

**East Carolina University
Board of Trustees
August 1, 2024**

MINUTES

The East Carolina University Board of Trustees met on Thursday, August 1, 2024, at 10:00 am for their regularly scheduled organizational meeting. The meeting originated from room 262 of the Coastal Studies Institute in Wanchese, NC. Chair Jason Poole called the meeting to order.

PLEDGE OF ALLEGIANCE

Mr. Poole called on Mr. Smith to lead the Pledge of Allegiance.

ADMINISTRATION OF OATH OF OFFICE

Mr. Poole called on Ms. Marie Magee, notary public, to administer the oath of office to Mr. Anderson Ward.

ROLL CALL

Mr. Poole called on Ms. Cassandra Burt, secretary, to call the roll. A quorum was established.

PRESENT

Cassandra Burt
Dave Fussell
Van Isley
Jason Poole
Jeffrey Roberts
Carl Rogers
Scott Shook
Vince Smith
Anderson Ward
Vanessa Workman

ABSENT

Tom Furr
Fielding Miller
Jim Segrave

READING OF ETHICS STATEMENT

In compliance with the State Government Ethics Act, Mr. Poole read the conflict-of-interest statement. No conflicts were identified.

NOMINATING COMMITTEE REPORT

Mr. Poole called on chair of the nominating committee, Van Isley, to provide a report to the board.

Mr. Isley presented a recommended slate of officers for full board consideration.

- Chair: Jason Poole
- Vice Chair: Cassandra Burt
- Secretary: Dave Fussell

ELECTION OF OFFICERS

Mr. Poole called on Megan Ayers, Assistant Secretary to the Board of Trustees, to conduct the election of officers for the 2024-25 year. Ms. Ayers opened the floor for additional nominations. Hearing none, she closed the nomination period. Mr. Shook moved the board approve the slate of officers as presented by the nomination committee. Mr. Smith seconded the motion. The motion passed with no negative votes. The officers for the 2024-25 year are as follows:

- Chair: Jason Poole
- Vice Chair: Cassandra Burt
- Secretary: Dave Fussell

UNIVERSITY REPORTS

CHANCELLOR'S REPORT

Mr. Poole called on Philip Rogers, Chancellor, to present a report to the board. A copy of the report is listed as "Attachment A."

REPORT FROM THE STUDENT GOVERNMENT ASSOCIATION

Mr. Poole called on Anderson Ward, President of the Student Government Association to present a report on behalf of the student body. A copy of the report is listed as “Attachment B.”

APPROVAL OF MINUTES

Mr. Poole asked for a motion to approve the minutes from the April 12, 2024, meeting, as well as the June 18, 2024 special called meeting. Mr. Smith moved for approval of the minutes and the motion was seconded by Trustee Burt. The board voted to approve the April 12, 2024, minutes and the June 18, 2024 special called minutes with no negative votes.

ACTION ITEMS

ADVANCE PLANNING FOR TODD DINING HALL CRAWLSPACE

Mr. Poole called on Stephanie Coleman, Vice Chancellor for Administration and Finance, to present the item to the board. Following the presentation, Mr. Fussell moved the board approve the advance planning for Todd Dining Hall Crawlspace and Nursing classrooms as presented in board materials. Mr. Roberts seconded the motion and the motion was approved with no negative votes. A copy of the material is listed as “Attachment C.”

POLICY ON THE APPOINTMENT AND REVIEW OF ADMINISTRATIVE OFFICERS

Mr. Poole called on Dr. Philip Rogers, Chancellor, to present the Policy on the Appointment and Review of Administrative Officers. Following the presentation, Mr. Fussell moved the board approve the Policy on the Appointment and Review of Administrative Officers as presented in board materials. Mr. Smith seconded the motion and the motion was approved with no negative votes. A copy of the policy is listed as “Attachment D.”

POLICY ON POLITICAL ACTIVITIES

Mr. Poole called on Mr. Paul Zigas, University Counsel, to present the Policy on Political Activities. Following the presentation, Mr. Fussell moved the board approve the Policy on Political Activities as presented in board materials. Mr. Roberts seconded the motion and the motion was approved unanimously. A copy of the policy is listed as “Attachment E.”

INFORMATIONAL ITEMS

Mr. Poole called on Dr. Robin Coger, Provost, to provide the board with an update on distinguished professorship vacancies. The item required no action from the board.

Mr. Poole called on Ms. Stephanie Coleman, Vice Chancellor for Administration and Finance, to provide an update on the following informational items.

- EHRA salary increases
- Pension spiking report
- Comprehensive budget report
- Capital projects update
- Board of Governors submissions
- Designer approval summary
- Construction Manager at Risk for the ECU Health Medical Examiner Complex

These items required no action from the board.

CLOSED SESSION

Mr. Fussell moved the board go into closed session to prevent the disclosure of confidential information under NCGS 126-22 to 126-30 (personnel information) and the federal Family Educational Rights and Privacy Act; and to consider the qualifications, competence, performance, character, fitness, or appointment of prospective and/or current employees and/or to hear or investigate a complaint or grievance by or against one or more employees; and to prevent the premature disclosure of an honorary degree, prize, or similar award, and to consult with an attorney to preserve the attorney-client privilege between the attorney and the

Committee. Mr. Smith seconded the motion, and the board voted to move into closed session with no negative votes.

RETURN TO OPEN SESSION

Once returned to open session, the board had items from closed session requiring full board consideration.

ITEMS FROM CLOSED SESSION

TENURE RECOMMENDATIONS

Mr. Fussell moved the Board of Trustees approve the conferral of tenure for Dr. Keith Keene in the Thomas Harriot College of Arts and Sciences, as well as Dr. Zhili (Jerry) Gao in the College of Engineering and Technology as presented in board materials. Ms. Burt seconded the motion, and the board voted unanimously in favor of the motion. A copy of the tenure recommendation materials is listed as “Attachment F.”

ATHLETICS PERSONNEL ITEM

Mr. Fussell moved the Board of Trustees approve the contract amendment for ECU Baseball Coach Cliff Godwin as presented in board materials. This amendment allows for a retention bonus in the amount of \$50,000 if Coach Godwin continues to be employed as the head Men’s Baseball Coach on October 1, 2027. Mr. Isley seconded the motion, and the board voted unanimously in favor of the motion. A copy of the tenure recommendation materials is listed as “Attachment G.”

