

AGENDA
Finance & Facilities Committee
April 2, 2020

- I. Approval of Minutes – February 6, 2020
- II. Review of Operational Metrics
- III. Action Items
 - A. Renewal of Lease and Sublease at 2325 Stantonsburg Road
- IV. Informational Items
 - A. Comprehensive Budget Report
 - B. Pension Spiking Report
 - C. Report of Approved EHRA Employee Salary Adjustments
 - D. Annual HR Compliance Report for FY18-19
 - E. Employment of Related Persons Report for 2019
 - F. Designer Selections Since Last Board Meeting
 - G. Delegated Capital Projects Approved Since Last Board Meeting
 - H. Capital Projects Update
 - I. Other



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: I.	Approval of February 6, 2020 Minutes
Responsible Person:	Sara Thorndike, VC for Administration & Finance
Action Requested:	Approval
Notes:	N/A



**East Carolina University | Board of Trustees
Finance & Facilities | Main Campus Student Center | February 06, 2020
Minutes**

The Finance & Facilities Committee of the ECU Board of Trustees met in regular session on February 6, 2020 at 1:30 pm at the Main Campus Student Center. Committee members present included Bob Plybon, Jason Poole, Leigh Fanning, Angela Moss and Vince Smith.

Finance and Facilities Committee met on February 06, 2020.

I. MINUTES

- A. The Committee approved the minutes from the November 21, 2019 meeting.

II. REVIEW OF OPERATIONAL METRICS

III. ACTION ITEMS

- A. Sara Thorndike, VC for Administration & Finance, requested approval of the Capital Projects Delegation.

IV. INFORMATION ITEMS

- A. Sara Thorndike, VC for Administration & Finance, provided the Comprehensive Budget Report.
- 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 Spiking Report.
- D. Bill Bagnell, Associate VC for Campus Operations, provided information on the Designer Selections since the last Board Meeting.
- E. Bill Bagnell, Associate VC for Campus Operations, updated the Committee on Capital Projects.
- F. Bill Koch, Associate VC for Auxiliary Services, gave an update on Parking.
- G. Bill Koch, Associate VC for Auxiliary Services, and Chief Barnwell gave an update on the Annual Campus Safety Report.
- H. Sara Thorndike, VC for Administration & Finance, provided info on the new 1Card agreement with Wells Fargo.

Meeting adjourned at 2:28 pm.



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: II.	Review of Operational Metrics
Responsible Person:	Sara Thorndike, VC for Administration & Finance
Action Requested:	Information
Notes:	N/A



CEO Tracking Sheet
Fiscal Year - 2020
Finance & Facilities Committee

KPI	Measurement	Prior Year	Target	Variance	July	August	September	October	November	December	January	February	March	April	May	June	Total			
State Funded Expenditures	% of State Budgeted Expenses Incurred Period 12 Reflects Carryforward %	97.5%	100.0%	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%			
				Actual	7.8%	8.7%	7.5%	7.3%	6.8%	6.4%	9.2%	7.6%								
				+ / -	-0.2%	-0.3%	0.5%	0.3%	-0.2%	0.4%	-1.8%	0.6%								
				YTD +/-	-0.2%	-0.5%	0.0%	0.3%	0.1%	0.5%	-1.3%	-0.7%								
Change in Unrestricted Fund Balances	Change Unrestricted Fund Balances	\$ (43,715,689)	\$ (25,058,161)	Plan	40,352,022	(6,111,719)	(17,235,734)	(6,386,231)	26,752,369	(723,116)	(21,751,817)	(6,546,735)	(6,296,480)	(6,121,249)	(6,490,735)	(14,498,736)	(25,058,161)			
				Actual	42,212,360	(6,854,618)	(17,198,276)	(6,801,464)	28,850,569	1,903,021	(14,181,612)	(9,290,276)								
				+ / -	1,860,338	(742,899)	37,458	(415,233)	2,098,200	2,626,137	7,570,205	(2,743,541)								
				YTD +/-	1,860,338	1,117,439	1,154,897	739,664	2,837,864	5,464,001	13,034,206	10,290,665								
Change in Major Auxiliary Balances - Admin & Finance (ICard, Police, Ed&Tech, Minges, Parking, Printing, Stores, Vending, Warehouses, Procard)	Change in Cash Modified Fund/Cash Balances in A&F Auxiliaries	\$ (2,900,009)	\$ (400,000)	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)			
				Actual	4,070,650	953,425	(2,831,723)	(565,625)	4,634,635	(280,694)	(266,099)	(1,034,676)								
				+ / -	(511,312)	(99,756)	(365,608)	399,020	161,998	452,009	124,304	211,752								
				YTD +/-	(511,312)	(611,068)	(976,676)	(577,656)	(415,658)	36,351	160,655	372,407								
Change in Major Auxiliary Balances - Student Affairs (Housing, Dining, Transit, Student Unions, Student Health, Campus Rec)	Change in Cash Modified Fund/Cash Balances in Student Affairs	\$ (26,201,073)	\$ (9,374,869)	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)			
				Actual	28,834,693	(34,241)	(16,841,945)	(8,556,999)	25,093,813	328,633	(5,143,952)	(4,007,616)								
				+ / -	(1,833,653)	4,431,100	1,529,695	(2,678,043)	(4,087,645)	4,242,547	317,425	782,703								
				YTD +/-	(1,833,653)	2,597,447	4,127,142	1,449,099	(2,638,546)	1,604,001	1,921,426	2,704,130								
Change in Tuition Revenues Compared to Last Year	Tuition Billed, Net Waivers vs. Last Year	\$ (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)			
				Actual	(3,100,874)	137,391	(174,003)	(2,082,182)	1,808,287	(635,468)	5,621	(20,729)								
				+ / -	(1,147,876)	456,446	(59,133)	-	2,811,503	(864,490)	(49,510)	(19,772)								
				YTD +/-	(1,147,876)	(691,429)	(750,563)	(750,563)	2,060,940	1,196,451	1,146,941	1,127,169								
Change in Tuition Revenues Compared to Budget	Tuition Billed, Net Waivers vs. Budget	\$ (11,069,992)	\$ (18,037,262)	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)			
				Actual	(8,877,580)	(471,233)	(41,465)	(828,467)	(5,153,926)	(680,298)	(183,998)	(31,083)								
				+ / -	94,656	5,988	409	467	1,306,609	(447,679)	36,099	(31,083)								
				YTD +/-	94,656	100,644	101,053	101,520	1,408,129	960,450	996,549	965,466								
Mandatory Fees	Mandatory Fee Billed, Net Waivers	\$ 59,902,067	\$ 59,294,040	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			
				Actual	8,030,644	19,918,656	2,036,565	(2,529)	6,922,253	17,796,990	2,401,985	170,122								
				+ / -	36,164	1,498,422	(1,090,187)	(42,506)	125,249	778,164	(409,950)	(58,438)								
				YTD +/-	36,164	1,534,586	444,399	401,893	527,142	1,305,305	895,355	836,917								
Change in Long Term Debt	Change in Long Term Debt (principal plus amortized discount and premium)	\$ (20,287,672)	\$ (17,335,029)	Plan	(24,413)	(242,571)	(13,684,413)	(788,275)	(243,576)	(24,413)	(24,413)	(244,585)	(24,413)	(919,413)	(250,459)	(864,085)	(17,335,029)			
				Actual	(24,413)	(242,571)	(13,684,413)	(788,275)	(243,576)	(24,413)	(24,413)	(244,585)								
				+ / -	-	-	-	-	-	-	-	-								
				YTD +/-	-	-	-	-	-	-	-	-								



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: III. A.	Renewal of Lease and Sublease at 2325 Stantonsburg Road
Responsible Person:	Sara Thorndike, VC for Administration & Finance
Action Requested:	Approval
Notes:	N/A



MEMORANDUM

TO: Sara Thorndike
FROM: Kevin Carraway
DATE: Tuesday, March 3, 2020
SUBJECT: Request ECU Board of Trustees Approval to Renew the Lease and Sublease at 2325 Stantonsburg Road for use as Vidant Neurosurgery – Greenville

Request ECU Board of Trustees approval on two related property matters:

1. ECU Physicians request ECU Board of Trustees approval to renew the Lease Agreement between East Carolina Real Estate Foundation, Inc. and ECU Physicians, Brody School of Medicine, East Carolina University entered into December 19, 2008 and which subsequently has been operating on a month to month basis since January 1, 2019 for 19,866 SF clinical/office space currently used as Vidant Neurosurgery – Greenville located at 2325 Stantonsburg Road, Greenville, NC. The term of the new Amendment will be a 2-year lease term effective 1/1/2020 ending 12/31/2021 at an annual rate of \$448,196.69 (\$440,488+\$7,708.54(1.75%)). Additional renewal options if exercised are as follows:
 - Optional 1-year renewal effective 1/1/2022 ending 12/31/2022 at an annual rate of \$457,160.63 (448,196.69+8963.93(2.0%))
 - Optional 2-year renewal effective 1/1/2023 ending 12/31/2023 at an annual rate of \$466,303.84 (457,160.63+9143.21(2.0%))
2. ECU Physicians request ECU Board of Trustees approval to renew the Sublease Agreement between ECU Physicians, Brody School of Medicine, East Carolina University and Vidant Medical Group, LLC entered into October 1, 2014 and amended October 1, 2016 which subsequently has been operating on a month to month basis since January 1, 2019 for sublease of 19,866 SF clinical/office space currently used as Vidant Neurosurgery – Greenville located at 2325 Stantonsburg Road, Greenville, NC. The term of the new Amendment will be a 2-year sublease term effective 1/1/2020 ending 12/31/2021 at an annual rate of \$448,196.69 (\$440,488+\$7,708.54(1.75%)). Additional renewal options for the sublease if exercised are as follows:
 - Optional 1-year renewal effective 1/1/2022 ending 12/31/2022 at an annual rate of \$457,160.63 (448,196.69+8963.93(2.0%))
 - Optional 2-year renewal effective 1/1/2023 ending 12/31/2023 at an annual rate of \$466,303.84 (457,160.63+9143.21(2.0%))

The lease has been approved by the ECU Physicians Property Review Committee and the Dean, Brody School of Medicine.

cc: Brian Jowers



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.A.	Comprehensive Budget Report
Responsible Person:	Sara Thorndike, VC for Administration & Finance
Action Requested:	Information
Notes:	N/A

