

**East Carolina University  
Board of Trustees  
August 10, 2023**

**MINUTES**

The East Carolina University Board of Trustees met on Thursday, August 10, 2023, at 9:00 am as part of their regularly scheduled meeting series. The meeting originated from room 249 in the Main Campus Student Center, on the campus of East Carolina University in Greenville, NC. Acting Chair Cassandra Burt called the meeting to order.

**PLEDGE OF ALLEGIANCE**

Ms. Burt called on Mr. Vince Smith to lead the Pledge of Allegiance.

**ADMINISTRATION OF OATHS OF OFFICE**

Ms. Burt called on Ms. Jackie Castle, Deputy Clerk of Pitt County, to administer the oaths of office to three members joining the Board of Trustees. The new members were Javier Limon, Carl Rogers, Vanessa Workman.

**ROLL CALL**

Ms. Burt called on Assistant Secretary to the Board of Trustees, Megan Ayers, to call the roll. A quorum was established.

**PRESENT**

Cassandra Burt  
Tom Furr  
Dave Fussell  
Van Isley  
Javier Limon  
Jeffrey Roberts  
Carl Rogers

Scott Shook  
Vince Smith  
Vanessa Workman

**ABSENT**

Fielding Miller  
Jason Poole  
Jim Segrave

## **READING OF ETHICS STATEMENT**

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

## **NOMINATING COMMITTEE REPORT**

Ms. Burt called on Mr. Isley, Chair of the nominating committee, to provide the report to the board on behalf of the committee. The committee recommended the following slate of officers:

Chair: Jason Poole; Vice Chair: Vince Smith; Secretary: Cassandra Burt

## **ELECTION OF OFFICERS**

Ms. Burt called on Ms. Megan Ayers to conduct the formal election.

Ms. Ayers opened the nomination period for the position of Chair of the Board of Trustees. No additional nominations were submitted.

Ms. Ayers opened the nomination period for the position of Vice Chair of the Board of Trustees. No additional nominations were submitted.

Ms. Ayers opened the nomination period for the position of Secretary of the Board of Trustees. No additional nominations were submitted.

Ms. Ayers closed the nomination period.

Mr. Furr moved to approve the recommended slate of officers as presented. Ms. Shook seconded. The board voted to approve the following slate of officers, with no negative votes.

Chair: Jason Poole; Vice Chair: Vince Smith; Secretary: Cassandra Burt

Ms. Burt turned the meeting over to Vice Chair, Mr. Vince Smith.

## **UNIVERSITY REPORTS**

### **CHANCELLOR'S REPORT**

Mr. Shook called on Chancellor Philip Rogers to provide a report to the board.

A copy of the report is listed as "Attachment A."

### **REPORT FROM THE STUDENT GOVERNMENT ASSOCIATION**

Mr. Shook called on Mr. Limon, president of the Student Government Association, to provide a report on behalf of the student body. A copy of the report is listed as "Attachment B."

### **APPROVAL OF MINUTES**

Mr. Smith asked for a motion to approve the minutes from the April 28, 2023 regular meeting and the June 13, 2023 special called meeting. Ms. Burt moved to approve the minutes. Mr. Shook seconded the motion. The minutes were approved, with no negative votes.

## **ACTION ITEMS**

Mr. Smith called on Provost and Senior Vice Chancellor for Academic Affairs, Dr. Robin Coger, to present the Conferral of Honorary Academic Titles Interim Policy. Following the presentation, Mr. Isley motioned to the board approve the Conferral of Honorary Academic Titles Interim Policy as presented in board materials. Ms. Burt seconded the motion and the board voted unanimously to approve the interim policy. A copy of this item is listed as "Attachment C."

Mr. Smith called on Vice Chancellor for Administration and Finance, Ms. Stephanie Coleman, to present the EHRA Performance Bonus policy to the board. Following the presentation, Mr. Isley motioned to the board approve the conferral of EHRA Performance

Bonus Policy as presented in board materials. Mr. Roberts seconded the motion and the board voted to approve the policy with no negative votes. A copy of this item is listed as “Attachment D.”

Ms. Stephanie Coleman presented the severance of Physicians Quadrangle C item to the board. Following the presentation, Mr. Isley motioned to the board approve the severance of Physicians Quadrangle C item as presented in board materials. Mr. Fussell seconded the motion and the board voted to approve the interim policy with no negative votes. A copy of this item is listed as “Attachment E.”

