AGENDA
Executive and Audit Committee
Board of Trustees Meeting
July 19, 2005

Report Items

Acted on by the Full Board since the last meeting:

None.

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

Approval of Request for Initial Appointment with Permanent Tenure for Kim La Scola Needy, Professor and Gerald Micklow, Associate Professor, Department of Technology Systems, College of Technology and Computer Science; Ray R. Hashemi, Professor, Department of Computer Science, College of Technology and Computer Science; Lloyd F. Novick, M.D., Professor of Family Medicine and Director of the Master of Public Health Program, Department of Family Medicine; Mary J. Pickard, Associate Professor, Department of Child Development and Family Relations, College of Human Ecology; and Alan R. White, Professor, Department of Biology, Harriot College of Arts and Sciences

Discussion/Action Items

1) Approval of Minutes
--May 6, 2005 (Full Board Meeting)
2) Election of Officers for the Board of Trustees
3) Approval of 2005-2006 Meeting Dates
4) Internal Audit Quarterly Report
   Internal Audit Reports (Stacie Tronto)
   (Materials not available at press time. Documents will be available the day of the meeting.
5) Election of Officers for the Board of Visitors (Austin Bunch)
6) Nomination for Vacancy on the Board of Visitors (Austin Bunch)
7) Political Activity Approval for Dr. Patricia Dunn
8) 2004-2005 ECU Lifetime and Five-Year Research and Creative Activity Awards
   --Joseph M. Chalovich
   --Gerald Lynis Dohm
   --Yu Yang
   --Festus Eribo
   (Full bios are available from office staff.)
9) Invitation to 2005-2006 Faculty Convocation

Documentation for the above items will be available at the Board meeting. They will also be on file in the Assistant Secretary to the Board’s office, 107 Spilman Building.)
MEMORANDUM

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

FROM: James LeRoy Smith
    Assistant Secretary to the Board

DATE: May 12, 2005

RE: Approval of Recommendations

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

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

Many thanks for your consideration.

JLS/lbj
Attachments
May 11, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Kim La Scola Needy be appointed Professor with permanent tenure in the Department of Technology Systems, College of Technology & Computer Science, effective July 1, 2005, at an annual nine-month salary rate of $127,500.

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

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Interim Vice Chancellor for Academic Affairs

JLS/agt

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

Name of Institution:  East Carolina University

Name of Appointee:  Kim La Scola Needy

Department:  Technology Systems  
College:  Technology and Computer Science

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

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

Reappointment:  
Conferral of Tenure:  

Effective Date of Action:  July 1, 2005

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

Salary:  $ 127,500  Source(s):  State Funds:  $ 127,500  *Non-State Funds: $ 

1. Education Background:

Ph.D., 1993, Wichita State University, Wichita, Kansas
M.S., 1987, University of Pittsburgh, Pittsburgh, Pennsylvania
B.S., 1984, University of Pittsburgh, Pittsburgh, Pennsylvania

2. Teaching and other professional experience:

1984-1986:  Programmer Analyst & Program Manager, PPG Industries, Pittsburgh, PA
1993-2000:  Assistant Professor, University of Pittsburgh
2000-present:  Associate Professor & Undergraduate Program Coordinator, Industrial Engineering, University of Pittsburgh

3. Scholarly & Creative Activities:

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<tr>
<td>Other (refereed conference)</td>
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Page 1 of 2
4. Prior Recommendations/Personnel Actions:
   (please check appropriate responses)

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<td>Provost/Vice Chancellor</td>
<td>X</td>
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<tr>
<td>Board of Trustees</td>
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</tr>
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</table>

5. Membership in professional organizations:

   American Production and Inventory Control Society
   American Society of Engineering Education:
   Institute of Industrial Engineers:
   Society of Women Engineers

6. Professional service on campus:

   University level
   Provost’s advisory committee on women’s concerns
   Provost’s advisory committee on undergraduate programs
   University classroom technology advisory committee
   Distance education task force and

   School of Engineering
   Diversity committee
   Teaching award selection committee
   Various search committees

7. Professional service off campus:

   American Society of Engineering Education: Chair of industrial engineering division, program chair for industrial engineering division, newsletter editor, industrial engineering division
   Institute of Industrial Engineers: Various Senior and national level offices including director of engineering economy division, Senior vice president for chapter networking, and program co-chair for national research conference.
   Book editor, the Engineering Economist
   Associate Editor, The Engineering Management Journal
   Editorial Board, the Engineering Economist
   Consulting Editor, International Journal of Industrial Engineering
   National Science Foundation proposal reviewer
May 11, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Gerald Micklow be appointed Associate Professor with permanent tenure in the Department of Technology Systems, College of Technology & Computer Science, effective August 22, 2005, at an annual nine-month salary rate of $85,000.

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

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Interim Vice Chancellor for Academic Affairs

JLS/agt

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

Name of Institution: East Carolina University
Name of Appointee: Gerald Micklow
Department: Technology Systems
College: Technology & Computer Science
Current UNC Rank or Title: (if applicable)
Proposed Rank: Associate Professor

Indicate Type of Action: (select all that apply)

- Administrative Appointment: [ ]
- Reappointment: [ ]
- New Faculty Appointment: [x]
- Conferral of Tenure: [x]
- Promotion: [ ]
- *Salary Increase in Excess of 15%: [ ]
- Other: (describe)

Distinguished Professorship:
(provide name of professorship)

Effective Date of Action: August 22, 2005

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

Salary: $85,000
Source(s): State Funds: $85,000 *Non-State Funds: $

1. Education Background:

   Ph.D., 1989, Virginia Tech
   M.S., 1981, Penn State
   B.S., 1975, Penn State

2. Teaching and other professional experience:

   1976-1980: Senior Analytical Design Engineer, Pratt and Whitney Aircraft, West Palm Beach, FL
   1980-1981: Senior Development Engineer, Tractor Aerospace, Austin, TX
   1982-1988: Instructor, Mechanical Engineering Department, Virginia Tech, Blacksburg, VA
   1988-1996: Assistant Professor, Mechanical Engineering Department, University of Florida, Gainesville, FL
   1996-2001: Assistant Professor, Mechanical Engineering Department, University of Alabama, Tuscaloosa, AL
   2001-present: Associate Professor, University of North Carolina-Charlotte, NC

3. Scholarly & Creative Activities:

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<td>Edited Book</td>
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<td>Chapter</td>
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<td>Refereed Journal Article</td>
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<td>Other Journal Article</td>
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<td>Non-Juried Performance/Show</td>
<td>39</td>
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<tr>
<td>Other</td>
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Page 1 of 2
4. **Prior Recommendations/Personnel Actions:**
   (please check appropriate responses)

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<td>Dean/Director</td>
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<td>Provost/Vice Chancellor</td>
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<tr>
<td>Board of Trustees</td>
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</table>

5. **Membership in professional organizations:**
   American Society of Mechanical Engineering (ASME)
   American Institute of Astronautics and Aeronautics (AIAA)
   American Society of Engineering Education (ASEE)
   Society of Automotive Engineers (SAE)

6. **Professional service on campus:**
   Formed and led student SAE organization
   Sponsored over 160 undergraduate student projects and director of SAE formula and baja car projects
   Chair of 29 MS committees and member of 15
   Chair of 5 PhD committees and member of 6
   Director of Computational Fluid Dynamics Lab, UNCC
   Director of Computational Fluid Dynamics Lab, University of Alabama

7. **Professional service off campus:**
   Reviewer for six journals
   ASME International Gas Turbine Institute Turbo machinery Committee
   ASME Technical Propulsion committee member and chair
   Chair, Advanced Fuel Injector Session, AIAA/ASME/SAE/ASEE Joint Propulsion conference
   Numerous lectures and presentations to industry and technology groups
May 11, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Ray R. Hashemi be appointed Professor with permanent tenure in the Department of Computer Science, College of Technology & Computer Science, effective July 1, 2005, at an annual nine-month salary rate of $135,000.