Comprehensive University Operating Budget
 FYM810
 For FEBRUARY FY 2020

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
State Funds						
Tuition Annual Revenues 16065						
On Campus	122,424,711	40,000	122,464,711	120,627,854	125,888,794	(5,260,940)
Distance Education	36,439,149	0	36,439,149	23,110,985	22,389,133	721,852
Summer Face-to-Face	6,807,087	0	6,807,087	1,524,027	7,840,756	(6,316,729)
**Total Tuition Annual Revenues 16065	165,670,947	40,000	165,710,947	145,262,866	156,118,683	(10,855,817)
Tuition Annual Revenues 16066						
School of Dental Medicine	5,738,279	0	5,738,279	4,770,039	4,611,861	158,178
Brody School of Medicine	6,541,667	0	6,541,667	6,576,837	6,551,522	25,315
**Total Tuition Annual Revenues 16066	12,279,946	0	12,279,946	11,346,876	11,163,383	183,493
Continuing Education Revenues	794,857	5,558,722	6,353,579	4,783,401	4,331,094	452,307
Appropriations 16065	234,510,438	(2,070,287)	232,440,151	150,134,872	124,141,076	25,993,796
Appropriations 16066	78,360,400	0	78,360,400	52,749,120	55,290,166	(2,541,046)
Other Miscellaneous Revenues	10,718,192	10,812,351	21,530,543	18,325,939	17,806,544	519,395
**Total State Funded Revenues	502,334,780	14,340,786	516,675,566	382,603,074	368,850,946	13,752,128
Total 16065 Operating Expenses	411,383,691	12,288,665	423,672,356	254,755,408	264,242,639	(9,487,231)
Total 16066 Operating Expenses	90,951,089	2,052,121	93,003,210	52,627,850	52,773,649	(145,799)
**Total State Funded Expenses	502,334,780	14,340,786	516,675,566	307,383,258	317,016,288	(9,633,030)

Comprehensive University Operating Budget
 FYMG810
 For FEBRUARY FY 2020

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	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	91,072	85,242	5,830
Total Annual Expenses	88,000	0	88,000	55,433	131,971	(76,538)
Annual Operating Results	8,000	0	8,000	35,639	(46,729)	82,368
Net Transfers	(500)	0	(500)	(1,838)	(395)	(1,443)
Annual Operating Results Net Transfers	7,500	0	7,500	33,801	(47,124)	80,925
Ending Fund Balance				602,719	568,722	33,997
Campus Safety & Police						
Beginning Fund Balance				1,645,561	1,749,263	(103,702)
Total Annual Revenues	673,500	0	673,500	615,413	617,615	(2,202)
Total Annual Expenses	1,554,421	0	1,554,421	973,683	884,971	88,712
Annual Operating Results	(880,921)	0	(880,921)	(358,270)	(267,356)	(90,914)
Net Transfers	880,921	0	880,921	870,030	(701)	870,731
Annual Operating Results Net Transfers	0	0	0	511,760	(268,057)	779,817
Ending Fund Balance				2,157,321	1,481,206	676,115
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	48,381	11,151	37,230
Annual Operating Results	270,418	0	270,418	363,100	303,829	59,271
Net Transfers	(175,833)	0	(175,833)	(666)	(954)	288
Annual Operating Results Net Transfers	94,585	0	94,585	362,434	302,875	59,559
Ending Fund Balance				825,082	1,149,744	(324,662)

Comprehensive University Operating Budget
 FYMG810
 For FEBRUARY FY 2020

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	Original Budget	Budget Changes	Current Budget	YTD Actual Results	Prior YTD Actual Results	YTD Actual Current vs Prior
Ed & Tech						
Beginning Fund Balance				3,569,311	3,497,973	71,338
Total Annual Revenues	10,400,000	0	10,400,000	9,469,886	9,372,932	96,954
Total Annual Expenses	10,215,000	0	10,215,000	7,356,357	6,369,058	987,299
Annual Operating Results	185,000	0	185,000	2,113,529	3,003,874	(890,345)
Net Transfers	(185,000)	0	(185,000)	(181,899)	(189,961)	8,062
Annual Operating Results Net Transfers	0	0	0	1,931,630	2,813,913	(882,283)
Ending Fund Balance				5,500,941	6,311,886	(810,945)
Minges						
Beginning Fund Balance				126,043	251,547	(125,504)
Total Annual Revenues	123,000	0	123,000	120,425	122,968	(2,543)
Total Annual Expenses	122,915	0	122,915	72,490	98,137	(25,647)
Annual Operating Results	85	0	85	47,935	24,831	23,104
Net Transfers	(85)	0	(85)	(59)	(64)	5
Annual Operating Results Net Transfers	0	0	0	47,876	24,767	23,109
Ending Fund Balance				173,919	276,314	(102,395)
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	4,018,797	3,564,213	454,584
Total Annual Expenses	2,714,346	0	2,714,346	1,465,798	1,460,229	5,569
Annual Operating Results	1,405,104	0	1,405,104	2,552,999	2,103,984	449,015
Net Transfers	(550,000)	0	(550,000)	(554,935)	(344,354)	(210,581)
Annual Operating Results Net Transfers	855,104	0	855,104	1,998,064	1,759,630	238,434
Ending Fund Balance				6,812,281	5,214,352	1,597,929

Comprehensive University Operating Budget
 FYM810
 For FEBRUARY FY 2020

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	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	1,654,985	1,771,701	(116,716)
Total Annual Expenses	2,567,043	0	2,567,043	1,651,966	1,569,093	82,873
Annual Operating Results	147,560	0	147,560	3,019	202,608	(199,589)
Net Transfers	(332,440)	0	(332,440)	(32,933)	(32,414)	(519)
Annual Operating Results Net Transfers	(184,880)	0	(184,880)	(29,914)	170,194	(200,108)
Ending Fund Balance				1,150,467	1,397,988	(247,521)
Student Stores						
Beginning Fund Balance				5,570,731	5,978,351	(407,620)
Total Annual Revenues	11,027,056	0	11,027,056	8,238,901	8,758,591	(519,690)
Total Annual Expenses	10,508,134	0	10,508,134	8,558,943	8,689,493	(130,550)
Annual Operating Results	518,922	0	518,922	(320,042)	69,098	(389,140)
Net Transfers	(250,000)	0	(250,000)	(136,478)	(148,420)	11,942
Annual Operating Results Net Transfers	268,922	0	268,922	(456,520)	(79,322)	(377,198)
Ending Fund Balance				5,114,211	5,899,029	(784,818)
Vending						
Beginning Fund Balance				158,895	1,243,566	(1,084,671)
Total Annual Revenues	401,500	0	401,500	290,576	330,775	(40,199)
Total Annual Expenses	55,000	0	55,000	18,962	138,072	(119,110)
Annual Operating Results	346,500	0	346,500	271,614	192,703	78,911
Net Transfers	(195,664)	0	(195,664)	(56)	(142)	86
Annual Operating Results Net Transfers	150,836	0	150,836	271,558	192,561	78,997
Ending Fund Balance				430,453	1,436,127	(1,005,674)

Comprehensive University Operating Budget
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 For FEBRUARY FY 2020

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	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	899,180	2,422,353	(1,523,173)
Total Annual Expenses	875,775	0	875,775	847,929	2,357,051	(1,509,122)
Annual Operating Results	142,225	0	142,225	51,251	65,302	(14,051)
Net Transfers	(746,308)	0	(746,308)	(42,048)	(50,272)	8,224
Annual Operating Results Net Transfers	(604,083)	0	(604,083)	9,203	15,030	(5,827)
Ending Fund Balance				1,637,156	2,286,579	(649,423)
Athletics						
Athletics Operating						
Beginning Fund Balance				0	(3,276,373)	3,276,373
Total Annual Revenues	36,039,243	0	36,039,243	23,163,993	21,886,163	1,277,830
Total Annual Expenses	48,968,543	0	48,968,543	32,545,073	30,515,706	2,029,367
Annual Operating Results	(12,929,300)	0	(12,929,300)	(9,381,080)	(8,629,543)	(751,537)
Net Transfers	12,929,300	0	12,929,300	(26,679)	(273,762)	247,083
Annual Operating Results Net Transfers	0	0	0	(9,407,759)	(8,903,305)	(504,454)
Ending Fund Balance				(9,407,759)	(12,179,678)	2,771,919
Marching Pirates						
Beginning Fund Balance				212,139	212,139	0
Total Annual Revenues	82,000	0	82,000	80,283	81,979	(1,696)
Total Annual Expenses	82,000	0	82,000	63,015	47,150	15,865
Annual Operating Results	0	0	0	17,268	34,829	(17,561)
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	17,268	34,829	(17,561)
Ending Fund Balance				229,407	246,968	(17,561)

Comprehensive University Operating Budget
 FYM810
 For FEBRUARY FY 2020

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	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	2,938,768	0	2,938,768
Total Annual Expenses	3,479,337	0	3,479,337	2,121,207	0	2,121,207
Annual Operating Results	0	0	0	817,561	0	817,561
Net Transfers	0	0	0	0	0	0
Annual Operating Results Net Transfers	0	0	0	817,561	0	817,561
Ending Fund Balance				897,361	0	897,361
Chancellor						
Chancellors Discretionary						
Beginning Fund Balance				949,688	1,109,664	(159,976)
Total Annual Revenues	0	0	0	950	0	950
Total Annual Expenses	242,500	0	242,500	100,885	184,441	(83,556)
Annual Operating Results	(242,500)	0	(242,500)	(99,935)	(184,441)	84,506
Net Transfers	(7,500)	0	(7,500)	(7,307)	100,685	(107,992)
Annual Operating Results Net Transfers	(250,000)	0	(250,000)	(107,242)	(83,756)	(23,486)
Ending Fund Balance				842,446	1,025,908	(183,462)
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	141,325,525	133,152,677	8,172,848
Total Annual Expenses	216,689,239	0	216,689,239	142,748,075	140,130,238	2,617,837
Annual Operating Results	315,955	0	315,955	(1,422,550)	(6,977,561)	5,555,011
Net Transfers	(4,904,586)	0	(4,904,586)	(3,073,914)	(2,476,215)	(597,699)
Annual Operating Results Net Transfers	(4,588,631)	0	(4,588,631)	(4,496,464)	(9,453,776)	4,957,312
Ending Fund Balance				83,339,161	84,578,802	(1,239,641)

Comprehensive University Operating Budget
 FYMG810
 For FEBRUARY FY 2020

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	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	11,647,684	12,130,552	(482,868)
Total Annual Expenses	20,077,001	0	20,077,001	13,206,495	12,507,743	698,752
Annual Operating Results	2,281,900	0	2,281,900	(1,558,811)	(377,191)	(1,181,620)
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	(1,765,339)	(555,815)	(1,209,524)
Ending Fund Balance				6,923,537	10,527,996	(3,604,459)
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	3,746,220	3,145,334	600,886
Total Annual Expenses	10,245,149	114,700	10,359,849	4,450,950	1,809,648	2,641,302
Annual Operating Results	(4,620,902)	(114,700)	(4,735,602)	(704,730)	1,335,686	(2,040,416)
Net Transfers	(713,141)	0	(713,141)	(326,125)	(255,406)	(70,719)
Annual Operating Results Net Transfers	(5,334,043)	(114,700)	(5,448,743)	(1,030,855)	1,080,280	(2,111,135)
Ending Fund Balance				4,732,815	11,993,510	(7,260,695)
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	5,939,451	5,998,849	(59,398)
Total Annual Expenses	6,128,601	0	6,128,601	4,341,614	3,915,171	426,443
Annual Operating Results	105,149	0	105,149	1,597,837	2,083,678	(485,841)
Net Transfers	(374,888)	0	(374,888)	(347,980)	(351,504)	3,524
Annual Operating Results Net Transfers	(269,739)	0	(269,739)	1,249,857	1,732,174	(482,317)
Ending Fund Balance				2,648,976	2,830,352	(181,376)

