AGENDA
Executive Committee
ECU Board of Trustees
Mendenhall Student Center
April 15, 2010

1. Approval of Minutes  Action
   February 25, 2010
   March 23, 2010

2. Closed Session  Action/Discussion

3. New Member and Officer Nominations for Board of Visitors  Action

4. Revised Faculty Senate Resolution and Appendix D Information

5. Annual Employment of Related Persons Update  Information
David Brody, chair of the Executive Committee, called the meeting to order at 3:30 p.m. in Conference Room A of the East Carolina Heart Institute.

Mr. Brody read the conflict of interest statement required by the State Government Ethics Act. No conflicts were identified.

Members of the Executive Committee present were Mr. Brody, Joel Butler, Bob Lucas and Carol Mabe. Other members of the Board in attendance were Bill Bodenhamer, Robert Brinkley, Ken Chalk, Brad Congleton, Steve Jones, Danny Scott and Mark Tipton.

The committee approved the minutes of the Nov. 19, 2009, and Jan. 21, 2010, committee meetings.

Mr. Lucas offered a motion for the committee to go into closed session. The motion was seconded and approved by the committee at 3:35 p.m.

At 4 p.m. the committee resumed its open session. Philip Rogers presented a proposed amendment to the charter of the Board of Visitors. Ms. Mabe moved approval of the charter change. Mr. Butler seconded the motion and it was approved by the committee.

Marilyn Sheerer presented a request for revisions to Appendix D of the Faculty Manual. Mr. Butler moved approval of the revisions. The motion was seconded by Ms. Mabe and approved by the committee.

Kevin Seitz presented a request to approve travel expenses for Nancy Ballard in connection with her role as an officer in a committee of the Association of Public and Land-grant Universities. Mr. Lucas moved approval. The motion was seconded by Mr. Butler and approved by the committee.

With no other business to come before the committee, Mr. Brody adjourned the meeting.
David Brody, chair of the Executive Committee, called a conference call meeting to order at 4 p.m. The call originated from the Chancellor’s Conference Room in the Spilman Building on campus.

On behalf of Mr. Brody, John Durham, assistant secretary to the Board, read the conflict of interest statement required by the State Government Ethics Act. No conflicts were identified.

Members of the Executive Committee participating in the conference call, in addition to Mr. Brody, were Bob Lucas, David Redwine, Joel Butler, Bob Greczyn and Carol Mabe. Other members of the Board participating were Ken Chalk, Danny Scott and Mark Tipton. Also participating in the meeting were University Attorney Donna Payne, Athletics Director Terry Holland and Executive Associate Athletics Director Nick Floyd. Tony Castleberry, a reporter for the Daily Reflector, listed to the open session portions of the meeting.

Mr. Redwine offered a motion for the committee to go into closed session. The motion was seconded and approved by the committee at 4:04 p.m.

At 4:25 p.m., the committee returned to open session, and Mr. Redwine offered the following motion:

I move that the Executive Committee, acting for the Board of Trustees, (1) approve the appointment of Jeffrey B. Lebo as head men’s basketball coach of East Carolina University and (2) approve the employment agreement with Mr. Lebo as presented in closed session.

The motion was seconded by Ms. Mabe and approved by the committee.

With no further business to come before the committee, Mr. Lucas adjourned the meeting.

SUBMITTED BY JOHN DURHAM
Assistant Secretary to the Board
I move that we go into Closed Session:

1. to prevent the disclosure of privileged information under N.C. General Statutes §126-22 to §126-30 (personnel information);

2. to consider the qualifications, competence, performance, character, fitness, or conditions of appointment of prospective and/or current employees; and

3. to consult with our attorney and to preserve the attorney-client privilege and to consider and give instructions concerning claims and judicial actions, including those listed on Attachment “A”, which is incorporated herein by reference, all as provided under N.C. General Statutes 143-318.11(a)(3).
To: ECU Board of Trustees

From: Steve Ballard
Chancellor

Date: March 31, 2010

Subject: New Member and Officer Nominations for the ECU Board of Visitors

The ECU Board of Visitors currently has 18 vacant seats to be filled at the April meeting of the ECU Board of Trustees. Additionally, the charter states that the Board of Trustees must appoint officers to lead the Board of Visitors each year.

The Board of Trustees, Board of Visitors Engagement Committee, and ECU administrators have nominated 18 individuals to fill these vacant seats. Please note that eight of these individuals are being recommended for reappointment to the Board of Visitors as a result of the recent change in the charter, which was approved at the February meeting of the Board of Trustees.

Over the last year, the leadership of the Board of Visitors has created a highly successful advocacy and fundraising organization. With this in mind, I also recommend that the current Chair, Vice Chair, and Secretary of the Association be reappointed to the same leadership positions to create continuity on the board in the upcoming year.

Please see the attached document listing each current member eligible for reappointment and each new nominee. Additionally, we have attached the resumes and nomination forms for each individual should you prefer more detailed information. Thank you for considering these nominations.
ECU Board of Visitors Nominations

The following individuals were nominated for the Class of 2014:

1. Gerald Arnold of Raleigh, Eligible for reappointment
2. Robert Bird of Cary, Eligible for reappointment
3. James Galloway of Greenville, Eligible for reappointment
4. Dan Hardy of Southern Shores, Eligible for reappointment
5. Mike Hughes of Raleigh, Eligible for reappointment
6. Richard Jones of Chocowinity, Eligible for reappointment
7. Terry Yeargan of Willow Springs, Eligible for reappointment
8. Julie Metz Thompson of Goldsboro, Nominated by Mark Garner
9. Mary Chatman of Savannah, GA, Nominated by Phyllis Horns
10. Walter Cates of Roxboro, Nominated by Reid Overcash
11. Dan O’Shea of Greensboro, Nominated by Terry Yeargan
12. David Fisher of Charlotte, Nominated by Reid Overcash

The following individuals were nominated to fill unexpired terms in the Class of 2013:

1. Rob Nelson of Chapel Hill, Nominated by Carl Davis
2. Connie Shelton Scott of Swansea, IL, Nominated by Steve Jones
3. Rick Sheppard of Mooresville, Nominated by Mark Garner

The following individuals were nominated to fill unexpired terms in the Class of 2012:

1. Curt Vanderhorst of Greenville, Nominated by Michael Jones
2. Brownie Futrell of Washington, Nominated by Steve Ballard

3. Karen R. Shelton Waters of Bowie, MD, Nominated by Danny Scott
Nominated to be reappointed as officers for 2010 – 2011:

1. Reid Overcash, Class of 2012, as Chair

2. Steve Brown, Class of 2011, as Vice Chair

3. Olivia Collier, Class of 2011, as Secretary
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Judge Gerald Arnold

Home: 1206 Ballyhask Place
       Raleigh, NC 27607

Phone: 919-782-7075  Fax: 

E-Mail: arnold.geraldnc@gmail.com

Preferred contact address: (Please check one) X Home e-mail
                        ___ Business e-mail
                        ___ Home regular mail
                        ___ Business regular mail

Profession: Retired Judge

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Legislative Issues

ECU Alum: (please check one)  x  Yes  ___ No

If yes, year: ___ Degree(s): ___________ Major: ___________

Spouse’s name: Sue Arnold

x Nominee has agreed to serve if appointed.

Name of sponsor: Eligible for reappointment

(Please attach resume to this form, if possible.)
JUDGE GERALD ARNOLD

PERSONAL

Home address: 1206 Ballyhask Pl
Raleigh, NC 27607

Telephone: 919.782.7075

Family: wife, Sue Arnold
2 children, daughter-married, 2 granddaughters
Son-married

PROFESSIONAL

Attorney and Judge

Admitted to the North Carolina State Bar, the US District Court, Eastern District of North Carolina, and the US Fourth Circuit Court of Appeals

Member of the American Bar Association, North Carolina Bar Association, and the International Association of Defense Counsel

Engaged in private practice of law in Lillington and Raleigh 1965-1974 as a member of:
  • Morgan, Williams & Jones (Lillington)
  • Woodall, McCormick & Arnold (Lillington)
  • Arnold & Adams (Raleigh)


Interim Director of the Administrative Office of the Courts, 1999

Lawyers Mutual Liability Insurance Company of North Carolina, Senior Vice President and Claims Counsel 1998-2008, President 2009-Present

PUBLICATIONS AND ARTICLES


JUDGE GERALD ARNOLD

EDUCATION

Legal
University of North Carolina at Chapel Hill, LL.B., 1966

Undergraduate
East Carolina University, A.B., 1963

Pre-college
Oak Ridge Military Institute, graduated 1959
Harnett County public schools

PUBLIC SERVICE

Legislative
Member of the North Carolina House of Representatives

NC Local Government Study Commission, 1971-1973
NC Study Commission on Medical Manpower, 1973-1974
Southern Legislative Conference Committees on Consumer
Protection and Energy, 1971-1974; member and executive
committee. Drafted legislation in cooperation with the
Federal Trade Commission.

Judicial
Judge, NC Court of Appeals, 1974-1998
Chairman, Judicial Standards Commission

Community
North Carolina Baptist State Convention Board of Trustees,
former member
Campbell University Board of Trustees, former member
East Carolina University Alumni Association Board of Directors,
former member
East Carolina University Foundation, former chairman

HONORS

Tar Heel of the Week, Raleigh, News and Observer, Nov. 1, 1982.
East Carolina University
Outstanding Service Award, 1974
Outstanding Alumni Award, 1981
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Robert F. Bird (Bob)

Home: 1254 Selkirk Court
       Cary, NC 27511

Phone: 919-467-2783          Fax: __________

E-Mail: robertbird35@yahoo.com

Business:
Company Name: ________________________________

Mailing address: ________________________________

Phone: __________________________ Fax: __________

E-Mail: ________________________________

Preferred contact address: (Please check one)  X  Home e-mail
                              ______ Business e-mail
                              ______ Home regular mail
                              ______ Business regular mail

Profession: Retired

Title: ________________________________

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

________________________________________

________________________________________

ECU Alum: (please check one)  X  Yes  ______ No

If yes, year: 69  Degree(s): BS  Major: Business Administration

Spouse's name: Tracy Edwards Bird

  X  Nominee has agreed to serve if appointed.

