

SCHEDULE: Processing Campus Tuition and Fees Tasks

No	Task	Approximate Date	Unit/Responsible Individual(s)
1	Assemble historical ECU and peer-institution tuition and fee data; assemble ECU historical data on use of funds generated	15-Mar-09	Administration and Finance (Ron Newton/Stephanie Coleman/Anne Jenkins/Sherilyn Johnson/Nancy Phelps)
2	Appoint <u>Campus Tuition and Fees Committee</u> (CT&FC); VC of Administration and Finance serves as Committee Chair	25-Mar-09	Academic and Student Affairs (Marilyn Sheerer) Administration and Finance (Kevin Seitz)
3	Chancellor presents charge to Vice Chancellors of the Division of Academic and Student Affairs and the Division of Administration and Finance	25-Mar-09	Academic and Student Affairs (Marilyn Sheerer) Administration and Finance (Kevin Seitz)
4	Executive Council addresses Chancellor's charge; finalizes composition of CT&FC	30-Mar-09	Athletics (Terry Holland) Academic and Student Affairs (Marilyn Sheerer) Administration and Finance (Kevin Seitz) Research and Graduate Studies (Deirdre Mageean) Health Sciences (Phyllis Horns)
5	Chancellor announces process with communication memorandum; gives charge to the CT&FC	1-Apr-09	Office of the Chancellor (Steve Ballard)
6	Present Chancellor's charge and schedule and description of the process to Board of Trustees; obtain BOT guidance and recommendations	28-Apr-09	Office of the Chancellor (Steve Ballard) Administration and Finance (Kevin Seitz) Board of Trustees - CT&FC (Member to be designated) Student Government Association (Bradley Congleton)
7	CT&FC convenes meeting; address Chancellor's charge; discusses guidelines, schedule of events, other.	28-Apr-09	Academic and Student Affairs (Kemal Atkins/Joe Gaddis/Sue Martin/Nancy Mize/Dean Smith) Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Terry Holland/Nick Floyd) Board of Trustees (Member to be designated) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Jan Tovey/Marianna Walker) Faculty Senate Budget Committee (Tim Gavin) Graduate Student Senate (James Gordon) Health Sciences (Sylvia Brown) Information Technology and Computational Services (Joe Norris) Office of Enrollment Management (Judi Bailey) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Jack Tawney) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Bradley Congleton) Transit (Wood Davidson)

8	CT&FC establishes a Tuition Subcommittee and a Fees Subcommittee; appoints Subcommittee chairs	28-Apr-09	CT&FC Chair (Kevin Seitz)
9	Tuition Subcommittee and Fees Subcommittees convene	15-May-09	Tuition Subcommittee Chair (Ron Newton) Fees Subcommittee Chair (Stephanie Coleman)
10	Tuition Subcommittee and Fees Subcommittees convene	1-Jun-09	Tuition Subcommittee Chair (Ron Newton) Fees Subcommittee Chair (Stephanie Coleman)
11	CT&FC convenes meeting; Chancellor's charge is addressed; historical data on tuition, fees, enrollment, tuition/fee uses, peer instruction comparisons, and other items are provided by Administration and Finance.	15-Jun-09	Academic and Student Affairs (Kemal Atkins/Joe Gaddis/Sue Martin/Nancy Mize/Dean Smith) Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Terry Holland/Nick Floyd) Board of Trustees (Member to be designated) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Jan Tovey/Marianna Walker) Faculty Senate Budget Committee (Tim Gavin) Graduate Student Senate (James Gordon) Health Sciences (Sylvia Brown) Information Technology and Computational Services (Joe Norris) Office of Enrollment Management (Judi Bailey) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Jack Tawney) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Bradley Congleton) Transit (Wood Davidson)
12	Meet with Student Government Association (SGA) and Graduate Student Senate (GSS) Leadership to review schedule and discuss student participation	1-Jul-09	Academic and Student Affairs (Kemal Atkins/Sue Martin/Dean Smith) Administration and Finance (Ron Newton/Stephanie Coleman/Anne Jenkins) CT&FC Chair (Kevin Seitz)

13	CT&FC meets; discusses Subcommittee reports; is provided update on status of requests and how funds were spent in prior year.	15-Jul-09	Academic and Student Affairs (Kemal Atkins/Joe Gaddis/Sue Martin/Nancy Mize/Dean Smith) Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Terry Holland/Nick Floyd) Board of Trustees (Member to be designated) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Jan Tovey/Marianna Walker) Faculty Senate Budget Committee (Tim Gavin) Graduate Student Senate (James Gordon) Health Sciences (Sylvia Brown) Information Technology and Computer Services (Joe Norris) Office of Enrollment Management (Judi Bailey) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Jack Tawney) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Bradley Congleton) Transit (Wood Davidson)
14	Update Board of Trustees on status of requests; provide historical and peer-institution data; provide historical CT&FC data uses by ECU; provide information on guidelines, needs, scenarios, approaches, recommendations, schedule of events.	23-Jul-09	Administration and Finance (Kevin Seitz) Student Government Association (Bradley Congleton)
15	CT&FC convenes meeting; finalizes need requests and recommendations	31-Jul-09	Academic and Student Affairs (Kemal Atkins/Joe Gaddis/Sue Martin/Nancy Mize/Dean Smith) Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Terry Holland/Nick Floyd) Board of Trustees (Member to be designated) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Jan Tovey/Marianna Walker) Graduate Student Senate (James Gordon) Health Sciences (Sylvia Brown) Information Technology and Computer Services (Joe Norris) Office of Enrollment Management (Judi Bailey) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Jack Tawney) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Bradley Congleton) Transit (Wood Davidson)

