AGENDA
ECU Board of Trustees
Facilities and Resources Committee
ECHI Conference Room
September 24, 2009
10:00 am

I. MINUTES

A. Facilities and Resources Committee Teleconference
   Meeting of July 21, 2009

II. UNIVERSITY ADVANCEMENT

A. Naming Proposals

B. Second Century Campaign Update
   Discussion

C. Advancement Highlights
   Discussion

D. Continuing Review of Trustees Policy on Naming
   University Facilities and Activities
   Discussion

III. ADMINISTRATION AND FINANCE

A. Reimbursement Resolution for Financing of Renovation of
   7,000 seat expansion of Dowdy Ficklen Stadium.
   Action

B. Resolution Approving the Issuance of Special Obligation Bonds
   Action

C. Lease of Medical Office Space by ECU Physicians
   Action

D. Tyler Residence Hall Elevations
   Action

E. Coastal Studies Institute Site Plan and Elevations
   Action

F. ITCS Year in Review
   Action

G. Designer Selections Approved Since Last Meeting
   Information
   - Athletics Facilities Additions and
     Improvements and Commissioning
   - Construction Materials Testing Services
     for Family Medicine Center

H. Master Plan Update
   Information

I. Other
<table>
<thead>
<tr>
<th>Session</th>
<th>Facilities and Resources Committee</th>
</tr>
</thead>
</table>
| Responsible Person           | Vice Chancellor for Administration and Finance  
Kevin Seitz                  |
| Agenda Item                  | I. A.                             |
| Item Description             | Minutes of July 21, 2009           |
| Comments                     | N/A                               |
| Action Requested             | Committee approval                |
| Disposition                  |                                   |
| Notes                        |                                   |
Committee members present by telephone: David Redwine, Chair, Robert Brinkley, and Mark Tipton. Others attending were Bill Bagnell, Scott Buck, Steve Duncan, John Durham and Brian Jowers

Mr. Redwine called the meeting to order at 10:35 a.m. and read the conflict of interest statement required by the State Government Ethics Act. No conflicts were identified.

Mr. Redwine called for a motion to approve the minutes of the April 26, 2009 and June 3, 2009 Committee meetings. The minutes were approved unanimously.

Mr. Buck presented an option to lease clinical/office space in the proposed Moye Medical II building to be sited at 517 Moye Boulevard, adjacent to the Moye Medical I building. Mr. Jowers was available for questions. After discussion of several issues, the Committee approved a motion to recommend that the full Board approve the request to lease clinical/office space in the proposed Moye Medical II building with a purchase option amendment to include Moye Medical I and II.

Mr. Bagnell presented the construction manager at risk selection for Tyler Residence Hall renovations. The committee approved a motion to recommend that the Board approve the construction manager at risk for the project.

The committee briefly discussed the ITCS Year in Review for 2008-09 and deferred consideration until the September Board meeting.

The meeting was adjourned at 11:38 a.m.
<table>
<thead>
<tr>
<th>Session</th>
<th>Facilities and Resources Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Person</td>
<td>Vice Chancellor for University Advancement Mickey Dowdy</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>II.A. Naming proposals</td>
</tr>
</tbody>
</table>
| Item Description | 1. Frank & Celeste Deans – Clinical Trials area, East Carolina Heart Institute  
2. Marguerite K. & Van Calvin Fleming – Reception area of undergraduate junior division in the College of Nursing (3\textsuperscript{rd} floor)  
3. Jones Family – large conference room in Family Medicine Center, top floor in Chair’s area |
| Comments | 1. Frank & Celeste Deans – The Deans left their estate to medical research. Date of original commitment, June 9, 2008; amount of total commitment $411,000; amount paid $411,000  
3. Jones Family – Date of original commitment November 15, 2001; amount of total commitment $31,000; amount paid $23,000; current pledge balance $8,000; status of payment – in process. |
| Action Requested | Committee review/approval for submitting to full Board, following 30-day time delay for review required by Naming Policy. |
| Disposition | |
| Notes | |
PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES
COMMITTEE ON NAMING UNIVERSITY FACILITIES AND ACTIVITIES

Carole Novick, President
Name of Originator

ECU Medical & Health Sciences Foundation (252) 744-3057 novickc@ecu.edu
Department/Division Phone Email

Proposed Name(s) to Honor: Frank & Celeste Deans (Deceased)

The Deans left their estate to medical research. This naming opportunity recognizes this.

363 Tommy’s Road Goldsboro NC 27530
Address: City State Zip

Telephone: Executor of Estate is Lindsay Warren (919) 734-0887
Business

Relationship to the University: Donor

Proposed Object for Naming: Clinical Trials Area at the East Carolina Heart Institute

Purpose for recommendation: ☑ Gift
Explanation (Attach background materials as appropriate to justify the recommendation)
Executor of the estate is Lindsay Warren (919) 734-0887

If related to a gift:
Purpose of Gift: ☑ Annual ☑ Capital ☑ Endowment ☑ Other
Date of Original Commitment: June 9, 2008
Amount of Total Commitment: $411,000
Amount Paid: $411,000
Current Pledge Balance:
Status of Payments:

Was the gift part of a campaign: ☑ Yes ☑ No Define:
Was the project pre-approved: ☑ Yes ☑ No

Directed to: ☑ ECU Foundation ☑ Educational Foundation
☑ Medical & Health Sciences Foundation ☑ Other

If the Gift was more than $25,000:
1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

Carole Novick 8/21/09
Signature of Originator Date

[Signature]
Signature of University Official Date
Ms. Nancy Ball
Director of Development
Medical Foundation of
East Carolina University, Inc.
525 Moye Boulevard
Greenville, North Carolina 27834

Re: Estate of Celeste A. Deans

Dear Ms. Ball:

Thank you for your letter, with enclosures, dated June 21, 2007. I am pleased that the funds to be received from the above Estate “will be deposited for use by the Brody School of medicine to conduct medical research…….” This assurance is compatible with the original intent of Mrs. Deans and her husband, Franklin E. Deans, who predeceased her. It also conforms with the language of her Will.

As stated in my letter of June 19, I am enclosing herewith an estate check in the sum of $100,000.00 payable to the Foundation. This is a partial distribution from the Estate. I hope to close the estate proceedings not later than January 2008. On or before that time, a final distribution will be made to the Foundation. For estate records, please send to me a copy of the Foundation’s letter of exemption issued by the Internal Revenue Service. Also, at some point, I would like to confer with you about a naming for this generous gift.

With best personal regards, I am

Sincerely,

[Signature]

Lindsay C. Warren, Jr.
Executor of the Estate of Celeste A. Deans

LCW, JR: asb
Enclosure
TEMPORARILY RESTRICTED FUND AGREEMENT

FOR THE

Frank and Celeste Deans Research Fund at the East Carolina Heart Institute

THIS AGREEMENT is made effective on May 6, 2009 between the East Carolina Heart Institute (ECHI) and its current Director, Dr. W. Randolph Chitwood and the ECU Medical & Health Sciences Foundation, Inc (Foundation). The Foundation will administer the Fund under the following terms and conditions:

Funding:
A $5,000 minimum amount must be deposited within 12 months. All of the funds in the account are spendable at any time. If the account fails to reach $5,000 or if there is only a small balance in the account, the Foundation may close the account and move the funds to another fund to benefit the ECHI that relates to research. If the amount in the account reaches $25,000, the Director of the ECHI may request that all or a portion of the account be used to create an endowment. Endowments may be created with a minimum of $25,000.

The Fund will be activated upon the Foundation’s receipt of a gift or written commitment made available by donor(s) wishing to support the purpose of the Fund. The Foundation will hold and administer these proceeds and any subsequent additions to the Fund in accordance with the terms and conditions of this agreement.

With the consent of the Foundation, parties may make donations to the fund, either by bequest or gift, for inclusion in the fund hereby established, but may not change the purpose of the Fund.

Purpose of the Fund:
The purpose of the Fund is to support research conducted by the East Carolina Heart Institute of East Carolina University within current research funding protocols and application processes. By mutual agreement, this includes but is not limited to paying for the salaries of research support personnel as needed and determined by the Director of the ECHI. Other salary support is not allowed in this agreement.
Change of Circumstances:

If, at some future time, the purpose designated for this Fund no longer exists, then at the discretion of the ECU Medical & Health Sciences Foundation, Inc. Board of Directors, after consultation with the Director of the ECHI, the Fund may be merged, made inactive or used to further other objectives and purposes of the ECHI and/or ECU Medical & Health Sciences Foundation, Inc, bearing in mind the desires of the Donor(s) as expressed in this fund agreement.

IN WITNESS WHEREOF, these parties execute this Agreement.

By: [Signature]  Date: 5/11/09
Dr. W. Randolph Chitwood
Director of the East Carolina Heart Institute at East Carolina University

By: [Signature]  Date: 5-8-09
Dr. Phyllis N. Horns, RN, DSN, FAAN
Interim Vice Chancellor for Health Sciences

By: [Signature]  Date: 5/8/09
Carole Novick, President
East Carolina University Medical & Health Sciences Foundation, Inc.

ECU Medical & Health Sciences Foundation, Inc. Account Number: 841
PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES COMMITTEE ON NAMING UNIVERSITY FACILITIES AND ACTIVITIES

Mark Alexander—ECU Medical & Health Sciences Foundation
Name of Originator
College of Nursing
alexanderma@ecu.edu
Department/Division
744-2238
Phone
Email
Proposed Name(s) to Honor: Marguerite K. & Van Calvin Fleming
Address: Greenville
City
North Carolina
State
27858
Zip
Relationship to the University: Established the Marguerite K. & Van Calvin Fleming scholarship in Nursing.
Proposed Object for Naming: Reception area of the undergraduate junior division in the College of Nursing (3rd Floor)
Purpose for recommendation: ☑ Gift
Explaination (Attach background materials as appropriate to justify the recommendation)
We have received $13,500 from the couple in 2008/2009 not including a foundation match of $12,500.
If related to a gift:
Purpose of Gift: ☑ Endowment
☐ Annual ☐ Capital ☐ Other
Date of Original Commitment: 10/10/2008
Amount of Total Commitment: $13,500
Amount Paid: $13,500
Current Pledge Balance: $0
Status of Payments:
Was the gift part of a campaign: ☑ Yes ☐ No
Define: 2nd Century Campaign
Was the project pre-approved: ☑ Yes ☐ No
Directed to: ☑ Medical & Health Sciences Foundation ☐ ECU Foundation ☐ Educational Foundation ☐ Other
If the Gift was more than $25,000:

1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

Mark W. Hughes  
Signature of Originator  
4/8/2009  
Date

Sylvi J. Brown  
Signature of University Official  
4/13/09  
Date
PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES COMMITTEE ON NAMING UNIVERSITY FACILITIES AND ACTIVITIES

T. Greg Prince, Director of Development, ECU Division of Health Sciences
Name of Originator

ECU Medical & Health Sciences Fdn.  744-6265  princet@ecu.edu
Department/Division     Phone     Email

Proposed Name(s) to Honor: Jones Family – Donors: Robert S. Jones, Sr., M.D.; Robert S. Jones, Jr., M.D. '81; Stephen W. Jones, M.D. '86

Donors:

1) Robert S. Jones, Sr., M.D.

1222 Timberland Drive        Shelby        NC        28150
Address     City     State     Zip

2) Robert S. Jones, Jr., M.D.

3047 River Road       Shelby        NC        28152
Address     City     State     Zip

3) Stephen W. Jones, M.D.

164 Northshore Drive        Cherryville        NC        28021
Address     City     State     Zip

Telephone:

1) Robert S. Jones, Sr., M.D.         unlisted       (704) 487-5228
Home     Business

2) Robert S. Jones, Jr., M.D.         (704) 482-5244    (704) 484-8001
Home     Business

3) Stephen W. Jones, M.D.         (704) 484-9485    (704) 487-5228
Home     Business

Relationship to the University:

Robert S. Jones, Sr., M.D.: parent of two BSOM grads; advocated for construction of BSOM in the 1960s.


Stephen W. Jones, M.D.: BSOM, Class of 1986
Proposed Object for Naming: large conference room in Family Medicine Center, top floor in Chair's area

Purpose for recommendation: □ Service □ Gift

Explanation (Attach background materials as appropriate to justify the recommendation)

Attached in naming opportunities brochure for the Family Medicine Building

If related to a gift:

Purpose of Gift: □ Annual □ Capital □ Endowment

Date of Original Commitment: November 15, 2001

Amount of Total Commitment: $31,000

Amount Paid: $23,000

Current Pledge Balance: $8,000

Status of Payments: In Process

Was the gift part of a campaign: □ Yes □ No

Define: naming campaign for Family Medicine Center

Was the project pre-approved: □ Yes □ No

Directed to: □ ECU Foundation □ Educational Foundation

□ Medical & Health Sciences Foundation □ Other

If the Gift was more than $25,000:
1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

Signature of Originator

Date

Signature of University Official

Date
Letter of Intent

The ECU Medical & Health Sciences Foundation, Inc. is a 501(c)(3) not for profit corporation whose purpose is to accept charitable donations to benefit the Brody School of Medicine, the School of Nursing, the School of Allied Health Sciences, the School of Dentistry, the East Carolina Heart Institute, the Metabolic Institute, and the William E. Laupus Library.

The Robert S. Jones Family (Donor) hereby agrees to gift the sum of $15,000 to the ECU Medical & Health Sciences Foundation, Inc. to the Family Medicine Center Capital Fund (Fund Number 550) within the Division of Health Sciences at East Carolina University. The purpose of the Fund is to serve as a repository for all private gifts made to support the construction of the Family Medicine Center at the Brody School of Medicine.

Through a written agreement, this pledge will be paid in five pledge payments according to the following schedule:

- On or before December 31, 2008: $5,000
- On or before December 31, 2009: $5,000
- On or before December 31, 2010: $5,000

Total: $15,000

All gifts will be made payable to the ECU Medical & Health Sciences Foundation, Inc.

The ECU Medical & Health Sciences Foundation, Inc. will receive and process all gifts to this fund in accordance with the terms and conditions of this agreement.

[Signature]

Robert S. Jones, M.D.
Donor

[Signature]

T. Greg Privette
Director of Development, Div. of Health Sciences

[Signature]

Cherie Neblett
President, ECU Medical & Health Sciences Foundation, Inc.
February 15, 2008

Robert S. Jones, M.D.
113 Grover Street
Shelby, NC 28150

Dear Dr. Jones:

Your son Robert S. Jones, Jr., M.D. has informed me of the wonderful news that the family will support the Family Medicine Center here at East Carolina University with an additional commitment of $15,000. On behalf of the Brody School of Medicine community, thank you for this show of support.

This commitment will supplement your past giving of $10,000 for a total of a $25,000 commitment to the Center. As mentioned to your son, I will work closely with you and your family regarding further details including the exact naming of the conference room.

Feel free to contact me at the ECU Medical & Health Sciences Foundation anytime if you have any questions regarding my proposal on behalf of the Brody School of Medicine. Thank you again.

Best regards,

T. Greg Prince
Director of Development
Division of Health Sciences
East Carolina University

Cc: Robert S. Jones, Jr. M.D.
April 24, 2008

Stephen W. Jones, M.D.
113 E. Grover Street
Shelby, NC 28150

Dear Dr. Jones:

I enjoyed visiting your brother back in January. As he and I discussed, I would like to return to Shelby this summer and treat your father, your brother, and you to lunch to properly thank the family for the commitment you all have made to name a room in the ECU Family Medicine Center.

I understand that both you and your brother will be committing $3,000 each over the next three years. I have enclosed a pledge letter of intent for your review and signature. This document will allow us to send you reminders of your commitment so that you will not have to keep track of it yourself.

Thank you again for your commitment and please let me know when I might visit in June, July or August.

