AGENDA
Executive and Audit Committee
Board of Trustees Meeting
September 24, 2004
Mr. James R. Talton, Jr., Chairman, Presiding

Report Items

Acted on by the Full Board since the last meeting:

Approval of Annual Summary Report on Management Flexibility Plan
Approval of the Naming of a Classroom in the College of Education and the
Naming of the Pirate Club Deck
Approval of Contracts of Athletic Director and Senior Associate Athletic Director

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

1) Approval of Request for Property Acquisition – 942 E. 14th Street
2) Approval to Accept Two Tracts of Property for Student Recreation Playing Field
3) Approval of Recommendation of Initial Appointment with Permanent Tenure for:
   Wayne E. Cascio, M.D., Professor, Dept. of Internal Medicine,
   Timothy A. Jones, M.D., Professor, Dept. of Communication Sciences and Disorders,
   Sy Atezaz Saeed, M.D., Professor and Chair, Psychiatric Medicine,
   Robert H. Schosser, M.D., Professor, Dept. of Internal Medicine,
   Maura S. McAuliffe, Ph.D., Professor/Director of the Nursing Anesthesia Program
4) Approval of Recommendation of Initial Appointment with Permanent Tenure for:
   Timothy A. Johnson, Ph.D., Professor, Dept. of Internal Medicine,
   Daniel W. Wong, Ph.D., Professor, Dept. of Rehabilitation Studies.
5) Approval of Ms. Stacie Tronto as Director of Internal Audit
6) Approval of Dr. Thomas Feldbush as Professor of Biology
7) Approval of Request for Property Disposition via Lease for PCMH Gamma Knife Facility
8) Approval of Request for Office Space Lease
9) Approval of Recommendation of Initial Appointment with Permanent Tenure for
   Dr. Jeffery Scott Elwell, Dean and Professor, College of Fine Arts and Communication
10) Approval of Recommendation of Initial Appointment with Permanent Tenure or
    Dr. Dilip Das, Professor, Dept. of Criminal Justice
11) Approval of Political Activity Authorization for Elizabeth Ward
12) Approval of Bonds for College Hill Dormitory and Renovations to Dowdy-Ficklen Stadium

Discussion/Action Items

1) Approval of Minutes
   --July 13, 2004 (Full Board Meeting)
2) City Bond Referendum (Presentation by Mr. Phil Dixon)
3) Internal Audit Reports Issued

*Documentation for the above items will be available at the Board meeting. They will also be on
file in the Assistant Secretary to the Board’s office, 107 Spilman Building.
Executive and Audit Committee Meeting
Summary of Discussion
July 13, 2004

Chairman James R. Talton, Jr. convened the committee at 12:20p.m. Also attending with Mr. Talton were committee members Showfety, Kinlaw, Hill, Kelly and Ward. Other Trustees attending were Greczyn, Bodenhamer, Brody, Miller, Redwine, and Shannon O’Donnell.

Mr. Talton obtained approval of the May 7th committee minutes and asked Mr. Showfety to read the report items at the full Board meeting later today.

Mr. Talton then raised the question of Board meeting dates for 2004-2005. The proposed dates are September 24th, December 10th, April 1st, May 6th, and July 24th. Suggested dates are:
– October 29, 2004
– December 10, 2004
– April 1, 2005
– May 6, 2005
– July 19, 2005

These dates will be voted on at the full Board meeting.

Mr. Talton addressed, along with Dr. Smith, the BOG-required self-assessment. Handouts:
Mr. Talton will pursue discussions with Board members. Also, Mr. Talton asked that BOT committee chairs consider meeting more often, as needed.

Mr. Talton then referred to materials prepared by the interim internal auditor. Stacie Tronto gave a review of the written materials and announced the recruitment of a new staff member. Mr. Talton asked that as we move toward Banner, she report on that project.

Mr. Talton asked for a report on research award recommendations. Dr. John Lehman presented that report and the committee approved the recommendations as presented, to be approved at the full Board meeting. The meeting adjourned at 12:45p.m.

APPROVED:

James R. Talton, Jr.
Chairman of the Committee

James LeRoy Smith
Assistant Secretary to the Board
TO: ECU Board of Trustees  
FROM: James LeRoy Smith  
DATE: August 27, 2004  
RE: Annual Summary Report on Management Flexibility Plan  

On an annual basis Chancellor Ballard is required to provide a report to the Board of Trustees on ECU’s Plan for Management Flexibility to Appoint and Fix Compensation. The report must contain a summary of personnel actions taken in accordance with the delegation of authority permitted under this plan. The information outlined in this attachment is a summary of the personnel appointments, promotions, and compensation actions involving ECU positions exempt from the State Personnel Act (EPA) for the 2003-2004 academic year.

Please remit your approval of this summary by fax (252-328-0129) or phone (252-328-6105) so that we may forward it to the Board Governors for their review by the September 1, 2004 deadline.

As always, thanks for all you do for ECU.

Attachment

I approve of the report. I do not approve.

Signature
UNIVERSITY OF NORTH CAROLINA INSTITUTIONS WITH MANAGEMENT FLEXIBILITY TO APPOINT AND FIX COMPENSATION

ANNUAL SUMMARY REPORT FOR FY JULY 1, 2003 – JUNE 30, 2004

Purpose: Pursuant to the procedures set forth by the University of North Carolina Board of Governors in the Management Flexibility Policy 600.3.4, §C. (3)(b), all UNC institutions granted management flexibility shall provide an annual summary to the Board of Governors regarding personnel actions.

