

EASTERN MICHIGAN UNIVERSITY
Board of Regents
201 Welch Hall
(734) 487-2410

Tuesday, January 16, 2001

- 8:00 a.m. Student Affairs Committee Meeting
205 Welch Hall
- 8:00 a.m. Faculty Affairs Committee Meeting
201 Welch Hall
- 9:00 a.m. Educational Policies Committee Meeting
205 Welch Hall
- 10:30 a.m. Finance Committee Meeting
201 Welch Hall
- 12:00 p.m. Regular Board Meeting - Communication Section
201 Welch Hall
- 12:30 p.m. Lunch
204 Welch Hall
- 1:30 p.m. Reconvene Regular Board Meeting
201 Welch Hall

AGENDA

Call to Order
Roll Call Attendance

Tab A Communications
Lunch

Reconvene Regular Board Meeting
Call to Order
Roll Call Attendance

Tab B Minutes of November 14, 2000, Regular Board Meeting

Tab C President's Report
Tab D Executive Summary

CONSENT AGENDA

- Section 1 REPORT: Treasurer's Report (FC)
- Section 2 REPORT: Internal Audit (FC)
- Section 3 REPORT: Grants/Contracts (FC)
- Section 4 REPORT: Construction Projects Progress (FC)
- Section 5 REPORT: Accounts Receivable (FC)
- Section 6 REPORT: 2000-01 General Fund Budget Status Report (FC)
- Section 7 Staff Appointments (EPC)
- Section 8 Separations/Retirements (EPC)
- Section 9 Emeritus Faculty Status (EPC)

REGULAR AGENDA

Student Affairs Committee

- Section 10 Monthly Report and Minutes (SAC)

Finance Committee:

- Section 11 Monthly Report (FC)
- Section 12 Sale of Property – 605 West Cross St., Ypsilanti, MI (FC)
- Section 13 Authorization to Proceed – Renegotiation of the Joint Operating Agreements Between EMU, the EMU Foundation and Eagle Crest Management Corporation (FC)

Educational Policies Committee:

- Section 14 Monthly Report and Minutes (EPC)

Faculty Affairs Committee:

- Section 15 Monthly Report and Minutes (FAC)
- Section 16 **POLICY REVISION:** Alcohol and Other Drug Policy (EPC)

New Business:

- Section 17 Election of Board Officers

EASTERN MICHIGAN UNIVERSITY

Board of Regents' Meeting

The preliminary minutes of the November 14, 2000, Board of Regents Meeting.

The Regular Meeting of the Eastern Michigan University Board of Regents was called to order by Chair Incarnati at 12:01 p.m. in Room 201, Welch Hall, Ypsilanti, Michigan.

Chairman Incarnati asked Secretary Aymond for an attendance call.

The Board Members present were:

- Chairman Philip Incarnati
- Vice Chair William Stephens
- Regent Joseph Antonini
- Regent Jan Brandon
- Regent Robert DeMattia
- Regent Rosalind Griffin

The Board Member absent was:

- Regent Michael Morris

Members of the Administration present were:

- President Samuel Kirkpatrick
- Vice President Ronald Collins
- Vice President Patrick Doyle
- Vice President Courtney McAnuff
- Vice President Juanita Reid
- Interim Vice President Jim Vick

COMMUNICATIONS

Secretary Aymond announced there were two requests to address the Board, and, abiding by the Board guidelines, 15 minutes would be allowed for each speaker.

Neil Ripley, editor of *The Eastern Echo*, expressed a need for more funding for the newspaper.

Kylie Crawford, President of the Student Body, spoke about Student Government activities.

The Communications portion of the agenda concluded at 12:12 p.m.

The Board recessed for lunch.

The Regular Meeting of the Eastern Michigan University Board of Regents was reconvened at 1:31 p.m. and an attendance roll call was taken.

The Board Members present were:

Chairman Philip Incarnati
Vice Chair William Stephens
Regent Joseph Antonini
Regent Jan Brandon
Regent Robert DeMattia
Regent Rosalind Griffin

The Board Member absent was:

Regent Michael Morris

RESOLUTION: for Dr. Olga Nelson

Regent Griffin moved and Regent Stephens seconded to support the Resolution for Dr. Nelson.

WHEREAS, the National Academic Advising Association (NACADA) represents professional advisors/counselors, faculty, administrators, and students who have responsibilities including academic advising; and

WHEREAS, NACADA serves as an advocate for academic advisement for over 5,000 members in the United States, Canada, Puerto Rico, and other international countries; and

WHEREAS, NACADA, in cooperation with ACT, recognizes individuals and institutions making significant contributions to the improvement of academic advising; and

WHEREAS, Dr. Olga Nelson was awarded the *Outstanding Advisor Award* as part of the 2000 NACADA National Award Program for Academic Advising on October 7, 2000; and

WHEREAS, this extraordinarily effective advisor has brought great honor to herself, the College of Education, and other academic units of Eastern Michigan University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents of Eastern Michigan University congratulates Dr. Olga Nelson on her recognition from NACADA for outstanding contributions to academic advising and expresses its best wishes for her continued accomplishments in academic advising.

November 14, 2000

Motion Carried.

**RECOGNITION OF THE PRESIDENTIAL SCHOLARSHIP
AWARD WINNERS**

The Presidential Scholars for 2000-2001 are:

1. Jason Coliadis (Grand Blanc, Michigan)
2. Evin Green (Caro, Michigan)
3. Barbara Grzembski (Livonia, Michigan)
4. Rachel Gutenberg (Southfield, Michigan)
5. Paula Gutman (Sylvania, Ohio)
6. Steven Jackson (Perrysburg, Ohio)
7. Katherine McFadden (Edwardsburg, Michigan)
8. Adrienne Muncy (Canton, Michigan)
9. Jason Richmond (Livonia, Michigan)
10. Brian Shifflet (Port Clinton, Ohio)
11. Vanessa Tillmann (Buchanan, Michigan)

RESOLUTION : TO RECOGNIZE COACH ROBERT PARKS

Regent Stephens moved and Regent DeMattia seconded to support the Resolution for Coach Parks.

Robert Parks, Head Men's Cross Country and Track and Field Coach

WHEREAS, Robert Parks has served as head men's cross country and track and field coach for 34 years, since 1967; and

WHEREAS, Coach Parks' teams have won nine Mid-American Conference (MAC) cross country championships, at least one in every decade beginning in 1973 and ending in 2000; all five indoor track and field championships since they began officially in 1996; and 17 outdoor track and field championships, in every decade beginning in 1974; and

WHEREAS, Coach Parks' teams have won six Central Collegiate Conference (CCC) titles, at least one in each decade beginning in 1973 and ending in 2000; 13 indoor track titles, beginning in 1974 and ending in 2000; and 15 outdoor championships beginning in 1983 and ending in 2000; and

WHEREAS, Coach Parks was named Mid-American Conference Coach of the Year seven times in cross country, four times in indoor track and eleven times in outdoor track, and Central Collegiate Conference Coach of the Year twice in cross country, once in indoor track and four times in outdoor track; and

WHEREAS, Coach Parks has had outstanding success on the national level, winning NAIA championships in cross country in 1967 and 1970, in indoor track in 1969, 1970 and 1971, and in outdoor track in 1970 and 1971; and the NCAA Division II outdoor championship in 1972; and

WHEREAS, Coach Parks was named NAIA Coach of the Year in 1969 and 1972 in outdoor track; NCAA District Coach of the year in 1974 (cross country), 1975 (indoor track) and 1989 (indoor track); and NCAA National Coach of the Year in indoor track in 1990; and

WHEREAS, ten of Coach Parks' athletes have participated in the Olympic games, winning two gold medals, one silver medal and one bronze medal; and

WHEREAS, Coach Parks was inducted into the Eastern Michigan University Athletic Hall of Fame in 1980 and will be inducted into the United States Track Coaches Hall of Fame December 3, 2000; and

WHEREAS, Coach Parks will retire from Eastern Michigan University January 5, 2001;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates Coach Robert Parks for an exemplary career and wishes him well in his retirement.

Motion Carried.

RESOLUTION: FOR THE EMU OLYMPIANS

Regent Antonini moved and Regent DeMattia supported the Resolution for the Olympians.

2000 Olympic Athletes

WHEREAS, two former members of the Eastern Michigan University Men's Track and Field Team, coached by Robert Parks, represented their countries at the 2000 Olympic Games in Sydney, Australia; and

WHEREAS, Clement Chukwu, '99, representing Nigeria, won a silver medal in the 4 x 400 meter relay; and

WHEREAS, Fabian Rollins, '99, representing Barbados, competed in the 400-meter dash and the 4x100 meter relay; and

WHEREAS, Mr. Chukwu and Mr. Rollins have joined a long list of Eastern Michigan University track athletes who have competed in the Olympic Games, including:

Hayes Jones, '61, representing the United States, bronze medal in the 110-meter high hurdles in 1960 in Rome and gold medal in 110-meter high hurdles in 1964 in Tokyo.

Dave Ellis, '71, representing Canada, 5000 and 10,000 - meter run in 1968 in Mexico City.

Hasely Crawford, '75, representing Trinidad, finalist in the 100-meter dash in 1972 in Munich, gold medal in 100-meter dash and finalist in 200-meter dash in 1976 in Montreal, semi-finalist in 100-meter dash in 1980 in Moscow, and 100-meter dash in 1984 in Los Angeles.

Tony Nelson, '73, representing Canada, 110-meter high hurdles in 1972 in Munich.

Earl Jones, 1982-85, representing the United States, won Olympic Trials in the 800-meter run in an American record time and won a bronze medal in 1984 in Los Angeles.

Tommy Asinga, '94, representing Suriname, 800-meter run in 1988 in Seoul, in 1992 in Barcelona and in 1996 in Atlanta.

Greg Rhymer, '95, representing the British Virgin Islands, 800-meter run and 4x400 meter relay in 1996 in Atlanta.

Paul McMullen, '95, representing the United States, won Olympic Trials and was a semi-finalist in the 1500-meter run in 1996 in Atlanta.

Clement Chukwu, representing Nigeria, 400-meter dash in 1996 in Atlanta.

WHEREAS, Mr. Chukwu and Mr. Rollins have distinguished themselves in their sport;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents of Eastern Michigan University congratulates and commends Clement Chukwu and Fabian Rollins for the honor and distinction they have brought themselves, their countries and Eastern Michigan University.

Motion Carried.

**RESOLUTION: MAC CHAMPIONSHIP MEN'S CROSS
COUNTRY TEAM**

Regent Brandon moved and Regent Stephens seconded to support the Resolution for the Men's Cross Country team.

Men's Cross Country

WHEREAS, the Men's Cross Country Team, coached by Robert Parks, head coach, and Brad Fairchild, assistant coach, won the Mid-American Conference Championship (MAC) October 28, 2000, and the Central Collegiate Conference Championship (CCC) September 30, 2000; and

WHEREAS, senior Blake McDowell won the individual title at the Mid-American Conference Championship and the Central Collegiate Conference Championship; and

WHEREAS, senior Aaron Bartee was the runner-up at the Mid-American Conference Championship and the Central Collegiate Conference Championship; and

WHEREAS, Blake McDowell, Aaron Bartee, and freshman Steve Crane were selected to the All-MAC and All-CCC teams, sophomore Joe Borg was selected All-MAC, and sophomores Jordan Desilets, Ryan Desgranges and Paul Pobursky were selected All-CCC; and

WHEREAS, Head Coach Robert Parks was selected as the Mid-American Conference and Central Collegiate Conference Coach of the Year, and

WHEREAS, the Men's Cross Country Team is ranked fourth in the Great Lakes Division I and 18th nationally in Division I;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates Head Coach Robert Parks, Assistant Coach Brad Fairchild, Blake McDowell, Aaron Bartee and all the members of the 2000 Men's Cross Country Team for the honor and distinction they have brought themselves and Eastern Michigan University.

November 14, 2000

Motion carried.

**MINUTES OF THE SEPTEMBER 19, 2000 REGULAR
BOARD MEETING AND THE MINUTES OF
THE OCTOBER 20, 2000 SPECIAL BOARD MEETING**

Regent DeMattia moved and Regent Griffin seconded to approve the minutes of the both Board Meetings.

Motion Carried.

PRESIDENT'S REPORT

There has been much activity at the University since the last regular meeting of the Board of Regents. Many at the institution are focused on the future and participating in conversations about moving forward.

The planning committee sanctioned by the Board did an excellent job preparing the recent series of inaugural events, carried out appropriately with an academic thrust and as a celebration for the institution as a whole. Several features of the inaugural set the stage for strategic planning, including the addresses and the symposium on the future of higher education. And, we are now fully engaged—the University Strategic Planning Committee is meeting weekly to craft an initial planning statement of key institutional directions; a special expanded subcommittee is developing an environmental scan; hundreds, internal and external to the University, are participating in at least three forums to contemplate our range of stakeholders and assess our strengths, challenges, opportunities and threats; and shortly we will launch a speaker series for key administrators and faculty and student leaders to inform us about critical trends and issues linked to our collective future in higher education.

As these more general activities have taken place, we have also focused on a pressing matter for the University that needs immediate attention—information and communications technology. With the assistance of an external facilitator, Dr. Donald Norris, we now have a much better grasp of our information technology strengths and weaknesses, and we have moved swiftly to address a series of issues. Many people with expertise are now working together, some for the first time, to address "enterprise-wide" solutions. Three work groups are focusing on the network, the applications software layer, and e-learning. A much larger set of participants recently spent a day collaborating in a "Portal Symposium" to help focus our attention on more creative and effective uses of our website and the internet to serve a great variety of our internal and external stakeholders. Participation in these varied planning activities is deeply appreciated.

As the Board agenda today reflects, we have devoted considerable effort to developing a budget request to the State within tight time parameters—a process that has involved all the areas represented by the Cabinet and has been further informed by last Spring's above-base budget exercise and the special work we are doing now in information and communications technology. In future years, this process will be informed primarily by strategic planning. In a departure from the past, we have not only presented a robust proposal to address real needs, but we have done so thematically—focusing on programs that fit the strengths of EMU and meet the needs of the State, our largest donor. These include such areas as new student recruitment and success initiatives, new marketing and outreach programs to support our public engagement mission, professional programs in high demand in Michigan, and information and communications technology.

The newest feature is our proposed official recognition and funding for the Ph.D. in technology, which addresses national needs on university campuses across the country as well as the workforce and economic development needs of Michigan in an information-age economy. I am pleased to report that the proposal has received an initially favorable reaction from most of the chief academic officers of the public universities in the state and that we have been successful in recruiting a new dean with doctoral program experience—Dr. John Dugger of Iowa State University will join us in January.

Our state appropriation request also seeks funding for relatively fixed costs associated with our human resources contracts, operating budgets and utilities. The latter poses a substantial challenge for us as the expiring natural gas contract will lead to gas purchases at more than double current costs—this budget hit alone exceeds \$2 million and is the most critical factor that has driven our base budget request to just under the double-digit level. In addition, we are again submitting a supplemental appropriation request for one-time funds, focusing on information and communications technology, with a small component devoted to energy monitoring and conservation initiatives to reduce our future vulnerability to rapid utility cost increases. As unglamorous as it sounds, EMU's cost pressures are the same as the average American's—rising health care and gas prices.

Finally, our budget request package includes a bold capital outlay request to seek support for two important projects—the completion of Pray-Harrold renovations, including the development of "smarter" classrooms in this largest instructional facility on campus, and progress on a reconfigured science complex. Both of these projects are important, but they will be a challenge to achieve as the state nears its bonding capacity, as there is weak support for capital projects in any area of state government, as we compete for very limited dollars, and as the required capital match continues to discriminate against historically underfunded institutions. We are at least heading into this storm with a positive financial picture given the recent Moody's upgrade in our debt rating from A3 to A2, reflecting our debt situation locally and the prospects for enrollment growth and mission focus through strategic planning.

During the inaugural, I mentioned that EMU has been accepted as a new member of two important groups of universities relevant to our diverse mission—the Coalition of Urban and Metropolitan Universities, which focuses on institutions in more rapidly developing urban and suburban areas where outreach, economic development, service learning, school collaboration and applied research are important, and the National Association of State Universities and Land-Grant Colleges (NASULGC), which consists of the nation's major state doctoral-granting and land-grant universities. These complement our historic membership in the American Association of State Colleges and Universities (AASCU), which is comprised of primarily regional public universities with normal school roots. All of these groups provide new opportunities for shared learning, professional development, benchmarking, visibility and networking, and further reflect the important "hybrid" characteristics of EMU.

One of the greatest strengths of the University is its values and how they are manifested. Several recent illustrations are important. Today the Board considers a statement on campus violence which has been discussed thoroughly and is a timely reflection of our commitment, especially as we build a more diverse campus. That diversity is also seen in our celebration of International Week, which began yesterday and includes a series of events to highlight international understanding and the importance of international competency for our students. Our values also show in how we, as a community, provided support to students and grieved the recent loss of a freshman, successfully implemented the drug and alcohol parental notification policy under the Family Educational Rights and Privacy Act, and in how we are giving of ourselves through the United Way campaign and faculty and staff annual fund drive.

These are all good reasons for being at EMU and for taking pride in our accomplishments as we prepare to celebrate the first year of the new millennium.

In-as-much as the Board will not meet next month, I want to recognize two regents whose terms will expire December 31, 2000.

Regent Colonel William J. Stephens was appointed to the Board June 27, 1996, to fill the remaining term of Fredrick Blackmon. Colonel Stephens has been one of the most visible and supportive friends the University could have. Through his role as chair of the Student Affairs Committee of the Board, and chair of the Michigan Association of Governing Boards, he has served the University with distinction.

Jan Brandon was appointed in June 2000, to complete the term vacated by Regent Carl Pursell. In the past few months, she has worked diligently to learn about the University and her role as a regent.

While we certainly hope the governor would choose to reappoint both Bill and Jan, it is important at this time to recognize them for their service, thank them for their commitment to Eastern Michigan University, and to extend our best wishes for whatever the future may hold.

TREASURER'S REPORT

Section 1

Regent DeMattia moved and Regent Antonini seconded that the Treasurer's Report for the month of September 2000, be received and placed on file.

Motion Carried.

INTERNAL AUDIT

Section 2

Regent DeMattia moved and Regent Antonini seconded that the Internal Audit report for the period September 2000 through November 2000 be received and placed on file.

Motion Carried.

GRANTS/CONTRACTS

Section 3

Regent DeMattia moved and Regent Antonini seconded that 63 grants and contracts totaling \$2,477,993 for the period 9/1/00 through 10/31/00 be accepted.

Motion Carried.

CONSTRUCTION PROJECTS PROGRESS

Section 4

Regent DeMattia moved and Regent Antonini seconded that the Board receive and place on file the Construction Projects Progress Report for the period ending October 27, 2000.

Motion Carried.

ACCOUNTS RECEIVABLE

Section 5

Regent DeMattia moved and Regent Antonini seconded that the Student Accounts Receivables Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of September 30, 2000, be received and placed on file.

Motion Carried.

STAFF APPOINTMENTS

Section 6

Regent DeMattia moved and Regent Antonini seconded that the Board of Regents approve the 4031 staff appointments listed on the following pages.

SEPARATIONS/RETIREMENTS

Section 7

Regent DeMattia moved and Regent Antonini seconded that the Board approve 35 separations and retirements as shown on the following listings:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Branch, Charles	Intercollegiate Athletics	AC-14	Head Coach - Wrestling	08/14/00	\$36,000	100	B	M	New Hire
Besteman, Pamela	Intercollegiate Athletics	AC-11	Assistant Coach - Crew	09/18/00	\$24,000	100	W	F	New Hire
Smith, Loren	Intercollegiate Athletics	AC-11	Assistant Coach - Swimming	08/31/00	\$23,000	100	W	M	New Hire
Aubuchon, Cheryl	Continuing Education-Cambridge	AP-09	Director Credit Programs	10/16/00	\$45,000	100	W	F	New Hire
Harrick, Pamela	Counseling Services	PT-09	Senior Mental Health Counselor	09/11/00	\$41,000	100	W	F	New Hire
Wilcox, Tamara	Health, Physical Education, Recreation & Dance	PT-09	Dance Accompanist/Composer	10/16/00	\$52,238	100	B	F	New Hire
Johnson, Amanda	Center For Management & Leadership	PT-08	Workplace Education Specialist	09/25/00	\$34,500	100	B	F	New Hire
Nalley, Patrick	Center For Management & Leadership	PT-08	Workplace Education Specialist	09/11/00	\$37,500	100	W	M	New Hire
Novelli, Dennis	Center For Management & Leadership	PT-08	Workplace Education Specialist	08/28/00	\$37,950	100	W	M	New Hire
Parker, Danielle	Center For Management & Leadership	PT-08	Workplace Education Specialist	08/29/00	\$18,400	50	W	F	New Hire

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Reading, Jacob	WEMU	PT-07	Radio Reporter/Producer	10/09/00	\$30,000	100	W	M	New Hire
Tanner II, John	HDUC Computer Support	PT-07	Coordinator Eagle Card Operations	10/16/00	\$34,531	100	W	M	New Hire
Williamson, Anthony	McKenny Union	PT-07	Program Coordinator American Reads	09/18/00	\$15,300	50	B	M	New Hire
Collett, Richard	Grant Accounting	PT-06	Accountant I	08/22/00	\$30,717	100	W	M	New Hire
Farnsworth, Jackie	Children's Institute	PT-06	Toddler Teacher	08/29/00	\$25,534	100	W	F	New Hire
Kelli, Kathi	Academic Services	PT-06	Administrative Assistant II	09/13/00	\$26,350	100	W	F	New Hire
Schmidt II, Joseph	Michigan DECA	PT-06	Program Assistant I	11/06/00	\$26,500	100	W	M	New Hire
Stafiej, Kristina	Teacher Education	PT-06	Administrative Assistant II	09/25/00	\$27,000	100	W	F	New Hire
Ward, Amy	Student Accounting	PT-06	Accountant I	08/24/00	\$30,717	100	W	F	New Hire
Berry, Kelli	Office of Financial Aid	CS-05	Account Specialist	08/28/00	\$23,218	100	B	F	New Hire

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Bogedain, Angela	Continuing Education	CS-05	Customer Service Rep II	10/09/00	\$24,147	100	W	F	New Hire
Henes, Tina	Accounting	CS-05	Account Specialist	09/06/00	\$23,218	100	W	F	New Hire
Leonard, Belinda	Communication & Theatre Arts	CS-05	Senior Secretary	10/16/00	\$18,110	75	W	F	New Hire
Ward, Shannon	Continuing Education	CS-05	Customer Service Representative II	08/23/00	\$23,218	100	W	F	New Hire
LaFertier, Leslie Joe	Parking & Paving	CS-04	Police Dispatcher	09/05/00	\$20,547	100	W	M	New Hire
Shumaker, Michael	LR&T-Library	CS-04	Customer Service Representative	09/18/00	\$20,547	100	W	M	New Hire
Vrabac, Emily	Convocation Center Ticket Office	CS-04	Senior Account Clerk	10/11/00	\$21,369	100	W	F	New Hire
Zykin, Robin	Special Education	CS-04	Secretary II	10/04/00	\$21,369	100	W	F	New Hire
Grimston, Richard	General Maintenance & Repair	FM-21	Carpenter	09/05/00	\$42,141	100	W	M	New Hire
Pepin, Gerald	Electrical	FM-21	Electrician	10/30/00	\$42,141	100	W	M	New Hire

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Barrantes, Xenia	Physical Plant	FM-06	Custodian	10/08/00	\$16,806	100	H	F	New Hire
Coutcher, Lesa	Physical Plant	FM-06	Custodian	10/08/00	\$16,806	100	W	F	New Hire
Emerson, Gerald	Physical Plant	FM-06	Custodian	10/22/00	\$16,806	100	W	M	New Hire
Fairbanks, Lawrence	Physical Plant	FM-06	Custodian	10/08/00	\$16,806	100	W	M	New Hire
Gibbons, Roger	Physical Plant	FM-06	Custodian	09/17/00	\$16,806	100	W	M	New Hire
Lazuka, Raymond	Dining Commons #1	FM-06	Pot & Pan Utility	10/02/00	\$16,806	100	W	M	New Hire
Moore, Richard	Physical Plant	FM-06	Custodian	10/08/00	\$16,806	100	W	M	New Hire
Morris, Reginald	Physical Plant	FM-06	Custodian	10/08/00	\$16,806	100	B	M	New Hire
Obaldo, Lucia	Custodial Services	FM-06	Custodian	09/07/00	\$16,806	100	H	F	New Hire
Patterson, Byron	Eastern Eateries	FM-95	Fast Food Worker	08/22/00	\$10,400	63	B	M	New Hire

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Geltner, Beverley	Leadership & Counseling	PROF	Professor	08/25/93	08/31/00	\$53,529	100	W	F	Retired
Schmitt, Donna	Leadership & Counseling	PROF	Professor	01/06/75	08/24/00	\$66,731	100	W	F	Retired
Staal, Arle	English Language & Literature	PROF	Professor	09/01/68	09/28/00	\$67,627	100	W	M	Retired
Waltz, James	Arts & Sciences-Office of Dean	PROF	Professor	09/01/68	10/03/00	\$82,657	100	W	M	Retired
Fenkli, Heinz	English Language & Literature	ASSC	Associate Professor	08/27/97	08/31/00	\$42,986	100	A	M	Personal
Rush, Randy	Teacher Education	ASST	Assistant Professor	08/27/97	09/01/00	\$44,027	100	B	M	Personal
Kirkendall,Carolyn	Learning Resources-Library	INST	Instructor	08/27/86	10/07/00	\$47,744	100	W	F	Retired
Bracy, Wanda	Social Work	AP-13A	Academic Department Head	07/01/98	09/01/00	\$82,800	100	B	F	Leaving Area
Klubeck, David	President's Office	AP-11	Interim Assistant Dean	10/05/98	11/01/00	\$57,400	100	W	M	Other Job
Belcher, Gwyn	Human Resources & Development	AP-10	Director Employment & HR Development	08/01/00	09/23/00	\$53,000	100	W	F	Other Job

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRES DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Valko, Jackie	Admissions-Administration	AP-06	Manager Regional Admissions	02/15/94	09/16/00	\$15,647	50	W	F	Other Job
Cain, Stacy Jo	Public Safety Office	PS-01	Sergeant Campus Police	07/13/86	10/24/00	\$48,479	100	W	F	Discharged
Lumpkin, William	HFCC/NSF: Worksite Partners	PT-08	Project Coordinator	04/12/99	09/01/00	\$26,638	75	B	M	Other Job
MacDonald, Jeff	HDUC Computer Support	PT-08	Microcomputer Support Specialist II	04/24/00	10/21/00	\$41,396	100	W	M	Other Job
Riccinto, Adam	UAW-GM Detroit Gear & Axle	PT-08	Workplace Education Specialist	07/03/00	09/02/00	\$17,250	50	W	M	Other Job
Riley, Joann	UAW-GM Detroit Gear & Axle	PT-08	Workplace Education Specialist	04/24/95	09/01/00	\$37,722	100	W	F	Personal
Folk, William	Convocation Center Manager Market	PT-07	Coordinator Technical Operations Convocation Ctr	03/08/99	09/10/00	\$31,151	100	W	M	Other Job
Lodder, Helen	Institute for the Study of Children and Families	PT-07	Program Assistant II	10/26/90	09/16/00	\$15,914	50	W	F	Leaving Area
Choi, Jason	Learning Techn-Access Services	PT-06	User Consultant I	07/19/99	10/14/00	\$29,175	100	A	F	Other Job
Dickerson, Carol	Continuing Education-Weekend University	PT-06	Program Assistant I	12/07/98	08/19/00	\$34,482	100	W	F	Leaving Area

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Holder, Diane	Children's Center	PT-06	Toddler Teacher	09/21/87	09/30/00	\$27,090	100	W	F	Retired
Wentworth, Deborah	University Publications	PT-06	Graphics Arts Specialist	07/13/92	10/21/00	\$29,125	100	W	F	Other Job
MacEwen, Susan	Psychology	PT-05	Animal Care Technician	01/14/99	09/29/00	\$10,522	40	W	F	Personal
Lawson, Michael	University Publications	PT-04	Press Operator	03/08/99	10/24/00	\$21,266	100	W	M	Other Job
Mitchell, Wendy	Public Safety Office	CP-01	Officer Campus Police	08/24/98	09/28/00	\$38,959	100	W	F	Other Job
Berry, Kelli	Financial Aid Office	CS-05	Account Specialist	08/28/00	10/24/00	\$24,147	100	B	F	Discharged
Glass, Mary	Psychology	CS-05	Senior Secretary	12/02/85	09/01/00	\$24,044	100	W	F	Retired
Keys, Kandi	Accounting-Student Accounting	CS-05	Customer Service Rep II	09/23/96	09/03/00	\$23,218	100	B	F	Did Not Return From Leave
Lyte, Deborah	Institute For Community & Reg	CS-05	Senior Secretary	10/12/81	10/14/00	\$24,775	100	W	F	Other Job
Perry, Cheryl	University Services	CS-05	Senior Secretary	04/26/90	08/20/00	\$24,035	100	B	F	Did Not Return From Leave

DATE: November 14, 2000
 BOARD REPORT FOR: 11/14/00
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 4
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Eshenroder, Gladys	Health Service Health Education	CS-04	Secretary II	04/23/90	11/02/00	\$11,323	50	W	F	Retired
Jones-Milliner, Ann	Office of the Registrar	CS-04	Evaluator/Recorder	03/07/80	09/02/00	\$23,766	100	B	F	Did Not Return From Leave
Packard, Rachel	Convocation Center Ticket Operations	CS-04	Senior Account Clerk	01/04/00	10/01/00	\$21,369	100	W	F	Other Job
Stevens, William	Maintenance Service Staff	FM-21	Plumber/Maintenance	10/19/89	08/03/00	\$19,573	50	W	M	Did Not Return From Leave
Reed, Robin	Plant Support Services	FM-10	Special Projects Crewperson	03/19/96	08/05/00	\$25,958	100	B	F	Did Not Return From Leave

Motion Carried.

EMERITUS FACULTY STATUS

Section 8

Regent DeMattia moved and Regent Antonini seconded that the Board grant Emeritus Faculty Status to the six former faculty members listed below.

Lawrence M. Bemish

Associate Professor, Department of Special Education (28 yrs.)

Alan Heezen

Associate Professor, Department of Computer Science (33 yrs.)

Dennis C. Jackson

Professor, Department of Biology (33 yrs.)

James Magee

Professor, Department of Political Science (28 yrs.)

Robert C. Parks

Associate Professor, Department of Health, Physical Education, Recreation and Dance (34 yrs.)

Arie Staal

Professor, Department of English Language Literature (32 yrs.)

Motion Carried.

STUDENT AFFAIRS COMMITTEE

Section 9

Regent Stephens moved and Regent DeMattia seconded that the Agenda for November 14, 2000, and the Minutes of September 19, 2000, be received and placed on file.

Motion Carried.

EDUCATIONAL POLICIES COMMITTEE

Section 10

Regent Brandon moved and Regent Antonini seconded that the agenda for November 14, 2000, and the Minutes of the September 19, 2000, meeting be received and placed on file.

Motion Carried.

REVISION OF METHOD OF SELECTION, LENGTH OF TERM AND NUMBER OF MEMBERS FOR NEW AND EXISTING CHARTER SCHOOLS

Section 11

Regent Brandon moved and Regent Antonini seconded that Board approve the revised Method of Selection, Length of Term and Number of Members for new and existing Charter Schools.

Motion Carried.

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBER

Section 12

Regent Brandon moved and Regent Antonini seconded that Board appoint Janet (Kniaz) Adelman to a three-year term on the Board of Directors of the Ann Arbor Learning Community.

Motion Carried.

1999-2000 CHARTER SCHOOLS ANNUAL REPORT

Section 13

Regent Brandon moved and Regent Antonini seconded that the Board receive and place on file the 1999-00 Charter Schools Annual Report.

Motion Carried.

1999 – 2000 AFFIRMATIVE ACTION AUDIT

Section 14

Regent Brandon moved and Regent Antonini seconded that the Board receive and place on file the 1999-2000 Affirmative Action Audit.

Motion Carried.

COMMENCEMENT SPEAKER AND HONORARY DEGREE RECIPIENT

Section 15

Regent Brandon moved and Regent Antonini seconded that the Board approve Mark A. Murray, Treasurer of the State of Michigan, as the December 17, 2000, commencement speaker and approve the awarding of an honorary degree.

Motion Carried.

STATEMENT ON CAMPUS VIOLENCE

Section 16

Regent Brandon moved and Regent Griffin seconded that the Board approve the Statement on Campus Violence.

Motion Carried.

FACULTY AFFAIRS COMMITTEE

Section 17

Regent Griffin moved and Regent Stephens seconded that the Board approve the agenda for November 14, 2000, and the minutes of September 19, 2000.

