Executive and Audit Committee Meeting
Summary of Discussion
March 26, 2004

Chairman James R. Talton, Jr. convened the committee at 12:55 pm. Also attending with Mr. Talton were committee members Showfety, Kinlaw, Hill, and Ward. Mr. Kelly was overseas. Other Trustees attending were Greczyn, Bodenhamer, Brody, Miller, Redwine and Martin (both via telephone), and Baer.

Mr. Talton asked Mr. Showfety to read the report items at the full Board meeting later today.

Mr. Talton directed attention to the letter from President Broad reaffirming our management flexibility prerogatives. He thanked all for contributions to that restoration.

Mr. Talton then referred to materials presented in the notebook by the interim internal auditor, Stacie Tronto gave a review of the written materials.

Other topics and actions:
–Retreat Rights Policy: Committee will recommend the sentence substitution as presented to the end of Part II. –Non-salary Compensation Policy: Committee will recommend the policy as presented by Mr. Brown. –A Faculty Senate resolution for Tom Feldbush was noted by Faculty Chair Rick Niswander. –Joel Butler from the BOV gave a report and requested that an advocacy committee be formed and that some signage re ECU be placed in the east (make request from DOT), both positively received. DOT letter asked of Dr. Smith and also help in establishing with Dr. Shelton the advocacy committee. –Hilton contracts: deferred to the next meeting.

Meeting adjourned 1:35 p.m.

James LeRoy Smith
Assistant Secretary to the Board

APPROVED:__________________________
James R. Talton, Jr.
Chairman of the Committee

Discussion/Action 1
INTERNAL AUDIT ACTIVITY
QUARTERLY REPORT
THIRD QUARTER FISCAL YEAR 2004

Office of Internal Audit and
Management Advisory Services
April 26, 2004

Discussion/Action 2
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>SUMMARY OF COMPLETED AND PENDING AUDITS</td>
<td>4</td>
</tr>
<tr>
<td>REPORT OF OTHER INTERNAL AUDIT ACTIVITIES</td>
<td>6</td>
</tr>
<tr>
<td>APPENDICES:</td>
<td></td>
</tr>
<tr>
<td>A:  ANNUAL AUDIT PLAN FY 2003 – 2004</td>
<td>A-1</td>
</tr>
<tr>
<td>B:  INTERNAL AUDIT ACTIVITIES</td>
<td>B-1</td>
</tr>
<tr>
<td>C:  CONSULTATIONS</td>
<td>C-1</td>
</tr>
<tr>
<td>D:  RE-ENGINEERING INTERNAL AUDIT TIMELINE</td>
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INTRODUCTION

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

This report is the third in a series of reports scheduled in three monthly intervals. It summarizes the progress of our commitment to the annual audit plan and other internal audit activities for the period January 1, 2004 to March 31, 2004.

The following pages summarize the Internal Audit activities for this reporting period.
SUMMARY OF COMPLETED AND PENDING AUDITS

For the quarter ending March 31, 2004, we completed and/or initiated the following audits, follow-ups, and special reviews for a total of 392 hours, which is 18% of total auditor hours for this period. Please note that actual auditor hours of the completed audits will not equal the total auditor hours for the period because an audit may have been initiated in the previous fiscal year or quarter. The complete annual audit plan for fiscal year 2004 can be found in Appendix A. The annual audit plan is a dynamic document that may change during the fiscal year as circumstances dictate. Requests from management and changes in the University’s organization or operations may result in changes to the plan and priorities.

COMPLETED AUDITS, FOLLOW-UPS, AND SPECIAL REVIEWS

Chancellor's Discretionary Account
Compliance Audit
Issued: 02/02/04
Budgeted Hours: 256
Actual Auditor Hours: 257
Chancellor's Office

The objective of this review was to provide assurance that expenditures from the Chancellor's Discretionary Account for the period of September 1, 2001 through June 30, 2003 were for valid University business and followed the "Use of Discretionary Funds" guidelines. The transactions selected for review were found to be for valid University business and were within the University guidelines.

PENDING AUDITS, FOLLOW-UPS, AND SPECIAL REVIEWS

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

Operational:
International House (Study Abroad Program)
DEC – Pediatrics (on hold)

Compliance:
HIPAA Privacy Review
Chancellors Discretionary Account 06/30/04
Management Flexibility – Personnel

Information Technology:
Wireless Technology
SUMMARY OF COMPLETED AND PENDING AUDITS

Special Reviews:
Dining Services
Recurring Contractual Payments
Travel – Housing
MCNC Grant
Hospitality Management Discretionary and Scholarship Accounts

Follow-Up Reviews:
Recreational Services
Dowdy Student Stores
REPORT OF OTHER INTERNAL AUDIT ACTIVITIES

Besides performing audits, follow-ups, and special reviews, the Internal Audit department is also involved in other activities that support the mission of the University, adds value to the University, and assists management in the effective discharge of their responsibilities and duties. A complete list of internal audit activities by category and the percentage of time expended on each category can be found in Appendix B. The following provides more detail of these activities:

RE-ENGINEERING THE INTERNAL AUDIT DEPARTMENT

This ongoing project will take approximately eighteen months to complete. A list of the action plan along with approximate completion dates can be found in Appendix D. We have almost completed the Internal Audit Policies and Procedures manual. For this period, we revised the format of our reports and are evaluating the software product Adobe Acrobat to determine if we can efficiently and effectively publish and deliver our audit reports electronically.

CONSULTATIONS

Internal Audit provides consultation and management advisory services to administrative and academic units. For this period, we provided 29 consultations for a total of 384 hours or 17% of total auditor hours to a variety of departments. This is a vast increase from the first and second quarter results, which was 2% and 4% respectively. A complete list of consultations for this quarter can be found in Appendix C.

EXTERNAL AUDITOR ASSISTANCE

The Director of Internal Audit has been designated to serve in the capacity of Audit Liaison Officer. In this role, the Director and other members of the Internal Audit department are the initial contact point and coordinators of external audit activities. For this quarter, the Internal Audit department has provided 70 hours to assist the North Carolina State Auditors with year-end audit work and answering other questions.

BANK RECONCILIATIONS

The Internal Audit department is responsible for reconciling and resolving any errors with regard to the following University bank accounts: General Fund, Institutional Trust Fund, Payroll, Athletic Fund, Athletic Imprest Fund, ECU Foundation, ECU Educational Foundation, and Payroll Clearing account. We are in the process of discussing with Financial Services the possibility of moving this function out of Internal Audit because it has the potential to impair our objectivity. For this quarter, the Internal Audit department has expended 221 hours on the reconciliation of bank accounts.
PROFESSIONAL DEVELOPMENT/TRAINING

The Internal Audit department is committed to continuing education. We continue to provide staff development and career counseling to all members of the Internal Audit team to ensure that each person is in the process of becoming certified in at least one audit-related discipline and can consistently provide the level of service expected by the University. For this quarter, the Internal Audit team expended a total of 75 hours towards professional development, which includes on-line research, reading periodicals and textbooks, and attending training events.

COMMITTEES

The Internal Audit department is represented on the following committees:

- Information Systems Steering Committee
- Information Resources Coordinating Council
- Banner Steering Committee
- HIPAA Oversight Committee
- HIPAA Security Implementation Committee
- HIPAA Transactions and Code Sets Implementation Team
- Chancellor's Cabinet
### Operational Audits:

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<tr>
<th>Description</th>
<th>Management Requested</th>
<th>Budgeted Status</th>
<th>Actual Status</th>
<th>Budgeted Hours</th>
<th>% of Total</th>
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<td>Joyner Library</td>
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<tr>
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<td>DEC - Pediatrics</td>
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<td>On Hold</td>
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<td>Distance Education</td>
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<td>International Affairs (Study Abroad Program)</td>
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<td>Petty Cash Funds</td>
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<td>Billing Practices - Family Medicine</td>
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<td>Student Loans</td>
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<tr>
<td>University Life and Other Financial Arrangements</td>
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<td>Inactive</td>
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#### Subtotal Operational Audit Hours: 3172 (36%)

### Compliance Audits:

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<td>International I-9 Audit</td>
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<td>Chancellor's Discretionary Account 06/30/04</td>
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<td>ITCS Flexibility</td>
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<td>Clinical Trials</td>
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<td>Chancellor's Discretionary Account 06/30/03</td>
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<td>HIPAA - Privacy Review</td>
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<td>SRCI/UNC Mgmt. Flexibility (08/15/03)</td>
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<td>Work In Progress</td>
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<td>University Pro-Card</td>
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#### Subtotal Compliance Audit Hours: 2140 (24%)

### Information Technology Audits:

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<td>Disaster Recovery Test (2003)</td>
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<td>Wireless Network</td>
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#### Subtotal Information Technology Audit Hours: 784 (9%)

### Special Reviews:

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<tr>
<td>Office of State Auditor Audits</td>
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<td>Telephone Review - Foreign Languages</td>
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<td>Cancelled</td>
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<td>Contractual Auto Payments</td>
<td>Yes</td>
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<td>Dining Services - Limited Review</td>
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<td>Alumni Association - Dinner and Theatre Tickets</td>
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<tr>
<td>Hospitality Management and Discretionary Acct</td>
<td>Yes</td>
<td>Added</td>
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<tr>
<td>MCNC Grant</td>
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<td>Added</td>
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<td>Housing - Travel</td>
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<td>Microbiology - Ross Review</td>
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#### Subtotal Special-Review Audit Hours: 708 (8%)

