1.2 Any individual who has been issued a parking permit must return it if they leave the University prior to the expiration date of the permit. Refunds may be issued if the permit is returned before May 31. Certain refund conditions may be applied to permits issued to students, temporary and nine-month employees. Gate cards and electronic gate openers must be returned if an individual departs the University, or the individual will be responsible for fines and/or replacement costs.

3.1.3 Failure to display an appropriate permit while parked in a permit-required zone or space will result in a fine.

3.2 Employee Parking Permits

3.2.1 Eligible employees may request a parking permit at any time during the year. New employees must provide Transportation with the required documents verifying their employment with the University. These individuals may request parking permits for unreserved parking spaces or lots closest to their primary work location, or they may request parking in commuter lots. Employees are not eligible to use visitor permits. Employees are not eligible to purchase the following permits: SV, SP, UV, UD, RE and RW.

3.2.2 Employee requests will be assigned based on availability.

3.2.3 Employees who have their permit cost paid through payroll deduction must return their permit upon termination of employment with the University. Individuals are responsible for monthly payment until they return the parking permit. Vehicles displaying unauthorized permits are subject to booting and the owner being fined.

3.2.4 Employees on an unpaid leave of absence or faculty who take off-campus scholarly assignment may elect to maintain and keep their permit if it is paid in full through its expiration date. Employees who are having their permit fees deducted through monthly payroll must return their permit prior to the leave, or they will be responsible for monthly permit fees. The employee will be entitled to a reassignment of their permit when they return to the University's employment and reinstate their payroll deduction for parking fees.

3.2.5 Employees participating in the pretax program for monthly parking permits deductions will have their refunds adjusted for income tax. These refunds are adjusted by, and mailed from, University Payroll. Employees not participating in the pretax program will not have their refund adjusted for income tax. Transportation will prepare and mail these refunds.

3.2.6 Special Faculty

Salaried Visiting, Clinical, Research, Extension and USDA/USDI are considered employees of the University. Employee parking policies and permit eligibility apply to these individuals.

3.2.7 Retired University Employees

Retired employees may request a "Retiree," or "R," permit if they wish to visit the University. "R" permits may be sold at a lesser rate than permits for employees. Verification of retirement is required at the initial application, and annually to renew the permit.
A retired employee who returns to work in either a part-time or full-time capacity must notify Transportation and return the "R" permit. The individual must purchase a regular-priced employee permit to park on campus while working.

Individuals who falsify employment or compensation information are subject to suspended parking privileges. Permits issued to retirees may not be used by other individuals to attend work or classes on campus.

3.2.8 Phased Retirement participants are considered employees

3.2.9 Permanent Part-time and Full-time Employees-Payroll Deduction

Employees receiving paychecks monthly or biweekly for twelve months a year are eligible to have their monthly parking permit fee deducted from their paycheck. They may choose to have permit fees deducted before or after taxes; i.e., on a pre-taxed gross if before taxes, or taken from their net if after taxes. (Employees should consult their tax advisers before deciding on pretax or after tax permit deductions.) If the individual leaves the University employment, they are responsible for returning the permit to Transportation in order to stop payroll deduction. If permit fees cannot be collected through payroll deduction, and the individual has not returned the permit, they will continue to be responsible for payment of the permit until it is returned to Transportation.

3.2.10 Temporary Employees

Individuals employed in a nonpermanent position or capacity, or through University Temporary Service (UTS) may request a parking permit. Verification of employment, including duration of employment is required. Payment for the permit will be made by cash, check or credit card. Payment must be for the full amount due on the parking permit. No Partial Payments are accepted. Payroll deduction is not permitted. Permits may be purchased on a monthly basis at a rate equal to one-twelfth the annual cost of the permit. Shorter-term employment will allow for the purchase of permits at a daily or weekly rate. Temporary employees will not be issued gate cards. Assignment of a parking permit and parking location will be decided by Transportation based upon space availability. These individuals are not eligible to be placed on a permit wait list.

3.2.11 Nine Month Recurring Permanent Employees

Permanent employees in recurring positions may request annual parking. If the employee leaves the University prior to the expiration of the permit, they are required to return the permit to Transportation. A refund may be issued if the permit is returned before May 31. If permit fees cannot be collected through payroll deduction, and the individual has not returned the permit, they will continue to be responsible for payment of the permit until it is returned to Transportation.

3.2.12 Individuals on Campus Employed by other Agencies or Government or Military Agencies

These individuals are eligible for parking under the guidelines for University employees. They are not eligible for payroll deduction of parking fees.

3.2.13 Employees of University Partners These employees are eligible for parking under the covenant of their leases with the University. They are not eligible for payroll deduction of parking fees.
3.2.14 **Adjunct Faculty:** Adjunct faculty members are expected to purchase a permit if they require parking on campus.

3.2.15 Eligible employees and departments can make requests for the parking permits listed below. Assignment of permits is based on availability, with consideration to the employee's primary work/office location.

3.2.16 Carpool and Vanpool Eligibility- employees may join a carpool or vanpool to reduce parking and driving costs. Carpool and vanpools must be registered with Transportation. Carpools require a carpool permit in order to park in designated spaces. Triangle Transit (TT) vans are not required to display a parking permit.

3.2.17 **Employee Parking Permits:** The following provides the general locations and proximity of areas that may be designated for employee parking.

<table>
<thead>
<tr>
<th>PERMIT</th>
<th>GENERAL CAMPUS AREA FOR PERMIT ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;B&quot;</td>
<td>North Campus Gated Area, North Hall Staff Portion, Hillsborough Square, Pullen Road, Nelson West, Brooks Lot, Carter Williams Lot, Hillsborough East and West Lots.</td>
</tr>
<tr>
<td>&quot;C&quot;</td>
<td>Coliseum Bays (Jeter Dr.), Case Center Lot, Steam Plant Lot, Carmichael, Centennial Campus, South West Campus areas, Dan Allen Deck, Method Road Greenhouse, Centennial Biomedical Campus, Central Campus area and South Central Campus, Avent Ferry Complex, Greek Village, E.S. King Village, Wolf Village.</td>
</tr>
<tr>
<td>“CD”</td>
<td>Coliseum Parking Deck,</td>
</tr>
<tr>
<td>&quot;L&quot;</td>
<td>Designated areas and times</td>
</tr>
<tr>
<td>&quot;BB&quot;</td>
<td>Designated Bicycle Parking throughout campus</td>
</tr>
<tr>
<td>&quot;M&quot;</td>
<td>Designated Motorcycle Parking throughout campus</td>
</tr>
<tr>
<td>&quot;U&quot;</td>
<td>Allows access to North Campus Areas by employees or departments who do not reside on North Campus.</td>
</tr>
<tr>
<td>&quot;R&quot;</td>
<td>&quot;B&quot; and lower zone areas for retired employees</td>
</tr>
<tr>
<td>&quot;V&quot;</td>
<td>Varsity Drive Lots (portion)</td>
</tr>
</tbody>
</table>

### 3.3 Student Parking Permits

#### Eligibility:

a. Students are not eligible for the following permits: “AS”, “A-lot”, “SP”, “SV”, “U”, “SV”, “UD”, “UV”, “B” or “C.” Students are not eligible to use visitor permits.

b. All students including freshmen are eligible to purchase parking permits, based on space availability. All students are eligible for bicycle and motorcycle parking permits.

c. Students living at University Towers and the College Inn are only eligible for storage parking permits.

d. Resident students:
   1. Greek Village, Avent Ferry Complex, E.S. King Village and Wolf Village are only eligible for "P" parking permits.
   2. Students who live in University housing on Main Campus are eligible for “RE”, “RP”, “RW”, “RS” permits.

e. Eligible commuting students may purchase parking permits for:
2. permit "L" if parking is needed 7 a.m. to 9 a.m. or after 3 p.m.

f. Other Parking Options for Students
1. Commuting students of any class may park in the Wolfline Park and Ride Lots to ride transit to and from campus. There is no parking fee required in these lots. Overnight parking is prohibited.
2. Commuting students may park in hourly pay lots on campus at the rates posted. Overnight parking is prohibited.

