

**EAST CAROLINA UNIVERSITY  
2011-2012 FACULTY SENATE**

The second regular meeting of the 2011-2012 Faculty Senate will be held on **Tuesday, October 4, 2011**, at 2:10 in the Mendenhall Student Center Great room.

**FULL AGENDA**

- I. Call to Order**
- II. Approval of Minutes**  
[September 6, 2011](#)
- III. Special Order of the Day**
  - A. Roll Call
  - B. [Announcements](#)
  - C. Steve Ballard, Chancellor
  - D. Marilyn Sheerer, Provost and Vice Chancellor for Academic Affairs
  - E. Marianna Walker, Chair of the Faculty
  - F. Terry Holland, Director of Athletics  
Report on University Athletics Department
  - G. David Dosser, Faculty Athletics Representative  
Report on Activities of the University Athletics Committee's  
Academic Integrity Subcommittee
  - H. Anthony Britt, Director of Admissions  
Annual report on the 2011 Freshman Class and 11- year Retention Rate of Home  
Schooled Admissions
  - I. Mark Sprague, Faculty Assembly Delegate  
Report on the [September 16, 2011](#), Faculty Assembly Meeting.
  - J. Josh Martinkovic, Student Body President
  - K. Question Period
- IV. Unfinished Business**
- V. Report of Committees**
  - A. University Curriculum Committee, Donna Kain  
Curriculum matters contained in the [September 8, 2011](#), University Curriculum  
Committee meeting minutes.
  - B. Faculty Grievance Committee, Tim Romack  
Overview of 2010-2011 Committee Activities (attachment 1).

- C. Committee on Committees, Catherine Rigsby
  - 1. [Nomination of Graduate Faculty](#) for newly formed Graduate Council.
  - 2. Second Reading of proposed changes to the following Standing University Academic Committee Charges:
    - a. Academic Awards Committee (attachment 2)
    - b. Unit Code Screening Committee (attachment 3)
    - c. University Budget Committee (attachment 4)
    - d. University Curriculum Committee (attachment 5)
- D. Admissions and Retention Policies Committee, Joseph Thomas  
Proposed revisions to *University Undergraduate Catalog*, Section IV. Academic Advisement, Progression and Support (attachment 6).
- E. Teaching Grants Committee, Donna Roberson  
Resolution on Funding 2012-2013 Teaching Grants (attachment 7).
- F. Foundations Curriculum and Instructional Effectiveness Committee, Linda Wolfe  
Approval of [BIOL1150](#) Foundation Curriculum Course for Basic Science.
- G. Educational Policies and Planning Committee, Scott Gordon  
Curriculum and Academic Program matters included in the [September 9, 2011](#) meeting minutes, including:
  - 1. Request to change the name of the Department of [Hospitality Management](#) to the School of Hospitality Leadership within the College of Human Ecology.
  - 2. Request for discontinuation of Applied [Economics](#) Graduate Certificate within the Department of Economics within the College of Arts and Sciences.
  - 3. Request to offer a new concentration in Occupational Health [Psychology](#) within Health Psychology Doctoral program offered by the Department of Psychology within the College of Arts and Sciences.
  - 4. Request to offer a new concentration in Electrical [Engineering](#) offered by the Department of Engineering within the College of Technology and Computer Science.
  - 5. Request to offer a Graduate Certificate in [Marketing](#) within the Department of Marketing and Supply Chain Management within the College of Business.
- H. Faculty Welfare Committee, Ken Ferguson
  - 1. Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty (attachment 8).
  - 2. Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies (attachment 9).
- I. Libraries Committee, Cheryl McFadden  
Proposed Resolution Concerning Placement of the Math Lab (attachment 10).