Comprehensive University Operating Budget
 FYM810
 For FEBRUARY FY 2020

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	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	29,306,728	26,273,844	3,032,884
Total Annual Expenses	28,843,738	0	28,843,738	19,890,341	19,259,102	631,239
Annual Operating Results	1,925,760	0	1,925,760	9,416,387	7,014,742	2,401,645
Net Transfers	(1,850,000)	0	(1,850,000)	(385,931)	(3,086,026)	2,700,095
Annual Operating Results Net Transfers	75,760	0	75,760	9,030,456	3,928,716	5,101,740
Ending Fund Balance				9,821,587	9,638,249	183,338
Housing						
Beginning Fund Balance				6,534,680	10,124,988	(3,590,308)
Total Annual Revenues	34,616,942	0	34,616,942	32,745,189	29,942,843	2,802,346
Total Annual Expenses	30,252,078	0	30,252,078	19,772,527	19,283,391	489,136
Annual Operating Results	4,364,864	0	4,364,864	12,972,662	10,659,452	2,313,210
Net Transfers	(3,690,825)	0	(3,690,825)	(1,789,522)	(759,855)	(1,029,667)
Annual Operating Results Net Transfers	674,039	0	674,039	11,183,140	9,899,597	1,283,543
Ending Fund Balance				17,717,820	20,024,585	(2,306,765)
Student Health						
Beginning Fund Balance				5,375,529	6,056,514	(680,985)
Total Annual Revenues	7,378,125	0	7,378,125	6,381,316	6,200,845	180,471
Total Annual Expenses	7,211,953	(16,114)	7,195,839	4,712,733	4,784,506	(71,773)
Annual Operating Results	166,172	16,114	182,286	1,668,583	1,416,339	252,244
Net Transfers	(378,313)	0	(378,313)	(368,697)	(356,605)	(12,092)
Annual Operating Results Net Transfers	(212,141)	16,114	(196,027)	1,299,886	1,059,734	240,152
Ending Fund Balance				6,675,415	7,116,248	(440,833)

Comprehensive University Operating Budget
 FYMG810
 For FEBRUARY FY 2020

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	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	5,883,466	5,796,455	87,011
Total Annual Expenses	6,229,431	(284)	6,229,147	4,264,949	4,385,811	(120,862)
Annual Operating Results	(237,881)	284	(237,597)	1,618,517	1,410,644	207,873
Net Transfers	(348,000)	0	(348,000)	(25,562)	(347,037)	321,475
Annual Operating Results Net Transfers	(585,881)	284	(585,597)	1,592,955	1,063,607	529,348
Ending Fund Balance				4,088,259	3,978,637	109,622
Transit						
Beginning Fund Balance				1,025,827	1,143,567	(117,740)
Total Annual Revenues	4,887,630	0	4,887,630	4,528,839	4,558,093	(29,254)
Total Annual Expenses	4,943,211	0	4,943,211	3,247,221	3,395,706	(148,485)
Annual Operating Results	(55,581)	0	(55,581)	1,281,618	1,162,387	119,231
Net Transfers	(191,747)	0	(191,747)	(68,091)	17,912	(86,003)
Annual Operating Results Net Transfers	(247,328)	0	(247,328)	1,213,527	1,180,299	33,228
Ending Fund Balance				2,239,354	2,323,866	(84,512)
University						
Auxiliary Overhead						
Beginning Fund Balance				6,973,520	6,949,720	23,800
Total Annual Revenues	2,590,000	0	2,590,000	1,971,171	1,964,363	6,808
Total Annual Expenses	2,022,924	0	2,022,924	913,755	(603,279)	1,517,034
Annual Operating Results	567,076	0	567,076	1,057,416	2,567,642	(1,510,226)
Net Transfers	(567,076)	0	(567,076)	3,381,423	3,753,481	(372,058)
Annual Operating Results Net Transfers	0	0	0	4,438,839	6,321,123	(1,882,284)
Ending Fund Balance				11,412,359	13,270,843	(1,858,484)



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.B.

Pension Spiking Report

Responsible Person:

Sara Thorndike,
VC for Administration & Finance
Kitty Wetherington,
Associate Vice Chancellor for Human Resources

Action Requested:

Information

Notes:

N/A



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.C.

Approved EHRA Employee Salary Adjustments

Responsible Person:

Sara Thorndike,
VC for Administration & Finance
Kitty Wetherington,
Associate Vice Chancellor for Human Resources

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: March 11, 2020

RE: Report of Approved EHRA Employee Salary Adjustments
Pursuant to 9/30/16 Expanded Authority (January 1, 2020 –
February 29, 2020)

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

- cc:** Dr. Ronald L. Mitchelson
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

**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

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constituent institution of the
University of North Carolina.
An equal opportunity
university.*



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.D.

Annual HR Compliance Report for FY 18-19

Responsible Person:

Sara Thorndike,
VC for Administration & Finance
Kitty Wetherington,
Associate Vice Chancellor for Human
Resources

Action Requested:

Information

Notes:

N/A




**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

MEMORANDUM

TO: ECU Board of Trustees
FROM: Ms. Kitty H. Wetherington 
Associate Vice Chancellor for Human Resources and
Chief Human Resources Officer

DATE: March 13, 2020

RE: Annual HR Compliance Report – FY18-19

The attached informational report is provided to you in accordance with instructions from the University of North Carolina System Office for the Annual HR Compliance Report for Fiscal Year 2018-2019. Please note that some of the attached information contains confidential personnel information in accordance with N.C. GEN. STAT. §126-22, *et seq.*

Administration
328-9884
328-9918 fax

Benefits
328-9887
328-9918 fax

**Classification and
Compensation**
328-9847
328-9917 fax

Employee Relations
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Employment
328-9847
328-9918 fax

HR Information Systems
328-9847
737-5818 fax

**Learning and Organizational
Development**
328-9848
328-9917 fax

Attachments

cc: Dr. Ronald L. Mitchelson
Interim Chancellor

Dr. Sara Thorndike
Vice Chancellor for Administration and Finance

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university.*

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

<input checked="" type="checkbox"/>	Our institution used the UNC System Office published Senior Academic and Administrative Officer (SAAO) Tier II salary ranges in FY 18-19.
<input type="checkbox"/>	Our institution's SAAO Tier II salary ranges and methodology for FY 18-19 are attached.

EHRA IRIT Salary Ranges (check one)

<input checked="" type="checkbox"/>	Our institution used the UNC System Office published, recommended Institutional, Research and Information Technology (IRIT) salary ranges in FY 18-19.
<input type="checkbox"/>	In lieu of providing IRIT salary ranges, a disclosure on how individual ranges are derived is attached.

Faculty Salary Ranges (check one)

<input type="checkbox"/>	Our institution's faculty salary ranges and methodology for FY 18-19 are attached.
<input checked="" type="checkbox"/>	In lieu of providing faculty salary ranges, a disclosure on how individual ranges are derived is attached.

Attach your institution's faculty salary ranges and methodology or your institution's disclosure on how individual ranges are derived below (Cell B23). Please pay particular attention to the quality of your submission. We expect to see clear details on your methodology (including target market rate, and the size of the range spread) and primary/secondary data sources.



institution's document HERE.

PART 2: Conferral of Tenure

32	Number of faculty reviewed for tenure
32	Number of faculty granted tenure
8	Number of new faculty hired with tenure

PART 3: Institution Policies

Does your institution have a supplemental pay, interim appointments, and/or secondary appointments policy

We understand that campus practices differ, and that, at times, we even see difference in the interpretation of what constitutes "base pay" and "supplemental salary." We further understand that many of your HRIS systems are calibrated to gather information differently than other campuses, and that you may even have variances in policy amongst different college or business units. These questions represent an initial foray into gathering information on this subject, and you're welcome to provide whatever context you'd like. Please operate under basic definitions – such as base pay being all pay for the primary role; while everything else falls into the "supplemental" category, including long-term stipends, interim appointments, and other supplements. (It's okay to exclude things we've always excluded, including task-based compensation such as summer course payments and course overloads.) Please contact Keith Dupuis (kedupuis@northcarolina.edu) with any specific follow-up questions.

<input checked="" type="checkbox"/>	YES	Our institution's supplemental pay, interim appointments, and/or secondary appointments policy and/or procedures is attached. Date last reviewed: 7/18/2013
<input type="checkbox"/>	NO	Our institution does not have a supplemental pay, interim appointments, and/or secondary appointments policy or procedures. Attached is the methodology used at our institution to review supplemental pay, interim appointments, and/or secondary appointments. Please be aware that an answer of "NO" should also be accompanied by an action plan for permanently establishing those procedures over the coming fiscal year.

Attach your institution's policy or procedures on supplemental pay, interim appointments, and/or secondary appointments OR attach your institution's methodology for reviewing supplemental pay, interim appointment and/or secondary appointments (Cell B41).



institution's document HERE.

In your HRIS system, do you distinguish between base pay and supplemental pay?

PART 7: Certification of Approval

INSTITUTIONS WITH MANAGEMENT FLEXIBILITY	
I certify that I reviewed and approved [ECU's] [redacted] Annual Human Resources Compliance Report for the Fiscal Year ending June 30, 2019 and this report was presented to the Board of Trustees for information on [redacted].	
Name: [redacted]	[redacted]
Chancellor	Date

INSTITUTIONS WITHOUT MANAGEMENT FLEXIBILITY	
I certify that I reviewed and approved [INSTITUTION NAME]'s [redacted] Annual Human Resources Compliance Report for the Fiscal Year ending June 30, 2019.	
Name: [redacted]	[redacted]
Chancellor	Date

East Carolina University

Disclosure on Faculty Salary Ranges for FY 18-19

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

ECU's Division of Health Sciences uses salary survey results for each specialty when establishing faculty salaries. For example, the American Association of Medical Colleges and Schools (AAMC) is what the Division of Health Sciences uses for the Brody School of Medicine, and the American Dental Education Association (ADEA) is what the Division uses for faculty salaries in the School of Dental Medicine. When using AAMC or ADEA data, the 25th percentile is typically used as the target market rate, divided by 1.50 to obtain the minimum of the salary range and the minimum is multiplied by 2 to obtain the maximum of the salary range. However, if the 75th percentile exceeds this calculation, then the 75th percentile is used as the maximum.

