AGENDA
Executive and Audit Committee
Board of Trustees Meeting
September 30, 2005

Report Items

Acted on by the Executive and Audit Committee since the last meeting:

Approval of Request for Initial Appointment with Permanent Tenure for:
--Dr. Eric Jon Bailey, Associate Professor, Department of Anthropology, Harriot College of Arts and Sciences;
--Dr. Raymond Joseph O’Conner, Professor, Department of Biology, Harriot College of Arts and Sciences;
--Linda L. Steele, PhD, Professor, Department of Adult Health Nursing, School of Nursing;
--Valerie J. Gilchrist, MD, Professor and Chairman, Department of Family Medicine, Brody School of Medicine;
--Mani S. Kavuru, MD, Professor and Division Chief of Pulmonary, Allergy and Critical Care Medicine, Department of Internal Medicine, Brody School of Medicine;
--Mariavittoria Pitzalills, MD, Professor and Medical Director of the Heart Failure Program, Department of Internal Medicine, Brody School of Medicine;
--Keith M. Ramsey, MD, Professor and Medical Director of the Infection Control Program, Department of Internal Medicine, Brody School of Medicine;
--Mary Jane Thomassen, PhD, Professor and Director of the Lung Cell Biology and Translational Research Program, Department of Internal Medicine, Brody School of Medicine;
--Dr. James F. Anderson, Professor, Department of Criminal Justice, College of Human Ecology;
--Dorothy D. Rentschler, PhD, Department of Family and Community Nursing and Associate Dean of the Undergraduate Program, School of Nursing; and
--Dr. Nancy White, Associate Professor, Department of Biology, Harriot College of Arts and Sciences.

--Request for Property Lease – Infectious Diseases Clinic
--Request for Property Lease—Pulmonary and Cardiology Clinic
--Request for Property Lease—Health Information Systems/Services

Discussion/Action Items

1) Approval of Minutes
--July 19, 2005 (Full Board Meeting)
2) Approval of 2005-2006 Meeting Dates
3) Internal Audit Quarterly Report
   Internal Audit Reports (Stacie Tronto)
4) Nomination for Vacancy on the Board of Visitors (Austin Bunch)
5) Multiple Shades of Purple on Campus (John Durham)
   (materials to be provided at meeting)
6) Procedure for Establishing New Institutional Centers and Institutes (Jim Smith)
MEMORANDUM

TO: Members of the Executive and Audit Committee
   Jim Talton
   Steve Showfety
   Robbie Hill
   Mike Kelly
   Dan Kinlaw
   Margaret Ward

FROM: James LeRoy Smith
      Assistant Secretary to the Board

DATE: June 28, 2005

RE: Approval of Recommendations

We have several appointments that I respectfully request that you consider rather than waiting until our meeting on July 19. Chancellor Ballard and I have endorsed these recommendations. Documentation is attached.

Please call (252-328-6105) or fax (252-328-0129) your reply to me following your consideration of these requests.

Many thanks for your consideration.

JLS/lbj
Attachments
Initial Appointment with Permanent Tenure

Dr. Eric Jon Bailey, Associate Professor, Department of Anthropology, Harriot College of Arts and Sciences.

_____ I approve.               _____ I do not approve.

Dr. Raymond Joseph O’Conner, Professor, Department of Biology, Harriot College of Arts and Sciences.

_____ I approve.               _____ I do not approve.

________________________________________
signature

Please call (252-328-6105) or fax (252-328-0129) your response.
June 20, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Eric Jon Bailey be appointed Associate Professor with permanent tenure in the Department of Anthropology, Harriot College of Arts & Sciences, effective July 1, 2005, at an annual twelve-month salary rate of $90,000.

Enclosed please find the format required by the ECU Board of Trustees.

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Interim Vice Chancellor for Academic Affairs

JLS/agt

Enclosure
Personnel Action Requiring Approval of the Board of Trustees
This form is designed for submitting all personnel requests that require BOT approval.

Name of Institution: East Carolina University

Name of Appointee: Eric Jon Bailey

Department: Anthropology and BSOM Master of Public Health Program

College: Harriot College of Arts & Sciences and Brody School of Medicine, Family Medicine

Current UNC Rank or Title: (if applicable) Proposed Rank: Associate Professor

Indicate Type of Action: (select all that apply)
- Administrative Appointment: 
- New Faculty Appointment: [x]
- Promotion: 
- *Salary Increase in Excess of 15%: 
- Other: (describe)
- Distinguished Professorship: (provide name of professorship)

Reappointment: Conferral of Tenure: [x]

Effective Date of Action: July 1, 2005

Contract Period: Administrative Appointment: 9 mo. 12 mo. 
Faculty Appointment: 9 mo. 12 mo. [x]

Salary: $90,000 Source(s): State Funds: $90,000 *Non-State Funds: $

1. Education Background:
M.P.H., 1996, Emory University, Atlanta, GA
Ph.D., 1988, Wayne State University, Detroit, MI
M.A., 1983, Miami University of Ohio, Oxford, OH
B.A., 1980, Miami University of Ohio, Oxford, OH

2. Teaching and other professional experience:
1987: Instructor, Wayne State University
1987-88: Graduate Fellow, Wayne State University
1988-90: Assistant Professor, University of Houston
1989 (Summer): Teaching Fellow, Indiana University
1990-93: Assistant Professor, Indiana University
1992: Consultant, Indiana State Health Department Chronic Disease Division
1992-93: Acting Director, Afro-American Studies Program, Indiana University
1992-93: Consultant, Indiana State Health Department Special Populations Division
1993-94: Consultant, Indiana State Health Department Commissioners Office
1993-94: Post-Doctoral Fellow, Center for Disease Control, Tuberculosis Division
1993-94: Post-Doctoral Fellow, Emory University, School of Public Health
1993-96: Assistant Professor of Anthropology, Indiana University
1994-95: Consultant, Indiana State Health Department, Office for Special Populations and Maternal and Child Health Services
1994-95: Post-Doctoral Fellow, Center for Disease Control, Office of the Associate Director for Minority Health
1994-95: Post-Doctoral Fellow, Emory University, School of Public Health
1996-98: Associate Professor of Anthropology, Indiana University
1998-99: Senior Research Associate, University of Arkansas Medical Sciences, Arkansas Cancer Research Center

Page 1 of 2
1999-2001: Program Director, Health Scientist Administrator Comprehensive Minority Biomedical Branch National Cancer Institute, NIH
2001-04: Health Scientist Administrator, National Center on Minority Health and Health Disparities, National Institute of Health
2004-present: Program Director, Drew University of Medicine and Science

3. Scholarly & Creative Activities:

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4. Prior Recommendations/Personnel Actions:
(please check appropriate responses)

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5. Membership in professional organizations:

- American Public Health Association
- Society for Applied Anthropology
- National Institutes of Health Alumni Association

6. Professional service on campus:

N/A

7. Professional service off campus:

- Tracking and Inclusion Committee, National Institute of Health, Office of Research on Women's Health, member, 2002-03
- National Grant Reviewer, Centers for Disease Control and Prevention, 1999
June 27, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Raymond Joseph O’Connor be appointed Professor with permanent tenure in the Department of Biology, Harriot College of Arts & Sciences, effective August 22, 2005, at an annual nine-month salary rate of $88,000.

Enclosed please find the format required by the ECU Board of Trustees.

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Interim Vice Chancellor for Academic Affairs

JLS/agt

Enclosure
Personnel Action Requiring Approval of the Board of Trustees
This form is designed for submitting all personnel requests that require BOT approval.

Name of Institution: East Carolina University
Name of Appointee: Raymond Joseph O'Connor
Department: Biology College: Thomas Harriot College of Arts & Sciences
Current UNC Rank or Title: (if applicable) Proposed Rank: Professor

Indicate Type of Action: (select all that apply)

- Administrative Appointment: ☐
- New Faculty Appointment: ☒
- Promotion: ☐
- *Salary Increase in Excess of 15%: ☐
- Other: (describe)
- Distinguished Professorship: (provide name of professorship)

Reappointment: ☒
Conferral of Tenure: ☒

Effective Date of Action: August 22, 2005

Contract Period: Administrative Appointment: 9 mo. ☒ 12 mo. ☐
Faculty Appointment: 9 mo. ☒ 12 mo. ☐

Salary: $88,000.00 Source(s): State Funds: $88,000.00 *Non-State Funds: $

1. Education Background:

1973, D. Phil in Zoology, Oxford University
1965, B.Sc (Hons) in Physics, University College Dublin

2. Teaching and other professional experience:

1965-69: Research Assistant, Birbeck College, London
1969-71: Nuffield Foundation Biological Scholar, Department of Zoology (Edward Grey Institute for Field Ornithology), Oxford University, Oxford
1972-75: Assistant to Tenured Associate Professor of Zoology, Queen's University, Belfast
1975-78: Tenured Associate Professor of Zoology, University College of North Wales, Bangor
1978-87: Director, British Trust for Ornithology
1987-present: Professor of Wildlife Ecology, University of Maine, Orono

3. Scholarly & Creative Activities:

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<td>Board of Trustees</td>
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5. Membership in professional organizations:

American Ornithologists Union
British Ecological Society
British Ornithologists Union
British Trust for Ornithology
Institute of Biology

6. Professional service on campus:

Faculty Senate
Faculty and Instructional Development Committee
Interdisciplinary Research Committee
Departmental Peer Review Committee (Chair)
PhD. Mentoring Initiative (Chair)

7. Professional service off campus:

Advisory Committee on Birds (UK Govt.)
British Agrochemicals Association Environmental Research Committee
USEPA FIFRA Science Advisory Panel
AIBS/NSF NEON Working Group
Chair, USGS Peer Review of Breeding Bird Survey
NSF Workgroup on Biodiversity Observatory Networks
Administrative Board, Cornell Laboratory of Ornithology
SCB-USFWS Organizing Workgroup on Endangered Species Act Species Recovery Plans project
USEPA Workgroup on Probabilistic Risk Assessment of Pesticide Effects
NSF/EPA/SERDP Grants Panels (multiple)
Multiple conference or panel organizer/Chair
Personnel Action Requiring Approval of the Board of Trustees
This form is designed for submitting all personnel requests that require BOT approval.

Name of Institution: East Carolina University

Name of Appointee: Raymond Joseph O'Connor

Department: Biology College: Thomas Harriot College of Arts & Sciences

Current UNC Rank or Title: (if applicable) Proposed Rank: Professor

Indicate Type of Action: (select all that apply)

- Administrative Appointment: ☐
- New Faculty Appointment: ☒
- Promotion: ☐
- Reappointment: ☐
- *Salary Increase in Excess of 15%: ☐
- Conferral of Tenure: ☒
- Other: (describe)
- Distinguished Professorship: (provide name of professorship)

Effective Date of Action: August 22, 2005

Contract Period: Administrative Appointment: 9 mo. ☐ 12 mo. ☐
Faculty Appointment: 9 mo. ☒ 12 mo. ☐

Salary: $88,000.00 Source(s): State Funds: $88,000.00 *Non-State Funds: $

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- American Ornithologists Union
- British Ecological Society
- British Ornithologists Union
- British Trust for Ornithology
- Institute of Biology

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- Faculty Senate
- Faculty and Instructional Development Committee
- Interdisciplinary Research Committee
- Departmental Peer Review Committee (Chair)
- PhD. Mentoring Initiative (Chair)

7. Professional service off campus:

- Advisory Committee on Birds (UK Govt.)
- British Agrochemicals Association Environmental Research Committee
- USEPA FIFRA Science Advisory Panel
- AIBS/NSF NEON Working Group
- Chair, USGS Peer Review of Breeding Bird Survey
- NSF Workgroup on Biodiversity Observatory Networks
- Administrative Board, Cornell Laboratory of Ornithology
- SCB-USFWS Organizing Workgroup on Endangered Species Act Species Recovery Plans project
- USEPA Workgroup on Probabilistic Risk Assessment of Pesticide Effects
- NSF/EPA/SERDP Grants Panels (multiple)
- Multiple conference or panel organizer/Chair
MEMORANDUM

TO: Members of the Executive and Audit Committee
    Steve Showfety
    Bob Greczyn
    Mike Kelly
    Robert Hill
    Margaret Ward

FROM: John Durham
      Assistant Secretary to the Board

DATE: August 12, 2005

RE: Approval of Recommendations for Initial Appointment

Rather than wait until our next Board meeting, I respectfully request that you consider the attached recommendations for initial appointments with permanent tenure. These recommendations have been endorsed by Chancellor Ballard, Provost and Vice Chancellor Smith and Vice Chancellor Lewis. Documentation is attached. Please call (252-328-6105) or FAX (252-328-0129) your reply to me.

Many thanks for your consideration of these requests.

JD/lbj
Attachments
Please call 252-328-6105 or fax 252-328-0129.

____ Yes, I approve the request for Linda L. Steele, PhD, Professor, Department of Adult Health Nursing, School of Nursing.

____ No, I do not approve the request.

____ Yes, I approve the request for Valerie J. Gilchrist, MD, Professor and Chairman, Department of Family Medicine, Brody School of Medicine.

____ No, I do not approve the request.

____ Yes, I approve the request for Mani S. Kavuru, MD, Professor and Division Chief of Pulmonary, Allergy and Critical Care Medicine, Department of Internal Medicine, Brody School of Medicine.

____ No, I do not approve the request.

____ Yes, I approve the request for Mariavittoria Pitzalills, MD, Professor and Medical Director of the Heart Failure Program, Department of Internal Medicine, Brody School of Medicine.

____ No, I do not approve the request.

____ Yes, I approve the request for Keith M. Ramsey, MD, Professor and Medical Director of the Infection Control Program, Department of Internal Medicine, Brody School of Medicine.

____ No, I do not approve the request.
___ Yes, I approve the request for Mary Jane Thomassen, PhD, Professor and Director of the Lung Cell Biology and Translational Research Program, Department of Internal Medicine, Brody School of Medicine.

___ No, I do not approve the request.

___ Yes, I approve the request for Dr. James F. Anderson, Professor, Department of Criminal Justice, College of Human Ecology

___ No, I do not approve the request.

___ Yes, I approve the request for Dorothy D. Rentschler, PhD, Department of Family and Community Nursing and Associate Dean of the Undergraduate Program, School of Nursing.

___ No, I do not approve the request.

___ Yes, I approve the request for Dr. Nancy White, Associate Professor, Department of Biology, Thomas Harriot College of Arts and Sciences.

