



**Northern Kentucky University**  
**Board of Regents Materials**

**April 27, 2016**

# TABLE OF CONTENTS

## MATERIALS

## AGENDA

April 27, 2016, Meeting Agenda .....	3
--------------------------------------	---

## MINUTES

March 16, 2016, Board Meeting Minutes.....	4-12
--	------

## PRESIDENTIAL REPORTS

B-1) Facilities Management Report.....	13-22
B-2) Research/Grants/Contracts Report (February 1, 2015 – March 30, 2016).....	23-25
B-3) Fundraising Report (July 1, 2015 – March 31, 2016) .....	26
B-4) Quarterly Financial Report .....	27-37
B-5) Organizational Changes Report.....	38

## PRESIDENTIAL RECOMMENDATIONS

C-1) Academic Affairs Personnel Actions .....	39-50
C-2) Non-Academic Personnel Actions.....	51-55
C-3) Major Gifts Acceptance.....	56
C-4) Faculty Emeritus Status Appointments .....	57-60
C-5) Faculty Handbook Addition (Clinical Faculty) .....	61-62
C-6) Faculty Handbook Addition (Modified Duties) .....	63-64
C-7) Faculty Handbook Addition (Professors in Practice).....	65-66
C-8) Faculty Handbook Addition (PT Tenure-Track Appointments) .....	67-69
C-9) Faculty Handbook Change (Extension of Probation).....	70-71
C-10) Faculty Handbook Change (New RPT Language).....	72-91
C-11) Chair Handbook Change (Leave for Chairs).....	92
C-12) Chair Handbook Change (Promotion and Tenure).....	93
C-13) Chair Handbook Change (Workload).....	94
C-14) Honorary Doctor of Laws Degree (Gleeson) .....	95
C-15) Connector Road Water Easement.....	96
C-16) Staff Emeritus Recommendation.....	97
C-17) Posthumous Degree (Marksberry).....	98
C-18) FY 2016-2017 Tuition and Mandatory Fee Rates .....	99-100
C-19) FY 2016-2017 Schedule of Fees and Service Charges.....	101-124
C-20) Values and Ethical Responsibilities Statement .....	125-132

**AGENDA**  
**Northern Kentucky University**

---

**Regents Dinner**  
**Tuesday, April 26, 2016 – 6:00 p.m.**

**6:00 p.m.**

- Regents Dinner at President's Home (Ft. Thomas, KY)
- 

**Joint Finance and Policy Meeting**  
**NKU, Student Union, 104 – Wednesday, April 27, 2016 – 9:00 a.m.**

**9:00 a.m.**

**A. Joint Finance and Policy Committee:**

1. Celebration of Student Research and Creativity (Ott Rowlands, Curran, Hart)
2. College of Arts & Sciences (Frank, Brewer, Cellio, Detmer-Goebel, Mackin)
3. Tuition and Fees (Hodges Moore, Hales)
4. Data Team (Hodges Moore, Natale)

**Board Lunch (Student Awards)**  
**NKU, Student Union 107 – April 27, 2016– 11:30 a.m.**

**11:30 a.m.**

**Board of Regents Meeting**  
**NKU, Student Union, 104 – Wednesday, April 27, 2016– 1:00 p.m.**

**1:00 p.m.**

- Call to Order
- Roll Call
- Approval of March 16, 2016, 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 (Hodges Moore)
2. Research/Grants/Contracts Report (February 1, 2016 – March 30, 2016) (Ott Rowlands)
3. Fundraising Report (July 1, 2015 – March 31, 2016) (Gentry)
4. Quarterly Financial Report (Hodges Moore)
5. Organizational Changes Report (Hodges Moore)

**1:40 p.m.**

**C. Presidential Recommendations:**

1. \*Academic Affairs Personnel Actions
2. \*Non-Academic Personnel Actions
3. \*Major Gifts Acceptance
4. \*Faculty Emeritus Status Appointments
5. \*Faculty Handbook Addition (Clinical Faculty)
6. \*Faculty Handbook Addition (Modified Duties)
7. \*Faculty Handbook Addition (Professors in Practice)
8. \*Faculty Handbook Addition (PT Tenure-Track Appointments)
9. \*Faculty Handbook Change (Extension of Probation)
10. \*Faculty Handbook Change (New RPT Language)
11. \*Chair Handbook Change (Leave for Chairs)
12. \*Chair Handbook Change (Promotion and Tenure)
13. \*Chair Handbook Change (Workload)
14. \*Honorary Doctor of Laws Degree (Gleeson)
15. \*Connector Road Water Easement
16. \*Staff Emeritus Recommendation
17. \*Posthumous Degree (Marksberry)
18. FY 2016-2017 Tuition and Mandatory Fee Rates
19. FY 2016-2017 Schedule of Fees and Service Charges
20. Values and Ethical Responsibilities Statement

**D. Board Recommendation**

1. Election of Officers

**2:00 p.m.**

**E. 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, April 25, 2016).

**Board of Regents Meeting  
Northern Kentucky University, Student Union, Room 104  
March 16, 2016**

Regent Nathaniel Smith, Chair, called the regular meeting of the Board of Regents to order at 1:00 pm, Wednesday, March 16, 2016.

**Roll Call:** Richard L. Boyce, Virginia G. Fox, Katherine Hahnel, Terry Mann, Dennis Repenning, W. Lee Scheben, Arnie D. Slaughter, Nathaniel Smith, Elizabeth Thompson, Andr Ward. Absent: Richard Boehne.

Other Attendees: Geoffrey S. Mearns, Kathryn Herschede, Wendy Peek, Sue Hodges Moore, Sue Ott Rowlands, Eric Gentry, Sara Sidebottom, Kathleen Roberts, Kim Turner, Ken Bothof, Kim Scranage, Mike Hales, Katherine Frank, Greg Martin, Cynthia Reed, Kevin Kirby, Dale Scalise-Smith, Jeff Standen, Tracy Insko, Chris Bowling, Bill Farrow, Austin Beach, Kathy Stewart, Sara Kelley, Amanda Nageleisen, Mary Paula Schuh, Russ Kerdolff, Allen Cole, Leah Stewart, Syed Zaidi, Jeremy Webster, Idna Corbett, Bob Dreihaus.

Regent Dennis Repenning seconded Regent Terry Mann’s motion to approve the minutes of the January 13, 2016 Board of Regents meeting. **(Motion carried)**

**Presidential Comments:**

**Reappointment, Promotion, and Tenure**

In just a few moments, I will ask you to approve my recommendations regarding the reappointment, promotion and tenure of several of our outstanding faculty members. I’d like to recognize these faculty members who I recommend for tenure and promotion. As you know, this is a significant achievement. I’d like to extend my congratulations to:

- Dr. Erin Strome, Biological Sciences
- Dr. Lindsey Walters, Biological Sciences
- Dr. Andrea Gazzaniga, English
- Dr. Brian Hackett, History and Geography
- Mr. Michael Hatton, School of the Arts
- Mr. Matthew Albritton, School of the Arts
- Dr. Kajsa Larson, World Language and Literatures
- Dr. Jim Allen, Counseling, Social Work and Leadership
- Dr. Vanessa Hunn, Counseling, Social Work and Leadership
- Dr. Tara McLendon, Counseling, Social Work and Leadership
- Dr. Erin Robinson, Nursing
- Dr. Darius Fatemi, Accounting and Business Law
- Dr. Benjamin Baran, Management
- Dr. Bridget Nichols, Marketing, Sports Business and Construction Management

Board of Regents  
March 16, 2016

Please join me in celebrating and congratulating these faculty members on their recommendation for tenure.

I'd also like to recognize the outstanding faculty members who are being recommended for promotion to full professor:

- Dr. Kristi Haik, Biological Sciences
- Dr. Keith Walters, Chemistry
- Dr. Emily Detmer-Goebel, English
- Dr. Donelle Dreese, English
- Dr. Janet Bertog, Physics, Geology and Engineering Technology
- Dr. Cecile Marczinski, Psychological Science
- Dr. Kurt Sander, School of the Arts
- Dr. Shawn Faulkner, Teacher Education
- Dr. Teuta Cata, Business Informatics
- Mr. Christopher Strobel, Communication
- Dr. Marius Truta, Computer Science
- Dr. Teresa Elliott, Accounting and Business Law
- Dr. Linda Dynan, Economics and Finance
- Dr. Young Kim, Economics and Finance
- Dr. Greg Martin, Marketing, Sports Business and Construction Management
- Dr. Doris Shaw, Marketing, Sports Business and Construction Management

### **Chris Smith and Michael Keating**

I'd also like to recognize another faculty member, Chris Smith, a photographer from our School of the Arts. Two weeks ago, Mr. Smith and Michael Keating, a former photographer with the *Cincinnati Enquirer* and a partner and friend of our photography program, were featured in *The New York Times*. Several years ago, Mr. Smith and Mr. Keating embarked on a project to photograph high school basketball in the state of Indiana. So far, they have photographed more than 100 high school gymnasiums and traveled more than 10,000 miles. If you have not yet seen the article, I encourage you to look it up. The photographs capture the special spirit of the sport and the culture.

I'd also like to take this opportunity to preview an event that our School of the Arts is hosting in September. Mr. Keating, and the Clyde Day Foundation, have generously sponsored a program featuring Livingston Taylor, James Taylor's brother. Livingston Taylor is an accomplished song writer and musician. He will give a song writing workshop for our students and will perform a benefit concert in Greaves Hall. We'll be sure to share information when more details are available.

Board of Regents  
March 16, 2016

### **ACE Fellow**

As many of you know, we are hosting Dr. Jeremy Webster, an American Council on Education Fellow, who is spending the semester with us. Dr. Webster is the Dean of the Honors Tutorial College at Ohio University. It is a great honor to be chosen as an ACE Fellow.

For that reason, I am pleased and proud to inform you that Dr. Doris Shaw, Chair of the Marketing, Sports Business, and Construction Management Department at our University, has been chosen as a 2016-2017 ACE Fellow. Please join me in congratulating Dr. Shaw on this outstanding achievement.

### **Enrollment Update**

Our pre-enrollment admissions reports currently indicate positive trends in new student enrollment for Fall 2016. We are closely monitoring our admit rate and the number of new students who have confirmed their enrollment for the Fall class.

For the Fall 2016 class, our confirmations are up 61 students compared to this same time last year. Our overall yield rate is also up from 15% in Fall 2015 to 22% in Fall 2016.

While international enrollments typically come in a bit later, we are pleased that we are making progress in this domain as well. As of today, international admissions are tracking significantly ahead of last year.

We are also trending up in transfer students. Compared to the same time last year, we are up 2% – or 12 transfer students for the Fall 2016 class.

We are also very pleased that the quality of our freshman class, as measured by ACT score and high school GPA, is also trending above last year's record rates.

Our law enrollments and graduate enrollments are showing positive trends, as well.

Finally, our preliminary Fall 2015 to Spring 2016 retention rate is 89%. That's the second highest Fall to Spring retention rate in our University's history.

I'll continue to keep you informed as we work through this semester and the summer to enroll these students.

### **Budget Exercise**

Over the past several weeks, Mike Hales, Sue Hodges Moore, and I have given several budget presentations to stakeholder groups including Staff Congress, Faculty Senate, and the Student Government Association. This month, we have also held an open forum for faculty and staff to discuss our various budget pressures and to solicit ideas on how to confront those pressures. In these presentations, we have relied on certain assumptions regarding tuition, state appropriation, and enrollment to demonstrate how all of these combined factors impact our overall budget. We

Board of Regents  
March 16, 2016

are also asking for the collective input of our faculty and staff. During the budget presentations, we asked for suggestions in three areas: (1) ideas for expense reductions; (2) ideas for revenue strategies related to enrollment and retention, and tuition; and (3) ideas for priorities that should be funded. Our final open forum will be tomorrow morning.

Because of the uncertainty in the state budget and our enrollment, I have also asked each vice president to prepare various budget scenarios and contingencies for a 4% and 6% reduction.

### **Requests for Proposals – Athletic Training and US 27 Development**

In these challenging budget times, we all know the importance of being effective and efficient stewards of the resources entrusted to us. This week, we will issue requests for proposals seeking private companies to partner with us in two areas. The first RFP seeks a partner to provide athletic training services to our student athletes and for Campus Recreation. This arrangement will allow us to reduce our costs, improve the wellbeing of our student-athletes, and to provide more services to students who use our recreation facilities and who participate in intramurals or club sports.

The second RFP is to assist us in developing the property we own on Nunn Drive between US 27 and the BB&T Arena. We are seeking a partner to assist us with the planning, design, building, and financing of a high quality mixed-use development that may include retail, offices, student housing and/or market rate housing, and possibly a hotel. This partner will also assist us in planning, designing, building, and financing new student housing and renewal of our existing student housing. With the right partner, we hope to grow our on campus housing from approximately 2,000 beds today to 3,000 beds by 2026.

I will continue to keep you informed of the results of both of these requests for proposals.

### **Updating of the Athletics Brand**

In Fall 2015, we conducted research with key stakeholders, including students, season ticket holders, faculty, staff, and alumni, regarding their experience with NKU Athletics. One result of this research was the development of visual identity guidelines for athletics. This work complements the visual and verbal identity standards that were established for the University in 2015. The new NKU Athletics guidelines allow us to speak with one voice and to elevate our brand awareness in our community, in the Horizon League, and around the nation. Top level highlights from the guidelines include: tightening of the primary NKU Athletics logo mark and establishing it as the sole mark for NKU Athletics; declaration of a primary and secondary font; development of word marks created for sport-specific use; and detailed descriptions around the use of the word “Norse” and Victor E. Viking’s image. The establishment of these visual identity guidelines will not add additional expense to the University, as physical assets will be replaced during their natural life cycle.

Board of Regents  
March 16, 2016

**Rich Boehne – National Award**

Finally, I want to make a few remarks about the absence of Regent Boehne at today’s meeting. Rich is dedicated to our University, his alma mater. And he rarely misses a Board meeting. But today, he has a good excuse for his absence – a very good excuse.

This evening, in Washington, D.C., Rich will receive the First Amendment Leadership Award from the Radio Television Digital News Association. This award is given annually to “a business or government leader who has made a significant contribution to the protection of the First Amendment and to freedom of the press.” As Chairman, CEO and President of Scripps, Rich is being recognized tonight for having risen “to the top of one of America’s most entrepreneurial journalism enterprises by championing a mission-focused culture and by committing the company’s resources to supporting diverse views.”

At NKU, one of our most fundamental commitments is to have a lasting impact on our students. And we hope that, by virtue of the education that they receive here, our students in turn will have a lasting impact on others whom they serve.

Rich regularly and graciously credits his NKU education for giving him the skills to succeed professionally and for instilling in him the values that have enabled him to live a meaningful life. And it is clearly evident that Rich has had and continues to have a lasting impact on our community, our Commonwealth, our country, and our world.

Although he cannot hear us at this moment, let’s give Rich a round of applause so that he knows how grateful we are for his service and how proud we are that he is a graduate of Northern Kentucky University.

Mr. Smith, that concludes my report.

**B. Presidential Reports:**

**1. Facilities Management Report (Senior Vice President Sue Hodges Moore)**

- a. Health Innovation Center/Founders Hall Renovation
- b. Health Innovation Center/Founders Hall Renovation (Chiller Installation)
- c. Founders Hall Moves
- d. Science Center Air Handler Refurbishment
- e. Sustainability
- f. Replace Campus Light Poles – Phase 1
- g. North Connector Road

**2. Research, Grants, and Contracts Report (December 1, 2015 – January 31, 2016) (Provost and Executive Vice President Sue Ott Rowlands)**



Board of Regents  
March 16, 2016

During the December 1, 2015 through January 31, 2016 time period, 9 grants were awarded. The total amount of money awarded was \$432,730. From July 1, 2015 through January 31, 2016, the cumulative total number of grants awarded is 49 totaling \$4,273,092.

**3. Fundraising Report (July 1, 2015 through January 31, 2016)** (Vice President Eric Gentry)

The Fundraising Report summarized fundraising resources committed from July 1, 2015 through January 31, 2016 totaling \$11,798,179 in support of the university.

**4. Quarterly Financial Report (July 1, 2015 – December 31, 2015)** (Senior Vice President Sue Hodges Moore)

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

**C. Presidential Recommendations:**

**Consent Agenda Items:** A motion was made by Regent Virginia Fox and seconded by Regent Richard Boyce to approve the following Presidential Recommendations as listed; C-1 through C-8. **(Motion carried)**

**1. Academic Affairs Personnel Actions:**

**a. Faculty Appointments:**

**Dr. Ada Tuna Cenkci**, assistant professor in the Department of Political Science, Criminal Justice and Organizational Leadership, effective August 15, 2016; **Ms. Diane Coning**, lecturer (non-tenure track renewable)/advisor in the College of Health Professions, effective January 27, 2016; **Ms. Ellen Hokkanen**, director of recruitment and retention in the Center for Integrative Natural Science and Mathematics, effective December 14, 2015; **Dr. Stacie Jankowski**, assistant professor in the Department of Communication, effective August 15, 2016; **Ms. Amanda Kilmer**, lecturer (non-tenure track renewable) and coordinator in the Department of Political Science, Criminal Justice and Organizational Leadership, effective July 1, 2016; **Dr. Jessica M. Kratzer**, assistant professor in the Department of Communication, effective August 15, 2016; **Ms. Emily LaForge**, lecturer (non-tenure track renewable) and advisor in the College of Health Professions, effective January 11, 2016; **Mr. Jae-Seung Lee**, assistant professor in the Department of Political Science, Criminal Justice and Organizational Leadership, effective August 15, 2016; **Mr. Timothy McCord**, lecturer (non-tenure track renewable) in the Department of Computer Science, effective August 15, 2016; **Ms. Stacey Schaff**, lecturer (non-tenure track renewable) in the College of Education and Human Services Advising Center, effective January 11, 2016; **Ms. Tracy Songer**, assistant professor in the Department of Communication, effective August 15, 2016; **Ms. Cynthia Thomas**, lecturer (non-tenure track renewable) in the Department of Computer Science, effective August 15, 2016.

**b. Transitions:**

**Dr. Shawn Faulkner**, from professor and department chair in the Department of Teacher Education to professor in the Department of Teacher Education, effective July 1, 2016.

**c. Request For Leave (Paid/Unpaid)**

**Dr. Shawn Faulkner**, professor in the Department of Teacher Education, paid half-time re-entry leave with benefits effective for the 2016-17 academic year.

**d. Retirements:**

**Dr. Barbara Klaw**, professor of French in the Department of World Languages and Literatures, effective May 10, 2016.

**e. Phased Retirements:**

**Ms. Andrea Cornuelle**, professor in the Department of Allied Health, beginning August 22, 2016 and terminating at the end of academic year 2016-17; **Dr. Diana Duffin Belland**, professor of music in the School of the Arts, beginning August 15, 2016 and terminating on August 15, 2018.

**f. Temporary Faculty:**

**Mr. Daniel Hunter**, Physics, Geology & Engineering Technology, Spring 2016 Semester; **Mr. Joseph Hacker**, Department of Kinesiology & Health, Spring 2016 Semester.

**2. Non-Academic Personnel Actions:**

The following categories of non-academic personnel actions which occurred between December 2, 2015 and February 16, 2016 received approval by the Board of Regents: Activations/Rehires; Reassignments, Reclassifications, Title/Status Changes, Promotions; Transfers; Contract/Temporary to Regular & Regular to Contract; Departures; Retirees; Administrative/Executive.

**3. Major Gifts Acceptance:**

The Board of Regents officially accepted contributions totaling **\$1,468,530.86** received by the NKU Foundation Inc. for the benefit of Northern Kentucky University during the period December 1, 2015 through January 31, 2016.

**4. Faculty Emeritus Status Appointment (Klaw, Proctor, Walker):**

The Board of Regents approved the Emeritus status for the following individuals.

**Dr. Barbara Klaw**, professor of French in the Department of World Languages and Literatures, effective May 10, 2016; **Dr. Russell Proctor II**, professor in the Department of

Board of Regents  
March 16, 2016

Communication, effective May 10, 2016; **Dr. Stephen Walker**, professor in the Department of Teacher Education, effective May 18, 2016.

**5. Student Government Association Constitution Revisions:**

The Board of Regents approved the revisions to the Constitution of the Student Government Association of Northern Kentucky University.

**6. General Receipt Bond Resolution:**

The Board of Regents adopted the Resolution which provides for the issuance of approximately \$49,725,000 in General Receipt Obligations.

**7. Organizational Chart Update:**

The Board of Regents approved the organizational chart which reflects all NKU Administrative updates through March 16, 2016.

**8. Posthumous Degree (Young):**

The Board of Regents approved that Kathryn Young receive a posthumous Bachelor of Arts degree in Public Relations during the May, 2016 commencement.

**9. Academic Affairs Reappointment, Promotion and Tenure:**

A motion was made by Regent Lee Scheben and seconded by Regent Virginia Fox to approve the Presidential Recommendation C-9, Academic Affairs Reappointment, Promotion and Tenure. Regent Richard Boyce abstained from the vote. **(Motion carried)**

**D. Executive Session:**

Regent André Ward seconded Regent Nathaniel Smith's motion to enter into executive session pursuant to KRS 61.810(1) (b), (c) and (f). **(Motion carried)**

No other matters were discussed. No final action was taken.

At 3:34 p.m., Regent Katherine Hahnel seconded Regent Terry Mann's motion to adjourn. **(Motion carried)**

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

Signature On File  
**Kathryn J. Herschede**  
Executive Assistant to the President/  
Secretary to the Board of Regents

Board of Regents  
March 16, 2016

I, Virginia Fox, 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 16, 2016, and that such matters are still in force and effect.

*Signature On File*

---

**Virginia G. Fox**  
**Secretary of the Board of Regents**

## **FACILITIES MANAGEMENT REPORT**

### **1. Health Innovation Center/Founders Hall Renovation**

The 2014 General Assembly provided \$97 million in state bond funding for design and construction of the Health Innovation Center project which includes the full renovation of Founders Hall. A gift of \$8 million from St. Elizabeth Healthcare has increased available project funds to \$105,000,000.

The Health Innovation Center will be a comprehensive health science education and applied research facility located in the core of NKU's campus. The project will position the university to be a leader in this field, to enroll and graduate professionals trained for the changing face of health education and wellness. To meet these goals, the university's approach is collaborative and interdisciplinary, involving numerous academic disciplines, including those in health, social science, information science, and the physical and life sciences.

Upon completion, the building will be light-filled, open and inviting. It will feature active learning classrooms as well as spaces designed to advance nursing and health science education, including a clinical suite; medical simulation suite; nursing, radiology and respiratory skills labs; a biopsychology and a neuroscience lab; advanced kinesiology lab; movement studio; innovation studios; offices; and a café and spaces designed to build community. The building features a dramatic split-level public space which connects the Central Plaza with the West Quad. The new building has been planned as a pair of wings or lofts oriented along the east-west direction to optimize solar orientation. The lofts are positioned directly adjacent to Founders Hall, creating multiple collaborative common areas. They are connected via bridges to Founders Hall across a narrow four story atrium space, joining the new construction with the existing building. A large skylight at the roof level will allow natural daylight to spill down through the atrium space.

Construction progress: Most of the underground utilities have been installed, including the new water main, gas lines and sewers. The site has been stripped of vegetation and demolition of site concrete is underway. A new sidewalk has been constructed between Kenton Drive and the construction fence for pedestrian safety. Excavation for the addition will begin in April.

Founders Hall is now vacant. Interior demolition of Founders Hall is scheduled to begin the first week in April.

Bidding of construction bid packages (BP's) continues. Mass Excavation/Concrete, Founders Hall Window Replacement, Elevators, and Structural Steel bids have been awarded. Founders Hall Interior Demolition and Founders Electric Switchgear Removal are out to bid now. Construction documents will be complete at the end of April and bidding will continue into the early fall.

## **Health Innovation Center/Founders Hall Renovation - Continued**

The project is currently on schedule and within budget.

Architect: CO Architects/GBBN

Engineers: CMTA, THP, Kleingers & Associates

Special Consultants: Sextant Group, Capital Projects Group, Vivian Llambi

Construction Manager: Turner Construction

Scope: \$105,000,000

Anticipated Completion: Spring 2018



Aerial Photo of Construction Site



Rendering of Exterior Front Entry



Rendering of the First Floor Lobby and Mezzanine



Rendering of the Atrium

## **2. Health Innovation Center/Founders Hall Renovation (Chiller Installation)**

The Health Innovation Center/Founders Hall project includes funding to increase the capacity to generate chilled water for the campus chilled water loop and to support cooling for the new building. The new chiller and two new cooling towers are in place and fully connected. Equipment testing and start-up is proceeding. The new equipment is scheduled to be online mid-April.

Engineers: KZF and THP

Contractor: Peck Hannaford + Briggs

Scope: \$2,100,000 (included in the total \$105,000,000 HIC/Founders scope)



120,000 lb. Chiller being lifted into the Power Plant

### **3. Science Center – Capital Renewal Investments**

Various capital renewal investments are underway in the Herrmann Science Center. Current projects include:

- 1) Over spring break, three severely rusted air handlers were refurbished at a cost of \$250,000. Work included coating of the units with a patented three step process registered with the EPA to prevent rust and decay. The refurbishing will significantly extend the units' life and improve operating efficiency and air quality.
- 2) The facility's two steam water heaters failed at the beginning of spring break week. The steam heaters were obsolete and parts would have required three weeks to manufacture. Both water heaters were replaced with natural gas units at a cost of \$61,000.
- 3) The Science Center's HVAC system will be recommissioned by a professional building commissioning firm at an estimated cost of \$70,000. Due to the large number of labs, fume hoods and a complex HVAC system, the building consumes much energy. Proper balancing of the system is expected to reduce operating costs, as well as eliminate life safety issues related to air pressure imbalances.





Previous condition of the Air Handlers and Mechanical Room



Current Condition of the Air Handlers and Mechanical Room

#### **4. Replace Campus Light Poles - Phase 1**

Steel light poles on campus roadways have reached/exceeded their life expectancy. Many of them are rusting internally at the base and need to be replaced to minimize safety risks. In addition, the project will reduce operating costs through use of long-lasting LED lights that use less energy and reduce maintenance.

This is phase one of an estimated three year replacement plan. Planning for the project is underway, with the aim that phase one may replace about 25% of campus light poles.

Structural Engineer: THP

Contractor: TBD

Scope: \$165,000

Anticipated Completion: TBD



Current Condition of some Campus Street Light Poles

## 5. Regents Hall Repairs

A significant stress crack in the south wall of Regents Hall, which extends from floor to roof, is scheduled to be repaired. The concrete bridge connecting Regents Hall to the Student Union has structural issues and large sections of concrete are damaged. A structural engineer, THP, is currently evaluating the issues and preparing design documents.

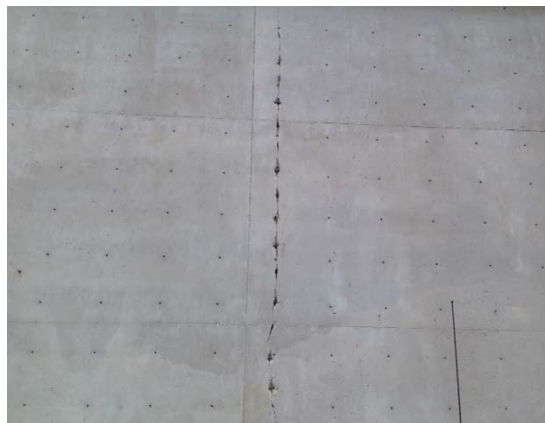
If the budget allows, this project will also provide funds to clean part of the north facades of Regents and the adjacent Albright Health Center, starting with the juncture with the new Campus Recreation Center.

Structural Engineers: THP

Contractor: TBD

Scope: \$150,000

Anticipated Completion: TBD



Current Condition of the Regents Hall/Student Union Bridge and the Stress Crack in the South Wall of Regents Hall

## **6. Sustainability**

As a signatory of the Second Nature Climate Commitment (formerly ACUPCC) NKU collects institution's greenhouse gas emissions data annually. In fiscal year 2015, the University's net total emissions were 60,761 tons of carbon dioxide. This represents an increase of 2.61% compared to fiscal year 2014. This net increase was largely driven by an increase in utilities (natural gas, fuel oil, and purchased electric) and air travel (including study abroad, faculty/staff travel, and athletic team travel). The opening of Northern Terrace was however, a primary factor in increased utilities. The air travel increase is largely attributed to a change in methodology for reporting study abroad travel. Over 80% of NKU's emissions are a result of utilities and commuting; therefore, these components will remain the focus of creative strategies for reducing environmental impact and emissions.

NKU will celebrate Earth Week April 18-22 with activities focusing on multiple facets of sustainability including: food, solid waste, and transportation. The Office of Energy Management and Sustainability has partnered with Scripps Howard Center for Civic Engagement, Chartwells, Environmental Science, Business Operations, and Operations and Maintenance to provide programming that is expected to attract a diverse audience.

To facilitate reuse, a supply swap was held on March 11<sup>th</sup> for NKU faculty and staff. Over 800 pounds of office supplies were redistributed, reducing the need to purchase new supplies. Currently, supply swaps are held twice a year.

## **7. North Connector Road**

The Kentucky Transportation Cabinet has awarded this long-awaited federally funded project to Bray Construction. The \$10.6 million project is well underway. Site clearing is complete and earth work has begun. As part of the project, about 75,000 cubic yards of fill will be placed in a deep valley west of Parking Lot M, creating a land bridge for the road. Construction is expected to be complete in fall 2017.

The one-mile long road begins at a roundabout intersection at Three Mile Road, climbs the hill and crosses between the Maintenance Building and Campbell Hall as it runs along the west side of the new intramural fields, west of Woodcrest and through the western gravel section of parking lots L, K, A and G; ending at a new roundabout at Johns Hill Road. The road includes a sidewalk and bike lanes. A second section of the Connector Road, the south section, will be bid later and will extend over a mile south of Johns Hill Road, connecting with Pooles Creek Road, near its intersection with AA Highway.

This road was a high priority of both the 2000 and 2009 Master Plans and upon completion, will resolve traffic congestion in the core area of campus.

The University has a project in the early planning stages to redesign the parking lots along the west side of campus, between the new Connector Road and Kenton Drive. The project will include lighting and landscaping.



North Connector Road



View from Lot M to I-275



View of Campbell Drive and Sunset Drive from the Campbell Hall Entry Drive

## 8. Fine Arts Roof Repair

While repairing the section of the Fine Arts (FA) building roof over the gallery to stop leaks, major stress fractures were found in the roof membrane, along two seams, indicating a high probability of new leaks occurring and potentially damaging the artwork displayed in the gallery. The roof is out of warranty. Funding would restore the integrity of the roof and the repairs will be under warranty for 10 years.

Contractor: TBD

Scope: \$75,000

Anticipated Completion: TBD



Current Condition of the Roof

**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 through March 30, 2016, Fiscal Year 2015-16:

- During the February 1 – March 30, 2016 time period, **9** grants were awarded. The total amount of money awarded was **\$1,025,494**.
- From July 1, 2015 through January 31, 2016, the cumulative total number of grants awarded is **58** totaling **\$5,298,586**.