3.3.1 The following provides general locations and proximity of areas that may be designated for student parking.

**PERMIT GENERAL CAMPUS AREA FOR PERMIT ASSIGNMENT**

<table>
<thead>
<tr>
<th>PERMIT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>“CC”</td>
<td>Designated Centennial Campus Decks and Centennial Biomedical Campus Deck / CVM</td>
</tr>
<tr>
<td>“CD”</td>
<td>Coliseum Parking Deck Area</td>
</tr>
<tr>
<td>“DD”</td>
<td>Dan Allen Deck</td>
</tr>
<tr>
<td>“RE”</td>
<td>Residence Hall areas located East of Dan Allen Drive</td>
</tr>
<tr>
<td>“RP”</td>
<td>Resident Perimeter Lot adjacent to West Deck</td>
</tr>
<tr>
<td>“RW”</td>
<td>Residence Hall areas located West of Dan Allen Drive</td>
</tr>
<tr>
<td>“W”</td>
<td>Main Campus West Deck</td>
</tr>
<tr>
<td>“P”</td>
<td>Avent Ferry Complex, Greek Village, E. S. King Village, Wolf Village and Centennial Campus Perimeter Lots</td>
</tr>
<tr>
<td>&quot;L&quot;</td>
<td>CC, CD, DD, P and W 7 a.m. to 9 a.m. and after 3 p.m.</td>
</tr>
<tr>
<td>&quot;BB&quot;</td>
<td>Designated Bicycle Parking Throughout Campus</td>
</tr>
<tr>
<td>&quot;M&quot;</td>
<td>Designated Motorcycle Parking throughout Campus at specific locations</td>
</tr>
<tr>
<td>“RS”</td>
<td>Centennial Campus Perimeter Lots</td>
</tr>
<tr>
<td>&quot;V&quot;</td>
<td>Varsity Drive Lots</td>
</tr>
</tbody>
</table>
3.3.2 Student Parking Permits:

Eligible students may request parking permits that are applicable to their residence location or commuter status.

<table>
<thead>
<tr>
<th>Student Residency Status</th>
<th>Applicable Parking Permits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Students</strong></td>
<td></td>
</tr>
<tr>
<td>North Hall</td>
<td>RE, RP, RS</td>
</tr>
<tr>
<td>Watagua, Syme, Gold and Welch</td>
<td>RE, RP, RS</td>
</tr>
<tr>
<td>Berry, Becton and Bagwell</td>
<td>RE, RP, RS</td>
</tr>
<tr>
<td>Wood, Alexander, Owen, Turlington and Tucker</td>
<td>RE, RP, RS</td>
</tr>
<tr>
<td>Metcalf, Bowen, Carroll</td>
<td>RE, RW, RS</td>
</tr>
<tr>
<td>Lee, Sullivan and Bragaw</td>
<td>RW, RS</td>
</tr>
<tr>
<td>Greek Village</td>
<td>P</td>
</tr>
<tr>
<td>E S King Village</td>
<td>P</td>
</tr>
<tr>
<td>Avent Ferry</td>
<td>P</td>
</tr>
<tr>
<td>Wolf Village</td>
<td>P</td>
</tr>
<tr>
<td><strong>Commuting Students</strong></td>
<td></td>
</tr>
<tr>
<td>Commuting Students (Including Graduate Students)</td>
<td>CC, CD, DD, W, V, P</td>
</tr>
</tbody>
</table>

3.3.3 Changes in Students' Residence Status

Students who change their status (i.e., from resident to commuter, or commuter to resident) as a result of changing residence, are responsible for contacting Transportation about changing their parking permit to one that may be more appropriate for their residency status. Commuting and residence students who were issued permits based on a particular residency status and change that status without notifying Transportation, may lose their privileges if their new residency does not qualify them for the permit that they currently hold.

3.3.4 Permit Costs and Refunds for Students

Student permits issued at the beginning of fall semester will be sold at the full annual rate. Permits issued in subsequent months through August 15 of the next calendar year, will be sold at a prorated rate. Students must pay the total cost of a permit (full rate or prorated amount) before the permit will be issued. Permits are refunded on a prorated basis. Refunds will be adjusted for any outstanding fines or fees due to Transportation.
3.4 Permits For Others

3.4.1 Permits for Departments

a. Departments can obtain Short-Term Temporary permits for unloading/loading materials and supplies at designated loading areas or zones.

b. Service, Academic and Administrative departments may purchase UD (Universal Departmental) permits for employees to use while conducting University-related business.

c. Service departments may purchase SV permits for State-Licensed vehicles used to provide service as defined in Section 1.1.38 of this Ordinance.

d. Departments Heads may request one no-charge Loading/Unloading permit hangtag to facilitate short term departmental loading and/or unloading needs. Additional permits are available for a nominal fee. The permit validates parking up to 30 minutes in designated Loading/Unloading spaces. Displayed on a state-licensed vehicle, the permit validates long term parking on the top level of the Dan Allen deck and in the Hillsborough Square lot.

3.4.2 Visitor Parking and Permit

a. Visitors must purchase a Daily Visitor parking permit.

b. Campus departments, employees or students who sponsor events on campus, or invite visitors, are responsible for arranging parking for their visitors.

c. Students and employees are not eligible to use visitor permits.

3.4.3 Permits for Service Providers, Salespersons and Cartage

a. Companies delivering supplies and materials on campus are not required to purchase a parking permit if they have a visible company logo displayed on the vehicle, and if the vehicles are parked in an unreserved parking space or designated Loading/Unloading space. Vehicles may not pull up on curbs, sidewalks, landscape areas, other no parking areas, or block traffic.

b. Service providers who are performing maintenance or repair to campus infrastructure, buildings or equipment must purchase a parking permit to park on campus. Salespersons must purchase a parking permit to park on campus.

c. Public Service Companies performing repairs or surveys of utility infrastructures are not required to purchase a parking permit if they have a visible logo displaying their company name and service on the vehicle. Vehicles must park in parking spaces, and may not pull up on curbs, sidewalks, landscape areas or other no parking areas, or block traffic while performing their duties. The work performed may not exceed a frequency that requires the vehicle to be on campus for more than one day per week. Work that requires use of parking or may impact parking for longer periods must be reviewed and approved by Transportation. Failure to make appropriate parking arrangements will be considered in violation of this Ordinance.
3.4.4 Special approval is required for the following permits:

<table>
<thead>
<tr>
<th>Parking Permit</th>
<th>Authorization Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-lots, AS, T</td>
<td>Vice Chancellor of Finance and Business</td>
</tr>
<tr>
<td>SV, UD, UV, SP</td>
<td>Transportation</td>
</tr>
<tr>
<td>Accessibility</td>
<td>Transportation</td>
</tr>
<tr>
<td>R (Retirees only)</td>
<td>Transportation/Requestor's previous Department Head</td>
</tr>
<tr>
<td>RD</td>
<td>Transportation/University Housing</td>
</tr>
<tr>
<td>SL</td>
<td>Transportation/Student Leader Coordinator</td>
</tr>
</tbody>
</table>

3.4.5 Accessibility Parking

Any employee (including employees of corporate partners or employees of other entities located within the University) or student who, because of a short-term or permanent disability, requires a vehicle on campus, must apply for a parking permit to park in an accessible space. The individual is responsible for providing Transportation with all information required to process and review their request for an exception due to disability. A current state-issued accessibility placard is required for long-term disabilities.

Requests will be reviewed by Transportation (with assistance from Student Health Services and the Disability Compliance Office). All possibilities for accessible travel for the student will be considered, and a decision will be made for the best alternative.

3.4.6 Trustee Permits

Members of the Board of Trustees of North Carolina State University will be issued ("T") permits at the beginning of each academic year at the direction of the Chancellor.

3.4.7 Student Leader Permits

a. Student Leader permits will be issued to specific Student Leader positions upon receipt of a completed application from the individual holding that position. Transportation maintains a list of eligible positions.
b. Permits for new leaders will be issued only after the outgoing leader for that position has returned the previously assigned permit.