Motion Carried.

FINANCE COMMITTEE

Section 18

Regent DeMattia moved and Regent Stephens seconded that the Working Agenda for November 14, 2000 and the minutes for the September 19, 2000, Finance Committee meeting be received and placed on file.

Motion Carried.

2001-02 APPROPRIATION REQUEST STRATEGY

Section 19

Regent DeMattia moved and Regent Stephens seconded that Board approve the FY2002 Appropriation Request to the Office of the State Budget.

Motion Carried.

1999-2000 EMU FOUNDATION ANNUAL REPORT

Section 20

Regent DeMattia moved and Regent Antonini seconded that the 1999-00 Eastern Michigan Foundation Annual Report be received and placed on file.

Motion Carried.

OMB CIRCULAR A-133 SUPPLEMENTARY FINANCIAL REPORTS FOR THE YEAR ENDED JUNE 30, 2000

Section 21

Regent DeMattia moved and Regent Stephens seconded that the Board receive and place on file the OMB Circular A-133 Supplementary Financial Reports for the Year ended June 30, 2000.

Motion Carried.

FY 2002 CAPITAL OUTLAY BUDGET REQUEST

Section 22

Regent DeMattia moved and Regent Stephens seconded that the Board approve the Pray-Harrod modernization at an estimated cost of \$34,355,000 and the Science Complex – Phase I at an estimated cost of \$49,800,000 as the top two facility needs of the University. It is requested that the Board acknowledge both projects as critical building needs and authorize the administration to work with the Department of Management of Budget and the state legislature to identify funding for either, but preferably both, projects.

Motion Carried.

**NEW RESIDENCE HALL COMPLEX: 2001-2002
PROPOSED RATE SCHEDULE**

Section 23

Regent DeMattia moved and Regent Stephens seconded that the Board approve the 2001-2002 Proposed Rate Schedule for the new Residence Hall complex.

Motion Carried.

UNIVERSITY HOUSE

Section 24

Regent DeMattia moved and Regent Stephens seconded that the Board approve the reassignment of the vacant house at 600 Forest Avenue that previously served as the residence for the university president to be used as student housing; and, to proceed with planning for a new University House to be located on west campus, immediately south of the Convocation Center.

Motion Carried.

MEETING ADJOURNED

Regent Incarnati moved and Regent DeMattia seconded that the Regular Meeting of the Board of Regents be adjourned at 2:24 p.m.. The next meeting of the Board of Regents will be January 16, 2001.

Respectfully Submitted,

Dana C. Aymond
Secretary to the Board of Regents

COMMUNICATIONS SECTION

RESOLUTION
Olga Nelson

WHEREAS, the National Academic Advising Association (NACADA) represents professional advisors/counselors, faculty, administrators, and students who have responsibilities including academic advising; and

WHEREAS, NACADA serves as an advocate for academic advisement for over 5,000 members in the United States, Canada, Puerto Rico, and other international countries; and

WHEREAS, NACADA, in cooperation with ACT, recognizes individuals and institutions making significant contributions to the improvement of academic advising; and

WHEREAS, Dr. Olga Nelson was awarded the *Outstanding Advisor Award* as part of the 2000 NACADA National Award Program for Academic Advising on October 7, 2000; and

WHEREAS, this extraordinarily effective advisor has brought great honor to herself, the College of Education, and other academic units of Eastern Michigan University;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents of Eastern Michigan University congratulates Dr. Olga Nelson on her recognition from NACADA for outstanding contributions to academic advising and expresses its best wishes for her continued accomplishments in academic advising.

November 14, 2000

**RECOGNITION OF THE PRESIDENTIAL SCHOLARSHIP
AWARD WINNERS**

The Presidential Scholars for 2000-2001 are:

1. Jason Coliadis (Grand Blanc, Michigan)
2. Evin Green (Caro, Michigan)
3. Barbara Grzembski (Livonia, Michigan)
4. Rachel Gutenberg (Southfield, Michigan)
5. Paula Gutman (Sylvania, Ohio)
6. Steven Jackson (Perrysburg, Ohio)
7. Katherine McFadden (Edwardsburg, Michigan)
8. Adrienne Muncy (Canton, Michigan)
9. Jason Richmond (Livonia, Michigan)
10. Brian Shifflet (Port Clinton, Ohio)
11. Vanessa Tillmann (Buchanan, Michigan)

RESOLUTION

Robert Parks, Head Men's Cross Country and Track and Field Coach

WHEREAS, Robert Parks has served as head men's cross country and track and field coach for 34 years, since 1967; and

WHEREAS, Coach Parks' teams have won nine Mid-American Conference (MAC) cross country championships, at least one in every decade beginning in 1973 and ending in 2000; all five indoor track and field championships since they began officially in 1996; and 17 outdoor track and field championships, in every decade beginning in 1974; and

WHEREAS, Coach Parks' teams have won six Central Collegiate Conference (CCC) titles, at least one in each decade beginning in 1973 and ending in 2000; 13 indoor track titles, beginning in 1974 and ending in 2000; and 15 outdoor championships beginning in 1983 and ending in 2000; and

WHEREAS, Coach Parks was named Mid-American Conference Coach of the Year seven times in cross country, four times in indoor track and eleven times in outdoor track, and Central Collegiate Conference Coach of the Year twice in cross country, once in indoor track and four times in outdoor track; and

WHEREAS, Coach Parks has had outstanding success on the national level, winning NAIA championships in cross country in 1967 and 1970, in indoor track in 1969, 1970 and 1971, and in outdoor track in 1970 and 1971; and the NCAA Division II outdoor championship in 1972; and

WHEREAS, Coach Parks was named NAIA Coach of the Year in 1969 and 1972 in outdoor track; NCAA District Coach of the year in 1974 (cross country), 1975 (indoor track) and 1989 (indoor track); and NCAA National Coach of the Year in indoor track in 1990; and

WHEREAS, ten of Coach Parks' athletes have participated in the Olympic games, winning two gold medals, one silver medal and one bronze medal; and

WHEREAS, Coach Parks was inducted into the Eastern Michigan University Athletic Hall of Fame in 1980 and will be inducted into the United States Track Coaches Hall of Fame December 3, 2000; and

WHEREAS, Coach Parks will retire from Eastern Michigan University January 5, 2001;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates Coach Robert Parks for an exemplary career and wishes him well in his retirement.

November 14, 2000

RESOLUTION

2000 Olympic Athletes

WHEREAS, two former members of the Eastern Michigan University Men's Track and Field Team, coached by Robert Parks, represented their countries at the 2000 Olympic Games in Sydney, Australia; and

WHEREAS, Clement Chukwu, '99, representing Nigeria, won a silver medal in the 4 x 400 meter relay; and

WHEREAS, Fabian Rollins, '99, representing Barbados, competed in the 400-meter dash and the 4x100 meter relay; and

WHEREAS, Mr. Chukwu and Mr. Rollins have joined a long list of Eastern Michigan University track athletes who have competed in the Olympic Games, including:

Hayes Jones, '61, representing the United States, bronze medal in the 110-meter high hurdles in 1960 in Rome and gold medal in 110-meter high hurdles in 1964 in Tokyo.

Dave Ellis, '71, representing Canada, 5000 and 10,000 - meter run in 1968 in Mexico City.

Hasely Crawford, '75, representing Trinidad, finalist in the 100-meter dash in 1972 in Munich, gold medal in 100-meter dash and finalist in 200-meter dash in 1976 in Montreal, semi-finalist in 100-meter dash in 1980 in Moscow, and 100-meter dash in 1984 in Los Angeles.

Tony Nelson, '73, representing Canada, 110-meter high hurdles in 1972 in Munich.

Earl Jones, 1982-85, representing the United States, won Olympic Trials in the 800-meter run in an American record time and won a bronze medal in 1984 in Los Angeles.

Tommy Asinga, '94, representing Suriname, 800-meter run in 1988 in Seoul, in 1992 in Barcelona and in 1996 in Atlanta.

Greg Rhymer, '95, representing the British Virgin Islands, 800-meter run and 4x400 meter relay in 1996 in Atlanta.

Paul McMullen, '95, representing the United States, won Olympic Trials and was a semi-finalist in the 1500-meter run in 1996 in Atlanta.

Clement Chukwu, representing Nigeria, 400-meter dash in 1996 in Atlanta.

WHEREAS, Mr. Chukwu and Mr. Rollins have distinguished themselves in their sport;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents of Eastern Michigan University congratulates and commends Clement Chukwu and Fabian Rollins for the honor and distinction they have brought themselves, their countries and Eastern Michigan University.

November 14, 2000

RESOLUTION

Men's Cross Country

WHEREAS, the Men's Cross Country Team, coached by Robert Parks, head coach, and Brad Fairchild, assistant coach, won the Mid-American Conference Championship (MAC) October 28, 2000, and the Central Collegiate Conference Championship (CCC) September 30, 2000; and

WHEREAS, senior Blake McDowell won the individual title at the Mid-American Conference Championship and the Central Collegiate Conference Championship; and

WHEREAS, senior Aaron Bartee was the runner-up at the Mid-American Conference Championship and the Central Collegiate Conference Championship; and

WHEREAS, Blake McDowell, Aaron Bartee, and freshman Steve Crane were selected to the All-MAC and All-CCC teams, sophomore Joe Borg was selected All-MAC, and sophomores Jordan Desilets, Ryan Desgranges and Paul Robursky were selected All-CCC; and

WHEREAS, Head Coach Robert Parks was selected as the Mid-American Conference and Central Collegiate Conference Coach of the Year, and

WHEREAS, the Men's Cross Country Team is ranked fourth in the Great Lakes Division I and 18th nationally in Division I;

NOW, THEREFORE, BE IT RESOLVED, that the Eastern Michigan University Board of Regents congratulates Head Coach Robert Parks, Assistant Coach Brad Fairchild, Blake McDowell, Aaron Bartee and all the members of the 2000 Men's Cross Country Team for the honor and distinction they have brought themselves and Eastern Michigan University.

November 14, 2000

ORAL REPORT TO BE MADE BY THE PRESIDENT

EXECUTIVE SUMMARY

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

DATE:

January 16, 2001

EXECUTIVE SUMMARY

SECTION 1 - REPORT: TREASURER'S REPORT

It is recommended that the Treasurer's Report for the month of November 2000 be received and placed on file.

As of November 30, 2000, cash and investments totaled \$52,040,383.10 and were invested to return a total annualized return of 8.73%. The short-term investment fund yield was 6.57% compared to the 3-month Treasury Bill at 6.31%. The intermediate-term investment fund total return is 3.79% (9.09% annualized) compared to the Merrill Lynch 1-3 year Treasury index at 3.58% (8.59% annualized). Cash and investments (excluding bond proceeds) as of November 30, 2000 increased by \$1,048,490 compared to November 1999.

Fiscal Implications: Investment income is expected to meet budget.

SECTION 2 - REPORT: INTERNAL AUDIT

It is recommended that the Board receive and place on file the Internal Audit report for the period October 2000 through December 2000.

The reports for the Conflict of Interest and the Cash Disbursement audits were issued. No significant findings were noted, however, these reports include findings and corresponding recommendations that could improve controls.

Enclosed is the internal audit schedule through September 2001.

Fiscal Implications: It is expected that 2000-01 expended resources will be within approved budget limitations.

SECTION 3 - REPORT: GRANTS/CONTRACTS

It is recommended that the Board accept 49 grants and contracts totaling \$3,088,706 for the period 11/01/00 through 12/31/00.

One-hundred % sponsor-funded grants and contracts in the amount of \$2,599,836 were awarded to the University during the above period. Grants/contracts that required EMU cost-sharing and/or in-kind contributions totaled \$488,870.

Included in this report is a pending proposal to the United States Air Force in the amount of \$4,999,997. It has a projected contract term of five years.

Fiscal Implications: This action approves University matching funds in the amount of \$4,220 for projects awarded in the above period for a fiscal year-to-date total of \$178,923 against a base budget of \$240,296.

SECTION 4 - REPORT: CONSTRUCTION PROJECTS PROGRESS

It is recommended that the Board receive and place on file the Construction Projects Progress Report for the period ending January 3, 2001.

Work is proceeding on the first two units of the new Student Housing Project and trusses for the last two buildings will be set by mid-January. Windows will be installed in the last two buildings by the end of January. Roofing is complete on three of the units and nearly complete on two others. Plumbing and HVAC, electrical and fire protection rough-in has begun.

All buildings remain scheduled for occupancy by August 2001 with landscaping completed in October.

Fiscal Implications: Expenditures and contracted obligations entered into to date do not exceed the budgets of the approved projects.

SECTION 5 - REPORT: ACCOUNTS RECEIVABLE

It is recommended that the Student Accounts Receivables Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of November 30, 2000 be received and placed on file.

The Student Accounts Receivable Ratio Analysis balance is \$9,570,000 or 17.43% of revenue compared to \$8,384,000 (167.1543%) as of November 230 1999. This is a 1.28% increase.

Also included in a supplemental Accounts Receivable report that was requested by the Board. This report included mission, policy, practices and data upon which optimum accounts receivable management is pursued.

Fiscal Implications: Receivables are on target to reach the established goal.

SECTION 6 – REPORT: 2000-01 GENERAL FUND BUDGET STATUS

It is recommended that the Board receive and place on file the 2000-01 General Fund Budget Status Report.

Summer and Fall 2000 enrollments have fallen short of the budget plan by one percent.. Accommodation of the AAUP contract has not been made in the budget as of 11/30/00. This will be completed by the end of January.

Fiscal Implications: The issues identified in this report will be addresses administratively by budget allocations in February 2001.

SECTION 7 – STAFF APPOINTMENTS

It is recommended that the Board approve 41 staff appointments. 24 (59%) are female, 4 (10%) are African American, 1 (2%) is Asian, 1 (2%) is Hispanic.

Fiscal Implications: The salaries are part of the 2000-2001 budget.

SECTION 8 - SEPARATIONS/RETIREMENTS

It is recommended that the Board approve 24 separations and retirements for the dates listed. Of the 24, 8 (33%) are female, 3 (13%) are African American, 2 (8%) are Hispanic.

Fiscal Implications: None.

SECTION 9 - EMERITUS FACULTY STATUS

It is recommended that the Board grant emeritus status to one former faculty member listed below.

Jerry R. Williamson - Associate Professor, Department of Chemistry
From 1967 – 2000 (33 yrs.)

Fiscal Implications: None.

SECTION 10 - STUDENT AFFAIRS COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Student Affairs Committee Agenda for January 16, 2000 and the Minutes of November 14, 2000 be received and placed on file.

Fiscal Implications: None.

SECTION 11 - FINANCE COMMITTEE MONTHLY REPORT AND MINUTES

It is recommended that the Working Agenda for January 16, 2001 and the minutes for the November 14, 2000 Finance Committee meeting be received and placed on file.

Fiscal Implications: The fiscal impact of the actions taken are in the appropriate sections and the Board minutes.

SECTION 12 – SALE OF REAL PROPERTY – 605 WEST CROSS STREET, YPSILANTI, MICHIGAN

It is recommended that the Board approve the sale at a purchase price of \$192,000.

The property was purchased by the University last spring with the intent of tearing the house down and paving for parking. However, Robert Barnes, a local landlord, would like to buy, restore, and improve the building and use it as rental property. The University would have the first of first refusal to purchase if he elects to see the house in the future.

Fiscal Implications: The agreed upon price is \$192,000.

**SECTION 13 – AUTHORIZATION TO PROCEED – RENEGOTIATION OF THE
JOINT OPERATING AGREEMENT BETWEEN EMU, THE EMU
FOUNDATION AND EAGLE CREST MANAGEMENT CORP.**

It is recommended that the Board authorize the University to proceed with the renegotiation.

Fiscal Implications: None.

**SECTION 14 – EDUCATIONAL POLICIES COMMITTEE MONTHLY REPORT
AND MINUTES**

It is recommended that the EPC agenda for January 16, 2001, and the minutes of November 14, 2000 be received and placed on file.

Fiscal implications: None.

SECTION 15 – FACULTY AFFAIRS COMMITTEE

It is recommended that the FAC agenda for January 16, 2001, and the minutes of November 14, 2000, be received and placed on file.

Fiscal Implications: None.

SECTION 16 – POLICY CHANGE: ALCOHOL AND DRUG POLICY

It is recommended that the Board amend the alcohol and drug policy to include a title modification, to add a statement related to parental notification, to clarify the purpose and responsibility for the Biennial Review, and to add a statement related to alcohol marketing on campus.

Fiscal Implications: None.

SECTION 17 – ELECTION OF BOARD OFFICERS

It is recommended that the Board elect a Chair and Vice Chair for 2001 and appoint the Board Treasurer, Secretary to the Board, and the Internal Auditor.

Fiscal Implications: None.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 1

DATE:

January 16, 2001

RECOMMENDATION

REPORT: TREASURER'S

ACTION REQUESTED

It is recommended that the Treasurer's Report for the month of November 2000 be received and placed on file.

STAFF SUMMARY

As of November 30, 2000, Cash and Investments totaled \$52,040,383.10 and were invested to return a total annualized return of 8.73%. As summarized below, Eastern's latest investment performance compared favorably to the established benchmarks.

- | | |
|---|---------------------------|
| • Short-Term Investment Fund Yield: | 6.57% |
| • Benchmark: 3-month Treasury Bill: | 6.31% |
| • Intermediate-Term Investment Fund Total Return: | 3.79% (9.09% annualized) |
| • Benchmark: Merrill Lynch 1-3 Year Treasury Index: | 3.58% (8.59% annualized) |

Specifics as to the quality, duration, and other related features of the University's investment portfolio are itemized on page 4 of this report. In general:

- | | |
|--|---|
| • The portfolio has no investments in equities. | • 2% of the portfolio is in variable rate obligations. |
| • The portfolio has no leveraged investments. | • Average weighted credit quality of the portfolio is AA+. |
| • The portfolio has no speculative derivatives. | • Average weighted maturity of the portfolio is approximately 161 days. |
| • 98% of the portfolio is in fixed income obligations. | |

Cash and investments (excluding bond proceeds) as of November 30, 2000 decreased by \$1,048,490 when compared to November 1999, primarily due to investments in capital and insurance repair projects for which the University is awaiting reimbursement.

FISCAL IMPLICATIONS

The investment income is expected to meet budget.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
Cash and Investments
November 30, 2000

<u>Cash</u>				Bank Balance
Comerica Bank				\$1,133,947.88
FirStar Bank				\$0.00
Total Cash				\$1,133,947.88
<u>Eagle Crest Cash</u>				
Conference Center				30,697.00
Golf Club				473,537.00
Maintenance Reserve				524,184.00
Total Cash				1,028,418.00
<u>Investments</u>	Date Settled	Date Maturing	Total Return YTD (Annualized)	Principal
Short Term Investment Funds:				
Comerica Gov't Pool	Daily		6.284% *	250,000.00
Federated Prime Obligations	Daily	Mutual Fund	6.510% *	3,432,613.80
Dimensional Fund Advisors	Monthly	Mutual Fund	6.680% *	2,495,954.03
Intermediate Term Investment Funds:				
Vanguard Short Term Corporate	Monthly	Mutual Fund	9.494%	9,165,924.40
Federated US Government 2-5 Year	Monthly	Mutual Fund	11.328%	8,988,096.33
Agencies:				
Federal National Mortgage Assn	08/26/99	07/14/04	6.880%	3,000,000.00
Federal National Mortgage Assn	08/30/99	09/01/04	7.070%	3,000,000.00
Federal Home Loan Bank	09/10/99	09/10/04	7.125%	3,000,000.00
Federal Home Loan Mortgage Corp.	10/06/99	10/06/04	7.000%	2,500,000.00
Total Investments				35,832,588.56
Subtotal Cash and Investments				37,994,954.44
<u>General Revenue Bonds Investments</u>				
Dimensional Fund Advisors	Monthly	Mutual Fund	6.680%	1,392,699.60
Dimensional Fund Advisors	Monthly	Mutual Fund	6.680%	12,652,729.06
Subtotal General Revenue Bonds Investments				14,045,428.66
 Grand Total: Cash, Investments				52,040,383.10
Net Annualized Yield - Short Term			6.570%	
Total Annualized Return - Total Investments			8.728%	

* Figure represents net yield.

EASTERN MICHIGAN UNIVERSITY
Summary of Cash/Investments and Bond Investments by Institution
November, 2000

	<u>Amount of EMU</u> <u>Cash/Investment</u>	<u>% Of Total</u> <u>Investment</u>
A. Book Cash Balance	1,133,948	2.98%
B. Eagle Crest Cash Balance	1,028,418	2.71%
C. Comerica Gov't Pooled Investment Fund	250,000	0.66%
D. Federated Prime Obligations	3,432,614	9.03%
E. Dimensional Fund Advisors	2,495,954	6.57%
F. Vanguard Short Term Corporate	9,165,924	24.12%
G. Federated US Government 2-5	8,988,096	23.66%
H. Federal National Mortgage Assn	3,000,000	7.90%
I. Federal National Mortgage Assn	3,000,000	7.90%
J. Federal Home Loan Bank	3,000,000	7.90%
K. Federal Home Loan Mortgage Corp.	<u>2,500,000</u>	<u>7.90%</u>
	<u>37,994,954</u>	<u>100.00%</u>

	<u>Amount of EMU</u> <u>Bond Investment</u>	<u>% Of Total</u> <u>Investment</u>
L. Dimensional Fund Advisors	1,392,700	10.00%
M. Dimensional Fund Advisors	<u>12,652,729</u>	<u>90.00%</u>
	<u>14,045,429</u>	<u>100.00%</u>

Notes:

- C. The average maturity of the fund is approximately 28 days and EMU has access to its funds on a daily basis.
- D. The Prime Obligation Fund invests in high quality corporate and bank debt obligations. The average maturity of the fund approximates 48.03 days and EMU has access to its funds on a daily basis.
- E./L./M. The Dimensional Fund Advisors Fund invests in high quality corporate and bank debt obligations. The average weighted maturity of the fund is 146 days.
- F. The Vanguard Short Term Corporate Fund invests in investment grade bonds and other fixed income securities. Not more than 30% of the fund assets may be invested in BBB grade securities. The average weighted maturity of the fund is 2.4 years.
- G. The Federated US Government 2-5 Year Fund invests in US Treasury bills, notes and bonds. The average weighted maturity of the fund is 3.55 years.
- H./I./J./K. U.S. Agency Obligations.

**Eastern Michigan University
University Investment Portfolio**

November 2000

	Federated Prime Obligation*	DFA	Vanguard	Federated US Govt. 2-5	Net University Holdings	Total
Total Fund Net Assets	\$12,602,420,677	\$840,050,000	\$7,227,581,394	\$585,649,639		
EMU's Investment	\$3,432,614	\$16,541,383	\$9,165,924	\$8,988,096	\$13,912,366	\$52,040,383
% of Total Fund	0.03%	1.97%	0.13%	1.53%		
Fund Inception Date	03/26/90	07/27/83	10/29/82	09/01/91		
Date of Initial EMU Investment	03/19/96	01/18/96	01/18/96	01/22/96		
Average Weighted Maturity	48.03 days	146 days **	2.4 years	3.55 years		161 days
Book NAV (7/1/00)	1.00	10.15	10.46	10.39		
Market NAV (11/30/00)	1.00	10.21	10.57	10.63		
Liquidity Option	Same Day	Next Day	Next Day	Next Day		
Morningstar Rating	N/A	5 stars	5 stars	4 stars		
3 Year Average Annual Total Return	5.67%	5.67%	5.78%	5.48%		
3 Year Benchmark	5.35%	5.35%	5.82%	5.82%		
Portfolio Mix						
Commercial Paper Notes	39.0%					
Repos	2.2%			2.1%		
Variables	31.0%					
Govt. Agency Mort. Backed Sec.				28.5%		
Time Deposits	16.9%					
Direct U.S. Govt. Agencies						
C.D.'s						
U.S. Treasury's	10.9%			69.4%		
Other						
Bonds	99.1%	99.1%	99.0%		\$3,000,000	\$3,000,000
Cash	0.8%	0.8%	1.0%		\$3,000,000	\$3,000,000
Federal National Mortgage Assn					\$2,500,000	\$2,500,000
Federal National Mortgage Assn					\$1,133,948	\$1,133,948
Federal Home Loan Bank					\$0	\$0
Federal Home Loan Mortgage Corp.					\$1,028,418	\$1,028,418
Comerica Government Pool						
Comerica Bank (sweep account)						
FirStar Bank						
Eagle Crest Cash						
Average Credit Quality Rating	AAA	AAA	A-1	AAA	AAA	AA+

* Money Market Fund

** Average Duration

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 2

DATE:

January 16, 2001

RECOMMENDATION

REPORT: INTERNAL AUDIT

ACTION REQUESTED

It is recommended that the Internal Auditor's activity report for the period of October 2000 through December 2000 be received and placed on file.

STAFF SUMMARY

The reports for the Conflict of Interest and Cash Disbursement audits were issued. No significant findings were noted, however, the Cash Disbursement report includes findings and corresponding recommendations that we believe could improve controls in this area. These recommendations have been discussed with appropriate personnel. In general, management agrees with the recommendations and is proceeding with actions to implement the recommendations. Andrews Hooper & Pavlik is satisfied that management's responses will satisfy the intent of the recommendations.

Enclosed is the updated internal audit schedule for the period ending September 30, 2001.

FISCAL IMPLICATIONS

It is expected that fiscal year 2000-2001 expended resources will be within approved budget limitations.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board Approval.

University Executive Officer

Date



ANDREWS HOOPER & PAVLIK P.L.C.
Certified Public Accountants

Date: December 8, 2000

To: Regent Philip A. Incarnati
Chair, Board of Regents

From: Andrews, Hooper & Pavlik, P.L.C.
Internal Audit

Re: CONFLICT OF INTEREST

We have completed our Conflict of Interest review in accordance with University Policies 1.6 Conflict of Interest: Board of Regents, 3.1.6 Conflict of Interest, and 3.1.7 Conflict of Interest: Senior Administrators. Our objective was to evaluate adherence to the policies based on disclosures received. The scope of our review included the University's Board of Regents, President, and Administrative Professionals (AP) ranked as AP10 and above.

We distributed a copy of the applicable University policy and a Disclosure Statement to each individual and requested they return the Disclosure Statement with their signature acknowledging their understanding and adherence to the policy. Any potential conflicts were to be documented on the Disclosure Statement by the individual. Four returned Disclosures Statements noted potential conflicts.

We independently evaluated the four Disclosure Statements and consulted with University counsel. We concluded that there does not appear to be any substantial or material conflicts of interest based on the information disclosed.

If you have any questions or comments or would like more details relative to this matter, please do not hesitate to call Jeff Fineis or Amy Brown at (517) 487-5000.

This report is intended for the information and use of the Eastern Michigan University Board of Regents and Management and is not intended to be and should not be used by anyone other than these specified users.

cc: Board of Regents
President Samuel A. Kirkpatrick
Vice President Patrick J. Doyle



ANDREWS HOOPER & PAVLIK P.L.C.
Certified Public Accountants

Date: December 18, 2000

To: Mr. Patrick Doyle
VP for Business and Finance

**Re: AUDIT REPORT
CASH DISBURSEMENTS**

Attached is the report for the internal audit review of the internal control process for cash disbursements. Revisions based on discussions with Mr. John Beaghan, University Controller, and review of support for compensating controls, have been incorporated.

Any questions, comments, or concerns that you may have relative to this report can be directed to Jeff Fineis or Amy Brown at (517) 487-5000.

Your cooperation with this request and assistance and support provided during this audit is appreciated.

Attachment

cc: Board of Regents
John Beaghan
Daniel Cooper
Gary Reffitt
Thom Madden
Sandra Yee

Audit Report Cash Disbursements

Background

Cash disbursements are an important part of the accounting function. Financial Services are under the guidance of Patrick Doyle, Vice President for Business and Finance and John Beaghan, University Controller.

The policies and procedures necessary for Eastern Michigan University to make payments for only authorized purchases and to record those payments accurately in the University's accounting records involve many departments and personnel. The cash disbursements internal audit review was conducted by first gaining an understanding of the operations of the departments involved in the process and then selecting samples of actual transactions to be reviewed for proper authorization, financial reporting and use of internal controls. The significant departments for the disbursements process and whose policies and procedures we reviewed are as follows: Accounting, Purchasing, Accounts Payable, Student Business Services, Dining Services, and the Library.

Accounting

Accounting is responsible for verifying information on requisitions prior to purchase orders being established and/or payment being made to vendors. Their verification includes review of appropriate account numbers, object codes, authorized signers, budget availability, and, for restricted accounts (grants and contracts), allowability of the expenditure by the sponsoring agency.

Purchasing

The University operates within a centralized purchasing system for most purchases. Dining Services performs its own purchasing function for food and other dining supplies and the Library performs the purchasing function for the purchase of books and other information resources it provides for students. Except for the areas mentioned above, only the Central Purchasing Department has the authority to obligate the University for the procurement of services, supplies, materials and equipment, in accordance with University policies and procedures. Purchasing uses a purchase order system (for most purchases) to ensure purchases are authorized, tracked and accurately priced.

Accounts Payable

Accounts Payable is responsible for making and recording payments to vendors and suppliers after a determination that the goods or services were properly authorized, actually received and accurately priced, in accordance with University policies and procedures. Accounts Payable is responsible for keeping the necessary documentation to support each payment.

Student Business Services

Student Business Services is involved with the cash disbursement process for all University payments made to students in the form of short term loans, student refunds for withdrawals from classes, refunds of student aid in excess of fees and tuition, and other miscellaneous refunds to students. Student Business Services uses the Integrated Student Information System (ISIS) to track student activity and determine refunds. ISIS interfaces with the University's Financial Records System (FRS) for student refunds. Student Business Services is responsible for ensuring that student refunds and loan disbursements are appropriate, accurate and properly recorded in the University's financial records.

Dining Services

Dining Services is responsible for the purchasing function for all food and other dining supplies used in its operations. Dining Services utilizes Menu Management software to order needed items and track their use once received. This system does not interface with the FRS, so all cash disbursement vouchers approved by Dining Services are delivered to Accounts Payable where they will be processed for payment and manually entered into FRS.

Library

The Library is responsible for the purchasing function related to all books and other information resource purchases made for the Library. The Library utilizes the Voyager software system to generate orders and inventory items once received. This system does not interface with FRS so all documentation supporting cash disbursements approved by the Library is delivered to Accounts Payable where it will be processed for payment and manually entered into FRS.

Payroll

A complete audit of the Payroll system was completed in 1999. Accordingly, Payroll will not be included in the scope of this audit.

Objectives and Scope

Our objectives were to evaluate the adequacy of internal controls for cash disbursements and review the efficiency of the disbursement process within the Accounts Payable Department and other interfacing departments.

The scope of our review included reviewing transactions and procedures specific to non-payroll disbursements. We reviewed only the short-term student loan portfolio, as other college loan programs are part of the University's A-133 annual audit and are therefore excluded from this audit.

Conclusion

We concluded that adequate internal controls appear to be in effect over the University's cash disbursement areas reviewed. We did, however, identify opportunities for strengthening the internal control environment in some areas reviewed and improving operating efficiencies. We do not consider these to be significant internal control weaknesses.

The remainder of this report details work performed and criteria used in supporting our conclusions. We have included recommendations to management for improving the internal control process and increasing operating efficiency for cash disbursements.

We completed our audit fieldwork on December 15, 2000.

This report is intended for the information and use of Eastern Michigan University Board of Regents and Management and is not intended to be and should not be used by anyone other than these specified users.

Findings and Recommendations

Purchasing

Finding

We noted during our testing of the procurement cards that Human Resources does not notify Purchasing when an employee terminates employment with the University. Procurement cards, at times, have been cancelled three to four weeks after employment discontinues.

Recommendation

Human Resources should provide a list of terminated employees to the Purchasing Department on a regular basis so that procurement cards may be cancelled on a timely basis.

Management's Response

We agree. A procedure will be written jointly by Human Resources and Purchasing to implement this recommendation.

Student Business Services

Finding

We noted during our testing of the University short term loans that two student applications had not been signed as approved or denied by the loan officers.

Recommendation

Loan applications should be signed by a loan officer to indicate approval or denial. Further processing should not be allowed without this signature.

Management's Response

We agree. The two instances noted were an oversight. Responsible personnel have been reminded about the importance of this procedure. A new review procedure has been implemented to avoid recurrence.

Library***Finding***

The Voyager system can be used to electronically transmit orders directly to vendors. However, the Library currently does not use this application.

Recommendation

Electronically transmitting orders directly to vendors could result in a more efficient and timely ordering process and reduce the delay in receiving. We recommend that the University consider the cost vs. benefit of implementing an electronic data interface.