___ No, I do not approve the request.

__________________________
signature, member Executive & Audit Cmte.
July 26, 2005

Chancellor Steve Ballard  
East Carolina University  
Greenville, NC 27858

Dear Chancellor Ballard:

I would appreciate your consideration of the enclosed recommendation for initial appointment with permanent tenure on behalf of the following individual:

Linda L. Steele, PhD, Associate Professor, Department of Adult Health Nursing, School of Nursing, (start date August 1, 2005)

Dr. Steele currently holds the tenured rank of Associate Professor at the University of North Carolina at Charlotte. In addition, Dr. Steele has served as the Coordinator of the Nurse Practitioner Programs at the University of North Carolina at Charlotte since 1998. She has 30 years of academic experience, with faculty appointments at Southern Illinois University, Maryville University, McKendree College, the University of Missouri at St. Louis, Jewish Hospital College of Nursing as well as the University of North Carolina at Charlotte. While at McKendree College, she served as Chair of Nursing. Her professional service on the national level includes memberships in several professional organizations including the American Nurses Association, the American Nurses Association of Nurse Practitioners, the National Gerontological Nursing Association, Sigma Theta Tau and Phi Kappa Phi. Dr. Steele has published 4 book chapters, 9 refereed journal articles, 2 training manuals for health care providers, 11 funded grants, 4 non-funded grants and has made 27 presentations. Dr. Steele meets the Department of Adult Health Nursing, School of Nursing guidelines for permanent tenure.

Thank you for considering this recommendation. If you approve, I would appreciate your sending it to the Board of Trustees for their consideration.

Sincerely,

Phyllis N. Horns, RN, DSN, FAAN  
Dean, School of Nursing Sciences

Sincerely,

Michael J. Lewis, MD, PhD  
Vice Chancellor for Health

Enclosure

East Carolina University is a constituent institution of the University of North Carolina. An Equal Opportunity/Affirmative Action Employer.
PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES
This form is designed for submitting all personnel requests that require BOT approval.

Name of Institution: East Carolina University

Name of Appointee: Linda L. Steele, PhD

Department: Adult Health Nursing
College: Nursing

Current UNC Rank or Title: (if applicable) Associate Professor
Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)
- Administrative Appointment: ☐
- New Faculty Appointment: ☒
- Promotion: ☐
- *Salary Increase of 15% or more: ☐
- Conferral of Tenure: ☒
- Other: (describe)

Distinguished Professorship: (provide name of professorship)

Effective Date of Action: August 1, 2005

Contract Period: Administrative Appointment:
- 9 mo. ☐
- 12 mo. ☐

Faculty Appointment:
- 9 mo. ☐
- 12 mo. ☒

Salary: $84,000
Source(s): State Funds: $84,000
*Non-State Funds: $

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Justification for Salary increase of 15% or more:

Salary as of June 30, 2005: $ __________
Current Salary: $ __________
Proposed Salary: $ __________
Percentage of Increase: __________ %

Source(s): State Funds: $ __________
*Non-State Funds: $ __________

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable): $ __________ to $ __________

For ALL other actions, please complete items 1-7

Page 1 of 3
1. Education Background:  (indicate degree, date earned and institution, note additional study & training)
PhD, 1985, University of Texas, Austin, Texas
Adult Nurse Practitioner, 1976, State University of New York, Buffalo, New York
MSN, 1975, Southern Illinois University, Edwardsville, Illinois
BSN, 1971, Southern Illinois University, Edwardsville, Illinois

2. Teaching and other professional experience:  (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1975-82, Assistant Professor, Southern Illinois University, Edwardsville, Illinois
1982-84, Associate Professor and Director of College of Health, Maryville University, St. Louis, Missouri
1984-87, Associate Professor and Chair of Nursing, McKendree College, Lebanon, Illinois
1987-90, Associate Professor, University of Missouri, St. Louis, Missouri
1990-95, Professor and Chair, or Nursing, McKendree College, Lebanon, Illinois
1995-97, Adjunct Associate Professor, Adult/Geriatric Nurse Practitioner Programs, Jewish Hospital College of Nursing, St. Louis, Missouri
1995-98, Clinical Professor, Coordinator Adult and Women’s Nurse Practitioner Programs, University of Missouri, St. Louis, Missouri
1998-2004, Assistant Professor, Coordinator Nurse Practitioner Programs, University of North Carolina at Charlotte, Charlotte, North Carolina
2004-Present, Associate Professor (with tenure), Coordinator Nurse Practitioner Programs, University of North Carolina at Charlotte, Charlotte, North Carolina

3. Scholarly & Creative Activities:

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*2 Training Manuals for Health Care Providers; 11 funded grants; 4 non-funded grants; 27 presentations

4. Prior Recommendations/Personnel Actions:  (please check appropriate responses)

5. Membership in professional organizations:
American Nurses Association
American Nurses Association Division of Nurse Practitioners
Illinois Nurse Association
North Carolina Nurses Association
Metrolina Coalition of Nurse Practitioners
National Gerontological Nursing Association
Sigma Theta Tau
Phi Kappa Phi

6. Professional service on campus:
NA – New Appointment
7. Professional service off campus:
1980, Sigma Theta Tau, Epsilon Eta, Charter Member
1991, Sigma Theta Tau, Leadership Award, Nu Chi
1991-93, Illinois Nurses Association, Illinois Council of Nurse Practitioners Secretary
1993-95, Illinois Nurses Association, Illinois Council of Nurse Practitioners President
1998-present, Metrolina Coalition of Nurse Practitioners, Member, Executive Committee
1998-present, North Carolina Nurses Association, Delegate to Convention
2000-04, Sigma Theta Tau, Faculty Counselor, Gamma Iota
2000-02, North Carolina Nurses Association, District Five President Elect
2002-present, North Carolina Nurses Association, District Five President
July 26, 2005

Chancellor Steve Ballard
East Carolina University
Greenville, NC 27858

Dear Chancellor Ballard:

I would appreciate your consideration of the enclosed recommendations for initial appointment with permanent tenure on behalf of the following individuals:

Valerie J. Gilchrist, MD, Professor and Chairman, Department of Family Medicine, Brody School of Medicine (start date September 1, 2005)

Dr. Gilchrist currently holds the rank of Professor and Chairman in the Department of Family Medicine at Northeastern Ohio Universities College of Medicine, Rootstown, Ohio. In addition to her duties as Chair of the Department of Family Medicine, Dr. Gilchrist is Research Director in Family Medicine as well as Associate Program Director of the Family Practice Residency Program at Aultman Hospital, Canton, Ohio. Prior to her appointment as Chairman, Dr. Gilchrist served as Director of the Office of Women and Medicine at Northeastern Ohio Universities College of Medicine. Dr. Gilchrist has over 24 years of academic experience. Her professional service on the national level includes memberships in several professional organizations, including the American Academy of Family Physicians and the American Medical Association. Dr. Gilchrist has published 4 books, 20 book chapters, and 28 refereed papers. She is the principal investigator on 12 grants, co-principal investigator on 3 grants, and project director on 7 grants. She has made 11 international presentations, 26 national presentations, 50 national peer reviewed presentations, and she holds appointments on numerous local and national committees. Additionally, Dr. Gilchrist is a peer reviewer for several journals, including the *Journal of the American Board of Family Practice*, *Archives of Family Medicine* and *Family Medicine*. Dr. Gilchrist was awarded permanent status as a Master Teacher, which is a method that Northeastern Ohio Universities College of Medicine developed as a means of recognizing and honoring outstanding, highly skilled mentors and teachers. Dr. Gilchrist meets the Department of Family Medicine, Brody School of Medicine guidelines for permanent tenure.

East Carolina University is a constituent institution of the University of North Carolina. An Equal Opportunity/Affirmative Action Employer.
Mani S. Kavuru, MD, Professor and Division Chief of Pulmonary, Allergy and Critical Care Medicine, Department of Internal Medicine, Brody School of Medicine (start date September 1, 2005)

Dr. Kavuru is currently Professor of Medicine with tenure in the Department of Pulmonary, Allergy and Critical Care Medicine at The Cleveland Clinic Foundation in Cleveland, Ohio. Dr. Kavuru received his training in internal medicine, pulmonary medicine and critical care medicine at The Cleveland Clinic Foundation. After completing his fellowship in 1989, he became Assistant Director of the Intermediate Intensive Care Unit at Henry Ford Hospital in Detroit, Michigan and was appointed Medical Director of their Pulmonary Function Laboratory in 1990. He returned to Cleveland Clinic as a member of the Department of Pulmonary and Critical Care Medicine in 1991, and was appointed Director of the Pulmonary Function Laboratory in 1994. He is also Assistant Professor of Internal Medicine at Ohio State University. At Cleveland Clinic, Dr. Kavuru is currently the principal or co-principal investigator on 13 current or pending major research grant projects focusing on pulmonary alveolar proteinosis, asthma, and sarcoidosis. Since his appointment at the Cleveland Clinic, he has also completed 31 other research grant projects in these areas. He has shared research results in 63 refereed journal articles, 55 abstracts and given 38 lectures at major medical conferences. He is also the author or co-author of 5 books and 13 book chapters. Dr. Kavuru is a member of the Editorial Board of the Cleveland Clinic Journal of Medicine (CCJM) and is a peer reviewer for several medical journals, including CCJM, American Journal of Respiratory Critical Care, American Journal of Gastroenterology and Journal of American Medical Association (JAMA). He is known for his research and treatment modalities in asthma, pleural disease, critical care, pulmonary alveolar proteinosis, sarcoidosis, pulmonary function testing, and bronchoscopic techniques. Physicians refer their most difficult cases to him. Dr. Kavuru meets the Department of Internal Medicine, Brody School of Medicine guidelines for permanent tenure.

Mariavittoria Pitzalis, MD, Professor and Medical Director of the Heart Failure Program, Department of Internal Medicine, Brody School of Medicine (start date September 1, 2005)

Dr. Pitzalis is an outstanding nationally known cardiovascular clinician and research scientist. She received her degree in Medicine and Surgery in 1989 and a Research Doctorate in Clinical Pathophysiology of the Cardiovascular System in 1994. Dr. Pitzalis is an internationally recognized specialist in the field of heart failure and is one of the world's foremost authority on the management of heart failure with resynchronization therapy. She is currently Associate Professor and Director of the Heart Failure Unit, and the Head of the Operative Unit for non-invasive and invasive Arrhythmology at the University of Bari in Italy. In 1992 and 1993, Dr. Pitzalis trained in the U.S. as an electrophysiology fellow in the laboratories of Dr. Sonny Jackman at the University of Oklahoma and Dr. Fred Morady at the University of Michigan. In addition, she is a valued peer reviewer for several journals including Circulation, Journal of the American College of Cardiology, European Heart Journal, The Lancet, Annals of Internal Medicine and the American Journal of Cardiology. She has served as the General Secretary of the Italian Society of Cardiology since 2002, and is the director of the “The Heart of the Problem” project sponsored by the Italian
Society of Cardiology and the Ministry of Education and Research for the nation-wide cardiovascular disease prevention campaign among the entire school population. She is a member of the Ministry of Health Committee for the organization of the “Alliance for the Heart” project in Italy, and directs the Italian Society of Cardiology Internet site, “Cardiologiaonline.org”. She has 61 papers published in international peer reviewed journals, 266 abstracts in international publications, and 9 book chapters. Dr. Pitzalis meets the Department of Internal Medicine, Brody School of Medicine guidelines for permanent tenure.

Keith M. Ramsey, MD, Professor and Medical Director of the Infection Control Program, Department of Internal Medicine, Brody School of Medicine (start date September 1, 2005)

Dr. Ramsey is currently Professor of Medicine with tenure at the University of South Alabama in Mobile. His expertise is research in the molecular world of early immune response to HIV and epidemiological research in the field of nosocomial infections. He has authored 28 articles in peer reviewed journals, 41 abstracts, invited speaker at 51 conferences, invited participant at 12 conferences, 3 grants, and holds patents on 3 of his research procedures. He serves on the editorial board of several journals including the National Foundation for Infectious Diseases, Southern Medical Journal and the Clinical Updates in Infectious Diseases. In addition, he has served as a grant reviewer for the Veteran’s Administration Merit Review Board. Dr. Ramsey is an outstanding teacher of medical students and residents and is the recipient of numerous teaching awards from both the University of Texas at Galveston and the University of South Alabama. In 1999, Dr. Ramsey was awarded the “Unsung Hero Award” by the mayor of Mobile for his work in treating the African-American population in Mobile with HIV, and he was on the 2002 list of Best Doctors in America. He is a member of several national societies including the American Society of Microbiology, American Association for the Advancement of Science, American Federation for Medical Research, Infectious Diseases Society of America, and the American College of Physicians. Dr. Ramsey is most recently known nationally and internationally for his service as President of the Society of Hospital Epidemiologists of America. He has just completed a year’s service as director of this prestigious organization. Dr. Ramsey meets the Department of Internal Medicine, Brody School of Medicine guidelines for permanent tenure.

Mary Jane Thomassen, PhD, Professor and Director of the Lung Cell Biology and Translational Research Program, Department of Internal Medicine, Brody School of Medicine, (start date September 1, 2005)

Dr. Thomassen joined The Cleveland Clinic Foundation (CCF) in 1985 with a dual appointment in the Department of Pulmonary and Critical Care Medicine and Department of Cell Biology. In 1999, she became Director of the Cytokine Biology Research Laboratory. She has research interests in pulmonary defense mechanisms, macrophage activation, surfactant, adult respiratory distress syndrome, asthma and cytokine networks. Prior to joining CCF, she worked as a scientist in the Department of Molecular Biology at Litton Bionetics in Bethesda, MD; was an assistant professor of microbiology in pediatrics and of molecular biology and microbiology at Case
Western Reserve University; and served as director of microbiology for the Cystic Fibrosis Center at Rainbow Babies and Children’s Hospital in Cleveland. During her career, Dr. Thomassen has received extensive grant support for research in all areas of pulmonary disease. She is currently the principal or co-principal investigator for 14 research projects focusing on pulmonary artery pressure, asthma, adult respiratory distress syndrome, sarcoidosis, chronic beryllium disease, and the role of nitric oxide and cytokine regulation in lung disease. She is the author or co-author of 94 refereed published scientific papers and 143 abstracts. She also serves as peer reviewer for 15 major scientific journals including the American Journal of Immunology, American Journal of Respiratory Cell and Molecular Biology and the American Journal of Cellular Physiology. Dr. Thomassen meets the Department of Internal Medicine, Brody School of Medicine guidelines for permanent tenure.

