I. Minutes

A. Finance and Facilities Committee Meeting of 05/06/05 Action
B. Special Finance and Facilities Committee Conference Call of 05/27/05 Action

II. Finance

A. Automobile Policy including Automobile Allowance Rates Action
B. Budget Update Discussion

III. Facilities

A. Parking Fees and Fines Action
B. Approval of Parking and Transportation Ordinance Action
C. Moye Boulevard Relocation Action
D. Design and Construction Selection Process Discussion
E. Status of Major Capital Projects Information

IV. Information Technology and Computing Services (ITCS)

A. Year in Review Discussion
Proposed Motions
of the Finance & Facilities Committee

To be offered by the Chair:

1. I move that the Board of Trustees approve the Automobile Policy including the Automobile Allowance Rates as presented in the Board meeting materials.

2. I move that the Board of Trustees approve the changes to the Parking Fees and Fines as presented in the Board meeting materials.

3. I move that the Board of Trustees approve the changes to the East Carolina University Parking and Transportation Ordinance as presented in the Board meeting materials.

4. I move that the Board of Trustees support the University Health Systems of Eastern Carolina’s proposed relocation of Moye Boulevard as presented in the Board meeting materials.
The Finance and Facilities Committee met on Friday, May 6, 2005. In attendance were Chair, Mike Kelly, Vice Chair, Steve Showfety, David Brody, Joel Butler, Fielding Miller and Margaret Ward.

Minutes of the Finance and Facilities Meeting of April 1, 2005 were approved as presented.

The following motion was proposed and unanimously approved for presentation and approval by the UNC Board of Governors:

*I move that the Board of Trustees reaffirm its support for the construction of the Family Medicine Center and approve the university’s plan to make this a self-liquidating project.*

*Note – this motion was approved at the May 13, 2005 Board of Governors meeting and will be forwarded to the NC General Assembly for consideration during the 2005 Session.*

Mr. Seitz gave a brief update on the budget situation and noted that Dr. Ballard would go into greater detail during the full Board Meeting. Mr. Seitz reported that the Senate had reduced the proposed allocation reduction but that the amount remains significant. Mr. Seitz stressed that it was still very early in the legislative process and that he provide additional information at the July meeting.

Designer selections for the following projects were reported as approved since the last committee meeting:

- Designer Selection for the New Geriatric Center
- Designer Selection for Coastal Studies Institute
- CM at Risk for new Eastern Carolina Cardiovascular Institute
- Designer Selection – Clean Air Compliance Audit

Dr. Ballard stated that several capital projects are being discussed including a new academic building and a visual performing arts building. These projects would require state appropriation. The Downtown Project and the Family Medicine Center are also being discussed but these projects would be self-liquidating.

Mr. David Brody commented that PCMH was concerned about the possible traffic overload of Heart Drive resulting from proposed upcoming changes regarding the relocation of Moye Boulevard. Mr. Seitz reported that a planning group consisting of ECU and PCMH staff were meeting regularly to address facility, parking and traffic flow issues at the medical campus.

Mr. Seitz updated the Committee on the color of the roof on the Baseball Stadium. The roof has now been painted purple and blends well with the remainder of the complex.

The meeting adjourned at 11:05 am.
The following ECU Board members and administrators from ECU and PCMH participated in a conference call on Friday, May 27, 2005, to discuss the relocation of Moye Boulevard:

Board members - Mike Kelly, David Brody, Steve Showfety, Robbie Hill and Fielding Miller
Administrators - George Harrell, Mike Lewis, Tim McDonnell, Kevin Seitz and John Durham.

Mr. Kelly called the meeting to order and noted this was an open meeting. Mr. Seitz stated that the purpose of the meeting was to provide an update on the relocation of Moye Boulevard and seek the committee’s support for the project. PCMH must work with city and county officials during the summer regarding regulatory procedures. This project is part of PCMH’s master plan and will be paid for by PCMH. Mr. Seitz explained the project’s phased implementation. This project has been discussed at the PCMH/ECU Planning Group meetings. The project has also been presented to and is supported by the Chancellor’s Executive Council.

Mr. Showfety noted that the geometry of the planned relocation of Moye Boulevard was unconventional. He asked if other options for having Moye Boulevard intersect with Stantonsburg Road had been considered. Mr. Showfety noted that he was curious about the dynamics of the traffic circulation that would prevent other ideas from being feasible. Mr. Harrell responded that the current location of the intersection was important to keep Moye joined beyond Stantonsburg. Other locations would also place the intersection too close to a current intersection. Dr. Lewis and Mr. McDonnell agreed that the proposed scenario best complied with Department of Transportation concerns.

David Brody noted that the current Family Practice Center would be tucked behind the PCMH construction site until the new Family Medicine Center is built. Access to parking for the Family Practice Center needs careful coordination during the interim. Discussion followed regarding the access and project coordination issues.

The following resolution was unanimously approved for presentation to the full ECU Board of Trustees:

“The Finance and Facilities Committee of the ECU Board of Trustees supports the University Health Systems of Eastern Carolina’s proposed realignment of Moye Boulevard as outlined in the attached narrative and architectural rendering and recommends approval the same by the full ECU Board of Trustees.”
I. Purpose:

To establish a comprehensive automobile policy for East Carolina University, its Colleges, departments, and affiliated organizations in accordance with Section J of East Carolina University's Plan for Management Flexibility to Appoint and Fix Compensation, entitled "East Carolina University Policy on Non-Salary Compensation for Employees Exempt from the State Personnel Act (hereinafter referred to as "ECU Non-Salary Compensation Policy")."

II. Automobile Allowances:

The automobile allowance for the Chancellor must be approved by the President and the allowance for Vice Chancellors must be approved by the Chancellor and the ECU Board of Trustees.

Associate Vice Chancellors, Deans, Foundation Presidents, and other designated staff who routinely travel representing the university and its affiliated organizations may also receive an allowance in accordance with the ECU Non-Salary Compensation Policy.

The automobile allowance will be based on the typical monthly lease payment for a fleet vehicle, plus insurance and taxes. A mileage allowance will be included to eliminate the need to keep a mileage log. The allowance will be adjusted to cover incremental tax liability. The allowance will be paid in equal semi-monthly installments via payroll. An attached schedule shows the recommended car allowance rates. (These rates will be periodically reviewed and adjusted). Funding for automobile allowances is to be made from Institutional Trust Funds or Foundation accounts. Any exceptions to the allowances on this schedule must be approved by the Vice Chancellor of Administration and Finance, the Chancellor and, when appropriate, by the Board of Trustees.
III. Leased or Purchased Vehicles:

The University, its colleges, departments, organizations, and foundations may not lease or purchase a passenger vehicle for the use of any individual or group of employees who travel on university business. Passenger vehicles to support athletics or other university programs may be an exception to this policy, with the prior written approval of the Vice Chancellor of Administration and Finance.

IV. Motor Pool Vehicles:

Associate Vice Chancellors, Deans, Foundation Presidents, and other key employees who routinely travel at least 1,000 miles per month may have a vehicle from the motor pool assigned to them for their business travel, with the prior written approval of the appropriate Vice Chancellor, with a copy to the Vice Chancellor for Administration and Finance.

V. Courtesy Cars

Car dealers often support University affiliated organizations through ECU affiliated Foundations by providing courtesy cars. Each employee receiving a courtesy car must establish a written reasonable basis for needing the car and the appropriate Vice Chancellor must approve it in writing with a copy to the Vice Chancellor for Administration and Finance. It is understood that the Pirate Club has a courtesy car program established with certain Pirate Club donors and that this program will continue. In all cases, employees will be required to maintain a mileage log for reimbursement of travel miles, and for the determination of business and personal miles traveled, for IRS reporting requirements.
## AUTOMOBILE ALLOWANCE RANGES:

<table>
<thead>
<tr>
<th>ALLOWANCE RANGE</th>
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<th>MILES</th>
<th>AUTOMOBILE ALLOWANCE RATES</th>
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## BASIS FOR AUTOMOBILE ALLOWANCE:

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<td>License</td>
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<td>Allowance Amount</td>
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<td>$ 600</td>
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(Effective July 1, 2005)
TO: Dr. George W. Harrell
FROM: Mike Van Derven
DATE: March 3, 2005
SUBJECT: Parking Ordinance Change Request

The following changes are requested to the current parking ordinance as approved by the Board of Trustees on May 7, 2004:

ARTICLE II
REGISTRATION OF & PARKING PERMITS FOR STUDENT MOTOR VEHICLES

Section 11.
The primary automobile parking permit shall be displayed on the motor vehicle for which it is issued. The words and symbols on permits must be clearly legible. Permits shall be displayed in accordance with instructions printed on the permit liner. Permits issued for motorcycles are to be placed on the right front fork.

Section 13.
The American with Disabilities Act defines a disability as: A physical or mental impairment that substantially limits one or more of the major life activities of an individual. Access to East Carolina University for individuals with disabilities is as essential as it is for any member of the university community. Individuals requesting disability-parking accommodations on campus must complete a Disability Parking Permit Application and submit it to ECU Parking and Transportation Services, 305 E. 10th Street, Greenville, NC. The Disability Parking Permit Application assists the university in determining whether individuals with physician–documented disabilities are eligible for reasonable parking accommodations. Reasonable accommodations for accessible parking may include the following: 1) the use of campus designated disability parking spaces, and 2) campus transportation (ECU Student Transit Authority). Upon application, an individual must present the DMV registration card for his/her distinguishing license plate or hangtag for verification. An individual who falsifies or misrepresents his/her medical condition or misuse the ECU Disability Parking Permit will lose parking privileges and may be subject to disciplinary action. Due to the limited availability of parking in specific zones on campus, it is essential that disability-parking permits be issued to individuals with a qualifying disability as determined by the Parking Accessibility Review Committee ("PARC").
ARTICLE III
FACULTY AND STAFF PARKING PERMITS

Section 4.
The primary automobile parking permit shall be displayed on the motor vehicle for which it is issued. The words and symbols on permits must be clearly legible. Permits issued for four-wheel vehicles are to be affixed to the driver’s side front windshield above the state inspection sticker. Permits issued for motorcycles are to be placed on the right front fork.

ARTICLE IV
ADDITIONAL PARKING PERMITS

Section 6.
University employees and students who are temporarily disabled may be issued special permits. An application with a physician’s certification indicating the type of injury or handicap and approximate duration of the disability must be submitted to the ECU Parking and Transportation Services. A $5.00 fee per week shall be instituted for Medical Passes.

ARTICLE VII
ENFORCEMENT

VIOLATIONS AND PENALTIES

2. Parking in unauthorized zone $ 20.00
# Parking and Transportation Ordinance

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Article XIV Prohibited Use of Streets
Who can close a street or parking lot?

Article XV Punishment

Article XVI Use of Funds

Article XVII Department of Parking and Transportation Services
Be it resolved that, pursuant to authority vested in it by G.S. 116-44.4, the Board of Trustees of East Carolina University adopts and records in its proceedings the following Ordinance Governing Parking, Traffic, Registration of Motor Vehicles and Collection of Parking Fines for the campus of East Carolina University. These regulations are intended only to supplement the Motor Vehicle Laws of North Carolina, all provisions of which, under the terms of the above statute, now apply to the campus of East Carolina University. From the date of filing of these regulations in the Office of the Secretary of State and providing the appropriate signs, they shall apply to and be in effect on the streets, roads, alleys, sidewalks, walkways, parking spaces, parking areas, and parking lots on all parts of the campus of East Carolina University.

ARTICLE I
GENERAL REGULATIONS

Section 1.
The definitions of all terms used in this Ordinance shall be those provided in G.S. 20-4.01 and other applicable sections of the General Statues of North Carolina insofar as they are provided. The meanings of other terms shall be as follows:

A. Academic Year: From the beginning of the fall semester of one calendar year until the beginning of the fall semester of the next calendar year.

