

BOARD OF TRUSTEES

East Carolina University

September 23, 2011

The Board of Trustees met in regular session at the East Carolina University Heart Institute on the campus of East Carolina University. Bob Lucas, chair of the Board, called the meeting to order and read the conflict of interest statement required by the State Government Ethics Act. No conflicts were identified.

Mr. Lucas asked Pitt County Clerk of Court Sara Beth Fulford Rhodes to come forward to swear in the two new Board members, Mr. Edwin Clark and Mr. Bobby Owens. Following the oath of office, Mr. Clark and Mr. Owens both thanked the University for the opportunity to serve on the board.

Mr. Lucas called on Assistant Secretary to the Board of Trustees, John Durham to call the roll.

Members Present

Robert Brinkley
Joel Butler
Ken Chalk
Edwin Clark
Deborah Davis
Steve Jones
Bob Lucas
Carol Mabe
Josh Martinkovic
Bobby Owens
Danny Scott
Mark Tipton

Members Absent

Kieran Shanahan

APPROVAL OF MINUTES

Mr. Lucas asked for a motion approving the minutes from the Board meeting on July 22, 2011, August 10, 2011 and August 31, 2011. Mr. Tipton moved approval of the minutes. Ms. Mabe seconded the motion. The motion passed with no negative votes.

COMMITTEE GUIDELINES

Mr. Lucas called on John Durham to present the proposed bylaw revision to the Board. The revision specifically is the “Revised Guidelines for Committees” which establishes an “Athletics and Advancement Committee,” and modifies the University Affairs Committee to include Academic Affairs, Student Affairs, Research and Graduate Studies and Campus Safety. Mrs. Mabe made a motion to approve the revision to the Guidelines for Committees as presented. Ms. Davis seconded the motion and the motion was approved with no negative votes. The Guidelines for Committees appears in this document as “Attachment A.”

CLOSED SESSION

Mr. Butler then read a motion to go into Closed Session. Mr. Scott seconded the motion and was approved with no negative votes. The board then went into closed session. Upon returning to open session, Mr. Lucas called on Chancellor Ballard for his remarks.

CHANCELLOR’S REMARKS

Dr. Ballard began his remarks to the Board by welcoming Mr. Clark and Mr. Owens to the Board. A text version of his report is included in this document as “Attachment B”

CHAIR OF THE FACULTY REPORT

Dr. Marianna Walker, Chair of the Faculty, addressed the Board. Her remarks are attached to this document as “Attachment C.”

SGA REPORT

SGA President gave a report from the student body. His remarks are listed as “Attachment D.”

BOARD OF VISITORS REPORT

BOV Chair Steve Brown gave a report from the Board of Visitors. He praised the BOV for its energy and motivation. The first meeting was the orientation session on Aug. 26, 2011, at the Murphy Center. Mr. Brown recognized Michael Moseley who died unexpectedly in June 2011. Mr. Moseley was an active participant in the Engagement Committee and has a passion for ECU. Also at the August meeting, the board reviewed the expectations of board members, the charter, and the purpose statement. Mr. Brown outlined the three board committees: legislative relations, engagement, fundraising & development. There was \$3,250 in donations at the August meeting. The next meeting will be November 4, 2011 and he invited all Board of Trustees members to that meeting. Mr. Brown thanked the Chancellor and the Board for all their support and offered to assist them in any way. Mr. Lucas stated that the Board of Visitors is a dynamic group of individuals. He asked the staff to look into having a joint event with all the different boards and foundations on campus to get everyone in the same place and on the same page.

GOVERNOR HUNT

Mr. Lucas asked Dr. Ballard to give an explanation of Gov. Jim Hunt's presence at the meeting. Dr. Ballard said that Gov. Hunt has offered to assist in our conference alignment effort and that the University welcomes his help.

Mr. Lucas introduced Gov. Hunt. Governor Hunt gave encouraging remarks regarding ECU's application to the Big East. He offered to work hard to help in any way possible. He praised not only the athletic programs at ECU, but also academics and the medical programs.

BELLE WHEELAN

Dr. David Weismiller asked that all Board members step into the hallway to see Faculty Presentations of "Assessment Day." These presentations focus on how students are central to success and primarily look at how students learn. Upon returning to the room, Dr. Weismiller introduced Belle Wheelan, who is the President of SACS (Southern Association of Colleges and Schools). Dr. Wheelan addressed the Board regarding ECU's upcoming SACS accreditation.

BOARD OF GOVERNORS REPORT

Mr. Phil Dixon, member of the UNC Board of Governors, provided an update from the Board of Governors. He congratulated the new members of the Board. Mr. Dixon reported that there has been substantial change to the Board of Governors lately. He said he was pleased that the change hasn't been all bad and that the new Board of Governors has been working well together. He reported that ECU needs more representation on the Board of Governors and encouraged Board members to seek appointment to the Board.

ECU EDUCATIONAL FOUNDATION (PIRATE CLUB) REPORT

Dr. Emmett Floyd, director of the Pirate Club, gave a report from the Pirate Club. He reported that there are 17, 530 members of the Pirate Club, the largest number of members in the history of the club. The goal for the end of the year is 18,000 and it is at 97% of that goal. This year, members raised \$6.2 million dollars for scholarships. This year, there are 9,700 Student Pirate Club members. The Pirate Club has adopted a long range plan and Dr. Floyd presented that to the Board for their information. The long-range plan is included this document as “Attachment D.”

COMMITTEE REPORTS

ATHLETICS & ADVANCEMENT COMMITTEE

Committee Chair Danny Scott gave the report from the newly formed Athletics and Advancement Committee. A summary of this report is listed as “Attachment E.” There were two motions coming from this committee.

Mr. Scott moved approval of the amended contract for Heath Basketball Coach Jeff Lebo, as presented in Board materials. The motion was approved with no negative votes. A copy of the amended contract is included as “Attachment F.”

Mr. Scott moved approval of the naming proposals as presented in Board materials. The motion was approved with no negative votes. A copy of the amended contract is included as “Attachment G.”

AUDIT COMMITTEE

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

FINANCE & FACILITIES COMMITTEE

Committee Chair Carol Mabe gave the report from the Finance and Facilities Committee. A summary of this report is listed as “Attachment I.” There were four motions that came from the committee.

Ms. Mabe moved that the Board approve the requests from the Brody School of Medicine, ECU Physicians for approval of two related leases for clinical/office space at 905 John Hopkins Drive in accordance with the terms and conditions provided in the Board materials. The motion was approved with no negative votes. A summary of these leases is included as “Attachment J.”

Ms. Mabe moved that the Board approve the request to grant an underground waterline easement on College Hill to Greenville Utilities Commission in accordance with the terms and conditions provided in the Board materials. The motion was approved with no negative votes. A copy of this easement is included as “Attachment K.”

Ms. Mabe moved that the Board approve the request to lease dental clinic/office space in the old Family Practice Center at Pitt County Memorial Hospital in accordance with the terms and conditions provided in the Board materials. The motion was approved with no negative votes. Joel Butler recused himself from the vote, citing conflict of interest. The lease is included as “Attachment L.”

Ms. Mabe moved that the Board approve the request to lease a facility in or near Columbia, NC, to offer an interdisciplinary, semester-long residential program for undergraduates to engage in history, culture, art, people and the natural environments of eastern North Carolina in accordance with the terms and conditions provided in the Board materials. The motion was approved with no negative votes. The agreement is listed as “Attachment M.”

HEALTH SCIENCES COMMITTEE

Committee Chair Steve Jones gave the report from the Health Sciences Committee. A summary of this report is listed as “Attachment N.” There was one item that required action by the Board.

Mr. Jones moved approval of the Basic Science Faculty Compensation Plan as presented in Board materials. The motion was approved with no negative votes. A copy of the plan is listed as “Attachment O.”

UNIVERSITY AFFAIRS

Committee Chair Robert Brinkley gave the committee report from the University Affairs Committee. A summary of this report is listed as “Attachment P.” There were three items that required action by the Board.

Mr. Brinkley moved approval of the resolution supporting the ECU Study Abroad in Italy program as presented in Board materials. The motion was approved with no negative votes. A copy of this resolution is listed “Attachment Q.”

Mr. Brinkley moved approval of the revisions to Appendix C of the Faculty Manual as approved by the committee. The motion was approved with no negative votes. A copy of the revised Appendix C is included as “Attachment R.”

Mr. Brinkley moved approval of an automobile allowance for Dr. Deirdre Mageean for the amount of \$7,928 annually, retroactive to July 1, 2011. The motion was approved with no negative votes.

CHAIRMAN’S REPORT

Mr. Lucas said he appreciates the job the Chancellor does on a daily basis in the midst of such busy times. Mr. Lucas said that he feels like his primary duty is to keep the rest of the Board involved and informed. He asked all Board members to feel free to contact him when they have questions. In conclusion, Mr. Lucas stated that the Board of Trustees is solidly behind the Chancellor and Terry Holland as Athletics Director in the quest to secure a position in a BCS Conference.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Mr. Durham informed the Board that flu shots will be available to Board members in Room 1107.

Before the meeting adjourned, Chairman Lucas asked for any comments from the Board.

ADJOURNMENT

Mr. Lucas adjourned the meeting at 3:00 p.m.

Respectfully Submitted,

John Durham
Assistant Secretary to the Board

**GUIDELINES FOR COMMITTEES
EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES
2nd REVISION**

These guidelines spell out the duties, responsibilities and authorities of the standing committees of the East Carolina University Board of Trustees. The committees and their jurisdictions were approved by a vote of the Board on September 23, 2011.

EXECUTIVE COMMITTEE

The Committee shall meet upon the call of the Chair, and a majority of the members of the Committee shall constitute a quorum for the transaction of business.

The Committee may act for the Board in urgent situations when it is impracticable for the Board to act. The Committee, however, cannot take any action that is inconsistent with the existing policies of the Board of Governors or the Board of Trustees.

The Committee shall report on all meetings and actions taken by it to the full Board at regular meetings.

ATHLETICS AND ADVANCEMENT COMMITTEE

The Committee's jurisdiction shall include intercollegiate athletics, advancement and naming.

The Chancellor, who is specifically charged with the responsibility for the establishment and supervision of the institution's program of intercollegiate athletics, shall consult with the Committee on matters relating to intercollegiate athletics. The committee shall consider any proposed multi-year contracts for the Athletics Director and head coaches and make recommendations on these contracts to the full Board.

The Chancellor shall consult with the Committee on advancement activities, including but not limited to fund-raising, relationships with the University's tax-exempt affiliates, alumni affairs, and the Board of Visitors. The Committee shall make recommendations to the full Board regarding these policies. The Chancellor also may seek the advice of the Committee relating to issues involving advancement. The Committee also shall advise the Chancellor and the Board in confidence with respect to proposals to name or change the name of university facilities or activities consistent with the procedures and guidelines established in the Board of Trustees Policy on Naming University Facilities and Activities.

AUDIT COMMITTEE

The Committee's jurisdiction shall include audit, compliance, ethics, and conflicts of interest.

The Committee shall meet with representatives of the State Auditor's office to review the institution's annual audit report and discuss corrective actions if needed; review audit reports of University-associated entities; receive quarterly reports from the University's internal auditor; develop and maintain a charter to define roles and responsibilities, including the assurance that the institution is performing self assessments of operating risks and evaluations of internal controls on a regular basis; assure that internal audit functions will be carried out in a way that meets professional standards; at the beginning of the audit cycle, review and approve a summary of the annual internal audit plan for the campus; at the end of the cycle, review a comparison of the plan advanced to the internal audits performed; prepare and forward to the Board of Governors an annual summary of the work performed by the Audit Committee, including a report of the work of the campus internal auditor that indicates any identified material reportable conditions and how they were addressed.

The Committee shall meet upon the call of the Chair and a majority of the members of the Audit Committee shall constitute a quorum for the transaction of business. The Committee shall meet no fewer than four times a year.

The internal auditor shall report to the Chancellor but shall also have a reporting relationship to the Chair of the Committee to enable the auditor to freely discuss professional issues with the Committee Chair.

The Chancellor shall consult with the Committee regularly concerning all matters related to the Committee's responsibilities and annually at the Board's fall meeting concerning East Carolina University's efforts to assure the adequacy of management staff and the existence of sufficient fiscal controls to administer additional authorities authorized under North Carolina General Statutes G.S. 116-30.1.

UNIVERSITY AFFAIRS COMMITTEE

The Committee's jurisdiction includes academic affairs, student affairs, financial aid, campus safety, research and graduate studies.

The Chancellor shall consult regularly with the Committee on policies relating to academic programs, public service activities, and student affairs. The Committee shall make recommendations to the full Board regarding these policies. The Committee shall review all appeals from faculty members to the Board and make recommendations to the full Board. The Chancellor also may seek the advice of the Committee on matters relating to student self-government.

The Committee shall review the proposed conferral of tenure for faculty members in academic units in the Division of Academic Affairs and make recommendations to the full Board.

The Chancellor shall consult with and may seek the advice of the Committee on policies relating to research and graduate studies.

FINANCE AND FACILITIES COMMITTEE

The Committee's jurisdiction shall include budget and finance including tuition and fees, master planning, property acquisition and disposition, site selection, designer selection, building plans, parking, and information technology.