Thank you for considering these recommendations. If you approve, I would appreciate your sending them to the Board of Trustees for their consideration.

Sincerely,

Cynda Ann Johnson, MD, MBA
Dean, Brody School of Medicine

Sincerely,

Michael J. Lewis, MD, PhD
Vice Chancellor for Health Sciences

/sh

Enclosures
PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES

This form is designed for submitting all personnel requests that require BOT approval.

Name of Institution: East Carolina University

Name of Appointee: Valerie J. Gilchrist, MD

Department: Family Medicine College: Brody School of Medicine

Current UNC Rank or Title: (if applicable) Proposed Rank or Title: Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment: Reappointment:
New Faculty Appointment: X Conferral of Tenure: X
Promotion: *Salary Increase of 15% or more:
*Other: (describe)
Distinguished Professorship: (provide name of professorship)

Effective Date of Action: September 1, 2005

Contract Period: Administrative Appointment: 9 mo. □ 12 mo. □
Faculty Appointment: 9 mo. □ 12 mo. X

Salary: $260,000 Source(s): State Funds: $160,991 *Non-State Funds: $45,009

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):
Medical Faculty Practice Plan

Justification for Salary increase of 15% or more:

Salary as of
June 30, 2005: $ Current Salary: $ Proposed Salary: $ Percentage of Increase: %

Source(s): State Funds: $ *Non-State Funds: $
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable): $ to $
1. Education Background: (indicate degree, date earned and institution, note additional study & training)
BSc, 1973, McGill University, Montreal, Canada
MD, 1977, University of Toronto, Toronto, Canada
1977-78, Family Practice Residency, Chief Resident, North York General Hospital, Toronto, Canada
1977-79, Family Practice Residency, University of Toronto, Toronto, Canada
1978-79, Family Practice Residency, Toronto Western Hospital, Toronto, Canada
1979-80, Family Practice Residency, Chief Resident, Youngstown Hospital Association, Youngstown, Ohio
1982-83, Fellowship in Faculty Development in Family Medicine, University of North Carolina, Chapel Hill, North Carolina

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1972, Staff Physical Therapist, Montreal General Hospital, Montreal, Canada
1972-73, Staff Physical Therapist, Royal Victoria Hospital, Montreal, Canada
1973-75, Staff Physical Therapist, Hospital for Sick Children, Montreal, Canada
1976-77, Co-Chairperson, Alexandra Park Community Health Center, Toronto, Canada
1979-80, Staff Physician, (part-time), Mahoning County Planned Parenthood, Youngstown, Ohio
1980-86, Associate Director, Family Practice Center, Western Reserve Care System, Youngstown, Ohio
1981-84, Assistant Professor of Family Medicine, Northeastern Ohio Universities College of Medicine, Rootstown, Ohio
1984-92, Associate Professor of Family Medicine, Northeastern Ohio Universities College of Medicine, Rootstown, Ohio
1986-present, Associate Program Director, Family Practice Residency Program of Aultman Hospital, Canton, Ohio
1988-92, Medical Director, Hartville Family Practice Center, Aultman Hospital, Hartville, Ohio
1993, Interim Program Director, Aultman Hospital Family Practice Residency Program, Hartville, Ohio
1993-present, Professor of Family Medicine, Northeastern Ohio Universities College of Medicine, Rootstown, Ohio
1993-present, Research Director, Department of Family Medicine, Northeastern Ohio Universities College of Medicine, Rootstown, Ohio
1996-97, Director, Office of Women and Medicine, Northeastern Ohio Universities College of Medicine, Rootstown, Ohio
1997-present, Chair, Department of Family Medicine, Northeastern Ohio Universities College of Medicine, Rootstown, Ohio

3. Scholarly & Creative Activities:

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<th>Source</th>
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<th>Not Recommended</th>
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<td></td>
</tr>
<tr>
<td>Edited Book</td>
<td></td>
<td>Dean/Director</td>
<td>X</td>
<td></td>
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<tr>
<td>Chapter</td>
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<td>Provost/Vice Chancellor</td>
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<tr>
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<td>Board of Trustees</td>
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<tr>
<td>Non-Juried Performance/Show</td>
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<td>Other (please provide description)</td>
<td>126*</td>
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<td></td>
</tr>
</tbody>
</table>

* principal investigator on 12 grants; co-principal investigator on 3 grants; project director on 7 grants; consultant on 6 grants; 11 international presentations; 26 national presentations; 50 national peer reviewed presentations; 11 posters

4. Prior Recommendations/Personnel Actions:
(please check appropriate responses)

5. Membership in professional organizations:
Canadian College of Family Physicians
American Academy of Family Physicians
Society of Teachers of Family Medicine
American Medical Women's Association
North American Primary Care Research Group
Physicians for Social Responsibility
American Medical Association
6. Professional service on campus:
N/A – New Appointment

7. Professional service off campus:
1985-present, Peer Reviewer, *Family Medicine*
1985, Book Reviewer, *Family Medicine*
1987-present, Member, Research Committee, Ohio Academy of Family Physicians
1988-present, Peer Reviewer, North American Primary Care Research Group
1988-present, Peer Reviewer, *American Family Physician*
1988, Book Reviewer, *American Family Physician*
1991-present, Editorial Review Board, *The Female Patient*
1991-present, Peer Reviewer, *The Journal of Family Practice*
1993, Book Reviewer, *Qualitative Health Research*
1993, Book Reviewer, *Journal of American Board of Family Practice*
1993-present, Research Subcommittee, Association of Family Medicine Organizations
1994-present, Steering Committee Member, Federation of Practice Based Research Networks
1994-present, Peer Reviewer, *Qualitative Health Research*
1994-present, Member, Building Research Capacity in Primary Care Member, North American Primary Care Research Group
1995, Peer Reviewer, *Qualitative Inquiry*
1995-present, Peer Reviewer, *Family Systems Medicine*
1995-98, National Board of Medical Examiners, USMLE Step 3 Item Writer
1996, Peer Reviewer, *Journal of Medical Humanities*
1998, Peer Reviewer, *Evaluation and the Health Professions*
1999-present, Peer Reviewer, *Evaluation and the Health Professions*
1999-present, National Board of Medical Examiners, USMLE Step 3 Test Material Development Committee: Case Modeling
1999-02, Association of Departments of Family Medicine, Board of Directors, Member at Large
1999-present, Aultman Hospital Committee Member
1999, present, Board of Directors, North American Primary Care Research Group
2000-present, National Board of Medical Examiners, USMLE Step 3, Item Review Committee
2000-present, National Board of Medical Examiners, Interdisciplinary Review Committee
2000-present, Editorial Review Board, *Medscape*
2000-present, Peer Reviewer, *Journal of the American Board of Family Practice*
2002-present, Member, Joint AAFP/F-AAFP Grants Award Council
2002-present, Member, Board of Directors, Society of Teachers of Family Medicine
2002-present, Council of Academic Societies Representative, Society of Teachers of Family Medicine
2003-present, Chair, Nominating Committee, North American Primary Care Research Group
2004-present, Council of Academic Societies Nominating Committee, Society of Teachers of Family Medicine
PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES
This form is designed for submitting all personnel requests that require BOT approval

Name of Institution:  East Carolina University

Name of Appointee:  Mani S. Kavuru, MD

Department:  Internal Medicine

College:  Brody School of Medicine

Current UNC Rank or Title:  (if applicable)  

Proposed Rank:  Professor

Indicate Type of Action:  (select all that apply)

- Administrative Appointment:  
- Reappointment:  
- New Faculty Appointment:  ✗
- Promotion:  
- Conferral of Tenure:  ✗
- *Salary Increase of 15% or more:  
- Other:  (describe)
- Distinguished Professorship:  (provide name of professorship)

Effective Date of Action:  September 1, 2005

Contract Period:

- Administrative Appointment:  9 mo.  
- 12 mo.  
- Faculty Appointment:  9 mo.  
- 12 mo.  ✗

Salary:  $ 275,000  

Source(s):  State Funds:  $  

*Non-State Funds:  $ 275,000  

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Medical Faculty Practice Plan

Justification for Salary increase of 15% or more:

Salary as of June 30, 2005  $  

Current Salary:  $  

Proposed Salary:  $  

Percentage of Increase:  %

Source(s):  State Funds:  $  

*Non-State Funds:  $  

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable):  $  

to  $  

For ALL other actions, please complete items 1-7
1. Education Background: (indicate degree, date earned and institution, note additional study & training)
B.S., 1978-80, University of Akron, Akron, Ohio
M.D., 1980-84, Northeastern Ohio Universities, College of Medicine, Rootstown, Ohio
Internship, 1984-85, The Cleveland Clinic Foundation, Cleveland, Ohio
Residency, 1985-87, The Cleveland Clinic Foundation, Internal Medicine, Cleveland, Ohio
Fellowship, 1987-89, The Cleveland Clinic Foundation, Department of Pulmonary and Critical Care Medicine, Cleveland, Ohio

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1986-89, Clinical Associate Staff, Department of Primary Care, The Cleveland Clinic Foundation, Cleveland, Ohio
1987-89, Critical Care Physician, Lorain Community Hospital, Lorain, Ohio
1989-90, Assistant Director, Intermediate Medical Intensive Care Unit, Henry Ford Hospital, Detroit, Michigan
1990-91, Medical Director, Pulmonary Function Laboratory, Division of Pulmonary and Critical Care Medicine, Henry Ford Hospital, Detroit, Michigan
1991-present, Staff, Department of Pulmonary, Allergy and Critical Care Medicine, Cleveland Clinic Foundation, Cleveland, Ohio
1993-present, Assistant Professor, Department of Internal Medicine, Ohio State University, Cleveland, Ohio
1994-present, Director, Pulmonary Function Laboratory, Cleveland Clinic Foundation, Cleveland, Ohio
2003-present, Joint Appointment, Cell Biology, Lerner Research Institute, Cleveland Clinic Foundation, Cleveland, Ohio

3. Scholarly & Creative Activities:

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<th>Type</th>
<th>Number</th>
<th>Source</th>
<th>Recommended</th>
<th>Not Recommended</th>
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<tr>
<td>Edited Book</td>
<td>0</td>
<td>Dean/Director</td>
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<td>13</td>
<td>Provost/Vice Chancellor</td>
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<td>0</td>
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<td></td>
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<tr>
<td>Juried Performance/Show</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Juried Performance/Show</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
<td>137*</td>
<td></td>
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</tr>
</tbody>
</table>

* 55 abstracts; 44 grants; 38 lectures at major medical conferences

5. Membership in professional organizations:
1992-present, member, American College of Chest Physicians, Fellow, FCCP
1992-present, member, American Thoracic Society
1992-present, member, Ohio Thoracic Society
1994-present, member, Society of Critical Care Medicine
1995-present, member, American College of Physicians, Fellow, FACP
1998-present, member, American Academy of Allergy, Asthma & Immunology

6. Professional service on campus:
NA – New Appointment

7. Professional service off campus:
1989-91, Quality Assurance Committee, Henry Ford Hospital
1990-91, Surgical Review Committee, Henry Ford Hospital
1992-2000, Quality Review Officer, Division of Medicine, Cleveland Clinic Foundation
1992-present, Residency Recruitment Committee, Division of Medicine, Cleveland Clinic Foundation
1992-present, CME Committee, Ohio Thoracic Society
1994-present, CME Committee, Ohio Thoracic Society
1995-present, CME Committee, Ohio Thoracic Society

8. Honor and Awards
1978, Valedictorian, Brecksville High School, Gates Mills, Ohio
1980, Magna Cum Laude, University of Akron, Akron, Ohio
2002, Pulmonary Fellowship Alumnus Award, Cleveland Clinic, Cleveland, Ohio
PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES
This form is designed for submitting all personnel requests that require BOT approval

Name of Institution: East Carolina University

Name of Appointee: Mariavittoria Pitzalis, MD

Department: Internal Medicine College: Brody School of Medicine

Current UNC Rank or Title: (if applicable) Proposed Rank: Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment: ☐ Reappointment: ☐
New Faculty Appointment: ☒ Conferral of Tenure: ☒
Promotion: ☐
*Salary Increase of 15% or more: ☐
Other: (describe)
Distinguished Professorship: (provide name of professorship)

Effective Date of Action: September 1, 2005

Contract Period:
Administrative Appointment: 9 mo. ☐ 12 mo. ☒
Faculty Appointment: 9 mo. ☐ 12 mo. ☒

Salary: $ 210,000 Source(s): State Funds: $ *Non-State Funds: $ 210,000
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):
Medical Faculty Practice Plan

Justification for Salary increase of 15% or more:

Salary as of June 30, 2005 $ Current Salary: $ Proposed Salary: $ Percentage of Increase: %

Source(s): State Funds: $ *Non-State Funds: $
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): 

Salary Range (where applicable): $ $

For ALL other actions, please complete items 1-7
1. Education Background: (indicate degree, date earned and institution, note additional study & training)
MD, 1989, University of Bari, Bari, Italy
PhD, 1994, University of Pisa, Pisa, Italy
1994-01, Masters, Electrocardiography, University of Bari, Bari, Italy
1996-98, Masters, Clinical Arrhythmias, University of Bari, Bari, Italy
Cardiologist diploma, 1996, University of Bari, Bari, Italy
Physiology Training, 1990, Freie Universitat, Berlin, Germany
Cardiology Fellowship, 1992, University of Oklahoma, Oklahoma City
Cardiology Fellowship, 1993, University of Michigan, Ann Arbor, Michigan

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1992-95, Clinical Instructor, Department of Cardiology, University of Bari, Bari, Italy
1996-present, Instructor, School of Cardiology, University of Bari, Bari, Italy
1998-present, Instructor of PhD Courses, University of Turin, Turin, Italy
1999-present, Instructor of PhD Courses, University of Pisa, Pisa, Italy
1999-present, Associate Professor, School of Medicine, University of Bari, Bari, Italy

3. Scholarly & Creative Activities:  

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<th>Type</th>
<th>Number</th>
<th>Source</th>
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<td>Chair/Head</td>
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<tr>
<td>Edited Book</td>
<td>1</td>
<td>Dean/Director</td>
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<td>Chapter</td>
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<td>Provost/Vice Chancellor</td>
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*266 abstracts; 2 presentation editorial; 2 media coverage of scientific work; 14 grants; 4 contracts;
4 agreements as principal investigator; 17 agreements as co-principal investigator

