

**ECU Board of Trustees  
November 20, 2015  
Murphy Center  
East Carolina University**

**MINUTES**

The Board of Trustees met in regular session at the Murphy Center on the Athletics Campus of East Carolina University. Chair Steve Jones called the meeting to order and introduced Cadet Justin Ramsey, a sophomore from Fort Stewart, GA majoring in Exercise Physiology, and Cadet Virgil Dwyer, a sophomore from Alabama majoring in construction management. Both cadets are expected to graduate in 2018. These cadets led the board in the Pledge of Allegiance.

In compliance with the State Government Ethics Act, Mr. Jones read the conflict of interest statement and asked if anyone had a conflict of interest to disclose. No conflicts were identified.

Mr. Jones called on Secretary Bob Plybon to call the roll:

Members Present

Edwin Clark  
Mark Copeland  
Vern Davenport  
Deboarh Davis  
Leigh Fanning  
Steve Jones  
Max Joyner  
Mark Matuelwicz  
Kel Normann  
Bob Plybon  
Danny Scott  
Kieran Shanahan  
Terry Yeargan

Members Absent

## **APPROVAL OF MINUTES**

Mr. Jones asked for a motion to approve the minutes from the September 25 meeting and the October 14 conference call meeting. Mr. Plybon moved approval of the minutes and Mr. Joyner seconded the motion. The motion was approved with no negative votes.

## **UNIVERSITY REPORTS**

### **CHANCELLOR'S REPORT**

Dr. Ballard gave his remarks to the board. A full text version of the Chancellor's remarks is listed as "Attachment A." His remarks included recognition of Dr. Carmen Russionello, who has been named co-recipient of The Governor James E. Holshouser, Jr. Award for Excellence in Public Service.

### **BOARD OF GOVERNORS REPORT**

Mr. Henry Hinton, ECU representative from the UNC Board of Governors gave an update from the BOG. Mr. Hinton congratulated Dr. Russionello on his accomplishments and receiving the Holshouser Award in Public Service. Mr. Hinton also spoke briefly about the bond campaign that the university will be working on over the next several months. He spoke about President-elect Margaret Spellings. He said she is very engaged already and wants to learn as much about each institution as possible.

### **REPORT FROM FACULTY**

Dr. John Stiller, chair of the Faculty Senate, delivered remarks from the faculty. A text version of Dr. Stiller's remarks is included in these minutes as "Attachment B."

## **REPORT FROM THE STAFF**

Ms. Lisa Ormond, chair of the Staff Senate, brought an update from the staff. Ms. Ormond's remarks are included in these minutes as "Attachment C." Ms. Ormond brought forward to the Board of Trustees a resolution that was passed by the Staff Senate regarding staff salaries and inequity. That resolution is also included in these minutes as "Attachment D."

## **REPORT FROM THE STUDENT GOVERNMENT ASSOCIATION**

Student Government Association President, Mark Matulewicz gave an update from the students. A text version of Mr. Matulewicz's remarks are included as "Attachment E."

## **REPORT FROM THE BOARD OF VISITORS**

Mr. Reid Tyler, Chair of the Board of Visitors gave an update from the BOV. A text version of the report is listed in these minutes as "Attachment F." Mr. Tyler said that the BOV will play a large role in advocacy for the bond campaign as well as educating the legislature about ECU and UNC's priorities for the upcoming year.

## **COMMITTEE REPORTS**

### **ATHLETICS AND ADVANCEMENT COMMITTEE**

Committee Chair Edwin Clark gave the report from the Athletics and Advancement Committee. The full committee report is listed in these minutes as "Attachment G."

There was one action that required board attention. Mr. Clark moved that the board approve the two naming proposals as presented in board materials. The motion was approved with no negative votes. These proposals are listed as "Attachment H."

## AUDIT COMMITTEE

Mr. Kel Normann, chair of the Audit Committee, gave the report from the Audit Committee. The full committee report is listed in these minutes as “Attachment I.”

The Honorable Beth Wood, North Carolina State Auditor was at the committee meeting and reported that the recent audit of ECU revealed no proposed adjustments and no deficiencies in internal controls over financial reporting. Ms. Wood was very complimentary of ECU’s Audit Office and administration.

Donna Payne, University Counsel, advised the committee that one additional board member’s conflict of interest evaluation letter has been received from the state. Mr. Yeargan’s evaluation letter is posted on the board’s secure website and is also listed in these minutes as “Attachment J.”

Mr. Normann reported that the Audit Committee approved an operational guideline for travel document to

Mr. Normann moved to approve the revised Internal Audit Charter and Board of Trustees Audit Committee Charter as presented in board materials. The motion was approved with no negative votes.

Mr. Normann moved to approve the operational guidelines for board travel document as presented in the Audit Committee. These guidelines are listed as “Attachment K.” Per Mr. Shanahan, for special travel in conjunction with events outside of events covered in the guidelines, approval of the chair of the board and the Chancellor is required. When travel reimbursement requests involve the board chair, approval by the chair of the Audit Committee is required. One suggested addition/revision to the guidelines as presented was a reporting requirement. At each

Audit Committee meeting, board travel will be reported and reviewed by the committee. These stipulations were incorporated as a friendly amendment to Mr. Normann's motion.

Mr. Joyner stated that in review of board expenses it was determined that board expenses have increased over 300% in the past 5 years. He inquired as to whether all those expenditures were within the guidelines and should have been reimbursed. Mr. Normann responded that during the review of expenses, there were no intended instances of abuse, but there were some instances that technically should not have been reimbursed, however, the expectation and interpretation of the guidelines were not clearly communicated. Mr. Normann stated that there is definitely a need for more oversight and clear communication in board travel reimbursement. Mr. Scott stated that travel reimbursements go thru several steps in the approval process, and those steps, along with the clear communication of the travel guidelines, is adequate in terms of oversight. Mr. Copeland said that he did not think that the guidelines were strong or clear enough. He asked that the guidelines be sent back to the Audit Committee for review by each member. Chairman Jones agreed and asked Mr. Normann to have his committee review these guidelines in February with his committee and determine if the language should be revised. The board was in consensus that the motion be tabled. Given the tabling of this motion, Ms. Davis moved that the board continue to operate under the interim travel memo that was sent by Chairman Jones on November 3 with the consideration that the Chancellor, the chair of the board and the chair of the Audit Committee can approve an exception to that memo under special circumstances. Mr. Shanahan seconded the motion and the motion was approved unanimously.

## **FINANCE AND FACILITIES COMMITTEE**

Mr. Joyner gave the committee report for Mr. Plybon, who was not in attendance for the committee meeting. A summary of the Finance and Facilities Committee report is listed as “Attachment L.” There were several items that required board attention.

Mr. Joyner moved that the board approve the request to grant the North Carolina Department of Transportation permanent right of way and utility easement at Moye Boulevard and NC Highway 43N in accordance with the terms and conditions provided in board materials. The motion was approved with no negative votes. A summary of this item is listed as “Attachment M.”

Mr. Joyner moved that the board approve the request to grant waterline easement to Greenville Utilities Commission for Fletcher Residence Hall project in accordance with the terms and conditions provided in the board materials. The motion was approved unanimously. A summary of this item is listed as “Attachment N.”

Mr. Joyner moved that the board approve the Employment of Related Persons (Anti-Nepotism) policy in accordance with the terms and conditions provided in the board materials. The motion passed unanimously. This policy is listed as “Attachment O.”

Mr. Joyner moved the the board approve the parking and parking fee recommendations in accordance with the terms and conditions provided in board materials. The motion was passed with no negative votes. A summary of this item is listed as “Attachment P.”

## **HEALTH SCIENCES COMMITTEE**

Mr. Davenport gave the report from the Health Sciences Committee. A summary of this report is listed as “Attachment Q.” There were no action items from this committee.

## **UNIVERSITY AFFAIRS COMMITTEE**

Mr. Shanahan gave the report from the University Affairs Committee. A summary of this report is listed as “Attachment R.” There were items that needed the board’s attention.

Mr. Shanahan moved that the board approved the Notice of Nondiscrimination and Affirmative Action policy as presented in board materials with two revisions: addition of the work “unlawful” and the effective date of January 1, 2016. The motion was approved unanimously. This policy is listed as “Attachment S.”

Mr. Shanahan moved that the board approve a resolution in support of the Connect NC Bond Act as presented in board materials. The motion was approved unanimously. The resolution is listed as “Attachment T.”

Mr. Shanahan moved that the board approve the addition of the Chair of the Faculty as an ex-officio member of the University Affairs Committee. The motion was approved with no negative votes.

Mr. Shanahan moved that the board approve the candidates for degrees as approved by the Chancellor and the Faculty Senate for conferral at the December 18 Commencement. The motion was approved unanimously.

## **CLOSED SESSION**

Mr. Plybon moved that the board go into closed session to:

1. Prevent the disclosure of confidential information under:
  - a. The federal Family Educational Rights and Privacy Act;
  - b. N.C. G. S. 126-22 to 126-30 (personnel information).

2. To consider the qualifications, competence, performance, character, fitness, or conditions of appointment of one or more prospective and/or current employees and/or to hear or investigate a complaint, charge, or grievance by or against one or more employees;
3. To consult with our attorney and to preserve the attorney-client privilege and to consider and give instructions concerning claims, including pending, potential and/or threatened litigation.

That motion was seconded and approved unanimously.

### **MOTIONS FROM CLOSED SESSION**

Upon resumption of open session, Mr. Jones called for any motions that were a result of closed session discussions.

Mr. Davenport moved to approve the initial appointment and conferral of tenure for Dr. David Axelrod as presented in board materials. The motion was seconded by Ms. Davis and was unanimously approved.

Ms. Davis moved to approve the compensation proposal for the Vice Chancellor for University Advancement, the Vice Chancellor for Student Affairs, the Vice Chancellor for Administration and Finance, the University Counsel and Vice Chancellor for Legal Affairs and the Interim Vice Chancellor for Research, Economic Development and Engagement as presented in board materials. The motion was seconded by Mr. Davenport. The motion passed by a vote of 12-1 (Mr. Joyner dissented).

Mr. Davenport recognized the resolution that was presented in the Staff Senate campus report. Mr. Davenport moved that the board endorse and support the resolution entitled “Staff Salary and Inequities” to demonstrate the boards recognition of the need to advocate the General



Assembly for staff compensation increases. Ms. Davis seconded the motion and it was passed unanimously.

#### **UNFINISHED BUSINESS**

Vice Chancellor for Student Affairs gave a brief update of the work of the Leadership Working Group in regards to the Chancellor Search.

#### **NEW BUSINESS**

Chairman Jones invited all board members to the December 16 meeting of the Chancellor Search Committee, which will be at the RDU Airport Authority Building in Raleigh, NC. More details will follow.

#### **ADJOURNMENT**

Hearing no other business, Mr. Jones adjourned the meeting at 11:25 a.m.

**ADJOURN**  
####

**Respectfully Submitted,**  
Megan Ayers  
Office of the Assistant Secretary to the Board of Trustees

DRAFT

BOT NOVEMBER 2015

Thank you Chairman Jones.

My remarks today will be a little shorter than normal so that we can honor a special guest.

### **Presidential Forum**

Just a quick informational item. The NCAA began a Presidential Forum this year to ensure that the NCAA Board of Directors has direct input from the 32 conferences that comprise the NCAA. I'm fortunate to represent the American Conference and we recently had our first meeting in Indianapolis.

DRAFT

A few years ago it seemed that conference re-alignment dominated talk about college athletics. Today, many more issues face the NCAA. Our agenda includes discussion of and recommendations related to:

The Amateur model and legal threats to traditional college athletics;

Money and revenue distributions across the 32 conferences;

Declining television revenue;

Student athlete well-being and campus support for student athletes

Possible modifications to the divisions in college athletics.

I will keep you informed regarding recommendations coming from the Forum.

## **Public Service**

ECU is all about Public Service and we should be proud of this value and its impacts on North Carolina.

One example of this is our new Public Service Fellows Program, initiated this past July with support from the State Employees Credit Union Foundation. Sharon Paynter in the Office of Public Service and Community Relations deserves great credit for initiating the program.

21 students, all North Carolinians, received internships through this program... mostly in eastern North Carolina. Already 3 of the fellows have received offers of permanent jobs based on their internships. The students represent 12 different majors...from business to anthropology to engineering and nursing. This is one of many examples of ECU students going from the classroom to work internships to permanent employment.

Another great example is the James Holzhauser Award for Excellence in Public Service, given each year by the Board of Governors. There have been 9 winners of this award since its creation and ECU now has had 3 winners. This recognition is in addition to Sam Sears winning the O Max Gardner Award and Leo Jenkins' recognition as the University Award winner.

In their October meeting of the BOG, Professor Carmen Russoniello in the College of Health and Human Performance was recognized. At this time we would like to share with you the video that was prepared for this recognition. **Play the Video.**

It should come as no surprise that The Military Times has rated ECU as the best school for Veterans in North Carolina.

