



Northern Kentucky University
Board of Regents Materials

May 8, 2019

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AGENDA
Northern Kentucky University

Regents Dinner
Tuesday, May 7, 2019 – 6:00 p.m.

6:00 p.m.

- Regents Dinner at President's Home (Wilder, KY)
-

Joint Finance and Policy Meeting
NKU, Student Union, 104 – Wednesday, May 8, 2019 – 9:00 a.m.

9:00 a.m.

A. Joint Finance and Policy Committee:

1. Athletics (Bothof, McIver, Kirch, Keys)
2. Innovation and Entrepreneurship (Ott Rowlands, Kleymeyer, Hardcastle)
3. Celebration of Student Research and Creativity (Ott Rowlands, Hart, O'Callaghan, Boytim, Chitwood, Coates)

Student Award Lunch
NKU, Student Union Ballroom – Wednesday, May 8, 2019 – 11:30 a.m.

11:30 a.m.

Board of Regents Meeting
NKU, Student Union 104 – Wednesday, May 8, 2019 – 1:00 p.m.

1:00 p.m.

- Call to Order
- Roll Call
- Approval of March 20, 2019, Board Minutes
- Approval of April 8, 2019, Board Minutes
- Presidential Comments
- Joint Finance and Policy Committee Summary, Secretary of the Board of Regents
- Audit Committee Report, Secretary of the Board of Regents

1:20 p.m.

B. Presidential Reports:

1. Facilities Management Report (Hales/Southwood)
2. Research/Grants/Contracts Report (February 1, 2019 – March 31, 2019) (Ott Rowlands)
3. Fundraising Report (July 1, 2018 – March 31, 2019) (Gentry)
4. Quarterly Financial Report (Hales/Southwood)
5. Policies Report (Gates, Ott Rowland)

1:40 p.m.

C. Presidential Recommendations:

1. *Academic Affairs Personnel Actions
2. *Non-Academic Personnel Actions
3. *Major Gifts Acceptance
4. *Naming Recommendations
5. *Capital Plan 2020-2026
6. *FY 2019-2020 Tuition Rate
7. College of Education and Human Services Reorganization
8. College of Health Professions Reorganization
9. *Faculty Emeritus Status (Kinne)
10. *New Bachelor's Degree in Japanese
11. *Faculty Handbook Amendment (Appointment of Administrators with Faculty Rank)
12. *Faculty Handbook Amendment (Evaluation of Faculty Development Award Applications)
13. *Faculty Handbook Amendment (Nepotism)
14. *Policy Recommendation

2:00 p.m.

D. Executive Session

*Consent Agenda Items - (Items placed on the consent agenda are passed in one motion without discussion. Any Regent may request that an item be removed from the consent agenda for a separate motion by calling Wendy Peek in the Office of the President, 572-5172, by 2 p.m., Monday, May 6, 2019).

Board of Regents Meeting
Northern Kentucky University, Student Union, Room 104
March 20, 2019

Regent W. Lee Scheben, Chair, called the regular meeting of the Board of Regents to order at 1:00 pm, Wednesday, March 20, 2019.

Roll Call: Michael Baranowski, David Bauer, Richard Boehne, Normand Desmarais, Hannah Edelen, Ashley Himes, Terry Mann, Dennis Repenning, W. Lee Scheben, Gregory Shumate, Andr Ward.

Other Attendees: Ashish Vaidya, Wendy Peek, Tammy Knochelmann, Ben Jager, Joan Gates, Eric Gentry, Sue Ott Rowlands, Daniel Nadler, Kathleen Roberts, Kim Scranage, Mike Hales, Lori Southwood, Valerie Hardcastle, Diana McGill, Johnna Kleymeyer, Kevin Kirby, Dale Stephenson, Alar Lipping, Robert Zai, James Buss, Chris Bowling, Tracy Insko, Travis Gibbons, Jason Houston, Katelyn Clough, Allen Cole, Ande Durojaiye, Melissa Gorbandt, Sara Kelley, Larry Meyer, Russ Kerdolff, Mary Paula Schuh, Leah Stewart, Syed Zaidi, Jason Vest, Janel Bloch, Chad Ogle, Christian Gamm, Matthew Zacate, Anna Wright, Ryan Padgett, Donna Smith, Josh Goad, David Berland, Atley Smedley, Sharmanthie Fernando, Andy Meeks.

Regent David Bauer seconded Regent Gregory Shumate’s motion to approve the minutes of the January 16, 2019 Board of Regents meeting. **(Motion carried)**

Presidential Comments:

MLK Day of Service

On Martin Luther King Jr Day, I was proud to join nearly 800 Norse students, faculty and staff as we spent the day volunteering in the community at 28 different sites. It was exciting to see so many people helping to make our community a better place. I hope this can become a yearly tradition for our campus. Thanks to the Office of Student Engagement for coordinating this event.

Homecoming Recap

Last month we celebrated homecoming by recognizing some of our most outstanding alumni at the awards ceremony that weekend.

Tom Munninghoff, a 1976 Chase grad, was given the Outstanding Alumnus Award. The Distinguished Service Award went to two very deserving individuals – Diane Sticklen-Jordan, a two-time NKU alum, and former NKU Foundation President Barry Kienzle. The Outstanding Young Alumnus Award was given to 2014 grad Brad Jolly. And last but not least, former staff regent Arnie Slaughter was honored with the Faculty/Staff Strongest Influence Award. For anyone who knows Arnie, it would be hard to find a staff member who is more dedicated to our students than he is.

We are fortunate to have so many dedicated and talented NKU alumni in our community. Congratulations to all the winners.

Career Expo

On February 27th, NKU's Career Services held their annual Career Expo in the Student Union. With a maximum of 139 employers in attendance recruiting and interviewing our students, we had 802 students and alumni participate in this important event. This was a record-breaking attendance, up 41% in student attendance from last year and up 23% from our previous record in 2014. This is exciting news, particularly as we look at ways in our new strategic framework to expand the career preparedness of our students and embed career readiness throughout the lifecycle of the student. I want to thank Career Services for their leadership of this event, and to all those who partnered with Career Services in supporting our students.

Cyber Defense Team

NKU's Cyber Defense Team placed first in the 5-state combined Collegiate Cyber Defense Competition in February. Teams were from KY, OH, IN, MO and WI. This means we beat Purdue as well as our archrival the University of Louisville. This round was done online, and the NKU team competed from the donor-funded JRG Cyber Threat Intelligence Lab in Griffin Hall. The team headed to Chicago the weekend of March 15-17 to compete in the Midwest Regionals for the seventh time in ten years and placed third overall. Two Electronic Media and Broadcasting students traveled with the team to do a "reality TV" style mini-documentary on the experience.

Physical Disability Campus Ranking

We were recently named as a top 10 campus for supporting students with physical disabilities by College Magazine for our accessible residence halls, classrooms, and transportation options as well as general campus advocacy related to disability awareness and inclusion. Congratulations to Director Cindy Knox and her staff in the Office of Disability Programs and Services for providing excellent support to our students.

Military Friendly Campus Ranking

We were also recognized as a military-friendly campus by Victory Media which is the premier publication for service members transitioning back into civilian life. This is our 9th straight year on this list. Congratulations to the staff in the Veteran's Resource Station for the outstanding service they provide to our military families.

FUEL NKU Opening

Back in February I was honored to join Kroger CFO Mike Schlotman as we opened the new FUEL NKU food pantry. Through a generous partnership with Kroger, we were able to greatly expand the physical space, food offerings, and hours to help support the needs of our students. This will go a long way toward helping the growing number of students who face food insecurity.

Reappointment, Promotion, and Tenure

In just a few moments, I will ask the board to approve my recommendations regarding the reappointment, promotion and tenure of several faculty members. I'd like to especially recognize those faculty who I am recommending for tenure and promotion. This is a significant accomplishment and milestone in a faculty member's career and deserves special recognition.

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Individual Recognition

I would like to recognize Lori Wright, director of TRiO Student Support Services and graduate student in our Ed.D. program, who together with a group of women from NKU, Cincinnati State, and Mt. St. Joseph, are writing a collaborative, co-authored dissertation on feminist leadership in the academy. They also received permission to write a graduate textbook as an extension of their doctoral dissertation. We are very proud of the work of our staff and graduate students and look forward to the publication.

Dr. Holly Riffe of the department of Counseling, Social Work and Leadership in the College of Education and Human Services has been recognized as Outstanding Educator for 2019 in *Cincy Magazine*. Congratulations to Holly on this tremendous honor.

Dr. Steve Crites of the department of Teacher Education of COEHS received a continuation of the Kentucky Traineeship in Special Education grant of \$777,000,000 for the 2019-2020 school year. This grant is funded by the Kentucky Department of Education with federal money from the Individuals with Disabilities Education Act to provide tuition funding for graduate students seeking certification in special education.

Lastly, I am proud to announce that our Student Regent Hannah Edelen was recently awarded the prestigious Henry Clay Internship in Public Policy through the Kentucky Society for Washington. Hannah will intern with the Kentucky congressional delegation this summer in Washington, D.C. Congratulations Hannah.

Pension Update

The legislature adjourned on March 14 not to return until March 28, where they will have one day to override any gubernatorial vetoes and act on legislation. Any bills passed on March 28 will be subject to gubernatorial vetoes without ability to override.

There are two bills relating to NKU pension reform:

SB41

An amendment was filed to SB41 last Thursday to freeze KERS contribution rates on all quasi agencies, including universities, for one more year. While we appreciate a one-year freeze, this is not a long-term solution. Earlier this week, Senate leadership stated they did not see this bill passing either, and we echoed our continued support for HB358.

HB358

House Bill 358 reflects the consensus proposal recommended by all of the affected universities. Working together since late summer, we developed this plan as a solution to our pension challenge. Representative James Tipton, Chair of the House Budget Review Subcommittee on Postsecondary Education, worked with us to develop this proposal and carried it through its passage of the House.

After passing the House, the bill was sent to the Senate and amended by Sen. Chris McDaniel through a Senate Committee Substitute (SCS), with language that was less favorable for NKU.

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The amended language does not allow for a “level-dollar” approach to paying off our unfunded liability which would reduce NKU’s contribution amount since we are over-paying the system currently using the % of payroll calculation.

The committee substitute also added all quasi-governmental agencies to our bill rather than it being a standalone higher education bill. The quasi-agencies received different options in the bill than us, specifically that existing employees at these quasi-agencies would not have the option to stay in KERS or opt to a defined contribution plan. This became an issue for non-university quasi-agencies with employees close to retirement milestones that prefer the option to stay.

The Senate passed this version of HB358 and sent it back to the House for their concurrence. The House did not concur and sent the bill back to the Senate for them to recede on the SCS.

The General Assembly adjourned last Thursday without taking further action.

It’s our understanding House and Senate members will attempt to meet during the recess to develop a solution. We will continue to work with members of both chambers to aid finding a solution.

Athletics Highlights

Alec Sandusky won the 5,000m event at the Horizon League Indoor Track & Field Championship, earning First Team all-Horizon League honors. Sandusky followed 24-hours later with a third-place finish in the 3,000m. On the women’s side, BriAuna Keys finished second, earning a silver medal, in the women’s 400m.

The men’s basketball continued its unprecedented success in the DI era, winning the Horizon League Tournament Championship and sharing the regular-season title this year. In just three years with active Division I status, we have claimed two Horizon League regular-season titles (2018, 2019), two league tournament titles (2017, 2019) and has played in two NCAA Tournaments (2017, 2019) as well as the NIT (2018).

Our players have also racked up several individual honors this year. The accolades include Jalen Tate making his second straight Horizon League All-Defensive team.

And what can you say about Drew McDonald that hasn’t already been said? Drew broke the school record for most free throws made in a career and became NKU’s all-time leading scorer with 2,011 points on his way to being named as the Horizon League Player of the Year.

Our players also shine in the classroom. Both Drew and Dantez Walton made the Horizon League All-Academic Team as well.

Now I come from a hockey school, so I’m still learning what it means to be a college basketball fan in Kentucky, but I don’t think I could have asked for a better first year as president than this one. I think my voice is still hoarse from that buzzer beater shot against Oakland.

The team will play in the first round of the NCAA Tournament on Friday at 1:30pm against Texas Tech in Tulsa. It will certainly be an exciting day for our campus and community.

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Upcoming Events

Celebration

NKU's Celebration of Student Research and Creativity will take place on April 9th in the Student Union. This will be a day of posters, presentations and performances given by students from across the university. We encourage everyone to come and see the amazing level of scholarly and creative work being done by our students.

Inauguration Week

Next week begins my inauguration week. The goal is to use this week as an opportunity to celebrate NKU and how we contribute to student success and regional progress. Every day has a theme: Tuesday is community appreciation day, Wednesday features events related to current and future student appreciation, and Thursday is a celebration of our staff and faculty.

There are a few events I'd like to call out:

On Tuesday at 8:30am we will be cutting the ribbon on the Rockwell Automation and CBT Company Mechatronics Lab in the Business Academic Center Room 111.

Also on Tuesday at 10am will be a dialogue on regionalism that will feature our three country judges executive and will be moderated by Johnna Kleymeyer, interim dean of the Haile/US Bank College of Business

Tuesday and Wednesday are Making Teaching Public Days where we will open up a few of our classes to the community to witness the excellence faculty we have on our campus.

On Wednesday at 10am, we will be hosting a Diversity and IT Leadership Panel which will feature some of the most prominent IT leaders in the community and will be hosted by Maureen Doyle, chair of Computer Science in the College of Informatics.

Friday is investiture day and I hope all of you can make it to the ceremony at 2pm in BB&T. A reception will follow.

This is an exciting week for me personally but also for the campus to celebrate its successes as we collectively look toward the future.

For a detailed list of all the events next week, please visit the inauguration website.

Chair Scheben and members of the Board that concludes my remarks for today's meeting.

B. Presidential Reports:

1. Facilities Management Report (Co-Interim Chief Administration Officers Mike Hales and Lori Southwood).

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- a. Energy Savings Performance Contract
- b. Herrmann Science Center Roof Restoration
- c. Elevator Improvements (Lucas Administrative Center)
- d. Switchgear Replacement (MEP – Exterior Unit)
- e. Kenton Garage Restoration
- f. Commonwealth Hall Renovation
- g. New Residence Hall
- h. US 27 Development
- i. UK College of Medicine – Northern Kentucky Campus

2. Research, Grants, and Contracts Report (December 1, 2018 through January 31, 2019)
(Provost and Executive Vice President Sue Ott Rowlands).

During the December 31, 2018 through January 31, 2019 time period 6 grants were awarded. The total amount of money awarded was \$402,904. For the fiscal year 2018 – 2019 the cumulative total number of grants awarded is 47 totaling \$4,162,093.

3. Fundraising Report (July 1, 2018 through January 31, 2019) (Vice President Eric Gentry).

The Fundraising Report summarized fundraising resources committed from July 1, 2018 through January 31, 2019 totaling \$4,121,025 in support of the university.

4. Quarterly Financial Report (July 1, 2018 through December 31, 2018) (Co-Interim Chief Administration Officers Mike Hales and Lori Southwood).

The Report was reviewed by the Board of Regents Audit Committee in accordance with Article III (D) (2) of the Board of Regents Bylaws.

5. Policies Report (Provost and Executive Vice President Sue Ott Rowlands and Vice President for Legal Affairs/General Counsel Joan Gates).

The Policies Report summarized all policies that were approved at the executive-level after proceeding through the campus vetting process. The President and other university administrators determined that approval of these policies by the Board of Regents was not needed per the criteria established in Presidential Recommendation C-7 of the January 2015 regular meeting.

C. Presidential Recommendations:

Consent Agenda Items: A motion was made by Regent Andr  Ward and seconded by Regent Gregory Shumate to approve the Presidential Recommendations as listed; C-1 through C-15.
(Motion carried)

1. Academic Affairs Personnel Actions:

a. Administrative Appointments:

Ms. Johnna Reeder Kleymeyer, interim dean, Haile/US Bank College of Business, effective January 7, 2019.

b. Faculty Appointments:

Dr. Terrance Anderson, clinical assistant professor and director of Occupational Therapy, College of Health Professions, effective December 17, 2018; **Dr. Jay-Anthony Avenido**, lecturer in the Department of Biological Sciences, College of Arts and Sciences, effective August 12, 2019; **Ms. Kinsey Bryant-Lees**, assistant professor in the Department of Psychological Science, College of Arts and Sciences, effective August 12, 2019; **Ms. Whittney Darnell**, assistant professor in the Department of Communication, College of Informatics, effective August 12, 2019; **Ms. Rhonda Davis**, lecturer of Integrative Studies, College of Arts and Sciences, effective January 14, 2019; **Mr. Haoquiang (Kevin) Jiang**, assistant professor in the Department of Business Informatics, College of Informatics, effective August 12, 2019; **Ms. Erin Kelley**, lecturer in the Department of Nursing, College of Health Professions, effective January 7, 2019; **Dr. Kathy Noyes**, assistant professor in the Department of Nursing, College of Health Professions, effective January 7, 2019; **Ms. Allison Parker**, assistant professor in Environmental Science, Department of Biological Sciences, College of Arts and Sciences, effective August 12, 2019; **Dr. Mary Schilling**, lecturer in the Department of Biological Sciences, College of Arts and Sciences, effective August 12, 2019; **Dr. Karen Vietz**, clinical associate professor in the Department of Nursing, College of Health Professions, effective January 7, 2019; **Mr. Cameron Williams**, assistant professor in the Department of Sociology, Anthropology and Philosophy, College of Arts and Sciences, effective August 12, 2019.

c. Retirement:

Ms. Debby Dempsey, lecturer in the Department of Biological Sciences, College of Arts and Sciences, effective July 31, 2019; **Mr. David Manning**, lecturer in the Department of Business Informatics, College of Informatics, effective August 11, 2019.

d. Phased Retirement:

Mr. Perry Bratcher, professor in the W. Frank Steely Library, beginning July 1, 2019 and terminating June 30, 2021; **Mr. Terry Powell**, associate professor of Theatre and Dance in the School of the Arts, College of Arts of Sciences, beginning August 15, 2019 and terminating May, 2021.

e. Temporary Faculty Appointments:

Mr. Dan Hunter, Department of Physics, Geology and Engineering Technology, effective partial Academic Year; **Mr. Matt Overwine**, Department of Visual Arts, effective partial Academic Year.

2. Academic Affairs Reappointment, Promotion, and Tenure:

The Board of Regents approved recommendations on reappointment, promotion and tenure.

3. Non-Academic Personnel Actions:

The following categories of non-academic personnel actions which occurred between December 4, 2018 and February 18, 2019 received approval by the Board of Regents: Activations/Rehires; Reassignments, Reclassifications, Title/Status Changes, Promotions; Transfers; Contract/Temporary/Student to Regular & Regular to Contract; Departures; Retirements; Administrative/Executive.

4. Major Gifts Acceptance:

The Board of Regents accepted contributions totaling \$1,211,897.19 received by the NKU Foundation Inc. for the benefit of Northern Kentucky University during the period December 1, 2018 through January 31, 2019.

5. Naming Recommendation:

The Board of Regents approved the following naming action:

1. The naming of a lab to enable our students and faculty to design, program, and operate manufacturing systems. "The Rockwell Automation & CBT Company Mechatronics Lab".

6. Honorary Degree - Colvin:

The Board of Regents approved that Mr. Garren Colvin receive an Honorary Doctor of Business Degree.

7. Posthumous Degree - Dichoso:

The Board of Regents approved that Christian Dichoso receive a posthumous Bachelor of Arts degree in Criminal Justice.

8. Posthumous Degree - Sershion:

The Board of Regents approved that Brandon Sershion receive a posthumous Bachelor of Science Degree in Computer Information Technology.

9. New Bachelor of Science Degree in Engineering Physics:

The Board of Regents approved a Bachelor of Science Degree in Engineering Physics.

10. New Master of Science Degree in Athletic Training:

The Board of Regents approved a Master of Science Degree in Athletic Training.

11. Proposed Debt Write-Off (Student Account Bad Debts):

The Board of Regents authorized the Chief Financial Officer to write off student account bad debts totaling \$456,078.57.

12. Organizational Chart Update:

The Board of Regents approved the organizational chart, which reflects all NKU Administrative updates through March 20, 2019.

13. FY 2019-2020 Dining, Parking, Housing and Other Fees:

The Board of Regents authorized the proposed dining, parking and housing fees and the Schedule of Fees and Service Charges for the 2019-2020 academic year.

14. FY 2019-2020 Tuition Rates:

The Board of Regents approved the tuition for the 2019-20 academic year at the rates proposed in the Authorized Schedule of Tuition. The President will submit tuition rates for the 2019-20 academic year to the Council on Postsecondary Education (CPE) for approval at the April 26, 2019 CPE meeting.

15. FY 2019-2020 Annual Operating Budget Resolution:

The Board of Regents approved the resolution establishing and approving the Fiscal Year 2019-20 Annual Unrestricted Operating Budget for Northern Kentucky University.

Board Recommendation D-1: A motion was made by Regent Terry Mann and seconded by Regent Gregory Shumate to approve the Board Recommendation D-1. **(Motion carried)**

D. Board Recommendation:

The Board of Regents authorized the Audit and Compliance Committee to enter into a contract with the audit firm of BKD, LLC for the annual audit of the University's financial records for the fiscal year ending June 30, 2019. The contract cost for the year ending June 30, 2019 will be approximately \$99,000. This contract will allow for three one-year renewable options with the concurrence of both parties.

E. Executive Session:

Regent Richard Boehne seconded Regent W. Lee Scheben's motion to enter into executive session pursuant to KRS 61.810(1) (b) and (c). **(Motion carried)**

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At 1:47 p.m., Regent Hannah Edelen seconded Regent Dennis Repenning's motion to adjourn.
(Motion carried)

Signature On File

Wendy J. Peek
Senior Administrative Assistant
Office of the President

Signature On File

Benjamin Jager
Executive Assistant to the President/
Secretary to the Board of Regents

I, Normand Desmarais, Secretary of the Board of Regents of Northern Kentucky University, certify that the foregoing is a true copy of the minutes of the regular meeting held on March 20, 2019, and that such matters are still in force and effect.

Signature On File

Normand Desmarais
Secretary of the Board of Regents

**Board of Regents Meeting
Northern Kentucky University, Student Union, Room 104
April 8, 2019**

Regent W. Lee Scheben, Chair, called the special meeting of the Board of Regents to order at 3:00 p.m., Monday, April 8, 2019.

Roll Call: Michael Baranowski, David Bauer, Richard Boehne, Normand Desmarais, Hannah Edelen, Ashley Himes, Terry Mann, Dennis Repenning, W. Lee Scheben, Gregory Shumate.
Absent: Andr  Ward.

Other Attendees: Ashish Vaidya, Wendy Peek, Joan Gates, Eric Gentry, Sue Ott Rowlands, Daniel Nadler, Kathleen Roberts, Kim Scranage, Lori Southwood, Valerie Hardcastle, Kevin Kirby, Alar Lipping, Robert Zai, Michael Whiteman, Chris Bowling, Tracy Insko, Travis Gibbons, Katie Clough, Adam Caswell, Melissa Gorbandt, Leah Stewart, Anna Wright, Ryan Padgett, Caroline Macke, Taylor Gagne, Sue Angel Murphy, Lisa Blank, Shawn Rainey, Peg Adams, Sam Rosenstiel, George Carpten, Lori Wright, Doug Hume, Kerri Beach, Bill Froude, Atley Smedley, Gannon Tagher.

B. Presidential Recommendation:

A motion was made by Regent Richard Boehne and seconded by Regent Normand Desmarais to approve the Strategic Framework. **(Motion carried)**

At 4:01 p.m., Regent Dennis Repenning seconded Regent Normand Desmarais's motion to adjourn. **(Motion carried)**

Signature On File

**Wendy J. Peek
Senior Administrative Assistant
Office of the President**

I, Normand Desmarais, Secretary of the Board of Regents of Northern Kentucky University, certify that the foregoing is a true copy of the minutes of the regular meeting held on April 8, 2019, and that such matters are still in force and effect.

Signature On File

**Normand Desmarais
Secretary of the Board of Regents**

FACILITIES MANAGEMENT REPORT

1. Energy Savings Performance Contract

In September 2016, an RFP was issued to select an ESCO (Energy Savings Contractor) to serve as a partner on a potential Energy Savings Performance Contract (ESPC). CMTA Energy Solutions was selected and completed a comprehensive technical energy audit in May 2017. The audit report identified potential energy conservation measures, or projects. Results of the audit and recommended ECMs (Energy Conservation Measures) were duly reviewed and CMTA obtained costs for the selected measures.

Contracts for this project were signed in late 2018. Bank of America has financed the ESPC and the avoided electric costs will fund the lease payments. Work has begun. Lighting in the main utility tunnel and in Landrum Annex (Central Receiving and Copy Center space) have been upgraded to LED. In Landrum, an obsolete standalone HVAC unit has been removed and new VAV boxes installed. Materials to begin ECMs are arriving daily. The ESPC is expected to be complete by the end of 2019.

Engineer: CMTA Energy Solutions

Estimated Scope: \$4,100,000

Fund Source: Guaranteed Energy Savings

Anticipated Completion: December 2019

2. Herrmann Science Center Roof Restoration

This project is complete and only warranty inspection and closeout documents remain to be accomplished. Warranty inspections have been scheduled for May 2019.

3. Elevator Improvements (Lucas Administrative Center)

The elevators in Lucas Administrative Center require control and mechanical modifications to ensure reliability and safe operation. The electrical and mechanical components are worn and misaligned, resulting in intermittent malfunctions and downtime. Both elevators are scheduled to be modernized and upgraded to improve safety and performance. Pedco E&A Services prepared the bid documents and ThyssenKrupp will perform the installation. Equipment orders have been placed but many components require up to four months of lead time due to custom manufacturing requirements. The plan is to begin on site work in May with project completion anticipated in 2020. One elevator will be out of service throughout this time period.

Engineer: Pedco E&A Services

Contractor: ThyssenKrupp

Scope: \$610,000

Fund Source: Deferred Maintenance Project Pool

Anticipated Completion: Spring 2020

4. Switchgear Replacement (Mathematics-Education-Psychology - Exterior Unit)

Switchgear equipment distributes a building's incoming electric power to its internal electrical systems. The electrical high voltage switchgear at the Mathematics-Education-Psychology Center has an internal and external component.

The unit inside the building is in good condition. The external unit was exposed to weather and had reached the end of its useful life. Failure would cause loss of power resulting in a building shutdown.

Bid documents were prepared by CMTA and DeBra Kuempel is the contractor. Exterior equipment was replaced during the 2018 winter term recess. Overall, the project is 95% complete. A faulty switch was identified during installation and is tentatively scheduled for replacement in May 2019.

Engineer: CMTA

Contractor: DeBra Kuempel

Scope: \$242,000

Fund Source: Deferred Maintenance Project Pool

Anticipated Completion: May 2019

5. Flooring/Public Furniture Replacement

Using funds set aside from the university's annual budget allocation for capital renewal and repairs, \$300,000 is available for furniture and flooring upgrades in public areas. Facilities staff completed a campus wide condition assessment of such areas in academic buildings, rating them for condition, appearance, and student engagement. After discussion of priorities with the Provost and Deans, various flooring and furniture replacements are planned for Landrum Hall, the Herrmann Science Center and the north lobby of the Business Academic Center. Work will be complete prior to the start of fall 2019 classes.

Scope: \$300,000

Fund Source: Deferred Maintenance Project Pool

Anticipated Completion: Fall 2019

6. Student Union Food Service / Pizza Renovation

The pizza area in the Student Union food court will be renovated for a Sbarro's operation. Renovation includes some new cabinetry, electrical changes, and food service equipment. The renovation will occur during the summer. Sbarro's will be fully operational for the start of the fall semester.

Architect: necto architecture

Engineer: KLH Engineers

Contractor: TBD

Scope: \$175,000

Student Union Food Service / Pizza Renovation – Continued

Fund Source: Auxiliary – Food Service Revenue

Anticipated Completion: July 2019

7. Kenton Garage Restoration

Kenton Garage, with 241,000 gross square feet and just under 700 parking spaces, was built in 2005. It is in need of restoration to assure its long term durability. Based on a professional condition assessment by THP Limited, Inc., a structural engineering firm, planned work includes concrete repairs to address minor slab deterioration; installation of a water repellent on supported slabs; painting of exposed decorative and structural steel components; replacement of slab and façade expansion and construction joint sealants; and, other miscellaneous concrete and masonry repairs.

Bids were opened April 10th and were significantly under budget. Construction will begin in mid-May with completion prior to the start of the fall 2019 semester. Kenton Garage will remain closed throughout the summer while restoration work is underway.

Engineers: THP Limited, Inc.

Contractor: TBD

Scope: \$1,010,000

Fund Source: NKU Bonds – Debt Service Paid with Parking Revenues

Anticipated Completion: Summer 2019

8. Commonwealth Hall Renovation

Commonwealth Hall is a traditional style residence hall with two residents per room and shared restrooms on each floor. Constructed in 1982, it has three wings radiating from an open, common lobby space and a total of 190 beds. The primary goal of this project is to install a new mechanical system in the building. The new system will provide humidity control in humid months and heating and/or cooling at the room occupant's discretion year round, significantly increasing occupant comfort and energy efficiency. This project also includes upgrades to Commonwealth Hall's interior finishes.

The project is currently under construction and will be complete in time for fall 2019 occupancy.

Architects: SHP Architects

Engineers: CMTA

Contractor: Century Construction

Scope: \$2.8M

Fund Source: NKU Bonds – debt service paid with housing revenues

Anticipated Completion: For Fall 2019 Occupancy

9. Soccer Stadium Turf Replacement

The artificial turf at the Soccer Stadium was at the end of its useful life and in need of replacement. A problem with subsurface drainage was corrected as part of the project. Due to a change in NCAA dimensions for competitive collegiate soccer fields, the new field surface is actually smaller than the previous surface. The project is nearly complete; a new straight track lane and sand pit will be added on the east side of the soccer field. Project completion is scheduled for May 2019.

Architect: MSA Architects

Contractor: The Motz Group

Scope: \$600,000

Fund Source: Net Position – Non-Recurring Investment

Anticipated Completion: May 2019



Site Photo – March 2019

10. New Residence Hall

A design team of Moody Nolan (MN) architects, a nationally recognized firm with offices in Covington, Kentucky and Columbus, Ohio and Lord Aeck Sargent (LAS) of Lexington, Kentucky and Atlanta, has begun work on the design of a new student residential facility. A significant part of LAS' higher education practice is the planning and design of student residential facilities. Messer Construction will serve as construction manager.

