

AGENDA Finance & Facilities Committee February 6, 2020

l.	App	roval of Minutes – November 21, 2019	Action
II.	Revi	ew of Operational Metrics	
III.	Actio	on Items	
	A.	Capital Project Delegation	
IV.	Infor	mational Items	
	A.	Comprehensive Budget Report	
	В.	Approved Report of EHRA Employee Salary Adjustments	
	C.	Pension Report	
	D.	Designer Selections since last Board Meeting	
	E.	Capital Projects Update	
	F.	Parking Update	

Annual Campus Safety Report

G.



Agenda Item:	I. Approval of November 21, 2019 Minutes
Responsible Person:	Bob Plybon Committee Chair
Action Requested:	Approval
Notes:	N/A



East Carolina University | Board of Trustees Finance & Facilities | Main Campus Student Center | November 22, 2019 Minutes

The Finance & Facilities Committee of the ECU Board of Trustees met in regular session on November 21, 2019 at 2:30 pm at the Main Campus Student Center. Committee members present included Bob Plybon, Jason Poole, Leigh Fanning, Angela Moss and Vince Smith.

I. MINUTES

A. The committee approved the minutes from the September 12, 2019 meeting.

II. REVIEW OF OPERATION AL METRICS

III. ACTION ITEMS

- A. Sara Thorndike, VC for Administration & Finance, requested approval of the Tuition & Fees Proposal.
- B. Sara Thorndike, VC for Administration & Finance, and Bill Bagnell, Associate VC for Campus Operations, requested approval of the Leo Jenkins Cancer Center Fire Sprinkler First Floor System.

III. INFORMATION ITEMS

- A. Sara Thorndike, VC for Administration & Finance, provided the Comprehensive Budget Report & Financial Update.
- B. Sara Thorndike, VC for Administration & Finance provided the Approved EHRA Employee Salary Adjustments, pursuant to September 30, 2016 Expanded Authority.
- C. Sara Thorndike, VC for Administration & Finance, provided the Pension Report.
- D. Sara Thorndike, VC for Administration & Finance, and Bill Bagnell, Associate VC for Campus Operations, provided information on the Designer Selections since the last Board Meeting.
- E. Sara Thorndike, VC for Administration& Finance, and Bill Bagnell, Associate VC for Campus Operations, updated the Committee on Capital Projects.
- F. Other



Agenda Item:	II. Review of Operational Metrics
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A



KPI	Measurement	Prior Year	Target	Variance	July	August	September	October	November	December	January	February	March	April	May	June	Total
	% of State Budgeted			Plan	8.0%	9.0%	7.0%	7.0%	7.0%	6.0%	11.0%	7.0%	8.0%	7.0%	9.0%	14.0%	100.0
State Funded Expenditures	Expenses Incurred Period	97.5%	100.0%	Actual	7.8%	8.7%	7.5%	7.3%	6.8%	6.4%							
State Fullded Expellultures	12 Reflects Carryforward			+/-	-0.2%	-0.3%		0.3%	-0.2%	0.4%							
	%			YTD +/-	-0.2%	-0.5%	0.0%	0.3%	0.1%	0.5%							
	r		r			(6.111.719)	(17.235.734)	(6.386.231)	26.752.369		(21.751.817)	(6.546.735)	(6.296.480)	1 T	(6.490.735)	(14.498.736)	(25.058.161
Change in Unrestricted Fund Balances	Change Unrestricted Fund	\$ (43.715.689)	\$ (25.058.161)	Plan Actual	40,352,022 42,212,360	(6.854.618)	(17,235,734)	(6,386,231)	26,752,369	(723,116) 1.903.021	(21,/51,81/)	(6,546,735)	(6,296,480)	(6,121,249)	(6,490,735)	(14,498,736)	(25,058,161
	Balances	\$ (43,715,089)	\$ (25,058,101)	+/-	1.860.338	(742,899)	37.458	(415,233)	28,850,569	2,626,137							
	balatices			YTD+/-	1,860,338	1.117.439	1.154.897	739,664	2,098,200	5,464,001							
				110+/-	1,000,338	1,117,439	1,154,897	/39,004	2,837,804	5,464,001				l	l		
Change in Major Auxiliary Balances - Admin & Finance	Change in Cash Modified			Plan	4,581,962	1,053,181	(2,466,115)	(964,645)	4,472,637	(732,703)	(390,403)	(1,246,428)	(1,044,571)	(637,943)	(1,086,067)	(1,938,905)	(400,000
(1Card, Police, Ed&Tech, Minges, Parking, Printing,	Fund/Cash Balances in A&F	\$ (2,900,009)	\$ (400,000)	Actual	4,070,650	953,425	(2,831,723)	(565,625)	4,634,635	(280,694)							
Stores, Vending, Warehouses, Procard)	Auxiliaries			+/-	(511,312)		(365,608)	399,020	161,998	452,009							
stores, vending, warehouses, Procard)	Auxiliaries			YTD +/-	(511,312)					36,351							
Change in Major Auxiliary Balances - Student Affairs	Change in Cash Modified			Plan	30,668,346	(4,465,341)	(18,371,640)	(5,878,956)	29,181,458	(3,913,914)	(5,461,377)	(4,790,320)	(9,090,317)	(5,187,854)	(5,304,320)	(6,760,634)	(9,374,869
(Housing, Dining, Transit, Student Unions, Student	Fund/Cash Balances in	\$ (26,201,073)	\$ (9,374,869)	Actual	28,834,693	(34,241)	(16,841,945)	(8,556,999)	25,093,813	328,633							
Health, Campus Rec)	Student Affairs			+/-	(1,833,653)	4,431,100	1,529,695		(4,087,645)	4,242,547							
,				YTD +/-	(1,833,653)	2,597,447	4,127,142	1,449,099	(2,638,546)	1,604,001							
			(6,260,084) \$ (5,317,635)	Plan	(1,952,999)	(319,055)	(114,870)	(2,082,182)	(1,003,216)	229,022	55,131	(957)	15,819	(56,921)	(65,522)	(21,884)	(5,317,635
Change in Tuition Revenues Compared to Last Year	Tuition Billed, Net Waivers \$ vs. Last Year	\$ (6,260,084)		Actual	(3,100,874)	137,391	(174,003)	(2,082,182)	1,808,287	(635,468)							
				+/-	(1,147,876)	456,446	(59,133)	-	2,811,503	(864,490)							
				YTD+/-	(1,147,876)	(691,429)	(750,563)	(750,563)	2,060,940	1,196,451							
				Plan	(8.972.236)	(477,221)	(41.874)	(828.934)	(6.460.535)	(232.619)	(220.097)	(10.178)	244.281	(1.103.657)	55.897	9.911	(18.037.262
	Tuition Billed. Net Waivers	£ (44.0C0.003)	\$ (18.037.262)	Actual	(8,972,236)	(477,221)	(41,874)	(828,467)	(5,460,535)	(680,298)	(220,097)	(10,178)	244,281	(1,103,057)	33,897	9,911	(18,037,202
Change in Tuition Revenues Compared to Budget		\$ (11,009,992)	\$ (18,037,202)	+/-	94.656	5.988	(41,465)	(828,467)	1.306.609	(447,679)							
	vs. Budget			YTD+/-	94,656	100.644	101.053	101.520	1,306,609	960,450							
				11D+/-	94,030	100,044	101,053	101,520	1,408,129	900,450							
				Plan	7.994.480	18.420.234	3.126.752	39.977	6.797.004	17.018.826	2.811.935	228.560	28.429	1.218.366	1.493.947	115.528	59.294.040
	Mandatory Fee Billed, Net	\$ 59.902.067	\$ 59.294.040	Actual	8.030.644	19,918,656	2.036.565	(2.529)	6,922,253	17,796,990	2,011,533	220,300	20,423	1,210,300	1,453,547	113,328	35,254,040
Mandatory Fees	Waivers	3 39,902,007	3 33,234,040	+/-	36.164	1.498.422	(1.090.187)	(42,506)	125.249	778.164							
	vvalvers	l	l	YTD+/-	36.164	1,534,586	444.399	401.893	527.142	1.305.305							
	l .	·	·		30,104	4,554,500	444,355	+31,033	327,142	4,505,505	· · · · · · · · · · · · · · · · · · ·		l l				
	Change in Long Term Debt			Plan	(24,413)	(242,571)	(13,684,413)	(788,275)	(243,576)	(24,413)	(244,585)	(24,413)	(919,413)	(250,459)	(24,413)	(864,085)	(17,335,029
Change in Long Term Debt	(principal plus amortized	\$ (20,287,672)	\$ (17,335,029)	Actual	(24,413)	(242,571)	(13,684,413)	(788,275)	(243,576)	(24,413)							
Change in Long Term Debt	discount and premium)		1	+/-	-	-	-	-	-	-							
	uiscount and premium)	l	l	YTD +/-		-		-	-	-							