## VI. New Business

**FACULTY GRIEVANCE COMMITTEE REPORT**  
 Overview of 2010-2011 Committee Activities

Number of Grievants in Grievance Process for Academic Year 2010-2011  
 (April 31, 2010 through May 1, 2011)

G. Time in Step

<i>Step</i>	<i>Less than One Month</i>	<i>One-Two Months</i>	<i>Two-Three Months</i>	<i>More than Three Months</i>
One	0	1	0	0

**Number of Grievances Filed (Completed Step One): 4**

Fixed Term Faculty - 0      Probationary Faculty - 0      Tenured Faculty - 4

H.  
 I. Time in Step Two – Four

<i>Step</i>	<i>Less than One Month</i>	<i>One-Two Months</i>	<i>Two-Three Months</i>	<i>More than Three Months</i>
Two	0	3	0	1
Three	0	0	0	0
Four	0	0	0	0

J. Step Five Hearing

Scheduled for Hearing - 0  
 Hearings Completed - 2  
 In Report Stages - 0  
 Reports Issued - 2

Reports Issued in Favor of:  
 Grievant - 0  
 Respondent - 1  
 Both Grievant and Respondent - 1

Number Appealed to Chancellor - 0  
 Reports Issued by Chancellor - 0  
 Number at Faculty Governance - 0  
 Reports at Rewrite or Reissued by Faculty Governance Committee - 0

Number that went through Mediation - 0  
 Number that went through Chancellor Review - 0  
 Number Terminated by Grievant - 1  
 Number Terminated by Committee - 0

### COMMITTEE ON COMMITTEES REPORT

#### Second Reading of Proposed Revisions to the Academic Awards Committee Charge

Following Faculty Senate approval of the revised charge in April 2011 (#11-62) and the Chancellor's return for clarification and/or consideration of changes, the below proposed revisions are noted in **bold** print and/or ~~strikethrough~~.

1. Name: Academic Awards Committee
2. Membership:  
~~7~~ **8** elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Health Sciences or an appointed representative**, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee recommends, when required, policies and procedures governing the granting of awards for meritorious teaching and advising, research, and service.
  - B. The committee recommends candidates for receipt of awards in the various categories including, but not limited to, the Alumni Association Outstanding Teaching Awards, Lifetime and Five-Year University Research/Creative Activity Awards, Board of Governors Award for Excellence in Teaching Awards, Board of Governors Award for Excellence in Teaching, Max Ray Joyner Award for Faculty Service Through Continuing Education, and University Scholarship of Engagement Awards.
5. To Whom The Committee Reports:  
The committee recommends to the Faculty Senate policies and procedures governing awards in the various categories. The committee recommends candidates for awards to the appropriate issuing body.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to recommend candidates for awards. The committee should consider the diversity of nominees and should seek and recommend qualified women and minority faculty.
8. Standard Meeting Time:  
The committee meeting time is scheduled for the first Thursday of each month.

**Faculty Senate Agenda**  
**October 4, 2011**  
**Attachment 3.**

**COMMITTEE ON COMMITTEES REPORT**

Second Reading of Proposed Revisions to the Unit Code Screening Committee Charge

Following Faculty Senate approval of the revised charge in March 2011 (#11-50) and the Chancellor's return for clarification and/or consideration of changes, the below proposed revisions are noted in **bold** print.

1. Name: Unit Code Screening Committee
2. Membership:  
8 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointment representative, the Chair of the Faculty, one faculty Senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee reviews academic unit codes and changes to existing academic unit codes to insure compliance with the *ECU Faculty Manual* and policies, "General Guidelines for Writing and Revising Unit Codes" (adopted by the Faculty Senate), the Code of the University of North Carolina, and other appropriate documents.
  - B. The committee revises the "General Guidelines for Writing and Revising Unit Codes" when necessary.
  - C. The Committee coordinates the review of and recommends related policies and procedures for unit codes with the Faculty Governance Committee and/or other committees as appropriate.**
5. To Whom The Committee Reports:  
The committee makes its recommendations to the Faculty Senate.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
None
8. Standard Meeting Time:  
The committee does not have a standard meeting time.

## Faculty Senate Agenda

October 4, 2011

### Attachment 4.

#### COMMITTEE ON COMMITTEES REPORT

##### Second Reading of Proposed Revisions to the University Budget Committee Charge

Following Faculty Senate approval of the revised charge in March 2011 (#11-50) and the Chancellor's return for clarification and/or consideration of changes, the below proposed revisions are noted in ~~strikethrough~~.