NAMING PROPOSALS

Mr. Fussell move the Board of Trustees approves the following naming items as presented in board materials:

- The Pirate Entrepreneurship Challenge in honor of Gene T. Aman
- Gate 5 of Dowdy Ficklen Stadium for Tyler Clark
- Fueling Station in the Murphy Center Weight Room for Kel & Parker Normann
- Concession Stand in Minges Coliseum for Pitt Electric

Mr. Shook seconded the motion, and the board voted unanimously in favor of the motion. A copy of the tenure recommendation materials is listed as “Attachment H.”

UNFINISHED BUSINESS

BOARD ASSESSMENT UPDATE

Mr. Poole called on Ms. Megan Ayers, Assistant Secretary to the Board, to provide an update to the board on the BOT self-assessment. Ms. Ayers reported that the purpose of the midcycle exercise was for the board to self-reflect on several overarching components of their roles and responsibilities, including governance, board operations, and board culture. Board responses indicated the group understands their role as board members, as well as the governance structure of the UNC system. Board members focus their time on the right university issues and are provided with the right amount of information to make informed decisions. Ms. Ayers reminded the board that the comprehensive self-assessment is due in 2025.

NEW BUSINESS

There was no new business to come before the board.

ADJOURNMENT

Hearing no further business to come before the board, Mr. Poole asked for a motion to adjourn. Mr. Roberts moved the board adjourn and the motion was seconded by Mr. Shook.

The board voted to adjourn, with no negative votes.

Respectfully submitted,

Ms. Megan Ayers

Assistant Secretary to the Board of Trustees

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Chancellor Remarks to the ECU Board of Trustees

August 1, 2024

Thank you, Mr. Chairman.

My longtime friend and colleague, Dr. Mahesh Daas, now the President of Boston Architectural College, wrote in his 2015 book *Leading with Aesthetics* that “an institution without its architecture is like a soul without a body or a person without a face. Architecture is the index of an institution. Like faces and indices, architecture gives concrete presence, tangible ambiance, and definitive experiences for the otherwise abstract organizations that we call institutions.” And as we convene together in this beautiful building today, I can say with confidence that ECU is alive and well with its own concrete presence, tangible ambiance (with perhaps the best views on campus just out these windows), and most importantly, definitive learning and research experiences right here on NC’s coast!

I’m so pleased the Board decided to host its summer meeting at the Coastal Studies Institute on the ECU Outer Banks campus. Since 2013 this multi-institutional research and educational facility, led by ECU, brings together faculty and students from various UNC constituent institutions across disciplines to focus on coastal matters. We often discuss the importance of applied learning as part of the educational journey - and here access to such transformational experiences abound.

Undergraduate students have opportunities to spend the semester at the coast and participate in field-based experiences. Graduate students pursuing the PhD in Integrated Coastal Sciences have this beautiful setting to learn more about complex coastal systems. CSI hosts summer camps, as you saw this morning, for elementary and middle schoolers focused on STEAM and exploration of the coastal environment. And through guided tours, the community learns and engages with us as well.

This is a rich environment for researchers and post-docs spanning various disciplines to include renewable ocean energy, marine and coastal resource management and conservation, oceanographic and coastal processes, coastal engineering, and the interaction across coasts and people.

CSI's ocean observing systems work, for example, which deploys, operates and maintains many different ocean observing technologies off the North Carolina coast helps us better understand coastal processes and characterize resources that could be used for renewable energy development.

The Acoustics and Vibrations lab, directed by Dr. Teresa Ryan – a professor and interim department chair of ECU's Department of Engineering within the College of Engineering and Technology -- has been exploring how sound travels over coastal waters and the factors that affect the ability of a listener to detect sound over water. Funded by the Office of Naval Research, this work is of interest for military operations,

search and rescue applications and may provide insight into the ability of animals that live on or above the water to communicate in a variety of environmental conditions – a topic you’ll hear more about soon from undergraduate engineering major Heath Faircloth.

There are so many other examples, including work to preserve NC marshes and the wave energy test facility in partnership with Jennette’s Pier in Nag’s Head.

CSI is led by Dr. Reide Corbett, Executive Director of the Coastal Studies Institute and Dean of Integrated Coastal Programs at ECU. He and his team are helping to advance our mission and grow our research enterprise – and they do so in the best office locations of any ECU employee (well, maybe they are tied with our Global Affairs friends in Chertaldo, Italy)!

This facility exists because visionary leaders understood the intersection of education, research, and community. The CSI Board of Directors, educators and researchers, and our students invest their time and talents in giving life to that vision. ECU was selected to lead the efforts at CSI because of our excellence in this space and natural connections to the region.

At a time of rapid change in higher ed, our mission requires us to expand and reinvent the concept of the learning environment. Educational and research experiences are available to students beyond the boundaries of

our main and health sciences campuses. From the Outer Banks campus to a semester abroad at ECU Tuscany. Across our eight School of Dental Medicine Community Service-Learning Centers. In the clinical practices of ECU Health. With industry partners, in K-12 settings across North Carolina, community-based projects, and beyond, ECU students apply their knowledge in the field and in doing so serve the people of this state. We proudly fly the purple and gold banner from the mountains to the coast and across the world.

We believe that an affordable and accessible degree or credential with the resources to provide every learner with a pathway to achieve their aspirations, and transformational experiences that lead to a career or the next educational opportunity is the promise we make and keep at ECU.

And we continue this commitment as we begin anew in the fast-approaching fall semester. As we prepare for the fall, there are a few items to mention for awareness – each of which we’ll dig into more deeply in the weeks and months ahead.

Soon we will finalize plans to educate, engage, and bring the campus into compliance with respect to the new policy on Equality Within the University of North Carolina. Our reorganization and launch of the new administrative unit – People, Operations, Success, and Opportunity -- addressed some of the necessary changes before the policy was presented and the vice chancellors are now fully engaged in the remaining work to achieve compliance.

We received positive feedback on our inaugural University Day event last year, so we're busy planning the 2024 version, which is August 29. The theme this year will focus most of the program on our student success agenda, which is a One ECU priority, and will frame the immediate and long-term goals that will ensure a sustainable student success ecosystem into the future. I hope you'll attend and remain on campus for lunch following the program.