Policy	POL06.20.01
Title	Supplemental Pay for EHRA Employees
Category	Human Resources
Sub-category	Compensation
Authority	Board of Trustees
History	Original BOT approval May 5, 2006; Revised, BOT approved and effective July 18, 2013.
Contact	Associate Provost for Personnel and Resource Administration, 252-328-2679 Associate Vice Chancellor for Health Sciences Administration and Director, BSOM Faculty Employment, 252-744-1910 Assistant Vice Chancellor for Human Resources, 252-328-9882
Related Policies	UNC Policy Manual VA7 300.1.1, Senior Academic and Administrative Officers UNC Policy Manual VA7 300.2.13, Supplemental Pay Policy for Employees Exempt from the State Personnel Act (EPA) ECU Regulation, Faculty Workload ECU Faculty Manual, Part XI, General Faculty Employment Guidelines and Benefits ECU Policy for Employees Exempt from the State Personnel Act NC Office of State Human Resources Policy on Dual Employment
Additional References	EPA Plan for Management Flexibility to Appoint and Fix Compensation Dual Employment Form CP-30 ECU Supplemental Payment and Stipend Codes EPA Supplemental Pay and Stipend Form

1. Purpose

This Policy outlines practices for additional compensation paid to East Carolina University EHRA employees: 1) faculty, 2) non-faculty (EHRA-NF instructional and research), and 3) Senior Academic and Administrative Officers (SAAO) Tier I and Tier II. This Policy is not intended to modify any of the existing policies or procedures governing the administration of University salaries nor to address compensation practices for Clinical Support Services (CSS) or employees subject to the State Human Resources Act (SHRA). [Note: see the ECU Policy for Employees Exempt from the State Human Resources Act for more information on the non-faculty classification of EHRA employees]

2. Definitions

2.1. Base Salary – Base salary is the annual permanent salary of the employee approved by the Chancellor, Board of Trustees, or Board of Governors as it appears in the employment contract or subsequent salary increase/decrease letters. The base salary does not include any supplemental payments, although such payments may be addressed in a contract letter as part of the compensation package for the contract period.

2.1.1. For the purpose of defining the Base Salary, faculty in the Brody School of Medicine subject to the ECU Physicians' Clinical Faculty Compensation plan, an EHRA employee's Base Salary will be the sum of the academic base and the supplement, as defined by the Clinical Faculty Compensation Plan.

2.2. Supplemental Payments – Supplemental Payments are compensation in excess of an EHRA employee's Base Salary for temporary increases in responsibility and/or for extra duties beyond the scope of the primary appointment. Prior approval of the supervisor, department chair or school director, dean and vice chancellor(s) are required. See Section 5, below, for a non-exclusive list of Supplemental Payment types. [Note: see the ECU Supplemental Pay Codes matrix for additional descriptors and budget coding]

2.3. Contract Period – For 9-month faculty the contract period is typically August 16 through May 15. For 12-month faculty the contract period is typically July 1 through June 30. The specific dates for individual employees are based on the actual employment contracts.

2.4. Outside the Contract Period – The specific dates of the time outside the employee's contract period is based on the actual employment contract. There is no Outside the Contract Period for 12-month employees.

2.5. External Funds – Grant or other non-state appropriated funding sources.

2.6. Dual Employment – Dual employment occurs when a university employee agrees to perform services for another state agency on a part-time or contractual basis. Approval must be obtained from the supervisor, department chair or school director, dean and vice chancellor before the service is provided in order to ascertain whether the obligation will interfere with job duties and commitments of the primary position. Dual employment must be in accordance with the State of North Carolina Policy on Dual Employment.

3. General Provisions

3.1. No Supplemental Payments, above the Base Salary, may be paid for university duties that are generally related to the position to which the individual is appointed during the Contract Period. See Section 2.2 for a definition of Supplemental Payments and the Supplemental Pay Codes matrix for additional descriptors and budget coding.

3.2. Assignment of additional responsibilities for which supplemental payments may be considered must comply with university established Affirmative Action and Equal Employment Opportunity policies and procedures, up to and including a formal search process when required.

3.3. This Policy complies with applicable federal and state restrictions on level of effort for external sponsored projects, grants, or contracts. Federal restrictions permit up to 3/9ths effort for

a 9-month employee outside the Contract Period and no more than 100% of total compensated effort during the Contract Period (133% Rule). In the case of these projects, the rate of pay for any Supplemental Payment must be the same as the base rate of pay for the employee's primary contracted assignment.

3.3.1. Supplemental Payments, excluding approved summer research and instruction, and administrative supplements cannot be charged to a sponsored project.

3.4. All Supplemental Payments require the appropriate pre-approvals by the supervisor, department chair or school director, dean and vice chancellor. If the employee is in a different department/unit/division from the unit requesting service, approval of the supervisor, department chair or school director, dean and vice chancellor of the home department/unit/division is required, each time any vice chancellor approval is required under this policy.

3.5. Per the applicable hiring guidelines, less than full-time appointments during an academic or fiscal year can be increased up to full-time (1.0 FTE) with the appropriate additional compensation becoming part of their Base Salary upon approval by the supervisor, department chair or school director, dean and vice chancellor of the home department/unit/division.

3.6. Process for Approvals. Prior approval may be granted upon receipt and analysis of the following:

3.6.1. A written request from the appropriate unit administrator, including a rationale for recommending the employee, an explanation of the activities contemplated, a clear justification as to why the activity warrants Supplemental Payments, the relationships of the activities to the primary appointment, basis for the determination of the compensation rates, duration of assignment, and, if applicable, statements relative to any conflict with the primary appointment.

3.6.2. The request must be made to the supervisor, department chair or school director, dean and vice chancellor for their approval by affixing dated signatures on the request.

3.6.3. In the review, the total time commitments of the individual (workload, approved supplemental activities and external activities for pay) will be considered.

3.6.4. The approved request must be submitted to the Academic Affairs Personnel Administration, Health Sciences Personnel Administration, or EHRA Human Resources Administration for final review and processing.

3.6.5. Documentation related to Supplemental Payments must be maintained in the employee's personnel file.

3.7. No assignment that results in a supplemental payment may exceed one year, unless specifically approved by the appropriate vice chancellor(s).

3.8. No SAAO may be paid, in addition to his or her salary, for any services rendered to any institution-related foundation, endowment, or other entity that: 1) was established by officers of

the university, 2) is controlled by the university, or 3) is tax-exempt based on being a support organization for the university.

3.9. All Supplemental Payments will be processed as compensation through ECU Payroll, and subject to all applicable taxes and withholdings.

3.10. Individual fund sources may have specific restrictions on compensation or may have more restrictive practices than this policy. When there is conflict between this policy and the sponsor or activity requirements, the most restrictive practice will normally be applied.

4. The Chancellor may approve supplemental pay in any exceptional situation that makes it unduly burdensome or otherwise contrary to the best interest of the university to fulfill one or more requirements of this policy by signing a memorandum that states the reason(s) for the exception. The memorandum is to be retained in the employee's personnel file and a copy provided to the Academic Affairs Personnel Administration, Health Sciences Personnel Administration, or EHRA Human Resources Administration.

5. Types of Supplemental Payments

The following is a non-exclusive list of types of Supplemental Payments:

5.1. Conducting Seminars, Workshops, Continuing Education Programs, and Training Approval may be granted for Supplemental Payments during the Contract Period for conducting non-credit short courses or presenting special lectures, seminars, workshops, creative activity, teaching in non-credit programs sponsored by the Office of Continuing Studies, or conferences for continuing professional education.

5.2. Administrative Assignments EHRA employees occasionally assume administrative duties for which Supplemental Payments are appropriate. Examples include, but are not limited to: (1) assignments of one year or less as coordinators of undergraduate, graduate or special programs; (2) interim appointments to a higher level of administrative responsibility, such as interim department chair, dean, or director.

5.3. One-Time Special Payments EHRA employees sometimes perform work unrelated to their primary appointment, such a special project related to the person's expertise for which they may receive a payment

5.4. Overload Instruction Faculty should generally not be paid for teaching credit courses in addition to their normal course load. Instead, other arrangements should be made, such as a corresponding course reduction in the following semester. Under extraordinary circumstances, overloads may be approved consistent with the process outlined in this policy, for faculty to teach additional for credit courses. This is only allowable if this does not cause a conflict of commitment with other assigned duties, and the faculty member has an appropriate workload.

5.5. Summer Research and Instruction Due to government restrictions on the level of effort, a 9-month faculty member who participates in government-sponsored research outside the Contract Period can teach summer sessions as long as the combination of teaching and research effort

and compensation does not exceed 3/9ths of the Base Salary. The summer teaching rate of pay is determined by the academic unit. The summer research rate of pay is based on the previous year's academic contract Base Salary and the 3/9ths requirements.

5.6. Instruction by EHRA-NF and SAAO Employees (Tier II) EHRA-NF and SAAO Employees (Tier II) may be allowed, subject to advance approval as described herein, to receive a supplemental payment for additional instructional responsibilities provided the additional responsibilities do not conflict with the duties of their primary appointment. Generally the instructional responsibilities must be carried out at times other than during the normal working hours associated with the primary appointment. However, in extraordinary circumstances, the instruction may occur during normal working hours with the approval of the supervisor, department chair or school director, dean and vice chancellor(s). Paid leave may not be used to account for the time associated with the additional instructional assignment, but leave without pay is an option. If leave without pay is not used to account for the time away from the primary appointment, an alternate work schedule must be approved. All such arrangements must be reviewed annually and approved by the supervisor, department chair or school director, dean and vice chancellor(s).

5.7. External Funds

5.7.1. For 9-month faculty, Supplemental Payments can be earned outside the Contract Period for university-sponsored research that is externally funded by a government agency as approved by the department chair or school director, dean and vice chancellor and Office of Grants and Contracts. The maximum payment is 3/9ths of the Base Salary or 100% of time.

5.7.2. Government sponsors do not permit compensation beyond the base rate of pay during the Contract Period. As a general rule, faculty (9-month and 12-month) involved in sponsored research during the Contract Period should have their other assigned responsibilities reduced. All compensation rates and periods of appointment must be approved by the Office of Grants and Contracts. Individual sponsors may have more restrictive requirements than applicable university policies. The most restrictive policy will be applied for sponsored project compensation.

6. Effective Date

This Policy is effective July 18, 2013 and shall supersede any previous supplemental pay policies at East Carolina University.

For Institutions with the Special Authority to Create or Modify IRIT Positions

Those campuses with special IRIT authority should use this template to report all new or modified positions that happened during 2018-2019.