Best regards,

T. Greg Prince

Enclosure

Please keep one of the copies for your records.
April 24, 2008

Robert S. Jones, Jr., M.D.
421 West Marion Street
Shelby, NC 28150

Dear Dr. Jones:

Thank you again for visiting with me back in January. As discussed, I would like to return to Shelby this summer and treat your father, your brother, and you to lunch to properly thank the family for the commitment you all have made to name a room in the ECU Family Medicine Center.

I understand that both you and your brother will be committing $3,000 each over the next three years. I have enclosed a pledge letter of intent for your review and signature. This document will allow us to send you reminders of your commitment so that you will not have to keep track of it yourself.

Thank you again for your commitment and please let me know when I might visit in June, July or August.

Best regards,

[Signature]

T. Greg Prince

Enclosure

Please keep one of the copies for your records.
## GROUND FLOOR

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<tr>
<th>Area</th>
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<tr>
<td>Outpatient Procedures</td>
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<td>Urgent Care</td>
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<td>Front Lobby</td>
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<tr>
<td>Small Waiting Area</td>
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<td>Exam Rooms</td>
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<tr>
<td>Offices</td>
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<td>Session</td>
<td>Facilities and Resources Committee</td>
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<tr>
<td>Responsible Person</td>
<td>Vice Chancellor for University Advancement Mickey Dowdy</td>
</tr>
<tr>
<td>Agenda Item</td>
<td>II.A. Naming proposals</td>
</tr>
</tbody>
</table>
| Item Description         | 1. Khanh Vu, MD, parent of a Brody School of Medicine student, made a $10,000 gift to name the Resident Preceptor Office, 1st floor of new Family Medicine Center. Gift paid in full.  
2. Baseball Stadium players lounge and locker room honoring Earl and Frances Brinkley ($250,000 gift paid in full from Robert & Amy Brinkley) |
| Comments                 | F & R Committee approved Vu naming at 04/16/09 meeting |
| Action Requested         | Submission to full Board for review / approval |
| Disposition              |                                    |
| Notes                    |                                    |
MEMORANDUM

TO:         Steve Ballard
            Chancellor

FROM:       Mickey Dowdy
            Vice Chancellor for Advancement

DATE:       March 30, 2009

RE:         Facility Naming Proposal

Khanh Vu, MD, parent of a Brody School of Medicine student, has made a $10,000 gift
to name the Resident Preceptor Office, first floor of our new Family Medicine Center.
The gift was paid in full. Having fulfilled the 60% payment threshold set in the “East
Carolina University Trustees Policy on Naming University Facilities and Activities”, this
proposal is eligible for consideration at the April meeting. It is my recommendation that
this be placed on the agenda for the upcoming meeting.

/MBD

C:           John Durham
PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES COMMITTEE ON NAMING UNIVERSITY FACILITIES AND ACTIVITIES

Carole Novick, President
Name of Originator

ECU Medical & Health Sciences Foundation (252) 744-3057 novickc@ecu.edu
Department/Division Phone Email

Proposed Name(s) to Honor: Dr. Khanh Vu

381 Ruin Creek Henderson North Carolina 27537
Address: City State Zip

Telephone: (919) 693-2654 (252) 430-0666
Home Business

Relationship to the University: Donor, member of the ECU Medical & Health Sciences Foundation Board, and parent of a BSOM student.

Proposed Object for Naming: Resident Preceptor Office (located on the ground floor of Family Medicine Center to be constructed)

Purpose for recommendation:
☐ Service ☑ Gift

Explanation (Attach background materials as appropriate to justify the recommendation)

If related to a gift:

Purpose of Gift: ☐ Annual ☑ Capital ☐ Endowment
Date of Original Commitment: March 4, 2009
Amount of Total Commitment: $10,000
Amount Paid: $10,000
Current Pledge Balance: $0
Status of Payments: Completed

Was the gift part of a campaign: ☑ Yes ☐ No
Define: Naming campaign for Family Medicine Center

Was the project pre-approved: ☐ Yes ☐ No

Directed to: ☐ ECU Foundation ☐ Educational Foundation
☐ Medical & Health Sciences Foundation ☐ Other

If the Gift was more than $25,000:
1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

Carole Novick
Signature of Originator 3/27/09

Signature of University Official 3/27/09
PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES
COMMITEE ON NAMING UNIVERSITY FACILITIES AND ACTIVITIES

Dennis Young/Mickey Dowdy
Name of Originator

Athletics/University Advancement 328-9595 dowdym@ecu.edu
Department/Division Phone Email

Proposed Name(s) to Honor: Earl and Frances Brinkley (by virtue of gift from Robert and Amy Brinkley)

Charlotte, NC
Address: City State Zip

Telephone: Home Business

Relationship to the University: Mr. Brinkley is an alumnus, class of 1978, and current member of ECU Board of Trustees

Proposed Object for Naming: Baseball stadium players lounge and locker room

Purpose for recommendation: ☐ Service ☑ Gift

Explanation (Attach background materials as appropriate to justify the recommendation)

Mr. and Mrs. Brinkley made a gift of $250,000 during stadium campaign

If related to a gift:

Purpose of Gift: ☐ Annual ☑ Capital ☐ Endowment

Date of Original Commitment: 10/30/04

Amount of Total Commitment: $250,000

Amount Paid: $250,000

Current Pledge Balance: $0

Status of Payments: Paid in full

Was the gift part of a campaign: ☑ Yes ☐ No Define:

Was the project pre-approved: ☑ Yes ☐ No

Directed to: ☐ ECU Foundation ☑ Educational Foundation

☐ Medical & Health Sciences Foundation ☐ Other

If the Gift was more than $25,000:

1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

Signature of Originator Date

Michael D.

9/09/09
Statement of Intent

IT'S A WHOLE NEW BALL GAME Campaign
East Carolina University Athletics Program

Name: Robert G. Brinkley

Street Address: 2225 Sharon Lane

City: Charlotte State: NC Zip: 28211

Phone: 704-892-4793 Fax: E-Mail:

To assist in attaining goals as set forth by the Department of Athletics under the IT'S A WHOLE NEW BALL GAME Campaign for East Carolina University, I/we will commit a gift to the East Carolina University Educational Foundation, Inc., in the sum of $250,000 to be paid in either cash, securities or other property of equivalent market value.

I/we desire to have this financial support distributed in the following:

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<thead>
<tr>
<th>Year</th>
<th>Amount</th>
<th>Payment Frequency</th>
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<td>2004</td>
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<td>2005</td>
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<td>2007</td>
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<td>2008</td>
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New Baseball Stadium
Chairback Seating Season Ticket Purchasing Rights for 8 Seats*

* Seating locations will be assigned based upon the Pirate Club priority system and will be annual renewable, so long as annual support is maintained at the Skull & Crossbones level or above, and season tickets as purchased for Seat Rights held.

In making this Statement of Intent, it is understood that this document constitutes a declaration of intent only, and shall not legally bind me/us or my/our estate.

Signature

Date 10-30-04

** Subject to the University’s Board of Trustees’ approval of naming recognition. Note, in accordance with University policy, approved naming recognition is provided following satisfaction of sixty percent (60%) of a capital pledge amount.
Step Up To The Plate

ECU Baseball Stadium Capital Campaign Table Of Gifts

<table>
<thead>
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<th>Gift Type</th>
<th>Gifts</th>
<th>Amount</th>
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</tbody>
</table>

BASEBALL STADIUM SEAT RIGHTS

The new baseball facility will offer more than 800 comfortable, individual chairback seats. These seats will provide individuals with the option of seating close to the playing field on the lower concourse level, or covered seating in the sections immediately behind home plate on the upper concourse level. All seats will be at least twenty-one inches (21") wide providing comfortable seating to watch Pirate Baseball. Qualifying Seat Rights holders will have their names engraved on metal plates affixed to their respective chairback seats.

All in all, the new chairback seats will offer donors investing in the IT'S A WHOLE NEW BALL GAME Campaign, the best possible enjoyment of Pirate Baseball.

Baseball Seat Rights = 350 @ $3,500 each

I. Naming Opportunities:
- $5,000,000……ECU Athletics Complex
- $1,500,000……Stadium
- **$250,000……Club Room & Locker Room**
- $250,000……VIP and Press Boxes
- $250,000……Strength and Conditioning Center Plaza Area
- $100,000……Private Club Box
- $100,000……Head Coach’s Office
- $100,000……Lobby, Press Box And Tunnel
- $100,000……Lobby To Baseball Office Suite
- $100,000……Athletic Director’s Office Suite

II. Main Entrance Recognition:
- $25,000 – $1,500,000…Plaque on exterior wall bearing facial likeness
- $10,000 – $24,000……Name on large plaque on exterior wall
- $1,000 – $9,000……Brick pavers in plaza entrance area

III. Other Benefits:
- Gifts of $10,000 or more will receive a framed, limited edition print of baseball stadium and an autographed bat by Coach Keith LeClair.
- Gifts of $5,000 – $9,999 will receive an unframed limited edition print of the baseball stadium and an autographed baseball by Coach Keith LeClair.
- Gifts of $2,500 – $4,999 will receive an autographed baseball by Coach Keith LeClair.
- Priority points bonus of 150% for pledge contribution payments made during first year of three-year pledge period, and a 125% bonus for contribution pledge payments made during second year.
- Seat Rights holders will have name plates on their respective chairback seats.
- Gifts of $2,500 from Baseball Lettermen will provide name on locker in Stadium Locker Room.
<table>
<thead>
<tr>
<th>Session</th>
<th>Facilities and Resources Committee</th>
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<tbody>
<tr>
<td>Responsible Person</td>
<td>Vice Chancellor for University Advancement Mickey Dowdy</td>
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<td>Agenda Item</td>
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<td>Item Description</td>
<td>Second Century Campaign Update</td>
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<td>Disposition</td>
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<td>Notes</td>
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</table>
Second Century Campaign Summary (5/1/2004-6/30/2009)

To Date:
Support of Colleges, Schools, Departments, Centers & Institutes $38,196,500

Distinguished Professorships & Lectureships 10,056,500

Scholarships 19,441,000

Research, Education & Outreach (Corp/Fdn Grants) 29,819,000

Capital Projects 5,200,000

Total Academic Program Support $102,713,000

Athletics (scholarships, endowments, facilities) $43,328,000

CAMPAIGN TOTAL (as of 6/30/09) $146,041,000

(Progress as of 6/30/09)
### Executive Summary of Fund Raising (in 000's)
(as of June 30, 2009)

<table>
<thead>
<tr>
<th>Year Ended</th>
<th>ECU Foundation</th>
<th>ECU Medical &amp; Health Sciences Foundation</th>
<th>ECU Educational Foundation (Pirate Club)</th>
<th>University Funds</th>
<th>Private $ Grants (Corp./Fdns.)</th>
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<tr>
<td>6-30-04</td>
<td>$553</td>
<td>$287</td>
<td>$1,890</td>
<td>$6</td>
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<td>6-30-05</td>
<td>$4,675</td>
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<td>$7,934</td>
<td>$208</td>
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<td>6-30-06</td>
<td>$5,946</td>
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<td>$466</td>
<td>$5,985</td>
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<td>6-30-07</td>
<td>$7,099</td>
<td>$3,930</td>
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<td>$121</td>
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<td>6-30-08</td>
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<td>6-30-09</td>
<td>$17,316</td>
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<td>$1,163</td>
<td>$8,243</td>
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<td>Campaign Total</td>
<td>$49,594</td>
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<td>$43,328</td>
<td>$3,290</td>
<td>$31,819</td>
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Dollar amounts are reported in the $1,000's.
Dollar amounts include gifts as they are made, and pledges and planned gifts as they are committed.
ECU Fund-Raising
Results FY2005-2009
(Gifts, New Pledges +
Future Expectancies)

FY2009  $38,323,000.00
FY2008  $37,092,000.00
FY2007  $22,670,000.00
FY2006  $23,443,000.00
FY2005  $21,777,000.00

East Carolina University
Scholarship Support

- 85 New Funds Established

- Access Scholarship Program Created—77 students supported in 2009/10

- EC Scholars Program Enhanced

- Significant Planned Gifts in Future Pipeline

East Carolina University
Campaign Impact
New Distinguished Professorships (15)

- Anonymous (ECHI)
- Arthur (Business)
- Bremer (Allied Health)
- Eakin (Nursing)
- Emergency Medicine (BSOM)
- Jones (BSOM)
- Kiehn (BSOM)
- Bird (Business)
- Peel (A&S)
- Smith (ECHI)
- Taft (Education)
- Troxler (A&S)
- McMahon (A&S)
- McMahon (Business)
- Raab (BSOM)

East Carolina University
ECU Alumni Participation %

![Graph showing ECU Alumni Participation % from 2005 to 2009. The participation rate increased from 7.1% in 2005 to 9.6% in 2008 and remained at 9.6% in 2009.]

East Carolina University
2009 CASE-WealthEngine Awards for Educational Fundraising

Public Research/Doctoral Institutions

**Overall Performance**
Indiana University
University of California, Los Angeles
University of Michigan, Ann Arbor
University of Minnesota, Twin Cities
University of North Carolina at Chapel Hill
University of Oklahoma
University of Texas at Austin **
University of Virginia
University of Wisconsin-Madison

**Overall Improvement**
East Carolina University (N.C.)
Missouri University of Science and Technology
New Jersey Institute of Technology
Texas Tech University and Health Services
University of Cincinnati (Ohio)
University of Colorado Foundation
University of Maryland, College Park
University of Texas at Austin **
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<tr>
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</table>
2008-2009 Chair of the East Carolina Alumni Association Board of Directors Sabrina Bengal is a die-hard Pirates fan who loves to spread the good news of East Carolina University and the Alumni Association wherever she goes. Visit PirateAlumni.com/AnnualReport to see her story.

EAST CAROLINA ALUMNI ASSOCIATION BOARD OF DIRECTORS

Chair: Sabrina Bengal
Vice Chair: Ernest Logemann '68
Secretary: Yvonne Pearce '82
Treasurer: Carl Davis '73
Past Chair: Brenda Myrick '92
President and CEO: Paul J. Clifford

Diane Davis Ashe '83, '85
Lori Brantley '02
Virgil Clark '50 (emeritus)
Rick Conaway '68
Jennifer Congleton '70, '81
Justin Conrad '96
Tarrick Cox '96, '07
Garry Dudley '92
Dave Engielt '75
Bonnie Galloway '69, '72
Wayne Holloman '66
Joe Jenkins '71
Lewis "Pat" Lane '67
Marlan McLawhorn '67, '88, '97
Douglas Morgan '88
James Newman Jr. '68, '74
Steve Morrisett '69
Harry Stubb '74, '77
Joanie Tooley '65
Linda Lynn Tripp '80, '81

ALUMNI ASSOCIATION STAFF

Paul J. Clifford, President and CEO
Kendra Alexander, Director of Alumni Programs
Monique Best, Accounting Technician
Stephanie Bunn, Assistant Director of Alumni Programs
Candi High, '97, Accountant
Doug Smith, '00, '07, Director of Alumni Communications and Membership
Jennifer Watson, Assistant Director of Alumni Communications
Chris Williams, '01, Assistant Director of Membership

MISSION STATEMENT

The East Carolina Alumni Association will inform, involve, and serve members of the ECU family throughout their lifelong relationship with the University.

American author and poet William A. Ward wrote, "Adversity causes some to break, others to break records."

Delivering your best is easy during good times, but the true test of an organization is how it handles adversity. And while no one disputes these are our toughest economic times since the Great Depression, I am pleased to report that your Alumni Association has had another record-breaking year. We've enjoyed record numbers in membership, event participation, scholarships awarded, and events hosted throughout the Pirate Nation.

Throughout this report you will read about numbers that help us measure our success, but numbers alone do not tell our story. The Alumni Association is all about helping people. I hope you enjoy the related video content of how the Alumni Association has impacted lives throughout the Pirate Nation.

Go Pirates!