New Residence Hall - Continued

Programming and concept design of the building is complete. Site analysis resulted in a recommendation to build the new residence hall on a site centrally located in the Boothe Village. An “L” shape building is envisioned in the area between Norse Hall and Kentucky Hall, wrapping around Cumberland Hall to the north. Site improvements would include elimination of the Norse Commons circle drive and minor reworking of the fire lane that threads through the Boothe Village.

The building would include approximately 312 suite-style beds featuring two double-occupancy bedrooms sharing one private shower room, one private toilet room, and two sinks. As currently envisioned, the building would include ample communal gathering and study space to foster student engagement and is envisioned to become the new central focus of the Boothe Residential Village. It will be four levels in height from the primary entrance level, extending one additional level down in the west wing due to elevation changes. The scope of the project is still being refined.

Construction is anticipated to begin later this year. The project is scheduled for completion by July 2021.

Architect of Record: Moody/Nolan

Student Life/Interior Design Consultant: Lord Aeck Sargent

Engineers: CMTA, THP, The Kleingers Group, Geotechnology, Inc.

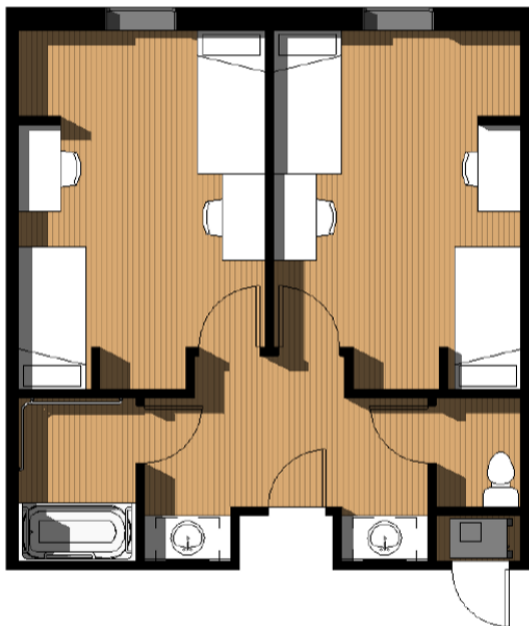
Landscape Architect: Vivian Llambi & Associates

Construction Manager: Messer Construction

Scope: TBD

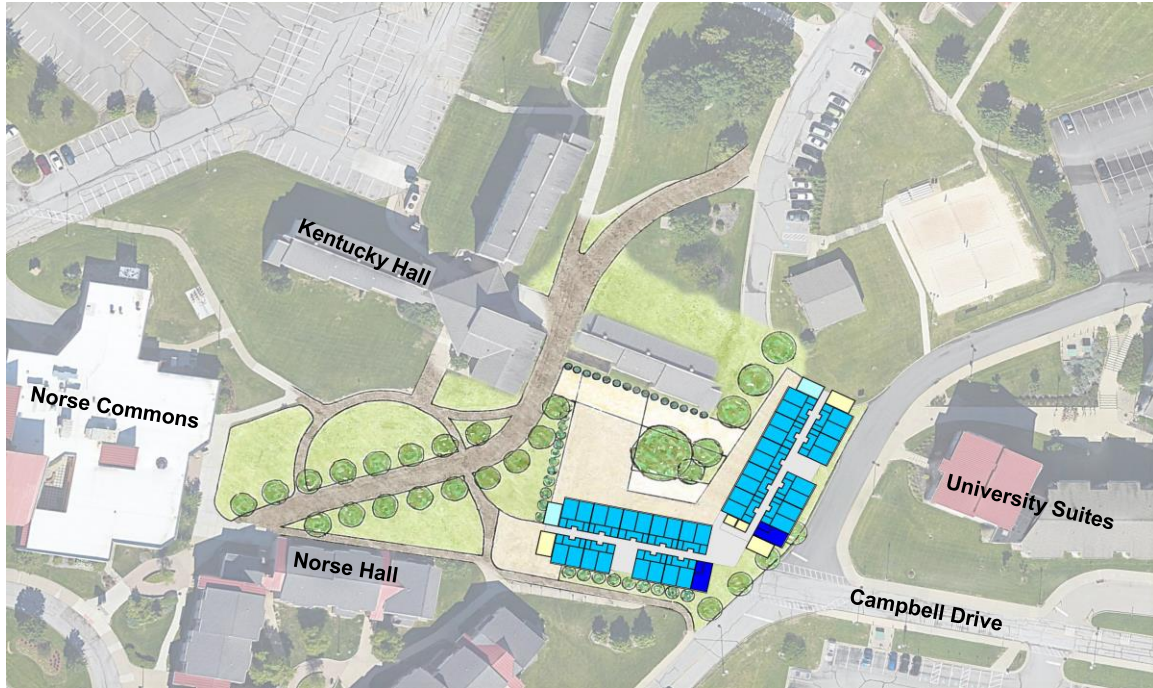
Fund Source: NKU Bonds – Supported by Housing Revenue

Anticipated Completion: Summer 2021



Proposed Suite Layout

New Residence Hall - Continued



January 11, 2019 Preliminary Concept Plan for New Residence Hall

11. US 27 Development

Fairmount Properties continues their due diligence and planning for the US 27 Development. The project will be a mixed-use development with a pedestrian-friendly, ground floor street presence. Phase One is a 65,000 square foot office building and associated parking garage on the north side of the Nunn Drive intersection for St. Elizabeth Healthcare and OrthoCincy. Phase Two, on the south side of Nunn Drive, will be a mixed-use development of 30-38,000 square feet of full-service and casual restaurant and retail tenants; a 110 room hotel; 75-150 market rate apartments; parking; and, potentially, office space. If offices space is included, fewer apartments would be built.

Retail uses will result in a safe, active pedestrian experience complete with al fresco dining on patios, sidewalk amenities, public art installations and an urban environment that embraces the notion of a unique street experience.

The State TIF (Tax Increment Financing) application has been submitted and has received preliminary approval. The actual State TIF award will be announced in June. State and local TIF funds are needed to help with the cost of structured parking and other infrastructure development. OKI has approved an \$861,704 STP/SNK Transit infrastructure support grant for the project. Funds were allocated through two federal programs, the Surface Transportation Block Grant program and the Transportation Alternatives program, and will be spent on road, transit and pathway improvements benefitting the project. Fairmount will match the grant funds with \$369,302 in project funds.

US 27 Development – Continued

Phase I Progress - North side of Nunn Drive:

- Danis Construction is the construction manager.
- Structural steel for the office building is nearly complete
- Construction of the garage is progressing.

Phase II Progress - South side of Nunn Drive:

- Fairmount continues to have discussions with potential hoteliers and retailers.
- Master Planning is underway to incorporate design for both sides of Nunn Drive, to ensure a look that is consistent with the objective of creating a new campus gateway.
- Ground Lease negotiations with Fairmount are ongoing.



Aerial of Phase I Site as of April 1, 2019

US 27 Development – Continued



St. Elizabeth Medical Office Building Rendering, View from US 27 and Nunn Drive

12. UK College of Medicine-Northern Kentucky Campus

Joint efforts to create the University of Kentucky College of Medicine-Northern Kentucky Campus are quickly becoming a reality. M1 and M2 students will have classes and labs at NKU beginning in August 2019 and the M3 and M4 students will be based at St. Elizabeth's campus in Edgewood, although these students will use the Albright Health Center space for study and meetings.

The UK College of Medicine facility at NKU is located on the third floor of the Albright Health Center in space previously occupied by the Department of Nursing. A space lease with UK has been executed. The space has been renovated to meet the needs and program requirements of the College of Medicine. Design and construction has been managed by NKU and funded by UK. The renovated space includes two large classrooms, a physical exam lab, a standardized patient suite, multiple small meeting rooms, a large student lounge, and office/support space.

Construction began in September 2018 and was granted substantial completion status on March 4, 2019. UK then began installation of their furniture, audio-visual equipment, signage, and lab equipment. The UK College of Medicine-Northern Kentucky Campus leadership and staff will occupy the space in early May 2019.

Architects: OMNI Architects

Engineers: CMTA

Contractor: Century Construction

Scope: \$1.99M

Fund Source: University of Kentucky

Anticipated Completion: Spring 2019

UK College of Medicine-Northern Kentucky Campus – Continued



Student Social Stairs Rendering, UK College of Medicine-Northern Kentucky Campus
NKU Albright Health Center, 3rd Floor



UK College of Medicine-Northern Kentucky Campus
NKU Albright Health Center, 3rd Floor Corridor Photo

OFFICE OF RESEARCH, GRANTS, AND CONTRACTS REPORT

The attached report lists the grants awarded, with the amount awarded for each grant, for NKU faculty and staff for February 1, 2019 through March 31, 2019, for Fiscal Year 2018-19:

- During the February 1, 2019 through March 31, 2019 time period **21** grants were awarded. The total amount of money awarded was **\$628,037**.
- For the fiscal year 2018 – 2019 the cumulative total number of grants awarded is **68** totaling **\$4,790,085**.

NKU Office of Research, Grants and Contracts
Grants Awarded Funding: February 01, 2019 - March 31, 2019
FY 2018-2019

| <u>Category</u> | <u>Type</u> | <u>College/Administrative Office</u> <u>Department</u> | <u>Project Title</u> | <u>Sponsor</u> | <u>Sponsor Total</u> |
|---------------------------------------|--------------|---|--|--|----------------------|
| <i>College of Arts & Sciences</i> | | | | | |
| Applied Research | Continuation | Biological Sciences | Enhancing the Activity of an Antimicrobial | REM Brands, Inc. | \$13,213 |
| Basic Research | New | Biological Sciences | Neuro-NORSE (Neuroscience Outreach Resources for Secondary Education) | Kentucky Academy of Science | \$2,500 |
| Basic Research | New | Biological Sciences | KBRIN Maternal helminths as a possible anti-inflammatory intervention in a model of neonatal infection - Year 1 | University of Louisville Research Foundation - FFT | \$53,000 |
| Basic Research | New | Biological Sciences | KBRIN Characterization of SAM gene mutation impacts on cellular processes and genome instability | University of Louisville Research Foundation - FFT | \$53,000 |
| Basic Research | New | Biological Sciences | Genetic Susceptibility to Traffic-Related Air Pollution | Society of Toxicology | \$1,507 |
| Applied Research | New | Biological Sciences | Strategic Depaving: Community Engagement with Green Infrastructure as a Mechanism to Promote Urban Water Resources | Confluence Water Research Consortium | \$10,000 |
| Basic Research | New | Chemistry | KBRIN Post-Doctoral Fellow Award - Year 2 | University of Louisville Research Foundation - FFT | \$33,125 |
| Basic Research | New | Chemistry | KBRIN Identification and optimization of small molecule inhibitors of mPGES-1 | University of Louisville Research Foundation - FFT | \$53,000 |

| <u>Category</u> | <u>Type</u> | <u>College/Administrative Office Department</u> | <u>Project Title</u> | <u>Sponsor</u> | <u>Sponsor Total</u> |
|---------------------------------|--------------|---|--|--|----------------------|
| Basic Research | New | Chemistry | KBRIN Characterization of the Isomerase and Lyase Mechanisms of MST Enzymes - Year 1 | University of Louisville Research Foundation - FFT | \$50,423 |
| Instruction | New | Kentucky Center for Mathematics | KCM Academic Standards INTERMEDIATE MIDDLE | Kentucky Department of Education | \$19,656 |
| Instruction | New | Kentucky Center for Mathematics | KCM Academic Standards MIDDLE HIGH SCHOOL | Kentucky Department of Education | \$19,656 |
| Instruction | New | Kentucky Center for Mathematics | KCM Academic Standards EARLY ELEMENTARY | Kentucky Department of Education | \$19,656 |
| Basic Research | Continuation | Physics, Geology and Engineering Technology | Milky Way Mapper 2019 | Astrophysical Research Consortium | \$7,000 |
| Instruction | New | Political Science, Crinimal Justice & Organization | NKU Creative Placemaking Activity in Newport, KY | Greater Cincinnati Foundation | \$2,000 |
| Basic Research | Continuation | Psychological Science | KBRIN Lead Faculty 2019 | University of Louisville Research Foundation - FFT | \$18,979 |
| Basic Research | New | Psychological Science | KBRIN Bridge Award 19-20 | University of Louisville Research Foundation - FFT | \$66,250 |
| Applied Research | New | Psychological Science | KBRIN Autonomic Nervous System Fuction and Craving in Adolescent Binge Drinkers - Year 2 | University of Louisville Research Foundation - FFT | \$52,561 |
| Basic Research | New | Psychological Science | KBRIN Lead Faculty Supplemental Funds (Equipment) 2019 | University of Louisville Research Foundation - FFT | \$42,611 |
| <i>Health Innovation Center</i> | | | | | |
| Public Service | New | Institute for Health Innovation | KY INNOVATION: Regional Innovation for Startups & Entrepreneurs (RISE) | Kentucky Cabinet for Economic Development | \$103,900 |

| <u>Category</u> | <u>Type</u> | <u>College/Administrative Office Department</u> | <u>Project Title</u> | <u>Sponsor</u> | <u>Sponsor Total</u> |
|-----------------|-------------|---|----------------------|----------------|----------------------|
|-----------------|-------------|---|----------------------|----------------|----------------------|

| <i>Vice Provost for Graduation Education, Research & Outreach</i> | | | | | |
|---|--------------|--|---|-------------------------------|----------------|
| Instruction | Continuation | Scripps Howard Center for Civic Engagement | Student Philanthropy Greater Cincinnati Foundation 2019 | Greater Cincinnati Foundation | \$2,000 |
| Instruction | New | Scripps Howard Center for Civic Engagement | Mayerson Student Philanthropy Project (Horizon Fund) 2019 | The Horizon Fund | \$4,000 |

| | | | |
|---|-----------|----------------------------|-------------------|
| Total Number of Awards 02/01/2019 - 03/31/2019 | 21 | Total Funds Awarded | \$ 628,037 |
|---|-----------|----------------------------|-------------------|

| | | | |
|--|------------------|---|---------------------------|
| <i>Total Number of Awards FY 2018-19</i> | <u><i>68</i></u> | <i>Total Funds Awarded FY 2018-19</i> | <u><i>\$4,790,085</i></u> |
|--|------------------|---|---------------------------|

FUNDRAISING REPORT

The following Fundraising Report **summarizes fundraising resources committed from July 1, 2018 through March 31, 2019 totaling \$6,754,681** in support of the university.

The report includes:

1. Resources in support of the colleges, Academic Affairs and University Designated programs, Steely Library, Norse Athletics, Institute for Health Innovation/Health Innovation Center, and Student Affairs.
2. Resources for Fiscal Year 2019.

| FY19 Fundraising Resources Through 3/31/2019 | |
|---|-------------------------------------|
| Designation | FY 2019 at 3/31/2019 |
| Academic Affairs/Univ. Designated | 873,700 |
| Athletics | 684,558 |
| Chase College of Law | 697,497 |
| College of Arts & Sciences | 3,493,124 |
| College of Education & Human Services | 168,088 |
| College of Health Profession | 48,651 |
| College of Informatics | 553,646 |
| Haile US Bank College of Business | 121,584 |
| Honors College | 13,365 |
| Institute for Health Innov./Health Innov Ctr. | 25,000 |
| Steely Library | 46,016 |
| Student Affairs | 29,453 |
| Total | 6,754,681 |

NORTHERN KENTUCKY UNIVERSITY

QUARTERLY FINANCIAL REPORT

FOR THE PERIOD JULY 1, 2018 THROUGH MARCH 31, 2019

Northern Kentucky University
Quarterly Financial Report

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Northern Kentucky University
A Component Unit of the Commonwealth of Kentucky
Statement of Net Position
As of March 31, 2019 and 2018
(in thousands)

| | <u>2019</u> | <u>2018</u> |
|---|-------------------|-------------------|
| ASSETS | | |
| Current Assets | | |
| Cash and cash equivalents | \$ 125,142 | \$ 118,288 |
| Notes, loans and accounts receivable, net | 9,872 | 10,100 |
| Other current assets | <u>1,524</u> | <u>1,927</u> |
| Total current assets | <u>136,538</u> | <u>130,315</u> |
| Noncurrent Assets | | |
| Cash and cash equivalents | 22,892 | 18,943 |
| Investments | 13,183 | 13,540 |
| Notes, loans and accounts receivable, net | 1,815 | 1,081 |
| Capital assets, net | 380,335 | 377,175 |
| Other noncurrent assets | <u>198</u> | <u>175</u> |
| Total noncurrent assets | <u>418,423</u> | <u>410,914</u> |
| Total assets | <u>554,961</u> | <u>541,229</u> |
| DEFERRED OUTFLOWS OF RESOURCES | | |
| Bond refunding loss | 3,002 | 3,369 |
| Pension and OPEB | <u>67,703</u> | <u>40,433</u> |
| Total deferred outflows of resources | <u>70,705</u> | <u>43,802</u> |
| LIABILITIES | | |
| Current Liabilities | | |
| Accounts payable and accrued liabilities | 13,624 | 14,436 |
| Unearned revenue | 983 | 1,251 |
| Long-term debt-current portion | 829 | 660 |
| Other long-term liabilities-current portion | <u>637</u> | <u>813</u> |
| Total current liabilities | <u>16,073</u> | <u>17,160</u> |
| Noncurrent Liabilities | | |
| Deposits | 11,998 | 12,043 |
| Long-term debt | 107,945 | 111,992 |
| Other long-term liabilities | 1,894 | 2,727 |
| Net pension and OPEB liability | <u>375,369</u> | <u>275,585</u> |
| Total noncurrent liabilities | <u>497,206</u> | <u>402,347</u> |
| Total liabilities | <u>513,279</u> | <u>419,507</u> |
| DEFERRED INFLOWS OF RESOURCES | | |
| Service agreements | 1,125 | 1,712 |
| Pension and OPEB | <u>10,539</u> | <u>4,483</u> |
| Total deferred inflows of resources | <u>11,664</u> | <u>6,195</u> |
| NET POSITION | | |
| Net investment in capital assets | 279,755 | 267,895 |
| Restricted | | |
| Nonexpendable | 7,616 | 7,616 |
| Expendable | 6,420 | 7,960 |
| Unrestricted | <u>(193,068)</u> | <u>(124,142)</u> |
| Total net position | <u>\$ 100,723</u> | <u>\$ 159,329</u> |

Northern Kentucky University
A Component Unit of the Commonwealth of Kentucky
Statement of Revenues, Expenses and Changes in Net Position
For the Quarter Ended March 31, 2019 and 2018
(in thousands)

| | <u>2019</u> | <u>2018</u> |
|---|-------------------|-------------------|
| OPERATING REVENUES | | |
| Student tuition and fees (net of scholarship allowances of \$45,524 in 2019 and \$43,577 in 2018) | \$ 103,623 | \$ 97,106 |
| Federal grants and contracts | 1,738 | 1,726 |
| State and local grants and contracts | 1,695 | 1,943 |
| Nongovernmental grants and contracts | 2,351 | 1,819 |
| Sales and services of educational departments | 2,882 | 3,288 |
| Auxiliary enterprises | | |
| Housing and food service (net of scholarship allowances of \$1,494 in 2019 and \$1,430 in 2018) | 9,476 | 9,631 |
| Other auxiliaries | 3,436 | 3,441 |
| Other operating revenues | 8,000 | 7,028 |
| Total operating revenues | <u>133,201</u> | <u>125,982</u> |
| OPERATING EXPENSES | | |
| Educational and general | | |
| Instruction | 54,660 | 52,795 |
| Research | 1,347 | 974 |
| Public service | 7,157 | 8,298 |
| Libraries | 4,258 | 4,705 |
| Academic support | 14,384 | 13,735 |
| Student services | 18,447 | 17,879 |
| Institutional support | 21,413 | 20,824 |
| Operation and maintenance of plant | 12,467 | 12,505 |
| Depreciation | 13,793 | 11,885 |
| Student aid | 16,699 | 15,946 |
| Auxiliary enterprises | | |
| Housing and food service | 3,184 | 3,699 |
| Other auxiliaries | 974 | 978 |
| Auxiliary depreciation | 2,339 | 2,349 |
| Other expenses | 44 | 516 |
| Total operating expenses | <u>171,166</u> | <u>167,088</u> |
| Net income (loss) from operations | <u>(37,965)</u> | <u>(41,106)</u> |
| NONOPERATING REVENUES (EXPENSES) | | |
| State appropriations | 42,652 | 41,297 |
| Federal grants and contracts | 16,360 | 17,527 |
| State and local grants and contracts | 11,121 | 10,875 |
| Private gifts and grants | 35 | 37 |
| Investment income (loss) | 2,089 | 1,951 |
| Interest on capital asset-related debt | (2,819) | (3,058) |
| Other nonoperating revenues (expenses) | (1,213) | 231 |
| Net nonoperating revenues | <u>68,225</u> | <u>68,860</u> |
| Income (loss) before other revenues, expenses, gains or losses | <u>30,260</u> | <u>27,754</u> |
| Capital appropriations | - | 25,797 |
| Capital grants, gifts and contracts | 5,553 | 264 |
| Total other revenues | <u>5,553</u> | <u>26,061</u> |
| Increase (decrease) in net position | <u>35,813</u> | <u>53,815</u> |
| NET POSITION | | |
| Net position-beginning of year | 64,910 | 105,514 |
| Net position-end of quarter | <u>\$ 100,723</u> | <u>\$ 159,329</u> |

Statements for Management Use Only
Excludes required GASB Pension/OPEB Reporting

Condensed Statement of Net Position

| | <u>3/31/2019</u> | <u>3/31/2018</u> |
|---------------------------------------|-------------------|-------------------|
| ASSETS | | |
| Current assets | \$ 136,538 | \$ 130,315 |
| Capital assets, net | 380,335 | 377,175 |
| Noncurrent assets | <u>38,088</u> | <u>33,739</u> |
| Total assets | <u>554,961</u> | <u>541,229</u> |
| DEFERRED OUTFLOWS OF RESOURCES | <u>3,002</u> | <u>3,369</u> |
| LIABILITIES | | |
| Current liabilities | 16,073 | 17,160 |
| Noncurrent liabilities | <u>121,837</u> | <u>126,762</u> |
| Total liabilities | <u>137,910</u> | <u>143,922</u> |
| DEFERRED INFLOWS OF RESOURCES | <u>1,125</u> | <u>1,712</u> |
| NET POSITION | | |
| Net investment in capital assets | 279,755 | 267,895 |
| Restricted | | |
| Nonexpendable | 7,616 | 7,616 |
| Expendable | 6,420 | 7,960 |
| Unrestricted | <u>125,137</u> | <u>115,493</u> |
| Total net position | <u>\$ 418,928</u> | <u>\$ 398,964</u> |

Condensed Statement of Revenues, Expenses and Changes in Net Position

| | <u>3/31/2019</u> | <u>3/31/2018</u> |
|--|-------------------|-------------------|
| OPERATING REVENUES | | |
| Student tuition and fees, net | \$ 103,623 | \$ 97,106 |
| Grants and contracts | 5,784 | 5,488 |
| Sales and services of educational departments | 2,882 | 3,288 |
| Auxiliary enterprises | 12,912 | 13,072 |
| Other operating revenues | <u>8,000</u> | <u>7,028</u> |
| Total operating revenues | <u>133,201</u> | <u>125,982</u> |
| OPERATING EXPENSES | | |
| Educational and general | 150,832 | 147,661 |
| Depreciation | 13,793 | 11,885 |
| Auxiliary enterprises (including depreciation) | 6,497 | 7,026 |
| Other expenses | <u>44</u> | <u>516</u> |
| Total operating expenses | <u>171,166</u> | <u>167,088</u> |
| Net income (loss) from operations | <u>(37,965)</u> | <u>(41,106)</u> |
| NONOPERATING REVENUES (EXPENSES) | | |
| State appropriations | 42,652 | 41,297 |
| Gifts, grants and contracts | 27,516 | 28,439 |
| Investment income | 2,089 | 1,951 |
| Interest on capital asset-related debt | (2,819) | (3,058) |
| Other nonoperating revenues (expenses) | <u>(1,213)</u> | <u>231</u> |
| Net nonoperating revenues | <u>68,225</u> | <u>68,860</u> |
| Income (loss) before other revenues, expenses, gains or losses | <u>30,260</u> | <u>27,754</u> |
| Capital appropriations | - | 25,797 |
| Capital grants, gifts and contracts | <u>5,553</u> | <u>264</u> |
| Total other revenues | <u>5,553</u> | <u>26,061</u> |
| Increase (decrease) in net position | <u>35,813</u> | <u>53,815</u> |
| Net position-beginning of year as previously reported | 64,910 | 105,514 |
| Add back effect of Pension | <u>318,205</u> | <u>239,635</u> |
| Net position-end of quarter | <u>\$ 418,928</u> | <u>\$ 398,964</u> |

NORTHERN KENTUCKY UNIVERSITY

Current Unrestricted Fund

Schedule of Revenue, Budgeted and Actual

For the Period from July 1, 2018 to March 31, 2019

With Comparative Prior Year Data

| | Fiscal Year 2018/19 | | | Fiscal Year 2017/18 | | |
|---|-----------------------|-----------------------|--------------|-----------------------|-----------------------|--------------|
| | Revised Budget | Actual Revenue | % of Bgt | Revised Budget | Actual Revenue | % of Bgt |
| STUDENT TUITION AND FEES | | | | | | |
| Tuition - Summer | \$ 9,608,819 | \$ 3,821,540 | 40 % | \$ 9,101,610 | \$ 3,578,119 | 39 % |
| Tuition - Fall | 73,481,845 | 70,611,822 | 96 | 68,082,220 | 68,054,675 | 100 |
| Tuition - Spring (Including Winter) | 62,945,921 | 66,718,583 | 106 | 61,589,902 | 61,734,132 | 100 |
| Mandatory Fees | 4,419,034 | 4,266,654 | 97 | 4,397,600 | 4,217,221 | 96 |
| Class Fees | 3,325,161 | 3,728,301 | 112 | 3,309,386 | 3,099,134 | 94 |
| TOTAL STUDENT TUITION AND FEES | \$ 153,780,780 | \$ 149,146,900 | 97 % | \$ 146,480,718 | \$ 140,683,281 | 96 % |
| STATE APPROPRIATIONS GENERAL | \$ 53,314,700 | \$ 42,651,800 | 80 % | \$ 51,621,100 | \$ 41,296,900 | 80 % |
| SALES AND SERVICES OF EDUCATIONAL ACTIVITIES | \$ 4,767,590 | \$ 2,882,429 | 60 % | \$ 5,141,110 | \$ 3,288,276 | 64 % |
| SALES AND SERVICES OF AUXILIARY ACTIVITIES | \$ 17,284,570 | \$ 14,405,778 | 83 % | \$ 16,832,607 | \$ 14,501,929 | 86 % |
| OTHER SOURCES | | | | | | |
| Service Fees | \$ 2,164,279 | \$ 1,819,797 | 84 % | \$ 2,169,675 | \$ 1,827,439 | 84 % |
| Rentals | 1,522,975 | 1,391,894 | 91 | 1,522,478 | 1,666,193 | 109 |
| Investment Earnings | 1,147,000 | 1,926,195 | 168 | 772,125 | 959,857 | 124 |
| Other | 2,572,452 | 2,910,281 | 113 | 2,569,537 | 3,114,609 | 121 |
| TOTAL OTHER SOURCES | \$ 7,406,706 | \$ 8,048,167 | 109 % | \$ 7,033,815 | \$ 7,568,098 | 108 % |
| TOTAL CURRENT UNRESTRICTED FUND REVENUE | \$ 236,554,346 | \$ 217,135,074 | 92 % | \$ 227,109,350 | \$ 207,338,484 | 91 % |

NORTHERN KENTUCKY UNIVERSITY
 Current Unrestricted Fund
 Schedule of Expenditures by Function and Account Category
 Budgeted and Actual
 For the Period July 1, 2018 through March 31, 2019
 With Comparative Prior Year Data

| | Fiscal Year 2018/19 | | | Fiscal Year 2017/18 | | |
|-----------------------------------|---------------------|------------------------|-------------|---------------------|------------------------|-------------|
| | Revised Budget | Actual Expenditures | % of Bgt | Revised Budget | Actual Expenditures | % of Bgt |
| EDUCATIONAL AND GENERAL | | | | | | |
| INSTRUCTION | | | | | | |
| Personnel Expenses | \$ 64,139,886 | \$ 47,931,640 | 75 % | \$ 64,286,480 | \$ 47,820,526 | 74 % |
| Operating Expenses/Capital Outlay | <u>7,389,896</u> | <u>5,189,121</u> | 70 | <u>4,678,360</u> | <u>2,094,816</u> | 45 |
| TOTAL INSTRUCTION | \$ 71,529,782 | \$ 53,120,761 | 74 % | \$ 68,964,840 | \$ 49,915,342 | 72 % |
| RESEARCH | | | | | | |
| Personnel Expenses | \$ 491,710 | \$ 437,221 | 89 % | \$ 454,309 | \$ 358,596 | 79 % |
| Operating Expenses/Capital Outlay | <u>518,603</u> | <u>56,707</u> | 11 | <u>452,058</u> | <u>25,968</u> | 6 |
| TOTAL RESEARCH | \$ 1,010,313 | \$ 493,928 | 49 % | \$ 906,367 | \$ 384,564 | 42 % |
| PUBLIC SERVICE | | | | | | |
| Personnel Expenses | \$ 3,423,319 | \$ 2,278,515 | 67 % | \$ 3,834,492 | \$ 2,743,127 | 72 % |
| Operating Expenses/Capital Outlay | <u>5,573,694</u> | <u>3,040,104</u> | 55 | <u>5,571,499</u> | <u>3,651,801</u> | 66 |
| TOTAL PUBLIC SERVICE | \$ 8,997,013 | \$ 5,318,619 | 59 % | \$ 9,405,991 | \$ 6,394,928 | 68 % |
| LIBRARIES | | | | | | |
| Personnel Expenses | \$ 3,758,989 | \$ 2,588,414 | 69 % | \$ 4,118,171 | \$ 2,869,690 | 70 % |
| Operating Expenses/Capital Outlay | <u>2,059,523</u> | <u>1,604,768</u> | 78 | <u>1,988,761</u> | <u>1,763,122</u> | 89 |
| TOTAL LIBRARIES | \$ 5,818,512 | \$ 4,193,182 | 72 % | \$ 6,106,932 | \$ 4,632,812 | 76 % |
| ACADEMIC SUPPORT | | | | | | |
| Personnel Expenses | \$ 17,428,276 | \$ 11,882,078 | 68 % | \$ 15,969,305 | \$ 11,695,598 | 73 % |
| Operating Expenses/Capital Outlay | <u>7,337,204</u> | <u>1,805,409</u> | 25 | <u>5,507,954</u> | <u>1,692,294</u> | 31 |
| TOTAL ACADEMIC SUPPORT | \$ 24,765,480 | \$ 13,687,487 | 55 % | \$ 21,477,259 | \$ 13,387,892 | 62 % |
| STUDENT SERVICES | | | | | | |
| Personnel Expenses | \$ 16,389,300 | \$ 11,713,463 | 71 % | \$ 16,732,083 | \$ 12,075,669 | 72 % |
| Operating Expenses/Capital Outlay | <u>8,872,687</u> | <u>5,515,669</u> | 62 | <u>8,204,388</u> | <u>5,177,086</u> | 63 |
| TOTAL STUDENT SERVICES | \$ 25,261,987 | \$ 17,229,132 | 68 % | \$ 24,936,471 | \$ 17,252,755 | 69 % |