The Committee shall maintain for the Board a master plan for the physical development of East Carolina University and advise and assist the Chancellor and submit recommendations to the Board with respect to real property transactions and other capital transactions within the jurisdiction of the Trustees.

The Committee may act for the Board in the selection of architects or engineers for buildings and improvements requiring such professional services and may act for the Board in approving all proposals involving the acquisition or disposition of any interest in real property, provided that said transactions involving interests in real property valued at \$50,000 or more are recommended to the Board for its approval and forwarded to the Board of Governors.

Subject to the prior approval of the Chancellor, the Vice Chancellor for Administration and Finance is authorized to act on behalf of the Board to approve building plans and specifications and to certify final acceptance of completed buildings and projects.

HEALTH SCIENCES COMMITTEE

The Committee's jurisdiction shall include health sciences, ECU Physicians, and liaison with Pitt County Memorial Hospital.

The Chancellor shall consult with the Committee on policies relating to academic programs, admissions, clinical affiliations and agreements, community and public service activities, development and foundations. The Committee shall make recommendations to the full Board regarding these policies.

The Committee shall review the proposed conferral of tenure for faculty members in academic units in the Division of Health Sciences and make recommendations to the full Board.

BOARD OF TRUSTEE MEETING

September 23, 2011

WELCOME TO NEW BOARD MEMBERS

Mr. Edwin Clark

Mr. Bobby Owens

INTRODUCTION

A light agenda means I can talk longer...

Several recent and upcoming events reflect the Pirate Spirit... I hope everybody has caught it:

- Opening new Soccer stadium/ big time game against S. Carolina
- Family Medicine Center this afternoon.
- Two big time football events in Charlotte and Dowdy Ficklin. Nobody left.
- Charlotte events for the Honors college/ more about that in a moment.

Hurricane Irene

Vice Chancellor Niswander has summarized our damages and clean up.

I would just like to thank Assoc. VC Bagnell and all facilities staff for an unbelievable job in getting us back in business

Most were working 16 hour days for 3 straight weeks.

No injuries/ Great work by Bill Bagnell and all of the facilities people, who worked without breaks and in 16 hour shifts.

Athletics

Continuing chaos is being felt by virtually all conferences. 100- year old rivalries are being cast aside and replaced by TV contracts. A large majority of CUSA universities are aggressively looking at their options.

ECU continues to do what everybody else is doing, only we do it better.

Best example is "Pirates Undaunted."

ECU has done it the old fashioned way...we earned a shot at the Big East. Performance, finances, academic, integrity, collegiality.

One caveat. Our athletic conference has not defined us. We have earned our Pirate Pride regardless of the conference we play in.

ENROLLMENT

Please refer to the handouts at your table. Thanks to John Fletcher for his hard work on enrollment management

Next meeting, John and Marilyn will report on the implementation of the Strategic Enrollment Management Task Force... you will be impressed.

1. State budget hurts our flexibility (summer school) and our students retention and graduation rates
2. Positives
 - FTE enrollment is 27,400 (about a 1% decline).
 - About 6,000 graduate students.
 - Freshmen about 3900... close to our goal

- Transfer Students: About 1350 (+14%)
 - Academic profile continues to improve with 18 point improvement in average freshman SAT scores (1040 to 1058). **Highest SAT Ever!**
 - Average GPA is up slightly. **Highest Freshman GPA Ever!**
 - Retention is 81.36% **Highest Retention Rates Ever!**
 - **Highest Number of Graduates Ever!**
3. Concern: Graduate enrollments down 5%.

OUTLOOK FOR THIS ACADEMIC YEAR

1. State revenues unknown. First indicator is about October 10th
2. Economic value of higher education is clear. \$3.3 Billion for ECU alone. 14:1 ROI.
3. Topics of importance for the Board
 - Campus based tuition as we try to create a pool to both buffer future cutbacks and to enhance faculty compensation, once we are allowed to.
 - PPC committee address two important issues
 - Every possible revenue source is being assessed
 - Faculty retention
4. Positive note on **Advancement:**
 - Robert and Amy Brinkley: 750,000/ total of 1M plus an estate plan
 - Harry and Tammy Smith: Increased Athletics gift to \$1 million

- Pat and Lynn Lane increased giving: total of \$3 Million
- School of Dentistry: Samuel Phillips Foundation/ 600K scholarship support
- Ara Gregorian and Four Seasons Chamber Music: 417 private, plus over 500K from the Spangler Foundation...million dollar endowment.

**Board of Trustees Remarks
Marianna Walker, Chair of the Faculty
September 23, 2011**

Good Morning.

I bring greetings from the faculty – at the beginning of the 2011-2012 academic year.

I am honored to serve the university again in my third term as Chair of the Faculty. My fellow Faculty Officers are also beginning their third year (Mark Sprague, Vice Chair - Physics; Hunt McKinnon, Secretary - Interior Design and Merchandising; and Brenda Killingsworth, Parliamentarian – Business). Present today is B. Killingsworth – Professor Sprague and McKinnon are engaged in academic activities and could not attend today.

We will continue our work in leading the faculty and Faculty Senate, and will collaborate with our administration, in the tradition of shared governance to address common university goals and missions. One of the most important relationships in a university is between the faculty and the administration. I can tell you that our shared governance model and the relationship between the faculty and administration is one of the best, if not the best, in the UNC system. Through mutual respect, advocacy, active collaboration, and compromise, we can tackle anything! My sincerest thanks to the Chancellor, Provost, and Vice Chancellors, Deans and other administrators for all their efforts in dealing with all of us!

A now a brief preview of the priorities for the new academic year. We have a long agenda today, so my remarks will be brief.

For the past two years, the Faculty Senate and its university standing committees, including the Faculty Manual Steering Committee, has been reviewing, revising, and reorganizing the Faculty Manual, which has been in place for the past 46 years. Last year our theme was “Come Together”, and that is how I would describe the collective work of the administration and the faculty in this endeavor. Out of 132 sections, only 36 remain to be reviewed. We are examining current practices, UNC code, federal and state mandates/statutes, and contemporary academic needs. Faculty and administrators on these committees have collectively become experts in faculty matters relating to the curriculum, academic standards, program development, and tenure and promotion policies.

One of the sections, Appendix C – Personnel Policies and Procedures for the Faculty is on the present BOT agenda, for consideration. The changes to this document outline needs and changes relative to fixed-term faculty appointments, faculty workload guidelines, new state laws pertaining to personnel records, and a change in nomenclature for faculty responsibilities pertaining to research. We are recommending that the category of **research**, as one of the responsibilities of tenured and tenure-track faculty is changed to **scholarship**. This change in nomenclature, if approved, will allow faculty to engage in multiple types of scholarship, from traditional research, to creative activity, engagement, innovation, and outreach. This category and responsibility still is measured by scholarly and peer-reviewed work and publications and will be one of the benchmarks for evaluation relative to tenure and promotion. As we know, scholarship comes in many different forms and this update to our criteria, acknowledges the important contributions of many different forms of scholarship from faculty, especially for those whom the university is making an investment.

So, you will hear of our work in this continued review this year with anticipation that our Faculty Manual will be completed this year and will result in a manual that, while user friendly, will provide updated policy, regulations, and guides for faculty in all academic and welfare issues pertaining to the

faculty. In a tradition that was started two years ago, I will present the BOT Chair will an updated matrix of the progress on ECU's Faculty Manual. I have also made a few other copies for other members as well.

Other priorities and actions this year, involving the faculty and the Faculty Senate include such issues as effects of budget cuts on degree programs, course offerings, faculty retention, and scholarly productivity; program prioritization, distance education training, professional conduct and academic integrity, tenure and promotion policies, and appellate committee procedures.

In addition to these priorities and issues, we have all been engaged in our SACS committees and have worked diligently within our units, colleges, and university as we move toward reaffirmation of accreditation in 2013. I commend all for their commitment and engagement with this work, as we showcase the excellence in our university, especially in our focus on student success. Evidence of this academic excellence, creativity, and commitment to student success and learning can be seen in the multiple forms of assessment, as showcased during the Assessment Day Conference that is being held as we speak. We appreciate the presence of Dr. Belle Wheelman, President of SACS, for this important event.

Throughout the year, I would like to provide the Board of Trustees with examples of the excellence in our faculty and of the many responsibilities that we have in the education of our students. The faculty are the university's best resources! While the students are the heart of the university, the faculty are the soul! In light of these budget times, faculty members are under more scrutiny, in many ways, and often by groups who do not understand what our responsibilities are and how we collectively provide opportunities for our graduates, as they progress through our curriculum. East Carolina University provides many opportunities and directions for study for students with diverse interests and passions. As we all know, just one academic course and interaction with a particular professor may result in a student a changing a major and ultimately a graduate's career. We must look to the faculty as keys to our students' success, whether an undergraduate, Master's, medical or dental student, or Ph.D. candidate.

So, this year, I will be happy to provide you with information about our faculty and I welcome the suggestions for topics or to answer questions that the Board of Trustees may have pertaining to our faculty, Faculty Senate, or our academic programs.

The faculty remain dedicated in our roles and responsibilities to assist in solving the many challenging issues that face us in the next few years and appreciate the support of the BOT for their support and encouragement. Thank you for your commitment to our university.

The Pirate Club
Long Range Plan:
The Pirate Way
2010-14

Long Range Planning Committee

Jimmy Bass

Edwin Clark

Jimmy Creech

Phil Dixon

Emmett Floyd

Mark Hessert

Sherrilyn Johnson

Danny Nichols

Mark Wharton

Walter Williams

Jerry Wilkins

Dennis Young

“When we listen with the intent to understand others, rather than with the intent to reply, we begin true communication and relationship building. Opportunities to then speak openly and to be understood come much more naturally and easily.”

Stephen Covey

Overview of Strategic Planning Process

East Carolina University Educational Foundation (also known as the Pirate Club), President Jerry Wilkins appointed a group of current and former Executive Committee members, as well as key Pirate Club and Department of Athletics staff liaisons to serve on the Long Range Planning Committee and charged the group with developing a Long Range Plan of action for the next four years. The group held a series of meetings (see Appendix A for meeting agendas) and the resulting document is the recommended Long Range Plan for 2010-14.

Meeting 1 was a detailed review of the **Strengths, Weaknesses, Opportunities, and Threats** (SWOT) that the group perceived were currently facing the organization. **Key Strengths** identified by the group were the integrity of the Priority Points system for ticketing, seating and parking; the alumni have strong convictions and support for ECU athletics; and have a sustained history of giving. The major **Weakness** cited was the lack of BCS conference affiliation has potential impact on ability to sell season tickets, and leads to inadequate revenue distribution as compared to BCS conferences. **Opportunities** for potential exploration included the advantages of being the only major university east of I-95, and the high potential for future growth in eastern North Carolina. The greatest **Threats** perceived by the group were the need to have key leadership of the university focused on future Pirate Club priorities and the continued lack of BCS-type revenue sharing to use to enhance programs and facilities.

Meeting 2 was designed to envision the Pirate Club as we desire it to be in 2014 and to prioritize the SWOT. A review of the current **Mission Statement** and discussion of potential **Goals** that would lead to achieving our vision for the Pirate Club was also completed. At Meeting 3 the group finalized changes to the **Mission Statement** and began prioritizing the prospective **Goals**. Meeting 4 centered on finalizing the **Goals** and developing specific measurable **Strategies** to accomplish the Goals. Meeting 5 resulted in the development, refinement and acceptance of the recommended **Action Steps** to implement the **Goals** and **Strategies**.

DEFINITIONS

Our definition of Goals for this plan is:

Goals are statements that give direction for accomplishing the mission. Goals are not measurable and do not change from year to year.

Our definition of Strategies for this plan is:

Strategies are broadly stated means of deploying resources to achieve goals. They begin with an "action verb". Strategies change from year to year as the actions are completed. Strategies require funding or resources.

MISSION

The mission of the East Carolina University Educational Foundation, Inc., d/b/a the Pirate Club, is to be the friend-raising and fund-raising arm of East Carolina University's Division I athletics program, representing the highest principles of honesty and integrity. By conducting annual fund, endowment, and capital campaigns in support of student-athlete scholarships, athletic facility enhancements and other programmatic needs, the Pirate Club seeks to bring positive recognition to East Carolina University and the region it serves through a competitive athletics program.

