

## **BOARD OF TRUSTEES**

East Carolina University

February 24, 2012

The Board of Trustees met in regular session at Mendenhall Student Center on the campus of East Carolina University. In compliance with the State Government Ethics Act, Bob Lucas, chair of the Board, called the meeting to order and asked if anyone has a conflict of interest. No conflicts were identified.

Mr. Lucas called on Joel Butler, secretary of the Board, to call the roll:

### Members Present

Robert Brinkley  
Joel Butler  
Ken Chalk  
Edwin Clark  
Deborah Davis  
Bob Lucas  
Carol Mabe  
Josh Martinkovic  
Danny Scott  
Kieran Shanahan  
Mark Tipton

### Members Absent

Steve Jones  
Bobby Owens

## **APPROVAL OF MINUTES**

Mr. Lucas asked for a motion to approve the minutes from the Board meeting on December 2, 2011. Mr. Brinkley moved approval of the minutes. Ms. Davis seconded the motion. The motion passed with no negative votes.

## **CHANCELLOR'S REPORT**

Dr. Ballard's remarks focused primarily on athletic conferences, tuition and fees and the ongoing budget issues. A text version of his report is included in this document as "Attachment A."

### **BOARD OF GOVERNORS REPORT**

Phil Dixon gave an update from the Board of Governors. Highlights of his remarks included tuition increases, faculty retention and the General Assembly's upcoming season.

### **CHAIR OF THE FACULTY REPORT**

Dr. Marianna Walker, chair of the faculty, addressed the Board. Her remarks are included in this document as "Attachment B."

### **SGA REPORT**

SGA President Josh Martinkovic gave a report from the student body. His remarks are included as "Attachment C."

### **BOARD OF VISITORS REPORT**

Steve Brown, chair of the Board of Visitors gave the report. Mr. Brown gave an update on the Civic Leadership Flight that many Board of Visitors members participated in. He also gave an update on the Access Scholarships that the members support. He said the members donated approximately \$5,800 at the November meeting and about \$3,800 at the February meeting. There is about \$30,000 in the BOV Access Scholarship account. Mr. Brown also said that the Board of Visitors continues to work on the legislative front by reaching out to elected officials. This included a legislative walk that was done at the end of January to increase ECU

awareness. Mr. Brown concluded his remarks by asking for Board of Visitor nominations.

There will be several openings on the Board. A full list of nominations will be presented at the April meeting.

### **PIRATE CLUB REPORT**

Jimmy Creech, president of the Pirate Club, gave this report. Mr. Creech said that the Pirate Club raised over \$11 million last year, which definitely exceeded their expectations. The Pirate Club continues to develop and implement their long-range plan under the direction of Emmett Floyd. Two areas that the Pirate Club is working diligently to develop are: 1. fully funding all athletic scholarships for all sports, and 2. upgrading and developing athletic facilities. Mr. Creech acknowledged that this may be a challenge this year because of budget shortfalls, but the Pirate Club will continue to strive to meet these goals. Mr. Creech spoke about the 2011-2012 capital campaign, "Step Up To The Highest Level," which is raising money for the new basketball practice facility. The project is estimated to cost \$15 million. The campaign has so far raised \$13.2 million and is expected to conclude in June 2012. Mr. Creech acknowledged Mr. Dennis Young, who has worked with the Pirate Club for many years and who is retiring in June 2012. Over his time at ECU, he has helped raise more than \$50 million dollars for athletics. In conclusion, Mr. Creech said that the Pirate Club supports ECU administration in whatever course it chooses regarding conference affiliation.

### **ECU ALUMNI ASSOCIATION REPORT**

Mr. Paul Clifford, president of the ECU Alumni Association, gave the report for Chair Carl Davis, who was unable to attend the meeting because illness. Mr. Clifford said that the

primary purpose of the Alumni Association is to spread the good news of ECU Alumni. The goal is for alumni to network with each other and to stay connected and engaged with ECU. They accomplish this by hosting events throughout the year such as the Alumni Tailgates during football season, networking breakfasts and regional gatherings. Mr. Clifford also gave an update on the future of an Alumni Center on campus. An Alumni Center was included in the most recent ECU master plan. To date, \$4 million has been raised to fund the project. The total cost will be approximately \$10 million.

## **COMMITTEE REPORTS**

### **ATHLETICS & ADVANCEMENT COMMITTEE**

Committee Chair Danny Scott gave the report from the Athletics and Advancement Committee. A summary of this report is listed as “Attachment D.” There were two action items from the committee.

Mr. Scott moved that the Board approve the naming of the Betty Debnam Hunt Institutional Classroom – Teaching Resources Center, Joyner Library as presented in Board materials (Attachment E). The motion was approved with no negative votes.

Mr. Scott moved that the Board approve the resolution in appreciation of the volunteers and donors to the Second Century Campaign as presented in Board materials (Attachment F). The motion was approved with no negative votes.



## **AUDIT COMMITTEE**

Committee Chair Ken Chalk gave the report from the Audit Committee. A summary of this report is included as “Attachment G.” There were no action items.

## **FINANCE & FACILITIES COMMITTEE**

Committee Chair Carol Mabe gave the report from the Finance and Facilities Committee. A summary of this report is included as “Attachment H.”

Ms. Mabe moved that the Board approve the request to purchase medical offices at Medical Pavilion Suite #8, 1800 W. Fifth St. in accordance with the terms and conditions provided in the Board materials (Attachment I). The motion was approved with no negative votes.

Ms. Mabe moved that the Board approve the request to purchase and sever property at 205 E. Tenth St. in accordance with the terms and conditions provided in the Board materials (Attachment J). The motion was approved with no negative votes.

Ms. Mabe moved that the Board approve the request to purchase property for the ECU transit facility at 285 Easy Street in accordance with the terms and conditions provided in the Board materials (Attachment K). The motion was approved with no negative votes.

Ms. Mabe moved that the Board adopt and accept the ECU Master Plan in accordance with the terms and conditions provided in materials mailed to the Board. A copy of the ECU Master Plan is on file in the Office of the Assistant Secretary to the Board of Trustees. The motion was approved with no negative votes.

Ms. Mabe moved that the Board approve the resolution to authorize the execution and delivery of a loan to renovate and improve Mingos Coliseum in accordance with the terms and

conditions provided in the Board materials (Attachment L). The motion was approved with no negative votes.

Ms. Mabe moved that the Board approve the designer selection for the Belk Residence Hall demolition and replacement in accordance with the terms and conditions provided in the Board materials (Attachment M). The motion was approved with no negative votes.

Ms. Mabe moved that the Board approve the designer selection for the new student union in accordance with the terms and conditions provided in the Board materials (Attachment N). The motion was approved with no negative votes.

## **HEALTH SCIENCES COMMITTEE**

Mr. Shanahan gave the report from the Health Sciences Committee in Committee Chair Steve Jones' absence. A summary of this report is included as "Attachment O." There were no action items.

## **UNIVERSITY AFFAIRS**

Committee Chair Robert Brinkley gave the report from the University Affairs Committee. A summary of this report is included as "Attachment P." There was one action item.

Mr. Brinkley moved that the Board approve Appendix C of the Faculty Manual with the recommended changes (Attachment Q). The motion was approved with no negative votes.

## **UNFINISHED BUSINESS**

Mr. Lucas called on Senior Associate University Attorney Paul Zigas to provide an update regarding the university's lawsuit against Roy Hopkins, who published a newspaper

online by the name of Healthy Pirates.com. Mr. Hopkins was using several logos as well as the university's color scheme. The courts ruled in favor of ECU, finding that Mr. Hopkins engaged in willful, deliberate and wanton infringement of university trademarks, including five registered trademarks, common law color scheme and material from the website. The court entered a permanent injunction against Mr. Hopkins, which prevents Mr. Hopkins from using anything confusingly similar to ECU. In addition, Mr. Hopkins must transfer all ownership and registration rights to ECU and provide a compliance report within 30 days. Finally, ECU was awarded \$36,357.03 in attorney's fees.

### **NEW BUSINESS**

There was one topic of new business, which was the appointment of a nominating committee. Mr. Lucas appointed Mr. Robert Brinkley as chair of the nominating committee and Mr. Ken Chalk and Mr. Edwin Clark to serve as members.

### **REPORT FROM THE CHAIR**

Mr. Lucas said he will strive to keep all board members up to date about conference affiliation. He said he understands how important this issue is to the university and how important it is that all board members are kept informed.

Chairman Lucas asked for any comments from the Board. Deborah Davis brought to the board's attention the ECU Women's Roundtable event, which will be held in April. Kieran Shanahan recognized Dr. Walter Pories for being awarded the Lifetime Achievement Award in Excellence in Research and Creative Activity. He also recognized Dr. Paul Cunningham for

being appointed to the legislative committee that oversees delivery of State Employee Health Care.

**ADJOURNMENT**

Mr. Lucas adjourned the meeting at 11:45 a.m.

Respectfully Submitted,

John Durham  
Assistant Secretary to the Board

CHANCELLOR'S REMARKS

BOARD OF TRUSTEES

February, 2012

Thank you Chairman Lucas.

We have had excellent discussions for some time now regarding athletic conferences and I think everyone is aware of the extraordinary team that helped ECU to elevate our profile and position us for the best possible conference affiliation. I would like to say a few words about our status in this regard. As Meg Wheatley says, "in this environment, if you're not confused, you're not thinking clearly."

First, conferences will continue to re-align for the foreseeable future, and ECU will continue to seek what is best for our university. We will be vigilant. As I have often said, there really are no more athletic conferences, only TV partnerships. Some of these partnerships appear to be ignoring the best interests of our student athletes.

Second, based on my meetings in Dallas on February 12<sup>th</sup>, I believe our new conference will be an improvement over CUSA, with more conference revenues to distribute. Plus, there is a recognition of the importance of

geography and traditional rivalries and I believe our presence in this conference will help to ensure the formation of regional divisions which will recognize traditional rivalries like Southern Mississippi and Marshall.

Most importantly, a guiding principle of the new conference is the academic success of the student athlete. Since less than 2 percent of college athletes ever ever turn pro, it is our obligation enable their full success. We will minimize their time away from campus, expect them to get degrees, and encourage them to be tomorrow's leaders.

### **Quality of Education**

The tuition debates at the February Board of Governors meeting were probably the toughest during my eight years. However, Bob Lucas, you would be proud of the student protestors, who were very good at challenging authority.

ECU's proposal was approved ... meaning our in-state undergraduate students will pay about \$500 dollars more in tuition and fees next year than they did this year. These increases are small by comparison to most public universities and we remain next to last among our peer schools in terms of the total cost of education...we remain a great educational

bargain. That said, access and opportunity are an important part of who we are; we must pay attention to what our students can pay.

My concern with this annual debate is that it usually does not center on the single most important factor...quality of education and quality of the student experience. While affordability received significant attention at the Board of Governors meeting, unfortunately, the quality of education did not receive enough in my opinion. Affordability without quality is no bargain. I ask you to help me ensure that we always put quality first and that we recognize that four straight years of base budget cutbacks have eroded our quality. There are numerous indicators of this, but I call your attention to the loss of world class faculty in recent months. While we aggressively look for replacements for such losses, it often takes 5-10 years to get back to square one when our great faculty become free agents. For example:

- PJ Schenarts, referred to as ‘the best trauma surgeon in the Army’ left in January for a position in Nebraska. PJ served four battlefield duties in Afghanistan and in Iraq.
- Sherri and Tim Jones in the College of Allied Health left in December. Both were recognized as outstanding teachers as well as nationally

known researchers. Their federal funded research grants are now lost to ECU...so we lose much more than just two excellent faculty.

- Two of ECU's star faculty members and "Five Year Research and Creative Activity Award Winners" -- Dr. Jason Bond in the Biology Department (better known as "The Spider Man") and Chris Riley-Tilman in the Department of Psychology -- left ECU to pursue other academic opportunities in the midst of the economic crisis.

### **Prioritization and Consolidation**

One of the primary ways we deal with the state fiscal crisis is continuous attention to our priorities and options to reduce expenditures. ECU continues to be a leader in finding efficiencies.

We appreciate the Board discussion on the Program Prioritization Committee and I want to publicly thank chair Ron Mitchelson and all members of the committee. Such processes are notoriously difficult in the academy and this is no exception. Our process has been extensive, data-driven, open to feedback. I know of no other university that has done this any better than ECU.



The result of the PPC, to this point, is that about 50 programs will be reduced or eliminated...all so that we can concentrate resources on the programs and the courses that make the most difference for the most students. The next stage will to determine if we can realistically save money by consolidating academic departments, colleges, and divisions.

On February 1, we also consolidated all marketing and communication functions under Mary Schulken as the Executive Director of Communications, Marketing, and Public Affairs. This newly consolidated unit is housed in the Chancellor's Division under the direction of my chief of staff, Philip Rogers. We expect this consolidation to improve our branding, marketing, and public relations functions. Over time, we also expect significant savings from this consolidation and expect it to be a model for how we consolidate and share services at ECU.

### **Legislative Agenda**

It is that time of year again. Just as we said to our Board of Visitors, we need the Board members here to support the UNC System priorities in the legislature and help us with the specific items of value to ECU.

Three system-wide priorities will be essential. First, we must stop the erosion of the base budgets of the universities; further cuts will just put

more pressure on students and their families or, alternatively, reduce the course offerings and degrees we can offer.

Enrollment growth funding remains a priority. We need the support for the rapid enrollment increases we have experienced. The alternative is to reduce our enrollments.

Finally, something that should be no surprise to any of you, we need help to eliminate existing legislative restrictions on our ability to compensate and retain faculty. Even if there is not state funding to support salary increases for fall of 2012, we must have the flexibility to increase the compensation for at least a percentage of our employees.

Two campus specific items will be to maintain the final installment of operating funds for our dental school, which were appropriated during the last legislative session... those dollars are required to maintain accreditation of the school. Secondly, we are requesting authority to keep rental receipts for buildings we rent for joint venture health care operations. Such receipts are part of the recent joint agreement for cancer services signed with the hospital and approved by the GA; now we need legislative support.

ECU Board of Trustees  
 Comments – Marianna Walker – February 24, 2012  
 ECU Chair of the Faculty

Good morning! I bring greetings from the university faculty and the Faculty Senate. My remarks today will be brief and will be focused on the state of the faculty, including responsibilities, overall welfare, and current challenges.