Name of sponsor: Eligible for reappointment

(Please attach resume to this form, if possible.)
Robert F. Bird  
1254 Selkirk Court  
Cary, North Carolina 27511  
919 467 2783

Married to Tracy Edwards Bird (ECU graduate 1965). June 2010 we will have been married for 45 years. We have one son.

Graduate of Asheboro High School 1960  
Graduate of East Carolina University 1969, BSBA  
Served in US Navy from 1960 through 1963

Work Experience

1969-1973 Personnel Manager Glenoit Mills, Tarboro NC. Glenoit Mills made high pile fabrics  
1973-1974 Staff Member of the Personnel Management Team at Hanes Knitwear Winston Salem NC  
1974-1976 Personnel Manager City of Greenville, Greenville NC  
1976-1983 Personnel Manager, Management Consulting Firm in Durham NC  
1983- 2008 Independent Insurance Agents of NC  Started as Executive Secretary and was appointed CEO in 1987. 
Retired as CEO in 2008. Upon my retirement, the association present East Carolina with an endowed professorship  
in the College of Business for Insurance and Risk Management in my name.

Professional and Civic Activity and Recognition

Member of the Association Executives of North Carolina  
Current Member Board of Advisors, College of Management North Carolina State University  
Current Member of Board of Advisors, College of Business East Carolina University  
Received the ECU Beta Gamma Sigma Chapter award in 1996  
Current Member of the East Carolina University Board of Visitors  I was a previously a member of this Board continuing my service in 1996.  
Current volunteer at Western Wake Hospital in Cary. Recently asked to serve on Board of Directors for the Hospital Volunteer Board.  
Current volunteer at Rex Hospital in Raleigh.  
Current Member of the Alumni Association (Senior Forever Member)  
Current Member of the ECU Pirate Club. For the past 13 years have been a member at either the Golden or Purple level of membership.
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: James M. Galloway, Jr.

Home: 1202 Kingsbrook Drive
       Greenville, NC 27858

Phone: 252-752-1367 Fax: ______

E-Mail: gallfp@yahoo.com

Business:
Company Name: Pitt Family Physicians, P.A.

Mailing address: 137 3rd Street, Ayden, NC

Phone: 252-746-3116 Fax: 252-752-6211

E-Mail: ______

Preferred contact address: (Please check one) X Home e-mail
___ Business e-mail
___ Home regular mail
___ Business regular mail

Profession: Family Physician

Title: Doctor of Medicine

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

___ Academic Programs, Scholarships, Student Recruitment

ECU Alum: (please check one)  x Yes  ____ No

If yes, year: 69  Degree(s):  BS  Major:  Chemistry

Spouse's name: Bonnie Taylor Galloway

x  Nominee has agreed to serve if appointed.

Name of sponsor:  Eligible for reappointment

(Please attach resume to this form, if possible.)
Curriculum Vitae
James Madison Galloway, Jr.
1202 Kingsbrook Road
Greenville, NC 27858

Personal:
Date of Birth: March 31, 1947
Social Security Number: 238-76-4172
County and State of Birth: Pitt County, North Carolina
Wife: Bonnie T. Galloway
Children: Robyn, Susan and Meredith

Education:
1970 – 1974 M. D. Degree – Bowman Gray School of Medicine – Winston-Salem, N.C.

Practice Experience:
Pitt Family Physicians, P. A. – Ayden, North Carolina – July 1978 to present

Staff Appointments:
Pitt County Memorial Hospital – Greenville, North Carolina – July 1, 1977 to present

Faculty Appointments:
Clinical Professor of Family Medicine – East Carolina University School of Medicine – Greenville, North Carolina

Professional Activities:
American Academy of Family Physicians – Member
Pitt County Medical Society – Member
Atlantic Integrated Health Care – Member
North Carolina Medical Society – Member

Board Certification:
American Board of Family Practice – 1977 to present
Community and Personal Activities:
East Carolina University Foundation – Member
Branch Bank & Trust – Greenville, North Carolina – Advisory Board Member
Salvation Army – Former Advisory Board Member; Former Chairman
Boy’s Club of Pitt County – Former Board Member
Greenville City Kiwanis Club – Former President; Former Member 1977 - 2006
Crown Point Masonic Lodge – Member Since 1985
Pitt County Shrine Club – Member Since 1986
Greenville Golf and Country Club – Member
St. James Methodist Church – Member; Former Board Chairman
Masonic and Eastern Star Home – Former Board Member
Council on Aging – Former Board Member
Pitt County Education Foundation – Former Member
Sudan Temple – Member Since 1986
Hariott School of Arts and Sciences – East Carolina University – Advancement Council Member

Greenville Rotary Club – Member
Masonic Home for Children – Former Board Member
Chancellor’s Society – East Carolina University – Member
Pitt County Literacy Volunteers of America – Former Board Member
Board of Visitors – East Carolina University – Member

High School Honors:
National Honors Society
Outstanding Freshman
French 1 Award
President of the Library Club
Grover Everett Kiwanis Scholarship Award

College Honors:
Phi Sigma Pi
Chi Beta Phi
Name of nominee: Daniel F. Hardy

Home: 172 S. Dogwood Tr.
Southern Shore, NC 27949

Phone: 252-255-4774  Fax: 252-261-3270

E-Mail: dan@joclambjr.com

Business:
Company Name: Joe Lamb Jr. and Associates

Mailing address: PO Box 1030, Kitty Hawk, NC

Phone: 252-261-4444  Fax: 252-261-3270

E-Mail:

Preferred contact address: (Please check one)  X  Home e-mail

Business e-mail

Home regular mail

Business regular mail

Profession: Real Estate

Title: President

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Marketing, Athletics, Student Recruitment

ECU Alum: (please check one)  X  Yes  No

If yes, year: 87  Degree(s): BS  Major: Planning

Spouse’s name: Patricia

X Nominee has agreed to serve if appointed.

Name of sponsor: Eligible for reappointment

(Please attach resume to this form, if possible.)
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee:  Mike Hughes

Home: 4021 Huckleberry Drive
       Raleigh, NC 27612

Phone: 919-782-8521  Fax: N/A
E-Mail: msh4@nc.rr.com

Business:
Company Name: Progress Energy

Mailing address: 410 S. Wilmington St. Raleigh, NC 27601 (PEB 14C2)

Phone: 919-546-7274 Fax: 919-546-6615
E-Mail: mike.hughes@pgnmail.com

Preferred contact address: (Please check one) ___X___ Home e-mail
                         ___   Business e-mail
                         ___   Home regular mail
                         ___   Business regular mail

Profession: Communications for energy company

Title: Director-media relations

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Marketing, athletics

ECU Alum: (please check one)  X__ Yes _____ No

If yes, year:  ____ Degree(s): B.A. - English  ____ Major: ________________________________

Spouse's name: Susannah F. Hughes

___X___ Nominee has agreed to serve if appointed.

Name of sponsor: __________________________________________

(Please attach resume to this form, if possible.)
Michael P. Hughes
4021 Huckleberry Drive
Raleigh, N.C. 27612
(919) 782-8521

PROFESSIONAL EXPERIENCE

May 2005- present – Director-Media Relations and Utility Communications, Progress Energy, Raleigh, N.C.

Responsibilities include management and direction of national and regional media relations activities for Fortune-500 energy company with operations in the Carolinas and Florida. Manage strategic communications for the corporation (including executive counsel, strategic communication planning and implementation and issue management), and for the Carolinas-based electric utility. Lead environmental, financial and operational communications functions (including nuclear and fossil plant communications). Manage a staff of 11 in two states.


Responsibilities include management and direction for Corporate Communications' strategic support organization. Five-person section provides internal and external communication support to four business units within Fortune-500 energy company: Energy Delivery (electric customer service operations), Rail & Telecom, Progress Ventures (unregulated energy businesses) and Service Company (support organization).

February 1999-November 2000 – Mgr.-Generation Communications, CP&L (Progress Energy predecessor)

Responsibilities included media and employee communications, crisis communication and strategic communication planning for Fortune-500 electric utility company’s system of nuclear, coal, gas and hydroelectric plants and related environmental issues. Managed staff at three nuclear sites and in corporate headquarters.

February 1997-July 1999 - Mgr.-Media Relations, CP&L

Served as primary company spokesman and media contact. Managed complete media relations function, including 24-hour CP&L news bureau, crisis and storm communication, strategic media planning, media training activities, speech writing and senior management media relations counsel and positioning. Function handled 1,500-2,000 media contacts per year.

June 1995-February 1997 –Mgr.-Media and Employee Communications, CP&L.

Directed 11-person section, which included employee communication and media relations functions. Responsible for all facets of employee and external publications and communications (7,000 employees), including strategic planning for $1.5 million budget, employee mentoring, and serving as liaison with senior management, primary company spokesman and media contact.

March 1992-June 1995 – Senior media/employee communication specialist, CP&L

Responsibilities included internal and external communications and counsel on issues and events: i.e., news releases, articles, op-ed pieces, executive speeches, Q&As, position papers.
Served as secondary company spokesman. Wrote and edited print and electronic employee communications, including daily still-video news program for nuclear plants.

**February 1989-March 1992 - Editor/general manager, Western Wake Herald, Apex, N.C.**

Responsible for all aspects of award-winning, 3,100-circulation suburban newspaper: writing, photography, editing, advertising, managing staff of five full-time employees.