Ms. Stephanie Coleman presented the severance of medical pavilion item to the board. Following the presentation, Mr. Isley motioned to the board approve the severance of medical pavilion item as presented in board materials. Mr. Roberts seconded the motion and the board voted to approve the interim policy with no negative votes. A copy of this item is listed as “Attachment F.”

### **CLOSED SESSION**

Mr. Limon motioned the board move into closed session 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. The motion was seconded and the board voted to move into closed session.

### **RETURN TO OPEN SESSION**

### **UNFINISHED BUSINESS**

There was no unfinished business to come before the board.

**NEW BUSINESS**

There was no new business to come before the board.

**ADJOURN**

Hearing no further business to come before the board, Mr. Smith adjourned the meeting.

Respectfully submitted,

Ms. Megan Ayers  
Assistant Secretary to the Board of Trustees

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## ECU Chancellor - Remarks to the ECU Board of Trustees - August 10, 2023

Good morning & welcome back to a campus diligently preparing itself for the beginning of yet another fall semester. As we often say, the start of a new academic year is a time of hope and renewal, and I am excited to greet our new students, to welcome back our returning students, and to experience once again that energy and enthusiasm of a vibrant campus community.

Let me begin by offering a warm welcome to our new trustees, Vanessa Workman, Carl Rogers, and SGA President Javier Limon. As I shared two years ago when trustees Burt, Fussell, and Roberts joined this board, the stakes have never been higher for delivering on our mission and vision priorities here at ECU. For only a season we're entrusted with the honor of serving this great university and moving it forward together. You give of your time, your talents, your treasure, and you bring a passion for ECU, a desire to improve this region, and a commitment to offering all our learners the opportunity to achieve their dreams. It's an honor to partner in this work with you and I am grateful to the entire Board for your collective commitment to ECU.

I also extend my sincere congratulations to the newly elected officers, Chairman Poole, Vice Chair Smith, and Secretary Burt. You've each demonstrated a deep commitment to ECU and your fellow Board members have entrusted you with this tremendous responsibility to lead us into the future (no pressure!). Thank you for answering the call to serve.

In the spring, this Board endorsed our refreshed strategic plan, *Future focused. Innovation driven*. The plan, which guides our work through 2028, continues our mission to be a national model for student success, public service, and regional transformation. These mission priorities center on our commitment to provide all

learners with transformative experiences, to be community minded through intentional and meaningful engagement, and in measuring our success through the productive development of our region. Our vision priorities center on social and economic mobility, workforce success, and rural health and well-being. Through a commitment to innovation, and as a united ECU, we can broaden our definition of a learner and provide multiple pathways for success, we can all participate in a culture of care that values every member of our community, and we can expand access to high quality health care.

Fulfilling our mission and achieving our vision is in part how we advance the public trust and reinforce the value proposition of a degree or credential from ECU. Compared to pre-pandemic levels, across the nation, there are more than a million fewer undergraduates enrolled in post-secondary education. President Hans highlighted this point during his remarks to the Board of Governors last month by noting, these students are not in our classrooms; they are not enrolling in community colleges; and they are not joining the workforce.

Layer on the recent Gallup survey results of diminished confidence in higher education across America and we have a grand challenge in our country from which no university is immune. Higher education isn't the only American institution or sector with declining levels of public confidence but the changes in confidence through time are concerning and it's a mistake to ignore the trend or the potential implications, not just for universities, but for society. In 2015 confidence in higher education was at 57 percent and in the most recent survey it's fallen to 36 percent. The declining confidence isn't limited to a political ideology, gender, educational attainment, or age. Confidence has declined across all subgroups in the survey. I agree with President Hans' remarks when reflecting on the erosion of faith and confidence in higher education when he stated, "I think much of it has to do with a sense that higher

education has become distracted from our core mission of open opportunity, that too much time is spent on political activism and not enough time on affordability, quality, and career outcomes.”

At ECU we can respond through fiscal strategies that position us to keep costs within reach of our learners and their families while also prioritizing fundraising to support more scholarship dollars. While I’m proud that according to our First Destination survey, nearly 90% of graduates are employed or enrolled in an advanced degree program within six months of graduating, this number should be higher (and it will be).