Management's Response

The Voyager system is being upgraded in January 2001. The new version has enhanced electronic data interface capabilities. A review of these capabilities and an analysis of the benefit of implementation will be done after the upgraded system is stabilized.

Eastern Michigan University Internal Audit Schedule
Andrews Hooper & Pavlik
 For Period Ending September 30, 2001

<u>Timing</u>			
<u>Work Pfd</u>	<u>Report</u>	<u>Hours</u>	<u>Item</u>
Various	Various	100	Planning, Risk Analysis & Administrative Planning/Scheduling Audits Board Meetings, Other Meetings, etc. Risk Assessment for following years
Completed	Nov-00	125	Investments
Completed	Jan-01	50	Conflict of Interest Statements Board of Regents, President & Administrative Professionals 10 & above
Completed	Jan-01	200	Cash Disbursements
In Progress	Apr-01	50	Football/Basketball Ticket Sales (including special events) Advance Sales At Game Sales
Jan-01	Apr-01	100	Charter Schools
Jan-01	Apr-01	50	Health Center
Apr-01	Jun-01	50	Child Care Center
Apr-01	Jun-01	150	Tuition Audit
May-01	Jun-01	80	University Apartments Cash controls Billing procedures Key controls
Jun-01	Sep-01	195	Dining Services (including satellite operations) Inventory Cash Disbursements
Jul-01	Sep-01	80	Vending operations
Various	Various	170	Special Projects
Various	Various	<u>100</u>	Contingencies
		<u>1,500</u>	

- BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY -

SECTION: 3
DATE: January 16, 2001

RECOMMENDATION

REPORT: GRANTS/CONTRACTS

ACTION REQUESTED

It is recommended that 49 grants and contracts totaling \$3,088,706 for the period 11/01/00 through 12/31/00 be accepted.

SUMMARY

One-hundred percent sponsor-funded grants and contracts in the amount of \$2,599,836 were awarded to the University during the period 11/01/00 through 12/31/00. Grants and contracts awarded to the University that required EMU cost-sharing and/or in-kind contributions totaled \$488,870.

Included in this report is a pending proposal to the United States Air Force (DOD) in the amount of \$4,999,997. It has a projected contract term of five years. The proposal originated in our Coatings Research Institute and proposes to develop a revolutionary new coating for aircraft. Although Eastern Michigan University will be the lead institution, the grant will be a collaborative effort with the University of Michigan. Because of the amount of the proposal and its projected length, the administration wishes to alert the Board of this potential grant.

Summary of Grants and Contracts (pp. 2-5)
Grants & Contracts Progress Report (p. 6)
November 2000 Proposal Activity (pp. 7-11)
December 2000 Proposal Activity (pp. 12-16)

FISCAL IMPLICATIONS

This action approves allocating University matching funds in the amount of \$4,220 as cash contributions for projects awarded during the period 11/01/00 through 12/31/00, for a fiscal year-to-date total of \$178,923 against a base budget of \$240,296.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Office

Date

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**Eastern Michigan University
Summary of Grants and Contracts**

1/16/2001

(Reported for FY 2001)

100% Sponsored

Title Grantor/Contractor	Director	Administrator	Amount
Occupational Safety and Health Training Institute: UAW Health and Safety Various Sponsors	Pamela Hill	Pamela Hill	\$1,905,000
Sample Curriculum and Plans for Education (SCoPE) Site Project State of Michigan	Robbie Johnson	Juanita Reid	\$144,463
Development of Non-yellowing Soybean-based Waterborne Coatings United Soybean Board	Jamil Baghdachi	John Massingill	\$115,258
Donation of excess fabric, 2763 yards Johnson Controls	Julie Becker	Julie Becker	\$55,265
Donation of CAD software Gerber Technology, Inc.	Julie Becker	Julie Becker	\$48,500
Michigan Department of Consumer and Industry Services - SET 2000/2001 Michigan Department of Consumer and Industry Services	Arlene Cook	Pamela Hill	\$48,000
In-Time: Preparing Tomorrow's Teachers to Use Technology (PT3) [Year 2 supplement] Northern Iowa University	Ellen Hoffman	Ellen Hoffman	\$46,800
Wayne County GIS Program Task Order 4 Environmental Systems Research Institute, Inc	Janice Moses	Charles Monsma	\$37,700
Donnelly Corporation Donnelly Corporation	Barbara Hopkins	Barbara Hopkins	\$19,575
Intermet Corporation Intermet Corporation	Barbara Hopkins	Barbara Hopkins	\$15,750
Herman Miller, Inc Herman Miller Inc.	Barbara Hopkins	Barbara Hopkins	\$13,450
Strategic Planning for Safe Communities Michigan Department of State Police	Joseph Ohren	Charles M. Monsma	\$12,800
Schefenacker Vision Systems USA, Inc Schefenacker Vision Systems USA, Inc.	Barbara Hopkins	Barbara Hopkins	\$12,800
Daimler Chrysler Daimler/Chrysler Corporation	Ronald Kerrigan	Pamela Hill	\$11,775
Nissan Forklift Corporation, N.A. Nissan Forklift Corporation, N.A.	Barbara Hopkins	Barbara Hopkins	\$10,500
Donation of furniture and fabric La-Z-Boy	Julie Becker	Julie Becker	\$10,094
Training and Assistance on Pattern Input and Design, part 2 La-Z-Boy	Julie Becker	Julie Becker	\$9,900
Borg-Warner Automotive Borg-Warner Corporation	Barbara Hopkins	Barbara Hopkins	\$9,275
Herman Miller Inc Herman Miller Inc.	Barbara Hopkins	Barbara Hopkins	\$8,175

Title	Director	Administrator	Amount
Grantor/Contractor			
Advanced Communication, Inc Advanced Communications, Inc.	Pamela Sidney	Pamela Hill	\$6,000
Double Eagle Steel Coating Company Double Eagle Steel Coating Company	Ronald Kerrigan	Pamela Hill	\$5,550
Gonzalez Design Gonzales Design Engineering	Barbara Hopkins	Barbara Hopkins	\$5,175
Assessing Management Capacity in Washtenaw County Nonprofit Organizations - Supplement Ann Arbor Area Community Foundation	Susan Kattelus David Clifford	Susan Kattelus	\$5,000
Evaluation of Gap Programming for Youth Albion Community Foundation	Bruce Warren	Bruce Warren	\$5,000
Strategic Planning for Southeastern Oakland County Southeastern Oakland County Resource Recovery	Joseph Ohren	Charles M. Monsma	\$4,500
Double Eagle Steel Coating Company Double Eagle Steel Coating Company	Ronald Kerrigan	Pamela Hill	\$4,000
Raychem Circuit Protection Ray Chem Corporation	Barbara Hopkins	Barbara Hopkins	\$3,825
Barriers to Effective Decision Making City of Grand Haven City of Grand Haven	Joseph Ohren	Charles M. Monsma	\$3,725
Pavement Management Software Tool Wade-Trim Associates, Taylor, MI	Yichun Xie	Yichun Xie	\$3,000
Visteon Corporation Visteon Automotive	Barbara Hopkins	Barbara Hopkins	\$2,775
Pattern Input and Design of Marker RECARO North America, Inc.	Julie Becker	Julie Becker	\$2,625
Detroit Diesel Corporation Detroit Diesel Corporation	Barbara Hopkins	Barbara Hopkins	\$2,600
'ALDIRED" (Alternative Dispute Resolution Education) MEEMIC Foundation for the Future of Education	Bernie O'Connor	Bernie O'Connor	\$2,500
Development of Teaching/Learning Materials for Japanese Heritage Language Children - Year 2 Japan Business Society of Detroit Foundation	Hitomi Oketani Motoko Tabuse	Hitomi Oketani	\$2,000
Life's a Risk (and then you die): An Academic Service-Learning Radon-Testing Project Michigan Campus Compact	Joanne Caniglia	Joanne Caniglia	\$1,946
Durr Industries Durr Industries Inc.	Barbara Hopkins	Barbara Hopkins	\$1,500
Pattern Input and Design of Marker CMI Automotive	Julie Becker	Julie Becker	\$1,275
Training on Gerber PDS2000 software Irvin Automotive	Julie Becker	Julie Becker	\$1,125
Digital Geographic Base map of the Republic of Haiti Earth Resources & Environmental Consultants	Yichun Xie	Yichun Xie	\$425
Earth Resources & Environmental Cons - - Haiti Basemap, French brochures Earth Resources & Environmental Consultants	Yichun Xie	Yichun Xie	\$210

Title	Grantor/Contractor	Director	Administrator	Amount
			40 Grants and Contracts for a total of:	\$2,599,836

**Eastern Michigan University
Summary of Grants and Contracts
1/16/2001
(Reported for FY 2001)
Requiring EMU Matching Funds**

Title Funding Agency	Director	Administrator	EMU In-kind	EMU Cash	Sponsor	Total
Michigan DECA Michigan Department of Career Development	David Wait	David Wait	\$898,376		\$65,500	\$963,876
Michigan Business Professionals of America Michigan Department of Career Development	Maurice Henderson	Maurice Henderson	\$213,350		\$65,500	\$278,850
Learning With a Purpose: Academic Service Learning Model for Mathematics, Science, and Life Michigan Department of Education	Dale Rice		\$68,033	\$2,600	\$73,000	\$143,633
Project SEAMLESS II: Southeast Educators' Alliance of Mathematics Linking Emerging Student Scholars: A Model for Mentoring Across the Continuum of Teacher Development Michigan Department of Education	Irene Duranczyk Joanne Caniglia	Irene Duranczyk	\$31,982	\$1,620	\$82,000	\$115,602
Teacher Learning that Supports Student Inquiry: Interdisciplinary Science Investigation of Contemporary Problems Michigan Department of Education	Joanne Caniglia Yichun Xie	Joanne Caniglia	\$30,626		\$73,000	\$103,626
Alzheimer's Education Program - 2000/2001 Michigan Department of Community Health	Anne Robinson	Anne Robinson	\$13,000		\$40,000	\$53,000
Alzheimer's Research Program - 2000/2001 Michigan Department of Community Health	Shelly Weaverdyke	Elizabeth Schuster	\$12,000		\$40,000	\$52,000
Biographical Storytelling and Writing-to-Learn: Taking a Different Path to Empower Latina Middle School Girls in Mathematics Michigan Department of Education	Cristina Jose-Kampfner Peggy Daisey	Cristina Jose-Kampfner	\$11,328		\$40,000	\$51,328
State Historic Preservation Office Graduate Student Internship State of Michigan	Ted Ligibel	Ted Ligibel	\$3,640		\$9,870	\$13,510
9	Grants/Contracts for a total of:		\$1,282,335	\$4,220	\$488,870	\$1,775,425

**GRANTS AND CONTRACTS
FY 2001 PROGRESS REPORT**

January 16, 2001

Table I Current Proposal/Award Activity and Prior Year Comparison

	FY00-01 Annual Plan	FY00-01 Plan To Date	FY00-01 Actual To Date	FY00-01 Actual- Plan Variance	FY99-00 Plan To Date	FY99-00 Actual To Date	FY99-00 Actual- Plan Variance	FY00-01 vs FY99-00 Actual to Date Var.
Number of Proposals	457	229	188	(41)	218	199	(19)	(11)
Number of Awards	357	179	146	(33)	151	168	17	(22)
Dollar Value of Awards	\$15,100,000	\$7,550,000	\$7,704,656	\$154,656	\$7,250,000	\$4,918,664	(\$2,331,336)	\$2,785,992
Matching Funds	\$240,296	\$165,148	\$178,923	\$13,775	\$90,000	\$133,497	\$43,497	\$45,426

Table II Future Budgetary Implications of FY00-01 Awards/Matching Funds

	Dollar Value	Budgeted Expenditures by Fiscal Year		
		FY00-01	FY01-02	FY03-04
FY00-01 Awards to Date	\$7,704,656	\$3,751,044	\$2,375,566	\$1,039,702
FY00-01 Matching Funds to Date	\$178,923	\$99,313	\$48,139	\$29,307
				\$538,344
				\$2,164

Table III Grant and Contract Expenditures

	FY00-01	FY99-00	FY00-01 vs FY99-00 Variance
Expenditures to Date as of November 30	\$4,704,596	\$4,394,267	\$310,329

Table IV Proposals Pending

	FY00-01	FY99-00	FY00-01 vs FY99-00 Variance
No. of Pending Proposals as of December 31	81	73	8
Dollar Value of Pending Proposals	\$18,260,277	\$10,537,011	\$7,723,266

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 1/16/2001

Grant/Contract Activity for November 2000

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20010525	Advanced Communications, Inc.	Center for Organizational Risk Reduction	Awarded 11/28/2000	\$6,000	\$6,000
20010520	Borg-Warner Corporation	Center for Quality	Awarded 11/28/2000	\$9,275	\$9,275
20010530	Daimler/Chrysler Corporation	Center for Organizational Risk Reduction	Awarded 11/30/2000	\$11,775	\$11,775
20010529	Detroit Diesel Corporation	Center for Quality	Awarded 11/28/2000	\$2,600	\$2,600
20010522	Donnelly Corporation	Center for Quality	Awarded 11/30/2000	\$19,575	\$19,575
20010528	Durr Industries Inc.	Center for Quality	Awarded 11/28/2000	\$1,500	\$1,500
20010502	Earth Resources & Environmental Consultants	CEITA	Awarded 11/15/2000	\$425	\$425
20010526	Gonzales Design Engineering	Center for Quality	Awarded 11/28/2000	\$5,175	\$5,175
20010521	Herman Miller Inc.	Center for Quality	Awarded 11/28/2000	\$8,175	\$8,175
20010524	Internet Corporation	Center for Quality	Awarded 11/30/2000	\$15,750	\$15,750
20010430	La-Z-Boy	Textiles Research & Training Institute	Awarded 11/29/2000	\$10,094	\$10,094
20010432	La-Z-Boy	Textiles Research & Training Institute	Awarded 11/15/2000	\$9,900	\$9,900
20010505	MEEMIC Foundation for the Future of Education	Office of the Dean of Arts & Sciences	Awarded 11/27/2000	\$2,500	\$2,500
20010504	Michigan Campus Compact	Mathematics	Awarded 11/27/2000	\$1,946	\$1,946
20001235	Michigan Department of Career Development	Business & Technology Education	Awarded 11/15/2000	\$65,500	\$65,500
20010220	Michigan Department of Community Health	Alzheimer's Education Program	Awarded 11/29/2000	\$40,000	\$40,000
20010305	Michigan Department of Community Health	Alzheimer's Research Program	Awarded 11/30/2000	\$40,000	\$40,000
20001263	Michigan Department of Education	Mathematics	Awarded 11/30/2000	\$82,000	\$82,000
20001272	Michigan Department of Education	Special Education	Awarded 11/30/2000	\$73,000	\$73,000
20001274	Michigan Department of Education	Mathematics CEITA	Awarded 11/30/2000	\$73,000	\$73,000

GRANTS AND CONTRACTS: ACTIVITY REPORT FOR NOVEMBER 2000

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20010527	Ray Chem Corporation	Center for Quality	Awarded 11/28/2000	\$3,825	\$3,825
-					
20001207	United Soybean Board	Coatings Research Institute	Awarded 11/30/2000	\$115,258	\$115,258
20010534	Various Sponsors	Center for Organizational Risk Reduction	Awarded 11/30/2000	\$1,905,000	\$1,905,000
20010523	Visteon Automotive	Center for Quality	Awarded 11/28/2000	\$2,775	\$2,775
20010403	Meet The Composer	Music	Denied 11/27/2000	\$250	\$0
20000348	National Institutes of Health	Biology	Denied 11/14/2000	\$134,875	\$0
20000352	National Institutes of Health	Biology	Denied 11/14/2000	\$134,875	\$0
20001202	National Institutes of Health	Biology	Denied 11/14/2000	\$134,875	\$0
20001233	National Institutes of Health	Biology	Denied 11/14/2000	\$134,875	\$0
20000906	U.S. Department of Defense	Biology	Denied 11/14/2000	\$60,466	\$0
20001242	U.S. Department of Labor	Center for Management & Leadership	Denied 11/1/2000	\$648,148	\$0
20001245	Un. of Texas Health Services Center in San Ant.	HECR	Denied 11/27/2000	\$1,056,398	\$0
20010514	Albion Community Foundation	ISCFC	Pending	\$5,000	\$0
990714	American Diabetes Association	Chemistry	Pending	\$144,120	\$0
20000705	AOL Foundation	Sociology, Anthropology, and Criminology	Pending	\$6,304	\$0
20010431	City of Jackson, Michigan	Geography & Geology	Pending	\$3,988	\$0
20000401	Comer Health Center	ISCFC	Pending	\$4,712	\$0
990704	Detroit Public Schools	Institute for Diversity in Business Services	Pending	\$6,250	\$0
20010215	Dreyfus Foundation, Camille Henry	Chemistry	Pending	\$16,787	\$0
20001204	Eaton County ISD	Teacher Education	Pending	\$10,000	\$0
990605	Elf Atochem North America, Inc.	Physics & Astronomy	Pending	\$59,062	\$0
20001007	Environmental Protection Agency	CEITA	Pending	\$147,000	\$0
20000102	Fitness Enterprise	HPERD	Pending	\$13,150	\$0
990940	General Electric	Coatings Research Institute	Pending	\$126,681	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20000915	Ideal Steel & Builders Supplies, Inc.	Center for Management & Leadership	Pending	\$25,392	\$0
20010507	Illinois Soybean Promotion Board	Coatings-Research Institute	Pending	\$178,855	\$0
20000914	Livingston County	Center for Management & Leadership	Pending	\$76,138	\$0
20010303	March of Dimes Birth Defects Foundation	Biology	Pending	\$136,629	\$0
20010410	Michigan Campus Compact	Teacher Education	Pending	\$2,239	\$0
20001236	Michigan Department of Career Development	Business & Technology Education	Pending	\$65,500	\$0
20010122	Michigan Department of Career Development	Business & Technology Education	Pending	\$93,237	\$0
990725	Michigan Department of Education	Business & Technology Education	Pending	\$1,680	\$0
20001201	Michigan Department of Education	Children's Institute	Pending	\$99,000	\$0
20001270	Michigan Department of Education	Teacher Education	Pending	\$40,000	\$0
20010332	Michigan Department of Education	Interdisciplinary Technology Communication & Theater Arts	Pending	\$20,500	\$0
20010333	Michigan Department of Education	Interdisciplinary Technology Communication & Theater Arts	Pending	\$20,500	\$0
20010334	Michigan Department of Education	Interdisciplinary Technology Communication & Theater Arts	Pending	\$82,000	\$0
20010117	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$93,171	\$0
20010118	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$92,835	\$0
20010119	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$165,297	\$0
20010121	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$17,122	\$0
20010124	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$48,620	\$0
20010404	Michigan Economic Development Corporation	Coatings Research Institute	Pending	\$148,342	\$0
20010405	Michigan Family Independence Agency (MDSS)	Social Work	Pending	\$48,510	\$0
20001237	Michigan Sea Grant College Program	Biology	Pending	\$40,158	\$0
990611	Michigan Space Grant Consortium	Physics & Astronomy	Pending	\$4,659	\$0
20010516	Michigan Space Grant Consortium	Industrial Technology	Pending	\$4,000	\$0
20000222	Mizutani Foundation for Glycoscience	Biology	Pending	\$74,404	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20001273	National Endowment for the Humanities	English Language & Literature	Pending	\$363,721	\$0
20010128	National Endowment for the Humanities	African American Studies	Pending	\$4,000	\$0
20010335	National Endowment for the Humanities	History & Philosophy	Pending	\$69,635	\$0
20000960	National Foundation for Improvement of Education	Teacher Education	Pending	\$1,000	\$0
20000714	National Institute of Justice	ISCFC	Pending	\$275,000	\$0
991106	National Institutes of Health	Chemistry	Pending	\$125,024	\$0
20000353	National Institutes of Health	Social Work Nursing Education	Pending	\$407,033	\$0
20000961	National Institutes of Health	Computer Science	Pending	\$150,265	\$0
20010103	National Institutes of Health	Sociology, Anthropology and Criminology	Pending	\$64,208	\$0
991002	National Science Foundation	Sociology, Anthropology, and Criminology	Pending	\$6,107	\$0
20000703	National Science Foundation	Biology	Pending	\$224,391	\$0
20001208	National Science Foundation	Biology	Pending	\$198,129	\$0
20001214	National Science Foundation	Chemistry	Pending	\$25,690	\$0
20001243	National Science Foundation	HPERD	Pending	\$49,197	\$0
20010105	National Science Foundation	Biology	Pending	\$150,896	\$0
20010209	National Science Foundation	English Language & Literature	Pending	\$995,456	\$0
20010428	National Science Foundation	Biology Teacher Education	Pending	\$600,435	\$0
20000707	Norcross Foundation	Biology	Pending	\$8,000	\$0
20001008	Oakland County Community Mental Hlth Auth	Associated Health Professions	Pending	\$9,420	\$0
20001246	Omni Tech, Ltd.	Coatings Research Institute	Pending	\$532,281	\$0
20010426	PETROTRIN	Center for Organizational Risk Reduction	Pending	\$1,850,000	\$0
20000713	Purdue University	Psychology	Pending	\$46,626	\$0
990601	Research Corporation	Chemistry	Pending	\$42,518	\$0
20001031	Retirement Research Foundation	Social Work	Pending	\$161,981	\$0
20010109	Spencer Foundation	African American Studies	Pending	\$30,615	\$0
20010104	The American Foundation	History & Philosophy	Pending	\$39,105	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20010217	The Aspen Institute	Social Work Associated Health Professions	Pending	\$25,612	\$0
20010513	U.S. Air force	Coatings Research Institute	Pending	\$4,999,997	\$0
990710	U.S. Army Corps of Engineers	Geography & Geology CEITA	Pending	\$52,762	\$0
20010240	U.S. Department of Defense	Office of the Dean of Education Leadership & Counseling	Pending	\$320,200	\$0
20001129	U.S. Department of Education	Social Work Teacher Education	Pending	\$546,693	\$0
20010501	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$167,892	\$0
20000741	U.S. Department of State	Sociology, Anthropology, and Criminology	Pending	\$3,000	\$0
20010427	UAW-GM Cadillac, Hamtramck Plant	Center for Management & Leadership	Pending	\$219,905	\$0
991133	University of Michigan	Biology	Pending	\$179,827	\$0
20000814	University of Michigan	ISCFC	Pending	\$14,981	\$0
20000826	University of Michigan	Psychology	Pending	\$473,745	\$0
20000710	University of Tulsa	Biology	Pending	\$34,146	\$0
20010512	Wayne County Airport	Interdisciplinary Technology	Pending	\$119,040	\$0
20010239	Wayne County, MI	CEITA	Pending	\$77,320	\$0
20010411	Wayne County, MI	CEITA	Pending	\$27,650	\$0
20010127	Western Kentucky University	Teacher Education	Pending	\$174,677	\$0
991217	Ypsilanti Public Housing Commission	ISCFC	Pending	\$203,582	\$0

Quantity of Awards: 24

Sum of Awards: \$2,505,048

Quantity of Pending: 79

Quantity of Denied: 8

11.

EASTERN MICHIGAN UNIVERSITY
OFFICE OF RESEARCH DEVELOPMENT

Report to the Board of Regents: 1/16/2001
Grant/Contract Activity for December 2000

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20010514	Albion Community Foundation	ISFCF	Awarded 12/20/2000	\$5,000	\$5,000
20010503	Ann Arbor Area Community Foundation	Accounting Associated Health Professions	Awarded 12/20/2000	\$5,000	\$5,000
20010608	City of Grand Haven	Political Science	Awarded 12/20/2000	\$3,725	\$3,725
20010539	CMI Automotive	Textiles Research & Training Institute	Awarded 12/20/2000	\$1,275	\$1,275
20010611	Double Eagle Steel Coating Company	Center for Organizational Risk Reduction	Awarded 12/20/2000	\$5,550	\$5,550
20010612	Double Eagle Steel Coating Company	Center for Organizational Risk Reduction	Awarded 12/20/2000	\$4,000	\$4,000
20010603	Earth Resources & Environmental Consultants	CEITA	Awarded 12/20/2000	\$210	\$210
20010533	Environmental Systems Research Institute, Inc	ICARD	Awarded 12/20/2000	\$37,700	\$37,700
20010538	Gerber Technology, Inc.	Textiles Research & Training Institute	Awarded 12/20/2000	\$48,500	\$48,500
20010614	Herman Miller Inc.	Center for Quality	Awarded 12/20/2000	\$13,450	\$13,450
20010540	Irvin Automotive	Textiles Research & Training Institute	Awarded 12/20/2000	\$1,125	\$1,125
20010617	Japan Business Society of Detroit Foundation	Foreign Languages & Bilingual Studies	Awarded 12/20/2000	\$2,000	\$2,000
20010537	Johnson Controls	Textiles Research & Training Institute	Awarded 12/20/2000	\$55,265	\$55,265
20001236	Michigan Department of Career Development	Business & Technology Education	Awarded 12/20/2000	\$65,500	\$65,500
20010610	Michigan Department of Consumer and Industry Services	Center for Organizational Risk Reduction	Awarded 12/20/2000	\$48,000	\$48,000
20001270	Michigan Department of Education	Teacher Education	Awarded 12/20/2000	\$40,000	\$40,000
20010607	Michigan Department of State Police	Political Science	Awarded 12/20/2000	\$12,800	\$12,800
20010613	Nissan Forklift Corporation, N.A.	Center for Quality	Awarded 12/20/2000	\$10,500	\$10,500
20010408	Northern Iowa University	Teacher Education	Awarded 12/20/2000	\$46,800	\$46,800

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20010541	RECARO North America, Inc.	Textiles Research & Training Institute	Awarded 12/20/2000	\$2,625	\$2,625
20010615	Schefenacker Vision Systems USA, Inc.	Center for Quality	Awarded 12/20/2000	\$12,800	\$12,800
20010609	Southeastern Oakland County Resource Recovery	Political Science	Awarded 12/20/2000	\$4,500	\$4,500
20010604	State of Michigan	Office of Vice President	Awarded 12/20/2000	\$144,463	\$144,463
20010605	State of Michigan	Geography & Geology	Awarded 12/20/2000	\$9,870	\$9,870
20010602	Wade-Trim Associates, Taylor, MI	CEITA	Awarded 12/20/2000	\$3,000	\$3,000
20010122	Michigan Department of Career Development	Business & Technology Education	Denied 12/20/2000	\$93,237	\$0
20010117	Michigan Department of State Police	Interdisciplinary Technology	Denied 12/20/2000	\$93,171	\$0
20010119	Michigan Department of State Police	Interdisciplinary Technology	Denied 12/20/2000	\$165,297	\$0
20000707	Norcross Foundation	Biology	Denied 12/18/2000	\$8,000	\$0
20001246	Omni Tech, Ltd.	Coatings Research Institute	Denied 12/20/2000	\$532,281	\$0
990714	American Diabetes Association	Chemistry	Pending	\$144,120	\$0
20000705	AOL Foundation	Sociology, Anthropology, and Criminology	Pending	\$6,304	\$0
20010431	City of Jackson, Michigan	Geography & Geology	Pending	\$3,988	\$0
20000401	Corner Health Center	ISCFC	Pending	\$4,712	\$0
990704	Detroit Public Schools	Institute for Diversity in Business Services	Pending	\$6,250	\$0
20010215	Dreyfus Foundation, Camille Henry	Chemistry	Pending	\$16,787	\$0
20001204	Eaton County ISD	Teacher Education	Pending	\$10,000	\$0
990605	Elf Atochem North America, Inc.	Physics & Astronomy	Pending	\$59,062	\$0
20001007	Environmental Protection Agency	CEITA	Pending	\$147,000	\$0
20010510	Environmental Protection Agency	Biology	Pending	\$24,045	\$0
20010542	Environmental Systems Research Institute, Inc	CEITA	Pending	\$13,500	\$0
20000102	Fitness Enterprise	HPERD	Pending	\$13,150	\$0
990940	General Electric	Coatings Research Institute	Pending	\$126,681	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20000915	Ideal Steel & Builders Supplies, Inc.	Center for Management & Leadership	Pending	\$25,392	\$0
20010507	Illinois Soybean Promotion Board	Coatings Research Institute	Pending	\$178,855	\$0
20000914	Livingston County	Center for Management & Leadership	Pending	\$76,138	\$0
20010303	March of Dimes Birth Defects Foundation	Biology	Pending	\$136,629	\$0
20010410	Michigan Campus Compact	Teacher Education	Pending	\$2,239	\$0
20010509	Michigan Campus Compact	Sociology, Anthropology and Criminology	Pending	\$557	\$0
20010519	Michigan Department of Career Development	Business & Technology Education	Pending	\$8,913	\$0
990725	Michigan Department of Education	Business & Technology Education	Pending	\$1,680	\$0
20001201	Michigan Department of Education	Children's Institute	Pending	\$99,000	\$0
20010332	Michigan Department of Education	Interdisciplinary Technology Communication & Theater Arts	Pending	\$20,500	\$0
20010333	Michigan Department of Education	Interdisciplinary Technology Communication & Theater Arts	Pending	\$20,500	\$0
20010334	Michigan Department of Education	Interdisciplinary Technology Communication & Theater Arts	Pending	\$82,000	\$0
20010531	Michigan Department of Natural Resources	Biology	Pending	\$5,352	\$0
20010532	Michigan Department of Natural Resources	Biology	Pending	\$5,571	\$0
20010606	Michigan Department of State	Geography & Geology	Pending	\$31,327	\$0
20010118	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$92,835	\$0
20010121	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$17,122	\$0
20010124	Michigan Department of State Police	Interdisciplinary Technology	Pending	\$48,620	\$0
20010404	Michigan Economic Development Corporation	Coatings Research Institute	Pending	\$148,342	\$0
20010405	Michigan Family Independence Agency (MDSS)	Social Work	Pending	\$48,510	\$0
20001237	Michigan Sea Grant College Program	Biology	Pending	\$40,158	\$0
990611	Michigan Space Grant Consortium	Physics & Astronomy	Pending	\$4,659	\$0
20010516	Michigan Space Grant Consortium	Industrial Technology	Pending	\$4,000	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20000222	Mizutani Foundation for Glycoscience	Biology	Pending	\$74,404	\$0
20001273	National Endowment for the Humanities	English Language & Literature	Pending	\$363,721	\$0
20010128	National Endowment for the Humanities	African American Studies	Pending	\$4,000	\$0
20010335	National Endowment for the Humanities	History & Philosophy	Pending	\$69,635	\$0
20000960	National Foundation for Improvement of Education	Teacher Education	Pending	\$1,000	\$0
20000714	National Institute of Justice	ISCFC	Pending	\$275,000	\$0
991106	National Institutes of Health	Chemistry	Pending	\$125,024	\$0
20000353	National Institutes of Health	Social Work Nursing Education	Pending	\$407,033	\$0
20000961	National Institutes of Health	Computer Science	Pending	\$150,265	\$0
20010103	National Institutes of Health	Sociology, Anthropology and Criminology	Pending	\$64,208	\$0
991002	National Science Foundation	Sociology, Anthropology, and Criminology	Pending	\$6,107	\$0
20000703	National Science Foundation	Biology	Pending	\$224,391	\$0
20001208	National Science Foundation	Biology	Pending	\$198,129	\$0
20001214	National Science Foundation	Chemistry	Pending	\$25,690	\$0
20001243	National Science Foundation	HPERD	Pending	\$49,197	\$0
20010105	National Science Foundation	Biology	Pending	\$150,896	\$0
20010209	National Science Foundation	English Language & Literature	Pending	\$995,456	\$0
20010428	National Science Foundation	Biology Teacher Education	Pending	\$600,435	\$0
20010536	National Science Foundation	Geography & Geology Physics & Astronomy	Pending	\$229,645	\$0
20001008	Oakland County Community Mental Hlth Auth	Associated Health Professions	Pending	\$9,420	\$0
20010426	PETROTRIN	Center for Organizational Risk Reduction	Pending	\$1,850,000	\$0
20000713	Purdue University	Psychology	Pending	\$46,626	\$0
990601	Research Corporation	Chemistry	Pending	\$42,518	\$0
20001031	Retirement Research Foundation	Social Work	Pending	\$161,981	\$0

Proposal #	Funding Agency	EMU Unit	Award Status Date of Action	Amount Requested	Amount Awarded
20010109	Spencer Foundation	African American Studies	Pending	\$30,615	\$0
20010104	The American Foundation	History & Philosophy	Pending	\$39,105	\$0
20010217	The Aspen Institute	Social Work Associated Health Professions	Pending	\$25,612	\$0
20010513	U.S. Air force	Coatings Research Institute	Pending	\$4,999,997	\$0
990710	U.S. Army Corps of Engineers	Geography & Geology CEITA	Pending	\$52,762	\$0
20010240	U.S. Department of Defense	Office of the Dean of Education Leadership & Counseling	Pending	\$320,200	\$0
20001129	U.S. Department of Education	Social Work Teacher Education	Pending	\$546,693	\$0
20010501	U.S. Department of Education	Foreign Languages & Bilingual Studies	Pending	\$167,892	\$0
20000741	U.S. Department of State	Sociology, Anthropology, and Criminology	Pending	\$3,000	\$0
20010535	U.S. Small Business Administration	Office of the Dean of Business	Pending	\$2,730,249	\$0
20010427	UAW-GM Cadillac, Hamtramck Plant	Center for Management & Leadership	Pending	\$219,905	\$0
991133	University of Michigan	Biology	Pending	\$179,827	\$0
20000814	University of Michigan	ISCFC	Pending	\$14,981	\$0
20000826	University of Michigan	Psychology	Pending	\$473,745	\$0
20000710	University of Tulsa	Biology	Pending	\$34,146	\$0
20010515	University of Wisconsin-Madison	Foreign Languages & Bilingual Studies	Pending	\$20,000	\$0
20010512	Wayne County Airport	Interdisciplinary Technology	Pending	\$119,040	\$0
20010239	Wayne County, MI	CEITA	Pending	\$77,320	\$0
20010411	Wayne County, MI	CEITA	Pending	\$27,650	\$0
20010127	Western Kentucky University	Teacher Education	Pending	\$174,677	\$0
991217	Ypsilanti Public Housing Commission	ISCFC	Pending	\$203,582	\$0

Quantity of Awards: 25
 Sum of Awards: \$583,658

Quantity of Pending: 81
 Quantity of Denied: 5

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 4

DATE:

January 16, 2001

RECOMMENDATION

REPORT: CONSTRUCTION PROJECTS PROGRESS

ACTION REQUESTED

It is requested that the Board of Regents receive and place on file the Construction Projects Progress Report for the period ending January 3, 2001.