It is now my pleasure to introduce Professor Russeniello and ask him to say a few words. **Carmen R.**

**Austin Bunch**

Finally, I'd like to recognize a special employee of ECU. He has served with distinction for 16 years. He was my first chief of staff from 2004 until 2007. He has served with distinction since that time in the Provost's Office. He has made dozens of significant contributions to academic quality and student success at ECU... such as shepherding the Bachelor of Science in University Studies degree. He will be leaving us in January and he will be missed. Please help me recognize Dr. Austin Bunch!

That concludes my remarks today and I'm happy to address any questions.

DRAFT

Good morning, it is a pleasure to join you all today. It may still be a bit soggy out there, but I want to congratulate whoever was responsible for scheduling the groundbreaking ceremony for the new student center this morning rather yesterday at this time. Because of that impending event, I will keep my remarks brief today.

It has been a busy fall for the Faculty and Faculty Senate. Ongoing initiatives include the working with administrators to evaluate and present the Faculty Equity Study, which I believe you will hear about at your next meeting, and in working groups tasked with finding improved mechanisms for faculty activity reporting and assessment, as well as student evaluations of classroom teaching. We are making excellent progress in these efforts and we hope both will be completed this academic year. Faculty Senate is working closely with the Chancellor Search Leadership Working Group in coordinating on campus public forums. We have arranged to tie the east campus open forum for faculty and staff to our December 1 Senate meeting; we hope this will ensure broad and representative input.

One initiative I will mention in a bit more detail is our effort to review, update and improve our general education and foundations curricula. As you know, last year a task force headed by Dean Sylvia Brown developed a set of recommendations for our foundations curriculum, both short and long term. The recommendations were approved by Provost Mitchelson and forwarded to the Faculty Senate Foundations Curriculum and Instructional Effectiveness Committee. That committee

has worked quickly over the last months and already brought forth a resolution, passed at our last Senate meeting, to enact the key short-term recommendations of the task force. These changes increase both the efficiency and flexibility of our foundations and general education curricula. The Foundations Committee also established a broader subcommittee that includes representation from all the general education disciplines that has begun working on the longer term recommendations from the task force study.

Another resolution passed by the Senate at our last meeting has received ample media attention, so there is no need to dwell on it here. I would like to comment, however, that the events leading to that resolution, as well as others over the last months, both here and elsewhere, highlight the great importance of maintaining an open dialog and free exchange of ideas in our collective efforts to carry out the mission of a large and complex university. The headline in today's news and observer remind us of this once again, and of the importance of the leadership taken last year by this University and this Board around the renaming Aycock Hall. I'd like to take this opportunity to say how pleased I am at the open lines of communication and working relationship we already have with both Chairman Jones and Vice-Chairman Shanahan during during my first months as Faculty Chair. I think this reflects our strong traditions of Shared Governance, traditions that will continue to serve us well during this all important year of transition for the University.

With that, I'd wish you all a happy Thanksgiving next week, and a wonderful holiday season. I look forward to updating you again in the New Year.

Thank you, and I will be happy to answer any questions.

DRAFT



Good Morning,

Thank you for the opportunity to share with you the progress the Staff Senate has begun towards the goals shared with you during the September meeting:.

Pushing forward with our goal to utilize our potential and follow in ECU's leadership initiative – the senate body has conducted (2) leadership presentations during both the October and November meeting; utilizing some of ECU's outstanding resources.

Continuing to represent the university through service to our community, the Senate is currently accepting applications for the first Gail Jordan Memorial Scholarship. The application process opened November 1<sup>st</sup> and will close XXXXXX. Applications are being accepted through the new Academic Works on-line scholarship application program implemented this fall by the university. Additionally, applications are also being accepted for the Children of SPA Scholarship. Both scholarships' recipients will be notified early Spring.

The Senate's Human Resources Committee has submitted a draft proposal to our executive committee regarding a staff incentive program. This proposal will be reviewed, and we expect to share more information at the January meeting.

The Senate hosted its annual Health Fitness Walk in collaboration with the Student Rec Center on October 14. Coming out of nearly a two-week shut in from rain, the walk drew the participation of approximately 200 participants on the health science campus under a typical "Carolina blue sky".

The Senate is progressing in its efforts to strengthen communication with Human Resources and the staff community by focusing each meeting on an HR topic of concern shared by the Senators who in turn have an opportunity to talk face to face with a representative from HR on the selected subject. The Senate has addressed the issues of Flex Scheduling and Career Banding helping to dismiss any misconceptions and/or inaccuracies of the current policies. These discussions have provided us the opportunity to gather the information necessary to communicate effectively back to our colleagues.

Keeping with our mission to fully represent the staff community and share any issues of concern – the Staff Senate held a special called meeting this past Wednesday to address the negative salary impact being endured by the staff. The meeting's public comment session allowed our colleagues to share their concerns and a plea for advocacy. In response, the Staff Senate passed Resolution 15-16: A Resolution for Staff Salaries and Inequity.

(read or pass out) (read last 2 paragraphs)

The Staff Senate will continue to work on our established goals, and to building a stronger communication and educational alliance with our colleagues.

Thank you!

## Staff Senate Resolution #15-16

### Resolution on Staff Salaries and Inequity

**Whereas**, the mission of the East Carolina University Staff Senate is to promote communication between SHRA, EHRA non-faculty, and CSS staff and the administration of East Carolina University as well as when appropriate, faculty and students;

**Whereas** the responsibilities of the Staff Senate are: 1). To serve as liaison between the staff and the Chancellor, Board of Trustees, Faculty Senate, Student Government Association and UNC Staff Assembly; 2). Review policies, rules, regulations and procedures and make recommendations regarding the interests/concerns that affect East Carolina University Staff; 3). Assist in the communication of issues and activities affecting staff members; 4). Promote participation in the East Carolina University community through its support of University activities and community service projects; and 5). Encourage a sense of community among all University employees;

**Whereas**, the East Carolina University Chancellor has received a substantial pay raise as a result of a market salary study;

**Whereas**, the East Carolina University EHRA Faculty and non-Faculty have received notification of an impending pay raise, and will soon receive the report of the Faculty Salary Equity Study;

**Whereas**, inflation from 2008 – 2015 has eroded the value of the dollar by 10%, equating to a 10% pay cut for employees since 2008;

**Therefore, be it resolved**, the East Carolina University Staff direct the ECU Staff Assembly Delegates to make a motion to the full Staff Assembly to aggressively advocate for a market study and funding to rectify current salaries and maintain over a period of years to compensate for inflationary erosion, for ECU and North Carolina SHRA/CSS, and EHRA non-faculty Staff pay raises in the 2016 North Carolina Legislative session;

**Be It Further Resolved**, the East Carolina University Staff respectfully requests the continued support of the University Chancellor, Vice-Chancellor, and Board of Trustees to continue to advocate for much needed pay raises for ECU and North Carolina SHRA/CSS, and EHRA non-faculty employees.

Date Approved by the Staff Senate: November 18, 2015



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Lisa Ormond, Chair, Staff Senate

**Board of Trustees  
Athletics & Advancement Committee  
November 20, 2015  
Mendenhall Student Center**

We had a rather short meeting due to Jeff Compher and Nick Floyd traveling with the team down to Florida. They did include some informational items in your meeting materials if you'd like to review.

Vice Chancellor Dyba introduced two new Advancement staff members –

Mr. Heath Bowman, the new Associate Vice Chancellor / President of Alumni Relations who came to us from the University of Arkansas.

Ms. Nicole Wood, who joins Advancement in a new role as Director of Strategic Initiative and Campaign Manager.

Dyba presented fundraising totals of over \$13M. He explained that the \$13M total does not reflect the Annual Fund total of the Pirate Club, which is over \$7M for the calendar year. Current tracking illustrates that University fundraising efforts to be strong and inline to meet or exceed last year's record amount.

Dyba also shared that philanthropy dollars are used for student success. We heard from three students representing the EC Scholars, Honors College and Access Scholars. Hearing those students' stories is the primary reason why we must continue to raise money for need based and merit based scholarships.

Dr. Suzanne Lazorick shared an overview on the MATCH program; a nationally recognized middle-school based program to help fight the child obesity epidemic. The program has grown exponentially over the last 7 years. What started as a small 70K grant from Blue Cross and Blue Shield of North Carolina has now become a program that serves over 13,000 students in three states with three more states considering implementation.

Finally, the committee reviewed two naming proposals: the trophy case in the lobby of the Smith Williams Center named for Copypro, Inc. and the Head Track Coach Office in the Olympic Sports Facility named for Mr. Howard Swain.

Mr. Chairman, I'd like to make a motion to approve both naming proposals as presented in board materials.

NAMING PROPOSAL TO EAST CAROLINA UNIVERSITY  
BOARD OF TRUSTEES

Attachment H

J. Batt

Name of Originator

ECU Educational Foundation

252-737-4540

battj@ecu.edu

Department/Division

Phone

Email

Proposed Name(s) to Honor: Howard Swain

#23831

108 West Soundbreeze Lane

Nags Head

NC

27959

Address:

City

State

Zip

Telephone: (252) 435-7688

Home

Business

Relationship to the University: Donor

Proposed Object for Naming: Head Track Coach Office in Olympic Sports Building

Purpose for recommendation:

Honorary (Attach background materials as appropriate to justify the recommendation)

Gift (Attach background materials as appropriate to justify the recommendation and complete the section below)

Purpose of Gift:  Annual  Capital  Endowment

Date of Original Commitment: 4/30/2012

Amount of the Total Commitment: \$50,000

Amount Paid: \$35,000

Current Pledge Balance: \$15,000

Status of Payments: Current


Was the gift part of a campaign:  Yes  No Define: \_\_\_\_\_

Was the project pre-approved:  Yes  No

Directed to:  ECU Foundation  Educational Foundation  
 Medical Foundation  Other

If the Gift was more than \$25,000:

1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

  
Signature of Originator

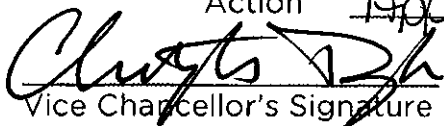
11/24/15  
Date

PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES  
TO NAME A FACILITY OR ACTIVITY

ROUTING SHEET

**Office of Vice Chancellor for University Advancement:**

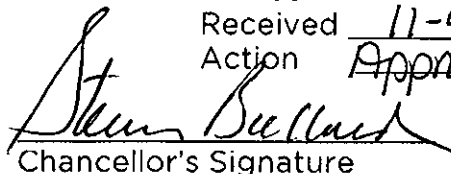
Received 11-5-15  
Action Approved / 11-9-15  
Date  
Forwarded or returned 11-9-15  
Date

  
Vice Chancellor's Signature

Comments \_\_\_\_\_  
\_\_\_\_\_

**Chancellor's Office:**

Received 11-9-15  
Action Approved / 11-9-15  
Date  
Forwarded or returned 11-9-15  
Date

  
Chancellor's Signature

Comments \_\_\_\_\_  
\_\_\_\_\_

**Athletics and Advancement Committee of the Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date  
Forwarded or returned \_\_\_\_\_  
Date

\_\_\_\_\_  
Chair's Signature

Comments \_\_\_\_\_  
\_\_\_\_\_

**Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date  
Forwarded or returned \_\_\_\_\_  
Date

\_\_\_\_\_  
Chair's Signature

Comments \_\_\_\_\_  
\_\_\_\_\_



**Increased Commitment**

PCH  
23831

**STATEMENT OF INTENT**

**STEP UP TO THE HIGHEST LEVEL Campaign**  
East Carolina University

Name Howard Swain

Street Address 108 West Soundbreeze Lane

City Nags Head State NC Zip 27959

Phone (252) 435-7688 Fax ( )

E-mail JHowardSwain@gmail.com

Naming Opportunity(ies) Head Track Coach's Office in Olympic Sports Building


To assist in attaining the goals set forth by the Department of Athletics under the STEP UP TO THE HIGHEST LEVEL Campaign for East Carolina University, I/we will commit a gift to the East Carolina Educational Foundation, Inc., in the sum of \$ 50,000 to be paid in either cash, securities or other property of equivalent market value.

I/we desire to have this financial support distributed in the following manner:

- \$ 10,000 in 20 13 (Year)
- \$ 10,000 in 20 14 (Year)
- \$ 10,000 in 20 15 (Year)
- \$ 10,000 in 20 16 (Year)
- \$ 10,000 in 20 17 (Year)

Annually ( ) Semi-Annually ( ) Quarterly

In making this Statement of Intent, it is understood that this document constitutes a declaration of intent only, and shall not legally bind me/us or my/our estate.

