



### **Campus Planning + Design - Role and Responsibilities**

Campus Planning + Design is responsible for the planning, design, and implementation of facility and site improvements that enhance the campus environment. Services provided to the campus community include Master Planning, Facility Programming, Capital Budget preparation, Contract Design Management, Architectural Design, Interior Design and furnishings, Site Planning, Landscape Design, and Construction Management assistance. The department coordinates facility modification requests with the facility user and the Office of Space Planning and Utilization to provide schematic plans and estimates. Approved project requests then proceed to design, bidding, and construction completion.

Campus Planning + Design is dedicated to meeting customer expectations through a teamwork design approach that utilizes the latest available technology. Our goal is to provide quality improvements to the campus environment through a value-oriented design approach. Fees for providing basic design and construction services are billed at the rate of 10% of total construction costs.

### **Campus Planning Processes and Goals**

The staff of Campus Planning + Design routinely examines the physical campus and individual project requests, survey and collect data, identify deficiencies, develop alternatives for review, develop and submit projects for implementation. The planning process examines key categories of campus development, including new and existing facilities, circulation and access systems, land use, image and identity, infrastructure, and how the proposed project relates, affects, and enhances the campus environment. The goal of the process is to identify a series of interrelated, phased projects that will effectively and efficiently address campus needs.

### **Campus Planning Design Standards and Design Philosophy**

We maintain Design Standards that are intended to create a common basis for the design, construction, renovation, modification, and general care of facilities on The University of Memphis campus. The standards are a result of historical knowledge in facilities being designed, built, and operated on the campus that have served the university well. As such, they form the preference and knowledge base for all facilities on the campus.

The Architectural Design Standards represent the preferred construction products, materials, details, and systems to assist in developing programs, plans, specifications, and construction documents for construction projects. Component

selection is accomplished through pre-qualification guidelines including, but not limited to, performance characteristics, code / regulatory compliance, maintenance control, and inventory standardization. The intent of these standards is to not limit creative solutions.

Our established Interior Design Standards provide University-wide guidelines for furnishings and interior finishes. The Interior Designer is responsible for designing a variety of spaces ranging from offices, classrooms, conference rooms, and lounges to task-specific workspaces. Our designers, Courtney Dickinson and Runa Zaman specialize in furniture selection, ergonomic solutions, specifications, and the coordination of technology with furnishings.

### **Projects Types**

Local projects designed by our in-house personnel are bid through our Purchasing Department for implementation. A blanket order / direct order contract has also been established with a general contractor to provide services based on an established database of prices plus fees. Design assistance can be acquired through an established West Tennessee Regional Consultant (set up through SBC) for specialized projects. Blanket orders for signage, blinds and carpet have also been established locally for on-call services.

Projects exceeding \$100,000 must be submitted in our annual Capital Budget Request to THEC. Projects funded locally are submitted as special projects that are exposed to the legislature annually. Once exposure occurs, the State Building Commission (SBC) assigns a designer and UM prepares a design contract. The design then progresses through schematic, design development, contracts documents, and bidding under the UM contract. A construction contract is then prepared between UM and the contractor. All payments to the designer and contractor are managed by UM representatives.

### **Campus Master Plan Status**

The Campus Planning + Design Department maintains a Master Plan for the Main and Park Avenue campuses and outlying facilities at Chucalissa and Meeman Farms. The latest major update has just finished in 2006 through the efforts of a professional consultant working with University task forces coordinated by Campus Planning + Design. The content of these plans is the vital connection among multitudes of planned projects. The annual Capital Budget Request for the University is the primary implementation tool for the Master Plan projects. The current plans for both the Main and Park Avenue campuses are presented on the next two pages.

## **Operating Philosophy**

- **Leadership**

Creating and maintaining a shared vision and a sense of purpose in an environment that offers support, recognition, and trust is crucial to the accomplishment of the Department and University goals.

- **Empowerment**

Creating and nurturing a culture where people have the knowledge, skills, authority, and drive to make decisions, act on those decisions, and take responsibility for their actions is our goal. This allows our staff the ability to make successful contributions to the overall success of the University.