Paul J. Clifford, Charter Life Member
President and CEO
East Carolina Alumni Association

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<tr>
<th>MEMBERS</th>
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<td>12</td>
<td>16</td>
</tr>
<tr>
<td>196</td>
<td>165</td>
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</table>
42 shine
AS OUR BEST AND BRIGHTEST IN THE PIRATE NATION

Forty-two distinguished members of the East Carolina community were awarded for their distinction in the classroom, leadership in the community, and effecting positive changes in society. These exceptional individuals stand out as prominent leaders in the East Carolina community and signify success and accomplishment in their respective fields.

ALUMNI SCHOLARSHIPS
Scholarships are essential building blocks to a student’s educational success, and the Alumni Association is proud to support student education by annually awarding $1,000 Alumni Scholarships. During FY 2009, we awarded an unprecedented 23 Alumni Scholarships, six ECTC/ECC Scholarships, and one New York Metro Chapter Scholarship. These recipients excelled in the classroom and distinguished themselves as leaders at ECU. The 2009 recipients had an average grade point average of 3.9—an impressive achievement.

AWARD RECIPIENTS
Through nominations from fellow alumni, our award recipients were chosen for their outstanding achievements in their professions, civic affairs, and/or politics. The 2008 recipients are ideal representations of the university’s motto Servire, meaning “To Serve,” and how an East Carolina education is everlasting.

Outstanding Alumni Award:
- Captain (Ret.) David M. Fitzgerald ‘66 has more than 35 years of service to both the U.S. Navy and United States Federal Government and is a Navy SEAL.
- Reverend Kenneth R. Hammond ‘73, ’83, ’85 is senior pastor of Union Baptist Church in Durham, North Carolina. He has served ECU on a number of boards and committees, including the Long Range Planning Committee.
- Dr. Jerry E. McGee ’66 is president of Wingate University. He has served 35 years in higher education and is a college football official with the Atlantic Coast Conference.
- Lieutenant General Gary L. North ’76 is commander of the 9th Air Force and U.S. Air Forces Central, as well as Combined Force Air Component commander. He operated 54 combat missions during operations Desert Storm and Southern Watch and has received numerous awards in the U.S. Air Force.

Distinguished Service Award:
- Stephen D. Shawfety ’70 is president and CFO of Koury Corporation in Greensboro, North Carolina. Shawfety has served the University in a number of capacities, including chairman of the Board of Trustees.

Honorary Alumni Award:
- Dr. Richard Eakin was chancellor of East Carolina for 14 years and has continued an active relationship with the University since retiring. While Dr. Eakin was chancellor, JoAnn Eakin served as the campus beautification advocate and was a favorite “first lady” among faculty, staff, and students.
- Charles Rogers is founder and owner of Lifetime Houses in Washington, North Carolina, and an avid supporter of the University and its programs. He is actively involved with a number of University organizations.

Robert H. Wright Awards
Three graduating seniors were presented with the 2009 Robert H. Wright Award, which recognizes academic achievement, service, and leadership at East Carolina. Nominated by ECU faculty or staff, Robert H. Wright Award recipients should possess characteristics that would cause him or her to be recognized as one who will make a positive difference in his or her profession and community.

Robert H. Wright Recipients:
- Joel Funmilola Banjo-Johnson ’09 of Washington, NC
- Diana Andrea Gilgo ’09 of Jacksonville, NC
- Stefanie Marie Wethington ’09 of Greenville, NC

Faculty Awards
Three ECU faculty members received an Alumni Association-sponsored Outstanding Teaching Award this year for meeting the “Seven Characteristics for Effective Teaching.”

Robert L. Jones Award for Teaching Excellence
Dr. Shanah Gwaltney Gilson of the Department of Management in the College of Business

University Alumni Award for Outstanding Teaching
Dr. Lisa M. Clough of the Department of Biology in the Thomas Harriot College of Arts and Sciences

University Alumni Award for Outstanding Teaching
Dr. Todd A. Fraley of the School of Communication in the College of Fine Arts and Communication
37,993 alumni engaged in 246 events

ALUMNI ASSOCIATION PROGRAMS

Whether you toured the West Wing of the White House in an Industry Inside Out event, scored a hole-in-one at the ECU Alumni Scholarship Classic, or gathered with fellow Pirates fans at Alumni Tailgates, the Alumni Association offered plenty of events to reconnect you with former classmates and good friends that share your Pirate pride.

INDUSTRY INSIDE OUT

On July 10, 65 Pirates took on Washington, D.C. for a VIP Weekend. Participants visited the Washington Nationals’ Ballpark for an autograph session with former Diamondback Chad Tracy, an update from ECU Head Baseball Coach Billy Godwin on our team’s success, and an exclusive tour of the White House’s West Wing with Assistant Special Agent of the US Department of the Treasury Doug Morgan BB. This was followed by a tour of the Capitol building and visit with North Carolina Representative Walter B. Jones Jr. The event concluded with a special tour of artwork in the National Portrait Gallery led by Director of Exhibitions Beverly Cox ’67.

ALUMNI TAILGATE

More than 6,441 Pirates fans attended Alumni Tailgate, an annual fall tradition held before each football game. This year, more than 3,850 people took part in the Alumni Tailgates. With an endless buffett of tailgate favorites from ARAMARK and local restaurant partners, and plenty of Pirate beverages, what more could hungry tailgaters want? Once again, the Alumni Association partnered with the Pirate Club to take Alumni Tailgate on the road where 2,591 enthusiastic Pirates fans prepared to watch the Pirates play.

PIRATE’S BOUNTY SCHOLARSHIP AUCTION

The 2nd annual Pirate’s Bounty Scholarship Auction was held at the Hilton Greenville on October 16. At the event, 200 guests enjoyed hors d’oeuvres, cocktails, and plenty of auction items including one-of-a-kind items, Pirates paraphernalia, sports memorabilia, trips, jewelry, fine art, and much more. Proceeds from the event totaled more than $6,000 for student scholarships.

ECU ALUMNI SCHOLARSHIP CLASSIC

On October 17, 160 golfers tee’d off at Ironwood Golf and Country Club in Greenville, North Carolina to support student scholarships. Thanks to 23 sponsors and more than 100 businesses and individuals, ECU raised a record $24,000 in 2008 for ECU student scholarships. Knowing that they are improving the lives of ECU students makes these golfers’ games a little more rewarding. In addition, the 19th Hole Reception created a perfect opportunity for increased participation and patronage in this exciting scholarship fundraiser.

HOMECOMING

As a special tradition at East Carolina, Homecoming is an opportunity to reunite with old friends, reminisce about times spent at East Carolina, and rekindle your love for your alma mater. Nearly 250 alumni convened on ECU’s campus for Homecoming 2008 to celebrate 100 Years of Purple and Gold: A Pirate’s Life for Me! A Homecoming Luncheon, bus tour of campus, and classroom experiences were held on November 7. On November 8, a customary Open House breakfast was held at the Taylor-Slaughter Alumni Center, followed by the Homecoming parade that displayed extravagant pirate ship floats and plain old Pirate fun.

REUNIONS

In the fall of 2008, 216 alumni reunited with fellow Pirates at four different reunions. These reunions included two major specific reunions—the Occupational Therapy Reunion, which had 23 attendees, and the Environmental Health Science Reunion, which had 39 attendees.

The Black Alumni Reunion hosted 157 alumni at the City Hotel & Bistro for “3-D Dessert, Dashiell, and a DJ.” Participants enjoyed looking through old yearbooks and catching up with good friends while Carroll Dashiell and his Jazz band played.

In addition, the annual ECTC and ECC Dinner and Dance honoring the Golden Alumni Class of 1958 hosted 163 Pirates who danced the night away to favorites played by the Collegians.

CAREER CONNECTIONS

Seeking valuable career information, 392 people participated in Pirate Career Calls. Informative presentations, and discussion sessions on topics such as “Salary Negotiations,” “How to Get Promoted,” and “Preparing Your Job Search.” The Alumni Association is proud to partner with ECU’s Career Center and Human Resources office to offer these monthly calls to help alumni and friends advance in their careers.

PIRATE ALUMNI ROAD RACE AND FUN RUN

On April 12, 193 energetic alumni laced up their running shoes for the Pirate Alumni Road Race and Fun Run presented by Blue Cross and Blue Shield of North Carolina. Happy onlookers watched and cheered on the runners as the scenic route took them down historic Fifth Street, which runs adjacent to East Carolina’s beautiful campus. More than $7,000 was raised for Alumni Association scholarships.
5,621 people continue
TO INSPIRE AND SERVE THE PIRATE NATION

With Pirates living across the country or around the world, it is the Alumni Association's goal to provide engaging programs, entertaining events, and "feel-good" philanthropic activities for our scores of alumni and friends.

VOLUNTEERING
Throughout the year, 82 members of the Pirate Nation served as volunteers through various philanthropic projects. No matter how long alumni have been away from East Carolina, the University's motto of service is as important today as it was during collegiate years.

In the fall, 20 Pirates participated in the New York Metro fall project that partnered with New York Cares, the city's leading volunteer organization. Volunteers painted murals, planted flowers, and organized school libraries to revitalize and create a pleasing learning environment for students. North Carolina barbecue was shipped to St. Paul, Minnesota to create a "Carolina feel" at the NC College and Universities Alumni Gathering at Gibbs Farm Museum, where volunteers helped prepare the farm, part of the Historic Society, for winter.

In the spring, 24 alumni and friends assisted in UNC-TV's annual Festival fundraiser to raise money for this UNC system counterpart. At the Durham/Orange County Food Service Project and the Fredericksburg, Virginia, Service Project and Social, 11 alumni helped to feed the hungry. Eight alumni participated in ECU's Relay for Life® to support the battle against cancer. In New York City, seven alumni developed healthy exercise habits for kids through the KEEN program. In High Point, North Carolina, four alumni lent a hand with yard work and household repairs while visiting families in need at the "In As Much" Community Service project. Seven alumni comforted animals through the Pitt County Humane Society Service Project by walking dogs and entertaining cats.

AFFINITY GROUPS
The Alumni Association is happy to help any affinity group stay in touch with its members and coordinate activities and events to allow those alumni to get together. The ECU Club at Cypress Glen and the Retired Faculty Association are two of our most active affinity groups. During FY 2009, ECU Club at Cypress Glen members heard from former North Carolina Governor Jim Hunt, Dean and Senior Associate Vice Chancellor for Medical Affairs at East Carolina Dr. Paul Cunningham, ECU Head Football Coach Skip Holtz, and Dean of the College of Allied Health Sciences Dr. Stephen W. Thomas during their quarterly meetings. Average attendance was 115 per meeting. Retired Faculty Association members gathered for many meetings and socials throughout the year, and 161 members enjoyed their annual Dowdy Dinner in December.

Reunions and affinity group events are the perfect opportunities for alumni to get together.

ANNUAL EVENTS
Annual events and traditions help create a feeling of nostalgia and pride for alumni and friends. Including 122 people who attended annual football kickoff parties in Jacksonville, Florida; Tidewater, Virginia; and the New York Metro area. Athletic viewing parties were held in 10 states including Georgia, North Carolina, Maryland, Florida, Texas, New York, Arizona, Missouri, Virginia, and Washington, D.C., with more than 5,000 Pirates fans in attendance. Holiday parties were held in three different regions, including the New York Metro area, Wake County, and D.C. Metro area. On April 25, the New York Metro Chapter held a silent auction scholarship fundraiser where 30 alumni mingled with special guests. On June 22, the Tidewater Virginia Chapter hosted its 14th Annual E. Marvin Slaughter and James A. Johnson Memorial Golf Tournament, which hosted 60 players and volunteers to raise funds for student scholarships.

Thanks to dedicated volunteers who obtained the 350 applications needed, ECU Pirates in Virginia can now show their Pirate pride on their ride.
938 alumni and friends
BUILD THE TRADITION

As today's students grow and develop, it is vital to introduce them to the Alumni Association through organizations such as the ECU Ambassadors and the Magnolia Belles, our student groups. The Alumni Association also hosts activities to engage students, including Freshmen Sendoffs, Real Life 101 sessions, and the Senior Candlelight Ceremony. Because today's students are tomorrow's alumni, the time is now to instill the values and ideals of the Alumni Association to ensure participation after graduation.

SENIOR CANDLELIGHT CEREMONY
During the week of graduation, 60 graduating students and their families light candles in honor of their transition to alumni status at the Senior Candlelight Ceremony. The ceremony included congratulations and words of inspiration from Alumni Association Board Chair Sabrina Bengel, Alumni Association President and CEO Paul J. Clifford, and Senior Class President Matt Hejatzadeh.

FRESHMEN SENDOFFS
This year, 786 incoming ECU freshmen and family members participated in Freshmen Sendoff events in their areas to meet and mingle with fellow incoming freshmen and learn about what to expect during their years at East Carolina. These events are a wonderful way for students to make new friends and gain confidence about their upcoming college experience. This year, sendoffs were held in North Carolina in Chapel Hill, Charlotte, Clayton, Clemmons, Fayetteville, Monroe, New Bern, Raleigh, and Rocky Mount. Sendoffs were also held in the New York Metro area and Tidewater, Virginia.

REAL LIFE 101
As an opportunity for senior-level students to obtain expert advice and to be proactive about their future careers, Real Life 101 provides seminars to help students take an immediate step toward life after college. This year, REAL Life 101 joined 82 students and professionals for seminars including “Graduating In a Down Economy,” “Insurance,” and “Want to Retire a Millionaire?”

MAGNOLIA BELLES
The sweet sounds of the all-female a cappella group Magnolia Belles, or “Maggie Belles” as we fondly refer to them, filled the air for alumni events, ECU campus activities, chancellor’s events, and other community activities. The student-run organization is sponsored by the Alumni Association and is composed of 10 talented women. With a modern repertoire of contemporary pop, country, R&B, oldies, and their very own version of the ECU Fight Song and Alma Mater, the Magnolia Belles are “arrangementally” one of a kind.

ECU AMBASSADORS
This student service organization represents the devotion of every East Carolina student, faculty and staff member, and alumni through determination and enthusiasm regarding academics and community service. During the last year, the Ambassadors logged more than 6,768.5 volunteer hours, including Pitt County's 2nd Annual Special Populations Prom for members of our community with developmental disabilities; providing campus tours for prospective students and their parents; assisting Athletics with recruits and during sporting events; volunteering for many campus functions; and participating in ECU's Relay For Life®. The Ambassadors swept Homecoming, winning the Spirit Cup for the fifth time in a row! Although extremely active as Ambassadors, these 60 students also find time to be members of many other campus organizations.

Lt. Gen. Gary North '76 understands what building tradition is all about. Visit PirateAlumni.com/AnnualReport to see his story.

Lyndsey Krayneck '08 is president of the ECU Ambassadors student group. Visit PirateAlumni.com/AnnualReport to hear her story of service.
1,403,674 messages
INFORMED ALUMNI AND FRIENDS

This year, 175,366 mailings and 1,669,310 electronic communications were sent to inform our scores of alumni and friends across the Pirate Nation. It is our top priority to keep our constituents updated on upcoming events via prompt and effective communications. We value and admire our alumni's continuing support of the Alumni Association to increase and maintain the success of all ECU programs, educational opportunities, and events for a lifetime of excellence.

SERVIRE
This year, 75,368 copies of Servire magazine were sent to mailboxes. The quarterly publication spotlights the successes of ECU alumni and also features numerous events through captivating articles. The term Servire (pronounced sa-weer-ray) means "To Serve," which is an integral part of ECU's mission. The relevance of the title is easy to see as the alumni that are featured in Servire truly understand the meaning of "to serve." The magazine also highlights professional advice in the Career Corner, connects alumni with their individual departments through News and Notes from Colleges and Schools, keeps donors abreast of our current campaign through Advancement Update, provides ways for alumni to advocate for the University in Legislative Matters, and inspires readers through the accomplishments of successful alumni in our featured articles.

