



East Carolina University | Board of Trustees
Finance & Facilities Committee Meeting
February 16, 2017 | Agenda

- I. Minutes
 - A. Approval of November 10, 2016 Minutes Action

- II. Action and Information Items
 - A. Purchase of six properties on Forbes and 9th Street Action
 - B. Approve Grant for Fiber Optic Easement Action
 - C. Approve Grant for Permanent and Temporary Drainage Utility and Construction Easement Action
 - D. Approve Demolition of Wash Shelter at 285 Easy Street Action
 - E. Approve Lease of Clinical/Office Space at Moye Medical Building I, 521 Moye Boulevard Action
 - F. Approve Lease of Clinical/Office Space at Moye Medical Building II, 527 Moye Boulevard Action
 - G. Capital Projects Update Information
 - H. Campus Safety Update Information
 - I. Designer Selection Approval Summary Information
 - J. FY2015-2016 Annual Human Resources Report Action
 - K. Approved EHRA Employee Salary Adjustment Report Information
 - L. Other Information

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	I.A.
Item Description	Minutes of November 10, 2016 Meeting
Comments	N/A
Action Requested	Committee Approval
Disposition	
Notes	

East Carolina University | Board of Trustees

Finance & Facilities | ECHI | November 11, 2016

Minutes

The Finance & Facilities Committee of the ECU Board of Trustees met in regular session on November 10, 2016 at 3:00 pm in ECHI on the west campus of East Carolina University. Committee members present included Bob Plybon, Leigh Fanning, Max Joyner, Danny Scott, and Terry Yeargan.

I. MINUTES

Bob Plybon asked the Committee to approve the minutes from September 29, 2016. Terry Yeargan made motion and Danny Scott seconded and the minutes were approved.

II. ACTION AND INFORMATION ITEMS

- A. The Committee reviewed a request to approve the 2017-18 Tuition and Fees proposal. Rick Niswander, Vice Chancellor for Administration & Finance, was available for questions. The Committee approved a motion to recommend that the full Board approve the recommended 2017-18 tuition and fees proposal.
- B. The Committee reviewed a request to approve the Dowdy – Ficklen Stadium South Side Renovation. Bill Bagnell, Associate Vice Chancellor for Campus Operations, was available for questions. The Committee approved a motion to recommend that the full Board approve proceeding with the project.
- C. The Committee reviewed a request to approve Construction Manager at Risk Selection Recommendation for the Life Sciences and Technology Building. Bill Bagnell, Associate Vice Chancellor for Campus Operations, was available for questions. The Committee approved a motion to recommend that the full Board approve the Construction Manager at Risk. Terry Yeargan recused himself for this item.

INFORMATION

- D. Bill Koch, Associate Vice Chancellor for Environmental Health and Campus Safety gave an update on Campus Safety.
- E. Rick Niswander, Vice Chancellor for Administration & Finance gave an update of the Integrated Campus Master Plan and Millennial Plan. The committee also heard from Mike Harwood, formerly an Associate Vice Chancellor for Centennial Campus at NC State and from Charles Hayes, former president and CEO of the Research Triangle Regional Partnership.
- F. Bill Bagnell, Associate Vice Chancellor for Campus Operations, provided a update on the Chancellor's Residence - Concept Elevations and Plans.
- G. Bill Bagnell, Associate Vice Chancellor for Campus Operations, provided the Capital Projects Update. Max Joyner asked for a resolution to have the Board send a letter of thanks to City of Greenville, Greenville Police Department and ECU personnel for their great service throughout Hurricane Matthew.
- H. Bill Bagnell, Associate Vice Chancellor for Campus Operations, provided a list of Designer Selection Recommendations since the last BOT meeting. SGA President asked for a walkthrough of the new student center to be a part of an upcoming board meeting.
- I. Melissa Bard, Associate Vice Chancellor for Human Resources, provided the approved EHRA Employee Salary Adjustment Report.

Meeting adjourned at 4:29pm.

Respectfully Submitted,

Rhonda Jordan, VC Administration & Finance Office

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.A.
Item Description	Request the ECU Board of Trustees Approval to Purchase Six Properties on Forbes and 9 th Street
Comments	N/A
Action Requested	Committee Approval
Disposition	
Notes	

MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: January 25, 2017

SUBJECT: Request ECU Board of Trustees Approval to Purchase Six Properties at 112 East Ninth Street, 200 East Ninth Street, 202 East Ninth Street, 905 Forbes Street, 907 Forbes Street, and 909 Forbes Street

Request ECU Board of Trustees approval to purchase six (6) properties contiguous to ECU property from the ECU Real Estate Foundation at a purchase price of \$1,671,250 plus closing and carrying costs as described below.

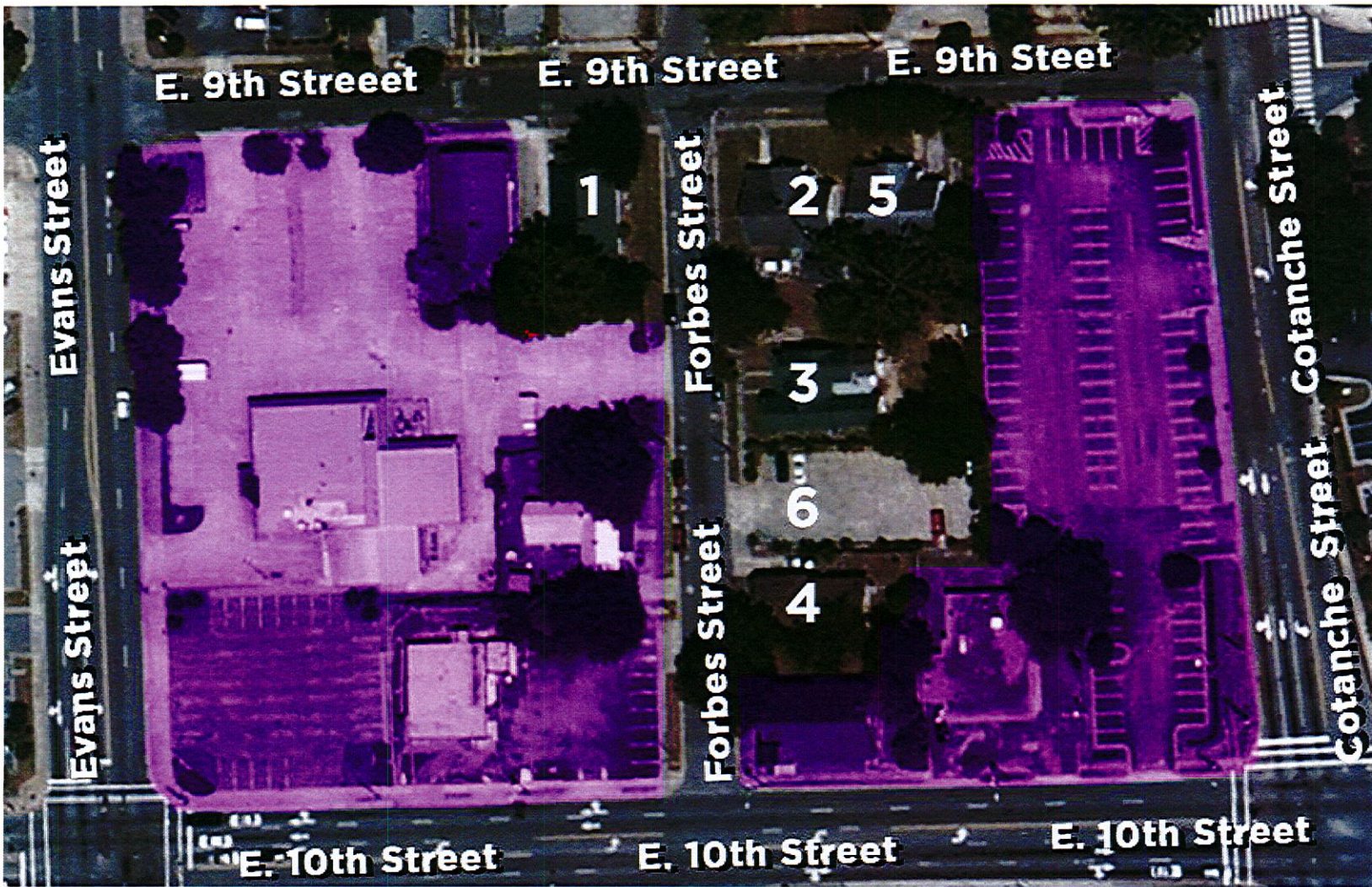
Property Name	Address	Acres	Heated SF	Year Built	Purchase Price
1.	112 East Ninth Street	0.10	1,440	1925	\$249,600
2.	200 East Ninth Street	0.11	1,996	1938	\$276,000
3.	905 Forbes Street	0.18	1,942	1923	\$448,800
4.	909 Forbes Street	0.09	1,431	1917	\$225,600
5.	202 East Ninth Street	0.12	1,522	1938	\$165,000
6.	907 Forbes Street	0.14	Parking Lot	N/A	\$306,250

These six properties consist of five (5) rental houses in good condition and one (1) parking lot which we plan to sever the structures when deemed appropriate.

These acquisitions have the support of the State Property Office. Purchase shall be from auxiliary overhead receipt funds. Purchase is contingent on approvals from the UNC Board of Governors, Joint Commission on Governmental Operations, and Council of State.

Attachment (1)

cc: B. Bagnell
E. Moore (SPO)
M. Mosier
T. Walton
B. Warrington (GA)



	Address	Acres	Heated Square Feet.	Year Built	Purchased Price
1.	112 East Ninth Street / 1484	0.10	1,440	1925	\$249,600
2.	200 East Ninth Street / 0276	0.11	1,996	1938	\$276,000
3.	905 Forbes Street / 16152	0.18	19,42	1923	\$448,800
4.	909 Forbes Street / 23858	0.09	1,431	1917	\$225,600
5.	202 East Ninth Street / 14587	0.12	1,522	1938	\$165,000
6.	907 Forbes Street / 07715	0.14	Parking Lot	N/a	\$306,250
■ ECU Property					

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.B.
Item Description	Request the ECU Board of Trustees Approval on the Grant for the Fiber Optic Easement
Comments	N/A
Action Requested	Committee Approval
Disposition	
Notes	



MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: January 25, 2017

SUBJECT: Request ECU Board of Trustees Approval to Grant a Fiber Optic Easement to the City of Greenville

Request ECU Board of Trustees approval to grant a ten (10) foot fiber optic easement to the City of Greenville from the northeastern corner of the Willis Building property to the southern right of way of East First Street as depicted on the attached survey map.

The easement is considered a benefit to the community and shall be granted for the sum of \$1.00.

Subsequent approvals from UNC General Administration, State Property Office, and Council of State will be required.

cc: B. Bagnell
D. Everette
R. Hill
B. Zimmer

City Of Greenville - Fiber Optic Easement

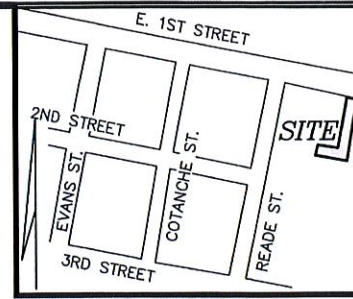
Beginning at an existing iron pipe located in the southern right of way of East First Street, the northeastern corner of the State of North Carolina property recorded in Deed Book A 40 Page 186, said pipe, having NC NAD83/2011 Grid Coordinates of Northing 682,535.67 US feet, Easting 2,485,061.20 US feet; thence N 76°34'22" W 230.07 feet to a point located in the southern right of way of East First Street, the **TRUE POINT OF BEGINNING**, thence from the **TRUE POINT OF BEGINNING** leaving the southern right of way of First Street S 11°43'43" W 166.03 feet to a point; thence N 78°33'49" W 116.78 feet to a point; thence N 10°30'51" E 24.24 feet to a point; thence S 79°29'09" E 10.00 feet to a point; thence S 10°30'51" W 14.40 feet to a point; thence S 78°33'49" E 96.99 feet to a point; thence N 11°43'43" E 156.03 feet to a point in the southern right of way of East First Street; thence with the southern right of way of East First Street S 78°35'20" E 10.00 feet to a point, which is the **TRUE POINT OF BEGINNING**, having an area of 2,872.3 square feet or 0.066 acres and being a 10' City of Greenville Fiber Optic Easement located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being shown on an "Easement Acquisition Map", drawing G-1185-X, prepared for the City of Greenville by Rivers and Associates, Inc., January 3, 2017 and incorporated herein by reference.


Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334



NOTES

1. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
2. AREA DETERMINED BY COORDINATES.
3. PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHT-OF-WAYS, AND RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
4. THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT REPORT. RIVERS AND ASSOCIATES, INC. DOES NOT CLAIM THAT ALL MATTERS OF RECORD WHICH MAY OR MAY NOT AFFECT THE SUBJECT PROPERTY ARE SHOWN HEREON.
5. NO POINTS SET UNLESS OTHERWISE INDICATED.
6. REFERENCE RIVERS AND ASSOCIATES DRAWING E-309 AND Z-2609.



VICINITY MAP
(NOT TO SCALE)

NO APPROVAL REQUIRED

NORTH CAROLINA CITY OF GREENVILLE

I HEREBY CERTIFY THAT NO APPROVAL IS REQUIRED BY THE CITY OF GREENVILLE PLANNING DEPARTMENT.

BY _____
CITY OF GREENVILLE PLANNING DEPARTMENT

DATE _____

REVIEW OFFICER

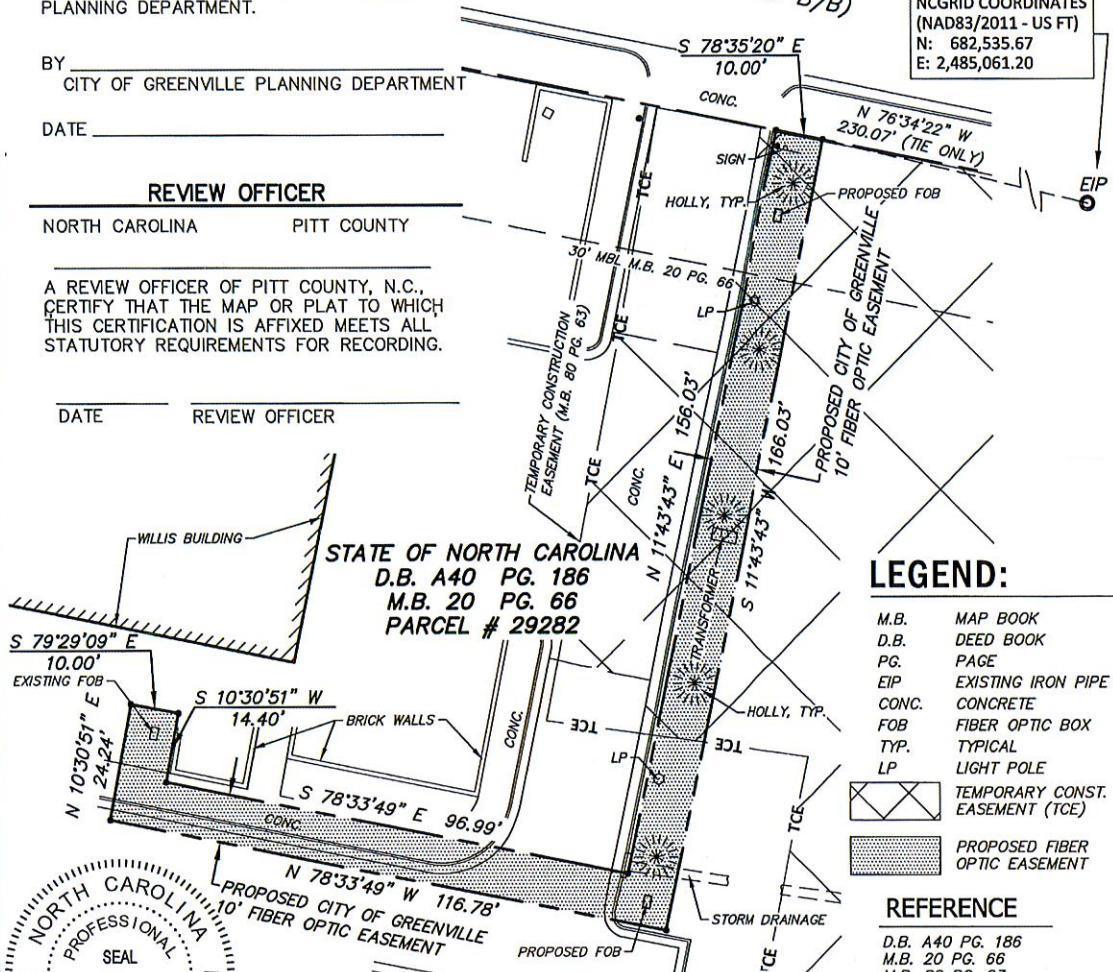
NORTH CAROLINA PITT COUNTY

A REVIEW OFFICER OF PITT COUNTY, N.C., CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE _____ REVIEW OFFICER _____

E. 1ST STREET
(80' PUBLIC R/W; 60' B/B)

NGRID COORDINATES
(NAD83/2011 - US FT)
N: 682,535.67
E: 2,485,061.20

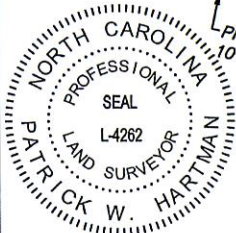


LEGEND:

- M.B. MAP BOOK
- D.B. DEED BOOK
- PG. PAGE
- EIP EXISTING IRON PIPE
- CONC. CONCRETE
- FOB FIBER OPTIC BOX
- TYP. TYPICAL
- LP LIGHT POLE
- TEMPORARY CONST. EASEMENT (TCE)
- PROPOSED FIBER OPTIC EASEMENT

REFERENCE

- D.B. A40 PG. 186
- M.B. 20 PG. 66
- M.B. 80 PG. 63
- PARCEL #29282



EASEMENT AREA = 2872.3 SF±

DRAWING NO. G-1185-X
SCALE 1" = 30' DRAFT: PH

NORTH CAROLINA PITT COUNTY
I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY BY RB/MS (12/30/16) (DEED DESCRIPTIONS RECORDED IN BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+; I FURTHER CERTIFY PURSUANT TO G.S. 47-30(f)(11)d. THAT THIS PLAT IS OF ANOTHER CATEGORY (EASEMENT PLAT) WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 3RD DAY OF JANUARY, 2017.

Patrick W. Hartman
PROFESSIONAL LAND SURVEYOR LICENSE NO. L-4262

NC License: F-0334
Rivers & ASSOCIATES, INC.
107 East Second Street
Greenville, NC 27858
(252) 752-4135
Engineers
Planners
Surveyors
Landscape Architects

EASEMENT ACQUISITION MAP

10' FIBER OPTIC EASEMENT FOR THE CITY OF GREENVILLE

PROPERTY OWNER
THE STATE OF NORTH CAROLINA
NC DEPARTMENT OF ADMINISTRATION
116 WEST JONES STREET, RALEIGH, NC 27611
GREENVILLE, GREENVILLE TNSP, PITT CO., N.C.

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.C.
Item Description	Request the ECU Board of Trustees Approval on the Grant for Permanent and Temporary Drainage Utility and Construction Easement
Comments	N/A
Action Requested	Committee Approval
Disposition	
Notes	



MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: January 27, 2017

SUBJECT: Request ECU Board of Trustees Approval to Grant Permanent Drainage, Permanent Utility, and Temporary Construction Easements to the City of Greenville for the Town Creek Culvert Project

Request ECU Board of Trustees approval to grant the City of Greenville ± 2.71 acres of permanent drainage easement, ± 1.0 acre of permanent utility easement and ± 1.65 acres of temporary construction easement for the Town Creek Culvert Project in the sum of Ten Dollars (\$10.00) per the attached survey maps and written metes and bounds.

The new Town Creek Culvert Project will drain stormwater from ± 250 acres in the uptown area beginning at West Ninth and Ficklen Streets ending at First Street between Reade and Second Streets. The ECU easements run from Cotanche and Reade Streets to First Street per the attach aerial map.

The new stormwater culvert shall replace a 100 year old, inadequate system. The new project will provide stormwater drainage for the new Tenth Street Connector Project, improve drainage uptown around Reade and Cotanche Streets prone to flooding during severe rain events, and support drainage on west side of campus.

Easements are contingent on subsequent approvals from State Property Office, UNC General Administration, and Council of State.