- **Communications and Interaction**

Encouraging and promoting open communications that leads to outstanding results and departmental success. Interacting with other departments, especially Physical Plant, is crucial to optimum operations. A Joint Work Unit Council meets regularly to discuss processes and communications between the departments. In addition to webpage re- design and updates, there are plans to develop a departmental promotional brochure to help inform the University community how our department can assist them with design needs. Two CP + D employees are members of the Communications Sub-Council and are committed to improving communications within the Department and division-wide.

- **Employee Development and Training**

Encouraging, promoting, and supporting employee access to personal growth and training opportunities remains high on the list of objectives for the Department.

- **Continuous Improvement**

Devotion to improving current levels of performance through the utilization of Work Unit Councils, Focus Groups, staff meetings, and employee development and training empowers staff and is a major goal of the Department. A major goal of this effort is to document / flowchart / and examine our processes for improvement.

- **Governmental / TBR Interaction**

Taking an active role in developing and maintaining close working relationships on local and state levels is a critical factor in the development and realization of our projects. The Assistant Vice President and project team leaders regularly meet with TBR facilities staff representatives to pursue our goals.

- **Visions and Images**

Development of concepts with corresponding images is crucial to the understanding of potential projects. One of our main training goals is for each designer on staff to be able to utilize Photoshop and AutoCAD 3D Max to generate these images. In this respect, "a picture is worth a thousand words."

## **Current Staff**

The following provides a brief overview of our current staff and their responsibilities, functions, qualifications, and talents.

- **Chief University Planning Officer for Campus Planning +Design**

Incumbent: **Tony Poteet**  
Start Date: 1984  
Education: Cleveland State Community College: A.A.S. 1980  
University of Memphis: B.S. Engineering Tech 1983  
University of Memphis: M.C.R.P. 1995  
Qualifications: American Institute of Certified Planners, 1997; Adjunct professor in City Planning; memberships in American Planning Association; Society of College and University Planners; Association of Physical Plant Administrators

- **Administrative Associate II**

Incumbent: **Amelia Cole**  
Start Date: February 2007  
Education: University of Memphis: Doctoral Candidate  
University of Memphis: M.B.A. 2014; B.B.A. 2011  
Tarrant County College: A.A.S. 1990; A.A. 1988  
Qualifications: Member: UofM Adjunct Professor, International Association of Administrative Professionals; Toastmasters International; Golden Key Honour Society; UofM Pinnacle Honor Society; UofM Women's Aspiring Leaders

- **Architectural Designer / CAD Manager**

Incumbent: **David Jamison**  
Start Date: April 1984  
Education: Memphis State University: B.S. Civil Engineering 1984  
Qualifications: Tennessee Engineer-in-Training Certificate No. 8510

- **Design Drafting Technicians II**

Incumbent: **Olga Kohr**  
Start Date: September 2005  
Education: The Polytechnic University; Riga, Latvia 1984. A.I.A. Continuing Education Certificate in "SketchUp Master, Intermediate Level"  
Qualifications: Olga has over 10 years in a structural engineering environment.

Incumbent: **Raymond Camplin**  
Start Date: February 1992  
Education: William R. Moore School of Technology  
Qualifications: 29 years experience as a Food Services Design Engineer with Holiday Inn

Incumbent: **William R. Harbin, Jr.**  
 Start Date: November 1994  
 Education: State Technical Institute: A.A. Architectural Engineering 1974  
 University of Memphis: BPS, Photography/Computer Graphics 1999  
 Qualifications: A draftsman with EOCR, Inc. for twelve years; civil /traffic design with Harland Bartholomew; and with Colorado Associates, City Planning for five years.

- **Interior Designers**

Incumbent: **Courtney Dickinson**  
 Start Date: July 1986  
 Education: University of Kentucky: B.S. Interior Design 1983  
 Qualifications: Registered Interior Designer in Tennessee since 1994. Member of International Facilities Managers Association; and Association for University Interior Designers

Incumbent: **Runa Zaman**  
 Start Date: September 2017  
 Education: Philadelphia University: M.S. in Interior Architecture 2014  
 Art Institute of Philadelphia: B.S. in Interior Design  
 Qualifications: Member: International Interior Design Association, American Society of Interior Design, U.S. Green Building Council

- **SBC Projects, Project Manager**

Incumbent: **Mark Longfellow**  
 Start Date: April 2018  
 Education: Bachelor of Architecture  
 Qualifications: Licensed Architect, Experienced Design and Construction Manager  
 Membership: National Council of Architectural Registration Boards

- **SBC Projects, Capital Projects Accountant**

Incumbent: **LaShara Strong**  
 Start Date: July 2018  
 Education: Bethel University: Master Business Association  
 Belhaven University: Bachelor of Business Administration  
 State Technical Institute at Memphis: A.A.S.  
 Qualifications: Skilled Accountant with vast knowledge of Financial Accounting since 2012.

- **Director, Office of Facilities Development**

Incumbent: **Swazoo Claybon, Jr.**  
 Start Date: March 2015  
 Education: Bachelor of Science in Electrical Engineering  
 Qualifications: 33 years in Controls, Operations, Maintenance, Engineering and Project Management. Licensed Mechanical, Plumbing, and Gas Contractor. Certified Professional Energy Manager (PEM)  
 Memberships: Institute of Energy Professionals (EIP)

- **Construction Specialists**

Incumbent: **J. Lynn Hicks**  
Start Date: July 2018  
Education: Memphis State University: B.S. Engineering Technology, Architecture, 1977  
Qualifications: Certified Building Official, CABO & ICC  
Building Codes Analyst, SBCCI & ICC  
Plans Examiner, SBCCI & ICC  
Building Inspector, SBCCI & ICC  
Fire Inspector, SBCCI & ICC

Incumbent: **Phyllis Holder**  
Start Date: July 2019  
Education: Memphis State University, BBA, 1983  
Qualifications: 33 years' experience in Federal Government Contracting

Incumbent: **Gerald Sellers**  
Start Date: October 2019  
Education: Mississippi State University, 2004  
Qualifications:

- **Planner & Estimator**

Incumbent: **Racheal Walker**  
Start Date: October 2019  
Education: Middle Tennessee State University; B.S. Construction Management  
University of Memphis, MCRP Master of City and Regional Planning  
Qualifications: American Society of Professional Estimators, 2020  
Xactimate Estimating Software Certified, Levels 1&2, 2020  
Bluebeam Pro Trained, 2018

- **Facility Management Specialists**

Incumbent: **Gerry Keen**  
Start Date: June 2015  
Education: University of Arkansas: Bachelor of Architecture 1979  
Qualifications: Registered Architect 1982, currently inactive  
Over 40 years of diverse architectural experience with UofM, The Art Institute of Chicago, Holabird & Root Architects, and Roy Harrover Associates.

Incumbent: **R. Brooke Maury**  
Start Date: September 2014  
Education: Bachelor of Science, General Business  
Qualifications: 35 years in Construction related fields

## **Major Departmental Initiative**

### **Geographic Information System:**

Campus planning, maintenance, and operations can be made more efficient by developing of a computerized, integrated Geographic Information System to provide faster, more accurate, access to managers and technicians to building and site information. Activities from space planning to replacement of major equipment parts will benefit from stored images and plans of the program. Individual users will be able to customize applicable data they need to track any component with a geographical location. Phase 1 of the system has already begun with the implementation of the Space Planning Module and the Campus Site Module. The next phase will begin the critical conversion of the vast University repository of as-built building plans, maintenance and operation manuals, shop drawings, submittals and building technical information to digital format. Limited funds are available in Physical Plant for a Base Building Mechanical Module.

### **Conclusion**

The physical form and visual appeal of The University of Memphis campus reflect the institutions' character and is a critical enrollment factor. The built environment is a long-term investment constructed and changed with considerable resource expenditures. The success of a functional physical environment that supports and enhances the academic programs and goals requires a stable but flexible, comprehensive plan.

Fulfilling the needs for constant facility and campus environment improvements is the task set for the Campus Planning + Design Department. A talented staff, strong organization, and a clear vision for the future are the necessary tools in place that provide the University students, faculty, and staff the facility planning support they both need and deserve.