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

Thank you for your consideration of this request.

Sincerely,

[Signature]

James LeRoy Whith
Interim Vice Chancellor for Academic Affairs

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

Name of Institution: East Carolina University

Name of Appointee: Ray R. Hashemi

Department: Computer Science
College: Technology and computer Science

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

Indicate Type of Action: (select all that apply)

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

Effective Date of Action: July 1, 2005

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

Salary: $ 135,000 Source(s): State Funds: $ 135,000 *Non-State Funds: $

1. Education Background:

   Ph.D., 1983, University of Missouri-Columbia
   M.S., 1979, University of Missouri-Columbia
   B.S., 1973, University of Tehran, Tehran, Iran

2. Teaching and other professional experience:

   1978-1982: Various research and systems analyst positions, University of Missouri-Columbia
   1982-1983: Research Assistant, Department of Electrical & Computer Engineering, University of Missouri-Columbia
   1983-1984: Associate Professor of Mathematics & Computer Science, California State University-Fresno
   1984-1990: Associate Professor, Department of Computer Science, University of Arkansas, Little Rock
   1990-2002: Professor, Department of Computer Science, University of Arkansas, Little Rock
   2003-present: Yamacraw Professor of Computer Science & Coordinator of Graduate Program, Department of Computer Science, Armstrong Atlantic State University, Savannah GA

3. Scholarly & Creative Activities:

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<td>Non-Juried Performance/Show</td>
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</tr>
<tr>
<td>Other (refereed proceedings)</td>
<td>68</td>
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</table>
6. Professional service on campus:

- Supervised nineteen graduate students
- Member, University graduate council
- Member, Graduate curriculum committee
- Member, Department graduate committee
- Member, University faculty activities committee
- Coordinator for Graduate student expo
- Co author- Self evaluation study for graduate program
- PhD Admission committee
- Member, Tenure and promotion committee
- Numerous activities as member of search committees & various other awards, undergraduate & graduate committees

7. Professional service off campus:

- Produced over 20 technical reports and conducted 17 workshops
- National Institutes of Health - proposal consultant
- IEEE- Served in numerous positions such as proceedings editor, program chair, program committee & conference chair
- IADIS- session chair
- Manuscript reviewer- International Journal of Smart Engineering and numerous conferences and symposia
- Session organizer, paper reviewer, and session / track chair for numerous conferences
April 26, 2005

Chancellor Steve Ballard
East Carolina University
Greenville, NC 27858

Dear Chancellor Ballard:

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

Lloyd F. Novick, MD, MPH, Professor of Family Medicine and Director of the Master of Public Health Program in the Department of Family Medicine, Brody School of Medicine (start date July 1, 2005)

Dr. Novick will be the first Director of the Master's of Public Health Program. His experience and expertise make him an excellent fit. Dr. Novick currently holds the tenured rank of Professor of Medicine and Director of the Preventive Medicine Program at State University of New York Upstate Medical University. Prior to his employment at State University of New York Upstate, he held a tenured appointment as Professor and Chairman of the Department of Epidemiology at the University at Albany School of Public Health (SUNY). Dr. Novick has over 30 years of academic experience. His professional service on the national level includes memberships in several professional organizations, including the Association of Teachers of Preventive Medicine, American Public Health Association and he is a Fellow in the American College of Preventive Medicine, as well as the New York Academy of Medicine. Dr. Novick has published 75 refereed journal articles, 5 books, has participated as the principal investigator on 10 grants, 77 presentations and had editorial and review responsibilities for 9 publications. He has received several awards and honors, including the 2004 Association of Teachers of Preventive Medicine, Duncan Clark Award for "a distinguished record of achievement in the areas of teaching, research, and advocacy in the field of preventive medicine and public health". In addition, Dr. Novick is the founding and current editor of the peer reviewed *Journal of Public Health Management and Practice*, which is acknowledged as the leading practice journal in public health. Dr. Novick meets the Department of Family Medicine, Brody School of Medicine guidelines for permanent tenure.

Thank you for considering this recommendation. If you approve, I would appreciate your sending it to the Board of Trustees so that it may be considered at their next meeting.

Sincerely yours,

Michael J. Lewis, M.D. Ph.D.
Vice Chancellor for Health Sciences

/sh

Enclosure
**PERSONNEL ACTION REQUIRING APPROVAL OF THE BOARD OF TRUSTEES**

Name of Institution: East Carolina University  
Name of Appointee: Lloyd F. Novick, MD, MPH  
Department: Department of Family Medicine  
College: Brody School of Medicine  
Current UNC Rank or Title: (if applicable)  
Proposed Rank or Title: Professor  

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

Effective Date of Action: July 1, 2005  
Contract Period:  
- Administrative Appointment:  
  - 9 mo. ☐  
  - 12 mo. ☒  
- Faculty Appointment:  
  - 9 mo. ☐  
  - 12 mo. ☒  
Salary: $205,000  
Source(s): State Funds: $205,000  
*Non-State Funds: $  
*Indicate Source of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):  

Justification for Salary increase of 15% or more:  

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<th>Salary as of June 30, 2004:</th>
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<th>Proposed Salary:</th>
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</table>
*Indicate Source of non-state funds generically (i.e., grants, receipts, trust funds, endowments, medical faculty practice plan, etc.):  

Salary Range (where applicable): $ to $  

For ALL other actions, please complete items 1-7
1. Education Background: (indicate degree, date earned and institution, note additional study & training)
BA, 1961, Colgate University, Hamilton, New York
MD, 1965, New York University School of Medicine, New York, New York
MPH, 1971, Yale University School of Public Health, New Haven, Connecticut
Internship, 1965-66, Bellevue Hospital, Department of Medicine, New York City, New York
Surgeon, 1966-68, US Public Health Service, Assigned to the US Coast Guard
Preventive Medicine Residency, 1969-72, New York City Department of Health, New York