4. Prior Recommendations/Personnel Actions:
(please check appropriate responses)

5. Membership in professional organizations:
1989-present, member, Italian Society of Cardiology
1989-present, member, European Society of Cardiology
1995-present, member, Working Group on Arrhythmias, European Society of Cardiology
1995-present, member, International Society on Holter and Non-invasive Electrophysiology
1996-present, fellow European Society of Cardiology
1998-present, member of the Working Group on the Autonomic Nervous System, European Society of Hypertension
1999-present, member Italian Society of Hypertension

6. Professional service on campus:
NA – New Appointment
7. Professional service off campus:
1992-96, European Society of Cardiology, Scientific Review Committee
1994-present, Responsible for autonomic nervous system evaluation
1995-present, Italian Society of Cardiology, Scientific Review Committee
1995-present, Reviewer for medical journals:
   European Heart Journal
   Clinical Science
   Cardiologia
   Italian Heart Journal
   Ann Internal Medicine
   Journal of Physiology
   American Journal of Cardiology
   Journal of Applied Physiology
   The Journal of the American College of Cardiology
   Lancet Neurology
   Circulation
   Heart
   ISHB Ethnicity & disease
   IEEE Trans BME
   Review for Obesity Research
   BMC
   International Journal of Cardiology
1995-present, Medical journal Editorial Committee member
   Cardiologia
   Sic et simpliciter
   Italian Heart Journal
   Sociedad Iberoamericana de Informacion Cientifica
1998-00, Director of the EP lab and electrophysiology training program
2000-present, Fellowship Program in Cardiology, Advisory Council
2000-present, Director of the Operative Unit for non invasive and invasive Arrhythmology
2001-03, Italian Society of Cardiology Internet site, Cardiologianline.org, Chair of the Scientific Committee
2001-present, Director of the Heart Failure Unit and heart failure training program
2002, Research Grants Council of Hong Kong, Review Committee
2002-present, Chair, The project of the Italian Society of Cardiology and Italian Ministry of Education and Research for
   the nation-wide cardiovascular disease prevention campaign among the whole school population
2002-04, General Secretary, The Italian Society of Cardiology
2003-present, Italian Ministry of Research Grants Council, Review Committee
2003-present, web site project of RAI Educational the Italian broadcasting station Italian Ministry of Education and
   Research, Scientific Committee
2003-present, Italian Ministry of Research, Research Grants Evaluation, Scientific Review Committee
2003-present, Italian Ministry of Health Committee for the organization of the cardiovascular prevention program to
   citizens, Scientific Committee
2003-present, European Forum on CVD Prevention in Clinical Practice of the European Society of Cardiology, National
   Chairperson
2004-present, Italian Ministry of Health, CME Review Committee

8. Honor and Awards
1987-88, Medical Student Award, University of Bari
1987-88, Medical Student Award, University of Bari
1993, Research Award, Italian Society of Cardiology
1996, Research Award, Italian Society of Cardiology
2000, Research Award, Italian Society of Cardiology
2001, Research Award, Italian Society of Cardiology

Page 3 of 3
PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES
This form is designed for submitting all personnel requests that require BOT approval

Name of Institution: East Carolina University

Name of Appointee: Keith M. Ramsey, MD

Department: Internal Medicine       College: Brody School of Medicine

Current UNC Rank or Title: (if applicable)       Proposed Rank: Professor

Indicate Type of Action: (select all that apply)

- Administrative Appointment: ☐
- New Faculty Appointment: ☒
- Promotion: ☐
- *Salary Increase of 15% or more: ☐
- Conferral of Tenure: ☒
- Other: (describe)
- Distinguished Professorship: (provide name of professorship)

Effective Date of Action: September 1, 2005

Contract Period: Administrative Appointment: 9 mo. ☐ 12 mo. ☒
                Faculty Appointment: 9 mo. ☐ 12 mo. ☒

Salary: $187,500       Source(s): State Funds: $       *Non-State Funds: $187,500
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):
Medical Faculty Practice Plan

Justification for Salary increase of 15% or more:

Salary as of June 30, 2005 $ Current Salary: $ Proposed Salary: $ Percentage of Increase: %
Source(s): State Funds: $ *Non-State Funds: $
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable): $ to $
1. Education Background:  (indicate degree, date earned and institution, note additional study & training)
B.S., 1969-73, Western Carolina University, Cullowhee, North Carolina
M.D., 1973-77, University of North Carolina, Chapel Hill, North Carolina
Internship, 1977-78, Medical College of Virginia, Richmond, Virginia
Residency, 1978-80, Medical College of Virginia, Richmond, Virginia
Junior Staff Fellow Research, 1980-82, Office of Biological Research and Review, Richmond, Virginia
Clinical Fellowship, 1982-83, Medical College of Virginia, Richmond, Virginia

2. Teaching and other professional experience:  (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1978-80, Admitting Officer of the Day, McGuire Veterans Administration Hospital, Richmond, Virginia
1983-90, Assistant Professor of Medicine, Microbiology and Immunology, University of Texas Medical Branch, Galveston, Texas
1988-90, Member of the Graduate Faculty, University of Texas School of Biomedical Sciences, Galveston, Texas
1990-1994, Associate Professor of Medicine, Department of Medicine, University of South Alabama, Mobile, Alabama
1990-05, Associate Professor, Department Microbiology and Immunology, University of South Alabama, Mobile, Alabama
1994-00, Associate Professor of Medicine with Tenure, Department of Medicine, University of South Alabama, Mobile, Alabama
1991-present, Director, Division of Infectious Diseases, University of South Alabama, Mobile, Alabama
1991-03, Healthcare Epidemiologist, USA Hospitals and Clinics, Mobile, Alabama
2001-present, Professor of Medicine with Tenure, Department of Medicine, University of South Alabama, Mobile, Alabama

3. Scholarly & Creative Activities:

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* 41 abstracts; 51 invited speaker; invited conference participant 12; 3 grants; 3 patents

4. Prior Recommendations/Personnel Actions:

(please check appropriate responses)

5. Membership in professional organizations:
1992-97, member, American Federation for Medical Research National Council
1994-95, member, American Federation for Medical Research Finance Committee
1992-95, member, Southern Section, American Federation for Medical Research Secretary-Treasurer
1996-97, member, Southern Section, American Federation for Medical Research, Chairman
1997-98, member, Southern Section, American Federation for Medical Research, Nominating Committee-Chairperson
1993-98, member, Southern Section, American Federation for Medical Research Foundation Co-Chairman, Awards Committee
1997-00, member, The Society for Healthcare Epidemiology of America, Nominating Committee
1999-00, member, The Society for Healthcare Epidemiology of America, Chairperson
1997-01, member, The Society for Healthcare Epidemiology of America, Financial Advisory Committee
2000-present, member, The Society for Healthcare Epidemiology of America Task Force on Volunteer and Staff Activities Chairman
2002-04, member, The Society for Healthcare Epidemiology of America, Secretary
1997-present, member, Southern Society for Clinical Investigation
1998-99, member, Southern Society for Clinical Investigation, Nominating Committee
2002-04, member, Southern Society for Clinical Investigation, Councilor
2002-present, member, Southern Society for Clinical Investigation, Chair, Fund Raising Committee
2004-member, Medical Society of Mobile County
2005-09, member, Centers for Disease Control and Prevention Healthcare Infection Control Practices Advisory Committee
6. Professional service on campus:
NA – New Appointment

7. Professional service off campus:
1990-91, Transfusion Committee
1991-97, Chairman, Infection Control Committee
1992-present, Drug Utilization Committee
1993-94, member, Alabama Medicaid Drug Utilization Review Board
1993-95, Chairman, Planning Committee, Department of Internal Medicine
1993-02, member, Sexually Transmitted Diseases Medical Advisory Council, Alabama Department of Public Health
1994-97, member, Chairman (Ryan White Title II) HIV Care Consortium
1994-00, member, Mobile County HIV Care Consortium
1995-96, member, Prime Health-Medicaid Task Force
1995-present, Medical Director of the Environmental Services Department
1996-present, Residency Recruitment/Selection Committee
1997-1998, member, Chairperson, Subcommittee on individuals with terminal conditions (HIV/AIDS)-Bay Health Plan
1998-03, Leadership Council
1998-03, Chairman, Combined Infection Control Committee USA Hospitals and Clinics
1998-present, Combined Infection Control Committee
1998-present, Chairman, Research Career & Development Committee, Department of Internal Medicine
2001-2002, Eco-Terrorism Task Force
2001-present, Cancer Institute: Clinical Activities/Clinical Research Task Force
2004-present, Patent Committee, University of South Alabama
2005-present, member, Secretary Mobile County Health Board of Censors, Medical Society of Mobile

8. Honor and Awards
1977, Student Research Paper Program - Second Award: “A Retrospective Survey of 75 Cases of Mycobacterium avium-intracellular (M a-i) at North Carolina Memorial Hospital”, University of North Carolina
1980, Nominee for Resident Teaching Award by Medical School Class of 1980, Medical College of Virginia
1987, Elected Member of Sigma Xi, University of Texas Medical Branch Chapter
1993, Michael O. Hunt Action Award, First Annual Gulf Coast Conference on HIV/AIDS and Substance Abuse
1993, Distinguished Faculty Designee by University of South Alabama School of Medicine
1994, HIV Service Provider of the Year Alabama AIDS Task Force of Alabama
1994, Distinguished Faculty Designee by University of South Alabama School of Medicine
1995, Distinguished Faculty Designee by University of South Alabama School of Medicine
1996, Lamplighter Award Alabama League for Nursing
1999, Unsung Hero Award for HIV Prevention work in the African-American community
1999, Mayor's Proclamation Dr. Keith Ramsey Day in Mobile-December 10, 1999
2001, Helping Hands Foundation, Inc., Distinguished Faculty Designee by University of South Alabama School of Medicine
2002, Best Doctors in America, Best Doctors, Inc.
PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES
This form is designed for submitting all personnel requests that require BOT approval

Name of Institution: East Carolina University

Name of Appointee: Mary Jane Thomassen, PhD

Department: Internal Medicine College: Brody School of Medicine

Current UNC Rank or Title: (if applicable) Proposed Rank: Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment: []
New Faculty Appointment: []
Promotion: []
*Salary Increase of 15% or more: []
Other: (describe)
Distinguished Professorship: (provide name of professorship)

Effective Date of Action: September 1, 2005

Contract Period: Administrative Appointment: 9 mo. [ ] 12 mo. [ ]
Faculty Appointment: 9 mo. [ ] 12 mo. [ ]

Salary: $162,000 Source(s): State Funds: $[] *Non-State Funds: $162,000
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):
Medical Faculty Practice Plan

Justification for Salary increase of 15% or more:

Salary as of June 30, 2005 $ [ ]
Current Salary: $ [ ]
Proposed Salary: $ [ ]
Percentage of Increase: ____ %

Source(s): State Funds: $ [ ] *Non-State Funds: $ [ ]
*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable): $ [ ] to $ [ ]

For ALL other actions, please complete items 1-7
1. Education Background: (indicate degree, date earned and institution, note additional study & training)
B.S., 1964-1968, University of Maryland College Park, Maryland (Microbiology)
Ph.D., 1968-1973, University of Minnesota Minneapolis, Minnesota (Microbiology)

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1968-73, Research Assistant, Department of Microbiology, University of Minnesota, Thesis Research: Foreign Body Tumorigenesis in Mice with Dr. K. Gerhard Brand
1973-75, Scientist, Department of Molecular Biology Litton Bionetics, Bethesda, Maryland (NCI Contract) Research Interest: Hemopoiesis (normal and leukemic) and RNA tumor viruses
1975-85, Assistant Professor, Microbiology in Pediatrics, Case Western Reserve University, Cleveland, Ohio
1975-85, Assistant Professor, Molecular Biology and Microbiology, Case Western Reserve University, Cleveland, Ohio
Research Interest: Pulmonary defense mechanisms and host-parasite relationships
1980-85, Director, Microbiology Core, Cystic Fibrosis Center Rainbow Babies and Children's Hospital, Cleveland, Ohio
1985-present, Staff, Departments of Pulmonary, Allergy and Critical Care Medicine & Cell Biology, The Cleveland Clinic Foundation, Cleveland, Ohio
Research Interest: Macrophage activation, surfactant, pulmonary alveolar proteinosis, sarcoidosis, asthma, and cytokine networks
1999-present, Director of Cytokine Biology Research Laboratory, Department of Pulmonary, Allergy and Critical Care Medicine, The Cleveland Clinic Foundation, Cleveland, Ohio

3. Scholarly & Creative Activities:

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<td>Chapter</td>
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4. Prior Recommendations/Personnel Actions:
(please check appropriate responses)

5. Membership in professional organizations:
1984-present, member, American Thoracic Society
1973-present, member, American Society for Microbiology
1985-present, member, Society for Leukocyte Biology
1988-present, member, American Association of Immunologists
1993-present, member, Society of Critical Care Medicine
1993-present, member, American Association for the Advancement of Science
1994-present, member, American Federation for Clinical Research
2001-present, member, American Academy of Allergy, Asthma, & Immunology

6. Professional service on campus:
NA – New Appointment
7. Professional service off campus:
1980, National Cystic Fibrosis Foundation, Grant Review Committee
1981-1985, United Torch Services - Loaned Executive Education Program
1982-1987, Cleveland Cystic Fibrosis Foundation, Medical Advisory Board
1982, Northern Ohio Lung Association, Children's Lung Health Committee
2003, NIH Lung Biology Study Section Ad Hoc member
2003-present, Mentor for K23 of Tracey L. Bonfield, Ph.D. NIH:NIAID K23, AI055840, “GM-CSF is Required for Macrophage Surfactant Catabolism”
2003-present, Sponsor for Nizar Zein, M.D., Cleveland Clinic Clinical Investigator Development Award
2005-10, Mentor for K-01 of Dr. Carmen Swaisgood, NIH-NHLBI “Plasminogen and Metalloproteinases in granuloma / fibrosis”$463,449
2005-10, Mentor for K23 of Dr. Daniel Culver NIH-NHLBI – “MMPs in Sarcoidosis”, $500,000
2003-present, Invited Journal Reviewer for Infection and Immunity, Pediatric Research; American Review of Respiratory Disease; Journal of Clinical Microbiology; Pediatric Pulmonology; Cancer Research; Journal of Cellular Physiology; American Journal of Respiratory Cell and Molecular Biology; Leukocyte Biology; Journal of Infectious Diseases; Chest; American Journal of Cellular Physiology; American Journal of Physiology: Lung Cellular and Molecular Physiology; European Respiratory Journal; Experimental Lung Research; Journal of Immunology

8. Honor and Awards
1967, elected to Phi Sigma Society devoted to the promotion of research in the biological sciences
1968, B.S. with Honors, University of Maryland, College Park, MD
1968, Sigma Alpha Omicron Award for outstanding senior majoring in Microbiology
1968-1973, NIH Traineeship
1988, DeBartolo Scholar Award
August 3, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. James F. Anderson be appointed Professor with permanent tenure in the Department of Criminal Justice, College of Human Ecology, effective August 22, 2005, at an annual twelve-month salary rate of $95,000 (including a $5,000 administrative stipend to be discontinued should administrative duties be relinquished).

