The Board of Trustees met in regular session in the East Carolina Heart Institute on the Health Sciences campus of East Carolina University. Chairman Robert Greczyn read the conflict of interest statement as required by the State Government Ethics Act. No conflicts were reported. No one declared a conflict.

ROLL CALL

Members present: Members Not Present:
William Bodenhamer Bruce Austin
Robert Brinkley Andrew Griffin
David Brody Margaret Ward
Joel Butler
Robbie Hill
Robert Lucas
Carol Mabe
David Redwine
Mark Tipton

APPROVAL OF MINUTES

Chairman Greczyn asked for a motion to approve the minutes of the February 27, 2009 meeting as well as the March 17, 2009 conference call meeting. Mr. Tipton made the motion to approve the minutes and Mr. Lucas seconded the motion. The motion was passed with no negative votes and the minutes were approved as submitted.
CHANCELLOR’S REPORT

Dr. Ballard recognized outgoing trustees Mrs. Margaret Ward, Mr. Robbie Hill and Mr. Bruce Austin for their leadership on the Board of Trustees. Dr. Ballard also acknowledged Drew Griffin as outgoing Student Government Association President.

Dr. Ballard publicly thanked Dr. Phyllis Horns for her hard work as Interim Vice Chancellor for Health Sciences and stated how happy he was to recommend her appointment as Vice Chancellor for Health Sciences.

Dr. Ballard gave the Board a report on the Wounded Warriors Program at Camp LeJeune, NC. In addition, Dr. Ballard updated the Board on ECU’s response to the fiscal crisis.

REPORT OF THE CHAIR

Mr. Greczyn thanked Robbie Hill, Bruce Austin and Margaret Ward for their service on the Board. Mr. Greczyn recognized the leadership at ECU and said that the university continues to move in the right direction by appointing Dr. Phyllis Horns as Vice Chancellor for Health Sciences. Mr. Greczyn said that this would be his last full meeting as Chair, but thanked everyone for the opportunity to serve and is looking forward to working with the new officers and members.

BOARD OF GOVERNORS REPORT

Mr. Phil Dixon, BOG member, gave the Board of Governors report. He said that ECU is known in Chapel Hill for having a very strong board and that ECU’s board is looked at as a model for best practice. Mr. Dixon thanked the board for setting a good example.
Mr. Dixon reported on the budget from a system-wide view. He said that the UNC system has always been a team player when it came to the State budget and that this year is definitely no different.

Mr. Dixon said that the UNC system-wide orientation for new Board of Trustee members has been cancelled and that each university should proceed with their own orientation.

FACULTY SENATE REPORT

Dr. Jan Tovey, Faculty Senate chair, gave the report. She stated that the faculty is going about business as usual, teaching, researching, etc…despite of the hard times.

The Faculty Senate is working diligently, she said, to implement recommendations from the Strategic Enrollment Management Task Force.

AUDIT COMMITTEE

Committee Chair Joel Butler gave the Audit Committee report. A summary of the Audit Committee meeting is included as Attachment A. There were no action items.

FACILITIES AND RESOURCES COMMITTEE

Committee Chair David Redwine gave the Facilities and Resources Committee Report. A summary of the University Advancement portion of the committee meeting is included as Attachment B and a summary of the Finance and Facilities portion of the committee meeting is included as Attachment C. Several items required action by the board.

Mr. Redwine said that the committee reviewed the naming of the Resident Preceptor Office on the ground floor for the Family Medicine Center for Dr. Khahn Vu.
The naming was approved in committee but will need to wait the 30-day grace period before coming before the full board.

Mr. Redwine moved approval of the food service student lounge of the renovated Carol Belk Building be named “Hudson’s” in honor of John and Harriett Hudson. The motion was approved with no negative votes.