The Five Major Goals of the Pirate Club are to:

I. Fully fund all athletic scholarship requirements

Strategies and Action Steps:

- a) Grow the REP program to a ratio of 1 REP per 20 donors.
 1. Identify chapter REP ratios and add REPs to chapters that do not meet the ratio. Complete by 11/11; Responsible: JB, MG
 2. Create Young Grad REP program; Solicit current Senior members of SPC and current members of YG program to serve as REPs; assign them only YG to encourage renewals and new members. Complete by 1/12; Responsible: MG, JB

- b) Increase annual giving by 5 percent over previous year.
 - 1. Create 50th anniversary campaign. Complete by 11/11; Responsible: EF, MH
 - 2. Add to renewal form suggested increase amount of gift by 5% and 10% in terms of what that actual cash increase would be. Complete by 11/11; Responsible: BT
- c) Increase our focus on major gifts for both annual and endowment campaigns.
 - 1. Create brochure for both annual and endowment campaigns geared toward major givers. Complete by 10/11; Responsible SW, MW, MM
- d) Retain existing donors while cultivating each club level and encouraging progression within the club level system.
- e) Expand donor base by cultivating new prospects from alumni, season/single ticket holders, faculty and staff, and the Pirate Nation.
 - 1. Create a “landing page” for website to make it more user friendly. Complete by 9/11; Responsible: BT
 - 2. Create system to acknowledge payment receipt quicker. Complete by 9/11; Responsible: EF, BT
 - 3. Send email on “how to manage your account” to all Student Pirate Club members. Complete by 9/11; Responsible: JB
- f) Increase the diversity of the Pirate Club by recruiting key leaders to assist in developing growth programs geared to underrepresented groups.
 - 1. Create focus groups on how to increase numbers of under-represented groups. Complete by 9/11; Responsible: EF
 - 2. Add chamber listed WMOBs to all mailing and invitation lists. Complete by 9/11; Responsible: MH, JB, SW
 - 3. Recruit more Student-Athletes’ Parents. Use former/current student-athletes’ parents as points of contact. Complete by 10/11; Responsible, EF, LB
- g) Target ECU seniors prior to graduation regarding the Young Grad program.
- h) Enhance the relationship between student-athletes and donors by enlisting current and former athletes to assist in making calls on current and prospective donors.

II. Grow the endowment fund

Strategies and Action Steps:

- a) Establish a Planned Giving Council.
 - 1. Establish an action timeline and use professionals to develop initial planning efforts (Certified Public Accountant, Tax Attorney, Financial Planner, and

University Planned Giving Officer). Complete by 9/11; Responsible: MW, MM, DY

2. Establish annual meeting to review and update collateral pieces, tax laws and donor prospects: Complete by 9/11; Responsible: MM, MW, DY
 - b) Review and revise as needed all Planned Giving programs.
 1. Review all planned giving programs, such as life insurance policies, will bequests, charitable remainder unitrusts, charitable gift annuity, etc. and update collateral pieces as needed. Complete by 12/11; Responsible: MW, MM, DY
 2. Evaluate all Pirate Club benefits that donors receive in making a planned gift. Complete by 1/12; Responsible: MW, MM, DY
 - c) Increase emphasis on planned giving through specific and targeted information awareness programs.
 1. Increase emphasis on planned giving through specific and targeted information awareness programs, such as *Pirates Chest*, *ecupirateclub.com*, testimonials, Van Sant Society annual reception, media advertising, and an annual planned giving seminar centered around a home football weekend. Complete by 3/12; Responsible: MM, MW
 - d) Continue investing funds wisely, achieving the maximum returns possible.
 1. Continue Quarterly Endowment investment committee meetings, while maintaining continuity of Investment Committee members and advisor. Continuing; Responsible: MW, MM, DY
 - e) Strategically identify and expand prospect pool of new donors.
 1. Use current Pirate Club donors/major gift donors to assist in identifying age and income potential new donors. Continuing; Responsible: MW, MM
 2. Expand letter winners events to bring more letter winners to campus who are not currently involved. Complete by 12/11; Responsible: MM
 3. Continue marketing programs with former and current head coaches for endowment building initiatives. Continuing; Responsible: MW, MM

III. Operate at the highest levels of honesty and integrity

Strategies and Action Steps:

- a) Clearly post all financial records on website. Completed.
- b) Maintain the integrity and transparency of the existing Priority Points system.
- c) Develop clear written operational policies within the Pirate Club.

1. Develop complete operational policy manual. Complete by 12/11;
Responsible: EF, MH, MMc

IV. Provide exceptional customer service

Strategies and Action Steps:

- a) Nurture current donors by exploring additional opportunities for recognition.
 1. Develop cumulative giving/planning giving society. Complete by 12/11;
Responsible: MH, MW, MM
- b) Instill in all staff a culture of professional, courteous customer service.
 1. Explore additional training through ECU Human Relations Dept. Complete by 9/11; Responsible: LB, SP, BR
 2. Explore customer service training from area businesses such as CopyPro, Enterprise, Confidential Records Management, Wachovia Dealer Services, One Source Communications, Convergys, Safelite Auto Glass. Complete by 10/11; Responsible: LB, SP, BR
- c) Assess staff assignments to ensure that all areas of service are properly staffed and responsive to donors.
 1. Create staff assignment chart. Complete by 9/11; Responsible: EF
 2. Review, amend and/or create job descriptions for all staff. Complete by 10/11; Responsible: EF

V. Develop a Comprehensive Communications Program

- a) Improve all communications programs, both internally and externally.
 1. Add electronic In/Out to each employee's computerized calendar. Complete by 9/11; Responsible: BT
 2. Develop Call Report system. Complete by 9/11; Responsible: SW, MW, BT
 3. Assign Sabre Society members to individuals for point of contact. Completed.
 4. Add 3rd party Caller ID software from Advantage to phone system. Complete by 9/11; Responsible: BT
- b) Create a total thematic branding campaign, such as "Proud to be a Pirate".
- c) Develop a website-based annual electronic "shareholder" report. Complete by 3/12;
Responsible: EF, BT
- d) Develop clear channels of communication between lay and professional leadership levels of Pirate Club and Department of Athletics. Continuing.
- e) Develop an annual electronic donor satisfaction survey. Complete by 12/11;
Responsible: EF, SP, BT

- f) Develop evaluation system for all Pirate Club sponsored events to ensure customer satisfaction and to seek ways to improve future events. Complete by 9/11;
Responsible: SP, BT

Closing Thoughts and Next Steps

As Pirates, we have chosen the Pirate Way and seek to make our mark by adopting a Plan of Action in both name and deed. In a nautical analogy we have:

Fixed Our Sights: The Long Range Planning process has provided us with an opportunity to scan the horizon, envision the dreams that we seek to have the Pirate Club be by 2014 and then we have **Charted the Course.** This plan charts a course of action to achieve the dreams and goals that we seek for the Pirate Club Nation. As we travel forward in the coming years we will **Check Our Bearings.** This Long Range Plan is not static nor a snapshot in time, but rather a document that will be a working plan, constantly evolving and subject to change, as needed to be more responsive to the needs of our members.

Next Steps: The execution of all identified Action Steps will be the responsibility of specific committees of the Executive Committee and the staff as designated. Updates on our progress against the plan will be given to the full Executive Committee on a regular basis.

***“So, if you chose the Pirate Way and seek the fortune’s hold,
Then in your veins will purple run and gold within your soul”.***

Al Lockamy, ECU Alumnus

Athletics & Advancement Committee

Sept. 22, 2011

Talking Points

This is the first meeting of the Athletics & Advancement Committee. Committee members included Robert Brinkley, Bob Lucas, Kieran Shanahan, and Mark Tipton. We were also joined by SGA President Josh Martinkovic.

The first item on the agenda was a closed session. There will be motions from that session offered at the end of this report.

Athletics

Jamie Johnson, Associate Director for Compliance, gave a compliance report focusing specifically on:

- Changing the culture of compliance.
- Creating an atmosphere of compliance “Ask first” mentality
- Rules Education – speaking individually with departments and sports to answer their specific questions.
- Student Success initiatives and safeguards
- Monitoring Efforts – recruitment by coaches; booster compliance

Mr. Johnson also gave a more detailed presentation on rules education. We think it’s a good idea the Mr. Johnson report to the full board on the “Rules Education” piece of compliance.

Nick Floyd, Senior Associate Director of Athletics reported on:

A. Facilities

- a. Olympic Sports Team Support Building – currently on schedule to be completed in spring / early summer
- b. Next project: Basketball Practice Facility – the project costs a total of \$15 million; we currently have \$12 million. The campaign is anticipated to be completed in 6 months with construction starting after the 2012 basketball season.

B. Financial Report

- a. Snap shot of budget for current year is almost 30 million.
- b. Season ticket sales equal 24,188, which is the first time ever topping 24,000. 9,700 Student Pirate Club season tickets

Highlights:

**UAB & UNC football games are both sell out

University Advancement

University Development – Campaign Update

Second Century Campaign is beyond the goal of \$200M, currently at \$207M. Will close the campaign in December and anticipate \$220M at the close of the campaign.

University Marketing and Publications

Market Research Study done for the Brand Enhancement Task Force. Final results of the task force will be presented to the Chancellor at lunch today. Perception of our university has definitely strengthened since 10 years ago. Party school image was very strong 10 years ago – other attributes have pushed that far down in the list with newer and better attributes on the rise. This study will guide our marketing efforts.

Economic Impact Study brochure distributed showing the enormous economic, social and human impact of the University. Study shows that our university has a \$3.3 billion dollar impact on the state; \$1.8 billion here in eastern North Carolina.

Other Advancement Highlights

ECU Alumni Association, led by alumnus Carl Davis as Chair and Paul Clifford, the chief executive. They continue to grow and strengthen the ways alumni are connected with ECU.

Notes:

Mr. Shanahan made the suggestion that the Athletics and Advancement committee have a strategic planning session to get a direction for the committee.

Mr. Chairman, we have 2 motions to bring to the board:

I move approval of the amended contract for Head Basketball Coach Jeff Lebo, as presented in Board materials.

I move approval of the naming proposals as presented in Board materials.

Mr. Chairman, that concludes the report from the Athletics and Audit Committee.

#####

**STATE OF NORTH CAROLINA
COUNTY OF PITT**

**FIRST AMENDMENT OF HEAD MEN'S BASKETBALL COACH
EMPLOYMENT CONTRACT**

This FIRST AMENDMENT OF HEAD MEN'S BASKETBALL COACH EMPLOYMENT AGREEMENT is made and entered into on this the ___ of September, 2011, by and between **East Carolina University**, an institution of higher education and an agency of the State of North Carolina, hereinafter referred to as the UNIVERSITY, and **Jeffrey B. Lebo**, hereinafter referred to as COACH.

WITNESSETH:

WHEREAS, on the 23RD day of March, 2010, the UNIVERSITY and the COACH entered into an employment contract, hereinafter referred to as the CONTRACT; and

WHEREAS, the UNIVERSITY and the COACH have agreed to amend the CONTRACT to extend the term of COACH's appointment and adjust his compensation;

NOW, THEREFORE, in consideration of the promises and the mutual covenants set forth herein, the parties mutually agree to amend the CONTRACT as follows:

I. It is agreed that Part III, Subpart B of the CONTRACT is deleted in its entirety and replaced with the following:

B. The term of this Contract shall begin on March 23, 2010, and shall terminate on March 31, 2019.

II. It is agreed that Part IV, Subpart F of the CONTRACT is deleted in its entirety and replaced with the following:

F. For the duration of this Contract, as additional compensation for the active and cooperative participation by COACH in marketing and fundraising efforts as directed by the Director of Athletics on behalf of ECU Athletics, including but not limited to activities involving the East Carolina University Educational Foundation, Inc. (hereinafter, the "Pirate Club"), UNIVERSITY will pay COACH as follows:

\$125,000.00 per contract year through March 31, 2016;

\$137,500.00 per contract year for the period of April 1, 2016 through March 31, 2017;

\$150,000.00 per contract year for the period of April 1, 2017 through March 31, 2018; and

\$162,500.00 per contract year for the period of April 1, 2018 through March 31, 2019.

This compensation for cooperative participation by COACH in marketing and fundraising efforts will accrue as owing and be distributed to COACH through equal semi-monthly installments, beginning April 15, 2010. As used in this part and throughout this Contract, a "contract year" shall refer to the twelve-month period beginning on April 1 and ending on March 31 of the following calendar year.

III. It is agreed that Part V of the CONTRACT is deleted in its entirety and replaced with the following:

V. COACH'S TELEVISION, RADIO AND INTERNET PROGRAMS

For the duration of the Contract, beginning one business week prior to the date of the first basketball game of a new basketball season in which ECU's men's basketball team is scheduled to participate and ending one business week after the last basketball game of the season in which the ECU men's basketball team participates, the UNIVERSITY and the COACH will produce and market weekly thirty-minute basketball COACH's television programs and weekly one-hour COACH's radio programs and COACH's Internet programs (collectively, all of the television, radio, and Internet programs are referred to as the "Broadcast Programs"). The UNIVERSITY will be responsible for payment of expenses incurred in marketing and producing the Broadcast Programs and COACH and UNIVERSITY will mutually define the role of the COACH in the Broadcast Programs. As consideration for his cooperative participation in the production and marketing of the Broadcast Programs, the UNIVERSITY will pay COACH as follows:

\$200,000.00 per contract year through March, 31, 2016;
\$212,500.00 per contract year for the period of April 1, 2016 through March 31, 2017;
\$225,000.00 per contract year for the period of April 1, 2017 through March 31, 2018; and
\$237,500.00 per contract year for the period of April 1, 2018 through March 31, 2019.

This compensation for cooperative participation in the production and marketing of the Broadcast Programs will accrue as owing and be distributed to COACH through equal semi-monthly installments from December 1 to March 31 of the contract year in which Broadcast Programs are produced.