My friend Bridget Burns, CEO at the University Innovation Alliance, reminds campus teams to consider if they’ve designed campus processes with the learner in mind. Perhaps the larger point in our context is do we have learning opportunities that are accessible and affordable, are they designed and structured to support the learner throughout the educational journey, and are they positioned for outcomes that lead to a career pathway. Our task is to continually review and refine our practices so that they’re responsive to the market – b/c if we aren’t adaptable, we will be disadvantaged.

This year we’ll articulate and execute around a student success agenda that prioritizes providing the structures and resources to support all our learners, ensuring learners have access to high-impact practices (e.g., experiential learning) throughout their programs of study, a commitment to improving outcomes, and meeting workforce demands. Not every learner wants to enroll in a traditional degree program, which is why we must provide innovative credentialing opportunities. One such example is the creator economy initiative, which will launch later this semester. Learners also want flexibility in degree modalities and enrollment periods, which is why I’m so pleased



that through our partnership with Project Kitty Hawk, ECU will be one of the first movers in the UNC System as we seek to expand access to online programs.

There are many more elements in responding to the question of value, including achieving a culture of care and fostering a sense of belonging among our people; expanding engagement opportunities within the campus and across our communities as we help prepare individuals to be responsible citizens; and continuing our work with ECU Health to expand care throughout the region, which includes growing our health care workforce.

My point is simple. *Future focused. Innovation driven.* must be a call to action – for all of us. We can and should celebrate the big wins over the last year, including a record-breaking year in research productivity with over \$85M in sponsored research by our world class faculty and ANOTHER record-breaking year in fundraising with over \$95M raised this FY (put that in perspective – 3 yrs ago – 50M average). At the same time, there is so much more to do and if we do it well with intentionality and purpose, we can be a national model in ways that moves ECU and our region forward and attracts national attention for how we execute on our mission and vision priorities. This is the path to staying true to who we are authentically while also seeking to grow our brand. There will be plenty of distractions, detractors, and challenges, but it is our collective responsibility to remain future focused and innovation driven.

We are blessed to serve ECU and this region. Our shared purpose is a calling, and I am optimistic about what we can achieve together.

## **REPORT FROM THE STUDENT BODY**

Javier Limon, President

August 10th, 2023

Good morning,

I'd like to thank everyone for being here today and once again demonstrating your commitment to the success of this institution. It is my absolute pleasure to be delivering the report from the student body this morning. Although truthfully my conversations have revealed that the students are still lying on beaches and pretending classes don't start in two weeks, but you know, we work with what we got.

For those of you who do not know me, I'd like to briefly introduce myself. My name is Javier Limon and I will be a senior Brinkley-Lane Scholar in the Honors College majoring in political science. As of this month, I have officially been in Greenville for 10 years which has provided me the incredible opportunity of seeing this university grow beyond just my four years here as a student. Now I am afforded the opportunity to witness firsthand the hard work that each and every one of you in this room put into ensuring that growth. It's an honor to be able to join you all on this mission and be a voice for the students along the way.

One thing you may notice about me is that I'm not one to try to clock in the most speaking time or shine the spotlight on myself. A bit ironic considering I ran for the most visible job on campus, but I truly prefer taking a step to listen and assess all the facts before acting. I sought this position because, from a young age, I was raised with the idea that there is no higher honor than public service. In fact, from as young as four years old I can remember knocking on doors with my dad working for local elections with the snow up to my waist. Now, although at the time I was only there for the cup of hot chocolate I was promised, I come to you all today with a promise; and that is to always give you my best and do my due diligence.

Like many of my fellow Greenville residents, I made the mistake of overlooking ECU throughout my pre-college years. However, when the time came to apply I

quickly noticed the unique community built around ECU and its commitment to service that I found so important. As one of my peers said, “Other schools I applied to made it seem like I was lucky to be there, ECU was the first school to tell me we are lucky to have you.” Upon my acceptance, the choice was never really a choice. I knew I had found my home for the next four years.

As I enter my third year in student government I come equipped with a sneak peek into the world of higher education. It is no secret that we currently face and will continue to face many challenges in this line of work. However, I have confidence that we will not lose sight of our mission as an institution and prevail undaunted. Our strategic plan of remaining future-focused and innovation-driven only reaffirms my confidence in our ability to adapt to the future that lies ahead.