A PIRATE'S LIFE FOR ME!
Turn the radio up! The Alumni Association's half-hour radio program, A Pirate's Life For Me!, features entertaining interviews with East Carolina alumni and reports on upcoming events for Pirate listeners. Twenty-seven alumni were interviewed during the 2008-2009 season, which was heard on Pirate Radio 1250 & 930 AM in eastern North Carolina. A Pirate's Life For Me! is also available live via the Internet on PirateRadio1250.com, and show archives and podcasts are available on PirateAlumni.com/apirateslifeforme.

SOCIAL NETWORKING
The Alumni Association understands the importance of how today's technology is the key to staying connected. That's why you can find us on all of today's most popular social networking Web sites. Become a fan of the Alumni Association on Facebook, watch our videos on YouTube, connect with fellow ECU alumni for career networking on LinkedIn, check out photos of alumni events on Flickr, and follow the latest "tweet" from the Alumni Association on Twitter. Visit PirateAlumni.com for direct links to our pages on each social networking site.

PIRATEALUMNI.COM
With the click of a button, PirateAlumni.com is the one-stop-hot-spot resource for all the information you need to connect with the Alumni Association, University, and with fellow Pirates. PirateAlumni.com is a virtual treasure trove of information with an online community and convenient tools about membership, awards, scholarships, career services, and volunteer opportunities. We keep an extensive photo gallery of alumni events and provide links to our Pirate Partners and relevant ECU offices and departments. You can also post alumni news and learn more about student programs at PirateAlumni.com.

Visit PirateAlumni.com/photogallery to see photos from this year's events
<table>
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<td>Mickey Dowdy</td>
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<td>Continuing Review of Trustees Policy on Naming University Facilities and Activities</td>
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EAST CAROLINA UNIVERSITY TRUSTEES
POLICY ON NAMING UNIVERSITY FACILITIES AND ACTIVITIES

I. Establishment and Source of Authority. The Board of Governors of the University of North Carolina delegated the duty and authority to the Board of Trustees to approve the names of all individuals on whom "Honorary Distinction" is conferred by the university. As a means of guiding the development of recommendations to the Board of Trustees for naming university facilities and activities, the Trustees created the Committee on Naming Facilities and Activities, hereafter referred to as the "Committee," as a permanent committee.

II. Organization.
   A. Membership. Members shall be appointed by the Chair of the Trustees on an annual basis. Members may include trustees, staff or other individuals whose knowledge and presence may benefit the Committee.
   B. Chair. The Chair of the Committee will be appointed by the Chair of the Trustees.
   C. Assistance. The Committee may call upon any university employee for assistance in the performance of its duties.

III. Functions of the Committee.
   A. Role. The Committee shall be a fact finding and advisory body for the Trustees and shall have no policy making or administrative authority.
   B. Duties. The Committee shall advise the Trustees and the Chancellor in confidence with respect to proposals to name or change the name of university facilities or activities consistent with the procedures and guidelines established in this policy statement.
C. **Meetings.** The Committee shall meet at such times and places as it finds necessary for the effective performance of its duties. Meetings shall be called by the Chair, on written request from any three members of the Committee, or by the Chancellor. A simple majority of membership of the Committee shall constitute a quorum. All members present at a meeting may vote. No proxies shall be recognized at any meeting of the Committee.

D. **Naming Responsibility.**

(1) The act of naming a building, an addition to a building, or a significant interior or exterior space ordinarily accessible to the public, shall be the responsibility of the Board of Trustees, after receiving a recommendation from the Committee. Whenever a naming proposal originates, at the earliest feasible date it shall be routed through the responsible dean and/or vice chancellor to the Chancellor, from the Chancellor to the Committee, from the Committee to the Executive Committee of the Trustees, and from the Executive Committee to the full Board for final action.

(2) The act of naming a school, department, other unit, or activity shall be that of the Board of Trustees, after receiving a recommendation from the Committee.

IV. Policies and Procedures With Respect to Naming Facilities and Activities.

A. **Subjects for Naming.** It shall be the policy of the university that any facility or activity of the university not previously named may be named in consideration of:

(1) personal services rendered or financial contributions made to the university, or

(2) services rendered to society at large.

For the purposes of this policy statement, the following definitions shall apply:

(1) "Facility". Facility means every building, addition to a building, space in a building, outdoor spaces such as a garden, court or plaza, and other tangible and relatively permanent feature locations on any university property.
(2) "Activity". Activity means every school, department, unit, center, program, or organization operating under the auspices of the university.

(3) "Personal Service". Personal service means substantial service that is sustained in character, and rendered to or on behalf of the university as a student, faculty member, administrator, staff member, alumnus, trustee, or friend of the university.

(4) "Financial Contribution". Financial contribution means a contribution of money or property that is substantial in relation to the facility or activity being named.

B. Caution. The act of naming a university facility or activity for a person, a family, or an organization is a conferral by the university of a high and conspicuous honor. It is intended to be a permanent act. The act enduringly recognizes the person, family, or organization so honored, and it perpetually exhibits to the world the judgment and standards of this university as to the qualities and actions that justify linking the name of the individual, family, or organization so honored with that of this institution. All who are involved in the act of naming a facility or activity must ever be aware that they are naming public property with the intent for it to be perpetual recognition of the person, family, or organization being honored. It follows that the act of naming a facility or activity is to be taken discreetly, advisedly, soberly, and with concern for how that action will be viewed in retrospect.

C. Chancellor's Responsibility. Subject to the responsibilities of the Committee, the Chancellor also shall have responsibility and authority with respect to and is an essential participant in all naming actions. No facility or activity may be named without early knowledge and prior approval of the Chancellor. The Chancellor shall endeavor to determine that any such proposed action is consistent with the interest of the university, to assure that the amount of contribution warrants the action proposed, and to maintain equity in the relationship of donations for similar naming actions.
D. **Duration and Change of Naming Actions.** Every name assigned to a facility or activity is intended to be enduring. A recommendation to change or alter in any way the name of a previously named facility or activity must be initiated by the Board of Trustees. Circumstances that may lead to consideration of a name change may include, but shall not be limited to such items as:

1. significant renovation or addition of space,
2. actions by an honored person that brings discredit to the institution,
3. failure by the honored person to fulfill agreed upon obligations, or
4. the demolition of a facility or the discontinuation of an activity.

E. **Delay in Certain Naming Actions.** A facility or activity shall not be named for a person who is honored chiefly or solely for services rendered as a faculty member, staff member, administrator, or trustee until that person shall have died or shall have been retired from the regular service of the university for at least two years.

F. **Faculty Consultation.** When a facility or activity to be named is closely related to a school, department, or other unit having its own administration and faculty, the members of the administration and faculty shall be consulted by the Chancellor or his designee before the Committee acts on the naming proposal. Recommendations from the unit shall be weighed as one factor, but shall not constitute approval or disapproval of the proposal.

G. **Buildings or Facilities Constructed By Public Funds.** When a building or facility that is currently standing or one to be built is funded entirely from non-gift resources (state allocations, federal grants, or fees), the Trustees may require the proceeds to be placed in unrestricted endowment funds within any one or multiples of its related foundations for the general benefit of an area or the entire university.
H. **Procedure.** Whenever a naming proposal originates, at the earliest feasible date it shall be routed through the responsible dean and/or vice chancellor to the chancellor, from the chancellor to the Committee, from the Committee to the Executive Committee of the Trustees, and from the Executive Committee to the full Board for final action. It shall be the responsibility of the Chancellor or his designee to assure that a form, developed and approved by the Trustees ensuring uniform reporting of data to the Committee, is provided to individuals planning to submit proposals for naming, and that all pertinent information is collected and completed before forwarding the materials to the Committee.

1. **Step One:** Upon the identification of an individual(s) for whom a facility is proposed to be named, subject to the individual’s agreement to donate the funds requested, the Chancellor may bring the proposal to the Naming of Buildings, Facilities, and Other Recognitions Committee for consideration and to determine whether there are objections to said naming.

   **Step Two:** Upon the receipt of at least 60% of the funds committed and with a written gift agreement in place for the remainder, the Chancellor may present a recommendation to the Board of Trustees in closed session to approve the naming of the facility. Gifts of irrevocable trusts may be considered case by case apart from this 60% receipt requirement. If approved, the Chancellor will make public the naming action at an appropriate time.

2. **The Form.** The form developed by the Chancellor and approved by the Trustees shall be completed and signed by the person responsible for originating the proposal for naming. If the proposal involves a financial commitment of $25,000 or more, a copy of the signed Letter of Intent defining pertinent arrangements must also be included.

3. **Time Delay for Review.** There shall be a minimum of thirty (30) days for review and collection of additional materials and information between the consideration and actions by the Naming Committee and consideration by the Board of Trustees. If the Chancellor believes a naming opportunity needs immediate attention, he/she
may request that the Board Chair determine as soon as practicable, by phone or fax, a majority determination of the Board of Trustees as to the appropriateness of suspending the naming policy and deciding the naming question forthwith."

**Tentative Prior Approval.** From time to time, as a benefit and guide to staff and potential donors, the Trustees may choose to pre-approve groups or classes of facilities or activities that may be considered for naming upon the completion of a qualified gift arrangement at a designated level. If not otherwise stated, facilities and activities which receive prior approval concerning levels of gifts required to attain naming privileges shall extend for five (5) years from the date of approval. After five (5) years, all classes or groups of prior approved items shall be reevaluated or deemed to have expired.

I. **Shared Funding for Naming Opportunities.** Naming opportunities are intended to recognize individuals, organizations or families for their efforts on behalf of the university. Required gift levels may not be split into units among unrelated individuals, with recognition conferred in multiple or hyphenated name fashion, without prior permission of the Board of Trustees.

II. **Transfer of Donations.** When a facility or activity is to be named in consideration of a financial contribution, the money or other property constituting the donation shall be transferred to the university or one of its related foundations, or its future transfer shall be assured through signed documentation before official action shall be taken.

(1) Non-cash gifts.

a. **Gifts of real estate.** The valuation of real estate shall follow IRS regulations and CASE Management Reporting Standards for establishing value. The valuation for the gift shall be based on a qualified current MAI appraisal (less than six months of age).

b. **Gifts-in-Kind.** In accordance with IRS regulations and CASE Management Reporting Standards, gifts of real and personal property are to be counted at full fair market value regardless of the value the donor
may be able to take as a charitable deduction. Gifts of $5,000 or more shall be valued by qualified, independent appraisers.

c. **Additional requirements.** When an opportunity to name a facility or service is expected in return for a non-cash gift, the Trustees may require additional agreements from a donor to assure the eventual net from the sale of real estate or other valuables is not less than the value required for naming. Some examples of potential requirements could include a delay in naming until the article of value is sold, the requirement of multiple appraisals, or the requirement of a make-up provision in which the donor commits to make up the difference between the net received from the sale of the asset and the minimum amount required for naming.

(2) Commitment periods may not extend more than five years.

(3) Once a designated level of giving has been established for naming, no portion of "annual gifts" or "membership fees" may be counted toward the total required for naming purposes.

L. **List of Named Facilities.** The Chancellor or his designee shall maintain a list of officially named facilities and activities.

M. **Effective Date.** This policy shall become effective July 25, 1997.

Note: Amendments to the East Carolina University Trustees Policy On Naming University Facilities and Activities are listed on the following page(s)
AMENDMENTS MADE TO THE NAMING POLICY

1. Addition to the Naming Policy to be placed at the end of section H., 1.
   "If the Chancellor believes a naming opportunity needs immediate attention, he may request that the Board Chair determine as soon as practicable, by phone or fax, a majority determination of the Board of Trustees as to the appropriateness of suspending the naming policy and deciding the naming question forthwith."

   Approved by the Board of Trustees on May 12, 2000.

2. Section H., of the Naming Policy was removed
   "Time Delay for Review. There shall be a minimum of thirty (30) days for review and collection of additional materials and information between the consideration and actions by each Trustee committee in the chain leading to formal approval by the Board of Trustees. Example - Chancellor must provide a completed package and recommendation to the Committee thirty (30) days in advance. The Committee sends its recommendation and the completed package to the Executive Committee thirty (30) days prior to its meeting. The Executive Committee forwards the package and its recommendation to the members of the Board of Trustees at least thirty (30) days prior to their next meeting. If the Chancellor believes a naming opportunity needs immediate attention, he may request that the Board Chair determine as soon as practicable, by phone or fax, a majority determination of the Board of Trustees as to the appropriateness of suspending the naming policy and deciding the naming question forthwith."

   Approved by the Board of Trustees on May 22, 2002.

3. Section K., 2 of the Naming Policy was removed and Sections K., 3. and K., 4. were renamed Sections K., 2. and K., 3.
   "At the Committee's discretion, it may recommend prior approval or reserve a facility or activity for a particular donor pending the completion of funding of at least forty percent (40%) of the total committed toward the project."

   Approved by the Board of Trustees on May 22, 2002.
Two additional components were added to Section H, “Procedure”, of the Naming Policy.

(1) **Step One:** Upon the identification of an individual(s) for whom a facility is proposed to be named, subject to the individual’s agreement to donate the funds requested, the Chancellor may bring the proposal to the Naming of Buildings, Facilities, and Other Recognitions Committee for consideration and to determine whether there are objections to said naming.

**Step Two:** Upon the receipt of at least 60% of the funds committed and with a written gift agreement in place for the remainder, the Chancellor may present a recommendation to the Board of Trustees in closed session to approve the naming of the facility. If approved, the Chancellor will make public the naming action at an appropriate time.

(2) **The Form.** The form developed by the Chancellor and approved by the Trustees shall be completed and signed by the person responsible for originating the proposal for naming. If the proposal involves a financial commitment of $25,000 or more, a copy of the signed Letter of Intent defining pertinent arrangements must also be included.

4. An addition was added to section H of the Naming Policy.

   Approved by the Board of Trustees on December 12, 2003

   **Time Delay for Review.** There shall be a minimum of thirty (30) days for review and collection of additional materials and information between the consideration and actions by the Naming Committee and Consideration by the Board of Trustees. If the Chancellor believes a naming opportunity needs immediate attention, he may request that the Board Chair determine as soon as practicable, by phone or fax, a majority determination of the Board of Trustees as to the appropriateness of suspending the naming policy and deciding the naming question forthwith.”
# Proposal to East Carolina University Board of Trustees

**Committee on Naming University Facilities and Activities**

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<thead>
<tr>
<th>Name of Originator</th>
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<tr>
<th>Purpose for recommendation:</th>
<th>☐ Service</th>
<th>☐ Gift</th>
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**Explanation (Attach background materials as appropriate to justify the recommendation)**

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<tr>
<td>☐ ECU Foundation</td>
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<td>☐ Medical Foundation</td>
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If the Gift was more than $25,000:
1. Attach a copy of the signed Letter of Intent.
2. Define in detail any special arrangements or expectations the donor may have resulting from this Gift.
3. If the Gift is other than cash or cash equivalent, explain the method of valuation, and the plan for liquidation.

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<tr>
<th>Signature of Originator</th>
<th>Date</th>
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PROPOSAL TO EAST CAROLINA UNIVERSITY BOARD OF TRUSTEES
TO NAME A FACILITY OR ACTIVITY

ROUTING SHEET

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<td>Comments:</td>
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<tr>
<td>Session</td>
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</table>
| Responsible Person | Vice Chancellor for Administration and Finance  
|                   | Kevin Seitz  
|                   | Associate Vice Chancellor for Financial Services  
|                   | Anne Jenkins |
| Agenda Item      | III. A. |
| Item Description | Reimbursement resolution for financing of renovation and expansion of Dowdy Ficklen Stadium. |
| Comments         | Approval to send this resolution to UNC General Administration will insure that East Carolina University can be reimbursed from bond proceeds for expenses incurred after 60 days prior to adoption of this resolution. Upon approval by ECU Board of Trustees’, the resolution will be sent to Rob Nelson, VP of Finance who will adopt and approve for the Board of Governors. |
| Action Requested | Committee approval and Board approval if necessary |
| Disposition      | |
| Notes            | |
RESOLUTION OF THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA DECLARING ITS INTENT TO CAUSE EAST CAROLINA UNIVERSITY TO BE REIMBURSED FOR CAPITAL EXPENDITURES INCURRED IN CONNECTION WITH EXPANSION AND RENOVATION OF DOWDY-FICKLEN STADIUM FROM THE PROCEEDS OF CERTAIN TAX-EXEMPT OBLIGATIONS TO BE ISSUED.