## 1) Program Prioritization Committee

### a) Program Prioritization – Phase One

In December, I reported on the faculty's reaction and concerns relative to the initial report relating to program prioritization. These concerns related to perceptions of the value of the discipline, as programs were being compared on measure of productivity. I provided examples of the angst of many of our faculty in departments across the university, based on the result of this program prioritization.

Result – Based on feedback from many faculty and deans, including discussion at the Faculty Senate meeting, the final paper was edited to address some concerns. Incorrect media coverage of this PPC, outcome contributed to the angst among the faculty, but thanks to Mary Schulken these issues are being addressed.

### b) Recent PPC white paper on University Organization –

A special Faculty Senate meeting will be held on March 20, where senators will have an opportunity to provide both oral and written feedback from their respective units, relative to the possibilities for organizational structural changes – at the division, college, and/or department levels. Many possibilities are being proposed and now is the time for the faculty to weigh in on these suggestions.

In our Faculty Senate meeting this week, I asked the senators to...

“Step back and think about your unit's place and role as part of the university and asked them to aid their colleagues in addressing their concerns in constructive ways, especially in reflective discourse written in the words of the faculty”. I asked them to engage in the process for feedback, through forums and surveys, engage in open discussion. I encouraged them to be a voice in strategically planning for the future, preserving strengths, encouraging growth, while continuously addressing the education of our students.

The faculty are now engaged in asking many questions and in honestly looking at options – whether the options are feasible or not.

## 2) Faculty Manual

Update – over 80% of the Faculty Manual is completed. Goal – by the beginning of the 2012-2013 academic year, the Faculty Manual will be reorganized containing all the approved revisions. Thus, we'll begin the academic year with a new Faculty Manual. Words cannot begin to tell the amount of work, collaboration, and research that has gone into this review. We still have some important work to

do, but we WILL get it done before the end of this academic year. Thanks to all in this room, and to ALL the faculty who have contributed to this major endeavor.

3) **SACS** – There have been countless hours from faculty, administrators, and staff in working toward our application for SACS accreditation. We are still working on our documentation, but beginning to get closure. Again, the faculty's time in this work has been tremendous. All without release time from other responsibilities (teaching and research) or monetary compensation. I applaud all who have given countless hours in pursuit of this 2013 SACS accreditation.

#### **4) Faculty Workloads, Faculty Retention**

I know I spoke of the issue of faculty retention in December, but I must bring up this issue again.

I continue to be concerned about the loss of our faculty to institutions who are paying higher salaries, or better benefits. I have heard of faculty who are leaving due to potential upheaval from potential university reorganization and potential faculty who are interviewing, but who may be reluctant to take a position in a department who may be merged or where the college may change.

We are losing faculty mentors, externally funded researchers, great professors, student mentors, and clinicians, just to name a few. When these faculty leave, the workload of faculty left in the department increases. Many cannot continue to do the same amount of research, when their teaching load increases. When research loads decrease, the scholarly productivity of our colleges and university decrease, the national rankings fall. As classroom sizes increase, the workload of the faculty dramatically increases, which again, affecting research and student mentoring.

We must continue to work to improve our faculty retention and make ECU a place that faculty want to work. We must work to recruit new faculty to take place of our faculty who have and are now leaving. The faculty is the university's most precious resource. Without strong and committed faculty, our university will suffer. Without a quality faculty, our students and graduates will be mediocre. Do we want our students to just have degrees, or do we want them to get a quality education? We must preserve the excellence of our faculty and reward them for their efforts in their total workload and responsibilities. The academy must be preserved at East Carolina University.

I thank the Board of Trustees for your continued support of our university faculty and for the university as a whole.

STUDENT GOVERNMENT ASSOCIATION

# SGA

EAST CAROLINA UNIVERSITY

101 Mendenhall Student Center, East Carolina University Greenville, NC 27858, call at (252)-328-4742, or email [sga@ecu.edu](mailto:sga@ecu.edu)

## Fall 2011 Semester Highlights and Accomplishments

### 2011-2012 SGA Officers

Officers	Name	Email
Student Body President	Josh Martinkovic	<a href="mailto:sgapresident@ecu.edu">sgapresident@ecu.edu</a>
Student Body Vice-President*	Daniel Thornton	<a href="mailto:sgavicepresident@ecu.edu">sgavicepresident@ecu.edu</a>
Student Body Treasurer	Justin Davis	<a href="mailto:sgatreasurer@ecu.edu">sgatreasurer@ecu.edu</a>
Student Body Secretary	Chelsea Roach	<a href="mailto:sgasecretary@ecu.edu">sgasecretary@ecu.edu</a>
SGA Chief of Staff	Carly Terrier	<a href="mailto:sgachiefstaff@ecu.edu">sgachiefstaff@ecu.edu</a>

*\*The Student Body Vice-President also serves as the SGA Senate President*

#### Advisors

**Dr. Bobby Woodard, Executive Director of Mendenhall Student Center**

**Dr. Patrick Edwards, Associate Director for the Center for Student Leadership & Engagement**

### Mission of SGA

The mission of the Student Government Association of East Carolina University is to enhance the total student experience through acts of service for the local community, by effectively governing the allocation of student fee dollars, and by advocating for students on all local, state, or federal matters.

### Did You Know?

ECU SGA played a key role in the creation of the campus service SafeRide

Current Mayor of Greenville Allen Thomas and Chair of the Board of Trustees Bob Lucas are former ECU SGA Presidents.

**Every member of the student body is also a member of SGA!!!**

## Semester Highlights

### New Logo, New Mission, New Outlook



The mission of the Student Government Association of East Carolina University is to enhance the total student experience through acts of service for the local community, by effectively governing the allocation of student fee dollars, and by advocating for students on all local, state, or federal matters.

### Leadership in Action

- During the fall semester, SGA has sent out the monthly campus crime reports to keep students informed and aware for their own safety.
- Prior to Hurricane Irene's landfall, SGA coordinated with the ECU Administration to provide critically important campus updates and educational resources aimed at keeping students safe and informed during the storm.
- At the beginning of football season, SGA produced "Cheer Cards" aimed at promoting popular ECU traditions and encouraging fan civility.
- SGA Secretary Chelsea Roach of Grimesland, NC was crowned as the 2011 ECU Homecoming Queen. In addition, 5 of 10 members of this year's Homecoming Court are also members of SGA, demonstrating the diversity within our organization.
- SGA collected nearly 220 lbs of cans for the annual Homecoming canned food drive.
- Our SGA Relay for Life team has currently raised \$800 toward our overall goal of \$2,500 by the event date.
- *Notable Events of the Semester:* SGA Crime and Safety Forum (9/14), SGA Town Hall at Aycock Residence Hall (9/26), SGA Student Fee Forums (10/18 & 11/2), and SGA Greenville Mayoral Debate (11/2).

## Tuition and Fees Advocacy

- Held two campus forums attended by over 60 students who expressed their opinions regarding the proposed increases
- Commissioned a student fee web page and survey to inform students and gather feedback. The survey received over 2,000 responses, which greatly assisted in the final decision-making process.
- The SGA Senate and SGA President jointly recommended the following fee increases:

Fee	Proposed	Recommended
Athletics	\$41.00	\$35.00
Career Services	\$1.00	\$1.00
Education & Technology	\$40.00	\$40.00
Graduation	\$3.00	\$3.00
OSTFYP*	\$5.00	\$5.00
Student Health	\$5.00	\$5.00
Transit	\$6.00	\$6.00

\*Office of Student Transitions and First-Year Programs

## Major SGA Expenditures

For FY 2011-2012:

Student Organization Funding	\$100,000
Graduate Professional Student Senate	\$74,080
ECU Conduct Board	\$56,000
ECU Homecoming	\$30,000
Student Legal Services	\$12,000





## Major SGA Projects & Initiatives

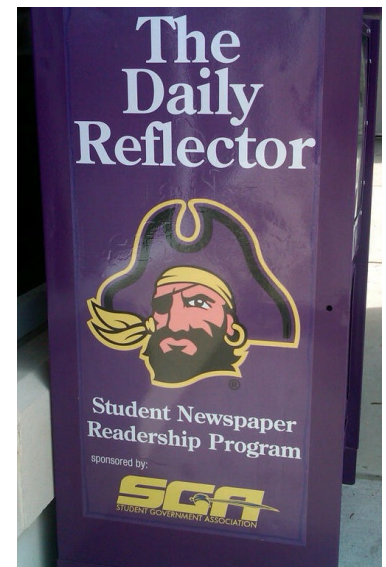


### SGA Discount Cards

Our newest and most exciting initiative to date, the SGA Discount Cards contain 25 special offers provided by Greenville-area businesses. These cards will be offered FREE to the student body and are good for use until February 2013. Check out our advertisements in *The East Carolinian*, at the start of each month, for more details on how to receive one of the 5,000 we have ordered.

### Keeping Students Informed

This fall, SGA began a new partnership with the Daily Reflector to keep the local paper available on campus, free of charge. This \$5,000 sponsorship is just another way that we are seeking to serve the student body and build a stronger relationship with our community.



### Student Memorial Garden

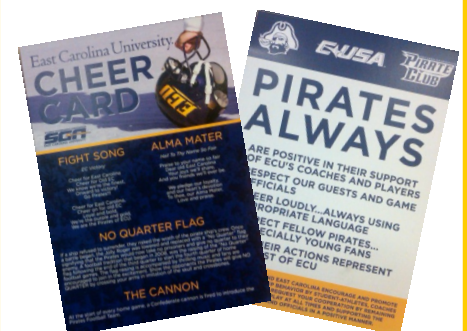
Understanding the need for a quiet place to remember our fellow Pirates, who we have tragically lost over the years, SGA is currently working with university administration to make the Student Memorial Garden a reality.



*The Student Memorial Garden will be located next to the Ledonia Wright Cultural Center, across from Mendenhall Student Center*

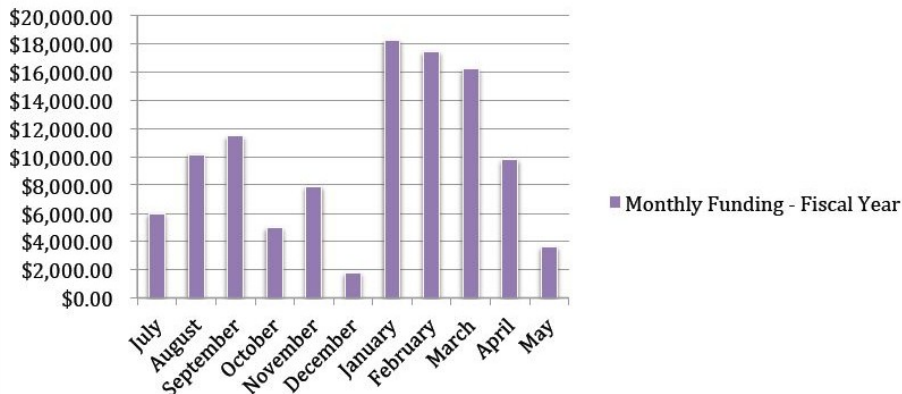
### SGA Cheer Cards

Seeking to continually improve one of the best game-day atmospheres in the country, the SGA Cheer Cards were created to help newer members of Pirate Nation learn our traditions and start cheering loudly from their very first sporting event!



# SGA Organization Funding: Effectively & Efficiently Governing Student Fees

## Student Organization Funding 2010-2011 Monthly Breakdown



## Additional Stats & Facts for 2010-2011

35 Meetings of the Appropriations Committee  
 Average amount allocated/meeting: \$3,072.07  
 Average amount allocated/month: \$9,774.77  
 Funding requests denied: 8  
 Probability of organization receiving funding: 94%

Total amount of funding allocated for the 2010-2011 Academic Year  
 \$107,522.52

That means ... the Appropriations Committee and New Funding Process  
 Allocated OVER 100% of its operating budget!

## Dispelling Myths Regarding our Funding Myth #1

**Greek organizations receive a majority of the funding SGA allocates.**

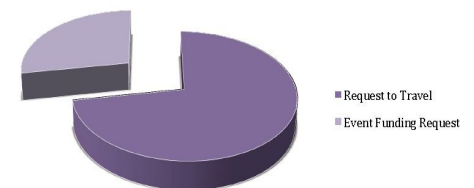
Greek Orgs v. Non-Greek Orgs



## Myth #2

**SGA only funds travel and registration requests.**

Type of Request 2010-2011



## 2011-2012 Organization Funding so far...

Total Allocated in Fall 2011:	\$32,863.13
Remaining \$\$ for 2nd Semester:	\$67,136.87
Total # of Requests for Fall 2011:	45
# of Organizations Receiving Funding:	32
Average Allocation per Request:	\$730.29

**Appropriations Meetings are held each Tuesday at 6:30pm in MSC 212. For more information, or to submit a request, log on to Org-Sync under Forms/ Funding Requests. Or email Student Body Treasurer Justin Davis at [sgatreasurer@ecu.edu](mailto:sgatreasurer@ecu.edu)**



# Outlook for Spring 2012 Semester

## SGA Website Revamp/ ECU "Cuts Hurt"

Over the course of the spring semester, SGA will be revamping our website to better disseminate information and gather more feedback from our constituents. Some of the areas of focus will include academic resources, student safety, organization funding, and updates on tuition and fee increases.



### ECU "Cuts Hurt" Webpage

As a response to the continuing budget cuts being faced by all UNC system institutions, ECU SGA will be participating in the Association of Student Government "Cuts Hurt" initiative. Our focus will be aimed at highlighting how the budget cuts are impacting the student experience and also aimed at gathering student feedback on the issue.

## Diversity Week (March 26th-31st)

In collaboration with the Ledonia Wright Cultural Center and our numerous multicultural student organizations, the Student Government Association will once again host this year's Diversity Week, packed with free entertainment, free food, and free giveaways for the student body.

## SGA Constitution and By-Law Reform

Seeing the need to update our governing documents, members of SGA and the student body will come together this semester to analyze our current structure and begin to revise the SGA Constitution and By-Laws that will be in effect for the 2012-2013 school year

## SGA Relay for Life

Help SGA reach our fundraising goal of **\$2,500 by April 13th!!!** We will be holding fundraisers on February 16th and March 17th, so be sure to donate! Contact Team Captain Micah Lockhart for more information [lockhartm11@students.ecu.edu](mailto:lockhartm11@students.ecu.edu)



## Boneyard Student Section Monument

In 2010, SGA facilitated the voting process that yielded "The Boneyard" as the official name of the student section at Dowdy-Ficklen Stadium.



As the next step, we will be pursuing the establishment of a student section monument to commemorate the naming of the Boneyard and to serve as a rallying point for students.