1. Name: University Budget Committee
2. Membership:  
7 elected faculty members.  
Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research and Graduate Studies or an appointed representative, the Vice Chancellor for Administration and Finance or an appointed representative, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.  
The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.
3. Quorum: 4 elected members exclusive of ex-officio.
4. Committee Responsibilities:
  - A. The committee serves as a communication link between the Faculty Senate and the Chancellor for budgetary matters. The committee informs the Faculty Senate about changes and proposed changes in the university budget.
  - B. The committee receives information and advises the Chancellor regarding budgetary and reallocation decisions ~~including the lapsed salary budget, the carryover budget, and the biennium budget requests.~~
  - C. The committee advises the Chancellor through the Faculty Senate on annual budget priorities and policy, biennial budget requests and priorities, tuition changes, and the relationship of budget decisions to the university's mission.
5. To Whom The Committee Reports:  
The committee advises the Chancellor through their reports to the Faculty Senate concerning its recommendations to the Chancellor.
6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to advise the Chancellor as described in section 4.A.4 above.
8. Standard Meeting Time:  
The committee meeting time is scheduled for the third Thursday of each month.

## Faculty Senate Agenda

October 4, 2011

### Attachment 5.

#### COMMITTEE ON COMMITTEES REPORT

##### Second Reading of Proposed Revisions to the University Curriculum Committee Charge

Following Faculty Senate approval of the revised charge in April 2011 (#11-65) and the Chancellor's return for clarification and/or consideration of changes, the below proposed revisions are noted in **bold** print and/or ~~strikethrough~~.

1. Name: University Curriculum Committee

2. Membership:

~~7~~ **8** elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, **the Vice Chancellor for Health Sciences or an appointed representative**, the Chair of the Faculty, one faculty senator selected by the Chair of the Faculty, and one student member from the Student Government Association.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 4 elected members exclusive of ex-officio.

4. Committee Responsibilities:

- A. The committee considers undergraduate courses (through 4000-level) and programs and has the responsibility of assuring the quality of course offerings regardless of mode of course delivery.
- B. The committee recommends policies and procedures governing the acceptability of programs and courses.
- C. The committee reviews requests for permission to establish new degree programs and requests to establish new minors.
- D. The committee reviews and acts on proposals for new courses and programs and modifications of existing programs, the banking and deletion of courses (and programs), and standards and requirements for admission to, and retention in, degree programs.
- E. The committee considers other items that affect the curriculum of undergraduate programs.
- F. The committee acts on recommendations from the Council of Teacher Education regarding proposed changes in teacher education requirements.
- G. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:

The committee makes its recommendations to the Faculty Senate. The committee reports on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.

6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
  7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to report on its review of requests to establish new degree programs and requests to establish new minors to the Educational Policies and Planning Committee.
  8. Standard Meeting Time:  
The committee meeting time is scheduled for the second and fourth Thursday of each month.
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**Faculty Senate Agenda**  
**October 4, 2011**  
**Attachment 6.**

**ADMISSION AND RETENTION POLICIES COMMITTEE REPORT**

Proposed Revisions to the *University Undergraduate Catalog*, Section IV. Academic Advisement, Progression and Support, Academic Requirements for Degrees and Minors

Proposed revisions are noted in **bold** print and/or ~~striketrough~~.

“A degree from East Carolina University comprises a minimum of 120 semester hours. A minimum of ~~30 semester~~ **25 percent of the credit** hours required for the degree and at least **50 percent** ~~one-half~~ of the total hours required in the major discipline must be completed through enrollment in East Carolina University.”

For Information

Current Baccalaureate Degree Requirements

A degree from East Carolina University comprises a minimum of 120 semester hours. A minimum of 30 semester hours and at least one-half of the total hours required in the major discipline must be completed through enrollment in East Carolina University.

Current Requirement for SACS

At least 25 percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree.