NORTHERN KENTUCKY UNIVERSITY
 Current Unrestricted Fund
 Schedule of Expenditures by Function and Account Category
 Budgeted and Actual
 For the Period July 1, 2018 through March 31, 2019
 With Comparative Prior Year Data

| | Fiscal Year 2018/19 | | | Fiscal Year 2017/18 | | |
|---|----------------------------|--------------------------------|---------------------|----------------------------|--------------------------------|---------------------|
| | <u>Revised Budget</u> | <u>Actual Expenditures</u> | <u>% of Bgt</u> | <u>Revised Budget</u> | <u>Actual Expenditures</u> | <u>% of Bgt</u> |
| INSTITUTIONAL SUPPORT | | | | | | |
| Personnel Expenses | \$ 23,290,736 | \$ 16,989,121 | 73 % | \$ 23,561,199 | \$ 16,830,349 | 71 % |
| Operating Expenses/Capital Outlay | <u>7,971,245</u> | <u>3,641,333</u> | 46 | <u>8,035,377</u> | <u>3,306,416</u> | 41 |
| TOTAL INSTITUTIONAL SUPPORT | \$ 31,261,981 | \$ 20,630,454 | 66 % | \$ 31,596,576 | \$ 20,136,765 | 64 % |
| OPERATION & MAINTENANCE OF PLANT | | | | | | |
| Personnel Expenses | \$ 11,269,552 | \$ 7,596,021 | 67 % | \$ 11,873,699 | \$ 7,593,073 | 64 % |
| Operating Expenses/Capital Outlay | 3,538,791 | 2,269,346 | 64 | 3,697,617 | 2,422,662 | 66 |
| Utilities | <u>5,042,268</u> | <u>2,342,047</u> | 46 | <u>4,318,000</u> | <u>2,146,213</u> | 50 |
| TOTAL OPERATION & MAINTENANCE OF PLANT | \$ 19,850,611 | \$ 12,207,414 | 61 % | \$ 19,889,316 | \$ 12,161,948 | 61 % |
| STUDENT FINANCIAL AID | | | | | | |
| Grants,Loans,Benefits | <u>33,803,002</u> | <u>34,271,635</u> | 101 | <u>27,632,687</u> | <u>30,618,331</u> | 111 |
| TOTAL STUDENT FINANCIAL AID | \$ 33,803,002 | \$ 34,271,635 | 101 % | \$ 27,632,687 | \$ 30,618,331 | 111 % |
| TRANSFERS | | | | | | |
| Mandatory: | | | | | | |
| Debt Service/Capital Lease | \$ 6,134,989 | \$ 5,825,583 | 95 % | \$ 6,117,922 | \$ 6,114,149 | 100 % |
| Nonmandatory | <u>582,427</u> | <u>(685,603)</u> | (118) | <u>2,270,460</u> | <u>(1,090,449)</u> | (48) |
| TOTAL TRANSFERS | \$ 6,717,416 | \$ 5,139,980 | 77 % | \$ 8,388,382 | \$ 5,023,700 | 60 % |
| TOTAL EDUCATIONAL AND GENERAL EXPENDITURES | | | | | | |
| Personnel Expenses | \$ 140,191,768 | \$ 101,416,473 | 72 % | \$ 140,829,738 | \$ 101,986,628 | 72 % |
| Operating Expenses/Capital Outlay | 48,303,911 | 25,464,504 | 53 | 42,454,014 | 22,280,378 | 52 |
| Transfers | 6,717,416 | 5,139,980 | 77 | 8,388,382 | 5,023,700 | 60 |
| Financial Aid | <u>33,803,002</u> | <u>34,271,635</u> | 101 | <u>27,632,687</u> | <u>30,618,331</u> | 111 |
| TOTAL EDUCATIONAL AND GENERAL EXPENDITURES | \$ 229,016,097 | \$ 166,292,592 | 73 % | \$ 219,304,821 | \$ 159,909,037 | 73 % |

NORTHERN KENTUCKY UNIVERSITY
 Current Unrestricted Fund
 Schedule of Expenditures by Function and Account Category
 Budgeted and Actual
 For the Period July 1, 2018 through March 31, 2019
 With Comparative Prior Year Data

| | Fiscal Year 2018/19 | | | Fiscal Year 2017/18 | | |
|---|-----------------------|------------------------|-------------|-----------------------|------------------------|-------------|
| | Revised Budget | Actual Expenditures | % of Bgt | Revised Budget | Actual Expenditures | % of Bgt |
| AUXILIARY ENTERPRISES | | | | | | |
| STUDENT SERVICES | | | | | | |
| Personnel Expenses | \$ 2,687,798 | \$ 1,492,475 | 56 % | \$ 2,663,251 | \$ 1,908,964 | 72 % |
| Operating Expenses/Capital Outlay | 7,636,293 | 3,450,007 | 45 | 8,289,687 | 3,650,751 | 44 |
| Financial Aid | 423,059 | 523,251 | 124 | 423,059 | 498,750 | 118 |
| TOTAL STUDENT SERVICES | \$ 10,747,150 | \$ 5,465,733 | 51 % | \$ 11,375,997 | \$ 6,058,465 | 53 % |
| TRANSFERS | | | | | | |
| Mandatory: | | | | | | |
| Debt Service/Capital Lease | \$ 5,455,327 | \$ 5,815,573 | 107 % | \$ 5,068,755 | \$ 5,056,046 | 100 % |
| Nonmandatory | 5,253,546 | 4,529,306 | 86 | 2,909,403 | 2,859,959 | 98 |
| TOTAL TRANSFERS | \$ 10,708,873 | \$ 10,344,879 | 97 % | \$ 7,978,158 | \$ 7,916,005 | 99 % |
| TOTAL AUXILIARY ENTERPRISES | | | | | | |
| Personnel Expenses | \$ 2,687,798 | \$ 1,492,475 | 56 % | \$ 2,663,251 | \$ 1,908,964 | 72 % |
| Operating Expenses/Capital Outlay | 7,636,293 | 3,450,007 | 45 | 8,289,687 | 3,650,751 | 44 |
| Financial Aid | 423,059 | 523,251 | 124 | 423,059 | 498,750 | 118 |
| Transfers | 10,708,873 | 10,344,879 | 97 | 7,978,158 | 7,916,005 | 99 |
| TOTAL AUXILIARY ENTERPRISES | \$ 21,456,023 | \$ 15,810,612 | 74 % | \$ 19,354,155 | \$ 13,974,470 | 72 % |
| TOTAL EXPENDITURES AND TRANSFERS | | | | | | |
| Personnel Expenses | \$ 142,879,566 | \$ 102,908,948 | 72 % | \$ 143,492,989 | \$ 103,895,592 | 72 % |
| Operating Expenses/Capital Outlay | 55,940,204 | 28,914,511 | 52 | 50,743,701 | 25,931,129 | 51 |
| Transfers | 17,426,289 | 15,484,859 | 89 | 16,366,540 | 12,939,705 | 79 |
| Financial Aid | 34,226,061 | 34,794,886 | 102 | 28,055,746 | 31,117,081 | 111 |
| TOTAL EXPENDITURES AND TRANSFERS | \$ 250,472,120 | \$ 182,103,204 | 73 % | \$ 238,658,976 | \$ 173,883,507 | 73 % |

NORTHERN KENTUCKY UNIVERSITY

Current Restricted Fund

Schedule of Actual Revenues and Expenditures

For the Period from July 1, 2018 to March 31, 2019

With Comparative Prior Year Data

| | Fiscal Year To Date 3/31/19 | Fiscal Year To Date 3/31/18 | Difference | Percentage Change | Fiscal Year 2018 Final |
|------------------------------------|-----------------------------------|-----------------------------------|---------------------|----------------------|------------------------------|
| Revenues by Source | | | | | |
| Federal Grants & Contracts | \$ 1,087,678 | \$ 1,119,156 | \$ (31,478) | -3% | \$ 1,683,811 |
| State and Local Grants & Contracts | 1,751,842 | 2,019,292 | (267,450) | -13% | 3,462,200 |
| Nongovernmental Grants & Contracts | 303,756 | 186,603 | 117,153 | 63% | 331,074 |
| Federal Financial Aid Programs | 17,010,689 | 18,133,903 | (1,123,214) | -6% | 18,960,198 |
| State Financial Aid Programs | 11,062,403 | 10,747,303 | 315,100 | 3% | 10,919,349 |
| NKU Foundation Subgrants | 2,014,938 | 1,462,313 | 552,625 | 38% | 1,940,780 |
| Agency Subgrants | 67,233 | 186,783 | (119,550) | -64% | 214,675 |
| Other | - | - | - | | 500 |
| Total Revenues | \$ 33,298,539 | \$ 33,855,353 | \$ (556,814) | -2% | \$ 37,512,587 |
| Expenditures by Function | | | | | |
| Instruction | \$ 1,133,048 | \$ 1,625,723 | \$ (492,675) | -30% | \$ 2,097,167 |
| Research | 882,574 | 603,346 | \$ 279,227 | 46% | 1,058,222 |
| Public Service | 1,808,254 | 1,866,336 | \$ (58,082) | -3% | 2,616,724 |
| Libraries | 65,114 | 72,058 | \$ (6,943) | -10% | 46,500 |
| Academic Support | 660,879 | 335,442 | \$ 325,437 | 97% | 452,588 |
| Student Services | 896,342 | 563,912 | \$ 332,430 | 59% | 692,669 |
| Institutional Support | 757,526 | 669,274 | \$ 88,251 | 13% | 903,815 |
| Operation & Maintenance of Plant | 29,132 | 17,923 | \$ 11,209 | 63% | 22,621 |
| Student Financial Aid | 27,801,361 | 28,769,527 | \$ (968,166) | -3% | 29,729,866 |
| Total Expenditures | \$ 34,034,230 | \$ 34,523,541 | \$ (489,313) | -1% | \$ 37,620,171 |

NORTHERN KENTUCKY UNIVERSITY
Schedule of Bonds Payable
Through the Period Ended March 31, 2019

| | Date Issued | Maturity Date | Original Indebtedness | Outstanding Indebtedness | Principal Due This Fiscal Year | Interest Due This Fiscal Year |
|--------------------------------|----------------|------------------|--------------------------|-----------------------------|--------------------------------------|-------------------------------------|
| HOUSING AND DINING | | | | | | |
| SYSTEM REVENUE BONDS | | | | | | |
| Series B | 11/01/1980 | 11/01/2020 | \$ 4,768,000 | \$ 405,000 | \$ 195,000 | \$ 15,075 |
| GENERAL RECEIPTS BONDS* | | | | | | |
| Series A 2007 | 06/07/2007 | 09/01/2018 | 48,660,000 | - | 2,395,000 | 47,900 |
| Series A 2008 | 06/18/2008 | 09/01/2018 | 19,465,000 | - | 995,000 | 19,900 |
| Series A 2010 | 06/29/2010 | 09/01/2020 | 6,785,000 | 490,000 | 445,000 | 23,225 |
| Series B 2010 | 10/21/2010 | 09/01/2027 | 12,265,000 | 7,635,000 | 715,000 | 276,988 |
| Series A 2011 | 08/04/2011 | 09/01/2030 | 9,290,000 | 6,750,000 | 450,000 | 257,675 |
| Series A 2013 | 02/26/2013 | 09/01/2022 | 4,995,000 | 2,120,000 | 500,000 | 47,400 |
| Series A 2014 | 01/07/2014 | 09/01/2033 | 47,375,000 | 39,385,000 | 1,735,000 | 1,964,650 |
| Series A 2016 | 05/17/2016 | 09/01/2027 | 25,765,000 | 25,640,000 | - | 965,200 |
| Series B 2016 | 08/25/2016 | 09/01/2028 | 15,225,000 | 15,025,000 | 100,000 | 505,294 |
| TOTAL BONDS | | | <u>\$ 194,593,000</u> | <u>\$ 97,450,000</u> | <u>\$ 7,530,000</u> | <u>\$ 4,123,307</u> |
| LEASE OBLIGATIONS | | | | | | |
| Capital Leasing Obligations | 01/24/2019 | 11/24/2030 | 4,087,706 | 4,087,706 | 162,604 | 38,329 |
| Capital Leasing Obligations | 05/01/2018 | 05/01/2023 | 275,089 | 215,100 | 59,989 | - |
| TOTAL LEASE OBLIGATIONS | | | <u>4,362,795</u> | <u>4,302,806</u> | <u>222,593</u> | <u>38,329</u> |
| TOTAL BONDS AND LEASES | | | <u>\$ 198,955,795</u> | <u>\$ 101,752,806</u> | <u>\$ 7,752,593</u> | <u>\$ 4,161,636</u> |

NORTHERN KENTUCKY UNIVERSITY
Schedule of Current Investments
As of March 31, 2019

| | <u>Average Balance</u> | <u>YTD Yield</u> | <u>Maturity Date</u> |
|--|------------------------------|----------------------|--------------------------|
| STATE INVESTMENTS* | | | |
| State Investment Short Term Pool - General Receipts | \$ 97,805,858 | 2.12% | N/A |
| State Investment Intermediate Term Pool - General Receipts | 2,498,541 | 2.91% | N/A |
| State Investment Short Term Pool - Housing | 1,191,845 | 2.14% | N/A |
| State Investment Intermediate Term Pool - Housing | <u>11,755</u> | 2.69% | N/A |
| TOTAL STATE INVESTMENTS | <u><u>\$ 101,507,998</u></u> | | |

*Invested at the state by the Office of Financial Management in investment pools.

RESERVE FOR RETIREMENT OF INDEBTEDNESS

| | | | |
|---|--------------------------|-------|-----|
| Huntington Trust Public Funds Deposit Account | <u>\$ 210,213</u> | 0.10% | N/A |
| TOTAL RESERVE FOR RETIREMENT OF INDEBTEDNESS | <u><u>\$ 210,213</u></u> | | |

FUND FOR RENEWALS AND REPLACEMENTS

| | | | |
|---|--------------------------|-------|-----|
| Huntington Trust Public Funds Deposit Account | <u>\$ 398,600</u> | 0.10% | N/A |
| TOTAL FUND FOR RENEWALS AND REPLACEMENTS | <u><u>\$ 398,600</u></u> | | |

POLICIES REPORT

The following policies were approved at the executive level after proceeding through the campus vetting process. The President and other university administrators determined that approval of these policies by the Board of Regents was not needed per the [criteria established in Presidential Recommendation C-7 of the January 2015 regular meeting](#):

The Board of Regents shall approve the following criteria to determine if a university policy requires Board approval:

- The policy identifies a major university strategic initiative;
- The policy involves the Board's fiduciary responsibilities;
- The policy is associated with an issue of significant risk; and/or
- The policy must be approved by the Board for legal and compliance purposes

The criteria will be interpreted by the President, who may seek consultation from General Counsel or other university administrators. All new or revised university policies that meet the above criteria will be submitted to the Board for approval.

Copies of these policies are available upon request.

ACCEPTABLE USE

The purpose of this policy is to define and promote the responsible use of information technology at NKU. These revisions are to comply with the European Union (EU) General Data Protection Regulation (GDPR). The EU GDPR provides broad privacy protections to students and faculty attending NKU from European countries. The GDPR also applies to NKU activities in the EU, for example, when a student attends a study abroad program in the EU or when a faculty member is temporarily assigned to work on behalf of NKU in the EU. When subject to the GDPR, NKU will comply with the regulation's core privacy principles.

COURSE PRE-REQUISITES AND CO-REQUISITES

This policy explains the processes related to course pre-requisites and co-requisites. The revisions provide clarity for students and those administering the policy. For example, the revisions provide definitions for *pre-requisite* and *co-requisite*; clarify that a department chair's designee may issue permits regarding these courses; and indicate that pursuant to NKU curriculum policy, all 300-, 400-, and 500-level courses require pre-requisites or co-requisites.

CREDIT CARD PROCESSING AND SECURITY

This policy provides guidelines and a process for initiating and approving all forms of credit card payment in accordance with and compliance with Payment Card Industry Data Security Standards (PCI DSS). This revision includes edits to reflect changes in administrative structure and updates the policy to prohibit credit card transactions using wi-fi for all university departments and offices because of the lack of secure transmission per PCI DSS.

DATA & WEB PRIVACY

This is a major update to NKU's statement on website privacy, which describes the way in which NKU website users' personal information may be collected, and how it is disclosed, secured, and used. This revision ensures compliance with the European Union General Data Protection Regulation (GDPR) and also updates the name of the policy from “Web Privacy” to “Data & Web Privacy.”

FACULTY SUMMER/WINTER COMPENSATION

This new policy articulates the guidelines for determining faculty compensation for teaching summer and winter classes. Since 2009, faculty summer/winter compensation has been determined based on a “draft” policy that uses a proration system where faculty salaries are decreased proportionately by 1/15, 2/15, etc., for classes below 15 students (undergraduate) and 10 (graduate). This new policy removes this proration system, which was complex to administer, caused uncertainty and confusion, and no longer seemed to be achieving its original intent of enabling more lower-enrolled classes to run in the summer/winter sessions. This change should promote student success by making it easier to staff classes that deans and chairs determine that students need in the summer and winter sessions. The current compensation formula of 3% of the faculty member’s base salary (up to an \$85,000 cap) per credit hour does not change.

HOLIDAYS

This policy identifies the holidays that NKU recognizes by the closing of all departments and offices except where continuous service is essential. It also outlines procedures relating to holiday pay and time off. This revision is an update to add clarifying details, reorganize, edit, and reformat.

JOB DESCRIPTIONS

This policy, which applies to all NKU employees in the Staff classification, defines and describes procedures for developing and using job descriptions. This revision updates and significantly revises the policy to conform to current processes and practices.

JURY & COURT DUTY

NKU recognizes an employee’s responsibility, when subpoenaed, to serve on a jury or to testify as a court witness. A regular full-time employee will be granted the appropriate time off without loss of pay. This revision reorganizes and clarifies content, including when and how to utilize this policy. For easier access, it also changes the policy’s name from "Court & Jury Duty" to "Jury & Court Duty."

UNDERGRADUATE ADMISSIONS STANDARDS

This policy is needed based on the changes in 13 KAR 2:020 “[Guidelines for Admission to the State-Supported Postsecondary Education Institutions](#)” effective for admissions beginning August 2018. This policy will replace the interim policy currently posted on the policy site - <https://inside.nku.edu/content/dam/policy/docs/Policies/UndergradAdmissionsStds-Interim.pdf>.

VIRTUAL PRIVATE NETWORK

This new policy describes how the Virtual Private Network (VPN) works and clarifies where it is secure and where users are on the internet as provided by their internet provider. This policy also specifies that VPN users are responsible for maintaining the security of the NKU internal networks.

RECOMMENDATION:

That the following academic affairs personnel actions receive Board of Regents approval:

FACULTY APPOINTMENTS:

Dr. Seth Adjei, assistant professor in the Department of Computer Science, College of Informatics, effective August 12, 2019.

Ms. Jennifer Boblitt-Johnson, lecturer and academic advisor in the Office of the Dean, College of Health Professions, effective April 10, 2019.

Dr. Mei Mei Burr, senior lecturer and director in the Department of Counseling, Social Work, and Leadership, College of Education and Human Services, effective August 12, 2019.

Dr. Nicholas Caporusso, assistant professor in the Department of Computer Science, College of Informatics, effective August 12, 2019.

Dr. Ankur Chattopadhyay, assistant professor in the Department of Computer Science, College of Informatics, effective January 6, 2020.

Ms. Megan DeAtley, lecturer and simulation educator in the Simulation Center, College of Health Professions, effective April 1, 2019.

Mr. Joshua Elliott, assistant professor in the Department of Counseling, Social Work, and Leadership, College of Education and Human Services, effective August 12, 2019.

Ms. Carolyn Hollan, clinical professor and Radiation Therapy Program Director in the Department of Allied Health, College of Health Professions, effective April 15, 2019.

Mr. Rami Leventhal, lecturer and simulation educator in the Simulation Center, College of Health Professions, effective April 1, 2019.

Dr. Jessica Lott, assistant professor in Anthropology in the Department of Sociology, Anthropology and Philosophy, College of Arts and Sciences, effective August 12, 2019.

Dr. Kevin Lotz, assistant professor in the Department of Counseling, Social Work, and Leadership, College of Education and Human Services, effective August 12, 2019.

Ms. Joy Melvin, lecturer and clinical education facilitator in the Department of Nursing, College of Health Professions, effective March 1, 2019.

Dr. Manusheela Pokharel, assistant professor in the Department of Communication, College of Informatics, effective August 12, 2019.

Ms. Staci Hunt Ramsey, lecturer and academic advisor in the Office of the Dean, College of Health Professions, effective April 22, 2019.

Dr. Dana Ripley, assistant professor in the Department of Counseling, Social Work, and Leadership, College of Education and Human Services, effective August 12, 2019.

Dr. Kenneth D. Roth, assistant professor of practice in the Department of Computer Science, College of Informatics, effective August 12, 2019.

Mr. Bradford Thomas, lecturer in the Department of Computer Science, College of Informatics, effective March 1, 2019.

Dr. Junxiu Zhou, assistant professor in the Department of Computer Science, College of Informatics, effective August 12, 2019.

Mini Vitas Follow

TRANSITIONS:

Dr. Stephanie Klatzke, from associate professor in the Department of Communication and interim associate dean to associate professor in the Department of Communication and associate dean, College of Informatics, effective July 1, 2019.

Mini Vitas Follow

RETIREMENT:

Dr. Janet Bertog, professor in the Department of Physics, Geology and Engineering Technology, College of Arts and Sciences, effective June 30, 2019.

Mr. Daniel Kent, lecturer and academic advisor in the Department of Management, Haile/US Bank College of Business, effective May 14, 2019.

Dr. Lenore Kinne, professor in the Department of Teacher Education, College of Education and Human Services, effective May 31, 2019.

Dr. Karl Vogler, lecturer in the Department of Physics, Geology and Engineering Technology, College of Arts and Sciences, effective May 31, 2019.

Mini Vitas Follow

RESIGNATIONS:

Dr. Mary Kishman, chief nurse administrator in the Office of the Dean, College of Health Professions, effective June 30, 2019.

Dr. Chad Anderson, associate professor in the Department of Business Informatics, College of Informatics, effective May 12, 2019.

Dr. Keith Walters, professor and chair in the Department of Chemistry and Biochemistry, College of Arts and Sciences, effective May 31, 2019.

MINI VITA

Name: Seth Adjei

Title: Assistant Professor

Education: Ph.D. in Computer Science, 2018, Worcester Polytechnic Institute

M.S. in Computer Science, 2014, Worcester Polytechnic Institute

M.S. in Engineering and Management of Information Systems, 2005, Royal Institute of Technology (KTH)

B.S. in Computer Science, 2002, University of Science and Technology, Ghana

Experience: 2018-present, Visiting Assistant Professor in Computer Science, Northern Kentucky University

2018, Instructor, Salem State University

2018, Teaching Assistant, Worcester Polytechnic Institute

2006–2012, Instructor, Ghana Institute of Management and Public Administration

2002–2004, Kofi Annan Information Technology Centre, Ghana

2001–2002, Teaching Assistant, University of Science and Technology, Ghana

MINI VITA

Name: Jennifer Boblitt-Johnson

Title: Lecturer (non-tenure track, renewable)

Education: Master of Adult Education & Higher Learning, 2014, Morehead State University
Bachelor of Social Work, 1997, Murray State University

Experience: 2016-2019, Case Manager, Lighthouse Youth & Family Services
2011-2015, Case Manager, Gateway Community & Technical College
1998-2015, Senior Counselor/Advocate, Women's Crisis Center

MINI VITA

- Name:** Mei Mei Lyle Burr
- Title:** Director/Senior Lecturer (non-tenure track, renewable)
- Education:** Ph.D. in School Psychology, 1994, University of Cincinnati
M.Ed. in School Psychology, 1989, College of William and Mary
A.B. in English and Psychology, 1985, Kenyon College
- Experience:** 2017-present, Interim Director/Senior Lecturer, Human Services and Addictions Program, Northern Kentucky University
- 2013-2017, Associate Vice President, Academic Affairs, Wilmington College
- 2010-2013, Director, Office of First-Year Program, Northern Kentucky University
- 2007-2010, Assistant Chair, Department of Psychological Science, Northern Kentucky University
- 1997-2007, Lecturer/Academic Advisor, Department of Psychological Science, Northern Kentucky University
- 9/1996-12/1996, 9/1995-12/1995, Adjunct Faculty Member, School Psychology Graduate Program, University of Cincinnati
- 1992-1996, School Psychologist, Hamilton County Educational Services

MINI VITA

Name: Nicholas Caporusso

Title: Assistant Professor

Education: Ph.D. in Computer Science and Engineering, 2012, IMT - Institute for Advanced Studies

M.S. in Computer Science, 2007, University of Bari

B.S. in Informatics and Digital Communication, 2004, University of Bari

Experience: 2017-present, Assistant Professor, Fort Hays State University

2017-present, Co-founder and CTO, Verso Technologies

2016-present, Founder and CEO, Paperleap.com

2014-2017, Lecturer, University of Bari and Polytechnic University of Bari

2014-2015, Instructor, LegaCoop

2014-2015, Instructor at GARR, University of Bari

2013-2016, Co-founder and CEO, INTACT srl

2012-2015, Co-founder and CEO, QIRIS srl

2012-2014, Program Manager, ARTI

2012-2013, Lecturer, University of Bari

2009-2018, Instructor and Co-founder and CEO, QIRIS.org

2010-2011, Instructor, Marconi University

2009-2011, Business Plan Analyst, Apulia

2007-2008, Instructor, University of Bari

1999-2006, Software Programmer, User Experience Designer, Project Manager, Various Software Houses

MINI VITA

Name: Ankur Chattopadhyay

Title: Assistant Professor

Education: Ph.D. in Engineering with Emphasis in Computer Science, 2015, University of Colorado

Graduate Certificate in Information Assurance, 2012, University of Colorado

B.S. in Computer Engineering, 2001, Kalyani University

Experience: 2015-present, Assistant Professor, University of Wisconsin

2016-present, Associate Lecturer, University of Wisconsin

2012-2014, Assistant Professor, Adams State University

2012, Adjunct Faculty, Pikes Peak Community College

2008-2012, Lecturer, University of Wisconsin

2007-2009, Graduate Teaching Fellow, University of Colorado

2001-2005, Embedded Systems Engineer, Assistant Systems Engineer, Computer Programmer, and IT Analyst, Tata Consultancy Services

MINI VITA

Name: Megan DeAtley

Title: Lecturer (non-tenure track, renewable)

Education: B.S.in Nursing, 2009, University of Mount St. Joseph

Experience: 2017-2019, Senior Clinical Consultant, The Christ Hospital Health Network

2012-2017, Emergency Room Staff Nurse, The Christ Hospital Health Network

2015-2017, Adjunct Professor/Clinical Instructor, The Christ College of Nursing and Health Sciences

2009-2012, Medical Telemetry Step-Down Unit Staff/Charge Nurse, The Christ Hospital Health Network

MINI VITA

Name: Joshua A. Elliott

Title: Assistant Professor

Education: Ph.D. in Counselor Education and Supervision, 2019 (pending), Eastern Kentucky University

M.A. in Mental Health Counseling, 2010, Eastern Kentucky University

B.A. in Psychology, 2007, Transylvania University

Experience: 2015-present, Owner, Mental Health Counselor, and Clinical Supervisor, Insight Counseling Services, LLC, Lexington, Kentucky

2015-2018, Teaching Assistant and Adjunct Instructor, Eastern Kentucky University

2016, Graduate Assistant, Department of Educational Leadership and Counselor Education, Eastern Kentucky University

2015, Behavioral Health Clinician, New Life Counseling Services, LLC, Lexington, Kentucky

2014-2015, Individual and Collateral Therapist, KVC Behavioral Healthcare Kentucky, Southern Bluegrass Region, Kentucky

2013-2014, Collaborative Participant, Child and Adolescent Trauma Treatment and Training Institute

2012-2014, Diversion Specialist, KVC Behavioral Healthcare Kentucky, Lexington, Kentucky

2012-2010, Lead Crisis Intervention Therapist, Kentucky River Foothills Development Council, Inc., Lexington, Kentucky

2008-2010, Graduate Assistant, Office of Multicultural Student Affairs and Office of Women & Gender Studies, Eastern Kentucky University, Richmond, Kentucky

2007-2008, Mental Health Associate, Bluegrass.org, Lexington, Kentucky

MINI VITA

Name: Carolyn Hollan

Title: Clinical Professor

Education: Master of Radiologic Science, 1987, University of Cincinnati

Bachelor of Health Sciences, 1977, University of Kentucky

School of Radiation Therapy, 1973, University of Kentucky Medical Center

Associate Degree in Radiologic Technology, 1972, Lexington Technical Institute,
University of Kentucky

Experience: 2005-2009, Program Director of Medical Dosimetry Program and Radiation
Science Bachelor's Degree Program, Raymond Walters College

1996-2016, Program Director of Radiation Therapy Technology Program,
Raymond Walters College/University of Cincinnati

1984-1996, Assistant Professor, Radiation Oncology, College of Medicine,
University of Cincinnati

1978-1984, Instructor, Cincinnati School of Radiation Therapy Technology

1978-1981, Program Director of Cincinnati School of Radiation Therapy
Technology, University of Cincinnati Hospital

1976-1978, Staff Technologist, Radiation Oncology, University of Cincinnati
Hospital

1974-1975, Assistant Supervisor of Radiation Therapy Department, University of
Kentucky

MINI VITA

Name: Rami Leventhal

Title: Lecturer (non-tenure track, renewable)

Education: Master of Health Sciences, 2019, Northern Kentucky University

Bachelor of Health Sciences, 2014, Northern Kentucky University

Paramedic Certificate, 2006, Cincinnati State Technical and Community College

Emergency Medical Technician, 2004, Cincinnati State Technical and Community College

Experience: 2018-2019, Senior Educational Services Specialist, Laerdal Medical Corporation