**NKU Office of Research, Grants and Contracts**  
**Grants Awarded Funding - February 1, 2016 thru March 30, 2016**  
**FY 2015-16**

<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 and Sciences</i>					
Research	Competitive	Chemistry	The TIM Consortium: A Dispersed REU Site in Theoretically Interesting Molecules	National Science Foundation	<b>\$349,984</b>
Public Service	New	English	BookFest: Celebration of Reading and Writing	Kentucky Humanities Council	<b>\$1,500</b>
Research	Continuation	Physics and Geology	Sloan Digital Sky Survey-VI Project- Additional Funding	Astrophysical Research Consortium	<b>\$26,663</b>
Research	Competitive	Psychological Science	Long-Term Effects of Early Life Antipsychotic Treatment	National Institutes of Health	<b>\$397,500</b>
Research	Continuation	Psychological Science	KBRIN : Bridge Funds - Additional Funds	University of Louisville Research Foundation	<b>\$8,618</b>
<i>College of Education and Human Services</i>					
Public Service	Continuation	Counseling, Social Work, and Leadership	Catholic Diocese of Kentucky	U.S. Dept. of Education/KY State Dept. of Education	<b>\$64,322</b>
Public Service	Continuation	Counseling, Social Work, and Leadership	Kentucky Non-Public School Commission	U.S. Dept. of Education/KY State Dept. of Education	<b>\$57,407</b>



<u>Category</u>	<u>Type</u>	<u>College/Administrative Office</u> <u>Department</u>	<u>Project Title</u>	<u>Sponsor</u>	<u>Sponsor</u> <u>Total</u>
<i>Haile/US Bank College of Business</i>					
Public Service	Continuation	Small Business Development Center	Small Business Development Center FY 15-16 Federal	U.S. Small Business Administration	<b>\$106,000</b>
Public Service	Continuation	Small Business Development Center	Small Business Development Center FY 15-16 State	Kentucky Small Business Development Center	<b>\$13,500</b>
Total Number of Awards		<b><u>9</u></b>	Total Funds Awarded		<b><u>\$1,025,494</u></b>

**FUNDRAISING REPORT**

The Fundraising Report below **summarizes fundraising resources committed from July 1, 2015 through March 31, 2016 totaling \$12,222,424** in support of the university.

The report includes:

1. Resources in support of the colleges, Steely Library, Go Norse Fund, NKU Fund For Excellence, Academic Affairs & University Designated Initiatives, Student Affairs, University Wide Student Aid, and WNKU.
2. Resources for Fiscal Year 2016 to date.
3. Resources for Fiscal Year 2015 (7/01/14 – 3/31/15). In FY15, Campus Program Initiatives included Academic Affairs & University Designated Initiatives, Student Affairs and University Wide Student Aid.

**Fundraising Resources**

<b>For the Period</b>	<b>7/01/15- 3/31/16</b>	<b>7/01/14-3/31/15</b>
<b>Designation</b>	<b>FY16</b>	<b>FY15</b>
College of Arts and Sciences	\$ 768,372	\$ 1,257,010
College of Business	\$ 134,585	\$ 117,394
College of Education & Human Services	\$ 85,301	\$ 22,868
College of Health Professions	\$ 67,035	\$ 78,347
Health Innovation Center	\$ 8,000,000	\$ 0
College of Informatics	\$ 272,528	\$ 554,215
Chase College of Law	\$ 496,524	\$ 719,826
Go Norse Fund	\$ 266,439	\$ 241,276
Steely Library	\$ 14,136	\$ 9,993
NKU Fund for Excellence	\$ 182,318	\$ 121,160
Academic Affairs & University Designated Initiatives	\$ 77,137	\$ 0
Student Affairs	\$ 6,657	\$ 0
University Wide Student Aid	\$ 1,154,607	\$ 0
Campus Program Initiatives	\$ 0	\$ 1,222,215
WNKU (membership & underwriting)	\$ 696,784	\$ 746,762
<b>Total</b>	<b>\$ 12,222,424</b>	<b>\$ 5,091,066</b>

# **NORTHERN KENTUCKY UNIVERSITY**

## **QUARTERLY FINANCIAL REPORT**

**FOR THE PERIOD JULY 1, 2015 THROUGH MARCH 31, 2016**

**Northern Kentucky University**  
Quarterly Financial Report

Table of Contents

Financial Statements

Statement of Net Position

Statement of Revenues, Expenses, and Changes in Net Position

Management Reports

Condensed Statements excluding required GASB Pension Reporting

Current Unrestricted Fund Schedule of Revenue

Current Unrestricted Fund Schedule of Expenditures

Current Restricted Fund Schedule of Expenditures

Schedule of Bonds and Leases Payable

Schedule of Current Investments

**Northern Kentucky University and Affiliate**  
**A Component Unit of the Commonwealth of Kentucky**  
**Statement of Net Position**  
March 31, 2016 and 2015  
*(in thousands)*

	<b>3/31/2016</b>	<b>3/31/2015</b>
<b>ASSETS</b>		
Current Assets		
Cash and cash equivalents	\$ 113,322	\$ 114,676
Notes, loans and accounts receivable, net	8,931	7,366
Other current assets	1,385	1,314
Total current assets	123,638	123,356
Noncurrent Assets		
Cash and cash equivalents	17,033	36,739
Investments	11,782	14,905
Notes, loans and accounts receivable, net	1,421	1,561
Capital assets, net	343,928	323,041
Other noncurrent assets	150	85
Total noncurrent assets	374,314	376,331
Total assets	497,952	499,687
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Loss on refunding	923	1,012
Pension contributions made subsequent to the measurement date	12,456	-
	13,379	1,012
<b>LIABILITIES</b>		
Current Liabilities		
Accounts payable and accrued liabilities	16,290	13,715
Unearned revenue	1,300	1,270
Long-term liabilities-current portion	664	493
Total current liabilities	18,254	15,478
Noncurrent Liabilities		
Deposits	13,231	12,323
Unearned revenue	283	397
Long-term liabilities	126,924	135,221
Net pension liability	224,377	-
Total noncurrent liabilities	364,815	147,941
Total liabilities	383,069	163,419
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Service concession arrangement revenue applicable to future years	2,371	2,942
Difference between projected and actual earnings on pension investments	3,010	-
	5,381	2,942
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	219,964	211,092
Restricted		
Nonexpendable	7,616	7,616
Expendable	4,419	6,455
Unrestricted	(109,118)	109,175
Total net position	\$ 122,881	\$ 334,338

**Northern Kentucky University**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
For the Quarter Ended March 31, 2016 and 2015  
*(in thousands)*

	<b>3/31/2016</b>	<b>3/31/2015</b>
<b>OPERATING REVENUES</b>		
Student tuition and fees (net of scholarship allowances of \$38,265 in 2016 and \$34,630 in 2015)	\$ 97,221	\$ 100,602
Federal grants and contracts	2,653	2,823
State and local grants and contracts	2,056	2,260
Nongovernmental grants and contracts	2,046	1,895
Sales and services of educational departments	2,834	2,734
Auxiliary enterprises		
Housing and food service (net of scholarship allowances of \$1,135 in 2016 and \$1,027 in 2015)	10,521	9,519
Other auxiliaries	3,223	3,479
Other operating revenues	5,615	5,784
Total operating revenues	126,169	129,096
<b>OPERATING EXPENSES</b>		
Educational and General		
Instruction	57,286	57,273
Research	1,111	1,258
Public service	9,183	9,186
Libraries	4,770	5,047
Academic support	12,315	12,757
Student services	19,983	18,005
Institutional support	19,806	20,942
Operation and maintenance of plant	12,249	12,077
Depreciation	12,584	12,051
Student Aid	15,075	13,613
Auxiliary enterprises:		
Housing and food service	3,583	4,053
Other auxiliaries	921	961
Auxiliary depreciation	2,212	2,099
Other expenses	137	65
Total operating expenses	171,215	169,387
Operating income (loss)	(45,046)	(40,291)
<b>NONOPERATING REVENUES (EXPENSES)</b>		
State appropriations	38,830	38,830
Federal grants and contracts	18,540	19,073
State and local grants and contracts	10,011	8,889
Private gifts and grants	11	10
Investment income (loss)	(362)	680
Interest on capital asset--related debt	(3,217)	(2,896)
Other nonoperating revenues (expenses)	971	(83)
Net nonoperating revenues	64,784	64,503
Income before other revenues, expenses, gains or losses	19,738	24,212
Capital appropriations	10,047	-
Capital grants and gifts	313	32
Total other revenues	10,360	32
Increase (decrease) in net assets	30,098	24,244
<b>NET POSITION</b>		
Net position-beginning of year	92,783	310,094
Net position-end of quarter	\$ 122,881	\$ 334,338

**Condensed Statements  
Management Use Only  
Excludes required GASB Pension Reporting**

**Condensed Statement of Net Position**

	3/31/2016	3/31/2015
<b>ASSETS</b>		
Current assets	\$ 123,638	\$ 123,356
Capital assets, net	343,928	323,041
Noncurrent assets	30,386	53,290
Total assets	<u>497,952</u>	<u>499,687</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
	<u>923</u>	<u>1,012</u>
<b>LIABILITIES</b>		
Current liabilities	18,254	15,478
Noncurrent liabilities	140,438	147,941
Total liabilities	<u>158,692</u>	<u>163,419</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
	<u>2,371</u>	<u>2,942</u>
<b>NET POSITION</b>		
Invested in capital assets, net of related debt	219,964	211,092
Restricted		
Nonexpendable	7,616	7,616
Expendable	4,419	6,455
Unrestricted	105,813	109,175
Total net position	<u>\$ 337,812</u>	<u>\$ 334,338</u>

**Condensed Statement of Revenues, Expenses and Changes in Net Position**

	3/31/2016	3/31/2015
<b>OPERATING REVENUES</b>		
Student tuition and fees, net	\$ 97,221	\$ 100,602
Grants and contracts	6,755	6,978
Sales and services of educational departments	2,834	2,734
Auxiliary enterprises	13,744	12,998
Other operating revenues	5,615	5,784
Total operating revenues	<u>126,169</u>	<u>129,096</u>
<b>OPERATING EXPENSES</b>		
Educational and general	151,778	150,158
Depreciation	12,584	12,051
Auxiliary enterprises (including depreciation)	6,716	7,113
Other expenses	137	65
Total operating expenses	<u>171,215</u>	<u>169,387</u>
Net loss from operations	<u>(45,046)</u>	<u>(40,291)</u>
<b>NONOPERATING REVENUES (EXPENSES)</b>		
State appropriations	38,830	38,830
Gifts, grants and contracts	28,562	27,972
Investment income (loss)	(362)	680
Interest on capital asset--related debt	(3,217)	(2,896)
Other nonoperating revenues (expenses)	971	(83)
Net nonoperating revenues	<u>64,784</u>	<u>64,503</u>
Income (loss) before other revenues, expenses, gains or losses	<u>19,738</u>	<u>24,212</u>
Capital appropriations	10,047	-
Capital grants and gifts	313	32
Total other revenues	<u>10,360</u>	<u>32</u>
Increase (decrease) in net position	<u>30,098</u>	<u>24,244</u>
Net position-beginning of year as previously reported	92,783	310,094
Add back effect of Pension	214,931	
Net position-end of year	<u>\$ 337,812</u>	<u>\$ 334,338</u>

\*This report is provided to allow comparability to the prior year due to the GASB pension requirement in 2015.

# NORTHERN KENTUCKY UNIVERSITY

## Current Unrestricted Fund

### Schedule of Revenue, Budgeted and Actual

For the Period from July 1, 2015 to March 31, 2016

With Comparative Prior Year Data

	Fiscal Year 2015/16			Fiscal Year 2014/15		
	Revised Budget	Actual Revenue	% of Bgt	Revised Budget	Actual Revenue	% of Bgt
<b>STUDENT TUITION AND FEES</b>						
Tuition - Summer	\$ 9,574,600	\$ 3,864,877	40 %	\$ 9,258,800	\$ 4,274,673	46 %
Tuition - Fall	64,368,417	64,367,039	100	65,758,200	64,166,765	98
Tuition - Spring (Including Winter)	57,927,834	59,673,674	103	60,755,900	59,150,742	97
Mandatory Fees	4,654,000	4,443,049	95	4,754,000	4,535,676	95
Class Fees	<u>3,434,932</u>	<u>3,137,524</u>	91	<u>3,152,696</u>	<u>3,104,728</u>	98
<b>TOTAL STUDENT TUITION AND FEES</b>	<u>\$ 139,959,783</u>	<u>\$ 135,486,163</u>	97 %	<u>\$ 143,679,596</u>	<u>\$ 135,232,584</u>	94 %
<b>STATE APPROPRIATIONS GENERAL</b>	<u>\$ 48,537,600</u>	<u>\$ 38,830,100</u>	80 %	<u>\$ 48,537,600</u>	<u>\$ 38,830,100</u>	80 %
<b>SALES AND SERVICES OF EDUCATIONAL ACTIVITIES</b>	<u>\$ 5,334,036</u>	<u>\$ 2,834,014</u>	53 %	<u>\$ 5,268,053</u>	<u>\$ 2,731,304</u>	52 %
<b>SALES AND SERVICES OF AUXILIARY ACTIVITIES</b>	<u>\$ 16,116,913</u>	<u>\$ 14,878,447</u>	92 %	<u>\$ 15,475,102</u>	<u>\$ 14,023,036</u>	91 %
<b>OTHER SOURCES</b>						
Service Fees	\$ 2,331,388	\$ 1,659,440	71 %	\$ 2,408,426	\$ 1,812,026	75 %
Rentals	1,568,357	985,130	63	1,516,233	993,078	65
Investment Earnings	400,825	228,094	57	225,275	143,249	64
Other	<u>3,233,569</u>	<u>4,710,588</u>	146	<u>2,871,691</u>	<u>2,589,071</u>	90
<b>TOTAL OTHER SOURCES</b>	<u>\$ 7,534,139</u>	<u>\$ 7,583,252</u>	101 %	<u>\$ 7,021,625</u>	<u>\$ 5,537,424</u>	79 %
<b>TOTAL CURRENT UNRESTRICTED FUND REVENUE</b>	<u><u>\$ 217,482,471</u></u>	<u><u>\$ 199,611,976</u></u>	92 %	<u><u>\$ 219,981,976</u></u>	<u><u>\$ 196,354,449</u></u>	89 %



**NORTHERN KENTUCKY UNIVERSITY**  
 Current Unrestricted Fund  
 Schedule of Expenditures by Function and Account Category  
 Budgeted and Actual  
 For the Period from July 1, 2015 to March 31, 2016  
 With Comparative Prior Year Data

	Fiscal Year 2015/16			Fiscal Year 2014/15		
	Revised Budget	Actual Expenditures	% of Bgt	Revised Budget	Actual Expenditures	% of Bgt
<b>EDUCATIONAL AND GENERAL</b>						
<b>INSTRUCTION</b>						
Personnel Expenses	\$ 66,138,657	\$ 51,594,598	78 %	\$ 65,075,284	\$ 51,095,062	79 %
Operating Expenses/Capital Outlay	<u>7,835,958</u>	<u>3,583,753</u>	46	<u>9,381,214</u>	<u>3,716,723</u>	40
TOTAL INSTRUCTION	\$ 73,974,615	\$ 55,178,351	75 %	\$ 74,456,498	\$ 54,811,785	74 %
<b>RESEARCH</b>						
Personnel Expenses	\$ 458,988	\$ 373,803	81 %	\$ 487,549	\$ 339,068	70 %
Operating Expenses/Capital Outlay	<u>279,304</u>	<u>49,970</u>	18	<u>308,509</u>	<u>54,446</u>	18
TOTAL RESEARCH	\$ 738,292	\$ 423,773	57 %	\$ 796,058	\$ 393,514	49 %
<b>PUBLIC SERVICE</b>						
Personnel Expenses	\$ 3,204,065	\$ 3,456,541	108 %	\$ 3,236,815	\$ 3,275,474	101 %
Operating Expenses/Capital Outlay	<u>6,607,546</u>	<u>3,003,446</u>	45	<u>7,492,662</u>	<u>2,891,867</u>	39
TOTAL PUBLIC SERVICE	\$ 9,811,611	\$ 6,459,987	66 %	\$ 10,729,477	\$ 6,167,341	57 %
<b>LIBRARIES</b>						
Personnel Expenses	\$ 4,212,841	\$ 2,920,719	69 %	\$ 4,506,276	\$ 3,141,063	70 %
Operating Expenses/Capital Outlay	<u>1,844,335</u>	<u>1,774,331</u>	96	<u>2,049,375</u>	<u>1,872,676</u>	91
TOTAL LIBRARIES	\$ 6,057,176	\$ 4,695,050	78 %	\$ 6,555,651	\$ 5,013,739	76 %
<b>ACADEMIC SUPPORT</b>						
Personnel Expenses	\$ 15,148,758	\$ 10,380,465	69 %	\$ 15,308,680	\$ 10,508,292	69 %
Operating Expenses/Capital Outlay	<u>4,352,937</u>	<u>1,612,902</u>	37	<u>5,154,661</u>	<u>1,833,594</u>	36
TOTAL ACADEMIC SUPPORT	\$ 19,501,695	\$ 11,993,367	61 %	\$ 20,463,341	\$ 12,341,886	60 %
<b>STUDENT SERVICES</b>						
Personnel Expenses	\$ 16,749,947	\$ 11,752,186	70 %	\$ 16,966,647	\$ 11,940,288	70 %
Operating Expenses/Capital Outlay	<u>7,884,853</u>	<u>6,286,228</u>	80	<u>7,997,592</u>	<u>5,400,153</u>	68
TOTAL STUDENT SERVICES	\$ 24,634,800	\$ 18,038,414	73 %	\$ 24,964,239	\$ 17,340,441	69 %

# NORTHERN KENTUCKY UNIVERSITY

## Current Unrestricted Fund

### Schedule of Expenditures by Function and Account Category

#### Budgeted and Actual

For the Period from July 1, 2015 to March 31, 2016

With Comparative Prior Year Data

	<b>Fiscal Year 2015/16</b>			<b>Fiscal Year 2014/15</b>		
	<u>Revised Budget</u>	<u>Actual Expenditures</u>	<u>% of Bgt</u>	<u>Revised Budget</u>	<u>Actual Expenditures</u>	<u>% of Bgt</u>
<b>INSTITUTIONAL SUPPORT</b>						
Personnel Expenses	\$ 23,530,375	\$ 15,994,425	68 %	\$ 24,402,044	\$ 17,305,055	71 %
Operating Expenses/Capital Outlay	<u>7,067,206</u>	<u>3,077,025</u>	44	<u>7,846,075</u>	<u>3,085,679</u>	39
<b>TOTAL INSTITUTIONAL SUPPORT</b>	<b>\$ 30,597,581</b>	<b>\$ 19,071,450</b>	<b>62 %</b>	<b>\$ 32,248,119</b>	<b>\$ 20,390,734</b>	<b>63 %</b>
<b>OPERATION &amp; MAINTENANCE OF PLANT</b>						
Personnel Expenses	\$ 11,845,471	\$ 7,510,443	63 %	\$ 10,854,539	\$ 7,430,680	68 %
Operating Expenses/Capital Outlay	3,531,436	2,088,696	59	3,982,557	2,111,968	53
Utilities	<u>3,943,890</u>	<u>2,561,877</u>	65	<u>3,835,375</u>	<u>2,467,430</u>	64
<b>TOTAL OPERATION &amp; MAINTENANCE OF PLANT</b>	<b>\$ 19,320,797</b>	<b>\$ 12,161,016</b>	<b>63 %</b>	<b>\$ 18,672,471</b>	<b>\$ 12,010,078</b>	<b>64 %</b>
<b>STUDENT FINANCIAL AID</b>						
Grants,Loans,Benefits	<u>23,827,923</u>	<u>24,258,500</u>	102	<u>21,054,024</u>	<u>19,740,998</u>	94
<b>TOTAL STUDENT FINANCIAL AID</b>	<b>\$ 23,827,923</b>	<b>\$ 24,258,500</b>	<b>102 %</b>	<b>\$ 21,054,024</b>	<b>\$ 19,740,998</b>	<b>94 %</b>
<b>TRANSFERS</b>						
Mandatory:						
Debt Service/Capital Lease	\$ 6,211,597	\$ 6,157,870	99 %	\$ 6,150,148	\$ 6,220,694	101 %
Nonmandatory	<u>5,229,485</u>	<u>4,519,178</u>	86	<u>4,716,658</u>	<u>1,790,375</u>	38
<b>TOTAL TRANSFERS</b>	<b>\$ 11,441,082</b>	<b>\$ 10,677,048</b>	<b>93 %</b>	<b>\$ 10,866,806</b>	<b>\$ 8,011,069</b>	<b>74 %</b>
<b>TOTAL EDUCATIONAL AND GENERAL EXPENDITURES</b>						
Personnel Expenses	\$ 141,289,102	\$ 103,983,180	74 %	\$ 140,837,834	\$ 105,034,982	75 %
Operating Expenses/Capital Outlay	43,347,465	24,038,228	55	48,048,020	23,434,536	49
Transfers	11,441,082	10,677,048	93	10,866,806	8,011,069	74
Financial Aid	<u>23,827,923</u>	<u>24,258,500</u>	102	<u>21,054,024</u>	<u>19,740,998</u>	94
<b>TOTAL EDUCATIONAL AND GENERAL EXPENDITURES</b>	<b>\$ 219,905,572</b>	<b>\$ 162,956,956</b>	<b>74 %</b>	<b>\$ 220,806,684</b>	<b>\$ 156,221,585</b>	<b>71 %</b>

**NORTHERN KENTUCKY UNIVERSITY**  
 Current Unrestricted Fund  
 Schedule of Expenditures by Function and Account Category  
 Budgeted and Actual  
 For the Period from July 1, 2015 to March 31, 2016  
 With Comparative Prior Year Data

	<b>Fiscal Year 2015/16</b>			<b>Fiscal Year 2014/15</b>		
	<u>Revised Budget</u>	<u>Actual Expenditures</u>	<u>% of Bgt</u>	<u>Revised Budget</u>	<u>Actual Expenditures</u>	<u>% of Bgt</u>
<b>AUXILIARY ENTERPRISES</b>						
STUDENT SERVICES						
Personnel Expenses	\$ 2,623,450	\$ 1,754,957	67 %	\$ 3,467,966	\$ 1,788,096	52 %
Operating Expenses/Capital Outlay	7,529,980	3,091,965	41	4,417,415	2,777,526	63
Financial Aid	403,997	395,164	98	453,997	480,652	106
<b>TOTAL STUDENT SERVICES</b>	<b>\$ 10,557,427</b>	<b>\$ 5,242,086</b>	<b>50 %</b>	<b>\$ 8,339,378</b>	<b>\$ 5,046,274</b>	<b>61 %</b>
TRANSFERS						
Mandatory:						
Debt Service/Capital Lease	\$ 5,164,196	\$ 5,149,671	100 %	\$ 5,235,408	\$ 5,167,697	99 %
Nonmandatory	3,519,489	3,403,842	97	3,384,176	3,542,945	105
<b>TOTAL TRANSFERS</b>	<b>\$ 8,683,685</b>	<b>\$ 8,553,513</b>	<b>99 %</b>	<b>\$ 8,619,584</b>	<b>\$ 8,710,642</b>	<b>101 %</b>
<b>TOTAL AUXILIARY ENTERPRISES</b>						
Personnel Expenses	\$ 2,623,450	\$ 1,754,957	67 %	\$ 3,467,966	\$ 1,788,096	52 %
Operating Expenses/Capital Outlay	7,529,980	3,091,965	41	4,417,415	2,777,526	63
Financial Aid	403,997	395,164	98	453,997	480,652	106
Transfers	8,683,685	8,553,513	99	8,619,584	8,710,642	101
<b>TOTAL AUXILIARY ENTERPRISES</b>	<b>\$ 19,241,112</b>	<b>\$ 13,795,599</b>	<b>72 %</b>	<b>\$ 16,958,962</b>	<b>\$ 13,756,916</b>	<b>81 %</b>
<b>TOTAL EXPENDITURES AND TRANSFERS</b>						
Personnel Expenses	\$ 143,912,552	\$ 105,738,137	73 %	\$ 144,305,800	\$ 106,823,078	74 %
Operating Expenses/Capital Outlay	50,877,445	27,130,193	53	52,465,435	26,212,062	50
Transfers	20,124,767	19,230,561	96	19,486,390	16,721,711	86
Financial Aid	24,231,920	24,653,664	102	21,508,021	20,221,650	94
<b>TOTAL EXPENDITURES AND TRANSFERS</b>	<b>\$ 239,146,684</b>	<b>\$ 176,752,555</b>	<b>74 %</b>	<b>\$ 237,765,646</b>	<b>\$ 169,978,501</b>	<b>71 %</b>

# NORTHERN KENTUCKY UNIVERSITY

## Current Restricted Fund

### Schedule of Actual Revenues and Expenditures For the Period from July 1, 2015 to March 31, 2016 With Comparative Prior Year Data

	Fiscal Year To Date 3/31/16	Fiscal Year To Date 3/31/15	Difference	Percentage Change	Fiscal Year 2015 Final
<b>Revenues by Source</b>					
Federal Grants & Contracts	\$ 2,167,180	\$ 2,230,407	\$ (63,227)	-3%	\$ 3,237,767
State and Local Grants & Contracts	2,283,960	2,500,602	(216,642)	-9%	4,517,182
Nongovernmental Grants & Contracts	335,380	332,631	2,749	1%	494,776
Federal Financial Aid Programs	19,221,127	19,666,018	(444,891)	-2%	20,227,575
State Financial Aid Programs	9,782,505	8,652,740	1,129,765	13%	8,678,061
NKU Foundation Subgrants	1,587,871	1,459,339	128,532	9%	2,280,417
Agency Subgrants	133,528	112,994	20,534	18%	153,459
Other	814	3,150	(2,336)	-74%	4,892
<b>Total Revenues</b>	<b>\$ 35,512,365</b>	<b>\$ 34,957,881</b>	<b>\$ (21,621)</b>	<b>0%</b>	<b>\$ 39,594,129</b>
<b>Expenditures by Function</b>					
Instruction	\$ 2,116,134	\$ 2,184,654	\$ (68,520)	-3%	\$ 3,111,580
Research	687,213	877,524	(190,311)	-22%	1,439,821
Public Service	2,631,950	3,004,332	(372,382)	-12%	4,299,905
Libraries	74,420	55,791	18,629	33%	49,761
Academic Support	277,420	349,720	(72,300)	-21%	464,073
Student Services	633,862	482,301	151,561	31%	666,800
Institutional Support	646,108	543,635	102,473	19%	760,617
Operation & Maintenance of Plant	21,682	4,008	17,674	441%	8,329
Student Financial Aid	28,946,204	28,361,475	584,729	2%	28,968,793
<b>Total Expenditures</b>	<b>\$ 36,034,993</b>	<b>\$ 35,863,440</b>	<b>\$ 172,026</b>	<b>0%</b>	<b>\$ 39,769,679</b>

# NORTHERN KENTUCKY UNIVERSITY

## Schedule of Current Investments

As of March 31, 2016

	Average Balance	YTD Yield	Maturity Date
<b>STATE INVESTMENTS*</b>			
State Investment Short Term Pool - General Receipts	\$ 53,254,641	0.19%	N/A
State Investment Intermediate Term Pool - General Receipts	20,626,244	0.82%	N/A
State Investment Short Term Pool - Housing	797,837	0.20%	N/A
State Investment Intermediate Term Pool - Housing	339,622	0.75%	N/A
<b>TOTAL STATE INVESTMENTS</b>	<b>\$ 75,018,344</b>		

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

### RESERVE FOR RETIREMENT OF INDEBTEDNESS

Huntington Trust Public Funds Deposit Account	\$ 210,111	0.00%	N/A
<b>TOTAL RESERVE FOR RETIREMENT OF INDEBTEDNESS</b>	<b>\$ 210,111</b>		

### FUND FOR RENEWALS AND REPLACEMENTS

Huntington Trust Public Funds Deposit Account	\$ 397,408	0.00%	N/A
<b>TOTAL FUND FOR RENEWALS AND REPLACEMENTS</b>	<b>\$ 397,408</b>		

**ORGANIZATIONAL CHANGES REPORT**

**Academic Affairs**

**Steely Library Teacher Resource Center**

Steely Library's Learning Resource Collection has been renamed Teacher Resource Center to better reflect its present and growing role in support of the P-12 educational community and to avoid confusion with other campus entities. In the P-12 and community college world, Learning Resource Center is another name for library. In addition, NKU has an on-campus Learning Assistance Center, and the University is examining the possibility of creating a Learning Commons. Teacher Resource Center better reflects the unit's support of the University's education majors and area teachers, including new programming that has been put into place.

**RECOMMENDATION:**

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

**ADMINISTRATIVE APPOINTMENTS:**

**Ms. Jill Henry**, lecturer and executive director in the Center for Applied Informatics, effective March 14, 2016

Mini Vita Follows

**FACULTY APPOINTMENTS:**

**Ms. Mary Kathryn Barton**, lecturer (non-tenure track renewable) in the School of the Arts, effective August 15, 2016.

**Dr. Rebecca Elkins**, assistant professor in the Department of Kinesiology and Health, effective August 15, 2016.

**Dr. Edmund Fenton, Jr.**, professor (with tenure) in the Department of Accounting and Business Law, effective August 15, 2016.

**Ms. Funda Gonulates**, assistant professor in the Department of Teacher Education, effective August 15, 2016.

**Ms. Patricia Kappesser**, lecturer (non-tenure track renewable)/coordinator in the Department of Biological Sciences, effective August 15, 2016.

**Dr. Katherina Nikzad-Terhune**, assistant professor in the Department of Counseling, Social Work and Leadership, effective August 15, 2016.

**Mr. Wiley Piazza**, lecturer (non-tenure track renewable) in the Department of Kinesiology and Health, effective August 15, 2016.

**Dr. Chari Ramkumar**, lecturer (non-tenure track renewable) in the Department of Physics, Geology and Engineering Technology, effective August 15, 2016.

**Dr. Anthony K. Tsetse**, assistant professor in the Department of Computer Science, effective August 15, 2016.

Mini Vitas Follow

**RETIREMENTS:**

**Professor Roger Billings**, professor in the Salmon P. Chase College of Law, effective May 17, 2016.

**Dr. Cheryl Swayne**, associate professor in the Department of Advanced Nursing Studies, effective August 10, 2015.

**DEPARTURES:**

**Dr. Patricia Sunderhaus**, lecturer in the Department of Advanced Nursing Studies, effective May, 17, 2016.

**Dr. Brett Zyromski**, associate professor in the Department of Counseling, Social Work and Leadership, effective May 11, 2016.



## MINI VITA

**Name:** Jill Henry

**Title:** Executive Director

**Education:** BS in Business, Decision Sciences, 1989, Miami University

ITIL (Information Technology Infrastructure Library) Certified, 2005

Six Sigma Greenbelt Certified, 2004

Dale Carnegie, 2003

PMI (Project Management Institute), 2000

**Experience:** 2000 – 2015, Senior Director of the Center of Excellence, Cintas Corporation

1993 – 2000, Manager of IT New Technology Development, Gibson Greetings Inc.