On my end, things have been a little quiet since commencement back in May. The quiet lull around campus was temporarily cured during orientation but has once again returned in the weeks leading to the fall semester; or perhaps as my student affairs folks might put it: the calm before the storm. Let me say though that despite the more relaxed atmosphere, the student government is working overtime to innovate and positively impact the lives of our students. Matthew and I ran on four major platform points: Mental health support, campus safety, student belonging, and transparency. However, there are just two words that can sum up the goal of my administration for the year. Tangible results.

I am happy to report my team has knocked it out of the park despite only being a few months into the job. So far we have re-invested back into our campus in ways that directly impact students such as replacing library supplies, upgrading CRW equipment, providing funds to fix broken blue-light stations, and in an unprecedented move; SGA provided over \$12,000 to replace educational items for students impacted by a fire at the Treybrooke Apartment Complex.

I am proud of what has been able to be accomplished thus far and I am excited to get to work for the year. Once again you all will be receiving only my best and I look forward to playing my part to steer us in the right direction.

Thank you.



Meeting of the Board of Trustees  
August 10, 2023

## AGENDA ITEM

XI. A. Interim Policy on Conferral of Honorary Academic Titles..... Robin N. Coger, PhD  
Provost and Senior Vice Chancellor for Academic Affairs

**Situation:** Chapter VI, Section 611 of the UNC Code (<https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=58>) addresses Appointment of Affiliate Faculty. To ensure that ECU is compliant, this interim policy is being proposed.

**Background:** On May 25, 2023, the UNC System amended Chapter VI Academic Freedom and Tenure. Section 611 of that policy concerns the "Appointment of Affiliate Faculty," which states:

**SECTION 611. APPOINTMENT OF AFFILIATE FACULTY**

Institutions may confer honorary academic titles to outstanding individuals who have primary employment responsibility outside the university but provide professional expertise or contributions to an academic program. Such honorary academic appointments are necessary to recruit and recognize professionals, especially those in healthcare fields, to serve in critical roles such as preceptors for clinical clerkships or experiential learning. Processes for the selection and appointment of these unpaid faculty roles must reside outside the tenure policies and regulations of each constituent institution as these appointments are not eligible for permanent tenure and shall not be entitled to any rights under any other Section of this Chapter.

**Assessment:** An interim policy is being presented for Board consideration to ensure that East Carolina University is compliant by having a policy in place. The interim status is requested to allow the University community additional time to vet the policy before finalizing.

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

Policy	##
Title	Interim Policy on Conferral of Honorary Academic Titles
Category	Personnel
Sub-category	
Authority	Board of Trustees
History	First Issued: [DATE]
Contact	Deans' Offices
Related Policies	Chapter VI, Section 611 of the UNC Code ( <a href="https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&amp;id=58">https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&amp;id=58</a> )
Additional References	Part VIII, Section I(I) of the ECU <i>Faculty Manual</i>

#### 1. PURPOSE:

The university benefits from the contributions of individuals who have primary employment responsibilities outside the university but who volunteer their professional expertise and other services to their respective academic programs. To recruit and recognize these professionals, especially those in healthcare and related fields who serve as preceptors for clinical clerkships or experiential learning, colleges or schools may confer upon them honorary academic titles with appointments as unpaid affiliate faculty. Persons with affiliate faculty appointments have no access rights to ECU resources or services, are not eligible for permanent tenure, and are not entitled to any of the rights afforded to tenured, probationary or fixed-term faculty in Chapter VI of *The Code* of the Board of Governors of the University of North Carolina ( "UNC Code" ) and/or the ECU *Faculty Manual*.

#### 2. APPOINTMENT OF HONORARY AFFILIATE FACULTY:

Each college or school shall establish a Rule, as defined by ECU's policy on [Formatting, Adopting and Publishing Policies, Regulations, and Rules](#), for the selection, appointment, and advancement in title for affiliate faculty. The relevant Dean should consult its faculty in the development and revision of these Rules. All Rules must be approved by the Provost and respective Dean, but are not subject to any of the requirements of the ECU *Faculty Manual* applicable to tenured, probationary and/or fixed-term faculty.

#### 3. AFFILIATE FACULTY TITLES:

No school or college may confer an academic title otherwise designated for tenured, probationary or fixed-term faculty in the ECU *Faculty Manual*.