B. Bicycle: A vehicle with two wheels tandem, a steering handle, a saddle seat; and pedals by which it is propelled.

C. Campus: All property located in and around Greenville, North Carolina, which is owned by the State of North Carolina and under the supervision of the Board of Trustees of East Carolina University.

D. Chancellor: The Chancellor of East Carolina University.

E. Crosswalk: That portion of a roadway ordinarily included within the Prolongation of connection of the lateral lines of sidewalks, at intersections, or any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.
F. Faculty: Any person employed in a full-time research or teaching position. Graduate assistants are not considered members of the faculty.

G. In-line Skate: A manufactured or assembled device consisting of an upper portion that is intended to be secured to a human foot with the frame or chassis attached along the length of the bottom of such portion, with such frame or chassis holding two or more wheels that are longitudinally aligned and used to skate or glide, by means of human foot and leg power while having such device attached to each such foot or leg.

H. Intersections: The area embraced within the prolongation of the lateral curb lines; if none, then the lateral boundary lines of two or more highways, streets or roadways which join one another at any angle whether or not one such highway, street, or roadway crosses the other.

I. Operator: Every individual who shall operate a vehicle as the owner thereof, or as the agent, employee, or permittee of the owner, or is in actual physical control of the vehicle.

J. Park: The standing of a vehicle, whether occupied or unoccupied, including a trailer, whether attached or unattached to another vehicle.

K. Parking Area: Any place or area set aside marked or intended for parking of vehicles, either permanently or temporarily.

L. Parking Meter: Any mechanical, electro-mechanical, or electrical metering device placed or erected for the regulation of parking by authority of this ordinance. Each installed parking meter shall indicate, by proper legend, the allowed legal parking time. When in operation, parking meters shall (at all times) indicate the balance of legal parking time; and at the expiration of such time, shall indicate illegal or overtime parking.

M. Parking Meter Zone/Space: Any space within a parking meter zone/space, adjacent to a parking meter, which is duly designated for the parking of a single vehicle (by lines painted or otherwise durably marked on the curb or on the surface of the street adjacent to or adjoining the parking meters).

N. Parking Zone: That group of parking lots/spaces specifically designated for use by holders of specific parking permits.
O. Roller-skate: A manufactured or assembled device consisting of a frame or shoe having clamps, or straps, or both for fastening, with a pair of small wheels near the toe and another pair at the heel mounted or permanently attached thereto, for skating or gliding by means of human foot or leg power.

P. Sidewalk: All that property along or by any street, highway or roadway intended for pedestrian use, and which lies between the curb line or lateral line of any street, highway or roadway and the line at which the use of property for purposes other than pedestrian traffic ends.

Q. Skateboard: A short narrow platform having a set of two or more wheels or casters mounted under it that is propelled by human foot and leg power.

R. Staff: The administrative officers, extension force, clerical force, and all other non-student employees of the university, except faculty, who are employed full-time.

S. Stop: The command to stop requires complete stoppage of movement. The prohibition of stopping prohibits any stopping of a vehicle, except when necessary to avoid conflict with other traffic, or in compliance with the direction of an officer, or traffic control sign, or signal.

T. Street, Highway or Roadway: The entire width of every way or place of whatever nature designed or marked by proper authorities for vehicular traffic.

U. Student: Any person officially registered to attend classes at the university.

V. Director of Parking and Transportation Services: That person designated by the Chancellor, who will be responsible for administering, implementing and enforcing the provisions of this ordinance, except where another person or persons is specified in the ordinance.

W. Trick Riding: Riding of skateboards, roller-skates, in-line skates or bicycles such that the wheels are removed from contact with a surface in a repetitive procedure.

X. Walk or Walkway: A way designed or marked by proper authorities for exclusive use of pedestrians, whether along a street, or roadway.

Y. University: Unless otherwise provided, the term “University” means East Carolina University.
Z. Vehicle: Any device in, upon, or by which any person or property is or may be transported upon a highway including trailers.

Section 2.
The provisions of these regulations shall apply to the operators of all vehicles which are operated on the campus, whether public or private; and they shall be in force twenty-four hours a day, except as herein provided.

Section 3.
The operator of any vehicle shall obey the lawful instruction of any peace officer or parking control officer. Official traffic signs or control devices placed in accordance with the ordinance must be followed, unless a peace officer or parking control officer provides contrary directions. Whenever a particular section of this ordinance does not state that signs are required, such sections shall be effective without signs being provided.

The operator of a vehicle shall not drive to the left side of the center line of any street or roadway, where such center line has been placed upon the street or roadway by the Department of Parking and Transportation Services and is visible.

The Director of Parking and Transportation Services or his/her designee shall be responsible for causing the signs, signals, and markings necessary to implement this ordinance to be erected, established, and maintained.

Section 4.
No person shall without lawful authority alter, deface, injure, knock down, or remove any sign or part of a sign, shield, or insignia on a sign, or attempt to commit any of the offenses specified in this section.

Section 5.
The Director of Parking and Transportation Services or his/her designee, in acting pursuant to the authority vested in the position by this ordinance, shall exercise discretion and authority in such a manner as to insure the proper conduct of the necessary business of the university, and the effective utilization and control of the available parking areas and facilities on the campus of the university for the benefit and maximum convenience of faculty, staff, students, and visitors.

Section 6.
The speed limit on the East Carolina University campus is 15 miles per hour, unless otherwise posted.

ARTICLE II
REGISTRATION OF & PARKING PERMITS FOR STUDENT MOTOR VEHICLES

Section 1.
The Chancellor will determine and control the categories of students required to register vehicles pursuant to authority conferred by General Statute 116-44.4.
Section 2.
Any student desiring to utilize campus parking spaces is required to register his/her motor
vehicle with the Department of Parking and Transportation Services and pay a registration fee,
which is approved by the ECU Board of Trustees and published each academic year. No student
may register a motor vehicle or acquire a parking permit for a motor vehicle not owned/leased by
themselves, their spouse, a parent, or guardian without permission from the Director of Parking
and Transportation Services or his/her designee. Parking violations for these vehicles will result
in tagging the student’s records. The records will be untagged only when the fines/late charges
have been paid, or when citation appeals have been granted. Parking citations issued by Parking
Control Officers may include vehicular checks in the parking management software and DMV
databases. In the event that the checks reveal that the vehicle is owned/leased by the student’s
spouse, family member, parent or guardian, the student is held responsible/accountable for the
citation. All citations must be paid within 10 business days to avoid the addition of a $5 late fee.

Section 3.
Any student living in a residence hall who has 24 or less credit hours must purchase a freshman
parking permit (Zone D) and may not park on campus, except as permitted in this Section and
Article II, Section 5. Parking is authorized in the designated freshmen parking area. Such
parking will be designated by the Director of ECU Parking and Transportation Services or
his/her designee and marked with appropriate signage. Freshman students are not permitted to
park a vehicle on campus except in appropriately designated areas. D Zone permits may be
honored in designated areas on campus as designated by the ECU Director of Parking and
Transportation Services. During the times that they are permitted to park vehicles, freshmen
may park vehicles in metered areas near the residence halls for the purpose of loading and
unloading only, provided the parking meter has been appropriately activated by insertion of the
appropriate coin. The ECU Director of Parking and Transportation Services or his/her designee
is authorized to make exceptions to the restrictions specified in this Section under unusual
circumstances.

Section 4.
Any student living off campus may purchase a Zone C parking permit and may not park on
campus except as permitted in this Section. Parking is authorized only in areas designated Zone
C parking areas until 1:00 a.m., Monday through Friday. Persons with Zone C parking permits
are authorized to utilize certain Zone A1 and B1 parking areas beginning at 3:30 p.m. as
indicated by signs, and ending at 1:00 a.m. Monday through Friday. Parking areas will be
designated by the Director of Parking and Transportation Services and marked by appropriate
signage.

Section 5.
From the day following spring commencement until the day following the end of the second
summer session, the Director of Parking and Transportation Services or his/her designee may
allow Zone C and Zone D parking permit holders to utilize Zone B2 parking spaces designated
as student parking and marked by appropriate signage. If the Director decides to allow the
exceptions specified, herein, the decision will be publicized.
Section 6.
Registration of motor vehicles shall be accomplished as an integral part of university registration according to procedures established by the Department of Parking and Transportation Services. Motor vehicles utilizing campus parking spaces must be registered by the first scheduled class day at the beginning of fall semester. In the event that a student enrolls after the fall term ends, the student must register his or her vehicle on or before the first scheduled class day of the term in which he or she enrolls.

Section 7.
In the event that a motor vehicle is not owned by a student at the time prescribed in the preceding section for the registration of motor vehicles, but is thereafter acquired by a student, such motor vehicle shall be registered on the first business day following the student’s acquisition of the vehicle.

Section 8.
No permit to park shall be issued to a student until the student requesting the permit provides the name of the insurer, the policy number under which the student has financial responsibility, and the student certifies that the motor vehicle is insured at the levels set in G.S. 20-279.1(11) or higher. All students must provide all this information whether their vehicles are registered in North Carolina or another state.

Section 9.
Upon application by the student and upon the payment of a motor vehicle registration fee and parking fee, except as herein provided, the ECU Parking and Transportation Services shall issue a serially numbered automobile registration permit indicating the holder thereof is a student enrolled in the university and the academic year for which the permit is effective.

Section 10.
The student parking permit shall contain the appropriate letter and color designations that indicate parking spaces, parking lots, or parking areas on the campus of the university for which the permit is valid. Parking areas will be designated by the Director of Parking and Transportation Services and marked by appropriate signage.

Section 11.
The primary automobile parking permit shall be displayed on the motor vehicle for which it is issued. The words and symbols on permits must be clearly legible. Permits shall be displayed in accordance with instructions printed on the permit liner. Permits issued for motorcycles are to be placed on the right front fork.

Section 12.
A student to whom a motor vehicle registration permit has been issued shall be responsible for parking violations of the vehicle for which the permit is issued.

Section 13.
The American with Disabilities Act defines a disability as: A physical or mental impairment that substantially limits one or more of the major life activities of an individual. Access to East
Carolina University for individuals with disabilities is as essential as it is for any member of the university community. Individuals requesting disability-parking accommodations on campus must complete a Disability Parking Permit Application and submit it to ECU Parking and Transportation Services, 305 E. 10th Street, Greenville, NC. The Disability Parking Permit Application assists the university in determining whether individuals with physician–documented disabilities are eligible for reasonable parking accommodations. Reasonable accommodations for accessible parking may include the following: 1) the use of campus designated disability parking spaces, and 2) campus transportation (ECU Student Transit Authority). Upon application, an individual must present the DMV registration card for his/her distinguishing license plate or hangtag for verification. An individual who falsifies or misrepresents his/her medical condition or misuse the ECU Disability Parking Permit will lose parking privileges and may be subject to disciplinary action. **Due to the limited availability of parking in specific zones on campus, it is essential that disability-parking permits be issued to individuals with a qualifying disability as determined by the Parking Accessibility Review Committee ("PARC").**

**Section 14.**
A student-parking permit shall be valid only in the parking areas designated for its use. The Director of Parking and Transportation Services or his/her designee shall designate parking areas in which specific permits are authorized parking. Such areas will be marked by appropriate signage.

**Section 15.**
Parking permits become invalid under the following conditions:

A. Ownership of the vehicle is transferred to another person or entity.

B. The permittee’s association with the university terminates.

C. The time period for which the permit is issued expires.

D. The permittee is issued another permit relating to the same vehicle.

E. The permittee’s privilege to park and operate a vehicle is forfeited as a result of the imposition of disciplinary sanctions.