### Follow-Up Reviews:

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<td>University Unions</td>
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<td>Dowdy Student Store</td>
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<td>Pepsi Contract</td>
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<td>Student Recreational Services</td>
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#### Subtotal Follow-Up Review Audit Hours: 1086 (12%)

**Total:** 5336

**Discussion/Action 9**
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<td>Special Projects:</td>
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<td>Gramm Leach Billey Act</td>
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<td>Documentation (Housing and NLM Audit)</td>
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<td>HIPAA Transaction Implementation</td>
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<td>Implement Professional Practices Framework</td>
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<td>Implement Risk Based Audit Planning</td>
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<td>8874</td>
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# Appendix B
## Internal Audit Activities
### 3QFYE04
#### 01/01/04 - 03/31/04

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<tr>
<th>Description</th>
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<td>Administration</td>
<td>654</td>
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<td>Audits, Special Reviews, and Follow-Ups</td>
<td>392</td>
<td>18%</td>
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<td>Bank Reconciliations</td>
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<td>Consultations</td>
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<td>External Auditor Assistance and Year-End Work</td>
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<td>Leave Time</td>
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<td>Professional Development/Training</td>
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<td>Routine Tasks (Misc. Meetings, Committee Meetings, Etc.)</td>
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<td>Special Projects</td>
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<td><strong>Total</strong></td>
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<td>Administration</td>
<td>Management Flexibility Training</td>
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<td>Administration &amp; Finance</td>
<td>Study Abroad Guidelines</td>
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<td>Housing</td>
<td>Records Retention</td>
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<td></td>
<td>Single Out Event and Movie Tickets Prize</td>
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<td>Student Traveling to Florida - Reimbursement</td>
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<td>ITCIS</td>
<td>Use of Student Funds</td>
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<td>Enterprise Customer Forums</td>
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<td>Radiation Oncology - Lantis Server</td>
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<td>VOIP Conference</td>
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<td>Joyner Library</td>
<td>Deposit of Library Funds</td>
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<td>Materials Management</td>
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<td></td>
<td>ProCard Charges - Student Transit</td>
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<td>Purchase of Gift Certificates Using Procard</td>
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<td>Sales Tax Recovery</td>
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<td></td>
<td>Warehouse Inventory Count</td>
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<tr>
<td>Parking and Transportation</td>
<td>Parking Meter Coin Collection Policy</td>
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<tr>
<td>Recreational Services</td>
<td>Diving Charity Event</td>
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<tr>
<td>Regional Development Services</td>
<td>RDS Contractual Service Compliance</td>
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<tr>
<td>Research and Graduate Studies</td>
<td>Services for Outside Organization Policy</td>
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<tr>
<td>School of Medicine</td>
<td>Moving Reimbursement</td>
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<tr>
<td>SOM - Business Affairs</td>
<td>Update of FBM070's</td>
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<tr>
<td>Student Health Services</td>
<td>Accepting Checks from Faculty/Staff</td>
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<td></td>
<td>Inventory of Drug Cart</td>
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<td></td>
<td>Storage of Drug Cart After Hours</td>
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<td>University Attorney</td>
<td>ECU Police - Special Olympics</td>
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<tr>
<td>University Unions</td>
<td>Hiring Checklist</td>
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<td></td>
<td>Proper Use of Student Funds</td>
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</tbody>
</table>
## Appendix D
### Re-Engineering Internal Audit Timeline
#### 3QFYEO4
#### As of 03/31/04

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Action Plan</th>
<th>Status</th>
<th>Approximate Completion Date</th>
<th>Actual Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Group membership to the Institute of Internal Auditors (IIA) for the Internal Auditing (IA) staff. (Membership renewal required each year.)</td>
<td>Complete</td>
<td>3Q03</td>
<td>3Q03</td>
</tr>
<tr>
<td>2.</td>
<td>Change the title of department from &quot;Office of the Internal Auditor&quot; to &quot;Office of Internal Audit and Management Advisory Services.&quot;</td>
<td>Complete</td>
<td>2Q04</td>
<td>2Q04</td>
</tr>
<tr>
<td>3.</td>
<td>Implement Institute of Internal Auditor's Professional Practices Framework. (Annual review of compliance required each year.)</td>
<td>Active</td>
<td>3Q04</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Encourage professional development among staff members by attending local IIA sponsored meetings, reading internal auditing publications, and attending conferences and seminars.</td>
<td>Ongoing</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>5.</td>
<td>Obtain internal stakeholders' input on their expectations of the Internal Audit Department.</td>
<td>Inactive</td>
<td>3Q04</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Revise audit reporting formats and evaluate the potential to deliver reports electronically.</td>
<td>Active</td>
<td>3Q04</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Restructure Internal Audit department staff.</td>
<td>Inactive</td>
<td>4Q04</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Implement risk based audit plans. (Annual audit plan will be risked based beginning July of 2004.)</td>
<td>Inactive</td>
<td>4Q04</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Market the services provided by the Internal Audit department through presentations and brochures.</td>
<td>Active</td>
<td>4Q04</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Evaluate and implement audit automation software.</td>
<td>Inactive</td>
<td>1Q05</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Encourage staff to obtain a certified/professional designation such as CIA, CPA, CISA, or CFE.</td>
<td>Ongoing</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>12.</td>
<td>Request a quality assurance review from an external source. (Should be performed every 5 years.)</td>
<td>Inactive</td>
<td>3Q05</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Strive to obtain the Institute of Internal Auditor's Quality Improvement Award.</td>
<td>Inactive</td>
<td>3Q05</td>
<td></td>
</tr>
</tbody>
</table>

**Discussion/Action 13**
MEMORANDUM

TO: Members of ECU Board of Trustees

FROM: Austin W. Bunch, Ph.D., Chief of Staff

DATE: April 29, 2004

SUBJECT: Class of 2008 Board of Visitors Nominees

Attached is information (resumes or letters) of persons who have been nominated for the ECU Board of Visitors Class of 2008. Also, there are two current Board of Visitors members, Mary Plybon and Chip Chesson, both members of the Class of 2004 whose terms expire at the end of this year. Both of these are eligible for reappointment to a full four-year term since their current service was to complete a vacancy on the board for the Class of 2004. There are eight vacant spots for this class.

There are also two spots in the Class of 2007 that are vacant. These may be filled at your discretion. Traditionally, you have held a vacant spot or two in the event you wanted to fill a spot for a particular reason out of the normal cycle. If either of these spots were filled at your next meeting, the person would serve for a three-year period.

The appointment of officers for 2004-2005 needs to be made as well. Dr. Shelton has recommended that the current officers -- Joel K. Butler, Chair; Doug Byrd, Vice-Chair; Tod Thorne, Secretary -- be reappointed.

If you have any questions, do not hesitate to contact me.

attachment/information on nominees
October 21, 2003

Mr. Austin Bunch
Chief of Staff
106 Spillman Bldg
East Carolina University

Dear Austin,

This letter is a recommendation for Dr. John Grinnell of Chapel Hill to become a member of the ECU Board of Visitors. John is Founder and President of Petra Learning Systems, Inc., a consulting firm that works with companies across North America to develop management and leadership systems and training. John played football at East Carolina in the 70's under Pat Dye, completed his doctorate the University of the North Carolina at Greensboro, and has worked as a consultant for a number of firms around the state, including all the major banks. For six years he was present of the Farr Institute, a leadership development consulting group that was purchased by BB&T. He ran it for two years under BB&T ownership before creating his own practice. He has great insight into management systems and a real love for East Carolina. Over time he has invited several members of the university community to participate through scholarships in programs presented by the Petra Corporation. He brings a passion for learning to the university and an understanding of power and influence that could be very helpful to our Board of Visitors.

As the nomination process gets nearer, if you need a complete resume or an update to this letter, I will be glad to supply it.

Sincerely,

James L. Lanier
President
ECU Foundation

JLL/ae

xc: Chip Chesson
Vita
John R. Grinnell, Ed.D.

Education
1976 Undergraduate East Carolina University B.S. Health and Human Performance
1978 Graduate East Carolina University M.Ed. Health and Human Performance
1986 Graduate UNC-Greensboro Ed.D. Curriculum Foundations and Cultural Studies

Work
1997-Present: Grinnell Leadership Inc.
I founded Grinnell Leadership in 1997 to provide a unique brand of leadership and organizational development tied to tangible business outcomes. Currently there are seven full and part-time employees serving small to large public and private businesses in most industries. (See client list)

Consulted, created consulting products and taught monthly self-awareness based leadership development courses to executives from major private and publicly held firms. From 1994-1997 served as President of this 35 employee firm.

Assignment in rural Japan to improve English education in the Japanese schools.

1984-1986: Educational Psychology UNC-Greensboro
While working on my Ed.D. I taught a didactic and experiential course familiarizing students with major theories of personality and their impact in the classroom.

1981-1984: Greensboro Dept. of Public Health, YEAH! Project Director
Wrote yearly grant and directed one of the top 3 nationally recognized programs in U.S. for enhancing mental health and reducing teenage pregnancy and alcoholism within a low income minority community.

1981 -1983: Emotional Health UNC-Greensboro
Taught an experiential and didactic course that familiarized students with methods to both understand and develop personally healthy mental habits.