Please return this summary on or before September 1, 2004 for review by the Board of Governors at the October 2004 meeting.

(This form can be found at: http://www.northcarolina.edu/content.php/aa/cao/index.htm (login: UNC_CAO.)

Today's Date:

Date Management Flexibility Granted: October 24, 2002

Reporting Institution: East Carolina University

Contact Person(s): Jim Mullen

Title: Assistant Vice Chancellor & Director for EPA Personnel

Address: 210 E. First Street, Greenville, NC 27858

Phone: 252-328-0112  Fax: 252-328-4191  Email: mullenj@mail.ecu.edu

When was your institution’s last update of salary ranges, based on relevant data, for vice chancellors, provosts, deans, and other similarly situated administrators that are not included in the annual Board of Governors’ study establishing salary ranges?

Date: July 2004

Please submit this form electronically to Lisa Adamson by September 1, 2004 to: adamson@northcarolina.edu
Please provide the following information regarding all NEW EPA, permanent, non-faculty appointments during FY 2003-2004 for vice chancellors and provosts, senior academic and administrative officers for which the Board of Governors establishes salary ranges, and deans, and other similarly-situated administrators. Pursuant to Policy 600.3.4, §C.3.b.i: (a), (b), and (c.) Do not report interim appointments.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Complete Title</th>
<th>Date Hired [mm-dd-yyyy]</th>
<th>Salary</th>
<th>Non-Salary Compensation (If applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballard, Steven C.</td>
<td>Chancellor</td>
<td>05/26/04</td>
<td>$215,000.00</td>
<td>$10,632.00 $1,560.00</td>
</tr>
<tr>
<td>Shelton, William</td>
<td>Vice Chancellor for University Advancement</td>
<td>07/01/03</td>
<td>$150,000.00</td>
<td>$9,912.00</td>
</tr>
<tr>
<td>Rogers, Ralph</td>
<td>Dean, College of Technology &amp; Computer Science</td>
<td>07/01/03</td>
<td>$140,000.00</td>
<td></td>
</tr>
<tr>
<td>Thomas, Stephen</td>
<td>Dean, Allied Health Sciences</td>
<td>07/01/03</td>
<td>$149,500.00</td>
<td></td>
</tr>
<tr>
<td>Johnson, Cynda</td>
<td>Dean, School of Medicine</td>
<td>11/01/03</td>
<td>$350,000.00</td>
<td>$8,469.28</td>
</tr>
</tbody>
</table>

Please submit this form electronically to Lisa Adamson by September 1, 2004 to: adamson@northcarolina.edu
UNC INSTITUTIONS WITH
MANAGEMENT FLEXIBILITY TO APPPOINT AND FIX COMPENSATION

Please provide the following information regarding all CONTINUING EPA permanent, non-faculty positions during FY 2003-2004 for vice chancellors and provosts, senior academic and administrative officers for which the Board of Governors establishes salary ranges, and deans, and other similarly-situated administrators. Pursuant to Policy 600.3.4, §C.3.b.i: (a), (b), and (c.) Do not report interim appointments.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Complete Title</th>
<th>Salary as of June 30, 2004</th>
<th>Total % of salary increase since June 30, 2003</th>
<th>Non-Salary Compensation (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moore, Garrie</td>
<td>Vice Chancellor for Student Life</td>
<td>$135,000.00</td>
<td>13.8%</td>
<td></td>
</tr>
<tr>
<td>Hughes, Karla</td>
<td>Dean, College of Human Ecology</td>
<td>$129,000.00</td>
<td>2.8%</td>
<td></td>
</tr>
<tr>
<td>Lewis, Michael</td>
<td>Vice Chancellor for Health Sciences</td>
<td>$305,000.00</td>
<td>7%</td>
<td>$12,647.43</td>
</tr>
<tr>
<td>Irons, Ben</td>
<td>University Attorney</td>
<td>$120,553.00</td>
<td>13.6%</td>
<td></td>
</tr>
<tr>
<td>Sparrow, Wendall K.</td>
<td>Dean, Thomas Harriot College of Arts &amp; Sciences</td>
<td>$145,000.00</td>
<td>11.5%</td>
<td></td>
</tr>
<tr>
<td>Sheerer, Marilyn</td>
<td>Dean, College of Education</td>
<td>$140,000.00</td>
<td>8.5%</td>
<td></td>
</tr>
<tr>
<td>Gilbert, Glen</td>
<td>Dean, College of Health &amp; Human Performance</td>
<td>$132,135.00</td>
<td>5.7%</td>
<td></td>
</tr>
<tr>
<td>Horns, Phyllis</td>
<td>Dean, School of Nursing</td>
<td>$147,335.00</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>Varner, Carroll</td>
<td>Director, Academic Library Services</td>
<td>$112,200.00</td>
<td>3.9%</td>
<td></td>
</tr>
<tr>
<td>Spencer, Dorothy</td>
<td>Director, Health Sciences Library</td>
<td>$108,700.00</td>
<td>5.8%</td>
<td></td>
</tr>
</tbody>
</table>

Please submit this form electronically to Lisa Adamson by September 1, 2004 to: adamson@northcarolina.edu

Page 3 of 3
UNC INSTITUTIONS WITH
MANAGEMENT FLEXIBILITY TO APPOINT AND FIX COMPENSATION

ANNUAL SUMMARY REPORT
FOR
FY JULY 1, 2003 – JUNE 30, 2004

Please provide the following information regarding conferrals of tenure:

<table>
<thead>
<tr>
<th>Question</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many faculty were reviewed for tenure consideration during this period?</td>
<td>46</td>
</tr>
<tr>
<td>How many faculty were granted tenure during this period?</td>
<td>45</td>
</tr>
<tr>
<td>How many new faculty were hired with tenure during this period?</td>
<td>19</td>
</tr>
</tbody>
</table>

Please provide a description of the most recent analysis of equity issues relevant to the employment of faculty and administrators. (Additional sheets may be attached if necessary.)