F. The permittee has established a pattern of abuse of parking privileges.

G. The symbol or words on the permit become illegible.

Permits that become invalid prior to their expiration must be returned to the Department of Parking and Transportation Services.
Section 16.
Replacement for lost, stolen, or damaged parking permits shall be issued by the ECU Director of Parking and Transportation Services or his/her designee. Lost or stolen parking permits will be placed on the vehicular ticket and towing list. The permittee must pay the replacement fee for a new permit ($25.00) in order to obtain a replacement. Parking permits stolen as a result of the vehicle being broken into (by signs of forced entry) will be replaced at no charge. Parking permits placed on vehicles that become invalid before expiration (refer to Article III, Section 6) must be returned to ECU Parking and Transportation Services. The permittee is responsible for all non-moving traffic violations involving a vehicle carrying a parking permit issued to him or her. Parking permits that are stolen must be immediately reported to the ECU Parking and Transportation Services and to all law enforcement authorities with jurisdiction over the theft.

Section 17.
Students living in the residence halls will not register more than one vehicle without specific permission from the Director of Parking and Transportation Services or his/her designee.

Section 18.
The Director of Parking and Transportation Services or his/her designee shall report to the Dean of Students the names of students who do not comply with registration provisions. If appropriate, such students may be disciplined in accordance with university procedures.

ARTICLE III
FACULTY AND STAFF PARKING PERMITS

Section 1.
Any faculty or staff member desiring to utilize campus parking spaces is required to register his/her motor vehicle and pay the registration fee to be approved by the Board of Trustees and published each academic year.

Section 2.
The parking permits issued to faculty and staff shall be serially numbered and have a letter and color designation which indicates the zoned parking area in which the parking permits are valid. The East Campus Zone A1 and Zone B1 permits and the Medical Campus Zone A3 and Zone B3 permits authorize parking in spaces, lots, and zones of either campus with comparably lettered zone designations. Zone C permits are also interchangeable on either campus. All zone permits will be sold based on an oversell rate established by the ECU Director of Parking and Transportation Services. When permits sales for the following year are available for sale based on dates posted on the ECU official web site, faculty and staff possessing high priority zone permits will have ten (10) days to repurchase their current zone permit. After the initial ten (10) day registration period, all remaining available parking permits will be offered to faculty/staff remaining on waiting lists in chronological order, until zones are filled to maximum capacity. When the zone sales maximum capacity is reached, all applicants will be placed on a first-come-first-served appropriate waiting list.
Section 3.
Faculty and staff members must register their vehicles by July 1 of each calendar year. If a faculty or staff member acquires a vehicle after July 1, the vehicle must be registered on the first business day following acquisition. New faculty and staff members must register their vehicles on the first working day following their employment.

Section 4.
The primary automobile parking permit shall be displayed on the motor vehicle for which it is issued. The words and symbols on permits must be clearly legible. Permits issued for four-wheel vehicles are to be affixed to the driver’s side front windshield above the state inspection sticker. Permits issued for motorcycles are to be placed on the right front fork.

Section 5.
Faculty and staff to whom a motor vehicle parking permit is issued, as herein provided, shall be responsible for parking violations involving the vehicle for which the permit is issued.

Section 6.
Permits will become invalid under the following conditions:

A. Ownership of the vehicle is transferred to another person or entity.
B. The permittee’s association with the University terminates.
C. The time period for which the permit is issued expires.
D. The permittee is issued another permit relating to the same vehicle.
E. The permittee has established a pattern of abuse of parking privileges.
F. The symbol or words on the permit become illegible.

Permits that become invalid prior to their expiration date must be returned to the ECU Parking and Transportation Services.

Section 7.
Replacement for lost, stolen, or damaged parking permits shall be issued by the ECU Director of Parking and Transportation Services or his/her designee. Lost or stolen parking permits will be placed on the ticket and towing list. The permittee must pay the cost of a new permit ($25.00) in order to obtain a replacement. Parking permits stolen as a result of the vehicle being broken into (by signs of forced entry) will be replaced at no charge. Parking permits placed on vehicles that become invalid before expiration (refer to Article III, Section 6) must be returned to ECU Parking and Transportation Services. The permittee is responsible for all non-moving traffic violations involving a vehicle carrying a permit issued to him or her. Parking permits that are stolen must be immediately reported to the ECU Parking and Transportation Services and to all law enforcement authorities with jurisdiction over the theft.
Section 8.  
The ECU Director of Parking and Transportation Services or his/her designee shall enforce the provisions of this article by reporting to the Chancellor the names of faculty and staff who do not comply with the provisions of this article. Such faculty and staff members are subject to disciplinary action in accordance with university procedures.

ARTICLE IV  
ADDITIONAL PARKING PERMITS

Section 1.  
When only one member of a family is employed or is a student at the university, the employee or student must register his or her primary use vehicle. Up to four vehicles may be registered against one permit providing all vehicles are registered to the employee or student or his/her spouse, parent, or guardian. When two or more members of a family are employed or enrolled at the university, each vehicle must be registered as a primary use vehicle and the full registration fee paid.

Section 2.  
A permittee must purchase a temporary parking permit whenever the permittee parks a vehicle other than that permittee’s university registered vehicle. Temporary permits may be issued to temporary employees. No temporary employee will be allowed to park or drive a vehicle on campus that has not been registered.

Section 3.  
University departments may apply for and be issued special use permits for various departmental parking needs involving off-campus participants attending meetings, workshops, seminars, camps and conferences. Such permits shall designate the areas in which the permit is valid. A reasonable fee will be charged by Parking and Transportation Services for parking privileges.

Section 4.  
University department heads whose offices are not located on the core campus may apply for and be issued up to three (3) Courtesy Parking Permits to be controlled within the individual department. These permits are to be utilized by individuals in the course of departmental or university business while using personal vehicles on an occasional basis. The Courtesy Parking Permit shall not be used by university employees or students in lieu of a valid university parking permit nor utilized on a daily basis to upgrade assigned permits. Individuals utilizing the Courtesy Parking Permit in personal vehicles must have the vehicle registered with the ECU Parking and Transportation Services and display a valid Zone B or C permit. The Courtesy Parking Permit is valid in all parking zones and state-owned spaces. The Courtesy Parking Permit is not valid in metered spaces, reserved spaces, and loading zones.

Section 5.  
Individuals, visitors, and business firms who conduct business on the campus may be issued parking permits in exchange for an appropriate fee. All contractors must contact Parking and Transportation Services prior to starting work to determine locations for the parking of those vehicles necessary to carry on the work. Space in lots at the perimeter of the campus may be
provided in exchange for a fee for workers’ vehicles that cannot be parked within the designated construction site.

Section 6.
University employees and students who are temporarily disabled may be issued special permits. An application with a physician’s certification indicating the type of injury or handicap and approximate duration of the disability must be submitted to the ECU Parking and Transportation Services. A $5.00 fee per week shall be instituted for Medical Passes.

Section 7.
ECU Parking and Transportation Services shall take the necessary action to provide for the parking of members of the general public to attend events on campus. For the purpose of this regulation, staff, faculty, students, and members of their immediate family are not considered to be general public. Such action may involve the temporary suspension of provisions of this ordinance regarding parking permits and the areas for which such permits are valid.

ARTICLE V
PARKING REGULATIONS

To permit the proper conduct of the business of the university, and to utilize and to control the parking areas and facilities on the university campus for the benefit and convenience of visitors, student, faculty and staff, the following regulations governing campus parking are hereby established:

Section 1.
No person shall stop any vehicle on any street or roadway on university property except for the purpose of stopping as established in this Ordinance. Temporarily loading or unloading of passengers is prohibited on main thoroughfares. Vehicles discharging passengers must pull off the main thoroughfares into adjacent parking lots. Drivers are not permitted to “stand” letting vehicles idle while waiting for passengers. It is permitted to stop upon the approach of an emergency vehicle or due to some other emergency. A driver may stop when the stop is made necessary by the approach of a procession that gives the right-of-way or by the passing of a vehicle or pedestrian. A driver must stop if directed to stop by traffic signs or signals, or when instructed to stop by a police officer or parking control officer. This section shall not prohibit vehicles making deliveries from the necessary use of a roadway designed principally as access to the delivery entrance of buildings.

Section 2.
No person shall park a vehicle at any time on the university campus except in spaces marked or designated for parking. When signs are placed, erected, or installed giving notice thereof, or the curbing or street has been painted in such manner as to give notice in lieu of signs, no person shall park in these designated areas or places unless authorized to do so by proper authority, and no person shall park except in spaces marked or designated for parking. The parking facilities on the campus shall be divided into the following general categories:
Section 3.
Parking in unauthorized areas is prohibited.

Section 4.
No person shall park a vehicle in a metered parking area, or in any area in which time limits are posted, for a period of time longer than time permitted. Vehicles exceeding the maximum permissible time limit by more than one hour may be towed and impounded, and a reasonable towing and impounding fee charged. ECU Parking and Transportation Services will charge a $20.00 administrative fee. Whenever a vehicle is towed, the provisions of Article 7A of Chapter 20 of the General Statutes shall apply.

Section 5.
When a particular angle or manner of parking is indicated in a parking area or parking lot by signs or markings, no person shall park a vehicle except at the angle or occupy more than the space indicated within the lines, signs, or markings for one vehicle.

Section 6.
In all parking areas where vehicles park parallel to each other, head-in parking is required.

Section 7.
Parking in the following places is hereby prohibited: on a sidewalk or walkway, on grass or lawns, in front of a public driveway, within an intersection, on a crosswalk, on the roadway side of any vehicle stopped or parked at the edge or curb of a street or roadway (whether the parked vehicle is parallel or at an angle to the curb or edge) in the driving lanes or parking areas, or in the approaches or other portions of parking areas which are marked as being prohibited for parking.

Section 8.
No person shall stand or park a vehicle upon any street, parking space, parking lots, parking areas, roadway, alley, or driveway for the purpose of:
A. Displaying the vehicle for sale.

B. Washing, greasing or repairing the vehicle, except in the case of repairs necessitated by an emergency and except when permission is granted by the Department of Parking and Transportation Services.

C. Storage.

D. Parking of any trailer or semi-trailer, whether attached or unattached to another vehicle, except when permission is granted by the Department of Parking and Transportation Services.

E. Discharge or pickup of passengers.

Section 9.
Agents designated by the Director of Parking and Transportation Services or his/her designee shall remove (tow) to a place of storage any vehicle:

A. Parked or left standing on any street or parking area other than as authorized in this ordinance, or when such vehicle blocks the proper ingress of any other vehicle to or from lawful parking spaces for a period of longer than five minutes.

B. Parked or left standing on any sidewalk or walkway, on grass or lawn, on a crosswalk, or on the roadway beside any vehicle stopped or parked at the edge or curb of a street or roadway, whether the parked vehicle is parallel or at an angle to the curb or edge.

C. Parked within 10 feet of a fire hydrant or designated fire zone or within 30 feet of a “Stop” sign.

D. Parked in such a manner as to block a driveway, block a service entrance, create a hazard to public safety, or impede construction and/or maintenance requirements.

E. Parked in an area marked “Towing Enforced”.

F. Unregistered and parking in an unauthorized space.

G. Displaying an improper state license.

H. Upon which three or more unpaid traffic violation notifications have been issued.

I. Unlawfully parked or left standing in a space designated with a sign for handicap parking, which does not display a distinguishing license plate or removable HD hangtag, or temporary removable HD hangtag, or displays such license plate or hangtag without legal authority in violation of G.S. 20-37.6(e).
J. Left standing so as to obstruct a curb ramp or curb cut for handicap persons. The owner or operator of the offending vehicle shall be liable for payment of reasonable towing and storage fees if such vehicle is removed and stored, as provided in this ordinance. Whenever a vehicle is towed, the provisions of Article 7A of Chapter 20 of the General Statutes shall apply.

K. Left standing in a parking zone for which the vehicle is not properly permitted by this ordinance.

Section 10.
Any vehicle parked in violation of the regulations may be immobilized by the use of a mechanical device known as a “boot.” Notice shall be prominently posted alerting the operator of potential damages to the vehicle if it is moved before having the “boot” removed. The cost of immobilization must be paid prior to the removal of the “boot.” Vehicles immobilized for longer than 36 hours shall be removed to a storage area. The operator of the vehicle will be responsible for the immobilization removal fee, as well as the tow fee, any applicable storage fee, and a $20.00 administrative fee. Whenever a vehicle is towed, the provision of Article 7A of Chapter 20 of the General Statutes shall apply.