Signature 

Signature \_\_\_\_\_

Date 4/30/12



NAMING PROPOSAL TO EAST CAROLINA UNIVERSITY  
BOARD OF TRUSTEES

Attachment H

J. Batt  
Name of Originator

ECU Educational Foundation      252-737-4540      battj@ecu.edu  
Department/Division                      Phone                      Email

Proposed Name(s) to Honor: Copypro, Inc. #712296  
(Ed and Diane Murphrey)

3103 Landmark Street                      Greenville                      NC                      27834  
Address:                                      City                                      State                      Zip

Telephone: \_\_\_\_\_ (252) 756-3175 \_\_\_\_\_  
Home    Business

Relationship to the University: Donor

Proposed Object for Naming: Trophy Case in Lobby/Williams Hall of Fame

Purpose for recommendation:

Honorary                      (Attach background materials as appropriate to justify the recommendation)

Gift                      (Attach background materials as appropriate to justify the recommendation and complete the section below)

Purpose of Gift:     Annual                       Capital                       Endowment

Date of Original Commitment: 4/21/2011

Amount of the Total Commitment: \$25,000

Amount Paid: \$25,000

Current Pledge Balance: - 0 -

Status of Payments: Paid

Was the gift part of a campaign:  Yes                       No    Define: \_\_\_\_\_

Was the project pre-approved:  Yes                       No

Directed to:                       ECU Foundation     Educational Foundation  
 Medical Foundation                       Other

If the Gift was more than \$25,000:

1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

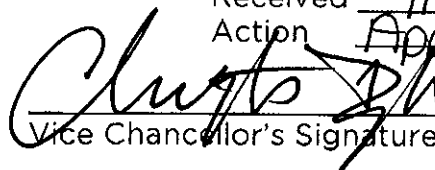
J. Batt  
Signature of Originator

11/5/18  
Date

PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES  
TO NAME A FACILITY OR ACTIVITY

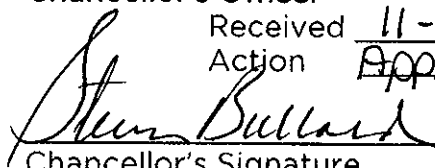
ROUTING SHEET

**Office of Vice Chancellor for University Advancement:**

Received 11-5-15  
Action Approved / 11/9/15  
Date  
Forwarded or returned 11/9/15  
Date  
  
Vice Chancellor's Signature

Comments \_\_\_\_\_  
\_\_\_\_\_

**Chancellor's Office:**

Received 11-9-15  
Action Approved / 11-9-15  
Date  
Forwarded or returned 11-9-15  
Date  
  
Chancellor's Signature

Comments \_\_\_\_\_  
\_\_\_\_\_

**Athletics and Advancement Committee of the Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date  
Forwarded or returned \_\_\_\_\_  
Date  
Chair's Signature \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_

**Board of Trustees:**

Received \_\_\_\_\_  
Action \_\_\_\_\_ / \_\_\_\_\_  
Date  
Forwarded or returned \_\_\_\_\_  
Date  
Chair's Signature \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_





Attachment H  
PC#  
712296

STATEMENT OF INTENT

STEP UP TO THE HIGHEST LEVEL Campaign  
East Carolina University

Name Copypro Inc.

Street Address 3103 Landmark Street

City Greenville State NC Zip 27834

Phone (252) 756-3175 Fax 252 756-9597

E-mail SWarren@Copypro.net

Naming Opportunity(ies) Trophy Case in Lobby/Hall of Fame

To assist in attaining the goals set forth by the Department of Athletics under the STEP UP TO THE HIGHEST LEVEL Campaign for East Carolina University, I/we will commit a gift to the East Carolina Educational Foundation, Inc., in the sum of \$ 25,000 to be paid in either cash, securities or other property of equivalent market value.

I/we desire to have this financial support distributed in the following manner:

- \$ 5,000 in 20 11(Year)
- \$ 5,000 in 20 12(Year)
- \$ 5,000 in 20 13(Year)
- \$ 5,000 in 20 14(Year)
- \$ 5,000 in 20 15(Year)

Annually ( ) Semi-Annually ( ) Quarterly

In making this Statement of Intent, it is understood that this document constitutes a declaration of intent only, and shall not legally bind me/us or my/our estate.

Signature *Stephen H. ...*

Signature \_\_\_\_\_

Date 4/21/11

Attachment I

**Report of ECU Board of Trustees Audit Committee  
November 19, 2015**

**Action Items:**

1. Approval of September 24, 2015 minutes
2. Approval of revised Internal Audit Charter and BOT Audit Committee Charter
3. Approval of a new *Operational Guidelines on Travel Reimbursement for Board of Trustees*, for full Board consideration.

**State Auditor Remarks – Honorable Beth Wood**

- Ms. Wood stated that her office has issued an unqualified opinion on the University's FY 2015 financial statements. The audit revealed no proposed adjustments and no deficiencies in internal controls over financial reporting.
- Ms. Wood stated that ECU has a phenomenal Financial Services team and that our Internal Audit function is well-respected for its leadership role within the UNC system.

**Financial Services Compliance Management – Ms. Dee Bowling and Ms. Stephanie Coleman**

- Ms. Bowling and her team presented an overview of the Financial Services Compliance Management function
- This unit is responsible for overseeing a number of compliance areas, including e-commerce, PCI standards compliance, non-student and non-patient receivables (currently valued at \$4.4M), tax compliance, post-bond issue compliance, and numerous other areas
- The University has been recognized by UNC-GA and other for its robust PCI compliance efforts, which are crucial to ensuring that the University protects cardholder data and retains the authorization by our bank to accept payments

**ERM Report – Mr. Tim Wiseman**

- Mr. Wiseman presented an update on the enterprise risk management activity.
  - Mr. Wiseman, and personnel from HR, recently presented information on risks associated with volunteers at a national conference. Mr. Wiseman also consulted with UNC-Charlotte regarding that school's ERM model
- Mr. Wiseman reported that the University Youth Programs Task Force has made progress towards developing and implementing standard processes for camps, clinics, and other youth programs on campus. A workshop for faculty and staff was held in October. Next steps are publication of a formal regulation, launch of a new web site, and hiring of a new position to oversee these programs across the University.

**Internal Audit Report – Ms. Stacie Tronto**

- Ms. Tronto applauded Ken DeVille and Michelle Evans from the Health Sciences Compliance office for being published in two recent healthcare compliance journals.
- Ms. Tronto presented a revised Internal Audit Charter and BOT Audit Committee Charter. The changes reflect the revised Institute of Internal Auditors (IIA) mission of Internal Audit, as well as the change in job title from Director to Chief Audit Officer. The committee approved both revised charters.
- Ms. Tronto presented the Annual Report of Internal Audit Activities for the 2014-2015 fiscal year.
  - The Internal Audit team completed 90% of the annual audit plan for the year (the target is 80%).
  - The team provided shared services to UNC-Pembroke and Elizabeth City State University.
  - University management made satisfactory progress on 100% of the corrective actions/recommendations for which Internal Audit completed a follow-up review during the year.

**Office of Research Compliance and Integrity – Ms. Norma Epley**

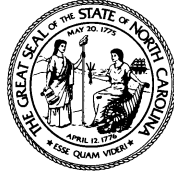
- Ms. Epley presented information on some significant proposed changes to the federal regulations related to the protection of human research subjects. ECU has been assigned to take the lead in coordinating the UNC system's response to the proposed changes, which will be submitted in the next two weeks.
- Ms. Epley also reported that in the last five years, ECU has had no instances of serious or continuing non-compliance that had to be reported to the federal government.

**Update on State Ethics Matter**

- University Counsel Donna Payne advised that one additional BOT member conflict of interest evaluation letter has been received from the state. These evaluations are required by the State Ethics Act and are filed with the BOT minutes.

**Other Business**

- The committee discussed board member travel. All committee members (and other board members present) expressed agreement on our role as stewards of the University and the need to ensure appropriate controls are in place.
- **The committee approved a new document titled *Operational Guidelines on Travel Reimbursement for Board of Trustees*, for consideration by the full Board of Trustees. The committee proposes that this document become effective immediately, replacing the 2001 policy document, and that it be revised to include the requirement that board member expenses be reviewed by the Audit Committee at each meeting.**



**STATE ETHICS COMMISSION**  
1324 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1324  
WWW.ETHICSCOMMISSION.NC.GOV

**GEORGE L. WAINWRIGHT, JR.**  
CHAIRMAN

**PERRY Y. NEWSON**  
EXECUTIVE DIRECTOR

November 13, 2015

Mr. Louis Bissette, Jr., Vice-Chair  
UNC Board of Governors  
PO Box 2688  
Chapel Hills, NC 27515

Re: Evaluation of Statement of Economic Interest Filed By Mr. Terry Yeargan  
Trustee—**East Carolina University**

Dear Vice- Chair Bissette:

Our office is in receipt of **Mr. Terry Yeargan's 2015** Statement of Economic Interest as a member of **East Carolina University Board of Trustees ("the Trustees")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act.

**We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.**

N.C.G.S. Chapter 116 provides for the development of a coordinated system of higher education known as the University of North Carolina, a public, multi-campus university governed by the Board of Governors ("the Board"). Each constituent institution of the University has a board of trustees that advises the chancellor of that institution and the Board. In addition, the Board has delegated to each board of trustees the power to adopt personnel policies and appoint, promote, and establish the compensation of the institution's employees; establish and supervise the institution's athletic program; determine student admission and graduation standards; approve campus capital construction projects, including the selection of architects and the approval of building sites; approve or recommend the acquisition and disposition of real property interests according to the property's value; and manage the institution's endowment and trust funds.

The State Government Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions from which the public servant, his or her client(s), a member of the public servant's extended family, or a business or non-profit with which the public servant or a member of the public servant's immediate family is associated may receive a reasonably foreseeable financial benefit.

Louis Bisette, Jr., Vice Chairman  
November 13, 2015  
Page 2 of 2

Mr. Yeargan is the Client Sponsor for DPR Constructiin. DPR Construction has business relationships with several Universities in the State of North Carolina. Also, Mr. Yeargan disclosed that he and his wife own a threshold amount of stock in many public companies, including but not limited to Cisco, Time Warner Cable and Intel. In light of these interests, Mr. Yeargan should exercise appropriate caution in the performance of his public duties should any company he or his wife and financial interest in or DPR Construction come before the Board for official action or otherwise seek to conduct business with the University.

In addition to the conflicts standards noted above, N.C.G.S. §138A-32 prohibits public servants from accepting gifts, directly or indirectly (1) from anyone in return for being influenced in the discharge of their official responsibilities, (2) from a lobbyist or lobbyist principal, or (3) from a person or entity which is doing or seeking to do business with the public servant's agency, is regulated or controlled by the public servant's agency, or has particular financial interests that may be affected by the public servant's official actions. Exceptions to the gifts restrictions are set out in N.C.G.S. §138A-32(e).

Pursuant to N.C.G.S. 138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. 138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the State Government Ethics Act.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have any questions concerning our evaluation or the ethical standards governing public servants under the State Government Ethics Act.

Sincerely,



Diana Latta  
SEI Unit

cc: Mr. Terry K. Yeargan  
Mr. Thomas Shanahan, Ethics Liaison  
Chairman of the Board

Attachment: Ethics Education Flyer

Operational Guidelines  
Travel Reimbursement for Board of Trustees  
November 20, 2015

In general, East Carolina University (ECU) will reimburse reasonable and necessary travel expenses of members of the Board of Trustees in a manner similar to reimbursement practices applicable to ECU employees. Reimbursements will be made for ordinary and necessary travel expenses related to activities with an appropriate business purpose. Trustees are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds.

ECU will reimburse board members for those travel expenses directly related to and necessary to participate in meetings at which official board business is conducted, plus Commencement. Approved meetings include any regular, special, or emergency meetings of the board or its committees, Commencement, or ECU committees of which the Trustee is a member.

Expenses incurred in conjunction with events not covered above are reimbursable only if participation is approved, in advance, by the Chair of the Board of Trustees and the Chancellor as official university business at which attendance of the board member serves an appropriate business purpose.

ECU will reimburse ordinary and necessary expenses for the following:

Coach class airfare including baggage fees, but not fees for upgraded seats.

Standard hotel room. The number of reimbursable hotel days is one day for each day of the event for in-state travel and the same number of days plus one for out-of-state travel. For example, regular meetings of the Trustees occur on Thursday and Friday. In-state trustees will be reimbursed for up to two hotel days and out-of-state trustees will be reimbursed for up to three hotel days.

Mileage for use of a personal vehicle at applicable IRS rates.

Rental car (up to a midsize vehicle) including fuel, but not including add-ons such as roadside assistance, collision damage waiver, and similar.

Parking

Food, to the extent not otherwise provided. Reimbursement will be consistent with applicable NC travel reimbursement rates. Currently, \$8.30 for breakfast, \$10.90 for lunch, and \$18.70 for dinner.

Operationally, some expenses may be paid by state funds and other expenses may be paid by non-state sources, all in accordance with applicable budget guidelines. Eligible expenses will be approved only if they are a reasonable and prudent use of ECU funds.

A reimbursement request must be accompanied by appropriate original receipts and paid bills and be submitted in accordance with applicable reimbursement processes.

# East Carolina University | Board of Trustees

## Finance & Facilities | MSC | November 20, 2015

### Highlights

Finance and Facilities Committee Met on November 19, 2015.