3.4.8 Permits for Non-Student Residents of E.S. King Village

Non-Student residents of E.S. King Village who live at E.S. King Village and have a vehicle, must display a valid University parking permit on the vehicle.
### 3.5 Permit Costs

The Board of Trustees hereby directs the Director of Transportation to collect parking fees for parking permits as follows:

<table>
<thead>
<tr>
<th>Permit</th>
<th>Employees, Departments and Others*</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>$999/1008</td>
<td>N/A</td>
</tr>
<tr>
<td>SP</td>
<td>$408/14</td>
<td>N/A</td>
</tr>
<tr>
<td>SP, SV, UV</td>
<td>$372</td>
<td>N/A</td>
</tr>
<tr>
<td>A-Lot</td>
<td>$408/14</td>
<td>N/A</td>
</tr>
<tr>
<td>B, U, UD</td>
<td>$408/14</td>
<td>N/A</td>
</tr>
<tr>
<td>R</td>
<td>$393/5</td>
<td>N/A</td>
</tr>
<tr>
<td>C</td>
<td>$318</td>
<td>N/A</td>
</tr>
<tr>
<td>RE</td>
<td>N/A</td>
<td>$292/304</td>
</tr>
<tr>
<td>RW</td>
<td>N/A</td>
<td>$292/304</td>
</tr>
<tr>
<td>CD</td>
<td>$318</td>
<td>$306/318</td>
</tr>
<tr>
<td>DD</td>
<td>$318</td>
<td>$306/318</td>
</tr>
<tr>
<td>W, RP</td>
<td>N/A</td>
<td>$242/52</td>
</tr>
<tr>
<td>P</td>
<td>N/A</td>
<td>$200/27</td>
</tr>
<tr>
<td>M</td>
<td>$606/3</td>
<td>$606/3</td>
</tr>
<tr>
<td>RD</td>
<td>$348</td>
<td>N/A</td>
</tr>
<tr>
<td>SL</td>
<td>N/A</td>
<td>$306/318</td>
</tr>
<tr>
<td>L</td>
<td>$36/57/semester</td>
<td>$36/57/semester</td>
</tr>
<tr>
<td>T</td>
<td>Trustee Permit $4035</td>
<td>N/A</td>
</tr>
<tr>
<td>V</td>
<td>$99</td>
<td>$99</td>
</tr>
<tr>
<td>RS</td>
<td>N/A</td>
<td>$183/80</td>
</tr>
<tr>
<td>LZ</td>
<td>No Cost For First Departmental Permit, $25 Per Additional</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*"Others" represents non-University companies or individuals

### 3.6 Transferable Permits

3.6.1 A permit holder with multiple vehicles registered to their permit may be assigned one of these types of permits to be transferred between vehicles: (1) hang tag permit for display hanging from rearview mirror, or (2) an adhesive or static cling removable permit for display directly on the lower right hand (passenger) side of the front windshield. The permit must be displayed on the vehicle that is parked on campus. This includes individuals who carpool.
3.7 Temporary Replacement Permits

3.7.1 Authorized permit holders may receive a temporary replacement permit if a vehicle they are driving to campus does not have the permit displayed.

   a. Permit holders are not entitled to obtain a temporary permit if the vehicle, which is displaying the original permit, is parked on campus.
   b. Transportation reserves the right to limit the number of temporary replacement permits issued to an individual.

3.8 Affixing/Displaying the Permit (Automobiles)

3.8.1 Permits must be displayed in the intended manner for the type of permit issued. The entire permit must be clearly visible and cannot be obscured in any way. Hang tag permits must be displayed hanging from the rearview mirror. If no rearview mirror exists, the permit must be displayed face up on the dash in the right hand (passenger) side of the front windshield. Adhesive or static cling permits must be affixed to the right hand (passenger) side of the front windshield with the original adhesive material provided on the permit.

3.8.2 Daily Visitor, Accessibility, or Access Hang Tag permits must be placed on the rearview mirror so that the permit number faces out. In vehicles without suspended mirrors, place permit number side up on right hand (passenger) side of dashboard.

3.8.3 A violation of this section (Improper Display of Permit) may result in a fine.

3.9 Permit Replacement

3.9.1 Replacement

If a permit holder can return an identifiable portion, including the number of the permit, and the permit is registered to that individual, then he may receive a replacement free of charge.

3.9.2 Charges for Replacement

   a. If a permit holder cannot return an identifiable portion of their permit, they will be charged $10 for a new permit.
   b. If a permit has been lost or stolen, the person to whom the permit was registered may receive a replacement permit for a processing fee of $10.
   c. A lost or stolen permit report must be filed with Transportation prior to replacement.
   d. If a gate card is lost or stolen, a replacement will be issued for a fee of $10. Damaged gate cards must be replaced and there is no charge to replace a defective card unless it is evident the card has been intentionally damaged.
   e. If a lost/stolen permit and/or gate card is found, it must be returned to Transportation and the processing fee will be refunded.
   f. Displaying and/or possession of a lost/stolen permit or gate card will result in a fine, loss of parking privileges for up to one year, and the restitution cost of the permit, and/or gate card.
3.10 Unlawful transfer or Use on Unauthorized Vehicle

3.10.1 Parking permits, gate cards, and remote electronic gate openers and access control devices remain the property of Transportation and as such, parking permits, replacement permits, gate cards and remote electronic gate openers and access control devices may not be given, sold or traded to another person.

3.10.2 A violation of this section (Unlawful transfer or Use on Unauthorized Vehicle) may result in a fine, loss of parking privileges for up to one year and/or restitution of said permit and/or gate card.

3.11 Forging, Counterfeiting or Altering of Permits

3.11.1 It is a violation to forge, counterfeit or alter a parking permit in any manner, way, shape or form.

3.11.2 A violation of this section (Forging, Counterfeiting or Altering permits) may result in a fine, loss of parking privileges for up to one year and/or restitution of the permit cost from beginning of the academic year up through recovery date of the counterfeit permit.

3.12 Presenting False Information

3.12.1 It is a violation to present, attempt to present or conspire to present information that an individual would have reason to believe is false, to any employee or agent of Transportation for the purpose of obtaining a permanent or temporary parking permit, maintaining a parking permit, processing a petition/appeal or the purpose of deceiving any employee or agent.

3.12.2 A violation of this section (Presenting False Information) may result in a fine and/or loss of parking privileges for up to one year.

3.13 Carpools

3.13.1 Members of carpools are required to follow all procedures and regulations according to this Ordinance with the following modifications:

a. Carpoolers must register with Transportation each vehicle that will be driven to campus.
b. One transferable permit will be issued to the carpool.
c. The carpool will be charged for only one permit.

4.0 PARKING REGULATIONS

4.1 Permit Enforcement

4.1.1 Non-Reserved Parking Spaces/Areas

Parking enforcement is between the hours of 7 a.m. and 5 p.m. Monday through Friday, in any unreserved parking space. “RE” and “RW” zones are enforced from 7 a.m. to midnight, Monday
through Thursday and 5 p.m. on Friday. The Lot behind Peele Hall is enforced 7 a.m. through 7 p.m. Monday through Friday. During official University holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas unreserved parking spaces/areas are not enforced. At all other times, an appropriate permit must be displayed to park in these areas.

4.1.2 Reserved Parking Spaces/Gated "A"-Lots

Parking enforcement is twenty-four hours a day, seven days a week, including University Holidays. At all times, the appropriate permit for the reserved space/area/lot must be displayed on the vehicle.

4.1.3 If a gate to a reserved parking area is raised for any reason, enforcement will be maintained for the permit(s) required for that area.

4.1.4 Specifically designated Client/Visitor Spaces are for use by individuals utilizing business services of the adjacent building and not for general employee parking. Noted time frames apply.

4.1.5 "L" zone permits may park in the “CC”, “DD”, “CD”, “W”, “P” and “V” designated areas between the hours of 7 a.m. and 9 a.m. and after 3 p.m.

4.1.6 The Hillsborough East and West Lots require a "B" zone permit from 7 a.m. to 5 p.m. Monday through Friday, and ANY valid University permit at all other times. This lot is monitored 24 hours a day, 7 days a week.

4.1.7 The appropriate permit is required to be displayed at all times in any space marked "24 HOUR TOWING." A vehicle in violation is subject to a parking citation and immediate towing at the owner's expense.

4.1.8 Pay Lots will be enforced during posted times noted at each lot entrance. Overnight parking in a pay lot is subject to a parking citation for the violator and possible towing at the owner's expense.