1987 – 1993, Programmer Analyst, General Electric Aviation

## MINI VITA

**Name:** Mary Kathryn Barton

**Title:** Lecturer (non-tenure track renewable)

**Education:** M.A. in Teaching, 1999, University of Louisville

B.M.E., 1998, Major: Music, University of Louisville

**Experience:** 2015-Present, Director of Music and Liturgy, St. Mary Parish, Cincinnati, OH

2014-Present, Lecturer of Music Education, Northern Kentucky University

2015-Present, Director of Diocesan Choir, Diocese of Covington

2010-2014, Adjunct Faculty, Music, Northern Kentucky University

2008-2010, Preschool/Kindergarten Music Teacher, St. Timothy Preschool,

2000-2008, Choral Director, Lloyd Memorial High School and Tichenor Middle School

1996-2007, Choral Director, Holy Spirit Parish

## MINI VITA

- Name:** Rebecca Elkins
- Title:** Assistant Professor
- Education:** Ph.D. in Health Promotion and Education, 2015, University of Cincinnati  
M.A. in Sport and Exercise Science, 2004, The Ohio State University  
B.A. in Physical Education and Health, 2007, Northern Kentucky University  
B.S. in Sports Fitness Development, 2002, Shawnee State University  
B.S. in Natural Science, 2001, Shawnee State University  
A.A.S. in Physical Therapy, 2001, Shawnee State University
- Experience:** 2015-Present, Assistant Professor, The University of Tampa  
2013-2015, Graduate Assistant, University of Cincinnati  
2012-2013, Faculty Staff Wellness Coordinator, University of Cincinnati  
2009-2010, Physical Education & Health Teacher, Horizon Science Academy  
2006-Present, Physical Therapy Assistant, SEM Haven  
2005-2007, Part Time Faculty, Northern Kentucky University  
2005-2006, Survive and Thrive NKU Program Coordinator & Liaison, Northern Kentucky University  
2004-2005, Long Term Substitute Teacher, Indian Hill Exempted Village & Bethel Tate Local  
2004-2005, Physical Therapy Assistant, Spectra Care Home Care of Cincinnati  
2003-2004, Summer Adjunct Faculty, The Ohio State University  
2002-2004, Graduate Assistant, The Ohio State University  
2002-2003, Physical Therapy Assistant, Heartland Rehab

## MINI VITA

**Name:** Edmund D. Fenton, Jr.

**Title:** Professor of Accounting

**Education:** DBA, 1986, University of Kentucky

MBA, 1977, Murray State University

BS in Business, 1976, Murray State University

**Experience:** 2000-2016, Professor of Accounting, Eastern Kentucky University

1994-2000, Associate Professor of Accounting, Belmont University

1995-1998, Master of Accounting Coordinator, Belmont University

1990-1994, Associate Professor of Accounting, Gonzaga University

1982-1990, Assistant/Associate Professor of Accounting, Eastern Kentucky University

1988-1989, Acting and Interim Chair, Department of Accounting, Eastern Kentucky University

1978-1981, Certified Public Accountant, Richardson, Trevathan & Howe, CPAs, Murray, Kentucky

1978, Staff Accountant, Price Waterhouse & Co., Nashville, Tennessee

## MINI VITA

**Name:** Funda Gonulates

**Title:** Assistant Professor

**Education:** Ph.D. in Mathematics Education-Expected May 2016, Michigan State University

M.S. in Secondary School Science and Mathematics Education, 2004, Bogazici University

B.S. in Secondary School Mathematics, 2001, Bogazici University

**Experience:** 2008-2015, Graduate Assistant, Michigan State University

2009-2011, Teaching Assistant, Michigan State University

2006-2008, Mathematics Teacher, MEF Schools, Istanbul

2005-2008, Instructor, Bogazici University

2004-2006, Mathematics Teacher, Private Alev Schools, Istanbul

2001-2004, Teaching Assistant, Bogazici University, Istanbul

## MINI VITA

**Name:** Patricia Schenck-Kappesser

**Title:** Lecturer/Laboratory Coordinator

**Education:** M.A., in Education, 1994, Northern Kentucky University  
B.S., 1987, Northern Kentucky University

**Experience:** 2008-Present, Laboratory Manager, Biological Sciences, Northern Kentucky University

1996-Present, Adjunct Professor, Biological Sciences, Northern Kentucky University

2007-2009, Teacher, Highlands High School

2007-2008, Teacher, Holy Cross High School

2004-2006, Teacher, Saint Catherine of Siena Elementary

1991-present, Private Tutor

## MINI VITA

**Name:** Katherina Nikzad-Terhune

**Title:** Assistant Professor

**Education:** Ph.D. in Gerontology, 2011, University of Kentucky

M.S.W. in Social Work, 2007, University of Kentucky

B.A. in Psychology, 2003, Otterbein College

**Experience:** 2011-2016, Therapist, Beaumont Behavioral Health

2007-2011, Therapist, Family Counseling Service

2006-2014, Adjunct Faculty, University of Kentucky

2003-2011, Research Fellow, Graduate Center for Gerontology, University of Kentucky

2000-2007, Certified Nursing Assistant, Chapel Hill Community

2000-2002, Certified Nursing Assistant, Altercare Nursing Home

1999-2002, Research Assistant, Otterbein College

## MINI VITA

**Name:** Wiley Piazza

**Title:** Lecturer

**Education:** PhD-ABD, Post M.A. Advanced Study in Exercise Physiology (65 hours), University of Illinois at Urbana Champaign

M.A.in Exercise Physiology, 1977, University of Texas at Tyler

B.S. in Sports Administration and Coaching, 1974, University of Southern Mississippi at Hattiesburg

A.A. in Physical Education, 1972, Hinds Community College, Raymond, Mississippi

**Experience:** 2014-2016, Lecturer, Northern Kentucky University

2013, Adjunct Instructor, Northern Kentucky University

2011-2012, Director, Projects and Initiatives, Whole Person Wellness Solutions

2000-2011, Lecturer, Northern Kentucky University

2000-2006, Vice-President, Montague, Eippert & Associates

1994-2000, Manager/Exercise Physiologist, Cardiac Rehabilitation and Wellness Center, Cancer Treatment Center and Diabetes Center, The St. Luke Hospitals

1989-1994, Wellness Coordinator, Human Resources, Northern Kentucky University



## MINI VITA

**Name:** Chari Ramkumar

**Title:** Lecturer (non-tenure track renewable)

**Education:** Ph.D., 1996, Physics, Indian Institute of Technology, New Delhi, India

M.S., 1990, Physics, Indian Institute of Technology, New Delhi, India

B.S., 1988, Physics, MK University, Madurai, India

**Experience:** 2002-present, Lecturer, Physics, Geology and Engineering Technology, Northern Kentucky University

2000-2002, Post-doctoral Research Associate, Physics, Texas Tech University

1997-2000, Post-doctoral Research Associate, Applied Physics, University of Tokyo, Japan

1997, Research Scientist, Institute of Plasma Research, Gujarat, India

1991-1996, Research Fellow, Physics, Indian Institute of Technology, New Delhi, India

## MINI VITA

**Name:** Anthony K. Tsetse

**Title:** Assistant Professor

**Education:** PhD in Information Technology, 2012, Towson University

MS in Information Technology, 2005, IT University of Copenhagen

MS in Communication and Media Engineering, 2003, Offenburg University of Applied Sciences

BS in Computer Science, KNUST

**Experience:** 2013 – 2016, Assistant Professor of Computer Science, State University of New York

2012 – 2013, Assistant Professor of Computer Science, Livingstone College

2009 – 2012, Adjunct of Computer Science, Northern Kentucky University

2007 – 2009, Lecturer of Information Technology, Ghana Institute of Management and Public Administration

2008 – 2012, Acting Manager of IT, Ghana Institute of Management and Public Administration

2005 – 2006, Coordinator/Administrative Manager of IT, E. Pihl and Son AS

2003 – 2003, Research Assistant of OPNET, Research Center for Communication Optics and Materials

2002 – 2002, Trainee Engineer, Marconi Telecom GinBH

1999 – 2001, System Support Engineer, Shell Ghana Ltd.

**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 17, 2016 and, March 29, 2016 require approval by the Board of Regents:

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

**ACTIVATIONS/REHIRES**  
**02/17/16 – 03/29/16**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>EFF. DATE</b>
Adryan, Christopher	WNKU-FM Radio	Sales Associate, WNKU	02/23/2016
Barker, Jayna	University Communications	Writer/Digital Specialist	02/22/2016
Boone, Tiffany	Office of Student Account Services	Student Account Services Representative	02/29/2016
Bray, Katrina	University Police	Dispatcher	02/17/2016
Chandler, Timothy	Public Safety – Field Operations	Public Safety Officer	02/29/2016
Childs, Lauren	Norse Advising	Advisor	02/15/2016*
Eubanks, Amanda	PP – Custodial Services	Custodian	02/15/2016*
Harris, Willie	PP – Custodial Services	Floor Care Operator	03/14/2016
Melzer, Annie	Compliance & Student Services	Specialist	01/11/2016*
Mozzocco, Elizabeth	WNKU-FM Radio	Program Director, WNKU	02/01/2016*
Stein, Krysten	Honors Program	Coordinator, Student Recruitment & Events	02/01/2016*
Van Hook, Danielle	IT – Information Technology-Central	Project Manager, Enterprise Projects	03/01/2016
Webb, Molly	Health, Counseling & Student Wellness	Medical Assistant	03/07/2016
Zerbe, Jodi	Alumni Relations	Asst. Director, Development & Alumni Engt.	03/21/2016

**REASSIGNMENTS, RECLASSIFICATIONS, TITLE/STATUS CHANGES, PROMOTIONS**  
**02/17/16 – 03/29/16**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>STATUS</b>	<b>EFF. DATE</b>
Carson, Cathy	University Housing	Associate Director	Reclassification	03/01/2016
Martinez, Jennifer	Ky. Center for Mathematics	Data Analyst, KMC	Reclassification	02/01/2016*

**TRANSFERS**  
**02/17/16 – 03/29/16**

<b>NAME</b>	<b>PREVIOUS DEPARTMENT</b>	<b>NEW DEPARTMENT</b>	<b>TITLE</b>	<b>EFF. DATE</b>
Chase, Jeffrey	Roads & Grounds	Early Childhood Center	Teacher's Assistant	03/14/2016
Draud, Connie	PP - Custodial Services	Mail/Distribution Services	Mail Clerk	03/14/2016
Hyle, Regina	Advancement Services	Athletic Marketing	Asst. Athletic Dir. – Devpmt.	03/14/2016
Taylor, Emily	Center for Applied Informatics	Informatics Advising Center	Prgm. Advisor-UG-CS/CIT	03/01/2016
Thompson, Casey	College of Arts & Sciences	Informatics Advising Center	Advisor	03/01/2016

**CONTRACT/TEMPORARY TO REGULAR & REGULAR TO CONTRACT**  
**02/17/16 – 03/29/16**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>STATUS</b>	<b>EFF. DATE</b>
Rayford, Krista	College of Informatics	Manager, Com/Events COI	Contract to Regular	03/01/2016

**DEPARTURES**  
**02/17/16 – 03/29/16**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>EFF. DATE</b>
Burgin, Nancy	Undergraduate Academic Affairs	Secretary	02/01/2016*
Durkin, Harry	Chase – Advancement	Director of Development	03/01/2016
Gabbard, Alice	Ky. Center for Mathematics	Director	02/24/2016
Hellman, Jacob	Student Financial Assistance	Specialist	03/05/2016
Henegar, James	Chase College of Law	Coordinator	03/19/2016
Jones, Robert	CRC Facility Management	Floor Care Operator	03/01/2016
Mulligan, Erin	Institutional Research	Associate Director	03/26/2016
Plantholt, Jennifer	Administration & Finance	Coordinator	02/18/2016
Wendel, Janet	METS	Assistant	02/21/2016

**RETIREEES**  
**02/17/16 – 03/29/16**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>EFF. DATE</b>
Smith, Douglas	Auxiliary Housing Facilities Mgmt.	General Maintenance Worker	03/01/2016

**ADMINISTRATIVE/EXECUTIVE**  
**02/17/16 – 03/29/16**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>REASON</b>	<b>EFF. DATE</b>
Berling, Victoria	Office of Distance & Online Education	Executive Director	Separation	03/23/2016
Thompson, William	Research, Grants & Contracts	Director	Separation	03/01/2016
Wells, Douglas	IT – Infrastructure & Operations Group	Director	Separation	03/12/2016
Wright, Lori	Student Support Services	Director	New Hire	03/07/2016

**\*Not on previous report**

**RECOMMENDATION:**

The Board of Regents officially hereby accepts contributions totaling **\$175,000** received by the NKU Foundation Inc. and the University during the period February 1, 2016 through March 31, 2016 per the list below.

**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. This recommendation includes major contributions of \$25,000 or more for the designated period.

**Gift Detail and Summary Report**  
**Gifts Greater than \$25,000 (2/01/16 - 03/31/16)**

<b>Constituent Name</b>	<b>Date</b>	<b>Gift Designation</b>	<b>Cash</b>	<b>Pledge</b>	<b>Stocks</b>	<b>In-Kind/ Planned Gift</b>	<b>Totals</b>
Jeanette Edwards Foundation	2/02/2016	Portfolio Progam/ Pyschology Dept	\$125,000	\$0	\$0	\$0	\$125,000
Yacoub Abdallahi Sidya	3/18/2016	Yacoub A. Sidya Endowed Scholarship	\$0	\$25,000	\$0	\$0	\$25,000
Robert N. Lorenz	3/29/2016	Dr. Robert and Dolores Lorenz Scholarship in Biological Sciences	\$0	\$25,000	\$0	\$0	\$25,000
		<b>Grand Totals:</b>	<b>\$125,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$175,000</b>



**RECOMMENDATION:**

That Emeritus status for the following individuals receives Board of Regents approval:

**Dr. Barbara Arrighi**, professor in the Department of Sociology, Anthropology and Philosophy, effective May 15, 2016.

**Ms. Sandra Forman**, professor in the School of the Arts, effective May 15, 2016.

**Ms. Ana England**, professor in the School of the Arts, effective May 15, 2016.

Mini Vitas Follow

**BACKGROUND:**

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

## MINI VITA

**Name:** Barbara A. Arrighi

**Title:** Full Professor

**Education:** Doctor in Philosophy, Sociology, 1991, University of Cincinnati  
M.A. in Sociology, 1986, University of Cincinnati  
B.A. in Sociology, 1982, University of Cincinnati

**Experience:** 2007-Present, Full Professor, Sociology, Northern Kentucky University  
1997-2007, Associate Professor, Sociology, Northern Kentucky University  
1990-1991, Instructor, Sociology, Northern Kentucky University  
1988-1990, Lecturer, University of Cincinnati, Miami University, Northern Kentucky University  
1989-1990, Research Associate, Center for the Study of Work and Family, UC project director for Paul Dubeck, Ph.D.: Students in poverty and use of dental sealants  
1987-1989, Research Associate, Center for the Study of Work and Family, UC: two studies headed by David J. Maume, Ph.D. (1. Child care; 2. GM Norwood plant closing)

## MINI VITA

**Name:** Sandra Forman

**Title:** Professor of Theatre

**Education:** M.F.A., 1971, Theatre, University of North Carolina – Greensboro

B.A., 1966, Theatre, University of North Carolina – Greensboro

**Experience:** 1993-Present, Professor, Department of Theatre and Dance, Northern Kentucky University

1993- Present, Project Director for NKU Year-End-Series Festival of New Plays, Department of Theatre and Dance, Northern Kentucky University (Only undergraduate new play festival of its kind in the United States.)

1990- 1993, Chair and Professor, Department of Theatre and Dance, Northern Kentucky University (First female chair in state of Kentucky.)

1966-Present, Freelance Actor and Director

## MINI VITA

**Name:** Ana England

**Title:** Professor of Art  
Coordinator of Ceramics  
Co-Coordinator of Spatial Arts

**Education:** M.F.A., 1984, Sculpture, San Jose State University

M.A., 1983, Ceramics, San Jose State University

B.A., 1975, Public Policy, New College, Sarasota, FL

**Experience:** 2015- Present, Co-Coordinator, Spatial Arts Area, Northern Kentucky University

2001- Present, Professor, Department of Art, Northern Kentucky University

1986- 2001, Associate Professor, Department of Art, Northern Kentucky University

1986- Present, Coordinator, Ceramics Area, Northern Kentucky University

**RECOMMENDATION:**

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

**BACKGROUND:**

The Faculty Senate passed the following amendment to the Faculty Handbook at its March 28, 2016 meeting.

**PROPOSED:** Inclusion of new section in *Part 1* as follows:

**X. CLINICAL FACULTY**

Faculty members with responsibilities primarily in instruction and/or service in a clinical setting, such as nursing, are considered clinical faculty. The following clinical faculty appointments are intended to promote and retain clinical educators and to complement the clinical activities of the university. While clinical faculty may conduct clinical research and present their findings in professional venues, there are no expectations for an extensive research program as is typical of tenure-track faculty appointments. Tenure cannot be earned in these ranks. The clinical faculty ranks include:

**X.X. Clinical Instructor:** Persons appointed to this rank must have the appropriate professional degree. Preference is given to individuals eligible for, or certified by, the most appropriate specialty college or organization recognized by the profession. Appointments at this rank are typically for one year and are renewable.

**X.X Clinical Assistant Professor:** Persons appointed to this rank must have the appropriate professional degree and certified by the appropriate college recognized by the professional organization. Credentials shall be consistent with those for appointment to assistant professor, with an expectation for primary commitment to the instructional and clinical teaching setting. Appointment to this rank may be from one to five years and is renewable without limit.

**X.X. Clinical Associate Professor:** Persons appointed to this rank must have the appropriate professional degree and be certified by the appropriate college recognized by the professional organization. Credentials shall be consistent with those for appointment to associate professor, with an emphasis on clinical accomplishments. Appointment to this rank may be from one to five years and is renewable without limit.

**X.X. Clinical Professor:** Persons appointed to this rank must have the appropriate professional degree and be certified by the appropriate college recognized by the professional organization. Credentials shall be consistent with those for appointment to professor, with an emphasis on clinical accomplishments. Appointment to this rank may be from one to five years and is renewable without limit.

Creation of a clinical faculty line and further detail on the duties and responsibilities of these ranks, criteria and the process for appointment, reappointment, and promotion, and the terms and conditions of employment for clinical faculty members must be established and approved by the faculty of the respective academic departments or programs and approved by the applicable chair and dean.

**RECOMMENDATION:**

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

**BACKGROUND:**

The Faculty Senate passed the following amendment to the Faculty Handbook at its March 28, 2016 meeting.

**PROPOSED:** Inclusion of new section in *Part 1* as follows:

**X. MODIFIED DUTIES**

The University recognizes the need for tenured and tenure-track faculty to balance professional and personal commitments. Special family circumstances, for example, the birth or adoption of a child, severe illness or death of an immediate family member, or even issues of personal health, can create the need for a modified workload and flexible schedule for a period of time.

Since the circumstances may vary widely, this policy does not prescribe the exact nature of the accommodation. In many cases, it may be a reduction or elimination of a teaching assignment while the faculty member continues to meet ongoing, but more flexible research and service obligations. In general, the commitment is to work with a faculty member to devise a modified workload and schedule that enables the individual to remain an active and productive member of the department. **Because there is no reduction in salary, the faculty member is expected to have a set of full-time responsibilities.**

The modified duties policy applies only to tenure and tenure-track faculty and is available upon employment. An eligible faculty member should speak with his or her department chair as soon as possible about the need for modified duties to ensure the maximum amount of planning time. The department chair, in consultation with the relevant dean, is responsible for working with the faculty member to ensure a fair plan for modified duties is implemented if possible, that budgetary constraints are considered, and that student or other needs are met. The policy does not create an entitlement if there are legitimate business-related reasons for denying the request. Final decisions about the nature of the modified duties are the responsibility of the department chair in consultation with the dean. The request form is available on the provost's website. The period of modified duties is generally one semester, although an additional semester may be requested in unusual circumstances. A request to extend the probationary period may be made by submitting the appropriate form (also available on the provost's website). The extension may be requested as a complement to a request for modified duties. However, the semester of modified duties does not automatically affect the tenure probationary period.

Provisions of this policy cannot adequately address all individual circumstances. Sick leave (including disability), leave without pay, or permanent reduction in appointment to part-time status may be options to consider for longer-term or more demanding needs. A semester of modified duties should be considered *in addition to*, not as a substitute for, sick leave or family leave. There are no work expectations for individuals on approved sick or family leave. Medical

documentation is required if the period of modified duties is requested related to a health issue not addressed by sick leave.

Modified duties should not result in additional duties during the subsequent semester, e.g., the faculty member should not be asked to make up the released teaching before or after the semester of modified duties. This policy is not intended to provide release time from teaching for the purpose of allowing additional time for research. The faculty member cannot be employed by another institution during the period of modified duties, nor can the release time be used for extensive professional travel or other increased professional activities (including consulting) that do not meet the goals of the policy. Requests for outside consulting during the period of modified duties are not normally approved.

Approval of the department head or chair, dean, and provost are necessary. If the department chair does not support the request, the reasons for denial must be provided in writing, and the request is automatically forwarded to the dean for further review.



**RECOMMENDATION:**

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

**BACKGROUND:**

The Faculty Senate passed the following amendment to the Faculty Handbook at its March 28, 2016 meeting.

**PROPOSED:** Inclusion of new section in *Part 1* as follows:

**X. PROFESSORS OF PRACTICE (INCLUDES ARTIST-, POET-, SCHOLAR-, WRITER-IN-RESIDENCE)**

The professor of practice series provides for non-tenure-track faculty appointments for individuals who bring specialized expertise to the instructional programs of the University, thereby complementing the qualifications and contributions of tenure-track faculty. Individuals appointed to these ranks are expected to be successful and effective professionals in a given field. They must be effective teachers of the discipline and they are expected to be able to understand and evaluate the research that applies to their field and to teach it to students. While professor of practice faculty members may conduct research and present their findings in professional venues, there are no expectations for an extensive research program as is typical of tenure-track faculty appointments.

Individuals appointed to a professor of practice rank must have a graduate or professional degree in the discipline (or a related discipline), professional certification(s) if relevant, and/or significant professional experience. A record of significant professional achievement is expected for appointment at the associate or full level; initial appointments at such ranks require approval of the appropriate departmental committee and head or chair. Appointment to one of these ranks may be from one to five years and is renewable without limit. Tenure will not be awarded at any of these ranks.

**X.X. Assistant Professor of Practice:** Persons appointed at this rank have a graduate or professional degree in the discipline (or a related discipline), professional certification(s) if relevant, and/or significant professional experience. Experience and a demonstrated competence in practice of the profession are expected. Credentials must be relevant to the field and type of assignment.

**X.X. Associate Professor of Practice:** Persons appointed at the associate professor of practice rank have a graduate or professional degree in the discipline (or a related discipline), professional certification(s) if relevant, and/or significant professional experience. Credentials for appointment or promotion to this rank must document a record of significant professional experience and accomplishments relevant to the field and type of assignment.

**X.X. Professor of Practice:** Professor of practice is the capstone rank in the series. Appointment to this rank denotes distinguished professional achievement, and regional, national, or international prominence in the field. Credentials for appointment or promotion to this rank must document a record of significant professional experience and accomplishments relevant to the field and type of assignment. External validation of such accomplishments and leadership in the field is expected at the time of appointment or promotion.

Creation of a professor of practice faculty line and further detail on the duties and responsibilities of these ranks, criteria and the process for appointment, reappointment, and promotion, and the terms and conditions of employment for professors of practice (including assistant professors of practice and associate professors of practice) must be established and approved by the faculty of the respective academic departments or programs and approved by the applicable chair and dean.

**RECOMMENDATION:**

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

**BACKGROUND:**

The Faculty Senate passed the following amendment to the Faculty Handbook at its March 28, 2016 meeting.

**PROPOSED:** Inclusion of new section in *Part 1* as follows:

**X. PART-TIME TENURE-TRACK APPOINTMENTS**

While tenure-track and tenured appointments are usually full time, Northern Kentucky University recognizes the importance of flexibility of employment so that faculty can better manage the balance between their professional work and personal obligations, either over a defined period of time or permanently. This policy is intended to encourage departments to accommodate reasonable requests for part-time appointments; however, part-time appointments are not an entitlement, and requests may be turned down when the faculty member and the department cannot agree upon a workable plan.

Tenure-track faculty members may request a *term* (with specific starting and ending dates) part-time appointment for reasons of balancing work and family such as the arrival or care of a child, the care of a family member, for personal circumstances related to the health of the faculty member, or in certain circumstances in order to maintain certification in a clinical field. A term part-time appointment requires the issue to be revisited on an annual basis. The mandatory tenure year will be adjusted accordingly.

Tenured faculty members may request either *term* or *permanent* part-time appointments for reasons stated above, or to balance work at NKU with professional practice or significant community or public service. Examples include a professor who wishes to serve as a consultant in addition to an appointment at NKU; a professor who wishes to engage in entrepreneurial activity outside of university responsibilities; or a professor who runs for public office for a limited term and wishes to reduce the workload at NKU for that period. Other reasonable justifications may be considered if approved by the department head or chair, dean, and provost.

Part-time appointments are made for any fraction 50 percent or greater of a full appointment; faculty members receive proportional salary. Faculty members considering such appointments are strongly encouraged to meet with representatives in the benefits office in the Department of Human Resources to gain a clear understanding of any potential impact on their benefits. Likewise, the allocation of university resources, such as office and lab space, will be negotiated as part of the written agreement.

## **X.X. TERM PART-TIME TENURE-TRACK AND TENURED APPOINTMENTS**

*Term* part-time appointments are made for increments of one academic year. During the duration of the year, conditions of the appointment may be changed only with the written agreement of all parties. A term appointment must specify the date on which the faculty member is expected to return to full-time status. Renewal of a term appointment should be negotiated no less than three months before the end of the current academic year so that the department can plan accordingly.

Only the faculty member may initiate a request for conversion from full-time to part-time appointment. The reasons for the request should be clearly stated on the request form (provided on the provost's website). The department chair should make a careful assessment of the needs of the department and, in consultation with the dean, work with the faculty member requesting the part-time appointment to facilitate the request whenever possible.

The written agreement should include a statement of work expectations for the part-time appointment. Generally, faculty members continue to contribute to all areas of responsibility, but with reduced expectations for accomplishment proportional to the fractional appointment. Service responsibilities for faculty members on part-time appointments are generally proportional to their appointments. Faculty members on part-time appointments are not excused from regular departmental, college, or university service because of the part-time appointments.

The written agreement for either an initial appointment or a conversion of a full-time appointment to part-time status and any subsequent renewal requires the approval of the faculty member, department chair, dean, and provost.

An initial *term* part-time appointment, either tenured or tenure-track, may be approved consistent with the intent of this policy. The expectation is that the subsequent reappointment, if recommended, is for a full-time position, unless the faculty member requests a renewal of the term part-time appointment in accordance with these guidelines.

The mandatory tenure year will be set upon the initial hire. This date will normally reflect an adjustment relevant to the percentage of appointment (for example, a 50 percent appointment would apply for tenure no later than year 12; a 75 percent appointment would apply for tenure in year nine, etc.). However, adjustments will need to be made if the percentage of appointment fluctuates during the pre-tenure period and these adjustments will need to be approved in writing by the department chair, dean and provost. The Office of the Provost and Executive Vice President for Academic Affairs is responsible for keeping track of the mandatory tenure year for all pre-tenure faculty and for communicating that tenure year, in writing, to each part-time tenure-track candidate.

## **X.X. PERMANENT PART-TIME TENURED APPOINTMENTS**

For *permanent* part-time tenured appointments with no end date, a return to a full-time appointment is not guaranteed and the faculty member remains entitled to the tenured appointment on the part-time basis only. However, an increase in the percent of the

appointment up to full-time may be renegotiated between the faculty member and department chair if mutually agreeable and funds are available. The department and the college determine the best way to cover the costs of the academic work in the case of conversion to a permanent part-time appointment.

Faculty members on part-time appointments, whether term or permanent, retain all rights and responsibilities attendant to their appointment as a tenured faculty member.

**RECOMMENDATION:**

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

**BACKGROUND:**

The Faculty Senate passed the following amendment to the Faculty Handbook at its May 2, 2014 meeting.

**PROPOSAL:** Change to existing section in *Part 1* as follows:

**CURRENT TEXT:**

**Part 1, Section VII. Tenure**

**G. Time**

Normally a faculty member will be considered for grant of tenure during the faculty member's sixth year of probationary appointment, including University-recognized credit for prior service, upon the faculty member's application. A faculty member may request grant of tenure in an earlier year, but only faculty of extraordinary merit may be approved for early grant of tenure. Denial of early tenure is not a basis for non-reappointment.

**PROPOSED CHANGE:**

**X. Time**

Normally a faculty member will be considered for grant of tenure during the faculty member's sixth year of probationary appointment, including university-recognized credit for prior service, upon the faculty member's application. A faculty member may request grant of tenure in an earlier year, but only faculty of extraordinary merit may be approved for early grant of tenure. Denial of early tenure is not a basis for non-reappointment.

A faculty member may request of the department chair to be allowed to pause the RPT process for up to two years and extend the probationary period under very limited circumstances with or without taking a full or partial leave of absence.

X.X. Acceptable reasons for extending the probationary period include the primary care for a newborn or adopted child, serious and prolonged illness, or instances for the candidate or extended family that negatively impact performance. Other exceptional circumstances not mentioned above may be reviewed and the candidate awarded an extension if deemed appropriate by the provost.

X.X. The RPT process may be paused and the probationary period may be extended in one year increments. The candidate may apply for a one year extension for the same

event following the application process described below. An individual may request to extend the RPT process for a second time (for a separate or the same reason than the first request), but the total extension during the probationary period may not exceed two years.

X.X. A formal request in writing must be given to the department chair clearly stating reasons for pausing the RPT process. The application will then proceed to the dean and to the provost. If possible, the request should occur substantially prior to the scheduled submission of the tenure application so that due consideration to the request may be given. Once the application has been submitted, the chair, dean, and provost are asked to review the request as expediently as possible with special regard for the RPT calendar.

X.X. Candidates granted an extension are expected to meet only the criteria stated in university-approved tenure policies and letters of appointment. The candidate will participate in annual review for merit but not for tenure evaluation. The RPT evaluation following the exemption should consider all work submitted by the candidate.

X.X. Should a candidate be denied an extension of the probationary period by either the chair, dean, or provost, the appeals process shall follow the guidelines put forward in the Faculty Handbook, Section X. Grievances, as defined in Section X. Complaint Process.

*\*This is a correction to the language that was submitted to the Board and approved at their September 2015 meeting.*

**RECOMMENDATION:**

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

**BACKGROUND:**

The Faculty Senate passed the following amendment to the Faculty Handbook at its October 26, 2015 meeting.

**PROPOSAL:** Change to existing section in *Part 1* as follows:

**CURRENT TEXT:**

**Part 1, Section IV. Evaluation for Reappointment, Promotion, Tenure, and Performance Review**

**A. APPLICABILITY**

The criteria and procedures set forth in this section of Part One apply to reappointment (see Section V. Reappointment), promotion (see Section VI. Promotion), and to tenure (see Section VII. Tenure). The criteria set forth in this section of Part One also apply to performance review (see Section IX. Performance Review).

**B. CRITERIA**

In making the evaluations required for reappointment, promotion, tenure, and performance review decisions, three major categories of professional responsibility are to be used: teaching effectiveness; scholarship and creative activity; and service to the community, institution, and profession/discipline. Each category is defined below along with information on how the category can be documented and evaluated. Major emphasis in evaluation of faculty at NKU is placed on teaching effectiveness. Teaching, within or outside the traditional classroom, encompasses the transmission of knowledge, skills, and attitudes to the student that promote professional and personal achievement, and inspire lifetime learning. The other fundamental category is scholarship and creative activity. Scholarship can be in the form of research and discovery scholarship, the scholarship related to public engagement, or the scholarship of teaching. Creative activity includes any individual or collaborative endeavor that, through writing, performing, designing, inventing, composing, or other forms of production, is shared in the academic community and/or the public arena through publication, exhibition, performance, or media dissemination. The third category for evaluation is service to the community, institution, and profession/discipline. Service, in this context, includes a broad range of professional contributions by the faculty member that benefit the community, institution, or discipline and support or advance the mission of the University.