2015-2018, Educational Services Specialist, Laerdal Medical Corporation

2014-2015, Education Specialist, Cincinnati Children's Hospital Medical Center-Center for Simulation and Research

2013-2014, Education Associate, Cincinnati Children's Hospital Medical Center-Center for Simulation and Research

2008-2015, Paramedic, Cincinnati Children's Hospital Medical Center

2004-2008, Paramedic, Rural Metro, Cincinnati

1996-1999, Combat Medic, Platoon Sergeant, Givati Infantry Brigade, Israel Defense Forces, Israel

MINI VITA

Name: Jessica Lott

Title: Assistant Professor of Anthropology

Education: Ph.D. in Cultural Anthropology, 2018, Southern Methodist University
M.A. in Cultural Anthropology, 2009, Southern Methodist University
B.A. in Anthropology, 2007, Indiana University of Pennsylvania

Experience: 2012-2019, Instructor, Southern Methodist University
2010-2011, Instructor, Richland College
2007-2015, Teaching Assistant, Southern Methodist University

MINI VITA

Name: Kevin V. Lotz

Title: Assistant Professor

Education: Ph.D. in Social Work, 2018, New York University

M.S. in Social Work, 2003, Washington University

B.S. in Social Work, 2002, Missouri State University (formerly Southwest Missouri State University)

Experience: 2014-2017, Adjunct Lecturer, New York University

2014-2015, Fee-for-Service Therapist, Palladia, Inc., New York, New York

2008-present, Field Education Adjunct Assistant Professor, Columbia University

2008-2011, Social Worker, Palladia, Inc., New York, New York

2005-2008, Field Education Adjunct Lecturer, Columbia University

2012-2013, Field Education Research Instructor and Supervisor, Rutgers University

2010-2011, Field Education Instructor, Lehman College

2005-2008, Field Education Instructor, Fordham University

2005-2008, Field Education Instructor, Adelphi University

2005-2008, Field Education Instructor, Long Island University

2004-2008, Interim Program Director and Social Worker, Samaritan Village, Inc., New York, New York

2003-2004, Emergency Services Responder, American Red Cross, New York, New York

2000-2003, Resident Counselor, Youth in Need: Emergency Youth Shelters, St. Louis, Missouri

2000-2002, Direct Support Staff, Community Alternatives, Springfield, Missouri

MINI VITA

Name: Joy Melvin

Title: Lecturer (non-tenure track, renewable)

Education: M.S. in Nursing, 2011, University of Cincinnati

B.S. in Nursing, 1998, Xavier University

RN Diploma, 1994, The Christ Hospital School of Nursing

Experience: Fall 2018, Clinical adjunct faculty, Xavier University

2016-2019, Manager of Patient Services for the Division of Psychiatry, Cincinnati Children's Hospital Medical Center

2013-2016, Case Manager for Adolescent Medicine, Cincinnati Children's Hospital Medical Center

2006-2013, Clinical Systems Education and Support Specialist, Cincinnati Children's Hospital Medical Center

2002-2006, Patient Care Facilitator and Site Supervisor for Psychiatry, Cincinnati Children's Hospital Medical Center

2000-2002, Medical Auditor, The Health Alliance of Cincinnati

MINI VITA

Name: Manu Pokharel

Title: Assistant Professor

Education: Ph.D. in Health Communication, 2019 (anticipated), University of Utah
M.S. in Health Promotion & Education, 2015, University of Utah
B.S. in Nursing, 2010, Purwanchal University

Experience: 2013–present, Teaching Assistant, University of Utah
2011–2013, Nursing Instructor, ANPC College of Health Sciences
2011, Field Officer, Youth for World Nepal (YWN)

MINI VITA

Name: Staci Hunt Ramsey

Title: Lecturer (non-tenure track, renewable)

Education: Master of Arts in Education, 1998, Virginia Tech
Bachelor of Arts in History, 1994, University of Virginia

Experience: 2018-2019, Executive Coordinator, Northern Kentucky Education Council
2017-2019, Independent Educational Consultant, College Guide
2015-2019, Realtor, Huff Realty
2005-2010, Online Adjunct Faculty, Rasmussen College
2004-2009, Online Adjunct Faculty, Kaplan University
2004-2007, Online Adjunct Faculty, Franklin University
2001, Adjunct Faculty, Cardinal Stritch University
2000-2001, Advisor for Returning Adult Students, University of Wisconsin-Baraboo
1998-1999, Assistant Director of Student Activities, Marymount University
1997-1998, Program Specialist for Adult Education, Guam Community College
1997, Permanent Substitute Instructor, Guam Community College
1996, Substitute Instructor, Guam Community College

MINI VITA

Name: Dana Ripley

Title: Assistant Professor

Education: Ph.D. in Counselor Education and Supervision, 2018, Virginia Polytechnic Institute and State University

M.Ed. in Counselor Education, 2013, Virginia Polytechnic Institute and State University

B.A. in Theology, 2009, Roanoke College

Experience: 2012-present, Teaching Assistant and Clinical Supervisor, Virginia Polytechnic Institute and State University

2015-2017, Counselor, Integrative Counseling Services, Private Practice, Winchester, VA

2013-2016, Counselor, Winchester Community Mental Health Center, Winchester, VA

2015-2016, Clinical Supervisor, Lutheran Family Services

2012-2013, Counseling Intern, Campus Alcohol Abuse Prevention Center, Virginia Polytechnic Institute and State University

2012, Counseling Practicum, Virginia Polytechnic Institute and State University Counselor Education Clinic

2012, Counseling Practicum, William Flemming High School

MINI VITA

Name: Kenneth D. Roth

Title: Assistant Professor of Practice (non-tenure track, renewable)

Education: M.B.A. in the Executive Program, 2004, University of Chicago
M.S. in Electrical Engineering, 1996, Rose-Hulman Institute of Technology
B.S. in Electrical Engineering, 1988, Rose-Hulman Institute of Technology

Experience: 2018–present, Visiting Professor of Practice in Computer Science, Northern Kentucky University
2014–2017, President, RPiWare, LLC
2015–2017, Part-Time Instructor of Computer Science, Northern Kentucky University
2016–2017, CIO and CHRO, Point Blank Range & Gun Shop
2013–2014, President, Clear Measures (LUCRUM and dbaDIRECT)
2007–2013, Various Leadership Positions, dbaDIRECT
1988–2006, Various Leadership and Individual Roles, Duke Energy and predecessors
1986-1990, Senior Systems Analyst, Engineering Total Quality, Procter & Gamble, Cincinnati
1982-1985, Systems Analyst, Math & Computing, Procter & Gamble, Cincinnati
1987-1991, Adjunct Instructor, Xavier University

MINI VITA

Name: Bradford Thomas

Title: Lecturer (non-tenure track, renewable)

Education: M.S. in Computer Information Technology, 2017, Northern Kentucky University

B.A. in Computer Science, 1995, Sam Houston State University

Experience: 2017-present, Adjunct Lecturer, Northern Kentucky University

2001-present, LIT Lab Manager & Technology Specialist, Northern Kentucky University Chase College of Law

1996-2001, IT & Server Support, Dynasty Software

MINI VITA

Name: Junxiu Zhou

Title: Assistant Professor

Education: Ph.D. in Systems Engineering, 2019 (anticipated), University of Arkansas

M.S. in Computer Science, 2014, Shaanxi Normal University

B.S. in Computer Science and Technology, 2011, Fujian Normal University

Experience: 2016–present, Temporary Instructor, Lab Instructor, and Teaching Assistant, University of Arkansas

2016–present, Department of Systems Engineering Website Manager, University of Arkansas

MINI VITA

Name: Stephanie Klatzke

Title: Assistant Professor and Associate Dean

Education: Ph.D. in Organizational Communication, 2008, University of Missouri

M.A. in Communication, 2003, University of Cincinnati

B.A. in Organizational Communication, 2001, Murray State University

Experience: 2018–present, Interim Associate Dean, College of Informatics, Northern Kentucky University

2017–present, Associate Professor of Communication, Northern Kentucky University

2015–2018, Communication Graduate Program Director, Northern Kentucky University

2011–2017, Assistant Professor of Communication, Northern Kentucky University

2007–2011, Lecturer of Communication, Northern Kentucky University

2006–2007, Adjunct Instructor, Gateway Community and Technical College

2003–2006, Graduate Assistant in the Department of Communication, University of Missouri

2001–2003, Graduate Assistant in the Department of Communication, University of Cincinnati

MINI VITA

Name: Janet Bertog

Title: Professor

Education: Ph.D. in Geology, 2002, University of Cincinnati

M.S. in Paleontology, 1997, South Dakota School of Mines and Technology

B.S. in Geology, 1995, South Dakota School of Mines and Technology

Experience: 2016-present, Professor, Northern Kentucky University

2008-2016, Associate Professor, Northern Kentucky University

2004-present, Adjunct Research Associate, Cincinnati Museum Center

2003-2008, Assistant Professor, Northern Kentucky University

2000-2003, Visiting Assistant Professor, Miami University

1998-2001, Characterization Equipment Operator, University of Cincinnati

1997-1999, Survey Supervisor/Quarry Foreman, Hagerman Fossil Beds National Monument

1989-1997 Museum Assistant, South Dakota School of Mines and Technology

MINI VITA

Name: Mr. Daniel Kent

Title: Lecturer (non-tenure track, temporary)

Education: M.B.A., 1986, University of Cincinnati

B.S., 1983, Northern Kentucky University,

B.A., 1973, Northern Kentucky University, 1973

Experience: 1986-present, Lecturer, Northern Kentucky University

MINI VITA

- Name:** Lenore J. Kinne
- Title:** Professor
- Education:** Ph. D. in Educational Psychology, Specialty in Learning & Cognition, 2002, University of Minnesota
- M.A. in Educational Psychology, Specialty in Learning & Cognition, 1998, University of Minnesota
- M.Ed. in Educational Psychology, Specialty in Special Education, 1994, University of Minnesota
- B.A. in English, Elementary Education, 1974, Hamline University
- Experience:** 2017-2019, Professor, Northern Kentucky University
- 2009-2017, Associate Professor, Northern Kentucky University
- 2010-2015, Assistant Chair for Graduate Programs, Northern Kentucky University
- 2004-2009, Assistant Professor, Northern Kentucky University
- 1999-2004, Assistant Professor, Hamline University
- 1993-2000, Adjunct Assistant Professor, Saint Mary's University
- 1998-1999, Adjunct Associate Professor, North Central Minneapolis
- 1999, Adjunct Assistant Professor, University of Wisconsin
- 1992-1998, Teaching Assistant, University of Minnesota
- 1998, Intern, Teacher Education Department, University of Wisconsin
- 1996-1997, Research Assistant, University of Minnesota
- 1988-1990, Coordinator of K-12 Gifted Program, Westonka Public Schools, Mound, Minnesota
- 1987-1988, Fifth grade mathematics teacher, Breck School, Golden Valley, Minnesota
- 1984-1985, Fifth grade teacher, Osseo Area Schools, Brooklyn Park, Minnesota

MINI VITA

Name: Karl Vogler

Title: Lecturer (non-tenure track, renewable)

Education: Ph.D. in Physics, 1994, University of Wyoming
B.S. in Astronomy, 1984, University of Wyoming

Experience: 1998-present, Lecturer, Northern Kentucky University
1992-1998, Visiting Assistant Professor, Valparaiso University
1993-1996, Research Associate, Valparaiso University
1991-1992, Visiting Instructor, SUNY at Oswego
1989-1990, Senior Graduate Teaching Assistant, University of Wyoming
1986-1989, Research Consultant, University of Utah

RECOMMENDATION:

That the attached non-academic personnel actions receive Board of Regents approval.

BACKGROUND:

The following categories of non-academic personnel actions which occurred between February 19 and April 8, 2019 require approval by the Board of Regents:

1. Activations/Rehires
2. Reassignments, Reclassifications, Title/Status Changes, Promotions
3. Transfers
4. Contract/Temporary/Student to Regular & Regular to Contract
5. Departures
6. Retirements
7. Administrative/Executive

**ACTIVATIONS/REHIRES
02/19/19 – 04/08/19**

| NAME | DEPARTMENT | TITLE | EFF. DATE |
|--------------------|--|--|------------------|
| Daly, Connie | PP – Custodial Services - MC | Custodian | 03/19/2019 |
| Hoesl, Christina | Informatics Advising Center | Advisor | 04/01/2019 |
| Kaeff, Tracy | CINSAM | Network Lab Manager | 03/07/2019 |
| Kirksey, Derricka | CRC Facility Management | Custodian | 03/26/2019 |
| Kwon, Jihye | Institutional Research | Analyst, Co-Curricular Assessment & Research | 02/18/2019* |
| Massey, Kendra | Norse Violence Prevention Center | Director, Norse Violence Prevention Center | 02/22/2019 |
| Nedderman, James | Office of University Registrar | Coordinator, Systems | 03/04/2019 |
| Shodahl, Christian | Office of University Registrar | Coordinator, Service | 03/04/2019 |
| Wieland, Vanessa | Center for Innovation & Tech. in Education | Instructional Designer | 04/01/2019 |

**REASSIGNMENTS, RECLASSIFICATIONS, TITLE/STATUS CHANGES, PROMOTIONS
02/19/19 – 04/08/19**

| NAME | DEPARTMENT | TITLE | STATUS | EFF. DATE |
|-------------------|--|-----------------------------------|------------------|------------------|
| Antoine, Genelle | IT – FI Business Support Group | Business Systems Analyst II | Reclassification | 03/01/2019 |
| Asbury, Amanda | Comptroller – Foundation Fiscal Mgmt. | Director, Found Acct/Fin. Mgmt. | Promotion | 03/01/2019 |
| Ashworth, Heather | IT – BW Business Support Group | Business Systems Analyst II | Reclassification | 03/01/2019 |
| Bibee, Sara | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Title Change | 02/25/2019 |
| Bowen, Eric | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Promotion | 03/11/2019 |
| Cooper, Jack | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Title Change | 02/25/2019 |
| Dawn, Mary | IT – SLCM Business Support Group | Bus. Systems Analyst II, SAP SLCM | Reclassification | 03/01/2019 |
| Downing, Evan | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Title Change | 02/25/2019 |
| Doyle, Karen | IT – HR Business Support Group | Bus. Systems Analyst II, HR-SAP | Reclassification | 03/01/2019 |
| Geiger, Damian | IT – Infrastructure & Operations Group | IT Client Support Specialist I | Reclassification | 02/25/2019 |

REASSIGNMENTS, RECLASSIFICATIONS, TITLE/STATUS CHANGES, PROMOTIONS - CONTINUED
02/19/19 – 04/08/19

| | | | | |
|---------------------|--|--------------------------------------|------------------|-------------|
| Haskins, Kelsey | Admissions | Assistant Director | Lateral Move | 03/18/2019 |
| Jusbasic, James | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Reclassification | 02/25/2019 |
| Marimon, Nichole | IT – FI Business Support Group | Bus.Systems Analyst II, SAP Fin Sys | Reclassification | 03/01/2019 |
| Martin, Kyle | IT – SLCM Business Support Group | Bus. Systems Analyst II | Reclassification | 02/01/2019* |
| Miggelbrink, Hunter | IT – Infrastructure & Operations Group | IT Client Support Specialist I | Reclassification | 02/25/2019 |
| Moeves, Jennifer | Procurement Services | Manager, Procurement Services | Reclassification | 04/01/2019 |
| Paynter, Michael | CRC Facility Management | Floor Care Operator | Promotion | 03/11/2019 |
| Pylyayeva, Inna | IT – SLCM Business Support Group | Business Systems Analyst II | Reclassification | 03/01/2019 |
| Raleigh, James | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Reclassification | 02/25/2019 |
| Straus, Ryan | Procurement Services | Coordinator, Proc. Contracts/Bidding | Reclassification | 03/24/2019 |
| Tomboly, Susan | IT – Enterprise Systems Group | Senior Programmer Analyst I | FT to PT | 03/01/2019 |
| Trujillo, Eduardo | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Title Change | 02/25/2019 |
| Vasquez, Holly | Procurement Services | Buyer/PC Program Coordinator | Reclassification | 03/24/2019 |
| Willmann, Russell | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Reclassification | 02/25/2019 |
| Witt, Christopher | IT – Infrastructure & Operations Group | IT Client Support Specialist II | Title Change | 02/25/2019 |
| Zink, Kimberly | Admissions | Coord, Adms.Processing/Compliance | Reclassification | 03/11/2019 |

TRANSFERS
02/19/19 – 04/08/19

| NAME | PREVIOUS DEPARTMENT | NEW DEPARTMENT | TITLE | EFF. DATE |
|--------------|-----------------------------------|-----------------------|---------------------|------------------|
| Bauer, Jodi | CRC Facility Management | Horticulture | Horticulture Tech. | 04/01/2019 |
| Ryman, Susan | Cnt. For Economic Analysis & Dev. | Norse Advising | Academic Specialist | 03/01/2019 |

**CONTRACT/TEMPORARY/STUDENT TO REGULAR & REGULAR TO CONTRACT
02/19/19 – 04/08/19**

| NAME | DEPARTMENT | TITLE | STATUS | EFF. DATE |
|----------------|--|------------------------------|------------------|------------------|
| Cruse, Jacob | Institutional Research | Analyst | Student to Staff | 03/18/2019 |
| Harding, Sarah | IT – Infrastructure & Operations Group | Technical Support Specialist | Student to Staff | 03/11/2019 |

**DEPARTURES
02/19/19 – 04/08/19**

| NAME | DEPARTMENT | TITLE | EFF. DATE |
|-----------------------|---|---|------------------|
| Adamson, Curtis | Residential Village | Assistant Director, University Housing | 02/05/2019* |
| Bell-Gardiner, Dawn | Legal Affairs & General Counsel | Compliance Officer | 02/23/2019 |
| Brown, Skyler | PP – Custodial Services - MC | Custodian | 03/13/2019 |
| Cucchiara, Gioacchino | Steely Library | Library Specialist II | 03/03/2019 |
| Drischel, Katelynn | CRC Facility Management | Custodian | 03/05/2019 |
| Edmondson, Sara | PP – Custodial Services - MC | Custodian | 02/27/2019 |
| Fagre, Elizabeth | Student Financial Assistance | Specialist | 02/23/2019 |
| Hoelting, Jessica | Disability Programs & Services | Assistant Director of Disability Services | 02/23/2019 |
| Jett, Ryan | Central Warehouse | Manager, Inventory Control | 03/02/2019 |
| Jones, Mark | University Architect, Design & Const. Mgmt. | Interim Director | 03/03/2019 |
| Jones, Stephanie | PP – Custodial Services - MC | Custodian | 02/13/2019* |
| McDavid, Rondle | PP – Custodial Services - MC | Custodian | 03/09/2019 |
| Panko, Bryan | University Police – Field Operations | Public Safety Officer | 03/08/2019 |
| Runyon, Deanna | PP – Custodial Services - MC | Custodian | 02/23/2019 |
| Wice, Toni | Administration & Finance | Division Business Officer | 04/01/2019 |
| Willmann, Russell | IT – Infrastructure & Operations Group | IT Client Support Specialist II | 04/03/2019 |
| Woods, Brandon | Automotive Shop | Motorcoach Driver/Mechanic | 04/02/2019 |

**RETIREMENTS
02/19/19 – 04/08/19**

| NAME | DEPARTMENT | TITLE | EFF. DATE |
|--------------|---------------------------------------|---|------------------|
| Bailey, John | Comptroller – Foundation Fiscal Mgmt. | Director, Foundation Accounting/Financial Mgmt. | 03/01/2019 |
| Jones, Heath | Chase – Law Library | Coordinator | 03/01/2019 |

ADMINISTRATIVE/EXECUTIVE
02/19/19 – 04/08/19

| NAME | DEPARTMENT | TITLE | REASON | EFF. DATE |
|-----------------|-------------------------------------|------------------------------------|---------------|------------------|
| Allen, Jason | IT – Information Technology Central | Chief Information Security Officer | New Hire | 03/25/2019 |
| Gilmore, Blaine | Procurement Services | Director | Promotion | 04/01/2019 |

***Not on previous report**

RECOMMENDATION:

The Board of Regents officially hereby accepts contributions totaling **\$2,431,000** received by the NKU Foundation Inc. for the benefit of Northern Kentucky University during the period February 1, 2019 through March 31, 2019 per the below list.

BACKGROUND:

At the March 12, 2014 Board Meeting, a major gift policy was approved by the Regents raising the level of major gifts submitted for review and acceptance by the Board to \$25,000. Contributions of \$25,000 or more for the period 2/1/19 through 3/31/19 are itemized below.

| Contributions of \$25,000 or More (02/01/2019 - 3/31/2019) | | | | |
|---|------------------|--|---------------------|------------------|
| Donor Name | Gift Date | Gift Designation | Gift Amount | Gift Type |
| Edwards Initiative, Inc. | 3/12/2019 | Portfolios Project Employee Benefit Event Sponsorship | \$30,000 \$5,000 | Cash |
| Gary and Nyoka Johnston | 2/28/2019 | Recruitment & Retention Fund for College of Informatics students | \$50,000 | Pledge |
| Thomas J. and Margaret A. Munninghoff | 3/26/2019 | Men's Basketball Excellence Fund | \$50,000 | Cash |
| Stephen E. Newman | 2/28/2019 | Newman Fund Endowment | \$2,250,000 | Planned Gift |
| Three Arts Scholarship | 3/12/2019 | Scholarship support for performing and visual arts | \$46,000 | Cash |
| | | TOTAL | \$2,431,000 | |

RECOMMENDATION:

The Board of Regents hereby approves the following naming actions:

- (1) The naming of a scholarship to support students in the Chase College of Law who demonstrate high academic promise and/or financial need. “D. Arthur Rabourn Endowed Scholarship”
- (2) The naming of a scholarship to support students enrolled in the Chase College of Law who are Centre College graduates. “Stephen and Todd McMurtry Endowed Scholarship”
- (3) The naming of a scholarship to support students enrolled in Chase College of Law who have an interest in tax and estate planning. “William E. Hesch Endowed Scholarship”
- (4) The naming of scholarships to support upper level students, preferably female students, pursuing degrees in the below noted performing arts. “3 Arts Undergraduate Instrumental Music Scholarship”, “3 Arts Undergraduate Theatre Scholarship”, “3 Arts Undergraduate Vocal Music Scholarship”, “3 Arts Undergraduate Musical Theatre Scholarship” and “3 Arts Undergraduate Visual Arts Scholarship”
- (5) The naming of a scholarship to support students in the Haile/U.S. Bank College of Business, the College of Health Professions, and the College of Education & Human Services. “James A. Monton Endowed Scholarship”, “Susan C. Monton Endowed Scholarship”, and “Celia C. Monton Endowed Scholarship”
- (6) The naming of a scholarship to provide assistance to an undergraduate student in accounting. “Barry G. Kienzle Scholarship in Accounting”
- (7) The creation of a named fund to recruit and retain students in the College of Informatics who might not otherwise enroll or remain enrolled. “Gary and Nyoka Johnston Recruitment and Retention Fund”
- (8) The naming of a scholarship giving preference to a student-athlete majoring in political science, criminal justice, public administration, and pre-law. “J. David and Nancy A. Bender Endowed Scholarship for Athletics

BACKGROUND:

Naming actions in connection with private gifts are governed by NKU Administrative Regulation-II-4.0-2, section 2.2. NKU’s Naming Policy provides for naming opportunities in consideration of a major contribution to the university. The policy allows flexibility in determining the level of contribution appropriate for each naming action, enabling each gift to be judged on its own merit.

After careful consideration by university officials and unanimous support by the University Naming Committee, it was recommended to offer the following naming recognitions.

- (1) The university has received a major gift to provide scholarship support to students in the Chase College of Law who demonstrate high academic promise and/or financial need.

Donor: D. Arthur Rabourn

Naming Gifts: \$25,000

Naming Recognition: D. Arthur Rabourn Endowed Scholarship

Mr. D. Arthur Rabourn, a 1978 Chase graduate, is the owner of D. Arthur Rabourn, LLC, in Cincinnati, Ohio. He is a member of the Chase Board of Visitors.

(2) The university has received a partial estate gift to provide scholarship support for students enrolled in Chase College of Law who are Centre College graduates.

Donors: Stephen and Todd McMurtry

Naming Gifts: \$25,000

Naming Recognition: The Stephen and Todd McMurtry Endowed Scholarship

Mr. Todd McMurtry, a 1987 Chase graduate, is a member of Hemmer DeFrank Wessels, PLLC, in Fort Mitchell, Kentucky. His father, Mr. Stephen McMurtry, is a lawyer in Covington, Kentucky. Both McMurtrys earned their undergraduate degrees from Centre College in Danville, Kentucky. Mr. Todd McMurtry is a member of the Chase Board of Visitors.

(3) The university has received a gift to support students enrolled in the Chase College of Law who have an interest in tax and estate planning.

Donor: William E. Hesch

Naming Gifts: \$25,000

Naming Recognition: William E. Hesch Endowed Scholarship

Mr. William E. Hesch, a 1980 Chase graduate, is the owner of the William E. Hesch Law Firm, LLC, and the William E. Hesch CPA Firm, LLC, both in Cincinnati Ohio. He is a member of the Chase Board of Visitors.

(4) The university has received a gift to provide support for upper level students, preferably female students, pursuing degrees in instrumental music, theatre, vocal music, musical theatre and visual arts.

Donor: 3 Arts Scholarship Fund, Inc.

Naming Gifts: \$46,000

Naming Recognition: 3 Arts Undergraduate Instrumental Music Scholarship

3 Arts Undergraduate Theatre Scholarship

3 Arts Undergraduate Vocal Music Scholarship

3 Arts Undergraduate Musical Theatre Scholarship

3 Arts Undergraduate Visual Arts Scholarship

With over 100 years of making awards to exceptional students in the region, the 3 Arts Scholarship Fund, Inc. was founded and incorporated on May 9, 1911, to provide financial grants to young women in achieving a career in their chosen field within the arts. Due to re-structuring of their organization, the 3 Arts Scholarship Fund has reached out to regional universities offering performing arts degree programs to continue their scholarship support for student in the arts.

(5) The university has received an estate gift to support students in the Haile/U.S. Bank College of Business, the College of Health Professions, and the College of Education and Human Services.

Donor: James A. Monton
Naming Gifts: \$150,000
Naming Recognition: James A. Monton Endowed Scholarship
Susan C. Monton Endowed Scholarship
Celia C. Monton Endowed Scholarship

Mr. James A. Monton is a former executive for Procter & Gamble. He serves on the Dean's Advisory Council for the Haile/U.S. Bank College of Business. Mr. Monton is a graduate of Michigan State University where he met former NKU President, Dr. James Votruba. Mrs. Susan C. Monton was a nurse. She and Mr. Monton reside in Montgomery. Mrs. Celia C. Monton was a teacher. She is the late wife of James A. Monton.

(6) The university has received support for a scholarship to assist an undergraduate student in accounting.

Donor: Barry G. Kienzle
Naming Gifts: \$50,000
Naming Recognition: Barry G. Kienzle Scholarship in Accounting

Mr. Barry G. Kienzle is semi-retired from The Paul Hemmer Company, where he served as Chief Financial Officer. Mr. Kienzle has served on the Foundation board since 2001 and served as President of the Foundation Board from 2016-2018. Mr. Kienzle graduated from the Haile/U.S. Bank College of Business in 1973.

(7) The university has received support to create a fund to recruit and retain students in the College of Informatics who might not otherwise enroll or remain enrolled.

Donor: Gary and Nyoka Johnston
Naming Gifts: \$50,000
Naming Recognition: Gary and Nyoka Johnston Recruitment and Retention Fund

Mr. Gary L. Johnston retired from NKU after serving many years as a professor of music. He is a member of the College of Informatics Dean's Advisory Council. Mrs. Johnston was a former Covington City Commissioner and Kenton County Commissioner.

(8) The university has received an estate gift to establish a scholarship giving preference to a student-athlete majoring in political science, criminal justice, public administration, and pre-law.

Donor: J. David and Nancy A. Bender
Naming Gifts: \$25,000
Naming Recognition: J. David and Nancy A. Bender Endowed Scholarship for Athletics

Mr. J. David Bender is a practicing attorney who started his own law firm in 2005. He graduated from the College of Arts & Sciences in 1976 and the Chase College of Law in 1979. Nancy Bender previously served on the Friends of Steely Library Board.

RECOMMENDATION:

That the Board of Regents adopt the 2020-2026 Capital Plan.

BACKGROUND:

The biennial budget process is divided into two distinct parts, (1) the biennial capital budget; and, (2) the biennial operating budget. The capital budget is preceded by the six-year capital planning process. The NKU Capital Plan is a six year plan, consisting of projects to be requested in the 2020-2022 Capital Budget Request and those projects anticipated for inclusion in the 2022-2024 and the 2024-2026 Capital Budget Requests.

KRS 7A.010-170, passed by the General Assembly in 1990, requires all state agencies to submit six year capital plans. The purpose of this planning is to enable the legislature to understand the comprehensive capital needs of the state and to coordinate space requests from state agencies. The capital plan includes:

- All construction projects with a scope of \$1,000,000 or more for all three biennia.
- For 2020-2022, information technology projects with a scope of \$1,000,000 or more.
- For 2020-2022, equipment projects with a scope of \$200,000 or more.

Capital Plan projects are reviewed by the Capital Planning Advisory Board (CPAB) and CPE. The Commonwealth Office of Technology (COT) will review IT projects to ensure these requests maintain an enterprise focus on business value and potential risk factors. The CPAB, CPE and COT will all develop rankings and recommendations for submittal to the Governor during the biennial budget process later this year.

The priorities outlined in the 2020-2026 Capital Plan for the 2020-2022 biennium will become the university's 2020-2022 Biennial Capital Budget Request. The top priority project is expansion of the Herrmann Science Center, a project of about 115,000 gross square feet and a cost of \$94.5 million. Teaching and research labs in the basic sciences are used at maximum levels; additional labs are essential to support enrollment growth in the health science, engineering and STEM fields.

Other priorities include capital renewal upgrades to Fine Arts (#2) and Nunn Hall (#4), including repair of structural floor heaving, HVAC system replacement and other infrastructure and system upgrades, as well as various interior finish and architectural renovations. The third priority project is renovation of the Business Academic Center to create student-focused space designed to enhance learning and engagement. Other project priorities address various critical maintenance and facilities renewal.

Projects and priorities in the plan were heavily influenced by the Campus Master Plan, CPE's VFA Facility Condition and Space Adequacy reports, and the most pressing space needs of the university. This plan addresses capital renewal issues in nearly every existing campus building.