Section 11.
The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of this ordinance.

Section 12.
Zone C parking permits are not valid on campus between 1:00 a.m. and 6:00 a.m. without permission from the Director of ECU Parking and Transportation Services or his/her designee.

Section 13.
The student, staff, or faculty member to whom a motor vehicle registration permit is issued, as herein provided, shall be responsible for all parking violations of the vehicle for which the permit is issued.

Section 14.
Nothing in the foregoing regulations shall be deemed to prohibit vehicles of the university, or its agents, or of any public utility company from making such stops as the establishment and maintenance of streets, grounds, water, supply, and utility lines require.

Section 15.
The penalty for violation of any of the regulations prescribed in this ordinance shall be a civil penalty as prescribed in Article VII.

Section 16.
The ECU Director of Parking and Transportation Services or his/her designee is authorized to suspend or revoke the motor vehicle parking and driving privileges issued to students for a period of time not in excess of 12 months for any of the following reasons:
A. The student has committed at least three violations of the ordinance within the period of 12 months.

B. The student has falsified information for the purpose of obtaining a parking permit.

C. The student has utilized a vehicle displaying a parking permit to park in an area in which that student is not authorized to park under this ordinance.

D. The student has displayed a parking permit not issued to the specific vehicle he has driven or parked.

E. The student has altered a parking permit.

Whenever a student’s parking and driving privileges are suspended or revoked, the student shall have the right to appeal in accordance with Article IX of this Ordinance.

Section 17.
If a student fails to pay penalties required under this ordinance or fails to answer notifications, the student’s schedule for class registration will be held and his or her transcripts will not be released until the penalties are paid or the notifications answered. No student will be awarded a degree until all penalties imposed pursuant to this ordinance are paid and all notifications answered. Parking and Transportation records are continuous during the student’s enrollment. The Department of Parking and Transportation Services is authorized to tag a former student’s records to ensure that no favorable action is taken regarding his/her re-entry or requests for transcripts until the former student has cleared his/her parking and traffic citations.

Section 18.
The Department of Parking and Transportation Services is hereby authorized to suspend or revoke, for a period of time not in excess of 12 months, parking permits issued to staff or faculty for any of the following reasons:

A. The staff or faculty member has received three violations of this ordinance within the period of 12 months.

B. The staff or faculty member has obtained a permit and displayed it on a vehicle other than the specific vehicle to which it was issued.

C. The staff or faculty member has falsified information for the purpose of obtaining a parking permit.

D. The staff or faculty member has altered a parking permit.

E. The staff or faculty member has obtained a parking permit for a vehicle not owned by himself, his spouse, a parent, a guardian, or immediate family. Whenever a staff or faculty member’s parking and driving privileges are
suspended or revoked, the staff or faculty member shall have the right to appeal in accordance with Article IX of this Ordinance.

Section 19.
Deans and departmental chairpersons are charged with the responsibility of ensuring that all state-owned or motor fleet controlled vehicles under their supervision comply with the provisions of this ordinance. Furthermore, they are responsible for ensuring that fines, towing, and storage charges levied against said vehicles are paid. State and/or University owned vehicles are to utilize parking spaces designated for state-owned vehicles. If parking spaces for these vehicles are not available on the core campus, vehicles must be parked in the Central Motor Pool facility.

ARTICLE VI
VISITOR

Section 1.
Visitor is defined as any person other than a student, staff, or faculty member of East Carolina University or their immediate family. Visitors shall comply with the Parking and Traffic Ordinances and shall be responsible for such compliance by operators of their vehicles.

Section 2.
Visitors must display a parking permit while using campus parking spaces. Permits are available from the Department of Parking and Transportation Services to individuals who are not enrolled or employed by the university. The permit shall temporarily register the vehicle and allow parking in specified areas of campus. The Director of Parking and Transportation Services or his/her designee will designate such areas. An appropriate parking fee is charged for parking privileges.

Section 3.
A visitor who has received a campus parking or traffic citation must pay or appeal the fine at the Department of Parking and Transportation Services before leaving campus or within ten (10) business days. Fines not cleared with 10 days will be assessed a $5.00 late fee and processed as valid citations.

Section 4.
Visitors should be alert to the existing parking regulations established by the Greenville City Council and enforced by the Greenville Police Department for the adjacent off-campus residential areas.

Section 5.
In keeping with Residence Education and University Housing Regulations, visitor parking permits shall not be valid and visitors may not park in the vicinity of the residence hall after 12:00 midnight Sunday through Thursday. Individuals with special parking situations or concerns must receive special permission from the Department of Parking and Transportation Services.
ARTICLE VII
ENFORCEMENT

Drivers not complying with parking and traffic regulations are subject to assessment of the appropriate penalty fees. Penalties are payable in person at the Department of Parking and Transportation Services between 7:30 a.m. and 4:30 p.m., Monday through Friday, during fall and spring semesters. During summer sessions, penalties are payable in person between 7:30 a.m. and 4:30 p.m., Monday through Thursday, and between 7:30 a.m. and 11:00 a.m. on Friday. Penalties may be paid by mail. A night deposit facility is available for payments after hours. A $5.00 late fee is added to each citation if not paid within 10 days of the date of the citation. The following are violations and penalties as listed in the Ordinance Governing Parking, Traffic, Registration of Motor Vehicles and Collection of parking fines for East Carolina University as adopted by the Board of Trustees:

VIOLATIONS AND PENALTIES

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>1</td>
<td>Unregistered vehicle</td>
<td>$35.00</td>
</tr>
<tr>
<td>2</td>
<td>Parking in unauthorized zone</td>
<td>$20.00</td>
</tr>
<tr>
<td>3</td>
<td>Officer’s signal disregarded</td>
<td>$35.00</td>
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<tr>
<td>4</td>
<td>Traffic signal disregarded</td>
<td>$35.00</td>
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<tr>
<td>5</td>
<td>Sign prohibiting turns disobeyed</td>
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<tr>
<td>6</td>
<td>Illegal turn</td>
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<tr>
<td>7</td>
<td>Signs prohibiting parking or stopping disregarded</td>
<td>$25.00</td>
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<td>8</td>
<td>Driving or parking on the grass</td>
<td>$25.00</td>
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<tr>
<td>9</td>
<td>Blocking driveway or service entrance</td>
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<tr>
<td>10</td>
<td>Parking facing the wrong direction</td>
<td>$10.00</td>
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<tr>
<td>11</td>
<td>Wrong way on a one-way street</td>
<td>$35.00</td>
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<tr>
<td>12</td>
<td>Driving across or parking on curb or sidewalk</td>
<td>$25.00</td>
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<tr>
<td>13</td>
<td>Improper equipment</td>
<td>$35.00</td>
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<tr>
<td>14</td>
<td>Failure to stop at stop sign</td>
<td>$35.00</td>
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<tr>
<td>15</td>
<td>Driving left of center</td>
<td>$35.00</td>
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<tr>
<td>16</td>
<td>License plate illegal, obscured, non-displayed</td>
<td>$35.00</td>
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<tr>
<td>17</td>
<td>Overtime parking/meter and/or timed area</td>
<td>$15.00</td>
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<tr>
<td>18</td>
<td>Reckless operation</td>
<td>$35.00</td>
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<tr>
<td>19</td>
<td>Parking disregarding painted lines</td>
<td>$10.00</td>
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<td>20</td>
<td>Failure to signal stop, turn, etc.</td>
<td>$10.00</td>
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<tr>
<td>21</td>
<td>Permit not displayed properly</td>
<td>$5.00</td>
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<tr>
<td>22</td>
<td>Illegal use of a permit, i.e., reproduction, alteration, defacing, or illegally obtaining or using a revoked permit, will result in vehicle being towed, and suspension of parking and driving privileges for one year.</td>
<td>$50.00</td>
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<tr>
<td>23</td>
<td>Disregard of barricades</td>
<td>$35.00</td>
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<tr>
<td>24</td>
<td>Failure to yield to pedestrians or vehicles</td>
<td>$35.00</td>
</tr>
<tr>
<td>25</td>
<td>Damage to or removal of gates, signs, barricades, and other traffic control devices</td>
<td>$35.00</td>
</tr>
</tbody>
</table>
26. Failure to report lost or stolen permit $ 25.00
27. Intentionally moving a ticket from one vehicle
to another vehicle $ 25.00
28. Riding motorcycle on the sidewalk $ 35.00
29. Riding bicycle on the sidewalk $ 15.00
30. Bicycle impounded or not registered $ 5.00
31. Operating a motor vehicle on campus after
suspension of parking privileges $ 50.00
32. Use of skateboards, roller-skates or in-line
skates in a manner prohibited by this Ordinance $ 50.00
33. Pedestrian violations $ 5.00
34. Littering (non dangerous) $ 15.00
35. Dangerous littering (plus restitution for
damages) $ 35.00
36. Unauthorized parking in Handicap Zone will
result in vehicle being towed $ 100.00
37. Unauthorized parking in a Fire Zone will
result in vehicle being towed $ 25.00
38. Exceeding safe speed of 15 mph $ 35.00
39. Unsafe movement $ 35.00
40. Impeding traffic will result in vehicle being towed $ 25.00
41. Unauthorized parking of trailer will result in
a vehicle being towed $ 35.00
42. Trick riding of bicycles $ 50.00

University traffic citations issued must be paid or appealed to the ECU Parking and
Transportation Services. Based on circumstances and severity of the offense, ECU Police may
issue uniform state citation for moving violations. The issuance of a state citation requires the
operator of the offending vehicle to pay the fine at the Magistrate’s Office or to appear in District
Court.

ARTICLE VIII
PEDESTRIAN REGULATIONS

Section 1.
No person shall walk, sit, stand, or remain in any street, roadway, alley, driveway, parking lot or
parking area in such a careless, negligent or willful manner as to endanger his/her safety or to
constitute an unreasonable impediment to lawful vehicular traffic.
ARTICLE IX
CITATION APPEAL

Section 1.
In order to provide an adjudication system for students, staff, faculty and visitors of East Carolina University, there shall be a Citation Appeal Board established and administered by the Department of Parking and Transportation Services.

Section 2.
The Citation Appeal Board shall consist of two committees with a maximum of six members per committee. Members shall not currently be serving on the Parking and Transportation Committee. Membership on each of the two committees shall be determined as follows:

A. One staff member appointed by the Staff Benefits Committee.
B. One faculty member appointed by the Faculty Senate.
C. One student member of the SGA Legislature who resides off campus.
D. One student member of the Residence Hall Association and resides in the residence halls.
E. One staff member appointed by the Vice Chancellor for Student Life.
F. One staff/faculty member from the School of Medicine appointed by the Associate Vice Chancellor for Health Sciences.

Section 3.
Any person cited for a violation of the Ordinance may appeal the parking citation to the Citation Appeals Board Coordinator for review. After review of the appeal, the Appeals Coordinator will determine if the parking citation will be administratively adjudicated or presented to the Citations Appeal Board. Appeals and arguments in support of appeals are to be submitted to the Citation Appeals Board in writing. In addition, appellants may personally appear before a committee of the Board, if a written request to appear is submitted with the written appeal. An appeal must be filed with ECU Parking and Transportation Services within 10 business days of the date of the citation. A student’s record will be tagged when a vehicle (for which it is determined that the student is responsible) receives a parking citation. Citations placed under appeal will not impact the student’s record until adjudicated by the appeal board. Note: The citation must be paid before a second or subsequent appeals are submitted. The Citation Appeals Board will consider the written statement of the appellant, relevant documents submitted by the Director of Parking and Transportation Services or his/her designee, and the appellant’s oral statement if he or she appears. The Citation Appeals Board will document its decisions by written letter addressed to the appellant with a copy to the Director of Parking and Transportation Services or his/her designee. The decisions of the Citation Appeals Board are final except as provided in Section 4.
Section 4.
The Director of Transportation Services or his/her designee shall have the authority to review any citation issued by a police officer, parking control officer, security guard, or student reserve officer for violation of this ordinance. The Director shall be empowered to void or adjust the citation as circumstances merit.