2. Teaching and other professional experience: (Show inclusive dates, rank and/or title, institution or agency, and indicate first appointment at current institution with rank and any changes to date)
1972-74, Assistant Professor of Public Health and Pediatrics, Columbia University School of Public Health, New York City, New York
1974-78, Adjunct Assistant Professor of Health Administration, Columbia University School of Public Health, New York City, New York
1975-77, Executive Medical Director for Correctional Health Services, New York City Department of Health, New York
1977-78, Deputy Commissioner, New York City Department of Health, New York City, New York
1978-82, Deputy Commissioner of Health, Vermont State Department of Health, Vermont
1978-83, Clinical Associate Professor, Department of Medicine, Director of Epidemiology and Public Health, University of Vermont, College of Medicine, Vermont
1982-84, Secretary, Agency of Human Services, Vermont
1984-85, Clinical Professor, Department of Medicine, Director of Epidemiology and Public Health, University of Vermont, College of Medicine, Vermont
1984-86, Director, State of Arizona, Department of Health Services, Arizona
1986-93, Director, Center for Community Health, New York State Department of Health, New York City, New York
1987-95, Professor and Chairman, Department of Epidemiology, School of Public Health, University at Albany, State University of New York, Albany, New York
1995, First Deputy Commissioner, New York State Department of Health, New York City, New York
1996-present, Commissioner of Health, Onondaga County, Syracuse, New York
1996-present, Professor of Medicine, Director of Preventive Medical Program, State University of New York, Upstate Medical University, New York, New York

3. Scholarly & Creative Activities:

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

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<td>Board of Trustees</td>
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5. Membership in professional organizations: American College of Preventive Medicine (Fellow)
Association of Teachers of Preventive Medicine (ATPM)
American Public Health Association (APHA)
New York Academy of Medicine (Fellow)

6. Professional service on campus: NA - New Appointment

7. Professional service off campus:
1974-77, Public Health Association of New York City, New York (President 1975-76)
1980-Present, Editorial Board, Journal of Community Health
1983-84, Chairman, Alcoholic and Drug Abuse Advisory Council, State of Vermont
1983-85, National Study Group on State Medicaid Strategies, Center for the Study of Social Policy, Washington, DC
1985-present, Editorial Board, Journal of Ambulatory Care Management
1985-86, Chairman, Arizona Disease Control Research Commission
1985-86, Consultant to Centers for Disease Control, Prevention of HIV Transmission in Health Care Settings
1985-87, National Committee on Vital and Health Statistics, US Department of Health and Human Services
1986-87, Chairman, Committee on Impaired Physicians, State of New York
1986-92, Association of State and Territorial Health Officials, President (1986-87)
1987-93, Board of Directors, Public Health Foundation
1988-92, Chair, Committee on HIV Infection, Association of State and Territorial Health Officials
1990-95, Co-Chair, Commission for a Healthy New York
1991, Consultant to TB Task Force, Centers for Disease Control and Prevention
1993-present, Editor, Journal of Public Health Management and Practice
1993, External Review Subcommittee, Monitoring the HIV/AIDS Epidemic, Centers for Disease Control and Prevention
1993-95, Co-Chair, New York State Lead Poisoning Prevention Advisory Council
1993-96, Chairman, Council on Linkages Between Academia and Public Health Practice
1994, Working Committee on Training and Practice, Preventive Medicine Residents, American College of Preventive Medicine
1994-98, Faculty, Applied Statistics Training Institute, National Center for Health Statistics
1995-present, HIV Committee, Medical Society, State of New York
1996-present, Delegate to Medical Society, State of New York, Onondaga County Medical Society
1996-present, Consultant to the Task Force on Community Preventive Services, US Public Health Service
1999-present, Preventive Medicine Residency Advisory Committee, University at Albany, School of Public Health
2001-present, Policy Committee, American College of Preventive Medicine
2001-2002, President, New York State Association of County Health Officials
2001-2003, Collaborative Quality Steering Committee for New York State
2003-present, Centers for Disease Control Foundation Working Group on Population Health and Medical Education
2003-present, Advisory Board on Bioterrorism Preparedness, Trust for America’s Health
2003-present, Board of Directors, Association of Teachers of Preventive Medicine
2004-present, Committee on Applied Epidemiology Competencies, Council of State and Territorial Epidemiologist and Centers for Disease Control
2004, Preventive Medicine Residency Advisory Committee, University of Rochester, School of Medicine, New York
2004, Young Epidemiology Scholars Program, Robert Wood Johnson Foundation, National Judge Student Competition, Washington, DC
2004, Advisory Committee for July 2005 theme issue of Epidemiologic Reviews devoted to the Epidemiology of Disasters: Grant Review Committees
2002, Objective Review Committee for ASHP/CDC Bioterrorism Special Projects, Washington, DC
2004, Centers for Disease Control and Prevention, Prevention Research Centers, Peer Review
MEMORANDUM

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

FROM: James LeRoy Smith
Assistant Secretary to the Board

DATE: May 31, 2005

RE: Approval of Recommendation

Rather than wait until our Board meeting on July 19th, I respectfully request the members of the Executive and Audit Committee consider the recommendation for approval for appointment with permanent tenure for Mary J. Pickard, Associate Professor, Department of Child Development and Family Relations, College of Human Ecology. This recommendation has been endorsed by Chancellor Ballard and me in my role as Provost and Vice Chancellor for Academic Affairs. Details are attached.

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

Many thanks for your consideration of this request.

_____ Yes, I approve of the request for Dr. Pickard.
_____ No, I do not approve.

______________________________
signature
May 20, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Mary J. Eickard be appointed Associate Professor with permanent tenure in the Department of Child Development & Family Relations, College of Human Ecology, effective August 22, 2005, at an annual nine-month salary rate of $60,000

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

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Interim Vice Chancellor for Academic Affairs

JLS/agt

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

Name of Institution:  East Carolina University

Name of Appointee:  Mary J. Pickard

Department:  Child Development and Family Relations

College:  Human Ecology

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

Indicate Type of Action:  (select all that apply)

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

Reappointment:  
Conferral of Tenure:  ☒

Effective Date of Action:  August 22, 2005

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

Salary:  $60,000  
Source(s):  State Funds:  $60,000  
*Non-State Funds:  $

1. Education Background:

Post Doc, 2000, University of Tennessee
Ph.D., 1995, Kansas State University
M.S., 1983, South Dakota State University
B.S., 1969, South Dakota State University

2. Teaching and other professional experience:

1984-94:  Assistant Professor, Fort Hays State University
1994-96:  Associate Professor, Fort Hays State University
1996-98:  Associate Professor, Carson Newman College
2001-present:  Assistant Professor, University of Idaho

3. Scholarly & Creative Activities:

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Page 1 of 2
4. Prior Recommendations/Personnel Actions:
   *(please check appropriate responses)*

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<tr>
<td>Board of Trustees</td>
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5. Membership in professional organizations:
   - American Vocational Education Research Association
   - American Association of Family and Consumer Sciences
   - Association for Supervision and Curriculum Development
   - Family and Consumer Sciences Education Association

6. Professional service on campus:
   - University of Idaho Dismissal Hearings Committee; Student Financial Aid Committee
   - Moscow Teacher Education liaison Committee; FCS Distance Education Committee
   - Undergraduate Curriculum and Search Committees (at each institution)
   - Diversity Committee, Faculty Evaluation Policy Committee, P&T Committee - at Ft. Hays State University

7. Professional service off campus:
   - Peer reviewer for state developed FCS secondary curricula by the national Partnership for FCS teacher Certification
   - Great Plains Interactive Distance Education Alliance
   - FCCLA District evaluator
MEMORANDUM

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

FROM: James LeRoy Smith  
       Assistant Secretary to the Board

DATE: June 22, 2005

RE: Approval of Recommendation

Rather than wait until our Board meeting on July 19th, I respectfully request the members of the Executive and Audit Committee consider the recommendation for approval for appointment with permanent tenure for Alan Robert White, Professor, Department of Biology, Harriot College of Arts and Sciences so that the necessary paperwork can be completed for him to join us by August 1. This recommendation has been endorsed by Chancellor Ballard and me in my role as Provost and Vice Chancellor for Academic Affairs. Details are attached.