The University's strong commitment to public engagement may be reflected in any or all of these categories. Public engagement is defined as discipline-related collaborations between faculty members and communities, agencies, organizations, businesses, governments, or



(effective 9/10/08) the general public that contribute significantly to the external constituency by sharing the University's intellectual and cultural assets.

Each of the three sections below—teaching, scholarship and creative activity, and service—lists a range of activities. These lists are neither exhaustive nor prioritized. A given activity may have components included in more than one category, in which case the faculty member should clearly distinguish these components. It is important to note that the demonstration of accomplishments by a faculty member in most or all of these activities does not necessarily represent a sufficient condition for reappointment, promotion, and/or tenure. Decisions regarding the value, appropriateness, and prioritization of faculty activities must be made by the department in which the faculty member resides, the dean of the college, and the provost.

The University's strong commitment to internationalization and international activities may be reflected in any or all of these categories as well. Internationalization is defined as any activity that advances understanding of other cultures and/or international issues. Individuals should address international endeavors in their narrative in the category that pertains to the activity.

Departments or colleges may add other categories of professional responsibility, but they may not delete any of the categories listed here. Additional categories must be approved by the majority of the tenured faculty within the affected unit, by the dean, and by the provost. These categories must be promptly distributed to every faculty member and administrator to whom they may apply and to the Office of the Provost and Executive Vice President for Academic Affairs and must thereafter be applied to all relevant decisions.

It is the responsibility of every faculty member to know the various policies of the University as set forth in this [Handbook](#) or as otherwise published. Failure of a faculty member to comply with a written University policy that has resulted in a disciplinary action or reprimand to that faculty member may constitute unprofessional conduct and, consequently, may be relevant to evaluations related to reappointment, promotion, and tenure or to performance review.

## **1. Teaching**

NKU strives for excellence in teaching with a focus on student learning. Teaching occurs in many different ways, some of which are linked to the discipline and others to learning objectives shared across disciplines. While recognizing the variety of teaching styles and methods, NKU requires high quality teaching for tenure and advancement in rank.

Scholarship of teaching is encouraged at NKU and addressed in section 2.

### **a. Scope of Work**

- i. Teaching includes all work that is intended primarily to enhance the discipline-related or general education of students and the development of courses in one's discipline or appropriate interdisciplinary or multiple disciplinary areas of study.

- ii. Effective teaching may find application in such situations as traditional classroom teaching, laboratory or studio instruction, field work, workshops, master classes, supervision of student research or independent study, or distance and web-based learning.

## **b. Range of Activities**

Communication of knowledge and the development of appropriate skills and attitudes are the primary objectives of all faculty members. With the exception of i., the following list is not meant to be required of all faculty, but to indicate the possible activities that faculty members may use to achieve these objectives.

- i. **Effective presentations**, whether in lecture, laboratory, studio, or other venues.
- ii. **“Active learning” pedagogy**, such as use of active-learning techniques and tools to enhance student learning including, but not limited to, collaborative learning, problem-based learning, and student polling; integration of service learning and other community-based learning into courses; direction of laboratory-based student research, supervision of internships and co-op experiences; study-abroad activities.
- iii. **Engaged teaching**, course- or curriculum-related teaching/learning activities that involve students with the community in mutually beneficial ways. This includes, but is not limited to, service learning and other community-based learning experiences, internships and co-op experiences, and involvement in community-based research or other special projects.
- iv. **Alternative delivery**, such as team teaching or co-teaching; development and/or implementation of online courses; off-campus teaching; flexible scheduling and delivery models.
- v. **Academic advising and mentoring**, such as helping students plan their academic programs; presenting options for a career in the discipline or selection of a graduate or professional school; advising discipline-related student clubs or associations; sharing professional experience and expertise on an individual basis.
- vi. **Involvement in special academic programs**, such as development and/or implementation of special retention programs/efforts; participation in first-year programs and/or learning communities; development of courses for programs offered using alternative or innovative delivery models.
- vii. **Other** (as appropriate to the discipline, department, or college).

## **c. Evaluation**

The assessment of teaching should take into account contact hours, preparations, and number of students. It is important that the quality of teaching be evaluated as objectively as possible, based on a range of criteria. Criteria to be evaluated may include, but are not limited to,

- i. Documented student learning.
- ii. Establishment of outcomes appropriate to the course and curriculum.
- iii. Selection and coverage of topics appropriate to outcomes.
- iv. Use of methods and materials appropriate to the course content.
- v. Creative and effective use of new and/or innovative teaching techniques.
- vi. Assessment of student achievement consistent with course content and level.
- vii. Other criteria established by departments and/or colleges.

**d. Documentation**

Faculty members should provide evidence of their activities and performance as teachers. Documentation may include, but is not limited to,

- i. Copies of course syllabi, including course objectives, plan of study, and means of student performance evaluation.
- ii. Copies of lecture notes, lesson plans, laboratory exercises, discussion questions, etc.
- iii. Copies of exams and quizzes.
- iv. Copies of graded student materials.
- v. Copies of students' independent study projects, student research projects, or honors projects.
- vi. Copies of Master's theses or Master's projects.
- vii. Examples of students' creative activities.
- viii. Teaching portfolios.
- ix. Grade distributions.
- x. Evidence of student learning such as pre-course/post-course test scores.
- xi. Students' performance on nationally standardized tests.
- xii. Student evaluations.
- xiii. Informal peer evaluations based on performance of students in subsequent courses, discussions with students, and discussions with faculty in areas served by the department.
- xiv. Formal peer evaluations based on classroom observations and review of developed materials.
- xv. External reviews of teaching.
- xvi. Evidence of course impact on students, such as student testimonials.
- xvii. Alumni opinions.
- xviii. Evidence of demand for course.
- xix. Evidence of new course development and revised course development in program of study.
- xx. Record of student advising and/or mentoring.
- xxi. Teaching awards.

- xxii. Participation in educational projects and programs, such as those sponsored by the University or professional organizations.
- xxiii. Evidence of involvement in retention efforts indicating the impact of such activities on student success either in the faculty member's classroom or in a broader campus setting.
- xxiv. Evidence of impact of teaching and/or course development beyond NKU.
- xxv. Other (as appropriate to the discipline, department, or college).

## **2. Scholarship and creative activity**

All tenure-track and tenured faculty should demonstrate continuing evidence of scholarship and creative activity. Since scholarship and creativity can take many forms, NKU recognizes and values a rich variety of such contributions. Faculty members will be evaluated primarily on work related to their disciplines and to the mission of their colleges and the University. NKU is strongly committed to the scholarship of discovery, integration, engagement, and teaching and to creative activity in all its diverse forms.

NKU's commitment to public engagement and our metropolitan location provides specific opportunities for new and evolving forms of research, including research that draws on and supports its environment. The expansion of opportunities beyond, but including those of more traditional research, requires special consideration in documenting and evaluating results. For this reason, rigorous evaluation, usually including peer review of all research, scholarship, and creativity, is important. No matter how intense or extensive, research or creative endeavors that have not undergone peer review are difficult to credit toward accomplishments in evaluation, promotion, and tenure decisions. Some activities and projects require an extended period of time to mature, and in such circumstances, faculty engaged in such work should consult with their department chairs or deans to ensure there can be interim stages at which results or documented progress can be assessed.

### **a. Scope of Work**

Scholarship and creative activity encompass creative intellectual work that is related to the faculty member's academic discipline or current role at NKU. The faculty member generates, synthesizes, interprets, clarifies, applies, and/or communicates new or existing knowledge, methods, understandings, technologies, materials, uses, insights, or aesthetics.

To qualify as scholarship or creative activity, the activity or work should

- i. Require a high level of discipline-related or interdisciplinary expertise.
- ii. Be conducted in a scholarly manner with clear goals and appropriate methodology.
- iii. Be original and/or innovative.

- iv. Meet the standards of the discipline for scholarly activity.
- v. Be published or presented at an appropriate forum.
- vi. Be peer reviewed as appropriate to the discipline.
- vii. Have an impact on the discipline or some community of people.

**b. Range of Activities**

There may be activities that qualify for more than one of the following categories. This list is not meant to be required of all faculty, but to indicate the broad range of scholarship and creative activity possible.

- i. **Scholarship of Discovery**, including basic and applied research; development and application of theory.
- ii. **Scholarship of Integration**, including interdisciplinary research; new interpretations of current knowledge; integration of knowledge from diverse sources.
- iii. **Scholarship of Engagement**, including community-based research, technical assistance, demonstration projects, impact assessment, and policy analysis; scholarly work relating to the study or promotion of public engagement.
- iv. **Scholarship of Teaching**, including applied research regarding various pedagogies, student learning, and assessment practices; development and dissemination of materials for use in teaching beyond one's own classroom.
- v. **Creative Activity**, including performances, exhibitions, and creation of original work.

**c. Evaluation**

- i. The work should meet the definition of scholarship and creative activity as described above in 2.
- ii. The work should be evaluated for accuracy, replicability, originality, scope, significance, breadth, depth and duration of influence, impact, and/or public benefit.
- iii. The significance of the work may be reflected in such things as the reputation of the publication/presentation outlet, the citations or reviews of the work in other publications, and its influence on the discipline or some community of people.
- iv. The work should be evaluated in terms of investment of time, scope, degree of difficulty, and academic rigor.
- v. Other criteria established by departments and/or colleges.

#### **d. Documentation**

Faculty members should provide evidence of their scholarly and/or creative activity. Documentation may include, but is not limited to,

- i. Publications, such as books, book chapters, monographs, and journal articles.
- ii. Reports, including technical reports, reports prepared for a community partner or to be submitted by a community partner.
- iii. Creative writing, such as novels and books; poems, essays, plays, and musical scores; design or arrangement of creative work.
- iv. Evidence of scholarly outcomes that result from collaborating with and/or mentoring of student researchers.
- v. Published translations, reviews, abstracts, or critiques.
- vi. Copies of presentations, such as refereed conference presentations (at least statewide) and related proceedings; copies of invited addresses for statewide or broader audience.
- vii. Creative performances, such as production or presentation of musical compositions; radio and television productions, films, and videos; directing, conducting, or choreographing creative or artistic works; performing as vocalist, instrumentalist, dancer, actor, or through other forms of performance; stage design and construction, costuming direction.
- viii. Copies of programs for oral presentations, exhibits, and performances.
- ix. Copies of written and published materials used for instructional purposes.
- x. Published software.
- xi. Patents.
- xii. Copies of grant proposals and grant awards; reviews of proposal submissions.
- xiii. Documentation of participation in the visual arts, such as competitions, commissions, and other artistic exhibitions; production and display of paintings, sculpture, ceramics, weaving, photographs, graphics, and other works of art.
- xiv. Letters from external colleagues, external agencies, or organizations attesting to the quality and value of the work.
- xv. Evidence of the impact of the work.
- xvi. Evidence of the extent to which the work has been cited.
- xvii. Evidence of peer reviewing or professional reviews.
- xviii. Awards and/or honors.
- xix. Other (as appropriate to the discipline, department, or college).

### **3. Service to the university, the discipline/profession, and the community**

Individual faculty members will assume differing roles, which may change from time to time, to ensure that the University meets its mission of service. Faculty who are mindful of the importance and impact of service will make their influence felt in a variety of service activities.

**a. Scope of Work**

- i. Service to the university includes work that contributes to the effective operation and collegial governance of programs, departments, colleges, and/or the University. All faculty are expected to contribute to the vitality of the academic community through committee service and participation in the collegial governance of the University.
- ii. Service to the profession relates to service contributions made to the advancement of one's discipline and/or professional associations.
- iii. Service to the community extends beyond the University's borders and should be related to the faculty member's discipline or role at the University.

**b. Range of Activities**

The range of activities listed below is not meant to be required of all faculty, but to indicate the broad range of service to which the NKU faculty can contribute.

**i. Service to the University**

- (1) **Governance**, such as involvement in program or departmental administration; active service or leadership on committees, task forces, councils, search committees, Faculty Senate.
- (2) **Mentoring, advising, and sharing expertise**, such as conducting workshops for other faculty; organizing colloquia and seminars; mentoring new faculty; supervising student activities or student groups.
- (3) **Development/advancement**, such as participation in student recruitment; participation in fund raising; public relations and marketing of program; retention activities that strengthen a program or program enrollment.
- (4) **Other** (to be added by the college or department).

**ii. Service to the discipline/profession**

- (1) **Governance**, such as taking on a leadership role in a professional association; participating in the organizing, convening, or presiding for an association meeting or function.
- (2) **Scholarship**, such as acting as a member of journal's editorial board or journal editor; reviewing books for publication, grant proposals for funding agency, conference submissions for possible acceptance, and articles for journal publication.

- (3) **Sharing expertise**, such as serving on an accrediting team; writing questions for licensure or certification exams; participating in a program review for a university.
- (4) **Other** (to be added by the college or department).

iii. **Service to the community**

- (1) Providing service to a local, regional, or global community or governmental agency, such as the P-12 community, non-profit agencies, economic development forces.
- (2) Facilitating or improving organizational development in the community.
- (3) Providing services to support or enhance economic development in the region.
- (4) Providing consulting services or technical assistance.
- (5) Planning and/or implementing public events, such as teaching non-credit classes or workshops; providing public lectures, arts performances, art displays; participating on panels or symposia for public presentation.
- (6) Serving on boards, committees, commissions utilizing one's disciplinary expertise.
- (7) Providing public writing services, including grant proposals and grant awards for an organization or community.
- (8) Other (to be added by the college or department).

c. **Evaluation**

- i. The quality of any report, recommendation, or other written document produced by or in support of the work should be evaluated internally.
- ii. The work may be evaluated by an external agency.
- iii. The work should be evaluated for its impact with strong consideration given to whether it fulfills a documented need or request.
- iv. The work should be evaluated in terms of investment of time, scope, degree of difficulty, and academic rigor.
- v. Other criteria established by departments and/or colleges.

d. **Documentation**

Faculty members should provide evidence of their service activities. Documentation may include, but is not limited to,



**i. Service to the university**

- (1) Reports, recommendations, or other written documents generated by the activity.
- (2) Letters from chairs or colleagues with whom faculty worked.
- (3) Documentation of request or need.
- (4) Other written records that document the faculty member's quantity and quality of service.

**ii. Service to the discipline/profession**

- (1) Reports, recommendations, or other written documents generated by the activity.
- (2) Letters from professional colleagues for whom or with whom one served.
- (3) Documentation of request or need.
- (4) Other written records that document quantity and quality of service.

**iii. Service to the community**

- (1) Reports, recommendations, or other written documents generated by the activity.
- (2) Letters from community partners or those who benefited from the outreach activity.
- (3) Letters from external agencies or organizations attesting to the quality and value of the work.
- (4) Completed evaluation forms from those who participated in the activity.
- (5) Evidence that the work has served as a model for others.
- (6) Documentation of request or need.
- (7) Other written records that document quantity and quality of service.

**C. PROCEDURES FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE**

All persons involved in evaluation of faculty shall consider all information received as confidential unless disclosure is required by law. No disclosures shall be made to any person outside the evaluation process without the applicant's express permission unless required by law. The procedures set forth herein apply to applications for reappointment, promotion, and tenure. An applicant may request one or more actions.

**1. TIME SCHEDULE**

The provost will issue a calendar that lists deadlines for the various steps in the evaluation process for the coming academic year. These deadlines shall conform to the deadlines set forth in this Handbook. This calendar will be included with each faculty appointment form for the coming academic year.

## **2. INITIATION OF REQUEST**

The faculty member is responsible for initiating consideration by applying for reappointment, promotion, tenure, or a combination of them, supported by full documentation. A full-time administrator with academic rank may apply for tenure or promotion supported by documentation. The provost will distribute with the calendar specific guidelines for full documentation. Information considered by the reappointment, promotion, and tenure committee must include, but may not be limited to, the faculty member's submissions. Performance evaluations may be submitted to the committee at the faculty member's discretion.

## **3. DEPARTMENTAL COMMITTEE**

Each department shall have a reappointment, promotion, and tenure (hereinafter, RPT) committee consisting of at least five faculty members selected at a regular or special department faculty meeting. All full-time, tenure-track faculty in the department are eligible to vote to select the committee membership, but only full-time, tenured faculty (including department chairs in other departments, assistant and associate deans who have faculty appointments and serve as administrators with reassigned time) may serve on these committees. Tenured faculty with appointments to more than one department or discipline may serve on the committee of any department or discipline in which they hold appointment.

If the department has five or more full-time tenured members in the case of a tenure committee or five or more members of appropriate rank in the case of a promotion committee, then the committee shall be formed from faculty within the department. If the department has fewer than five full-time, tenured members in the case of a tenure committee, or fewer than five members of appropriate rank in the case of a promotion committee, those members, in consultation with the department chair, shall prepare a list of full-time, tenured faculty of appropriate rank from other departments from which faculty will be appointed by the committee to fill out its membership. In choosing members from other departments, consideration preference shall be given to teaching faculty in departments with affinity to the department.

Upon agreement of other committee members, department chair, the appropriate dean, and the faculty candidate, faculty external to the University and of suitable rank and tenure may serve on these committees. Persons holding full-time administrative appointments, as defined in Article I, Section H.1, of this Part, are not eligible to serve on these committees.

The department chair will not be a member of the committee, although he/she may meet with the committee for consultation. The departmental members of the committee shall elect their own chair. The committee chair shall notify the department chair of committee membership within ten working days of selection.

In departments where no faculty members are eligible to serve on a needed RPT committee, the department faculty shall serve in place of the department committee members in the selection of suitable RPT committee members.

A quorum of an RPT committee shall be four-fifths (4/5) of its members; a quorum is required in order for the committee to act. Each member shall have one vote; each member is expected to vote on each matter before the committee. A tie vote must be reconsidered. If there is a final tie vote, the person will not be recommended for reappointment, promotion, or tenure. In each case, the final decision of the committee shall be reported to the department chair as the committee's recommendation.

The recommendation of the committee shall be in writing. The reasons for the recommendation, whether positive or negative, shall be included in the written recommendation. The written recommendation shall be given to the department chair and a copy to the faculty member. The faculty member's file shall also be delivered to the department chair.

#### **4. PROMOTION**

In addition to the requirements of Section IV.C.3, Departmental Committee, for consideration of requests for promotion, the departmental RPT committee shall be composed of full-time, tenured faculty of rank equal to or higher than the rank sought by the faculty member seeking promotion. Committee members outside the department or program may be chosen as set forth in Section IV.C.3., Departmental Committee.

#### **5. CHAIR**

After receipt of the committee recommendation and the faculty member's file, the department chair shall make his/her recommendation to the dean in writing. The chair may consult with the department committee prior to making his/her recommendation, but not with committee members individually. The reasons for the department chair's recommendation, whether positive or negative, shall be included in the written recommendation. If the chair agrees with the committee's decision and its reasons, he/she must either sign the committee's letter or write a separate recommendation. The chair must write a separate recommendation if he/she disagrees with the committee's recommendation. The department chair shall forward his/her recommendation, the department committee's recommendation, and the faculty member's file to the appropriate dean. A copy of his/her recommendation shall be given to the faculty member. The department chair shall notify the department committee of his/her recommendation.

#### **6. DEAN**

After receipt of the department chair's recommendation, the department committee's recommendation, and the faculty member's file, the dean shall make his/her recommendation to the Provost in writing. The reasons for the dean's recommendation, whether positive or negative, shall be included in the written recommendation. If the

committee and the chair agree, the dean must either sign their letter or write a separate recommendation. If the committee and the chair disagree, or have written separate letters, the dean may sign either of their letters or may write a separate recommendation. The dean may consult with the department committee and/or the department chair prior to making his/her recommendation, but not with committee members individually. The dean shall forward his/her recommendation, the department chair's recommendation, the department committee's recommendation, and the faculty member's file to the provost. A copy of the dean's recommendation shall be given to the faculty member. The dean shall notify the department committee and the department chair of his/her recommendation.

## **7. PROVOST**

After receipt of the dean's recommendation, the department chair's recommendation, the department committee's recommendation, and the faculty member's file, the provost shall make a written recommendation to the president. The reasons for the provost's recommendation, whether positive or negative, shall be included in the written recommendation. If the committee, the chair, and the dean agree, the provost must either sign their letter or write a separate recommendation. If the committee, the chair, and the dean disagree, or have written separate letters, the provost must either sign one of their letters or write a separate recommendation. The provost may consult with the department committee, the department chair, the dean, or with any combination of them, but not with committee members individually. A copy of the provost's recommendation shall be given to the faculty member. The provost shall inform the dean, the department chair, and the department committee of his/her recommendation.

## **8. PRESIDENT**

The president will forward the provost's recommendation to the Board of Regents.

## **9. BOARD OF REGENTS**

Reappointment, promotion, and tenure may be granted only by the Board of Regents, and then only upon the recommendation forwarded by the president of the University. The Board shall act in accordance with statutory requirements and the By Laws of the Board of Regents.

## **10. NEGATIVE RECOMMENDATION**

When a negative recommendation is first made, the faculty member shall be informed, in writing, of all appeal rights. This notice shall be given at the same time as the written recommendation by the department committee or by the person who first makes a negative recommendation. Notice need not be given again if a negative recommendation is later made at a higher level.

## **11. NOTICE OF NON-REAPPOINTMENT**

Notice of non-reappointment of a probationary contract must be in writing, by the provost, and given:

- a. not later than March 1 of the first academic year of service;
- b. not later than December 15 of the second academic year of service;
- c. at least twelve months before the expiration of an appointment after two or more years of service at the University.

(effective 4/28/08)

## **12. TIME**

Unless otherwise specified in these procedures, whenever any recommendation or notice is to be given or conveyed, it shall be given or conveyed within fifteen university working days of receipt of the file by the person who is to take action, except that the action shall be taken within ten university working days for the evaluation of probationary faculty in the first academic year of service.

## **13. FORMAL RECONSIDERATION**

In the case of a negative recommendation concerning reappointment, promotion, tenure, or any combination of them, or in the case of continued probation with conditions to be removed, the faculty member has the right to a formal reconsideration only at the level of the initial negative recommendation. An “initial” negative recommendation is defined as the first negative recommendation given for a particular reason. If a negative recommendation is later given at a higher level for a different reason, it shall be considered an initial negative recommendation for the purpose of formal reconsideration.

Only material that existed prior to the submission date but that was omitted from the information submitted in support of the application may be considered as the basis for formal reconsideration.

In order to exercise this right, the affected faculty member must request the reconsideration in writing, with the omitted materials attached, within ten university working days of receipt of notification of the negative recommendation. Upon receipt of such a request for reconsideration, the department committee or the person who made the initial negative recommendation shall complete the reconsideration within ten university working days and shall notify the faculty member, in writing, of the decision reached.

During such a reconsideration, the calendar for the recommendation is extended, and the next level of recommendation shall not consider the faculty member’s application until reconsideration is completed. Once the decision regarding formal reconsideration is reached, the process shall continue at the next level.

## **14. APPEAL PROCEDURE**

In the event the provost makes a negative recommendation on an application for reappointment, promotion, tenure, or any combination of them, the applicant may appeal to the peer review committees using the procedures set forth in Section XV., Grievances. In order to exercise this right, the applicant must make his/her written request to the provost, with a copy to the committee, within fifteen university working days of receipt of the notice from the provost. The applicant must follow all procedures set forth in Section XV., Grievances.

## **15. WITHDRAWAL OF APPEAL**

A faculty member may withdraw an appeal at any time by request in writing. In that event, no further action may be taken concerning the appeal. In the case of denial of mandatory tenure, if an appeal from a negative recommendation or decision is withdrawn prior to a decision on the appeal, tenure cannot be recommended.

### **PROPOSED CHANGE:**

#### **X. CRITERIA**

In making evaluations required for reappointment, promotion, and tenure, three major categories of professional responsibility are to be used. These categories, in order of importance, are teaching effectiveness; scholarship and creative activity; and service to the University, the discipline/profession and the community.

All academic units must have specific guidelines concerning expectations for reappointment, promotion, and tenure, what materials may be considered in each review category, what constitutes appropriate documentation, and how materials will be evaluated. All guidelines must be approved by a majority of the tenured / tenure-track faculty within the affected unit(s), the chair or school director, the dean, and the provost. Upon final approval by the provost, all faculty within the affected units(s) must be notified and guidelines must be made available. All new faculty will be given a copy of these guidelines at the time of their hiring.

##### **X.X. Teaching**

Teaching includes all work that is intended primarily to enhance student learning. Assessment of teaching effectiveness should take into account documented student learning, contact hours, preparations, service learning, delivery method, and/or number of students.

##### **X.X. Scholarship and Creative Activity**

Scholarship and creative activity includes all work that is related to the applicant's academic discipline or current role at the University. To qualify as scholarship or creative activity, the activity should require a high level of discipline-related or interdisciplinary expertise, and meet the standards of the discipline for scholarly and creative activity. NKU values transdisciplinary scholarship, scholarship of teaching, and scholarship of engagement in addition to traditional scholarship and creative activity.

##### **X.X. Service to the University, the Discipline/Profession, and/or the Community**

Service includes all work that contributes to the effective operation, governance, and advancement of programs, departments, schools, colleges, the University, one's discipline, and/or the community. Service also includes public engagement activities.

## **X. PROCEDURES FOR DECISIONS ON REAPPOINTMENT, PROMOTION, AND TENURE**

As stated in Kentucky law, all persons involved in evaluation of personnel shall consider all information received and all deliberations as confidential unless disclosure is required by law.

### **X.X. Time Schedule**

Each spring, the provost will issue a calendar listing deadlines for each step in the evaluation process for the coming academic year, a template for dossier preparation, and notification of any updates to the process.

### **X.X. Initiation of Request**

The applicant is responsible for initiating consideration by applying for reappointment, promotion, tenure, or a combination of them. A full-time administrator with academic rank may apply for tenure or promotion supported by documentation. The applicant will compile an RPT dossier, including a cover sheet provided by the provost's office.

### **X.X. Departmental / School Committee**

Each department or school shall have a reappointment, promotion, and tenure (hereinafter, RPT) committee consisting of at least five faculty members elected at a regular or special department or school faculty meeting. If the department or school has five or more full-time tenured members in the case of a tenure committee or five or more members of appropriate rank (a rank above the level of the applicant) in the case of a promotion committee, then the committee shall be formed from faculty within the department or school. If the department or school has fewer than five full-time, tenured members in the case of a tenure committee, or fewer than five members of appropriate rank in the case of a promotion committee, those members, in consultation with the department chair or school director, shall prepare a list of full-time, tenured faculty of appropriate rank from other departments or schools from which faculty will be appointed by the committee to fill out its membership. In choosing members from other departments or schools, preference shall be given to teaching faculty in departments or schools with affinity to the department or school.

The members of the committee shall elect their own chair. The committee chair shall notify the department chair or school director of committee membership within 10 working days of election.

### **X.X. Departmental / School Committee: Eligibility**

All full-time, tenure-track faculty in the department or school are eligible to vote to elect the committee membership. Only full-time, tenured faculty may serve on the committee. The department chair or school director may not serve on the committee. Department chairs or school directors in other departments or schools, and assistant and associate deans with faculty appointments serving as

administrators with reassigned time may serve on the committee. Tenured faculty with appointments in more than one department/school or discipline may serve on the committee of any department/school or discipline in which they hold appointment. Faculty on sabbatical or paid leave are eligible but not required to serve on the committee. Faculty on unpaid leave are not eligible to serve on the committee.

Upon agreement of RPT committee members, the department chair or school director, the appropriate dean, and the applicant, faculty external to the University and of suitable rank and tenure may serve on the committee. Persons holding full-time administrative appointments, as defined in Article I, Section H.1, of this Part, are not eligible to serve on the committee.

In departments or schools where no faculty members are eligible to serve on a needed RPT committee, the department or school faculty shall serve in place of the department or school committee members to elect suitable RPT committee members.

#### **X.X. Department / School Committee: Deliberations**

A quorum of an RPT committee shall be four-fifths (4/5) of its members; a quorum is required in order for the committee to act.

Material considered by the RPT committee must include, but may not be limited to, the applicant's submissions. The committee may consider supplemental material that will aid in their decision. If material not submitted by the applicant is considered, the applicant must be notified of this material. As part of their deliberations, the RPT committee may meet with the applicant when such a meeting aids in the committee's decision process.

If an RPT committee requires clarification on any procedural matter, the committee should make this request to the respective department chair or school director. Committees should not ordinarily make requests to the dean, provost, university counsel, human resources, or any other university official or department.

#### **X.X. Department / School Committee: Voting and Reporting**

Each member of the committee shall have one vote. Each member is required to vote on each matter before the committee. A member who has not reviewed materials submitted by the applicant or fully participated in the committee discussion of the applicant cannot vote on that applicant.

The recommendation of the committee shall be reported in writing to the department chair or school director and must be characterized as either unanimous or non-unanimous. The recommendation of the committee will reflect the committee's deliberations and must be signed by all committee members. In cases where the committee vote is not unanimous, support for both positive and



negative votes must be included in the recommendation. In the case of a tie vote, the committee's recommendation will be deemed a positive recommendation. A copy of the recommendation will be given to the applicant.

#### **X.X. Chair / Director**

After receipt of the committee recommendation, the department chair or school director shall make a recommendation to the dean in writing. The chair or director may consult with the department or school committee prior to making a recommendation, but not with committee members individually. As part of his or her deliberations, the department chair or school director may meet with the applicant to aid in his or her decision. The reasons for the department chair's or school director's recommendation, whether positive or negative, shall be included in the recommendation. The department chair or school director shall forward his or her recommendation, the department or school committee's recommendation, and the applicant's file to the appropriate dean. A copy of the department chair's or school director's recommendation shall be given to the applicant and all members of the department or school committee.

#### **X.X. Dean**

After receipt of the department chair's or school director's recommendation and the department or school committee's recommendation, the dean shall make a recommendation to the provost in writing. The reasons for the dean's recommendation, whether positive or negative, shall be included in the written recommendation. The dean may consult with the department or school committee and/or the department chair or school director prior to making a recommendation, but not with individual committee members. As part of his or her deliberations, the dean may meet with the applicant to aid in his or her decision. The dean shall forward this recommendation, the department chair's or school director's recommendation, the department or school committee's recommendation, and the applicant's file to the provost. A copy of the dean's recommendation shall be given to the applicant, the department chair or school director, and all members of the department or school committee.

#### **X.X. Provost**

After receipt of the dean's recommendation, the department chair's or school director's recommendation, the department or school committee's recommendation, and the applicant's file, the provost shall make a written recommendation to the president. The reasons for the provost's recommendation, whether positive or negative, shall be included in the written recommendation. The provost may consult with the department or school committee, the department chair or school director, the dean, or with any combination of them, but not with individual committee members. As part of his or her deliberations, the provost may meet with the applicant to aid in his or her decision. A copy of the provost's recommendation shall be given to the applicant, the dean, the department chair or school director, and all members of the department committee.

#### **X.X. President**

The president will forward the provost's recommendation to the Board of Regents.

### **X.X. Board of Regents**

Reappointment, promotion, and tenure may be granted only by the Board of Regents, and then only upon the recommendation forwarded by the president of the University. The Board shall act in accordance with statutory requirements and the By Laws of the Board of Regents

### **X.X. Notice of Non-Reappointment**

Notice of non-reappointment of a probationary contract must be in writing, by the provost, and given:

- a. not later than December 15 of the second academic year of service;
- b. at least 12 months before the expiration of an appointment after two or more years of service at the University.