Attachments (3)

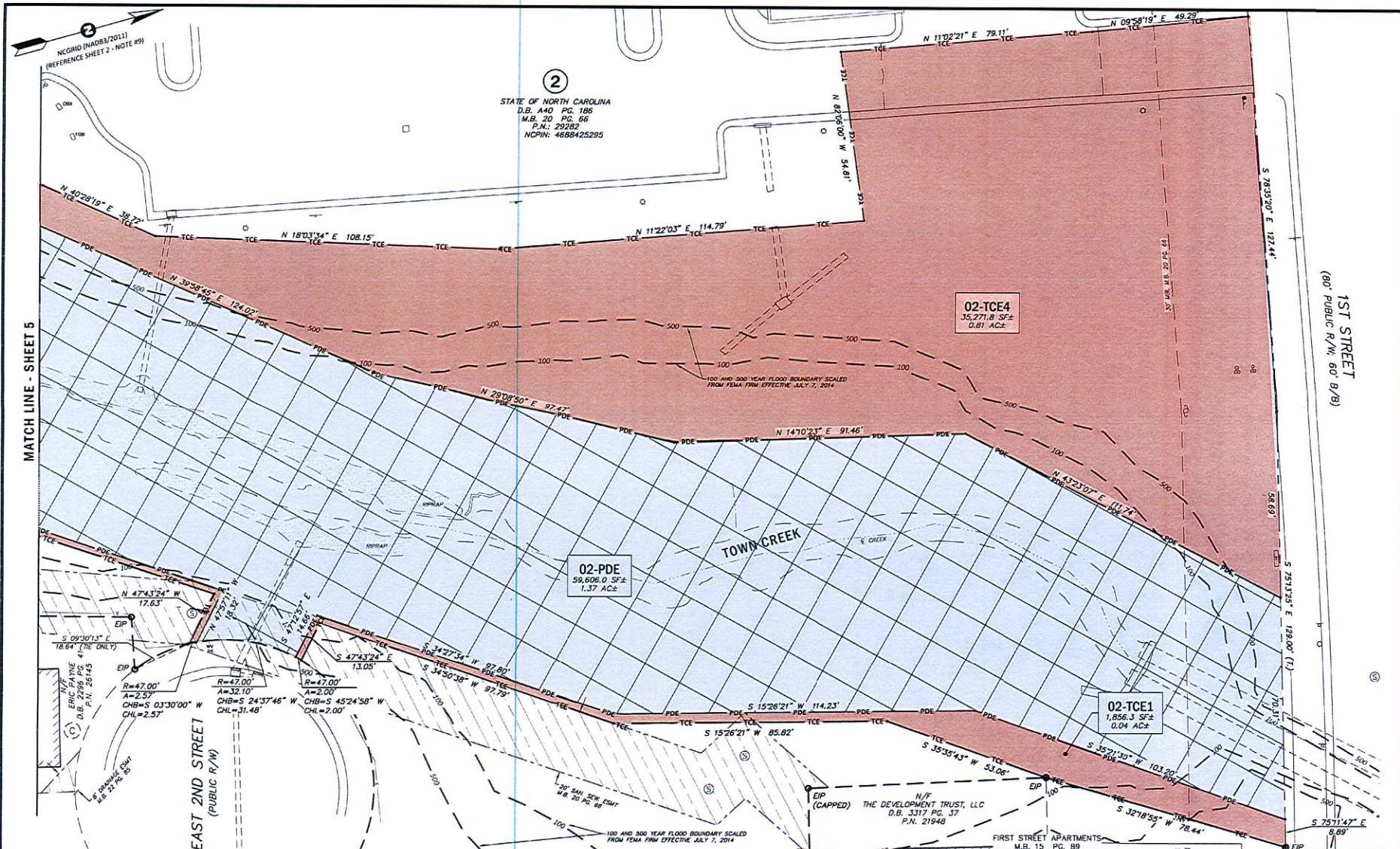
cc: B. Bagnell
E. Moore
M. Moser
B. Warrington

Attachment 1

Aerial Map

Attachment 2

Survey Maps



STATE OF NORTH CAROLINA
 D.B. A40 PG. 186
 M.B. 20 PG. 66
 P.N. 29282
 NCPIN: 4688425295

02-TCE4
 35,271.8 SF ±
 0.81 AC ±

02-PDE
 59,606.0 SF ±
 1.37 AC ±

02-TCE1
 1,856.3 SF ±
 0.04 AC ±

EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS

CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: **THE CITY OF GREENVILLE**
 P.O. BOX 7207
 GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
 801 MUMFORD ROAD
 GREENVILLE, NC 27834

NOTES:

SEE SHEET 2

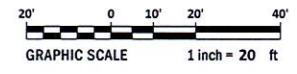
LEGEND:

SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:

SEE SHEET 2

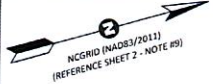
	NC License: F-0334 Engineers Planners Surveyors Architects	SURVEYED JW/RB PH	APPROVED PH	
	Landscapers 107 East Second Street Greenville, NC 27834 (252) 760-4133	DRAWN PH/LC DATE 1/12/2016	CHECKED PH	SCALE AS NOTED
	Since 1918	SHEET 4 OF 17	#1 - 6/6/2016 - REMOVED TCE ON PLAN PARCEL 9 REVISIONS	



SURVEY CERTIFICATION

NORTH CAROLINA PITT COUNTY

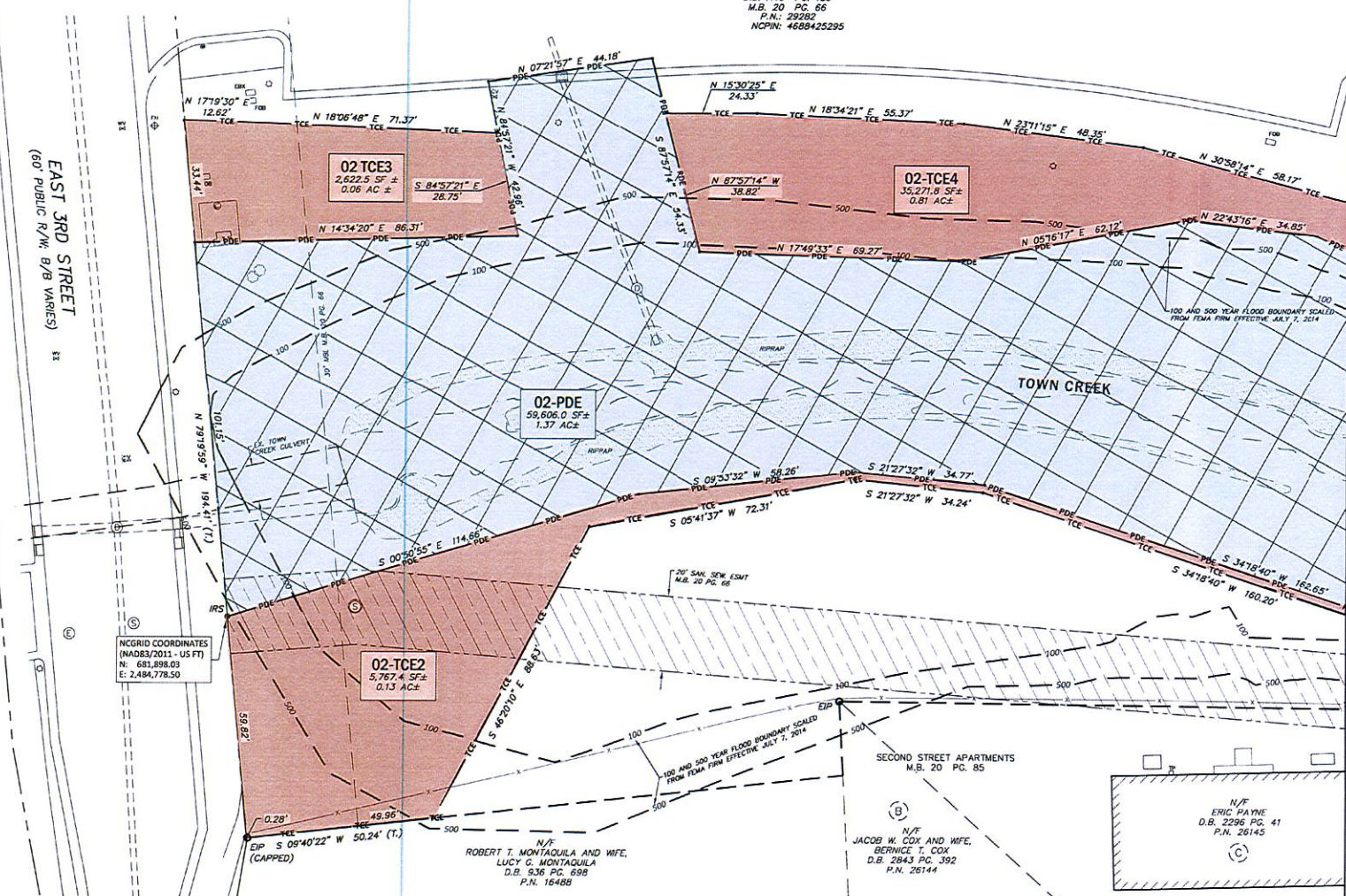
SIGNED: *Robert W. Hartzman* 1/20/16
 PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-4262



②
 STATE OF NORTH CAROLINA
 D.B. 440 P.C. 186
 M.B. 20 P.C. 66
 P.N.: 29282
 NCPIN: 4688425295

EAST 3RD STREET
 (60' PUBLIC R/W, B/B VARIES)

MATCH LINE - SHEET 4



NCGRID COORDINATES
 (NAD83/2011 - US FT)
 N: 681,898.03
 E: 2,484,778.50

EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS

CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: **THE CITY OF GREENVILLE**
 P.O. BOX 7207
 GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
 801 MUMFORD ROAD
 GREENVILLE, NC 27834

Rivers & ASSOCIATES, INC.
 107 East Seaside Street
 Greenville, NC 27834
 (252) 792-4100

Engineers: **JW/RB**
 Surveyors: **PH/LC**
 Landscaping Architects: **PH**

APPROVED: **PH**
 DATE: **1/12/2016**
 SCALE: **AS NOTED**

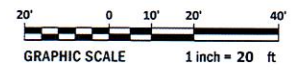
NOTES:
 SEE SHEET 2

LEGEND:
 SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:
 SEE SHEET 2

SHEET 5 OF 17

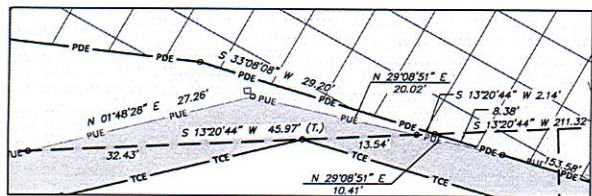
#1 - 6/8/2016 - REMOVED TCE ON PLAN PARCEL 9
 REVISIONS



SURVEY CERTIFICATION
 NORTH CAROLINA PITT COUNTY

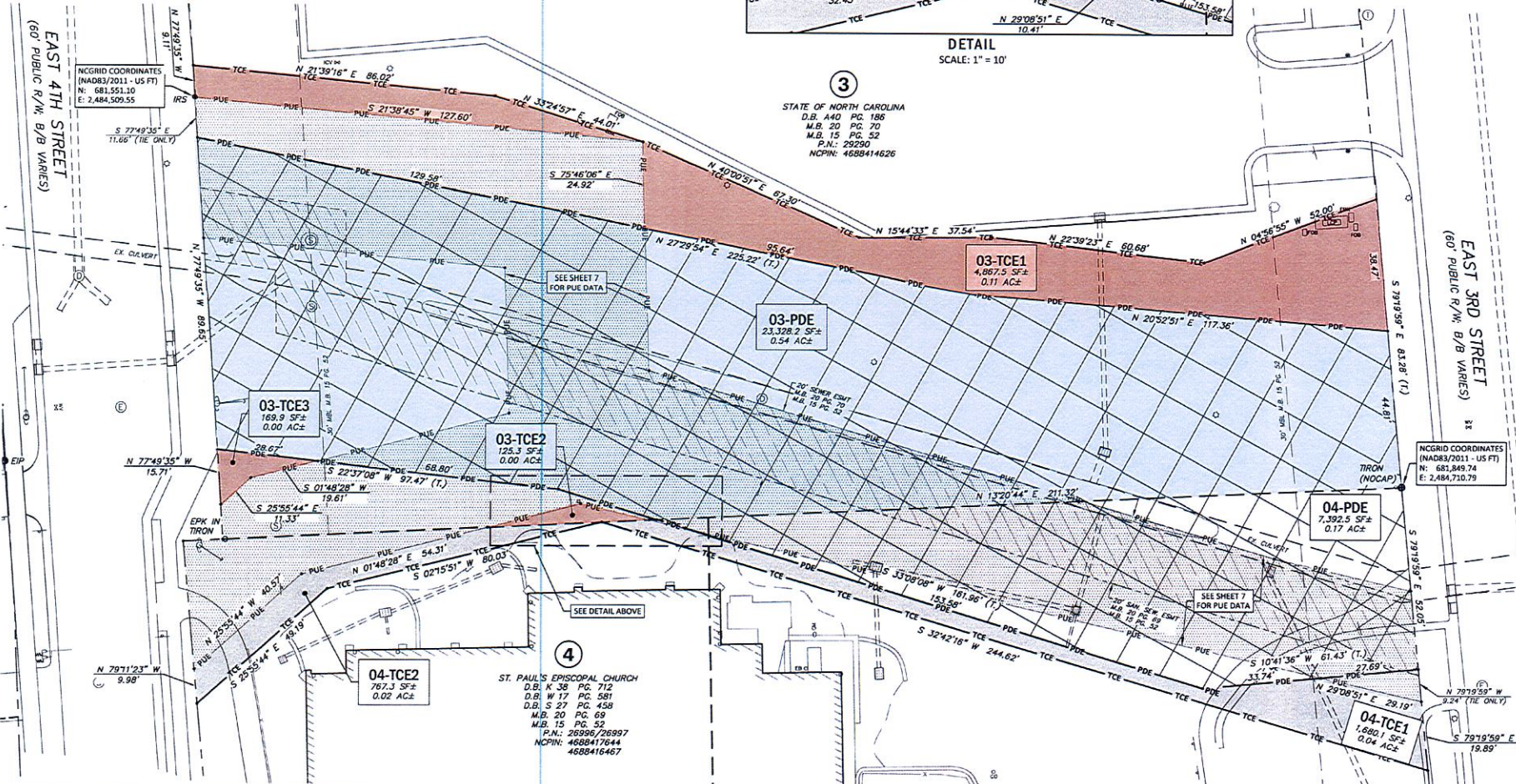
SIGNED: **Robert T. Montaguila** 1/12/16
 PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-4262

NCGRID (NAD83/2011)
REFERENCE SHEET 2 - NOTE #9



3

STATE OF NORTH CAROLINA
D.B. 440 PG. 188
M.B. 20 PG. 70
M.B. 15 PG. 52
P.N.: 29290
NCPIN: 4658414626



NCGRID COORDINATES
(NAD83/2011 - US FT)
N: 681,551.30
E: 2,484,509.55

NCGRID COORDINATES
(NAD83/2011 - US FT)
N: 681,849.74
E: 2,484,710.79

ST. PAUL'S EPISCOPAL CHURCH
D.B. K 38 PG. 712
D.B. W 17 PG. 581
D.B. S 27 PG. 458
M.B. 20 PG. 63
M.B. 15 PG. 52
P.N.: 26996/26997
NCPIN: 4658417644
4658416467

EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS

CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR:
THE CITY OF GREENVILLE
P.O. BOX 7207
GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
801 MUMFORD ROAD
GREENVILLE, NC 27834



Engineers
Planners
Surveyors
Landscape Architects
PH/LC
DATE
1/12/2016
SCALE
AS NOTED

NOTES:

SEE SHEET 2

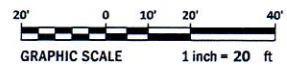
LEGEND:

SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:

SEE SHEET 2

SEE SHEET 7
FOR PUE DATA

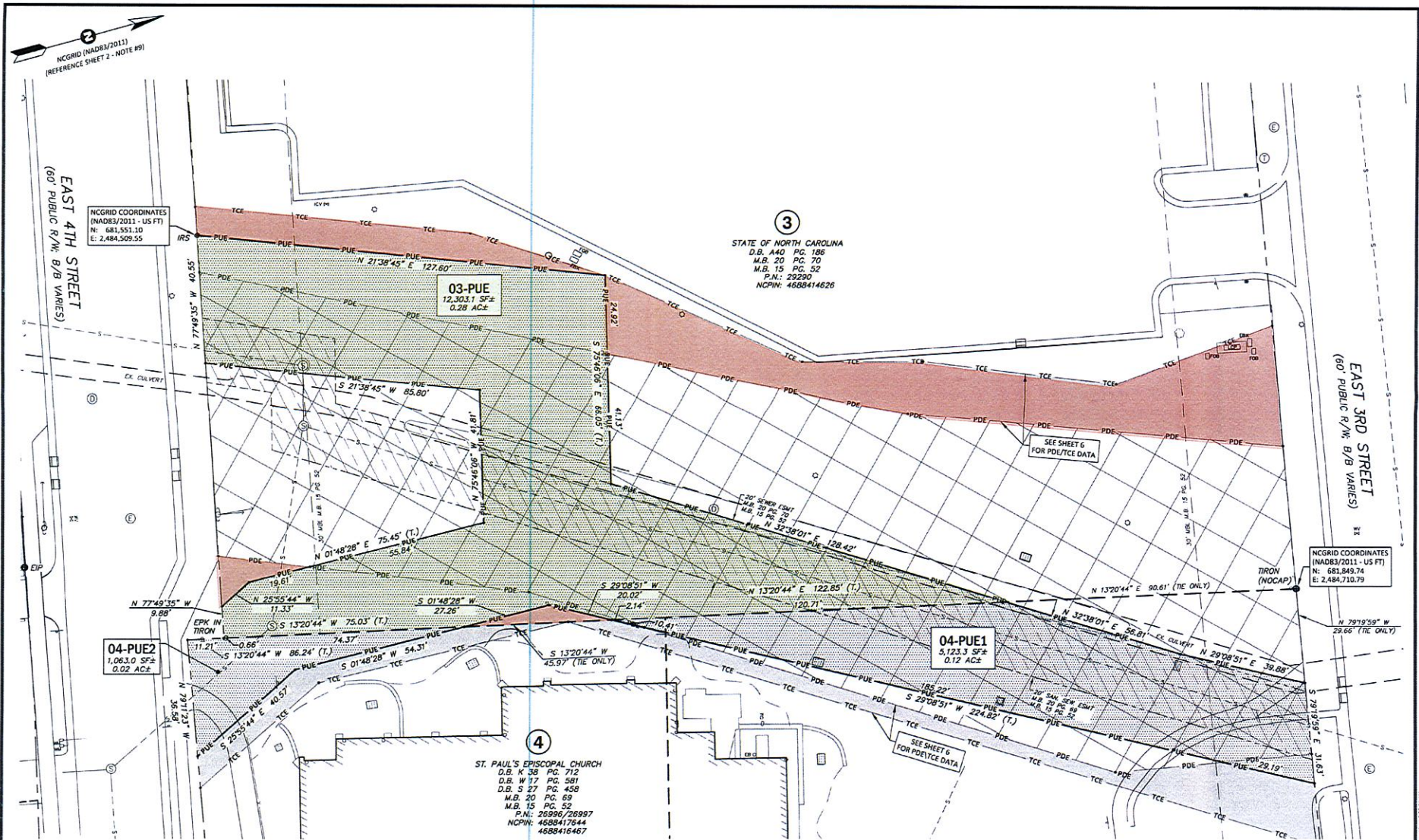


SURVEY CERTIFICATION

NORTH CAROLINA PITT COUNTY



SIGNED
PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-4262



3
STATE OF NORTH CAROLINA
D.B. #40 PG. 186
M.B. 20 PG. 70
M.B. 15 PG. 52
P.N.: 23290
NCPIN: 4688414626

03-PUE
12.3031 SF ±
0.28 AC ±

04-PUE1
5,123.3 SF ±
0.12 AC ±

04-PUE2
1,063.0 SF ±
0.02 AC ±

ST. PAUL'S EPISCOPAL CHURCH
D.B. # 38 PG. 712
D.B. # 17 PG. 581
D.B. # 27 PG. 458
M.B. 20 PG. 69
M.B. 15 PG. 52
P.N.: 26996/26997
NCPIN: 4688417844
4688416467

EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS
CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: **THE CITY OF GREENVILLE**
P.O. BOX 7207
GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
801 MUMFORD ROAD
GREENVILLE, NC 27834

	NC License: F-4334	Engineers	SURVEYED	APPROVED
	107 East Davidson Street Greenville, NC 27836 (252) 793-4130	Planners	JW/RB	PH
		Surveyors	DRAWN	DATE
		Landscape Architects	PH/LC	1/12/2016
		CHECKED	SCALE	
		PH	AS NOTED	

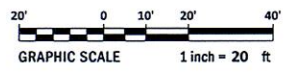
NOTES:
SEE SHEET 2

LEGEND:
SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:
SEE SHEET 2

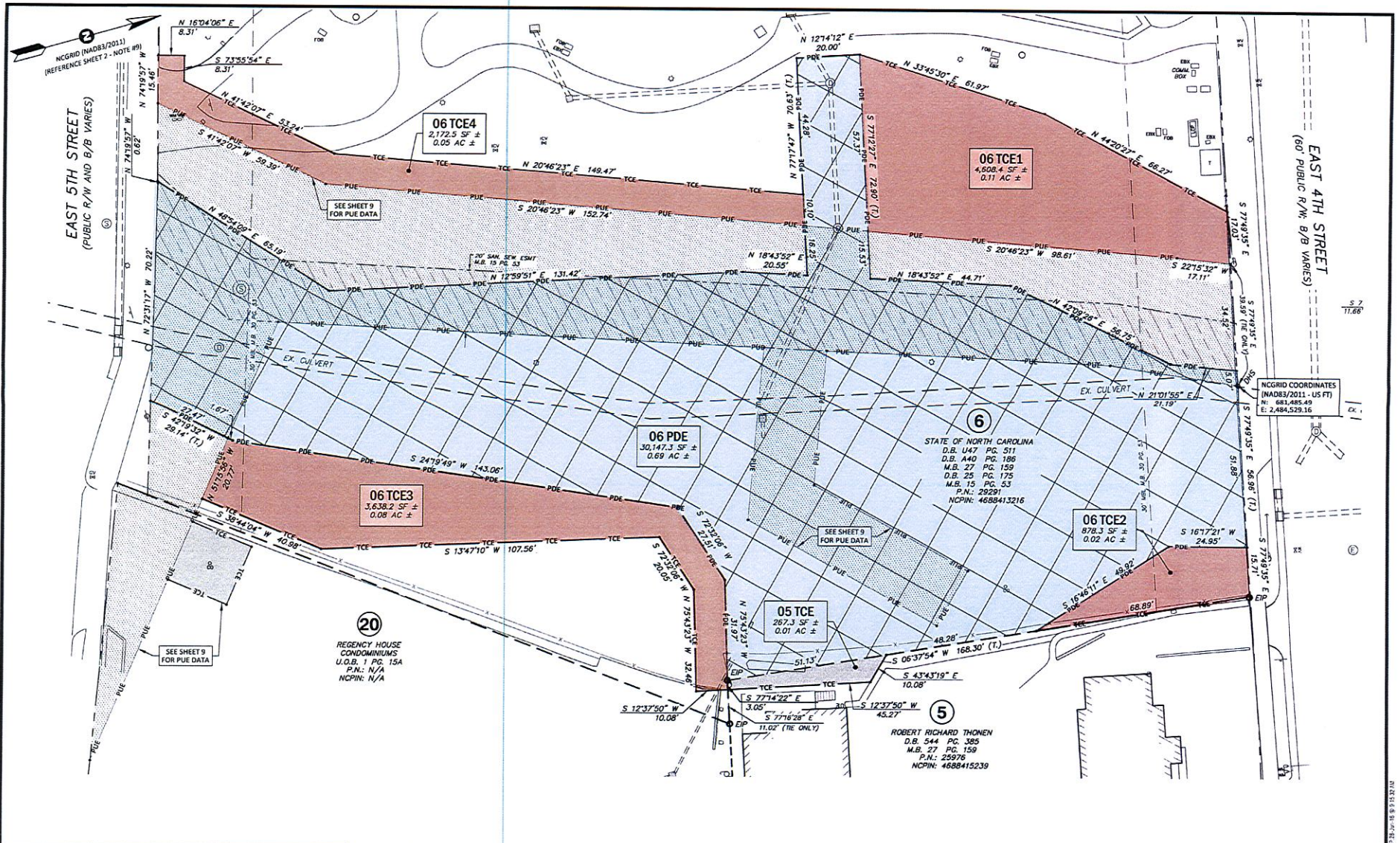
#1 - 6/6/2016 - REMOVED TCE ON PLAN PARCEL 9
REVISIONS