STAFF SUMMARY

The mason has started the first two units of the new Student Housing Project and is currently working on the community building. The trusses for the last two buildings will be set by mid-January. The exterior windows will be installed in the last two buildings by the end of January. The roofing is complete on three of the buildings and is nearly complete on two of the buildings. The roofing will continue on the last two buildings after the trusses are set. The plumbing and HVAC rough-in work has started in three of the housing units and the electrical rough-in work has started in two of the housing units. The fire protection rough-in work has started in one of the units.

All buildings remain scheduled for occupancy by August 10, 2001 with landscaping scheduled for completion by October 1, 2001.

FISCAL IMPLICATIONS

Expenditures and contracted obligations to date do not exceed the budgets of the approved projects. No future implications are foreseen at this time which would cause project budgets to be exceeded.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

_____ Date

EASTERN MICHIGAN UNIVERSITY
 CONSTRUCTION PROJECTS PROGRESS REPORT
 JANUARY 3, 2001

I. PROJECTS IN PROGRESS	BUDGET
<p>HALLE - ADDITIONAL COOLING Account No: 7-74215 Source of Funds: Facility Fee Reserve Design Consultant: Integrated Design Solutions Project Manager: Staff Status: Project awarded to John Green Co. Scheduled Completion: January 2001</p>	300,000
<p>NEW STUDENT HOUSING Account No: 7-77766 Source of Funds: Bond Proceeds \$12,500,000; Housing Reserves \$500,000 Design Consultant: TMP Associates Status: All buildings have been framed. Masonry has started on Bldgs. 1,2 & 3. Bldgs. 1,2 & 5 are roofed; 3 & 4 will be complete in 1 week.. Interior rough-in has begun on Bldgs. 1,2 & 4. Project is 30% complete. Scheduled Completion: August 2001</p>	13,000,000
<p>OLDS REC/IM POOL PAK VENTILATION UPGRADE Account No: 7-77504 Source of Funds: Special Maint. & Aux. Maint. reserves Design Unicom Energy Services, Inc. Project Manager: Staff/Steele Engineering Status: Design completed Scheduled Completion: January 2001</p>	1,258,599
<p>OLDS REC/IM AIR HANDLER CONTROLS Account No: 7-77506 Source of Funds: GF & Aux. Maintenance reserves Design Consultant: Unicom Project Manager: Staff/Steele Engineering Status: Design completed Scheduled completion: January 2001</p>	94,495
<p>OLDS, WARNER, BOWEN LIGHTING/MAINT. IMPROVEMENTS Account No.: 7-77505 Source of Funds: GF & Aux. Maintenance reserves Design Consultant: Unicom Project Manager: Staff/Steele Engineering Project is Complete.</p>	451,871
<p>PEASE ORGAN REFURBISH AND INSTALL Account No.: 7-77273 Source of funds: unrestricted gifts \$150,000; Acad Affairs \$150,000 Design Consultant: Schoenstein & Co. Project Manager: Staff Status: Project is 99% complete Scheduled Completion: January 2001</p>	300,000
<p>STADIUM TRACK REPLACEMENT Account No.: 7-77730 Source of Funds: Facility fund reserves Design Consultant: Staff Project Manager: Staff Status: Existing track removed and grade work is complete. Asphalt base is complete. Project is on hold until Spring 2001</p>	500,000

EASTERN MICHIGAN UNIVERSITY
 CONSTRUCTION PROJECTS PROGRESS REPORT
 JANUARY 3, 2001

I. PROJECTS IN PROGRESS	BUDGET
<p>HALLE - ADDITIONAL COOLING</p> <p>Account No: 7-74215 Source of Funds: Facility Fee Reserve Design Consultant: Integrated Design Solutions Project Manager: Staff Status: Project awarded to John Green Co. Scheduled Completion: January 2001</p>	300,000
<p>NEW STUDENT HOUSING</p> <p>Account No: 7-77766 Source of Funds: Bond Proceeds \$12,500,000; Housing Reserves \$500,000 Design Consultant: TMP Associates Status: All buildings have been framed. Masonry has started on Bldgs. 1,2 & 3. Bldgs. 1,2 & 5 are roofed; 3 & 4 will be complete in January 2001 Interior rough-in has begun on Bldgs. 1,2 & 4. Project is 30% complete. Scheduled Completion: August 2001</p>	13,000,000
<p>OLDS REC/IM POOL PAK VENTILATION UPGRADE</p> <p>Account No: 7-77504 Source of Funds: Special Maint. & Aux. Maint. reserves Design Unicom Energy Services, Inc. Project Manager: Staff/Steele Engineering Status: Design completed Scheduled Completion: January 2001</p>	1,258,599
<p>OLDS REC/IM AIR HANDLER CONTROLS</p> <p>Account No: 7-77506 Source of Funds: GF & Aux. Maintenance reserves Design Consultant: Unicom Project Manager: Staff/Steele Engineering Status: Design completed Scheduled completion: January 2001</p>	94,495
<p>OLDS, WARNER, BOWEN LIGHTING/MAINT. IMPROVEMENTS</p> <p>Account No.: 7-77505 Source of Funds: GF & Aux. Maintenance reserves Design Consultant: Unicom Project Manager: Staff/Steele Engineering Project is Complete.</p>	451,871
<p>PEASE ORGAN REFURBISH AND INSTALL</p> <p>Account No.: 7-77273 Source of funds: unrestricted gifts \$150,000; Acad Affairs \$150,000 Design Consultant: Schoenstein & Co. Project Manager: Staff Status: Project is 99% complete Scheduled Completion: January 2001</p>	300,000
<p>STADIUM TRACK REPLACEMENT</p> <p>Account No.: 7-77730 Source of Funds: Facility fund reserves Design Consultant: Staff Project Manager: Staff Status: Existing track removed and grade work is complete. Asphalt base is complete. Project is on hold until Spring 2001</p>	500,000

EASTERN MICHIGAN UNIVERSITY
 CONSTRUCTION PROJECTS PROGRESS REPORT
 JANUARY 3, 2001

<p>SUBSTATION AND LOOP FEEDERS</p> <p>Account No.: 7-77635 Source of funds: University bond proceeds Design Consultant: Commonwealth Associates Project Manager: Staff Status: Planning for Loop 3 conversion to 13.2 kv and entire campus load transfer to 13.2 kv Coral substation in progress. In preparation for this work, 2nd substation transformer and Detroit Edison is authorized to begin work on 2nd transmission circuit. Contracts for Loop 3 conversion and load transfer tie circuit in progress. Scheduled Completion: December 2001</p>	5,500,000
<p>UNIVERSITY APARTMENT RENOVATION</p> <p>Account No.: 4-42011; 4-42013; 4-42015; 4-43018 Source of funds: Housing and Dining reserves Design Consultant: Staff Project Manager: Staff Ongoing upgrade and modernization of 40-50 apartments per year. Status: Implementation upon vacancies throughout the year. Scheduled Completion: Project is on-going</p>	275,000

TOTAL PROJECTS IN PROGRESS	<u><u>21,679,965</u></u>
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PROJECTS ON HOLD	
Jones-Goddard Electrical Upgrades	110,000

TOTAL PROJECTS ON HOLD	<u><u>110,000</u></u>
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BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 5
DATE:

January 16, 2001

RECOMMENDATION

REPORT: ACCOUNTS RECEIVABLE

ACTION REQUESTED

It is recommended that the Student Accounts Receivables Ratio Analysis, the Student Accounts Receivable Reports, and the Collection Agency Inventory as of November 30, 2000 be received and placed on file.

STAFF SUMMARY

The Student Accounts Receivable Ratio Analysis reflects that the November 30, 2000 net receivable balance is \$9,570,000 or 17.43 percent of revenue as compared to \$8,384,000 or 16.15 percent of revenue as of November 30, 1999, which is a 1.28 percent increase.

Also included is a supplemental Accounts Receivable report that was requested by the Board. This report includes mission, policy, practices and data upon which optimum accounts receivable management is pursued.

FISCAL IMPLICATIONS

University student receivables for the reporting periods are on target to reach the established goal of reducing uncollected student receivables to less than one percent of gross student revenue within two years.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

Student Accounts Receivable Ratio Analysis

1999-00, 2000-01
(thousands of dollars)

	1999-00		2000-01				
	Revenue	Net Receivable	Percent	Revenue	Net Receivable	Percent	5 Year Average Percent
July	\$ 41,179	\$ 34,688	84.24%	\$ 34,859	\$ 29,663	85.09%	84.87%
August	45,273	21,873	48.31%	49,850	23,682	47.51%	48.57%
September	47,779	16,666	34.88%	50,210	16,598	33.06%	34.37%
October	48,864	9,875	20.21%	51,397	10,924	21.25%	20.77%
November	51,922	8,384	16.15%	54,891	9,570	17.43%	20.64%
December	87,674	11,932	13.61%				
January	89,813	13,038	14.52%				
February	90,362	9,042	10.01%				
March	91,022	6,863	7.54%				
April	97,627	11,199	11.47%				
May	98,549	6,685	6.78%				
June	98,610	4,268	4.33%				

Eastern Michigan University
Student Accounts Receivable Reports
For Month Ended November 30, 2000

Aging Report

	Current	60-120 Days	121-180 Days	181-360 Days	Total
Gross Receivable	\$3,451,534	\$3,137,063	\$2,320,720	\$1,676,620	\$10,585,936
Allowance	101,579	152,368	253,947	507,894	1,015,789
Net Receivable	\$3,349,955	\$2,984,694	\$2,066,773	\$1,168,725	\$9,570,148
11/30/99 Balance	\$2,813,418	\$2,418,046	\$2,455,345	\$697,470	\$8,384,279

Revenue Summary

	Fiscal Year To Date	Prior Year To Date	Variance
<u>General Fund Revenue</u>			
Tuition & Required Fees	\$42,837,364	\$40,123,777	6.76%
Other Student Fees	1,422,463	1,455,339	-2.26%
Total	44,259,827	41,579,116	6.45%
<u>Other Funds Revenue</u>			
Room & Board	9,556,744	9,269,947	3.09%
Miscellaneous	1,074,584	1,073,080	0.14%
Total	10,631,329	10,343,027	2.79%
Total Revenue	\$54,891,155	\$51,922,143	5.72%

Eastern Michigan University
Student Accounts Receivable
Collection Agency Inventory
For Month Ended November 30, 2000

Agency	Cumulative Inventory @ November 2000	Cumulative Inventory @ November 1999
AssetCare	\$36,591	\$177,223
Credit Bureau of Ypsilanti	1,874,623	1,553,321
Enterprise Recovery	2,150,417	1,499,109
General Revenue Corporation	1,132,431	1,044,887
H. W. Ketchum Collection	1,108,988	1,317,211
Immediate Credit Recovery	102,340	692,451
World Credit, Inc.	151,249	151,249
TOTALS	\$6,556,640	\$6,435,452
Five Year Revenue	\$457,124,022	\$443,974,143
Five Year % of Revenue	1.43%	1.45%

Eastern Michigan University
Collection Agency Comparison

Net Assignments

<u>Agency</u>	<u>Y-T-D</u> <u>November 2000</u>	<u>Y-T-D</u> <u>November 1999</u>
AssetCare	(\$139,321)	(\$1,215)
Credit Bureau of Ypsilanti	125,088	108,000
Enterprise Recovery	72,121	151,196
General Revenue Corporation	(40,045)	133,921
H. W. Ketchum Collection	(1,182)	(77,323)
Immediate Credit Recovery	(310,734)	(24,454)
World Credit, Inc.	-	(509)
TOTALS	(\$294,073)	\$289,614

Recoveries

<u>Agency</u>	<u>Y-T-D</u> <u>November 2000</u>	<u>Y-T-D</u> <u>November 1999</u>
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	66,729	55,245
Enterprise Recovery	101,116	78,274
General Revenue Corporation	107,991	84,466
H. W. Ketchum Collection	38,754	70,046
Immediate Credit Recovery	23,990	42,142
World Credit, Inc.	-	-
TOTALS	\$338,579	\$330,174

Eastern Michigan University
Collection Agency Comparison

Collection Expense

Agency	Y-T-D November 2000	Y-T-D November 1999
AssetCare	\$ -	\$ -
Credit Bureau of Ypsilanti	30,466	24,369
Enterprise Recovery	31,526	25,126
General Revenue Corporation	34,369	25,657
H. W. Ketchum Collection	11,983	29,428
Immediate Credit Recovery	5,408	9,258
World Credit, Inc.	-	-
TOTALS	\$113,752	\$113,838

Eastern Michigan University
Collection Agency Inventory Rollforward
2000-01

Agency	Beginning Inventory November 2000	+November 2000 Assignments	-November 2000 Recoveries	=Ending Inventory November 2000
AssetCare	96,764	(\$60,173)	\$ -	36,591
Credit Bureau of Ypsilanti	1,883,249	1,577	10,203	1,874,623
Enterprise Recovery	2,113,917	51,410	14,909	2,150,417
General Revenue Corporation	1,118,962	32,267	18,797	1,132,432
H. W. Ketchum Collection	1,117,584	(2,188)	6,408	1,108,988
Immediate Credit Recovery	349,754	(244,036)	3,378	102,340
World Credit, Inc.	151,249	-	-	151,249
TOTALS	\$6,831,477	(\$221,143)	\$53,695	\$6,556,640

1999-00 (Prior Year)

Agency	Beginning Inventory November 1999	+November 1999 Assignments	-November 1999 Recoveries	=Ending Inventory November 1999
AssetCare	\$177,223	\$ -	\$ -	\$177,223
Credit Bureau of Ypsilanti	1,517,105	59,736	\$23,519	1,553,321
Enterprise Recovery	1,473,372	43,452	17,715	1,499,109
General Revenue Corporation	1,068,666	(12,088)	11,690	1,044,888
H. W. Ketchum Collection	1,349,705	(20,530)	11,965	1,317,211
Immediate Credit Recovery	746,921	(49,224)	5,247	692,451
World Credit, Inc.	151,758	(\$509)	-	151,249
TOTALS	\$6,484,751	\$20,837	\$70,136	\$6,435,452

EASTERN MICHIGAN UNIVERSITY
SPECIAL REPORT ON ACCOUNTS RECEIVABLE
Pursuit of an Optimum Accounts Receivable Balance
January 16, 2001

Our continuous management, evaluation and pursuit of an optimum student accounts receivable is based on the University Mission Statement's Guiding Principles, University policy, operational goals, and operational practices.

University Mission: Guiding Principles

As stated in the Guiding Principles of the University's Mission Statement, the University seeks to be Accessible, Affordable and Attainable, while offering Quality service.

Accessible: "Programs and activities of the University are open to all qualified persons."

Affordable: "The University is committed to ensuring that those individuals who are qualified and who desire to participate are not discouraged from doing so because of financial resources, time restraints, or physical distance. The University seeks to provide financial aid for all constituencies."

Attainable: "Recognizing that various constituencies have different needs, programs, activities, and services must be flexible so that all people have the opportunity to participate and to achieve their goals or purpose."

Quality: "Quality is the first priority in all programs, activities and services."

University Policy

The University's policy for the assessment and collection of tuition and fees states:

"Tuition and Fees shall only be assessed in an amount approved by the University Board of Regents and shall be collected in a timely, effective and professional manner."

Operational Goals

In an attempt to collect revenues in a timely, effective and professional manner, our operational goals include assisting our students in attaining their education while collecting appropriate payment for services provided. We strive to eliminate any unnecessary financial barriers that prevent students from continuing their studies, however, we have an ultimate goal of collecting 99% of revenues within a two-year period, which we have consistently attained.

We also continuously monitor the effect of our management of accounts receivable on gross revenues. As reflected on the attached report, the University is essentially revenue neutral when comparing revenue lost (investment income foregone, bad debt expense, etc) to revenue recovered (late and installment fees) based on current practices. Over the

five years of the report, there was a net revenue loss of 5/100th of a percent (.05%) of revenue. Since a raise in the late fee in 1997, we have achieved a net recovery of 3/100th of a percent (.03%) of revenue.

Operational Practice

The University currently sends out monthly billing statements to all students who have outstanding balances or current month activity. In addition to being a collection tool, the monthly statements are a communication device for students' course confirmation and notices of various announcements related to registration, financial aid, insurance, etc.

The following payment options are offered:

1. Payment in full (via cash, check, VISA, MasterCard, Discover) due upon receipt of the bill.
2. Fall and Winter semester payments can be made using an installment plan which requires payment of half of tuition, half of room and board, and all fees by the published due date prior to the beginning of classes. The remaining balance is payable in full the eighth week of the semester. An installment fee of \$30.00 per semester is charged to students selecting this payment option.
3. An additional payment plan administered through a third party vendor (Academic Management Services) is offered for students who wish to budget their payments over a longer time period. Students budget their anticipated expenses for the year (Fall and Winter semester only) and make 10 equal payments beginning in June and ending in March for the monthly budget amount. Variances between budget and actual are due (or refunded) according to payment option one. The vendor charges participating students a \$50.00 fee for this payment option.

A late penalty of \$25 per month is assessed to a student's account if their outstanding past-due balance exceeds \$100.00. If a balance is past due greater than 90 days, the account is referred to our internal collections staff where phone contact is made with the student and a series of delinquency letters is initiated. If internal attempts to resolve the delinquency fail, the student's account is referred to an external collection agency.

Short-term payment plans are provided to students who demonstrate a willingness and ability to pay both their outstanding obligations and new tuition and fee assessments. Students with these payment plans are allowed to register for classes and continue their education. We also work diligently with the Office of Financial Aid to explore alternatives that may be available to students in need of additional financial assistance.

Students with an outstanding balance in excess of \$300 are systematically denied the ability to register and receive transcripts.

Conclusion**Optimum:**

“The point at which the condition, degree or amount of something is most favorable.”
(The American Heritage Dictionary of English Language, Third Edition)

Equilibrium:

“A condition in which all acting influences are canceled by others, resulting in a stable, balanced, or unchanging system.”
(The American Heritage Dictionary of English Language, Third Edition)

We believe the principles, policies and practices we abide by are both enrollment sensitive and fiscally sensitive. Measuring accounts receivable to determine an “optimum” accounts receivable balance on a monthly basis, with all the factors involved, is very subjective.

With little empirical data available to substantiate an optimum level, we believe that the accounts receivable balances being achieved, while maintaining our Guiding Principles and ultimate collection goal, and while attaining the University’s credit hour enrollment goals, shows we are in a state of “equilibrium” where the cost of managing our principles, policies and practices that permit or tolerate deferred or late payment of financial obligations is offset by fees assessed to those who elect to defer or pay their obligations late.

Eastern Michigan University
Special Report on Accounts Receivable
Optimum/Equilibrium Accounts Receivable Analysis

	1995-96	1996-97	1997-98	1998-99	1999-2000	Total
Average Monthly A/R	\$10,052,727	\$12,633,000	\$12,026,333	\$11,523,833	\$12,876,083	
Annualized Yield on Investments	5.19%	5.37%	5.44%	4.96%	5.98%	
Investment Income Foregone	521,737	678,392	654,233	571,582	769,990	\$3,195,933
Bad Debt Expense	834,570	869,870	904,100	922,590	986,100	4,517,230
Collections Budget	193,263	204,779	207,356	202,496	210,050	1,017,944
Revenue Lost	1,549,570	1,753,041	1,765,689	1,696,668	1,966,140	8,731,108
Late Fee Revenues *	853,886	1,313,930	1,420,957	1,452,270	1,652,433	6,693,476
Installment Fee Revenues	366,335	338,795	342,550	369,780	389,080	1,806,540
Revenue Recovered	1,220,221	1,652,725	1,763,507	1,822,050	2,041,513	8,500,016
Net Revenue (Lost)/Recovered	(\$329,349)	(\$100,316)	(\$2,182)	\$125,382	\$75,373	(\$231,092)
Percent (Lost)/Recovered	-0.395%	-0.115%	-0.002%	0.136%	0.076%	-0.051%

* Late fees increased from \$10 per month to \$20 in 1997.

2000-2001 GENERAL FUND BUDGET STATUS REPORT

July 1, 2000 through November 30, 2000

The General Fund budget status report overviews the year-to-date revenues and expenditures versus the operating plan as of November 30, 2000. Enrollments for summer are official record. Fall, and Winter term enrollment reporting is unofficial.

ENROLLMENTS

Summer 2000 Enrollments: Overall, summer 2000 enrollments fell short of forecast by 931 credit hours or 3.5 percent less than budget. This shortfall was confined to the Academic Departments. Continuing Education enrollment exceeded the plan by 200 credit hours, or two percent with 8,428 credit hours.

Undergraduate enrollments, both in headcount and student credit hours, showed a weakening compared to forecast at all class levels except the senior class level. FTIAC enrollment was only three students less than forecast, but new transfer enrollment was down 44 students from forecast or 8 percent, while returning student enrollment was 241 students less than forecast, or 6 percent. Particular weak were the re-enrollment of students who have not been enrolled in the past year, i.e., the re-enrollment of stop-out students.

Graduate level credit hour forecast of 8,696 was within three credit hours of the plan.

Fall 2000 Enrollments:

As of December 18, 2000 the Fall credit hour enrollment is 2,769 hours or 1.1 percent below budget plan, of which 1,283 hours are in the Academic Departments and 1,486 hours in Continuing Education. Past experience indicates that the Continuing Education variance may narrow substantially by the end of term, as late-starting course registrations are recorded. No appreciable change is expected in the Academic Department credit hour enrollment by term end.

Undergraduate credit hour enrollment is presently 1,848 hours or 0.9 percent below budget plan, while graduate credit hours enrollments are 920 hours, or 3.1 percent below budget. The graduate enrollment may show increased totals by term-end because of late-starting continuing education graduate courses.

Special Considerations for the Fall 2000

The Faculty Strike

The fall 2000 term was marked by a four-day faculty strike from September 5 to September 8, 2000. This may have affected the student enrollment. As a consequence of the missed instructional days, the period for withdrawal with 100 percent refund was extended four class days from September 12 to September 18, 2000. During this extended period, there was a withdrawal of 1,560 credit hours, both in total and partial withdrawals. The extent to which these withdrawals represent deferred vs. additional withdrawals is uncertain. If these constitute additional withdrawals, it would have represented a permanent and an unaccounted enrollment reduction. A comparison of total withdrawals in 1999 and 2000 indicates there were 1,009 in the prior year and 994 in the current year. This suggests that the faculty strike did not precipitate an increased prevalence of withdrawals and consequently had a minimal affect on enrollment.

Winter 2001 Enrollments

As of December 16, 2000, Winter 2001 enrollments exceed the prior year by 5,097 credit hours or 2.5 percent. However, given the inflating factor of the Y2K registration period and the deflating factor of the tuition increase, no direct comparison is possible. Consequently, comparable enrollments may not be available until at least the first day of classes for Winter 2001.

Special Considerations for the Winter 2001

Y2K Early Enrollment

In order to minimize possible enrollment problems owing to the Y2K date processing last year, the Winter 2000 schedule was advanced to facilitate early registration. The extent of this early registration compared to the current year has not presently been evaluated. This precludes a direct comparison of current Winter 2001, enrollments with the prior year.

Winter Tuition Increase

The current Winter is scheduled to incur an increase in tuition rates as approved on September 19, 2000. Reportedly, this has caused a number of students who are

recipients of financial aid to defer registration pending confirmation of a financial aid award adjustment for the revised tuition rates.

Given the inflating factor of the Y2K registration period and the deflating factor of the tuition increase, no direct comparison of year-to-year enrollment is possible. Consequently, comparable enrollments may not be available until at least the first day of classes for Winter 2001.

REVENUES

In June of 2000, the Board of Regents approved the General Fund Revenue budget of \$163,780,196. The subsequent revision in September increased tuition and adjusted the appropriation and installment fee revenue expectations.

General Fund Revenue Budget (6-20-00)	\$163,780,196
Tuition Increase	\$1,699,585
State Appropriation Shortfall	(\$1,632,470)
Installment/Late Fees	\$622,432
Revised Revenue Budget (9-19-00)	<u>\$164,469,743</u>
Prior Year Carryforward Authorizations (9-19-00)	\$5,324,594
Total Funding Allocated	<u>\$169,794,337</u>
2001 Supplemental Appropriation*	\$2,547,092
Total Funding	<u>\$172,342,429</u>

The net of these modifications increased the revenue plan by \$689,548 to \$164,469,743. The carry-forward balance of \$5,324,594 increased the total funding allocated to operations to \$169,794,337.

The 2001 supplemental appropriation, which was received in October, will increase the total funding to \$172,342,429.

Revenues received to date are consistent with the plan. Through the end of this reporting period, \$80.7 million in current year has been recorded versus \$81.5 in planned revenue. The negative variance of \$812,538 is in large measure tied to Winter term tuition, which is running behind last fiscal year when concern for Y2K problems prompted earlier registrations.

*Subject to Board of Regent authorization

Appropriation

The University's FY2001 appropriation from the State of Michigan totals \$86,367,530.

Through this period \$15.6 or 18% of the revised appropriation budget (excluding the supplemental appropriation) has been received. Planned revenues were forecast at \$15.7 through the same period.

A supplemental state appropriation in the amount of \$2,547,092 was received during October. The addition of this supplemental appropriation will increase the appropriation revenue from the State of Michigan to \$88,914,622.

Enrollments/Tuition

The original Enrollment Plan included 545,599 student credit hours, which are forecast to generate \$72,286,942 in tuition and fee revenue.

Tuition collections for the year, to date, total \$56.7 million versus planned tuition and fee collections of \$57.7 million. As noted above tuition collections were advanced last year as a response to the Y2K issue.

Tuition collections for on-campus Summer and Fall terms have fallen short of plan by \$236,700 with the balance of the shortfall attributed to the Winter Y2K issue.

Tuition, registration fees and official enrollments have been reviewed. No variances of significance have been identified for summer and fall semesters. Official enrollments will be reconciled with tuition revenues when data is available.

Other Revenues

Indirect cost recovery from grants and contracts totals \$307,000, 56% of the fiscal year plan vs. \$221,000 a year ago.

Investment income at \$464,000 is ahead of plan by approximately \$200,000 with 58% of budget reported.

Other General Fund revenues are accumulating at normal rates.

EXPENDITURES

Authorization

The Board of Regents approved the 2000-2001 General Fund operating budget in June of 2000 totaling \$163,721,555 including provision for uncollectable tuition. In September of 2000 the Board authorized carryforward authorizations from the prior year of \$5,324,594. This increased the spending authority to \$169,046,149. Uncollectable tuition and fees were established at \$721,412.

General Fund Operating Budget (6-20-00)	\$163,000,143
Un-collectable Tuition and Fee Allowance	\$721,412
Carryforward Authorizations	<u>\$5,324,594</u>
 Total Spending Authority	 <u>\$169,046,149</u>

General Fund expenditures and transfers, adjusted for faculty payroll deferrals, total \$64.3 million or 38.0% of the total spending authorization. Planned expenditures through November totaled \$62.7 and represented 37% of budget. This represents a variance to plan of \$1,536,694 or 1.1%. Overall spending to date is consistent with the plan.

Personal Services

Personal service budgets and authorized positions are centrally controlled and closely monitored. Authorized positions and expenditures for both faculty and staff are within plan. To-date total compensation for faculty and staff totals \$45.9 million versus the planned level of \$45.3 million.

The provision for faculty compensation will fall short of the original plan by almost \$1 million, a direct result of the faculty collective bargaining agreement. A plan to address this shortfall was developed and approved concurrent with the approval of the AAUP contract. Note that the faculty salary budget contained in this report has not been fully adjusted for the contractual increases according to plan.

Gross staff salary savings from vacant positions are exceeding the plan by a significant margin. At the end of the November reporting period, 60.6 FTE were unfilled. Budgeted at \$1.9 million, net staff salary recoupment including benefits is forecast to exceed budget by at least \$200,000.

SS&M/Travel/Equipment

Expenditures to date are consistent within normal parameters. There are year-to-year variances that occur which account for the apparent acceleration of expense to plan. For example need to hire outside T&M plant services has driven up operating costs. These costs are offset in part by staff salary savings, which are reflected in the compensation section. These controllable expenditures are monitored routinely. We do not anticipate problems at this time.

Financial Aid

Financial aid expenditures total \$4.8 million or 58% of the funding provided. Expenditures are within \$116,000 of plan. The November planned spending through this period was \$4.7 Million.

Utilities

Utilities expenditures to date total \$1.2 million or 30.1% of budget. Planned expenditures are running slightly below the planned level by \$93,000.

Year-end Clearing Balances

To-date, unanticipated, unbudgeted program and operating commitments of \$284,400 have been allocated. These unfunded commitments will be addressed in a future budget adjustment.

Extended Programs

Extended programs are self supporting activities. These activities are consolidated as part of the overall general fund operations as reported above.

Continuing Education/Extended Learning program expenditures total \$2.9 million or 34% of the \$8.7 million budget versus \$2.9 million a year ago. Tuition revenue to-date of \$5.7 million represents 62% of the \$9.2 million revenue plan. A year ago tuition revenues totaled \$4.9 million through the same period. The net of operations to-date totals \$2.7 million. The prior year balance of \$232,000 remains as well.

CONCLUSION

After 5 months, subject to the exceptions previously identified, revenues and expenditures are generally consistent with the operating plan. Noted variances to budget will be addressed administratively in February by budget reallocations.

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12/20/2000	EASTERN MICHIGAN UNIVERSITY					
gfbor01c4	2000-2001 GENERAL FUND BUDGET STATUS REPORT					
	JULY-NOVEMBER					
		FY2001		Past 2 YR	FY2001	FY2001
	Budget	Actual	% of	Avg % of	11/30/00	Variance
	2000-2001	11/30/00	Budget	Budget	Operating Plan	From Plan
Revenues						
Appropriation	\$86,367,530	\$15,616,112	18.08%	18.22%	\$15,732,802	(\$116,690)
Tuition and Fees	\$72,286,942	\$56,657,613	78.38%	79.84%	\$57,711,891	(\$1,054,278)
Investment Income	\$796,815	\$464,320	58.27%	32.93%	\$262,393	\$201,927
Other Revenue	\$5,018,456	\$2,619,717	52.20%	49.08%	\$2,463,215	\$156,502
Total Revenue	\$164,469,743	\$75,357,762	45.82%	45.99%	\$76,170,300	(\$812,538)
Carry-Forward Funding	\$5,324,594	\$5,324,594	100.00%	100.00%	\$5,324,594	\$0
Total Approved Funding	\$169,794,337	\$80,682,356	47.52%	47.90%	\$81,494,894	(\$812,538)
Supplemental Appropriation	\$2,547,092	\$2,547,092	100.00%	100.00%	\$2,547,092	\$0
Expenditures						
Faculty Salaries	\$52,002,566	\$18,907,691	36.36% **	33.68%	\$17,515,283	\$1,392,408
Staff Salaries	\$36,072,994	\$13,181,546	36.54%	38.40%	\$13,852,247	(\$670,701)
Other Personal Services	\$1,502,057	\$863,841	57.51%	63.73%	\$957,249	(\$93,408)
Student Help	\$5,594,857	\$2,162,167	38.65%	40.03%	\$2,239,772	(\$77,605)
Benefits	\$29,227,645	\$10,787,868	36.91% **	36.74%	\$10,738,464	\$49,404
Sub-Total Compensation	\$124,400,119	\$45,903,113	36.90%	36.41%	\$45,303,015	\$600,098
SS&M/Travel/Equipment	\$27,175,458	\$10,841,708	39.90%	36.81%	\$10,002,285	\$839,423
Utilities	\$4,038,139	\$1,216,213	30.12%	32.42%	\$1,309,193	(\$92,980)
Financial Aid	\$9,132,974	\$4,822,956	52.81%	51.54%	\$4,706,701	\$116,255
Distribution to EMU Foundat	\$1,322,068	\$549,965	41.60%	34.46%	\$455,532	\$94,433
Recharges	(\$1,227,689)	(\$501,340)	40.84%	40.87%	(\$501,783)	\$443
General Fee Transfers	(\$1,054,260)	(\$1,067,937)	101.30%	107.66%	(\$1,135,054)	\$67,117
Other Transfers	\$5,259,340	\$2,521,802	47.95%	49.62%	\$2,609,626	(\$87,824)
Total Expenditures	\$169,046,149	\$64,286,480	38.03%	36.95%	\$62,749,516	\$1,536,964
Net Funding	\$748,188	\$16,395,876			\$18,745,379	(\$2,349,503)
* **Total YTD Faculty payroll expense has been adjusted for payroll accounting changes.						
The operating plan budget has been established using the average of percent of budget to date for the two prior fiscal years.						
The average percent is applied to the current fiscal year budget to determine the operating plan level through the end of November, 2000.						