February 6, 2020

Agenda Item: III. A. Capital Project Delegation

Responsible Person: Sara Thorndike

Vice Chancellor for Admin & Finance

Action Requested: Approval

Notes: N/A

Request authority be delegated from the BOT to the Chancellor, in consultation with the Board of Trustees' Finance and Facilities Committee Chair, to approve non-General Fund repair and/or renovation projects whose cost is expected to be less than \$750,000 and report at each BOT meeting actions taken since the last meeting.

Non-Appropriated Capital Improvement Project Procedures Board of Trustees Finance and Facilities Committee East Carolina University February 6, 2020

Purpose:

The UNC Board of Governors has delegated authority to the Board of Trustees (BOT) to approve and administer non-appropriated capital improvement projects funded entirely with non-General Funds that are less than \$750,000.

Requested Action:

Request authority be delegated from the BOT to the Chancellor, in consultation with the Board of Trustees' Finance and Facilities Committee Chair, to approve non-General Fund repair and/or renovation projects whose cost is expected to be less than \$750,000 and report at each BOT meeting actions taken since the last meeting.

Procedure:

Step 1 – Project Identification

The initial step in capital project development is to define the project intent, scope and budget. Facilities Staff, in concert with the Department, accomplish this. Preliminary project approval is required from the appropriate Vice Chancellor funding the project.

Step 2 – Approval

Projects are presented to the Vice Chancellor for Administration and Finance and Chancellor, for Chancellor approval, in consultation with the Board of Trustees' Finance and Facilities Committee Chair. The Committee for Finance and Facilities and the full BOT are notified as projects are approved and are provided a list of approved projects at their next scheduled meeting.

Step 3 - Submission

The Vice Chancellor for Administration and Finance will submit approved projects to the UNC System Office for initiation and input into the State Interscope project management system.

Background:

Projects that cost less than \$750,000 are typically for smaller repairs or renovations funded by auxiliary units or carryforward funds. Many of these projects have short project timelines and happen over the summer, when the impact to campus is reduced. The BOT have delegated the selection of designers (informal and formal) to the VCAF. These selections are reported at each BOT meeting. This process would be similar with delegation to the Chancellor. As the BOT only meets five times per year, this limits the opportunity to have projects approved as timely as needed to maximize efficiency and achieve cost savings without this delegation.



Agenda Item:	IV. A. Comprehensive Budget Report
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A

	Original	Budget	Current	YTD Actual	Prior YTD	YTD Actual
	Budget	Changes	Budget	Results	Actual Results	Current vs Prior
State Funds						
Tuition Annual Revenues 16065						
On Campus	122,701,649	0	122,701,649	120,102,126	125,105,716	(5,003,590)
Distance Education	41,439,250	0	41,439,250	23,044,580	22,350,155	694,425
Summer Face-to-Face	6,807,087	0	6,807,087	1,525,029	1,818,136	(293,107)
**Total Tuition Annual Revenues 16065	170,947,986	0	170,947,986	144,671,735	149,274,007	(4,602,272)
Tuition Annual Revenues 16066						
School of Dental Medicine	5,547,609	0	5,547,609	4,770,039	4,602,213	167,826
Brody School of Medicine	6,541,667	0	6,541,667	6,523,676	6,480,640	43,036
Brody deficer of medicine						
**Total Tuition Annual Revenues 16066	12,089,276 =======	0	12,089,276	11,293,715	11,082,853	210,862 ======
Continuing Education Revenues	•	3,226,722	4,021,579	4,548,597	3,860,487	688,110
Appropriations 16065	, ,	555,976	,,	, ,	80,004,857	11,058,382
Appropriations 16066	78,329,880	0	78,329,880	33,365,531	35,415,622	(2,050,091)
Other Miscellaneous Revenues	10,718,192	10,644,226	21,362,418	17,395,063	24,165,385	(6,770,322)
**Total State Funded Revenues	507,283,096 ======	14,426,924	521,710,020 ======	302,337,880	303,803,211	(1,465,331)
Total 16065 Operating Expenses	416,553,197	12,374,803	428,928,000	188,125,636	186 129 646	1,995,990
Total 16066 Operating Expenses		2,052,121	92,782,020	38,789,176	37,922,683	866,493
Total Tooos operating Expenses						
**Total State Funded Expenses	507,283,096 =======	14,426,924 =======	521,710,020 ======	226,914,812 ========	224,052,329 =======	2,862,483 =======