Institution	EHRA Title	EHRA Position Number	Previous Designation	Previous SHRA Position (if applicable)		IRIT Code	Effective Date
			(SHRA, CSS, EHRA or New Position)	Classification (Plus Competency)	Position Number		
ECU	Assistant Director	000020	EHRA			IRIT 18	01/16/2019
ECU	Associate Director	000049	EHRA			IRIT 18	12/13/2018
ECU	Assistant Trainer	000223	EHRA			IRIT 05	11/19/2018
ECU	Assistant Trainer	000399	EHRA			IRIT 05	05/14/2019
ECU	Director-Professional (Other)	000442	EHRA			IRIT 16	04/24/2019
ECU	Assistant Coach	000619	EHRA			IRIT 05	06/20/2019
ECU	Director-Professional (Other)	000859	EHRA			IRIT 05	03/04/2019
ECU	Academic Advisor	000878	EHRA			IRIT 01	03/22/2019
ECU	Program Coordinator	000957	EHRA			IRIT 07	01/23/2019
ECU	Assistant Trainer	001002	EHRA			IRIT 05	05/14/2019
ECU	Executive Director	001022	EHRA			IRIT 18	02/11/2019
ECU	Research Associate	001026	EHRA			IRIT 13	01/28/2019
ECU	Assistant Trainer	001061	EHRA			IRIT 05	05/14/2019
ECU	Associate Director	001075	EHRA			IRIT 18	02/26/2019
ECU	Instructional Consultant	001236	EHRA			IRIT 18	09/10/2018
ECU	Academic Advisor	001242	EHRA			IRIT 01	04/01/2019
ECU	Assistant Director	001243	EHRA			IRIT 03	12/13/2018
ECU	Academic Advisor	001277	EHRA			IRIT 01	02/11/2019
ECU	Academic Advisor	001289	EHRA			IRIT 01	11/14/2018
ECU	Director-Professional (Other)	001312	EHRA			IRIT 18	09/07/2018
ECU	Instructional Tech Consultant	001344	EHRA			IRIT 12	10/09/2018
ECU	Instructional Tech Consultant	001374	EHRA			IRIT 12	05/10/2019
ECU	Assistant Director	001543	EHRA			IRIT 18	01/30/2019
ECU	Assistant Trainer	001589	EHRA			IRIT 05	06/10/2019
ECU	Assistant Director	001639	EHRA			IRIT 18	07/17/2018
ECU	Assistant Director	001642	EHRA			IRIT 16	03/26/2019
ECU	Associate Director	001697	EHRA			IRIT 18	10/10/2018
ECU	Associate Director	001699	EHRA			IRIT 18	02/26/2019
ECU	Assistant Coach	001799	EHRA			IRIT 05	01/14/2019
ECU	Assistant Director	001918	EHRA			IRIT 18	07/19/2018
ECU	Associate Director	001936	EHRA			IRIT 05	12/07/2018
ECU	Program Officer	001947	EHRA			IRIT 16	10/18/2018
ECU	Coordinator	001980	EHRA			IRIT 17	07/13/2018
ECU	Instructional Consultant	002032	EHRA			IRIT 12	12/03/2018
ECU	Program Specialist	002088	EHRA			IRIT 10	12/20/2018
ECU	Assistant Director	002105	EHRA			IRIT 18	03/21/2019
ECU	Director - Exec/Admin	002139	EHRA			IRIT 18	11/26/2018
ECU	Assistant Trainer	002159	EHRA			IRIT 05	08/22/2018
ECU	Director-Professional (Other)	002191	EHRA			IRIT 18	12/13/2018
ECU	Coordinator	002205	EHRA			IRIT 10	04/02/2019
ECU	Director-Professional (Other)	002211	EHRA			IRIT 10	07/06/2018
ECU	Director-Professional (Other)	002404	EHRA			IRIT 03	01/14/2019
ECU	Specialist	002442	EHRA			IRIT 18	11/14/2018
ECU	Coordinator	002443	EHRA			IRIT 18	02/11/2019
ECU	Assistant Director	002447	EHRA			IRIT 07	02/01/2019
ECU	Program Specialist	002489	EHRA			IRIT 10	10/17/2018
ECU	Manager	002506	EHRA			IRIT 18	04/12/2019
ECU	Coordinator	002510	EHRA			IRIT 18	01/28/2019
ECU	Manager	002531	EHRA			IRIT 16	10/26/2018
ECU	Manager	002540	EHRA			IRIT 18	03/15/2019
ECU	Academic Advisor	002583	EHRA			IRIT 01	08/09/2018
ECU	Coordinator	002621	EHRA			IRIT 18	04/03/2019
ECU	Coordinator	002623	EHRA			IRIT 11	10/11/2018
ECU	IT Bus Intel/Data Analyst II	002695	EHRA			IRIT 22	10/16/2018
ECU	IT Security Professional I	002696	EHRA			IRIT 22	10/16/2018
ECU	Director - Exec/Admin	500010	EHRA			IRIT 15	05/20/2019

ECU	IT Security Professional I	500013	SHRA	IT Security Specialist - Contributing	002417	IRIT 22	10/16/2018
ECU	IT Web Designer/Developer III	500016	SHRA	Tech Support Spec - Journey	908923	IRIT 22	10/16/2018
ECU	Program Officer	500024	EHRA			IRIT 16	07/05/2018
ECU	IT Client Support Manager I	500027	EHRA			IRIT 22	10/16/2018
ECU	IT Manager II	500029	EHRA			IRIT 22	10/16/2018
ECU	IT Architect/Engineer I	500030	New position			IRIT 22	10/16/2018
ECU	Technology Specialist	500031	EHRA			IRIT 22	10/16/2018
ECU	IT Network Administrator III	500034	SHRA	Networking Analyst - Journey	908631	IRIT 22	10/16/2018
ECU	IT Analyst/Programmer III	500036	EHRA			IRIT 22	10/16/2018
ECU	IT Analyst/Programmer II	500037	EHRA			IRIT 22	10/16/2018
ECU	IT Security Professional I	500039	SHRA	IT Operations Tech - Journey	908367	IRIT 22	10/16/2018
ECU	Manager	500041	EHRA			IRIT 16	08/16/2018
ECU	Supervisor	500042	EHRA			IRIT 13	09/12/2018
ECU	IT Analyst/Programmer I	500045	SHRA	B&T Applic Analyst - Contributing	400084	IRIT 22	10/16/2018
ECU	IT System Administrator III	500046	EHRA			IRIT 22	10/16/2018
ECU	Technology Specialist	500047	EHRA			IRIT 22	10/16/2018
ECU	IT Analyst/Programmer III	500048	SHRA	B&T Applic Spec - Journey	908923	IRIT 22	10/16/2018
ECU	Associate Director	500049	EHRA			IRIT 10	08/16/2018
ECU	IT Database Administrator II	500055	SHRA	Bus Tech Applic Spec - Journey	908966	IRIT 22	10/16/2018
ECU	IT Project Manager I	500063	SHRA	IT Project/Analyst/Mgr - Contributing	002682	IRIT 22	10/16/2018
ECU	IT Security Professional III	500065	SHRA	IT Security Specialist - Journey	908078	IRIT 22	10/16/2018
ECU	IT System Administrator II	500074	SHRA	Info Tech Manager - Advanced	908086	IRIT 22	10/16/2018
ECU	IT Network Administrator I	500078	SHRA	Networking Analyst - Contributing	908360	IRIT 22	10/16/2018
ECU	Research Associate	500079	New position			IRIT 17	07/02/2018
ECU	IT Network Administrator II	500080	SHRA	Networking Analyst - Journey	908634	IRIT 22	07/05/2018
ECU	IT Client Support Manager II	500081	SHRA	Tech Support Specialist - Journey	000248	IRIT 22	07/09/2018
ECU	IT Network Administrator I	500082	SHRA	Tech Support Specialist - Journey	908089	IRIT 22	07/12/2018
ECU	Coordinator	500083	New position			IRIT 11	07/16/2018
ECU	Coordinator	500084	New position			IRIT 11	07/16/2018
ECU	Director-Professional (Other)	500086	New position			IRIT 16	07/17/2018
ECU	Director-Professional (Other)	500087	New position			IRIT 07	07/17/2018
ECU	Director-Professional (Other)	500088	New position			IRIT 07	07/17/2018
ECU	IT Inst/Class Support Prof II	500089	SHRA	Tech Support Specialist - Journey	920716	IRIT 22	07/17/2018
ECU	Assistant Director	500090	New position		932444	IRIT 18	07/19/2018
ECU	IT Network Administrator I	500091	SHRA	Networking Analyst - Contributing	908617	IRIT 22	07/23/2018
ECU	Counselor	500092	New position			IRIT 18	07/27/2018
ECU	Academic Advisor	500093	New position			IRIT 01	07/27/2018
ECU	Coordinator	500094	New position			IRIT 03	07/30/2018
ECU	Coordinator	500095	New position			IRIT 11	07/31/2018
ECU	Coordinator	500096	New position			IRIT 11	07/31/2018
ECU	Coordinator	500097	New position			IRIT 11	07/31/2018
ECU	Coordinator	500098	New position			IRIT 11	07/31/2018
ECU	IT Analyst/Programmer II	500099	SHRA	B&T Appli Analyst - Journey	002458	IRIT 22	08/01/2018
ECU	IT Analyst/Programmer II	500100	SHRA	B&T Applic Spec - Journey	908945	IRIT 22	08/02/2018
ECU	Assistant Director (Professnl)	500101	New position			IRIT 01	08/08/2018