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

Many thanks for your consideration of this request.

_____Yes, I approve of the request for Dr. White.  
_____No, I do not approve.

__________________________
signature
June 20, 2005

Dr. Steve Ballard
Chancellor
East Carolina University

Dear Dr. Ballard:

I recommend that Dr. Alan Robert White be appointed Professor with permanent tenure in the Department of Biology, Harro East Carolina College, effective August 1, 2005, at an annual twelve-month salary rate of $165,000.

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

Thank you for your consideration of this request.

Sincerely,

James LeRoy Smith
Interim Vice Chancellor for Academic Affairs

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

Name of Institution: East Carolina University
Name of Appointee: Alan Robert White

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

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

Indicate Type of Action: (select all that apply)

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

Effective Date of Action: August 1, 2005

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

Salary: $165,000
Source(s): State Funds: $165,000 *Non-State Funds: $

1. Education Background:
   Ph.D., 1981, University of North Carolina at Chapel Hill
   B.S., 1977, University of North Carolina at Chapel Hill

2. Teaching and other professional experience:
   1977-81: Teaching Assistant/Fellowship, Department of Botany, University of North Carolina at Chapel Hill
   1981-82: Postdoctoral Research Associate, Research Triangle Institute, Research Triangle Park
   1982-84: NIH Postdoctoral Fellowship, Department of Chemistry, University of Colorado
   1984-88: Assistant Professor, Department of Biological Sciences, Marshall University
   1988: Assistant Professor of Pharmacology, School of Medicine, Marshall University
   1988-94: Assistant Professor, Department of Botany, North Dakota State University
   1992-95: Director, Cellular and Molecular Biology Ph.D. Program, North Dakota State University
   1994-2000: Associate Professor, Department of Botany, North Dakota State University
   1996-97: Visiting Research Scientist, Department of Cell Biology, John Innes Centre, Norwich, UK
   1997-2000: Chair, Department of Botany, North Dakota State University
   2000-present: Dean, College of Science and Mathematics, North Dakota State University
   2000-present: Professor, Department of Biological Sciences

3. Scholarly & Creative Activities:

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

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

- American Association for the Advancement of Science
- American Society for Cell Biology
- Phi Kappa Phi
- American Society of Plant Physiologists
- Sigma Xi

6. Professional service on campus:

North Dakota State University

- NDSU Diversity Council, 2002-present
- Annual Conferences on Reforming Undergraduate Science and Mathematics Education, invited speaker and conference organizer, 1998-present
- Graduate Student – University – School Partnership (GraSUS), Faculty Advisor, 2001-present
- Faculty Institute for Excellence in Learning (FIEL) Fellow, 2000-2002
- N.D. Science Teacher Enhancement Project (ND-STEP), Teacher Mentor, 1999, 2000
- N.D. Collaborative for Mathematics and Science Teacher Preparation (CoMSTeP), 1997-present
- NDSU Minority Student Affairs, Recruiting, 1994
- N.D. Science Olympiad, Cell Biology Section, 1991-present
- N.D. Science and Engineering Fair, Judge, 1991, 1993-present
- N.D. Governor’s School in Science and Mathematics, Research Supervisor, 1990-present
- Special Review Committee (Faculty Grievance), Chair, 1984-95
- Cellular and Molecular Biology Graduate Program, Program Director, 1992-95
- Cellular and Molecular Biology Graduate Program, Steering Committee, 1989-95

7. Professional service off campus:

- Journal Referee:
  - Cereal Chemistry, FASEB Journal (Federation of American Societies for Experimental Biology), Gene,
  - Phytochemistry, Plant Physiology, Plant and Soil

- Grant Reviewer:
  - National Science Foundation; USDA Nat. Res. Initiative Competitive Grants Program; Arkansas Science and
    Technology Authority, Marsden Fund Royal Society of New Zealand
Executive and Audit Committee Meeting
Summary of Discussion
May 6, 2005

Chairman James R. Talton, Jr. convened the committee at 11:30 a.m. All Trustees were present. Minutes of April 1 were approved. Mr. Talton asked Mr. Kinlaw to acknowledge at the full Board meeting the report items on actions taken since the April 1 Board meeting.

Mr. Talton asked if there were any questions for the Internal Auditor, Stacie Tronto. Mr. Talton complimented Ms. Tronto for her work. Dr. Smith reviewed the employment of related persons memorandum from Chancellor Ballard, a UNC Code requirement.

Dr. Smith reviewed the serious illness and disability policy and Catherine Rigsby and John Toller were available for questions. The committee will present a motion to approve at the full Board meeting.

Dr. Bunch presented 8 nominees for the Board of Visitors and all were found acceptable and will be moved for election at the full Board meeting. Dr. Thompson reviewed the planning process as it has advanced to date.

The meeting adjourned at 11:50 a.m.

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

James LeRoy Smith
Assistant Secretary to the Board
POSSIBLE BOARD MEETING DATES FOR
2005-2006

The following nine dates have been suggested by Chancellor Ballard because they avoided major event conflicts such as Commencement. The Board Bylaws state “There shall not be fewer than three (3) regular meetings of the Board of Trustees each year” but we typically have five meetings. It was suggested at the self-assessment that we add an extra meeting this year due to the great volume of information we must cover and the number of changes and challenges we are facing. Please refer to the following page for a listing of scheduled campus events.

September 2 (Duke football game)
October 7   (Rice football game)
October 21  (Memphis football game)
December 9
January 20
March 3
April 21
June 2
July 18
POSSIBLE BOT MEETING DATES FOR 2005-2006

Fridays in September: 9/2; 9/9; 9/16; 9/23; 9/30

9/3 Duke (Pirate Club Weekend) 9/5 Labor Day (state holiday)

9/10 is an open date BUT September 9 is BOG meeting date

9/17 at Wake Forest
9/24 at West Virginia

No dates available in September unless you have the meeting in conjunction with a football game.

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

10/1 USM (Military Appreciation/HS Band Day)
10/8 Rice (Family Weekend/Hall of Fame/Letterwinners)

October 15-18 Fall Break
10/15 at SMU
October 17-18 Conference on Trusteeship
October 19 BOG meeting date (Wednesday)
10/22 at Memphis
10/29 UCF (Homecoming)

No dates available in October unless you have the meeting in conjunction with a football game.

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

November 4 is available due to November 5 being an open date.