1978-1980: Primary Prevention, Drug Education Supervisor for Fayetteville City Schools
In-service teacher development for methods to increase mental health and reduce associated alcohol and drug abuse among student population.

Grinnell Leadership: Partial List of Clients
Armeck Defense
Army Corp. of Engineers
Art.Com
Astrazeneca
BB&T
Carolina Handling
Centex Construction
Charlotte Observer (Knight Ridder)
Defense Threat Agency
Duke University
Durham Regional Hospital
East Carolina University
First Citizens Bank
General Dynamics
General Services Administration
Glaxo Smith Kline
Lockwood Greene Engineers
Ogletree Deakins
Progress Energy
RBC Centura
Shady Grove Adventist Hospital
Siena Corporation
Skanska USA
Tampa Sports Authority

Discussion/Action 16
John R. Grinnell Jr.
919-619-2921
jgrinnell@earthlink.net
www.grinnellLeadership.com

Teco Power
Tomkins Builders
Turner Broadcasting
University of North Carolina
U.S. Architect of the Capitol

U.S. Navy
Vietri
Volvo
Wachovia
Welbro Construction

Publications
Grinnell, J. “Self Awareness The Key To Productive Change”,...
Tarpey, J, Konchar, M, Grinnell, J. “Building a Leadership Culture”

Recent Presentations
April 2004: Business leader Morning Meeting “Leadership Ethics”
January 2004: Project Management International “Human issues On Projects”
November 2003: GSA
April 2004: Penn State “Building A Leadership Culture”
November 2002,2003: Mortgage Bankers Association

Products and Services Developed
Leadership JumpStart® four-day intensive Leadership Development Process
Leadership Decathlon® Year-long high-potential and organizational development process
OrgScan® Sr. Mgmt. teambuilding and implementation planning process
TalentMap™ Strategic talent assessment and development planning process
Leadership Navigator® with Checkpoints™ process: 360 Leadership profiler with proprietary
database of high potential and officer leadership behaviors
Team Coaching® and Project Leadership Scorecard® Leadership development and risk
mitigation process
Turning Points™ Supervisory development process that enhances the communication,
coordination and execution across departmental interfaces.
Competitive Path™ Tactical implementation planning, alignment and strategic communication
tool for Sr. Management.

References (All have agreed that you can call)
John Tarpey, CEO Centex Mid-Atlantic
Peter Ridder, Publisher Charlotte Observer
Kel Landis, CEO RBC Centura
Bob Hambright, CEO Centex Southeast
Mike Wilson, CEO General Dynamics OTS
Jack Picker, Sr. VP Human resources, General Dynamics OTS
Hope Connell, EVP First Citizens Bank Shares, Graduate of Kenan Flagler
Ed Small, CEO Thompkins Builders
Jim Hyster, CEO First Citizens Bank Shares
Jim Apple, CEO First Citizens Bank of South Carolina
Amita Poole, Chief of Staff, U.S. Architect of the Capital
JC Knoll, Base Operations Kings Bay Sub Base
Henry Saavedra, Director Tampa Sports Authority
Chip Chessen, Developer Durham N.C.
Doug Vaughn, President Vietri and Graduate of Kennan Flagler
Jim Talton, Former Managing partner KPMG Southeast
John Allison, CEO BB&T
Lynn Tetrault, EVP Human Resources Astrazeneca pharmaceuticals
Charlie Ziegler, Former CEO PSNC Energy, Kenan Flagler Graduate
Carl W. Davis, Jr.
9331 Fawn Lake Drive
Raleigh, North Carolina 27617
(919) 293-0277 (home)
(919) 549-7263 (office)

Experience:

Assistant General Manager, University of North Carolina Center for Public Television
July, 1998 – Present
Responsible for all technology, facilities and administration for North Carolina's statewide public television network. This includes engineering, information technology, maintenance, budgets, finance, and contracts. Responsible for more than 50 sites spread across the state including eleven television stations. UNC-TV reaches more than ten million people and is regularly viewed by more than two million people each week. The annual budget is more than $25,000,000 from state and federal government, individuals and corporations. UNC-TV has the largest membership base of any North Carolina non-profit organization.

District Sales Manager, Harris Corporation, Broadcast Division
February, 1994 - Present
Exclusive representative in six states for all Harris television products including transmitters, studio equipment and systems. Work with customers to provide the best solutions for their individual problems. Winner of 1997 General Manager's award.

Vice President of Engineering, Voyager Communications Group
August, 1985 - February, 1994
Responsibility for the technical and legal operation of eleven radio stations in four southeastern states. Managed both capital and operating budgets. Responsible for all fixed assets, leases, property and liability insurance, new technology, computers, telephone systems, and all compliance with FCC, EEOC, OSHA, and FAA rules and regulations. Supervised all station chief engineers and technicians.

Director of Engineering, Durham Life Broadcasting
July, 1980 - August, 1985
Directed the technical operations of four radio stations, one NBC affiliated television station, two regional sports networks, one national farm network, and a statewide satellite news and information network. Supervised the daily operations and all maintenance and capital projects.

Transmitter Supervisor, WCTI-TV Malrite Broadcasting Company
Supervised four engineers in the operation and maintenance of television broadacast equipment. Responsible for transmission and technical standards.

President and Owner, Fisher and Davis Electronics, Inc.
Sept., 1976 - Dec., 1978
Partner in electronics firm which specialized in broadcast technical consulting. Sold and serviced two-way radio equipment. Designed and built special industrial electronic parts and equipment. Provided special precision measurements for broadcast stations.

Program Director and Chief Engineer, WOOW Radio
July, 1972 - Sept., 1976
Worked as program director, chief engineer and announcer for this Greenville, N.C. station. Responsible for all technical as well as administrative functions.
Education:

B.A. 1973, East Carolina University, Greenville, North Carolina. Served as General Manager of the campus radio station WECU for two years. Elected to the student legislature as a day student representative and served on several legislative committees.

Engineering Management Seminars, 1985, 1986, 1988 Purdue University and the University of Notre Dame. These courses taught by the Continuing Education Departments dealt mostly with general management theory, goal setting, and motivation.

Activities:

Co-chairman of the North Carolina Emergency Communications Committee for six years. Responsible for the Emergency Alert System (EAS) in North Carolina. The plan developed by this committee is a model for the FCC and has been used by most other states as a model for their planning.

Past member of the National Association of Broadcasters Engineering Conference and Advisory Committee, the group which plans and operates the annual NAB Engineering Conference and advises the NAB on technical policy.

Chairman of the Society of Broadcast Engineers Chapter #93. Served in past years as vice chairman and a founder of this local chapter. Also, Certification Chairman and administered engineering exams on a local level twice a year.

Past Chairman of the North Carolina Association of Broadcasters Engineering Committee. Organized the engineering conference and trade show as a part of the annual convention.

Past member of the Cary, North Carolina Cable Television Commission

Guest speaker at civic and professional clubs across North Carolina on the subject of television and technology.

Guest speaker (2003 and 2004) at Appalachian State University on the subject of careers in broadcasting.

Scholarship level member of the East Carolina University Pirate Club.

Associations and Licenses:

Professional Broadcast Engineer Certification, 1988

FCC General Class Radiotelephone License, 1985

Member of the Society of Broadcast Engineers since 1973

Member of the Institute of Electrical and Electronic Engineers

Member of the Society of Motion Pictures and Television Engineers
Benjamin Allen Parrott
1802 East 6th Street
Greenville, NC 27858
(252) 758-5242

Experience:

Cephalon, Inc.
Sales Specialist, December 2003-present
- Biotech sales position covering eastern NC territory specializing in oncology, neurology, and psychiatry. Ranked #1 in Carolinas district, Q1 04’.

Bristol Myers-Squibb Co.
Hospital Sales Specialist, January 2001-December 2003
Hospital and Institutional Specialty Group
- Ranking upon resignation; 6 of 99 and 15 of 199. 152% of plan.
- 2002 Vision Award winner for superior sales performance and exceeding growth expectations. Top 15% of sales force.
- 2002,03’ Genius Award winner for superior product knowledge.
- Achieved major conversions at East Carolina University, Halifax Regional, Lenoir Memorial, and Nash General hospitals in first 18 months.
- Specialties included interventional cardiology, cardiology, neurology, oncology, infectious disease, pulmonology, and surgery.
- 11 target accounts included major teaching institutions, military hospitals, and large community hospitals.
- Responsibilities; achieving formulary access, pull-through sales, educating residents and fellows in major teaching hospitals, and acting as a resource and mentor to community representatives.
- Promoted after exemplary performance on territory level.

 Territory Sales Representative, December 1999- January 2001
Neuroscience/Infectious Disease Division
- Ranked 15 of 106 in region and 54 of 512 in nation when promoted.
- Target accounts included cardiology, neurology, endocrinology, internists, primary care and small community hospitals.

Abbott Laboratories
Sales Representative/Pharmaceutical Division, May 1998-December 1999
- Fayetteville, NC territory. GI, digestive, antibiotic markets.
- Ranked 3 of 18 in district and 9 of 83 in region upon resignation.

Medic Computer Systems, Inc., Raleigh, NC

Education:

East Carolina University, Greenville, NC
Masters in Business Administration, May 1998

Discussion/Action 21
East Carolina University, Greenville, NC
B.S.B.A. in Marketing, June 1993

Activities: Member of First Presbyterian Church of Greenville, Greenville Country Club, Greenville Museum of Art, Coastal Conservation Association. Serve as Chapter Advisor to Pi Kappa Alpha Fraternity of ECU. Enjoy golf, tennis, and fishing.