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 6

DATE:

January 16, 2001

RECOMMENDATION

2000 - 01 GENERAL FUND BUDGET STATUS REPORT

ACTION REQUESTED

It is recommended that the 2000 - 01 General Fund Budget Status Report as of November 30, 2000 be accepted and placed on file.

STAFF SUMMARY

The report overviews the year-to-date revenues and expenditures versus the operating plan as of November 30, 2000. The primary issues of concern are enrollments and tuition revenues, and the budget impact of the AAUP contract as approved in September 2000.

Although as yet unofficial, both the Summer and Fall 2000 enrollments have fallen short of the budget plan by approximately one percent. However, a change in the enrollment mix will limit the possible loss in tuition revenue. An evaluation of Winter 2001 enrollments will be available in mid-January at which time a revenue reconciliation will be made.

The full accommodation of the AAUP faculty contract has not been made in the budget as of November 30, 2000. This will be completed by the end of January.

Other than these two issues, the revenues and expenditures year-to-date are consistent with the budget plan.

FISCAL IMPLICATIONS

The issues identified in this report will be addressed administratively by budget reallocations in February 2001.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board Approval.

University Executive Officer

Date

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 7

DATE:

Jan. 16, 2001

RECOMMENDATION

STAFF APPOINTMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 41 staff appointments for the months and dates shown on the attached listing.

STAFF SUMMARY

Of the 41 appointments, 24 (59%) are female, four (10%) are African American, one (2%) is Hispanic, and one (2%) is Asian. There are no other minorities.

FISCAL IMPLICATIONS

The salaries are part of the University's 2000-2001 budget as approved by the Board of Regents.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

DATE: July 16, 2001
 BOARD REPORT FOR: 1/16/01
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

PAGE 1
 APPOINTMENTS
 1

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS. RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Dugger, John C.	College of Technology, Dean	AP-14A	Academic Dean	12/01/00	\$118,000	100	W	M	New Hire
Patalan, Susan	Employment & Recruiting	AP-10	Director Employment & Recruiting	12/04/00	\$49,000	100	W	F	New Hire
Smith, Erica	Director, Risk Management	AP-08	Manager, Risk Management and Worker's Compensation	09/24/00	\$36,504	100	W	F	New Hire
Goodridge, John	Intercollegiate Athletics	AC-11	Assistant Coach Men's Track	01/05/01	\$29,000	100	W	M	New Hire
Lange, John	Intercollegiate Athletics	AC-11	Assistant Coach Wrestling	08/28/00	\$26,000	100	W	M	New Hire
Howell, Jerome	University Computing	PT-10	Platform Specialist Senior	12/18/00	\$55,557	100	W	M	New Hire
Gerding, Janet	Health Service Pharmacy	PT-09	Pharmacist	10/17/00	\$27,140	50	W	F	New Hire
Johnson, Susan	University Computing Network & Web Services	PT-09	Web Analyst Programmer II	11/06/00	\$51,610	100	W	F	New Hire
Sisson, Heidi S.	Financial Aid	PT-09	Assistant Director Academic & Athletic Scholarships	11/16/00	\$46,000	100	W	F	New Hire

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Bishop, Robert	University Computing	PT-08	Infrastructure Specialist I	01/02/01	\$37,290	100	W	M	New Hire
Eschtruth, Anne	CEITA	PT-08	Research Associate II	12/06/00	\$38,000	100	W	F	New Hire
Gillis, Thomas	Center For Management & Leadership	PT-08	Workplace Education Specialist	10/30/00	\$34,500	100	W	M	New Hire
Kapelanski, Donna	Center For Management & Leadership	PT-08	Workplace Education Specialist	10/23/00	\$39,500	100	W	F	New Hire
Shinn, Jeremiah	Dean of Students	PT-08	Student Services Associate (Greek Affairs)	01/02/01	\$35,000	100	W	M	New Hire
Stokes, Judith	College Of Health & Human Services	PT-08	Administrative Associate II	11/20/00	\$36,500	100	W	F	New Hire
Tocco, Vincent	University Computing	PT-08	Infrastructure Specialist I	10/09/00	\$38,358	100	W	M	New Hire
McFaul, Holly	Children's Institute	PT-07	Program Coordinator Children's Institute	01/02/01	\$30,450	100	W	F	New Hire
Brescol, Joseph	LR&T-Library	PT-06	User Consultant I	11/20/00	\$26,300	100	W	M	New Hire

DATE: January 16, 2001
 BOARD REPORT FOR: 1/16/01
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

AGE 3
 APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Hirshman, Amy	Children's Institute	PT-06	Pre-school Teacher	12/04/00	\$26,300	100	W	F	New Hire
Knight Jr., David	Physical Plant	PT-06	Area Foreperson	11/06/00	\$31,551	100	W	M	New Hire
Vaughn, Karyn	Children's Institute	PT-06	Pre-school Teacher	11/02/00	\$26,500	100	W	F	New Hire
Wellwood, Jessica	Oregon Foster Homes Review	PT-06	Research Assistant II	12/17/00	\$26,300	100	W	F	New Hire
Niles, Judy	Social Work	CS-05	Senior Secretary	10/26/00	\$24,147	100	W	F	New Hire
Raghu, Usha	LR&T-Library	CS-05	Library Assistant III	11/27/00	\$24,147	100	A	F	New Hire
Dorr, Frances	Records & Registration	CS-04	Senior Clerk	12/11/00	\$21,369	100	W	F	New Hire
Lay, Debra	College of Arts & Sciences	CS-04	Secretary II	10/26/00	\$21,369	100	W	F	New Hire
Moody, Tia	Biology	CS-04	Secretary II	10/23/00	\$21,369	100	W	F	New Hire

DATE: January 16, 2001
 BOARD REPORT FOR: 1/16/01
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS. RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Perkins, Tewsda	McKenny Union & Campus Life	CS-04	Secretary II	12/04/00	\$10,685	50	B	F	New Hire
Seidl, Stacey	Children's Institute	CS-04	Secretary II	12/18/00	\$10,685	50	W	F	New Hire
Cejmer, Scott	Physical Plant	FM-21	Motor Vehicle & Equipment Mechanic	12/18/00	\$42,141	100	W	M	New Hire
Enciso, Randy	Physical Plant	FM-21	Carpenter	01/08/01	\$42,141	100	H	M	New Hire
Kohne, Michael	Physical Plant	FM-21	Plumber/Maintenance	11/27/00	\$42,141	100	W	M	New Hire
Douglas, Anthony	Dining Services	FM-10	Cook/Stockkeeper	12/19/00	\$17,826	100	W	M	New Hire
Cannon, Sharie	Dining Services	FM-06	Cook	11/20/00	\$27,602	100	W	F	New Hire
Forester, Thea	Physical Plant	FM-06	Custodian	11/05/00	\$16,806	100	W	F	New Hire
Green, Geraldine	McKenny-Custodial Services	FM-06	Custodian	10/27/00	\$16,806	100	B	F	New Hire

DATE: January 16, 2001
 BOARD REPORT FOR: 1/16/01
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 STAFF APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS. RANK</u>	<u>JOB TITLE</u>	<u>EFFECTIVE DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Lund, Daniel	Physical Plant	FM-06	Custodian	12/06/00	\$16,806	100	W	M	New Hire
Rice, Kenneth	McKenny-Custodial Services	FM-06	Custodian	11/01/00	\$16,806	100	W	M	New Hire
Runyon, Nadine	Physical Plant	FM-06	Custodian	12/11/00	\$16,806	100	W	F	New Hire
Woolridge, Robert	Dining Services	FM-06	Pot & Pan Utility	11/20/00	\$20,426	100	B	M	New Hire
White, Tiajuana	Eastern Eateries	FM-95	Fast Food Worker	11/20/00	\$10,400	62.5	B	F	New Hire

BOARD OF REGENTS
EASTERN-MICHIGAN UNIVERSITY -

SECTION: 8
DATE: Jan. 16, 2001

RECOMMENDATION

SEPARATIONS/RETIREMENTS

ACTION REQUESTED

It is recommended that the Board of Regents approve 24 separations and retirements for the months and dates shown on the attached listing.

STAFF SUMMARY

Of the 24 separations and retirements, eight (33%) are female, three (13%) are African American, and two (8%) are Hispanic. There are no other minorities.

The Board of Regents would like to extend its deepest sympathy to the family of Ron Johnson who passed away in December.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

DATE: July 16, 2001
 BOARD REPORT FOR: 1/16/01
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 1
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Angle, Jim	English Language & Literature	PROF	Professor	06/01/64	01/03/01	\$66,650	100	W	M	Retired
Beginin, Igor	Fine Arts	PROF	Professor	02/02/68	01/11/01	\$66,869	100	W	M	Retired
Crowner, Robert	Management	PROF	Professor	08/30/76	01/03/01	\$78,222	100	W	M	Retired
Haynam, George	Computer Science	PROF	Professor	07/01/86	01/06/01	\$83,208	100	W	M	Retired
Loree, John	Fine Arts	PROF	Professor	09/01/62	01/11/01	\$80,267	100	W	M	Retired
Wisniewski, Lech	Special Education	ASSC	Associate Professor	08/28/91	01/02/01	\$47,647	100	W	M	Other Job
Grow, Wade	Biology	ASST	Assistant Professor	08/26/98	01/01/01	\$43,972	100	W	M	Other Job
Parks, Robert Chester	Intercollegiate Athletics	AC-16	Head Coach Men's Track & Field	12/18/66	01/06/01	\$57,794	100	W	M	Retired
Lombardi, Anthony	Intercollegiate Athletics	AC-12	Assistant Coach Men's Football	12/16/96	12/01/00	\$55,000	100	W	M	Other Job

DATE: January 16, 2001
 BOARD REPORT FOR: 1/16/01
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS RANK</u>	<u>JOB TITLE</u>	<u>HIR DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Bartz, Curtis	Continuing Education-Monroe	PT-07	Regional Manager Continuing Education	04/03/98	01/01/01	\$31,864	100	W	M	Other Job
Rocha, Sarah	Financial Aid Office	PT-07	Financial Aid Advisor	01/13/97	11/28/00	\$31,151	100	H	F	Other Job
Sanborn, Karen	Public Information	PT-06	Writer I	05/30/00	11/11/00	\$15,038	50	W	F	Other Job
Seiber, Sharon	Assistant VP Marketing & Student Affairs	CS-06	Administrative Secretary	07/28/58	01/01/01	\$37,343	100	W	F	Retired
Chapman, Zepherine	Intercollegiate Athletics	CS-05	Senior Secretary	11/10/86	11/16/00	\$24,237	100	W	F	Retired
Lambo, Dylan	Military Science	CS-05	Senior Secretary	10/30/85	11/05/00	\$25,785	100	B	F	Other Job
Richardson, Lynette	Financial Aid Office	CS-05	Financial Aid Processor	02/20/89	11/28/00	\$24,740	100	B	F	Other Job
Lay, Debra	College of Arts & Sciences	CS-04	Secretary II	10/26/00	11/04/00	\$21,369	100	W	F	Personal
Miller, Donna	Associated Health Professions	CS-04	Secretary II	07/21/97	10/28/00	\$21,369	100	W	F	Leaving Area

DATE: July 16, 2001
 BOARD REPORT FOR: 1/16/01
 ALPHABETICAL LISTING WITHIN
 CLASSIFICATION LEVEL WITHIN
 EMPLOYEE GROUP

EASTERN MICHIGAN UNIVERSITY
 SEPARATIONS/ RETIREMENTS

PAGE 3
 RETIREMENTS/
 SEPARATIONS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>CLASS. RANK</u>	<u>JOB TITLE</u>	<u>HIRE DATE</u>	<u>SEPARATION DATE</u>	<u>BASE SALARY</u>	<u>% APPT</u>	<u>RACE</u>	<u>SEX</u>	<u>REASON</u>
Cicillini, Vincent	Academic Advising	CS-03	Clerk	07/20/98	09/27/00	\$19,247	100	W	M	Other Job
Hansen, John	Grounds, Walks & Roadways	FM-21	Motor Vehicle & Equipment Mechanic	08/25/97	09/30/00	\$20,103	50	W	M	Other Job
Pepin, Gerald	Physical Plant	FM-21	Electrician	10/30/00	11/23/00	\$42,141	100	W	M	Other Job
Johnson, Ron	McKenny Union Custodial Services	FM-10	Custodian/Housekeeper, Group Leader	11/09/81	12/02/00	\$28,683	100	B	M	Deceased
Brenes, Jose	Physical Plant	FM-06	Custodian	08/06/00	11/07/00	\$16,806	100	H	M	Other Job
Lazuka, Raymond	Dining Services	FM-06	Pot & Pan Utility	10/02/00	10/24/00	\$16,806	100	W	M	Quit With Out Notice

SECTION: 9

DATE:

January 16, 2001

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

EMERITUS FACULTY STATUS

ACTION REQUESTED

It is recommended that the Board of Regents grant Emeritus Faculty Status to one (1) former faculty member listed in the attached report.

STAFF SUMMARY

The Collective Bargaining Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors (AAUP) provides that a faculty member who has served the University for at least fifteen (15) years may be nominated for Emeritus Faculty Status upon retirement. The nominations for these individuals have received the support of their respective department heads, the deans of their colleges, and the Provost and Vice President for Academic Affairs.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed action has been reviewed and is recommended for Board approval.

University Executive Officer
Provost and Vice President for Academic Affairs

Date

018395

DATE: November 10, 2000

**EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS**

**EMERITUS FACULTY STATUS
RECOMMENDATION**

The Department of Chemistry recommends the awarding of Emeritus Faculty Status for the following retiring faculty member:

NAME OF FACULTY MEMBER: Jerry R. Williamson

STATUS/RANK: Associate Professor

NUMBER OF YEARS AT EASTERN: 33 RETIREMENT DATE: 8/31/2000

BRIEF STATEMENT OF SUPPORT: Dr. Williamson faithfully served the Chemistry Department and the EMU community for 33 years. During that time, he developed an expertise for chemical and laboratory safety. This he willingly shared with chemical industry and with his colleagues and students at EMU.

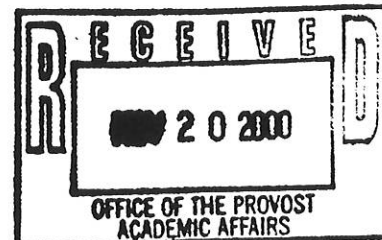
Recommended by (please print): Dr. Wade J. Tornquist

Recommendation supported by:

Department Head [Signature] Date _____ Dean [Signature] Date _____

Provost [Signature] Date Recommended to Board _____

4/93



**EASTERN MICHIGAN UNIVERSITY
DIVISION OF ACADEMIC AFFAIRS**

EMERITUS FACULTY INFORMATION

Please complete the following information on the retiring faculty member for whom you have submitted a recommendation for the awarding of emeritus faculty status. This information is needed for inclusion in the EMU Faculty/Staff/-Student Directory.

NAME OF FACULTY MEMBER: Jerry R. Williamson

HOME ADDRESS: _____

HOME PHONE: _____

DEGREES/COLLEGE: Ph.D - University of Iowa; M.S. - University
of Iowa; B.A. - University of Illinois

DATE OF HIRE AT EMU: 9/1/67

DATE OF RETIREMENT: 8/31/2000

DEPARTMENT: Chemistry

STATUS/RANK AT EMU: Associate Professor

*NAME OF SPOUSE (IF KNOWN): _____

* The Emeritus Faculty Executive Committee requested this optional section be added. A list with spouses' names will be distributed to members as general information.

Emeritus Faculty status is contingent upon the approval of the Board of Regents. The above information will be kept on file in the Provost's Office. Please forward this completed form to:

Mary C. Lilley, Administrative
Associate to the Provost
Academic Affairs
106 Welch Hall

EASTERN MICHIGAN UNIVERSITY
EMERITUS FACULTY STATUS RECOMMENDATION
January 16, 2001

JERRY R. WILLIAMSON

Associate Professor, Department of Chemistry from 1967-2000

(33 years)

Ph.D.	University of Iowa
M.S.	University of Iowa
B.A.	University of Illinois

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 10

DATE:

Jan. 16, 2001

RECOMMENDATION

MONTHLY REPORT
STUDENT AFFAIRS COMMITTEE

ACTION REQUESTED

It is recommended that the Student Affairs Committee Agenda for January 16, 2001 and the Minutes of November 14, 2000 be received and placed on file.

STAFF SUMMARY

At its November 14, 2000 meeting the Student Affairs Committee heard reports on the University's Information and Communications Technology initiative, the Winter Student Leadership Conference, Student Government's First Year Council, and Student Government's request for additional funding from the General Fee. The Committee voted to endorse the proposed New Residence Hall Fee for Board approval.

The January 16, 2001 agenda includes a Winter 2001 Start-Up report, reports on the new Student Advantage Cash program and Student Affairs Innovation Committee as well as an update on the parental notification policy.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Student Affairs Committee

Tuesday, January 16, 2001
8:00 a.m.

Agenda

Room 205
Welch Hall

- | | |
|--|---------------------|
| 1. Say Something Positive About EMU | Regent Stephens |
| 2. Approval of November 14, 2000 Meeting Minutes | Regent Stephens |
| 3. Winter 2001 Start-Up Report | Glenna Frank Miller |
| 4. Parental Notification Policy Update | Karen Simpkins |
| 5. Student Advantage (SA) Cash | Randy Hockey |
| 6. Student Affairs Innovation Committee | Melissa Ginotti |
| 7. Student Initiatives Update | Kylie Crawford |
| 8. Other | |

EASTERN MICHIGAN UNIVERSITY
Board of Regents
STUDENT AFFAIRS COMMITTEE
Minutes November 14, 2000

MEMBERS PRESENT

Regents: William J. Stephens

Administration: Glenna Frank Miller, Greg Peoples, Jim Vick

Students: Corey Anderson, Kylie Crawford, Nicole Pascaru, Nafeesah Shabazz, Dave Shong, Milo Thomas

GUESTS

Administration: Rita Abent, Vickie Bagherzadeh, Rosalyn Barclay, Matt Calfin, Deb deLaski-Smith, Mike Erwin, Becky Figura, Tom Fleming, Larry Gates, Ellen Gold, Nicole Harris, Cathy Hill, Camilyah Johnson, Samuel Kirkpatrick, Bernice Lindke, Matt Lucas, John McAuliffe, Lee Reed, Kathleen Russell, Karen Simpkins, Cynthia VanPelt, Paul Dean Webb, Sandra Williams, Jason Wyckoff, Pamela Young

Students: Jerome Barnes, LaMar Habern, Amanda Karel

Alumni: Tonja Wilson

Press (Echo): Eric Bronson, Tricia Couture, Elizabeth Dahl, Tracy Duncan, Vanessa Grant, Cathy Hall, Mia Kolic, Matt Martens, Greg Migliore, Shawna Parker, Neil Ripley, Corey Roepken, Scott Sherman, Kristina Smith, Karen Travis, Amy Wallot, Sara Witt

Regent Stephens convened the meeting at 8:00 a.m. The minutes of the September 19, 2000 meeting were approved as presented. The meeting opened with positive comments about EMU from those in attendance.

Information and Communications Technology (ICT)

Milo Thomas, Student Body Vice President and a student representative at the recent Portal Symposium reported that students are excited about the proposed change to portal technology on the EMU campus.

General Fee

Kylie Crawford, Student Body President, reported that she met with President Kirkpatrick to discuss how the recent increase in the General Fee will be allocated. In

- addition to the increased funding requested by Student Government for student organizations and operating expenses, Ms. Crawford indicated student interest in increased funding for University Health Services and The Eastern Echo.

Winter Student Leadership Conference

Dave Shong, Campus Life Council representative and Nikki Pascaru, RHA president and the Student Leadership Coordinator for McKenny Union and Campus Life presented a report on the Winter Student Leadership Conference, tentatively set for January 26-27, 2000. Three conference tracks (freshmen, student organizations and personal development) will be offered. The conference is designed to enhance the skills, knowledge and motivation of student leaders. The division of Student Affairs has embarked on a new approach to student leadership development through participation in the LeaderShape program. LeaderShape participants will in turn teach leadership skills to other students on campus.

First Year Council

Kylie Crawford reported on the First Year Council, a new initiative that encourages freshman participation in student government. There are currently 25 members. Ms. Crawford also reported that a House of Representatives, comprised of one representative from each student organization, has also been instituted this year. Both initiatives have been influential in building school spirit and EMU pride.

New Residence Hall Fee

Jim Vick, Interim Vice President for Student Affairs, presented a proposal to increase the room fees in the new residence hall. The proposal was reviewed and endorsed by the Residence Hall Association Executive Board as well as the RHA Presidents Assembly. Greg Peoples moved that the Student Affairs Committee endorse the proposed New Residence Hall Fee for Board approval. The motion was seconded by Nikki Pascaru and unanimously carried.

Other

Dean of Students Greg Peoples discussed the November 13 Day of Dialogue on appropriate use of alcohol that was attended by more than 250 students throughout the day.

There being no further business, Regent Stephens adjourned the meeting at 8:40 a.m.

Respectfully submitted,

Teri L. Papp

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 11
DATE: January 16, 2001

RECOMMENDATION

MONTHLY REPORT - FINANCE COMMITTEE

ACTION REQUESTED

It is recommended that the Working Agenda for January 16, 2001 and the minutes for the November 14, 2000 Finance Committee meeting be received and placed on file.

STAFF SUMMARY

The primary items discussed at the November 14, 2000 Finance Committee were: Monthly Report, Treasurer's Report, Internal Audit Report, Grants/Contracts Report, Construction Projects Progress Report, and Accounts Receivable Report; 2001-02 Appropriation Request Strategy; 1999-2000 EMU Foundation Annual Report; OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2000; FY 2002 Capital Outlay Budget Request; New Residence Hall Complex: 2001-2002 Proposed Rate Schedule; and University House – Authorization to Plan and Design.

FISCAL IMPLICATIONS

The fiscal impact of the actions taken are listed in the appropriate sections and are included in the Board minutes.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board Approval.

University Executive Officer

Date

**EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS
FINANCE COMMITTEE MEETING -**

**January 16, 2001
10:30 a.m.
201 Welch Hall**

REGULAR AGENDA

- Section 11: Monthly Report**
Patrick J. Doyle, VP for Business and Finance and Treasurer to the Board of Regents
- Section 12: Sale of Property – 605 West Cross Street, Ypsilanti, Michigan**
Robert Brackenbury, Assistant to the VP for Business and Finance
- Section 13: Authorization to Proceed – Renegotiation of the Joint Operating Agreements
Between EMU, the EMU Foundation and Eagle Crest Management Corporation**
Ken McKanders, University Attorney

CONSENT AGENDA

- Section 1: REPORT: Treasurer's**
Patrick J. Doyle, V.P. for Business and Finance and Treasurer to the Board of Regents
- Section 2: REPORT: Internal Audit**
Jeff Fineis of Andrews, Hooper and Pavlik P.L.C.
- Section 3: REPORT: Grants/Contracts**
Brian Anderson, Director, Office of Research Development
- Section 4: REPORT: Construction Projects Progress**
Anthony Catner, Executive Director, Physical Plant
- Section 5: REPORT: Accounts Receivable**
John Beaghan, University Controller
- Section 6: REPORT: Interim Budget Status**
Al Levett, Director, Budget Management

**Eastern Michigan University
Board of Regents
FINANCE COMMITTEE**

**MINUTES OF MEETING
November 14, 2000**

Present: Regents Incarnati, DeMattia, Antonini, Stephens, Griffin, Brandon; VP Doyle

MONTHLY REPORT

Vice President Doyle recommended that the working agenda for November 14, 2000 and the minutes of the September 19, 2000 Finance Committee meeting be received and placed on file. There were no questions.

2000-01 APPROPRIATION REQUEST STRATEGY

George Johnston recommended that the Board approve the FY 2002 Appropriation Request of \$94.9 million to the Office of the State Budget. This is an increase of \$8.5 million or 9.9 percent over the FY 2001 appropriation. The budget plan includes certain high-priority program initiatives that address student access and success, institutional advancement and community service, high demand professional programs, doctoral programs in clinical psychology and in technology, and information and communications technology of the University; in addition to the known contractual obligations. Johnston also recommended that a supplemental appropriation of \$3.98 million be requested for non-operating budget investments in the information technology infrastructure. Regent Incarnati asked what level of state funding will be available. Johnston responded that state revenues have been very volatile over the past six to nine months, and it is difficult to estimate; the outlook is, however, more pessimistic than in recent years. There was also discussion regarding funding planned for public engagements including institutional advancement, community service and outreach. Regent Antonini stated that he recognized this as a good first step toward fully investing in these initiatives. Regents Incarnati, DeMattia and Stephens also asked about contingency plans if the appropriation request is not fully funded. Johnston responded that such a plan was not yet complete but will be prepared.

1999-2000 EMU FOUNDATION ANNUAL REPORT

Roy Wilbanks requested that the EMU Foundation Annual Report for the year ended June 30, 2000 be received and placed on file. Wilbanks reported that the annual financial audit of the Foundation and Eagle Crest Management Corporation was performed by Plante & Moran, LLP. Total net consolidated assets reported at year-end were \$42,265,407 which represents a 22 percent increase over the value at fiscal-year-end 1999. Contributions during 1999-00 were \$7,549,215. Contributions designated toward endowment totaled \$1,021,548 and \$3,722,904 represented as gifts of property, equipment and other support. In addition, funding provided from endowed scholarships and endowments totaled \$586,338 which is an 11 percent increase over the previous year.

OMB CIRCULAR A-133 SUPPLEMENTARY FINANCIAL REPORTS FOR THE YEAR ENDED JUNE 30, 2000

Darrell Burks of Pricewaterhouse Coopers recommended that the OMB Circular A-133 Supplementary Financial Reports for the Year Ended June 30, 2000 be received and placed on file. Burks reported that the University has complied with requirements governing its major

federal awards programs for the year ended June 30, 2000. Total federal awards were \$58,906,654. Burks reported that there were no findings as stated in the Schedule of Findings and Questioned Costs. Regent Incarnati asked if there was data available comparing the amount of federal funds the University received to other state universities. VP Doyle stated that such information could be collected and presented to the Board. Regent DeMattia asked that it be reported on an ongoing basis.

FY 2002 CAPITAL OUTLAY BUDGET REQUEST

Pat Doyle recommended that the Board approve the Pray-Harrold Modernization project at an estimated cost of \$34,355,000 and the proposed Science Complex - Phase I at an estimated cost of \$49,800,00 as the two primary facility needs of the University. Doyle reported that the scope of the Science project was revised from last year and is now referred to as Science Complex - Phase I, consisting of a new 75,000 square foot physical science building and renewal of Mark Jefferson. Doyle reported that it is believed that this project will address the most pressing science facility needs with a more moderate cost. Doyle reported that the second project is to modernize Pray-Harrold and possibly use the value of the cost to restore Pray-Harrold from the March fire as the University's 25 percent match. Both projects are critical needs of the University. Each project will require a minimum 25 percent match from the University. The matching cost for the Science Complex - Phase I is \$12,450,000; the matching cost for Pray-Harrold modernization is \$8,583,750. To provide matching funds, the Board has approved that the EMU Foundation establish as a fund-raising priority 50 percent of the 25 percent match. The remaining portion of the match, or any shortfall from fund raising activities, would be provided by the sale of bonds and to the extent possible the value of the cost to restore Pray-Harrold from the March fire. Regent Antonini complemented the administration for the strategy of using the insurance proceeds as matching funds for the Pray-Harrold modernization project.

NEW RESIDENCE HALL COMPLEX: 2001-02 PROPOSED RATE SCHEDULE

Jim Vick recommended that the proposed rate schedule for the new residence hall complex be approved. The proposed rate for room-only is \$4,200. The complex is designed with suites containing four single bedrooms. Comparative, approved rates for Towers singles and regular singles are \$3,484 and \$3,743 respectively for fiscal 2000-01. Vick stated that the new facility will be available on a priority basis to returning students. A limited number of freshman and/or transfer students may be housed in the new facility based on availability and program design. Vick also reported that the rate proposal was presented to the Residence Hall Association and received full support. There were no questions.

UNIVERSITY HOUSE – AUTHORIZATION TO PLAN AND DESIGN

Pat Doyle recommended that the Board approve the reassignment of the vacant house located at 600 Forest Avenue, previously used as the president's residence, to student housing. Doyle asked for authorization to proceed with planning for the new University house that will be located on property acquired by the University from Cleary College – immediately south of the Convocation Center on west campus. Doyle said that the Forest Avenue house, located in a high-pedestrian zone between Jones-Goddard residence hall and Sill Hall, does not fulfill the current requirements of space to support the duties, responsibilities and activities of a 21st century university president. The Forest Avenue house is approximately 3,925 square feet. Doyle reported that after it was evaluated for alternative purposes, it received unanimous support for reassignment to student housing. The residence can easily accommodate 16 students, and

cost to convert to student housing is significantly less than costs required for alternative uses. If approved, the asset will be transferred to the auxiliary fund at fair market value, estimated to be \$347,407, in return for an equal amount in housing reserves – which would be used to help finance the new University house. Doyle asked the Board to approve a planning schedule to include the continuation of research on recently constructed university houses on other campuses; selection of an architect and development of the program statement for the facility; design and budget; identification of funding sources; final Board approval to proceed at the June 2001 meeting; and beneficial occupancy by July 1, 2002. There were no questions.

TREASURER'S REPORT

Pat Doyle recommended that the Treasurer's report for September 2000 be received and placed on file. As of September 30, 2000 cash and investments totaled \$44,834,469.31 and were invested to return a total annualized yield of 8.78 percent. Doyle said that the University's most recent investment performance compares favorably with established benchmarks. Cash and investments excluding bond proceeds as of September 30, 2000 decreased by \$2.6 million as compared to September 1999 cash and investments – primarily because of investments in capital and pending reimbursements to the University for insurance repair projects. There were no questions.

INTERNAL AUDIT

Jeff Fineis of Andrews, Hooper and Pavlik P.L.C. recommended that the internal auditor's activity report for September 2000 through November 2000 be received and placed on file. Fineis stated that the report for the investments audit was issued October 12, 2000 and included no significant findings or recommendations. The conflict of interest report is in progress and a final report will be presented at the January 2001 Board meeting. University management prepared a status report on recommendations made from audits of the benefits administration and regulatory procedures completed in September 2000, which noted that all recommendations were either fully implemented or substantially in the process of being implemented. Fineis included a schedule for the period ending September 30, 2001. There were no questions.

GRANTS AND CONTRACTS

Brian Anderson recommended that 63 grants and contracts totaling \$2,477,993 for the period September 1, 2000 through October 31, 2000 be accepted. Anderson reported that 100 percent sponsor-funded grants and contracts in the amount of \$691,311 were awarded to the University during the reporting period. Grants and contracts that required University cost-sharing and/or in-kind contributions totaled \$1,786,682. Anderson reported that the University allocated matching funds of \$136,936 as cash contributions for projects awarded during the September-October 2000 period resulting in a fiscal-year-to-date total of \$174,703 against a base budget of \$240,296. Anderson reported that the fiscal-year-to-date dollar value of awards received is down \$417,383 from the fiscal-year-to-date plan. Comparatively speaking, current fiscal-year-to-date dollar value of awards is up \$1,239,129 from the same period last fiscal-year-to-date. There were no questions.