SEE SHEET 6
FOR PDE/TCE DATA



SURVEY CERTIFICATION
NORTH CAROLINA PITT COUNTY

SIGNED: [Signature]
PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-4262



EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS
 CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: **THE CITY OF GREENVILLE**
 P.O. BOX 7207
 GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
 801 MUMFORD ROAD
 GREENVILLE, NC 27834

Rivers
 NC License: F-0334
 ENGINEERS & ARCHITECTS, INC.
 107 East Second Street
 Greenville, NC 27834
 (252) 733-4133

SURVEYED	APPROVED
JW/RB	PH
DRAWN	DATE
PH/LC	1/12/2016
CHECKED	SCALE
PH	AS NOTED

NOTES:
 SEE SHEET 2

LEGEND:
 SEE SHEET 2

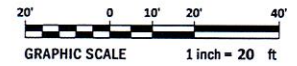
EASEMENT ACQUISITION / AREA TABLE:
 SEE SHEET 2

SHEET 8 OF 17

#1 - 6/6/2016 - REMOVED TCE ON PLAN PARCEL 9

REVISIONS

SEE SHEET 9
 FOR PUE DATA

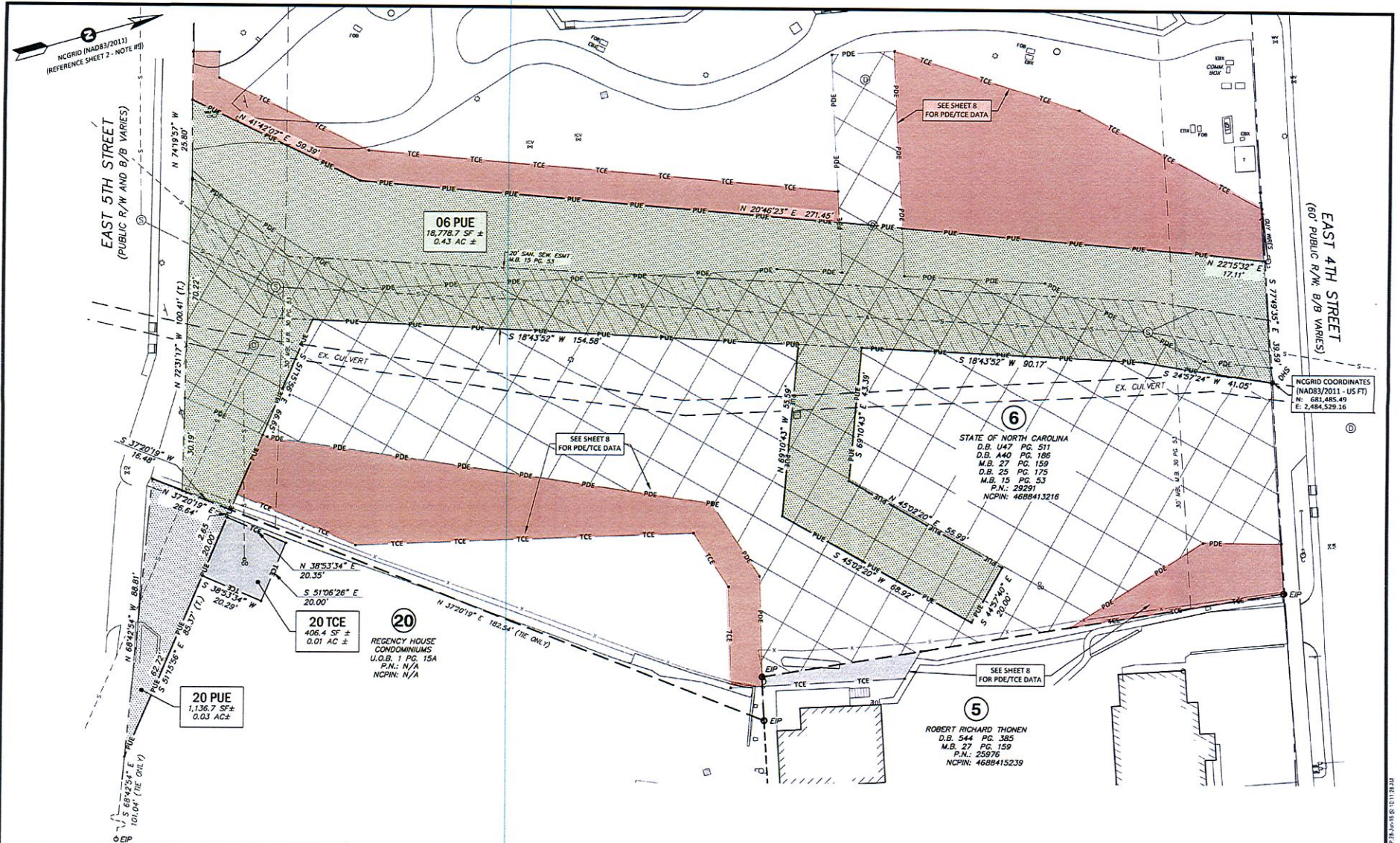


SURVEY CERTIFICATION
 NORTH CAROLINA PITT COUNTY

PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-4262

SIGNED: *[Signature]* 1/20/16

PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-4262



EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS
 CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: **THE CITY OF GREENVILLE**
 P.O. BOX 7207
 GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
 801 MUMFORD ROAD
 GREENVILLE, NC 27834

Rivers
 NC License: F-8324
 Engineers Planners Surveyors
 Landscape Architects
 107 East Second Street
 Greenville, NC 27834
 (252) 338-4138
 riversandassociates.com Since 1978

SURVEYED JW/RB	APPROVED PH
DRAWN PH/LC	DATE 1/12/2016
CHECKED PH	SCALE AS NOTED

NOTES:
 SEE SHEET 2

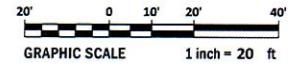
LEGEND:
 SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:
 SEE SHEET 2

#1 - 6/6/2016 - REMOVED TCE ON PLAN PARCEL 9

SHEET 9 OF 17

SEE SHEET 8
 FOR PDE/TCE DATA

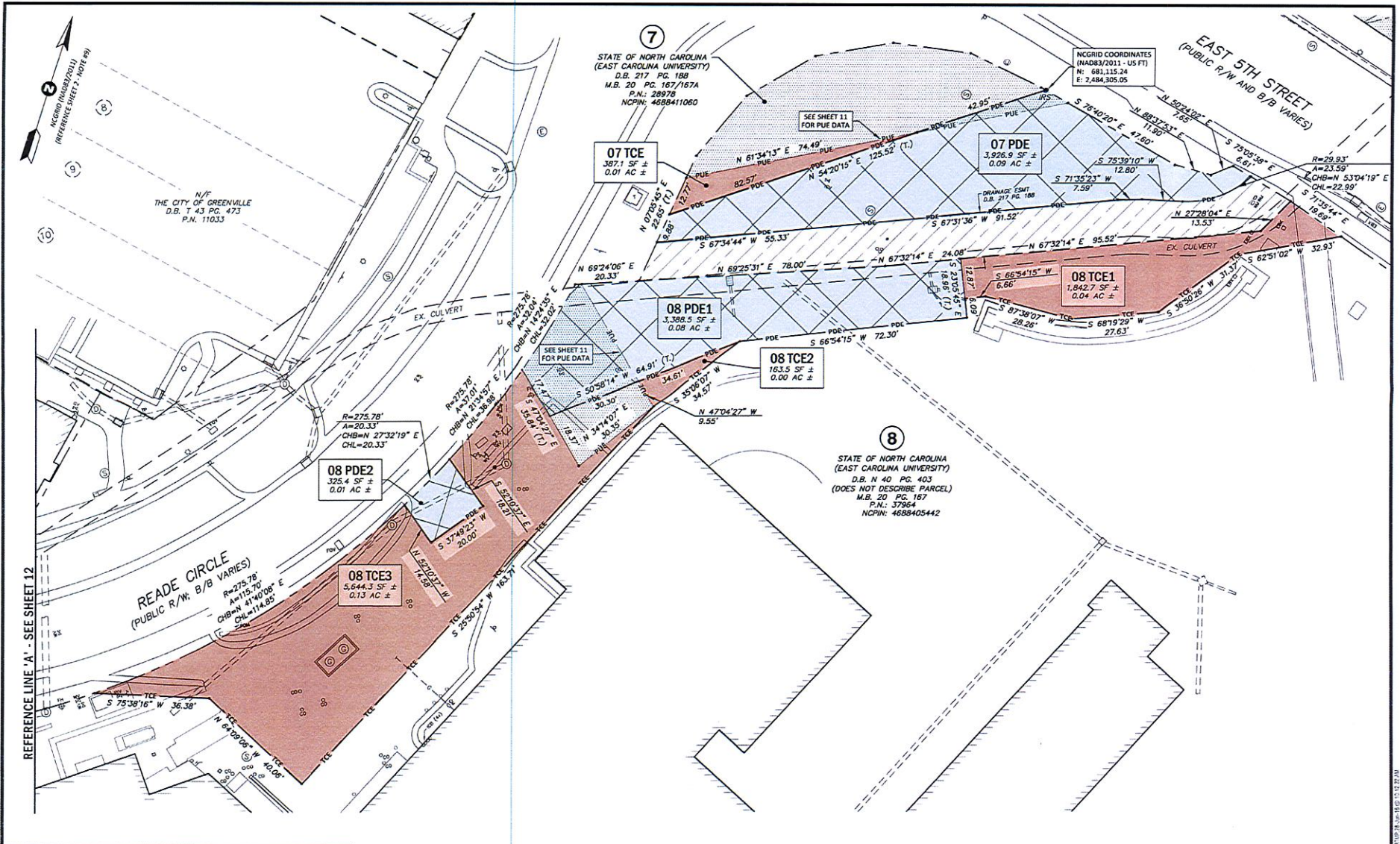


SURVEY CERTIFICATION
 NORTH CAROLINA PITT COUNTY

STATE OF NORTH CAROLINA
 D.B. 447 PG. 511
 D.B. 440 PG. 185
 M.B. 27 PG. 159
 D.B. 25 PG. 175
 M.B. 15 PG. 53
 P.N.: 29291
 NCPIN: 4688413216

STATE OF NORTH CAROLINA
 D.B. 544 PG. 385
 M.B. 27 PG. 159
 P.N.: 25976
 NCPIN: 4688415239

SIGNED: *[Signature]* 1/20/16
 PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-4262



EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS
 CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: **THE CITY OF GREENVILLE**
 P.O. BOX 7207
 GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
 801 MUMFORD ROAD
 GREENVILLE, NC 27834

NC License: F-0234
Rivers & Associates, Inc.
 137 East Second Street
 Greenville, NC 27834
 (252) 732-4135

Engineers: **JW/RB**
 Planners: **PH**

Surveyed: **PH/LC**
 Drawn: **PH/LC**
 Checked: **PH**

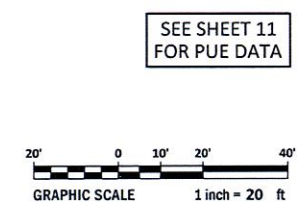
Approved: **PH**
 Date: **1/12/2016**
 Scale: **AS NOTED**

NOTES:
 SEE SHEET 2

LEGEND:
 SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:
 SEE SHEET 2

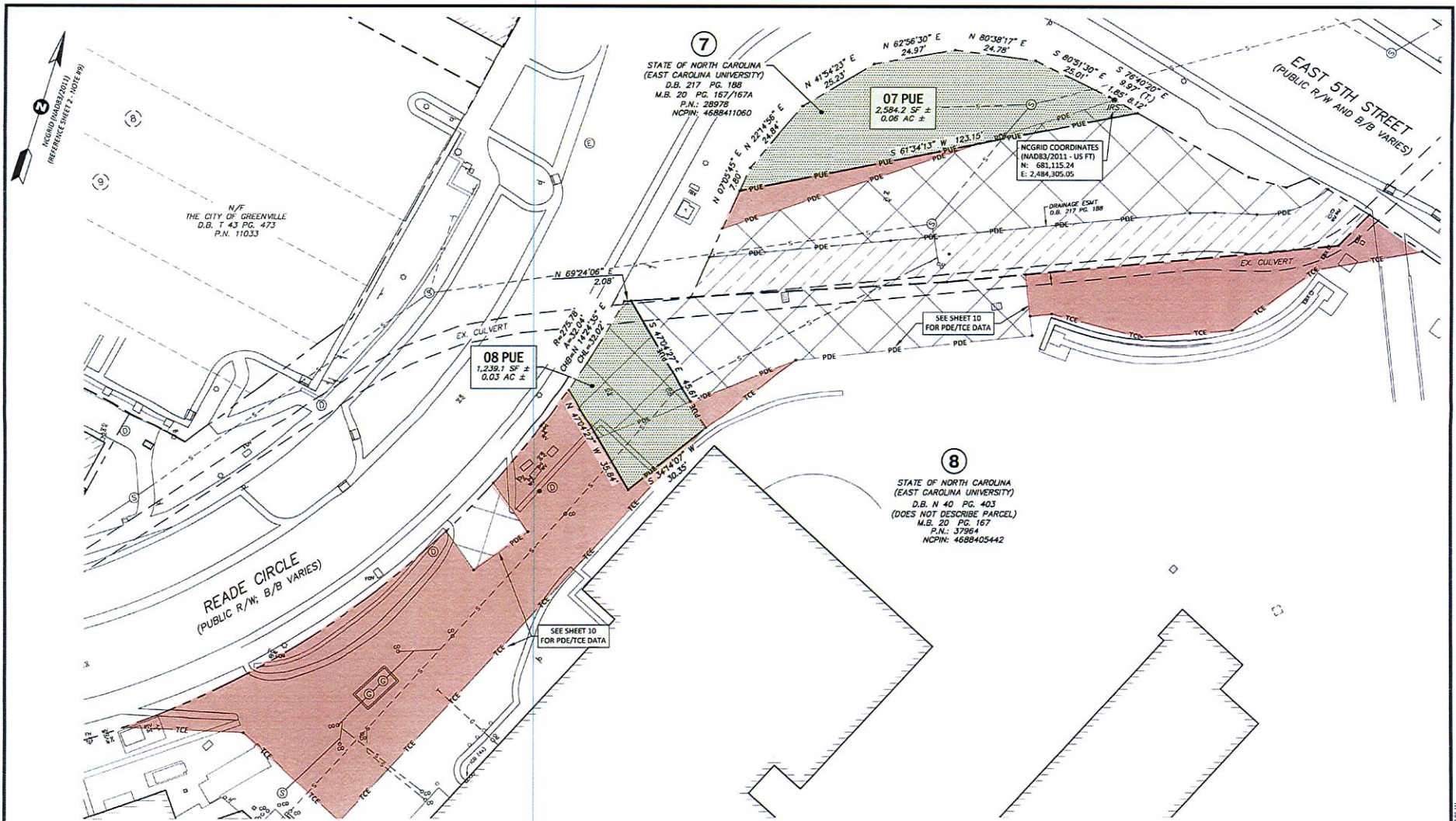
#1 - 6/6/2016 - REMOVED TCE ON PLAN PARCEL 9
 REVISIONS



SURVEY CERTIFICATION
 NORTH CAROLINA PITT COUNTY

NORTH CAROLINA PROFESSIONAL LAND SURVEYOR SEAL
 L-4269
 PATTI L. CLOTT, W. HA.
 1/20/16

SIGNED: *Patti Clott*
 PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-4269



EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS

CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: THE CITY OF GREENVILLE P.O. BOX 7207 GREENVILLE, NC 27835	GREENVILLE UTILITIES COMMISSION 801 MUMFORD ROAD GREENVILLE, NC 27834
	ENGINEERS PLANNERS SURVEYORS LANDSCAPE ARCHITECTS 107 EAST SHANNON STREET GREENVILLE, NC 27804 (852) 752-4133

SURVEYED JW/RB	APPROVED PH
DRAWN PH/LC	DATE 1/12/2016
CHECKED PH	SCALE AS NOTED

NOTES:
 SEE SHEET 2

LEGEND:
 SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:
 SEE SHEET 2

#1 - 6/6/2016 - REMOVED TCE ON PLAN PARCEL 9
 REVISIONS

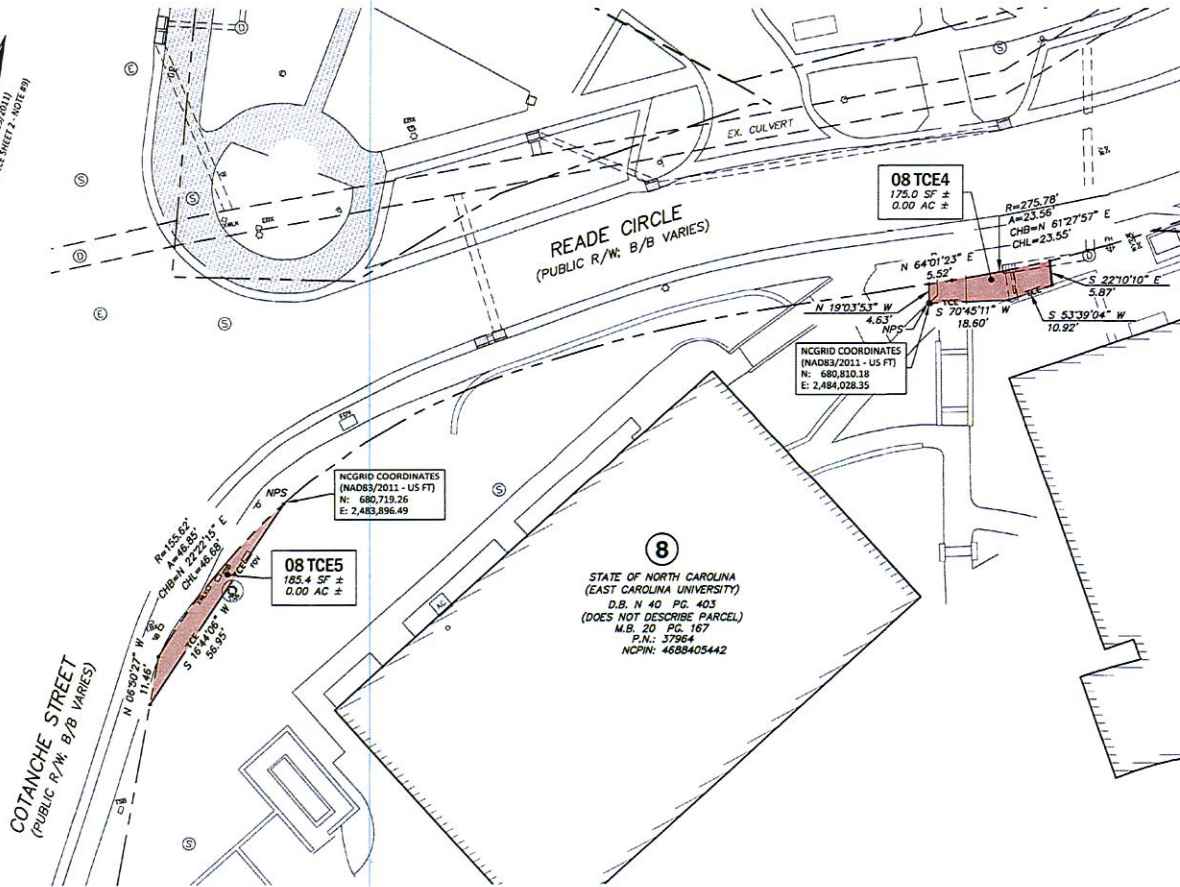
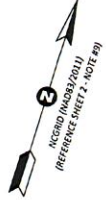
SEE SHEET 10
 FOR PDE/TCE DATA



SURVEY CERTIFICATION

NORTH CAROLINA PITT COUNTY

SIGNED: *Patrick W. Hartman* 1/20/16
 PROFESSIONAL LAND SURVEYOR
 LICENSE NUMBER L-4262



EASEMENT ACQUISITION PLAT
TOWN CREEK CULVERT
STORM DRAIN IMPROVEMENTS
CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

PREPARED FOR: **THE CITY OF GREENVILLE**
P.O. BOX 7207
GREENVILLE, NC 27835

GREENVILLE UTILITIES COMMISSION
801 MUMFORD ROAD
GREENVILLE, NC 27834

 NC License: F-4334 Engineers Planners Surveyors Landscape Architects 107 East Second Street Greenville, NC 27834 (252) 760-4124	SURVEYED	APPROVED
	JW/RB	PH
	DRAWN	DATE
	PH/LC	1/12/2016
CHECKED	SCALE	
PH	AS NOTED	

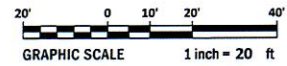
NOTES:
SEE SHEET 2

LEGEND:
SEE SHEET 2

EASEMENT ACQUISITION / AREA TABLE:
SEE SHEET 2

#1 - 5/6/2016 - REMOVED TCE ON PLAN PARCEL 9
REVISIONS

SHEET 12 OF 17



SURVEY CERTIFICATION
NORTH CAROLINA PITT COUNTY

SIGNED: *P. A. Rivers* 1/20/16
PROFESSIONAL LAND SURVEYOR
LICENSE NUMBER L-4262

Attachment 3
Metes and Bounds

Plan Parcel 3
State of North Carolina (Parcel 29290)

PERMANENT DRAINAGE EASEMENT (03-PDE) :

Beginning at an existing T iron located in the southern right of way of East Third Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,849.74 US feet, Easting 2,484,710.79 US feet, said point marking the common property line of the St. Paul's Episcopal Church recorded in Deed Book K 38, Page 712, Deed Book W-17 Page 581 and Deed Book S 27 Page 458 and the State of North Carolina recorded in Deed Book A 40 Page 186; thence from the **POINT OF BEGINNING** along the western property line of the St. Paul's Episcopal Church property S 13°20'44" W 211.32 feet to a point; thence leaving the line of St. Paul's Episcopal Church S 33°08'08" W 29.20 feet to a point; thence S 22°37'08" W 68.80 feet to a point; thence S 22°37'08" W 28.67 feet to a point located in the northern right of way of East Fourth Street; thence with the northern right of way of East Fourth Street N 77°49'35" W 89.65 feet to a point; thence leaving the northern right of way of East Fourth Street N 27°29'54" E 129.58 feet to a point; thence N 27°29'54" E 95.64 feet to a point; thence N 20°52'51" E 117.36 feet to a point in the southern right of way of East Third Street; thence with the southern right of way of East Third Street S 79°19'59" E 44.81 feet to a point; which is the **POINT OF BEGINNING**, having an area of 23,328.2 square feet or 0.54 acres and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as 03-PDE on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20,

Plan Parcel 3
State of North Carolina (Parcel 29290)

2016, last revised June 23, 2016 and being recorded in Map Book
80, Page 63-79 of the Pitt County Registry.



Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334



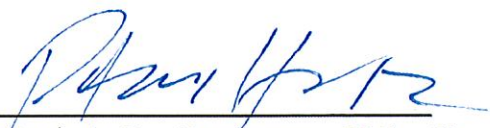
1/25/17

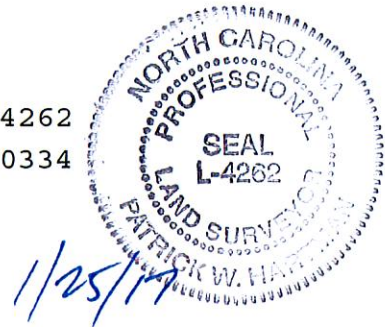
PERMANENT UTILITY EASEMENT (03-PUE):

Beginning at an existing T iron located in the southern right of way of East Third Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,849.74 US feet, Easting 2,484,710.79 US feet, said point marking the common property line of the St. Paul's Episcopal Church recorded in Deed Book K 38, Page 712, Deed Book W-17 Page 581 and Deed Book S 27 Page 458 and the State of North Carolina property recorded in Deed Book A 40 Page 186; thence along the western property line of the St. Paul's Episcopal Church property S 13°20'44" W 90.61 feet to the **TRUE POINT OF BEGINNING**; thence from the **TRUE POINT OF BEGINNING** continuing along the western property line of the St. Paul's Episcopal Church property S 13°20'44" W 122.85 feet to a point; thence leaving the western property line of the St. Paul's Episcopal Church S 29°08'51" W 20.02 feet to a point; thence S 01°48'28" W 27.26 feet to a point on the western property line of the St. Paul's Episcopal Church property; thence along the western property line of the St. Paul's Episcopal Church property S 13°20'44" W 75.03 feet to a point in the northern right of way of East Fourth Street, passing through an existing pk in a T iron at 74.37 feet; thence with the northern right of way of East Fourth Street N 77°49'35" W 9.88 feet to a point; thence leaving the northern right of way of East Fourth Street N 25°55'44" W 11.33 feet to a point; thence N 01°48'28" E 19.61 feet to a point; thence N 01°48'28" E 57.33 feet to a point; S 89°16'24" W 2.63 feet to a point; thence N 77°51'54" W 21.35 feet to a point N 75°46'06" W 2.49 feet to a point; thence S 21°38'20" W 85.25 feet to a point in the northern right of way of East Fourth

Plan Parcel 3
State of North Carolina (Parcel 29290)

Street; thence with the northern right of way of East Fourth Street N 77°49'35" W 40.56 feet to a point; thence leaving the northern right of way of East Fourth Street N 21°38'45" E 127.05 feet to a point; thence S 75°46'06" E 9.79 feet to a point; thence S 75°46'06" E 41.13 feet to a point; thence N 32°38'01" E 128.42 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 11,664.6 square feet or 0.27 acres and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as 03-PUE on an "Easement Acquisition Plat Parcel 3 for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 25, 2017.


Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334



TEMPORARY CONSTRUCTION EASEMENT (03-TCE1):

Beginning at an existing T iron located in the southern right of way of East Third Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,849.74 US feet, Easting 2,484,710.79 US feet, said point marking the common property line of the St. Paul's Episcopal Church recorded in Deed Book K 38, Page 712, Deed Book W-17 Page 581 and Deed Book S 27 Page 458 and the State of North Carolina property recorded in Deed Book A 40 Page 186; thence with the southern right of way of East Third Street N 79°19'59" W 44.81 feet to **the TRUE POINT OF BEGINNING**; thence from the **TRUE POINT OF BEGINNING** S 20°52'51" W 117.36 feet to a point; thence S 27°29'54" W 95.64 feet to a point; thence N 75°46'06" W 9.79 feet to a point; thence S 21°38'45" W 93.52 feet to a point; thence S 27°29'54" W 34.30 feet to a point in the northern right of way of East Fourth Street; thence with the northern right of way of East Fourth Street N 77°49'35" W 11.66 feet to an iron rod set; thence N 77°49'35" W 9.11 feet to a point; thence leaving the northern right of way of East Fourth Street N 21°39'16" E 86.02 feet to a point; thence N 33°24'57" E 44.01 feet to a point; thence N 40°00'51" E 67.30 feet to a point; thence N 15°44'33" E 37.54 feet to a point; thence N 22°39'23" E 60.68 feet to a point; thence N 04°56'55" W 52.00 feet to a point in the southern right of way of East Third Street; thence with the southern right of way of East Third Street S 79°19'59" E 38.47 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 6,718.8 square feet or 0.15 acres and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as 03-TCE1 on an "Easement Acquisition Plat Parcel 3 for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 25, 2017.

TEMPORARY CONSTRUCTION EASEMENT (03-TCE2):

Beginning at an existing T iron located in the southern right of way of East Third Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,849.74 US feet, Easting 2,484,710.79 US feet, said point marking the common property line of the St. Paul's Episcopal Church recorded in Deed Book K 38, Page 712, Deed Book W-17 Page 581 and Deed Book S 27 Page 458 and the State of North Carolina property recorded in Deed Book A 40 Page 186; thence along the western property line of the St. Paul's Episcopal Church property S 13°20'44" W 213.46 feet to a point, the **TRUE POINT OF BEGINNING**; thence from the **TRUE POINT OF BEGINNING** continuing along the western property line of the St. Paul's Episcopal Church property S 13°20'44" W 13.54 feet to a point; thence S 13°20'44" W 32.43 feet to a point; thence leaving the western property line of the St. Paul's Episcopal Church property N 01°48'28" E 27.26 feet to a point; thence N 29°08'51" E 20.02 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 125.3 square feet or 0.00 acres and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as 03-TCE2 on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

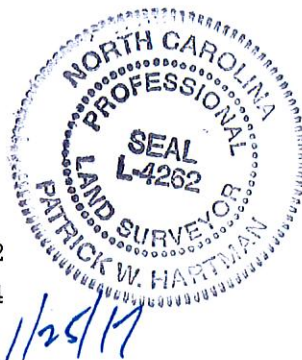
Plan Parcel 3
State of North Carolina (Parcel 29290)

TEMPORARY CONSTRUCTION EASEMENT (03-TCE3) :

Beginning at a set iron rod located in the northern right of way of East Fourth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,551.10 US feet, Easting 2,484,509.55 US feet; thence with the northern right of way of East Fourth Street S 77°49'35" E 101.31 feet to feet to the **TRUE POINT OF BEGINNING**; thence from the **TRUE POINT OF BEGINNING** leaving the northern right of way of East Fourth Street N 22°37'08" E 28.67 feet to a point; thence S 01°48'28" W 19.61 feet to a point; thence S 25°55'44" E 11.33 feet to a point located in the northern right of way of East Fourth Street; thence along the northern right of way of East Fourth Street N 77°49'35" W 15.71 feet to a point ; which is the **TRUE POINT OF BEGINNING**, having an area of 169.9 square feet or 0.00 acres and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as 03-TCE3 on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.



Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334



PERMANENT DRAINAGE EASEMENT (02-PDE):

Beginning at an existing iron pipe located in the southern right of way of First Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 682,535.67 US feet, Easting 2,485,061.20 US feet; thence along the southern right of way of First Street N 75°11'47" W 8.89 feet to a point, the **TRUE POINT OF BEGINNING**, thence from the **TRUE POINT OF BEGINNING** leaving the southern right of way of First Street S 35°21'35" W 103.20 feet to a point; thence S 15°26'21" W 114.23 feet to a point; thence S 34°27'34" W 97.80 feet to a point; thence S 47°12'57" E 14.66 feet to a point in the terminus of the western right of way of East Second Street; thence with the right of way of East Second Street with a curve turning to the left having a radius of 47.00 feet, an arc length of 32.10 feet, and a chord bearing and distance of S 24°37'46" W 31.48 feet; thence leaving the western right of way of Second Street N 47°57'11" W 18.32 feet to a point; thence S 34°18'40" W 162.65 feet to a point; thence S 21°27'32" W 34.77 feet to a point; thence S 09°53'32" W 58.26 feet to a point; thence S 00°50'55" E 114.66 feet to a point in the northern right of way of East Third Street; thence with the northern right of way of East Third Street N 79°19'59" W 101.15 feet to a point; thence N 14°34'20" E 86.31 feet to a point; thence N 84°57'21" W 42.96 feet to a point; thence N 07°21'57" E 44.18 feet to a point; thence S 87°57'14" E 54.33 feet to a point; thence N 17°49'33" E 69.27 feet to a point; thence N 05°16'17" E 62.12 feet to a point; thence N 22°43'16" E 34.85 feet to a point; thence N 39°58'45" E 124.02 feet to a point; thence N 29°08'50" E 97.47 feet to a point; thence N 14°10'23" E

Plan Parcel 2
State of North Carolina (Parcel 29282)

91.46 feet to a point; thence N 43°23'07" E 111.74 feet to a point in the southern right of way of First Street; thence with the southern right of way of First Street S 75°13'25" E 70.31 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 59,606.0 square feet or 1.37 acres and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as **02-PDE** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT (02-TCE1):

Beginning at an existing iron pipe located in the southern right of way of First Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 682,535.67 US feet, Easting 2,485,061.20 US feet and being a common corner with First Street Apartments recorded in Map Book 15 Page 89; thence from the **POINT OF BEGINNING** with the western line of First Street Apartments recorded in Map Book 15 Page 89 thence S 32°18'55" W 78.44 feet to a point; thence S 35°35'43" W 53.06 feet to a point; thence S 15°26'21" W 85.82 feet to a point; thence S 34°50'38" W 97.79 feet to a point; thence S 47°43'24" E 13.05 feet to a point located in the terminus of the western right of way of East Second Street; thence with the right of way of East Second Street, a curve turning to the left, having a radius of 47.00 feet, arc length of 2.00 feet, and a chord bearing of S 45°24'58" W 2.00 feet to a point; thence leaving

Plan Parcel 2
State of North Carolina (Parcel 29282)

the western right of way of East Second Street N 47°12'57" W 14.66 feet to a point; thence N 34°27'34" E 97.80 feet to a point; thence N 15°26'21" E 114.23 feet to a point; thence N 35°21'35" E 103.20 feet to a point located in the southern right of way of First Street; thence S 75°11'47" E 8.89 feet to an existing iron pipe, which is the **POINT OF BEGINNING**, having an area of 1,856.3 square feet more or less or 0.04 acres more or less and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as **02-TCE1** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT (02-TCE2):

Beginning at an set iron rod located in the northern right of way of East Third Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,898.03 US feet, Easting 2,484,778.50 US feet; thence from the **POINT OF BEGINNING** N 00°50'55" W 114.66 feet to a point; thence N 09°53'32" E 58.26 feet to a point; thence N 21°27'32" E 34.77 feet to a point; thence N 34°18'40" E 162.65 feet to a point; thence S 47°57'11" E 18.32 feet to a point located in the terminus of the western right of way of East Second Street; thence with the right of way of East Second Street, a curve turning to the left, having a radius of 47.00 feet, an arc length of 2.57 feet and a chord bearing and distance of S 03°30'00" W 2.57 feet to a point; thence leaving the western right of way of East Second Street N 47°43'24" W 17.63 feet to a point;

Plan Parcel 2
State of North Carolina (Parcel 29282)

thence S 34°18'40" W 160.20 feet to a point; thence S 21°27'32" W 34.24 feet to a point; thence S 05°41'37" W 72.31 feet to a point; thence S 46°20'10" E 88.63 feet to a point in the eastern property line of the State of North Carolina property recorded in Deed Book A 40 Page 186; thence with the eastern line of the State of North Carolina S 09°40'22" W 50.24 feet to a point in the northern right of way of East Third Street, passing thru an existing iron pipe at 49.96 feet; thence with the northern right of way of East Third Street N 79°19'59" W 59.82 feet to a point; which is the **POINT OF BEGINNING**, having an area of 5,767.4 square feet more or less or 0.13 acres more or less and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as **02-TCE2** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and and has a sealed date of January 20, 2016, last revised June 23, and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT (02-TCE3):

Beginning at an set iron rod located in the northern right of way of East Third Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,898.03 US feet, Easting 2,484,778.50 US feet thence with the northern right of way of East Third Street N 79°19'59" W 101.15 feet to a point, the **TRUE POINT OF BEGINNING**; thence from the **TRUE POINT OF BEGINNING** along the northern right of way of East Third Street N 79°19'59" W 33.44 feet to a point; thence leaving the northern right of way of East Third Street N 17°19'30" E 12.62 feet to a point; thence N 18°06'48" E 71.37 feet to a point; thence S 84°57'21" E 28.75 feet to a point; thence S 14°34'20" W 86.31 feet to a point in the

Plan Parcel 2
State of North Carolina (Parcel 29282)


northern right of way of East Third Street; which is the **TRUE POINT OF BEGINNING**, having an area of 2,622.5 square feet more or less or 0.06 acres more or less and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as **02-TCE3** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT (02-TCE4):

Beginning at an existing iron pipe located in the southern right of way of First Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 682,535.67 US feet, Easting 2,485,061.20 US feet; thence along the southern right of way of First Street two (2) calls, (1) N 75°11'47" W 8.89 feet, (2) N 75°13'25" W 70.31 feet to a point, the **TRUE POINT OF BEGINNING**, thence from the **TRUE POINT OF BEGINNING** leaving the southern right of way of Frist Street S 43°23'07" W 111.74 feet to a point; thence S 14°10'23" W 91.46 feet to a point; thence S 29°08'50" W 97.47 feet to a point; thence S 39°58'45" W 124.02 feet to a point; thence S 22°43'16" W 34.85 feet to a point; thence S 05°16'17" W 62.12 feet to a point; thence S 17°49'33" W 69.27 feet to a point; thence N 87°57'14" W 38.82 feet to a point; thence N 15°30'25" E 24.33 feet to a point; thence N 18°34'21" E 55.37 feet to a point; thence N 23°11'15" E 48.35 feet to a point; thence N 30°58'14" E 58.17 feet to a point; thence N 40°28'19" E 38.72 feet to a point; thence N 18°03'34" E 108.15 feet to a point; thence N 11°22'03" E 114.79 feet to a point; thence N 82°06'00" W 54.81 feet to a point; thence N 11°02'21" E 79.11 feet to a point; thence N 09°58'19" E 49.29 feet to a point located in the southern right

Plan Parcel 2
State of North Carolina (Parcel 29282)

of way of First Street; thence with the southern right of way of First Street S 78°35'20" E 127.44 feet to a point; thence S 75°13'25" E 58.69 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 35,271.8 square feet more or less or 0.81 acres more or less and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and being identified as **02-TCE4** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.



Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334



PERMANENT UTILITY EASEMENT (06-PUE) :

Beginning at a set drill hole located in the southern right of way of East Fourth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,485.49 US feet, Easting 2,484,529.16 US feet; thence from the **POINT OF BEGINNING** S 24°57'24" W 41.05 feet to a point; thence S 18°43'52" W 90.17 feet to a point; thence S 69°10'43" E 43.39 feet to a point; thence N 45°02'20" E 55.99 feet to a point; thence S 44°57'40" E 20.00 feet to a point; thence S 45°02'20" W 68.92 feet to a point; thence N 69°10'43" W 55.59 feet to a point; thence S 18°43'52" W 154.58 feet to a point; S 51°15'56" E 66.65 feet to a point in the western line of the Regency House Condominiums property recorded in Unit Ownership Book 1 Page 15A; thence with the Regency House Condominiums property S 37°20'19" W 16.48 feet to a point in the northern right of way of East Fifth Street; thence with the northern right of way of East Fifth Street N 72°31'17" W 30.19 feet to a point; thence N 72°31'17" W 70.22 feet to a point; thence N 74°19'57" W 25.80 feet to a point; thence leaving the northern right of way of East Fifth Street N 41°42'07" E 59.39 feet to a point; thence N 20°46'23" E 271.45 feet to a point; thence N 22°15'32" E 17.11 feet to a point in the southern right of way of East Fourth Street; thence with the southern right of way of East Fourth Street S 77°49'35" E 39.59 feet to a set drill hole; which is the **POINT OF BEGINNING**, having an area of 18,778.7 square feet or 0.43 acres and being located on the State of North Carolina Property recorded in Deed Book A 40 Page 186 and Deed Book U 47 Page 511 and being identified as **06-PUE** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated

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January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.



Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334



7/12/16

PERMANENT DRAINAGE EASEMENT 1 (08-PDE1):

Beginning at a set iron rod located in the southern right of way of East Fifth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,115.24 US feet, Easting 2,484,305.05 US feet; thence S 50°05'43" W 161.52 feet to a point located in the eastern right of way of Reade Circle, the **TRUE POINT OF BEGINNING**; thence from the **TRUE POINT OF BEGINNING** N 69°24'06" E 20.33 feet to a point; the southwestern corner of the State of North Carolina Property recorded in Deed Book 217 Page 188; thence with the southern line of the State of North Carolina property N 69°25'31" E 78.00 feet to a point; thence N 67°32'14" E 24.08 feet to a point; thence leaving the southern line of the State of North Carolina property S 23°05'45" E 12.87 feet to a point; thence S 23°05'45" E 6.09 feet to a point; thence S 66°54'15" W 72.30 feet to a point; thence S 50°58'14" W 34.61 feet to a point; thence S 50°58'14" W 30.30 feet to a point; thence N 47°04'27" W 17.47 feet to a point located in the eastern right of way of Reade Circle; thence with the eastern right of way of Reade Circle, a curve turning to the left, having a radius of 275.78 feet, an arc length of 32.04 feet, and a chord bearing and distance of N 14°24'35" E 32.02 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 3,388.5 square feet or 0.08 acres and being located on the State of North Carolina Property and being identified as **08-PDE1** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last

revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

PERMANENT DRAINAGE EASEMENT 2 (08-PDE2):

Beginning at a set iron rod located in the southern right of way of East Fifth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,115.24 US feet, Easting 2,484,305.05 US feet; thence S 40°43'08" W 223.01 feet to a point located in the eastern right of way of Reade Circle; thence from the **TRUE POINT OF BEGINNING** S 52°10'37" E 18.21 feet to a point; thence S 37°49'23" W 20.00 feet to a point; thence N 52°10'37" W 14.58 feet to a point located in the eastern right of way of Reade Circle; thence with the eastern right of way of Reade Circle, a curve turning to the left, having a radius of 275.78 feet, an arc length of 20.33 feet, and a chord bearing and distance of N 27°32'19" E 20.33 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 325.4 square feet or 0.01 acres and being located on the State of North Carolina Property and being identified as **08-PDE2** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT 1 (08-TCE1):

Beginning at a set iron rod located in the southern right of way of East Fifth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,115.24 US feet, Easting 2,484,305.05

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State of North Carolina (Parcel 37964)

US feet; thence S 82°22'54" E 85.67 feet to a point located in the southern right of way of East Fifth Street; thence from the **TRUE POINT OF BEGINNING** with the southern right of way of East Fifth Street S 71°35'44" E 19.69 feet to a point; thence leaving the southern right of way of East Fifth Street S 62°51'02" W 32.93 feet to a point; thence S 36°50'26" W 31.37 feet to a point; thence S 68°19'29" W 27.63 feet to a point; thence S 87°38'07" W 28.26 feet to a point; thence S 66°54'15" W 6.66 feet to a point; thence N 23°05'45" W 12.87 feet to a point in the southern line of the State of North Carolina Property recorded in Deed Book 217 Page 188; thence with the southern line of the State of North Carolina property N 67°32'14" E 95.52 feet to a point; thence N 27°28'04" E 13.53 feet to a point in the southern right of way of East Fifth Street; which is the **TRUE POINT OF BEGINNING**, having an area of 1,842.7 square feet or 0.04 acres and being located on the State of North Carolina Property and being identified as **08-TCE1** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT 2 (08-TCE2):

Beginning at a set iron rod located in the southern right of way of East Fifth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,115.24 US feet, Easting 2,484,305.05 US feet; thence S 33°28'11" W 160.58 feet to a point; thence

from the **TRUE POINT OF BEGINNING** N 47°04'27" W 9.55 feet to a point; thence N 50°58'14" E 34.61 feet to a point; thence S 35°06'07" W 34.57 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 163.5 square feet or 0.00 acres and being located on the State of North Carolina Property and being identified as **08-TCE2** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT 3 (08-TCE3):

Beginning at a set iron rod located in the southern right of way of East Fifth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,115.24 US feet, Easting 2,484,305.05 US feet; thence S 33°28'11" W 160.58 feet to a point; thence from the **TRUE POINT OF BEGINNING** S 25°50'54" W 163.71 feet to a point; thence N 64°09'06" W 40.06 feet to a point; thence S 75°38'16" W 36.38 feet to a point located in the eastern right of way of Reade Circle; thence with the eastern right of way of Reade Circle, a curve turning to the left, having a radius of 275.78 feet, an arc length of 115.70 feet, and a chord bearing and distance of N 41°40'08" E 114.85 feet to a point; thence leaving the eastern right of way of Reade Circle S 52°10'37" E 14.58 feet to a point; thence N 37°49'23" E 20.00 feet to a point; thence N 52°10'37" W 18.21 feet to a point in the eastern right of way of Reade Circle; thence with the eastern right of way of Reade Circle, a curve turning to the left, having a radius of

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275.78 feet, an arc length of 37.01 feet, and a chord bearing and distance of N 21°34'57" E 36.98 feet to a point; thence leaving the eastern right of way of Reade Circle S 47°04'27" E 17.47 feet to a point; thence S 47°04'27" E 18.37 feet to a point; thence N 34°14'07" E 30.35 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 5,644.3 square feet or 0.13 acres and being located on the State of North Carolina Property and being identified as **08-TCE3** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT 4 (08-TCE4):

Beginning at a set iron rod located in the southern right of way of East Fifth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,115.24 US feet, Easting 2,484,305.05 US feet; thence S 41°20'44" W 382.36 feet to a point located in the eastern right of way of Reade Circle; thence from the **TRUE POINT OF BEGINNING** S 22°10'10" E 5.87 feet to a point; thence S 53°39'04" W 10.92 feet to a point; thence S 70°45'11" W 18.60 feet to a point; thence N 19°03'53" W 4.63 feet to a point located in the eastern right of way of Reade Circle; thence with the eastern right of way of Reade Circle N 64°01'23" E 5.52 feet to a point; thence with a curve turning to the left, having a radius of 275.78 feet, an arc length of 23.56 feet, and a chord bearing and distance of N 61°27'57" E 23.55 feet to a point; which

is the **TRUE POINT OF BEGINNING**, having an area of 175.0 square feet or 0.00 acres and being located on the State of North Carolina Property and being identified as **08-TCE4** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

TEMPORARY CONSTRUCTION EASEMENT 5 (08-TCE5):

Beginning at a point in the southern right of way of Reade Circle, said point, having NC NAD83/2011 Grid Coordinates of Northing 680,719.26 US feet, Easting 2,483,896.49 US feet; thence from the **POINT OF BEGINNING** S 16°44'06" W 56.95 feet to a point in the eastern right of way of Cotanche Street; thence with the eastern right of way of Cotanche Street and southern right of way of Reade Circle N 06°50'27" W 11.46 feet to a point; thence with a curve turning to the right, having a radius of 155.62 feet, an arc length of 46.85 feet and a chord bearing and distance of N 22°22'15" E 46.68 feet to a point; which is the **POINT OF BEGINNING**, having an area of 185.4 square feet or 0.00 acres and being located on the State of North Carolina Property and being identified as **08-TCE5** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.