In preparation for the height of the fall election season, teams are working to update various policies and regulations so that we have a suite of revised policy statements on freedom of expression, political activities, and use of university property.

Finally, long-term fiscal planning is top of mind so we'll be engaging the university community in that important dialogue during the fall term.

Much more across all these fronts in the weeks and months ahead. In the meantime, know I value your service to ECU and I look forward to working with this Board during the 2024-25 academic year.

SGA Report to the ECU Board of Trustees August 1, 2024

Good morning members of the board,

I believe I have had the opportunity to introduce myself to everyone here today, but if I have not my name is Anderson Ward and I have the privilege to serve as SGA's Student Body President for this upcoming year.

In April, I was sworn in and immediately started assembling an executive team to work on initiatives related to mental health, campus safety, and student success.

Right after taking office, I collaborated with Waz Miller, Director of Residence Life, to establish a partnership between SGA and the Residence Hall Association (RHA) to enhance accessibility to mental health services for on-campus students. Together, we created a resource magnet with important campus phone numbers that will be placed on each dorm refrigerator. This ensures that on-campus students have direct access to our resources provided by ECU, the Greenville community, and Pitt County.

SGA is dedicated to continuing the work of past administrations by reinvesting our funds in the university. We strategically allocated funds to various ECU departments this summer including Campus Beautification by purchasing flowers and trees for the Grounds Crew, providing hygiene products for the Purple Pantry, supplying uniforms for the new Campus EMS initiative in the Student Health Services department, and acquiring new equipment for Campus Recreation and Wellness's turf room. Each allocation is carefully considered to ensure that our resources have a positive impact on as many students as possible.

We are excited to introduce new ideas to our university, while also maintaining those that have had a positive impact on thousands of students. One of the most significant initiatives was Swipe Out Hunger, which allowed students to donate up to two of their meals from their ECU meal plan to the Purple Pantry. These donated meals are then distributed to students in need. In May, we began meeting with Purple Pantry and ECU Dining to develop marketing strategies and logistics, with the hope of increasing donations this year. In addition, with the support of the administration, faculty, and staff, we will continue the Wellness Day initiative started by Javier's administration the previous year.

Through meetings with Chancellor Rogers, Dr. Coger, Dr. Frye, Bill Koch, Chief Sugg, Dr. Guidry, Dr. Kneubuehl, Dr. Harris, and various other administration leaders, we have already identified several ways that SGA can enhance the college experience for our students. Even though we are only a few months into our new roles, I assure you that I will continue to lead

SGA in the right direction, ask challenging questions, ensure that students feel heard, and work towards making East Carolina University the best college in the entire state.

I have enjoyed speaking with each of you about your own experiences over the last few months and I hope to leverage each one of your areas of expertise to continue shaping the next generation of leaders at East Carolina.

Thank you to everyone on the board for your unwavering support, and I look forward to another successful year here at ECU.



AGENDA ITEM

XI. A. Advance Planning Request - Todd Dining Crawlspace Reconditioning and Nursing School Classroom UpgradesWilliam 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: **Todd Dining Crawlspace Reconditioning:** Repair and update existing plumbing, gas service lines, and floor of Todd Dining Hall crawlspace, along with installation of vapor barrier and waterproofing in the crawl space, and water-tight flooring system with new floor drains in kitchen, dishwasher room, and food prep areas.

Nursing School Classroom Upgrades: Upgrade fixed seating in 3 classrooms to fixed power seating. Upgrade audio/visual equipment in 5 classrooms to support distance learning. Convert existing computer lab into nursing simulation lab.

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

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

For Action: Request Approval for Advance Planning

Todd Dining Hall Crawlspace Reconditioning

Project will repair and update existing plumbing, gas service lines, and floor of Todd Dining Hall crawlspace, along with installation of vapor barrier and waterproofing in the crawl space, and water-tight flooring system with new floor drains in kitchen, dishwasher room, and food prep areas.

Nursing School Classroom Upgrades

Upgrade fixed seating in 3 classrooms to fixed power seating. Upgrade audio/visual equipment in 5 classrooms to support distance learning. Convert existing computer lab into nursing simulation lab.

Project	Advance Planning Funding	Total Proposed Project	Funding Sources
Todd Dining Hall Crawlspace Reconditioning	\$ 100,000	\$ 1,000,000	Dining Receipts
Nursing School Classroom Upgrades	\$ 300,000	\$ 3,000,000	UNC System Health Care Workforce Expansion Initiative

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.





AGENDA ITEM

XI. B. Appointment and Review of Administrative Officers Policy.....

Situation: In compliance with the process of ensuring all personnel policies under the purview of the ECU Board of Trustees are posted to the University Policy Manual, the Appointment and Review of Administrative Officers Policy has been reviewed by senior administration and the proposed changes endorsed by Chancellor Rogers.

Background: The ECU Board of Trustees approved the initial policy in 2007, and the implementing guidance was subsequently issued by the chancellor. If a revised policy is approved by the Board of Trustees, Chancellor Rogers will issue corresponding implementation guidance.

Assessment: Substantive proposed edits center on section three of the policy, primarily the five-year comprehensive review. Vice chancellors will now be subject to an initial comprehensive review in the third academic year of the appointment, and then begin a five-year review cycle. Also, rather than prescribing the evaluation criteria in the policy, proposed revisions require the responsible officer to define criteria for evaluation. Other edits are meant to provide clarity and align with current UNC System and ECU policy and practice.

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

Appointment and Review of Administrative Officers

POLXX.XX.XX

General subject matter

Authority: Board of Trustees

History: Approved by ECU Board of Trustees November 30, 2007

Related policies:

[UNC Policy 300.1.1 Policy on Employees Exempt from the North Carolina Human Resources Act](#)
[UNC Policy 300.2.18 \[R\] Regulation on Performance Appraisals for Most Exempt Professional Staff \(EPS\)](#)

Additional references:

Implementation Guidelines for Administrative Reviews in Accordance with BOT policy
[N.C.G.S§126, Article 7 The Privacy of State Employee Personnel Records](#)

Contact for info: [Chief of Staff \(252\) 328-9094](#)

1. Introduction

Fast Carolina University is a major national doctoral university. High quality, effective leadership is instrumental to the future of ECU. We are committed to ensuring that great leaders come to ECU, are successful, and remain at ECU for an appropriate time period. Because leadership transition is a given, the university is also committed to developing tomorrow's leaders and to ensuring leadership succession.