Covered two eastern N.C. counties for then-140,000-circulation daily newspaper.


Responsible for writing news, features and columns and editing Pulitzer Prize-winning 10,000-circulation daily newspaper, and coordinating news staff of six reporters.

**December 1982-February 1984 - Design editor, Greenville Ad-Vantage, Greenville, N.C.**

Responsible for layout, design of biweekly 16-page newspaper.

**EDUCATION**

1982 - B.A. English (journalism minor), East Carolina University, Greenville, N.C.  
*Magna cum laude.*

**PROFESSIONAL DEVELOPMENT**

**March 2008** - Leadership development program - Center for Creative Leadership

**April 2003** - Progress Energy Leadership Development Program - Duke University

**May 2000** - Business and Strategic Concepts - CP&L

**February 1999** - Introduction to Natural Gas Industry, Princeton Energy Programme

**June 1996** - Supervisory Development Training - CP&L

**PROFESSIONAL AWARDS/HONORS**

- 2001 Award for Excellence (Progress Energy's highest employee honor).
- 1992 N.C. Press Association award, community newspaper division - editorial writing
- 1992 N.C. Press Association award, community newspaper division - general excellence (top award given in division)
- 1986 N.C. Press Association awards, under-15,000 circulation daily division - column writing, feature writing

**PROFESSIONAL MEMBERSHIPS**

- N.C. Press Association
• S.C. Press Association

REFERENCES

Available upon request
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee:  J. Richard Jones, II

Home:  288 Hillcrest Drive
        Chocowinity, NC

Phone: 252-702-0209 Cell    Fax: 252-355-8635

E-Mail:  richard.jones@wachovia.com

Business:
Company Name:  Wachovia Bank, N.A

Mailing address:  820 Red Banks Road Greenville, NC

Phone: 252-355-8604    Fax: 252-355-8635

E-Mail:  richard.jones@wachovia.com

Home e-mail
X Business e-mail
X Home regular mail
Business regular mail

Profession:  Banker

Title:  Sr. Vice President

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Student Scholars, Academic Programs

ECU Alum: (please check one)  X Yes    No

If yes, year: 1974 Degree(s):  B S  Major: Industrial Technology

Spouse’s name:  Ann Hardee Jones

Yes  Nominee has agreed to serve if appointed.

Name of sponsor:  

(Please attach resume to this form, if possible.)
BIO PROFILE for JAMES R JONES

### Wells Fargo Work History

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<th>Dates</th>
<th>Job Title</th>
<th>Business Group</th>
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<tbody>
<tr>
<td>2009 -</td>
<td>SVP NORTHEAST BUSINESS BANKING MANAGER</td>
<td>COMMUNITY BANKING</td>
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<td>2004 - 2008</td>
<td>SVP CHIEF ADMINISTRATIVE OFFICER/SALES TEAM MANAGER</td>
<td>COMMUNITY BANKING</td>
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<tr>
<td>2001 - 2004</td>
<td>SVP COMMUNITY BANKING DIRECTOR</td>
<td>COMMUNITY BANKING</td>
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<tr>
<td>1996 - 2001</td>
<td>SVP AREA EXECUTIVE</td>
<td>NORTHEAST AREA - EASTERN REGION</td>
</tr>
<tr>
<td>1994 - 1996</td>
<td>VP REGIONAL AGRIBUSINESS MANAGER</td>
<td>COMMERCIAL LENDING</td>
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### Outside Work History

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<tr>
<td>1975 - 1976</td>
<td>SALESMAN</td>
<td>CREECH &amp; JONES BUSINESS MACHINES</td>
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<td>FAMILY FARM</td>
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### Education

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<th>Major</th>
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<td>EAST CAROLINA UNIVERSITY</td>
<td>BS</td>
<td>INDUSTRIAL ENGINEERING</td>
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### Specialized Licenses/Certificates

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<th>Date</th>
<th>Program/License/Certificate</th>
<th>Sponsoring Organization</th>
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### Affiliations

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<th>Dates</th>
<th>Name of Organization</th>
<th>Position Held</th>
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<tr>
<td>2008 -</td>
<td>FIRST UNITED METHODIST CHURCH</td>
<td>BOARD OF TRUSTEE MEMBER</td>
</tr>
<tr>
<td>2007 -</td>
<td>EAST CAROLINA UNIVERSITY BOARD OF VISITORS</td>
<td>BOARD MEMBER</td>
</tr>
<tr>
<td>2006 -</td>
<td>WACHOVIA PARTNERSHIP EAST</td>
<td>BOARD MEMBER</td>
</tr>
<tr>
<td>2005 -</td>
<td>AGRICULTURAL ADVANCEMENT CONSORTIUM</td>
<td>COMMITTEE MEMBER</td>
</tr>
</tbody>
</table>

Print date: Mon Mar 22 15:28:19 2010
Wells Fargo Internal Use Only
Name of nominee:
Terry Kevin Yeagran

Home: PO Box 176
Willow Spring, NC 27592

Phone: 919-618-8517
Fax: ______________

E-Mail: terryy@dprinc.com

Business:
Company Name: DPR Construction, Inc.

Mailing address: 2000 Aerial Center Parkway Suite 109 Morrisville, NC 27560

Phone: __________________ Fax: __________________

E-Mail: ______________

Preferred contact address: (Please check one)
Home e-mail X
Business e-mail
Home regular mail
Business regular mail

Profession: Construction

Title: Director, Client Development

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Legislative Relations

ECU Alum: (please check one) X Yes No

If yes, year: 79 Degree(s): BSBA Marketing Major:


Spouse's name:

________________________

Julia R. Yeargan

________________________

Yes ___ Nominee has agreed to serve if appointed.

Name of sponsor: ___
Reid Overcash/Steve Brown

(Please attach resume to this form, if possible.)
Personal Information
Married to Julia Rowland Yeargan-Homemaker, Retired Teacher, ECU 80'
Three children: Rowland (17); Bennett (13); and Marshal (11)
Members of Fuquay-Varina United Methodist Church

Current Personal and Professional Affiliations
Willow Springs Elementary/Fuquay-Varina Middle & High School PTA
Raleigh-Durham Airport Authority Board (Vice Chairman)
East Carolina University Board of Visitors/Commerce Club
East Carolina University Educational Foundation
North Carolina General Contractor-Building License
North Carolina Real Estate Broker License
Raleigh Chamber of Commerce

Former Affiliations
Wake County Planning and Zoning Board (Chairman – 3yrs)
Wake County Schools Citizens Advisory Committee Facilities Plan 2000
Wake County Schools-Advisory Committee for Facilities & Equity – 2003
WakeMed – Foundation Champions
Raleigh & Fuquay-Varina Jaycees
Aircraft Owners and Pilots Association
North Carolina Economic Developers Association
International Society for Pharmaceutical Engineers
YMCA Guides

Education and Career Training
- American Management Association
- FAILS Management Institute
- East Carolina University, 1979, Greenville, NC
  B.S., Business Administration – Marketing
- Apex High School, 1975, Apex, NC
  High School Diploma

Professional Experience
2008-Present
DPR Construction, Inc.
A national construction services firm specializing in Advanced Technology,
Healthcare, Life Sciences and Corporate Office

1999-2008
Bovis Lend Lease, Inc. Vice President — Raleigh, NC
A global real estate, financial services and construction management firm.

1986 – 1998
Suitt Const. Co—BE&K now KBR- Vice President Raleigh, NC
A construction services firm with emphasis on design-build.

1980 – 1986
Terrnell Inc., Sales/Marketing — Raleigh, NC
A construction services firm specializing in industrial mfg. and office renovation.
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee:  Julie Metz Thompson

Home:  1209 E. Beech Street, Goldsboro, NC  27530

Phone:  (919) 330-5420  Fax:  ___________
E-Mail:  julietmt@nc.rr.com

Business:
Company Name:  City of Goldsboro/Downtown Goldsboro Development Corp.

Mailing address:  PO Box 202, Goldsboro, NC  27533

Phone:  (919) 735-4959  Fax:  (919) 734-0769
E-Mail:  jmthompson@ci.goldsboro.nc.us

Preferred contact address:  (Please check one)  Home e-mail  X  Business e-mail
X  Home regular mail
   Business regular mail

Profession:  Downtown Development

Title:  City of Goldsboro Downtown Development Director & the Downtown Goldsboro Development Corporation Executive

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Marketing/Outreach and Partnership Development:

ECU Alum: (please check one)  X  Yes  _____ No

If yes, year: 1991  Degree(s): Bachelor of Science Major: Urban & Regional Planning

Spouse's name:  Kerry Thompson

X  Nominee has agreed to serve if appointed.

Name of sponsor:  Marvin E. (Mark) Garner, Jr.

(Please attach resume to this form, if possible.)
JULIE METZ THOMPSON
1209 Beech Street
Goldsboro, NC 27530
Office (919) 735-4959 / Mobile (919) 922-1562

-PROFESSIONAL EXPERIENCE-

Executive Director/Director - Downtown Goldsboro Development Corp. (DGDC), Goldsboro, NC 9/99 to Present

Direct, plan, manage, coordinate, implement downtown revitalization programs and economic development activities within the Downtown Municipal Service District; 135 acres of developed land surrounding the Central Business District in downtown Goldsboro, a Main Street Community since 1984. Work to strengthen the existing economic assets in the downtown district while diversifying its economic base and the uses to include open or park space and residential uses. Chairperson for the City of Goldsboro Comprehensive Historic Neighborhood Revitalization Plan, an effort to restore our historic neighborhoods and encourage single-family, owner occupied investments to preserve the traditional styled neighborhoods. Promote and market downtown as the place for shoppers, investors, residents and visitors. Continually recruit new businesses and develop strong working relationships with existing businesses. Assist with building rehabilitation efforts, including building code interpretation/communication, public policies, land use & zoning regulations and related organizations. Coordinate, implement and supervise existing calendar of 27+ events and create new energetic promotions to market downtown as a social center. Administer façade grant programs. Assist with state and federal historic tax credit programs. Support fundraising efforts for non-profit arm to DGDC. Prepare grant applications on behalf of City and non-profit arm to support projects and activities. Prepare and submit national and state Main Street annual statistics. Serve as liaison between corporation, city management, city council and community. Conduct media and outreach engagements that strengthen downtown support. Manage national and state 4-step Main Street programs locally, including design, economic restructuring, organization and promotion. Design all DGDC publications, including monthly newsletters, advertisements, presentations, brochures, and event logos. Host DGDC's Annual Dinner and Awards Program, monthly board meetings and committee meetings. Facilitate public projects to improve downtown appearance, marketability, tax base, user ability and safety. Prepare economic analysis reports, research projects, annual city and corporation budgets, land use guidelines or ordinances and plans that pertain to downtown. Supervise a staff comprised of 1 full-time administrative assistant, 1 full-time promotions coordinator and one part-time laborer.