Mr. Redwine moved approval of naming a small student study room in the Laupus Library in honor of William Laupus. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the request to lease classroom and office space from the Gateway Technology Center in accordance with the terms and conditions provided in the Board materials. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the request from Campus Living to lease apartments for up to 500 students in accordance with the terms and conditions provided in the Board materials. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the request to grant Greenville Utilities Commission eleven utility easements in accordance with the terms and conditions provided in the Board materials. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the disposition of two vacant parcels located at 115 East Ninth Street and 205 East Ninth Street to the City of Greenville in exchange for property at 321 East Tenth Street in accordance with the terms and conditions provided in the Board materials. If another appropriate property is selected, administration will seek the Board’s approval of that transaction. The motion passed with no negative votes.
Mr. Redwine moved that the Board approve the request to revise the Real Property Acquisition Flexibility Policy for ECU Physicians Practice Plan by adding the Director of Planning and Partnerships (BSOM), adding the Director of Nursing Services (ECU Physicians) and adding the Executive Director (ECU Physicians) to the Property Review Committee and allowing the Chairperson of Space Allocation and Reallocation Committee (SPARC) and the Director of Campus Space Planning to serve or select designees to serve on the Property Review Committee. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the elevations of the Dowdy - Ficklen Stadium East End Zone in accordance with the terms and conditions provided in the Board materials. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the designer selection for the Health and Human Performance Programming Plan in accordance with the terms and conditions provided in the Board materials. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the designer selection for the Alumni Center Plan in accordance with the terms and conditions in the distributed materials. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the parking fee proposal for 2009/10 in accordance with the terms and conditions provided in the Board materials with the stipulation that the Parking Office provide a revised business plan and new fee proposal for the 2010/11 fiscal year. The motion passed with no negative votes.

Mr. Redwine moved that the Board approve the changes in the automobile allowance schedule in accordance with the terms and conditions provided in distributed
materials with the stipulation that administration makes certain that implementation does not result in overpayment of any individual and the Board receives a full report of how the allowances were implemented and an estimate of additional costs, if any, for the Athletics Department. The motion passed with no negative votes.

HEALTH SCIENCES COMMITTEE

Committee Chair Robbie Hill gave the Health Sciences Committee report. A summary of the Health Sciences committee meeting is included as Attachment D. There were no action items.

UNIVERSITY AFFAIRS COMMITTEE

Committee Chair Bob Lucas gave the University Affairs Committee report. A summary of the committee meeting is included as Attachment E.

Mr. Lucas moved that the candidates for degrees, as approved by the Faculty Senate and the Chancellor be authorized for conferral on Friday, May 8, 2009, at the annual spring commencement. The motion passed with no negative votes.

EXECUTIVE COMMITTEE

Mr. Greczyn called on Mr. Hill to read the motions for the Executive Committee.

Mr. Hill moved approval of the appointment of Dr. Phyllis Horns to the position of Vice Chancellor for Health Sciences, effective April 20, 2009, at an annual salary of $358,710. He moved approval of the chancellor’s recommendation that Dr. Horns be provided non-salary compensation including an automobile allowance of $330.33 per pay period and cell phone allowance of $30.00 per pay period. The motion was approved with no negative votes.
Mr. Hill moved approval of the new members and officers for the Board of Visitors, as recommended by the Chancellor and presented in Board materials. The motion was approved with no negative votes.

Mr. Hill moved approval of the East Carolina University Identity Theft Prevention Program and Consumer Report Address Discrepancy Policy, also known as the “Red Flag Policy,” as presented in Board materials. The motion was approved with no negative votes.

Mr. Hill moved approval of the recommendation for conferral of tenure for Dr. Richard Farmer, associate professor in the Department of Psychology; Dr. Burrell E. Montz Covey, professor and chair in the Department of Geography; Mr. Gunnar Swanson, associate professor in the School of Art and Design; and Dr. Orville W. Day Jr., associate professor in the Department of Physics. The motion was approved with no negative votes.

OLD BUSINESS

Mr. Greczyn stated that there would not be a report from the nominating committee, but he wanted to clarify the committee’s role. Its role is not to select new officers, but to discuss with all members and get a feel of what the Board thinks that the officers should “look like.”

NEW BUSINESS

There was no new business

Mr. Greczyn announced that the next meeting would by July 23, 2009, and that the new members would be sworn in and the new officers elected at that meeting.

Mr. Greczyn adjourned the meeting at 11:15 a.m.
Action Items
- Approval of February 28, 2009 minutes

University Policy Development
- Ms. Donna Payne, University Attorney, updated the committee on the status of the policy on “Formatting, Adopting, and Publishing Policies, Regulations, and Rules”.
- ECU is adopting the NCSU model with a few changes and hopefully this policy will be approved this fall.
- The draft policy is going through a vetting process with key campus groups such as Faculty Senate, Staff Senate, SGA, etc.

Internal Audit Dashboard Report/Update on Annual Audit Plan
- Internal Audit is working in conjunction with the audit committee members to develop a dashboard report on audit issues that are identified, management’s resolution of these audit issues and the productivity of the internal audit staff.
- Templates were discussed and audit committee members gave feedback on the key information that needs to be presented. This is still a work-in-process.
- Also had a very engaging discussion about the status of the annual audit plan and key audit issues at the University and management’s resolution of those audit issues.