#### II. ACTION AND INFORMATION ITEMS

- A. The Committee reviewed a Request to approve granting NC Department of Transportation Permanent Right of Way and Utility Easement at Moye Blvd. and NC Highway 43N. Scott Buck, Associate Vice Chancellor for Business Services, was available for questions. The Committee approved a motion to recommend that the full Board approve the easement.
- B. The Committee reviewed a Request to approve granting a Waterline Easement to Greenville Utilities Commission for Fletcher Residence Hall Project. Scott Buck, Associate Vice Chancellor for Business Services, was available for questions. The Committee approved a motion to recommend that the full Board approve the easement.
- C. The Committee reviewed the Request to approve the Employment of Related Persons (Anti-Nepotism) Policy. Melissa Bard, Associate Vice Chancellor for Human Resources was available for questions. The Committee approved a motion to recommend that the full Board approve the request.
- D. The Committee reviewed the Request to approve the Parking and Parking Fees Increase Recommendation. The request was discussed and Bill Koch, Associate Vice Chancellor Environmental Health and Campus Safety, Deb Garfi, Director of Parking Services were available for questions. The Committee approved a motion to recommend that the full Board approve the request.

#### INFORMATION

- E. Bill Koch, Associate Vice Chancellor for Environmental Health, and Gerald Lewis, Chief of Police, updated the committee on Campus Safety.
- F. Bill Bagnell, Associate Vice Chancellor for Campus Operations, gave an update on the Capital Projects.

Meeting adjourned at 2:05pm.



MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: October 20 2015

SUBJECT: Request ECU Board of Trustees Approval to Grant NC Department of Transportation Permanent Right of Way and Utility Easement at Moye Boulevard and NC Highway 43N

Request ECU Board of Trustees approval to grant NC Department of Transportation (NCDOT) ± ten (10) feet (0.103 acres) at the southeast corner of Moye Boulevard and NC Highway 43N for permanent right of way and utility easement per the attached survey maps and description for the sum of \$29,800.

NCDOT submitted easement and right of way requests for the NC Highway 43N highway improvement project that were approved by the Board of Trustees in 2009 but NCDOT inadvertently failed to submit this section of their request.

Proceeds shall be deposited in ECU's Millennial Campus Account.

Subsequent to ECU Board of Trustees approval, this request is contingent on Council of State approval.

Attachments (5)

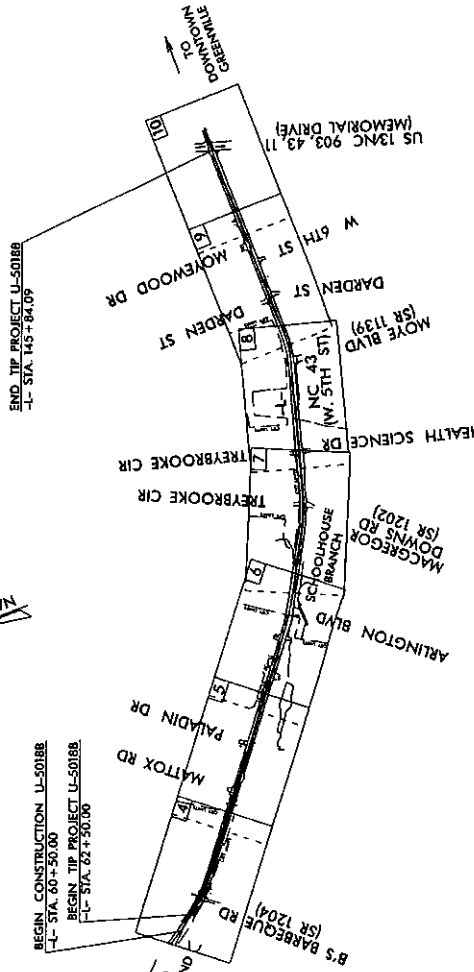
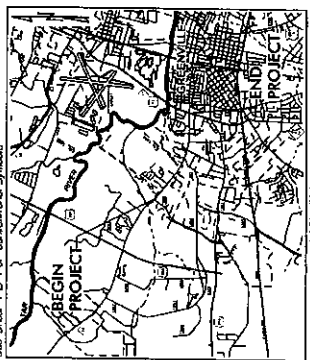
cc: B. Bagnell  
S. Coleman  
J. Creech  
T. Walton

STATE PROJECT NUMBER	U-5018B
CONTRACT NUMBER	
DATE	
DESIGNER	
BY	
CONSTR.	

STATE OF NORTH CAROLINA  
DIVISION OF HIGHWAYS  
**PITT COUNTY**

LOCATION: GREENVILLE - NC 43 FROM WEST OF SR 1204 (B'S BARBEQUE ROAD)  
TO US 13NC II (MEMORIAL DRIVE)

TYPE OF WORK: GRADING, PAVING, DRAINAGE, AND RETAINING WALL



**CONTRACT: C202134**

**TIP PROJECT: U-5018B**

**DESIGN DATA**  
ADT 2007 = 19,700  
ADT 2029 = 40,600  
DHW = 10 %  
D = 50 %  
T = 6 %  
V = 50 MPH  
(\* TEST 2 % + DUAL 4 %)

**DESIGN EXCEPTION for SUPERELEVATION**

**PROJECT LENGTH**  
LENGTH ROADWAY TIP PROJECT U-5018B = 1.578 MILES  
TOTAL LENGTH TIP PROJECT U-5018B = 1.578 MILES

**GRAPHIC SCALES**  
PLANS: 1" = 50'  
PROFILE (HORIZONTAL): 1" = 50'  
PROFILE (VERTICAL): 1" = 5'

**DESIGNED IN THE OFFICE OF:**  
P. MULIKETTY  
MEMORIAL DRIVE  
GREENVILLE, NC 27834

**RIGHT OF WAY DATE:** [ ]  
**LETTING DATE:** JULY 21, 2009

**HYDRAULICS ENGINEER:** [ ]  
**ROADWAY DESIGN ENGINEER:** [ ]

**NDOT CONTACT:** JOHN ROUSE, PE

**SECTION:** ZA

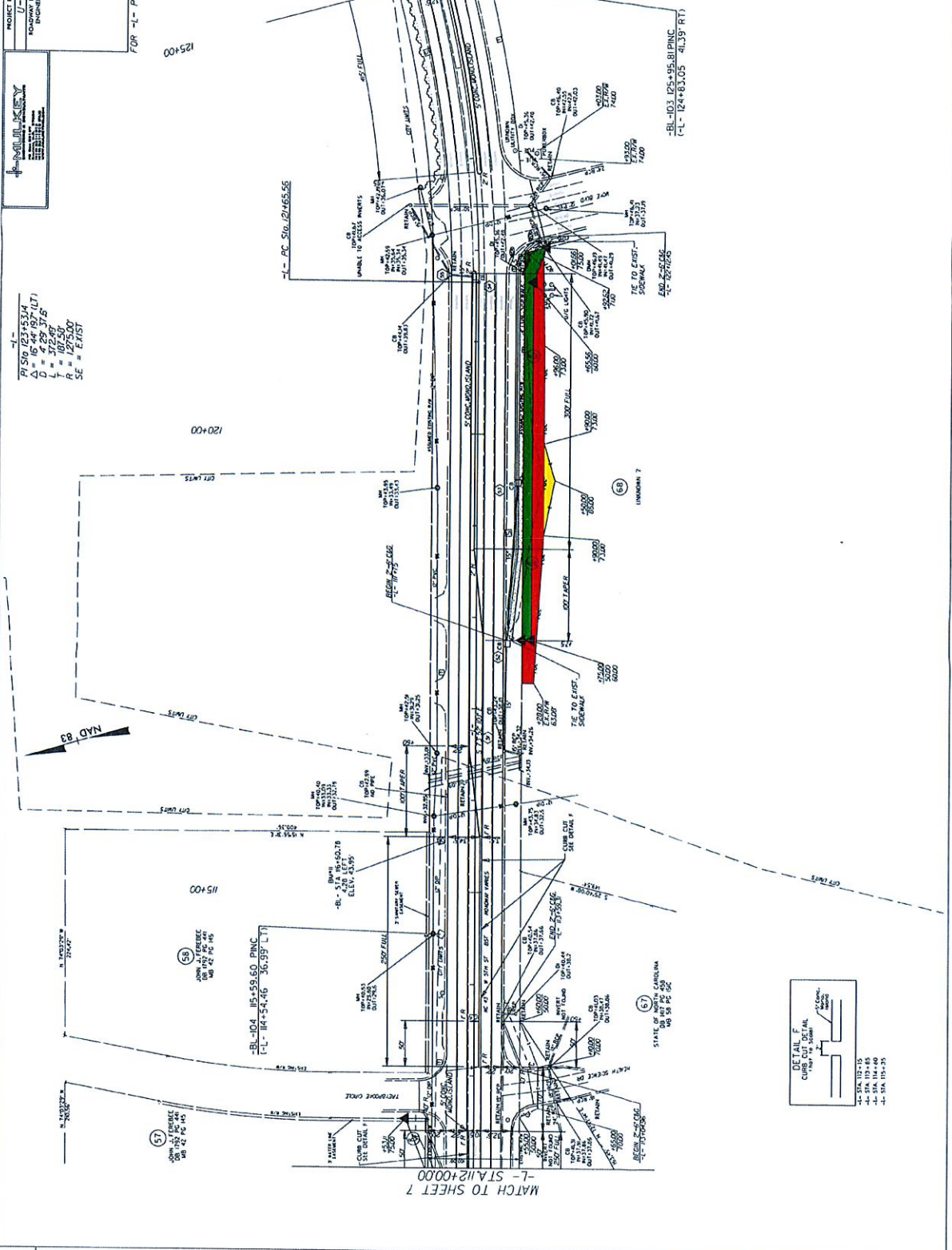
**STATE OF NORTH CAROLINA**  
DIVISION OF HIGHWAYS



**MULLIKY ENGINEERS**  
 PROJECT REFERENCE NO. U-5086  
 ROADWAY DESIGN ENGINEER  
 SHEET NO. B  
 HYDRAULICS ENGINEER

FOR -L- PROFILE SEE SHEET 13

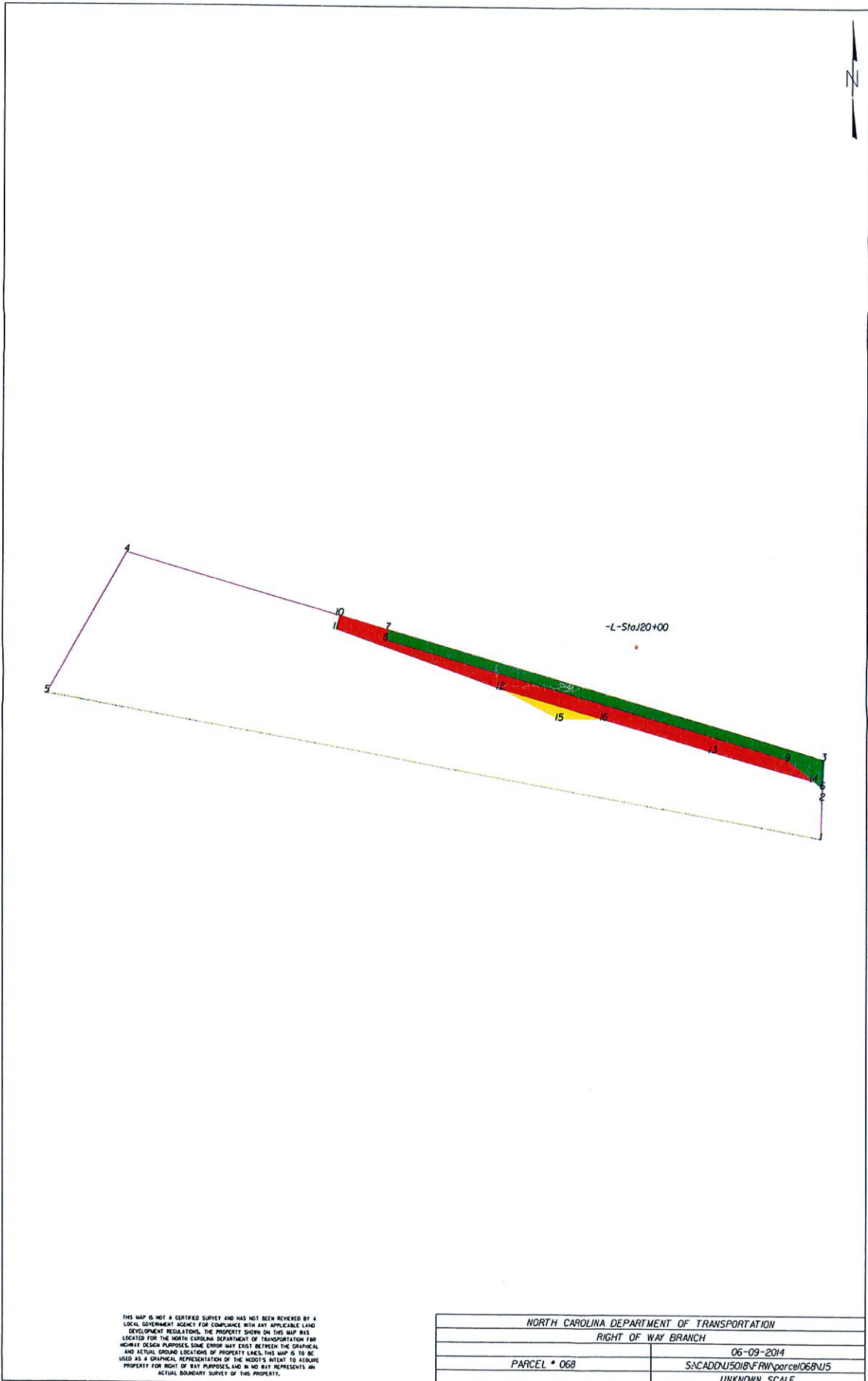
-L- STA 112+00.00  
 P = 6.24, 19.37, 1.71  
 D = 4.29, 37.5  
 L = 372.47  
 R = 127,500  
 SE = EXIST