16	Meet with Executive Council on need requests and recommendations provided by CT&FC	15-Aug-09	Academic and Student Affairs (Marilyn Sheerer) Administration and Finance (Kevin Seitz) Athletics (Terry Holland) Health Sciences (Phyllis Horns) Research and Graduate Studies (Deirdre Mageean)
17	Inform CT&FC of decisions and recommendations made by the Executive Council	15-Aug-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
18	Tuition Subcommittee and Fees Subcommittee provide report and recommendations to CT&FC; update CT&FC on status of tuition/fee requests	20-Aug-09	Academic and Student Affairs (Kemal Atkins/Joe Gaddis/Sue Martin/Nancy Mize/Dean Smith) Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Terry Holland/Nick Floyd) Board of Trustees (Member to be designated) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Jan Tovey/Marianna Walker) Faculty Senate Budget Committee (Tim Gavin) Graduate Student Senate (James Gordon) Health Sciences (Sylvia Brown) Information Technology and Computer Services (Joe Norris) Office of Enrollment Management (Judi Bailey) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Jack Tawney) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Bradley Congleton) Transit (Wood Davidson)
19	Meet with SGA and GSS to formulate procedure for designating student assignments to respective areas and providing a mechanism for presentation and discussion to their peers	31-Aug-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman) CT&FC , Chair Graduate Student Senate (James Gordon/Officers) Student Government Association (Bradley Congleton/Officers)

20	Conduct Open Campus Forum	10-Sep-09	Academic and Student Affairs (Kemal Atkins/Joe Gaddis/Sue Martin/Nancy Mize/Dean Smith) Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Terry Holland/Nick Floyd) Board of Trustees (Member to be designated) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Jan Tovey/Marianna Walker) Faculty Senate Budget Committee (Tim Gavin) Graduate Student Senate (James Gordon) Health Sciences (Sylvia Brown) Information Technology and Computer Services (Joe Norris) Office of Enrollment Management (Judi Bailey) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Bradley Congleton) Transit (Wood Davidson)
21	Review Summary Tuition/Fees Schedules with Executive Council	15-Sep-09	Academic and Student Affairs (Marilyn Sheerer) Administration and Finance (Kevin Seitz) Athletics (Terry Holland) Health Sciences (Phyllis Horns) Research and Graduate Studies (Deirdre Mageean)
22	Inform CT&FC of decisions and recommendations made by the Executive Council	15-Sep-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
23	Send Summary Tuition/Fees Schedules to SGA and GSS for distribution	15-Sep-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
24	Present update to Board of Trustees; obtain BOT guidance and	25-Sep-09	Office of the Chancellor (Steve Ballard)
25	Meet with SGA and GSS for discussion	30-Sep-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
26	Receive Tuition/Fees guidelines from UNC-General Administration	7-Oct-09	UNC-General Administration (Rob Nelson)

27	CT&FC meets with Administration and Finance to address modifications	15-Oct-09	Academic and Student Affairs (Kemal Atkins/Joe Gaddis/Sue Martin/Nancy Mize/Dean Smith) Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Terry Holland/Nick Floyd) Board of Trustees (Member to be designated) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Jan Tovey/Marianna Walker) Faculty Senate Budget Committee (Tim Gavin) Graduate Student Senate (James Gordon) Health Sciences (Sylvia Brown) Information Technology and Computer Services (Joe Norris) Office of Enrollment Management (Judi Bailey) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Jack Tawney) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Bradley Congleton) Transit (Wood Davidson)
28	Present Decision to the Chancellor	16-Oct-09	Administration and Finance (Kevin Seitz)
29	Prepare documents for dispersal to Board of Trustees	1-Nov-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
30	Presentation to Executive Committee, Board of Trustees	19-Nov-09	Administration and Finance (Kevin Seitz)
31	Presentation to Board of Trustees	20-Nov-09	Administration and Finance (Kevin Seitz)
32	Recommendation letter(s) from SGA and GSS sent to Chancellor	15-Dec-09	Student Government Association (Bradley Congleton) Graduate Student Senate (Jame Gordon)
33	Prepare Final Tuition/Fees Worksheet and Documents	15-Dec-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
34	Prepare documents for UNC-General Administration	15-Dec-09	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
35	2010-2011 Tuition and Fee Requests sent to the UNC-GA	20-Dec-09	Administration and Finance (Kevin Seitz)
36		Jan-10 thru Feb-10	UNC-General Administration reviews the 2010-2011 tuition and fee requests and recommendations are prepared for submission to the UNC-Board of Governors during the February 2010 meeting
37		9-Jan	2010-2011 Tuition and Fees Policy discussed by the UNC-Board of Governors
38		21-Jan-10	Tuition and Fees summary information submitted to the UNC-Board of Governors President of UNC-General Administration makes recommendations on increase rates
39		15-Feb-10	UNC- Board of Governors reviews and considers tuition and fee rate increases for the 2010-2011 academic year
40		15-Feb-10	ECU is notified by UNC-GA (Rob Nelson) of decision by UNC-Board of Governors