## Spring 2012 Election Dates

**March 13th & 14th**  
Elections Orientation

**March 19th & 20th**  
Filing Days &  
Compulsory Elections Meeting (20th)

**March 21st to April 5th**  
SGA Campaigning Period

**April 2nd**  
SGA Candidates Debate

**April 3rd-5th**  
Voting Days for  
Spring Election on Onestop

## **Athletics & Advancement Committee**

### **February 23, 2012**

### **Talking Points**

Committee members present were Danny Scott, Bob Lucas, Robert Brinkley, Kieran Shanahan and Mark Tipton. Other board members present included Joel Butler, Carol Mabe, Josh Martinkovic, Ken Chalk, Edwin Clark, Deborah Davis and Steve Jones.

### **University Advancement**

#### **Naming Proposal**

Mickey Dowdy presented one naming proposal:

Betty Debnam Hunt Institutional Classroom – Teaching Resources Center, Joyner Library - \$100,000 gift from Ms. Betty Debnam Hunt. The Committee approved the naming opportunity.

#### **Second Century Campaign**

Resolution: Mr. Dowdy presented the Second Century Campaign Resolution in honor of the volunteers and donors for approval by the committee. Committee approved the resolution as written for presentation to the full Board.

Campaign Total: Second Century Campaign final total of \$219.9 million was announced. This was 109.9% of goal and completed one year ahead of schedule. Total Academic Program support was \$146.8 million and support of Athletics was \$73.1 million. The campaign for the Basketball Practice Facility continues and has passed \$13 million toward its initial goal of \$15 million.

Other Campaign Highlights: #'s of alumni donors increased by 55%; the University's total endowment grew by 85%; 24 new Distinguished Professorships were established. These were just a few of the highlights.

#### **Medical & Health Sciences Foundation**

Mr. Dowdy shared that this foundation is the youngest foundation at ECU and is currently being chaired by alumnus Jim Chesnutt. Former ECU Vice Chancellor for Finance and Administration Richard Brown is Vice Chair; and Stacy Brody serves as secretary. The Foundation exceeded its \$30 million goal and the Brody School of Medicine attracted the most support of any ECU college or school. Good progress is being made in building the level of support required for our Health Sciences Campus colleges and schools.

## **Alumni Association**

The Alumni Association scorecard of events, communication and financial highlights was reviewed by the committee. Mr. Lucas shared that the enthusiasm among all of ECU's volunteer boards is just phenomenal and we are fortunate to have a growing number of engaged alumni.

## **Athletics**

### **Coach's Report**

Head Football Coach Ruffin McNeill gave a report from ECU Football. Coach McNeill said that his health continues to improve everyday from the two surgeries he had last year. He feels as if there is an atmosphere of success on and off the field with this current group of student athletes. Off season leadership changes continue to advance both the staff and the team as a whole. Recruitment continues to be a major focus with Coach McNeill's staff. He reports that his recruiting staff will "go anywhere."

Coach McNeill said that academics is the backbone of his approach with the student athletes. They are students first. Only 2.1% of college football players go into the NFL. That leaves 98% of student athletes that will use their degree after graduation.

### **Conference Affiliation Update**

BOT Chair Bob Lucas said that there has been a huge effort on behalf of the administration to make this process as open as possible. The conference realignment is "President-driven" and ECU is fortunate to be represented by Chancellor Ballard. Chairman Lucas also said that this process is a moving target and is ever changing, however, we are at the point where there needs to be Board input.

Chancellor Ballard said that he had five points he wanted to make sure he conveyed to the BOT:

1. He wants the BOT to understand and appreciate the progress ECU Athletics has made since 2004. There are new athletic facilities, season tickets sales in football are up and the football team has won conference championships.
2. Conferences across the nation will continue to change. There are several conferences as we speak getting ready to announce changes.
3. 90% of conference decisions are driven by TV contracts.
4. ECU has evaluated many different options and has been very aggressive in marketing our school to different conferences.
5. In Dr. Ballard's opinion, automatic qualifiers are on their way out. There is no need for them and most major conference commissioners are against them.

The merger between CUSA and Mountain West Conference will most likely be the best probability for ECU. A final decision will be made sometime in mid-summer. There will be two phases: 1. The initial 16 teams will agree to stipulations and then agree to TV contracts; 2. After

the initial 16 teams are in place, they will add teams, probably for a total of 24 or more to form a Super Conference which would provide stability and additional revenues.

The attractive part of this merger is the fact that ECU would be able to establish geographical rivalries because we would play 8 conference games with teams east of the Mississippi River. This in turn would help protect the academic integrity of our student athletes, as their travel time would be reduced. There are some questions about exit fees, whether we have a guarantee on regional play and TV contracts. ECU is valued and desired by this potential conference, not only because of their success, but because of their commitment to doing things the right way.

Coach Holland reiterated that ECU speaks with one voice – Administration, Athletics and the Board all need to be on the same page. He also said that this process is being driven by the Chancellors and Presidents of the universities. He hopes that this merger will make the divisions large enough to develop and groom regional rivalries. Coach Holland did say that ECU would not be willing to give up our crucial nonconference games. West Virginia, who is moving to the Big 12, has committed to playing us regardless of conference affiliation. We will also continue to play our ACC regional rivals, North Carolina State, UNC Chapel Hill and Virginia Tech.

#### **Financial Report and Athletics Update**

Nick Floyd presented the Athletic Financial Reports that you'll find in your board materials. Revenues are slightly above target. Softball and baseball are both off to a good start. The Olympic Sports Complex Team Support Building has been completed and people are moving in. In regards to Minges expansion, \$13 million of the needed \$16 million has been raised. There is a 13 month construction timeline for completion in 2013.

The Committee went into closed session to discuss different aspects of conference affiliation.

#### **Motions:**

Mr. Chairman, there are two motions coming from our committee that need Board approval:

I move that the Board approve the naming of the Betty Debnam Hunt Institutional Classroom – Teaching Resources Center, Joyner Library as presented in Board materials.

I move approval of the resolution in appreciation of the volunteers and donors to the Second Century Campaign as presented in Board materials.

Mr. Chairman, that concludes my report.

PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES  
COMMITTEE ON NAMING UNIVERSITY FACILITIES AND ACTIVITIES

Larry Boyer, Dean of Academic Library Services

Name of Originator

Joyner Library

328-6514

boyerl@ecu.edu

Department/Division

Phone

Email

Proposed Name(s) to Honor: Betty Debnam Hunt Instructional Classroom

1808 Wilshire Avenue Raleigh

NC

27858

Address: City

State

Zip

Telephone: 919-832-5053

Home

Business

Relationship to the University: Major donor to ECU Joyner Library

Proposed Object for Naming: Instructional Classroom in Teaching Resources Center of Joyner Library (RM 2508)

Purpose for recommendation:

Service

Gift

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

See Attached

If related to a gift:

Purpose of Gift:  Annual

Capital

Endowment

Date of Original Commitment:

December 22, 2011

Amount of the Total Commitment:

\$100,000.00

Amount Paid:

\$100,000.00

Current Pledge Balance:

- 0 -

Status of Payments:

Paid in Full

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.

Larry Boyer

Signature of Originator

1/9/12

Date

January 4, 2012

RE: Proposal to East Carolina University Board of Trustees Committee on Naming University Facilities and Activities

**Explanation for the Purpose of Recommendation the Naming of the Betty Debnam Hunt Instructional Classroom in the Teaching Resources Center of Joyner Library**

Betty Debnam Hunt is a graduate of St. Mary's College (1949), UNC-Chapel Hill (1952) in Political Science; and also earned a master's degree in Education from Duke University ((1963). Her family's background in journalism inspired her to create an educational feature for children in the News and Observer when she was teaching first grade in Raleigh. In 1969 the Mini Page was born and quickly attracted acclaim as a multipurpose teaching tool which continues today. Topics vary from U. S. History to endangered species, from good manners to Shakespeare and more. Since the beginning it has earned national acclaim and has been published for more than 40 years and continues today. It appears in more than 500 newspapers in this country and abroad with weekly circulation that totals more than 18 million. Under Mrs. Debnam Hunt's direction, the Mini Page has received a remarkable 20 Distinguished Achievement Awards from the Educational Press Association of America, as well as awards from the International Reading Association and the American Library Association.

The \$100,000 gift of Mrs. Debnam Hunt to Joyner Library's Teaching Resources Center will provide support (including but not limited to):

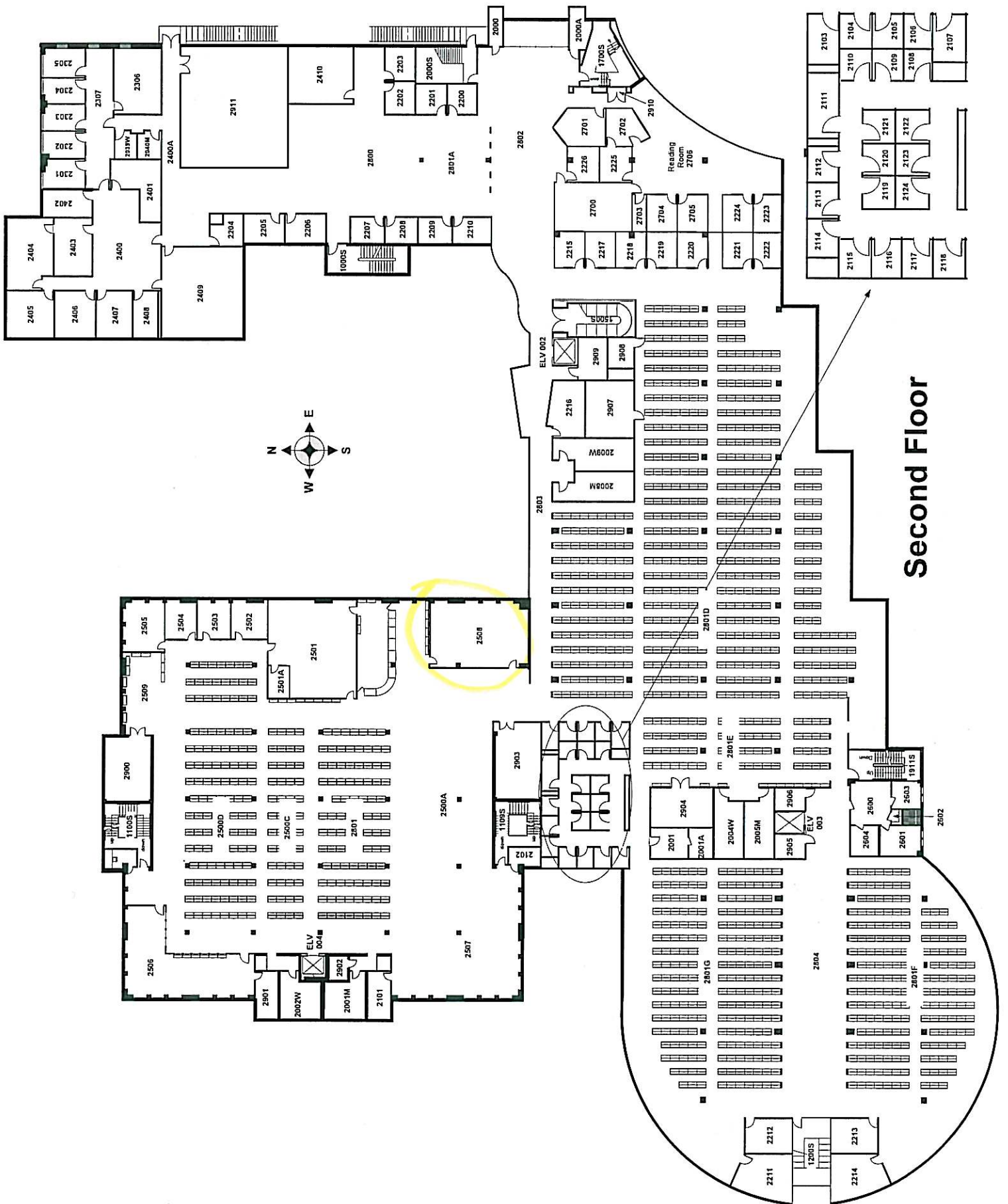
- Selection of materials and resources supporting literacy development through the Debnam Resource Center for Family Literacy.
- Acquisition of literacy materials that support the study of cultures from around the world; reflect high-interest/low vocabulary materials, themes that expand imagination while supporting curricula, and correlations to select Mini Page editions.

- Training for teachers in cutting edge technology and technology applications for use in the classroom.
- Provide leadership and professional development expertise to impact classrooms, schools, and school systems in the selection, use and application of technology; thus impacting learning for students in classrooms throughout North Carolina.

The Mini Page has left its mark on students, educators and parents across the country as a fun and constructive way to learn. “What inspires me more than anything is the feeling that I am helping kids, and I am helping adults, and I am helping teachers”, explains Mrs. Debnam Hunt.

