

SCHEDULE: Campus Initiated Tuition and Fee Increases (2011-12)

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-10	Academic and Student Affairs (Stephanie Coleman) Administration and Finance (Ron Newton/Anne Jenkins/Stephanie Coleman/Sherilyn Johnson/Nancy Phelps)
2	Appoint <u>Campus Tuition and Fees Committee (CT&FC)</u> ; VC of Administration and Finance serves as Committee Chair	29-Mar-10	Academic and Student Affairs (Marilyn Sheerer & Virginia Hardy) Administration and Finance (Kevin Seitz)
3	Chancellor presents charge to Vice Chancellors of the Division of Academic and Student Affairs, the Division of Administration and Finance, the Division of Research and Graduate Studies, and the Division of Health Sciences	6-Apr-10	Academic and Student Affairs (Marilyn Sheerer) Administration and Finance (Kevin Seitz) Research and Graduate Studies (Deirdre Mageean) Health Sciences (Phyllis Horns)
4	Executive Council addresses Chancellor's charge; finalizes composition of CT&FC	30-Mar-10	Athletics (Terry Holland) Academic and Student Affairs (Marilyn Sheerer, Virginia Hardy) 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	10-Apr-10	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	15-Apr-10	Office of the Chancellor (Steve Ballard) Administration and Finance (Kevin Seitz) Board of Trustees (To be named) Student Government Association (President, to be named)

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7	CT&FC convenes meeting; address Chancellor's charge; discusses guidelines, schedule of events, background information, other.	21-Apr-10	Academic and Student Affairs (Dean Smith/Nancy Mize/Stephanie Coleman/Virginia Hardy) Admin. & Fin. (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Nick Floyd) Board of Trustees (To be Named) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Marianna Walker, Tim Gavin) Graduate School (Paul Gemperline, Robin Armstrong) Graduate/Professional Student Senate (Rich Curran) Graduate School Administrative Board/Graduate Assembly (Representative, To Be Named) Health Sciences (Sylvia Brown) Information Technology and Computing Services (Wendy Creasey, Phil Hulsey) Office of Enrollment Management (John Fletcher) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Debi Garfi) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Pres., Vice Pres., Sec. , Treas.) Student Transit Authority (Wood Davidson)
8	CT&FC establishes a Tuition Subcommittee and a Fees Subcommittee; appoints Subcommittee chairs	21-Apr-10	CT&FC Chair (Kevin Seitz)
9	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-10	Academic and Student Affairs (Dean Smith/Nancy Mize/Stephanie Coleman/Virginia Hardy) Admin. & Fin. (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Nick Floyd) Board of Trustees (To be Named) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Marianna Walker, Tim Gavin) Graduate School (Paul Gemperline, Robin Armstrong) Graduate/Professional Student Senate (Rich Curran) Graduate School Administrative Board/Graduate Assembly (Representative, To Be Named) Health Sciences (Sylvia Brown) Information Technology and Computing Services (Wendy Creasey, Phil Hulsey) Office of Enrollment Management (John Fletcher) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Debi Garfi) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Pres., Vice Pres., Sec. , Treas.) Student Transit Authority (Wood Davidson)

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10	Meet with Student Government Association (SGA) and Graduate/Professional Student Senate (G/PSS) Leadership to review schedule and discuss student participation	1-Jul-10	Academic and Student Affairs(Dean Smith, Stephanie Coleman/Nancy Mize/Virginia Hardy) Administration and Finance (Ron Newton/Anne Jenkins) CT&FC Chair (Kevin Seitz)
11	CITI & FC meets; discusses Subcommittee reports; is provided update on status of requests and how funds were spent in prior year.	15-Jul-10	Academic and Student Affairs (Dean Smith/Nancy Mize/Stephanie Coleman/Virginia Hardy) Admin. & Fin. (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Nick Floyd) Board of Trustees (To be Named) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Marianna Walker, Tim Gavin) Graduate School (Paul Gemperline, Robin Armstrong) Graduate/Professional Student Senate (Rich Curran) Graduate School Administrative Board/Graduate Assembly (Representative, To Be Named) Health Sciences (Sylvia Brown) Information Technology and Computing Services (Wendy Creasey, Phil Hulsey) Office of Enrollment Management (John Fletcher) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Debi Garfi) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Pres., Vice Pres., Sec. , Treas.) Student Transit Authority (Wood Davidson)
12	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.	22-Jul-10	Administration and Finance (Kevin Seitz) Student Government Association (President, to be named)

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13	CT&FC convenes meeting ; finalizes need requests and recommendations	31-Jul-10	Academic and Student Affairs (Dean Smith/Nancy Mize/Stephanie Coleman/Virginia Hardy) Admin. & Fin. (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Nick Floyd) Board of Trustees (To be Named) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Marianna Walker, Tim Gavin) Graduate School (Paul Gemperline, Robin Armstrong) Graduate/Professional Student Senate (Rich Curran) Graduate School Administrative Board/Graduate Assembly (Representative, To Be Named) Health Sciences (Sylvia Brown) Information Technology and Computing Services (Wendy Creasey, Phil Hulsey) Office of Enrollment Management (John Fletcher) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Debi Garfi) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Pres., Vice Pres., Sec. , Treas.) Student Transit Authority (Wood Davidson)
14	Meet with Executive Council on need requests and recommendations provided by CT&FC	16-Aug-10	Academic and Student Affairs (Marilyn Sheerer/Virginia Hardy) Administration and Finance (Kevin Seitz) Athletics (Terry Holland) Health Sciences (Phyllis Horns) Research and Graduate Studies (Deirdre Mageean)
15	Inform CT&FC of decisions and recommendations made by the Executive Council	16-Aug-10	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)