Only projects listed in 2020-2022 with state general funds as the funding source are prioritized. For each biennium, a separate priority listing is prepared for those projects listing agency (NKU) bonds as the desired fund source. All other projects do not receive a priority ranking in the plan.

Project titles and cost estimates may be adjusted prior to final plan and final capital budget submission. The capital plan can be amended and updated as necessary until mid-September.

The Capital Plan Overview, Capital Plan Project List, the Agency Bond priority list, and a Summary of Projects are attached.

Northern Kentucky University 2020-2026 CAPITAL PLAN

PLAN OVERVIEW

Resulting from a campus wide consultative process, Northern Kentucky University's new strategic framework plan, *Success by Design*, places a singular focus on advancing student success aligned with the needs of the Northern Kentucky region. Regions that thrive in today's economy are anchored by high-performing universities that nurture talent in their classrooms and laboratories and then prepare students to apply that knowledge to advance regional economic and social progress. NKU is focused on access, completion and career and community engagement for all students.

In addition, preparation of this plan was informed by the university's 2009 Master Plan Update (NKU will initiate a master plan update in fall 2019); the VFA Facility Condition and Space Adequacy Study; and, the Council on Postsecondary Education's strategic goals. The VFA report states, "The condition of facilities (at) NKU is generally consistent with the age and construction methods of the facilities...many major system renewals (are) due...and as would be expected, many systems are at the end (or beyond the end) of their expected useful life." The report also states, "The project team recommends CPE and NKU address all three needs (condition, adequacy and capacity) with blended investments to address them simultaneously...".

With the opening of the Health Innovation Center in 2018, NKU is positioned to leverage critical degree programs to advance opportunities for degree completion in the important STEM + Health fields. The UK College of Medicine-Northern Kentucky Campus at NKU will further enhance the appeal of undergraduate STEM at NKU. Between 2009 and 2018, majors in engineering technology and the basic sciences increased 35% and in the College of Health Professions, majors increased 47%. NKU's science center is unable to accommodate the teaching and research lab space needed to support continued growth in STEM + Health fields of study. Thus, NKU's top priority project is expansion of the Herrmann Science Center, a project of about 115,000 gross square feet.

Other priorities include capital renewal upgrades to Fine Arts (#2) and Nunn Hall (#4), including repair of structural floor heaving, HVAC system replacement and other infrastructure and system upgrades, as well as various interior and architectural renovations. The third priority project is renovation of the Business Academic Center to create student-focused space designed to enhance learning and engagement. Other project priorities address various critical maintenance and facilities renewal.

Agency bond authorization is requested for several key projects in 2020-2022, including the "Acquire/Construct Residence Hall 2018-2020 Additional Reauthorization" and reauthorizations of "Reconstruct West Side Parking" and "Acquire Land/Master Plan".

As we look ahead to 2020-2022, priorities in this plan illustrate the institution's multi-faceted commitment to our region; to our students, who demand academic excellence; and, to our community, which expects well-educated graduates able to contribute to the economic and social progress of the region. We imagine a better world, and work to make it a reality. To do so requires physical resources currently lacking at the university. During the 2020-2022 biennium, NKU must gain approval for the critical projects in this plan.

**Northern Kentucky University
Capital Plan Project List 2020-2026**

| Priority | Project | Scope | 2020-2022 | 2022-2024 | 2024-2026 | Fund Source |
|----------|---------|-------|-----------|-----------|-----------|-------------|
|----------|---------|-------|-----------|-----------|-----------|-------------|

Note: Only projects proposed for State funding in **2020-2022** are prioritized in the Capital Plan.

| | | | | | | |
|----|--|---------------|---|--|--|----------------------|
| 1 | Expand Herrmann Science Center | \$ 94,500,000 | X | | | General Fund (State) |
| 2 | Renew/Renovate Fine Arts Center Phase II | \$ 45,000,000 | X | | | General Fund (State) |
| | | \$ 5,000,000 | X | | | Private Funds |
| 3 | Renovate/Expand Business Academic Building | \$ 41,000,000 | X | | | General Fund (State) |
| 4 | Renew/Renovate Nunn Hall | \$ 30,000,000 | X | | | General Fund (State) |
| 5 | Replace Underground Utility Infrastructure | \$ 6,700,000 | X | | | General Fund (State) |
| 6 | Renew/Renovate Steely Library | \$ 41,000,000 | X | | | General Fund (State) |
| 7 | Renew E&G Buildings Systems Projects Pool | \$ 20,000,000 | X | | | General Fund (State) |
| 8 | Enhance/Upgrade Cyber Security System | \$ 1,950,000 | X | | | General Fund (State) |
| 9 | Upgrade Admin Systems | \$ 3,900,000 | X | | | General Fund (State) |
| 10 | Renovate Campbell Hall | \$ 9,000,000 | X | | | General Fund (State) |
| | | \$ 9,000,000 | X | | | Private Funds |
| 11 | Upgrade Instructional Technology | \$ 4,700,000 | X | | | General Fund (State) |
| 12 | Next Generation Digital Campus | \$ 3,300,000 | X | | | General Fund (State) |
| 13 | Scientific/Technology Equipment Pool | \$ 6,000,000 | X | | | General Fund (State) |

TOTAL State Funded Projects 2020-2022 \$ 321,050,000

**Northern Kentucky University
Capital Plan Project List 2020-2026**

| Priority | Project | Scope | 2020-2022 | 2022-2024 | 2024-2026 | Fund Source |
|----------|---------|-------|-----------|-----------|-----------|-------------|
|----------|---------|-------|-----------|-----------|-----------|-------------|

Projects that **DO NOT** get prioritized:

New Construction and Major Expansion Projects

| | | | | | | |
|---|--|---------------|---|---|--|----------------------|
| | Construct/Acquire New Residence Hall Add'l Reauth. | \$ 65,000,000 | X | | | NKU Bonds |
| | Reconstruct West Side Parking Reauth. | \$ 7,000,000 | X | | | NKU Bonds |
| | | \$ 7,000,000 | X | | | Long-Term Financing |
| | Renovate/Expand Civic Center Building | \$ 8,000,000 | X | | | Private Funds |
| | Renovate/Expand Baseball Field Reauth. | \$ 6,700,000 | X | | | Private Funds |
| | Construct Basketball Practice Facility | \$ 10,000,000 | | X | | Private Funds |
| | | \$ 6,000,000 | | X | | Long-Term Financing |
| | Construct Chiller Plant | \$ 19,400,000 | | X | | General Fund (State) |
| TOTAL Non-State Funded New Construction 2020-2022 | | \$ 93,700,000 | | | | |
| TOTAL New Construction 2022-2024 | | \$ 35,400,000 | | | | |
| TOTAL New Construction 2024-2026 | | \$ - | | | | |

Major Renovation, Deferred Maintenance and Refurbishing Projects

| | | | | | | |
|--|---|---------------|---|---|---|----------------------|
| | Guaranteed Energy Savings Performance Contracts | n/a | X | | | Long-Term Financing |
| | Renovate Brown Building Reauth. | \$ 3,000,000 | X | | | NKU Funds |
| | | \$ 1,500,000 | X | | | Private Funds |
| | Replace Event Center Technology | \$ 4,000,000 | X | | | Long-Term Financing |
| | Renew Administrative Center | \$ 45,000,000 | | X | | General Fund (State) |
| | Renew/Renovate Landrum Hall | \$ 43,000,000 | | X | | General Fund (State) |
| | Renew University Center Phase III | \$ 14,000,000 | | X | | General Fund (State) |
| | Enhance Softball & Tennis Complex | \$ 8,000,000 | | | X | Private Funds |
| | Renew Old Power Plant | \$ 6,400,000 | | | X | General Fund (State) |
| | Renew/Renovate MEP Center | \$ 43,000,000 | | | X | General Fund (State) |
| | Renew/Renovate Regents Hall | \$ 8,000,000 | | | X | General Fund (State) |

**Northern Kentucky University
Capital Plan Project List 2020-2026**

| Priority | Project | Scope | 2020-2022 | 2022-2024 | 2024-2026 | Fund Source |
|--|--|----------------|-----------|-----------|-----------|---------------------|
| | TOTAL Renovation/Renewal/Refurbish 2020-2022 | \$ 8,500,000 | | | | |
| | TOTAL Renovation/Renewal/Refurbish 2022-2024 | \$ 102,000,000 | | | | |
| | TOTAL Renovation/Renewal/Refurbish 2024-2026 | \$ 65,400,000 | | | | |
| <u>Land and Building Acquisitions</u> | | | | | | |
| | Acquire Land/Master Plan 2010-2012 - Reauth. | \$ 17,500,000 | X | | | NKU Bonds |
| | | \$ 4,000,000 | X | | | NKU Funds |
| | | \$ 4,000,000 | X | | | Long-Term Financing |
| | GRAND TOTAL 2020-2022 | \$ 448,750,000 | | | | |
| | GRAND TOTAL 2022-2024 | \$ 137,400,000 | | | | |
| | GRAND TOTAL 2024-2026 | \$ 65,400,000 | | | | |

Northern Kentucky University
Capital Plan AGENCY BOND (NKU Bonds) Priorities 2020-2026

| Priority | Project | Scope | 2020-2022 | 2022-2024 | 2024-2026 | Fund Source |
|----------|---------|-------|-----------|-----------|-----------|-------------|
|----------|---------|-------|-----------|-----------|-----------|-------------|

Note: For projects with Agency Bonds (NKU Bonds) as the fund source, the Capital Plan requires the projects to be prioritized by biennium.

| | | | | | | |
|-----------------|---|----------------------|---|--|--|-----------|
| 1 | Renovate Residence Halls 2018-2020 Add'l Reauth | \$ 65,000,000 | X | | | NKU Bonds |
| 2 | Reconstruct West Side Parking Reauth | \$ 7,000,000 | X | | | NKU Bonds |
| 3 | Acquire Land/Master Plan 2010-2012 Reauth. | \$ 17,500,000 | X | | | NKU Bonds |
| SUBTOTAL | | \$ 89,500,000 | | | | |

| | | | | | | |
|-----------------|-------------|------|--|---|--|-----|
| | None | \$ - | | X | | N/A |
| SUBTOTAL | | | | | | |

| | | | | | | |
|-----------------|-------------|------|--|--|---|-----|
| | None | \$ - | | | X | N/A |
| SUBTOTAL | | \$ - | | | | |

GRAND TOTAL **\$ 89,500,000**

**Northern Kentucky University
2020-2026 Capital Plan**

Summary

2020-2022 Capital Projects – Prioritized Projects

Note: Only projects proposed for State funding in 2020-2022 are prioritized in the Capital Plan.

Expand Herrmann Science Center

Priority #1

Funding Source: **General Fund** (State)

Cost Estimate: **\$94,500,000**

This project envisions construction of additional teaching and research labs in biology, chemistry, biochemistry, physics, geology and engineering technology in an 115,000 square foot addition to the 175,131 square foot Herrmann Science Center. The project may be an addition or it could be a freestanding building adjacent to the existing building.

Renew/Renovate Fine Arts Center Phase II

Priority #2

Funding Source: **General Fund** (State)

Cost Estimate: **\$45,000,000**

Private Funds

5,000,000

This project includes renovations to the Fine Arts Center, a 159,000 square foot academic building, and includes capital renewal of HVAC and electrical systems, elevators, fire alarm, building finishes, etc. The project scope also includes funds to address heaving of a 15,000 square foot area of slab-on-grade on Corbett Theater stage and adjacent classroom areas.

Renovate/Expand Business Academic Building

Priority #3

Funding Source: **General Fund** (State)

Cost Estimate: **\$41,000,000**

This project involves renovation of the 110,693 square foot Business Academic Center including capital renewal of building systems and repair of structural floor heaving in a 4,000 square foot area of the first floor. Also included as a part of the project scope is a 20,000 square foot building expansion and renovation of select areas.

Renew/Renovate Nunn Hall

Priority #4

Funding Source: **General Fund** (State)

Cost Estimate: **\$30,000,000**

Nunn Hall was the first building on the new NKU campus in 1972, and is in need of critical capital renewal of building systems, including reconstruction of deteriorated and leaking sanitary sewer infrastructure, HVAC replacement, elimination of below grade groundwater infiltration, and replacement of heaved slab-on-grade in a 15,000 square foot area. Nunn Hall houses the Chase College of Law. This project also provides funding for the repurposing of the 1st floor former Chase Library to a new space use.

2020-2022 Capital Projects – Prioritized Projects - CONTINUED

Replace Underground Utility Infrastructure

Priority #5

Funding Source: **General Fund** (State)

Cost Estimate: **\$6,700,000**

This project includes replacement of underground water, sanitary sewer and gas mains. About 3,000 lineal feet of undersized water mains require replacement to increase water pressure and fire-fighting capability. About 1,700 lineal feet of sewer mains will be upsized to create needed capacity. Finally, about 1,800 lineal feet of steel gas mains need to be replaced with plastic piping to eliminate risk of leaks.

Renew/Renovate Steely Library

Priority #6

Funding Source: **General Fund** (State)

Cost Estimate: **\$41,000,000**

This project will renew HVAC, electrical and other building systems and infrastructure in the 141,000 square foot Steely Library and provide funding to create a Learning Commons environment in the building. This project also includes funds to address the heaving of the slab-on-grade on the first floor.

Renew E&G Buildings Systems Projects Pool

Priority #7

Funding Source: **General Fund** (State)

Cost Estimate: **\$20,000,000**

This project includes various improvements, upgrades and capital renewal investments to building systems and associated infrastructure in the university's educational and general buildings.

Enhance/Upgrade Cyber Security System

Priority #8

Funding Source: **General Fund** (State)

Cost Estimate: **\$1,950,000**

Enhance the University's cyber security systems to help prevent, detect and quickly resolve cyber-attacks and IT threats.

Upgrade Admin Systems

Priority #9

Funding Source: **General Fund** (State)

Cost Estimate: **\$3,900,000**

NKU's administrative system's core software and hardware will be upgraded to the newest business technology to improve overall performance, accessibility, ease of system use, and to update business processes. A secure cloud storage environment will be investigated for this upgrade.

2020-2022 Capital Projects – Prioritized Projects - CONTINUED

Renovate Campbell Hall

Priority #10

Funding Source: **General Fund** (State) Cost Estimate: **\$9,000,000**
Private Funds **9,000,000**

The university purchased Campbell Hall, a 46,915 square foot building located at the northern edge of NKU's Highland Heights campus, from Gateway Community College in 2016. This project will provide for renovation and modernization to enable continued use. Building systems are in need of significant renewal and parts of the building are unusable until renovations are accomplished.

Upgrade Instructional Technology

Priority #11

Funding Source: **General Fund** (State) Cost Estimate: **\$4,700,000**

This project includes numerous hardware and software technology upgrades designed to improve the delivery of instruction campus wide.

Next Generation Digital Campus

Priority #12

Funding Source: **General Fund** (State) Cost Estimate: **\$3,300,000**

This project will expand, enhance and in some cases replace the existing campus network backbone infrastructure, including both cabling and operating hardware. This system is 9-24 years old and its operating speed, 10GB, will not support current needs for instruction, collaboration and research. The new backbone is planned to support 100GB of data.

Scientific/Technology Equipment Pool

Priority #13

Funding Source: **General Fund** (State) Cost Estimate: **\$6,000,000**

This equipment pool includes scientific/technology equipment to support instruction and research in the basic sciences.

Capital Projects – Non-Prioritized Projects - Continued

NEW CONSTRUCTION AND MAJOR EXPANSION PROJECTS

Construct/Acquire New Residence Hall 2016-2018 Add'l Reauth

2020-2022

Funding Source: **NKU Bonds**

Cost Estimate: **\$65,000,000**

Quality, on-campus housing enriches the collegiate experience, positively impacting student retention and graduation rates. In order to improve and enhance the residential experience of students, the project scope includes evaluation of existing housing to determine the most cost effective solution, which may include selected demolition and/or renovation of existing facilities; acquisition; renovation/restoration of existing facilities; and, the ability to construct two new residence halls of about 80,000 square feet and a capacity of 300 beds each. This project reauthorizes \$40.5M in agency bond authority and increases it to \$65M for 2020-2022. This project authority is currently being used for the Kentucky and Commonwealth Hall renovations and the design of the new residence hall currently underway.

Reconstruct West Side Parking Reauthorization

2020-2022

Funding Source: **NKU Bonds**

Cost Estimate: **\$7,000,000**

Long-Term Financing

7,000,000

The gravel parking area between Kenton and the new Connector Road will be reconstructed. With completion of the new Connector Road a year ago, parking demand in this area has increased. As a new entry to campus, upgrading this area is necessary. Surface parking lot expansion may also occur in other areas of campus. Project financing pursuant to KRS 45.763 is requested; NKU may opt to spend cash instead of financing.

Renovate/Expand Civic Center Building

2020-2022

Funding Source: **Private Funds**

Cost Estimate: **\$8,000,000**

This project will fund a comprehensive renovation to the former Highland Heights Civic Center building to house university offices and other services. Environmental and code compliance issues will be addressed.

Renovate/Expand Baseball Field Reauthorization

2020-2022

Funding Source: **Private Funds**

Cost Estimate: **\$6,700,000**

Upgrades to the existing baseball facility will better position it to accommodate competitive baseball games. Improvements include expanded spectator seating, ADA upgrades, press box, concession area and lighting.

Capital Projects – Non-Prioritized Projects - Continued

Construct Basketball Practice Facility

2022-2024

Funding Source: **Private Funds** Cost Estimate: **\$10,000,000**
Long-Term Financing **6,000,000**

The 34,660 square foot Basketball Practice facility is intended to provide a quality practice and training facility for the men's and women's basketball programs. It will be located on a site near the BB&T Arena. Project financing pursuant to KRS 45.763 is requested.

Construct Chiller Plant

2022-2024

Funding Source: **General Fund (State)** Cost Estimate: **\$19,400,000**

A new Chiller Plant of about 10,000 square feet is needed to provide additional cooling capacity for future buildings. This project includes installation of chilled water distribution lines to connect to the campus loop.

MAJOR RENOVATION, DEFERRED MAINT. AND REFURBISHING PROJECTS

Guaranteed Energy Savings Performance Contracts

2020-2022

Funding Source: **Long-Term Financing** Cost Estimate: **N/A**

The Guaranteed Energy Performance Projects Pool serves as a central project pool for Guaranteed Energy Savings Performance Contracts in any university-owned building. These contracts will function as a lease-purchase procurement, using energy savings as payments for improvements, as provided by KRS 56.770 to 56.784.

Renovate Brown Building Reauthorization

2020-2022

Funding Source: **NKU Funds** Cost Estimate: **\$3,000,000**
Private Funds **1,500,000**

The Brown Building is a small, 8,586 square foot building that is in need of total renovation. It is vacant; it cannot be occupied due to environmental and code compliance issues. It will be renovated to create much needed office space.

Replace Event Center Technology

2020-2022

Funding Source: **Long-Term Financing** Cost Estimate: **\$4,000,000**

The BB&T Arena, a 243,000 square foot multi-purpose event center, opened in 2008. The center hung scoreboard and the ribbon boards in the arena are in need of replacement due to outdated electronic components.

Capital Projects – Non-Prioritized Projects - Continued

Renew Administrative Center

2022-2024

Funding Source: **General Fund (State)**

Cost Estimate: **\$45,000,000**

This project will renew and renovate the Lucas Administrative Center, including upgrade of mechanical, electrical and other building systems.

Renew/Renovate Landrum Hall

2022-2024

Funding Source: **General Fund (State)**

Cost Estimate: **\$43,000,000**

This project to renew and renovate Landrum Hall, a 100,500 square foot academic building, includes capital renewal to building systems and infrastructure. This project also includes funds to address the heaving of the slab-on-grade on the first floor of Landrum’s west wing.

Renew University Center Phase III

2022-2024

Funding Source: **General Fund (State)**

Cost Estimate: **\$14,000,000**

The project to complete renewal of the University Center, a 102,720 square foot student services building, includes capital renewal to building systems and infrastructure which were not completed in 2012-2014 when extensive renovations were completed in parts of the building.

Enhance Softball & Tennis Complex

2024-2026

Funding Source: **Private Funds**

Cost Estimate: **\$8,000,000**

The university’s softball field and tennis complex, which are adjacent, would be enhanced with additional seating; a small building of about 10,200 square feet with public restrooms, concession area and indoor practice facilities; and, field lighting to allow evening use. Due to poor subsurface conditions, the tennis courts will be rebuilt as well.

Renew Old Power Plant

2024-2026

Funding Source: **General Fund (State)**

Cost Estimate: **\$6,400,000**

This project includes capital renewal and renovation of 20,600 square feet of former boiler/chiller space in the old power plant. The space currently houses the university’s building services department.

Renew/Renovate MEP Center

2024-2026

Funding Source: **General Fund (State)**

Cost Estimate: **\$43,000,000**

The project to renew and renovate the Mathematics Education Psychology Center, a 128,000 square foot academic building, includes capital renewal to building systems and infrastructure. The project also includes funding to accomplish limited architectural renovations to this building.

Capital Projects – Non-Prioritized Projects - Continued

Renew/Renovate Regents Hall

2024-2026

Funding Source: **General Fund (State)**

Cost Estimate: **\$8,000,000**

This project will fund capital renewal and renovation of this 28,726 square foot building occupied in 1973.

LAND AND BUILDING ACQUISITIONS

Acquire Land/Master Plan 2010–2012 Reauthorization

2020-2022

Funding Source: **NKU Bonds**

Cost Estimate: **\$17,500,000**

NKU Funds

4,000,000

Long Term Financing

4,000,000

This project will allow the university to take advantage of real property acquisition opportunities during the 2020-2022 biennium to support educational programs and campus development. Land acquisition is critical to the future development of the university; the 2009 Master Plan recommends the purchase of 290 acres. This project includes acquisition of a campus ministry building located in the center of campus.

RECOMMENDATION:

That the Board of Regents approves the revisions to the tuition for the 2019-20 academic year at the rates proposed in the Revised Authorized Schedule of Tuition (attached).

SUMMARY

Graduate

In Fall 2019, a new online Master of Science in Exercise Science will be launched. Due to the highly competitive nature of the online programs, this program is being established at a \$450 per credit hour rate.

The Great Eight Cohort for MAED: Teacher as Leader was started in Spring 2018 to meet the needs of small independent school districts in our service area. Administrators of these districts (Silver Grove, Dayton, Bellevue, Newport, Covington, Ludlow, Erlanger/Elsmere, and Southgate) approached NKU with a need to retain new teachers in their districts by offering a cohort program for their teachers to complete the MAED: Teacher as Leader program. Tuition at our primary competitors for this program ranges from \$315-\$395 per credit hour. The recommended rate of \$351 per credit hour was inadvertently left off of the authorized schedule of tuition.

NOTE: The above revisions will not have a significant impact on our 2019-20 academic year tuition revenue projections.

NORTHERN KENTUCKY UNIVERSITY

Revised Schedule of Tuition & Mandatory Fees - May 2019

| | Tuition 2018-19 Rate | Tuition 2019-20 Rate | \$ Increase 2019-20 | % Increase 2019-20 |
|--|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------|
| <u>UNDERGRADUATE</u> | | | | |
| Credit Hour (1-11, 17+ hours) | | | | |
| Resident, Ohio Reciprocity, Indiana Rate | \$402 | \$413 | \$11 | 2.7% |
| Metro (returning) | \$608 | \$625 | \$17 | 2.8% |
| Nonresident | \$804 | \$828 | \$24 | 3.0% |
| Online (accelerated and all other) | \$437 | \$448 | \$11 | 2.5% |
| RN-BSN Online Partner (Note 1) | \$330 | \$330 | \$0 | 0.0% |
| School Based Scholars (Note 2) | \$56 | \$56 | \$0 | 0.0% |
| Full-Time 12-16 Hours (Semester) | | | | |
| Resident, Ohio Reciprocity, Indiana Rate | \$4,824 | \$4,956 | \$132 | 2.7% |
| Metro (returning) | \$7,296 | \$7,500 | \$204 | 2.8% |
| Nonresident | \$9,648 | \$9,936 | \$288 | 3.0% |
| <u>GRADUATE AND DOCTORATE</u> | | | | |
| GRADUATE | | | | |
| Credit Hour | | | | |
| Resident | \$613 | \$613 | \$0 | 0.0% |
| Ohio/Indiana | \$738 | \$738 | \$0 | 0.0% |
| Nonresident | \$943 | \$943 | \$0 | 0.0% |
| SNU Computer Science Program (Note 3) | \$735 | \$735 | \$0 | 0.0% |
| Online | \$653 | \$653 | \$0 | 0.0% |
| EDUCATION MASTERS | | | | |
| Credit Hour | | | | |
| Master of Arts in Education - non accelerated online | \$518 | \$518 | \$0 | 0.0% |
| Master of Arts in Education - accelerated online | New | \$400 | N/A | N/A |
| Master of Arts in Teaching - accelerated online | New | \$400 | N/A | N/A |
| Master of Science in Exercise Science - non accelerated online | New | \$450 | N/A | N/A |
| MAED: Teacher as Leader - Great 8 Cohort | New | \$351 | N/A | N/A |
| EDUCATION POST MASTERS | | | | |
| Credit Hour | | | | |
| Education Specialist T&L - accelerated online (Note 4) | New | \$400 | N/A | N/A |
| EDUCATION DOCTORATE | | | | |
| Credit Hour | | | | |
| Resident | \$684 | \$684 | \$0 | 0.0% |
| Ohio/Indiana | \$803 | \$803 | \$0 | 0.0% |
| Nonresident | \$998 | \$998 | \$0 | 0.0% |

NORTHERN KENTUCKY UNIVERSITY

Revised Schedule of Tuition & Mandatory Fees - May 2019

| | Tuition 2018-19 Rate | Tuition 2019-20 Rate | \$ Increase 2019-20 | % Increase 2019-20 |
|--|-------------------------------------|-------------------------------------|------------------------------------|-------------------------------|
| BUSINESS GRADUATE | | | | |
| Credit Hour | | | | |
| Resident | \$627 | \$627 | \$0 | 0.0% |
| Ohio/Indiana | \$737 | \$737 | \$0 | 0.0% |
| Nonresident | \$1,022 | \$1,022 | \$0 | 0.0% |
| Accelerated Online Master of Business | \$499 | \$499 | \$0 | 0.0% |
| Program Rate | | | | |
| ELOC (Note 5) | \$34,950 | \$34,950 | \$0 | 0.0% |
| COLLEGE OF HEALTH PROFESSIONS | | | | |
| Credit Hour | | | | |
| Doctor of Nursing Practice (DNP) - accelerated | \$648 | \$648 | \$0 | 0.0% |
| DNP - Post Masters - non accelerated online | \$673 | \$673 | \$0 | 0.0% |
| DNP - Nursing Anesthesia (resident) | \$746 | \$746 | \$0 | 0.0% |
| DNP - Nursing Anesthesia (non resident) | \$954 | \$954 | \$0 | 0.0% |
| Master of Science in Nursing (MSN) - accelerated | \$621 | \$621 | \$0 | 0.0% |
| MSN - non accelerated | \$645 | \$645 | \$0 | 0.0% |
| MS - Health Science - accelerated | \$624 | \$624 | \$0 | 0.0% |
| St. Elizabeth MSN - Nurse Exec Leader (NEL) | \$545 | \$545 | \$0 | 0.0% |
| Mercy Health Online - GR | \$635 | \$635 | \$0 | 0.0% |
| LAW | | | | |
| Credit Hour (1-12, 17+ hours) | | | | |
| Resident | \$782 | \$821 | \$39 | 4.99% |
| Nonresident | \$1,265 | \$1,328 | \$63 | 4.98% |
| Semester (13-16 credit hours) | | | | |
| Resident | \$10,166 | \$10,673 | \$507 | 4.99% |
| Nonresident | \$16,445 | \$17,264 | \$819 | 4.98% |
| Program Rate | | | | |
| LLM (Note 6) | \$28,950 | \$28,950 | \$0 | 0.0% |

Note 1: Rate for students enrolled through Academic Partnerships agreement.

Note 2: Rate for high school students taking an NKU college course. Rate is the ceiling set by the Kentucky Higher Education Assistance Authority to participate in Dual Credit Scholarship program.

Note 3: Agreement with Sichuan Normal University in China. Chinese students complete Master's Degree in Computer Science at NKU.

Note 4: Online rate for the Teaching & Leading EDS program.

Note 5: Two-year Cohort tuition rate; includes \$7,000 for an international trip.

Note 6: LLM (master in law for international students) is a one year program.

RECOMMENDATION:

That the College of Education and Human Services be reorganized to become the College of Education effective July 1, 2019.

BACKGROUND:

This realignment is the result of a year-long process in which faculty and staff of both the College of Education and College of Health Professions were engaged for input and recommendations. It benefits our students, our university and our community in several ways, including:

- Strengthening our commitment to increasing access, successful completions and opportunities for career and community engagement for all learners, especially those in the education and health programs
- Emphasizing our desire to positively affect public health in our region, our state and the country
- Providing greater visibility to the importance of education in our region, our state and the country
- Strengthening inter-professional collaboration across campus and within the community

The programs in Teacher Education and Educational Leadership will merge to form the new College of Education. The newly formed College of Health and Human Services will absorb the department of Kinesiology and Health, and the programs in Counseling and Social Work. An interim dean will be appointed to lead the College of Education during the 2019-2020 academic year. A national search for a new dean will be launched in the fall of 2019.

RECOMMENDATION:

That the College of Health Professions be reorganized to form the College of Health and Human Services effective July 1, 2019.

BACKGROUND:

This realignment is the result of a year-long process in which faculty and staff of both the College of Education and College of Health Professions were engaged for input and recommendations. It benefits our students, our university and our community in several ways, including:

- Strengthening our commitment to increasing access, successful completions and opportunities for career and community engagement for all learners, especially those in the education and health programs
- Emphasizing our desire to positively affect public health in our region, our state and the country
- Providing greater visibility to the importance of education in our region, our state and the country
- Strengthening inter-professional collaboration across campus and within the community

The newly formed College of Health and Human Services will combine programs from the former College of Education and Human Services to create four new schools:

- The School of Allied Health
- The School of Kinesiology, Counseling and Rehabilitative Sciences
- The School of Nursing
- The School of Social Work

Each school within the new CHHS will have a director who reports to the dean of the current College of Health Professions. The schools may also have program directors but will not be further organized into departments.

RECOMMENDATION:

That Emeritus status for the following individual receive Board of Regents approval:

Dr. Lenore Kinne, professor in the Department of Teacher Education, College of Education and Human Services, effective May 2019.

Mini Vita Follows

BACKGROUND

The faculty member recommended for Emeritus status have received the endorsement of the faculty, the dean, the provost, and the president.