WHEREAS, the Board of Governors (the “Board”) of The University of North Carolina (the “University”) by resolution adopted on April 14, 2000 has authorized the Vice President-Finance of the University to take such action as may be required to declare the intent of the Board to cause the constituent institutions of the University to be reimbursed for capital expenditures made in anticipation of the issuance of tax-exempt obligations;

WHEREAS, it is in the best interests of East Carolina University (“ECU”) to expand and renovate Dowdy-Ficklen Stadium (the “Project”);

WHEREAS, the Board presently intends, at one time or from time to time, to finance a portion of the costs of the Project with proceeds of tax-exempt bonds and reasonably expects to issue its tax-exempt bonds or other evidence of indebtedness as tax-exempt obligations (the “Bonds”) to finance, or to cause ECU to be reimbursed for, a portion of the costs of the Project; and

WHEREAS, the Board desires to proceed with the Project and ECU will incur and pay certain expenditures in connection with the Project prior to the date of issuance of the Bonds (the “Original Expenditures”), such Original Expenditures to be paid for originally from a source other than the proceeds of the Bonds, and the Board intends, and reasonably expects, to cause ECU to be reimbursed for such Original Expenditures from a portion of the proceeds of the Bonds to be issued at a date occurring after the dates of such Original Expenditures;

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. Official Declaration of Intent. The Board presently intends, and reasonably expects, to cause ECU to be reimbursed for the Original Expenditures incurred and paid by ECU on or after the date occurring 60 days prior to the date of adoption of this Resolution from a portion of the proceeds of the Bonds. The Board reasonably expects to issue the Bonds to finance a portion of the costs of the Project and the maximum principal amount of Bonds expected to be issued by the Board to pay for such portion of the costs of the Project is $24,000,000.

Section 2. Compliance with Regulations. This Resolution as a declaration of official intent of the Board under Section 1.150-2 of the Treasury Regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended, to evidence the Board’s intent to cause ECU to be reimbursed for the Original Expenditures from proceeds of the Bonds.

Section 3. Itemization of Capital Expenditures. The Vice Chancellor for Administration and Finance of ECU or his designee, with advice from bond counsel, is hereby authorized, directed and designated to act on behalf of the Board in determining and itemizing all of the Original Expenditures incurred and paid by ECU in connection with the Project during the period commencing on the date occurring 60 days prior to the date of adoption of this Resolution and ending on the date of issuance of the Bonds.

Section 4. Effective Date. This Resolution is effective immediately on the date of its adoption.
ADOPTED AND APPROVED this ___day of September, 2009.

BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA

By: __________________________________________
    Robert O. Nelson
    Vice President-Finance
<table>
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<tr>
<th>Session</th>
<th>Facilities and Resources Committee</th>
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| Responsible Person            | Vice Chancellor for Administration and Finance  
                              | Kevin Seitz  
                              | Associate Vice Chancellor for Financial Services  
                              | Anne Jenkins |
| Agenda Item                   | III.B.                            |
| Item Description              | Resolution approving the issuance of Special Obligation Bonds to finance renovation and expansion of Dowdy Ficklen Stadium. |
| Comments                      | This approval by the University Board of Trustees is required by Section 116D-26(b) of the General Statutes of North Carolina. |
| Action Requested              | Committee and Board Approval      |
| Disposition                   |                                   |
| Notes                         |                                   |
RESOLUTION 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 expanding and renovating Dowdy-Ficklen Stadium authorized by Chapter 204 of the 2008 Session Laws of the North Carolina General Assembly, (the “Special Obligation Bond Project”), and (2) paying the costs incurred in connection with the issuance of the Bonds;

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 Project;

NOW, THEREFORE, BE IT RESOLVED by 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 Project is approved.

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

ADOPTED AND APPROVED this __th day of September, 2009.

THE BOARD OF TRUSTEES OF EAST CAROLINA UNIVERSITY

By: ________________________________
Secretary
STATE OF NORTH CAROLINA )
COUNTY OF PITT )

I, ________________________, 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 Board of Trustees of East Carolina University at its meeting of September __, 2009 and appearing in the minutes of such meeting, (2) notice of the meeting of the Board of Trustees of East Carolina University held on September __, 2009 was sent to each member of the Board, and (3) a quorum was present at the meeting on September __, 2009 at which time the foregoing Resolution was adopted.

**WITNESS,** my hand and the seal of East Carolina University this __th day of September, 2009.

[SEAL]

______________________________
Secretary
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<th>Session</th>
<th>Facilities and Resources Committee</th>
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| Responsible Person | Vice Chancellor for Administration and Finance  
| | Kevin Seitz  
| | Associate Vice Chancellor for Business Services  
| | Scott Buck |
| Agenda Item | III.C. |
| Item Description | Lease of Medical Office Space by ECU Physicians |
| Comments | N/A |
| Action Requested | Committee and Board approval |
| Disposition | |
| Notes | |
MEMORANDUM

TO: Kevin Seitz
FROM: Scott Buck
DATE: August 27, 2009
SUBJECT: Request ECU Board of Trustees Approval to Lease +/- 1,564 SF of Medical Offices and Support Space

ECU Physicians seeks ECU Board of Trustees approval to strategically lease +/- 1,564 SF for medical offices and support space located in the Teaching Annex of Pitt County Memorial Hospital on the 1st, 2nd and 3rd floors. Lease rate inclusive of janitorial, utilities and operating expenses shall be $17.73/SF or $27,729.32 annually.

The initial term shall be one (1) year with the option to renew for five (5), one (1) year renewal periods. Any extended term beyond the initial year shall be subject to adjustment based on the Consumer Price Index (CPI).

This proposed lease agreement has been approved by the Property Review Committee and the Dean, Brody School of Medicine. Source of funds shall be Medical Faculty Practice Plan (MFPP).

cc: P. Horns
    P. Cunningham
    N. Benson
    G. Vanderpool
    B. Jowers
    C. Erwin
    G. Hassler
<table>
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<tr>
<th>Session</th>
<th>Facilities and Resources Committee</th>
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| Responsible Person      | Vice Chancellor for Administration and Finance  
                          | Kevin Seitz  
                          | Associate Vice Chancellor for Campus Operations  
<pre><code>                      | Bill Bagnell |
</code></pre>
<p>| Agenda Item             | III.D.                             |
| Item Description        | Tyler Residence Elevations         |
| Comments                |                                    |
| Action Requested        | Committee and Board approval       |
| Disposition             |                                    |
| Notes                   |                                    |</p>
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<tr>
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<td>Facilities and Resources Committee</td>
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</table>
| Responsible Person | Vice Chancellor for Administration and Finance  
                     Kevin Seitz  
                     Associate Vice Chancellor and CIO  
                     Jack Brinn |
| Agenda Item        | III.F.                            |
| Item Description   | ITCS Year in Review               |
| Comments           |                                   |
| Action Requested   | Committee and Board Approval      |
| Disposition        |                                   |
| Notes              |                                   |
ITCS Year In Review
2008-2009

Jack Brinn
Chief Information Officer
Introduction and Overview

That this has been an interesting and unusual year is an understatement. Nearly a third of it involved preparing for and going through several audits, including the state audit of our Banner system, and much of the second half found us working through various budget cutting scenarios and a renovation of the data center. The financial difficulties of the year precluded many new projects, desktop upgrades, etc. Yet through those non-routine efforts, ITCS has retained a stellar record of service accomplishments, most of which are detailed in the accompanying appendices.

CIO Report

This is my fifth report to the Board of Trustees, and after five years in this position and thirty seven years at ECU, I can still say that working in ITCS continues to be an outstanding career experience and nothing short of a joy. The team is innovative, change-prone, service oriented and proud of their accomplishments and it has been my pleasure to represent them to you and ECU’s senior management.

On a personal note, it has been an honor to represent ECU as Chair of the UNC CIO Council in a term that runs through December 2009.

Information technology has matured significantly at ECU in the last ten years, growing out of a mainframe oriented group who missed the personal computer revolution to one of the most advanced teams in the UNC system. That growth is no small part attributable to our talented and visionary staff who assembled much of the infrastructure that we all enjoy and take for granted today. Furthermore, the growth and improvements in ECU’s technology programs are testimony to their importance in the daily function as well as the future of the University. In order to maintain that momentum it is vital that the IT needs of the University and the expertise of the department be included in the Master Planning process. Accordingly, there will be several departmental initiatives going forward, that will fold upward into the University’s Master Planning process.

1. **Data center space and infrastructure planning to accommodate ECU’s projected growth.** While the Cotanche data center has been renovated to provide more power and cooling and facilities for more servers, we anticipate an end point of approximately three years for that growth cycle. If the University indeed increases its enrollment to 37,000 students over the next ten years, the technology demands to accommodate that growth as well as new educational and business paradigms will be significant and beyond the capabilities of the present facility. An early step will be an estimate of the basic square footage requirements, a process that has been initiated. Furthermore, the hardware needs for Banner and Blackboard and expansion of the data network and planning for the demands to be placed on that network must be included in the process.
2. **Expanded disaster recovery capabilities.** This item is separated from #1 because it is in fact a distinct space requirement. We currently have a technically sound fail-over site in the Brody Medical Sciences Building, but it only accommodates Banner, Blackboard and selected email servers. Further growth of those systems and the need to address business continuity for some of our clients with server-based applications suggests the need for additional recovery space.

3. **Business plan/funding model.** Information technology is a major support service for the University that must have an appropriate revenue stream if the campus expects to achieve its mission and goals. One time monies will no longer fill the gap between our base operational costs and the need for innovation and growth. Major progress was made with the identification of career banding monies last year and the infusion of some operational dollars but work remains to be done especially as lapsed salary funds become more scarce. The elements of a business plan are yet to be decided but could include limited charge-backs per network port or a graduated capitation fee. Furthermore, there are legacy funding processes in the University that should be reevaluated with regard to technology needs.

4. **Centralization and consolidation of campus information technology.** Dr. Marilyn Sheerer and I co-chair Business Group 9, charged with implementing this directive. The recommendations for consideration by senior management, yet to be finalized, will include elimination of marginally-used general purpose computer laboratories, phasing out as many personal printers as possible and directing people to use networked printers, and reassigning selected outlying support staff to ITCS where efficiencies can be gained in desktop, systems, server and Web support. Position management and cost monitoring (business intelligence applications) will be elements of this effort.

The remainder of this section will feature selected project overviews. More project details are in the appendix. While some aspects of these reports are highly technical, they will give the reader an accurate sense of the scope of the work done by this department.

*Healthspan:* Don Sweet, our project leader for the Banner implementation, stepped in to lead the BSOM's Healthspan conversion project, including a detailed contractual agreement with University Health Systems, the provider of the new integrated electronic medical record and scheduling/billing system. That project will be completed late in the Fall of 2009 and will include the phasing out of the present clinical systems housed in the ECU data center. The BSOM's inclusion in the Healthspan project will be the catalyst for a regional health record system that will lead to a growing regional health care role for ECU Physicians and for clinical research.

*Audit:* We were pleased with the outcome of the audit of our Banner system and other policy issues. With the caveat that no one goes through a state IT audit without a finding of some degree, we have responded to all findings, either by changing our procedures or initiating further safe-guard processes so that ECU was not placed on
probation or issued any penalties. The details of this audit have been shared with the Board of Trustees’ Audit Committee earlier in the year.

**Business Intelligence:** Our business intelligence group, a rapidly-growing service that has been discussed in previous reports, is providing reporting tools across the campus in what we euphemistically call “Banner Phase II.” In other words, the data storage effort that went into Banner implementation has now become an information rendering effort in most business units. In ITCS, we now have a reporting tool that tracks all IT-banded positions, including funding sources and amounts, across the University. In conjunction with a revision of account codes by our Finance and Planning team, Financial Services and Materials Management, we will have a robust IT cost reporting system for the University, a first in the UNC system. Both of these efforts will directly enhance the Chancellor’s mandate to centralize and consolidate ECU’s IT programs.

**Network projects:** With new buildings and renovated facilities, we now have over 30,000 data ports on both campuses and approximately 82% wireless coverage of academic areas. There are also over 3600 voice over IP (VoIP) telephones installed and that systems handle around 28,000 calls per business day.

**Web site:** The Administration page of [www.ecu.edu](http://www.ecu.edu) has been simplified and updated. New search and analytical (Web page usage) tools as well as improved calendaring and personal Web page management applications have been implemented. Google maps with key campus locations have also been added to ECU’s Web site.

**Virtual Computer Laboratory (VCL):** We brought our VCL server blades from their temporary location at MCNC to the Cotanche data center. In addition to the basic VCL application as developed by NCSU, we are implementing a Citrix interface that will enable multiple users per server and thereby improve our cost/benefit ratio.

**Server and storage virtualization:** We continue to manage costs and contain physical growth by deploying virtualization in our server farm.

This is a limited sample of the many services and efficiencies that ITCS provides to ECU. I again want to emphasize the level of dedication and professionalism exemplified by this department. It is truly an exemplary asset to East Carolina University.
Appendix of Area Reports

Administrative Support Services

- Initiated a new ecuBIC report to track all IT and Administrative positions within ITCS throughout campus. This report will eliminate a variety of spreadsheets and the cumbersome task of updating data in several areas. This report will be generated through Banner which would ensure accuracy and appropriate updates for all positions at all times. Tracking the history of positions will be made easier through this new reporting structure.
- Converted the ITCS New Employee handbook to a Sharepoint site to be viewed by all new employees. This conversion eliminated the old paper process and will save the department funds by alleviating the procurement of paper. New employees will have an opportunity to view this site for policies and procedures, organizational charts, and a host of valuable information pertinent to their employment in ITCS.
- Initiated the development of a new system (Xtender) to send the cell phone bills to various departments on campus. This new system will allow the billing contact person to review and store their bills electronically, approve and maintain copies for their files all on this system. This system will also eradicate the cumbersome process of sorting through paper bills, detaching, and printing and sending multiple emails with different attachments to the billing contact person for each department. This system has now made the filing of paper bills and storage/archiving obsolete but yet advancing us into the future with IT technologies.
- Developed an improved system to update the Embarq and Campus Directory that is more user friendly on the Directory SharePoint site. This site will now allow all departments an enhanced opportunity to update departmental information. There are over 250 users who access and update both directories for accuracy. This site will also provide detailed information on how to update information for the purpose of developing directories that are accurate and concise. This is a great accomplishment in customer service to all users.
- Provided Academic Technologies with the critical information needed to develop the new (web based) inventory database and put procedures in place for users to follow. This database will allow all areas of ITCS to track equipment in one location as opposed to each group having a spreadsheet/database of their own. This new database will also make the tracking process for ITCS’s equipment (fixed assets and non-fixed assets) more efficient.

Network Services

New Buildings & Renovations
ECU has undergone several renovations as well and added new buildings including: Cotanche Building renovation, Neurosurgical Clinic, Plastic Surgery Clinic, East Carolina Heart Institute, North Campus Recreation Complex, and the ECU Testing Center.
Network Infrastructure and Design work is currently in review for: Croatan Building, Dental School, Family Medicine, and the Softball Athletic Complex.

This has increased our network port count by approximately 2,050, bringing ECU’s total data port count to approximately 32,050 for East and West campuses.