The COACH shall have no ownership interest in the Broadcast Programs or any part thereof and shall be entitled to no consideration for his participation in the Broadcast Programs other than the amounts and under the conditions listed in this Part V. Compensation pursuant to this Part V of the Contract shall be subject to Part IV (H), herein above, of this Contract. The Broadcast Programs, whether in whole or any part thereof, and all copies thereof, shall be and remain the sole property of the UNIVERSITY, which may use the Broadcast Programs, and any parts thereof, as UNIVERSITY determines appropriate in its sole discretion and without further consent or participation of the COACH, including broadcasting and transmission thereof as often and whenever

2nd DRAFT – FOR DISCUSSION PURPOSES ONLY

UNIVERSITY desires. Notwithstanding the foregoing provisions of this Part V, the UNIVERSITY may, in its sole discretion, reduce the frequency of or eliminate entirely production and/or marketing of any or all of the Broadcast Programs at any time and, in such event, the UNIVERSITY's sole obligation to the COACH shall be payment of the compensation that the COACH would have earned under this Part V had production and marketing continued and had the COACH participated cooperatively with the UNIVERSITY in said production and marketing; provided, however, UNIVERSITY's obligation to pay COACH any compensation under this Part V shall terminate immediately in the event that COACH is no longer employed by the UNIVERSITY as and with the duties of Head Men's Basketball Coach.

IV. Except as amended herein, the CONTRACT, shall continue in full force and effect unchanged. The parties agree that this FIRST AMENDMENT OF HEAD MEN'S BASKETBALL COACH EMPLOYMENT CONTRACT may be executed in multiple duplicate counterparts, which constitute only one agreement.

V. The parties agree that, upon execution, this FIRST AMENDMENT OF HEAD MEN'S BASKETBALL COACH EMPLOYMENT CONTRACT is a Public Record as defined in Chapter 132 of the North Carolina General Statutes and is subject to disclosure pursuant to North Carolina's Public Records Law.

IN TESTIMONY WHEREOF, the signatures of the parties are affixed hereto on the dates indicated below to be effective October 1, 2011.

EAST CAROLINA UNIVERSITY

By: _____

Steve Ballard, Chancellor

_____ Date signed

APPROVED AS TO FORM AND CONTENT:

By: _____

Michael Terrence Holland, Director of Athletics

_____ Date signed

HEAD MEN'S BASKETBALL COACH

By: _____

Jeffrey B. Lebo

_____ Date signed

As required under UNC Policy Manual Section 1100.3, all terms and conditions of the foregoing agreement have been approved as of the ____ day of _____, 2011, by the Board of Trustees of East Carolina University.

By: _____
Robert Lucas, Chairman, Board of Trustees Date signed

Attested to:

By: _____
John Durham, Assistant Secretary to Date signed
the Board of Trustees

**NORTH CAROLINA
COUNTY OF PITT**

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that _____ personally appeared before me this day and acknowledged that he is the _____ Chancellor of East Carolina University, and that by authority duly given and as the act of the UNIVERSITY the foregoing instrument was signed.

WITNESS MY hand and official seal, this the ____ day of _____, 2011.

Notary Public
My Commission Expires: _____

**NORTH CAROLINA
COUNTY OF PITT**

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that **Michael Terrence Holland**, Director of Athletics and Executive Assistant to the Chancellor, personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes expressed herein.

WITNESS MY hand and official seal, this the ____ day of _____, 2011.

Notary Public
My Commission Expires: _____

NORTH CAROLINA

COUNTY OF PITT

I, _____, a Notary Public in and for the aforesaid County and State, do hereby certify that **Jeffrey B. Lebo**, personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS MY hand and official seal, this the ____ day of _____, 2011.

Notary Public
My Commission Expires: _____

DRAFT

**SIGNIFICANT TERMS OF PROPOSED AMENDMENT TO
EMPLOYMENT CONTRACT**

**ECU Head Men's Basketball Coach
Jeff Lebo**

1. Amendment extends contract by three years to March 31, 2019. Original length of appointment was six years through March 31, 2016.
2. Annual Compensation:

A. Base salary per contract year (April 1 - March 31) will be unchanged, as follows:

Year ending March 31, 2011, annual salary of **\$175,000**;
Year ending March 31, 2012, annual salary of **\$200,000**;
Year ending March 31, 2013, annual salary of **\$225,000**;
Year ending March 31, 2014, annual salary of **\$250,000**;
Year ending March 31, 2015, annual salary of **\$275,000**;
Year ending March 31, 2016, annual salary of **\$300,000**;
Year ending March 31, 2017, annual salary of **\$300,000**;
Year ending March 31, 2018, annual salary of **\$300,000**;
Year ending March 31, 2019, annual salary of **\$300,000**;

B. Payment for participation in Pirate Club activities, marketing, ticket sales, and general public relations responsibilities is **\$125,000** per contract year through March 2016; there after these payments increase by **\$12,500** per year as follows:

Year ending March 31, 2017, total of **\$137,500**;
Year ending March 31, 2018, total of **\$150,000**;
Year ending March 31, 2019, total of **\$162,500**.

C. Payment for weekly television, radio and Internet programs ("Broadcast Programs") is **\$200,000 per year**, payable between December 1 and March 31 of each contract year through March 2016; thereafter, these payments increase by **\$12,500** per year as follows:

Year ending March 31, 2017, total of **\$212,500**;
Year ending March 31, 2018, total of **\$225,000**;
Year ending March 31, 2019, total of **\$237,500**.

Total Compensation (Base + Marketing + Broadcast) :

2010-11 season \$500,000
 2011-12 season \$525,000
 2012-13 season \$550,000
 2013-14 season \$575,000
 2014-15 season \$600,000
 2015-16 season \$625,000
 2016-17 season \$650,000
 2017-18 season \$675,000
 2018-19 season \$700,000

Remaining terms are unchanged.

3. Bonus eligibility:
 - i. \$50,000 for each year the team wins 50% or more of the regular season Conference games.
 - ii. \$100,000 for each year the team participates in the NCAA Basketball Championship Tournament.
4. Family memberships at a local athletic club and country club.
5. Use of a motor vehicle, on loan, or an automobile allowance (per University regulations).
6. Opportunity to conduct two weeks of summer basketball camps each year
7. Early termination of employment by ECU without cause requires payment of the base salary to Coach over the period remaining in the contract with normal mitigation.
8. Early termination by Coach requires him to pay ECU an amount equal to \$100,000 per year for the period remaining on his contract (payable in two installments, one being due immediately; the remainder within one year of termination).
9. If ECU becomes a member of an athletic conference other than Conference USA during the term of this Contract, ECU commits to engage in good faith negotiations with Coach with the goal of increasing the compensation of the Coach and the other coaching staff of the ECU's Men's Basketball program to a minimum of eighty percent (80%) of the median compensation of equivalent staff in the new conference.

East Carolina University
Board of Trustees
September 22, 2011

Session	Athletics & Advancement
Responsible Person	Vice Chancellor for Advancement Mickey Dowdy
Agenda Item	I. Closed Session B. Naming Proposals
Item Description	<ol style="list-style-type: none"> 1. Head Men's Golf Coach's Office- Olympic Sports Bldg. (currently under construction) \$50K 2. Head Baseball Coach's Office - Clark Le-Clair Stadium \$100K 3. Office No. 312 - Pirate Club Suite in Ward Sports Medicine Bldg. \$30K 4. Two Receivers Position Rooms - Football Team Meeting Rooms Suite in the Ward Sports Medicine Bldg. \$100K 5. Assistant Basketball Coach's Office - Proposed Basketball Practice Facility \$25K 6. Child Development Lab - Rivers Bldg. \$363K 7. Faculty Practice Office - Family Medicine Center (Room 122-A) \$5K 8. Advising and Counseling Center Lobby - second floor in the College of Nursing (Room 2145) \$25K 9. Midwifery Conference Room - third floor in the College of Nursing (Room 3177) \$25K
Comments	
Action Requested	Committee Approval
Disposition	
Notes	

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

Dennis A. Young

Name of Originator

ECU Educational Foundation
Department/Division

252-737-4542
Phone

youngd@ecu.edu
Email

Proposed Name(s) to Honor: Mike and Debbie Steadman

175 Ellerslie Drive
Address:

Fayetteville
City

NC
State

28303
Zip

Telephone: 910-864-2099
Home

910-486-4975
Business

Relationship to the University: Alumni

Proposed Object for Naming: Head Men's Golf Coach's Office in Olympic Sports Building (presently under construction)

Purpose for recommendation: Service Gift
Explanation (Attach background materials as appropriate to justify the recommendation)

I related to a gift:

Purpose of Gift: Annual Capital Endowment

Date of Original Commitment: March 15, 2010

Amount of the Total Commitment: \$50,000

Amount Paid: \$50,000

Current Pledge Balance: - 0 -

Status of Payments: N/A

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.

Dennis A. Young
Signature of Originator

A&A
12 of 50

Aug 12, 2011
Date



STATEMENT OF INTENT

STEP UP TO THE HIGHEST LEVEL Campaign

East Carolina University

Name Mike and Debbie Stordman

Street Address 175 Ellenslie Drive

City Fayetteville State NC Zip 28303

Phone (910) 864-2099 Fax (910) 484-6161

E-mail Loxcomp@AOL.com

Naming Opportunity(ies) Mens Golf Coaches Office

To assist in attaining the goals set forth by the Department of Athletics under the STEP UP TO THE HIGHEST LEVEL Campaign for East Carolina University, I/we will commit a gift to the East Carolina Educational Foundation, Inc., in the sum of \$ 50,000.00 to be paid in either cash, securities or other property of equivalent market value.

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

- \$ 50,000 in 2010 (Year)
- \$ _____ in 20__ (Year)
- \$ _____ in 20__ (Year)
- \$ _____ in 20__ (Year)
- \$ _____ in 20__ (Year)

() Annually () Semi-Annually () Quarterly

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

Signature [Handwritten Signature]

Signature _____

Date 03/15/10

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

Dennis A. Young

Name of Originator

ECU Educational Foundation
Department/Division

252-737-4542
Phone

youngd@ecu.edu
Email

Proposed Name(s) to Honor: Pat and Amy McCotter

P. O. Box 187

Vandemere

NC

28587

Address:

City

State

Zip

Telephone:

252-745-3285

252-745-5152

Home

Business

Relationship to the University: Pat is an alumnus

Proposed Object for Naming: Head Baseball Coach's Office in Clark-LeClair Stadium

Purpose for recommendation:

Service

Gift

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

I related to a gift:

Purpose of Gift: Annual

Capital

Endowment

Date of Original Commitment:

May 31, 2011

Amount of the Total Commitment:

\$100,000

Amount Paid:

\$100,000

Current Pledge Balance:

- 0 -

Status of Payments:

N/A

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.

Dennis A. Young
Signature of Originator

Aug 12, 2011
Date

A&A

14 of 50



PC#
6655

STATEMENT OF INTENT

STEP UP TO THE HIGHEST LEVEL Campaign

East Carolina University

Name Pat and Amy McCotter

Street Address 310 Dixon Road

City Vandemere State NC Zip 28587

Phone (252) 745-3382 Fax (252) 745-3885

E-mail bigmfarms@pamlico.net

Naming Opportunity(ies) To Be Decided

To assist in attaining the goals set forth by the Department of Athletics under the STEP UP TO THE HIGHEST LEVEL Campaign for East Carolina University, I/we will commit a gift to the East Carolina Educational Foundation, Inc., in the sum of \$ 100,000 to be paid in either cash, securities or other property of equivalent market value.

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

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

() Annually () Semi-Annually () Quarterly

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

Signature [Handwritten Signature] 5/31/11

Signature Amy McCotter 5-31-11

Date _____

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

Dennis A. Young
Name of Originator

ECU Educational Foundation 252-737-4542 youngd@ecu.edu
Department/Division Phone Email

Proposed Name(s) to Honor: Billy and Valerie Dunn

3806 Sterling Trace Drive Winterville NC 28590
Address: City State Zip

Telephone: 252-321-4768 252-917-2329
Home Business

Relationship to the University: Supporters

Proposed Object for Naming: Office No. 312 in Pirate Club Suite in the Ward Sports
Medicine Building

Purpose for recommendation: Service Gift
Explanation (Attach background materials as appropriate to justify the recommendation)

I related to a gift:
Purpose of Gift: Annual Capital Endowment
Date of Original Commitment: April 25, 2010
Amount of the Total Commitment: \$30,000
Amount Paid: \$30,000
Current Pledge Balance: - 0 -
Status of Payments: N/A
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.

Dennis A. Young
Signature of Originator

Aug 12, 2011
Date



STATEMENT OF INTENT

STEP UP TO THE HIGHEST LEVEL Campaign

East Carolina University Athletics

Name Billy & Valerie Dunn

Street Address 3806 Sterling Trace Drive

City Winterville State NC Zip 28590

Phone (252) 321-4768 Fax (252) 493-0350

E-mail mspromotions@aol.com

Naming Opportunity(ies) Office No 312 in Ward Sports Medicine Bldg. (Matt Maloney's office)

To assist in attaining the goals set forth by the Department of Athletics under the STEP UP TO THE HIGHEST LEVEL Campaign for East Carolina University, I/we will commit a gift to the East Carolina Educational Foundation, Inc., in the sum of \$ 30,000 to be paid in either cash, securities or other property of equivalent market value.