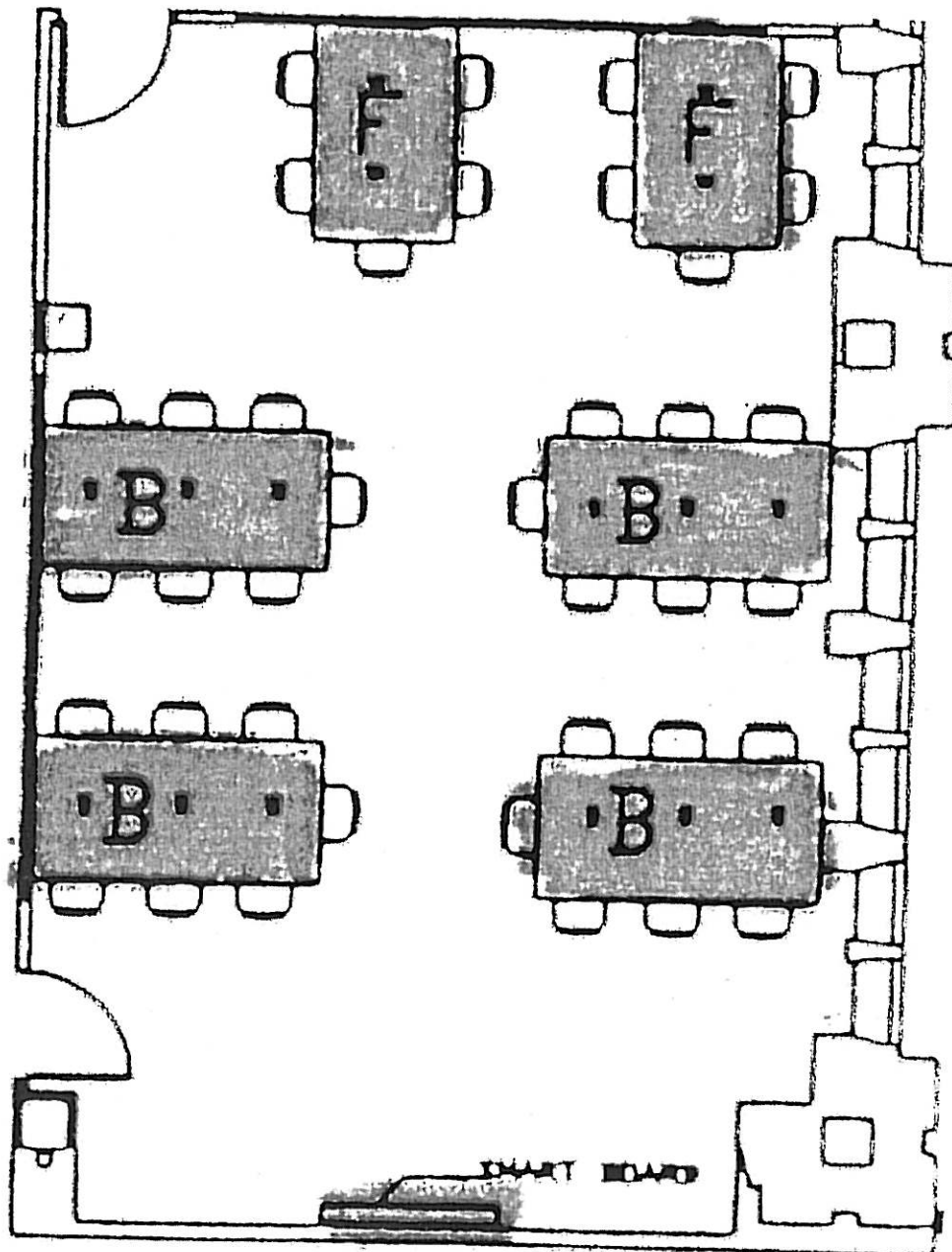
Mrs. Debnam Hunt’s gift to Joyner Library will leave a legacy for future teachers and students at East Carolina University. It is most appropriate that the classroom used to enhance teachers’ skills and resources be named the *Betty Debnam Hunt Instructional Classroom*



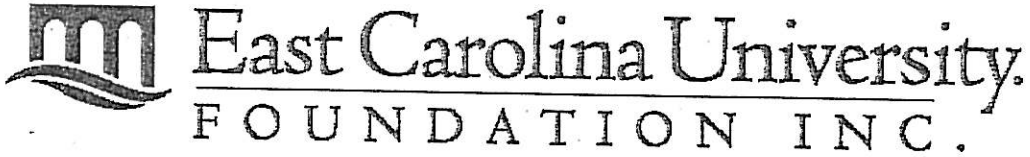




# TRC Instruction Classroom



Fund Title:  
Fund Number:



## FUND AGREEMENT

FOR THE

### BETTY DEBNAM HUNT AND RICHARD M. HUNT ENDOWED FUND

#### I. ESTABLISHMENT

- A. THIS AGREEMENT is made effective as of the date of the last signature hereto affixed between Betty Hunt (Donor) and the East Carolina University Foundation, Inc. (Foundation).
- B. The Donor and the Foundation agree to establish an **endowed fund** in the ECU Foundation known as the Betty Debnam Hunt and Richard M. Hunt Endowed Fund (Fund). The fund manager will be the Dean of Academic Library Services (Administrator).
- C. The Fund will be activated upon receipt of a gift or written commitment of at least \$25,000 which must be paid within five years. The endowment will be considered fully funded when the corpus reaches \$25,000.

#### II. STATEMENT OF DONOR INTENT

The donor wishes to establish this fund to encourage teacher literacy through the teaching Resources Center at East Carolina University Joyner Library. In recognition of this gift, the Instructional Classroom will be named the Betty Debnam Hunt Instructional Classroom.

#### III. SOURCE OF FUNDS

- A. The Fund shall be initially established with the following gifts and shall be consistent with the Foundation's Gift Acceptance Policy:

- 1. \$100,000 gift.

#### IV. PURPOSE AND USE OF FUNDS

- A. This Fund shall be used to provide support for the Instructional Classroom and the Teaching Resources Center in Joyner Library, including but not limited to:
  - 1. Selection of materials and resources supporting literacy development through the Debnam Resource Center for Family Literacy.
  - 2. Acquisition of literacy materials that support the study of cultures from around the world; reflect high-interest/low vocabulary materials, themes that expand imagination while supporting curricula, and correlations to select Mini Page editions.

Fund Title:  
Fund Number:

3. **Training in cutting edge technology and technology applications in the Betty Debnam Hunt Instructional Classroom.**

It is intended that the expertise acquired will provide the leadership and professional development expertise to impact classrooms, schools, and school systems in the selection, use and application of technology; thus impacting learning for students in classrooms throughout North Carolina.

- B. The Administrator shall be responsible for administering the distributions from the Account and applying such distributions in accordance with Foundation and University policies and procedures.

**V. FUND ADMINISTRATION**

This Fund shall be administered in accordance with the Foundation's policies and procedures and shall be consistent with the Universities policies, as follows:

- A. The Fund shall be used only for a qualified charitable purpose consistent with the laws of the State of North Carolina and section 501(c)(3) of the Internal Revenue Code.
- B. The Foundation will hold and administer these proceeds and any subsequent additions to the Fund in accordance with the terms and conditions of this agreement and current endowment policies as regulated by the East Carolina University Foundation, Inc. Board of Directors (Foundation Board of Directors).
- C. With the consent of the Foundation, other parties may also make gifts to the Fund, but they may not change the purpose of the Fund.
- D. Fees: A one-time fee is charged to all new gifts to the Fund. An annual endowment management fee is also charged to the fund. Gifts made to the Fund via telefund or annual fund solicitation are subject to an annual fund fee. These fee amounts are determined annually by the Foundation Board of Directors and will be in accordance with the Foundation's Endowment Policy. **All fees will be taken from the endowment's investment earnings, not from the gift or corpus amount.**
- E. All gifts to and accumulated earnings of the Fund will be invested in the Foundation's investment pool and will receive a prorated share of the net income or losses.
- F. The spending distribution is determined by the Foundation Board of Directors who votes annually to adopt a rate of spending distribution applicable to all endowment funds.
- G. In years when earned and accumulated investment earnings may be insufficient to meet the amount needed for the annual distribution, the Donor requests that no distributions be made that will reduce the total value of the endowment below the value of the corpus. The corpus will be maintained in tact as the Betty Debnam Hunt and Richard M. Hunt Endowed Fund.
- H. If at some future time, it becomes impractical for the Foundation to achieve the designated purpose of the Fund, circumstances change, or it becomes unlawful or wasteful to expend the earnings from the Fund in the manner stated above, then, at the discretion of the Foundation Board of Directors, the Fund shall be used to further the objectives and purposes of East Carolina University, bearing in mind the desires of the Donor as expressed in this agreement.

Fund Title:  
Fund Number:

IN WITNESS WHEREOF, these parties execute this Agreement.

By: Betty Hunt  
Betty Hunt, Donor

Date: 12/22/11

By: Larry Boyer  
Larry Boyer, Dean  
Academic Library Services

Date: 12/16/11

By: W.F. Clark  
William F. Clark, President and CEO  
East Carolina University  
Foundation, Inc.-

Date: 12/20/11

RESOLUTION  
SECOND CENTURY CAMPAIGN  
BOARD OF TRUSTEES  
EAST CAROLINA UNIVERSITY  
February 24, 2012

WHEREAS, the Second Century Campaign, the university's most ambitious fund-raising initiative in history, was planned and launched to raise \$200 million in support of the university's strategic plan, *ECU Tomorrow: A Vision for Leadership and Service* ; and

WHEREAS, the Campaign concluded on December 31, 2011 one year ahead of schedule and almost \$20 million over goal (\$219,916,000) representing another important university milestone; and

WHEREAS, the university is now positioned to achieve even bolder private fund-raising results in the future and to fully develop private support as a source for funding university priorities.

NOW BE IT RESOLVED, that the Board of Trustees of East Carolina University expresses sincere appreciation to the many generous alumni and friends who made this achievement possible, and to the many board members of university foundations, and other key volunteers, who worked so hard and provided important leadership.

Adopted this the 24<sup>th</sup> day of February, 2012  
EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES

BY: \_\_\_\_\_  
Robert V. Lucas, Chair

ATTEST:

\_\_\_\_\_  
Joel K. Butler, Secretary

**Report of ECU Board of Trustees Audit Committee  
February 23, 2012**

**Action Items**

- Approval of December 1, 2011 minutes

**Closed Session**

- Discussion of Specific Litigation (led by Ms. Jody Cook and Ms. Donna Payne)

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

- Internal Audit Dashboard – FY 2011-2012 YTD
  - 42% of audit plan complete; 46% in progress
  - Management corrective actions – 100% complete YTD (17 reviewed to date)
- University *Internal Control Manual* – published last week; collaborative effort between Internal Audit and Enterprise Risk Management
- Overview of the annual audit planning process, to include risk assessment steps performed/facilitated by Internal Audit and Enterprise Risk Management
- Staffing update – Internal Audit will be fully staffed on 4/2/12 (first time since 3/31/11)
- Requirement to report Material Reportable Conditions to UNC-GA – Ms. Tronto briefed UNC-GA with the audit directors from NCSU and UNC-CH. Requirement *may* be eliminated. Pending UNC-GA decision.

**ERM Report – Mr. Tim Wiseman**

- ERM roadmap – currently reflects that we are in the final steps of Phase 3
- Consolidated Risk Survey Results
- 2011-2012 Risk Survey Status – have consolidated responses; risk prioritization, refinement, senior leadership discussion, assignment of risk ownership are pending

**BSOM Compliance Report – Ms. Micki Jernigan**

- Compliance Work Plan Progress – 7% of high-risk projects are complete; 73% are in progress. Some high risk “projects” will always be ongoing (HIPAA complaint processing, etc.)
- Notice of Privacy Practices revisions are pending final clarification from DHHS
- A third-party product has been purchased for annual role-based HIPAA training and annual compliance training. Major improvement over previous training programs. Anticipate late March/early April roll-out
- Continue to work with clinical departments on the RAC update. Issues with receiving letters in multiple ECU offices and from multiple different sources. (This is a problem everywhere.)
- ICD-10 implementation – currently on track for Oct 2013 implementation. The federal government *may* delay the deadline, but ECU is moving ahead towards the original deadline.
- Meaningful Use Criteria – Have hired a consultant to coordinate this project; she is adding a lot of value. Dr. Benson is developing a plan for a BSOM Clinical Informatics infrastructure. ECU Physicians board has approved two positions already.
- Compliance Office Staffing – Candidate for the Healthcare Compliance Specialist position has accepted and will start 4/13/12; Conducting final interviews for the vacant coder position; hope to complete the hire process very soon.

**ECU Board of Trustees  
Finance and Facilities Committee  
February 24, 2012  
Highlights**

The Finance and Facilities Committee met on February 23, 2012.

**Property Purchases**

The Committee reviewed a request to purchase medical offices at the Medical Pavilion, Suite 8, 1800 W. Fifth Street. After the purchase ECU Physicians will own the entire complex. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

The committee reviewed a request to purchase property at 205 East Tenth Street and sever the building after purchase. The property is contiguous to ECU on the east and west sides. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

The committee reviewed a request to purchase property at 285 Easy Street to house ECU Transit. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

**Resolution to Authorize Execution of Loan**

The committee reviewed a request for a resolution to approve the execution and delivery of a loan to renovate and improve Minges Coliseum. Mr. Chalk recused himself from the vote. The Committee approved a motion to recommend that the full Board approve the request.

**University Hospitality Facilities Committee**

Mrs. Mabe and Mr. Chalk presented background information on the committee and the name change. Mr. Chalk will chair the committee and other members are

Edwin Clark, Marianna Walker, Josh Martinkovic, Steve Brown, Carl Davis, Burney Warren, Philip Rogers, and Rick Niswander.

### **Master Plan**

The ECU Master Plan was reviewed by the Board at the lunch meeting. Mr. Bagnell and Smithgroup JJR planners were available for questions. The Committee approved a motion to recommend that the full Board adopt and accept the ECU Master Plan.

### **Designer Selections**

The Committee reviewed designer selections for Belk Residence Hall Demolition and the Student Union. Mr. Bagnell was available for questions. The committee approved a motion to recommend that the full Board approve the selections. Three designer selections were presented for information, the Construction Research and Field Testing Lab, the Brody GE-99 Data Center Upgrade and 14<sup>th</sup> Street properties.

### **Review of Committee Assignments for Major Capital Projects**

Mr. Bagnell presented an update of committee assignments for major capital projects.

### **Capital Projects Update**

Mr. Bagnell presented an update of the current major capital projects. Current information for major capital projects is available on the ECU website at <http://www.ecu.edu/cs-admin/bot/majorcapitalprojects.cfm>.

### **Other**

Dr. Niswander presented a brief update on tuition.





Associate Vice Chancellor for  
 Administration and Finance - Business Services  
 East Carolina University  
 224 Ragsdale Building • Greenville, NC 27858-4353  
 252-328-6910 office • 252-328-1558 fax

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MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: February 3, 2012

SUBJECT: Request ECU Board of Trustees Approval to Purchase Medical Offices at Medical Pavilion Suite #8, 1800 West Fifth Street

Request ECU Board of Trustees approval to purchase medical offices located at Medical Pavilion, Suite #8, 1800 West Fifth Street, tax parcel #33299 at a purchase price of \$231,300 from Dr. George Davis. The property was recently appraised at this amount. The property is under contract with the State Property Office.

Suite #8 is one of ten medical offices within the Medical Pavilion complex. ECU Physicians owns nine of these units and this purchase is deemed strategic, allowing ECU Physicians to own the entire medical complex.

Suite #8 consists of 2,123 SF and its features and construction is common to remainder of complex. The entire complex was built in 1961 and the Suite #8 interior was renovated by the current owner in 1981. Overall condition of the property is considered good.