**Network Upgrades**
Working toward completion of the Voice over Internet Protocol (VOIP) Business plan, we have completed network upgrades for the cutover of the following buildings to VOIP: East Carolina Heart Institute, Mendenhall, Brewster, Messick, Whichard, Eller House, Ragsdale, Bate Taylor-Slaughter, Warehouse, Graham, Rawl, Student Health, Erwin, Joyner East, Joyner Library, Student Recreation Center, Eppes Complex, Jenkins Fine Arts, Moving Services, Todd Dining and Jones Hall. An upgrade to replace eight year old equipment for the residence hall network is also complete. Internal networking changes have improved the performance of the email servers. Finally, open source remote network modules have been installed in our campus network enabling remote traffic monitoring and detecting at a lower cost.

On a personal note, ECU of the few UNC Schools to have representation on NCREN’s (North Carolina Research and Education Network) Next Generation Network Design team. That team determines the functional needs and structural design of the educational data network for North Carolina.

A refresh of the wireless network on East and West Campuses is also complete. This upgrade provides expanded coverage and security features as well as supporting connectivity speeds for A,B and G technologies. ECU’s wireless network includes 61 new installations for all new construction and renovation, bringing the total to over 627 access points and approaching a saturation total of 82% of academic areas campus wide. The newly-upgraded wireless network will enable future security measures and encryption later this year. Wireless encryption has been implemented for the campus. This project involved collaboration with many areas of ITCS from Desktop Support, Enterprise Applications and Network Services. The West Campus Wireless Network is now authenticating via Cisco Clean Access (CCA) which provides additional security measures for medical applications.

**IP Telephony (VoIP):**
We continue to deploy VoIP. To date, the current database of IP assigned numbers has surpassed 4800. Approximately 3650 stations have IP sets assigned, over 2500 of which have unified messaging (voice mail into Outlook Inbox). Our VoIP system routes on average over 28,000 calls per day. Network Services’ goal is to quickly finish VoIP in order to complete the transition off the old analog telephone switch where there are approximately 200 lines remaining in production. These analog lines are used for internal communications services, security systems, fire alarms, FAXs, modems, elevators, and etc., all of which will be converted over to VoIP within a 3 month period.
IP telephony will continue to be a framework for new services, including a recently-deployed outdoor emergency notification system. This system provides the campus community with up to date emergency information, unlike other campus siren systems.

**IT Support Services**

**ECU Search**
A Google mini search appliance was installed to enhance the search capabilities on the ECU Web site. This application enables continuous re-indexing of our Web site, thus reducing the occurrences of broken links and pages are updated and new pages are added. The appliance also enables site-specific searches rather than defaulting to the entire www.ecu.edu. There are over 131,400 documents indexed, and on average there are over 100,000 search results returned per hour.

**Google Analytics**
We also implemented the free Google Analytics tool to monitor our Web page usage.

**Google Maps**
Google maps of campus showing the location of computer labs, Smart Classrooms, and wireless access have been created. Future plans are to incorporate other destinations into the maps.

**Virtual Computing Lab (VCL)**
We have moved our VCL infrastructure from MCNC to ECU which will give us more flexibility on the images we offer and allow us to better accommodate the needs of our academic departments. In addition, we are developing a Citrix-based access system that (1) works better with some applications and (2) unlike the original VCL software, allows multiple users per server.

**Lite Version of ECU Home Page**
A lite version of the ECU home page was developed for use in emergencies. Approved users can easily convert the current home page to a non-graphical version that focuses on alert information.

**SharePoint**
SharePoint was upgraded to improve integration with Office 2007. SharePoint is a well-used resource at ECU, where external researchers can collaborate with faculty. New tools will enable senior leadership dashboards and executive reporting tools via ITCS’ business intelligence applications.

**PiratePanel**
PiratePanel was developed and implemented for greater ease of personal Web page deployment. This control panel will give our campus community the ability to manage their own space by allowing each person to request space, manage files, and set permissions.
Blogging
Blogging software was piloted and is in the process of being rolled out. The increased capabilities will be used by departments, faculty and staff pages, and student organizations.

Alerts
ITCS is delivering ECU alerts on Twitter and via RSS feeds.

Student Timekeeper
Timekeeper, an online application for tracking work hours, was implemented on the East Campus and the Health Sciences campus for all SCTF-funded and Smart Classroom student employees. This application replaced a fill-in-and-print form. In addition to streamlining the process, Timekeeper has also removed the potential for reporting time that was not worked as the student can only access the clock-in and -out functions from the actual work location. Supervisors have the ability to check, verify and approve the number of hours worked from any computer with Internet access. The application has been well-received by student employees, their supervisors and the administrators.

Inventory System
An on-line inventory system was created to consolidate an otherwise huge paper-based system.

University Calendar
A University Calendar was created so various groups on campus can enter events, create an approval process, and pull events from Resource 25.

Student Computing
Education and Technology Fee
The Education and Technology fee is centrally managed by ITCS and supports technology throughout campus. Over 100 computer labs across campus are on a four-year computer refresh rotation; nine of these labs are general purpose labs and funding support for student staff and software licenses are provided. Numerous part-time student staff are employed to support the 24x7 computer lab, the student support center, general purpose labs throughout campus, and computer lab repair technicians that maintain computers and peripherals in over 100 labs. The fee supports the ACE Student Computing support center, a walk-in site that provides trouble shooting and support for student owned computers. A number of student home use site licenses are funded including SPSS, NVivo, Mathematica, and Symantec. The technology fee support also includes spam software, email for students, Microsoft products for the computer labs, shared storage space, virtual computing lab, Centra, Blackboard, and other student technology tools. The fee funds a portion of the networking infrastructure, specifically wireless upgrades in student academic areas. Support is provided for printing through the purchase of paper and toner, plus the upgrade and maintenance of printers. Wireless printing is provided as an additional benefit. The Help Desk and after hours Student Help Desk is also sponsored in part by this fee.
**Altiris**
We now use Altiris to as an efficiency tool to push all updates to software packages and operating system patches, and to edit image and software settings.

**Apple Roll-out**
Between fall and spring semester, we rolled out 250 Apple computers to labs on campus. Approximately 75 Apples were distributed as cascade use to colleges and departments. Total savings for this project over retail price was $144,092.52. Total saved from projected cost $86,548.72.

**Lab Support**
Over 1000 service calls were completed for campus computer lab projects.

**Service Level Agreement (SLA) for Labs**
A Service Level Agreement was created and sent to the lab coordinators for review. They now have a detailed list of the services and level of support provided to them by SCTF Labs.

**Communications and Training**
The communications and training team consults on a wide variety of software products, services Help Desk tickets, conducts training, and is responsible for communications on a multitude of projects. Below are the team’s highlights from the past year.
- Pirate Essentials Newspapers (July 2008; 10,000 distributed)
- Pirate Essentials CDs for dorms (August 2008; 5,500 distributed)
- Connect2ECU Tutorial for Pirate Essentials CD (August 2008)
- Pirate Preview ad – newspapers sent to homes of incoming students - Technology Resources (August 2008)
- New Faculty Orientation ITCS Session (August 2008)
- Technology Distinctions Slick Sheet for UNC GA visit (September 2008)
- ACE ad in The East Carolinian (September 2008)
- Internet Security training for Residence Advisors (September 2008)
- Microsoft Communicator Web site (September 2008)
- Microsoft Exchange 2007 Web site for ITCS (September 2008)
- IT Security Awareness posters and Video Contest promotional ad (October 2008)
- Technology Think-In (November 2008)
- File Sharing and Communications presentations at UNC CAUSE Greensboro (November 2008)
- ITCS Security & E-mail seminars (HR-sponsored; September 2008, February 2009)
- Trained the Office of Student Financial Aid staff on Communicator (February 2009)
- File Sharing Web Page and University Response to Higher Education Opportunity Act
- Banner Online Portal
• ECU Telephone Directory, Cover Design
• CommonSpot Training
• Faculty Orientation (August 2008)
• Graduate Student Orientation (August 2008)
• Focus Group Facilitation (October 2008, February 2009)
• Student Orientation assistant (summer 2008 and 2009)
• Open House representative (spring and fall 2008 and 2009)
• SharePoint manual update (September 2008)
• Smart Classroom Web Redesign (May 2008)
• Wireless Documentation Update (April 2009)
• ITCS Web site redesign (January 2009 thru ongoing)
• New Student Orientation documentation for flash drives (June 2009)
• Virtual Computing Lab Web documentation and site update (January 2009)
• Technology Digest and migration to blog format

Summer Orientation
We conducted three separate presentations in the Hendrix Theater during each of the 2008 summer freshman orientation sessions to convey technology information to the parents of incoming students. Topics addressed included ECU's computer requirements/recommendations and information to assist parents in making decisions about purchasing a computer for their student; each session was followed up with extensive Q&A time. In all nearly 2000 parents attended these sessions.

The IT staff and student staff also conducted numerous hands on sessions with nearly 2400 freshmen. These sessions focused on educating freshmen on IT services (email, Blackboard, OneStop, security, computer labs, support, etc). Time was also spent instructing students on the use of the Self Service Banner class registration system so they could register for classes while at orientation.

We also worked very closely with the ECU First Year Center to assist faculty and advisors with issues related to new students registering in Banner, accessing systems, getting PirateID and Passphrase information, etc.

ACE Student Computing Support Center
The ACE Student Computing Support Center completed approximately 5,400 service calls this year. Internet and network connectivity continues to be the primary customer service call, most of which are related to hardware failure, virus and/or spyware problems or missing updates (either Windows or Symantec Antivirus), all of which are addressable issues in the support center.

Our support numbers trend very high at the beginning of each semester and gradually decrease over the remainder of the term. Our goal is a 3-5 day turnaround with the exception of our peak periods at the beginning of each semester.

ACE continues to be both an Apple Authorized Service Provider and a Lenovo Self-Maintainer. This allows us to offer on-site hardware repair to both our Apple and
Lenovo users (for computers covered under warranty). The charts below illustrate our volume and type of repairs.

*Data for June 2009 covers the dates 06/01 – 06/11.
ACE 2008 – 2009 Monthly Incident Trends
ACE Overall Monthly Repairs

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<th></th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<td>523</td>
<td>302</td>
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<td>226</td>
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<td>156</td>
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<td>594</td>
<td>571</td>
<td>432</td>
<td>440</td>
<td>192</td>
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* High spike in number of repairs for Sep. 2007 was due to the conversion from the Magic help desk application to Tech Excel in ACE. The tickets at that point were still entered by hand and were then entered into Tech Excel at a later date (Sept. 2007).
ACE Overall Lenovo Hardware Repairs

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<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
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<th>Jan</th>
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<th>Jun</th>
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<tr>
<td>08-09</td>
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<td>73</td>
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<td>39</td>
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<td>36</td>
<td>49</td>
<td>24</td>
<td>6*</td>
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ACE Overall Apple Hardware Repairs (started Apple hardware repairs in 2007)

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<th>Oct</th>
<th>Nov</th>
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<td>12</td>
<td>18</td>
<td>0</td>
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</table>

**Help Desk**
The Help Desk service received over 50,000 calls this year. Call volume is down slightly (please note June 2008 statistics only report calls for half of the month) for the past year. The Help Desk was able to greatly reduce the number of abandoned calls, dropping the rate from 11% down to 7%. Phone call distribution shifted slightly to a higher percentage of the calls coming from faculty and staff, and a slightly lower percentage coming from the students. We believe this is due to an increase in online ticket usage. Usage of chat software to resolve customer problems is used by both Help Desks as an alternative method.

<table>
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<td>Operations</td>
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<td>757</td>
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The numbers are slightly down because of the increased use of online requests, also there are about 2000 calls that are missing due to a data gap in the VoIP reports system (from first half of June 08).
% of calls by Menu Choice Jun08-May09

- Clinic: 8%
- FacStaff: 36%
- Student: 38%
- Operations: 1%
- Password: 7%
- Smart Classroom/BrateID: 1%
- 9%

Online requests via Tech Excel

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</tr>
<tr>
<td>May</td>
<td>455</td>
<td>930</td>
<td>942</td>
</tr>
<tr>
<td>Jun</td>
<td></td>
<td>891</td>
<td></td>
</tr>
<tr>
<td>Jul</td>
<td></td>
<td>1112</td>
<td></td>
</tr>
<tr>
<td>Aug</td>
<td></td>
<td>1618</td>
<td></td>
</tr>
<tr>
<td>Sep</td>
<td></td>
<td>1578</td>
<td></td>
</tr>
<tr>
<td>Oct</td>
<td></td>
<td>1302</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td></td>
<td>1248</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td></td>
<td>874</td>
<td></td>
</tr>
</tbody>
</table>
Help Desk calls volume and abandonment rate for June 08-May 09

<table>
<thead>
<tr>
<th></th>
<th>Calls Presented</th>
<th>Calls Handled</th>
<th>Calls Abandoned</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 08</td>
<td>1817</td>
<td>1720</td>
<td>97</td>
<td>5.3%</td>
</tr>
<tr>
<td>July 08</td>
<td>4617</td>
<td>4365</td>
<td>252</td>
<td>5.5%</td>
</tr>
<tr>
<td>August 08</td>
<td>6493</td>
<td>5885</td>
<td>608</td>
<td>9.4%</td>
</tr>
<tr>
<td>September 08</td>
<td>4128</td>
<td>3903</td>
<td>225</td>
<td>5.5%</td>
</tr>
<tr>
<td>October 08</td>
<td>4025</td>
<td>3830</td>
<td>195</td>
<td>4.8%</td>
</tr>
<tr>
<td>November 08</td>
<td>3318</td>
<td>3151</td>
<td>167</td>
<td>5.0%</td>
</tr>
<tr>
<td>December 08</td>
<td>3786</td>
<td>3559</td>
<td>227</td>
<td>6.0%</td>
</tr>
<tr>
<td>January 09</td>
<td>4228</td>
<td>3914</td>
<td>314</td>
<td>7.4%</td>
</tr>
<tr>
<td>February 09</td>
<td>4833</td>
<td>4411</td>
<td>422</td>
<td>8.7%</td>
</tr>
<tr>
<td>March 09</td>
<td>4236</td>
<td>3913</td>
<td>323</td>
<td>7.6%</td>
</tr>
<tr>
<td>April 09</td>
<td>4737</td>
<td>4311</td>
<td>426</td>
<td>9.0%</td>
</tr>
<tr>
<td>May 09</td>
<td>4144</td>
<td>3853</td>
<td>291</td>
<td>7.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>56277</strong></td>
<td><strong>52115</strong></td>
<td><strong>4162</strong></td>
<td><strong>7.4%</strong></td>
</tr>
</tbody>
</table>

Customer service ratings for the Help Desk continue to increase over time. On a scale of 1 to 5 where 1 is poor and 5 is excellent, the Help Desk receives overall average ratings above 4. Ratings are higher than prior years.

<table>
<thead>
<tr>
<th>Customer Service Ratings (scale 1-5) June 08-May 09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer</td>
</tr>
<tr>
<td>faculty</td>
</tr>
<tr>
<td>other</td>
</tr>
<tr>
<td>staff</td>
</tr>
<tr>
<td>student</td>
</tr>
<tr>
<td>(blank)</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
</tr>
</tbody>
</table>

Password resets continued to be a low percentage of Help Desk calls as a result of the online reset system implemented in 2008. This dramatic reduction in password resets has enabled the Help Desk to concentrate its efforts in other call volume areas.
Technology-Enhanced Classrooms
We have approximately 350 technology-enhanced classrooms, all of which are in high demand. We are continuing to perform preventive maintenance and make repairs with the goal of making systems more reliable and minimizing class downtime.

Overall, there were over 1,000 Smart Classroom support calls this year. We have implemented better call routing through the Help Desk and a special Smart Classroom hotline. As a result, we are able to optimize resources and reduce response time.