November 11 BOG meeting date
November 11 also Veteran's Day
11/12 at Tulsa
11/19 at Marshall
November 24/25 Thanksgiving Holidays
11/26 UAB (Academic Success Day)
Fridays in December:  12/2; 12/9; 12/16; 12/23; 12/30

December 2 or 9, 2005  Final exams taking place
December 9th better for Dr. Lewis
December 17 Commencement
December 23 and 26 Christmas Holidays

2006

Fridays in January 6, 13, 20, 27

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

Fridays in February 3, 10, 17, 24

February 9-10 BOG meeting date

Fridays in March 3, 10, 17, 24

Spring break March 12-19
March 16-17 BOG meeting date
Founders Week March 27-April 1
Basketball tournaments (March 14-April 1)

Fridays in April 7, 14, 21, 28

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

Fridays in May 5, 12, 19, 26

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

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

Fridays in July 7, 14, 21, 28

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

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

/lbj revised 5/11/05; 5/20; 6/1; 6/10; 6/21

No BOG meeting dates in December, April, or June per their website (www.northcarolina.edu/content.php/bot/meeting_dates/index.htm)*
MEMORANDUM

TO: Members of the ECU Board of Trustees

FROM: Steve Ballard, Chancellor

DATE: June 18, 2005

SUBJECT: Board of Visitors officers

I am asking your approval of the following persons to be appointed as officers of the ECU Board of Visitors for the coming year (July 1-2005-June 30, 2006). This will be an agenda item at the July 19 Board of Trustees meeting.

Chair: Doug Byrd
Vice-Chair: Carl Davis
Secretary: Robert Brinkley

Thank you for your consideration of these nominees.

pc: Dr. Austin W. Bunch, Chief of Staff
Bunch, Austin

From: JRTalton@aol.com
Sent: Friday, June 03, 2005 6:33 AM
To: Bunch, Austin
Subject: Fwd: bio.
Attachments: bio.

Austin,

Enclosed is the bio for Reid Overcash who I would like to nominate for the Board of Visitors. As you can see Reid is an ECU grad, his daughter is a student at ECU and he would make a positive contribution to our collective cause as a member of the Board of Visitors.

Jim

6/7/2005
M. Reid Overcash

Residence
7508 Wangfoot Dr.
Raleigh, NC 27615
Home phone: 919-790-0229
Cell phone: 919-274-3892

Work
President
Strategic Insights, Inc.
811 Spring Forest Rd., Suite 1200
Raleigh, NC 27609
Phone: 919-790-3500
Fax: 919-790-3514

Personal (Reid)
Date of birth:
August 24, 1948 in Greensboro, NC. Raised in Roxboro, NC (Person County)

Education:
Graduated from Roxboro High School, 1966
Graduated East Carolina University in 1973, degree in Philosophy and Political Science

While at ECU served in the student legislature, was a four-term member of the State Student Legislature (SSL) and won national awards at Model United Nations debates throughout the country.

Family:
Married 26 years to the former Susan Wilson, homemakers, community volunteers and fundraiser.

Two children, both girls, Alexandra “Zandy” – 19 years old, Zandy entered ECU in the fall of 2004 on a tennis scholarship, majoring in Interior Design, and Adrienne – 9 years old, a third grade student at North Ridge Elementary

Church affiliation
Founding member, Grace Community Church, Raleigh, NC

Professional
Partner and owner of advertising and marketing firm for the past 20 years
- Written numerous newspaper op ed pieces regarding customer satisfaction.
- Recently, had a scholarly paper published by professor at University of Tennessee on our agency and its strategic branding philosophy. Version of this paper has been submitted to the Harvard Business Review.
Agency has won over 100 creative and marketing awards from industry peers and those who view and report on advertising.
Selected as judge for the prestigious "EFFIE" awards for marketing effectiveness for the American Marketing Association.
Created unique branding philosophy, "Vibrant Brand Personality."

Served for nine years on the Wake County United Way Board, served on the board of Raleigh Little Theatre, am past president of the Raleigh Racquet Club and have been on the board of the world acclaimed Carolina Ballet for the first six years of operation. Have also been an active member of the Raleigh Rotary Club for over 18 years.
June 16, 2005

Austin W. Bunch, Ph.D.
Chief of Staff
East Carolina University
106 Spillman Building
Greenville, NC 27858

Dear Austin:

Please find enclosed a nomination form and resume information for Mr. Bill Steed, a candidate for appointment to the East Carolina University Board of Visitors.

Bill and his family have been long term supporters of the University through the annual giving program and the Pirate Club. Two of his daughters are East Carolina University graduates.

I believe Bill would be valuable member of the Board of Visitors by virtue of his professional academic background. He offers valuable insight that would assist East Carolina University with our marketing effort to High School students and their parents.

It is with great pleasure that I submit the enclosed background materials for favorable consideration.

Sincerely,

[Signature]
Stephen D. Showfety
President

SDS/prc
Enclosures

400 FOUR SEASONS TOWN CENTRE, GREENSBORO, NORTH CAROLINA 27407 • 336 299 9200 • fax 336 299 9923
CORPORATE OFFICES • REGIONAL MALL • RESORT & CONVENTION HOTELS • RESIDENTIAL COMMUNITIES
www.kourycorp.com
ECU BOARD OF VISITORS NOMINATION FORM

Name of Nominee:  Dr. William P. Steed

Home Mailing Address:  223 Starboard Tack,  Greenwood, SC  29649
Phone:  864.229.7759  Fax:
E-mail:  bsteed@greenwood.net

Business Mailing Address:  PO Box 248  Greenwood, SC  29648
Phone:  864.941.5427  Fax:  864.941.5427
E-Mail:  steedb@mail.gwd50.scs.us

Profession:  Educator
Title:  Superintendent  Greenwood School District 50

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

Academic programs, athletics, marketing, or others as needed

ECU alum: (please check one)  __X__ Yes  No
If yes, year: 1968  degree: B.S.  major: History

Yes  Nominee agrees to serve if selected.

Sponsor:

(Please attach resume to this form.)
William P. Steed
223 Starboard Tack
Greenwood, SC 29649

Personal:
Born: Asheboro, NC
Married to: Marie Austin Steed,
Three adult daughters- two ECU Graduates

Education:
1968 East Carolina University, Greenville
B. S. in History
1971-72 University of North Carolina at Chapel Hill
Began Master's Degree
1973-74 University of North Carolina at Charlotte
M. Ed., Administration and Supervision
1977-82 University of North Carolina at Chapel Hill
Advanced Principal and Superintendent Certification
1982-86 University of North Carolina at Chapel Hill
Ed.D., Educational Leadership, Curriculum and Instruction

Work Experience:
1968-72 Social Studies Teacher, Moore County Schools, NC
1972-77 Assistant Principal, Moore County Schools, NC
1977-86 Principal, Davidson County Schools, NC
1986-88 Assistant Superintendent, Union County Schools, NC
1988-2001 Superintendent, Davie County Schools, NC
2001-Present Superintendent, Greenwood 50, SC

