

AGENDA ITEM

 VIII.A. Advance Planning RequestsWilliam Bagnell
 Associate Vice Chancellor for Campus Operations

Situation: Per delegation by the Board of Governors, Advance Planning is authorized by the University’s Board of Trustees. Once the design is completed and the scope and budget have been more clarified, the Capital Request will then be brought to the Board of Governors for approval of full authority.

Background:

Project	Total Project Cost	Previous Authorizations	Requested Authorizations	Total Advance Planning Authority	Funding Source(s)
West End Dining Renovations	\$20,000,000	\$ -	\$ 2,000,000	\$ 2,000,000	Dining Receipts

The existing dining hall needs a modernization. The current layout of the kitchen and dining is not sufficient to serve the current dining needs. This project will allow for a more efficient kitchen layout to properly prepare and serve students. Upgrades in the kitchen equipment will allow for more effective meal preparation. The existing seating area will be reconfigured to better accommodate student during peak hours. This project will be phased in such a manner to maintain limited service during the academic year.

Assessment: Advance Planning will take these projects through design development.

Action: This item requires a vote by the full Board of Trustees

AGENDA ITEM

 VIII.B. Capital Project Authority Increase Request.....William Bagnell
 Associate Vice Chancellor for Campus Operations

Situation: 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 (BOT), effective July 1, 2019 (UNC Policy Manual Section 600.1.1).

Background:

Project	Total Proposed Project	Current Authority	Additional Authority Requested	Funding Source(s)
Warren Life Sciences Building - Advanced Energy Recovery	\$ 399,000	\$ 382,400	\$ 16,600	Energy Savings Carry Forward 22-23, Carry Forward 18-19

The project bid on July 16, 2025, and additional authority is needed to award project. This project includes installation of a new hydronic reheat coil to air handling unit #1, tied to the existing building glycol energy recovery system. Modifications to the existing air handling unit discharge air plenum opening and supply air ductwork are included. New coil to be installed within new air handler casing suspended above the existing unit. New inline coil pump and electronic control valve to be integrated into the existing building automation system.

Assessment: This action increases full authority for this project.

Action: This item requires a vote by the full Board of Trustees.

AGENDA ITEM

VIII.C. Lease Agreement 2355 W. Arlington BlvdStephanie Coleman
Vice Chancellor for Administration and Finance

Situation: ECU Physicians and the Brody School of Medicine, on behalf of the Department of Nephrology, requests approval to Lease by Acquisition ± 8,612.50 SF of office space located at 2355 W. Arlington Blvd. from the ECU Medical Foundation & Health Sciences Foundation, Inc.

The lease shall be for a term of one (1) year with a 30-day cancellation notice. After the initial term, the lease will convert to a month-to-month arrangement, not to exceed 18 months. (This should allow sufficient time to determine whether the Nephrology Practice will relocate.) The annual sum for year one is \$103,350 and is payable in monthly installments of \$8,612.50. This is a Triple Net Lease from the ECU Medical Foundation & Health Sciences Foundation.

Background: The Department of Nephrology has occupied space located at 2355 W. Arlington Blvd. for several years under a sublease agreement with Fresenius. Fresenius, in turn, leased the space from the ECU Medical Foundation & Health Sciences Foundation. With the expiration of the lease agreement between Fresenius and the ECU Medical Foundation & Health Sciences Foundation, the Department of Nephrology now seeks to establish a direct lease agreement with the ECU Medical Foundation & Health Sciences Foundation to continue its operations in the same location.

This transition would ensure continuity of care and services, minimize disruption to departmental operations, and maintain proximity to affiliated clinical partners.

Assessment: In accordance with ECU Physicians delegated leasing policy, leases over \$25,000 annually or greater than three (3) years require approval of the ECU Board of Trustees.

Action: This item requires a vote by the full Board of Trustees.