ECU	Manager	500102	SHRA	Manager - Journey	942329	IRIT 15	08/10/2018
ECU	Instructional Consultant	500103	New position			IRIT 12	08/20/2018
ECU	Coordinator	500104	New position			IRIT 17	08/20/2018
ECU	IT Analyst/Programmer II	500105	New position			IRIT 22	08/20/2018
ECU	Technology Specialist	500106	SHRA	Networking Analyst - Advanced	908355	IRIT 22	08/21/2018
ECU	IT Analyst/Programmer III	500107	SHRA	Bus Tech Applic Analyst - Advanced	908946	IRIT 22	08/30/2018
ECU	Manager	500108	New position			IRIT 12	09/07/2018
ECU	Manager	500108	EHRA			IRIT 12	12/19/2018
ECU	Coordinator	500109	New position			IRIT 18	09/10/2018
ECU	Counselor	500110	New position			IRIT 09	09/18/2018
ECU	Manager	500111	New position			IRIT 13	09/19/2018
ECU	Instructional Tech Consultant	500112	New position			IRIT 12	09/24/2018
ECU	Counselor	500113	New position			IRIT 09	10/02/2018
ECU	Counselor	500114	New position			IRIT 09	10/02/2018
ECU	Counselor	500115	New position			IRIT 09	10/02/2018
ECU	Academic Advisor	500116	New position			IRIT 01	10/17/2018
ECU	Research Associate	500117	New position			IRIT 17	10/26/2018
ECU	Coordinator	500118	New position			IRIT 15	11/12/2018
ECU	Coordinator	500119	New position			IRIT 18	11/14/2018
ECU	Assistant Director	500120	New position			IRIT 18	11/15/2018
ECU	Scientist	500121	New position			IRIT 17	11/26/2018
ECU	IT Bus Intel/Data Analyst III	500122	SHRA	Bus Tech Applic Analyst - Advanced	001101	IRIT 22	11/30/2018
ECU	Instructional Consultant	500123	New position			IRIT 12	12/03/2018
ECU	Program Coordinator	500124	New position			IRIT 07	12/10/2018
ECU	IT Network Administrator I	500125	SHRA	Networking Analyst - Contributing	908619	IRIT 22	12/11/2018
ECU	Research Assistant	500126	SHRA	Research Technician - Contributing	2399	IRIT 17	12/14/2018
ECU	IT Analyst/Programmer III	500127	SHRA	Bus Tech Applic Spec - Advanced	002490	IRIT 22	01/09/2019
ECU	IT Analyst/Programmer III	500128	SHRA	Bus Tech Applic Spec - Advanced	908914	IRIT 22	01/09/2019
ECU	IT Analyst/Programmer III	500129	SHRA	Bus Tech Applic Spec - Advanced	908967	IRIT 22	01/09/2019
ECU	IT Bus Intel/Data Analyst II	500131	New position			IRIT 22	01/14/2019
ECU	Instructional Consultant	500132	New position			IRIT 12	01/15/2019
ECU	IT Web Designer/Developer II	500133	SHRA	Tech Support Spec - Journey	921581	IRIT 22	01/16/2019
ECU	Coordinator	500134	New position			IRIT 18	01/23/2019
ECU	Project Director	500135	SHRA	Public Communications Sp - Journey	900201	IRIT 15	01/28/2019
ECU	Director-Professional (Other)	500136	New position			IRIT 22	01/29/2019
ECU	Program Coordinator	500137	New position			IRIT 15	02/06/2019
ECU	IT Analyst/Programmer III	500138	SHRA	Bus Tech Applic Sp - Journey	908908	IRIT 22	02/14/2019
ECU	IT System Administrator III	500139	SHRA	Sys Programmer/Spec - Journey	908611	IRIT 22	02/14/2019
ECU	Director-Professional (Other)	500140	New position			IRIT 17	03/04/2019
ECU	IT Bus Intel/Data Analyst II	500141	SHRA	Bus Tech Applic Analyst - Journey	908973	IRIT 22	03/14/2019
ECU	Coordinator	500142	New position			IRIT 11	03/14/2019
ECU	Coordinator	500143	New position			IRIT 11	03/14/2019
ECU	Coordinator	500144	New position			IRIT 11	03/14/2019
ECU	Coordinator	500145	New position			IRIT 11	03/14/2019
ECU	Research Associate	500146	New position			IRIT 17	03/18/2019
ECU	IT Bus Systems Analyst II	500147	CSS	Business Systems Analyst - Journey	002537	IRIT 22	03/19/2019
ECU	Research Associate	500148	New position			IRIT 17	04/16/2019
ECU	IT Analyst/Programmer III	500149	SHRA	B&T Applic Analyst - Advanced	001443	IRIT 22	05/07/2019

ECU	Instructional Consultant	500150	SHRA	Performing Artist - Journey	935205	IRIT 12	05/14/2019
ECU	Coordinator	500151	New position			IRIT 11	05/14/2019
ECU	Coordinator	500152	New position			IRIT 11	05/14/2019
ECU	Coordinator	500153	New position			IRIT 11	05/14/2019
ECU	Coordinator	500154	New position			IRIT 11	05/14/2019
ECU	Research Associate	500155	New position			IRIT 17	05/20/2019
ECU	Research Associate	500156	New position			IRIT 17	05/20/2019
ECU	IT Web Designer/Developer II	500157	SHRA	Tech Support Analyst - Journey	944106	IRIT 22	05/23/2019
ECU	IT Analyst/Programmer III	500158	SHRA	Bus Tech Applic Analyst - Advanced	908942	IRIT 22	05/23/2019
ECU	IT Security Professional I	500159	SHRA	IT Security Specialists - Contributing	002418	IRIT 22	05/24/2019
ECU	IT Analyst/Programmer III	500160	SHRA	Bus Tech Applic Analyst - Advanced	908077	IRIT 22	05/30/2019
ECU	Program Specialist	500161	New position			IRIT 03	06/18/2019
ECU	Program Specialist	500162	New position			IRIT 03	06/20/2019
ECU	Program Specialist	500163	New position			IRIT 03	06/20/2019
ECU	Program Specialist	500164	New position			IRIT 03	06/20/2019
ECU	IT Bus Systems Analyst II	500165	SHRA	University Program Specialist - Advanced	908920	IRIT 22	06/26/2019
ECU	Director-Professional (Other)	900011	EHRA			IRIT 15	12/14/2018
ECU	Research Associate	900043	EHRA			IRIT 10	08/20/2018
ECU	Research Associate	900045	EHRA			IRIT 10	05/17/2019
ECU	Research Associate	900053	EHRA			IRIT 10	06/10/2019
ECU	Research Associate	900054	EHRA			IRIT 10	08/15/2018
ECU	Research Associate	900056	EHRA			IRIT 10	03/25/2019
ECU	IT Network Administrator III	908332	SHRA	Network Analyst - Adanvced	908332	IRIT 22	10/16/2018
ECU	IT Analyst/Programmer III	908911	SHRA	B&T Applic Spec - Journey	908911	IRIT 22	10/16/2018
ECU	Director - Exec/Admin	912002	EHRA			IRIT 15	01/30/2019
ECU	Assistant Director	920301	EHRA			IRIT 18	02/08/2019
ECU	Program Specialist	920307	EHRA			IRIT 10	10/17/2018
ECU	Assistant Director	920308	EHRA			IRIT 18	06/11/2019
ECU	Associate Dean	920311	EHRA			IRIT 18	01/15/2019
ECU	Director-Professional (Other)	920604	EHRA			IRIT 18	10/10/2018
ECU	Associate Director	921201	EHRA			IRIT 18	01/23/2019
ECU	Director-Professional (Other)	921204	EHRA			IRIT 18	03/13/2019
ECU	Sr Associate Director	921206	EHRA			IRIT 18	05/14/2019
ECU	Director-Professional (Other)	921303	EHRA			IRIT 18	03/28/2019
ECU	Associate Director	921313	EHRA			IRIT 18	04/05/2019
ECU	Director-Professional (Other)	921401	EHRA			IRIT 18	01/07/2019
ECU	Assistant Director	921454	EHRA			IRIT 18	04/01/2019
ECU	Assistant Director	921570	EHRA			IRIT 18	01/29/2019
ECU	Coordinator	921571	EHRA			IRIT 18	11/16/2018
ECU	Assistant Director	921575	EHRA			IRIT 18	01/29/2019
ECU	Assistant Director	921578	EHRA			IRIT 18	07/27/2018
ECU	Assistant Director	921579	EHRA			IRIT 18	11/15/2018
ECU	Coordinator	921611	EHRA			IRIT 18	01/16/2019
ECU	Associate Director	922073	EHRA			IRIT 18	02/05/2019
ECU	Counselor	923013	EHRA			IRIT 09	09/13/2018
ECU	Counselor	923016	EHRA			IRIT 09	02/05/2019
ECU	Director-Professional (Other)	925452	EHRA			IRIT 07	03/25/2019
ECU	Associate Director	925453	EHRA			IRIT 18	03/20/2019
ECU	Associate Director	925453	EHRA			IRIT 18	05/22/2019
ECU	Sr Assoc Director	929742	EHRA			IRIT 03	02/11/2019
ECU	Counselor	929800	EHRA			IRIT 18	07/27/2018
ECU	Counselor	929800	EHRA			IRIT 18	12/10/2018
ECU	Assistant Director	929825	EHRA			IRIT 18	11/07/2018
ECU	Associate Director	929874	EHRA			IRIT 18	02/08/2019
ECU	Assistant Director	929909	EHRA			IRIT 01	09/13/2018
ECU	Director-Professional (Other)	929951	EHRA			IRIT 18	02/05/2019
ECU	Instructional Consultant	929966	EHRA			IRIT 12	04/04/2019
ECU	Administrator	929992	EHRA			IRIT 16	11/26/2018

ECU	Executive Director	931044	EHRA			IRIT 12	09/24/2018
ECU	Academic Advisor	931522	EHRA			IRIT 01	11/20/2018
ECU	IT Web Designer/Developer I	931565	EHRA			IRIT 22	02/12/2019
ECU	Director-Professional (Other)	931628	EHRA			IRIT 10	08/03/2018
ECU	Director-Professional (Other)	931647	EHRA			IRIT 03	05/22/2019
ECU	Instructional Tech Consultant	931659	EHRA			IRIT 12	02/08/2019
ECU	Director-Professional (Other)	931823	EHRA			IRIT 16	11/26/2018
ECU	Director-Professional (Other)	932065	EHRA			IRIT 01	08/30/2018
ECU	Director-Professional (Other)	932065	EHRA			IRIT 01	01/17/2019
ECU	Director-Professional (Other)	932806	EHRA			IRIT 15	11/06/2018
ECU	Academic Advisor	932814	EHRA			IRIT 01	12/14/2018
ECU	Director-Professional (Other)	935016	EHRA			IRIT 18	05/23/2019
ECU	Academic Advisor	937234	EHRA			IRIT 01	05/10/2019
ECU	Research Associate	937336	EHRA			IRIT 17	11/12/2018
ECU	Coordinator	941504	EHRA			IRIT 07	02/01/2019
ECU	Academic Advisor	941505	EHRA			IRIT 01	02/01/2019
ECU	Associate Director	941507	EHRA			IRIT 07	02/01/2019
ECU	Coordinator	941509	EHRA			IRIT 07	02/01/2019
ECU	Associate Director	941511	EHRA			IRIT 07	02/01/2019
ECU	Associate Director	941515	EHRA			IRIT 07	02/01/2019
ECU	Associate Director	941520	EHRA			IRIT 07	02/01/2019
ECU	Coordinator	941538	EHRA			IRIT 07	02/01/2019
ECU	Academic Advisor	941703	EHRA			IRIT 01	02/01/2019
ECU	University Archivist	942012	EHRA			IRIT 14	05/30/2019
ECU	Academic Advisor	944410	EHRA			IRIT 01	04/01/2019
ECU	Associate Director	944412	EHRA			IRIT 01	01/07/2019
ECU	Academic Advisor	944414	EHRA			IRIT 01	08/30/2018
ECU	Academic Advisor	944431	EHRA			IRIT 01	04/11/2019
ECU	Associate Director	944481	EHRA			IRIT 18	11/07/2018
ECU	Assistant Director	944608	EHRA			IRIT 18	04/29/2019
ECU	Associate Registrar	944753	EHRA			IRIT 18	02/07/2019
ECU	Counselor	944915	EHRA			IRIT 18	12/10/2018
ECU	Assistant Director	945076	EHRA			IRIT 18	02/27/2019
ECU	Counselor	950040	EHRA			IRIT 01	01/31/2019
ECU	Director-Professional (Other)	950051	EHRA			IRIT 16	09/18/2018
ECU	Director-Professional (Other)	950051	EHRA			IRIT 16	04/10/2019
ECU	Assistant Director	955003	EHRA			IRIT 07	12/19/2018
ECU	Assistant Director	955006	EHRA			IRIT 07	11/19/2018
ECU	Assistant Director	955010	EHRA			IRIT 07	01/16/2019
ECU	Research Associate	962537	EHRA			IRIT 16	04/01/2019
ECU	Research Associate	975072	EHRA			IRIT 17	04/30/2019
ECU	Asst Dir Of Athletics	980005	EHRA			IRIT 05	07/11/2018
ECU	Assoc Director Of Athlet	980015	EHRA			IRIT 05	02/19/2019
ECU	Assistant Coach	980602	EHRA			IRIT 05	12/03/2018
ECU	Director-Professional (Other)	980603	EHRA			IRIT 18	03/01/2019
ECU	Director-Professional (Other)	980603	EHRA			IRIT 18	02/01/2019
ECU	Associate Director	981202	EHRA			IRIT 05	12/07/2018
ECU	Coach	981801	EHRA			IRIT 05	07/10/2018
ECU	Assistant Trainer	981809	EHRA			IRIT 05	05/14/2019
ECU	Coach	982101	EHRA			IRIT 05	02/14/2019
ECU	Director - Exec/Admin	984801	EHRA			IRIT 05	01/14/2019
ECU	Assistant Coach	984802	EHRA			IRIT 05	03/12/2019
ECU	Director-Professional (Other)	985405	EHRA			IRIT 05	12/06/2018
ECU	Director-Professional (Other)	985704	EHRA			IRIT 05	02/26/2019
ECU	Assistant Coach	985706	EHRA			IRIT 05	12/03/2018
ECU	Coordinator	986202	EHRA			IRIT 18	07/03/2018
ECU	Technology Specialist	ZZ0015	New position			IRIT 22	10/16/2018