4.1.9 Multiple citations may be issued in pay lots or at meters.

4.1.10 A violation of this section 4.1 will result in a fine and/or towing.
4.2 Permit Enforcement Zones

4.2.1 A current University Parking Permit is required to be displayed on the campus during the enforcement times, except while parking in parking meter zones or pay lots. Permit holders must pay the required fee for time parked at meters and in pay lots, even if a current permit is displayed on the vehicle.

4.2.2 Employee parking Permit Types are valid in the parking zone areas as indicated below

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Valid Permit Zone(s) for Each Permit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Valid Individual Space</td>
</tr>
<tr>
<td></td>
<td>SV  B  C  CD  RE  RW  W  P  RS  V</td>
</tr>
<tr>
<td>AS</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>A1-A4</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>UV</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>SV/SP</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>U,R,UD</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>B</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>C</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>CD</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
<tr>
<td>V</td>
<td>X    X    X    X    X    X    X    X</td>
</tr>
</tbody>
</table>

Notes:
1) A1-5 permits are not interchangeable; i.e., A1 is not valid in A4, A4 is not valid in A1, A5, etc.
2) "L" permits are valid in the CC, CD, DD, W, V and P zones 7 a.m. to 9 a.m. and after 3 p.m.
3) Visitor parking is provided in designated areas in the Coliseum Deck, Dan Allen Deck and West Lot. A visitor permit must be displayed.
4.2.3 Student parking permit types are valid in the parking zone area as indicated below.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Valid Individual Space</th>
<th>Valid Permit Zone(s) for Each Permit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CC</td>
</tr>
<tr>
<td>CC</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>CD</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>DD</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**  
1) “L” permits are valid in CC, CD, DD, W, P, and V areas 7 a.m. to 9 p.m. and after 3 p.m.  
2) CC, CD, DD may cross park after 3 p.m. (i.e. CC valid in CD & DD, CD valid in CC & DD, etc.)

### 4.3 Areas receiving 24 Hour Enforcement

#### 4.3.1 No Parking Areas

It shall be unlawful for any person to park a vehicle on the campus in any area or lot except in spaces marked or designated for parking. This includes drive lanes and driveways, intersections, landscape areas, and blocking of any pedestrian route or accessible aisle or route.

This section is not intended to prohibit the stopping of a vehicle, while actually loading or unloading passengers, yielding to an emergency vehicle, yielding to pedestrians or other traffic, following the direction of a traffic sign, signal or other device, the stopping of a public conveyance or by instruction of a law enforcement officer, so long as said vehicle does not obstruct any crosswalk, accessibility parking areas, walkway, intersection or access to any accessibility parking areas.

#### 4.3.2 Chancellor's residence

No person will park a vehicle at the Chancellor's residence, 4903 Hillsborough Street, 1570 Main Campus Drive except for the Chancellor, his/her family and their visitors or invited guests.

#### 4.3.3 Fire Lanes

Certain campus areas are designated as "fire lanes" and carry a more severe penalty, including a fine and 24-hour towing, for blocking these zones. Fire lanes are typically designated with red painted curbs with "fire lanes" in white and/or signage. Yellow hatching or verbiage on the pavement may additionally define the area.
4.3.4 Fire Hydrants: Parking in a manner that blocks access to any fire hydrant, regardless of the presence of special "fire lane" designation, is a violation of this section.

4.3.5 Standpipes: Parking in such a manner that blocks access to any standpipe or sprinkler system is a violation of this Ordinance.

4.3.6 Barrier Posts: Parking in front of or beyond removable barrier posts is a violation of this Ordinance.

4.3.7 Street Access: Certain streets, lanes or curbs may be designated by Transportation as fire lanes for other life safety reasons, such as high rise building access, fire truck turning radius, ambulance access, etc.

4.3.8 Access areas to Accessibility Parking: Parking in a manner that blocks a curb cut, path, and/or access point to an accessibility parking space. Parking illegally in an accessible parking space or blocking access to such a space is subject to 24-hour enforcement. This includes a fine and towing.

4.3.9 A violation of this section will result in a fine and the vehicle is subject to 24 hour towing.

Note: A list of the locations of fire hydrants, standpipes, barrier posts and street access is maintained at Transportation.

4.4 Parking Restrictions

4.4.1 A vehicle must always be parked in the manner and direction indicated by the parking markings and within the confines of the parking space. A vehicle may not encroach its wheels into another space.

4.4.2 No vehicle parked on campus may:
   a. be displayed for sale
   b. have maintenance performed on it, including washing, greasing, or repairing the vehicle except in the case of repairs necessitated by an emergency, and only then if the vehicle is in a marked space and has been reported to Transportation
   c. be exempted from ticketing because a note has been left on the vehicle windshield or flashing lights have been left on
   d. be stored in a manner which is not incident to the bonafide use and operation of the vehicle; or
   e. have a trailer attached to it when parked. Trailers may not be parked on campus without permission by Transportation.

4.4.3 No person will park a vehicle in any space labeled "24 HOUR TOWING" unless the proper permit for that space is displayed on said vehicle.

4.4.4 No person will park a vehicle in any space designated for accessibility parking unless the proper permit for that space is displayed on the vehicle.
4.4.5 No person will park a vehicle in a pay lot without payment for time indicated by ticket receipts received from an automated collection device, receipt of stated fees from an attendant, fee indicator, or posted sign.

4.4.6 A violation of this section 4.4 will result in a fine except for subsections 4.4.3 and 4.4.4, which will result in a fine and the vehicle is subject to towing.

4.5 Parking Meters/Automatic Pay Lot Devices

4.5.1 This section will apply between the hours of 7 a.m. and 5 p.m. Monday through Friday. Meters are enforced between the hours of 7 a.m and 5 p.m. and times of enforcement for pay lots are posted.

4.5.2 When any vehicle will be parked in any parking space alongside or next to where a parking meter is located, the operator will, upon entering the parking meter space, immediately deposit the proper coin (U.S. currency) as is designated by proper directions on the meter. When required by the directions on the meter, the operator of the vehicle, after the deposit of the proper coin or coins, will also set in operation the timing mechanism of the meter in accordance with the directions appearing thereon. Failure to deposit such proper coins and setting the timing mechanism in operation correctly when so required, will constitute a violation of this section.

4.5.3 Any person placing a vehicle in a parking meter space which indicates that unused time has been left in the meter by a previous occupant of the space will not be required to deposit a coin if occupancy does not exceed the indicated unused parking time.

4.5.4 If any vehicle remains parked in any such parking meter space beyond the parking time limit set for such parking space and if the meter indicates such illegal parking, then, in that event, the vehicle will be considered as parking overtime and in violation of this section.

4.5.5 A violation of this section 4.5 will result in a fine.

4.5.6 Transportation will be responsible for posting parking meters of a specified time in locations as needed throughout campus.

4.5.7 No person will deposit or attempt to deposit a slug, button, foreign currency, or any other device or substance as a substitute for coins of United States currency. The parking meters accept nickels, dimes, and quarters for proper operation.

4.5.8 It is unlawful for any person to deface, damage, tamper with, willfully break, destroy or impair the usefulness of, or to open without lawful authority an entry or exit gate or parking meter. A violation of this subsection will result in a fine and the cost of repairs incurred.

4.5.9 For use of automatic pay lot devices see instructions posted on the pay on foot station. All vehicles parked in the Dan Allen Deck pay lot must make proper payment using the automatic pay lot device at the time of parking a vehicle.

Note: A list of parking meter locations is maintained in Transportation.
4.6 Pay Lots

4.6.1 Any vehicle may park in lots designated as pay lots. Pay lots may be controlled by attendants, automated collection devices or drop slots for payment, and will be monitored by Parking Enforcement.

4.6.2 Pay lots are located at the following sites:

- Dan Allen Drive Parking Deck/First Level
- Ground level of Coliseum Deck
- Partners Way Deck

Vehicles entering these lots may pay fees on an hourly basis. Hourly time periods are sixty (60) minutes from the time the vehicle entered.

4.6.3 Vehicles may not park overnight in any timed zone.

4.6.4 A violation of this section 4.6 will result in a fine or fines.

4.7 Timed Zones

4.7.1 It will be unlawful for any vehicle to remain in a space or area with a designated time limit for more than the stated time.