AGENDA ITEM

VIII.D. Interpersonal Relationships Among Faculty, Staff, and StudentsStephanie Coleman
Vice Chancellor for Administration & Finance

Situation: East Carolina University seeks approval of a new institutional policy titled *Interpersonal Relationships Among Faculty, Staff, and Students*. This policy will replace two existing university policies: the *Employment of Related Persons (Anti-Nepotism)* policy and the *Improper Relationships Between Students and Employees* policy. The new policy reflects updated standards issued by the UNC System and provides a comprehensive framework governing employment decisions, supervisory relationships, and personal conduct among faculty, staff, and students.

Background: The UNC System Office combined the former *Improper Relationships Between Student and Employees* policy and the former *Employment of Related Persons* policy with the new *Interpersonal Relationships Among Faculty, Staff, and Students* ([UNC Policy 300.4.1](#)). In alignment with this system-wide directive, ECU has developed a corresponding university policy that incorporates the revised definitions, disclosure obligations, and compliance requirements.

This policy reaffirms the university's commitment to maintaining a professional environment where academic and employment decisions are based on individual merit and free from personal bias, conflicts of interest, or undue influence.

Assessment: The proposed policy enhances institutional integrity and risk mitigation by clearly articulating standards for evaluating and supervising employees and students, prohibiting romantic relationships where a power differential exists, and outlining a robust disclosure and conflict management process.

Action: This item requires a vote by the full Board of Trustees.

Interpersonal Relationships Among Faculty, Staff, and Students

Policy	POL06.05.02
Title	Interpersonal Relationships Among Faculty, Staff, and Students Policy
Category	Personnel
Sub-category	Appointment, Recruitment, Hiring
Authority	Board of Trustees
History	Chancellor: March 31, 2015, Board of Trustees approved new policy November 20, 2015.
Contact	Department for People Operations, Success and Opportunity 252-328-9847. Office of Research Integrity & Compliance 252-744-4140.
Related Policies	NC Office of State Human Resources Selection Policy UNC Policy on Interpersonal Relationships among Faculty, Staff and Students, 300.4.1 UNC Policy on Conflict of Interest and Commitment, 300.2.2
Additional References	Faculty Spousal and Domestic Partner Hiring Standard Operating Procedure N.C. General Statute § 138A-40

1. Introduction

This policy sets forth that current and prospective faculty, staff, and students shall be selected, evaluated, and supervised on the basis of individual merit and without reference to any other factors unrelated to professional qualifications and performance. This policy applies to all ECU faculty, staff, and students to address interpersonal relationships that may unduly affect the academic career of students or the employment of faculty, staff, or students.

It upholds the university's high standards of professional and ethical conduct, specifically with respect to interpersonal relationships among faculty, staff, and students. The intent of this policy is to provide assurance that all faculty, staff, and students can work in an environment where they can be objectively supervised and evaluated.

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

2. Definitions

2.1. Employment Decision

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

- 2.1.1. The search, selection, or appointment of an individual to employment
 - 2.1.2. Establishing the terms and conditions of employment
 - 2.1.3. Determining job classification/compensation or benefits
 - 2.1.4. Evaluating work performance
 - 2.1.5. Voting for or otherwise participating in the processes for reappointment, promotion, tenure, or post-tenure review
 - 2.1.6. Issuing disciplinary action
 - 2.1.7. Any other action that assesses, determines, or influences work performance or career progress (e.g., work assignments, allocations of space, etc.)
- 2.2. Evaluate or supervise means to assess, determine, or influence an individual's academic or professional performance, progress, or potential, or their entitlement to or eligibility for any institutionally conferred right, benefit, or opportunity; or, to oversee, manage, or direct the individual's academic, professional, or other institutionally prescribed activities.
- 2.3. Related persons - anyone whose relationship is so closely identified with another person in either an academic or employment setting that the relationship suggests a conflict of interest.

For purposes of this policy, related persons include:

- 2.3.1. Spouse or Domestic Partner
- 2.3.2. Parent or Child
- 2.3.3. Grandparent or Grandchild
- 2.3.4. Sibling
- 2.3.5. Guardian or Ward
- 2.3.6. Aunt/Uncle and Niece/Nephew
- 2.3.7. First Cousins
- 2.3.8. Anyone living in the same household or whose relationship is so closely identified with another as to suggest a conflict, or
- 2.3.9. Ex-, Step-, Half-, and In-Law relationships as appropriate based on the above list.