An electronic salary analysis for ECU faculty & administrators is submitted as a separate attachment.

Please provide a description of audit findings related to weaknesses in the internal control structure, deficiencies in the accounting records, and noncompliance with rules and regulations or any other instances where significant findings are identified. The report should specifically detail any findings regarding personnel practices, salary or payroll for the previous year and remedial action taken in response to audit findings. (Additional sheets may be attached if necessary.)

There were no internal audit findings related to the above, however questionable actions and irregularities in the conduct of EPA personnel matters were discovered.

Due to these findings, President Broad mandated that ECU initiate a plan for corrective actions.

These corrective actions were submitted to OP and the actions were put into place. As a result of the successful implementation of the corrective actions, President Broad granted continuation of ECU’s Management Flexibility to Appoint & Fix Compensation.

Hard copy documentation will follow under separate cover.

Signature of the Chief Academic Officer:  
Date:  
Printed Name:  

Please submit this form electronically to Lisa Adamson by September 1, 2004 to: adamson@northcarolina.edu
MEMORANDUM

TO: ECU Board of Trustees

FROM: Linda B. June-Fowler

DATE: August 27, 2004

RE: Naming Opportunities

The Naming of Buildings, Facilities and Other Recognitions Committee supported the attached requests for 1) the naming of a classroom in the College of Education; and 2) the Pirate Club Deck. According to the Naming Policy, the full Board can now officially act on this naming request.

Please indicate your evaluation of this request below and fax (252-328-0129) or phone (252-328-6105) your response back to us. If you have previously responded as a member of the Naming Committee, you do not have to respond to this request.

Thanks for all you do for our University.

____ Yes, I approve the naming of a small conference room (Speight 202) in the College of Education for Mr. George Williams.

____ No, I do not approve.

____ Yes, I approve the naming of the Pirate Club Deck in the New Baseball Stadium.

____ No, I do not approve.

Member, ECU Board of Trustees
MEMORANDUM
via Fax

TO: ECU Board of Trustees

FROM: James LeRoy Smith
       Assistant Secretary of the Board of Trustees

DATE: September 8, 2004

RE: Approval of Contracts

I respectfully request approvals as indicated below. I ask that you please fax your completed ballot to me at (252-328-0129) as soon as possible. Please note that Mr. Talton executed the contracts because he is leaving the country. In spite of his signature, the contract does not become legally binding until the Board of Trustees approves.

____ Yes, I approve of the appointment and employment contract for Mr. Terry Holland.
____ No, I do not approve.

____ Yes, I approve of the new appointment of Mr. Nick Floyd under the terms specified in the Chancellor’s letter dated September 8, 2004 as transmitted to the Board of Trustees on that date.
____ No, I do not approve.

__________________________
signature

__________________________
date
MEMORANDUM

To: Executive and Audit Committee of the ECU Board of Trustees
From: William E. Shelton, Chancellor
Subject: Request for Property Acquisition – 942 East 14th Street

I am writing to request authorization of the Executive and Audit Committee to purchase a house located at 942 East 14th Street, second parcel west of Berkley Drive. After negotiation with the owner, Elizabeth Hawkins, and with the assistance of the State Property Office, a purchase price of $70,500 was negotiated. This property has strategic and infrastructure importance.

Funding for this acquisition is anticipated to come from Auxiliary Overhead Receipt Funds. After the property is acquired, the structure will be demolished.

Should you have any questions regarding this request, please feel free to contact me.

Approve

Date

Disapprove

Date

WES:kc

Attachment

Cc: J. Smith
R. Brown
C. Hawkins
T. Walton
May 3, 2004

To: Executive and Audit Committee of the ECU Board of Trustees

From: William Shelton

Subject: Accept Two Tracts of Property for Student Recreation Playing Field

I am writing to request authorization to acquire two tracts of land gifted by Carroll & Associates to the ECU Real Estate Foundation. The ECU Real Estate Foundation wishes to transfer this property to the University, in the name of the State of North Carolina, for consideration of $1.00.

Attached is a legal description and a map depicting the location on either side of the entrance from Highway US 264 East.

Funding will come from Student Recreation Center account #3-14100.

Should you have any questions regarding this request, please feel free to contact me.