Purchase is contingent on subsequent approval from UNC General Administration, Joint Commission on Governmental Operations and Council of State. Source of funds shall be Medical Faculty Practice Plan funds.

cc: P. Horns  
 P. Cunningham  
 N. Benson  
 G. Vanderpool  
 B. Jowers  
 J. Wayman  
 T. Feravich  
 B. Bagnell



Associate Vice Chancellor for  
Administration and Finance - Business Services  
East Carolina University  
224 Ragsdale Building • Greenville, NC 27858-4353  
252-328-6910 office • 252-328-1558 fax

Attachment J

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MEMORANDUM

TO: Rick Niswander  
FROM: Scott Buck *Scott*  
DATE: February 3, 2012  
SUBJECT: Request ECU Board of Trustees Approval to Purchase Property at  
205 East Tenth Street (Old Stadium Cleaners)

Request ECU Board of Trustees approval to purchase the Shirley Smith property, previously operated as Stadium Cleaners at 205 East Tenth Street, tax parcel #19615, at a purchase price of \$180,000 from Ms. Shirley Smith.

The University secured an appraisal at \$168,000 and Ms. Smith had an appraisal of \$180,000 with an asking price of \$200,000.

The purchase price of \$180,000 was negotiated contingent on her being accepted into the NC Dry Cleaning Solvent Clean Up Act (DSCA) Program. The State Property Office has the property under contract.

The University recently obtained a Phase I Environmental report that indicated the property had dry cleaner solvent contamination. Ms. Smith has been accepted into the DSCA Program and the enrollment will be transferred to ECU after closing. This has been confirmed with Mr. Jay King, Director of DSCA Program with NCDENR.

In addition to the dry cleaner solvent contamination, a 280 gallon #2 fuel oil tank is in the northwest corner of the property. ECU has consulted with the Underground Storage Tank (UST) Office, NCDENR and ECU will remove this tank and follow abatement instructions if a leak is discovered.

The building contains 2,400 SF on a .21 acre site and the building is deemed in poor condition. Request approval to sever building. Property is contiguous to ECU on the east and west sides.

Purchase is contingent on UNC Board of Governors, Joint Commission on Governmental Operations and Council of State approvals. Source of funds shall be auxiliary overhead funds.

cc: T. Feravich  
J. Wayman  
B. Bagnell



Associate Vice Chancellor for  
 Administration and Finance - Business Services  
 East Carolina University  
 224 Ragsdale Building • Greenville, NC 27858-4353  
 252-328-6910 office • 252-328-1558 fax

MEMORANDUM

TO: Rick Niswander  
 FROM: Scott Buck *Scott*  
 DATE: February 3, 2012  
 SUBJECT: Request ECU Board of Trustees Approval to Purchase Property for ECU Transit Facility at 285 Easy Street

Request ECU Board of Trustees approval to purchase property to house ECU Transit. The property is located at 285 Easy Street (see attached map), tax parcel #62060, at a purchase price of \$1,325,000.

ECU Transit currently leases an older facility on North Memorial Drive that is in deteriorating condition due in part to an absentee landlord and the transit program has outgrown the current facility with up to forty (40) buses currently in its fleet.

The University obtained two appraisals valuing the property at \$1,630,400 and \$1,128,000. The property was listed at \$1,375,000 and the owner reduced their purchase price to \$1,325,000. The State Property Office has the property under contract. The seller, Compatriot Capitol, Inc. has provided a clean Phase II environmental report.

The property was the former Briggs Construction Equipment facility sited on a 9.44 acre site. The building is 15,885 SF consisting of 5,580 SF of warehouse space, 4,605 SF of office space and 5,700 SF of bus service space. The service space has four (4), 14 by 14 feet overhead doors on the east side and four (4) on the west side with an overhead shop clearance of 27 feet.

On site is a 1,350 SF wash building. The 9.44 acre site is fenced and has ample space for the bus fleet and its support vehicles.

The facility was built in 2000 and the condition and design is excellent.

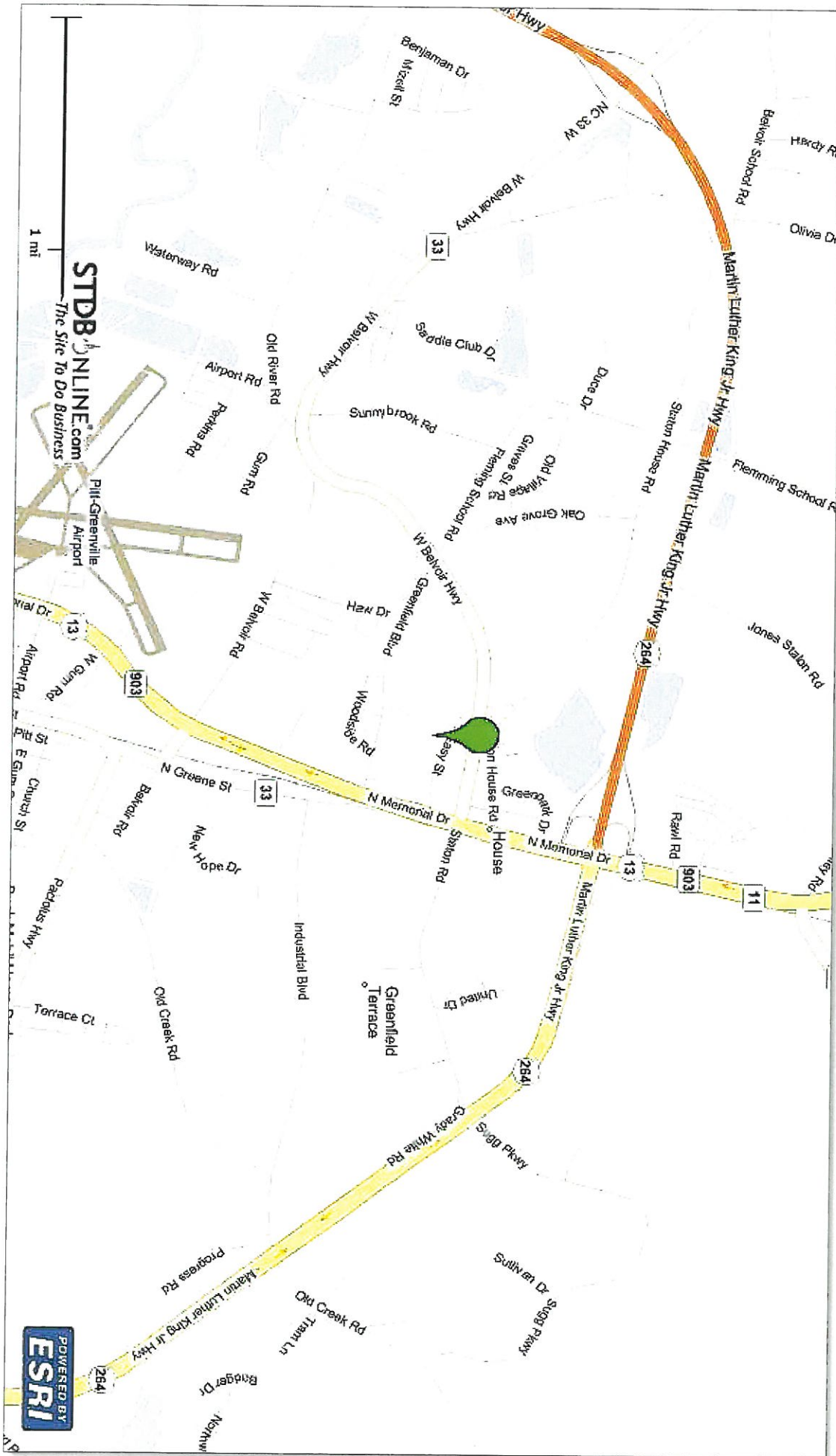
Purchase is contingent on approvals from UNC Board of Governors, Joint Commission on Governmental Operations and Council of State.

Source of funds shall be Student Life receipts.

Attachment (1)

cc: M. Sheerer  
 V. Hardy  
 S. Coleman  
 W. Davidson  
 T. Feravich  
 J. Wayman  
 B. Bagnell





**RESOLUTION OF THE BOARD OF TRUSTEES OF  
EAST CAROLINA UNIVERSITY  
APPROVING THE EXECUTION AND DELIVERY OF A LOAN**

**WHEREAS**, under Article 3, Section 116D General Statutes of North Carolina (the “*Act*”) the Board of Governors (the “*Board of Governors*”) of the University of North Carolina (the “*University*”) may issue special obligation bonds or otherwise borrow funds, to be repaid from obligated resources, to pay the costs of acquiring, constructing or providing special obligation projects at one of the constituent institutions of the University or refunding any obligations previously issued by the Board of Governors;

**WHEREAS**, East Carolina University wishes to enter into a loan as described below, the proceeds of which will be applied by ECU to renovate and improve the Minges Coliseum as authorized by Chapter 145 of the 2011 Session Laws of the North Carolina General Assembly (the “*Special Obligation Project*”);

**WHEREAS**, ECU will borrow funds to finance the costs of a portion of the Special Obligation Project pursuant to a loan agreement with a financial institution to be determined by the Vice Chancellor for Administration and Finance (the “*Loan*”), the form of which has been made available to the Board of Trustees of East Carolina University;

**WHEREAS**, Section 116D-26(b) of the Act requires the Board of Trustees of ECU to approve the execution and delivery of the Loan for the Special Obligation Project;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of East Carolina University as follows:

Section 1.     ***Approval of Issuance of the Loan.*** The issuance of the Loan for the Special Obligation Project is approved.

Section 2.     ***Authorization to Execute the Loan.*** The form and content of the Loan are in all respects authorized, approved and confirmed, and the Chairman, the Chancellor and the Vice Chancellor for Administration and Finance and their respective designees are hereby authorized, empowered and directed to execute and deliver the Loan, including necessary counterparts, in substantially the form and content presented to the Board of Trustees of East Carolina University, but with such changes, modifications, additions or deletions therein as they may deem necessary, desirable or appropriate, their execution thereof to constitute conclusive evidence of East Carolina University’s approval of any and all changes, modifications, additions or deletions therein from the form and content of the Loan presented to the Board of Trustees of East Carolina University, and that from and after the execution and delivery of the Loan, the Chairman, the Chancellor and the Vice Chancellor for Administration and Finance are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Loan as executed.

Section 3.     ***Documents Authorized.*** The Chairman of the Board, the Chancellor and the Vice Chancellor for Administration and Finance are hereby authorized, empowered and directed to do any and all other acts and to execute the Loan and any and all other documents, which they, in their discretion, deem necessary and appropriate in order to consummate the transactions contemplated by this Resolution and the Loan.

Section 4.     ***Effective Date.*** This Resolution is effective immediately.

***ADOPTED AND APPROVED*** this \_\_\_\_\_ day of February, 2012.

**EAST CAROLINA UNIVERSITY**

By: \_\_\_\_\_  
Secretary

STATE OF NORTH CAROLINA            )  
   )    **SS:**  
 COUNTY OF PITT                            )

I, \_\_\_\_\_, the duly elected Secretary of the Board of Trustees of East Carolina University, ***DO HEREBY CERTIFY*** that (1) the foregoing is a full, true and correct copy of the Resolution adopted by the Board of Trustees of East Carolina University at its meeting of February \_\_, 2012 and appearing in the minutes of such meeting, (2) notice of the meeting of the Board of Trustees of East Carolina University held on February \_\_, 2012 was sent to each member of the Board, and (3) a quorum was present at the meeting on February \_\_, 2012 at which time the foregoing Resolution was adopted.

***WITNESS***, my hand and the seal of East Carolina University this \_\_\_\_ day of February, 2012.

[SEAL]

---

Secretary



Facilities Engineering  
and Architectural  
Services

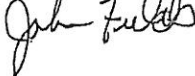
**MEMORANDUM**

Campus Operations

1001 East Fourth Street  
East Carolina University  
Greenville, NC 27858-4353

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

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

FROM: John G. Fields, Director 

DATE: January 30, 2012

SUBJ: **Designer Selection  
Belk Residence Hall Demolition and Replacement  
Code: 41136 Item: 308**

The designer pre-selection committee, after conducting interviews on January 26, 2012, recommends the following four firms in prioritized order:

Ratio Architects	Raleigh, NC
Stantec Architecture	Raleigh, NC
Davis Kane Architects	Raleigh, NC
Clark Nexsen	Raleigh, NC

The committee consisted of Mr. Joel Butler - Board of Trustees member, Dr. Virginia Hardy - Vice Chancellor for Student Affairs, Mr. Bill Bagnell - Assoc. Vice Chancellor for Campus Operations, Mr. Bill McCartney - Associate Vice Chancellor for Campus Living and Dining Services, Mr. John Fields - Director of Engineering and Architectural Services, Ms. Gina Shoemaker - Assistant Director of Engineering and Architectural Services, Mr. Ricky Hill - Interim Executive Director for Facilities Services, and Mr. Mark Kimball - Assistant Director of Facilities Services.

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

In an effort to serve today's students as well as future generations with modern housing amenities, the University has decided to demolish the existing Belk Residence Hall and construct a new facility in the same location. The project will construct 500-600 total beds in two buildings as well as outdoor swimming pool and associated community building.

Approval by the Board of Trustees is requested. If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell - Associate Vice Chancellor  
Enclosure Designer Advertisement Memo



**MEMORANDUM**

TO: Interested Designers

FROM: John G. Fields, P.E., Director

DATE: November 17, 2011

SUBJECT: Belk Residence Hall Demolition and Replacement

Belk Residence Hall was constructed in 1966. The facility has successfully served students for many years; however, the building has become unable to support the current student housing needs of the University. In an effort to serve today's students as well as future generations with modern housing amenities, the University has decided to demolish the existing Belk Residence Hall and construct a new facility in the same location. The desire is construct a 2 building, 500-600 total bed complex with an outdoor swimming pool and associated community building.

The project will be constructed in phases utilizing the CM at Risk delivery method. Also, in keeping with the University's policy for all new buildings, it will have a goal of LEED silver certification. During the first summer of construction, the west wing will be demolished with construction immediately commencing on the first new building. During the next summer, the center section and east wing will be demolished with the remaining structures being completed. Additionally, a roundabout will be incorporated into the overall site plan on College Hill Drive to complete the complex.

Interested firms should submit four (4) copies of your letter of interest and four (4) copies of your current SF254 to the following address by December 9, 2011:

Gina Shoemaker, PE, LEED AP  
East Carolina University  
Facilities Engineering & Architectural Services  
1001 E. Fourth St.  
Greenville, North Carolina 27858

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

Thank you for your interest in East Carolina University.