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16	Tuition Subcommittee and Fees Subcommittee provide report and recommendations to CT&FC; update CT&FC on status of tuition/fee requests	20-Aug-10	Academic and Student Affairs (Dean Smith/Nancy Mize/Stephanie Coleman/Virginia Hardy) Admin. & Fin. (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Nick Floyd) Board of Trustees (To be Named) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Marianna Walker, Tim Gavin) Graduate School (Paul Gemperline, Robin Armstrong) Graduate/Professional Student Senate (Rich Curran) Graduate School Administrative Board/Graduate Assembly (Representative, To Be Named) Health Sciences (Sylvia Brown) Information Technology and Computing Services (Wendy Creasey, Phil Hulsey) Office of Enrollment Management (John Fletcher) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Debi Garfi) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Pres., Vice Pres., Sec. , Treas.) Student Transit Authority (Wood Davidson)
17	Meet with SGA and G/PSS to formulate procedure for designating student assignments to respective areas and providing a mechanism for presentation and discussion to their peers	31-Aug-10	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman) CITI & FC, Chair Graduate/Professional Student Senate (Rich Curran/Officers) Student Government Association (President, to be named/Officers)
18	Conduct Open Campus Forum	10-Sep-10	Academic and Student Affairs (Dean Smith/Nancy Mize/Stephanie Coleman/Virginia Hardy) Admin. & Fin. (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Nick Floyd) Board of Trustees (To be Named) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Marianna Walker, Tim Gavin) Graduate School (Paul Gemperline, Robin Armstrong) Graduate/Professional Student Senate (Rich Curran) Graduate School Administrative Board/Graduate Assembly (Representative, To Be Named) Health Sciences (Sylvia Brown) Information Technology and Computing Services (Wendy Creasey, Phil Hulsey) Office of Enrollment Management (John Fletcher) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Debi Garfi) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Pres., Vice Pres., Sec. , Treas.) Student Transit Authority (Wood Davidson)

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19	Review Summary Tuition/Fees Schedules with Executive Council	17-Sep-10	Academic and Student Affairs (Marilyn Sheerer/Virginia Hardy) Administration and Finance (Kevin Seitz) Athletics (Terry Holland) Health Sciences (Phyllis Horns) Research and Graduate Studies (Deirdre Mageean)
20	Inform CT&FC of decisions and recommendations made by the Executive Council	17-Sep-10	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
21	Send Summary Tuition/Fees Schedules to SGA and G/PSS for distribution	17-Sep-10	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
22	Prepare documents for dispersal to Board of Trustees	1-Oct-10	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
23	Receive Tuition/Fees guidelines from UNC-General Administration	15-Oct-10	UNC-General Administration (Ernie Mumphrey)
24	Presentations to SGA and G/PSS	25-Oct-10	Administration and Finance (Ron Newton/Stephanie Coleman) Graduate/Professional Student Senate (President, To Be Named/Officers) Student Government Association (President, To Be Named/Officers) Unit Representatives recommending fee increases
25	CT&FC meets with Administration and Finance to address modifications	1-Nov-10	Academic and Student Affairs (Dean Smith/Nancy Mize/Stephanie Coleman/Virginia Hardy) Admin. & Fin. (Kevin Seitz/Ron Newton/Stephanie Coleman/Anne Jenkins/Nancy Phelps) Athletics (Nick Floyd) Board of Trustees (To be Named) Brody School of Medicine (Gary Vanderpool/Paula Daughtry) College of Business (Rick Niswander) Faculty Senate (Marianna Walker, Tim Gavin) Graduate School (Paul Gemperline, Robin Armstrong) Graduate/Professional Student Senate (Rich Curran) Graduate School Administrative Board/Graduate Assembly (Representative, To Be Named) Health Sciences (Sylvia Brown) Information Technology and Computing Services (Wendy Creasey, Phil Hulsey) Office of Enrollment Management (John Fletcher) Office of the Provost (Austin Bunch) Office of Student Financial Aid (Julie Poorman) Parking and Transportation (Debi Garfi) Research and Graduate Studies (Al Shreier/Paul Gemperline) Student Health (Jolene Jernigan) Student Government Association (Pres., Vice Pres., Sec. , Treas.) Student Transit Authority (Wood Davidson)
26	Presentation to Executive Committee, Board of Trustees	18-Nov-10	Administration and Finance (Kevin Seitz)
27	Presentation to Board of Trustees	19-Nov-10	Administration and Finance (Kevin Seitz)
28	Recommendation letter(s) from SGA and G/PSS sent to Chancellor	15-Dec-10	Student Government Association (President, To Be Named) Graduate/Professional Student Senate (Rich Curran)
29	Prepare Final Tuition/Fees Worksheet and Documents	15-Dec-10	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)

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30	Prepare documents for UNC-General Administration	15-Dec-10	Administration and Finance (Kevin Seitz/Ron Newton/Stephanie Coleman)
31	2010-2011 Tuition and Fee Requests sent to the UNC-GA	20-Dec-10	Administration and Finance (Kevin Seitz)
32		Jan-10 thru Feb 11	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 2011 meeting
33		9-Jan-11	2011-2012 Tuition and Fees Policy discussed by the UNC-Board of Governors
34		21-Jan-11	Tuition and Fees summary information submitted to the UNC-Board of Governors President of UNC-General Administration makes recommendations on increase rates
35		15-Feb-11	UNC- Board of Governors reviews and considers tuition and fee rate increases for the 2011-2012 academic year
36		15-Feb-11	ECU is notified by UNC-GA (Ernie Mumphrey) of decision by UNC-Board of Governors