Update on Risk Assessment Process
- Internal Audit is required to base each year’s audit plan utilizing a risk assessment methodology.
- Normally the internal audit team interviews over 200 people in order to assess risks. For next year’s risk assessment the methodology will be changed to include: (1) a brainstorming session with the ERM committee, (2) the utilization of IT’s risk assessment, and (3) a fraud risk assessment conducted by Internal Audit.
- It is hoped in the near future, ERM will have a mature model that Internal Audit can utilize in the determination of the annual audit plan.

Letter from UNC-GA Regarding the NC Office State Auditor IT Report
- Anytime there are State audit findings, the University has 90 days to make satisfactory progress in resolving the findings. If those findings are not satisfactorily resolved the University could lose its “SRCI” designation.
• ECU has received a letter from UNC-GA stating that ECU has complied with the audit finding resolution requirements and it would be recommended to the President that the University maintain its “SRCI” designation.
• ECU was also commended for the dedicated manner in which the audit findings were addressed.

**Other Business**
• The Audit Committee requested that Dr. Steve Duncan provide an update at each committee meeting with regard to Enterprise Risk Management.
• Internal Audit will be conducting a Title IX audit that will be very involved as it requires voluminous amounts of information from Athletics.
• The Audit Committee requested that Internal Audit provide updates to Executive Council on a more routine basis rather than just when an issue arises.
University Advancement highlights

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

- Index of approved namings to date provided in board materials for review. Committee discussed concern related service and/or meritorious namings based on current policy – requested Mr. Dowdy gather data/information on how other institutions process/handle and return to the committee a proposal for further discussion/review/consideration.

B. Naming proposal
Action

- Khanh Vu, parent of a Brody School of Medicine student, made a $10,000 gift to name the Resident Preceptor Office on the 1st floor of the new Family Medicine Center. Committee approved naming proposal for submission to the full Board at its next meeting, which follows the policy’s minimum 30-days delay between committee action and consideration by the full Board.

- Having met the 30-days required by policy, two naming actions will be presented for full Board consideration at April 17 meeting:
  - Food service/student lounge of the renovated Carole Belk Building be named “Hudson's” in honor of John and Harriet Hudson.
  - Small student study room on the 2nd floor of Laupus Health Sciences for William Laupus, former dean (funded by Dr. Jon Tingelstad).

C. Second Century Campaign Update
Discussion

- Campaign total is $130.5M at the end of February. Campaign efforts continue even in these challenging economic times and even though gifts are slowing somewhat, an additional $2.5M was added in March, primarily from Pirate Club sources and matching funds from
Spangler Foundation that are related to Linda and Vince McMahon’s gifts.

D. Advancement Highlights
   Discussion

- Alumni Association video highlighting 2009 alumni scholarship recipients is now available on the ECU Alumni website. A great video showcasing some of the best and brightest students at ECU. Mr. Tipton commended Paul Clifford for his leadership efforts.
ECU Board of Trustees
Facilities and Resources Committee
April 17, 2009

Highlights

The Facilities and Resources Committee met on April 16, 2009. Minutes from the February 26 meeting were approved.

Administration and Finance

Moye Medical II Building Lease

The Committee reviewed an option to lease clinical/office space in the proposed Moye Medical II building to be sited at 517 Moye Boulevard, adjacent to the Moye Medical I Building. The proposal is currently under review by ECU Physicians and was presented as an information item.

Revision to Real Property Acquisition Flexibility Policy

The Committee reviewed a request to revise the real property acquisition flexibility policy for the ECU Physicians Practice Plan. The Committee added the Director of Planning and Partnerships (BSOM), the Director of Nursing Services (ECU Physicians) and the Executive Director (ECU Physicians) to the Property Review Committee and is allowing the Chairperson of Space Allocation and Reallocation Committee (SPARC) and the Director of Campus Space Planning to serve or select designees to serve on the Property Review Committee. The Committee approved a motion to recommend that the full Board approve the request.

Property

The Committee reviewed a request to lease in collaboration with NCSU Distance Education and Learning Application (DELTA) Division and ECU’s Office of Academic Outreach, +/- 1,643 net square feet (+/- 822 net square feet for ECU) at the Gateway Technology Center on the North Carolina Wesleyan University Campus in Rocky Mount, N.C. This space has been jointly leased by ECU and NCSU since May 1, 2006 and the current lease expires April 30, 2009. The Committee approved a motion to recommend that the full Board approve the request to lease the square footage.
The Committee reviewed a request from Campus Living to lease off-campus apartments to house +/- 250 students based on 2009 fall semester projections. The Committee approved a motion to recommend that the full Board approve the request with an increase of “up to 500 students.”