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

\$ 6,000 in 2011 (Year)

\$ 6,000 in 2012 (Year)

\$ 6,000 in 2013 (Year)

\$ 6,000 in 2014 (Year)

\$ 6,000 in 2015 (Year)

Annually () Semi-Annually () Quarterly

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

Signature B. Q. R. Dunn

Date 4/25/10

Signature _____

Date _____

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

Dennis A. Young

Name of Originator

ECU Educational Foundation

Department/Division

252-737-4542

Phone

youngd@ecu.edu

Email

Proposed Name(s) to Honor: R. L. "Vern" Davenport

7116 Hasentree Club Drive

Address:

Wake Forest

City

NC

State

27587

Zip

Telephone: 919-435-8006

Home

Business

Relationship to the University: Alumnus and football letterman

Proposed Object for Naming: Two Receivers Position Rooms in Football Team Meeting
Rooms Suite in the Ward Sports Medicine Building

Purpose for recommendation:

Service

Gift

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

I related to a gift:

Purpose of Gift: Annual Capital Endowment

Date of Original Commitment: Original commitment dated July 25, 2010; amended June 28, 2011

Amount of the Total Commitment: \$100,000 (\$50,000 initial commitment later amended)

Amount Paid: \$103,894

Current Pledge Balance: - 0 -

Status of Payments: N/A

Was the gift part of a campaign: Yes No Define: _____


Was the project pre-approved: Yes No

Directed to: ECU Foundation Educational Foundation

Medical Foundation Other

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

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


Signature of Originator

Aug 12, 2011
Date



STATEMENT OF INTENT
STEP UP TO THE HIGHEST LEVEL Campaign
East Carolina University Athletics

Name R. L. "Vern" Davenport

Street Address 7116 Hasentree Club Drive

City Wake Forest State NC Zip 27587

Phone (919) 435-8006 Fax () _____

E-mail verndavenport@mishealthcare.com

Naming Opportunity(ies) Receivers Position Room in Football Team Meeting Rooms Suite

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

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

\$ 10,000 in 2010 (Year)

\$ 10,000 in 2011 (Year)

\$ 10,000 in 2012 (Year)

\$ 10,000 in 2013 (Year)

\$ 10,000 in 2014 (Year)

Annually () Semi-Annually () Quarterly

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

Signature Roger L. Davenport

Date 7.25.10

Signature Julia L. Dent

Date 7-25-10

AMENDED



PCH#
8000

STATEMENT OF INTENT

STEP UP TO THE HIGHEST LEVEL Campaign
East Carolina University

Name R. L. "Vern" Davenport

Street Address 7116 Hasentree Club Drive

City Wake Forest State NC Zip 27587

Phone (919) 435-8006 Fax ()

E-mail vern.davenport@gmail.com

Naming Opportunity(ies) To be decided

To assist in attaining the goals set forth by the Department of Athletics under the STEP UP TO THE HIGHEST LEVEL Campaign for East Carolina University, I/we will commit a gift to the East Carolina Educational Foundation, Inc. in the sum of \$ 100,000 to be paid in either cash, securities or other property of equivalent market value.

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

\$ <u>50,000</u>	in <u>20 11</u> (Year)	PAID
\$ <u>50,000</u>	in <u>20 11</u> (Year)	
\$ _____	in <u>20</u> (Year)	
\$ _____	in <u>20</u> (Year)	
\$ _____	in <u>20</u> (Year)	

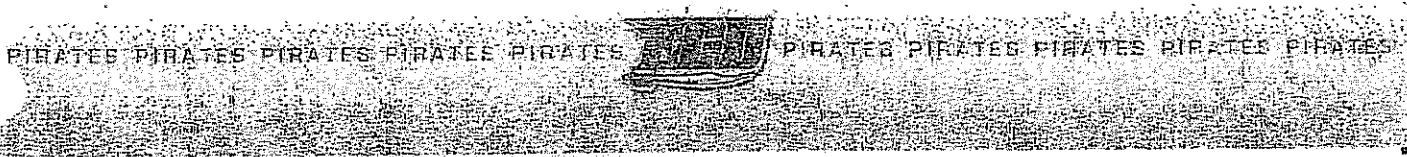
Annually Semi-Annually Quarterly

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

Signature Roger D. Davenport

Signature _____

Date June 28, 2011



(97)

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

Dennis A. Young
Name of Originator

ECU Educational Foundation 252-737-4542 youngd@ecu.edu
Department/Division Phone Email

Proposed Name(s) to Honor: Garrett Blackwelder

1105 Autumn Lakes Drive Grimesland NC 27837
Address: City State Zip

Telephone: 252-258-0366
Home Business

Relationship to the University: Alumnus and basketball letterman

Proposed Object for Naming: Assistant Basketball Coach's Office in Proposed Basketball Practice Facility

Purpose for recommendation: Service Gift
Explanation (Attach background materials as appropriate to justify the recommendation)

I related to a gift:
Purpose of Gift: Annual Capital Endowment
Date of Original Commitment: April 21, 2011
Amount of the Total Commitment: \$25,000
Amount Paid: \$25,000
Current Pledge Balance: - 0 -
Status of Payments: N/A
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.

Dennis A. Young Aug 12, 2011
Signature of Originator Date



STATEMENT OF INTENT

PG# 34873

STEP UP TO THE HIGHEST LEVEL Campaign

East Carolina University

Name Garrett Blackwelder

Street Address 1105 Autumn Lakes Drive

City Grimesland State NC Zip 27837

Phone (252) 258-0366 Fax ()

E-mail

Naming Opportunity(ies) Assistant Dir. Athletics Coach's Office

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

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

- \$ 5,000 in 20 11 (Year)
 - \$ 5,000 in 20 12 (Year)
 - \$ 5,000 in 20 13 (Year)
 - \$ 5,000 in 20 14 (Year)
 - \$ 5,000 in 20 15 (Year)
- > ck # 1287
\$ 25,000⁰⁰

Annually () Semi-Annually () Quarterly

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

Signature [Handwritten Signature]

Signature _____

Date 4/21/11

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

Judy A. Siguaw, Dean

Name of Originator

College of Human Ecology

Department/Division

258-1098

Phone

siguawj@ecu.edu

Email

Proposed Name(s) to Honor: Nancy M. Darden (deceased)

Address: Creedmoor

City

NC

State

Zip

Telephone: N/A

Home

Business

Relationship to the University: Alumnus and Donor

Proposed Object for Naming: Child Development Lab

Purpose for recommendation: Service Gift

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

If related to a gift:

Purpose of Gift: Annual Capital Endowment

Date of Original Commitment: 03/12/1997

Amount of the Total Commitment: \$363,048.59

Amount Paid: \$363,048.59

Current Pledge Balance: 0

Status of Payments: _____

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:

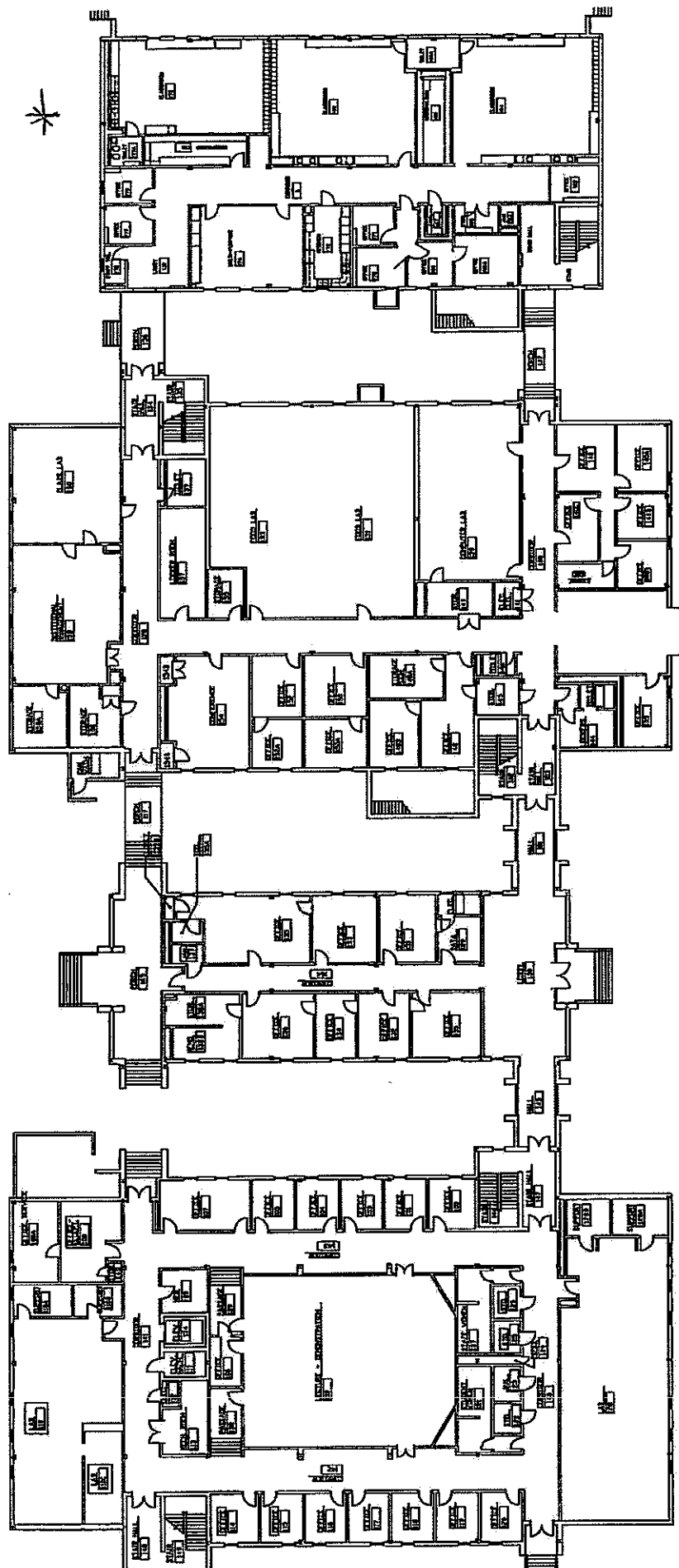
1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

Judy A. Siguaw
Signature of Originator

08/15/2011

Date

Darden, Nancy W. **Nancy W. Darden** established the Ruth Home, a transitional home for women with drug and alcohol abuse problems. The home, which enabled young females to get a fresh start in life after having been hospitalized for treatment of a drug or alcohol problem, taught the life skills that were necessary for these women to reenter the community in a positive way. Darden then founded Angel Spirit, a nonprofit Christian organization that raised dollars for the children of Ruth Home participants, to help them succeed in school. She also founded a real estate company and was co-owner of a fashion salon and school.



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

Carole Novick, President

Name of Originator

ECU Medical & Health Sciences Foundation

252-744-3057

novickc@ecu.edu

Department/Division

Phone

Email

Proposed Name(s) to Honor: H. Wm. "Bill" Pacella, II (deceased)

107 Saint Johns Court, Chocowinity

NC

27817

Address: City

State

Zip

Telephone: (252) 946-3829

Home

Business

Relationship to the University: Donor is son, William Pacella

Proposed Object for Naming: Faculty Practice Office in the Family Medicine Center, 122-A, Lower Level

Purpose for recommendation:

Service

Gift

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

If related to a gift:

Purpose of Gift: Annual Capital Endowment Other

Date of Original Commitment: March 17, 2011

Amount of Total Commitment: \$5,000

Amount Paid: \$3,000

Current Pledge Balance: \$2,000

Status of Payments: Ahead of schedule

Was the gift part of a campaign: Yes No Define: Second Century

Was the project pre-approved: Yes No

Directed to: ECU Foundation

Educational Foundation

Medical & Health Sciences 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.