The prohibited conduct in this policy applicable to related persons shall continue after the termination of the relationship (e.g., divorce) until such time as there is no effect upon, or perception of, impartiality.

2.4. Romantic Relationship

A romantic relationship means a relationship not identified as marriage or domestic partnership where the parties involved are consenting adults in a sexual or in a romantic (or intimate) relationship, regardless of whether or not the relationship has been consummated sexually.

2.5. Undue Influence

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

3. Prohibited Conduct

3.1. Employment Decisions

- 3.1.1. A University employee may not supervise, evaluate, or have authority for employment decisions over a person with whom they have or had a romantic relationship or who is a related person as defined in this policy. The prohibited conduct in this policy applicable to related persons shall continue after the termination of the relationship (e.g., divorce) until such time it is determined that there is no effect upon, or perception of, impartiality.
- 3.1.2. With respect to proposed employment decisions that would result in the concurrent service of related persons within the same academic department or employing unit, a person related to an incumbent

employee may not be employed if the professional qualifications of other candidates for the available position are demonstrably superior to those of the related person or persons involved in a romantic relationship as defined in this policy.

3.1.3. With respect to the concurrent service within the same academic department or employing unit involving related persons or individuals who have had or have a romantic relationship, neither related person or individual shall be permitted individually or as a member of a committee to participate in or otherwise influence an employment decision for the other related person or individual person (including promotion, job classification/compensation, tenure, reappointment, and post tenure review). The prohibited conduct in this policy applicable to related persons shall continue after the termination of the relationship (e.g., divorce) until such time it is determined that there is no effect upon, or perception of, impartiality.

3.1.4. A University employee shall not influence or attempt to influence those involved in employment decisions regarding the related person or persons involved in a romantic relationship as defined in this policy.

3.2. Improper Relationships with Students.

3.2.1. University employees are prohibited from evaluating or supervising, either directly or indirectly, any enrolled student with whom they have or had a romantic relationship or any enrolled student who is a related person as defined in this policy.

3.2.2. University employees are prohibited from engaging in a romantic relationship with any enrolled student, other than his or her spouse, who is a minor under the age of eighteen.

4. Duty to Disclose

All employees have a duty to disclose actual or potential conflicts of interest created by a romantic relationship or related persons relationship as defined in this policy to their supervisor and the Department for People Operations, Success, and Opportunity in order to avoid a potential violation of this policy. An EHRA employee must also disclose such a relationship to the Office of Research Integrity and Compliance as a potential or actual conflict to the extent required by East Carolina University's PRR on Conflict of Interest and Commitment and as required by the UNC Policy on Conflict of Interest and Commitment.

4.1. New Employee

Upon hire, all new employees have a duty to disclose any actual or potential conflicts of interest created by a romantic relationship or related persons relationship as defined in this policy by contacting the Department for People Operations, Success, and Opportunity.

4.2. Change in Status

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

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

5. Conflict Management Plan

Upon appropriate disclosure pursuant to section 4 and where determined to be appropriate, the Department for People Operations, Success, and Opportunity will oversee the development, approval and monitoring of a conflict management plan to avoid a violation of this policy. Conflict management plans will be reviewed and approved by the Department for People Operations, Success, and Opportunity as well as the Office of Research Integrity and Compliance, if necessary. Failure to adhere to an approved conflict management plan shall constitute a violation of this policy.

6. Disciplinary Action

Employees who violate this policy will be subject to discipline, discharge, or related corrective action dependent

upon the nature and circumstances of the policy violation. Such disciplinary action shall be conducted in accordance with existing University policies and procedures.

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

8. Reporting

The Chancellor, or their designee, shall report annually to the Board of Trustees concerning all specific cases during the preceding year in which violations of this policy were identified and how they were addressed.