Family: Wife, Elizabeth and son Ben, Jr.
CHRISTOPHER J. GAULAND, DPM
2140 West Arlington Blvd – Suite D
Greenville, NC 27834
(252) 830-1000

CLINICAL EXPERIENCE:
East Carolina University – Brody School of Medicine (March 2001 – Present)
Clinical Instructor of Medicine, Department of Internal Medicine
Treating Physician, Department of Internal Medicine, Section of Endocrinology
Problem Foot Clinic/Lower Extremity Wound Clinic

Eastern Carolina Foot & Ankle Specialists: (September 2000 – Present)
Recruited to a progressive, full scope Podiatric practice involved in all aspects of foot and ankle care, surgery and lecturing to the public.

Dr. Christopher J. Gauland, P.C.: (January 1996 – September 2000)
Established a solo podiatric practice, overseeing all aspects of patient care and business transactions. All aspects of podiatric medicine and surgery.


RESIDENCY:
Midwestern Regional Medical Center: Zion, Illinois (June 1993 - July 1994)
Podiatric Surgical Residency – 24 month (PSR-24). Senior resident rotating in general, podiatric, orthopaedic, plastic and vascular surgery, emergency and internal medicine, oncology, and radiology. Lectured on ankle trauma and Diabetic foot care.

Midwest Medical Center: Indianapolis, Indiana (June 1992 - June 1993)
Podiatric Surgical Residency – 12 month (PSR-12). Surgery resident rotating in vascular, orthopaedic and podiatric surgery, internal and emergency medicine, pulmonology, endocrinology, cardiology, and radiology. Lectured on Diabetic foot care and sports medicine.

EDUCATION:
Temple University College of Podiatric Medicine: Philadelphia, Pennsylvania

East Carolina University: Greenville, North Carolina.

SPECIAL INTERESTS:
Ankle Arthroscopy:
Trained under Richard Lundeen, DPM, a pioneer in ankle and foot arthroscopy. Contributed to textbook and journal articles relating to ankle, sub-talar and intermetatarsal neuroma arthroscopy.

Wound And Ulcer Care:
Special interest in Diabetic wound care and lower extremity ulcerations, including education, prevention, and treatment.

Foot And Ankle Trauma:
Special interest in traumatic and overuse injuries to the foot and ankle, including treatment, surgery, and rehabilitation.
CIVIC/FRATERNAL:
East Carolina University – Alumni Association Board of Directors
East Carolina University - Pitt County Alumni Association President
East Carolina University - Men’s Lacrosse Club Head Coach
Sigma Phi Epsilon – Alumni Board member – NC Kappa Chapter
Uptown Greenville Member
Pitt County Health Education Foundation Board member
Heath Assist Advisory Board Member
East Carolina University – Lacrosse Association Alumni President

REFERENCES:
From podiatric and allopathic physicians available upon request.
February 9, 2004

Board of Trustees
East Carolina University

Dear Madam or Sir,

I have been asked to write a statement of interest so I may be considered for one of the East Carolina University Board of Visitors vacancies.

Quite frankly, from my earliest memories, East Carolina has been a part of my life. Growing up in Greenville, I went to the old football stadium and heard John F. Kennedy deliver a campaign speech. Shortly thereafter, I dragged a Radio Flyer wagon around my neighborhood, Carolina Dairies clean ice cream tubs in the back, collecting empty cigarette packages to help raise money for Ficklen Stadium. Upon graduation from J.H. Rose High School there was no other university I was really interested in attending but East Carolina University.

Following a period where work and settling in to the Washington, D.C. area took priority, I once again reconnected with my alma mater and really intensified that effort from 1999 to the present. I have helped interested D.C. area Pirates re-establish a very active and strong Alumni Chapter augmenting this with Pirate Club activity. I have also become increasingly more involved with on-campus activities and events and especially like my involvement with the National Advancement Network and the Political Science Advancement Council. I am learning specific skills on how to effectively become an advocate for East Carolina University. I hope to transfer these skills as a member of the Board of Visitors.

I bring leadership in a variety of areas and a willingness to help form and work with teams and task forces to accomplish goals with me to the Board of Visitors. I am totally committed to advancing East Carolina University into the twenty-first century and not living in the immediate sphere of influence for our alma mater, I also will bring an outside, but not outsider, perspective to deliberations and activities.

I have attached a short resume for your review and consideration.

Thank You for considering my request.

Harry Williams Stubbs, IV

Attachment
Harry Williams Stubbs, IV

My involvement with East Carolina

Member, Chancellors Society
Member, Leo Jenkins Society
Member, National Advancement Network
Chairman, Political Science Advancement Council
  • The Council was founded in 2003 and is composed of alumni who are working with the Department Chair and Faculty to provide advice and counsel for projects and operations. I was honored this past year to deliver the Keynote Speech for the Political Science and Public Administration Honor Society banquet.
President, Washington/Metro Alumni Chapter
  • The Chapter was honored to be selected Chapter of the Year, 2002.
Treasurer, DC Metro Pirate Club Chapter
Pirate Club Representative

Representing East Carolina in the larger community

Membership Coordinator, Capital Alumni Network (CAN).
  • This entirely volunteer organization is composed of 198 active college and alumni chapters in the Washington, D.C. area. I am the first person interested Chapter Officers/Representatives meet and/or contact. I collect basic data for CAN which is presented on our website, www.dcalum.org, under the Chapters tab.

Co-Commissioner, CAN Basketball League.
  • I am one of the founding commissioners of this newest of the CAN co-ed sports offerings. In its second year, this League has grown from five schools, eight teams to twenty-five schools, twenty-six teams. East Carolina is the inaugural season Defending Champion.

General Manager, East Carolina University Basketball, Flag Football, slow-pitch Softball and Volleyball CAN teams.
  • As GM for these co-ed sports teams, I attend all mandatory CAN coaches meetings, maintain rosters; coordinate funds collection and disbursement.
  • In addition, I am a team member of all four teams.
Other Information

Risk Management Specialist, Federal Deposit Insurance Corporation (FDIC)

- I have been working for the FDIC for twenty years and the Federal Government for twenty-three. My primary function is providing advice and counsel to Division managers to help them limit information technology risk conditions and situations. I also interface with General Accounting Office and Inspector General personnel as annual or as needed audits are conducted.

- From 2000 to 2003 I served first as a member and the final year as Chairman of the Chairman's Diversity Advisory Council for Headquarters. I scheduled nationally recognized speakers for monthly educational events and advised the FDIC Chairman on diversity initiatives and programs.

President, Stoneridge Knoll Unit Owners Association Board of Directors

- I bought my condominium unit August, 1991 and have served on the Board since the fall of 1991, was elected President by the Board in 1994 and continuing in that capacity until the present day.

Chief Acolyte, 11:15 a.m. Guild, St. Albans Episcopal Church, Washington, D.C.

- I set the schedule for the twelve adult member team and serve at the altar two Sundays per month.
- I work with the teenaged/young adult team leader to make certain the main services have sufficient acolytes in attendance.

Education

Ph.D. work at the University of Georgia 1977 until 1981 (A.B.D.)
M.A. 1977, East Carolina University (Political Science and History)
B.A. 1974, East Carolina University (Political Science and History)
Member Pi Sigma Alpha (Political Science Honor Society)
Member Phi Alpha Theta (History Honor Society)

Born at Pitt Memorial Hospital, July 4, 1952.
Son of Mary Katherine Spruill Stubbs, Class of 1944, East Carolina Teachers College.
March 6, 2004

Mr. Austin Bunch
Chief of Staff-ECU
Spillman Building
Greenville, NC 27858

Dear Austin:

It is an honor for Judy and me to nominate Jim Creech to be a member of the ECU Board of Visitors.

Jim, an undersized offensive lineman, received a scholarship to play football for ECU in the fall of 1969. With courageous determination, and an unrelenting work ethic he became an outstanding player and led us to the Southern Conference championship in his senior season of 1972. Two ECU Hall of Fame members, Carlester Crumpler and Carl Summerell owe their selection to Jimmy’s outstanding, but yet unsung blocking. Jim played center, which is generally regarded as the toughest position to play. He was named captain of our team during his senior season.

After Jim received both an undergraduate and master’s degree from ECU, he began a career in the industrial supply business. He quickly became the most outstanding salesman for Industrial Sales Corporation, applying the same unrelenting work ethic of his athletic career to his vocation. In 1995, he bought the company and renamed it Industrial & Construction Enterprises. He is currently president and owner of Industrial & Construction Enterprises, Inc.

As a member of the ECU Pirate Club since 1976, he has participated in many capital campaigns and has served on both the Pirate Club Executive Committee and the board of the Pitt County Pirate Club. He has volunteered for the Pirate Club in numerous capacities, but has been particularly involved in the Letterman’s Weekend, where he has served every year for the past fifteen years.

Jim has been a member of the ECU Chancellor’s Society for many years, and also a member of the College of Health and Human Performance Advancement Council, where he is currently serving as chairman.
Jim and his wife Debbie, also an ECU alumnus are the most active and beloved members of Saint James United Methodist Church. Jimmy has served as president of the administrative board, trustee, stewardship chairman, and many, many other capacities. Perhaps his greatest accomplishment was to serve as fundraising chair for the building of our Christian Life Ministries Center, which was completed several years ago. This outstanding facility not only serves the congregation and youth of St. James, but it also is a wonderful facility for our entire community.