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Non-State Funds						
Administration and Finance						
1Card						
Beginning Fund Balance				568,918	615,846	(46,928)
Total Annual Revenues	96,000	0	96,000	78,555	75,224	3,331
Total Annual Expenses	88,000	0	88,000	50,833	123,375	(72,542)
Annual Operating Results	8,000	0	8,000	27,722	(48,151)	75,873
Net Transfers	(500)	0	(500)	(1,838)	(395)	(1,443)
Annual Operating Results Net Transfers	7,500	0	7,500	25,884	(48,546)	74,430
Ending Fund Balance	=========	=========	=======================================	594,802	567,300	27,502 =======
Campus Safety & Police						
Beginning Fund Balance				1,645,561	1,749,263	(103,702)
Total Annual Revenues	673,500	0	673,500	649,558	649,932	(374)
Total Annual Expenses	1,554,421	0	1,554,421	729,719	664,033	65,686
Total Alliual Expenses	1,554,421		1,554,421	729,719		
Annual Operating Results	(880,921) =======	0	(880,921)	(80,161)	(14,101)	(66,060)
Net Transfers	880,921	0	880,921	870,030	(701)	870,731
Annual Operating Results Net Transfers	0	0	0	789,869	(14,802)	804,671
Ending Fund Balance	=========	=========	=========	2,435,430	1,734,461	700,969
				=========	=========	=========
ECU Purchasing Card						
Beginning Fund Balance				462,648	846,869	(384,221)
Total Annual Revenues	345,000	0	345,000	411,481	314,980	96,501
Total Annual Expenses	74,582	0	74,582	36,273	7,114	29,159
Annual Operating Results	270,418 =======	0	270,418	375,208	307,866	67,342 ======
Net Transfers	(175,833)	0	(175,833)	(666)	(954)	288
Annual Operating Results Net Transfers	94,585	0	94,585	374,542	306,912	67,630
Ending Fund Balance		=========		837,190	1,153,781	(316,591)

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Ed & Tech	J	3	J			
Beginning Fund Balance				3,569,311	3,497,973	71,338
Total Annual Revenues	10,400,000	0	10,400,000	9,354,062	9,278,789	75,273
Total Annual Expenses	10,215,000	0	10,215,000	5,911,368	5,125,679	785,689
Annual Operating Results	185,000	0	185,000	3,442,694	4,153,110	(710,416)
Net Transfers	(185,000)	0	(185,000)	(181,899)	(189,961)	8,062
Annual Operating Results Net Transfers	0	0	0	3,260,795	3,963,149	(702,354)
Ending Fund Balance			==========	6,830,106	7,461,122	(631,016)
Minges				100.010	054 547	(405 504)
Beginning Fund Balance	400,000	•	100.000	126,043	251,547	(125,504)
Total Annual Revenues	123,000	0	123,000	113,337	114,208	(871)
Total Annual Expenses	122,915	0	122,915	53,456	74,479	(21,023)
Annual Operating Results	85 =======	0	85 ======	59,881	39,729 ========	20,152 =======
Net Transfers	(85)	0	(85)	(59)	(64)	5
Annual Operating Results Net Transfers	0	0	0	59,822	39,665	20,157
Ending Fund Balance				185,865	291,212	(105,347)
Parking and Transportation						
Beginning Fund Balance				4,814,217	3,454,722	1,359,495
Total Annual Revenues	4,119,450	0	4,119,450	3,743,829	3,296,151	447,678
Total Annual Expenses	2,714,346	0	2,714,346	1,135,843	1,209,590	(73,747)
Annual Operating Results	1,405,104	0	1,405,104	2,607,986	2,086,561	521,425
Net Transfers	(550,000)	0	(550,000)	(254,035)	(25,036)	(228,999)
Annual Operating Results Net Transfers	855,104	0	855,104	2,353,951	2,061,525	292,426
Ending Fund Balance	=========	=========	=========	7,168,168	5,516,247	1,651,921
				=========	=========	=========

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Printing and Graphics						
Beginning Fund Balance				1,180,381	1,227,794	(47,413)
Total Annual Revenues	2,714,603	0	2,714,603	1,252,071	1,316,962	(64,891)
Total Annual Expenses	2,567,043	0	2,567,043	1,262,311	1,150,311	112,000
Annual Operating Results	147,560	0	147,560	(10,240)	166,651	(176,891)
Net Transfers	(332,440)	0	(332,440)	(32,933)	(32,414)	(519)
Annual Operating Results Net Transfers	(184,880)	0	(184,880)	(43,173)	134,237	(177,410)
Ending Fund Balance				1,137,208	1,362,031	(224,823)
Student Stores				========	=========	=========
Beginning Fund Balance				5,570,731	5,978,351	(407,620)
Total Annual Revenues	11,027,056	0	11,027,056	5,933,408	6,223,687	(290,279)
Total Annual Expenses	10,508,134	0	10,508,134	6,883,249	6,560,897	322,352
·						
Annual Operating Results	518,922 ========	0	518,922 =======	(949,841)	(337,210) ======	(612,631) ======
Net Transfers	(250,000)	0	(250,000)	(136,478)	(148,420)	11,942
Annual Operating Results Net Transfers	268,922	0	268,922	(1,086,319)	(485,630)	(600,689)
Ending Fund Balance				4,484,412	5,492,721	(1,008,309)
Vending						
Beginning Fund Balance				158,895	1,243,566	(1,084,671)
Total Annual Revenues	401,500	0	401,500	275,457	148,159	127,298
Total Annual Expenses	55,000	0	55,000	4,945	93,324	(88,379)
Annual Operating Results	346,500	0	346,500	270,512	54,835	215,677
Net Transfers	(195,664)	0	(195,664)	(56)	(142)	======================================
Annual Operating Results Net Transfers	150,836	0	150,836	270,456	54,693	215,763
Ending Fund Balance				429,351	1,298,259	(868,908)