Membership in Church, Community, and Professional Organizations:
Member of First United Methodist Church, Mocksville-Member of Church Council,
Member of Pastor Parish Relations Committee
Davie Family YMCA-Board of Managers, 1989-1996
N. C. Association of School Administrators (Charter Member-1976)
Board of Directors, 1991-97-Chair, Supt. Division 1998-99-Co-Chair, Supt.
Division 1999-2001
American Association of School Administrators
Association of Supervision and Curriculum Development
National Middle School Association
N.C. Standards Board for Public School Administration, Appointed 1998-2002
N.C. High School Athletic Association-Board of Directors, 1990-94, Vice-
President 1994-95, President 1995-96/1996-97, Past President 1997-
Governor's Commission on Reduction of Infant Mortality, 1989-91
NCAEOP District 5-Administrator of the Year, 1990
 Rotary Club of Mocksville-Member of Executive Board, 1981-2001-President 1994-95
 Rotary Club of Greenwood-2001 to Present
UNC-Chapel Hill, Graduate School of Education Advisory Committee-1995-2001
Lander University-Board of Visitors-2001-2003
Self Regional Hospital-Board of Visitors-2002-2004
Davidson County Community College, Board of Trustees-Davie County
Liaison, 1992-94
Davie County United Way-Board of Directors, 1993-95
Science and Math Alliance-Wake Forest University-Steering Committee,
1993-98
Piedmont Triad Education Consortium-Board of Directors, 1993-2001
Northwest Technical Assistance Center, Superintendents' Council, Chairman
1994-95; Superintendent of the Year, 1994-95
Joint Committee of NC Association of Administrators and NC School
Boards Association to Study Board of Education/Superintendent
Relations- 1998-2001

Related Educational Experiences

Southern Association of Colleges and Schools Visitations:
Chairman, Visiting Committee-R. J. Reynolds High School-
Winston Salem/Forsyth County Schools-10 year Accreditation
Spring, 1989

Member, Visiting Committee-North Davidson High School-
Davidson County Schools-10 Year Accreditation-Spring, 1992

Chairman, Visiting Committee-Area Elementary Schools-
Moore County Schools-5 Year Interim Review-Fall, 1992

Member, Visiting Committee-Mooresville Graded Schools
10 Year Accreditation-Fall, 1992

Chairman, Visiting Committee-Cummings High School-
Burlington City Schools-10 Year Accreditation-Spring, 1993
Chairman, Visiting Committee - Area Elementary Schools - Cumberland County Schools - 5 year Interim Review - Fall, 1993

Chairman, Visiting Committee - West Davidson High School - Davidson County Schools - 5 Year Interim Review - Fall, 1993

Chairman, Visiting Committee - R.J. Reynolds High School - Winston Salem/Forsyth County Schools - Five Year Interim Review - Fall, 1994
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<tr>
<td>Kenneth (Ken) Gray</td>
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<td>Deborah L. Hooper</td>
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</tr>
<tr>
<td>John Hudson</td>
<td>Durham</td>
</tr>
<tr>
<td>Henry C. (Buster) Humphreys,</td>
<td>Washington</td>
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<tr>
<td>Jr.</td>
<td>Matthews</td>
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<tr>
<td>Royce (Lee) Myers</td>
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<tr>
<td>Stephen C. Skinner</td>
<td>Edenton</td>
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<tr>
<td>E. A. “Tod” Thome</td>
<td>Charlotte</td>
</tr>
<tr>
<td>David R. Twiddy</td>
<td>Elizabeth City</td>
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<tr>
<td>Steven Wright</td>
<td>Boston, MA</td>
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<tr>
<td>Douglas F. (Doug) Byrd</td>
<td>Raleigh</td>
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<tr>
<td>Charles Franklin</td>
<td>Elizabeth City</td>
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<td>J. Dale Hall</td>
<td>Sanford</td>
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<tr>
<td>Charles A. Hayes</td>
<td>Greensboro</td>
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<tr>
<td>Betsy Justus</td>
<td>Cary</td>
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<tr>
<td>Phil Mahoney</td>
<td>Charlotte</td>
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<td>Benjamin A. Parrott</td>
<td>Greenville</td>
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<tr>
<td>Kevin Shannon</td>
<td>Mooresville</td>
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<tr>
<td>Betty Speir</td>
<td>Bethel</td>
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<td>Scott Thomas</td>
<td>New Bern</td>
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<td>Benjamin N. Yeager</td>
<td>Winston-Salem</td>
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<tr>
<td>Douglas Y. Yongue</td>
<td>Laurinburg</td>
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<tr>
<td>Mike Yorke</td>
<td>Siler City</td>
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<td>Marvin Blount, III</td>
<td>Greenville</td>
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<tr>
<td>Mike Bumpass</td>
<td>Greensboro</td>
</tr>
<tr>
<td>Jimmy E. Creech</td>
<td>Greenville</td>
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</table>
Carl W. Davis, Jr.  
Christopher J. Gauland  
Mary Plybon  
Johnnie M. Robbins, Jr.  
Vacant  

Class of 2009  
Robert Gentry Brinkley  
David H. Englert  
Brenda Turner Lewis  
Billy Mills  
Eric Miller Reeves  
Tully Ryan  
Tom Southern  
Allen Thomas  
Vacant  

Ex-Officio Members (term of office on BOV congruent with position)  
H. L. (Steve) Stephenson, III  
(Chairman, Medical Foundation Board of Directors)  
Greenville  

James R. Talton, Jr.  
(Chairman, ECU Board of Trustees)  
Greenville  

Steve Ballard  
(Chancellor, ECU)  
Greenville  

Layton Getsinger  
(President, ECU Alumni Association)  
Greenville  

Mark Owens  
(Pitt County Board of Commissioners)  
Greenville  

Don Parrott  
(Mayor, City of Greenville)  
Greenville  

John P. Hudson  
(President, ECU Pirate Club)  
Durham  

Charles W. Martin, Jr.  
(President, ECU Parents’ Council)  
Greenville  

Robert Bruce Plybon  
(Chair, ECU Foundation Board of Directors)  
Greensboro  

Raleigh  
Greenville  
Greensboro  
Manteo
TO: Chancellor Steve Ballard
FROM: David M. White
       Professor and Chair
       Department of Health Education and Promotion
DATE: June 6, 2005
SUBJECT: Political Activity for Dr. Patricia Dunn

This is to inform you that Dr. Patricia Dunn, Professor Emeritus of Health Education, and I have talked about her desire to seek re-election for the Greenville City Council starting on August 1, 2005. I fully support her running for re-election.

Dr. Dunn officially retired from the University in Spring 2005. We plan to hire her in Fall 2005 to teach two courses on a contract basis. She may also be teaching on a contract basis in Spring 2006. I can see no problems that will arise as a result of her duties as a part-time faculty member and campaigning for and serving on the City Council.

Your consideration of her request will be much appreciated.

C: Glen G. Gilbert, Dean
   College of Health and Human Performance
   James L. Smith
   Provost and Vice Chancellor for Academic Affairs
PETITION REGARDING POLITICAL ACTIVITY

FROM: Name: Patricia C. Dunn
Institution: East Carolina University
Position Held: Senior Program & Health Education

TO: Board of Trustees
East Carolina University
Office of the Chancellor
Greenville, NC 27858-4353

SUBJECT: Request for review of proposed political candidacy or officeholding

A. In accordance with The University of North Carolina policy regarding political activities of its employees, this petition concerns:

§1. My intention to campaign for election to a full-time or major part-time political office.

Title of Office: City Council Representative
Primary/General Election Date: Nov 2005

Period of Proposed Campaign Activity: Aug 1 - Oct 31 2005

() My intention to occupy a full-time or major part-time political office, either elective or appointive.