Section 5.
An individual is limited to four appeal opportunities per academic year. If an individual does not use all four appeals, the appeals do not roll over into the next academic year.

Once the first appeal opportunity has been used, all other citations to be appealed must be paid PRIOR to the appeal being submitted. If an individual tries to submit a second, third, or fourth appeal without paying the citation, the appeal will not be processed.

All appeals must be submitted within ten (10) business days of the date of the citation. Appeals received after this time will not be considered.

ARTICLE X
PARKING METERS

Section 1.
In the parking meter zones, the Director of Parking and Transportation Services or his/her designee shall be responsible for the installation of parking meters upon the curb or sidewalk immediately adjacent to the parking space provided. The Director of Parking and Transportation Services or his/her designee shall be responsible for the regulation, control, operation, maintenance, and use of such parking meters. Each device shall display a signal showing legal parking upon the deposit of the appropriate coin or coins, lawful money of the United States of America, for the period of time prescribed by the meter. Each device shall indicate by a proper visible signal that the lawful parking period has expired. Vehicles exceeding the legal time limit shall be subject to the appropriate penalty. Vehicles exceeding the legal time limit by more than one hour may be towed and impounded at the owner’s expense and reasonable towing and impounding fees charged. Whenever a vehicle is towed, the provisions of Article 7A of Chapter 20 of the General Statutes shall apply.

Section 2.
When any vehicle is to be parked in a metered parking space, the operator of such vehicle shall upon entering the metered parking space immediately deposit, in a manner required by the directions on the meter and in the appropriate meter, the proper coin of the United States of America. Upon the correct deposit of the coin, the metered parking space may be lawfully occupied by the vehicle during the period of time indicated on the meter. A metered parking space is not considered a legal parking space if the parking meter is inoperative for whatever reason including, but not limited to, being jammed by non-acceptable coinage or a foreign object.
Section 3.
No person shall deposit or attempt to deposit in any parking meter items other than coins of the United States.

Section 4.
No person shall deface, injure, tamper with, open or willfully break, destroy or impair any parking meter.

Section 5.
Enforcement hours for parking meters are displayed inside the parking meter head or are indicated by signage.

Section 6.
Parking meters found not operational are to be reported to the Department of Parking and Transportation Services as soon as discovered.

Section 7.
A metered parking space is not considered a legal parking space if the parking meter is inoperative for whatever reason including, but not limited to, being jammed by non-acceptable coinage or foreign object.

ARTICLE XI
MOTORCYCLES

Section 1.
Motorcycles, motorbikes, motor scooters, and mopeds with improper muffling devices are not permitted to enter the campus.

Section 2.
For the purpose of this Ordinance, motor-driven two-wheel vehicles are considered to be motorcycles, and must be registered as such. Such vehicles will utilize motorcycle parking and will display a motorcycle-parking permit.

Section 3.
Motorcycles, motorbikes, and motor scooters must park in spaces and zones specifically designated as Motorcycle Parking Only. Motorcycles, motorbikes, motor scooters, and mopeds are not authorized to park in spaces and zones designated for automobiles or bicycles.

ARTICLE XII
BICYCLES

Section 1.
North Carolina motor vehicle laws consider a bicycle to be a motor vehicle insofar as the nature of the vehicle permits. Traffic regulations must be obeyed by bicycle riders. Traffic citations will be issued to operators of bicycles violating traffic regulations.
Section 2.
Trick riding of bicycles as defined in Article 1, Section 1 is prohibited.

Section 3.
Bicycles parked or operated on the East Carolina University campus shall be registered with the Department of Parking and Transportation Services and display a bicycle registration permit. All bicycles found on campus in violation of this section will be impounded until proof of ownership is determined. An appropriate fee may be collected by the Department of Parking and Transportation Services before an impounded bicycle is released to the owner.

Section 4.
Bicycles will not be parked inside administrative or classroom buildings, in stairwells or hallways of residence halls, on sidewalks, ramps, or outside stairways. Bicycles may not park in areas other than those specifically designated for bicycle parking. Agents authorized by the Director of Parking and Transportation Services or his/her designee may use force to remove and impound all bicycles found in violation of the Article.

Section 5.
Unregistered bicycles parked on campus will be considered to be abandoned. They will be impounded and disposed of in accordance with North Carolina State Statutes.

Section 6.
Bicycles will not be operated on the sidewalks of East Carolina University. Bicycles will not be operated in excess of 15 miles per hour and operators will observe and comply with traffic regulations.

Section 7.
Mopeds not requiring a state license plate are considered bicycles. Per Article XI Section 2, motor scooters and mopeds must park in spaces and zones specifically designated as Motorcycle Parking Only.

ARTICLE XIII
SKATEBOARDS, ROLLER-SKATES AND IN-LINE SKATES

Section 1.
Skateboards, roller-skates and in-line skates may be used as a form of point-to-point transportation on sidewalks and in parking lots on campus. The use of skateboards, roller-skates, and in-line skates is prohibited in all other areas of the campus including but not limited to steps and handrails, flower planters, brick patios, sit walls, curbs and benches, the inside of buildings and streets.

Section 2.
Trick riding of skateboards, roller-skates, and in-line skates as defined in Article 1, Section 1 is prohibited.
Section 3.
Persons operating or using skateboards, roller-skates, or in-line skates must yield the right-of-way to pedestrians and persons in wheelchairs. No person shall operate or use a skateboard, roller-skates, or in-line skates in a manner or under any condition which interferes with pedestrian travel or endangers the safety or property of persons.

ARTICLE XIV
PROHIBITED USE OF STREETS

Section 1.
No person, firm or corporation shall use the streets, roadways, alleys, driveways, sidewalks, parking lots or parking areas of the University for the purpose of advertising or to convey any non-commercial message without approval of the Dean of Students who shall inform the Department of Parking and Transportation Services of such action.

Section 2.
No person, firm, or corporation shall use the streets, roadways, alleys, driveways, sidewalks, parking lots or parking areas on the campus of the university for the purpose of selling or offering for sale any article, commodity or service. This section shall not prohibit the sale or delivery of goods to the university by duly authorized vendors.

Section 3.
The Director of Parking and Transportation Services or his designee shall have the authority to close any street, roadway, alley, driveway, parking lot, or parking area on the campus of the university when it shall appear necessary. When proper signs, barriers, or obstructions have been erected to give notice thereof, no person shall drive into that area or upon such street, roadway, alley, driveway, parking lot or parking area.

Section 4.
No person shall load or litter material on any street, roadway, alley, driveway, sidewalk, parking lot or parking area of the campus of the university, or on any place where such matter may be blown, washed, or fall upon any such street, roadway, alley, driveway, sidewalk, parking lot or parking area. This section shall not prohibit any construction or maintenance work. When in the opinion of the Director of Parking and Transportation Services or his/her designee, this material shall be deemed health impairing or dangerous to the public safety, the person who deposited the material shall be fined.

ARTICLE XV
PUNISHMENT

Section 1.
Violations of these regulations shall result in civil penalties in accordance with the schedule promulgated in Article VII. In addition, administrative sanctions specified in this ordinance may be imposed.
ARTICLE XVI
USE OF FUNDS

Section 1.
Funds which accrue from vehicle registration, violation fines, and parking meters shall be used for administrative and enforcement costs; for developing, maintaining and supervising parking areas and facilities; for securing revenue bonds for parking facilities; and for other purposes and equipment deemed necessary to carry out the parking and traffic program at the university.

ARTICLE XVII
DEPARTMENT OF PARKING & TRANSPORTATION SERVICES

Section 1.
The Department of Parking and Transportation Services shall be responsible for the registration and identification of all vehicles operated by staff, faculty, student, and visitors who park on university property. The department shall have the responsibility to assist the university community with planning and management of guest/conference parking and special event parking.

Section 2.
The Department of Parking and Transportation Services shall be responsible for enforcement of university parking and traffic regulations that supplement North Carolina motor vehicle laws, and for the collection of parking fines incurred when violations of the regulations occur.

Section 3.
The Department of Parking and Transportation Services shall be responsible for all parking facilities, parking signs, devices, and equipment.

Section 4.
The Director of Parking and Transportation Services shall be responsible for the administrative functions of the Department of Parking and Transportation Services.

Approved by: Board of Trustees
Date: 2005
Moye Realignment Project

The project is required to allow contiguous development of inpatient expansion to the east of the existing PCMH facility. The Master plan in the later phases will allow a north entry to the Hospital which is not possible today. This relocation is similar to the concept being utilized by ECU/BSOM on the Health Sciences campus with the extension of Arlington Boulevard to the northwest, to allow future contiguous development.

The Moye Relocation Project consists of relocating existing City of Greenville right of way to the east of the existing location as shown on the attached plan. The first phase will be to relocate existing utilities (storm sewer, sanitary sewer, gas, water and fiber optics). This work is on the critical path of the Eastern Carolina Cardiovascular Institute Hospital and will have to begin by September '05. The next phase will begin to relocate traffic signals, paving, sidewalks and landscape to the revised alignment. The work will have to be phased to meet requirements by PCMH, ECU/BSOM and the City of Greenville, and maintain egress during construction. We are currently working with these entities as the design progresses. The overall construction duration has not been established as design is not complete.

The attached plan has been revised to include sidewalks and landscape on the existing Moye Boulevard to Hwy 43 (Fifth Street) as discussed in our meeting last week. I will have 5 color copies of the plan delivered to your office this afternoon.

Please advise if you need additional information.
STATUS OF CAPITAL PROJECTS UNDER DESIGN
EAST CAROLINA UNIVERSITY

ALLIED HEALTH, NURSING AND HEALTH SCIENCES
LIBRARY:
Funding Source: Higher Education Bond Project
New construction on the Health Sciences Campus that will re-locate the Schools of Allied Health, Nursing and the Health Sciences Library to the School of Medicine Campus. The building will be a 3 and 4-story structure, consisting 303,000 SF, a 25-acre site with parking lots, and a new campus entrance.

Designer: Walter, Robbs, Callahan and Pierce, Winston Salem, NC
CM @ Risk: Bovis Lend Lease, Raleigh, NC

Project Completion Date: January, 24, 2006
Anticipated Completion Date: March 6, 2006

Project Status: The project is under construction with a notice to proceed issued on August 2, 2004. The project is approximately 50% complete. The Construction Manager continues to pursue options to recover lost time. Steel structure and concrete floor slabs are complete. Installation of concrete block 95% complete and brick installation is underway. Roofing installation is 35% complete. Overhead MEP work, and metal stud work is basically complete. In wall MEP work is completing with in wall inspections to occur starting in July to allow installation of drywall to begin. Parking lot curbs and base asphalt work is complete except the northeast portion of the lots which is presently being worked. A web camera has been established to observe the construction at http://150.216.193.13/view/view.shtml

COLLEGE HILL SUITES – PHASE I:
Funding Source: Self Liquidating Project – Student Life Project consists of construction of a new 488 bed Residence Hall in a suite style arrangement. Project is sited between Tyler Residence Hall and Todd Dining. The project budget is $31,500,000.