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Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334

7/12/16



PERMANENT UTILITY EASEMENT (08-PUE):

Beginning at a set iron rod located in the southern right of way of East Fifth Street, said point, having NC NAD83/2011 Grid Coordinates of Northing 681,115.24 US feet, Easting 2,484,305.05 US feet; thence S 50°05'43" W 161.52 feet to a point located in the eastern right of way of Reade Circle, the **TRUE POINT OF BEGINNING**; thence from the **TRUE POINT OF BEGINNING** N 69°24'06" E 2.08 feet to a point; thence S 47°04'27" E 45.61 feet to a point; thence S 34°14'07" W 30.35 feet to a point; thence N 47°04'27" W 35.84 feet to a point located in the eastern right of way of Reade Circle; thence with the eastern right of way of Reade Circle, a curve turning to the left, having a radius of 275.78 feet, an arc length of 32.04 feet, and a chord bearing and distance N 14°24'35" E 32.02 feet to a point; which is the **TRUE POINT OF BEGINNING**, having an area of 1,239.1 square feet or 0.03 acres and being located on the State of North Carolina Property and being identified as **08-PUE** on an "Easement Acquisition Plat for the Town Creek Culvert Storm Drain Improvements" prepared by Rivers and Associates, Inc. dated January 12, 2016 and has a sealed date of January 20, 2016, last revised June 23, 2016 and being recorded in Map Book 80, Page 63-79 of the Pitt County Registry.



Patrick W. Hartman, PLS, No. L-4262
Rivers and Associates, Inc. F-0334



East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.D.
Item Description	Request the ECU Board of Trustees Approval on Demolition of the Wash Shelter at 285 Easy Street
Comments	N/A
Action Requested	Committee Approval
Disposition	
Notes	

MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: January 25, 2017

SUBJECT: Request ECU Board of Trustees Approval to Demolish a Detached Wash Shelter at 285 Easy Street

ECU Transit requests ECU Board of Trustees approval to demolish a 1,350 SF detached wash shelter at its transit bus storage and repair facility located at 285 Easy Street.

The sixteen (16) year old detached wash shelter is of concrete block construction with a metal roof, not utilized and takes up valuable bus parking spaces.

Request approval to demolish using ECU Transit funds.

Demolition is contingent on approvals from UNC General Administration, State Property Office, and the Council of State. Competitive bids for the demolition contract will be obtained via State Surplus Property Office.

cc: B. Bagnell
W. Davidson
J. Fields
V. Hardy
G. Shoemaker

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.E.
Item Description	Approve Lease of Clinical/Office Space at Moye Medical Building I, 521 Moye Boulevard
Comments	N/A
Action Requested	Committee Approval
Disposition	



MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *swb*

DATE: January 25, 2017

SUBJECT: Request ECU Board of Trustees Approval to Lease ±26,758 Net Square Feet of Clinical/Office Space at Moye Medical Building I, 521 Moye Boulevard

Request ECU Board of Trustees approval to lease by acquisition ±26,758 net square feet of clinical/office space consisting of the first and second floors (third floor leased by Vidant Medical Center) in the Moye Medical I Building at 521 Moye Boulevard from Moye Medical I, LLC.

The lease shall be effective January 1, 2018 for a term of seven (7) years after our existing lease expires. The lease rate shall be fixed for first two (2) years at \$510,791.45 per year (\$19.09/SF/YR). Years three (3) thru seven (7) shall increase 3% annually. Attached please find a lease rate table.

ECUP shall pay for janitorial services and utilities.

The facility shall receive a building refresh and specified repairs prior to the lease start date of January 1, 2018.

In accordance with ECUP Delegated Leasing Policy, this lease is deemed strategic in nature due to proximity to the Brody School of Medicine (BSOM) and has been approved by the ECUP Property Review Committee and the Interim Dean of the BSOM.

Source of funds shall be MFPP.

Attachment (1)

cc: N. Benson
C. Erwin
P. Horns
B. Jowers

Attachment A
To Brian Jowers Letter Dated August 8, 2016
Proposed Lease Rate Table - Moye Medical I, LLC (521 Moye Blvd.)
1/1/18-12/31/24

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
First Floor							
Annual Rent	\$243,632.12	\$243,632.12	\$243,632.12	\$250,941.08	\$258,469.32	\$266,223.40	\$274,210.10
3%	0	0	\$7,308.96	\$7,528.23	\$7,754.08	\$7,986.70	\$8,226.30
Adj. Annual Rent	\$243,632.12	\$243,632.12	\$250,941.08	\$258,469.32	\$266,223.40	\$274,210.10	\$282,436.40
Monthly Rent	\$20,302.68	\$20,302.68	\$20,911.76	\$21,539.11	\$22,185.28	\$22,850.84	\$23,536.37
Second Floor							
Annual Rent	\$267,159.33	\$267,159.33	\$267,159.33	\$275,174.11	\$283,429.33	\$291,932.21	\$300,690.18
3%	\$0.00	\$0.00	\$8,014.78	\$8,255.22	\$8,502.88	\$8,757.97	\$9,020.71
Adj. Annual Rent	\$267,159.33	\$267,159.33	\$275,174.11	\$283,429.33	\$291,932.21	\$300,690.18	\$309,710.88
Monthly	\$22,263.28	\$22,263.28	\$22,931.18	\$23,619.11	\$24,327.68	\$25,057.51	\$25,809.24

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.F.
Item Description	Approve Lease of Clinical/Office Space at Moye Medical Building II, 527 Moye Boulevard
Comments	N/A
Action Requested	Committee Approval
Disposition	



MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: January 25, 2017

SUBJECT: Request ECU Board of Trustees Approval to Lease ±44,259 Gross Square Feet of Clinical/Office Space at Moye Medical Building II, 517 Moye Boulevard

Request ECU Board of Trustees approval to lease by acquisition ±44,259 gross square feet of clinical/office space consisting of floors one, two, and three in the Moye Medical Building II at 517 Moye Boulevard from Moye Medical II, LLC.

The lease shall be effective January 1, 2018 for a term of seven (7) years after our existing lease expires. The lease rate shall be fixed for first two (2) years at \$887,629.62 per year (\$20.06/SF/YR). Years three (3) thru seven (7) shall increase 3% annually. Please note that 6,125 SF of the lease space is specifically built to accommodate ECUP Plastic Surgery. Attached please find the lease rate table.

ECUP shall pay for janitorial services and utilities.

The facility shall receive a building refresh and specified repairs prior to the lease start date of January 1, 2018.

In accordance with ECUP Delegated Leasing Policy, this lease is deemed strategic in nature due to proximity to the Brody School of Medicine (BSOM) and has been approved by the ECUP Property Review Committee and the Interim Dean of the BSOM.

Source of funds shall be MFPP.

Attachment (1)

cc: N. Benson
C. Erwin
P. Horns
B. Jowers

Attachment A
To Brian Jowers Letter dated August 8, 2017
Proposed Lease Rate Table - Moye Medical Bldg. II, LLC (517 Moye Blvd.)
1/1/18-12/31/24

First, Second and Partial Third Floor

<u>Office/Clinical</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Annual Rent	\$729,642.60	\$729,642.60	\$729,642.60	\$751,531.88	\$774,077.83	\$797,300.17	\$821,219.17
3%	-	-	\$21,889.28	\$22,545.96	\$23,222.34	\$23,919.01	\$24,636.58
Adj. Annual Rent	\$729,642.60	\$729,642.60	\$751,531.88	\$774,077.83	\$797,300.17	\$821,219.17	\$845,855.75
Monthly Rent	\$60,803.55	\$60,803.55	\$62,627.66	\$64,506.49	\$66,441.68	\$68,434.93	\$70,487.98

Partial Third Floor

<u>Plastic Surgery</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Annual Rent	\$157,987.02	\$157,987.02	\$157,987.02	\$162,726.63	\$167,608.43	\$172,636.68	\$177,815.78
3%	-	-	\$4,739.61	\$4,881.80	\$5,028.25	\$5,179.10	\$5,334.47
Adj. Annual Rent	\$157,987.02	\$157,987.02	\$162,726.63	\$167,608.43	\$172,636.68	\$177,815.78	\$183,150.26
Monthly Rent	\$13,165.59	\$13,165.59	\$13,560.55	\$13,967.37	\$14,386.39	\$14,817.98	\$15,262.52

Combined Bldg Rents

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Annual Rent	\$887,629.62	\$887,629.62	\$887,629.62	\$914,258.51	\$941,686.26	\$969,936.85	\$999,034.96
3%	\$0.00	\$0.00	\$26,628.89	\$27,427.76	\$28,250.59	\$29,098.11	\$29,971.05
Adj. Annual Rent	\$887,629.62	\$887,629.62	\$914,258.51	\$941,686.26	\$969,936.85	\$999,034.96	\$1,029,006.01
Monthly Rent	\$73,969.14	\$73,969.14	\$76,188.21	\$78,473.86	\$80,828.07	\$83,252.91	\$85,750.50

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor Environmental Health and Campus Safety Bill Koch
Agenda Item	II.G.
Item Description	Campus Safety Update
Comments	N/A
Action Requested	Information
Disposition	

CAMPUS SAFETY OVERVIEW

Crime in Greenville and On Campus

In 2009, a study by the John William Pope Center for Higher Education Policy determined that ECU had one of the lowest violent crime rates (per capita) in the UNC system. The study can be found at <http://www.popecenter.org/commentaries/article.html?id=2445>. Based on North Carolina Department of Justice (NCDOJ) and FBI crime data, ECU had the lowest violent crime rate in the UNC system in 2013 and one of the lowest for more than five years. The crime rates at ECU are generally comparable to UNC-Chapel Hill and NC State.

The index and violent crime rates for the City of Greenville have been trending downward over the last 10 years. Greenville's crime rate is generally comparable to similar North Carolina cities with significant university populations, such as Asheville, Charlotte, and Greensboro. The crime statistics for ECU and Greenville can be found at <http://crimereporting.ncdoj.gov/Reports.aspx>, which is North Carolina's Uniform Crime Report (UCR). Each city and university has its own unique set of circumstances which makes direct comparisons complicated and difficult. (See FBI disclaimer and crime definitions below.)

For additional information on our security and safety programs, refer to ECU's 2016 Annual Security and Fire Safety (Clery) report at <http://www.ecu.edu/cs-admin/police/upload/2016-Annual-Security-Report.pdf>. The Clery report must be distributed annually by October 1 and includes the prior three years of crime data. It is important to note that there are differences between UCR, Clery and Title IX sexual violence reporting criteria so this data may appear inconsistent when compared.

The 2013-14 UNC Campus Security Initiative Report to the President is available at http://www.northcarolina.edu/sites/default/files/unc_campus_security_initiative_report_to_the_president.pdf. (Note: In this report, the term "University" means UNC System or UNC General Administration.)

NOTE: Crime data for 2016 is not yet available for comparison with other cities and universities. Index crime includes serious violent crimes and property crimes. The **index rate** is the number of murders, rapes, robberies, aggravated assaults, burglaries, larcenies, motor vehicle thefts and arsons per 100,000 person population. The **violent crime rate** is the number of murders and non-negligent manslaughter, forcible rapes, robberies and aggravated assaults per 100,000 person population. Property crime involves taking money or property without force or threat and includes the offenses of burglary, larceny-theft, motor vehicle theft and arson.

FBI Statement Regarding Crime Comparisons Between Cities/Universities: Individuals using these tabulations are cautioned against drawing conclusions by making direct comparisons between cities. Comparisons lead to simplistic and/or incomplete analyses that often create misleading perceptions adversely affecting communities and their residents. Valid assessments are possible only with careful study and analysis of the range of unique conditions affecting each local law enforcement jurisdiction.

Below is a brief summary of Greenville and ECU crime statistics listed in the North Carolina Uniform Crime Report.

Greenville Crime:

- Over the past 10 years (2006-15), Greenville’s index crime rate has decreased by 42% and violent crime rate decreased 38%. Index crime includes serious violent crimes and property crimes.
- From 2014 to 2015, the index crime rate decreased about 9%, while the violent crime rate increased about 7%.
- The homicide rate in 2014 was the lowest it has been in 20 years.
- Violent crime decreased 39% in the Uptown Greenville area from 2011 to 2015.

ECU Crime:

- Over the past 10 years (2006-15), ECU’s index crime rate has decreased by 36% and the violent crime rate declined 28%. From 2006 to 2010, ECU’s index crime rate leveled off and even increased slightly. Over the next 5 years (2011-15), ECU’s index crime rate decreased 24%. After decreasing to its lowest level in 2013, the violent crime rate increased in 2015 due mainly to an increase in reported robberies and rapes. (See below.)
- Larcenies are the most prevalent crime on campus and generally involve unsecured property. The larceny rate has decreased 22% over the past 5 years and dropped 14% from 2015 to 2016.

ECU Crime Statistics from 2014 to 2016:

	2014		<u>2015</u>	<u>2016</u>	CY15-16 Change
Larcenies	152		154	133	-14%
Burglaries		11	14	12	-14%
Robberies	2		3	4	+33%
Rapes	3		5	7	+40%
Assaults		1	3	3	NC
Drug Arrests	181		177	199	+12%
Liquor Law Violations		130	66	103	+56%
Simple Assaults		73	57	56	-2%

2016 SAFETY ACCOMPLISHMENTS AND 2017 GOALS

Strategic Commitment: ***We will be a national model for campus safety and the safest campus in the UNC system.*** (2014-2019 Strategic Plan: Beyond Tomorrow – Our Commitment to the Future)

Accomplishments

- ECU Police received Commission on Accreditation for Law Enforcement Agencies (CALEA) re-accreditation achieving the CALEA Gold Standard and the CALEA Award for Agency Excellence.
- ECU Police also received International Association of Campus Law Enforcement Administrators (IACLEA) accreditation (June 2016) to compliment the CALEA national accreditation
 - NC State is the only other dually-accredited university in the UNC system
- Collaborated with campus partners to prepare and respond to Hurricane Mathew
- Completed campus-wide emergency bluelight phone upgrade
- Implemented and marketed LiveSafe (mobile safety app) and integrated with emergency notification system
 - As of February 1, 2017:
 - 2,910 users (~20% increase since November 2016)
 - 146 tips (49% anonymous; 36% contain media – picture, video, audio)
 - 39 emergency calls
 - 946 safe walks (most occur between 11 pm – 4 am)
- Trained new Chancellor and Chief of Staff in emergency procedures and crisis policy team process
- Assisted ECU American Meteorological Society (student organization) in getting ECU recognized as Weather Ready Nation Ambassador, which is the National Oceanic and Atmospheric Administration's (NOAA) effort to formally recognize NOAA partners who are improving the nation's readiness, responsiveness, and overall resilience against extreme weather, water, and climate events.
- Designed and conducted Moye 1 Clinic Exercise for Active Shooter response
- Developed multi-year training and exercise plan to include tabletop, functional, and full-scale exercises.
- Developed pedestrian safety initiative to include education, enforcement and infrastructure (collaboration between ECU Police, EH&S and City).
- 26% reduction in OSHA recordable injuries/illnesses (138 in 2015 to 102 in 2016) through targeted training with Facilities Services.
- Hosted the Fair & Impartial Policing Training (July 2016) and trained all ECU Police officers.
- Drug Task Force participation by ECU PD officer seized \$400,000 (street value) of illegal narcotics.
- ECU Police upgraded their automated external defibrillators (AEDs) and Taser equipment.
- ECU Police hosted a “Chat with the Chiefs” event in collaboration with the Greenville Community Police Relations Committee and Greenville Police. The Greenville Police and ECU Police Chiefs presented safety information to campus and Greenville community participants and took questions.

Goals

- Finalize design and install emergency bluelight phones with cameras along 10th Street from McDonalds (Parking & Traffic Office) to Fletcher Music. Then, work with the City to upgrade lighting to create safety corridor modeled after 5th Street Safety Corridor.
- Increase pedestrian safety/awareness programs and infrastructure to include the installation of rapid flashing (pedestrian) beacons along Moye Boulevard at the Foundation (ADI) Building and

along Cotanche at 9th Street and The Boundary student apartment complex. This is a collaboration between ECU, the City, NCDOT and business owners.

- Complete Christenbury (Army ROTC) security upgrade and install access controls on a variety of other buildings.
- Fully implement the mandatory Fitness Standard and Wellness Program for ECUPD officers.
- Continue to research, identify and implement an acceptable body camera for ECUPD in 2017.
- Execute multi-year training and exercise plan. Conduct various departmental table-top exercises and a full-scale emergency operations exercise with EH&S and others in 2017.
- Continue to identify and systematically train/update ECU Departments in Run/Hide/Fight response to armed intruder.
- Identify, purchase and implement a virtual EOC solution and train/drill staff
- Identify storm shelter locations in academic buildings.
- Continue to develop and implement a new mutual aid agreement with Greenville PD by fall 2017.
- Collaborate with Facilities Services to decommission select chemical fume hoods and other laboratory ventilation systems to help meet energy conservation goals. Targeted systems will include those that are currently not in use or in areas with multiple/duplicate systems.
- Decrease OSHA lost work day cases by 10% through emphasis on Return-to-Work initiatives with Facilities Services. Continue to decrease workers' compensation costs and recordable injuries by 10% through targeted job analysis, training, supervisor engagement, accident investigations and follow-up.
- Implement Crime Mapping to assist with predictive analysis and resource deployment.
- Utilize National Safety Council's Safe Community accreditation as a framework and a measure for achieving the university goal of becoming a national model for campus safety and the safest campus in the UNC system.
- Expand ECU Police strategic planning process to include all campus safety units in creating a 5-year strategic plan for campus safety.
- Conduct personnel deployment study and review camera placement, use and staffing.
- Initiate design of new facility to house ECU Police, Emergency Operations Center, Environmental Health & Campus Safety, Security Technology and Parking & Transportation Services.
- Continue to collaborate with Student Affairs on alcohol/drug programs and off-campus safety.
- Finalize camera recording system upgrade. Evaluate cameras and develop multi-year upgrade plan with budget.
- Assess exterior lighting and develop master plan with Campus Operations.
- Implement measures to comply with revisions to the Resource Conservation and Recovery Act's (RCRA) hazardous waste generator regulatory program. The final rule includes over 60 changes with impacts that include, but are not limited to, labeling, notification and emergency response requirements. Measures will include employee training and a courtesy inspection by NCDEQ.
- Implement measures to comply with revisions to the OSHA General Industry Walking/Working Surface and Fall Protection Standards. Impacts include, but are not limited to, ladder safety, fixed ladders, and fall protection systems. Employee education/training will be included as a program component.

Safety Fund Account (Recurring)
FY 2016-2017

Balance as of 7-1-2016		\$365,000.00
COOP Software - Kualii	\$11,000.00	
ECU LiveSafe Safety App	\$24,000.00	
Emergency Phones – 10 th Street (\$70k FY17/18)	\$50,000.00	
Classroom Door Locks	\$4,000.00	
Marketing - Safety	\$2,400.00	
Social Sentinel	\$14,000.00	
Cameras	\$5,000.00	
ECUPD Training – Fair and Impartial Policing	\$17,500.00	
Emergency Phone Supplies	\$9,000.00	
Card Access – SciTech, Speight, Jenkins, Messick	\$140,000.00	
Card Access – controllers (Bldg 198, 165, Belk)	\$15,000.00	
Security Upgrade - Christenbury	\$10,000.00	
ECUPD laptop upgrade (5 x \$3,000)	\$15,000.00	
In-car cameras (4 x \$5000 ea)	\$20,000.00	
Training/Drills - Emergency Mgmt (\$30K FY17/18)	\$19,000.00	
Rapid Flashing Beacons – 9 th /Cotanche, Boundary	\$12,000.00	
		\$367,900
Ending Balance		(\$2,900.00)

NOTE: Chief of Police Search - \$20,000 consultant fee from ECUPD

OHIO STATE UNIVERSITY ATTACK - ECU PREPAREDNESS REVIEW

In response to the attack at Ohio State University on November 28, 2016, Environmental Health & Campus Safety sent an ECU Alert to campus as a reminder of university armed intruder procedures and training materials available online with additional assistance available upon request. The associate vice chancellor for Environmental Health & Campus Safety led a meeting with key staff from News Services, Student Affairs, ECU Police and Emergency Management to review the incident and determine areas for improvement. Brent Herron, associate vice president for safety and emergency services at UNC-General Administration, also requested information on training and preparedness efforts from the UNC campuses for presentation to the legislature. The following is a summary of that information.