The Committee reviewed a request to grant eleven utility easements to Greenville Utilities Commission for sewer line preventative maintenance and repair and to respond to overflows that could pose a public health risk. The Committee approved a motion to recommend that the full Board approve the utility easements.

The Committee reviewed a request to dispose of two vacant parcels located at 115 East Ninth Street and 205 East Ninth Street. The properties will be traded to the City of Greenville for 321 East Tenth Street (Kinko’s/FedEx) or another suitable property. The Committee approved a motion to recommend that the full Board approve the disposition.

Elevations

The Committee reviewed the elevations of the Ficklen Stadium East End Zone Expansion. Mr. Glenn Corley of Corley Redfoot Zack presented the elevations and answered questions. Mr. Bagnell and Mr. Floyd were available also for questions. The Committee approved a motion to recommend that the full Board approve the Ficklen Stadium East End Zone Expansion elevations.

Designer Selections

The Committee reviewed the designer selection for the Health and Human Performance Programming Plan. Mr. Bagnell was available for questions. The Committee approved a motion to recommend that the full Board approve the designer selection for the Health and Human Performance Programming Plan.

The Committee reviewed the designer selection for the Alumni Center Plan. Mr. Bagnell distributed material at the meeting and the Committee approved a motion to recommend that the full Board approve the designer selection.

Designer selections for Clement & Green Fire Suppression Systems and the commissioning agent for the Croatan/Wright Dining facilities were presented as information items.

Parking Fee Proposal

The Committee reviewed a parking fee proposal increasing fees for fiscal year 2009/10. The Chancellor’s Executive Committee reviewed the proposal and recommended adoption of the parking fee proposal presented in the materials. Mr. Koch and Mr. Tawney were available for questions. The Committee
approved a motion to recommend that the full Board approve the parking fee proposal for 1 year and requested a revised business plan and new proposal for next year.

Automobile Allowances

Mr. Seitz distributed materials regarding a change in the automobile allowance schedule to include for Athletic Coaches. Athletics is switching the men’s and ladies basketball coaches from their courtesy car program to an automobile allowance program. An additional mileage provision has been added for coaches who drive over the 10,000 business mileage level. The Chancellor has also approved this provision for the Vice chancellor for Advancement. A motion was made to recommend that the full Board approve the request providing that a confirmation report reflecting how the allowances were implemented and the budgetary effects be submitted to the Committee.

Master Plan

Mr. Seitz presented an update of the ECU Campus Master Plan. Kick-off meetings were held April 6-8 with the SmithGroup and working committees composed of ECU faculty, staff, and students and members of the Greenville community. Consultants will return to campus in early May and the committees will continue working through the summer. The goal is to have a comprehensive campus master plan that can be adjusted and updated regularly.

Capital Projects

The capital project notebook was updated and distributed at the meeting to the Committee. Mr. Bagnell presented a brief update on Dental School elevations, the Family Medical Center, Scott Residence Hall renovation and Mendenhall Student Center.
ECHI Update: Dr. Chitwood gave an update on ECHI.

- Mission is to decrease the cardiovascular disease burden in North Carolina through clinical care, research, and education.
- Vision is to be an internationally recognized cardiovascular center for leading edge technology, high quality care, education, and research.
- Accomplishments –
  - Additional 6 cardiologists; integration of services at PCMH and ECU
  - Placement of physicians in key regional areas as part of ECHI
  - 75% improvement in AMI mortality; 70% improvement in CT surgical mortality
  - 10% clinic outpatient volume increase (since September 2008)
  - 10% interventional cardiology increase (since January 2009)
  - 4% hospital increase in CV volume (since January 2009)
  - 12% cardiac and vascular surgery volume increase (since January 2009)
- Research Accomplishments:
  - Architectural programming for 40,000 sq. ft. basic and clinical research area (4th floor) NIH-NCRR Grant for 4th floor construction in preparation for $12,000,000
  - 2008-09 grants submitted with positive review $3,950,000

PCMH Update: Brian Floyd

- Management agreement with Albemarle Hospital has been executed. Agreement is for 3 years.
• Health Span (Electronic Medical Record) roll-out going very well.

• Hospital’s profits continue to be strong. Last month's revenues up ~ 3% over budget.

• JCAHO visit anticipated at any time. These are unannounced visits that occur every 3 years. Preparation has been done, staff are ready, and expect a positive review.