For six weeks last year, Debbie and Jim hosted two young girls from Kosovo, who as part of the Samaritan’s Purse Project, were here to receive life saving heart surgery at University Health Systems. For their tireless sacrifices for Samaritan’s Purse, Jim and Debbie received the outstanding Lay-Ministry award for Saint James in 2003. They were selected from a congregation of almost 2000 members.

Even with all his service and accomplishments, the main criteria for his nomination is simply his passion for making East Carolina University and our community the very best that it can be. Without hesitation, Judy and I enthusiastically nominate Jim Creech for the Board of Visitors of East Carolina University.

Sincerely,

Judy and Don Edwards
CAREER OBJECTIVE
Government related position in the United States or abroad

LANGUAGES
English, French

PROFESSIONAL MEMBERSHIPS
- Royal African Society (UK)
- Britain Zimbabwe Society
- African Studies Association of the United Kingdom
- United Nations Association of the United States of America
- Gamma Beta Phi
- Golden Key International Honour Society
- Omicron Delta Kappa
- The National Society of Collegiate Scholars

EDUCATION

August 2002 – Present
Master of Science in Peace Operations Policy
George Mason University, Arlington/Fairfax, Virginia
Thesis: Media’s Role in Peace Building
GPA: 3.95 (as of July 2003)
- Completed 232 Army Correspondence Course Credits via the United Nations Institute for Research and Training Programme on Correspondence Course Instruction in Peacekeeping Operations (UNITAR-POCI) see below


UNITAR-POCI Courses completed:
- Commanding United Nations Peacekeeping Operations: Methods and Techniques for Peacekeeping on the Ground
- Principles for the Conduct of Peace Support Operations
- The History of United Nations Peacekeeping Operations During the Cold War Period: 1945-1987
- Security Measures for UN Peacekeepers
- The Conduct of Humanitarian Relief Operations
- Mine Action
- Logistical Support of United Nations Peacekeeping Operations
- Operational Logistical Support of UN Peacekeeping Missions: Intermediate Logistics Course
- An Introduction to the UN System: Orientation for Serving on a UN Field Mission
- Global Terrorism
- Peacekeeping and International Conflict Resolution
- International Humanitarian Law

Research Interests:
- Zimbabwe
- Media’s role in peace operations
- STELLA® Systems Thinking software analysis
- Communication tendencies relative to peace operations

Coursework completed:
- History of Operations Other Than War
- International Peacekeeping I & II
- Introduction to Conflict Resolution
- Modeling and Simulation for Peace Operations
- Communication in Interpersonal Conflict

Discussion/Action 30
EDUCATION, cont.

August 1998 – May 2002
Bachelor of Arts in Communication (Minor - Psychology)
Cum Laude – GPA: 3.53
East Carolina University (ECU), Greenville, North Carolina
- First Year Student Leadership Award
- Outstanding Senior Leadership Award nominee
- Outstanding Senior – Department of Communication

WORK EXPERIENCE

July 2003 – Present
Staff Assistant
Fairfax County Board of Supervisors, Lee District
Alexandria/Franconia, Virginia
- Constituent casework on zoning, tax issues, public works, human services and consumer protection
- Member, Little Hunting Creek Watershed Task Force
- Tenant Commissioner, Fairfax County Tenant-Landlord Commission
- Board of Directors, Franconia Museum, Inc.
- Board of Directors, Laurel Grove School Association

August 2002 – June 2003
Copyright/Course Materials Assistant
George Mason University (Fairfax, Virginia)
Copyright and Course Materials Office
- Obtained permissions for reprinting of course materials
- Responsible for assisting in organization of files & office

May 2002 – July 2002
December 2001,
May – August 2001 (part-time)
Sales Associate
Birkenstock Footprints,
Virginia Beach, Norfolk and Williamsburg, Virginia
- Trained in sandal and shoe fitting techniques
- Retail sales training and customer relations methods

August 2001 – May 2002
Staff Assistant
United States Senator John Edwards,
Greenville, North Carolina
- Spoke with constituents on the phone
- Collected data and built resources on North Carolina counties
- Assisted in coordinating the Senator’s Northampton County visit

June 2001
Internship
City of Virginia Beach (VA) – City Manager’s Media and Communications Group / Office of the Mayor
- Responsible for initiating work and carrying out assigned duties
- Wrote press releases, speeches and related documentation
WORK EXPERIENCE, cont.

August – December 2000

Internship / Campus Representative
I-drive.com, California and Greenville, North Carolina
- Met with campus leaders and administration
- Selected as Most Outstanding Intern

OTHER ACTIVITIES AND INTERESTS

Experiences
- Student Government Association Chief of Staff (2000 – 2001)
  and Presidential Candidate (2000 & 2001)
- The East Carolinian (school newspaper) – 20 news articles
  published (2000 – 2001)
- ECU Copyright Committee (2001 – 2002)
- Student representative on eleven faculty committees (2000 – 2001)
- Student Government Association Elections Chair (2002)
- Member, Richard Eakin Retirement Committee
- Formed Habitat for Humanity chapter at ECU
- Member, $3.1 billion bond referendum committee (UNC system)
- Volunteer – John Edwards for President 2004
- “Voice” of the ECU Marching Pirates

Other Memberships
- ECU Pirate Club (athletic support)
- ECU Washington DC/Metro Alumni Association Board
- Benefactor – ECU Marching Pirates Club
- GMU Patriot Club (athletic support)
- FRIEND of ECU Performing Arts Series
- Host committee – John Edwards for President birthday celebration
The purpose of this brief biographical sketch is to introduce myself to the reader. I was born in Manteo in 1943. My mother, Aline, was the daughter of Marcus Lafayette and Carrie Hayman Midgett. My father, Johnnie, came to Dare County to work in FDR’s Civilian Conservation Corp. Though my family moved to Virginia when I was young, I always considered Manteo, and more specifically Skyco, to be my home.

Following graduation from Norview High School in Norfolk, I attended Frederick College in Portsmouth, Virginia for two years before transferring to East Carolina College. In 1966, I graduated with a Bachelor of Science Degree and earned a Master of Arts in Education Degree in 1967.

After teaching for one year in Halifax County, I spent a year as a teacher and administrative intern in Chesapeake, Virginia. In 1968, I was hired as a Principal of Kitty Hawk Elementary School – a position I held for four years. My next nine years were spent as the Principal of Manteo High School. In 1978, I earned the Education Specialist Degree from East Carolina University.

In 1981, at age 38, I left education and began a career in real estate sales at Kitty Hawk Realty. I associated with Jim Perry and Company in 1984 and continue in my position as Associate Broker with that firm today.

During the past several years, I have created a number of business partnerships and am involved in ongoing residential and commercial development projects, and in the management of personal real estate investments. I enjoy the creative aspects of the real estate development business and finding solutions for the challenges which are inherent in this field. I have found my niche.

For the past thirty-one years, my wife, Penelope, and I have lived in Skyco, on Roanoke Island – on land which has been in my family for generations. My wife, who also graduated from East Carolina, continues her teaching career in the Dare County School System. Our youngest of three children graduated from East Carolina University last year.

Our family has for many years held season tickets for ECU football and basketball games and we recently added baseball. I am a past President of the Dare/Currituck Chapter of the Pirate Club and continue to be active as a Pirate Rep. I advocate for my school on a daily basis. I believe I would be an asset to East Carolina University as a member of its Board of Visitors.

Johnnie M. Robbins, Jr.
Home 252-473-5247
Office 252-441-3051
BYLAWS OF THE BOARD OF TRUSTEES

OF

EAST CAROLINA UNIVERSITY

Adopted - 7/8/93

ARTICLE I.

ORGANIZATION

Section 101. Membership. (A) EAST CAROLINA UNIVERSITY shall have a Board of Trustees composed of thirteen (13) persons chosen as follows: (i) eight (8) elected by the Board of Governors of The University of North Carolina, (ii) four (4) appointed by the Governor, and (iii) the President of the Student Government Association ex officio.

(B) In every odd-numbered year, the Board of Governors shall elect four (4) persons to the Board of Trustees and the Governor shall appoint two (2) persons to the Board of Trustees; and the term of office of all such elected or appointed trustees (excluding the ex-officio trustee) shall commence on July 1 of such odd-numbered year and shall be for four (4) years and until the successor is elected or appointed.

(C) Whenever any vacancy occurs in the membership of the Board of Trustees among those appointed by the Governor, it shall be the duty of the Secretary of the Board of Trustees to inform the Governor of the existence of such vacancy, and the Governor shall appoint a person to fill the unexpired term, and whenever any vacancy occurs among those elected by the Board of Governors, it shall be the duty of the Secretary of the Board of Trustees to inform the Board of Governors of the existence of the vacancy, and the Board of Governors shall elect a person to fill the unexpired term. If for any reason other than ill health or service in the interest of the State or nation, a member fails to be present for three 3) successive regular meetings of the Board of Trustees, his/her place as a member shall be deemed vacant.

(D) Any person who has served two (2) full four-year (4) terms in succession as a member of the Board of Trustees shall be ineligible, for a period of one (1) year, for election or appointment to the Board.
but may be elected or appointed to the Board of another institution.