Facilities Engineering  
and Architectural  
Services


Campus Operations

1001 East Fourth Street  
East Carolina University  
Greenville, NC 27858-4353

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

## MEMORANDUM

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

FROM: John G. Fields, Director 

DATE: January 30, 2012

SUBJ: **Designer Selection**  
**New Student Union**  
Code: 41136      Item: 306

The designer pre-selection committee, after conducting interviews on January 27, 2012, recommends the following three firms in prioritized order:

SmithGroup JJR  
MHA Works  
PBC+L

Durham, NC  
Greenville, NC  
Raleigh, NC

The committee consisted of Mr. Ken Chalk - Board of Trustees member, Dr. Virginia Hardy - Vice Chancellor for Student Affairs, Mr. Bill Bagnell - Assoc. Vice Chancellor for Campus Operations, Mr. Bobby Woodard - Executive Director of Student Involvement and Leadership, Ms. Nance Mize - Assistant Vice Chancellor for Recreation and Wellness, Mr. John Fields - Director of Engineering and Architectural Services, Ms. Gina Shoemaker - Assistant Director of Engineering and Architectural Services, Mr. Ricky Hill - Interim Executive Director for Facilities Services, and Mr. Mike Rowe - Assistant Director of Facilities Services.

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

The selection team was tasked with finding a design team for programming and design for a new Student Union and 500-space parking structure on ECU's East Campus as well as programming for a Student Services Building on ECU's Health Science Campus. As a continuation of the Master Planner's programming efforts, we are seeking various budgeting and construction phasing strategies for both facilities.

Approval by the Board of Trustees is requested. If you have any questions or need additional information, please do not hesitate to call.

cc: William Bagnell - Associate Vice Chancellor  
Enclosure Designer Advertisement Memo

**MEMORANDUM**

TO: Interested Designers  
FROM: John Fields, PE  
DATE: November 17, 2011  
SUBJECT: New Student Union

East Carolina University is seeking a qualified design team for programming and design for a new Student Union and 500-space parking structure on ECU's East Campus as well as programming for a Student Services Building on ECU's Health Science Campus. Initial programming for both facilities has recently been completed as part of the University's Master Plan. As a continuation of the Master Planner's programming efforts, we are seeking various budgeting and construction phasing strategies for both facilities.

The University's goal for the new Union is for a student-centered building that serves as a central hub for student activities on the East campus and encourages community development. The University's Ledonia Wright Cultural Center will also be incorporated into the new Union. The Cultural Center's goal for their new space is one of inclusion and cultural competence. It will be imperative for the selected design team to understand the separate needs of the Union and the Cultural Center, but yet be able to incorporate them seamlessly into one facility.

The Student Services Building on the Health Sciences Campus is currently programmed to house a wellness component, a union component, and administration spaces for various student service offices.

This solicitation is for programming and design services for the new Union on ECU's East Campus but programming only for the Health Science Campus facility. Once an established budget and implementation schedule have been developed for both projects, the University will proceed with advertising for design services for the Health Science Campus facility.

Interested firms should submit four (4) copies of your letter of interest and four (4) copies of your current SF254 to the following address by December 13, 2011:

Gina Shoemaker, PE, LEED AP  
East Carolina University  
Facilities Engineering & Architectural Services  
1001 E. Fourth St.  
Greenville, North Carolina 27858

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

Thank you for your interest in East Carolina University.

**Health Sciences Committee  
February 2012**

**VCCHS Update: Dr. Horns**

- Construction of the School of Dental Medicine building, Ross Hall, is well underway. Estimated occupancy is July 2012. The first Service Learning Center in Ahoskie is under construction and occupancy is planned for April 2012. The second Service Learning Center in Elizabeth City is still under negotiation with the attorneys there.
- SODM received 400 applications for the Class of 2016. 52 applicants will be accepted.
- The College of Nursing in collaboration with 4 local community colleges (Beaufort, Lenoir, Pitt, and Roanoke-Chowan) have initiated a new program called RIBN (Regionally Increasing Baccalaureate Nurses) to increase baccalaureate nurses in the region. The College has also submitted a permission to start a DNP (Doctorate of Nursing Practice) degree to UNC-GA. Nationally the DNP is recommended as the terminal professional degree for advanced practice nurses in subspecialty practice.
- The College of Allied Health Sciences continues to have a very competitive applicant pool for their programs. The 8<sup>th</sup> Annual Jean Mills Health Symposium was held in February with the focus on “Enhancing Community Health in North Carolina.” The information shared will help ECU address crucial health issues facing minority populations.
- Work continues on the review of the Affiliation Agreement between Vidant and the BSOM. The work group plans to have changes completed by late summer and have the new agreement completed by the end of 2012. The current agreement expires in 2014.
- The BSOM is continuing to revisit plans for expansion of the medical school class size. Plans and campus discussions are also underway to expand Public Health offerings.
- Dr. Walter Pories (BSOM) has been awarded the Lifetime Achievement for Excellence in Research and Creative Activity Award.

**Vidant Medical Center Update: Mr. Steve Lawler**

- Children’s Hospital construction – on schedule.
- Filed Certificate of Need to add 48 new beds to the hospital.
- Board Structure Changes – will have 2 separate boards. Vidant Health will have a 11 member board with 6 appointed by Pitt County and 5 appointed by UNC-BOG. Vidant Medical Center will continue with this current board appointment with members appointed by Pitt County and UNC-BOG. The Vidant Medical Center Board welcomes 3 new members: Bryan Satterwhite, Mary Raab, and Bob Greczyn.

**BSOM Update:**

- Dr. Cunningham reported that the BSOM LCME accreditation visit was held in January. The visit was very positive and a final report will be issued in June. The MPH program accreditation visit was held this week and was very positive. A final report will be issued in the coming months.
- Leadership Changes – Dr. Elizabeth Baxley has accepted the Senior Associate Dean for Academic Affairs position and will be on board June 4<sup>th</sup>. Dr. Ed Newton has stepped down as Chair of the Department of OB/GYN. Dr. Cliff Hayslip will serve as the Interim. Dr. Bruce Ferguson has stepped down as Chair of the Cardiovascular Sciences Department. Dr. Mark Williams will serve as the Interim. National searches will be underway for these positions.
- Mr. Jowers reported on the ECU Physicians financial performance for January 2012 FYTD. Operating results are above budget due receipts of prior year Upper Payment Limit payments, offset by reduced contract revenue and professional fees. We are \$2M ahead of budget for the month of February. Received \$2.6M yesterday in Medicaid adjustments from DMA Audits from 1995, 1996, & 1997.

## University Affairs Committee

### Academic Affairs (Marilyn Sheerer)

- **Appendix C** – Dr. Marianna Walker discussed the changes to Appendix C which states that a statement regarding professional ethics which will now become a part of the annual faculty evaluation. This will allow the unit administrator to evaluate the faculty on professional ethics and conduct in addition to teaching, service and research. **The motion was passed by the committee.**
  
- **Program Prioritization Committee** – Ron Mitchelson lead the discussion as this moves from Phase 1 to Phase 2. Phase 1 has been submitted to the Chancellor. He provided a summary of phase one including recommendations for discovery/evaluation phase, judgments from academic units and departments and use of the UNC funding formula for calculating return on investment. Recommendations at the department level included eight units deserving of investment, 32 should be maintained as is and 11 units could see reductions. At the program level, 32 programs were identified as those to invest in, 161 programs to be maintained, 26 could be reduced and 42 could be eliminated. Many of the reduction and elimination recommendations were already on the table of discussions. The next step in the process is a white paper on PPC. Dr. Mitchelson shared a few of the scenarios to increase efficiency and effectiveness that included no changes and some departmental and college changes. A perception and scenario survey is slated to go out to the ECU community on Feb. 24<sup>th</sup>. He went through a couple of the sample questions included in the survey. The scenarios will be issue on March 30<sup>th</sup> with another university forum on April 13<sup>th</sup> and the final recommendations for phase 2 to the chancellor by April 30.

### Student Affairs – (Virginia Hardy)

- **New Adviser for The East Carolinian** - Dr. Hardy reminded the board members that Frank Barrows was the interim adviser for The East Carolinian. He has been with us for three weeks and the students are very happy with the collaboration, education and understandings of printing a newspaper.
  
- **Update on New Student Center / Belk Building** –
  - The demolition for Belk is set to start summer 2013 and hope to be back open by 2015. The Honors College Living Learning Community will likely be moved up on to College Hill.
  - The Student Centers (one on east and west campus each) are still planning to move forward with the hopes of having two buildings. The designs are going forward.
  - Freshmen Residency is beginning this fall (2012) where all freshmen are required to live on campus. There are a few exceptions for people to not live on campus, but they are being done on a case-by-case basis.

### Research and Graduate Studies –

- **Use of Animals in Research** – Dorcas O'Rourke gave a background on ECU's animal use program. There are about 56 awards totaling \$10 million at ECU for animal use. The types of illnesses, diseases, and medical challenges that ECU uses for research where animals are included such as Arthritis, Cancer, Drugs/Alcohol, Obesity and Diabetes and Trauma. She shared that animal research and training has a great deal of oversight internally and externally. She gave us a photo tour of the animals and facilities.
  
- **Economic Community Engagement** - Ted Morris discussed the successes and outreach of the office which extends from the entire eastern North Carolina area to Western NC to Washington State to Denmark. In regard to economic development, 187 jobs were created for companies in NC. Kenny Flowers shared some of the successes of investment from our community partners including the Department of Commerce (\$1.35 million in 2009 and 2011) impacting communities in the region. Some of the communities as a part of the Municipal Management and Innovative Initiative program include Aurora, Bayboro, Grifton, Hookerton, Pollocksville, Snow Hill and South Mills. The impact of ECU's

efforts include \$200,000 invested by ECU and partners, 29 new community partners, 14 completed community projects, \$3.9 million leveraged or pending by CDBG projects.

### **Campus Safety – Bill Koch**

- **Greenville Public Safety Task Force Report** - Bill co-chaired this task force which looked at 2010 crime numbers in Greenville. Crime rates in West Greenville have also decreased. There are also collaborative efforts and additional patrol units between Greenville and ECU PD working the area between 1<sup>st</sup> and 5<sup>th</sup> streets. Another result from the task force was to have a more responsible downtown area. Bill said some of the bar owners are very responsible and communicate well with the police, but not all.
  
- **Mutual Aid Agreements and Extended Jurisdictions** Bill shared a document of how mutual aid agreements were done dating back to 1997. The University Affairs committee reaffirmed that the mutual aid agreement continues with the chancellor having the power to sign these agreements.

**Faculty Senate Resolution #10-83** (submitted earlier as #08-12 and #09-19)

Approved by the Faculty Senate: November 2, 2010

Approved by the Chancellor: May 26, 2011

Approved by the Board of Trustees: September 23, 2011 (with editorial change to add, under I.A. (last paragraph) and under V. (second paragraph) "or (g) budgetary considerations." **Noted in highlight**)

Appendix C  
PERSONNEL POLICIES AND PROCEDURES  
FOR THE FACULTY OF EAST CAROLINA UNIVERSITY<sup>1</sup>

CONTENTS

- I. Selection and Appointment of New Faculty
  - A. Determination of Number and Nature of Positions
  - B. Selection Procedure
  - C. General Criteria
  - D. Requirements for ranks and titles
  - E. Initial Appointment
- II. Assignments of Faculty Workload
  - A. Assignment of Teaching Responsibilities
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- IV. Reappointment of Probationary Term Faculty Members
- V. Subsequent New Appointments of Fixed-Term Faculty Members
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- VII. Salary
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  - B. Determination of Annual Salary Increments
  - C. Benefits and Salary Increases for Fixed-Term Faculty
- VIII. Faculty Personnel Files
- IX. Amendment Procedure
- X. Effective Date
- Appendix. Faculty Personnel File Checklists

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<sup>1</sup>For other policies and procedures dealing with faculty appointments, see *ECU Faculty Manual*, Appendix D.



## I. Selection and Appointment of New Faculty

### A. Determination of Number and Nature of Positions

Allocation of faculty positions is the prerogative of the Academic Council.

Acting in accord with the policies and procedures set forth in the Unit Code, the unit administrator shall recommend to the next higher administrator (for conveyance to the Academic Council) the number and nature of faculty positions needed to carry out the unit's mission and achieve the university, division, college and unit planning goals. Such recommendations shall be developed with input from the unit's fixed-term, probationary term, and tenured faculty, and shall contain justifications addressing the unit staffing plan and appropriate planning goals of the university, division, college and unit.

The Academic Council and deans shall not require that a faculty position be fixed-term rather than probationary term unless sound reasons exist. Such reasons include, but are not limited to, (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term-limited (term-limited endowed professorships, for example), (f) this reflects the preference of the faculty member taking the position, or (g) budgetary considerations.

### B. Selection Procedure

The unit administrator shall notify the unit personnel committee of the number and nature of positions allocated to the unit. The selection of candidates must then proceed in accordance with *Appendix D, Tenure and Promotion Policies and Procedures*, the most recently revised Affirmative Action Plan, and applicable unit code provisions. The type of search (i.e. local, regional, national) required is governed by University EEO policies.

### C. General Criteria<sup>2</sup>

For appointment, a faculty member who is tenured or probationary is evaluated on past achievements and potential for future contributions in:

- Teaching
- Scholarship (Research, Creative Activity/Innovation, Engagement and/or Outreach).
- Service to the university, the profession, and the community.

#### 1. Teaching

East Carolina University recognizes the primary importance of teaching. East Carolina University expects each member of the faculty to have knowledge of subject matter commensurate with one's teaching assignment, to maintain

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<sup>2</sup>These criteria are not designed to be used for persons with administrative rank to evaluate their administrative service. Criteria for that purpose shall be developed by proper administrative authority.



awareness of developments in one's discipline, and to communicate to students one's knowledge of and interest in the discipline. The faculty member will encourage students in responsible and careful inquiry, in appreciation of the interrelation of various disciplines, and in recognition of the uses of learning and the value of the educated mind. Teaching includes activities and responsibilities beyond the classroom setting, e.g., advisement; mentoring; laboratory supervision; clinical rounds by a physician/professor accompanied by students; the direction of research projects and papers, dissertations, and theses; and other contacts and relationships outside the classroom.