Planner - City of Goldsboro, Goldsboro, North Carolina 9/97 to 9/99

Major emphasis on environment, aesthetics, ordinance research and preparation, greenway/bike and pedestrian trail development, socio-economic and demographic studies, landscape plans, urban forest issues, downtown revitalization efforts and daily zoning and land use planning activities. Specific activities and responsibilities included: Small Cities Community Development Block Grant Close-Out activities and performance reports with the NC Division of Community Assistance at the Department of Commerce; Research and develop new ordinances and verify legal issues with League of Municipalities and other cities; Administer Tree Inventory and Management for 14,000 trees; Responsible for insuring that municipality would comply with future state mandates related to water quality issues; Serve as local liaison for 2000 Census activities; Project Leader for Mid-Neuse Non-Point Source Pollution Team created by a state grant awarded to educate the general public of water quality best management practices; Member of N. C. Environmental Management Commission Public Education Team, a Governor appointed team charged to create a state-wide model urban storm water program.

Transit Planner/Consultant - A & G Planning and Management, Inc., Raleigh, North Carolina 1/95 to 7/96

Consultant for a private firm that specialized in helping state and local governments plan and coordinate transit systems. Conducted government agency interviews, collected financial and operating statistics, plotted route maps on computer GIS system and prepared local, state and federal reports. Conducted system performance analyses, population forecast and transit demand growth models, calculated financial data and prepared cost allocation methodologies. Prepared multimedia presentations of study findings.

Planner - City of Goldsboro, Goldsboro, North Carolina 4/93 to 12/95

Major emphasis on transportation planning, demographic studies and preparation of grant proposals. Responsible for preparing Planning Work Program, Transportation Improvement Program, Quarterly and Annual Financial Reports for Section 8 and Section 104 PL (f) Planning Fund, Financial Constraint and Congestions Management Systems, and all local, state and federal documents, correspondence and studies pertaining to transportation for the Goldsboro Urban Area. Aided in the development of the first Goldsboro Comprehensive Housing Affordability strategy by researching statistical information, coordinating interested organizations, preparing reports and participating in public meetings.
-EDUCATION-

East Carolina University, Greenville, North Carolina
Bachelor of Science in Urban & Regional Planning, Minor in Sociology; 1991 Chancellor’s List

-COMMITTEES, HONORS & ACTIVITIES-

Member of the Wayne County Chamber of Commerce Railroad Task Force Committee, Eastern North Carolina Rail Alliance, Goldsboro Historic District Commission, NC Main Street Program and NC Downtown Development Association, Preservation NC, National Trust for Historic Preservation, Goldsboro Comprehensive Historic Neighborhood Revitalization Team Chairperson, NC Main Street 2002 Special Recognition Award Winner for Best Downtown Special Event for Center Street Jam and Best Newsletter, NC Main Street 2004 Award of Merit for Best Newsletter and Best Innovation for Downtown Living Show, NC Main Street 2005 Award of Merit Winner for Best Fundraising Effort, NC Main Street 2007 Award of Merit Winner for Best Public-Private Partnership and Best Façade Rehabilitation, NC Main Street 2008 Award for Best Fundraising Effort for Thank You Sponsor CD, Best Economic Development Incentive Plan for the Comprehensive Neighborhood Revitalization Plan, Best New Development/New Construction for the City Hall Annex and Best Printed Promotional Item for Jazz on George T-Shirt, NC Main Street 2009 Award for Best Public Building Improvement for the Historic City Hall Renovation, Gertrude S. Carraway Award of Merit Winner by the Preservation of North Carolina Foundation 2006, Distinguished Service Award Winner 2007 by Goldsboro Jaycees

-REFERENCES-

Mr. Jimmie Edmundson
Past President of the Downtown Goldsboro Development Corporation
BB&T City Executive
PO Box 1677
Goldsboro, NC 27533
(919) 731-5804

Mr. Charlie Gaylor
Past Wayne County Development Alliance President
Judge
109 N. William Street
Goldsboro, NC 27530
(919) 736-3160

Dean Ruedrich
Goldsboro Comprehensive Historic Neighborhood Revitalization Team Member
Past Preservation NC Regional Director
PO Box 914
Louiseburg, NC 27549
(919) 497-6434

Joe Huffman
Goldsboro City Manager
PO Drawer A
Goldsboro, NC 27533
(919) 580-4330
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Mary Brimmage Chatman

Home: 18 Pepper Bush Circle, Savannah, GA 31411

Phone: 912-659-0434 / 912-598-8140  Fax:

E-Mail: chatmmal@memorialhealth.com

Business:
Company Name: Memorial University Medical Center

Mailing address: Savannah, GA

Phone:  Fax:

E-Mail:

Preferred contact address: (Please check one)  X  Home e-mail

____  Business e-mail

____  Home regular mail

____  Business regular mail

Profession: Nursing

Title: Senior Vice President and Chief Nursing Officer

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

__________________________

__________________________

ECU Alum: (please check one)  x  Yes  ____  No

If yes, year: 90, 96, 2010  Degree(s): BS, MS and Dr of Nursing

Major: Nursing

Spouse’s name:

____  Nominee has agreed to serve if appointed.

Name of sponsor: Phyllis Horns

(Please attach resume to this form, if possible.)
Mary Brimmage Chatman, PhD(c), RN

18 Pepper Bush Circle                  chatmca1@memorialhealth.com          (912) 659-0434 - Blackberry
Savannah, Georgia 31411               (912) 598-8140 - Home

EXECUTIVE SUMMARY

Over 20 years progressive experience in academic Medical Centers working in a variety of settings including inpatient, support services, wellness and home care. Roles include staff nurse, nurse management, wellness director, subsidiary president, vice president, chief nursing officer, and senior vice president. Proven abilities in transformational leadership, fiscal management, revenue generation, new program development, quality improvement, safety management, customer service improvement, and interdisciplinary collaboration.

PROFESSIONAL EXPERIENCE

Senior Vice President (SVP) & Chief Nursing Officer (CNO) 2009 (Aug) – present
Memorial University Medical Center – Savannah, Georgia

Memorial is two-state healthcare organizations serving a 35-county area in southeast Georgia and southern South Carolina. The system includes 530-bed tertiary care hospital, 35-practice physician group and 125 primary and specialty care physicians, six physician residency programs through a partnership with Mercer University School of Medicine, medical insurance option for local businesses, and a 24-hour call center. The SVP & CNO, reporting directly to the President and Chief Executive Officer is responsible for nursing practice across health system.

Chief Nursing Officer                  2007 (Oct) – July 2009
Pitt County Memorial Hospital - Greenville, North Carolina

Pitt County Memorial Hospital, an 861-bed facility is the third largest academic medical center in North Carolina and is the flagship hospital for University Health Systems of Eastern Carolina. The organization serves as the teaching hospital for the Brody School of Medicine at East Carolina University. Pitt Memorial is a regional resource for all levels of health services and information. The hospital is a tertiary referral center and provides acute, intermediate, rehabilitation and outpatient health services to more than 1.3 million people from twenty-nine counties. Responsibilities include:

- Nursing – Shared Governance, clinical operations, recruitment & retention
- People – 1800 registered nurses; direct and indirect oversight for seven Vice Presidents
- Quality – Quality Indicators, public reported outcomes, infections, best practice implementation
- Service – Patient and Physician Satisfaction; Patient Family Centered Care
- Growth – Management & Expansion of inpatient beds
- Finance – Patient throughput and progression, ALOS, productivity

Accomplishments
- Decreased RN turnover rate by 56%.
- Decreased Sentinel Events in 2007 – 2008 by 56%.
- Exceeded HCAHPS (Patient Satisfaction) score of 78%.
- Established new Patient and Family Experience Initiative.
• Improved optimal care scores from 82% - 96%.
• Improved organizational climate rating in 2009 by over 300%.
• Lead in recruiting over 496 RN’s & 5 Advanced Practitioners.
• Operationalized 100 new medicine/surgery beds.

**Interim Chief Nursing Officer**
**Pitt County Memorial Hospital - Greenville, North Carolina**  
2007 (Feb) – 2007(Sept)

Responsible for overall management of nursing practice at PCMH

• Implemented (EPIC) electronic medical record in all clinical areas including order entry by medical staff.
• Reorganized shared governance structure to include interdisciplinary team.
• Decreased RN turnover by 15%.
• Decreased agency personnel expensed by 50% saving yielding cost saving of $5M.
• Developed system-wide patient care policies to standardize nursing responsibilities.
• Opened 48 additional beds to accommodate increased patient volume.
• Decreased sentinel events by 32%.
• Reorganized nursing staffing model in response to shortage and change in skill mix yielding a $2.1 M savings)
• Lead hospital through Joint Commission imposed Immediate Jeopardy without penalties.
• Awarded the ANCC Magnet Prize ($25,000) for Bariatric Nursing Consortium

**Vice President, Medicine and Behavioral Health Services**
**Pitt County Memorial Hospital - Greenville, North Carolina**  
2005 (Nov.) – 2007 (June)

Responsible for overall management of nursing for the Medicine & Behavioral Health Service Line

• Active member of Executive Team of seven Service Line Vice Presidents
• Back-up to the Chief Nursing Officer
• Restructure Case Management Department
• Revamped Regional transfer center protocols
• Managed House Supervisors and Patient Placement Facilitators

**Vice President, Specialty Services**
**Pitt County Memorial Hospital - Greenville, North Carolina**  
2003 (Oct.) – 2005 (Jan.)