CONSTRUCTION PROJECTS PROGRESS

Tony Catner requested that the construction projects progress report for the period ending October 27, 2000 be received and placed on file. Catner reported that the new student housing complex construction continues with foundations completed for all buildings. The complex is

scheduled for occupancy by August 1, 2001 with landscaping scheduled for completion by October 2001. Catner reported that the Olds Rec/IM pool-pak upgrade was expanded to include new duct work. Replacement of the stadium track is on hold until Spring 2001. Catner reported that expenditures and contracted obligations to date do not exceed the approved project budgets. There were no questions.

ACCOUNTS RECEIVABLE

John Beaghan recommended that the Student Accounts receivable ratio analysis, student accounts receivable reports and collection agency inventory as of September 30, 2000 be received and placed on file. Beaghan reported that the net receivable balance for September 30, 2000 is \$16,998,000 or 33.85 percent of revenue. This reflects an increase of 1.03 percent over the previous year totals of \$16,666,000 or 34.88 percent of revenue. Beaghan reported that student receivables for the reporting period are on target to reach the established goal of reducing uncollected student receivables to less than one percent of gross student revenue within two years. Regent DeMattia asked that benchmarking data, such as a five-year average, be added to future reports. He also asked that the administration determine what the optimum outstanding accounts receivable percent should be and to report the answer back to the Board. There were no further questions.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 12
DATE:
January 16, 2001

RECOMMENDATION

SALE OF REAL PROPERTY – 605 WEST CROSS STREET, YPSILANTI, MICHIGAN

ACTION REQUESTED

It is recommended that the Board of Regents approve the sale of property located at 605 West Cross Street, Ypsilanti, Michigan for a purchase price of \$192,000.

STAFF SUMMARY

The property consists of a two-story house (circa 1920) purchased by the University last spring for \$160,000. The original intent of the purchase was to improve the appearance of the campus border by demolishing the house and paving the site for use as additional parking. Plans for demolition proceeded until local landlord and property owner Robert Barnes, who owns approximately 35 rental properties in Ypsilanti, expressed an interest in the property. Mr. Barnes would like to buy the house from the university and has plans to restore it to serve as a quality student rental property. Barnes' properties are viewed as some of the best in the area. As a condition to sell, Barnes has agreed to accept the property "as is" and to provide the university – with "the right of first refusal/option to purchase" if he elects to sell the house in the future. He also has agreed to invest approximately \$100,000 to improve the conditions of the house and to maintain the property in clean and good condition as determined by the university.

FISCAL IMPLICATIONS

The agreed-upon selling price is \$192,000 and covers the original cost to purchase the property and all other direct and indirect costs incurred by the University.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date

PURCHASE AGREEMENT

Eastern Michigan University, a public body corporate established under the laws and Constitution of the State of Michigan, of 101 Welch Hall, Ypsilanti, Michigan ("Seller"), and Robert C. Barnes and Sharon L. Barnes, husband and wife, of 4877 Vorheis Road, Ann Arbor, Michigan 48105 ("Purchaser"), enter into this Agreement for the sale of real property and all improvements thereon located in Washtenaw County, Michigan, commonly known as 605 W. Cross Street, Ypsilanti, Michigan, and described on the attached **Exhibit A** hereof (the "Premises"). The parties enter into this Agreement subject to the following conditions:

1. **Property to be Transferred.** Purchaser shall purchase and receive from Seller the Premises including all lighting and plumbing fixtures, windows, window treatments, hardware and screens that currently reside on the Premises.

2. **Purchase Price and Method of Payment.** Purchaser shall pay Seller a price of One Hundred Ninety-Two Thousand Dollars (\$192,000.00), which price shall be paid in cash at Closing.

3. **Title Conveyed.** Title to the Premises shall be conveyed at closing by a Warranty Deed in recordable form conveying marketable title and showing no exceptions, except for easements and restrictions of record and liens for taxes not yet due and payable.

4. **Taxes, Utility Costs and Assessments.** Seller shall pay all real and/or personal property taxes and assessments due and owing through the date of closing. Purchaser shall reimburse Seller, pro rata on a thirty (30) day month, three hundred sixty (360) day year, due date basis, for any and all taxes and assessments, real and personal, from and after the closing date.

5. **Costs of Transfer.** Seller shall pay the costs of all taxes, if any, arising from transfer of the Premises. Each party shall pay their own attorney fees associated with this transaction.

6. **Closing.** The closing of the sale shall take place at the offices of American Title Company, Ann Arbor, Michigan, or at such other place as may mutually be agreed upon by the parties. Closing shall occur on or before February 28, 2001. Seller shall prepare all the documents that the parties must sign at the closing and shall submit them to Purchaser for review prior to closing.

7. **Possession.** Purchaser shall receive possession of the Premises at the date of closing.

8. **Survey.** The Purchaser is responsible for the cost of any survey requirements that the Purchaser may deem necessary.

9. **Title Insurance.** Seller shall promptly order, at Purchaser's cost, an owner's policy of title insurance in the standard American Land Title Association form, without the standard exceptions, certified to the date of closing, in the amount of the purchase price. Purchaser may raise any objections to the exceptions or encumbrances shown on the commitment for title insurance within fifteen (15) days after receipt of a copy of such commitment by giving written notice to Seller. If Purchaser notifies Seller of a title objection, Purchaser shall not be required to close this transaction unless within thirty (30) days from such notice, Seller cures the objection or Purchaser waives its objection in writing. Seller shall not be required to cure the objection. If Seller elects to cure the objection, Seller shall take action to remove the exception or the encumbrance from the title in order to remove it from the commitment and the title insurance policy. The title insurance policy shall include a tax lien search certified to the date of the closing that shows no tax liens against the premises. If any financing statement search discloses a security interest in the fixtures included herewith, Seller shall arrange for them to be satisfied and released at or before the closing.

10. **The Seller's Disclosure Statement.** The Purchaser acknowledges receipt of the Seller's disclosure statement as required under Michigan law and is satisfied with its completeness. By signing this Purchase Agreement, Purchaser acknowledges and agrees that Seller has made no oral or written representations regarding the condition of the land or structures on it except as included in this Purchase Agreement and in the Seller's present knowledge and without investigation by Seller.

11. **Condition of the Property to be Transferred.** The Seller and Purchaser acknowledge and agree that the property is being purchased and sold "as is", without any representations or warranties by the seller concerning the physical condition of the property. The Seller expressly disclaims any and all warranties, express or implied, as to the condition of the property, including without limitation the environmental condition of the property. The Purchaser hereby recognizes that the Seller has never occupied the Premises and it was Seller's intent to demolish the building located on the Premises and that lead-based paint and asbestos concerns may be present on the Premises.

12. **Lead-based paint inspection contingency.** The Purchaser acknowledges that, before signing this agreement, the Purchaser has received and reviewed a copy of the lead-based paint Seller's disclosure form completed by the Seller, the terms of which are incorporated here by this reference. If the Purchaser has elected to conduct a lead-based paint risk assessment or inspection, this agreement will be contingent on the Purchaser signifying within 10 days after the date of execution that the Purchaser is satisfied with the result of the risk assessment or inspection. (Federal regulations require a 10-day period or another mutually agreed-on period of time.) The risk assessment or inspection is to be made at the Purchaser's expense. The Purchaser will be responsible for the repair and restoration of the property as a result of any damage caused by any inspections the buyer orders. The Purchaser will indemnify and hold the seller harmless from any claims or damage arising from any such risk assessments or inspections. Unless the Purchaser timely notifies the Seller in writing of the Purchaser's dissatisfaction with the condition of the property based on the lead-based paint risk assessment or inspection, this contingency will be deemed waived and the Purchaser will be conclusively presumed to accept the condition of the premises as is. The Purchaser acknowledges and agrees that if the Purchaser obtains such a risk assessment or inspection, the report of the contractor or

inspector, be it oral or written, will be deemed an amendment to the Seller's disclosure statement.

13. **Real Estate Commission.** The parties specifically acknowledge and agree that no broker or commission is involved in this sale.

14. **Benefit Charges.** Any benefit charges which have been levied or incurred against the property for the installation of water service, sanitary sewer and/or storm sewer up to the date of closing shall be paid by Seller.

15. **Warranties by Seller.** Seller warrants to Purchaser and shall certify to Purchaser at the closing as follows:

a. Seller has full authority to enter into and perform this Agreement in accordance with its conditions, without breaching or defaulting on any obligation or commitment that Seller has to any partners or third parties.

b. Except as disclosed in this Agreement, Seller is not a party to any agreement or otherwise bound under any obligation with any other party who has any interest in the Premises or the right to purchase or lease the Premises.

c. Except as otherwise stated in this Agreement, Seller's interest in the Premises will be transferred to Purchaser at the closing, free and clear of all liens, encumbrances, charges and adverse claims, contractual or other.

d. There are no suits, actions, or proceedings pending or, to the best of Seller's knowledge, threatened by any party, including governmental authorities or agencies, against or involving the Premises, or to which Seller is or may become a party in connection with the Premises.

e. Seller has no notice or knowledge of (1) any planned or commenced public improvements that might result in special assessments or otherwise directly and materially affect the Premises; (2) any government agency or court order requiring repairs, alterations, or corrections of any existing conditions; (3) any requests by an insurer or a mortgagee of the Premises requiring repairs, alterations, or corrections of any existing conditions.

f. During the interim between the signing of this Agreement and the closing, Seller will continue to maintain the Premises in the same manner as Seller has maintained the Premises for the past thirty (30) days.

g. Seller will not cause or permit any willful act that would prejudice the business conducted on the Premises and will not assign or grant a security interest or other lien that would encumber the Premises.

h. Seller is a Michigan public body corporate in good standing.

16. **Warranties by Purchaser.** Purchaser warrants to Seller and shall certify to Seller at the closing as follows:

a. Purchaser has full authority to enter into and perform this Agreement in accordance with its conditions, without breaching or defaulting on any obligation of Purchaser to any partners or third parties.

b. Except as disclosed in this Agreement, Purchaser is not a party to any agreement or otherwise bound under any obligation with or in favor of any other party who has any interest in the premises, equipment or the fixtures or the right to purchaser or lease the premises, equipment or the fixtures.

17. **Survival of the Warranties.** The warranties of the parties to this Agreement shall survive the closing. The act of closing shall not bar either party from bringing an action based on a warranty of the other party.

18. **Conditions Precedent for Performance by Seller.** The obligations of Seller to consummate the sale contemplated by this Agreement is subject to the fulfillment of the following conditions before closing. Seller may waive these conditions in writing.

a. Seller shall have obtained the approval of Eastern Michigan University's Board of Regents on or before January 16, 2001.

b. Each of Purchaser's warranties shall be true as though made again on the closing date, and no warranty shall be breached before closing.

c. Purchaser shall perform and comply with all its obligations under this Agreement.

d. There shall be no material adverse change in the Premises and no encumbrance on the title to the Premises from the date of this Agreement to the date of closing.

e. No action or proceeding to restrain, prohibit, or declare illegal the transaction contemplated by this Agreement shall be pending or threatened. No order restraining or prohibition the transaction contemplated by this Agreement shall be issued by any public authority, governmental agency, or court. No attachments, garnishments, levies, or liens shall be filed or in effect regarding the transaction contemplated by this Agreement or the Premises.

19. **Conditions Precedent to Performance by Purchaser.** The obligation of Purchaser to consummate the sale contemplated by this Agreement shall be subject to the fulfillment of the following conditions before closing. Purchaser may waive these conditions in writing.

a. Each of the Seller's warranties shall be true as though made again on the closing date, and no warranty shall be breached before the closing.

b. Seller shall perform and comply with all its obligations under this Agreement by closing.

20. Right of First Refusal/Option to Purchase. Seller shall retain and Purchaser hereby agrees to give Seller the right of first refusal and an option to purchase the Premises in the following instances:

a. In the event Purchaser or any subsequent owner of the Premises ("Owner") attempts to sell or convey the Premises at any future date; and

b. Upon the occurrence of an event of default by Purchaser or any subsequent Owner of the Premises for failure to maintain the condition of the Premises as set forth in paragraph 21 below.

The foregoing rights of Seller shall remain a covenant running with the land and binding on Purchaser and all subsequent Owners. The terms and conditions of the Right of First Refusal/Option to Purchase shall be set forth in a separate agreement between Seller and Purchaser (the "Option Agreement"), which Option Agreement shall contain terms including but not limited to the following: (i) the option price of the Premises shall be based on fair market value at the time of the exercise of the option by Seller; and (ii) the fair market value of the Premises shall be determined by the average of appraisals from two independent appraisers in Washtenaw County selected by Seller. All of the terms and conditions relating to the Option Agreement shall be in form and substance satisfactory to the Seller in its sole and absolute discretion and shall be entered into by Seller and Purchaser not less than seven (7) days prior to closing. Execution and delivery of the Option Agreement as required under this Purchase Agreement constitutes a contingency that must be removed within seven (7) days prior to closing. If that contingency is not satisfied as required in this Purchase Agreement or waived in writing by the Seller, then this Purchase Agreement shall be deemed void and of no further force and effect.

21. Future Maintenance Obligations for the Premises. The condition of the Premises is currently untenable, and due to its proximity to the campus the condition is and has been unacceptable to Seller. However, rather than demolish the present building on the Premises and creating a paved parking lot, Seller would prefer to allow the Premises be used for purposes of student housing as proposed by Purchaser. By signing this Purchase Agreement, the Purchaser acknowledges the Seller's concern and the great importance in both renovating the Premises and maintaining it in good condition with a pleasant and appealing outward appearance. Accordingly, the Purchaser hereby warrants, represents and covenants the following.

a. Purchaser shall spend approximately \$100,000.00 renovating the Premises into a tenable condition fully compliant with all applicable laws, statutes and ordinances; and

b. Purchaser shall keep the Premises clean and maintain the exterior and interior of the Premises in good condition. By way of example and not limitation, the porches, steps and all grounds surrounding the property should not contain any loose debris

such as garbage, papers or appliances, and the exterior of the building should be kept completely painted or sided and otherwise in good repair and physical appearance.

c. At any time after closing of this Purchase Agreement, Seller may provide the Purchaser with a written notice of its determination of the unsatisfactory condition of the Premises and shall thereafter have fifteen (15) days to cure such condition to the Seller's satisfaction. Failure to cure the condition shall then enable Seller to exercise the option to purchase as set forth in paragraph 20 above.

Additional terms and conditions relating to the future maintenance of the Premises, including the warranties and representations contained in subparagraphs a., b. and c. above shall be set forth in the Option Agreement, all of which shall be binding upon the Purchaser and all subsequent Owners. As set forth in paragraph 20 above, the provisions of the Option Agreement shall constitute a covenant running with the land.

22. **Termination.** Except as provided in paragraph 20 above, if any such contingency is not removed in writing by the required date, this Agreement becomes voidable. After the required date, and until the contingency is removed, either party may terminate the contract by written notice to the other. Purchaser or Seller may waive any obligations of the other party without prejudicing the right to subsequently assert other conditions or to make a claim against the other party for the breach of a condition or warranty.

23. **Whole Agreement.** This Agreement constitutes the entire agreement between the parties and shall be deemed to supersede and cancel any other agreement between the parties relating to the transaction contemplated by this Agreement. None of the prior or contemporaneous negotiations, preliminary drafts, or prior versions of this Agreement shall be used by any other parties to construe or effect the validity of this Agreement. Each party acknowledges that it has not made or relied on any representations, inducements, or conditions not specified in this Agreement.

24. **Amendments.** This Agreement may be amended only by a written document signed by each of the parties to this Agreement.

25. **Successors and Assigns.** This Agreement shall bind and benefit the parties, and their respective heirs, representatives, successors and permitted assigns.

26. **Assignability.** Neither party may assign its interest in this Agreement without the prior written consent of the other.

27. **Default.** Should Seller default in the performance of this Agreement, Purchaser may enforce all available rights and remedies permitted by law, including without limitation, requiring Seller to specifically perform under this Agreement, all of which rights and remedies shall be cumulative and not exclusive. Should Purchaser default in the performance of this Agreement, Seller may take such action for damages against Purchaser as may be permitted by law.

28. Governing Law and Venue. This Agreement shall be construed in accordance with and governed by Michigan laws. Any actions concerning this Agreement shall be brought in Washtenaw County, Michigan.

29. Notices. Any notices required by this Agreement shall be served personally or by certified mail, return receipt requested, to the party for whom it is intended at the then current address of such party.

30. Effective Date. This Agreement shall be effective when all the parties listed below have signed this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set opposite their respective signatures.

EASTERN MICHIGAN UNIVERSITY,
a Michigan public body corporate, Seller

Date :

Its: Vice President for Business and Finance

PURCHASER:

Date :

Roger C. Barnes

Date :

Sharon L. Barnes

EXHIBIT A

LEGAL DESCRIPTION

Lot 4, Block 2, Morse and Ballentine's Allotment, as recorded in Liber O of Deeds, Page 125, Washtenaw County Records, Michigan.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 13

DATE:

January 16, 2001

RECOMMENDATION

AUTHORIZATION TO PROCEED – RENEGOTIATION OF THE JOINT OPERATING AGREEMENTS BETWEEN EMU, THE EMU FOUNDATION AND EAGLE CREST MANAGEMENT CORPORATION

ACTION REQUESTED

It is recommended that the Board authorize the University to proceed with the renegotiation of the Joint Operating Agreements between Eastern Michigan University (EMU), the Eastern Michigan University Foundation (EMUF) and Eagle Crest Management Corporation (ECMC).

STAFF SUMMARY

Presently, there is one Joint Operating Agreement (JOA) that intertwines the duties and responsibilities of all three entities. It is requested that a new approach be adopted to these operating agreements by authorizing the administration to negotiate separate agreements with the Foundation and Eagle Crest. This strategy will further emphasize that the focus of the Foundation is advancement activities and not managing entrepreneurial activities, and a new agreement with EMUF will concentrate solely on advancement-related issues. A separate agreement with Eagle Crest will provide opportunity to strengthen the relationship and expectations of ECMC if it is to continue to manage university assets. Also, by having separate agreements, the Board will be in a position to end its relationship with either EMUF or ECMC, without affecting the other agreement. The new agreements will, at a later date, be presented to the Board for final approval.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Director

Date

SECTION: 14

DATE:

January 16, 2001

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
EDUCATIONAL POLICIES COMMITTEE

ACTION REQUESTED

It is requested that the Educational Policies Committee Agenda for January 16, 2001, and the Minutes of the November 14, 2000, meeting be received and placed on file.

STAFF SUMMARY

The primary items for the January 16, 2001, Educational Policies Committee meeting included: (1) Staff Appointments, (2) Separations/Retirements, and (3) Emeritus Faculty Status. A status report was presented on Faculty Recruitment for 2000-2001.

FISCAL IMPLICATIONS

The fiscal impact of the actions taken is listed in the appropriate sections and in the Board minutes.

ADMINISTRATIVE RECOMMENDATION

The proposed action has been reviewed and is recommended for Board approval.

University Executive Officer
Provost and Vice President for Academic Affairs

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Educational Policies Committee

January 16, 2001
9:00 – 10:30 a.m.
205 Welch Hall

AGENDA

Consent Agenda

Section 7	Staff Appointments (T. Heidloff)
Section 8	Separations/Retirements (T. Heidloff)
Section 9	Emeritus Faculty Status (R. Collins)

Regular Agenda

Section 14	Monthly Report and Minutes (J. Antonini)
Section 16	Policy Revision: Alcohol and Other Drug Policy (E. Gold)

Status Report

Faculty Recruitment for 2000-2001 (R. Collins)

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

EDUCATIONAL POLICIES COMMITTEE MINUTES

November 14, 2000
9 a.m., 205 Welch Hall

Attendees (seated at tables): Regent Brandon (Chair), Regent Griffin, Regent Stephens, Provost Collins, and T. Heidloff

Guests: D. Bennion, P. Buchanan, T. Cianciolo, E. Contis, D. deLaski-Smith, E. Edwards, T. Fleming, E. Gold, R. Hanna, J. Hansen, M. Harris, J. Hassan, R. Holkeboer, C. Houston, M. Kanagy, R. Kinney, G. Liepa, D. Loppnow, S. McCracken, K. McKanders, G. McQuere, K. Mehuron, S. Moeller, G. Nelson, J. Olson, J. Pignataro, R. Podell, J. Pollack, E. Potter, J. Rankin, J. Reid, N. Ripley, L. Ristau, J. Robbins, L. Rocklage, A. Starko, C. Swanson, M. Tack, J. Todd, W. Tornquist, B. Warren, M. Wedenoja, R. Woods, S. Work, S. Yee, P. Young, and C. Zawacki

The meeting was convened at 9:09 a.m. in 205 Welch Hall by Regent Brandon, who chaired the meeting for Regent Antonini. The following topics were discussed.

Staff Appointments (Section 6)

Ted Heidloff recommended that the Board approve 40 staff appointments. Of the 40, 20 (50%) are female, seven (18%) are African American, and two (5%) are Hispanic. Heidloff noted that these hires represent most of the job categories at the University. He also reported that there are a number of "Workplace Education Specialists" included in these appointments. These are people who teach classes within a workplace such as an automobile plant.

Regent Brandon accepted the report.

Separations/Retirements (Section 7)

Heidloff recommended that the Board approve 35 separations and retirements. This number includes five faculty retirements, which is in keeping with the normal pace of approximately 30 faculty retirements over a year's time. Heidloff reported that there were two employee discharges with the potential of one case going to arbitration.

Regent Brandon asked if we perform exit interviews on employees leaving the University. Heidloff replied that interviews were performed by Human Resources at one time but have been discontinued. Data is now received by polling supervisors, which is the source of the information used in the Board reports. Heidloff believes that the previous method of exit interviewing through Human Resources resulted in "fractured" data.

Regent Brandon accepted the report.

- **Emeritus Faculty Status (Section 8)**

Provost Collins recommended that the Board accept the report to grant Emeritus Faculty Status to six former faculty members:

- Lawrence Bemish, Associate Professor, Special Education (28 years)
- Alan Heezen, Associate Professor, Computer Science (33 years)
- Dennis Jackson, Professor, Biology (33 years)
- James Magee, Professor, Political Science (28 years)
- Robert Parks, Associate Professor, Health, Physical Education, Recreation, and Dance (34 years)
- Arie Staal, Professor, English Language and Literature (32 years)

Collins said that the number of faculty members retiring does not necessarily correspond to the number being recommended for Emeritus Faculty Status as the latter is a process that begins at the department level on their own timeline. Collins made note of the impending retirement of Coach Robert Parks who also held Associate Professor status, and who would be recognized at the Regular Board meeting. He also reminded the audience of Professor Magee's service as the Academic Vice President for a period of time in the 1970s.

Regent Brandon commended the faculty for their years of loyal service and accepted the report.

Monthly Report and Minutes (Section 10)

Regent Brandon recommended approval of the Educational Policies Committee Agenda for the November 14, 2000, meeting and the Minutes of the September 19, 2000, meeting. The recommendation was accepted.

Revision of Method of Selection, Length of Term and Number of Members for New and Existing Charter Schools (Section 11)

Joseph Pollack recommended that the Board approve the revised Method of Selection, Length of Term and Number of Members for new and existing Charter Schools. A revised Resolution outlining the specific changes was reviewed. The purpose of the proposed changes is to solve the problem that occurs when a Charter School Board member leaves and a new member cannot be approved by the EMU Board of Regents immediately. This can result in a period of time when that Charter School might not have a quorum to conduct business. The resolution proposed allows University officials to appoint interim board members until the EMU Board of Regents can officially vote on replacement appointments. It also changes the number of nominees required for board positions from "at least two" to "at least one" as the recommendation for members submitted by the Charter School Board is typically accepted. The resolution applies to the eight existing charter schools as well as any future charter schools that are approved.

Regent Brandon accepted the report.

Appointment of Charter School Board Member (Section 12)

Pollack requested that the Board of Regents accept the recommendation appointing Janet (Kniaz) Adelman to a three-year term on the Board of Directors of the Ann Arbor Learning Community. Credentials for Ms. Adelman, a current EMU student who is nearing completion

- of her Bachelor of Business Administration, were included with the Board materials. Regent Brandon accepted the report.

1999-2000 Charter Schools Annual Report (Section 13)

Pollack recommended that the Board receive and place on file the 1999-2000 Charter Schools Annual Report. This Report explains the background of the current charter schools, how they came about, their individual uniqueness, enrollment, etc. He summarized that this program has grown over four years from two schools with 300 students to eight schools with 3,400 students, with a pent-up demand for increased enrollment. Pollack used as an example the Charter School in Grand Blanc, which just completed its first year and already has a waiting list after adding four additional classrooms. In addition, some schools are adding grades to their existing programs. Pollack noted that some excellent applications have been received for future consideration of new schools, should the State remove the existing cap on the overall number of charter schools in Michigan.

Pollack reported that charter schools' administrative fees are now repaying EMU the money which subsidized their start-up costs, legal fees, bills of operation, and staff salaries. Programs are beginning to pay for themselves and the surplus funds received by EMU are being given back to the charter schools in the form of grants.

Pollack then briefly discussed the analysis of test scores in the charter schools. The Michigan Educational Assessment Program (MEAP) and the Terra Nova tests are the standards. Pollack noted that the grades students receive when taking these tests as they initially enter a charter school tend to reflect upon the school from which they transferred. Once they have attended a chart school for a year or more the test scores will more accurately reflect the level of success at that charter school.

Regent Stephens asked Pollack how many more new schools he would request when/if the State of Michigan removes the current cap. Pollack responded that we need to continue the slow but steady pace, but that the number would be up to the Board of Regents after an informed dialog. Regent Brandon asked how the cap impacts planning and what kind of feedback we are receiving about our current schools. Pollack answered that he continues to get telephone calls from individuals and groups requesting applications, which we accept but put on hold. He reported that EMU sent out a customer satisfaction survey last spring, which indicated enthusiastic support of the program. Pollack also noted that regular professional development meetings are held for charter school principals, as are periodic meetings for charter school Board members; and courses are offered to future administrators of future charter schools. These are activities that other universities are not offering. Juanita Reid observed that the recent defeat of Proposal 1 during the November elections should help in pressing for the removal of the current cap on the number of charter schools.

Regent Brandon accepted the report.

1999-2000 Affirmative Action Audit (Section 14)

Kenneth McKanders, University Attorney, recommended that the Board receive and place on file the 1999-2000 Affirmative Action Audit which was provided in the Board Book. This Audit was prepared by *Human Resources and Affirmative Action Strategies*, the same Grand Rapids

- company that was retained in the previous year. McKanders introduced Dr. Cami Zawacki who gave a presentation on the Audit.

Zawacki explained that the audit is directed by Federal guidelines. This audit had previously been conducted in December and reported the following spring. This was found to be less beneficial; therefore, the audit will henceforth be conducted from September to September. There followed an explanation of the information to be found in the Audit report. While EMU has been cited for the third time in five years in the 2001 edition of "America's Best Colleges" published by *U.S. News and World Report* for its commitment to campus diversity, Zawacki noted that EMU needs to target the Hispanic community in hiring for its executive/administrative positions.

It was reported that demographic information contained in the Audit was based on the 1990 Census, as no data was yet available from the 2000 Census. Zawacki believes that once the new data are available, it could indicate that EMU is underutilizing females and minorities in several additional job classifications. Regent Stephens asked about ways to improve our numbers. Zawacki replied that there are qualified minorities within our area and that EMU should engage in targeted recruitment in regard to vacant positions within job classifications where minorities are underutilized. A Director of Diversity will be named by the beginning of the new year. Interviews for this position are currently being scheduled. This is a new position that will report to the University's General Counsel. This person will be proactive in recruiting females and minorities for open positions.

Regent Brandon accepted the report.

Commencement Speaker and Honorary Degree Recipient (Section 15)

Vice President Reid recommended that the Board approve Mark A. Murray, Treasurer of the State of Michigan, as Speaker for the December 17, 2000, Commencement, and that Mr. Murray be awarded an honorary degree at that Commencement ceremony. Mr. Murray's biographical information was reviewed. In addition to acting as State Treasurer, Murray is a Special Policy Advisor to Governor Engler. Regent Brandon accepted the report.

Statement on Campus Violence (Section 16)

McKanders recommended that the Board approve Eastern Michigan University's Statement on Campus Violence as submitted. This Statement promotes a safe campus environment and reaffirms a commitment to nonviolence. It has been reviewed and endorsed by the University's Faculty Council, Women's Commission, Commission on Women and Violence, Lesbian/Gay Faculty and Staff Group, Office of Student Judicial Services, and Health and Safety Committee. Regent Brandon asked what will happen once the Statement is accepted. McKanders said that once the Statement is adopted, it will be communicated to the University community via publication in the *Eastern Echo* and numerous other University publications on an annual basis. Regent Stephens also recommended that all EMU students and staff receive copies of a brochure called SEEUS (Student Eyes and Ears for University Safety).

Regent Brandon accepted the report.

- **Status Report: Work Force Analysis**

Heidloff reviewed a Work Force Analysis document that was prepared as a result of a request made at the September 2000 meeting by Regent Antonini. It is a "snapshot" of all of EMU's employee groups which includes faculty, staff, and temporary categories. There were 1,888 regular faculty/staff employees and 5,670 temporary faculty/staff employees (including student employees and graduate assistants) as of October 19, 2000. Heidloff examined the breakdown in numbers and percentages by male and female and ethnic diversity within the two groups. Regent Brandon accepted the report.

Status Report: Policy Revision Discussion: Drug and Alcohol Policy

Ellen Gold, Director of University Health Services, presented a recommendation for discussion to revise the University's Alcohol and Drug (AOD) Policy. October 1, 2000, marks the date on which the University is required to perform a biennial review of this policy as mandated by the *Drug-Free School and Communities Act Amendment of 1989*. This Amendment requires a review of the standards of conduct; a description of the applicable sanction; a description of the health risks; a statement that the institution will impose sanctions and what those sanctions are; and a biennial review by the institution. The review has two objectives which are to determine the effectiveness of the AOD program and implement any needed changes, and to ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Gold noted that one recommendation made by the 15-member 2000 Biennial Review Committee was to change the Policy title from "Alcohol and Drug Policy" to "Alcohol and **Other** Drug Policy." In addition, under the category of "University Practice," a statement related to parental notification would be added, the purpose of the biennial review would be clarified, and a statement establishing standards related to the marketing of alcohol on campus also would be added. Under the policy category "Responsibility for Implementation," a statement would be included regarding the responsibility for conducting the required biennial review.

Gold requested that the members of the EPC review the policy materials provided so that a vote for approval of the changes can be scheduled for the January 16, 2001, EPC meeting. Regent Brandon accepted the report.

Status Report: Faculty Recruitment for 2000-2001

Provost Collins reported that the cycle for hiring new faculty for the fall of 2001 is well under way with approximately 50 tenure-track faculty positions posted. Collins noted that over the last five to six years, women have made up 50% of the new faculty hired, for a total of 41% of the total number of tenure-track faculty. He believes this number will rise as the number of male faculty members who are retiring continues, considering the large number of male faculty who were hired in the 1960s and 1970s.

Regent Brandon adjourned the meeting at 10:22 a.m.

Respectfully submitted,

Holly Smith Administrative Secretary
Academic Affairs

SECTION: 15

DATE:

January 16, 2001

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

MONTHLY REPORT
FACULTY AFFAIRS COMMITTEE

ACTION REQUESTED

It is requested that the Faculty Affairs Committee Agenda for January 16, 2001, and the Minutes of the November 14, 2000, meeting be received and placed on file.

STAFF SUMMARY

The primary item for the January 16, 2001, Faculty Affairs Committee meeting was a presentation on "Student Outcomes – Assessment at Eastern Michigan University" by Don Bennion, Director, Academic Assessment and Professor, Teacher Education and Gary L. Hannan, Professor, Department of Biology

FISCAL IMPLICATIONS

There is no fiscal impact.

ADMINISTRATIVE RECOMMENDATION

The proposed action has been reviewed and is recommended for Board approval.