### **X.X. Formal Reconsideration and Appeal**

In the case of a negative recommendation concerning reappointment, promotion, tenure, or any combination of them, the applicant has the right to a formal reconsideration only at the level of the initial negative recommendation. An “initial” negative recommendation is defined as the first negative recommendation given for a particular reason. If a negative recommendation is subsequently given at a higher level for a different reason, it shall be considered an initial negative recommendation for the purpose of formal reconsideration. When a negative recommendation is first made, the applicant shall be informed, in writing, of the right to request a formal reconsideration.

In order to exercise this right, the affected applicant must request the reconsideration in writing, with any omitted materials attached, within 10 university working days of receipt of notification of the negative recommendation. Upon receipt of such a request for reconsideration, the department or school committee or the person who made the initial negative recommendation shall complete the reconsideration within 10 university working days and shall notify the applicant, in writing, of the decision reached. The department or school committee must send a copy of the request for reconsideration to the Office of the Provost and Executive Vice President for Academic Affairs for the purpose of resetting the review calendar for the applicant.

During the process of reconsideration, the calendar for the recommendation is extended, and the next level of recommendation shall not consider the applicant’s application until reconsideration is completed. Once the decision regarding formal reconsideration is reached, the process shall continue at the next level.

The procedures for the committee’s deliberations, voting, and reporting will be the same procedures as specified in sections X.X. and X.X. of this document.

In the event the provost makes a negative recommendation on an application for reappointment, promotion, tenure, or any combination of them, the applicant may appeal using the procedures set forth in Section X., Grievances. The appeal must be initiated by the applicant within 15 university working days from receipt of the provost’s notice.

**X.X. Withdrawal of Appeal**

A faculty member may withdraw an appeal at any time by request in writing. In that event, no further action may be taken concerning the appeal. In the case of denial of mandatory tenure, if an appeal from a negative recommendation or decision is withdrawn prior to a decision on the appeal, tenure cannot be recommended.

**X.X. Time**

Unless otherwise specified in these procedures, whenever any recommendation or notice is to be given or conveyed, it shall be given or conveyed within 15 university working days of receipt of the file by the person who is to take action.

**RECOMMENDATION:**

That the following amendment to the Department Chairs' Handbook receive Board of Regents approval.

**BACKGROUND:**

The Council of Chairs passed the following amendment to the Department Chairs' Handbook at its April 11, 2015 meeting in order to correct a typographical error in the text.

**PROPOSAL:** Change *Section 3.VI.C.3. Leave for Chairs, Leave Conditions* as follows:

**CURRENT TEXT:**

**3.III. Promotion and Tenure**

- A. Promotion of a chair will follow, in general, the promotion procedures outlined in the current Faculty Policies and Procedures Handbook except that the department's Reappointment, Promotion, & Tenure Committee will make its recommendations directly to the dean. However, since part of the role of a chair is to facilitate academic growth of the department, the department's achievements will be taken into consideration, as well as the academic achievements of the chair.

**3.VI. Leave for Chairs**

**C. Leave Conditions**

- 3. For purposes of computing years of service, all time spend on leave will be considered as full-time employment.

**PROPOSED CHANGE:**

**3.VI. Leave for Chairs**

**C. Leave Conditions**

- 3. For purposes of computing years of service, all time spent on leave will be considered as full-time employment.

**RECOMMENDATION:**

That the following amendment to the Department Chairs' Handbook receive Board of Regents approval.

**BACKGROUND:**

The Council of Chairs passed the following amendment to the Department Chairs' Handbook at its April 11, 2015 meeting in order to provide further guidance for department chairs seeking promotion and/or tenure. The proposed language clarifies the extent to which department activities should be considered in a chair's promotion/tenure portfolio and emphasizes the interaction between the department chair and dean in planning for their ultimate promotion and/or tenure.

**PROPOSAL:** Change *Section 3.III.A. Promotion and Tenure* as follows:

**CURRENT TEXT:**

**3.III. Promotion and Tenure**

- A. Promotion of a chair will follow, in general, the promotion procedures outlined in the current Faculty Policies and Procedures Handbook except that the department's Reappointment, Promotion, & Tenure Committee will make its recommendations directly to the dean. However, since part of the role of a chair is to facilitate academic growth of the department, the department's achievements will be taken into consideration, as well as the academic achievements of the chair.

**PROPOSED CHANGE:**

**3.III. Promotion and Tenure**

- A. Promotion of a chair will follow, in general, the promotion procedures outlined in the current Faculty Policies and Procedures Handbook except that the department's Reappointment, Promotion, & Tenure Committee will make its recommendations directly to the dean. While administrative service associated with department chair and their department's achievements will receive significant weight in promotion considerations, such service alone cannot justify a positive case for promotion. Chairs seeking promotion should work closely with their dean to plan their progress towards reaching this goal and find ways to reserve time to focus on scholarship.

**RECOMMENDATION:**

That the following amendment to the Department Chairs' Handbook receive Board of Regents approval.

**BACKGROUND:**

The Council of Chairs passed the following amendment to the Department Chairs' Handbook at its April 11, 2015 meeting in regard to more broadly defining the concept of the workload for a department chair.

**PROPOSAL:** Change *Section 3.II. Teaching Load* as follows:

**CURRENT TEXT:**

**3.II. Teaching Load**

The teaching load for the department chairs will be determined in consultation with the appropriate dean, taking into consideration other demands, assignments, or responsibilities, and will not normally exceed the equivalent of six credit hours per year.

**PROPOSED CHANGE:**

**3.II. Workload**

The workload for the department chairs will be determined in consultation with the appropriate dean, taking into consideration other demands, assignments, or responsibilities, and teaching responsibilities will not normally exceed the equivalent of six credit hours per year.

**RECOMMENDATION:**

That the Honorable John Gleeson receive an Honorary Doctor of Laws Degree. The recommendation comes from the dean, and has been approved and endorsed by the provost and by the president.

**BACKGROUND:**

Judge John Gleeson was appointed as a United States District Court Judge for the Eastern District of New York in September 1994.

Judge Gleeson graduated from Georgetown University and received his law degree in 1980 from the University of Virginia School of Law. After serving as a law clerk for the Honorable Boyce F. Martin, Jr., United States Circuit Judge in the Sixth Circuit, Judge Gleeson was a litigation associate at Cravath, Swaine & Moore from 1981 to 1985.

In 1985, Judge Gleeson became an Assistant United States Attorney in the Eastern District of New York. During the next ten years, he served as Chief of Appeals, Chief of Special Prosecutions, Chief of Organized Crime, and Chief of the Criminal Division, the position he occupied when he was appointed to the bench.

Judge Gleeson has been an adjunct professor of law at New York University School of Law since 1995. From 1990 to 1997, he was an adjunct professor at Brooklyn Law School. In 1994, he served as the John A. Ewald, Jr., Distinguished Visiting Professor of Law at the University of Virginia School of Law. He is a co-author of the treatise, *Federal Criminal Practice: A Second Circuit Handbook*, LexisNexis (2009) (with Gordon Mehler and David C. James), and he has authored the following articles: "The Sentencing Commission and Prosecutorial Discretion," 36 *Hofstra Law Review* 639 (2008); "Supervising Federal Capital Punishment: Why The Attorney General Should Defer When U.S. Attorneys Recommend Against The Death Penalty," 89 *Virginia Law Review* 1697 (2003); "Supervising Criminal Investigations: The Proper Scope Of The Supervisory Power Of Federal Judges," 5 *Journal of Law and Social Policy* 423 (1997); "Sentence Bargaining Under The Guidelines," 8 *Federal Sentencing Reporter* 6 (1996); and "The Federalization Of Organized Crime: The Advantages of Federal Prosecution," 46 *Hastings Law Journal* 1095 (1995) (with John C. Jeffries, Jr.).

Judge Gleeson was a member of the Defender Services Committee of the Judicial Conference of the United States from 1999 to 2008, and he served as chair of that committee from 2005 to 2008.

Judge Gleeson has an exemplary record of significant accomplishment in law. He has earned high distinction as a judge and as a practicing attorney, and he is an excellent role model for our graduates. Judge Gleeson's achievements and character make him a compelling honoree for an Honorary Doctor of Laws.

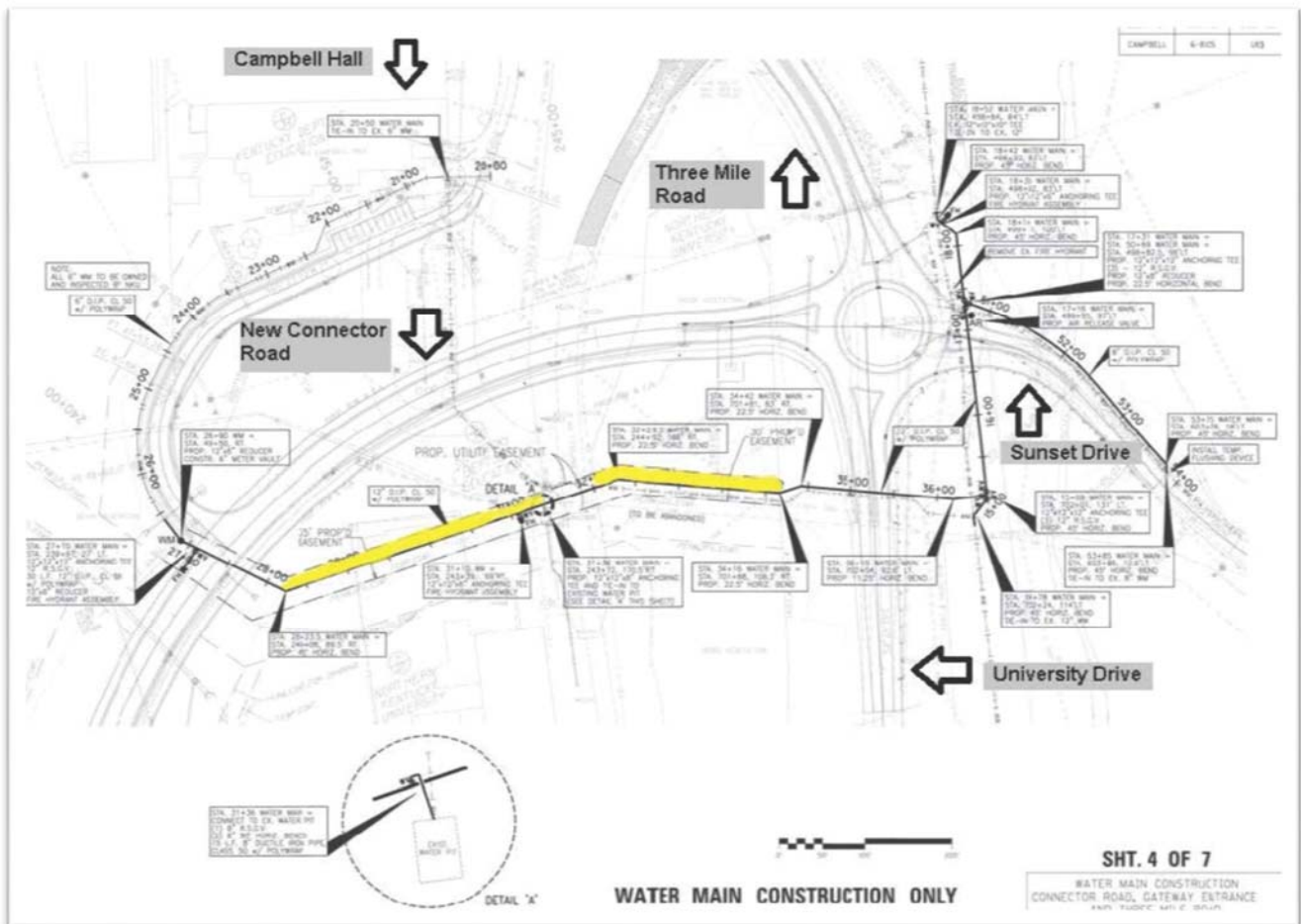
**RECOMMENDATION:**

That the Board of Regents grant an easement to the Northern Kentucky Water District for construction of a water line in the area between Campbell Hall and the new Connector Road.

**BACKGROUND:**

A 12" water line in the area of Campbell Hall and Campbell Drive will be relocated at the north end of campus as part of the new Connector Road construction. Relocation of the water line will allow contractors to make an approximate 50 foot cut in the area between Campbell Hall and the Maintenance Building. This earthwork is necessary for construction of the roundabout, and to accommodate the elevational change from Three Mile Road to the upper area near Campbell Hall.

The easement consists of two sections that cross the right-of-way of Campbell Drive, a 13,780 square foot section on the west side of the current alignment of Campbell Drive and a 6,575 square foot section to the east of Campbell Drive.





**RECOMMENDATION:**

That the Board of Regents approve the recommendation from Staff Congress to create a Staff Emeritus appointment.

**BACKGROUND:**

The Staff Emeritus appointment is designed to honor and recognize an eligible member of the University's staff for considerable meritorious service to Northern Kentucky University.

Staff Emeritus rank is afforded to staff members upon retirement who have provided distinguished service to Northern Kentucky University and have met the NKU retirement eligibility.

Procedures for completion of the Staff Emeritus process:

- The nomination for emeritus rank appointment is to be initiated by any member of the department in which the candidate held his/her full time position.
- The nomination is to be approved by the Dean or Major Department Head, Division Vice President and the President.
- It is the responsibility of the recommending department to compile a set of supporting credentials to be included with the nomination. The credentials must include the following:
  - Documentation of the fulfillment of criteria concerning time of service and retirement status.
  - A history of the candidate's total time of service at Northern Kentucky University.
  - A favorable recommendation from the head of the department. The recommendation should highlight the accomplishments which distinguishes the service of the nominee. The recommendation should include information of how the nominee significantly benefited their department(s) and brought honor and/or recognition to the University. Examples of service contribution, professional development activities, and community service activities should also be provided as appropriate.
- The completed nomination material is submitted to the office of the President.
- The President will review the list of nominees and submit final recommendations to the Board of Regents at the next scheduled Board of Regents meeting.

Staff members who receive this honor will have the following benefits:

- Staff privileges for athletic and cultural campus activities and use of campus facilities
- Staff library privileges
- NKU photo identification card indicating Emeritus status
- Mailing of appropriate NKU publications
- Staff NKU e-mail account privileges

Emeritus appointment recipients will be honored in appropriate University publications and listed on the NKU website according to year of retirement.

Exceptions to staff eligibility can be made by the President.

**RECOMMENDATION:**

That Hope Marksberry receive a posthumous Bachelor of Arts in Integrative Studies. The recommendation comes from J. Patrick Moynahan on behalf of the Office of Undergraduate Academic Affairs, Amy Racke, the assistant dean in the College of Arts and Sciences, and Rudy Garns, the interim director of integrative studies, and has been approved by the provost and executive vice president for academic affairs, as well as the president.

**BACKGROUND:**

Ms. Hope Marksberry was an excellent student. At the time of her death, she had a 3.024 GPA, and was an active member of ECOS (Environmental Concerned Organization of Students) and the Green Sustainability Board. She interned with the Sierra Club Group working on green transportation projects, and in 2014 was awarded the Miami Group's Outstanding New Activist Award. Demonstrating the qualities of a commitment to social responsibility and public engagement that we strive to inspire in all of our students; Ms. Marksberry often traveled to Frankfort and around Kentucky to lobby against mountain top coal mining and for better protection of the environment and the people in our rural counties.

Ms. Marksberry was an excellent example of the impact our students can have when involved in their own education and apply their knowledge to better the community.

**RECOMMENDATION:**

That the Board of Regents endorses the tuition and mandatory fee rates for the 2016-17 academic year at the rates proposed in the Authorized Schedule of Tuition (attached). The President will submit tuition rates for the 2016-17 academic year to the Council on Postsecondary Education (CPE) for approval at the June 3, 2016 CPE meeting. The Board of Regents will be notified of CPE's decision on NKU's approved rates. CPE has the statutory authority to set tuition rates and mandatory fees for Northern Kentucky University in accordance with KRS 164.020.

**Summary:**

This recommendation details NKU's proposed tuition rates for the 2016-17 academic year.

The rate increase for resident undergraduate students is \$15 (4.12%) a credit hour and an increase of \$180 in the full time semester rate. The semester rate increase for nonresident undergraduates is \$264. The rate increase for resident graduate students is \$22 (4.12%); for graduate Ohio/Indiana students an increase of \$26 (4.04%); and for non-resident students is \$33 (4.01%), per credit hour. The Chase Law rate increases are based on market and are recommended to increase by \$35(5.18%) per credit hour for resident Chase Law students and an increase of \$455 in the full time semester rate. The semester rate increase for nonresident Chase Law students is \$741 (5.22%).

Tuition revenue will be used to help offset the reduction in State appropriations and increases in KERS pension costs and fixed costs.

NKU's leadership met with student leaders on April 18, 2016, to discuss tuition and mandatory fee rates.

**BACKGROUND:**

The Council on Postsecondary Education is expected to approve rate caps for undergraduate resident students at its April 26, 2016 meeting. At this time we expect the rate cap to be at least 5%. The recommended rates on the Authorized Schedule of Tuition (attached) fall below this expected cap. The Council on Postsecondary Education will be taking action on NKU's rate increases as proposed in this agenda item on June 3, 2016.

**NORTHERN KENTUCKY UNIVERSITY**  
**Schedule of Tuition & Mandatory Fees**

	<b>Tuition 2015-16 Rate</b>	<b>Tuition 2016-17 Rate</b>	<b>\$ Increase 2016-17</b>	<b>% Increase 2016-17</b>
<b><u>CREDIT HOUR TUITION RATES</u></b>				
<b>UNDERGRADUATE</b>				
Resident	\$364	\$379	\$15	4.12%
Metro	\$550	\$572	\$22	4.00%
Nonresident	\$728	\$758	\$30	4.12%
Online	\$399	\$414	\$15	3.76%
Pace	\$389	\$404	\$15	3.86%
<b>GRADUATE (Note 1)</b>				
Resident	\$534	\$556	\$22	4.12%
Ohio/Indiana	\$643	\$669	\$26	4.04%
Nonresident	\$822	\$855	\$33	4.01%
Online	\$574	\$596	\$22	3.83%
<b>BUSINESS GRADUATE</b>				
Resident	\$602	\$627	\$25	4.15%
Ohio/Indiana	\$708	\$737	\$29	4.10%
Nonresident	\$982	\$1,022	\$40	4.07%
<b>OTHER GRADUATE</b>				
Master of Education (online)	\$518	\$518	\$0	0.00%
Doctor of Nursing Practice (DNP)	\$623	\$623	\$0	0.00%
Master of Science in Nursing (MSN)	\$597	\$597	\$0	0.00%
<b>LAW</b>				
Resident	\$676	\$711	\$35	5.18%
Nonresident	\$1,093	\$1,150	\$57	5.22%
<b>SCHOOL BASED SCHOLARS (Note 2)</b>	\$225	\$230	\$5	2.22%
<b><u>FULL-TIME TUITION RATES (Semester)</u></b>				
<b>UNDERGRADUATE (12-16 credit hours)</b>				
Resident	\$4,368	\$4,548	\$180	4.12%
Metro	\$6,600	\$6,864	\$264	4.00%
Nonresident	\$8,736	\$9,096	\$360	4.12%
<b>LAW (13-16 credit hours)</b>				
Resident	\$8,788	\$9,243	\$455	5.18%
Nonresident	\$14,209	\$14,950	\$741	5.22%
LLM (Note5)	New	\$28,950	New	New
<b>ELOC (Cohort Rate) (Note 3)</b>	\$32,500	\$34,950	\$2,450	7.54%
<b><u>MANDATORY FEES</u></b>				
<b>CAMPUS RECREATION FEE (Note 4)</b>	\$16	\$16	\$0	0.00%

Note 1: Students in the Ed.D. will be charged an additional fee of \$100 per credit hour.

The new MLS degree is included in the Graduate Rate structure.

Note 2: Rate for high school students taking an NKU college course at a Kentucky high school.

Note 3: Two-year Cohort tuition rate; includes \$7,000 for an international trip.

Note 4: Charged per credit hour up to 12 hours; caps at \$192 per semester; applies to all students.

Note 5: LLM (master in law for international students) is a one year program

**RECOMMENDATION:**

That the Board of Regents authorizes the attached Schedule of Fees and Service Charges for the 2016-2017 academic year.

**BACKGROUND:**

The proposed changes in fees and service charges are submitted annually to the Board of Regents for review and approval. The attached schedule reflects all fees and service charges. Provided below are highlights of the proposed housing and dining changes. Changes to fees and service charges may be approved by the President throughout the year.

Parking Fees: It is proposed that fees for faculty, staff, and student permits will not increase for the 2016-2017 academic year.

Housing Fees: Housing is managed as a self-supporting auxiliary unit. It is proposed that housing rates increase at a weighted average of 0.53% for 2016-2017. Details for increased housing fees are provided below; all other housing fees remain unchanged and are detailed on the attached schedule.

Dining Fees: Dining Services is managed as a self-supporting auxiliary unit. Percent increases are based on the projected "CPI Food Away From Home" index. Dining increases proposed for 2016-2017 range from 3.88% – 4.06%.

**HOUSING FEES**

<u>Building</u>	<u>Room Type</u>	<u>Students per Unit</u>	<u>Semester Rate 2015-2016</u>	<u>Proposed Semester Rate 2016-2017</u>	<u>Dollar Increase</u>	<u>Percent Increase 2016-2017</u>
Norse Hall	Apartment; efficiency	1	\$3,500	\$3,525	\$25	0.71%
University Suites	Suite; 2 bedrooms	4	\$2,715	\$2,750	\$35	1.29%
Woodcrest	Apartment; 1 bedroom	2	\$2,910	\$2,950	\$40	1.37%
Woodcrest	Apartment; 3 bedrooms	3	\$3,125	\$3,175	\$50	1.60%
Woodcrest	Apartment; efficiency	1	\$3,500	\$3,525	\$25	0.71%
Callahan Hall	Double; half bathroom(p)	2	\$2,520	\$2,550	\$30	1.19%
Callahan Hall	Double; full bathroom (s)	2	\$2,630	\$2,650	\$20	0.76%
Callahan Hall	Double; full bathroom(p) (p) standard (s) premium	2	\$2,950	\$2,975	\$25	0.85%

**MEAL PLANS**

	<b>Current Semester Rates</b>	<b>Proposed Semester Rates</b>	<b>Dollar Increase</b>	<b>Percent Increase</b>
Unlimited Plus \$100 Flex Dollars	\$1,805	\$1,875	\$70	3.88%
Plan15 Plus \$100 Flex Dollars	\$1,655	\$1,720	\$65	3.93%
75 Block Plus \$575 Flex Dollars	\$1,725	\$1,795	\$70	4.06%
100 Block Plus \$425 Flex Dollars	\$1,725	\$1,795	\$70	4.06%
125 Block Plus \$325 Flex Dollars	\$1,725	\$1,795	\$70	4.06%
150 Block Plus \$175 Flex Dollars	\$1,725	\$1,795	\$70	4.06%

**COURSE FEES:** Course fees include charges to students to participate in the instructional activities of selected courses including: the cost of providing course materials to be consumed, retained or used by the student; the special costs associated with use of University-owned tools, musical instruments, or other equipment including charges for breakage; or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. A complete listing of all course fees, including new, revised, and eliminated fees, is attached.

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>AUXILIARY SERVICE FEES</b>							
<b>Callahan Hall Per Semester</b>							
Double Occupancy with Full Bath Premium	\$2,950.00	\$25.00	\$2,975.00	✓			
Double Occupancy with Full Bath Standard	\$2,630.00	\$20.00	\$2,650.00	✓			
Single Occupancy with Full Bath Standard	\$3,450.00		\$3,450.00	✓			
Double Occupancy with Half Bath Premium	\$2,520.00	\$30.00	\$2,550.00	✓			
Double Occupancy with Half Bath Standard	\$2,250.00		\$2,250.00	✓			
Single Occupancy with Half Bath Premium	\$3,375.00		\$3,375.00	✓			
Triple Occupancy with Full Bath	\$1,945.00		\$1,945.00	✓			
Triple Occupancy with Half Bath	\$1,680.00		\$1,680.00	✓			
Four Person Suite with Full Bath	\$2,520.00		\$2,520.00	✓			
Apartment (four person)	\$2,850.00		\$2,850.00	✓			
<b>Summer Housing (per week)</b>							
Double Occupancy with Full Bath Premium (as private)	\$200.00		\$200.00	✓			
Double Occupancy with Full Bath Premium (as private)	\$175.00		\$175.00	✓			
Double Occupancy with Full Bath Premium	\$130.00		\$130.00	✓			
Double Occupancy with Full Bath Standard	\$110.00		\$110.00	✓			
Four Person Suite with Full Bath	\$100.00		\$100.00	✓			
<b>Kentucky/Commonwealth Halls Per Semester</b>							
Room Rental, Double Occupancy (per student)	\$1,950.00		\$1,950.00	✓			
Room Rental, Single Occupancy (per student)	\$2,730.00		\$2,730.00	✓			
<b>Holiday/Spring Break Housing (daily rate)</b>							
Double Occupancy	\$14.00		\$14.00	✓			
Single Occupancy	\$23.00		\$23.00	✓			
<b>Summer Housing (per week)</b>							
Double Occupancy	\$100.00		\$100.00	✓			
Single Occupancy	\$160.00		\$160.00	✓			
<b>Full Summer (13 weeks)</b>							
Double Occupancy	\$833.00		\$833.00	✓			
Single Occupancy	\$1,373.00		\$1,373.00	✓			
<b>Meal Plan Rates Per Semester</b>							
Ultimate Plus \$100 Flex Dollars	\$1,805.00	\$70.00	\$1,875.00	✓			
Freedom 2 Plan Plus \$100 Flex Dollars	\$1,655.00	Eliminate	\$1,655.00	✓			
15 Weekly Meals Plus \$100 Flex	\$1,655.00	\$65.00	\$1,720.00	✓			
Any (5) Weekly Meals Plus \$575 Flex Dollars	\$1,725.00	Eliminate	\$1,725.00	✓			
75 Block Plus \$575 Flex Dollars	\$1,725.00	\$70.00	\$1,795.00	✓			
100 Block Plus \$425 Flex Dollars	\$1,725.00	\$70.00	\$1,795.00	✓			
Block 125 Plus \$325 Flex Dollars	\$1,725.00	\$70.00	\$1,795.00	✓			
Block 150 Plus \$175 Flex Dollars	\$1,725.00	\$70.00	\$1,795.00	✓			
<b>Norse Hall Per Semester</b>							
Room Rental, Double Occupancy (per student)	\$2,285.00		\$2,285.00	✓			
Room Rental, Single Occupancy (per student)	\$3,203.00		\$3,203.00	✓			
Efficiency (1 student per unit)	\$3,500.00	\$25.00	\$3,525.00	✓			
<b>Holiday/Spring Break Housing (daily rate)</b>							
Double Occupancy	\$16.00		\$16.00	✓			
Single Occupancy	\$27.00		\$27.00	✓			
<b>Summer Housing (per week)</b>							
Four Per Apartment (per week)	\$110.00		\$110.00	✓			
Double Occupancy	\$85.00		\$85.00	✓			
Single Occupancy	\$140.00		\$140.00	✓			
<b>Full Summer (13 weeks)</b>							
Double Occupancy	\$1,260.00		\$1,260.00	✓			
Single Occupancy	\$2,079.00		\$2,079.00	✓			
<b>Woodcrest Per Semester</b>							
Efficiency (1 student per unit)	\$3,500.00	\$25.00	\$3,525.00	✓			
One Bedroom (per semester, 1 student per unit)	\$4,013.00		\$4,013.00	✓			
One Bedroom, per student (2 students per unit)	\$2,910.00	\$40.00	\$2,950.00	✓			
Three Bedroom, per student (3 students per unit)	\$3,125.00	\$50.00	\$3,175.00	✓			
Apartment or Studio Suite (nightly rate)	\$40.00		\$40.00	✓			
<b>Holiday/Spring Break Housing</b>							
<b>Efficiency</b>							
Per Day	\$33.00		\$33.00	✓			
Per Week	\$161.00		\$161.00	✓			
<b>One Bedroom (1 student per unit)</b>							
Per Day	\$43.00		\$43.00	✓			
Per Week	\$214.00		\$214.00	✓			
<b>One Bedroom (2 students per unit)</b>							
Per Day	\$26.00		\$26.00	✓			
Per Week	\$129.00		\$129.00	✓			
<b>Three Bedroom (3 students per unit)</b>							
Per Day	\$26.00		\$26.00	✓			
Per Week	\$132.00		\$132.00	✓			

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>Summer Housing</b>							
<b>Efficiency (1 student per unit)</b>							
Per Week	\$193.00		\$193.00	✓			
Full Summer (13 weeks)	\$1,766.00		\$1,766.00	✓			
<b>One Bedroom, Private (1 student per unit)</b>							
Per Week	\$214.00		\$214.00	✓			
Full Summer (13 weeks)	\$2,363.00		\$2,363.00	✓			
<b>One Bedroom, per student (2 students per unit)</b>							
Per Week	\$129.00		\$129.00	✓			
Full Summer (13 weeks)	\$1,423.00		\$1,423.00	✓			
<b>One Bedroom, per student (3 students per unit)</b>							
Per Week	\$78.00		\$78.00	✓			
Full Summer (13 weeks)	\$853.00		\$853.00	✓			
<b>Three Bedroom, per student (3 students per unit)</b>							
Per Week	\$163.00		\$163.00	✓			
Full Summer (13 weeks)	\$1,460.00		\$1,460.00	✓			
<b>University Suites</b>							
<b>Two Bedroom - Per Semester</b>							
2 Students per bedroom	\$2,715.00	\$35.00	\$2,750.00	✓			
1 Student per bedroom	\$3,637.00		\$3,637.00	✓			
Four Bedroom - Per Semester (1 student per bedroom)	\$3,150.00		\$3,150.00	✓			
<b>Northern Terrace</b>							
Quad (4 student per unit)	\$2,980.00		\$2,980.00	✓			
Quad With Kitchen (4 students per unit)	\$3,190.00		\$3,190.00	✓			
<b>Housing Fees (General)</b>							
<b>Damage Assessment</b>							
(based on assessment of damage to property)	Varies		Varies	✓	✓	✓	✓
Linen Packets Charge ("Dorm in a Box")	\$80 - \$120		\$80 - \$120				✓
<b>Conference &amp; Guest Fee (per person, per night)</b>							
<i>With a variety of living units and services available in each unit, conference and guest fees will be determined by type of unit and options chosen. Each type of unit will have a minimum charge per bed, per night.</i>	\$9.50-\$50		\$9.50-\$50		✓	✓	✓
Landline Phone Charge (per semester)	\$60.00		\$60.00	✓			
<b>Late Fee</b>							
Weekly Rentals	\$5.00		\$5.00	✓			
Monthly Rentals	\$15.00		\$15.00	✓			
Semester Rentals	\$30.00		\$30.00	✓			
<b>Fines</b>							
<b>Improper Disposal of Trash</b>							
First Violation	\$25.00		\$25.00	✓			
Additional Violations (per violation)	\$50.00		\$50.00	✓			
Improper Check-out Charge	\$200.00		\$200.00				
Unauthorized Holdover Fee (per day)	\$150.00		\$150.00	✓			
<b>Lock Outs</b>							
First Violation	No Charge		No Charge	✓			
Second Violation	\$5.00		\$5.00	✓			
Third Violation	\$10.00		\$10.00	✓			
Fourth Violation	\$20.00		\$20.00	✓			
Fifth Violation	\$40.00		\$40.00	✓			
Additional Violations (per violation)	\$80.00		\$80.00	✓			
<b>Lock Change Due to Lost Keys</b>							
Cost of core replacement and new key cost depending on type lock and labor cost	\$20 to \$100		\$20 to \$100		✓	✓	
<b>Failure to Complete Disciplinary Action</b>							
First Violation	\$20.00		\$20.00	✓			
Additional Violations (per violation)	\$50.00		\$50.00	✓			
<b>Pet Policy Violation</b>							
First Violation (per day until pet is removed)	\$50.00		\$50.00	✓			
Additional Violations (per day until pet is removed)	\$100.00		\$100.00	✓			
<b>Drug and Alcohol Violation</b>							
First Violation	\$50.00		\$50.00	✓			
Second Violation	\$100.00		\$100.00	✓			
Additional Violations (per violation)	\$200.00		\$200.00	✓			