We are implementing several methods to capture Smart Classroom usage. One method is to compare the class schedule provided by the registrar for the rooms, with lamp hour/ projector usage. During the fall 2008 semester, those rooms categorized as Smart Classrooms were Scheduled 50,150 hours while the technologies in these rooms were used 57,768 hours. In other words, technology was used 115% of the scheduled classroom time. During the spring 2008 semester, the rooms were scheduled 20,635 hours and the technology was used 20,351 so the technology was used 99% of class scheduled time. Crestron Roomview implementation is underway to help make this tracking more accurate and determine what pieces of equipment are being used.
Mediasite Usage
There were approximately 57,000 presentation views and 2,700 presentations via Mediasite this year, and the usage of existing equipment continues to grow.
Building Projects
New construction completed this year with significant technology enhancements includes the East Carolina Heart Institute which has been in use for about six months. We are also working on the Kitchen for Human Ecology, the Dental School, and the Family Practice Center projects. As the budget allows, we will continue creating new Smart Classrooms and upgrading existing rooms as we receive requests through the registrar.

Clinical Upgrades
Collaborative efforts of ITCS and Health Information Systems teams focused on several key initiatives including Healthspan preparation and the opening of East Carolina Heart Institute (ECHI).

Healthspan preparation included: retrofitting the old Health Sciences Library to create a training facility for BSOM staff; preparing the Firetower Medical Office clinical operations as the first ECU clinic to come up on the new Healthspan electronic medical record system and ensuring printing capabilities with the pending Healthspan Revenue and Scheduling modules implementations.

ITCS participated in the relocation or installation of workstations for several clinical projects including 300 new workstations and printers for the ECHI.

In addition, ITCS staff assisted vendors with the installation of a Heartlab cardiovascular PACs system, nuclear cameras, and Ultrasound equipment. Other projects included: deployment of 42 prescription printers; installation of workstations for the new Internal Medicine Sleep Center; and the installation of the newly acquired Eastern Neurosurgical & Spine clinic on to the ECU network.

Web Site Improvements
The ‘top two tiers’ of the primary university web site were moved to a Linux servers to provide improved performance and reliability. This shift in strategic direction from the Windows platform has allowed ITCS to further explore web technologies running on alternate platforms and has accounted for a continued strong web presence for the University.

Enterprise Messaging – Instant Messaging and Email Enhancements
ITCS secured funding from Microsoft to be a participant in their Lighthouse Pilot program. This program provided ECU with $40K worth of consulting and design work performed by a Microsoft Partner. The initiative involved implementation of the Microsoft Unified Communications (UC) platform (fully by ITCS with plans to deploy to various components to other business units on campus). The UC platform is built around the Microsoft Exchange email systems, Instant Messaging, Live Meeting and includes VOIP integration, a possible alternative to the more expensive Cisco unified messaging system.

Participation in the Microsoft Lighthouse Pilot ultimately laid the groundwork for the recent Exchange 2007 upgrade for faculty, staff and students which doubled mail box
sizes, 500MB for faculty/staff and 100MB for student mailboxes. In addition, the new Student Email servers were implemented via blade technology utilizing state-of-the-art storage technologies. New features of Exchange 2007 include a much improved functionality and user interface in the web client primarily utilized by students.

An effort is under way to education the user community regarding the elimination next fall of the @mail.ecu.edu email suffix. Approximately 92% of INCOMING email destined to @mail.ecu.edu addresses is flagged and quarantined by MailMarshal as spam. Eliminating that overhead is necessary to maintain an efficient spam filtering system and ensure timely delivery of processed email.

Identity Management
ITCS has been working with UNC-GA on implementing Shibboleth, a multi-institutional authentication capability that allows single sign-on access across organizational boundaries. This will ultimately allow users at ECU to access resources hosted by other UNC entities via their PirateID, thus eliminating the need for an additional userid/password for those resources. The first phase of the project scheduled for this summer is UNC-GA’s RAMSeS (Research Administration Management System and eSubmission) database.

Desktop Support Service Call Volume
ITCS continues to make great strides in reducing the need to dispatch desktop support staff to faculty and staff offices thus minimizing client downtime, saving staff time and gas in state vehicles. Sixty percent of Tier 2 (non-Help Desk resolved) desktop support calls were resolved via remote control, phone, email, or client walk-in. This capability largely stems from ‘remote control’ software that ITCS deployed campus-wide four years ago. The growth of campus computing resources necessitates support models that minimize the need for field visits. The deployment of the remote control software has allowed us to meet that need.
Desktop Support Average Queue Time (Days)

Desktop Support Closed Calls

East Campus
West Campus

FY03-04
FY04-05
FY05-06
FY06-07
FY07-08
FY08-09
Security
The following initiatives were implemented this year in order to better protect critical ECU computing assets from various security threats such as viruses and hacking attempts:

- Began the remediation phase of removing data identified in an independent ‘sensitive data’ scan. This process involved searching selected production file servers, selected departmental file servers and approximately 2500 desktops for EPHI (Electronically Protected Health Information), PII (Personally Identifiable Information – SSN, etc.) and PCI (credit card) data that could present a potential exposure risk to the university. ITCS staff worked with file server administrators, workstation owners and department chairs to implement a plan to remove the identified data.
- Identified and quarantined approximately 147 million out of over 202 million emails containing identifiable triggers that represented potentially malicious content such as spam, viruses or other industry identified threats.
- Disabling of the AUTOPLAY feature on desktop computers to avert new and emerging virus threats.
- Networking Services deployed a separate Encrypted Wireless solution to campus. All campus laptops were remotely configured to enable them to connect to the new network without user intervention. For security reasons, in the future, access to critical resources will be restricted to the encrypted network.
- Implementation of ‘Secure Workstation’ configurations, modeled after the Brody School of Medicine Workstation Security project, was implemented in pilot phases for various business and academic units. These measures provide centralized management of a more secure, reliable and maintainable workstation for end users.
- Upgraded desktop operating systems running Windows XP to the latest service pack (SP3).
- Upgraded the majority of campus workstations to the latest Microsoft Office suite of productivity applications, Office 2007.
- Upgraded desktop Antivirus software to the latest version (SAV 10.1.7)
- Worked with ITCS Security to ensure HIPAA compliance of nearly a dozen new clinical applications.
- Implemented ‘software restrictions’ on campus workstations that implemented blocking mechanisms to prevent know malicious software from being downloaded and installed.
- Upgraded desktop Web browsers to Internet Explorer 7, thus taking advantage of the latest security technologies in the ever expanding Web world.

Data Center Reorganization
In our shift from the mainframe system to a server-based environment, the associated “operator” staff responsibilities dramatically changed from their traditional roles, necessitating a functional realignment. In the larger context of data center operations and combining with the network operations center, the old working titles were changed to support the “Enterprise Operations Center or EOC”. The EOC now focuses on
virtualization and consolidation, energy efficiencies, security, business resiliency and IT service delivery.

Production Control, also a functional relic of mainframe computing, has seen their jobs repurposed to better suit the needs of our evolving department.

**Virtualization and High Density Computing Infrastructure Expansion**

With a growing campus and its associated technical needs, ITCS continues to closely manage the space and infrastructure environment of our datacenters to host over 500 servers used in support of the university. Since 2007, ITCS has consolidated servers through virtualization, and due to the limited capacity of our data center, physical growth was kept to a minimum. In-fact the number of single purpose servers that we removed nearly equaled the number of virtualizable, multifunctional servers that we installed. We have provisioned the following systems this year:

<table>
<thead>
<tr>
<th>Server Type</th>
<th>New Servers</th>
<th>Deployment Cost Average</th>
<th>Cost Avoidance</th>
<th>Projected Savings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand-Alone</td>
<td>-9</td>
<td>$7,500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Blade</td>
<td>14</td>
<td>$8,200</td>
<td>(700)</td>
<td>(9,800)</td>
</tr>
<tr>
<td>Virtualized</td>
<td>19</td>
<td>$2,000</td>
<td>5,500</td>
<td>104,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$94,700</strong></td>
</tr>
</tbody>
</table>

**2008-2009 Server Growth**
Vendor and Team Projects
Working with our environmental vendors during the Data Center renovation, we deployed in-row cooling versus conventional under the floor air conditioning, and began utilizing state of the art UPS battery systems and power management devices that are energy effective in our new blade center. We are working with our application vendors to develop a Performance Monitoring and Management Solution that will enable decision makers to do better planning by being more informed about infrastructure usage and performance. We are now seeking a performance management tool that will enable us to monitor and manage a complex virtual server environment with its multiple operating systems and reduce the individual personal effort now needed to maintain those servers.

IT Audit
The Office of the State Auditor conducted our Information Systems (IS) audit for the University during this period. The scope of their general controls control audit included general security, access controls, systems software, systems development, program maintenance, physical security, operations procedures, and disaster recovery. They
specifically reviewed access controls to our critical systems, such as the Banner environment. Their audit did not find any significant weaknesses in these areas.

Disaster Recovery Testing
ITCS coordinated and completed our annual DR testing. Over the last several years, ITCS has evolved from a traditional strategy of recovering critical information systems and data from one server to another server in the event of a disaster or system failure. The current strategy is based on redundant computer hardware, data storage, and infrastructure elements located in multiple data centers, thus enabling failover. This year’s testing included some real world events including total power loss to our primary data center, test scenerios for the Blackboard Distance Learning systems, the campus e-Mail systems, the campus Web site and services, various School of Medicine systems, and the Oracle Database used with SCT Banner ERP System. Testing was highly successful and verified by our Internal Audit.

Data Center Renovation
“Power and Cooling is a pandemic in the world of the data center.” That was the message from Gartner in 2007, which concluded that by 2008, about half of the world’s data centers would be functionally obsolete due to insufficient power and cooling capacity to meet the demands of high-density equipment (blade servers). ECU’s data center located in a building that was formally a newspaper facility for the Greenville area. Given the increasing utilization of technology by increasing numbers of faculty, staff, and students, the campus quickly outpaced a facility that was not designed to serve as a data center for a campus of our size. By 2007, as predicted by Gartner, ITCS was unable to fulfill any additional requests for new or replacement servers, and in no position to support blade technology because of power and cooling limitations. Additionally, there were no physical and/or financially prudent ways of increasing the raised floor space, thus eliminating the opportunity to achieve a higher density necessary to support the growth of the University to 2011.

In the short term, the University selected a design firm that would renovate some of the existing space previously used for mainframe printers. ITCS has been able to add both electrical capacity and cooling capacity to support a new IBM blade center, which would allow for the growth of over 300 high-density blade servers. The addition of a 250 KW UPS and a second 500 KW Generator provided capacity to the infrastructure for additional growth. Since our existing chillers could not be expanded, we installed “in-row” cooling between server racks to provide cooled air to the blade server equipment more efficiently.

This bought the IT data center some time while emphasizing the need for space planning to meet the University’s IT needs beyond 2012.

Blackboard Hardware Refresh
Blackboard is the University’s application for delivering its distant education courses, and rapid growth in that arena is expected to continue. To meet existing application performance demands and to ensure that we are well positioned to accommodate growth, ITCS analyzed the current and projected needs to design a cost effective
hardware replacement option that will accommodate future needs. The hardware is currently being configured with an actual “go-live” of the new systems in December 2009.

**Storage Virtualization**
ITCS expanded our implementation of storage virtualization using the Universal Volume Manager product from Hitachi. Virtualization of storage allows us to migrate data from costly high performance storage to less expensive mid-tier storage when appropriate with minimal impact on the host. Utilizing storage virtualization for secondary copies of mission critical data will potentially save the university $500k through cost avoidance of expensive tier 1 storage expansion.

**Email and NAS Archiving**
ITCS continued implementation of our information lifecycle management project. Enterprise Vault allows us to archive old email from our production Tier 1 storage to our less expensive content addressable storage. Rainfinity allows us to archive aged data from the enterprise network attached storage (Piratesdrive) to our content addressable storage. Together these products have removed almost 20TB of aged data from our production storage arrays. Archiving has shown a great return on investment not only in the initial cost savings of production storage capacity but also in the efficient utilization of our backup and restore resources for current relative data.

**Backup to Disk DeDuplication**
ITCS is in the process of moving from backup-to-tape for our enterprise backup solution, to backup-to-disk with deduplication using Symantec PureDisk. Deduplication technology will allow us to continue to protect critical university data in a cost effective manner by minimizing multiple copies of the same data. Currently we are backing up 202 servers, 123 of which are backing up to disk. Seventy-three of those servers are being deduplicated on disk. Within the next two years we anticipate full implementation of backup to disk with deduplication.

**Storage Growth**
Our infrastructure replacement from the previous fiscal year allowed us to continue to meet growing storage demands with current equipment. Additional capacity was added to our tier 2 and backup-to-disk storage pools to ensure our ability to meet storage needs for the university for next fiscal year. Our raw tiered storage capacity now totals 520 TB and breaks down as follow: Tier 1 – 34 TB, Tier 2 – 128.7 TB, Tier 3 – 4.7 TB, NAS – 151.75 TB, CAS – 87 TB, and Backup to Disk 114.25 TB.
CAS (Archive) Raw Disk Capacity*  
In Terabytes (TB)

Backup to Disk Raw Capacity  
in Terabytes (TB)

*Raw Disk Capacity represents total managed space including system overhead needs for Operating System, High Availability, Fault Tolerance, and Data Recovery capabilities necessary for proper management.

Awards
ITCS was honored with a finalist award from the Best Practices in Storage Awards Program from Computerworld magazine for Planning, Design, and Building a Strategic Storage Infrastructure.
**Storage Semi-Annual Meeting**
The Enterprise Storage Team coordinated the second Storage Administrators meeting for the University of North Carolina system in conjunction with the annual UNC Cause conference. Storage representatives from the majority of the schools in the UNC system participated in an open forum discussion of recent and upcoming projects in the storage field.

**Proof of Concepts**
ITCS participated in a cloud computing proof of concept using the Mozy backup product from EMC. The project was very successful with a 95% approval rating from the participants. We look forward to implementing this solution for backup of University client workstations in the near future.

**IT Software Development Services**

**Academic Recovery Module**
Each year the Academic Advising Center deals with approximately 10% of the student population. One continuing challenge is how to devote special attention and raise the awareness of university policies and procedures to those students that find themselves in academic difficulty. The Academic Recovery Module is a OneStop application that requires students to take a quiz based on the academic difficulty policies of ECU and take a survey to gather some basic information that may help the adviser return the student to good academic standing. This will allow academic advisors to spend less time informing students of policies and procedures and more time for coaching students back into good academic standing. Over 1,000 students used the ARM system in Fall 2008.

**Adviser Calendar**
The Adviser calendar allows advisers to block off available times to meet with students in an academic advising capacity. Students can then sign up for an advising session during one of the available slots. To date over 7,000 students have used the system to schedule advising sessions with their adviser.

**ASK Survey System**
In the past, the OneStop has housed many university surveys. Traditionally, each survey required a separate application and IT developer time to create. The OneStop ASK system allows individuals to create surveys within the OneStop with little or no involvement from ITCS. The ASK system allows university faculty and staff to create surveys through an easy-to-use interface, select target groups of users to push out the surveys, and schedule when the surveys will be opened and closed. With help from ITCS, survey administrators can also build in post-processing such as hold tag releases, auto notifies, and similar types of processing. The first ASK survey was taken in December 2008, to date there have been over 10,000 survey responses through the ASK system.
Audits
In addition to a state IT audit addressed elsewhere in this report, we underwent two state financial audits (9 months review and EOY review), an OSC mandated accounts payable/purchasing audit, and we participated in a Foundation audit, as well as several Internal Auditor follow-up audits.

Banner 8.1 Release Implemented
ECU was the first university in the UNC system (and one of the first nationally) to have implemented Banner release 8.1 (including the data warehouse module ODS) in a very short timeframe. This implementation was facilitated by our having installed the initial Banner version without customization. In addition, ECU has been contacted by more than 250 institutions asking us to share our Banner 8 implementation plans and a documented list of issues and resolution processes.