**DETAIL F**  
 CURB & GUTTER  
 1/4\"/>

REVISIONS

STATE OF NORTH CAROLINA  
 67  
 11/12/15  
 11/14/16  
 11/14/15



THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS. THE PROPERTY SHOWN ON THIS MAP WAS LOCATED FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR HIGHWAY DESIGN PURPOSES. SOME ERROR MAY EXIST BETWEEN THE GRAPHICAL AND ACTUAL GROUND LOCATIONS OF PROPERTY LINES. THIS MAP IS TO BE USED AS A GRAPHICAL REPRESENTATION OF THE MOOT'S INTENT TO ACQUIRE PROPERTY FOR RIGHT OF WAY PURPOSES. LAND IN RED REPRESENTS AN ACTUAL BOUNDARY SURVEY OF THIS PROPERTY.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	
RIGHT OF WAY BRANCH	
	06-09-2014
PARCEL # 068	S:\CADD\J501B\FRW\parcel\068\J5
	UNKNOWN SCALE

ROW Right		SOR FT	ACRES	SOR M	HECTARES
		4491.495	0.103	417.275	0.042
FROM - TO	DISTANCE (FT/M)	BEARING		RADIUS (FT/M)	CURVE LENGTH (FT/M)
-L-Sta/20+00 - 9	176.101	53.676	S 53°56'56.7" E		
9 - 6	40.863	12.455	S 53°08'49.7" E		
6 - 3	25.170	7.672	N 02°28'51.8" E		
3 - 7	422.843	128.883	N 73°52'10.7" W		
7 - 8	10.000	3.048	S 16°07'49.9" W		
8 - 9	390.564	119.044	S 73°52'10.7" E		

PUE Right		SOR FT	ACRES	SOR M	HECTARES
		5464.204	0.125	507.643	0.051
FROM - TO	DISTANCE (FT/M)	BEARING		RADIUS (FT/M)	CURVE LENGTH (FT/M)
-L-Sta/20+00 - 13	120.603	36.760	S 36°37'10.2" E		
13 - 14	98.154	29.917	S 75°08'59.4" E		
14 - 9	30.541	9.309	N 53°08'49.7" W		
9 - 8	390.564	119.044	N 73°52'10.7" W		
8 - 7	10.000	3.048	N 16°07'49.9" E		
7 - 10	47.000	14.326	N 73°52'10.7" W		
10 - 11	13.080	3.987	S 16°07'49.9" W		
11 - 12	162.303	49.470	S 70°21'55.3" E		
12 - 13	206.000	62.789	S 73°52'10.7" E		

TCE Right		SOR FT	ACRES	SOR M	HECTARES
		600.000	0.014	557.42	0.006
FROM - TO	DISTANCE (FT/M)	BEARING		RADIUS (FT/M)	CURVE LENGTH (FT/M)
-L-Sta/20+00 - 16	73.682	22.458	S 23°55'50.6" W		
16 - 12	100.000	30.480	N 73°52'10.7" W		
12 - 15	61.888	18.650	S 62°33'34.3" E		
15 - 16	41.761	12.729	N 89°25'52.6" E		

TYPE	COUNT	SOR FEET	ACRES
Parcel	1	75213.553	1.727
ROW Right	1	4491.495	0.103
PUE Right	1	5464.204	0.125
TCE Right	1	600.000	0.014
ROW Left	0	0.000	0.000
PDE Left	0	0.000	0.000
PDE Right	0	0.000	0.000
TDE Left	0	0.000	0.000
TDE Right	0	0.000	0.000
TCE Left	0	0.000	0.000
PUE Left	0	0.000	0.000
TSE Left	0	0.000	0.000
TSE Right	0	0.000	0.000
DUE Left	0	0.000	0.000
DUE Right	0	0.000	0.000
DTE Left	0	0.000	0.000
DTE Right	0	0.000	0.000
AUE Left	0	0.000	0.000
AUE Right	0	0.000	0.000
PCE Left	0	0.000	0.000
PCE Right	0	0.000	0.000
TUE Left	0	0.000	0.000
TUE Right	0	0.000	0.000
REM Left	0	0.000	0.000
REM Right	0	0.000	0.000
Other Left	0	0.000	0.000
Other Right	0	0.000	0.000
PE Left	0	0.000	0.000
PE Right	0	0.000	0.000

THIS MAP IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS. THE PROPERTY SHOWN ON THIS MAP WAS LOCATED FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR HIGHWAY DESIGN PURPOSES. SOME ERROR MAY EXIST BETWEEN THE GRAPHICAL AND ACTUAL GROUND LOCATIONS OF PROPERTY LINES. THIS MAP IS TO BE USED AS A GRAPHICAL REPRESENTATION OF THE WOODS'S INTENT TO ACQUIRE PROPERTY FOR RIGHT OF WAY PURPOSES AND IS NO WAY REPRESENTS AN ACTUAL BOUNDARY SURVEY OF THIS PROPERTY.

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION	
RIGHT OF WAY BRANCH	
PARCEL # 068	06-09-2014
	S:\CADD\05018\FRM\parcel\068\U5
	UNKNOWN SCALE

THIS DATA IS NOT A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS. THE PROPERTY DESCRIBED HEREIN HAS BEEN LOCATED FOR THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR HIGHWAY DESIGN PURPOSES. SOME ERRORS MAY EXIST BETWEEN THIS DATA AND THE ACTUAL GROUND LOCATION OF PROPERTY LINES. THIS DATA IS TO BE USED AS A GENERAL REPRESENTATION OF THE NCDOT'S INTENT TO ACQUIRE PROPERTY FOR RIGHT OF WAY PURPOSES, AND IN NO WAY REPRESENTS AN ACTUAL BOUNDARY SURVEY OF THIS PROPERTY.

TIP; U-5018  
Parcel\_068

ROW Right

Point of beginning being S 53°56'56.7" E, 176.101 feet from -L- Sta.120+00; thence to a point on a bearing of S 53°08'49.1" E, 40.863 feet; thence to a point on a bearing of N 02°28'51.8" E, 25.170 feet; thence to a point on a bearing of N 73°52'10.1" W, 422.843 feet; thence to a point on a bearing of S 16°07'49.9" W, 10.000 feet; thence to a point on a bearing of S 73°52'10.1" E, 390.564 feet; returning to the point and place of beginning. Having an area of 4491.495 Sqr feet being 0.103 acres

PUE Right

Point of beginning being S 36°37'10.2" E, 120.603 feet from -L- Sta.120+00; thence to a point on a bearing of S 75°08'59.4" E, 98.154 feet; thence to a point on a bearing of N 53°08'49.1" W, 30.541 feet; thence to a point on a bearing of N 73°52'10.1" W, 390.564 feet; thence to a point on a bearing of N 16°07'49.9" E, 10.000 feet; thence to a point on a bearing of N 73°52'10.1" W, 47.000 feet; thence to a point on a bearing of S 16°07'49.9" W, 13.080 feet; thence to a point on a bearing of S 70°21'55.3" E, 162.303 feet; thence to a point on a bearing of S 73°52'10.1" E, 206.000 feet; returning to the point and place of beginning. Having an area of 5464.204 Sqr feet being 0.125 acres

TCE Right

Point of beginning being S 23°55'50.6" W, 73.682 feet from -L- Sta.120+00; thence to a point on a bearing of N 73°52'10.1" W, 100.000 feet; thence to a point on a bearing of S 62°33'34.3" E, 61.188 feet; thence to a point on a bearing of N 89°25'52.6" E, 41.761 feet; returning to the point and place of beginning. Having an area of 600.000 Sqr feet being 0.014 acres

Parcel has Forced Closure



MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck 

DATE: October 23, 2015

SUBJECT: Request ECU Board of Trustees Approval to Grant a Waterline  
Easement to Greenville Utilities Commission for Fletcher  
Residence Hall

Request ECU Board of Trustees approval to grant Greenville Utilities Commission a ten (10) feet wide waterline easement due to necessary repairs at Fletcher Residence Hall per the attached survey and easement description for the sum of \$1.00.

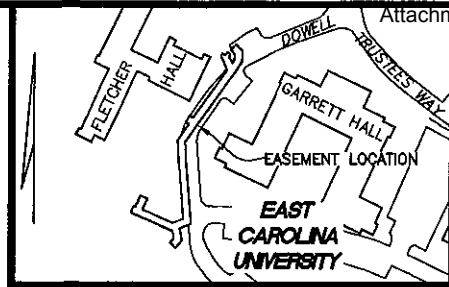
Subsequent to ECU Board of Trustees approval, this easement is contingent on approvals from UNC General Administration and the Council of State.

Attachments (2)

cc: B. Bagnell  
J. Fields  
W. Johnson (UNCGA)  
T. Walton

**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. THIS MAP WAS PREPARED FOR EASEMENT ACQUISITION ONLY AND IS NOT INTENDED TO BE A BOUNDARY SURVEY OF ANY PARCEL SHOWN HEREON.
6. NO POINTS SET UNLESS OTHERWISE INDICATED.
7. NO IMPROVEMENTS SHOWN AS PART OF THIS SURVEY; RECORD INFORMATION ON THE WATER LINE WAS PROVIDED BY THE EAST GROUP, P.A., REFERENCE DRAWING SU1, WATER LINE AS-BUILT SURVEY, LAST REVISED 10/14/15, SEALED BY WILLIAM B. HILLIARD, PLS. NO FIELD SURVEYING ON THE WATER LINE WAS PERFORMED BY RIVERS AND ASSOCIATES, INC.



VICINITY MAP (NOT TO SCALE)

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

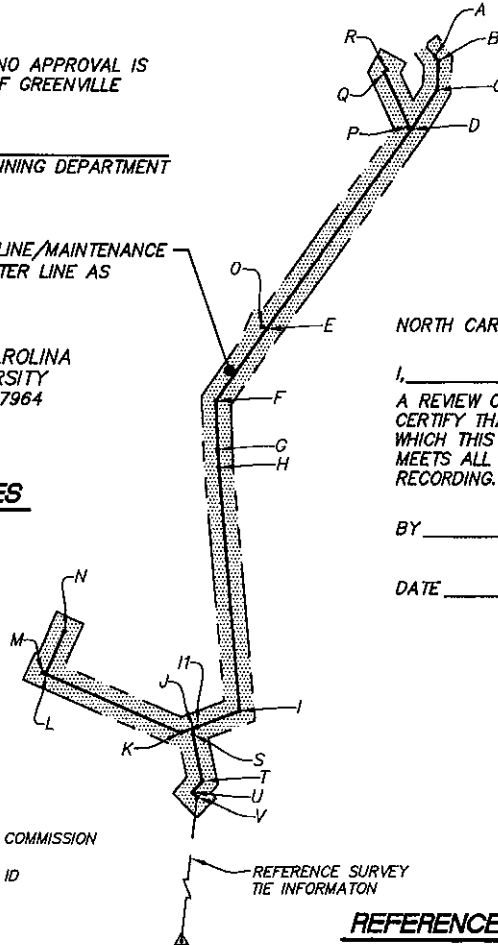
CITY OF GREENVILLE PLANNING DEPARTMENT

10' PERMANENT G.U.C. WATERLINE/MAINTENANCE EASEMENT (CENTERED ON WATER LINE AS INSTALLED)

EAST CAROLINA UNIVERSITY  
P.N. 37964

**RECORD COORDINATES**

SEE SHEET 2



NORTH CAROLINA      PITT COUNTY

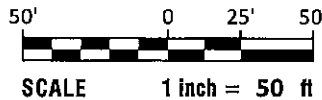
I, \_\_\_\_\_  
A REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

BY \_\_\_\_\_  
REVIEW OFFICER

DATE \_\_\_\_\_

**LEGEND**

- D.B. MAP BOOK
- P.B. PAGE
- G.U.C. GREENVILLE UTILITIES COMMISSION
- P.N. PARCEL NUMBER
- M → RECORD COORDINATE ID



**REFERENCE**

- PARCEL NUMBER 37964
- NC PIN 4688405442
- D.B. N40, PG 403 (DOES NOT DESCRIBE PROPERTY)
- RIVERS DRAWING W-3485
- RIVERS DRAWING W-3486
- EAST GROUP DRAWING SU1 - WATER LINE AS-BUILT

SHEET 1 OF 2  
DRAWING NO. E-504-X  
SCALE 1"=50' DRAFT JJB

REVISIONS: #1 - 10/21/2015: REVISED PER GUC COMMENTS

NORTH CAROLINA      PITT COUNTY

I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM INFORMATION AS 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 30th DAY OF SEPTEMBER, 2015.