Responsible for 3 divisions/13 departments including medical records, transcription, occupational health, workers compensation, emergency admissions, general admissions, bed control, scheduling, switchboard, physician answering service, patient transport, physician call center and admissions testing.

• Active member of Executive Team of seven Service Line Vice Presidents
Represented CNO in patient care operations including staffing, service recovery, quality, etc.

President, HealthAccess  
Greenville, North Carolina  
2000 (Oct) – 2003 (Sept)

- Responsible for the strategic vision and direction of the subsidiary corporation; managed 7 business lines (in-house wellness, business and industry contracts, wellness centers, wellness clinic, home care, home health and home infusion.
  - Increased Business contracts by 960%.
  - Lead divestment of home infusion business line
  - Recognized as National Leader in Wellness & Fitness by the Medical Fitness Association
  - Constructed 52,000 & 20,000 sq. ft. Wellness Centers ($10 Million project)
  - Expanded inpatient cardiac and physical therapy programs to wellness center

President, HealthQuest Horizons  
Greenville, North Carolina  
1999 (Oct) – 2000 (Sept)

Responsible for expanding in-house employee health program to respond to growing employee wellness issues.

- Grew the department to become a subsidiary company of the health system.
- Lead branding campaign
- Develop organizational structure and wellness team for new company

Administrator, HealthQuest Horizons  
Greenville, North Carolina  
1998 - 1999

Director of Operations, HealthQuest Horizons  
Greenville, North Carolina  
1996 - 1998

Program Director, HealthQuest Horizons  
Greenville, North Carolina  
1995 – 1996

Assistant Director, HealthQuest Horizons  
Greenville, North Carolina  
1994 – 1995

Wellness Nurse, HealthQuest Horizons  
Greenville, North Carolina  
1994
RN IV (Equivalent to Assistant Nurse Manager) 1993 – 1994
Pitt County Memorial Hospital - Greenville, North Carolina

- Represented the Head Nurse in her absence on hospital initiatives
- Preceptor
- Clinical coach

Staff Nurse 1990 – 1993
Pitt County Memorial Hospital - Greenville, North Carolina

- Responsible for direct patient care in a Neuro-Surgical Intensive Care Unit.
- Charge Nurse duties after 6 months.
- Lead self-scheduling for all support staff.

EDUCATION

Doctorate in Nursing, East Carolina University, (Graduation expected in 2010)
Master of Science in Nursing Administration, East Carolina University, 1996
Bachelor of Science in Nursing, East Carolina University, 1990

PROFESSIONAL AND COMMUNITY AFFILIATIONS

American College of Healthcare Executives
North Carolina Nurses Association - Member
North Carolina Organization of Nurse Leaders – 2009 District IV Representative/Board Member
Sigma Theta Tau – Member
Adjunct Faculty – East Carolina University
Cornerstone Missionary Baptist Church – Member
Homeless Shelter – Board of Directors

AWARDS

Business & Profession Women - Young Careerist of the Year – 1998
East Carolina University Alumni of the Year – 2003
Girl Scouts – Woman of Distinction Award – 2007

PRESENTATIONS

Role of the New Nurse in Pt. Safety – Pitt Community College
National Patient Safety Goals and the New Nurse - Barton College
Graduation Pinning – Pitt Community College of Nursing - 2009
VHA-tv – Return To Care – June 4, 2009
VHA-tv – Straight Talk – June 11, 2009
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Walter Bradsher Cates

Home: 39 Old Salem Road  
Roxboro, NC 27573

Phone: 336/599-0887  Fax: __________
E-Mail: wbcates@roxboro.net

Business:
Company Name: Hubbard and Cates, Attorneys
Mailing address: P.O. Box 679, Roxboro, NC, 27573

Phone: 336/599-2251  Fax: 336/597-3042
E-Mail: wbcates@roxboro.net

Preferred contact address: (Please check one)  
X Home e-mail
Business e-mail
Home regular mail
Business regular mail

Profession: Legal

Title: Attorney at Law

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Promotion of East Carolina's interest at the local and state level

of government.

ECU Alum: (please check one)  X Yes  No

If yes, year: 1972  Degree(s): B.S.B.A.  Major: Accounting

Spouse's name: Kathryn M. Cates

X Nominee has agreed to serve if appointed.

Name of sponsor: Reid Overcash

(Please attach resume to this form, if possible.)
Professional Experience:

2004 to present: Hubbard and Cates, Attorneys
P.O. Box 679
Roxboro, NC 27573

Partner with responsibilities primarily in Estate Planning; Estate Administration, Real Estate, and General Civil/Commercial Practice.

Admitted to North Carolina Bar in September of 1979. Since that date has been in the General Practice of Law in Person County, North Carolina, with the following firms: Ramsey, Hubbard and Galloway; Ramsey Hubbard, Galloway and Cates; Hubbard, Galloway and Cates; Hubbard, Cates and Long; and Hubbard and Cates.

Education:

1968 through 1972 East Carolina University, Greenville, N.C.

Obtained a BSBA with a Major in Accounting

1976 through 1979 Campbell College School of Law, Buies Creek, N.C.

Obtained Juris Doctorate. Member of the Charter Class.

Civil/Professional Organizations:


Past President of the Roxboro Area Chamber of Commerce

Past President of the District 9 Judicial Bar

Past Member of Session and Board of Deacons of Roxboro Presbyterian Church

Past Member of Piedmont Community College Business Development Center Advisory Board

Current Member of Board of Trustees of Person Memorial Hospital

25+ year Member of the East Carolina Educational Foundation and Pirate Club Representative for over 10 years.

Current Member of the East Carolina Business Club (member for over 10 years).
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Daniel Bernard O'Shea

Home: 2530 Brandt Forest Court, Greensboro, North Carolina 27455
Business: 336-323-5302
Home: 336-540-9390
E-Mail: danosh@triad.rr.com

Business: Media
Company: Fairway Outdoor Advertising of the Triad
Mailing address: Fairway Outdoor Advertising of the Triad
1920 West Lee Street
Greensboro, North Carolina 27403

Phone: 336-323-5302
Fax: 336-294-2085
E-Mail: daniel.oshea@fairwayoutdoor.com

Preferred contact address: Business e-mail
Profession: Media/Advertising/Marketing/Out-of-Home Media

Title: General Manager
Areas of particular interest in higher education: Marketing, Legislative
ECU Alum: Yes 1976
Degree(s): Bachelor of Fine Arts Major: Communication Arts & Illustration

Spouse's name: Andrea Vestal O'Shea  ECU '80
Nominee has agreed to serve if appointed. Yes

Name of sponsor: ____________________________________________
Daniel B. O'Shea  
General Manager  
Fairway Outdoor Advertising of the Triad  
1920 West Lee Street  
Greensboro, North Carolina 27403

Dan is the general manager of Fairway Outdoor Advertising of the Triad. He began his career with the Naegle Companies in 1980 as an art director eventually becoming the National Creative Director in 1983. In 1990 he was promoted to Corporate Creative Director of Naegle’s parent company Morris Communications, a multi-media corporation (newspapers, magazines, book publishing, broadcasting, out-of-home and digital media) based in Augusta, Georgia. In 2003 Dan was given the challenge to head Fairway Outdoor Advertising’s Piedmont Triad division in Greensboro, NC.

Dan currently serves on the board of the North Carolina Outdoor Advertising Association. He has served the Outdoor Advertising Association of America on the Marketing Committee and its National and Regional Convention Planning Committees. He served as the OAAA Region II Governor, Co-Chairman of the OAAA Centennial Convention and on several OBIE Awards Judging Panels.

In Greensboro, Dan serves or has served on the boards of the Guilford Merchants Association, The Guilford Battleground Company, Piedmont Triad Partnership, Crescent Rotary Club, TREBIC, and the Natural Science Center. He also has served on the Salvation Army Boys & Girls Club’s Community Advisory Board, The United Arts Councils Allocations Committee, Greensboro’s Fun Fourth Committee, Guilford County Community Advisory Board for the Comprehensive Plan and the City of Greensboro’s Land Development Ordinance Sign Committee.

Prior to moving to Greensboro Dan was involved in a variety of community causes and non-profit boards and committees in Augusta, Georgia including: The National Science Center’s Masters Gala Committee, Historic Augusta, Inc., The Greater Augusta Sports Council’s 1999 Georgia Games Committee, The Georgia Golf Hall of Fame Marketing Committee, 1996 United States Olympic Box-Off Committee, The National Barrel Horse Association World Championships Committee, The Shelter & Advocacy Center for Abused Children, the Community Advisory Board of the Junior League and the Greater Augusta Advertising Federation.

In September of 2001, Dan was inducted into the Outdoor Advertising Association of America’s Hall of Fame. He is a recipient of the Augusta Advertising Federation/AAF Silver Medal Award, two National OBIE Awards and two American Advertising Federation National ADDY Awards.

He is a 1976 graduate of East Carolina University where he art-directed The Rebel, East Carolina’s All-American award winning literary arts magazine and co-captained ECU’s Varsity Soccer team.