MINI VITA

Name: Lenore J. Kinne

Title: Professor

Education: Ph. D. in Educational Psychology, Specialty in Learning & Cognition, 2002,
University of Minnesota

M.A. in Educational Psychology, Specialty in Learning & Cognition, 1998,
University of Minnesota

M.Ed. in Educational Psychology, Specialty in Special Education, 1994,
University of Minnesota

B.A. in English, Elementary Education, 1974, Hamline University

Experience: 2017-2019, Professor, Northern Kentucky University

2009-2017, Associate Professor, Northern Kentucky University

2010-2015, Assistant Chair for Graduate Programs, Northern Kentucky
University

2004-2009, Assistant Professor, Northern Kentucky University

1999-2004, Assistant Professor, Hamline University

1993-2000, Adjunct Assistant Professor, Saint Mary's University

1998-1999, Adjunct Associate Professor, North Central Minneapolis

1999, Adjunct Assistant Professor, University of Wisconsin

1992-1998, Teaching Assistant, University of Minnesota

1998, Intern, Teacher Education Department, University of Wisconsin

1996-1997, Research Assistant, University of Minnesota

1988-1990, Coordinator of K-12 Gifted Program, Westonka Public Schools,
Mound, Minnesota

1987-1988, Fifth grade mathematics teacher, Breck School, Golden Valley,
Minnesota

1984-1985, Fifth grade teacher, Osseo Area Schools, Brooklyn Park, Minnesota

RECOMMENDATION:

That a Bachelor's Degree in Japanese, as outlined in the accompanying proposal, be approved for immediate implementation.

BACKGROUND:

The Japanese major program at Northern Kentucky University will offer a wide range of courses on the language, literature, cinema, and culture of Japan. The program will feature Japanese language instruction from beginning to advanced levels. The program will also provide students the opportunity to improve their Japanese skills through the study abroad at NKU's partner universities in Japan. Several upper-level courses will be offered on a rotating basis, including Japanese Composition and Conversation, Business Japanese, Japanese Drama, and Japanese Cultural History. The program will also provide students vocational training including coursework in translation and interpretation in professional settings. Through the Japanese major curriculum, students will not only gain a well-balanced knowledge of Japanese literature and culture, they will also acquire important professional skills utilizing the target language.

The Japanese major will provide students with the linguistic skills and cultural knowledge necessary to understanding various aspects of the Japanese language and culture, as well as Japan's role in local and global communities.

The Japanese program has been contributing to the post-secondary education strategic agenda of NKU in the areas of: student centered education, innovative teaching, inclusiveness, and academic excellence.

In our Japanese courses, we employ innovative teaching methods, such as Project Based Learning (PBL), in order to promote student creativity and critical thinking. Instead of simply teaching grammar and conversation skills, we assign students projects that have included making a promotional video of NKU in Japanese or creating a teaching demonstration on some aspect of Japanese grammar. We encourage students to take the initiative in their projects in order to provide them more opportunities to express themselves in the target language.

Regarding the agenda of diversity and inclusiveness, our program attracts both American students and foreign exchange students from countries such as China, South Korea, and Saudi Arabia. Those students who sometimes feel marginalized on campus make friends in Japanese classes. They also participate in Asia-related student clubs such as the Asian Club and the Amine Club that are supported by the Japanese faculty. Thus, the Japanese program not only increases students' awareness of Japanese culture on campus, it also provides a place for international students to meet new friends who share their common interests.

We place a great value on academic excellence. We recently developed seven new courses that will enrich the Japanese minor curriculum and also be part of the proposed Japanese major. Students will have variety of courses to choose from ranging from Introduction to Japanese Translation to Japanese Cinema. The Japanese instructors also supervise the Japanese-Language Proficiency Test Preparation Club, which prepares students to take the JLPT exam. The JLPT is

an internationally-recognized test of language proficiency in Japanese that is administered by the Japanese Ministry of Education, Culture, Sports and Technology.

In addition to our student clubs, we also promote extracurricular activities that have included a Japanese speech contest and an exchange meeting with the children of the K-12 Japanese language school that is housed at our university.

The Japanese program also makes efforts to increase the number of students who enter a post-secondary degree. We welcome high school students to take advantage of the dual-credit system, and every semester, there are several high school students who take Japanese classes at NKU and use the credit toward their college degree. Japanese instructors initiated a meeting with those students to understand their needs and concerns. We strive to create a comfortable learning environment for the high school students and encourage them to continue their studies at NKU.

The Japanese instructors also regularly advise students on what courses they should take, how to apply for study abroad programs, how to apply for scholarships, and what kinds of jobs are available for students minoring in Japanese. The goal of these courses and advising is to prepare students for careers in a variety of fields that include teaching, translation/interpreting, IT, and finance.

We are also trying to further improve career readiness and employability of the students both in the Japanese program and in the department as a whole. In AY 2015-2016, the World Languages and Literatures Department created WLL 396: Internship in World Languages and Literatures and in AY 2017-2018 JPN 307: Introduction to Japanese Translation (as well as translation courses in our other major languages). We are also currently in the process of developing a “Language for Professions” micro-credential in all of our language programs, including Japanese.

The Japanese program contributes to the local community by offering cultural events during the annual celebration of “International Education Week” at NKU. In collaboration with the Japanese Language School, we provide cultural activities for NKU students and local community members, such as a taiko performance, and origami and Japanese calligraphy workshops.

Department of World Languages and Literatures - Japanese, B.A.

2019-2020 Program - New - Major or Certificate

General Catalog Information

Type of Program * Program
 Shared Core

Status* Active-Visible

Identify Purpose of Proposal* New Major
 New Certificate

College*

Department*

Program Level* Undergraduate Graduate

Title of Proposed Degree Program* Japanese, B.A.

Provide Catalog Program Description:* **Thinking about the discipline:** The study of another language helps us to understand and appreciate our neighbors in the world. Today, as countries become increasingly dependent on each other, the knowledge of other languages and cultures is more important than ever before. The study of languages can directly and indirectly provide job-related knowledge and skills that can offer a competitive edge in finding employment. Possible areas of employment include education; international business, law or journalism; social work; tourist industry (airlines, tour guides, travel agents); library and information science; immigration, customs and foreign service; and translation and interpretation.

Special opportunities for our students: The department sponsors conversation hours in French, German, and Japanese. In addition, the department sponsors film series and the Phi Sigma Iota Honor Society. Funding for study abroad is available through the Carol Swarts Milburn Scholarship, the Foreign Language Award for International Study (FLAIS), and the World Languages and Literatures Award for German Study Abroad. Internship and co-op experiences are encouraged. WLL 396: World Languages & Literatures

Internship may be used an elective in all World Languages and Literatures major and minor programs.

Special graduation requirements: No course in which a grade below a C- is earned can be used to fulfill the major course requirements in French, German, Japanese, or Spanish.

Program assessment: All graduating seniors with majors in French, German, Japanese, or Spanish are required to submit a portfolio prior to graduation. As part of the portfolio, they are required to submit the results of language proficiency tests. Candidates for teaching certification in French, German, or Spanish must achieve a proficiency level of at least "advanced low" on an ACTFL oral proficiency interview or equivalent in order to be recommended for certification. Guidelines for the entire portfolio and for fulfillment of the ACTFL proficiency requirement can be found in the World Languages and Literatures Majors' Handbook online (<http://inside.nku.edu/content/dam/worldlanglit/docs/Majors%27%20Handbook.pdf>).

You should also know: Departmental placement and retroactive credit policies: Any courses in the 101, 102, 201, 202 sequence in a language may not be taken for credit by a student who has already received credit for the course or a higher numbered course in the same language without permission of the department chair. Initial placement in French, German, Japanese, or Spanish must be in accord with departmental placement guidelines. Students with three or more years of high school language study are highly encouraged to take the free WebCAPE placement test. Retroactive credit through the World Language Incentive Program (WLIP) may be available for students who enroll in courses at a level higher than 101. Placement above or below the range specified in the guidelines requires approval of the department chair. Students whose placement does not reflect departmental guidelines may be removed from a course. The WebCAPE placement test, detailed placement guidelines and information about retroactive credit options can be found online (<http://inside.nku.edu/artsci/departments/worldlanglit/placement/webcape.html>).

Does this proposal require TEC approval?* Yes No

What previously approved NKU programs are closely related to this new program and how are they related?

We are aware that the "Catalog Program Description" can be only 50 words. Explanation follows:

The department currently offers three world language majors (French, German, and Spanish). Since these programs and the Japanese Major are aligned with each other and have similar goals, we have not included individual descriptions for each major.

Will this constitute a Yes No

**SACSCOC
Substantive
Change?***

- Degree Level***
- Bachelor's
 - Master's
 - Doctoral
 - Joint Program
 - Associate

- If Certificate, select appropriate option**
- Undergraduate Certificate < 1 Year
 - Undergraduate Certificate 1-2 Years
 - Undergraduate Certificate 2-4 Years
 - Post-Baccalaureate Certificate (over 18 credit hours with Master Level Courses being taught)
 - Post-Masters Certificate (over 18 credit hours with Doctorate Level Courses being taught)
 - Post-Doctoral Professional Practice Certificate

Program Type*

Degree Type*

Name of Program Director* Caryn Connelly

Intended Date of Implementation* Fall 2019

Anticipated Date for Granting First Degrees* Spring 2020

1. List the objectives of the proposed program. These objectives should deal with the specific institutional and societal needs that this program will address.*

The Japanese major will provide students with the linguistic skills and cultural knowledge necessary to understanding various aspects of the Japanese language and culture, as well as Japan's role in local and global communities.

2. Explain how the proposed program relates to the institutional mission and academic strategic plan.*

The Japanese program has been contributing to NKU's missions of "student centered education," "innovative teaching," "inclusiveness," and "academic excellence."

In our Japanese courses, we employ innovative teaching methods, such as

Project Based Learning, in order to promote students' creativity and critical thinking. Instead of simply teaching grammar and conversation skills, we assign them projects that have included making a promotional video of NKU in Japanese or creating teaching demonstrations on Japanese grammar. We encourage students to take the initiative in their projects in order to provide them more opportunities to express themselves in the target language.

Regarding the agenda of diversity and inclusiveness, our program attracts both American students and foreign exchange students from countries such as China, South Korea, and Saudi Arabia. Those students who sometimes feel marginalized on campus make friends in Japanese classes. They also participate in Asia-related student clubs such as the Asian Club and the Anime Club that are supported by the Japanese faculty. Thus, the Japanese program not only increases students' awareness of Japanese culture on campus, it also provides a place for minority students to meet new friends who share their common interests.

We place a great value on academic excellence. We recently developed seven new courses that will enrich the Japanese minor curriculum and also be part of the proposed Japanese major. Students will have variety of courses to choose from ranging from Introduction to Japanese Translation to Japanese Cinema. The Japanese instructors also supervise the Japanese-Language Proficiency Test Preparation Club, which prepares students to take the JLPT exam. The JLPT is an internationally-recognized test of language proficiency in Japanese that is administered by the Japanese Ministry of Education, Culture, Sports and Technology.

In addition to our student clubs, we also promote extra curricular activities that have included a Japanese speech contest and an exchange meeting with the children of the K-12 Japanese language school that is housed at our university.

3. Explain how the proposed program addresses the state's postsecondary education strategic agenda.*

The Japanese program has been contributing to the postsecondary education strategic agendas of Kentucky state, which are "to increase degree and credentials by 2030" "to meet critical needs" and "to provide students opportunities, success, and the impact [of college education]"

The Japanese program makes efforts to increase the number of students who enter a postsecondary degree. We welcome high school students to take advantage of the dual-credit system, and every semester, there are several high school students who take Japanese classes at NKU and use the credit toward their college degree. Japanese instructors initiated a meeting with those students to understand their needs and concerns. We strive to create a comfortable learning environment for the high school students and encourage them to continue their studies at NKU.

The Japanese instructors also regularly advise students on what courses they should take, how to apply for study abroad programs, how to apply for scholarships, and what kinds of jobs are available for students minoring in

Japanese. The goal of these courses and advising is to prepare students for careers in a variety of fields that include teaching, translation/interpreting, IT, and finance.

We are also trying to further improve career readiness and employability of the students both in the Japanese program and in the department as a whole. In AY 2015-2016, the World Languages and Literatures Department created WLL 396: Internship in World Languages and Literatures and in AY 2017-2018 JPN 307: Introduction to Japanese Translation. We are also currently in the process of developing a "Language for Professions" micro-credential in all of our language programs, including Japanese.

The Japanese program contributes to the local community by offering cultural events during the annual celebration of "International Education Week" at NKU. In collaboration with the Japanese Language School, we provide cultural activities for NKU students and local community members, such as a taiko performance, and origami and Japanese calligraphy workshops

4. Explain how the proposed program furthers the statewide implementation plan.

1. List all student learning outcomes of the program.

1) Knowledge Base: Linguistic, cultural, and literary competence

Ability to identify/describe:

1. Distinctive cultural features of nations where the target language is spoken.
2. Significant events/periods in the history of nations where the target language is spoken, including sociopolitical information.
3. Major authors/works/literary traditions in the target language.
4. Linguistic structures of the target language.

2) Skills base: Aural, oral, and written command of the target language

Ability to:

1. Understand oral usage of the target language in a variety of contexts (personal, business, academic, etc.).
2. Engage in and sustain conversation on personal and general topics.
3. Produce written documents (letters, dictations, essays) in the target language using appropriate grammatical constructions and idioms.
4. Read and accurately interpret authentic printed materials in the target language (e.g. newspapers, magazines, essays, books)
5. Use information from primary and secondary sources appropriately in essays or documents and cite sources properly using MLA reference form.

2. Explain how the curriculum achieves the program-level student learning outcomes by describing the relationship between the overall curriculum or the major curricular components and the program objectives. *

1. Knowledge Base: Linguistic, cultural, and literary competence

Student Learning Outcome 1: Students learn distinctive cultural features of nations where the target language is spoken.

The elements of Japanese culture including Japanese traditions, everyday practices, and business ethics are introduced both in language classes (JPN 101, JPN 102, JPN 201, JPN 202 & JPN 304: Composition and Conversation) and in upper-level content courses such as JPN 311 (Japanese Cultural History), JPN 325: Japanese Myth and Folklore, JPN 330: Studies in Japanese Language Cinema, and JPN 480: Studies in Japanese Culture in which students study Japanese history, traditions and popular culture.

Student Learning Outcome 2: Students learn significant events/periods in the history of nations where the target language is spoken, including sociopolitical information.

Japanese history, politics, and society are addressed in JPN 311: Japanese Cultural History, JPN 320: Survey of Japanese literature, JPN 330: Survey of Japanese Language Cinema and JPN 480: Studies in Japanese Culture, courses in which literature, cinema, culture, and scholarly articles are discussed within an historical context. Students also learn Japanese history and geography in elective courses that include HIS 338: History of Japan, GEO 410: Geography of Asia, PSC 388: Politics of Asia.

Student Learning Outcome 3: Students learn major authors/works/literary traditions in the target language.

Japanese major authors and their works from different time periods are presented in JPN 320: Survey of Japanese Literature, JPN 322: Japanese Drama, JPN 323: Japanese Prose Fiction and JPN 481: Studies in Japanese Literature.

Student Learning Outcome 4: Students learn linguistic structures of the target language.

Basic linguistic structures are taught in 1st and 2nd year Japanese courses (JPN 101, JPN 102, JPN 201, & JPN 202). More complex linguistic structures are covered in JPN 304: Japanese Composition and Conversation, JPN 307: Introduction to Japanese Translation, JPN 401: Japanese Phonetics and Pronunciation and JPN 402: Advanced Japanese Grammar and Syntax.

b) Skills base. (Aural, oral, and written command of the target language)

Student Learning Outcomes 5 and 6: Understand oral usage of the target language in a variety of contexts (personal, business, academic, etc.) & Students will engage in and sustain conversation on personal and general topics.

First and second year Japanese courses (101 through 202) prepare students to have conversations in Japanese in personal and informal settings. Upper-level language and content courses, including JPN 304: Japanese Composition and Conversation, JPN 307: Introduction to Japanese Translation, JPN 340: Business Japanese, JPN 401: Japanese Phonetics and Pronunciation and JPN 402: Advanced Japanese Grammar and Syntax teach students the distinctive features of the Japanese language, such as gender specific expressions and honorific and humble expressions, and train students to utilize those expressions in a variety of contexts including personal, business, and academic.

Student Learning Outcome 7: Students will produce written documents (letters, dictations, essays) in the target language using appropriate grammatical constructions and idioms.

The lower level language courses teach students the basic Japanese writing system including the hiragana alphabets, the katakana alphabet, and kanji (Chinese characters), and how to write Japanese sentences in personal and informal contexts. The upper level language courses including JPN 307: Introduction to Japanese Translation, JPN 340: Business Japanese, JPN 401:

Japanese Phonetics and Pronunciation, and JPN 402: Advanced Japanese Grammar and Syntax teach students the distinctive features of Japanese language such as gender specific expressions, honorific and humble expressions, and train students to utilize those expressions in their writing.

Student Learning Outcome 8: Students will read and accurately interpret authentic printed materials in the target language (e.g. newspapers, magazines, essays, books)

After acquiring basic Japanese skills in JPN 101 and JPN 102, students start reading more authentic materials beginning in JPN 201. In upper-level literature courses, students will read poetry, fiction, drama and academic articles in Japanese. In upper-level culture topic courses, such as JPN 325: Japanese Myth and Folklore and JPN 340: Business Japanese students will read a range of authentic printed materials in the target language—from Japanese myths to business communications. In JPN 307: Introduction to Japanese Translation students read, write and translate various materials including business letters and newspaper articles. In JPN 402 students are also assigned translation activities that require them to read and interpret a variety of authentic printed materials in Japanese.

Student Learning Outcome 9: Students will use information from primary and secondary sources appropriately in essays or documents and cite sources properly using MLA reference form.

In upper-level culture and literature courses (all of which have been referenced above), students are assigned to read primary and secondary sources in Japanese and cite sources using the MLA (Modern Language Association) reference form.

3. Highlight any distinctive qualities of this proposed program*

Our program will focus on language skill development by offering 33 hours of required coursework in the target language. Students read fiction and scholarly articles in Japanese in literature courses such as JPN 323: Japanese Prose Fiction and JPN 481: Studies in Japanese Literature. Our program also offers “professions-oriented” courses that develop skills that are applicable to careers. Those courses include JPN 307: Introduction to Japanese Translation, JPN 340: Business Japanese, WLL 294: Language for the Professions. WLL 294 is a variable topics course that provides linguistic and cultural competence to prepare students to work within a cross-cultural environment here or abroad. Course content varies according to target language (French, German, Japanese, and Spanish) and may include topics about health, legal, culinary arts, fashion, engineering, tourism and trade professions.

4. Will this program replace any existing program(s) or concentrations within an existing program?*

Yes No

| | |
|---|---|
| <p>If yes, please specify.</p> | <p>Currently, NKU has a Japanese Language and Culture minor which consists of 21 credits. Most courses in the Japanese minor are language and culture courses. This program will enhance the Japanese minor. Not only will the new courses that have been developed as part of work on the major proposal expand the course offerings in the minor, the minor will also be modified to include more required coursework in Japanese. In this sense, the Japanese minor will end up looking more like our minor programs in French, German and Spanish. All of those minors required that students take seven courses in the language. Currently, the Japanese Language and Culture minor requires students to take five courses in Japanese, plus two electives in other disciplines. The Japanese major will add more courses on Japanese literature and film. These additional courses will not only expand their knowledge of Japan and its history and culture, it will also give them more exposure to reading, writing, listening and speaking in the language.</p> |
| <p>5. Include the projected faculty/ student in major ratio</p> | <p>25-35</p> |
| <p>6. Is there a specialized accrediting agency related to this program?*</p> | <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> |
| <p>If yes, identify the agency</p> | |
| <p>Attached</p> | <p><input checked="" type="checkbox"/> I have attached a SACS Faculty Roster Form.</p> |
| <p>8.a. Describe the library resources available to support this program. You may attach any documentation provided to SACS*</p> | <p>In addition to the Japan-related books and journals, the NKU library has a wide range of academic databases including WorldCat: the world's largest library catalog, Academic Search Complete, JSTOR, MLA International Bibliography, and Project MUSE. Interlibrary loan enables faculty and students to borrow books and journals from university libraries in the US and, in some instances, other countries. The library also has funds available for the purchase of new materials, and we are currently in the process of submitting requests for books to support the Japanese major program curriculum.</p> |
| <p>8.b. Describe the physical facilities and instructional equipment available to support this program*</p> | <p>We have an adequate number of classrooms that use for language classes. All classrooms at NKU are "smart classrooms" that come equipped with a computer, document camera, projector and screen. We are also able to reserve larger spaces (classrooms and auditoriums) for extra-curricular activities such as speech contests and calligraphy workshops.</p> |
| <p>9. Clearly state the admission, retention, and completion</p> | <p>The Japanese major will be open to students with good standing at NKU. Students must obtain a grade of C- or higher in order to move onto the</p> |

**standards
designed to
encourage high
quality***

next course(s) in the program. Students must earn C- or higher in courses that are required for the Japanese major.

**10. Clearly state
the degree
completion
requirements for
the program***

Core courses (18 hours)

- JPN 201 -- Intermediate Japanese I
- JPN 202 -- Intermediate Japanese II
- JPN 304 -- Japanese Composition and Conversation
- JPN 401- -Japanese Phonetics and Pronunciation OR JPN 402 --
Advanced Japanese Grammar and Syntax
- JPN 480 -- Studies in Japanese Culture
- JPN 481 -- Studies in Japanese Literature
- WLL 400 -- World Languages Program Assessment (0 credits)

Culture study (6 hours, select any two not taken above)

- JPN 307 -- Introduction to Japanese Translation
- JPN 311 -- Japanese Cultural History
- JPN 325 -- Japanese Myth and Folklore
- JPN 330 -- Studies in Japanese Language Cinema
- JPN 340 -- Business Japanese
- JPN 401 -- Japanese Phonetics and Pronunciation
- JPN 402 -- Advanced Japanese Grammar and Syntax
- JPN 480 -- Studies in Japanese Culture
- JPN 520 -- Readings in Japanese (culture topic)

Literary study (6 hours, select any two not taken above)

- JPN 320 -- Survey of Japanese Literature
- JPN 322 -- Japanese Drama
- JPN 323 -- Japanese Prose Fiction
- JPN 481 -- Studies in Japanese Literature
- JPN 520 -- Readings in Japanese (literary topic)

Interdisciplinary course (3 hours, select one)

- ANT 275 -- Language and Culture
- ANT 385 -- Peoples of East and Southeast Asia
- ARTH 304 -- Survey of Asian Art
- ARTH 359 -- Arts and Crafts of Japan
- CIN 201 -- Survey of World Cinema
- GEO 410 -- Geography of Asia
- GEO 540 -- Cultural Geography of Asia
- HIS 338 -- History of Japan
- JPN 350 -- Methods of Teaching Japanese
- POP 345 -- Japanese Popular Culture
- PHI 312 -- Eastern Philosophy

- PSC 388 -- Politics of Asia
- REL 350 -- World Religions and Ethics

Elective in Japanese (3 hours)

Select any courses above JPN 202 not taken above or WLL 396 or WLL 294 (Japanese topic).

Total number of hours required for degree (including General Education credits)*

121

Number of hours in degree program core*

18

Number of hours in concentration*

0

Number of hours in guided electives*

15

Number of hours in free electives*

3

Describe how the proposed program will articulate with related programs in the state*

Northern Kentucky University Department of World Languages and Literatures will honor all courses related to Japanese language, culture and literature courses that are equivalent with NKU's Baccalaureate major and minor coursework in both existing and proposed programs. Substitutions will be considered on a case by case basis using course descriptions, syllabi, and transcripts to make each determination. Credit hours will be matched as required at Northern Kentucky University. For example JPN 101 of University of Kentucky is equivalent to NKU's JPN 101. Murray State University's JPN 306 Introduction to Japanese Literature might be equivalent to NKU's JPN 320: Survey of Japanese Literature. Any deficiencies at the time they first enroll at NKU must be fulfilled according to NKU regulations. While the Department of World Languages and Literatures at NKU does not currently have any specific transfer agreements, the department does honor all existing NKU agreements, Kentucky General Education Transfer agreements, and Baccalaureate program transfer frameworks.

Prospective Curriculum*

Core Courses

JPN 201 Intermediate Japanese I
JPN 202 Intermediate Japanese II
JPN 304 Japanese Composition and Conversation
[After]
JPN 401 Japanese Phonetics and Pronunciation
[After] OR
JPN 402 Advanced Japanese Grammar and Syntax
[After]
JPN 480 Studies in Japanese Culture
JPN 481 Studies in Japanese Literature
WLL 400 World Languages Program Assessment

Culture Study (6 credits)

Select two courses from the following:

JPN 307 Introduction to Japanese Translation
JPN 311 Japanese Cultural History
JPN 325 Japanese Myth and Folklore
JPN 330 Studies in Japanese Language Cinema
JPN 340 Business Japanese
JPN 401 Japanese Phonetics and Pronunciation
JPN 402 Advanced Japanese Grammar and Syntax
JPN 480 Studies in Japanese Culture
JPN 520 Readings in Japanese
[Right] (culture topic)

Literary Study (6 credits)

Select two courses from the following:

JPN 320 Survey of Japanese Literature
JPN 322 Japanese Drama
JPN 323 Japanese Fiction
JPN 481 Studies in Japanese Literature
JPN 520 Readings in Japanese
[Right] (Literary topic)

Interdisciplinary Component (3 credits)

Select one course from the following:

ANT 275 Language and Culture
ANT 385 Peoples of East and Southeast Asia
ARTH 304 Survey of Asian Art
ARTH 359 Arts and Crafts of Japan
CIN 201 Survey of World Cinema
GEO 410 Geography of East Asia
GEO 540 Cultural Geography of Asia
HIS 338 History of Japan
PHI 312 Eastern Philosophy
POP 345 Japanese Popular Culture
PSC 388 Politics of Asia

Elective

Select one JPN course above the 202 level (3 credits)

[Before]Including
WLL 294 Topics in Language for the Professions
WLL 396 World Languages and Literatures Internship

Attached* I have attached course lists by curricular headings.

Delivery Method* 100% f2F in classroom
 100% Distance Learning

F2F/Distance Learning Hybrid

14. Will this program utilize alternative learning formats (e.g. distance learning, technology-enhanced instruction, evening/weekend classes, accelerated courses)? *

- Distance Learning
- Courses that combine various modes of interaction, such as face-to-face, videoconferencing, audio-conferencing, mail, telephone, fax, e-mail, interactive television, or World Wide Web
- Technology-enhanced instruction
- Evening/weekend/early morning classes
- Accelerated courses
- Instruction at nontraditional locations, such as employer worksite
- Courses with multiple entry, exit, and reentry points
- Courses with "rolling" entrance and completion times, based on self-pacing
- Modularized courses

14.a. Describe planned alternative methods of program delivery you checked, involving greater use of technology, distance education, and/or accelerated degree designs, to increase efficiency, better address student educational and workforce needs, and maximize student success, for both traditional and non-traditional students.

Currently the Japanese program is offering JPN 101 online. We also have plans to develop upper-division Japanese courses in hybrid or online formats to give more flexibility to students who cannot take classes on campus or during regular class hours. Some of the interdisciplinary course options for the proposed major are also offered in online formats. However, our Japanese minor program has grown steadily over the past few years despite not having extensive online (or hybrid) class options.

Demand

a. Provide evidence of student demand. Evidence of student demand is typically in the form of surveys of potential students or enrollments in related programs at the institution, but other methods of gauging student demand are acceptable. *

NKU currently only offers a Japanese minor, but the number of the Japanese minors has consistently grown in the last 10 years. In fall 2009, when the program was still housed in Political Science as an interdisciplinary minor, there were 12 students enrolled. In fall 2013, the first semester the minor was offered by the World Languages and Literatures Department, it had an enrollment of 22 students. The enrollments have steadily gone up over the past ten years, and currently, in spring 2019, there are 69 enrolled students in the Japanese minor (81 total—some of these students are studying abroad in Japan this semester and are not counted as currently enrolled students). Compared to 62 Spanish minors (the largest program in the department), this is a high number. NKU's Japanese program is large compared to that of nearby universities as well. NKU

and University of Cincinnati had similar student enrollments in Japanese courses in the fall 2018 even though the size of UC is three times larger than that of NKU (UC students: 43,691 [total], 100 enrolled in Japanese; NKU students: 15,738 [total], 145 enrolled in Japanese). Murray State University, the only other regional comprehensive university in Kentucky with a Japanese major, had 83 students enrolled in Japanese courses in fall 2018—only slightly more than half of NKU’s enrollments in Japanese courses.

| FALL 2018 | NKU | UC | Murray |
|-------------------|--|---|---|
| 100-level | 4 sections of 101 (one ONL): 78 1 section of 102: 20 Total: 98 | 3 sections of 1001 (one ONL): 55 1 section of 1013: 9 Total: 64 | 2 sections of 101: 38 1 section of 105 (culture class): 9 Total: 47 |
| 200-level | 1 section of 201: 18 | 1 section of 2001: 15 | 1 section of 201: 10 |
| Advanced level | 2 classes: 42 | 3 classes: 21 | 4 classes: 26 |
| Total enrollments | 158 students | 100 students | 83 students |

According to the survey done by the Japan Foundation in 2012, there are 4,270 teachers teaching the Japanese language to 155,939 students at 1,449 different institutions, an increase of 10.4% in the number of students since the 2009 survey. The popularity of Japanese language study in the world is consistent in the past 20 years, which is evident in the Japan Times article “More People Studying Japanese.” https://www.japantimes.co.jp/opinion/2013/07/13/editorials/more-people-studying-japanese/#.W_MejZM3nxQ

The article states that “Around the world, the number of institutions outside of Japan teaching Japanese rose by 7.5 percent and the number of Japanese teachers abroad increased by 28 percent.”

Additionally, Japanese is a growth area in the World Languages and Literatures Department and based on informal surveys and conversations we have had with students in the Japanese minor, we have determined that there is high interest among students to have a major program in Japanese at NKU. Currently, the

NKU Japanese program is only offering courses focused on language and cultural topics. The creation of a Japanese major will allow us to expand the curriculum in Japanese to include courses in Japanese literature, film and translation.

b. Identify the applicant pool and how students will be reached. *

The Japanese minor is extremely popular with students majoring in programs in the College of Informatics (Computer Science, Electronic Media Broadcasting and Media Informatics specifically), as well as with students in the International Studies, Studio Arts, World Cultures and Theatre majors that are housed in the College of Arts & Sciences. From these examples, it can be seen that Japanese has a broad appeal for students in a range of disciplines.