Designer: Burt Hill Kosar, Philadelphia, PA
CM @ Risk: Skanska USA Building, Inc., Raleigh, NC

Anticipated Project Completion Date: July 24, 2006

Project Status: An early site package was submitted and approved by State Construction. This work includes underground utility re-locations in the building footprint and basement and building footing work. The site package Guaranteed Maximum Price and Award have been approved by State Construction and work is underway. We have received comments back from State Construction and Department of Insurance on the building package, and we have awarded a Preliminary Guaranteed Maximum Price to the CM@Risk. The CM@Risk has bid 24 building packages – only 4 small packages remain. The CM@Risk, Designers and ECU Staff are still working on value engineering items as well as adding additional budget to overcome the cost overruns. Once in budget, we will set the Final GMP Contract for the Project and race to occupancy for Fall 2006.
STATUS OF CAPITAL PROJECTS UNDER DESIGN
EAST CAROLINA UNIVERSITY

FLETCHER MUSIC ADDITION:
Funding Source: Higher Education Bond Project
Project consists of a 17,000 GSF addition to the Fletcher School of Music. The addition will add rehearsal and practice room to meet the student growth of the School of Music.

Designer: Calloway, Johnson, Moore & West, Greensboro, NC
General Contractor: Daniels and Daniels, Goldsboro, NC

Project Completion Date: June 27, 2006
Anticipated Completion Date: June 27, 2006

Project Status: Pre-construction meeting on June 22. Mobilization to begin Tuesday June 28. Completion date is June 27, 2006

OLD CAFETERIA RENOVATION:
Funding Source: Higher Education Bond Project
Renovation of the 54,800 GSF building constructed in 1909. The renovation will primarily address deferred maintenance needs related to mechanical, electrical, plumbing and building systems. The project will include modernization of the building to office space and renovation of Student Financial Aid offices. The South Wing ground floor offices including Student Loans and the Cashiers Office were recently renovated and will remain unchanged. Project Budget is $8,700,005.

Designer: Davis Kane Architects, Raleigh, NC
General Contractor: D.S. Simmons, Goldsboro, NC

Project Completion Date: TBD

Project Status: Project bid opening was conducted on May 24, 2005. Currently awaiting project award from State Construction Office. Anticipate a July Notice to Proceed. Project duration is estimated to be 11 months.
STATUS OF CAPITAL PROJECTS UNDER DESIGN
EAST CAROLINA UNIVERSITY

EAST CAROLINA CARDIOVASCULAR INSTITUTE:
Funding Source: State Appropriation: House Bill – H 1264 Certificates of Participation.
This ECU project consists of two components that comprise a 210,000 gsf building and addition to the Warren Life Science Building. The new building will include cardiovascular clinical research, outpatient programs and an education center. Basic science research for cardiovascular disease will be housed in a two story addition of the Warren Life Science Building. An elevated bridge will connect the two buildings to create a facility with a focused initiative directed toward comprehensive treatment, prevention and eradication of cardiovascular maladies. Project Budget is $60,000,000.

Designer: Perkins and Will, Charlotte, NC
CM@ Risk: Bovis Lend Lease, Raleigh, NC

Project Status: Schematic Design submissions have been made to DOI and State Construction and we are awaiting there replies. Schematic Design review by ECU has been completed. The architect and their consultants are working on Design Development documents. The exterior elevations design is completing and will be ready for presentation to the Board at the August meeting.

GERIATRICS CENTER:
Funding Source: Donor Gift This program is for a new Geriatrics Clinic space of approximately 10,000 gsf and a total project budget of $2,500,000. The new facility will be located in proximity to the future Family Practice Building on the Health Sciences Campus. The building will consist of exam rooms, support spaces, offices, patient services and building support spaces.

Designer: BBH Design Research Triangle Park, NC

Project Status: Design proposal has been forwarded to the State Construction Office for contract approval and execution.

MENDENHALL STUDENT CENTER AND LEDONIA WRIGHT CULTURAL CENTER STUDY:
Funding Source: Self Liquidating Project – Student Life This is a first phase design study to analyze and program the space requirements for an expansion and renovation of the Student Union and Cultural Arts Center that maintains pace with increasing enrollment. Mendenhall and the Ledonia Wright Cultural Center currently occupy about 123,000 square feet of floor space. Enrollment projects define a need to increase the student center up to 320,000 square feet. A renovated and expanded student/campus services center would include relocation of the Ledonia Wright Cultural Center, additional 1000 seat banquet room, additional meeting rooms, student organization offices, lounge spaces, gallery spaces, media center, entertainment spaces, retail spaces, business center, expanded game areas, enlarged Hendrix Theatre, etc. The project budget is $35,000,000.
STATUS OF CAPITAL PROJECTS UNDER DESIGN
EAST CAROLINA UNIVERSITY

Designer: The Freelon Group, Inc., Research Triangle Park, NC

Project Status: The programming document was presented to ECU committee on June 15, 2005. The design team should have all comments incorporated from that meeting into a final document by mid-August. Once we have BOT approval on programming document that will be submitted in August, design work can begin.

NORTH RECREATIONAL FIELDS:
Funding Source: Self Liquidating Project – Student Recreational Services This project is an incremental development of a 129 acre site for additional recreational sports fields to accommodate enrollment growth in the student population. The site is outside the city limits of Greenville at the intersection of highways NC 33 and US 264. The site development includes new roadways, parking, infrastructure, support facilities, and fields for intramurals and club sport activities. Once the site is fully developed, fields would include but not be limited to football, softball, soccer, rugby, lacrosse, ultimate Frisbee, and field hockey. A large lake for boating and swimming, a skate park, a student services building and an amphitheater have also been considered in the planning effort. Phase I project budget is $6,000,000.

Designer: Site Solutions, Inc., Charlotte, NC
Project Status: Master plan was approved by the Board of Trustees. Design Development documents have been submitted for State Construction and DOI review, and ECU review is also underway. Once comments are received, the Construction Document process will begin.

BELK BUILDING RENOVATIONS:
Funding Source: Higher Education Bond Project This project is a comprehensive renovation and conversion from Allied Health to General Academic use by the College of Health and Human Performance. The scope of work is primarily deferred maintenance needs as well as a significant amount of asbestos abatement that will restore the flexibility and utility of the building.
Designer: Michael Hining Architects, Chapel Hill, NC

Project Status: Schematic design drawings have been reviewed by SCO and DoI. The design team’s estimate for the SD package is over-budget. The designer been charged with investigating areas that can be value engineered. Design Development package is due July 30, 2005.
UNC COASTAL STUDIES INSTITUTE:
Funding Source: State Appropriation The Coastal Studies Institute will consist of the development of 40 acres adjoining the North Carolina Aquarium and the Dare County Airport in Manteo, NC. The Institute will conduct basic research and training on large scale interactions between ecological systems, the ocean, the earth, and the atmosphere. The research activities of the Institute will require offices, common spaces, areas of computer research, wet labs, dry labs, flexible space for equipment assembly and storage, as well as associated facilities that include residential functions for visiting researchers. The design will place a high priority on minimizing environmental impacts as well as maximizing possible energy efficiency and use of sustainable materials necessary for LEED certification. The project is approved for advanced planning with a planning budget of $1,300,000.

Designer: PBC+L Architecture/ Kahooon & Casten Raleigh, NC

Project Status: Construction Manager at Risk selection process is underway. Proposals received on June 15. Tentatively scheduling interviews of construction manager contractors in mid-July. Designer proposal and contract are pending final negotiation of scope and fee.
YEAR IN REVIEW
INFORMATION TECHNOLOGY INITIATIVES
2004-05

OFFICE OF THE CHIEF INFORMATION OFFICER
EAST CAROLINA UNIVERSITY
“I don't think there is another university where a faculty member could cry for help at 5:30 pm, meet with the experts at 7:30, and have a computer fixed by 8:30 on the same night! You guys run an awesome shop! THANKS!!!!”

- Dr. Catherine Rigsby, the evening before departing on a research field trip to Peru.
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INTRODUCTION

The staff and management of Information Technology and Computing Services (ITCS) are pleased to present their annual report of accomplishments and activities for the 2004-05 academic year. This report is required by the Information Technology Management Flexibility Plan approved by the Board of Trustees in 2002. You will find this year’s report a bit different from those of past years; instead of providing the reader with a comprehensive and detailed list of activities and projects, we have elected instead to provide the highlights of our efforts while emphasizing the operational changes that have been implemented.

Some highlights include:

- ITCS has undergone significant changes since our last report. First and foremost, the office of the Chief Information Officer now reports the Vice Chancellor for Administration and Finance, Mr. Kevin Seitz, an arrangement that we have found to be appropriate and productive.

- Internally, we are most pleased with the changes in ITCS’ business processes, represented by a new, three person team, Finance and Planning, that manages the department’s budgets, contracts, accounting and financial reporting. The efforts of this team have improved the working efficiency of all of the Direct Reports and the Managers. Further work efficiencies have been attained in Administrative Support Services with its new Director.

- Improving communication with management and clients, from the Chancellor’s Cabinet and Deans on to the end users has been a major effort this year. New channels have been extended to the Deans and Directors, the research community, the faculty, Brody School of Medicine and Pitt County Memorial Hospital. This effort reflects the philosophy that ITCS is a service provider whose functions and success depend on dialogue with our clients.

- Service is an area in which ITCS must and does excel. As an organization, ITCS is thoroughly imbued with a service mentality, which is reflected in the services provided and the client feedback that we receive. Our surveys are overwhelmingly positive (80% “excellent” or “very good”) and we have seen a significant improvement in client satisfaction in the Brody School of Medicine clinics.

- The potential for identity theft and compliance with HIPAA regulations are among the issues that make security a driving factor in the day-to-day mind-set of ITCS. To improve ECU’s IT security posture, we have implemented a significantly stronger technical infrastructure. External security assessments have also indicated that the overall status of our security status is quite advanced and unusual for an institution such as ours.

- Our two major projects, the Banner ERP and Voice over IP telephony implementations have continued to progress alongside other shorter-term initiatives, including an upgrade to the email system, major network
infrastructural improvements at the Brody School of Medicine, the rollout of 2000 new desktop computers and implemented or upgraded 52 smart classrooms.

It should be noted here that Jack McCoy, Director of IT Security and ECU’s IT Security Officer, completed all requirements for his Doctorate in Education at the close of the Spring Semester. Joe Norris, Director of IT Support Services has been accepted in the Graduate School to pursue a master’s degree.

In summary, this year has been a very busy and productive one that reflects the expertise and professionalism inherent in the ITCS team.
OVERVIEW OF ITCS

In reviewing past reports, it was noted that the reader had no opportunity to learn about or understand the ITCS organization; therefore, it seemed appropriate that the organizational highlights of the department be presented.

MISSION STATEMENT
ITCS is first and foremost committed to providing excellent information technology infrastructure and service for faculty, staff, alumni, and students. ITCS partners with campus departments, other universities, and industry to make strategic investments in information technology infrastructure that will maintain ECU in a state-of-the-market posture with respect to administrative applications, faculty research, student learning and training and outreach to the state and nation. This will be achieved this through increasing the efficiency and effectiveness of its operation, applying appropriate technologies to the university's core functions, and facilitating deployment of new technology throughout the university.

EMPLOYEES
ITCS employs approximately 190 persons who reside in five locations, the Cotanche Building, Austin Building, Brody Medical Sciences Building, Joyner Library and the Thomas Professional Building. The Cotanche Building is the location of ITCS management, the server “farm” and the server, network and most of the programming support staff. The other four locations house various support staff for academic computing, desktop support, outlying network support and application-specific programming.

SALARY COSTS
Salary support for ITCS totals approximately $8,882,000 plus benefits. Approximately 79% of those funds are from the East Campus and 21% are derived from a combination of Medical Faculty Practice Plan and West Campus State funds.

ORGANIZATION
The department is organized with eight direct reports (DR) under the Interim CIO, with each DR being responsible for specific functional areas. Additional details of these functional areas will be presented separately.
The eight Direct Reports are located on the same floor of the Cotanche Building as the CIO’s office, and in addition to weekly group meetings there are daily personal exchanges among all members of the group. The result is a highly effective team effort for project management and supporting the IT infrastructural needs of ECU.