Dan and his wife Andrea have a son Sean who is a sophomore at Appalachian State University.
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: David W. Fisher

Home: 2018 Princeton Avenue, Charlotte NC 28202

Phone: (704) 332-1028, cell (678) 523-1532 Fax: na

E-Mail: davidfisher47@yahoo.com; david.fisher@bbandt.com

Business:
Company Name: BB&T (Branch Banking & Trust Company)

Mailing address: 200 South College Street, 9th Floor, Charlotte NC 28202

Phone: (704) 954-1261 Fax: (704) 954-1483

E-Mail: ______________________________________________________

Preferred contact address: (Please check one) __X__ Home e-mail

____ Home regular mail

____ Business e-mail

____ Business regular mail

Profession: Financial Industry

Title: Executive Vice President; Wealth Division Manager

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

______________________________________________________________

ECU Alum: (please check one) __X__ Yes ______ No

If yes, year: 1970 Degree(s): __BSBA__ Major: Business Administration and Economics

Spouse’s name: Betty Jane (BJ) Fisher

__X__ Nominee has agreed to serve if appointed.

Name of sponsor: ____________________________________________

(Please attach resume to this form, if possible.)
David W. Fisher

David Fisher became the Manager of the Wealth Division of BB&T in August of 2007. As Manager of the Division, David is responsible for overseeing a team of 700 Wealth Advisors and support staff who manage client assets in excess of $6 billion. The Division is responsible for serving the investment, financial planning and wealth transfer needs of BB&T’s wealthiest clients. He received his undergraduate degree in business from East Carolina University and his law degree from the University of South Carolina. Prior to his current position he was employed at Bank of America and held senior managerial roles in Florida, Georgia, Missouri, New York, North Carolina, and Texas. He served as an officer in the U.S. Army with overseas service in Vietnam. He has held numerous board positions including currently serving as the Chairman of the Board of The Character Education Partnership a Washington, D.C.-based nonprofit organization which advocates the teaching of character-building traits in our public schools. He was a former board member of Webster University of St. Louis, Missouri, Pace Academy of Atlanta, Georgia, and the Atlanta Police Foundation. He is married to Betty Jane Fisher who also graduated from East Carolina with a degree in education. They have two sons, Jim and John and two grandchildren.
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Robert O. Nelson

Home: 60104 Davie, Chapel Hill, NC 27517

Phone: 919-219-3153 Fax: __________

E-Mail: rnelson.nc@gmail.com

Business:
Company Name: UNC System VP for Finance (retired)

Mailing address: 910 Raleigh Rd, Chapel Hill, NC 27515

Phone: 919-962-1000 Fax: __________

E-Mail: __________

Preferred contact address: (Please check one) X Home e-mail

Business e-mail

Home regular mail

Business regular mail

Profession: Finance

Title: Vice President

Areas of particular interest in higher education (Example - student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Finance, student affairs, development, strategic planning

ECU Alum: (please check one) _____ Yes X No

If yes, year: _____ Degree(s): __________ Major: __________

Spouse's name: Jeanenne J. Nelson (J.J.)

Yes X Nominee has agreed to serve if appointed.

Name of sponsor: Carl Davis

(Please attach resume to this form, if possible.)
Robert O. Nelson

Mr. Nelson is the Chief Finance Officer for the University of North Carolina, addressing the financial affairs of the seventeen campuses of UNC and General Administration. He is responsible for preparing the University's unified budget requests to the North Carolina General Assembly; advising and acting for the President in matters of University finance; overseeing a state operating budget with annual expenditures exceeding $8 billion and state appropriations of over $2.8 billion; advocating for legislative support of University programs and initiatives; overseeing the issuance of long-term indebtedness for the campuses; working closely with the Board of Governors, the President, and other senior staff members to develop University policies and programs; managing the Finance Division in General Administration; and working closely with the CEOs and CFOs of each of the UNC institutions and affiliates.
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee:  Connie Shelton Scott

Home:  4206 Cassatt Court.
       Swansea, IL  62226

Phone:  618-236-2693 / 314-313-3149  Fax: ________________

E-Mail:  drscas2@charter.net

Business:  Headquarters Air Mobility Command

Mailing address:  Scott AFB, IL

Phone:  ___________  Fax:  ___________

E-Mail:  ______________

Preferred contact address: (Please check one)  X Home e-mail
       ______  Business e-mail
       ______  Home regular mail
       ______  Business regular mail

Profession:  Human Resources

Title:  Resources Manager

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

______________________________

______________________________

ECU Alum: (please check one)  x Yes  _____ No

If yes, year:  85  Degree(s):  BA  Major:  Theater / Speech; English Minor

Spouse's name:  Danny Scott

x  Nominee has agreed to serve if appointed.

Name of sponsor:  Steve Jones

(Please attach resume to this form, if possible.)
PROFESSIONAL EXPERIENCE

HEADQUARTERS AIR MOBILITY COMMAND, Scott AFB, IL (Jan 2001 – Present)

Resource Manager
Charged with executing a budget in excess of $1 billion dollars for multiple appropriations, including one-year, multiple-year, and revolving-year accounts such as Operation and Maintenance, Environmental, Environmental Restoration, Military Family Housing, Military Construction, Transportation Working Capital Fund, and Department of Defense. Oversee Information Technology and Force Management functions for the Installations and Mission Support organization.

- Formulate annual budgets and develop execution strategies for real property maintenance activities at twelve installations and various units throughout the Command to meet current and future year requirements
- Identify funding shortfalls using Command processes; advocate for funding by interacting and partnering with the Command financial management staff and Air Staff functional counterparts
- Provide fiscal guidance and policy to squadron and mission support commanders related to appropriated funded real property maintenance activities to ensure financial compliance
- Oversee and provide advice on various personnel actions for 200+ staff for recruitments, promotions, reassignments, and disciplinary actions
- Leverage information technology to maximize productivity and ability to meet organizational goals and objectives

HEADQUARTERS AIR MOBILITY COMMAND, Scott AFB, IL (Jun 2000 – Jan 2001)

Transportation Working Capital Fund Budget Analyst
Established passenger and cargo rates for the Transportation Working Capital Fund airlift business that would not only be competitive with non-government entities but also generate an acceptable level of revenue within the airlift program.

- Researched commercial rates using a variety of databases and tools to strike a balance between affordability and profitability for the Command's cargo and passenger business areas
- Developed cost analysis data to assist senior management offset expenses in other business areas using passenger and cargo generated revenue

HEADQUARTERS AIR MOBILITY COMMAND, Scott AFB, IL (Dec 1998 – Jun 2000)

Military Construction Budget Analyst
Distributed funds for the Command's $120 million dollar Military Construction (multi-year appropriation) facility project program to various Army Corps of Engineers, Naval Facilities, and Air Force execution agencies.

- Reviewed five active year and five expired year accounts; realigned funding across entities to avoid work stoppage and keep all projects on schedule for completion
- Updated records to accurately reflect program amount, executed and pending contract modifications, obligations, and contingency/management reserve balances for projects crossing ten fiscal years

HEADQUARTERS AIR MOBILITY COMMAND, Scott AFB, IL (Jan 1996 – Dec 1998)

Operation and Maintenance Budget Analyst
Distributed $200 million dollars for the Operation and Maintenance (one-year appropriation) real property maintenance activities; supported facility project, design, utilities, and municipal type activities for twelve installations.

- Prepared annual budgets and execution strategy; tracked obligations; validated funding gaps; tracked facility project funds execution and contingency funding to aid in senior leadership decision making
NAVAL STATION NORFOLK, Norfolk, VA (Jun 1992 – Jan 1996)

**Base Support Budget Analyst**
Developed budget formulation and annual execution for maintenance of Real Property, Morale, Welfare, and Recreation, Civilian Pay, and Procurement/Investment programs.
- Analyzed and monitored expenses for port services, base support services, utilities, and civilian pay
- Reconciled actual civilian pay/benefits/overtime for over 200 employees against the budgeted amount
- Submitted monthly reports profiling the utilization of appropriated funds for Morale, Welfare, and Recreation activities

NAVAL COMPUTER & TELECOMMUNICATIONS STATION, Norfolk, VA (Dec 1990 – Jun 1992)

**Civilian Payroll Budget Analyst**
Prepared civilian personnel budget exhibits; analyzed civilian pay actual costs against budget targets.
- Provided monthly reports annotating appropriated fund support for Morale, Welfare, and Recreation activities; maintained, updated, and tracked the status of intra and inter Service support agreements

NAVAL COMPUTER & TELECOMMUNICATIONS COMMAND, Washington D.C.
(Jun 1986 – Dec 1990)

**Career Development/Intern Budget Analyst**
Assisted with internal review audits; updated and organized plan property listings; re-billed customers for Navy leased communications services; reconciled accounting reports to avoid billing errors.
- Prepared budgets, distributed funds, and monitored execution for various accounts and stations; managed the headquarters and eventually the Command’s civilian pay program
- Drafted budget impact statements to defend against Congressional reductions

**EDUCATION**
East Carolina University, Greenville, NC
*Bachelor of Arts in Theater/Speech; English Minor (1985)*
*Air War College (2007)*

**ADDITIONAL INFORMATION**
30 semester hours/MBA/Accounting (1994-1996)
Professional Military Comptroller School, Maxwell AFB, Montgomery, AL (1998)
Professional Development Institute, 24 hours of Continuing Professional Education (2002)
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee:  James M. “Rick” Sheppard  
Home:  117 Honeysuckle Lane Mooresville N.C. 28110

Phone:  704-881-2211  Fax:  
E-Mail:  rsheppard7@gmail.com

Business:
Company Name:  Devant Marine  
Mailing address:  117 Honeysuckle Lane Mooresville NC. 28110

Phone:  same  Fax:  
E-Mail:

Preferred contact address:  (Please check one)  
  x  Home e-mail
  ( ) Business e-mail
  ( ) Home regular mail
  ( ) Business regular mail

Profession:  Graphic Arts, retired

Title:  President and Owner, Devant Sport Towels, retired

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

ECU Alum: (please check one)  x  Yes  No

If yes, year:  1977  Degree(s):  BFA  Major:  Communications Arts, School of Art

Spouse’s name:  Rosemary Sheppard

  x  Nominee has agreed to serve if appointed.