Carole Novick

Signature of Originator

5/12/2011

Date

A. Averand

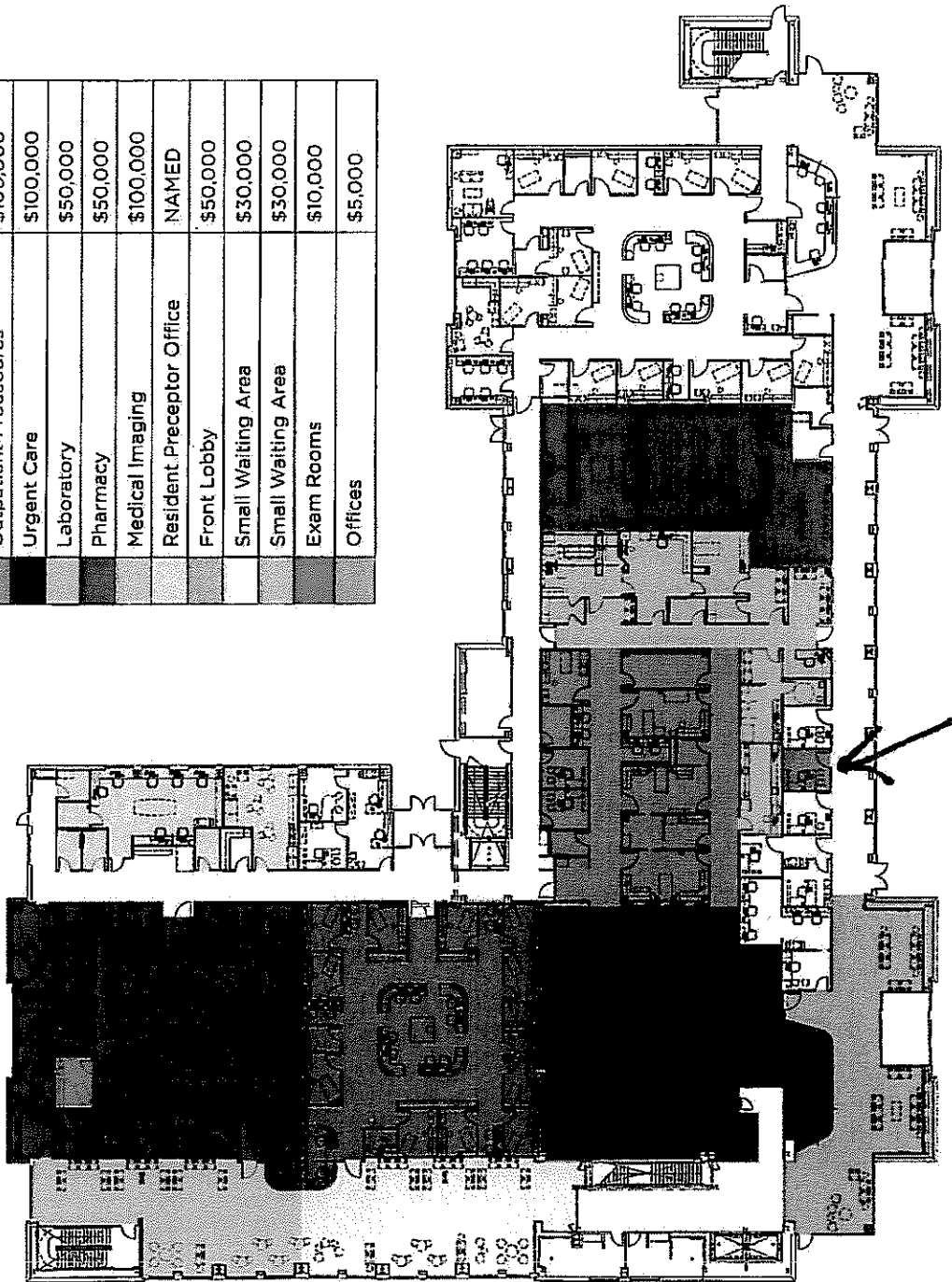
Signature of University Official

05/16/2011

Date

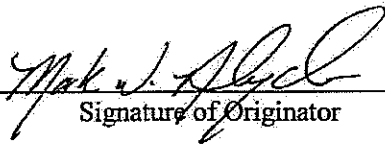
GROUND FLOOR

Patient Care Module 1	\$100,000
Patient Care Module 2	\$100,000
Outpatient Procedures	\$100,000
Urgent Care	\$100,000
Laboratory	\$50,000
Pharmacy	\$50,000
Medical Imaging	\$100,000
Resident Preceptor Office	NAMED
Front Lobby	\$50,000
Small Waiting Area	\$30,000
Small Waiting Area	\$30,000
Exam Rooms	\$10,000
Offices	\$5,000

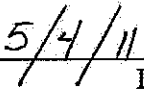


If the Gift was more than \$25,000:

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



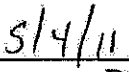
Signature of Originator



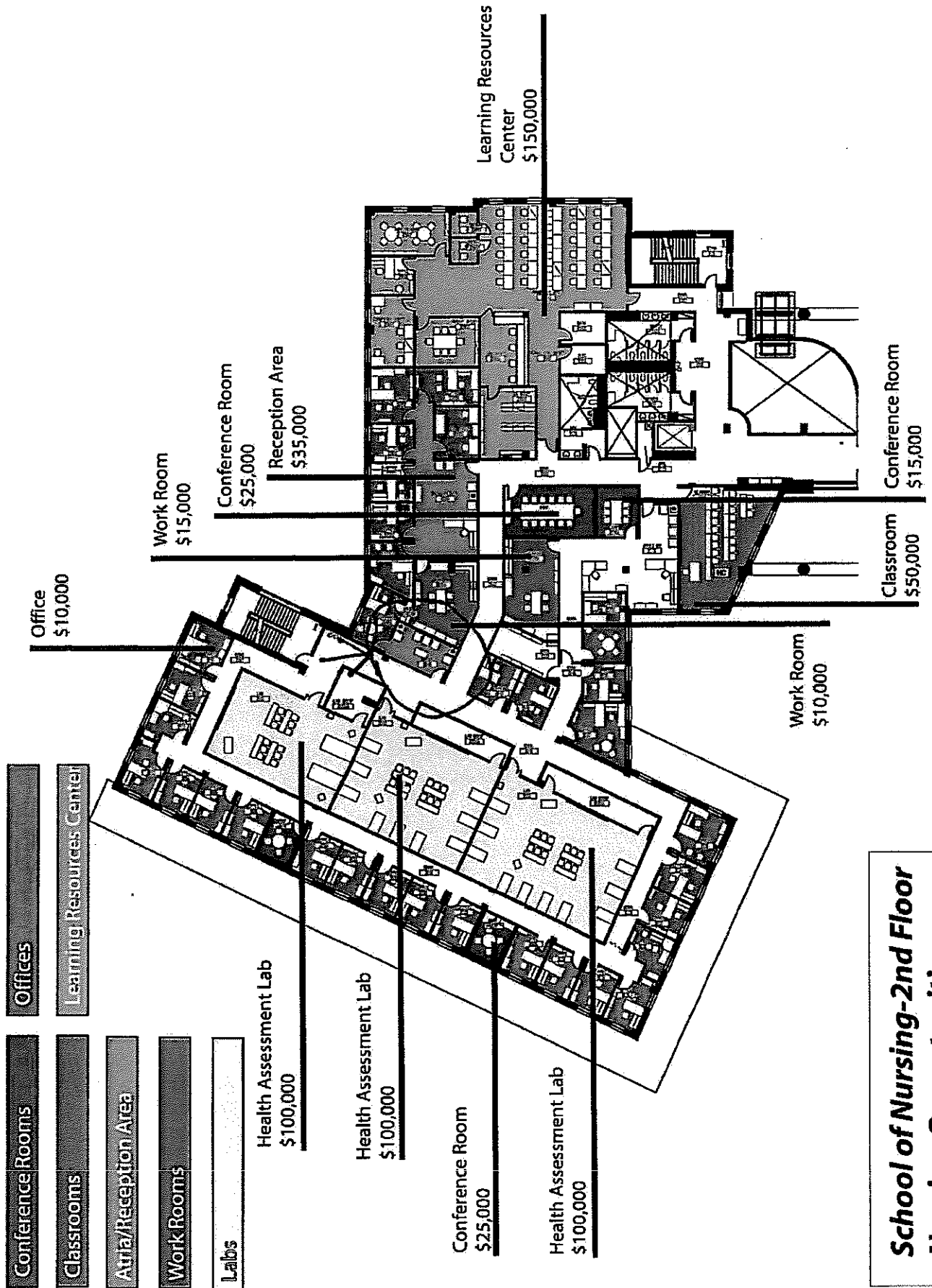
Date



Signature of University Official



Date



**School of Nursing-2nd Floor
Naming Opportunities**

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

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



Signature of Originator

5/7/11

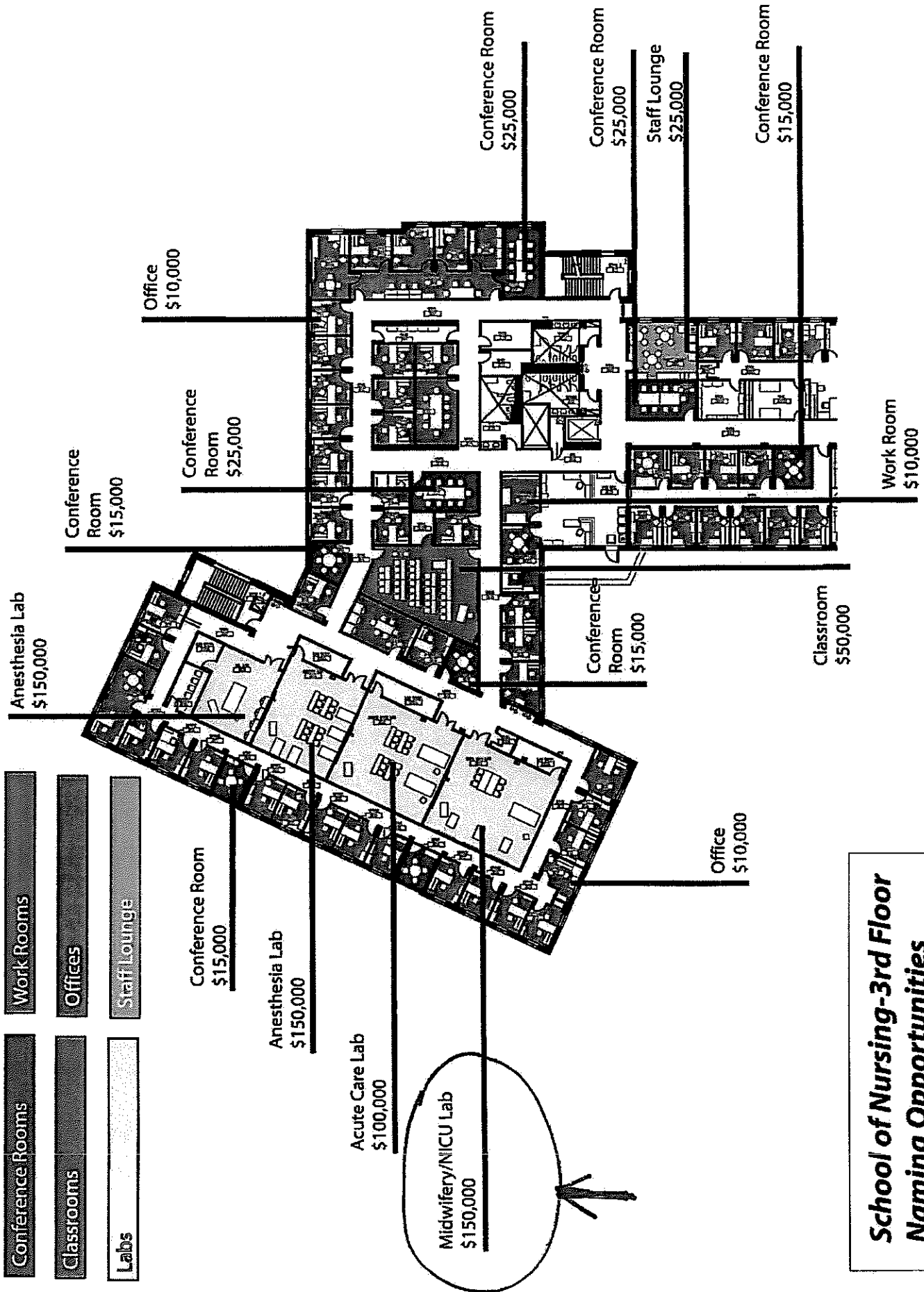
Date



Signature of University Official

5/4/11

Date



**School of Nursing-3rd Floor
Naming Opportunities**

**ECU Board of Trustees
Finance and Facilities Committee
September 23, 2011**

Highlights

The Facilities and Resources Committee met on September 22, 2011.

Leases for Clinical/Office Space at 905 John Hopkins Drive

The Committee reviewed a request from the Brody School of Medicine, ECU Physicians for approval of two related leases for clinical/office space at 905 John Hopkins Drive. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

Underground Waterline Easement on College Hill

The Committee reviewed a request to grant an underground waterline easement on College Hill to Greenville Utilities Commission. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

Lease for Dental Clinic/Office Space at Pitt County Memorial Hospital

The Committee reviewed a request to lease dental clinic/office space located in the old Family Practice Center at Pitt County Memorial Hospital. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

Facility Lease in/or Near Columbia, NC

The Committee reviewed a request to lease a facility in or near Columbia, NC to offer an interdisciplinary, semester-long residential program for undergraduates to engage in history, culture, art, people and the natural environments of eastern North Carolina. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

Dental Service Learning Centers Update

Mr. Bagnell presented an update of the dental service learning centers. Acquisition considerations for approval will be presented to the Board in coming months for several centers.

Master Plan Update

Mr. Bagnell presented an update of the ECU Master Plan. A draft final plan is being formulated and is anticipated to be presented at the December Board of Trustees meeting. Materials for review can be found at <http://www.ecu.edu/masterplan>.

Capital Projects Update

Mr. Bagnell presented an update of the current major capital projects. Mr. Niswander mentioned future projects related to the student center and Belk Building demolition and rebuilding. The current information for the major capital projects is available on the ECU website at <http://www.ecu.edu/cs-admin/bot/majorcapitalprojects.cfm>.

Other

Dr. Niswander presented the 2011-12 Management Flexibility Reductions document that was submitted to the UNC General Administration. He reviewed the highlights of the impact of the state budget cuts to ECU. Mr. Clark and Mr. Martinkovic suggested that power point presentations would be helpful to convey budget cut impacts to students, legislative members, and others.