**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>Facility Rental</b>							
<b>Norse Commons Facility Rental (Nonprofit Group)</b>							
Meeting Room - Full Day	\$40.00		\$40.00				✓
Meeting Room - Half Day	\$25.00		\$25.00				✓
Recreation Room - Full Day	\$100.00		\$100.00				✓
Recreation Room - Half Day	\$50.00		\$50.00				✓
Cafeteria - Full Day	\$150.00		\$150.00				✓
Cafeteria - Half Day	\$75.00		\$75.00				✓
Lobby & Misc. Rooms - Full Day	\$40.00		\$40.00				✓
Lobby & Misc. Rooms - Half Day	\$25.00		\$25.00				✓
<b>Norse Commons Facility Rental (Profit Group)</b>							
Meeting Room - Full Day	\$70.00		\$70.00				✓
Meeting Room - Half Day	\$35.00		\$35.00				✓
Recreation Room - Full Day	\$150.00		\$150.00				✓
Recreation Room - Half Day	\$75.00		\$75.00				✓
Cafeteria - Full Day	\$200.00		\$200.00				✓
Cafeteria - Half Day	\$100.00		\$100.00				✓
Lobby & Misc. Rooms - Full Day	\$70.00		\$70.00				✓
Lobby & Misc. Rooms - Half Day	\$35.00		\$35.00				✓
Residential Leases = \$Market Rent/monthly	\$Market Rent/mo.		\$Market Rent/mo.	✓	✓	✓	✓
Late Penalty (in accordance with residential lease)	\$50/mo.		\$50/mo.	✓	✓	✓	✓
Pet Fee	\$200.00		\$200.00				✓
<b>Media Equipment Rental</b>							
TV/VCR and/or DVD (Analog TV's & VCR phased out)	\$40.00		\$40.00				✓
Podium with microphone per day	\$50.00		\$50.00				✓
LCD Data/Video Projector	\$200.00		\$200.00				✓
Boom Box	\$20.00		\$20.00				✓
35 mm Slide Projector	\$50.00		\$50.00				✓
6', 8' or 12' Projection Screen	\$15-\$50		\$15-\$50				✓
Laptop Windows Computer	\$150.00		\$150.00				✓
Videoconferencing per hour	\$50.00		\$50.00				✓
Satellite Teleconferencing	\$75.00		\$75.00				✓
Consumer Camcorder and Tripod per day	\$75.00		\$75.00				✓
Professional Camera Package*	\$175.00		\$175.00				✓
Media Technicians (2 hr minimum) (\$18/hr ea. Additional hr)	\$45 (2/hrs.)		\$45 (2/hrs.)			✓	✓
*Rental will require a Media Technician							
Microphone - Wired/Wireless	\$40 - \$60		\$40 - \$60				✓
<b>Parking Fees</b>							
Faculty and Staff (full-time) (per year)	\$345.00		\$345.00		✓		
Staff (part-time) (per year)	\$175.00		\$175.00		✓		
Reserved Parking (per year)	\$745.00		\$745.00		✓		
Students (full-time and part-time) (per year)	\$220.00		\$220.00	✓			
Student (semester)	\$131.00		\$131.00	✓			
Callahan Student (per year)	\$134.00		\$134.00	✓			
Callahan Student (semester)	\$67.00		\$67.00	✓			
Faculty Part-Time (semester)	\$26.00		\$26.00		✓		
Summer Students	\$50.00		\$50.00	✓			
Vendor Permit (daily or weekly access) (per semester)	\$50.00	\$5.00	\$55.00				✓
Vendor Construction (per authorized job)	\$50.00	\$10.00	\$60.00			✓	✓
Frequent Visitor Parking Permit (Music Prep)	\$27.00		\$30.00			✓	✓
Campus Recreation Center (CRC)	\$27.00	\$3.00	\$30.00				✓
Dual Admit Student	\$120.00		\$120.00	✓			
UK/MSW Permit (semester)	\$120.00		\$120.00	✓			
On-Campus Departmental Parking Valadations	\$5.00		\$5.00			✓	
Conference Parking	\$5.00	\$1.00	\$6.00				✓
University Sponsored Events (Academics)	\$5.00		\$5.00		✓	✓	✓
Conference Parking Services ( Lots)	\$600.00		\$600.00				✓
Garage Fees	\$2.00 to \$8.00		\$2.00 to \$8.00	✓			✓
Athletic Events	\$5.00		\$5.00				✓
Bank of Kentucky Center Events (small/large)	\$5.00 or \$10.00		\$5.00 or \$10.00	✓	✓	✓	✓
Replacement Fee for Lost Permit	\$25.00		\$25.00		✓		
Temporary Permit Fee	\$1.00		\$1.00				✓
Parking Violation Assessment, each violation	\$37.50 - \$52.50		\$37.50 - \$52.50	✓	✓		✓
Parking Violation-Handicapped, each violation	\$115.00		\$115.00	✓	✓	✓	✓
Parked in a Reserved Space	\$80.00		\$80.00	✓	✓	✓	✓
Citation Violation-Reproduced/Altered Permit	\$210.00		\$210.00	✓	✓		✓
Vehicle Immobilizer Fine	\$55.00		\$55.00	✓	✓		✓
Improper Driving	\$50.00		\$50.00	✓	✓		✓
Late Citation Fee	\$12.50		\$12.50	✓	✓		✓
Returned Check Fee	\$45.00		\$45.00	✓	✓	✓	✓
Filing Fee for a Denied Parking Appeal	\$2.50		\$2.50	✓	✓		✓
Parked in Aisle	\$40.00		\$40.00	✓	✓		✓
Parked in Fire Lane	\$55.00		\$55.00	✓	✓		✓
Stolen Permit	\$100.00		\$100.00	✓	✓		✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
Citation Violation-Failure to Pay Garage Fee	\$5 plus garage fee		\$5 plus garage fee	✓	✓		✓
Citation Violation - Unauthorized Use of Permit	\$50.00		\$50.00	✓	✓		✓
Citation Violation - Unauthorized Removal of Wheel Lock Device	\$225.00		\$225.00	✓	✓		✓
Citation Violation - Vehicle Utilizing Two Stalls	\$35.00		\$35.00	✓	✓		✓
Citation Violation - Other	\$35.00		\$35.00	✓	✓		✓
<b>Event Buy-Out of Lots:</b>							
0 - 50 Vehicles	\$100.00	\$20.00	\$120.00				✓
51 - 100 Vehicles	\$175.00	\$20.00	\$195.00				✓
101 - 200 Vehicles	\$250.00	\$25.00	\$275.00				✓
201 - 250 Vehicles	\$325.00	\$25.00	\$350.00				✓
251 - 300 Vehicles	\$375.00	\$25.00	\$400.00				✓
301 - 350 Vehicles	\$425.00	\$25.00	\$450.00				✓
Over 350 Vehicles	\$500.00	\$25.00	\$525.00				✓
Airport (CVG) Permit Fee to Pick-up Passengers	\$10.00		\$10.00			✓	
Mini Bus (26 Passengers)	\$50.00		\$50.00			✓	
Motor Coach Bus (47 Passengers)	\$50.00		\$50.00			✓	
<b>EARLY CHILDHOOD CENTER</b>							
<b>Child Care Fees</b>							
Materials Fee ( per semester)	\$25.00		\$25.00	✓	✓		✓
Registration Fee (first-time enrollee)	\$50.00		\$50.00	✓	✓		✓
Event Fee	Varies		Varies	✓	✓	✓	✓
<b>Full-time Student Weekly Rates</b>							
Child Care for 2 Full Days a Week	\$75.00		\$75.00	✓			
Child Care for 3 Full Days a Week	\$110.00		\$110.00	✓			
Child Care for 5 Full Days a Week	\$185.00		\$185.00	✓			
Child Care for 2 Half Days a Week	\$50.00		\$50.00	✓			
Child Care for 3 Half Days a Week	\$75.00		\$75.00	✓			
Child Care for 5 Half Days a Week	\$130.00		\$130.00	✓			
<b>Part-time Student Rates</b>							
Child Care for 2 Full Days a Week	\$80.00		\$80.00	✓			
Child Care for 3 Full Days a Week	\$115.00		\$115.00	✓			
Child Care for 5 Full Days a Week	\$195.00		\$195.00	✓			
Child Care for 2 Half Days a Week	\$55.00		\$55.00	✓			
Child Care for 3 Half Days a Week	\$80.00		\$80.00	✓			
Child Care for 5 Half Days a Week	\$140.00		\$140.00	✓			
<b>Faculty/Staff Weekly Rates</b>							
Child Care for 2 Full Days a Week	\$90.00		\$90.00		✓		
Child Care for 3 Full Days a Week	\$135.00		\$135.00		✓		
Child Care for 5 Full Days a Week	\$225.00		\$225.00		✓		
Child Care for 2 Half Days a Week	\$65.00		\$65.00		✓		
Child Care for 3 Half Days a Week	\$100.00		\$100.00		✓		
Child Care for 5 Half Days a Week	\$165.00		\$165.00		✓		
<b>Community Weekly Rates</b>							
Child Care for 2 Full Days a Week	\$100.00		\$100.00				✓
Child Care for 3 Full Days a Week	\$150.00		\$150.00				✓
Child Care for 5 Full Days a Week	\$250.00		\$250.00				✓
Child Care for 2 Half Days a Week	\$80.00		\$80.00				✓
Child Care for 3 Half Days a Week	\$115.00		\$115.00				✓
Child Care for 5 Half Days a Week	\$190.00		\$190.00				✓
Summer - School-Age Daily Rate	\$30.00		\$30.00	✓	✓		✓
<b>ASSESSMENTS</b>							
Charges for Direct Materials (i.e., posters, buttons, etc.) are assessed based upon material cost. Students receive a discount.	Varies		Varies	✓	✓	✓	✓
Return Check Assessment	\$30.00		\$30.00	✓	✓		
Lost Key Fee	\$10 - \$50		\$10 - \$50	✓	✓	✓	
Lost Key Fee - Contractors	\$10 - \$1,000		\$10 - \$1,000				✓
Lock Change Due to Lost Keys (per lock)	\$30 - \$100		\$30 - \$100		✓	✓	

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>CAMPUS RECREATION CENTER</b>							
Annual memberships effective 365 days from the date of purchase. Fees will no longer be prorated.							
<b>Alumni</b>							
Family	\$396.00		\$396.00				✓
Individual	\$276.00		\$276.00				✓
Supplemental	\$366.00		\$366.00				✓
<b>Faculty/Staff &amp; Retirees</b>							
Family	\$312.00		\$312.00		✓		
Individual	No Charge		No Charge		✓		
Retirees	\$120.00		\$120.00		✓		
Supplemental	\$260.00		\$260.00		✓		
<b>Community</b>							
Family	\$815.00		\$815.00				✓
Individual	\$495.00		\$495.00				✓
Supplemental	\$695.00		\$695.00				✓
Guest (per day)	\$7.00		\$7.00	✓	✓		
<b>Students (per semester)</b>							
Family (Fall/Spring)	\$40.00		\$40.00	✓			
Individual	No Charge		No Charge	✓			
Spouse or dependent, (Fall/Spring) (only one hour required)	\$30.00		\$30.00	✓			
<b>Group Fitness Pass</b>							
Faculty/Staff/CRC Member (8 wk session)	\$30.00		\$30.00		✓		
Student (8 week session)	\$20.00		\$20.00	✓			
Family (summer semester)	\$40.00		\$40.00	✓			
Individual (summer semester)	\$48.00		\$48.00	✓			
Individual and Spouse (summer semester)	\$30.00		\$30.00	✓			
Students - Consortium & UK only (individual only) (per semester)	\$40.00		\$40.00	✓			
<i>Available only for a semester (Fall, Spring or Summer) in which student is enrolled in class delivered at NKU. Not subject to proration.</i>							
<b>Miscellaneous Retail Items</b>							
	Varies		Varies	✓	✓		✓
Replacement Membership Card	\$5.00		\$5.00	✓	✓		✓
Alumni Intramural Participation Fee	\$45 per sport		\$45 per sport				✓
<b>Intramural Team Registration Fee</b>							
Major Sport Team (basketball, flag football, soccer & softball)	\$25 per team		\$25 per team	✓	✓	✓	✓
Minor Sport Team (3-on-3 basketball, volleyball, dodge ball, sand volleyball)	\$10 per team		\$10 per team	✓	✓	✓	✓
Team Forfeit Deposit (Student Fee)	\$15.00		\$15.00	✓	✓	✓	✓
Instructional/Adventure Program	\$5 - \$500		\$5 - \$500	✓	✓	✓	✓
Outdoor Equipment Daily Rental (for Adventure Program)	\$2 - \$30		\$2 - \$30	✓	✓	✓	✓
Private Swim Lessons (Member) (6 half hour sessions)	\$100.00		\$100.00	✓	✓		✓
Private Swim Lessons (Non-Member) (6 half hour sessions)	\$150.00		\$150.00	✓	✓		✓
One Private Lesson (Member) (half hour)	\$20.00		\$20.00	✓	✓		✓
Group Swim Lessons (Member) (2 1/2 hours)	\$50.00		\$50.00	✓	✓		✓
Group Swim Lessons (Non Member) (2 1/2 hours)	\$100.00		\$100.00	✓	✓		✓
Specialized Fitness Instruction Staff/Alumni	\$15 - \$400		\$15 - \$400		✓		✓
Specialized Fitness Instruction Student	\$5 - \$100		\$5 - \$100	✓			✓
Personal Training/Fitness Assessment Faculty/Staff/Member	\$30 - \$40		\$30 - \$40		✓		✓
Personal Training/Fitness Assessment Student	\$20 - \$30		\$20 - \$30	✓			✓
L Shaped Locker (Non Student) (per year)	\$45.00		\$45.00		✓	✓	✓
L Shaped Locker (Student) (per semester)	\$15.00		\$15.00	✓			✓
Full Locker (Non Student) (per year)	\$60.00		\$60.00		✓	✓	✓
<b>Student Locker Room</b>							
Faculty/Staff/ or CRC Member 1/2 locker (per year)	\$40.00		\$40.00		✓	✓	✓
CRC Member, full locker (per year)	\$50.00		\$50.00				✓
Students, 1/2 locker (per semester)	\$10.00		\$10.00	✓			
Students, full locker (per semester)	\$20.00		\$20.00	✓			
Per Day	\$0.50		\$0.50	✓	✓		✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
Faculty/Staff Locker Room (\$5 deposit required for towel and locker rental)	\$50.00		\$50.00		✓		
Racquetball Racket (per use)	\$0.50		\$0.50	✓	✓		✓
Towel Rental (per day)	\$1.00		\$1.00	✓	✓		✓
Small Multi-Purpose Room <i>Per Hour + Out-of-Pocket Expenses*</i>	\$40.00		\$40.00	✓	✓	✓	✓
Medium Multi-Purpose Room <i>Per Hour + Out-of-Pocket Expenses*</i>	\$50.00		\$50.00	✓	✓	✓	✓
Large Multi-Purpose Room <i>Per Hour + Out-of-Pocket Expenses*</i>	\$60.00		\$60.00	✓	✓	✓	✓
Bouldering Wall	\$50.00		\$50.00	✓	✓	✓	✓
Auxiliary Gym	\$60.00		\$60.00	✓	✓	✓	✓
Basketball Court	\$50.00		\$50.00	✓	✓	✓	✓
Intramural softball/soccer fields <i>Per Hour, Per Field</i>	\$40-\$150		\$40-\$150	✓			
One Basketball Court, One Tennis Court, One Volleyball Court, or Four Badminton Courts <i>Per Hour + Out-of-Pocket Expenses*</i>	\$50.00		\$50.00	✓	✓		✓
Racquetball Court <i>(Per Hour/Per Court + Out of Pocket Expenses*</i>	\$30.00		\$30.00	✓	✓	✓	✓
MAC Court (Multipurpose Activity Court) <i>Per Hour + Out-of-Pocket Expenses*</i>	\$80.00		\$80.00	✓	✓	✓	✓
Running Track <i>Per Hour + Out-of-Pocket Expenses*</i>	\$80.00		\$80.00	✓	✓	✓	✓
Sauna <i>Per Hour + Out-of-Pocket Expenses*</i>	\$30.00		\$30.00	✓	✓	✓	✓
Hot Tub <i>Per Hour + Out-of-Pocket Expenses*</i>	\$30.00		\$30.00	✓	✓	✓	✓
Aquatic Center <i>Per Hour + Out-of-Pocket Expenses*</i>	\$380.00		\$380.00	✓	✓	✓	✓
Water Climbing Wall <i>Per Hour + Out-of-Pocket Expenses*</i>	\$30.00		\$30.00	✓	✓	✓	✓
Swimming Pool <i>Per Hour + Out-of-Pocket Expenses*</i>	\$200.00		\$200.00	✓	✓	✓	✓
Shallow Water Area <i>Per Hour + Out-of-Pocket Expenses*</i>	\$60.00		\$60.00	✓	✓	✓	✓
1/2 Diving Well/One Swimming Lane <i>Per Hour + Out-of-Pocket Expenses*</i>	\$30.00		\$30.00	✓	✓	✓	✓
Outdoor Basketball or Volleyball Courts <i>Per Court, Per hour + Out-of-Pocket Expenses*</i>	\$40.00		\$40.00	✓	✓	✓	✓
Weight Training Room <i>Per Court, Per hour + Out-of-Pocket Expenses*</i>	\$200.00		\$200.00	✓	✓	✓	✓

*\*Out-of-Pocket Expenses are defined as actual cost of personnel and equipment necessary for setup, clean-up, and supervision of the facility utilized.*

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>INTERCOLLEGIATE ATHLETICS</b>							
<b>Advertising</b>							
Game Programs	Varies, Ranges From \$150-\$800		Varies, Ranges From \$150-\$800				✓
Signage <i>Varying rates will be charged for signage in Regents Hall, baseball and soccer fields, and tennis courts. The VP for Student Affairs will provide an approved listing of fees to the Office of Planning, Policy &amp; Budget annually.</i>	Varies, Ranges From \$400-\$8,000		Varies, Ranges From \$400-\$8,000				✓
Sponsorships <i>Sponsorships shall be solicited from the community for certain tournaments, events and/or athletic promotions. Rates are to be approved by the Vice President for Student Affairs.</i>	Varies \$800 & Up		Varies \$800 & Up				✓
Sports Camps  Fees vary and are dependent on sport and cost of programming. Fees require prior approval of the VP for Student Affairs	Varies		Varies				✓
<b>Rental of Facilities - Intercollegiate Athletics</b>							
<b>Aker Baseball Complex</b>							
One Game	\$150.00		\$150.00				✓
Double Header	\$175.00		\$175.00				✓
Three Games	\$250.00		\$250.00				✓
Four Games	\$275.00		\$275.00				✓
<b>Grein Softball Field</b>							
One Game	\$100.00		\$100.00				✓
Two Games	\$125.00		\$125.00				✓
NKU Soccer Field (per hour)	\$100.00		\$100.00				✓
NKU Soccer Field (per game)	\$350.00		\$350.00				✓
Yeager Tennis Facility (six courts)(per hour)(per court)	\$10.00		\$10.00				✓
Regents Hall Facility Rental Facility Manager	\$100/per hour \$20/per hour		\$100/per hour \$20/per hour				✓ ✓
<b>Conference Management</b>							
Conference Management - Deposit	25% of total projected		25% of total projected				✓
Conference Management - Lost Business Opportunity	up to 50% of total projected		up to 50% of total projected				✓
Conference Management - Late Payment Fee	1 % to 10% of total due		1 % to 10% of total due				✓
Conference Registration Fee, per group/per event	\$55.00		\$55.00				✓
Conference Room Rental Charge, per night/per person	\$1.50		\$1.50	✓	✓	✓	✓
Conference Management-Summer Conference Late Info Fee	1 to 2% of the final invoice		1 to 2% of the final invoice				✓
<b>Guests (Sponsored Conferences - NKU)</b>							
Per Guest, per day	\$4.00		\$4.00				✓
Per Guest, per week	\$20.00		\$20.00				✓
Electrician Usage Fee	\$23-\$34/hour		\$23-\$34/hour				✓
<b>Set-up Fee</b>							
Chair	\$0.25 /each		\$0.25 /each			✓	✓
Round Tables	\$1.50/each		\$1.50/each			✓	✓
All Other Tables	\$1.00/each		\$1.00/each			✓	✓
Stage (small/large)	\$50-\$100		\$50-\$100			✓	✓
<b>Equipment Rental</b>							
TV/VCR	\$40.00		\$40.00				✓
DJ Equipment	\$100.00		\$100.00				✓
Podium with microphone (per day)	\$20.00		\$20.00				✓
Food Service Up-Charge (per person, per meal, per day)	\$0.50		\$0.50				✓
<b>Rental of Facilities</b>							
Outdoor Space	Varies		Varies	✓	✓		✓
Conference Administration Fee (per night/per person)	\$1.50		\$1.50		✓	✓	✓
Smart Classrooms - Commercial	\$162.00		\$162.00				✓
Smart Classrooms - Non Profit	\$79.00		\$79.00				✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
Auditoriums - Commercial (excluding BP 200)	\$231.00		\$231.00				✓
Auditoriums - Non-Profit (excluding BP 200)	\$162.00		\$162.00				✓
BEP 200 - Commercial	\$446.50		\$446.50				✓
BEP 200 - Non-Profit	\$325.50		\$325.50				✓
<b>Fine Arts &amp; Greaves Concert Hall - Commercial</b>							
All Classrooms	\$85.00		\$85.00				✓
Concert Hall	\$160/hr, max of \$800 a day		\$160/hr, max of \$800 a day				✓
<b>Fine Arts &amp; Greaves Concert Hall - Non-Profit Groups</b>							
All Classrooms	\$25.00		\$25.00				✓
Concert Hall	\$80/hr, max of \$400 a day		\$80/hr, max of \$400 a day				✓
Fine Arts Choir Room (FA378) - Commercial	\$50/hr, max of \$300 a day		\$50/hr, max of \$300 a day				✓
Fine Arts Choir Room (FA378) - Non-Profit	\$25/hr, max of \$125 a day		\$25/hr, max of \$125 a day				✓
Fine Arts Practice Room - Commercial	\$15/hr, max of \$90 a day		\$15/hr, max of \$90 a day				✓
Fine Arts Practice Room - Non-Profit	\$10/hr, max of \$50 a day		\$10/hr, max of \$50 a day				✓
Band Room (FA126) - Commercial	\$50/hr, max of \$300 a day		\$50/hr, max of \$300 a day				✓
Band Room (FA126) - Non-Profit	\$25/hr, max of \$125 a day		\$25/hr, max of \$125 a day				✓
Regents Hall	\$125/hr, \$500 per 1/2 day, \$1,000 per day + out of pocket expenses		\$125/hr, \$500 per 1/2 day, \$1,000 per day + out of pocket expenses				✓
Regents Hall - High School Graduation	\$1,650.00		\$1,650.00				✓
Gallery Commission Fee/Donation, Charged to Outside Artist	20% of sale price		20% of sale price				✓
<b><u>Rental of Video Conferencing Facilities</u></b>							
<b>Commercial</b>							
Setup	\$30.00		\$30.00				✓
Facility (per hour)	\$100.00		\$100.00				✓
Facility (per day)	\$500.00		\$500.00				✓
Technicians (\$35 for first 2 hours, \$15 per hour thereafter)	\$35.00		\$35.00			✓	✓
<b>Non-Profit</b>							
Setup	\$15.00		\$15.00				✓
Facility (per hour)	\$50.00		\$50.00				✓
Facility (per day)	\$250.00		\$250.00				✓
Technicians (\$35 for first 2 hours, \$15 per hour thereafter)	\$35.00		\$35.00			✓	✓
<b>GRIFFIN HALL</b>							
Digitorium Set-up Fee		New	\$125.00	✓	✓	✓	✓
<b>Commercial</b>							
Digitorium GH 201 - Full Day	\$1,250.00	\$150.00	\$1,400.00	✓	✓	✓	✓
Digitorium GH 201 - Half Day	\$975.00	\$25.00	\$1,000.00	✓	✓	✓	✓
Informatics Commons GH 200 - Full Day	\$500.00		\$500.00	✓	✓	✓	✓
Informatics Commons GH 200 - Half Day	\$300.00		\$300.00	✓	✓	✓	✓
Opera Boxes (each) - Full Day	\$100.00		\$100.00	✓	✓	✓	✓
Opera Boxes (each) - Half Day	\$50.00		\$50.00	✓	✓	✓	✓
<b>Flat Fee</b>							
Conference Room GH 470 or GH 570	\$130.00		\$130.00	✓	✓	✓	✓
Seminar Room GH 312, GH 316 or GH 318	\$130.00		\$130.00	✓	✓	✓	✓
Classrooms	\$130.00		\$130.00	✓	✓	✓	✓
Computer Labs	\$130.00		\$130.00	✓	✓	✓	✓
Specialized Labs	\$150.00		\$150.00	✓	✓	✓	✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>Non-Profit Groups/University Rate/Regional Stewardship</b>							
Digitorium GH 201 - Full Day	\$650.00		\$650.00	✓	✓	✓	✓
Digitorium GH 201 - Half Day	\$475.00		\$475.00	✓	✓	✓	✓
Informatics Commons GH 200 - Full Day	\$225.00		\$225.00	✓	✓	✓	✓
Informatics Commons GH 200 - Half Day	\$175.00		\$175.00	✓	✓	✓	✓
Opera Boxes (each) - Full Day	\$50.00		\$50.00	✓	✓	✓	✓
Opera Boxes (each) - Half Day	\$25.00		\$25.00	✓	✓	✓	✓
<b>Flat Fee</b>							
Conference Room GH 470 or GH 570	\$85.00		\$85.00	✓	✓	✓	✓
Seminar Room GH 312, GH 316 or GH 318	\$85.00		\$85.00	✓	✓	✓	✓
Classrooms	\$85.00		\$85.00	✓	✓	✓	✓
Computer Labs	\$85.00		\$85.00	✓	✓	✓	✓
Specialized Labs	\$100.00		\$100.00	✓	✓	✓	✓
<b>Student Rates</b>							
Digitorium GH 201 - Full Day	\$275.00		\$275.00	✓	✓	✓	✓
Digitorium GH 201 - Half Day	\$225.00		\$225.00	✓	✓	✓	✓
Informatics Commons GH 200 - Full Day	\$125.00		\$125.00	✓	✓	✓	✓
Informatics Commons GH 200 - Half Day	\$75.00		\$75.00	✓	✓	✓	✓
Opera Boxes (each) - Full Day	\$30.00		\$30.00	✓	✓	✓	✓
Opera Boxes (each) - Half Day	\$15.00		\$15.00	✓	✓	✓	✓
<b>Flat Fee</b>							
Conference Room GH 470 or GH 570	\$45.00		\$45.00	✓	✓	✓	✓
Seminar Room GH 312, GH 316 or GH 318	\$45.00		\$45.00	✓	✓	✓	✓
Classroom (large) GH 240 or GH 250	\$45.00		\$45.00	✓	✓	✓	✓
Computer Labs	\$45.00		\$45.00	✓	✓	✓	✓
Specialized Labs	\$45.00		\$45.00	✓	✓	✓	✓
Griffin Hall Cleaning and Damage Fees		New	Varies	✓	✓	✓	✓
Griffin Hall Technical Support Service Chg (per hr) (per technician)	\$45.00		\$45.00	✓	✓	✓	✓
<b>UNIVERSITY CENTER</b>							
AV Tech Charge Student Union & University Center (2 hour minimum) (\$18/hr each additional hour)	\$45 (2/hrs)		\$45 (2/hrs)			✓	✓
<b>Commercial</b>							
Ballroom-Full Day	\$630.00		\$630.00				✓
Ballroom-Half Day	\$525.00		\$525.00				✓
Meeting Room 135	\$150.00		\$150.00				✓
Meeting Room 204	\$125.00		\$125.00				✓
Meeting Room 245	\$90.00		\$90.00			✓	✓
Meeting Room 250	\$90.00		\$90.00			✓	✓
Meeting Room 300	\$63.00		\$63.00			✓	✓
Meeting Room 335	\$80.00		\$80.00			✓	✓
Meeting Room 414	\$80.00		\$80.00			✓	✓
Theatre-Full Day	\$580.00		\$580.00				✓
Theatre-Half Day	\$420.00		\$420.00				✓
Entire Building-Full Day	\$1,365.00		\$1,365.00				✓
Entire Building-Half Day (Half Day up to 4 hours/Full Day more than 4 hours)	\$1,000.00		\$1,000.00				✓
<b>Non-Profit Groups/University Departments</b>							
Ballroom-Full Day	\$420.00		\$420.00			✓	✓
Ballroom-Half Day	\$315.00		\$315.00			✓	✓
Meeting Room 135	\$100.00		\$100.00			✓	✓
Meeting Room 204	\$75.00		\$75.00			✓	✓
Meeting Room 245	\$60.00		\$60.00			✓	✓
Meeting Room 250	\$60.00		\$60.00			✓	✓
Meeting Room 300	\$30.00		\$30.00			✓	✓
Meeting Room 335	\$45.00		\$45.00			✓	✓
Meeting Room 414	\$45.00		\$45.00			✓	✓
Theatre-Full Day	\$420.00		\$420.00			✓	✓
Theatre-Half Day	\$340.00		\$340.00			✓	✓
Entire Building-Full Day	\$1,000.00		\$1,000.00			✓	✓
Entire Building-Half Day	\$735.00		\$735.00			✓	✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>Student Rates</b>							
Ballroom-Full Day	\$157.00		\$157.00	✓			
Ballroom-Half Day	\$105.00		\$105.00	✓			
Meeting Room 135	\$55.00		\$55.00	✓			
Meeting Room 204	\$50.00		\$50.00	✓			
Meeting Room 245	\$30.00		\$30.00	✓			
Meeting Room 250	\$30.00		\$30.00	✓			
Meeting Room 300	\$15.00		\$15.00	✓			
Meeting Room 335	\$22.50		\$22.50	✓			
Meeting Room 414	\$22.50		\$22.50	✓			
Theatre-Full Day	\$157.00		\$157.00	✓			
Theatre-Half Day	\$118.00		\$118.00	✓			
Entire Building-Full Day	\$445.00		\$445.00	✓			
Entire Building-Half Day	\$315.00		\$315.00	✓			
<b>STUDENT UNION</b>							
No Show	\$25.00		\$25.00	✓			✓
<b>Commercial</b>							
Ballroom ABC - Full Day	\$1,155.00		\$1,155.00				✓
Ballroom ABC - Half Day	\$945.00		\$945.00				✓
Ballroom A - Full Day	\$945.00		\$945.00				✓
Ballroom A - Half Day	\$735.00		\$735.00				✓
Ballroom B - Full Day	\$420.00		\$420.00				✓
Ballroom B - Half Day	\$315.00		\$315.00				✓
Ballroom C - Full Day	\$420.00		\$420.00				✓
Ballroom C - Half Day	\$315.00		\$315.00				✓
Ballroom B/C - Full Day	\$630.00		\$630.00				✓
Ballroom B/C - Half Day	\$420.00		\$420.00				✓
Governance Room	\$472.00		\$472.00				✓
Meeting Room 105	\$90.00		\$90.00				✓
Meeting Room 106	\$90.00		\$90.00				✓
Meeting Room 108	\$130.00		\$130.00				✓
Meeting Room 109	\$130.00		\$130.00				✓
Meeting Room 302	\$105.00		\$105.00				✓
Meeting Room 324	\$60.00		\$60.00				✓
Multipurpose Room	\$472.00		\$472.00				✓
Entire Student Union Full Day	\$2,310.00		\$2,310.00				✓
Entire Student Union Half Day	\$1,365.00		\$1,365.00				✓
Lobby Tables	\$50.00		\$50.00				✓
Staging (6 x 8 sections) (priced per section)	\$25.00		\$25.00				✓
Wireless Presentation Clicker	\$15.00		\$15.00				✓
Prefunction Space 100L	\$210.00		\$210.00				✓
Game Room	\$210.00		\$210.00				✓
Terrace Room 203	\$78.00		\$78.00				✓
<b>Non-Profit Groups/University Rate</b>							
Ballroom ABC - Full Day	\$630.00		\$630.00			✓	✓
Ballroom ABC - Half Day	\$472.00		\$472.00			✓	✓
Ballroom A - Full Day	\$525.00		\$525.00			✓	✓
Ballroom A - Half Day	\$420.00		\$420.00			✓	✓
Ballroom B - Full Day	\$315.00		\$315.00			✓	✓
Ballroom B - Half Day	\$210.00		\$210.00			✓	✓
Ballroom C - Full Day	\$315.00		\$315.00			✓	✓
Ballroom C - Half Day	\$210.00		\$210.00			✓	✓
Ballroom B/C - Full Day	\$367.00		\$367.00			✓	✓
Ballroom B/C - Half Day	\$262.00		\$262.00			✓	✓
Governance Room	\$262.00		\$262.00			✓	✓
Meeting Room 105	\$47.00		\$47.00			✓	✓
Meeting Room 106	\$47.00		\$47.00			✓	✓
Meeting Room 108	\$73.00		\$73.00			✓	✓
Meeting Room 109	\$73.00		\$73.00			✓	✓
Meeting Room 302	\$73.00		\$73.00			✓	✓
Meeting Room 324	\$40.00		\$40.00			✓	✓
Multipurpose Room	\$262.00		\$262.00			✓	✓
Entire Student Union Full Day	\$1,470.00		\$1,470.00			✓	✓
Entire Student Union Half Day	\$840.00		\$840.00			✓	✓
Lobby Tables	\$25.00		\$25.00			✓	✓
Staging (6 x 8 sections) (priced per section)	\$25.00		\$25.00			✓	✓
Wireless Presentation Clicker	\$10.00		\$10.00			✓	✓
Prefunction Space 100L	\$105.00		\$105.00			✓	✓
Game Room	\$157.00		\$157.00			✓	✓
Terrace Room 203	\$52.00		\$52.00			✓	✓