**TEACHING GRANTS COMMITTEE REPORT**  
Resolution on Funding 2012-2013 Teaching Grants

**WHEREAS**, the mission of East Carolina University includes providing quality, innovative teaching for our students; and

**WHEREAS**, the University Academic Teaching Grants Committee has worked since 1983 to support faculty in their teaching endeavors; and

**WHEREAS**, the Committee is charged with recommending policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of teaching grant funds, and procedures for annual reporting by grant recipients; and

**WHEREAS**, the Committee is empowered to make recommendations regarding the funding of teaching grant proposals; and

**WHEREAS**, the Committee recommends teaching grant proposals to be funded based on the merit of the proposals and submits their annual recommendations to the Provost and Vice Chancellor for Academic Affairs; and

**WHEREAS**, the Provost has informed the Committee that, due to the budgetary restrictions, there is no money to fund 2012-13 Teaching Grants *at this time*. It is possible that there may be funding available later in the year, but that is not guaranteed nor is it clear as to when the Committee would know if money is available; and

**WHEREAS**, the Committee wishes to still encourage interested full time tenured, tenure-track, and fixed term faculty members to apply for a Teaching Grant in the event money becomes available.

**THEREFORE BE IT RESOLVED THAT**, the Teaching Grants Committee seeks a formal confirmation from the Provost and Vice Chancellor Marilyn Sheerer indicating a commitment to provide funding, as available, to grant proposals that meet the Committee's established procedures for approval and prioritization.

**BE IT FURTHER RESOLVED THAT**, if no funding is available this academic year, the Committee requests assurance by the Provost and Vice Chancellor that any 2012-13 grant proposals approved and recommended for funding will have priority in funding during the 2012-13 academic year (should funding become available at that time).

### FACULTY WELFARE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty

Following Faculty Senate approval of proposed revisions in February 2011 (#11-18), [additional](#) revisions were requested by the Chancellor. The below document contains additional revisions noted in **bold CAPS** and/or strikethrough.

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection E. Orientation of New Faculty to read as follows:

**Revise and keep in the Faculty Manual, deleting the old text.**

#### “New Faculty Orientation

New faculty are ~~encouraged~~ **EXPECTED** to attend the East Carolina University New Faculty Orientation Program. The program offers a variety of resources, including information on benefits, parking, technology, research, and tenure: <http://www.ecu.edu/cs-acad/facultyorientation>. Additional faculty orientation activities may be required by academic units. As part of the orientation process, new faculty members are informed about the University system of shared governance and invited to serve in shared governance of the university. Orientation of new faculty will be continued throughout the year by key administrators and faculty leaders to assist the faculty in becoming acquainted with the practices and procedures of the university. Ongoing programs, including information on mentoring, are available through the Office for Faculty Excellence: <http://www.ecu.edu/ofe/>. **NEW FACULTY HIRE LETTERS NOTE A BEGIN DATE ONE WEEK PRIOR TO THE ANNUAL CONVOCATION WITH THE EXPECTATION THAT ALL NEW FACULTY WILL ATTEND THE NEW FACULTY ORIENTATION PROGRAM.**

**New faculty are encouraged to attend the annual Faculty Convocation, which is scheduled at the opening of each academic year, for the purpose of becoming acquainted with the chancellor, chair of the faculty, key administrative personnel and their responsibilities, and with the relationship between faculty and administration.”**

## FACULTY WELFARE COMMITTEE REPORT

Proposed Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies,  
Section I. Employment Policies, Subsection J. Salary Policies

Following Faculty Senate approval of proposed revisions in March 2011 (#11-48), [additional](#) revisions were requested by the Chancellor. The below document contains additional revisions noted in **bold CAPS** and/or strikethrough.

Revisions to the *ECU Faculty Manual*, Part VI. General Personnel Policies, Section I. Employment Policies, Subsection J. Salary Policies to read as follows:

### Revise and keep in the Faculty Manual.

#### “Salary Policies

Faculty annual salaries are paid semimonthly. **New employees FACULTY receive the first payment on the first available payroll date as stated on the employee-IN THE INDIVIDUAL’S contract.** When the 15th or last day of a month falls on a non-work day for the business office, **distribution of payment paycheck** will be made on the last work day prior to that day. Arrangements must be made with the payroll office to have all **payments paychecks** deposited in a local bank to the faculty member’s account. Salaries for summer **teaching are paid in accordance with the employee FACULTY MEMBER’S contract. NINE MONTH FACULTY SALARIES ARE PAID IN 24 INSTALLMENTS FROM SEPTEMBER 15 TO AUGUST 31. ANY APPOINTMENT CHANGE THAT AFFECTS THIS WILL BE INCLUDED IN THE INDIVIDUAL’S CONTRACT.**