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

**Rivers** & ASSOCIATES, INC.  
 107 East Second Street  
 Greenville, NC 27834  
 (252) 752-4155

NC License: F-0394  
 Engineers, Planners, Surveyors, Landscape Architects

**EASEMENT MAP**  
 PERMANENT GREENVILLE UTILITY COMMISSION  
 WATERLINE/MAINTENANCE EASEMENT

PROPERTY OWNER:  
 EAST CAROLINA UNIVERSITY  
 901 EAST 5th STREET  
 GREENVILLE NC 27834

CITY OF GREENVILLE, GREENVILLE THSP, PITT CO., N.C.

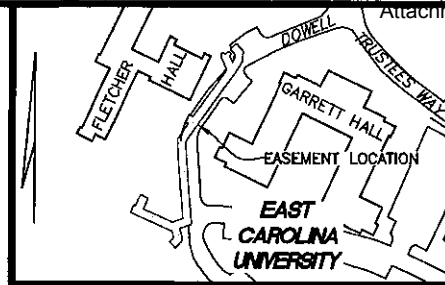
**SURVEY TIE INFORMATION**

PRIMARY CONTROL & TIES

ECU CP 5 (CONTROL)  
 NORTHING: 680,153.522 FEET  
 EASTING: 2,484,362.216 FEET (NAD 83)

ECU CP 4 (CONTROL)  
 NORTHING: 679,553.841 FEET  
 EASTING: 2,484,258.355 FEET (NAD 83)

EASEMENT ID "V" TO ECU CP 5  
 N 05°55'23" E 428.16' (GROUND TIE ONLY)



VICINITY MAP (NOT TO SCALE)

WATER LINE RECORD INFORMATION*			
ID	NORTHING (GROUND)	EASTING (GROUND)	DESCRIPTION
A	680834.1 US FT.	2484487.6 US FT.	VALVE
B	680832.3 US FT.	2484489.0 US FT.	BEND
C	680822.5 US FT.	2484488.6 US FT.	BEND
D	680809.1 US FT.	2484479.9 US FT.	TEE
E	680740.0 US FT.	2484429.9 US FT.	TEE
F	680715.2 US FT.	2484412.6 US FT.	BEND
G	680698.5 US FT.	2484413.3 US FT.	FOC XING
H	680692.2 US FT.	2484413.6 US FT.	STEAM XING
I	680609.0 US FT.	2484421.0 US FT.	BEND (APPROX.)
II	680603.5 US FT.	2484406.5 US FT.	VALVE
J	680603.0 US FT.	2484405.0 US FT.	TEE (APPROX.)
K	680601.4 US FT.	2484400.8 US FT.	BEND
L	680621.6 US FT.	2484354.0 US FT.	TEE
M	680622.1 US FT.	2484352.9 US FT.	VALVE
N	680636.2 US FT.	2484360.4 US FT.	HYDRANT
O	680740.7 US FT.	2484428.3 US FT.	VALVE
P	680809.7 US FT.	2484478.9 US FT.	VALVE
Q	680828.2 US FT.	2484470.3 US FT.	BEND
R	680829.5 US FT.	2484471.0 US FT.	BEND
S	680600.9 US FT.	2484404.9 US FT.	VALVE
T	680584.9 US FT.	2484408.2 US FT.	BEND
U	680580.9 US FT.	2484404.9 US FT.	TEE
V	680579.4 US FT.	2484406.4 US FT.	VALVE

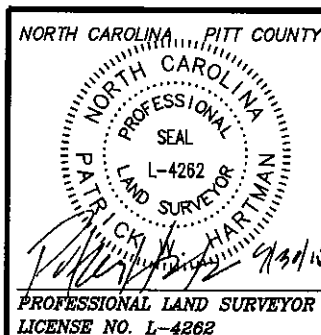
\* WATERLINE RECORD INFORMATION PROVIDED BY THE EAST GROUP, P.A., REFERENCE WATER LINE AS-BUILT FOR ECU FLETCHER RESIDENCE HALL COURTYARD, LAST REVISED 10/14/2015, SEALED BY WILLIAM B. HILLARD, PLS.

**LEGEND**

FOC FIBER OPTIC CABLE  
 XING CROSSING  
 (APPROX.) APPROXIMATE  
 FT. FEET

REVISIONS: #1 - 10/21/2015: REVISED PER GUC COMMENTS

SHEET 2 OF 2  
 DRAWING NO. E-504-X  
 SCALE N/A DRAFT JJB



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**EASEMENT MAP**  
 PERMANENT GREENVILLE UTILITY COMMISSION  
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 EAST CAROLINA UNIVERSITY  
 901 EAST 5th STREET  
 GREENVILLE NC 27834  
 CITY OF GREENVILLE, GREENVILLE TWP. PITT CO., N.C.

## Employment of Related Persons (Anti-Nepotism) Policy

**PRR Classification #** (List POL, REG RULE and leave #blank. To be done by Legal)

**PRR General Subject Matter** (Leave blank. To be done by Legal)

**Print-friendly version** 

(Print-Friendly version is a word version of this template available for downloading)

**Authority:** Board of Trustees

**History:** New

**Related Policies:** Office of State Human Resources Selection Policy; UNC General Administration Employment of Related Persons Policy; UNC General Administration Guidelines on Implementing Anti-Nepotism Policy; Policy of the Board of Governors of the University of North Carolina Concerning Improper Relationships between Student and Employees; UNC General Administration Policy on Conflict of Interest and Commitment

**Additional References:** Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure; N.C. Gen. Stats. Sec. § 138A-40;

**Contact for Info:** Associate Vice Chancellor, Department of Human Resources (telephone: 252-328-9847); Executive Director, Academic Affairs Personnel Administration (telephone: 252-328-1416); Associate Vice Chancellor, Health Sciences Human Resources (telephone: 252-744-1910); Assistant Director, Office of Research Integrity & Compliance (telephone: 252-328-9474)

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### 1. Introduction

This policy serves to uphold the university's high standards of professional and ethical conduct, specifically with respect to employee interpersonal relationships. The intent of this policy is to provide assurance that all employees are able to work in an environment where they can be objectively supervised and evaluated.

This policy defines the types of employee interpersonal relationships that by their very existence create an inherent conflict of interest that affects an employee's ability to be objectively supervised or evaluated. This policy also proscribes specified conduct with respect to employee interpersonal relationships and provides for disciplinary action for violations of this policy.

### 2. Definitions

#### 2.1 Amorous Relationship

An amorous relationship exists when, without the benefit of marriage, two persons voluntarily have a sexual union or are engaged in a romantic courtship (e.g., dating or engaged to be married) that may or may not have been consummated sexually

#### 2.2 Familial Relationship



A relationship between two related persons. For purposes of this policy, “related persons” includes:

- Husband/Wife
- Domestic Partner
- Parent/Child
- Brother/Sister
- Grandparent/Grandchild
- Aunt/Uncle and Niece/Nephew
- First Cousins
- Guardian/Ward
- Anyone living in the same household or whose relationship is so closely identified with another as to suggest a conflict, or
- Ex-, Step-, Half-, and In-Law relationships as appropriate based on the above list.

The prohibitions in this policy applicable to familial relationships or amorous relationships shall continue after the termination of the relationship (e.g., divorce) until such time as there is no effect upon impartiality.

### 2.3 Employment Decision

A decision that includes, but is not limited to, one relating to:

- The search, selection, or appointment of an individual to employment
- Establishing the terms and conditions of employment
- Determining compensation
- Evaluating work performance
- Voting for or otherwise considering reappointment, promotion, or tenure
- Issuing disciplinary action
- Instructing or advising
- Any other action that assesses, determines, or influences work performance, career progress, or other employment status.

### 2.4 Undue Influence

A situation in which an individual is able to persuade another’s decisions due to the relationship between the two parties.

## 3. Prohibited Conduct

### 3.1 Employment Decisions

A University employee shall not have or share authority for employment decisions or exert undue influence on employment decisions for an employee with whom the individual has or has had an amorous or familial relationship.

#### **4. Duty to Disclose**

All actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy shall be disclosed to the Department of Human Resources, and to the appropriate vice chancellor/the chancellor when an Exempt from Human Resources Act (EHRA) employee is involved, in order to avoid a potential violation of this policy. An EHRA employee must also disclose such a relationship to the Office of Research Integrity and Compliance as a potential or actual conflict to the extent required by East Carolina University's PRR on Conflict of Interest and Commitment and as required by the UNC Policy on Conflict of Interest and Commitment.

##### **4.1 New Employee**

Upon hire, all new employees have a duty to disclose any actual or potential conflicts of interest created by an amorous or familial relationship as defined in this policy by contacting the Department of Human Resources and appropriate vice chancellor/the chancellor when an EHRA employee is involved.

##### **4.2 Change in Status**

A change in an employee's status (i.e. employment, or personal relationship) that would establish an actual or potential violation of this policy (where one did not exist previously) creates a duty to disclose the actual or potential conflict of interest by contacting the Department of Human Resources and appropriate vice chancellor/the chancellor when an EHRA employee is involved. For example, an employment action (i.e., new hire, promotion, position reclassification, reassignment of job responsibilities) or a decision of two employees to begin dating may result in a potential violation of policy as described in section 3.1.

4.3 Failure to disclose an actual or potential conflict of interest or failure to disclose in a timely manner shall constitute a violation of this policy.

#### **5. Conflict Management Plan**

Upon appropriate disclosure pursuant to section 4 and where determined to be appropriate, Human Resources, or the appropriate vice chancellor/the chancellor when an EHRA employee is involved, will oversee the development, approval and monitoring of a conflict management plan to avoid a violation of this policy. Conflict management plans will be reviewed and approved by the above mentioned offices as well as the Office of Research Integrity and Compliance. Failure to adhere to an approved conflict management plan shall constitute a violation of this policy.

#### **6. Disciplinary Action**

Employees who violate this policy will be subject to disciplinary action up to and including dismissal. Such disciplinary action shall be conducted in accordance with existing University policies and procedures.

7. This policy is not intended to impede hiring of faculty spouses/partners as outlined in the Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure. Hiring of faculty spouses/partners must be in compliance with this Anti-Nepotism policy.

**8. Reporting**

The Chancellor shall report annually to the Board of Trustees, at the regular meeting falling closest to the date of commencement, concerning all specific cases during the preceding year in which the terms of this policy were applied.

PRR Draft Template

**BOARD OF TRUSTEES – FINANCE & FACILITIES COMMITTEE****PARKING OVERVIEW AND FEE PROPOSAL****November 19, 2015**

The Department of Parking and Transportation Services (P&T) consists of the following areas: parking lot inventory management and enforcement, parking permit sales, finance and administration, motor pool management, special events coordination, and transportation demand management (TDM). Currently there are 23 staff members in the department. The department reports to the Associate Vice Chancellor for Environmental Health and Campus Safety. Parking is required by NC law to be self-supporting (no appropriations or tuition). Thus, P&T operations are supported by parking fees and related revenues.

Our primary philosophy is to keep fees as low as possible and to base fees on paying for convenience. In 2003, the university transitioned from a single permit system to a zoned parking system. The A permit zone is the core campus – bounded by the lots east of Rivers and Fletcher Music and 5<sup>th</sup>, 10<sup>th</sup>, and Cotanche Streets on the main campus. The B permit zone is adjacent to the core campus and still a walkable distance to core campus destinations. The C permit zone includes the commuter lots on the Athletics and Belk-HHP Campus, while the D lot at Carol Belk is an overflow lot used when we sell out of A2 and B2 resident student permits. Both the C and D permit lots are served via Student Transit.

Within the A/B/C categories, odd numbered zones identify faculty/staff parking areas (e.g. A1, B1) and even numbered zones identify student parking areas, such as A2 and B2 resident parking, and C2 commuter lots.

The Health Sciences Campus is unique in that it really only has a core campus. While the HSC has A permit zones for faculty/staff in close proximity to buildings and B zone permits for students, there are also B zone permits available to faculty/staff as a lower cost option that require a longer walk to most destinations. (Refer to parking map at <http://www.ecu.edu/cs-admin/parkingandtransportation/CustomCF/maps/Parking%20Map%202014-15.pdf>.)

There are 12,552 parking spaces on the ECU campus that include permit, ADA, service/maintenance, patient, visitor and departmental spaces. It is important to note that only 1666 of these spaces are located on the Main (East) Campus core. Of these 1666 spaces, 400 spaces will be removed during construction of the student center which starts in December 2015. Details pertaining to each parking classification and number of spaces can be found at the end of this report. The P&T Office is responsible for the management and physical maintenance of parking spaces. Maintenance includes asphalt, painting, and signage.

Annual revenues are about \$3 million and expenses are approximately \$2 million per year. The reserves fund balance for operating and capital is \$10.3 million for FY14/15. This is purposefully larger than normal because, over a number of years, we have increased reserves to pay for a substantial portion of the cost of constructing two parking decks (east campus Student Center and uptown Student Services building) over the next few years. The reserve balance is expected to be about \$7 million by the end of FY16/17 after construction of the Student Center parking deck and \$3 million after construction of the Student Services deck estimated in FY 17/18. We strive to maintain at least \$3 million in reserves to accommodate general operations and maintenance. Even after the two parking decks noted above, we are targeting closer to \$5 million to prepare for construction of additional decks in the future.