Title of Office: City Council Representative

Period of Employment Affected:

B. With respect to my candidacy for election to political office, I request permission:

() To maintain my University employment while campaigning; in support of my request I have provided/attached:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

Consequence for City Council Position is $7,500 yearly.
2. An explanation of proposed campaign activity, demonstrating how such activity will be limited to available personal time, so as not to interfere with the satisfactory performance of full-time employment responsibilities (Attachment B).

3. The written concurrence of my supervisors and the Chancellor in the conclusion that engagement in campaign activities will not interfere with the satisfactory performance of my full-time employment responsibilities.

( ) If my request to maintain full-time employment is denied, to take a partial leave of absence, with corresponding reduction in pay, for the period ___________; in support of my request I have provided/attached:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. An explanation of proposed campaign activity (Attachment B).

3. Identification of those employment responsibilities that I propose not to meet, consistent with such a partial leave of absence, and calculation of percentage reduction in employment time (Attachment C).

4. Assurances by my supervisors and the Chancellor that granting such a leave is practicable and that alternative arrangements can be made to insure performance by others of the employment responsibilities for which I otherwise would be responsible.

( ) If my request to maintain full-time employment or to be granted a partial leave is denied, to take a full leave of absence, with out pay, for the period ___________; in support of my request I have provided/attached:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. Assurances by my supervisors and the Chancellor that granting such a leave is practicable and that alternative arrangements can be made to insure performance by others of the employment responsibilities for which I otherwise would be responsible.

C. With respect to my occupancy of a full-time public office:

( ) I request permission to be granted a full leave of absence, without pay, as distinguished from resigning my University employment; I understand that the maximum period of such leave allowed by University policy is two years; in support of my request, I have provided/attached:
1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. Assurances by my supervisors and the Chancellor that granting such a leave is practicable and that alternative arrangements can be made to assure performance by others of the employment responsibilities for which I otherwise would be responsible.

D. With respect to my occupancy of a major part-time office, I request permission:

( ) To maintain my full-time University employment while holding office; in support of my request I have provided/attached:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. An explanation of the time requirements associated with holding the public office, demonstrating how such activity will be limited to available personal time, so as not to interfere with the satisfactory performance of my full-time employment responsibilities (Attachment D).

3. The written concurrence of my supervisors and the Chancellor in the conclusion that the time requirements associated with holding the public office will not interfere with the satisfactory performance of my full-time employment responsibilities.

( ) If my request to maintain full-time employment is denied, to take a partial leave of absence, with corresponding reduction in pay, for the period of officeholding; in support of my request I have provided/attached:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. An explanation of the time requirements associated with holding the public office (Attachment D).

3. Identification of those employment responsibilities that I propose not to meet, consistent with such a partial leave of absence, and calculation of percentage reduction in employment time (Attachment C).

4. Assurances of my supervisors and the Chancellor that granting such a leave is practicable and that alternative arrangements can be made to insure performance by others of the employment responsibilities for which I otherwise would be responsible.
() If my request to maintain full-time employment or to be granted a partial leave is denied, to take a full leave of absence, without pay, for the period ___________; in support of my request I have provided/attached:

1. A detailed account of my anticipated normal employment responsibilities during the affected period of employment (Attachment A).

2. Assurances by my supervisors and the Chancellor that granting such a leave is practicable and that alternative arrangements can be made to insure performance by others of the employment responsibilities for which I otherwise would be responsible.

E. With respect to any request embodied in this petition, the petitioner should offer any additional written explanation or information that in his or her judgment would assist supervisors, the Chancellor or the Board of Trustees in making a decision whether to grant the request.

[Signature of Petitioner]
June 6, 2035
Date Submitted

[Signature of Chancellor]
June 10, 2035
Date Received by Chancellor
Petition Attachment A

Detailed account of anticipated normal employment responsibilities during the affected period of employment; the information to be provided presupposes a standard eight-hour work day and a forty-hour work week and requires a demonstration of how that amount of employment time is accounted for and scheduled; the petitioner may supplement this form with a narrative account that further explains employment obligations and time commitments.

<table>
<thead>
<tr>
<th>Name of Petitioner</th>
<th>Employment Period Affected</th>
</tr>
</thead>
</table>

1. Non-faculty employees (for those employees who regularly follow a standard eight-hour day and forty-hour week).

   Length of required work day: _____ (number of hours)
   Hours of work: From _____ (a.m.) to _____ (p.m.)
   Days of week to which scheduled work applies: _______________________

2. Faculty employees (and other employees who do not necessarily follow standard schedule of eight-hour days and forty-hour weeks).

<table>
<thead>
<tr>
<th>Duties</th>
<th>Hours Per Week (Average)</th>
<th>Percentage of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching (classroom, laboratory, etc.)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Instructional Preparation</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Counseling Students</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Other Instructional Responsibilities</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Evaluating Student Performance</td>
<td>NONE (or equivalent grade)</td>
<td></td>
</tr>
<tr>
<td>Research and Writing</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Institutional Committee Service</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Administrative Service</td>
<td>NONE</td>
<td></td>
</tr>
<tr>
<td>Current Professional Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Campaign activity will be held for the most part in the evenings and week-ends and will be limited to personal time. I expect to meet all of my obligations here at East Carolina University. The campaign activity will not interfere with my duties outlined in Petition Attachment A.

I have been able to demonstrate that I will and have fulfilled all of my responsibilities at East Carolina while I have served on the City Council for the last four years.

In addition, I have retired from the university and am teaching on a contract basis from semester to semester as needed—one or two courses a semester.
Petition Attachment C

Identification of employment responsibilities not to be performed pursuant to partial leave of absence.

<table>
<thead>
<tr>
<th>Duties to be eliminated or reduced:</th>
<th>Average Hours Per Week</th>
</tr>
</thead>
</table>

Totals

Percentage reduction in weekly employment time: ________

Note: Policies of the Board of Governors do not permit partial or full leaves of absence, for a portion of a semester, that would affect adversely the instructional services available to students, e.g., substituting another instructor for the petitioner to teach a course for a portion of the academic term (as distinguished from such substitution for the full term).
The meetings of the Greenville City Council are held in the evenings for the most part. Generally there are two meetings a month. The regular monthly meetings are held in the evening on the second Thursday in the month. A Monday meeting preceding the regular Thursday meeting is held each month as well.

Other meetings that are called by the Council are scheduled to be compatible with the schedules of the entire council.

As noted in the previous attachment I am retired from ECU and will be working on a contract basis from semester to semester teaching one or two courses.
Joseph M. Chalovich

Joseph Michael Chalovich received a B.S. in Biochemistry from The Pennsylvania State University, an M.S. in Biochemistry & Nutrition from the Virginia Polytechnic Institute, and a Ph.D. in Biochemistry in 1978 from the University of Illinois Medical Center in Chicago. He was a staff fellow at the National Institute of Health from 1979 to 1984 where he studied the regulation of skeletal muscle contraction. In 1984, he moved to the Biochemistry Department at the Brody School of Medicine at East Carolina University. In 1992, he reached the rank of Professor.

Dr. Chalovich has had continuous funding from NIH since 1985 on projects dealing with the control of muscle contraction and on cardiovascular disorders. His laboratory was also supported by grants from the American Heart Association and NATO. His current research is supported by two grants from NIH with a total annual budget of about $450,000/year.