4.7.2 A Violation of this section 4.7 will result in a fine.

4.8 Repeat Offenders

4.8.1 Upon receiving the sixth (6) violation within any six month period, the vehicle will be placed on the tow/immobilization list. A maximum of one (1) meter violation per day will count in total ticket count. Any additional violation of the Parking Ordinance may result in the vehicle being towed or immobilized. A vehicle will remain on the tow/immobilization list for as long as six (6) tickets have been received in the immediate preceding six-month (6) period.

4.9 Prohibited Use of Streets and Transportation Facilities

4.9.1 Any person or group who wishes to use campus streets or transportation facilities for any purpose other than that which they are intended or for mass distribution or posting of information in the form of flyers or anything else put on vehicles parked on campus, or on facilities and structures, must first obtain authorization from Transportation. It shall be unlawful for any person, firm, or corporation to use the streets, roadways, alleys, driveways, sidewalks, parking lots or parking areas on the campus for the purpose of:

a. Advertising any article, commodity, service or event by sign, poster, drawing or photograph, by crying out the same or by using any loudspeaker, musical instrument or noise making device, without expressed, written permission of the University.
b. Selling or offering for sale any article, commodity or service except by those persons, firms or corporations who are official selling agencies of the University.

4.9.2 Any person or group who wishes to use campus streets or parking areas for any purpose other than normal academic or administrative activities must obtain authorization from the Director of Transportation.

   a. There may be a rental fee charged based on size of lot, length of use and location.
   b. There will be a fee assessed for any labor and/or materials provided by Transportation.
   c. There will be a cleaning and maintenance charge assessed for any work required to return a lot to its condition prior to rental, normal wear excepted.

4.10 Abandoned Vehicles

4.10.1 The Director of Transportation is hereby authorized to remove any vehicle that has been parked illegally for more than ten days, or which is determined to be "derelict" under North Carolina General Statute 20-137.7, and dispose of such vehicles as prescribed by North Carolina General Statute 20-137.6 to 20-137.14.

4.11 Blocking Vehicles/Disabled Vehicles

4.11.1 It shall be unlawful to park a vehicle in such a manner to prevent another vehicle from movement.

   a. Inoperable/disabled vehicles must be reported to NC State University Campus Police and/or Transportation.
   b. Inoperable/disabled vehicles left standing in driveways, driving lanes, tow lanes, blocking vehicles or other no parking areas are subject to being towed and fined.
   c. It is advised that the inoperable/disabled vehicle owner/driver move the car to the nearest unreserved, designated parking space and obtain the proper permit from Transportation immediately thereafter.
   d. Operators of disabled vehicles must obtain and display a disabled vehicle permit if no zone permit is displayed on the disabled vehicle.

5.0 ENFORCEMENT

5.1 Penalties

5.1.1 The Director of Transportation is hereby authorized to collect a fine in the following amount for a violation of this Ordinance.

<table>
<thead>
<tr>
<th>Violation Code</th>
<th>Violation Description</th>
<th>Amount of Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>No Parking Permit Displayed</td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td>Expired Permit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visitor or Vendor Space</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Permit Improperly Displayed</td>
<td>$5</td>
</tr>
<tr>
<td>03</td>
<td>Parking Outside Authorized Permit Area</td>
<td>$30</td>
</tr>
<tr>
<td>04</td>
<td>Encroachment of Two Spaces</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>Unauthorized Parking in any Reserved Space, Lot or Area</td>
<td>$40</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>06</td>
<td>Overtime Parking at a Meter or Timed Space/Zone</td>
<td>$10</td>
</tr>
<tr>
<td>07</td>
<td>Unauthorized parking in an AV or SV space</td>
<td>$40</td>
</tr>
<tr>
<td>08</td>
<td>Failure To Pay in a Paylot</td>
<td>$30</td>
</tr>
<tr>
<td>09</td>
<td>Parking in a No Parking Area</td>
<td>$50 Plus repair costs</td>
</tr>
<tr>
<td>10</td>
<td>Parking in a fire lane</td>
<td>$50</td>
</tr>
<tr>
<td>11</td>
<td>Parking in an Accessibility Space, Blocking an Accessible Aisle, Path or Curb cut</td>
<td>$250</td>
</tr>
<tr>
<td>12</td>
<td>Displaying an Unauthorized Permit Altering a Parking Permit Forging a Parking Permit</td>
<td>$100, plus loss of parking privileges**</td>
</tr>
<tr>
<td>14</td>
<td>Warning, with directive to correct*</td>
<td>No Fine</td>
</tr>
<tr>
<td>15</td>
<td>Warning, with directive to correct*</td>
<td>No Fine</td>
</tr>
<tr>
<td>16</td>
<td>Warning, with directive to correct*</td>
<td>No Fine</td>
</tr>
<tr>
<td>17</td>
<td>Warning, with directive to correct*</td>
<td>No Fine</td>
</tr>
<tr>
<td>18</td>
<td>Warning, with directive to correct*</td>
<td>No Fine</td>
</tr>
<tr>
<td>19</td>
<td>Warning, with directive to correct*</td>
<td>No Fine</td>
</tr>
<tr>
<td>Other</td>
<td>Boot Removal Fee</td>
<td>1st Boot $50 / Subsequent Boot $100</td>
</tr>
<tr>
<td>Other</td>
<td>On Campus Relocation</td>
<td>Contract Rate</td>
</tr>
<tr>
<td>Other</td>
<td>Towing Relocation Fee</td>
<td>Contract Rate</td>
</tr>
<tr>
<td>Other</td>
<td>Damages to Transportation Facilities</td>
<td>Amount of Repairs</td>
</tr>
</tbody>
</table>

*Certain first-time parking violations **will**-may result in a warning citation being issued with no fine associated.  **Plus restitution for cost of permit.

5.2 Towing

5.2.1 The Director of Transportation is hereby authorized to have vehicles towed from the campus of the University to a designated place of storage for any vehicle in violation of the following:

a. unauthorized parking in a space marked 24 HOUR TOWING
b. a violation of section 4.4.4 “unauthorized parking in a disabled space”
c. parking in a no parking area
d. unauthorized parking at 1903 Hillsborough Street-1570 Main Campus Drive
  i. Any vehicle that has had an immobilization device placed on it, and remains unclaimed after 36 hours.
  i. Upon evidence of tampering with a boot or threatening to remove a boot.
  i. Unauthorized use of permit.

5.2.2 In addition to any fine assessed for a violation of this Ordinance, the owner of a vehicle which is towed from the University is responsible for payment directly to the towing contractor of any towing and/or storage fee charged for such towing.

5.2.3 Notice of North Carolina State Law Concerning Towed Vehicles
North Carolina State University provides an appeal procedure for the resolution of both towing and parking violations (see Section 6). North Carolina GS 20-119.11 provides the following:

Whenever a vehicle with a valid license plate or registration is towed as provided in G.S. 20-119.2, the authorizing person will immediately notify the last known registered owner of the vehicle of the following:

a. description of the vehicle;
b. location of vehicle;
c. violation with which the owner is charged, if any;
d. procedure the owner must follow to have the vehicle returned to him; and
e. procedure the owner must follow to request a probable cause hearing on the towing.

The owner or any other person entitled to claim possession of the vehicle may request in writing a hearing to determine if probable cause existed for the towing. The request will be filed with the magistrate in the county where the vehicle was towed by the person entitled to claim possession.

The magistrate will set the hearing within 72 hours of his receiving the request. The only issue at this hearing is whether or not probable cause existed for the towing. If the magistrate finds that probable cause did exist, the tower's lien continues. If the magistrate finds that probable cause did not exist, the tower's lien is extinguished. Any aggrieved party may appeal the magistrate's decision to district court.

5.3 Vehicle Immobilization

5.3.1 Any vehicle parked in violation of this Ordinance or any parking regulation issued hereunder may be immobilized by use of a wheel boot.

5.3.2 Wheel boots may be removed only by Transportation staff, upon payment of the boot removal fee and all outstanding fines. The owner or custodian of a vehicle impounded under any regulation of this Ordinance may petition the immobilization. Submitting a petition is not a substitute for payment of the boot removal fee.