ECU ALERT Sent November 30, 2016

TEXT:

Following OSU attack on 11/28, campus officials would like to provide an overview of ECU's preparedness efforts, procedures, and resources. See ecu.edu/oehs.

Actual ECU ALERT Email Sent to 48,000 users

From: ECU Alert [mailto:ecu@getrave.com]
Sent: Wednesday, November 30, 2016 4:04 PM
To: ECU Alert
Subject: ECU Response to Ohio State University Attack

To the University Community:

Following the Ohio State University attack on November 28th, campus safety officials would like to provide a brief summary of ECU's preparedness efforts and steps you should take to become better prepared. Review and discuss the emergency instructions in staff and faculty meetings, residence hall safety meetings, and other groups as appropriate. Please contact ECU Police Community Affairs unit at 328-6787 with any questions.

Let's continue our collective efforts and turn fear and concern into meaningful action through increased education, training, and preparedness. Be INFORMED. Be PREPARED. Be SAFE.

Please see www.ecu.edu/oehs/emergency/ECU-Response.cfm to review preparedness efforts, emergency instructions, and campus resources.

If you wish to stop receiving ECU Alert text and email messages, please respond to this email with STOP or UNSUBSCRIBE. If you only wish to stop the text messages, please respond to the last ECU Alert text with STOP (do not include signature or punctuation).

Meeting on December 8, 2016

Attendees: News Services – Jamie Smith; Student Affairs - Chris Stansbury, Aaron Lucier, ECU Police – Interim Chief Jason Sugg and Lt. Chris Sutton; EHCS – Bill Koch and Lauren Mink

Discussion: Environmental Health & Campus Safety decided prior to the start of the fall semester to emphasize armed intruder training across all campus units using a systematic approach and to continue to transition from the term “lockdown” to Run/Hide/Fight.

- **Standard Procedure and Language:** The Run/Hide/Fight procedure was discussed and the group agreed we should standardize to this terminology, as outlined in the recent ECU Alert sent to campus and the emergency instructions listed under “lockdown” in the LiveSafe app. EHCS began last year to move the campus from “lockdown” to the Run/Hide/Fight standard in all messaging. The “Shots Fired” video has been used to train the campus community for years and teaches the Run/Hide/Fight procedure.
- **Training:** ECU Police will review their training materials and informational pamphlets to standardize language and implement a systematic approach to provide training in every residence hall and department. ECU Police will schedule a training session on Run/Hide/Fight and LiveSafe for the Student Affairs Executive Council and Student Recreation and Wellness staff in January.
- **Drills and Exercises:** May utilize full-scale exercise to include some students as drill participants. During full-scale exercise or ECU Alert test, enlist departments and other groups to complete tabletop or brief discussion as part of classroom, faculty/staff meeting or individual review.
- **Communications and Marketing:** Chris Stansbury discussed a plan to use pieces of the ECU Alert information as part of a social media blitz starting in spring semester. The video created by News Services during the ECU Police ALERRT drill will be reviewed and updated with LiveSafe and other pertinent information to become a training video for campus.
- **Website:** EHCS established a website to assist in the communication to campus following the OSU incident. ECU Police have videos and training materials on their website. Websites should be standardized and coordinated.

ECU Police Preparedness Overview

- ECUPD conducted ALERRT training for all of its officer this summer (August 2016), sending officers through an 8 hour re-trainer for active shooter response
- ECUPD, ECU partners, and Vidant Hospital partners conducted an active shooter drill at one of ECU’s medical clinics (Moye 1) in August
- ECU conducts monthly tests of its ALERT notification system (email and text), which includes EVERYONE who is authorized to send out ALERT messages.
- ECU conducts full tests of all of its emergency notification systems at least annually (in August), including email & text, loud speakers, VOIP phones, computer screens, scrolling monitors. There are usually 2-3 tests conducted over the weekend.
- ECU is currently working with a consultant to plan and coordinate a tabletop exercise and full-scale drill in 2017.
- ECUPD is going to conduct its second Basic Patrol Rifle Course for 2016 in December for its officers, which is a 24 hour course being taught by ECU firearms instructors through Pitt Community College.
- ECUPD Community Affairs Division continues to conduct emergency response/active shooter training for campus departments and is currently making rounds to ensure everyone is trained.

- ECU also uses the “RUN HIDE FIGHT” concept that OSU uses and was widely discussed on media outlets. We also use the following to educate the community on how to respond:
 - Students are trained in RUN HIDE FIGHT during orientation, and during courses taken their freshmen year with follow up in-person trainings in residence halls and other scheduled presentations. These training session are included in the COAD 1000 and HLTH 1000 courses.
 - The campus community can also download ECU’s LiveSafe app for smartphones (iOS and Android), which is another resource for information on what to do.
 - We also conduct staff, faculty, and student training using the “Shots Fired” video, which can be found on the Police Department webpage at <http://www.ecu.edu/cs-admin/police/Police-Department-Crime-Prevention-Videos.cfm>. This video provides excellent information on how to respond to an active shooter (or related) event and goes hand-in-hand with the RUN. HIDE. FIGHT. concept.

Campus Preparedness Efforts

2016 Training

- 2016 tabletop exercise: Emergency Relocation of Dispatch Center
- 2016 SkyWarn Storm Spotter Training
- 2016 tabletop exercise: Continuity of Operations – Hurricane
- 2016 tabletop exercise: ROTC Active Shooter & Emergency Response
- 2016 ECU Police advanced law enforcement rapid response training (ALERRT)
- 2016 Crisis Policy Team Training: Emergency Management Overview & Active Shooter Tabletop
- 2016 Functional Exercise: Operation I-Rate – Health Sciences Campus, Moyer 1 Building
- 2016 Office of Faculty Excellence/College of Nursing Run-Hide-Fight / LiveSafe Training

Other – Annual Trainings re: Active Assailants

- New Employee / Faculty Orientation – Shots Fired
- Freshman / Transfer Orientation – Shots Fired
- Residential Assistant & Coordinators Training – Shots Fired
- ECU Police Community Affairs – conducts training as requested
- ECU Facilities Quarterly Training – Run-Hide-Fight / LiveSafe
- EH&S Faculty Welfare Committee Safety Emails

Active Assailant Drills/Training

- 2009 Tabletop Exercise: Operation Purple Haze
- 2009 ECU Police Rapid Deployment Training
- 2010 Full Scale Exercise: Operation Purple Haze – Clement Hall
- 2010 ECU Police Rapid Deployment Training

- 2011 Emergency Operations Center Training: Emergency Management Overview & Active Shooter Tabletop Exercise
- 2011 Full Scale Exercise: Operation Spy Glass – Health Sciences, Allied Health Building
- 2011 ECU Police Rapid Deployment Training
- 2012 ECU Police Rapid Deployment Training
- 2013 ECU Police Rapid Deployment Training
- 2014 Functional Exercise: Operation Marco Polo – ECU Women’s Clinic
- 2014 ECU Police ALERRT Training
- 2015 ECU Police ALERRT Training
- 2016 Tabletop Exercise: ROTC Active Shooter & Emergency Response
- 2016 ECU Police ALERRT Training
- 2016 Crisis Policy Team Training: ICS Overview & Active Shooter tabletop exercise
- 2016 Functional Exercise: Operation I-Rate – Health Sciences Moye I clinic
- 2016 Office of Faculty Excellence/College of Nursing Run-Hide-Fight / LiveSafe Training

2017 Anticipated Drills / Training

- 2017 Tabletop Exercise: Continuity of Operations for Mission Critical Units – building fire
- 2017 Tabletop Exercise: Pitt County Emergency Management – Mass Casualty Incident
- 2017 Tabletop Exercise: Hurricane Zephyr
- 2017 Crisis Policy Team Training: Emergency Management Overview & tabletop exercise – TBD
- 2017 Functional Exercise: Hurricane Zephyr
- 2017 Tabletop/Functional Exercise: Active Shooter/Mass Casualty Incident – TBD

Real-World Active Assailant Events

- 2011 “Gunbrella” Incident – Lockdown

ECU Alert (ENS) Tests

- Internal practice completed by broadcasters monthly (quarterly at minimum)
- Full-Scale test at least annually, switching to twice annually (fall/spring) in 2017
- Considering implementing campus-wide tabletop exercise during ECU Alert test in 2017
- Individual methods tested by EH&S/ITCS at least annually

OneCard Access Control

- Residence Halls – locked 24/7 with key fob access only for external entrances
- Classrooms – All general use classrooms (110) have locking mechanism; working on auditorium style and lab-type classrooms (210) now; final phase will be departmentally-owned classrooms, chemical labs and computer labs
- General Academic / Administrative – 45% can be remotely locked down with card access system

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Campus Operations Bill Bagnell
Agenda Item	II.H.
Item Description	Capital Projects Update
Comments	N/A
Action Requested	Information
Disposition	
Notes	

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Campus Operations Bill Bagnell
Agenda Item	II.I.
Item Description	Designer Selection Recommendations Approval Summary
Comments	N/A
Action Requested	Information
Disposition	
Notes	

Designer Actions, Recommendations and Selection Approvals

1. Replace Steam and Condensate at College Hill Area

September 15, 2016	Advertisement
December 15, 2016	Pre-Selection Committee Recommendation
December 21, 2016	Approval of Committee Recommendation
FIRM SELECTED:	Wiley/Wilson, Lynchburg, VA

2. Brody School of Medicine Replace and Refurbish South A&B Elevators

September 22, 2016	Advertisement
December 20, 2016	Pre-Selection Committee Recommendation
December 21, 2016	Approval of Committee Recommendation
FIRM SELECTED:	Kirwan Architecture, Raleigh, NC

3. Mapping and Geographic Information System

November 23, 2016	Advertisement
January 23, 2017	Pre-Selection Committee Recommendation
January 26, 2017	Approval of Committee Recommendation
FIRM SELECTED:	Rochester NC, Incorporated, Gainesville, GA



East Carolina University

Tomorrow starts here.

Facilities Engineering
and Architectural Services
Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor
Administration and Finance

Approved: R. Niswander
Date: 12/21/16

FROM: John G. Fields, PE JG Fields
Director

DATE: December 15, 2016

SUBJ: Designer Selection Recommendation
Replace Steam & Condensate at College Hill Area
Code: 41536 Item: 308

On November 29, 2016, the designer pre-selection committee for the above referenced project conducted interviews with four (4) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Robert Still and John Fields of Facilities Engineering & Architectural Services and Mike Deyoc and Paul Carlson of Facilities Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Wiley|Wilson being the top recommended firm.

Wiley Wilson	Lynchburg, VA
Dewberry Engineers, Inc.	Raleigh, NC
Affiliated Engineers, Inc.	Chapel Hill, NC
RMF Engineering, Inc.	Raleigh, NC

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Wiley|Wilson, is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Designer Advertisement Memo
cc: William Bagnell
Pre-selection Committee Members



East Carolina University


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Facilities Engineering
and Architectural Services
Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE 
Director

DATE: September 15, 2016

SUBJECT: Replacement Steam & Condensate at College Hill Area

East Carolina University is requesting proposals from qualified design firms for the subject project. Detailed project information is as follows below.

This project consists of replacement of existing steam distribution piping & steam manholes on Main Campus at East Carolina University. The specific area of campus is the College Hill Area along the Todd Dining Service Drive. The existing steam distribution system is a combination of "Arch tile Conduit" type with insulated steam and non-insulated condensate and some failed pre-insulated, direct buried Steam & Condensate. Portions of these systems are abandoned (isolated from service) and some portions are assumed to contain asbestos, which will require remediation. Steam service to existing facilities shall be maintained while replacement takes place. Existing steam facilities shall be removed after new lines are operational. Temporary steam lines may be required along with additional isolation valves to facilitate new line installation.

The proposed replacement steam distribution system is a class A type pre-insulated piping system with an HDPE protected, foam insulated, steel outer jacket.

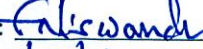
The ECU project manager for this project is Robert Still. Interested firms should submit three (3) copies of your letter of interest and current SF330 to the ECU project manager at the address below by September 30, 2016.


Robert Still
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system, designers are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the ECU Project Manager. The use of fax or email is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for Historically Underutilized Businesses (HUB).

Thank you for your interest in East Carolina University.

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor
Administration & Finance
Approved: 
Date: 12/21/16

FROM: John G Fields, PE - Director


DATE: December 20, 2016

SUBJ: Designer Selection Recommendation
BSOM Replace & Refurbish South A&B Elevators
Code: 41536 Item: 330

On December 7, 2016, the designer pre-selection committee for the above referenced project conducted interviews with four (4) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Mr. Mike Rowe, HSC Facility Services; Mr. Linwood Hines, Life Safety Supervisor; Mr. L.L. Everett, Facilities Engineering & Architectural Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Kirwan Architecture being the top recommended firm.

Kirwan Architecture-Raleigh NC
RND Architects – Durham NC
The Wooten Company – Raleigh NC

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Kirwan Architecture, is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Interested Designer Memo
cc: William Bagnell
Pre-selection Committee Members



East Carolina University


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Facilities Engineering
and Architectural Services
Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE 
Director

DATE: September 22, 2016

SUBJECT: Replace Refurbish South A&B Elevators-Brody Building
Code: 41536 Item: 330

Renovation of two 10-stop traction elevators. Project includes replacement of machine, governor, motion/motor/operation controller, door operator, door hangers, rollers/related door equipment, interlocks, car operating panel, signal fixtures, car safeties, car and counterweight buffers and refurbishing car interiors.

Interested firms should submit three (3) copies of your letter of interest and three (3) copies of your current SF330 to the following address by October 7, 2016:

John G. Fields, PE
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system, designers are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the attention of this office. The use of fax is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for Historically Underutilized Businesses.

Thank you for your interest in East Carolina University.



East Carolina University

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Facilities Engineering
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Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor
Administration and Finance

FROM: John G. Fields, PE
Director

DATE: January 23, 2017

SUBJ: Designer Selection Recommendation
Project: Mapping and Geographic Information System

Approved: R. Niswander
Date: 1/26/17

On January 23, 2017, the designer pre-selection committee for the above referenced project conducted interviews with three (3) firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Ricky Hill, John Gill, Azad Atashi, Main Campus Facilities Services; Griffin Avin, Health Sciences Campus Facilities Services; Bill Bagnell, Campus Operations; Bill Chatfield, and John Fields, Facilities Engineering & Architectural Services.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with Rochester NC, Inc. being the top recommended firm.

Rochester NC, Inc.
CDM Smith
Timmons Group

Gainesville, GA
Raleigh, NC
Richmond, VA

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Rochester NC, Inc., is requested.

If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Interested Designer Memo
cc: William Bagnell
Pre-selection Committee Members



East Carolina University


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Facilities Engineering
and Architectural Services
Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Consultant Firms

FROM: John G. Fields, PE 
Director

DATE: November 23, 2016

SUBJECT: Mapping & Geographic Information System
Request for Qualifications

East Carolina University (ECU) is seeking the services of experienced Engineering consulting firms with Mapping & Geographic Information System (GIS) capabilities to conduct and implement a comprehensive Mapping and Geographic Information System program for our several campus locations.

ECU is the third largest institution in the University of North Carolina System serving 29,000 students across the State. ECU campus locations include the Main Campus, Health Science Campus and West Research Campus located in Greenville; the Coastal Studies Institute located in Manteo; eight School of Dental Medicine Community Service Learning Centers located across the State.

The specific requirements of this Request for Qualifications are contained in Attachment A, included herein.

Interested firms should submit four (4) copies of their proposal (limiting length to 20 single side or 10 double side pages) with a current SF330 form to John Gill at the address listed below by December 16, 2016.

John Gill, PLA, ASLA
East Carolina University
1001 East Fourth Street
Greenville, NC 27858

gillj@ecu.edu

In accordance with our qualifications-based selection system, consulting firms are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the attention of John Gill, PLA, ASLA. The use of email is highly recommended. East Carolina University encourages participation by MWBE firms and supports the UNC system policy of ensuring and promoting opportunities for Historically Underutilized Businesses.

Thanks for your interest in East Carolina University.

Enclosure: Attachment A

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Human Resources Melissa Bard
Agenda Item	II.J.
Item Description	FY2015-2016 Annual Human Resources Report
Comments	N/A
Action Requested	Action
Disposition	
Notes	

East Carolina University

Disclosure on Faculty Salary Ranges

ECU's Division of Academic Affairs uses CUPA data to create salary ranges. The UNC-GA established list of peer institutions is used to determine the 80th percentile median and the range from 40% below to 40% above the 80th percentile except when such comparisons are not available. In these cases, the 80th percentile of the public research and doctorate institutions are customarily used.

ECU's Division of Health Sciences uses salary survey results for each specialty when establishing faculty salaries. For example, the Division uses the American Association of Medical Colleges and Schools (AAMC) for faculty salaries in the Brody School of Medicine, and the American Dental Education Association (ADEA) for faculty salaries in the School of Dental Medicine. When using AAMC or ADEA data, the Division typically uses the 25th percentile as the minimum and 75th percentile as the maximum.

EHRA Recruitment Compliance Review Process Regulation - Interim

Version 2 (Current Version)

Policy	REG06.05.01
Title	EHRA Recruitment Compliance Review Process Regulation
Category	Human Resources
Sub-category	Appointment, Recruitment, Hiring
Authority	Chancellor
History	Revised July 26, 2016 (Previously revised March 2014, 10/15/2004, 10/15/07, 3/21/2007, 3/1/2008)
Contact	Associate Provost for Equity and Diversity, Office for Equity and Diversity, Phone: 252-328-6804 Director for Employment and Clinical Support Services, Department of Human Resources, Phone: 252-328-9897 Director of Immigration Services, Phone 737-4769 [for U.S. Department of Labor (DOL) recruitment requirements guidance]
Related Policies	ECU Equal Employment Opportunity Plan Notice of Nondiscrimination and Affirmative Action Policy EHRA Recruitment Compliance Review Process Standard Operating Practice ECU Faculty Criminal Background Check Policy and Procedures ECU Criminal Background Checks for SPA/CSS and SAAO/Non-faculty EPA Employees UNC Policy Manual, Employment of Related Persons (Anti-Nepotism) Policy UNC Policy Manual, Regulation on Recruitment of Employees from Other Campuses within the University of North Carolina Code of the University of North Carolina, Section 103
Additional References	Executive Order 11246, as amended Title 41: Public Contracts and Property Management, CFR Part 60-1 Obligations of Contractors and Subcontractors Title 41 CFR Part 60-2 Affirmative Action Programs Title 41 CFR Part 60-741 Affirmative Action and Nondiscrimination Obligations of Federal Contractors and Subcontractors Regarding Individuals with Disabilities Title 41 CFR Part 60-300 Affirmative Action and Nondiscrimination Obligations of Federal Contractors and Subcontractors Regarding Disabled Veterans, Recently Separated Veterans, Active Duty Wartime or Campaign Badge Veterans, and Armed Forces Service Medal Veterans Faculty Spousal and Domestic Partner Hire SOP Recruitment resources and strategies for affirmative recruitment ECU Faculty Manual, Part IX, Section IV UNC Records Retention General Schedule

1. Introduction

Described in this Regulation are recruitment, outreach and record keeping requirements necessary to fill any position classified as exempt from the State Human Resources Act (EHRA, formerly referred to as EPA) including faculty and non-faculty EHRA positions (and excluding Clinical Support Services positions). The purpose of this Regulation is to ensure compliance with Equal Employment Opportunity/Affirmative Action laws and policies and to provide consistency in the recruitment and selection process across the University.

2. Covered Positions

This Regulation applies to hiring for any EHRA position, including positions filled from within or outside the University (i.e., both internal searches and external searches), regardless of whether it is full-time or part-time, permanent or short-term. Such positions include EHRA senior academic and administrative officer (SAAO) positions (i.e., Vice Chancellors, Assistant Vice Chancellors, Deans, Assistant Deans, etc.); EHRA non-faculty instructional, research, and public service positions (i.e., Directors, Academic Advisors, Counselors, Program Specialists, etc.); and EHRA faculty

positions including fixed-term, probationary term (tenure track), and tenured.[The Department of Human Resources and the appropriate Division Office should be consulted prior to changes in a position's or individual's responsibilities (i.e. reclassifications, title changes, promotions, and reassignments, etc.).]This Regulation does not cover Clinical Support Services (CSS) positions.

3. Recruitment Requirements

3.1 Recruitment procedures and applicable exceptions are provided by the Standard Operating Practice (SOP) implementing this Regulation. Specifically, the EHRA Recruitment Compliance Review Process SOP, found at <http://www.ecu.edu/cs-acad/oed/policies.cfm>, must be followed in order to fill all EHRA positions lasting more than three days, except for some limited circumstances as provided in the SOP and based on the following exceptions, as permitted by applicable law:

3.1.1 Positions filled from within the University where no applicant external to the University has been considered for the position and hiring is made in compliance with the requirements found in the SOP; and

3.1.2 Positions at the director level or higher, with managerial roles, that(a) supervise two or more staff; (b) have the authority to hire, fire or promote employees or provide recommendations for those actions; and (c) exercise discretionary powers with department or University-wide policy making/decision authority (e.g., SAAO's).

Additional information regarding these exceptions may be found in the implementing SOP. Information about the process for hiring employees into positions with a duration of three days or less may be obtained from the appropriate Division Office or the Department of Human Resources.

3.2 Only the Associate Provost for Equity and Diversity or the Chancellor have authority to waive EHRA recruitment requirements.

3.3 In order to comply with federal equal opportunity laws, search committees and hiring authorities must strategically plan how the position will be advertised to best ensure recruitment/outreach efforts will generate a well-populated, diverse pool of qualified applicants (including females, racial/ethnic minorities, veterans and individuals with a disability) and ensure those efforts are documented in accordance with the SOP implementing this Regulation. Use of search firms is addressed in the SOP.