Enclosed please find the format required by the ECU Board of Trustees.

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Interim Vice Chancellor for Academic Affairs

JLS/agt

Enclosure
Personnel Action Requiring Approval of the Board of Trustees
This form is designed for submitting all personnel requests that require BOT approval.

Name of Institution: East Carolina University

Name of Appointee: James F. Anderson

Department: Criminal Justice

College: College of Human Ecology

Current UNC Rank or Title: (if applicable)

Proposed Rank: Chair & Professor

Indicate Type of Action: (select all that apply)

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<td>*Salary Increase in Excess of 15%</td>
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<td>Other: (describe)</td>
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<td>Distinguished Professorship</td>
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<td>(provide name of professorship)</td>
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Effective Date of Action: August 22, 2005

Contract Period:

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Salary: $95,000

Source(s): State Funds: $95,000

*Non-State Funds: $0

1. Education Background:

Ph.D., 1995, Sam Houston State University, Huntsville, Texas
M.S., 1991, Alabama State University, Montgomery, Alabama
B.S., 1988, Alabama State University, Montgomery, Alabama

2. Teaching and other professional experience:

1991–1994: Assistant Instructor, Sam Houston State University, Huntsville, Texas
1994–1997: Assistant Professor, Eastern Kentucky University, Richmond, Kentucky
1997–1999: Associate Professor, Eastern Kentucky University, Richmond, Kentucky
1994–1999: Lecturer, Eastern Kentucky University, Richmond, Kentucky
1999–2004: Associate Professor, University of Missouri-Kansas City, Missouri
2004-present: Professor, University of Missouri-Kansas City, Missouri

3. Scholarly & Creative Activities:

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4. Prior Recommendations/Personnel Actions:
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<tr>
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5. Membership in professional organizations:

   Academy of Criminal Justice Sciences (1996-present)
   Member of the Affirmative-Action Committee (1997-1998)
   American Society of Criminology (1996-present)
   Midwestern Criminal Justice Association (1996-present)
   National Association of Blacks in Criminal Justice (1996-present)
   Southern Criminal Justice Association (1999-present)
   Who’s Who Among America’s Teachers (1998)

6. Professional service on campus:

   • Served as Director of Nancie Mangels dissertation entitled, "Differences in the Background Characteristics of Black and White Male State Prison Inmates in Alabama and the Influence of Social, Political, and Economic Factors." successfully defended on June, 16, 2005
   • Served as part of the department’s merit pay committee in 2005
   • Selected as a member of the Editorial Board for the Journal of the Institute of Justice and International Studies in 2004
   • Served as co-chair of the Promotion and Tenure (P&T) committee in the Department of Sociology, Criminal Justice and Criminology for 2004
   • Outstanding Faculty Award by the Interdisciplinary Doctoral Student Council, 2004
   • Served on the faculty salary adjustment committee, 2004
   • Appointed to the editorial board for the Journal of Criminal Justice Education serving from 2005 to 2007
   • Serve as mentor for Nancie J. Mangels preparing future faculty fellow doctorate at the University of Missouri-Kansas City in the Department of Sociology Interdisciplinary Degree Program.
   • Mentored in the Eastern Kentucky University Honors Program (1997-1998).
   • Served as advisor and mentor for Gurney Lee in the Eighth Annual Senior Thesis Honors Program Presentation Event at Eastern Kentucky University.
   • Managing editor for the Journal of Addiction & Offender Counseling

7. Professional service off campus:

   • Drug-Related Emergency Room Admissions in the City of Houston During 1990: Description and Analysis, a paper presented with Jurg Gerber at the meeting of the American Society of Criminology, 1991
   • AIDS and Illicit Drugs in Houston: A Preliminary Analysis' a paper presented with Jurg Gerber and Kristin Raufeisen at the annual meeting of the Academy of Criminal Justice Sciences, 1992
   • Assessing the Impact of CRIPP--A Harris County Boot Camp Program a paper presented at the annual meeting of the Academy of Criminal Justice Sciences, 1994
August 2, 2005

Chancellor Steve Ballard
East Carolina University
Greenville, NC 27858

Dear Chancellor Ballard:

I would appreciate your consideration of the enclosed recommendation for initial appointment with permanent tenure on behalf of the following individual:

Dorothy D. Rentschler, PhD, Associate Professor, Department of Family and Community Nursing and Associate Dean of the Undergraduate Program, School of Nursing, (start date August 1, 2005)

Dr. Rentschler currently holds the tenured rank of Associate Professor at the University of New Hampshire, Durham, New Hampshire. In addition, she held the tenured rank of Associate Professor at Adelphi University, Garden City, New York. Dr. Rentschler developed and implemented the Direct Entry Master's Program at the University of New Hampshire and has served as the Director of the program since 2003. Dr. Rentschler served as the Associate Chair of Academic Affairs at the University of New Hampshire from 2000-2002. She served as the Director of the Undergraduate Program at the University of New Hampshire from 1999-2001. She has 32 years of academic experience, having held faculty appointments at the University of New Hampshire, Elliot Hospital, Boston College, Adelphi University, and the Misericordia School of Nursing. Dr. Rentschler served as a Visiting Professor at the University of Wales Swansea, Wales, UK in 1998 and currently serves as Honorary Senior Lecturer. She has served as Chair of graduate and doctoral students' thesis and dissertation committees for many years. She was a Faculty Assessment Fellow at the University of New Hampshire from 2001-2003. Her professional service on the national level includes memberships in several professional organizations, including the American Association of Colleges of Nursing's Leadership Nursing Program, Eastern Nursing Research Society, New Hampshire Nurse Educators, New Hampshire Nurses Association, Association of Women’s Health, Obstetric and Neonatal Nursing, American Nurses Association and Sigma Theta Tau, Eta Iota Chapter where she served as president –elect during 1992-1993, 1998-1999, and President during 1993-1995, 1999-2000. Dr. Rentschler has published 3 books, 6 journal articles, 14 funded grants, 2 non-funded grants and has made 22 presentations. Dr. Rentschler meets the Department of Family and Community Nursing, School of Nursing guidelines for permanent tenure.
Thank you for considering this recommendation. If you approve, I would appreciate your sending it to the Board of Trustees for their consideration.

Sincerely yours,

Phyllis N. Horns, RN, DSN, FAAN
Dean, School of Nursing

Sincerely yours,

Michael J. Lewis, MD, PhD
Vice Chancellor for Health Sciences

Enclosure
PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES
This form is designed for submitting all personnel requests that require BOT approval.
This form can be found at: http://www.northcarolina.edu/content.php/hr/uniform.htm

Name of Institution: East Carolina University

Name of Appointee: Dorothy D. Rentschler, PhD

Department: Family and Community Nursing College: School of Nursing

Current UNC Rank or Title: (if applicable) Proposed Rank or Title: Associate Professor

Indicate Type of Action: (select all that apply)

Administrative Appointment: Reappointment:
New Faculty Appointment: X Conferral of Tenure: X
Promotion:
*Salary Increase of 15% or more:
Other: (describe)
Distinguished Professorship: (provide name of professorship)

Effective Date of Action: August 1, 2005

Contract Period: Administrative Appointment: 9 mo. ☐ 12 mo. ☳
Faculty Appointment: 9 mo. ☐ 12 mo. ☳

Salary: $95,000 Source(s): State Funds: $95,000 *Non-State Funds: $

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Justification for Salary increase of 15% or more:

Salary as of Current Proposed Percentage
June 30, 2005: $ Salary: $ Salary: $ of Increase: _____ %

Source(s): State Funds: $ *Non-State Funds: $

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):

Salary Range (where applicable): $ to $

For ALL other actions, please complete items 1-7
1. Education Background: (indicate degree, date earned and institution, note additional study & training)
PhD, 1986, New York University, New York, NY
MA, 1977, New York University, Division of Nursing, New York, NY
BSN, 1974, Long Island University, C.W. Post Campus, Greenvale, NY
Diploma, 1967, Misericordia Hospital School of Nursing, Bronx, NY

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1967-1969, Staff Nurse, Misericordia Hospital, Bronx, NY
1969-1970, Staff Nurse, Nassau County Medical Center, East Meadow, NY
1970-1973, Staff Nurse, Community Hospital at Glen Cove, Glen Cove, NY
1973-1975, Instructor, Board of Cooperative Educational Services, Freeport, NY
1975-1977, Instructor, Misericordia School of Nursing, Bronx, NY
1977-1981, Instructor, Adelphi University, Garden City, NY
1981-1984, Assistant Professor, Adelphi University, Garden City, NY
1986-1988, Associate Professor, Adelphi University, Garden City, NY
1989-1990, Assistant Professor, Boston College, Chestnut Hill, MA
1990-Present, Associate Professor, University of New Hampshire, Durham, NH
1999-2001, Associate Professor, Director of Undergraduate Program, University of New Hampshire, Durham, NH
2000-2002, Associate Professor, Elliot Hospital, Manchester, NH
2000-2002, Associate Chair, Academic Affairs, University of New Hampshire, Durham, NH
2003-Present, Director, Direct Entry Master’s Program, University of New Hampshire, Durham, NH

3. Scholarly & Creative Activities:

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5. Membership in professional organizations:
Eastern Nursing Research Society, 1994-present
New Hampshire Nurse Educators, 1993-1995
New Hampshire Nurses Association, 1991-present
Association of Women’s Health, Obstetric and Neonatal Nursing, 1983-present
American Nurses Association, 1977-present
Sigma Theta Tau, Eta Iota Chapter, 1975-present


6. Professional service on campus:

NA – New Appointment
7. Professional service off campus:
American Journal of Maternal Child Nursing, reviewer of manuscripts, 2002-present
Springer Publishing Company, Advisory Board for Advanced Practice Nursing, 2002-2003
Army ROTC National Advanced Leadership Camp, Fort Lewis, Washington, 2002
Eastern Nursing Research Society, annual conference abstract reviewer, 2001
University of Wales Swansea, mentor/consultant for development of Sigma Theta Tau chapter, 2001-present
New Hampshire’s Nursing Summit, 1999-2003
August 10, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Nancy White be appointed Associate Professor with permanent tenure in the Department of Biology, Thomas Harriot College of Arts & Sciences, effective August 22, 2005, at an unsalaried appointment, salary to be determined later upon separation from UNC Coastal Studies Institute.

Enclosed please find the format required by the ECU Board of Trustees.

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Provost & Vice Chancellor for Academic Affairs

JLS/cwb

Enclosures

Approved
3Ballard
8/9/05
Personnel Action Requiring Approval
of the Board of Trustees

This form is designed for submitting all personnel requests that require BOT approval.

Name of Institution: East Carolina University

Name of Appointee: Dr. Nancy White

Department: Department of Biology

College: Thomas Harriot College of Arts & Sciences

Current UNC Rank or Title: (if applicable) ________________________________

Proposed Rank: Associate Professor

Indicate Type of Action: (select all that apply)

- Administrative Appointment: □
- New Faculty Appointment: ☒
- Promotion: □
- "Salary Increase in Excess of 15%": □
- Reappointment: □
- Conferral of Tenure: ☒
- Other: (describe) ____________________________________________________

Distinguished Professorship: (provide name of professorship)

Effective Date of Action: 8/22/05 *

Contract Period: Administrative Appointment: 9 mo. □ 12 mo. ☒

Faculty Appointment: 9 mo. □ 12 mo. □

Salary: $ * Source(s): State Funds: $ ____________ Non-State Funds: $ ____________

*Indicate Sources of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.): *Tenured, unsalaried appointment effective 8/22/2005. Salary to be determined later upon separation from UNC Coastal Studies Institute.

1. Education Background: (indicate degree, date earned and institution, note additional study & training)

Ph.D., 1986, NC State University (Forestry/Water Resources)
M.L.A., 1991, NC State University (Landscape Architecture/Multidisciplinary Studies)
A.B., 1975, University of North Carolina at Chapel Hill (Political Science/Fine Arts)

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)

1990-91: Research Assistant, Department of Landscape Architecture and Virtual Environments Laboratory, NC State University
1991-92: Research/Teaching Assistant, Department of Forestry-GIS Research Lab, NC State University
1992-94: Research Assistant, Department of Biological and Agricultural Engineering, NC State University,
1996-98: Post Doctoral Associate, Department of Agricultural and Resource Economics, NC State University,
1998-2000: Extension Programs Leader School of Design and NC Cooperative Extension Service; Research Associate
Professor Department of Landscape Architecture/Ph.D. Program, NC State University
2000-01: Director of Research, Extension and Sponsored Programs, College of Design and Research, Associate
Professor and Extension Specialist, Department of Landscape Architecture/Ph.D. Program, NC State University,
1998-2003: Research Associate Professor and Extension Specialist, Department of Landscape Architecture/Ph.D.
Program, College of Design Office of Research and Engagement, NC State University,
Founding Director, UNC Coastal Studies Institute, Manteo, NC

Page 1 of 3
3. Scholarly & Creative Activities:

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<tr>
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4. Prior Recommendations/Personnel Actions:
(please check appropriate responses)

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<tr>
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5. Membership in professional organizations:
- International Association of Landscape Ecologists
- American Water Resources Association
- NC Water Resources Association

6. Professional service on campus:

NC State University
- NC State University Research Operations Council, 2000-01
- NC State University Marine Sciences Faculty, 2001-present
- NC State Graduate Faculty, 1998-present
- Nominating Committee, NC State Vice Chancellor for Research and Graduate Studies, 2002
- Chair, Center for Universal Design, Director Search Committee, 2000-01
- Research, Outreach and Extension Committee, School of Design, 1998-2001
- Ph.D. program committee, College of Design, 1998-2003
- Technical and Communications Committee, School of Design, 1998
- Chair, Landscape Architecture Faculty Search Committee, School of Design, 1998

7. Professional service off campus:

- APNEP Advisory Board-Co Chair
- Dare County Cooperative Extension Service Advisory Council
- NC Gateway Communities: Dare County Advisory Council
- UNC Coastal Studies Institute Foundation Board of Directors, ex officio
- Marine Sciences Advisory Council
- WRRI Technical Advisory Committee
- Triangle J COG, Green Building Education Committee, 2002
- Technical Advisory Committee to the NC Sediment Control Commission, 2001-Present
- NC Department of Environment and Natural Resources Division of Water Quality Nonpoint Source Pollution Control and 319 Program Workgroup, 2001-2003
- USDA CSREES, Section 406 Program, Water Quality Proposal Review Panel, 2004
- USDA CSREES, Section 406 Program, Water Quality Proposal Review Panel, 2002
MEMORANDUM

To: Executive and Audit Committee
From: Kevin Seitz
Date: August 18, 2005
Subject: Request for Property Lease – Infectious Diseases Clinic

Attached is a request for Executive and Audit Committee approval to lease ±7,512 net usable square feet of clinical and office space for the Department of Internal Medicine, Division of Infectious Diseases, Brody School of Medicine.