In addition to specifically targeting students in disciplines that already feed our Japanese minor program, we will also promote the major program to current and potential students through the Major/Minor Fair, Black & Gold Days, Welcome Wednesdays, and other recruiting events.

c. Describe the student recruitment and selection process. *

The Department of World Languages and Literatures will recruit students to the Japanese major through publicity materials and recruitment activities. In addition to recruitment activities at Welcome Wednesdays (recruitment events for current high school students and their families) and Northern Exposure (orientations for incoming NKU students) that we conduct regularly throughout the year, we will reach out high school guidance counselors to provide them the opportunity to learn about our Japanese program, and coordinate activities for their students to experience our Japanese program through visits to the schools or to NKU's campus. We will also contact Japanese companies in the area, such as Toyota Boshoku, and other Japanese-owned companies to discuss internship and employment opportunities for NKU students, as well as opportunities for their American employees to study Japanese in our program. Regarding the selection process, students can declare their major in Japanese online in MyNKU with the assistance of one of the Japanese instructors, the department chair or advisors in their current major program.

d. Identify the primary feeders for the program. *

The General Education requirement and the lower-level language courses usually attract students to higher-level Japanese courses. When the students like their classes/instructors, they declare Japanese as their minor and thus lower level language courses function as the primary feeders for the program. The recruitment initiatives mentioned in the answer for the previous question can also be considered as the feeders into the major program.

e. Provide any evidence of a projected net increase in total student enrollments to the campus as a

1. Students who are currently taking Japanese courses at NKU have told instructors that they came to NKU because they wanted to study Japanese and they had heard that NKU has a strong Japanese program. This suggests that having a Japanese major

| | |
|--|--|
| <p>result of the proposed program*</p> | <p>could contribute to the increase of student enrollments at NKU overall.</p> <ol style="list-style-type: none"> When a course on Japanese literature (in English translation) and film was offered for the Honors program in Fall 2016, the class easily filled in a few weeks. This indicates that there is an interest among NKU students for Japan-related courses. When asked if they would major in Japanese if there were a Japanese major at NKU, 78% of students currently enrolled in Japanese answered "yes" in an informal survey we conducted in AY 2017-2018. |
| <p>Degr Conferred Year 1</p> | <p>5</p> |
| <p>Degr Conferred Year 2</p> | <p>7</p> |
| <p>Degr Conferred Year 3</p> | <p>8</p> |
| <p>Degr Conferred Year 4</p> | <p>9</p> |
| <p>Degr Conferred Year 5</p> | <p>10</p> |
| <p>Major Headcount Fall Semester Year 1</p> | <p>25</p> |
| <p>Major Headcount Fall Semester Year 2</p> | <p>27</p> |
| <p>Major Headcount Fall Semester Year 3</p> | <p>30</p> |
| <p>Major Headcount Fall Semester Year 4</p> | <p>33</p> |
| <p>Major Headcount Fall Semester Year 5</p> | <p>36</p> |
| <p>a. Describe the types of jobs available for graduates, average wages for these jobs, and the number of anticipated openings for each</p> | <p>Common fields of interest for students of Japanese are International Studies, Computer Science, Electronic Media Broadcasting, Media Informatics, Interpreting/Translation, and Fine Arts (Studio Art and Theatre, specifically. But in general, having linguistic proficiency in another language and knowledge of other cultures is beneficial to any other career path and provides a competitive edge over other job candidates.</p> |

type of jobs. * Language majors, Japanese and otherwise, can work in Government, Social Service, Education, Scientific Fields, Business, Communications, Tourism and others. The Japanese minor is extremely popular with students majoring in programs in the College of Informatics (Computer Science, Electronic Media Broadcasting and Media Informatics specifically), as well as with students in the International Studies, Studio Arts, World Cultures and Theatre majors that are housed in the College of Arts & Sciences. From these examples, it can be seen that Japanese has a broad appeal for students in a range of disciplines.

Our Japanese minors have gone on to teach English in Japan through the JET (Japanese English Teachers) Program. (Average salary: \$30K-40K plus health insurance). We have had one of our Japanese minors obtain a job working for the City of Osaka in Japan, another was employed by Rakuten Co. in Tokyo (average salary: \$60K to \$65K), and another by Altica Central in Japan (average salary \$30K-40K). There are also many Japanese manufacturing companies located in the Northern Kentucky and the broader tri-state region that offer various positions for English-Japanese bilinguals. For example: CSI Group in Lexington (IT specialist with Japanese skills 70K-80K); Toyota Boshoku in Erlanger (Purchasing Executive Assistant with Japanese skills \$50K -60K); TOP Group in Berea (Japanese translator \$45K). On the national level, Honda Kaihatsu America, Inc.—the interpreting company affiliated with Honda— provides interpreter positions for their offices and plants across the country. Numerous other jobs in the US that require Japanese skills can be found at job search websites such as indeed.com and LinkedIn. Finally, our graduates have gone on to pursue graduate degrees at the University of Cincinnati, the University of Chicago, and Capella University.

Clearly describe all evidence justifying a new program based on changes in the academic discipline or other academic reasons*

N/A

a. Are there similar programs in other Southern Regional Education Board (SREB) states and in the nation? *

Yes No

Please identify similar programs in other SREB states and in the nation.

Indiana University

Ohio State University

b. Please identify any similar

University of Kentucky

programs exist at public institutions in Kentucky. Murray State University

c. Does the proposed program differ from existing programs? * Yes No

If yes, please explain

Northern Kentucky University would be the only post-secondary institution of its size in the region with a major in Japanese. In the tri-state region, the only other schools with Japanese major programs are University of Kentucky, Indiana University and Ohio State University, which are all large R1 institutions. Nearby University of Cincinnati offers an interdisciplinary major in Asian Studies that only requires two intermediate level courses in Arabic, Chinese or Japanese, and a certificate program in Japanese Language and Culture that only requires students to take four intermediate (2) and advanced (2) level courses in Japanese.

The proposed Japanese major at NKU is distinct from the Japanese Studies major at University of Kentucky because it requires more coursework in Japanese. The Common Core of the Japanese Studies major at UK consists of 4 courses/12 hours that include options of courses in Anthropology and History that are taught in English. The core of the proposed Japanese major at NKU will be 6 courses/18 hours, all of which are in Japanese. The remaining 6 courses/18 hours of our proposed Japanese major are all courses in Japanese except for a Japan/Asia-related interdisciplinary course in another department. At UK, the Japanese Studies Major electives are 4 courses/12 hours, with many options to take courses in English in other departments. So, overall, the distinctive feature of NKU's proposed Japanese major is more required coursework in Japanese.

d. Does the proposed program serve a different student population (i.e., students in a different geographic area) from existing programs? Yes No

If yes, please explain.

While there is a Japanese major at Murray State University, a regional comprehensive university in the State of Kentucky that is similar in size to NKU, MSU is 5 hours from Northern Kentucky in the western part of the state. Nationally, NKU would be one of the few universities of its size with a Japanese major if the proposal were accepted. In this sense, a Japanese major at a regional comprehensive university like NKU would be a mark of distinction.

We contacted the chair of the Modern and Classical Languages, Literatures

and Cultures Department of University of Kentucky and the chair of the Global Languages and Theatre Arts Department of Murray State University.

From the answers obtained from UK and MSU, we learned that it is important to maintain high quality teaching, to provide frequent advising to students, to organize language related events, to do outreach the local communities, utilize university websites and social medias, and to collaborate with other offices and departments to promote a Japanese major.

e. Is access to existing programs limited?* Yes No

If yes, please explain

f. Is there excess demand for existing similar programs?* Yes No

If yes, please explain

g. Will there be collaboration between the proposed program and existing programs?* Yes No

If yes, please explain the collaborative arrangements with existing programs

If no, please explain why there is no proposed collaboration with existing programs

Currently there are no plans for collaboration, but we are open to this possibility should the opportunity arise.

1. Does the curriculum include a clinical or experiential component? Yes No

If yes, list and discuss the nature and appropriateness of available clinical sites.

2. Describe how

the doctorate builds upon the reputation and resources of the existing master's degree program in the field.

3. Explain the new practice or licensure requirements in the profession and/or requirements by specialized accrediting agencies that necessitate a new doctoral program.

4. Explain the impact of the proposed program on undergraduate education at the institution. Within the explanation, note specifically if new undergraduate courses in the field will be needed.

5. Provide assurance that funding for the program will not impair funding of any existing program at any other public university.

COST/FUNDING

1. Will this program require additional resources?* Yes No

If yes, provide a brief summary of additional resources that will be needed to implement this program over the next five years

The Japanese program currently has one full-time and two part-time instructors. We have requested a second full-time position that has been tentatively approved for doing a search for an NTTR/non-tenure track renewable lecturer in AY 2019-2020 that would lead to having a second FT faculty member in Japanese starting in AY 2020-2021.

2. Will this program impact existing programs and/or organizational units within your institution?* Yes No

If yes, please describe the impact

Currently, NKU has Japanese Language and Culture minor which consists of 21 credits. Most courses in the Japanese minor are language and culture courses. This program will enhance the Japanese minor. Not only will the new courses that have been developed as part of work on the major proposal expand the course offerings in the minor, the minor will also be modified to include more required coursework in Japanese. In this sense, the Japanese minor will end up looking more like our minor programs in French, German and Spanish. All of those minors required that students take seven courses in the language. Currently, the Japanese Language and Culture minor requires students to take five courses in Japanese, plus two electives in other disciplines. The Japanese major will add more courses on Japanese literature and film. These additional courses will not only expand their knowledge of Japan and its history and culture, it will also give them more exposure to more advanced reading, writing, listening and speaking the language.

3. Provide adequate documentation to demonstrate sufficient return on investment to the state to offset new costs and justify approval for the proposed program.

Attached I have attached a Breakdown of Budget Expenses/ Requirements Table.

Attached I have attached a Funding Sources Table.

PROGRAM REVIEW AND ASSESSMENT

1.a. Which components will be evaluated?*

1) Skills base (Aural, oral, and written command of the target language) for the language courses

2) Knowledge Base: Linguistic, cultural, and literary competence for the content courses

please see "Attachment 3_Japanese program curriculum map" for full details

1.b. When will the

components be evaluated?*

These components will be evaluated regularly at the course-level through exams, essays, presentations and other projects, and in the semester before graduation through the Senior Portfolio Assessment that is completed in the context of the WLL 400: World Languages Portfolio Assessment course. In the WLL 400 course, students will take the ACTFL (American Council on Teaching of Foreign Languages) aligned Avant STAMP test to assess their proficiency in reading, writing, listening and speaking and also submit two essays from upper-level cultural and literary topics courses to assess their knowledge base in Japanese.

1.c. When will the data be collected?*

In the case of course-level assessments, data will be collected throughout the semester as the courses are going on, and in the semester before graduation in the case of the program-level STAMP exam/Portfolio assessment course.

1.d. How will the data be collected?*

Students take the Avant STAMP test in the Office of Testing Services on campus. This will measure their linguistic proficiency in reading, writing, listening and speaking. The two essays they submit (as described above) will be uploaded to the WLL 400 course site in Canvas. These two essays (one from an upper-level cultural topic course and one from an upper-level literary topic course) will assess both linguistic skills and content-knowledge gained during the major.

1.e. What will be the benchmarks and/or targets to be achieved?*

The Intermediate High level of proficiency on the ACTFL scale.

1.f. What individuals or groups will be responsible for data collection?*

The Japanese instructors, the instructor of WLL 400, and the department chair.

1.g. How will the data and findings be shared with faculty?*

It will be shared on Canvas and via email with program assessment coordinators, and in department meetings when relevant.

1.h. How will the data be used for making programmatic improvements?*

We will use these assessment results to evaluate which elements of the program contribute to student learning and will modify and improve our programs if needed. For instance, if the STAMP test and/or course essays indicate that our students' writing skills are rather weak in general, we will put greater emphasis on writing instruction and practice into our courses.

2. What are the measures of teaching effectiveness?*

Course evaluations completed by the students

DFW rates

Peer observations

Performance on course-level assessments and the Avant STAMP test

3. What efforts to improve teaching effectiveness will be pursued based on these measures?*

Attend conferences, workshops and webinars on language teaching

Peer observations of other instructors AND having other instructors and/or department chair visit classes.

Improve knowledge of language teaching by reading related books and articles.

4. What are the plans to evaluate students' post-graduate success?*

As we do with the existing majors and minors in French, German and Spanish, we will send our graduation survey to Japanese majors (as well as minors) to fill out, encourage them to sign up for business and employment-oriented services such as LinkedIn, and follow their career paths through the survey that the World Languages and Literatures Department regularly sends out to alumni.

VPUAA Processes

CIP Code 16.0302

BOR Approval Date 5/08/2019

CPE Final Approval Date

CPE ID

RECOMMENDATION:

That the following amendment to the Faculty Policies and Procedures Handbook, regarding the appointment of administrators with faculty rank, receive Board of Regents approval.

BACKGROUND:

The senate voted to approve these recommended changes to the handbook at the January 28, 2019 meeting.

PROPOSAL:

These amendments are needed to ensure that the academic qualifications of external candidates who are hired into the university faculty rank (and sometimes tenure) are commensurate with the faculty rank these candidates seek to obtain. These amendments would affect Sections 1.8, 1.9, and 2.10 of the current NKU Faculty Handbook, and would cross-reference (but not amend) Sections 1,2, 3, 5, and 16.12.

Current Faculty Handbook Language:

1.8. ADMINISTRATORS WITH FACULTY RANK

1.8.1. FULL-TIME ADMINISTRATORS WITH ACADEMIC RANK

Full-time administrators with academic rank are members of the University administration who hold faculty rank in probationary or tenured positions. Such persons may be assigned teaching responsibilities. This provision is intended to encompass high-level administrators, e.g. the President, vice presidents, deans, and other similarly situated persons.

1.9. QUALIFICATIONS FOR APPOINTMENT TO RANK

The initial appointment of faculty shall be at the rank appropriate for the qualifications presented. These qualifications apply to promotion in rank (see Section 16.12. Appropriate Terminal Degrees for Faculty).

2.10. FACULTY RECRUITMENT AND APPOINTMENT

The Office of the Provost annually issues updated faculty hiring guidelines. These guidelines, along with periodic training sessions, serve to standardize procedures for faculty hiring. The provisions of this Handbook govern all appointments of faculty. (See, e.g. Section 1, Definitions of Faculty Status, and Section 2, Faculty Appointments; and Section 16.12, Appropriate Terminal Degrees for Faculty.)

The decision to award credit for prior service will be negotiated at the time of the initial appointment between the candidate and the department chair in consultation with the

department's Reappointment, Promotion, and Tenure Committee. All recommendations for prior service must receive approval of both the appropriate dean and the Provost, and must be transmitted in writing to all of the affected parties: candidate, department chair, RP&T Committee, appropriate dean, and the provost. Credit for prior service in a full-time, tenure-track appointment in the rank of instructor, assistant professor, or associate professor at an accredited, four-year institution of higher learning may be counted toward the normal six-year probationary period. The awarding of prior service does not alter the schedule of non-renewal: regardless of the amount of prior service awarded toward tenure, faculty members with two or fewer years of service at NKU are subject to the non-renewal schedule stated in Part One, Section 3.2. However, if circumstances warrant, the candidate may request in writing a renegotiation of credit for prior service. This request must be made within the first two years of the candidate's initial appointment and would require the recommendation of the RPT Committee, chair and dean and the approval of the provost.

Proposed Amendment:

1.8. ADMINISTRATORS WITH FACULTY RANK

1.8.1. FULL-TIME ADMINISTRATORS WITH ACADEMIC RANK

Full-time administrators with academic rank are members of the University administration who hold faculty rank in probationary or tenured positions. Such persons may be assigned teaching responsibilities. This provision is intended to encompass high-level administrators, e.g. the President, vice presidents, deans, and other similarly situated persons.

The initial appointment of full-time administrators with academic rank shall be at the academic rank appropriate for the qualifications presented. Qualifications for academic rank shall be evaluated according to the criteria set forth in Sections 3 and 5 of this Handbook and the applicable departmental guidelines promulgated under Section 3.1 of this Handbook. These qualifications also apply to promotion in rank (see Section 1.9 Qualifications For Appointment To Rank. See also Section 16.12. Appropriate Terminal Degrees for Faculty).

1.9. QUALIFICATIONS FOR APPOINTMENT TO RANK

The initial appointment of faculty, including full-time administrators with academic rank, shall be at the rank appropriate for the qualifications presented. These qualifications apply to promotion in rank (see Section 16.12. Appropriate Terminal Degrees for Faculty).

2.10. FACULTY RECRUITMENT AND APPOINTMENT

The Office of the Provost annually issues updated faculty hiring guidelines. These guidelines, along with periodic training sessions, serve to standardize procedures for faculty hiring. The provisions of this Handbook govern all appointments of faculty, including appointments of administrators with academic rank. (See, e.g. Section 1, Definitions of Faculty Status, and

Section 2, Faculty Appointments; and Section 16.12, Appropriate Terminal Degrees for Faculty.).

The decision to award academic rank, tenure, or credit for prior service will be negotiated at the time of the initial appointment between the candidate and the department chair in consultation with the department's Reappointment, Promotion, and Tenure Committee. All recommendations for academic rank, tenure, or credit for prior service must receive approval of both the appropriate dean and the Provost, and must be transmitted in writing to all of the affected parties: candidate, department chair, RP&T Committee, appropriate dean, and the provost. Credit for prior service in a full-time, tenure-track appointment in the rank of instructor, assistant professor, or associate professor at an accredited, four-year institution of higher learning may be counted toward the normal six-year probationary period. The awarding of prior service does not alter the schedule of non-renewal: regardless of the amount of prior service awarded toward tenure, untenured faculty members with two or fewer years of service at NKU are subject to the non-renewal schedule stated in Part One, Section 3.2. However, if circumstances warrant, the candidate may request in writing a renegotiation of credit for prior service. This request must be made within the first two years of the candidate's initial appointment and would require the recommendation of the RPT Committee, chair and dean and the approval of the provost.

In the case of appointment of an administrator with academic rank, the decision to award academic rank and/or tenure will be negotiated prior to the time of the initial appointment between the candidate and the applicable hiring manager subsequent to the recommendation of the department's Reappointment, Promotion, and Tenure Committee. All recommendations for academic rank and/or tenure must receive approval of both the appropriate dean and the Provost and must be transmitted in writing to all of the affected parties: candidate, department chair, RP&T Committee, appropriate dean, and the provost.

RECOMMENDATION:

That the following amendment to the Faculty Policies and Procedures Handbook, regarding evaluation of faculty development award applications, receive Board of Regents approval.

BACKGROUND:

After reviewing faculty development award applications this past fall, the Faculty Senate Benefits Committee adopted the position that the “investigation of alternative funding sources” is a separate criterion from “the possibility of the project leading to future grants,” making it awkward, at best, to evaluate “either or both” of them. The committee, therefore, recommended to the Faculty Senate that it support a change in the Faculty Handbook to make them separate bullet points. Furthermore, the committee recommended that the senate approve a change in wording from “the possibility of the project leading to future grants” to the “contribution of the project to the applicant’s ongoing scholarship or creative activity,” which it felt was more closely aligned with the purpose of the faculty development award program. Finally, the committee recommends changing the bullet points to letters so that they can be referred to easily in the evaluation forms used by the committee.

The senate voted to approve these recommended changes to the handbook at the March 25, 2019 meeting.

PROPOSAL:

Section 11.4.4 of the Faculty Handbook as it would appear with the revisions is shown below.

Current Faculty Handbook Language:

11.4.4. EVALUATION

In evaluating and ranking applications, the following are the primary factors that will be considered:

- How well the proposal meets the purposes of the program for which application is made;
- The value of the project to the applicant’s growth and professional status; the value of the project to the scholarly community;
- The value of the project to the applicant’s teaching responsibilities and students;
- The value of the project to the University;
- The value of the project to the non-academic community;
- The probability that the project will be carried out (to be measured in terms of the applicant’s background, previous success, and attainability of the goals stated);
- The ability of the applicant to convey the content and importance of the project to those outside his/her own academic discipline;

- Investigation of alternative funding sources, and/or the possibility of the project leading to future grants;
- The urgency of the project to be undertaken; and
- Overall quality of the proposal.

Other things being equal, preference should be given, first, to a candidate who has not previously received a program award; second, to a candidate without tenure; and, third, to a candidate who received a Program award the longest time ago.

Proposed Amendment:

11.4.4. EVALUATION

In evaluating and ranking applications, the following are the primary factors that will be considered:

- a) How well the proposal meets the purposes of the program for which application is made;
- b) The value of the project to the applicant's growth and professional status; the value of the project to the scholarly community;
- c) The value of the project to the applicant's teaching responsibilities and students;
- d) The value of the project to the University;
- e) The value of the project to the non-academic community;
- f) The probability that the project will be carried out (to be measured in terms of the applicant's background, previous success, and attainability of the goals stated);
- g) The ability of the applicant to convey the content and importance of the project to those outside his/her own academic discipline;
- h) Contribution of the project to the applicant's ongoing scholarship or creative activity;
- i) Investigation of alternative funding sources;
- j) The urgency of the project to be undertaken; and
- k) Overall quality of the proposal.

Other things being equal, preference should be given, first, to a candidate who has not previously received a program award; second, to a candidate without tenure; and, third, to a candidate who received a Program award the longest time ago.

RECOMMENDATION:

That the following amendment to the Faculty Policies and Procedures Handbook, regarding nepotism, receive Board of Regents approval.

BACKGROUND:

The senate voted to approve these recommended changes to the handbook at the January 28, 2019 meeting.

PROPOSAL:

Section 16.10 of the Faculty Handbook as it would appear with the revisions is shown below.

Current Faculty Handbook Language:

16.10. NEPOTISM

Northern Kentucky University seeks to employ or promote the best-qualified person for a position. Therefore, decisions on selection, salary, promotion, and all matters pertaining to faculty employment will be made without regard to the relationship of an applicant or one employee of the University to another or the relationship of an applicant or employee to a member of the Board of Regents. No person shall be employed or promoted to a faculty position if the result would be that a head of an administrative unit and a member of his/her immediate family by blood or marriage would be members of the same administrative unit; in the University's best interest, however, exceptions may be made to this policy upon the recommendation of a majority of the members of the administrative unit, subject to approval by the provost and the consent of the president. Relatives by blood or marriage include parents and children, husbands and wives, brothers and sisters, brothers- and sisters-in-law, mothers- and fathers-in-law, sons- and daughters-in-law, uncles, aunts, nieces and nephews, and step relatives in the same relationships (see 16.9, Statement on Consensual Relationships).

Proposed Amendment:

16.10. NEPOTISM

Northern Kentucky University seeks to employ or promote the best-qualified person for a position. Therefore, decisions on selection, salary, promotion, and all matters pertaining to faculty employment will be made based on merit and not according to the relationship of an applicant or one employee of the University to another or the relationship of an applicant or employee to a member of the Board of Regents. No person shall be employed or promoted to a faculty position if the result would be that a head of an administrative unit and a member of his/her immediate family by blood or marriage would be members of the same administrative unit; in the University's best interest, however, exceptions may be made to this policy upon the recommendation of a majority of the members of the administrative unit, subject to approval by the provost and the consent of the president. Relatives by blood or marriage include parents,

children, grandchildren, spouses, siblings, aunts, uncles, nieces, nephews, and in-laws and step relatives in these same relationships.

Faculty members should avoid situations that place them into a position to academically evaluate relatives by blood or marriage, such as in a class or laboratory. The faculty member must inform their supervisor of the circumstance, and the supervisor and faculty member should work together to arrange for different evaluation of the family member. This may involve placement into another class or laboratory section, pairing with another thesis advisor, or having another faculty member evaluate the student's work.

RECOMMENDATION:

That the Board of Regents approve the following policies:

DATA GOVERNANCE & SECURITY

BACKGROUND:

The purpose of this policy is to protect NKU's information resources from accidental or intentional unauthorized access, modification, or damage, while also preserving the open information-sharing requirements of NKU's academic culture. These revisions are needed to comply with the European Union (EU) General Data Protection Regulation (GDPR). The EU GDPR provides broad privacy protections to students and faculty attending NKU from European countries. The GDPR also applies to NKU activities in the EU, for example, when a student attends a study abroad program in the EU or when a faculty member is temporarily assigned to work on behalf of NKU in the EU. When subject to the GDPR, NKU will comply with the regulation's core privacy principles.

INFORMATION SECURITY INCIDENT RESPONSE

BACKGROUND:

This policy establishes how NKU will respond in the event of a security breach, in compliance with state statutes and the NKU Information Security policy. It outlines an action plan that will be used to investigate a potential security breach or information security incident, mitigate damage if a security breach occurs, and properly notify officials and impacted individuals. Revisions to this policy have been made to comply with the European Union (EU) General Data Protection Regulation (GDPR). The policy was also updated for formatting, and minor edits were made throughout.

MISSING STUDENT NOTIFICATION FOR ON-CAMPUS HOUSING RESIDENTS

BACKGROUND:

NKU provides all students residing in on-campus housing the option of identifying an individual or individuals to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. This confidential missing persons contact (also referred to as confidential contact person) for residential students is in addition to general emergency contact information collected by the University. The purpose of this policy is to promote the safety and welfare of students who reside in on-campus housing through compliance with the requirements of the Higher Education Opportunity Act (PL 110-315) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). This revision updates and clarifies this policy to ensure compliance with these laws. The policy organization and formatting have also been updated, and the revisions add details and clarifications.

DATA GOVERNANCE & SECURITY

POLICY NUMBER: ADM-DATAGOVERNANCE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF INFORMATION OFFICER

RESPONSIBLE OFFICE: OFFICE OF INFORMATION TECHNOLOGY

EFFECTIVE DATE: UPON BOARD APPROVAL –

NEXT REVIEW DATE: BOARD APPROVAL PLUS FOUR YEARS –

SUPERSEDES POLICY DATED: 1/10/18

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University's (NKU) institutional data is a valuable asset and resource and must be maintained and protected as such. Although individuals, offices, departments, programs or colleges may have responsibilities for creating and maintaining portions of university information and records, NKU itself retains ownership of, and responsibility for the information.

The purpose of this policy is to protect NKU's information resources from accidental or intentional unauthorized access, modification, or damage, while also preserving the open information sharing requirements of its academic culture.

Permission to access institutional data should be granted to all university employees for all legitimate university purposes.

II. ENTITIES AFFECTED

All Northern Kentucky University community members who have access to university institutional data as well as all university colleges, units, divisions and their agents and contractors. It also applies, to the extent possible, to any person or organization, whether affiliated with the university or not, in possession of university institutional data.

III. SCOPE AND APPLICABILITY

This policy applies regardless of the environment, media or device where the data resides or is used and regardless of how the data is transmitted or stored.

IV. DEFINITIONS

Data Classification – Classification of data to provide a basis for understanding and managing institutional data based on the level of criticality and required confidentiality of data. For NKU's data classifications, see the data classification table: <https://inside.nku.edu/content/dam/datagovernance/docs/Data%20Classification.pdf> .

Data Communities – Data stewards /data custodians who are responsible for ownership of common data elements used across the university. Data community members work together to provide a formal communication to NKU data producers/consumers when common data elements require a change.

Data Custodians – Individuals appointed by and accountable to the data stewards. Data custodians are responsible for the operation and management of systems and servers that collect, manage, store, and/or provide access to institutional data.

Data Producers/Consumers – All NKU employees who produce and/or have access to institutional data in order to perform assigned duties or in fulfillment of assigned roles or functions within the university; this access is granted solely for the conduct of university business. Data producers/consumers are responsible for knowing and following university policies and procedures on data governance.

Data Stewards – Institutional officers, who are appointed by the President or Provost, and have authority over policies and procedures for one or more types of institutional data and the access and usage of that data within their delegations of authority. Each data steward appoints data custodians for their specific functional area of responsibility.

Data Quality – The management, process, and measurement of information's fitness to serve its purpose in a given context. Aspects of data quality encompass the following characteristics:

- Accuracy
- Completeness
- Consistency across the university
- Relevancy
- Unduplicated
- Traceability
- Interpretability
- Timeliness
- Accessibility

Institutional Data - Data elements which are created, received, maintained, and/or transmitted by NKU administrative information systems. Information is a collection of Institutional Data representing quantitative/qualitative measurements and facts related to the business of the University. Click the following link for types of NKU institutional data: <https://inside.nku.edu/datagovernance/data.html>

V. RESPONSIBILITIES

All university community members who work with or use institutional data in any way must comply with all federal, state and other applicable laws, university policies, procedures and guidelines and applicable contracts and licenses. Examples include, but are not limited to:

- Family Education Rights and Privacy Act ([FERPA](#))
- Health Insurance Portability and Accountability Act ([HIPAA](#))
- Kentucky Open Records Laws
- [Kentucky Revised Statutes](#)
- Kentucky Statutes regarding Personal Information Security and Breach Investigations ([KRS 61.931 to 61.934](#))
- Payment Card Industry Standards ([PCI-DSS](#))
- European Union General Data Protection Regulation ([GDPR](#))
- Other NKU information and security policies

NKU employees and their supervisors are responsible for understanding and complying with all laws, rules, policies, standards, guidelines, contracts and licenses that are applicable to their own and their subordinates' specific uses of institutional data.

Employees are expected to do the following:

- Access confidential data only for the purpose of conducting university business

- Access only the confidential data required to perform their job
- Respect and protect the confidentiality and privacy of the individuals whose confidential records they have access to
- Abide by all applicable laws or policies with respect to access, use, or disclosure of confidential information
- Ensure adequate security measures are in place so that confidential data is protected to the extent required by law or policy when sensitive data is transferred from a well-secured system, such as SAP, to a user's destination computer.
- Ensure controls for labeling and handling (storage, transmission, distribution, and disposal) of data are followed. Examples of controls include encryption, secure disposal (shredding or wiping), and document labeling.

Employees should not do the following:

- Disclose confidential data to others except as required by their job responsibilities
- Use confidential data for their own or others personal gain or profit
- Access confidential data to satisfy personal curiosity
- Forge, falsify, or alter (without authorization) documents, records, or university data in any form (including financial documents)

University community members who are acting in one or more specific roles when collecting, maintaining, accessing, or using institutional data must understand and fulfill the responsibilities associated with their roles.

These roles are as follows (see definitions in Section IV):

- Data Steward
- Data Custodian
- Data Producer/Consumer

For specific instructions on how to access institutional data via NKU administrative information systems, please contact the designated [Data Custodian](#) of that system.