3.4 The implementing SOP is subject to periodic updates. Any such revisions will be conducted in consultation with the Office of University Counsel.

4. Nondiscrimination

4.1 All selection decisions must meet the nondiscriminatory requirements as stated in the University's Notice of Nondiscrimination and Affirmative Action Policy and Equal Employment Opportunity Plan. Standards and criteria must be objective, job-related and consistent with business necessity. Position descriptions and qualifications may not include biased or unlawful discriminatory language based on any of the University's protected classes as outlined in the ECU Notice of Nondiscrimination and Affirmative Action Policy. Units with positions that will require medical examinations or medical questionnaires as a contingency of employment must consult with the OED at the initiation of the search process to ensure compliance with applicable provisions regarding medical examinations and questionnaires and confidentiality of such information.

5. Recruitment Record Keeping Requirements

5.1 Units are required by law to maintain all documentation of their efforts to implement equal opportunity recruitment procedures for all EHRA positions. Search files (or selection files if no search required) must contain all search or selection materials, as appropriate, and be retained by the hiring department pursuant to the University's record retention schedule. Units that have received notice that a complaint of discrimination has been filed must maintain all relevant search and personnel records, including but not limited to related emails, until at least one year after final disposition of the complaint or, if requested by the Office of University Counsel, a longer period as so requested.

5.2 Requests for accommodations and/or any medical records or information about an applicant must be kept separate from any other personnel information and maintained in a confidential medical personnel file separate from the search file.

6. Implementing Rulemaking Authority

The Associate Provost for Equity and Diversity has the authority to issue and shall be responsible for approving and implementing University wide rules and/or standard operating practices necessary to carry out the requirements of this Regulation.



Title: EHRA Recruitment Compliance Review Process Interim Standard Operating Practice

PRR General Subject Matter: recruitment of employees; hiring; EEO; EHRA; search committees

Authority: Associate Provost for Equity and Diversity

History: Revised effective December 14, 2016 (Previously revised 3/1/2016, 10/23/2014, 5/20/2014 and effective 7/1/2014, 10/15/2004, 10/15/07, 3/21/2007, 3/1/2008)

Related Policies: Equal Employment Opportunity (EEO) Plan, <http://www.ecu.edu/cs-acad/oed/policies.cfm>

Notice of Nondiscrimination and Affirmative Action Policy, <http://www.ecu.edu/prr/05/25/02>

EHRA Recruitment Compliance Review Process Regulation, <http://www.ecu.edu/PRR/06/05/01>

ECU Faculty Criminal Background Check Policy and Procedures, http://www.ecu.edu/cs-admin/HumanResources/upload/Criminal_Background_Check_Policy_for_Faculty2013.pdf

ECU Criminal Background Checks for SPA/CSS and SAAO/Non-faculty EPA Employees, http://www.ecu.edu/cs-admin/HumanResources/upload/Criminal_Background_Check_Policy_for_SPA_CSS_and_SAAO_Non-faculty_EPA2013-2.pdf

UNC Policy Manual, Employment of Related Persons (Anti-Nepotism) Policy (300.4.2), <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=328&added=1>

UNC Policy Manual, Regulation on Recruitment of Employees from Other Campuses Within The University of North Carolina (300.2.7[R]), <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=285&added=1>

UNC Policy Manual, Regulation on Recruitment of Employees from Other Campuses Within The University of North Carolina (300.2.7[R]), <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=285&added=1>

Code of the University of North Carolina, Section 103,

<http://www.northcarolina.edu/policy/index.php?pg=vs&id=s4408>

Additional References:

Executive Order 11246, as amended, <http://www.dol.gov/ofccp/regs/statutes/eo11246.htm>

Title 41: Public Contracts and Property Management, CFR Part 60-1 Obligations of Contractors and Subcontractors, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title41/41cfr60-1_main_02.tpl

Title 41 CFR Part 60-2 Affirmative Action Programs, http://www.ecfr.gov/cgi-bin/text-idx?SID=3977069cc5f9dc32c3f3b2d0e8b220d7&mc=true&node=pt41.1.60_62&rgn=div5

Title 41 CFR Part 60-741 Affirmative Action and Nondiscrimination Obligations of Federal Contractors and Subcontractors Regarding Individuals with Disabilities, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title41/41cfr60-741_main_02.tpl

Title 41 CFR Part 60-300 Affirmative Action and Nondiscrimination Obligations of Federal Contractors and Subcontractors Regarding Disabled Veterans, Recently Separated Veterans, Active Duty Wartime or Campaign Badge Veterans, and Armed Forces Service Medal Veterans, http://www.ecfr.gov/cgi-bin/text-idx?SID=e5056c5b171070d6667541b31ab81589&mc=true&node=pt41.1.60_6300&rgn=div5

Faculty Spousal and Domestic Partner Hire SOP, http://www.ecu.edu/cs-acad/oed/upload/Faculty-Spousal-Domestic-Partner-Hiring-SOP_revised-April-17-2013.pdf

Recruitment resources and strategies for affirmative recruitment, OED website, www.ecu.edu/oed

ECU *Faculty Manual*, Part IX, Section I, Subsection IV,

<http://www.ecu.edu/fsonline/customcf/currentfacultymanual/manual.pdf>

UNC Records Retention General Schedule, <http://www.ecu.edu/cs-lib/archives/uncgsintro.cfm>

Contact Information:

Associate Provost for Equity and Diversity, Office for Equity and Diversity, Phone: 252-328-6804

Director for Employment and Clinical Support Services, Department of Human Resources, Phone: 252-328-9897

Please contact the appropriate Division Office for division-specific protocols, including any College-level or Unit-level required approvals.

Director of Immigration Services, Phone: 252-737-4769 [for U.S. Department of Labor (DOL) recruitment requirements guidance]

1. Introduction

Described in this Standard Operating Practice (SOP) are the necessary steps to completing a selection process to fill any position classified as exempt from the State Human Resources Act (EHRA, formerly referred to as EPA), as outlined in Section 2, including faculty and non-faculty EHRA positions (and excluding Clinical Support Services positions). These guidelines were developed to ensure compliance with Equal Employment Opportunity/Affirmative Action laws and policies and to provide consistency in the recruitment and selection process across the University. The Office for Equity and Diversity (“OED”) also seeks to provide the framework and technical guidance to ensure a successful, well-planned recruitment and selection process. This SOP is guided by the requirements provided in the EHRA Recruitment Compliance Review Process Regulation.

2. Covered Positions

This SOP applies to hiring for any EHRA position, including positions filled from within or outside the University (i.e., both internal searches and external searches), regardless of whether it is full-time or part-time, permanent or short-term. Such positions include EHRA senior academic and administrative officer (SAAO) positions (i.e., Vice Chancellors, Assistant Vice Chancellors, Deans, Assistant Deans, etc.); EHRA non-faculty instructional, research, and public service positions (i.e., Directors, Academic Advisors, Counselors, Program Specialists, etc.); and EHRA faculty positions including fixed-term, probationary term (tenure track), and tenured. [The Department of Human Resources (“HR”) and the appropriate Division Office should be consulted prior to changes in a position’s or individual’s responsibilities (i.e. reclassifications, title changes, promotions, and reassignments, etc.).] This SOP does not cover Clinical Support Services (CSS) positions.

3. Procedures to be Followed

3.1. EHRA employees are expected to be identified through a search process that includes appropriate recruitment efforts to generate a well-populated, diverse pool of qualified applicants. In most cases, the University's policies and procedures permit sufficient time to conduct a search in order to fill a position. All selection decisions must meet the nondiscriminatory requirements as stated in the University's Notice of Nondiscrimination and Affirmative Action Policy and Equal Employment Opportunity Plan. In addition to the procedures outlined below, any selection decisions for faculty positions should refer to the ECU *Faculty Manual*.

3.2. Modified EHRA Recruitment Procedures and applicable exceptions, outlined in Section 4, must be followed for requests to fill the following: (1) any EHRA position in which the appointment's duration will be greater than three days and in which the FTE will be less than .75; (2) any EHRA position in which the appointment's duration will be greater than three days but less than 190 calendar days, regardless of FTE ("short-term"); or (3) Fellow positions. Allowable situations in which Modified recruitment is not required, including the related required approval process, is outlined in Section 3.4.

3.3. Standard EHRA Recruitment Procedures and applicable exceptions, outlined in Section 5, must be followed for requests to fill any EHRA position in which the appointment's duration will be 190 or more calendar days and FTE of .75 or greater, except Fellow positions as stipulated in Section 3.2. Allowable situations in which Standard recruitment is not required, including the related required approval process, is outlined in Section 3.4.

3.4. Situations in Which No Search or Special Permission Request is Required

3.4.1. Positions in which the appointment period is three days or less do not require posting. No search or special permission request is required.

3.4.2. Recruitment is not required to fill EHRA positions in which the appointment's duration is greater than three days in the following situations.

3.4.2.1. Positions filled from within the University where no applicant external to the University has been considered for the position:

3.4.2.1.1. Subsequent appointment (i.e., extensions) for fixed-term or stated definite term appointments who remain continuously employed in a comparable position, with the same minimum requirements, within the same department (Continuous employment means employed with no break other than summer. Any break of one semester or more [unless the break is due to an approved leave such as FSIL, FMLA, etc.] requires a new search.)

3.4.2.1.2. Employees performing additional EHRA duties (i.e., Teaching Overload appointments) (excludes interim assignments, reclassifications, title changes, promotions, and reassignments)

3.4.2.1.3. Former employees being placed in a short-term EHRA position following reduction-in-force/discontinuation within twenty-four (24) months of a previous appointment

3.4.2.2. Positions filled with retirees or other employees returning to a comparable position within the same department at the University within twenty-four (24) months of the end date of a previous appointment, as follows:

3.4.2.2.1 appointment's duration will be greater than three days and in which the FTE will be less than .75, and/or

3.4.2.2.2 appointment's duration will be greater than three days but less than 190 calendar days, regardless of FTE

3.4.2.3. Executive and senior management (SAAO) employees being placed in a short-term position

3.4.2.4. Positions with zero-based salary and zero-based FTE (i.e., volunteers)

3.4.3. Approvals: The appropriate Division Office is the final approver for requests to fill positions subject to Section 3.4., and these requests are not submitted to HR or the OED. Units should submit to the Division Office a request and justification as required by the Division Office. The request must be approved by the Division Office prior to offering the position to a candidate.

4. Modified EHRA Recruitment Procedures

4.1. Provisions

4.1.1. Posting Period: Positions will, by default, be posted for seven (7) calendar days unless the hiring department specifies a different posting period on the Advertising tab of the Requisition; however, positions must be posted for a minimum of three (3) calendar days.

4.1.2. Recruitment Plan: HR will post positions approved by the Division Office, HR, and the OED for modified recruitment (1) on the ECU Jobs website and (2) with the local and/or state Department of Commerce's Division of Employment Security (formerly the employment security commission). Units are encouraged to use additional methods of outreach and recruitment to attract a well-populated, diverse pool of qualified applicants including, but not limited to, all recruitment sites provided free of charge to units. Using an external temporary placement service fulfills this posting requirement if the temporary placement service provides the information to the local and/or state Department of Commerce's Division of Employment Security in any manner that allows that agency to provide priority referral of protected veterans; however, Units must maintain documentation to confirm that it submitted its job posting to the temporary placement service and the temporary placement service listed the University's job opening with the local and/or state Department of Commerce's Division of Employment Security using a method permitted by that agency (or other agencies that provide a similar service). Units may contact HR or the OED with any questions about other agencies.

4.1.3. Recruitment Scope: national

4.1.4. Search Committees: not required

4.1.5. Interviews: at least one (1)

4.1.6. Multiple Positions: Multiple positions may be filled from the same posting when the job classification, description and minimum requirements are the same.

4.1.7. Compliance Documentation Required: Requisition and Compliance Report (Screening Report not required)

4.1.8. Employment Documentation: Units should contact the appropriate Division Office for guidance regarding required employment documentation.

4.2. Exceptions to the Modified EHRA Recruitment Procedures

4.2.1. Current Applicant Pool requests may be approved to fill a vacant position with an existing, diverse pool of applicants that resulted from a previous search with the same position classification, description and minimum requirements as the vacant position and was initiated less than one year prior to the Current Applicant Pool request.

4.2.1.1. Justification requirements: the extenuating circumstances necessitating the request

4.2.1.2. Approvals: Requests to use a current applicant pool must be submitted via the PeopleAdmin system and approved by the appropriate Division Office, the OED and HR.

5. Standard EHRA Recruitment Procedures

5.1. Provisions

5.1.1. Posting Period: Faculty positions must be posted for a minimum of thirty (30) calendar days. For non-faculty positions, the minimum is fourteen (14) calendar days. For approved special permission requests for an internal faculty search, the minimum recruitment period is fourteen (14) days. For approved internal searches for a non-faculty position, the minimum recruitment period is seven (7) days.

5.1.2. Recruitment Plan: HR will post positions approved by the appropriate Division Office, HR and the OED for standard recruitment: (1) on the ECU Jobs website, (2) with the local and/or state Department of Commerce's Division of Employment Security (formerly the employment security commission), and (3) with all recruitment sites provided free of charge to units. Units should use additional methods of outreach and recruitment to attract a well-populated, diverse pool of qualified applicants.

5.1.3. Recruitment Scope: national

5.1.4. Search Committees: A minimum of three (3) search committee members is required.

5.1.5. Search Firms: It is permissible to use search firms when conducting a search to fill an EHRA position; however, the OED must be able to obtain adequate information to confirm compliance with its Affirmative Action obligations. In order to fulfill this requirement, search firms must require that all applicants complete a candidate profile in the PeopleAdmin system or the search firm agrees contractually to provide the necessary information to the OED. It will be the responsibility of the hiring department to ensure the search firm is aware of ECU's recruitment and selection procedures as

outlined in the EHRA Recruitment Compliance Review Process Regulation and this SOP. Hiring units will also need to ensure that the required PeopleAdmin documentation is timely submitted/approved via the PeopleAdmin system. The OED Guidance for Use of Search Firms may be found in Section 8.

5.1.6. Interviews: In instances where an adequate pool of applicants who meet the minimum requirements of the position is generated, a minimum of three applicants should be interviewed by the search committee. The method of interview used (phone, videoconference, or campus) must be consistently applied at each phase of interviewing (if multiple interview phases are used).

5.1.7. Multiple Positions: Multiple positions may be filled from the same posting when the job classification, description and minimum requirements are the same.

5.1.8. Compliance Documentation Required: Requisition, Screening Report, Compliance Report

5.1.9. Employment Documentation: Units should contact the appropriate Division Office for guidance regarding required employment documentation.

5.2. Exceptions to the Standard EHRA Recruitment Procedures

There are, on occasion, extenuating circumstances in which hiring authorities may request special permission for an exception to the standard recruitment procedures to adjust the required recruitment period, the scope of the search, or, in very rare situations, to waive recruitment. In these extenuating circumstances, approval may be granted to accommodate the extenuating circumstance. All exceptions must be approved by the appropriate Division Office, the OED and HR. The hiring official must provide a complete, detailed justification and explanation outlining the extenuating circumstances necessitating the request for special permission and a description of the accommodation requested in the Special Permission section in the PeopleAdmin posting record. Examples of special permission exceptions that may be granted and the additional related justification requirements are as follows:

5.2.1 Abbreviated searches may be granted when advertising less than 30 days for faculty positions and less than 14 days for non-faculty positions.

5.2.1.1 Justification requirements: the timing of incidents leading to the need to fill the position quickly

5.2.1.2 Approvals by: the appropriate Division Office, OED and HR

5.2.2 Internal searches may be granted when there is knowledge of strong candidates that are already employed by the University.

5.2.2.1 Justification requirements:

5.2.2.1.1 the unique knowledge and/or qualifications that an internal candidate would have relative to the nature of the position description that justifies the request to narrow the search from national (standard) to internal; and

5.2.2.1.2 consideration of whether the internal search will generate a diverse pool of qualified applicants.

5.2.2.2 Internal postings should include a statement that clearly indicates, "INTERNAL POSTING: Open only to applicants currently employed by East Carolina University".

5.2.2.3 HR will post positions approved for internal recruitment on the ECU Jobs website.

Departments should recruit for approved internal searches by posting as follows:

5.2.2.3.1 in hard copy in the Department and/or Dean/Director's office

5.2.2.3.2 verbal announcement at department, college/school, and/or divisional meetings

5.2.2.3.3 forward to Department listserv (via email)

5.2.2.3.4 forward to campus via ECU Official

5.2.2.4 Approvals by: the appropriate Division Office, OED and HR

5.2.3 Current Applicant Pool requests may be granted to fill a vacant position with an existing, diverse pool of applicants that resulted from a previous search with the same position classification, description and minimum requirements as the vacant position and was initiated less than one year prior to the Current Applicant Pool request.

5.2.3.1 Approvals by: the appropriate Division Office, OED and HR

5.2.4 Waived Searches may be granted in very rare situations to hire an individual without any advertising or recruitment process. Underutilization and related affirmative action goals in the current EEO Plan and diversity will be considered in evaluating requests for waivers.

5.2.4.1 Waivers may be considered in the following extenuating circumstances, including but not limited to:

5.2.4.1.1 Programs of Strength: a stellar candidate with expertise in an area currently underrepresented within the University who is, therefore, expected to strengthen the University's programs

5.2.4.1.2 Chief Executive Officer employment or his/her core staff

5.2.4.1.3 A Principal Investigator, Co-Principal Investigator, or individual named in a grant proposal and funding is contingent upon individuals named serving in the specified capacity

5.2.4.1.4 Spousal or domestic partner hire (approved in accordance with the Faculty Spousal and Domestic Partner Hire SOP)

5.2.4.1.5 High profile coaching positions (i.e., football, basketball, baseball)

5.2.4.2 Justification requirements

5.2.4.2.1 an explanation of how the proposed candidate aligns with the relevant extenuating circumstance provision;

5.2.4.2.2 an evaluation of the proposed candidate's unique qualifications relative to the position description; and

5.2.4.2.3 confirmation that the appropriate Vice Chancellor has approved the waiver request.

5.2.4.3 In the case of a waived search, the proposed candidate of choice must complete a candidate profile in the PeopleAdmin system and a resume/curriculum vitae (and any other application materials required by the Division) must be uploaded before the waiver request will be approved.

5.2.4.4 Approvals by: Hiring authorities requesting to waive recruitment procedures should first discuss their request with the appropriate Division Office and then call the OED to discuss the request before submission of the request via the PeopleAdmin system. The request for waiver must be approved in PeopleAdmin by the appropriate Division

Office, the OED and HR prior to offering the position to a candidate. Only the Associate Provost for Equity and Diversity or the Chancellor have authority to waive EHRA recruitment requirements.

6. Compliance Documentation Requirements

These are the steps required to document compliance when requesting to fill an EHRA position which does not meet one of the situations described in Section 3.4.

6.1. Prior to submitting a request (i.e., Requisition) for recruitment, the hiring department should review the job description to evaluate the current job functions, essential functions, physical requirements, duties, and qualifications and modify as necessary. Standards and criteria must be objective, job-related and consistent with business necessity. Position descriptions and qualifications may not include biased or unlawful discriminatory language based on any of the University's protected classes as outlined in the ECU Notice of Nondiscrimination and Affirmative Action Policy. Units with positions that will require medical examinations or the responses to certain medical questions as a contingency of employment must consult with the OED at the initiation of the search process to ensure compliance with applicable provisions regarding medical examinations and confidentiality of such information. (Modifications to SAAO and EHRA non-faculty position descriptions, if any, will be submitted via a position action form in PeopleAdmin and submitted to the appropriate Division Office and HR for review/approval prior to submitting the Requisition.)

6.2. EHRA Requisition

This is the first official documentation to be completed by a department in the recruitment process and provides documentation about the position as explained in detail below. The OED reviews the Requisition to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation, this SOP and related federal affirmative action and equal opportunity laws. HR reviews the Requisition to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation, this SOP, state and federal labor law, University of North Carolina System policy, ECU policy, and ECU best practices. The Division Office reviews the Requisition to ensure accuracy of all applicable areas.

6.2.1. Prior to advertising the position, the Requisition must be submitted via the PeopleAdmin system and approved by the appropriate Division Office, OED and HR. Information provided on the Requisition will include:

6.2.1.1. Position information, including but not limited to: the position title, department, job description, minimum requirements and any preferred requirements (which must be clearly distinguished), a list of the essential functions specific to the position's responsibilities and physical requirements of the position, and the expected duration of the position if not ongoing.

6.2.1.2. Instructions to the Applicant: outlining what should be included in the application package, notice that application materials should be submitted online via the PeopleAdmin system or directly to the department, and the date on which review of application materials is scheduled to begin (i.e., at least after the minimum required recruitment period). For

position vacancy announcements in journals, publications or other print or online postings, include a link to the PeopleAdmin Jobs website. See also Section 6.2.1.5.1.

6.2.1.3. Recruitment period: the date the search will open and the date on which screening will begin. Positions will be posted “open until filled” while the Unit continues to accept applications until someone is hired. Search committees or hiring authorities may not begin screening applications until after the minimum recruitment period has expired.

6.2.1.4. Recruitment/Outreach plan: Search committees and hiring authorities must strategically plan how the position will be advertised to best ensure recruitment/outreach efforts will generate a well-populated, diverse pool of qualified applicants (including females, racial/ethnic minorities, veterans and individuals with a disability) and ensure those efforts are documented. HR must post all positions approved for external recruitment with the local and/or state Department of Commerce’s Division of Employment Security. The University provides free online recruitment in multiple sources with which HR will also post the position, and the Requisition should indicate the respective category in which the position should be posted for those sources. Units are generally expected to recruit in other venues, particularly those Units recruiting for a position in an EEO Job Group with identified underutilization in the current EEO Plan. Recruitment resources and strategies for affirmative recruitment are available on the OED website and/or by consultation with the OED staff. Units must document in the Requisition all recruitment and outreach efforts it will undertake to generate a well-populated, diverse pool of qualified applicants. [NOTE that any position vacancy announcements coordinated by the Unit should be consistent with or include the same approved posting information and a link to the ECU Jobs website. Units wishing to post an abbreviated version of their approved job posting in other venues should first seek approval from the appropriate Division Office, HR and the OED.]