5.3.3 Vehicles immobilized for longer than thirty-six hours will be towed from the University to a designated storage facility. The owner or custodian of the vehicle will be responsible for both the boot removal and towing fees, applicable storage fees, and accumulated fines. A vehicle will not be released until restitution arrangements are complete.

5.3.4 Vehicles are released from towing and immobilization during normal office hours, 7 a.m. - 5 p.m., Monday through Friday.

5.4 Suspension of Parking Privileges

5.4.1 The Director of Transportation can, in addition to any other penalty, suspend the parking privileges of any individual found to be in violation of the following:

a. unauthorized use of a permit
b. counterfeiting or altering of permits
c. presenting false information
d. repeat offenders
6.3.A

e. failure to settle outstanding fines and fees
f. destruction or damage to University property

Chronic offenders are subject to escalating punitive enforcement measures that include, but are not limited to, booting of the vehicle on each subsequent violation, towing of vehicle on each subsequent violation, revocation of parking privileges and/or (as applicable) referral the Office on Student Conduct.

5.5 Payment of Fines, Fees and Charges

5.5.1 Payments due to Transportation may be made in the following manners:
   a. Cash (not mailed), valid one-party checks, payroll deduction (employees only), debit, credit cards or All Campus Card. Coins will not be accepted as a primary source of payment.
   b. Service Unit Billings - State funds may not be used for payment of parking violations or permits for employees' personal vehicles.
   c. University Cashier - The University Cashier will accept payments for delinquent student parking violations that have been forwarded to the University Cashier's Office from Transportation.

5.6 Failure to Settle Fines, Fees and Charges

5.6.1 Failure to settle outstanding transportation fines, fees, and/or charges within the required time frame can result in the University's arranging for the collection of fees assessed against faculty, staff, students, and visitors in the following manner:
   a. Penalties owed by employees of the University may be deducted from payroll checks.
   b. Penalties owed by students will be forwarded to the University Cashier for collection in the same manner that other debts owed to the University by students are collected.
   c. Individuals whose fines are not collected through payroll deduction or by the University Cashier's Office will be forwarded to a collection agency, the Attorney General's Office, or the Department of Revenue for collection.

Payments are expected for the following:
   a. permits
   b. parking violations
   c. replacement of returned check
   d. returned check charges
   e. gate cards and remote-controlled gate openers
   f. repairs to damaged property
   g. boot removal fees and towing
   h. imposed fines

5.7 Petition/Appeals
5.7.1 Individuals issued parking violations and other violation fines, restitution and/or suspension of parking privileges may **petition-appeal** the penalty within fourteen calendar days of the date of the citation or letter imposing punishment.

a. **Petitions-Appeals** must be filed online at the Transportation office or through the Transportation website.
b. All information requested on the **petition-appeal** form must be provided to constitute a valid **petition-appeal**.
c. Only those **petitions-appeals** received during the fourteen-calendar day deadline will be reviewed.
d. Late or incomplete petitions or **petitions-appeals** will not be reviewed.
e. **Petitioners-Appellants** will be notified by mail and/or e-mail of the decision to grant or deny their request.

5.7.2 **Petition and--Appeal Rulings:***

a. If the **petition-appeal** is granted, no further action is necessary.
b. If the **petition-appeal** is denied, the **petitioner-appellant** may, in some cases, submit **an a Request for an Appeal Board Hearing**.
   1. **Fine amounts must be paid prior to an Board Hearing Appeal** request being accepted.
   2. **Appeal-Board Hearing** requests must be received within 14 days of the **petition-appeal** decision.
   3. All information on the appeal form must be provided to constitute a valid **appealBoard Hearing Request**.
c. Only appeals that meet the requirements of 5.7.2.b. will be reviewed.
d. **Appeals-Board Hearing Requests** are not accepted for the following violations based on the defined circumstances:

- Overtime Parking-If meter or timed permit has expired

- **No Parking Permit** On the third and subsequent violations **of the same infraction** received within a one year period. **Parking outside permit area on the third and subsequent violations received within a one year period**.

- Parking in a Fire Lane-Unless documentation of a life threatening emergency is provided

5.7.3 **Appeals-Accepted Board Hearing Requests** will be presented before an Appeals Hearing Board. The individual will be notified in writing of the hearing date, time and location. Attendance at the hearing is not required. Each individual is permitted one continuance of the hearing if they are unable to attend. A continuance must be requested at least 48 hours prior to the scheduled date. Individuals must be on time for their hearing; cases will not be rescheduled.

- **Appellants are required to notify Petitions/Appeals Officer on whether or not they will attend the hearing. Failure to do so will result in nullification of the Hearing Request and**

- **Appellants are not required to attend the hearing.** However, no shows will not be reviewed and the fine reverts to the original amount.
The decision reached by the Hearing Board is final. There are no further procedures available with the University to have the appeal reviewed. If the appeal is denied, collection procedures will be initiated and payment must be made within 14 calendar days of the notice of denial.

5.7.4 The Appeals Hearing Board will hear and make decisions for all appeals. Board Hearing Requests.

Judgment for petitions or appeals of a Board is based on:

a. Information provided by the petitioner/appellant.
b. Any information provided by Transportation or Campus Police to include previous violations records.
c. This Ordinance.
e. Information contained in the parking violation notice.
f. The issuing officer's testimony.

5.7.5 Appeals Hearing Board Membership

Student members are recommended by the Student Government. Faculty members are recommended by the Faculty Senate. Staff members are recommended by the Staff Senate.

5.7.6 Appeals Hearing Board Structure and Process at Hearings

Each appeal will be heard and a decision reached by a group of the appellant's peers.

a. A member of the University Legal Counsel may be used as a consultant to answer legal concerns posed by the Appeals Hearings Board.
b. A representative of Transportation may attend each hearing to clarify any operational questions that may arise.
c. Appeals Hearings Board will meet monthly, as the academic schedule allows. When additional hearings are necessary to process appeals, the Hearing Officer will determine and schedule appropriate date and time.

5.7.7 Outside Legal Counsel

Although active participation by legal counsel is not permitted, a third party observer may be allowed. This observer may not actively participate during the hearing process. The appellant must inform the Hearings Officer at least 48 hours prior to their hearing date if they wish to have an observer present and the name of that individual.

6.0 TRAFFIC REGULATIONS

6.1 The Director of Transportation is responsible for establishing and posting all traffic control signs and devices on campus for the purpose of regulating vehicular operations and speeds for University streets, roads, parking lots, parking structures, or anywhere vehicles may travel. These signs/devices
may regulate vehicle direction, vehicle stopping or yielding, fire lanes, no parking areas, pedestrian crossings or any other regulatory needs to direct or control the flow of vehicles.

6.2 Speed Limits

6.2.1 Pursuant to the provisions of North Carolina General Statute 116-44.4, 25 miles per hour is the maximum allowable speed on the campus of the University, unless otherwise posted.

6.2.2 Speed limits will be enforced campus-wide by NC State University Campus Police for the maximum speed posted along each street, road, alley and driveway, and within each parking lot or parking deck.

6.3 Directional Signs

6.3.1 No vehicle will be driven or operated to go in a direction opposite to that indicated by signs or markings placed, posted or installed to indicate one-way streets or "Do Not Enter" areas. All one-way streets are marked by "ONE WAY" and/or "DO NOT ENTER" signs.

6.4 Instructional Signs

6.4.1 No vehicle will be driven or operated to go in any manner opposite to that indicated by the signs or markings that direct traffic in a specific manner or way.

6.5 Stop Signs

6.5.1 When stop signs are posted, placed or installed or when clearly marked stop bars are painted upon any streets or roadways intersecting any other streets or roadways, the operator of a vehicle will stop in obedience thereto and yield the right of way to vehicles operating on designated main traveled or through streets.

6.6 Yield Signs

6.6.1 When yield signs are posted, placed or installed, upon any streets or roadways, the operator of a vehicle will yield at every such sign, except when directed otherwise by a law enforcement officer or by a traffic control signal or traffic control device.