~~term I teaching are paid in three installments. Salaries for summer term II are paid in two installments, and salaries for 11-week summer term are paid in five installments.~~

Federal and state income tax withholdings are based off information furnished to the payroll office on the US Treasury Department Form W-4 and North Carolina Department of Revenue Form NC-4, respectively.

**New Faculty and non-immigrant visa holders must complete an I-9 form and updated forms when required by Federal law. Criminal background checks will also be conducted on all new faculty.**

**For a more detailed description on Salary Policies (e.g. overloads, summer overloads, research/creative activity, less than full time employees, etc.) please refer to: [ECU Policy Manual](#), [Human Resources](#), and [Financial Services \(payroll\)](#).**

For a full-time member of the faculty or EPA professional staff, the salary approved by the Board of Governors is the full compensation to be expected during the period of employment. No additional payments may be made for university duties that are generally related to the position to which the individual is appointed. The period of appointment includes all formal holidays and interludes during which no classes are scheduled.

Regardless of the salary source, total compensation paid during the period of appointment cannot exceed the salary amount authorized in the current academic salary increase document, except for extraordinary situations that must be approved in advance by the appropriate vice chancellor.

**Total Compensation:** An individual's total annual salary compensation from all university sources may not exceed 133% of the annual nine-month base salary or 100% for a twelve-month employee during the twelve-month contract period without prior authorization from the appropriate vice chancellor.

Bonus amounts awarded to EPA or CSS employees as part of the Clinical Faculty Compensation Plan or Management Flexibility Act are not be included in the calculation of total annual salary compensation in the determination of the above amounts.

**Less Than Full-time Employees:** Upon appropriate approvals, individuals with appointments of less than full-time during an academic year or fiscal year can increase their commitment up to full-time with additional compensation. However, in no event may the effort of an individual exceed full-time commitment unless specifically approved in advance; additional compensation must be proportional to the base salary rate and not exceed full-time equivalency unless specifically approved in advance.

**Research/Creative Activity:** It is expected that such other proposed duties or tasks may require reduction in other planned responsibilities of the faculty or professional staff member. For example, arrangements may be made for reassigned time or research contract "buyouts" if faculty members are to conduct sponsored program activities during the regular academic year. Sponsored program activity does not normally constitute extraordinary or exceptional projects for consideration for supplemental payment.

**Overloads:** Effective August 1, 2002, overload stipends for any purpose should normally be limited to one per academic year and only after the appropriate dean has granted prior approval and notified their appropriate vice chancellor. Pay rates for non-distance education overloads will be equated to the annual nine-month salary rate; i.e., pay per credit hour for overloads may not exceed the per credit hour nine-month rate based on a twelve credit hour per semester full-time basis. As per Administrative Memorandum 407, a second overload stipend for distance education purposes may be granted during an academic year, but only after prior approval from the appropriate vice chancellor. Units must ensure that overloads are necessary and should reduce reassignments for non-instructional purposes if at all possible prior to authorizing an overload stipend. It is preferable that overloads be kept to a minimum and be granted no more than once per academic year. Pay rates for distance education overloads may not exceed the published rates for summer school.

**Summer Overloads:** No overloads will be permitted during summer school sessions except in extraordinary circumstances and with prior approval. Compensation from any and all salary sources for summer employment may be arranged not to exceed three-ninths of the previous year's nine-month annual salary base rate. The pay rate from summer school funds and distance education summer school courses will be based on a percentage of the nine-month rate up to a published annual maximum per session. The specific rates may be obtained through the office of the Provost.

**Work for ECU Outside the Home Unit:** Prior approval to teach or perform other duties outside the faculty member's home unit is required from all involved administrative levels.