1.1 This policy governs [vice chancellors](#), academic deans (including the graduate dean), library directors, department chairs, and selected other leaders. It is consistent with the chancellor's authority as specified by UNC Code and by bylaws and policies of the ECU Board of Trustees.

1.2 The purpose of this policy is to enhance the quality of leadership at ECU. Philosophically, it is formative; it is meant to foster the development and continuous improvement of leadership. Because all institutions must consider termination of administrative officers, guidelines for removal are also included. Termination of employment is the responsibility of the appointing officer, with appropriate input from relevant constituencies.

2. Guiding Principles

- 2.1 The strength, empowerment, and continuous development of leadership are essential to the university's future.
- 2.2 This policy is based on national best practices and the experiences of ECU's peer institutions and sister institutions within the UNC system.

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- 2.3 Evaluation and assessment ranging from immediate to annual to five-year are essential for continuous improvement.
- 2.4 Responsibility and control of the policy rest with the appropriate appointing officer.
- 2.5 The evaluation should be a collaborative endeavor involving students, faculty, administration, and other campus constituencies as appropriate.
- 2.6 The appropriate level of faculty involvement in evaluation should be determined by the nature of the administrative post (e.g., faculty input should be weighted more heavily in the evaluation of deans and department chairs than in the evaluation of positions above the level of dean).
- 2.7 The evaluation must be constructive and developmental; its ultimate purpose should be to offer guidance on improving performance.
- 2.8 All leaders are expected to engage in professional development or other best practices that help to improve leadership competencies.

3. Policies for the Recruitment, Selection, Retention, and Development of Administrators

These policies will vary according to four primary levels of university administration: divisions, colleges, schools, and departments. The following policies apply to all levels. Specific policies related to each classification follow these general guidelines.

- 3.1 Recruitment, Selection, and Hiring
 - 3.1.1 Hiring of administrators is the primary responsibility of the appointing officer, with appropriate input from relevant constituencies. Constituencies vary significantly by position.
 - 3.1.2 The primary functions of search committees are to develop [robust recruitment plans](#), strong applicant pools, and identify strong finalists to bring to campus. Committees should solicit applications from the best candidates who appear to possess effective leadership qualities.
 - 3.1.3 It is the responsibility of the appointing officer to select the top candidate from all campus finalists based on both feedback from all relevant constituencies and the appointing officer's assessment of the leadership characteristics of the finalists.
 - 3.1.3.1 Only the appointing officer has this responsibility.
 - 3.1.4 It is expected that the search will be re-opened or re-started unless the appointing officer is satisfied that an excellent leader has been found. As part of this process, clearly defined expectations and outcomes for the person to be hired are articulated.
 - 3.1.5 Compensation for the person to be hired is the responsibility of the appointing officer based on Board of Governors policy, the qualifications of the candidate, and the appointing officer's assessment of what is appropriate for the success and retention of the candidate.
 - 3.1.5.1 Compensation will be based on relevant comparisons from public doctoral universities, the experience of the candidate, and the responsibilities of the position.

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3.2 Annual evaluations

- 3.2.1 The appointing officer will conduct annual written evaluations of each administrator and will base merit increases on this evaluation.
- 3.2.2 Each annual evaluation will be available for the five-year review (specified below) and will be an important consideration in the development of the administrator.
- 3.2.3 Annual evaluations should identify elements of leadership development, areas of strength and needed improvement, and how to achieve better performance of the leader.

3.3 Five-year review

- 3.3.1 Each senior administrator will undergo a comprehensive assessment every five years, or earlier if requested by the appointing officer. Subject to the chancellor's discretion, some campus leaders may be excluded from a five-year review.

3.3.1.1 Subject to the chancellor's discretion, vice chancellors will undergo a comprehensive assessment as described in this policy during the third academic year of their appointment. Those reviewed will then begin the five-year comprehensive review cycle (i.e., unless the chancellor determines otherwise, the next regularly scheduled review is during the eighth academic year).

- 3.3.2 The purpose of the five-year review is formative. Specifically, the goals are to improve the performance of the leader and to identify areas of necessary leadership development.
- 3.3.3 The five-year review is the responsibility of the appointing officer, who shall determine its conduct, conclusions, and necessary actions resulting from the review.

- 3.3.4 Elements of the five-year review will include:

3.3.4.1 Criteria for Evaluating Administrators:
Each administrator under review will be evaluated based on a predetermined set of criteria that reflect the nature of the division, unit, or office and the specific responsibilities of that administrator. The established review criteria will be used in addition to the clearly defined outcomes and expectations for the administrator. The criteria to be used by members of the review committee are established with input by the appointing officer.

3.3.4.2 Process for Evaluating Administrators: The following process is prescribed for the general evaluation of all administrators:

3.3.4.2.1 The process begins by a statement by the appointing officer of the job expectations, goals, major constraints, and factors affecting the administrator during the preceding five years. All other elements of the process are directly related to the expectations and conditions specified by the appointing officer.

3.3.4.2.2 The second stage of the process is a detailed self-assessment by the administrator, which will include a personal leadership development

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Administrative Leadership: Articulates a vision that includes high goals; understands the importance of strategic planning; effectively communicates priorities, standards, and administrative procedures; provides for financial stability.¶

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Academic Leadership: Promotes student access and success; helps build a climate that promotes excellence in teaching, research and creative activity, and service (and patient care if appropriate); demonstrates success in hiring high quality faculty and staff; promotes innovative development of the unit; builds interdisciplinary capacity in areas where it enhances the unit; understands and supports the principles of academic freedom and shared governance; adheres to established governance documents.¶

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External Relations and Development: Works to pursue external support for the constituency; develops public and constituency support for the university; participates and encourages service activities related to the fulfillment of the university's mission.

Deleted: Diversity: Encourages diversity and mechanisms for attracting and retaining underrepresented groups; is responsive to cultural, ethnic, and gender diversity; demonstrates and encourages respect for all persons in the constituency and the university....

plan and an administrative portfolio that documents his or her performance during the review period.