The NC constitution requires that fines and forfeitures must be remitted to the K-12 system. Thus, P&T must transfer over \$300,000 per year (80% of fine revenue) to the NC Department of Public Instruction. The remaining 20% is intended to cover most of the costs of parking enforcement. To continue the maintenance and upgrade of existing parking resources and to plan for future parking demand, we are researching additional revenue streams needed to help meet the future needs of ECU.

Motor Pool consists of 104 vehicles leased from NC Motor Fleet Management. Motor Pool vehicles are assigned as follows, 92 to individual departments and 12 assigned to P&T for daily rental use. The mileage and number of motor fleet vehicles are assessed on a quarterly basis by ECU and NC Motor Fleet Management. By providing data to departments regarding usage and potential cost savings, the number of leased vehicles has been reduced by 23% over the last four years.

Transportation Demand Management (TDM) is a collection of alternative transportation strategies that result in more efficient use of parking and transportation resources, including transit, bicycle, pedestrian and other means. Alternative Transportation at ECU consists of car, ride, and bicycle sharing and rental programs. For additional information, refer to <http://www.ecu.edu/cs-admin/parkingandtransportation/tdm.cfm>.

A long-standing University committee, the Parking and Transportation Committee, is an advisory committee that assists P&T with decisions related to planning, policy, fees and procedures. The committee consists of an equal number of faculty, staff, and students who are voting members and the group meets at least quarterly during the year.

### **Parking and Transportation Improvements**

A robust lot usage study is conducted continually during the year to insure we manage the parking inventory to its fullest potential. Comprehensive lot vacancy counts are collected at various times/days on an ongoing basis throughout each semester to help insure space availability for permit holders, efficient use of space, and improved planning.

We have reorganized the staff to improve customer service and increase efficiency. We have combined the customer service and cashier staff so all front office personnel are cross-trained. This allows staff to handle additional duties such as the new TDM programs.

Pay-by-space machines have been installed at four locations on campus. Two additional machines are being installed on the Health Sciences Campus. These four machines replaced 79 individual parking meters. The machines allow parking fees to be paid by credit card which has increased customer convenience, space usage, and revenue collection security. This change is one of the reasons meter revenue increased significantly over the last two fiscal years. The reduction from 79 single meter devices to 4 central machines has also decreased the cost of maintenance, improved cash collection and monitoring, and reduced the risk of theft.

Underutilized State Motor Fleet Management (MFM) vehicles were returned to the Raleigh MFM Center which reduced university transportation costs. P&T provides mileage records and suggests alternatives to departments to help them reduce costs.

P&T reviewed “free” uses of parking in relation to the maintenance and operational costs of parking lots. This review identified other revenue to help support the maintenance and growth of parking resources on campus. Currently, permit holders pay for the vast majority of lot maintenance and construction. In the last few years, we have begun charging other parking users, such as events and visitors, so the full cost of parking is not placed solely on faculty, staff and student permit holders.

P&T annually transfers approximately \$180,000 to ECU police for lot security and \$250,000 to ECU Transit (reports to Student Affairs) for transportation from the Park and Ride lots (C and D permits). Transit is a robust system and a vital part of our TDM program. The extensive Transit system reduces parking demand and vehicular traffic. Over the last few years, Transit has increased routes to apartment complexes which has reduced parking demand by approximately 1,000 spaces, saving millions of dollars in parking construction/maintenance costs and reducing vehicle congestion around campus. Additional funds will be allocated to Transit as part of the Student Center Construction parking plan.

P&T worked with Facilities Services on the development of a campus-wide Bicycle Master Plan and the Pedestrian Corridor on Main Campus. We submitted an extensive application to the American League of Bicyclists and were awarded a Bicycle Friendly University – Silver designation. This is the highest level awarded to a university in North Carolina and only UNC-CH has achieved this level.

An automated work order system was implemented for lot repairs, maintenance, and inventory. This system ensures all work required is done in an efficient and timely manner and provides data to monitor productivity and work load. The work order system also allows us to schedule preventive maintenance work to ensure timely completion and plan summer projects. Customer complaints – including the presence of illegal parkers, traffic obstructions, and other issues - are also logged into our Work Order System for tracking and analysis. This allows us to improve parking management, measure work requirements and plan our enforcement strategy to insure adequate space availability for customers.

P&T worked with university departments and Facilities Services on the development of plans for parking garages on campus. These garages are necessary to help accommodate increased parking demand in a space-constrained campus core and provide a safer parking option for evening events.

### Proposed Permit Fee Changes:

<u>Permit Type</u>	<u>Current Annual Fee</u>	<u>Proposed Annual Fee</u>
A Zone – Faculty/Staff	\$360	\$396
B Zone – Faculty/Staff	\$180	\$198
A Zone – Resident Student	\$360	\$396
B Zone – Teaching Assistant	\$180	\$198
C Zone – Commuter Student	\$120	\$132
D Zone – Resident Overflow	\$264	\$288
Motorcycle	\$56	\$60
Motorcycle w/vehicle permit	NA	\$30
Vendor	\$180	\$198

**NOTE:** The pro forma cash flows provided contain estimated pricing for deck permits. We are not asking for decisions on the deck permits at this time. This data is provided for information and discussion. Following additional review, a deck permit pricing proposal is expected to be presented in FY16/17 for implementation in FY18/19.

**ECU Parking Inventory**

<u>Type</u>	<u>Assignment</u>	<u>Total Spaces</u>	<u>Permits Issued</u>
A1	A Zone-Faculty/Staff	1117	1022
A2	A Zone-Resident Student	450	567
A3	Brody SOM A Zone-Faculty/Staff	426	359
A5	Hlth Science/Dental A Zone-Faculty/Staff	201	202
A7	ECHI/Family Med A Zone-Faculty/Staff	310	225
B1	B Zone-Faculty/Staff	2385	2016
B2	B Zone-Resident Student	564	671
B3	Brody B Zone-Faculty/Staff	362	313
B4	Health Science B Zone- Student	974	1761
B5	Health Science B Zone-Faculty/Staff	369	341
C2	Commuting Students – Athletics/Belk lots	1918	2924
D2	Resident Student Overflow – Carol Belk-HHP	811	969
ADA	Disabled Faculty/Staff/Student	343	
Service	Service/Maintenance Vehicles	500	
Meters	Visitors/Hourly	307	
Motorcycle	Faculty/Staff/Students	135	
Patient	ECU Physicians/Student Health	591	
Other		789	
<b>TOTAL</b>		<b>12,552</b>	

Minutes from the September 24, 2015 meeting were approved.

Dr. Horns reviewed the status of the College of Allied Health Sciences Dean Search and the Laupus Library Director Search. The CAHS Dean Search was deemed unsuccessful, but will be reopening with a new search firm and new committee in the near future. The Laupus Library Director Search has been closed for now and a new Interim Director, Ms. Elizabeth Ketterman, has been named to this role. The search process for this position is scheduled resume in 2016.

Dr. Horns announced that the CODA site visit for Pediatric Dental Residency Program at the School of Dental Medicine just concluded and went very well.

Dr. Verbanac presented an update on the discussion at the 2015 Health Sciences Research Retreat that was held in August 2015. The retreat was focused on growing the research enterprise and what the challenges are that research is facing today. Some of the key accomplishments highlighted during the retreat included the appointment of full-time Associate Deans of Research in Allied Health, Nursing and Dental Medicine and the establishment of the Health Science Research Council. In FY15, ECU's total grant awards were \$44.4M and 63% of those were within the Health Sciences Division. After the retreat, the focus areas for action included research administration, clinical trials, indirect costs policy and grants and contracts reassigned time.

Dr. Cunningham reviewed data from the informational report on monitoring the progress of graduates entering primary care. Five years after graduation, the ECU Brody School of Medicine is leading the four schools listed within the report with graduates practicing in primary care at 43%.

Mr. Jowers reviewed the financial year-to-date information through September 2015. The net non-operating income (losses) indicated an improvement of 47.1% from the prior year. Over a 12-month period, the cash reserves increased from 66 days to 77 days. The total operating revenues decreased by approximately \$1.8M and the total operating expenses increased by approximately \$1.2M. The ECU Physicians Practice Management Indicators reflected a 2.3% improvement in the number of credentialed providers (MD/DO).

Dr. Benson reviewed the ECU Physicians performance indicators that will be the key measures for ECU Physicians practices to achieve for ongoing success. This includes the four categories of quality indicators, operations, finances and short-term focus. This report will be updated every year to account for a change in focus as the efforts shift over time.

Mr. Vanderpool presented an overview of the \$8M Sustainability Appropriation Spending Plan. He outlined the 6 areas of medical education, simulation and clinical skills expansion, research investments, IT upgrades, facility upgrades and faculty and student recruitment and retention and the amounts allotted to each.

Dr. Benson and Mr. Jowers gave an update on the Huron Consultation work. After a productive meeting with the consulting firm this week, they are currently looking at the data and the next step will include a final vetting of the numbers. Both the ECU BOT and Vidant BOT will be engaged in working on the details of the next steps.

**Action Items:**

The Health Sciences Committee reviewed one initial appointment with permanent tenure in the BSOM for Dr. David A. Axelrod, Professor and Chief of Transplant Surgery. A motion was made to approve the initial appointment with permanent tenure as approved by the Chancellor and as presented in the Board materials. Motion passed unanimously.

**BOT Attendees:**

Vern Davenport (Committee Chair)  
Deborah Davis (Committee Vice Chair)  
Edwin Clark (Committee Member)  
Mark Copeland (Committee Member)  
Max Joyner (Committee Member)  
Danny Scott (Committee Member)  
Leigh Fanning  
Steve Jones  
Mark Matulewicz  
Terry Yeargan



## University Affairs Committee

Board Members Attending: Shanahan (chair), Joyner, Yeargan, Matulewicz, Scott, Fanning, and Davis

### Student Affairs – Virginia Hardy

- **Student Drug Use** –Bob Morphet from the ECU Center for Counseling and Student Development provided an overview of the types of drugs on the rise including opiates, benzodiazepines, and heroin/cocaine
  - For opiates, about 2,500 teens use prescription drugs to get high for the first time each day.
  - From the NY Times in November 2015, researchers looked at seven countries across the world and looked at death rates over the last 20 years and all went down except white males from 25-54 due to alcohol and drug use and suicide increases.
  - On college campuses the drugs prevalent include marijuana and heroin and painkillers.
  - Heroin overdose deaths continue to increase at amazing rates.
  - The use of Xanax in many forms is on the rise on campuses.
  - What is happening at ECU is very close to what is appearing nationally on campuses.
  - Students are using ADHD medicine for focus, but 1 in 5 are abusing the use of these medications.
  - Cocaine use is on the dramatic increase for the last several years.
  - 17% of all appointments last year to the Counseling Center related to alcohol and drug use.
  
- **One Community** – Dr. Hardy discussed Greek Life’s new One Community initiative. She shared that several other schools are implementing similar programs including Texas Tech, Clemson, and Denver.
  - The four Greek councils have typically worked independently within their own councils and One Community will bring them all together related to accountability and decision-making
  - She shared some academic performance standards related to GPA, retention and graduation rates
  - Risk education and accountability have become a major focus nationwide and ECU will be working with Greek students to help them follow the standards in place.
  - The training included involves current students, advisers and alumni.
  - One Community will showcase the philanthropic efforts and the good being done Greek Life.
  - Greek membership is on the rise – from 1,327 in 2011 to more than 2,500 in spring 2015.
  - Plaid, a national consulting organization, is working with ECU on the One Community initiatives related to programs, events, workshops and leadership efforts over the next two years.

### Academic Affairs - Ron Mitchelson

- **Notice of Nondiscrimination and Affirmative Action Policy**  
Lakesha Forbes and Donna Payne shared the proposed changes to the existing nondiscrimination and affirmative action policy. This was synced with the UNC policy but includes some ECU specific language. Effective spring 2016 semester and will be added to the student code of conduct. **Motion**
  
- **Bond Campaign Update** –
  - Dr. Mitchelson shared that the details about the Connect NC Bond Act that will go toward the construction of a Life Sciences and Biotechnology Building. This building will facilitate collaboration and growth that is needed at ECU. If approved, this could go to a 150,000 sq. ft. building. **Motion**
  
- **KPI – Degrees and ECU Graduates** – Dr. Ying Zhou shared the new University Dashboard that will house the metrics needed for many of the key data components including enrollment data (current and historical) for undergraduate, graduate students and professional students. The dashboard also includes data about race and ethnicity and degrees conferred by level. Next steps will focus on military and transfer students.
  
- **Added item** - Mr. Shanahan asked the committee to consider adding the Faculty Chair to serve as an ex-officio member to University Affairs. **Motion**

### Research, Economic Development and Engagement

- Dr. Van Scott shared that we had a bit of a decline in the rankings, but comparatively to national numbers, as well as UNC schools and peer institutions we have exceed all the averages related to research expenditures.