**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.E.	Employment of Related Persons Report for 2019
Responsible Person:	Sara Thorndike, VC for Administration & Finance Kitty Wetherington, Associate Vice Chancellor for Human Resources
Action Requested:	Information
Notes:	N/A



MEMORANDUM

TO: ECU Board of Trustees

FROM: Dr. Ronald L. Mitchelson
Interim Chancellor 

DATE: March 16, 2020

RE: Employment of Related Persons

Annually, I am required to report to you, in accordance with applicable University of North Carolina and East Carolina University Anti-Nepotism Policies and Guidelines, concerning specific cases during the preceding year in which the terms of the Policies were applied.¹ Specifically, the Guidelines require that my written report to you set forth the circumstances for those cases in which the nepotism question arose during the preceding year:

- 1) All cases in which an individual making written application for employment was denied employment because of the requirements of the Policies and Guidelines (e.g., the employment would have resulted in one relative supervising another, or an unrelated candidate had demonstrably superior qualifications); and
- 2) All cases in which concurrent employment of related persons was allowed (e.g., the supervisory relationship was not “direct,” or there were no other candidates for the available position whose professional qualifications were demonstrably superior to those of the relative). In instances in which the concurrent employment of related persons was permitted, ECU ensured there was no direct supervisory relationship between the related persons (e.g., through the development of management plans).

We have sought and received information from each division for this report, and this memorandum is to report to you that East Carolina University is in compliance with the Policies and Guidelines. In addition, more specific information as noted, above, can be found on the attached spreadsheet.² Please note that the attached spreadsheet contains confidential personnel information in accordance with N.C. GEN. STAT. §126-22, *et seq.*

Attachment

cc: Dr. Sara Thorndike, Vice Chancellor for Administration and Finance
Ms. Kitty Wetherington, Associate Vice Chancellor for Human Resources



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV. F.

Designer Selections since last BOT Meeting

Responsible Person:

Sara Thorndike,
VC for Administration & Finance
Bill Bagnell,
Associate VC for Campus Operations

Action Requested:

Information

Notes:

N/A



ECU®

Finance and Facilities Committee
Facilities Engineering and Architectural Services
Designer Selection Approval Summary
April 2, 2020



Informal Designer Selection Approval Summary

FOR INFORMATION - INFORMAL PROJECTS

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

Direct Select Approvals 2-4-2020

Project

MC - College Hill Drive - Replace Steam - Phase 1 - Construction Materials Testing (CMT)
MC - Steam Plant Fuel Oil Containment Facilities Replacement - CMT
Athletic Fields Sign Site Surveys
Bate Building CET Advising Center (23221) Office Renovation
Brewster Building Egress Evaluation (1-Card Security Upgrade)

Designer

Terracon
Terracon
The East Group
MHAworks
JKF Architecture

Direct Select Approvals 2-26-20

Project

Facilities Administration Annex Study
School of Dental Medicine Equipment Install - Commissioning
Athletics Signage (funded through the Pirate Club)

Designer

MHAworks
Facility Dynamics Engineering
MHAworks

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.

Clement & White Elevator Modernization

December 11, 2019

Advertisement

February 26, 2020

Pre-Selection Committee Recommendation

March 2, 2020

Approval of Committee Recommendation

FIRM SELECTED:

MHAWorks



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.G.	Delegated Capital Projects Approved Since Last Board Meeting
Responsible Person:	Sara Thorndike, VC for Administration & Finance Bill Bagnell, Associate VC for Campus Operations
Action Requested:	Information
Notes:	N/A



ECU[®]

Finance and Facilities Committee
Facilities Engineering and Architectural Services
Delegated Project Approval Summary
April 2, 2020



Delegated Capital Project Approval Summary

FOR INFORMATION
Delegated Capital Project Approvals
Since Last Board Meeting (projects less that \$750,000)

<u>Project Title</u>	Campus Buildings – LED Lighting Upgrades
Total Project Authorization	\$550,000
Funding Source	Energy Carry Forward
Date of Chancellor Approval	March 18, 2020

<u>Project Title</u>	Campus Buildings - HVAC Building Automation Controls Upgrade and Optimization
Total Project Authorization	\$590,000
Funding Source	Energy Carry Forward
Date of Chancellor Approval	March 18, 2020

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2019-2021

Form OC-25
 (Rev 3/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 03/11/20
 PROJECT IDENTIFICATION: LED Lighting Upgrades in Jenkins Art - East Wing, Carol Belk and Wright Auditorium
 PROJECT CITY or LOCATION: Greenville, NC
 PROJECT DESCRIPTION & JUSTIFICATION: (attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

Project includes lighting upgrades for three Main Campus buildings as follows:

Jenkins Fine Arts Center (East Wing): Replace 700 existing 2 x 4 (T8 & T12) fluorescent lay-in fixtures with new 2 x 4 LED lay-in fixtures and retrofit approximately 300 existing various style light fixtures to receive replacement LED kit/lamps.

Carol Belk Building: Replace 470 existing 2 x 4 fluorescents lay-in fixtures with new 2 x 4 LED lay-in fixtures and retrofit of approximately 130 existing various style light fixtures to receive replacement LED kit/lamps.

Wright Auditorium: Replace existing dimming type recessed can and round housing pendant incandescent lighting with new dimmable LED round housing (can) fixtures for audience main and balcony levels (house) lights including integration to master lighting control panel. All lighting fixtures are one for one replacement or upgrade kit to existing fixture with some minor ceiling work. The fixtures will be Owner Furnished, Contractor Installed (OFCI).
 (Definitions/explanations are provided on pg 2 to assist in completion of this form.)

CURRENT ESTIMATED CONSTRUCTION COST

	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition - removal/disposal/recycle existing fixtures/ballast	1170	EA	\$ 14.82	\$17,339
2. Demolition - Ceilings	2,000	Sq. Ft.	\$ 22.50	\$45,000
C. Construction				
1. Building Construction (hard ceiling removal-replacement)				\$0
2. Plumbing (new space)				\$0
3. HVAC (new space)				\$0
6. Electrical (LED fixtures & LED retrofit kits)	1600	EA	\$ 242.00	\$387,200
6. Electrical (Low Voltage wiring for Dimming System Interface)	400	EA	\$ 94.00	\$37,600
8. Telephone, Data, Video				\$0
9. Associated Construction Costs				\$0
10. Other: _____				\$0
D. Equipment				
1. Fixed				\$0
2. Moveable				\$0
Total Cost of Work				\$ 487,139

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field.

DESIGN FEE	7.9 %	(% of Estimated Construction Costs)	\$ 38,484
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$ -
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$ -
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$ -
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$ -
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$ -
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ 24,357
ESTIMATED COSTS (% of Estimated Construction Costs + Contingencies + Design Fee)			\$ 549,980

Escalation = percent per month multiplied by number of months
 (From Est. Date to mid-point of construction) = _____ months

5.0 % annually beginning on
 month 1

ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %) \$0

TOTAL ESTIMATED PROJECT COSTS (Estimated Construction Costs + Escalation Cost Increase) **\$ 550,000**

APPROVED BY: John G. Fields, PE TITLE: Capital Projects Coordinator Date: 03/11/20
 (Governing Board or Agency Head)

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
BIENNIUM 2019-2021

Form OC-25
(Rev 3/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys, State Construction Office charges.
C. 10. Other	List other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
 STATE CONSTRUCTION OFFICE
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
 BIENNIUM 2019-2021

Form OC-25
 (Rev 3/2020)

DEPARTMENT and DIVISION: East Carolina University DATE: 03/11/20
 PROJECT IDENTIFICATION: HVAC Controls Upgrade & Optimization in Brewster Area C and in Science & Technology
 PROJECT CITY or LOCATION: Greenville, NC

PROJECT DESCRIPTION & JUSTIFICATION (attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

Project includes HVAC Controls Upgrades (no design work) for two main campus buildings as follows:
 Brewster Building "C" Classroom Wing Optimization: Controls upgrades for Air Handling Units (AHU's) 8, 9 and 10 plus 38 pneumatic dual duct air terminal boxes. Replace the obsolete Robertshaw Building Automation System (BAS). Robertshaw BAS currently does not have any software patches available and will be non-compatible with the campus IT requirements and will therefore be removed from the campus network. New BAS will allow for individual VAV control for room scheduling including occupied/unoccupied setback requirements. This will allow for AHU's to reduce airflow during unoccupied periods saving energy. New BAS will also allow for VAV polling to reset supply air temperature and static air pressure as needs arise. New BAS will also allow each AHU to utilize outside air economizing.
 Science and Technology Building (Office Wing): Controls upgrades for AHU-7, building heat exchanger and 71 Variable Air Volume (VAV) terminal units with reheat. Replace the obsolete Robertshaw Building Automation System (BAS). Robertshaw BAS currently does not have any software patches available and will be non-compatible with the campus IT requirements and will therefore be removed from the campus network. New BAS will allow for individual VAV control for room scheduling including occupied/unoccupied setback requirements. This will allow for AHU-7 to reduce airflow during unoccupied periods saving energy. New BAS will also allow for VAV polling to reset supply air temperature and static air pressure as needs arise. New BAS will also allow AHU-7 to utilize outside air economizing.
 Project will not require a design consultant as scope is mostly equipment replacement with like kind with some optimization features, but SCO Electrical will provide Code Review and provide electrical inspections.