(E) No member of the General Assembly or officer or employee of the State or of any constituent institution of The University of North Carolina or spouse of any such member, officer or employee shall be eligible for election or appointment as a member of the Board of Trustees. Any trustee who is elected or appointed to the General Assembly or who becomes an officer or employee of the State or of any constituent institution of The University of North Carolina or whose spouse is elected or appointed to the General Assembly or becomes such officer or employee shall be deemed thereupon to have resigned as a member of the Board of Trustees.

(F) No person may serve simultaneously as a member of the Board of Trustees and as a member of the Board of Governors. Any trustee who is elected or appointed to the Board of Governors shall be deemed to have resigned as a trustee effective as of that date that his/her term commences as a member of the Board of Governors.

Section 102. Officers. (A) At the first meeting after June 30 of each year, the Board of Trustees shall elect from its membership a Chair, a Vice Chair and a Secretary, each of whom shall serve for a term of one (1) year and until his/her successor is elected. If the Chair's term on the Board of Trustees expires on June 30 of that year, the Vice-Chair will serve as Chair until elections are held. If the terms of the Chair and the Vice-Chair on the Board of Trustees both expire on June 30 of that year, the Secretary will serve as Chair until elections are held. If the terms of the Chair, the Vice-Chair, and the Secretary all expire on June 30 of that year, the Assistant Secretary of the Board will notify the Executive Committee prior to June 30 of that year and the Executive Committee will nominate a trustee to serve as Chair from July 1 until elections are held. The Executive Committee’s nominee will be approved by the Board prior to June 30 of that year.

(B) If a vacancy occurs in the office of Chair during a term, the Vice Chair shall succeed to the office of Chair for the remainder of the unexpired term. Vacancies in the office of Vice Chair, Secretary or member at large of the Executive Committee during their terms shall be filled by election by the Board of Trustees,
and persons so elected shall serve for the remainder of the unexpired term. No trustees shall serve for more
than two (2) elected terms in succession in the same office.

(C) The Board of Trustees may also elect an Assistant Secretary from among the members of the
Chancellor’s staff. Copies of all minutes, papers and documents of the Board of Trustees may be certified by
its Assistant Secretary with the same force and effect as though such certification were made by the Secretary
of the Board.

Section 103. Committees. The Board of Trustees shall create the following standing committees and
shall delegate to such committees the power and duties enumerated:

A. EXECUTIVE AND AUDIT COMMITTEE. The Executive and Audit Committee shall be
composed of the Chair, the Vice Chair, the Secretary and three (3) other members of the Board appointed by
the Chair.

The Committee shall meet upon the call of the Chair, and a majority of the members of the Executive
and Audit Committee shall constitute a quorum for the transaction of business.

The Chancellor shall consult with the Executive and Audit Committee on appointments of all Vice
Chancellors, and other senior administrators as defined by the Board of Governors, and, in addition, on
appointments of the Director of Athletics and the head coaches of basketball and football. The Executive
and Audit Committee shall make its recommendations to the full Board concerning the Chancellor’s
proposed appointments for such positions and on all personnel matters which require action by the Board of
Governors. However, the Executive and Audit Committee may act for the Board between meetings of the
Board with regard to recommendations from the Chancellor for the appointment of faculty and staff which
require approval of the Board of Governors, and the approval of degree candidates recommended by the
faculty and Chancellor. In addition, between meetings, the Committee may act for the Board in emergency
situations when the Chancellor and the Chair jointly decide that it is impracticable for the full Board to act.

The Executive and Audit Committee, however, cannot take any action which is inconsistent with the existing
policies of the Board of Governors or the Board of Trustees.

The Chancellor shall also consult annually with the Executive and Audit Committee at the Board’s October meeting concerning East Carolina University’s efforts to assure the adequacy of management staff and the existence of sufficient fiscal controls to administer additional authorities authorized under G.S. 116-30.2, 116-30.4, and 143-53.1.

Minutes of the meetings of the Executive and Audit Committee shall be distributed promptly after each meeting to each member of the Board of Trustees. Further, the Committee shall report on all meetings and actions taken by it to the full Board at regular meetings.

B. ACADEMIC AFFAIRS AND STUDENT LIFE COMMITTEE. The Chancellor shall consult with the Academic Affairs, and Student Life Committee on policies relating to academic programs and public service activities. The Committee shall make recommendations to the full Board regarding these policies. The Committee shall review all appeals from faculty members to the Board and make recommendations to the full Board.

The Chancellor shall consult with the Academic Affairs and Student Life Committee on matters relating to student life policies, including student financial aid. The Committee shall make recommendations to the full Board regarding such policies. The Chancellor also may seek the advice of the Committee on matters relating to student self-government.

C. RESEARCH, ECONOMIC DEVELOPMENT, AND COMMUNITY ENGAGEMENT COMMITTEE.
The Chancellor shall consult with the Research, Economic Development, and Community Engagement Committee on policies relating to research, economic development, local activities, and technology transfer. The Committee shall make recommendations to the full Board regarding these policies. The Chancellor also may seek the advice of the Committee on matters relating to the research office and technology transfer program.

D. HEALTH SCIENCES COMMITTEE. The Chancellor shall consult with the Health Sciences
Committee on policies relating to academic programs, admissions, clinical affiliations and agreements, community and public service activities, public relations, development and foundations. The Committee shall make recommendations to the full Board regarding these policies. If practical, in the discretion of the Chair of the Board of Trustees, the Chair of the Academic Affairs Committee may be appointed to the Health Sciences Committee and the Chair of the Health Sciences Committee may be appointed to the Academic Affairs Committee.

E. FINANCE AND FACILITIES COMMITTEE. The Chancellor shall consult with the Committee concerning budget policy and preparation. The Committee shall: Make recommendations to the Chancellor and the full Board concerning budget policy; maintain for the Board a master plan for the physical development of East Carolina University; and advise and assist the Chancellor and submit recommendations to the Board with respect to real property transactions and other capital transactions within the jurisdiction of the Trustees. The Committee is authorized to: Act for the Board of Trustees in the selection of architects or engineers for buildings and improvements requiring such professional services; and act for the Board in approving all proposals involving the acquisition of disposition of any interest in real property provided that said transactions involving interests in real property valued at $50,000 or more are recommended to the full Board of Trustees for its approval and forwarded to the Board of Governors. Subject to the prior approval of the Chancellor, the Vice Chancellor for Business Affairs is authorized to act on behalf of the Board of Trustees to approve building plans and specifications and to certify final acceptance of completed building and projects.

F. UNIVERSITY ADVANCEMENT COMMITTEE. The Chancellor shall consult with the Institutional Advancement Committee on policies relating to advancement activities including but not limited to fund raising, relationships with the University’s tax exempt affiliates, and marketing the University in the public domain. The Committee shall make recommendations to the full Board regarding these policies. The Chancellor also may seek the advice of the Committee relating to issues involving advancement activities.

Discussion/Action 38
G. **ATHLETICS COMMITTEE.** The Chancellor, who is specifically charged with the responsibility for the establishment and supervision of the institution's program of intercollegiate athletics, shall consult with the Committee on Athletics on matters relating to intercollegiate athletics, including the appointments of the Athletic Director and head coaches for football and basketball. The Committee shall make recommendations to the Board of Trustees regarding institutional policy on personnel, operating budgets, and long-range plans for intercollegiate competition.

The Board of Trustees may create ad hoc committees and delegate to such committees the powers and duties it deems appropriate.

The members of all standing committees shall serve one-year terms. With the exception of the officers serving on the Executive Committee, the members of all other committees shall be appointed by the Chair.

Section 104. **Endowment Fund Board.** The Trustees of the Endowment Fund Board shall consist of six (6) members, one (1) of whom shall be the Chair of the Board of Trustees who shall serve as the ex-officio Chair of the Endowment Fund Board; one (1) of whom shall be the Chancellor; one (1) of whom shall be the [Vice Chair of the Board of Trustees or the Chair of the Institutional Advancement Committee]; and three (3) of whom shall be elected by the Board of Trustees. The terms of the three (3) elected members of the Endowment Fund Board shall be initially for one (1), two (2), and three (3) years each. All elections thereafter shall be for a regular term of three (3) years, except that any person elected by the Board of Trustees to fill a vacancy created otherwise than by expiration of a term shall be elected to serve the term of the person whom he or she succeeds.

The Trustees of the Endowment Fund Board shall make decisions concerning the receipt and administering of Endowment Fund gifts and property bequests, exclusive always of monies received through State appropriations and from tuition and fees.

The Endowment Fund Board shall function in accordance with North Carolina General Statute 116-
36 and regulations of the Board of Governors of the University of North Carolina.

ARTICLE II.

POWERS AND DUTIES

Section 201. General Powers and Duties. The Board of Trustees shall promote the sound development of East Carolina University within the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions and aiding it to perform at a high level of excellence in every area of endeavor. The Board of Trustees shall serve as advisor to the Board of Governors on matters pertaining to East Carolina University and shall also serve as advisor to the Chancellor concerning the management and development of the institution.

Section 202. Other Powers and Duties. The Board of Trustees shall have such other powers and duties, not inconsistent with provisions of The Code of The University of North Carolina or as defined and delegated by the Board of Governors.

ARTICLE III.