Dr. Chalovich was a member of the NIH Biophysical Chemistry Study Section from 1995-99 and has been a regular Ad Hoc reviewer on the Physiology Study section. Since 1992, he has been on the editorial board of J. Muscle Research and Cell Motility.

Dr. Chalovich has more than 80 publications on various topics related to muscle contraction. As a graduate student, he was winner of the Phi Sigma Award and a two-time winner of the Sigma Xi graduate student award. He was the 2004 recipient of the Helms Award from the ECU chapter of Sigma Xi. He is the director of the motility research interest group at ECU and is the current president of the ECU chapter of Sigma Xi.

His current research interests include a serious cardiac disorder, familial hypertrophic cardiomyopathy, and the regulation of actin polymerization by a novel protein (fesselin) discovered in his laboratory.
Gerald Lynis Dohm

Dr. Lynis Dohm received a B.S. degree in Chemistry and a M.S. degree in Biochemistry from Kansas State University. He received his Ph.D. in Biochemistry from Kansas State University in 1963. After serving in the Army, he joined the faculty of the Department of Biochemistry at the East Carolina University School of Medicine in 1972. In 1983, he was promoted to Professor of Biochemistry and taught in that Department until 2002, when he moved to the Department of Physiology in the Brody School of Medicine. Dr. Dohm was the acting Chair of the Biochemistry Department in 1992. He was the primary thesis advisor for 12 master's degree students and 13 doctoral students, and served on the committees of more than 70 master's and doctoral degree students during his 33 year career at ECU. He was also the mentor for 14 postdoctoral trainees.

Dr. Dohm was a Fogarty Senior International Fellow at Oxford University in England in 1981-1982 and was an Invited Distinguished Visiting Professor at Kyoto University in Japan in 2001. He is also a fellow of the American College of Sports Medicine and was given the Citation Award from that society in 1999.

Dr. Dohm's research has focused on the metabolic basis of obesity, diabetes and the beneficial effects of exercise. He is author or co-author on 185 peer reviewed publications, averaging nearly 6 publications per year over 33 years at ECU. Dr. Dohm has been continuously funded by the National Institutes of Health since 1976 with the sum of 30 grants being approximately $14,000,000 over his career at ECU. He currently is the principal investigator on 2 NIH grants, co-investigator on 3 NIH grants funded at ECU, and co-investigator on 2 NIH grants with investigators at other universities.

Dr. Dohm was the Associate Editor of Medicine and Science in Sports and Exercise from 2000 to 2003, and served on the Editorial Board of the American Journal of Physiology: Endocrinology and Metabolism from 1993 to 1999. He was a regular member of the Respiratory and Applied Physiology Study Section of the National Institutes of Health from 1994 to 1996 and was a member of the Sports Nutrition Advisory Committee for the U.S. Olympic Committee in 1991 and 1992.

Dr. Dohm continues to be a leader in his area of research and is often invited to present his research findings at international meetings. He has written reviews and book chapters on the alterations of muscle metabolism in obesity and diabetes. Several of his former students and postdoctoral fellows have become leaders in the field of obesity, diabetes, and exercise research.
Yu Yang, Ph.D.

Yu Yang received a B.S. in Chemistry and a M.S. in Chemistry both from Changchun Institute of Geology in China, and a Ph.D. in Chemistry in 1983 from Johannes Gutenberg University of Mainz in Germany. He was a Post Doctoral Fellow and then became a Research Associate at the Energy & Environmental Research Center in North Dakota from 1993 to 1997. He joined the Department of Chemistry at East Carolina University in 1997. In 2003, he was granted permanent tenure and promoted to an Associate Professor.

Dr. Yang has managed over $600,000 funding to support his subcritical water research. He received grants from National Science Foundation, Research Corporation, Society for Analytical Chemists of Pittsburgh, and Hewlett-Packard. His green chemistry research was also supported by four grants from East Carolina University.

Dr. Yang has published over 40 research papers in top-ranked journals, six invited book chapters and review articles, and nearly 60 presentations at national and international conferences. Dr. Yang's laboratory leads the most comprehensive subcritical water research in the world.

In the last five years, Dr. Yang received numerous national and ECU awards to recognize his achievements. These include the Starter Grant Award from the Society for Analytical Chemists of Pittsburgh; two Correl College Science Awards from Research Corporation; the UNC Board of Governors Distinguished Professor for Teaching Award; the Heims Research Award from ECU Chapter of Sigma Xi; the Scholer-Teacher Award from ECU; and two College Research Awards from ECU College of Arts and Sciences.

Dr. Yang has been serving as a reviewer for National Science Foundation, US Department of Agriculture, and American Chemical Society. He was a session chair at several international symposia. Dr. Yang has also served as a journal reviewer for Environmental Science & Technology; Analytical Chemistry; Journal of Chemical and Engineering Data, Analytica Chimica Acta; Journal of Chromatography A: Separation Science and Technology; Separation and Purification Technology; Bioorganic Chemistry; Journal of Agricultural and Food Chemistry; and LC&GC.

Dr. Yang's current research interests include subcritical water extraction, chromatography, and decontamination. The focus of his research program is to eliminate the use of millions of liters of hazardous organic solvents involved in separation and environmental remediation processes.
Festus Eribo

Festus Eribo received a B.A. and M.A. in Journalism from St. Petersburg State University, Russia, in 1979 and a Ph.D. in Mass Communications from the University of Wisconsin-Madison in 1988. He was a principal information officer in charge of public relations at the Governor's Office in Bendel State, Nigeria, from 1980 to 1985 and a regular contributor to national newspapers in Nigeria before his doctoral studies in Madison, Wisconsin. In 1988, he moved to the Department of English at East Carolina University and contributed to the establishment of the Department of Communication in 1990. He is a founding faculty of the Department of Communication, now School of Communication, at East Carolina University. In 2000, he reached the rank of Professor.

Dr. Eribo is a consultant and academic adviser to Freedom House in New York, an organization that monitors and ranks press freedom around the world. He was a member of the Global News Flow Research Group from 1985 to 1998 and has been a regular reviewer for communication journals at Harvard University, Duke University, Howard University and other major research universities. Since 1995, he has been on the editorial board of two journals, the Journal of African Communications (USA) and Eucid Novl (South Africa). He is one of the leading scholars in African communication research worldwide.

Dr. Eribo has published five books (some with co-authors) and more than 35 journal articles, book chapters, contribution to encyclopedias, and book reviews on the media in Russia and Africa. As a graduate student, he was winner of the Golden Roof Award for Leadership, a two-time winner of the Harry J. Grant Fellowship and the School of Journalism and Mass Communication Fellowship. He is the coordinator of the African Studies Group, a multi-disciplinary research interest group at ECU.

His current research interests include issues of press freedom and the use of communication for development and social change.
I. Call to Order

II. Special Order of the Day

A. Catherine Rigsby, Chair of the Faculty

B. Steve Ballard, Chancellor

C. Jim Smith, Provost and Vice Chancellor for Academic Affairs

D. Mike Lewis, Vice Chancellor for Health Sciences

E. Deirdre Mageean, Vice Chancellor for Research and Graduate Studies

III. Approval of ECU Faculty Manual, Appendix A Revisions

(Links to the revised appendix noting proposed revisions.)

IV. Closing Announcements and Adjournment