VI. EUROPEAN UNION (EU) GENERAL DATA PROTECTION REGULATION (GDPR)

NKU is an institution of higher education involved in education, research, and community engagement. NKU has a lawful basis to collect, process, use, and maintain data about current and prospective students, current and prospective employees, research subjects, and others involved in its education, research, and community engagement. Examples of data that NKU may need to collect may include, but are not limited to, names, email addresses, IP addresses, mailing or physical addresses or other location identifiers, photos, and other personal data obtained with prior consent.

NKU takes seriously its duty to protect the personal data that it collects or processes. In addition to complying with NKU's overall data protection program and policies, NKU will comply with European Union (EU) General Data Protection Regulation (GDPR) legislation. Requirements contained in GDPR include, but are not limited to, the following:

- Transparency regarding personal data collected, processed and used by NKU
- Monitoring all use and disclosure of personal data
- Proper security of all personal data

NKU will protect personal and sensitive data that it collects. All personal and sensitive data that NKU collects or processes will be:

- Processed lawfully, fairly, and transparently;
- Collected for specific and legitimate purposes;
- Limited to what is necessary for those legitimate purposes;
- Accurate and kept up to date;
- Retained as long as necessary; and
- Secure.

Individual data subjects covered by the GDPR will have the following rights (as applicable), provided that NKU determines that the right(s) are permitted and/or required by the GDPR:

- The right to receive confirmation by NKU regarding whether the individual's personal data is being processed by NKU. If personal data is being processed by NKU, the individual has the right to access their personal data, as well as receive information regarding the categories of personal data collected and how such data is being used;
- The right to correct inaccurate personal data;
- The right to obtain erasure of personal data (to the extent allowed by applicable law);
- The right to restrict or object to the processing of personal data; and
- The right to request a copy of their personal data.

All data at NKU will be collected, processed, used, and maintained in compliance with applicable federal and state laws, including FERPA, [university records and information management](#) guidelines and policy, and Kentucky law.

Any individual who wishes to exercise their rights under the EU GDPR should visit <http://dataquality.nku.edu/>. Additional information may be requested in order to facilitate the request. All requests will be reviewed and processed in accordance with applicable federal and state laws.

VII. COMMITTEE

The Data Governance Committee was formed to recommend and oversee the implementation and management of a formal data governance program that functions across the university. A list of the members of the committee can be found on NKU's Data Governance website:

<https://inside.nku.edu/datagovernance/roles.html>.

Data classifications are created and maintained by the Data Governance Committee.

VIII. VIOLATIONS

Any member of the university community found to have violated this policy is subject to discipline in accordance with applicable university policies and procedures, or, in the case of student violations processed under the [Code of Students Rights and Responsibilities](#), expulsion.

IX. DATA QUALITY REPORTING REQUIREMENTS

To submit an NKU data quality issue, please follow this link: <https://dataquality.nku.edu/> . You will need to sign in using your NKU user ID and password.

To see a flowchart depicting the data quality issue resolution process, please click the following link:

<https://inside.nku.edu/content/dam/datagovernance/docs/DQ%20Issue%20Resolution.pdf>

X. GDPR DATA BREACH OR DISCLOSURE REPORTING REQUIREMENTS

Any NKU unit, department or college that is aware of or suspects a data breach or disclosure of personal data has occurred must immediately refer to the [Information Security Incident Response policy](#)

XI. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

Data Governance website: <https://inside.nku.edu/datagovernance.html>

Data Dictionary and Report Repository: <https://inside.nku.edu/datagovernance.html>

European Union GDPR: <https://www.eugdpr.org>

RELATED POLICIES

Credit Card Processing and Security: <https://inside.nku.edu/policy/policies/azlisting.html>

Information Security: <https://inside.nku.edu/content/dam/policy/docs/Policies/InformationSecurity.pdf>

Information Security Incident Response:
<https://inside.nku.edu/content/dam/policy/docs/Policies/InfoSecurityIncidentResponse.pdf>

Records Management: <https://inside.nku.edu/policy/policies/azlisting.html>

REVISION HISTORY

| REVISION TYPE | MONTH/YEAR APPROVED |
|---------------|---------------------|
| Revision | |
| Revision | January 10, 2018 |
| Policy | July 2, 2016 |
| | |

DATA GOVERNANCE & SECURITY

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

A. K. Vaidya

Date

4/2/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
 - The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
 - The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Date

Print Name

INFORMATION SECURITY INCIDENT RESPONSE

POLICY NUMBER: IT-INFOSECINCIDRESP

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF INFORMATION OFFICER

RESPONSIBLE OFFICE: OFFICE OF INFORMATION TECHNOLOGY

EFFECTIVE DATE: UPON BOARD APPROVAL -

NEXT REVIEW DATE: BOARD APPROVAL PLUS 4 YEARS -

SUPERSEDES POLICY DATED: 1/10/2018

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University understands the importance and value of securing personal information and ensuring the appropriate confidentiality, integrity, and availability of the data.

This policy establishes how Northern Kentucky University will respond in the event of a security breach, in compliance with [KRS 61.931 to 61.934](#), as well as an Information Security Incident. This regulation outlines an action plan that will be used to investigate a potential security breach or information security incident, mitigate damage if a security breach occurs, and properly notify officials and impacted individuals.

Effective January 1, 2015, per [KRS 61.932](#), any agency or Non-Affiliated Third Party that maintains or otherwise possesses personal information, regardless of the form in which the personal information is maintained, shall implement, maintain, and update security procedures and practices, including taking any appropriate corrective action, to protect and safeguard against security breaches. This regulation codifies the University's compliance with [KRS 61.931 to 61.934](#) by establishing reasonable investigation procedures and notification requirements in the event of a security breach and establishes reasonable investigation procedures for information security incidents.

II. ENTITIES AFFECTED

This policy applies to all individuals who access, use, or control NKU information or data resources. Those individuals covered include, but are not limited to faculty, staff, students, contractors, alumni, and individuals authorized by affiliated institutions or organizations.

III. AUTHORITY

KRS 61.931 –61.934: Personal Information Security and Breach Investigations: <http://www.skofirm.com/wp-content/uploads/2016/07/house-bill-5-5038.pdf>

KRS 171.420: State Libraries, Archives, and Records Commission: <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=48228>

KRS 61.933(1)(b)(2): Notification of Personal Information Security Breach – Investigation: <http://www.skofirm.com/wp-content/uploads/2016/07/house-bill-5-5038.pdf>

European Union General Data Protection Regulation (GDPR): <https://eugdpr.org/>

IV. DEFINITIONS

All-Card – NKU-issued faculty, staff, and student identification card

CERT - NKU Computing Emergency Response Team – Members include but are not limited to:

- Chief Information Officer or designee
- Director of Infrastructure
- Director of Enterprise Systems
- University Counsel
- Security Analyst
- Senior Network Engineer

FERPA – Family Educational Rights and Privacy Act

GDPR – European Union General Data Protection Regulation

GLB - Gramm-Leach-Bliley Act – Related to the use of student financial aid and loans.

HIPAA – Health Insurance Portability and Accountability Act

Impacted Individuals – Individuals whose personal information has been compromised or reasonably may have been compromised resulting in the likelihood of harm to the impacted individual

Information Security Incident – Any real or suspected event, accidental or intentional, which may compromise the security of personal information. These include but are not limited to:

- Attempts (either failed or successful) to gain unauthorized access to personal information
- Theft or other loss of a laptop, desktop, smartphone or other device that contains personal information, whether or not such device is owned by the institution
- The unauthorized or inappropriate use of a system or device for the viewing, transmitting, processing or storing of data
- Changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent

Nonaffiliated Third Party – Any person that has a contract or agreement with NKU; and receives personal information from NKU pursuant to the contract or agreement ([KRS 61.931\(5\)\(a-b\)](#))

PCI-DSS – Payment Card Industry Data Security Standards

Personal Information – An individual's first name or first initial and last name; personal mark; or unique biometric or genetic print or image, in combination with one (1) or more of the following data elements:

- An account number, credit card number, or debit card number that, in combination with any required security code, access code, or password, would permit access to an account;
- A Social Security Number;
- A taxpayer identification number that incorporates a Social Security number;
- A driver's license number, state identification card number, or other individual identification number issued by any agency;
- A passport number or other identification number issued by the United States government; or
- Individually identifiable health information as defined in [45 CFR sec. 160.103](#), except for education records covered by the Family Educational Rights and Privacy Act, as amended, [20 USC sec. 1232g](#) ([KRS 61.931\(6\)\(a-f\)](#))

Security Breach – The unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that compromises NKU or non-affiliated third party reasonably believes may compromise the security, confidentiality, or integrity of personal information and result in the likelihood of harm to one (1) or more individuals; or the unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of encrypted or data containing personal information along with the confidential process or key to unencrypt the records or data that compromises or the agency or non-affiliated third party reasonably believes may compromise the security, confidentiality, or integrity of personal information and result in the likelihood of harm to one (1) or more individuals. ([KRS 61.931\(9\)\(a\)](#))

V. RESPONSIBILITIES

Computing Emergency Response Team (CERT) – Responsible to conduct investigation which consists of, but not limited to initial investigation risk assessment, determination of a security breach, and mitigation

Director of Public Relations – Responsible for notification to regional or local media and notice on NKU's website

Human Resources – Responsible for notification to faculty and staff

Registrar's Office – Responsible for notification to students

University Counsel or designee – Responsible for providing notifications pursuant to [KRS 61.933](#) which includes the initial notification and additional notification upon identification that misuse of personal information has/has not occurred or is/is not likely to occur. Responsible for notification to appropriate federal or state agencies based upon applicable federal or state law or regulation. Responsible for ensuring that agreements between NKU and Nonaffiliated Third Parties contain appropriate data security measures, security breach investigation procedures, and notification requirements to impacted individuals.

Any individual who wishes to exercise their rights under the [EU GDPR](#) should visit <http://dataquality.nku.edu>. Additional information may be requested in order to facilitate the request. All requests will be reviewed and processed in accordance with applicable federal and state laws.

VI. PROCEDURES

Investigative Procedure

A. INITIAL INVESTIGATION

When an information security incident is reported, the Security Analyst and/or his or her representative(s), shall conduct an initial investigation to determine if an information security incident has occurred. As part of the investigation, steps should be taken to minimize the potential for further disclosure of personal information as necessary, including the restriction of information, system access or operations. This investigation should be brief, but substantive enough to determine if an information security incident has occurred. Some of the information to be gathered should include but not be limited to:

- When (date and time) did the incident occur?
- How did the incident happen?
- What type of data or information was exposed? (As detailed as possible)

- What group or number of people are affected?
- Description of likely consequences of the personal data breach
- Name and contact details for contact point person

(a) If an information security incident has NOT occurred:

If after the initial investigation it is determined that an information security incident has not occurred, the Security Analyst or his or her representative(s) shall document both the event and his or her investigative efforts, and close the matter. All documentation will be preserved pursuant to record retention schedules. In the event of misplaced or stolen issued ID Cards, they will not be considered a security breach based on the protections in place.

(b) If an information security incident has occurred:

If it is determined after the initial investigation that an information security incident has occurred, an NKU Computing Emergency Response Team (CERT) will be activated to begin a prompt and reasonable full investigation.

Duties of the CERT shall include, as applicable:

- Identifying the individuals affected by the information security incident/security breach
- Determining exactly what personal information has been compromised and its classification (i.e., level of sensitivity).
- Determining the likely impact of the compromised data's exposure.
- Ensuring that all appropriate actions are immediately taken to prevent any further unauthorized exposure of personal information.
- Fully investigating the incident, which may include interviewing relevant individuals to learn the circumstances surrounding the incident and reviewing logs or other resources.
- If necessary, identifying and engaging consultants, as required to assist NKU in its investigation and/or risk analysis.
- Conducting a root cause analysis of the information security incident/security breach.
- If a security breach has occurred, refer to Section VII "Reporting Requirements" below.
- Developing a mitigation plan to prevent any further exposure of personal information and risk of harm to anyone affected by the incident, which may include revision of the institutional policies and additional training.
- Ensuring compliance at all times with applicable legal and regulatory requirements.
- Keeping institutional leadership informed of the progress of the team.
- Providing oversight of the content and distribution of all internal and external communications about the incident.
- Documenting all activities.

B. CONTAINMENT

As the CERT begins conducting its investigation of a potential information security incident/security breach, the containment phase must also commence. The goal of containment is to limit the extent of the incident and prevent the inundation of resources or broadening the damage, with an emphasis on maintaining or restoring business continuity. An incident is contained when no more harm is possible and the focus pivots to the remediation phase. The containment phase may focus on both short-term and long-term containment.

Requirements and considerations during the containment phase include:

- Document all steps.
- Conduct a risk assessment of the incident.
- Identify number of customers affected.
- Identify type of breach/attack.
- Determine how to prioritize identifying the attacker versus continuing or re- establishing business continuity.
- Identify which systems are damaged or infected by malicious intrusions, if applicable.
- Identify the exact type of data breach.
- Interview all personnel involved with the incident.
- Estimate the projected costs to repair the damage from the organization's perspective and, importantly, the impacted individual's perspective.
- Create a complete list of compromised accounts.
- Decide whether to monitor, freeze, or close affected accounts, if applicable.
- Block and reissue NKU All-Cards, if needed.
- Monitor and study affected accounts.
- Determine fraud patterns.
- Review/analyze all available logs.
- Evaluate and respond to potential attack vectors and protect the network from their expansion.

Depending on the nature of the incident, NKU will consider:

- Shutting down affected systems.
- Disconnecting systems from the network.
- Disabling the network.
- Disabling services such as FTP, telnet, e-mail, or any other center that may be affected or may propagate the attack.
- Stopping the attack from more damage by shutting off the power, pulling network cables, or blocking ports.
- Isolating affected systems from other resources.
- Conducting forensics and evidence preservation (e.g. memory dumps, drive images).
- Preserving and handling evidence according to established procedures to maximize successful prosecution of the attacker(s).
- Keeping detailed documentation of all evidence including information about personnel who handle evidence or information, time and date of handling, locations where evidence is stored, and security procedures for each step of evidence maintenance

C. ERADICATION

The primary goal during the eradication phase of the incident response is to remove any evidence of the information security incident/security breach from all network resources. Once an incident has been isolated and contained, NKU will pursue an eradication strategy to remove all traces of an attack. It is important that NKU examine and eradicate all traces of the attack in case an attacker left behind malware or logic bombs to reactivate an attack after being reconnected to internal or external networks.

Examples of eradication steps include:

- Deleting infected files.
- Removing malware, such as Trojans and root kits.
- Disabling compromised accounts.
- Deleting fraudulent accounts.
- Blocking vulnerable application ports.
- Restoring compromised/corrupted operating system files.
- Replacing physical data drives.
- Performing a complete system reinstall.
- Improving physical security of equipment.
- Installing surveillance equipment.
- Changing host names, DNS entries or IP addresses.

It may also be practical during the eradication phase to install security controls to prevent similar future attacks.

D. REMEDIATION/RECOVERY

This phase ensures that the system returns to a fully operational status. The type and scope of the information security incident/security breach will dictate the recovery steps. The CERT needs to determine whether to restore a compromised system or to rebuild the system or systems entirely. This will rely on presumably credible backups. The CERT must make every effort to ensure restoration of system data. An incident could potentially corrupt data for many months before discovery. Therefore, it will be very important that as part of the incident response process, the CERT determines the duration of the incident.

Examples of remediation/recovery steps include:

- Rebuilding a “clean” system, while compromised system is still functioning in order to maintain business continuity.
- Re-imaging infected systems.
- Performing a complete system reinstall.
- Improving physical security of equipment.
- Installing surveillance equipment.

E. POST-INCIDENT ACTIVITIES AND LESSONS LEARNED

At the conclusion of its full investigation and assessment, the CERT shall prepare a report detailing the incident, the ensuing investigation, the response, and lessons learned. Key participants may hold a wrap-up meeting to evaluate the information security incident/security breach and the incident handling policy and procedure.

VII. REPORTING REQUIREMENTS

Process for initial notification of a security breach:

If the information security incident is determined to be a security breach, per [KRS 61.933\(1\)\(a\)\(1\)](#), NKU shall notify as soon as possible but within seventy-two (72) hours of determination of the security breach the following officials:

- Commissioner of the Kentucky State Police
- Auditor of Public Accounts

- Attorney General, who acts as an extension of the FBI and the FTC (GDPR)
- President of the Council on Postsecondary Education
- European Data Protection Board (GDPR) – if the breach involves students or faculty from the EU

Process for additional notification upon determination that misuse of personal information has occurred or is likely to occur:

If it is determined that the misuse of personal information has occurred or is reasonably likely to occur:

- NKU shall notify in writing all officials listed above ([KRS 61.933\(1\)\(a\)\(1\)](#)) and the Commissioner of the Department for Libraries and Archives within forty-eight (48) hours of the completion of the investigation;
- NKU shall notify all the impacted individuals impacted by the security breach within thirty-five (35) days of providing notifications of misuse to the officials listed above ([KRS 61.933\(1\)\(a\)\(1\)](#)) and
- If the number of impacted individuals to be notified exceeds one-thousand (1,000), then NKU shall notify, at least seven (7) days prior to providing notice to those impacted individuals, the Council on Postsecondary Education and all consumer credit reporting agencies included on the list maintained by the Office of the Attorney General ([KRS 61.933\(1\)\(b\)\(a-c\)](#)).

Process for additional notification upon determination that misuse of personal information has NOT occurred or is NOT likely to occur:

If NKU determines that the misuse of personal information has not occurred and is not likely to occur, NKU will notify the following that the misuse of personal information has not occurred:

- Commissioner of the Kentucky State Police
- Auditor of Public Accounts
- Attorney General
- President of the Council on Postsecondary Education

No other notifications will be required, but NKU is required to maintain records that reflect the basis for its decision for a retention period set by the State Archives and Records Commission as established by [KRS 171.420 \(KRS 61.933\(1\)\(b\)\(2\)\)](#).

VIII. EXCEPTIONS

Exceptions are limited regarding data and information protection measures. Please contact your area vice president for exception requests.

IX. COMMUNICATIONS

Requirements for providing notice to impacted individuals:

No notifications shall be made in the following circumstances:

- If, after the consultation with a law enforcement agency, NKU receives a written request from a law enforcement agency for a delay of the notification because the notice may impede a criminal investigation. This may apply to some or all required notifications ([KRS 61.933\(3\)\(a\)](#)).
- If NKU determines that measures necessary to restore the reasonable integrity of the data system to meet the notification timeframe cannot be implemented within the timeframe established by [KRS 61.933\(1\)\(b\)1.b.](#), and the delay is approved in writing by the Office of the Attorney General. If notice is delayed, notice shall be made immediately after actions necessary to restore the integrity of the data system have been completed.

Notice shall be provided as follows:

- Conspicuous posting of the notice on NKU's website;
- Notification to regional or local media if the security breach is localized, and also to major statewide media if the security breach is widespread, including broadcast media, such as radio or television; and
- Personal communication to individuals whose data has been breached using one of the methods below that NKU believes is most likely to result in actual notification to those individuals, if NKU has the information available:
 - In writing, sent to the most recent address for the individual as reflected in NKU's records
 - By electronic mail, sent to the most recent electronic mail address for the individual as reflected in NKU's records, unless the individual has communicated to NKU in writing that they do not want email notification
 - By telephone, to the most recent telephone number for the individual as reflected in NKU's records ([KRS 61.933\(2\)\(a\)\(1-3\)](#))

The clear and conspicuous notification must include the following:

- To the extent possible, a description of the categories of information that were subject to the security breach, including the elements of personal information that were or were believed to be acquired.
- Contact information for NKU, including the address, telephone number, and toll-free number if a toll-free number is maintained.
- A description of the general acts taken by NKU, excluding disclosure of defenses used for the protection of information, to protect the personal information from further security breach.
- The toll-free numbers, addresses, and website addresses, along with a statement that the individual can obtain information from the following sources about steps the individual may take to avoid identity theft, for:
 - The major consumer credit reporting agencies;
 - The Federal Trade Commission; and
 - The Office of the Kentucky Attorney General ([KRS 61.933\(2\)\(b\)\(1-4\)](#)).

Notification procedures based upon compliance issues

If a federal or state law or regulation requires notification of a security breach to impacted individuals, the University will follow the specific guidelines of the applicable federal or state law or regulation.

Non-affiliated third party contract requirements

Contract requirements

For any agreements executed or amended on or after January 1, 2015, when NKU contracts with a non-affiliated third party and that discloses personal information to the non-affiliated third party, NKU shall require as part of that agreement that the non-affiliated third party implement, maintain, and update security and breach investigation procedures that are appropriate to the nature of the information disclosed, that are at least as stringent as the security and breach investigation procedures and practices in accordance with policies established by the Council on Postsecondary Education, and that are reasonably designed to protect the personal information from unauthorized access, use, modification, disclosure, manipulation, or destruction ([KRS 61.932\(2\)\(a\)](#)).

These agreements will be reviewed for approval by NKU's IT Security Analyst or designee for compliance to this regulation.

Requirements for providing notifications and/or reports to NKU

A non-affiliated third party that is provided access to personal information by NKU, or that collects and maintains personal information on behalf of NKU shall notify NKU in the most expedient time possible and without unreasonable delay but within seventy-two (72) hours of determination of a security breach relating to the personal information in the possession of the non-affiliated third party. The notice to NKU shall include all information the non-affiliated third party has with regard to the security breach at the time of notification.

Agreements shall specify how the cost of the notification and investigation requirements under [KRS 61.933](#) are to be apportioned when a security breach is suffered by NKU or the non-affiliated third party ([KRS 61.932\(2\)\(b\)\(1\)](#)).

The notification to NKU may be delayed if a law enforcement agency notifies the non-affiliated third party that notification will impede a criminal investigation or jeopardize homeland or national security. If notice is delayed, notification shall be given as soon as reasonably feasible by the non-affiliated third party to NKU. NKU shall then record the notification in writing on a form developed by the Commonwealth Office of Technology that the notification will not impede a criminal investigation and will not jeopardize homeland or national security. The Commonwealth Office of Technology shall promulgate administrative regulations under [KRS 61.931 to 61.934](#) regarding the content of the form ([KRS 61.932\(2\)\(b\)\(2\)](#)).

If a non-affiliated third party is required by federal law or regulation to conduct security breach investigations or to make notifications of security breaches, or both, as a result of the non-affiliated third party's unauthorized disclosure of one (1) or more data elements of personal information, the non-affiliated third party shall meet the requirements of [KRS 61.931 to 61.934](#) by providing to NKU a copy of any and all reports and investigations relating to such security breach investigations or notifications that are required to be made by federal law or regulations. This shall not apply if the security breach includes the unauthorized disclosure of data elements of personal information that are not covered by federal law or regulation but are listed in [KRS 61.931\(6\)\(a\) to \(f\)](#). ([KRS 61.932\(1\)\(c\)\(2\)](#)).

X. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

KRS 61.931 –61.934: Personal Information Security and Breach Investigations: <http://www.skofirm.com/wp-content/uploads/2016/07/house-bill-5-5038.pdf>

KRS 171.420: State Libraries, Archives, and Records Commission: <https://apps.legislature.ky.gov/law/statutes/statute.aspx?id=48228>

KRS 61.933(1)(b)(2): Notification of Personal Information Security Breach – Investigation: <http://www.skofirm.com/wp-content/uploads/2016/07/house-bill-5-5038.pdf>

European Union General Data Protection Regulation (GDPR): <https://eugdpr.org/>

[FAC-001 Determined Breach Notification Form \(PDF\)](#)

[FAC-F002 Delay Notification Record \(PDF\)](#)

RELATED POLICIES

NKU Data Governance Policy: <https://inside.nku.edu/content/dam/policy/docs/Policies/DataGovernance.pdf>

NKU Information Security Policy: <https://inside.nku.edu/content/dam/policy/docs/Policies/InformationSecurity.pdf>

REVISION HISTORY

| REVISION TYPE | MONTH/YEAR APPROVED |
|---------------|---|
| Revision | |
| Revision | January 10, 2018 (NKU Board of Regents meeting) |
| New Policy | July 2, 2016 |
| | |

INFORMATION SECURITY INCIDENT RESPONSE

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish K. Vaidya

Date 3/28/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: ____/____/____.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
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EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Date

Print Name

MISSING STUDENT NOTIFICATION FOR ON-CAMPUS HOUSING RESIDENTS

POLICY NUMBER: ADM-MISSINGSTUDENTNOTIF

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT FOR STUDENT AFFAIRS

RESPONSIBLE OFFICE: UNIVERSITY HOUSING

EFFECTIVE DATE: UPON BOARD APPROVAL -

NEXT REVIEW DATE: BOARD APPROVAL PLUS FOUR YEARS -

SUPERSEDES POLICY DATED: 3/4/2011

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Northern Kentucky University (NKU) provides all students, regardless of age, residing in on-campus housing the option of identifying an individual or individuals to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. This confidential missing persons contact, also referred to as confidential contact person, for residential students is in addition to general emergency contact information collected by the University.

- A student may identify the same person for both the general emergency contact person and as their confidential contact person.
- Students can list multiple confidential contact persons.
- Students who wish to identify a confidential contact person(s) may do so through the Office of University Housing.
- Confidential contact information is strictly for missing person purposes and shall be accessible only by authorized campus officials identified in this policy.
- The confidential contact information will only be shared with police personnel in furtherance of a missing persons investigation.
- Students shall be given the opportunity to register confidential missing persons contact information at the time of application for on-campus housing. This information can be updated at any time by contacting The Office of University Housing.
- Confidential contact information must be kept separately from general emergency contact information.
- If a student under the age of 18 has been determined to be missing, the University shall within 24 hours notify both the student's custodial parent or guardian and the student's confidential contact person that the student is missing (in no required order)

This policy does not restrict NKU from making notifications earlier than 24 hours if deemed necessary. Official determination that a student is missing is made by the investigating police department.

II. ENTITIES AFFECTED

This policy applies to:

- NKU students who reside in on-campus housing
- Office of University Housing
- Individuals designated as Authorized Campus Officials
- University Police Department

III. AUTHORITY

- Higher Education Opportunity Act (PL 110-315)
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

IV. DEFINITIONS

Missing Student: For purposes of this policy, a student who currently resides in on-campus housing under a housing contract is determined to be missing when University Police or another law enforcement agency determines the student to be missing without obvious reason and based upon a credible report. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts or actions, is in a life-threatening situation, or has not been seen or heard from by fellow community residents, friends, roommates, or staff.

On-Campus Student Housing: Any student housing facility that is owned and controlled by the university or is located on property that is controlled by the university and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This definition includes the following types of housing:

- Undergraduate, graduate, and married student housing
- Single family houses that are used for student housing
- Summer school student housing
- Buildings that are owned by a third party that has a written agreement with the university to provide student housing

Confidential Contact: The person or persons that will be contacted if a student who resides in university housing is reported missing.

Authorized Campus Officials: Personnel authorized to access confidential contact information. The following campus officials can access a student's confidential missing persons contact information:

- Vice President for Student Affairs
- Assistant/Associate Vice President for Student Engagement/Dean of Students
- Director and Assistant/Associate Director of University Housing
- employees of the Office of Student Conduct, Rights, and Advocacy
- University Housing Residence Hall Directors

Note: Such information can ONLY be accessed in conjunction with a missing persons investigation and shall only be disseminated to police.

V. RESPONSIBILITIES

A. Office of University Housing

- 1) Collect the confidential contact information from students who reside in on-campus housing.
- 2) Store the confidential contact information separate from students' general emergency contact information.
- 3) Implement procedure that restricts access to the confidential information to authorized personnel only.
- 4) Allow students the opportunity to register confidential missing persons contact information at the time of application for on-campus housing.
- 5) Collect and update confidential contact information annually.
- 6) Update students' records pertaining to confidential contact information as students report changes.
- 7) Contact University Police immediately upon receiving a report of a suspected missing student.
- 8) Obtain and disseminate the confidential contact information to University Police when a report is received that a student may be missing. The confidential contact information will only be shared with police personnel in furtherance of a missing persons investigation.

B. University Police

- 1) Conduct a preliminary investigation into the report of a suspected missing student.
- 2) If the student is determined to be missing, University Police shall within 24 hours notify the student's confidential contact person(s). If the student has multiple contacts, the order of contact is determined by University Police.
- 3) If multiple contacts are listed, University Police shall make contact with all confidential contacts until law enforcement makes contact with the student reported missing.
- 4) Once it has been determined a student is missing, University Police shall notify local law enforcement, Vice President of Student Affairs, and the Dean of Students.

C. Authorized Campus Officials:

- 1) Obtain and disseminate the confidential contact information to University Police when a report is received that a student may be missing. The confidential contact information will only be shared with police personnel in furtherance of a missing persons investigation.

VI. PROCEDURES

- 1) If a member of the University community has reason to believe that a student who resides in on-campus housing is missing or receives a report of a missing student, he or she shall immediately notify Northern Kentucky University Police (University Police) at (859) 572-5500. Upon receipt of missing student information, University Police will analyze the credibility of the report and initiate a preliminary investigation to determine whether the student is missing.
- 2) If University Police determines a student to be missing, University Police shall within 24 hours notify the student's confidential contact person(s). If the student has multiple contacts, the order of contact is determined by University Police. If a student has registered multiple contact persons and the first person contacted confirms that the student is not missing, the institution must contact each additional contact person in turn until law enforcement makes contact with the student reported missing.
- 3) If the missing student is under the age of 18 and not emancipated, and it has been determined that the student is missing, the University shall notify within 24 hours both the student's custodial parent or guardian and the student's confidential contact person (in no required order). If not previously done, this

contact is required to be made once 24 hours has elapsed from the time the student was determined to be missing.

- 4) If not previously done, University Police will notify the following entities once 24 hours has elapsed from the time the student was determined to be missing:
- Local law enforcement;
 - Vice President for Student Affairs; and
 - Dean of Students

VII. EXCEPTIONS

There are no exceptions to this policy.

VIII. VIOLATION OF THE POLICY

Violation of this policy, may be subject to discipline up to and including termination of employment. Adverse employment action will be taken pursuant to applicable institutional handbooks, policies, and procedures.

IX. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f), 34 CFR Part 688.46)
- The Handbook for Campus Safety and Security Reporting
<http://www2.ed.gov/admins/lead/safety/handbook.pdf>

RELATED POLICIES

Disclosure of Campus Security and Crime Statistics (Clery Act & Minger Act)

<https://inside.nku.edu/content/dam/policy/docs/Policies/DisclosureOfCampusSecurityAndCrimeStatistics.pdf>

REVISION HISTORY

| REVISION TYPE | MONTH/YEAR APPROVED |
|---------------|---------------------|
| Revision | |
| New Policy | March 4, 2011 |

MISSING STUDENT NOTIFICATION FOR ON-CAMPUS HOUSING RESIDENTS

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish K. Vaidya

Date

4/9/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

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EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Date

Print Name