MEETINGS

Section 301. Regular Meetings. There shall be not fewer than three (3) regular meetings of the Board of Trustees each year. At each regular meeting a tentative date shall be announced for the next regular meeting. The Chair of the Board, in consultation with the Chancellor, is authorized to change the date if necessary because of schedule conflicts and to give immediate notice to the members of the Board. A notice specifying the time and place of each regular meeting of the Board shall be mailed by the Secretary of Assistant Secretary to each member of the Board at least seven (7) days in advance of the meeting date. Any matter of business may be considered at a regular meeting of the Board.

Section 302. Special Meetings. A special meeting of the Board of Trustees may be called by the Chair, and shall be called by the Secretary or Assistant Secretary upon the written request of not fewer than six (6) members of the Board. A special meeting called by the Secretary or Assistant Secretary shall be held
within ten (10) days of receipt by the Secretary or Assistant Secretary of the sixth written request for such special meeting. A notice specifying the time and place of a special meeting of the Board shall be mailed by the Secretary or Assistant Secretary to each member of the Board at least seven (7) days in advance of the meeting date, but 48 hours notice may be given by telephone or telegram when, in the opinion of the Chair, an emergency exists. Any matter of business may be considered at a special meeting of the Board.

Section 303. Agenda. (A) At least seven (7) days prior to each regular meeting of the Board of Trustees, a copy of the agenda, including (insofar as is practicable) copies of all reports and other written materials to be presented to the meeting, shall be mailed to each member of the Board by the Secretary or Assistant Secretary. Insofar as is practicable, a copy of the agenda of each special meeting of the Board shall be mailed to each member of the Board at least four (4) days in advance of the special meeting; however, if such advance mailing is not practicable, the agenda for a special meeting may be presented to the members of the Board as the first order of business at the meeting.

(B) The agenda for every meeting of the Board shall be prepared by the Chancellor or his staff after consultation with the Chair. Every request for inclusion of an item on the agenda of a meeting shall be put in writing and filed, together with any supporting documents, with the Chancellor sufficiently far in advance of the meeting to permit a determination to be made by the Chancellor with respect to the propriety and practicability of including that item on the agenda for the meeting.

(C) Any member of the Board of Trustees may present to any meeting of the Board any item whether or not the same is on the agenda of the meeting.

Section 304. Conduct of Business. (A) A quorum of the Board of Trustees or of its several committees shall consist of a majority of the members of the Board or of its several committees.

(B) The Chair shall preside over all regular and special meetings of the Board of Trustees. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and the Vice Chair, a presiding officer shall be elected by and from the membership of the Board of Trustees.
(C) All members of the Board of Trustees may vote on all matters coming before the Board for consideration. No member may vote by proxy.

(D) Except as modified by specific rules and regulations enacted by the Board of Trustees, Robert’s Rules of Order Newly Revised (latest edition) shall constitute the rules of the parliamentary procedure applicable to all meetings of the Board of Trustees and its several committees.

Section 305. Minutes. (A) The Secretary or Assistant Secretary shall keep minutes of all meetings of the Board of Trustees; shall file, index, and preserve all minutes, papers, and documents pertaining to the business and proceedings of the Board; shall be custodian of all records of the Board; and, when required, shall attest the execution of all legal documents and instruments of East Carolina University.

(B) Within thirty (30) days and after each meeting of the Board of Trustees, the Secretary or Assistant Secretary shall transcribe the minutes of the meeting and mail a copy to each member of the Board.

Section 306. Executive Session. By the vote of a majority of the members present during any regular or special meeting when a quorum is present, the Board may hold an executive session, consistent with State Law.

Section 307. Keeping Board of Governors Informed. The Secretary of the Board of Trustees shall keep the Board of Governors, through the Secretary of The University of North Carolina, fully and promptly informed concerning activities of the Board of Trustees, including notice of any changes in the membership of the Board or its committee structure or Bylaws, notices of meetings and a copy of the minutes of all meetings.

ARTICLE IV.

RELATIONSHIP OF THE CHANCELLOR TO THE BOARD OF TRUSTEES

Section 401. Relationship of the Chancellor to the Board of Trustees. (A) It shall be the duty of the Chancellor to attend all meetings of the Board of Trustees and to be responsible for keeping the Board of Trustees fully informed on the operation of the institution and its needs.
(B) As of June 30 of each year the Chancellor shall prepare for the Board of Trustees a detailed report on the operation of the institution for the preceding year. The Chancellor shall also submit such additional reports to the Board of Trustees as he/she may deem wise or as the Board may require. He/she shall seek the counsel of the Board of Trustees concerning the affairs of the institution.

(C) The Chancellor shall be responsible to the Board of Trustees for enforcing all policies, rules and regulations of the Board of Trustees.

(D) The Chancellor shall be the official medium of communication between the Board of Trustees and all individuals, officials, agencies and organizations, both within and without the institution.

ARTICLE V.

AMENDMENT OF BYLAWS

Section 501. Amendment of Bylaw. These Bylaws may be amended at any regular or special meeting of the Board of Trustees by an affirmative vote of a majority of the members of the Board if the substance of the amendment has been filed in writing with the Secretary or Assistant Secretary and a copy has been mailed to each member of the Board at least seven (7) days prior to the meeting at which the amendment is to be voted upon.

ARTICLE VI.

SUBORDINATION TO UNIVERSITY CODE

Section 601. Subordination to University Code. To the extent that any of these Bylaws may be inconsistent with The Code of The University of North Carolina, as the same may be amended from time to time, said Code shall control.

ARTICLE VII.

HONORARY DEGREES, AWARDS AND DISTINCTIONS

Section 701. Authority to Confer Honors. The Board of Trustees shall be responsible for approving the names of all individuals on whom it is proposed that an honorary degree or any other honorary or
memorial distinction be conferred by East Carolina University. Examples of such degrees or honorary or memorial distinctions include, but shall not be limited to, (a) all honorary doctorates and other degrees of every kind, (b) the naming of buildings or rooms or other portions of buildings, streets and other campus property or facilities, or any unit or other organization within the University, and (c) honorary alumni (excluding those certain distinctions provided for in the existing Bylaws of the ECU Alumni Association and the ECU Educational Foundation). Trustee resolutions honoring members of the administration, faculty, alumni and friends of East Carolina University, and the awarding of emeritus status to faculty members is hereby delegated to the Chancellor.

Section 702. Nominations for Honorary Degrees. Nominations for the conferral of an honorary degree shall be made in accordance with the following policy and procedure:

(A) The Honorary Degrees, Awards, and Distinctions Committee shall be constituted as follows: Dean of the Graduate School, Chair, ex-officio voting; five (5) faculty members selected by the Faculty Senate; and five (5) trustees selected by the Chair of the Board of Trustees.

The Faculty Senate shall establish terms to be served by their representatives, and the Chair of the Board of Trustees shall establish the terms for representatives of the Board.

(B) The Honorary Degrees, Awards, and Distinctions Committee shall receive nominations each academic year and otherwise identify persons to be nominated for honorary degrees. Nominations for honorary degrees may be made to the Committee by any interested person or organization.

(C) The honorary degrees to be awarded by East Carolina University are:

    Doctor of Letters (Litt.D.)

    Doctor of Science (D.Sci.)

In exceptional circumstances, other designated degrees may be awarded or a different honorary or memorial distinction designated by the Board of Trustees.

(D) Eminent achievement in scholarship, public affairs, service to the University, service to the State
or Nation, or in activities recognized as significant in the educational world, shall constitute the primary basis for an honorary degree from East Carolina University.

(E) Honorary degrees shall be limited to no more than three (3) per year, except as otherwise recommended by the Board of Trustees.

(F) No person shall be eligible to be awarded an honorary degree or other honorary or memorial distinction by East Carolina University while that person is serving as a member of the Board of Governors of The University of North Carolina or of the Board of Trustees of any one (1) of the constituent institutions or as a member of the faculty, staff or administration of The University of North Carolina or of any one (1) of its constituent institutions; and no such person shall be eligible for such an award until after the second academic year after the termination of any such relationship with The University of North Carolina or any of its constituent institutions.

(G) The Honorary Degrees, Awards, and Distinctions Committee shall submit names of nominees approved by it, with supporting documentation, to the Chancellor for review. The Chancellor shall forward the names of the nominees approved by him/her to the Executive Committee of the Board of Trustees. The Executive Committee, in turn, shall review and evaluate each such recommendation, coordinate its action with the Chancellor, and then make its written recommendation to the full Board for action at a regular or special meeting. Each member of the Board shall be given notice of the recommendation of the Executive Committee either by telephone or by mail at least seven (7) days prior to the date of the meeting at which the recommendation is to be voted upon.

(H) The Board shall consider the recommendations and take action thereon in Executive Session. The Chancellor, after consulting with the Chair of the Board of Trustees, shall make appropriate public disclosure of all recommendations approved by the Board after acceptance of the invitation for conferral of an honorary degree by the person so nominated.

(I) Persons nominated for honorary degrees by the Honorary Degrees, Awards, and Distinctions
Committee to the Chancellor and who are not thereafter approved either by the Chancellor or the Executive Committee or the Board of Trustees shall not thereafter be eligible for nomination; provided, however, the Chancellor shall have the authority to extend invitations to nominees approved by the Board to accept the University's honorary degree at such time or times and in such order as he/she may deem appropriate in his/her discretion.