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Warehouse & Storerooms	· ·	· ·	· ·			
Beginning Fund Balance				1,627,953	2,271,549	(643,596)
Total Annual Revenues	1,018,000	0	1,018,000	636,487	1,903,475	(1,266,988)
Total Annual Expenses	875,775	0	875,775	619,598	1,868,813	(1,249,215)
Annual Operating Results	142,225	0	142,225	16,889	34,662	(17,773)
Net Transfers	(746,308)	0	(746,308)	(42,048)	(50,272)	8,224
Annual Operating Results Net Transfers	(604,083)	0	(604,083)	(25,159)	(15,610)	(9,549)
Ending Fund Balance	==========	=========	=========	1,602,794	2,255,939 =======	(653,145)
Athletics						
Athletics Operating						
Beginning Fund Balance				0	(3,276,373)	3,276,373
Total Annual Revenues	36,039,243	0	36,039,243	20,354,277	19,632,654	721,623
Total Annual Expenses	48,968,543	0	48,968,543	22,920,934	20,761,519	2,159,415
Annual Operating Results	(12,929,300)	0	(12,929,300)	(2,566,657)	(1,128,865)	(1,437,792)
Net Transfers	12,929,300	0	12,929,300	(26,679)	(103,413)	76,734
Annual Operating Results Net Transfers	0	0	0	(2,593,336)	(1,232,278)	(1,361,058)
Ending Fund Balance	==========	=========	=========	(2,593,336)	(4,508,651)	1,915,315 =========
Marching Pirates						
Beginning Fund Balance				212,139	212,139	0
Total Annual Revenues	82,000	0	82,000	75,558	76,139	(581)
Total Annual Expenses	82,000	0	82,000	56,934	32,515	24,419
Annual Operating Results	0	0	0	18,624	43,624	(25,000)
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	18,624	43,624	(25,000)
Ending Fund Balance	=========	=========	=========	230,763	255,763	(25,000)
				=========	=========	=========

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Southside Stadium						
Beginning Fund Balance				79,800	0	79,800
Total Annual Revenues	3,479,337	0	3,479,337	2,921,378	0	2,921,378
Total Annual Expenses	3,479,337	0	3,479,337	2,088,537	0	2,088,537
Annual Operating Results	0	0	0	832,841	0	832,841
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	832,841	0	832,841
Ending Fund Balance				912,641	0	912,641 ======
Chancellor						
Chancellors Discretionary						
Beginning Fund Balance				949,688	1,109,664	(159,976)
Total Annual Revenues	0	0	0	0	0	0
Total Annual Expenses	242,500	0	242,500	74,285	152,024	(77,739)
Annual Operating Results	(242,500)	0	(242,500)	(74,285)	(152,024)	77,739
Net Transfers	(7,500)	0	(7,500)	(4,607)	(4,315)	(292)
Annual Operating Results Net Transfers	(250,000)	0	(250,000)	(78,892)	(156,339)	77,447
Ending Fund Balance				870,796	953,325	(82,529)
Health Sciences						
ECU Physicians						
Beginning Fund Balance				87,835,625	94,032,578	(6,196,953)
Total Annual Revenues	217,005,194	0	217,005,194	108,437,546	101,124,620	7,312,926
Total Annual Expenses	216,689,239	0	216,689,239	106,394,773	104,161,712	2,233,061
Annual Operating Results	315,955	0	315,955	2,042,773	(3,037,092)	5,079,865
Net Transfers	(4,904,586)	0	(4,904,586)	(2,314,437)	(1,783,804)	(530,633)
Annual Operating Results Net Transfers	(4,588,631)	0	(4,588,631)	(271,664)	(4,820,896)	4,549,232
Ending Fund Balance				87,563,961 =======	89,211,682 ========	(1,647,721)

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
School of Dental Medicine						
Beginning Fund Balance				8,688,876	11,083,811	(2,394,935)
Total Annual Revenues	22,358,901	0	22,358,901	8,961,029	9,472,535	(511,506)
Total Annual Expenses	20,077,001	0	20,077,001	10,093,778	9,298,356	795,422
Annual Operating Results	2,281,900	0	2,281,900	(1,132,749)	174,179	(1,306,928)
Net Transfers	(206,119)	0	(206,119)	(206,528)	(178,624)	(27,904)
Annual Operating Results Net Transfers	2,075,781	0	2,075,781	(1,339,277)	(4,445)	(1,334,832)
Ending Fund Balance	==========	=========	=========	7,349,599	11,079,366 =======	(3,729,767) ========
Research						
F&A						
Beginning Fund Balance				5,763,670	10,913,230	(5,149,560)
Total Annual Revenues	5,624,247	0	5,624,247	2,961,550	2,371,346	590,204
Total Annual Expenses	10,245,149	0	10,245,149	3,129,401	1,337,170	1,792,231
Annual Operating Results	(4,620,902)	0	(4,620,902)	(167,851)	1,034,176	(1,202,027)
Net Transfers	(713,141)	0	(713,141)	(234,538)	(177,421)	(57,117)
Annual Operating Results Net Transfers	(5,334,043)	0	(5,334,043)	(402,389)	856,755	(1,259,144)
Ending Fund Balance				5,361,281	11,769,985	(6,408,704)
Student Affairs						
Campus Recreation						
Beginning Fund Balance				1,399,119	1,098,178	300,941
Total Annual Revenues	6,233,750	0	6,233,750	5,509,704	5,503,995	5,709
Total Annual Expenses	6,128,601	0	6,128,601	3,225,345	2,869,744	355,601
Annual Operating Results	105,149	0	105,149	2,284,359	2,634,251	(349,892)
Net Transfers	(374,888)	0	(374,888)	(347,980)	(351,504)	3,524
Annual Operating Results Net Transfers	(269,739)	0	(269,739)	1,936,379	2,282,747	(346,368)
Ending Fund Balance				3,335,498	3,380,925	(45,427)