3.3.4.2.3 The five-year review will include a "survey instrument" using primarily Likert scales to address the major dimensions of the job duties and expectations. Final responsibility for the instrument rests with the appointing officer.

3.3.4.2.4 A review committee will be constituted according to the specific guidelines developed for each administrative role (i.e. vice chancellors, deans, chairs, etc.) For each role, the constituency of the review committee will change, as well as the process for selection of committee members.

3.3.4.2.5 Feedback will be solicited from internal and external constituencies of the division or unit. (External constituencies may include major donors, external clients, the local community, business interests, etc.).

3.3.4.2.6 The appointing officer is responsible for a written report summarizing the review. This report will be shared with the leader and others as determined by the appointing officer.

3.3.4.3 At the end of the process, the administrator under review has the opportunity to review the draft report and respond in writing to the appointing officer prior to the completion of the final report.

3.4 Retention

3.4.1 Retention of good leaders is vital to the institution, and the appointing officer is responsible for maximizing the opportunity for retaining strong leaders or, alternatively, finding a better leader. Among the essential elements of retention are:

3.4.1.1 Identification of training and professional development needs and providing the resources necessary to access training and development.

3.4.1.2 Support and encouragement for national best practices in leadership development.

3.4.1.3 Appropriate compensation, consistent with UNC policy and Board of Trustees guidelines.

3.4.1.4 Annual review of leadership skills and identification of the conditions for success of the administrator.

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4. Termination

Administrators serve at will and may be terminated at any time in accordance with UNC policy.

4.1 A negative comprehensive review can result in a recommendation for removal. No formal process is required for termination.

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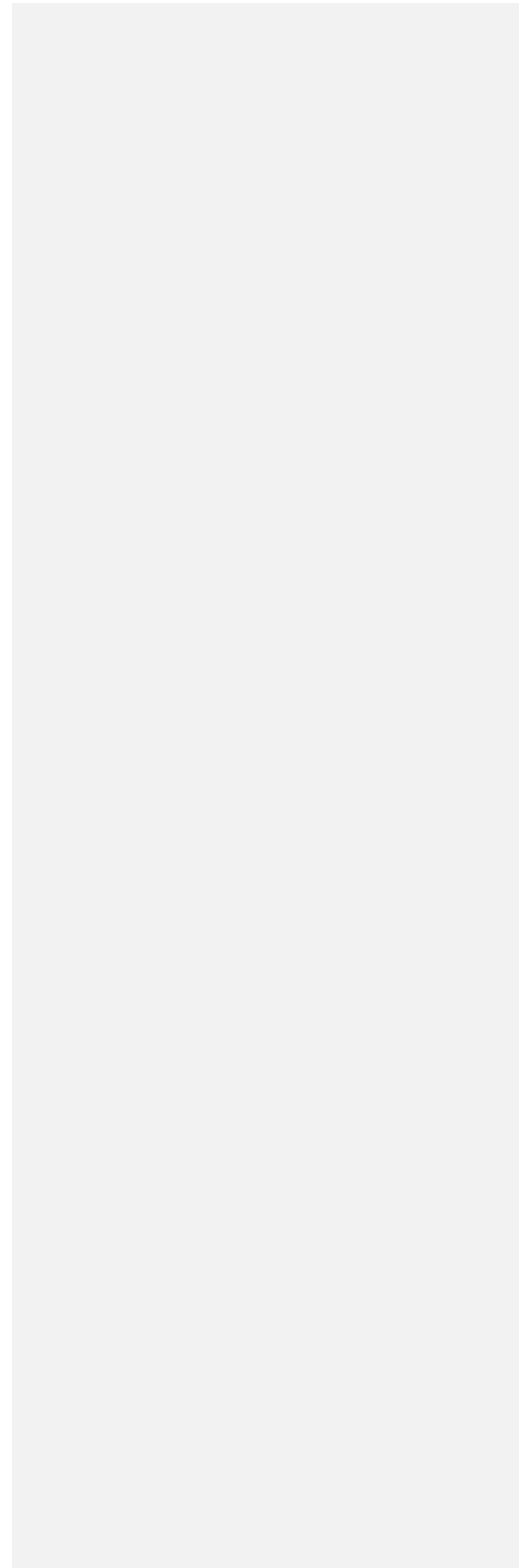
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5. Leadership Succession

5.1 It is the responsibility of the leader (dean, vice chancellor, or direct report) to develop a plan for leadership succession in her or his unit, division, or office. Leadership succession recognizes the importance of developing the next

generation of leaders for the division, unit, or office and ensures that plans are in place for the emergence of strong new leaders.

- 5.2 Every administrator should be developing the leaders within his/her division, unit, or office to ensure that the organization is ready for inevitable transition in leadership.
- 5.3 Leadership succession plans shall be reviewed during annual evaluations and during the five-year review.



Political Activities of Employees and Candidacy for Elective Office

PRR Classification: POL

PRR General Subject Matter: Personnel

[Print-friendly version](#) 

(Print-Friendly version is a word version of this template available for downloading)

Authority: Board of Trustees

History: Adopted: August 1, 2024

Related Policies: UNC Policy Manual, Chapter 300, Section 300.5.1, Political Activities of Employees

UNC Policy Manual, Chapter 300, Section 300.5.2, Candidacy for Elective Office; Officeholding (Elective and Appointive Public Office)

UNC Policy Manual, Chapter 300, Section 300.8.5-Equality within the University of North Carolina

UNC Policy Manual, Chapter 1300, Section 1300.8, Policy on Free Speech and Free Expression Within the University of North Carolina System

REG07.30.06 Freedom of Expression Regulation

REG01.25.01-Invitations to Elected Officials

NC Office of State Human Resources Policy on Secondary Employment

NC Office of State Human Resources Policy on Limitation of Political Activity

Additional References:

N.C.G.S. §§ 116-300-309

N.C.G.S. 126-13; N.C.G.S. 126-5; NCGS 116-300(2); NCGS 126-14.5

<https://attorney.ecu.edu/politicalactivities/>

[UNC Political Activities Guidance](#)

Contact for Info: Office of the Chief of Staff

1. Purpose

- 1.1. In furtherance of applicable North Carolina law, the Board of Governors of the University of North Carolina has enacted policies governing the political activities of employees (UNC Policy 300.5.1-Political Activities of Employees) who are exempt from the State Human Resources Act (Chapter 126 of the North Carolina General Statutes) as well as the candidacy and officeholding of these employees (UNC Policy 300.5.2-Candidacy for Elective Office; Officeholding (Elective and Appointive Office) (the “UNC Policies”). These policies may be viewed at: <https://www.northcarolina.edu/apps/policy/index.php?tab=policy>. The purpose of this Policy is to formally adopt through action of the East Carolina Board of Trustees a campus-level policy that implements the requirements of the UNC Policies.