Section 703. Nomination for Other Honors. The policy and procedure for nominations for the conferral of an honorary degree shall be as provided in Section 702. The policy and procedure for nominations for the conferral of all other honorary or memorial distinctions, as defined in Section 701 above, shall first be made by the Chancellor, individual trustees, or a subcommittee consisting of those members of the Board of Trustees designated by the Chair to serve on the Honorary Degrees, Awards, and Distinctions Committee to the Executive Committee in writing at least thirty (30) days prior to the next regularly scheduled meeting of the Board at which action on such recommendation is desired. The Executive Committee, in turn, shall review and evaluate each such recommendation, conferring and coordinating its action with the Chancellor and appropriate standing Committees, and then make its recommendation to the full Board for action at a regular or special meeting. The recommendations of the Executive Committee shall be mailed to each member of the Board at least seven (7) days prior to the date of the meeting at which the recommendations is to be voted upon. The Board shall consider recommendations and take action thereon in executive session. The Chancellor, after consulting with the Chair of the Board of Trustees, shall make appropriate public disclosure of all recommendations approved by the Board.

J. Craig Souza
Chairman of The Board of Trustees

William P. Furr
Secretary to The Board of Trustees

Discussion/Action 46
AMENDMENTS MADE TO THE BYLAWS

1) Academic Affairs and Student Life Committee expanded to include Research and Graduate Studies. Full name of committee is now Academic Affairs, Research, Graduate Studies, and Student Life Committee.

Approved by the Board of Trustees on September 27, 1996.

2) Section 102, Officers. Election and Terms of.

Approved by the Board of Trustees on March 7, 1997

3) The name of Executive Committee of the Board be changed to the Executive and Audit Committee and that the By-laws of the Board of Trustees be amended by inserting the following between the third and fourth paragraphs:

The Chancellor shall also consult annually with the Executive and Audit Committee at the Board’s October meeting concerning East Carolina University’s efforts to assure the adequacy of management staff and the existence of sufficient fiscal controls to administer additional authorities authorized under G.S. 116-30.2, 116-30.4 and 143-51.1.

Approved by the Board of trustees on October 9, 1998.

4) That the Institutional Advancement Committee be added to the Board – see Section 103 E.

That the Endowment Fund Board be revised – Section 104.

Approved by the Board of Trustees on December 10, 1999.

5) The Notice of a Special Meeting of The Board of Trustees be changed from three (3) days to a 48 hours notice to be consistent with the Open-Meetings Law – see page 9 line 3.

Approved by the Board of Trustees on March 16, 2001.

6) The Academic Affairs, Research, Graduate Studies, and Student Life Committee was split into the Academic Affairs and Student Life Committee and the Research, Economic Development and Community Engagement Committee with appropriate changes to the Bylaws to be developed accordingly.

Approved by the Board of Trustees on July 23, 2002.

7) Section 103.B of the Bylaws, formally Academic Affairs, Research, Graduate Studies, and Student Life Committee was split into two divisions with descriptive changes developed approval: Academic Affairs and Student Life Committee, and the Research, Economic Development and Community Engagement Committee, to coincide with the Bylaw amendment that was approved on July 23, 2002.

Approved by the Board of Trustees on October 18, 2002.

The name of Institutional Advancement Committee of the Board was changed to the University Advancement Committee.

Discussion/Action 47
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith</td>
<td>President</td>
<td><a href="mailto:joe.smith@unc.edu">joe.smith@unc.edu</a></td>
<td>919-298-1234</td>
<td>123 Main St, Chapel Hill, NC 27514</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Vice President</td>
<td><a href="mailto:jane.doe@unc.edu">jane.doe@unc.edu</a></td>
<td>919-298-1235</td>
<td>456 Elm St, Durham, NC 27705</td>
</tr>
<tr>
<td>Bill Johnson</td>
<td>Treasurer</td>
<td><a href="mailto:bill.johnson@unc.edu">bill.johnson@unc.edu</a></td>
<td>919-298-1236</td>
<td>789 Oak St, Raleigh, NC 27601</td>
</tr>
</tbody>
</table>

Survey of the UNCS

Board of Trustees

Created on 4/10/20
March 30, 2004

Dr. Gretchen M. Bataille  
Senior Vice President for Academic Affairs  
UNC General Administration  
P.O. Box 2688  
Chapel Hill, NC  27515-2688

Dear Dr. Bataille:

At its meeting on March 26, 2004, the Board of Trustees of East Carolina University approved a policy on Administrative Separation and/or Retreat to a Faculty Position and a policy on Non-salary Compensation of Employees Exempt from the State Personnel Act. The policy relating to retreat rights was drafted to conform with the policy previously approved by the Board of Governors. The policy relating to non-salary compensation modifies a policy which was part of the University's Management Flexibility Plan previously approved by the Board of Governors.

I forward these policies to you with the request that they be reviewed and approved in accordance with University policies. Thank you for your cooperation.

Cordially,

William E. Shearon  
Chancellor

cc:  Leslie Winner  
Charles Waldrup

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April 19, 2004

Interim Chancellor William E. Shelton
East Carolina University
Spilman Building
East 5th Street
Greenville, North Carolina 27858-4353

Dear Chancellor Shelton:

In accordance with the authority delegated to me by the Board of Governors, I am pleased to inform you that the East Carolina University policy governing separation and/or retreat of administrators has been approved. The policy was reviewed and found to be in compliance with the Board of Governor’s Policy on Administrative Separation and/or Retreat to a Faculty Position (300.1.6) as well as the Regulations on Administrative Separation and/or Retreat to a Faculty Position (300.1.6[R]).

Should you have questions or need additional information, please contact Senior Vice President Gretchen Bataille or Vice President Leslie Winner.

Sincerely,

Molly Corbett Broad

cc: Senior Vice President Gretchen M. Bataille
    Vice President Leslie Winner
Introduction

All voluntary and involuntary separations from Senior Academic and Administrative Officer positions, as defined by UNC Policy 300.1.1, are governed by the following terms. This policy applies to all Senior Academic and Administrative Officers (SAAO) who leave their administrative positions. Employment agreements formally entered into and appropriately approved in writing prior to November 8, 2002 will be governed by the specific terms and conditions as set forth in the written agreement.*

Retreat to a Faculty Position

An administrator who holds a concurrent tenured faculty appointment may return to that appointment with all the rights and responsibilities of faculty in the home academic department, unless a proceeding is initiated to discharge or demote the administrator from the faculty position.

If there has been an administrative stipend associated with the related administrative duties during the appointment, that stipend will be removed upon the termination of administrative duties and before any salary conversions are made (i.e., from a 12-month appointment to a 9-month appointment). The salary will be determined based on either a 9-month or 12-month appointment, as appropriate for the department, commensurate with the salaries of similarly situated faculty members in the department and prevailing market conditions. If a written agreement was entered prior to November 8, 2002, the specific terms and conditions of the agreement will govern the salary determination of any SAAO upon retreat to a faculty position. At the Chancellor’s discretion, the Chancellor may provide for a reasonable period of time with full administrative salary to provide an opportunity for the employee to prepare for teaching and research responsibilities. The reasonable period of time should be related to the time spent in administrative duties. If the Chancellor proposes to pay the administrator a faculty salary which exceeds the salary of comparable faculty members for a period in excess of one year, the agreement must be approved by the Board of Trustees.

* Effective November 8, 2002, the UNC Board of Governors granted ECU Management Flexibility status. University policies relating to Management Flexibility designated the Board of Trustees as the approving authority with respect to certain agreements relating to retreat rights of administrators. Also, on March 21, 2003, the UNC Board of Governors approved its policy relating to Administrative Separation and Retreat to a Faculty Position which was effective immediately. The UNC policy applies to all constituent institutions of UNC and is the basis for this ECU policy. (UNC Policy 300.1.6).
III. Reappointment of an Administrator without Faculty Retreat Rights

An administrator leaving a position that is categorized as "at will" has no claim to a position at the University; however, there may be circumstances in which the Chancellor determines that assignment to another administrative or teaching position would be beneficial for both the University and the employee. In these cases, the new salary should be appropriate to the assignment. If the supervisor proposes to pay the administrator his or her full administrative salary after moving the administrator to a position that would normally be lower paying, or if paid leave is to be granted, the agreement with the administrator must be approved by the Board of Trustees. This guideline does not supersede any notice or severance pay required by the Board of Governors' policy.

IV. Separation from the University

In some cases, it may be in the best interest of the University to negotiate a severance agreement with an administrator. UNC policy addresses timely notice for termination of Senior Academic and Administrative Officers hired pursuant to Policy 300.1.1, I.B. In accordance with The University of North Carolina Policy 300.1.1, III.B, in certain circumstances these employees are entitled to notice of the discontinuation of their employment with full pay for up to 90 days or severance pay, depending on their length of service.

The Chancellor may, at his or her discretion, determine that the circumstances justify continuing full pay for employees subject to Policy 300.1.1, I.A for up to 90 days. Any agreement that results in a longer period of compensation must be approved by the Board of Trustees.

V. Retirement

Nothing in these guidelines shall prevent an administrator from retiring or an administrator who holds a faculty appointment from participating in phased retirement consistent with existing University of North Carolina policies.
MEMORANDUM

TO: ECU Board of Trustees

FROM: William E. Shelton
Chancellor

DATE: April 30, 2004

SUBJECT: 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.