Name of sponsor:  Mark Garner

(Please attach resume to this form, if possible.)
Background:

James M. "Rick" Sheppard
117 Honeysuckle Lane
Mooresville N. C. 28117

Education:
BFA Communication Arts, School of Art, East Carolina University 1977

Occupation:
Currently: Retired, President of Devant Marine
Formerly: President and owner of Devant Sport Towels 1978-2008
: Southeast distributor for Malibu Ski Boats 1985-1992

Past Achievements:

Started and grew Devant Sport Towels to the world’s largest golf towel supplier. When Devant was sold, Devant held approximately 60% market share and was recognized as the exclusive golf towel supplier for the PGA Championship, US Open, Ryder Cup, and PGA Tour. Over 30 years many unique golf products were created and patented and can still be found today at some of the world’s best golf courses.

Past Activities:

Board member, Wachovia Bank, Monroe, NC, 8 years
Board member, PGA Merchandiser of the Year, 4 years

Interests:

Wakeboarding, Cycling, and Boat restoration

Family:
Married to Rosemary “Rose” Sheppard and recently celebrated 30th wedding anniversary. Rose is a retired Hawk Ridge Elementary School principle and East Carolina University alumni.

Residence:
Primary residence is on Lake Norman and time is split between Lake Norman and a weekend retreat on Topsail Island with dog Shelby.
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Curt C. Vanderhorst

Home: 2901 Groveland Drive
Greenville, NC 27858

Phone: 252-717-1915 Fax: 

E-Mail: cmv@suddenlink.net

Business:
Company Name: Mister Kleen Services, Inc.

Mailing address: 2901 Groveland Dr, Greenville, NC 27858

Phone: Fax: 

E-Mail: 

Preferred contact address: (Please check one) X Home e-mail

Business e-mail

Home regular mail

Business regular mail

Profession: Coach

Title: Assistant Basketball Coach

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Student Recruitment and Athletics

ECU Alum: (please check one) X Yes No

If yes, year: 1987 Degree(s): BS Major: Industrial Technology

Spouse’s name: Melanie Vanderhorst

Yes. Nominee has agreed to serve if appointed.

Name of sponsor: Michael B. Jones

(Please attach resume to this form, if possible.)
Curt Vanderhorst, played basketball four seasons at East Carolina University and served one season as a graduate assistant. He is in his second season at Pitt Community College as an Assistant Coach. A graduate of East Carolina University, Vanderhorst coached local high school teams in AAU competitions in the Greensboro Area while working in the private sector as a Risk Control Manager before accepting an Assistant Basketball Coaches position with Pitt Community College.

As an Assistant Basketball Coach at Pitt Community College, he recruits high school basketball players, assist with on-campus recruiting visits, supervise team practices, and assist with planning team travel. Vanderhorst also assisted in the monitoring of team academics and community outreach programs as well as pre-and post-season conditioning, player development and game preparation.

Personal Development
Curt Vanderhorst realizes the importance of student-athletes being part of a community and the contributions those student-athletes can make in communities. As a player Vanderhorst excelled on the court and served in the community. Vanderhorst is a person of high moral character and integrity that motivates everyone to work hard for the greater good.

Vanderhorst has a natural ability to communicate and connect with people. He conducts annual speaking engagements at ECU, elementary, middle, and high schools as well as recreational facilities. He is currently serving his third term on the Pitt County Pirate Club Board of Directors. Vanderhorst also serves on local church boards and community committees.

Professional Development
Curt Vanderhorst is a difference maker for student-athletes on the court and in the classroom. He equips players with the leadership skills they will need beyond college to maximize their success in the community. Born in Charleston, SC, he attended high school in Fayetteville, NC. Vanderhorst has built solid relationships with basketball players and coaches throughout NC, SC, and VA. Vanderhorst was East Carolina’s career leader in steals and assist upon graduating and is currently the #6 All-Time Scoring Leader in ECU history. He led the team in scoring his sophomore and junior season. He averaged double figures over his four year career.

Vanderhorst went on to work in the private sector as a Risk Control Manager and Compliance Officer. While working for the government, he started his own commercial cleaning business that employed up to twenty-one employees in 2006. He and his wife Melanie have six children: Meaghan (22), Gianna (19), Curt Camiron (13), Kalee (10), Quincy (6), and Kevon (5).
OBJECTIVE: Recruit and Develop Basketball players to perform at the highest level of Competition on the court and in the classroom while instilling integrity and moral character to become leaders in the community.

- Identify basketball players as strong student athletes and recruit them
- Administer the development and implementation of student-athletes involvement in the community. (i.e., Visiting children in the hospital)
- Ensure academic standards are maintained by student-athletes to facilitate the goals of the University and the basketball program.
- Interact with students, parents, and staff with the greatest degree of professionalism and personal integrity.

SUMMARY: Assistant Basketball Coach and player with years of experience in leadership, professionalism, and regulatory compliance.

- **Assistant Basketball Coach**
  - Coordinated conditioning workouts and developed skill drills for player development and disciplinary actions throughout the season.
  - Identified high school basketball players throughout NC to recruit those players while nurturing relationships with high school coaches and ECU basketball letter winners.
  - Engaged players in community activities that involved volunteering.

- **Risk Management**
  - Leadership of accident prevention staff to ensure effective delivery of integrity based risk management and accident prevention services to fortune 500 companies and government entities.
  - Development of case management model and leadership of field medical cases to ensure excellence in client service.

- **State and Federal Regulatory Compliance**
  - Working knowledge of OSHA Standards 1910.
  - Ability to make technical recommendations on abatement of occupational hazards to all levels of management, including collective bargaining organizations, with confidence, consistency, and professionalism.

- Proven experience in identifying and analyzing critical risk factors and providing collaborative leadership to develop and execute action plans focused upon eliminating and controlling losses.
• Outcome-oriented, organized, focused, positive, dedicated, flexible, excellent interpersonal skills, creative, resourceful, effective problem solver.

• Proven experience in recruiting, leading, and motivating team members to ensure optimum outcomes.

• Extensive experience in development of training programs.

• Competent in Microsoft Word, Excel and PowerPoint.

Curt C. Vanderhorst

PROFESSIONAL CAREER

Asst. Basketball Coach
June 2009 – Currently
Pitt Community College

• Coordinated pre-season conditioning workouts
• Developed drills for players development and disciplinary actions
• Evaluated game film and assisted in developing the teams game strategy
• Started a team Bible Study
• Coordinated team holiday visit to PCMH Children’s Hospital
• Identified high school basketball players throughout NC and recruited those players to attend PCC
• Developed a line of communications with the professors and had regular dialogue regarding how the basketball players were performing.
• Coordinated travel plans for team trips and emergency situations

Risk Control Manager
2003 – May 2009
Coca-Cola Bottling Company Consolidated

• Provide leadership and direction in all areas of risk assessment, loss control, regulatory compliance, and risk financing.
• Established and implemented short- and long-range organizational goals, objectives, strategic plans, and operating procedures.
• Monitored and evaluated intellectual property loss exposures.
• Plan and develop strategies for a comprehensive risk management program that includes appropriate performance records of all risk management programs.
• Train, supervise, and evaluate safety staff and committees.
• Advise upper management on appropriate risk management policies, procedures, and issues of safety.
• Coordinate OSHA inspections and safety training programs targeted to reduce employee injuries and lost work time.
• Recommend, participate in the development of policies and procedures.

Safety Engineer
1994 – 2004
North Carolina Department of Transportation

• Administered CDL program.
• Developed and provided extensive safety training programs to managers and supervisors.
• Assessed client’s program needs and developed and executed a customized strategy while supporting implementation of the plan.
• Collaborated with Attorney General’s Office to effectively manage workers compensation and general liability claims.
• Conducted industrial hygiene surveys on heat stress and noise monitoring.

**Compliance Officer**
OSHA – North Carolina Department of Labor
1993-1994

• Conducted site inspections in accordance to OSHA procedures to verify employers’ safe operations and record keeping obligations.
• Collaborated with employers to develop a plan which will aid in the prevention of injuries and insure compliance to the Act.
• Researched variances in standards submitted by employers and followed up with written interpretation.
• Investigated employers with high injury frequency rates and fatalities.
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Ashley B. Futrell, Jr. "Brownie"

Home: 611 West Main St.
Washington, NC 27889

Phone: 252-258-3140  Fax: 252-946-9797

E-Mail: abf@embarqmail.com

Business:
Company Name: Washington Daily News

Mailing address: PO Box 1788, Washington, NC 27889

Phone: 252-946-2144 ext. 222  Fax:

E-Mail:

Preferred contact address: (Please check one)  X  Home e-mail

____  Business e-mail

____  Home regular mail

____  Business regular mail

Profession: Newspaper executive

Title: Publisher

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Marketing, university growth & expansion, athletics

ECU Alum: (please check one)  _____ Yes  ___ No

If yes, year: _____ Degree(s): ____ Major:

Spouse's name: Susan Futrell

___ X  Nominee has agreed to serve if appointed.

Name of sponsor: Steve Ballard

(Please attach resume to this form, if possible.)
Ashley B. "Brownie" Futrell, Jr.  
PO Box 1788  
Washington Daily News  
Washington, NC 27889

Home 252-946-2073; Work 252-946-2144 ext. 222; Facsimile 252-946-9797; Cellular 252-258-3140; Email abf@embarqmail.com