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Dining						
Beginning Fund Balance				791,131	5,709,533	(4,918,402)
Total Annual Revenues	30,769,498	0	30,769,498	28,572,862	26,290,924	2,281,938
Total Annual Expenses	28,843,738	0	28,843,738	16,311,506	15,233,698	1,077,808
Annual Operating Results	1,925,760	0	1,925,760	12,261,356	11,057,226	1,204,130
Net Transfers	(1,850,000)	0	(1,850,000)	(385,931)	(1,586,026)	1,200,095
Annual Operating Results Net Transfers	75,760	0	75,760	11,875,425	9,471,200	2,404,225
Ending Fund Balance				12,666,556	15,180,733	(2,514,177)
llaurai na						
Housing				6 524 690	10 104 000	(2 500 200)
Beginning Fund Balance	04 040 040	0	04 040 040	6,534,680	10,124,988	(3,590,308)
Total Annual Revenues	34,616,942	0	34,616,942	32,580,964	29,671,281	2,909,683
Total Annual Expenses	30,252,078	0	30,252,078	16,557,011	16,565,062	(8,051)
Annual Operating Results	4,364,864 =======	0	4,364,864 ======	16,023,953	13,106,219	2,917,734 =======
Net Transfers	(3,690,825)	0	(3,690,825)	(1,420,036)	(759,855)	(660,181)
Annual Operating Results Net Transfers	674,039	0	674,039	14,603,917	12,346,364	2,257,553
Ending Fund Balance	=========	=======================================	=========	21,138,597 =======	22,471,352 =========	(1,332,755)
Student Health						
Beginning Fund Balance				5,375,529	6,056,514	(680,985)
Total Annual Revenues	7,378,125	0	7,378,125	6,081,839	5,870,502	211,337
Total Annual Expenses	7,211,953	0	7,211,953	3,587,548	3,547,591	39,957
Annual Operating Results	166,172	0	166,172	2,494,291	2,322,911	171,380
	=========	=======================================	=========	=========	=========	=========
Net Transfers	(378,313)	0	(378,313)	(368,697)	(356,605)	(12,092)
Annual Operating Results Net Transfers	(212,141)	0	(212,141)	2,125,594	1,966,306	159,288
Ending Fund Balance			_ _	7,501,123	8,022,820	(521,697)
				=========		_=========

	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Student Unions						
Beginning Fund Balance				2,495,304	2,915,030	(419,726)
Total Annual Revenues	5,991,550	0	5,991,550	5,513,061	5,372,518	140,543
Total Annual Expenses	6,229,431	0	6,229,431	3,180,398	2,870,136	310,262
Annual Operating Results	(237,881)	0	(237,881)	2,332,663	2,502,382	(169,719)
Net Transfers	(348,000)	0	(348,000)	(25,590)	(347,037)	321,447
Annual Operating Results Net Transfers	(585,881)	0	(585,881)	2,307,073	2,155,345	151,728
Ending Fund Balance				4,802,377	5,070,375	(267,998)
Transit						
Beginning Fund Balance				1,025,827	1,143,567	(117,740)
Total Annual Revenues	4,887,630	0	4,887,630	3,852,064	3,830,929	21,135
Total Annual Expenses	4,943,211	0	4,943,211	2,496,801	2,633,376	(136,575)
Annual Operating Results	(55,581)	0	(55,581)	1,355,263	1,197,553	157,710
Net Transfers	(191,747)	0	(191,747)	(368,991)	(301,406)	(67,585)
Annual Operating Results Net Transfers	(247,328)	0	(247,328)	986,272	896,147	90,125
Ending Fund Balance				2,012,099	2,039,714	(27,615)
University Auxiliary Overhead						
Beginning Fund Balance				6,973,520	6,949,720	23,800
Total Annual Revenues	2,590,000	0	2,590,000	1,441,532	1,360,701	80,831
Total Annual Expenses	2,022,924	0	2,022,924	1,030,740	(800,672)	1,831,412
Annual Operating Results	567,076	0	567,076	410,792	2,161,373	(1,750,581)
Net Transfers	======== (567,076)	0	(567,076)	3,381,423	3,583,131	(201,708)
Annual Operating Results Net Transfers	0	0	0	3,792,215	5,744,504	(1,952,289)
Ending Fund Balance	=========	=========	=========	10,765,735	12,694,224	(1,928,489)
				=========	=========	=========



Agenda Item:	IV. B. EHRA Employee Salary Adjustments
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A



MEMORANDUM

TO: ECU Board of Trustees

FROM:

Ms. Kitty H. Wetherington Kitty Wetherington Associate Vice Chancellor for Human Resources and

Chief Human Resources Officer

DATE: January 16, 2020

RE: Report of Approved EHRA Employee Salary Adjustments

Pursuant to 9/30/16 Expanded Authority (October 1, 2019 –

December 31, 2019)

The attached informational report is provided to you in accordance with the Resolution to Delegate Expanded Authority to the Chancellor of East Carolina University for Certain Salary Actions for Employees Exempt from the State Human Resources Act, as approved by the Board of Trustees on September 30, 2016. Please note that the attached spreadsheet contains confidential personnel information in accordance with N.C. GEN. STAT. §126-22, et seq.

Attachments

Dr. Ronald L. Mitchelson cc:

Interim Chancellor

Dr. Sara Thorndike

Vice Chancellor for Administration and Finance

Dr. B. Grant Hayes

Acting Provost and Senior Vice Chancellor for Academic Affairs

Mr. Jon Gilbert

Director of Athletics

Dr. Mark Stacy

Vice Chancellor for Health Sciences and

Dean of the Brody School of Medicine

Dr. Virginia Hardy

Vice Chancellor for Student Affairs

Dr. Michael Van Scott

Interim Vice Chancellor for Research, Economic Development and Engagement

Department of **Human Resources**

210 East First Street Mail Stop 205 East Carolina University Greenville, NC 27858-4353

252-328-9847 main 252-328-9918 fax

Administration

328-9884 328-9918 fax

Benefits

328-9887 328-9918 fax

Classification and Compensation 328-9847

328-9917 fax

Employee Relations 328-9848 328-9917 fax

Employment 328-9847 328-9918 fax

HR Information Systems

328-9847 737-5818 fax

Learning and Organizational Development

328-9848 328-9917 fax

East Carolina University is a constituent institution of the University of North Carolina. An equal opportunity university.