2. Scope

- 2.1. This policy applies to all East Carolina University employees who are exempt from the State Human Resources Act (Chapter 126 of the North Carolina General Statutes).

3. Definitions

- 3.1. **Political Activity** has the same meaning as defined in UNC Policy 300.5.1(I)(B)(10). As of the first date of enactment of this Policy, “Political Activity” means: Actions directed toward the success or failure of a candidate for public office, political party, or partisan political group including, but not limited to, campaigning, political management, and soliciting financial contributions for political purposes.
- 3.2. Unless otherwise stated, terms used in this policy have the same meaning as those terms are defined in UNC Policy 300.5.1(I)(B).

4. Policy

- 4.1. All East Carolina University employees who are exempt from the State Human Resources Act shall comply with this policy, the UNC Policies, and applicable ECU Regulations, Rules, and/or requirements as may be implemented by the Chancellor pursuant to the authority granted by the Board of Trustees in Article 9 of this Policy.
- 4.2. Violations of this Policy may be deemed to be a resignation of university employment under certain circumstances and, further, cause for disciplinary action, up to and including termination of employment, in compliance with applicable UNC and ECU policies.

5. Permissible Political Activities

5.1. Permissible Political Activities, including the prohibition on Compelling Speech, are addressed at UNC Policy 300.5.1(II)(A) and include, but are not limited to:

- 5.1.1. Registering, voting, and otherwise participating in elections;
- 5.1.2. Becoming a candidate for and holding public office in accordance with University policy;
- 5.1.3. Expressing opinions privately and publicly on political subjects;
- 5.1.4. Participating in political organizations;
- 5.1.5. Participating in political campaigns;
- 5.1.6. Engaging in political management; and
- 5.1.7. Soliciting, accepting, receiving, and making financial contributions for political purposes to political parties, partisan political groups, and campaign committees of candidates for public office.

5.2. **Academic Programming**

Subject to the prohibition against compelled speech stated at Article 7 of this Policy and UNC Policy 300.5.1(II)(A)(5), nothing herein prohibits, or otherwise limits, teaching, inquiry, classroom discussion or discourse concerning political issues, including campaigns, candidates, political groups or issues in campaigns for public office, that are within the subject matter of any academic program, course, curriculum, or study.

5.3. **Neutrality and Personal Views**

An employee may participate fully in public affairs in a manner that does not compromise their efficiency or integrity as an employee or the neutrality, efficiency, or integrity of the University constituent institution or unit in which he or she is employed. In addition, the political opinions assumed by employees are personal ones, and employees must ensure that they do not imply that such opinions are endorsed by the University.

5.4. **Matters Related to Political Activities**

5.4.1. **Non-Partisan Opinion Polls and Equal Basis Speaking Opportunities for Registered Political Candidates**

The University is permitted to conduct broad voter education, public opinion polls on issues, and voter registration drives, provided they are conducted in a non-partisan manner. Providing opportunities to speak on an equal basis for all registered candidates for public office is also allowed.

- 5.4.2. **Use of University Property by Political Campaigns** Political campaign activities are permitted on University property only in compliance with applicable ECU and UNC policies and regulations.
- 5.4.3. **Use of University Facilities** University facilities may be reserved for a fee for political events by contacting the Central Reservations Office or the Department of Athletics with regard to athletic facilities. However, such sponsored events may not be subsidized or supported by ECU.
- 5.4.4. **Speaking Invitations for Elected or Public Officials** Any invitation to elected or public officials for speaking on campus for University sponsored events, such as commencement, or a unit academic or administrative event, requires advance written notification or approval from the Office of the Chancellor, pursuant to the REG01.25.01 [Invitations to Elected Officials](#).
- 5.4.5. **Information of a Substantive Nature** Consistent with UNC Policy 300.5.1(II)(C), the University will supply to any candidate for public office information of a substantive nature, whether it is information on agriculture, economics, education, or any other topic. It is important that all candidates know they can receive factual information from the University, but it should be made clear that the administration of the University will not be identified with any candidate or any party.

6. Prohibited Activities

- 6.1.1. Prohibited Activities are addressed at UNC Policy 300.5.1(II)(B). Consistent with this provision, an employee may not:
- 6.1.1.1. Participate in political activity while on duty;
 - 6.1.1.2. Use the authority of their position, University funds, services, supplies, equipment, information technology resources, vehicles, or other University property, to endorse, campaign for, secure support for or oppose any candidate, political party, partisan political group, referendum, or issue in an election, or affect the results thereof; or
 - 6.1.1.3. Make any promise of preferential treatment (or actually confer such preference) or make any threat of detrimental treatment (or actually impose such detriment) to any person, including with respect to any condition or incident of employment over which the employee has authority, control, or influence, for purposes of inducing support of or opposition to any candidate for public office, political party, or partisan political group.

6.1.1.4. **Senior Officers** In addition to those prohibitions stated in Article 6.1.1, Senior University Officers shall not:

- 6.1.1.4.1. Solicit, accept, or receive financial contributions from other persons or organizations on behalf of any candidate for partisan political office or the campaign committee of any candidate for partisan political office; or
- 6.1.1.4.2. Endorse or oppose a candidate for partisan political office or a candidate for political party office in a political advertisement, broadcast, campaign literature, or similar material.