Banner Security Request – Finance Module
The Banner Security Request system allows users to request Banner Security through one simple-to-use interface. The request is routed to the required approvers making sure appropriate security is granted. In April 2009, the Finance Module was developed to allow Finance requests through the Banner Security Request application. This will allow a single system to manage Banner module access and ensure appropriate access is given. In 2008 there were 1,207 Banner Finance Security Requests and 3,499 total Banner Security Requests (both new and modifications).

Credit Card Processing Conversion to uPay
All OneStop applications that processed credit card payments have been converted to utilize TouchNet’s uPay module. This allows ECU to move PCI compliance onto TouchNet – our e-commerce provider. All applications utilizing online payments were converted utilizing a SOA architecture that was developed in the OneStop to allow for quick ecommerce integration with uPay.

HealthSpan
ECU Physicians is converting its existing clinical information systems (GE IDX and GE Centricity) to the EPIC Systems (known by the project name HealthSpan) in collaboration with University Health Systems of Eastern Carolina (UHS). ITCS has been involved in assisting on this project as follows:

- Collaborated with Brody School of Medicine and UHS to develop a detailed Application Service Provider Master Agreement between ECU and UHS.

- Assisted in the activities in getting the Fire Tower ECU Physicians clinic into productions status in February 2009 with the HealthSpan Medical Record system.

- Providing a critical implementation role for the HealthSpan Revenue Cycle (Patient Registration, Scheduling and Billing) scheduled for production status on July 1, 2009.

- The Brody School of Medicine (BSOM), with guidance from IT Software Development Services (SDS), chose ecuBIC as the primary reporting and analysis
solution for its HealthSpan system and saved thousands of dollars that would have been spent on Crystal Report licenses. SDS is presently assisting on the HealthSpan reporting portion to meet their “go live” deadlines.

Mass Time Entry
With the implementation of Banner a need arose to more efficiently pay out employees’ non-standard pay such as overtime, beeper pay, and other types of special pay. A new system was put in place to allow easy entry, validation, and integration of these pay records into Banner. The project was a huge success. One payroll entry clerk stated that the total processing time was reduced from two-plus hours to 15 minutes! In addition, payroll went from thirty-plus pages of errors to none. This application incorporated a streamlined user interface utilizing many new Web 2.0 enhancements. The application has now processed over 37,371 records since June 2008.

MyFoapReports
Completed the first phase of a project that will deliver a utility for pooling FOAPs (finance account codes) for a variety of resource reporting purposes. This will enable units at any organizational level to create reports based on custom, user-defined and maintained collections of FOAPs, otherwise known as “FOAP groups.” This will allow these pre-defined FOAP groups to, in turn, be treated as individual entities within ecuBIC reporting and analysis solutions. The deliverables from the initial phase of this project are being used by ITCS Financial Services.

Onestop Usage Statistics
We developed a new tool in the OneStop to monitor its usage by reporting total hit counts, most used applications, distinct users, what device the client is using (mobile, browser), browser type, etc. This information will aid in developing our focus and strategy for the OneStop in the coming years. In three weeks time over 31,000 distinct users logged in, and 100+ web applications used, and over 1 million user clicks.

Position Management Reporting (PosManIT)
PosManIT, the Information Technology and Computing Services (ITCS) positions dashboard, is an integrated collection of online charts and reports designed to aid the Office of the CIO with its analysis of the campus-wide distribution and funding of positions possessing classifications within the IT career-banded family. This system enables the CIO to make more informed decisions vis-à-vis potential consolidation and/or elimination of distributed IT positions/funding.

Proctor Project
The UNC GA approached ECU to develop a UNC system-wide proctoring network application. The application will allow prospective proctors to register with ECU and the larger UNC system, to give students the ability to quickly locate proctors in their area using interactive search and mapping functionality. The first phase of this project, developing the prototype, has been completed. The second phase will involve SDS-NTDG co-developing the system with UNC GA staff.
Race/Ethnicity
New reporting requirements mandated by the federal and state government required ECU to capture new ethnicity and multiple race fields. Phase 1 of this project surveyed the ECU population to update their race and ethnicity information in the Banner database. Phase II updates the new fields for the population that did not take the survey based on their existing data.

Reduced Systems Footprint
Due to the data center capacity issues and the declining budget for ITCS, we reduced our server usage from nine to five servers. Two servers were decommissioned due to moving our credit card processing functionality off-site; one server was permanently taken out of the production pool, and one of the development servers was decommissioned.

Student Opinion of Instruction Survey (SOIS) Results Online
A new system, developed using ecuBIC tools and technologies, now makes it possible for deans, department chairs and faculty members to easily retrieve SOIS results online. This new system represents an alternative to the traditional time-intensive, paper-based process of the past. It provides convenient, secure, individualized viewing of instructor results at faculty, chair and dean levels, and includes combined results for collections of courses with similar characteristics. A number of statistics are also included to allow for campus-wide comparisons of survey results. Some resulting benefits include:

- Order-of-magnitude reduction in processing time from months to weeks
- Considerable reduction in the amount of paper used in printing SOIS results
- Over 22,000 executions of SOIS reports since the solution went live in February 2009

Team Foundation Server (TFS)
Team Foundation Server (Microsoft’s solution for software development lifecycle management that includes source code control, work item tracking, SharePoint project portals, project management, and the integration of other tools used in developing software) was fully implemented in the spring of 2009. It satisfies a recent state-mandated audit requirement, protects ITCS source code assets, allows collaboration and brings ECU in line with modern development practices. It is currently in use by all members of the Software Development Services (SDS) team, and a number of external, departmental information workers. The present infrastructure is capable of supporting additional development teams, both within ITCS, and out among the academic and business units across the campus and presently manages over 7,000,000 lines of source code.
IT Security

Sensitive Data Remediation

1. External Assessment
ITCS utilized the services of an external security assessor to detect sensitive information residing on the University’s desktops, laptops and file servers. This is a part of ongoing efforts to prevent sensitive information from leaking out of the organization. Scans were conducted on 2,600 desktops and laptops (workstations) and 75 servers. Sensitive information for the purpose of the scans is defined as PCI (Payment Card Industry data, i.e. credit card numbers (CC)), PII (Personally-Identifiable Information, i.e. name, address, Social Security Number (SSN)) and HIPAA (Electronic Protected Health Information (E PHI)).

1,730 workstations and 33 file servers were identified as having sensitive content. Remediation efforts resulted in the removal of sensitive content from all servers not authorized for sensitive data storage and review of security controls for the remainder. Removal of sensitive content on 70% of workstations is complete. Remediation efforts continue for the remaining workstations in our efforts to remove all identified sensitive information.

2. Ongoing Assessments and Remediation

Semi-annual Scans
ITCS implemented semi-annual sensitive data scans for all enterprise-level servers to detect the inadvertent storage of sensitive information on ITCS managed servers. All identified sensitive information is immediately removed from enterprise servers and the responsible party is contacted.

3. SSN Use Review
IT Security personnel serving on the Identity Theft Protection Committee (ITPC) reviewed, investigated and responded to SSN Use Requests for more than 25 University clients. Actions resulted in the removal of SSN from local workstations and enhanced security controls where SSN use was required.

External Security Assessments

IBM Internet Security Systems (ISS) performed an Information Security Policy Review on the ITCS Policy Suite. The purpose of the review was to compare ITCS’s current Policy security posture with the best security practices set forth in the ISO 27002 standard, and provide recommendations for the remediation of any gaps found. ISO 27002 is a globally-accepted best security practices framework consisting of 11 clauses which when implemented form a well-rounded security program. The review found ITCS maintained an extensive IT Policy Suite which adhered to the ISO 27002 standard. It also revealed the need for an overall IT Security Policy and more timely updates. A policy update administrator has been name to manage the annual policy updates. Plans are in place to create an IT Security Policy.

2. Wireless Assessment
IBM Internet Security Systems (IBM ISS) performed a Wireless Penetration Test and Assessment, Firewall, and Router Configuration Review for ITCS to evaluate
the confidentiality, integrity, and availability of the wireless infrastructure, network devices, and firewalls. The assessment revealed ITCS adheres to many of ISO 27002 standards but recommended controls which would enhance overall security. ITCS reviewed recommendations and implemented the majority of the recommended security controls. Controls not implemented are being reviewed for funding and resource availability.

**Policy and Compliance**

1. **ITCS Policy**
   IT Security managed the annual review and update to the ITCS, HIPAA Security and IT Security Policy Suites in an effort to meet industry best security practice standards and state and federal requirements.

2. **HIPAA Security**
   IT Security personnel serving on the HIPAA Security Workgroup reviewed, investigated and made security recommendations to more than 15 University clients for new software applications which housed electronic protected patient information (E PHI).

3. **Compliance**
   a. IT Security provided resource support to University clients on data security and regulatory compliance issues in an ongoing effort to implement industry best security standards and adhere to state and federal regulatory requirements for computer applications, data storage and hardware installations.
   b. IT Security provided resource support for the University health care systems which housed EPHI in the form of security reviews, GAP analysis, HIPAA security policy and procedure creation, risk assessment, security control recommendations and system tracking.

4. **Audit**
   The Office of State Auditors (OSA) conducted a state Information Technology (IT) general controls audit. Although the audit revealed areas where additional security controls were warranted, the overall IT security controls adhered to the majority of ISO 27002 standards. In those areas where additional controls were needed, ITCS formulated a plan of action. IT Security coordinated ITCS’s response to the OSA IT Audit findings and tracked the action plan. ITCS has satisfactorily responded to all OSA IT audit findings.

**Information Security Awareness**

Our University cannot protect the integrity, confidentiality, and availability (CIA) of information in today’s highly networked systems environment without ensuring that each person involved understands their security roles and responsibilities and is adequately trained to perform them. In an effort to accomplish this, ITCS has expanded and intensified its Security Awareness Training Program. The actions below are part of a multi-phase effort.

1. Updated HIPAA Training Content and Exam
2. Annual HIPAA Security Training and Exam
3. Departmental Security Awareness Sessions
4. One on One Security Awareness Sessions
5. Information Technology Blogs Weekly Tips
6. Website Weekly Security Awareness Tips
7. Security Awareness Posters
8. Updated IT Security Website
10. Campus Security Awareness Notices via Email

Banner Security
1. IT Security coordinated with ITCS resources in the successful startup of the Finance Module Banner Security Finance requests via the Banner Security Request application. This change facilitated a single system to manage all Banner modules security access.
2. IT Security developed account change and role tracking sheets to enhance the ability to track changes to Banner access and roles for the Banner modules.
3. IT Security developed a Banner Module Checklist for module approvers to assist approvers with tracking users’ access, level of access and inactive users.

HealthSpan
Brody School of Medicine is converting its clinical information systems to the EPIC Systems named HealthSpan. University Health Systems of Eastern Carolina (UHS) will host the HealthSpan application. IT Security assisted on this project as follows:
1. Collaborated with Brody School of Medicine, UHS and HR to develop weekly new Hire and Termination reports for UHS use in the creation and removal of HealthSpan user accounts.
2. Collaborated with Brody School of Medicine, UHS and ITCS resources in the development of a user support structure for the Brody School of Medicine HealthSpan users.
3. Collaborated with Brody School of Medicine, UHS and ITCS resources in the review of the HealthSpan Master Agreement to ensure inclusion of data security language.

Statistics

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<td>Session</td>
<td>Facilities and Resources Committee</td>
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</table>
| Responsible Person | Vice Chancellor for Administration and Finance  
Kevin Seitz |
| Agenda Item      | III.G.                              |
| Item Description | Designer Selections Approved Since Last Meeting  
Athletics Facilities Additions & Improvements  
Commissioning Selection  
Construction Materials Testing Services for  
Family Medicine Center |
| Comments         | N/A                                 |
| Action Requested | Information items; no action required. |
| Disposition      |                                     |
| Notes            |                                     |
MEMORANDUM

TO: Lloyd Nobles
FROM: Kevin Seitz
DATE: July 22, 2009
SUBJECT: Approval of Athletics Facilities Additions & Improvements Commissioning Selection

Three firms were selected in prioritized order by the designer pre-selection committee:

Hanson Professional Services, Inc. Chapel Hill, NC
MBP Raleigh, NC
System WorCx, LLC Charlotte, NC

You may proceed with the next steps of the process.

cc: William E. Bagnell
    John Durham
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor
   Administration & Finance

FROM: Lloyd B. Nobles

DATE: July 15, 2009

SUBJ: Athletics Facilities Additions & Improvements
      Commissioning Selection
      Code: 40836       Item: 301

After conducting interviews on July 14, 2009, the designer pre-selection
committee, recommends the following three firms in prioritized order:

   Hanson Professional Services, Inc.        Chapel Hill, NC
   MBP                                         Raleigh, NC
   System WorCx, LLC                         Charlotte, NC

The committee consisted of Mr. Gerald A. Stein, Mr. Robert Brown & Mr.
Robert Still; Facilities Engineering and Architectural Services, Mr. Ray Schmidt;
Facilities Services Steam Plant, and Mr. Paul Carlson; Facilities Service.

To the best of our knowledge and belief, all steps in this selection were
conducted in accordance with requirements of the State Building Commission as
they apply to the institutions of the University of North Carolina.

This project is a continuation of ECU's program to commission the major
building projects on campus. This work involves the commissioning of the
Athletics Facilities Additions & Improvements project.

If you have any questions or need additional information, please do not hesitate
to call.

Cc: William E. Bagnell- Associate Vice Chancellor Campus Operations
MEMORANDUM

TO: Lloyd Nobles
FROM: Kevin Seitz
DATE: July 30, 2009
SUBJECT: Approval of Designer Selection: Construction Materials Testing Services for Family Medicine Center

The following firms were selected in prioritized order by the designer pre-selection committee to provide construction materials testing services for the Family Medicine Center.

ECS Carolinas, LLP
Kleinfelder, Inc.
Terracon Consultants, Inc.

Raleigh, NC
Morrisville, NC
Winterville, NC

You may proceed with the next steps of the process.

cc: Bill Bagnell
    John Durham
MEMORANDUM

TO: Mr. Kevin Seitz, Vice Chancellor, Administration & Finance

FROM: Lloyd Nobles, Interim Director

DATE: July 20, 2009

SUBJECT: Consultant Selection: Construction Materials Testing Services Family Medical Center

Code: 40536   Item: 303   SCO ID# 99-04432-03A

The designer pre-selection committee performed a qualifications based review and Selection and offers the following three firms in prioritized order:

- ECS Carolinas, LLP  Raleigh, NC
- Kleinfelder, Inc  Morrisville NC
- Terracon Consultants, Inc  Winterville, NC

The committee consisted of, Mr. Gerald Stein, Mr. Robert Still and Mr. Eugene Tashiro all Project Managers with Facilities Engineering and Architectural Services.

To the best of our knowledge and belief, all steps in this selection were conducted in accordance with requirements of the State Building Commission as they apply to the institutions of the University of North Carolina.

This project provides the Owner selected Construction Materials Testing service for use by the General Contractor during construction of the above project. If you have any questions or need additional information, please do not hesitate to call.

Enclosure: Construction Materials Testing RFQ

cc: Bill Bagnell – Associate Vice Chancellor Campus Operations
<table>
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<tr>
<th>Session</th>
<th>Facilities and Resources Committee</th>
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</table>
| Responsible Person      | Vice Chancellor for Administration and Finance  
                           Kevin Seitz  
                           Bill Bagnell, Associate Vice Chancellor for  
                           Campus Operations          |
<p>| Agenda Item             | III.H.                             |
| Item Description        | Master Plan Update                 |
| Action Requested        | Information item; no action requested. |
| Disposition             |                                    |
| Notes                   |                                    |</p>
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| Responsible Person      | Vice Chancellor for Administration and Finance  
Kevin Seitz |
| Agenda Item             | III.I.                             |
| Item Description        | Other                              |
| Action Requested        | Information items; no action requested. |
| Disposition             |                                    |
| Notes                   |                                    |