6.2.1.5. Required Phrases: The PeopleAdmin posting automatically includes the required phrases; however, units must ensure that any postings in additional venues managed by the Unit include the following:

6.2.1.5.1. Standard Instructions to Applicant: “Applicants must complete a candidate profile online via the PeopleAdmin system. In addition, applicants must submit the documents requested in order to be considered for the position.”.

6.2.1.6. Recommended Diversity Inclusive Language: As a best practice, diversity-sensitive language may also be used, such as (1) “The department seeks to attract a culturally and academically diverse faculty of the highest caliber skilled in the scholarship of research, teaching, leadership, clinical supervision, and the application of knowledge.”; or (2) “East Carolina University seeks to create an environment that fosters the recruitment and retention of a more diverse student body, faculty, staff and administration. In order to promote the University’s diversity goal, [DIVISION or DEPARTMENT NAME] strongly encourages applicants from women, minorities, and historically underrepresented groups.”

- 6.2.1.7. Search Committee Appointments (allowed but not required for Modified Recruitment Process): Include the name of the search committee chair and other search committee members. Consideration for search committee membership should be given to persons with expertise in the particular field and persons with frequent interactions with the position. When selecting search committee members, search committee chairs and hiring officials should select members who will reflect the diversity of the department or any groups underrepresented in the current EEO Plan and consider appointing females, racial/ethnic minorities, veterans, and individuals with disabilities from other departments, when necessary. Changes in search committee membership, if any, must be forwarded immediately after such a decision is made to the OED and HR, so that records may be updated accordingly. Search committee members may not be considered an applicant for the position.
- 6.2.1.7.1. Faculty position recruitment: the ECU *Faculty Manual*, Part IX, Section I, Subsection IV., “Procedures for Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and the Conferral of Permanent Tenure” provides guidance about faculty search committees.
- 6.2.1.7.2. EPA non-faculty position recruitment: Search committees should be composed of at least three (3) persons.
- 6.2.1.8 Screening Questions: Screening questions allow the system to assist with pre-screening applicants for the position. Although optional, applicants will be prompted to respond to the screening questions as provided by the Unit. (Questions entered must indicate whether the question is related to a minimum or some other requirement.)
- 6.2.1.9 Special Permission Requests: Any requests to deviate from the standard or modified recruitment process as outlined in Sections 4 and 5, and as applicable, should be made via the Special Permission section in the PeopleAdmin posting record.
- 6.2.1.10. Questions regarding recruitment and immigration should be addressed to the Director of Immigration Services at 737-4769.
- 6.2.2. Once the Requisition is complete, it should be routed electronically via the PeopleAdmin system through the approval process consistent with the Division’s practice, which generally includes the unit chair or appropriate administrator, the Division Office, then to the OED and HR for final approval. Upon final approval, the Unit may begin advertising the vacant position.
- 6.2.3. Search Committee Education: All personnel involved in the recruitment, screening, selection, promotion, and related processes (including hiring authorities, search committee members, personnel committee members, and personnel representatives assisting with staffing the search process) must complete the appropriate recruitment and selection educational module at least every two years. The OED is also available to consult with hiring authorities, search

committees, and personnel representatives to assist and answer questions regarding recruitment compliance. Searches engaging assistance from an outside recruitment firm should schedule a meeting with a representative from the OED to review procedures and related logistics of the process and search prior to initiating the search.

- 6.2.4. Maximum Requisition Period: The University must collect and report data regarding the number of positions filled and other related data on an annual basis. To best ensure accurate and complete data, maximum requisition period provisions are as follows:
 - 6.2.4.1 For position filled within one (1) year from the initial posting date, Divisions must update applicant status from “candidate of choice” to “offered job - accepted position” after written offer and acceptance is complete and update position status to “filled”.
 - 6.2.4.2. For existing Requisitions which have been unsuccessful or with little to no activity, after one (1) year, Units must either:
 - 6.2.4.2.1. close the Requisition and initiate a new Requisition to replace the outdated Requisition, or
 - 6.2.4.2.2. submit a request by email to the appropriate Division Office, OED and HR for an extension of the Requisition period, including the reason justifying the request. (Extension of the one-year Requisition period is not allowable for Modified EHRA Recruitment.)

6.3. EHRA Screening Report

In the Standard Recruitment Procedures, the Screening Report is submitted after applicants have been identified for interview and includes a list of applicants who applied for the position, their applicant status and reason for elimination (if applicable). The PeopleAdmin system automatically generates this list of applicants and includes a summary of demographic data of the applicant pool, which should be reviewed by the hiring authority to determine whether recruitment efforts have yielded a well-populated, diverse pool of qualified applicants. The OED reviews the Screening Report to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation and this SOP, including that the screening process and reasons for elimination appear to be job-related and the minimum required recruitment period has been followed. [The EHRA Screening Report is not required for the Modified EHRA Recruitment Procedures.]

- 6.3.1 After the approved screening date, the search committee may begin screening applicants.
 - 6.3.1.1 Search committees and hiring authorities must ensure that the screening process provides for careful, thorough, and systematic consideration of job qualifications (i.e., rating sheets). Applicants who do not meet the minimum advertised requirements cannot be considered for the position.
- 6.3.2 Prior to conducting interviews (including phone or videoconference interviews if utilized), the search committee must submit (via the PeopleAdmin system) the EHRA Screening Report to the OED. The Screening Report must be submitted prior to contacting applicants to schedule interviews.

- 6.3.2.1 The Screening Report must indicate the names of those applicants the search committee wishes to interview and the job-related reason for non-selection for all applicants excluded from further consideration.
- 6.3.2.2 After receiving the OED approval of the Screening Report, the Unit may contact applicants to schedule interviews.
- 6.3.3 Updated Screening Reports must be submitted/approved prior to scheduling additional interviews:
 - 6.3.3.1 when the search committee has selected applicants for on-site campus interviews after having conducted phone (or videoconference) interviews, and
 - 6.3.3.2 if/when the search committee identifies additional applicants it wishes to interview.
- 6.3.4 All applicants who applied either (1) prior to the initial screening begins date, or (2) prior to the last Screening Report submission date (in the case of an updated Screening Report) must be evaluated and reflect the appropriate applicant status (i.e., selected for interview or not selected with job related reason for non-selection).

6.4 EHRA Compliance Report

The Compliance Report is submitted after a candidate of choice has been identified and includes a list of all applicants who applied for the position, their applicant status, the job related reason for non-selection for all applicants eliminated, and specific information related to the selected candidate. The OED reviews the Compliance Report to ensure compliance with the EHRA Recruitment Compliance Review Process Regulation and this SOP, including that reasons for elimination appear to be job-related. HR reviews the Compliance Report, including but not limited to, ensure the title/rank to be offered is consistent with the title/rank advertised, that non-faculty candidates selected appear to meet the stated minimum requirements, and to determine if there is any nepotism or UNC-system required reporting to consider.

- 6.4.1 After the interviews are complete and the hiring authority decides who should be selected for the position, the EHRA Compliance Report must be completed and submitted via the PeopleAdmin system. The Compliance Report must be approved by HR and the OED prior to initiating an offer of employment or any related notices or negotiations with the candidate of choice.
 - 6.4.1.1 Units should complete the compliance report tab and include the name of the first choice candidate (and second choice, if applicable), and other information including but not limited to, candidate's degree completed, anticipated start/end date, proposed salary, and rank/title to be offered. The status for all excluded applicants must be updated to provide the reason for elimination.
- 6.4.2. Forward the Compliance Report via the PeopleAdmin system through the appropriate approval routing consistent with the Division's practice, to include HR.
- 6.4.3. After the Compliance Report has been reviewed and approved by HR and the OED, the hiring authority should make a recommendation to the Division for a contingent job offer (please seek
EHRA Recruitment Compliance Review Process SOP, Page 12

guidance from the appropriate Division Office regarding final appointment approval prior to initiating an offer of employment or any related notices or negotiations with the candidate of choice).

- 6.4.4. If the candidate of choice declines the offer and the Unit would like to offer the position to a second candidate of choice, the Unit should edit to reflect the change in applicant statuses and resubmit an updated Compliance Report. If the candidate of choice declines the position and the Unit wishes to extend the recruitment, the Unit should contact HR and request the position be reposted. (Please also see guidance about the Maximum Requisition Period at Section 6.2.4.)

7. Recordkeeping Requirements and Maintaining the Selection/Search File

- 7.1. Units are required by law to maintain all documentation of their efforts to implement these equal opportunity recruitment procedures for all EHRA positions. Search files (or selection files if no search required) must contain the materials outlined below, as appropriate, and be retained by the hiring department pursuant to the University's record retention schedule. Units that have received notice that a complaint of discrimination has been filed must maintain all relevant search and personnel records, including but not limited to related emails, until one year after final disposition of the complaint, or if requested by the Office of University Counsel, a longer period as so requested.
- 7.2. Medical information: Requests for accommodations and/or any medical records or information about an applicant must be kept separate from any other personnel information and maintained in a confidential medical personnel file separate from the search file. Contact the applicable Division Office for specific guidance.
- 7.3. Items to be retained in the search file include:
 - 7.3.1. Copy of all job postings and advertisements, including a list of all recruitment/outreach sources used
 - 7.3.2. Application materials and any other expressions of interest in the position (PeopleAdmin will retain application materials submitted online. Units must maintain all other application materials received.)
 - 7.3.3. Copy of any correspondence (including emails) sent to and received from all applicants or others contacted regarding their interest in a particular position
 - 7.3.4. Names of any individuals referred for the position but who did not submit application materials for consideration
 - 7.3.5. Copy of rating sheet used to evaluate applicants (or a list of criteria used to evaluate applicants and how these criteria were applied)
 - 7.3.6. List of all applicants interviewed, with interview date
 - 7.3.7. Copy of standard questions asked each applicant and interview notes
 - 7.3.8. Written comments or written notes of comments from persons who interacted with an applicant, including evaluations of lectures or presentations
 - 7.3.9. Tests, if any, and test results
 - 7.3.10. Results of physical examination, if any

- 7.3.11. Copy of standard questions asked each reference
 - 7.3.12. Information on reference checks made on each applicant, including notes of phone calls
 - 7.3.13. Notes of all search committee meetings and decisions
 - 7.3.14. Related emails
 - 7.3.15. Any other records having to do with the hiring, transfer, or rates of pay or other terms of compensation, including any other documents indicating how a search committee arrived at its decision
 - 7.3.16. Requests for reasonable accommodation, if any
- 7.4 Compliance Assessment: The OED will conduct random desk audits to assess compliance with these requirements.

8. Other Important Considerations When Conducting a Search/Selection Process

- 8.1. Interinstitutional Recruitment Policy: This policy reference comes directly from the UNC Policy Manual, which contains the official policies governing the UNC system and the constituent institutions, specifically, the Regulation on Recruitment of Employees from Other Campuses Within The University of North Carolina (300.2.7[R]), found here: <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=285&added=1>.
- 8.2. Nepotism Policy: Hiring authorities must also ensure the principles of the Employment of Related Persons (Anti-Nepotism) Policy in the UNC Policy Manual, found here: <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=328&added=1>, are met.
- 8.3. Background Checks: ECU is committed to providing a safe learning and work environment for our students, staff and faculty. A background check is mandatory for any applicant who has been selected as a final candidate for a position. Additional information is available by accessing the ECU Faculty Criminal Background Check Policy and Procedures, found here: http://www.ecu.edu/cs-admin/HumanResources/upload/Criminal_Background_Check_Policy_for_Faculty2013.pdf, and the ECU Criminal Background Checks for SPA/CSS and SAAO/Non-faculty EPA Employees, found here: http://www.ecu.edu/cs-admin/HumanResources/upload/Criminal_Background_Check_Policy_for_SPA_CSS_and_SAAO_Non-faculty_EPA2013-2.pdf.
- 8.4. Open Meetings Requirement: If the search committee includes any persons that are not ECU faculty or staff, consult with the Office of University Counsel and Vice Chancellor for Legal Affairs to determine if Open Meetings Act requirements apply to the search committee meetings.
- 8.5. Use of Search Firms: Guidance for hiring authorities and search committees engaging the use of search firms to assist with recruitment may be found here: <http://www.ecu.edu/cs-acad/oed/policies.cfm>.
- 8.6. Interviewing Guidelines: Guidelines for nondiscriminatory interviewing, including interviewing an applicant with disabilities, may be found here: <http://www.ecu.edu/cs-acad/oed/policies.cfm>.

EAST CAROLINA UNIVERSITY
POLICY ON NON-SALARY AND DEFERRED COMPENSATION FOR
EMPLOYEES EXEMPT FROM THE STATE PERSONNEL ACT

I. PURPOSE AND APPLICABILITY

A. Purpose

The UNC Board of Governors Policy 300.2.14 requires each campus of the University of North Carolina to develop a policy on non-salary compensation and deferred compensation for personnel exempt from the State Personnel Act. This policy establishes guidelines and procedures for non-salary and deferred compensation at East Carolina University (ECU).

B. Applicability

This policy applies to most employees of East Carolina University holding positions exempt from the State Personnel Act. Exempt from this policy are members of faculty medical practice plans, such as physicians, dentists and veterinarians; and Athletic Directors and head coaches, who remain subject to Policy 1100.3 and its guidelines. Board of Governors Policy 300.2.14 addresses non-salary and deferred compensation for the Chancellor.

C. Related Policies

UNC General Administration Policy Number 300.2.14 is the basis for this campus policy.

II. NON-SALARY COMPENSATION

A. Definitions Except as is otherwise noted, non-salary compensation includes, but is not limited to, the provision of a vehicle or vehicle allowance¹, club memberships², provision of housing³ or a housing allowance⁴, and special campus benefits provided for job-related reasons. Non-salary compensation may only be provided consistent with UNC and State of North Carolina policies and procedures and IRS regulations. Non-salary compensation is in addition to other standard fringe benefits available to all EPA employees.

B. Exclusions Reimbursement of professional or work-related travel, and the provision of equipment to perform the work of the position (even if used at home, including, computers, cellular telephones, pagers, and similar work related items) are permissible and not considered non-salary compensation as used in this policy.

C. Source of Funds and Compensation Unless permitted by the Office of State Budget and Management (OSBM) and approved by the Board of Trustees, State Funds shall not be used to provide non-salary compensation. Funding may be provided directly by a university associated foundation, if permitted by foundation policy and approved by the Board of Trustees.

D. Moving Expenses Paid as Part of the Hiring Process The hiring approval process may include payment of reasonable moving/relocation expenses in accordance with authority from OSBM. The

¹ The provision for vehicle or vehicle allowance is governed by the separate Automobile Policy and Allowances, approved by the ECU BOT on July 19, 2005 and by UNC-GA on May 2, 2006, and rates revised/approved as necessary. (<http://www.ecu.edu/cs-admin/hr/upload/AutomobileAllowance-2.pdf>.)

² Any club membership for an employee or the granting of special campus services or benefits must be job related, and the club must have a policy prohibiting discrimination against groups protected by federal and North Carolina law.

³ As interpreted by the Board of Governors, provision of housing, when occupancy of housing is a job requirement, is not considered non-salary compensation under the terms of this policy.

⁴ Housing allowance is subject to "ECU's Guidelines for Housing Allowance Provisions".

decision of whether to include reimbursement of moving expenses in an employment offer may be delegated no lower than the Provost/Vice Chancellor⁵. Reimbursements of moving expenses in an amount greater than fifteen thousand dollars must be approved by the Chancellor and the Board of Trustees.

E. Approval Requirements/Procedures The appropriate Provost/Vice Chancellor should submit a written statement of justification for non-salary compensation to the Assistant Vice Chancellor for EPA Administration. After appropriate screening, the Assistant Vice Chancellor for EPA Administration shall provide these requests, along with recommendations, to the Chancellor for review. Upon receipt of a written statement of justification provided by a Provost/Vice Chancellor, the Chancellor shall consider requests for the non-salary compensation of any EPA employee of ECU covered under this policy. If endorsed by the Chancellor, requests must subsequently be approved by the Board of Trustees before the employee is eligible to receive the requested non-salary compensation.

III. DEFERRED COMPENSATION

A. Definitions For purposes of this policy, deferred (or delayed) compensation (or salary) shall be broadly defined to include, but is not limited to, any employer payment or contribution paid (1) directly to an employee, (2) to the employee's account or plan, or (3) to a person acting in a capacity similar to a trustee for the employee, which is paid later than the regular or next subsequent payment cycle, except for an error that is promptly corrected upon discovery. Delayed compensation also includes any retirement plans or accounts, annuities, life insurance that accumulates any cash value, and traditional 457 deferred compensation plans. This definition includes both tax qualified and non-qualified plans, and any other similar form of payment, whether tax sheltered or not. This policy is not intended to prohibit the university from making any permitted employer contributions to the Optional Retirement Program or the Teachers' and State Employees' Retirement System.

B. Basic Programs offered by the State and University The State of North Carolina and the University of North Carolina offer employees options for deferred compensation, including insurance programs. Unless expressly approved by the Board of Governors, ECU may not provide any other employer-paid or privately-paid options for deferred compensation to its employees.

IV. RESCISSION OR REDUCTION OF NON-SALARY OR DEFERRED COMPENSATION

The approving authority reserves the right to rescind, reduce or alter the terms of non-salary or deferred compensation at the termination of the incumbent's tenure in the position for which the compensation was granted; or during the incumbent's appointment if there is evidence that such non-salary or deferred compensation has been awarded in violation of established policies and procedures; or has been determined to be in excess of usual and customary business practices; or due to unavailability of continued funding in the position for which the non-salary or deferred compensation was granted.

V. NONDISCRIMINATION CLAUSE

The decision to award, rescind or reduce non-salary compensation and deferred compensation shall not be based in whole or in part upon discriminatory factors of the employee's race, color, gender, religion, creed, national origin, age, disability, sexual orientation, or veteran status.

⁵ Relocation Expense Reimbursement for the Brody School of Medicine is governed by the "Brody School of Medicine Policy Regarding Reimbursement of Moving Expenses", dated September, 2003.

VI. EFFECTIVE DATE

This policy is effective upon approval of the Board of Trustees.

Approvals:

Chancellor/Executive Council: July 16, 2007
Board of Trustees: September 12, 2007

PART 1 (con't): SAAO Tier II Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution used the UNC GA published Senior Academic and Administrative Officer (SAAO) Tier II salary ranges in FY 15-16.
<input type="checkbox"/>	Our institution's SAAO Tier II salary ranges and methodology for FY 15-16 are attached.

To print an embedded document, hover over the document, right-click and choose Document Object and Open OR left click twice, depending on your application. This will open the document in its associated program and allow you to print the document.

EHRA IRPS Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution used the UNC GA published, recommended Institutional Research and Public Service (IRPS) salary ranges in FY 15-16.
<input type="checkbox"/>	In lieu of providing IRPS salary ranges, a disclosure on how individual ranges are derived is attached.

Faculty Salary Ranges (check one)

<input type="checkbox"/>	Our institution's faculty salary ranges and methodology for FY 15-16 are attached.
<input checked="" type="checkbox"/>	In lieu of providing faculty salary ranges, a disclosure on how individual ranges are derived is attached.

Attach your institution's faculty salary ranges and methodology or your institution's disclosure on how individual ranges are derived below (Cell B23).



institution's document HERE.

PART 2: Conferral of Tenure

31	Number of faculty reviewed for tenure
31	Number of faculty granted tenure
5	Number of new faculty hired with tenure

Note: Use the Insert tab's Object icon located in the Text group to insert your institution's document into Cell B23. Check the check box labeled 'Display as Icon.'

PART 3: Equity Analysis

	Contact Name	Position Title	Email	Phone
Faculty Equity Analysis	Ms. LaKesha Alston Forbes	Associate Provost for Equity and Diversity	alstonl@ecu.edu	252-328-6804
	Dr. Ying Zhou	Associate Provost of Institutional Planning, Assessment and Research	zhouy14@ecu.edu	252-737-1912
EHRA Non-Faculty Equity Analysis	Ms. Kitty Wetherington	Assistant Vice Chancellor for HR	wetheringtonk@ecu.edu	252-328-9882

PART 4: Institution Policies

Does your institution have a waiver of recruitment policy? (check one)

<input checked="" type="checkbox"/>	YES	Our institution's waiver of recruitment policy is attached.
	Date last reviewed:	7/26/2016 - (Interim Regulation) 12/14/2016 - (Interim SOP)
<input type="checkbox"/>	NO	Our institution does not have a waiver of recruitment policy. Attached is the methodology used at our institution to review waivers of recruitment.

Attach your institution's waiver of recruitment policy or methodology used to review waivers of recruitment below (Cell B47).



institution's document HERE.


Note: Use the Insert tab's Object icon located in the Text group to insert your institution's document into Cell B47. Check the check box labeled 'Display as Icon.'

In accordance with Section 300.2.14, each institution shall have a non-salary and deferred compensation policy.
 Has your institution attached its non-salary and deferred compensation policy? (check one)

<input checked="" type="checkbox"/>	YES	Our institution's non-salary and deferred compensation policy is attached.
	Date last reviewed:	9/12/2007 (currently under review)

<input type="checkbox"/>	NO	Our institution's non-salary and deferred compensation policy is not attached. It will be submitted to UNC General Administration by the date indicated below.
	Date to be submitted:	

Attach your institution's non-salary and deferred compensation policy. (Cell 60).

	institution's document <i>HERE</i> .
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Note: Use the Insert tab's Object icon located in the Text group to insert your institution's document into Cell B60. Check the check box labeled 'Display as Icon.'

PART 5: Certification of Approval by Board of Trustees

I certify that I reviewed and approved East Carolina University's Annual Human Resources Report for the Fiscal Year ending June 30, 2016 and this report was approved by the Board of Trustees on	
2/17/2017.	
Name: _____	
Chancellor	Date

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Human Resources Melissa Bard
Agenda Item	II.K.
Item Description	Approved EHRA Employee Salary Adjustment Report
Comments	N/A
Action Requested	Information
Disposition	
Notes	

East Carolina University
Board of Trustees
Finance and Facilities Committee
February 16, 2017

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	II.L.
Item Description	Other
Comments	N/A
Action Requested	Information
Disposition	
Notes	