Please review this recommendation, register your vote below and return by faxing to (252) 328-1558.

Should you have any questions regarding this recommendation, please call me at (252) 328-6975.

Thank you.

Approved

Date

Disapproved

Date

KS:kc
Attachment
cc: S. Ballard, J. Durham, M. Lewis, C. Johnson, S. Buck

CLT692844v1
East Carolina University
Board of Trustees
Executive and Audit Committee

ACTION ITEM
Approval of the resolution to lease Doctor’s Park #6, consisting of 7,512 net usable square feet for the Department of Internal Medicine, Division of Infectious Diseases, Brody School of Medicine from Pitt County Memorial Hospital, Inc. The annual lease is $108,257 per year based on first floor rental of $14.25/NSF, no janitorial or utilities, and second floor rental of $14.75 inclusive of utilities, no janitorial. Utilities charges are different due to building set-up. The initial term of the lease will be three (3) years, with two (2), three (3) year renewal options. Source of funds will be Medical Faculty Practice Plan account number 3-50166-4120.

BACKGROUND INFORMATION
The Infectious Diseases and Traveler’s Clinics provide services to Pitt County and the surrounding twenty-nine (29) counties in Eastern North Carolina. Infectious Diseases focuses on tuberculosis, HIV, staphylococcal infections, E. coli and hepatitis. The Traveler’s Clinic operates out of the same section, providing required immunizations to patients traveling abroad. The 7,512 net square feet of leased space will house the clinical services for the department, as well as faculty offices. The proposed location, Doctor’s Park #6, is adjacent to Pitt County Memorial Hospital’s Infection Control Department and relocation will offer collaboration between the School and the Hospital and expansion of existing services.

RECOMMENDED ACTION
We recommend The Executive and Audit Committee members approve this request. Contingent of your approval, we will seek UNC Board of Governors, State Property Office and Council of State approvals.
MEMORANDUM

To: Executive and Audit Committee
From: Kevin Seitz
Date: August 29, 2005
Subject: Request for Property Lease – Pulmonary and Cardiology Clinic

Attached is a request for Executive and Audit Committee approval to lease ± 12,637 net usable square feet of clinical and office space for a Pulmonary and Cardiology Clinic, Brody School of Medicine.

Please review this recommendation, register your vote below and return by faxing to (252) 328-1558.

Should you have any questions regarding this recommendation, please call me at (252) 328-6975.

Thank you.

Attachments

<table>
<thead>
<tr>
<th>Approved</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disapproved</td>
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KS:kc

CC: S. Ballard, J. Durham, M. Lewis, C. Johnson, S. Buck
East Carolina University
Board of Trustees
Executive and Audit Committee

ACTION ITEM
Approval of the resolution to lease ±12,637 net usable square feet of office/clinical space for Pulmonary and Cardiology Clinic, Brody School of Medicine. Annual lease expense is estimated to be ±$202,192 per year ($16.00/NSF), not including janitorial and utilities. Initial lease term shall be three (3) years, with two (2), one (1) year renewal options. Space must be within two (2) miles of Pitt County Memorial Hospital. Source of funds will be Medical Faculty Practice Plan account numbers 3-50186 and 3-50043.

BACKGROUND INFORMATION
The Pulmonary/Cardiology Clinic offers broad-based consultation, diagnosis, and treatment in pulmonary and critical care medicine for citizens of Eastern North Carolina. Asthma, chronic obstructive pulmonary disease, fungal diseases, interstitial lung disease, lung cancer, pneumonia, tuberculosis, AIDS-related tubercle diseases and respiratory distress syndromes are among the conditions seen in the outpatient setting. Pulmonary Medicine provides patients with breathing disorders the full support of pulmonary specialists. Treatment is provided for Chronic Obstructive Pulmonary Diseases and other diseases such as chronic bronchitis and emphysema.

A portion of this clinical space will be shared with Cardiology. The Cardiology division serves patients with congestive heart failure, myocardial infarction, angina pectoris, arrhythmias, and other diseases of the heart. Services include interventional and diagnostic catheterization, echocardiography and stress tests. Pulmonary and Cardiology are presently located in the Medical Pavilion.

RECOMMENDED ACTION
We recommend The Executive and Audit Committee members approve this request. Contingent on your approval, we will seek UNC Board of Governors, State Property Office and Council of State approvals.
MEMORANDUM

To: Executive and Audit Committee
From: Kevin Seitz
Date: September 7, 2005
Subject: Request for Property Lease – Health Information Systems/Services

Attached is a request for Executive and Audit Committee approval to lease ±2,693 net usable square feet of clinical and office space for the Health Information Systems/Services (HISS), Brody School of Medicine.

Please review this recommendation, register your vote below and return by faxing to (252) 328-1558.

Should you have any questions regarding this recommendation, please call me at (252) 328-6975.

Thank you.

KS:kc

CC: S. Ballard, J. Durham, M. Lewis, C. Johnson, S. Buck
East Carolina University
Board of Trustees
Executive and Audit Committee

ACTION ITEM
Approval of the resolution to lease ±2,693 net usable square feet of office space for Health Information Systems/Services (HISS), Brody School of Medicine. The annual lease is estimated to be $40,395 per year based on an estimated rate of $15.00/NSF, not including janitorial and utilities. Initial lease term shall be three (3) years, with two (2), two (2) year renewal options. Source of funds will be Medical Faculty Practice Plan account number 3-45431.

BACKGROUND INFORMATION
Health Information Systems/Services (HISS) primary responsibility is the development, maintenance, and continued enhancement of a comprehensive clinical information system for the Brody School of Medicine Group Practice. HISS was formed merging medical records with Logician (electronic medical records). The HISS staff is currently housed in two modular office units on the Health Sciences Campus. One of the units is in poor condition and will be removed from campus once staff members are relocated to leased space.

RECOMMENDED ACTION
We recommend The Executive and Audit Committee members approve this request. Contingent on your approval, we will seek competitive bids via the State Property Office, and Council of State approval.
Executive and Audit Committee Meeting
Summary of Discussion
July 19, 2005

Chairman James R. Talton, Jr. convened the committee at 11:20 a.m. Also attending
with Mr. Talton were committee members Showfety, Hill, and Kelly. All other
Trustees attended except for Mr. Bodenhamer and Mr. Miller.

Minutes of May 6 were approved. Mr. Talton asked Mr. Showfety to acknowledge at
the full Board meeting the report items on actions taken since the last Board meeting.

Board Meeting dates will be set at a later time except for the next meeting, which will
occur September 30. The following items were addressed and acted on: election of
Board of Visitor officers, a nomination for membership on the Board of Visitors,
political activity approval for Professor Pat Dunn, and lifetime and 5-year research and
creative activity achievement awards. These actions will be presented in their entirety
at the full Board meeting later today and will be reflected in those minutes.

The meeting adjourned at 12 noon.

[Signature]
James LeRoy Smith
Assistant Secretary to the Board

APPROVED:

James R. Talton, Jr.
Chairman of the Committee
POSSIBLE BOT MEETING DATES FOR 2005-2006

Fridays in October: 10/7; 10/14; 10/21; 10/28

10/1 USM (Military Appreciation/HS Band Day)
10/7 Meeting of the ECU Board of Visitors
10/8 Rice (Family Weekend/Hall of Fame/Letterwinners)
October 15-18 Fall Break
10/15 at SMU
October 17-18 Conference on Trusteeship
October 19 BOG meeting date (Wednesday)
10/22 at Memphis
10/29 UCF (Homecoming)

Fridays in November: 11/5; 11/11; 11/18; 11/25

November 11 BOG meeting date
November 11 also Veteran's Day
11/12 at Tulsa
11/19 at Marshall
November 24/25 Thanksgiving Holidays
11/26 UAB (Academic Success Day)

Fridays in December: 12/2; 12/9; 12/16; 12/23; 12/30

December 2 or 9, 2005 Final exams taking place
December 17 Commencement
December 23 and 26 Christmas Holidays

2006

Fridays in January 6, 13, 20, 27

January 2 New Year's Day
January 12-13 BOG meeting date
January 16 Martin Luther King Jr.'s Birthday

Fridays in February 3, 10, 17, 24

February 9-10 BOG meeting date
Fridays in March 3, 10, 17, 24

  Spring break March 12-19
  March 16-17 BOG meeting date
  Founders Week March 27-April 1
  Basketball tournaments (March 8-12)
  (Conference USA and ACC)

Fridays in April 7, 14, 21, 28

  Pigskin Pigout April 7 & 8 (golf tournament on 7th)
  April 14, Good Friday

Fridays in May 5, 12, 19, 26

  May 6, 2006 is Commencement
  May 11-12 BOG meeting date
  (Conference USA Spring Meetings held the third week of May per Brenda Swain)

Fridays in June 2, 9, 16, 23, 30

Fridays in July 7, 14, 21, 28

  July 4 (Tuesday)
  July 13-14 OR August 10-11 BOG meeting date

July 18, 2006 (Tuesday) possible BOT meeting date.

/lbj revised 5/11/05; 5/20; 6/1; 6/10; 6/21
INTERNAL AUDIT ACTIVITY
QUARTERLY REPORT
FOURTH QUARTER FISCAL YEAR 2005

Office of Internal Audit and
Management Advisory Services
July 26, 2005
INTRODUCTION

The Office of Internal Audit and Management Advisory Services is committed to the mission of the University and assisting management in the effective discharge of their responsibilities and duties. With that in mind, the Internal Audit team has committed themselves to a very aggressive annual audit plan and re-engineering of Internal Audit timeline. The Internal Audit team is also committed to the four core values or principles considered essential to the effective practice of internal auditing: integrity, objectivity, confidentiality, and competency.

The following pages summarize the progress of our commitment to the annual audit plan and other internal audit activities for the period April 1, 2005 to June 30, 2005.
SUMMARY OF COMPLETED AND PENDING ENGAGEMENTS

For the quarter ending June 30, 2005, we completed and/or initiated the following engagements, follow-ups, and special reviews for a total of 1470 staff auditor hours, which is 50% of total staff auditor hours for this period. Please note that actual auditor hours of the completed engagements will not equal the total auditor hours for the period because an engagement may have been initiated in the previous fiscal year or quarter. The complete annual audit plan for fiscal year 2005 can be found in Appendix A. The completed engagements are highlighted in yellow. The annual audit plan is a dynamic document that may change during the fiscal year as circumstances dictate. Requests from management and changes in the University’s organization or operations may result in changes to the plan and priorities.

COMPLETED ENGAGEMENTS, FOLLOW-UPS, AND SPECIAL REVIEWS

Compliance:

HIPAA Privacy
Issued: 04/09/05
Budgeted Hours: 256
Actual Hours: 540

This engagement reviewed the University's compliance with the Health Insurance Portability and Accountability (HIPAA) Privacy regulation. In summary it was determined that the University had met the intent of the HIPAA privacy regulation.

Police Department
Issued: 04/21/05
Budgeted Hours: 100
Actual Hours: 1195

Management requested a review of the ECU Police Department’s compliance with the Fair Labor Standards Act. The scope of the review was expanded to include inventory, purchasing, and vehicle and equipment maintenance functions. Overall, the system of internal control with respect to the aforementioned areas was found to be insufficient to mitigate the risks and meet the objectives and goals of management.
SUMMARY OF COMPLETED AND PENDING ENGAGEMENTS

Special Reviews:

Joyner Library – Unauthorized Access and Distribution of Employee E-mails
Issued: 05/16/05
Budgeted Hours: 150
Actual Hours: 127

In April of 2005, the Interim Director of Joyner Library requested the review of the unauthorized access and distribution of an employee’s emails. Based on the information reviewed, the Office of Internal Audit could not conclude who accessed and distributed the employee’s emails, or how access to the emails was obtained.

Facilities Services – Supervisor
Issued: 06/14/05
Budgeted Hours: 40
Actual Hours: 58

The North Carolina Office of the State Auditor referred a complaint they received to the Office of Internal Audit regarding a supervisor in Facilities Services. The basis of the complaint was that a supervisor was manipulating the work order assignments and the associated time requirements to cover an employee’s absences due to the employee working on outside jobs with the supervisor. Based on the information reviewed, the Office of Internal Audit could find no substantive evidence to support the complaint.