[Approval and Disapproval signatures]

Attachment(s)

ASB:kc

cc: J. Smith
R. Brown
C. Hawkins
T. Walton
S. Buck
N. Mize
G. Moore

East Carolina University is a constituent institution of the University of North Carolina. An Equal Opportunity/Affirmative Action Employer.
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: May 12, 2004

RE: Approval of Recommendations

   We have several appointments that I respectfully request that you consider. Interim Chancellor Bill Shelton, Vice Chancellor Mike Lewis 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

Wayne E. Cascio, M.D., Professor, Department of Internal Medicine

_____ I approve.  _____ I do not approve.

Timothy A. Jones, M.D., Professor, Department of Communication Sciences and Disorders

_____ I approve.  _____ I do not approve.

Sy Atezaz Saeed, M.D., Professor and Chair of Psychiatric Medicine

_____ I approve.  _____ I do not approve.

Robert H. Schosser, M.D., Professor, Department of Internal Medicine

_____ I approve.  _____ I do not approve.

Maura S. McAuliffe, Ph.D., Professor and Director of the Nursing Anesthesia Program

_____ I approve.  _____ I do not approve.

__________________________________________

signature

Please call (252-328-6105) or fax (252-328-0129) your response.
MEMORANDUM
via Fax

TO: Members of the Executive and Audit Committee
   James R. Talton, Jr.
   Stephen D. Showfety
   Robert O. Hill, Jr.
   Michael W. Kelly
   Dan V. Kinlaw
   Margaret C. Ward

FROM: James LeRoy Smith
      Assistant Secretary to the Board

DATE: July 14, 2004

RE: Approval of Recommendations

Rather than wait until our Board meeting on October 29th, I respectfully request the members of the Executive and Audit Committee consider the recommendations for approval for initial appointments with permanent tenure for Timothy A. Johnson, Ph.D., Professor, Department of Internal Medicine, Brody School of Medicine and Daniel W. Wong, Ph.D., Professor, Department of Rehabilitation Studies, School of Allied Health Sciences. These recommendations have been endorsed by Chancellor Ballard and Vice Chancellor Lewis. Details are attached.

Please call (252-328-6105) or fax (252-328-0129) your reply to me.

Many thanks for your consideration of this request.

_____ Yes, I approve of the request for Timothy A. Johnson.
_____ No, I do not approve.

_____ Yes, I approve of the request for Daniel W. Wong.
_____ No, I do not approve.

______________________________
signature

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MEMORANDUM

TO: Members of the Audit Committee
Of the ECU Board of Trustees

FROM: Dr. Steven C. Ballard
Chancellor

DATE: July 22, 2004

During the Closed Session at the Board’s meeting on July 13, 2004, we discussed my plan to appoint Ms. Stacie Tronto to the position of Director of Internal Audit at an annual salary of $90,000. Under the terms of the Executive and Audit Committee Charter approved by the Board of Trustees on October 24, 2003, this appointment must be formally approved by the Executive and Audit Committee. The terms of the recommended appointment are specified in the proposed appointment letter transmitted with this note. I recommend that you formally approve this appointment for the reasons stated in the Board’s Closed Session on July 13, 2004.

If you have any questions, please let me know. If not, please record your vote to approve or disapprove on the attached ballot and return it to me by fax at 252-328-0129. I would appreciate your earliest response so that we may comply with the anticipated August 1 start date.

Many thanks for all you do for ECU.

I approve of this recommendation.

I do not approve.

Signature
MEMORANDUM

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

FROM: Steve Ballard, Chancellor

DATE: July 29, 2004

RE: Approval of Recommendation

Rather than wait until our Board meeting on October 29th, I respectfully request the members of the Executive and Audit Committee consider the attached recommendation for Thomas Feldbush. This recommendation was endorsed by Jim Smith and myself. Documentation is attached.

Please call (252-328-6105) or FAX (252-328-0129) your reply to me so that we may forward the approval to the appropriate parties for processing, if you so desire.

Many thanks for your consideration of this request.

_____Yes, I approve the request for Tom Feldbush.

_____No, I do not approve.

signature, member Executive Cmte.
MEMORANDUM

To: Executive and Audit Committee of the Board of Trustees

From: Steve Ballard, Chancellor

Date: August 2, 2004

Subject: Property Disposition via Lease for PCMH Gamma Knife Facility

I request your approval to lease Pitt County Memorial Hospital (PCMH) 2,200 square feet of land adjacent to the MRI Building on the campus of the Brody School of Medicine (see attached map) allowing them to construct and operate a $5,500,000 Gamma Knife (radiology) facility.

We request approval for a twenty (20) year lease term with a mutually agreeable five (5) year renewal option at a fair market value rate of $6,400 per year with periodic CPI adjustments. A condition of the lease is the State of North Carolina (ECU) has the option at the end of the lease term to purchase the facility for $1.00, or require PCMH to remove the building and restore the site to the condition when it was acquired.

Subsequent to your approval, this request will be submitted to the UNC Board of Governors, State Property Office, and Council of State.

Please register your vote below and fax to the attention of Scott Buck at (252) 328-4835 as soon as possible.

Should you have any questions regarding this request, please feel free to call me.

<table>
<thead>
<tr>
<th>Approve</th>
<th>Date</th>
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<tr>
<th>Approve</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attachment

SB:kc

cc: James Smith
    Chuck Hawkins
    Gary Vanderpool
    Scott Buck
August 9, 2004

MEMORANDUM

To: Executive and Audit Committee of the Board of Trustees

From: Steven Ballard, Chancellor

Subject: Request for Office Space Lease

In order to meet the University's increasing office space requirements, I request authorization of the Executive and Audit Committee to pursue leasing approximately 14,100 square feet of office space with the option to increase as required to 17,000 square feet for a five (5) year term with the option to renew for two (2), three (3) year terms.