Agenda Item:	IV. C. Pension Report
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A



Agenda Item:	IV. D. Designer selections since last meeting
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A



Informal Designer Selection Approval Summary

FOR INFORMATION - INFORMAL PROJECTS

Below are designers selected for repair and renovation projects, with a cost less than \$500,000.

1 Direct Select Approvals – November 22, 2019

<u>Project</u> <u>Designer</u>

Science and Technology, Generator Study

Howell Science Complex, Generator Study

MC Steam Plant, Tank Weld Inspections

East Group

Terracon

SRC, Domestic Water Tank Replacement Affiliated Engineers

2 Direct Select Approvals – December 12, 2019

Project Designer

Joyner East Mechanical Room Door Access JKF Architecture

HSC, Student Center, Financial Aid Offices MHAworks

(Relocation from Brody)

HSC, Allied Health Bldg, Structural/Electrical East Group

Evaluation for Research Equipment

Broadcast Renovations MHAworks

Legacy & Scott Sectionalizing Switch Stanford White



Formal Designer Selection Approval Summary

FOR INFORMATION - FORMAL PROJECTS

Below are designers selected for repair and renovation projects, with a cost greater than \$500,000.

1 Project Bate Fire Alarm System - Smoke Containment Repairs

October 3, 2019 Advertisement

November 22, 2019 Pre-Selection Committee Recommendation November 25, 2019 Approval of Committee Recommendation

FIRM SELECTED: The East Group, Greenville, NC





Agenda Item:	IV. E. Capital Projects Update
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A



Life Sciences and Biotechnology Center





Status: Project Bid and In Budget

Budget: \$90,000,000

Designer: Lord, Aeck & Sargent, Inc.

Contractor: Rodgers Builders, Inc.

• Estimated Construction: 07/15/19 - 07/30/21

• Next quarter: CMU installation is underway, and building steel framing is on schedule to complete by the end of February.



Mendenhall Renovation Phase I



Status: Design

• Budget: \$5,500,000

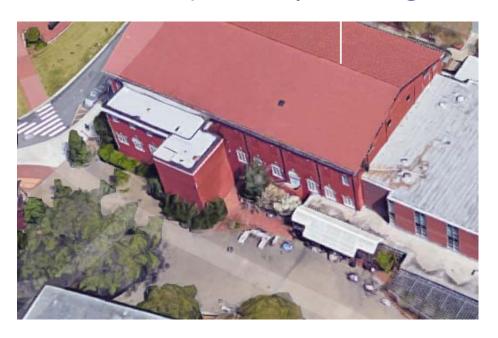
Designer: Davis Kane, Architects, P.A.

Estimated Construction: Winter 2021

 Next Quarter: Design Development Documents are scheduled to be complete May 1st.



ECU Innovation Hub (formerly Building 43 Renovation)



Status: Schematic Design (SD)/Design Development (DD)

• Budget: \$4,900,000

Designer: Clark Nexsen

• Estimated Construction: 10/27/20 – 06/24/21

Next quarter: Continuing SD / DD (complete late February)



Main Campus - College Hill Drive - Replace Steam Phase 1





Status: Construction Contracting

• Budget: \$4,030,400

Designer: Dewberry Engineers, Inc.

Contractor: Mid-Atlantic Infrastructure Systems, Inc.

• Estimated Construction: 01/06/20 – 08/15/20

Next quarter: Contracts executed, contractor mobilizes to site,

manholes constructed



Uptown 209





Status: Beneficial Occupancy/Closeout

• Budget: \$2,998,409

Designer: Dunn & Dalton, Architects

Contractor: A.R. Chesson Construction Company, Inc.

• Estimated Construction: 10/12/18 – 12/23/19

Next quarter: Occupancy



Main Campus Steam Plant Fuel Tank Farm



Status: Design – Construction

• Budget: \$2,552,532

• Designer: RMF Engineers, Inc.

• Estimated Construction: 11/21/19 – 10/01/20

 Next Quarter: Site work and infrastructure will be complete. New fuel tanks will be installed.



Legacy & Jones Residence Halls Make-up Air



• Status: Design – Construction Documents

• Budget: \$2,300,000

Designer: Stanford White, Inc.

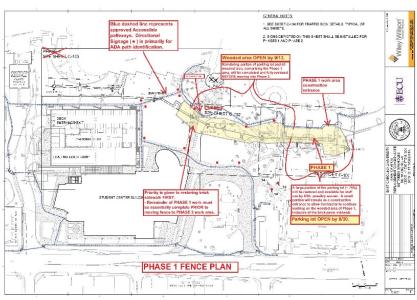
Estimated Construction: Summer 2020

Next Quarter: Bidding and Contract Award



Main Campus Replacement Condensate from Manholes RC-10 to RC-45





Status: ConstructionBudget: \$1,707,774

Designer: Wiley Wilson

Contractor: Humphrey Mechanical, Inc.

Estimated Construction: 12/17/18 – 12/27/19

• Next quarter: Condensate piping construction completion followed by surface restoration in Phase 2 work area.

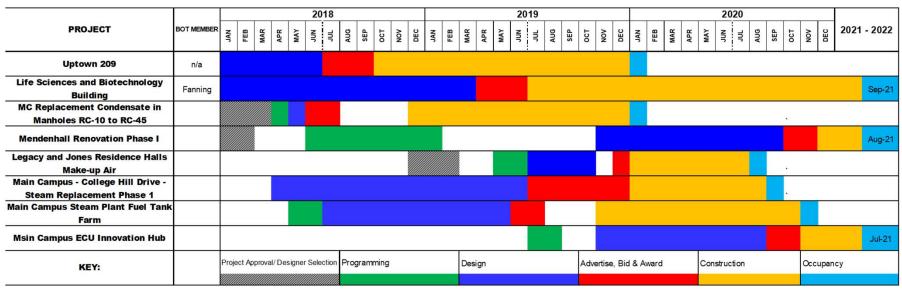


Major Capital Projects Schedule



FINANCE AND FACILITIES COMMITTEE

Major Capital Projects Schedule







Agenda Item:	IV. F. Parking Update
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A

EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES PARKING AND TRANSPORTATION SERVICES PARKING UPDATE

February 6, 2020

The Department of Parking and Transportation Services (P&T) reports to the Division of Administration and Finance. It consists of the following areas

- parking lot inventory management and enforcement
- parking permit sales
- finance and administration
- motor pool management
- special events coordination
- transportation demand management (alternative transportation to minimize parking demand and traffic congestion, and includes ECU Transit (Student Affairs), bicycles, and pedestrian)

Parking is required by NC law to be self-supporting. The P&T unit receives no state funding. The primary goal is to provide efficient customer-focused service, while keeping permit fees as low as possible and basing fees on paying for convenience. To continue in the maintenance and upgrade of existing parking resources and planning for future parking demand, we are researching additional avenues for revenue. We have increased revenue by charging parking fees for more events by internal and external customers. This year a 2% parking fee increase, except for the Garage and Reserved parking permits has been approved. The new Student Center Garage opened in January 2019, and we recommended the fees remain at \$720 for the year. The reserved fee was increased to be the same as the garage permit fee. The fee increase will be implemented in July 2020.