University Executive Officer
Provost and Vice President for Academic Affairs

Date

EASTERN MICHIGAN UNIVERSITY
Board of Regents
Faculty Affairs Committee

January 16, 2001
8:00 – 9:00 a.m.
201 Welch Hall

AGENDA

Regular Agenda

Section 15 Monthly Report and Minutes (Regent Griffin)

Status Report

REPORT: “Student Outcomes - Assessment at Eastern Michigan University”

Michael Harris, Associate Vice President for
Academic Affairs

Don Bennion, Director, Academic Assessment and
Professor of Teacher Education

Gary L. Hannan, Professor, Department of
Biology

EASTERN MICHIGAN UNIVERSITY
BOARD OF REGENTS

FACULTY AFFAIRS COMMITTEE MINUTES

November 14, 2000
8 a.m., 201 Welch Hall

Attendees (seated at tables): Regent Griffin (Chair), Provost Collins, I. Ametrano, J. Boyless, J. Bush-Bacelis, F. Case, H. Ditzhazy, M. Harris, M. Lintner, D. Loppnow, S. McCracken, S. Moeller, and B. Warren

Guests: Regent Brandon, J. Bauer, D. Bennion, G. Bennion, N. Blanchard, P. Buchanan, R. Bush, K. Carman, J. Cebina, T. Cianciolo, E. Contis, C. Dahl, W. Di Mantova, E. Edwards, R. Ferrett, B. Fish, D. Gaymer, D. Goerlitz, R. Hanna, P. Hill, H. Höft, R. Holkeboer, P. Jacobeli, M. Kanagy, R. Kinney, G. Liepa, D. Malone, L. Mier, G. Nelson, J. Olson, J. Preston, L. Ristau, J. Robbins, L. Rocklage, M. Sauber, D. Silverman, S. Sorenson, S. Sullivan, J. Tatum, J. Todd, J. Tracy, M. Wedenoja, R. Woods, S. Work, and S. Yee

The meeting was convened at 8:03 a.m.

Status Report: EMU-Online: Yesterday, Today and Tomorrow

Michael Harris, Interim Associate Vice President for Academic Affairs, began the presentation with a brief introduction that described the agenda for the session. He then introduced **Dawn Malone, Assistant Dean of Continuing Education (CE)** as well as the other presenters, EMU faculty members John Preston, Matthew Sauber, and Deborah Silverman.

Dawn Malone explained that their intention was to present the FAC with a live demonstration of an online class. Unfortunately, due to circumstances beyond their control, this was not possible. Connections at either end were functional, but a problem with the MCI linkage in between the two locations made the link-up impossible.

Malone outlined the history of online courses at Eastern Michigan University beginning with the planning in June 1977 with a pilot group of 14 faculty members. Ten courses were offered in March 1998, and EMU contracted with eCollege in January 1999. A chart indicating the rapid growth from 83 students in 1997-1998 to 1,562 students in 1999-2000 was displayed as well as one demonstrating the rise in the number of credit hours generated (i.e., 211 to 4,731 within the same time span).

A listing of courses offered within all of the five colleges was shown demonstrating that all of the colleges have faculty involved in this program. Sixty-one faculty have been involved in teaching online on a voluntary basis, with one result being that these faculty are exposed to more interdisciplinary activities than might otherwise occur.

- Malone noted that feedback from student surveys is tabulated each semester by eCollege to which faculty and CE staff have access: An “Online Faculty Group” was formed this fall for the purpose of sharing information and teaching challenges, training and mentoring new faculty, assessing the overall program, and providing feedback to the Dean of Continuing Education.

John Preston, Associate Professor in the Department of Interdisciplinary Technology, was to give an online demonstration. He reported that as a “morning person” he tended to get online early and had already communicated with three to four students prior to the FAC meeting. Three of his four classes this semester are online. He sees some of the benefits as being the time flexibility, i.e., he can teach early in the morning, which is a better time of day for him, his “classroom” does not require the use of laboratory space, and he can tailor his class while exploring new avenues.

Preston noted that eCollege offers a valuable vehicle, particularly to faculty who are new to teaching online. Faculty find the program user-friendly, as do the students, with online syllabi and grade books where students can always see where they stand but the privacy of others is assured. He does not believe that online courses should completely take the place of the more traditional classroom, but for many students (e.g., single parent working households) this offers a valuable answer when other life commitments make a traditional education difficult.

Preston, who was one of the original online faculty members, teaches microcomputer applications. The subsequent presenter, Matthew Sauber, enrolled in Preston’s online course for students prior to teaching online himself, making it a perfect example of the interdisciplinary nature of the effort. This allowed Preston the opportunity to have one of his courses as well as his teaching methods to be evaluated by his peers.

Dr. Matthew Sauber, Professor in the Department of Marketing, gave his perspective of online teaching as a faculty member new to the program. He had taken Preston’s course in the spring of 2000 and began teaching in the summer. He reported that students seem to have less hesitancy to ask questions online. He holds threaded discussions throughout the course and has regular email dialog with his students.

Students have high expectations for quick, uninterrupted access to the course site with clear, on-time communication and timely feedback. Professors’ expectations are also high for student attentiveness, on-time responses, and interactive participation.

Sauber sees assessment and feedback as an ongoing component. He gives tests on a weekly basis and his students are able to access their respective grades as well as his comments continually.

Dr. Deborah Silverman, Assistant Professor in the Department of Human, Environmental and Consumer Resources, discussed her use of eCompanion, an eCollege tool she is using this semester, which provides an online classroom as a supplement to her face-to-face classroom. She also uses 3-dimensional images of graphic content that allows her to display chemical processes.

- Silverman observed that where connectivity can create some limitations, the CD Rom can be beneficial for students, many of whom have slower computers. This also aids students who are more visual learners and who can then go back and review the materials. Silverman gave a demonstration of this process.

Online teaching allows faculty to teach when they are at their peak (Silverman gives lectures of an hour and three quarters, three times per week), no matter what the time of day, and it also allows students to learn and test under the same beneficial conditions. Email "chats" can take place at any time, and transcripts of discussions are available.

Regent Griffin asked how students are tested. Silverman said she gives multiple-choice examinations since that is the type of test the students will take for certification. She gives timed exams where the student is given one minute per question.

Preston noted that he sees more group work and group discussions as a result of online courses. He then showed a simulation of a grade book and a threaded discussion.

Malone concluded the presentation by discussing the future of online courses at EMU. The Phase II strategy will include building on existing programmatic strengths; supporting existing off-campus programs; capitalizing on unfilled niches; and reaching new markets, both national and global. In order to achieve success in these areas, institutional infrastructure needs must be met in the area of on-line registration and student services. The benefits, however, will be to open new markets, expand the options of our current population, keep EMU competitive in a changing educational environment, and provide new opportunities for our faculty.

Phase II goals for fall 2001 will be to launch six new programs; expand general education offerings online to 20 from the current 11 that are available; target new markets such as EMU alum, military personnel, international students, and people looking for professional development as well as program specific markets; provide Advanced Placement (AP) courses for the State of Michigan; and offer new online training options for faculty.

Regent Griffin thanked the presenters for their valuable look into online education at EMU.

The meeting was adjourned at 9:00 a.m.

Respectfully submitted,

Holly Smith, Administrative Secretary
Academic Affairs

Donald H. Bennion

Director of Academic Assessment and Professor of Teacher Education

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Curriculum Vitae

Education

Ph.D.	Curriculum & Instruction	Ohio University	1972
M.A.	Economics	Ohio University	1968
M.S.	Social Science Education	State University of NY-Geneseo	1966
B.S.	Social Science Education	State University of NY-Geneseo	1963

Professional Experience

- Director of Academic Assessment and Professor of Teacher Education, Eastern Michigan University, 1993-Present.
- Associate Vice President for Academic Affairs, EMU, 1984-98
- Associate Dean of Professional Studies and Professor of Education, Central Connecticut State University, 1974-1984.
- Assistant/Associate Professor of Education, Central Connecticut State University, 1970-74.

Professional Activity

- Consultant-Evaluator, Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities, 1999.
- Member, National Consortium on Assessing Learning Outcomes, 1997-98.
- Consultant Evaluator, North Central Association of Colleges and Schools Commission on Institutions of Higher Education, 1996-present.
- Member, Board of Accreditation, National Association of Industrial Technology, 1988-present.

Professional Publications, Presentations (Selected)

- Bennion, Donald H. and Stewart D. Work. "How One University Used the Assessment Practices at 'Best Practices' Colleges and Universities to Benchmark Its Own Assessment Program." The 2000 Assessment Institute in Indianapolis, 2000.
- Bennion, Donald H. and Stewart D. Work. "Sharing Students, Sharing Assessment." 1999 American Association of Higher Education (AAHE) Assessment Conference, 1999.
- Bennion, Donald H. and Stewart D. Work. "Using the Assessment Expo to Communicate Assessment Successes to Faculty and Staff." 103rd Annual Meeting of the North Central Association of Colleges and Schools, March, 1998.
- Bennion, Donald H. and Stewart D. Work. Using the Educational Testing Service's Tasks in Critical Thinking to Assess General Education Outcomes at Eastern Michigan University." Assessment Update, September/October, 1996.
- Bennion, Donald H. "Using Tasks in Critical Thinking to Assess Outcomes." ETS Higher Education Assessment News, 1996.

Gary L. Hannan
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Ypsilanti, MI 48197
E-mail: gary.hannan@emich.edu

Curriculum Vitae

Education

Ph.D.1979	Botany	Univ. California, Berkeley	1979
B.A.1973	Environmental Biology	Univ. of California, Santa Barbara	1973

Professional Experience

1992-present	Professor, Biology Department, Eastern Michigan University
1986-1992	Associate Professor, Biology Department, Eastern Michigan University
1982-1986	Assistant Professor, Biology Department, Eastern Michigan University
1982-present	Curator of Vascular Plants, Herbarium, Eastern Michigan University (EMC)
1980-1982	Staff Research Assoc., Dept. of Biol. Sciences, Univ. of California, Santa Barbara
1980	Lecturer, Department of Biology, California State University, Fresno, CA

Professional Activity

- Co-editor, *The Michigan Botanist* (scientific journal of the Michigan Botanical Club) 1990-1993
- Member, Board of Directors, Friends of the Matthaei Botanical Gardens 1984-1987
- Member, Editorial Board of *Michigan Botanical Club* 1985-1993

Selected Publications

- Hannan, G. L. & M. Orick. 2000. Isozyme diversity in *Iris cristata* and the threatened glacial endemic *Iris lacustris* (Iridaceae). *American Journal of Botany* 87: 293-301.
- Hannan, G. L. & H. Prucher. 1996. Reproductive biology of *Caulophyllum thalictroides* (Berberidaceae), an early flowering perennial of eastern North America. *American Midland Naturalist* 136:267-277.
- Hannan, G. L. 1997. *Hesperomecon*, *Meconella*, *Platystemon*, in *Flora of North America*, Vol. 3. Oxford University Press, Oxford.
- Hannan, G. L. 1988. Evaluation of relationships within *Eriodictyon* (Hydrophyllaceae) using trichome characteristics. *American Journal of Botany* 75:579-588.
- Bacon, J. D., G. L. Hannan, N. Fang, & T. J. Mabry. 1986. Chemosystematics of the Hydrophyllaceae: Flavonoids of three species of *Eriodictyon*. *Biochemical Systematics & Ecology* 14:591-595.
- Bacon, J. D., L. H. Bragg, & G. L. Hannan. 1986. Systematics of *Nama* (Hydrophyllaceae): Comparison of seed morphology of Sect. *Arachnoidea* and *Cinerascenia* with five species of *Eriodictyon* and *Turricula parryi*. *Sida* 11:271-281.

Selected Professional Presentations

- Phenotypic gender modification in *Platystemon californicus* (Papaveraceae). Botanical Society of America annual meeting. Portland, Oregon. August 2000.
- A Mating System Novelty in *Iris lacustris*: Female Sterility and its Implications. Society for the Study of Evolution, annual meeting. Vancouver, British Columbia, Canada. July 1998.
- Genetic structure and pollination biology of *Iris cristata* and the threatened endemic, *Iris lacustris*. AIBS annual meeting, Montreal, Quebec, Canada. August 1997.
- RAPD markers reveal fine-scale genetic variation in *Iris lacustris*, a threatened clonal endemic. Society for the Study of Evolution, annual meeting. Montreal, Quebec, Canada. July 1995.
- Investigation of *Iris lacustris* population structure using RAPDs. AIBS meeting, Knoxville, Tennessee. August, 1994

REPORT TO THE FACULTY AFFAIRS
COMMITTEE OF THE EASTERN MICHIGAN
UNIVERSITY BOARD OF REGENTS

STUDENT OUTCOMES
ASSESSMENT AT EASTERN
MICHIGAN UNIVERSITY

Donald H. Bennion, Ph.D.
Director of Academic Assessment and
Professor of Teacher Education

Gary L. Hannan, Ph.D.
Professor of Biology

January 16, 2001

OVERVIEW

- DEFINE "STUDENT OUTCOMES ASSESSMENT"
- REVIEW HISTORY OF ASSESSMENT AT EMU
- PRESENT CURRENT STATUS OF ASSESSMENT AT EMU
- DESCRIBE COMMUNICATION OF ASSESSMENT AT EMU
- PROVIDE AN EXAMPLE OF A UNIQUE ASSESSMENT METHOD AT EMU
- DESCRIBE SELF-EVALUATION OF EMU ASSESSMENT PROGRAM

Student Outcomes
Assessment, at
Eastern Michigan
University

=

Methods of
determining if the
key skills and
concepts of a
program have been
mastered.

HISTORY OF ACADEMIC
ASSESSMENT AT EMU
(SOME KEY DATES)

1985 Provost Collins attends
first AAHE national
assessment conference.

Provost appoints
administrative
assessment task force.

1987 Provost establishes broad-
based assessment
advisory committee.

1988 Pilot studies in
assessment begin.

- 1989 President Shelton creates Learning University Commission and related Outcomes Assessment Task Force.
- 1990 NCA mandates assessment.
- 1993 EMU, in response to NCA, creates Director of Academic Assessment position and position of Special Assistant to the Provost for Assessment through above-base budget proposal.

NCA

FIVE EVALUATIVE QUESTIONS FOR ASSESSMENT PLANS

1. TO WHAT EXTENT HAS THE INSTITUTION DEMONSTRATED THAT THE PLAN IS LINKED TO THE MISSION, GOALS, AND OBJECTIVES OF THE INSTITUTION FOR STUDENT LEARNING AND ACADEMIC ACHIEVEMENT, INCLUDING LEARNING IN GENERAL EDUCATION AND IN THE MAJOR?
2. WHAT IS THE INSTITUTION'S EVIDENCE THAT FACULTY HAVE PARTICIPATED IN THE DEVELOPMENT OF THE INSTITUTION'S PLAN AND THAT THE PLAN IS INSTITUTION-WIDE IN CONCEPTUALIZATION AND SCOPE?
3. HOW DOES THE PLAN DEMONSTRATE THE LIKELIHOOD THAT THE ASSESSMENT PROGRAM WILL LEAD TO INSTITUTIONAL IMPROVEMENT WHEN IT IS IMPLEMENTED?
4. IS THE TIME LINE FOR THE ASSESSMENT PROGRAM APPROPRIATE? REALISTIC?
5. WHAT IS THE EVIDENCE THAT THE PLAN PROVIDES FOR APPROPRIATE ADMINISTRATION OF THE ASSESSMENT PROGRAM?

1994 ETS "Tasks in Critical Thinking" adopted for assessing general education.

First annual departmental assessment reports.

1995 NCA accepts EMU "Assessment Plan."

First Assessment EXPO held.

2001 Well-documented assessment successes presented to NCA in Self-Study Report.

Eastern Michigan University's student outcome assessment program:

- focuses on assessment of the key skills and concepts in each discipline and in general education;
- is tailored to the uniqueness of each program;
- gives faculty both the authority and responsibility for assessment;
- uses ETS's Tasks in Critical Thinking to assess general education;
- allows for a wide-range of methods for assessment of academic majors;
- requires programs to use multiple methods;

- receives excellent administrative support from the University; and
- is flexible and has allowed for several changes since its inception in 1993.

**Academic Assessment At Eastern Michigan University
June 2000**

Assessment of Student Learning Outcomes

Method	Number of Undergraduate Programs Using Methods	Number of Graduate Programs Using Methods	Total
Capstone Course*	23	8	31
Case Study Analysis	20	7	27
Comprehensive Exam (Essay)	17	16	33
Comprehensive Exam (Objective)	29	19	48
Licensure Exam	20	12	32
Oral Exam	3	5	8
Performance/Presentation	40	23	63
Standard State, National, or International Exam (e.g. Graduate Record Exam)	12	17	29
Student Portfolio	54	11	65
Supervised Internship/Field Experiences/Practicums/ Student Teaching	48	31	79
Thesis/Final Project	24	50	74

Assessment of Programs and Students

Method	Number of Undergraduate Programs Using Methods	Number of Graduate Programs Using Methods	Total
Accreditation Review (e.g., AACSB, NCATE, NLN, etc.)	47	35	82
Advisory Committee Review	38	24	62
Alumni Survey	36	29	65
Co-op Employer Review	20	8	28
Employer Survey	14	16	30
Exit Interview	27	19	46
External Consultant Review	5	2	7
Graduate School Placement	8	18	26
Total			835

*Although a Capstone Course is not an assessment method per se, it is important to note that several departments have developed such a course for 31 programs. These courses were created specifically as a vehicle to conduct meaning student outcomes and program assessment

**Most Used Assessment Methods
at Eastern Michigan University
June 2000**

<u>Method</u>	<u>Number of Programs</u>
Accreditation Review	82
Field Experiences	79
Thesis/Final Project	74
Student Portfolio	65
Alumni Survey	65
Performance/Presentation	63
Advisory Committee Review	62
Comprehensive Exam (Objective)	48
Exit Interview	46
Comprehensive Exam (Essay)	33

COMMUNICATING ASSESSMENT ACROSS CAMPUS

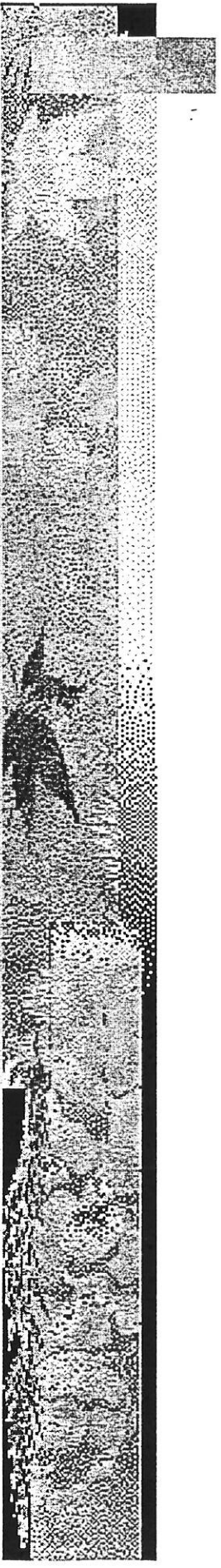
- "QUESTIONS & ANSWERS"
BROCHURE
- "ASSESSMENT INFORMATION
PAPERS"
- "STUDENT ASSESSMENT
OPTIONS"
- "ASSESSMENT MATTERS"
NEWSLETTERS
- FCIE WORKSHOPS ON
ASSESSMENT TOPICS
- THE ASSESSMENT EXPO

Biology Curriculum Assessment

Dr. Gary L. Hannan

Department of Biology

January 16, 2001



Components of Assessment Plan

- Department's Statement of Purpose
- Targets of Plan
 - Introductory Courses
 - Core Required Courses
- Student Outcomes Assessed
- Uses of Results

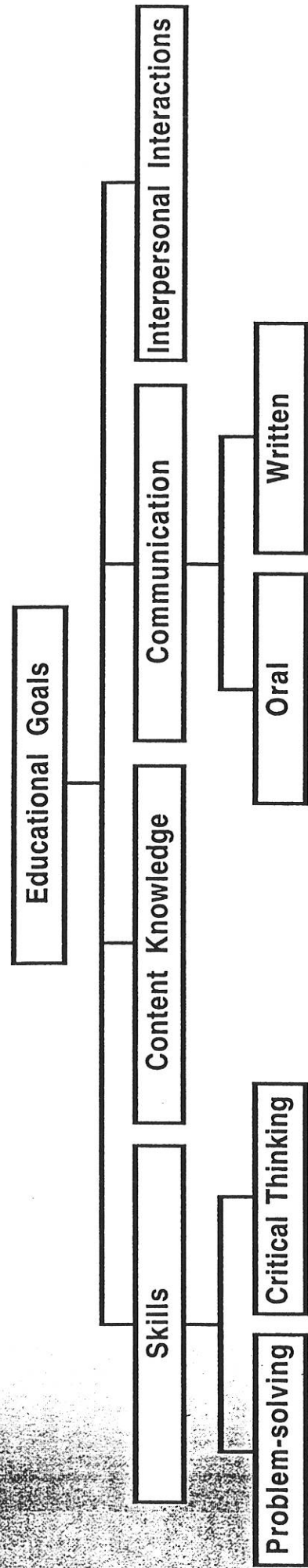
Outcomes

- Content Knowledge
- Skills
 - Writing
 - Cognitive
- Information Access
- Attitudes and Values
- Behavioral

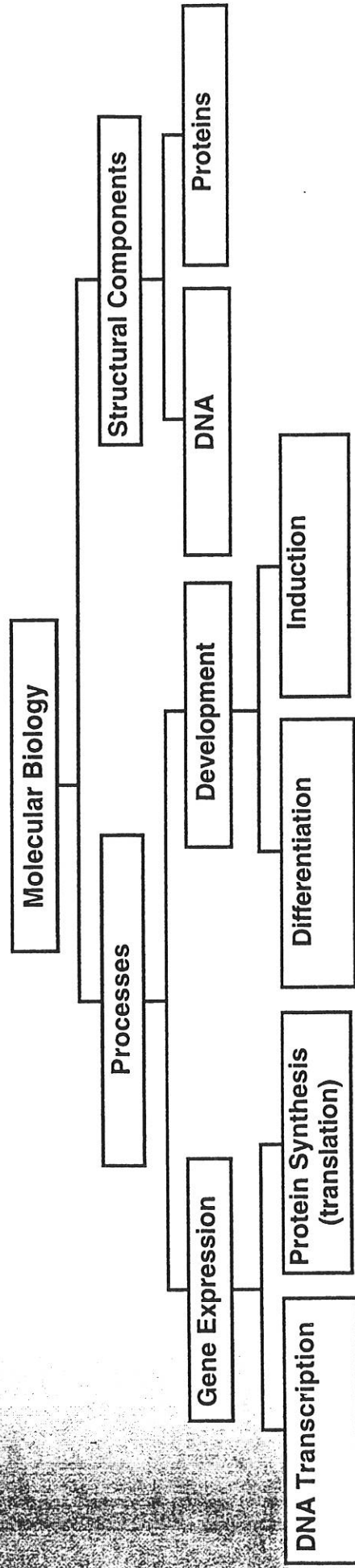
Assessment

- Cognitive Structure; Exam
 - Course-embedded
 - Cognitive structure; Exam
 - Course-embedded
- Survey; Course-embedded
- Survey

Student Outcome Goals



Sample Cognitive Structure Diagram



Cognitive Structure Approach

- Identify important concepts
- Students examine relationships among concepts
- Complete a map of concept relationships
- Analyze student responses



Implementation in Biology

Department

- Organize content by levels of biological organization
 - Molecular, cellular, organismal, ecosystem
- Evaluate incoming students
- Evaluate students completing
 - Introductory course sequence
 - Core courses

Basis for Interpretation of Results

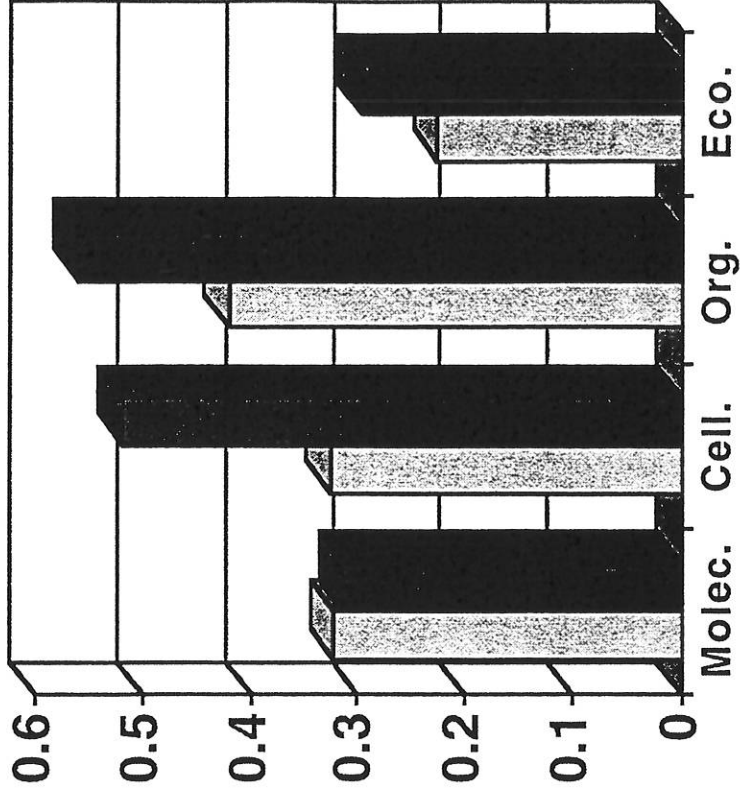
- Students Must
 - Understand factual bases of concepts
 - Evaluate logical relationships among concepts
 - Judge relative strengths of relationships to select best arrangement
- Multiple factors influence student performance

Departmental Action

- Revise introductory courses
- Increase molecular content
- Increase ecosystem content
- Maintain cellular and organismal content, if possible
- Evaluate new introductory course sequence

Effectiveness of Previous Introductory Courses

- Gains in Cellular and Organismal areas
- Slight gain in ecosystem area
- No gain in molecular area



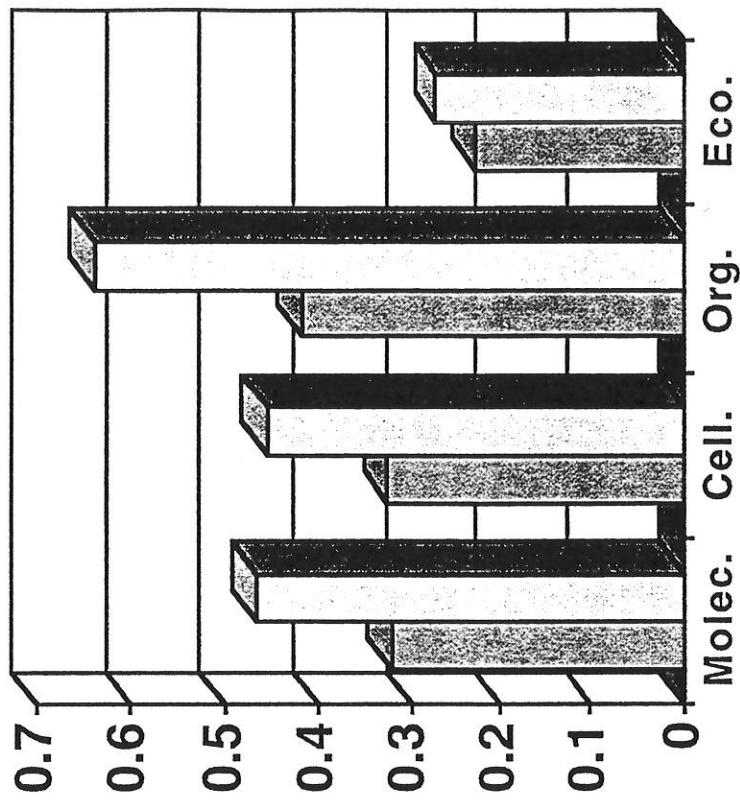
□ Pre-intro ■ Post BOT/ZOO

Conclusions

- New course sequence boosts performance in molecular area
- New course sequence may sacrifice some cellular content
- Evaluate validity of ecosystem concept representation

Impact of New Introductory Courses

- Gains in molecular, cellular, organismal levels
- Slight gain in ecosystem level

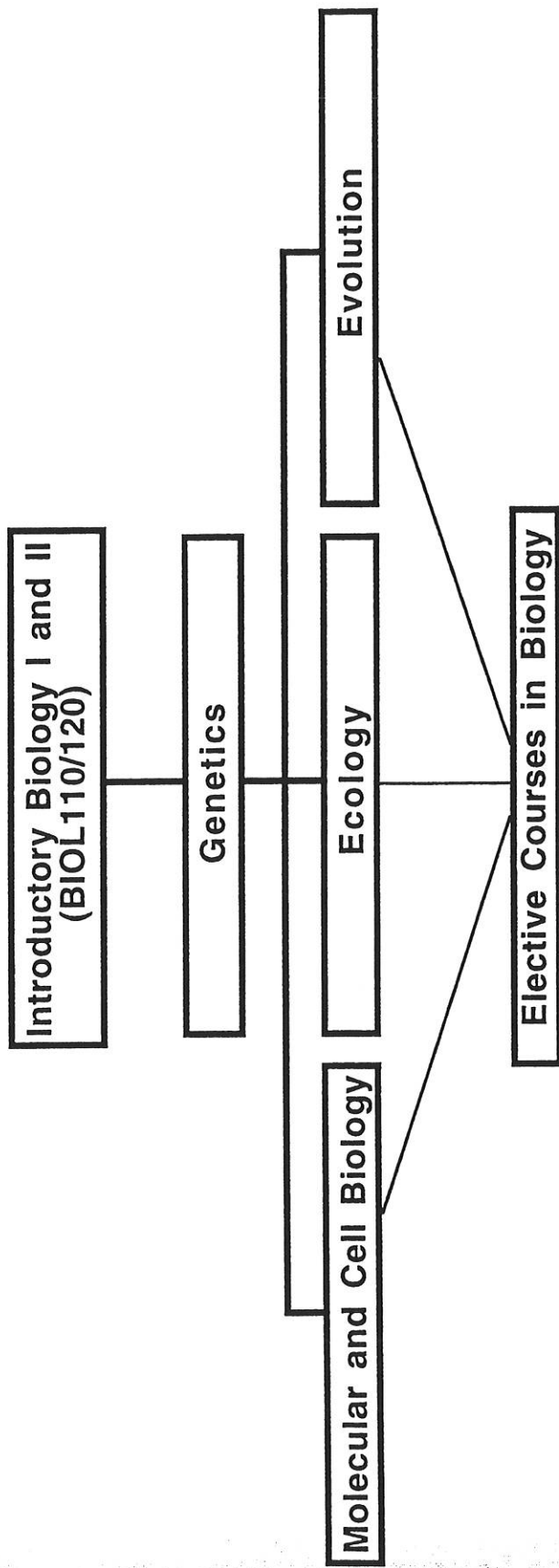


Pre-Intro Post-Intro

Summary Recommendations

- Develop methods for assessing skills in
 - Critical thinking
 - Problem-solving
 - Information acquisition and processing
- Examine ecosystem content
- Extend assessment methods to core curriculum

Revised Core Curriculum in Biology



Assessment Plans

- Evaluate current core course sequence
 - Cognitive structure method
 - Standardized exam method
 - Student surveys
- Evaluate new core course sequence
 - Cognitive structure method
 - Standardized exam method
 - Student surveys

Self-Evaluation of Student Outcomes Assessment at EMU

- EMU program exhibits all eleven assessment "best practices"
- Have received regional and national recognition
 - made presentations at meetings of national and regional assessment and professional organizations
 - Had articles published in national assessment journals
 - Had requests for EMU assessment materials from over 200 universities

- Need to bring every program to the level of using results of assessment to improve programs and concomitant learning

The Key Question EMU was Seeking to
Have Answered

IS EMU'S
ASSESSMENT
PROGRAM
EFFECTIVE?

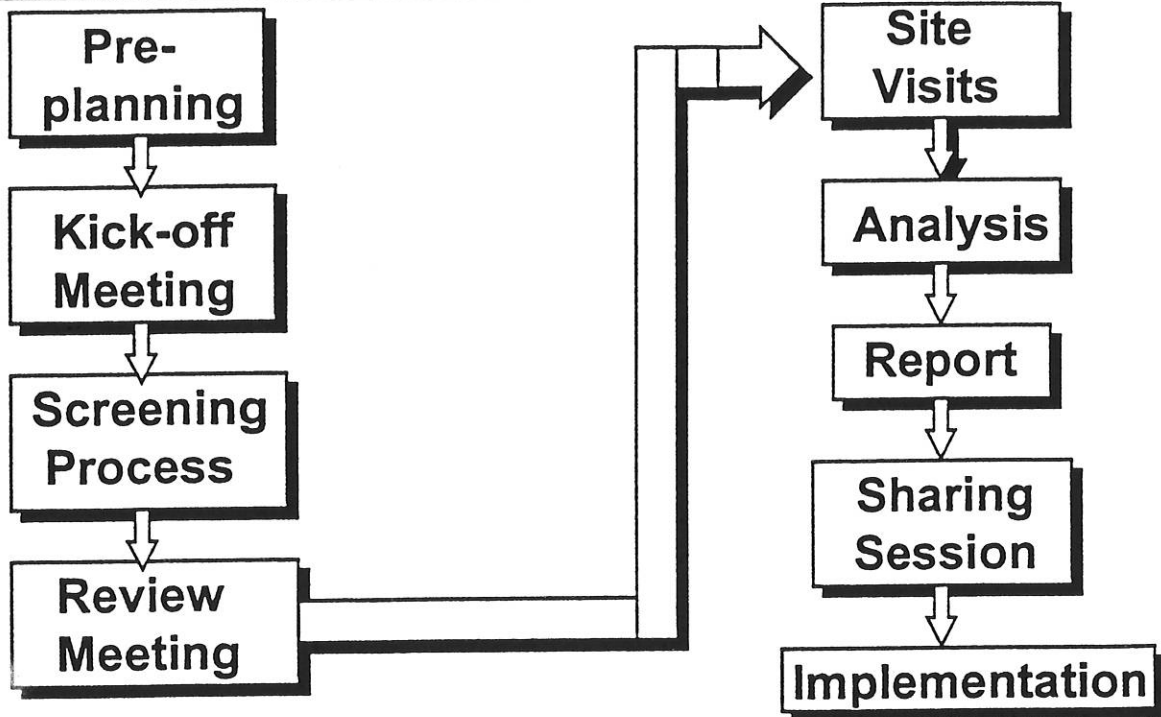
KEY TERMS

ASSESSMENT - - Methods of determining if the key skills and concepts of a program have been mastered.