6.7 Traffic Control Signals

6.7.1 Vehicles facing a red light from a steady or strobe beam traffic signal will not enter the intersection while the steady or strobe beam traffic signal is emitting a red light; except where prohibited by an appropriate sign, vehicular traffic facing a red light, after coming to a complete stop at the intersection, may enter the intersection to make a right turn. Vehicles will yield the right-of-way to pedestrians and to other traffic using the intersection. When the traffic signal is emitting a steady yellow light, vehicles facing the yellow light are warned that a red light will be immediately forthcoming. When the traffic signal is emitting a steady green light, vehicles may proceed with due
6.3.3

care through the intersection subject to the rights of pedestrians and other vehicles as may otherwise be provided by law.

6.7.2 When a flashing red light has been erected or installed at an intersection, approaching vehicles facing the red light will stop and yield the right-of-way to vehicles in or approaching the intersection. The right to proceed will be subject to the rules applicable to making a stop at a stop sign.

6.7.3 When a flashing yellow light has been erected or installed at an intersection, approaching vehicles facing the yellow flashing light may proceed through the intersection with caution, yielding the right-of-way to vehicles in or approaching the intersection.

6.7.4 When a stop sign, traffic signal, flashing light, or other traffic-control device requires a vehicle to stop at an intersection, the driver will stop at an appropriately marked stop line or, if none, before entering a marked crosswalk or, if none, before entering the intersection at the point nearest the intersecting street where the driver has a view of approaching traffic on the intersecting street.

6.8 Penalty for Violation of this Article

6.8.1 The penalty for violation of any regulation prescribed in 6.0 will be a criminal penalty payable to District Court consistent with General Statute 20.
For more information about Transportation Parking Policies visit: www.ncsu.edu/transportation

Important Notes:

“CC” permits are valid in the Partner’s Way Deck, Toxicology Deck, MRC Deck, and CBC Deck.
“DD” permits are ONLY valid in the Dan Allen Deck.
“RE” and “RW” permits are NOT interchangeable and are enforced 7 a.m. - Midnight, Mon. - Thur. and 7 a.m. - 5 p.m. on Friday.
University permits required in Hillsborough East/West Lots at all times.
“L.” Permit is valid 7 a.m. to 9 a.m. and after 3 p.m. in “CC,” “DD,” “CD,” “P,” and “W” zones.
Note: The projects below are submitted to the Trustees’ Buildings and Property Committee for formal acceptance of plans and specifications. This listing represents projects received since the February 16 meeting.

<table>
<thead>
<tr>
<th>Project</th>
<th>Construction Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALS Dairy Office and Milking Parlor</td>
<td>$ 450,000</td>
</tr>
<tr>
<td>Dairy Museum: Renovate Dairy Room</td>
<td></td>
</tr>
<tr>
<td>Designer: HH Architecture</td>
<td></td>
</tr>
<tr>
<td>Raleigh, NC</td>
<td></td>
</tr>
<tr>
<td>Fund Source: Departmental</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project I</th>
<th>$ 250,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Generator/CMDF Telecom Room</td>
<td></td>
</tr>
<tr>
<td>Designer: Spring Stoop McCullen Engineers</td>
<td></td>
</tr>
<tr>
<td>Durham, NC</td>
<td></td>
</tr>
<tr>
<td>Funding: Departmental</td>
<td></td>
</tr>
</tbody>
</table>
# NORTH CAROLINA STATE UNIVERSITY

<table>
<thead>
<tr>
<th>Code/Item</th>
<th>Project Name</th>
<th>Status</th>
<th>Bid</th>
<th>Expected Acceptance</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>41024 306</td>
<td>Broughton Hall</td>
<td>In Design</td>
<td></td>
<td>5/1/12</td>
<td>12/20/12 SD Production Underway - Project going on hold after SD</td>
</tr>
<tr>
<td>40824 313</td>
<td>Gregg Museum</td>
<td>In Design</td>
<td></td>
<td>5/1/12</td>
<td>12/12/12 SD/DD Production Underway - Project on hold after DD</td>
</tr>
<tr>
<td>40624 315</td>
<td>Yarbrough Chiller Plant Capacity Expansion</td>
<td>In Design</td>
<td></td>
<td>5/1/12</td>
<td>11/12/12 Advertising for Bids</td>
</tr>
<tr>
<td>41024 305</td>
<td>Sullivan Substation Redundancy</td>
<td>In Design</td>
<td></td>
<td>5/1/12</td>
<td>12/20/12 CD Review Underway</td>
</tr>
<tr>
<td>41024 303</td>
<td>Alternate Communications Route - Permanent</td>
<td>In Design</td>
<td></td>
<td>5/1/12</td>
<td>Advertising to Prequalify GC</td>
</tr>
<tr>
<td>41024 309</td>
<td>Early College High School</td>
<td>In Design</td>
<td></td>
<td>5/1/12</td>
<td>6/20/13 CD Review Underway</td>
</tr>
<tr>
<td>41024 308</td>
<td>Phytotron Renovation - Grant Funded Project</td>
<td>In Design</td>
<td></td>
<td>8/29/12</td>
<td>4/8/13 CD Production Underway</td>
</tr>
<tr>
<td>41024 310</td>
<td>Burlington Labs Upgrades</td>
<td>In Design</td>
<td></td>
<td>10/5/12</td>
<td>2/20/13 Negotiating Design Fee Based on Revised Scope</td>
</tr>
<tr>
<td></td>
<td>Phytotron Performance Contract</td>
<td>In Design</td>
<td></td>
<td>9/9/13</td>
<td>5/21/14 Designer Interview 3/12/12</td>
</tr>
<tr>
<td>40624 314</td>
<td>Dairy Milking Parlor</td>
<td>In Construction</td>
<td></td>
<td>3/16/12</td>
<td>Construction of metal building is complete. Uplift 85% construction complete</td>
</tr>
<tr>
<td>40024 303</td>
<td>Corporate Research I - HVAC &amp; Central Utility Connection</td>
<td>In Construction</td>
<td></td>
<td>3/26/12</td>
<td>55% Construction complete</td>
</tr>
<tr>
<td>41024 313</td>
<td>Slocum Forestry Camp - 4 New Cabins</td>
<td>In Construction</td>
<td></td>
<td>3/30/12</td>
<td>80% Construction complete</td>
</tr>
<tr>
<td>41024 313</td>
<td>Slocum Forestry Camp - New Classroom</td>
<td>In Construction</td>
<td></td>
<td>3/30/12</td>
<td>80% Construction complete</td>
</tr>
<tr>
<td>41024 313</td>
<td>Slocum Forestry Camp - Kitchen Dining Facility</td>
<td>In Construction</td>
<td></td>
<td>4/30/12</td>
<td>55% Construction complete</td>
</tr>
<tr>
<td>40024 303</td>
<td>Partners I &amp; Research IV Interior Renovation</td>
<td>In Construction</td>
<td></td>
<td>6/10/12</td>
<td>15% Construction complete</td>
</tr>
<tr>
<td>40724 301</td>
<td>Hunt Library Complex</td>
<td>In Construction</td>
<td></td>
<td>9/14/12</td>
<td>Clearing Package - Complete Deck - Complete Infrastructure 98% construction complete Building 83% construction complete</td>
</tr>
<tr>
<td>41024 370</td>
<td>(Cogen) Cates &amp; Yarbrough Plants - Boiler Replacement</td>
<td>In Construction</td>
<td></td>
<td>5/22/13</td>
<td>43% Construction complete</td>
</tr>
<tr>
<td>41024 312</td>
<td>Lee &amp; Sullivan Residence Halls Room Renovations</td>
<td>In Award</td>
<td></td>
<td>8/2/13</td>
<td>Requesting Award</td>
</tr>
<tr>
<td>40824 314</td>
<td>Centennial Campus Student Housing</td>
<td>In Construction</td>
<td></td>
<td>8/1/14</td>
<td>Executing Change Order for Buildings 7% Construction complete</td>
</tr>
<tr>
<td>40824 313</td>
<td>Talley Student Center Addition and Renovation</td>
<td>In Construction</td>
<td></td>
<td>7/6/12</td>
<td>11/27/14 CD Production Underway Bid date shown is for Phase I - Building Addition &amp; Renovation 6% Construction complete</td>
</tr>
<tr>
<td>41024 314</td>
<td>CBC Facilities Zone Shop - Site Work</td>
<td>Complete</td>
<td></td>
<td></td>
<td>Acceptance 3/12/12</td>
</tr>
<tr>
<td>40024 303</td>
<td>Non-Wovens Institute - Partners I-Upfit - Centennial Campus</td>
<td>Complete</td>
<td></td>
<td></td>
<td>Acceptance 3/12/12</td>
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<tr>
<td>40824 313</td>
<td>Carolina Poole Golf Clubhouse</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Designer Selected</td>
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<tr>
<td>40924 307</td>
<td>Greek Village Townhomes</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Designer Selected</td>
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<tr>
<td>40824 312</td>
<td>J. W. Isenhour Tennis Complex Weight Room</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Designer Selected</td>
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<tr>
<td>40824 312</td>
<td>NCSU Bell Tower Masonry Repairs, Waterproof, &amp; Tuckpoint</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>CD Review complete - Project on Hold</td>
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<tr>
<td>40624 320</td>
<td>Schaub Food Science Building - Dairy Retail Facility</td>
<td>On Hold</td>
<td></td>
<td></td>
<td>Fundraising underway in Jan. 2010; business plan not yet approved</td>
</tr>
</tbody>
</table>