#### 4. TERMINATION OF AFFILIATE FACULTY APPOINTMENTS:

The Chancellor, the Provost, or the Chancellor's or Provost's designees may revoke an affiliate faculty appointment for any reason not prohibited by law. Termination is not subject to appeal.



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## AGENDA ITEM

XI. B. Approval of EHRA Performance Bonus Policy ..... Stephanie Coleman  
Vice Chancellor for Administration & Finance

- Situation:** This is a policy that sets forth specific definitions and procedures for the payment of performance bonuses to permanent (benefits eligible) EHRA employees of East Carolina University. It is a requirement stated in the *Regulation on Delegated Authorities Regarding Non-Base Salary Compensation for University Employees Exempt from the State Human Resources Act* (UNC Policy Manual 300.2.14.2[R]). This regulation states “Constituent institutions that choose to award performance-based bonuses will establish written guidelines for determining which EHRA Faculty and EHRA Non-faculty employees will be eligible for this form of compensation and under what circumstances. These procedures shall be approved by the institution’s board of trustees, both initially and as subsequently revised. The institution’s approach in developing such guidelines should be to reward performance and retain talent while ensuring equal opportunity and consistency of application across similarly situated groups of employees and positions.”
- Background:** The UNC Board of Governors issued a resolution that “Delegated Authorities Regarding Non- Base Salary Compensation for University Employees Exempt from the State Human Resources Act,” adopted May 26, 2022, which gave authority to the boards of trustees and to the president, respectively, to establish non-base salary compensation for EHRA faculty and non-faculty employees, such as sign-on bonuses, retention bonuses, and performance-based bonuses, within prescribed limits. Subsequently, Section 300.2.14.2[R] of The UNC Policy Manual was adopted August 31, 2022 to implement this authority. On November 4, 2022, the BOT approved a resolution delegating authority to the Chancellor to approve bonuses such as sign-on bonuses, retention bonuses, and performance-based bonuses for employees exempt from the State Human Resources Act with the exclusion of Tier I Senior Academic and Administrative Officers (Tier I SAAOs).
- Assessment:** This policy seeks to establish written guidelines for determining which EHRA employees will be eligible for performance bonuses and under what circumstances.
- Action:** This item requires a vote by the full Board of Trustees.

## Performance Bonuses for Permanent EHRA Employees

**PRR Classification #** (List POL, REG RULE and leave #blank. To be done by Legal)

**PRR General Subject Matter** (Leave blank. To be done by Legal)

**Print-friendly version** 

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

**Authority:** Board of Trustees

**History:** [Insert dates the PRR was first enacted and last revised.]

**Related Policies:** [University Policy POL05.25.02, Nondiscrimination and Affirmative Action Policy;](#)  
[UNC Board of Governors Regulation 300.2.14.2](#)

**Additional References:** [Section 1100.3 of the UNC Policy Manual;](#) [Employment Policy for Employees Exempt from the State Human Resources Act;](#) [Office of State Budget and Management](#)

**Contact for Info:** Associate Vice Chancellor for Human Resources and Chief Human Resources Officer, 252-328-9847

### 1. Introduction

This Policy sets forth specific definitions and procedures for the payment of performance bonuses to permanent (benefits eligible) EHRA employees of East Carolina University (“ECU” or the “University”). Performance bonuses may be awarded only for an employee’s extraordinary achievements in the course and scope of their University employment, as defined in this Policy. Any such bonuses will be paid only in accordance with the provisions of this Policy. This Policy is intended to meet the requirements for performance-based bonuses as outlined by [UNC Board of Governors Regulation 300.2.14.2\[R\]](#).

### 2. Scope of Applicability

This Policy applies to all permanent (benefits eligible) EHRA employees at ECU, except the Chancellor, Athletic Director, and Head Coaches. The Athletic Director and Head Coaches are otherwise subject to [Section 1100.3 of the UNC Policy Manual](#).

### 3. Policy

#### 3.1 Policy Statement

Within the parameters outlined below, performance bonus compensation may be awarded to permanent (benefits eligible) EHRA employees to reward performance of extraordinary contributions, while ensuring equal opportunity and consistency of application across similarly situated groups of employees and positions. Performance bonuses are subject to the following requirements:

3.1.1 Decisions concerning performance bonus compensation must be consistent with [University Policy POL05.25.02, Nondiscrimination and Affirmative Action Policy](#), and may not be based in whole or in part on any employee's protected status.