**SALARY CONVERSION RATE FOR FACULTY  
INFORMATION REGARDING SALARY CONVERSION RATES FOR FACULTY IS DETAILED IN  
INDIVIDUAL CONTRACTS.**

**External Activities for Pay:** The policies covering Faculty and Professional Staff income derived from external activities for pay are governed by Part VI. of the *ECU Faculty Manual*. Individuals are expected to comply with these policies that include seeking prior administrative permission to the commencement of the activity and the filing of annual conflict of interest statements at the end of the

academic year. The External Activities for Pay forms and the Conflict of Interest Forms are available at [www.aa.ecmedu/forms](http://www.aa.ecmedu/forms). (Faculty Senate Resolution #03-14, March 2003)”

~~Salary Conversion Rate for Faculty Holding Twelve-month Appointments: The salary of a faculty member holding a twelve-month appointment will be converted back to a nine-month faculty salary at the rate of 9/11ths of his/her twelve-month base salary. Exceptions to this pattern may occur based on individual based negotiations depending on the level of the position, experience, and other factors. The approval of the Chancellor is required for such conversions to occur.~~

~~Faculty annual salaries are paid semimonthly. New employees receive the first check on the last work day of September. Checks are distributed to each department by special messenger in the morning on the 15th. and last day of each calendar month. When the 15th. or last day of a month falls on a nonwork day for the business office, distribution of checks will be made on the last work day prior to that day. Arrangements may also be made with the payroll office to have checks deposited in a local bank to the faculty's account. Salaries for summer term teaching are paid at the close of each term.~~

~~Federal income tax is withheld on the basis of information furnished to the payroll office on US Treasury Department Form W-4. It is the responsibility of the employee to furnish the payroll office with a revised Form W-4 if the number of withholding exemptions is changed due to deaths, births, or other reasons. Since withholding exemptions are applied to the regular salary of the individual, the withholding tax on supplemental salaries for summer term, extension teaching, etc., must be calculated without benefit of exemptions. In January of each year, each employee will receive from the payroll office receipts, US Treasury Department Form W-2 and NC Department of Revenue Form NC-2 for income taxes withheld for the previous calendar year.~~

~~State income tax is withheld on the basis of information furnished to the payroll office on North Carolina Department of Revenue Form NC-4. It is the responsibility of the employee to furnish the payroll office with a revised Form NC-4 if the number of withholding exemptions is changed due to deaths, birth, or other reasons. If supplemental wages such as bonuses, commissions, or overtime pay are paid at the same time as regular wages, the income tax to be withheld is determined as if the aggregate of the supplemental and regular wages were in a single wage payment for the regular payroll period.~~

**LIBRARIES COMMITTEE REPORT**  
Proposed Resolution Concerning Placement of the Math Lab

- WHEREAS**, campus administrators have proposed that a Math Lab requiring some 4,000 square feet of space will be housed in Joyner Library within the next six months; and
- WHEREAS**, the East Carolina University Faculty Senate acknowledges the value of such a facility; and
- WHEREAS**, the 2009 report from Eva Klein & Associates found that Joyner Library had a 10% space deficit at that time and that such deficit was projected to grow to 50% by 2025; and
- WHEREAS**, Joyner Library has recently accommodated the Pirate Tutoring Center, the Writing Center, and Project STEPP; and
- WHEREAS**, the library has room for only five years of growth in the General Collections; and
- WHEREAS**, a recent report of the Special Collections Division, which includes the University Archives, the Manuscripts and Rare Books Department, and the North Carolina Collection revealed a need for 12,000 square feet of growth space for collections in the coming years; and
- WHEREAS**, the University Archives and Records Center cannot carry out its fiduciary responsibility to manage the official records of East Carolina University without additional space; and
- WHEREAS**, the placement of the Math Lab in Joyner Library on short notice would be disruptive to essential services, workflows and staffing; and
- WHEREAS**, the Math Lab will eventually be housed in a new student union.
- THEREFORE BE IT RESOLVED THAT**, the Faculty Senate asks that the Chancellor's Executive Council make available another location or use modular unit(s) to accommodate the Math Lab until such time as the new student union building is constructed.