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: August 18, 2011

SUBJECT: Request ECU Board of Trustees Approval for Two Related Leases
for Clinical/Office Space at 905 John Hopkins Drive

The Brody School of Medicine, ECU Physicians requests ECU Board of Trustees approval for two related lease agreements for clinical/office space located at 905 John Hopkins Drive.

ECU Physicians currently leases 14,528 square feet of clinical/office space from BB&D Partnership for the Psychiatry Outpatient Clinic Center which expires February 28, 2013. At the request of ECU Physicians, the landlord has agreed to expand the current facility to accommodate increased clinic growth.

The first board request is to lease on a short term basis the proposed +/- 6,000 square feet expansion to the facility at a rate of \$16.50/SF/YR or \$49,500 for six months. ECU Physicians will provide janitorial and utilities.

Prior to starting construction on the +/- 6,000 square feet clinic expansion, the landlord requires a commitment from ECU Physicians to lease the entire facility for a ten year tem.

Therefore, the second board request is to enter into a ten year lease agreement for +/- 20,458 square feet (existing facility plus expansion) at \$16.50/SF/YR for an annual lease rate of \$337,557. CPI inflation increase permitted after year one. ECU Physicians will provide janitorial and utilities.

Both lease agreements are considered strategic in nature and will be funded by Medical Faculty Practice Plan funds.

cc: P. Horns
P. Cunningham
B. Jowers
S. Saeed
C. Erwin



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: August 25, 2011

SUBJECT: Request ECU Board of Trustees Approval to Grant Greenville Utilities Commission an Underground Waterline Easement on College Hill

Request ECU Board of Trustees approval to grant an underground waterline easement on College Hill to Greenville Utilities Commission for one dollar (\$1.00).

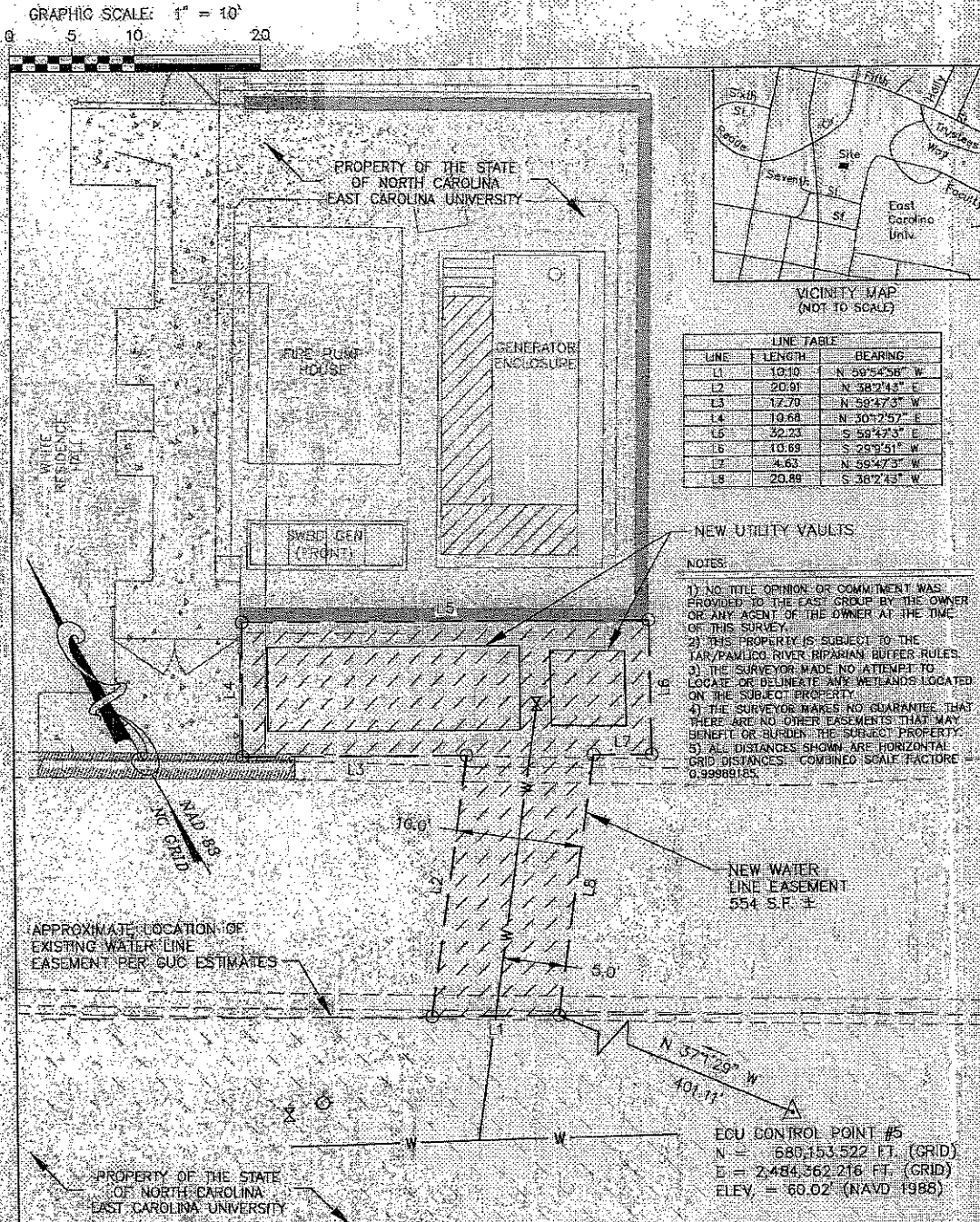
This easement will allow for water service to the new fire pump that serves Clement, Greene and White Dormitories.

Attached please find a survey depicting the ten (10) foot wide easement.

Granting this easement shall be contingent on subsequent approvals by the State Property Office and Council of State.

cc: Bill Bagnell
John Fields
Joy Wayman
Terrance Feravich

Attachments (2)



LOT NO. _____ BLOCK _____

SUBDIVISION _____ N/A

GREENVILLE TOWNSHIP PITT COUNTY

SURVEY FOR EAST CAROLINA UNIVERSITY

DRAWN BY: WBH PROJ. NO.: 20110165

SURVEYED BY: GDF DATE: 8/19/11

SCALE: 1" = 10' DWG. NAME: ecu-wtr-ease

THE EAST GROUP
324 S. EVANS ST.
GREENVILLE, NC 27834
(252) 758-3740
CORPORATE LICENSE NO. 00206
Engineering • Architecture • Surveying • Technology

STATE OF NORTH CAROLINA PITT COUNTY

I, WILLIAM B. HILLIARD, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION. (DEED DESCRIPTION RECORDED IN BOOK _____ PAGE _____) THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000.4 THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH STANDARDS OF PRACTICE. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 19th DAY OF AUGUST, 2011.

WILLIAM B. HILLIARD
PROFESSIONAL SURVEYOR
SEAL E-4509
L-4509

8/19/11

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

REVIEW OFFICER & DATE



Corporate Office
324 Evans St
Greenville
NC 27858
www.eastgroup.com

Tel 252.758.3746
Fax 252.890.3954

NEW WATER LINE EASEMENT

LYING AND BEING IN THE CITY OF GREENVILLE, PIET COUNTY,
NORTH CAROLINA, ON THE EAST SIDE OF COTANCHE STREET AND
ON THE SOUTH SIDE OF FIFTH STREET AND BEING ON THE WEST
END OF THE CAMPUS OF EAST CAROLINA UNIVERSITY AT THE
SOUTHEAST CORNER OF WHITE RESIDENCE HALL AND BEING
DESCRIBED MORE PARTICULARLY AS FOLLOWS:

BEGINNING AT A POINT, SAID POINT LYING N 37°01'29" W 401.11 FEET
FROM ECU CONTROL POINT #5, SAID POINT HAVING NAD 83 GRID
COORDINATES N (Y) = 680,153.522 E (X) = 2484362.216; THENCE
N 59°54'56" W 10.10 FEET TO A POINT; THENCE N 38°02'43" E 20.91 FEET
TO A POINT; THENCE N 59°47'03" W 17.70 FEET TO A POINT; THENCE
N 30°12'57" E 10.68 FEET TO A POINT; THENCE S 59°47'03" E 32.23 FEET
TO A POINT; THENCE S 29°09'51" W 10.69 FEET TO A POINT; THENCE
N 59°47'03" W 4.63 FEET TO A POINT; THENCE S 38°02'43" W 20.89 FEET
TO A POINT;



William B. Hilliard
8/19/11

- ENGINEERING
- ARCHITECTURE
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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: September 1, 2011

SUBJECT: Request ECU Board of Trustees Approval to Lease +/- 3,432 Square Feet of Dental Clinic/Office Space from Pitt County Memorial Hospital, Inc. (UHS Medical Center)

Request ECU Board of Trustees approval to lease +/- 3,432 square feet of dental clinic/office space located in the old Family Practice Center, Pitt County Memorial Hospital at 521 Moye Boulevard, Greenville, NC.

The master lease for the old Family Practice Center recently expired and the requested new lease shall enable the Dental Practice Residency Clinic to remain in its current location. This residency program is specific to dentists who perform hospital related dentistry.

The lease shall be for a term of one (1) year, with two (2), one (1) year renewal options. Renewals shall provide for Consumer Price Index increases. Annual lease rate shall be \$46,860, inclusive of janitorial and utilities.

Source of funds shall be from dental clinic receipt funds: FOAP# 314015-665231-73663-0000.

Contingent upon ECU Board of Trustees approval, we will seek State Property Office and Council of State approvals.

cc: P. Horns
G. Vanderpool
K. Tomlinson
F. Serio



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: September 9, 2011
 SUBJECT: Request ECU Board of Trustees Approval to Lease a +/- 8,242 Square Feet Facility In/Near Columbia, NC

Request ECU Board of Trustees approval to lease a +/- 8,242 square feet facility in or in close proximity to Columbia, NC to offer a interdisciplinary, semester-long residential program for undergraduates to engage in history, culture, art, people and the natural environments of eastern North Carolina. The facility would need to include housing accommodations for the student participants and limited number of faculty, and should include a small laboratory, classrooms, dining facilities and office space from which ECU can base its work in research, teaching and service. The ECU effort will involve multiple schools and divisions within the University and provide a broad base to pursue activities in Tyrrell and surrounding counties. ECU shall use the facility only six months out of the year.

The revised lease rate shall be +/- \$16,00/SF/YR for six months. The six month term shall be \$65,936/YR inclusive of janitorial, utilities, internet and wet boat slip.

The initial term shall be for a period of three (3) years (with use only for six (6) months each annual term), with two (2), one (1) year renewals (with use only for six (6) months each annual term).

Occupancy on and about July 1, 2013.

This shall be competitively bid by the State Property Office. Source of funds shall be Institutional Trust Fund Account.

cc: Deidre Mageean
 Marilyn Sheerer
 John Rummel

Health Sciences Committee September 2011

Action Item:

The Brody School of Medicine presented the revised Basic Science Faculty Compensation Plan. The Health Sciences Committee made a motion to approve the revised plan. Motion passed unanimously.

Dr. Horns shared from the Division:

- The School of Dental Medicine Update:
 - The School is moving forward. Dr. Greg Chadwick has been appointed Interim Dean and Dr. Frank Serio has been appointed Interim Vice Dean. The School welcomed 52 new talented and energetic students who are performing well on exams and learning outcomes assessments.
 - A groundbreaking was held in Ahoskie for the 1st Service Learning Center.
 - Announced a Service Learning Center in Spruce Pine and the Samuel L. Phillips Family Foundation Scholarship to support four students in the Mitchell County area. Mr. Kyle Duncan, is the first recipient.
 - Completion of the Ross Hall is progressing on schedule and should be completed when the 2012 class arrives.
- PCMH Update:
 - The UHS Medical Center branding is on hold due to developments that the "UHS" initials are trademarked by another agency in 1979. They will be reviewing other branding alternatives over the next 90 days.
 - UHS has hired Dr. Dave Herman as their President and Chief Operating Officer.
- New Programs are being planned in the Division - Doctorate in Nursing Practice, PhD in Epidemiology, and MS in Health Informatics and Information Management.
- The Division is involved with leadership and interprofessional education – BB&T leadership grants were received by the Colleges of Nursing & Allied Health Sciences and the BSOM. A Student Leadership Council for the Division has been established and they are all working collaborately. An Oncology Student Interest Group has been established.
- The College of Nursing has been re-designated as a Center of Excellence by the National League for Nursing for 2011-15. Their pass rate for first time BSN graduates through June 30 was 98%.
- The College of Allied Health Sciences has experienced 3 key senior faculty losses in the Communication Sciences & Disorders Department and there are some potential losses in their Biostatistics and PA departments. These losses are impacting teaching and research initiatives for the College.