PERSONAL--born 8-31-1956, Greenville, NC; married to former Susan Boyette of Wilson, NC; two children, Gretchen Suzanne "Nan" Futrell, born 12-6-1984; Ashley B. "Ace" Futrell, III, born 10-27-1986

EDUCATION--honors graduate, Duke University, Durham, NC, AB in history, 1978; School Board Chairperson's Institute certificate, Vanderbilt University, Nashville, TN


CIVIC AND COMMUNITY--member, First United Methodist Church of Washington, past member administrative board, trustee 1998-2001; member, board of advisors, North Carolina Christian Advocate (state Methodist newspaper); member, Washington Rotary Club, president 1991-93, Rotarian of the year, 1995, past Rotary assistant district governor, founder, Washington Noon Rotary Club, Rotary International Paul Harris Fellow; member, Beaufort County United Way Board of Directors 1978-91; founding director, Beaufort County Community Foundation; member, Washington Salvation Army Advisory Board since 1978, chairman 1992, named life member 2009; former member and officer, Washington Jaycees; member, Greater Washington Chamber of Commerce Board of Directors, 1983-86; life member, Vietnam Veterans of America; youth baseball coach for 35 years; member, successful All-American City Committee, city of Washington, 1993; Duke University committees: DeWitt Wallace Center for Commu-
nations and Journalism Board of Directors, Arthritis Center Lay Advisory Board, Duke Chronicle Board of Directors, Greek Life Advisory Board, Duke Divinity School Board of Visitors; former treasurer, Eastern North Carolina Chamber of Commerce: member, Beaufort County FFA Alumni Chapter

AWARDS AND HONORS, PROFESSIONAL--Pulitzer Prize for Meritorious Public Service, 1990; Sigma Delta Chi Public Service Award, 1989; Associated Press Managing Editors Public Service Award, 1990; North Carolina Press Association Public Service Award, 1989; North Carolina Jaycees Media Award, 1989 (above awards received by the Washington Daily News); National Newspaper Association Better Newspaper Contest, First Place Award for Best Serious Column, 2008


HOBBIES AND INTERESTS--traveling, scuba diving, racquet sports, antiques and collectibles, flying, history, photography, boating, hunting (member, Hollow Pond Hunting Club), beekeeping, classic cars, snow skiing, BBQ competition judging (certified judge, North Carolina Pork Council), Duke University sports, East Carolina University sports, Tranter's Creek Herring Club
ECU BOARD OF VISITORS NOMINATION FORM

Name of nominee: Karen R. Shelton Waters

Home: 7203 Quantum Leap Lane, Bowie, MD 20720

Phone: 301-352-5770  Fax: N/A

E-Mail: krswaters@verizon.net

Business:
Company Name: Department of Homeland Security, Transportation Security Administration

Mailing address: 601 South 12th Street, Arlington, VA 20598-6017

Phone: 571-227-1310  Fax: 202-384-5917

E-Mail: karen.sheltonwaters@dhs.gov

Preferred contact address: (Please check one) X Home e-mail

Business e-mail

Home regular mail

Business regular mail

Profession: Federal Government Executive

Title: Deputy Assistant Administrator/Chief Administrative Officer

Areas of particular interest in higher education (Example – student recruitment, marketing, academic programs, student scholars, athletics, etc.):

Student recruitment, marketing, athletics

ECU Alum: (please check one) X Yes  No

If yes, year: 1985  Degree(s): BA  Major: Sociology

Spouse's name: Gary Waters

X Nominee has agreed to serve if appointed.

Name of sponsor: Danny R. Scott

(Please attach resume to this form, if possible.)
PROFESSIONAL EXPERIENCE

Department of Homeland Security, Transportation Security Administration  August 2009 to present
601 South 12th Street, Arlington, VA 20598-6017
Deputy Assistant Administrator for the Office of Finance and Administration/Chief Administrative Officer

- Provide administrative services and policies to all TSA organizational elements in support of the overall TSA mission.
- Direct, coordinate, control, and ensure the adequacy of TSA plans and programs for information management, occupational safety, health and environmental management, property management and real estate services.
- Exercise executive direction over assigned functional areas and maintain executive relationships with other organizations within and outside of TSA.
- Serve as the Senior Administrative Services Official (SASO) for TSA and represent TSA in this capacity within TSA and at DHS.
- Serve as the Designated Energy Management Official (DEMO) for TSA with delegated responsibility for the management and administration of the Energy Management Program;
- Serve as the Designated Environmental Official (DEO) for TSA with responsibility for the management and administration of the TSA Environmental Management System (EMS); and
- Serve as the Designated Agency Safety and Health Official (DASHO) with responsibility for assisting the Assistant Secretary in ensuring implementation of a comprehensive TSA Occupational Safety and Health Program.
- Lead a staff of 87 federal and 110 contractor employees.

US Department of Agriculture, Food Safety and Inspection Service  September 2002 to August 2009
1400 Independence Ave., SW, Washington, DC 20250
Division Director, Administrative Services

- Provided leadership, policy, and guidance for FSIS administrative services programs including contracts and agreements, physical security, real and personal property, records management, policy issuances, forms and environmental management/employee health and safety (2006).
- Advised and briefed senior leadership, including sub cabinet officials and senior executives, on all matters of administrative services operations, policy and strategic planning.
- Represented the Agency at high level external and internal meetings, conferences and committees.
- Served as the Head of the Contracting Activity.
- Planned and coordinated the Agency personal property, real property, space management, fleet management, and supply programs; with reportable property assets over $20.5 million and a supply program budget of almost $10 million.
- Member of the Agency’s Emergency Management Council - a rotational assignment, the EMC is responsible for managing and responding to non-routine incidents.
- Member of the Department’s Procurement Council and Integrated Acquisition Steering Board Committee – leadership group that examines and guides acquisition operations, policy and systems decisions.
- Member of the Agency’s Financial Review Board, advising program offices on contracting issues impacting budget formulation and execution.
- Speaker at Agency’s Women’s Equality Day Program and Office of Field Operations conference.
Karen R. Shelton Waters  
7203 Quantum Leap Lane, Bowie, MD 20720  
(571) 227-1310 day (301) 352-5770 evening  
krswaters@verizon.net

US Department of Agriculture, Food Safety and Inspection Service  
1400 Independence Ave., SW, Washington, DC 20250  
December 2000 – September 2002  

Branch Chief, Procurement Management

- Planned, developed, directed and executed the Agency's nationwide acquisition and print management services.  
- Developed, organized and implemented contractual actions for all FSIS programs including information technology equipment and services, laboratory equipment, management and scientific consulting services, inspection supplies and equipment and others.  
- Managed and executed day to day Agency acquisition operations.  
- Developed strategy and documentation to support successful human resource increase from five positions to nine contract specialist positions.  
- Responsible for an acquisition function with approximately $30 million in awards per fiscal year.  
- Directed supervision of all staff resources; developing performance standards, conducting evaluation and individual development plans.

Department of the Treasury, Office of the Comptroller of the Currency  
250 E Street, SW, Washington, DC 20219  

Procurement Analyst, Contracting Division

- Served as Procurement Analyst, Contracting Officer and Small Business Specialist.  
- Attended meetings to provide acquisition expertise at all levels of the organization and industry.

Procurement Analyst

- Responsible for the review of contract files for regulatory compliance and completeness of file documentation.  
- Developed and implemented new policies and procedures.

Contracting Officer

- Contracting Officer with Unlimited Warrant Authority.  
- Responsible for the award and administration of the multi-million dollar benefits contract.  
- Served as team leader and contracting officer for other contract specialist.  
- Conducted regular reviews and provide oversight for the workloads of several contract specialists, purchasing agents, technicians and other contracting officers.

Small Business Specialist

- Represented the Agency at conferences, seminars and meetings.  
- Interacted with small business community for vendor outreach and opportunities.  
- Served as a liaison for small businesses and Agency programs.  
- Developed marketing materials.  
- Negotiated small business contracting goals.

EDUCATION

Goldsboro High School, Goldsboro, NC  
Diploma (1987)

East Carolina University, Greenville, NC  
B.A. Sociology; Theater Arts Minor (1985)

University of Maryland, College Park  
University of Maryland, University College  
3 graduate credit hours; 6 undergraduate credits

MEMBERSHIPS

Federal Executive Institute Alumni Association  
African American Federal Executives Association  
Alpha Kappa Alpha Service Sorority
March 10, 2010

Mr. John Durham  
Assistant Secretary to the Board of Trustees  
East Carolina University  

Dear John:

Upon preparing the document entitled “Appendix D Tenure and Promotion Policies and Procedures of East Carolina University” for mailing to the UNC General Administration, we discovered a few typographical corrections in footnotes were necessary. Please inform the members of the Board of Trustees that I made the necessary footnote corrections and that I would be pleased to provide them with a corrected copy should they wish to have one. No substantive changes were made to the document that the Board approved on February 26, 2010.

Thank you very much.

Sincerely yours,

[Signature]

Marilyn Sheerer  
Provost and Senior Vice Chancellor for  
Academic and Student Affairs  

cc: Chancellor Steve Ballard  
Marianna Walker, Chair of the Faculty
MEMORANDUM

TO: ECU Board of Trustees

FROM: Steve Ballard
      Chancellor

DATE: April 1, 2010

RE: Employment of Related Persons at East Carolina University

The Board of Governors policy on the UNC Employment of Related Persons requires that I report annually to the Board of Trustees at a time close to spring commencement concerning our application of that policy on our campus.

The policy requires that no family members be supervised by another family member. We are required to attest to the fact that either we have no such supervisory relationships or that if they have eventuated in any given office, that alternative supervisory arrangements were then immediately arranged.

This memorandum is to report to you that East Carolina University is in compliance with this policy.

cc: Jim Mullen