3.1.2 No University employee is automatically entitled to a performance bonus.

### 3.2 Sources of Funds

Performance bonuses may be funded from any source, including state or non-state appropriations, so long as the funding source permits an expenditure for this purpose. For state funds, such use must be permissible under the policies of the Office of State Budget and Management.

### 3.3 Eligible Employees and General Requirements

3.3.1 Only employees in permanent (benefits eligible) EHRA positions are eligible for performance bonuses under this Policy.

#### 3.3.2 EHRA Non-Faculty

3.3.2.1 The award of a performance-based bonus shall be tied to a completed annual performance appraisal for covered non-faculty. Performance bonuses may be awarded only after an annual performance appraisal of the employee has been completed in accordance with applicable University policies.

3.3.2.2 Athletics staff are exempt from policy if they are covered under a separate and properly approved Athletics nonsalary compensation plan.

#### 3.3.3 EHRA Faculty

3.3.3.1 The award of a performance based-bonus shall be tied to the provisions of a written incentive compensation plan for covered faculty. A written incentive compensation plan should be for all faculty in a unit or college and must be approved by the Chief Academic Officer.

3.3.3.2 Faculty who are subject to a department-based written incentive compensation plan established prior to the effective date of this policy are exempt from this policy for extraordinary research performance.

3.3.3.3 Performance-based pay for clinical faculty is subject to the relevant approved clinical incentive pay plans and is exempt from this policy.

3.3.4 The University will not award any performance bonus under this Policy to an employee who:

3.3.4.1 has received an end of appointment notice;

3.3.4.2 did not receive an overall rating of at least "Meeting Expectations" on their most recent annual appraisal;

3.3.4.3 is currently working under a performance improvement plan; or

3.3.4.4 is no longer actively employed in their position.



3.3.5 Receipt of a performance bonus does not preclude an employee from receiving a retention bonus as may be allowed under UNC Board of Governors Regulation 300.2.14.2.

3.3.6 Receipt of a performance bonus does not preclude an employee from receiving a retention base salary increase for a competitive offer as allowed by existing salary administration policy and regulation.

### 3.4 Performance Bonuses for EHRA Employees

#### 3.4.1 Purpose of Performance Bonuses

Performance bonuses are discretionary and are intended to reward **extraordinary achievements** in the course and scope of an employee's University employment. "Extraordinary achievements" means exceptional performance beyond normal expectations of the employee's position.

Performance bonuses are not intended to supplant base salary adjustments when deemed necessary and appropriate, such as addressing essential labor market or equity situations.

#### 3.4.2 Performance Achievements

A performance bonus must be based on at least one of the following specific, demonstrated, extraordinary achievements, as documented in the employee's annual performance appraisal and in alignment with the strategic goals of the University:

**3.4.2.1 Extraordinary Contributions:** The employee has made extraordinary contributions to the fulfillment of the goals, mission, and objectives of the department, school/division, and/or University. Such contributions must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.

**3.4.2.2 Extraordinary Collaboration/Creativity:** The employee has identified and implemented extraordinary creative and innovative ideas or solutions that increase efficiency or effective use of University resources, the effects of which must be apparent at the school/division or University level and must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.

**3.4.2.3 Extraordinary Results:** The employee has delivered extraordinary results in the areas of teaching, research, and/or service, the results of which must be visible, measurable, and acknowledged by colleagues and school/division and/or University administrators.

#### 3.4.3 Bonus Amount

University will annually determine pools of available funding. A performance bonus awarded to an employee in a single fiscal year may not exceed the thresholds established in [UNC Board of Governors Regulation 300.2.14.2](#). Recommended performance bonus amounts are subject to funding availability.

### 3.4.4 Bonus Payout

3.4.4.1 A performance bonus should be paid as close to the most recent year's performance appraisal cycle as reasonably possible.

3.4.4.2 A performance bonus may be paid in one lump sum or in installments, at the University's discretion, and paid in the fiscal year in which it was awarded. Each fiscal year, the Chancellor or Chancellor's designee(s) will determine the method in which performance bonuses will be paid.