It is anticipated office space within close proximity to campus and can be leased at an annual rate not to exceed $14.00 per square foot inclusive of utilities and janitorial services.

Subsequent to your approval, this request will be subject to formal bidding by the State Property Office and approvals by the Board of Governors, Council of State and the Governor's Office.

Funding for this lease will come from state fund reallocations.

Please register your vote below and fax to the attention of Scott Buck (252) 328-4835 as soon as possible. Should you have any questions regarding this request, please feel free to call me.

Thank you.

Approve          Date

Disapprove       Date

cc: Jim Smith
Chuck Hawkins
Scott Buck

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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
   Interim Vice Chancellor for Academic Affairs
   and Assistant Secretary to the Board

DATE: August 20, 2004

RE: Approval of Recommendation with Tenure

Rather than wait until our Board meeting on September 24th, I respectfully request the members of the Executive and Audit Committee consider the tenure recommendation of Dr. Jeffery Scott Elwell, Dean and Professor, College of Fine Arts and Communication. This recommendation is endorsed by Chancellor Ballard and me. Documentation is attached.

Please call (252-328-6105) or Fax (252-328-0129) your reply to me so that we may forward your decision to the appropriate parties for processing, if you so desire.

Many thanks for your consideration of this request.

______ Yes, I approve the request for Dr. Jeffery S. Elwell.

______ No, I do not approve.

signature, member Executive Cmte.
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
      Interim Vice Chancellor for Academic Affairs
      and Assistant Secretary to the Board

DATE: August 31, 2004

RE: Approval of Recommendation with Tenure

Rather than wait until our Board meeting on September 24th, I respectfully request the members of the Executive and Audit Committee consider the tenure recommendation of Dr. Dilip Das, Professor, Department of Criminal Justice, College of Human Ecology. This recommendation is endorsed by Chancellor Ballard and me. Documentation is attached.

Please call (252-328-6105) or fax (252-328-0129) your reply to me so that we may forward your decision to the appropriate parties for processing, if you so desire.

Many thanks for your consideration of this request.

_____Yes, I approve the request for Dr. Dilip Das.

_____No, I do not approve.

______________________________
signature, member Executive Cmte.
September 2, 2004

TO: Executive and Audit Committee

FROM: James LeRoy Smith

RE: Political Activity Authorization for Elizabeth Ward

Attached are the relevant pages of Elizabeth Ward’s request to engage in political activity. To provide a brief background on this type of request, let me say that such activity must be authorized by administrative superiors, including the Chancellor, and since it is for a part-time political office, by the Trustees. Petitions for full-time political office go directly to the Board of Governors.

The approvals on campus, including the Chancellor’s, have been given and we are now asking you to indicate your approval or disapproval below and fax this sheet back to us at 252-328-0129. Please let Linda or me know if you have any questions.

Many thanks for all you do for East Carolina University.

I approve.

I do not approve.

(signature)
MEMO

TO: Dr. Steve Ballard, Chancellor
FROM: Mr. Ben G. Irons
DATE: 9/1/04

RE: Elizabeth Ward’s Petition to Engage in Political Activity

Steve, I received today from Ms. Elizabeth Ward a Petition to Engage in Political Activity. Ms. Ward is a lecturer in the College of Education. She is employed pursuant to a fixed-term contract in the college’s Department of Elementary Education. Under university policy (300.5 of the UNC Policy Manual), she must file this petition in order to occupy political office. I have attached Ms. Ward’s petition. In the petition, Ms. Ward indicates that she is running for the office of Pitt County Commissioner and that she is unopposed. She plans to commence her new term in the office in January, 2005 and her term will expire in January, 2009.

Please find attached a letter from Dean Sheerer in which she concludes that Ms. Ward can occupy her office during the new term without creating a conflict of time which would interfere with her university responsibilities.

The office that Ms. Ward plans to seek is considered a part-time office for which compensation is more than nominal. She will receive compensation in excess of reimbursement for expenses incurred incident to the office. I respectfully recommend that you approve this petition. Please note under the signature line that this petition was received on September 1, 2004. If you approve the petition, please return the signed petition to me. I will see that it is forwarded to the Board of Trustees for final approval as required under university policies.

If you have any questions or if I can be of further assistance, please let me know.
August 31, 2004

To Whom It May Concern:

Beth Ward is presently employed in the College of Education’s Department of Curriculum and Instruction at East Carolina University. Ms. Ward has been hired in a fixed term position in which she teaches classes in the elementary program and supervises student interns.

The part-time office of County Commissioner, with meetings occurring monthly, on the first and third Monday morning, will not interfere with her full-time responsibilities in the Department of Curriculum and Instruction.

Sincerely,

Marilyn Skeerer
Dean
To: Executive and Audit Committee
From: Charles M. Hawkins
CC: S. Ballard, J. Smith
Date: September 7, 2004
Re: Approval of Bonds for College Hill Dormitory and Renovations to Dowdy-Ficklen Stadium

Attached is a request for approval of the bond resolution to provide financing for College Hill Dormitory and repairs and renovations to Dowdy-Ficklen Stadium. Please review this recommendation, register your vote below and return by fax to 252-328-0129. Should you have any questions regarding this recommendation, please call me at 252-328-6975.

Thank you.