2. Scholarship (Research, Creative Activity/Innovation, Engagement and/or Outreach)

Scholarship refers to the scholarship of research, the scholarship of creative activity/innovation, and the scholarship of engagement and/or outreach. The relative importance of each factor and the type of activity to be considered under each factor must be clearly defined in the unit code. The procedures by which relative weights are established for each individual faculty member for annual evaluation, tenure and promotion must also be clearly described in the unit code. East Carolina University encourages and supports the continuing efforts of faculty to develop a deeper appreciation of the importance of professional competency acquired through scholarship that is appropriate to one's discipline. A faculty member's scholarship shall reflect the high professional standards incumbent upon those who enjoy full academic freedom; such activities must be measured by standards of quality, not merely by quantity. Evaluation of scholarship must be based primarily on peer-reviewed materials as defined in the unit code.

3. Service

East Carolina University considers service to the university, the academic profession, and the community as an important aspect of academic performance. (See Section III.4).

For appointment, the fixed-term faculty member is evaluated on past achievements and potential for future contributions in the areas of responsibility stated in the contract and established in the unit code.

D. Requirements for ranks and titles

1. General Provisions

Appointments are made at the academic ranks of instructor, assistant professor, associate professor, and professor. These are the only ranks which may involve a permanent tenure commitment. Appointments to all other titles are for a definite term and do not involve a permanent tenure commitment.

The following are the minimum required qualifications which may be considered when making appointments.

2. Ranks of Probationary Term Appointments

#### Instructor

- has evidence of a sound educational background for the specific position, or has equivalent professional experience
- has completed most or all the requirements for the appropriate terminal degree
- has demonstrable proof that the degree will be obtained within a short period of time as agreed upon by the academic unit and the appointing officer
- has demonstrated potential for effective teaching
- has demonstrated potential for effective clinical practice in disciplines where appropriate

#### Assistant Professor

- has qualifications of the previous rank
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- exhibits evidence of potential for continued professional growth in teaching effectiveness, and scholarship.
- has demonstrated ability and willingness to participate in departmental, college, and university affairs
- has membership in professional organizations
- has demonstrated expertise in clinical practice in disciplines where appropriate

#### Associate Professor

- has qualifications of the previous rank
- has demonstrated teaching effectiveness
- has a record of scholarship resulting in publication or comparable productivity
- has demonstrated ability and willingness to participate in departmental, college, and university affairs
- has a record of effective service to the profession
- has a record of effective clinical practice in disciplines where appropriate

#### Professor

- has qualifications of the previous rank
- has an established record of excellence in teaching
- has a significant record of scholarship resulting in publication or comparable productivity
- has demonstrated excellent ability and willingness to participate in departmental, college, and university affairs
- has a record of significant service to the profession
- has a record of effective clinical practice in disciplines where appropriate

### 3. Titles of Fixed-Term Appointments

- a. Faculty with duties primarily in instruction
  - Teaching Instructor

- holds, at a minimum, a master's degree appropriate to the area of instruction, or has equivalent professional experience
- has demonstrated potential for effective teaching

#### Teaching Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has demonstrated effectiveness in teaching

#### Teaching Associate Professor

- has qualifications of the previous title
- has demonstrated superior teaching ability
- engages in professional development activities

#### Teaching Professor

- has qualifications of the previous title
- has demonstrated excellence in teaching
- engages in professional development activities
- has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
- is qualified and competent in mentoring others (such as graduate students, teaching instructors, etc.)

#### b. Faculty with duties primarily in research

Research faculty are typically externally funded. Research faculty are encouraged to give seminars and teach occasional courses in their specialty. Teaching is at the discretion of the unit and the availability of funds.

#### Research Instructor

- holds a minimum of a master's degree appropriate for the specific position or has equivalent professional experience
- has demonstrated potential for effective research
- should be capable of carrying out individual research or should be trained in research procedures
- should have had the experience and specialized training necessary to develop and interpret data required for success in such research projects as may be undertaken

#### Research Assistant Professor

- has qualifications of the previous title
- holds the appropriate terminal degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has demonstrated effectiveness in research
- is qualified and competent to direct the work of others (such as technicians, graduate students, etc)

#### Research Associate Professor

- has qualifications of the previous title

- has extensive successful experience in scholarly or creative endeavors
- has the ability to propose, develop, and manage major research projects

Research Professor.

- has qualifications of the previous title
- has demonstrated a degree of proficiency sufficient to establish an excellent reputation among colleagues
- has demonstrated scholarly production in research, publications, professional achievements or other distinguished and creative activity.

c. Faculty with duties primarily in clinical teaching

Clinical Instructor

- holds, at a minimum, a graduate degree appropriate for the specific position or has equivalent professional experience
- has demonstrated potential in clinical practice and teaching in the field

Clinical Assistant Professor

- has qualifications of the previous title
- holds the appropriate professional degree, as evaluated by the academic unit and affirmed by the appointing officer and the profession concerned
- has training and experience in an area of specialization
- has demonstrated expertise in clinical practice and teaching in the field

Clinical Associate Professor

- has qualifications of the previous title
- has extensive successful experience in clinical or professional practice in a field of specializations, or in a subdivision of the field, and in working with and/or directing others (such as professionals, faculty members, graduate students, etc) in clinical activities in the field
- has demonstrated superior teaching ability

Clinical Professor

- has qualifications of the previous title
- has demonstrated a degree of sustained excellence in clinical practice and teaching sufficient to establish an outstanding reputation among colleagues

d. Additional faculty titles

Artist-in-Residence; Writer-in-Residence. These titles may be used to designate temporary appointments, at any salary and experience level, of persons who are serving for a limited time or part-time, and who are not intended to be considered for professorial appointment.

Adjunct Instructor; Adjunct Assistant Professor; Adjunct Associate Professor; Adjunct Professor. These titles are used to appoint outstanding persons who have a primary employment responsibility outside the university or in a different department in the university, and who bring

some specific professional expertise to the academic program. These positions are typically unfunded.

Affiliate Instructor; Affiliate Assistant Professor; Affiliate Associate Professor; Affiliate Professor. These titles are used in the School of Medicine to appoint outstanding persons who have a primary employment responsibility outside the university and who bring some specific professional expertise to the academic program. These positions are typically unfunded.

Visiting Instructor; Visiting Assistant Professor; Visiting Associate Professor; Visiting Professor. The prefix "visiting" before an academic title is used to designate a short-term full or part time appointment without tenure. Therefore the visiting title shall not be used for periods of time beyond the initial contract period. It shall be used only for those fixed-term faculty members who are visitors, temporary replacements, or for whose disciplines the institution in good faith expects to have only a short-term need. Use of the visiting title for an individual for more than 3 years is a misuse of this title.

#### 4. Emeritus status

Based on criteria specified in the unit code and upon recommendation by the unit personnel committee and appropriate administrators, the Chancellor may confer the titles "emeritus" or "emerita" upon a retired or permanently disabled faculty member, including a Phased Retirement participant, who has made a significant contribution to the university through a long and distinguished record of scholarship, teaching, and/or service.

#### E. Initial Appointment

[For additional provisions related to initial faculty appointments, see *ECU Faculty Manual*, Appendix D.II.]

Appointment to the faculty is made by the chancellor or his/her designee.<sup>3</sup> Upon receiving recommendations by appropriate unit committees and administrators, the chancellor or his/her designee shall issue a contract for initial appointment to the faculty that becomes binding upon being executed by the faculty appointee.

The contract shall specify, at minimum: rank or title; salary rate; length of appointment, tenure status [either fixed term, probationary term, or appointment with permanent tenure as defined in the *Faculty Manual*, Appendix D]; initial assignments and/or responsibilities; and reference to the criteria for evaluation of faculty performance, as provided in Appendix D, unit codes, and other appropriate documents; and any specific terms and conditions of employment.

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<sup>3</sup> Reference to the chancellor's designee is limited to the Academic Council.



Any action conferring permanent tenure with the initial faculty appointment requires approval of the Board of Trustees.

## II. Assignments of Faculty Workload

Faculty workload is governed by the [Faculty Workload Administrative Regulation](#).

By the end of the Spring semester for 9 month faculty, and by the end of the summer session for 12 month faculty, and prior to making final faculty workload assignments and after soliciting faculty preferences, the unit administrator shall apprise each unit faculty member, in writing, of the duties and responsibilities for the coming academic year.

### A. Assignment of Teaching Responsibilities

The unit administrator assigns teaching responsibilities. If changes in a faculty member's assignment become necessary, the faculty member shall be notified, when possible, at least two weeks prior to the beginning of each semester of such changes prior to the effective date of the amended assignment.

### B. Teaching Load

Full-time faculty members whose primary responsibilities are teaching should not be required to teach more than 12 credit hours per semester or 6 credit hours per summer session, with the exception of faculty members who voluntarily teach directed readings and similar courses. If exceptional circumstances require that a faculty member be assigned more than 12 credit hours in a semester, he or she should be appropriately compensated for the excess teaching load during that term or be given the equivalent reduced teaching load the following semester.

### C. Assignment of Released Time

Assignments of released time are governed by [Faculty Scholarly Reassignment Administrative Regulation](#). Faculty members who are to be granted released time shall be informed in writing of the purpose of the reduced assignment.

## III. Annual Evaluation

Each faculty member with either a fixed-term, probationary term, or permanently tenured appointment shall receive annually an evaluation of his/her performance from the unit administrator which shall be based upon current academic year data. The annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the chancellor. This annual evaluation shall:

- be in writing;
- be discussed with the faculty member prior to being sent to any other administrator or placed in the faculty member's personnel file; in the case of faculty members with probationary term appointments, a record of this discussion shall be placed in the faculty member's personnel file;
- be signed and dated by the unit administrator and the faculty member, who may attach to the evaluation a concise comment regarding the evaluation. The faculty member has 4 calendar days after receiving the evaluation to attach the

statement. The signature of the faculty member signifies that the faculty member has read, but does not necessarily concur in, the evaluation.

The unit administrator shall forward to each faculty member a copy of that member's annual evaluation within ten calendar days of completing the evaluations of unit members.

The evaluation of probationary term and permanently tenured faculty shall be based upon that year's assigned duties and responsibilities (except data from the previous year's Spring semester survey of student opinion) and shall consider:

1. Teaching

The quality of teaching must be evaluated by means of

- a. data from surveys of student opinion, when such data have been gathered in accordance with established procedures of the department or the university which guarantee the integrity and completeness of said data. As part of the effort to evaluate the teaching of faculty members, each unit shall either: develop and use its own instrument(s) as approved by the chancellor to determine student opinion of teaching or utilize the instrument developed by the Committee to determine student opinion of teaching.
  - b. formal methods of peer review of new and probationary term faculty, including direct observation of teaching. Methods to be used for this peer review are detailed in [Faculty Senate resolution #93-44](#). The peer review instrument is provided in [Faculty Senate resolution #05-03](#).
  - c. procedures provided for in unit codes;
2. scholarship;
  3. patient care;
  4. services rendered on department, school, college, and university committees, councils, and senates; service to professional organizations; service to local, state and national governments; contributions to the development of public forums, institutes, continuing education projects, patient services and consulting in the private and public sectors; and
  5. other responsibilities as may be appropriate to the assignment.

The relative weight given to teaching, scholarship, and service in personnel decisions shall be determined by each unit code. In no case, however, shall service be weighed more heavily than either teaching or scholarship.

The evaluation of fixed-term faculty members shall be based on their performance of duties as stated in their contracts.

IV. Reappointment of Probationary Term Faculty Members

Refer to Appendix D of the *ECU Faculty Manual*.

V. Subsequent new appointments of Fixed-Term Faculty Members



Faculty positions that are occupied by faculty members holding fixed-term contracts shall periodically be evaluated to determine if it is feasible to convert the position to one that is tenure-eligible. When it is recommended that a position that is occupied by a fixed-term faculty member be made tenure-eligible, the personnel committee and unit administrator shall determine collaboratively the appropriate kind of search recommended (search waiver, internal search, or external search), with the final approval authority for the type of search (i.e. local, regional, national) governed by University EEO policies.

The repeated re-employment in full-time, fixed-term positions of faculty members whose qualifications are on a par with those who are probationary term faculty members in the unit is justifiable when special conditions apply such as: (a) the position is not permanently assigned to the unit, (b) the position is addressing temporary needs, (c) the position cannot be filled by a faculty member with a terminal degree, (d) the duties of the position are primarily clinical, (e) the position is by its nature term-limited (term-limited endowed professorships, for example), (f) reflects the preference of the faculty member taking the position. Qualified full-time, fixed-term faculty members should be encouraged to apply for tenure-eligible positions, or (g) budgetary considerations.

Repeated re-employment of part-time fixed-term faculty members should be subject to the same conditions listed in a-f in the above paragraph. The continuous re-employment of faculty in part-time or temporary positions should be avoided, unless mutually beneficial for the candidate and the unit.

## VI. Professional Advancement

Advancement in title for fixed-term faculty and promotion for tenured and probationary term faculty are means through which professional achievement is encouraged, recognized, and rewarded by the university. Evaluation of faculty for purposes of promotion or advancement in title shall accord with the regulations established in accordance with the unit code and shall employ the criteria contained in the unit code approved by the chancellor (*ECU Faculty Manual*, Appendix L).

Specific regulations and criteria governing evaluation of faculty for purposes of promotion or advancement in title may vary from unit to unit. For evaluations pertaining to fixed-term subsequent new appointment at a higher title, the criteria shall be stated in the unit code.

As a minimum each unit shall:

- apply published criteria in teaching, scholarship and service for evaluating faculty for promotion or advancement in title;
- make available procedures which will permit each faculty member to report achievements annually or on a more frequent basis;
- assure each faculty member the right to discuss one's candidacy with the unit administrator and/or the appropriate unit committee at any time; and
- notify each faculty member within four days of receipt of the administration's call for promotion or advancement in title recommendations.



Upon request by the faculty member, the unit administrator and the unit promotion committee shall evaluate the faculty member for promotion; the unit administrator and the personnel committee shall evaluate the faculty member for advancement in title. Following such evaluation, the unit administrator and appropriate unit committee shall inform the faculty member of their respective recommendations. Promotion or advancement in title shall be based primarily upon the faculty member's total demonstrated professional competence and achievement. Procedures to be followed for promotion are found in *ECU Faculty Manual*, Appendix D. Procedures to be followed for advancement in title should be specified in each code unit in accordance with *ECU Faculty Manual*, Appendix D.II.B.3., III. and IV.; and Appendix C. section I.D.3.

Among the many qualifications which may be considered when making recommendations for promotion, the requirements in section I.D.2. above are essential.