February 29, 2012
<table>
<thead>
<tr>
<th>PROJECT NAME</th>
<th>SCOPE</th>
<th>DESIGNER</th>
<th>PHYSICAL ENVIRONMENT</th>
<th>TRUSTEE'S SPC</th>
<th>CAMPAIGN DESIGN REVIEW PANEL</th>
<th>TRUSTEE'S SPC</th>
<th>}{$COMPLETION}</th>
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</thead>
<tbody>
<tr>
<td>Conference Center Hotel</td>
<td>$500,000.00</td>
<td>Concord Eastbridge</td>
<td>08/10/08</td>
<td>2/4/09</td>
<td>2/18/09</td>
<td>4/24/02</td>
<td>July, 2012</td>
</tr>
<tr>
<td>Centennial Campus</td>
<td></td>
<td></td>
<td>4/21/01</td>
<td>10/23/00</td>
<td>11/18/01</td>
<td>11/16/00</td>
<td>July, 2014</td>
</tr>
<tr>
<td>Upcoming Projects</td>
<td></td>
<td></td>
<td>3/28/12</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Non-Wovens Pilot Facility</td>
<td>$30,500.00</td>
<td>Clark Neasan</td>
<td>11/22/09</td>
<td>On Hold</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Approved Projects</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>007 North Shore Residential Project - Phase I</td>
<td>$250,000.00</td>
<td>Craig Davis Properties</td>
<td>2/11/09</td>
<td>2/18/09</td>
<td>4/26/09</td>
<td>4/15/09</td>
<td>On Hold</td>
</tr>
<tr>
<td>074 Center for Marine Sciences &amp; Technology (CMAST) Guest House</td>
<td>$1,500.00</td>
<td>Mauer-Belanger Faulkner Architects</td>
<td>3/31/06</td>
<td>N/A</td>
<td>N/A</td>
<td>4/26/09</td>
<td>On Hold</td>
</tr>
<tr>
<td>081 Centennial Biomedical Campus Flex Building</td>
<td>$10,000,000</td>
<td>Capital Associates</td>
<td>4/19/07</td>
<td>5/9/07</td>
<td>5/23/07</td>
<td>9/20/07</td>
<td>On Hold</td>
</tr>
<tr>
<td>090 Greek Village - Sigma Nu House</td>
<td>$3,000,000</td>
<td>Gotham Architects</td>
<td>9/27/08</td>
<td>9/18/08</td>
<td>9/18/08</td>
<td>9/18/08</td>
<td>On Hold</td>
</tr>
<tr>
<td>095 Alliance Center</td>
<td>$27,000,000</td>
<td>Craig Davis Properties</td>
<td>3/19/04</td>
<td>5/8/09</td>
<td>9/18/10</td>
<td>11/20/08</td>
<td>January, 2012</td>
</tr>
<tr>
<td>100 Shuck Dairy Retail Facility</td>
<td>$2,400,000</td>
<td>Cherry Huffman Architects</td>
<td>8/27/08</td>
<td>5/7/09</td>
<td>On Hold</td>
<td></td>
<td></td>
</tr>
<tr>
<td>105 JW Isenhour Tennis Complex</td>
<td>$2,225,000</td>
<td>Woodard NC</td>
<td>3/18/09</td>
<td>5/8/10</td>
<td>2/18/10</td>
<td>2/24/10</td>
<td></td>
</tr>
<tr>
<td>106 Yates Mill Multipurpose Building</td>
<td>$290,000</td>
<td>J.G. Craig, Architects</td>
<td>11/18/05</td>
<td>11/20/08</td>
<td>2/18/10</td>
<td>2/18/10</td>
<td></td>
</tr>
<tr>
<td>111 Talley Student Center Addition and Renovation</td>
<td>$120,000,000</td>
<td>Studio Patens</td>
<td>8/28/09</td>
<td>11/18/10</td>
<td>12/2/10</td>
<td>4/21/11</td>
<td></td>
</tr>
<tr>
<td>113 Dan Allen Gateway</td>
<td>$171,000</td>
<td>ODS Landscape Architects and Planners</td>
<td>12/16/10</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>On Hold</td>
</tr>
<tr>
<td>114 Centennial Campus Student Housing</td>
<td>$120,000,000</td>
<td>LSIP Associates, Ltd.</td>
<td>10/19/09</td>
<td>11/18/10</td>
<td>12/2/10</td>
<td>4/21/11</td>
<td></td>
</tr>
<tr>
<td>115 Isenhour Tennis Center Weightroom Addition</td>
<td>$500,000</td>
<td>WHN Architects</td>
<td>1/22/11</td>
<td>3/30/11</td>
<td>3/30/11</td>
<td>3/30/11</td>
<td>On Hold</td>
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<tr>
<td>116 Carol Johnson Pette Clubhouse</td>
<td>$5,000,000</td>
<td>Cline Design Associates</td>
<td>2/17/11</td>
<td>3/31/11</td>
<td>4/21/11</td>
<td>5/25/11</td>
<td>Spring, 2012</td>
</tr>
<tr>
<td>117 Kappa Delta Sorority House</td>
<td>$4,000,000</td>
<td>Woolpert NC</td>
<td>3/30/11</td>
<td>5/25/11</td>
<td>7/13/11</td>
<td>7/13/11</td>
<td>Fall, 2012</td>
</tr>
<tr>
<td>120 University Club Improvements</td>
<td>$2,000,000</td>
<td>Woolpert NC</td>
<td>10/28/11</td>
<td>10/26/11</td>
<td>10/26/11</td>
<td>10/26/11</td>
<td>July, 2014</td>
</tr>
<tr>
<td>121 Method Road Field House</td>
<td>$415,000</td>
<td>Dan Hoffman Architects</td>
<td>9/3/11</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>May, 2012</td>
</tr>
</tbody>
</table>

**STATUS OF PROJECTS IN PLANNING**

**Trustees' Buildings and Property Committee and Campus Design Review Panel**

**Approved Projects**

**Non-Wovens Pilot Facility**

**On Hold**

**Upcoming Projects**

**On Hold**
### STATUS OF PROJECTS IN PLANNING

Trustees' Buildings and Property Committee
and Campus Design Review Panel

#### Project Details

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
<th>Scope</th>
<th>Designer</th>
<th>Physical Environment Committee</th>
<th>Trustees' BPC Review</th>
<th>Site Selection</th>
<th>Campus Design Review Panel</th>
<th>Trustee's BPC Review</th>
<th>Construction Start</th>
<th>Estimated Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>122</td>
<td>Varsity Drive Gateway</td>
<td>$150,000</td>
<td>OBS Landscape Architects</td>
<td>9/15/11</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>10/26/11</td>
<td>NA</td>
<td>On Hold</td>
</tr>
<tr>
<td>124</td>
<td>Dairy Museum at Lake Wheeler</td>
<td>$500,000</td>
<td>HH Architects</td>
<td>10/12/11</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>11/16/11</td>
<td>NA</td>
<td>April 2012</td>
</tr>
</tbody>
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