Attachments

Approved ___________________________ Date ________________

Disapproved ___________________________ Date ________________

CLT 643832v1
ACTION ITEM
Approval of the issuance of Special Obligation Bonds for funding the College Hill Suites – Phase I, approximately $28 million and Dowdy Ficklen Stadium Repairs, approximately $3 million. In accordance with the legislation contained in the North Carolina General Statutes, action is needed by the Board of Trustees to approve the issuance of these bonds.

BACKGROUND INFORMATION
The 2000 session of the North Carolina General Assembly passed Senate Bill 912 (Special Obligation Bonds) that allows UNC institutions to issue debt under the Board of Governors that is secured by the revenues of the institution with the exception of tuition, state appropriations and restricted funds. While there must still be specific revenue streams identified by management to accommodate the debt service, the revenues pledged are broader in nature, making the bonds more secure for the buyer.

In addition to providing financing for the construction of the new 488 bed College Hill Suites, additional bond funding is being issued to fund on-going maintenance of Dowdy-Ficklen Stadium.

The entire bond issue will total approximately $31 million with respective funding from Housing and Dining Revenues for College Hill Suites and $15 student fee for Dowdy Ficklen stadium approved as part of the student fee process.

RECOMMENDED ACTION
We recommend The Executive and Audit Committee members approve the bond resolution as prepared by Bond Counsel for the projects described above.
RESOLUTION OF THE EXECUTIVE AND AUDIT COMMITTEE OF THE
BOARD OF TRUSTEES OF EAST CAROLINA UNIVERSITY
APPROVING THE ISSUANCE OF SPECIAL OBLIGATION BONDS

WHEREAS, under Article 3, Section 116D of the General Statutes of North Carolina (the “Act”) the Board of Governors (the “Board of Governors”) of the University of North Carolina (the “University”) may issue special obligation bonds, payable from obligated resources to pay the costs of acquiring, constructing or providing a special obligation project at one of the constituent institutions of the University or refunding any obligations previously issued by the Board of Governors;

WHEREAS, East Carolina University (“ECU”) will request the Board of Governors to issue its special obligation bonds (the “Bonds”), the proceeds of which will be used for the purpose of (1) financing the costs of constructing a new dormitory at College Hill on the ECU campus authorized by Chapter 360 of the 2003 Session Laws of the North Carolina General Assembly and (2) financing the costs of repairs and renovations to Dowdy-Ficklen Stadium on the ECU campus authorized by Chapter 425 of the 1997 Session Laws of the North Carolina General Assembly (collectively, the “Special Obligation Bond Projects”), and (3) paying the costs incurred in connection with the issuance of the Bonds; and

WHEREAS, Section 116D-26(b) of the Act requires the Board of Trustees of ECU to approve the issuance of the Bonds for the Special Obligation Bond Projects;

NOW, THEREFORE, BE IT RESOLVED by the Executive and Audit Committee of the Board of Trustees of ECU as follows:

Section 1. Approval of Issuance of Bonds. The issuance of the Bonds for the Special Obligation Bond Projects is approved.

Section 2. Effective Date. This Resolution is effective immediately.

ADOPTED AND APPROVED this 8th day of September, 2004.

THE BOARD OF TRUSTEES OF EAST CAROLINA UNIVERSITY

By, [Signature]
Assistant Secretary

STATE OF NORTH CAROLINA
COUNTY OF PITT

I, [Signature], the duly elected Secretary of the Board of Trustees of East Carolina University, DO HEREBY CERTIFY that (1) the foregoing is a full, true and correct copy of the Resolution adopted by the Executive and Audit Committee of the Board of Trustees of East Carolina University at its meeting of September 24, 2004 and appearing in the minutes of such meeting, (2) notice of the meeting of the Executive and Audit Committee of the Board of Trustees of East Carolina

CLT 643832v1
University held on September 8, 2004 was sent to each member of the Board, and (3) a quorum was present at the meeting on September 8, 2004 at which time the foregoing Resolution was adopted.

WITNESS, my hand and the seal of East Carolina University this 9 day of September, 2004.

[Signature]

Assistant Secretary
September 3, 2004

Dr. James L. Smith
Interim Vice Chancellor for Academic Affairs
    and Assistant Secretary to the Board of Trustees
East Carolina University
202 Spilman Building
Greenville, NC 27858-4353

Dear Jim:

Please find enclosed a letter from Phil Dixon, Co-Chair of the Bond Advocacy Committee, requesting consideration by the Board of Trustees on September 24 for the upcoming City of Greenville bond referendum. Also included are information sheets describing the four items on the referendum and a draft resolution. If there are any additional items that I need to provide, please do not hesitate to contact me at 329-4432.

We appreciate your and Austin's assistance in this matter and the continued cooperative efforts between the University and the City.

Sincerely,

[Signature]

Marvin W. Davis
City Manager

dr

Enclosures

cc: Dr. Austin Bunch, Chief of Staff
September 2, 2004

Dr. Steve C. Ballard, Chancellor
East Carolina University
103 Spilman Administration Building
Campus
Greenville, NC 27858-4353

Re: City of Greenville Bond Referendum - November 2, 2004
Bond Referendum for City Improvements (04-D-519.2)

Dear Dr. Ballard:

Our community is excited to have someone of your caliber as the new Chancellor of East Carolina University. We are particularly pleased to learn your prior experience includes service as a member of a City Council and as a Mayor Pro Tem. This background should give you insight into the importance of good “town-gown” relationships, and the need for both the City of Greenville and East Carolina University to continue to work together to address problems which result from a growing campus and a growing community. As our population and as enrollment at the University escalates, we anticipate increased demands upon the infrastructure of the City. The need for street improvements and improvements to our storm water drainage system are apparent. We also feel that the Center City area of Greenville which borders the campus and the West Greenville area of Greenville, which is situated between the East Campus and the West Campus, badly needs revitalization. To address these concerns, as you know, the City Council of the City of Greenville recently passed a Resolution placing before our citizens a vote on a Bond Referendum for City Improvements on November 2, 2004.