Promotion in academic rank should be accompanied by a salary increment which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for promotion to a specific rank may be attested to by advanced study, culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice which is demonstrably of highest quality.

Advancement in title for fixed-term faculty members should be accompanied by a salary increment which shall be separate from any and all other increments to which the individual may be entitled. Notwithstanding any previous statement that has appeared herein, competence for advancement in title may be attested to by demonstrated excellence in the performance of duties specified in the contract of the fixed-term faculty member and supported by the faculty member's annual performance evaluation.

## VII. Salary

### A. Initial Salary

Initial salary shall be based on degree attainment, pertinent experience, professional activity, scholarly publication or its equivalent, and level of responsibility, consideration being given to the salaries of personnel presently in the unit and salaries within the discipline in comparable institutions.

### B. Determination of Annual Salary Increments

The unit administrator shall recommend annual salary increments to appropriate administrative officials in accordance with requirements imposed by the North Carolina General Assembly, The University of North Carolina Board of Governors, the ECU Board of Trustees, and the university administration, and shall employ any additional criteria that have been established in this appendix, in units codes, or in policies required by unit codes. Basic criteria for assessing merit shall include the degree of teaching excellence; scholarship; service to

local, state, and national governments; as well as contributions to the development of public forums, institutes, continuing education projects, and patients' services. The unit administrator shall report annually to the unit, in dollar amounts and percentages, the total increment allotted, mean salary increment, and range in salary increments for the unit. Each faculty member shall be informed by the unit administrator of any salary increment recommendations made on behalf of the faculty member by the unit administrator.

C. Benefits and Salary Increases for Fixed-Term Faculty

Equitability of salary and benefits for fixed-term faculty members should be reviewed annually. When salary increments are provided by the Board of Governors, full-time fixed-term faculty who have completed one year of employment and have received a subsequent new appointment should be considered for a salary increase based upon their annual evaluation and criteria established by the Board of Governors, ECU Board of Trustees, and the unit code.

Full-time, fixed-term faculty are entitled to the same benefits as all other full-time employees of ECU.

VIII. Faculty Personnel Files

A. State Laws

Article 7 of Chapter 126 of the General Statutes of North Carolina shall govern matters relating to personnel files, contents and permissible access. The General Statutes are located in Joyner Library and in the University Attorney's Office. Access to the statutes on the Internet are available at: [www.ncga.state.nc.us/Statutes/Statutes.html](http://www.ncga.state.nc.us/Statutes/Statutes.html) or [www.allaw.com/state\\_law\\_search/north\\_carolina/](http://www.allaw.com/state_law_search/north_carolina/).

PLEASE NOTE THAT THE STATUTES REPORTED ON THE INTERNET MAY NOT BE ACCURATE AND MAY NOT BE UPDATED IN A TIMELY MANNER TO REFLECT THE LATEST SUPPLEMENTS.

For questions regarding personnel files, contact the Faculty Senate Office or the University Attorney's Office.

B. Definition

North Carolina law defines a personnel file as any information gathered by East Carolina University that relates to an individual's employment, which includes information relating to the application, selection, promotion, demotion, transfer, leave, salary, suspension, performance evaluation, disciplinary action, or termination of employment, wherever located and in whatever form. Records related to grievances and appeals of non-reappointment and non-conferral of tenure are personnel records. The Personnel Action Dossier ("PAD") is an evaluative document, is a personnel record, and is part of the faculty member's personnel file. The personnel file is University property and is retained by the University.

Personnel records are kept in accordance with the Records Retention and Disposition Schedule approved by the Chancellor. Timing of storage and transfer vary depending on the specific type of document.

#### C. Location

All records used in the formal evaluation of faculty must be in the primary personnel file. A faculty member's primary personnel file shall reside in the code unit office under the supervision of the code unit administrator. In addition, there may be other files containing personnel records that are located in approved University offices. The location and custodian of other files containing personnel records will be listed in the Personnel File Checklist attached to the inside cover of the primary personnel file.

Filed grievances; appeals of non-reappointment or non-conferral of tenure; complaints filed by or against a faculty member with the ECU EEO Office alleging sexual harassment, discrimination based on age, race, religion, or disability, or a violation of the amorous relations policy; and records relating to any disciplinary action against a faculty member may be included in an appeal hearing file or in an investigative file prepared by the EEO Office or by the University Attorney's Office.

Personnel records retained in the EEO Office or the University Attorney's Office will remain confidential, but the documents collected and/or created in those offices are considered part of an investigative/preparation file and are not considered part of the primary personnel file. Disclosure of documents in those files is subject to applicable University policies and state laws. Additionally, in accordance with the relevant University policy and state laws, the University will formally notify the faculty member of any complaint or grievance filed against a faculty member and will follow the procedures prescribed for due process. In most cases, personnel documents maintained in those files will be duplicates of documents in the primary personnel file. In all cases, the documents in those files will be available for review by the faculty member.

#### D. Content

State law requires that the University permit the public to have access to the following employment related information about: name, age, date of original employment or appointment to State service, the terms of any contract by which the employee is employed whether written or oral, past and current, to the extent that the university has the written contract or a record of the oral contract in its possession, current position, title, current salary, date and amount of each increase or decrease in salary, with the university, date and type of each promotion, demotion, transfer, suspension, separation, or other change in position classification with the university, date and general description of the reasons for each promotion with the university, date and type of each dismissal, suspension, or demotion for disciplinary reasons taken by the university. If the



disciplinary action was a dismissal, a copy of the written notice of the final decision of the Chancellor setting forth the specific acts or omissions that are the basis of the dismissal, the office to which the employee is currently assigned.

To the extent allowed by applicable law (e.g., [Article 7 of Chapter 126](#) of the General Statutes of North Carolina), all other information contained in the personnel file is confidential and shall not be open for inspection and examination except to the following persons:

- (1) The employee, applicant for employment, former employee, or his properly authorized agent, who may examine his own personnel file in its entirety except for (i) letters of reference solicited prior to employment, or (ii) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient. An employee's medical record may be disclosed to a licensed physician designated in writing by the employee;
- (2) The supervisor of the employee;
- (3) Members of the General Assembly who may inspect and examine personnel records under the authority of G.S. 120-19;
- (4) A party by authority of a proper court order may inspect and examine a particular confidential portion of a State employee's personnel file; and
- (5) An official of an agency of the federal government, State government or any political subdivision thereof. Such an official may inspect any personnel records when such inspection is deemed by the department head of the employee whose record is to be inspected or, in the case of an applicant for employment or a former employee, by the department head of the agency in which the record is maintained as necessary and essential to the pursuance of a proper function of said agency; provided, however, that such information shall not be divulged for purposes of assisting in a criminal prosecution, nor for purposes of assisting in a tax investigation; and
- (6) Any person or corporation to which the Chancellor determines release of such information is essential as allowed by [General Statute §126-24](#).

All evaluative documents will be contained in the primary personnel file. Evaluative materials or summaries thereof prepared by peer committees as part of a regular evaluation system are placed in the primary personnel file when signed by a representative of the committee. In particular, official copies of Personnel Action Dossiers, as outlined in [Part XII. of the ECU Faculty Manual](#), including documentation submitted by faculty for consideration in the tenure, reappointment and promotion processes, shall reside in the primary personnel file.

No material obtained from an anonymous source shall be placed in the primary personnel file except for data from student opinion surveys. Data from student opinion surveys shall be submitted by the authorized surveying agent to the

faculty member and the unit administrator. Administrators shall not keep secret files.

A faculty member who objects to material in the primary personnel file or other personnel records may place in the file a statement relating to the material the faculty member considers to be inaccurate or misleading. This concise statement shall be submitted to the custodian for inclusion as an attachment to the specific document. A faculty member who objects to material in the primary personnel file because it is inaccurate or misleading may seek the removal of such material from the primary personnel file in accordance with Appendix Y of the Faculty Manual, including appeal to the State Personnel Commission.

#### E. Access

The unit administrator is responsible for providing faculty member's access to their personnel file during regular business hours with advance notice to the unit administrator. Advance notice of at least 4 calendar days is required so that the file can be gathered from other offices, if necessary, and so that confidential documents, as specified in D.1 (above), can be removed. The unit administrator must make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies of the file, if applicable.

Faculty members are encouraged to examine their primary personnel file often, subject to certain restrictions of state law. Faculty members may examine other files containing personnel records subject to the same restrictions. A faculty member may obtain copies of any materials that are not restricted by State law in the personnel.

#### F. Disclosure of Confidential Information

Willful disclosure of confidential information or unauthorized access to a personnel file by any person violates State law and University regulations and may result in disciplinary action under University regulations. Any person, who knows of these violations but does not act, has neglected his or her duties and may also be disciplined in accordance with University regulations.

#### IX. Amendment Procedure

Amendment procedures are subject to the University's Regulation on Policies, Rules, and Regulations. The Faculty Senate will consider amendments to *ECU Faculty Manual, Appendix C. Personnel Policies and Procedures* that are proposed by any full-time member of the faculty, by any faculty committee, or by any member of the administration of East Carolina University. Amendment(s) submitted to the Faculty Senate for consideration shall be handled as any other item of legislation which comes before the senate. If the senate approves such a proposed amendment, the senate shall submit the proposed amendment to the chancellor and, if approved by the chancellor, the amendment will be forwarded to the board of

trustees for its approval. Consideration by the board of trustees is not required if the chancellor has final authority to enact the amendment.

X. Effective Date

All provisions of these policies and procedures shall become effective on the date they are approved by the East Carolina University Board of Trustees or its designee.

APPENDIX: Faculty Personnel File Checklists

FACULTY PERSONNEL FILE CHECKLIST  
(Division of Academic Affairs)

Your primary personnel file is located in the office of your Code Unit Administrator and may be reviewed at any time during regular business hours with advance notice to the custodian of records or his/her designee. Advance notice is required so that your files can be gathered from other offices, if necessary, and so that confidential documents, like references for initial employment or certain medical information, as described in the General Statutes of North Carolina, can be removed. The custodian of records will need to make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies, if you request same. While reasonable efforts will be made to provide you with quick access to your file, it may take some time to make the necessary arrangements. Multiple copies of the same document may be limited.

Please note that you cannot add to or remove documents from your personnel files at the time you review your files. If you have concerns about documents in your files, please bring them to the attention of the custodian of records. You can object to inaccurate or misleading information in your files by putting your objections in a written statement to your Code Unit Administrator, who will add your statement to the file(s) you are concerned about.

Removal of offensive materials may be sought in accordance with the procedures in Appendix Y of the *ECU Faculty Manual*.

Location of Records Related to Employment:

- Code Unit Administrator's Office
- Dean's Office
- Academic Department Chair's Office in Professional Schools
- Vice Chancellor for Academic and Student Affairs' Office
- Department of Human Resources

Other Files Containing Personnel Records May be Located:

- Equal Employment Opportunity/Affirmative Action Office
- University Attorney's Office
- Faculty Senate Office



Please note that reference letters solicited prior to employment and medical records that a prudent physician would not disclose to his/her patient shall not be disclosed to you and should be kept in a sealed envelope that can be easily removed from your file. Additionally, medical records related to a medical condition or disability should be maintained in a separate envelope. Questions about your personnel records should be directed to the Faculty Senate Office or the University Attorney's Office.

**FACULTY PERSONNEL FILE CHECKLIST**  
(Division of Health Sciences)

Your primary personnel file is located in the office of your Code Unit Administrator and may be reviewed at any time during regular business hours with advance notice to the custodian of records or his/her designee. Advance notice is required so that your files can be gathered from other offices, if necessary, and so that confidential documents, like references for initial employment or certain medical information, as described in the General Statutes of North Carolina, can be removed. The custodian of records will need to make arrangements to have office staff available to oversee the review process to ensure the integrity and safekeeping of the records and to assist in making copies, if you request them. A reasonable number of copies will be provided at no cost to the faculty member. While reasonable efforts will be made to provide you with quick access to your file, it may take some time to make the necessary arrangements.

Please note that you cannot add to or remove documents from your personnel files at the time you review your files. If you have concerns about documents in your files, please bring them to the attention of the custodian of records. You can object to inaccurate or misleading information in your files by putting your objections in a written statement to your Code Unit Administrator, who will add your statement to the file(s) which concern(s) you. Removal of inaccurate or misleading materials may be sought in accordance with the procedures in Appendix Y of the *ECU Faculty Manual*.

Location of Records Related to Employment:

- Code Unit Administrator's Office
- Dean's Office
- Academic Department Chair's Office
- Center Administrator's Office (ex. Center for Advancement of Health)
- Department Section Head's Office
- Vice Chancellor for Health Sciences Office
- Department of Human Resources

Other Files Containing Personnel Records May be Located:

- Equal Employment Opportunity/Affirmative Action Office
- University Attorney's Office
- Faculty Senate Office

Additional Records for Physician Faculty - located at Brody SOM and Pitt County Memorial Hospital:

- Medical Faculty Practice Plan Benefits Office
- Managed Care Office

\_\_\_\_\_ ECU Physicians Credentialing Office  
\_\_\_\_\_ PCMH Credentials Verification Office (Medical Staff Support)

This notifies you that certain the Division of Health Sciences or other ECU offices (including, but not limited to, University Attorney, Equal Employment Opportunity, Compliance, BSOM Risk Management, CME, etc.) may maintain records (including, but not limited to, attendance records for mandatory training sessions, orientation, and CME programs; routine audits of medical records and billing documentation; Quality Assurance; malpractice; etc.) related to your employment and which may constitute personnel records. Should you wish to verify whether such offices maintain records related to your employment, you may contact the specific office for further information regarding your records within the Office of the Vice Chancellor for Health Sciences.

Please note that reference letters solicited prior to employment and medical records that a prudent physician would not disclose to his/her patient shall not be disclosed to you and should be kept in a sealed envelope that can be easily removed from your file. Additionally, medical records governed by General Statute, if any, would be maintained in a separate envelope. Questions about your personnel records should be directed to the Faculty Senate Office or to the University Attorney's Office.

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Revised:

Faculty Senate Resolution #94-05, March 1994  
Faculty Senate Resolution #96-4, March 1996  
Faculty Senate Resolution #97-20, April 1997  
Faculty Senate Resolution #97-43, December 1997  
Faculty Senate Resolution #99-7, March 1999  
Faculty Senate Resolution #00-12, March 2000  
Faculty Senate Resolution #05-09, April 2005  
Faculty Senate Resolution #06-11, July 2006  
Faculty Senate Resolution #10-83, September 2011

Interpretation made to Section VI., February 1990

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