3.4.4.3 Performance bonuses are subject to retirement contributions to either the Teachers' and State Employees Retirement System or the UNC Optional Retirement Program for employees participating in one of those programs.

3.4.4.4 If the employee leaves the position in which the performance bonus was earned prior to the full bonus being disbursed, then the employee will receive the remainder of the performance bonus at the time of separation from the position.

3.4.4.5 An eligible employee may receive only one performance-based bonus award per fiscal year and the bonus award shall not exceed the compensation limitations established by UNC System or Board of Governor's Policy.

### 3.4.5 Performance Bonus Requests

Following an employee's annual appraisal, the employee's supervisor and/or department chair may submit a performance bonus request to the appropriate Vice Chancellor, Dean, or division head.

For EHRA non-faculty employees, the Vice Chancellor or division head must submit all requests to award any performance bonuses to the Human Resources Department. For EHRA faculty, the Dean must submit all requests for any performance bonuses to the Office of the Provost.

All performance bonus requests for Tier I senior academic and administrative officers (Tier I SAAOs, [Employment Policy for Employees Exempt from the State Human Resources Act](#)) must be approved by the Board of Trustees.

All performance bonus requests must confirm employee eligibility requirements identified in 3.3 above are met and must include the documented justification based on the performance achievements identified in Section 3.4.2 above.



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**AGENDA ITEM**

XI. C. Severance of Physicians Quadrangle C ..... Stephanie Coleman  
Vice Chancellor for Administration & Finance

**Situation:** ECU Health Physicians request severance Building C located at the Physicians Quadrangle Complex located at 1706 West Sixth Street.

**Background:** Physicians Quadrangle Complex is composed of several buildings owned by the State of North Carolina for ECU School of Medicine, Vidant Health, and Cambridge Highway USA, LLC. ECU School of Medicine owns three of the buildings: C, M, and N. Building C is uninhabitable and is a safety/liability issue.

**Assessment:** Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

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



**Office of Real Estate - Administration & Finance**  
200 East First Street | Mail Stop 208 | East Carolina University | Greenville, NC 27858-4353  
252-328-6910 office

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MEMORANDUM

TO: Stephanie Coleman

FROM: Kevin Carraway

DATE: July 17, 2023

SUBJECT: Request ECU Board of Trustees Approval to Sever ± 2,484 Square Feet of Office Space  
Known as Physicians Quadrangle Building C at 1706 W. Sixth Street

ECU Health Physicians (ECUP) requests ECU Board of Trustees approval to sever ±2,484 square feet of office space at 1706 West Sixth Street also known as Physicians Quadrangle Building C.

Quadrangle Building C is part of a complex of buildings built in 1966, comprised of various owners such as State of North Carolina (ECU Physicians), Vidant Health, and Cambridge Highway USA LLC. Building C is unoccupied and has safety/liability issues which renders it uninhabitable. It is a free-standing structure allowing for demolition without impact on the other buildings in the complex.

Source of funds is ECU Health Physicians Practice Plan

Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

cc: B. Bagnell



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**AGENDA ITEM**

XI. D. Severance of Medical Pavilion Complex ..... Stephanie Coleman  
Vice Chancellor for Administration & Finance

**Situation:** ECU Health Physicians request to severance the Medical Pavilion Complex buildings located at 1800 West Fifth Street

**Background:** CU Physicians purchased this property in 2013 where it houses various Health Sciences departments. In its current state, the building is uninhabitable due to major facility issue that occurred February 2023 and ECU Health Physicians moved all of the occupants from the building.

**Assessment:** Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

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



MEMORANDUM

TO: Stephanie Coleman

FROM: Kevin Carraway

DATE: July 17, 2023

SUBJECT: Request ECU Board of Trustees Approval to Sever the Medical Pavilion Complex buildings located at 1800 West Fifth Street

ECU Health Physicians (ECUP) requests ECU Board of Trustees approval to sever the Medical Pavilion Complex buildings located at 1800 West Fifth Street.

The Medical Pavilion Complex buildings were built in 1961. ECU Physicians purchased the last building on the property in 2013. Presently, the complex of buildings is uninhabitable due to a major facility issue that occurred February 2023. There are not any occupants in the building.

Source of funds is ECU Health Physicians Practice Plan.

Severance is contingent on approvals from UNC General Administration, State Property Office, and the Council of State.

cc: B. Bagnell