(Definitions/explanations are provided on pg 2 to assist in completion of this form.)

CURRENT ESTIMATED CONSTRUCTION COST

	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition - Absolute dual duct terminal units	38	EA	\$ 175.00	\$6,650
2. Demolition - AHU Pneumatic control cabinets & field devices	3	EA	\$ 750.00	\$2,250
3. Demolition - Absolute VAV, AHU & heat exchanger controllers	78	EA	\$ 135.00	\$10,530
C. Construction				
1. HVAC Controls - Convert Pneumatic to Digital (2 Bldgs)	2	EA	\$ 187,500.00	\$375,000
2. HVAC (Provide & install new Dual Duct terminal units)	38	EA	\$ 3,285.00	\$124,830
3. HVAC - Provide & install AHU control valves and dampers	4	EA	\$ 6,700.00	\$26,800
4. Electrical (Power to each Dual Duct terminal box)	38	EA	\$ 375.00	\$14,250
5. Telephone, Data, Video - Network drop allowance	1	EA	\$ 1,595.00	\$1,595
6. Associated Construction Costs				\$0
D. Equipment				
1. Fixed				\$0
2. Moveable				\$0
Total Cost of Work				\$ 561,905

Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field.

DESIGN FEE	0 %	(% of Estimated Construction Costs)	\$
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ 28,095
ESTIMATED COSTS (% of Estimated Construction Costs + Contingencies + Design Fee)			\$ 590,000

Escalation = percent per month multiplied by number of months
 (From Est. Date to mid-point of construction) = _____ months **5.0 % annually beginning on month 1**

ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %) \$0

TOTAL ESTIMATED PROJECT COSTS (Estimated Construction Costs + Escalation Cost Increase) **\$ 590,000**

APPROVED BY: John G. Fields, PE TITLE: Capital Projects Coordinator Date: 03/11/20
 (Governing Board or Agency Head)

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION
STATE CONSTRUCTION OFFICE
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT
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C. 10. Other	List other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

EAST CAROLINA UNIVERSITY

BOARD OF TRUSTEES CAPITAL PROJECT APPROVAL FORM

The Board of Governors, on May 22, 2019, approved changes to the dollar value of projects requiring Board of Governors approval of non-appropriated capital improvement projects, delegating authority for projects where the projected cost is less than \$750,000 to the institutions' Boards of Trustees, effective July 1, 2019, (UNC Policy Manual Section 600.1.1).

This is to certify that, pursuant thereto, the Board of Trustees (BOT) of East Carolina University per their delegation to the Chair of the Finance and Facilities Committee and the Chancellor, and as noted in the attached correspondence, authorized the following capital improvement projects on 3/18/2020.

Project Title	Total Project Authorization	Funding Source(s)
LED Lighting Upgrades in Jenkins Art - East Wing, Carol Belk and Wright Auditorium	\$550,000	Carryforward
HVAC Controls Upgrade & Optimization in Brewster Area C and in Science & Technology	\$590,000	Carryforward



3/18/2020
(Date)

Dr. Sara Thorndike
Vice Chancellor Administration and Finance

The University of North Carolina
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution East Carolina University Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$ _____ to \$ _____ Code _____ Item _____
 Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title LED Lighting Upgrades in Jenkins Art-East Wing, Carol Belk and Wright Auditorium

Project Cost \$550,000

Source of Funds Energy Carry Forward

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
 Category R&R including gifts/ donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below. Sum of all sources should equal 100%.)

For each advance planning project or capital construction project, please provide the following:

1. A detailed project description and justification.

Project includes lighting upgrades for three Main Campus buildings as follows:

Jenkins Fine Arts Center (East Wing): Replace 700 existing 2 x 4 (T8 & T12) fluorescent lay-in fixtures with new 2 x 4 LED lay-in fixtures and retrofit approximately 300 existing various style light fixtures to receive replacement LED kit/lamps.

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2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form). An OC-25 cost estimate is attached.

3. An estimated schedule for the completion of the project (enter dates mm/dd/yr).
 Designer start -May 1, 2020 Construction start July 6, 2020 Construction complete Oct 2, 2020

4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	19-20 Q3	19-20 Q4	20-21 Q1	20-21 Q2	20-21 Q3	20-21 Q4
\$ Amount		\$35,000	\$275,000	\$240,000		

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).

Year	Year 1	Year 2	Year 3	Year 4	Year 5

Source/ \$ Amount					
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7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No financing
8. This is to certify that this capital improvement request was duly authorized on 3/18/2020.



(signature)

Sara Thorndike, Vice Chancellor for Administration and Finance

(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
R&R	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
Carry Forward	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Trust Funds (including gifts and donations)	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
	Dining	DR	Receipts from operations, cash reserves.
	Housing	HR	Receipts from operations, cash reserves.
	Transportation and Parking	TR	Receipts from operations, cash reserves.
	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
		CMF	Receipts from operations, cash reserves under the

	Centennial/Millennial Campus Funds		Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.

The University of North Carolina
Request for Advance Planning, New, or Increase in Capital Improvement Project

Institution _____ Advance Planning Request New Capital Project Code _____ Item _____*
 Increase in Authorization from \$_____ to \$_____ Code _____ Item _____
 Interscope Project Number _____

*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title HVAC Controls Upgrade & Optimization in Brewster Area C and in Science & Technology

Project Cost \$590,000

Source of Funds Energy Carry Forward

Fund Type Appropriated/ Carry-Forward Student Fees Trust Funds Debt Service Fees
 Category R&R including gifts/ donations

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources below. Sum of all sources should equal 100%.)

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- An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form). An OC-25 cost estimate is attached.
- An estimated schedule for the completion of the project (enter dates mm/dd/yr).
 Designer start N/A Construction start July 6, 2020 Construction complete Dec 18, 2020

- An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	19-20 Q3	19-20 Q4	20-21 Q1	20-21-Q2	20-21 Q3	20-21 Q4
\$ Amount			\$250,000	\$300,000	\$40,000	

- An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests).

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). No financing required
8. This is to certify that this capital improvement request was duly authorized on 3/18/2020.



(signature)

Sara Thorndike, Vice Chancellor for Administration and Finance

(printed name/title)

FUND SOURCES

Fund Type Category	Title	Reporting Abbreviation	Description
Appropriations	Appropriations	SA	Funds appropriated by the legislature for capital projects.
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	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
	Clinical Receipts	CR	Receipts from operations, cash reserves.
	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
	Endowment	ENDF	Funds from the endowment fund of the University.
Debt Service	Debt Service Fees	DSF	Debt service fees authorized for specific projects.



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.H.

Capital Project Update

Responsible Person:

Sara Thorndike,
VC for Administration & Finance
Bill Bagnell,
Associate VC for Campus Operations

Action Requested:

Information

Notes:

N/A



ECU®

Finance and Facilities Committee
Facilities Engineering and Architectural Services
Capital Projects Update
April 2, 2020



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: Complete main steel fireproofing. Start metal stud framing. Complete vapor barrier system and masonry installation.

Mendenhall Renovation Phase I



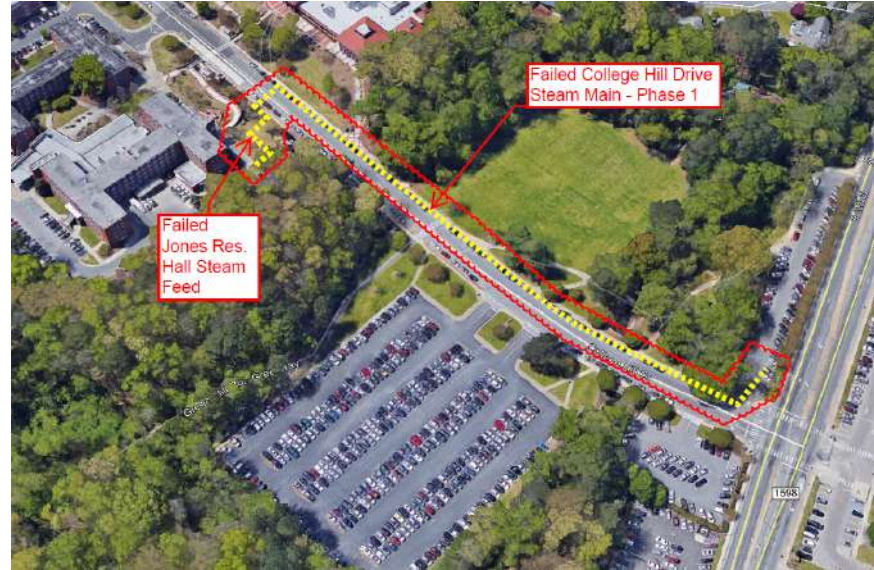
- Status: Design
- Budget: \$6,000,000
- Designer: Davis Kane, Architects, P.A.
- Estimated Construction: Winter 2021
- Next Quarter: Design Development Documents

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: SD/DD review; begin CDs

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: 12/16/19 – 08/15/20
- Next quarter: Contracts executed – Contractor Mobilizes – constructs manholes

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
- Current Status: Occupancy

Main Campus Steam Plant Fuel Tank Farm



- Status: Design – Construction
- Budget: \$2,552,532
- Designer: RMF Engineers, Inc.
- Contractor: Garrett Construction Services, 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: Award
- Budget: \$1,946,000
- Designer: Stanford White, Inc.
- Estimated Construction: Summer 2020
- Next Quarter: Begin Construction

Major Capital Projects Schedule



FINANCE AND FACILITIES COMMITTEE Major Capital Projects Schedule

PROJECT	BOT MEMBER	2018												2019												2020												2021 - 2022
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Uptown 209	n/a	Blue					Red	Yellow											Blue																			
Life Sciences and Biotechnology Building	Fanning	Blue											Red	Yellow											Blue	Sep-21												
MC Replacement Condensate in Manholes RC-10 to RC-45		Grey	Green	Blue	Red	Yellow											Blue																					
Mendenhall Renovation Phase I		Grey	Green					Yellow											Blue	Red	Yellow	Blue	Aug-21															
Legacy and Jones Residence Halls Make-up Air		Grey											Green	Blue	Red	Yellow	Blue																					
Main Campus - College Hill Drive - Steam Replacement Phase 1		Blue			Yellow											Red	Blue																					
Main Campus Steam Plant Fuel Tank Farm		Green			Blue											Red	Yellow											Blue										
Msin Campus ECU Innovation Hub		Blue					Green	Yellow											Blue	Red	Yellow	Blue	Jul-21															
KEY:		Project Approval/ Designer Selection					Programming					Design					Advertise, Bid & Award					Construction					Occupancy											



**Board of Trustees
Finance and Facilities Committee
April 2, 2020**

Agenda Item: IV.I.

Other

Responsible Person:

Sara Thorndike,
VC for Administration & Finance

Action Requested:

Information

Notes:

N/A