**Brody School of Medicine Update: Dr. Cunningham, Dr. Benson, & Mr. Jowers**

• Performance Indicators: Improvements in all areas have been made in comparison to FYTD 2008 to FYTD 2009. New patient visits continue to increase. Emergency Med visits as well as Med Direct visits have also increased in comparison to FYTD 2008 to FYTD 2009.

• Continue to address with our legislators the critical need for indigent care funding. 2 million dollars are in the Senate Budget, recurring. House Budget to come.

• Concerns – State budget cuts will impact the Practice plan by approximately $1.2M

• Performance Improvements -
  
  o Reduction in Discretionary spending (2.5% reduction):
    
    ▪ vacant faculty positions; vacant staff positions; non-essential travel; international travel; eliminate salary increases; and non-essential purchases.

  o Reduction in Faculty Fringe Benefits – reduce SHERPA benefits (eliminate co-pays for services outside of ECU or PCMH)

• Investments -
Moye Medical II – plans are under investigation for an additional facility adjacent to Moye Medical I. Proposed new three-story, 44,259 gross square foot, energy efficient clinical/office space building. Proposed tenants would include:

- 1st Floor: - Pharmacy with drive thru services; Surgery and Bariatric Surgery
- 2nd Floor - Adult and Pediatric Healthcare; Endocrinology; and Bone Densitometry
- 3rd Floor: - Plastic Surgery and Dermatology

**Health Sciences Division Update: Dr. Horns**

- Enrollment and NCLEX passage rates for NC BSN Programs – ECU nursing program had 655 total 1st time test takers in 2006-2008 with a 96% passage rate; UNC-Chapel Hill had 520 1st time testers at a 96% passage rate. ECU had the largest number of 1st time test takers in the state.
- Shared an article about the ECU School of Dentistry published by Dr. Jim Hupp and Dr. Greg Chadwick in the *Journal of the American College of Dentists*. The article was about the history and development of the new dental school and how the school will impact rural and underserved areas in NC.
- Shared the need to continue to work with our legislators in the House on obtaining operating funds for the ECU School of Dentistry. These operating funds are necessary in order to enroll students by 2011.
Terry Holland talked about the great success with the ECU Baseball and Softball teams both beating NC State on Wednesday.

- A new volleyball coach has been hired from Marquette to ECU.
- In the financial report, without the student fees, there is a 4% reduction in the budget which is about one million dollars. There is a possibility that it will also go up another 4 percent or one million dollars.
- Capital projects, the softball field plans are moving forward and hoping for game action in 2010. Once the softball field moves, the dominoes will follow with the track and soccer complex.

Academic Affairs - Motion was made and passed for the conferral of degrees for the May 2009 Commencement.

Enrollment Management

- ECU is a hot commodity and the interest is growing.
  - Anthony Britt said applications are up by about 20% from last year’s numbers which were 12% from the year before. Here some interesting numbers of note:
    - We have about 19,000 applications on file
    - We have admitted about 10,000 freshmen with a target goal of about 4,000 enrolling freshmen.
    - The enrollment deposit has increased to from $30 to $100 but hasn’t slowed interest.
    - The average admit has about a 3.2 GPA and the SAT score for admitted students is up 20 points.
    - As of the current yield rates, we would be enrolling about 4,438 freshmen.
    - We have been recognized as a cost effective and academic option by out of state people, in particular from Virginia and Maryland.
  - Julie Poorman talked about the financial awards for students. About 72-75% of our student population receives some form of financial aid.

Student Affairs

- A draft version of an ECU Emergency Operations Plan was distributed.
- Scott Shelton talked about the current numbers of police officers related to other campuses in the UNC system.
- Bill Koch discussed the evaluation and status of a safety plan on ECU’s campus.
- Lynn Roeder discussed the role and processes for a Threat Assessment team as it relates to students. There is a plan in place to look at faculty and staff threat assessment as well. Chief Shelton is becoming a more formal process in the last couple weeks which will sure up what is now an informal process.
The board members discussed options to clarify what is needed in a safety plan and also which parties should be submitting information and ways to improve the plan.

**Research and Graduate Studies**

- Deirdre Mageean presented on the Research component at ECU.
  - The mission statement for Research and Graduate Studies was finalized in the last year, but the level of importance is far short of what is needed to accomplish these goals.
  - Forbes Magazine ranked Greenville as second in the nation for small business and careers and that is good news for us, but we need to create jobs and infrastructure for keeping people in this region and research must become a strategic priority at ECU.
  - We need to bring companies, businesses and new opportunities to Eastern North Carolina, but that cannot happen without a focus and commitment to research not just on the medical campus, but also on main campus too.