**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates		Proposed Rates	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
	2015-2016	\$ Increase					
<b>Student</b>							
Ballroom ABC - Full Day	\$262.00		\$262.00	✓			
Ballroom ABC - Half Day	\$183.00		\$183.00	✓			
Ballroom A - Full Day	\$210.00		\$210.00	✓			
Ballroom A - Half Day	\$162.00		\$162.00	✓			
Ballroom B - Full Day	\$105.00		\$105.00	✓			
Ballroom B - Half Day	\$52.00		\$52.00	✓			
Ballroom C - Full Day	\$105.00		\$105.00	✓			
Ballroom C - Half Day	\$52.00		\$52.00	✓			
Ballroom B/C - Full Day	\$162.00		\$162.00	✓			
Ballroom B/C - Half Day	\$78.00		\$78.00	✓			
Governance Room	\$105.00		\$105.00	✓			
Meeting Room 105	\$24.00		\$24.00	✓			
Meeting Room 106	\$24.00		\$24.00	✓			
Meeting Room 108	\$47.00		\$47.00	✓			
Meeting Room 109	\$47.00		\$47.00	✓			
Meeting Room 302	\$47.00		\$47.00	✓			
Meeting Room 324	\$20.00		\$20.00	✓			
Multipurpose Room	\$130.00		\$130.00	✓			
Entire Student Union Full Day	\$787.00		\$787.00	✓			
Entire Student Union Half Day	\$472.00		\$472.00	✓			
Lobby Tables	\$5.00		\$5.00	✓			
Staging ( 6 x 8 sections) (priced per section)	\$25.00		\$25.00	✓			
Wireless Presentation Clicker	\$5.00		\$5.00	✓			
Prefunction Space 100L	\$52.00		\$52.00	✓			
Game Room	\$105.00		\$105.00	✓			
Terrace Room 203	\$26.00		\$26.00	✓			
University Center & Student Union Media Equip Rental (per day)	Varies		Varies	✓	✓	✓	✓
Facility Damage	Charged at cost		Charged at cost	✓	✓	✓	✓
Conference Calls	Billed at cost		Billed at cost	✓	✓	✓	✓
<b>Office of Technology</b>							
Production Equipment Rental - On Campus							
Truck/Trailer (per day) (per event)	\$150.00		\$150.00			✓	✓
Production Cameras and Peripherals (per day)	\$100.00		\$100.00			✓	✓
Cabling/Connection Equipment (per day) (per event)	\$50.00		\$50.00			✓	✓
Passive Speaker (per day)	\$50.00		\$50.00				✓
Speaker Stand (per day)	\$20.00		\$20.00				✓
Mobile Production Truck (per day)	\$350.00		\$350.00				✓
Television/Production Studio (per hour)	\$50.00		\$50.00				✓
Power Amplifier (per day)	\$50.00		\$50.00				✓
Microphone Stand w/Clip (per day)	\$5.00		\$5.00				✓
Microphone Cable (per foot/ per day)	\$0.25		\$0.25				✓
Portable LCD Data/Video Projector (per day)	\$80.00		\$80.00				✓
Digital Video Editing (per hour/plus supplies)	\$30.00		\$30.00				✓
DVD Authoring with Menus	\$5 per disc+\$25 Service chg		\$5 per disc+\$25 Service chg				✓
Audio Mixer (per day) (requires operator, not included)	\$150.00		\$150.00				✓
Audio Booth (per hour)	\$50.00		\$50.00				✓
100W Powered Speaker (per day)	\$75.00		\$75.00				✓
25/50W Powered Speaker (per day)	\$20.00		\$20.00				✓
Wireless Presentation Clicker (per day)	\$15.00		\$15.00				✓
USB Webcam (per day)	\$20.00		\$20.00				✓
USB Microphone (per day)	\$20.00		\$20.00				✓
Live Video Streaming	Varies		Varies				✓
Equipment Replacement/Break Fix	Varies		Varies	✓	✓	✓	✓
IP Desktop Phones	Varies		Varies		✓		
Voice/Data Charges Related to IT Loaner Equipment	Any charges over monthly serv fee		Any charges over monthly serv fee			✓	
<b>Informatics</b>							
Replacement of Audio/Video Production Equipment	Varies		Varies	✓			
NorseMedia Production	Varies		Varies	✓	✓	✓	✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>OTHER</b>							
Alcohol and Drug Education Fee (ADE)	\$50.00		\$50.00	✓			
Ashanti Arts: Traditional Art in Contemporary Culture (dvd)	\$2.00		\$2.00				✓
Burkardt Consulting Center Fee	\$40 an hour after the first three free hrs.		\$40 an hour after the first three free hrs.	✓	✓	✓	✓
CINSAM Summer Camp Cost Reimbursement	Varies		Varies				✓
Community Connection Class Fee (Non-Credit)	Varies		Varies				✓
Construction Management Summer Camp	\$50.00		\$50.00				✓
Continuing Education Programs	Varies		Varies				✓
General Merchandise Sales	Varies		Varies	✓	✓	✓	✓
KTLN Affiliation with University of Kentucky	\$1,800.00		\$1,800.00	✓			
Mail & Distribution Service Charge for Bulk Mailings	Varies		Varies			✓	
Music Preparatory Department Programs	\$75 - \$690		\$75 - \$690	✓	✓		✓
Program of Original Writing (Summer Program)	\$150.00		\$150.00				✓
Seminars (Non-Credit) Seminar fees are variable based on cost and duration.	Varies		Varies				✓
Training & Development (Non-Credit) Fee based on cost of delivery of program. Non-credit class fees will cover costs associated with program operation.	Varies		Varies				✓
VA Conference Registration Fee	\$30.00		\$30.00	✓	✓	✓	✓
Virtual Applied Scholars Program	\$24.00		\$24.00	✓	✓	✓	✓
<b>STUDENT / STAFF / FACULTY PASS THRU FEE/CHARGE</b>							
<i>These charges are subject to change as agency vendor billable charges change.</i>							
Consortium for Overseas Student Teaching (Cost)	\$1,155.00		\$1,155.00	✓			
Medical Services Fee	Based on Service		Based on Service	✓	✓		
Liability Insurance <i>Covers cost of required liability insurance for persons enrolled in such classes as:</i>							
Clinical Practicum III	Premium Charge		Premium Charge	✓			
MSW Field Practicum Liability Insurance	Premium Charge		Premium Charge	✓			
Social Work Practicum Insurance	Premium Charge		Premium Charge	✓			
International Student Insurance (required)	Premium Charge		Premium Charge	✓			
Nursing Liability Insurance (per year)	Premium Charge		Premium Charge	✓			
Radiologic Technology Liability Insurance (per year)	Premium Charge		Premium Charge	✓			
Respiratory Care Liability Insurance	Premium Charge		Premium Charge	✓			
Physical Activities Participation Fee <i>Special class-specific fees charged to cover class-specific expenses. Fee is charged in addition to usual and customary tuition/fees.</i>	Based on Delivery		Based on Delivery	✓			

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>LIBRARY</b>							
Public Patron Annual Fee	\$15.00		\$15.00				✓
Photograph Duplication	\$10.00		\$10.00	✓	✓	✓	✓
Archives Research Fee (commercial use)	\$25 an hour		\$25 an hour				✓
Special Collection/Archives Publication Fee	\$100.00		\$100.00	✓	✓	✓	✓
Archives Photocopying, per page	.15 - .25		.15 - .25	✓		✓	
CD-Rom Printing Fee, per page	\$0.10		\$0.10	✓			
Fee Based Search	Average Search Charge Ranges From \$3 - \$15		Average Search Charge Ranges From \$3 - \$15	✓			
<i>Direct charges to University are billed to user.</i>							
Laptop Computer Replacement Fee	\$1,500.00		\$1,500.00	✓			
Laptop Computer Overdue Fines (per hour)	\$6.00 \$0.10 Plus Service		\$6.00 \$0.10 Plus Service	✓			
Inter-Library Loan, per photocopy page	Assessed		Assessed				✓
Color Printer Fee (Steely Library) (per page)	\$0.75		\$0.75	✓			
Laminating Fee, per foot	\$1.50		\$1.50	✓		✓	
Late Item Charge, per day (Steely Library)	\$0.50		\$0.50	✓			
Per day, per item (Up to \$15.00 maximum.)							
Late Reserve Charge	\$0.25		\$0.25	✓			
Per hour, per item (Up to \$25.00 Maximum.)							
Lost Reserve Item Fee	\$250.00		\$250.00	✓	✓	✓	✓
Bad Debt/Uncollectible Account Fee	25% of Debt		25% of Debt	✓			
Lost Item Fee	\$100.00		\$100.00	✓	✓		
Damaged Item Fee	Cost of Rebinding and/or Repair		Cost of Rebinding and/or Repair	✓	✓		
Audiovisual Duplication, per physical piece	\$10.00		\$10.00	✓			
Image Scanning (per scan)	\$2 - \$10		\$2 - \$10	✓			
Processing Fee for a Replacement Item	\$10.00		\$10.00	✓			
CD/DVD Duplication	\$2 - \$7		\$2 - \$7	✓			
Misc. Computer Items (disk, cd's, headphones)	Varies		Varies	✓			
Shipping and Handling of Library Materials (per item)	\$5 - \$20		\$5 - \$20	✓	✓	✓	✓
UCAP Book Lending Library Fine	\$100.00		\$100.00	✓			
<b>Other</b>							
Advertising in Orientation Publications	Varies, Ranges From \$75-\$900		Varies, Ranges From \$75-\$900				
Special Group Identification Cards (charged to Orientation unit by All Card unit) (per card)	\$1.25 - \$5		\$1.25 - \$5			✓	
<b>NKU Print, Copy, Fleet Copy and Design Center</b>							
Fleet Copy - Campus Services, per copy	\$0.05		\$0.05			✓	
Fleet Copy - Coin-Operated Machines, per copy	\$0.10		\$0.10			✓	
Fleet Copy - Color Copies	\$0.17		\$0.17			✓	
Copy Center - Impressions B&W	\$0.04		\$0.04			✓	
Digital Color Prints (8.5 x 11 page)	\$0.20		\$0.20			✓	
Copy Center - Linotronic Printing, per foot	\$4.10		\$4.10			✓	
Press Time Labor Charge (per hour)	\$60.00		\$60.00	✓	✓	✓	
Bindery Time Labor Charge (billed in 15 minute increments)	\$10.00		\$10.00	✓	✓	✓	
Other Services (fold/staple/tape/cut/trim/collate/number/drill)	Varies		Varies	✓	✓	✓	
O & M Carpenter Shop (chargebacks for campus signs)	Varies		Varies				
Copy Center Impressions (chargeback)	Varies		Varies			✓	
Copy Center Bindery Charges (chargebacks for stapling/collating, etc)	Varies		Varies			✓	
Media DVD Duplication: On Campus	Varies		Varies	✓	✓	✓	✓
Media DVD Duplication: Off Campus	Varies		Varies	✓	✓	✓	✓
Job Expo (name change to Career Event Fees (charged to each participating employer)	Varies		Varies				✓
Sponsorship Fee	\$1,000.00		\$1,000.00				✓
Alumni Career Counseling Fee	\$45.00		\$45.00				✓
NKUCareerPaths.Com-Employer Annual Membership Fee	\$500.00		\$500.00				✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
Center for Environmental Education - Programs & Fundraising	Market Value		Market Value	✓	✓	✓	✓
Center for Applied Ecology	Market Value		Market Value	✓	✓	✓	✓
ExploreMore! Program Fees (Dept of Teacher Education)	Varies		Varies				✓
Evolution Day (Biological Sciences & Geology)	\$5.00		\$5.00				✓
First West Workshop (English Dept)							
Student	\$230.00		\$230.00	✓			
Non-Student	\$260.00		\$260.00				✓
NKU Connect Event Management Services (Community Connections)	\$8-\$10 (per registrant or minimum of \$200- \$300 per event)		\$8-\$10 (per registrant or minimum of \$200- \$300 per event)			✓	
Haile/US Bank College of Business Events & Consulting etc.	Varies		Varies				✓
Haile/US Bank College of Business Educational Programs	Market Value		Market Value	✓			✓
CAI Sponsorships for Academic Activities	Varies		Varies			✓	✓
CAI Registrations/Membership Fees	\$0-\$599		\$0-\$599			✓	✓
CAI Consulting Fee (was IMI Consulting Fee)	Varies		Varies				✓
Institute for Nonprofit Capacity	Varies		Varies				✓
KY Center for Mathematics Professional Development	Varies		Varies				✓
Master of Accountancy Program Fee	\$285.00		\$285.00	✓			
Master of Business Administration	\$270.00		\$270.00	✓			
Scripps Speaker Events & Services	Varies		Varies				✓
UNV 101 Instructor Training Fee	\$150.00		\$150.00		✓		
Water Testing Fee (non-student)	\$14.00		\$14.00				✓
<b>COURSE AND OTHER STUDENT FEES</b>							
Course by Special Arrangement	\$100 .00/cr hr		\$100 .00/cr hr	✓			
American English Language Program Tuition (AELP)				✓			
Fulltime Intensive	\$4,082.00		\$4,082.00	✓			
Semi-Intensive	\$2,552.00		\$2,552.00	✓			
Bridge	\$2,041.00		\$2,041.00	✓			
ANT 202L Physical Anthropology Lab	\$10.00		\$10.00	✓			
Visual Arts Courses - (consumables)							
ART 100 Art Appreciation	\$6.00		\$6.00	✓			
ART 130 Creating Visual Form			\$10.50	New	✓		
ART 131 Basic Drawing	\$10.50		Eliminate	Eliminate	✓		
ART 132 Two Dimensional Design	\$15.75		Eliminate	Eliminate	✓		
ART 133 Three Dimensional Design	\$15.75		Eliminate	Eliminate	✓		
ART 134 Four Dimensional Studies and Color Theory	\$60.00		\$60.00	✓			
ART 135 Creating Visual Order			\$15.75	New	✓		
ART 140 Building Meaning in Visual Art			\$15.75	New	✓		
ART 331 Digital Design	\$60.00		\$60.00	✓			
ART 361 Lab Fee	\$80.00		\$80.00	✓			
ART 497 Senior Exhibition	\$15.00		\$15.00	✓			
ARTC 240 Ceramics I	\$120.00		\$120.00	✓			
ARTC 340 Wheel Throwing	\$145.00		\$145.00	✓			
ARTC 341 Ceramic Sculpture	\$116.00		\$116.00	✓			
ARTC 342 RAKU and Primitive Firing	\$110.00		\$110.00	✓			
ARTC 440 Advanced Ceramics	\$110.00		\$110.00	✓			
ARTC 442 Ceramics Materials and Techniques	\$100.00		\$100.00	✓			
ARTD 310 Drawing II	\$25.00		\$25.00	✓			
ARTM 350 Video, Installation and Sound	\$60.00		\$60.00	✓			
ARTM 360 Lab Fee	\$90.00		\$90.00	✓			
ARTM 394 Topics in New Media Art	\$60.00		\$60.00	✓			
ARTM 450 Video Installation and Sound II	\$60.00		\$60.00	✓			
ARTM 451 New Media - Integrative Art	\$60.00		\$60.00	✓			
ARTM 451 Lab Fee	\$60.00		\$60.00	✓			
ARTM 460 Advanced New Media Art	\$60.00		\$60.00	✓			
ARTO 210 Basic Photography	\$20.00		\$20.00	✓			
ARTO 310 Photography II	\$20.00		\$20.00	✓			
ARTO 311 Intermediate Photography	\$20.00		\$20.00	✓			
ARTO 312 Material Fee	\$40.00		\$40.00	✓			
ARTO 314 Applied Photography	\$10.50		\$10.50	✓			
ARTO 315 Photo-documentary	\$20.00		\$20.00	✓			

NORTHERN KENTUCKY UNIVERSITY  
Proposed Schedule of Fees/Service Charges

Title/Purpose	Approved Rates		Proposed Rates	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
	2015-2016	\$ Increase					
ARTO 317 Digital Photography I	\$10.50		\$10.50	✓			
ARTO 410 Advanced Photography	\$20.00		\$20.00	✓			
ARTO 411 Summer Workshop in Photography	\$40.00		\$40.00	✓			
ARTO 413 Applied Photography:Studio and Architecture	\$40.00		\$40.00	✓			
ARTO 414 Applied Photography:Studio and Location	\$40.00		\$40.00	✓			
ARTO 417 Digital Photography	\$10.50		\$10.50	✓			
ARTP 333 Materials & Techniques in Painting	\$15.75		\$15.75	✓			
ARTR 272 Introduction to Printmaking	\$60.00		\$60.00	✓			
ARTR 373 Intermediate Printmaking	\$50.00		\$50.00	✓			
ARTR 374 Techniques in Printmaking	\$26.25		\$26.25	✓			
ARTR 375 Sreen Printing	\$100.00		\$100.00	✓			
ARTR 473 Advanced Printmaking	\$50.00		\$50.00	✓			
ARTR 474 Workshop in Printmaking	\$55.00		\$55.00	✓			
ARTS 262 Sculpture I	\$116.00		\$116.00	✓			
ARTS 360 Techniques in Sculpture	\$153.00		\$153.00	✓			
ARTS 362 Topics in Sculpture: Concepts and Media	\$129.00		\$129.00	✓			
ARTS 460 Advanced Sculpture	\$110.00		\$110.00	✓			
ARTV 101 Visual Communication Design	\$20.00		\$20.00	✓			
ARTV 201 Intro to Computer Graphics for Design	\$20.00		\$20.00	✓			
ARTV 215 Visual Communication Design	\$25.00		\$25.00	✓			
ARTV 217 Typography	\$20.00		\$20.00	✓			
ARTV 315 Visual Communication Design II	\$20.00		\$20.00	✓			
ARTV 317 Typography II	\$20.00		\$20.00	✓			
ARTV 325 Techniques in Visual Communication Design	\$20.00		\$20.00	✓			
ARTV 330 Interaction Design for Visual Communication	\$20.00		\$20.00	✓			
ARTV 415 Visual Communication Design III	\$20.00		\$20.00	✓			
ARTV 417 Typography III	\$20.00		\$20.00	✓			
ARTV 425 Information Design	\$20.00		\$20.00	✓			
ARTV 427 Motion Design	\$20.00		\$20.00	✓			
ARTV 428 Visual Communication Design Capstone	\$20.00		\$20.00	✓			
ARTV 430 Visual Communication Design	\$20.00		\$20.00	✓			
ATEP Lab Fee (ATP 280)	\$42.00	\$38.00	\$80.00	✓			
<b>Biology Courses - (consumables)</b>							
BIO 120L Understanding the Living World - Gen Ed.	\$26.25		\$26.25	✓			
BIO 150L Introduction to Biology I	\$26.25		\$26.25	✓			
BIO 151L Introduction to Biology II	\$26.25		\$26.25	✓			
BIO 208L Anatomy & Physiology 1	\$26.25		\$26.25	✓			
BIO 209L Anatomy & Physiology 11	\$26.25		\$26.25	✓			
BIO 300L Comparative Vertebrate Anatomy	\$26.25		\$26.25	✓			
BIO 301L Invertebrate Zoology	\$26.25		\$26.25	✓			
BIO 302L General Microbiology	\$26.25	\$26.25	\$52.50	✓			
BIO 303L Vertebrate Zoology	\$26.25		\$26.25	✓			
BIO 304L General Ecology	\$26.25		\$26.25	✓			
BIO 305L Vertebrate Embryology	\$26.25		\$26.25	✓			
BIO 308L Plant Systematics	\$26.25		\$26.25	✓			
BIO 309L Plant Ecology	\$26.25		\$26.25	✓			
BIO 310L Plant Morphology	\$26.25		\$26.25	✓			
BIO 311L Mycology	\$26.25		\$26.25	✓			
BIO 312L Dendrology	\$26.25		\$26.25	✓			
BIO 313L General Botany	\$26.25		\$26.25	✓			
BIO 320L Entomology	\$26.25		\$26.25	✓			
BIO 349L Genetics	\$26.25		\$26.25	✓			
BIO 400L Advanced Molecular Biology	\$26.25		\$26.25	✓			
BIO 402L Advanced Neurobiology	\$26.25		\$26.25	✓			
BIO 404L Herpetology	\$26.25		\$26.25	✓			
BIO 405L Invertebrate Paleontology	\$26.25		\$26.25	✓			
BIO 407L Ornithology	\$26.25		\$26.25	✓			
BIO 410L Conservation Biology Lab	\$26.25		\$26.25	✓			
BIO 421L Mammology	\$26.25		\$26.25	✓			
BIO 422L Limnology	\$26.25		\$26.25	✓			
BIO 425L Mammilian Anatomy and Physiology I	\$26.25		\$26.25	✓			
BIO 426L Mammilian Anatomy and Physiology II	\$26.25		\$26.25	✓			
BIO 430L Immunology	\$26.25		\$26.25	✓			
BIO 440L Animal Behavior	\$26.25		\$26.25	✓			
BIO 441L Animal Physiological Ecology	\$26.25		\$26.25	✓			
BIO 445L Anatomy of Vascular Plants	\$26.25		\$26.25	✓			
BIO 446L Plant Physiology	\$26.25		\$26.25	✓			
BIO 451L Histology	\$26.25		\$26.25	✓			
BIO 455L Scanning Electron Microscopy	\$26.25		\$26.25	✓			
BIO 460 Introduction to Marine Science	\$26.25		\$26.25	✓			
BIO 461 Ecology and Geology of Coral Reefs	\$26.25		\$26.25	✓			
BIO 463 Tropical Ecology Laboratory	\$26.25		\$26.25	✓			
BIO 466L Animal Physiology	\$26.25		\$26.25	✓			
BIO 470L Medical Microbiology	\$26.25		\$26.25	✓			
BIO 474L Microbial Ecology	\$26.25		\$26.25	✓			
BIO 491 Comprehensive Examination	\$40.00		\$40.00	✓			
BIO 202L Lab Fee (Microbiology for Health Professionals)	\$160.00		\$160.00	✓			

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>Business Informatics Student Lab Fee</b>							
All Courses with prefixes BIS, MHI, MBI and, in addition INF 101, INF 110, INF 282	\$3/Cr Hr		\$3/Cr Hr	✓			
<b>Chemistry Courses - (consumables)</b>							
Chemistry 100 Level Non-Majors Labs (CHE105, 112L, 115L)	\$20.00		\$20.00	✓			
Chemistry 100 Level Majors Labs (CHE120L, 121L)	\$25.00		\$25.00	✓			
Chemistry 300 Level Labs (CHE310L, 311L, 320L, 340L, 350L, 362L)	\$35.00		\$35.00	✓			
Chemistry 400 Level Labs (CHE460L, CHE482L, 483L)	\$40.00		\$40.00	✓			
Chemistry Breakage Fee	Amount of Breakage		Amount of Breakage	✓			
CIT 130 IT Fundamentals	\$15.00	\$5.00	\$20.00	✓			
CIT 247 Networking Fundamentals	\$15.00	\$5.00	\$20.00	✓			
CIT 271 Windows Administration		New	\$20.00	✓			
CIT 371 Unix Systems		New	\$20.00	✓			
CIT 380 Computer Security	\$15.00	\$5.00	\$20.00	✓			
CIT 4XX Cloud Course		New	\$20.00	✓			
CIT 430 Computer Forensics	\$15.00	\$5.00	\$20.00	✓			
CIT 436 Server Administration	\$15.00	\$5.00	\$20.00	✓			
CIT 447 Network Design and Troubleshooting	\$15.00	\$5.00	\$20.00	✓			
CIT 465 Storage Management	\$15.00	\$5.00	\$20.00	✓			
CIT 470 Advanced System Administration	\$15.00	\$5.00	\$20.00	✓			
CIT 472 Database Server Administration	\$15.00	\$5.00	\$20.00	✓			
CIT 480 Securing Computer Systems		New	\$20.00	✓			
CIT 481 Cybersecurity Capstone		New	\$20.00	✓			
CIT 484 Network Security	\$15.00	\$5.00	\$20.00	✓			
CIT 5XX Cloud Course		New	\$20.00	✓			
CIT 580 Securing Computer Systems		New	\$20.00	✓			
CIT 581 Cybersecurity Capstone		New	\$20.00	✓			
CIT 6XX All Graduate Computer IT Courses		New	\$20.00	✓			
CIT 630 Advanced Computer Forensics	\$15.00	\$5.00	\$20.00	✓			
CSC 260L Object Oriented Programming Lab		New	\$7.00	✓			
CSC 301 Web Programming		New	\$20.00	✓			
<b>Construction Management Course Fee</b>							
CMGT 120 Construction Materials and Methods 1	\$10.00		\$10.00	✓			
CMGT 121 Construction Materials and Methods 11	\$10.00		\$10.00	✓			
CMGT 220 Plane Surveying	\$10.00		\$10.00	✓			
CMGT 222 Architectural Drafting and CAD	\$10.00		\$10.00	✓			
CMGT 225 Construction Safety	\$10.00		\$10.00	✓			
CMGT 228 Soils and Foundations Interactions	\$10.00		\$10.00	✓			
CMGT 305 Mechanical Systems in Construction	\$10.00		\$10.00	✓			
CMGT 306 Electrical Systems in Construction	\$10.00		\$10.00	✓			
<b>Counseling, Social Work &amp; Leadership</b>							
COU 660 Lab Fee	\$25.00	\$50.00	\$75.00	✓			
COU 661 Lab Fee	\$50.00	Eliminate	Eliminate	✓			
ENV 115 Orientation to Environmental Science	\$26.25		\$26.25	✓			
ENV 220L Protecting Water Resources	\$26.25		\$26.25	✓			
<b>Physics &amp; Geology - Engineering Technology Lab Fee</b>							
EGT 116 Intro to Industrial Materials and Processes	\$20.00		\$20.00	✓			
EGT 161 D.C. Circuit Analysis	\$20.00		\$20.00	✓			
EGT 212 Computer Aided Drafting and Design	\$20.00		\$20.00	✓			
EGT 261 Engineering Materials	\$20.00		\$20.00	✓			
EGT 265 Manufacturing Processes and Materials	\$20.00		\$20.00	✓			
EGT 300 Statistics and Strength of Materials	\$20.00		\$20.00	✓			
EGT 320 Robotics Systems and Material Handling	\$20.00		\$20.00	✓			
EGT 343 A.C. Circuit Analysis	\$20.00		\$20.00	✓			
EGT 344 Analog Electronics	\$20.00		\$20.00	✓			
EGT 345 Digital Electronics	\$20.00		\$20.00	✓			
EGT 361 Fluid Power	\$20.00		\$20.00	✓			
EGT 362 Tool Design & Computer Aided Manufacturing	\$10.00		\$10.00	✓			
EGT 365 Tool Design and Computer Numerical Control	\$20.00		\$20.00	✓			
EGT 367 Microprocessors	\$20.00		\$20.00	✓			
EGT 380 Machine Design	\$20.00		\$20.00	✓			
EGT 386 Electro - Mechanical Instrumentation and Control	\$20.00		\$20.00	✓			
EGT 408 Mechatronics	\$20.00		\$20.00	✓			
EGT 412 Advanced CADD	\$20.00		\$20.00	✓			
EGT 417 Senior Design in Technology	\$20.00		\$20.00	✓			
EGT 423 Planning and Design of Industrial Facilities	\$20.00		\$20.00	✓			
EGT 448 Network Hardware	\$20.00		\$20.00	✓			
EGT 450 Thermodynamics and Heat Transfer	\$20.00		\$20.00	✓			
EGT 462 Finite Element Modeling	\$20.00		\$20.00	✓			
EGT 465 Automated Manufacturing Systems	\$20.00		\$20.00	✓			
EGT 467 Advanced Microprocessors	\$20.00		\$20.00	✓			