## Notice of Nondiscrimination and Affirmative Action Policy

**PRR Classification #** (List POL, REG RULE and leave #blank. To be done by Legal)

**PRR General Subject Matter** (Leave blank. To be done by Legal)

**Print-friendly version** 

(Print-Friendly version is a word version of this template available for downloading)

**Authority:** Board of Trustees

**History:** Revised September 2015

### **Related Policies:**

ECU Equal Employment Opportunity Plan;  
Regulation on Responding to Complaints of Prohibited Discrimination, Harassment and/or Related Retaliation;  
Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence;  
Regulation for Addressing Sexual Assault, Domestic and Dating Violence or Stalking;  
Policy of the Board of Governors of the University of North Carolina Concerning Improper Relationships between Students and Employees;  
Mediation and Grievance Procedure for SPA Employees;  
Grievance Procedures for Complaints of Unlawful or Prohibited Harassment, Discrimination or Improper Relationships Brought Against East Carolina University Faculty Members or Administrators Holding Faculty Status (ECU Faculty Manual, Part XII, Section IV)

### **Additional References:**

Titles VI and VII of the Civil Rights Act of 1964, as amended;  
Title IX of the Education Amendments of 1972;  
Section 799A and 845 of the Public Health Service Act;  
Equal Pay Act of 1963, as amended;  
Age Discrimination in Employment Act of 1967, as amended;  
Rehabilitation Act of 1973, as amended;  
Pregnancy Discrimination Act of 1978;  
Civil Rights Restoration Act of 1988;  
Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended;  
Civil Rights Act of 1991;  
Americans with Disabilities Act of 1990, as amended;  
Title II of the Genetic Information Non-discrimination Act of 2008;  
Executive Order 11246 of 1965, as amended;  
N.C. General Statutes Section 126-16, as amended;  
N.C. General Statutes Section 116-11(3a);  
The Code of the University of North Carolina, Section 103;

Other applicable Federal and state laws.

**Contact Information:** Associate Provost for Equity and Diversity, Office for Equity and Diversity, Suite G-406 Old Cafeteria Building, Phone: (252) 328-6804, Email: oed@ecu.edu

## 1. Introduction

1.1. East Carolina University (“ECU”) is committed to equality of opportunity and prohibits unlawful discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status (“Protected Class”).

1.2. This policy also prohibits retaliation, as defined below, against an individual for using applicable policies responsibly. Retaliation interferes with free expression, inhibits openness that is important to the University, and violates University policy.

### 1.3. Pay Transparency

1.3.1. Consistent with Executive Order 11246, as amended, ECU will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by ECU, or (c) consistent with the ECU’s legal duty to furnish information.

1.4. This policy supersedes all other expressions of nondiscrimination provisions pertaining to all University programs and activities and the Office for Equity and Diversity complaint resolution procedures published in any other documents, handbooks, or manuals except those outlined in University regulations (specifically, the Regulation on Responding to Complaints of Prohibited Discrimination, Harassment and/or Related Retaliation and the Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence).

1.5. When an individual is found to have violated this policy, sanctions up to and including termination of employment, expulsion, and/or the issuance of a ban from University property will be imposed in an attempt to ensure that such actions are not repeated by the individual within the University community. In determining whether conduct violates these provisions, all relevant facts and circumstances shall be considered. Care will be exercised in order to preserve freedoms of speech and expression, as articulated in current legal standards.

## 2. Coverage

2.1. This policy covers admission, readmission, access to, treatment and employment in university programs and activities, including, but not limited to, academic admissions, financial aid, any services, and employment. This policy applies to students, applicants, employees, visitors, volunteers and other third parties under circumstances within the University’s control.

2.2. This policy applies to all discrimination and related retaliation that occurs either on ECU property or off ECU property if (1) the misconduct occurred in the context of an ECU program or activity or (2) if the misconduct creates or contributes to, for a member of the University community, a learning or working environment that is hostile, as defined in 4.2.2.

### **3. Affirmative Action Obligations**

3.1. Pursuant to its obligation under applicable federal law, the University will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin and to employ and advance in employment qualified employees and applicants who are protected veterans and individuals with disabilities at all levels of employment.

3.2. The University will recruit, hire, train and promote persons in all job titles and ensure that all other personnel matters and any other term, condition, or privilege of employment will continue to be administered in accordance with this policy and without regard to University Protected Classes listed in Section 1.1 above. The University will ensure that all employment decisions are based only on valid job requirements.

3.3. The Chancellor of ECU fully endorses and supports this policy.

3.4. The monitorial and evaluative aspects of the Equal Employment Opportunity Plan, including analysis and reporting, are the responsibilities of the Office for Equity and Diversity. The Chancellor has appointed the Associate Provost for Equity and Diversity to coordinate all aspects of the ECU Equal Employment Opportunity Plan and Program.

### **4. Definitions**

4.1. Discrimination - actions that subject individuals to unfavorable or unequal treatment based on a Protected Class.

4.2. Harassment - a form of discrimination. Harassment is unwelcome conduct based on a Protected Class, as defined in Section 1.1 above, which creates either quid pro quo harassment or a hostile environment, as defined in Section 4.2.1 and Section 4.2.2, below. It also includes Sexual Harassment and Gender-Based Harassment as those terms are defined in University Regulations (specifically, the Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence)

4.2.3. Quid Pro Quo Harassment - submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any University programs and/or activities or is used as the basis for University decisions affecting the individual.

4.2.4. Hostile Environment Harassment - A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the University's education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

4.3. Retaliation - any act of interference, restraint, penalty, discrimination, coercion, reprisal, intimidation, threats, or harassment against an individual for using applicable policies responsibly (including making a charge of discrimination protected by this policy; testifying, assisting, or participating in a hearing, proceeding, review process or investigation of discrimination; opposing an illegal act; requesting a reasonable disability or religious accommodation; or exercising any other right protected by this policy).

## **5. Obligation to Provide Reasonable Accommodations**

### **5.1. Disability Accommodations**

5.1.1. In compliance with Section 503 of the Rehabilitation Act of 1973, as amended; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA), accommodations for individuals with disabilities extend to student programs, employment practices, elimination of physical barriers, and special assistance to students and employees within the university who are individuals with disabilities.

5.1.2. To request disability accommodations, please contact the Department for Disability Support Services, 138 Slay Building Greenville, NC 27858-4353 or phone (252)737-1016 voice/TTY.

### **5.2. Religious Accommodations**

5.2.1. The University accommodates the religious observances and practices of students and employees except where such accommodation causes undue hardship for the University. The extent of the University's obligation is determined initially by considering statutory requirements; and any obligation of accommodation beyond that shall be determined with consideration of business necessity, financial costs and expenses, and resulting personnel and/or academic problems.

#### **5.2.1.1. Accommodations for Students:**

5.2.1.1.1. Students shall be allowed a minimum of two excused absences each academic year for religious observances required by the faith of the student.

5.2.1.1.2. Students shall provide written notice to the faculty member for the affected class of their request for an excused absence for a religious observance in a reasonable time prior to the date of the observance. If a faculty member determines a specific minimum period of prior notice to be reasonable with regard to a class for purposes of complying with this requirement, he or she should communicate that to the students in the class.

5.2.1.1.3. Students shall be given the opportunity to make up tests and other work missed due to such an excused absence for a religious observance.

#### 5.2.1.2. Accommodations for Employees:

5.2.1.2.1. Employees shall request religious accommodations from their supervisor in writing at least, if possible, 30 days in advance of the desired accommodation. The employee and supervisor should cooperate to determine whether a reasonable accommodation can be granted. If requested, the employee should provide documentation to support the request.

5.2.1.2.2. Supervisors may contact Human Resources Employee Relations or the Office for Equity and Diversity for assistance with employee requests for religious accommodations.

#### 5.3. Complaints Relative to Accommodations

5.3.1. Members of the University community who have concerns about the adequacy of accommodations or wishing to file a complaint, may follow the resolution procedures outlined in University regulations (specifically, the Regulation on Responding to Complaints of Prohibited Discrimination, Harassment and/or Related Retaliation). Information about filing a complaint may be obtained from the Office for Equity and Diversity.

### **6. Sex Discrimination Prohibited**

6.1. ECU is required by Title IX of the Education Amendments of 1972 not to discriminate on the basis of sex in its education programs and activities.

6.2. Sexual and Gender-Based Harassment, as defined in section 4.2, above, Sexual Violence, including sexual assault and sexual battery, and Sexual Exploitation as those terms are defined in University Regulations (specifically, the Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence) are all forms of sex discrimination..

6.3. Questions regarding Title IX may be addressed to the Ms. LaKeshia Alston Forbes, Title IX Coordinator, in the Office for Equity and Diversity; the Dean of Students Office; the Office of Student Rights and Responsibilities; the ECU Police Department; and/or to the U.S. Department of Education's Office for Civil Rights.

6.4. The Title IX Coordinator may be reached in the Office for Equity and Diversity, Old Cafeteria Building Suite G-406, phone (252) 328-6804, or email [oed@ecu.edu](mailto:oed@ecu.edu).

6.5. Additional information regarding the University's obligations and procedures for responding to conduct prohibited by Title IX may be found in University regulations (specifically, the Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence).

### **7. Obligation to Review or Investigate Prohibited Conduct**

7.1. If the Office for Equity and Diversity becomes aware of any information or concerns related to prohibited discrimination, harassment, and/or related retaliation, the Office for Equity and Diversity will address with an informal review or formal investigation of those concerns.

## **8. Office for Equity and Diversity Complaint Resolution Procedures for Formal Complaints of University Prohibited Harassment or Discrimination and/or Related Retaliation**

8.1. An individual should follow the complaint/resolution procedures outlined in University regulations (specifically, the Regulation on Responding to Complaints of Prohibited Discrimination, Harassment and/or Related Retaliation) if he or she is alleging discrimination, harassment and/or related retaliation, as defined in this policy, based on any of the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (*including* pregnancy and pregnancy related conditions and sexual harassment and sexual violence), gender identity, sexual orientation, age, disability, political affiliation, or veteran status. Additional investigation principles will be applied for complaints of sexual harassment and sexual violence and are outlined in University regulations (specifically, the Regulation on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence).

8.2. The Office for Equity and Diversity will consult with and answer questions from individuals about specific procedural matters upon request.

## **9. East Carolina University Statement of Nondiscrimination**

9.1. The following statement should be used in the University's academic catalogues, contracts, and applications for admission and employment:

9.1.1. East Carolina University prohibits discrimination based on the following protected classes: race/ethnicity, color, genetic information, national origin, religion, sex (including pregnancy and pregnancy related conditions), sexual orientation, gender identity, age, disability, political affiliation, and veteran status.

9.2. Any flyers, brochures, posters, or advertisements concerning a University activity or event that is open to the public must include the following statement:

9.2.1. Individuals requesting accommodation under the Americans with Disabilities Act (ADA) should contact the Department for Disability Support Services at least 48 hours prior to the event at (252) 737-1016 (voice/TTY).

**A RESOLUTION IN SUPPORT OF CONNECT NC BOND ACT**

**WHEREAS**, North Carolina has seen its population grow by 2 million people since the last general obligation bond in support of the state's economic infrastructure was approved by the voters in 2000; and

**WHEREAS**, the \$2 billion Connect NC Bond Act approved by the North Carolina General Assembly invests in education, parks, recreation, safety, and water and sewer infrastructure projects; and

**WHEREAS**, beneficiaries will include 13 colleges and universities, together with new construction, repairs, and renovations to all of the community colleges; and

**WHEREAS**, the Bond Act is a prudent use of North Carolina's borrowing capacity; and

**WHEREAS**, the University of North Carolina is a multi-campus university dedicated to the citizens of North Carolina through teaching, research, and service; and

**WHEREAS**, the University of North Carolina is a primary driver of job creation in eastern North Carolina; and

**WHEREAS**, East Carolina University is a constituent institution of the University of North Carolina system serving over 28,000 students across 12 colleges and schools; and

**WHEREAS**, East Carolina University generates \$2.8 billion for North Carolina's economy, which is equivalent to 42,798 new jobs; and

**WHEREAS**, the Connect NC Bond Act includes \$90 million for a new Life Sciences and Biotechnology Building at East Carolina University; and

**WHEREAS**, the programming in a new Life Sciences and Biotechnology Building will advance academics, research, and regional partnerships in alignment with the strategic priorities of the University and will contribute to creation of high demand, high paying jobs; and

**WHEREAS**, the bonds are subject to voter approval on the March 15, 2016 ballot and deserve rightful consideration of the citizens of this State; and

**WHEREAS**, the Board of Governors of the University of North Carolina has determined that approval of the bonds is in the best interest of the UNC system, including East Carolina University;



**NOW, THEREFORE BE IT RESOLVED** that the East Carolina University Board of Trustees strongly supports the higher education bond proposal because it is central to upgrading the state's infrastructure and furthering the mission of East Carolina University.

**BE IT FURTHER RESOLVED** that the East Carolina University Board of Trustees pledges to educate the citizens of North Carolina about the importance of the NC Bond Act and to encourage all North Carolinians to vote "Yes" in the Tuesday, March 15, 2016 Primary General Election.

Adopted this the 20<sup>th</sup> day of November, 2015.

A handwritten signature in black ink, appearing to read "Steve Jones", written over a horizontal line.

Steve Jones, Chairman