**FUNCTIONAL HIGHLIGHTS**

- Support 8000+ desktop computers
- Maintain ~165 servers including
  - Critical machines - Email, electronic medical record, One Stop, network, physicians’ billing and scheduling, etc.
  - Departmental servers w/service level agreements
  - Pirate Drive providing 3.4 terabytes of storage
  - Mainframe – HR, Financial, Payroll, Student Systems
  - Sun Solaris Machines – Banner (Blackboard in the future)
  - SGI 350 research computer
- Maintain campus-wide network with ~13,500 jacks
- Legacy telephone system – East Campus
- Operate University switchboard
- Develop security and management policies for HIPAA, network and servers.
- Implement smart classroom planning and support
- Manage student laptop program (ACE)
- Provide academic support – software training, statistics support
- Negotiate licensing costs, bids, grants – Microsoft, SAS, IDX, Dell
- Construction planning
• Provide faculty/staff Help Desk, Student Help Desk
• Support 73 Student laboratories
• Manage purchase and installation of new desktops, university-wide
• Web development, support
• Custom Software Development – One Stop, Custom reporting
• Plan and manage critical data disaster recovery
• Manage major IT implementation projects
  o Banner Implementation Project $18.7 million
  o VoIP Telephony Project ($4.4 million) telephony installed in

SECTIONAL REPORTS

1. FINANCE AND PLANNING

The most significant organizational change in ITCS has been the new Finance and Planning team implemented under the direction of Patsy Mills. The other team members include Jona Maynard, accountant, and a new employee, Heather Godley, contract manager.

The overall financial management system was changed from a centrally managed one in the CIO’s office to a project-based system with projects and the associated funds assigned to the DRs. Finance and Planning supported the projects with requisition processing, invoice processing, accounting and financial reporting. The groundwork included the development of new accounts, new internal pre-and post-order routing processes and up-to-the minute status reports for the DRs and their Managers.

One result of this effort has been the exceptionally smooth processing of approximately $18 million from various accounts. In order to process that amount of funds, it goes without saying that the Finance and Planning Team had excellent working relationships with Materials Management and Systems Accounting.

Another benefit to these changes has been the provision of accurate reports to the Brody School of Medicine detailing the expenditure of Medical Faculty Practice Plan funds for their projects and service contracts. This reporting capability combined with a new ITCS-driven budgeting process in the BSOM enabled Dean Cynda Johnson and her staff to better understand the true costs of their IT needs. The new budgeting process was broken into two segments, clinical and non-clinical and for the first time, attempts were made to apportion BSOM IT costs to State and MFFP lines accordingly. This would not have been possible without the accounting procedures implemented by Finance and Planning.
2. Administrative Support Services

Marlene Anderson, a longtime veteran of ITCS, assumed the directorship of the former Administrative Services section and insisted that the term “support” be added to their name.

Telephone Directories SharePoint Site
ITCS Administrative Support Services, with the assistance of ITCS’ Academic Computing group, implemented SharePoint™ as an efficiency tool for updating the campus Sprint and Talking telephone book directories. Updates made on the SharePoint™ site by departmental administrators are reflected immediately. Information is also provided for updating each directory, order deadlines and directory delivery dates.

Switchboard Magic
The University Switchboard is now using the new Switchboard Magic application for forwarding calls to all University faculty, staff and departments. The application was developed through ITCS’ Software Development Services and with enhancements that include departmental fax numbers as well as secondary numbers for departments and departmental addresses. University faculty and staff are searchable by last name, job title or department name which makes the process accurate and faster for anxious callers. This system can be updated each night through Human Resources Systems to ensure accuracy.

Shipping and Receiving Service
Administrative Support Services’ established a new service – Shipping and Receiving – in response to the large quantity of computer equipment received and shipped from ITCS.

Administrative Support Services Paperless Initiative
Administrative Support Services streamlined their paper process by utilizing SharePoint™ for managing the sections business activities. This new system has significantly reduced the use of paper and increased work efficiencies for the Administrative Support staff.

3. Network Support Services
Maintaining a state-of-the-market data network combined with the addition of new construction sites with network growth, the Voice over IP telephony project and an occasional security challenge all make for a complex work environment. The Network Support Services team has more than met the challenge this year.

The initial wireless implementation plan called for a 95% coverage of the campus based on building square footage. We achieved approximately 62% coverage a year ago; however, a new driver, the student laptop program, has led us to shift from a building square footage metric to one born out of the ACE student computer program and measured by laptop/area density. While we may ultimately achieve a 95% wireless coverage of the campus, we will do so by first ensuring that laptop and portable device users have adequate access to wireless resources.

The wireless network has expanded to approximately 360 access points on both campuses. A network operating system upgrade is complete and approximately 30% of the access points have been upgraded to provide the newer “g” standard of 54 megabits/second of bandwidth in addition to the older “b” standard of 11 megabits/second.

The following facilities were added to the network infrastructure this year:

**East Campus**
- Self Help Building
- New Central Receiving Warehouse
- Clark-Leclair Stadium

**West Campus**
- ECU Women’s Clinic

East Campus renovations resulted in a network equipment upgrade in Flanagan and Human Resources.

Network equipment upgrades have been implemented in the following buildings:

**East Campus**
- Mendenhall
- Jenkins Art
- Ragsdale
- Health Services
- Graham
- ROTC Wright Annex

**East Campus**
- Fire Tower Medical Office
**VOIP PROJECT STATUS REPORT**
Phase I of Voice over IP telephony business plan is approximately 60% complete. Two new positions have been added to the implementation and support team.

Buildings added to the current VoIP implementation during this past fiscal year include Flanagan, Central Stores and Receiving, Self Help, Human Resources, and the new Clark-LeClair Stadium.

The current VoIP deployment is comprised of 1024 VoIP Devices, which includes phones, gateways, and voicemail ports.

4. **INFORMATION TECHNOLOGY SUPPORT SERVICES**

**ITCS Service Call Volumes**
The IT Help Desk resolved more than **85,830+** service calls for FY05 which correlates to a **28% increase** over the previous fiscal year. The peak for IT service call-related issues continues to be the beginning of Fall and Spring semesters with more than 6,000 calls logged in the first three weeks of the year. The average service call resolution time, for 85% of service calls received, was less than one business day.

**Desktop Procurement/Upgrade**
ITCS, Materials Management, Dell, Apple and a large number of campus departments worked collaboratively to provide ECU faculty, staff and student labs with a standardized state-of-the-art desktop workstation. Through this collaboration, approximately 2,000 desktop systems were acquired, installed, and configured for use at an overall cost savings of **$500,910** to the University.

<table>
<thead>
<tr>
<th></th>
<th>East Campus Faculty</th>
<th>East Campus Administration</th>
<th>BSOM Faculty &amp; Staff</th>
<th>BSOM Clinics</th>
<th>Student Labs</th>
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</thead>
<tbody>
<tr>
<td><strong>Desktops</strong></td>
<td></td>
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<tr>
<td>(Dell/Macintosh)</td>
<td>371</td>
<td>151</td>
<td>500</td>
<td>163</td>
<td>622</td>
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<tr>
<td><strong>Laptops</strong></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>(Dell/Macintosh)</td>
<td>36</td>
<td>22</td>
<td>64</td>
<td>33</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>407</td>
<td>173</td>
<td>564</td>
<td>196</td>
<td>622</td>
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</tbody>
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**Smart Classroom Upgrades**
The Academic Computing section purchased and/or installed upgraded or new equipment for 52 classrooms with various Smart Classroom technologies. The projects involved various levels of complexity, including projector installation,
podiums, laptop / PC hookups, sound control systems, video/audio switching, and touch panel control systems. The SCET (SMART Classrooms and Emerging Technologies Team) also provided consultative support for new departmental technology installations in the Rawl Annex, Bate, Minges, Brewster, and Rivers buildings.

<table>
<thead>
<tr>
<th>Building</th>
<th>No. of Classrooms</th>
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<tbody>
<tr>
<td>Jenkins</td>
<td>Auditorium + 4 classrooms</td>
</tr>
<tr>
<td>Brewster</td>
<td>12</td>
</tr>
<tr>
<td>Rivers</td>
<td>1</td>
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<tr>
<td>Flanagan</td>
<td>13</td>
</tr>
<tr>
<td>Belk</td>
<td>9</td>
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<tr>
<td>Bate</td>
<td>3</td>
</tr>
<tr>
<td>Speight</td>
<td>4</td>
</tr>
<tr>
<td>Rawl</td>
<td>2</td>
</tr>
<tr>
<td>Ward</td>
<td>3</td>
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</tbody>
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**New High Performance Computer System Installed**
As part of a National Science Foundation Major Research Instrumentation (MRI) grant awarded to ECU, an SGI Origin 350 with 32 CPU’s was purchased. This system vastly increases our high-end computing resources. It will mainly be used in long running calculations for chemistry and physics applications, primarily running Gaussian and Accelerys software.

**Banner Hardware**
Four Sun 6900 servers were installed to run the Banner ERP application. This system will also serve as the platform for Blackboard when that application is returned to local control next year.

**“Pirate IT Essentials” Student Newspaper**
ITCS published ECU’s first-ever student computing newspaper that focuses on student computing resources, ACE computers, software available for purchase, IT policies and procedure to follow, wireless access points on campus, among other valuable information. The first publication was distributed to 10,000 students in print.

**Faculty and Staff Technology Surveys**
ITCS administered their first-ever technology surveys to all faculty and staff, more than 4,000 total. The survey was divided into three sections with each focusing on a specific topic area: (1) faculty usage of technology/software and training needs; (2) rating ITCS information technology services; and (3) communications methods. Additionally, faculty and staff were asked to submit their “most pressing need” through a separate Web-based survey. By taking advantage of various assessment measures and acting on client feedback, ITCS can provide the best possible information technology service to support the education, teaching, research and administrative needs of the ECU community.
**ECU Technology Digest**
ECU Technology Digest is an electronic publication sent to all university faculty and staff. The Digest informs the campus of new technologies implemented on campus, upcoming training opportunities and provides a compilation of important service announcements about scheduled e-mail, network and scheduled administrative computing interruptions and downtime. New topics of interest to faculty and staff may be added to the Digest in future issues.

**Training Coordination**
We provided a mechanism for units to get individualized staff/faculty training to meet specific departmental needs through Spot Light Training for software such as Outlook, Excel, File Maker Pro, OSX for Macintosh, SPSS, SAS, Access, and CommonSpot. We also provided online Web access training via our Online Anytime Training software, which was utilized by more than 725 users.

**Licensed Software**
ITCS, in conjunction with Apple Computers, negotiated a contract to provide a site license for the Macintosh operating system for faculty, staff, and student labs. This agreement will save the university $25,000 over the next three years.

**SPSS Student Version**
Academic Computing negotiated a new contract for the SPSS Student version for 700 PC and 300 MAC home versions of SPSS. The release includes SPSS Base, SPSS Regression and SPSS Advanced stats.

**ACE Student Computer Support Center**
As part of the ACE initiative, a center was established to provide on campus technology support for student-owned computers. Located in Austin 101, the center was staffed with two fulltime employees and 12 part-time students, and open seven days a week during the school year. Nearly 3000 service calls were completed by the center as part of the program.

**Barcode Inventory Management System**
The Wasp Mobile Inventory system was implemented to facilitate an electronic method for managing Smart Classroom consumables items. The immediate benefit of an electronic inventory system is the convenience of being able to point and scan frequently used items into inventory as they arrive. Additionally, the system is capable of providing useful reports that will be used to make tactical and strategic decisions pertaining to Smart Classroom inventory.

**OPSCAN Relocation**
Relocated from Cotanche building the two OPSCAN machines to the Technology Resource Center located in Austin 103 to accommodate quick drop off and pick up service for faculty. More than 180,000 surveys, tests, etc. were scanned in FY04-05. Faculty input into the decision to move the OPSCAN services back to main campus has paid huge dividends in the overall operation.
Dedicated Smart Classroom On-call Service
To meet the ongoing needs of our clients, a decision was made to implement a dedicated on-call service for Smart Classrooms. In the past, when faculty would call the IT Help Desk with an issue related to Smart Classroom Technology, the Help Desk would issue a service ticket which delayed the process. With the new system, the helpdesk will forward the call immediately where clients can expect a 10-minute response time.