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>College of Informatics</b>							
<b>Department of Communication Media Technology Fees</b>							
EMB 140 Introduction to Media Aesthetics	\$15.00		\$15.00	✓			
EMB 210 Introduction Video Production: Single Camera	\$15.00		\$15.00	✓			
EMB 215 Introduction to Audio Production	\$15.00		\$15.00	✓			
EBM 230 Broadcast Announcing	\$15.00		\$15.00	✓			
EMB 260 Writing for the Media	\$15.00		\$15.00	✓			
EMB 265 Broadcast New Writing	\$15.00		\$15.00	✓			
EMB 305 Multicamera Production	\$15.00		\$15.00	✓			
EMB 310 Advanced News Production	\$15.00		\$15.00	✓			
EMB 320 Advanced Sound Production	\$15.00		\$15.00	✓			
EMB 361 Advanced Broadcast Newswriting	\$15.00		\$15.00	✓			
EMB 394 Special Topics	\$15.00		\$15.00	✓			
EMB 397 Projects	\$15.00		\$15.00	✓			
EMB 421 Advanced Narrative Production	\$15.00		\$15.00	✓			
EMB 422 Advanced Digital Video Editing	\$15.00		\$15.00	✓			
EMB 423 Documentary Production	\$15.00		\$15.00	✓			
EMB 424 Digital Cinema Projects	\$15.00		\$15.00	✓			
EMB 425 Studio 89	\$15.00		\$15.00	✓			
EMB 450 Screenwriting	\$15.00		\$15.00	✓			
ENG 101 College Writing (Composition Fee)		New	\$4.50	✓			
GIS Lab Fee (Geographic Information Systems)	\$20.00		\$20.00	✓			
<b>Geology Courses</b>							
GLY 110 The Face of the Earth with Lab	\$25.00		\$25.00	✓			
GLY 315 Field Trip Fee (Pennsylvania)	\$100.00		\$100.00	✓			
GLY 330 Field Trip Fee (Pennsylvania)	\$100.00		\$100.00	✓			
GLY 335 Field Trip Fee (North Carolina)	\$100.00		\$100.00	✓			
GLY 360 Field Trip Fee	\$50.00		\$50.00	✓			
GLY 420 Field Trip Fee (Pennsylvania)	\$100.00		\$100.00	✓			
GLY 425 Field Trip Fee (Western KY & Missouri)	\$100.00		\$100.00	✓			
GLY 435 Sedimentary Petrology and Petrography	\$30.00		\$30.00	✓			
GLY 440 Applied Geophysics	\$50.00		\$50.00	✓			
GLY 450 Hydrogeology	\$50.00		\$50.00	✓			
GLY 455 Ground Water Resources & Management Laboratory	\$50.00		\$50.00	✓			
INF 120 Elementary Programming		New	\$20.00	✓			
INF 186 Media Web Coding	\$15.00		\$15.00	✓			
Online Geology Lab Fee	\$150.00		\$150.00	✓			
JOU 220 Newswriting I	\$15.00		\$15.00	✓			
JOU 230 Newswriting II	\$15.00		\$15.00	✓			
JOU 265 Broadcast Newswriting	\$15.00		\$15.00	✓			
JOU 296 Practicum: Journalism	\$15.00		\$15.00	✓			
JOU 297 Advanced Practicum: Journalism	\$15.00		\$15.00	✓			
JOU 321 Publication Skills	\$15.00		\$15.00	✓			
JOU 325 Photojournalism	\$15.00		\$15.00	✓			
JOU 330 Public Affairs Reporting	\$15.00		\$15.00	✓			
JOU 331 Advanced Reporting: Specialties	\$15.00		\$15.00	✓			
JOU 332 Advanced Reporting: Precision Journalism	\$15.00		\$15.00	✓			
JOU 340 Feature Writing	\$15.00		\$15.00	✓			
JOU 346 Copy Editing and Layout	\$15.00		\$15.00	✓			
JOU 350 Media Skills	\$15.00		\$15.00	✓			
JOU 371 Advertising Copy Writing	\$15.00		\$15.00	✓			
JOU 394 Special Topics, J	\$15.00		\$15.00	✓			
JUS 204 Criminal Investigation	\$12.75		\$12.75	✓			
JUS 320 Advanced Crime Scene Tech/Criminalistics	\$7.70		\$7.70	✓			
<b>Kinesiology &amp; Health - (consumables)</b>							
HEA 135 Safety & First Aid Fee	\$27.00		\$27.00	✓			
KIN 200 Fitness Fee	\$5.00		\$5.00	✓			
KIN 370 Biomechanics	\$20.00		\$20.00	✓			
KIN 320 Motor Learning and Performance Lab Fee	\$10.50		\$10.50	✓			
KIN 340 Exercise Physiology Lab Fee	\$21.00		\$21.00	✓			
MIN 221 Introduction to Interactive Web Design	\$15.00		\$15.00	✓			
MIN 240 Introduction to 2D Design	\$15.00		\$15.00	✓			
MIN 252 Interactive Non-Linear Storytelling	\$15.00		\$15.00	✓			
MIN 340 Intermediate 2D Design	\$15.00		\$15.00	✓			
MIN 345 Introduction to 3D Animation	\$15.00		\$15.00	✓			
MIN 352 Digital Media Projects	\$15.00		\$15.00	✓			
MIN 381 Computer Mediated Communication	\$15.00		\$15.00	✓			
MIN 391 Impact of Computer Games and Virtual Worlds	\$15.00		\$15.00	✓			
MIN 394 Special Topics	\$15.00		\$15.00	✓			
MIN 445 Advanced CG-3D Modeling/Animation	\$15.00		\$15.00	✓			
MIN 452 Advanced Digital Media Projects	\$15.00		\$15.00	✓			
MIN 481 Design of Immersive Experiences	\$15.00		\$15.00	✓			
SWK 680 Integrative Seminar		New	\$20.00	✓			

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>College of Health Professions</b>							
Program Acceptance Confirmation Fee (Advanced Nursing)	\$100.00		\$100.00	✓			
College of Health Professions Special Program Fee	Varies		Varies	✓			
Louisiana MSN & Post MSN Clinical Fee (NRP 635L)	\$350.00		\$350.00	✓			
Clinical Practicum Make-up Fee	\$50.00		\$50.00	✓			
Fingerprinting Fee	\$20.00	Eliminate	Eliminate	✓			
Elsevier/Evolve Remediation Program (per semester) (NRS 215, 220, 250, 255, 300, 310, 330, 350, 360, 415, 420)	\$60.00		\$60.00	✓			
NRS 450 Elsevier/Evolve Remediation Program	\$120.00		\$120.00	✓			
Elsevier/Evolve Remediation Program (per semester) (NRS 304, 305, 404)	\$100.00		\$100.00	✓			
MSN/Post MSN Nurse Practitioner Clinical Residency Fee (pch chg)		New	\$110.00	✓			
NRP 690 Clinical Course Fee (Advanced Nursing)	\$450.00		\$450.00	✓			
NRS 210L, 220L, 339L, 439L, Nursing Lab Fee	\$50.00		\$50.00	✓			
NRP 413, 606, 676 Assessment Laboratory Fee	\$25.00		\$25.00				
RSP 201L, 220L, 310L Assessment Laboratory Fee	\$40.00		\$40.00	✓			
RSP 480 Seminar Course Assessment Fee	\$50.00		\$50.00	✓			
RAD 208L, 209L, 214L Assessment Laboratory Fee	\$40.00		\$40.00	✓			
RAD 286,296,386,39,486,496) Radiation Dosimetry	\$46.00		\$46.00	✓			
PHE 110 Beginning Golf Fee	\$27.00		\$27.00	✓			
PHE 110 Intermediate Golf Fee	\$27.00		\$27.00	✓			
PHE 318 Lifeguarding	\$35.00		\$35.00	✓			
PHE 319 Water Safety Instructor	\$35.00		\$35.00	✓			
<b>Physics Lab Course Fees</b>							
PHY 110 Introduction to Physics w/Lab	\$10.00		\$10.00	✓			
PHY 161 Circuit Analysis	\$10.00		\$10.00	✓			
PHY 211 General Physics w/Lab I	\$10.00		\$10.00	✓			
PHY 213 General Physics w/Lab II	\$10.00		\$10.00	✓			
PHY 220 University Physics w/Lab I	\$10.00		\$10.00	✓			
PHY 222 University Physics w/Lab II	\$10.00		\$10.00	✓			
PHY 224 University Physics w/Lab III	\$10.00		\$10.00	✓			
PRE 376 Public Relations Writing	\$15.00		\$15.00	✓			
PRE 410 Electronic Public Relations	\$15.00		\$15.00	✓			
Doctor of Education Study Abroad Course	\$2,850.00		\$2,850.00	✓			
Ed.D. Additional Fee Per Credit Hour	\$100.00		\$100.00	✓			
Education Abroad Program Fee	Varies		Varies	✓			
Registration fee for OEA Events (Office Educa Abroad) (vendor chg)	Varies		Varies				✓
International Partner University Programs	Varies		Varies	✓			
Study Away Programs	Varies		Varies	✓			✓
COEHS Special Cohort Program Fees	Varies		Varies	✓			
Student Locker Rental Fee (per year) (small/large)	\$30 and \$50		\$30 and \$50	✓			
All Card ID System Replacement Fee	\$10.00		\$10.00	✓	✓		
NKU Rocks Freshman Orientation	\$100.00		\$100.00	✓			
Latino Student Orientation	\$25.00		\$25.00	✓			
Book Connection Fee	\$10.50		\$10.50	✓			
BookFest Program	\$13.00		\$13.00				✓



**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>Application Fee</b>							
Undergraduate	\$40.00		\$40.00	✓			
Graduate	\$40.00		\$40.00	✓			
Doctoral Program	\$55.00		\$55.00	✓			
<i>Note: Graduate fee waived for web applicants attending open houses. See Graduate Center for details.</i>							
<b>Student Teacher Late Application Fee</b>	\$25.00		\$25.00	✓			
<b>Adult Intensive Programming (plus assessed tuition rate)</b>	\$25 per Cr. Hr.		\$25 per Cr. Hr.	✓			
<b>Chase College of Law</b>							
Acceptance Fee (applied toward tuition; non-refundable)	\$150.00		\$150.00	✓			
Application Fee (non-refundable)	\$40.00		\$40.00	✓			
Graduation Fee	\$50.00		\$50.00	✓			
Registration Fee (applied toward tuition; non-refundable)	\$300.00		\$300.00	✓			
Reissuance of Diploma Fee	\$10.00		\$10.00	✓			
<b>Northern Kentucky Law Review</b>							
Per Volume	\$35.00		\$35.00	✓	✓	✓	✓
Per Issue	\$10.00		\$10.00	✓	✓	✓	✓
<b>Symposium &amp; CLE (Continuing Legal Education)</b>	\$50-\$500		\$50-\$500	✓	✓	✓	✓
<b>Chase Student Organization Fee (per student - per semester)</b>	\$35.00		\$35.00	✓			
<b>Computer Lab Fees (University Center &amp; Residence Halls Only)</b>							
LaserWriter (per copy)	\$0.10		\$0.10	✓			
<b>Printing in Student Computing Labs</b>	\$0.10		\$0.10	✓			
<b>Graduation Fee for Graduate Students</b>	\$50.00		\$50.00	✓			
<i>After deadline dates an additional fee of 50/80/100 will be assessed</i>							
<b>Graduation Fee for Undergraduate Students</b>	\$50.00		\$50.00	✓			
<i>After deadline and 1st grace period an additional fee of \$75 will be assessed</i>							
<b>Graduation Sashes for Int'l and Study Abroad Students</b>	\$31.75		\$31.75	✓			
<b>Applied Music and Composition Class Fee</b>							
<i>Charge is per contact hour for classes requiring individualized instruction (private lessons). One-half hour lesson weekly constitutes one semester contact hour. (A detailed listing shall be provided to the Bursar each semester by the Provost's Office).</i>							
	\$162.50 per 1/2 hour		\$162.50 per 1/2 hour	✓			
<b>Accompanist Fee</b>							
<i>Instrumental Students (brass, strings, woodwinds, percussions) &amp; Voice Students</i>							
	\$55.00		\$55.00	✓			
<b>Advanced Standing Fee</b>							
<i>Fee assessed to student taking the Advanced Standing Test to bypass a particular course.</i>							
	25% of existing credit hour fees		25% of existing credit hour fees	✓			
<b>Portfolio Credit</b>							
	25% of existing tuition for credits applied		25% of existing tuition for credits applied	✓			
<b>Annual N.I.P. Application Fee</b>	\$60.00		\$60.00	✓			
<b>Bad Debt/Uncollectible Account Fee</b>	25% of Debt		25% of Debt	✓			
<b>Credit Card Fee to Payment Card Convenience Fee</b>	2.5% of payment		2.5% of payment	✓			
<b>Diploma Re-print Fee</b>	\$25.00		\$25.00	✓			✓
<b>Early Return Program</b>	\$150.00		\$150.00	✓			
<b>Interest Charge Fee change to Account Maintenance Fee</b>	1.25%		1.25%	✓			
<i>Interest assessed on entire outstanding balance</i>							
<b>Late Registration Fee</b>	\$25.00		\$25.00	✓			
<b>New Student Orientation Program Fee</b>							
Student	\$100.00		\$100.00	✓			
Guest (parent, spouse)	\$50.00		\$50.00	✓			

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
Fresh Start Retreat	\$65.00		\$65.00	✓			
Orientation Program Request Change Fee	\$25.00		\$25.00	✓			
Camp 505 Attendance Fee	\$35.00		\$35.00	✓			
Camp Victor Attendance Fee	\$125.00		\$125.00	✓			
Dance Team Tryout Fee	\$25.00		\$25.00	✓			
Family/Parent Weekend Fee	\$0 - \$25		\$0 - \$25	✓			
Reinstatement Fee	\$100.00		\$100.00	✓			
Review Transcripts	\$96.00		\$96.00				✓
Stop Payment/Rejected Transaction Fee	\$15.00		\$15.00	✓			
Student Athlete Physical Fee (No-Show)	\$35.00		\$35.00	✓			
Student Organization Registration Fee	\$25.00		\$25.00	✓			
Official Transcript Fee	\$7/\$10		\$7/\$10	✓	✓		
Transition Fee/Enrollment Confirmation Fee	\$75.00		\$75.00	✓			
<b>TESTING</b>							
Advanced Placement Examination (NRP401)	\$415.00		\$415.00	✓			
Career Testing	Up to \$20		Up to \$20	✓			
CLEP/DSST Testing	\$25.00		\$25.00	✓			
COMPASS Testing	\$40.00		\$40.00	✓			
Credit by Examination (NKU Developed Exams)	Varies		Varies	✓			
EMT National Registry Test Fee	Testing Charge		Testing Charge	✓			
Exit Testing for Accreditation - NBRC (RSP480)	\$45.00		\$45.00	✓			
IFS Test-out Option Fee	\$25.00		\$25.00	✓			
Microsoft Office Specialist Certificate Exam (chargeback)	Varies		Varies			✓	
Processing Fee (Testing Services)	\$3.50		\$3.50	✓			
Proctor Testing Fee (\$50 for first 2 hours, \$25 per hour thereafter)	\$50.00		\$50.00	✓			
Residual ACT Testing <i>When the University requires an essay as part of ACT test the fee is \$60 (to pay professional readers)</i> <i>Testing agency rate subject to change.</i>	\$50.00		\$50.00	✓			✓
Emergency Residual ACT Testing	\$80.00		\$80.00	✓			✓
Score Report Fee	\$20.00		\$20.00	✓			
Teacher Computer Proficiency Test	\$25.00		\$25.00	✓			
Institutional TOEFL Test	\$25.00		\$25.00	✓			
TOEFL Preparation Class (Amer English Language Program)	\$125.00		\$125.00	✓			
University Placement Test <i>(Test out of Developmental classes in, English, Math, or Reading)</i>	\$10.00		\$10.00	✓			

NORTHERN KENTUCKY UNIVERSITY  
Proposed Schedule of Fees/Service Charges

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>UNIVERSITY EVENTS</b>							
<b>Athletic's Restructured Ticket Prices 2015-2016 Season</b>							
<b>Men's Basketball Ticket Prices 2015-2016 Season</b>							
<u>Season Tickets:</u>							
Courtside	NA		\$250.00	✓	✓	✓	
Adult	NA		\$140.00				✓
Adult - Faculty/Staff	NA		\$126.00	✓			
Youth (13 - 17 yrs old)	NA		\$70.00	✓	✓		✓
Alumni - 1st time buyer	NA		\$98.00				✓
New Alumni (13-15 Graduates)	NA		\$84.00				✓
<b>Notes:</b>							
1. Exhibition game will be comped for season ticket holders							
2. Youth 12 and under will be sold a Kids Club Membership							
<u>Mini-Plans:</u>							
Vic's Six Pack	NA		\$60.00	✓	✓		✓
Black & Gold Pack	NA		\$40.00	✓	✓		✓
<u>Single Game Tickets:</u>							
Adult	NA		\$12.00	✓	✓		✓
Youth (3 - 17 yrs old)	NA		\$7.00	✓	✓		✓
<u>Group Rate (10+ tickets):</u>							
Adult	NA		\$7.00	✓	✓		✓
Youth (3 - 17 yrs old)	NA		\$5.00	✓	✓		✓
Note: Special promo pricing throughout the year will vary from \$3 and up.							
<b>Women's Basketball Ticket Prices 2015-2016 Season</b>							
<u>Season Tickets:</u>							
Courtside	NA		NA				
Adult	NA		\$60.00				✓
Adult - Faculty/Staff	NA		\$54.00	✓			
Youth (13 - 17 yrs old)	NA		\$50.00	✓	✓		✓
New Alumni (13-15 Graduates)	NA		\$50.00				✓
<b>Note: Youth 12 and under will be sold a Kids Club Membership</b>							
<u>Single Game Tickets:</u>							
Adult	NA		\$5.00	✓	✓		✓
Youth (3 - 17 yrs old)	NA		\$4.00	✓	✓		✓
<u>Group Rate (10+ tickets):</u>							
Adult	NA		\$4.00	✓	✓		✓
Youth (3 - 17 yrs old)	NA		\$3.00	✓	✓		✓
<b>Note: Special promo pricing throughout the year will vary from \$2 and up.</b>							
NKU Student with I.D./Children 3 and under			Free	✓	✓	✓	✓
<b>Men's &amp; Women's Soccer 2015-2016 Season</b>							
<u>Season Tickets:</u>							
Adult/Youth	NA		\$25.00				✓
<u>Single Game Tickets:</u>							
Adult	NA		\$5.00	✓	✓		✓
Youth (3 - 17 yrs old)	NA		\$3.00	✓	✓		✓
Faculty/Staff	NA		\$3.00	✓	✓		
<u>Group Rate (10+ tickets):</u>							
Adult/Youth	NA		\$3.00	✓	✓		✓
<b>Women's Volleyball 2015-2016 Season</b>							
<u>Single Game Tickets:</u>							
Adult	NA		\$5.00				✓
Youth (3 - 17 yrs old)	NA		\$3.00	✓	✓		✓
Faculty/Staff	NA		\$3.00	✓	✓		
<u>Group Rate (10+ tickets):</u>							
Adult/Youth	NA		\$3.00	✓	✓		✓
<b>Concert Productions</b>							
<i>General admission (discount for NKU faculty, staff and students with valid ID cards)</i>	Prices vary depending on cost of production.		Prices vary depending on cost of production.	✓	✓		✓
<b>Musical Concerts - Guest Artist Series</b>							
	Prices vary depending on cost of film rental.		Prices vary depending on cost of film rental.	✓	✓		✓

**NORTHERN KENTUCKY UNIVERSITY**  
**Proposed Schedule of Fees/Service Charges**

Title/Purpose	Approved Rates 2015-2016	\$ Increase	Proposed Rates 2016-2017	Charged to Student	Charged to Faculty & Staff	Charged to Univ. Dept.	Charged to Community
<b>Theatre Productions</b>							
General Admission	\$14.00		\$14.00	✓	✓		✓
Faculty/Staff with valid NKU I.D. card	\$13.00		\$13.00				
Senior Citizens	\$11.00		\$11.00				
Group Rates (20 or more)	\$8.00		\$8.00				
Students with valid NKU I.D.	\$8.00		\$8.00				
Summer Dinner Theater	Cost of meal plus theater general admission		Cost of meal plus theater general admission	✓	✓		✓
Movies - General Admission	Prices vary depending on cost of film rental.		Prices vary depending on cost of film rental.	✓			
Planetarium Special Event			\$5.00-\$15.00	✓	✓	✓	

**RECOMMENDATION:**

That the Board of Regents approve the proposed NKU Values and Ethical Responsibilities Statement.

**BACKGROUND:**

In March 2014, the Board of Regents approved the then existing Ethical Principles and Code of Conduct to add one item, an annual acknowledgement.

Since that time, there has been substantial discussion and debate among faculty and staff about the substance of the Code.

Faculty Senate and Staff Congress have now approved the following Values and Ethical Responsibilities Statement. The President is forwarding their document to you for your review, consideration, and approval.

**NKU Values and Ethical Responsibilities Statement**  
**Approved by the Faculty Senate at the February 29, 2016 Meeting**

---

## **NKU Values and Ethical Responsibilities**

### **I. Policy Statement**

Northern Kentucky University (NKU) is entrusted with resources by students, parents, taxpayers, sponsors, alumni, donors, and other constituencies with the responsibility to fulfill our educational mission. This trust and responsibility require a commitment to ethical standards to assure others that our activities are executed to serve the mission of the university. This policy documents values and ethical standards at NKU.

### **II. Entities Affected**

Faculty, staff and administration, members of the Board of Regents, any individual employed by the university, using university resources or facilities, receiving funds administered by the university and other representatives when speaking or acting on behalf of NKU. These individuals may be referred to as “community members.”

### **III. Core Values**

The NKU community is committed to these core values:

- Excellence
- Integrity
- Inclusiveness
- Innovation
- Collegiality

As a reflection of these core values, NKU Community Members strive to behave ethically, and with integrity and common sense, at all times. University community members seek to fulfill obligations towards students, co-workers and other members of the university community with honesty and transparency, and to behave according to the highest ethical and professional standards of conduct.

NKU is committed to tolerance, inclusion and respect for others, regardless of differences. All members of the NKU community strive to treat others with professional courtesy and civility, regardless of position or status, and to work cooperatively with others. University community members seek to promote equality and collaboration among faculty, staff and administrators. NKU provides equal access to programs, facilities and employment; and seeks to foster positive campus change through greater diversity, equity, inclusion and accountability.

#### **IV. Ethical Responsibilities**

In addition to following these guidelines, the faculty, staff, administrators, student-workers, members of the Board of Regents, and other affiliated individuals in conducting the affairs of NKU will comply with all federal, state and local laws and regulations as well as university policies, procedures, and codes in the performance of job-related duties. The values, principles and standards of conduct in this policy are supported through university policies, procedures and guidelines that provide guidance for making decisions consistent with NKU's commitment to responsible and ethical behavior.

All NKU faculty, staff, administrators, and members of the Board of Regents who are members of occupations or professions that have established standards or codes of ethics shall, in addition to the responsibilities referenced in this document, be bound by the standards of conduct and/or codes of ethics that apply to such occupations or professions.

The university and community members have the following ethical responsibilities:

##### **Manage Responsibly**

University community members who supervise, instruct and/or advise faculty, staff and student workers are entrusted with significant responsibility. Those university community members are expected to:

- Foster an environment of transparency and integrity;
- Ensure compliance with applicable laws, policies, regulations and workplace rules;
- Evaluate performance impartially and conscientiously;
- Ensure access to and delivery of proper training on applicable workplace and educational rules, laws, policies and procedures (including these principles);
- Foster opportunities for intellectual growth and professional development both on and off campus;
- Promote a productive, innovative and professional atmosphere that encourages dialogue and is responsive to concerns;
- Avoid making unreasonable job demands.

##### **Protect and Preserve University Resources**

University members are responsible for integrity in the stewardship of resources entrusted to us and are expected to:

- Exercise responsible and ethical behavior regarding stewardship of university resources;
- Protect university property, equipment, data and other assets of the university;
- Prevent waste, abuse and misuse of university resources;

- Follow guidelines, procedures and/or manuals regarding the use of financial assets, including university procurement cards;
- Comply with government grants and contract terms and conditions;
- Follow sound financial practices, including accurate financial reporting, controls and processes to protect assets and responsible fiscal management;
- Engage in appropriate accounting and monitoring.

### **Promote a Culture of Compliance**

NKU is committed to meeting legal requirements as well as fostering a culture of ethics and compliance. University community members are expected to:

- Be aware of, understand and comply with laws, regulations, contracts and university policies and procedures applicable to their duties;
- Seek to prevent, detect and report suspected compliance violations to the appropriate university official. Supervisors will ensure that reports of violations within their area of responsibility are properly resolved, including disclosure to any authority as appropriate;
- Participate in mandatory education opportunities required of faculty, staff, administrators and student-workers.

**NOTE – No employee is permitted to engage in retaliation, retribution, adverse employment consequences or any form of harassment against an individual for a good faith report of misconduct or other ethics or compliance-related concern, or participation in an investigation of a good faith report of misconduct, ethics or compliance-related concern or retaliation.**

### **Preserve Academic Freedom and Meet Academic Responsibilities**

Academic freedom is essential to NKU's mission. University community members are expected to:

- Encourage students in the free pursuit of learning;
- Demonstrate respect for the student as an individual, make every effort to foster honest academic conduct, and assure that the evaluation of student work reflects that work's true merit;
- Respect the confidential nature of the relationship between professor and student;
- Avoid exploitation of students for private advantage and acknowledge significant assistance from them;
- Promote academic freedom, including the freedom to discuss relevant matters in the classroom, with fellow NKU community members, and with the public. Academic freedom includes the freedom to explore all avenues of scholarship, research and creative



expression, to participate in the shared governance of the University, and to speak and write as a public citizen without institutional restraint;

- Accept his/her share of responsibilities for the governance of the university;
- Where appropriate, assist the university in meeting its public engagement mission;
- Accurately evaluate the professionalism of other members of the university community when writing letters of recommendation or otherwise providing input regarding the manner in which individuals carry out responsibilities expected of or entrusted to them.

The freedom of speech of community members includes the freedom to express their views on matters having to do with their institution and its policies. This freedom should be accorded—and rights to it protected—because grounds for thinking an institutional policy desirable or undesirable must be heard and assessed if the community is to have confidence that its policies are appropriate. Protecting academic freedom on campus requires ensuring that a particular instance of faculty speech will be subject to discipline only where that speech violates some central principle of academic morality, as, for example, where it is found to be fraudulent (academic freedom does not protect plagiarism and deceit). Protecting academic freedom also requires ensuring that faculty status turns on a faculty member's views only where the holding of those views clearly supports a judgment of competence or incompetence.

### **Teach and Conduct Research Ethically**

University community members have an obligation to the university, and the larger global community as they seek knowledge and understanding. University community members are expected to:

- Propose, conduct and report research honestly and with integrity;
- Adhere to the practical and ethical professional standards appropriate to a discipline in order to protect people and appropriately care for animals in the context of teaching;
- Protect the welfare and dignity of human participants and properly care for animals in compliance with current federal regulations and NKU Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and/or Institutional Biosafety Committee (IBC) policies in the context of research. Individuals uncertain about whether a teaching or research activity is governed by federal guidelines and NKU IRB, IACUC, and/or IBC policies can contact the NKU Office of Research Compliance for guidance;
- Faithfully transmit research findings;
- Refrain from engaging in copyright infringement or plagiarism;
- Ensure originality of work, provide credit for the ideas of others upon which their work is built;
- Be responsible for the accuracy and fairness of published information;
- Truthfully report authorship.

Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom in discussing their subject.

### **Avoid Conflict of Commitment and Interest**

University community members have a responsibility to maintain objectivity and impartiality when making decisions on behalf of NKU. To ensure objectivity, community members are expected to:

- Base decisions on judgment free from conflicting interest;
- Refrain from using their official position to inappropriately further professional or private interests or the interests of any members of their family;
- When conducting or participating in any transaction, disclose any real or perceived conflict with personal interests and remove himself or herself from further participation;
- Ensure personal relationships do not interfere with objective judgment in decisions affecting university employment and/or the academic progress of a community member.

### **Carefully Manage Public, Private and Confidential Information**

University community members are the creators, custodians and stewards of many types of information, much of which is confidential. Access to this data and the individual's right to privacy are governed by both laws and university policies. In order to meet our responsibilities, university community members are expected to:

- Learn and follow laws, regulations and university policies regarding access, use, protection, disclosure, retention and disposal of public, private and confidential information;
- Follow document retention and disposal guidelines;
- Maintain data security using electronic and physical safeguards;
- Protect data quality and integrity;
- Ensure that data provided to the university community and other entities is accurate and consistent;
- Provide information as needed for other community members to adequately perform job duties.

## **Promote Health and Safety in the Workplace**

All university community members have a shared responsibility to ensure a safe, secure and healthy campus for all faculty, staff, students, volunteers and visitors. University community members are expected to:

- Follow federal and state safety laws and university policies and practices, including: participating in appropriate education, using appropriate personal safety equipment, and reporting accidents, injuries and unsafe situations promptly;
- Maintain security, including securing university assets and facilities;
- Report suspicious activities and suspected abuse;
- Protect the environment, including carefully handling hazardous waste and other potentially harmful agents, materials or conditions.

## **V. Annual Acknowledgement**

Understanding your responsibilities as a member of the NKU community is important in maintaining ethical standards across campus and ensuring compliance with federal and state laws.

Annually, all faculty members, staff members, administrators, and Members of the Board of Regents will acknowledge their awareness and understanding of this policy.

## **VI. Violations of this Policy**

Any individual found to have violated policies set forth in Section IV of this policy may be subject to discipline up to and including termination of employment and criminal prosecution. Any adverse employment action shall be taken only pursuant to applicable institutional handbooks, policies and procedures.

## **VII. Non-Discrimination Statement**

Northern Kentucky University does not discriminate based on national origin, race, color, age, gender, gender identity, gender expression, sexual orientation, religion, physical or mental disability, genetic information, pregnancy, and Uniform Service or veteran status in its education programs, activities, employment, daily operations or admissions policies, in accordance with all applicable federal, state and local laws. NKU will not tolerate retaliation against any individual who makes a good faith report of a violation.

## **VIII. Reporting Suspected Ethical or Compliance Violations**

All faculty, staff and administrators have an obligation to report conduct that violates our Ethical Standards. Examples of violations that should be reported include but are not limited to:

- Fraud, waste, abuse or misuse of university resources
- Financial misconduct/wrongdoing

- Violation of federal law, state law, university policy or procedure
- Ethics and/or compliance violations
- Research misconduct
- Harassment

Violations can be reported to:

- Your supervisor
- [Financial and Operational Auditing](#)
- [Compliance and Institutional Ethics](#)
- [Ethics and Compliance Helpline](#)

The NKU Ethics and Compliance Helpline is administered by a third-party and is available 24 hours a day, 7 days a week, 365 days a year. Reports can be made anonymously.

Website: [www.nku.ethicspoint.com](http://www.nku.ethicspoint.com)

Toll-Free Telephone: 1-855-597-4539

**NOTE** – The helpline is **NOT** a 911 or emergency service. If you need immediate assistance, contact 911 or university police at 859-572-7777.

### **References and Related Materials**

References: [Faculty Handbook \(Full-Time\)](#), [Faculty Handbook \(Part-Time\)](#), [Chase Faculty Handbook](#); [Code of Student Rights and Responsibilities](#), [Chase Student Handbook](#), [Graduate Student Honor Code and Appeals Policy](#)

Related Policies: [Intellectual Property](#), [Sexual Misconduct](#), Reporting Misconduct and Prohibition of Retaliation

Related Forms:

Revision History: