



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

Campus Planning + Design is responsible for the planning, designing, and implementing 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. Approve project requests, then proceed to design, bidding, and construction completion.

Campus Planning + Design is dedicated to meeting customer expectations through a teamwork design approach utilizing the latest 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 Campus Planning + Design staff routinely examines the physical campus and individual project requests, survey and collect data, identify deficiencies, develop alternatives for review, and 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 to, affects, and enhances the campus environment. The process aims 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 result from historical knowledge of facilities being designed, built, and operated on the campus that has 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 not to limit creative solutions.

Our established Interior Design Standards provide University-wide guidelines for furnishings and interior finishes. The Interior Designer is responsible for designing various 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 technology coordination 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 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, contract documents, and bidding under the UM contract. A construction contract is then prepared between UM and the contractor. UM representatives manage all payments to the designer and contractor.

### **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 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 the Main and Park Avenue campuses are presented on the following 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 accomplishing the Department and University goals.

- **Empowerment**

Our goal is to create and nurture a culture where people have the knowledge, skills, authority, and drive to make decisions, act on those decisions, and take responsibility for their actions. Maintaining this goal allows our staff to make successful contributions to the University's overall success.

- **Communications and Interaction**

Encouraging and promoting open communications that lead to outstanding results and departmental success. Interacting with other departments, mainly 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 about 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 developing and realizing our projects. The Assistant Vice President and project team leaders regularly meet TBR facilities staff representatives to pursue our goals.

- **Visions and Images**

The 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 is a brief overview 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 ten years of experience 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 EOOR, Inc. for twelve years; civil /traffic design with Harland Bartholomew; and 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.

Incumbent: **Carolyn Lewis**

Start Date: February 2023

Education: Christian Brothers University: B.S. Accounting  
State Technical Institute at Memphis: A.A.S.

Qualifications: 42+ years in various Accounting positions

- **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 of experience in Federal Government Contracting

- **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

- **Manager, Facilities Requirement**

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.

- **Facility Management Specialists**

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

Incumbent: **Nat Youngblood**  
Start Date: February 2012  
Education: B.A. Communications  
Qualifications: 15+ years of construction experience in the field, focusing on quality craftsmanship and detailed finishing.

Incumbent: **Justin**  
Start Date: January 2023  
Education: Bachelor of Science, Engineering Technology  
Qualifications: International Honor Society for Technology, 2020  
Six years in various professional Construction, Engineering, and Management positions with AT&T, MSCS, and Castle Black Construction Inc.

### **Major Departmental Initiative**

#### **Geographic Information System:**

Campus planning, maintenance, and operations can be made more efficient by developing 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 replacing major equipment parts will benefit from stored images and program plans. Individual users can customize applicable data they need to track any component with a geographical location. Phase 1 of the system has already begun implementing 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 institution's character and are 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 need 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 to provide the University students, faculty, and staff the facility planning support they need and deserve.