BENCHMARKING - - The process of comparing one's institution to other institutions on the basis of identified factor(s).

BEST PRACTICES - - Those practices in a given area that are considered by peers and experts to make an institution effective in the area being referenced.

Consortium Benchmarking Methodology: The Big Picture



A P Q C

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Notes:

Best Practices Institutions

- Ball State University
- Emporia State University
- Fidelity Investments/Retail Investor Services
- Sinclair Community College
- Tennessee Valley Authority University
- University of Phoenix

Best Practices in Assessment

(From APQC Benchmarking Study)

- 1) Good assessment plans are strategic in nature. They clarify the purposes of the assessment activities and tie each to the organization's mission, vision, and key goals.
- 2) Widespread involvement of all stakeholders, established early and maintained over time, yields an organizational culture that embraces assessment.

3) The adoption and implementation of an assessment program is best begun promptly when the need is recognized and then allowed to evolve slowly. It is important to balance the need for buy-in with the times required for sound implementation.

4) In-depth analysis and periodic review of the needs and interests of internal and external stakeholders drive the choice of which learning outcomes to assess and how they are assessed.

- 5) The use of multiple methods of assessment can enhance reliability. In addition, to assure that a process is valid and measures what it is intended to measure, each activity and instrument should be tied to its purpose and strategy for achieving that purpose.

- 6) Integrating assessment with other ongoing performance improvement efforts within the organization enhances the long-term viability of the assessment program and its usefulness to the overall organization.

- 7) Successful organizations take a decentralized approach to assessment, pushing responsibility and ownership to those on the front lines.

- 8) Assessment is integral to learning and the most effective when included as a responsibility for each member of the organization, as opposed to being an add-on effort.

9) The primary purpose of obtaining and reporting assessment findings is to improve the organization and, in particular, its employees' and students' learning. Accordingly, the findings are best used in non-punitive ways.

10) Educating those who will use the assessment data is the key to shifting the focus of assessment from the data to the overall process.

11) Best-practice organizations continuously communicate the assessment activities and results to their constituents.

Assessment Matters

January 1999
Vol. 5, No. 1

A monthly newsletter featuring
assessment ideas and activities for
Eastern Michigan University faculty,
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is published from
October to March by the
Division of Academic Affairs

CO-EDITORS:

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Assessment Expo IV slated for March 12, 1999

Assessment Expo IV will be held on Friday, March 12, 1999. To accommodate poster and electronic displays from all Eastern Michigan University academic departments and Basic Studies, we have again reserved both the Ballroom and Guild Hall in McKenny Union.

As with Expo III, we will invite faculty and staff from area two- and four-year colleges and universities to be our guests at the Expo. We have received positive feedback from guests at Expo III, as well as from faculty and staff at universities across the country who have attended presentations made by Don Bennion and Stew Work at national and regional conferences. We have received many requests from people asking to be invited to Expo IV. This feedback suggests that one of the most valuable aspects of the Expo for those from other colleges and universities is the opportunity to discuss assessment with their EMU colleagues within their discipline.

There will be one change from Expo III. In response to requests from many faculty, we have changed the starting time from 9:00 a.m. to 10:00 a.m. The Expo hours will therefore be 10:00 a.m.-3:00 p.m.

The assessment activities of most academic programs are now at a point where results have been reviewed and, where necessary, curricular changes have been proposed or implemented. These curricular changes should be of special interest to colleagues within EMU and from other colleges and universities.

Guidelines for Expo IV have been sent to all academic department heads and a request was made to share this information with faculty. If you have not received the guidelines, please contact Don Bennion (7-3342).

Departments have been doing a great job with their assessment activities and we look forward to seeing the display of these activities and results at Expo IV.

National benchmarking study results are in on assessment at "best practices" colleges and universities

The final session of the year-long benchmarking study on assessment in which EMU was a participant was held in Houston on June 8-9, 1998. At this meeting, the four colleges and universities and two corporations identified as "best practices" institutions (Ball State University, Emporia State University, The University of Phoenix, Sinclair Community College, The Tennessee Valley Authority and Fidelity Investments/Retail Investor Services) made presentations on their assessment programs. As indicated in previous *Assessment Matters*' articles about the benchmarking study, these "best practices" institutions were selected by the 37 sponsor organizations through a blind selection process.

In our view, the most important result of the study is that 11 key findings were made. These findings identify characteristics of effective assessment programs that are found in all six "best practices" institutions, but are often lacking in other institutions. The 11 key findings are on page 2.

Eleven key findings from benchmarking study

- 1) Good assessment plans are strategic in nature. They clarify the purposes of the assessment activities and tie each to the organization's mission, vision and key goals.
- 2) Widespread involvement of all stakeholders, established early and maintained over time, yields an organizational culture that embraces assessment.
- 3) The adoption and implementation of an assessment program is best begun promptly when the need is recognized and then allowed to evolve slowly. It is important to balance the need for buy-in with the time required for a sound implementation.
- 4) In-depth analysis and periodic review of the needs and interests of internal and external stakeholders drive the choice of which learning outcomes to assess and how they are assessed.
- 5) The use of multiple methods of assessment can enhance reliability. In addition, to ensure that a process is valid and measures what it is intended to measure, each activity and instrument should be tied to its purpose and strategy for achieving that purpose.
- 6) Integrating assessment with other ongoing performance improvement efforts within an organization enhances the long-term viability of the assessment program and its usefulness to the overall organization.
- 7) Successful organizations take a decentralized approach to assessment, pushing responsibility and ownership to those on the front lines.
- 8) Assessment is integral to learning and the most effective when included as a responsibility for each member of the organization, as opposed to being an add-on effort.
- 9) The primary purpose of obtaining and reporting assessment findings is to improve the organization and, in particular, its employees' and students' learning. Accordingly, the findings are best used in non-punitive ways.
- 10) Educating those who will use the assessment data is the key to shifting the focus of assessment from the data to the overall process.
- 11) Best-practice organizations continuously communicate the assessment activities and results to their constituents.

For those interested in more detail about the year-long benchmarking study in which EMU was a participant, all college deans and associate deans have copies of the site visit report and the final report. Don Bennion and Stew Work have copies of all of the reports associated with the study.

How assessment at EMU compares to assessment at "best practices" institutions

Many EMU faculty and staff members have asked how EMU's assessment activities compare to assessment at the "best practices" institutions when looking at the 11 key findings of the benchmarking study (described in adjacent article). Here's how we believe EMU exhibits the characteristics found at the "best practices" institutions. The remaining findings will be published in upcoming issues of *Assessment Matters*.

Finding #1: Plans are strategic. The focus of the EMU Assessment Plan is on academic program improvement as reflected through enhanced student learning, which has been the centerpiece of the University since 1990 when President William Shelton announced the establishment of the President's Commission on the Learning University. This Commission consisted of several task forces, the key one being the Assessment Task Force.

The Commission's goal was to make EMU the "Learning University" by the end of 1999. This emphasis on learning is captured in the University mission statement "Mission, Philosophy, Values and Guiding Principles of Eastern Michigan University," which was adopted by the EMU Board of Regents on February 8, 1990.

The University's central focus on learning was continued in 1995 when President Shelton designated removal of "barriers to learning" as the next goal of the learning initiative. He appointed Professor of Management Mary Vielhaber Hermon as coordinator of the effort. In doing so, the president cited the University's successful "assessment effort" as a model for the "barriers" project.

To make the Assessment Plan consistent with the focus on student learning, the decision was made early on to ask both the Basic Studies Committee and the academic departments to concentrate on the learning of the key skills and concepts of each discipline, the assessment of this learning, and the curriculum revision necessary to ensure that such learning is taking place.

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How assessment at EMU compares to assessment at "best practices" institutions (Part II)

In the January issue of *Assessment Matters*, we described how assessment at Eastern Michigan University conforms to Finding #1 (plans are strategic) as that finding relates to assessment at "best practices" institutions. In this issue, we will share how we believe EMU also conforms to Findings #2, #3 and #4.

Finding #2: Widespread involvement of stakeholders

Because faculty are responsible for the instruction at EMU, it was determined that faculty buy-in to the assessment effort was of primary importance. From the beginning of formal assessment plan development at EMU in 1985, the university has been on record as supporting the concept that for the assessment effort to be effective, faculty must have both ownership of, and responsibility for, assessment activities. This has been stated in all printed materials, including the brochure, "Questions and Answers about Assessment in the Academic Major at EMU," which was issued to all faculty and staff in September 1993. In this brochure, it is pointed out that program faculty have ownership of assessment in the academic major. It is also pointed out that the members of the Basic Studies Committee play this same role in assessment of the general education program.

Because the Basic Studies Program affects all academic departments, it was decided that broad-based faculty input was needed in response to a plan developed by the Basic Studies Committee. This plan was referred to the Faculty Council and to each of EMU's five college councils for input. In addition, open public hearings were held on the proposed assessment program. The program, as approved, consists of assessing EMU's distributive general education program by using the Educational Testing Service's "Tasks in Critical Thinking" to assess skills in critical thinking and in written communication. This essay test has been given to several groups of students. The test has been scored by more than 20 EMU faculty who have been trained to score, and who have done so with an interscorer reliability coefficient of over .90.

Finding #3: Plans are begun promptly and evolve slowly

The Division of Academic Affairs began exploring student outcomes assessment in 1985 when Provost Ron Collins and some of his staff attended workshops and conferences on the subject. Collins created an administrative council on assessment in 1986, and several pilot projects occurred between 1987 and 1990. In 1990, as part of the North Central Association (NCA) reaccreditation effort, the NCA promulgated the requirement that its member institutions conduct self-study on assessment.

continued on page 2

How assessment...

continued from page 1

In fall 1990, a 34-member task force on assessment was created as part of EMU President William Shelton's Commission on the Learning University. This task force issued a report containing several recommendations that were later adopted by EMU. Among these was the creation of an office of academic assessment.

The Assessment Office was created in summer 1993. Associate Vice President for Academic Affairs Don Bennion was appointed half-time director and Professor Stewart Work was appointed half-time assistant. This action was in response to NCA's mandate that all colleges and universities in the NCA region submit formal assessment plans. The Assessment Office was created in support of the belief that assessment at EMU, as part of a comprehensive effort, ensures the quality of the academic programs.

In September 1993, EMU began an effort to bring all academic program areas to the point where they would be able to (1) identify the key concepts and skills of the discipline that all students should possess upon graduation from the program, (2) provide plans for assessing this learning, and (3) provide plans to revise the program in areas where goals were not being met. The faculty responded extremely well to this challenge.

Finding #4: There is periodic review by stakeholders

At EMU, program faculty are the primary stakeholders. They annually assess the effectiveness of their programs and submit departmental assessment reports. The appropriate department head, college dean and the director of academic assessment review these reports. Other groups that provide input on the effectiveness of academic programs include students, program graduates, employers of graduates, members of advisory committees, and members of specialized accreditation agencies. Program faculty consider input from each of these groups when making course and program revisions.

The University of Phoenix: a "best practices" university (Comprehensive Assessment and Continuous Improvement Program)

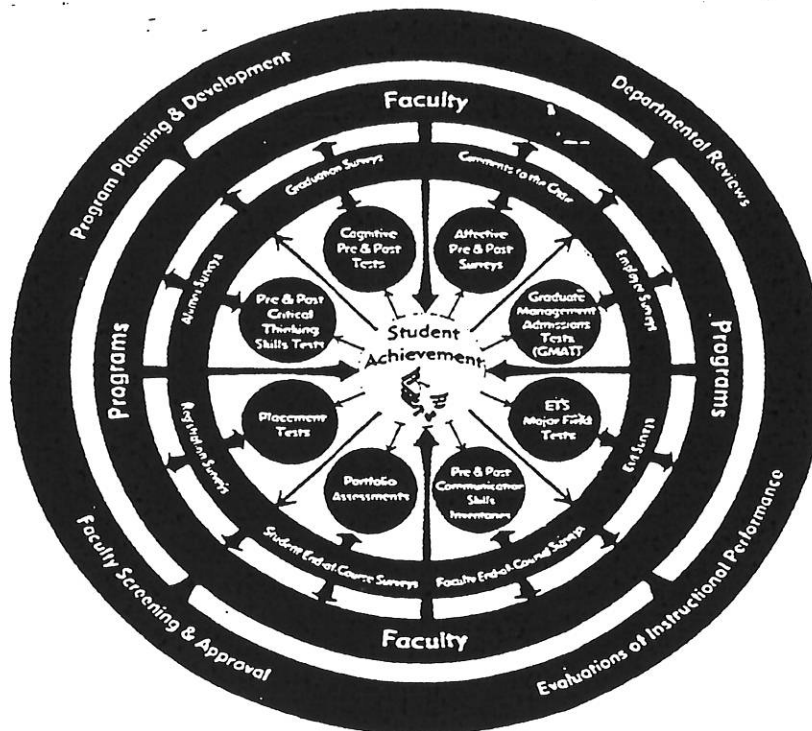


Figure 1

Most people in southeast Michigan have seen or heard advertisements for the University of Phoenix and its Detroit-area programs. The University of Phoenix (UOP), with more than 50,000 adult students, is the largest private university in the United States. Although views of UOP might range from "an academic fraud" to "the best thing that ever happened to higher education," the purpose of this article is to explain why this for-profit, for-adults-only, university has been awarded the title of a "best practices" university in the area of academic assessment.

"If it moves, we measure it. If it doesn't move, we measure it." University of Phoenix founder Dr. John Sperling uses this phrase to explain his view that UOP is using assessment to continuously improve its processes, services and curriculum. UOP's measurement system includes more than 25 tests, surveys and performance measures to assess student learning. As shown in Figure 1, UOP created three performance systems to measure outcomes assessment, process assessment and customer satisfaction among students.

The centerpiece of UOP's academic achievement system is its Cognitive Outcomes Comprehensive Assessment (COCA), which is a three-hour test that students are required to take in their academic major when they begin their program. Students are required to take the same exam at the end of their program. The results of post-COCA exams are fed back to the deans for curriculum enhancement and refinement.

As can be seen in Figure 1, there are several other components of the UOP assessment program, including end-of-course surveys and employer surveys, as well as non-academic services provided to students. Each year, the University of Phoenix invests \$150 per student to measure the quality of its programs and the achievement of its students. UOP representatives state that this assessment helps UOP answer the following three questions: (1) Do students know what they should know? (2) Can students do what they should be able to do? (3) Do students share appropriate professional values?

For more information on assessment at the University of Phoenix, contact Don Bennion or Stewart Work.

Assessment Matters

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How assessment at EMU compares to assessment at "best practices" institutions (Part III)

This is the third in a series of four reports on how Eastern Michigan University's assessment program compares to assessment at "best practices" institutions. The final report will be published in next month's issue of *Assessment Matters*. Detailed descriptions of the 11 best practices appeared in the January 1999 issue.

Finding #5: Multiple methods of assessment are used to improve the reliability of the assessment

Because EMU believes that much can be gained by using multiple methods of assessment, each academic program is required to use at least two methods of assessment. In reality, most programs use several methods. The 10 most popular methods used across campus, in order of frequency of use, are:

- 1) Field experiences
- 2) Surveys
- 3) Specialized accreditation
- 4) Exit interviews
- 5) Portfolios
- 6) Comprehensive exam (local)
- 7) Advisory committees
- 8) Licensure/certification exams
- 9) Theses/final projects
- 10) Exhibitions and performances

To help all program areas improve the validity and reliability of their assessment as related to the key goals of their programs, each department has copies of EMU's *Assessment Papers*. These papers briefly address the following topics:

- 1) Writing performance objectives
- 2) Relating performance objectives to program goals
- 3) Assessing cognitive learning
- 4) Establishing validity and reliability for tests
- 5) Selecting and writing multiple choice test items
- 6) Assessing psychomotor learning
- 7) Alternative (performance based) assessment methods

In addition, Don Bennion, Stewart Work and other faculty members are available to assist departments in developing assessment methods.

continued on page 2

How assessment at EMU compares to assessment at "best practices" institutions

continued from page 1

Finding #6: Assessment should be integrated with the other improvement efforts.

Academic assessment is the centerpiece of the three component system EMU uses to guarantee the maintenance of high quality academic programs. This system uses the concept of continuous program improvement to integrate three distinct systems: (1) program accreditation by discipline-specific accrediting agencies, (2) academic program review and (3) academic assessment.

In the specialized accreditation category, EMU now has 22 specialized accreditations or approvals, and plans to add three more in the next two years. We believe that these accreditations show that one's peers have approved programs that have very specific quality standards.

The current academic program review system has been very effective in requiring 50 of the 156 academic programs to make quality improvements as specific concerns were addressed. Finally, academic assessment is beginning to have a major impact upon how the Basic Studies (general education) program and programs for academic majors work to provide high quality education.

In addition, the assessment program is related to several other assessment-related activities that occur at EMU. One of these is the Fast Track program, which includes several one-day sessions held February through May for new students admitted to EMU. Students learn about the University, see an adviser in the Academic Advising Center, review results of the ACT and other factors, as well as register for classes.

Another of these activities is orientation, which is a three-day event held in late August, shortly before the fall semester begins. Students learn study skills and receive general orientation to the University. Placement exams in math and writing are also part of these activities. Students are assigned to appropriate level classes as a result of these exams, along with consultation with faculty. Students also have the opportunity to take the three credit hour course, AADV 179: Orientation to College. This course emphasizes methods for success in college. The centerpiece of this course is self-assessment.

In the survey category, the Career Services Center surveys graduates on an annual basis. Survey results are provided to departments for their majors. Finally, the academic program review system described earlier yields very useful information on the success of programs, as well as the success of the students in these programs.

EMU to present at national assessment conference

Don Bennion and Stewart Work have been notified that their proposal to present a concurrent session at the American Association for Higher Education's (AAHE) annual assessment conference has been accepted. They will present a session entitled, "Sharing Students, Sharing Assessment" at the conference, which will be held June 13-17 in Denver, Colorado. The presentation will focus on EMU's efforts to share its assessment activities and knowledge of these activities with faculty and staff at its feeder community colleges. A summary of the presentation will appear in a future issue of *Assessment Matters*.

Finding #7: Assessment is integral and not an add-on effort.

Frequently when new assessment programs are inaugurated at colleges and universities, the administration of the program is assigned to an individual with many other responsibilities and no time allocated for administering the new program. It is also true that the individual to whom the program is assigned may have little or no expertise in the new program. This was not the case with the assessment initiative at EMU, where the assessment program is administered very well by Don Bennion.

Dr. Bennion's title was initially changed to associate vice president and director of academic affairs, with some of his associate vice president duties assigned to others. His title reflected both a change in how he would spend his time (half-time devoted to directing the assessment program) and a change in the status of the assessment initiative at EMU.

Dr. Bennion is eminently qualified to lead the assessment effort, since he has directed the University's efforts in the areas most closely related to assessment, i.e., program review, accreditation (NCA and specialized), program development, and administration of EMU's input system for course and program changes. He has also taught University courses for more than 20 years in the areas of assessment, measurement and evaluation. Dr. Bennion has also published books and journal articles in these areas.

Dr. Stewart Work, professor of chemistry, has been assigned a half-time teaching load, so that he can assist in the administration of assessment. Dr. Work and Dr. Bennion have been involved with assessment efforts since 1985. Both have, along with Provost Ron Collins, made presentations at AAHE's annual assessment conferences.

In addition, each of EMU's five colleges has designated an associate dean to direct assessment efforts for that college. Furthermore, many academic departments have appointed a faculty coordinator to direct or coordinate that department's assessment activities.

Assessment Matters

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How assessment at EMU compares to assessment at "best practices" institutions (Part III)

This is the last in a series of four reports on how Eastern Michigan University's assessment program compares to assessment at "best practices" institutions. We obviously believe that EMU is doing very well overall. Detailed descriptions of the 11 best practices appeared in the January 1999 issue.

Finding #8: Assessment is decentralized.

From the very beginning, whenever possible, assessment at EMU has been decentralized, and both the authority and the responsibility for assessment have been placed in the hands of the appropriate program faculty. In the case of the academic major, this authority has been assigned to the faculty in the department that offers the major.

This decentralization was made clear in a 1993 brochure, "Questions and Answers About Assessment in the Academic Major at EMU," which was distributed to all faculty at the University. It is further stated in the brochure that the department will determine the appropriate assessment methods, but that all programs must conduct assessment, and that this assessment must be approved by the director of academic assessment.

This decentralized approach to assessment at EMU has led to the development of a wide range of assessment methods and results that have been very helpful to departments in improving their academic programs.

The assessment of general education at EMU is an all-University function. Therefore, the responsibility for the assessment of general education is placed in the hands of the all-campus general education committee. Many of the faculty on the general education committee teach general education courses. The emphasis of the assessment program in this area has been on two areas that are common to all components of EMU's distributive general education program: written comprehension and critical thinking. Using the Educational Testing Service's "Tasks In Critical Thinking," the committee has determined student performance on both of these key skills and is working with academic departments to improve both the critical thinking and writing of EMU students.

Finding #9: Findings of assessment are best used in non-punitive ways.

One of the conditions for assessment at EMU addresses the issue of using the findings of assessment in non-punitive ways. This condition states: "Focus must be on program improvement and related student learning, and not on the performance of individual faculty." This point was made clear to all faculty in 1993 when they received the "Questions and Answers About Assessment in the Academic Major at EMU" brochure.

continued on page 2

How assessment at EMU compares to assessment at “best practices” institutions

continued from page 1

More about Finding #9:

Many of the University's assessment efforts officially began with students entering EMU in fall 1995. These students were informed through the undergraduate and graduate catalogs and other publications of the benefits of assessment to them and to the University. They were also informed (through the catalogs) that because of the importance of this effort to the quality of academic programming at EMU, for any student asked, participation was mandatory.

Improvement has occurred in departments that have already implemented their assessment plans. For example, the College of Business plan has led to the revision of the capstone course and the close alignment of this course with the other courses in the business core. It has also led to a shift in emphasis from knowing about business skills to being able to perform business skills. Another example is that several program areas, e.g., M.S. in human resources and organizational development, B.A. in communication, report major improvements in skill development and knowledge of students who have been required to produce portfolios of their learning. We expect to report many similar successes over the next five years.

Finding #10: Educating those who will use the assessment data is of great importance.

Both the provost and the president of EMU have been supporters of academic assessment since the beginning of the campus effort in 1985. Provost Ron Collins formed the first assessment committee that year and has been supportive ever since. He has also attended most of the national AAHE Assessment Forums and has made presentations at two. In addition, President William Shelton has been very supportive of the assessment effort and made it one of the cornerstones of his Learning University initiative. In addition, the Basic Studies committee, which is broadly represented by different academic disciplines, owns the assessment of general education. The Faculty Council has also endorsed the plan for assessment of general education.

In order to further educate those who use the assessment data, several sessions have been co-sponsored by the director of academic assessment and the director of the Faculty Center for Institutional Excellence (FCIE). These sessions have been luncheon meetings and have been on broad assessment issues, such as methods being used, how results are being used, and how EMU's efforts compare to efforts at other universities. The provost and his staff, the college deans, associate deans and academic department heads have been in attendance. Assessment results have also been discussed at regular weekly meetings of the Deans' Advisory Council (DAC) and the Deans and Department Heads (DDH).

Last issue of *Assessment Matters* until fall

This is the last issue of *Assessment Matters* until September. We hope that your departmental assessment efforts and the results of these efforts were valuable. We also hope that you found the series on “best practices” in assessment informative.

In the September issue, we will discuss the March 12 Assessment Expo and the results of surveys completed by EMU faculty and staff, as well as by guests from other two- and four-year colleges and universities. We will also report on lessons learned at the June 13-16 AAHE Assessment Conference.

Best wishes for a great spring and summer. See you in September!

Finding #11: Best practice organizations continuously communicate the assessment activities and results to their constituents.

At EMU, the following means are employed to communicate the results of assessment:

- 1) *Assessment Matters* newsletter
- 2) Annual Assessment Expo
- 3) Presentations by faculty and administrators at sessions sponsored by the Faculty Center for Instructional Excellence
- 4) Presentations by faculty and administrators at state and national meetings

The *Assessment Matters* newsletter is one page (front and back) in length and is normally published monthly during the academic year. It is written by Don Bennion and Stewart Work. Articles are solicited from faculty describing their program's assessment efforts and findings.

The annual Assessment Expo provides the opportunity for faculty throughout the University to present their assessment methods and results in a poster or multimedia format to fellow faculty members from EMU and nearby two- and four-year colleges and universities.

Assessment-related FCIE presentations are made three to five times per year on different topics. Wherever possible these presentations are by faculty involved in their program's assessment or in the assessment of general education.

National and state presentations on assessment have been made every year by Don Bennion and by Stewart Work to such groups as the American Association of Higher Education (AAHE) and the North Central Association (NCA). Faculty have also presented at the AAHE Assessment Conference and at meetings of their professional associations.

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 16
DATE: January 16, 2001

RECOMMENDATION

POLICY CHANGE

ALCOHOL AND DRUG POLICY

ACTION REQUESTED

It is recommended that the Board of Regents amend the alcohol and drug policy to include a title modification, to add a statement related to Parental Notification, to clarify the purpose and responsibility for the Biennial Review, and to add a statement related to alcohol marketing on campus.

STAFF SUMMARY

The recommended changes are a result of conducting the 2000 Biennial Review as required by the Drug-Free School and Communities Act Amendment of 1989. A university-wide Biennial Review Committee conducted a review of the University's Alcohol and Other Drug (AOD) Policy and Program to determine its effectiveness and implement any necessary changes, and to ensure consistent enforcement of disciplinary sanctions for violating standards of conduct. The proposed policy:

- (a) changes the policy title from 'Alcohol and Drug Policy' to 'Alcohol and Other Drug Policy';
- (b) adds a statement related to parental notification for drug or alcohol violations related to the Family Educational Rights and Privacy Act (FERPA);
- (c) clarifies the purpose for conducting a university-wide biennial review;
- (d) adds a statement to establish standards related to the extent of alcohol marketing on campus; and
- (e) defines who has the responsibility for conducting the biennial review.

The Dean of Students and the Executive Director of Human Resources have direct responsibility for the daily administration of the policy.

FISCAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer

Date



Policies, Rules and Regulations

Effective Date	Date of Revision		
12-10-71	1-16-01		
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Issue			
ALCOHOL AND OTHER DRUG POLICY			

UNIVERSITY POLICY STATEMENT:

The University is committed to promoting and maintaining a work and academic environment that is free from illegal alcohol and drug use and abuse, in accordance with all federal, state, and local laws. Students and employees are prohibited from reporting to work or working under the influence of alcohol or drugs.

Employees may not consume, possess, distribute, or be under the influence of alcoholic beverages on University property or while on University business (except at University functions at which use of alcohol is approved). Employees, students, and campus visitors aged twenty-one (21) years or older, consuming alcohol at University functions or while on University business, where such use is approved, are expected to use alcohol responsibly and not engage in illegal, unprofessional, or disruptive behavior.

Students and campus visitors who have attained the legal drinking age of twenty-one (21) years of age may possess and consume alcoholic beverages only at approved University functions or in residence hall rooms of students who have attained the legal drinking age. Those under twenty-one (21) years of age are not permitted to consume or possess alcoholic beverages at any time.

Students, employees, and visitors are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication while on University property or University business.

Any member of the University community who violates this policy is subject to both prosecution and punishment by civil authorities and to disciplinary proceedings by the University.

This policy is not designed to punish people for seeking rehabilitation. All information about those individuals who voluntarily avail themselves of drug or alcohol counseling or rehabilitation

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ALCOHOL AND OTHER DRUG POLICY		

services will remain confidential. Seeking counseling or rehabilitation will not be used as a basis for disciplinary action or be used against an individual in any way.

University employees and students who violate this policy shall be informed about and referred to services to assist them in determining whether they are abusing drugs and alcohol or are chemically dependent. If a problem is found to exist, the individual will be referred to resources to assist him/her in overcoming the drug or alcohol abuse pattern. This referral or assessment shall not limit the University's ability to pursue appropriate disciplinary action, up to and including termination or expulsion, when an employee or student has violated this policy or any other University policy.

This policy shall not add to or supersede union contracts or established employee work rules.

UNIVERSITY PRACTICE:

In order to comply with this policy Eastern Michigan University will:

1. Disseminate a copy of the University Alcohol and Other Drug (AOD) policy to all employees and students on an annual basis.
2. Disseminate a copy of EMU's policy on notification to parents of drug and alcohol violations related to the Family Educational Rights and Privacy Act (FERPA) to all students on an annual basis.
3. Conduct educational programs aimed at preventing alcohol abuse and drug use and abuse and inform the University community about the dangers and health risks of alcohol and drug use and abuse.
4. Provide information on an annual basis on available counseling, treatment and rehabilitation or re-entry programs and facilitate and encourage use of appropriate resources by all employees and students.
5. Provide a description of all applicable local, state, federal and University sanctions for unlawful consumption, possession, or distribution of illicit drugs and alcohol.

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Issue		
ALCOHOL AND OTHER DRUG POLICY		

6. Require employees who are working on federally funded projects and who are convicted of violating any criminal drug statute while at the workplace or while on work-related activities, to notify their immediate supervisor within five (5) days. EMU will then notify the appropriate federal agency about such a violation.
7. Conduct a biennial review of its alcohol and other drug program as required by the Drug-Free School and Communities Act Amendment of 1989 to determine the effectiveness of, and to implement necessary changes to the AOD program, and to ensure that consistent enforcement of disciplinary sanctions for violating standards of conduct are appropriately applied.
8. When alcohol is served or sold at approved University functions:
 - A. Alcoholic beverages shall not dominate the advertising or be the primary focus of any event.
 - B. Food and non-alcoholic beverage alternatives shall be available.
 - C. Precautionary measures shall be implemented to insure that alcoholic beverages are not accessible to persons under the legal drinking age.
 - D. The sponsoring person/group shall comply with applicable rules and regulations of the Michigan Liquor Control Commission.
9. Establish standards related to the extent of alcohol marketing on campus in three areas: alcohol advertising, alcohol industry promotions, and alcohol industry official sponsorship.

RESPONSIBILITY FOR IMPLEMENTATION:

The President of the University has overall responsibility for the implementation and administration of this policy and has delegated its overall management to the Executive Director of Human Resources and the Dean of Students. In addition, the President or his/her designee will generate a review of the institution's alcohol and other drug program as required by law.

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Issue		
ALCOHOL AND OTHER DRUG POLICY		

SCOPE OF POLICY COVERAGE:

This policy applies to all current University employees, students, and visitors. Additional regulations on this subject may be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision
Empty space for authority information

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 17

DATE:

January 16, 2001

RECOMMENDATION

ELECTION OF BOARD OFFICERS

ACTIONS REQUESTED

ELECTION OF CHAIR

In accordance with the Board of Regents By-Laws, Article IV, Section 4.01, it is recommended that the Board of Regents elect _____ as Chair of the Board of Regents.

ELECTION OF VICE CHAIR

In accordance with the Board of Regents By-Laws, Article IV, Section 4.02, it is recommended that the Board of Regents elect _____ Vice Chair of the Board of Regents.

APPOINTMENT OF BOARD TREASURER

In accordance with the Board of Regents By-Laws, Article IV, Section 4.07, it is recommended that the Board of Regents appoint _____ as Treasurer to the Board of Regents.

APPOINTMENT OF THE SECRETARY OF THE BOARD

In accordance with the Board of Regents By-Laws, Article IV, Section 4.05, it is recommended that the Board of Regents appoint _____ as Secretary of the Board of Regents.

APPOINTMENT OF THE INTERNAL AUDITOR

In accordance with the Board of Regents By-Laws, Article IV, Section 4.12, it is recommended that the Board of Regents appoint _____ as Internal Auditor.