Under the General Statutes of North Carolina, the City of Greenville cannot advocate for the passage of these bonds. It can only seek to “educate” citizens about the reasons why the City Council feels the bonds are necessary. Essentially, tax dollars cannot be used for lobbying our residents. Therefore, the City Council has asked me and Bishop Randy Royal, Pastor of Phillippi
Dr. Steve C. Ballard, Chancellor  
East Carolina University  
Page 2

Church, to co-Chair a Committee known as the City of Greenville Bond Advocacy Committee. We have recruited more than fifty-five (55) citizens to work towards the passage of the bonds. I am extremely pleased that early on you and other University officials agreed to serve on this Committee and to assist us with our efforts. There will actually be four (4) separate bond issues to be voted upon. These include:

- Street improvements $5.7 million
- West Greenville revitalization $5 million
- Center City revitalization $5 million
- Storm water drainage improvements $5.1 million

Each one of these bonds will have a positive impact on the University in a variety of ways because of the substantial number of students who live off campus, as well as the faculty and staff who live within the City limits. We all desire a better community, and these improvements will allow us to better plan for the future.

Among the many specific tangible aspects of the Bond Referendum will be street improvements. These include the 10th Street Connector, which only became possible because of partnership among the City, the University, the Hospital, and the North Carolina Department of Transportation. This Corridor will provide a four-lane thoroughfare to the new front door of the Campus on 10th Street. The West Greenville revitalization improvements will renovate and remodel and repair structures in the area through which people visit and travel between the East and West Campuses. We hope this area becomes a much more attractive area and a pleasant addition to our community. As the neighborhood is stabilized through additional home ownership and revitalization, our community will become safer and more attractive to others. This should assist the University in their efforts to recruit students and faculty and staff.

With the Campus of East Carolina University immediately adjacent to the Downtown area, the Center City revitalization efforts will have a complementary impact on the main Campus. There are many joint development opportunities that the University, the City, and private entities are discussing, and these bonds will bring even more investment and vitality to the Center City area of our community. On the Campus, the University itself has experienced flooding problems, so you know first hand the adverse impacts that may result if needed storm water drainage improvements are not made soon. The Storm Water Drainage Improvement Bonds will be used in critical areas of the City to upgrade inadequate and outdated infrastructures, which are badly in need of repair and replacements. In many cases, this infrastructure is crumbling, and in various locations around the City we are experiencing flooding from time to time, which must be addressed. These improvements will also help the livability of the City as well as the areas in and around the University.
The purpose of my letter is to summarize the beneficial impact of the bonds on both the University and our City. There is much more that can be said about the desirability of supporting these bonds. I am, therefore, attaching information that further describes these bonds and the improvements they will bring about in greater detail.

The governing board of East Carolina University’s Board of Trustees is held in very high regard, and much weight is given to the initiatives and actions that they undertake. In this regard, we are respectfully requesting that the Board of Trustees of East Carolina University consider adopting a Resolution endorsing the bonds and supporting our efforts. Such action would bring attention to the University community and the population of the City at large, and the importance of these initiatives. There are tremendous benefits to all of us from these future improvements.

Reverend Royal and I will be pleased to meet with you and the Board of Trustees and answer any questions that you may have, or explain these bonds to you and the Board of Trustees and the administration in greater detail. We appreciate in advance your consideration of our request. We are excited about the renewed sense of purpose and energy that you are bringing to the University. Warmest personal regards and best wishes always.

Sincerely,

DIXON, DOUB & CONNER

[Signature]

Phillip R. Dixon, Co-Chair
Bond Advocacy Committee
City of Greenville

Past Chair, Board of Trustees
East Carolina University

PRD:SC
Enclosures
cc:  Bishop Randy Royal, Co-Chair
     Bond Advocacy Committee
     City of Greenville
     1200 Oakhurst Circle
     Greenville, NC  27834

     Mayor Robert Don Parrott
     City of Greenville
     City Hall, 201 West 5th Street
     PO Box 7207
     Greenville, NC  27835-7207

     Marvin Davis, City Manager
     City of Greenville
     PO Box 7207
     Greenville, NC  27835-7207
RESOLUTION IN SUPPORT OF THE CITY OF GREENVILLE IMPROVEMENT BONDS

Whereas, East Carolina University was founded in 1907 to alleviate a shortage of teachers in eastern North Carolina; and

Whereas, East Carolina University now offers more than 100 bachelors degree programs and 13 doctoral programs; and

Whereas, East Carolina University has had significant enrollment growth, which is now approaching 22,000 students; and

Whereas, substantial construction has occurred on the campuses of East Carolina University in the last decade; and

Whereas, campus enrollment is anticipated to significantly increase in the next five years; and

Whereas, the City of Greenville has experienced a forty percent population growth since 1992; and

Whereas, the City Council of the City of Greenville has called for a bond referendum on November 2, 2004; and

Whereas, the bond referendum will have four questions of Street Improvements, West Greenville Revitalization, Center City Revitalization, and Stormwater Drainage Improvements totaling $20.8 million; and

Whereas, these improvements will improve the quality of the city and assist in providing for an increasing population; and

Whereas, these improvements will have a positive impact on the University facilities and the University community, enhancing the livability for the University community and the entire city;

Now therefore be it resolved that the Board of Trustees of East Carolina University does hereby express its support for the City of Greenville bond referendum which will be held on November 2, 2004, and the beneficial impact that it will have on East Carolina University and the City of Greenville.