7. Prohibition on Compelling Speech

- 7.1. To mitigate the risk of compelled speech that undermines the intellectual freedom and fostering of free expression required by Article 36 of Chapter 116 of the General Statutes and embraced in Chapter VI of the UNC Code and Section 1300.8 of UNC Policy, ECU shall neither solicit nor require an employee or applicant for employment or academic admission to affirmatively ascribe to or opine about beliefs, affiliations, ideals, or principles regarding matters of contemporary political debate or social action as a condition to admission, employment, or professional advancement. Nor shall any employee or applicant for employment or academic admission be solicited or required to describe his or her actions in support of, or in opposition to, such beliefs, affiliations, ideals, or principles.
- 7.2. Practices prohibited here include but are not limited to solicitations or requirements for statements of commitment to particular views on matters of contemporary political debate or social action contained on applications or qualifications for admission or employment or included as criteria for analysis of an employee's career progression.
- 7.3. If any unit believes a requirement or solicitation prohibited hereby to be necessary for reasons related to the educational, research, or public service mission of the university established in G.S. 116-1 shall obtain prior written approval to include such a requirement or solicitation from the Chancellor after the Chancellor obtains approval from the UNC System President following discussion in open session of a meeting of the Board of Governor's Committee on University Governance attended by ECU's Chancellor, Provost, and Chair of its Board of Trustees.
- 7.4. Any employee who acts in contravention of the foregoing prohibition on compelling speech shall be subject to existing disciplinary measures that may applied against employee(s).
- 7.5. Except as provided under current law, nothing in this Policy creates or vests a private remedy or claim in any employee for employment subjected to a practice prohibited hereby.
- 7.6. Nothing in this Policy modifies or otherwise affects the University of North Carolina's existing guarantee of the right of academic freedom in its faculty's academic scholarship or

classroom instruction, or research pursuits, subject only to institutional academic tenure policies as contemplated in Section 602 of The Code, as well as applicable law and UNC Code and Policy.

- 7.7. Nothing in this Policy infringes upon the ability of an employee or applicant for employment to voluntarily opine or speak regarding any matters, including those of contemporary political debate or social action, as contemplated in this Policy. Nor shall anything in this Policy prohibit discussion with, or questioning of, an employee or applicant regarding the content of the employee's or applicant's resume, curriculum vitae, body of scholarship, or other written work or oral remarks presented by the employee or applicant in his or her own support.
- 7.8. Nothing in this Policy modifies or affects ECU's ability to ensure its employees comply with applicable federal or state law or existing employment requisites under the law or agency policy, such as employment oaths, appointment affidavits, and licensure and certification requirements.

8. Elective and Appointed Office

- 8.1. University employees (part-time or full-time) who are exempt from the State Human Resources Act and who intend to run or hold any elective or appointive public office, whether part-time or full-time, must comply with [Chapter 300](#), Sections 300.5.1 and 300.5.2 of the UNC Policy Manual adopted by the Board of Governors, and this Policy. This may require that before becoming a candidate for or holding political office, the employee must make disclosures and receive approvals prescribed by the University and the UNC President. Failure to follow these directives may lead to automatic resignation from University employment in some circumstances. Failure to comply with applicable policies also constitutes a violation of the terms and conditions of University employment that may result in disciplinary action, up to and including discharge from University employment.
- 8.2. University employees who are subject to the State Human Resources Act who intend to run for or hold any elective or appointive public office, whether part-time or full-time, must comply with all Office of State Human Resources policies, including the policy on [Secondary Employment](#) and obtain the necessary approval before occupying any political office.
- 8.3. Any faculty member or staff member exempt from the State Human Resources Act contemplating serving in an elective or appointive public office, or becoming a candidate, should contact the Office of University Counsel before filing as a candidate for or assuming such office. The purpose of this contact is to review University policy in this area and to initiate the process for review of and action on the political activity by the Board of Trustees or Board of Governors if necessary. Where such approval is required, the faculty member or staff member must submit a completed [Petition Regarding Political Activity](#) on a form prescribed by the Board of Governors as early as possible but in no event later than the following:

For affected academic periods beginning:	Completed petition to be received by the Chancellor:
January (e.g., for a May primary contest)	October 15 of preceding year
May/June (e.g., for fall elections affecting summer employment)	March 15
August/September (e.g., for fall general election)	June 15
Other periods	90 days prior to beginning of period

9. Implementation

9.1. The Chancellor is hereby authorized to take all steps necessary to implement this Policy and the requirements of the Board of Governors concerning political candidacy and officeholding, and concerning participation in political activities, for all employees of East Carolina University, whether subject to the State Human Resources Act, including, but not limited to, through adoption of ECU Regulations, Rules, and other requirements. The schedule for submission of petitions, the form for such petitions, and requirements for informing all exempt employees of the requirements related to political candidacy and officeholding shall be identical whether authority for final approval of the petition resides with the Board of Governors of The University of North Carolina or with the Board of Trustees of East Carolina University.



Meeting of the Board of Trustees
August 1, 2024

AGENDA ITEM

XIII. B. Tenure Recommendations Robin N. Coger, Ph.D.
Provost and Senior Vice Chancellor of Academic Affairs

- Situation:** August 2024 Tenure Recommendations
- Background:** Enclosed are 2 tenure actions. If approved, these actions will be effective August 1, 2024.
- Assessment:** These tenure actions have the recommendations/approvals by all appropriate parties, including Chancellor Rogers.
- Action:** This item requires a vote by the full Board of Trustees.



Office of the Provost and Senior Vice Chancellor for Academic Affairs
210 Spilman Building | Mail Stop 501 | East Carolina University | Greenville, NC 27858-4353
252-328-5419 office | 252-328-4010 fax

Memorandum

TO: Ms. Megan Ayers
ECU Board of Trustees

FROM: Robin N. Coger, Ph.D.
Provost and Senior Vice Chancellor for Academic Affairs

Date: July 19, 2024

RE: Request for BOT Actions on August 2024 Recommendations for Tenure

Ms. Ayers, attached are the August 2024 tenure recommendations that need to be submitted to the Board of Trustees for their consideration at the upcoming August 1, 2024 meeting. These actions have been approved by Chancellor Rogers. Formats are attached for the following new ECU hires:

College of Arts and Sciences

Keith Keene – Biology

College of Engineering and Technology

Zhili (Jerry) Gao – Construction Management

Please let me know if you have questions about this request.