BSOM Update:

- Dr. Cunningham reported that the BSOM is continuing to deal with the challenges of Health Care Reform.
- Mr. Jowers reported on ECU Physicians financial performance for June 2011 FYTD. Operating results are below budget due to reduced professional fees and contract revenue. Non-operating results are above budget due to receipts from the LJCC Joint venture. FYTD 2012 operating results are below budget due to reduced contract revenue but this will change once ECU-P receives \$3.4M from the Cancer Services JV for June-August services and pre-closing. BSOM is receiving GME payments from the PCMH through the GME Contractual Agreement.
- Dr. Preville reported that the BSOM is up for their LCME accreditation visit in January 2012. The accreditation report will be sent to LCME in October.
- Dr. Horns shared that the Affiliation Agreement between PCMH/BSOM is up for renewal. A small workgroup will be working to revise the agreement during the 2012 year. The Joint Policy Committee will review and approve the agreement in 2013. Debra Davis has been appointed by the Chancellor to serve as one of ECU's designees on the Joint Policy Committee (with Drs. Cunningham, Horns, and Niswander).

**Brody School of Medicine
Basic Science Faculty Compensation Plan
Update 2011**

I. INTRODUCTION

Recruitment and retention of highly qualified faculty is vital to the development and maintenance of a robust academic environment at The Brody School of Medicine (School). Faculty members in the Basic Sciences are important contributors through their participation in the teaching, research and service missions of the School. To maintain a high quality productive faculty, the institution must provide a competitive compensation plan that rewards faculty members for their activities, serves as a tool to encourage faculty productivity and maintains fiscally sound policies within the department and the School. Faculty covered by the plan includes all tenure-track and tenured faculty in the basic science departments and fixed term basic science faculty members except where such participation is inconsistent with the letter of appointment or contract. The revised plan outlined below for Basic Science faculty is intended to provide a tangible mechanism of rewarding exceptional contributions in research and teaching that benefit the School and its ability to meet its mission.

II. SUMMARY

The total annual compensation for each faculty member will consist of (1) the **academic base salary** and (2) a **temporary variable supplement**. For grant application purposes, the annual base compensation will be defined as the sum of the academic base salary plus the maximum potential variable component salary. The total annual compensation may increase or decrease from year to year, based upon the individual's productivity in teaching or research, and must be consistent with Board of Governors and applicable ECU salary policies. The actual funding sources used to pay the individual components of a faculty member's total compensation may vary in any given year.

III. DEFINITIONS AND PROCEDURES

Academic base salary: The academic base salary is a stable component of the total annual salary and will be defined at the time of hire using national benchmark compensation values such as those provided by the AAMC for rank and discipline. The academic base salary cannot be adjusted downward but may be increased using departmental funds when available. For most departments, these funds are provided through increases in state EPA funds accessible to the department through legislative increases. Increases in departmental EPA State funds will be allocated to individual faculty members by the chair in a manner deemed to be in the best interests of the department and consistent with fiduciary responsibility. Any changes in academic base compensation for a faculty member recommended by the chair must be approved by the Dean and Vice Chancellor.

Temporary Variable Supplement: Excellence in teaching, research, and service is expected from all faculty members. However, recognition of exceptional performance in achieving

productivity targets in the areas of scholarly activity and teaching is available through a temporary variable supplement salary component. The temporary variable supplement component is paid from funds derived from the Salary Recovery (SR) Program. For faculty in clinical departments who are eligible and elect to participate in the plan, funds to support the variable salary component will be derived from SR funds and will be subject to the same limitations as those for faculty in basic science departments.

Purpose: The temporary variable supplement is designed to provide successful faculty members with compensation that approaches national benchmarks. It is recognized that advancement through the academic ranks often occurs without adequate modification to compensation. Thus, it is important to provide an opportunity for successful senior faculty members to be adequately compensated in an effort to retain their contributions. A temporary variable supplement may also be used to reward extraordinary duties of a faculty member in teaching. Evidence of this can take many different forms, including, but not limited to, receipt of teaching awards, outstanding service as course director, or distinction at the state and national level. The temporary variable supplement for exceptional performance in education will not exceed the minimum temporary variable supplement available to faculty investigators who release salary through the SR program.

Process: Funds for the temporary variable salary component and associated fringe benefits will be derived from that portion of the SR funds available to the individual faculty investigator or, in the case of rewards for teaching, to the department. The temporary variable supplement to salary for an individual faculty member will be paid quarterly, after the quarter has ended and will be based on the faculty member's percentage of state funded compensation recovered for that entire quarter. Grants must be funded for the entire quarter in order to contribute to the supplement. The temporary variable component of the salary will be consistent with any applicable regulations provided by the granting agency, the University or the University of North Carolina General Administration (UNCGA).

The variable supplement component of total compensation is a temporary adjustment in salary and not a modification to the individual's academic base salary. It is also subject to the availability of funds provided through the SR program and available to the individual faculty member or, in the case of faculty rewarded for exceptional teaching, the department. To receive a temporary variable supplement, a faculty member must be employed by the University and reside in the same academic department where the outstanding performance was achieved at the time of payment.

Salary Adjustments: The total annual compensation can be adjusted upward or downward to be consistent with changes in grant funding, teaching performance and other responsibilities. Both the academic base salary and the temporary variable supplement can be adjusted annually. However, the academic base salary represents a stable compensation component so that reductions in salary will be accomplished through the temporary variable supplement component. For faculty receiving a temporary variable supplement component, the maximum possible reduction in the total salary for any one year will not exceed the amount of the variable component. These salary adjustments will apply barring changes in State funding or in ECU or UNCGA policy and requirements.

Eligibility for Participation in the Program: Faculty covered by this plan includes all tenure-track and tenured faculty in the basic science departments. This plan also covers fixed-term faculty members in basic science departments except where such coverage is inconsistent with the letter of appointment to University employment. New faculty members who are eligible participants are automatically enrolled in this plan and their academic base salary will be defined by contract at the time of their first appointment. Any temporary variable supplement component will be negotiated with the chair and approved by the Dean and Vice Chancellor or his/her designees.

Implementation Plan: Based upon current UNCGA and NIH guidelines, individual investigators can receive temporary variable supplements to their salary using the SR funds that are available to the investigator for that purpose. The portion of the SR funds used for this purpose will be based upon the percent of salary recovered as detailed below. These funds cannot be used to increase the base salary.

For departments that employ the plan as outlined in this document, no annual update is required in order to initiate the plan. If a department elects not to employ the plan described below, the department chair with the advice of faculty participating in the plan must submit a detailed specific plan to the Dean by May 1 for review and consideration of approval. The plan must describe the department's specific approach to implementing the compensation arrangements to be used for the next year and the Dean must approve the use of this version of the plan.

The purpose of the SR program is to assist both the department and the investigator in the development and maintenance of successful programs in research, education and service. Therefore, this plan recommends that recovered funds be distributed equally between the department and the faculty member who generates them (i.e. 50/50 split in accounting for the funds). It is the prerogative of any faculty member to request that supplement payments be directed to support the research program of the laboratory in lieu of receiving temporary variable supplement payments. It is the responsibility of the department to manage the SR fund distribution and the Department Chair will be responsible for the administration of these funds. Approval for use of the funds will be the responsibility of the Dean or his/her designee in BSOM administration.

This plan incorporates a graduated performance scale to encourage greater salary recovery and to provide a uniform supplemental compensation plan. For individuals receiving a temporary supplement for outstanding research productivity the amount of the supplement will be limited by the total amount of funds available to the investigator through the SR program. Faculty members who contribute extraordinary effort to the teaching or service missions of the department will be eligible for a temporary variable supplement based upon the recommendation of the Chair to the Dean that is limited to 5% above their academic base salary.

IV. FORMULA-BASED TEMPORARY VARIABLE SUPPLEMENT COMPONENT

Maximum amount allowed is limited by the funds made available to the investigator based upon salary recovery as illustrated below.

Total Aggregate Salary Recovered	Maximum Total Supplement Allowed
15% but < 25%; or extraordinary teaching or service contributions	5% above academic base salary
25% but < 35%	10% above academic base salary
35% but < 50%	15% above academic base salary
≥ 50% Effort	20% above academic base salary

Revisions to the Plan: The plan will be regularly evaluated to ensure that it is consistent with current guidelines and may be modified with consensus of the basic science chairs and approval of the Dean or his/her designee. Revisions to the plan may be recommended by the Basic Science chairs, who in turn may make recommendation to the Dean. If the Dean concurs with the recommended revisions, the approval of the Vice Chancellor for Health Sciences and Chancellor is required prior to implementing the revisions.

Approved:

Basic Science Chairs June 28, 2011

Dean, Brody School of Medicine

Vice Chancellor, Division of Health Sciences

Chancellor, East Carolina University

University Affairs Committee – Sept. 22nd

- Introduction of new Board of Trustees to the Univ. Affairs Committee (Owens, Davis, Martinkovic and Clark)
- The meeting purpose was to get a broader view of what the committee would like to address over the year.

ACTION ITEMS

1. **ECU Study Abroad in Italy Resolution – presented by Donna Payne and Marilyn Sheerer. Based on a presentation made last year and this year they are requesting a resolution in support of this program due to program expansion. Motion was approved with no negative votes.**

3. **Faculty Manual Revisions** – Marianna Walker and Marilyn Sheerer presented some of the changes and revisions to Appendix C of the Faculty Manual. Motion was passed to approve revisions.

4. **Campus Safety – Bill Koch -**
 Discussion about who has the authority to sign mutual agreements with other agencies such as Greenville Police, City of Greenville, County agencies, Highway Patrol, other system wide police units and additional law enforcement in region. The agreements would be used during emergencies, but also for football games and other major events either at ECU or where ECU officers would assist other agencies. This approach is very common in the state and in law enforcement, but there were questions from the board about supervisory support, legal support and other administration jurisdictional authority.
 - **The board asked for more time to understand the information of the statute and documents and represent it to the board members.**

Committee Status Updates/Discussions – The University Affairs committee will have four primary areas reporting information in these meetings, Academic Affairs, Campus Safety, Student Affairs and Research and Graduate Studies. Each group spent 15-20 minutes spelling out the hot topics and major discussion points for the next year.

- **Academic Affairs (Marilyn Sheerer)**
 - **Right Sizing the Institution** – This was a major discussion at a recent Chief Academic Officers meeting at GA. Topics included:
 - The overall plan to manage undergraduate vs. graduate enrollment.
 - There will be a lot of investigating of distance education in the system which is something ECU is ahead of the curve on, but still working hard to improve. (Proctoring)
 - Other discussions will involve our approach to transfer students, achieving student success and retention initiatives.
 - **Academic Directions** – Desire to improve information flow and data to the Board and others, so they are creating a BOT dashboard to get updated, current data when we want it. ECU has also recommended 16-18 new programs to GA for approval. While this is not as high as many other schools submit, we have intentionally prioritized our list to make it more comprehensive and efficient.
- **Student Affairs – (Virginia Hardy)**
 - **Capital Projects** – these areas include:
 - Some housing facility actions including demolition of one residence hall and remodeling others.
 - Several projects tied to student fees and their uses/allocation for future projects will be shared.
 - Discussions continue for building two new student centers. One for Main Campus and one for Health Sciences

- **First Year Programs / Transfer** – Discussion points include stories, and programs about how ECU and Student Affairs continue to focus on engaging our first year students into the college and campus experience because we know that have a direct impact on student persistence and retention.
- **Leadership University** – Restructuring our Center for Student Leadership and Engagement to make sure we are aligning our programs and students with the pillars of the university stance on leadership.
- **University Image** – We were not on the latest Playboy party school rankings and don't want to return. A task force provided some short term and long term recommendations for ECU to pursue.

- **Research and Graduate Studies – Deirdre Mageean**
 - **Research Directions**
 - We must support research intensive graduate and undergraduate education and experiences.
 - We need to support selective, interdisciplinary research focused in particular areas such as coastal studies and environmental studies.
 - She added that we must address regional issues with our Health Sciences colleagues as well as with our region's military.
 - **Graduate Education** –
 - She will share discussion about retention rates, graduate rates, trends and incentivizing programs including the difference between our face-to-face and DE students as well as on-campus vs. off-campus enrollment.
 - **Engagement, Innovation and Economic Development** –
 - Many of our smaller, rural communities are really hurting during these economic times and they are looking for help. We currently have seven communities that we are working with and hoping to add many, many more in the near future.
 - ECU has a great asset in our faculty with their field, research and education expertise.

**Resolution of the Board of Trustees of East Carolina University
Endorsing Establishment of
East Carolina University Italy Study Abroad**

Whereas East Carolina University wishes to offer certain classes and academic activities to its duly enrolled students within Italy;

Whereas applicable law requires endorsement by the Board of Trustees as a condition to establishment of a program of this nature in Italy; and

Whereas the Board of Trustees wishes to express its support for this endeavor.

Now therefore, be it resolved that the Board of Trustees endorses and supports establishment of and that there be established a program of East Carolina University at Via Boccaccio 28, Certaldo, Florence, Italy, to be named, "East Carolina University Italy Study Abroad," to pursue the University's academic program of study in Italy. It is understood that the courses that will be given within such program are fully part of East Carolina University's academic programs and that they will be granted to only students duly enrolled with East Carolina University.

Adopted this the th day of September 2011.

Robert Lucas, Chair

Attest: _____
John Durham, Assistant Secretary

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 UNIVERSITY¹

CONTENTS

- I. Selection and Appointment of New Faculty
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- VIII. Faculty Personnel Files
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¹For 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 Criteria²

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

²These 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.³ 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.

³ 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 Workloads 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 or 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.

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