Services to the Brody School of Medicine
- Replaced 448 staff and faculty workstations, 40 laptops, 24 laptops with docking stations at Brody School of Medicine
- Developed, piloted and implemented Phase I Clinic Workstation Security initiative; deployed secure workstations in ECU Physicians clinic exam rooms
- Deployed PDAs, trained users and installed software supporting IQMax patient records dictation application
- Setup clinic workstation spare parts inventory
- Implemented IDX Analyzer, installed software for select business users

Microsoft Software Update Server
This new service allows ITCS to preview and approve critical Microsoft Operating System updates and security patches for campus computers thus allowing for compatibility verification of campus applications prior to campus wide distribution. Since campus desktops access these updates via ECU's primary Systems Update Server the new service alleviates a significant amount of internet traffic.

5. IT SECURITY

Computer and Network Infrastructure Enhancements
The protection of our information data resources is an ongoing process. As cyber attacks become more sophisticated, our level of protection must continue to evolve to thwart such attacks. The following measures were implemented to enhance computer and network infrastructure security to reduce the likelihood of service failure caused by cyber attacks or other disruptive activities.

1. Symantec Antivirus Servers and Managed Mode for Clients
Centrally-managed antivirus application that provides:
- Automatic antivirus definitions updates on clients’ computers
- Anti-malware and –spyware capabilities
- Centralized reporting of latest malware detections
- Centrally-managed upgrades of the antivirus application

2. Intrusion Prevention System

Dr. Jack McCoy, Director of IT Security.
Protects central systems and campus clients against cyber attacks such as viruses, worms, illegal access and denial of service attacks.

3. **Windows XP SP2 Firewall**
   Improves security for campus clients’ computers.

4. **Microsoft Systems Update Server**
   Provides automated security patch management for Windows computers.

5. **POP3 Access to Exchange Servers Disabled**
   Protects the Exchange Email Servers from infected client computers.

6. **Perfigo Wireless Access Control**
   The security of the wireless network was increased this year by the addition of the Perfigo™ solution which requires that the users of wireless devices sign onto the network. The system will only authenticate users with valid ECU email accounts. Perfigo has thus far been implemented only on the East Campus; the West Campus will receive this protection in the 2005-06 fiscal year.

7. **External Security Assessment**
   External security assessment of selected enterprise systems was conducted by Secure Enterprise Computing of Morrisville, NC. The assessment included reviews of physical security, network security, application security, system documentation, and policies/procedures. ECU’s security status was ranked as ADVANCED. Notable ECU security practices included:
   - Server farm management allowing only authorized persons to have access to servers via a badge authentication system
   - Wireless access control
   - Desktops and laptops are imaged with preconfigured builds shipped from the manufacturer
   - Isolated test environment physically isolated from the production network
   - Established maintenance windows that allow for users to plan for maintenance downtime
   - Change management committee that oversees changes to systems
   - Network policy orientation for students
   Results of the assessment will be used to govern future security improvements.

8. **UNC Net-study Security Assessment**
   The University of North Carolina commissioned a Net-study Security group to conduct security assessments for the 16 campuses. The assessments documented how our security posture measures against the Net-study security baseline standards. ECU ranked in the upper tier of the UNC system. Results of the assessments will provide input into future security improvements.

**Information Security Awareness**
   The University cannot protect the integrity, confidentiality, and availability (CIA) of information in today’s highly networked systems environment without ensuring that each person involved understands their security roles and
responsibilities and is adequately trained to perform them. The human factor is so critical in protecting CIA. IT Security has implemented several initiatives this year to increase users’ information security awareness.

1. **Minimum Passphrase Standard**
   We implemented minimum requirements for user passwords to ensure that all users select strong passphrases that are difficult to guess, crack or otherwise compromise. IT Security conducted an awareness campaign to inform the campus community of the new standard.

2. **IT Security Web Presence**
   An IT Security website was developed that featured information security articles, tips, training and links to external security sites to increase security awareness.

3. **IT Security Training**
   - HIPAA Security Rule Training for healthcare workers was incorporated into the annual HIPAA Privacy training.
   - HIPAA Security Rule Training for System Administrators was developed in Blackboard and completed by 149 participants.
   - Information Security Awareness Quarterly classes were developed and will be offered to the campus in the Fall of this year.

**ITCS Disaster Recovery**
IT Security assumed the responsibility for disaster recovery (DR) for the ITCS department. The DR coordinator has provided training to the ITCS department as well as a SharePoint™ data site to access DR information. ITCS Disaster Recovery testing was successfully completed in June 2005.

**HIPAA Security Rule Compliance**
The University’s compliance process began in early 2003 with a survey to identify campus computing systems that stored, processed, or transmitted EPHI. Based upon this survey approximately 50 computing systems were eventually identified as being subject to the HIPAA Security rule. These computing systems underwent a preliminary assessment to determine the “gaps” between the security controls already in place and those required by the federal regulation. The amount of resources and effort needed to bring all 50 computing systems into strict compliance was considered to exceed that which was available to the University. Although this situation was quite common across the industry, it was found to be especially troublesome in developing a compliance plan.

The resulting compliance plan focused first on those computing systems deemed to be “critical” to the University’s clinical operations. The intent was to bring these 11 critical systems into compliance by the HIPAA April 21, 2005 compliance date. A great deal of effort and many resources have gone into the HIPAA compliance process. As a result, our healthcare computing systems are much more secure. Most of the critical systems have met the major requirements of the HIPAA Security rule. Plans are in place to bring the remainder of the systems into compliance. A HIPAA Security Compliance reporting detailing those plans is forthcoming.

6. **SOFTWARE DEVELOPMENT SERVICES**
Banner Project
Software Development Services has seen most of its efforts directed at the Banner ERP project which consists of four modules, Finance, Human Resources, Student and Development. The Finance module was slated to come online July 1; however, a combination of an aggressive implementation schedule, external issues beyond our control and an assessment by the University Auditor suggested that a delay in that implementation would be appropriate. The Finance and Human Resource modules are now both scheduled for implementation in January of 2006. The Banner project is still within its budget forecasts.

Web Development
The SDS team has also been engaged in updating the ITCS web site with two goals in mind: (1) bringing the site into compliance with the new CommonSpot format and (2) making the site the University’s resource for IT support and information. The new format may be seen at www.ecu.edu/itcs.

e-Print Implementation
The e-print solution was implemented to provide electronic reports to clients in lieu of paper reports. Thus far, the project has reduced our monthly report printing by approximately 225,000 pages per month.

IDX Flowcast Version 3.0 Upgrade
IDX applications were upgraded to IDX Flowcast version 3.0 on July 24, 2004. This upgrade focused on the revenue cycle, fewer denials, faster payments, and decreased cost of collections.

IDX Analyzer
IDX Analyzer is a business intelligence application that transforms the transactional IDX data into meaningful graphical information for decision makers. Drill down capability allows access to the details stored within the relational database. Analyzer is designed to promote user independence in analyzing data without programmer assistance. The system was delivered with a set of standard reports for billing and scheduling data to the BSOM clinical departments.

Common Patient Registration System – Mini Registration
In January, another phase of Common Registration Project was completed, the MPI Link interface that creates a unique enrollee number that is stored in the IDX database. This phase of the project was critical for the development of the real-time interfaces between the Brody School of Medicine and Pitt County...
Memorial Hospital. Currently, the project team is working on the final stage of this project, implementation of real-time interfaces to and from the hospital.

IDX Web Framework
IDX Web Framework provides the BSOM users the ability to integrate multiple desktop applications into a single desktop presentation via a web browser. The BSOM utilized the web framework to merge IDX applications and links to various insurance web sites into a single, seamless environment.

IDX Enterprise Wide Scheduling –Pilot Site Leo Jenkins Cancer Center
The IDX current appointment scheduling system was upgraded to Enterprise Wide Scheduling (EWS) in the Leo Jenkins Cancer Center. EWS allows the users to make appropriate appointments based on rules that are defined by a provider, department, or appointment type.

EWS provides one “place” to manage and schedule a single patient’s appointments with streamlined workflow for improved/quicker scheduling. The roll-out plan to other departments will begin in August 2005.

IDX Channel Health e-commerce HIPAA Compliance
IDX Channel Health e-commerce is a HIPAA-compliant internet-based solution that has the ability to deliver medical content, including patient-sensitive data, via web browsers. The BSOM now has a single destination via Channel Health to process claims, remittance, and eligibility. Government claims (Medicare, Medicaid, Champus) and commercial claims are submitted via e-commerce, enhancing claim accuracy, tracking and accountability of claim submission. Lastly, the BSOM receives electronic remittance information for Medicare and Medicaid via Channel Health, allowing for faster receipt posting.

7. IT Infrastructure
IT Infrastructure was involved in the design and/or construction of forty-three (43) campus planned construction projects during this past year. Most notable of these projects were the new ECU Women’s Clinic, the renovation of the Flanagan Building, a new addition to the Rivers Building, the new West End Dining Hall, and the new Clark LeClair Baseball Stadium.

There were another six (6) projects that were designed and managed by ITCS outside of the construction projects but were funded by the construction projects. These initiatives were the result of new building footprints on the university network infrastructure, building renovations that affected a major network node or properties acquired by the university that were remote to the campus network infrastructure. The most notable of these was the re-design and construction of an alternate fiber feed between the main campus and the west campus to allow the relocation of the primary feed that
had to be relocated for the start of construction of the new west campus Learning Village/Allied Health, Nursing and Health Sciences Library buildings.

8. Research and Extramural Funding Development

Research Computing
Significant strides have been made in developing a sustainable model for research and high performance computing. Research computing is an expensive venture, the support for which is not entirely within the scope of ITCS’ service role for the University, particularly the purchase of research software licenses. The new Research IT Committee has been a productive interface between the academic and research communities and ITCS, enabling us to make a business case for supporting research computing.

Grant Proposals
Two National Science Foundation (NSF) proposals were submitted for a total of $2,005,487 in requested federal funding.


   This proposal was not funded; however, the investigators were given strong recommendations to reapply in the Fall. The Web Math Toolkit (WebMT) project was designed to assist teachers to position their high school students competitively for diverse STEM (science, technology, engineering, and math) careers. The project would have focused on 96 teachers and 192 underserved students during after-school or summer sessions in eight rural northeastern North Carolina counties. An additional 6000 students would have participated through associated classroom activities during the 3-year term of this project.


   ECU and the University of North Carolina at Greensboro (UNCG) requested funding for the acquisition of a shared memory high performance computing (HPC) system and visualization server to advance original research at the forefront of molecular and solid state computational quantum chemistry and to pursue research training across campuses. The proposal targets a 32-processor Silicon Graphics Inc. (SGI) Altix 3700, two SGI Fuel Workstations,
and a Silicon Graphics Prism visualization server. This proposal is pending.

**Super Computing 2004 Support by ITCS Personnel**

Ernie Marshburn served as Vice Chair for SC2004 Special Initiatives including the InfoStar and StorCloud projects.

InfoStar, was designed to provide conference attendees with real-time e-information through a new conference portal containing specialized conference information feeds to both laptop and PDA users via a new real-time wireless medium.

StorCloud focused on working collaboratively with leading technology vendors, government labs, and academic institutions to showcase the next generation in high performance storage technologies coupled with high bandwidth applications available at the conference.

**SUMMARY**

The ITCS Directors, Managers and staff are busy and committed members of the University community, providing essential services to the administrative and academic arenas. Service is a constant theme of our activities, and IT security is a new driver of infrastructure development. Nearly all of the items included in this report are recurring, at least for the next few years; however, information technology is a field of constant change and this report is but a snapshot of that change. The coming reporting period promises to be as exciting as this one was.