Enclosed: 2 BOT Tenure Formats



Meeting of the Board of Trustees
August 1, 2024

AGENDA ITEM

XIII. C. Athletics Personnel Item JJ McLamb
Senior Associate Director of Athletics

Situation: ECU Athletics seeks Board approval of a contract amendment for ECU Baseball Coach Cliff Godwin.

Background: Coach Godwin is currently employed under a multi-year contract that expires on June 30, 2031. In consideration of the long-term success of ECU’s Men’s Baseball Program, ECU and the Coach have agreed to enter into a Fifth Amendment of his contract.

Assessment: This amendment would allow for a retention bonus in the amount of \$50,000 if Coach Godwin continues to be employed as the head Men’s Baseball Coach on October 1, 2027.

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

FIFTH AMENDMENT TO EMPLOYMENT AGREEMENT

This Fifth Amendment to the Fourth Amended and Restated Head Baseball Coach Employment Agreement (the “Contract”) is made and entered into as of this ____ day of July, 2024 (the “Effective Date”), by and between **EAST CAROLINA UNIVERSITY**, an institution of higher education, a constituent institution of the University of North Carolina, and a political subdivision of the State of North Carolina, (hereinafter, the “UNIVERSITY”), and **CLIFFORD MCKINLEY GODWIN**, (hereinafter, the “COACH”).

The purpose of this Fifth Amendment is to amend sections of the Contract pertaining to Compensation, specifically retention bonus, described herein as agreed to by the Parties and document the current Term of the Contract which was automatically extended by operation of the Contract. Unless otherwise indicated, capitalized terms used herein have the same meanings as provided in the Agreement.

WHEREAS, COACH and ECU are parties to the Contract dated July 1, 2022;

WHEREAS, pursuant to Part IV, Subpart E.1.i, the Term of the Contract was extended by 1-year for each NCAA Regional appearance since July 1, 2022, such that the current Term of the Contract is through and including June 30, 2031;

WHEREAS, in consideration of the long-term success of ECU’s Men Baseball Program and COACH, ECU and COACH agree to enter into this Fifth Amendment to amend and modify the terms and conditions of the Contract upon those terms and conditions set forth herein;

NOW THEREFORE, in consideration of the premises, the sufficiency of which is hereby acknowledged, ECU and HEAD COACH agree to amend the Contract as follows:

Part III, Subpart B of the Contract (Term of Agreement) is hereby amended and restated to read as follows:

The term of this CONTRACT shall begin on July 1, 2022, through and including June 30, 2031.

Part IV, Subpart H, of the Contract, is hereby amended and restated to read as follows:

To the extent allowed by applicable law and the policies of UNIVERSITY, and the University of North Carolina, and subject to the approval of such entities as may be required by law and any of said policies, UNIVERSITY and COACH agree that a retention bonuses will be available for COACH and his coaching staff (two full-time assistant coaches and a Director of operations), as follows, subject to the limitations, contingencies and requirements stated here below:

- a. On October 15, 2022, and on October 15 of each calendar year thereafter for the duration of this CONTRACT, two full-time assistant coaches and the Director of Operations for the Baseball Program, if employed continuously by East Carolina University during the immediately preceding twelve months, shall be eligible to receive a one-time retention bonus of up to one-twenty-fourth (1/24) of the individual recipient’s annual base salary in effect on the

immediately preceding June 15 in such amount as the Director of Athletics will establish prior to the Retention Date after consultation with COACH. The factors to be considered by the Director of Athletics in making this determination will include competitive performance and team achievement consistent with the goals of UNIVERSITY's Department of Athletics.

- b. COACH shall be eligible to receive a retention bonus, if COACH continues to be employed as the Head Men's Baseball Coach on October 1, 2027, in the amount of FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00), less all required withholdings.
- c. COACH agrees that UNIVERSITY may fulfill its responsibilities under this Part IV, Subpart H, if UNIVERSITY provides a substantially equivalent bonus opportunity under a separate agreement, set of agreements, or policy. Payment to COACH and to members of the coaching staff other than COACH of any and all bonuses under this Part IV, Subpart H, shall be contingent upon (i) the availability of non-State appropriated funds for payment of said bonuses; (ii) UNIVERSITY's varsity Baseball program being in compliance with all NCAA, Conference, and ECU policies, regulations, bylaws, and constitutional provisions; and (iii) there being no pending or active NCAA, Conference, or UNIVERSITY investigations of significant, intentional, or repetitive violations and conduct of which the COACH knew or should have known, and should (and could) have prevented with reasonable diligence. Any bonus will be treated by the UNIVERSITY as compensation to the person receiving it in the year that payment for said bonus is made. Notwithstanding anything to the contrary that may appear in this CONTRACT, this Part IV, Subpart H, of the CONTRACT is enforceable only by UNIVERSITY and COACH and conveys no right or remedy in any other person, it being the intention of the parties that there be no third-party beneficiary under the CONTRACT.

IN TESTIMONY WHEREOF, the signatures of the parties are affixed hereto on the dates indicated below to be effective _____, July 2024, provided that this Fifth Amendment is subject to, and contingent upon, approval of the Board of Trustees of East Carolina University and successful review of the compensation stated herein by the UNC Board of Governors, and shall be effective only if and when so approved by said Boards. **(Each Signatory shall sign and date three (3) originals of the following two (2) pages).**

EAST CAROLINA UNIVERSITY

By: _____
Philip G. Rogers, Chancellor Date signed

APPROVED AS TO FORM AND CONTENT:

By: _____
Jon Gilbert, Director of Athletics Date signed

HEAD BASEBALL COACH

By: _____
Clifford McKinley Godwin Date signed



Meeting of the Board of Trustees
August 1, 2024

AGENDA ITEM

XIII. D. Naming Proposals..... JJ McLamb
Assoc. Director of Athletics

Chris Dyba
Vice Chancellor for University Advancement

Situation: Since East Carolina University was founded, the University’s physical spaces have been named to reflect its rich history and traditions. The act of naming a university facility or activity for a person, a family or an organization by the university is a conferral by the university of a high and conspicuous honor.

Background: The UNC Board of Governors delegated the duty and authority to the Board of Trustees to approve the names of all individuals on whom honorary distinction is conferred by the university. The process is outline in ECU’s Policy on Naming University Facilities and Activities (POL01.05.02).

Assessment: There are a total of 4 naming requests for the board to consider.

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