The new 720 space Student Center Garage was opened in January 2019. With a complete year of operation, we find that the use of the garage has developed around the needs of campus. We opened the garage setting aside much of the space for faculty/staff permit parking. It was believed this would satisfy the demand for core campus parking. We found that most permit holders remained in the B permit lots (off-core campus) parking areas. The garage is mostly used by hourly and event parking. The parking garage is also being used for the following events:

- Student Admissions Tours, Orientations, Open Houses, Graduation, and Unit Graduation Ceremonies
- Student Center Ballroom events
- Board of Trustees, SGA, Faculty Senate and Staff Senate meetings
- Miscellaneous large events held at the Student Center
- Election Voting
- Football Parking

The garage also has been utilized by hourly parking. Among those uses are:

- Commuter Students using for closer access to classes
- Student Center and Student Rec visitors
- Visitors to campus
- Meeting attendees on main campus
- Bookstore and Food Court customers

We have also used this year to train Parking staff in operating, maintaining, and utilizing the garage resource to its maximum capacity. Operating a garage was new to most of the existing Parking staff. Among the items that required training and proper operation documentation were the following:

- Maintaining parking gates, readers, card access, pay stations, and all the electronic and computer equipment that goes into the garage operation
- Additional cash handling and revenue reconciliations and ensuring all pay stations had adequate change, credit card communication
- Garage Gates-one entrance, one exit, and one reversible. With limited ways to enter and exit, it was necessary to master the needs for specific events and how to program the reversible gate depending on traffic
- Garage software, including permit holders and their access and occupancy levels so the garage will not allow any hourly parking access if no spaces are available

Garage Parking Budget-FY 19-20 Mid-Year

Garage Revenues

 Garage Permits 	\$ 151,197
 Garage Hourly 	\$ 520,838
• Total	\$ 672,035
Garage Expenses	\$ 138,120
Bond Payment (\$2.5 mil;15 yrs. @ 4%)	\$ 292,600
Down Payment (estimate 10 yr. payback)	\$ 5,000,000

Current Parking Changes/Challenges

• Steam line project on College Hill, which has resulted in the loss of approximately 150 B faculty/staff parking spaces during project, from January 2020 thru August 2020, with only 50 to 100 vacant spaces available in large College Hill lot. In response, we moved 100 people off the A zone waiting list and allowed them to park on the core of campus

Future Parking Projects

- Improved technology for permitting, access, and online/revenue collection to reduce labor costs and increase accuracy
- Develop parking wayfinding through applications and electronic display technology to provide timely information on parking space availability across campus



Agenda Item:	IV. G. Annual Campus Safety Report
Responsible Person:	Sara Thorndike Vice Chancellor for Admin & Finance
Action Requested:	Information
Notes:	N/A



Office of the Director/Chief of Police ECU Police Department



609 East 10th Street | Mail Stop 228 East Carolina University | Greenville, NC 27858-4353 252-328-6964 office | 252-328-1974 fax | www.ecu.edu/police

2020 ECU Safety and Security Report¹

The ECU Police Department's mission is to cultivate a safe learning environment through quality professional law enforcement, emergency response readiness, crime reduction initiatives, and community outreach/education.

Sworn Officer Training Hours

ECUPD Officers endure almost countless hours of training. The number of hours that sworn ECUPD personnel

trained during 2019 reached nearly 10,000 hours. We encourage all of our staff to receive the training that they need to preform their duties with the high standard we have come to expect.

2019 Training Hours - SWORN		
External Training @ various locations	3596	
NC DOJ In-service Required	1402	
Other Departmental & Mandated Training	4704	
TOTAL HOURS	9702	

Crime Suppression Team

The Crime Suppression Team was created to allow ECUPD to provide a new level of safety and security for our campus community. This team also provides student-centered, solution-driven patrol officers a new opportunity to develop additional skills as well as improve the learning environment for our student body. In the interest to suppress further unlawful activity, the Crime Suppression Team executed 14 distinct operations. Efforts by the Crime Suppression Team has resulted in 34 criminal citations and 22 arrests.

ShotSpotter Alerts 2/15/19 - 12/15/19				
Туре	Total Incidents	FALSE	COUNTED	
Gunshot or Firecracker	53	13	40	
Multiple Gunshots	79	7	72	
Single Gunshots	80	14	66	
Totals	212	34	178	

ShotSpotter

From the beginning of Greenville's implementation of ShotSpotter (February 2019) until December 2019, ShotSpotter alerted authorities of 178 gunshot incidents. Having this alert system on and near campus allows for quicker agency response and stronger investigations into these types of incidents.

Traffic Safety Taskforce

ECU is concerned about students' safety crossing the street in some key locations that may be off campus. The Traffic Safety Taskforce is taking on some project to address these concerns. Some of these projects include the cross walk on 14th Street at Berkley Drive and 5th Street/Highway 43 at Treybrooke

CONCEPT DRAWING ONLY
PEDESTRIAN CROSSING
NC 43 AT TREY BROOK

Apts. that includes rapid flashing beacons.

¹ For more information regarding safety and security at ECU, please feel free to read our Annual Security and Fire Safety Report at https://www.ecu.edu/cs-admin/police/upload/Annual-Security-Report.pdf.