Follow-Up Reviews:

Outstanding Audit Items 2001-2002
Issued: 05/31/05
Budgeted Hours: 100
Actual Hours: 36

The primary purpose of this follow-up was to verify compliance with the recommendations and management responses and to assess the adequacy of the corrective actions taken with regard to audit issues that had not been resolved from fiscal year 2001-2002. Of the seven outstanding items, four have been resolved and three remain outstanding. The three outstanding items relate to Disaster Recovery/Business Continuity testing documentation.
PENDING ENGAGEMENTS, FOLLOW-UPS, AND SPECIAL REVIEWS

The following is a list of engagements, follow-ups, and special reviews that have been initiated but not yet completed:

**Operational:**
- DEC - Pediatrics
- Joyner Library
- Patient Revenue Cycle

**Compliance:**
- Chancellor’s Discretionary Account 2004-2005
- International I-9
- Misuse of State Property

**Information Technology:**
- Disaster Recovery Testing 2005

**Special Reviews:**
- Dining Services
- Parking and Traffic Deposit Sheets
- Bank Accounts
- Financial Aid
- Joyner Library
- Agromedicine
- Art Enthusiasts
- Diving Safety
Besides performing engagements, follow-ups, and special reviews, the Internal Audit department is also involved in other activities that supports the mission of the University, adds value to the University, and assists management in the effective discharge of their responsibilities and duties. A complete list of internal audit activities by category and the percentage of time expended on each category can be found in Appendix B. The following provides more detail of these activities:

INTERNAL AUDIT STRATEGY

The internal audit profession is undergoing a significant transformation. Issues facing the profession and risks confronting the University must be understood. Because of this transformation an effective internal audit strategy driven by the Standards for the Professional Practice of Internal Auditing is essential. Therefore, a five year internal audit strategy has been developed for the Office of Internal Audit for fiscal years 2003 through 2007. The Internal Audit Strategy along with the approximate and actual completion dates can be found in Appendix D. This is a dynamic document that may change as circumstances dictate.

CONSULTATIONS

Internal Audit provides consultation and management advisory services to administrative and academic units. For this period, we provided 18 consultations for a total of 405 hours or 12% of total auditor hours to a variety of departments. A complete list of consultations for this quarter can be found in Appendix C.

PROFESSIONAL DEVELOPMENT/TRAINING

The Internal Audit department is committed to continuing education. We continue to provide staff development and career counseling to all members of the Internal Audit team to ensure that each person is in the process of becoming certified in at least one audit-related discipline and can consistently provide the level of service expected by the University. For this quarter, the Internal Audit team expended a total of 189 hours towards professional development, which includes on-line research, reading periodicals and textbooks, and attending training events.

COMMITTEES

It is very common and highly encouraged that internal auditors sit on key management and project committees as ad-hoc, nonvoting members who participate in the meetings by offering commentary and insights. Hopefully, by
REPORT OF OTHER INTERNAL AUDIT ACTIVITIES

building rapport with senior management, Internal Audit will be invited in the future to sit on key management committees. Currently, the Internal Audit department is represented on the following committees:

- Information Systems Steering Committee
- Information Resources Coordinating Council
- Banner Steering Committee
- HIPAA Oversight Committee
- HIPAA Security Implementation Committee
- Brody School of Medicine Risk Management and Compliance Committee
- Chancellor’s Cabinet

This concludes our report for the quarter ending June 30, 2005. If you should have any questions or comments, please contact the Office of Internal Audit at 252-328-9025.
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<td>Current Year</td>
<td>Inactive</td>
<td>100</td>
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<tr>
<td>State Audit Reports</td>
<td>Yes</td>
<td>Current Year</td>
<td>Inactive</td>
<td>100</td>
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<tr>
<td>Chancellor Discretionary Account 2003/2004</td>
<td>Yes</td>
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<td>Complete</td>
<td>34</td>
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<tr>
<td>HIPAA Privacy Review</td>
<td>Work In Progress</td>
<td>Complete</td>
<td>20</td>
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<td></td>
</tr>
<tr>
<td>HIPAA Security Review</td>
<td>Yes</td>
<td>Added</td>
<td>Inactive</td>
<td>256</td>
<td></td>
</tr>
<tr>
<td>SRCI/JUNC Mgmt. Flexibility - 2003/2004</td>
<td>Yes</td>
<td>Work In Progress</td>
<td>Complete</td>
<td>64</td>
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<tr>
<td><strong>Subtotal Compliance Audit Hours</strong></td>
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<td><strong>Information Technology Audits:</strong></td>
<td></td>
<td></td>
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<tr>
<td>Logician</td>
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<td>256</td>
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<tr>
<td>PBX - West Campus</td>
<td>Brought Forward</td>
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<td>256</td>
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<tr>
<td>Banner - SDLC</td>
<td>Current Year</td>
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<td>256</td>
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<td>Disaster Recovery Test (2004/2005)</td>
<td>Current Year</td>
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<tr>
<td><strong>Subtotal Information Technology Audit Hours</strong></td>
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<td><strong>Special Reviews:</strong></td>
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<td></td>
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<td></td>
<td></td>
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<td>Agromedicine Telephone Review</td>
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<td>Complete</td>
<td>20</td>
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<tr>
<td>Alumni Relations</td>
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<td>Contractual Auto Payments</td>
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<tr>
<td>Dining Services - Limited Review</td>
<td>Yes</td>
<td>Work In Progress</td>
<td>Active</td>
<td>40</td>
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<tr>
<td>Hospitality Management and Discretionary Acct</td>
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<td>MCNC Grant</td>
<td>Work In Progress</td>
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<tr>
<td>Parking and Traffic Daily Deposits</td>
<td>Yes</td>
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<td>Bank Account Review</td>
<td>Yes</td>
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<td>100</td>
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<tr>
<td>Financial Aid Review - SBI</td>
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<tr>
<td>Radiation Oncology - Employee Time Records</td>
<td>Yes</td>
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<td>Dining Safety - Cell Phone</td>
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<td>Campus Living Time Reporting</td>
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<tr>
<td>Joyners Library - Unauthorized Access</td>
<td>Yes</td>
<td>Added</td>
<td>Complete</td>
<td>150</td>
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</tr>
<tr>
<td>NSABP - Special Review</td>
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<td>Added</td>
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<tr>
<td>Friends of the Library - Special Review</td>
<td>Yes</td>
<td>Added</td>
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<tr>
<td>Financial Aid - Internal Controls</td>
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<td>Pharmacology - Transfer of Assets</td>
<td>Yes</td>
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<td>RTCI - Employee Leave Records</td>
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<td>Art Enthusiasts</td>
<td>Yes</td>
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<td>Joyners Library - Leave Time</td>
<td>Yes</td>
<td>Added</td>
<td>Active</td>
<td>100</td>
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<tr>
<td>Agromedicine - Special Review</td>
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<td>Active</td>
<td>256</td>
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<tr>
<td>Review of Hard Drive - BSOM</td>
<td>Yes</td>
<td>Added</td>
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<td>Facilities Services - Masonary Shop</td>
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<td>Complete</td>
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<tr>
<td>Motor Fleet Complaint</td>
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<td>Added</td>
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<td>40</td>
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</tr>
<tr>
<td>RDS Telephone Review</td>
<td>Yes</td>
<td>Work In Progress</td>
<td>Complete</td>
<td>5</td>
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<tr>
<td>SHS - Review of Hard Drive</td>
<td>Yes</td>
<td>Added</td>
<td>Complete</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Joyners Library - Special Review</td>
<td>Yes</td>
<td>Added</td>
<td>Complete</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Travel - Housing</td>
<td>Yes</td>
<td>Work In Progress</td>
<td>Complete</td>
<td>20</td>
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</tr>
<tr>
<td><strong>Subtotal Special Review Audit Hours</strong></td>
<td></td>
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## Follow-Up Reviews:

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<tr>
<th>Description</th>
<th>Management Requested</th>
<th>Budget Status</th>
<th>Actual Status</th>
<th>Budgeted Hours</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletics</td>
<td>Brought Forward</td>
<td>Assigned</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dowdy Student Store</td>
<td>Work In Progress</td>
<td>Complete</td>
<td>84</td>
<td></td>
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<tr>
<td>End-User Computing Policies and Procedures</td>
<td>Brought Forward</td>
<td>Cancelled</td>
<td>0</td>
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</tr>
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<td>Housing - Special Review</td>
<td>Brought Forward</td>
<td>Inactive</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITCS Operations Compliance</td>
<td>Brought Forward</td>
<td>Complete</td>
<td>100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Review - Employee Time Records</td>
<td>Brought Forward</td>
<td>Inactive</td>
<td>8</td>
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</tr>
<tr>
<td>Psych - Finestone Grants</td>
<td>Brought Forward</td>
<td>Inactive</td>
<td>40</td>
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<tr>
<td>Follow-Up on 2001-2002 Outstanding Items</td>
<td>Added</td>
<td>Complete</td>
<td>100</td>
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<tr>
<td>Telecommunications</td>
<td>Work In Progress</td>
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<td>University Procard</td>
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<td>University Unions</td>
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Subtotal Follow-Up Review Audit Hours: 808 hours (7%)

## Special Projects:

<table>
<thead>
<tr>
<th>Description</th>
<th>Management Requested</th>
<th>Budget Status</th>
<th>Actual Status</th>
<th>Budgeted Hours</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Response Team Guide</td>
<td>Added</td>
<td>Active</td>
<td>100</td>
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<tr>
<td>Internal Audit Website</td>
<td>Added</td>
<td>Complete</td>
<td>200</td>
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<tr>
<td>HIPAA Security Implementation Team</td>
<td>Yes</td>
<td>Brought Forward</td>
<td>Active</td>
<td>256</td>
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</tr>
<tr>
<td>Implement Risk Based Audit Plans</td>
<td>Yes</td>
<td>Work In Progress</td>
<td>Active</td>
<td>400</td>
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</table>

Subtotal Special Project Hours: 956 hours (9%)

Total Audit Hours: 10985 hours (100%)
<table>
<thead>
<tr>
<th>Description</th>
<th>Staff Hours</th>
<th>% of Staff Hours</th>
<th>Director Hours</th>
<th>% of Director Hours</th>
<th>Total Hours</th>
<th>% of Total Hours</th>
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</thead>
<tbody>
<tr>
<td>Administration(1)</td>
<td>581</td>
<td>20%</td>
<td>45</td>
<td>8%</td>
<td>625</td>
<td>18%</td>
</tr>
<tr>
<td>Audits, Special Reviews, and Follow-Ups</td>
<td>1470</td>
<td>50%</td>
<td>127</td>
<td>23%</td>
<td>1597</td>
<td>46%</td>
</tr>
<tr>
<td>Consultations</td>
<td>150</td>
<td>5%</td>
<td>255</td>
<td>47%</td>
<td>405</td>
<td>12%</td>
</tr>
<tr>
<td>External Auditor Assistance and Year-End Work</td>
<td>150</td>
<td>5%</td>
<td>0</td>
<td>0%</td>
<td>150</td>
<td>4%</td>
</tr>
<tr>
<td>Leave Time</td>
<td>349</td>
<td>12%</td>
<td>65</td>
<td>12%</td>
<td>414</td>
<td>12%</td>
</tr>
<tr>
<td>Professional Development/Training</td>
<td>173</td>
<td>6%</td>
<td>16</td>
<td>3%</td>
<td>189</td>
<td>5%</td>
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<tr>
<td>Routine Tasks(Misc. Meetings, Committee Meetings, Etc.)</td>
<td>22</td>
<td>1%</td>
<td>35</td>
<td>6%</td>
<td>56</td>
<td>2%</td>
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<td>Special Projects</td>
<td>61</td>
<td>2%</td>
<td>1</td>
<td>0%</td>
<td>62</td>
<td>2%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>2954</strong></td>
<td><strong>100%</strong></td>
<td><strong>543</strong></td>
<td><strong>100%</strong></td>
<td><strong>3497</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

(1) Currently Internal Audit does not have an Administrative Assistant dedicated to performing administrative duties such as ordering supplies, maintaining leave records, filing, etc. The staff auditors are currently performing these duties.

Approximately 240 hours was allocated to the relocation of the Office of Internal Audit.
## Appendix C
### Consultations
#### 4QFYEO5
##### 04/01/05 - 06/30/05

<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>Admin &amp; Finance</td>
<td>Personal Vehicle Policy</td>
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<tr>
<td>BSOM</td>
<td>Dr. Odeke - VISA</td>
</tr>
<tr>
<td></td>
<td>Dual Employment</td>
</tr>
<tr>
<td>Disability Support Serv</td>
<td>Service Provider and potential conflict of interest</td>
</tr>
<tr>
<td>ITCS</td>
<td>Audit Acceptability of Electronic Documents</td>
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<tr>
<td></td>
<td>Banner - File Upload Access Guidelines for Unix Servers</td>
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<tr>
<td></td>
<td>Banner End-User Access Approval Process</td>
</tr>
<tr>
<td></td>
<td>Disaster Recovery/Business Continuity Planning Coord and Recommendations</td>
</tr>
<tr>
<td></td>
<td>IDX Web Security</td>
</tr>
<tr>
<td></td>
<td>Relocation of LANTIS Server</td>
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<tr>
<td>Laupus Library</td>
<td>Sybase User Access Documentation</td>
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<td>Materials Management</td>
<td>Fixed Assets Reconciliation Review</td>
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<td>Fixed Assets Spot Checks</td>
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<tr>
<td>Parking &amp; Traffic</td>
<td>Citation Collections</td>
</tr>
<tr>
<td></td>
<td>Permit exchanges</td>
</tr>
<tr>
<td></td>
<td>Permit purchase/payment of citations</td>
</tr>
<tr>
<td>Research-Grad. Studies</td>
<td>Use of Private Airplane</td>
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<tr>
<td>SRC</td>
<td>SRC Memberships for Former Employees</td>
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## Appendix D
### Internal Audit Strategy Matrix
**FY 2003 - 2007**
**As of 06/30/05**