Adopted this the 24th day of September, 2004.
Bonds for a Growing Greenville

Summary Fact Sheet | City of Greenville 2004 Bond Referendum

The City of Greenville will have four (4) bond questions on the November 2, 2004, ballot. Summaries of the categories are as follows:

**STREET IMPROVEMENTS**

$5,700,000

In order to meet the transportation needs of our growing community, three high-priority roadway projects are proposed that will improve vehicular and pedestrian travel: Thomas Langston Road Extension, Tenth Street Connector, and West Third Street projects. These projects address an immediate need to reduce congestion along Greenville Boulevard and Fire Tower Road, create access unimpeded by train traffic from eastern areas of the city to the Hospital and medical facilities, provide better access to downtown Greenville and the East Carolina University campus, and improve a longstanding transportation problem in the city's urban core.

**WEST GREENVILLE REVITALIZATION**

$5,000,000

The City is embarking on a large, progressive plan to revitalize a 45-block neighborhood area of West Greenville over the next eight years. This major revitalization effort is designed to remove unsafe and unsightly structures, provide street and utility improvements, increase affordable home ownership, and promote redevelopment and new construction. This effort will establish a safer, more attractive area for residents, visitors, and the entire Greenville community. Total cost of the revitalization project is estimated to be $13.8 million, with approximately $8.8 million coming from federal funds.

**CENTER CITY REVITALIZATION**

$5,000,000

The City of Greenville is embarking on an important program to revitalize the city’s center. This area, which includes the downtown area and adjacent residential and commercial areas, has declined over the years as new businesses and growth expanded outward. This public investment will serve as a catalyst for reuse of vacant buildings and to promote new development, making our center city vibrant and attractive to private development again.

**STORMWATER DRAINAGE**

$5,100,000

Deteriorated and outdated storm drainage infrastructure in several areas of the city is causing frequent flooding, structural failures of public streets, and related damages to adjoining property. Some of the existing drainage pipes that are now failing have been in place for more than 50 years. Seven of the worst areas have been identified for repair and/or reconstruction. Use of bond funds will accelerate installation of these important improvements. Debt service for these projects will be funded through Greenville’s Stormwater Utility Fund.

For more information, please call 329-4432 or visit our website at www.greenvillenc.gov
Bonds for a Growing Greenville

Summary Fact Sheet | City of Greenville 2004 Bond Referendum

PRIOR BOND ISSUES AND GROWTH OF THE CITY OF GREENVILLE

The last bond referendum, held in 1992, consisted of five projects totaling $25.5 million. All of the 1992 bond projects were approved, which allowed construction of the new Police and Fire Headquarters facility, expansion and improvements to the Wastewater Treatment Plant and sewer lines, construction of affordable housing, improvements to drainage problems in various areas of the city, and construction of major thoroughfare improvements including extensions of Arlington Boulevard and Hooker Road as well as the Moyer Boulevard-Hooker Road Connector.

Since 1992, the population of Greenville has grown by approximately 40 percent. The City has carefully planned for capital improvement needs. Although there are over $157 million of specific capital needs over the next five- to ten-year period, only $20.8 million of the most pressing needs are proposed for voter approval.

DEBT SERVICE OF BONDS

Once approved, the authorization to issue bonds is valid for seven years. Bonds will not be issued simultaneously. Private investments resulting from the public improvements and growth in the tax base, while not guaranteed, are anticipated to significantly cover the debt service. The debt service for the drainage projects will come from the stormwater fees currently paid by citizens of Greenville and property owners. The revenues from these fees are in the City’s Stormwater Utility Fund. Although the bonds will be issued over a seven-year period, if $15.7 million were issued today at an interest rate of 5.25% for 20 years, the annual debt service would be $1.3 million (this excludes Stormwater Bonds which will be repaid through stormwater fees).

CITY OF GREENVILLE CREDIT RATING

A credit rating is a financial indicator that provides lenders and bond purchasers with a grade comparing the City’s bonds to all other bonds. For Greenville’s General Obligation Public Improvement Bond Series 2003, the following independent ratings were given. These are excellent ratings and demonstrate prudent financial management:

Moody’s Investors Service Aa3
Standard & Poor’s AA-

Each rating agency assesses relative risk based on a rating scale. The Moody Investors Service scale ranges from Aaa (highest quality, minimal risk) to C (lowest class, in default with little prospect for recovery). Numerical modifiers 1, 2 and 3 are given to each generic rating to indicate the higher end of the generic rating category (modifier 1) to the lower end (modifier 3). Standard & Poor’s scale ranges from AAA (extremely strong) to CC (currently highly vulnerable). The addition of a plus (+) or minus (-) sign shows relative standing within the major rating categories.

For more information, please call 329-4432 or visit our website at www.greenvillenc.gov