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2020 ECU Safety and Security Report

Stadium Sale of Alcohol and Football Game Ejections

Football games are great opportunities for Pirate Nation to come together and celebrate the University and **ECU** football. Unfortunately, there are incidents at many games that require the police personnel to eject individuals from the event. This year's ejections were reviewed to determine if the sale of alcohol at football games negatively impacting the game day experience for our fans. When 2019 data



was compared to 2017 and 2018, it was determined that ejections decreased 77%, arrests decreased 40%, alcohol violations decreased 90%, smoking violations decreased 50%, and trespass decreased 75%. Although it is too early to make an overall determination, this evidence and observations by our officers, suggest that the sale of alcohol at football games is not negatively impacting the game day experience.

Extended/Updated Safety Equipment

The Environmental Health and Safety Security Technology unit further enhanced safety and security infrastructure during 2019 in the following ways: 1. Expanded the door access control system to three major classroom/office buildings (Bate, Rivers, and Rawl), 2. Successfully completed NIBRS (crime reporting) server/software replacement and upgrades, 3. Installed security cameras and door access control to our West Research Campus, 4. Installed emergency phones, security cameras and associated equipment on the Coastal Studies Institute (CSI) campus, 5. Worked with vendor and parking to successfully setup server, equipment, and software for new parking garage.

National Incident-Based Reporting System (NIBRS) Transition

ECUPD has successfully completed NIBRS server/software replacement and upgrades. Making this change helps ECUPD to comply with NC State law for crime reporting.



Accreditation

ECUPD has maintained dual accreditation (through CALEA and IACLEA). Our Year 4 review was November 2019. During 2020, we will be transitioning the new CALEA manual (6th Edition).



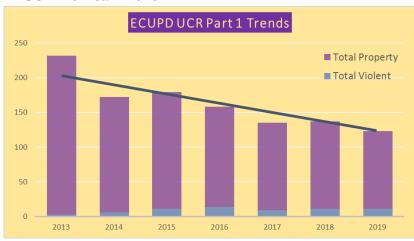


Office of the Director/Chief of Police ECU Police Department

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2020 ECU Safety and Security Report

ECUPD 7 Year Trend²



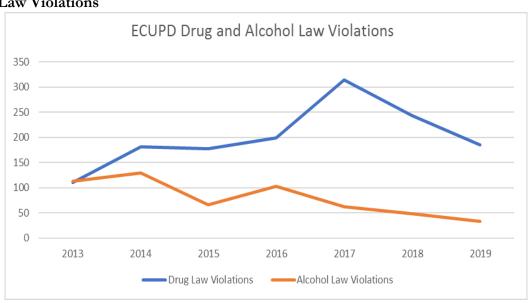
There were 47% less UCR1 crimes (and 51% less UCR1 property crimes) reported to ECUPD in 2019 compared to 2013. The largest reason for this decrease is the number of larceny's reported decreased 55%.

During this same period, violent crime reports increased 267%, but there were 3 violent crimes reported in 2013 and 11 in 2019. There were the same number of violent crimes in 2019 when compared to 2018. Sexual assault reporting has increased with improved education and reporting methods.

ECUPD Drug and Alcohol Law Violations

Although drug law violations have risen in recent years (an increase of 67% from 2013 to 2019), there has been a 41% decrease in number of reported drug related incidents since 2017.

While the drug related incidents have generally increased during the last 7 years, there has been a steady decline in alcohol related incidents. Alcohol related incidents have declined 71% since 2013 and decreased 48% since 2017.



Between 2018 and 2019, both drug and liquor law violations decreased: drug law violations decreased 18% and liquor law violations decreased 24%.

For more information on crime reporting, outreach activities and prevention programs, please refer to the Annual Security Report (ASR) at https://www.ecu.edu/cs-admin/police/upload/Annual-Security-Report.pdf .

² These are incidents reported to ECUPD. UCR1 refers to the Part 1 (serious violent and property) crimes in the FBI Uniform Crime Report. Violent crimes involve assault, rape, murder and robbery. Property crime is arson, burglary, larceny-theft and vehicle theft.



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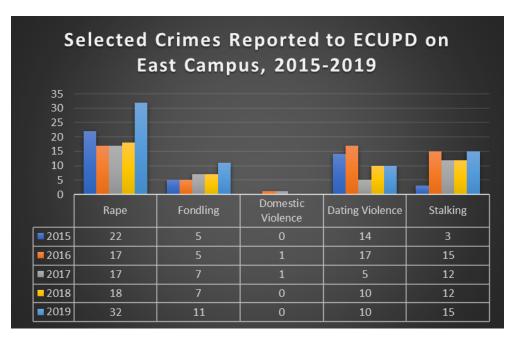
2020 ECU Safety and Security Report

University Outreach and Prevention Program Highlight

ECU's Center for Counseling and Student Development (CCSD) has reported that the two most common concerns of patients involved alcohol and drugs. As of December 2019, 98.6% of 4717 1st year students and transfers have completed AlcoholEdu and Sexual Assault Prevention online modules.

For Fall 2019 (8/19/19 through 12/19/2019):

- 16 Alcohol and Other Drug Programs were provided to 472 people
- 9 Victim Advocacy Programs³ were provided to 690 people



Data Related to Title IX4

While there are some ebbs and flows, here are the average number of cases reported to ECUPD (that occurred on ECU property):

- 21 rapes,
- 7 fondling,
- 1 domestic violence,
- 11 dating violence, and
- 12 stalking.

The increase in sexual assault reporting mirrors national trends and could be an indication of efficacy in our processes.

Notable Accomplishments for Environmental Health & Safety in 2019

Experienced a 46% reduction in total workers' compensation expenditures in fiscal year 2019 compared to fiscal year 2018 (FY2018 - \$1,319,522/FY2019 - \$713,920). Also had a 32% reduction in the number of lost work day cases for the same time period (FY2018 – 25/FY2019 – 17).

Purchased and began implementation of a comprehensive EH&S Information Management System (ONSITE) for University research and teaching laboratories. This centralized software system manages, tracks and reports safety data that will improve EH&S compliance program management, reduce workplace and environmental risks, and help the University achieve regulatory safety compliance with local, state and federal agencies. This streamlined process will simplify compliance efforts and reduce the burden inherently created with a manual process. This program will also directly support the ECU strategic plan commitment of expanding research.

³ Relationship Violence, VA Services, Sexual Assault, and Sexual Harassment

⁴ These are preliminary statistics.