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Action Plan</th>
<th>Status</th>
<th>Approximate Completion Date</th>
<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Develop and implement evaluation plan for the Chief Auditing Executive and Internal Audit Function.</td>
<td>Complete</td>
<td>2Q05</td>
<td>2Q05</td>
</tr>
<tr>
<td>2</td>
<td>Restructure Internal Audit department staff.</td>
<td>Complete</td>
<td>3Q05</td>
<td>3Q05</td>
</tr>
<tr>
<td>3</td>
<td>Revise Internal Audit Website.</td>
<td>Complete</td>
<td>3Q05</td>
<td>3Q05</td>
</tr>
<tr>
<td>4</td>
<td>Recruit an IT auditor.</td>
<td>Complete</td>
<td>3Q05</td>
<td>3Q05</td>
</tr>
<tr>
<td>5</td>
<td>Training in computer forensics and the evaluation of ENCASE along with the development of &quot;Incident Response&quot; policies and procedures.</td>
<td>Active</td>
<td>1Q06</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Implement risk based audit plans. (Annual audit plan will be risk-based beginning July of 2005.)</td>
<td>Active</td>
<td>1Q06</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Obtain internal stakeholders' input on their expectations of the Internal Audit Department and build rapport with each group.</td>
<td>Active</td>
<td>1Q06</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Request a system-wide restudy of internal audit positions by the Office of State Personnel in order to align these positions with private industry.</td>
<td>Active</td>
<td>1Q06</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Develop and implement a yearly Internal Audit Activities report.</td>
<td>Inactive</td>
<td>1Q06</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Develop and implement an internal quality assurance assessment for internal audit.</td>
<td>Inactive</td>
<td>1Q06</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Evaluate and implement audit automation software.</td>
<td>Inactive</td>
<td>2Q06</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Request a quality assurance review from an external source. (Should be performed every 5 years.)</td>
<td>Inactive</td>
<td>3Q06</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Strive to obtain the Institute of Internal Auditor's Quality Improvement Award.</td>
<td>Inactive</td>
<td>4Q06</td>
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</tr>
<tr>
<td>14</td>
<td>Address the application of Sarbanes-Oxley</td>
<td>Inactive</td>
<td>4Q06</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Develop and implement fraud awareness plan for the University.</td>
<td>Inactive</td>
<td>1Q07</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Implement internal control guide and provide internal control training to business units.</td>
<td>Inactive</td>
<td>1Q07</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Develop and implement customer satisfaction surveys.</td>
<td>Complete</td>
<td>2Q03</td>
<td>2Q03</td>
</tr>
<tr>
<td>18</td>
<td>Develop and implement project tracking system.</td>
<td>Complete</td>
<td>3Q03</td>
<td>3Q03</td>
</tr>
<tr>
<td>19</td>
<td>Develop and implement workpaper standards.</td>
<td>Complete</td>
<td>3Q03</td>
<td>3Q03</td>
</tr>
<tr>
<td>20</td>
<td>Implement the software package ACL along with utilization of Date Warehouse.</td>
<td>Complete</td>
<td>3Q03</td>
<td>3Q03</td>
</tr>
<tr>
<td>Task Number</td>
<td>Action Plan</td>
<td>Status</td>
<td>Approximate Completion Date</td>
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<td>-------------</td>
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<td>----------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>21</td>
<td>Group membership to the Institute of Internal Auditors (IIA) for the Internal Auditing (IA) staff. (Membership renewal required each year.)</td>
<td>Complete</td>
<td>3Q03</td>
<td>3Q03</td>
</tr>
<tr>
<td>22</td>
<td>Develop and implement follow-up tracking mechanism to ensure recommendations are implemented timely and accurately.</td>
<td>Complete</td>
<td>4Q03</td>
<td>4Q03</td>
</tr>
<tr>
<td>23</td>
<td>Develop and implement a quarterly internal audit activities report.</td>
<td>Complete</td>
<td>1Q04</td>
<td>1Q04</td>
</tr>
<tr>
<td>24</td>
<td>Change reporting structure of Internal Audit Department to report functionally to the Audit Committee of ECU Board of Trustees and administratively to the Chancellor.</td>
<td>Complete</td>
<td>2Q04</td>
<td>2Q04</td>
</tr>
<tr>
<td>25</td>
<td>Revise the current Internal Audit Charter to reflect the new definition of Internal Audit and the reporting structure.</td>
<td>Complete</td>
<td>2Q04</td>
<td>2Q04</td>
</tr>
<tr>
<td>26</td>
<td>Develop and implement an Audit Committee Charter.</td>
<td>Complete</td>
<td>2Q04</td>
<td>2Q04</td>
</tr>
<tr>
<td>27</td>
<td>Change the title of department from &quot;Office of the Internal Auditor&quot; to &quot;Office of Internal Audit and Management Advisory Services.&quot;</td>
<td>Complete</td>
<td>2Q04</td>
<td>2Q04</td>
</tr>
<tr>
<td>28</td>
<td>Implement Institute of Internal Auditor's <em>Professional Practices Framework</em>. (Annual review of compliance required each year.)</td>
<td>Complete</td>
<td>3Q04</td>
<td>4Q04</td>
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<tr>
<td>29</td>
<td>Develop and implement Internal Audit Activities Manual.</td>
<td>Complete</td>
<td>4Q04</td>
<td>4Q04</td>
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<tr>
<td>30</td>
<td>Revise audit reporting formats and evaluate the potential to deliver reports electronically.</td>
<td>Complete</td>
<td>3Q04</td>
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</tr>
<tr>
<td>31</td>
<td>Encourage professional development among staff members by attending local IIA sponsored meetings, reading internal auditing publications, and attending conferences and seminars.</td>
<td>Ongoing</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>32</td>
<td>Market the services provided by the Internal Audit department through presentations and brochures.</td>
<td>Ongoing</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>33</td>
<td>Continuously review industry best practices as it relates to Internal Audit and determine if applicable to the University.</td>
<td>Ongoing</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>34</td>
<td>Encourage staff to obtain a certified/professional designation such as CIA, CPA, CISA, or CFE.</td>
<td>Ongoing</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
Nominated by
J. Craig Souza

William Winslow Phipps
105 Creekwood Lane, LTE
Tabor City, North Carolina 28463

Biographical and Family:
DOB: 06/14/52  Place of Birth: Mullins, SC
Married: 01/17/1982  Spouse: Elizabeth Ann Dowless Phipps

Educational:
Tabor City High School, Top 10%, 1970 High School Diploma
East Carolina University, 1974 BA Degree Psychology; Overall GPA, 3.39
University of South Carolina School of Law, 1978 Juris Doctorate, GPA, 3.00

Law Related Activities:

Political and Community Related Activities:
Tabor City Rotary Club, 1978-1982, President, 1981; Outstanding Young Men of America, 1978; Columbus County Democratic Party, 1978-Present, Chairman, 1989-1993; Club 15 Civic League, Inc. Civic Award, 1992; Town of Tabor City Committee of 100, Columbus County Committee of 100, North Carolina Southeastern Regional Economical Development Commission (North Carolina’s Southeast), 1993- Present; BB&T South Columbus Bank Board Member, 2005; Member Tabor City Baptist Church, Finance Chairman, Parking Lot Finance Chairman, RA Leader and Director, 1992-2000, AWANA Director, 2001-2003; Deacon, 2004 to Present.

East Carolina University Awards and Post-Graduate Activities:
Richard Cecil and Claudia Pennock Todd Scholarship Recipient, 1973, Phi Sigma Pi, Secretary, 1972-1973, President, 1973-1974; Who’s Who in American Colleges and Universities, 1974; ECU Phi Sigma Pi, Service Key Recipient, 1974; Phi Sigma Pi Outstanding Alumnus, 1984; ECU Chancellor’s Society, ECU Pirate Club, Bladen, Columbus & Robeson County Pirate Club Member.
Procedure for Establishing New Institutional Centers and Institutes

In May 2004, UNC-OP established new policies that authorize each campus to develop procedures for establishing new institutional centers and institutes.

Institutions may establish a center or institute on an individual campus without the authorization of the Board of Governors. Each institution will implement policies for the campus to follow when planning and establishing a new center or institute. Such policies shall include approval by the Board of Trustees.

http://intranet.northcarolina.edu/docs/legal/policymanual/400.5[r].pdf

According to the new policies, UNC-OP approval is now required only for inter-institutional centers and institutes.

The Academic Program Development Collaborative Team developed the following criteria for establishment of institutional centers and institutes at East Carolina University and campus approval of interinstitutional centers requiring final approval at UNC-OP. An earlier draft of these criteria was shared with the Deans’ Group in fall 2004 and their input is reflected here as well.

Units interested in developing a new center or institute will develop a proposal which includes the following required information:

- Name of the proposed institute or center
- Specific objectives and goals of the proposed center or institute
- Center/institute’s relevance to ECU’s mission, including the impact upon the existing academic departments, schools, institutes and centers
- Description of anticipated effects of the proposed center/institute on the instructional programs of ECU
- Justification that the proposed center or institute meets a need currently not being met elsewhere within the university
- Name of the proposed director, and a description of any proposed advisor or policy boards
- Names and credentials of participants in the proposed institute/center and criteria for inclusion of future participants/members
- Description of the proposed center/institute’s structure, including an organizational chart showing a) the relationship of the proposed center/institute to the existing organization and b) the internal organization of the proposed center/institute
- Description of the expected benefit/value added to the campus or community in five years due to the approval of this center of institute
- If funding is needed, budget estimates for the first year of operation, projections for the following four years, and anticipated sources of funding [template provided by IPRE] are requested.
- Statement of capital needs such as equipment and library resources
- Description of immediate space needs and projections of future space needs
- Any additional supporting information
- **Signatures of administrators of all participating units**

A. Procedures for Approval/Review of Proposals to Establish Centers and Institutes at ECU

1. The proposing team will present the proposal to the following:
   - Centers and Institutes Review Committee***
   - The Chancellor's Executive Council

2. The Centers and Institutes Review Committee will forward its recommendations to the Provost, who will recommend new centers/institutes to the Chancellor's Executive Council.

3. The chancellor will consider recommendations from the Executive Council and provide final approval of institutional centers and institutes.

4. Requests to establish interinstitutional centers will be forwarded from the Office of the Chancellor to UNC-OP.

Please send all proposals for University centers and institutes to Linner Griffin, Office of Academic Program Development for referral to the Committee.

B. Centers and Institutes Review Committee
   - Composition/Membership
Because all university centers (those organized beyond single departments or schools) report to either the Vice Chancellor for Research and Graduate Studies or to deans in the Divisions of Academic Affairs and Health Sciences, three persons representing these divisions serve as permanent members of the committee as well. In addition, four other persons serve on the committee. The four others are (1) a representative of the deans, (2) Chair of the Faculty representative, (3) the chairperson of the Education Policies and Planning Committee, and (4) a faculty representative from the Graduate School Administrative Board.

Centers and Institutes Review Committee Membership:

Permanent Committee Members
- Vice Chancellor for Research and Graduate Studies
- Assoc. VC of Academic Affairs
- Vice Chancellor for Health Sciences

Rotating Committee Members thru 6/30/07
- Representative of the deans
- Chair of the Faculty representative
- EPPC Chair
- Faculty representative of the Graduate School Administrative Board
• Committee Functions:
The committee has three functions.

First, it will evaluate the merit of proposals for new University-wide centers and institutes to ensure they serve an appropriate purpose and would not overlap with existing units. The committee also will consider resources available to the proposed center or institute.

Second, the Committee will conduct reviews of centers’ and institutes’ annual reports during the first three years of the center or institute’s operation. After these three years of successful operation, review of University-wide centers and their directors become part of the regular five-year academic program review process and will be the responsibility of the academic officers to whom they report.

Third, the Committee may from time to time be asked by the Office of the Provost or the VC of Health Science or the VC of Research and Graduate Studies to review the continued viability of existing centers.

Definitions for Specific Categories of Centers and Institutes
(http://intranet.northcarolina.edu/docs/legal/policymanual/400.5.pdf)

1. Centers Versus Institutes
For the purposes of classification within UNC, there is no technical distinction made between the terms "center" and "institute." Both typically offer interdisciplinary programs attracting faculty, students, and staff from various academic departments or other structured units. In practice, an "institute" frequently refers to an activity with a broader scope than a "center." For example, an institute may create centers as separate units within its administrative structure.

2. Institutional Versus Interinstitutional Centers and Institutes
Centers and institutes may be either institutional or interinstitutional in nature, and may be designated as research, public service, or instructional units. They may include the participation of other institutions, agencies, or organizations, such as other colleges and universities, schools, hospitals, industry, foundations, or governmental bodies.

Institutional
Institutional centers and institutes report to only a single campus within the UNC system. These centers or institutes may collaborate with units or departments from other institutions for specific activities or projects, but fiscal and administrative oversight is limited to a single institution. Institutional centers do not submit planning, establishment, or discontinuation requests to the Board of Governors, but are subject to the policies and procedures for establishment and review that are established by their respective campus.

Interinstitutional
Interinstitutional centers and institutes involve more than one campus within the UNC system for participation, including shared administrative and fiscal
oversight or substantial involvement of more than one UNC institution in ongoing activities. Centers are also considered interinstitutional if the Office of the President provides fiscal and/or administrative oversight. Each interinstitutional center must designate the unit to provide administrative and/or fiscal oversight. In some cases these responsibilities may be assigned to two separate institutions or assumed by the Office of the President. The UNC Board of Governors provides oversight for all interinstitutional centers and institutes in accordance with these regulations.

Interinstitutional centers serve to promote collaboration and to minimize duplication within the University. They increase the opportunities for external funding by enhancing interdisciplinary collaborations and by facilitating access to a wider range of facilities, faculty, students, and other resources. Interinstitutional centers may also enhance outreach and public service to the citizens of North Carolina by providing a coordination of "regional sites" in fields such as small business and economic development, cooperative extension, public health, the environment, and teacher training.

3. Types of Centers and Institutes

Research
A research center or institute has research as its primary mission. Both institutional and interinstitutional centers may be designated for research. Although classified as a research center or institute, such a unit may also provide instruction, training, technical assistance, or public service programs. Although such units do not have jurisdiction over academic curricula, they may offer courses in cooperation with academic units.

Public Service
A public service center or institute has public service or technical assistance as its primary mission. Both institutional and interinstitutional centers may be designated for public service. Research, instruction, and training activities may also be conducted as secondary components of the mission. Although such units do not have jurisdiction over academic curricula, they may offer courses in cooperation with academic units.

Instructional
An instructional center or institute has training or instruction as its primary mission. Both institutional and interinstitutional centers may be designated for instruction, and these units may also conduct research and public service activities. Although instructional centers and institutes do not have primary jurisdiction over academic curricula, they may offer courses in cooperation with academic units.

C. Purpose and Scope of Centers and Institutes
Centers and institutes are established within the University to strengthen and enrich multidisciplinary programs of research, public service, or instruction
conducted by the faculty and staff. They also may provide undergraduate, graduate, and postdoctoral students with added research opportunities, facilities, and assistance, as well as enhance their involvement in public service and educational activities...

Centers and institutes must avoid unnecessary duplication within UNC. Each unit seeks to differentiate its mission, activities, and/or clientele from other UNC units, and to make its facilities available to other constituent institutions for cooperative activities as appropriate.